



8555 Kalamazoo Ave., SE  
Caledonia, MI 49316

[www.galnestownship.org](http://www.galnestownship.org)

Phone: 616-698-6640  
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June 5, 2024

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

RE: June 10, 2024, Township Board Meeting

Township Board Members:

Greetings! I hope that this message finds you well.

The agenda for the June 10 meeting is much shorter than the previous meeting. We have one scheduled speaker for this meeting. Dan Veldhuizen, the Township Auditor from Siegfried Crandall PC, will make his annual visit to provide a recap of the 2023 Township audit.

There is also one public hearing scheduled for this meeting. This public hearing relates to the proposed change to Chapter 22, Section 136 (Building Permits), Sub-section B of the Township Ordinance. The proposed change is to remove the early start provision for multi-family housing projects.

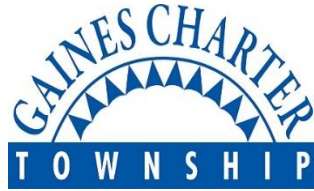
Under new business, you will be asked to consider the ordinance change above. You will also be asked to perform a first read for the Alexander Trails development and schedule a public hearing for that project. Staff has also received the annual request for the Fireworks Display Permit for Crystal Springs. There will be another revised Water Sewer Development Contract for your consideration. The Assessor has submitted a request to travel to the IAAO conference in Denver later this year. The Supervisor is presenting a candidate that he is recommending to appoint to the Board of Review as an alternate board member. Lastly, the Township received a request from Kent County and the KCRC to participate in a Deer Management Study.

If you should have any questions about any of these items, please don't hesitate to reach out to me.

Best regards,

R. Weersin  
Township Manager

A stylized, handwritten signature in blue ink, appearing to be the letter 'J' or 'W', located to the right of the printed name.



**CHARTER TOWNSHIP OF GAINES**  
**MEETING LOCATION: 8555 Kalamazoo Ave., SE, Caledonia, MI 49316**  
**Township Board of Trustees Meeting**  
**\*PRELIMINARY AGENDA\***  
**MONDAY – June 10, 2024**  
**Time: 7:00 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 to be discussed***
- 6. Approval of Agenda**
- 7. Communications ~ Informational items ~ *letters, reports, updates, etc.***
  - a. Building Department May 2024 Revenue report**
  - b. Community Policing Officer's May 2024 Report**
  - c. Cutlerville Fire May 2024 Run Report**
  - d. Dutton Fire May 2024 Run Report**
- 8. Scheduled Speakers**
  - a. Chief Judge Jeffrey O'Hara – Treatment Court – District – c 634d  
(addition/alcoholism treatment court)**
  - b. Dan Veldhuizen – Siegfried Crandall, PC – 2023 Audit Recap**
- 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**
  - a. Proposed change to the Gaines Charter Township Ordinance – Chapter 22  
Section 136 – Building Permits, Section B**
- 11. Consent Agenda:**
  - a. Minutes – May 13, 2024**
  - b. Check Registers for month of May 2024**
    - i. General Fund (101):** \$128,507.14

|                                  |                     |
|----------------------------------|---------------------|
| ii. Public Safety SAD (205):     | \$169,840.48        |
| iii. Building Inspections (549): | \$ 892.07           |
| iv. Water and Sewer (590 & 591): | \$397,571.86        |
| <b>TOTAL OF ALL FUNDS:</b>       | <b>\$696,811.55</b> |

**c. Treasurer's Financial Report**

**12. New Business**

- a. Consider** ~ Proposed change to the Gaines Charter Township Ordinance – Chapter 22 Section 136 ~ Building Permits, Section B
- b. Consider** ~ Alexander Trails PUD Amendment – 1<sup>st</sup> Read
- c. Consider** ~ Request by Wolverine Fireworks Display for a Fireworks Display permit for July 3, 2024 (Crystal Springs)
- d. Consider** ~ Revised Prairie Wolf Station W&S Development Contract
- e. Consider** ~ Assessor, request to attend 2024 International Association of Assessing Officers Conference
- f. Consider** ~ Application for Board of Review Alternate
- g. Consider** ~ Request from Kent County Road Commission, Deer Managaement Countywide Collaboration.

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

**14. Manager's Comments**

**15. Supervisor's Comments**

**16. Trustee's Comments**

**NEXT SCHEDULED BOARD OF TRUSTEES MEETING: June 24, 2024, *IF NEEDED***

**July 8, 2024**

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

***\*Preliminary Agenda – Subject to Change\****



## Revenue Breakdown Report

Page: 1 of 28

06/03/2024

Filter: All Records, Transaction.DateToPostOn Between 5/1/2024 12:00:00 AM AND 5/31/2024 11:59:59 PM

| Unit Totals |         |           |
|-------------|---------|-----------|
| Unit Name   | Records | Revenue   |
|             | 194     | 82,409.75 |
| TOTAL       | 194     | 82,409.75 |

| Record Type Totals |         |           |
|--------------------|---------|-----------|
| Unit:              | Records | Revenue   |
| Name               | 1       | 15.00     |
| Permit             | 193     | 82,394.75 |
| UNIT TOTAL:        | 194     | 82,409.75 |

| Record Type Breakdowns |         |         |
|------------------------|---------|---------|
| Unit:                  |         |         |
| Record Type: Name      | Records | Revenue |
|                        | 1       | 15.00   |
| TOTAL:                 | 1       | 15.00   |

| Record Type: Permit          | Records | Revenue   |
|------------------------------|---------|-----------|
| Air Conditioning Replacement | 1       | 110.00    |
| Building                     | 36      | 30,911.00 |
| Commercial Sign              | 1       | 90.00     |
| Deck                         | 5       | 650.00    |
| Electrical                   | 36      | 23,270.00 |
| Mechanical                   | 65      | 14,169.75 |
| Mobile Home Building         | 2       | 260.00    |
| Plumbing                     | 28      | 11,181.00 |
| Residential Roofing          | 9       | 813.00    |
| Storm Drain                  | 3       | 255.00    |
| Swimming Pool                | 2       | 260.00    |
| Water Heater Replacement     | 5       | 425.00    |
| TOTAL:                       | 193     | 82,394.75 |





Michelle LaJoye-Young  
**SHERIFF**

Bryan Muir  
**UNDERSHERIFF**

### **MAY 2024 GAINES TOWNSHIP CP REPORT**

#### **COMPLETED**

- Responded to an unresponsive person on Sundale Dr that had been down for several days
- Assisted a Township resident with a fallen tree issue on Wayne St
- Assisted Grand MHP with a tenant issue
- Completed an Active Shooter presentation at Covenant Church
- Assisted a parent with an unruly 6yr old at the Spectrum health facility on 68<sup>th</sup> St
- Responded to the 6100blk of Woodfield on an overdose
- Patrolled Rapids Dr for parking violations
- Assisted Legacy Christian school elementary with crossing grandparents across 68<sup>th</sup> St
- Met with MDOT, Grand Rapids Police, Walker Police on streamlining the homeless encampment process
- Served court papers for a resident on Coleman St
- Assisted on a tenant issue on S Green Meadow
- Moved the speed trailer around to several different locations
- Dealt with a trailer parking issue on 72<sup>nd</sup> St
- Did speed enforcement on Madison Ave for trucks leaving the construction zone at Pine Rest after a complaint was received
- Investigated a zoning issue for Dan Wells 6900blk of Madison for someone operating a business in the residential area
- Investigated an ongoing reckless driving issue Willard / 72<sup>nd</sup> St, identified a suspect and took enforcement action
- Responded to an overdose on N Kenbrook St



- Issued a zoning violation citation 426 Brownell St
- Dealt with a speeding issue in Preservation Lakes
- Attended the Pine Rest event for the new construction
- Dealt with 2 people sleeping in a car at Kentwood Community Church near the daycare
- Assisted Dan Wells on a zoning violation 2800blk of 84th St
- Worked on National Night Out
- Attended a coffee with Rod and Gaines fire units at Commonwealth retirement home
- Held my quarterly Stevens Pointe Neighborhood Meeting (with Special guest trustee Terpstra)
- Assisted Dan Wells with a zoning issue 7200blk of Regal
- Worked through a fireworks issue with a resident at the Grand Motel
- Attended the Department Head meeting
- Worked with Dutton Mill MHP to set up a neighborhood watch group meeting
- Worked with a resident sex offender on a letter for employment

#### ONGOING / UPCOMING

- Diemer 5k run
- Attend the Chamber Luncheon
- Preservation Lakes Neighborhood watch group meeting
- Attend Cornerstone VBS for an evening
- Participate in the Crystal Springs Little Firecracker parade
- Attend the Dutton Mill MHP Neighborhood watch meeting



Incidents by District/Zone

Jan 01, 2023 12:00 AM to Jun 05, 2024 12:59 PM

| District/Zone          | 2024 |     |     |     |     |     | 2024                  |                                | 2023                   |                                 | YTD % Change |
|------------------------|------|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                        | Jan  | Feb | Mar | Apr | May | Jun | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| B1U - Byron Township   | 8    | 4   | 1   | 2   | 1   | 0   | 16                    | 2%                             | 12                     | 1%                              | 33.33%       |
| B2U - Byron Township   | 21   | 32  | 18  | 29  | 31  | 5   | 136                   | 14%                            | 147                    | 15%                             | -7.48%       |
| B3U - Byron Township   | 11   | 6   | 9   | 9   | 11  | 2   | 48                    | 5%                             | 61                     | 6%                              | -21.31%      |
| B4U - Byron Township   | 33   | 26  | 17  | 25  | 15  | 3   | 119                   | 13%                            | 102                    | 11%                             | 16.67%       |
| B5S - Byron Township   | 0    | 0   | 0   | 0   | 1   | 0   | 1                     | 0%                             | 6                      | 1%                              | -83.33%      |
| B6S - Byron Township   | 13   | 14  | 13  | 11  | 12  | 0   | 63                    | 7%                             | 64                     | 7%                              | -1.56%       |
| B7R - Byron Township   | 2    | 3   | 4   | 1   | 1   | 1   | 12                    | 1%                             | 3                      | 0%                              | 300%         |
| B8R - Byron Township   | 1    | 0   | 1   | 0   | 0   | 0   | 2                     | 0%                             | 2                      | 0%                              | 0%           |
| Byron Township Fire    | 5    | 0   | 2   | 0   | 0   | 0   | 7                     | 1%                             | 9                      | 1%                              | -22.22%      |
| Dutton Fire Department | 8    | 5   | 3   | 4   | 3   | 1   | 24                    | 3%                             | 5                      | 1%                              | 380%         |
| G1U - Gaines Township  | 35   | 18  | 24  | 47  | 36  | 5   | 165                   | 17%                            | 202                    | 21%                             | -18.32%      |
| G2S - Gaines Township  | 19   | 15  | 11  | 13  | 13  | 4   | 75                    | 8%                             | 98                     | 10%                             | -23.47%      |
| G3U - Gaines Township  | 34   | 34  | 25  | 27  | 25  | 5   | 150                   | 16%                            | 113                    | 12%                             | 32.74%       |
| G4S - Gaines Township  | 4    | 9   | 6   | 6   | 8   | 0   | 33                    | 3%                             | 20                     | 2%                              | 65%          |
| G5S - Gaines Township  | 11   | 6   | 7   | 16  | 3   | 2   | 45                    | 5%                             | 51                     | 5%                              | -11.76%      |
| G6S - Gaines Township  | 3    | 1   | 3   | 3   | 4   | 0   | 14                    | 1%                             | 12                     | 1%                              | 16.67%       |
| G7R - Gaines Township  | 2    | 1   | 5   | 1   | 5   | 0   | 14                    | 1%                             | 14                     | 1%                              | 0%           |
| G8R - Gaines Township  | 2    | 1   | 1   | 1   | 0   | 0   | 5                     | 1%                             | 4                      | 0%                              | 25%          |
| Kentwood               | 2    | 6   | 3   | 4   | 4   | 0   | 19                    | 2%                             | 22                     | 2%                              | -13.64%      |
| Wyoming                | 2    | 1   | 0   | 0   | 0   | 0   | 3                     | 0%                             | 7                      | 1%                              | -57.14%      |
| Grand Total            | 216  | 182 | 153 | 199 | 173 | 28  | 951                   | 100%                           | 954                    | 100%                            | -0.31%       |

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Jun 05, 2024 01:01 PM

| Incident Type Category                                  | 2024 |     |     |     |     |     | 2024                  |                                | 2023                   |                                 | YTD % Change |
|---------------------------------------------------------|------|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                                                         | Jan  | Feb | Mar | Apr | May | Jun | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| 1 - Fire                                                | 6    | 9   | 5   | 9   | 7   | 1   | 37                    | 4%                             | 29                     | 3%                              | 27.59%       |
| 2 - Overpressure Rupture, Explosion, Overheat (No Fire) | 0    | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 2                      | 0%                              | -100%        |
| 3 - Rescue & Emergency Medical Service Incident         | 155  | 129 | 105 | 134 | 129 | 16  | 668                   | 70%                            | 691                    | 72%                             | -3.33%       |
| 4 - Hazardous Condition (No Fire)                       | 9    | 1   | 4   | 5   | 3   | 1   | 23                    | 2%                             | 17                     | 2%                              | 35.29%       |
| 5 - Service Call                                        | 3    | 2   | 2   | 7   | 4   | 1   | 19                    | 2%                             | 12                     | 1%                              | 58.33%       |
| 6 - Good Intent Call                                    | 27   | 18  | 17  | 18  | 16  | 5   | 101                   | 11%                            | 108                    | 11%                             | -6.48%       |
| 7 - False Alarm & False Call                            | 16   | 21  | 17  | 21  | 13  | 4   | 92                    | 10%                            | 77                     | 8%                              | 19.48%       |
| 8 - Severe Weather & Natural Disaster                   | 0    | 0   | 1   | 1   | 0   | 0   | 2                     | 0%                             | 0                      | 0%                              | N/A          |
| 9 - Special Incident Type                               | 0    | 2   | 2   | 4   | 1   | 0   | 9                     | 1%                             | 18                     | 2%                              | -50%         |
| Grand Total                                             | 216  | 182 | 153 | 199 | 173 | 28  | 951                   | 100%                           | 954                    | 100%                            | -0.31%       |

Monthly Call Volume Year over Year

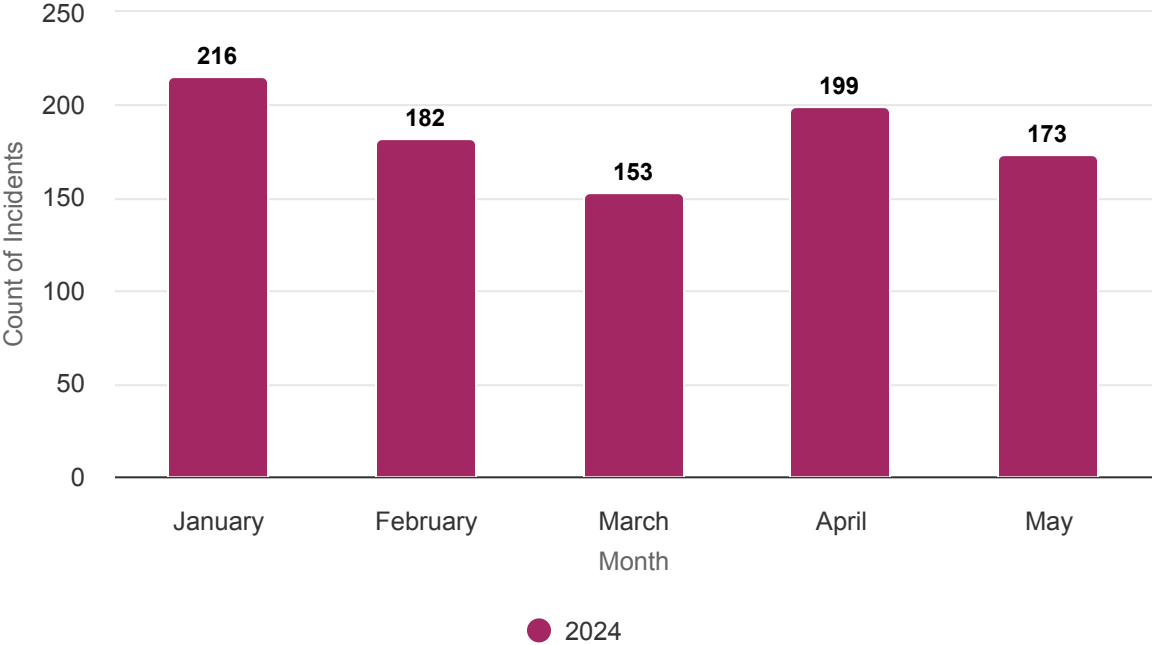
Jan 01, 2023 12:00 AM to Jun 05, 2024 01:03 PM



| Month Name  | 2024                  |                                | 2023                   |                                 | YTD % Change |
|-------------|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|             | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| January     | 216                   | 23%                            | 184                    | 19%                             | 17.39%       |
| February    | 182                   | 19%                            | 161                    | 17%                             | 13.04%       |
| March       | 153                   | 16%                            | 192                    | 20%                             | -20.31%      |
| April       | 199                   | 21%                            | 168                    | 18%                             | 18.45%       |
| May         | 173                   | 18%                            | 205                    | 21%                             | -15.61%      |
| June        | 28                    | 3%                             | 44                     | 5%                              | -36.36%      |
| Grand Total | 951                   | 100%                           | 954                    | 100%                            | -0.31%       |

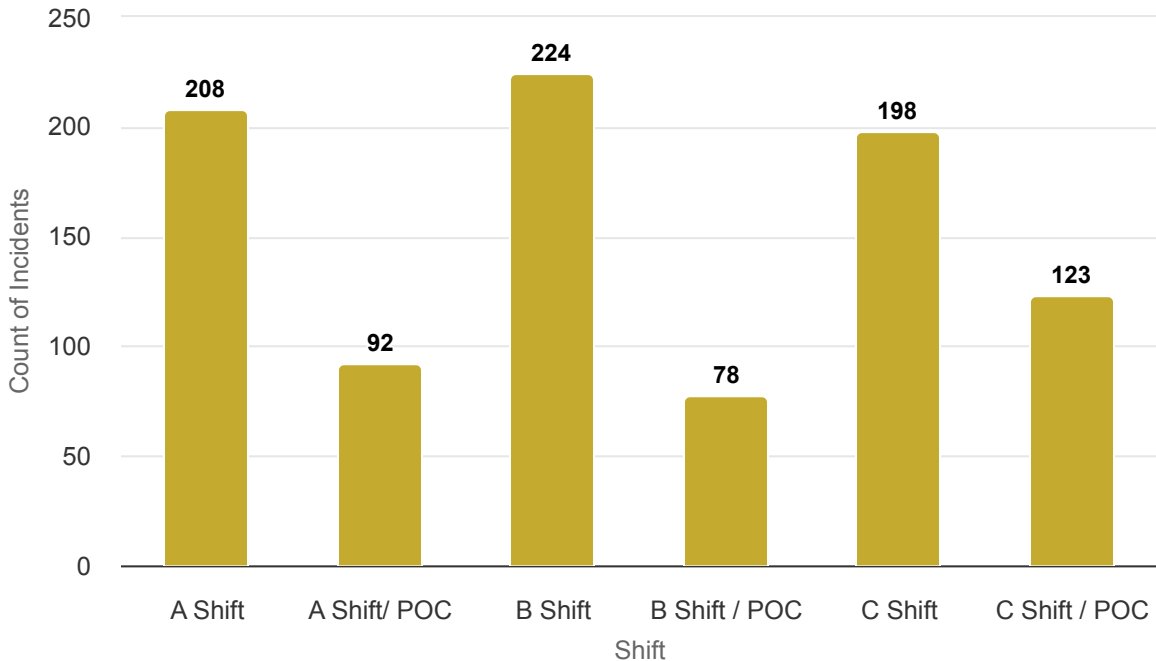
# Incidents by Month

Jan 01, 2024 to May 31, 2024



# Incidents by Shift

Jan 01, 2024 to May 31, 2024



## Jan 01, 2024 to May 31, 2024

Jan 01, 2024 to May 31, 2024

Day of Week



Aid Given and Received Summary

Jan 01, 2024 to May 31, 2024



| Fire Department                  | Automatic Aid Given | % of Total Automatic Aid Given | Automatic Aid Received | % of Total Automatic Aid Received | Mutual Aid Given | % of Total Mutual Aid Given | Mutual Aid Received | % of Total Mutual Aid Received |
|----------------------------------|---------------------|--------------------------------|------------------------|-----------------------------------|------------------|-----------------------------|---------------------|--------------------------------|
| Byron Township Fire Department   | 3                   | 0%                             | 4                      | 0%                                | 0                | 0%                          | 15                  | 0%                             |
| City of Kentwood Fire Department | 6                   | 0%                             | 8                      | 0%                                | 0                | 0%                          | 10                  | 0%                             |
| City of Wyoming Fire Department  | 1                   | 0%                             | 2                      | 0%                                | 1                | 0%                          | 4                   | 0%                             |
| Dutton Fire Department           | 5                   | 0%                             | 5                      | 0%                                | 15               | 0%                          | 28                  | 0%                             |
| Overall                          | 15                  | 100%                           | 19                     | 100%                              | 16               | 100%                        | 57                  | 100%                           |

Calls in Progress

Jan 01, 2024 12:00 AM to May 31, 2024 11:59 PM

| Calls in Progress   | Occurrences | % of Occurrences | Hours | % of Hours |
|---------------------|-------------|------------------|-------|------------|
| 0 Calls In Progress | 841         | 45.53%           | 3,312 | 90.78%     |
| 1 Call In Progress  | 920         | 49.81%           | 320   | 8.77%      |
| 2 Calls In Progress | 83          | 4.49%            | 16    | 0.43%      |
| 3 Calls In Progress | 3           | 0.16%            | 0     | 0.01%      |
| Totals              | 1,847       | 100%             | 3,648 | 100%       |

