



8555 Kalamazoo Ave., SE
Caledonia, MI 49316

www.gainestownship.org

Phone: 616-698-6640

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February 5, 2025

Gaines Township Board of Trustees
8555 Kalamazoo Ave SE
Caledonia, MI 49316

RE: February 10, 2025, Township Board Meeting

Township Board Members:

Greetings! I hope that this message finds you well.

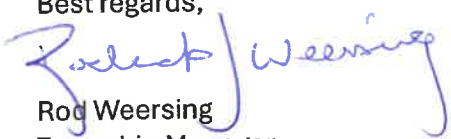
In lieu of a scheduled speaker for this month, we will instead be performing a swearing in ceremony for our full-time firefighters. With the transition to the new Gaines Charter Township Fire Department, it seemed like the correct time to get all our firefighters sworn in to perform their duties in protecting the Township.

Under new business on the agenda, you will be asked to consider the 2024 Annual Report from the Planning Department. There is also a request from the Parks & Trails Committee for funds to perform at least one, and maybe two, appraisals on some land. The Water & Sewer Department has submitted a development contract for phase III of the Thornapple Farms development, along with their annual report of billing adjustments that have been performed. Also, regarding the Thornapple Farms development, you will find a request to set a public hearing for the Streetlight Special Assessment District for phases I & II at the March 10 Board meeting. Lastly, you will be asked to consider moving the Township's version of the BS&A modules from the current server-based format to the cloud-based format.

Just a quick reminder that the start time for the Board meetings is now 6:00 pm.

I look forward to seeing you on Monday!

Best regards,


Rod Weersing
Township Manager

GAINES CHARTER

TOWNSHIP

**GAINES CHARTER TOWNSHIP
Township Board of Trustees Meeting
Gaines Charter Township Board Room
8555 Kalamazoo Ave., Caledonia, MI 49316**

PRELIMINARY AGENDA

**Monday, February 10, 2025
Time: 6:00 PM**

- 1. Opening Prayer ~**
- 2. Pledge of Allegiance**
- 3. Call to Order and Attendance ~**
- 4. Declaration of Conflict of Interest**
- 5. Review of Consent Agenda ~ *items must be removed from the consent agenda in order to be discussed***
- 6. Approval of Agenda**
- 7. Communications ~ Informational items ~**
 - a. Letters from Siegfried Crandall regarding 2024 audit**
 - b. January 2025 Building Department Revenue Report**
 - c. GCTFD January 2025 Run Report**
 - d. LGROW 2024 Annual Report**
 - e. W&S – W&S Annual Report for Payment Plans**
- 8. Scheduled Speakers**
 - a. GCTFD Swearing in Ceremony**
- 9. Public Comments – *Public may speak regarding anything on the agenda which is NOT scheduled for a public hearing (comments limited to 3 minutes per speaker)***
- 10. Public Hearings: NONE**
- 11. Consent Agenda:**
 - a. Minutes – January 13, 2025**

b. Check Registers for the month of October

i. General Fund (101):	\$ 128,011.87
ii. Public Safety SAD (205):	\$205,472.33
iii. Building Inspections (549):	\$ 16,032.56
iv. Water and Sewer (590 & 591):	<u>\$ 32,636.42</u>
TOTAL OF ALL FUNDS:	\$382,153.18

c. Treasurer's Report

12. New Business

- a. Consider ~ Planning – 2024 Annual Report**
- b. Consider ~ Parks and Trails – Requesting Appraisals**
- c. Consider ~ W&S – Thornapple Farms Phase III W&S Development Contract**
- d. Consider ~ W&S – W&S Annual Report for Billing Adjustments**
- e. Consider ~ Thornapple Apple Farms Phases I & II SSAD**
- f. Consider ~ BS&A Cloud Version**

13. Public Comments ~ *On any topic (comments limited to 3 minutes per speaker)*

14. Manager's Comments

15. Supervisor's Comments

16. Trustee's Comments

17. Adjournment

NEXT SCHEDULED BOARD OF TRUSTEES MEETING:

ANY INTERESTED PERSONS ARE INVITED TO ATTEND AND PARTICIPATE IN ALL TOWNSHIP BOARD OF TRUSTEE MEETINGS. PERSONS WITH DISABILITIES NEEDING ANYT SPECIAL ACCOMMODATIONS SHOULD CONTACT THE TOWNSHIP OFFICES ONE WEEK PRIOR TO THE MEETING TO REQUEST MOBILITY, VISUAL OR ANY OTHER ASSISTANCE.

Preliminary Agenda – Subject to Change



Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

December 10, 2024

Members of the Township Board
Charter Township of Gaines
8555 Kalamazoo Avenue, S.E.
Caledonia, MI 49316

We are pleased to confirm our understanding of the services we are to provide the Charter Township of Gaines for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Charter Township of Gaines as of and for the year ended December 31, 2024. Accounting principles generally accepted in the United States of America (GAAP) provided for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Charter Township of Gaines' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Charter Township of Gaines' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Improper revenue recognition due to fraud
2. Management override of controls

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Charter Township of Gaines' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Daniel L. Veldhuizen is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$18,250. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

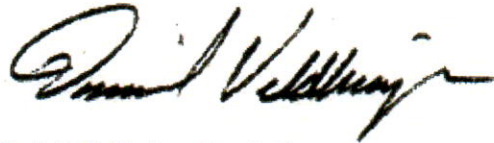
Reporting

We will issue a written report upon completion of our audit of the Charter Township of Gaines' financial statements. Our report will be addressed to the Township Board of the Charter Township of Gaines. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or we may withdraw from this engagement.

We appreciate the opportunity to be of service to the Charter Township of Gaines and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Charter Township of Gaines.

By:

Robert Tenpstra

Title:

Supervisor

Date:

January 28, 2025



Revenue Breakdown Report

Page: 1 of 19

02/03/2025

Filter: All Records, Transaction.DateToPostOn Between 1/1/2025 12:00:00 AM AND 1/31/2025 11:59:59 PM

Unit Totals

Unit Name	Records	Revenue
	108	39,277.50
TOTAL	108	39,277.50

Record Type Totals

Unit:	Records	Revenue
Name	1	25.00
Permit	107	39,252.50
UNIT TOTAL:	108	39,277.50

Record Type Breakdowns

Unit:	Records	Revenue
Record Type: Name	1	25.00
TOTAL:	1	25.00

Record Type: Permit	Records	Revenue
Building	15	17,493.00
Demolition	1	225.00
Electrical	26	10,724.00
FIRE SUPPRESSION	4	585.50
Mechanical	37	5,530.00
Plumbing	23	4,610.00
Water Heater Replacement	1	85.00
TOTAL:	107	39,252.50

Incidents by Category and Month

Jan 01, 2024 12:00 AM to Feb 06, 2025 11:03 AM

Incident Type Category	2025		2025		2024		YTD % Change
	Jan	Feb	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	8	0	8	3.00%	4	17.00%	100.00%
3 - Rescue & Emergency Medical Service Incident	223	0	223	73.00%	8	35.00%	2687.50%
4 - Hazardous Condition (No Fire)	8	0	8	3.00%	2	9.00%	300.00%
5 - Service Call	5	0	5	2.00%	0	0.00%	N/A
6 - Good Intent Call	28	0	28	9.00%	9	39.00%	211.11%
7 - False Alarm & False Call	31	0	31	10.00%	0	0.00%	N/A
8 - Severe Weather & Natural Disaster	1	0	1	0.00%	0	0.00%	N/A
9 - Special Incident Type	1	0	1	0.00%	0	0.00%	N/A
Grand Total	305	0	305	100.00%	23	100.00%	12.26%

Aid Given and Received Summary

Jan 01, 2025 to Jan 31, 2025



Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Byron Township Fire Department	2	40.00%	1	25.00%	1	25.00%	2	66.67%
Caledonia Township Fire Department	0	0.00%	0	0.00%	1	25.00%	0	0.00%
City of Kentwood Fire Department	2	40.00%	2	50.00%	1	25.00%	1	33.33%
City of Wyoming Fire Department	0	0.00%	1	25.00%	0	0.00%	0	0.00%
Cutlerville Fire Department	1	20.00%	0	0.00%	0	0.00%	0	0.00%
Dutton Fire Department	0	0.00%	0	0.00%	1	25.00%	0	0.00%
Overall	5	100.00%	4	100.00%	4	100.00%	3	100.00%

Incidents by District/Zone

Jan 01, 2024 12:00 AM to Feb 06, 2025 11:02 AM

District/Zone	2025		2025		2024		YTD % Change
	Jan	Feb	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
Byron Township	75	0	75	25.00%	0	0.00%	N/A
Byron Township Fire	4	0	4	1.00%	5	22.00%	-20.00%
Caledonia Township	2	0	2	1.00%	3	13.00%	-33.33%
Dutton Fire Department	0	0	0	0.00%	8	35.00%	-100.00%
Kentwood	5	0	5	2.00%	4	17.00%	25.00%
Kentwood	0	0	0	0.00%	1	4.00%	-100.00%
Wyoming	0	0	0	0.00%	2	9.00%	-100.00%
Zone 1	81	0	81	27.00%	0	0.00%	N/A
Zone 10	3	0	3	1.00%	0	0.00%	N/A
Zone 11	1	0	1	0.00%	0	0.00%	N/A
Zone 12	2	0	2	1.00%	0	0.00%	N/A
Zone 2	24	0	24	8.00%	0	0.00%	N/A
Zone 3	10	0	10	3.00%	0	0.00%	N/A
Zone 4	53	0	53	17.00%	0	0.00%	N/A
Zone 5	20	0	20	7.00%	0	0.00%	N/A
Zone 6	7	0	7	2.00%	0	0.00%	N/A
Zone 7	15	0	15	5.00%	0	0.00%	N/A
Zone 8	3	0	3	1.00%	0	0.00%	N/A
Grand Total	305	0	305	100.00%	23	100.00%	12.26%

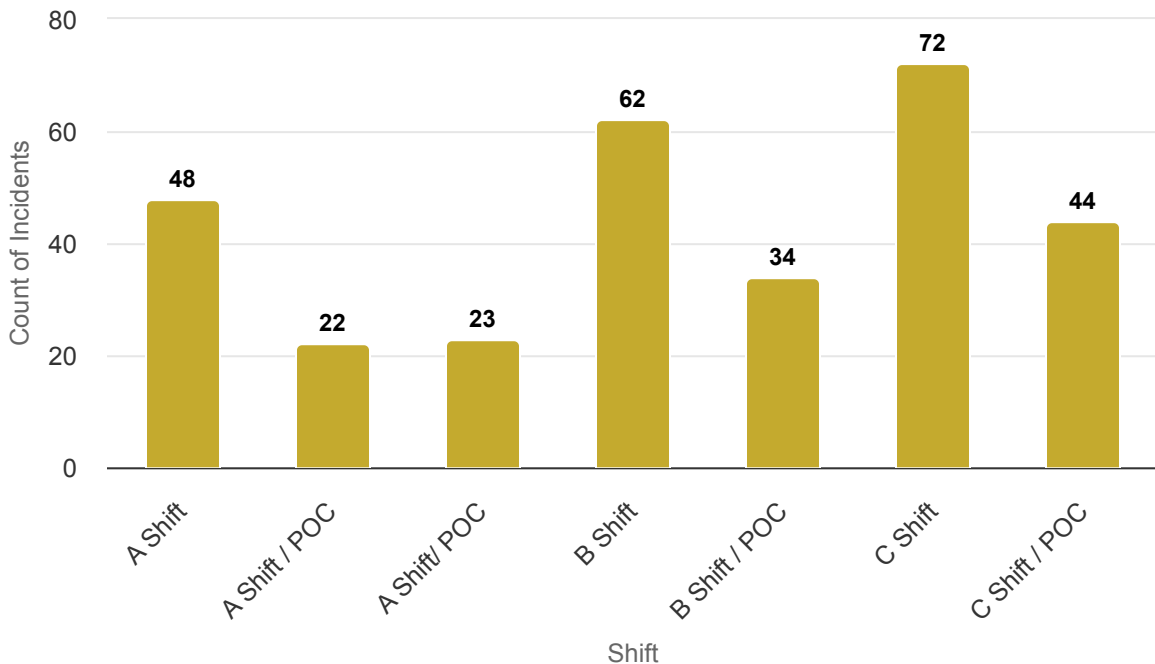
Incidents by Day and Hour

Jan 01, 2025 to Jan 31, 2025

Day of Week	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Sunday	0	0	0	0	2	1	0	3	2	2	1	6	5	1	3	0	1	1	3	1	2	1	0	3
Monday	0	1	0	0	0	0	1	1	1	2	3	2	3	0	1	1	1	2	4	4	5	3	1	0
Tuesday	1	2	0	0	2	0	2	4	3	7	6	8	7	2	3	0	0	1	2	1	2	1	1	2
Wednesday	1	1	2	0	1	2	3	4	3	1	2	3	4	4	3	2	1	4	3	4	4	2	0	3
Thursday	2	2	0	0	0	0	1	1	2	1	2	1	2	5	0	0	2	5	2	3	3	0	3	1
Friday	2	1	0	0	0	2	1	4	2	3	0	3	6	4	1	2	4	2	5	2	3	1	1	1
Saturday	0	0	5	0	1	1	0	1	2	1	5	3	1	0	0	3	0	0	1	0	1	1	2	1

Incidents by Shift

Jan 01, 2025 to Jan 31, 2025



Calls in Progress

Jan 01, 2025 12:00 AM to Jan 31, 2025 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	230	37.64%	639	85.93%
1 Call In Progress	285	46.64%	89	11.90%
2 Calls In Progress	71	11.62%	12	1.65%
3 Calls In Progress	20	3.27%	3	0.42%
4 Calls In Progress	5	0.82%	1	0.09%
Totals	611	100.00%	744	100.00%

2024 ANNUAL REPORT

**A yearly celebration of achievements
for the Lower Grand River
Organization of Watersheds**

LOWER GRAND RIVER
ORGANIZATION *of* WATERSHEDS



GVMC

WHAT IS LGROW?

The Lower Grand River Organization of Watersheds (LGROW), an agency of The Grand Valley Metropolitan Council, brings together local municipalities and community stakeholders in a unique format to address issues facing the Lower Grand River and its 32 subwatersheds.

MISSION

To understand, protect and improve the natural resources of the Lower Grand River Watershed for all to enjoy.

VISION

To connect water with life.

TABLE OF CONTENTS

- 1 About LGROW**
- 2 Meet the Team**
- 3 Letters From The Chair and Director**
- 4 Public Engagement**
- 5 Watershed Wins**
- 8 Projects**
- 10 Water Trail**
- 11 21th Annual Spring Forum**
- 12 Conferences**
- 13 Adopt-a-Drain**

MEET THE TEAM



LGROW Staff

Cara Decker
Director of Environmental Programs

Rachell Nagorsen
Stormwater Programs Manager

Robert Cloy II
Urban Waters Ambassador

Matt Bain
Aquatic Specialist & Education
Coordinator

Anna Kornoelje
Land and Water Projects Manager

Damaris Potter
Climate Action Planner

Ella Carr
Watershed Programs Associate

Jack Grice
Intern

Board of Directors

Dan Taber
Chair

Aaron Vis
Past Chair

Scott Yonkers
Vice Chair

Grant Simons
Technical Committee Chair

Andrew Reinhardt
Technical Committee Vice Chair

Kate Milzarski
Public Engagement Committee Chair

Amy Haack
Public Engagement Committee Vice Chair

Ben Jordan
Subwatershed Committee Chair

Gerry Konning
Subwatershed Committee Vice Chair

Bradley Boomstra
Stormwater Ordinance Committee Chair

Joel Morgan
Stormwater Ordinance Committee Vice Chair

Nathan Williams
Sustainability Committee Chair



A LETTER FROM THE CHAIR

Hello LGROW Friends,

First and foremost, I want to express my heartfelt gratitude. Thank you to our friends, volunteers, organizers, board members, and staff who dedicate their time, skills, and—most importantly—their passion to protecting and preserving the Grand River through LGROW's work. Our accomplishments would not be possible without the unwavering support of this incredible community.

This past year has been a testament to what we can achieve together. Among many highlights, LGROW proudly secured state designation from the Michigan DNR for the Lower Grand as a Water Trail, received funding from the USDA Forest Service and Michigan DNR for tree planting projects along Plaster, Rush, and Buck Creeks, and in the City of Wyoming, and partnered with the MI Healthy Climate Corps to advance climate resiliency efforts. These milestones represent the power of collaboration and our shared commitment to the Grand River watershed.

While we celebrate these successes, we know the work is far from over. Protecting and enhancing the watershed we love is an ongoing effort, and I'm eager to continue building on our progress together. I look forward to seeing you all at upcoming volunteer events and at the Spring Forum as we advance our mission.

Thank you again for being part of this journey. Your dedication and passion inspire us to keep moving forward.

With Appreciation,
Daniel Taber, PE



A LETTER FROM THE DIRECTOR

2024 brought us new partners, new grant projects, a growing team, and strengthened relationships. Our team continues to amaze me with what they can accomplish, and I am so grateful for their dedication to making the watershed a better place to live, work, and play. In 2025, we're looking to continue our programs while growing our reach and expanding diversity of partners.

If you've been thinking about taking action in the watershed- the time is now. Start small. Go for a walk along the many miles of river in the Lower Grand. Check out what your local subwatershed group is up to. Chat with your neighbors about how important our water resources are. Adopt a drain. Lead a stream cleanup. Plant a tree. Your actions matter. LGROW is here to support you and to understand, protect, and improve the natural resources of the watershed for all to enjoy. Thank you for being on this journey with us- we couldn't do it without you.

This year, I'm wishing you many peaceful moments by a stream, urban river, in a forest, or in a park.

We'll see you in the watershed,

Cara Decker

PUBLIC ENGAGEMENT



OUR EVENTS

LGROW hosted or attended more than 36 public events this year with an overall attendance of over 2,319 people.

2,319+

PEOPLE
IMPACTED

45

SCHOOL EVENTS

2,067

STUDENTS
IMPACTED

STUDENT OUTREACH

From Water Quality monitoring to Macroinvertebrate Sampling, LGROW worked in several school districts in the watershed. Through on-campus activities and field trips, LGROW offered unique learning experiences for all age groups. We are continuing to build new partnerships to expand our reach and ensure watershed-focused education is accessible to diverse communities.



WATERSHED WINS



MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM

In 2024, EGLE issued NPDES MS4 permits for 20 LGROW MS4 members. We also compiled dry weather screening data for over 2,000 storm sewer outfalls over two testing periods into a single report, giving insight into illicit discharge prevention throughout our watershed and guiding future pollution prevention efforts. We trained over 30 MS4 employees on watershed awareness and how to prevent pollution in daily operations. TMDL monitoring continued in the watershed with wet weather screening completed on 3 different impaired waterbodies.

