

GAINES CHARTER

TOWNSHIP

Board of Trustees Meeting
8555 Kalamazoo Ave., SE
Caledonia, MI 49316
Township Board Room
Monday, June 9, 2025 ~ Time: 6:00 PM

1. **Opening Prayer ~ Dan Fryling**
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 ~ *letters, reports, updates, etc.***
 - a. Building Department May 2025 Revenue Report
[BldgDeptMay2025Revenue Summary \(pg. 1\) May 2025.pdf](#)
 - b. Treasurer's Annual Report
[2024 Treasurer's Annual Report.pdf](#)
 - c. Gaines Charter Township Fire Department May 2025 Run Report
[GTFD 2025 May Monthly Report.pdf](#)
 - d. Community Policing Officer - May 2025 Report
[Community Policing Officer Monthly Report - May 2025.pdf](#)
8. **Scheduled Speakers** Dan Veldhuizen - 2024 Audit Recap
 - a. 2024 GCT Audit Recap
[Cover letter for Financial Statements.pdf](#)
[Dan VeldhuizenFinancialStatements .pdf](#)
 - b. JR Kendal, Kendal Property Group - Praire Wolf Station
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. Draft Minutes 05_12_2025 Board of Trustees Meeting
[Draft Minutes 05-12-2025.pdf](#)
- b. Treasurer's April 2025 Financial Report
[Treasurer's April 2025 Financial Report.pdf](#)
- c. May 2025 Check Registers

May 2025 General Ledger (101) Check Register	\$138,721.75
May 2025 Public Safety (205) Check Register	\$159,396.56
May 2025 Building Inspections (549) Check Register	\$ 23,500.52
May 2025 Water & Sewer (590&591) Check Registers	<u>\$ 0.00</u>

TOTAL \$321,618.83

[101-General Fund May 2025 Check Register.pdf](#)
[205-Public Safety May 2025 Check Register.pdf](#)
[549 - Building Inspections May 2025 Check Register.pdf](#)

12. New Business

- a. Koetje Builders - Rezoning Request
[Planning 1264 100th - Rezone ARR to VR Board Packet.docx.pdf](#)
- b. Continental Properties - Rezoning Request
[Planner Authentix Gaines PUD Rezone and Site Plan Board Packet.pdf](#)
- c. PrairieWolf Station Contract 2
[Prairie Wolf Station Contract 2 WS Dev Contract.pdf](#)
- d. Modus Elections Software
[Memo - Modus Elections Software.pdf](#)
[Modus Elections Software.pdf](#)
- e. Establish September 19, 2025 as Prisoner of War/Missing In Action Recognition Day
[MEMO Proclaiming 09_19_2025 Prison of War Missing in Action Day.pdf](#)
[RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 19.pdf](#)
- f. Assessor - IAAO Conference
[Memo - Assessor - IAAO Conference Request.pdf](#)
[Assessor - IAAO Conference Request.pdf](#)
- g. Gaines Charter Township Fire Department - Conference
[Memo - Fire Chief - First Due Unify Conference.pdf](#)
[Fire Chief - First Due Unify Conference Request.pdf](#)
- h. Special Event Liquor License Request
[Zaagman Special Event Liquor License Request.pdf](#)
- i. Building/Electrical Inspector Position
[Memo - Building and Electrical Inspector Position.pdf](#)

- j. Re-branding
[MEMO-Branding.pdf](#)
- k. Closed Session - Notice Posted 05_27_2025
[Closed Session Notice.pdf](#)
[Rod Weersing Review.pdf](#)

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

14. **Manager's Comments**

15. **Supervisors Comments**

16. **Trustee Comments**

17. **Adjournment**

NEXT SCHEDULED BOARD OF TRUSTEES MEETING: July 14, 2025 @ 6:00 PM
July 28, 2025 Budget Discussion meeting - time to be announced

ANY INTERESTED PERSONS ARE INVITED TO ATTEND AND PARTICIPATE IN ALL TOWNSHIP BOARD OF TRUSTEE MEETINGS. PERSONS WITH DISABILITIES NEEDING ANY 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****



Revenue Breakdown Report

Page: 1 of 25

06/02/2025

Filter: All Records, Transaction.DateToPostOn Between 5/1/2025 12:00:00 AM AND 5/31/2025 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	179	44,824.00
TOTAL	179	44,824.00

Record Type Totals		
Unit:	Records	Revenue
Permit	179	44,824.00
UNIT TOTAL:	179	44,824.00

Record Type Breakdowns		
Unit:		
Record Type: Permit	Records	Revenue
Building	27	12,834.00
Deck	2	300.00
Demolition	1	148.00
Electrical	27	3,654.00
FIRE SUPPRESSION	1	140.00
Furnace Replacement	1	110.00
Irrigation Meter	1	110.00
Mechanical	65	21,400.00
Plumbing	25	3,558.00
Residential Roofing	21	1,890.00
Storm Drain	7	595.00
Water Heater Replacement	1	85.00
TOTAL:	179	44,824.00

2024 Treasurer's Annual Report

Laurie J. Lemke, Treasurer

Chris Holwerda, Deputy Treasurer

Services Provided by the Treasurer

Office Hours:

- Counter Service: **Monday - Friday, 8:30 AM - 5:00 PM**

Core Responsibilities:

- Collect Utility payments and prepare deposits
- Prepare the annual **summer & winter tax rolls** and balance with the assessor
- **Printed and sent 19,102 summer and winter tax bills**
- Collect Payment in Lieu of Taxes
- Collect Industrial Facilities Taxes
- Disbursed tax funds to all taxing authorities
- Collected Special Assessments, Public Safety
- Mailed various mortgage companies for tax escrow payments
- Mailed annual tax collection letter
- **Processed 18,601 tax payments totaling \$48,605,179**
- Refund duplicate and overpayments to taxpayers
- Annual Tax Year End settlement with the Kent County Treasurer
- Assist residents with property tax questions
- Publish Summer Tax Deferral Notice
- Mail and actively collect delinquent personal property taxes

Tax Distribution Partners:

- Kent County
- Kent District Library

- Kentwood School District
 - Caledonia Community Schools
 - Byron Center Public Schools
 - Grand Rapids Community College
 - Kent Intermediate School District
 - State of Michigan
 - Gaines Charter Township
 - Division Ave. Corridor Improvement Authority
-

Treasurer's Calendar

Daily Tasks

- Balance Cash Drawer
- Update and monitor all township banking accounts
- Prepare Utility Deposit and reports
- Print Credit Card payments report
- Print and post Building Department Payments
- Collect and process Planning Department Payments
- Collect and maintain Developers Escrows
- Collect & disburse Mobile Home Taxes
- Collect Pool Deposits
- Monitor and collect NSF Checks

Monthly Tasks

- Print and reconcile all Bank Statements:
 - General Fund
 - Trust and Agency
 - Water & Sewer Fund

- General Fund Savings
- Michigan Class Investments
- Kent County Pool Investments
- Maintain Division Ave. Corridor Improvement account
- Monitor Bank Ratings
- Prepare Bank Interest Journal Entries
- Prepare Monthly Board Finance Report
- Sign and review:
 - All township accounts payable disbursements
 - Township payroll checks

Annual Tasks

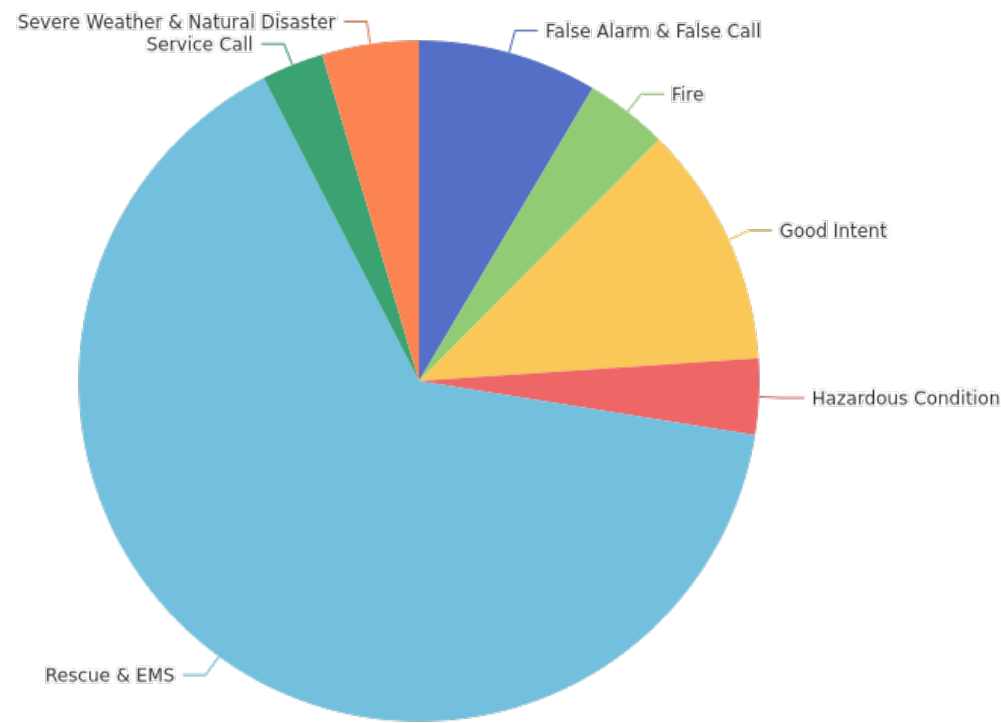
- Prepare regulatory filings:
 - State Tax Collections
 - ARPA Funds Reporting
 - Unclaimed Property
 - IFT Report
- Collect Waste Hauler Ordinance Fees
- Prepare Treasurer's Office annual budget
- Prepare estimated annual revenues
- Complete GASBY 77 reports

2024 Investment Interest Earned

- **General Fund:** \$332,670
- **ARPA Funds:** \$90,990
- **Utility Investments:** \$1,040,086



Incident Type Summary - Monthly



Incident Type Summary - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



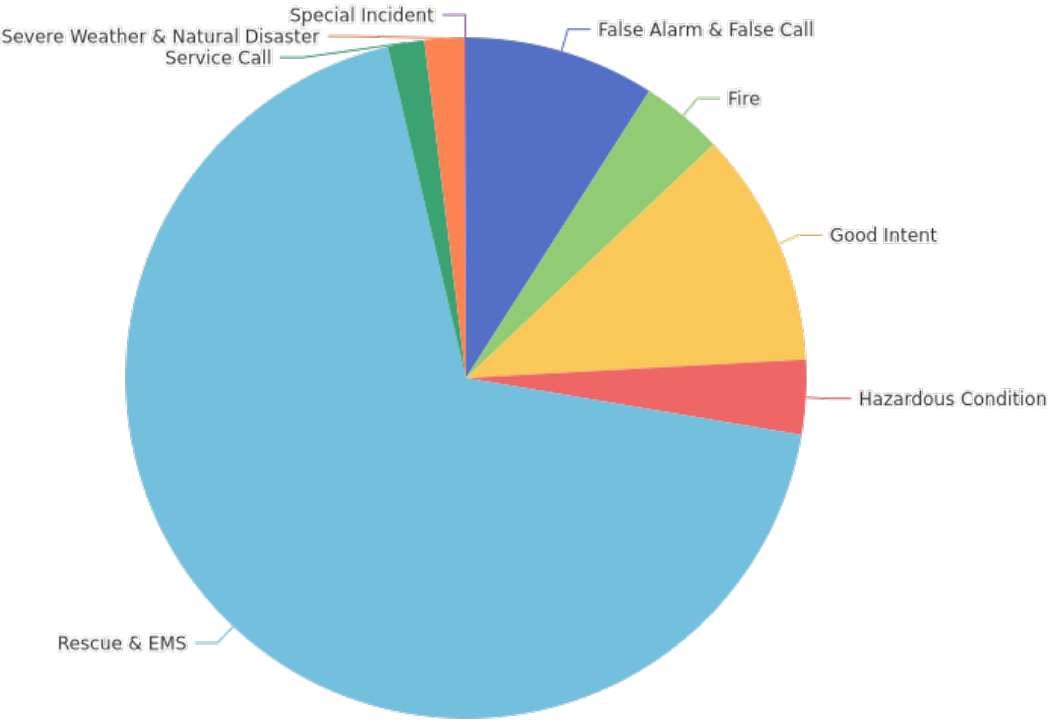
INCIDENT TYPE SERIES NAME	MAY 2025	TOTAL FOR MONTH	PERCENT
Rescue & EMS	198	198	64.92%
Good Intent	35	35	11.48%
False Alarm & False Call	26	26	8.52%
Severe Weather & Natural Disaster	14	14	4.59%
Fire	12	12	3.93%
Hazardous Condition	11	11	3.61%
Service Call	9	9	2.95%
Total	305	305	100.00%

Description: This report counts the number of incidents within each high-level NFIRS grouping. This report includes incidents for last month

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Incident Type Summary YTD



Incident Type Summary YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



INCIDENT TYPE SERIES NAME	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL YTD	PERCENT
False Alarm & False Call	31	24	21	18	26	120	9.05%
Fire	8	7	12	13	12	52	3.92%
Good Intent	28	36	24	25	35	148	11.16%
Hazardous Condition	8	8	16	4	11	47	3.54%
Rescue & EMS	223	172	165	152	198	910	68.63%
Service Call	5	1	4	4	9	23	1.73%
Severe Weather & Natural Disaster	1		9	1	14	25	1.89%
Special Incident	1					1	0.08%
Total	305	248	251	217	305	1326	100.00%

Description: This report counts the number of incidents within each high-level NFIRS grouping. This report includes incidents YTD

Criteria: PSAP Call Date/Time between 2025-01-01 00:00:00 and 2025-05-31 00:00:00



Response Zone Summary Report - Monthly

RESPONSE ZONE	MAY 2025	TOTAL	PERCENT OF TOTAL
Zone 1U	81	81	26.56%
Byron Township	74	74	24.26%
Zone 4U	51	51	16.72%
Zone 2S	22	22	7.21%
Zone 3S	16	16	5.25%
Zone 7S	14	14	4.59%
Zone 5S	12	12	3.93%
Zone 10R	10	10	3.28%
Zone 6R	7	7	2.30%
Kentwood FD	6	6	1.97%
Zone 12R	5	5	1.64%
Zone 9R	2	2	0.66%
Zone 11R	2	2	0.66%
Wyoming FD	1	1	0.33%
Zone 8R	1	1	0.33%
Byron Township FD	1	1	0.33%
Total	305	305	100.00%

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Response Zone Summary Report -YTD

RESPONSE ZONE	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL	PERCENT OF TOTAL
Byron Township		71	76	44	74	265	25.95%
Zone 1U		51	54	58	81	244	23.90%
Zone 4U		46	35	35	51	167	16.36%
Zone 2S		21	24	15	22	82	8.03%
Zone 3S		9	13	12	16	50	4.90%
Zone 7S		13	10	11	14	48	4.70%
Zone 5S		9	8	8	12	37	3.62%
Zone 10R		4	12	7	10	33	3.23%
Zone 6R		5	4	12	7	28	2.74%
Zone 12R		5		5	5	15	1.47%
Kentwood FD		6	1	1	6	14	1.37%
Zone 11R			7	4	2	13	1.27%
Zone 9R		4	2	1	2	9	0.88%
Zone 8R		2	1	1	1	5	0.49%
Byron Township FD		1	2	1	1	5	0.49%
Caledonia Twp FD		1	1	1		3	0.29%
Leighton Twp FD			1	1		2	0.20%
Wyoming FD					1	1	0.10%
(NULL)	305						0.00%

Response Zone Summary Report -YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

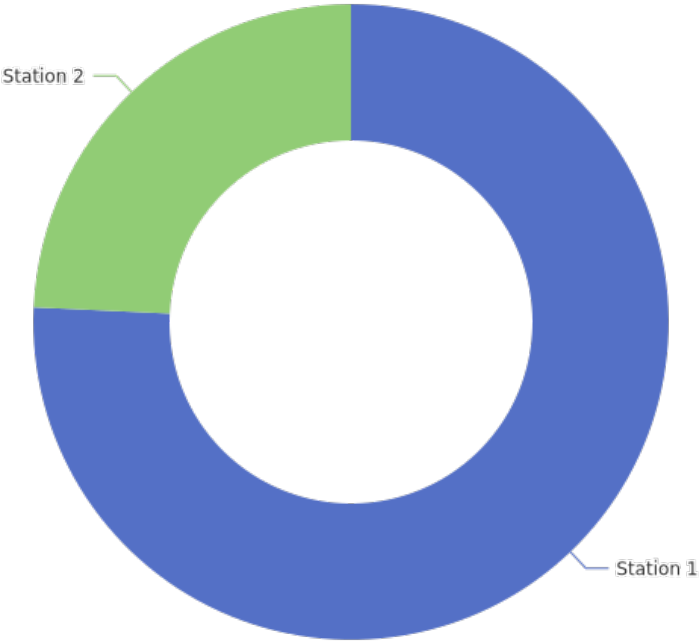


RESPONSE ZONE	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL	PERCENT OF TOTAL
Total	305	248	251	217	305	1021	100.00%

Criteria: PSAP Call Date/Time between 2025-01-01 00:00:00 and 2025-05-31 00:00:00



Incident Count by Station - Monthly



Incident Count by Station - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

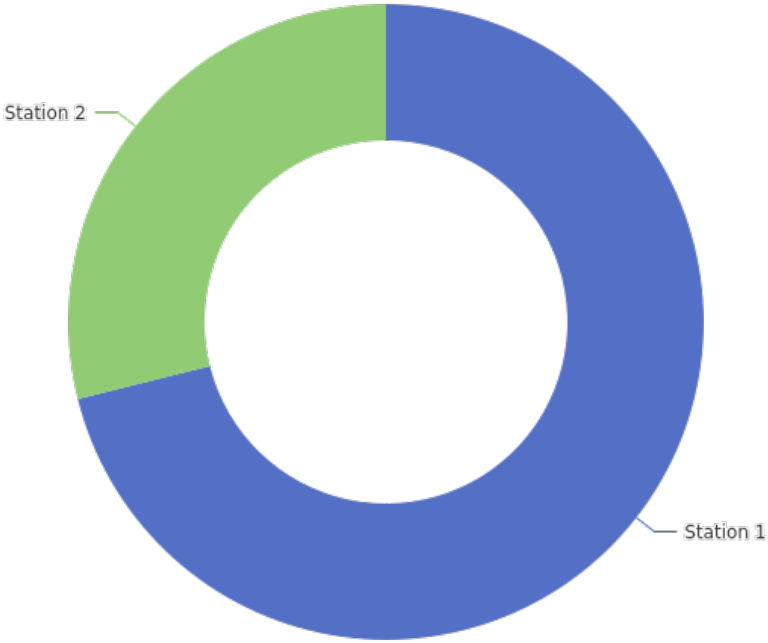


FIRE STATION	MAY 2025	INCIDENT COUNT	PERCENT OF TOTAL
Station 1	231	231	75.74%
Station 2	74	74	24.26%
Total	305	305	100.00%

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Incident Count by Station - YTD



Incident Count by Station - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

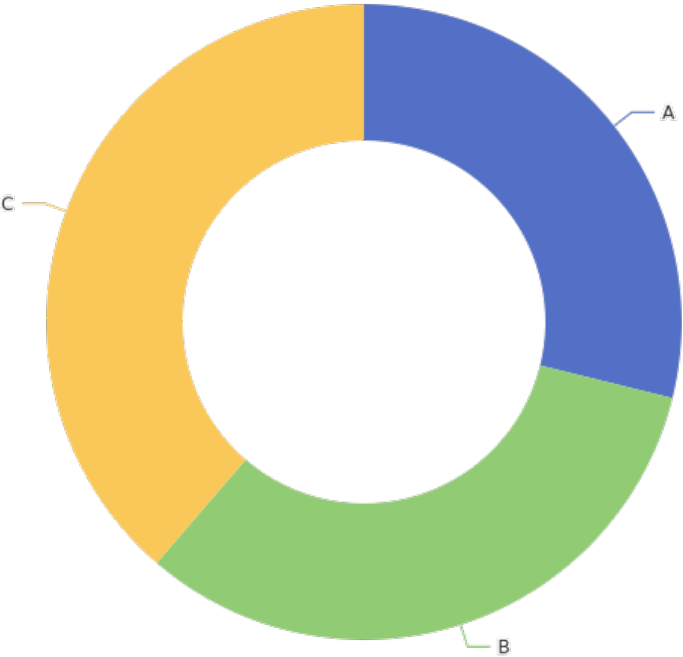


FIRE STATION	FEB 2025	MAR 2025	APR 2025	MAY 2025	INCIDENT COUNT	PERCENT OF TOTAL
Station 1	177	172	146	231	726	71.11%
Station 2	71	79	71	74	295	28.89%
Total	248	251	217	305	1021	100.00%

Criteria: PSAP Call Date/Time between 2025-02-01 00:00:00 and 2025-05-31 00:00:00



Incident Count by Shift - Monthly



Incident Count by Shift - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

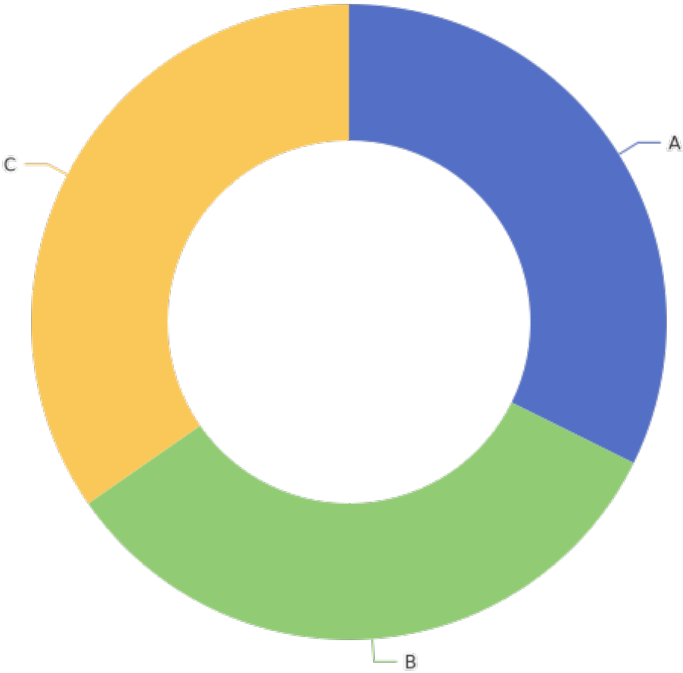


SHIFT NAME	MAY 2025	INCIDENT COUNT	PERCENT OF TOTAL
A	88	88	28.85%
B	99	99	32.46%
C	118	118	38.69%
Total	305	305	100.00%

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Incident Count by Shift - YTD



Incident Count by Shift - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

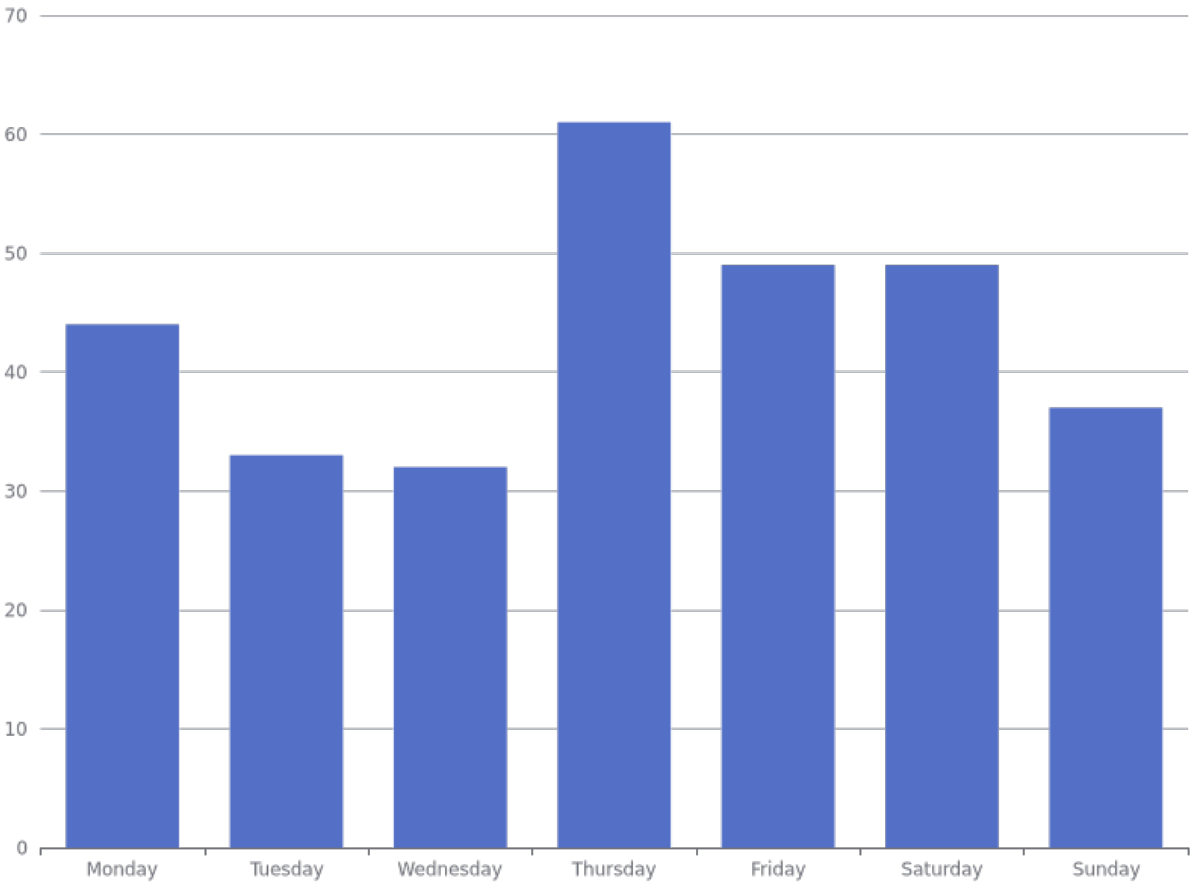


SHIFT NAME	FEB 2025	MAR 2025	APR 2025	MAY 2025	INCIDENT COUNT	PERCENT OF TOTAL
A	72	93	77	88	330	32.32%
B	95	72	71	99	337	33.01%
C	81	86	69	118	354	34.67%
Total	248	251	217	305	1021	100.00%

Criteria: PSAP Call Date/Time between 2025-02-01 00:00:00 and 2025-05-31 00:00:00



Count of Incidents by Day of Week - Monthly



Count of Incidents by Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

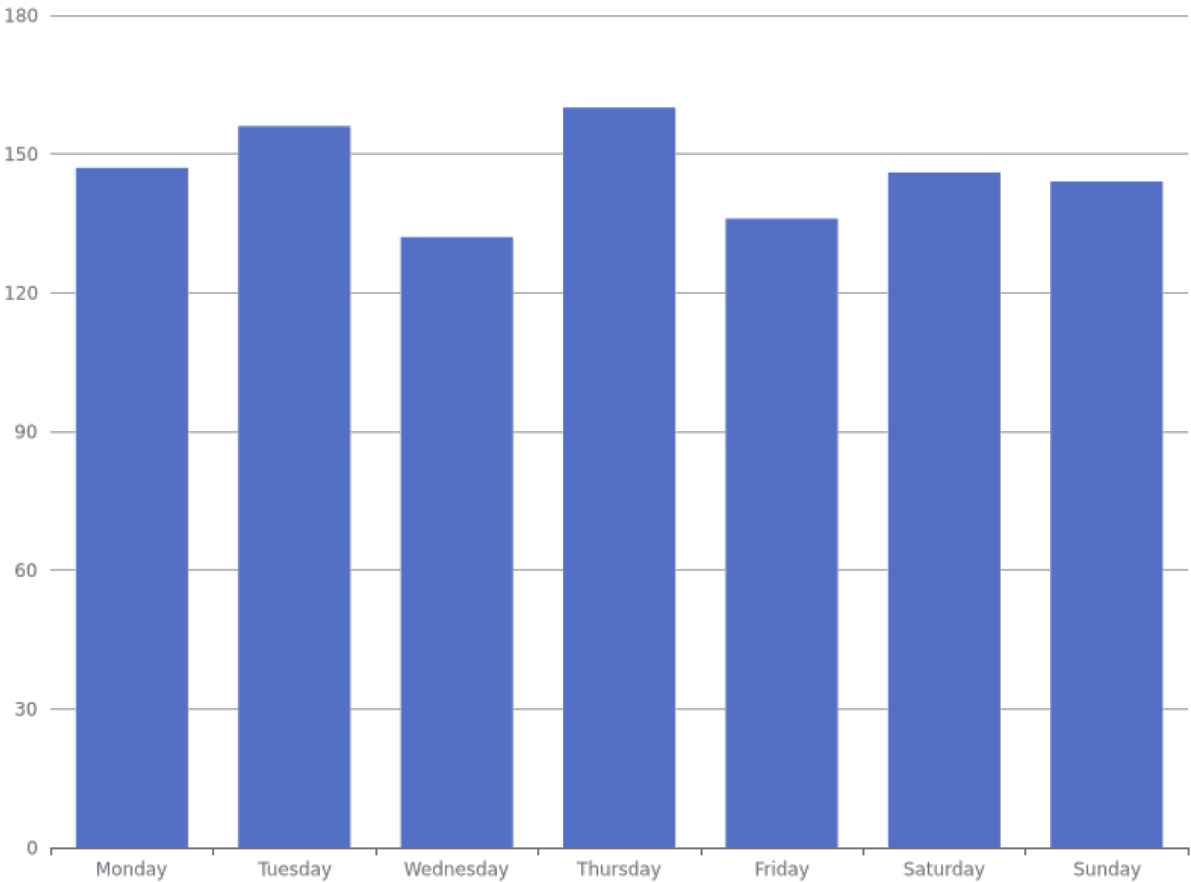


PSAP CALL DATE/TIME	MAY 2025	TOTAL
Monday	44	44
Tuesday	33	33
Wednesday	32	32
Thursday	61	61
Friday	49	49
Saturday	49	49
Sunday	37	37
Total	305	305

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Count of Incidents by Day of Week - YTD



Count of Incidents by Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

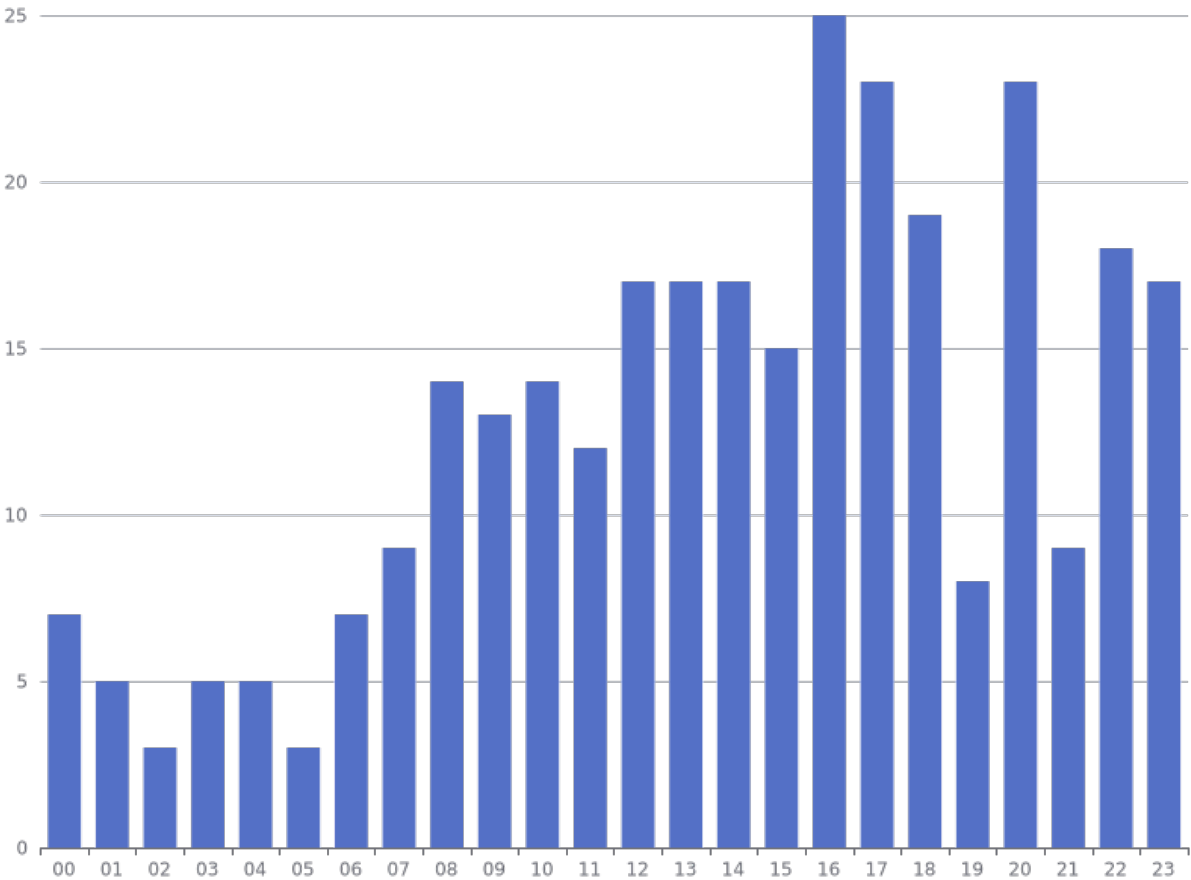


PSAP CALL DATE/TIME	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL
Monday	32	43	28	44	147
Tuesday	48	31	44	33	156
Wednesday	30	35	35	32	132
Thursday	39	34	26	61	160
Friday	40	20	27	49	136
Saturday	29	36	32	49	146
Sunday	30	52	25	37	144
Total	248	251	217	305	1021

Criteria: PSAP Call Date/Time between 2025-02-01 00:00:00 and 2025-05-31 00:00:00



Count of Incidents by Hour of Day & Day of Week - Monthly



Count of Incidents by Hour of Day & Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
00			1	2	2		2	7
01	2			1	1	1		5
02		1		1			1	3
03	2			1		1	1	5
04		1	2	1	1			5
05	1				2			3
06	1				4	1	1	7
07	1	2	2	2	2			9
08	4	1	1	3	3		2	14
09	2	4	1	1	1	2	2	13
10	2	3	3	3		3		14
11	3		2	2		3	2	12
12	1	2	2	3	4	3	2	17
13	3	2	1	1	3	7		17
14	5	2		1	2	4	3	17
15	3		1	2	3	4	2	15
16	5	4	3	6	4	3		25
17	4	2	1	6	3	4	3	23
18	2	3	2	3	1	2	6	19
19	1	1	2	1	1	2		8

Count of Incidents by Hour of Day & Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

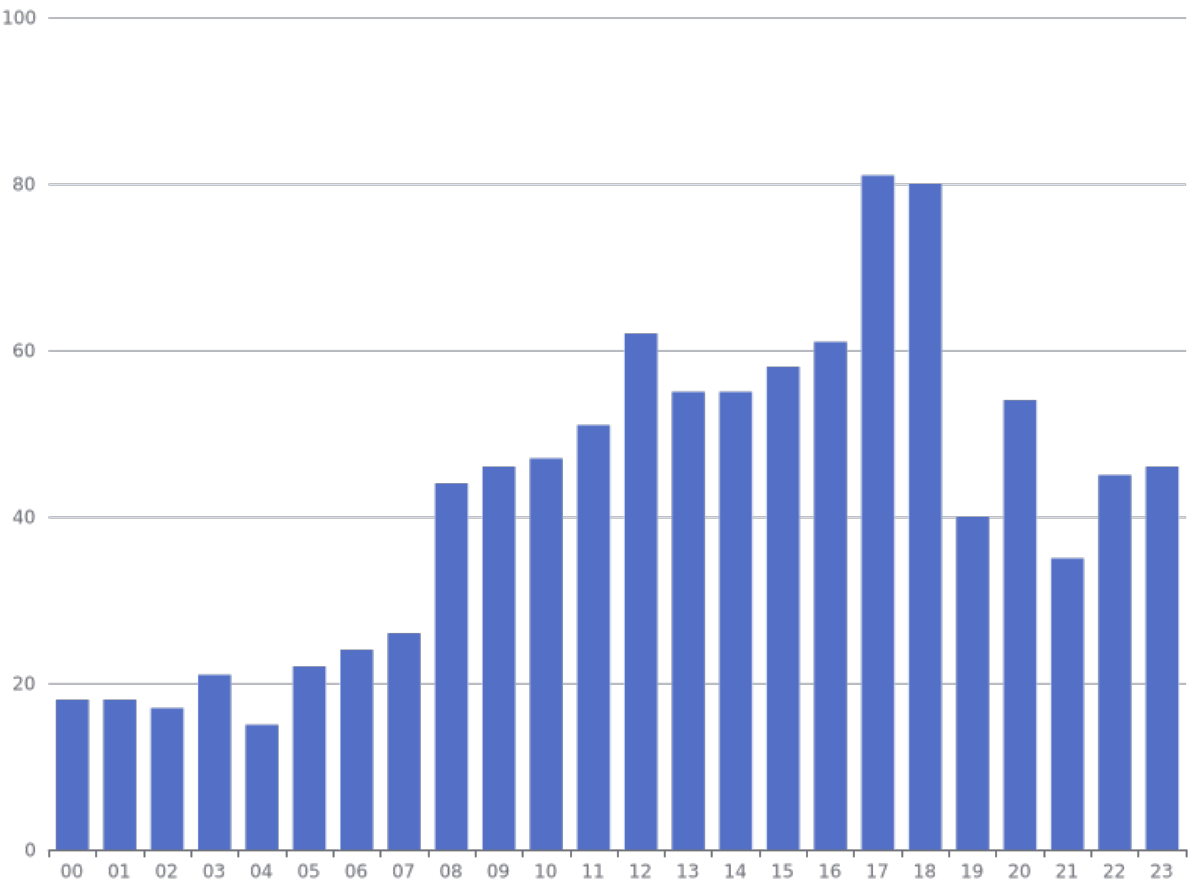


PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
20	1	4	5	6	1	1	5	23
21		1	1	3	2	1	1	9
22	1		2	4	4	5	2	18
23				8	5	2	2	17
Total	44	33	32	61	49	49	37	305

Criteria: PSAP Call Date/Time between 2025-05-01 00:00:00 and 2025-05-31 00:00:00



Count of Incidents by Hour of Day & Day of Week - YTD



Count of Incidents by Hour of Day & Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
00	2	2	3	5	2	2	2	18
01	2	1	1	2	3	5	4	18
02		5	3	1	3	1	4	17
03	3	4	2	4	1	3	4	21
04	1	5	3	2	4			15
05	7	3	4	1	3	3	1	22
06	4	3	1	4	6	2	4	24
07	2	6	5	7	3	2	1	26
08	8	11	5	5	5	6	4	44
09	5	11	6	6	4	4	10	46
10	7	9	8	10	3	7	3	47
11	9	4	6	9	4	8	11	51
12	8	8	8	11	10	9	8	62
13	11	12	8	4	8	9	3	55
14	9	10	5	5	8	11	7	55
15	14	6	6	4	7	12	9	58
16	13	12	8	13	7	8		61
17	9	12	7	14	12	11	16	81
18	10	12	13	7	8	8	22	80
19	5	1	8	6	6	8	6	40

Count of Incidents by Hour of Day & Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

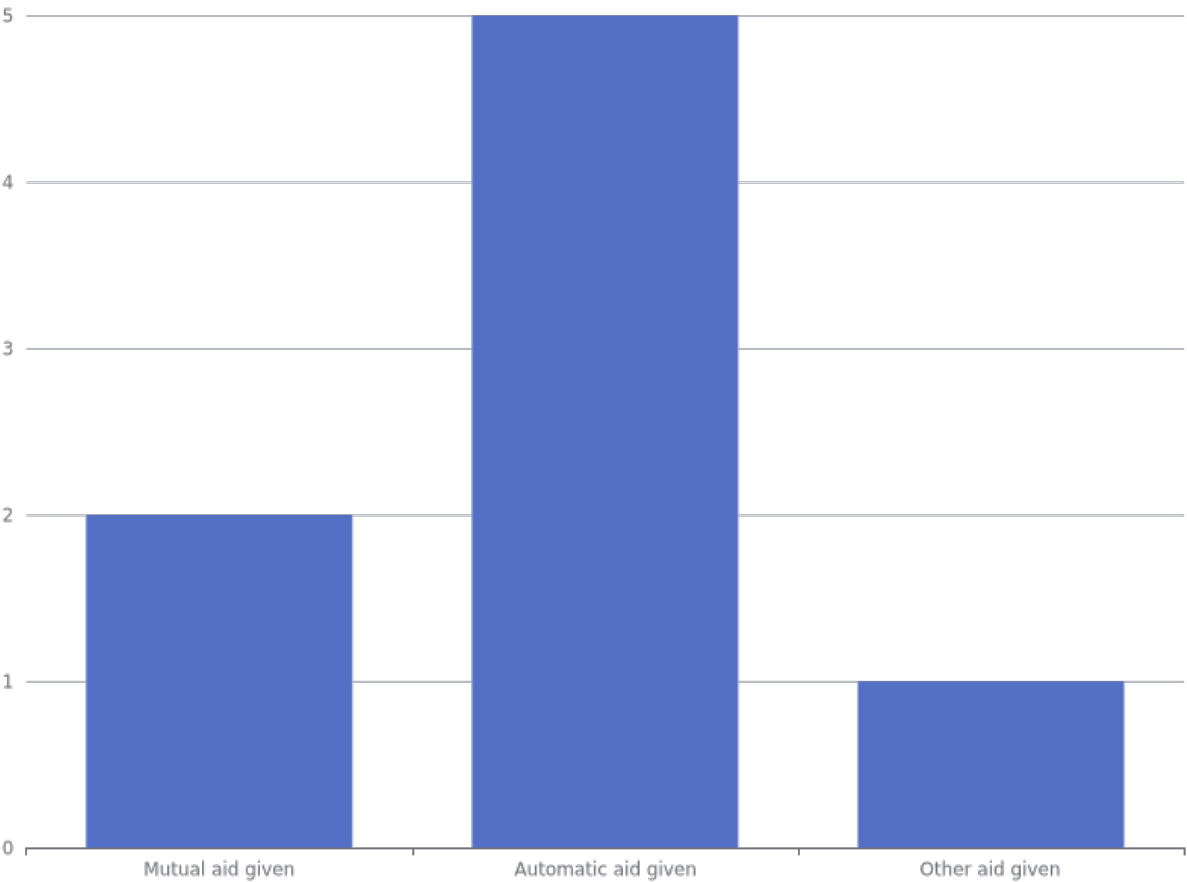


PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
20	3	12	6	11	11	4	7	54
21	5	4	4	7	4	6	5	35
22	6	1	7	7	7	10	7	45
23	4	2	5	15	7	7	6	46
Total	147	156	132	160	136	146	144	1021

Criteria: PSAP Call Date/Time between 2025-02-01 00:00:00 and 2025-05-31 00:00:00



Aid Given (Auto/Mutual) - Monthly



Aid Given (Auto/Mutual) - Monthly

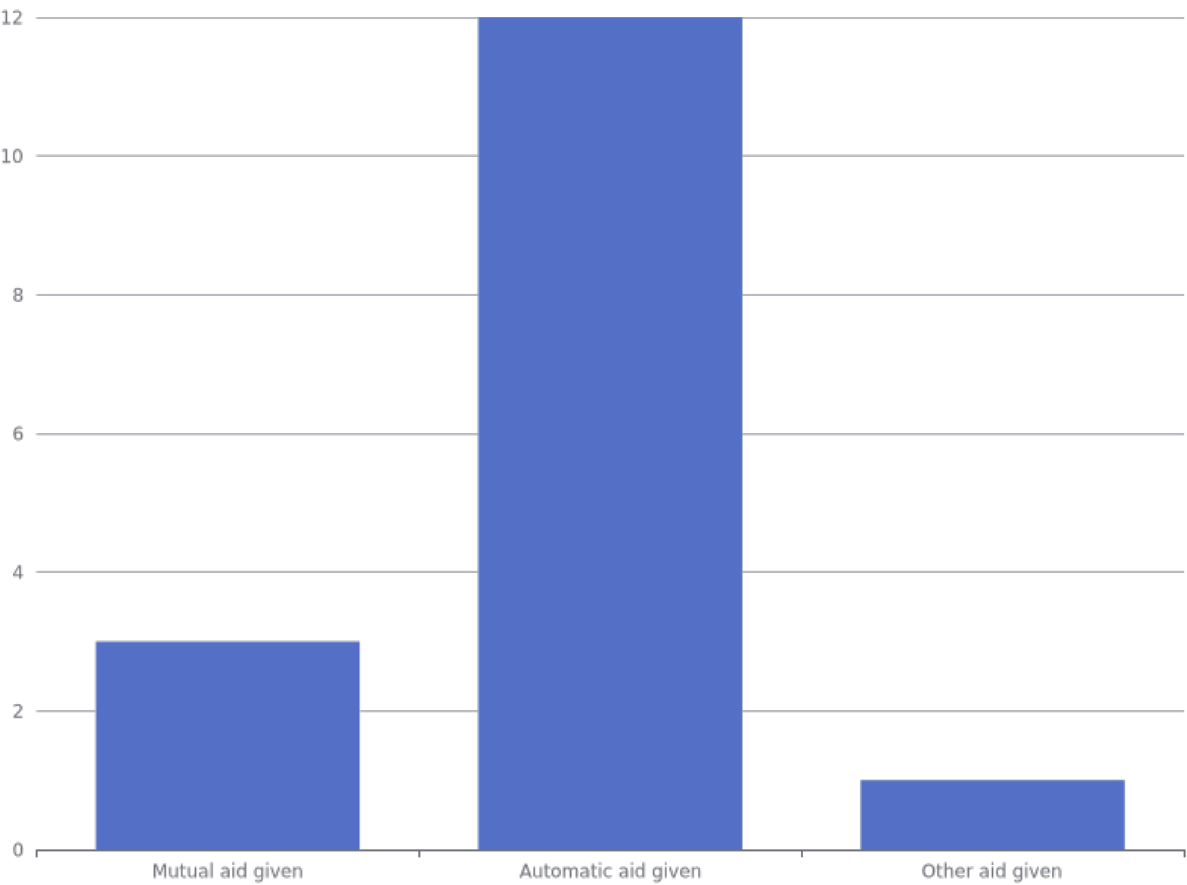
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID DEPARTMENT NAME	MUTUAL AID GIVEN	AUTOMATIC AID GIVEN	OTHER AID GIVEN	TOTAL
Byron Twp FD			1	1
Kentwood FD	2	4		6
Wyoming FD		1		1
Total	2	5	1	8



Aid Given (Auto/Mutual) - YTD



Aid Given (Auto/Mutual) - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID DEPARTMENT NAME	MUTUAL AID GIVEN	AUTOMATIC AID GIVEN	OTHER AID GIVEN	TOTAL
Byron Twp FD		2	1	3
Caledonia FD	1	1		2
Kentwood FD	2	6		8
Leighton Twp FD		2		2
Wyoming FD		1		1
Total	3	12	1	16



Aid Given Detail Report - Monthly

Kentwood FD			
PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-05-04 15:25:19	653 - Smoke from barbecue, tar kettle	Station 1	Automatic aid given
2025-05-11 20:23:31	651 - Smoke scare, odor of smoke	Station 2	Automatic aid given
2025-05-11 20:48:37	322 - Motor vehicle accident with injuries	Station 2	Mutual aid given
2025-05-18 18:07:22	322 - Motor vehicle accident with injuries	Station 1	Mutual aid given
2025-05-20 14:50:04	445 - Arcing, shorted electrical equipment	Station 2	Automatic aid given
2025-05-20 20:59:25	113 - Cooking fire, confined to container	Station 2	Automatic aid given

Wyoming FD			
PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-05-12 05:40:42	324 - Motor vehicle accident with no injuries.	Station 1	Automatic aid given



Aid Given Detail Report - YTD

Byron Twp FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-02-09 22:22:10	121 - Fire in mobile home used as fixed residence	Station 1	Automatic aid given
2025-03-03 12:27:24	445 - Arcing, shorted electrical equipment	Station 1	Automatic aid given

Caledonia FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-02-04 16:53:13	322 - Motor vehicle accident with injuries	Station 2	Mutual aid given
2025-03-13 18:42:03	651 - Smoke scare, odor of smoke	Station 2	Automatic aid given

Kentwood FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-02-01 17:45:50	651 - Smoke scare, odor of smoke	Station 1	Automatic aid given
2025-02-22 18:24:30	111 - Building fire	Station 1	Automatic aid given
2025-05-04 15:25:19	653 - Smoke from barbecue, tar kettle	Station 1	Automatic aid given
2025-05-11 20:23:31	651 - Smoke scare, odor of smoke	Station 2	Automatic aid given
2025-05-11 20:48:37	322 - Motor vehicle accident with injuries	Station 2	Mutual aid given
2025-05-18 18:07:22	322 - Motor vehicle accident with injuries	Station 1	Mutual aid given
2025-05-20 14:50:04	445 - Arcing, shorted electrical equipment	Station 2	Automatic aid given
2025-05-20 20:59:25	113 - Cooking fire, confined to container	Station 2	Automatic aid given

Leighton Twp FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-03-21 20:35:38	111 - Building fire	Station 2	Automatic aid given
2025-04-17 10:13:30	111 - Building fire	Station 2	Automatic aid given

Wyoming FD

Aid Given Detail Report - YTD

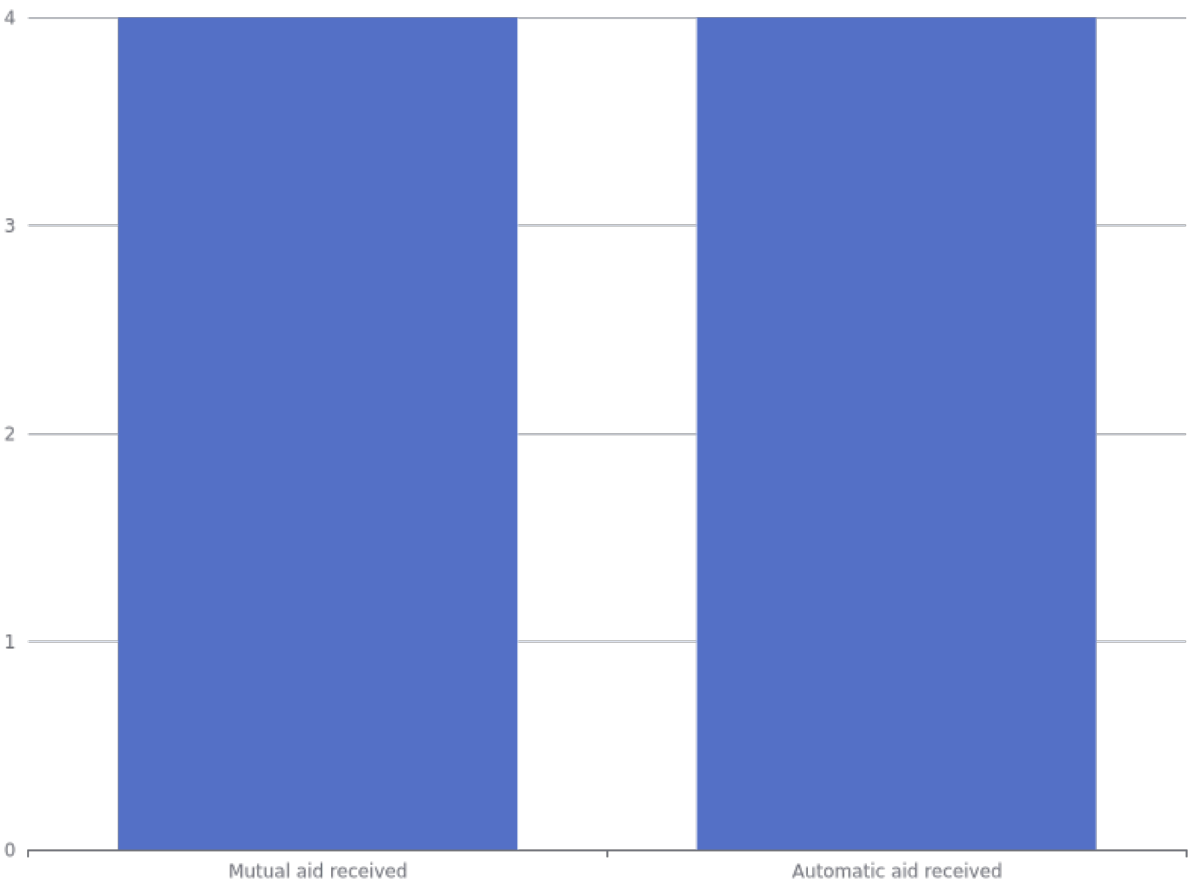
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID TYPE
2025-05-12 05:40:42	324 - Motor vehicle accident with no injuries.	Station 1	Automatic aid given



Aid Received (Auto/Mutual) - Monthly



Aid Received (Auto/Mutual) - Monthly

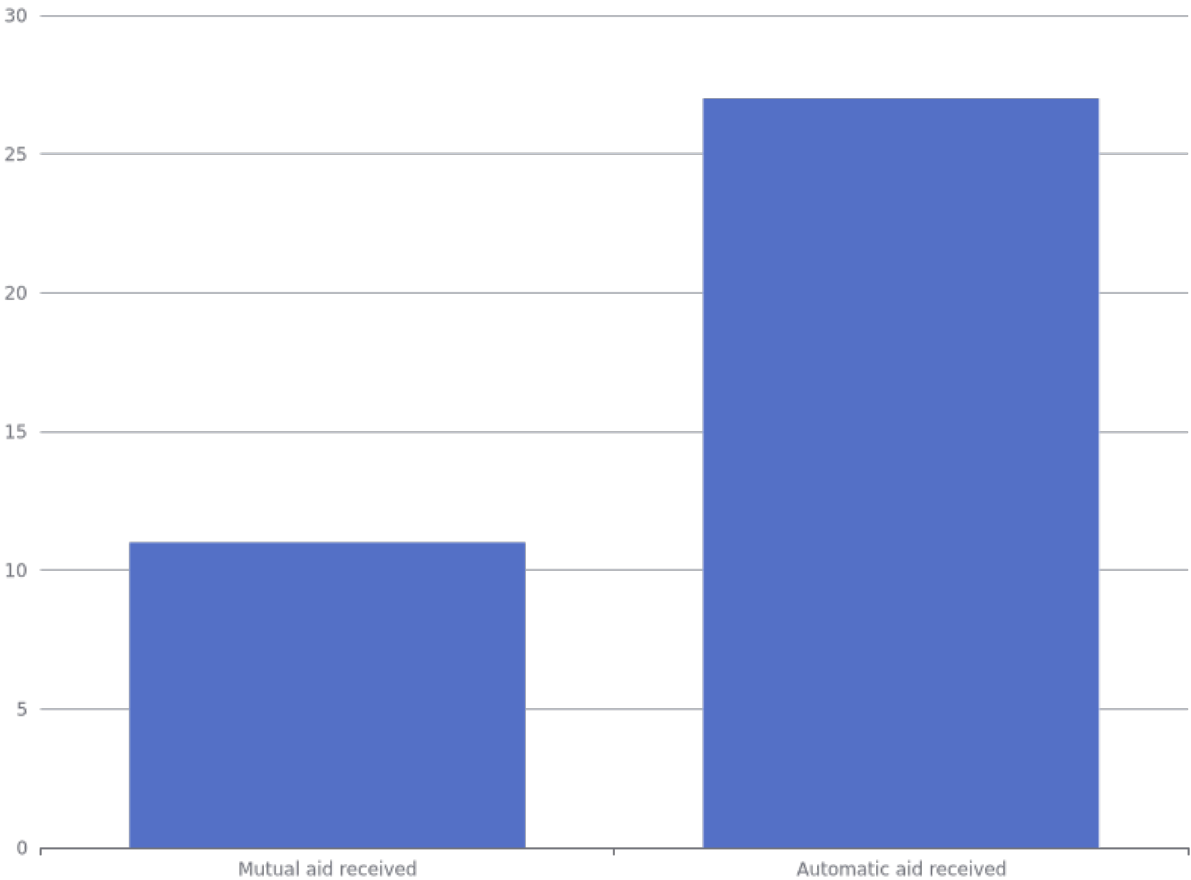
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID RECEIVED DEPARTMENT NAME(S) LIST	MUTUAL AID RECEIVED	AUTOMATIC AID RECEIVED	TOTAL
Caledonia FD	2		2
Kentwood FD	1	3	4
Kentwood FD, Wyoming FD	1	1	2
Total	4	4	8



Aid Received (Auto/Mutual) - YTD



Aid Received (Auto/Mutual) - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID RECEIVED DEPARTMENT NAME(S) LIST	MUTUAL AID RECEIVED	AUTOMATIC AID RECEIVED	TOTAL
Byron Twp FD	3	1	4
Byron Twp FD, Kentwood FD		4	4
Byron Twp FD, Kentwood FD, Wyoming FD		1	1
Caledonia FD	3		3
Kentwood FD	4	16	20
Kentwood FD, Wyoming FD	1	1	2
Wyoming FD		4	4
Total	11	27	38



Aid Received Detail Report - Monthly

Caledonia FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-05-24 22:47:01	622 - No incident found on arrival at dispatch address	Station 2	Mutual aid received	2
2025-05-27 16:05:32	324 - Motor vehicle accident with no injuries.	Station 2	Mutual aid received	2

Kentwood FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-12 15:20:28	352 - Extrication of victim(s) from vehicle	Station 2	Mutual aid received	6

Kentwood FD, Wyoming FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-05-11 21:11:47	113 - Cooking fire, confined to container	Station 1	Automatic aid received	12
2025-05-26 14:53:04	111 - Building fire	Station 1	Mutual aid received	8



Aid Received Detail Report - YTD

Byron Twp FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-03-22 15:22:57	745 - Alarm system activation, no fire - unintentional	Station 1	Mutual aid received	2
2025-03-24 22:17:14	114 - Chimney or flue fire, confined to chimney or flue	Station 1	Automatic aid received	2
2025-03-26 10:16:37	745 - Alarm system activation, no fire - unintentional	Station 1	Mutual aid received	1
2025-04-07 12:16:07	324 - Motor vehicle accident with no injuries.	Station 1	Mutual aid received	2

Byron Twp FD, Kentwood FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-02-05 17:07:32	121 - Fire in mobile home used as fixed residence	Station 1	Automatic aid received	8
2025-02-21 18:19:01	111 - Building fire	Station 1	Automatic aid received	8
2025-03-10 19:12:55	121 - Fire in mobile home used as fixed residence	Station 1	Automatic aid received	8
2025-04-16 05:32:02	111 - Building fire	Station 1	Automatic aid received	9

Byron Twp FD, Kentwood FD, Wyoming FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-04-10 22:31:32	1112 - Building Fire Multi Family	Station 1	Automatic aid received	10

Caledonia FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-03-05 08:12:09	541 - Animal problem	Station 2	Mutual aid received	4
2025-05-24 22:47:01	622 - No incident found on arrival at dispatch address	Station 2	Mutual aid received	2

Aid Received Detail Report - YTD

Gaines Charter TWP FD MI

Address: 3471 68th St SE, Caledonia, MI, 49316



2025-05-27 16:05:32	324 - Motor vehicle accident with no injuries.	Station 2	Mutual aid received	2
---------------------	--	-----------	---------------------	---

Kentwood FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-02-12 18:18:08	111 - Building fire	Station 2	Automatic aid received	4
2025-02-17 19:45:38	113 - Cooking fire, confined to container	Station 1	Automatic aid received	5
2025-02-18 06:57:33	622 - No incident found on arrival at dispatch address	Station 1	Automatic aid received	4
2025-02-25 03:51:54	441 - Heat from short circuit (wiring), defective/worn	Station 1	Automatic aid received	5
2025-03-09 18:16:58	111A - Building Fire Single Family	Station 1	Automatic aid received	5
2025-03-09 20:49:08	151 - Outside rubbish, trash or waste fire	Station 1	Automatic aid received	4
2025-03-10 18:04:38	1112 - Building Fire Multi Family	Station 1	Automatic aid received	5
2025-03-14 18:45:30	121 - Fire in mobile home used as fixed residence	Station 1	Automatic aid received	5
2025-03-14 18:45:30	151 - Outside rubbish, trash or waste fire	Station 1	Automatic aid received	5
2025-03-21 19:35:51	321 - EMS call, excluding vehicle accident with injury	Station 2	Mutual aid received	2
2025-03-24 06:52:47	161 - Outside storage fire	Station 1	Automatic aid received	5
2025-03-29 14:29:46	445 - Arcing, shorted electrical equipment	Station 1	Automatic aid received	3
2025-04-07 22:07:25	142 - Brush or brush-and-grass mixture fire	Station 1	Automatic aid received	5
2025-04-13 17:17:35	111 - Building fire	Station 2	Automatic aid received	4
2025-04-13 17:23:03	352 - Extrication of victim(s) from vehicle	Station 2	Mutual aid received	5
2025-04-18 12:27:11	322 - Motor vehicle accident with injuries	Station 2	Mutual aid received	1
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-02 12:28:36	111 - Building fire	Station 1	Automatic aid received	4
2025-05-12 15:20:28	352 - Extrication of victim(s) from vehicle	Station 2	Mutual aid received	6

Kentwood FD, Wyoming FD

PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-05-11 21:11:47	113 - Cooking fire, confined to container	Station 1	Automatic aid received	12
2025-05-26 14:53:04	111 - Building fire	Station 1	Mutual aid received	8

Wyoming FD

Aid Received Detail Report - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	INCIDENT TYPE	PRIMARY STATION	AID RECEIVED TYPE	TOTAL MUTUAL AID PERSONNEL
2025-02-13 12:12:02	324 - Motor vehicle accident with no injuries.	Station 1	Automatic aid received	3
2025-03-10 18:04:12	622 - No incident found on arrival at dispatch address	Station 1	Automatic aid received	3
2025-03-11 08:18:02	324 - Motor vehicle accident with no injuries.	Station 1	Automatic aid received	4
2025-04-13 22:48:34	324 - Motor vehicle accident with no injuries.	Station 1	Automatic aid received	3

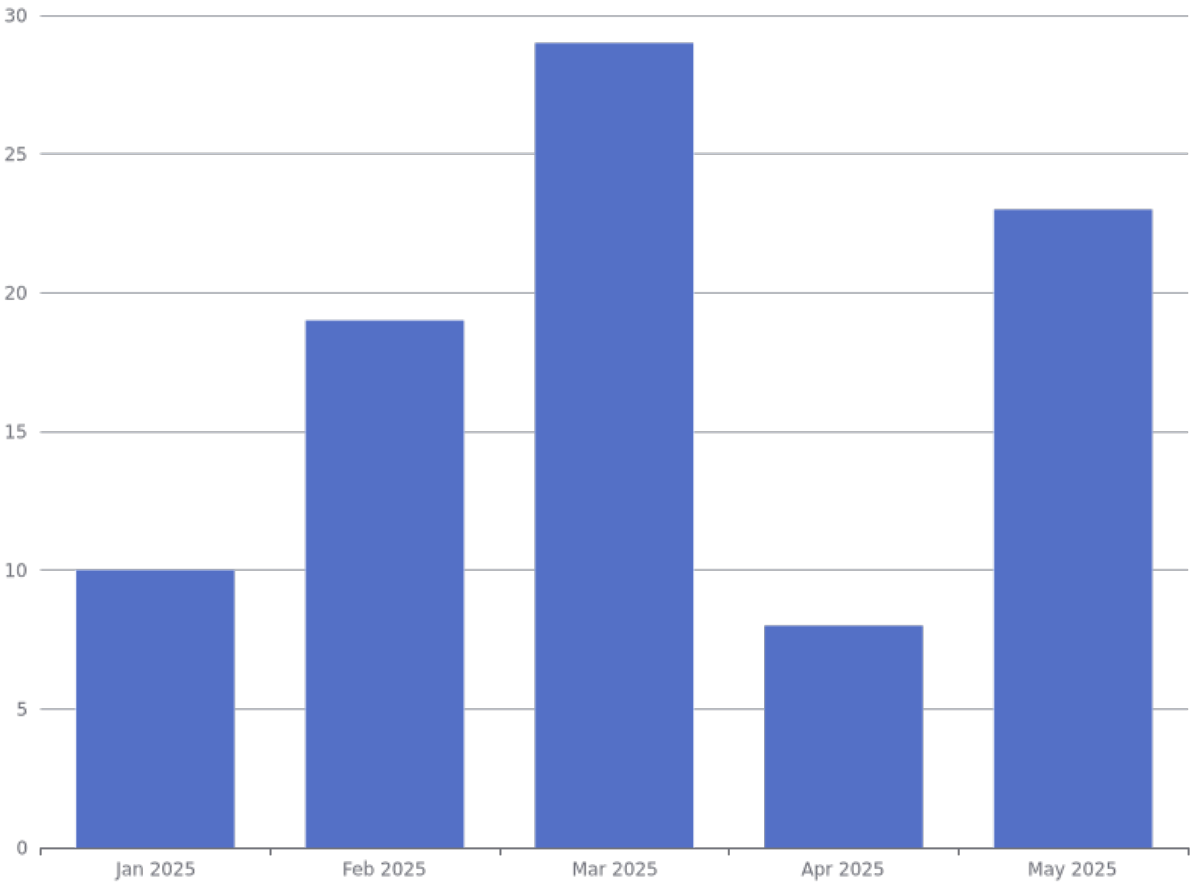
	Count of Overlapping Call Occurences 2025												
Calls in Progress	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2 calls in progress	71	29	17	23	20								160
3 calls in progress	20	3	1	3	1								28
4 calls in progress	5	1	1	0	4								11
Total	96	33	29	26	25								209
Percent of Incidents	31.5%	13.3%	11.6%	10.4%	8.2%								15.0%

**March 2025 includes an overlap of 14 incidents on March 30th, 2025*

**May 2025 includes an overlap of 7,8,9 incidents on May 15th &16th, 2025*



Inspection Report - YTD



Inspection Report - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



INSPECTION TYPE	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL YTD
Annual Fire Inspection			1	1		2
Certificate of Occupancy	1	1	3		1	6
Complaint		2				2
Fire Alarm System Final Acceptance		2	4	1	2	9
Fire Sprinkler Hydrostatic Test		1	5	1	3	10
Fire Sprinkler-Final		2	3		2	7
Fire Sprinkler-Rough In	3	1	5	2	2	13
Kitchen Hood Suppression System Inspection	1	2				3
Plan Review-Clean Agent System		5			1	6
Plan Review-Commercial Kitchen Suppression System	1		1		1	3
Plan Review-Fire Alarm Plan		1	1		4	6
Plan Review-Remodel of Existing Building			1			1
Plan Review-Site Plan	1		1	1	4	7
Walk Through		1	3	1	2	7
Plan Review-Sprinkler Plan	3	1		1	1	6
Fire Sprinkler- Air Test			1			1

Inspection Report - YTD

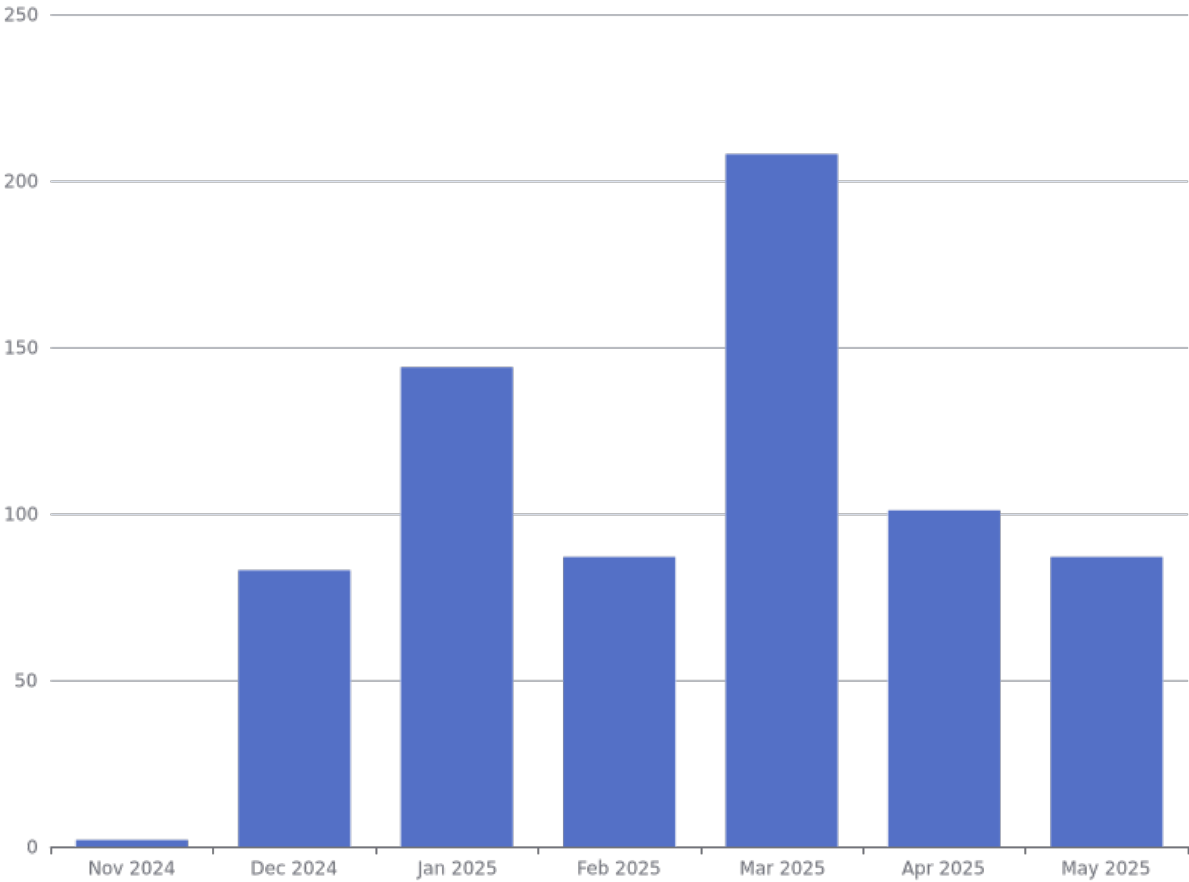
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



INSPECTION TYPE	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL YTD
Total	10	19	29	8	23	89



Pre Plan Report



LAST PREPLAN COMPLETED AT	MONTH TOTAL
Nov 2024	2
Dec 2024	83
Jan 2025	144
Feb 2025	87
Mar 2025	208
Apr 2025	101
May 2025	87
Total	712



Michelle LaJoye-Young

SHERIFF

Bryan Muir

UNDERSHERIFF

MONTHLY REPORT FOR APRIL 2025

- Crossing guard duty at Legacy Christian for Grandparents Day.
- Chauffeured students in armored vehicle for diaper drive.
- Noise complaint on Dunkirk.
- Petitioned Derrick Gregory for MHPO.
- Assisted Kentwood PD on shooting that occurred.
- Welfare check on homeless subject.
- Patrolled precincts for elections.
- Loose horses at Kalamazoo / 100th.
- Suicidal subject Kalamazoo / 60th.
- Child custody exchange at south substation.
- Several visits to 7174 Martin Avenue to discuss problematic residents Cody Rozner and Bradley Miller.
- Returned lost phone that was turned into Gaines Township.
- Motorist assist Kalamazoo/76th.
- Noise complaint at Dunkirk - second incident.
- SCHS concern with student selling vape products.
- Neighbor dispute Madison Avenue / 68th.