Incidents by District/Zone

Jan 01, 2023 12:00 AM to Jun 05, 2024 01:13 PM

| District/Zone                 | 2024 |     |     |     |     |     | 2024                  |                                | 2023                   |                                 | YTD % Change |
|-------------------------------|------|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                               | Jan  | Feb | Mar | Apr | May | Jun | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| Byron Township Fire           | 0    | 0   | 0   | 1   | 0   | 0   | 1                     | 0%                             | 0                      | 0%                              | N/A          |
| Byron Twp Fire - Byron Twp    | 0    | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 4                      | 1%                              | -100%        |
| Caledonia Township            | 3    | 3   | 2   | 0   | 0   | 0   | 8                     | 2%                             | 7                      | 2%                              | 14.29%       |
| Cascade Township              | 0    | 0   | 0   | 0   | 1   | 0   | 1                     | 0%                             | 1                      | 0%                              | 0%           |
| Cutlerville - Byron Township  | 1    | 2   | 1   | 2   | 1   | 0   | 7                     | 2%                             | 9                      | 3%                              | -22.22%      |
| Cutlerville - Gaines Township | 13   | 7   | 5   | 12  | 2   | 1   | 40                    | 10%                            | 37                     | 11%                             | 8.11%        |
| Kentwood                      | 2    | 2   | 1   | 0   | 4   | 1   | 10                    | 2%                             | 7                      | 2%                              | 42.86%       |
| Leighton Township             | 0    | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 3                      | 1%                              | -100%        |
| Zone 01S - Dutton             | 2    | 1   | 1   | 1   | 0   | 0   | 5                     | 1%                             | 6                      | 2%                              | -16.67%      |
| Zone 02S - Dutton             | 14   | 9   | 7   | 10  | 8   | 1   | 49                    | 12%                            | 41                     | 12%                             | 19.51%       |
| Zone 03S - Dutton             | 6    | 5   | 1   | 12  | 7   | 1   | 32                    | 8%                             | 31                     | 9%                              | 3.23%        |
| Zone 04S - Dutton             | 21   | 14  | 11  | 14  | 22  | 6   | 88                    | 21%                            | 50                     | 15%                             | 76%          |
| Zone 05S - Dutton             | 8    | 3   | 11  | 6   | 8   | 1   | 37                    | 9%                             | 0                      | 0%                              | N/A          |
| Zone 06S - Dutton             | 4    | 2   | 4   | 4   | 3   | 2   | 19                    | 5%                             | 19                     | 6%                              | 0%           |
| Zone 07S - Dutton             | 4    | 4   | 9   | 3   | 5   | 0   | 25                    | 6%                             | 24                     | 7%                              | 4.17%        |
| Zone 08S - Dutton             | 5    | 3   | 0   | 3   | 3   | 0   | 14                    | 3%                             | 12                     | 4%                              | 16.67%       |
| Zone 09S - Dutton             | 4    | 4   | 6   | 0   | 3   | 0   | 17                    | 4%                             | 33                     | 10%                             | -48.48%      |
| Zone 10S - Dutton             | 0    | 0   | 1   | 0   | 0   | 0   | 1                     | 0%                             | 0                      | 0%                              | N/A          |
| Zone 11R - Dutton             | 1    | 0   | 1   | 0   | 0   | 1   | 3                     | 1%                             | 2                      | 1%                              | 50%          |
| Zone 12R - Dutton             | 1    | 3   | 1   | 0   | 0   | 0   | 5                     | 1%                             | 5                      | 1%                              | 0%           |
| Zone 13R - Dutton             | 0    | 2   | 0   | 1   | 1   | 0   | 4                     | 1%                             | 4                      | 1%                              | 0%           |
| Zone 14R - Dutton             | 2    | 1   | 0   | 1   | 1   | 1   | 6                     | 1%                             | 6                      | 2%                              | 0%           |
| Zone 15R - Dutton             | 1    | 0   | 1   | 2   | 1   | 0   | 5                     | 1%                             | 4                      | 1%                              | 25%          |
| Zone 16R - Dutton             | 1    | 5   | 1   | 1   | 1   | 0   | 9                     | 2%                             | 4                      | 1%                              | 125%         |
| Zone 17R - Dutton             | 0    | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 2                      | 1%                              | -100%        |
| Zone 18R - Dutton             | 3    | 0   | 1   | 0   | 2   | 0   | 6                     | 1%                             | 1                      | 0%                              | 500%         |
| Zone 19R - Dutton             | 0    | 0   | 0   | 1   | 1   | 0   | 2                     | 0%                             | 6                      | 2%                              | -66.67%      |
| Grand Total                   | 99   | 72  | 69  | 79  | 78  | 15  | 412                   | 100%                           | 335                    | 100%                            | 22.99%       |

| District/Zone     | 2024 |     |     |     |     |     | 2024                  |                                | 2023                   |                                 | YTD % Change |
|-------------------|------|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                   | Jan  | Feb | Mar | Apr | May | Jun | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| Zone 20R - Dutton | 1    | 2   | 2   | 1   | 1   | 0   | 7                     | 2%                             | 7                      | 2%                              | 0%           |
| Zone 21R - Dutton | 0    | 0   | 1   | 1   | 1   | 0   | 3                     | 1%                             | 4                      | 1%                              | -25%         |
| Zone 22R - Dutton | 2    | 0   | 1   | 2   | 0   | 0   | 5                     | 1%                             | 3                      | 1%                              | 66.67%       |
| Zone 23R - Dutton | 0    | 0   | 0   | 1   | 2   | 0   | 3                     | 1%                             | 3                      | 1%                              | 0%           |
| Grand Total       | 99   | 72  | 69  | 79  | 78  | 15  | 412                   | 100%                           | 335                    | 100%                            | 22.99%       |

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Jun 05, 2024 01:17 PM

| Incident Type Category                                  | 2024 |     |     |     |     |     | 2024                  |                                | 2023                   |                                 | YTD % Change |
|---------------------------------------------------------|------|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                                                         | Jan  | Feb | Mar | Apr | May | Jun | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| 1 - Fire                                                | 5    | 7   | 4   | 1   | 3   | 0   | 20                    | 5%                             | 17                     | 5%                              | 17.65%       |
| 2 - Overpressure Rupture, Explosion, Overheat (No Fire) | 0    | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 1                      | 0%                              | -100%        |
| 3 - Rescue & Emergency Medical Service Incident         | 63   | 43  | 45  | 55  | 52  | 10  | 268                   | 65%                            | 223                    | 67%                             | 20.18%       |
| 4 - Hazardous Condition (No Fire)                       | 7    | 2   | 3   | 2   | 1   | 1   | 16                    | 4%                             | 9                      | 3%                              | 77.78%       |
| 5 - Service Call                                        | 5    | 3   | 1   | 2   | 5   | 1   | 17                    | 4%                             | 17                     | 5%                              | 0%           |
| 6 - Good Intent Call                                    | 6    | 12  | 10  | 14  | 10  | 1   | 53                    | 13%                            | 38                     | 11%                             | 39.47%       |
| 7 - False Alarm & False Call                            | 13   | 5   | 6   | 4   | 7   | 2   | 37                    | 9%                             | 30                     | 9%                              | 23.33%       |
| 8 - Severe Weather & Natural Disaster                   | 0    | 0   | 0   | 1   | 0   | 0   | 1                     | 0%                             | 0                      | 0%                              | N/A          |
| Grand Total                                             | 99   | 72  | 69  | 79  | 78  | 15  | 412                   | 100%                           | 335                    | 100%                            | 22.99%       |

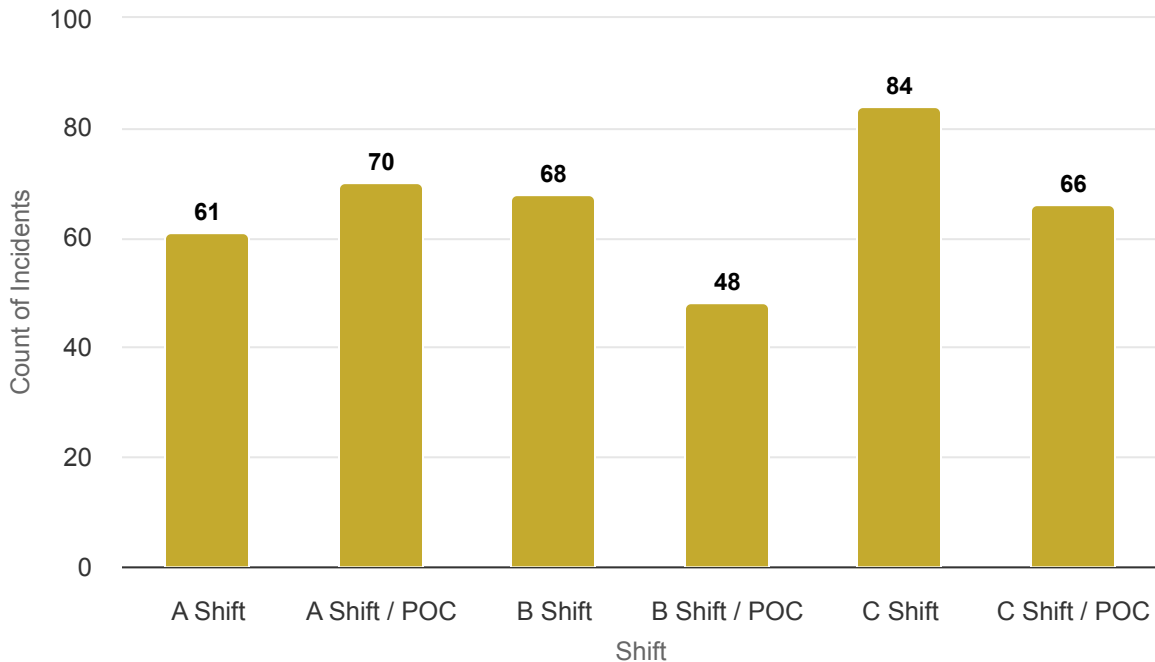
## Incidents by Day and Hour

Jan 01, 2024 to May 31, 2024

|             |           | 0000 | 0100 | 0200 | 0300 | 0400 | 0500 | 0600 | 0700 | 0800 | 0900 | 1000 | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | 1900 | 2000 | 2100 | 2200 | 2300 |
|-------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Day of Week | Sunday    | 0    | 2    | 1    | 0    | 0    | 0    | 0    | 2    | 0    | 0    | 2    | 0    | 4    | 1    | 0    | 1    | 1    | 0    | 2    | 3    | 3    | 4    | 2    | 0    |
|             | Monday    | 2    | 2    | 1    | 0    | 0    | 2    | 1    | 1    | 0    | 3    | 2    | 3    | 8    | 1    | 6    | 1    | 4    | 1    | 0    | 3    | 4    | 2    | 4    | 0    |
|             | Tuesday   | 0    | 0    | 0    | 0    | 0    | 1    | 2    | 2    | 2    | 3    | 9    | 4    | 3    | 1    | 5    | 6    | 3    | 5    | 3    | 4    | 3    | 5    | 2    | 3    |
|             | Wednesday | 0    | 1    | 1    | 0    | 0    | 1    | 1    | 4    | 3    | 4    | 7    | 2    | 7    | 5    | 2    | 8    | 6    | 6    | 5    | 4    | 2    | 1    | 1    | 1    |
|             | Thursday  | 1    | 0    | 1    | 0    | 0    | 0    | 0    | 3    | 4    | 4    | 3    | 4    | 1    | 4    | 1    | 4    | 3    | 7    | 3    | 3    | 3    | 2    | 1    | 1    |
|             | Friday    | 1    | 1    | 0    | 2    | 2    | 3    | 4    | 2    | 1    | 7    | 7    | 5    | 2    | 6    | 2    | 3    | 3    | 9    | 4    | 6    | 3    | 1    | 0    | 4    |
|             | Saturday  | 2    | 2    | 1    | 1    | 0    | 0    | 1    | 2    | 4    | 2    | 0    | 6    | 7    | 3    | 3    | 5    | 2    | 1    | 0    | 2    | 3    | 0    | 2    | 0    |

# Incidents by Shift

Jan 01, 2024 to May 31, 2024



Monthly Call Volume Year over Year

Jan 01, 2023 12:00 AM to Jun 05, 2024 01:21 PM

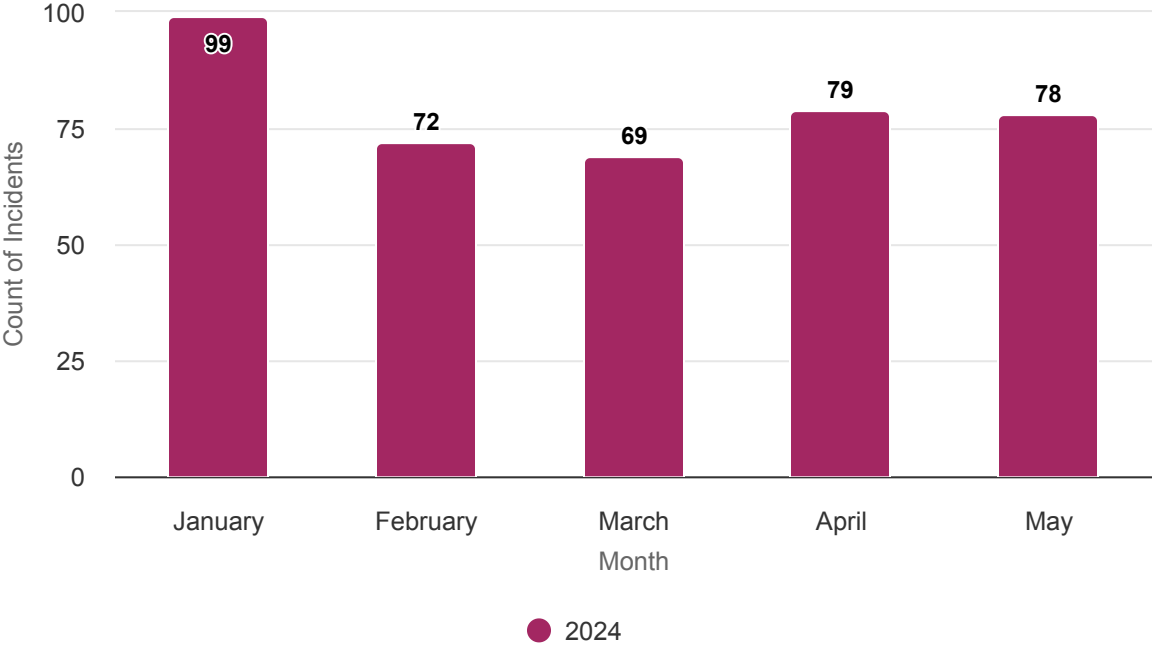


| Month Name  | 2024                  |                                | 2023                   |                                 | YTD % Change |
|-------------|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|             | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| January     | 99                    | 24%                            | 66                     | 20%                             | 50%          |
| February    | 72                    | 17%                            | 68                     | 20%                             | 5.88%        |
| March       | 69                    | 17%                            | 71                     | 21%                             | -2.82%       |
| April       | 79                    | 19%                            | 48                     | 14%                             | 64.58%       |
| May         | 78                    | 19%                            | 67                     | 20%                             | 16.42%       |
| June        | 15                    | 4%                             | 15                     | 4%                              | 0%           |
| Grand Total | 412                   | 100%                           | 335                    | 100%                            | 22.99%       |



# Incidents by Month

Jan 01, 2024 to May 31, 2024



Aid Given and Received Summary

Jan 01, 2024 to May 31, 2024



| Fire Department                    | Automatic Aid Given | % of Total Automatic Aid Given | Automatic Aid Received | % of Total Automatic Aid Received | Mutual Aid Given | % of Total Mutual Aid Given | Mutual Aid Received | % of Total Mutual Aid Received |
|------------------------------------|---------------------|--------------------------------|------------------------|-----------------------------------|------------------|-----------------------------|---------------------|--------------------------------|
| Caledonia Township Fire Department | 4                   | 0%                             | 2                      | 0%                                | 3                | 0%                          | 3                   | 0%                             |
| Cascade Township Fire Department   | 0                   | 0%                             | 0                      | 0%                                | 1                | 0%                          | 0                   | 0%                             |
| City of Kentwood Fire Department   | 5                   | 0%                             | 4                      | 0%                                | 2                | 0%                          | 1                   | 0%                             |
| Cutlerville Fire Department        | 5                   | 0%                             | 4                      | 0%                                | 30               | 0%                          | 15                  | 0%                             |
| Leighton Township Fire Department  | 0                   | 0%                             | 1                      | 0%                                | 0                | 0%                          | 0                   | 0%                             |
| Overall                            | 14                  | 100%                           | 11                     | 100%                              | 36               | 100%                        | 19                  | 100%                           |

Overlapping Calls and Hours

Jan 01, 2024 12:00 AM to May 31, 2024 11:59 PM

| Overlapping Calls   | Occurrences | % of Occurrences | Hours | % of Hours |
|---------------------|-------------|------------------|-------|------------|
| 0 Overlapping Calls | 772         | 97.11%           | 3,644 | 99.88%     |
| 1 Overlapping Call  | 22          | 2.77%            | 4     | 0.11%      |
| 2 Overlapping Calls | 1           | 0.13%            | 0     | 0%         |
| Totals              | 795         | 100%             | 3,648 | 100%       |

March 28, 2024

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, 2023. 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 4, 2023. 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 and the application of existing policies was not changed during 2023. 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 March 28, 2024.

*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, 2023, 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
- Recognize lease receivable and associated deferred inflow
- Correct prepaids
- Provide for depreciation on enterprise fund capital assets
- Recognize developer contributions in the enterprise funds
- Correct interfund balances
- Record transfer to the Public Safety Fund to avoid deficit
- 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, 2023*

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## 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, 2023, 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, 2023, 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 6 to the financial statements, the Township adopted GASB Statement No. 87, *Leases*, during the current 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.*

March 28, 2024

## 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, 2023. Please read it in conjunction with the Township's financial statements.

**FINANCIAL HIGHLIGHTS**

- The Township's total net position increased by \$3,535,302 as a result of this year's activities. The net position of the governmental activities increased by \$1,319,079, and the net position of the business-type activities increased by \$2,216,223.
- Of the \$104,557,855 total net position reported, \$33,968,852 (32 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 \$5,529,701, which represents 116 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 2023 and 2022 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 \$104,557,855 compared to \$101,022,553 at the end of the prior year. Of this total, \$70,344,077 represents an investment in capital assets and \$244,926 is restricted. Consequently, unrestricted net position was \$33,968,852, or 32 percent of the total.

*Condensed financial information  
Net position*

|                               | <i>Governmental<br/>activities</i> |                      | <i>Business-type<br/>activities</i> |                      | <i>Totals</i>         |                       |
|-------------------------------|------------------------------------|----------------------|-------------------------------------|----------------------|-----------------------|-----------------------|
|                               | <u>2023</u>                        | <u>2022</u>          | <u>2023</u>                         | <u>2022</u>          | <u>2023</u>           | <u>2022</u>           |
| Current and other assets      | <b>\$ 12,007,691</b>               | \$ 11,442,136        | <b>\$ 28,293,020</b>                | \$ 26,535,599        | <b>\$ 40,300,711</b>  | \$ 37,977,735         |
| Capital assets                | <b>8,790,577</b>                   | 7,960,410            | <b>61,553,500</b>                   | 61,407,029           | <b>70,344,077</b>     | 69,367,439            |
| Total assets                  | <b>20,798,268</b>                  | 19,402,546           | <b>89,846,520</b>                   | 87,942,628           | <b>110,644,788</b>    | 107,345,174           |
| Current and other liabilities | <b>4,183,495</b>                   | 4,279,233            | <b>559,157</b>                      | 871,488              | <b>4,742,652</b>      | 5,150,721             |
| Deferred inflows of resources | <b>1,344,281</b>                   | 1,171,900            | -                                   | -                    | <b>1,344,281</b>      | 1,171,900             |
| Net position:                 |                                    |                      |                                     |                      |                       |                       |
| Investment in capital assets  | <b>8,790,577</b>                   | 7,960,410            | <b>61,553,500</b>                   | 61,407,029           | <b>70,344,077</b>     | 69,367,439            |
| Restricted                    | <b>244,926</b>                     | 128,708              | -                                   | -                    | <b>244,926</b>        | 128,708               |
| Unrestricted                  | <b>6,234,989</b>                   | 5,862,295            | <b>27,733,863</b>                   | 25,664,111           | <b>33,968,852</b>     | 31,526,406            |
| Total net position            | <b>\$ 15,270,492</b>               | <b>\$ 13,951,413</b> | <b>\$ 89,287,363</b>                | <b>\$ 87,071,140</b> | <b>\$ 104,557,855</b> | <b>\$ 101,022,553</b> |

### Changes in net position

The Township's total revenues were \$16,810,452 in the current year compared to \$17,111,587 in the prior year. Approximately 47 percent of the revenues comes from charges for services, primarily from sewer and water user fees. Approximately 19 percent of the total revenues comes from state shared revenue, while only 6 percent comes from property taxes. In the current year, capital grants represented 17 percent of total revenues.