After many input and review sessions throughout the year, we are looking forward to releasing the newest version of the LGROW Design Spreadsheet in early 2025 coinciding with updated Stormwater Standards Manuals. We are grateful for the invaluable input our members provide on all our MS4 programs and are looking forward to the coming year!

RAINSCAPING

In partnership with the West Michigan Environmental Action Council on a grant from the Department of Environment, Great Lakes, and Energy, LGROW worked with Grand Rapids area residents to plant 8 raingardens throughout the Lower Grand River Watershed. These gardens are built to infiltrate stormwater from roads and reduce sediment and pollution that would otherwise be carried down the storm drain. We also visited 35 residents, schools, and small businesses in 2024 and provided recommendations and resources to help improve stormwater management and wildlife habitat. We are planning to plant 7 more raingardens in 2025.

1,400

NATIVE
PLANTS
INSTALLED

16,000

POUNDS OF
RIVER ROCK
INSTALLED

12,000

POUNDS OF SOIL
INSTALLED

3,000

POUNDS OF
MULCH
INSTALLED

SUBWATERSHED WORK

32

DELINEATED
SUBWATERSHEDS

2,909

SQUARE MILES
IN OUR
WATERSHED

5

SUBSHEDS
MONITORED
WITH MICORPS

Given the considerable land and water within our watershed, we did our best to cover as much ground as possible. We worked with numerous stakeholders in Indian Mill Creek over ongoing water quality concerns and applied for a grant to write a management plan for that subshed. We toured the Thornapple River Watershed and began MiCorps sampling there in partnership with Barry Conservation District. We partnered with the Rogue River Watershed Partners, Flat River Watershed Council, and Friends of Buck Creek on a grant application which would support riparian restorations in each watershed. We worked with the Rogue River Watershed Partners to perform a riparian restoration in a tributary to the Rogue. We supported Coldbrook Creek in MiCorps monitoring at two sites in Grand Rapids.

HEALING OVER HABITAT

LGROW partnered with the National Wildlife Federation and local churches to host two free, fun, and informative workshops all about native plants.

Participants earned about the benefits of incorporating native plants into their home gardens and received a selection of native plants, a planting tool, and gloves.

79

WORKSHOP
ATTENDEES





URBAN WATERS FEDERAL PARTNERSHIP

The Urban Waters Federal Partnership (UWFP) is an EPA-led national program to provide support for the restoration of major urban watersheds across the United States. The Grand River and Grand Rapids have been designated as an UWFP location since 2013. In 2024, the Ambassador held 4 meetings for local, state and federal partners to convene and discuss opportunities for collaboration. The Ambassador and partners also worked together to draft and finalize a 2024-2025 Workplan, which was formally approved by the EPA in early 2025.

RIVER RESTORATION

The Grand River Restoration initiative led by the City of Grand Rapids and Grand Rapids Whitewater is underway! After over a decade of researching, designing, engineering, and permitting, the work in the river has begun to prepare for the removal of the four low-head dams. Removal and relocation of native mussel species, including the Federally Endangered Snuffbox Mussel, had to occur ahead of the dam removal and riverbed restoration that is planned to begin in the Fall of 2025. The Grand River Restoration Initiative will see the return of healthier, more natural, habitat for fish, aquatic insects, and mussels that call the Grand River home.



PROJECTS

MICORPS MONITORING

Volunteers for this years monitoring in the the Rogue River Watershed included members of Barry County NRCS, Muskegon River Watershed Assembly, Trout Unlimited, and the Rogue River Watershed Partners, GVSU students as well as students and teachers from Rockford and Plainfield Township Schools.



As the Rogue River MiCorps grant drew to its conclusion, we began MiCorps sampling with our friends at Barry Conservation District. LGROW led a team of volunteers in collecting aquatic macroinvertebrates and habitat data at two sites in the watershed; and then led a macroinvertebrate identification day for Barry Conservation District staff and MiCorps volunteers in Hastings.

MILL CREEK MONITORING

In 2024, we began water quality monitoring in the Mill Creek watershed, a small subwatershed of the Lower Grand that runs predominantly through Alpine Township. This project is funded by an EGLE 319 grant and supports the conservation practices of Kent Conservation District. LGROW and KCD monitored water quality parameters throughout the upper reaches of Mill Creek on three separate occasions (Summer wet, Summer dry, and Fall wet), we worked with partners to monitor a small lake in the headwaters (Cranberry Lake) for nutrients and shoreline integrity, and we joined EGLE staff in monitoring the lower reaches using fish and aquatic macroinvertebrates. Additionally, LGROW sent mailers to riparian residents of Mill Creek concerning septic system failure and maintenance, as failing septic systems are common sources of excess nutrients and bacteria for water bodies. LGROW gave a 30-minute presentation on the project at the Michigan Inland Lakes Partnership and MiCorps 2024 joint conference in Grand Rapids.



TREE PLANTING PROJECTS



DTE ENERGY FOUNDATION

LGROW was awarded \$4,000 from the DTE Energy Foundation Tree Planting Grant Program. In May 2024, LGROW partnered with the City of Hudsonville and the Hudsonville Department of Public Works staff to plant 20 native trees in the Rush Creek Watershed using the funds from the DTE Energy Foundation.

FORESTS TO FAUCETS

Forests to Faucets is a Michigan Department of Natural Resources program supported by the U.S. Department of Agriculture (USDA) Forest Service, and National Fish and Wildlife Foundation to show the connections between healthy forests and clean drinking water. LGROW worked with partners throughout the watershed to distribute over 1,500 saplings to rural landowners. Another round of tree sapling distributions will happen in Spring 2025.



FOREST SERVICE GLRI GRANT

LGROW was awarded over \$250,000 in funding through the USDA Forest Service Great Lakes Restoration Initiative (GLRI)! This funding will allow LGROW and community partners to plant 450 native trees and 50 native shrubs in the Plaster Creek, Rush Creek, and Buck Creek subwatersheds.



CITY OF WYOMING: TREE AMIGOS URBAN TREE CANOPY ASSESSMENT:

LGROW was awarded over \$200,000 in funding through the USDA Forest Service and Michigan Department of Natural Resources to work with local partners to conduct an Urban Tree Canopy Assessment of the entire City of Wyoming. This project will include workshops for the community to learn best management practices for maintaining current trees. On-the-ground restoration efforts will also include planting 100 trees and engaging with 100 adult volunteers.



LOWER GRAND RIVER WATER TRAIL



Image by River Network



The Lower Grand River is now an official Michigan Water Trail! The Michigan Department of Natural Resources approved the application submitted by LGROW and added the Lower Grand River to the list designated water trails in the State of Michigan. Spanning 96 miles from Portland to Grand Haven, this water trail boasts 35 public access points for paddlers, offering a scenic and accessible experience for kayakers, canoeists, and other small-boat enthusiasts. LGROW will continue collaborating with river access owners to enhance recreational opportunities and provide resources like an interactive map, development plan, and a water-resistant paddling guide, available by Spring 2025. Visit our Water Trail [website](#) and check out the interactive map and the Lower Grand River Water Trail Development Plan, which details the river, access, and safety.

This designation completes the Grand River Water Trail system, making it the longest in Michigan by connecting the Lower, Middle, and Upper Grand River trails. LGROW also aims to highlight the river's cultural, historical, and environmental significance while promoting nearby amenities like biking trails, restaurants, and campgrounds. Special thanks to all partners and supporters, including the National Park Service Trails Department, for making this years-long effort a reality.



LGROW Staff and Water Trail Stakeholders celebrate the anticipated Water Trail designation at Ah-Nab-Awen Park on May 15th, 2024. Many Thanks to River Network for helping us host a celebration as a part of River Rally.

LGROW'S 21ST ANNUAL SPRING FORUM



LGROW celebrated its 21st annual Grand River Spring Forum June 13-15. There were more than 200 attendees! The Forum is an opportunity to celebrate the collaborative work being undertaken to protect the Lower Grand River.



We kicked off this year's Spring Forum at City Built Brewing. The following day there was a MS4 Community Stormwater Meeting and a river cruise on the Grand Lady Riverboat. The last day of the Forum featured an exciting paddling event that explored Indian Channel and Dermo Bayou in the Spring Lake Watershed in Ottawa County.



LGROW is incredibly grateful for the tremendous support we have received through sponsorships and by those who attended the events. Thank you to all who have supported LGROW and our vision of connecting water with life over the last twenty-one years.



**Save the date for the 22nd Annual Spring Forum:
May 15-17, 2025**

CONFERENCES

CONSERVATION FINANCE BOOTCAMP

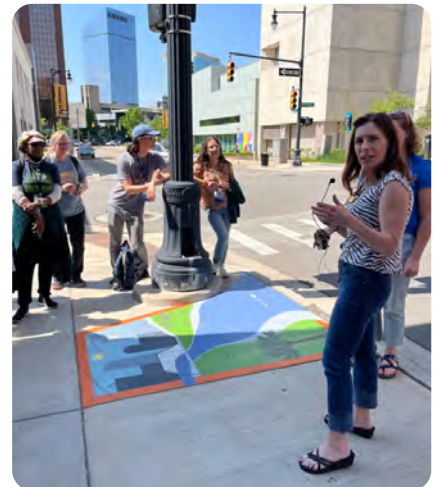
The annual Conservation Finance Bootcamp is 5-day long training course for professionals that covers in-depth information on conservation funding, finance trends, public funding, private investment capital, and monetized ecosystem services.

The Boot Camp teaches attendees hands-on tools and lessons from case studies presented by experts in their respective fields. Attendees have opportunities to consult with peers, and experts to gain a better understanding on how to effectively fund conservation work.

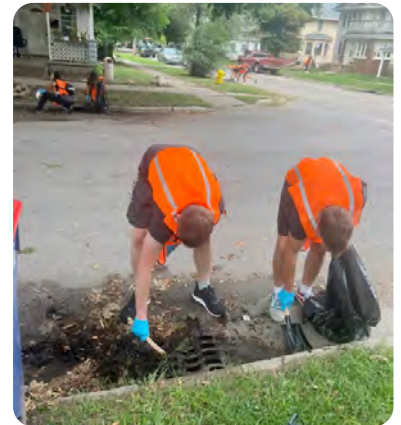
Our Urban Waters Ambassador attended and presented at the 2024 Conservation Finance Bootcamp that was hosted at Yale University. The presentation included information on the Urban Waters Federal Partnership Program, the Forests to Michigan Faucets program, and information on LGROW's successes in receiving public funds through local, state, and federal grants.

RIVER RALLY

LGROW hosted several field trips at River Network's 2024 River Rally held in Grand Rapids. Highlights included a Bike Tour of the Grand River Greenway, where participants learned about regional collaboration and conservation efforts; the Storm Drain Art Walking Tour, created in partnership with Lions & Rabbits Center for the Arts, highlighted the watershed-wide Adopt-a-Drain program, combining public art with education on stormwater management. Additionally, LGROW led a hands-on session on macroinvertebrate sampling, educating participants on water quality monitoring techniques. These events allowed LGROW to continue efforts to promote community stewardship and enjoyment of the Grand River.



ADOPT-A-DRAIN UPDATE



LGROW's Adopt-a-Drain program relaunched in the fall with updates making it easier than ever to get involved. A key highlight is the ability to view and adopt storm drains painted by local artists, made possible through our partnership with Lions & Rabbits. These painted drains have brought an artistic and personal connection to the program, engaging more people in protecting our waterways.

By the end of 2024, more than 1,600 storm drains have been adopted across our watershed, demonstrating the community's commitment to keeping our waterways clean and healthy. Visit lgrow.org/adopt-a-drain today to join the effort and make an impact!



ADOPT-A-DRAIN

GRAND RIVER



LET'S CONNECT:

-  www.lgrow.org
-  (616) 776-7605
-  info@lgrow.org
-  [@LGROW.org](https://www.facebook.com/LGROW.org)
-  [@lgrow_org](https://www.instagram.com/lgrow_org)

LGROW is an agency of the Grand Valley Metro Council, which puts LGROW in a unique position to blend non-governmental organizations with the local government members of GVMC.



PARCEL BALANCES FOR GAINES CHARTER TOWNSHIP
POPULATION: ALL RECORDS
SPEC. POPULATION: ALL ACTIVE PARCELS
ALL PAYMENTS INCLUDED
CURRENT INSTALLMENT YEAR: 2024

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Cur Install	Tot Prin Pd Cur Prin Pd	Tot Intrst Pd Cur Intrst Pd	Tot Adm Pd Cur Adm Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Pd Cur Addtl Penlty Pd	Tot Cert Pd Cur Cert Pd	Tot Balance Cur Balance
41-22-19-200-018 TALBERT JODY A	S-53 84TH ST SEWER VK761	19,180.00	2,301.60	5,754.00 1,918.00	974.98 383.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,426.00 0.00
41-22-19-200-009 VANSOLKEMA WAYNE A	S-53 84TH ST SEWER VK761	11,260.00	1,351.20	2,252.00 0.00	347.18 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	9,008.00 1,351.20
41-22-18-451-007 FORTUIN REBECCA & MICHAEL	S-53 84TH ST SEWER VK761	19,510.00	2,341.20	6,911.80 1,951.00	991.76 390.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	12,598.20 0.00
41-22-19-200-027 ROSE ALAN L & SUSAN M	S-53 84TH ST SEWER VK761	16,457.50	1,974.90	4,962.35 1,645.75	836.59 329.15	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	11,495.15 0.00
41-22-19-100-020 FOOTHILLS PROPERTIES, LLC	S-53 84TH ST SEWER VK761	14,972.50	1,796.70	4,491.75 1,497.25	761.10 299.45	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	10,480.75 0.00
41-22-19-100-021 FOOTHILLS PROPERTIES LLC	S-53 84TH ST SEWER VK761	49,443.42	5,933.21	14,833.02 4,944.34	2,513.38 988.87	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	34,610.40 0.00
41-22-18-300-040 WARSEN SUSAN M	S-53 84TH ST SEWER VK761	12,580.00	1,509.60	3,774.00 1,258.00	639.48 251.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	8,806.00 0.00
41-22-19-100-091 ZAAGMAN EDWARD J	S-53 84TH ST SEWER VK761	11,260.00	1,351.20	3,394.15 1,126.00	689.68 225.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	7,865.85 0.00
41-22-19-100-074 VANDERLAAN DANIEL & TAVI	S-53 84TH ST SEWER VK761	28,337.50	3,400.50	8,501.25 2,833.75	1,440.49 566.75	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	19,836.25 0.00
Totals For S-53 84TH ST SEWER VK761 Unit 22	Parcels: 9	183,000.92	21,960.11	54,874.32 17,174.09	9,194.64 3,434.82	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	128,126.60 1,351.20

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41-22-03-476-034 GARCIA ELEAZAR OJEDA	S-54 68TH ST SEWER VK957	13,784.00	1,636.85	1,378.40 1,378.40	258.45 258.45	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	12,405.60 0.00
41-22-10-226-017 MY AMERICAN DREAM LLC	S-54 68TH ST SEWER VK957	18,342.80	1,903.07	1,834.28 1,834.28	68.79 68.79	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	16,508.52 0.00
Totals For S-54 68TH ST SEWER VK957 Unit 22	Parcels: 2	32,126.80	3,539.92	3,212.68 3,212.68	327.24 327.24	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	28,914.12 0.00

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41-22-06-426-030 VANSTRIEN NANCY JO	S-99 SPECIALS	13,384.00	1,760.00	3,106.17 1,338.40	733.89 421.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	10,277.83 0.00
41-22-17-100-015 DIEMER EVERETT TRUST	S-99 SPECIALS	56,576.80	6,930.66	11,315.36 5,657.68	2,569.53 1,272.98	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	45,261.44 0.00
41-22-07-305-044 PARTINICO CONSTRUCTION	S-99 LSPECIALS	14,428.00	1,896.53	2,907.15 1,442.80	748.30 453.73	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	11,520.85 0.00
41-22-19-100-001 ZAAGMAN EDWARD J & JOYLES	S-99 SPECIALS	44,787.05	5,372.84	13,500.40 4,478.71	3,021.52 894.13	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	31,286.65 0.00
41-22-06-453-030 WIERENGA ERIC & AMANDA	S-99 RSPECIALS	14,008.00	1,680.96	4,202.40 1,400.80	922.83 280.16	0.00 0.00	30.82 0.00	0.00 0.00	0.00 0.00	9,805.60 0.00
Totals For S-99 SPECIALS Unit 22	Parcels: 5	143,183.85	17,640.99	35,031.48 14,318.39	7,996.07 3,322.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	108,152.37 0.00

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41-22-11-351-023 WILLIAMS ROY E	W-52 HANNA LAKE WATERMAIN	7,673.00		842.11	6,138.40 767.30	1,151.28 74.81	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,534.60 0.00
Totals For W-52 HANNA LAKE WATERMAIN EXT Unit 22	Parcels: 1	7,673.00		842.11	6,138.40 767.30	1,151.28 74.81	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,534.60 0.00

PARCEL BALANCES FOR GAINES CHARTER TOWNSHIP
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41-22-03-226-018 DERVIN PAULA & DERVIN	W-99 MSPECIALS	8,445.00	945.84	5,911.50 844.50	1,009.19 101.34	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,533.50 0.00
41-22-11-200-063 7000 DUTTON INDUSTRIAL	W-99 DSPECIALS	21,554.46	2,414.10	15,088.15 2,155.45	2,575.76 258.65	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	6,466.31 0.00
41-22-11-301-002 WALMA ANDREW T	W-99 SPECIALS	12,609.40	1,412.25	8,826.58 1,260.94	1,695.96 151.31	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,782.82 0.00
41-22-03-100-022 EDWARDS JEFFREY M	W-99 SPECIALS	10,384.20	1,292.83	4,153.68 1,038.42	1,084.28 254.41	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	6,230.52 0.00
41-22-19-100-091 ZAAGMAN EDWARD J	W-99 SPECIALS	15,050.40	1,805.51	4,536.72 1,505.04	1,015.36 300.47	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	10,513.68 0.00
41-22-19-100-001 ZAAGMAN EDWARD J & JOYLES	W-99 SPECIALS	27,896.46	3,346.13	8,426.98 2,789.65	1,881.56 556.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	19,469.48 0.00
41-22-30-400-046 SMITH TERRY E & SUSAN M	W-99 SPECIALS	18,141.00	2,176.92	5,442.30 1,814.10	1,111.13 362.82	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	12,698.70 0.00
41-22-17-100-015 DIEMER EVERETT TRUST	W-99 SPECIALS	40,726.00	4,988.94	8,145.20 4,072.60	1,849.64 916.34	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	32,580.80 0.00
41-22-05-101-008 TRIPLETT RICHARD A & KIMS	W-99 SPECIALS	8,804.00	1,276.58	880.40 880.40	396.18 396.18	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	7,923.60 0.00
41-22-19-200-011 FEDDEMA JAMES	W-99 SPECIALS	8,244.20	878.01	7,419.78 824.42	1,312.89 53.59	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	824.42 0.00
Totals For W-99 SPECIALS Unit 22	Parcels: 1	171,855.12	20,537.11	68,831.29 17,185.52	13,931.95 3,351.59	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	103,023.83 0.00
Gr. Totals....	27	537,839.69	64,520.24	168,088.17 52,657.98	32,601.18 10,511.06	0.00 0.00	30.82 0.00	0.00 0.00	0.00 0.00	369,751.52 1,351.20

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 6:00 PM MEETING
January 13, 2025**

Present: Supervisor Terpstra, Clerk Brew, Treasurer Lemke, Trustees DeWard, Fryling, Haagsma, Vander Stel Staff: Manager Weersing, Community Development Dan Wells

Absent with notice: None

Opening prayer was given by Board Member Fryling and the Pledge of Allegiance was recited.