- PDA 84th / Kalamazoo
- Natural death at Commonwealth.
- Completed suicide in Meijer parking lot.
- Recovered stolen trailer.
- 198 Piedmont noise complaint.
- 6245 Eaton noise complaint.
- Bentree parking complaint.
- Contacted resident at 60 79th Street about inoperable vehicles.
- PI accident 68th/Patterson.
- Emergency Protection Order against Derrick Gregory.
- Domestic assault arrest at Martin AFC Home.
- After several contacts with case manager for AFC home, Cody Rozner and Bradley Miller were relocated to a home in Kentwood.
- New problematic resident at 1880 60th Street - Lazaria Morales.
- Assist Kentwood PD with Lazaria Morales.
- Assist APS with mental health pick up order for Cindy on Summertime.
- 1st Zoning Violation citation for Claudia Torres.
- Assist Target and Meijer for retail fraud task force. Arrested juvenile for shoplifting.
- National Night Out planning.

April 15, 2025

To the Board of Trustees
Charter Township of Gaines

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Gaines (the Township) for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 10, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township are described in Note 1 to the financial statements. No new accounting policies were adopted, except that described in Note 16, and the application of existing policies was not changed during 2024. We noted no transactions entered into by the Township during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the value of utility infrastructure capital assets, donated by developers, is based on an analysis of contractor bid tabulations for locally constructed projects to determine typical project costs for various types and sizes of utility facilities.
- Management's estimate of the capital asset depreciation is based on the estimated useful lives of the Township's capital assets.
- Management's estimate of the fair value of investments is based on the net asset value of the investment pool shares.

We evaluated the key factors and assumptions used to develop the capital asset amounts, and changes therein, and the fair value of investments in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 15, 2025.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Township's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Township's internal control to be a material weakness.

Material audit adjustments and financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal accounting records) and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e., external financial reporting).

Condition: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Correct revenue, receivables, and deferred inflows of resources associated with property taxes
- Correct prepaids
- Provide for depreciation on enterprise fund capital assets
- Recognize developer contributions in the enterprise funds
- Record additional payables
- Record a transfer to the Public Safety Fund
- Convert the fund-based data necessary to prepare the government-wide financial statements

As is the case with many small and medium sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot be considered part of the Township's internal controls. This is a repeat finding.

Cause: This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP and relies, at least in part, on assistance from its external auditor with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

The Township's response to the internal control finding described above was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Restriction on Use

This information is intended solely for the use of the Board of Trustees of the Township and the State of Michigan Department of Treasury and is not intended to be and should not be used by anyone other than these specified parties.

Sigfried Crandall P.C.

Charter Township of Gaines
Kent County, Michigan

FINANCIAL STATEMENTS

Year ended December 31, 2024

	<i>Page</i>
INDEPENDENT AUDITOR'S REPORT	3 - 4
MANAGEMENT'S DISCUSSION AND ANALYSIS	5 - 10
BASIC FINANCIAL STATEMENTS	
Government-wide financial statements:	
Statement of net position	11
Statement of activities	12
Fund financial statements:	
Balance sheet - governmental funds	13
Statement of revenues, expenditures, and changes in fund balance - governmental funds	14
Statement of net position - proprietary funds	15
Statement of revenues, expenses, and changes in net position - proprietary funds	16
Statement of cash flows - proprietary funds	17 - 18
Statement of fiduciary net position - custodial funds	19
Statement of changes in fiduciary net position - custodial funds	20
Notes to financial statements	21 - 31
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary comparison schedules:	
General Fund	32 - 34
Public Safety Fund	35

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Charter Township of Gaines, Michigan

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Gaines, Michigan (the Township), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 16 to the financial statements, the Township adopted GASB Statement No. 101, *Compensated Absences*, during the current fiscal year. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. 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 generally accepted auditing standards will always detect a material misstatement when it exists. 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, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Siegfried Crandall P.C.

April 15, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Charter Township of Gaines' (the Township) financial performance provides a narrative overview of the Township's financial activities for the fiscal year ended December 31, 2024. Please read it in conjunction with the Township's financial statements.

FINANCIAL HIGHLIGHTS

- The Township's total net position increased by \$12,323,909 as a result of this year's activities. The net position of the governmental activities increased by \$983,038, and the net position of the business-type activities increased by \$11,340,871.
- Of the \$116,881,764 total net position reported, \$39,475,728 (34 percent) is available to be used at the Board's discretion, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$6,522,004, which represents 134 percent of the actual total General Fund expenditures and transfers out for the current fiscal year.

Overview of the financial statements

The Township's annual report is comprised of three parts: management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
 - Governmental funds statements explain how government services, like general government and public safety, were financed in the short-term, as well as what remains for future spending.
 - Proprietary funds statements offer short-term and long-term financial information about the activities the government operates like a business, such as the sewer and water systems.
 - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as a custodian for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2024 and 2023 is also presented.

Government-wide financial statements

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Township's net position and how it has changed. Net position (the difference between the Township's assets, and liabilities and deferred inflows of resources) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's capital assets.

The government-wide financial statements are divided into two categories:

- *Governmental activities* - Most of the Township's basic services are included here, such as fire and police protection and general government. State shared revenue and property taxes finance most of these activities.
- *Business-type activities* - The Township charges fees to customers to help it cover the costs of certain services it provides. The Township's sewer and water systems are reported here, as well as its construction code inspection services.

Fund financial statements

The fund financial statements provide more detailed information about the Township's most significant funds - not the Township as a whole. Funds are accounting devices that the Township uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law.
- The Township Board establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and other revenues (like the public safety special assessment).

The Township has three types of funds:

- *Governmental funds.* Most of the Township's basic services are included in governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Proprietary funds.* Services for which the Township charges customers a fee are generally reported in proprietary funds. Proprietary funds statements, like the government-wide statements, provide both long-term and short-term financial information. In fact, the Township's enterprise funds are the same as its business-type activities but provide more detail and additional information, such as cash flows.
- *Fiduciary funds.* These funds are used to account for the collection and disbursement of resources, primarily property taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes. The Township's fiduciary balances and activities are reported in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Net position

Total net position at the end of the fiscal year was \$116,881,764 compared to \$104,557,855 at the end of the prior year. Of this total, \$77,200,332 represents an investment in capital assets and \$205,704 is restricted. Consequently, unrestricted net position was \$39,475,728, or 34 percent of the total.

Condensed financial information Net position

	Governmental activities		Business-type activities		Totals	
	2024	2023	2024	2023	2024	2023
Current and other assets	\$ 12,973,545	\$ 12,007,691	\$ 32,769,924	\$ 28,293,020	\$ 45,743,469	\$ 40,300,711
Capital assets	8,746,564	8,790,577	68,453,768	61,553,500	77,200,332	70,344,077
Total assets	21,720,109	20,798,268	101,223,692	89,846,520	122,943,801	110,644,788
Current and other liabilities	2,194,546	4,183,495	595,458	559,157	2,790,004	4,742,652
Deferred inflows of resources	3,272,033	1,344,281	-	-	3,272,033	1,344,281
Net position:						
Investment in capital assets	8,746,564	8,790,577	68,453,768	61,553,500	77,200,332	70,344,077
Restricted	205,704	244,926	-	-	205,704	244,926
Unrestricted	7,301,262	6,234,989	32,174,466	27,733,863	39,475,728	33,968,852
Total net position	\$ 16,253,530	\$ 15,270,492	\$ 100,628,234	\$ 89,287,363	\$ 116,881,764	\$ 104,557,855

Changes in net position

The Township's total revenues were \$27,292,558 in the current year compared to \$16,810,452 in the prior year. Approximately 38 percent of the revenues comes from charges for services, primarily from sewer and water user fees. Approximately 12 percent of the total revenues comes from state shared revenue, while only 4 percent comes from property taxes. In the current year, capital grants represented 38 percent of total revenues.

The total cost of the Township's programs, covering a wide range of services, totaled \$14,968,649 compared to \$13,275,150 in the prior year. Approximately 49 percent of the Township's costs relates to the provision of utility services. The public safety and general government functions account for approximately 27 percent and 13 percent of the Township's total expenses, respectively.

Condensed financial information
Changes in net position

	Governmental activities		Business-type activities		Totals	
	2024	2023	2024	2023	2024	2023
Program revenues:						
Charges for services	\$ 2,485,209	\$ 1,712,973	\$ 7,907,572	\$ 6,171,967	\$ 10,392,781	\$ 7,884,940
Operating grants and contributions	438,238	503,978	-	-	438,238	503,978
Capital grants and contributions	182,910	258,063	10,222,515	2,597,217	10,405,425	2,855,280
General revenues:						
State shared revenue	3,196,678	3,210,884	-	-	3,196,678	3,210,884
Property taxes	1,052,829	953,952	-	-	1,052,829	953,952
Cable franchise fees	245,893	290,239	-	-	245,893	290,239
Interest	436,825	335,314	1,091,678	715,984	1,528,503	1,051,298
Local community stabilization revenue	8,551	14,881	-	-	8,551	14,881
Gain on sale of capital assets	23,660	45,000	-	-	23,660	45,000
Total revenues	8,070,793	7,325,284	19,221,765	9,485,168	27,292,558	16,810,452
Expenses:						
General government	1,924,005	1,714,438	-	-	1,924,005	1,714,438
Public safety	4,025,875	3,100,373	-	-	4,025,875	3,100,373
Public works	666,207	699,306	-	-	666,207	699,306
Community and economic development	276,489	274,784	-	-	276,489	274,784
Health and welfare	62,321	43,029	-	-	62,321	43,029
Recreation and culture	132,858	174,275	-	-	132,858	174,275
Sewer	-	-	3,782,269	3,685,015	3,782,269	3,685,015
Water	-	-	3,568,151	3,217,770	3,568,151	3,217,770
Inspections	-	-	530,474	366,160	530,474	366,160
Total expenses	7,087,755	6,006,205	7,880,894	7,268,945	14,968,649	13,275,150
Changes in net position	\$ 983,038	\$ 1,319,079	\$ 11,340,871	\$ 2,216,223	\$ 12,323,909	\$ 3,535,302
Net position, end of year	\$ 16,253,530	\$ 15,270,492	\$ 100,628,234	\$ 89,287,363	\$ 116,881,764	\$ 104,557,855

Governmental activities

Governmental activities increased the Township's net position by \$983,038 in the current year compared to a \$1,319,079 increase in the prior year. The increase in net position was lower in the current year because expenses rose by \$1,081,550, while revenues increased by \$745,509. The increase in revenues was primarily due to increases in charges for services, in the amount of \$772,236, which is associated with higher public safety assessments and charges for fire department services. The increase in expenses can be primarily attributed to public safety costs, which rose by \$925,502, predominantly due to an increase in personnel costs and contracted services for law enforcement.

The total cost of governmental activities this year was \$7,087,755. After subtracting the direct charges to those who directly benefited from the programs (\$2,485,209), operating grants (\$438,238), and capital grants (\$182,910), the "public benefit" portion covered by state shared revenue, property taxes, and other general revenues was \$3,981,398.

Business-type activities

Business-type activities increased the Township's net position by \$11,340,871 in the current year compared to an increase of \$2,216,223 in the prior year. The increase was higher in the current year as capital contributions increased by \$7,625,298 due to an increase in contributions from developers. Utility rates are not set to cover the full cost of operations including depreciation which amounted to \$2,136,101 in the current year. However, nonoperating revenues and capital contributions have consistently created increases in net position.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**Governmental funds**

As of December 31, 2024, the Township's governmental funds reported combined ending fund balances of \$7,564,178, an increase of \$1,100,663 in comparison with the prior year. A portion of the fund balances, amounting to \$152,221, is nonspendable to indicate that it is not available for new spending. Another portion of the fund balances, amounting to \$205,704, is externally restricted for various purposes. One more portion of fund balance, in the amount of \$684,249, has been committed for capital acquisitions. The remaining fund balance, in the amount of \$6,522,004, constitutes unassigned fund balance, which is available for spending at the Board's discretion.

The General Fund is the primary operating fund of the Township. At the end of the current year, its fund balance amounted to \$6,819,240, which represents an increase of \$1,023,887, as revenues of \$5,896,766 were sufficient to cover expenditures of \$3,072,486 and transfers to the Public Safety Fund of \$1,800,393.

The fund balance of the Public Safety Fund, a special revenue fund, is \$60,689 at year end, which represents a decrease of \$14,215. Revenues of \$1,925,534, transfers from the General Fund of \$1,800,393, and proceeds from capital asset sales of \$77,806 were used to fund all Township public safety expenditures totaling \$3,817,948. The remaining fund balance is nonspendable as it represents prepaid expenditures.

The fund balance of the ARPA Fund, a special revenue fund, is \$190,354 at year end, which represents interest earned on federal awards received in prior years. A federal grant of \$124,243 was recognized during the current year, and the fund incurred \$124,242 in federal expenditures. The ARPA Fund has resources available, in the amount of \$1,859,757, which will be spent in the next year on a fire truck.

The Capital Projects Fund accounts for the accumulation of resources to pay for a variety of capital costs in the future. At the end of the fiscal year, its fund balance amounted to \$493,895, which represents no change for the year.

Proprietary funds

The Sewer Fund experienced an operating loss of \$692,718, though the net position increased by \$4,469,670, as nonoperating revenues and capital contributions, totaling \$5,162,388, caused the increase in net position. Net position was \$51,837,392 at year end, of which \$17,032,302 was unrestricted.

The Water Fund generated an operating loss of \$179,837, but net position increased by \$5,971,968, as nonoperating revenues and capital contributions, totaling \$6,151,805, caused the increase in net position. Net position was \$45,805,094 at year end, of which \$12,191,207 was unrestricted.

The Building Inspections Fund generated operating income of \$899,233 because permit revenue was more than sufficient to cover operating costs in the current year. Net position was \$2,985,748 at year end.

General Fund budgetary highlights

The Township Board did not amend the budget during the current year.

Total revenues were \$196,308 more than anticipated, primarily because interest revenue was \$269,873 more than expected due to higher interest rates. Total expenditures were \$575,877 less than the amounts appropriated, primarily because general government expenditures were \$414,731 less than planned. These variances, along with a net positive variance of \$251,702 associated with other financing sources/uses, resulted in a positive budget variance of \$1,023,887, due to a \$1,023,887 increase in fund balance compared to a budget that anticipated no change in fund balance.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets

The Township's investment in capital assets for its governmental and business-type activities as of December 31, 2024, amounts to \$77,200,332, net of accumulated depreciation. Capital assets of the governmental activities amount to \$8,746,564 and capital assets of the business-type activities totaled \$68,453,768. This investment includes a broad range of assets, including land, buildings, fire equipment, and sewer and water infrastructure.

Major capital asset events during the current fiscal year included the following:

- Water and sewer improvements, with a value of \$8,990,000, were made during the year and contributed to the Township
- The parking lot at the Township Hall was paved at a cost of \$172,910
- Dutton Cemetery was expanded at a cost of \$92,062

More detailed information about the Township's capital assets is presented in Note 5 of the notes to the basic financial statements.

Debt

The Township reported no long-term debt as of the beginning or end of the year.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Township expects to be able to use current revenues to provide essential services that will allow the current fund balance of the General Fund to be maintained. The Township plans to maintain all ongoing programs in 2025 at levels similar to 2024. The ongoing costs of providing essential services for the citizens of the Township will need to be closely monitored in order to maintain the financial condition and operational capabilities of the Township.

CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Rod Weersing, Township Manager
Charter Township of Gaines
8555 Kalamazoo Avenue, S.E.
Caledonia, MI 49316

Phone: (616) 698-6640

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET POSITION

December 31, 2024

	<i>Governmental activities</i>	<i>Business-type activities</i>	<i>Totals</i>
ASSETS			
Current assets:			
Cash	\$ 4,639,411	\$ 18,576,190	\$ 23,215,601
Investments	5,384,571	11,678,831	17,063,402
Receivables	2,532,911	2,069,185	4,602,096
Prepaid expenses	152,221	-	152,221
Internal balances	5,210	(5,210)	-
Total current assets	<u>12,714,324</u>	<u>32,318,996</u>	<u>45,033,320</u>
Noncurrent assets:			
Receivables	259,221	450,928	710,149
Capital assets not being depreciated	1,837,491	210,071	2,047,562
Capital assets, net of accumulated depreciation	<u>6,909,073</u>	<u>68,243,697</u>	<u>75,152,770</u>
Total noncurrent assets	<u>9,005,785</u>	<u>68,904,696</u>	<u>77,910,481</u>
Total assets	<u>21,720,109</u>	<u>101,223,692</u>	<u>122,943,801</u>
LIABILITIES			
Current liabilities:			
Payables	369,033	595,458	964,491
Escrow deposits	74,311	-	74,311
Unearned federal grant (ARPA)	1,667,990	-	1,667,990
Compensated absences	<u>83,212</u>	<u>-</u>	<u>83,212</u>
Total current liabilities	<u>2,194,546</u>	<u>595,458</u>	<u>2,790,004</u>
DEFERRED INFLOWS OF RESOURCES			
Property tax revenues levied for the subsequent year	1,130,068	-	1,130,068
Special assessments levied for the subsequent year	1,857,533	-	1,857,533
Unavailable lease revenue	<u>284,432</u>	<u>-</u>	<u>284,432</u>
Total deferred inflows of resources	<u>3,272,033</u>	<u>-</u>	<u>3,272,033</u>
NET POSITION			
Investment in capital assets	8,746,564	68,453,768	77,200,332
Restricted for:			
Public safety	278	-	278
Public works	205,426	-	205,426
Unrestricted	<u>7,301,262</u>	<u>32,174,466</u>	<u>39,475,728</u>
Total net position	<u>\$ 16,253,530</u>	<u>\$ 100,628,234</u>	<u>\$ 116,881,764</u>

See notes to financial statements

STATEMENT OF ACTIVITIES

Year ended December 31, 2024

		Program revenues		Net (expenses) revenues and changes in net position		
		Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities
Functions/Programs	Expenses					Totals
Governmental activities:						
General government	\$ 1,924,005	\$ 591,586	\$ 56,737	\$ 172,910	\$ (1,102,772)	\$ (1,102,772)
Public safety	4,025,875	1,573,030	354,687	10,000	(2,088,158)	(2,088,158)
Public works	666,207	307,008	26,814	-	(332,385)	(332,385)
Community and economic development	276,489	13,585	-	-	(262,904)	(262,904)
Health and welfare	62,321	-	-	-	(62,321)	(62,321)
Recreation and culture	132,858	-	-	-	(132,858)	(132,858)
Total governmental activities	7,087,755	2,485,209	438,238	182,910	(3,981,398)	(3,981,398)
Business-type activities:						
Sewer	3,782,269	3,089,551	-	4,475,412		\$ 3,782,694
Water	3,568,151	3,388,314	-	5,747,103		5,567,266
Inspections	530,474	1,429,707	-	-		899,233
Total business-type activities	7,880,894	7,907,572	-	10,222,515		10,249,193
Totals	\$ 14,968,649	\$ 10,392,781	\$ 438,238	\$ 10,405,425	(3,981,398)	10,249,193
						6,267,795
General revenues:						
State shared revenue					3,196,678	-
Property taxes					1,052,829	-
Cable franchise fees					245,893	-
Interest income					436,825	1,091,678
Local community stabilization revenue					8,551	-
Gain on sale of capital assets					23,660	-
Total general revenues					4,964,436	1,091,678
Changes in net position					983,038	11,340,871
Net position - beginning					15,270,492	89,287,363
Net position - ending					\$ 16,253,530	\$ 100,628,234
						\$ 116,881,764

See notes to financial statements

BALANCE SHEET - governmental funds

December 31, 2024

	<i>General</i>	<i>Public Safety</i>	<i>ARPA</i>	<i>Capital Projects</i>	<i>Total governmental funds</i>
ASSETS					
Cash	\$ 3,324,042	\$ 821,474	\$ -	\$ 493,895	\$ 4,639,411
Investments	3,524,814	-	1,859,757	-	5,384,571
Receivables	1,681,923	1,110,209	-	-	2,792,132
Prepaid expenditures	91,532	60,689	-	-	152,221
Due from other funds	2,975	2,235	-	-	5,210
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 8,625,286</u>	<u>\$ 1,994,607</u>	<u>\$ 1,859,757</u>	<u>\$ 493,895</u>	<u>\$ 12,973,545</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
Liabilities:					
Payables	\$ 106,455	\$ 261,165	\$ 1,413	\$ -	\$ 369,033
Escrow deposits	74,311	-	-	-	74,311
Unearned federal grant revenue (ARPA)	-	-	1,667,990	-	1,667,990
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>180,766</u>	<u>261,165</u>	<u>1,669,403</u>	<u>-</u>	<u>2,111,334</u>
Deferred inflows of resources:					
Property tax revenues levied for the subsequent year	1,130,068	-	-	-	1,130,068
Special assessments levied for the subsequent year	184,780	1,672,753	-	-	1,857,533
Unavailable interest revenue	26,000	-	-	-	26,000
Unavailable lease revenue	284,432	-	-	-	284,432
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total deferred inflows of resources	<u>1,625,280</u>	<u>1,672,753</u>	<u>-</u>	<u>-</u>	<u>3,298,033</u>
Fund balances:					
Nonspendable - prepaids	91,532	60,689	-	-	152,221
Restricted for:					
Public safety	278	-	-	-	278
Public works (street lighting)	205,426	-	-	-	205,426
Committed for capital acquisitions	-	-	190,354	493,895	684,249
Unassigned	6,522,004	-	-	-	6,522,004
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total fund balances	<u>6,819,240</u>	<u>60,689</u>	<u>190,354</u>	<u>493,895</u>	<u>7,564,178</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 8,625,286</u>	<u>\$ 1,994,607</u>	<u>\$ 1,859,757</u>	<u>\$ 493,895</u>	<u>\$ 12,973,545</u>

Reconciliation of the balance sheet to the statement of net position:

Total fund balance \$ 7,564,178

Amounts reported for *governmental activities* in the statement
of net position (page 11) are different because:

Capital assets used in *governmental activities* are not financial resources
and, therefore, are not reported in the funds. 8,746,564

Interest receivable is not available to pay for the current period's
expenditures and is deferred in the fund. 26,000

Compensated absences are not due and payable in the current period and, therefore,
are not reported in the funds. (83,212)

Net position of *governmental activities* \$ 16,253,530

See notes to financial statements

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE - governmental funds

Year ended December 31, 2024

	<u>General</u>	<u>Public Safety</u>	<u>ARPA</u>	<u>Capital Projects</u>	<u>Total governmental funds</u>
REVENUES					
Property taxes	\$ 1,496,597	\$ -	\$ -	\$ -	\$ 1,496,597
Special assessments	252,710	1,211,635	-	-	1,464,345
Federal grant	-	340,000	124,243	-	464,243
State grants	3,284,702	10,000	-	-	3,294,702
Charges for services	348,644	352,612	-	-	701,256
Interest and rentals	443,336	-	90,990	-	534,326
Other	70,777	11,287	-	-	82,064
	<u>5,896,766</u>	<u>1,925,534</u>	<u>215,233</u>	<u>-</u>	<u>8,037,533</u>
Total revenues					
EXPENDITURES					
Current:					
General government	1,788,947	-	-	-	1,788,947
Public safety	-	3,725,607	-	-	3,725,607
Public works	627,871	-	7,477	-	635,348
Community and economic development	276,489	-	-	-	276,489
Health and welfare	62,321	-	-	-	62,321
Recreation and culture	85,894	-	-	-	85,894
Capital outlay	230,964	92,341	116,765	-	440,070
	<u>3,072,486</u>	<u>3,817,948</u>	<u>124,242</u>	<u>-</u>	<u>7,014,676</u>
Total expenditures					
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>2,824,280</u>	<u>(1,892,414)</u>	<u>90,991</u>	<u>-</u>	<u>1,022,857</u>
OTHER FINANCING SOURCES (USES)					
Proceeds from sale of capital assets	-	77,806	-	-	77,806
Transfers in	-	1,800,393	-	-	1,800,393
Transfers out	(1,800,393)	-	-	-	(1,800,393)
	<u>(1,800,393)</u>	<u>1,878,199</u>	<u>-</u>	<u>-</u>	<u>77,806</u>
Total other financing sources (uses)					
CHANGE IN FUND BALANCE	<u>1,023,887</u>	<u>(14,215)</u>	<u>90,991</u>	<u>-</u>	<u>1,100,663</u>
FUND BALANCE - BEGINNING	<u>5,795,353</u>	<u>74,904</u>	<u>99,363</u>	<u>493,895</u>	<u>6,463,515</u>
FUND BALANCE - ENDING	<u>\$ 6,819,240</u>	<u>\$ 60,689</u>	<u>\$ 190,354</u>	<u>\$ 493,895</u>	<u>\$ 7,564,178</u>
Reconciliation of the statement of revenues, expenditures, and change in fund balance to the statement of activities:					
Change in fund balance					\$ 1,100,663
Amounts reported for <i>governmental activities</i> in the statement of activities (page 12) are different because:					
Capital assets:					
Capital asset acquisitions					479,636
Capital asset dispositions					(54,146)
Provision for depreciation					(469,503)
Net change in liability for compensated absences					(83,212)
Increase in deferred inflows of resources - unavailable interest					9,600
Change in net position of <i>governmental activities</i>					<u>\$ 983,038</u>

See notes to financial statements

STATEMENT OF NET POSITION - proprietary funds

December 31, 2024

	<u>Sewer</u>	<u>Water</u>	<u>Inspections</u>	<u>Total proprietary funds</u>
ASSETS				
Current assets:				
Cash	\$ 7,630,929	\$ 7,970,338	\$ 2,974,923	\$ 18,576,190
Investments	8,377,540	3,301,291	-	11,678,831
Receivables	<u>1,046,667</u>	<u>1,022,518</u>	<u>-</u>	<u>2,069,185</u>
Total current assets	<u>17,055,136</u>	<u>12,294,147</u>	<u>2,974,923</u>	<u>32,324,206</u>
Noncurrent assets:				
Receivables	355,051	95,877	-	450,928
Capital assets not being depreciated	-	210,071	-	210,071
Capital assets, net of accumulated depreciation	<u>34,805,090</u>	<u>33,403,816</u>	<u>34,791</u>	<u>68,243,697</u>
Total noncurrent assets	<u>35,160,141</u>	<u>33,709,764</u>	<u>34,791</u>	<u>68,904,696</u>
Total assets	<u>52,215,277</u>	<u>46,003,911</u>	<u>3,009,714</u>	<u>101,228,902</u>
LIABILITIES				
Current liabilities:				
Payables	376,398	197,329	21,731	595,458
Due to other funds	<u>1,487</u>	<u>1,488</u>	<u>2,235</u>	<u>5,210</u>
Total current liabilities	<u>377,885</u>	<u>198,817</u>	<u>23,966</u>	<u>600,668</u>
NET POSITION				
Investment in capital assets	34,805,090	33,613,887	34,791	68,453,768
Unrestricted	<u>17,032,302</u>	<u>12,191,207</u>	<u>2,950,957</u>	<u>32,174,466</u>
Total net position	<u>\$ 51,837,392</u>	<u>\$ 45,805,094</u>	<u>\$ 2,985,748</u>	<u>\$ 100,628,234</u>

See notes to financial statements

Charter Township of Gaines

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - *proprietary funds*

Year ended December 31, 2024

	<u><i>Sewer</i></u>	<u><i>Water</i></u>	<u><i>Inspections</i></u>	<u><i>Total proprietary funds</i></u>
OPERATING REVENUES				
Service charges	\$ 3,030,074	\$ 3,159,221	\$ 1,429,707	\$ 7,619,002
Other charges	<u>59,477</u>	<u>229,093</u>	<u>-</u>	<u>288,570</u>
Total operating revenues	<u>3,089,551</u>	<u>3,388,314</u>	<u>1,429,707</u>	<u>7,907,572</u>
OPERATING EXPENSES				
Personnel costs	81,586	81,581	264,135	427,302
Sewage treatment charges	1,914,123	-	-	1,914,123
Water charges	-	1,482,503	-	1,482,503
System operation and maintenance	577,926	970,914	-	1,548,840
Professional services	18,446	43,064	210,726	272,236
Miscellaneous	21,875	24,945	52,969	99,789
Depreciation	<u>1,168,313</u>	<u>965,144</u>	<u>2,644</u>	<u>2,136,101</u>
Total operating expenses	<u>3,782,269</u>	<u>3,568,151</u>	<u>530,474</u>	<u>7,880,894</u>
OPERATING INCOME (LOSS)	(692,718)	(179,837)	899,233	26,678
NONOPERATING REVENUE				
Interest revenue	<u>686,976</u>	<u>404,702</u>	<u>-</u>	<u>1,091,678</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	<u>(5,742)</u>	<u>224,865</u>	<u>899,233</u>	<u>1,118,356</u>
CAPITAL CONTRIBUTIONS				
Developer contributions	3,750,000	5,240,000	-	8,990,000
Trunkage and availability fees	546,481	493,093	-	1,039,574
Special assessments	171,684	10,319	-	182,003
Special assessment interest	<u>7,247</u>	<u>3,691</u>	<u>-</u>	<u>10,938</u>
Total capital contributions	<u>4,475,412</u>	<u>5,747,103</u>	<u>-</u>	<u>10,222,515</u>
CHANGES IN NET POSITION	4,469,670	5,971,968	899,233	11,340,871
NET POSITION - BEGINNING	<u>47,367,722</u>	<u>39,833,126</u>	<u>2,086,515</u>	<u>89,287,363</u>
NET POSITION - ENDING	<u>\$ 51,837,392</u>	<u>\$ 45,805,094</u>	<u>\$ 2,985,748</u>	<u>\$ 100,628,234</u>

See notes to financial statements

STATEMENT OF CASH FLOWS - proprietary funds

Year ended December 31, 2024

	<u>Sewer</u>	<u>Water</u>	<u>Inspections</u>	<u>Total proprietary funds</u>
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 2,936,163	\$ 3,243,795	\$ 1,429,707	\$ 7,609,665
Payments to vendors and suppliers	(2,486,581)	(2,577,685)	(316,965)	(5,381,231)
Payments to employees	(64,312)	(64,308)	(196,580)	(325,200)
Net cash provided by (used in) operating activities	<u>385,270</u>	<u>601,802</u>	<u>916,162</u>	<u>1,903,234</u>
CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES				
Increase (decrease) in amount due to other funds	<u>371</u>	<u>372</u>	<u>2,235</u>	<u>2,978</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Trunkage and availability fees	546,481	493,093	-	1,039,574
Collections of assessments receivable	40,860	25,500	-	66,360
Special assessment interest	7,247	3,691	-	10,938
Acquisition of capital assets	-	(9,093)	(37,276)	(46,369)
Net cash provided by (used in) capital and related financing activities	<u>594,588</u>	<u>513,191</u>	<u>(37,276)</u>	<u>1,070,503</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of investments	(344,173)	(141,596)	-	(485,769)
Interest received	<u>637,476</u>	<u>350,802</u>	<u>-</u>	<u>988,278</u>
Net cash provided by (used in) investing activities	<u>293,303</u>	<u>209,206</u>	<u>-</u>	<u>502,509</u>
NET CHANGE IN CASH	<u>1,273,532</u>	<u>1,324,571</u>	<u>881,121</u>	<u>3,479,224</u>
CASH - BEGINNING	<u>6,357,397</u>	<u>6,645,767</u>	<u>2,093,802</u>	<u>15,096,966</u>
CASH - ENDING	<u>\$ 7,630,929</u>	<u>\$ 7,970,338</u>	<u>\$ 2,974,923</u>	<u>\$ 18,576,190</u>

See notes to financial statements

STATEMENT OF CASH FLOWS - *proprietary funds* (Continued)

Year ended December 31, 2024

	<u>Sewer</u>	<u>Water</u>	<u>Inspections</u>	<u>Total proprietary funds</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities				
Operating income (loss)	\$ (692,718)	\$ (179,837)	\$ 899,233	\$ 26,678
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation	1,168,313	965,144	2,644	2,136,101
(Increase) decrease in receivables	(153,388)	(144,519)	-	(297,907)
(Increase) decrease in prepaids	-	-	2,061	2,061
Increase (decrease) in payables	<u>63,063</u>	<u>(38,986)</u>	<u>12,224</u>	<u>36,301</u>
Net cash provided by (used in) operating activities	<u>\$ 385,270</u>	<u>\$ 601,802</u>	<u>\$ 916,162</u>	<u>\$ 1,903,234</u>
Noncash capital and related financing activities				
Acquisition of capital assets	\$ (3,750,000)	\$ (5,249,093)	\$ (37,276)	\$ (9,036,369)
Less capital assets contributed by developers	<u>3,750,000</u>	<u>5,240,000</u>	<u>-</u>	<u>8,990,000</u>
Net cash used	<u>\$ -</u>	<u>\$ (9,093)</u>	<u>\$ (37,276)</u>	<u>\$ (46,369)</u>

See notes to financial statements

STATEMENT OF FIDUCIARY NET POSITION - *custodial funds*

December 31, 2024

	<i>Tax Collection</i>	<i>General Custodial</i>
ASSETS		
Cash	\$ 4,029,890	\$ 5,711
LIABILITIES		
Due to other governments	<u>4,029,890</u>	<u>5,711</u>
NET POSITION		
Restricted for individuals and other governments	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - *custodial funds*

Year ended December 31, 2024

	<u><i>Tax Collection</i></u>	<u><i>General Custodial</i></u>
ADDITIONS		
Property taxes collected for other governments	\$ 43,472,549	\$ 61,391
DEDUCTIONS		
Property taxes distributed to other governments	<u>43,472,549</u>	<u>61,391</u>
NET CHANGE IN FIDUCIARY NET POSITION	-	-
NET POSITION - BEGINNING	<u>-</u>	<u>-</u>
NET POSITION - ENDING	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See notes to financial statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Charter Township of Gaines, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

Reporting entity:

As required by generally accepted accounting principles, these financial statements present the Township (the primary government), located in Kent County, and its component unit described below, for which the Township is financially accountable.

Division Avenue Corridor Improvement Authority:

The Authority was created in 2007 under the provisions of Act 280, Public Acts of 2005 of the State of Michigan. The purpose of the Authority is to redevelop and promote economic growth within the Division Avenue corridor. The Authority's revenues will be primarily derived through tax increment financing. The Authority's governing body is appointed by the Township Board and its budget must be approved by the Township Board. Although the Authority is a legally separate entity, it is in substance part of the Township's operations and reported as a blended component unit.

Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by property taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Property taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting, and financial statement presentation (continued):

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenues are considered to be measurable only when cash is received by the Township.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from state shared revenue and property taxes.

The Public Safety Fund, a special revenue fund, accounts for the financial resources used for the operational costs of the Township's public safety functions. Revenues are derived from transfers from the General Fund and special assessments.

The ARPA Fund, a special revenue fund, is used to account for the restricted resources provided by the American Rescue Plan Act. Revenues are derived from a federal grant.

The Capital Projects Fund, a capital projects fund, accounts for financial resources that are being accumulated to purchase capital assets in the future.

The Township reports the following major proprietary funds:

The Sewer Fund accounts for the activities of the Township's sewage collection system.

The Water Fund accounts for the activities of the Township's water distribution system.

The Inspections Fund accounts for the activities of the Township's code inspection enforcement.

The Township also reports custodial funds, which account for assets held by the Township in a fiduciary capacity for other governments. The Township currently reports two custodial funds (Tax Collection and General Custodial funds).

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds relate to charges to customers for services. Operating expenses for proprietary funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Assets, liabilities, deferred inflows of resources, and equity:

Cash and investments - Cash is considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value, with changes in value recognized in the operating statement of the fund holding the investment. Realized and unrealized gains and losses are included in investment earnings.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*Assets, liabilities, deferred inflows of resources, and equity (continued):*

Receivables - Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "due to/from other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances." No allowance for uncollectible accounts has been recorded, as the Township considers all receivables to be fully collectible.

Prepays - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaids in the fund financial statements and the government-wide financial statements.

Capital assets - Capital assets, which include land, buildings, equipment, and infrastructure assets (e.g., utility infrastructure and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$5,000 (\$10,000 for infrastructure improvements) and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning January 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	15 - 60 years
Equipment	3 - 5 years
Vehicles	3 - 5 years
Sewer and water systems	50 years

Unearned revenue - Unearned revenue represents resources related to a federal grant and operating assessments, which have not yet been earned.

Deferred inflows of resources - The statement of net position and the governmental funds balance sheet include a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. The Township has several items that are included in this category: property taxes, leases, and interest. Property tax revenue, which is levied to finance the following year's budget, is deferred and recognized as an inflow of resources in the period that it was intended to finance and is reported as a deferred inflow in the governmental activities and governmental funds financial statements. Lease revenue, which is reported in the governmental activities and governmental funds, is recognized as it is collected. Interest revenue, which is not recognized until available (collected not later than 60 days after the end of the Township's fiscal year) is deferred and recognized as an inflow of resources in the period that the revenues become available in the governmental funds.

Net position - Net position represents the difference between assets, and liabilities and deferred inflows of resources. The Township reports three categories of net position, as follows: (1) *Investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, liabilities, deferred inflows of resources, and equity (continued):

Net position flow assumption - Sometimes, the Township will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary funds financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund equity - Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are not in spendable form. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Township Board (the Township's highest level of decision-making authority). A formal resolution of the Township Board is required to establish, modify, or rescind a fund balance commitment. The Township reports assigned fund balance for amounts that are constrained by the Township's intent to be used for specific purposes but are neither restricted nor committed. The Township Board of Trustees retains the authority to assign fund balance. Unassigned fund balance is the residual classification for the General Fund. When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use restricted fund balance first, followed by committed fund balance, then assigned fund balance, and, finally, unassigned fund balance.

Property tax revenue recognition - Property taxes are levied each December 1 (lien date) on the taxable valuation of property as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed. Although the Township's 2023 ad valorem tax was levied and collectible on December 1, 2023, it is the Township's policy to recognize revenue from that tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the Township's General Fund and special revenue funds. The budget document presents information by fund, function, department, and line-item. The legal level of budgetary control adopted by the governing body is the activity level. All annual appropriations lapse at the end of the fiscal year. Budget appropriations are considered to be spent once the goods are delivered or the services are rendered.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

Excess of expenditures over appropriations - The following schedule sets forth the reportable budget variances:

<i>Fund</i>	<i>Function</i>	<i>Activity</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance</i>
General	General government	Manager	\$ 223,625	\$ 243,861	\$ 20,236
		Building and grounds	264,060	276,593	12,533
	Public works	Street lighting	165,700	210,811	45,111
		Cemetery	61,445	95,698	34,253
		Drains	40,000	51,164	11,164
		Hydrant rental	-	13,980	13,980
	Health and welfare	Opiod response	-	15,000	15,000
Public safety	Public safety	Police protection	1,360,000	1,426,175	66,175

NOTE 3 - CASH AND INVESTMENTS

The Township's deposits and investments are classified in the accompanying financial statements as follows:

	<i>Governmental activities</i>	<i>Business-type activities</i>	<i>Fiduciary activities</i>	<i>Totals</i>
Cash	\$ 4,639,411	\$ 18,576,190	\$ 4,035,601	\$ 27,251,202
Investments	<u>5,384,571</u>	<u>11,678,831</u>	<u>-</u>	<u>17,063,402</u>
	<u>\$ 10,023,982</u>	<u>\$ 30,255,021</u>	<u>\$ 4,035,601</u>	<u>\$ 44,314,604</u>

Deposits - Deposits are maintained at various financial institutions in the name of the Township. Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township's investment policy does not specifically address custodial credit risk for deposits. At December 31, 2024, \$25,037,117 of the Township's bank balances of \$28,037,117 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Investments - State statutes and the Township's investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act. The Township's investment policy does not address credit risk or interest rate risk for investments.

Investments in entities that calculate net asset value per share - The Township holds shares in investment pools where the fair value of the investments are measured on a recurring basis using net asset value per share of the investment pool as a practical expedient. At December 31, 2024, the fair value, unfunded commitments, and redemption rules of those investments is as follows:

NOTE 3 - CASH AND INVESTMENTS (Continued)

	<i>Michigan CLASS Pool</i>	<i>Kent County Pool</i>	<i>Total</i>
Fair value at December 31, 2024	\$ 3,629,500	\$ 13,433,902	\$ 17,063,402
Unfunded commitments	none	none	
Redemption frequency	n/a	n/a	
Notice period	none	none	

The Michigan CLASS investment Pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by treasury agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. The Pool purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

The Kent County Investment Pool is a local government investment pool established under Michigan state statutes for participating Michigan municipalities. This Pool, which is a nonrisk categorized qualifying investment, is carried at fair value. The fair value of the Township's position in the Pool is the same as the value of its pool shares. The Pool operates like a money market fund, with each share valued at \$1, and is not rated (credit risk); it is not subject to regulatory oversight and is not registered with the SEC; the Pool issues a separate report, which is available at 300 Monroe Avenue, N.W., Grand Rapids, Michigan 49503-2221.

Fair value measurement - The Township categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The investment pools were measured at net asset value (or its equivalent) as a practical expedient and, accordingly, have not been classified in the fair value hierarchy.

NOTE 4 - RECEIVABLES

Receivables as of December 31, 2024, for the Township's funds, which were all considered collectible, were as follows:

<i>Fund</i>	<i>Accounts</i>	<i>Property taxes</i>	<i>Inter- governmental</i>	<i>Lease</i>	<i>Interest</i>	<i>Special assessments</i>	<i>Totals</i>
Governmental:							
General	\$ 85,077	\$ 731,573	\$ 554,841	\$ 284,432	\$ 26,000	\$ -	\$ 1,681,923
Public Safety	11,287	-	164,740	-	-	934,182	1,110,209
Total governmental	<u>\$ 96,364</u>	<u>\$ 731,573</u>	<u>\$ 719,581</u>	<u>\$ 284,432</u>	<u>\$ 26,000</u>	<u>\$ 934,182</u>	<u>\$ 2,792,132</u>
Proprietary:							
Sewer	\$ 762,417	\$ -	\$ 61,250	\$ -	\$ 173,300	\$ 404,751	\$ 1,401,718
Water	804,268	-	61,250	-	138,000	114,877	1,118,395
Total proprietary	<u>\$ 1,566,685</u>	<u>\$ -</u>	<u>\$ 122,500</u>	<u>\$ -</u>	<u>\$ 311,300</u>	<u>\$ 519,628</u>	<u>\$ 2,520,113</u>
Noncurrent portion	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 259,221</u>	<u>\$ -</u>	<u>\$ 450,928</u>	<u>\$ 710,149</u>

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2024, was as follows:

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Governmental activities:				
Capital assets not being depreciated -				
land	\$ 1,837,491	\$ -	\$ -	\$ 1,837,491
Capital assets being depreciated:				
Buildings and improvements	8,861,222	326,152	-	9,187,374
Equipment and vehicles	3,969,463	153,484	(90,250)	4,032,697
Subtotal	12,830,685	479,636	(90,250)	13,220,071
Less accumulated depreciation:				
Buildings and improvements	(3,521,159)	(259,249)	-	(3,780,408)
Equipment and vehicles	(2,356,440)	(210,254)	36,104	(2,530,590)
Subtotal	(5,877,599)	(469,503)	36,104	(6,310,998)
Total capital assets being depreciated, net	6,953,086	10,133	(54,146)	6,909,073
Governmental activities capital assets, net	\$ 8,790,577	\$ 10,133	\$ (54,146)	\$ 8,746,564

Depreciation expense was charged to functions of the Township's governmental activities, as follows:

Governmental activities:	
General government	\$ 135,334
Public safety	256,346
Public works	30,859
Recreation and culture	46,964
Total governmental activities	\$ 469,503

NOTE 5 - CAPITAL ASSETS (Continued)

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Business-type activities:				
Capital assets not being depreciated - land	\$ 210,071	\$ -	\$ -	\$ 210,071
Capital assets being depreciated:				
Sewer system	59,040,627	3,750,000	-	62,790,627
Water system	45,859,487	5,249,093	-	51,108,580
Equipment	95,192	37,276	-	132,468
Subtotal	104,995,306	9,036,369	-	114,031,675
Less accumulated depreciation:				
Sewer system	(26,817,224)	(1,168,313)	-	(27,985,537)
Water system	(16,739,620)	(965,144)	-	(17,704,764)
Equipment	(95,033)	(2,644)	-	(97,677)
Subtotal	(43,651,877)	(2,136,101)	-	(45,787,978)
Total capital assets being depreciated, net	61,343,429	6,900,268	-	68,243,697
Business-type activities capital assets, net	\$ 61,553,500	\$ 6,900,268	\$ -	\$ 68,453,768

NOTE 6 - LEASE

The Township has entered into an agreement with another governmental unit to lease office and parking space on the Township's property. The term of this agreement includes a monthly rent of \$2,730, payable in bi-monthly installments. Rent shall be adjusted upward annually, by an estimated 3 percent, for ten years through September 2033. The Township can terminate this lease upon written notice dependent upon specific conditions within the contract.

Future payments due to the Township under the lease agreement are as follows for the years ending December 31:

<i>Year ended</i>			
<i>December 31:</i>	<i>Principal</i>	<i>Interest</i>	<i>Balance</i>
2025	\$ 25,211	\$ 8,533	\$ 259,221
2026	26,980	7,777	232,241
2027	28,832	6,967	203,409
2028	30,771	6,102	172,638
2029	32,800	5,179	139,838
2030-2033	139,838	9,569	-
Totals	\$ 284,432	\$ 44,127	\$ -

NOTE 7 - PAYABLES

Payables as of December 31, 2024, for the Township's funds were as follows:

<i>Fund</i>	<i>Accounts</i>	<i>Payroll</i>	<i>Inter- governmental</i>	<i>Totals</i>
Governmental:				
General	\$ 76,611	\$ 29,844	\$ -	\$ 106,455
Public Safety	<u>77,092</u>	<u>56,367</u>	<u>127,706</u>	<u>261,165</u>
Total governmental	<u>\$ 153,703</u>	<u>\$ 86,211</u>	<u>\$ 127,706</u>	<u>\$ 367,620</u>
Proprietary:				
Sewer	\$ 117,694	\$ 2,207	\$ 256,497	\$ 376,398
Water	16,181	2,207	178,941	197,329
Inspections	<u>13,836</u>	<u>7,895</u>	<u>-</u>	<u>21,731</u>
Total proprietary	<u>\$ 147,711</u>	<u>\$ 12,309</u>	<u>\$ 435,438</u>	<u>\$ 595,458</u>

NOTE 8 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

At December 31, 2024, the Sewer Fund and Water Fund owe the General Fund \$1,487 and \$1,488, respectively, for costs not reimbursed by year end. These balances represent personnel costs incurred in 2024 that were reimbursed early in 2025.

At December 31, 2024, the Inspections Fund owes the Public Safety Fund \$2,235 for costs not reimbursed by year end. This balance represents personnel costs incurred in 2024 that were reimbursed early in 2025.

During the year ended December 31, 2024, the General Fund transferred \$1,800,393 to the Public Safety Fund to support public safety costs.

NOTE 9 - PROPERTY TAXES

The 2023 taxable valuation of the Township approximated \$1,204,004,000, on which ad valorem taxes levied consisted of 0.8162 mills for operating purposes, raising approximately \$983,000. This amount is recognized in the General Fund financial statements as property tax revenue.

The 2024 taxable valuation of the Township approximated \$1,336,580,000, on which ad valorem taxes levied consisted of 0.8048 mills for operating purposes, raising approximately \$1,076,000. This amount is recognized in the General Fund financial statements as deferred inflows of resources, based upon the period for which the proceeds are budgeted and will be made available for the financing of operations.

NOTE 10 - TAX ABATEMENTS

The Township enters into property tax abatement agreements with local businesses for the purpose of attracting or retaining businesses within the Township. Each agreement was negotiated under a state law, which allows local units to abate property taxes for a variety of economic development purposes. The abatements may be granted to local businesses located within the Township or promising to relocate within the Township. Depending on the statute referenced for a particular abatement, the Township may grant abatements of up to 70% of annual property taxes through a direct reduction of the entity's property tax bill, not to exceed twelve years. Depending on the terms of the agreement and state law, abated taxes may be subject to recapture upon default of the entity. The Township has not made any commitments as part of the agreements other than to reduce taxes. The Township is not subject to any tax abatement agreements entered into by other governmental entities.

For the fiscal year ended December 31, 2024, the Township abated property taxes totaling \$34,725 under Public Act 198 of 1974, related to industrial facilities.

NOTE 11 - DEFINED CONTRIBUTION PENSION PLAN

The Township and its employees contribute to the Gaines Charter Township Group Pension Plan, a defined contribution pension plan, which is administered by a third-party administrator. The plan covers two classes of employees, as allowed under Internal Revenue Code Section 401(a). The first class of employees includes all full-time employees (over 20 hours per week) and Township trustees. The second class of employees includes paid on-call firefighters, Planning Commission members, Zoning Board of Appeals members, and Board of Review members.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 10% of covered payroll to the first class of qualifying employees. The Township contributes 3.75% of covered payroll to the second class of qualifying employees, with an equal percentage contributed by all covered employees in the second class. Employees are permitted to make contributions to the Plan, up to applicable Internal Revenue Code limits. For the year ended December 31, 2024, the Township and eligible employees made contributions of \$217,960 and \$9,704, respectively. At December 31, 2024, the Township reported no liabilities as part of the contributions to the plan.

The Township's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested on the day the employee is eligible to participate in the plan, which occurs after one month of service.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

NOTE 12 - DEFERRED COMPENSATION PLAN

The Township offers its employees a deferred compensation plan, created in accordance with Internal Revenue Code, Section 457. The assets of the plans were held in trust (custodial account or annuity contract), as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with the provisions of GASB Statement No. 32, plan balances and activities are not reflected in the Township's financial statements.

NOTE 13 - JOINT VENTURE*Byron-Gaines Utility Authority:*

The Township is a member of the Byron-Gaines Utility Authority, a joint venture of the Township of Byron and the Charter Township of Gaines. The administrative board of the Authority consists of members appointed by each participating unit. The Authority was formed to jointly provide sewer and water services within the combined service area, which encompasses the participating municipalities. During the year ended December 31, 2024, the Township contributed \$1,498,302 as its proportionate share of the Authority's operating expenses and capital costs. The Sewer and Water funds owed the Authority \$71,681 and \$74,319, respectively, as of December 31, 2024. There is no equity interest held by any participating unit in the Authority. The Township is unaware of any indication that the Authority is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit or burden on the Township in the near future. Complete financial statements can be obtained from the Authority at 1381 84th Street, S.E., Byron Center, MI 49315.

NOTE 14 - RISK MANAGEMENT

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured, nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

NOTE 15 - COMMITMENT

The Township authorized a purchase agreement for the acquisition of a fire truck, at a cost of \$1,711,417, that is expected to be delivered in 2025. The Township plans to finance the purchase with funds remaining from the federal ARPA grant and available resources of the General Fund.

NOTE 16 - CHANGE IN ACCOUNTING PRINCIPLE

During the year ended December 31, 2024, the Township implemented Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*. GASB Statement No. 101 replaces GASB Statement No. 16, *Accounting for Compensated Absences*. The goal of the standard is to create a more consistent model for accounting for compensated absences that can be applied to all types of compensated absence arrangements. These changes were incorporated in the Township's 2024 financial statements and had no material effect on the beginning fund balance or net position of any fund.

REQUIRED SUPPLEMENTARY INFORMATION

BUDGETARY COMPARISON SCHEDULE - General Fund

Year ended December 31, 2024

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
REVENUES				
Property taxes:				
Operating levy	\$ 1,020,000	\$ 1,020,000	\$ 970,800	\$ (49,200)
Administration fees	415,000	415,000	443,768	28,768
Other	<u>90,150</u>	<u>90,150</u>	<u>82,029</u>	<u>(8,121)</u>
Total taxes	<u>1,525,150</u>	<u>1,525,150</u>	<u>1,496,597</u>	<u>(28,553)</u>
Special assessments - street lights	<u>251,000</u>	<u>251,000</u>	<u>252,710</u>	<u>1,710</u>
State grants:				
State shared revenue	3,265,945	3,265,945	3,196,678	(69,267)
Election reimbursement	-	-	56,737	56,737
Other	<u>31,400</u>	<u>31,400</u>	<u>31,287</u>	<u>(113)</u>
Total state grants	<u>3,297,345</u>	<u>3,297,345</u>	<u>3,284,702</u>	<u>(12,643)</u>
Charges for services:				
Franchise fees	339,000	339,000	245,893	(93,107)
Cemetery charges	57,000	57,000	53,798	(3,202)
Other	<u>51,500</u>	<u>51,500</u>	<u>48,953</u>	<u>(2,547)</u>
Total charges for services	<u>447,500</u>	<u>447,500</u>	<u>348,644</u>	<u>(98,856)</u>
Interest and rentals:				
Interest	100,500	100,500	336,234	235,734
Leases	35,300	35,300	83,092	47,792
Rental	<u>37,663</u>	<u>37,663</u>	<u>24,010</u>	<u>(13,653)</u>
Total interest and rentals	<u>173,463</u>	<u>173,463</u>	<u>443,336</u>	<u>269,873</u>
Other:				
Donations	-	-	56,145	56,145
Miscellaneous	<u>6,000</u>	<u>6,000</u>	<u>14,632</u>	<u>8,632</u>
Total other	<u>6,000</u>	<u>6,000</u>	<u>70,777</u>	<u>64,777</u>
Total revenues	<u>5,700,458</u>	<u>5,700,458</u>	<u>5,896,766</u>	<u>196,308</u>

BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended December 31, 2024

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
EXPENDITURES				
General government:				
Legislative	\$ 26,136	\$ 26,136	\$ 12,727	\$ 13,409
Supervisor	124,465	124,465	122,673	1,792
Manager	223,625	223,625	243,861	(20,236)
Elections	305,900	305,900	164,507	141,393
Assessor	324,070	324,070	291,949	32,121
Clerk	299,605	299,605	272,156	27,449
Board of review	4,117	4,117	2,221	1,896
Treasurer	202,300	202,300	175,195	27,105
Building and grounds	264,060	264,060	276,593	(12,533)
General administration	429,400	429,400	227,065	202,335
	<u>2,203,678</u>	<u>2,203,678</u>	<u>1,788,947</u>	<u>414,731</u>
Public works:				
Road improvements and maintenance	309,000	309,000	256,218	52,782
Street lighting	165,700	165,700	210,811	(45,111)
Cemetery	61,445	61,445	95,698	(34,253)
Drains	40,000	40,000	51,164	(11,164)
Hydrant rental	-	-	13,980	(13,980)
	<u>576,145</u>	<u>576,145</u>	<u>627,871</u>	<u>(51,726)</u>
Community and economic development -				
Planning and zoning	356,450	356,450	276,489	79,961
Health and welfare:				
Bus service	55,000	55,000	47,321	7,679
Opioid response	-	-	15,000	(15,000)
	<u>55,000</u>	<u>55,000</u>	<u>62,321</u>	<u>(7,321)</u>
Recreation and culture:				
Parks	34,590	34,590	21,946	12,644
Library	75,800	75,800	63,948	11,852
	<u>110,390</u>	<u>110,390</u>	<u>85,894</u>	<u>24,496</u>
Capital outlay	346,700	346,700	230,964	115,736
	<u>3,648,363</u>	<u>3,648,363</u>	<u>3,072,486</u>	<u>575,877</u>

BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended December 31, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ 2,052,095</u>	<u>\$ 2,052,095</u>	<u>\$ 2,824,280</u>	<u>\$ 772,185</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	72,905	72,905	-	(72,905)
Transfers out	<u>(2,125,000)</u>	<u>(2,125,000)</u>	<u>(1,800,393)</u>	<u>324,607</u>
Total other financing sources (uses)	<u>(2,052,095)</u>	<u>(2,052,095)</u>	<u>(1,800,393)</u>	<u>251,702</u>
NET CHANGES IN FUND BALANCES	-	-	1,023,887	1,023,887
FUND BALANCES - BEGINNING	<u>5,795,353</u>	<u>5,795,353</u>	<u>5,795,353</u>	<u>-</u>
FUND BALANCES - ENDING	<u><u>\$ 5,795,353</u></u>	<u><u>\$ 5,795,353</u></u>	<u><u>\$ 6,819,240</u></u>	<u><u>\$ 1,023,887</u></u>

BUDGETARY COMPARISON SCHEDULE - Public Safety Fund

Year ended December 31, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Township-wide special assessment	\$ 1,225,000	\$ 1,225,000	\$ 1,211,635	\$ (13,365)
Federal grant - ARPA	-	-	340,000	340,000
State grant	-	-	10,000	10,000
Charges for services	582,000	582,000	352,612	(229,388)
Miscellaneous	-	-	11,287	11,287
Total revenues	<u>1,807,000</u>	<u>1,807,000</u>	<u>1,925,534</u>	<u>118,534</u>
EXPENDITURES				
Public safety:				
Police protection	1,360,000	1,360,000	1,426,175	(66,175)
Cutlerville Fire Department	1,479,496	1,479,496	1,120,680	358,816
Dutton Fire Department	<u>1,359,504</u>	<u>1,359,504</u>	<u>1,178,752</u>	<u>180,752</u>
Total public safety	<u>4,199,000</u>	<u>4,199,000</u>	<u>3,725,607</u>	<u>473,393</u>
Capital outlay	<u>73,000</u>	<u>73,000</u>	<u>92,341</u>	<u>(19,341)</u>
Total expenditures	<u>4,272,000</u>	<u>4,272,000</u>	<u>3,817,948</u>	<u>454,052</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(2,465,000)</u>	<u>(2,465,000)</u>	<u>(1,892,414)</u>	<u>572,586</u>
OTHER FINANCING SOURCES				
Proceeds from sale of capital asset	-	-	77,806	77,806
Transfers in	<u>2,465,000</u>	<u>2,465,000</u>	<u>1,800,393</u>	<u>(664,607)</u>
Total other financing sources	<u>2,465,000</u>	<u>2,465,000</u>	<u>1,878,199</u>	<u>(586,801)</u>
NET CHANGES IN FUND BALANCES	-	-	(14,215)	(14,215)
FUND BALANCES - BEGINNING	<u>74,904</u>	<u>74,904</u>	<u>74,904</u>	-
FUND BALANCES - ENDING	<u>\$ 74,904</u>	<u>\$ 74,904</u>	<u>\$ 60,689</u>	<u>\$ (14,215)</u>

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 6:00 PM MEETING
May 12, 2025**

Present: Supervisor Terpstra, Clerk Brew, Treasurer Lemke, Trustees DeWard, Fryling (6:15), Haagsma, Vander Stel Staff: Manager Weersing, Community Development Director Wells

Absent with notice: None

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

1. The meeting was called to order at 06:01 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 Vander Stel and seconded by Board Member Haagsma to approve the published agenda.

VOICE VOTE: 6 Aye. 0 Nay. Motion carried on voice vote.

5. Communications ~ Non-action Informational Items

- a) Division Avenue Corridor Improvement Authority Draft Meeting Minutes
- b) April 2025 Gaines Charter Township Fire Department Run Report
- c) Building Department April 2025 Revenue Report
- d) April 2025 Community Policing Officers' Report
- e) Minutes – Parks and Trails April 16, 2025 Meeting

6. Scheduled Speakers

Last Call Dispatch for Cutlerville fire department and Dutton fire department and swearing in of Paid On Call and Part-time Firefighters

7. Regular Meeting resumed at 6:25 p.m.

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

No one spoke.

9. Public Hearings

No public hearings scheduled

10. Approval of the Consent Agenda

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Consent Agenda including the April 14, 2025 and April 28, 2025 draft meeting minutes; Treasurer's March 2025 Financial Report; General fund expenditures from 04/01/2025 through 04/30/2025 totaling \$118,693.52; Public Safety Special Assessment District expenditures totaling \$34,874.96; Building inspections totaling \$23,171.00; and Water and sewer fund expenditures \$584,415.04.

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.

11. New Business

A. Discussion on Authentix Land Dedication for Park

Discussion centered around responsibility for maintenance and upkeep once the land was donated to the township. No action taken

B. Planning and Zoning Fee Schedule

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the planning and zoning fee schedule as presented effective June 1, 2025.

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

C. Termination of Fire and Rescue Service Agreement

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to accept the termination of the Fire and Rescue Service Agreement with Byron Township on September 22, 2025.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - 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. Professional Health Services, Inc. – Gaines Charter Township Fire Department

Motion by Board Member Lemke and seconded by Board Member Vander Stel to accept the presented contract for Gaines Charter Township Fire Department physicals using Professional Health Services, Inc.

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

E. EMS Continuing Education Training and Services

Motion by Board Member Lemke and seconded by Board Member Haagsma to accept the three-year contract for EMS training from BDI, Inc.

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

F. Blain Cemetery – Clean Up and Hydroseeding

Motion by Board Member Lemke and seconded by Board Member Vander Stel to approve the bid from H&K Landscaping, Inc for \$10,155.00 to clean up and hydroseed the west new section of Blain Cemetery.

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

G. Parks and Trails Support of Development of a Parks and Grounds / Public Works Department

Motion by Board Member Vander Stel and seconded by Board Member Lemke to remove the Parks and Trails matter off the table

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

Motion by Board Member Lemke and seconded by Board Member Vander Stel to acknowledge the Parks and Trails Committee support of development of a department of Parks and Grounds / Public Works.

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

H. Emmons Lake Drain Assessment

Motion by Board Member DeWard and seconded by Board Member Lemke to pay in full the Emmons Lake Drain Assessment.

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

I. Request for Fireworks Display – Crystal Springs

Motion by Board Member Haagsma and seconded by Board Member Fryling to approve the Crystal Springs fireworks application.

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

J. Karin's Horse Connection Special Events Permit Request

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the special event liquor license for the Hearts and Hooves fundraiser on September 20, 2025.

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

K. Little Firecracker Parade – Road Closure Request

Motion by Board Member Lemke and seconded by Board Member Vander Stel to approve the road closure request for the Little Firecracker parade.

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

L. Vision / Mission Statement Discussion

Discussion on the proposed statements with no action taken

12. Public Comments

None given

13. Manager's comments

Fishing dock on Hardy Pond was estimated to cost \$150,000.

Columbarium at Blain Cemetery is waiting on favorable weather conditions consistently for proper curing. Dutton pad will be poured with the Hanna Lake sidewalk project.

Trustee township budget meeting will be July 28, 2025.

14. Supervisor's comments.

Manager's review has been delayed by personnel committee scheduling.

15. Trustees comments

Board Member Vander Stel wondered if there was a way to add signage against what is commonly called “jake breaking” or “engine breaking” on Kalamazoo Avenue and 100th Street. The law is based upon decibel level not the technique of using the brake and is difficult to enforce. The road commission is restricted from adding signage.

Board Member Fryling commented on “junk trees” growing inside of other trees in the township landscaping.

16. Adjournment

Supervisor Terpstra adjourned the meeting at 08:14 p.m.