The total cost of the Township's programs, covering a wide range of services, totaled \$13,275,150 compared to \$11,522,192 in the prior year. Approximately 52 percent of the Township's costs relates to the provision of utility services. The public safety and general government functions account for approximately 23 percent and 13 percent of the Township's total expenses, respectively.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**
*Condensed financial information*
*Changes in net position*

|                                       | <i>Governmental<br/>activities</i> |                      | <i>Business-type<br/>activities</i> |                      | <i>Totals</i>         |                       |
|---------------------------------------|------------------------------------|----------------------|-------------------------------------|----------------------|-----------------------|-----------------------|
|                                       | <b>2023</b>                        | <b>2022</b>          | <b>2023</b>                         | <b>2022</b>          | <b>2023</b>           | <b>2022</b>           |
| Program revenues:                     |                                    |                      |                                     |                      |                       |                       |
| Charges for services                  | \$ 1,712,973                       | \$ 1,441,804         | \$ 6,171,967                        | \$ 5,923,483         | \$ 7,884,940          | \$ 7,365,287          |
| Operating grants and contributions    | 503,978                            | 23,669               | -                                   | -                    | 503,978               | 23,669                |
| Capital grants and contributions      | 258,063                            | -                    | 2,597,217                           | 5,004,331            | 2,855,280             | 5,004,331             |
| General revenues:                     |                                    |                      |                                     |                      |                       |                       |
| State shared revenue                  | 3,210,884                          | 3,273,549            | -                                   | -                    | 3,210,884             | 3,273,549             |
| Property taxes                        | 953,952                            | 893,478              | -                                   | -                    | 953,952               | 893,478               |
| Cable franchise fees                  | 290,239                            | 323,752              | -                                   | -                    | 290,239               | 323,752               |
| Interest                              | 335,314                            | 72,729               | 715,984                             | 150,345              | 1,051,298             | 223,074               |
| Local community stabilization revenue | 14,881                             | 4,447                | -                                   | -                    | 14,881                | 4,447                 |
| Gain on sale of capital assets        | 45,000                             | -                    | -                                   | -                    | 45,000                | -                     |
| <b>Total revenues</b>                 | <b>7,325,284</b>                   | <b>6,033,428</b>     | <b>9,485,168</b>                    | <b>11,078,159</b>    | <b>16,810,452</b>     | <b>17,111,587</b>     |
| Expenses:                             |                                    |                      |                                     |                      |                       |                       |
| General government                    | 1,714,438                          | 1,463,165            | -                                   | -                    | 1,714,438             | 1,463,165             |
| Public safety                         | 3,100,373                          | 2,685,128            | -                                   | -                    | 3,100,373             | 2,685,128             |
| Public works                          | 699,306                            | 538,767              | -                                   | -                    | 699,306               | 538,767               |
| Community and economic development    | 274,784                            | 269,491              | -                                   | -                    | 274,784               | 269,491               |
| Health and welfare                    | 43,029                             | 44,354               | -                                   | -                    | 43,029                | 44,354                |
| Recreation and culture                | 174,275                            | 151,108              | -                                   | -                    | 174,275               | 151,108               |
| Sewer                                 | -                                  | -                    | 3,685,015                           | 3,264,489            | 3,685,015             | 3,264,489             |
| Water                                 | -                                  | -                    | 3,217,770                           | 2,775,417            | 3,217,770             | 2,775,417             |
| Inspections                           | -                                  | -                    | 366,160                             | 330,273              | 366,160               | 330,273               |
| <b>Total expenses</b>                 | <b>6,006,205</b>                   | <b>5,152,013</b>     | <b>7,268,945</b>                    | <b>6,370,179</b>     | <b>13,275,150</b>     | <b>11,522,192</b>     |
| <b>Changes in net position</b>        | <b>\$ 1,319,079</b>                | <b>\$ 881,415</b>    | <b>\$ 2,216,223</b>                 | <b>\$ 4,707,980</b>  | <b>\$ 3,535,302</b>   | <b>\$ 5,589,395</b>   |
| <b>Net position, end of year</b>      | <b>\$ 15,270,492</b>               | <b>\$ 13,951,413</b> | <b>\$ 89,287,363</b>                | <b>\$ 87,071,140</b> | <b>\$ 104,557,855</b> | <b>\$ 101,022,553</b> |

**Governmental activities**

Governmental activities increased the Township's net position by \$1,319,079 in the current year compared to an \$881,415 increase in the prior year. Though expenses rose by \$854,192, revenues increased by \$1,291,856, which caused the larger increase in net position in the current year. The increase in revenues was primarily due to increases in operating and capital grants related to the recognition of federal grants in the amount of \$741,418. Interest revenue also increased by \$262,585 as interest rates rose in comparison to the prior year. The increase in expenses can be primarily attributed to public safety costs, which rose by \$415,245, predominantly due to an increase in personnel costs.

The total cost of governmental activities this year was \$6,006,205. After subtracting the direct charges to those who directly benefited from the programs (\$1,712,973), operating grants (\$503,978), and capital grants (\$258,063), the "public benefit" portion covered by state shared revenue, property taxes, and other general revenues was \$3,531,191.



**Business-type activities**

Business-type activities increased the Township's net position by \$2,216,223 in the current year compared to an increase of \$4,707,980 in the prior year. The increase was lower in the current year as capital grants decreased by \$2,407,114 due to a reduction in contributions from developers. Utility rates are not set to cover the full cost of operations including depreciation which amounted to \$2,033,529 in the current year. However, nonoperating revenues and capital contributions have created increases in net position over the past two years.

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

As of December 31, 2023, the Township's governmental funds reported combined ending fund balances of \$6,463,515, an increase of \$476,041 in comparison with the prior year. A portion of the fund balances, amounting to \$170,534, is nonspendable to indicate that it is not available for new spending. Another portion of the fund balances, amounting to \$170,022, is restricted because it is externally restricted for various purposes. One more portion of fund balance, in the amount of \$593,258, has been committed for capital acquisitions. The remaining fund balance, in the amount of \$5,529,701, 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 \$5,795,353, which represents an increase of \$781,284, as revenues of \$5,558,536 were sufficient to cover expenditures of \$3,007,866 and transfers out of \$1,769,386. The transfers supported the majority of the public safety costs recorded in the Public Safety Fund.

The fund balance of the Public Safety Fund, a special revenue fund, is \$74,904 at year end, as revenues of \$1,303,404 and transfers from the General Fund, in the amount of \$1,723,587 were used to fund all Township public safety costs totaling \$2,997,087. The remaining fund balance is nonspendable as it represents prepaid expenditures.

The fund balance of the ARPA Fund, a special revenue fund, is \$99,363 at year end, which represents interest earned on federal awards received in prior years. A federal grant of \$301,418 was recognized during the current year, and the fund incurred \$301,419 in federal expenditures. The ARPA Fund has resources available, in the amount of \$2,132,233, which must be spent in the next two years.

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 a decrease of \$464,906 for the year, as current year capital expenditures of \$526,471 exceeded revenues of \$15,766.

**Proprietary funds**

The Sewer Fund experienced an operating loss of \$1,193,525, though the net position decreased by only \$39,663, as net nonoperating revenues and capital contributions, totaling \$1,153,862, were sufficient to cover a majority of the operating loss. Net position was \$47,367,722 at year end, of which \$15,144,319 was unrestricted.

The Water Fund generated an operating loss of \$211,641, but net position increased by \$1,947,698, as net nonoperating revenues and capital contributions, totaling \$2,159,339, caused the increase in net position. Net position was \$39,833,126 at year end, of which \$10,503,188 was unrestricted.

The Building Inspections Fund generated an operating income of \$308,188 because permit revenue was more than sufficient to cover operating costs in the current year. Net position was \$2,086,515 at year end.

**General Fund budgetary highlights**

The Township Board amended the budget to reflect anticipated changes in the nature and extent of expenditures during the current year. The amendments increased appropriations by the net amount of \$190,347.

Total revenues were \$425,333 more than anticipated, primarily because interest revenue was \$225,443 more than expected, primarily due to increases in interest rates. Total expenditures were \$278,172 less than the amounts appropriated, primarily because general government expenditures were \$142,985 less than planned. These variances, along with a positive variance of \$268,126 associated with transfers out, resulted in a total positive budget variance of \$971,631, due to a \$781,284 increase in fund balance compared to a budget that anticipated a \$190,347 decrease 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, 2023, amounts to \$70,344,077, net of accumulated depreciation. Capital assets of the governmental activities amount to \$8,790,577 and capital assets of the business-type activities totaled \$61,553,500. 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 \$2,180,000, were made during the year. Developers contributed the entire amount for improvements.
- A fire truck was purchased for \$810,149.
- Blain Cemetery was expanded at a cost of \$182,927.

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 debt at the beginning or end of the fiscal 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 2024 at levels similar to 2023. 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, 2023

|                                                      | <i><b>Governmental<br/>activities</b></i> | <i><b>Business-type<br/>activities</b></i> | <i><b>Totals</b></i>  |
|------------------------------------------------------|-------------------------------------------|--------------------------------------------|-----------------------|
| <b>ASSETS</b>                                        |                                           |                                            |                       |
| Current assets:                                      |                                           |                                            |                       |
| Cash                                                 | \$ 5,180,044                              | \$ 15,096,966                              | \$ 20,277,010         |
| Investments                                          | 4,275,688                                 | 11,193,062                                 | 15,468,750            |
| Receivables                                          | 2,094,761                                 | 1,652,278                                  | 3,747,039             |
| Prepaid expenses                                     | 170,534                                   | 2,061                                      | 172,595               |
| Internal balances                                    | 2,232                                     | (2,232)                                    | -                     |
| Total current assets                                 | <u>11,723,259</u>                         | <u>27,942,135</u>                          | <u>39,665,394</u>     |
| Noncurrent assets:                                   |                                           |                                            |                       |
| Receivables                                          | 284,432                                   | 350,885                                    | 635,317               |
| Capital assets not being depreciated                 | 1,837,491                                 | 210,071                                    | 2,047,562             |
| Capital assets, net of accumulated depreciation      | <u>6,953,086</u>                          | <u>61,343,429</u>                          | <u>68,296,515</u>     |
| Total noncurrent assets                              | <u>9,075,009</u>                          | <u>61,904,385</u>                          | <u>70,979,394</u>     |
| Total assets                                         | <u>20,798,268</u>                         | <u>89,846,520</u>                          | <u>110,644,788</u>    |
| <b>LIABILITIES</b>                                   |                                           |                                            |                       |
| Payables                                             | 299,658                                   | 559,157                                    | 858,815               |
| Escrow deposits                                      | 287,447                                   | -                                          | 287,447               |
| Unearned federal grant                               | 2,132,233                                 | -                                          | 2,132,233             |
| Unearned operating assessment revenues               | <u>1,464,157</u>                          | <u>-</u>                                   | <u>1,464,157</u>      |
| Total current liabilities                            | <u>4,183,495</u>                          | <u>559,157</u>                             | <u>4,742,652</u>      |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                 |                                           |                                            |                       |
| Property tax revenues levied for the subsequent year | 1,036,327                                 | -                                          | 1,036,327             |
| Unavailable lease revenue                            | <u>307,954</u>                            | <u>-</u>                                   | <u>307,954</u>        |
| Total deferred inflows of resources                  | <u>1,344,281</u>                          | <u>-</u>                                   | <u>1,344,281</u>      |
| <b>NET POSITION</b>                                  |                                           |                                            |                       |
| Investment in capital assets                         | 8,790,577                                 | 61,553,500                                 | 70,344,077            |
| Restricted for:                                      |                                           |                                            |                       |
| Public safety                                        | 81,399                                    | -                                          | 81,399                |
| Public works                                         | 163,527                                   | -                                          | 163,527               |
| Unrestricted                                         | <u>6,234,989</u>                          | <u>27,733,863</u>                          | <u>33,968,852</u>     |
| Total net position                                   | <u>\$ 15,270,492</u>                      | <u>\$ 89,287,363</u>                       | <u>\$ 104,557,855</u> |

See notes to financial statements

Charter Township of Gaines

STATEMENT OF ACTIVITIES

Year ended December 31, 2023

|                                    |               | 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                 | \$ 1,714,438  | \$ 537,733           | \$ -                               | \$ -                                                | \$ (1,176,705)          | \$ (1,176,705)           |
| Public safety                      | 3,100,373     | 869,899              | 443,400                            | 250,000                                             | (1,537,074)             | (1,537,074)              |
| Public works                       | 699,306       | 279,256              | 60,578                             | -                                                   | (359,472)               | (359,472)                |
| Community and economic development | 274,784       | 26,085               | -                                  | -                                                   | (248,699)               | (248,699)                |
| Health and welfare                 | 43,029        | -                    | -                                  | -                                                   | (43,029)                | (43,029)                 |
| Recreation and culture             | 174,275       | -                    | -                                  | 8,063                                               | (166,212)               | (166,212)                |
| Total governmental activities      | 6,006,205     | 1,712,973            | 503,978                            | 258,063                                             | (3,531,191)             | (3,531,191)              |
| Business-type activities:          |               |                      |                                    |                                                     |                         |                          |
| Sewer                              | 3,685,015     | 2,491,490            | -                                  | 708,177                                             |                         | \$ (485,348)             |
| Water                              | 3,217,770     | 3,006,129            | -                                  | 1,889,040                                           |                         | 1,677,399                |
| Inspections                        | 366,160       | 674,348              | -                                  | -                                                   |                         | 308,188                  |
| Total business-type activities     | 7,268,945     | 6,171,967            | -                                  | 2,597,217                                           |                         | 1,500,239                |
| Totals                             | \$ 13,275,150 | \$ 7,884,940         | \$ 503,978                         | \$ 2,855,280                                        | (3,531,191)             | 1,500,239                |
| General revenues:                  |               |                      |                                    |                                                     |                         |                          |
|                                    |               |                      |                                    |                                                     |                         |                          |
|                                    |               |                      |                                    |                                                     | 3,210,884               | -                        |
|                                    |               |                      |                                    |                                                     | 953,952                 | -                        |
|                                    |               |                      |                                    |                                                     | 290,239                 | -                        |
|                                    |               |                      |                                    |                                                     | 335,314                 | 715,984                  |
|                                    |               |                      |                                    |                                                     | 14,881                  | -                        |
|                                    |               |                      |                                    |                                                     | 45,000                  | -                        |
| Total general revenues             |               |                      |                                    |                                                     | 4,850,270               | 715,984                  |
| Changes in net position            |               |                      |                                    |                                                     | 1,319,079               | 2,216,223                |
| Net position - beginning           |               |                      |                                    |                                                     | 13,951,413              | 87,071,140               |
| Net position - ending              |               |                      |                                    |                                                     | \$ 15,270,492           | \$ 89,287,363            |
|                                    |               |                      |                                    |                                                     |                         | \$ 104,557,855           |

See notes to financial statements

**BALANCE SHEET - governmental funds**

December 31, 2023

|                                                                                                                                     | <i>General</i>      | <i>Public<br/>Safety</i> | <i>ARPA</i>         | <i>Capital<br/>Projects</i> | <i>Total<br/>governmental<br/>funds</i> |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|---------------------|-----------------------------|-----------------------------------------|
| <b>ASSETS</b>                                                                                                                       |                     |                          |                     |                             |                                         |
| Cash                                                                                                                                | \$ 4,047,257        | \$ 596,372               | \$ 42,520           | \$ 493,895                  | \$ 5,180,044                            |
| Investments                                                                                                                         | 2,086,612           | -                        | 2,189,076           | -                           | 4,275,688                               |
| Receivables                                                                                                                         | 1,597,253           | 781,940                  | -                   | -                           | 2,379,193                               |
| Prepaid expenditures                                                                                                                | 95,630              | 74,904                   | -                   | -                           | 170,534                                 |
| Due from other funds                                                                                                                | 2,232               | -                        | -                   | -                           | 2,232                                   |
| Total assets                                                                                                                        | <u>\$ 7,828,984</u> | <u>\$ 1,453,216</u>      | <u>\$ 2,231,596</u> | <u>\$ 493,895</u>           | <u>\$ 12,007,691</u>                    |
| <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES,<br/>AND FUND BALANCES</b>                                                            |                     |                          |                     |                             |                                         |
| Liabilities:                                                                                                                        |                     |                          |                     |                             |                                         |
| Payables                                                                                                                            | \$ 132,847          | \$ 166,811               | \$ -                | \$ -                        | \$ 299,658                              |
| Escrow deposits                                                                                                                     | 287,447             | -                        | -                   | -                           | 287,447                                 |
| Unearned federal grant revenue                                                                                                      | -                   | -                        | 2,132,233           | -                           | 2,132,233                               |
| Unearned operating assessment revenue                                                                                               | 252,656             | 1,211,501                | -                   | -                           | 1,464,157                               |
| Total liabilities                                                                                                                   | <u>672,950</u>      | <u>1,378,312</u>         | <u>2,132,233</u>    | <u>-</u>                    | <u>4,183,495</u>                        |
| Deferred inflows of resources:                                                                                                      |                     |                          |                     |                             |                                         |
| Property tax revenues levied for the subsequent year                                                                                | 1,036,327           | -                        | -                   | -                           | 1,036,327                               |
| Unavailable interest revenue                                                                                                        | 16,400              | -                        | -                   | -                           | 16,400                                  |
| Unavailable lease revenue                                                                                                           | 307,954             | -                        | -                   | -                           | 307,954                                 |
| Total deferred inflows of resources                                                                                                 | <u>1,360,681</u>    | <u>-</u>                 | <u>-</u>            | <u>-</u>                    | <u>1,360,681</u>                        |
| Fund balances:                                                                                                                      |                     |                          |                     |                             |                                         |
| Nonspendable - prepaids                                                                                                             | 95,630              | 74,904                   | -                   | -                           | 170,534                                 |
| Restricted for:                                                                                                                     |                     |                          |                     |                             |                                         |
| Public works (street lighting)                                                                                                      | 163,527             | -                        | -                   | -                           | 163,527                                 |
| Public safety                                                                                                                       | 6,495               | -                        | -                   | -                           | 6,495                                   |
| Committed for capital acquisitions                                                                                                  | -                   | -                        | 99,363              | 493,895                     | 593,258                                 |
| Unassigned                                                                                                                          | 5,529,701           | -                        | -                   | -                           | 5,529,701                               |
| Total fund balances                                                                                                                 | <u>5,795,353</u>    | <u>74,904</u>            | <u>99,363</u>       | <u>493,895</u>              | <u>6,463,515</u>                        |
| Total liabilities, deferred inflows of<br>resources, and fund balances                                                              | <u>\$ 7,828,984</u> | <u>\$ 1,453,216</u>      | <u>\$ 2,231,596</u> | <u>\$ 493,895</u>           | <u>\$ 12,007,691</u>                    |
| Reconciliation of the balance sheet to the statement of net position:                                                               |                     |                          |                     |                             |                                         |
| Total fund balance                                                                                                                  |                     |                          |                     |                             | \$ 6,463,515                            |
| Amounts reported for <i>governmental activities</i> in the statement<br>of net position (page 12) are different because:            |                     |                          |                     |                             |                                         |
| Capital assets used in <i>governmental activities</i> are not financial resources<br>and, therefore, are not reported in the funds. |                     |                          |                     |                             |                                         |
|                                                                                                                                     |                     |                          |                     |                             | 8,790,577                               |
| Interest receivable is not available to pay for the current period's<br>expenditures and is deferred in the fund.                   |                     |                          |                     |                             |                                         |
|                                                                                                                                     |                     |                          |                     |                             | <u>16,400</u>                           |
| Net position of <i>governmental activities</i>                                                                                      |                     |                          |                     |                             | <u>\$ 15,270,492</u>                    |

See notes to financial statements

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

Year ended December 31, 2023

|                                                          | <i>General</i>      | <i>Public<br/>Safety</i> | <i>ARPA</i>      | <i>Capital<br/>Projects</i> | <i>Total<br/>governmental<br/>funds</i> |
|----------------------------------------------------------|---------------------|--------------------------|------------------|-----------------------------|-----------------------------------------|
| <b>REVENUES</b>                                          |                     |                          |                  |                             |                                         |
| Property taxes                                           | \$ 1,366,902        | \$ -                     | \$ -             | \$ -                        | \$ 1,366,902                            |
| Special assessments                                      | 230,706             | 821,826                  | -                | -                           | 1,052,532                               |
| Federal grants                                           | -                   | 440,000                  | 301,418          | -                           | 741,418                                 |
| State grants                                             | 3,250,313           | -                        | -                | -                           | 3,250,313                               |
| Charges for services                                     | 395,886             | 40,948                   | -                | -                           | 436,834                                 |
| Interest and rentals                                     | 305,393             | -                        | 84,760           | -                           | 390,153                                 |
| Other                                                    | 9,336               | 630                      | -                | 15,766                      | 25,732                                  |
|                                                          | <u>5,558,536</u>    | <u>1,303,404</u>         | <u>386,178</u>   | <u>15,766</u>               | <u>7,263,884</u>                        |
| Total revenues                                           |                     |                          |                  |                             |                                         |
|                                                          | <u>5,558,536</u>    | <u>1,303,404</u>         | <u>386,178</u>   | <u>15,766</u>               | <u>7,263,884</u>                        |
| <b>EXPENDITURES</b>                                      |                     |                          |                  |                             |                                         |
| Current:                                                 |                     |                          |                  |                             |                                         |
| General government                                       | 1,591,133           | -                        | -                | -                           | 1,591,133                               |
| Public safety                                            | -                   | 2,835,342                | -                | -                           | 2,835,342                               |
| Public works                                             | 609,467             | -                        | 43,355           | -                           | 652,822                                 |
| Community and economic development                       | 274,784             | -                        | -                | -                           | 274,784                                 |
| Health and welfare                                       | 43,029              | -                        | -                | -                           | 43,029                                  |
| Recreation and culture                                   | 101,310             | -                        | -                | -                           | 101,310                                 |
| Capital outlay                                           | 388,143             | 161,745                  | 258,064          | 526,471                     | 1,334,423                               |
|                                                          | <u>3,007,866</u>    | <u>2,997,087</u>         | <u>301,419</u>   | <u>526,471</u>              | <u>6,832,843</u>                        |
| Total expenditures                                       |                     |                          |                  |                             |                                         |
|                                                          | <u>3,007,866</u>    | <u>2,997,087</u>         | <u>301,419</u>   | <u>526,471</u>              | <u>6,832,843</u>                        |
| <b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b> | <u>2,550,670</u>    | <u>(1,693,683)</u>       | <u>84,759</u>    | <u>(510,705)</u>            | <u>431,041</u>                          |
| <b>OTHER FINANCING SOURCES (USES)</b>                    |                     |                          |                  |                             |                                         |
| Proceeds from sale of capital assets                     | -                   | 45,000                   | -                | -                           | 45,000                                  |
| Transfers in                                             | -                   | 1,723,587                | -                | 45,799                      | 1,769,386                               |
| Transfers out                                            | (1,769,386)         | -                        | -                | -                           | (1,769,386)                             |
|                                                          | <u>(1,769,386)</u>  | <u>1,768,587</u>         | <u>-</u>         | <u>45,799</u>               | <u>45,000</u>                           |
| Total other financing sources (uses)                     |                     |                          |                  |                             |                                         |
|                                                          | <u>(1,769,386)</u>  | <u>1,768,587</u>         | <u>-</u>         | <u>45,799</u>               | <u>45,000</u>                           |
| <b>CHANGE IN FUND BALANCE</b>                            | 781,284             | 74,904                   | 84,759           | (464,906)                   | 476,041                                 |
| <b>FUND BALANCE - BEGINNING</b>                          | <u>5,014,069</u>    | <u>-</u>                 | <u>14,604</u>    | <u>958,801</u>              | <u>5,987,474</u>                        |
| <b>FUND BALANCE - ENDING</b>                             | <u>\$ 5,795,353</u> | <u>\$ 74,904</u>         | <u>\$ 99,363</u> | <u>\$ 493,895</u>           | <u>\$ 6,463,515</u>                     |