1. The meeting was called to order at 06:03 p.m. by Board Member Terpstra.

2. Question of Conflict of Interest

None

3. Review of the Consent Agenda.

No items were removed for in-depth discussion

4. Meeting Agenda

Motion by Board Member Haagsma and seconded by Board Member Lemke to approve the proposed agenda.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

5. Communications ~ Non-action Informational Items

- a) **December 2024 Building Department Revenue Report**
- b) **Annual 2024 Building Department Revenue Report**
- c) **December 2024 Dutton Fire Run Report**
- d) **December 2024 Cutlerville Fire Run Report**
- e) **December 2024 Community Policing Officers' Report**
- f) **Kent County Sheriff 2023 4th Quarter Stats**
- g) **Kent County Sheriff 2024 4th Quarter Stats**
- h) **Grand Valley Metro Council Newsletter**
- i) **Lower Grand River Organization of Watersheds (LGROW)**

6. Scheduled Speakers

Dan Wells, Community Development Director, discussed Brownfield Tax Increment Financing (TIF) changes and Kent Counties discussions on how to implement in municipalities throughout

the county. Gaines Charter Township could form an authority or use the county authority to implement and administer TIF programs in the township.

7. Recognition of Individuals and/or Delegations for agenda and non-agenda items.

No one present wished to address the board.

8. Public Hearings

No Public Hearings were scheduled for the meeting.

9. Approval of the Consent Agenda

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Consent Agenda including the December 09, 2024 Township Board meeting and December 10, 2024 combined meeting with the Planning Commission minutes; General fund expenditures from 12/01/2024 through 12/31/2024 totaling \$119,782.66; Public Safety Special Assessment District expenditures totaling \$367,018.58; Building inspections totaling \$22,682.89; Water and sewer fund expenditures \$684,808.28; and Treasurer's Financial report.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes. Motion carried by roll call vote.

10. New Business

A. Hoffman Meadows, Water and Sewer Development Contract

Motion by Board Member Haagsma and seconded by Board Member Lemke to approve the Hoffman Meadows Water and Sewer Development Contract

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Fryling - yes, Board Member Terpstra - yes, Board Member Vander Stel - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried by roll call vote.

B. Final Preliminary Plat Review, Alexander Trails Phase 1

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the Final Preliminary Plat Review for Alexander Trails Phase 1.

ROLL CALL VOTE: Board Member Vander Stel yes, Board Member Haagsma – yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes. Motion carried by roll call vote.

C. Final Preliminary Plat Review, Alexander Trails Phase 2

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the Final Preliminary Plat Review for Alexander Trails Phase 2.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes. Motion carried by roll call vote.

D. Thornapple Farms Phase 1 Final Plat

Motion by Board Board Member Haagsma and seconded by Board Member Vander Stel to adopt the resolution for Thornapple Farms Phase 1 Final Plat.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes. Motion carried by voice vote.

E. Revision of Cemetery Ordinance

Motion by Board Member DeWard and seconded by Board Member Vander Stel to approve the revised cemetery ordinance as proposed with a \$50 transfer fee for plot changes and a buy back rate of 50% of the current resident plot purchase price.

ROLL CALL VOTE: Board Member DeWard - yes, Board Member Vander Stel - yes, Board Member Brew - yes, Board Member Fryling - yes, Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Terpstra - yes. Motion carried by roll call vote.

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the revised cemetery rules.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Terpstra - yes. Motion carried by roll call vote.

F. International Association Fire Fighters Local 4385 Extension Agreement

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the fire department union IAFF Local 4385 Extension Agreement as presented.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Haagsma - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes. Motion carried by roll call vote.

G. Road Closure Request

Motion by Board Member Fryling and seconded by Board Member Lemke to approve the road closure request for the Diemer Run 2025 on June 14, 2025.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

11. Public Comments

No one spoke.

12. Manager's comments

Hanna Lake sewer project is very close to completion. There was another minor issue that was noted today that will be addressed. All inspections and sign offs are expected by Friday, January 17, 2025.

13. Supervisor's comments.

April 28, 2025 meeting will be held to discuss goals for the year and the four year term of all the elected officials for the township. This should be our strategic plan to accomplish great things for our citizens.

Department heads will be involved in a development day pertaining to the assessment they completed to pinpoint communication patterns and how to communicate effectively with the rest of the staff.

The Natural Resources Assessment passed in the December meeting will be essential to determining proper uses of our existing resources to make sure that we take care of them.

14. Trustees comments

Board Member Fryling noted the streetlight on Eastern Avenue as reported in October still is not fixed. It has been reported as a parts issue.

Board Member DeWard noted that in view of the wildfires in California and the lack of leadership being pegged as the blame for the severity of the fires, it might be well to review our Emergency Response Plan with the county to make sure plans are clearly in place for a natural disaster. Board Member Terpstra knows of an expert that may be willing to address the board on the issue.

Comments of thanks were given to the Kent County Road Commission on the installation of the traffic light at the intersection of 76th Street and Eastern Avenue.

15. Adjournment

Supervisor Terpstra adjourned the meeting at 07:26 p.m.

Michael Alex Brew, Clerk

Robert Terpstra, Supervisor

DRAFT

02/03/2025

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE FROM 01/01/2025 - 01/31/2025

General Fund

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/10/2025	GEN 2	34347	123.NET	TELECOMMUNICATIONS	853.000	265.000	251.50
01/10/2025	GEN 2	34348	ADOBE INC	SEPT. 2024- OCT . 2024 SOFTWARE NETWORK	809.000	261.000	159.53
01/10/2025	GEN 2	34348	ADOBE INC	NOV. 2024- DEC. 2024 SOFTWARE NETWORK	809.000	261.000	113.95
				CHECK GEN 2 34348 TOTAL FOR FUND 101:			273.48
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	3 RING BINDERS, SIGN HOLDERS	727.000	261.000	57.57
01/10/2025	GEN 2	34350#	ARROWASTE INC	TWP TRASH REMOVAL	822.000	265.000	169.26
01/10/2025	GEN 2	34350	ARROWASTE INC	CEMETERY TRASH REMOVAL	822.000	567.000	66.92
01/10/2025	GEN 2	34350	ARROWASTE INC	TRASH REMOVAL /LIBRARY	822.000	790.000	84.96
				CHECK GEN 2 34350 TOTAL FOR FUND 101:			321.14
01/10/2025	GEN 2	34352	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT ENVIRONMENT, ITS SUPPORT FOR USER\$	809.000	261.000	4,796.00
01/10/2025	GEN 2	34354	CHRIS HOLWERDA	CELL PHONE	853.000	253.000	25.00
01/10/2025	GEN 2	34355	CHARTER COMMUNICATIONS	TELECOMMUNICATIONS	853.000	265.000	529.90
01/10/2025	GEN 2	34359	EVERETT'S LANDSCAPE MANAGEMENT INC	PRAIRIE WOLF PARK - PRUNING	808.000	751.000	3,720.00
01/10/2025	GEN 2	34359	EVERETT'S LANDSCAPE MANAGEMENT INC	PRAIRIE WOLF PARK - BRUSH HOG	808.000	751.000	411.25
				CHECK GEN 2 34359 TOTAL FOR FUND 101:			4,131.25

01/10/2025	GEN 2	34360#	FNBO	MASTER ACADEMY BINDERS	727.000	215.000	49.34
01/10/2025	GEN 2	34360	FNBO	MASTER ACADEMY BINDERS	812.000	215.000	130.83
01/10/2025	GEN 2	34360	FNBO	MASTER ACADEMY BINDERS	831.000	215.000	639.36
01/10/2025	GEN 2	34360	FNBO	MASTER ACADEMY BINDERS	963.001	261.000	82.27
				CHECK GEN 2 34360 TOTAL FOR FUND 101:			901.80
01/10/2025	GEN 2	34362	GREATAMERICA FINANCIAL SERVICES	CONTRACTED SERVICES	808.000	261.000	140.00
01/10/2025	GEN 2	34362	GREATAMERICA FINANCIAL SERVICES	COPIERS	808.000	261.000	1,406.73
				CHECK GEN 2 34362 TOTAL FOR FUND 101:			1,546.73
01/10/2025	GEN 2	34363	HELENE SCHOLTEN	REFUND FOR OLD FEE	642.003	000.000	1,000.00
01/10/2025	GEN 2	34364#	IPM SERVICES	GAINES TWP , PEST CONTROL	933.000	265.000	42.00
01/10/2025	GEN 2	34364	IPM SERVICES	LIBRARY, PEST CONTROL	933.000	790.000	25.00
				CHECK GEN 2 34364 TOTAL FOR FUND 101:			67.00
01/10/2025	GEN 2	34365#	JACK'S LAWN & SNOWPLOWING, INC	TWP SNOW REMOVAL	819.000	265.000	2,272.54
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	SIERIFF DEPT ,SNOW REMOVAL	819.000	265.000	760.77
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	PARKING LOT SNOWPLOWING FOR BLAIN CEMETERY	819.000	567.000	315.00
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	SNOW REMOVAL FOR DUTTON CEMETERY	819.000	567.000	315.00
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	LIBRARY, SNOW REMOVAL	819.000	790.000	1,136.47
				CHECK GEN 2 34365 TOTAL FOR FUND 101:			4,799.78
01/10/2025	GEN 2	34366	JND SNOWPLOWING INC	PAYMENT 3 OF 7,FOR HIGHWAY STREET AND TRAILS	808.000	446.000	2,571.43
01/10/2025	GEN 2	34368	KENT COUNTY HEALTH DEPARTMENT	LEVEL 2 ASSESSMENT APPLICATON FOR WATER	924.000	265.000	250.00
01/10/2025	GEN 2	34369#	LAMPHEAR SERVICE COMPANY INC	CLEANED EXHAUST FAN SCREENS	932.000	265.000	355.00
01/10/2025	GEN 2	34369	LAMPHEAR SERVICE COMPANY INC	REPLACED MOTOR FAN IN THE LIBRARY BATHROOM	932.000	790.000	927.50
				CHECK GEN 2 34369 TOTAL FOR FUND 101:			1,282.50

01/10/2025	GEN 2	34370	LAURIE LEMKE	MILEAGE, AND PLANNER,CLIPS,CALENDAR,CANDY C	817.000	253.000	138.69
01/10/2025	GEN 2	34370	LAURIE LEMKE	MILEAGE, AND PLANNER,CLIPS,CALENDAR,CANDY C	963.001	253.000	43.22
				CHECK GEN 2 34370 TOTAL FOR FUND 101:			181.91
01/10/2025	GEN 2	34372	MAYNARDS WATER CONDITIONING LLC	DELIVERY CHARGE	932.000	265.000	35.00
01/10/2025	GEN 2	34373#	MEYERS CLEANING SERVICE INC	CLEANING TWP AND LIBRARY	821.000	265.000	1,244.00
01/10/2025	GEN 2	34373	MEYERS CLEANING SERVICE INC	CLEANING TWP AND LIBRARY	821.000	790.000	1,271.00
				CHECK GEN 2 34373 TOTAL FOR FUND 101:			2,515.00
01/10/2025	GEN 2	34374	MIKE VISBARA	MILEAGE	817.000	257.000	319.32
01/10/2025	GEN 2	34375#	MINER SUPPLY COMPANY	TWP HALL - RESTROOM SUPPLIES	821.000	265.000	358.10
01/10/2025	GEN 2	34375	MINER SUPPLY COMPANY	HAND WASH, HAND TOWELS,AND TP	821.000	790.000	259.60
				CHECK GEN 2 34375 TOTAL FOR FUND 101:			617.70
01/10/2025	GEN 2	34376	MICHIGAN MUNICIPAL TREASURERS ASSOC	MEMBERSHIP RENEWAL FOR CHRIS AND LAURIE	832.000	253.000	198.00
01/10/2025	GEN 2	34381	STAPLES	CFD,DFD, TWP, PAPER,STORAGE BOXES, FILE FOLDE	727.000	261.000	62.88
01/10/2025	GEN 2	34383#	T-MOBILE	MOBILE PHONE	853.000	171.000	21.60
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	215.000	64.80
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	253.000	21.60
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	257.000	38.60
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	261.000	209.95
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	443.000	21.60
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	701.000	43.20
				CHECK GEN 2 34383 TOTAL FOR FUND 101:			421.35

01/10/2025	GEN 2	34385#	CONSUMERS ENERGY	TWP. HALL AND GROUNDS	920.000	265.000	3,457.91
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	TRAFFIC CIRCLE STREET LIGHTS	920.000	448.000	112.02
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	STREET LIGHTS	920.000	448.000	12,275.68
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	STREET LIGHTS	920.000	448.000	4,732.75
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	110.77
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	135.95
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	132.28
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	166.04
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	STREET LIGHTS	920.000	567.000	28.76
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	BLAIN CEMETERY STREET LIGHTS	920.000	567.000	83.62
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	BALIN CEMETERY, STREET LIGHTS	920.000	567.000	58.03
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	LIBRARY	920.000	790.000	742.36
				CHECK GEN 2 34385 TOTAL FOR FUND 101:			22,036.17
01/10/2025	GEN 2	34387#	VRIESMAN & KORHORN LLC	0933 DUTTON CEMENTERY	803.000	567.000	7,624.70
01/10/2025	GEN 2	34387	VRIESMAN & KORHORN LLC	325 TURNING CREEK	808.001	701.000	503.42
01/10/2025	GEN 2	34387	VRIESMAN & KORHORN LLC	1441 PRAIRIE WOLF DOCK	808.000	751.000	620.00
01/10/2025	GEN 2	34387	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	808.000	751.000	612.00
				CHECK GEN 2 34387 TOTAL FOR FUND 101:			9,360.12
01/10/2025	GEN 2	34389	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING	808.000	261.000	40.00
01/17/2025	GEN 2	34390	ACCIDENT FUND	WORKERS COMP	719.000	261.000	1,981.38
01/17/2025	GEN 2	34391#	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES	727.000	171.000	215.77
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	3 RING BINDERS	727.000	215.000	122.06
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES	727.000	261.000	58.98
				CHECK GEN 2 34391 TOTAL FOR FUND 101:			396.81
01/17/2025	GEN 2	34394	BLOOM SLUGGETT	AMAZON MATTER, UNION CONTRACT, DRAFT LETTER:	802.000	701.000	147.00
01/17/2025	GEN 2	34395	BLUE CROSS HSA	VISION	717.000	261.000	181.14

01/17/2025	GEN 2	34397	CINTAS	BLACK MATS	808.000	265.000	84.11
01/17/2025	GEN 2	34398	CIVICPLUS LLC	SUBSCRIPTION, PRINTING, AND POSTAGE	727.002	701.000	981.23
01/17/2025	GEN 2	34399	CLARK HILL	2 UNIT APARTMENTS	802.000	257.000	55.00
01/17/2025	GEN 2	34399	CLARK HILL	RIVER BIRCH HOLDINGS LLC	802.000	257.000	110.00
				CHECK GEN 2 34399 TOTAL FOR FUND 101:			165.00
01/17/2025	GEN 2	34402#	DELTA DENTAL	DENTAL	717.000	171.000	77.35
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	172.000	221.01
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	215.000	277.42
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	253.000	41.15
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	257.000	216.06
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	443.000	123.45
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	701.000	138.71
				CHECK GEN 2 34402 TOTAL FOR FUND 101:			1,095.15
01/17/2025	GEN 2	34403	FNBO	STACK CHAIRS	979.000	790.000	3,203.89
01/17/2025	GEN 2	34404#	FNBO	ASSESSING CONF, BUILDING CONF	831.000	257.000	515.24
01/17/2025	GEN 2	34404	FNBO	ASSESSING CONF, BUILDING CONF	963.001	261.000	53.19
				CHECK GEN 2 34404 TOTAL FOR FUND 101:			568.43
01/17/2025	GEN 2	34405#	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	831.000	172.000	455.00
01/17/2025	GEN 2	34405	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	832.000	257.000	240.00
01/17/2025	GEN 2	34405	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	832.000	257.000	292.14
01/17/2025	GEN 2	34405	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	727.000	261.000	29.20
01/17/2025	GEN 2	34405	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	963.001	261.000	10.00
01/17/2025	GEN 2	34405	FNBO	BACKGROUND CHECK, HAM, WATER, ASSESS MEMBE	963.001	261.000	47.62
				CHECK GEN 2 34405 TOTAL FOR FUND 101:			1,073.96

01/17/2025	GEN 2	34406#	FNBO	CEMETERY FUEL	963.001	261.000	38.11
01/17/2025	GEN 2	34406	FNBO	CEMETERY FUEL	740.000	567.000	122.42
				CHECK GEN 2 34406 TOTAL FOR FUND 101:			160.53
01/17/2025	GEN 2	34407	FNBO	INT CHARGE	963.001	261.000	1.81
01/17/2025	GEN 2	34408#	FNBO	LOCK AND LEVER FOR LIBRARY, TWP HALL DOORMAT	933.000	265.000	76.95
01/17/2025	GEN 2	34408	FNBO	LOCK AND LEVER FOR LIBRARY, TWP HALL DOORMAT	933.000	790.000	39.75
01/17/2025	GEN 2	34408	FNBO	LOCK AND LEVER FOR LIBRARY, TWP HALL DOORMAT	933.000	790.000	80.48
				CHECK GEN 2 34408 TOTAL FOR FUND 101:			197.18
01/17/2025	GEN 2	34409	FNBO	INT	963.001	261.000	36.22
01/17/2025	GEN 2	34410	FNBO	INT	963.001	261.000	6.79
01/17/2025	GEN 2	34413	HORIZON COMMUNITY PLANNING LLC	ZONING CODE UPDATE	808.000	701.000	1,430.00
01/17/2025	GEN 2	34414	INTERURBAN TRANSIT PARTNERSHIP	RUAL LINEHUAL SERVICE	860.000	596.000	3,738.08
01/17/2025	GEN 2	34414	INTERURBAN TRANSIT PARTNERSHIP	RUAL GO BUS SERVICE	860.000	596.000	765.59
				CHECK GEN 2 34414 TOTAL FOR FUND 101:			4,503.67
01/17/2025	GEN 2	34415	JND SNOWPLOWING INC	PAYMENT 2 OF 7, FOR DEC 2024	808.000	446.000	2,571.43
01/17/2025	GEN 2	34418	KENT COMMUNICATIONS INC	ASSESSING POSTAGE	965.000	257.000	4,482.62
01/17/2025	GEN 2	34419	MARK KRIER	MSU ZBA TRAINING	831.000	701.000	125.00
01/17/2025	GEN 2	34420	LAWN RX	2025 LAWN CARE FOR GFD AND 3 CEMETERIES	973.000	567.000	3,912.30