Michael Alex Brew, Clerk

Robert Terpstra, Supervisor

GAINES CHARTER TOWNSHIP
LAURIE J LEMKE, TREASURER
CASH, INVESTMENTS, CD'S , MM AND POOL ACCOUNTS
APRIL of 2025

Date	Bank	Type	Amount	APR	Term	Maturity Date
GENERAL FUND						
	Macatawa Checking	Ckg	\$	4,092,942.08		
205	Public Safety	Restricted	\$	633,215.15		
284	Opioid Settlement	Assigned	\$	521.57		
419	Sidewalk & Trails	Assigned	\$	15,765.75		
420	CFD - Truck Fund	Assigned	\$	400,000.00		
425	Cemetery	Assigned	\$	10,000.00		
426	Township Hall & Grounds	Assigned	\$	10,981.00		
427	Division Ave. Improvements	Assigned	\$	24,000.69		
	Total General Fund Checking		\$	5,187,426.24	4.07%	
Macatawa MM Savings						
PA245 of 1999	Building Department	Restricted	\$	2,086,515.00		
PA188 of 1954	Streetlights	Restricted	\$	161,826.00		
		Non-restricted	\$	250,000.00		
	Interest Paid to Date		\$	98,038.69		
		127409	\$	2,596,379.69	4.50%	
Investments						
2/4/1998	Kent Co. Pool - General	Pooled	\$	1,239,797.61	4.22%	
5.19.2015	Michigan Class	Pooled	\$	1,908,341.04	4.40%	
6.4.2024	CIBC	CD	\$	550,000.00	5.07% 12 Mos.	6.4.2025
4.4.2023	Consumers Credit Union	CD	\$	329,122.45	4.15% 18 Mos.	10.4.2025
			\$	4,027,261.10		

GENERAL FUND TOTAL \$ 11,811,067.03

4.15.2022	Kent Co. Pool - ARPA Funds	Pooled	\$	2,309,756.25	3.93%	
	DIVISION AVE CORRIDOR		\$	34,697.52		
	TRUST & AGENCY		\$	117,586.06		
	TAX FUND		\$	201.10		
	PETTY CASH		\$	254.41		

WATER & SEWER

Date issued	Bank	Type	Amount	APY	Term	Maturity Date
8.1.2021	Macatawa Bank	Checking	\$	3,589,545.39	4.07%	
4.21.2025	Macatawa Bank	Investment Savings	\$	-	4.58%	
2/17/1998	Kent Co. Pool	Pooled	\$	7,600,814.32	3.93%	
8.1.2017	Michigan Class	Pooled	\$	4,235,623.01	4.40%	
6.1.2015	Consumers Credit Union	Share	\$	27.74		
5.13.2024	Horizon Bank	CD	\$	615,258.72	4.89%	12 Months 5.13.2025
5.22.2024	Union Bank	CD	\$	831,560.13	5.15%	12 Months 5.22.2025
6.1.2024	Choice One Bank	CD	\$	1,054,271.07	5.12%	12 Months 6.1.2025
6.4.2024	West MI Community Bank	CD	\$	531,621.58	5.20%	365 Days 6.6.2025
3.17.2025	Macatawa Bank	cd	\$	818,726.87	4.06%	4 Months 7.17.2025
8.10.2023	CIBC USA Bank	CD	\$	1,068,532.06	4.92%	364 Days 8.8.2025
3.3.2025	Flagstar Bank	CD	\$	1,137,826.15	4.25%	204 Days 9.23.2025
10.25.2004	Mercantile Bank of MI	CD	\$	1,112,716.14	4.41%	365 Days 10.23.2025
11.7.2024	Flagstar Bank	CD	\$	1,082,515.38	4.15%	364 Days 11.6.2025
2.15.2025	West MI Community Bank	CD	\$	812,098.87	4.17%	10 Months 12.15.2025
1.25.2025	Horizon Bank	CD	\$	1,152,605.67	3.90%	365 Days 1.23.2026
3.21.2024	Michigan First CU	CD/Share	\$	790,528.82	5.15%	12 Months 3.21.2026
4.10.2025	Choice One Bank	CD	\$	801,343.60	4.13%	12 Months 4.10.2026
6.19.2023	First National Bank of A	CD	\$	552,458.83	4.10%	18 Months 6.17.2026
8.1.2024	Consumers Credit Union	CD	\$	928,192.77	4.75%	24 Months 8.1.2026
	Restricted W&S Fees	Committed	\$	28,716,267.12		

06/02/2025 CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

101 General Fund

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/02/2025	GEN 2	34768#	AMAZON CAPITAL SERVICES	WEERSING - ETHERNET SWITCH	979.000	172.000	17.99
05/02/2025	GEN 2	34768	AMAZON CAPITAL SERVICES	8.5 X 11 CARDSTOCK, T PINS	727.000	261.000	32.96
05/02/2025	GEN 2	34768	AMAZON CAPITAL SERVICES	BADGE HOLDER FOR DOOR SECURITY SYSTEM	727.000	262.000	4.59
05/02/2025	GEN 2	34768	AMAZON CAPITAL SERVICES	3.0 HUB 4 POER USB HUB SPLITTER USB HUB FOR EP	727.000	262.000	75.90
				CHECK GEN 2 34768 TOTAL FOR FUND 101:			131.44
05/02/2025	GEN 2	34769#	BLOOM SLUGGETT	ESTA, PRIVATE ROADS, OCCUPANCY PERMITS, ZONIN	802.000	261.000	650.50
05/02/2025	GEN 2	34769	BLOOM SLUGGETT	ESTA, PRIVATE ROADS, OCCUPANCY PERMITS, ZONIN	802.000	701.000	1,719.50
				CHECK GEN 2 34769 TOTAL FOR FUND 101:			2,370.00
05/02/2025	GEN 2	34770	CHARTER COMMUNICATIONS	TWP OFFICE	853.000	265.000	265.03
05/02/2025	GEN 2	34771	CHRIS HOLWERDA	CELL PHONE	853.000	253.000	25.00
05/02/2025	GEN 2	34773#	CONSUMERS ENERGY	TWP OFFICE	920.000	265.000	4,303.63
05/02/2025	GEN 2	34773	CONSUMERS ENERGY	TRAFFIC CIRCLE	920.000	448.000	100.69
05/02/2025	GEN 2	34773	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	98.54
05/02/2025	GEN 2	34773	CONSUMERS ENERGY	DUTTON CEMETERY	920.000	567.000	28.69
05/02/2025	GEN 2	34773	CONSUMERS ENERGY	LIBRARY	920.000	790.000	818.73
				CHECK GEN 2 34773 TOTAL FOR FUND 101:			5,350.28
05/02/2025	GEN 2	34774#	DTE ENERGY	TWP HALL NATURAL GAS	923.000	265.000	1,457.16
05/02/2025	GEN 2	34774	DTE ENERGY	LIBRARY NATURAL GAS	923.000	790.000	388.70
				CHECK GEN 2 34774 TOTAL FOR FUND 101:			1,845.86
05/02/2025	GEN 2	34775	FNBO	JIMMY JOHNS FOR PARKS AND TRAILS, CODE BOOKS	812.000	751.000	113.35
05/02/2025	GEN 2	34776#	FNBO	JIMMY JOHNS, COPY PAPER, PLASTIC CROWD CONTI	727.000	261.000	75.58
05/02/2025	GEN 2	34776	FNBO	JIMMY JOHNS, COPY PAPER, PLASTIC CROWD CONTI	812.000	261.000	124.39
05/02/2025	GEN 2	34776	FNBO	JIMMY JOHNS, COPY PAPER, PLASTIC CROWD CONTI	979.000	265.000	2,187.00
				CHECK GEN 2 34776 TOTAL FOR FUND 101:			2,386.97

05/02/2025	GEN 2	34777#	FNBO	FUEL FOR CEMETERY TRUCK, OFFICE CARPET	775.000	265.000	14.83
05/02/2025	GEN 2	34777	FNBO	FUEL FOR CEMETERY TRUCK, OFFICE CARPET	741.000	567.000	50.00
				CHECK GEN 2 34777 TOTAL FOR FUND 101:			64.83
05/02/2025	GEN 2	34778#	FNBO	ELECTION SHELF, POSTAGE, MEETING MEALS, CEME	812.000	215.000	45.15
05/02/2025	GEN 2	34778	FNBO	ELECTION SHELF, POSTAGE, MEETING MEALS, CEME	965.000	262.000	13.08
05/02/2025	GEN 2	34778	FNBO	ELECTION SHELF, POSTAGE, MEETING MEALS, CEME	979.000	262.000	147.34
05/02/2025	GEN 2	34778	FNBO	ELECTION SHELF, POSTAGE, MEETING MEALS, CEME	740.000	567.000	1,204.00
				CHECK GEN 2 34778 TOTAL FOR FUND 101:			1,409.57
05/02/2025	GEN 2	34779#	IDENTIPHOTO	D BADGES FOR DOOR SECURITY SYSTEM	727.000	172.000	12.00
05/02/2025	GEN 2	34779	IDENTIPHOTO	D BADGES FOR DOOR SECURITY SYSTEM	727.000	261.000	47.33
				CHECK GEN 2 34779 TOTAL FOR FUND 101:			59.33
05/02/2025	GEN 2	34780	INTEGRITY OFFICE	TRASH LINERS	727.000	261.000	24.22
05/02/2025	GEN 2	34782	KCAAO	2025 MEMBERSHIP	832.000	257.000	120.00
05/02/2025	GEN 2	34782	KCAAO	2025 MEMBERSHIP	832.000	257.000	120.00
05/02/2025	GEN 2	34782	KCAAO	2025 MEMBERSHIP	832.000	257.000	120.00
				CHECK GEN 2 34782 TOTAL FOR FUND 101:			360.00
05/02/2025	GEN 2	34783	KENT COUNTY TREASURER	2023 PICTMETRY PROJECT - FINAL INSTALLMENT AN	961.001	261.000	3,543.39
05/02/2025	GEN 2	34785	LAURIE LEMKE	TREASURER	817.000	253.000	158.90
05/02/2025	GEN 2	34786	MAYNARDS WATER CONDITIONING LLC	SALT AND TESTING	932.000	265.000	189.60

05/02/2025	GEN 2	34787	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	261.000	196.53
05/02/2025	GEN 2	34788	MICHAEL BREW	ELECTION MILEAGE	817.000	262.000	180.60
05/02/2025	GEN 2	34789	MICHIGAN ASSOCIATION OF PLANNI	2026 MAP ANNUAL DUES	832.000	701.000	30.00
05/02/2025	GEN 2	34790	MODEL COVERALL SERVICE	LIBRARY MATS	805.000	790.000	68.50
05/02/2025	GEN 2	34795#	VRIESMAN & KORHORN LLC	MISCELLANEOUS ENGINEERING	803.000	261.000	1,060.13
05/02/2025	GEN 2	34795	VRIESMAN & KORHORN LLC	GAIN4ES TOWNSHIP BLDG RENO	803.000	261.000	347.37
05/02/2025	GEN 2	34795	VRIESMAN & KORHORN LLC	DUTTON CEMETERY	803.000	567.000	380.54
05/02/2025	GEN 2	34795	VRIESMAN & KORHORN LLC	MISCELLANEOUS ENGINEERING	808.001	701.000	796.50
05/02/2025	GEN 2	34795	VRIESMAN & KORHORN LLC	STONECO PUD	808.001	701.000	361.37
05/02/2025	GEN 2	34795	VRIESMAN & KORHORN LLC	PRARIE WOLF FISHING DOCK	808.000	751.000	666.00
				CHECK GEN 2 34795 TOTAL FOR FUND 101:			3,611.91
05/02/2025	GEN 2	34796	WEST MICHIGAN DOCUMENT SHREDDING LL	TWP OFFICE	808.000	261.000	40.00
05/09/2025	GEN 2	34798	123.NET	TELECOMMUNICATION TWP HALL	853.000	265.000	503.00
05/09/2025	GEN 2	34799	ADOBE INC	ACROBAT SUBSCRIPTION	809.000	261.000	259.08
05/09/2025	GEN 2	34800	AMAZON CAPITAL SERVICES	ETHERNET CABLE	727.000	261.000	21.89
05/09/2025	GEN 2	34800	AMAZON CAPITAL SERVICES	DIVIDERS FOR 3 RING BINDERS, FACIAL TISSUES, PLA	727.000	261.000	122.75
				CHECK GEN 2 34800 TOTAL FOR FUND 101:			144.64
05/09/2025	GEN 2	34801#	ARROWASTE INC	TWP HALL	822.000	265.000	169.26
05/09/2025	GEN 2	34801	ARROWASTE INC	BLAIN	822.000	567.000	66.92
05/09/2025	GEN 2	34801	ARROWASTE INC	LIBRARY	822.000	790.000	84.96
				CHECK GEN 2 34801 TOTAL FOR FUND 101:			321.14

05/09/2025	GEN 2	34802	ASSOC. OF PUBLIC TREASURERS	ADDITIONAL MEMEBERSHIP	832.000	253.000	100.00
05/09/2025	GEN 2	34803	BETH WILDER	HERITAGE BAPTIST CHURCH ELECTION JANITORIAL	808.000	262.000	250.00
05/09/2025	GEN 2	34804	CINTAS	TWP HALL BLACK MATS	805.000	265.000	61.90
05/09/2025	GEN 2	34805#	CONSUMERS ENERGY	STREETLIGHTS	920.000	448.000	9,792.55
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	LED LIGHTS	920.000	448.000	5,607.24
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	129.29
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	99.78
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	DIVISION STREET LIGHTS	920.001	448.000	95.18
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	BLAIN	920.000	567.000	39.01
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	BLAIN	920.000	567.000	28.69
				CHECK GEN 2 34805 TOTAL FOR FUND 101:			15,791.74
05/09/2025	GEN 2	34806#	DJ'S LANDSCAPE MANAGEMENT	TWP OFFICE	935.000	265.000	2,295.63
05/09/2025	GEN 2	34806	DJ'S LANDSCAPE MANAGEMENT	LIBRARY	935.000	790.000	192.63
				CHECK GEN 2 34806 TOTAL FOR FUND 101:			2,488.26
05/09/2025	GEN 2	34808#	GAINES WATER & SEWER FUND	WATER AND SEWAGE USEAGE TWP OFFICE	924.000	265.000	221.00
05/09/2025	GEN 2	34808	GAINES WATER & SEWER FUND	WATER AND SEWAGE USEAGE STN 2	924.000	790.000	129.62
				CHECK GEN 2 34808 TOTAL FOR FUND 101:			350.62
05/09/2025	GEN 2	34809	GREATAMERICA FINANCIAL SERVICES	COPIERS	808.000	261.000	1,140.75
05/09/2025	GEN 2	34810#	IPM SERVICES	PEST CONTROL TWP OFFICE	933.000	265.000	42.00
05/09/2025	GEN 2	34810	IPM SERVICES	PEST CONTROL LIB	933.000	790.000	25.00
				CHECK GEN 2 34810 TOTAL FOR FUND 101:			67.00

05/09/2025	GEN 2	34811#	JACK'S LAWN & SNOWPLOWING, INC	SHERIFF SUBSTATION	819.000	265.000	760.77
05/09/2025	GEN 2	34811	JACK'S LAWN & SNOWPLOWING, INC	BLAIN	819.000	567.000	315.00
05/09/2025	GEN 2	34811	JACK'S LAWN & SNOWPLOWING, INC	DUTTON CEMETERY	819.000	567.000	315.00
				CHECK GEN 2 34811 TOTAL FOR FUND 101:			1,390.77
05/09/2025	GEN 2	34813	LENORA KAUFFMAN	SALE TO THE TOWNSHIP DUTTON SEC 155 GRAVES 1	642.003	000.000	500.00
05/09/2025	GEN 2	34814	LYDIA HILTON	ELECTION EQUIP PICKUP 2 POEPL	2.5 HOURS AT \$2 808.000	262.000	100.00
05/09/2025	GEN 2	34815#	MEYERS CLEANING SERVICE INC	TWP OFFICES AND LIBRARY	821.000	265.000	1,244.00
05/09/2025	GEN 2	34815	MEYERS CLEANING SERVICE INC	TWP OFFICES AND LIBRARY	821.000	790.000	1,254.50
				CHECK GEN 2 34815 TOTAL FOR FUND 101:			2,498.50
05/09/2025	GEN 2	34816	MLIVE MEDIA GROUP	NOTICE OF PUBLISHING ZONING ORDINANCE	901.000	701.000	371.66
05/09/2025	GEN 2	34817	O'NEIL TREE SERVICE	DUTTON CEMETERY FALLEN TREE	808.000	567.000	1,850.00
05/09/2025	GEN 2	34817	O'NEIL TREE SERVICE	FALLEN TREES AT BLAIN	808.000	567.000	5,550.00
				CHECK GEN 2 34817 TOTAL FOR FUND 101:			7,400.00
05/09/2025	GEN 2	34818	SIEGFRIED CRANDALL VOS & LEWIS	AUDITING SERVICES	801.000	261.000	2,250.00
05/09/2025	GEN 2	34819	STARDUST THEATRE RENTALS	MOVIE IN THE PARK SCREEN WITH PROJECTOR	880.000	751.000	846.00
05/09/2025	GEN 2	34820	STEVEN L REDMOND	REFUND DUE TO NEW ZONING ORDINANCE	626.000	000.000	150.00
05/09/2025	GEN 2	34821#	T-MOBILE	TWP COMMUNICATION CELL	853.000	171.000	25.00
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	215.000	64.80
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	253.000	25.00
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	257.000	42.00
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	261.000	119.78
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	443.000	25.00
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	701.000	50.00
				CHECK GEN 2 34821 TOTAL FOR FUND 101:			351.58

05/09/2025	GEN 2	34822#	VIEW NEWSPAPER GROUP	POSTINGS	901.000	215.000	142.00
05/09/2025	GEN 2	34822	VIEW NEWSPAPER GROUP	POSTINGS	901.000	261.000	270.00
05/09/2025	GEN 2	34822	VIEW NEWSPAPER GROUP	POSTINGS	901.000	701.000	852.00
				CHECK GEN 2 34822 TOTAL FOR FUND 101:			1,264.00
05/16/2025	GEN 2	34824	123.NET	TWP INTERNET	853.000	265.000	251.50
05/16/2025	GEN 2	34826#	AMAZON CAPITAL SERVICES	SUPERVISOR - MAGNET PUSH POINS	727.000	171.000	9.99
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	ASSET TAGS FOR NEW PRECINCT LAPTOPS	727.000	262.000	40.21
				CHECK GEN 2 34826 TOTAL FOR FUND 101:			50.20
05/16/2025	GEN 2	34829	BLUE CROSS HSA	TWP VISION	717.000	261.000	185.00
05/16/2025	GEN 2	34831#	DELTA DENTAL	DENTAL	717.000	172.000	185.98
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	215.000	279.69
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	253.000	38.30
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	257.000	223.41
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	443.000	87.22
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	701.000	143.43
				CHECK GEN 2 34831 TOTAL FOR FUND 101:			958.03
05/16/2025	GEN 2	34833	INTEGRITY OFFICE	NAME PLATE FOR REBECCA KLANDERMAN	727.000	172.000	15.00
05/16/2025	GEN 2	34834	INTERURBAN TRANSIT PARTNERSHIP	RUAL LINEHAUL SERVICE	860.000	596.000	3,484.36
05/16/2025	GEN 2	34834	INTERURBAN TRANSIT PARTNERSHIP	RUAL GO BUS SERVICE	860.000	596.000	713.61
				CHECK GEN 2 34834 TOTAL FOR FUND 101:			4,197.97
05/16/2025	GEN 2	34835	IPM SERVICES	LIBRARY - PEST CONTROL	933.000	790.000	25.00
05/16/2025	GEN 2	34836	JAMES ZENAS	IAAO CONFERNCE MEALS AND PARKING	812.000	257.000	80.19
05/16/2025	GEN 2	34836	JAMES ZENAS	IAAO CONFERNCE MEALS AND PARKING	831.000	257.000	123.00
				CHECK GEN 2 34836 TOTAL FOR FUND 101:			203.19
05/16/2025	GEN 2	34837	K.C. ROAD COMMISSION	PARTIAL DEPTH MILL AND FILL 2025	960.000	446.000	518.44

05/16/2025	GEN 2	34839	LAIR INVESTIGATIONS	KLANDERMAN	963.001	172.000	180.00
05/16/2025	GEN 2	34841	MINER SUPPLY COMPANY	LIBRARY SUPPLIES	821.000	790.000	187.88
05/16/2025	GEN 2	34842	MODEL COVERALL SERVICE	LIBRARY BLKACK MATS	805.000	790.000	68.50
05/16/2025	GEN 2	34843	NEWMARK VALUATION AND ADVISORY, LLC	PROPERTY APPRAISAL	808.000	701.000	1,000.00
05/16/2025	GEN 2	34844	OCEAN INC.	CAMERA WORK AND DOOR SYSTEM	932.000	265.000	907.96
05/16/2025	GEN 2	34846	PLUMMERS DISPOSAL SERVICE	PT AT PRARIE WOLF PARK	808.000	751.000	199.00
05/23/2025	GEN 2	34851	ACCIDENT FUND	WORKER COMP	719.000	261.000	1,981.38
05/23/2025	GEN 2	34852	ADOBE INC	ACROBAT SUBSCRIPTION	809.000	261.000	3,972.56
05/23/2025	GEN 2	34853	ALCAM SIGNS & LIGHTING	SERVICE FLAG POLE LOWER LEVEL	935.000	265.000	171.47
05/23/2025	GEN 2	34854#	AMAZON CAPITAL SERVICES	EMAILED STAMP	727.000	262.000	34.90
05/23/2025	GEN 2	34854	AMAZON CAPITAL SERVICES	3 HOLE PUNCHED PAPER	727.000	262.000	25.49
05/23/2025	GEN 2	34854	AMAZON CAPITAL SERVICES	COLOR PRECINCT PAPER	727.000	262.000	44.85
05/23/2025	GEN 2	34854	AMAZON CAPITAL SERVICES	PLANNING USB C TO USB C CABLE	727.000	701.000	9.98
				CHECK GEN 2 34854 TOTAL FOR FUND 101:			115.22
05/23/2025	GEN 2	34855	BCTV	PEG FEES	975.000	261.000	8,804.21

05/23/2025	GEN 2	34856	CLARK HILL	JACKSON ENTERTAINMENT APPEAL	802.000	257.000	110.00
05/23/2025	GEN 2	34857	DAKOTA J. SWAN	CODE ENFORCEMENT MILEAGE	817.000	701.000	28.10
05/23/2025	GEN 2	34858#	DTE ENERGY	TWP OFFICE	923.000	265.000	948.45
05/23/2025	GEN 2	34858	DTE ENERGY	LIBRARY	923.000	790.000	182.90
				CHECK GEN 2 34858 TOTAL FOR FUND 101:			1,131.35
05/23/2025	GEN 2	34859	EDWARD ROSE AND SONS	OVERPAYMENT	678.000	000.000	450.00
05/23/2025	GEN 2	34860	FIRST UNUM LIFE INSURANCE COMPANY	SHORT TERM AND LONG TERM DISABILTY	717.000	261.000	1,599.17
05/23/2025	GEN 2	34861	HORIZON COMMUNITY PLANNING LLC	ZONING CODE UPDATES AND INQUIRIES	808.000	701.000	561.25
05/23/2025	GEN 2	34862	HUIZINGA LAWN SPRINKLING INC	LIBRARY SPRINKLING	935.000	790.000	152.00
05/23/2025	GEN 2	34863	K.C. DRAIN COMMISSION	FULL PAYMENT OF EMMONS LAKE DRAIN ASSESSMENT	808.000	445.000	35,319.08
05/23/2025	GEN 2	34864	KEYES REFRIGERATION INC	LIBRARY REFRIG	979.000	790.000	1,060.00
05/23/2025	GEN 2	34864	KEYES REFRIGERATION INC	LIBRARY REFRIG	979.000	790.000	3,000.74
				CHECK GEN 2 34864 TOTAL FOR FUND 101:			4,060.74
05/23/2025	GEN 2	34865	KOETJE BUILDERS	PERMIT OVERPAYMENT	626.000	000.000	750.00
05/23/2025	GEN 2	34866	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	261.000	471.85
05/23/2025	GEN 2	34867#	MICHAEL BREW	ELECTION AND CEMETERY MILEAGE, FOOD FOR CON	812.000	247.000	174.12
05/23/2025	GEN 2	34867	MICHAEL BREW	ELECTION AND CEMETERY MILEAGE, FOOD FOR CON	817.000	262.000	105.70
05/23/2025	GEN 2	34867	MICHAEL BREW	ELECTION AND CEMETERY MILEAGE, FOOD FOR CON	817.000	567.000	13.30
				CHECK GEN 2 34867 TOTAL FOR FUND 101:			293.12
05/23/2025	GEN 2	34868	MICHIGAN TOWNSHIP ASSOCIATION	2025 DUES AND LEGAL DEFENSE FUND	832.000	261.000	8,776.63
				Total for fund 101 GENERAL FUND			138,721.75

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

06/02/2025

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE FROM 05/01/2025 - 05/31/2025

205 - Public Safety

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/02/2025	GEN 2	34768	AMAZON CAPITAL SERVICES	STN 1 - DETERGENT, DISH SOAP, PLASTIC WRAP, PAP	727.000	336.003	114.57
05/02/2025	GEN 2	34772	COMCAST	STN 2 INTERNET	853.000	336.003	274.96
05/02/2025	GEN 2	34773	CONSUMERS ENERGY	STN 2	920.000	336.003	1,039.42
05/02/2025	GEN 2	34774	DTE ENERGY	STN 1 NATURAL GAS	923.000	336.003	590.45
05/02/2025	GEN 2	34774	DTE ENERGY	STN 2 NATURAL GAS	923.000	336.003	632.60
				CHECK GEN 2 34774 TOTAL FOR FUND 205:			1,223.05
05/02/2025	GEN 2	34779	IDENTIPHOTO	D BADGES FOR DOOR SECURITY SYSTEM	727.000	336.003	24.00
05/02/2025	GEN 2	34784	KLEYN MOBILE REPAIR LLC	STN 2 - ENGINE 36	931.000	336.003	3,874.04
05/02/2025	GEN 2	34791	PHOENIX SAFETY OUTFITTERS	STN 2 - VANHALL, HOLMES, QUICK SHIRTS	776.000	336.003	501.00
05/02/2025	GEN 2	34791	PHOENIX SAFETY OUTFITTERS	STN 1 SHIRTS	776.000	336.003	2,196.00
				CHECK GEN 2 34791 TOTAL FOR FUND 205:			2,697.00
05/02/2025	GEN 2	34792	PURITY CYLINDER GASES INC	STN 2 OXYGEN	740.000	336.003	36.00
05/02/2025	GEN 2	34794	SAFEWARE INC	STN 2 - KIT X CELL EX COMBUSTIBLE SENSOR, GAS	932.000	336.003	420.93
05/02/2025	GEN 2	34794	SAFEWARE INC	KIT X, CELL EX COMBUSTIBLE SENSOR	932.000	336.003	412.30
				CHECK GEN 2 34794 TOTAL FOR FUND 205:			833.23

05/02/2025	GEN 2	34797	WEX BANK	STN 2	741.000	336.003	2,037.88
05/09/2025	GEN 2	34801	ARROWASTE INC	STN 1	822.000	336.003	135.03
05/09/2025	GEN 2	34801	ARROWASTE INC	STN 2	822.000	336.003	56.64
				CHECK GEN 2 34801 TOTAL FOR FUND 205:			191.67
05/09/2025	GEN 2	34805	CONSUMERS ENERGY	STN 1	920.000	336.003	1,171.56
05/09/2025	GEN 2	34807	FNBO	IMS ALLIANCE PASSPORT KIT,JR FIRE FIGHTER STICKE	740.000	336.003	358.13
05/09/2025	GEN 2	34807	FNBO	IMS ALLIANCE PASSPORT KIT,JR FIRE FIGHTER STICKE	810.001	336.003	81.91
05/09/2025	GEN 2	34807	FNBO	IMS ALLIANCE PASSPORT KIT,JR FIRE FIGHTER STICKE	931.000	336.003	9.49
05/09/2025	GEN 2	34807	FNBO	IMS ALLIANCE PASSPORT KIT,JR FIRE FIGHTER STICKE	932.000	336.003	41.89
05/09/2025	GEN 2	34807	FNBO	IMS ALLIANCE PASSPORT KIT,JR FIRE FIGHTER STICKE	963.001	336.003	19.67
				CHECK GEN 2 34807 TOTAL FOR FUND 205:			511.09
05/09/2025	GEN 2	34809	GREATAMERICA FINANCIAL SERVICES	STN 1 COPIER	808.000	336.003	183.64
05/09/2025	GEN 2	34810	IPM SERVICES	STN 2	933.000	336.003	25.00
05/09/2025	GEN 2	34810	IPM SERVICES	PEST CONTROL STN 1	933.000	336.003	25.00
				CHECK GEN 2 34810 TOTAL FOR FUND 205:			50.00
05/09/2025	GEN 2	34811	JACK'S LAWN & SNOWPLOWING, INC	STN 1	819.000	336.003	1,082.33
05/09/2025	GEN 2	34811	JACK'S LAWN & SNOWPLOWING, INC	STN 2	819.000	336.003	1,082.33
				CHECK GEN 2 34811 TOTAL FOR FUND 205:			2,164.66
05/09/2025	GEN 2	34812	KENT COUNTY TREASURER	COMMUNITY POLICING AND TOWNSHIP LAW	820.000	301.000	126,243.45
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	336.003	181.02
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	336.003	295.35
				CHECK GEN 2 34821 TOTAL FOR FUND 205:			476.37

05/09/2025	GEN 2	34823	WEX BANK	STN 1 FUEL	741.000	336.003	1,078.03
05/16/2025	GEN 2	34825	A-1 ASPHALT, INC.	STN 1 PATCH REPAIR	935.000	336.003	1,150.00
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	STN 1 - FARBERWARE ROLLING PIN, SHOWER CLEANI	727.000	336.003	108.57
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	STN 2 - LAMP, NIGHTSTAND CHARGING STATION	740.000	336.003	26.99
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	STN 2 - WORK BOOTS	776.000	336.003	184.95
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	STN 2 - LAMP, NIGHTSTAND CHARGING STATION	979.000	336.003	88.59
				CHECK GEN 2 34826 TOTAL FOR FUND 205:			409.10
05/16/2025	GEN 2	34828	AUTOZONE	GCTFD FUNNELS AND OIL FOR VENT FAN	931.000	336.003	6.85
05/16/2025	GEN 2	34828	AUTOZONE	GCTFD FUNNELS AND OIL FOR VENT FAN	932.000	336.003	12.86
05/16/2025	GEN 2	34828	AUTOZONE	GCTFD FUNNELS AND OIL FOR VENT FAN	963.001	336.003	1.18
				CHECK GEN 2 34828 TOTAL FOR FUND 205:			20.89
05/16/2025	GEN 2	34830	COMCAST	STN 1 - TELECOMMUNICATION	853.000	336.003	909.75
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	336.003	1,273.87
05/16/2025	GEN 2	34832	FIRST ARRIVING LLC	WEB HOSTING AND SUPPORT	809.000	336.003	1,260.24
05/16/2025	GEN 2	34835	IPM SERVICES	STN 1 - PEST CONTROL	933.000	336.003	25.00
05/16/2025	GEN 2	34838	KLEYN MOBILE REPAIR LLC	STN 2 PLATFORM 37 BATTERY REPLACEMENT	931.000	336.003	1,611.67
05/16/2025	GEN 2	34840	MENARDS- WYOMING	STN 1 - DRYWALL, DRYWALL KNIFE, SPACKLING	933.000	336.003	15.56
05/16/2025	GEN 2	34845	PHOENIX SAFETY OUTFITTERS	STN 2 - TURNOUT COAT RENTAL	776.001	336.003	150.00

05/16/2025	GEN 2	34847	PURITY CYLINDER GASES INC	STN 1 - OXYGEN MEDICAL	740.000	336.003	15.50
05/16/2025	GEN 2	34847	PURITY CYLINDER GASES INC	STN 2 - MEDICAL OXYGEN	740.000	336.003	162.95
				CHECK GEN 2 34847 TOTAL FOR FUND 205:			178.45
05/16/2025	GEN 2	34848	SAFEWARE INC	STN 2 - KIT XCELL CO/H2S TWO TOX SENSOR	932.000	336.003	470.73
05/16/2025	GEN 2	34849	THE BDI TEAM	STN 2 TRAINING	811.000	336.003	375.00
05/16/2025	GEN 2	34850	THE W W WILLIAMS CO LLC	STN 1 - WARRANT WORK - REQUITED TRANSMISSION	931.000	336.003	615.88
05/23/2025	GEN 2	34851	ACCIDENT FUND	WORKER COMP	719.000	336.003	6,274.37
05/23/2025	GEN 2	34858	DTE ENERGY	STN 1	923.000	336.003	149.54
05/23/2025	GEN 2	34858	DTE ENERGY	STN 2	923.000	336.003	243.59
				CHECK GEN 2 34858 TOTAL FOR FUND 205:			393.13
05/23/2025	GEN 2	34869	NOORDYK BUSINESS EQUIPMENT	GCTFD COPIERS	808.000	336.003	38.30
				Total for fund 205 PUBLIC SAFETY SAD			159,396.56

06/02/2025

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE FROM 05/01/2025 - 05/31/2025

549-Bldg Dept

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/02/2025	GEN 2	34775	FNBO	JIMMY JOHNS FOR PARKS AND TRAILS, CODE BOOKS	831.000	371.000	1,055.00
05/02/2025	GEN 2	34781	JOHN STUYFZAND	INSPECTION MILEAGE	817.000	371.000	259.70
05/02/2025	GEN 2	34781	JOHN STUYFZAND	INSPECTION MILEAGE	817.000	371.000	249.90
05/02/2025	GEN 2	34781	JOHN STUYFZAND	INSPECTION MILEAGE	817.000	371.000	311.50
				CHECK GEN 2 34781 TOTAL FOR FUND 549:			821.10
05/02/2025	GEN 2	34793	ROGER STERK	INSPECTION MILEAGE	817.000	371.000	73.50
05/02/2025	GEN 2	34793	ROGER STERK	INSPECTION MILEAGE	817.000	371.000	205.80
				CHECK GEN 2 34793 TOTAL FOR FUND 549:			279.30
05/09/2025	GEN 2	34821	T-MOBILE	TWP COMMUNICATION CELL	853.000	371.000	50.00
05/16/2025	GEN 2	34826	AMAZON CAPITAL SERVICES	BUILDING - TONER FOR PRINTER	727.000	371.000	77.58
05/16/2025	GEN 2	34827	APPLIED INNOVATION	CONTRACT BASE RATE	808.000	371.000	52.00
05/16/2025	GEN 2	34831	DELTA DENTAL	DENTAL	717.000	371.000	203.54
05/23/2025	GEN 2	34870	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING PERMITS	808.000	371.000	20,962.00
				Total for fund 549 BUILDING INSPECTIONS DEPT			23,500.52

MEMO

Staff Communication

DATE: June 9th, 2025

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Rezone 1264 100th Street SE from Agricultural/Rural Residential to Village Residential

SUMMARY OF TOPIC:

The applicant requests the rezoning of a 45.79-acre parcel of land from Agricultural/Rural Residential (A/RR) to Village Residential (VR).

The subject parcel is located near the intersection of 100th and Pease Avenue, is currently vacant, and is topographically complicated as the site was previously used for mineral extraction.

The proposed rezoning has been reviewed by the Planning Commission, which approved a resolution to recommend approval of the rezone request on May 22nd, 2025. A draft concept site plan has been included but it is subject to staff and Planning Commission review (tentatively July 24th).

STANDARDS OF REVIEW:

The request has been reviewed using the applicable review standards of Section 31.40.A – Zoning Map Approval Standards, Zoning Map Amendment, which states:

The following standards shall be considered by the Planning Commission and Township Board while reviewing a proposed Zoning Map amendment:

- 1) The request is consistent with the recommendations of the Township Master Plan and the Future Land Use Map.

Meets standard. The Township's current Future Land Use Plan designates the subject area parcel as Village Residential; the applicant is requesting a rezoning to Village Residential, as outlined in the 2023 Gaines Charter Township Master Plan.

From the Master Plan regarding "Village Residential":

The Village Residential is intended for residential uses just as the Suburban Residential area, but at moderately higher densities and incorporating two-family and multi-unit connected townhomes along with single family houses so that a neighborhood with mixed housing options is created. The Village Residential area is intended primarily for single family home development, both platted and unplatted, and may serve as a buffer between Suburban Residential and a variety of commercial or high density residential. This type of development will be in areas served by utilities.

- 2) The rezoning of land will not negatively impact adjacent and nearby property:
 - a. The allowable land uses within the proposed zoning district are compatible with nearby land uses and zoning districts.
 - b. There will be no adverse physical impact on surrounding properties.
 - c. There will be no adverse effect on property values in the adjacent area.
 - d. It will not create a deterrent to the improvement or development of adjacent property in accordance with existing regulations.

Meets standards. The parcel in question is in an area of the Township occupied largely by mineral extraction sites to the east-south-west and single-family homes on large lots to the north. The proposed rezoning to VR is compatible with nearby land uses and zoning districts as there are several residences in the surrounding area, specifically to the northeast and northwest of the parcel. Although the rezoning would open the parcel up for village residential development, staff does not anticipate any adverse physical impacts to surrounding properties or property values in the adjacent area as a result of the rezoning or development that may occur as a result of the rezoning.

- 3) The site is adequately served by streets and public utilities, and the rezoning will not impact the delivery of public services.

Meets standard. While the parcel is not currently served by all utilities necessary for residential use, extension of utilities to the subject parcel is possible from the stubs available in Preservation Lakes. This parcel is the end of the sewer service area,

topographically it forms the upper end of the Buck Creek watershed boundary and is the limit to have a gravity system flow to the north.

Staff finds that 100th Street is equipped to handle additional traffic that may be generated in the future from possible residential development. Any future development of the parcel is subject to review by the Township Engineer, Water and Sewer Administrator, Kent County Health Department, and Kent County Road Commission.

- 4) There are no natural constraints to the development of the land in accordance with the desired zoning district, and the zoning map amendment will not impact sensitive natural resources.

Meets standard. Any of the uses listed under Village Residential would be appropriate for this parcel; a rezone may allow for an improvement to the pit left by the mining operation. Since the subject parcel was used for mineral extraction, there are some grade changes and a deep pit in the southern portion of the parcel. The northern part of the parcel is relatively flat. Staff does not anticipate the rezoning to enable any adverse effects to sensitive natural resources.

- 5) The rezoning will not grant a special privilege to an individual property owner when contrasted with other property owners in the area or the general public (i.e. will rezoning result in spot zoning).

Meets standard. The proposed rezoning will not result in spot zoning; the area of the Township the subject parcel is located in has been designated for residential development in the last several iterations of the Master Plan and associated Future Land Use Maps. Although other existing uses in the immediate area are not consistent with those that would be permitted under a VR zoning designation, this parcel has always been intended for residential development, as noted in the Future Land Use Plan. As Stoneco operations cease, the area will likely convert to either residential or open space uses.

- 6) There are no substantial reasons why the property cannot be used in accordance with its present zoning classifications.

Meets standard. The property could remain zoned as A/RR and still be reasonably used for any uses permitted under A/RR. The topographic variation and other physical characteristics of the parcel itself are not prohibitive to using the property in accordance with its present zoning classifications.

FINANCIAL IMPACT:

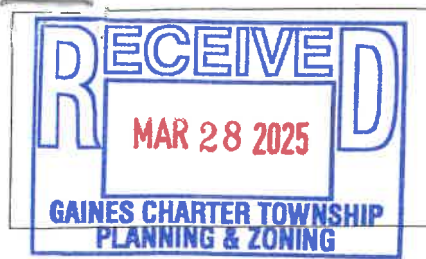
The developer will pay for all utility extensions and infrastructure for the project.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

This is the first reading by the Township Board. A public hearing may be set for final consideration if the Board finds the rezoning request is reasonable.



FILE NO.

250328RK

8555 Kalamazoo Avenue SE • Caledonia MI 49316
Ph: 616 698-6640 • Fax: 616 698-2490
www.gainestownship.org

Application for Zoning Ordinance Amendment/Rezoning

Project Address	1264 - 100th Street SE		
Owner Name	Margaret L Heintz Trust		
Owner Address	Street Address 1264 100th Street SE	City, State, Zip Byron Center, MI 49315	
Parcel Number(s):	41-22- 32-200-005	41-22-	
Description of Proposed Project/Use	Mixed Use Residential		

Applicant/Contact	Koetje Builders & Developers Attn: Randy Koetje		
Applicant/Contact Address	Street Address 547 Baldwin Street	City, State, Zip Jenison, MI 49428	
Contact Info	Home / Office / Cell Office (616) 457-3450 / Cell (616) 299-3627	E-Mail randy@koetjebuilders.com	
<i>"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable Township ordinances. I also grant Township staff permission to enter onto the subject property in review of this application.</i>			
Signature			
Please complete the appropriate Worksheet as part of your application packet (see Staff for more information) for: Planning Commission, Zoning Board of Appeals requests, Land Divisions, Combinations or Lot Line Adjustments.			

Township Use Only

Current Zoning District:	RL-14	RL-10	R-3	R-4	C-1	C-2	O-S	I-1	I-2	PUD	A-R	<u>A-B</u>
One / Two Family Construction	☐	Zoning Board of Appeals	☐	Planning Commission	☐	Land Combination	☐					
Site Plan Review	☐	Rezoning / PUD Rezoning	☒	PUD Amendment	☐	Land Division	☐					
Subdivision / Site Condo Review	☐	Special Use Permit	☐	Lot Line Adjustment	☐							
Other:	A-B to VR											
Approved	☐	Approved with Conditions	☐	Denied	☐	Withdrawn	☐					
Zoning Administrator:											Date:	

Rezoning/ Ordinance Amendment Applicant Worksheet

File No. _____

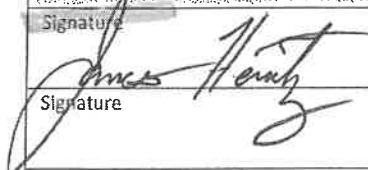
For all rezoning requests, submit a fully dimensioned map showing:

- Legal description
- Parcel numbers
- Present Zoning District
- Zoning District of abutting properties
- All public and private right of ways, easements bounding and intersecting the land to be rezoned.

- ☐ Text or Zoning Map Amendment
 ☐ Planned Unit Development (PUD) Rezoning
☒ Current Zoning District AB
☐ Conditional Rezoning
☒ Proposed Zoning District VL - Village Residential

For PUD and Conditional Rezoning's refer to the applicable section of the Zoning Ordinance for specific submittal requirements.

SIGNATURE OF ALL OWNERS (proof of ownership required)

Signature 	Date <u>3/26/2025</u>	Signature	Date
Signature	Date	Signature	Date

General Rezoning Review Standards

1. If the request to rezone is to correct an error, state the circumstances and how the proposed amendment will result in a correction.

N/A

2. Explain changed or changing conditions that make the proposed amendment reasonably necessary to the promotion of public health, safety and general welfare.

- Public utilities are available
- Development trends in the area

3. List circumstances, factors and reasons supporting the proposed amendment.

- Consistent with future land use map
- Capable of supporting the proposed uses
- Compatible with the surrounding uses

4. Indicate the section and reason for text amendments to the current Zoning Ordinance.

N/A

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
(ORDINANCE NO. ____)**

At a _____ meeting of the Township Board for Gaines Charter Township held at the Township offices on _____, 2025, beginning at ____ p.m., the following Ordinance was offered for adoption by Township Board Member _____, and was seconded by Township Board Member _____:

**AN ORDINANCE TO AMEND THE GAINES CHARTER TOWNSHIP ZONING
ORDINANCE AS PROVIDED FOR IN CHAPTER 32 THEREOF BY
AMENDING SECTION 2.20 AND THE TOWNSHIP ZONING MAP**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Amendment. The Gaines Charter Township Zoning Ordinance is hereby amended by the amendment of Section 2.20 thereof, the Zoning Map, so as to rezone the following property from Agricultural/Rural Residential (ARR) to Village Residential (VR), the land being commonly described as parcel 41-22-32-200-005 located at 1264 100th Street SE. The legal description is as follows:

W 1/2 NE 1/4 EX S 20 A. & EX N 750 FT OF E 691 FT & EX N 223 FT OF W 396 FT * SEC 32
T5N R11W 46.08 A.

Section 2. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

Township Board Ordinance No. 25-_____
_____, 2025

CERTIFICATION

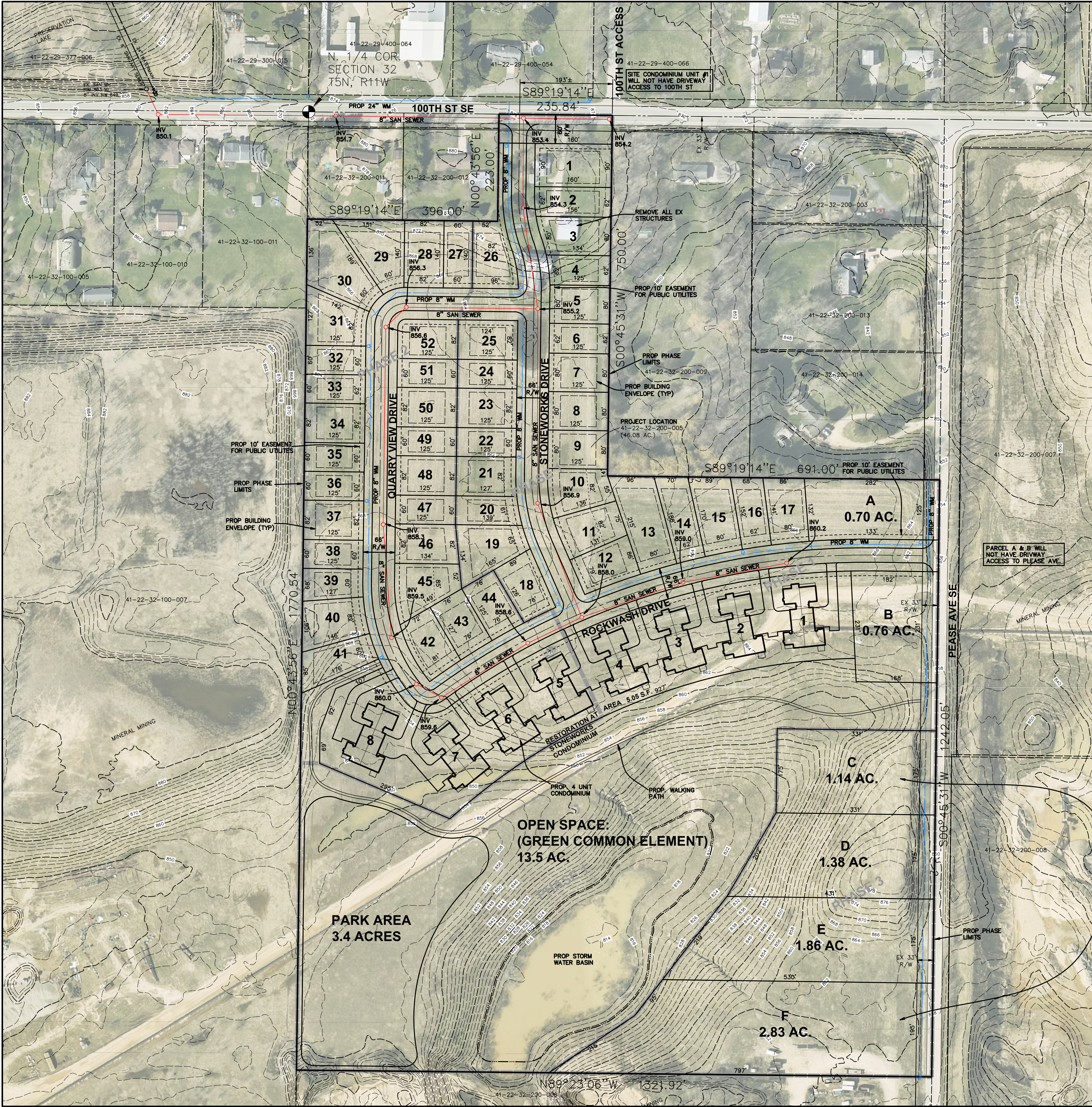
I hereby certify that the above is a true copy of an Ordinance adopted by the Township Board for Gaines Charter Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk



SITE INFORMATION

•SITE CONDOMINIUM DESCRIPTION:
COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 32; THENCE S89°19'14"E 396.00 FEET ALONG THE NORTH LINE OF SAID NE 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE S89°19'14"E 235.84 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF THE EAST 891 FEET OF THE WEST 1/2 OF SAID NE 1/4; THENCE S00°45'31"W 750.00 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF THE NORTH 750 FEET OF THE WEST 1/2 OF SAID NE 1/4; THENCE S89°19'14"E 691.00 FEET ALONG SAID SOUTH LINE TO THE EAST LINE OF THE WEST 1/2 OF SAID NE 1/4; THENCE S00°45'31"W 1242.05 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF THE SOUTH 20 ACRES OF THE WEST 1/2 OF SAID NE 1/4; THENCE N89°23'06"W 1321.92 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF SAID NE 1/4; THENCE N00°43'56"E 1770.54 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF THE NORTH 223 FEET OF SAID NE 1/4; THENCE S89°19'14"E 396.00 FEET ALONG SAID SOUTH LINE TO THE EAST LINE OF THE WEST 396 FEET OF SAID NE 1/4; THENCE N00°43'56"E 223.00 FEET ALONG SAID EAST LINE TO THE PLACE OF BEGINNING.

•PROPERTY ADDRESS: 1264 100TH STREET SE
•PERMANENT PARCEL NUMBER: 41-22-32-200-005
•PARCEL SIZE: 45.79 ACRES

MAPPING

•MAPPING AND CONTOURS BASED ON AVAILABLE KENT COUNTY GIS INFORMATION

ZONING

•EXISTING ZONING: A/R - AGRICULTURAL / RURAL RESIDENTIAL
•PROPOSED ZONING: VR - VILLAGE RESIDENTIAL

PROPOSED USE

•52 SINGLE FAMILY DETACHED SITE CONDOMINIUM UNITS (57.8%)
•32 SINGLE FAMILY ATTACHED CONDOMINIUM UNITS (35.6%)
•6 SINGLE FAMILY PARCELS (6.6%)

VL ZONE REGULATIONS

SINGLE FAMILY DETACHED:
•MINIMUM LOT AREA: 6,500 SQFT
•MINIMUM LOT WIDTH: 50'
•MINIMUM BUILDING SETBACKS
FRONT YARD: 25'
SIDE YARD: 8'
SIDE STREET: 10' (15' DEVELOPER IMPOSED)
REAR YARD: 25'

SINGLE FAMILY ATTACHED:

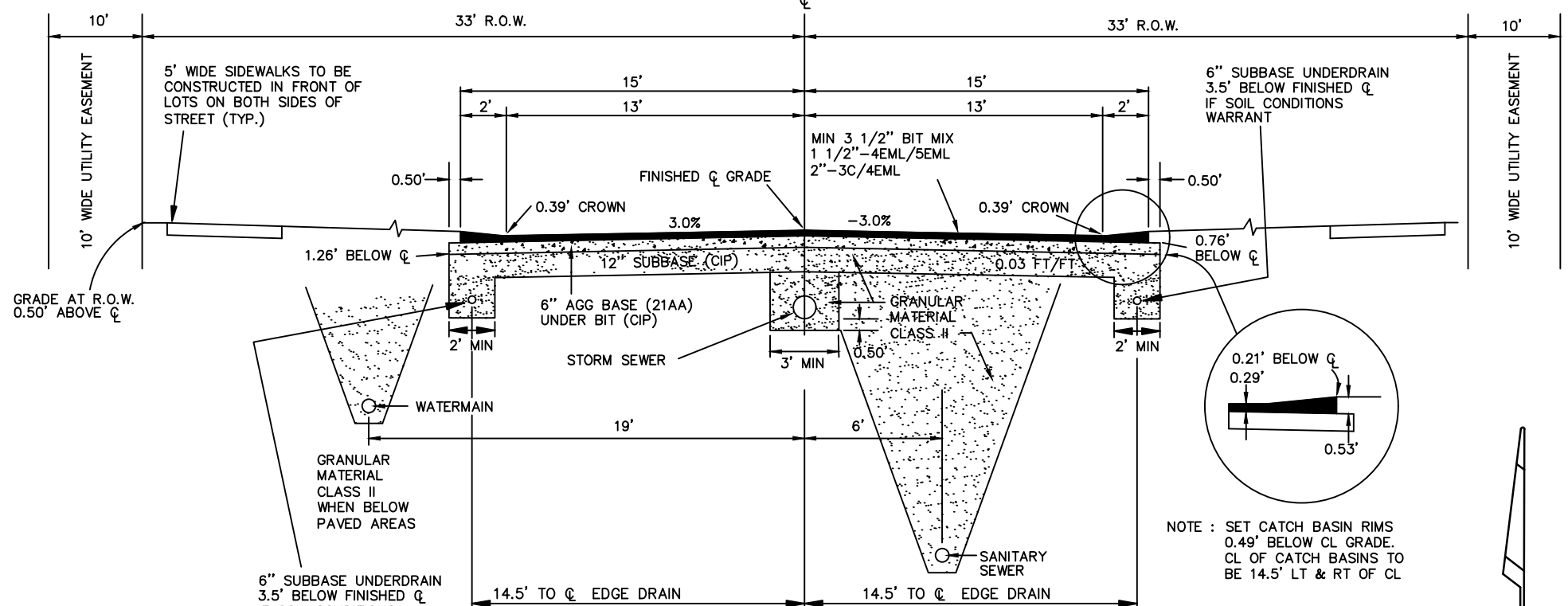
•MINIMUM LOT AREA: 3,630 SQFT/DWELLING
(3,630 X 32 = 116,160 SQFT)
= 2.7 ACRES REQUIRED
5.0 AC PROVIDED
•MINIMUM BUILDING SETBACKS
FRONT YARD: 10' MIN. 20' MAX.
SIDE YARD: 8'
SIDE STREET: 10' MIN. 20' MAX.
REAR YARD: 25'

OPEN SPACE

REQUIRED:
1,100 SQ.FT. PER DWELLING UNIT
1,100 X 90 UNITS = 99,000 SQ.FT. = 2.27 AC.
PROVIDED:
13.5 AC. TOTAL
3.4 AC USABLE PARK AREA

PROPOSED IMPROVEMENTS

1. MUNICIPAL WATER AND SANITARY SEWER WILL BE PROVIDED TO EACH SITE CONDOMINIUM AND CONDOMINIUM UNIT.
2. PARCELS A-F TO BE SERVICED BY MUNICIPAL WATER AND INDIVIDUAL SEPTIC / DRAIN FIELD SYSTEMS
3. PUBLIC STREETS WILL CONFORM TO THE KCRS STREET STANDARDS.
4. DRAINAGE DESIGN WILL CONFORM TO THE GAINES TOWNSHIP STORMWATER ORDINANCE.
5. THE FRONT 10' OF EACH UNIT IS RESERVED FOR INSTALLATION OF BURIED POWER, TELEPHONE, GAS DISTRIBUTION LINES AND COMMUNICATION LINES TO SERVICE EACH UNIT.
6. CONSTRUCTION WILL CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES.
7. SIDEWALKS AND STREET LIGHTS WILL BE PROVIDED PER TOWNSHIP REQUIREMENTS. SIDEWALKS ARE TO BE BUILT WHEN HOMES ARE CONSTRUCTED ON EACH INDIVIDUAL UNIT.
8. STREET LIGHTS OF A DESIGN AND LOCATION APPROVED BY THE TOWNSHIP AND CONSUMERS ENERGY WILL BE INSTALLED. A SPECIAL ASSESSMENT DISTRICT SHALL BE REQUESTED BY DEVELOPER TO THE TOWNSHIP BOARD.
9. NO REGULATED FLOODPLAIN EXISTS BASED ON LATEST FEMA FLOODPLAIN MAPPING.



Concept Plan

PARCELS A-F TO HAVE INDIVIDUAL ONSITE SEPTIC/DRAINFIELD SYSTEMS

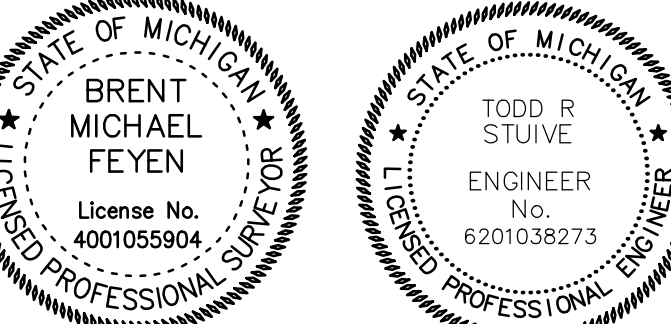
- LEGEND**
- PROPOSED 8" WATERMAIN
 - PROPOSED 8" SANITARY SEWER
 - PROPOSED STORM SEWER (SIZE VARIES)

PRELIMINARY

SITE CONDOMINIUM PLAN
STONEWORKS

FOR: KOETJE BUILDERS & DEVELOPERS
ATTN: RANDY KOETJE
547 BALDWIN ST
JENISON MI 49428

PART OF THE NE 1/4, SECTION 32, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN



DRAWN BY: CJK	PROJ. ENG.: TRS	SHEET
APPROVED BY: TRS	PROJ. SURV.: TRS	1 of 1
DATE: 251019	DATE: 03/25/2025	
FILE NO.:		

MEMO

Staff Communication

DATE: June 9th, 2025

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Authentix Gaines PUD Rezoning of 6326-6338 Hanna Lake Avenue and Final Site Plan

SUMMARY OF TOPIC

The applicant requests approval of a PUD rezoning and Final Site Plan for an apartment development on Hanna Lake and adjacent to M-6. The Final PUD Site Plan dated April 23rd, 2025, and Landscape Plan dated May 14th, 2025, includes 14 two-story, twenty-four-unit apartment buildings. Amenities include a club house, public park facing Hanna Lake with 28 dedicated parking spaces, fitness center, pool, community garden, pet playground, pergola and fire pit. A total of 336 apartments will be built with associated surface and covered parking.

The site plan meets all standards for Multi-Family Residential except for the following requested PUD modifications:

Z.O. Reference	Standard	Requested
7.20.E Maximum Number of Units	16 Units	24 units
7.20.E (and by reference 3.20.D) Minimum Dwelling Unit Area	720 Square Feet	544 Square Feet
19.20.F.2 Parking Lots	Mounting: Lights to illuminate parking lots shall not be attached to any building except for illuminating parking spaces that are within 10 feet of building walls.	Proposed wall-mounted lights are being used to illuminate areas of the building not adjacent to parking. Additionally, proposed wall-mounted lights are being used to illuminate parking stalls located more than 10 feet from the building wall.

Z.O. Reference	Standard	Requested
20.50.D Minimum Number of Spaces	2.25 spaces per unit in MFR	1.8 spaces per unit in MFR
20.60 Reduced, Shared, and Deferred Parking	756 spaces for 336 units	626 spaces for 336 units
24.80 Wall Signs	Not allowed	Allow one 16 SF internally lit on clubhouse, one 42 SF non-illuminated on Building 6 facing M-6.
24.80 Ground Sign Illumination	External	The proposed monument sign will be internally illuminated.

Preliminary approval for the concept PUD and site plan was obtained from the Planning Commission on March 27th, 2025. The initial project concept meeting was held January 23rd. The Planning Commission recommended approval of the site plan and the PUD rezoning at a public hearing on May 22nd, 2025.

Continental Properties opened a discussion with the Township Board Trustees at the May 12th Board meeting regarding the ownership and long-term management of the park space at the entry. No decision was made by the Board but several options were presented for further discussion. Further discussion is warranted.

FINANCIAL IMPACT

The developer will pay for all utility extensions and infrastructure for the project.

STAFF RECOMMENDATION

This is the PUD Rezone review by the Township Board and first reading. If the Board has any suggested changes, the developer should be made aware of them so that they can adjust the final PUD plan.

If the PUD is found to be acceptable, the Board may set a public hearing for final consideration.

The following conditions are recommended;

1. A draft document showing maintenance provisions shall be submitted to the Planning Department and Legal Counsel if the land transfer of open space to the Township is agreed to by the Township Board of Trustees.
2. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.

- c. Kent County Road Commission (access and SESC).
- d. Kent County Drain Commission.
- e. Department of Environment, Great Lakes, and Energy.

AUTHENTIX GAINES

A multifamily residential development



CONTINENTAL 870 FUND LLC
W134 N8675 Executive Parkway, Menomonee Falls, WI 53051

Table of contents

I.	Introduction.....	1
II.	Community Overview	1
	Community Introduction.....	1
	Community Amenities	2
	Design Standards	2
	Environmental Impacts	2
	Utilities & Storm Drainage	3
	Construction Timing.....	3
III.	Public Benefit	3
	Public Park	3
	Essential Housing	3
	Conservation & Preservation of Natural Resources	3
	Public Infrastructure.....	3
	Economic Impact	4
IV.	Conclusion.....	4

List of Enclosures

- A. Site Plan (Civil)
- B. Landscape
- C. Photometric Plan
- D. Architectural Elevations
- E. Sign Package

Introduction

Continental Properties Company, Inc. is a national developer, owner, and operator of Class-A, market rate rental housing communities. Continental Properties is privately held and based in Menomonee Falls, Wisconsin. To date, Continental has developed over 35,800 homes across 131 communities in 20 different states, including 1,765 homes in Michigan, either under construction, in lease-up or stabilized.

Continental's success stems from its vertically integrated team, focused on exceptional market research, product design & development, construction oversight, property management, customer experience, and portfolio management.

On behalf of Continental Properties Company, Inc., Continental 870 Fund LLC ('**Continental**') is proposing a 336-unit Authentix branded multifamily community in Gaines Charter Township. Authentix communities are developed, owned, and operated by Continental Properties.

Community Overview

Community Introduction

Continental has a purchase and sale agreement in place with Vernon & Linda Verduin to acquire approximately 40 acres southeast of the intersection of M6 & Hanna Lake Avenue, with plans to develop a market-rate multifamily community ("Authentix Gaines"). See enclosed '**Site Plan**' for details.

Anticipated renters include young professionals, families, and seniors looking to downsize - all seeking safety, convenience, and a strong sense of community. The proposed development reflects these preferences through 14 two-story residential buildings offering a mix of studio, 1-, 2-, and 3-bedroom open-concept apartments, a clubhouse, and a variety of shared amenities designed to foster connection and comfort.



View of community clubhouse from Hanna Lake Ave.

Community Amenities

Authentix Gaines amenities include:

- A clubhouse open seven days a week, featuring a large gathering room, 24-hour fitness center, kitchen, coffee bar, and on-site property management and leasing office.
- A resort-style pool and sundeck located adjacent to the clubhouse.
- Ample green space with natural landscaping, community gathering areas (pergola, firepit), and an extensive network of internal walkways to enhance pedestrian connectivity and encourage neighbor interaction.
- Pet-friendly features such as a fenced pet playground and a pet washing station.
- A community garden, walking path, and disc golf course to support wellness and outdoor recreation.
- A defined, welcoming entrance via a landscaped boulevard.
- An optimized site layout designed for efficient internal circulation and enhanced walkability.
- Thoughtful land planning that preserves natural open space while maximizing functionality and aesthetic appeal.

Design Standards

The proposed architectural design offers a distinct approach within the multifamily sector, featuring direct entry to each home and private, secure stairwells for all second-floor units. High-quality roofing, varied siding orientations, ample glazing, and thoughtful architectural articulation contribute to a cohesive and visually engaging community character. All ancillary structures, including the clubhouse, are designed to match the residential buildings in material quality and architectural style. See enclosed '**Architectural Elevations**' for details.

Siding materials will include high-quality vinyl on residential and auxiliary structures, with masonry accents on the clubhouse for enhanced visual interest along the Hanna Lake street frontage.

Each unit, ranging from studios to three-bedrooms, features generous window coverage to maximize natural light. Kitchens will include stainless steel appliances, contributing to both modern aesthetics and long-term durability.

Environmental Impacts

The site plan prioritizes the preservation of on-site natural resources. A preliminary wetland delineation identified approximately 6 acres of wetlands. The development plan minimizes wetland impacts, limiting disturbances to those necessary for the drain crossing. Additionally, existing trees and vegetation adjacent to the Anderson Drain will be preserved during construction. Continental has engaged a reputable local wetland consultant to assist with obtaining the required County and State permits for the proposed wetland impacts.

Utilities & Storm Drainage

Water: An existing 16" water main on the west side of Hanna Lake Avenue will provide water service. New 8" looped mains will tap into this line at two points, crossing Hanna Lake Avenue and the Anderson Drain to serve the eastern portion of the site.

Sanitary Sewer: The east side of the site will connect to an existing 30" trunk line east of the Anderson Drain. The west side will connect to an existing 8" main in Hanna Lake Avenue.

Storm Drainage: Stormwater from the site will be directed towards the detention basins indicated on the plan using storm sewer, sheet flow, and shallow swales. The detention basins will be designed per Kent County standards.

Construction Timing

Construction is expected to start after Continental closes on the land in December, 2025 and will proceed in a single phase. The clubhouse will be completed by November 2026, approximately 11 months after breaking ground. The first residential building will be ready for occupancy in December 2026, with subsequent buildings turning over monthly, aiming for substantial completion by September 2027.

Public Benefit

Public Park

As part of the development, Continental will dedicate approximately 3.6 acres of land to Gaines Township for a new public park. Commemorating the Verduin family and the site's agricultural heritage, the park will expand recreational opportunities for the broader community. The park integrates seamlessly with the surrounding natural landscape and includes publicly accessible parking and a connected walking path.

Essential Housing

As identified in the Township's Master Plan, Gaines Township anticipates a population increase of approximately 15,000 residents over the next 20 years, requiring 4,000-5,000 new homes. With 336 units, the proposed development contributes significantly to meeting this need.

Conservation & Preservation of Natural Resources

The Anderson Drain and approximately 6 acres of wetlands exist on the site. The thoughtfully designed site layout limits wetland and drain impacts, preserving the land's natural features. Of the 6-acres of existing wetlands, the proposed project disturbance area will be no more than 0.75 acres.

Public Infrastructure

This development will include a public sidewalk extension along Hanna Lake Ave, of approximately 450 feet, enhancing pedestrian connectivity to the south to 68th Street.

Economic Impact

The proposed community will deliver significant long-term economic benefits to Gaines Charter Township. In addition to the investment made during construction, the community will generate ongoing tax revenue through new household creation and contribute to the local economy through daily resident spending on goods and services.

The project will also support job creation during both construction and ongoing operations, including permanent on-site roles for community management. With fewer fixed expenses than traditional homeowners, residents will bring meaningful economic activity to local businesses, helping to strengthen the Township's commercial base.

Conclusion

Continental appreciates the opportunity to join the Gaines Township community and looks forward to collaborating with municipal stakeholders on this development. With the continued growth of this submarket, this community is expected to help meet the demand for rental housing and serve as a core component of the residential living environment within the larger Grand Rapids metro area.



13

Parcel 2:
That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 378.92 feet; thence South 28 degrees 57 minutes 09 seconds East 62.20 feet along the Northerly line of the former Railroad R.O.W. (100 feet wide) to the Place of Beginning of this description; thence South 86 degrees 57 minutes 09 seconds East 220.52 feet; thence South 28 degrees 57 minutes 09 seconds East 580.0 feet; thence North 86 degrees 57 minutes 09 seconds West 220.52 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet along the Northerly line of said former Railroad R.O.W. to the place of beginning.