Reconciliation of the statement of revenues, expenditures, and change in fund balance to the statement of activities:

Change in fund balance \$ 476,041

Amounts reported for *governmental activities* in the of activities (page 13) are different because:

Capital assets:

Capital asset acquisitions 1,236,042  
Provision for depreciation (405,875)

Decrease in prepaid expenses (3,529)

Increase in deferred inflows of resources - unavailable state grant 16,400

Change in net position of *governmental activities* \$ 1,319,079

See notes to financial statements

*Charter Township of Gaines*

**STATEMENT OF NET POSITION - *proprietary funds***

*December 31, 2023*

|                                                    | <u>Sewer</u>         | <u>Water</u>         | <u>Inspections</u>  | <u>Total<br/>proprietary<br/>funds</u> |
|----------------------------------------------------|----------------------|----------------------|---------------------|----------------------------------------|
| <b>ASSETS</b>                                      |                      |                      |                     |                                        |
| Current assets:                                    |                      |                      |                     |                                        |
| Cash                                               | \$ 6,357,397         | \$ 6,645,767         | \$ 2,093,802        | \$ 15,096,966                          |
| Investments                                        | 8,033,367            | 3,159,695            | -                   | 11,193,062                             |
| Prepaid expenses                                   | -                    | -                    | 2,061               | 2,061                                  |
| Receivables                                        | <u>828,379</u>       | <u>823,899</u>       | <u>-</u>            | <u>1,652,278</u>                       |
| Total current assets                               | <u>15,219,143</u>    | <u>10,629,361</u>    | <u>2,095,863</u>    | <u>27,944,367</u>                      |
| Noncurrent assets:                                 |                      |                      |                     |                                        |
| Receivables                                        | 239,627              | 111,258              | -                   | 350,885                                |
| Capital assets not being depreciated               | -                    | 210,071              | -                   | 210,071                                |
| Capital assets, net of accumulated<br>depreciation | <u>32,223,403</u>    | <u>29,119,867</u>    | <u>159</u>          | <u>61,343,429</u>                      |
| Total noncurrent assets                            | <u>32,463,030</u>    | <u>29,441,196</u>    | <u>159</u>          | <u>61,904,385</u>                      |
| Total assets                                       | <u>47,682,173</u>    | <u>40,070,557</u>    | <u>2,096,022</u>    | <u>89,848,752</u>                      |
| <b>LIABILITIES</b>                                 |                      |                      |                     |                                        |
| Current liabilities:                               |                      |                      |                     |                                        |
| Payables                                           | 313,335              | 236,315              | 9,507               | 559,157                                |
| Due to other funds                                 | <u>1,116</u>         | <u>1,116</u>         | <u>-</u>            | <u>2,232</u>                           |
| Total current liabilities                          | <u>314,451</u>       | <u>237,431</u>       | <u>9,507</u>        | <u>561,389</u>                         |
| <b>NET POSITION</b>                                |                      |                      |                     |                                        |
| Investment in capital assets                       | 32,223,403           | 29,329,938           | 159                 | 61,553,500                             |
| Unrestricted                                       | <u>15,144,319</u>    | <u>10,503,188</u>    | <u>2,086,356</u>    | <u>27,733,863</u>                      |
| Total net position                                 | <u>\$ 47,367,722</u> | <u>\$ 39,833,126</u> | <u>\$ 2,086,515</u> | <u>\$ 89,287,363</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, 2023*

|                                                   | <u>Sewer</u>         | <u>Water</u>         | <u>Inspections</u>  | <u>Total<br/>proprietary<br/>funds</u> |
|---------------------------------------------------|----------------------|----------------------|---------------------|----------------------------------------|
| <b>OPERATING REVENUES</b>                         |                      |                      |                     |                                        |
| Service charges                                   | \$ 2,451,850         | \$ 2,964,509         | \$ 674,348          | \$ 6,090,707                           |
| Other charges                                     | <u>39,640</u>        | <u>41,620</u>        | <u>-</u>            | <u>81,260</u>                          |
| Total operating revenues                          | <u>2,491,490</u>     | <u>3,006,129</u>     | <u>674,348</u>      | <u>6,171,967</u>                       |
| <b>OPERATING EXPENSES</b>                         |                      |                      |                     |                                        |
| Personnel costs                                   | 70,368               | 70,364               | 230,012             | 370,744                                |
| Sewage treatment charges                          | 1,928,540            | -                    | -                   | 1,928,540                              |
| Water charges                                     | -                    | 1,501,930            | -                   | 1,501,930                              |
| System operation and maintenance                  | 475,864              | 670,669              | -                   | 1,146,533                              |
| Professional services                             | 43,548               | 46,057               | 84,427              | 174,032                                |
| Miscellaneous                                     | 33,781               | 29,084               | 50,772              | 113,637                                |
| Depreciation                                      | <u>1,132,914</u>     | <u>899,666</u>       | <u>949</u>          | <u>2,033,529</u>                       |
| Total operating expenses                          | <u>3,685,015</u>     | <u>3,217,770</u>     | <u>366,160</u>      | <u>7,268,945</u>                       |
| <b>OPERATING INCOME (LOSS)</b>                    | (1,193,525)          | (211,641)            | 308,188             | (1,096,978)                            |
| <b>NONOPERATING REVENUE</b>                       |                      |                      |                     |                                        |
| Interest revenue                                  | <u>445,685</u>       | <u>270,299</u>       | <u>-</u>            | <u>715,984</u>                         |
| <b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b> | <u>(747,840)</u>     | <u>58,658</u>        | <u>308,188</u>      | <u>(380,994)</u>                       |
| <b>CAPITAL CONTRIBUTIONS</b>                      |                      |                      |                     |                                        |
| Developer contributions                           | 470,000              | 1,710,000            | -                   | 2,180,000                              |
| Trunkage and availability fees                    | 230,548              | 166,355              | -                   | 396,903                                |
| Special assessments                               | -                    | 8,804                | -                   | 8,804                                  |
| Special assessment interest                       | <u>7,629</u>         | <u>3,881</u>         | <u>-</u>            | <u>11,510</u>                          |
| Total capital contributions                       | <u>708,177</u>       | <u>1,889,040</u>     | <u>-</u>            | <u>2,597,217</u>                       |
| <b>CHANGES IN NET POSITION</b>                    | (39,663)             | 1,947,698            | 308,188             | 2,216,223                              |
| <b>NET POSITION - BEGINNING</b>                   | <u>47,407,385</u>    | <u>37,885,428</u>    | <u>1,778,327</u>    | <u>87,071,140</u>                      |
| <b>NET POSITION - ENDING</b>                      | <u>\$ 47,367,722</u> | <u>\$ 39,833,126</u> | <u>\$ 2,086,515</u> | <u>\$ 89,287,363</u>                   |

*See notes to financial statements*

**STATEMENT OF CASH FLOWS - proprietary funds**

Year ended December 31, 2023

|                                                                            | <u>Sewer</u>        | <u>Water</u>        | <u>Inspections</u>  | <u>Total<br/>proprietary<br/>funds</u> |
|----------------------------------------------------------------------------|---------------------|---------------------|---------------------|----------------------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                |                     |                     |                     |                                        |
| Receipts from customers                                                    | \$ 2,473,881        | \$ 3,096,990        | \$ 674,348          | \$ 6,245,219                           |
| Payments to vendors and suppliers                                          | (2,755,814)         | (2,299,466)         | (204,058)           | (5,259,338)                            |
| Payments to employees                                                      | (58,826)            | (58,824)            | (163,039)           | (280,689)                              |
| Net cash provided by (used in) operating activities                        | (340,759)           | 738,700             | 307,251             | 705,192                                |
| <b>CASH FLOWS FROM NONCAPITAL AND<br/>RELATED FINANCING ACTIVITIES</b>     |                     |                     |                     |                                        |
| Increase (decrease) in amount due to other funds                           | (8,573)             | (8,573)             | -                   | (17,146)                               |
| <b>CASH FLOWS FROM CAPITAL AND RELATED<br/>FINANCING ACTIVITIES</b>        |                     |                     |                     |                                        |
| Trunkage and availability fees                                             | 230,548             | 166,355             | -                   | 396,903                                |
| Collections of assessments receivable                                      | 42,899              | 26,723              | -                   | 69,622                                 |
| Special assessment interest                                                | 7,629               | 3,881               | -                   | 11,510                                 |
| Acquisition of capital assets                                              | -                   | -                   | -                   | -                                      |
| Net cash provided by (used in) capital and<br>related financing activities | 281,076             | 196,959             | -                   | 478,035                                |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                |                     |                     |                     |                                        |
| Purchase of investments                                                    | (252,016)           | (109,926)           | -                   | (361,942)                              |
| Interest received                                                          | 340,685             | 192,799             | -                   | 533,484                                |
| Net cash provided by (used in) investing activities                        | 88,669              | 82,873              | -                   | 171,542                                |
| <b>NET CHANGE IN CASH</b>                                                  | 20,413              | 1,009,959           | 307,251             | 1,337,623                              |
| <b>CASH - BEGINNING</b>                                                    | 6,336,984           | 5,635,808           | 1,786,551           | 13,759,343                             |
| <b>CASH - ENDING</b>                                                       | <u>\$ 6,357,397</u> | <u>\$ 6,645,767</u> | <u>\$ 2,093,802</u> | <u>\$ 15,096,966</u>                   |

See notes to financial statements

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

Year ended December 31, 2023

|                                                                                                          | <u>Sewer</u>        | <u>Water</u>      | <u>Nonmajor<br/>fund</u> | <u>Total<br/>proprietary<br/>funds</u> |
|----------------------------------------------------------------------------------------------------------|---------------------|-------------------|--------------------------|----------------------------------------|
| <b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities</b>  |                     |                   |                          |                                        |
| Operating income (loss)                                                                                  | \$ (1,193,525)      | \$ (211,641)      | \$ 308,188               | \$ (1,096,978)                         |
| Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities: |                     |                   |                          |                                        |
| Depreciation                                                                                             | 1,132,914           | 899,666           | 949                      | 2,033,529                              |
| (Increase) decrease in receivables                                                                       | (17,609)            | 90,861            | -                        | 73,252                                 |
| (Increase) decrease in prepaids                                                                          | 3,500               | 3,500             | 720                      | 7,720                                  |
| Increase (decrease) in payables                                                                          | <u>(266,039)</u>    | <u>(43,686)</u>   | <u>(2,606)</u>           | <u>(312,331)</u>                       |
| Net cash provided by (used in) operating activities                                                      | <u>\$ (340,759)</u> | <u>\$ 738,700</u> | <u>\$ 307,251</u>        | <u>\$ 705,192</u>                      |
| <b>Noncash capital and related financing activities</b>                                                  |                     |                   |                          |                                        |
| Acquisition of capital assets                                                                            | \$ (470,000)        | \$ (1,710,000)    | \$ -                     | \$ (2,180,000)                         |
| Less capital assets contributed by developers                                                            | <u>470,000</u>      | <u>1,710,000</u>  | <u>-</u>                 | <u>2,180,000</u>                       |
| Net cash used                                                                                            | <u>\$ -</u>         | <u>\$ -</u>       | <u>\$ -</u>              | <u>\$ -</u>                            |

See notes to financial statements

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

*December 31, 2023*

|                                                  | <i><b>Tax<br/>Collection</b></i> | <i><b>General<br/>Custodial</b></i> |
|--------------------------------------------------|----------------------------------|-------------------------------------|
| <b>ASSETS</b>                                    |                                  |                                     |
| Cash                                             | \$ 3,839,064                     | \$ 4,666                            |
| <b>LIABILITIES</b>                               |                                  |                                     |
| Due to other governments                         | <u>3,839,064</u>                 | <u>4,666</u>                        |
| <b>NET POSITION</b>                              |                                  |                                     |
| Restricted for individuals and other governments | <u>\$ -</u>                      | <u>\$ -</u>                         |

*See notes to financial statements*

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

*Year ended December 31, 2023*

|                                                 | <u><i>Tax<br/>Collection</i></u> | <u><i>General<br/>Custodial</i></u> |
|-------------------------------------------------|----------------------------------|-------------------------------------|
| <b>ADDITIONS</b>                                |                                  |                                     |
| Property taxes collected for other governments  | \$ 40,581,360                    | \$ 4,666                            |
| <b>DEDUCTIONS</b>                               |                                  |                                     |
| Property taxes distributed to other governments | <u>40,581,360</u>                | <u>4,666</u>                        |
| <b>NET CHANGE IN FIDUCIARY NET POSITION</b>     | -                                | -                                   |
| <b>NET POSITION - BEGINNING</b>                 | <u>-</u>                         | <u>-</u>                            |
| <b>NET POSTION - ENDING</b>                     | <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 of 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. 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. The 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 revenue items 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 and individuals. 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 sales and services. Operating expenses for proprietary funds include the cost of sales and 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* - 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* - 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 income.

**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 funds 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 revenue 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 2022 ad valorem tax was levied and collectible on December 1, 2022, 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.

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

| <u>Fund</u>   | <u>Function</u>    | <u>Activity</u>   | <u>Final<br/>budget</u> | <u>Actual</u> | <u>Variance</u> |
|---------------|--------------------|-------------------|-------------------------|---------------|-----------------|
| General       | General government | Supervisor        | \$ 134,732              | \$ 140,185    | \$ 5,453        |
|               | Public works       | Road improvements | 305,000                 | 323,916       | 18,916          |
|               | Public works       | Street lighting   | 165,500                 | 181,283       | 15,783          |
|               | Public works       | Hydrant rental    | -                       | 13,940        | 13,940          |
|               | Capital outlay     | Capital outlay    | 372,375                 | 388,143       | 15,768          |
| Public safety | Capital outlay     | Capital outlay    | 96,450                  | 161,745       | 65,295          |

**NOTE 3 - CASH AND INVESTMENTS**

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

|             | <i>Governmental<br/>activities</i> | <i>Business-type<br/>activities</i> | <i>Fiduciary<br/>activities</i> | <i>Totals</i>        |
|-------------|------------------------------------|-------------------------------------|---------------------------------|----------------------|
| Cash        | \$ 5,180,044                       | \$ 15,096,966                       | \$ 3,843,730                    | \$ 24,120,740        |
| Investments | <u>4,275,688</u>                   | <u>11,193,062</u>                   | <u>-</u>                        | <u>15,468,750</u>    |
|             | <u>\$ 9,455,732</u>                | <u>\$ 26,290,028</u>                | <u>\$ 3,843,730</u>             | <u>\$ 39,589,490</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, 2023, \$22,822,146 of the Township's bank balances of \$25,322,146 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, 2023, the fair value, unfunded commitments, and redemption rules of those investments is as follows:

|                                 | <i>Michigan<br/>CLASS Pool</i> | <i>Kent County<br/>Pool</i> | <i>Total</i>  |
|---------------------------------|--------------------------------|-----------------------------|---------------|
| Fair value at December 31, 2023 | \$ 2,570,950                   | \$ 12,897,800               | \$ 15,468,750 |
| 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.

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

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, 2023, for the Township's funds, which were all considered collectible, were as follows:

| <i>Fund</i>        | <i>Accounts</i>     | <i>Property<br/>taxes</i> | <i>Inter-<br/>governmental</i> | <i>Lease</i>      | <i>Interest</i>   | <i>Special<br/>assessments</i> | <i>Totals</i>       |
|--------------------|---------------------|---------------------------|--------------------------------|-------------------|-------------------|--------------------------------|---------------------|
| Governmental:      |                     |                           |                                |                   |                   |                                |                     |
| General            | \$ 83,505           | \$ 657,452                | \$ 531,942                     | \$ 307,954        | \$ 16,400         | \$ -                           | \$ 1,597,253        |
| Public Safety      | 12,723              | -                         | 142,771                        | -                 | -                 | 626,446                        | 781,940             |
| Total governmental | <u>\$ 96,228</u>    | <u>\$ 657,452</u>         | <u>\$ 674,713</u>              | <u>\$ 307,954</u> | <u>\$ 16,400</u>  | <u>\$ 626,446</u>              | <u>\$ 2,379,193</u> |
| Proprietary:       |                     |                           |                                |                   |                   |                                |                     |
| Sewer              | \$ 609,029          | \$ -                      | \$ 61,250                      | \$ -              | \$ 123,800        | \$ 273,927                     | \$ 1,068,006        |
| Water              | 659,750             | -                         | 61,250                         | -                 | 84,100            | 130,057                        | 935,157             |
| Total proprietary  | <u>\$ 1,268,779</u> | <u>\$ -</u>               | <u>\$ 122,500</u>              | <u>\$ -</u>       | <u>\$ 207,900</u> | <u>\$ 403,984</u>              | <u>\$ 2,003,163</u> |
| Noncurrent portion | <u>\$ -</u>         | <u>\$ -</u>               | <u>\$ -</u>                    | <u>\$ 284,432</u> | <u>\$ -</u>       | <u>\$ 350,885</u>              | <u>\$ 635,317</u>   |

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2023, was as follows:

|                                             | <i>Beginning<br/>balance</i> | <i>Increases</i> | <i>Decreases</i> | <i>Ending<br/>balance</i> |
|---------------------------------------------|------------------------------|------------------|------------------|---------------------------|
| Governmental activities:                    |                              |                  |                  |                           |
| Capital assets not being depreciated -      |                              |                  |                  |                           |
| land                                        | \$ 1,837,491                 | \$ -             | \$ -             | \$ 1,837,491              |
| Capital assets being depreciated:           |                              |                  |                  |                           |
| Buildings and improvements                  | 8,607,693                    | 253,529          | -                | 8,861,222                 |
| Equipment and vehicles                      | 3,256,950                    | 982,513          | (270,000)        | 3,969,463                 |
| Subtotal                                    | 11,864,643                   | 1,236,042        | (270,000)        | 12,830,685                |
| Less accumulated depreciation:              |                              |                  |                  |                           |
| Buildings and improvements                  | (3,277,285)                  | (243,874)        | -                | (3,521,159)               |
| Equipment and vehicles                      | (2,464,439)                  | (162,001)        | 270,000          | (2,356,440)               |
| Subtotal                                    | (5,741,724)                  | (405,875)        | 270,000          | (5,877,599)               |
| Total capital assets being depreciated, net | 6,122,919                    | 830,167          | -                | 6,953,086                 |
| Governmental activities capital assets, net | \$ 7,960,410                 | \$ 830,167       | \$ -             | \$ 8,790,577              |

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

|                               |            |
|-------------------------------|------------|
| Governmental activities:      |            |
| General government            | \$ 121,471 |
| Public safety                 | 213,181    |
| Public works                  | 22,101     |
| Recreation and culture        | 49,122     |
| Total governmental activities | \$ 405,875 |

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - CAPITAL ASSETS (Continued)

|                                                | <i>Beginning<br/>balance</i> | <i>Increases</i> | <i>Decreases</i> | <i>Ending<br/>balance</i> |
|------------------------------------------------|------------------------------|------------------|------------------|---------------------------|
| Business-type activities:                      |                              |                  |                  |                           |
| Capital assets not being depreciated -         |                              |                  |                  |                           |
| land                                           | \$ 210,071                   | \$ -             | \$ -             | \$ 210,071                |
| Capital assets being depreciated:              |                              |                  |                  |                           |
| Sewer system                                   | 58,570,627                   | 470,000          | -                | 59,040,627                |
| Water system                                   | 44,149,487                   | 1,710,000        | -                | 45,859,487                |
| Office equipment                               | 95,192                       | -                | -                | 95,192                    |
| Subtotal                                       | 102,815,306                  | 2,180,000        | -                | 104,995,306               |
| Less accumulated depreciation:                 |                              |                  |                  |                           |
| Sewer system                                   | (25,684,310)                 | (1,132,914)      | -                | (26,817,224)              |
| Water system                                   | (15,839,954)                 | (899,666)        | -                | (16,739,620)              |
| Office equipment                               | (94,084)                     | (949)            | -                | (95,033)                  |
| Subtotal                                       | (41,618,348)                 | (2,033,529)      | -                | (43,651,877)              |
| Total capital assets being<br>depreciated, net | 61,196,958                   | 146,471          | -                | 61,343,429                |
| Business-type activities capital assets, net   | \$ 61,407,029                | \$ 146,471       | \$ -             | \$ 61,553,500             |

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.

GASB Statement No. 87, *Leases*, was implemented in 2023. The new guidance requires the Township to recognize a lease receivable and a corresponding deferred inflow, in the amount of \$307,954, with the adoption of this accounting standard. For the year ended December 31, 2023, the Township recognized \$7,840 in lease revenue and \$3,080 in lease interest revenue.