01/17/2025	GEN 2	34421	MICHIGAN TOWNSHIP ASSOCIATION	SICK TIME WEBINAR	831.000	215.000	25.00
01/17/2025	GEN 2	34424	PLUMMERS DISPOSAL SERVICE	PT PRARIE WOLF PARK	808.000	751.000	199.00
01/17/2025	GEN 2	34427	TOTAL FIRE PROTECTION	TSP HALL FIRE SUPPRESSION SYSTEM INSPECTION	808.000	265.000	1,305.00
01/17/2025	GEN 2	34428#	ULINE SHIPPING SUPPLY	SHELVING FOR ELECTION STORAGE, STORAGE BOXE	727.000	215.000	258.22
01/17/2025	GEN 2	34428	ULINE SHIPPING SUPPLY	SHELVING FOR ELECTION STORAGE, STORAGE BOXE	979.000	262.000	1,290.22
				CHECK GEN 2 34428 TOTAL FOR FUND 101:			1,548.44
01/17/2025	GEN 2	34429	FIRST UNUM LIFE INSURANCE COMPANY	SHORT LONG TERM DISABILITY	717.000	261.000	1,549.51
01/17/2025	GEN 2	34430	ROD WEERSING	MANAGER MILEAGE	817.000	172.000	86.43
01/17/2025	GEN 2	34430	ROD WEERSING	MANAGER MILEAGE	817.000	172.000	66.33
01/17/2025	GEN 2	34430	ROD WEERSING	MANAGER MILEAGE	817.000	172.000	48.91
01/17/2025	GEN 2	34430	ROD WEERSING	MANAGER CELL	853.000	172.000	75.00
				CHECK GEN 2 34430 TOTAL FOR FUND 101:			276.67
01/24/2025	GEN 2	34433	BUIST ELECTRIC INC	BUILT AND SET NEW LIGHT POLE ON S DIVISION	973.001	446.000	610.00
01/24/2025	GEN 2	34434#	DTE ENERGY	TWP HALL	923.000	265.000	2,387.00
01/24/2025	GEN 2	34434	DTE ENERGY	LIB	923.000	790.000	629.81
				CHECK GEN 2 34434 TOTAL FOR FUND 101:			3,016.81
01/24/2025	GEN 2	34435	INTERNATIONAL INST OF CLERKS	AMBER 2025	832.000	215.000	160.00
01/24/2025	GEN 2	34435	INTERNATIONAL INST OF CLERKS	INCREASE DUE CONTINUINIG EDUCATION	832.000	215.000	25.00
				CHECK GEN 2 34435 TOTAL FOR FUND 101:			185.00
01/24/2025	GEN 2	34437	K.C. DRAIN COMMISSION	CUTLERVILLE AND VANOOSTEN DRAIN	808.000	445.000	78.31

01/24/2025	GEN 2	34440	MEDMUTUAL LIFE	LIFE	717.000	261.000	428.63
01/24/2025	GEN 2	34442	PITNEY BOWES GLOBAL FINANCIAL SRVCS	LEASE POSTAL	808.000	261.000	558.84
01/24/2025	GEN 2	34443	STAR 2 STAR COMMUNICATIONS	TWP OFFICE	853.000	265.000	931.35
01/24/2025	GEN 2	34446	CONSUMERS ENERGY	STREETLIGHTS JPRE-PAYMENT	920.000	448.000	700.00
01/24/2025	GEN 2	34447	ULINE SHIPPING SUPPLY	ELECTION SHELF POST	979.000	262.000	336.60
01/30/2025	GEN 2	34452	AURA SUB LLC	IDENTITY & FRAUD PROTECTION	717.000	261.000	5,000.00
01/30/2025	GEN 2	34453#	BS&A SOFTWARE	PERMIT, CEMETERY, GL, AP, CR, UTILITY BILLING	809.000	215.000	2,108.80
01/30/2025	GEN 2	34453	BS&A SOFTWARE	PERMIT, CEMETERY, GL, AP, CR, UTILITY BILLING	809.000	253.000	119.90
01/30/2025	GEN 2	34453	BS&A SOFTWARE	PERMIT, CEMETERY, GL, AP, CR, UTILITY BILLING	809.000	567.000	723.00
				CHECK GEN 2 34453 TOTAL FOR FUND 101:			2,951.70
01/30/2025	GEN 2	34454	CHRIS HOLWERDA	DEP TREASURER TELECOMMUNICATION	853.000	253.000	25.00
01/30/2025	GEN 2	34455	CHARTER COMMUNICATIONS	TWP OFFICE	853.000	261.000	529.90
01/30/2025	GEN 2	34456	ELECTION SOURCE	ANNUAL MAINTENANCE CONTRACT	808.000	262.000	10,509.55
01/30/2025	GEN 2	34457#	FNBO	PRINTER PAPER, MTA ANNUAL CONF REGISTRATION /	831.000	171.000	525.00
01/30/2025	GEN 2	34457	FNBO	PRINTER PAPER, MTA ANNUAL CONF REGISTRATION /	727.000	261.000	211.95
				CHECK GEN 2 34457 TOTAL FOR FUND 101:			736.95

01/30/2025	GEN 2	34458#	FNBO	WATER, JJ SUBS, CITIZEN PLANNER SEMINAR,AGRICL	831.000	257.000	44.00
01/30/2025	GEN 2	34458	FNBO	WATER, JJ SUBS, CITIZEN PLANNER SEMINAR,AGRICL	727.000	261.000	16.77
01/30/2025	GEN 2	34458	FNBO	WATER, JJ SUBS, CITIZEN PLANNER SEMINAR,AGRICL	727.001	701.000	30.00
01/30/2025	GEN 2	34458	FNBO	WATER, JJ SUBS, CITIZEN PLANNER SEMINAR,AGRICL	831.000	701.000	250.00
01/30/2025	GEN 2	34458	FNBO	WATER, JJ SUBS, CITIZEN PLANNER SEMINAR,AGRICL	812.000	751.000	113.35
				CHECK GEN 2 34458 TOTAL FOR FUND 101:			454.12
01/30/2025	GEN 2	34459	FNBO	AGRICULTURAL ROUND TABLE	831.000	257.000	44.00
01/30/2025	GEN 2	34460	FNBO	2025 CONNECTED CHAMBER WOMEN'S EVENT	812.000	253.000	50.00
01/30/2025	GEN 2	34461	FNBO	IIMC MEMBERSHIP, 3 RING BINDERS, MAIL YEAR END	727.000	215.000	49.67
01/30/2025	GEN 2	34461	FNBO	IIMC MEMBERSHIP, 3 RING BINDERS, MAIL YEAR END	832.000	215.000	235.00
01/30/2025	GEN 2	34461	FNBO	IIMC MEMBERSHIP, 3 RING BINDERS, MAIL YEAR END	965.000	215.000	14.65
01/30/2025	GEN 2	34461	FNBO	IIMC MEMBERSHIP, 3 RING BINDERS, MAIL YEAR END	979.000	215.000	309.52
				CHECK GEN 2 34461 TOTAL FOR FUND 101:			608.84
01/30/2025	GEN 2	34462	GREATAMERICA FINANCIAL SERVICES	COPIER	808.000	261.000	306.00
01/30/2025	GEN 2	34463	JND SNOWPLOWING INC	4 OF 7	808.000	446.000	2,571.43
01/30/2025	GEN 2	34467	MODEL COVERALL SERVICE	BLACK MATS	805.000	790.000	60.31
01/30/2025	GEN 2	34471#	T-MOBILE	TELECOMMUNICATION	853.000	171.000	25.00
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	215.000	64.80
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	253.000	25.00
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	257.000	42.00
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	261.000	119.78
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	443.000	25.00
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	701.000	50.00
				CHECK GEN 2 34471 TOTAL FOR FUND 101:			351.58

01/30/2025	GEN 2	34473#	CONSUMERS ENERGY	TWP HALL	920.000	265.000	4,052.00
01/30/2025	GEN 2	34473	CONSUMERS ENERGY	TRAFFIC CIRCLE	920.000	448.000	127.55
01/30/2025	GEN 2	34473	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	231.93
01/30/2025	GEN 2	34473	CONSUMERS ENERGY	DUTTON CEMETERY	920.000	567.000	29.27
01/30/2025	GEN 2	34473	CONSUMERS ENERGY	LIBRARY	920.000	790.000	1,584.45
				CHECK GEN 2 34473 TOTAL FOR FUND 101:			6,025.20
01/30/2025	GEN 2	34474	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING	808.000	261.000	40.00
01/30/2025	GEN 2	34474	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING	808.000	261.000	40.00
01/30/2025	GEN 2	34474	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING	808.000	261.000	40.00
				CHECK GEN 2 34474 TOTAL FOR FUND 101:			120.00
01/30/2025	GEN 2	34475	WORKWISE COMPLIANCE	FED LAW POSTERS	727.000	261.000	19.95
				Total for fund 101 GENERAL FUND			128,011.87

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

02/03/2025

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 01/01/2025 - 01/31/2025

PUBLIC SAFETY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/10/2025	GEN 2	34349#	AMAZON CAPITAL SERVICES	CFD, LAUNDRY DETERGENT, DRYER SHEETS, FLOOR CLEANER	727.000	336.001	124.02
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	CFD, EXAM GLOVES, VEHICLE HEAD REST	740.000	336.001	222.52
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	CFD, 3 GARAGE DOOR OPENERS	933.000	336.001	47.85
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	DFD, WASH AND WAX CLEANER, FLOOR CLEANER, CLEANING BRUSH, HEADLIGHT	727.000	336.002	20.95
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	DFD, WASH AND WAX CLEANER, FLOOR CLEANER, CLEANING BRUSH, HEADLIGHT	740.000	336.002	131.71
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	DFD, SCREWDRIVER SET, UTILITY LIGHT	740.000	336.002	51.62
01/10/2025	GEN 2	34349	AMAZON CAPITAL SERVICES	DFD, WASH AND WAX CLEANER, FLOOR CLEANER, CLEANING BRUSH, HEADLIGHT	931.000	336.002	93.69
				CHECK GEN 2 34349 TOTAL FOR FUND 205:			692.36
01/10/2025	GEN 2	34350	ARROWASTE INC	DFD, TRASH REMOVAL	822.000	336.003	56.64
01/10/2025	GEN 2	34350	ARROWASTE INC	CFD, TRASH REMOVAL	822.000	336.003	135.03
				CHECK GEN 2 34350 TOTAL FOR FUND 205:			191.67
01/10/2025	GEN 2	34351#	B&K GRAPHICS	CFD, UPDATED LOGO FOR CAR 2	931.000	336.001	255.00
01/10/2025	GEN 2	34351	B&K GRAPHICS	VEHICLE MAINTENANCE FOR DFD	931.000	336.002	162.50
				CHECK GEN 2 34351 TOTAL FOR FUND 205:			417.50
01/10/2025	GEN 2	34352	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT ENVIRONMENT, ITS SUPPORT FOR USERS/PC, MICROSOFT LICENSES, EXCHANGE ONLINE	809.000	336.003	2,662.42
01/10/2025	GEN 2	34353	BYRON TOWNSHIP TREASURER	CFD, WATER AND SEWER	924.000	336.001	220.06
01/10/2025	GEN 2	34356	COMCAST	DFD, TELECOMMUNICATIONS	853.000	336.002	255.18
01/10/2025	GEN 2	34357	COMPLETE AUTO GLASS	LICENSE PLATE /DFD	931.000	336.002	480.00

01/10/2025	GEN 2	34358#	COREWELL HEALTH	CFD AND DFD PHYSICALS	835.000	336.001	5,923.25
01/10/2025	GEN 2	34358	COREWELL HEALTH	CFD AND DFD PHYSICALS	835.000	336.002	5,923.25
				CHECK GEN 2 34358 TOTAL FOR FUND 205:			11,846.50
01/10/2025	GEN 2	34361	GORDON WATER	DFD, 12 , 5 GAL /COOLER RENT	808.000	336.002	85.19
01/10/2025	GEN 2	34364#	IPM SERVICES	DEC. , 2024 CFD, PEST CONTROL	933.000	336.001	25.00
01/10/2025	GEN 2	34364	IPM SERVICES	DFD PEST CONTROL	933.000	336.002	25.00
				CHECK GEN 2 34364 TOTAL FOR FUND 205:			50.00
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING /CFD	819.000	336.003	1,082.33
01/10/2025	GEN 2	34365	JACK'S LAWN & SNOWPLOWING, INC	SNOW REMOVAL DFD	819.000	336.003	1,082.33
				CHECK GEN 2 34365 TOTAL FOR FUND 205:			2,164.66
01/10/2025	GEN 2	34371#	WEX BANK	CFD, FUEL	741.000	336.001	788.27
01/10/2025	GEN 2	34371	WEX BANK	DFD, FUEL	741.000	336.002	1,305.55
				CHECK GEN 2 34371 TOTAL FOR FUND 205:			2,093.82
01/10/2025	GEN 2	34377	PENN CARE, INC	DFD, MEDICAL EQUIPMENT	740.000	336.002	89.60
01/10/2025	GEN 2	34377	PENN CARE, INC	DFD, OXYGEN MASK	740.000	336.002	2.08
				CHECK GEN 2 34377 TOTAL FOR FUND 205:			91.68
01/10/2025	GEN 2	34378	PHOENIX SAFETY OUTFITTERS	DFD, OUTERWEAR	776.001	336.002	64.87
01/10/2025	GEN 2	34379	PURITY CYLINDER GASES INC	CFD, MEDICAL PORTABLE AND MAINTENANCE FEE	740.000	336.001	15.73
01/10/2025	GEN 2	34381#	STAPLES	CFD, DFD, TWP, PAPER, STORAGE BOXES, FILE FOLDERS, PUFFS TISSUE, COFFEE	727.000	336.001	36.95
01/10/2025	GEN 2	34381	STAPLES	CFD, DFD, DESKTOP COMPUTER, INTEL CORE I5-14500, 16GB MEMORY, 512GB SSD	979.000	336.001	455.13
01/10/2025	GEN 2	34381	STAPLES	CFD, DFD, TWP, PAPER, STORAGE BOXES, FILE FOLDERS, PUFFS TISSUE, COFFEE	727.000	336.002	36.95
01/10/2025	GEN 2	34381	STAPLES	CFD, DFD, DESKTOP COMPUTER, INTEL CORE I5-14500, 16GB MEMORY, 512GB SSD	979.000	336.002	455.12
				CHECK GEN 2 34381 TOTAL FOR FUND 205:			984.15

01/10/2025	GEN 2	34382	STRYKER	CARRYING CASE	932.000	336.002	506.60
01/10/2025	GEN 2	34383#	T-MOBILE	MOBILE PHONE	853.000	336.001	135.26
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	336.002	218.45
				CHECK GEN 2 34383 TOTAL FOR FUND 205:			353.71
01/10/2025	GEN 2	34384	TOTAL FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSPECTION	933.000	336.002	40.00
01/10/2025	GEN 2	34385#	CONSUMERS ENERGY	CFD,ELECTRIC	920.000	336.001	1,261.84
01/10/2025	GEN 2	34385	CONSUMERS ENERGY	DFD	920.000	336.002	961.18
				CHECK GEN 2 34385 TOTAL FOR FUND 205:			2,223.02
01/10/2025	GEN 2	34386	ZYLSTRA DOOR INC	COMMERICAL LABOR /SERVICE AND INSPECTED DOOR	931.000	336.001	145.00
01/10/2025	GEN 2	34388	WITMER PUBLIC SAFETY GROUP INC	TUBULAR WEBBING	740.000	336.001	143.97
01/17/2025	GEN 2	34390	ACCIDENT FUND	WORKERS COMP	719.000	336.003	6,274.37
01/17/2025	GEN 2	34391#	AMAZON CAPITAL SERVICES	DFD KITCHEN AND RESTROOM CLEANING SUPPLIES	727.000	336.002	120.18
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	DFD CLEANING SUPPLIES	727.000	336.002	125.71
				DFD RESTROOM CLEANING SUPPLIES AND OFFICE			
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	336.003	73.70
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	ACHITECTURAL SCALE RULER	740.000	336.003	8.99
01/17/2025	GEN 2	34391	AMAZON CAPITAL SERVICES	CFD EMERGENAY LIGHT	933.000	336.003	23.00
				CHECK GEN 2 34391 TOTAL FOR FUND 205:			351.58
01/17/2025	GEN 2	34392	AUTO VALUE PARTS STORES	DFD WINTER BLADE	740.000	336.002	52.53
01/17/2025	GEN 2	34393	B&K GRAPHICS	GFD DECALS	931.000	336.003	153.00
01/17/2025	GEN 2	34394#	BLOOM SLUGGETT	AMAZON MATTER, UNION CONTRACT, DRAFT LETTERS	802.000	336.001	352.00
01/17/2025	GEN 2	34394	BLOOM SLUGGETT	AMAZON MATTER, UNION CONTRACT, DRAFT LETTERS	802.000	336.002	24.50
				CHECK GEN 2 34394 TOTAL FOR FUND 205:			376.50