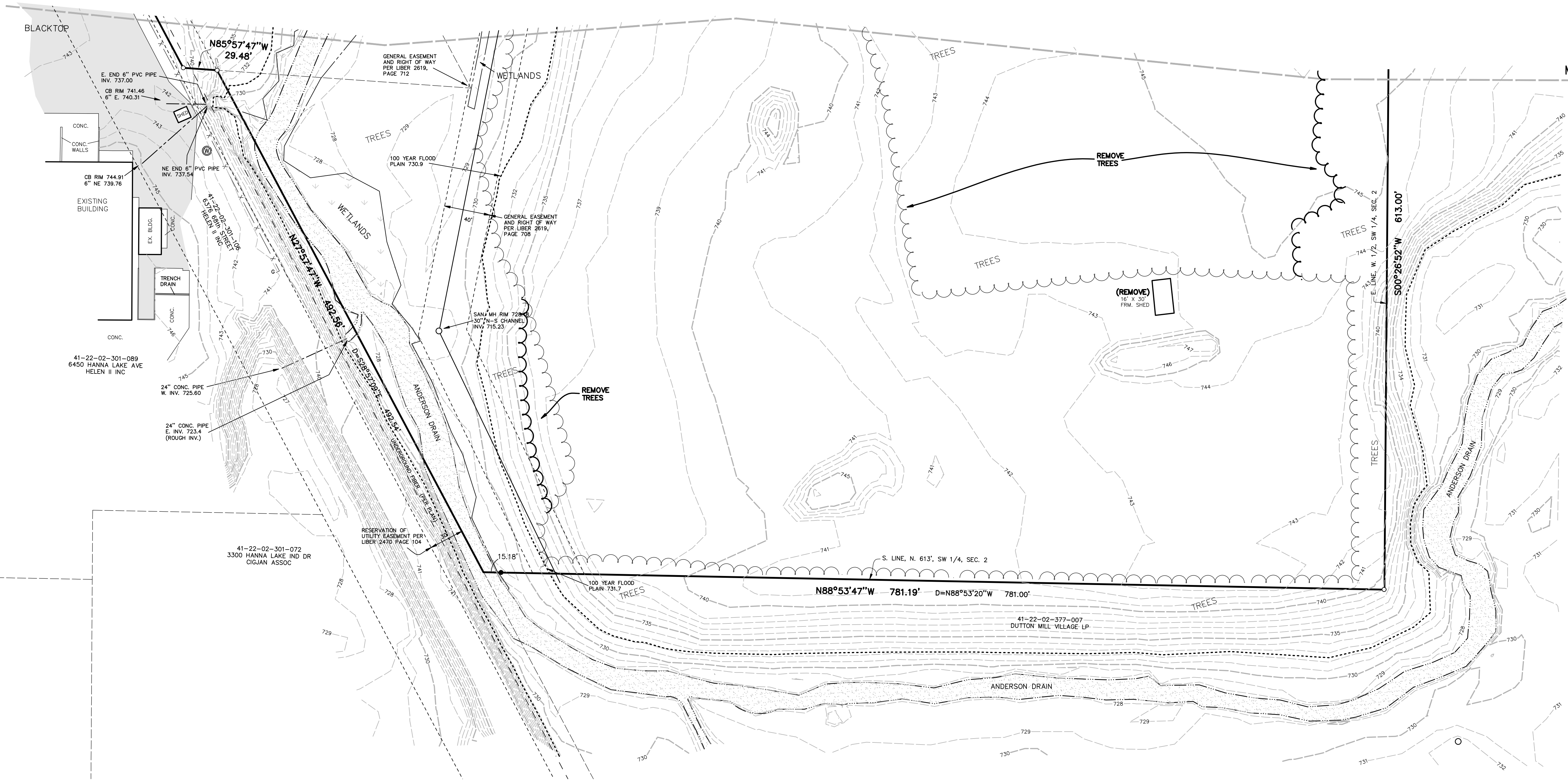
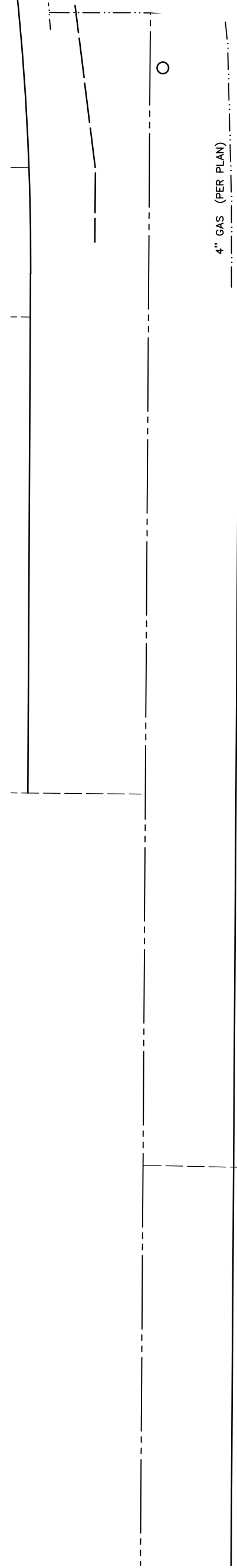
ALSO: That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Beginning at a point on the West line of Section 2, which is North 00 degrees 43 minutes 53 seconds West 326.06 feet from the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 52.86 feet along said West line; thence South 28 degrees 57 minutes 09 seconds East 642.2 feet along the Northerly line of the former Railroad R.O.W. (100 feet wide); thence North 86 degrees 57 minutes 09 seconds West 29.48 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet to the place of beginning.

(for informational purposes only)

Parcel 1: (Tax Parcel No.: 41-22-02-100-051)	Commonly known as: 6338 Hanna Lake Ave SE, Caledonia, MI 49316
Parcel 2: (Tax Parcel No.: 41-22-02-100-055)	Commonly known as: 6330 Hanna Lake Ave SE, Caledonia, MI 49316
Parcel 3: (Tax Parcel No.: 41-22-02-100-053)	Commonly known as: 6326 Hanna Lake Ave SE, Caledonia, MI 49316



Know what's below.
Call before you dig.

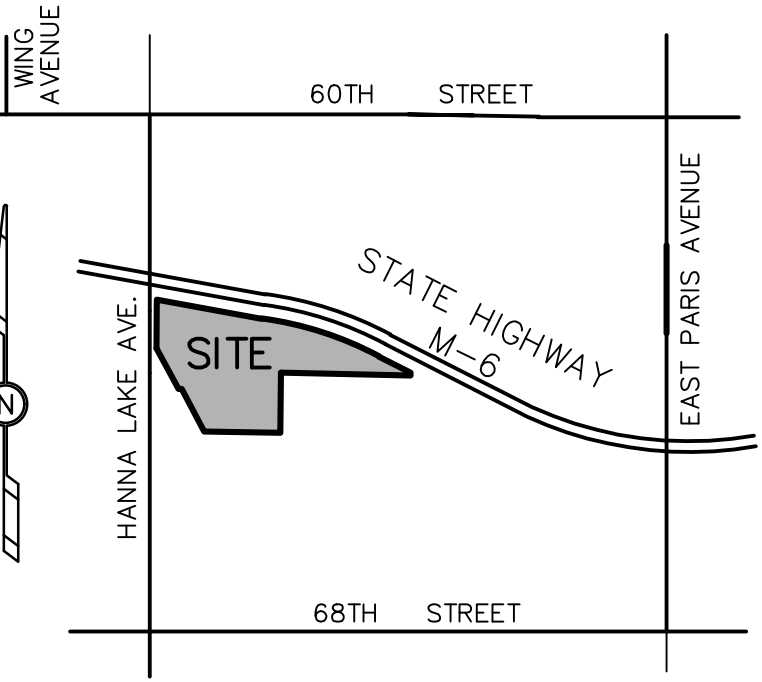
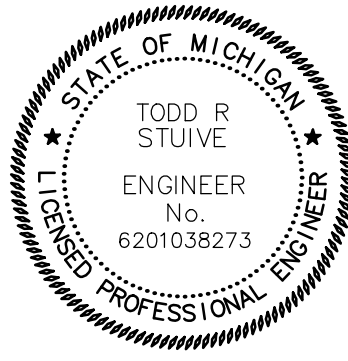


MATCHLINE 1

SCALE: 1" = 50'
1' CONTOUR INTERVAL

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- ⦿ = MONUMENT
- WΔ = WETLANDS FLAG (NO NUMBER)
- ⊕ = UTILITY POLE & GUY WIRE
- ☼ = LIGHT POLE
- ⌵ = SIGN
- ⚓ = HYDRANT
- ⋄ = WATERMAIN VALVE
- ⊙ = WELL
- ⊠ = CATCH BASIN
- = MANHOLE
- ⊞ = MAILBOX
- ☐ = TELEPHONE BOX
- △ = BURIED GAS LINE MARKER
- ▽ = BURIED TELEPHONE MARKER
- x-x- = FENCE LINE
- = OVERHEAD WIRES



FINAL P.U.D.

LOCATION MAP

TOPOGRAPHICAL SURVEY / DEMOLITION PLAN
RE: AUTHENTIX GAINES
SOUTH

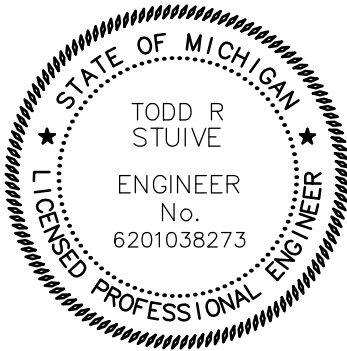
FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

DATE	REVISION	BY



DRAWN BY: JB	PROJ. ENG.: TRS	SHEET
APPROVED BY: TRS	PROJ. SURV.: KJV	3 of 10
FILE NO.: 231340E	DATE: 04/23/2025	



- = IRON STAKE FOUND
- = IRON STAKE SET
- = MONUMENT
- △ = WETLANDS FLAG (NO NUMBER)
- △ = UTILITY POLE & GUY WIRE
- ✦ = LIGHT POLE
- ┐ = SIGN
- ┐ = HYDRANT
- = WATERMAIN VALVE
- ② = WELL
- 田 = CATCH BASIN
- = MANHOLE
- △ = MAILBOX
- = TELEPHONE BOX
- △ = BURIED GAS LINE MARKER
- △ = BURIED TELEPHONE MARKER
- = FENCE LINE
- = OVERHEAD WIRES



TOTAL NUMBER OF UNITS - 336
SITE ACREAGE - 40.47 ACRES
DENSITY - $336/40.47 = 8.30$ UNITS/AC

4" CONCRETE SIDEWALK DETAIL

FINAL P.U.D.

SITE DEVELOPMENT PLAN - NORTH

RE: AUTHENTIX GAINES

FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

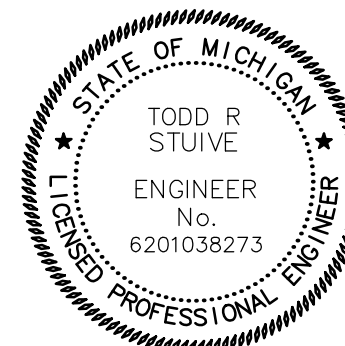
PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN



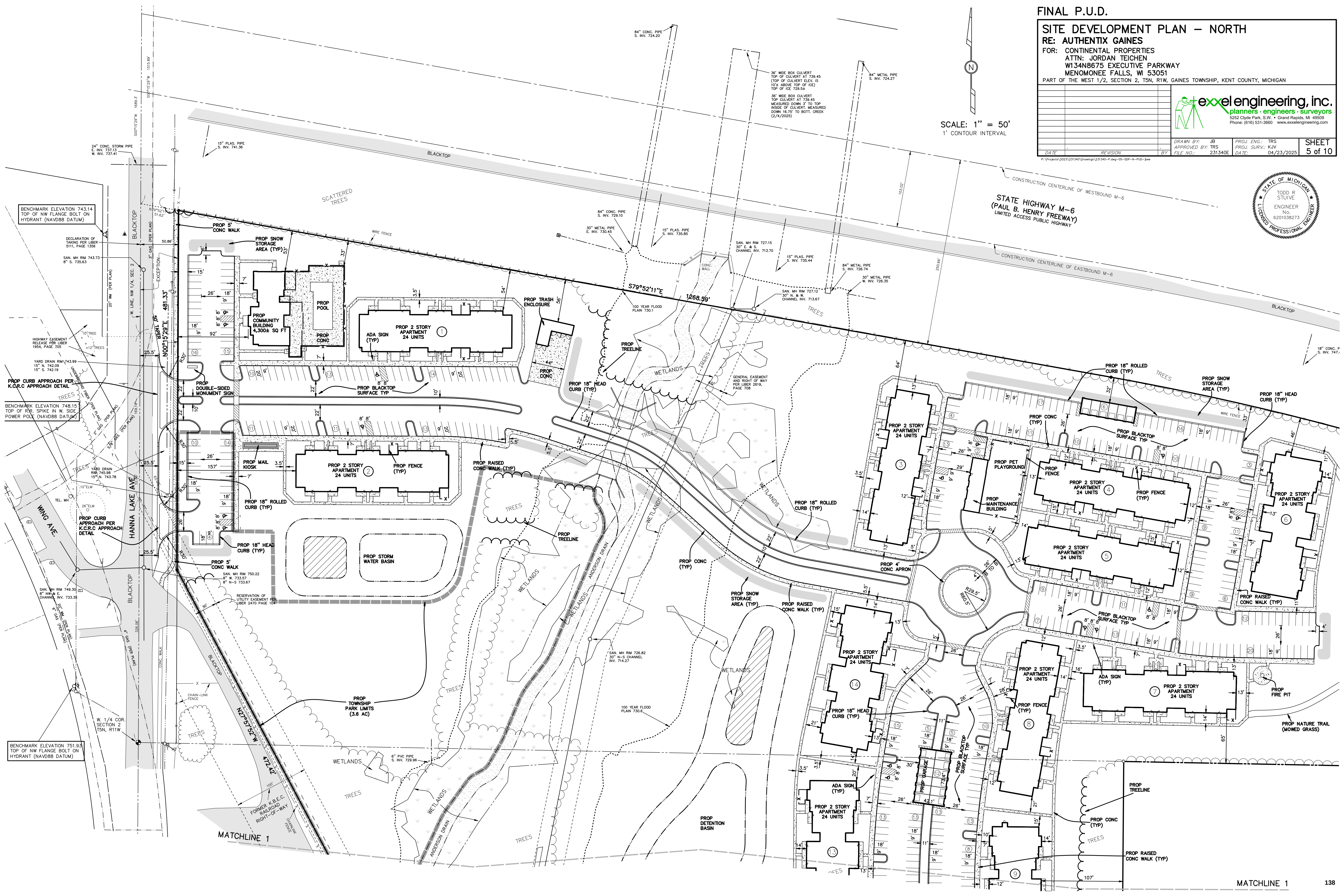
DRAWN BY: JB
APPROVED BY: TRS
FILE NO.: 231340E
DATE: 04/23/2025

SHEET
5 of 10

SCALE: 1" = 50'
1" CONTOUR INTERVAL



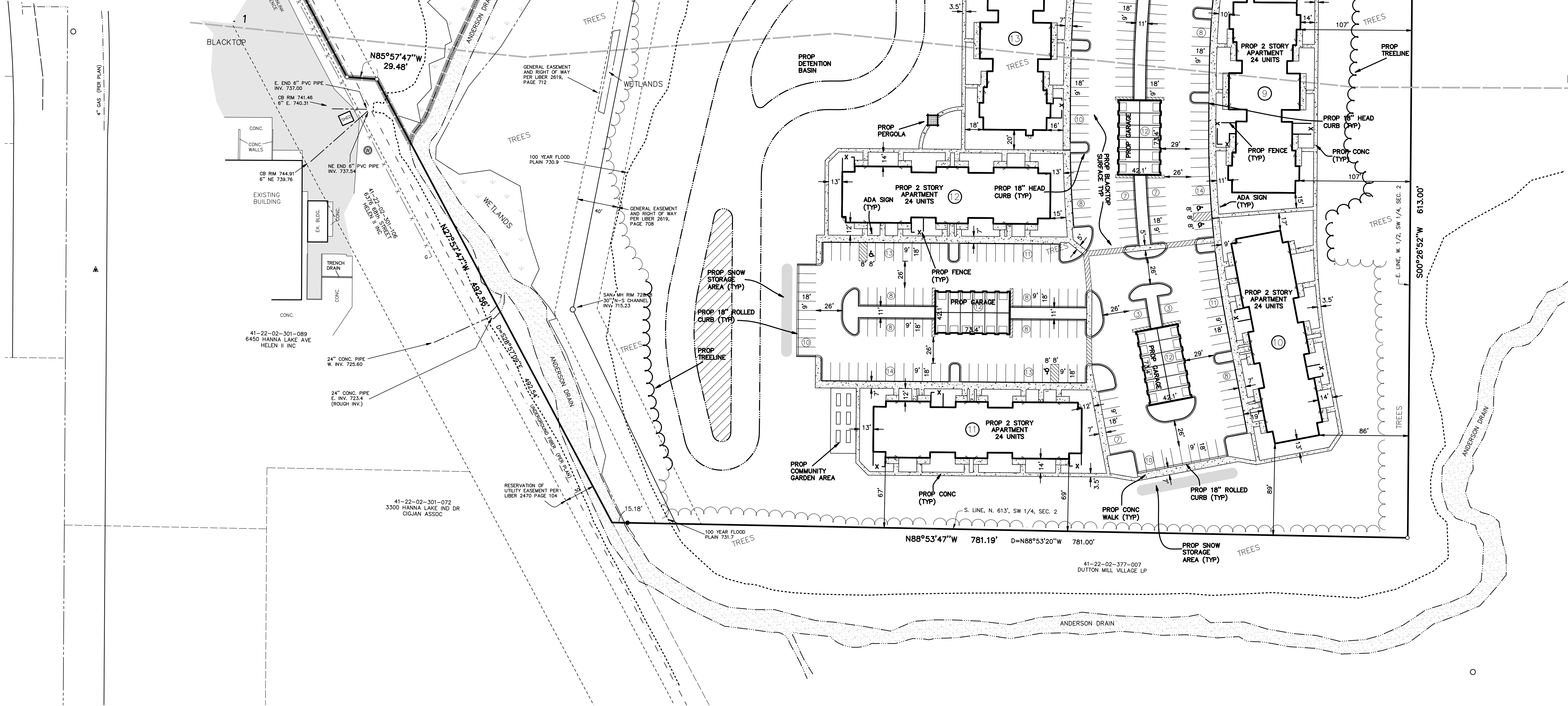
STATE HIGHWAY M-6
(PAUL B. HENRY FREEWAY)
LIMITED ACCESS PUBLIC HIGHWAY



MATCHLINE 1



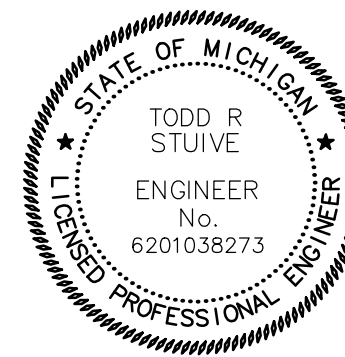
Know what's below.
Call before you dig.



SCALE: 1" = 50'
1' CONTOUR INTERVAL

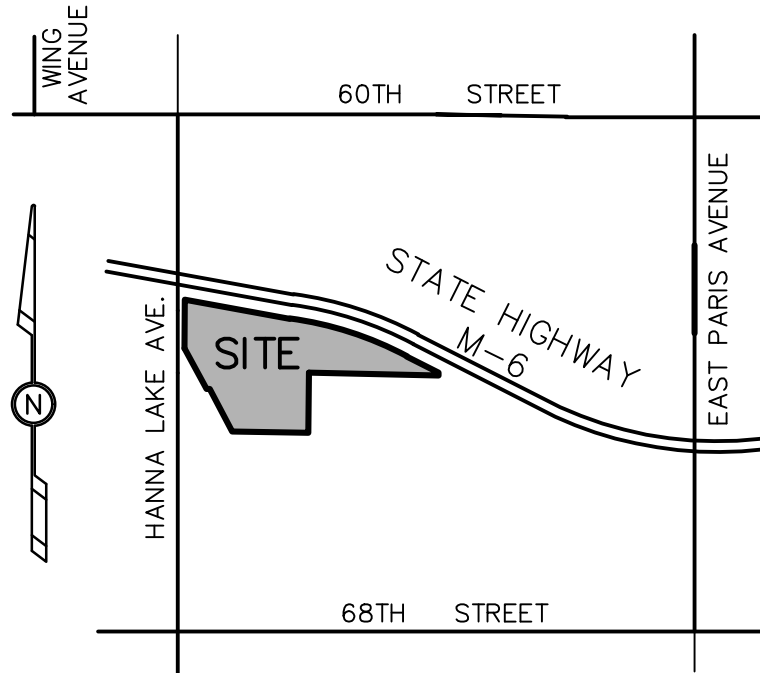
LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- ⊙ = MONUMENT
- WΔ = WETLANDS FLAG (NO NUMBER)
- ⊙ = UTILITY POLE & GUY WIRE
- ⊙ = LIGHT POLE
- ⊙ = SIGN
- ⊙ = HYDRANT
- ⊙ = WATERMAIN VALVE
- ⊙ = WELL
- ⊙ = CATCH BASIN
- = MANHOLE
- ⊙ = MAILBOX
- ⊙ = TELEPHONE BOX
- ⊙ = BURIED GAS LINE MARKER
- ⊙ = BURIED TELEPHONE MARKER
- x-x- = FENCE LINE
- = OVERHEAD WIRES



FINAL P.U.D.

LOCATION MAP



SITE DEVELOPMENT PLAN - SOUTH

RE: AUTHENTIX GAINES

FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

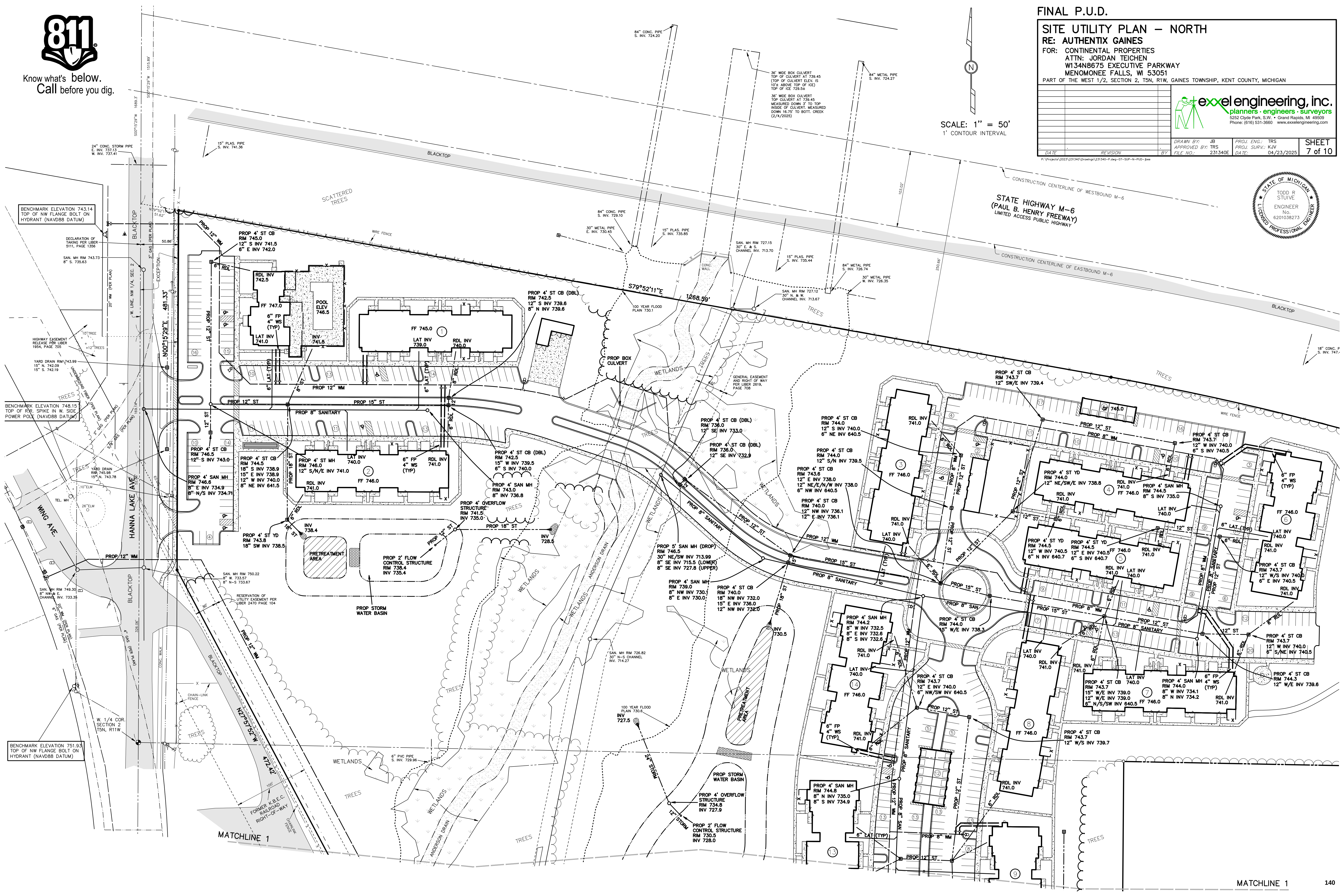
PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

				DRAWN BY: JB		PROJ. ENG.: TRS		SHEET	
				APPROVED BY: TRS		PROJ. SURV.: KJV			
				FILE NO.: 231340E		DATE: 04/23/2025			6 of 10
DATE			REVISION			BY			

P:\Projects\2023\231340\Drawings\231340-P.dwg-06-SOP-S-PUD-000



Know what's below.
Call before you dig.



FINAL P.U.D.

SITE UTILITY PLAN - NORTH

RE: AUTHENTIX GAINES

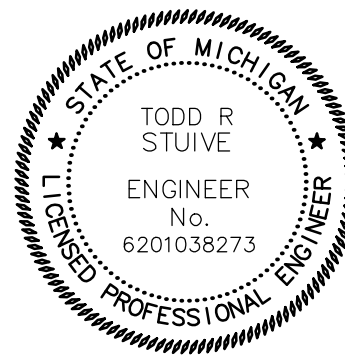
FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

DATE	REVISION	BY



DRAWN BY: JB	PROJ. ENG.: TRS	SHEET 7 of 10
APPROVED BY: TRS	PROJ. SURV.: KJV	
FILE NO.: 231340E	DATE: 04/23/2025	



SCALE: 1" = 50'
1" CONTOUR INTERVAL

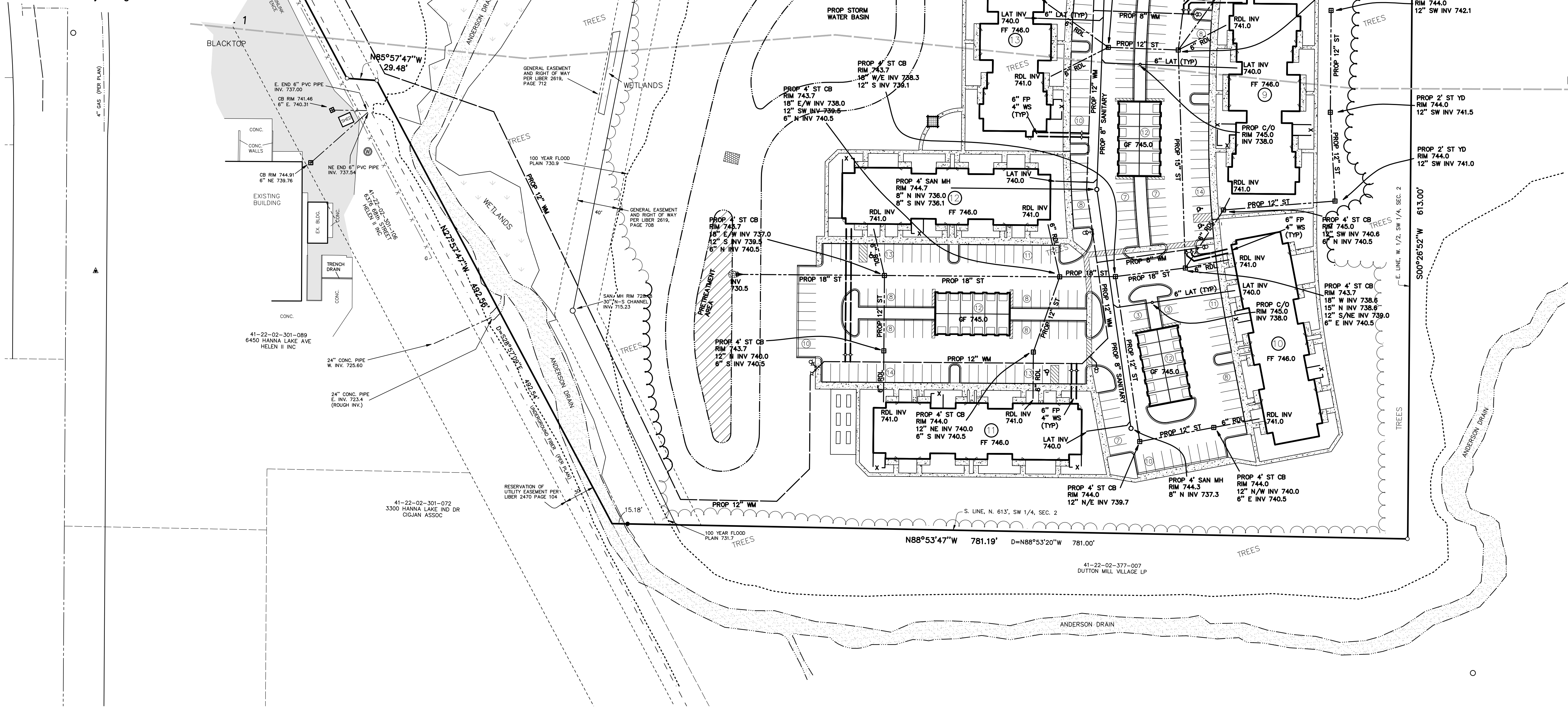
STATE HIGHWAY M-6
(PAUL B. HENRY FREEWAY)
LIMITED ACCESS PUBLIC HIGHWAY

MATCHLINE 1

140



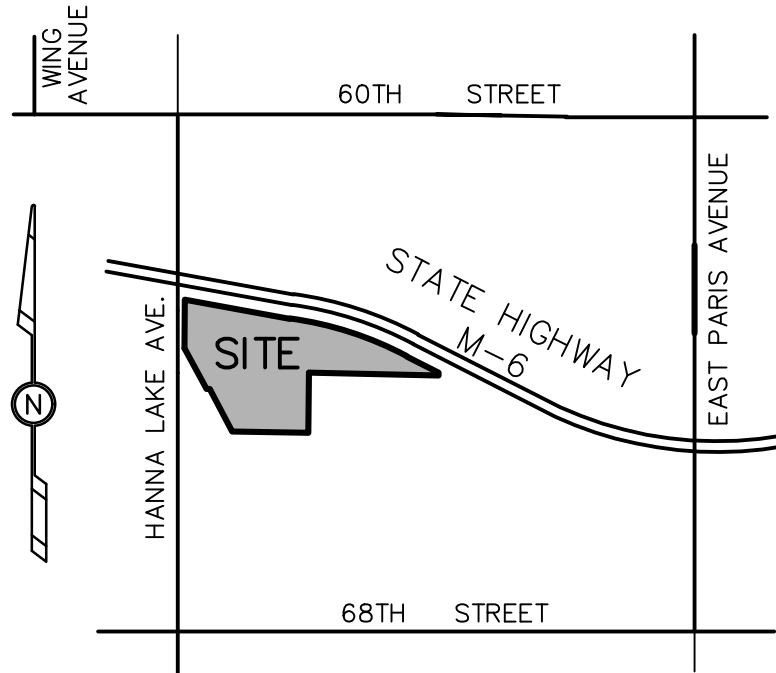
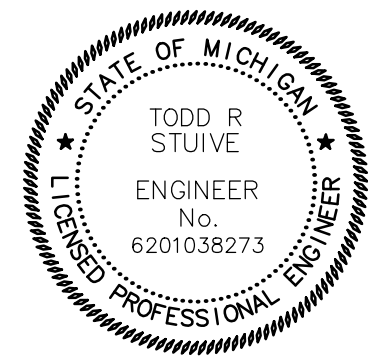
Know what's below.
Call before you dig.



SCALE: 1" = 50'
1' CONTOUR INTERVAL

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- ⦿ = MONUMENT
- W/Δ = WETLANDS FLAG (NO NUMBER)
- ⋈ = UTILITY POLE & GUY WIRE
- ⚡ = LIGHT POLE
- ⊥ = SIGN
- ⦿ = HYDRANT
- ⋈ = WATERMAIN VALVE
- ⊙ = WELL
- ⊞ = CATCH BASIN
- = MANHOLE
- ⊞ = MAILBOX
- ⊞ = TELEPHONE BOX
- ⋈ = BURIED GAS LINE MARKER
- ⋈ = BURIED TELEPHONE MARKER
- x-x- = FENCE LINE
- = OVERHEAD WIRES



FINAL P.U.D.

LOCATION MAP

SITE UTILITY PLAN – SOUTH

RE: AUTHENTIX GAINES

FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

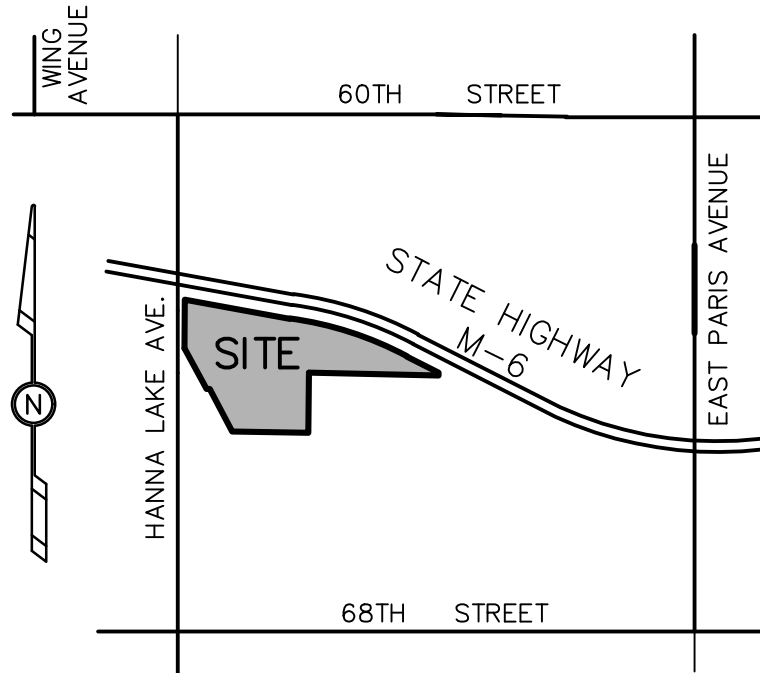




LEGEND

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- ⬤ = MONUMENT
- WF ⬤ = WETLANDS FLAG (NO NUMBER)
- ⚡ = UTILITY POLE & GUY WIRE
- ☼ = LIGHT POLE
- ⚓ = SIGN
- ⚓ = HYDRANT
- ⦿ = WATERMAIN VALVE
- Ⓜ = WELL
- ⊞ = CATCH BASIN
- = MANHOLE
- = MAILBOX
- Ⓣ = TELEPHONE BOX
- Ⓢ = BURIED GAS LINE MARKER
- Ⓣ = BURIED TELEPHONE MARKER
- — — — — = FENCE LINE
- · — · — · — = OVERHEAD WIRES



FINAL P.U.D.

LOCATION MAP

RE: AUTHENTIX GAINES

FOR: CONTINENTAL PROPERTIES
ATTN: JORDAN TEICHEN
W134N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051

PART OF THE WEST 1/2, SECTION 2, T5N, R1W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN



DRAWN BY: JB	PROJ. ENG.: TRS	SHEET 10 of 10
APPROVED BY: TRS	PROJ. SURV.: KJV	
FILE NO.: 231340E	DATE: 04/23/2025	



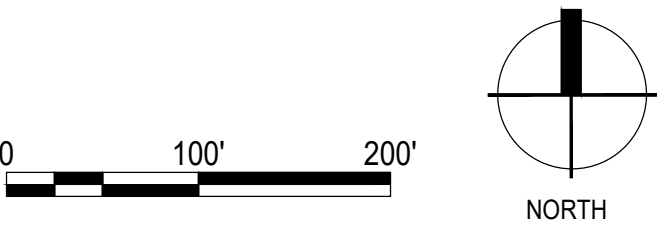
PLANTING NOTES

- ALL SHRUB BEDS SHALL RECEIVE 3" OF 1-2" WASHED STONE MULCH. ALL STANDALONE TREES SHALL RECEIVE 3-4" OF FINELY GROUND SHREDDED BARK MULCH AROUND THE BASE OF TREES.
- CONTRACTOR SHALL NOTIFY MISS DIG TO LOCATE ANY UNDERGROUND UTILITY LINES OR STRUCTURES PRIOR TO STARTING CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE SPECIFIED SHRUBS, GROUNDCOVERS AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK". PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS STOCK, GROWN WITH GOOD HORTICULTURAL PRACTICE AND INSTALLED IN ACCORDANCE WITH METHODS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- REMOVE THE BURLAP, TWINE AND WIRE BASKETS FROM THE TOP 1/4 OF ALL B&B ROOT BALLS. NO PLASTIC TWINE OR BURLAP SHALL BE PERMITTED ON B&B PLANTS. PLANTING PITS SHALL BE THE SAME DEPTH AS ROOT BALLS.
- STAKE ALL TREES. CONTRACTOR IS REQUIRED TO UNSTAKE TREES IN A TIMELY MANNER WITHIN THE YEAR FOLLOWING FINAL ACCEPTANCE TO ENSURE TREES ARE NOT DAMAGED BY STAKING WIRE. DO NOT WRAP TREE TRUNKS. DO NOT USE "TREE WOUND PAINT".
- TOPSOIL SHALL BE INSTALLED EIGHT (8) INCHES WITHIN PLANTING BEDS.
- ALL PLANTINGS AND LANDSCAPE IMPROVEMENTS SHALL BE CONSISTENT WITH GAINES CHARTER TOWNSHIP ZONING REQUIREMENTS.
- SOD AND SEED SHALL BE PLACED OVER 4" TOPSOIL IN ALL PROPOSED NOTED SOD OR SEED AREAS PER PLANS, AND ALL AREAS DISTURBED BY CONSTRUCTION. SEED MIX SHALL BE AS FOLLOWS:
LAWN SEED MIX
10% TALL FESCUE
20% PERENNIAL RYE GRASS
50% CREEPING RED FESCUE
40% KENTUCKY BLUEGRASS
AT 6 LBS. PER 1000 S.F.
- IRRIGATION SHALL BE PROVIDED FOR ALL LANDSCAPED AREAS.

LANDSCAPE MAINTENANCE SCHEDULE

TASK	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
CARE OF PLANTS												
MONITORING												
PRUNING (IF NEEDED)												
DEADHEAD PLANTS												
FERTILIZATION												
CUT BACK												
WATERING-AS NEEDED												
MONITORING												
PLANTING BEDS												
EDGING												
WEEDING-AS NEEDED												
MULCHING												
SOIL TESTING												
LEAF REMOVAL												
PEST MANAGEMENT												
MONITORING												
LAWNS												
FERTILIZE/LIME												
SEEDING												
WINTER CLEAN UP												

THE SCHEDULE SHOWN ABOVE IS FOR GUIDANCE ONLY. SCHEDULING OF MAINTENANCE ACTIVITY SHOULD BE COORDINATED WITH SEASONAL WEATHER CONDITIONS



FRONT YARD TREE PLANTING:

481.33' FRONTAGE - LESS (2) DRIVEWAYS @ 83.46' TOTAL = 398' FRONTAGE			
SIZE CLASSIFICATION	SPACING	NUMBER	RESULT
Small Tree (max. height 30 ft. or less)	15 ft. X	4	= 60 ft.
Medium Tree (max. height 31-70 ft.)	35 ft. X	8	= 280 ft.
Large Tree (max. ht greater than 70 ft.)	45 ft. X	2	= 90 ft.
TOTAL		= 14	= 430 ft. (greater than 398 ft.)

PARKING LOT LANDSCAPING:

TOTAL SURFACE PARKING: 559 SPACES

PARKING LOT CANOPY TREES:

1 TREE PER 12 SPACES = 47 REQUIRED PARKING AREA TREES

TREES PROVIDED - 53 CANOPY DECIDUOUS TREES - SEE PLANT LIST FOR SPECIFICS

- (8) AR - ACER RUBRUM
(3) CO - CARYA OVATA
(7) FG - FAGUS GRANDIFOLIA
(14) GB - GINGKO BILOBA
(4) LT - LIRIODENDRON TULIPFERA
(7) OV - OSTRYA VIRGINIANA
(10) TC - TILIA CORDATA

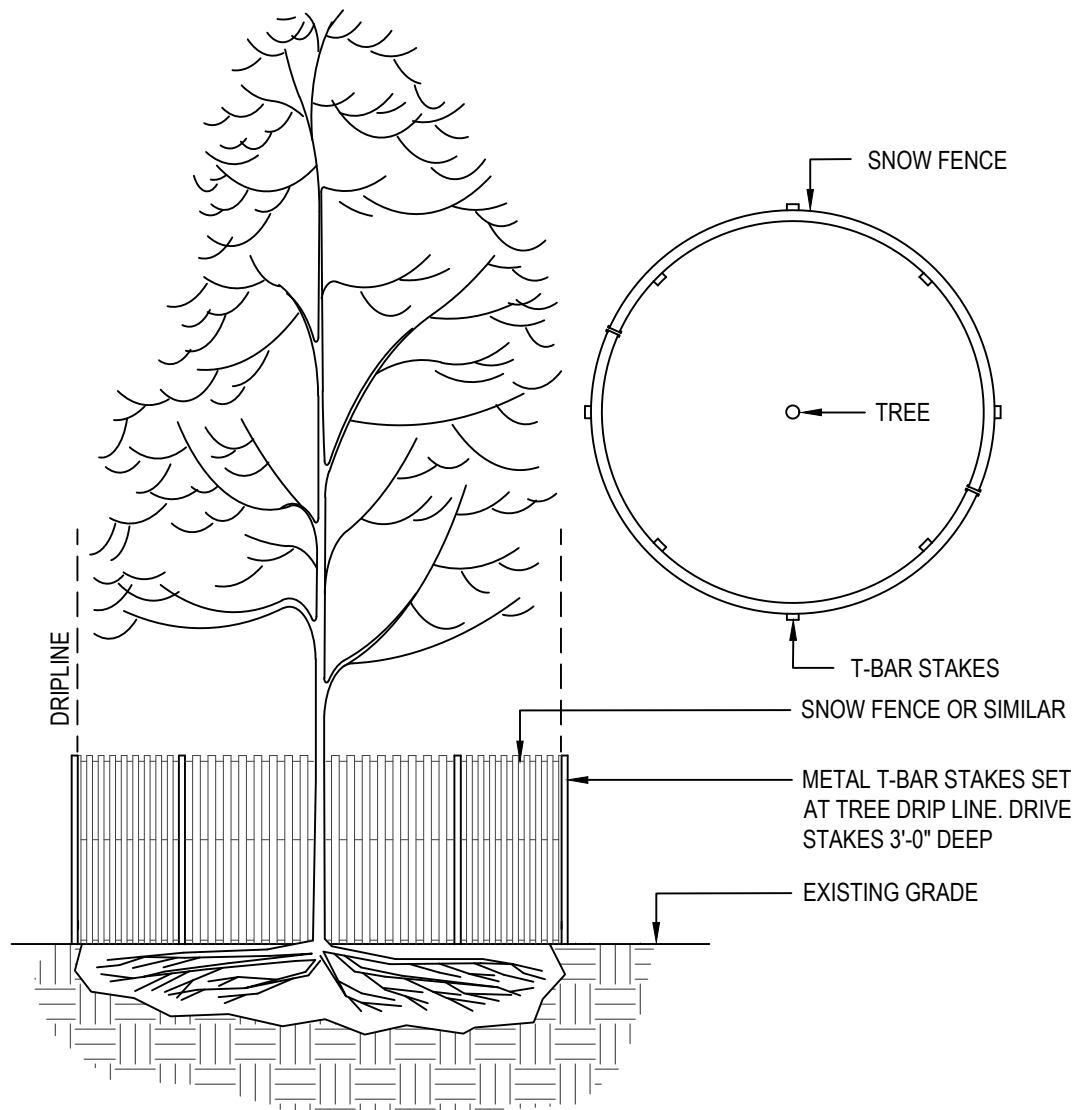
SCREENING:

PER SECTION 23.80 C.
REQUIRED: (2) SHRUBS PER PARKING SPACE FRONTING THE R.O.W. = 52 SHRUBS REQ'D.
SHRUBS PROVIDED: 34 EVERGREEN & 18 DECIDUOUS SHRUBS, TOTAL OF 52 - SEE SHEET L201

BUFFER YARD TREES:

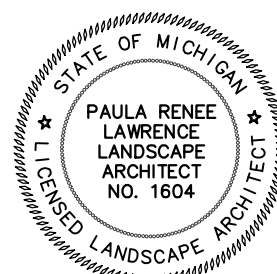
EXISTING BUFFER TREES AT OR NEAR PROPERTY LINES TO REMAIN - SEE PLANS.

PROTECTIVE TREE FENCING SHALL BE INSTALLED PRIOR TO SITE DISTURBANCE. TO BE INSTALLED AT TREE DRIP LINE - SEE DETAIL, THIS SHEET.



1 TREE PROTECTION FENCE SECTION

NO SCALE



Paula Renee Lawrence

PRL DESIGN
LAND PLANNING • LANDSCAPE ARCHITECTURE
Phone: (616) 560-0131 - paularene@prl-design.com

AUTHENTIX GAINES
6338 HANNA LAKE AVE SE, CALEDONIA, MI 49316
CONTINENTAL 870 FUND LLC

DATE:	ISSUED FOR:
04/21/25	OWNER REVIEW
04/24/25	PUD SUBMITTAL
05/14/25	PUD RESUBMITTAL
DATE:	ISSUE
DATE:	ISSUE
DATE:	ISSUE
DATE:	ISSUE
P.I.C.	P. LAWRENCE
P.M.	NAME
DESIGN	NAME

PRL PROJECT NUMBER

25003

SHEET NAME
LANDSCAPE
OVERALL PLAN

SHEET NUMBER

L200

NOT FOR CONSTRUCTION



FRONT YARD TREE PLANTING:

481.33' FRONTAGE - LESS (2) DRIVEWAYS @ 83.46' TOTAL = 398' FRONTAGE			
SIZE CLASSIFICATION	SPACING	NUMBER	RESULT
Small Tree (max. height 30 ft. or less)	15 ft. X	4	= 60 ft.
Medium Tree (max. height 31-70 ft.)	35 ft. X	8	= 280 ft.
Large Tree (max. ht greater than 70 ft.)	45 ft. X	2	= 90 ft.
TOTAL		= 14	= 430 ft. (greater than 398 ft.)

MULTI-FAMILY BUILDING SITE LANDSCAPING:

SECTION 23.90 BUILDING LANDSCAPING:

BUILDING TYPE A

WIDTH - 204 LFT
(1) SHRUB PER 5 FT OF BUILDING WIDTH FOR EACH SIDE
 $\frac{204}{5} = 41$ SHRUBS REQUIRED, EACH FRONT AND BACK
SHRUBS PROVIDED: 41 EACH FRONT AND BACK

DEPTH - 55 LFT
 $\frac{55}{5} = 11$ SHRUBS REQUIRED, EACH SIDE
SHRUBS PROVIDED: 11 EACH SIDE

*NOTE - (2) TYPICAL PLANTING DESIGNS ARE PROVIDED FOR BUILDING TYPE A FOR SPECIES DIVERSITY, LABELED AS A-1 AND A-2. SEE SHEET L200 FOR KEY PLAN ON EACH PLANTING TYPE.

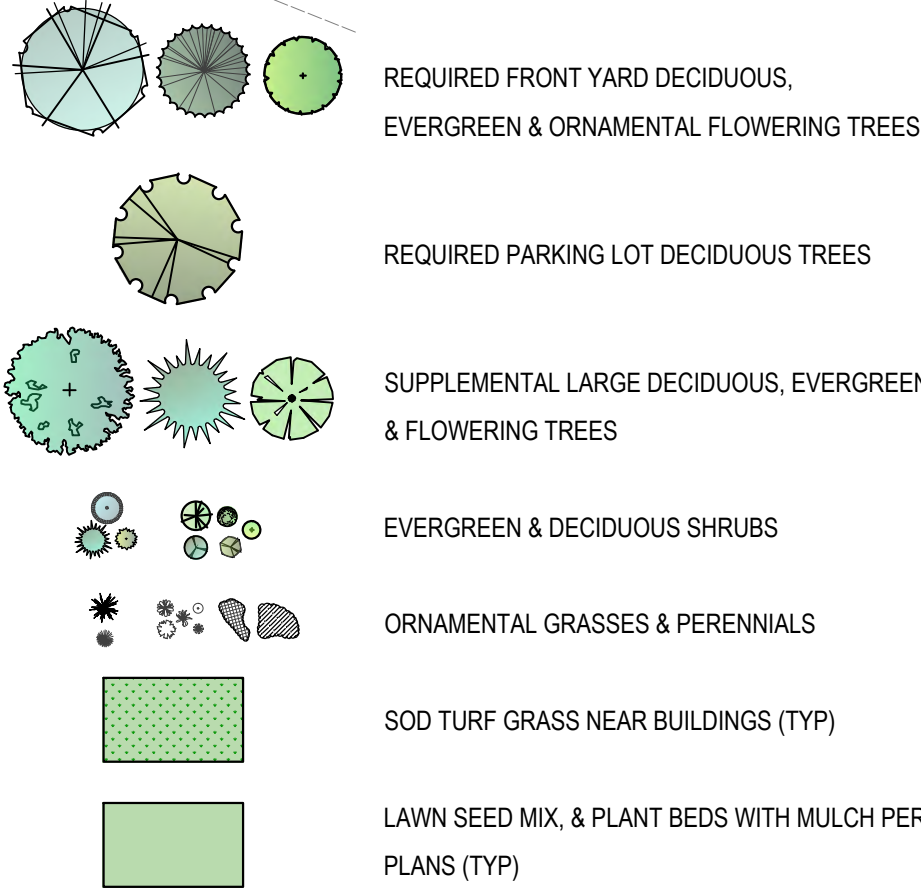
**SEE SHEET L202 FOR BUILDING TYPE B PLANTING DESIGN.

PLANT LIST:

PLANT KEY	NATIVE	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	COMMENTS
TREES						
Deciduous Trees						
AR	N	Acer rubrum 'October Glory'	October Glory Red Maple	2.5" CAL	BB	Matched
BN	N	Betula nigra	River Birch	2.5" CAL	BB	Clump
CB	N	Carpinus betulus 'Fastigiata'	Fastigiata European Hornbeam	2.5" CAL	BB	Matched
CO	N	Carya ovata	Shagbark Hickory	2.5" CAL	BB	Matched
FG	N	Fagus grandifolia	American Beech	2.5" CAL	BB	Matched
GB	N	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5" CAL	BB	Matched
LT	N	Liriodendron tulipifera	Tulip Tree	2.5" CAL	BB	Matched
OV	N	Ostrya virginiana	American Hop Hornbeam, Ironwood	2.5" CAL	BB	Matched
TC	N	Tilia cordata 'Greenspire'	Little Leaf Linden	2.5" CAL	BB	Matched
Evergreen Trees						
AC	N	Abies concolor	White Fir	6-8' HT	BB	Matched
JC	N	Juniperus chinensis 'Spartan'	Spartan Juniper	6-8' HT	BB	Matched
PG	N	Picea glauca var. densata	Black Hills Spruce	6-8' HT	BB	Matched
PO	N	Picea omorika	Serbian Spruce	6-8' HT	BB	Matched
PS	N	Pinus strobus	Eastern White Pine	6-8' HT	BB	Matched
TS	N	Tsuga canadensis	Canadian/Eastern Hemlock	6-8' HT	BB	Matched
Ornamental Trees						
AM	N	Amelanchier x gr. 'Robin Hill'	Robin Hill Serviceberry	1.5" CAL	BB	Multi-Stem
CC	N	Cercis canadensis	Eastern Redbud	1.5" CAL	BB	Speciman
CF	N	Cornus florida	White Flowering Dogwood	1.5" CAL	BB	Speciman
MP	N	Malus 'Purple Prince'	Purple Prince Crab Apple	1.5" CAL	BB	Matched
MS	N	Magnolia x soulangeana	Saucer Magnolia	1.5" CAL	BB	Multi-Stem
PK	N	Prunus serrulata 'Kwanzan'	Kwanzan Cherry	1.5" CAL	BB	Speciman
SHRUBS & PERENNIALS						
Evergreen Shrubs						
Formal - Rounded						
BUX	N	Buxus x 'Green Gem'	Green Gem Box wood	18" HT	CONT.	3.5' O.C.
CHP	N	Chamaecyparis pisifera 'Golden Mop'	Japanese Falsecypress	18" Spr	CONT.	3' O.C.
ILG	N	Ilex glabra 'Shamrock'	Shamrock Inkberry Holly	18" HT	CONT.	3.5' O.C.
JCS	N	Juniperus chinensis 'Sea Green'	Sea Green Juniper	24" HT	CONT.	5' O.C.
JVG	N	Juniperus virginiana 'Grey Owl'	Eastern Red Cedar 'Grey Owl'	24" HT	CONT.	6.5' O.C.
Columnar - Upright						
JSB	N	Juniperus scopulorum 'Blue Arrow'	Blue Arrow Juniper	36-48" HT	CONT.	2' O.C.
JSW	N	Juniperus scopulorum 'Wichita Blue'	Wichita Blue Juniper	48" HT	CONT.	4' O.C.
JVB	N	Juniperus virginiana 'Burkii'	Burkii Eastern Red Cedar	7-8' HT	CONT.	6' O.C.
Flowering Shrubs						
CSK	N	Cornus sericea 'Kelsey'	Kelsey's Dwarf Red Twig Dogwood	18" HT	CONT.	3' O.C.
HYP	N	Hypericum prolificum	St. John's Wort	3 gal.	CONT.	3' O.C.
HYL	N	Hydrangea 'Little Lime'	Little Lime Hydrangea	3 gal.	CONT.	3.5' O.C.
HYQ	N	Hydrangea quercifolia	Oakleaf Hydrangea	5 gal.	CONT.	4.5' O.C.
ITV	N	Itea virginica 'Sprich'	Little Henry Dwarf Virginia Sweetspire	3 gal.	CONT.	2.5' O.C.
SAN	N	Sambucus nigra	Blacklance Elderberry	5 gal.	CONT.	5' O.C.
SAR	N	Sambucus racemosa	Lemony Lace Elderberry	3 gal.	CONT.	4' O.C.
VIC	N	Viburnum carlesii	Korean Spice Viburnum	24" HT	CONT.	4' O.C.
VID	N	Viburnum dentatum 'Christom Blue Muffin'	Arrowwood Viburnum	5 gal.	CONT.	5' O.C.

GENERAL PLANTING LEGEND:

*SEE PLAN FOR SPECIFICS



PARKING LOT LANDSCAPING:

TOTAL SURFACE PARKING: 559 SPACES

PARKING LOT CANOPY TREES:

1 TREE PER 12 SPACES = 47 REQUIRED PARKING AREA TREES

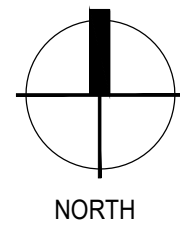
TREES PROVIDED - 53 CANOPY DECIDUOUS TREES - SEE PLANT LIST FOR SPECIFICS

- (6) AR - ACER RUBRUM
(3) CO - CARYA OVATA
(7) FG - FAGUS GRANDIFOLIA
(14) GB - GINKGO BILOBA
(4) LT - LIODENDRON TULIPIFERA
(7) OV - OSTRYA VIRGINIANA
(10) TC - TILIA CORDATA

SCREENING:

PER SECTION 23.80 C.
REQUIRED: (2) SHRUBS PER PARKING SPACE FRONTING THE R.O.W. = 52 SHRUBS REQ'D.
SHRUBS PROVIDED: 34 EVERGREEN & 18 DECIDUOUS SHRUBS, TOTAL OF 52 - SEE THIS SHEET

0 30' 60'



NOT FOR CONSTRUCTION

PRL DESIGN
LAND PLANNING • LANDSCAPE ARCHITECTURE
Phone: (616) 960-9131 • plawrence@pdl-design.com

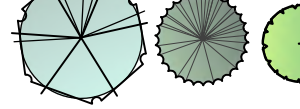
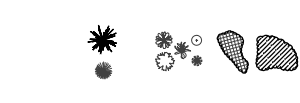
AUTHENTIX GAINES
6338 HANNA LAKE AVE SE, CALEDONIA, MI 49316
CONTINENTAL 870 FUND LLC

DATE:	ISSUED FOR:
04/21/25	OWNER REVIEW
04/24/25	PUD SUBMITTAL
05/14/25	PUD RESUBMITTAL
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
P.I.C.	P. LAWRENCE
P.M.	NAME
DESIGN	NAME

PRL PROJECT NUMBER	
25003	
SHEET NAME	
LANDSCAPE	
TYPE A1&A2 TYP	
SHEET NUMBER	
L201	



GENERAL PLANTING LEGEND:
*SEE PLAN FOR SPECIFICS

- | | |
|---|--|
|  | <p>REQUIRED FRONT YARD DECIDUOUS, EVERGREEN
& ORNAMENTAL FLOWERING TREES</p> |
|  | <p>REQUIRED PARKING LOT DECIDUOUS TREES</p> |
|  | <p>SUPPLEMENTAL LARGE DECIDUOUS, EVERGREEN
& FLOWERING TREES</p> |
|  | <p>EVERGREEN & DECIDUOUS SHRUBS</p> |
|  | <p>ORNAMENTAL GRASSES & PERENNIALS</p> |
|  | <p>SOD TURF GRASS NEAR BUILDINGS (TYP)</p> |
|  | <p>LAWN SEED MIX, & PLANT BEDS WITH MULCH PER
PLANS (TYP)</p> |
|  | <p>LOW PROFILE PRAIRIE SEED MIX - SEE SHEET L204</p> |

MULTI-FAMILY BUILDING SITE LANDSCAPING:

SECTION 23.90 BUILDING LANDSCAPING:

BUILDING TYPE B

WIDTH - 186.71 LFT
(1) SHRUB PER 5 FT OF BUILDING WIDTH FOR EACH SIDE
 $186.71/5 = 37$ SHRUBS REQUIRED, EACH FRONT AND BACK
SHRUBS PROVIDED: 37 EACH FRONT AND BACK

DEPTH - 69.79 LFT
69.79/5 = 14 SHRUBS REQUIRED, EACH SIDE
SHRUBS PROVIDED: 14 EACH SIDE

*NOTE - (2) TYPICAL PLANTING DESIGNS ARE PROVIDED FOR BUILDING TYPE A FOR SPECIES DIVERSITY, LABELED AS A-1 AND A-2. SEE SHEET L200 FOR KEY PLAN ON EACH PLANTING TYPE.

**SEE SHEET L201 FOR BUILDING TYPE A PLANTING DESIGNS.

PARKING LOT LANDSCAPING:

TOTAL SURFACE PARKING: 559 SPACES

PARKING LOT CANOPY TREES:

1 TREE PER 12 SPACES = 47 REQUIRED PARKING AREA TREES

TREES PROVIDED - 53 CANOPY DECIDUOUS TREES - SEE PLANT LIST FOR SPECIFICS

- (8) AR - ACER RUBRUM
(3) CO - CARYA OVATA
(7) FG - FAGUS GRANDIFOLIA
(14) GB - GINGKO BILOBA
(4) LT - LIRIODENDRON TULIPFERA
(7) OV - OSTRYA VIRGINIANA
(10) TC - TILIA CORDATA

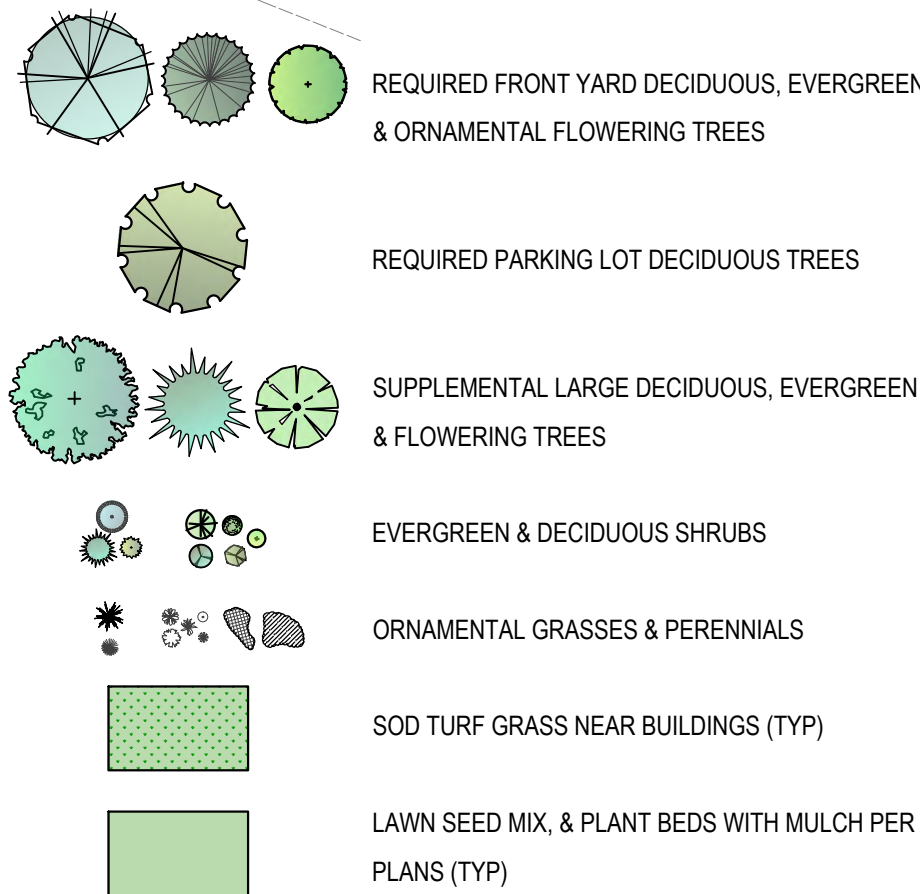
PLANT LIST:

PLANT KEY	NATIVE	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	COMMENTS
TREES						
Deciduous Trees						
AR	N	Acer rubrum 'October Glory'	October Glory Red Maple	2.5' CAL	BB	Matched
BN	N	Betula nigra	River Birch	2.5' CAL	BB	Clump
CB	N	Carpinus betulus 'Fastigiata'	Fastigiate European Hornbeam	2.5' CAL	BB	Matched
CO	N	Carya ovata	Shagbark Hickory	2.5' CAL	BB	Matched
FG	N	Fagus grandifolia	American Beech	2.5' CAL	BB	Matched
GI	N	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5' CAL	BB	Matched
LT	N	Liriodendron tulipifera	Tulip Tree	2.5' CAL	BB	Matched
OV	N	Ostrya virginiana	American Hop Hornbeam, Ironwood	2.5' CAL	BB	Matched
TC	N	Tilia cordata 'Greenspire'	Little Leaf Linden	2.5' CAL	BB	Matched
Evergreen Trees						
AC	N	Abies concolor	White Fir	6-8' Ht	BB	Matched
JC	N	Juniperus chinensis 'Spartan'	Spartan Juniper	6-8' Ht	BB	Matched
PG	N	Picea glauca var. densata	Black Hills Spruce	6-8' Ht	BB	Matched
PO	N	Picea omorika	Serbian Spruce	6-8' Ht	BB	Matched
PS	N	Pinus strobus	Eastern White Pine	6-8' Ht	BB	Matched
TS	N	Tsuga canadensis	Canadian/Eastern Hemlock	6-8' Ht	BB	Matched
Ornamental Trees						
AM	N	Amelanchier x gr. 'Robin Hill'	Robin Hill Serviceberry	1.5' CAL	BB	Multi-Stream
CC	N	Cercis canadensis	Eastern Redbud	1.5' CAL	BB	Specimen
CF	N	Cornus florida	White Flowering Dogwood	1.5' CAL	BB	Specimen
MP	N	Malus 'Purple Prince'	Purple Prince Crab Apple	1.5' CAL	BB	Matched
MS	N	Magnolia x soulangeana	Saucer Magnolia	1.5' CAL	BB	Multi-Stream
PK	N	Prunus serrulata 'Kwanzan'	Kwanzan Cherry	1.5' CAL	BB	Specimen
SHRUBS & PERENNIALS						
Evergreen Shrubs						
Formal - Rounded						
BUX		Buxus x 'Green Gem'	Green Boxwood	18" Ht	CONT.	3.5" O.C.
CHP		Chamaecyparis pisifera 'Golden Mop'	Japanese Falsecypress	18" Spr	CONT.	3" O.C.
GL	N	Ilex glabra 'Shamrock'	Shamrock Inkberry Holly	18" Ht	CONT.	3.5" O.C.
JCS	N	Juniperus chinensis 'Sea Green'	Sea Green Juniper	24" Ht	CONT.	5" O.C.
JVG	N	Juniperus virginiana 'Grey Owl'	Eastern Red Cedar 'Grey Owl'	24" Ht	CONT.	6.5" O.C.
Columnar - Upright						
JSB	N	Juniperus scopulorum 'Blue Arrow'	Blue Arrow Juniper	36-48" Ht	CONT.	2" O.C.
JSW	N	Juniperus scopulorum 'Wichita Blue'	Wichita Blue Juniper	48" Ht	CONT.	4" O.C.
JVC	N	Juniperus virginiana 'Burkii'	Burkii Eastern Red Cedar	7-8' Ht	CONT.	6" O.C.
Flowering Shrubs						
CKK	N	Cornus sericea 'Kelsey'	Kelsey's Dwarf Red Twig Dogwood	18" Ht	CONT.	3" O.C.
HPY	N	Hypericum perforatum	St. John's Wort	3 gal.	CONT.	3" O.C.
HYL		Hydrangea 'Little Lime'	Little Lime Hydrangea	3 gal.	CONT.	3.5" O.C.
HYQ		Hydrangea quercifolia	Oakeleaf Hydrangea	5 gal.	CONT.	4.5" O.C.
IVY		Ilex virginica 'Spic'®	Little Henry Dwarf Virginia Sweetpire	3 gal.	CONT.	2.5" O.C.
SAN	N	Sambucus nigra	Blacklace Elderberry	5 gal.	CONT.	9" O.C.
SAR	N	Sambucus racemosa	Lemony Lace Elderberry	3 gal.	CONT.	4" O.C.
VIC	N	Viburnum carlesii	Korean Spice Viburnum	24" Ht	CONT.	4" O.C.
VID	N	Viburnum dentatum 'Christom Blue Muffin'	Aronwood Viburnum	5 gal.	CONT.	5" O.C.