**NOTE 6 - LEASE (Continued)**

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> |
| 2024                | \$ 23,522         | \$ 9,239         | \$ 284,432     |
| 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        |
| 2029-2033           | <u>172,638</u>    | <u>14,748</u>    | <u>-</u>       |
| Totals              | <u>\$ 307,954</u> | <u>\$ 53,366</u> | <u>\$ -</u>    |

**NOTE 7 - PAYABLES**

Payables as of December 31, 2023, for the Township's funds were as follows:

| <i>Fund</i>        | <i>Accounts</i>   | <i>Payroll</i>   | <i>Inter-<br/>governmental</i> | <i>Totals</i>     |
|--------------------|-------------------|------------------|--------------------------------|-------------------|
| Governmental:      |                   |                  |                                |                   |
| General            | \$ 91,718         | \$ 41,129        | \$ -                           | \$ 132,847        |
| Public Safety      | <u>24,720</u>     | <u>38,493</u>    | <u>103,598</u>                 | <u>166,811</u>    |
| Total governmental | <u>\$ 116,438</u> | <u>\$ 79,622</u> | <u>\$ 103,598</u>              | <u>\$ 299,658</u> |
| Proprietary:       |                   |                  |                                |                   |
| Sewer              | \$ 109,919        | \$ 1,371         | \$ 202,045                     | \$ 313,335        |
| Water              | 4,569             | 1,371            | 230,375                        | 236,315           |
| Inspections        | <u>5,948</u>      | <u>3,559</u>     | <u>-</u>                       | <u>9,507</u>      |
| Total proprietary  | <u>\$ 120,436</u> | <u>\$ 6,301</u>  | <u>\$ 432,420</u>              | <u>\$ 559,157</u> |

**NOTE 8 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

At December 31, 2023, the Sewer Fund and Water Fund owe the General Fund \$1,116 and \$1,116, respectively, for costs not reimbursed by year end. These balances represent personnel costs incurred in 2023 that were reimbursed early in 2024.

During the year ended December 31, 2023, the General Fund transferred \$1,723,587 to the Public Safety Fund, to support public safety costs, and \$45,799 to the Capital Projects Fund, to support capital outlay expenditures for fire equipment.

**NOTE 9 - PROPERTY TAXES**

The 2022 taxable valuation of the Township approximated \$1,083,224,000, on which ad valorem taxes levied consisted of 0.8162 mills for operating purposes, raising approximately \$884,000. This amount is recognized in the General Fund financial statements as property tax revenue.

The 2023 taxable valuation of the Township approximated \$1,203,994,000, 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 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 - 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, 2023, the Township and eligible employees made contributions of \$209,416 and \$17,232, respectively. At December 31, 2023, the Township reported \$15,389 liability 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 11 - 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 12 - 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, 2023, the Township contributed \$1,127,702 as its proportionate share of the Authority's operating expenses and capital costs. The Sewer and Water funds owed the Authority \$50,550 and \$110,015, respectively, as of December 31, 2023. 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 13 - 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 14 - COMMITMENTS**

The Township has a construction contract, in the amount of \$192,195, for the expansion of the Blain Cemetery. Costs incurred through December 31, 2023, amounted to \$165,438, with a remaining balance of \$26,757.

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.



## REQUIRED SUPPLEMENTARY INFORMATION

**BUDGETARY COMPARISON SCHEDULE - General Fund**

Year ended December 31, 2023

|                                      | <i><b>Original<br/>budget</b></i> | <i><b>Final<br/>budget</b></i> | <i><b>Actual</b></i> | <i><b>Variance with<br/>final budget<br/>positive<br/>(negative)</b></i> |
|--------------------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------------------------------------------------|
| <b>REVENUES</b>                      |                                   |                                |                      |                                                                          |
| Property taxes                       | \$ 1,304,150                      | \$ 1,304,150                   | \$ 1,366,902         | \$ 62,752                                                                |
| Special assessments                  | 200,000                           | 200,000                        | 230,706              | 30,706                                                                   |
| State grants                         | 3,098,743                         | 3,098,743                      | 3,250,313            | 151,570                                                                  |
| Charges for services                 | 444,710                           | 444,710                        | 395,886              | (48,824)                                                                 |
| Interest and rentals                 | 79,950                            | 79,950                         | 305,393              | 225,443                                                                  |
| Miscellaneous                        | 5,650                             | 5,650                          | 9,336                | 3,686                                                                    |
|                                      |                                   |                                |                      |                                                                          |
| Total revenues                       | <u>5,133,203</u>                  | <u>5,133,203</u>               | <u>5,558,536</u>     | <u>425,333</u>                                                           |
| <b>EXPENDITURES</b>                  |                                   |                                |                      |                                                                          |
| General government:                  |                                   |                                |                      |                                                                          |
| Legislative                          | 22,900                            | 22,900                         | 21,903               | 997                                                                      |
| Supervisor                           | 77,132                            | 134,732                        | 140,185              | (5,453)                                                                  |
| Manager                              | 157,713                           | 197,712                        | 181,269              | 16,443                                                                   |
| Elections                            | 102,985                           | 102,985                        | 79,172               | 23,813                                                                   |
| Assessor                             | 344,685                           | 344,685                        | 290,660              | 54,025                                                                   |
| Clerk                                | 181,651                           | 242,399                        | 243,876              | (1,477)                                                                  |
| Board of review                      | 4,421                             | 4,421                          | 1,423                | 2,998                                                                    |
| Treasurer                            | 198,552                           | 198,552                        | 188,238              | 10,314                                                                   |
| Building and grounds                 | 246,335                           | 246,335                        | 202,729              | 43,606                                                                   |
| General administration               | 239,397                           | 239,397                        | 241,678              | (2,281)                                                                  |
|                                      |                                   |                                |                      |                                                                          |
| Total general government             | <u>1,575,771</u>                  | <u>1,734,118</u>               | <u>1,591,133</u>     | <u>142,985</u>                                                           |
|                                      |                                   |                                |                      |                                                                          |
| Public works:                        |                                   |                                |                      |                                                                          |
| Road improvements and maintenance    | 305,000                           | 305,000                        | 323,916              | (18,916)                                                                 |
| Street lighting                      | 161,500                           | 165,500                        | 181,283              | (15,783)                                                                 |
| Cemetery                             | 91,974                            | 91,974                         | 65,383               | 26,591                                                                   |
| Drains                               | 30,000                            | 30,000                         | 24,945               | 5,055                                                                    |
| Hydrant rental                       | -                                 | -                              | 13,940               | (13,940)                                                                 |
|                                      |                                   |                                |                      |                                                                          |
| Total public works                   | <u>588,474</u>                    | <u>592,474</u>                 | <u>609,467</u>       | <u>(16,993)</u>                                                          |
|                                      |                                   |                                |                      |                                                                          |
| Community and economic development - |                                   |                                |                      |                                                                          |
| Planning and zoning                  | <u>416,706</u>                    | <u>416,706</u>                 | <u>274,784</u>       | <u>141,922</u>                                                           |

**BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)**

Year ended December 31, 2023

|                                                              | <i>Original<br/>budget</i> | <i>Final<br/>budget</i> | <i>Actual</i> | <i>Variance with<br/>final budget<br/>positive<br/>(negative)</i> |
|--------------------------------------------------------------|----------------------------|-------------------------|---------------|-------------------------------------------------------------------|
| <b>EXPENDITURES (Continued)</b>                              |                            |                         |               |                                                                   |
| Health and welfare - public transportation                   | \$ 55,000                  | \$ 55,000               | \$ 43,029     | \$ 11,971                                                         |
| Recreation and culture:                                      |                            |                         |               |                                                                   |
| Parks                                                        | 7,965                      | 35,965                  | 32,480        | 3,485                                                             |
| Library                                                      | 79,400                     | 79,400                  | 68,830        | 10,570                                                            |
| Total recreation and culture                                 | 87,365                     | 115,365                 | 101,310       | 14,055                                                            |
| Capital outlay                                               | 372,375                    | 372,375                 | 388,143       | (15,768)                                                          |
| Total expenditures                                           | 3,095,691                  | 3,286,038               | 3,007,866     | 278,172                                                           |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b> | 2,037,512                  | 1,847,165               | 2,550,670     | 703,505                                                           |
| <b>OTHER FINANCING USES</b>                                  |                            |                         |               |                                                                   |
| Transfers out                                                | (2,037,512)                | (2,037,512)             | (1,769,386)   | 268,126                                                           |
| <b>NET CHANGES IN FUND BALANCES</b>                          | -                          | (190,347)               | 781,284       | 971,631                                                           |
| <b>FUND BALANCES - BEGINNING</b>                             | 5,014,069                  | 5,014,069               | 5,014,069     | -                                                                 |
| <b>FUND BALANCES - ENDING</b>                                | \$ 5,014,069               | \$ 4,823,722            | \$ 5,795,353  | \$ 971,631                                                        |

**BUDGETARY COMPARISON SCHEDULE - Public Safety Fund**

Year ended December 31, 2023

|                                                              | <i>Original<br/>budget</i> | <i>Final<br/>budget</i> | <i>Actual</i>      | <i>Variance with<br/>final budget<br/>positive<br/>(negative)</i> |
|--------------------------------------------------------------|----------------------------|-------------------------|--------------------|-------------------------------------------------------------------|
| <b>REVENUES</b>                                              |                            |                         |                    |                                                                   |
| Special assessment                                           | \$ 821,787                 | \$ 821,787              | \$ 821,826         | \$ 39                                                             |
| Federal grant - ARPA                                         | -                          | -                       | 440,000            | 440,000                                                           |
| Charges for services                                         | 582,000                    | 582,000                 | 40,948             | (541,052)                                                         |
| Miscellaneous                                                | -                          | -                       | 630                | 630                                                               |
| Total revenues                                               | <u>1,403,787</u>           | <u>1,403,787</u>        | <u>1,303,404</u>   | <u>(100,383)</u>                                                  |
| <b>EXPENDITURES</b>                                          |                            |                         |                    |                                                                   |
| Public safety:                                               |                            |                         |                    |                                                                   |
| Police protection                                            | 1,019,000                  | 1,019,000               | 973,790            | 45,210                                                            |
| Cutlerville Fire Department                                  | 1,502,739                  | 1,502,739               | 703,876            | 798,863                                                           |
| Dutton Fire Department                                       | <u>1,348,110</u>           | <u>1,348,110</u>        | <u>1,157,676</u>   | <u>190,434</u>                                                    |
| Total public safety                                          | <u>3,869,849</u>           | <u>3,869,849</u>        | <u>2,835,342</u>   | <u>1,034,507</u>                                                  |
| Capital outlay                                               | <u>96,450</u>              | <u>96,450</u>           | <u>161,745</u>     | <u>(65,295)</u>                                                   |
| Total expenditures                                           | <u>3,966,299</u>           | <u>3,966,299</u>        | <u>2,997,087</u>   | <u>969,212</u>                                                    |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b> | <u>(2,562,512)</u>         | <u>(2,562,512)</u>      | <u>(1,693,683)</u> | <u>868,829</u>                                                    |
| <b>OTHER FINANCING SOURCES</b>                               |                            |                         |                    |                                                                   |
| Proceeds from sale of capital asset                          | -                          | -                       | 45,000             | -                                                                 |
| Transfers in                                                 | <u>2,565,000</u>           | <u>2,565,000</u>        | <u>1,723,587</u>   | <u>(841,413)</u>                                                  |
| Total other financing sources                                | <u>2,565,000</u>           | <u>2,565,000</u>        | <u>1,768,587</u>   | <u>(841,413)</u>                                                  |
| <b>NET CHANGES IN FUND BALANCES</b>                          | 2,488                      | 2,488                   | 74,904             | 27,416                                                            |
| <b>FUND BALANCES - BEGINNING</b>                             | -                          | -                       | -                  | -                                                                 |
| <b>FUND BALANCES - ENDING</b>                                | <u>\$ 2,488</u>            | <u>\$ 2,488</u>         | <u>\$ 74,904</u>   | <u>\$ 27,416</u>                                                  |

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD  
FOR THE REGULAR 7:00 PM MEETING  
May 13, 2024**

Present: Supervisor DeWard, Clerk Brew, Treasurer Lemke, Trustees Fryling, Haagsma, Terpstra, VanderStel Staff: Manager Weersing

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 7:01 p.m. by Supervisor DeWard.

**2. Question of Conflict of Interest**

None

**3. Review of the Consent Agenda.**

None

**4. Meeting Agenda**

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

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

**5. Communications ~ Non-action Informational Items**

- a) April 2024 Building Department Revenue Report
- b) April 2024 Dutton Fire Run Report
- c) April 2024 Cutlerville Fire Run Report
- d) April 2024 Community Policing Officer's Report

**6. Scheduled Speakers**

None.

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

A township resident spoke concerning the 92<sup>nd</sup> Street easement from the March 2024 Township Board Meeting.

**8. Public Hearings**

**A Thornapple Farms Special Streetlighting Assessment District.**

Motion by Board Member Haagsma and seconded by Board Member Lemke to open the Public Hearing for the Thornapple Farms Special Streetlighting Assessment District.

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

No one spoke.

Motion by Board Member Haagsma and seconded by Board Member Lemke to close the Public Hearing for the Thornapple Farms Special Streetlighting Assessment District.

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

## **9. Approval of the Consent Agenda**

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the Consent agenda including the April 08, 2024 Township Board meeting minutes; General fund expenditures from 04/1/2024 through 04/30/2024 totaling \$110,367.25; Public Safety Special Assessment District expenditures totaling \$184,185.18; Building inspections totaling \$23,954.83; Water and sewer fund expenditures \$292,516.55; and Treasurer's report for March 2024.

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

## **10. New Business**

### **A. Kent County Municipal Grant Program**

Motion by Board Member Haagsma and seconded by Board Member Terpstra to authorize accepting the Kent County Municipal Grant.

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

### **B. Parkview Estates Plat Parcel Combination Request**

Motion by Board Member Haagsma and seconded by Board Member Fryling to approve the Parkview Estates Plat Parcel Combination Request.

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

### **C. Elimination of Early Start Provision for Multi-Family Projects**

Motion by Board Member Fryling and seconded by Board Member Lemke to set a public hearing for June 10, 2024 to revise Chapter 22 Land Divisions, Subdivisions, and Land Development, Article V, Multiple-Family Developments, Section 22-136, Building permits, Section (B).

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

### **D. Cutlerville Fire Intergovernmental Agreement Termination**

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Cutlerville Fire Intergovernmental Agreement Termination as presented.

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

#### **E. Cutlerville Fire Service Agreement**

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Cutlerville Fire Service Agreement with Byron Township as recommended by the advisory committee.

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.

#### **F. Gaines Charter Township Fire Department Logo**

Motion by Board Member Fryling and seconded by Board Member Vander Stel to approve the logo for the Gaines Charter Township Fire Department after July 2024.

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

#### **G. Texting Software for Elections**

Motion by Board Member Lemke and seconded by Board Member Haagsma to approve the contract with TextMyGov for election texting.

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.

#### **H. Metro Fibernet LLC (Metronet) Metro Act Permit request**

Motion by Board Member Lemke and seconded by Board Member Fryling to approve the Metro Fibernet LLC (Metronet) Metro Act Permit request.

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

#### **I. Interurban Transit (The Rapid) Contract Renewal**

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the approve the contract renewal with the Interurban Transit noting the increase in cost for budgetary purposes.

ROLL CALL VOTE: 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, Board Member Lemke - yes. Motion carried.

#### **J. Black River Habitats Prairie Maintenance Request**

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the contract for one year to train and control invasive plant species in the Prairie Wolf Park prairie sections.

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

#### **K. Revised Pine Rest Water and Sewer Development Contract**

Motion by Board Member Haagsma and seconded by Board Member Lemke to approve the revised Pine Rest Water and Sewer Development contract.

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

#### **L. Charitable Gaming License Request**

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the charitable gaming license request for Buses by the Beach, Inc. to benefit the Phoenix Society.

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

#### **M. Request for Temporary Fireworks Stand**

Motion by Board Member Lemke and seconded by Board Member Haagsma to grant the request for a temporary fireworks stand with conditions outlined in the staff request.

ROLL CALL VOTE: Board Member Lemke - yes, Board Member Haagsma - yes, Board Member Fryling - yes, Board Member Terpstra - yes, Board Member Vander Stel - no, Board Member Brew - no, Board Member DeWard - no. Motion carried 4 yes to 3 no.

#### **N. Little Miss Firecracker Parade Road Closure Request**

Motion by Board Member Lemke and seconded by Board Member Terpstra to approve the road closure request for the Little Miss Firecracker Parade in the Crystal Spring neighborhood.

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

#### **11. Public Comments**

None.

#### **12. Manager's comments**

Parking lot is finished. The cost will be \$9,500 more due to the parking lot not being in the condition Superior Asphalt expected. Additional asphalt was needed to complete the project.

Watermain break on May 4, 2024 on Brownell Street.

#### **13. Supervisor's comments.**

None.



**14. Trustees comments**

Areas of the parking lot that need attention.

**15. Adjournment**

Supervisor DeWard adjourned the meeting at 08:53 p.m.

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Michael Alex Brew, Clerk

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Robert DeWard, Supervisor

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Amber VanderMolen, Deputy Clerk

06/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP  
CHECK DATE FROM 05/01/2024 - 05/31/2024

| Check Date | Bank  | Check # | Payee                          | Description                                                                           | Account | Dept    | Amount   |
|------------|-------|---------|--------------------------------|---------------------------------------------------------------------------------------|---------|---------|----------|
| 05/06/2024 | GEN 2 | 33547   | AMAZON CAPITAL SERVICES        | GIFT BAG, AND TISSUE,WINDCHIMES                                                       | 963.001 | 261.000 | 36.96    |
| 05/06/2024 | GEN 2 | 33548#  | ARROWASTE INC                  | GAINES TWP, TRASH REMOVAL                                                             | 822.000 | 265.000 | 160.94   |
| 05/06/2024 | GEN 2 | 33548   | ARROWASTE INC                  | BLAIN CEMETERY, TRASH REMOVAL                                                         | 822.000 | 567.000 | 63.80    |
| 05/06/2024 | GEN 2 | 33548   | ARROWASTE INC                  | LIBRARY                                                                               | 822.000 | 790.000 | 80.80    |
|            |       |         |                                | CHECK GEN 2 33548 TOTAL FOR FUND 101:                                                 |         |         | 305.54   |
| 05/06/2024 | GEN 2 | 33549   | BUIST ELECTRIC INC             | REPLACED (2) 2-WAY SWITCHES,(4) 3-WAY SWITCHES                                        | 933.000 | 265.000 | 389.00   |
| 05/06/2024 | GEN 2 | 33550   | BUSINESS SYSTEM SOLUTIONS, INC | IT SUPPORT ENVIROMENTIT SUPPORT<br>USERS/PC'S,NEW LICENSES, EXCHANGE ONLINE           | 809.000 | 261.000 | 4,471.33 |
| 05/06/2024 | GEN 2 | 33551#  | CONSUMERS ENERGY               | 6610 DIVISION STREET LIGHTS                                                           | 920.001 | 448.000 | 86.84    |
| 05/06/2024 | GEN 2 | 33551   | CONSUMERS ENERGY               | 6455 DIVISION ST. LIGHTS, ELECTRIC                                                    | 920.001 | 448.000 | 89.65    |
| 05/06/2024 | GEN 2 | 33551   | CONSUMERS ENERGY               | 6883 DIVISION AVE S STLIGHT                                                           | 920.001 | 448.000 | 107.34   |
| 05/06/2024 | GEN 2 | 33551   | CONSUMERS ENERGY               | ELECTRIC , LED STREET LIGHTS ,1270 68TH ST.                                           | 920.000 | 567.000 | 1.38     |
|            |       |         |                                | CHECK GEN 2 33551 TOTAL FOR FUND 101:                                                 |         |         | 285.21   |
| 05/06/2024 | GEN 2 | 33552   | DAN WELLS                      | MILEAGE                                                                               | 817.000 | 701.000 | 10.72    |
| 05/06/2024 | GEN 2 | 33553   | FENCE CONSULTANTS OF W.MICH    | LABOR AND MATERIALS FOR 4' CHAIN LINK FENCE<br>ON WALK PATH BRIDGE PER QUOTE 1/5/2024 | 972.000 | 751.000 | 8,200.00 |