01/17/2025	GEN 2	34396	BOUND TREE MEDICAL LLC	CFD BANDAGES, LANCET, CHEST SEAL	740.000	336.003	138.54
01/17/2025	GEN 2	34400	COMCAST	CFD	853.000	336.003	327.63
01/17/2025	GEN 2	34401	COREWELL HEALTH	CRD PHYSICAL	835.000	336.001	46.00
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	336.003	1,187.76
01/17/2025	GEN 2	34411	FNBO	DFD	832.000	336.002	316.50
01/17/2025	GEN 2	34411	FNBO	DFD	932.000	336.002	26.80
				CHECK GEN 2 34411 TOTAL FOR FUND 205:			343.30
01/17/2025	GEN 2	34412	GREATAMERICA FINANCIAL SERVICES	CFD COPIER	808.000	336.001	183.64
01/17/2025	GEN 2	34417	K.C. EMERGENCY MEDICAL SERVICE	2025 1ST QTR ASSESSMENT	816.000	336.003	260.64
01/17/2025	GEN 2	34420	LAWN RX	2025 LAWN CARE FOR GFD AND 3 CEMETERIES	935.000	336.003	1,049.40
01/17/2025	GEN 2	34422	NOORDYK BUSINESS EQUIPMENT	GFD COPIER	808.000	336.003	38.30
01/17/2025	GEN 2	34423	PAT QUICK	EMT LICENSE RENEWAL FIRE MARSHAL	832.000	336.003	25.00
01/17/2025	GEN 2	34426	PURITY CYLINDER GASES INC	MEDICAL OXYGEN	740.000	336.003	182.98
01/17/2025	GEN 2	34427	TOTAL FIRE PROTECTION	CFD ANNUAL INSPECTION OF WET SPRINKLER SYSTEM, FIRE ALARM, 20 EXTINGUISHERS	808.000	336.003	550.00
01/24/2025	GEN 2	34434	DTE ENERGY	DFD	923.000	336.003	1,279.88
01/24/2025	GEN 2	34434	DTE ENERGY	CFD	923.000	336.003	1,069.32
				CHECK GEN 2 34434 TOTAL FOR FUND 205:			2,349.20

01/24/2025	GEN 2	34436	K & S PLUMBING CO. INC.	DFD CATCH BASIN CRACK IN DRAIN	933.000	336.003	382.83
01/24/2025	GEN 2	34438	KLEYN MOBILE REPAIR LLC	DFD	931.000	336.003	931.89
01/24/2025	GEN 2	34439	LEXIPOL LLC	DFD MANUAL SUBSCRIPTION	808.000	336.003	9,695.23
01/24/2025	GEN 2	34441	MIDWEST SIGN COMPANY	DFD SIGN UPDATE	972.000	336.002	16,770.00
01/24/2025	GEN 2	34443	STAR 2 STAR COMMUNICATIONS	DFD	853.000	336.003	469.88
01/24/2025	GEN 2	34444	STRYKER	DFD SERVICE CONTRACT	808.000	336.003	1,426.90
01/24/2025	GEN 2	34445	TOTAL FIRE PROTECTION	ANNUAL INSPECTION DFD	808.000	336.002	524.00
01/24/2025	GEN 2	34448	VECTORSOLUTIONS LEARNING	DFD MEMBERSHIP FEES	809.000	336.003	3,213.36
01/30/2025	GEN 2	34450	AMAZON CAPITAL SERVICES	CFD STATION SUPPLIES	727.000	336.003	75.37
01/30/2025	GEN 2	34450	AMAZON CAPITAL SERVICES	CFD STATION SUPPLIES	740.000	336.003	89.04
01/30/2025	GEN 2	34450	AMAZON CAPITAL SERVICES	DFD WORK BOOTS	776.000	336.003	164.95
01/30/2025	GEN 2	34450	AMAZON CAPITAL SERVICES	DFD WORK BOOT	776.000	336.003	164.95
01/30/2025	GEN 2	34450	AMAZON CAPITAL SERVICES	CFD STATION SUPPLIES	931.000	336.003	81.74
				CHECK GEN 2 34450 TOTAL FOR FUND 205:			576.05
01/30/2025	GEN 2	34464	KENT COUNTY TREASURER	CP OFFICER AND TOWNSHIP LAW	820.000	301.000	127,706.26
01/30/2025	GEN 2	34465	KLEYN MOBILE REPAIR LLC	TRANSMISSION DIAGNOSIS ENGINE 35	931.000	336.003	551.10
01/30/2025	GEN 2	34466	WEX BANK	CFD	741.000	336.003	1,336.39
01/30/2025	GEN 2	34468	PENN CARE, INC	DFD DISINFECTANT, PEDIATRIC AND ADULT AIRWAY	740.000	336.003	61.18

01/30/2025	GEN 2	34469	PURITY CYLINDER GASES INC	DFD OXYGEN	740.000	336.003	36.00
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	336.003	353.71
01/30/2025	GEN 2	34472	TOTAL FIRE PROTECTION	REPAIR NFPA DEFICIENCIES FOUND IN 2024 INSPECTION	933.000	336.003	587.00
01/30/2025	GEN 2	34473	CONSUMERS ENERGY	DFD	920.000	336.003	1,192.19
01/30/2025	GEN 2	34475	WORKWISE COMPLIANCE	FED LAW POSTERS	727.000	336.003	39.90
				Total for fund 205 PUBLIC SAFETY SAD			205,472.33

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

02/03/2025

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE FROM 01/01/2025 - 01/31/2025

Building Inspections

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS	817.000	371.000	369.17
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS	817.000	371.000	304.18
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS	817.000	371.000	276.71
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS	817.000	371.000	288.77
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS	817.000	371.000	527.42
01/10/2025	GEN 2	34367	JOHN STUYFZAND	INSPECTIONS AND CONF	817.000	371.000	598.31
				CHECK GEN 2 34367 TOTAL FOR FUND 549:			2,364.56
01/10/2025	GEN 2	34380	ROGER STERK	DECEMBER 2024 INSPECTION MILEAGE	817.000	371.000	169.51
01/10/2025	GEN 2	34380	ROGER STERK	INSPECTIONS	817.000	371.000	131.99
01/10/2025	GEN 2	34380	ROGER STERK	CONF REGISTRATION AND MILEAGE	817.000	371.000	182.24
01/10/2025	GEN 2	34380	ROGER STERK	CONF REGISTRATION AND MILEAGE	831.000	371.000	210.00
				CHECK GEN 2 34380 TOTAL FOR FUND 549:			693.74
01/10/2025	GEN 2	34383	T-MOBILE	MOBILE PHONE	853.000	371.000	43.20
01/17/2025	GEN 2	34402	DELTA DENTAL	DENTAL	717.000	371.000	154.70
01/17/2025	GEN 2	34404	FNBO	ASSESSING CONF, BUILDING CONF	812.000	371.000	52.02
01/17/2025	GEN 2	34404	FNBO	ASSESSING CONF, BUILDING CONF	831.000	371.000	278.00
				CHECK GEN 2 34404 TOTAL FOR FUND 549:			330.02
01/17/2025	GEN 2	34416	JOHN STUYFZAND	HOTEL IN FRANKFORT	831.000	371.000	788.12
01/17/2025	GEN 2	34425	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	808.000	371.000	9,700.75

01/24/2025	GEN 2	34431	ALL STAR PRINTING COMPANY	NEON GREEN APPROVED LABELS	727.000	371.000	325.00
01/24/2025	GEN 2	34432	AMAZON CAPITAL SERVICES	HP PROBOOK AC POWER CHARGER	727.000	371.000	22.87
01/30/2025	GEN 2	34451	APPLIED INNOVATION	PRINTER INK	727.000	371.000	447.73
01/30/2025	GEN 2	34453	BS&A SOFTWARE	PERMIT, CEMETERY, GL, AP, CR, UTILITY BILLING	809.000	371.000	480.00
01/30/2025	GEN 2	34470	STAPLES TECHNOLOGY SOLUTIONS	LAPTOO ROGER STERK	979.000	371.000	631.87
01/30/2025	GEN 2	34471	T-MOBILE	TELECOMMUNICATION	853.000	371.000	50.00
				Total for fund 549 BUILDING INSPECTIONS DEPT			16,032.56

Check Date	Check	Vendor Name	Description	Amount
Bank WSCK2 WATER/SEWER CHECKING				
01/19/2025	5852	VRIESMAN & KORHORN	STORAGE TANK	5,754.60
			RATE STUDY	1,910.87
			MISC SEWER	142.50
			MISC WATER SYS	203.01
			PWS CONTRACT 4	744.00
			THORNAPPLE FARMS PH3	615.00
			ALEXANDER TRIALS PH2	1,399.50
			ALEXANDER TRAILS PH1	1,831.00
			PWS CONTRACT 3	2,445.00
			KPS MULTIPURPOSE BLDG	695.51
			DUTTON CENTER	445.50
			PWS LS DESIGN	1,917.00
			ALEXANDER TRIALS LS	912.50
			WATER/SEWER ADMIN	906.75
				<u>19,922.74</u>
01/19/2025	5853	EXTEND YOUR REACH	JAN BILLING & 2025 POSTAGE	12,413.68
01/19/2025	5854	MICHIGAN WATER ENVIRONMENT ASSOC.	JOINT EXPO MANAGERIAL TRAINING SESSIONS	300.00
WSCK2 TOTALS:				
Total of 3 Checks:				32,636.42
Less 0 Void Checks:				0.00
Total of 3 Disbursements:				<u>32,636.42</u>

GAINES CHARTER TOWNSHIP

LAURIE J LEMKE, TREASURER

CASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS

December of 2024

Bank	Type	Amount	APR	Term	Maturity Date
GENERAL FUND					
Macatawa Checking	Ckg	\$ 2,644,534.62			
Opioid Settlement	Assigned	\$ 277.57			
Sidewalk & Trails	Assigned	\$ 15,765.75			
CFD - Truck Fund	Assigned	\$ 400,000.00			
DFD - Equip Fund	Assigned	\$ 1,000.00			
Cemetery	Assigned	\$ 10,000.00			
Township Hall & Grounds	Assigned	\$ 44,129.00			
Division Ave. Improvements	Assigned	\$ 24,000.69			
Total General Fund Checking		\$ 3,139,707.63	4.07%		
Macatawa MM Savings					
Building Department	Restricted	\$ 2,086,515.00			
Streetlights	Restricted	\$ 161,826.00			
	Non-restricted	\$ -			
Interest Paid to Date		\$ 60,118.72			
	127409	\$ 2,308,459.72	3.07%		
Investments					
Kent Co. Pool - General	Pooled	\$ 1,223,860.94	4.22%		
Michigan Class	Pooled	\$ 1,880,643.79	4.68%		
CIBC	CD	\$ 550,000.00	5.07%	12 Mos.	6.4.2025
Consumers Credit Union	CD	\$ 325,841.06	4.15%	18 Mos.	10.4.2025
		\$ 3,980,345.79			

GENERAL FUND TOTAL \$ 9,428,513.14**Kent Co. Pool - ARPA Funds Pooled \$ 2,280,066.05 3.97%**

DIVISION AVE CORRIDOR \$ 20,827.43
 TRUST & AGENCY \$ 80,022.68
 TAX FUND \$ 5,245,904.52
 PETTY CASH \$ 266.25

WATER & SEWER					
Bank		Amount	APY	Term	Maturity Date
Macatawa Bank	Checking	\$ 2,594,900.31	4.07%		
Kent Co. Pool	Pooled	\$ 9,929,974.97	3.97%		
Michigan Class	Pooled	\$ 1,748,856.29	4.75%		
Consumers Credit Union	Share	\$ 27.74			
Horizon Bank	CD	\$ 1,135,949.23	4.46%	120 Days	1.17.2025
West MI Community Bank	CD	\$ 789,381.68	5.05%	210 Days	2.15.2025
Flagstar Bank	CD	\$ 1,059,556.17	5.08%	17 Months	3.3.2025
Macatawa Bank	CD	\$ 779,535.61	4.31%	13 Months	3.17.2025
Michigan First CU	CD/Share	\$ 751,259.04	5.15%	12 Months	3.21.2025
Choice One Bank	CD	\$ 762,340.86	5.12%	12 Months	4.10.2025
Horizon Bank	CD	\$ 615,258.72	4.89%	12 Months	5.13.2025
Union Bank	CD	\$ 820,904.12	5.25%	12 Months	5.22.2025
Choice One Bank	CD	\$ 1,054,271.07	5.12%	12 Months	6.1.2025
West MI Community Bank	CD	\$ 531,621.58	5.20%	365 Days	6.6.2025
CIBC USA Bank	CD	\$ 1,068,532.06	4.92%	364 Days	8.8.2025
Mercantile Bank of MI	CD	\$ 1,112,716.14	4.41%	365 Days	10.23.2025
Flagstar Bank	CD	\$ 1,082,515.38	4.15%	364 Days	11.6.2025
First National Bank of A	CD	\$ 546,929.60	4.10%	18 Months	6.17.2026
Consumers Credit Union	CD	\$ 917,631.22	4.75%	24 Months	8.1.2026
Restricted W&S Fees	Committed	\$ 27,302,161.79			

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2024 ANNUAL REPORT



TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
CURRENT PLANNING DIVISION	2
LONG-RANGE PLANNING DIVISION	10
CODE ENFORCEMENT DIVISION	11
DEPARTMENT ADMINISTRATION	12

Executive Summary

Section 19(2) of the Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to “make an annual written report to the legislative body concerning its operation and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

The 2024 Planning & Zoning Department Annual Report provides the Planning Commission and Township Board with the following information:

- An update on development activities within the Township
- The meeting activity of both the Planning Commission and the Zoning Board of Appeals
- Code enforcement activities
- Internal department activities
- A review of Master Plan implementation actions

The Annual Report offers information that is intended to be relevant to the Planning Commission, Township Board, Zoning Board of Appeals, Township staff, and the public. The work program will help guide the department’s actions throughout the upcoming year and serve as a benchmark when preparing the subsequent year’s Annual Report.

The following statement serves as the Department’s vision:

In our capacity as Planning and Zoning Department staff, we are committed to providing the Planning Commission, Zoning Board of Appeals, and Township Board with professional assistance so that together we may work towards the vision created in the Township Master Plan. As staff, we see ourselves as the facilitators between the many various stakeholders within the Township and strive to develop consensus on the multitude of land use issues that come before the Township. As always, our goal is to provide for the health, safety, and general welfare of the community as a whole. We take seriously this obligation and strive to accomplish this goal in every facet of our department’s actions.

Current Planning Division

RESIDENTIAL BUILDING PERMITS

Table 1 details the number of new dwelling units per year over the last 10 years from 2014 to 2024. This includes single-family dwellings as well as attached units and apartments/condos.

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos/ Mobile Homes	Total Units
2024	244	0	61	305
2023	205	16	85	306
2022	48	4	192	244
2021	23	7	94	124
2020	10	2	77	89
2019	121	4	88	213
2018	61	0	94	161
2017	66	0	76	142
2016	154	0	82	236
2015	8	0	60	68
2014	11	1	42	54

TABLE 1

In lieu of upcoming changes to the Zoning Ordinance, staff finds that now is an appropriate time to reimagine how the Township tracks long-term housing supply data. **Table 2** arranges housing supply data using an updated method that provides more consistency with objectives outlined in the Zoning Ordinance and Master Plan.

Table 2: Building Permits Issued in 2024, New Categorizations

	Apartments	Single Family Attached	Single Family Detached	Mobile Homes	Total Units
2024	136	108	48	13	305

HOUSING APPROVALS

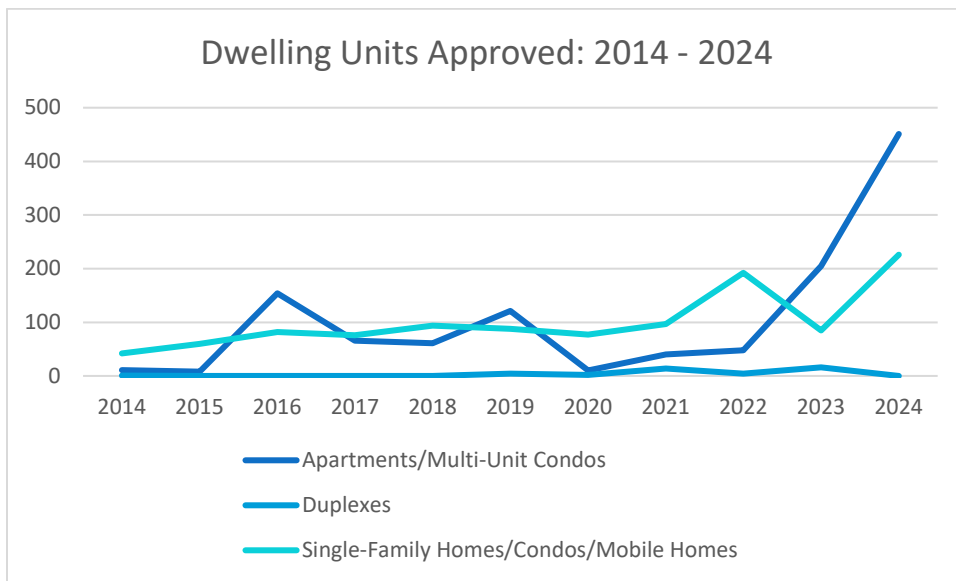


EXHIBIT 1

Similarly to data provided on building permits issued, staff has decided to additionally restructure the way in which dwelling unit approvals are tracked over time. The same categories from Table 2 have been applied to the housing approval data outlined in Exhibit 2. Since only one year worth of data is available using the new categorizations, a pie chart is used, however, in future years, the data will be presented using a line graph similarly to Exhibit 1.