NOT FOR CONSTRUCTION



GENERAL PLANTING LEGEND:
*SEE PLAN FOR SPECIFICS



PARKING LOT LANDSCAPING:

TOTAL SURFACE PARKING: 559 SPACES

PARKING LOT CANOPY TREES:

1 TREE PER 12 SPACES = 47 REQUIRED PARKING AREA TREES

TREES PROVIDED - 53 CANOPY DECIDUOUS TREES - SEE PLANT LIST FOR SPECIFICS

- (8) AR - ACER RUBRUM
(3) CO - CARYA OVATA
(7) FG - FAGUS GRANDIFOLIA
(14) GB - GINKGO BILOBA
(4) LT - LIRIODENDRON TULIPIFERA
(7) OV - OSTRYA VIRGINIANA
(10) TC - TILIA CORDATA

PLANT LIST:

PLANT KEY	NATIVE	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	COMMENTS
TREES						
Deciduous Trees						
AR	N	Acer rubrum 'October Glory'	October Glory Red Maple	2.5' CAL	BB	Matched
BN	N	Betula nigra	River Birch	2.5' CAL	BB	Clump
CB	N	Carpinus betulus 'Fastigiata'	Fastigate European Hornbeam	2.5' CAL	BB	Matched
CO	N	Carya ovata	Shagbark Hickory	2.5' CAL	BB	Matched
FG	N	Fagus grandifolia	American Beech	2.5' CAL	BB	Matched
GB	N	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5' CAL	BB	Matched
LT	N	Liriodendron tulipifera	Tulip Tree	2.5' CAL	BB	Matched
OV	N	Ostrya virginiana	American Hop Hornbeam, Ironwood	2.5' CAL	BB	Matched
TC	N	Tilia cordata 'Greenspire'	Little Leaf Linden	2.5' CAL	BB	Matched
Evergreen Trees						
AC	N	Abies concolor	White Fir	6-8' Ht	BB	Matched
JC	N	Juniperus chinensis 'Spartan'	Spartan Juniper	6-8' Ht	BB	Matched
PG	N	Picea glauca var. densata	Black Hills Spruce	6-8' Ht	BB	Matched
PO	N	Picea omorika	Serbian Spruce	6-8' Ht	BB	Matched
PS	N	Pinus strobus	Eastern White Pine	6-8' Ht	BB	Matched
TS	N	Tsuga canadensis	Canadian/Eastern Hemlock	6-8' Ht	BB	Matched
Ornamental Trees						
AM	N	Amelanchier x gr. 'Robin Hill'	Robin Hill Serviceberry	1.5' CAL	BB	Multi-Stem
OC	N	Cercis canadensis	Eastern Redbud	1.5' CAL	BB	Speciman
CF	N	Comus florida	White Flowering Dogwood	1.5' CAL	BB	Speciman
MP	N	Malus 'Purple Prince'	Purple Prince Crab Apple	1.5' CAL	BB	Matched
MS	N	Magnolia x soulangeana	Saucer Magnolia	1.5' CAL	BB	Multi-Stem
PK	N	Prunus serrulata 'Kwanzan'	Kwanzan Cherry	1.5' CAL	BB	Speciman
SHRUBS & PERENNIALS						
Evergreen Shrubs						
Formal - Rounded						
BUX	N	Buxus x 'Green Gem'	Green Gem Boxwood	18" Ht	CONT.	3.5' O.C.
CHP	N	Chamaecyparis pisifera 'Golden Mop'	Japanese Falsecypress	18" Spr	CONT.	3' O.C.
ILG	N	Ilex glabra 'Shamrock'	Shamrock Inkberry Holly	18" Ht	CONT.	3.5' O.C.
JCS	N	Juniperus chinensis 'Sea Green'	Sea Green Juniper	24" Ht	CONT.	5' O.C.
JVG	N	Juniperus virginiana 'Grey Owl'	Eastern Red Cedar 'Grey Owl'	24" Ht	CONT.	6.5' O.C.
Columnar - Upright						
JSB	N	Juniperus scopulorum 'Blue Arrow'	Blue Arrow Juniper	36-48" Ht	CONT.	2' O.C.
JSW	N	Juniperus scopulorum 'Wichita Blue'	Wichita Blue Juniper	48" Ht	CONT.	4' O.C.
JVB	N	Juniperus virginiana 'Burkii'	Burkii Eastern Red Cedar	7-8' Ht	CONT.	6' O.C.
Flowering Shrubs						
CSK	N	Comus sericea 'Kelsey'	Kelsey's Dwarf Red Twig Dogwood	18" Ht	CONT.	3' O.C.
HYP	N	Hypericum prolificum	St. John's Wort	3 gal.	CONT.	3' O.C.
HYL	N	Hydrangea 'Little Lime'	Little Lime Hydrangea	3 gal.	CONT.	3.5' O.C.
HYO	N	Hydrangea quercifolia	Oakleaf Hydrangea	5 gal.	CONT.	4.5' O.C.
ITV	N	Itea virginica 'Sprich'	Little Henry Dwarf Virginia Sweetspire	3 gal.	CONT.	2.5' O.C.
SAN	N	Sambucus nigra	Blacklace Elderberry	5 gal.	CONT.	5' O.C.
SAR	N	Sambucus racemosa	Lemony Lace Elderberry	3 gal.	CONT.	4' O.C.
VIC	N	Viburnum cerasifolia	Korean Spice Viburnum	24" Ht	CONT.	4' O.C.
VID	N	Viburnum dentatum 'Christom Blue Muffin'	Arrowwood Viburnum	5 gal.	CONT.	5' O.C.

DATE:	ISSUED FOR:
04/21/25	OWNER REVIEW
04/24/25	PUD SUBMITTAL
05/14/25	PUD RESUBMITTAL
DATE:	ISSUE
DATE:	ISSUE
DATE:	ISSUE
DATE:	ISSUE
P.I.C.	P. LAWRENCE
P.M.	NAME
DESIGN	NAME

PRL PROJECT NUMBER

25003

SHEET NAME
LANDSCAPE
PLAN SOUTH

SHEET NUMBER

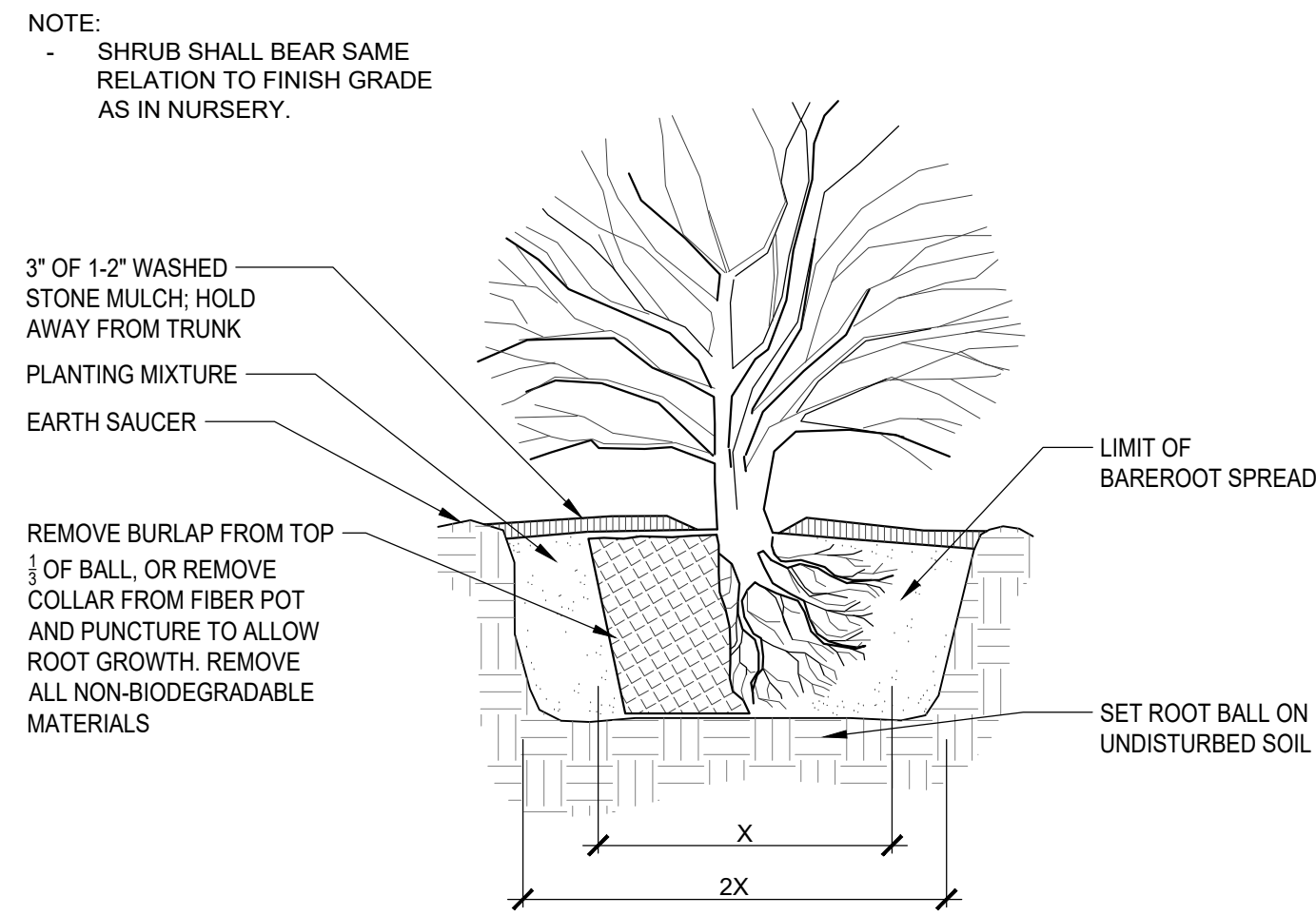
L203

NOT FOR CONSTRUCTION

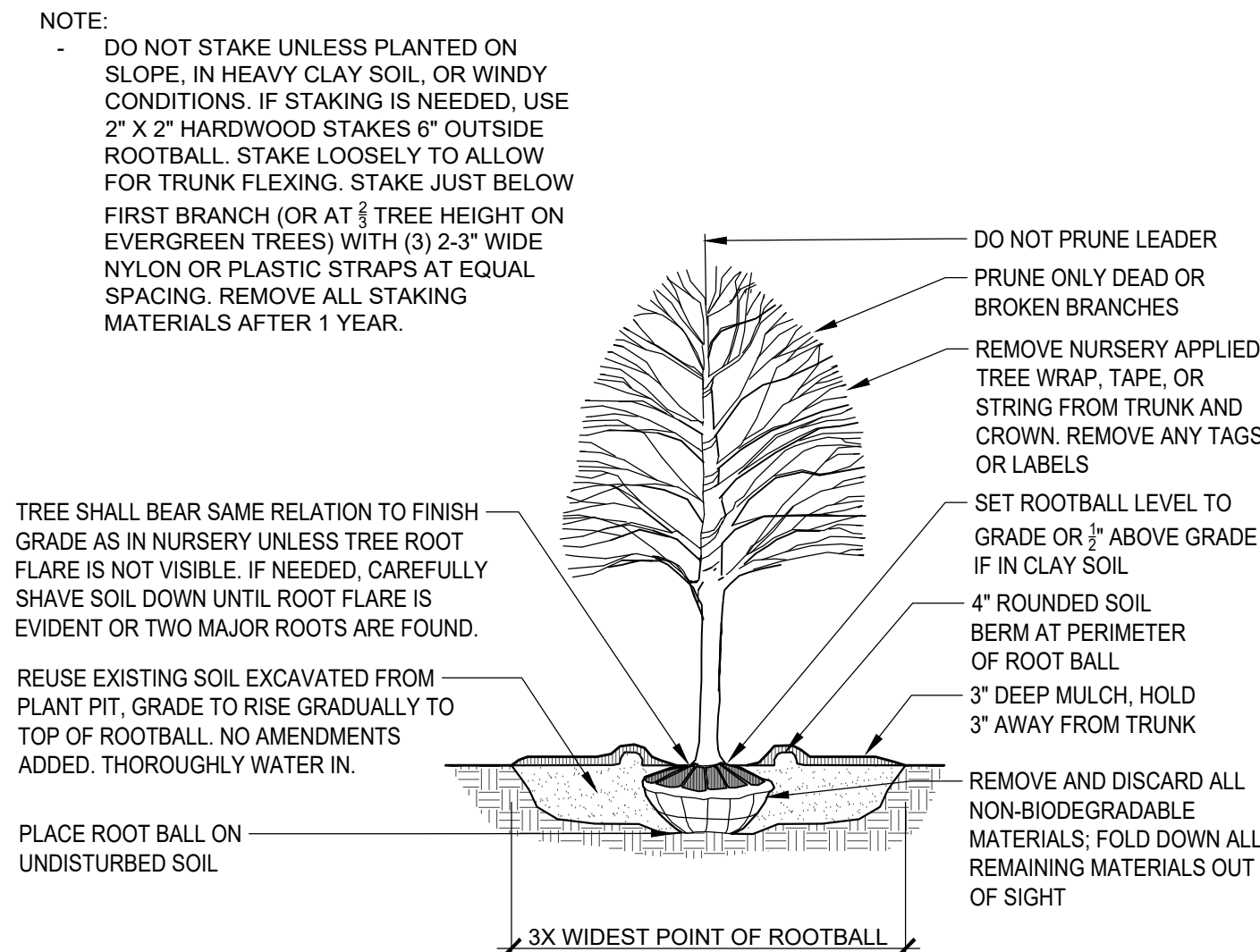


PRL DESIGN LAND PLANNING • LANDSCAPE ARCHITECTURE Phone: (616) 560-0131 lawrence@prl-design.com	
AUTHENTIX GAINES 6338 HANNA LAKE AVE SE, CALEDONIA, MI 49316 CONTINENTAL 870 FUND LLC	
DATE:	ISSUED FOR:
04/21/25	OWNER REVIEW
04/24/25	PUD SUBMITTAL
05/14/25	PUD RESUBMITTAL
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
P.I.C.	P. LAWRENCE
P.M.	NAME
DESIGN	NAME

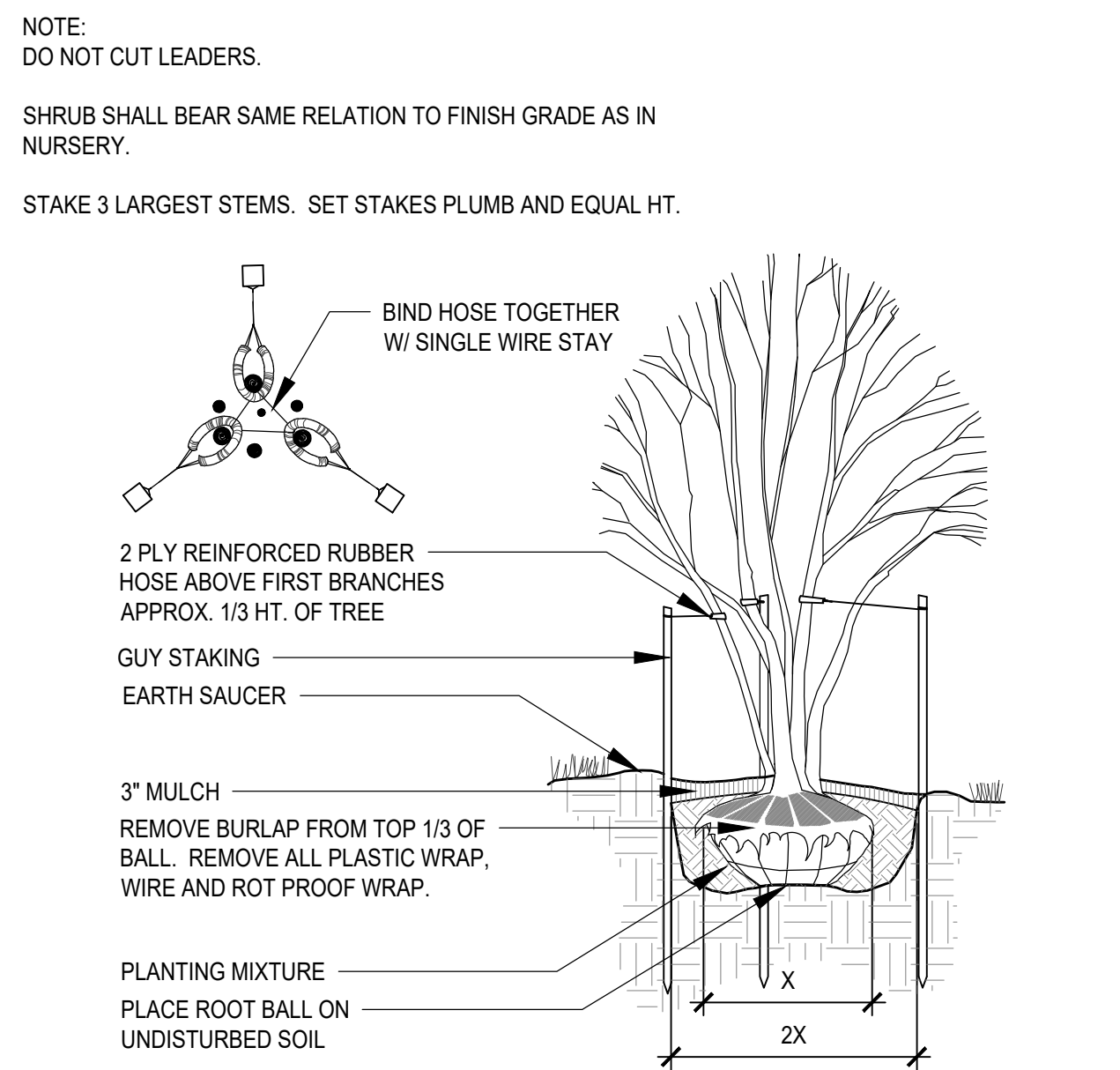
PRL PROJECT NUMBER
25003
SHEET NAME
LANDSCAPE PLAN EAST
SHEET NUMBER
L204



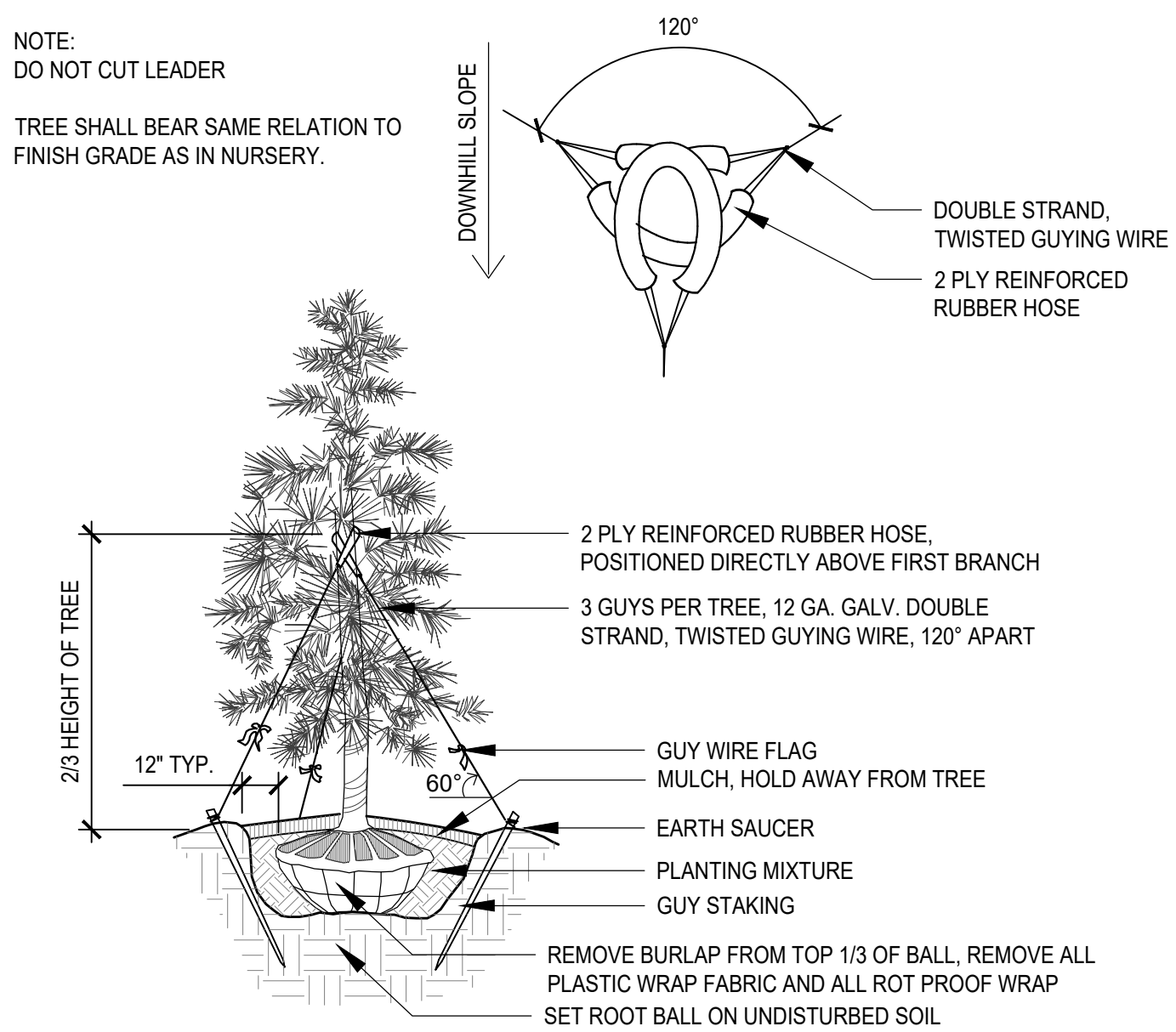
1 SHRUB PLANTING SECTION NOT TO SCALE



2 TREE PLANTING SECTION NOT TO SCALE



3 MULTI-TRUNK TREE PLANTING SECTION NOT TO SCALE



4 EVERGREEN TREE PLANTING - GUY WIRE SECTION NOT TO SCALE

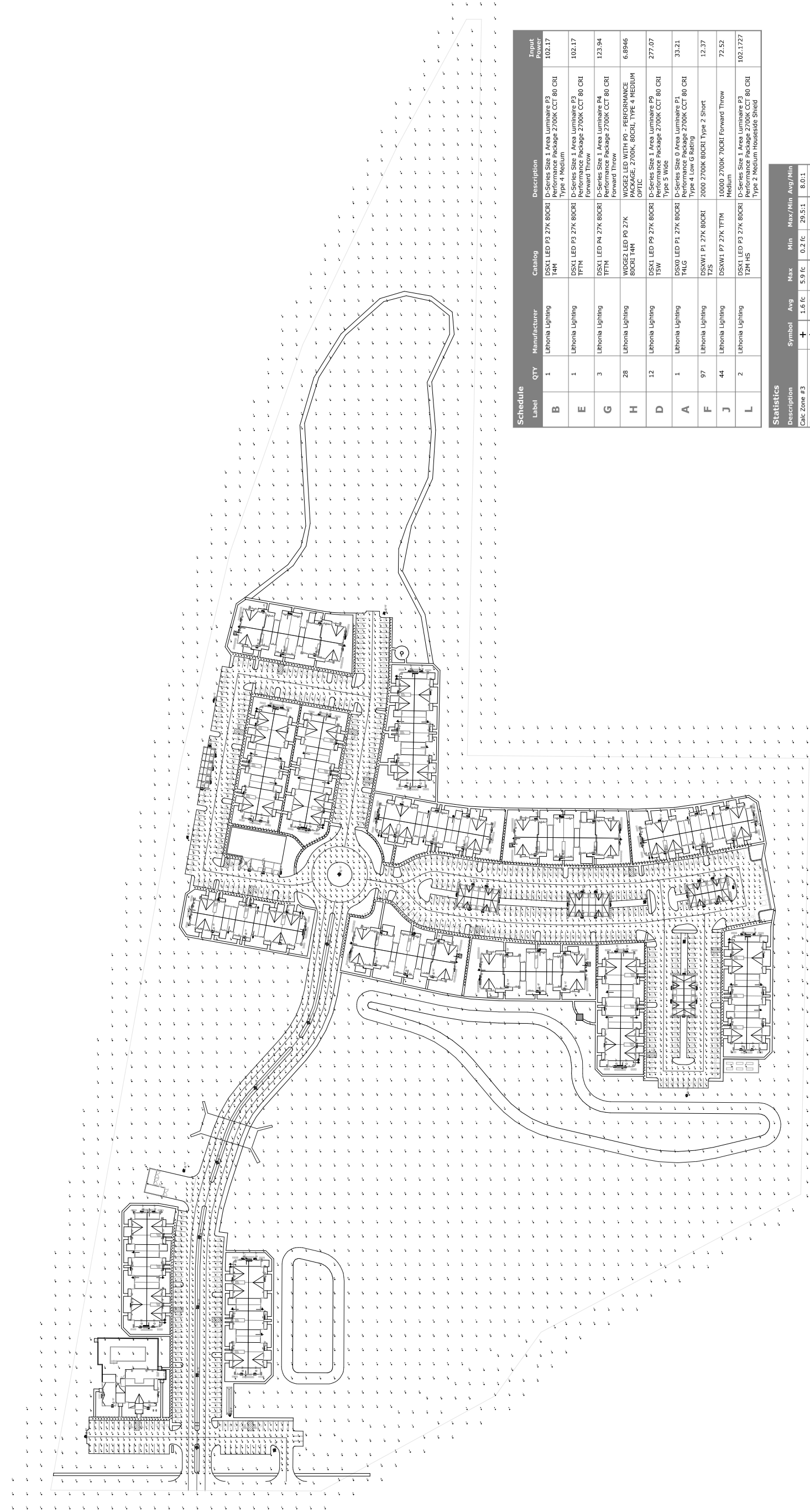
AUTHENTIX GAINES
6338 HANNA LAKE AVE SE, CALEDONIA, MI 49316
CONTINENTAL 870 FUND LLC

PRL DESIGN
LAND PLANNING • LANDSCAPE ARCHITECTURE
Phone: (616) 560-9131 • plawrence@prl-design.com

NOT FOR CONSTRUCTION

DATE:	ISSUED FOR:
04/21/25	OWNER REVIEW
04/24/25	PUD SUBMITTAL
05/14/25	PUD RESUBMITTAL
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
DATE	ISSUE
P.I.C.	P. LAWRENCE
P.M.	NAME
DESIGN	NAME

PRL PROJECT NUMBER
25003
SHEET NAME
LANDSCAPE DETAILS
SHEET NUMBER
L501



NOTE: PROPOSED LIGHTING SHOWN AS BASIS OF DESIGN. FINAL MANUFACTURER TO BE DETERMINED.

Schedule					Input Power
Label	QTY	Manufacturer	Catalog	Description	
B	1	Lithonia Lighting	DSX1 LED P3 27K 80CRI T4M	D-Series Size 1 Area Luminaire P3 Performance Package 2700K CCT 80 CRI Type 4 Medium	102.17
E	1	Lithonia Lighting	DSX1 LED P3 27K 80CRI TTFM	D-Series Size 1 Area Luminaire P3 Performance Package 2700K CCT 80 CRI Forward Throw	102.17
G	3	Lithonia Lighting	DSX1 LED P4 27K 80CRI TTFM	D-Series Size 1 Area Luminaire P4 Performance Package 2700K CCT 80 CRI Forward Throw	123.94
H	28	Lithonia Lighting	W06E2 LED P0 27K 80CRI T4M	W06E2 LED WITH P0 - PERFORMANCE PACKAGE, 2700K, 80CRI, TYPE 4 MEDIUM OPTIC	6.8946
D	12	Lithonia Lighting	DSX1 LED P9 27K 80CRI T5W	D-Series Size 1 Area Luminaire P9 Performance Package 2700K CCT 80 CRI Type 5 Wide	277.07
A	1	Lithonia Lighting	DSX0 LED P1 27K 80CRI TALG	D-Series Size 0 Area Luminaire P1 Performance Package 2700K CCT 80 CRI Type 4 Low G Rating	33.21
F	97	Lithonia Lighting	DSXW1 P1 27K 80CRI T2S	2000 2700K 80CRI Type 2 Short	12.37
J	44	Lithonia Lighting	DSXW1 P7 27K TTFM	10000 2700K 70CRI Forward Throw Medium	72.52
L	2	Lithonia Lighting	DSX1 LED P3 27K 80CRI T2M HS	D-Series Size 1 Area Luminaire P3 Performance Package 2700K CCT 80 CRI Type 2 Medium HouseSide Shield	102.1727

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #3	+	1.6 fc	5.9 fc	0.2 fc	29.5:1	8.0:1
Calc Zone #4	+	1.4 fc	5.6 fc	0.2 fc	28.0:1	7.0:1
Calc Zone #5	+	1.5 fc	5.7 fc	0.2 fc	28.5:1	7.5:1
Calc Zone #6	+	1.7 fc	5.8 fc	0.2 fc	29.0:1	8.5:1
Calc Zone #7	+	2.1 fc	5.1 fc	0.5 fc	10.2:1	4.2:1
Calc Zone #8	+	2.5 fc	6.0 fc	0.4 fc	15.0:1	6.3:1
Calc Zone #9	+	2.3 fc	6.1 fc	0.4 fc	15.3:1	5.8:1
Calc Zone #11	+	0.4 fc	4.4 fc	0.0 fc	N/A	N/A
Calc Zone #12	+	0.1 fc	6.2 fc	0.0 fc	N/A	N/A
Calc Zone #13	+	0.1 fc	5.8 fc	0.0 fc	N/A	N/A
Calc Zone #14	+	2.6 fc	3.7 fc	0.5 fc	7.4:1	5.2:1
Calc Zone #15	+	1.3 fc	3.6 fc	0.3 fc	12.0:1	4.3:1
Calc Zone #16	+	0.5 fc	1.0 fc	0.1 fc	10.0:1	5.0:1
Calc Zone #17	+	2.6 fc	6.3 fc	0.1 fc	63.0:1	26.0:1
Calc Zone #18	+	2.7 fc	5.7 fc	0.7 fc	8.1:1	3.9:1
Calc Zone #19	+	1.6 fc	4.0 fc	0.5 fc	8.0:1	3.2:1
Calc Zone #20	+	1.6 fc	3.7 fc	0.4 fc	9.3:1	4.0:1
Calc Zone #21	+	2.0 fc	4.0 fc	0.4 fc	10.0:1	5.0:1
Calc Zone #22	+	2.6 fc	3.9 fc	0.6 fc	6.5:1	4.3:1
Calc Zone #23	+	3.0 fc	5.6 fc	0.6 fc	7.0:1	3.6:1
Calc Zone #24	+	1.8 fc	3.9 fc	0.4 fc	9.8:1	4.5:1
Calc Zone #25	+	1.7 fc	4.0 fc	0.3 fc	13.3:1	5.7:1
Calc Zone #26	+	2.0 fc	4.6 fc	0.4 fc	11.5:1	5.0:1
Calc Zone #28	+	1.8 fc	3.5 fc	0.8 fc	4.4:1	2.3:1
Calc Zone #29	+	0.3 fc	5.7 fc	0.0 fc	N/A	N/A
BOUNDARY	+	0.0 fc	0.5 fc	0.0 fc	N/A	N/A



Always a Better Plan

100 Camelot Drive
Fond du Lac, WI 54935
920-925-9800
excelengineer.com

PROJECT INFORMATION
CONTINENTAL PROPERTIES
CONTINENTAL XXV FUND LLC
W1341 N8675 EXECUTIVE PARKWAY
MENOMONEE FALLS, WI 53051
262.502.5500 *FAX 262.502.5522

PROPOSED DEVELOPMENT FOR:
AUTHENTIC GAINES
HANNA LAKE AVE - MI HWY 6 • GAINES TOWNSHIP, WI

PROFESSIONAL SEAL

SHEET DATES

SHEET ISSUE

AUG. 1, 2024

REVISIONS

PHOTOMETR 2025.05.14

IC

PROTOTYPE NUMBER

2024.08

JOB NUMBER

PROTOTYPE

DRAWING SET

SITE

SHEET NUMBER

ES1

SITE - PHOTOMETRIC PLAN



EXCEL

Always a Better Plan

100 Camelot Drive
Fond du Lac, WI 54935
920-925-9800
excelengineer.com

PROJECT INFORMATION

CONTINENTAL
INCORPORATED

CONTINENTAL XX FUND LLC
MENOMONEE FALLS, WI 53051
262.502.5500 • FAX 262.502.5522

PROPOSED DEVELOPMENT FOR:

AUTHENTIC GAINES

HANNA LAKE AVE - MI HWY 6 • GAINES TOWNSHIP, MI

PROFESSIONAL SEAL

SHEET DATES

SHEET ISSUE **AUG. 1, 2024**

REVISIONS

PHOTOMETR **2025.05.14**
IC

PROTOTYPE NUMBER

2024.08

JOB NUMBER

PROTOTYPE

DRAWING SET

SITE

SHEET NUMBER

ES2

© 2024 © EXCEL ENGINEERING, INC.



D-Series Size 1
LED Area Luminaire

d-Series







Specifications

EPK: 0.69 ft²
(0.64 m²)

Length: 14.25"
(361 mm)

Width: 14.25"
(361 mm)

Height H1: 2.73"
(69 mm)

Height H2: 2.73"
(69 mm)

Weight: 34 lbs
(15 kg)

OS Design Select

Items available for **field-select** qualify for the Design Select program and display D-Series Select. To learn more about Design Select, visit [www.lithonia.com/designselect](#).

*See ordering tree for details.

EXAMPLE: DSX1 LED P7 40K 70CRI T3M MVOLT SPA NITAR2 PIRHN DBBXD									
Series		LEDs	Color temperature	Chipset technology	Distribution	TM	Voltage	Mounting	Shipped included
DSX1 LB									
DSX1 LB									
		Forward optics							
		P1	30K	300K	70CRI	T3S	Type 1	Typical medium	WVOT (120°/77°) ¹
		P2	30K	300K	70CRI	T3S	Type 1	Typical low glare	WVOT (140°/40°) ¹
		P3	40K	300K	70CRI	T3W	Type 1	Typical wide	WVOT (270°/-80°) ¹
		P4	50K	300K	70CRI	BL3	Type 1	Typical beam	100° ¹
		P5	50K	300K	70CRI	BL3	Type 1	Typical beam	30° ¹
		P6	50K	300K	70CRI	BL4	Type 1	Typical beam	240° ¹
		P7	27K	300K	90CRI	T4LS	Type 1	Typical low glare	270° ¹
		Rated optics							
		P1	30K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P2	40K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P3	50K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P4	50K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P5	50K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P6	50K	300K	80CRI	LCO	Beam	Typical	340° ¹
		P7	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P8	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P9	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P10	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P11	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P12	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P13	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P14	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P15	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P16	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P17	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P18	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P19	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P20	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P21	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P22	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P23	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P24	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P25	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P26	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P27	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P28	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P29	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P30	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P31	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P32	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P33	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P34	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P35	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P36	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P37	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P38	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P39	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P40	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P41	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P42	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P43	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P44	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P45	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P46	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P47	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P48	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P49	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P50	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P51	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P52	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P53	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P54	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P55	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P56	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P57	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P58	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P59	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P60	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P61	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P62	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P63	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P64	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P65	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P66	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P67	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P68	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P69	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P70	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P71	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P72	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P73	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P74	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P75	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P76	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P77	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P78	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P79	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P80	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P81	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P82	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P83	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P84	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P85	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P86	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P87	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P88	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P89	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P90	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P91	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P92	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P93	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P94	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P95	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P96	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P97	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P98	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P99	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P100	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P101	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P102	27K	300K	90CRI	LCO	Beam	Typical	340° ¹
		P103	27K	300K	90CRI	LCO	Beam	Typical	340° ^{1</}

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE
CLUBHOUSE

Drawing Date
APRIL 18, 2025

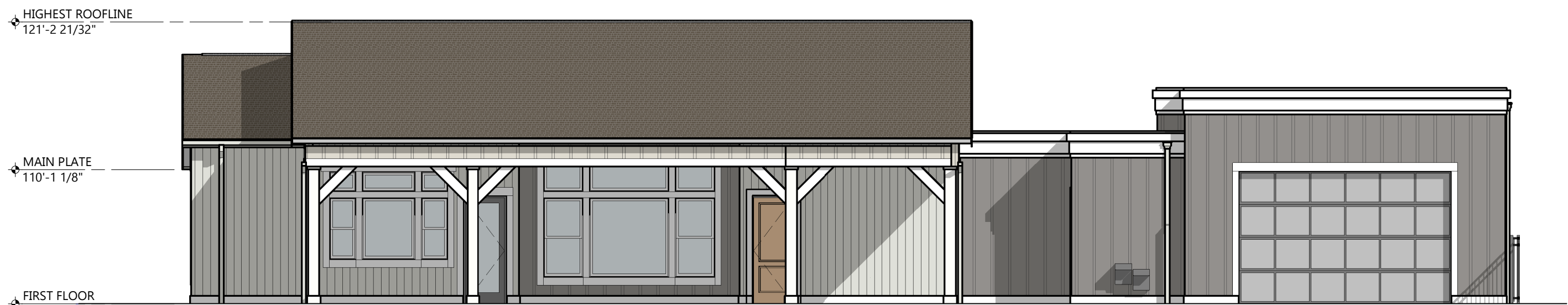
CLUBHOUSE

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

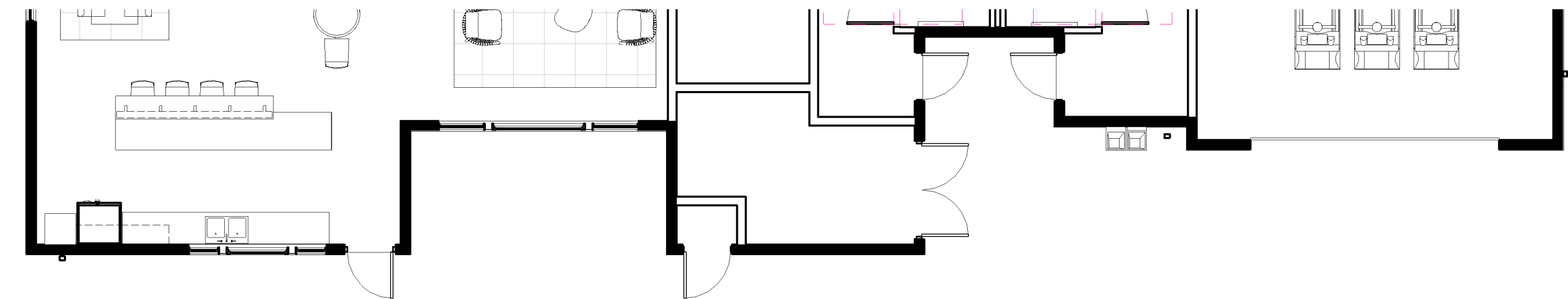
Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR1.0



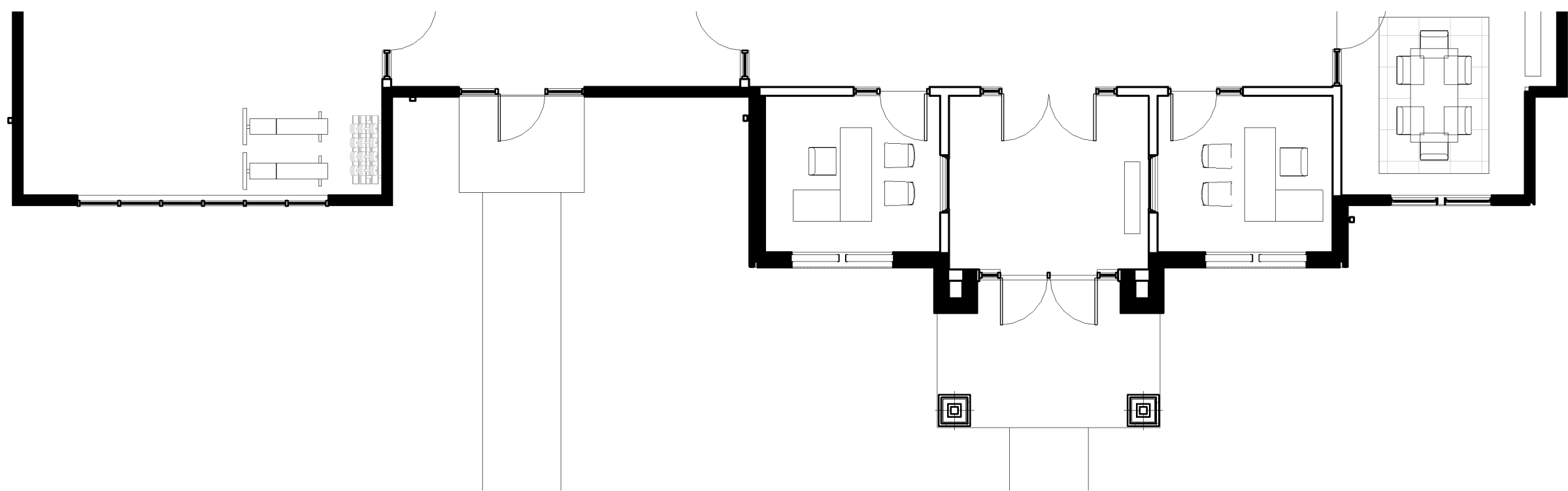
REAR ELEVATION - SCHEME A

SCALE: 1/8\" = 1'-0\"



FRONT ELEVATION - SCHEME A

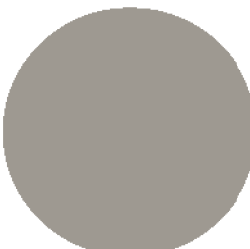
SCALE: 1/8\" = 1'-0\"



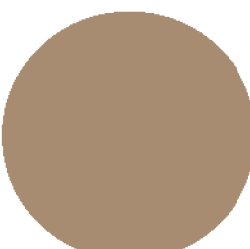
Tamko
Heritage
Weathered
Wood



Certainteed
Snow



Certainteed
Granite Gray



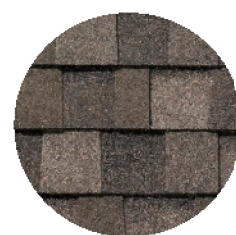
SW 9108
Double
Latte



Certainteed
Colonial
White



J&N STONE
SERIES: CLIFTRUCK
COLOR: CHARLESTON



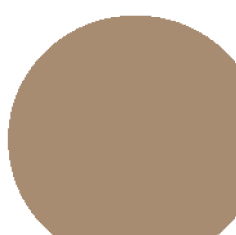
Tamko
Heritage
Weathered
Wood



Certainteed
Snow



Certainteed
Granite Gray



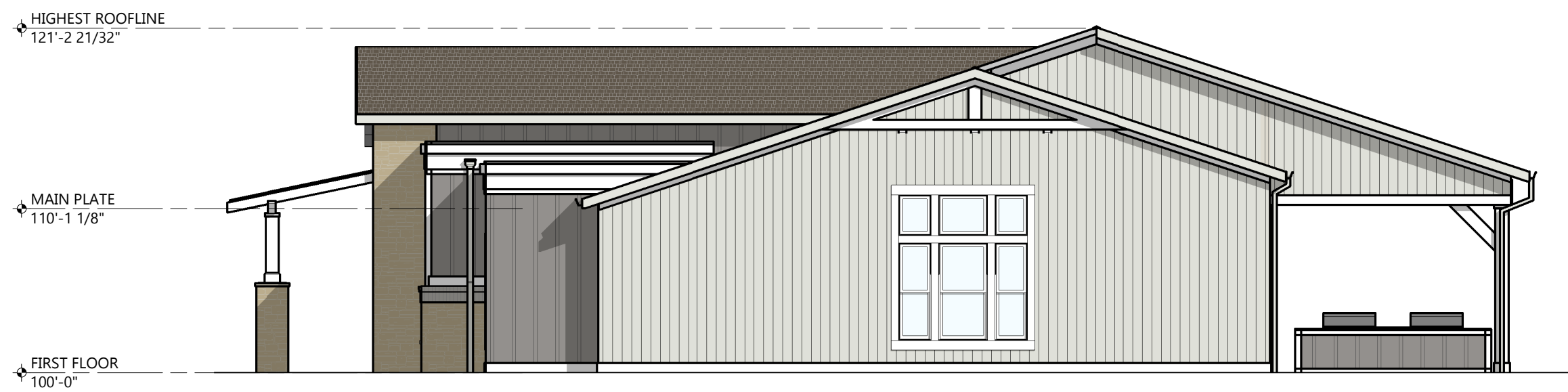
SW 9108
Double
Latte



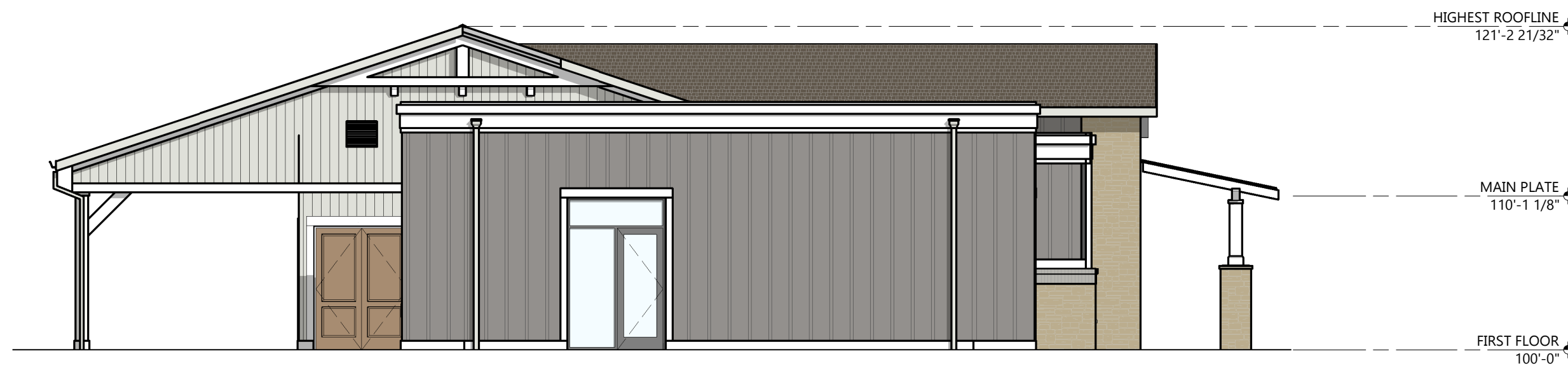
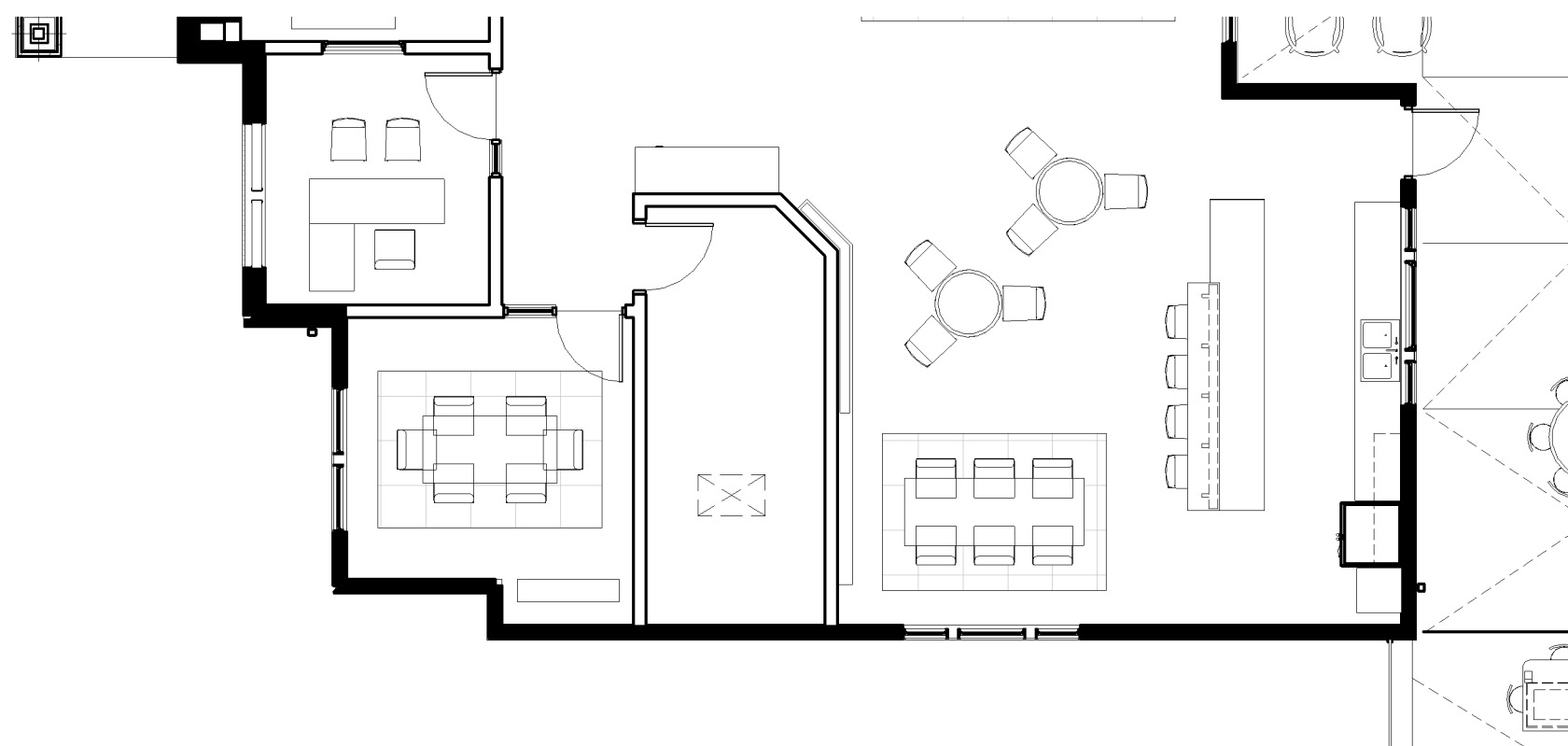
Certainteed
Colonial
White



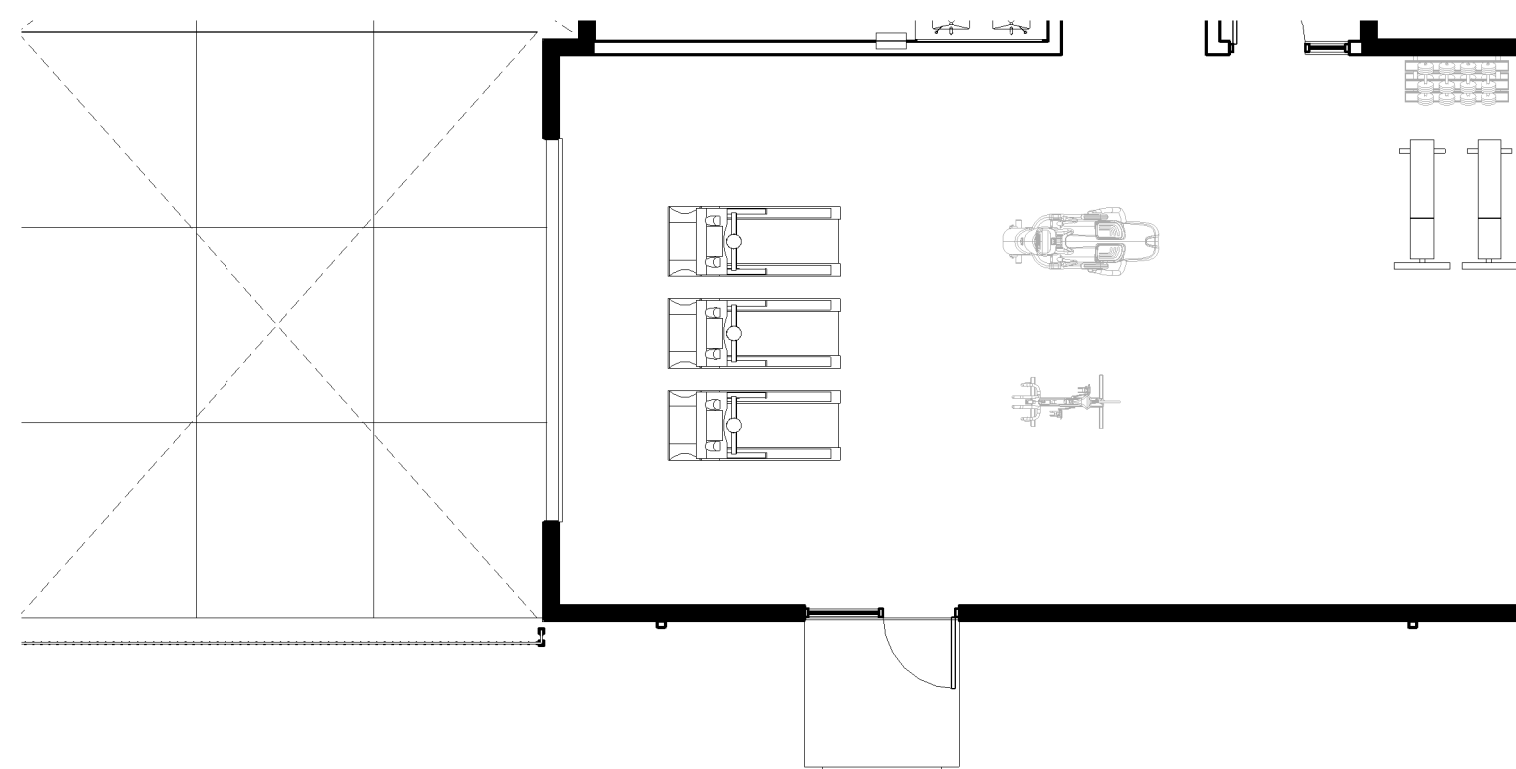
J&N STONE
SERIES: CLIFTRUCK
COLOR: CHARLESTON



LEFT ELEVATION - SCHEME A
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION - SCHEME A
SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE
CLUBHOUSE

Drawing Date
APRIL 18, 2025

CLUBHOUSE

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

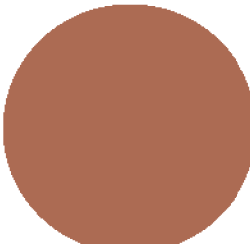
Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR1.1



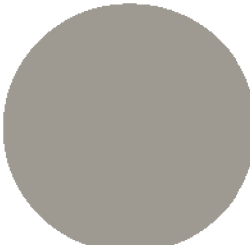
Tamko
Heritage
Weathered
Wood



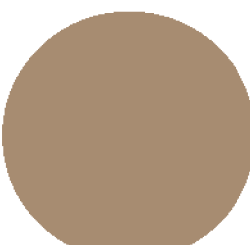
SW 7701
Cavern Clay



Certainteed
Snow



Certainteed
Granite Gray



SW 9108
Double
Latte

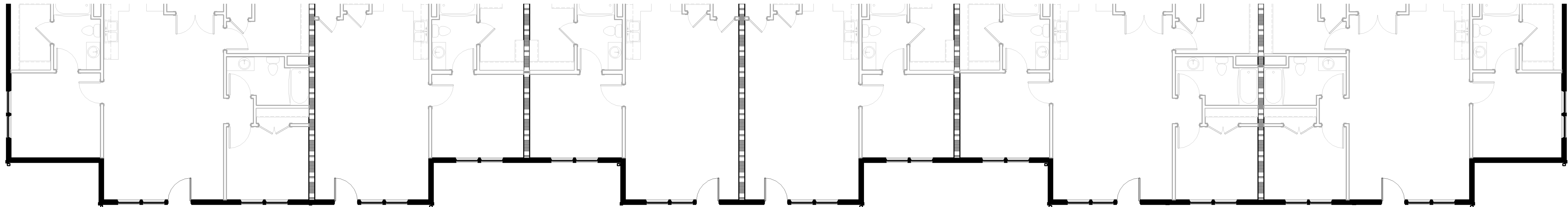


Certainteed
Colonial
White



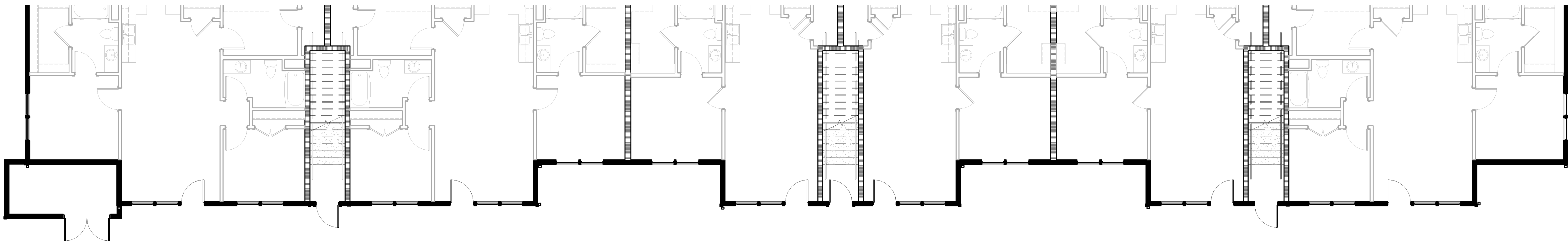
REAR ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



FRONT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24

Drawing Date
APRIL 18, 2025

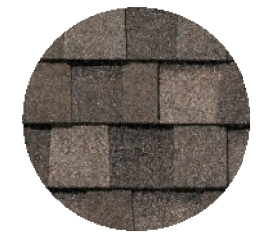
X24A APARTMENT
BUILDING

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

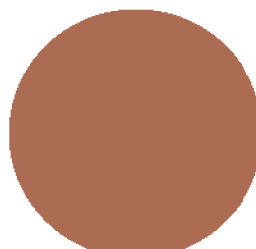
Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR2.0



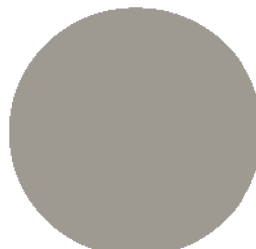
Tamko
Heritage
Weathered
Wood



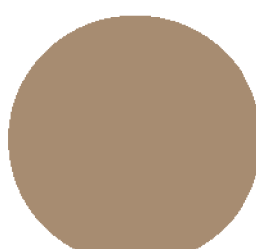
SW 7701
Cavern Clay



Certainteed
Snow



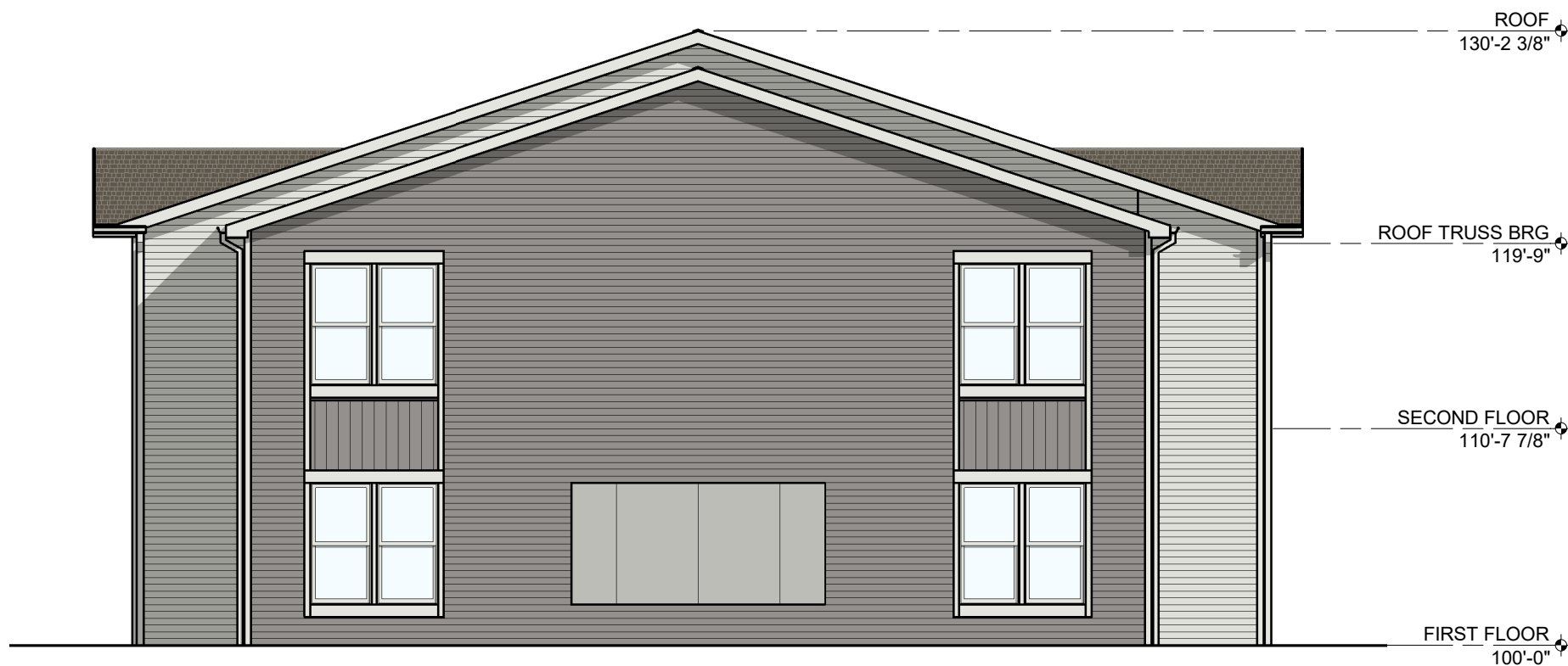
Certainteed
Granite Gray



SW 9108
Double
Latte

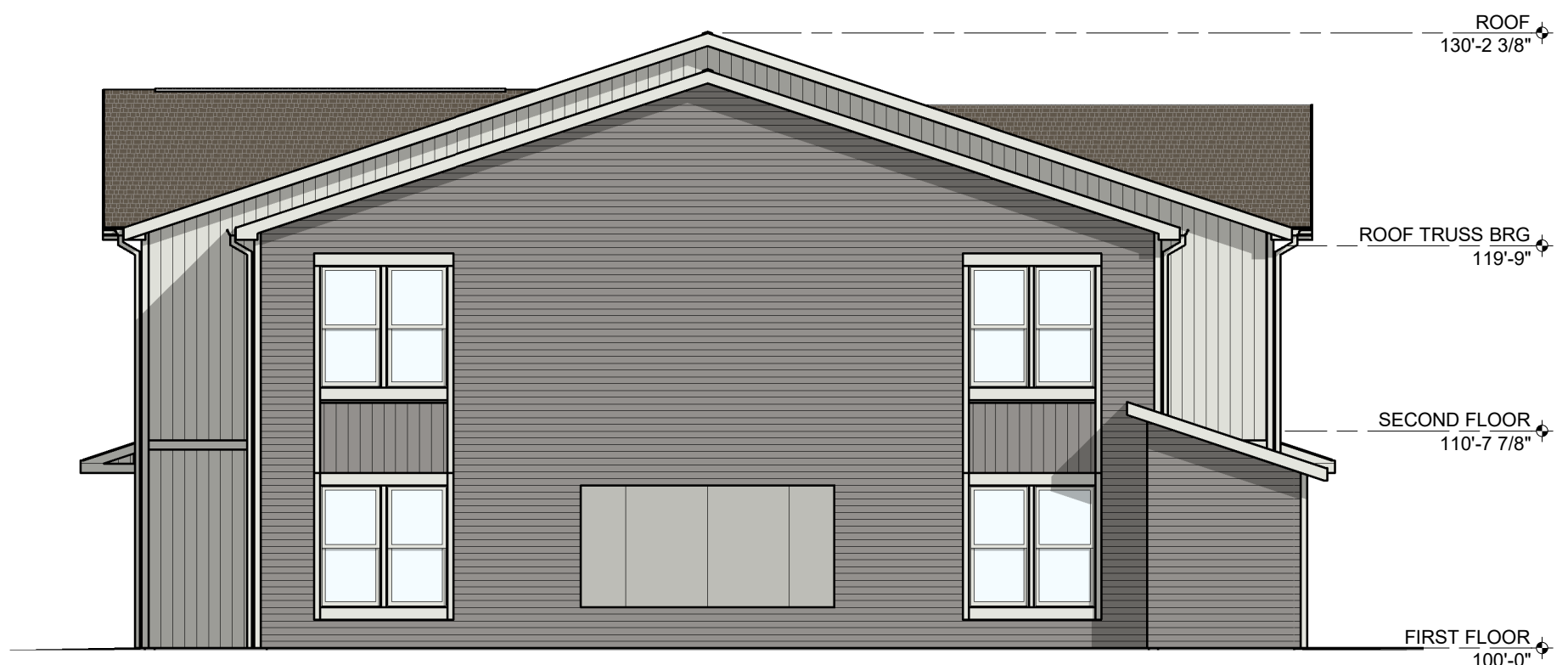
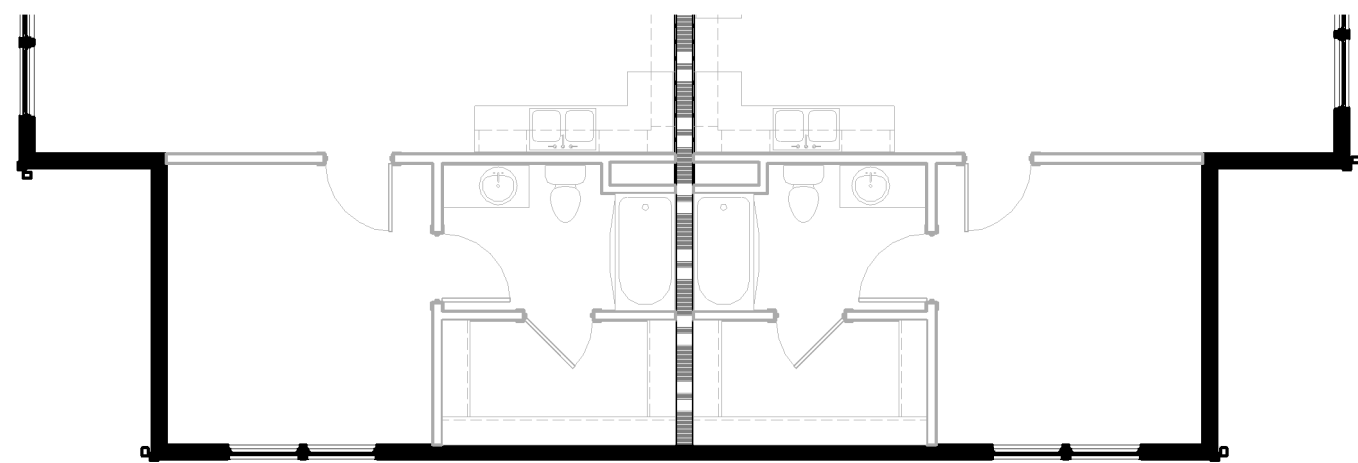


Certainteed
Colonial
White



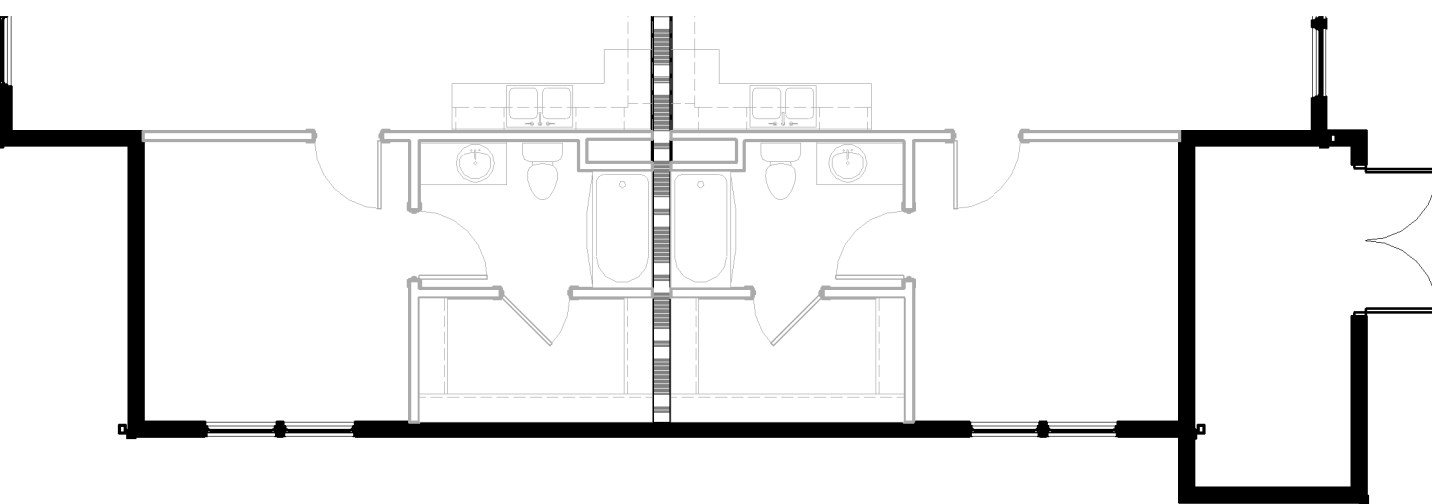
RIGHT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24