|            |       |        |                           |                                             |         |         |          |
|------------|-------|--------|---------------------------|---------------------------------------------|---------|---------|----------|
|            |       |        |                           | WWW. MICHIGANCLERKS.ORG,GRAND TRAV          |         |         |          |
|            |       |        |                           | RESORT ACME ,SP BARSKA POMONA CA,,SOARING   |         |         |          |
| 05/06/2024 | GEN 2 | 33554  | FNBO                      | EAGLE LEGENDS                               | 831.000 | 215.000 | 1,180.00 |
| 05/06/2024 | GEN 2 | 33555  | FNBO                      | PROPET DISTRIBUTORS                         | 963.001 | 751.000 | 30.30    |
| 05/06/2024 | GEN 2 | 33556  | FNBO                      | DOG WASTE DEPOT,JIMMY JOHNS, SWANK MOTION   |         |         |          |
|            |       |        |                           | PICTURES                                    | 812.000 | 751.000 | 132.90   |
| 05/06/2024 | GEN 2 | 33556  | FNBO                      | DOG WASTE DEPOT,JIMMY JOHNS, SWANK MOTION   |         |         |          |
|            |       |        |                           | PICTURES                                    | 880.000 | 751.000 | 565.00   |
| 05/06/2024 | GEN 2 | 33556  | FNBO                      | DOG WASTE DEPOT,JIMMY JOHNS, SWANK MOTION   |         |         |          |
|            |       |        |                           | PICTURES                                    | 963.001 | 751.000 | 87.08    |
|            |       |        |                           | CHECK GEN 2 33556 TOTAL FOR FUND 101:       |         |         | 784.98   |
| 05/06/2024 | GEN 2 | 33557  | FNBO                      | PRINTING,MMTA,MEALS, COMFORT INN            | 812.000 | 253.000 | 18.90    |
| 05/06/2024 | GEN 2 | 33557  | FNBO                      | PRINTING,MMTA,MEALS, COMFORT INN            | 831.000 | 253.000 | 883.00   |
| 05/06/2024 | GEN 2 | 33557  | FNBO                      | PRINTING,MMTA,MEALS, COMFORT INN            | 900.000 | 253.000 | 119.92   |
|            |       |        |                           | CHECK GEN 2 33557 TOTAL FOR FUND 101:       |         |         | 1,021.82 |
| 05/06/2024 | GEN 2 | 33558  | FNBO                      | FUEL, EQUIPMENT                             | 740.000 | 567.000 | 443.97   |
| 05/06/2024 | GEN 2 | 33558  | FNBO                      | FUEL, EQUIPMENT                             | 979.000 | 567.000 | 1,743.19 |
|            |       |        |                           | CHECK GEN 2 33558 TOTAL FOR FUND 101:       |         |         | 2,187.16 |
| 05/06/2024 | GEN 2 | 33559  | FNBO                      | WATER BOTTLES                               | 727.000 | 261.000 | 13.50    |
| 05/06/2024 | GEN 2 | 33560# | FNBO                      | BUG SPRAY, CONCRET(PARK) , REPLACEMENT KEYS | 963.001 | 265.000 | 62.10    |
| 05/06/2024 | GEN 2 | 33560  | FNBO                      | BUG SPRAY, CONCRET(PARK) , REPLACEMENT KEYS | 973.000 | 751.000 | 24.90    |
|            |       |        |                           | CHECK GEN 2 33560 TOTAL FOR FUND 101:       |         |         | 87.00    |
| 05/06/2024 | GEN 2 | 33561# | GAINES WATER & SEWER FUND | UTILITY BILL                                | 924.000 | 265.000 | 246.19   |
| 05/06/2024 | GEN 2 | 33561  | GAINES WATER & SEWER FUND | LIBRARY UTILITY BILL                        | 924.000 | 790.000 | 102.06   |

|            |       |        |                                |                                                                   |         |         |              |
|------------|-------|--------|--------------------------------|-------------------------------------------------------------------|---------|---------|--------------|
|            |       |        |                                | CHECK GEN 2 33561 TOTAL FOR FUND 101:                             |         |         | 348.25       |
| 05/06/2024 | GEN 2 | 33562# | JACK'S LAWN & SNOWPLOWING, INC | TWP, SNOWPLOWING, APRIL/MAY MANAGEMENT                            | 819.000 | 265.000 | 2,062.38     |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | SHRIFF DEPT. SNOWPLOWING                                          | 819.000 | 265.000 | 690.04       |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | TWP, SNOWPLOWING, APRIL/MAY MANAGEMENT                            | 935.000 | 265.000 | 3,777.14     |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | DUTTON CEMETERY, SNOWPLOWING                                      | 819.000 | 567.000 | 285.71       |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | BLAIN CEMETERY                                                    | 819.000 | 567.000 | 285.71       |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | APRIL/MAY LANDSCAPE                                               |         |         |              |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | MANAGEMENT,SNOWPLOWING /LIBRARY                                   | 819.000 | 790.000 | 1,030.81     |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | APRIL/MAY LANDSCAPE                                               |         |         |              |
| 05/06/2024 | GEN 2 | 33562  | JACK'S LAWN & SNOWPLOWING, INC | MANAGEMENT,SNOWPLOWING /LIBRARY                                   | 935.000 | 790.000 | 923.23       |
|            |       |        |                                | CHECK GEN 2 33562 TOTAL FOR FUND 101:                             |         |         | 9,055.02     |
|            |       |        |                                | 2023 PICTOMETRY PROJECT/ 2023 STATE                               |         |         |              |
| 05/06/2024 | GEN 2 | 33563  | KENT COUNTY TREASURER          | ORTHOPROJECT                                                      | 961.001 | 261.000 | 3,543.39     |
| 05/06/2024 | GEN 2 | 33564# | KIM TRIPLETT                   | CARDS,CUTTING BOARDS,MILEAGE                                      | 817.000 | 172.000 | 31.22        |
| 05/06/2024 | GEN 2 | 33564  | KIM TRIPLETT                   | CARDS,CUTTING BOARDS,MILEAGE                                      | 963.001 | 265.000 | 25.38        |
|            |       |        |                                | CHECK GEN 2 33564 TOTAL FOR FUND 101:                             |         |         | 56.60        |
| 05/06/2024 | GEN 2 | 33566# | MEYERS CLEANING SERVICE INC    | CLEANING TWP, GLOVES, CLEANING LIBRARY                            | 821.000 | 265.000 | 1,226.00     |
| 05/06/2024 | GEN 2 | 33566  | MEYERS CLEANING SERVICE INC    | CLEANING TWP, GLOVES, CLEANING LIBRARY                            | 821.000 | 790.000 | 1,220.00     |
|            |       |        |                                | CHECK GEN 2 33566 TOTAL FOR FUND 101:                             |         |         | 2,446.00     |
| 05/06/2024 | GEN 2 | 33567  | MINER SUPPLY COMPANY           | TWL'S, LINERS, SCREENS                                            | 727.000 | 265.000 | 247.59       |
| 05/06/2024 | GEN 2 | 33568  | PLUMMERS DISPOSAL SERVICE      | PRAIRIE WOLF PARK, PT STANDARD RESTROOM ,<br>2/14/2024- 3/12/2024 | 808.000 | 751.000 | ** VOIDED ** |
| 05/06/2024 | GEN 2 | 33569# | STAPLES                        | WOODEN STIR STICK 1000/PK, STAPLES,PENS,<br>PAPER, MESSAGE KIT    | 727.000 | 172.000 | 16.32        |

|            |       |        |                                    |                                             |         |         |           |
|------------|-------|--------|------------------------------------|---------------------------------------------|---------|---------|-----------|
| 05/06/2024 | GEN 2 | 33569  | STAPLES                            | 2 COMPUTERS                                 | 979.000 | 172.000 | 1,418.00  |
| 05/06/2024 | GEN 2 | 33569  | STAPLES                            | 2 COMPUTERS                                 | 979.000 | 215.000 | 1,418.00  |
| 05/06/2024 | GEN 2 | 33569  | STAPLES                            | BATTERY BACKUPS                             | 727.000 | 261.000 | 160.00    |
| 05/06/2024 | GEN 2 | 33569  | STAPLES                            | JMB PPR CLP 1000CT                          | 727.000 | 261.000 | 7.48      |
|            |       |        |                                    | WOODEN STIR STICK 1000/PK, STAPLES,PENS,    |         |         |           |
| 05/06/2024 | GEN 2 | 33569  | STAPLES                            | PAPER, MESSAGE KIT                          | 727.000 | 261.000 | 55.18     |
|            |       |        |                                    | CHECK GEN 2 33569 TOTAL FOR FUND 101:       |         |         | 3,074.98  |
|            |       |        |                                    |                                             |         |         |           |
| 05/06/2024 | GEN 2 | 33570# | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 171.000 | 21.60     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 215.000 | 43.20     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 253.000 | 21.60     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 257.000 | 38.60     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 261.000 | 75.51     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 443.000 | 21.60     |
| 05/06/2024 | GEN 2 | 33570  | T-MOBILE                           | TELECOMMUNICATIONS                          | 853.000 | 701.000 | 47.24     |
|            |       |        |                                    | CHECK GEN 2 33570 TOTAL FOR FUND 101:       |         |         | 269.35    |
|            |       |        |                                    |                                             |         |         |           |
|            |       |        |                                    | DISPLAY PUBLIC HEARING, ORDINANCE TO AMEND, |         |         |           |
|            |       |        |                                    | SPECIAL ASSESSMENT,PUBLIC NOTICE, MAIL      |         |         |           |
| 05/06/2024 | GEN 2 | 33571# | THE SUN AND NEWS                   | CHARGE                                      | 901.000 | 261.000 | 135.90    |
|            |       |        |                                    | DISPLAY PUBLIC HEARING, ORDINANCE TO AMEND, |         |         |           |
|            |       |        |                                    | SPECIAL ASSESSMENT,PUBLIC NOTICE, MAIL      |         |         |           |
| 05/06/2024 | GEN 2 | 33571  | THE SUN AND NEWS                   | CHARGE                                      | 901.000 | 701.000 | 603.30    |
|            |       |        |                                    | CHECK GEN 2 33571 TOTAL FOR FUND 101:       |         |         | 739.20    |
|            |       |        |                                    |                                             |         |         |           |
| 05/10/2024 | GEN 2 | 33573  | AMAZON CAPITAL SERVICES            | CABLE                                       | 727.000 | 261.000 | 15.99     |
|            |       |        |                                    |                                             |         |         |           |
| 05/10/2024 | GEN 2 | 33577  | CONSUMERS ENERGY                   | ELECTRIC, STREET LIGHTS                     | 920.000 | 448.000 | 14,741.06 |
| 05/10/2024 | GEN 2 | 33577  | CONSUMERS ENERGY                   | ELECTRIC, 49511 LED LIGHT RD, STREET LIGHTS | 920.000 | 448.000 | 2,713.58  |
|            |       |        |                                    | CHECK GEN 2 33577 TOTAL FOR FUND 101:       |         |         | 17,454.64 |
|            |       |        |                                    |                                             |         |         |           |
| 05/10/2024 | GEN 2 | 33578  | EVERETT'S LANDSCAPE MANAGEMENT INC | GTH-PRAIRIE WOLF PARK                       | 808.000 | 751.000 | 376.48    |
| 05/10/2024 | GEN 2 | 33578  | EVERETT'S LANDSCAPE MANAGEMENT INC | LAWN MAINTENANCE,GTH-BIKE PATH              | 973.000 | 751.000 | 58.24     |
|            |       |        |                                    | CHECK GEN 2 33578 TOTAL FOR FUND 101:       |         |         | 434.72    |

|            |       |        |                                   |                                                                             |         |         |          |
|------------|-------|--------|-----------------------------------|-----------------------------------------------------------------------------|---------|---------|----------|
| 05/10/2024 | GEN 2 | 33580  | GREATAMERICA FINANCIAL SERVICES   | COPIERS,                                                                    | 808.000 | 261.000 | 969.00   |
| 05/10/2024 | GEN 2 | 33581  | HORIZON COMMUNITY PLANNING LLC    | TASK 2.1WORKING DRAAFT CHAPTERS AND<br>COMMITTEE MEETINGS/GENERAL INQUIRIES | 808.000 | 701.000 | 4,192.50 |
| 05/10/2024 | GEN 2 | 33583  | JAMES ZENAS                       | LUNCHES                                                                     | 812.000 | 257.000 | 49.60    |
| 05/10/2024 | GEN 2 | 33584  | JND SNOWPLOWING INC               | SNOWPLOWING                                                                 | 808.000 | 446.000 | 2,357.14 |
| 05/10/2024 | GEN 2 | 33585  | KENT COUNTY TREASURER ASSOCIATION | LUNCH / CHRIS HOLWERDA                                                      | 812.000 | 253.000 | 15.00    |
| 05/10/2024 | GEN 2 | 33585  | KENT COUNTY TREASURER ASSOCIATION | 9 HOLES OF GOLF & LUNCH                                                     | 812.000 | 253.000 | 45.00    |
|            |       |        |                                   | CHECK GEN 2 33585 TOTAL FOR FUND 101:                                       |         |         | 60.00    |
| 05/10/2024 | GEN 2 | 33587  | MCDONALD PLUMBING INC             | TESTED 3 BACKFLOW DEVICES AND SUBMIT<br>RESULTS TO THE CITY                 | 933.000 | 265.000 | 227.00   |
| 05/10/2024 | GEN 2 | 33588  | MEDMUTUAL LIFE                    | LIFE INSURANCE                                                              | 717.000 | 261.000 | 744.26   |
| 05/10/2024 | GEN 2 | 33591  | SIEGFRIED CRANDALL VOS & LEWIS    | AUDITING FOR THE YEAR ENDED 12/31/2023                                      | 801.000 | 261.000 | 750.00   |
| 05/10/2024 | GEN 2 | 33592# | VRIESMAN & KORHORN LLC            | 0085 MISCELLANEOUS                                                          | 803.000 | 261.000 | 585.00   |
| 05/10/2024 | GEN 2 | 33592  | VRIESMAN & KORHORN LLC            | 0085 MISCELLANEOUS                                                          | 808.001 | 701.000 | 655.37   |
| 05/10/2024 | GEN 2 | 33592  | VRIESMAN & KORHORN LLC            | 1319 STONEPRO - 6141 EAST PARIS                                             | 808.001 | 701.000 | 731.01   |
| 05/10/2024 | GEN 2 | 33592  | VRIESMAN & KORHORN LLC            | 1323 KPS SOUTHWOOD ELEMENTARY                                               | 808.001 | 701.000 | 1,107.00 |
| 05/10/2024 | GEN 2 | 33592  | VRIESMAN & KORHORN LLC            | 1331 KENTWOOD PUBLIC SCHOOLS                                                | 808.001 | 701.000 | 405.00   |
|            |       |        |                                   | CHECK GEN 2 33592 TOTAL FOR FUND 101:                                       |         |         | 3,483.38 |
| 05/16/2024 | GEN 2 | 33594  | ACCIDENT FUND                     | WORKER'S COMPENSATION INSURANCE                                             | 719.000 | 261.000 | 2,230.96 |

|            |       |        |                                     |                                                                                   |         |         |           |
|------------|-------|--------|-------------------------------------|-----------------------------------------------------------------------------------|---------|---------|-----------|
| 05/16/2024 | GEN 2 | 33595  | AMAZON CAPITAL SERVICES             | ADDRESS LABELS                                                                    | 727.000 | 262.000 | 99.96     |
| 05/16/2024 | GEN 2 | 33596  | BCTV                                | 2024 CABLEVISION/PEG FEES,MI<br>BELL,CHARTER,DIRECT TV AT&T,COMCAST (JAN-<br>DEC) | 975.000 | 261.000 | 10,545.42 |
| 05/16/2024 | GEN 2 | 33597# | BLOOM SLUGGETT                      | LEGAL SERVICES                                                                    | 802.000 | 567.000 | 147.00    |
| 05/16/2024 | GEN 2 | 33597  | BLOOM SLUGGETT                      | LEGAL SERVICES                                                                    | 802.000 | 701.000 | 367.00    |
|            |       |        |                                     | CHECK GEN 2 33597 TOTAL FOR FUND 101:                                             |         |         | 514.00    |
| 05/16/2024 | GEN 2 | 33598  | BLUE CROSS BLUE SHIELD TRADITIONAL  | VISION                                                                            | 717.000 | 261.000 | 144.32    |
| 05/16/2024 | GEN 2 | 33599  | CHRIS HOLWERDA                      | MILEAGE, PHONE,MEALS                                                              | 812.000 | 253.000 | 24.11     |
| 05/16/2024 | GEN 2 | 33599  | CHRIS HOLWERDA                      | MILEAGE, PHONE,MEALS                                                              | 817.000 | 253.000 | 159.46    |
| 05/16/2024 | GEN 2 | 33599  | CHRIS HOLWERDA                      | MILEAGE, PHONE,MEALS                                                              | 853.000 | 253.000 | 25.00     |
|            |       |        |                                     | CHECK GEN 2 33599 TOTAL FOR FUND 101:                                             |         |         | 208.57    |
| 05/16/2024 | GEN 2 | 33600  | CINTAS                              | BLACK MATS                                                                        | 805.000 | 265.000 | 90.13     |
| 05/16/2024 | GEN 2 | 33602# | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 171.000 | 97.92     |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 172.000 | 159.29    |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 215.000 | 277.42    |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 253.000 | 41.15     |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 257.000 | 216.06    |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 443.000 | 41.15     |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL                        | MAY JUNE 2024                                                                     | 717.000 | 701.000 | 138.71    |
|            |       |        |                                     | CHECK GEN 2 33602 TOTAL FOR FUND 101:                                             |         |         | 971.70    |
| 05/16/2024 | GEN 2 | 33604  | FIRST UNUM LIFE INSURANCE COMPANY   | INSURANCE                                                                         | 717.000 | 261.000 | 1,232.12  |
| 05/16/2024 | GEN 2 | 33605  | GOVERNMENT FINANCE OFFICERS ASSOCIA | MEMBERSHIP RENEWAL FOR 6/1/2024-5/31/2025                                         | 832.000 | 172.000 | 225.00    |

|            |       |        |                                 |                                                                                             |         |         |        |
|------------|-------|--------|---------------------------------|---------------------------------------------------------------------------------------------|---------|---------|--------|
| 05/16/2024 | GEN 2 | 33606  | HUIZINGA LAWN SPRINKLING INC    | INSTALL OTTERBINE FOUNTAINS,TURN ON,<br>CHECKOVER REPAIRS .                                 | 808.000 | 265.000 | 707.50 |
| 05/16/2024 | GEN 2 | 33607  | KAREN GEHRLS                    | STC UPDATES CLASS                                                                           | 831.000 | 257.000 | 26.80  |
| 05/16/2024 | GEN 2 | 33608  | KENT COUNTY TREASURER           | REIMBURSE KENT COUNTY FOR TAXES PER<br>MICHIGAN TAX TRIBUNAL/STATE TAX COMMISSION<br>ORDERS | 964.000 | 261.000 | 169.03 |
| 05/16/2024 | GEN 2 | 33609  | MAYNARDS WATER CONDITIONING LLC | 12,40LBS SALT                                                                               | 932.000 | 265.000 | 189.60 |
| 05/16/2024 | GEN 2 | 33610  | PLUMMERS DISPOSAL SERVICE       | PRARIE WOLF PARK,PT WHEELCHAIR ACCESSIBLE<br>UNIT                                           | 808.000 | 751.000 | 199.00 |
| 05/16/2024 | GEN 2 | 33610  | PLUMMERS DISPOSAL SERVICE       | PRAIRIE WOLF PARK, PT WHEELCHAIR ACCESSIBLE<br>UNIT                                         | 808.000 | 751.000 | 199.00 |
| 05/16/2024 | GEN 2 | 33610  | PLUMMERS DISPOSAL SERVICE       | PRAIRIE WOLF PARK, PT WHEELCHAIR ACCESSIBLE<br>UNIT                                         | 808.000 | 751.000 | 199.00 |
|            |       |        |                                 | CHECK GEN 2 33610 TOTAL FOR FUND 101:                                                       |         |         | 597.00 |
| 05/16/2024 | GEN 2 | 33611  | SHAWN BATES                     | REFUND                                                                                      | 964.000 | 261.000 | 25.00  |
| 05/24/2024 | GEN 2 | 33612# | AMAZON CAPITAL SERVICES         | PAIN RELIEVER, MINI-NOTES, NAPKINS, KLEENEX,<br>CLIPBOARD, PAPER TOWELS                     | 727.000 | 261.000 | 93.70  |
| 05/24/2024 | GEN 2 | 33612  | AMAZON CAPITAL SERVICES         | PRECINCT DISPLAY STAND                                                                      | 979.000 | 262.000 | 99.99  |
|            |       |        |                                 | CHECK GEN 2 33612 TOTAL FOR FUND 101:                                                       |         |         | 193.69 |
| 05/24/2024 | GEN 2 | 33614# | CONSUMERS ENERGY                | DIVISION STREET LIGHTS                                                                      | 920.001 | 448.000 | 84.33  |
| 05/24/2024 | GEN 2 | 33614  | CONSUMERS ENERGY                | LIBRARY                                                                                     | 920.000 | 790.000 | 693.65 |
|            |       |        |                                 | CHECK GEN 2 33614 TOTAL FOR FUND 101:                                                       |         |         | 777.98 |



|            |       |        |                                     |                                             |         |         |          |
|------------|-------|--------|-------------------------------------|---------------------------------------------|---------|---------|----------|
| 05/24/2024 | GEN 2 | 33615# | DJ'S LANDSCAPE MANAGEMENT           | TWP GAINES , MONTHLY CONTRACT INSTALLMENT   | 935.000 | 265.000 | 2,228.78 |
| 05/24/2024 | GEN 2 | 33615  | DJ'S LANDSCAPE MANAGEMENT           | 421 68TH ST. SE , LANDSCAPE                 | 935.000 | 790.000 | 187.00   |
|            |       |        |                                     | CHECK GEN 2 33615 TOTAL FOR FUND 101:       |         |         | 2,415.78 |
| 05/24/2024 | GEN 2 | 33616# | DTE ENERGY                          | TWP HALL                                    | 923.000 | 265.000 | 807.61   |
| 05/24/2024 | GEN 2 | 33616  | DTE ENERGY                          | LIBRARY                                     | 923.000 | 790.000 | 144.93   |
|            |       |        |                                     | CHECK GEN 2 33616 TOTAL FOR FUND 101:       |         |         | 952.54   |
| 05/24/2024 | GEN 2 | 33617  | FIRST UNUM LIFE INSURANCE COMPANY   | LONG AND SHORT TERM                         | 717.000 | 261.000 | 1,232.12 |
| 05/24/2024 | GEN 2 | 33618  | GORDON WATER                        | TWP HALL                                    | 808.000 | 265.000 | 62.39    |
| 05/24/2024 | GEN 2 | 33620  | LAURIE LEMKE                        | MILEAGE                                     | 817.000 | 253.000 | 111.22   |
| 05/24/2024 | GEN 2 | 33621  | MICHIGAN TOWNSHIP ASSOCIATION       | ANNUAL DUES PAYMENT FOR 7/01/2024-6/30/2025 | 832.000 | 261.000 | 8,776.63 |
| 05/24/2024 | GEN 2 | 33623  | STAR 2 STAR COMMUNICATIONS          | TELECOMMUNICATIONS                          | 853.000 | 265.000 | 886.78   |
| 05/24/2024 | GEN 2 | 33625  | WEST MICHIGAN DOCUMENT SHREDDING LL | SHREDDING SERVICE                           | 808.000 | 265.000 | 40.00    |
| 05/31/2024 | GEN 2 | 33626  | AMAZON CAPITAL SERVICES             | BATTERY CHARGER                             | 775.000 | 265.000 | 19.99    |
| 05/31/2024 | GEN 2 | 33628# | CONSUMERS ENERGY                    | 8555 KALAMAZOO AVE. SE, ELECTRIC            | 920.000 | 265.000 | 4,484.66 |
| 05/31/2024 | GEN 2 | 33628  | CONSUMERS ENERGY                    | TRAFFIC CIRCLE STREET LIGHTS /ELECTRIC      | 920.000 | 448.000 | 83.52    |
| 05/31/2024 | GEN 2 | 33628  | CONSUMERS ENERGY                    | DUTTON CEMETERY/ ELECTRIC                   | 920.000 | 567.000 | 29.08    |
|            |       |        |                                     | CHECK GEN 2 33628 TOTAL FOR FUND 101:       |         |         | 4,597.26 |