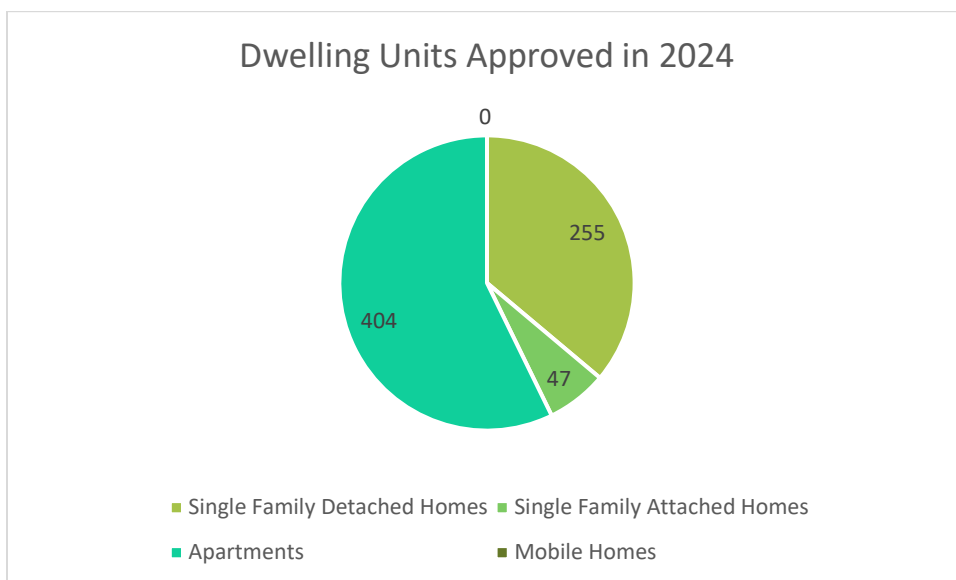


EXHIBIT 2

POPULATION DATA

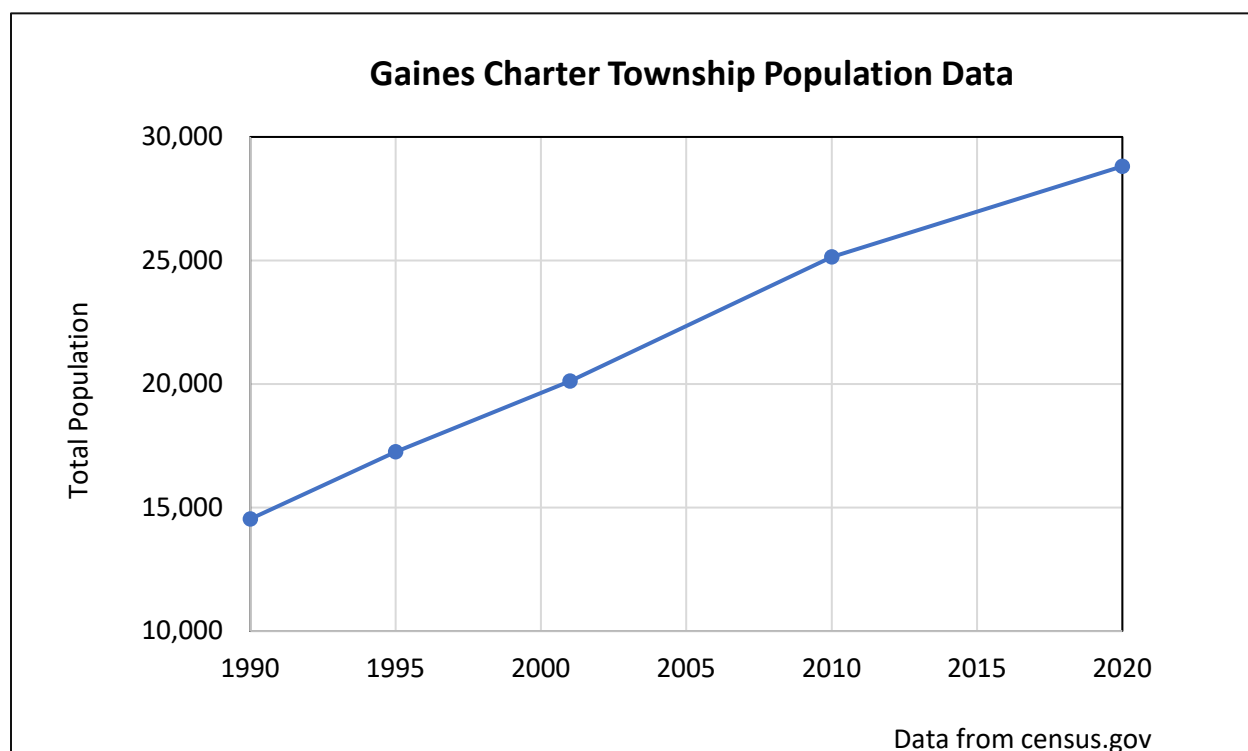


EXHIBIT 3

PROJECT REVIEWS

Table 3.

Summary of 41 application reviews completed by the Planning Commission, and subsequent Township Board action if applicable. The items are listed by the order in which they were considered.

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
7610 Division	Rezone	Rezone from I-2 (Heavy Industrial) to NC (Neighborhood Commercial)	Approved	Approved
2096 76th Street	Special Use Permit	To allow operation of a landscaping business in the A-R zoning district.	Denial	N/A
8808 Eastern Avenue	Special Use Permit	To allow a operation of a landscaping business in the A-R zoning district; SUP to allow for a 4,040 SF accessory building.	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
9889 East Paris Avenue	Special Use Permit	To allow a 3,410 SF accessory building in the A-B zoning district.	Approved	N/A
8269 Kalamazoo Ave	Land Division	4:1 Ratio Wavier Request	Approved	Approved
1856 100 th Street	Stoneco Annual Review	2023 Annual Review for the Stoneco Barnaby parcel.	Approved	N/A
44 Brownell Street	Special Use Permit	To allow a microbrewery in the NC zoning district.	Approved	N/A
163 68 th Street	Special Use Permit	To allow a 900 SF accessory building and a 300 SF roofed porch; total of 1,200 SF of accessory buildings in the RL-10 zoning district.	Approved; Two public hearings	N/A
820 92 nd Street	Special Use Permit	To allow a 1,536 SF of accessory buildings in the A-R zoning district.	Approved	N/A
1470 68 th Street	Special Use Permit	To allow a 3,200 SF accessory building in the RL-10 zoning district.	Approved	N/A
4598 84 th Street	Special Use Permit	To allow a 2,400 SF addition to an accessory building for a total of 5,422 SF of accessory buildings in the A-R zoning district.	Approved	N/A
6141 East Paris Ave	Site Plan Review	SPR for a 6,000 SF StonePro warehouse featuring some office space for a total of 10,007 SF of accessory buildings in the I-1 zoning district.	Approved	N/A
7376 Hanna Lake Ave	Special Use Permit	To allow a 2,048 SF accessory building in the RL-14 zoning district.	Approved	N/A
985 61 st Street	Special Use Permit	To allow a 2,500 SF accessory building in the RL-10 zoning district.	Approved	N/A
163 68 th Street	Special Use Permit	To allow a 1,200 square feet (SF) accessory building in RL-10	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
2701 76 th Street	PUD Amendment	PUD amendment to request a new site plan review for the Alexander Trails PUD.	Approved	Approved
9515 Hanna Lake	Special Use Permit	To allow a vehicle repair as a home occupation in a residential accessory building in the A-R zoning district.	Denied	N/A
10648 Eastern Ave	Special Use Permit	To allow a 728 SF of ground mounted solar panels for residential use in the A-R zoning district.	Approved	N/A
4142 92 nd Street	Special Use Permit	To allow a 1,200 SF of ground mounted solar panels for residential use in the A-B zoning district.	Approved	N/A
2701 76 th Street	Tentative Preliminary Plat – Phase 1	A tentative preliminary plat featuring 25 single-family lots that make up Phase 1 of the Alexander Trails PUD.	Approved	Approved
2701 76 th Street	Tentative Preliminary Plat – Phase 2	A tentative preliminary plat featuring 20 single-family lots that make up Phase 2 of the Alexander Trails PUD.	Approved	Approved
8190 Division Ave	1-Year Extension Request	1-year extension for Site Plan approval for the Brewer Park Apartments.	Approved	N/A
8460 Kalamazoo Ave	Site Plan Review - Phase 1	Prairie Wolf Station PUD mixed use center	Approved	N/A
3316 68 th Street	PUD Rezone and Site Plan Review	Dutton Center PUD Rezoning; Phase 1 SPR which will include veranda homes and attached townhomes.	Approved	Approved
3495 68 th Street	PUD Amendment Resolution	Dutton Mill Village PUD Amendment for a 1,400 SF addition at the Marathon gas station.	Approved	Approved
6844 Rosecrest	Special Use Permit	To allow a 506 SF attached accessory dwelling unit in the RL-10 zoning district.	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
7514 Melinda Court	Special Use Permit	To allow a Group Child Day Care Home increase from 6 to up to 12 children.	Approved	N/A
10287 Kalamazoo Ave	Stoneco Annual Review	2023 Annual Review for the Stoneco Jeplawy parcel.	Approved	N/A
1160/1188/1190 76th Street	Final Condo Plan	Cooks Enclave 25-unit residential development	Approved	Approved
1587 108 th Street	Special Use Permit	To allow a 2,600 SF accessory building in the A-R zoning district.	Approved	N/A
3805 92 nd Street	PUD Rezone/ Site Plan Review	PUD Rezone/ Site Plan Review for a PUD-OSP development named Caledonia Meadows.	Denied	N/A
4200 60 th Street	Site Plan Review	Phase 2 of the Switch electrical substation.	Approved	N/A
7114 Cornerstone	Special Use Permit	To allow a 412 SF accessory building in the RL-10 zoning district.	Approved	N/A
9443 Meadow Valley	Special Use Permit	To allow a 928 SF of consumer scale ground mounted solar panels in the A-R and A-B zoning districts.	Approved	N/A
Gaines Charter Township	Zoning Ordinance Amendment	Discussed new updates to the GCTZO, including the updated street ordinance, the new Village Residential zoning district, and standards for managing open space developments.	N/A	N/A
3316 68 th Street	Tentative Preliminary Plat – Phase 2	Tentative Preliminary Plat featuring 51 single-family lots that make up Phase 2 of the Dutton Center PUD.	Approved	Approved
1627 Sunny Glenn	Special Use Permit	SUP to allow chickens to be kept in the RL-14 zoning district.	Approved	N/A
520 68 th Street	Special Use Permit	SUP to allow for a 48 square foot monument sign in the RL-10 zoning district with a 2 foot by 8 foot LED illuminated panel.	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
1718 68 th Street	Special Use Permit	SUP to allow for a 2,400 square foot accessory building in the RL-10 zoning district.	Denied	N/A
6684 Hanna Lake Ave	Rezoning	Proposed rezone of 3 parcels from Light Industrial (I-1) to Multifamily Residential (R-3).	Denied	N/A
7174 Martin Ave	Special Use Permit	SUP to allow an adult foster care small group home to increase their capacity from 6 to 12 people.	Denied	N/A

Table 4 provides a summary of four application reviews completed by Township staff as administrative approvals.

Development Name/Address	Request Type	Description	Planning Staff Action
3555 68 th Street	Temp Event	Railtown Trunk or Treat	Approved
6100 East Paris	Minor Amendment	Switch Substation Site Plan	Approved
4500 68 th St	Minor Amendment	Amazon Parking Lot Lane Changes	Approved
7590 Division	Minor Amendment	Parking Lot Circulation	Approved

VARIANCES

Table 5 provides a summary of the five variance requests heard by the ZBA in 2024.

Address	Variance Type	Description	Staff Recommendation	Action
1267 100 th Street	Dimensional	Reduce side yard setback from 20 feet to 10 feet to construct a pole barn.	Approve	Approve
3241 Muff Ridge Lane	Dimensional	Reduce side yard setback from 20 feet to 9 feet, and reduce front yard setback from 60 feet to 52 feet to construct a pole barn.	Approve	Approve

225 Sorrento Drive	Dimensional	Reduce side yard setback from 20 feet to 10 feet to construct a single family dwelling.	Approve	Approve
9375 Eastern Avenue	Dimensional	Reduce front yard setback from 60 feet to 34 feet to construct an accessory building.	Approve	Approve
1200 60th Street	Dimensional	Increase scale of two directional signs from 4 square feet to 16 square feet.	Deny	Deny

ORDINANCE UPDATES

Over the last year, substantial efforts to overhaul and update the Zoning Ordinance have been underway; the updated ordinance is nearing completion and subsequently approval by both the Township Board and Planning Commission. Efforts to update the ordinance were largely spearheaded by Community Development Director Dan Wells, in collaboration with Planning Consultant David Jirousek, AICP. The Zoning Ordinance Steering Committee has also provided valuable feedback and thoughts on proposed updates, and the most recent iteration of the draft ordinance has also undergone legal review.

The push for an update stemmed largely from the fact that the Zoning Ordinance needed to be more consistent with objectives outlined in the 2023 Master Plan, however, the overhaul process also provided the opportunity to improve the user-friendliness of the Zoning Ordinance and increase the overall readability of the document. As the ordinance has been updated, revised, and new sections have been added over the course of approximately 40 years, it has made for a jumbled reading experience; the proposed updates make for a concise document that will better serve staff and residents alike.

REZONINGS

Table 6 provides information on the two rezoning applications received in 2024. Although two applications were received, only one was granted approval.

Development Name/Address	Description	Planning Commission Action	Township Board Action
7610 Division	Rezone from I-2 (Heavy Industrial) to NC (Neighborhood Commercial)	Approve	Approve
6684, 6700, and 6710 Hanna Lake Ave	Rezone three parcels from I-1 (Light Industrial) to R-3 (Multiple Family Residential)	Deny	N/A (withdrawn)

Long-Range Planning Division

MASTER PLAN IMPLEMENTATION

As a part of the 2002 Master Plan, an Implementation chapter was prepared to help guide future planning activities.

Table 7 lists the proposed implementation tasks and their current status. Planning Department staff performed work on 4 of the 12 implementation steps laid out in the 2002 Master Plan.

Task	Status	Comments
Evaluate and Revise the Zoning Ordinance	Continued Action	One ordinance text amendment was approved in 2024. The Zoning Ordinance is also undergoing a large overhaul; much progress was made in 2024 through collaboration with the steering subcommittee and Planning Consultant David Jirousek. The ordinance update is anticipated to be complete and adopted in early 2025.
Inventory Key Natural and Cultural Features	Continued Action	The Township accepted a bid from EnviroScience, based in Stow, Ohio, to complete a Natural Features Inventory for the Township to assess geographical assets and environmentally sensitive areas. This will assist in guiding development objectives during the next Master Plan update.
Develop A Program for Natural Buffers and Scenic Easements	Continued Action	
Develop Performance Standards for the PUD District	Continued Action	The Multi-Family Development Guidance, a document for architectural and design standards for apartment complexes, was regularly implemented in 2022.
Improve Non-Motorized Transportation Network	Positive Action	Staff and the Planning Commission worked with developers on specific projects to enhance the non-motorized transportation

		network throughout the township.
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PARKS & RECREATION

In 2022, Township Planning Staff in conjunction with the Parks and Trails Committee and MCSA Group, Inc., made major progress to update the Gaines Charter Township Parks & Trails Plan. The five-year plan is completed and was approved by the Township Board of Trustees in January of 2023. The committee continues to focus on the management of Prairie Wolf Park and is still in the initial stages of trying to establish an environmental education center at 8665 Kalamazoo, which the Township acquired in 2020.

Planning staff also applied for a SPARK grant through DNR to build a pavilion and make parking lot improvements in Prairie Wolf Park.

Additionally, staff continues to search for opportunities to purchase land to be used for future parks and recreation initiatives.

Code Enforcement Division

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2024. Filed cases are those where a complaint has been received and registered in the software, and staff has completed a physical inspection of the property and contacted the property owner regarding a potential violation. Warning letters are sent and followed up with a second letter or Sherriff's Deputy site visit. Complaints that have no corresponding enforceable ordinance are not included (e.g., high grass or weeds).

Table 8 is a summary of the enforcement cases undertaken by planning staff.

Address	Category	Date Filed	Status
6715 Summerbreeze	Inoperable Vehicles	11/12/2024	Case closed
6708 College	Keeping of Animals	11/25/2024	Warning issued
1181 68 th Street	Keeping of Animals	07/29/2024	Case closed
6650 Paris Ave	Keeping of Animals	03/05/2024	Case closed
912 76 th Street	Nuisance Parking	03/01/2024	Case closed
3056 68 th Street	Nuisance Parking	11/25/2024	Case closed
6911 Hartman	Nuisance Parking	03/28/2024	Case closed
6935 Terra Cotta	Nuisance Parking	03/07/2024	Case closed
7261 Brooklyn Ave	Nuisance Parking	03/11/2024	Case closed
149 Coleman	Rubbish	07/18/2024	Case closed
149 Kenton	Rubbish	04/30/2024	Case closed
426 Brownell	Rubbish	03/14/2024	Case closed

652 66 th Street	Rubbish	12/16/2024	Warning issued
940 60 th Street	Rubbish	07/24/2024	Case closed
2864 60 th Street	Rubbish	02/19/2024	Case closed
3275 76 th Street	Rubbish	09/13/2024	Case closed
6475 Prairie Pointe Drive	Rubbish	08/07/2024	Case closed
6535 Creekside View Drive	Rubbish	09/18/2024	Case closed
6941 Marshall	Rubbish	08/16/2024	Case closed
6944 Madison	Rubbish	05/13/2024	Case closed
9371 Westview	Rubbish	04/30/2024	Case closed
7213 Regal	Rubbish/ Inoperable Vehicles	08/19/2021	Case closed
7655 Hanna Lake	Rubbish/ Inoperable Vehicles	11/11/2024	2 nd Warning issued/ Inspection scheduled
924 76 th Street	Rubbish/ Temporary Storage Container	05/03/2024	Case closed
532 76 th Street	Sidewalk Obstruction	08/23/2024	2 nd Warning issued/ Inspection scheduled
2297 68 th Street	Sidewalk Obstruction	08/21/2024	Case closed
6569 Summer Shores	Sidewalk Obstruction	07/30/2024	Case closed
6702 Madison	Sidewalk Obstruction	07/30/2024	Case closed
6714 Madison	Sidewalk Obstruction	07/30/2024	Case closed
6740 Madison	Sidewalk Obstruction	07/30/2024	Case closed
3555 68 th Street (Oskar Scots)	Illegal Sign	05/13/2024	Case closed
3555 68 th Street (Barry G's)	Illegal Sign	05/13/2024	Warning issued
2861 84 th Street	Temporary Occupation	05/22/2024	Enforcement ongoing
7207 Regal	Temporary Occupation	03/29/2024	Case closed
7072 Division	Temporary Occupation	02/28/2024	Case closed
153 Lurie	Trash Can Maintenance	11/08/2024	Case closed
6896 Madison	Zoning Violations	02/15/2024	Enforcement ongoing
9515 Hanna Lake	Zoning Violations	05/23/2024	Citation issued
Hoffman Meadows (Various)	Zoning Violations	10/14/2024	Case closed

Department Administration

PLANNING COMMISSION

Table 9 lists the members of the Planning Commission during 2024.

Member	3-Year Term Ends	Member Since	Officers
Connie Giarmo	December 2024	2008 (1991 – 2000)	Chairperson

Ronnie Rober	December 2023	2002	Vice-Chairperson
Lani Thomas	December 2025	2006	Secretary
Tim Haagsma	Township Trustee	2002 (1992 – 1997)	Member
Ryan Wiersema	December 2024	2022	Member
Talimma Billips	December 2025	2017	Member
Brad Waayenberg	December 2023	2018	Member

Table 10 illustrates the attendance at Planning Commission Meetings in 2024.

2023 Meeting Attendance							
	Billips	Wiersema	Haagsma	Giarmo	Rober	Thomas	Waayenberg
January	X	X	X	X	X	X	X
February	X	X	Absent	X	X	Absent	X
March	Absent	X	X	X	X	X	X
April	X	X	X	Absent	Absent	X	X
May	X	X	X	Absent	X	X	X
June	X	X	Absent	X	X	X	Absent
July	X	X	X	X	X	X	X
August	X	X	X	X	X	X	X
September	X	X	X	X	X	X	X
October	Absent	X	X	X	X	X	X
November	X	X	X	X	X	X	X
December Special Meeting	Absent	Absent	Absent	X	X	X	X
December Regular Meeting	X	X	X	X	X	X	X
Absences	3	1	3	2	1	1	1

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on three occasions in 2024.

Table 11 lists the members of the Zoning Board of Appeals in 2024.