Drawing Date
APRIL 18, 2025

**X24A APARTMENT
BUILDING**

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

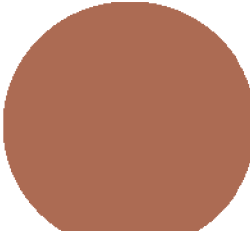
Project No.
2024.0160

Sheet Title
**EXTERIOR
ELEVATIONS -
SCHEME A**

Sheet No.
PR2.1



Tamko
Heritage
Weathered
Wood



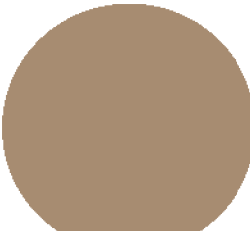
SW 7701
Cavern Clay



Certainteed
Snow



Certainteed
Herringbone



SW 9108
Double
Latte

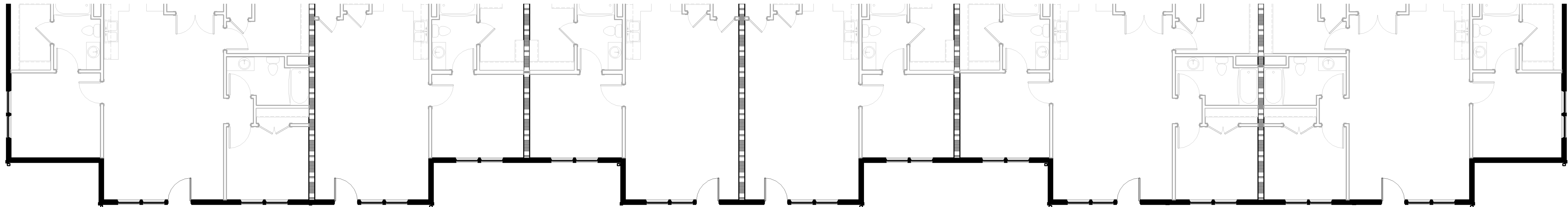


Certainteed
Colonial
White



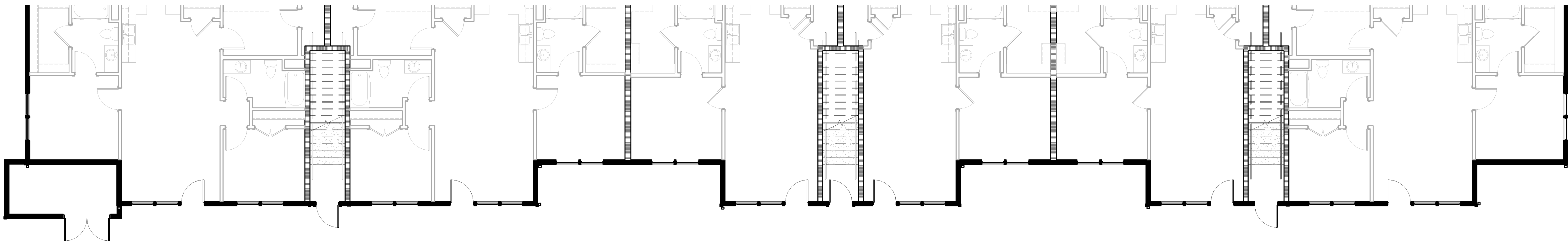
REAR ELEVATION - SCHEME B

SCALE: 1/8" = 1'-0"



FRONT ELEVATION - SCHEME B

SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24

Drawing Date
APRIL 18, 2025

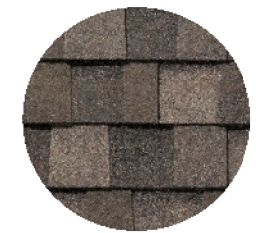
X24A APARTMENT
BUILDING

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

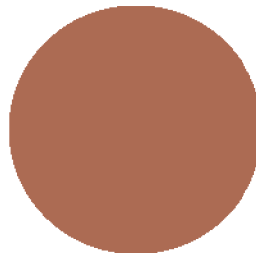
Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME B

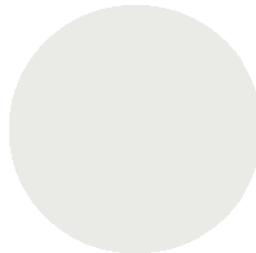
Sheet No.
PR2.2



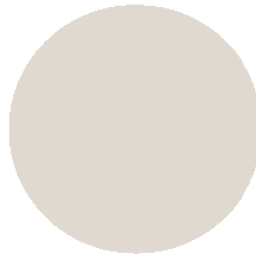
Tamko
Heritage
Weathered
Wood



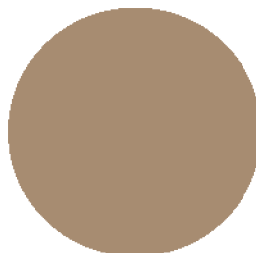
SW 7701
Cavern Clay



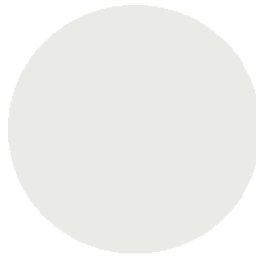
Certainteed
Snow



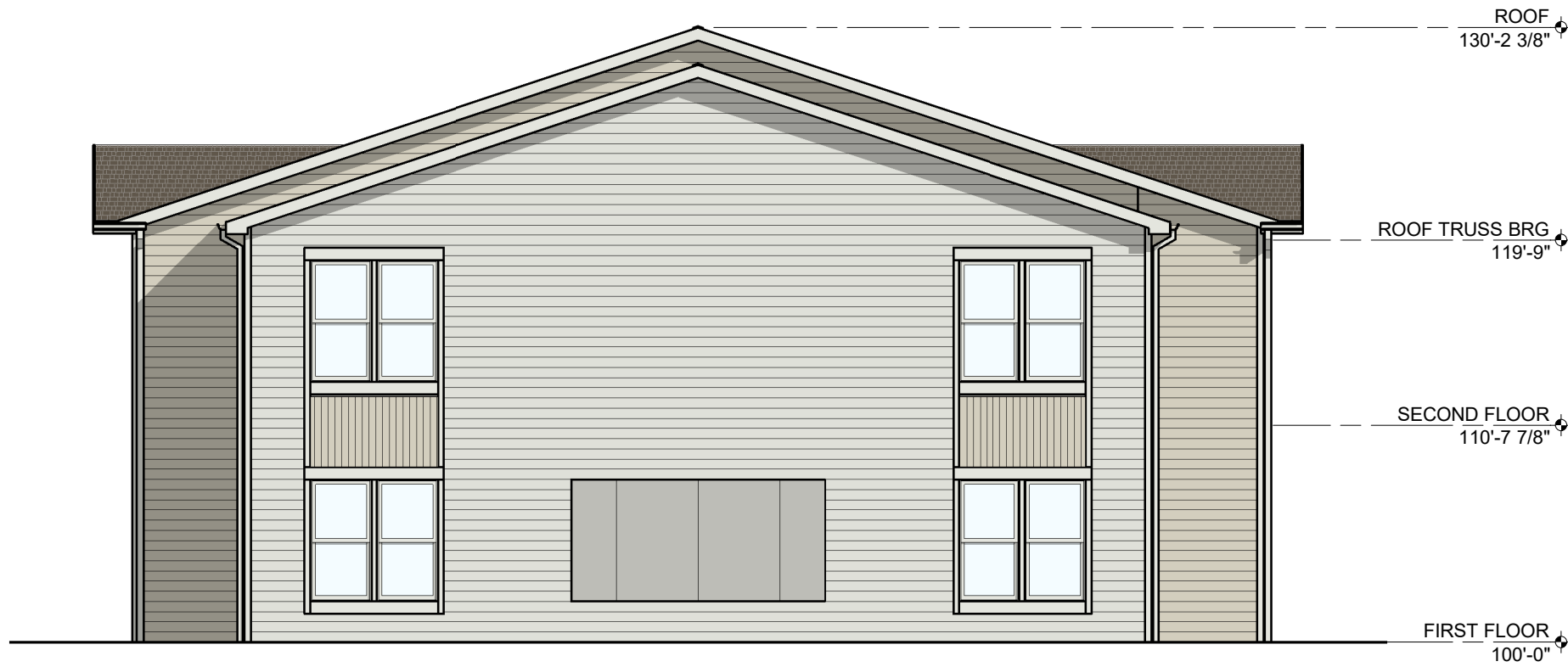
Certainteed
Herringbone



SW 9108
Double
Latte

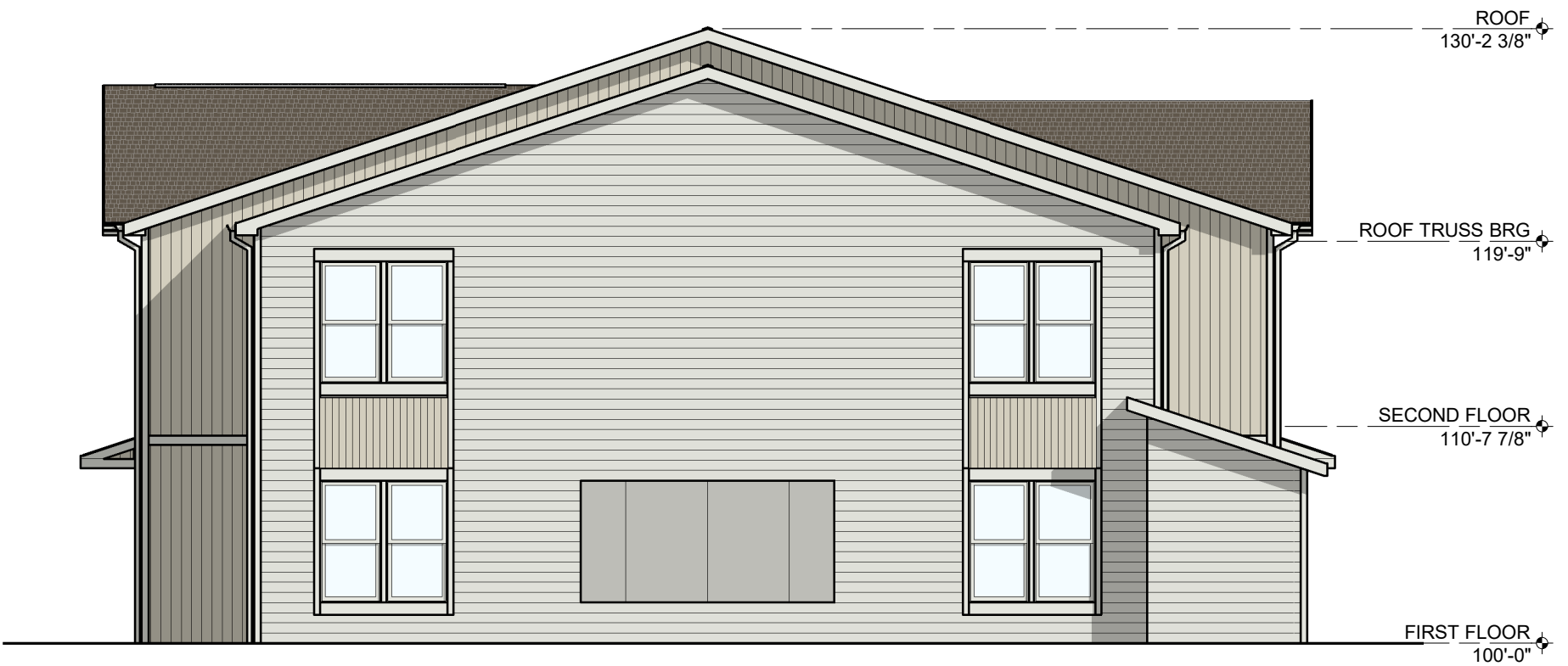
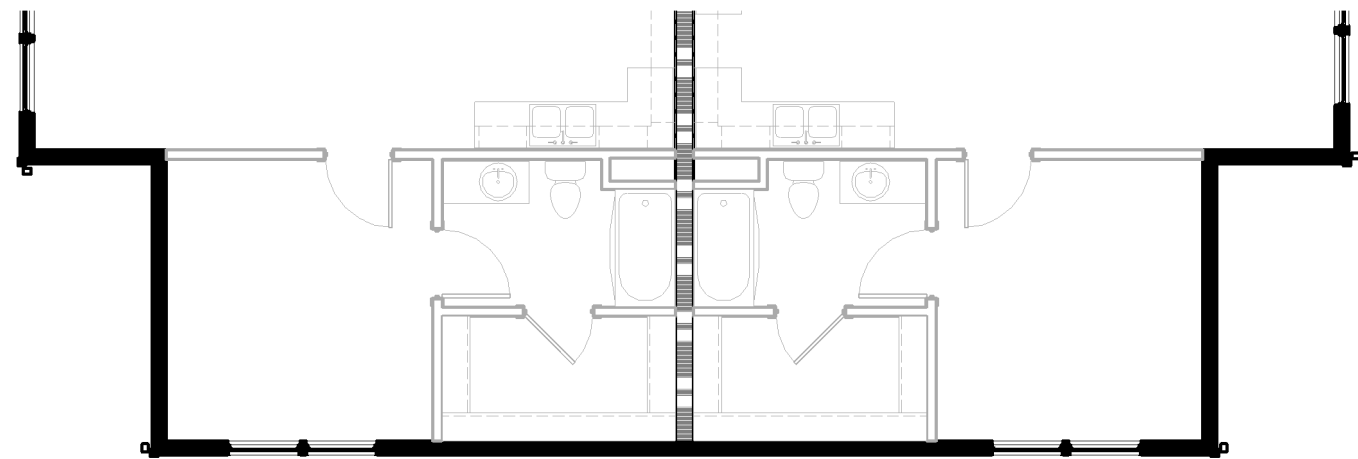


Certainteed
Colonial
White



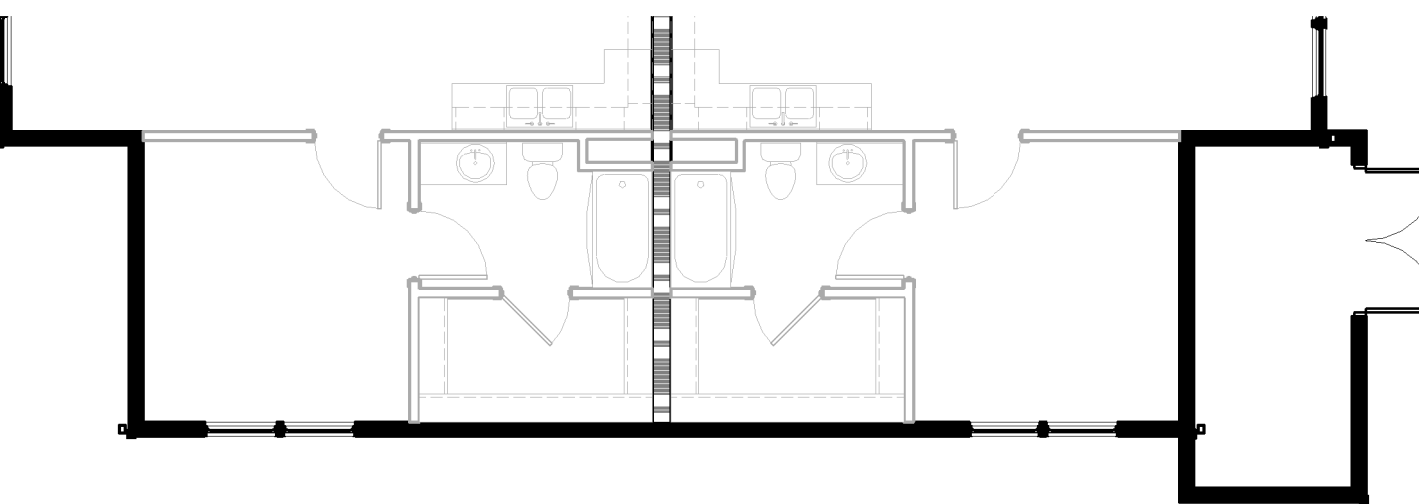
RIGHT ELEVATION - SCHEME B

SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME B

SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24

Drawing Date
APRIL 18, 2025

X24A APARTMENT
BUILDING

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME B

Sheet No.
PR2.3

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24B

Drawing Date
APRIL 18, 2025

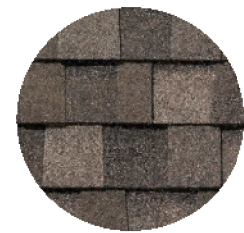
X24B APARTMENT
BUILDING

AUTHENTIX PROTOTYPE
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

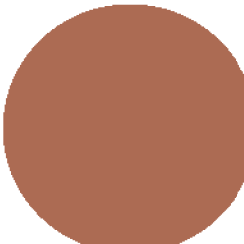
Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR3.0



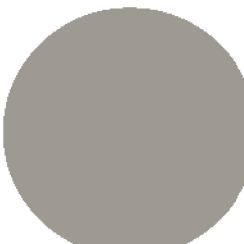
Tamko
Heritage
Weathered
Wood



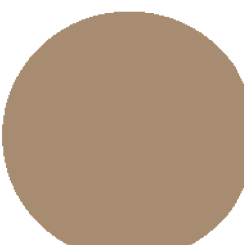
SW 7701
Cavern Clay



Certainteed
Snow



Certainteed
Granite Gray



SW 9108
Double
Latte

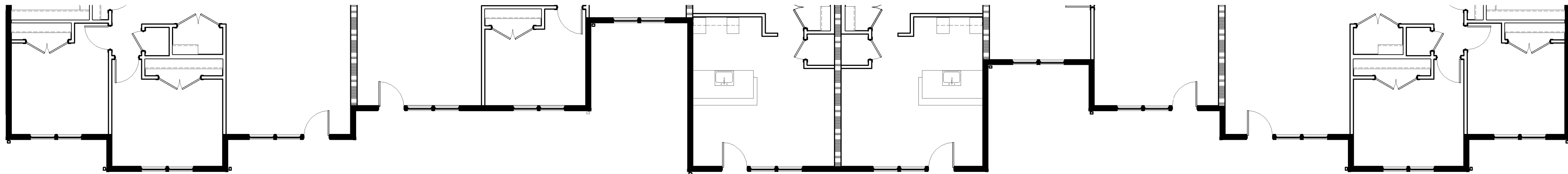


Certainteed
Colonial
White



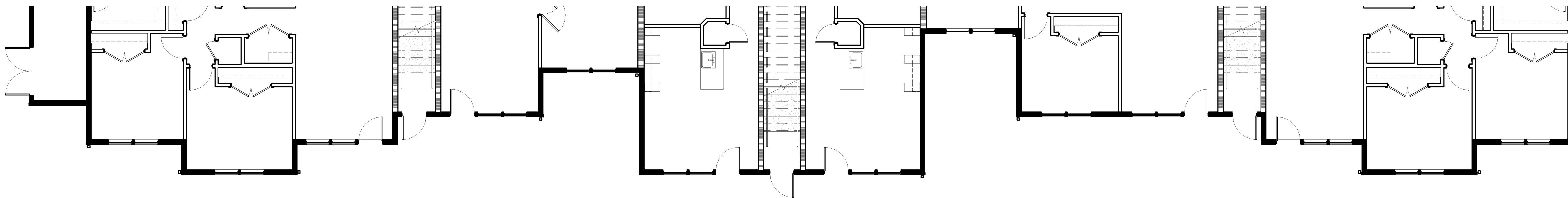
REAR ELEVATION - SCHEME A

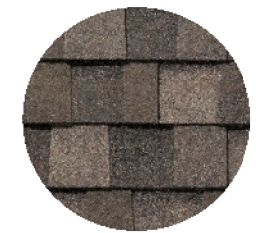
SCALE: 1/8" = 1'-0"



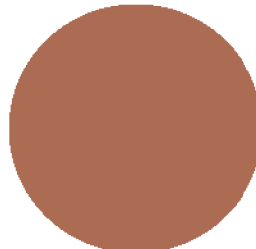
FRONT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"





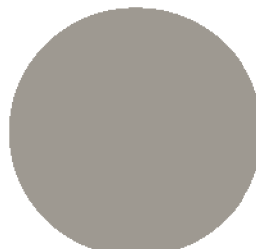
Tamko
Heritage
Weathered
Wood



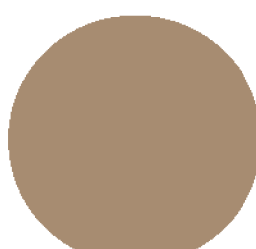
SW 7701
Cavern Clay



Certaineed
Snow



Certaineed
Granite Gray



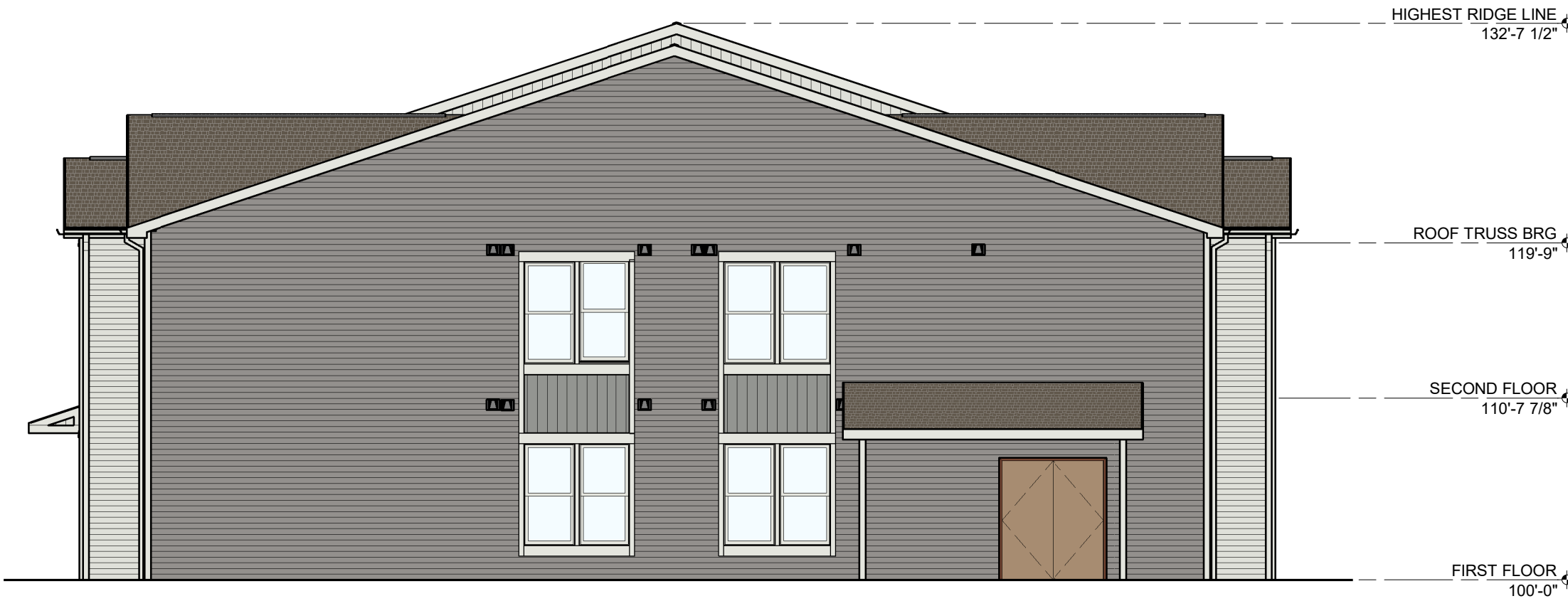
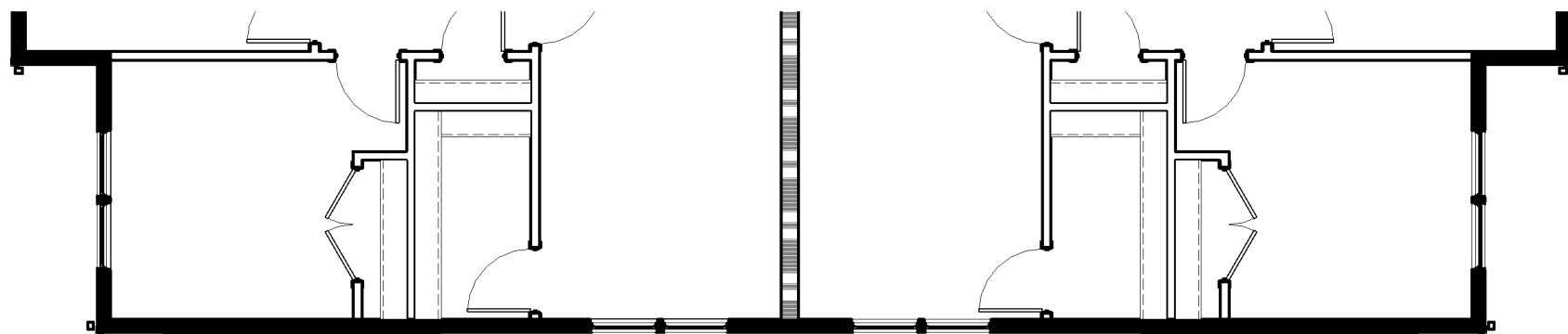
SW 9108
Double
Latte



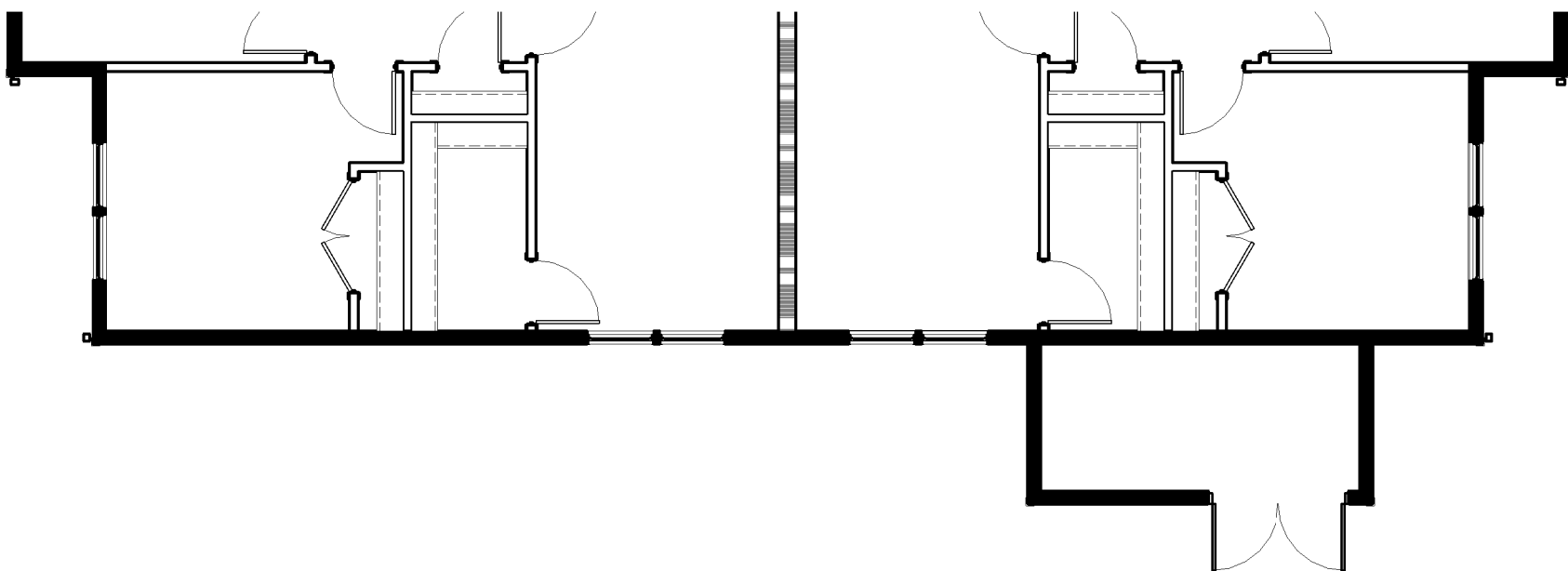
Certaineed
Colonial
White



RIGHT ELEVATION - SCHEME A
SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME A
SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24B

Drawing Date
APRIL 18, 2025

X24B APARTMENT
BUILDING

AUTHENTIX PROTOTYPE
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR3.1

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24B

Drawing Date
APRIL 18, 2025

X24B APARTMENT
BUILDING

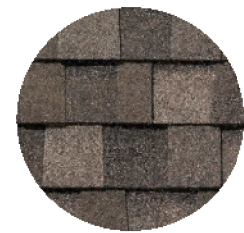
AUTHENTIX PROTOTYPE
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

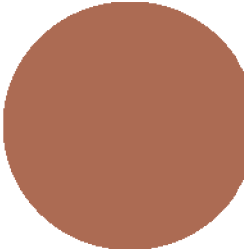
Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME B

Sheet No.
PR3.2

Copyright © 2024 HDJ Inc. All Rights Reserved



Tamko
Heritage
Weathered
Wood



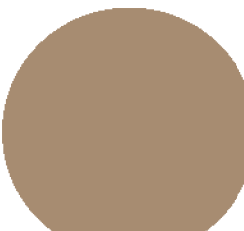
SW 7701
Cavern Clay



Certainteed
Snow



Certainteed
Herringbone



SW 9108
Double
Latte

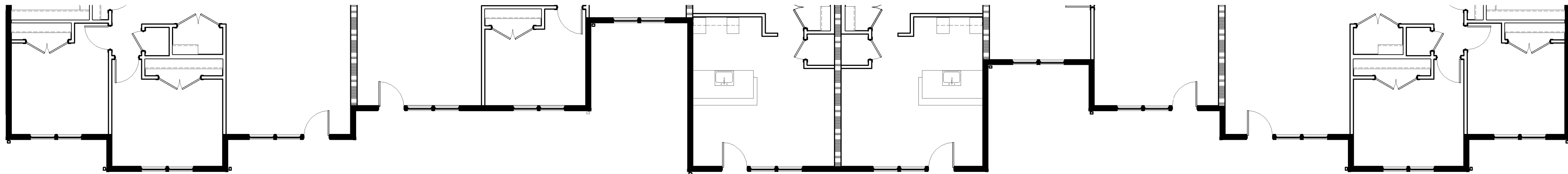


Certainteed
Colonial
White



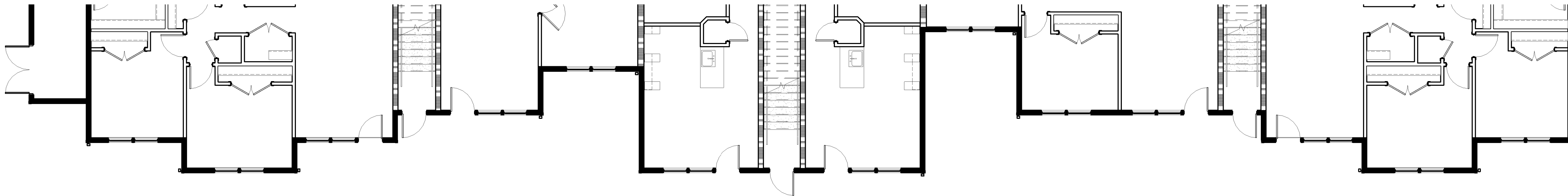
REAR ELEVATION - SCHEME B

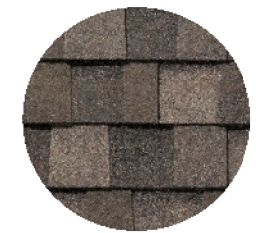
SCALE: 1/8" = 1'-0"



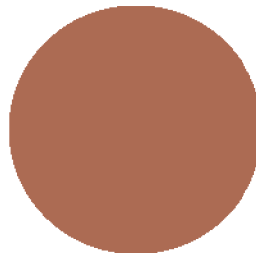
FRONT ELEVATION - SCHEME B

SCALE: 1/8" = 1'-0"

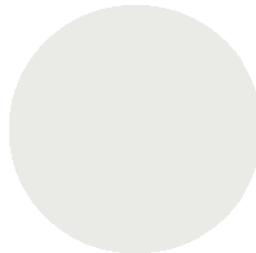




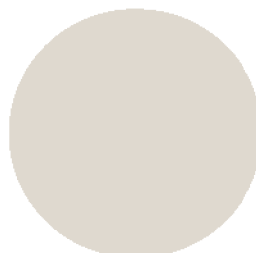
Tamko
Heritage
Weathered
Wood



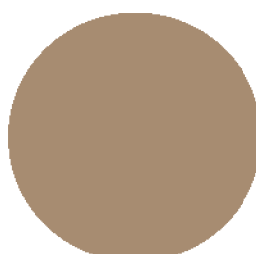
SW 7701
Cavern Clay



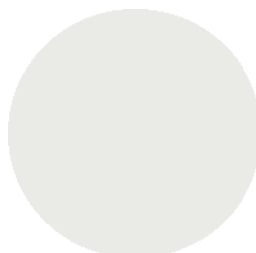
Certainteed
Snow



Certainteed
Herringbone



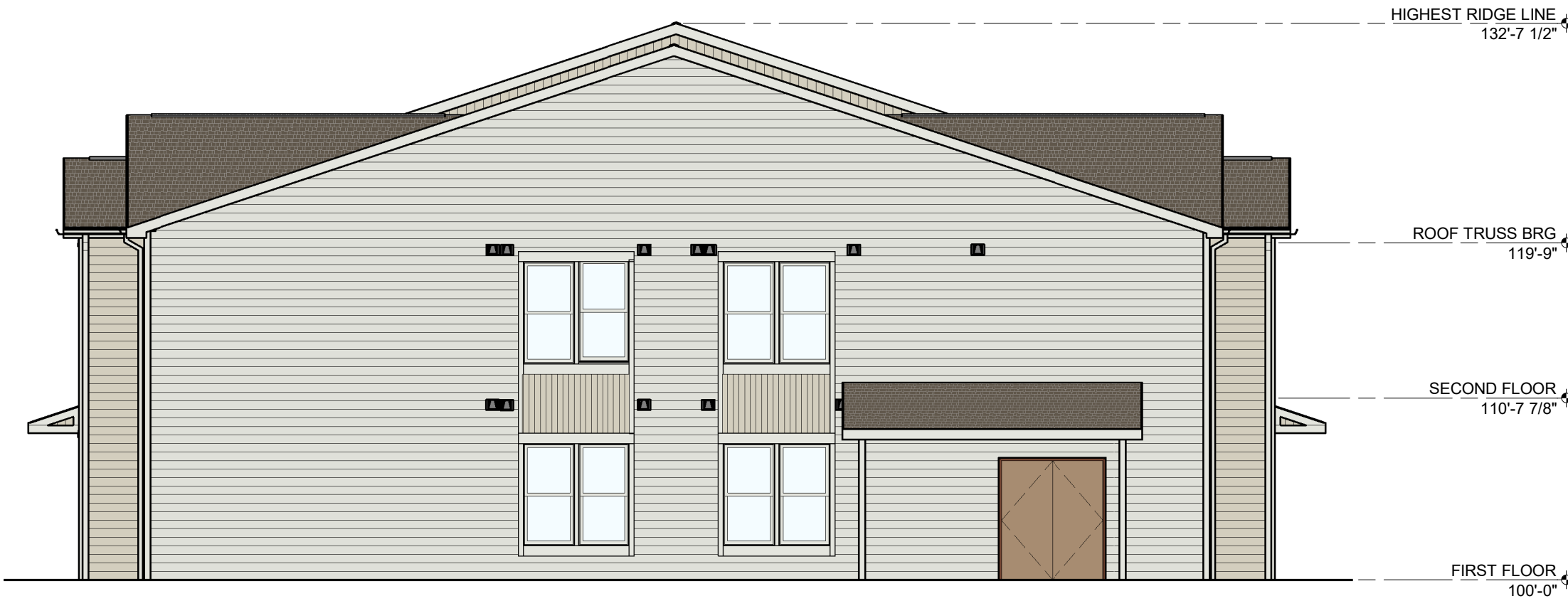
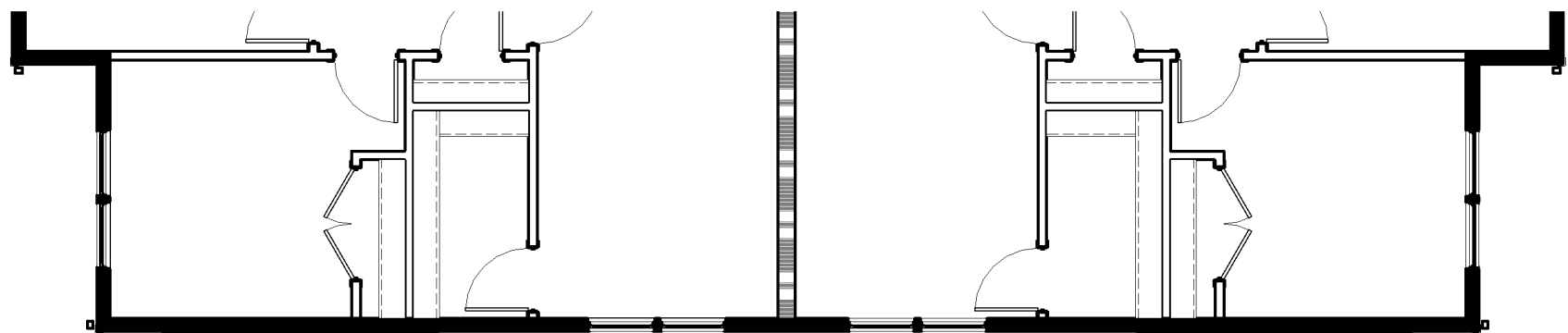
SW 9108
Double
Latte



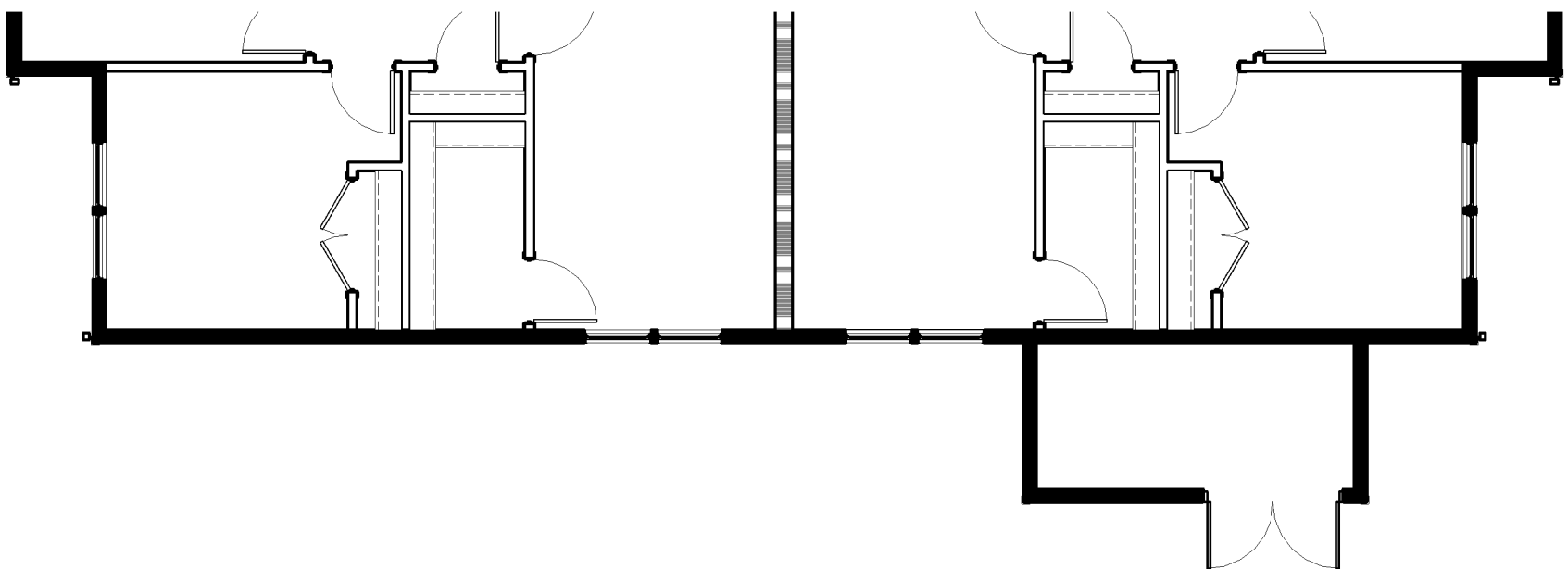
Certainteed
Colonial
White



RIGHT ELEVATION - SCHEME B
SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME B
SCALE: 1/8" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE X24B

Drawing Date
APRIL 18, 2025

X24B APARTMENT
BUILDING

AUTHENTIX PROTOTYPE
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME B

Sheet No.
PR3.3

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE XGB-P

Drawing Date
APRIL 18, 2025

XGB-P GROUNDS
BUILDING

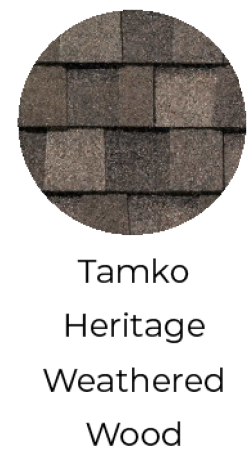
AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS

Sheet No.
PR4.0

Copyright © 2025 HDJ Inc. All Rights Reserved



Tamko
Heritage
Weathered
Wood



Certainteed
Snow



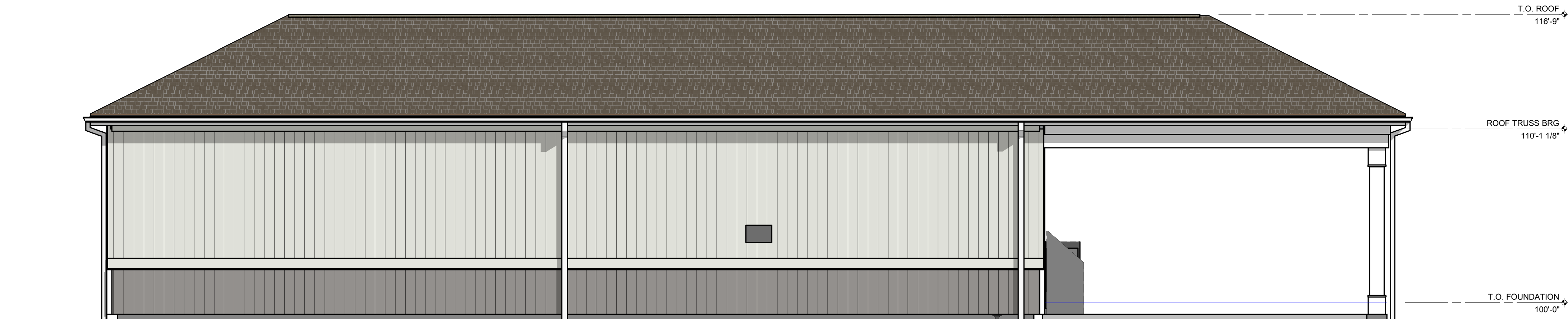
Certainteed
Granite Gray



SW 9108
Double
Latte

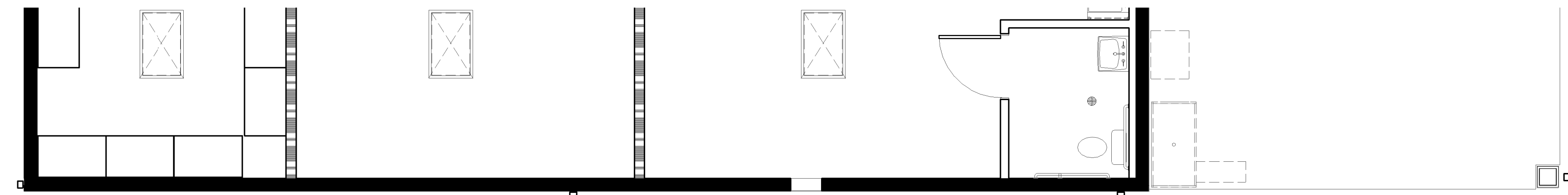


Certainteed
Colonial
White



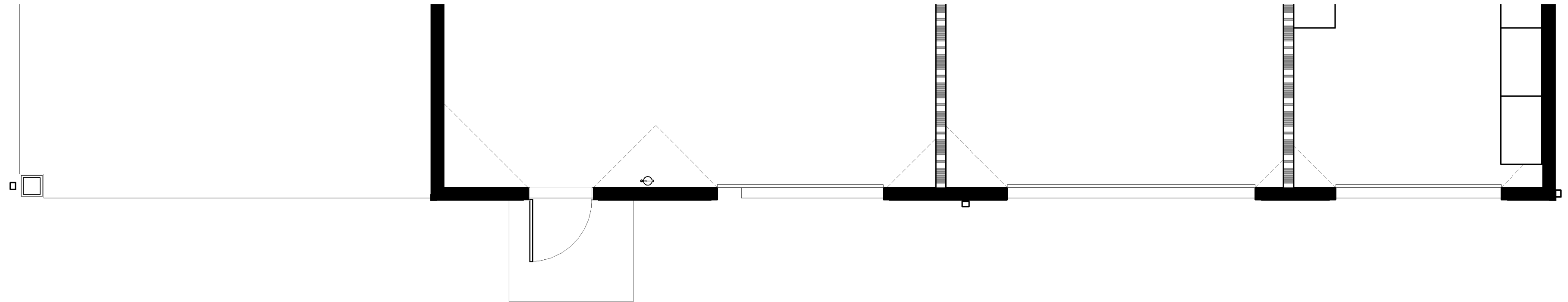
REAR ELEVATION - SCHEME A

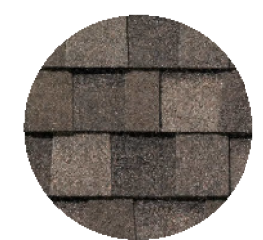
SCALE: 1/4" = 1'-0"



FRONT ELEVATION - SCHEME A

SCALE: 1/4" = 1'-0"

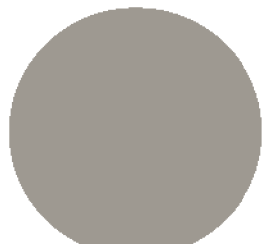




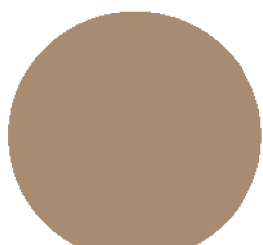
Tamko
Heritage
Weathered
Wood



Certainteed
Snow



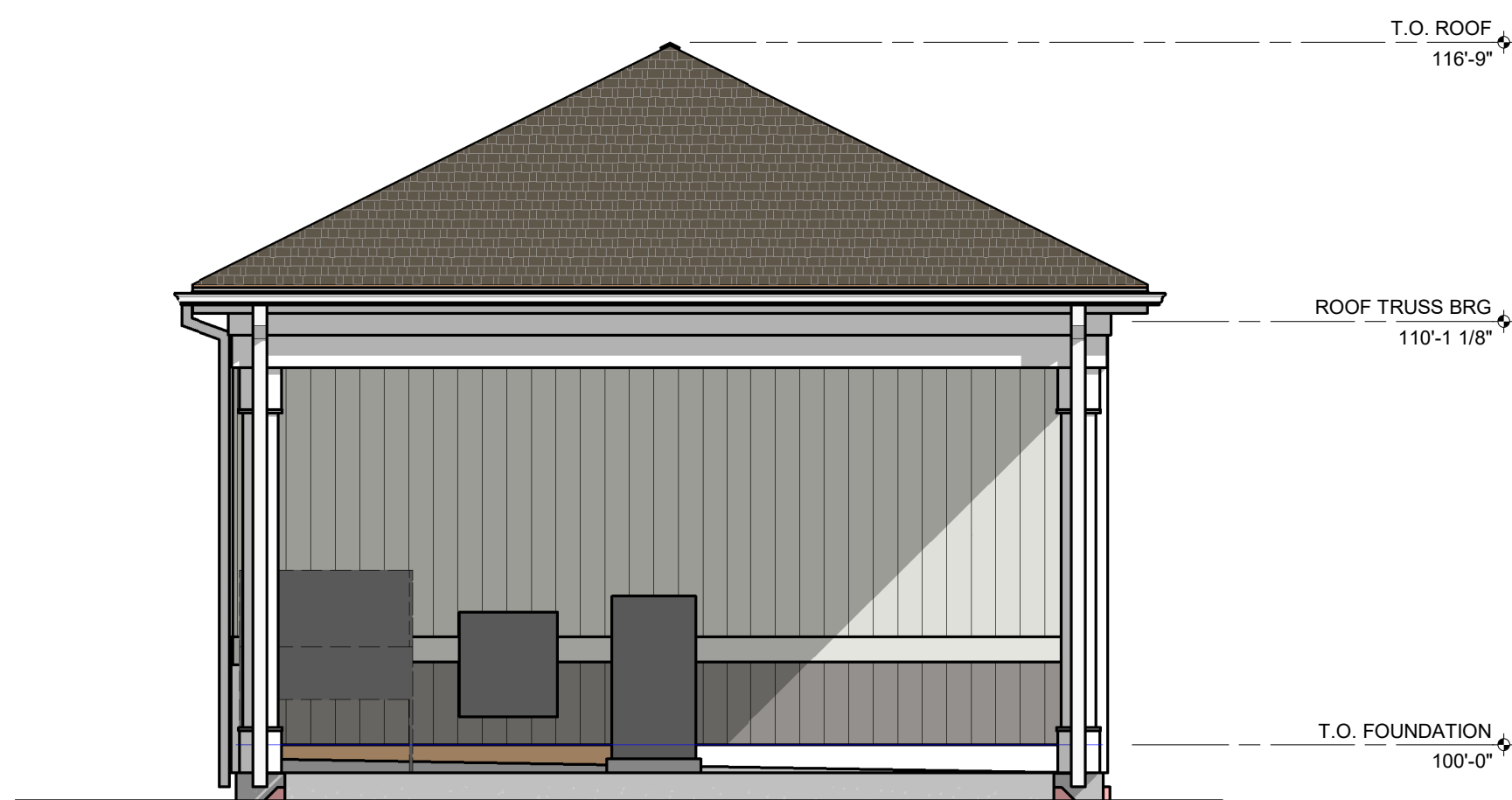
Certainteed
Granite Gray



SW 9108
Double
Latte

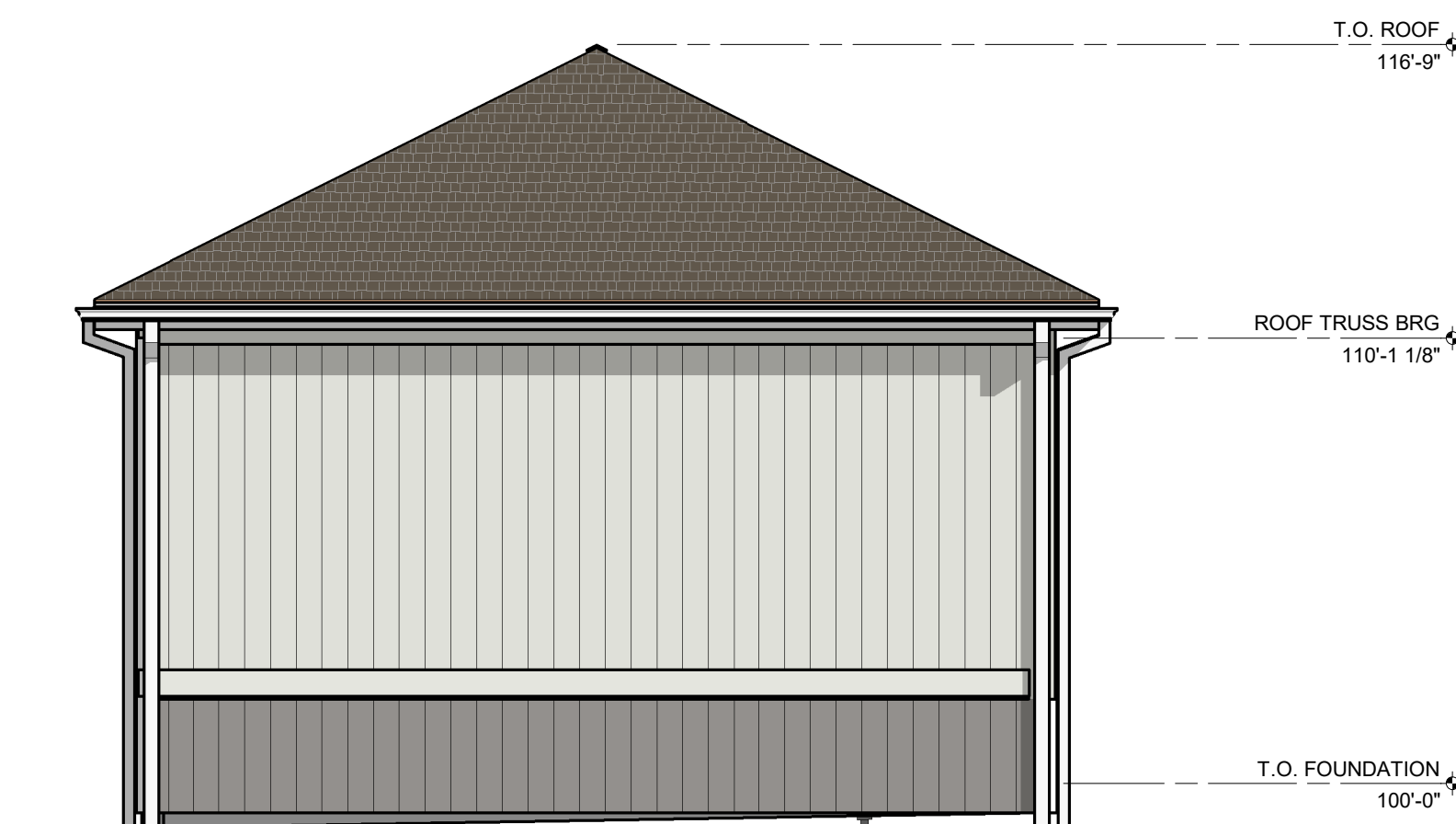
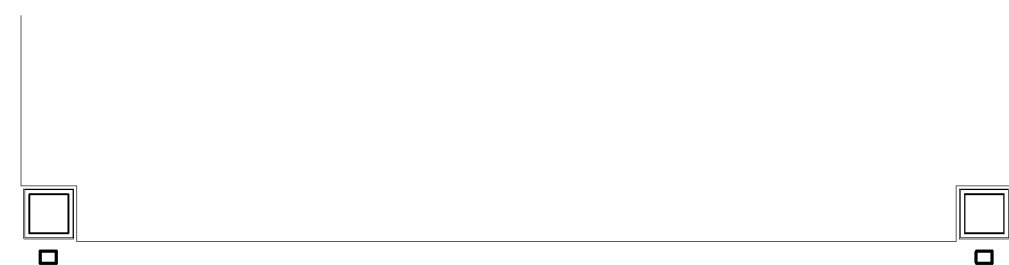


Certainteed
Colonial
White



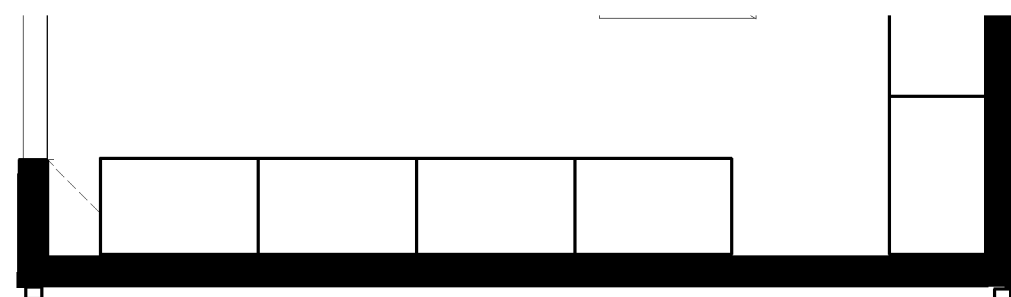
LEFT ELEVATION - SCHEME A

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION - SCHEME A

SCALE: 1/4" = 1'-0"



NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE XGB-P

Drawing Date
APRIL 18, 2025

XGB-P GROUNDS
BUILDING

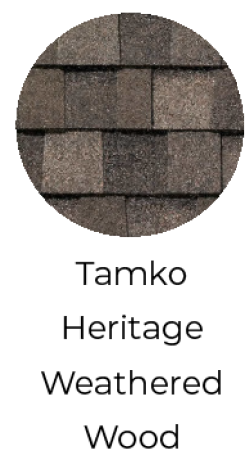
AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS

Sheet No.
PR4.1

Copyright © 2025 HDJ Inc. All Rights Reserved



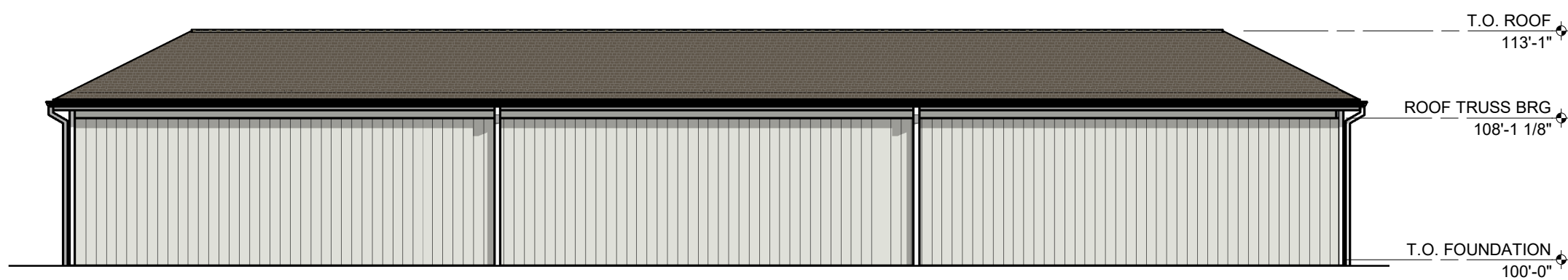
Tamko
Heritage
Weathered
Wood



Certainteed
Snow

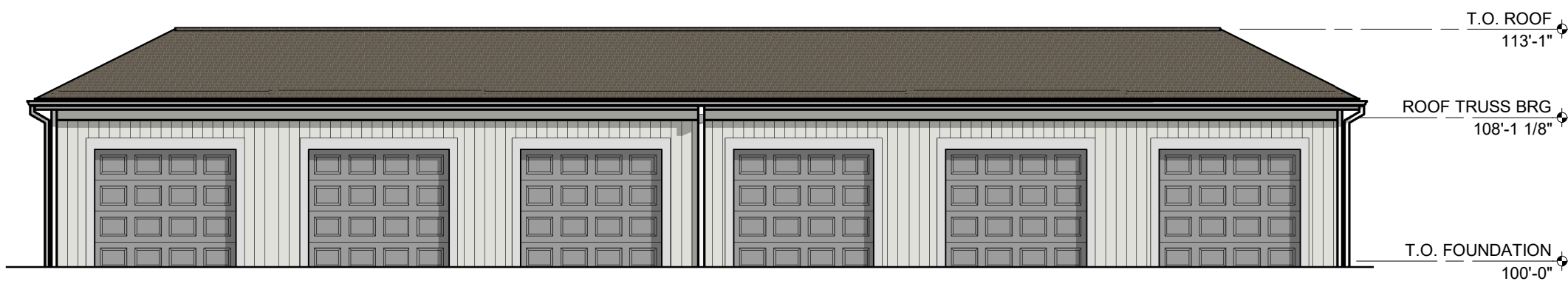


Certainteed
Colonial
White



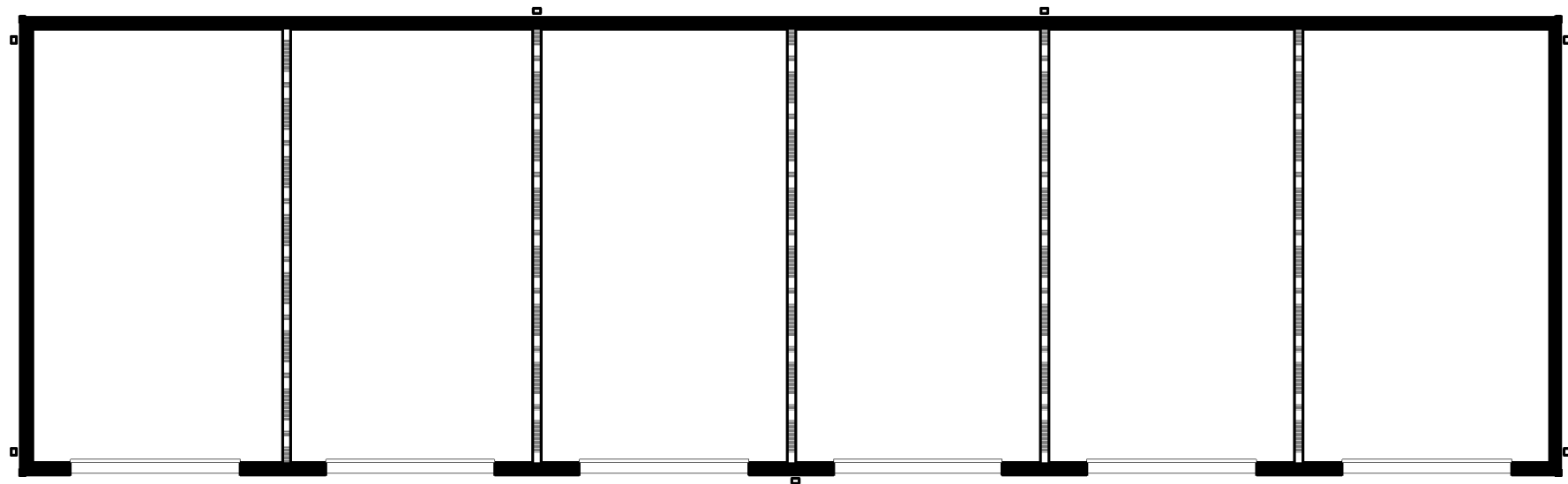
REAR ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



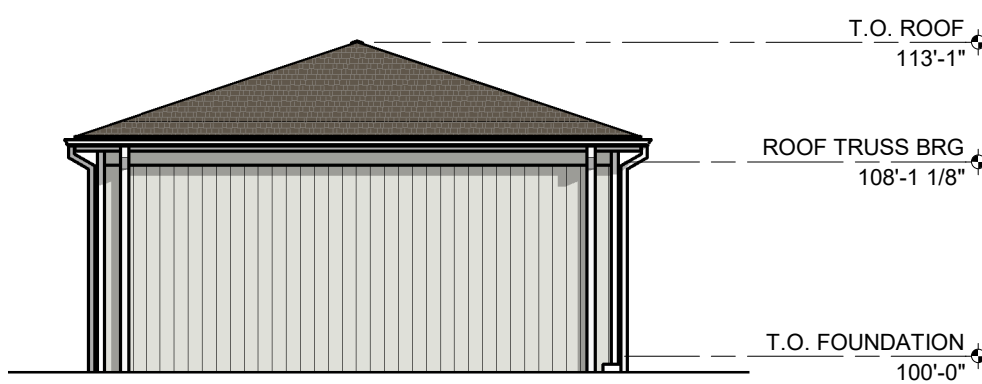
FRONT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



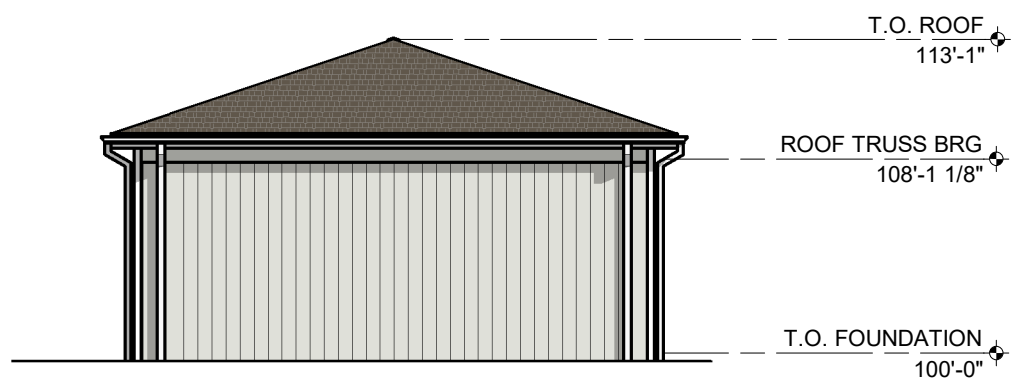
FLOOR PLAN

SCALE: 1/8" = 1'-0"



RIGHT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE G6

Drawing Date
APRIL 18, 2025

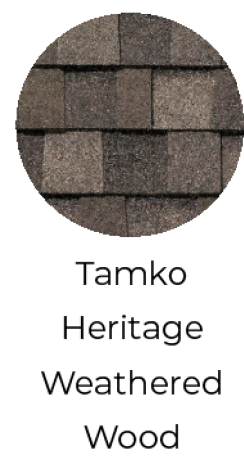
6G GARAGE

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS

Sheet No.
PR5.0



Tamko
Heritage
Weathered
Wood



Certainteed
Snow

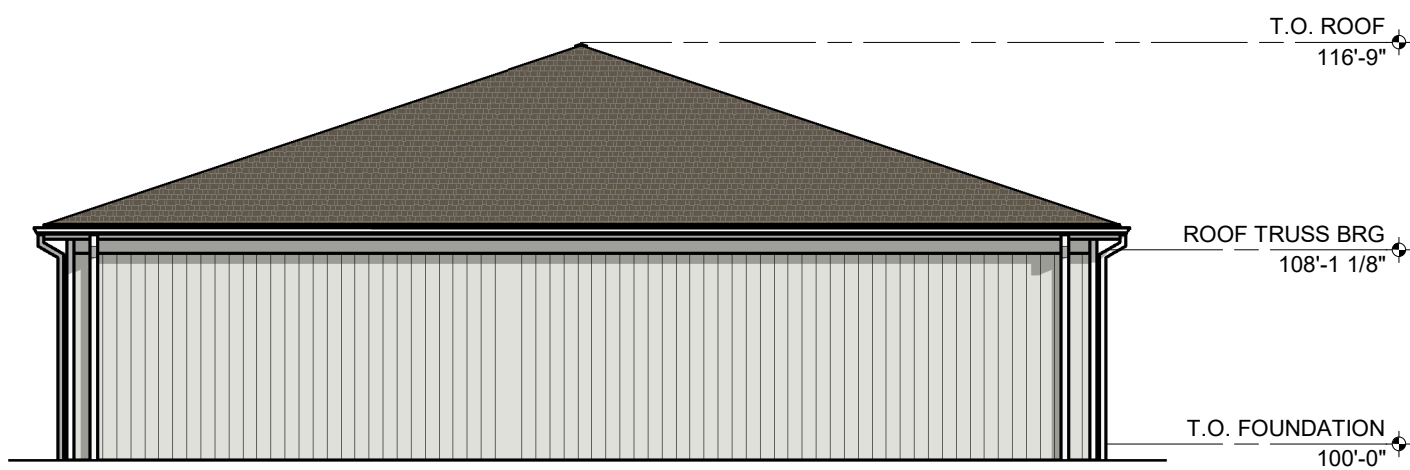


Certainteed
Colonial
White



REAR ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



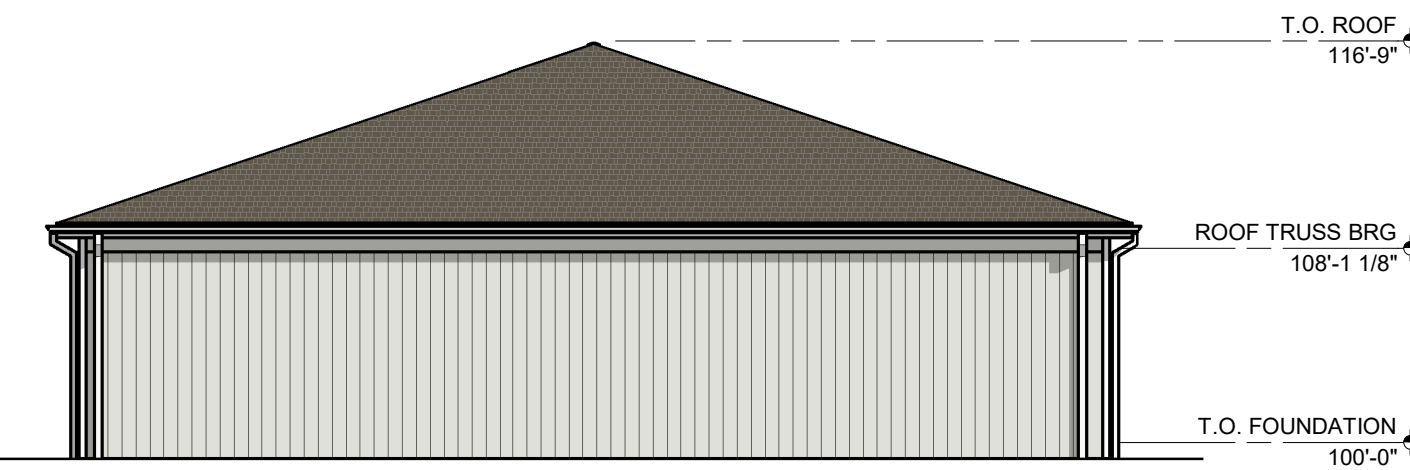
RIGHT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



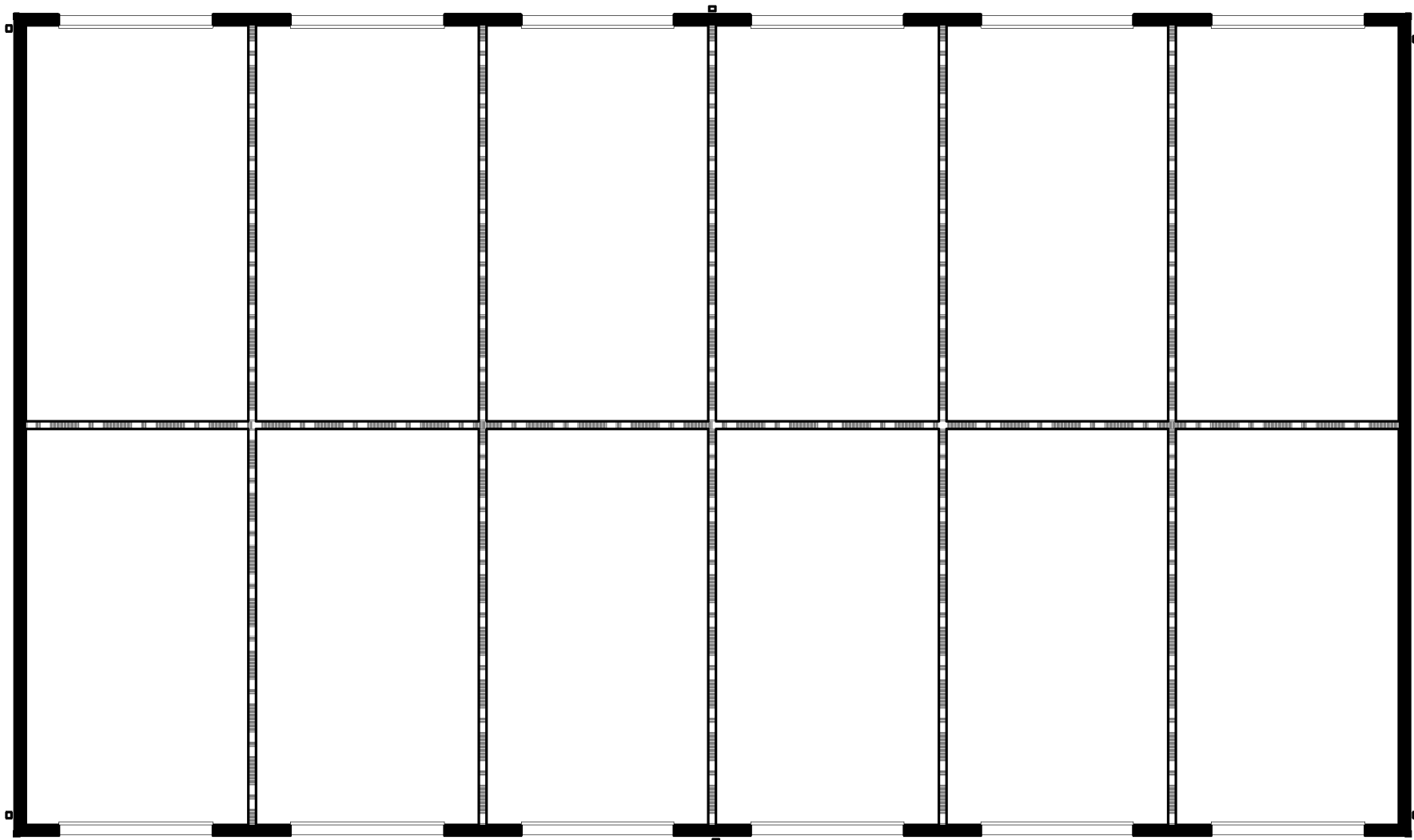
FRONT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



LEFT ELEVATION - SCHEME A

SCALE: 1/8" = 1'-0"



FLOOR PLAN

SCALE: 1/8" = 1'-0"

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE 12G

Drawing Date

APRIL 18, 2025

12G GARAGE

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.