|            |       |        |                              |                                        |         |         |          |
|------------|-------|--------|------------------------------|----------------------------------------|---------|---------|----------|
| 05/31/2024 | GEN 2 | 33631# | FNBO                         | FLAGS ,CALENDAR, CLICKART              | 727.000 | 215.000 | 13.99    |
| 05/31/2024 | GEN 2 | 33631  | FNBO                         | FLAGS ,CALENDAR, CLICKART              | 727.000 | 262.000 | 4.23     |
| 05/31/2024 | GEN 2 | 33631  | FNBO                         | FLAGS ,CALENDAR, CLICKART              | 727.000 | 262.000 | 36.86    |
| 05/31/2024 | GEN 2 | 33631  | FNBO                         | FLAGS ,CALENDAR, CLICKART              | 740.000 | 567.000 | 1,440.00 |
|            |       |        |                              | CHECK GEN 2 33631 TOTAL FOR FUND 101:  |         |         | 1,495.08 |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33632  | FNBO                         | HOTEL                                  | 812.000 | 253.000 | 65.96    |
| 05/31/2024 | GEN 2 | 33632  | FNBO                         | HOTEL                                  | 831.000 | 253.000 | 454.85   |
|            |       |        |                              | CHECK GEN 2 33632 TOTAL FOR FUND 101:  |         |         | 520.81   |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33633  | FNBO                         | FUEL,                                  | 740.000 | 567.000 | 366.78   |
| 05/31/2024 | GEN 2 | 33633  | FNBO                         | FUEL,                                  | 979.000 | 567.000 | 429.00   |
|            |       |        |                              | CHECK GEN 2 33633 TOTAL FOR FUND 101:  |         |         | 795.78   |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33634  | FNBO                         | WATER FOR OFFICE                       | 727.000 | 261.000 | 11.97    |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33635  | FNBO                         | GEN EQUIPMENT                          | 963.001 | 265.000 | 7.29     |
| 05/31/2024 | GEN 2 | 33635  | FNBO                         | GEN EQUIPMENT                          | 979.000 | 265.000 | 66.47    |
|            |       |        |                              | CHECK GEN 2 33635 TOTAL FOR FUND 101:  |         |         | 73.76    |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33637  | HUIZINGA LAWN SPRINKLING INC | LABOR AND MATERIAL                     | 935.000 | 790.000 | 430.00   |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33638# | IPM SERVICES                 | INSPECTION , TWP OFFICE                | 933.000 | 265.000 | 42.00    |
| 05/31/2024 | GEN 2 | 33638  | IPM SERVICES                 | LIBRARY INSPECTION                     | 933.000 | 790.000 | 25.00    |
|            |       |        |                              | CHECK GEN 2 33638 TOTAL FOR FUND 101:  |         |         | 67.00    |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33640# | KENT COMMUNICATIONS INC      | SUMMER 2024 TAX BILLS ,POSTAGE         | 965.000 | 253.000 | 4,000.00 |
| 05/31/2024 | GEN 2 | 33640  | KENT COMMUNICATIONS INC      | IMPRINT PURPLE BALLOT RETURN ENVELOPES | 727.000 | 262.000 | 5,821.50 |
|            |       |        |                              | CHECK GEN 2 33640 TOTAL FOR FUND 101:  |         |         | 9,821.50 |
|            |       |        |                              |                                        |         |         |          |
| 05/31/2024 | GEN 2 | 33644  | MINER SUPPLY COMPANY         | LIBRARY                                | 821.000 | 790.000 | 225.62   |

|            |       |       |           |                                 |         |         |            |
|------------|-------|-------|-----------|---------------------------------|---------|---------|------------|
| 05/31/2024 | GEN 2 | 33646 | TEXTMYGOV | TEXTMYGOV, SET UP COST          | 808.000 | 262.000 | 7,500.00   |
|            |       |       |           | Total for fund 101 GENERAL FUND |         |         | 128,507.14 |

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

06/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP  
CHECK DATE FROM 05/01/2024 - 05/31/2024

| Check Date | Bank  | Check # | Payee                           | Description                                                                 | Account | Dept    | Amount   |
|------------|-------|---------|---------------------------------|-----------------------------------------------------------------------------|---------|---------|----------|
| 05/06/2024 | GEN 2 | 33548#  | ARROWASTE INC                   | CFD, TRASH REMOVAL                                                          | 822.000 | 336.001 | 128.79   |
| 05/06/2024 | GEN 2 | 33548   | ARROWASTE INC                   | DFD, TRASH REMOVAL                                                          | 822.000 | 336.002 | 53.52    |
|            |       |         |                                 | CHECK GEN 2 33548 TOTAL FOR FUND 205:                                       |         |         | 182.31   |
| 05/06/2024 | GEN 2 | 33550#  | BUSINESS SYSTEM SOLUTIONS, INC  | IT SUPPORT ENVIROMENTIT SUPPORT USERS/PC'S,NEW<br>LICENSES, EXCHANGE ONLINE | 809.000 | 336.001 | 1,121.45 |
| 05/06/2024 | GEN 2 | 33550   | BUSINESS SYSTEM SOLUTIONS, INC  | IT SUPPORT ENVIROMENTIT SUPPORT USERS/PC'S,NEW<br>LICENSES, EXCHANGE ONLINE | 809.000 | 336.002 | 485.00   |
|            |       |         |                                 | CHECK GEN 2 33550 TOTAL FOR FUND 205:                                       |         |         | 1,606.45 |
| 05/06/2024 | GEN 2 | 33551   | CONSUMERS ENERGY                | CFD, ELECTRIC                                                               | 920.000 | 336.001 | 963.05   |
| 05/06/2024 | GEN 2 | 33562#  | JACK'S LAWN & SNOWPLOWING, INC  | CFD, SNOWPLOWING                                                            | 819.000 | 336.001 | 981.72   |
| 05/06/2024 | GEN 2 | 33562   | JACK'S LAWN & SNOWPLOWING, INC  | DFD, SNOWPLOWING                                                            | 819.000 | 336.002 | 981.72   |
|            |       |         |                                 | CHECK GEN 2 33562 TOTAL FOR FUND 205:                                       |         |         | 1,963.44 |
| 05/06/2024 | GEN 2 | 33565   | LAWN RX                         | BARK MULCH, FOR 4/10/2024                                                   | 935.000 | 336.001 | 525.00   |
| 05/06/2024 | GEN 2 | 33570#  | T-MOBILE                        | TELECOMMUNICATIONS                                                          | 853.000 | 336.001 | 21.60    |
| 05/06/2024 | GEN 2 | 33570   | T-MOBILE                        | TELECOMMUNICATIONS                                                          | 853.000 | 336.002 | 85.70    |
|            |       |         |                                 | CHECK GEN 2 33570 TOTAL FOR FUND 205:                                       |         |         | 107.30   |
| 05/10/2024 | GEN 2 | 33572   | ADVANCE AUTO PARTS PROFESSIONAL | OIL                                                                         | 740.000 | 336.001 | 79.03    |
| 05/10/2024 | GEN 2 | 33573#  | AMAZON CAPITAL SERVICES         | TP,PT,HOSE,TOILET TABLETS,AIR FRESHNERS,WINDOW CLEANER                      | 727.000 | 336.001 | 200.85   |
| 05/10/2024 | GEN 2 | 33573   | AMAZON CAPITAL SERVICES         | TP,PT,HOSE,TOILET TABLETS,AIR FRESHNERS,WINDOW CLEANER                      | 740.000 | 336.001 | 26.00    |

|            |       |        |                                |                                                            |         |         |          |
|------------|-------|--------|--------------------------------|------------------------------------------------------------|---------|---------|----------|
| 05/10/2024 | GEN 2 | 33573  | AMAZON CAPITAL SERVICES        | PAINT                                                      | 740.000 | 336.002 | 15.99    |
| 05/10/2024 | GEN 2 | 33573  | AMAZON CAPITAL SERVICES        | OUTDOOR WOOD SCREWS,9 PIECE SOCKET ADAPTER                 | 740.000 | 336.002 | 32.78    |
|            |       |        |                                | CHECK GEN 2 33573 TOTAL FOR FUND 205:                      |         |         | 275.62   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33574  | BUSINESS SYSTEM SOLUTIONS, INC | REPLACEMENT SWITCH FOR CUTLERVILLE                         | 979.000 | 336.001 | 454.99   |
| 05/10/2024 | GEN 2 | 33574  | BUSINESS SYSTEM SOLUTIONS, INC | REPLACEMENT SWITCH FOR CUTLERVILLE                         | 979.000 | 336.001 | 525.00   |
|            |       |        |                                | CHECK GEN 2 33574 TOTAL FOR FUND 205:                      |         |         | 979.99   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33575  | C-COMM OF KALAMZOO INC         | UNICATION G3/G5, NON WARRANTY                              | 932.000 | 336.001 | 279.00   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33576  | COMCAST                        | TELECOMMUNICATIONS                                         | 853.000 | 336.001 | 323.27   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33579# | GRAND RAPIDS GRAPHIX           | T-SHIRTS                                                   | 776.000 | 336.001 | 487.75   |
| 05/10/2024 | GEN 2 | 33579  | GRAND RAPIDS GRAPHIX           | T-SHIRTS                                                   | 776.000 | 336.002 | 487.75   |
|            |       |        |                                | CHECK GEN 2 33579 TOTAL FOR FUND 205:                      |         |         | 975.50   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33586  | KLEYN MOBILE REPAIR LLC        | CFD,EGINE REPAIRS                                          | 931.000 | 336.001 | 8,651.37 |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33589# | PHOENIX SAFETY OUTFITTERS      | RENTAL COAT                                                | 776.001 | 336.001 | 50.00    |
| 05/10/2024 | GEN 2 | 33589  | PHOENIX SAFETY OUTFITTERS      | TURNOUT COAT RENTAL                                        | 776.001 | 336.001 | 50.00    |
| 05/10/2024 | GEN 2 | 33589  | PHOENIX SAFETY OUTFITTERS      | LEATHER FIRE BOOTS                                         | 776.001 | 336.001 | 757.49   |
| 05/10/2024 | GEN 2 | 33589  | PHOENIX SAFETY OUTFITTERS      | TURNOUT COAT (2) AND PANT (2) CONFIGURED TO CUSTUMER SPEC. | 776.001 | 336.002 | 6,938.40 |
|            |       |        |                                | CHECK GEN 2 33589 TOTAL FOR FUND 205:                      |         |         | 7,795.89 |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33590  | PURITY CYLINDER GASES INC      | OXYGEN, USP                                                | 740.000 | 336.001 | 188.51   |
|            |       |        |                                |                                                            |         |         |          |
| 05/10/2024 | GEN 2 | 33593  | WEX BANK                       | FUEL                                                       | 741.000 | 336.001 | 1,233.40 |
|            |       |        |                                |                                                            |         |         |          |
| 05/16/2024 | GEN 2 | 33594# | ACCIDENT FUND                  | WORKER'S COMPENSATION INSURANCE                            | 719.000 | 336.001 | 3,997.13 |
| 05/16/2024 | GEN 2 | 33594  | ACCIDENT FUND                  | WORKER'S COMPENSATION INSURANCE                            | 719.000 | 336.002 | 3,067.57 |
|            |       |        |                                | CHECK GEN 2 33594 TOTAL FOR FUND 205:                      |         |         | 7,064.70 |

|            |       |        |                         |                                                                             |         |         |          |
|------------|-------|--------|-------------------------|-----------------------------------------------------------------------------|---------|---------|----------|
| 05/16/2024 | GEN 2 | 33595  | AMAZON CAPITAL SERVICES | RUBBERMAID , WOOD BROOM HANDLE W/METAL TIP                                  | 727.000 | 336.001 | 47.94    |
| 05/16/2024 | GEN 2 | 33595  | AMAZON CAPITAL SERVICES | GATORADE                                                                    | 740.000 | 336.001 | 40.59    |
| 05/16/2024 | GEN 2 | 33595  | AMAZON CAPITAL SERVICES | MICROSOFT SURFACE PRO LTE                                                   | 979.000 | 336.001 | 882.09   |
|            |       |        |                         | CHECK GEN 2 33595 TOTAL FOR FUND 205:                                       |         |         | 970.62   |
| 05/16/2024 | GEN 2 | 33597  | BLOOM SLUGGETT          | LEGAL SERVICES                                                              | 802.000 | 336.001 | 3,944.50 |
| 05/16/2024 | GEN 2 | 33601  | COREWELL HEALTH         | PHYSICAL EXAMINATION                                                        | 835.000 | 336.001 | 485.00   |
| 05/16/2024 | GEN 2 | 33601  | COREWELL HEALTH         | PHYSICAL EXAMINATION                                                        | 835.000 | 336.001 | 415.00   |
| 05/16/2024 | GEN 2 | 33601  | COREWELL HEALTH         | RESPIRATOR FIT TEST                                                         | 835.000 | 336.001 | 74.00    |
|            |       |        |                         | CHECK GEN 2 33601 TOTAL FOR FUND 205:                                       |         |         | 974.00   |
| 05/16/2024 | GEN 2 | 33602# | DELTA DENTAL            | MAY JUNE 2024                                                               | 717.000 | 336.001 | 420.04   |
| 05/16/2024 | GEN 2 | 33602  | DELTA DENTAL            | MAY JUNE 2024                                                               | 717.000 | 336.002 | 629.01   |
|            |       |        |                         | CHECK GEN 2 33602 TOTAL FOR FUND 205:                                       |         |         | 1,049.05 |
| 05/16/2024 | GEN 2 | 33603  | FIRST ARRIVING LLC      | DASHBOARD SETUP ,DASHBOARD SUBCRIPTION WITH<br>HARDWARE                     | 809.000 | 336.002 | 3,073.47 |
| 05/24/2024 | GEN 2 | 33612  | AMAZON CAPITAL SERVICES | PAINT MARKER PENS,CAR WASH BRUSH,TOWEL HOOKS, TOOL<br>SET, BUNGEE CORD      | 740.000 | 336.002 | 83.47    |
| 05/24/2024 | GEN 2 | 33612  | AMAZON CAPITAL SERVICES | PAINT MARKER PENS,CAR WASH BRUSH,TOWEL HOOKS, TOOL<br>SET, BUNGEE CORD      | 931.000 | 336.002 | 34.95    |
| 05/24/2024 | GEN 2 | 33612  | AMAZON CAPITAL SERVICES | CLEANER                                                                     | 931.000 | 336.002 | 12.80    |
| 05/24/2024 | GEN 2 | 33612  | AMAZON CAPITAL SERVICES | CLAY BARS,AND MICROFIBER TOWEL,AUTOMOTIVE METAL<br>CLEANER, BUFFER POLISHER | 931.000 | 336.002 | 115.43   |
|            |       |        |                         | CHECK GEN 2 33612 TOTAL FOR FUND 205:                                       |         |         | 246.65   |
| 05/24/2024 | GEN 2 | 33613  | BOUND TREE MEDICAL LLC  | MEDICAL SUPPLIES                                                            | 740.000 | 336.002 | 464.93   |
| 05/24/2024 | GEN 2 | 33616# | DTE ENERGY              | CFD                                                                         | 923.000 | 336.001 | 125.66   |
| 05/24/2024 | GEN 2 | 33616  | DTE ENERGY              | DFD                                                                         | 923.000 | 336.002 | 218.57   |
|            |       |        |                         | CHECK GEN 2 33616 TOTAL FOR FUND 205:                                       |         |         | 344.23   |

|            |       |        |                              |                                                       |         |         |            |
|------------|-------|--------|------------------------------|-------------------------------------------------------|---------|---------|------------|
| 05/24/2024 | GEN 2 | 33619  | LAMPHEAR SERVICE COMPANY INC | CYCLED UNIT AND CHECKED A/C OPERATIONS                | 933.000 | 336.001 | 231.00     |
| 05/24/2024 | GEN 2 | 33623  | STAR 2 STAR COMMUNICATIONS   | TELECOMMUNICATIONS                                    | 853.000 | 336.002 | 468.97     |
| 05/24/2024 | GEN 2 | 33624  | TOTAL FIRE PROTECTION        | 2 BATTERIES                                           | 933.000 | 336.002 | 223.00     |
| 05/31/2024 | GEN 2 | 33626  | AMAZON CAPITAL SERVICES      | SOAP , HAND SANITIZER                                 | 727.000 | 336.001 | 148.50     |
| 05/31/2024 | GEN 2 | 33626  | AMAZON CAPITAL SERVICES      | PAPER TOWELS,COFFEE,LAUNDRY DETERGENT, FABRIC SHEETS, | 727.000 | 336.001 | 160.39     |
| 05/31/2024 | GEN 2 | 33626  | AMAZON CAPITAL SERVICES      | DRYWALL SCREWS                                        | 740.000 | 336.001 | 21.14      |
|            |       |        |                              | CHECK GEN 2 33626 TOTAL FOR FUND 205:                 |         |         | 330.03     |
| 05/31/2024 | GEN 2 | 33627  | COMCAST                      | DFD TELECOMMUNICATIONS                                | 853.000 | 336.002 | 244.34     |
| 05/31/2024 | GEN 2 | 33628  | CONSUMERS ENERGY             | DFD, ELECTRIC                                         | 920.000 | 336.002 | 959.22     |
| 05/31/2024 | GEN 2 | 33629  | ENGRAVE DETAIL               | NAMEPLATES, SMALL TAGS                                | 740.000 | 336.002 | 68.00      |
| 05/31/2024 | GEN 2 | 33630  | FNBO                         | BATTERIES                                             | 931.000 | 336.002 | 135.99     |
| 05/31/2024 | GEN 2 | 33636  | GORDON WATER                 | WATER DELIVERED , DEPOSIT,RENT,                       | 808.000 | 336.002 | 33.40      |
| 05/31/2024 | GEN 2 | 33638# | IPM SERVICES                 | CFD INSPECTION                                        | 933.000 | 336.001 | 25.00      |
| 05/31/2024 | GEN 2 | 33638  | IPM SERVICES                 | DFD ,INSPECTION                                       | 933.000 | 336.002 | 25.00      |
|            |       |        |                              | CHECK GEN 2 33638 TOTAL FOR FUND 205:                 |         |         | 50.00      |
| 05/31/2024 | GEN 2 | 33639  | JUSTIN MEINEMA               | EMS LICENSE RENEWAL                                   | 832.000 | 336.001 | 25.00      |
| 05/31/2024 | GEN 2 | 33641  | KENT COUNTY TREASURER        | LAW ENFORCEMENT                                       | 820.000 | 301.000 | 117,303.32 |

|            |       |        |                           |                                                   |         |         |            |
|------------|-------|--------|---------------------------|---------------------------------------------------|---------|---------|------------|
| 05/31/2024 | GEN 2 | 33642# | KLEYN MOBILE REPAIR LLC   | TANK AND PUMP REPAIRED,CHECK ENGINE LIGHT         | 931.000 | 336.001 | 2,539.70   |
| 05/31/2024 | GEN 2 | 33642  | KLEYN MOBILE REPAIR LLC   | ROTATED TIRES, COMPLETE INSPECTION AND OIL CHANGE | 931.000 | 336.002 | 324.17     |
|            |       |        |                           | CHECK GEN 2 33642 TOTAL FOR FUND 205:             |         |         | 2,863.87   |
| 05/31/2024 | GEN 2 | 33643  | MACQUEEN EMERGENCY        | LEATHER FRONT (5)                                 | 776.001 | 336.001 | 311.15     |
| 05/31/2024 | GEN 2 | 33645  | PHOENIX SAFETY OUTFITTERS | JOB SHIRTS                                        | 776.000 | 336.001 | 185.98     |
| 05/31/2024 | GEN 2 | 33647# | WEX BANK                  | FUEL                                              | 741.000 | 336.001 | 104.17     |
| 05/31/2024 | GEN 2 | 33647  | WEX BANK                  | FUEL                                              | 741.000 | 336.002 | 1,241.76   |
|            |       |        |                           | CHECK GEN 2 33647 TOTAL FOR FUND 205:             |         |         | 1,345.93   |
| 05/31/2024 | GEN 2 | 33648  | ZYLSTRA DOOR INC          | REPLACED CABLE ON 3 DOORS , INSPECTED 6 DOORS     | 933.000 | 336.002 | 800.00     |
|            |       |        |                           | Total for fund 205 PUBLIC SAFETY SAD              |         |         | 169,840.48 |

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



06/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP  
CHECK DATE FROM 05/01/2024 - 05/31/2024

| Check Date | Bank  | Check # | Payee            | Description                                  | Amount |
|------------|-------|---------|------------------|----------------------------------------------|--------|
| 05/06/2024 | GEN 2 | 33569   | STAPLES          | INKCART                                      | 364.00 |
| 05/06/2024 | GEN 2 | 33569   | STAPLES          | INK CART.                                    | 78.00  |
|            |       |         |                  | CHECK GEN 2 33569 TOTAL FOR FUND 549:        | 442.00 |
| 05/06/2024 | GEN 2 | 33570   | T-MOBILE         | TELECOMMUNICATIONS                           | 43.20  |
| 05/06/2024 | GEN 2 | 33570   | T-MOBILE         | TELECOMMUNICATIONS                           | 43.20  |
|            |       |         |                  | CHECK GEN 2 33570 TOTAL FOR FUND 549:        | 86.40  |
| 05/10/2024 | GEN 2 | 33582   | INTEGRITY OFFICE | PAPER,BOND                                   | 68.98  |
| 05/16/2024 | GEN 2 | 33602   | DELTA DENTAL     | MAY JUNE 2024                                | 82.30  |
| 05/24/2024 | GEN 2 | 33622   | ROGER STERK      | INSPECTOR MILEAGE                            | 212.39 |
|            |       |         |                  | Total for fund 549 BUILDING INSPECTIONS DEPT | 892.07 |