Member	3-Year Term Ends	Member Since	Officers
Tom Werkema	December 2023	2012	Chair
Ruth Ringnald	December 2024	2002	Vice Chair
Don Hilton	December 2025	2018	Secretary
Ryan Wiersema	December 2025	2022	Member (PC Liaison)
Matt Kooiman	December 2023	2022	Member
James Peacock	December 2025	2022	Member

Mark Krier	December 2027	2024	Alternate Member
Rob DeWard	December 2027	2024	Alternate Member

**Chair Tom Werkema submitted formal notice of his resignation to the Planning and Zoning Department in November. The ZBA must appoint a new Chair at their next meeting, and subsequently nominate a new Vice Chair and Secretary. In lieu of this change, James Peacock's member status has been updated from alternate member to permanent member. Two new alternate members have been selected to serve the ZBA; Rob DeWard and Mark Krier.*

Table 12 lists the meeting dates of the ZBA in 2024.

2023 Meeting Attendance						
	Werkema	Ringnalda	Kooiman	Hilton	Peacock	Wiersema
May	X	X	X	X	N/A	X
August	X	X	X	X	N/A	X
October	X	X	Absent	X	N/A	X
No. of Absences	0	0	1	0	0	0

DEPARTMENT PERSONNEL

Community Development Director Dan Wells has led planning efforts for the Township since taking office in March 2020. The Planning Department hired a full-time Assistant Planner, Dakota Swan, in January of 2024 who assists with plan reviews, zoning enforcement, and larger projects on an as-needed basis. Planning Consultant David Jirousek, AICP continues to assist with plan reviews and has contributed largely to the Zoning Ordinance overhaul. Jeff Gritter of Vriesman & Korhorn Civil Engineering continued to provide support and guidance to the Planning Department.

BUDGET

The Department is committed to providing work in the most efficient and cost-effective manner. The following Tables represent information related to recent and historical Department budgets.

Table 13 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2016-2023 and also shows the Department's Budget as a percentage of the overall General Fund Budget.

	2016	2017	2018	2019	2020	2021	2022	2023
P&Z Budget	\$209,274	\$209,815	\$222,837	\$219,223	\$236,439	\$219,031	\$339,256	\$416,706
% of Gen. Fund	5.7%	5.9%	5.9%	5.2%	4.5%	4.4%	7.2%	7.89%

Table 14 presents the actual dollar amount spent in the fiscal years 2016 – 2023 and is also expressed as a percentage of the approved Planning and Zoning Department’s Budget.

	2016	2017	2018	2019	2020	2021	2022	2023
Actual Expenditures	\$173,548	\$174,995	\$189,710	\$204,153	\$198,665	\$156,395	\$261,558	\$274,784
% of Budget	82.7 %	83.4%	85.1%	93.1%	84%	71.4%	77.1%	57.5%



MEMO

Staff Communication-Action Required

DATE: February 5, 2025
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Parks & Trails Appraisal Request

SUMMARY OF TOPIC:

Township Staff have been approached by a developer that bought a parcel of land for development in the Township that they may be interested in selling to the Township for a future park location. This parcel is heavily wooded and has the Plaster Creek running through it. Staff have had some preliminary discussions with the West Michigan Land Conservancy and the DNR Trust Fund to see if either would be viable options to help with the purchase of this property. The Land Conservancy has stated that it doesn't fit within their parameters, but the DNR has stated that it could be a possibility for a grant.

The next step for the process with the DNR would be to get an appraisal of the property. Knowing the value of the property would provide the opportunity to see what portion of a purchase could be covered with grant funds and the amount that would be remaining for price negotiation.

The Community Development Director has also been approached about a second possible option for a future purchase. This option would be a little bit further down the road but might be a good alternative if the first one doesn't work out.

The Parks & Trails Committee has requested approval for \$7,000 to use for appraisals of these two properties. The appraisal for the first opportunity would take place soon and the other would be put on hold for a little while to see if that option opens up as a possibility.

BUDGET ACTION REQUIRED:

The \$7,000 was not part of the 2025 budget and would need to be transferred from savings to cover these expenses.

STAFF RECOMMENDATION:

Staff recommends approval of this request.



Vriesman
& Korhorn

January 10, 2025
1399

Tracy Lawrence
Water & Sewer Administrator
Gaines Charter Township
8555 Kalamazoo Avenue, SE
Caledonia, MI 49316

RE: Thornapple Farms Phase 3 - Water/Sewer Development Contract

Dear Tracy:

Enclosed is the Water/Sewer Development Contract for Thornapple Farms Phase 3. The Water/Sewer Development Contract details the project of 28 lots which includes the extension of 1,297 feet of 8-inch sanitary sewer and 1,520 feet of 8-inch watermain.

No oversizing of watermain or sanitary sewer is included in the project. No Availability fees are due for the property being developed. The Developer is connecting to existing public utilities, and the project does not have any frontage along existing watermain or sanitary sewer.

The proposed Water/Sewer Development contract has been signed by the Developer. We recommend that the Gaines Charter Township Board of Trustees authorize execution of the contract by the Township.

Thank you for your consideration in this matter. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

VK Civil

A handwritten signature in blue ink, appearing to read 'Jeff M. Gritter', with a circular flourish at the end.

Jeffrey M. Gritter, P.E.

JMG/nfb

Encl.

**WATER AND/OR SEWER
DEVELOPMENT CONTRACT**

CONTRACT FACE PAGES

I. PARTIES

A. DEVELOPER (the “Developer”):

Green Development Ventures, LLC Attn: Tom Larabel

2186 E Centre Avenue, Portage, MI 49002

Limited Liability Company

Type of legal entity, i.e. corporation, partnership, limited liability
Company, individual, etc.

**B. CHARTER TOWNSHIP OF GAINES (the “Township”),
whose address is: 8555 Kalamazoo Avenue, S.E., Caledonia, MI 49316**

II. DESCRIPTION OF DEVELOPER'S DEVELOPMENT (the “Development”).

The Development consists of the following:

THORNAPPLE FARMS PHASE 3 plat development see Exhibit A.

**III. DESCRIPTION OF WATER AND/OR SEWER
EXTENSIONS/IMPROVEMENTS TO BE CONSTRUCTED BY DEVELOPER IN
ACCORDANCE WITH THIS DEVELOPMENT CONTRACT (the “Project”).**

-122 lin. ft. of 8-inch sanitary sewer in Pileated Avenue from 412 ft north of Postern
Avenue to 116 feet north of Bike Ride Drive.

-1,176 lin. ft. of 8-inch sanitary sewer in Bike Ride Drive from 412 ft north of Postern
Avenue to 1,176 ft east of Pileated Avenue.

-262 lin. ft. of 8-inch watermain in Pileated Avenue from 298 feet north of Postern Drive
to 560 feet south of Postern Drive.

-113 lin. ft. of 8-inch watermain in Palisades Drive from 265 feet east of Pileated Avenue
to 113 feet north of Bike Ride Drive.

-1,145 lin. ft. of 8-inch watermain in Bike Ride Drive from 437 feet north of Postern
Drive to 1,145 feet east of Pileated Avenue.

**Note: A map showing the location of the Development and the Project, which
separately identifies the water and/or sewer extensions/improvements, must be
attached to this Development Contract.**

IV. PROJECT COMPLETION DATE (the “Completion Date”): September 2025

V. **IRREVOCABLE LETTER OF CREDIT**

A. Required prior to commencement of construction:

YES _____ NO X _____

B. Amount of letter of credit: \$ _____

VI. **WATER AVAILABILITY FEE**

A. Basis of Water Availability: Not Applicable – Developer is constructing all
watermain to serve the project.

B. Amount of Water Availability Fee: \$ Not Applicable

C. Payment Terms: Not Applicable

VII. **WATER TRUNKAGE FEE**

A. Basis of Water Trunkage Fee: Residential – One trunkage unit per residential
living unit.

B. Amount of Water Trunkage Fee: \$ 780.00 per residential living unit based on
2025 rates which are subject to change without notice. The current rate will be
charged based on the date on which the application for connection is made.

C. Payment Terms: Due incrementally upon acquisition of a permit to connect a
residential building to the public water system (for example: a single living unit
building would require a water trunkage fee of \$780.00 before a permit is granted
to connect to the water system.

VIII. **WATERMAIN PAYBACK ARRANGEMENTS**

A. Basis of Payback Arrangements for Watermain: Not Applicable – the
Developer is not constructing any off site watermain.

B. Maximum Amount of Watermain Payback Payments to the Developer:
\$ Not Applicable

C. Payment Terms: Not Applicable

D. Expiration Date of Payback Arrangements: Not Applicable

E. The Developer acknowledges that the obligation of the Township to make
payback payments is contingent upon future events (i.e., water and/or sewer
connections) which are not within the control of the Township and therefore the

Developer further acknowledges that the amount and frequency of payback payments is not guaranteed by the Township.

IX. PAYMENT TO THE DEVELOPER FOR OVERSIZING WATERMAIN

- A. Basis of Oversizing Payment for Watermain: Not Applicable – the Developer is not constructing any oversized watermain as part of this project.
- B. Amount of Oversizing Payment to the Developer: \$ Not Applicable
- C. Payment Terms: Not Applicable

Note: The payment for oversizing may be funded jointly by the Township of Byron and the Charter Township of Gaines in accordance with a separate cost sharing agreement between the Townships.

X. SEWER AVAILABILITY FEE

- A. Basis of Sewer Availability Fee: Not Applicable – Developer is constructing all sanitary sewer to serve the project.
- B. Amount of Sewer Availability Fee: \$ Not Applicable
- C. Payment Terms: Not Applicable

XI. SEWER TRUNKAGE FEE

- A. Basis of Sewer Trunkage Fee: Residential – One trunkage unit per residential living unit.
- B. Amount of Sewer Trunkage Fee: \$1,140.00 per residential living unit based on 2025 rates which are subject to change without notice. The current rate will be charged based on the date on which the application for connection is made.
- C. Payment Terms: Due incrementally upon acquisition of a permit to connect a residential building to the sewer system (for example: a single living unit building would require a water trunkage fee of \$1,140.00 before a permit is granted to connect to the sewer system).

XII. SANITARY SEWER PAYBACK ARRANGEMENTS

- A. Basis of Payback Arrangements for Sanitary Sewer: Not Applicable – Developer is not constructing any offsite sanitary sewer as part of this project
- B. Maximum Amount of Sanitary Sewer Payback Payments to the Developer: \$ Not Applicable
- C. Payment Terms: Not Applicable

- D. Expiration Date of Payback Arrangements: Not Applicable
- E. The Developer acknowledges that the obligation of the Township to make payback payments is contingent upon future events (i.e., water and/or sewer connections) which are not within the control of the Township and therefore the Developer further acknowledges that the amount and frequency of payback payments is not guaranteed by the Township.

XIII. PAYMENT TO THE DEVELOPER FOR OVERSIZING SANITARY SEWER

- A. Basis of Oversizing Payment for Sanitary Sewer: Not Applicable – the Developer is not constructing any oversized sanitary sewer as part of this project.
- B. Amount of Oversizing Payment to the Developer: \$ Not Applicable
- C. Payment Terms: Not Applicable

Note: The payment for oversizing may be funded jointly by the Township of Byron and the Charter Township of Gaines in accordance with a separate cost sharing agreement between the Townships.

XIV. PAYMENT OF PROJECT COSTS

Subject to oversizing payments as summarized above, if any, the Developer shall pay all costs of the Project, including without limitation all costs related to construction of the public water main and/or public sewer main, water services, sewer laterals and related improvements and appurtenances, the cost of acquiring necessary interests in land and right of ways, engineering, restoration and replacement, the cost of connecting the Project to the existing water or sewer system, the cost of connecting the Development to the Project and the Permit, Plan Review and Construction Inspection Costs identified in XV below.

XV. PERMIT, PLAN REVIEW, AND CONSTRUCTION INSPECTION COSTS:

In addition to the payment of Project costs and applicable availability fees, trunkage fees and all other rates, charges and costs imposed by applicable Township ordinance, the Developer shall reimburse the Township for costs of (a) sanitary sewer and watermain construction permit submittals, (b) Township Engineer and staff review of plans, and (c) construction inspection performed by the Township or the Township's duly authorized representatives.

XVI. MISCELLANEOUS

XVII. AGREEMENT OF THE PARTIES:

In consideration of the mutual covenants and agreements contained in the attached Contract Terms, the parties mutually agree that the Developer will acquire and construct the Project at Developer's sole expense, that after completion of the Project ownership of the Project shall be transferred by the Developer to the Township in accordance with the Contract Terms, and that all aspects of the acquisition, construction, completion, and transfer of the Project shall be governed by the Contract Terms, attached hereto.

IN WITNESS WHEREOF, the parties have executed this Contract.

Witnesses:

(1) 
Dan Larabel

(2) 
Chris Kohane

DEVELOPER:

By: 
Thomas A. Larabel
Its: Vice President

By: _____
Its: _____

Dated: January 6, 2025

Witnesses:

CHARTER TOWNSHIP OF GAINES:

(1) _____

By: _____

Its: Supervisor

(2) _____

By: _____

Its: Clerk

Dated: _____, 20__

WATER AND/OR SEWER DEVELOPMENT CONTRACT

CONTRACT TERMS

Section 1. **PRECONSTRUCTION MATTERS.** Before commencing construction of the Project, the Developer shall complete all of the following:

(a) Obtain all necessary permits for the installation and construction of the Project from all state and county agencies having jurisdiction and all necessary permission to work in the public right-of-way from the Township, County Road Commission, Michigan Department of Transportation, and other public bodies.

(b) Submit to the Township for approval detailed plans and specifications for the Project prepared by a professional engineer licensed in Michigan. The plans and specifications are to be provided in a format acceptable to the Township. Construction of the Project shall not commence unless and until the Township reviews and approves these plans and specifications in writing. As part of the approval of the plans and specifications, the Township Engineer shall determine the location of the public water main or public sewer, and approve the construction methods and materials used in the construction, including in the case of a public water main extension, the installation of fire hydrant markers. The extension shall cover the entire road or public right of way frontage of the Development to be served by the extension. If the Township requests changes in the plans and specifications for the Project, the Developer agrees to make such changes as shall be requested by the Township provided, however, the Township shall not withhold its approval of the plans and specifications unreasonably and, further, that if Township requirements with respect to the plans and specifications are in conflict with those of the state or any county agency having jurisdiction, the requirements of the state or county agency shall control. The fact that the Township may require higher quality materials or better construction practices than a state or county agency shall not be deemed a conflict and Township requirements shall control. The plans and specifications shall provide for complete restoration to original condition of all paved street surfaces and bicycle paths as well as replacement of all driveways and landscaping disturbed or damaged in the course of the construction of the Project;

(c) Submit to the Township the names of the proposed general contractor and all subcontractors who will be constructing and completing the Project on behalf of the Developer. Construction of the Project shall not commence unless and until the Township has approved in writing the Developer's general contractor and all subcontractors, such approval not to be withheld unreasonably. On request, the Developer shall submit to the Township such additional information concerning the Developer's proposed contractors as the Township shall reasonably request;

(d) Submit to the Township a copy of a proposed written contract between the Developer and its general contractor. The Developer may remove from this contract price information. This contract shall not be signed until approved in writing by the Township. A copy of the final signed contract shall be provided to the Township. This contract shall contain the following provisions: "The construction project to be completed pursuant to this contract

shall be completed in all respects in accordance with the Township's Specifications or the Byron-Gaines Utility Authority Standard Construction Specifications and all revisions thereof (together, the "Specifications"), and all terms and provisions of this contract and all plans and specifications and other documentation incorporated by reference in this contract or applicable to the construction project provided for in this contract shall be subordinate to the provisions of the Specifications. The Township of Byron shall be deemed to be a third party beneficiary of this construction contract and all provisions of the construction contract in favor of the owner and/or the Charter Township of Gaines may be enforced by the Township of Byron; however, the Township of Byron shall not be obligated to enforce any such provisions;" and

(e) Transfer, in consideration of this Development Contract, to the Charter Township of Gaines and the Township of Byron, jointly (together, the "Townships"), all easements required to construct the Project. All easements shall be in such form and substance as shall be required by the Township. All easements shall be perpetual and shall be at least as wide as required by the Township but no less than twenty (20) feet in width in any event. The Developer shall provide to the Township such proof of title and other title documentation as the Township shall reasonably require in order to verify that the Township is receiving good title to all easements being transferred to the Township by the Developer.

Section 2. **PROJECT CONSTRUCTION.** The Developer shall cause the Project to be constructed in accordance with the approved plans and specifications in a good and workmanlike manner and so as to meet all quality standards and tests which would apply and be conducted if the Township itself constructed and acquired the Project. During construction of the Project, the Township shall have the right, at the cost of the Developer, to undertake with Township employees or third party contractors such inspection of the Project as the Township shall deem appropriate. No change order shall be issued with respect to the approved plans and specifications without prior written approval of the Township, such approval not to be withheld unreasonably.

Section 3. **DEWATERING.** If the Project requires dewatering, the Developer agrees that the Developer alone, at the Developer's sole cost, is responsible for any negative impact caused by Project dewatering including, but without limitation, the drying of lakes, streams, or ponds or the quantity, quality and taste of the well water supply of any lands. No Project shall be transferred to the Township, and the Township will not approve any Project or accept ownership thereof, unless and until the Township is satisfied that all negative impact to well water supplies, or bodies of water, caused by the Project have been fully and satisfactorily corrected. The Township may require written documentation from the owner of lands whose well water supply, or body of water, has been affected by Project dewatering that such land owner is satisfied with his/her/their well water supply, or body of water, if the lands have not been connected to the public water system. In the event of a disagreement between the Township and the Developer as to whether a particular well or body of water has been adversely affected by the Project, the Township's engineer shall make a written determination and this determination shall be final and binding on the Township and the Developer.

Section 4. **COMPLETION OF THE PROJECT.** The Project shall be completed and made available to the Township for final inspection and approval no later than the Completion Date. Upon completion of the Project and after final inspection and written approval by the Township, such approval not to be withheld unreasonably, the Project shall be transferred by the Developer, in consideration of this Development Contract, to the Charter Township of Gaines and the Township of Byron, jointly, (together the "Townships") pursuant to the Townships standard form Warranty Bill of Sale.

The Township shall not be obligated to approve the Project or accept ownership thereof unless and until the Township is satisfied the Project has been constructed in accordance with the approved plans and specifications and in a good and workmanlike manner and, further, that the Project meets all quality standards and tests which would apply and be conducted if the Township itself acquired and constructed the Project. In addition, the Township shall not be obligated to approve the Project and accept ownership thereof unless and until all of the restoration has been fully completed.