2024.0160

Sheet Title

EXTERIOR
ELEVATIONS

Sheet No.

PR6.0

NOT FOR
CONSTRUCTION

Revisions

2025 PROTOTYPE MAIL
KIOSK

Drawing Date
APRIL 18, 2025

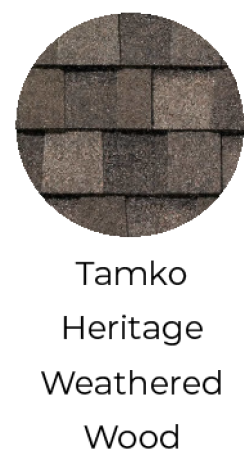
MAIL KIOSK

AUTHENTIX GAINES TOWNSHIP
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR7.0



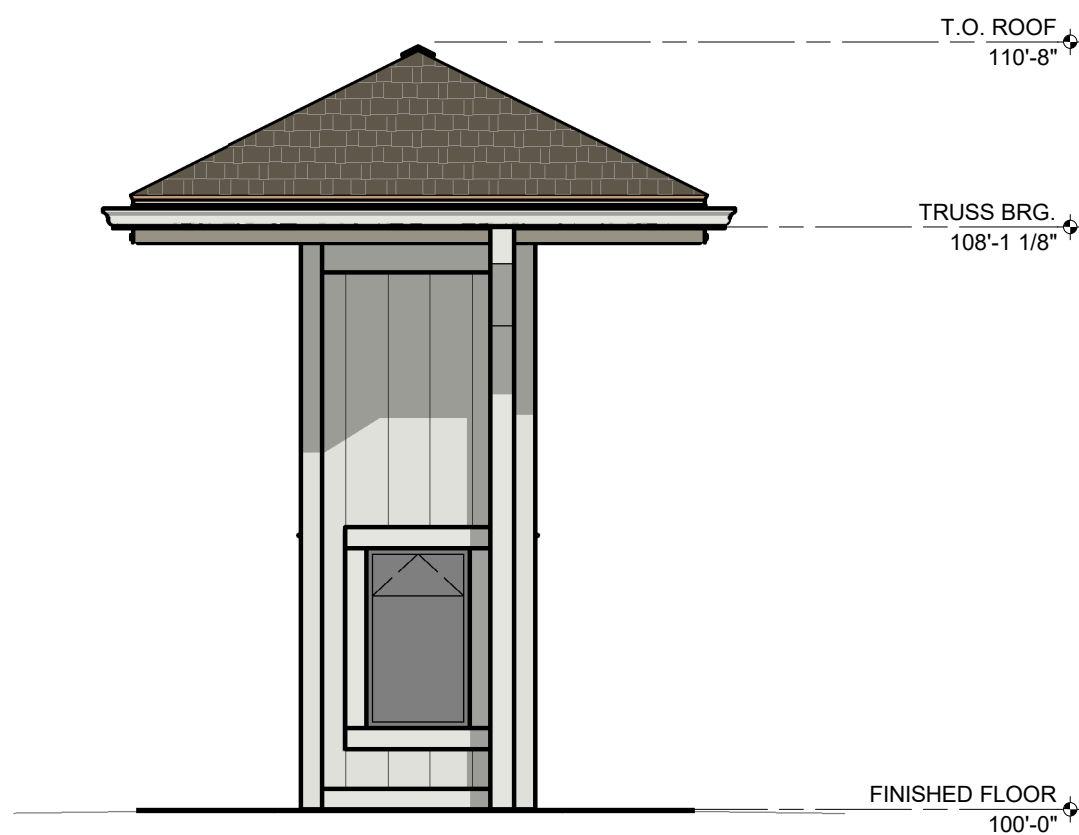
Tamko
Heritage
Weathered
Wood



Certainteed
Snow

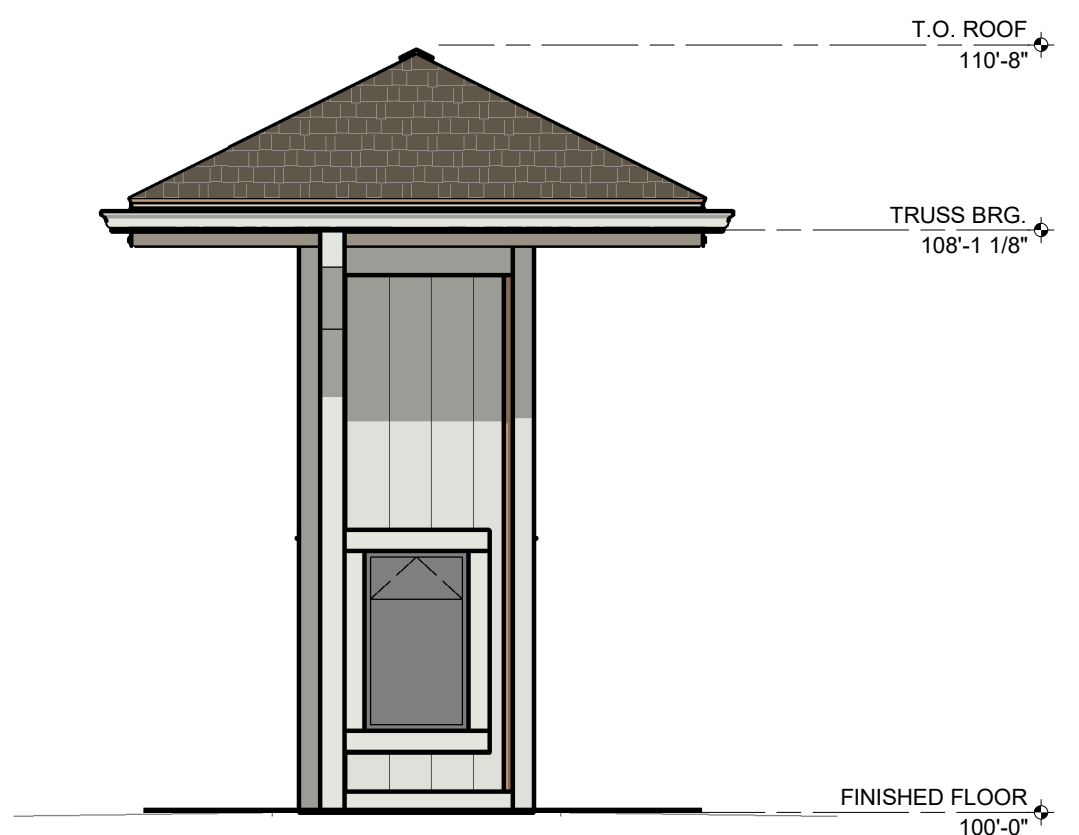


Certainteed
Colonial
White



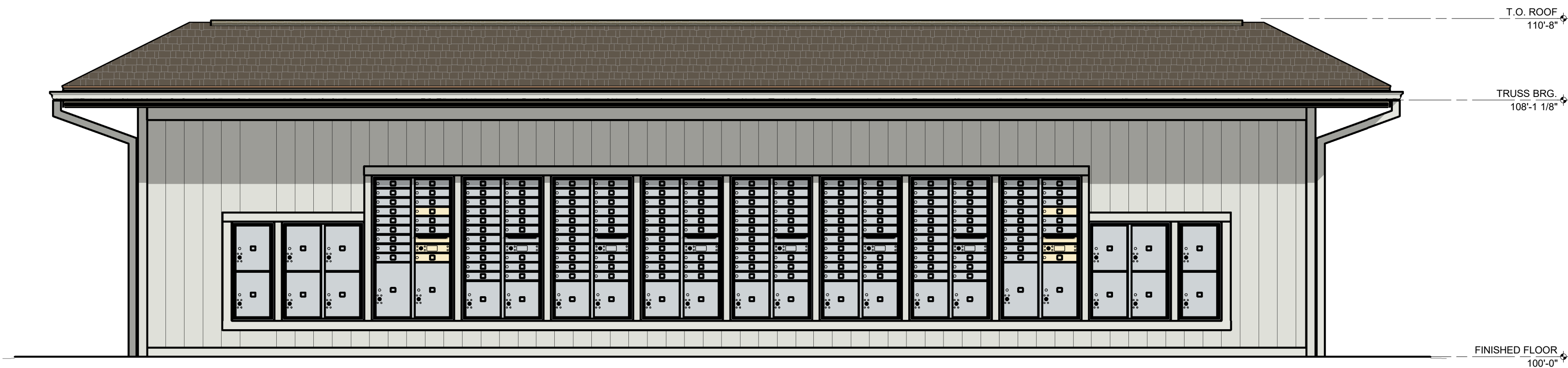
RIGHT ELEVATION - SCHEME A

SCALE: 3/8" = 1'-0"



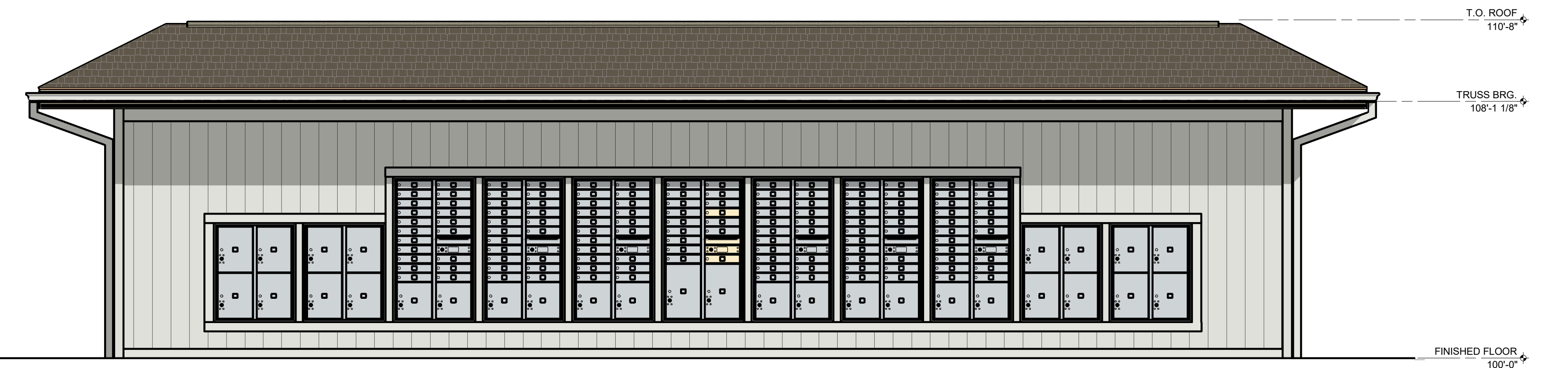
LEFT ELEVATION - SCHEME A

SCALE: 3/8" = 1'-0"



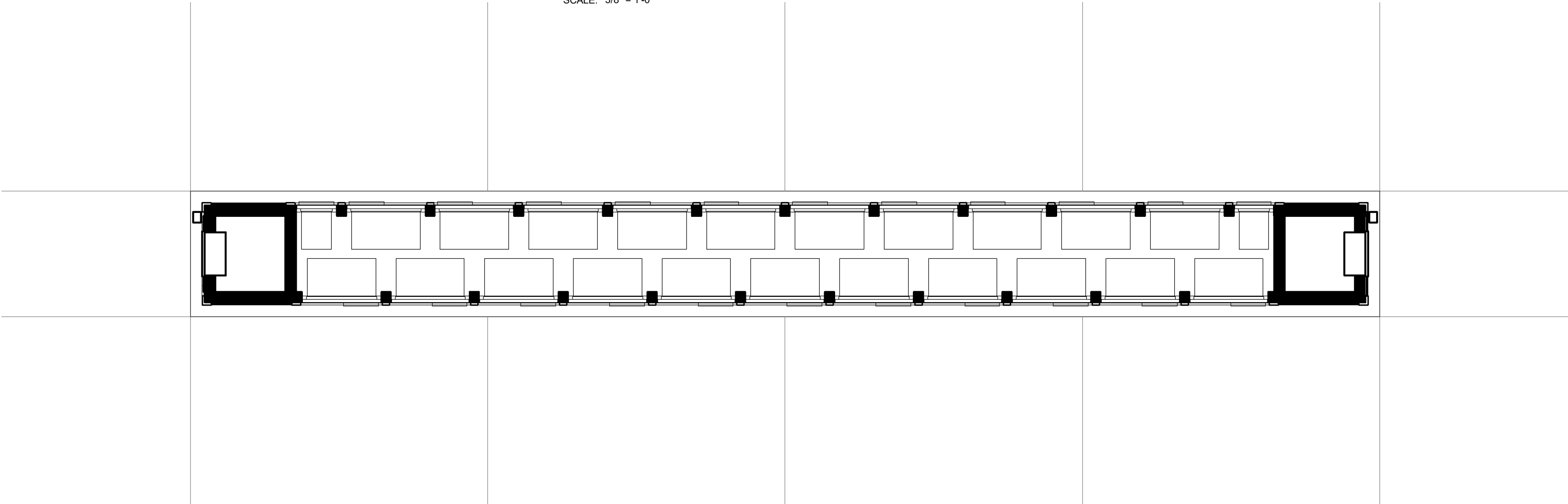
REAR ELEVATION - SCHEME A

SCALE: 3/8" = 1'-0"

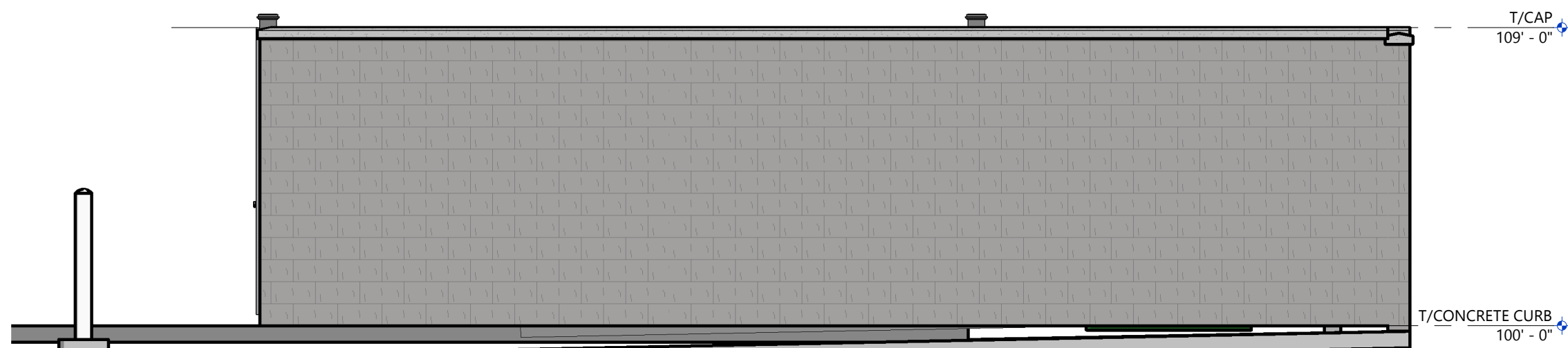


FRONT ELEVATION - SCHEME A

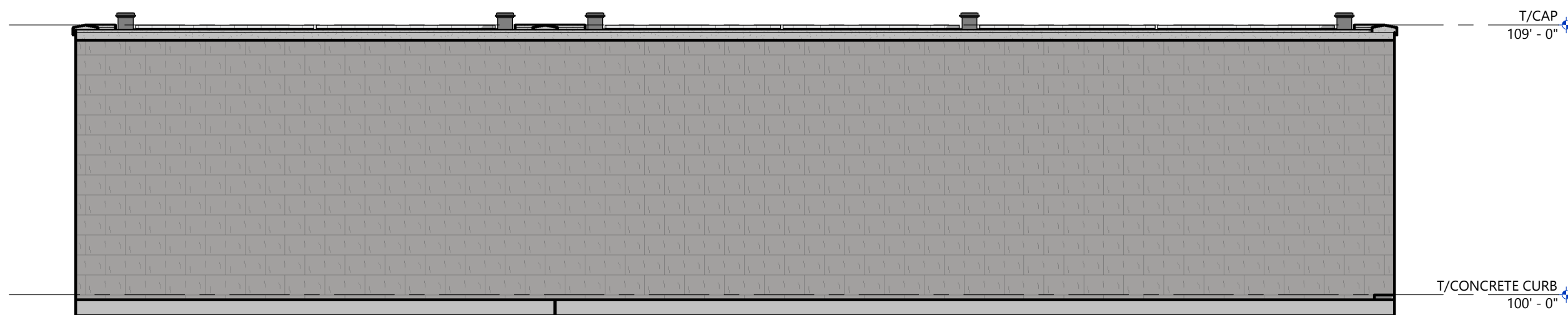
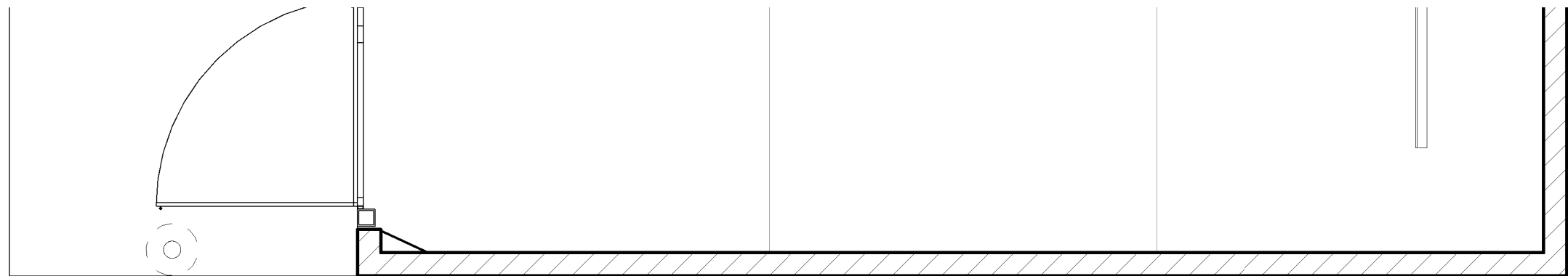
SCALE: 3/8" = 1'-0"



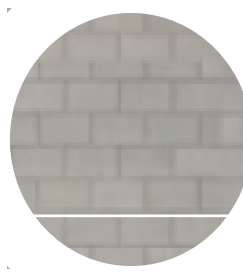
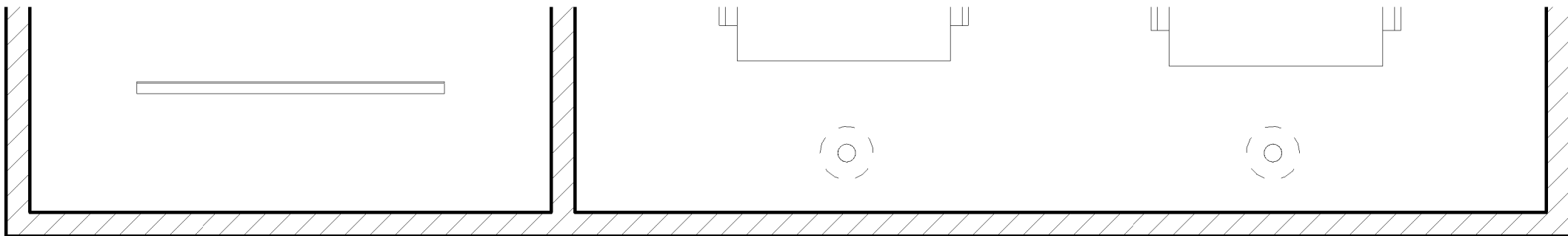
NOT FOR
CONSTRUCTION



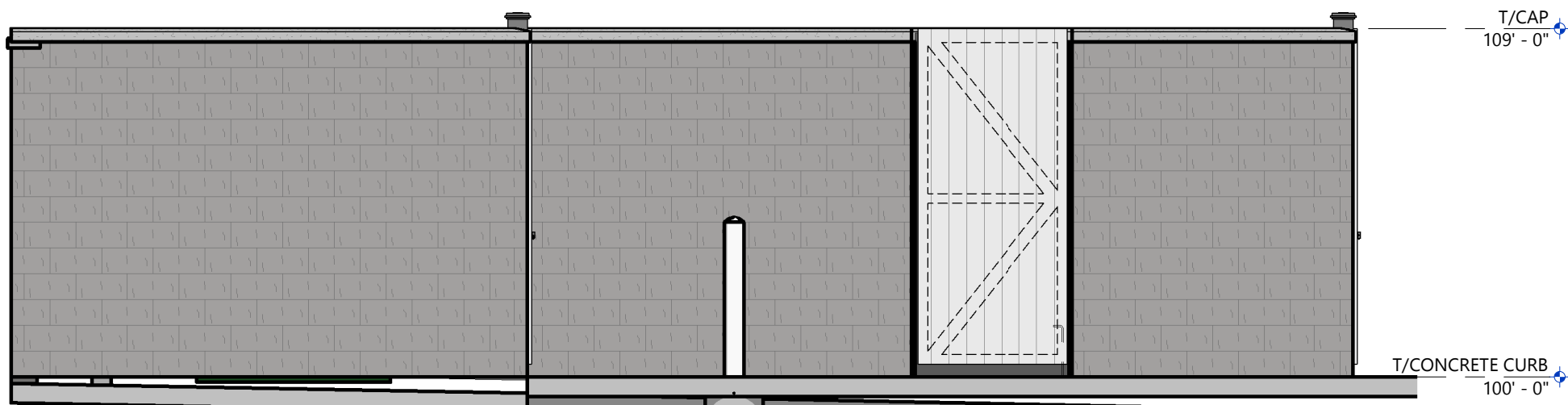
RIGHT ELEVATION - SCHEME A
SCALE: 1/4" = 1'-0"



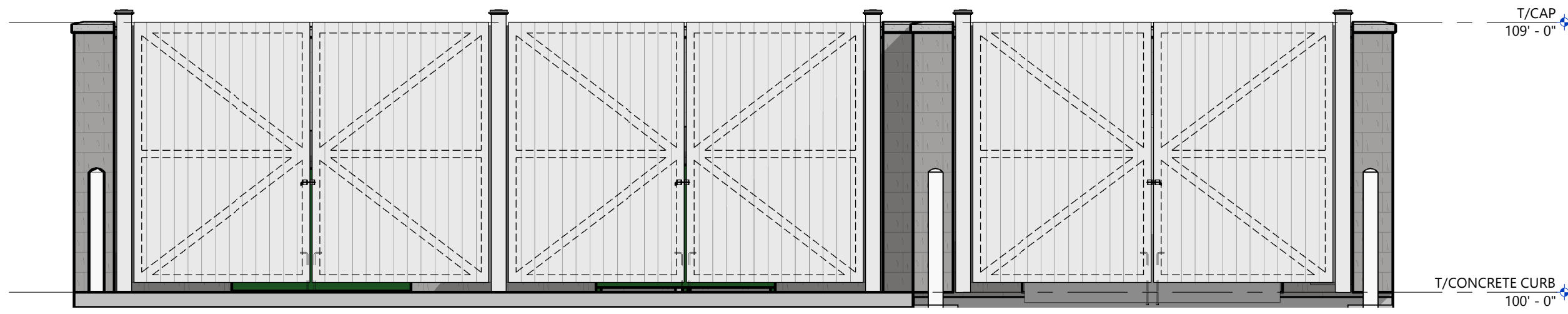
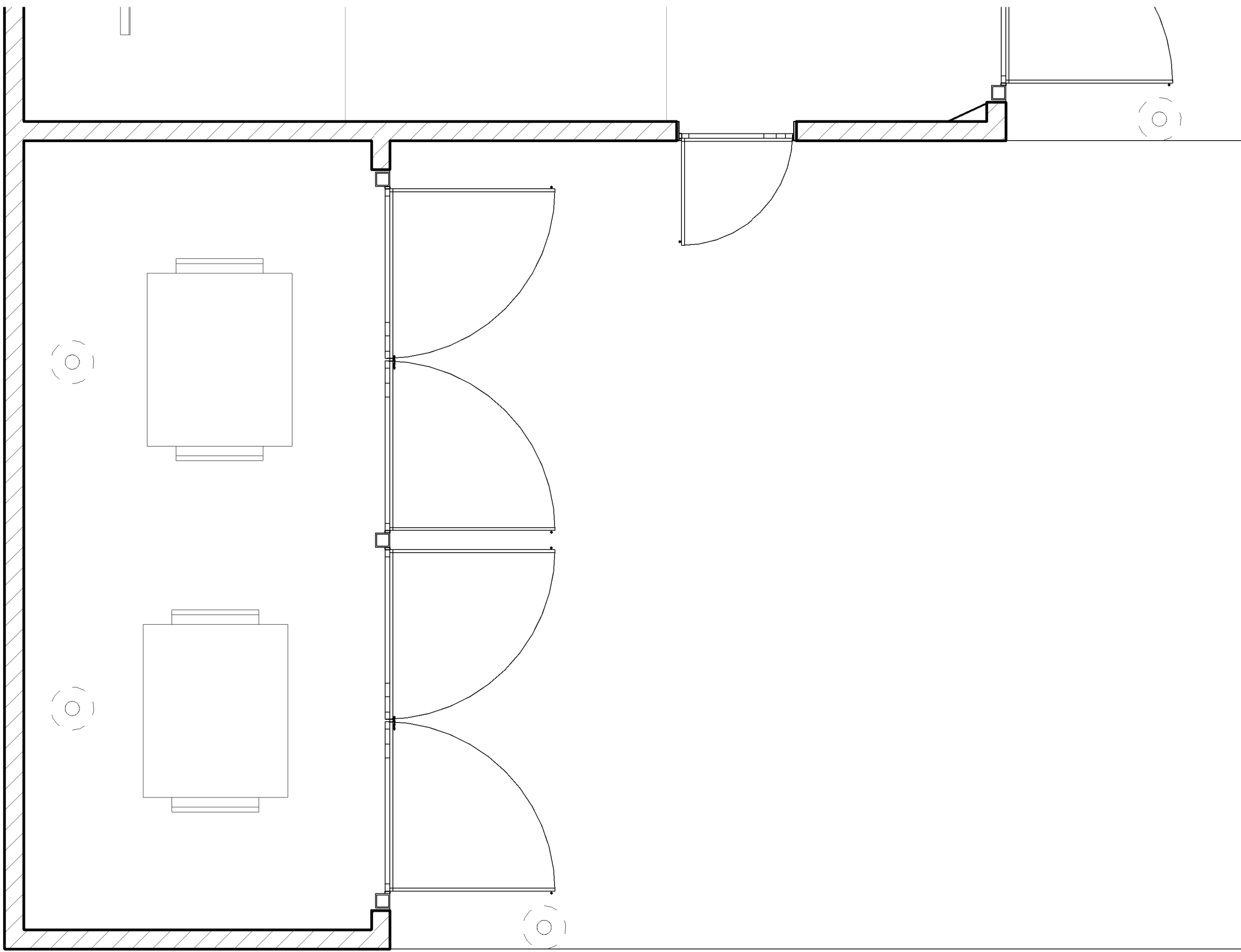
REAR ELEVATION - SCHEME A
SCALE: 1/4" = 1'-0"



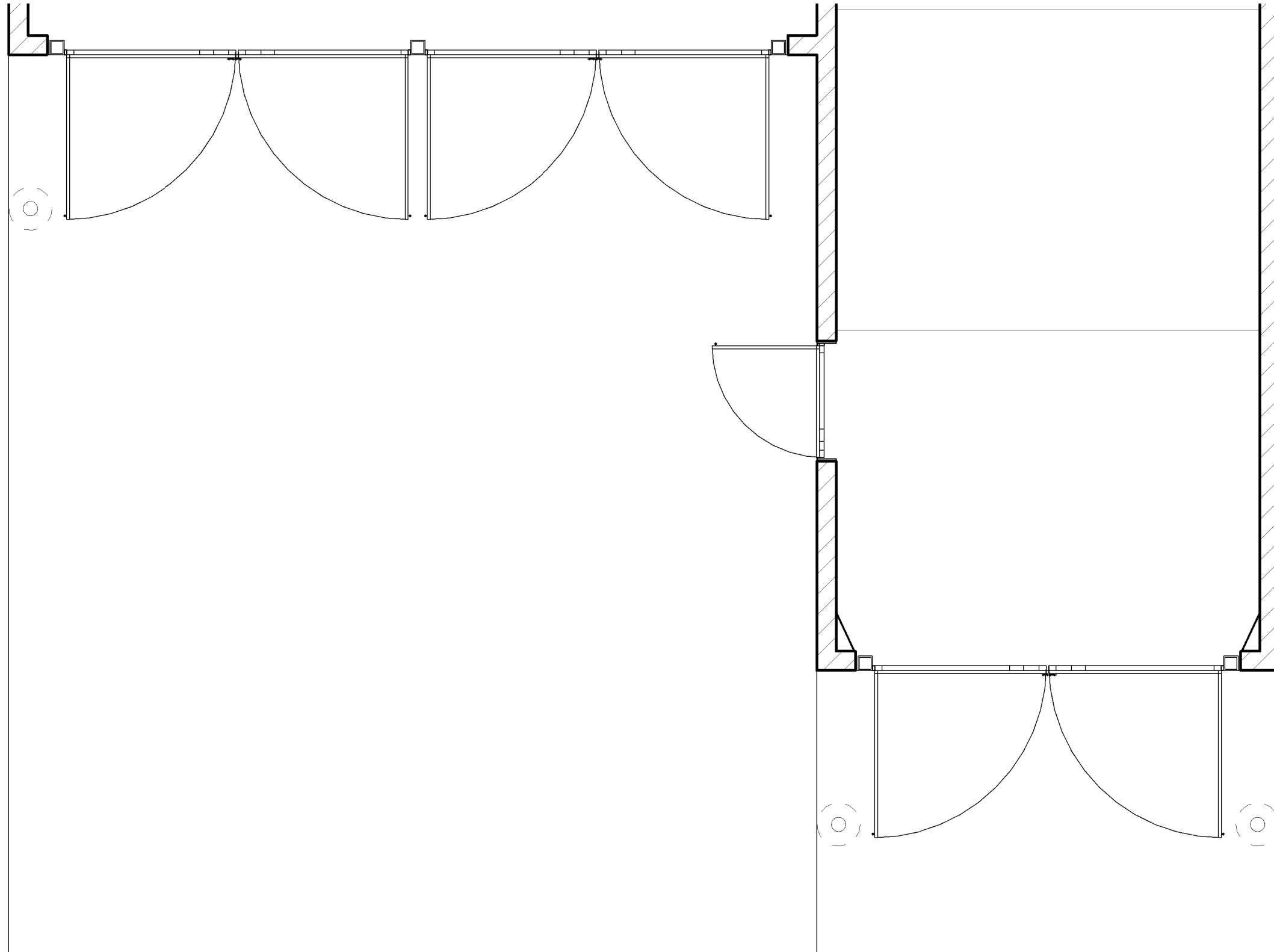
GRAY CMU



LEFT ELEVATION - SCHEME A
SCALE: 1/4" = 1'-0"



FRONT ELEVATION - SCHEME A
SCALE: 1/4" = 1'-0"



Revisions

2025 PROTOTYPE TRASH
ENCLOSURE

Drawing Date
APRIL 18, 2025

XTE-2 - TRASH
ENCLOSURE

AUTHENTIX PROTOTYPE
HANNA LAKE AVE - MI HWY - SE
GAINES TOWNSHIP, MI, 49316

Project No.
2024.0160

Sheet Title
EXTERIOR
ELEVATIONS -
SCHEME A

Sheet No.
PR8.0

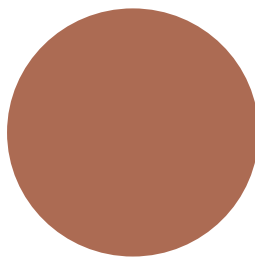
Copyright © 2025 HDJ Inc. All Rights Reserved

SCHEME A

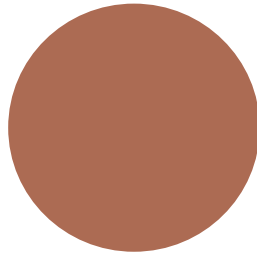
SCHEME B

CLUBHOUSE & ANCILLARY

COMMON
ENTRY



SW 7701
Cavern Clay



SW 7701
Cavern Clay

SIDING 1
BOARD & BATTEN/
MAINSTREET LAP
SIDING

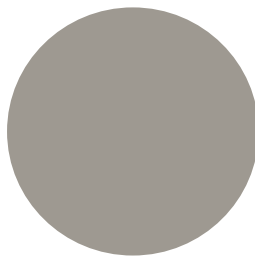


Certainteed
Snow

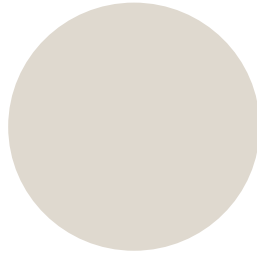


Certainteed
Snow

SIDING 2
BOARD & BATTEN/
MAINSTREET LAP
SIDING

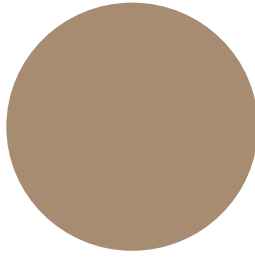


Certainteed
Granite Gray

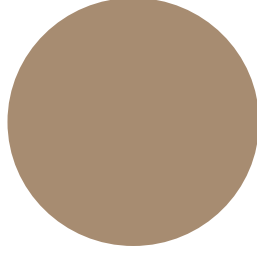


Certainteed
Herringbone

UNIT ENTRY



SW 9108
Double
Latte



SW 9108
Double
Latte

TRIM



Certainteed
Colonial
White



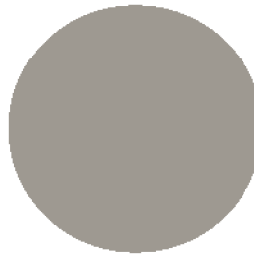
Certainteed
Colonial
White

SIDING 1
BOARD & BATTEN



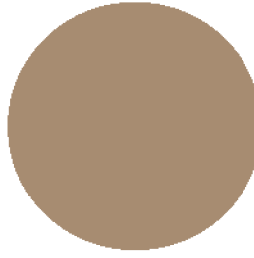
Certainteed
Snow

SIDING 2
BOARD & BATTEN



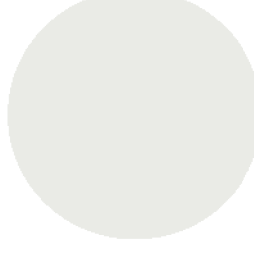
Certainteed
Granite Gray

DOORS



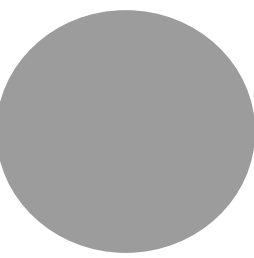
SW 9108
Double
Latte

TRIM



Certainteed
Colonial
White

GARAGE
DOORS



RAYNOR
PRE-FINISH
GRAY

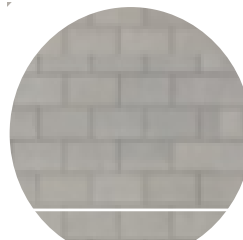
MATERIALS

ROOF SHINGLES



Tamko
Heritage
Weathered
Wood

CMU BLOCK



GRAY CMU

STONE



J&N STONE
SERIES: CLIFFROCK
COLOR: CHARLESTON

AUTHENTIX GAINES - FINAL PUD TABLE OF MODIFICATION REQUESTS

Ordinance Number	Code Requirement	Modification Request
14.40 A	The number of units permitted in a PUD development is determined from the parallel plan that establishes the baseline allowable density. Considering a 16-unit all 3-story building as a baseline for the parrallel plan, the site could accomodate 28 of these structures across the net buildable acreage, yielding a maximum of 448 units. Across the sites 40.47 acres, the baseline density is 11.07 DU/AC.	The final site plan includes 14 24-unit 2-story residential buildings. The proposed unit count is 336 units, 8.30 DU/AC.
19.20 F-2	Lights to illuminate parking lots shall not be attached to any building except for illuminating parking spaces that are within 10 feet of building walls.	Propsed wall-mounted lights are being used to illuminate areas of the building not adjacent to parking. Additionally, propsed wall-mounted lights are being used to illuminate parking stalls located more than 10 feet from the building wall. See photometric plan and cut sheets.
20.50 D	Multi-Family: 2.25 spaces per dwelling unit	1.81 spaces per dwelling unit
24.8	Permanent freestanding signs for residential zoning districts must be externally illuminated.	The proposed monument sign will be internally illuminated. See sign package.
24.8	Permanent wall signs may cover a maximum area of 32 SF.	Wall mounted signage will be provided on the clubhouse and building 6. The wall mounted sign and building 6 is proposed to cover 42 SF. See sign package.
24.8	Permanent wall signs for residential zoning districts must be externally illuminated	The proposed wall mounted signs include internal channel-lighting. See sign package.

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

ORDINANCE NO. 2025-_____

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2025, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following ordinance was offered for adoption by Member _____ and supported by Member _____ to document the findings and approval of the Gaines Charter Township Board of Trustees regarding a request made by Continental 870 Fund LLC to consider the rezoning of land to the Authentix Gaines Planned Unit Development (PUD), site plan, associated roads, and utilities.

**AN ORDINANCE TO APPROVE THE AUTHENTIX GAINES PLANNED UNIT
DEVELOPMENT REZONING**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the PUD rezoning, PUD site plan dated April 23rd, 2025, and related site improvements.

Section 2. Findings. For the relevant findings of fact, details, and conditions of approval, please see Planning Commission Resolution No. 25-05-22.

Section 3. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

Township Board Ordinance No. 25-_____
Authentix Gaines PUD
_____, 2025

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____
ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by the Township Board for Gaines Charter Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk

Township Board Ordinance No. 25-_____
Authentix Gaines PUD
_____, 2025

CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2025- _____
AUTHENTIX GAINES PLANNED UNIT DEVELOPMENT

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2025 at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present: _____

Member Absent: _____

The following Resolution was offered for adoption by Board Member _____ and supported by Board Member _____ to document the findings and the approval by the Gaines Charter Township Board of Trustees ("Township Board") regarding a request made by Continental 870 Fund LLC to consider the rezoning of land to the Authentix Gaines Planned Unit Development (PUD), and approve the Final Site Plan.

STATEMENT OF FINDINGS

SECTION I. GENERAL BACKGROUND:

1. The Township Board is authorized to review, approve, and amend Planned Unit Development (PUD) rezoning, site plans and associated drive aisles.
2. The PUD is legally described as:

Parcel 1; Tax Parcel No.: 41-22-02-100-051

Commonly known as: 6338 Hanna Lake Ave SE:

That part of the following description lying Southwesterly of a line 250.66 feet Southwesterly from/measure perpendicular to and parallel with a line commencing 1928.25 feet South 0 degrees 30 minutes 05 seconds West along the North and South 1/4 line from the North 1/4 corner; thence North 61 degrees 28 minutes 31 seconds West 558.13 feet; thence Northwesterly 1259.37 feet along a 3922.75 feet radius curve to Lt/long chord bears North 70 degrees 40 minutes 21 seconds West 1253.97 feet; thence North 79 degrees 52 minutes 11 seconds West 1363.87 feet to the point of ending - part of the Northwest fractional 1/4 and part of the Southwest 1/4 commencing at the Northwest corner of Section; thence South 0 degrees 43 minutes 53 seconds West along the West Section line 1122.0 feet; thence North 89 degrees 31 minutes 07 seconds East 490.0 feet; thence South 89 degrees 50 minutes 16 seconds East to center line of Anderson Drain and beginning of this description; thence South 89 degrees 50 minutes

Township Board Resolution No. 2025- _____

Authentix Gaines PUD

_____, 2025

16 seconds East to the North and South 1/4 line; thence Southerly along the North and South 1/4 line to the center of Section; Westerly along the East and West 1/4 line to the Northeast corner of the West 1/2 of the Southwest 1/4; thence along the East line of the West 1/2 of the Southwest 1/4 to the South line of the North 613.0 feet of the Southwest 1/4; thence North 89 degrees 53 minutes 20 seconds West along said South line 781.0 feet to the Northeasterly line of the abandoned K.B.E.C. Railroad right-of-way (100 feet wide); thence North 28 degrees 57 minutes 09 seconds West along the Northeasterly line of said abandoned railroad right-of-way 492.54 feet to a point which is 378.92 feet North 0 degrees 43 minutes 53 seconds West along the West Section line and 642.20 feet South 28 degrees 57 minutes 09 seconds East along the Northeasterly line of said abandoned railroad right-of-way from the West 1/4 corner; thence South 86 degrees 57 minutes 09 seconds East 220.52 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet; thence North 0 degrees 43 minutes 53 seconds West 233.0 feet; thence North 89 degrees 28 minutes 25 seconds West 249.52 feet to West Section line; thence North 0 degrees 43 minutes 53 seconds West along the West Section line 384.30 feet to a point 932.36 feet North 0 degrees 43 minutes 53 seconds West along the West Section line from the West 1/4 corner; thence North 89 degrees 31 minutes 07 seconds East 820.0 feet more or less to centerline of Anderson Drain; thence Northerly along the centerline of said drain to beginning. Except the West 50.86 feet of Section 2, Town 5 North, Range 11 West.

Parcel 2; Tax Parcel No.: 41-22-02-100-055

Commonly known as: 6330 Hanna Lake Ave SE:

That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 378.92 feet; thence South 28 degrees 57 minutes 09 seconds East 62.20 feet along the Northeasterly line of the former Railroad R.O.W. (100 feet wide) to the Place of Beginning of this description; thence South 86 degrees 57 minutes 09 seconds East 220.52 feet; thence South 28 degrees 57 minutes 09 seconds East 580.0 feet; thence North 86 degrees 57 minutes 09 seconds West 220.52 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet along the Northeasterly line of said former Railroad R.O.W. to the place of beginning. ALSO: That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Beginning at a point on the West line of Section 2, which is North 00 degrees 43 minutes 53 seconds West 326.06 feet from the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 52.86 feet along said West line; thence South 28 degrees 57 minutes 09 seconds East 642.2 feet along the Northeasterly line of the former Railroad R.O.W. (100 feet wide); thence North 86 degrees 57 minutes 09 seconds West 29.48 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet to the place of beginning.

Parcel 3; Tax Parcel No.: 41-22-02-100-053

Commonly known as 6326 Hanna Lake Ave SE:

Township Board Resolution No. 2025-_____

Authentix Gaines PUD

_____, 2025

Part of the Northwest Fractional 1/4 commencing 1689.30 feet South 0 degrees 43 minutes 53 seconds East along the West Section line from the Northwest corner of Section; thence South 89 degrees 28 minutes 25 seconds East 249.52 feet; thence South 0 degrees 43 minutes 53 seconds East 233.0 feet; thence North 86 degrees 57 minutes 09 seconds West 220.52 feet to the Northeasterly line of the abandoned K.B.E.C. Railroad Right-of-Way (100 feet wide); thence North 28 degrees 57 minutes 09 seconds West along the Northeasterly line of said abandoned Railroad Right-of-Way 62.21 feet to the West Section Line; thence North 0 degrees 43 minutes 53 seconds West along the West Section Line 169.13 feet to the beginning. Except the West 50.86 feet of Section 2, Town 5 North, Range 11 West.

3. The project includes fourteen (14) two-story, twenty-four-unit apartment buildings, a club house, fitness center, pool, public park facing Hanna Lake with 28 dedicated parking spaces, community garden, pet playground, pergola and fire pit. A total of 336 apartments will be built with associated surface and covered parking.
4. Private drive aisles within the amended PUD meet dimensional requirements under the Zoning Ordinance.
5. The PUD will be developed according to the Final PUD Plan dated April 23rd, 2025, and the Landscape Plan dated May 14th, 2025.
6. The Planning Commission held a public hearing on the PUD rezoning on January 23rd, 2025.
7. On May 22nd, the Planning Commission approved Resolution No. PC 25-05-22, which approved and recommended the Board's final approval of the Site Plan dated April 23rd, 2025, and the Landscape Plan dated May 14th, 2025.

SECTION II. FINDINGS:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance ("the Zoning Ordinance"), the applicant's presentations at the public hearing, and Township Staff's recommendation, and other factors, the Planning Commission and the Township Board of Trustees hereby adopts the following findings:

1. PLANNED UNIT DEVELOPMENT APPROVAL STANDARDS (SECTION 29.30)

A. Purpose

Meets standards of Section 14.10. The reason for the PUD is that Development Standards for the Multi-Family Zoning District only allows 16-unit buildings, and the developer desires to build 24-unit buildings, which leads to a density of 8.3 dwelling units per acre. The limitation of buildings to two stories helps preserve small town appeal.

The PUD Plan promotes high quality architecture, supports the development of Dutton, preserves open space, and efficiently uses buildable land. The apartment buildings are two-story and utilize a modern farmhouse architectural style that fits in with its surroundings. Facades have good texture due to offset walls and detailing, and rooflines are stepped to eliminate monotony. Doorways are covered with awnings.

B. Qualification

Meets standards under Section 14.20. The project entirely is under the control of Continental 870 Fund LLC and displays a high quality of architecture and site design. The public benefits include preservation of open space, and preservation of small-town appeal due to height limits on buildings.

A significant portion of the parcel will remain undeveloped along the creek and at the eastern end of the property. These areas are planned for recreational amenities, whether private or public pending discussions with the Board of Trustees. Some preliminary paths have been designated in the eastern portion of the property. A proposed public park includes a 1–2-acre area south of the entrance to the project. Conversion of this area to public use is subject to Township Board approval.

C. Compliance

Meets standards under Section 14.30. The base zoning district for the property is Multi-Family Residential (MFR). All site plan elements will comply with those requirements unless modified as outlined in Section 2.A below.

D. Master Plan

Meets standard. The Future Land Use Plan designates this parcel as Multi-Family Residential. The parcel is currently zoned Suburban Residential and Multi-Family Residential. Rezoning to a base Multi-Family Residential is in keeping with the long-term goals of the Township.

E. Compatibility

Meets standard. The surrounding uses are predominantly residential, with wooded portions of Dutton Mill Village to the south. M-6 is immediately to the north. The complex is well buffered from any single-family homes.

There is a permanent tributary stream to Plaster Creek (AKA Anderson Drain) that cuts across the site and has associated wetlands which are managed by the Kent County Drain Commission. Wetlands are also located at the east end of the site. These areas will be subject to EGLE oversight and permitting as a bridge crossing will need to be built across the creek. Stabilization of the creek banks because of this development will improve the water quality of Plaster Creek due to reduced sediment discharges.

F. Public Services

Meets standard. Water and sewer facilities are available for connection in the Hanna Lake roadway, and the site plan indicates stormwater retention facilities in the site. The Township Engineer has provided comments on the site plan. The applicant will be required to comply with all the requirements of the Township Engineer and Byron-Gaines Utility Authority during utility plan review.

Within the development, the drive aisle and sidewalk network provide efficient pedestrian and vehicle circulation and connection, and the Fire Marshall will evaluate the circulation network for emergency vehicle access. Sidewalks will also be extended along Hanna Lake Avenue across the parcel frontage which will connect sidewalks from M-6 to 68th Street.

G. Site Plan Standards of Approval

The Site Plan dated April 23rd, 2025, complies with the current Zoning Ordinance and meets all site plan review standards as determined by the Planning Commission on May 22nd, 2025.

2. SITE PLAN REVIEW

The applicant has submitted an application with sufficient detail to evaluate compliance with Chapter 26 of the Zoning Ordinance.

A. Zoning Compliance and Compatibility.

All PUD site plans, private drive aisles and utilities subject to site plan review under Section 26.20.A. conform to all zoning district requirements (in this case Chapter 7, Multi-Family Residential), Land Use Regulation (Chapter 15), Building Requirements (Chapter 16), General Requirements (Chapter 17), and any applicable Specific Use Requirements (Chapter 18), except for the specific modifications listed below:

- 1) 7.20.E Maximum Number of Units; 24 units
- 2) 7.20.E (and by reference 3.20.D) Minimum Dwelling Unit Area; 544 Square Feet
- 3) 19.20.F.2 Parking Lots; Proposed wall-mounted lights are being used to illuminate areas of the building not adjacent to parking. Additionally, proposed wall-mounted lights are being used to illuminate parking stalls located more than 10 feet from the building wall.
- 4) 20.50.D Minimum Number of Spaces; 1.8 spaces per unit in MFR
- 5) 20.60 Reduced, Shared, and Deferred Parking; 626 spaces for 336 units
- 6) 24.80 Wall Signs; Allow one 16 SF internally lit on clubhouse, one 42 SF non-illuminated on Building 6 facing M-6.
- 7) 24.80 Ground Sign Illumination; The proposed monument sign will be internally illuminated.

B. Lighting

Lighting plans demonstrate compliance with all requirements and shall be designed to ensure safe conditions and minimal impact on neighboring properties and the night sky.

C. Parking and Loading

Parking lot designs demonstrate compliance with all dimensional and circulation requirements and are arranged to provide safe and convenient access to buildings and land uses. The site plan includes striping, space size, curve radii, and drive lane dimensions, and designates ADA accessible spaces.

D. Mobility, Traffic and Access

Pedestrian and bicycle travel is accommodated in accordance with this Ordinance. Acceptable traffic conditions are maintained. Drive aisle placement, connectivity, and shared access are designed to promote safe and efficient access to and from the site and circulation within the site. Compliance with access management requirements shall be demonstrated. All sites and buildings are accessible to emergency service vehicles and personnel to respond to emergencies and calls for service.

E. Landscaping, Screening, and Environmental Protection

All applicable landscaping, buffering, screening, and environmental requirements are satisfied, and sites shall not be significantly disturbed in ways beyond what is appropriate for the reasonable development of a site. Site plans demonstrate that the impact of exterior uses and activities is minimized by required landscaping and screening.

F. Stormwater and Water Quality

Stormwater detention, retention, and drainage systems are designed to protect neighboring properties from the negative impacts of increased stormwater run-off and flooding. Systems are designed to function with public stormwater drainage systems under the authority of the Kent County Drain Commission, Kent County Road Commission, or the Michigan Department of Transportation (MDOT).

G. Signs

Proposed signs meet dimensional and location requirements and are placed in locations that limit driver distraction and prevent visual clutter.

H. Water and Sewer

Public water and sewer connections are available and shall be approved by the Byron Gaines Utility Authority (BGUA). The site plan will not overburden BGUA's ability to provide public services while at the same time adequately providing for sewage collection and treatment.

SECTION III. CONDITIONS

The PUD approval is subject to the following conditions:

1. A draft document showing maintenance provisions shall be submitted to the Planning Department and Legal Counsel if the land transfer of open space to the Township is agreed to by the Township Board of Trustees.
2. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission (SESC), if applicable.
 - d. Kent County Drain Commission, if applicable.
 - e. Environment, Great Lakes and Energy, if applicable.

SECTION IV. TOWNSHIP BOARD ACTION

The Gaines Charter Township Board of Trustees has determined that the preceding findings and conditions are reasonable considerations for approval of the PUD rezoning request. Based on the above findings and conclusions, the Township Board approves Ordinance 2025-_____, granting approval of a request made by Continental 870 Fund LLC.

The vote on the Motion to Adopt this Resolution was as follows:

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2025.

Respectfully submitted,

Robert Terpstra, Supervisor
Charter Township of Gaines

Michael Brew, Clerk
Charter Township of Gaines

Dated: _____, 2025

Township Board Resolution No. 2025-_____
Authentix Gaines PUD
_____, 2025

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

**RESOLUTION NO. PC-25-05-22
AUTHENTIX APARTMENTS PLANNED UNIT DEVELOPMENT REZONING**

The following Resolution was offered and adopted by the Gaines Charter Township Planning Commission at a regular meeting held on May 22, 2025 at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present: Giarmo, Rober, Haagsma, Thomas, Billips, Waayenberg

Member Absent: Wiersema

The following Resolution was offered for adoption by Planning Commissioner Waayenberg and supported by Planning Commissioner Haagsma to document the findings and the approval by the Gaines Charter Township Planning Commission ("PC") regarding a request made by Jordan Teichen of Continental 870 Fund LLC to consider the rezoning of land to the Authentix Apartment Planned Unit Development (PUD).

STATEMENT OF FINDINGS

Section I General Background:

1. The Planning Commission is authorized to review and recommend approval or denial for Planned Unit Development site plans and associated private roads and site improvements to the Township Board of Trustees for consideration.
2. The PUD is legally described as:

Land in the Township of Gaines, Kent County, MI, described as follows:

Parcel 1:

That part of the following description lying Southwesterly of a line 250.66 feet Southwesterly from/measure perpendicular to and parallel with a line commencing 1928.25 feet South 0 degrees 30 minutes 05 seconds West along the North and South 1/4 line from the North 1/4 corner; thence North 61 degrees 28 minutes 31 seconds West 558.13 feet; thence Northwesterly 1259.37 feet along a 3922.75 feet radius curve to Lt/long chord bears North 70 degrees 40 minutes 21 seconds West 1253.97 feet; thence North 79 degrees 52 minutes 11 seconds West 1363.87 feet to the point of ending - part of the Northwest fractional 1/4 and part of the Southwest 1/4 commencing

at the Northwest corner of Section; thence South 0 degrees 43 minutes 53 seconds West along the West Section line 1122.0 feet; thence North 89 degrees 31 minutes 07 seconds East 490.0 feet; thence South 89 degrees 50 minutes 16 seconds East to center line of Anderson Drain and beginning of this description; thence South 89 degrees 50 minutes 16 seconds East to the North and South 1/4 line; thence Southerly along the North and South 1/4 line to the center of Section; Westerly along the East and West 1/4 line to the Northeast corner of the West 1/2 of the Southwest 1/4; thence along the East line of the West 1/2 of the Southwest 1/4 to the South line of the North 613.0 feet of the Southwest 1/4; thence North 89 degrees 53 minutes 20 seconds West along said South line 781.0 feet to the Northeasterly line of the abandoned K.B.E.C. Railroad right-of-way (100 feet wide); thence North 28 degrees 57 minutes 09 seconds West along the Northeasterly line of said abandoned railroad right-of-way 492.54 feet to a point which is 378.92 feet North 0 degrees 43 minutes 53 seconds West along the West Section line and 642.20 feet South 28 degrees 57 minutes 09 seconds East along the Northeasterly line of said abandoned railroad right-of-way from the West 1/4 corner; thence South 86 degrees 57 minutes 09 seconds East 220.52 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet; thence North 0 degrees 43 minutes 53 seconds West 233.0 feet; thence North 89 degrees 28 minutes 25 seconds West 249.52 feet to West Section line; thence North 0 degrees 43 minutes 53 seconds West along the West Section line 384.30 feet to a point 932.36 feet North 0 degrees 43 minutes 53 seconds West along the West Section line from the West 1/4 corner; thence North 89 degrees 31 minutes 07 seconds East 820.0 feet more or less to centerline of Anderson Drain; thence Northerly along the centerline of said drain to beginning. Except the West 50.86 feet of Section 2, Town 5 North, Range 11 West.

Parcel 2:

That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 378.92 feet; thence South 28 degrees 57 minutes 09 seconds East 62.20 feet along the Northeasterly line of the former Railroad R.O.W. (100 feet wide) to the Place of Beginning of this description; thence South 86 degrees 57 minutes 09 seconds East 220.52 feet; thence South 28 degrees 57 minutes 09 seconds East 580.0 feet; thence North 86 degrees 57 minutes 09 seconds West 220.52 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet along the Northeasterly line of said former Railroad R.O.W. to the place of beginning. ALSO: That part of the Northwest 1/4, and that part of the Southwest 1/4, Section 2, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Beginning at a point on the West line of Section 2, which is North 00 degrees 43 minutes 53 seconds West 326.06 feet from the West 1/4 corner of Section 2; thence North 00 degrees 43 minutes 53 seconds West 52.86 feet along said West line; thence South 28 degrees 57 minutes 09 seconds East 642.2 feet along the Northeasterly line of the former Railroad R.O.W. (100 feet wide); thence North 86 degrees 57 minutes 09 seconds West 29.48 feet; thence North 28 degrees 57 minutes 09 seconds West 580.0 feet to the place of beginning.

Parcel 3:

Part of the Northwest Fractional 1/4 commencing 1689.30 feet South 0 degrees 43 minutes 53 seconds East along the West Section line from the Northwest corner of Section; thence South 89

degrees 28 minutes 25 seconds East 249.52 feet; thence South 0 degrees 43 minutes 53 seconds East 233.0 feet; thence North 86 degrees 57 minutes 09 seconds West 220.52 feet to the Northeasterly line of the abandoned K.B.E.C. Railroad Right-of-Way (100 feet wide); thence North 28 degrees 57 minutes 09 seconds West along the Northeasterly line of said abandoned Railroad Right-of-Way 62.21 feet to the West Section Line; thence North 0 degrees 43 minutes 53 seconds West along the West Section Line 169.13 feet to the beginning. Except the West 50.86 feet of Section 2, Town 5 North, Range 11 West.

3. The development will include 14 two-story, twenty-four-unit apartment buildings, and amenities including a club house with revised architecture, public park facing Hanna Lake with 28 dedicated parking spaces, fitness center, pool, community garden, pet playground, pergola and fire pit. A total of 336 apartments will be built with associated surface and covered parking.
4. Private driveways within the amended PUD meet dimensional requirements under the Zoning Ordinance.
5. The PUD will be developed according to the Final Authentix Apartments PUD Site Plan approved by the Planning Commission. The underlying zoning for the PUD is Multi-Family Residential, with modifications listed below.
6. The Planning Commission held a public hearing on the PUD rezoning and site plan on May 22nd, 2025.

REVIEW FINDINGS

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance (“the Zoning Ordinance”), the applicant’s presentations at the public hearing, Township Staff’s recommendation, and other factors, the Planning Commission hereby adopts the following findings:

Section 11.1 Planned Unit Development General Review Standards

A. Consistency with Master Plan and Zoning Ordinance: meets standard. The main body of the proposed PUD is currently zoned Suburban Residential on the north end and Multi-Family Residential at the south end. The Future Land Use Plan is future zoned as Multi-Family Residential.

The Planning Commission finds that the Authentix Apartments PUD meets the standards for a multi-family apartment complex, and that 24-unit buildings are appropriate for the scale of the property and surrounding area.

Modifications requested under the PUD include:

MULTI-FAMILY RESIDENTIAL REQUIREMENTS- CH 7	
7.20.E Max. Number of Units per Building	24 units per building
LIGHTING - CH 19	
Parking Lots (19.20.F.2)	Proposed wall-mounted lights are being used to illuminate areas of the building not adjacent to parking. Additionally, proposed wall-mounted lights are being used to illuminate parking stalls located more than 10 feet from the building wall.
PARKING AND LOADING - CH 20	
Minimum Number of Spaces- 2.5 spaces per unit in MFR (20.50.D)	1.81 spaces per dwelling unit
Reduced, Shared, and Deferred Parking (20.60)	Requested modification under PUD to 626 for 336 units
SIGNS - CH 24	
Wall Signs	One 16 SF internally lit on clubhouse One 42 SF non-illuminated on Building 6 facing M-6
Ground Sign Illumination	The proposed monument sign will be internally illuminated.

B. Aesthetics: Meets standard. The applicant submitted proposed elevations that meet current ordinance standards for two story apartment buildings. The developer intends to follow ordinance requirements for landscaping, screening, lighting, parking, and signage based on multifamily zoning requirements. Facades have good texture due to offset walls and detailing, and rooflines are stepped to eliminate monotony. Doorways are covered with awnings.

C. Compatibility with Adjacent Uses: Meets standard. The surrounding uses are predominantly residential, with wooded portions of Dutton Mill Village to the south. M-6 is immediately to the north. The complex is well buffered from any single-family homes.

D. Density: Meets standard. The revised plan consists of 336 units on 40.47 acres, which is a density of approximately 8.27 units per acre. The Master Plan states that “densities are expected to range from 10-20+ units per acre” for Multi-Family Residential use, so this project is less dense than that standard.

E. Traffic: Meets standard. Within the development, the driveway and sidewalk network provide efficient pedestrian and vehicle circulation and connection, and the Fire Marshall has evaluated the circulation network for emergency vehicle access and found it to be adequate. Sidewalks will be extended along Hanna Lake Avenue across the parcel frontage which will connect sidewalks from M-6 to 68th Street.

Parking appears to be adequate for residential use. The preliminary plan calls for 541 surface spots and 54 covered spots. An additional 31 spaces are located by the community building, for a total of 626 for resident use. Twenty-eight spaces are dedicated to the open space south of the entrance.

F. Protection of the Natural Environment: Meets standard. There is a permanent tributary stream to Plaster Creek (AKA Anderson Drain) that cuts across the site and has associated wetlands which are managed by the Kent County Drain Commission. Wetlands are also located at the east end of the site. These areas will be subject to EGLE oversight and permitting as a bridge crossing will need to be built across the creek. Stabilization of the creek banks because of this development will improve the water quality of Plaster Creek due to reduced sediment discharges.

G. Schools Impact: Meets standard. This site is located within the Caledonia School District. This area is one of a limited number of areas targeted for increased residential density, and it is acknowledged that areas planned for increased numbers of residents will have some level of impact on school enrollment.

H. Public Facilities: The Planning Commission shall consider the impact a project will have on:

1. Public safety and protection services.
2. Water and sewer facilities.
3. The costs for such services.

Meets standards. Water and sewer facilities are available for connection in the Hanna Lake roadway, and the site plan indicates stormwater retention facilities in the site. The Township Engineer has provided comments on the site plan and will assess the final site plan. The applicant will be required to comply with all the requirements of the Township Engineer during the final site plan review.

I. Water, Sewer, and Drainage Systems: The developer has provided initial engineering plans for utility extensions that have been reviewed by the Township Engineer. All future and final development and utility plans will be subject to Township Engineering and Byron-Gaines Utility Authority review.

J. Open Space: Meets standard. A significant portion of the parcel will remain undeveloped along the creek and at the eastern end of the property. This area is planned for recreation as amenities, whether private or public pending discussions with the Board of Trustees. Some preliminary paths have been designated in the eastern portion of the property. Developed amenities include a dog park, community garden and disc golf areas.

K. Non-Motorized Transportation Network: Meets standard. Hanna Lake Avenue is planned for sidewalk connection between 60th and 68th Streets in the 2010 Nonmotorized Transportation Plan Phase II Map. This project will complete that connection from 68th to M-6, but it remains unconnected from M-6 to 60th.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission has determined that the preceding findings support the approval of the Authentix Apartments PUD rezoning.