Prior to approval of the Project and acceptance of ownership thereof, the Township shall receive from the Developer such waivers of lien, affidavits and other documentation as the Township shall reasonably deem necessary to be assured that all contractor(s) and all pipe, equipment and other suppliers in connection with the Project have been paid in full and that there are no liens or other unpaid obligations outstanding with respect to the Project.

The Township also reserves the right to require, prior to approval of the Township and acceptance of ownership thereof and at the cost of the Developer, a written opinion from the Developer's consulting engineer that the Project has been constructed and completed in accordance with the approved plans and specifications.

If the Contract Face Pages require that the Developer provide an irrevocable letter of credit prior to commencement of construction in order to guarantee completion of the Project by the Completion Date, this irrevocable letter of credit shall be issued by a bank having an office in Kent County in favor of the Township in the amount shown on the Contract Face Pages. The letter of credit to be provided shall be in such form and with such provisions as the Township shall reasonably require.

The Project shall not be connected to the Township's sewer and/or water systems unless and until the Township has completed its final inspection and approved the Project in writing. If the Developer desires to connect the Project to the water and/or sewer systems in advance of this final inspection and written approval, the Developer shall provide to the Township an irrevocable letter of credit issued by a bank having an office in Kent County in favor of the Township in such amount as the Township shall reasonably determine is necessary to pay all costs and expenses related to completing the Project. The letter of credit to be provided shall be in such form and with such provisions as the Township shall reasonably require.

No portion of the Development shall be connected to the Project until the Project has been approved by the Township and the ownership of the Project has been dedicated and conveyed jointly to the Charter Township of Gaines and the Township of Byron in the manner provided by these Contract Terms.

The Developer shall cooperate with the Township at all times, whether before or after the conveyance of the Project to the Township, and to the fullest extent with all Project contract and warranty claims deemed necessary by the Township to be made or filed against the Developer's contractor.

If the Project is not completed by the Completion Date, the Township shall have the right to complete the Project at the Developer's expense and to pay the full cost of such completion by making a draw or draws against the Developer's letter of credit. The Developer shall reimburse the Township for all costs incurred in completing the Project including, but without limitation, engineering, third party contractors and the charges of Township personnel necessary to supervise the completion of the Project. To the extent the Township costs to complete the Project are not fully paid by a draw or draws on a letter of credit, the Developer shall pay such amounts to the Township on demand. Amounts not paid on demand shall bear interest at a rate of 1% per month or fraction of a month that the amount remains unpaid.

Section 5. **INSURANCE.** Beginning as and when construction of the Project is commenced, and continuing at all times while the Project or any part thereof is under construction, the Developer and/or its contractor(s) shall continuously carry and maintain the same insurance coverage which is routinely required by the Township with respect to the construction of its own water and sewer projects. The Charter Township of Gaines, the Township of Byron and their respective Township Board members, officers, agents, employees and Township engineers (together, the "Additional Insured's") shall all be named as additional insured under such insurance, and such insurance shall also provide that it is the primary source of coverage for all such parties named as additional insured's with respect to the Project and the acts of omission of the Developer and its contractor(s) related thereto.

Certificate(s) evidencing the acquisition of all insurance required by this section and that such insurance is in full force and effect shall be deposited with the Township before construction of the Project is commenced. The Developer shall furnish, or cause to be furnished, upon request of the Township, certified copies of all policies required pursuant to this section as well as all amendments and renewals. All insurance policies required pursuant to this section shall contain a provision that they are non-cancelable and not subject to material modification by the insurer except upon 30 days' prior written notice to the Township. At least 30 days prior to the expiration or cancellation of any such insurance policy, there shall be furnished to the Township evidence satisfactory to it that the policy has been renewed or replaced by another policy. Construction of the Project shall not commence unless and until the Township has approved the insurance required to be provided by the Developer and its contractor(s) pursuant to this section in writing, such approval not be withheld unreasonably.

With respect to the Project, the Developer agrees to indemnify the Townships and all of the other Additional Insured's named in the first paragraph of this section, from and against any and all claims, costs, actions, causes of action, liability, judgments, losses, or expenses (including reasonable attorney's fees and other expense of defense) resulting from or caused by the acts or omissions of Developer or its contractor(s) in acquiring, constructing and completing the Project or with respect to the legal title to the Project, including all necessary easements, rights of way and interests in land required for the Project.

Section 6. **CONNECTION CHARGES/RATES.** The Developer shall pay all availability fees and trunkage fees in the amounts and in the manner set forth on the Contract Face Pages. The Developer shall pay all rates and charges imposed by the Township pursuant to the applicable rate ordinance or rate resolution with respect to the Project on such terms and provisions as are provided in that rate ordinance or rate resolution. The Township shall be entitled to establish such water rates and/or sewer usage rates as the Township deems appropriate. The Developer will reimburse the Township for the costs of sanitary sewer and watermain construction permit submittals, Township Engineer and staff review of plans, and construction inspection performed by the Township or the Township's duly authorized representative. The fact the Developer has installed the Project at its expense shall not excuse the Developer or any party owning or utilizing lands and premises within the Development served by the Project or any part thereof from being obligated to pay water and sewer rates and charges or any other charges levied by the Township generally against water and/or sanitary sewer customers.

Section 7. **TOWNSHIPS' UTILIZATION OF THE PROJECT.** As and when the Project has been transferred to the Townships pursuant to the Warranty Bill of Sale referred to in Section 4 above, the Project shall become part of the Townships' water and/or sewer system, as the case may be, and may be utilized by the Townships in such manner as the Townships utilize other portions of their water and sewer systems. Without limiting the generality of the preceding sentence, the Townships may connect other water and/or sewer customers to the Project and may also connect water and/or sewer extensions to the Project and connect additional customers to those extensions, all without any obligation to make any payment or reimbursement to the Developer on account of the Developer having constructed the Project at the Developer's expense, unless there is a written agreement to the contrary set forth in the Contract Face Pages or otherwise.

Section 8. **ZONING AND OTHER APPROVALS.** Approval and execution of this Development Contract by the Township does not constitute or imply that the Developer has received or will receive from the Township or any other applicable governmental entity any or all land use, zoning and/or any other approvals from the Township which are required for or applicable to the Development under applicable Township ordinance or law and the Township makes no guarantee to the Developer that any of such approvals will be granted by the Township. The Developer at Developer's sole risk and expense is required to obtain from the Township or other applicable governmental entity all such applicable land use, zoning and/or other approvals for the Development before proceeding with the construction of the Project.

Section 9. **THIRD PARTY BENEFICIARY.** In consideration of the joint ownership by the Townships of the sanitary sewer and water systems located in the Township, the Township of Byron shall be a third-party beneficiary of this Development Contract and entitled to enforce the terms hereof in accordance with applicable law.

Section 10. **DEFINED TERMS.** All capitalized terms not otherwise defined in these Contract Terms shall have the meanings assigned thereto in the Contract Face Pages.

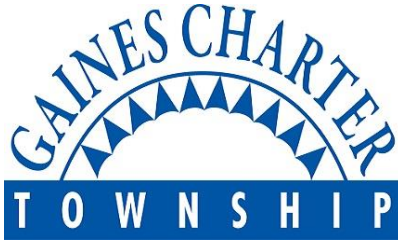
Section 11. **MISCELLANEOUS.** Neither this Contract nor any rights under it may be assigned nor may any duty be delegated without the prior written consent of the non-assigning or non-delegating party. Any attempt to assign or delegate rights or duties without prior written

consent shall be void. This Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

All notices and other documents to be served and transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on the Contract Face Pages or such other address or addresses as shall be specified by the parties hereto from time to time and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage. This is an integrated contract. It contains the full understanding of the parties and supersedes all other understandings, agreements or conditions, written or oral, regarding the subject matter of this Contract. This Contract has been executed in the State of Michigan and shall be governed by Michigan law, except as to matters pertaining to choice of law. The waiver by any party hereto of a breach or violation of any provision of this Contract shall not be a waiver of any subsequent breach of the same or any other provision of this Contract. If any section or provision of this Contract is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Contract, which shall remain in full force and effect. It is contemplated that this Contract will be executed in multiple counterparts, all of which together shall be deemed to be one contract. The captions in this Contract are for convenience only and shall not be considered as part of this Contract or in any way to amplify or modify the terms and provisions hereof. This Contract shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this Contract and, with the exception of specified third party beneficiaries, no other person shall have the right to enforce any of the provisions contained herein. No amendment, modification or waiver shall be effective unless in writing and signed by both parties. All rights and remedies set forth in this Contract are cumulative and are in addition to any other legal or equitable rights and remedies.

[END OF CONTRACT TERMS]

76TH STREET
LOCATION MAP



MEMO

DATE: February 3, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 2024 Water & Sewer Utility Bill Relief Annual Report

SUMMARY:

The Water & Sewer Utility Bill Relief Policy was adopted on December 12, 2022. The Policy allows the Water & Sewer Administrator to grant bill relief up to \$500.00. Attached are the details of the 2024 bill adjustments that were provided to residents. The relief calculation and supporting documents were provided to the Township Manager for verification and approval then filed in a binder. They will also be reviewed by the auditors as is typical procedure during the annual audit. This report will be provided to the Water & Sewer Advisory Committee at their next meeting.

2024 Water & Sewer Utility Bill Relief Report

Billing adjustments under the \$500 threshold for Board approval that were provided to the resident by the Water & Sewer Administrator.

All adjustments were reviewed by the Township Manager.

Date	Amount	Utility	Address	Reason
1/24/2024	\$196.90	Sewer	7179 Old Lantern	The sump pump failed resulting in the water driven back up pump to kick on. Water did not go into sewer system. Sewer relief was provided.
1/24/2024	\$152.46	Sewer	2440 PeerPoint	Homeowner provided a copy of an irrigation repair invoice. Leaking sprinkler heads were fixed. Irrigation was not metered seperately so the reduced sewer rate was charged on the additional water usage. Water did not go into the sewer system. Sewer relief was provided.
3/4/2024	\$24.93	Sewer	105 Lurie	Homeowner provided a copy of a repair bill for a broken copper water line under the slab. The broken line resulted in higher usage. The additional water did not go in to the sewer system. Sewer relief was provided.
3/11/2024	\$146.03	Sewer	7277 Misty Morning	Homeowner had a pipe burst on the 2nd floor resulting in extensive water damage in the home. The water was running for 3-4 days; it was not going into the sewer system. Sewer relief was provided.
12/2/2024	\$466.20	Water & Sewer	1425 Crystalline	The domestic meter was exchanged. The water meter was entered incorrectly on the billing account as a 1" meter which has a read multiplier of 1,000 instead of a 3/4" meter which has a multiplier of 100. Due to this error, the resident was over billed for water and sewer usage. The bill was reduced to correct the billed amount.



MEMO

Staff Communication-Action Required

DATE: February 5, 2025
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Thornapple Farms Phases I & II Streetlighting Special Assessment District

SUMMARY OF TOPIC:

At the March 2024 meeting, the Board of Trustees took the first step required to establish a Streetlighting Special Assessment District (SSAD) for Thornapple Farms, Phases I & II.

The next required step is the setting of a public hearing, which gives the public the opportunity to address the Board regarding the roll (parcel numbers) which will make up the SSAD.

Due to circumstances beyond our control, the parcel numbers were not assigned until late January.

At this time staff is requesting that the Board set the required public hearing for the March 10, 2025 meeting. Once the public hearing has been held, the Board must make the final approval (or denial) of the formation. Both actions can be taken at the March 10, 2025, meeting.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff recommends the public hearing be set for March 10, 2025.



MEMO

Staff Communication-Action Required

DATE: February 5, 2025
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: BS&A Cloud Transition

SUMMARY OF TOPIC:

The Township has been thinking about making the transition to BS&A Cloud, and adding it to the annual budget, for several years. There was some intentional delay to give BS&A an opportunity to move more clients over to the cloud to workout some of the bugs in the system. BS&A has now moved approximately 25% of their clients from their previous platform over to the cloud and I am not hearing about the issues that were present early in the process.

There is some good news, and some bad news associated with this request. \$150,000 has been the amount used as a budget guesstimate for this project. In the quote that I received from BS&A the upgrade implementation fee is only \$96,600. The bad news is that the Township is going to see a much greater increase in the annual fees for the BS&A modules than was originally anticipated. In 2024, the Township paid \$25,278 for all the modules in use. The 2025 cost for most of the same modules, Cemetery Management is not yet available in the cloud, will be \$65,210.

BS&A originally quoted \$83,860 as the cost of the new modules. Our BS&A account representative said that was the biggest increase she had seen for making the move. When staff pushed back, the account representative reached out to BS&A management and was able to get the price lowered to the \$65,210. The reason for this dramatic increase is that the Township is currently on a very old pricing model.

Making this move will make it easier for staff to utilize BS&A. There will be no need for module updates to be done any more. The cloud modules will also offer some additional functionality for the staff.

If approved, BS&A is estimating a four-to-six-month time frame to move the Township over to BS&A.

BUDGET ACTION REQUIRED:

NONE – The \$150,000 that is budgeted for this project, along with the funds that have been budgeted to pay for the modules in 2025, will cover the total cost to make the transition.

STAFF RECOMMENDATION:

Staff recommends approval of this request to make the transition to the cloud.



Leadership Presentation

ERP Software Designed for Local Government

bsasoftware.com

About **BS&A** Software

- BS&A Software is the leading provider of Financial Management, Tax and Assessing, Utilities Management, and HRMS software for the Public Sector in the State of Michigan.
- BS&A has been providing our software solutions to the Public Sector in the State of Michigan for almost 40 years.
- 99% of municipalities in Michigan use at least one of our modules.
- BS&A has a 99%+ client retention rate, meaning once a municipality chooses to move forward with BS&A, they want to remain a client in perpetuity.





BS&A's Software Platforms

What You Have Today



.NET / Desktop

.NET is an on-premise, client-server solution. This platform was released in 2008, making it a 16-year-old product.

What We Recommend



Cloud

Cloud is the platform of the future. BS&A released Cloud in 2021, and it offers significant technological and security enhancements creating a more advantageous environment.

Why Cloud?



Access

Work from anywhere with an Internet connection across a range of devices.



Security

Secure Cloud environment with 99.99% up time and Multi Factor Authentication.



Disaster Recovery

Geo-redundant backups occur automatically at regular intervals to two different regions in the United States



Future-Proof

Inherit future versions of BS&A Cloud, included in your annual subscription



Reduce Liability

Eliminate, or reduce, physical servers and we'll handle securing BS&A in cooperation with Microsoft Azure.



Cohesion

With a single BS&A database, our customers can achieve a deeper level of integration than ever before.

Let's Compare the Differences

	.NET	Cloud
Comprehensive Access	VPN plus Remote Connection to Access solutions	Only require a web-browser
Robust Security	Limited security settings by user.	Detailed data access control, including record & field level security, & user role-based access restrictions.
Disaster Recovery	No built-in disaster recovery features, need an additional service purchased outside of BS&A.	Disaster recovery included in the cloud platform
Hardware Requirements	Requires hardware like a Windows PC, SQL Server, and routine maintenance	No need for a server, Microsoft SQL or a network
Automatic Updates	Requires end-users to install updates manually on each workstation for each module	Cloud updates are done automatically on the backend at BS&A
Background Reporting/Processing	Requires halting the module to execute reports, leading to system freezes	Cloud solutions allow for seamless system use by running reports and processes in the background
Unlimited Storage	Storage capacities are determined and purchased separately by the municipality, independently of BS&A's products.	Cloud includes unlimited storage on MS Azure
User Defined Workflows	On-premise offers limited workflow capabilities.	Cloud technology facilitates efficient workflows and process automation
User Defined Dashboards	Dashboards are not available	Cloud supports unlimited role-based dashboards

What are the Benefits?

Peace of Mind

- Ransomware Resistance
- Disaster Recovery
- Regular, Automatic Backups
- Reduce Liability



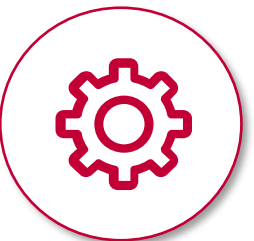
Enhanced Productivity

- Less downtime
- Run heavy processes in the background
- Customize dashboards, workflows, workspaces and more.



Flexibility

- Easy access from anywhere
- Access to real-time data from multiple locations
- No need to maintain a physical server



1986

DOS

Jim Bellefeuil releases DOS, the first iteration of what we know as BS&A Software today.

2008

.NET

BS&A Software releases .NET, replacing Pervasive as it became outdated.

1995-2001

Pervasive

BS&A Software releases a new platform, moving from DOS to Windows using the Pervasive database engine.

2021

Cloud

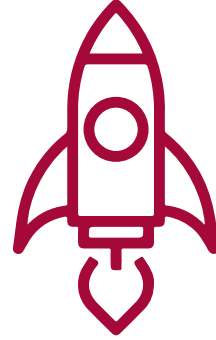
BS&A Software releases Cloud, the 4th iteration of our software solutions that are utilized throughout Michigan and 19 additional states in the U.S.

Today

BS&A Cloud and You

We recommend considering an upgrade to Cloud to keep up with technology and security enhancements as we continue to create a more advantageous environment for our clients.

Cloud Adoption Statistics



415+

Units that are live on
Cloud or have
executed a contract.



THANK YOU



Proposal for:
Gaines Charter Township, Kent County MI
January 15, 2025
Quoted by: Wilhelmina Korpi

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade Cloud Modules – Annual Fee

Financial Management		
GL-General Ledger		\$5,900.00
AP-Account Payable		\$4,825.00
CR-Cash Receipting		\$5,350.00
AR-Account Receivables		\$4,510.00
	Total	\$20,585.00
Personnel Management		
PR-Payroll		\$8,010.00
	Total	\$8,010.00
Community Development		
BD-Building Department		\$9,610.00
	Total	\$9,610.00
Property		
Assessing		\$7,745.00
Tax		\$5,190.00
SPAS-Special Assessments		\$2,780.00
	Total	\$15,715.00

BS&A Online - Fees for BS&A Online subscription services will be charged at the next renewal period.

CD-Building		\$4,090.00
	Total	\$4,090.00

Utility Billing

Water Utility Billing		\$7,200.00
	Total	\$7,200.00

Subtotal	\$65,210.00
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Upgrade Implementation

Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

\$96,600.00

Cost Totals

Upgrade Modules – Annual Fee	\$65,210.00
Upgrade Implementation	\$96,600.00

Total Proposed	\$161,810.00
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Travel not expected for Upgrades. Any necessary travel to be billed at a per trip and/or per day cost.

Payment Schedule For Upgrade

1 st Payment:	50% of Upgrade Implementation to be invoiced upon execution of this agreement.
2 nd Payment:	Prorated Cloud Price to be invoiced upon activation of customer’s site for upgrade modules.
3 rd Payment:	Remaining 50% of Upgrade Implementation to be invoiced upon completion of upgrade implementation.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).