Planning Commission recommends that PUD rezoning approval is subject to the following conditions:

1. Site plan approval is contingent on receiving final approval for the PUD rezoning by the Township Board of Trustees.
2. A draft document showing maintenance provisions shall be submitted to the Planning Department and Legal Counsel if the land transfer of open space to the Township is agreed to by the Township Board of Trustees.
3. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA
 - b. Fire Department
 - c. Kent County Road Commission
 - d. Kent County Drain Commission
 - e. Environment, Great Lakes and Energy

The vote on the motion to adopt this Resolution and Conditions of approval was as follows:

YES:	<u>Giarmo, Rober, Haagsma, Billips, Waayenberg, Thomas</u>
NO:	<u>None</u>
ABSTAIN:	<u></u>
RESOLUTION DECLARED:	ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Planning Commission at a meeting held on May 22nd, 2024.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lani Thomas".

Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: May 22, 2025



Vriesman
& Korhorn

April 18, 2025
1318

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

RE: Prairie Wolf Station Contract 2 - Water/Sewer Development Contract

Dear Tracy:

Enclosed is the Water/Sewer Development Contract for Prairie Wolf Station Contract 2. The Water/Sewer Development Contract details the project which includes the extension of public watermain and sanitary sewer along the 84th Street frontage. This includes the extension of 1,671 feet of 16-inch watermain, 197 feet of 12-inch watermain, 143 feet of 8-inch watermain, 2,832 feet of 8-inch forcemain, 940 feet of 8-inch sanitary sewer, and 1 duplex sanitary lift station.

The 16-inch public watermain is eligible for oversizing reimbursement estimated to be \$102,020.00 based on the cost difference between a 16-inch and 12-inch watermain. The Developer will also be due payback reimbursement should an adjacent property owner connect to the watermain being constructed with this part of the development. We estimate the maximum payback will be \$200,11.50.

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 stylized 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”):

American Kendall Properties, LLC

Name

5100 Charles Court, Suite 101, Zionsville, IN, 46077

Address

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”).

Prairie Wolf Station will be a mixed-use development on approximately 82.0 acres on the southeast corner of the intersection of 84th Street and Kalamazoo Avenue. The development will consist of 127 single family homes (127 dwelling units), 36 condominium units (36 dwelling units), 11 Townhome buildings with 44 dwelling units, 8 Haven apartment buildings with 116 dwelling units, 9 Parkway Flats apartment buildings with 91 dwelling units, 11 Canal Flats apartment buildings with 67 dwelling units, and 34 dwelling units over retail for a total of 515 dwelling units. Six commercial/office/retail buildings consisting of approximately 20,800 sqft, 1 Senior Living building with 110 Senior living units, and two future commercial lots with undetermined building sizes. For additional details Exhibit B of the consent judgement should be referenced.

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

The project will include construction of 1,671 lineal feet of 16” ductile iron watermain in 84th street, 197 lineal feet of 12” ductile iron watermain in 84th Street and Public Easement, 143 lineal feet of 8” ductile iron watermain in 84th Street, 2,832 lineal feet of HDPE forcemain in 84th Street and Public Easement, 940 lineal feet of 8” sanitary sewer in Public Easement, and complete installation of 1 duplex sanitary pump station rated for 480 gpm at TDH of 63.5 feet in Public Easement including all appurtenances. Exhibit A

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”): October 30, 2025

V. **IRREVOCABLE LETTER OF CREDIT**

A. Required prior to commencement of construction:

YES _____ NO X _____

B. Amount of letter of credit: \$ N/A

VI. **WATER AVAILABILITY FEE**

A. Basis of Water Availability: N/A – Developer is extending watermain along 84th street from 500 feet to 2100 feet East of Kalamazoo Avenue to provide public water service to the Development known as Prairie Wolf Station; the property owned by the Developer at 8460 Kalamazoo Avenue, PPN: 41-22-21-100-011. The Availability Fee for the properties along Kalamazoo is satisfied by the extension of watermain described in section III.

B. Amount of Water Availability Fee: \$ N/A

C. Payment Terms: N/A

VII. **WATER TRUNKAGE FEE**

A. Basis of Water Trunkage Fee: N/A

B. Amount of Water Trunkage Fee: \$ N/A

C. Payment Terms: N/A

VIII. **WATERMAIN PAYBACK ARRANGEMENTS**

A. Basis of Payback Arrangements for Watermain: The developer is constructing approximately 1,600 feet of 16-inch watermain along 84th Street. The watermain is eligible for payback along the North side of said roadway. The watermain, once constructed, will be available for connection and use by adjacent property owners.

B. Maximum Amount of Watermain Payback Payments to the Developer: Estimated to be \$200,111.50, which is the cost of an equivalent 12” watermain for the above described 1,600 feet of proposed main. The actual amount eligible to be paid to the Developer will be based on the competitively bid unit prices for watermain construction, measured and installed quantities, plus 15% for engineering and

administration. Water services installed as a part of the project by the Developer will also be eligible for payback under the same terms as the watermain.

- C. Payment Terms: The Township agrees to remit to the Developer the township water availability fees that may be imposed under the Township ordinance and be collected prior to the 10 years from the date of this agreement from the property along the watermain eligible for payback. Fees so collected shall be remitted to the Developer annually on or around January 1st except in the final year of the payback in which fees so collected shall be remitted within 30 days after the end date of this agreement. The Township agrees to use the standard Township procedures in collection of availability fees but does not guarantee either the number of parcels that may actually connect nor the amount of availability fees that may be collected during the payback period.
- D. Expiration Date of Payback Arrangements: 10 years after date of final acceptance; final acceptance is estimated to occur November 1, 2025.
- 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: Oversizing payment is based on the cost difference between constructing 16-inch WM versus 12-inch WM as part of the Prairie Wolf Station project that is eligible for oversizing.
- B. Amount of Oversizing Payment to the Developer: Estimated to be \$102,020.00; the actual amount will be based on competitively bid unit prices for 16-inch watermain and 12" watermain construction, measured and installed quantities, and record plan measurements. See Exhibit C for an estimate of oversizing payment.
- C. Payment Terms: A written request shall be made by the Developer's engineer after the watermain has been installed and approved for use. The request will be reviewed by the Township engineer, and a recommendation will be made for the payment amount. The request shall be accompanied by a tabulation of installed quantities and as-built record plans.

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: N/A
- B. Amount of Sewer Availability Fee: \$ N/A
- C. Payment Terms: N/A

XI. **SEWER TRUNKAGE FEE**

- A. Basis of Sewer Trunkage Fee: N/A
- B. Amount of Sewer Trunkage Fee: \$ N/A
- C. Payment Terms: N/A

XII. **SANITARY SEWER PAYBACK ARRANGEMENTS**

- A. Basis of Payback Arrangements for Sanitary Sewer: N/A
- B. Maximum Amount of Sanitary Sewer Payback Payments to the Developer: \$ N/A
- C. Payment Terms: N/A
- D. Expiration Date of Payback Arrangements: N/A
- 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: N/A
- B. Amount of Oversizing Payment to the Developer: N/A
- C. Payment Terms: N/A

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

N/A

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:

DEVELOPER: *American Kendall Properties, LLC*

(1) *Monica J.P.*

By: *J.R. Kendall*

Its: *member*

(2) *Jennifer Kelleher*

By: _____

Its: _____

Dated: _____, 2025

Witnesses:

CHARTER TOWNSHIP OF GAINES:

(1) _____

By: _____

Bob Terpstra
Its: Supervisor

(2) _____

By: _____

Michael Brew
Its: Clerk

Dated: _____, 2025

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.

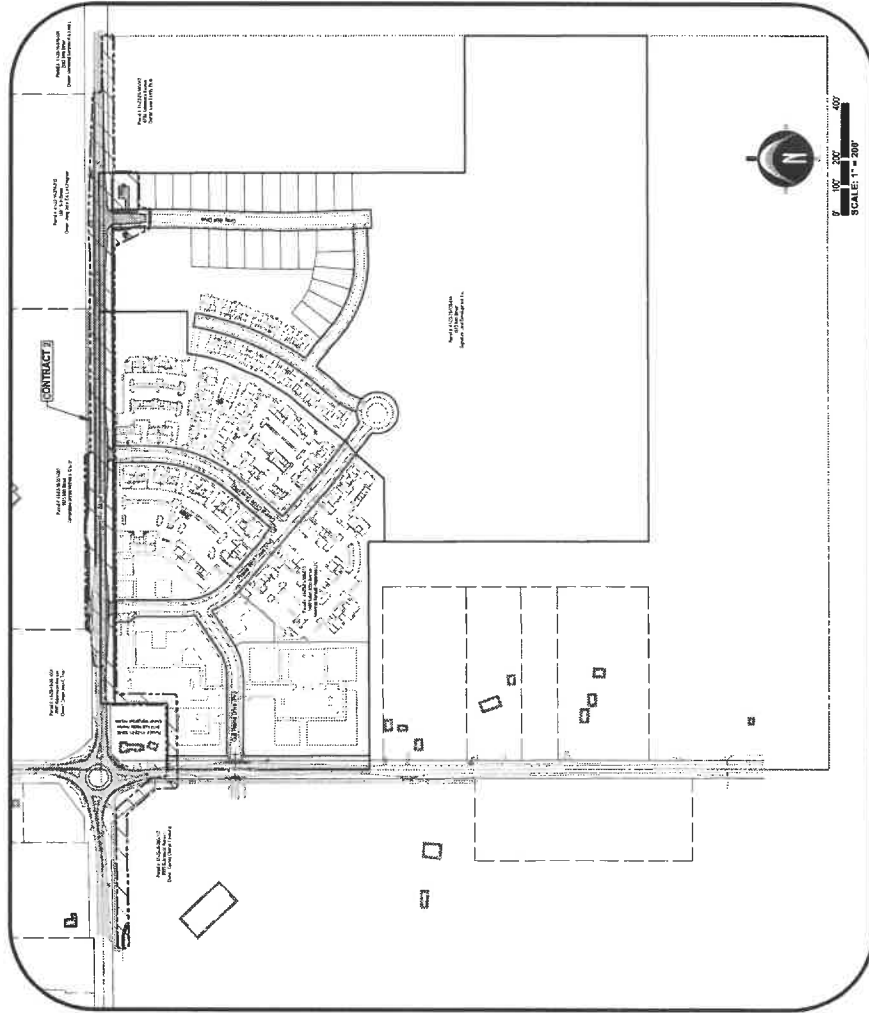
Section 11. **MISCELLANEOUS.** Neither this Contract nor any rights under it may be assigned nor may any duty be delegated without the prior written consent of the non-assigning or non-delegating party. Any attempt to assign or delegate rights or duties without prior written consent shall be void. This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

TOWNSHIP OF GAINES, KENT COUNTY, MICHIGAN

SITE AREA MAP



811 Know what's below.
CALL before you dig.

2. Unemployment is the number of people who are unemployed divided by the number of people in the labor force.

Land Planning • Landscape Architecture • Civil Engineering • Land Surveying • High Definition Scanning • Forensic Engineering • Fire Investigation •

Experience... the Difference



WEDERVELD
www.wederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave. Suite 200
Grand Rapids, MI 49503
Phone: 616.755.0800

PREPARED FOR:
American Kendall Property Group, LLC
Mike Speedy

3600 Woodview Trace, Suite 130
Indianapolis, IN 46258
Phone: 317.637.6500

REVISIONS:

Is 30% Government Plans being DND	Copied R/B	Date 2022-12-04
by BGA Submitted	Copied R/B	Date 2020-10-28
by BGA	Copied R/B	Date 2020-10-28
by BGA Manager Letter 2020-07-26	Copied R/B	Date 2020-04-17
by BGA Manager 2021-04-28	Copied R/B	Date 2020-05-26
by BGA Manager 2021-04-28	Copied R/B	Date 2020-05-26

SHEET INDEX

C-301	Contract Steel - CONTRACT 2
C-302	Contract Steel - Conditions Plan
C-303	Grading & SESSC Plan
C-304	Grading & SESSC Plan (1 of 2)
C-305	Grading & SESSC Plan (2 of 2)
C-400	Watermain (Plan 1 of 2)
C-401	Watermain (Plan 2 of 2)
C-402	San. FM in Public Estates
C-403	San. FM in Public Estates (1 of 2)
C-404	San. FM in Public Estates (2 of 2)
C-405	San. FM in Bath Street (2 of 2)
C-406	Sanitary Sewer in Public Estates
C-407	Sanitary Sewer, Swann Drive & Gray Wolf Drive
C-408	Details and Specifications - Watermain
C-409	Details and Specifications
C-501	Demolition
C-700	46494 Street Removal & Demolition
C-701	46494 Street Proposed Road Improvements
C-702	46494 Street Cross-Sections & Utility Details
C-703	46494 Street Cross-Sections & Utility Details
C-704	Gray Wolf Drive Intersection Prelim.
C-705	Gray Wolf Drive Intersection Prelim.

UTILITY COMPANY CONTACTS

DTE Energy	Bray Road	(616) 954-4511
Gas	Taylor Martin	(616) 954-6905
Electric	Aaron Burnett	(616) 246-7328
Telephone	Daniel Bandorf	(517) 334-1652
Cable	Comcast	(616) 377-40002
Internet	Byron Games Utility Authority	(616) 377-40002
Winterman	Byron Games Utility Authority	(616) 377-40002
Swan	Byron Games Utility Authority	(616) 377-40002
Sewer	Byron Games Utility Authority	(616) 377-40002

BENCHMARKS

DESMODIUM (0002) ELEV. = 6000 FT. (MAYPOPE)
See related sp. in East fork of Uddly pool.
100 m. north of the confluence of the stream "Red Eye".

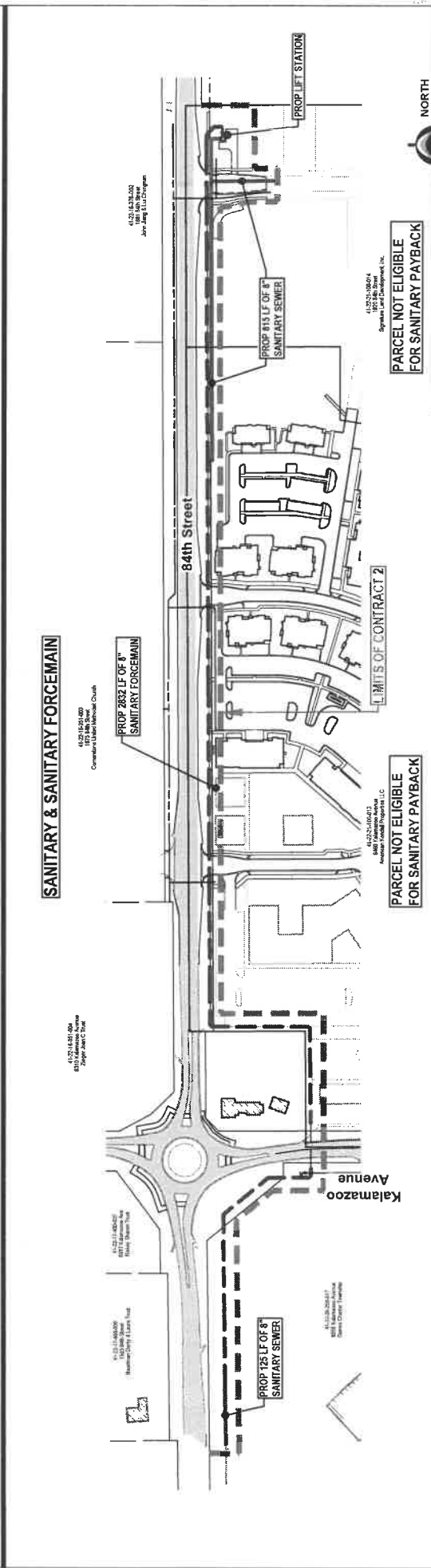
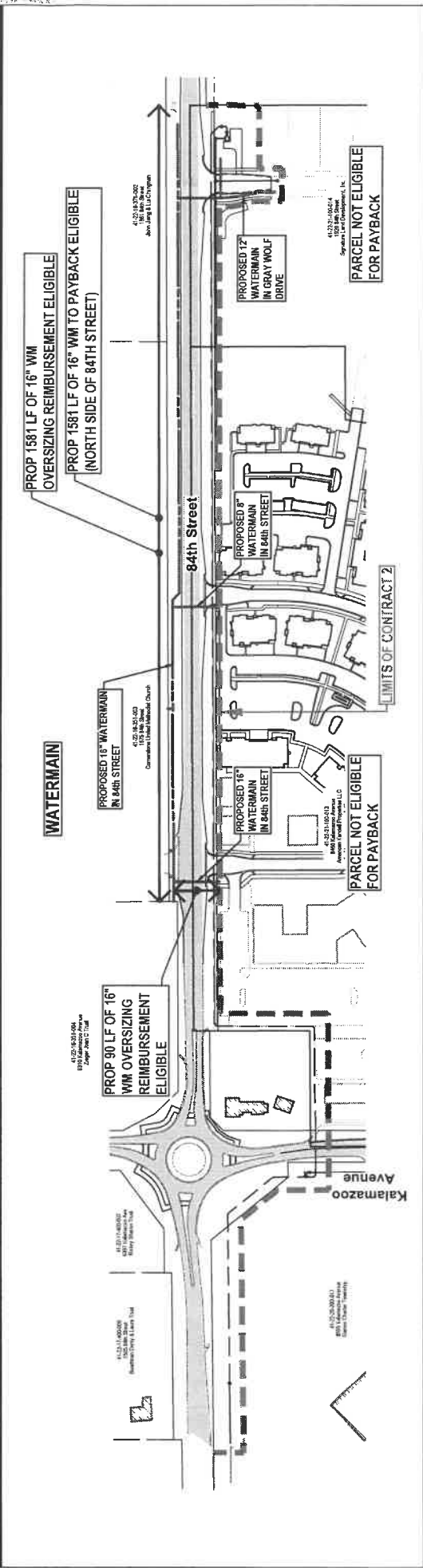
PROJECT NO:

20400701

SHEET NO.

C-100

Copyright Clearance Center



Prairie Wolf Station (Contract 2)

NORTH

NEDEVELO
Grand Rapids
977 Grand Rapids, MI 49503
www.nedvelo.com • 800.222.1868

EXHIBIT "B"

GAINES TOWNSHIP, KENT COUNTY, MI

DRAWN BY: DWD
CHECKED BY: RJB
DATE: 03/14/2025

PRJ NO.: 2500701
1 OF 3



Exhibit B - Frontage Payback

March 14, 2025

Prairie Wolf Station - Contract 2

WATERMAIN FRONTAGE PAYBACK ITEMS	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1. 8" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	1,581	L.F.	75.00	\$118,575.00
2. 12" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below		L.F.	158.00	\$0.00
3. 8" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below		L.F.	125.00	\$0.00
4. 6" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	0	L.F.	105.00	\$0.00
5. Bore & Jack 24" Steel casing x 0.25" thickness	0	L.F.	990.00	\$0.00
6. Bore & Jack 20" Steel casing x 0.25" thickness	0	L.F.	995.00	\$0.00
7. Bore & Jack 16" Steel casing x 0.25" thickness	0	L.F.	980.00	\$0.00
8. 8" Valve and Box	3	Each	2,750.00	\$8,250.00
9. 12" Valve and Box	1	Each	4,500.00	\$4,500.00
10. 8" Valve and Box	0	Each	2,750.00	\$0.00
11. 16" x 8" Reducer		Each	1,510.00	\$0.00
12. 8" x 8" x 8" Tee	2	Each	750.00	\$1,500.00
13. 8" x 8" x 8" Tee	1	Each	750.00	\$750.00
14. 8" x 8" x 8" Tee	1	Each	750.00	\$750.00
15. 8" x 8" x 6" Tee	2	Each	650.00	\$1,300.00
16. 8" 45 Deg bend	2	Each	550.00	\$1,100.00
17. 16" plug (temp)	0	Each	1,225.00	\$0.00

18. 12" x 12" x 6" Tee	0	Each	1,325.00	\$0.00
19. 12" 45 Deg bend	0	Each	1,150.00	\$0.00
20. 12" 11.25 Deg bend	0	Each	1,030.00	\$0.00
21. 8" x 6" reducer	1	Each	430.00	\$430.00
22. 12" x 6" reducer		Each	845.00	\$0.00
23. 8" x 6" reducer		Each	535.00	\$0.00
24. Place salvaged hydrant assembly	0	Each	725.00	\$0.00
25. 5" Hydrant	4	Each	4,150.00	\$16,600.00
26. 6" Valve and Box	4	Each	1,425.00	\$5,700.00
27. 6" 90 Deg bend	2	Each	590.00	\$1,180.00
28. Remove hydrant assembly (Cornerstone Church)	1	Each	325.00	\$325.00
29. 8" Sleeve	2	Each	1,300.00	\$2,600.00
30. Culvert at Hydrant (Cornerstone Church)	1	Each	3,325.00	\$3,325.00
31. 8"-12" cobbles 18" min depth (allowance)	5	C.Y.	425.00	\$2,125.00
32. Tree & brush removal - 68th north side	1	Each	Lsum	\$5,000.00
Sub-Total for Watermain Frontage Payback Items				\$174,010.00
Engineering and Administration			15%	\$26,101.50
Payback for Watermain Items along 84th Street				\$200,111.50



Exhibit C - Oversizing

March 14, 2025 Rev 3/25/2025

Prairie Wolf Station - Contract 2

PROP 12"

WATERMAIN OVERSIZING ITEMS 16" to 12"							
	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	AMOUNT
1. 16" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	1,671	L.F.	198.00	\$330,858.00	158.00	\$264,018.00	\$66,840.00
2. 12" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	197	L.F.	158.00	\$31,126.00	158.00	\$31,126.00	\$0.00
3. 8" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	143	L.F.	125.00	\$17,875.00	125.00	\$17,875.00	\$0.00
4. 6" Ductile Iron (Class 53) Watermain including pressure testing, chlorination and sampling as required by BGUA. Trench spoils - see note 2 below	82	L.F.	105.00	\$8,610.00	105.00	\$8,610.00	\$0.00
5. Bore & Jack 24" Steel casing x 0.25" thickness	81	L.F.	990.00	\$80,190.00	990.00	\$80,190.00	\$0.00
6. Bore & Jack 20" Steel casing x 0.25" thickness	68	L.F.	995.00	\$67,660.00	995.00	\$67,660.00	\$0.00
7. Bore & Jack 16" Steel casing x 0.25" thickness	79	L.F.	980.00	\$77,420.00	980.00	\$77,420.00	\$0.00
8. 16" Valve and Box	3	Each	12,000.00	\$36,000.00	4,500.00	\$13,500.00	\$22,500.00
9. 12" Valve and Box	1	Each	4,500.00	\$4,500.00	4,500.00	\$4,500.00	\$0.00
10. 8" Valve and Box	2	Each	2,750.00	\$5,500.00	2,750.00	\$5,500.00	\$0.00

11. 16" x 8" Reducer	1	Each	1,510.00	\$1,510.00	975.00	\$975.00	\$535.00
12. 16" x 16" x 16" Tee	2	Each	3,725.00	\$7,450.00	1,870.00	\$3,740.00	\$3,710.00
13. 16" x 16" x 12" Tee	1	Each	3,100.00	\$3,100.00	1,870.00	\$1,870.00	\$1,230.00
14. 16" x 16" x 8" Tee	1	Each	2,700.00	\$2,700.00	1,140.00	\$1,140.00	\$1,560.00
15. 16" x 16" x 6" Tee	2	Each	2,425.00	\$4,850.00	1,325.00	\$2,650.00	\$2,200.00
16. 16" 45 Deg bend	2	Each	2,125.00	\$4,250.00	2,125.00	\$4,250.00	\$0.00
17. 16" plug (temp)	2	Each	1,225.00	\$2,450.00	770.00	\$1,540.00	\$910.00
18. 12" x 12" x 6" Tee	1	Each	1,325.00	\$1,325.00	1,325.00	\$1,325.00	\$0.00
19. 12" 45 Deg bend	2	Each	1,150.00	\$2,300.00	1,150.00	\$2,300.00	\$0.00
20. 12" 11.25 Deg bend	2	Each	1,030.00	\$2,060.00	1,030.00	\$2,060.00	\$0.00
21. 16" x 6" reducer	1	Each	1,450.00	\$1,450.00	845.00	\$845.00	\$605.00
22. 12" x 6" reducer	1	Each	845.00	\$845.00	845.00	\$845.00	\$0.00
23. 8" x 6" reducer	1	Each	535.00	\$535.00	535.00	\$535.00	\$0.00
24. Place salvaged hydrant assembly	1	Each	725.00	\$725.00	725.00	\$725.00	\$0.00
25. 5" Hydrant	5	Each	4,150.00	\$20,750.00	4,150.00	\$20,750.00	\$0.00
26. 6" Valve and Box	4	Each	1,425.00	\$5,700.00	1,425.00	\$5,700.00	\$0.00
27. 6" 90 Deg bend	2	Each	590.00	\$1,180.00	590.00	\$1,180.00	\$0.00
28. Remove hydrant assembly (Cornerstone Church)	1	Each	325.00	\$325.00	325.00	\$325.00	\$0.00
29. 16" Sleeve	2	Each	2,065.00	\$4,130.00	1,100.00	\$2,200.00	\$1,930.00
30. Culvert at Hydrant (Cornerstone Church)	1	Each	3,325.00	\$3,325.00	3,325.00	\$3,325.00	\$0.00
31. 8"-12" cobbles 18" min depth (allowance)	5	C.Y.	425.00	\$2,125.00	425.00	\$2,125.00	\$0.00
32. Tree & brush removal - 68th north side	1	Each	Lsum	\$5,000.00	Lsum	\$5,000.00	\$0.00
Sub-Total for Watermain Oversizing Items 16" To 12"				\$737,824.00		\$635,804.00	\$102,020.00

MEMO

Staff Communication

DATE: June 3, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Modus Elections Software

SUMMARY OF TOPIC:

The Township Clerk is requesting approval to contract with Modus Elections Software. This software would be used for the management of elections, precincts, and inventory and equipment. It will help the Clerk's office to better manage precinct workers through communication, scheduling, and monitoring training. Also, it will track workers hours and create a file that may be uploaded to the Township's payroll program which will create great efficiency.

The annual subscription for this software is \$4,631. There are also some one-time costs related to the set up and training for the software that will be \$4,000, after a \$2,500 discount from Modus. So, the first-year cost will be \$8,631. The addition of this software was not included in the 2025 FY budget, but there are funds available in the Election Department budget that may be used to cover this cost.

BUDGET ACTION REQUIRED:

None – The Election Department has funds available to cover this expense.

STAFF RECOMMENDATION:

Staff recommends the approval of this software.

Agreement for Software Services

THIS AGREEMENT ("Agreement") is entered into as of August 1, 2025 ("Effective Date"), between InTech Software Solutions Inc, with an office at 5881 Pagenkopf Rd, Maple Plain, MN, 55359 ("InTech"), and the Township of Gaines, Michigan a government entity with its principal office located at 8555 Kalamazoo Ave, Caledonia, MI 49316 ("Township").

1. **The Service.** InTech has developed an online service known as Modus Elections Software which allows governmental entities to help better manage elections ("Modus"). The Township wishes to use Modus to manage elections. The Parties have agreed upon the details of the Modus service, the details of which are found in Exhibit B (the "Scope of Project").
2. **Term.** The term of this Agreement begins on the Effective Date and continues through December 31, 2026 ("Term"). At the end of the Term, this Agreement will renew on a year-to-year basis unless either party notifies the other of its intention not to renew thirty (30) days prior to the renewal of the Agreement. Upon expiration or termination of this Agreement, InTech will make the Township Data available to Township, and Township will no longer have access to Modus.
3. **Fees.** Within thirty days of invoice, Township will pay to InTech the fees for use of Modus as stated in Exhibit B. The fees do not include any taxes, whether federal, state, local or otherwise.
4. **Subscription.** During the Term, InTech grants to Township the nontransferable and nonexclusive right to use Modus in managing its elections. Only permanent or temporary employees of Township may use Modus. Each user must have a user ID, which consists of a valid email address. Subscription includes SMS texting capabilities for the first 5,000 individual texts per year. Additional texts may be purchased at a price of \$100 per package of 2,500 texts.
5. **Technology.** Township understands that Modus requires Internet access, which is the responsibility of Township to provide. InTech plans to make upgrades to Modus over time. InTech will notify the Township of any important changes to Modus and design such changes to permit continued use of Modus by the Township.
6. **Support and Security.** InTech will provide support, set-up, and training so that Township can use Modus, including relevant documentation and specifications. InTech will use commercially reasonable security technologies (such as encryption, password protection and firewall protection). InTech cannot promise that such security technologies will be able to prevent all third-party disruptions or interception of any data. Exhibit A provides additional details on the support provided.
7. **Back-Up.** InTech is responsible for performing and storing backups of Township Data on a regular basis. In the event Township requires restoration of any back-up of its data, other than due to the fault of InTech, Township may be charged on a time-and-material basis for such restoration.

8. **Use of Data.** Township grants to InTech the right to use any data provided or inputted by Township into Modus ("Township Data") as is necessary for InTech to perform under this Agreement. With respect to the Township Data, InTech specifically agrees to abide by the Minnesota Data Practices Act (Chapter 13) and will keep Township Data covered by the Act confidential. Other than such use, InTech acquires no rights to Township Data, including any intellectual property rights.

9. **Warranty, Indemnity and Damages.** InTech warrants that Modus will perform as outlined in Exhibit B. There are no other warranties. InTech agrees to indemnify Township against all claims brought by any third party against Township related to Modus or alleging that InTech violated this Agreement. Under no circumstances will either party be liable to the other party under this Agreement in excess of the amount of fees paid under this Agreement in the year preceding the date on which the claim first arose. Under no circumstances will either party be liable to the other party for punitive damages.

10. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Minnesota.

11. **Compliance with Laws.** InTech will follow all applicable local, state, and governmental laws.

12. **Force Majeure.** If either party is unable to perform under this Agreement due to circumstances beyond its reasonable control, including without limitation natural disaster, act of War, terrorism, or other similar cause, then such non-performance shall not be a violation of this Agreement, but the time for performance shall be extended for a period equal to the duration of the conditions preventing performance.

13. **Complete Agreement and Conflicts.** This Agreement constitutes the complete and exclusive agreement between InTech and Township, and all previous discussions and writings shall have no force or effect. This Agreement may only be modified in a written agreement by the parties.

Gaines Township, Michigan

DATE: _____

PRINT: _____

SIGN: _____

TITLE: _____

InTech Software Solutions Inc

DATE: _____

PRINT: Michael Snuffer

SIGN: _____

TITLE: Founder/President

Exhibit A – InTech Support

Support Options: InTech Software Solutions, Inc will provide several options for support, as follows:

- **Email Support:** Support is available via email at: support@ModusElections.com. This email will be monitored by support staff during normal business hours (8:00am – 5:00pm CST). In the 7 days prior to and including the day of any state-wide election, support will be expanded to include the hours between 7:00am and 8:00pm.
- **Phone Support:** Phone or online virtual meeting support is available in response to tickets submitted via email during normal business hours, as defined above.

Issue Response: InTech will make it a priority to respond to Township support queries as quickly as possible and will be able to respond in most cases within hours of the submitted request for support services. InTech guarantees it will provide a response to support questions and issues by the next business day.

Issue Resolution / Rollout Policy: InTech’s response to support issues will depend on the type and severity of the issue the user is encountering, as follows:

- **User Training or Business Process Help:** InTech offers onsite training services, as indicated in the Township’s proposal. Online documentation and training videos are also available to users. InTech will provide a response to Township requests for business process help or training requests within 1 business day.
- **Non-critical Bug Fixes.** A non-critical bug is defined by InTech as any user-experienced issue that does not block the user’s ability to utilize system functions. Non-critical bug fixes or usability enhancements will be assessed, scheduled, and rolled out in the next regular system release. Regular system releases are defined in the “Software Upgrades” section below.
- **Critical Bug Fixes.** A critical bug is defined by InTech as any bug that inhibits the user’s ability to utilize the functions of the system. InTech has multiple levels of testing in place to help ensure that these bugs never make it into our productions system. (*See Software Updates below.*) In the case that a critical bug is encountered in the system, InTech will provide an update to the system as quickly as is possible. InTech will typically be able to implement critical fixes within 3 to 5 business days.

Service Availability: Service is intended to be available for use at all times, except for scheduled downtime, InTech warrants availability of Service during business hours (M-F 8am-5pm) to 97% monthly uptime. Scheduled maintenance downtime will occur after business hours: typically, between 10pm and 5am.

Software Maintenance and Support Costs: As the Modus Elections Software is a subscription service, software maintenance and support are provided without any additional cost or subscription fee. InTech’s mission is to keep the Service current to ensure compliance with relevant state election laws. Many of these state-wide improvements to the system will be made available free of charge. In the event that the Township is requesting additional new functionality (not included in the agreed upon requirements documents), this functionality can be custom-coded and provided on a time-and-material basis.

Software Updates: Scheduled rollouts will occur between the hours of 10pm and 5am. Because Modus Elections Software is a web-based system, rollouts only occur on InTech’s servers. Client software will be automatically updated the next time the user accesses the system.

Custom-coded Features: The Modus Elections Software system was designed by a consortium of users from cities and counties of different sizes and with differing business practices. As a result, the system is quite flexible and will accommodate the needs and business requirements of most, if not all, jurisdictions.

In the event a jurisdiction has a requirement for new functionality not provided in the system, InTech will work to try to ensure that this functionality can be included in the next state-wide release of the system to all users. This approach has at least 2 significant benefits: (1) it will improve the Modus Elections Software system for the greater user community; and (2) it will provide significant support cost savings to the Township.

Training: With each new customer, InTech includes installation and configuration services. Elections staff will be personally trained and well acquainted with the system upon completion of these configuration activities. InTech can provide training in any of the following ways:

- **Train the Trainer:** Township staff may be trained and provided with the knowledge needed to conduct training sessions with the elections staff in its cities and townships.
- **Group Training:** InTech will provide on-site group training sessions conducted by an InTech trainer, as indicated in the proposal. (*Recommended*)
- **Virtual Training:** When new features are added to the Modus Elections Software, InTech will provide online training conferences and invite its clients to attend. In addition, the Township may choose to schedule one-on-one training using online virtual conferencing software.
- **Online User Documentation.** Includes written documentation, training videos, and knowledge base.

System Technology: The Modus Elections Software is a web-based, platform-independent system. Its applications utilize standard secure HTTPS protocol (TCP/IP port 443) browser-based communication. The system is accessible from any location where internet services and the secured HTTPS protocol are available.

Modus Elections Software is accessible from any modern browser. For the best user experience, we recommend the following fully tested and supported browsers:

- Google Chrome
- Microsoft Edge Chromium
- Safari (Mac or iOS versions)

Exhibit B

Scope of Project

InTech will:

- Install the Modus Elections Software system and ensure it is accessible to all users that have minimum client software and internet services.
- Make available consulting services for data collection, conversion, and training.
- Provide support for elections staff directly employed by Gaines Township.
- Ensure that the remote databases are secure, with proper backup and recovery procedures in place.

Gaines Township will:

- Promptly notify InTech via email and provide necessary documentation for any encountered issues in the Modus software environment.
- Only distribute user IDs and passwords to authorized staff.
- Be responsible for creating, updating, and reviewing election data for its own jurisdiction.

Additional Services:

- InTech custom coding for unique requirements or features.
- Additional consulting services or custom coding can be provided at a rate of \$175 per hour.

Data Conversion & Training

InTech provides data conversion, onsite training, and implementation services to assist our customers in a smooth transition to Modus Elections Software. This consists of the following:

- Three to Four hours to collect election configuration parameters and data for the jurisdiction.
- A one-time data import of election worker, polling place, and equipment data.
- On-site training and implementation assistance designed to get users started with the system.
- A second 2-3 hour training session completed near the election which trains users in more advanced features of the system.

These activities will be scheduled upon customer acceptance of this project description.

Software License

System Components

The following is a list of the components included with the Modus Elections Software. To help our clients address the realities of limited budgets, we have an annual-cost licensing based on population. This license includes access to the Modus Elections Software system with no restrictions on the number of users. This structure eliminates unforeseen fees or unpredictable licensing increases.

ANNUAL SUBSCRIPTION	
Modus Elections Software Base Software License Includes unlimited user access, support, system servers, etc.	\$3,381
Election Worker ¹ & Polling Place Management	Included
Election Worker Online Information Portal	Included
Online Election Worker Training	\$602
Equipment Management t	\$648

¹ SMS Texting is included in the above price for the first 5,000 individual texts sent per year. Additional texts may be purchased at a price of \$100 per package of 2,500 texts.

Payment Schedule

The Modus Elections Software is licensed annually. To reduce costs, we charge minimal up-front installation fees. The proposed subscription (below) is based on the needs indicated by the client during our discussions. If any changes to the included components are requested, the following project scope may be updated to meet the needs of Gaines Township.

ANNUAL SUBSCRIPTION –	
12-month Software Subscription for Gaines Township (Base software, Election Worker ¹ & Polling Place Management, Online Information Portal, Online Training,& Equipment Management)	\$4,631

Installation and Training

BASE SOFTWARE & CORE MODULES INSTALLATION & TRAINING – One Time Fee	
Gaines Township Data Import/Training One-Time Service Fee. (Onboarding implementation meetings, Project Consulting, Data conversion/Uploading of Gaines Township files, Two training sessions and Implementation Support.)	\$6,500
Modus Investment in Gaines Township	-\$2,500 \$4,000

Conclusion

Summary Numbers	
Modus Elections Base Software License and Modules Listed Above	\$4,631
Base Software and Core Modules Installation & Training – One Time	\$4,000
Total	\$8,631

Pricing does not include sales tax.

Additional Modules

InTech/Modus Elections Software continues to be a leader and develop new capabilities to address the changing challenges being placed upon election officials around the United States. As a partner, we can service the needs of Gaines Township today and offer many additional modules with unique capabilities to help the election team in the future. These modules can be seamlessly added at any time. They include:

- Tracking Assets/Equipment/Supplies/Drop Boxes in Real Time using CLEARIE Award winning RFID technology for a complete audit trail/chain of custody.
- Complete ADA Compliance Surveys using a mobile app to document discrepancies and show compliance, greatly reducing time spent in the field collecting data.
- Monitor election workflows/task. Stay ahead of upcoming deadlines and be notified of what needs to take place, by whom and when.
- Call Center Support - Applications
 - Supporting issue resolutions from early voting and election day polling locations
 - Coordinate/Dispatch/Monitor Rovers-Technicians
 - Voter Communications – Direct feedback surveys; Ask to be contacted form

The information presented is the protected intellectual property of InTech Software Solutions, Inc. and may not be copied or reproduced without the explicit written permission.



Software Solutions, Inc



Contact Information:

InTech Software Solutions, Inc
5881 Pagenkopf Rd
Maple Plain, MN 55359

David P. Allen, VP Client Development
612-760-4248
David.Allen@ModusElections.com

Michael Snuffer, Founder | President
612-387-6121
Michael.Snuffer@ModusElections.com

The information presented is the protected intellectual property of InTech Software Solutions, Inc. and may not be copied or reproduced without the explicit written permission.

GAINES CHARTER
TOWNSHIP
www.gainestownship.org

MEMO

Staff Communication

DATE: June 3, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rob Weersing, Manager
RE: Resolution declaring 9/19/2025 as Prisoner of War/Missing in Action Day

SUMMARY OF TOPIC:

Supervisor Terpstra received a letter from Vietnam Veterans of America, Michael J. Bost Chapter 18, requesting Gaines Charter Township issue a proclamation/resolution declaring September 19, 2025 as Prisoner of War/Missing in Action Day. A ceremony will be held in the Grand River Room at the Grand Rapids Home for Veterans at 2PM on the 19th.

A copy of all proclamations/resolutions will be given to the Vietnam Veterans of America Chapter 18.

FINANCIAL IMPACT: NONE

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends the Board adopt the resolution declaring September 19, 2025 Prisoner of War/Missing in Action Day.



GAINES CHARTER TOWNSHIP

RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 19, 2025 AS

“PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY”

RESOLUTION No. 2025-_____

WHEREAS, the United States has fought in many wars, one of the longest was the Vietnamese Conflict; and

WHEREAS, Friday, September 19, 2025, is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and

WHEREAS, more than 80,000 American service personnel remain missing after having served in World War II, the Koreana War, the Vietnam War, and other conflicts involving the U.S. The uncertainty surrounding their fates has caused their families to suffer great hardship; and

NOW THEREFORE BE IT RESOLVED, by the Trustees of The Charter Township of Gaines, that September 19, 2025 be designated as:

Prisoner of War/Missing in Action Recognition Day

We urge all of our residents to take note of this important issue and remember those service members and civilians who were prisoners of war and those who are still missing; and to commemorate the day with appropriate activities.

A motion to designate September 19, 2025 as Prisoner of Way/Missing in Action Recognition Day was offered by Trustee _____ and 2nd by Trustee _____.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Resolution Declared Adopted _____

(Date)

_____, Michael A. Brew, Gaines Charter Township Clerk

MEMO

Staff Communication

DATE: June 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: 2025 IAAO Annual Conference Request

SUMMARY OF TOPIC:

The Assessor has requested approval to attend the 2025 IAAO Annual Conference. This conference provides additional educational opportunities from what is learned at the State level conference. Jim expects to earn at least 10 hours of continuing education by attending this conference.

The cost to attend this year's conference, which will take place at Walt Disney World Resort, will cost approximately \$2,700 to attend. The cost of attending this conference was included in the 2025 FY budget; however, the Township's Purchase Policy requires the Township Board to approve any out-of-state travel.

BUDGET ACTION REQUIRED:

None – The cost was included in the 2025 budget.

STAFF RECOMMENDATION:

Staff recommends approval of this request to help with the ongoing development and education of the Assessor.

*Professional Development Request Form*Employee Name: Jim Zenas Job Title: AssessorSupervisor: Rod Weersing Date: _____Title of Activity: 2025 Annual ConferenceOrganization Providing Professional Dev: IAAOLocation: Walt Disney WorldDates of Attendance: 09/21/2025-09/24/2025 Number of training hours: 10+Registration Cost: \$880 Cost of Housing: \$1,053Estimated ^{Flight} Mileage: \$500 Estimated Cost of Meals: \$300

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Educational sessions, networking opportunities & events will provide me with the tools needed to succeed as an assessment professional.

Employee Signature: *Jim Zenas* Date: 5/28/25*Please attach any relevant registration or informational documents*To be Completed by Department Head/Township ManagerPlanned/Budgeted Professional Development: Yes ☒ No ☐If not, will attendance require a budget adjustment/amendment: Yes ☐ No ☐ N/A ☐Department Head Recommends Approval: Yes ☒ No ☐Prof. Dev. Budget Current FY \$7,500 Current Bal. \$7,025.75 Bal. After Request \$4,292.75

Department Head's Signature: _____ Date: _____

Township Manager's Approval: *Rod Weersing* Date: 6/2/2025

IF SIGNED BY TOWNSHIP MANAGER, THE REQUEST IS APPROVED

IAAO 2025 ANNUAL CONFERENCE & EXHIBITION

Schedule At-a-Glance

SUNDAY, SEPTEMBER 21

Golf Tournament with shotgun start - Orange County National Golf Center and Lodge ■	8:00 am
Registration Desk Open	10:00 am - 6:00 pm
First Time Attendee Orientation	4:00 - 4:45 pm
WELCOME RECEPTION: Mango's Tropical Café (Buses will begin loading at 5:30 pm)	6:00 - 8:00 pm

MONDAY, SEPTEMBER 22

Registration Desk Open	7:00 am - 4:30 pm
Coffee and Tea	7:30 - 8:00 am
Speaker and Moderator Check In	8:00 am - 5:00 pm
Professional Designees' and Fellows Lounge ♦	8:00 am - 5:00 pm
OPENING SESSION, ANNUAL BUSINESS MEETING AND KEYNOTE: Jon Dorenbos Athlete, Magician, and Author	8:00 - 10:00 am
Exhibit Hall Grand Opening with Refreshments	10:00 - 11:00 am
Education Session	11:00 am - Noon
Lunch in Exhibit Hall	12:00 - 1:30 pm
Education Sessions	1:30 - 2:30 pm
Break in the Exhibit Hall	2:30 - 3:00 pm
Education Sessions	3:00 - 4:00 pm
Exhibit Hall Happy Hour	4:00 - 5:00 pm

TUESDAY, SEPTEMBER 23

Registration Desk Open	7:00 am - 4:30 pm
Breakfast in Exhibit Hall	7:30 - 8:30 am
Speaker and Moderator Check In	8:00 am - 5:00 pm
Professional Designees' and Fellows Lounge ♦	8:00 am - 5:00 pm
PLENARY SESSION: Gary Daniels, Senior Vice President Tech & Digital for International Parks, Emerging Technology and Design at Disney Experiences	8:30 - 9:30 am
Break in the Exhibit Hall	9:30 - 10:00 am
Education Sessions	10:00 - 11:30 am
AWARDS LUNCH	11:45 am - 1:00 pm
Dessert in the Exhibit Hall	1:00 - 1:30 pm
Education Sessions	1:30 - 2:30 pm
Break in the Exhibit Hall	2:30 - 3:00 pm
Education Sessions	3:00 - 4:00 pm
Exhibit Hall Break with Prize Drawings	4:00 - 5:00 pm
Professional Designees' and Fellows Lounge Networking Event ♦	5:00 - 6:00 pm



WEDNESDAY, SEPTEMBER 24

Registration Desk Open	7:30 am - 12:00 pm
Coffee and Pastries	7:30 - 8:30 am
Speaker and Moderator Check In	8:00 am - 4:00 pm
Professional Designees' and Fellows Lounge ♦	8:00 am - 4:00 pm
PLENARY SESSION: Phil Bertolini, Chief Delivery Officer for e.Republic	8:30 - 9:30 am
Break with Refreshments	9:30 - 10:00 am
Education Session	10:00 - 11:30 am
Lunch Break	11:30 am - 1:00 pm
WIN Luncheon: Carol Cox, Founder and CEO of Speaking Your Brand ●	11:45 am - 1:00 pm
Education Session	1:15 - 2:45 pm
Break with Refreshments	2:45 - 3:00 pm
Education Sessions	3:00 - 4:30 pm
Closing Reception	5:30 - 6:00 pm
Closing Banquet	6:00 - 9:00 pm

Schedule and times are subject to change.

- Optional and at additional cost - IAAO registration required
- Optional - Orlando Local Host registration required
- ♦ By Invitation Only



iaao.org/2025conference

MEMO

Staff Communication

DATE: June 3, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: First Due Unify Conference

SUMMARY OF TOPIC:

The Fire Chief has requested approval to attend the First Due Unify Conference. The Fire Department converted to the First Due platform earlier this year for tracking calls, scheduling, truck checks and inventory, and many other things at the stations. This conference is a user summit and will give the Fire Chief not only the opportunity to learn much more about the software, but it will also give him the opportunity to network with other users to learn more about how they use it.

The cost to attend this conference, which will take place in Kansas City, MO, will be approximately \$2,300. This conference was not included in the 2025 FY budget, but there are funds available that may be used to cover the cost. The Township's Purchase Policy requires the Township Board to approve any out-of-state travel.

BUDGET ACTION REQUIRED:

None – There are funds available in the budget to cover this conference.

STAFF RECOMMENDATION:

Staff recommends approval of this request to leverage the investment that has been made in the First Due software.

*Professional Development Request Form*Employee Name: Ken Van Hall Job Title: Fire ChiefSupervisor: Rod Weersing Date: 05/29/2025Title of Activity: First Due Unify ConferenceOrganization Providing Professional Dev: First DueLocation: Kansas City MissouriDates of Attendance: 9/29/2025-10/01/2025 Number of training hours: 24Registration Cost: \$898.00 Cost of Housing: \$205 per night X 4 nightsEstimated Mileage: Airfare - \$400 Estimated Cost of Meals: \$200How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? See attachedEmployee Signature: [Signature] Date: 5/29/2025*Please attach any relevant registration or informational documents*To be Completed by Department Head/Township ManagerPlanned/Budgeted Professional Development: Yes No ☒If not, will attendance require a budget adjustment/amendment: Yes No ☒ N/ADepartment Head Recommends Approval: Yes ☒ NoProf. Dev. Budget Current FY \$11,500 Current Bal. \$11,079.25 Bal. After Request \$8,761.25

Department Head's Signature: _____ Date: _____

Township Manager's Approval: [Signature] Date: 6/2/2025

IF SIGNED BY TOWNSHIP MANAGER, THE REQUEST IS APPROVED

Subject: Request for Approval - First Due Unify 2025 User Summit Attendance

Dear [Supervisor's Name],

I am seeking your approval to attend **First Due's Unify 2025 User Summit in Kansas City, MO, from Monday, September 29th to Thursday, October 2nd, 2025**. This event is pivotal for our agency to stay at the forefront of industry developments and to leverage our investment in First Due products fully.

The summit offers two days of expert-led training to enhance current product use and preview First Due's upcoming innovations for strategic planning. New this year are pre- and post-conference workshops for deeper engagement with product experts.

Networking with peers, direct engagement with First Due Product Managers, and access to First Due Leadership will enable us to deepen our product knowledge and clarify our specific requirements. This is a unique chance to ask detailed technical questions, gain first-hand insight, and fortify our partnership with First Due.

The benefits of attending extend beyond the individual; the knowledge and connections I acquire will be shared with our team, thereby enhancing our collective capabilities.

I appreciate your consideration of this request and am confident that our participation in Unify 2025 will yield significant returns on our current and future operations.

Thank you for your time,
[Your Name]

What's Included?

 Light refreshments, breakfasts, lunch, and conference materials.

 Cost breakdown to attend Unify:

- Early Bird rates are available beginning May 1st
- General pricing begins on July 1st
- Main Conference passes start at \$599
- Pre- and Post-Conference passes start at \$299 per day

 Lodging: \$205/night (not including taxes & fees)

 The agency will be responsible for travel costs.

For additional details and more information visit <https://unify.firstdue.com>
Contact us at events@firstdue.com

GAINES CHARTER

TOWNSHIP

www.gainestownship.org

MEMO

Staff Communication

DATE: June 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Manager
RE: Grand Rapids Swing Dance INC (501c3) Fundraiser – request for a special event liquor license

SUMMARY OF TOPIC:

Grand Rapids Swing Dance, INC., a local 501c3 organization is requesting approval for a special liquor license for a fundraising event.

Resident Steve Zaagman is proposing to hold a Fantasy Ren Themed Faire night fundraiser at 8647 Trail Blazer Dr., Byron Center, MI 49315 (maps are attached). Beer, Wine, and Spirits would be sold at the event.

The planned date is September 6, 2025 between the hours of 4PM and 11PM, with a rain date of September 13, 2025.

The State Liquor Commission will issue the license once they receive approval from the Kent County Sheriff's Department, who requires local governing body approval before they make their determination.

FINANCIAL IMPACT: NONE

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends the Board approve this special event liquor license request.

Kim Triplett

From: Steve Zaagman <szaagman@gmail.com>
Sent: Monday, May 5, 2025 5:30 PM
To: Kim Triplett
Subject: Re: Special Event Liquor License
Attachments: Filled Out Sheiff Doc.pdf; property2.jpg; map of event2.jpg; Special-License-Application-LCC110 - half-filled out.pdf

This is Steve Zaagman formally requesting a special liquor license approval for the Grand Rapids Swing Dance INC. (501c3) Fundraiser on 8647 Trail Blazer Dr. Byron Center, MI 49315 to sell Beer Wine Spirits at a Fantasy Ren Themed Faire night on Sept 6th from 4 to 11pm with a rain out Sept 13th.

Let me know if you need anything else.

On Mon, May 5, 2025 at 2:20 PM Kim Triplett <Kim.triplett@gainestownship.org> wrote:

Thank you for reaching out.

I have attached :

“Local Governing Body Recommendation for Special License” (on Sheriff’s Dept. letterhead).

- Please return the form to my attention – you complete the first half – we complete the bottom.

Please include Form LCC-110 pages one and two “Special License Application”. This document is submitted to the State, however, please include a copy of pages one and two with your formal request.

The Board also requires a formal written request. This should include a description of the event, date, times (rain date if you have one), and the purpose of the event.

A map (can be hand- drawn) of where the event will take place on the property is also appreciated.

If you would like this on the agenda for the June 9, 2025, meeting, please have all documents to me no later than Tuesday, June 3, 2025.

Feel free to reach out with any questions you may have.

Thank you.

GAINES CHARTER

TOWNSHIP

www.gainestownship.org

Kim.triplett@gainestownship.org

Kim Triplett

Executive Assistant

Office: 616-698-6640 Ext. 131

Direct: 616-504-4332

--

Steve Zaagman

616-617-4842



Michelle LaJoye-Young
SHERIFF

Bryan Muir
UNDERSHERIFF

**LOCAL GOVERNING BODY
RECOMMENDATION FOR SPECIAL LICENSE**

Applicant Name: Steven Zaagman Grand Rapids Swing Dance Inc.
Address: 6735 Woodspointe Ct Byron Center MI 49315
To be held at: 8647 Trail Blazer Dr Byron Center, MI 49315
Date: September 6th 2025
For the sale of: Beer, Wine, Spirits

To the Sheriff of Kent County:

As the governing body of _____,

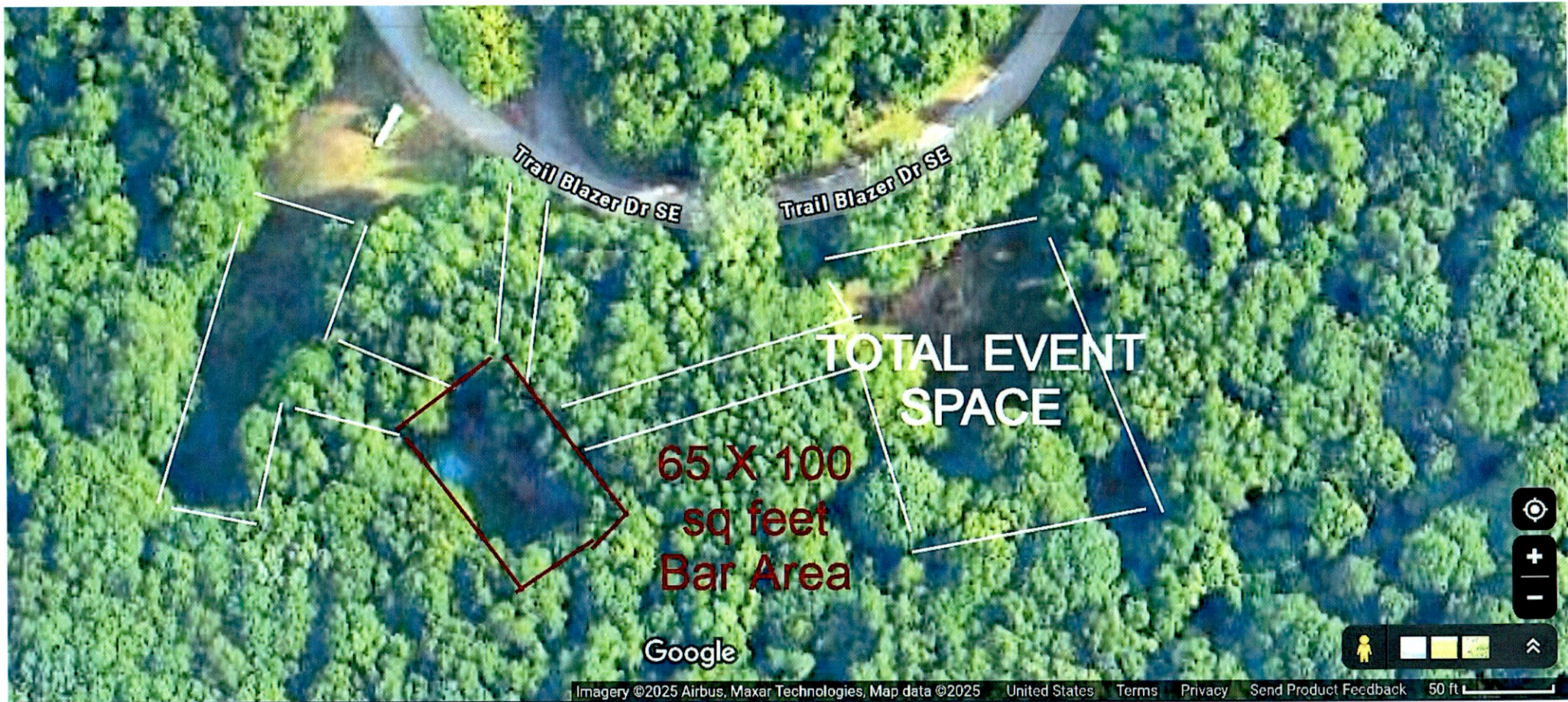
it is our opinion the issuing of this license would not conflict with any local ordinance and
hereby request your approval.

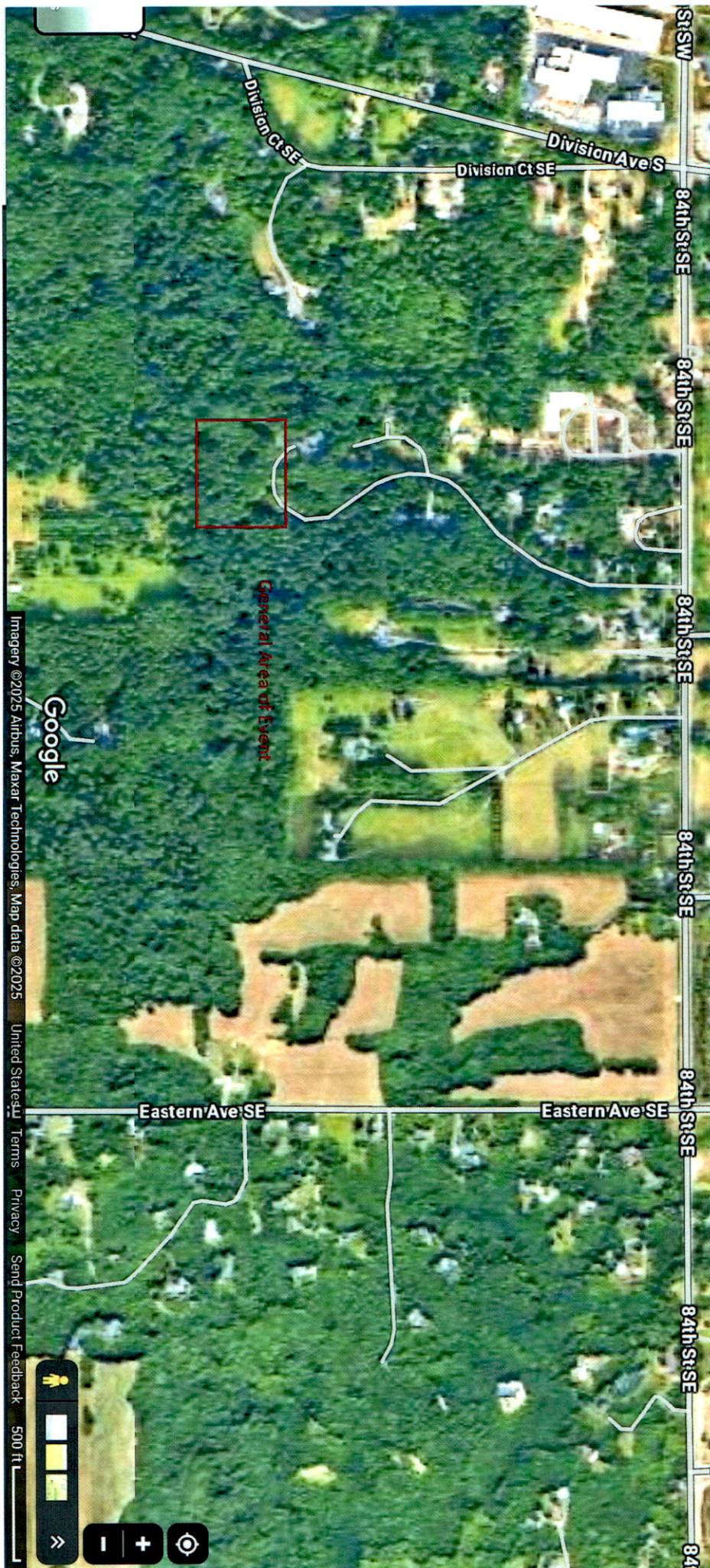
Signed: _____

Title: _____

Date: _____

cs 01/2024







Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name:		
Applicant address:		
City:	Zip Code:	
Contact name:	Phone:	Email:
Alternate contact name:	Phone:	Email:
1. Has the applicant organization previously received a Special License? ☐ Yes ☐ No <i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division. Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? ☐ Yes ☐ No Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? ☐ Yes ☐ No		

Leave Blank - MLCC Use Only

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location:	
City, township, or village where event will be held:	County:
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☐ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☐ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☐ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☐ Yes ☐ No	
5. Is the event location outdoors or partially outdoors? ☐ Yes ☐ No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. _____ feet X _____ feet = _____ square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☐ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☐ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☐ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☐ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☐ No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

2	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

3	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

4	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

5	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

6	Describe event being held:	
	Date	
	Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time

Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

12. Special license date information Continued from Page 2.

7		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

LCC-110 (01-23)

8		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

LCC-110 (01-23)

9		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

LCC-110 (01-23)

10		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

LCC-110 (01-23)

11		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

LCC-110 (01-23)

12		Describe event being held:
	Date	
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>		If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.	Leave Blank - MLCC Use Only
x Number of Special Licenses:			
= Special License Fees: <i>MLCC Fee Code: 4008</i>			
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:		Make checks payable to: State of Michigan	

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
Signature of Reviewing Officer _____ Date _____	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
Signature of Clergy Member or Superintendent _____ Date _____	

****Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
Signature of Authorized Signer for Licensee _____ Date _____	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

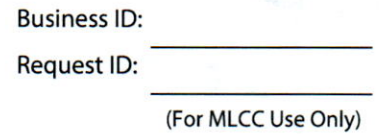
I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

[illegible]

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer

Signature of Authorized Officer

Date _____



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	_____	4036
☐ Special License Fee(s):	_____	4008
☐ Temporary Authorization Fee:	_____	4037
☐ License Renewal Fee(s):	_____	4004
☐ Manufacturer License(s):	_____	4038
☐ Wholesaler License(s):	_____	4085
☐ New Retailer License(s):	_____	4012
☐ Transfer Retailer License(s):	_____	4034
☐ Conditional License	_____	4012
☐ New Add Bar ☐ Transfer Add Bar:	_____	4012/4034
☐ Sunday Sales Permit (AM):	_____	4033
☐ Sunday Sales Permit (PM):	_____	4032
☐ Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

MEMO

Staff Communication

DATE: June 4, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Building and Electrical Inspector Position

SUMMARY OF TOPIC:

The Township has been experiencing extraordinary growth over the last few years. That growth is expected to continue for the next five to ten years. This has led to a very heavy workload in the Building Department. In 2024, a part-time Administrative Assistant position was added to the Building Department to help the department catch up on the transferring of older records to digital format. Staff is currently working on hiring a part-time Permit Assistant to help with the issuance and maintenance of permits. These positions were added to increase efficiency on the administrative side of the department.

The Personnel Committee has recommended that the Township Board approve a new full-time position for the Building Department to support the inspection side of the department. Ideally, the new position would be able to perform building and electrical inspections. This will give them the ability to back up the current Building and Electrical Inspectors. With this addition, the Township would have someone on staff to back up the current inspectors as needed and to take on projects that would help to ease the workload of those inspectors. The Township would continue to use Professional Code Inspections as a backup for building and electrical inspections, on a more limited basis, as well as for all plumbing and mechanical inspections.

BUDGET ACTION REQUIRED:

This action will require a budget amendment at year-end, as it was not calculated in the 2025 FY budget.

STAFF RECOMMENDATION:

Staff recommends approval of this recommendation from the Personnel Committee.

MEMO

Staff Communication

DATE: June 4, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Bob Terpstra, Supervisor
RE: Re-branding

SUMMARY OF TOPIC: Branding creates a distinct identity; a brand includes a logo, visual identity, mission, vision, values, and brand voice. A brand sets the tone for our published materials and our website. It influences the words and phrases we use in everything from live chats with residents to social media posts. Successful rebranding helps to distance any negative associations and allows us to communicate our new and improved values to our residents and businesses.

The rebranding process takes time, and a good understanding of what we are lacking and where we want to improve. This process is best handled by professional marketing consultants who can help us further define the goals that will align with our bigger vision for the Township.

Through our many discussions we have narrowed down our mission and vision statements and prioritized our goals for the future. Now we are ready to take those ideas and goals to a marketing consultant, who will bring our ideas, and current and future goals to fruition.

A professional consultant will average between \$15,000 and \$ 25,000. I am asking the Board to agree to allow staff to select a consultant, and cap total costs at \$20,000.

FINANCIAL IMPACT: This expense was not included in the 2025 budget and may require a budget amendment at the end of this fiscal year.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: Staff recommends the Board approve this expenditure for a total cost not to exceed \$20,000.

GAINES CHARTER

TOWNSHIP

www.gainestownship.org

8555 Kalamazoo Ave., SE

Caledonia, MI 49316

616-698-6640

NOTICE

Gaines Charter Township Board of Trustees -June 9, 2025

The Gaines Charter Township Board of Trustees will meet in closed session, June 9, 2025 during its regularly scheduled meeting, pursuant to the Open Meetings Act, being MCL 15.268 *et seq.*. This meeting is to address a periodic personnel evaluation, which the employee has requested be discussed in closed session.

MATERIAL EXEMPT FROM DISCLOSURE BY STATUTE

Pursuant to Section 8(h) of the OMA, a public body may meet in a closed session to “consider material exempt from discussion or disclosure by state or federal statute.” MCL 15.268(h). Thus, any document or topic that is specifically exempt or deemed confidential by state or federal law may be discussed in closed session.

One of the more commonly cited reasons is to meet in closed session is to consider the dismissal suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member or individual agent, if the named person requests a closed session. However, the closed session must be limited to the discussion of the confidential employee matter. Thus, the public body must not discuss any matters outside the confidential employee matter. Moreover, any “decision,” (defined in part as any determination, action, vote or disposition, or public policy) may not be made in the closed session. Put another way, no motions or Board actions should be taken in closed session. No discussion of public policy should be made in closed session under this exemption.

- **Open Meetings Act.** Closed Session minutes are exempt from disclosure by statute, Section 7(2) of the OMA. The Attorney General has opined that the public body may go into closed session to discuss closed session minutes.

Rod Weersing Review May 2025 Summary (Trustees)

Rod Weersing possesses the necessary skills of leadership needed for the Township at this time. He is a strong presence and member of the team; he is broadly respected, full of enthusiasm, humorous and able to make the definitive decisions needed in a timely manner.

Rod communicates as needed and maintains appropriate standards of professionalism and confidentiality. He is fully aware of the various audiences; internal, external and public exposure. He gets tasks accomplished at the appropriate time. Rod is aware of the many projects, the next steps and who is responsible. He brings a broad depth of experience to the position and is highly respected in the Supervisor/Manager group in Kent County. He does not over promise and is patient to accomplish things well. Rod lives well and fully into the manager role as given to him; the Birkman assessment has been a helpful tool. I trust his instincts and have appreciated an excellent working relationship.

Additional notes:

- Supervisor Terpstra conducted an annual conversation with Rod Weersing on May 5, 2025. The Personnel Committee approved this review on May 7, 2025.
- This is the first time that the entire population of Gaines Township Offices Personnel and Trustees have been asked to participate.
- The review was created by Bob Terpstra, and all questions were chosen to align with Rod's duties as stated in his contract.
- The recent High Performance Team Summary from the recent Birkman workshop was used to develop an effective and growth-oriented review.
- The 360 Survey review scores Rod in the 85 and above percentile in the Strongly Agree/Agree rating. Presenting Skills reports a 95% strongly agree/agree, and Communication and Administrative report an 85% rating of strongly agree/agree.