06/03/2024 10:22 AM  
User: TRACY  
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP  
CHECK DATE FROM 05/01/2024 - 05/31/2024

Page: 1/1

| Check Date                     | Check | Vendor Name                    | Description                                                             | Amount                         |
|--------------------------------|-------|--------------------------------|-------------------------------------------------------------------------|--------------------------------|
| Bank WSK2 WATER/SEWER CHECKING |       |                                |                                                                         |                                |
| 05/24/2024                     | 5778  | APPLIED INNOVATION             | TRACY PRINTER MAINT 5/22/24-8/21/24                                     | 172.35                         |
| 05/24/2024                     | 5779  | BYRON GAINES UTILITY AUTHORITY | CITY OF WYOMING APRIL 24 WATER &SEWER<br>OP EXP, CAP EXP, METERS, MXU'S | 268,732.45<br>101,574.43       |
|                                |       |                                |                                                                         | <hr/> 370,306.88               |
| 05/24/2024                     | 5780  | EXTEND YOUR REACH              | MAY BILLING                                                             | 441.96                         |
| 05/24/2024                     | 5781  | MARTINEZ, BRANDON              | REFUND FOR ACCOUNT: DEWA-006465-0000-02                                 | 30.69                          |
| 05/24/2024                     | 5782  | NGUYEN, THANH                  | UB refund for account: WBDP-000855-0000-                                | 450.12                         |
| 05/24/2024                     | 5783  | THOMPSON BROTHERS              | REFUND SEWER PERMIT FEE FOR ALLIANCE BEV                                | 200.00                         |
| 05/24/2024                     | 5784  | VISSER, DAN                    | REFUND SNVD-007525-0000-02. RECEIPT #:                                  | 175.86                         |
| 05/24/2024                     | 5785  | VRIESMAN & KORHORN             | ALLIANCE BEVERAGE PH 2                                                  | 324.00                         |
|                                |       |                                |                                                                         | 76TH ST WATERMAIN              |
|                                |       |                                |                                                                         | 321.00                         |
|                                |       |                                |                                                                         | RIVER BIRCH APT PH4            |
|                                |       |                                |                                                                         | 1,674.00                       |
|                                |       |                                |                                                                         | PRAIRIE WOLF STATION 3         |
|                                |       |                                |                                                                         | 3,051.00                       |
|                                |       |                                |                                                                         | PRAIRIE WOLF STATION 2         |
|                                |       |                                |                                                                         | 594.00                         |
|                                |       |                                |                                                                         | KPS MULTIPURPOSE BLDG          |
|                                |       |                                |                                                                         | 1,053.00                       |
|                                |       |                                |                                                                         | PRAIRIE WOLF LIFT STATION      |
|                                |       |                                |                                                                         | 3,996.60                       |
|                                |       |                                |                                                                         | PINE REST CHILDRENS HOSP       |
|                                |       |                                |                                                                         | 459.50                         |
|                                |       |                                |                                                                         | COOKS CROSSING ENCLAVE         |
|                                |       |                                |                                                                         | 1,674.00                       |
|                                |       |                                |                                                                         | WATER/SEWER ADMIN              |
|                                |       |                                |                                                                         | 93.00                          |
|                                |       |                                |                                                                         | HOFFMAN MEADOWS PH2            |
|                                |       |                                |                                                                         | 3,024.00                       |
|                                |       |                                |                                                                         | DUTTON CHR MIDDLE              |
|                                |       |                                |                                                                         | 1,944.67                       |
|                                |       |                                |                                                                         | PRAIRIE WOLF STATION WATERMAIN |
|                                |       |                                |                                                                         | 3,582.00                       |
|                                |       |                                |                                                                         | RIVER BIRCH APTS PH2           |
|                                |       |                                |                                                                         | 108.00                         |
|                                |       |                                |                                                                         | WARREN WOODS PUD               |
|                                |       |                                |                                                                         | 162.00                         |
|                                |       |                                |                                                                         | PRAIRIE WOLF STATION           |
|                                |       |                                |                                                                         | 243.00                         |
|                                |       |                                |                                                                         | ALEXANDER TRAILS               |
|                                |       |                                |                                                                         | 1,242.00                       |
|                                |       |                                |                                                                         | STORAGE TANK                   |
|                                |       |                                |                                                                         | 324.00                         |
|                                |       |                                |                                                                         | GPS UTILITY PICKUP             |
|                                |       |                                |                                                                         | 1,209.21                       |
|                                |       |                                |                                                                         | MISC SEWER                     |
|                                |       |                                |                                                                         | 470.68                         |
|                                |       |                                |                                                                         | MISC WATER SYS                 |
|                                |       |                                |                                                                         | 244.34                         |
|                                |       |                                |                                                                         | <hr/> 25,794.00                |
|                                |       |                                |                                                                         | <hr/>                          |
| WSCK2 TOTALS:                  |       |                                |                                                                         |                                |
| Total of 8 Checks:             |       |                                |                                                                         | 397,571.86                     |
| Less 0 Void Checks:            |       |                                |                                                                         | 0.00                           |
| Total of 8 Disbursements:      |       |                                |                                                                         | <hr/> 397,571.86               |

GAINES CHARTER TOWNSHIP  
LAURIE J LEMKE, TREASURER  
CASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS  
April of 2024

| Bank                              | Type       | Amount                  | APR   | Term     | Maturity Date |
|-----------------------------------|------------|-------------------------|-------|----------|---------------|
| <b>GENERAL FUND</b>               |            |                         |       |          |               |
| <b>Macatawa Checking</b>          | Ckg        | \$ 3,630,234.31         |       |          |               |
| Sidewalk & Trails                 | Assigned   | \$ 15,765.75            |       |          |               |
| CFD - Truck Fund                  | Assigned   | \$ 400,000.00           |       |          |               |
| DFD - Truck Fund                  | Assigned   | \$ -                    |       |          |               |
| Cemetery                          | Assigned   | \$ 10,000.00            |       |          |               |
| Township Hall & Grounds           | Assigned   | \$ 44,129.00            |       |          |               |
| Division Ave. Improvements        | Assigned   | \$ 24,000.69            |       |          |               |
| Total General Fund Checking       |            | \$ 4,124,129.75         | 4.07% |          |               |
| <b>Macatawa MM Savings</b>        |            |                         |       |          |               |
| Building Department               | Restricted | \$ 2,086,515.00         |       |          |               |
| Streetlights                      | Restricted | \$ 161,826.00           |       |          |               |
| Interest Paid to Date             |            | \$ 8,099.88             |       |          |               |
|                                   | 127409     | \$ 2,256,440.88         | 4.07% |          |               |
| <b>Investments</b>                |            |                         |       |          |               |
| Kent Co. Pool - General           | Pooled     | \$ 1,190,298.50         | 4.03% |          |               |
| Michigan Class                    | Pooled     | \$ 1,816,840.03         | 5.40% |          |               |
| CIBC                              | CD         | \$ 550,000.00           | 5.20% | 365 Days | 6.4.2024      |
| Consumers Credit Union            | CD         | \$ 315,416.31           | 4.50% | 18 Mos.  | 10.4.2024     |
|                                   |            | \$ 3,872,554.84         |       |          |               |
| <b>GENERAL FUND TOTAL</b>         |            | <b>\$ 10,249,102.82</b> |       |          |               |
| <b>Kent Co. Pool - ARPA Funds</b> | Pooled     | <b>\$ 2,217,538.86</b>  | 4.03% |          |               |
| DIVISION AVE CORRIDOR             |            | \$ 29,251.53            |       |          |               |
| TRUST & AGENCY                    |            | \$ 97,520.24            |       |          |               |
| TAX FUND                          |            | \$ 656.41               |       |          |               |
| PETTY CASH                        |            | \$ 268.25               |       |          |               |

| <b>WATER &amp; SEWER</b> |           |                         |       |           |               |
|--------------------------|-----------|-------------------------|-------|-----------|---------------|
| Bank                     |           | Amount                  | APR   | Term      | Maturity Date |
| Macatawa Bank            | Checking  | \$ 2,498,721.19         | 4.07% |           |               |
| Kent Co. Pool            | Pooled    | \$ 9,657,661.22         | 4.03% |           |               |
| Michigan Class           | Pooled    | \$ 1,689,523.62         | 5.40% |           |               |
| Consumers Credit Union   | Share     | \$ 27.74                |       |           |               |
| Consumers Credit Union   | MMM       | \$ 373,314.24           | 3.50% |           |               |
| Huntington Investments   | Meeder PF | \$-                     |       |           |               |
| <b>Horizon Bank</b>      | CD        | \$ 600,000.00           | 5.17% | 6 Months  | 5.9.2024      |
| Choice One Bank          | CD        | \$ 1,002,774.76         | 5.13% | 12 Months | 6.1.2024      |
| West MI Community Bank   | CDars     | \$ 527,179.24           | 4.75% | 52 Weeks  | 6.6.2024      |
| West Mi Community Bank   | CD        | \$ 750,000.00           | 5.25% | 365 Days  | 7.20.2024     |
| CIBC USA Bank            | CD        | \$ 1,013,066.66         | 5.40% | 365 Days  | 8.9.2024      |
| Horizon                  | CD        | \$ 1,081,139.20         | 5.06% | 365 Days  | 9.19.2024     |
| Mercantile Bank of MI    | CD        | \$ 1,056,422.64         | 5.25% | 365 Days  | 10.23.2024    |
| Flagstar Bank            | CD        | \$ 1,029,019.47         | 5.08% | 12 Months | 11.7.2024     |
| First National Bank of A | CD        | \$ 523,813.36           | 4.40% | 18 Months | 12.17.2024    |
| Flagstar Bank            | CD        | \$ 1,059,556.17         | 5.08% | 17 Months | 3.3.2025      |
| Macatawa Bank            | CD        | \$ 779,535.61           | 4.31% | 13 Months | 3.17.2025     |
| Michigan First CU        | CD/Share  | \$ 751,259.04           | 5.15% | 12 Months | 3.21.2025     |
| Choice One Bank          | CD        | \$ 762,340.86           | 5.12% | 12 Months | 4.10.2025     |
| Restricted W&S Fees      | Committed | <b>\$ 25,155,355.02</b> |       |           |               |



## MEMO

### Staff Communication

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**DATE: May 29, 2024**

**TO: Gaines Charter Township Board of Trustees**

**FROM: Dan Wells, Community Development Director; Jeff Gritter, Township Engineer**

**RE: Elimination of Early Start Provisions for Multi-Family Projects**

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#### **SUMMARY OF TOPIC:**

At the May 13, 2024, meeting, this Board was requested to consider striking a section of the Gaines Township Code of Ordinances, specifically Chapter 22 Land Divisions, Subdivisions, and Land Development, Article V, Multiple-Family Developments, Section 22-136, Building permits, Section (B).

Subsection (A) outlines the typical development process; utilities (water, sewer, roads, etc.) are put in place to support dwellings, inspected to insure they work, permitted, then the dwellings are built and connected to fully functional infrastructure. Early starts allow building permits to be issued prior to final utility inspections.

In subsection (B), the Board is authorized to waive the requirements of sub-section (a), for up to four multi-family building permits. Staff feels that this should not be an option on multi-family projects for the following reasons:

1. One problem with early start building permits is that water and sewer utilities are required to be tested prior to being put into service and connection of buildings. If any problems arise it's generally easier to fix those problems absent new building construction, piping, and lateral connections in the vicinity.

2. Completing multi-unit apartments prior to public utilities being available means they will sit empty while the sewer & water is completed, or both utilities, roads, storm sewers, and buildings being worked on at the same time leading to increased risk of damage to the new utility lines. Safety hazards of those working on an active construction site are also increased while construction is occurring.
3. Materials for construction of roads, utilities, and storm sewers are often delivered to a construction site taking up space. Materials for the construction of multi-unit apartments are often stored onsite until needed in the construction process. This storage of materials can create additional hazards and limits the space and area available to complete work on the differing elements of the construction.

Subsection (B) outlines the process to request early starts. A couple of things are problematic with this section. First, (B)(1) is unclear; are the setbacks supposed to be for each individual building or for the overall project perimeter? And second, it doesn't specify that a parcel split must be approved, just that a "survey of a legal lot split" be provided. This seems to be language intended to protect the Township in case a developer can't complete the project and leaves apartments empty. Then they become the Township's responsibility to connect to utilities, and if they are on separate lots that makes it easier. This isn't too expensive in a single-family home on a single parcel, but it's a much larger scale if four apartment buildings are incomplete.

This brings up another issue. If there is a bad economic event that forces a halt to a project after construction of the early starts and prior to utilities being final, does the Township want to have up to four multi-family buildings sitting empty?

Section (C)(2) is also unclear and makes sense in the case of single-family homes but not in the multi-family context. It again brings up lot lines, but if an apartment complex is under one parcel it is highly unlikely to be farther from a road than 300 feet, essentially allowing apartment units to be built anywhere on a site if the parcel is adjacent to a road.

Early starts for both multi-family and single family detached houses were intended to allow developers a way to showcase their residences and have buyers reserve a lot or unit for future home construction. The intent of a developer to request multi-family early starts differs from single family detached housing in that the early start for apartments is simply to fill the units quicker and start generating income rather than reserving several units to show for future rentals. It raises the question of whether the Township should be providing early starts for

the sake of private profit, while the Township assumes the risk if a project is abandoned.

From the staff's perspective, there is no benefit to the Township having this section of the ordinance in effect.

## **CURRENT ORDINANCE**

Section 22-136, Building permits, Section (B).

(A) No building permit shall be issued for any dwelling or other structure located within a multiple-family project until all improvements have been installed and completed for such development including, without limitation, the utilities, completion of the road, drainage, and all other required improvements.

(B) The township board or its designated township official may authorize a developer up to a maximum of four building permits for model buildings within the first phase only of a development, prior to completion of all improvements. In considering such authorization the township board or its designated township official shall ensure that the following conditions are met with absolutely no exceptions:

(1) The applicant shall provide a survey of a legal lot split which meets the setback requirements of a lot in the R-3 zoning district for each building.

(2) The nearest points of the lot lines of those lots intended for model homes or buildings are located within 300 feet of an existing improved public street. Any lot proposed over 300 feet, but not to exceed 1,000 feet, from a public road must indicate a 66-foot-wide easement for ingress and egress from the public road and shall provide a safety access route (temporary roadway) that will be maintained to support emergency vehicles for its entire length from the public street to the proposed lot at all times during construction of street and utility infrastructure. Such access route shall be in compliance with section 1410.1 of the International Fire Code 2003.

(3) Security in the form of an irrevocable bank letter of credit or cash shall be posted with the township in the amount specified to ensure that public sanitary sewer and public water will be extended to the building, inspected, and approved for use before occupancy. To determine this amount, the applicant's engineer shall submit a cost estimate to accomplish the above to the township engineer for approval. Security may also be used to have the building removed and the lot restored if water and sewer have not been installed and approved for use. All work

must be completed and occupancy issued within 18 months of the issuance of the building permit.

(C) An occupancy permit will not be issued for use of any building until all required improvements have been completed and necessary utilities installed. All improvements for subsequent phases shall be 100 percent completed and approved for connection prior to issuing building permits. (d)The township can impose additional reasonable conditions including signed written agreements with the township to effectuate building permits.

(Ord. No. 99-MR-03-LU, § 4, 5-10-1999)

**FINANCIAL IMPACT:**

None.

**BUDGET ACTION REQUIRED:**

None.

**PROCESS:**

The required public hearing has been held, and this discussion constitutes the first read of the proposed change. A second reading will be held, and if approved, the changes to the ordinance will become effective seven (7) days after proper publication.

**STAFF RECOMMENDATION:**

Staff suggests the Board consider removing the section allowing multi-family starts from the ordinance and conduct a second reading of the proposal at the July 8, 2024, Board of Trustees meeting.

## Chapter 22 LAND DIVISIONS, SUBDIVISIONS AND LAND DEVELOPMENT<sup>1</sup>

### ARTICLE II. LAND DIVISION

#### Sec. 22-136. Building permits.

- (a) No building permit shall be issued for any dwelling or other structure located within a multiple-family project until all improvements have been installed and completed for such development including, without limitation, the utilities, completion of the road, drainage and all other required improvements.
- ~~(b) The township board or its designated township official may authorize a developer up to a maximum of four building permits for model buildings within the first phase only of a development, prior to completion of all improvements. In considering such authorization the township board or its designated township official shall ensure that the following conditions are met with absolutely no exceptions:~~
- ~~(1) The applicant shall provide a survey of a legal lot split which meets the setback requirements of a lot in the R-3 zoning district for each building.~~
- ~~(2) The nearest points of the lot lines of those lots intended for model homes or buildings are located within 300 feet of an existing improved public street. Any lot proposed over 300 feet, but not to exceed 1,000 feet, from a public road must indicate a 66 foot wide easement for ingress and egress from the public road and shall provide a safety access route (temporary roadway) that will be maintained to support emergency vehicles for its entire length from the public street to the proposed lot at all times during construction of street and utility infrastructure. Such access route shall be in compliance with section 1410.1 of the International Fire Code 2003.~~
- ~~(3) Security in the form of an irrevocable bank letter of credit or cash shall be posted with the township in the amount specified to ensure that public sanitary sewer and public water will be extended to the building, inspected and approved for use before occupancy. To determine this amount, the applicant's engineer shall submit a cost estimate to accomplish the above to the township engineer for approval. The security may also be used to have the building removed and the lot restored if water and sewer have not been installed and approved for use. All work must be completed and occupancy issued within 18 months of the issuance of the building permit.~~
- (~~e~~b) An occupancy permit will not be issued for use of any building until all required improvements have been completed and necessary utilities installed. All improvements for subsequent phases shall be 100 percent completed and approved for connection prior to issuing building permits.
- (~~e~~c) The township can impose additional reasonable conditions including signed written agreements with the township to effectuate building permits.

(Ord. No. 99-MR-03-LU, § 4, 5-10-1999)

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<sup>1</sup>State law reference(s)—Land division act, MCL 560.101 et seq.



GAINES CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_

At a regular meeting of the Township Board of Gaines Charter Township held at the Township offices on \_\_\_\_\_, 2024, beginning at 7:00 PM, 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 CODE OF ORDINANCES, SPECIFICALLY CHAPTER 22 LAND DIVISIONS, SUBDIVISIONS, AND LAND DEVELOPMENT, ARTICLE V, MULTIPLE-FAMILY DEVELOPMENTS, SUBSECTION (B)

THE CHARTER TOWNSHIP OF GAINES (the “Township”) ORDAINS:

Section 1. Amendment. The Gaines Charter Township Code of Ordinances is hereby amended by the elimination of Subsection (B) Building Permits of Chapter 22 Land Divisions, Subdivisions, and Land Development, Article V, Multiple-Family Developments. Subsection (B) of Sec. 22-70, shall be eliminated from Chapter 22 Land Divisions, Subdivisions, and Land Development, Article V, Multiple-Family Developments. The elimination of Subsection (b) of Sec. 22-70 shall result in building permits for any dwelling or other structure located within a multiple-family project being denied until all improvements have been installed and completed for such development including, without limitation, the utilities, complete of the road, drainage and all other require improvements.

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

CERTIFICATION

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

Respectfully submitted,

\_\_\_\_\_  
Michael A. Brew  
Gaines Charter Township Clerk



## **MEMO**

### **Staff Communication**

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**DATE: June 10<sup>th</sup>, 2024**

**TO: Gaines Charter Township Board of Trustees**

**FROM: Dan Wells, Community Development Director; Dakota Swan, Assistant Planner**

**RE: Alexander Trails PUD – Major Amendment – 1st Read**

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#### **SUMMARY OF TOPIC:**

The applicant is requesting a major PUD amendment for modifications in Phases I-VIII for Signature Development/Eastbrook Homes. Alexander Trails had previously been approved in 2020, but the covid pandemic caused delays in initiating the project until now, so the site plan, site condo and plat approvals expired. The PUD zoning is still in place (that doesn't expire), and the applicant submitted a revised set of plans (dated 5/14/2024) that modify certain aspects of the layout, add new housing types, and change some setbacks, thus the amendment.

At the May 23<sup>rd</sup> Planning Commission meeting, the commissioners approved the site plan and made a positive recommendation to approve the PUD amendment to the Board of Trustees with the conditions of approval outlined in the "Staff Recommendation" section of this memo. The preliminary site condominium, and tentative preliminary plats for Phases 1 & 2 all need to be considered, and each will be covered under separate actions by the Planning Commission and Township Board after the development standards are set by an approved PUD site plan.

The project generally retains its original street layout with three neighborhoods separated by greenways along Plaster Creek as approved in 2020. Several

changes are notable, including integration of “terrace” housing along the eastern side of the plan rather than just townhouses, and adding a cluster of townhouses in the central area.

The overall project features 404 single-family homes including:

- 190 platted detached homes,
- 40 condominium detached homes with detached garages (AKA “terrace” homes),
- 66 condominium attached single-story “ranch” homes,
- 108 condominium two-story attached homes (townhomes).

The plan includes 16.7 miles of roads (11.7 miles public and 5 miles private), and 49.9 acres of open space (approximately one-third of the overall area, but includes wetland and stormwater retention basin area acreage). Seven open space park activity areas have been identified, and a trail system runs along the greenways adjacent to Plaster Creek.

#### **Surrounding Zoning:**

|                 |                                    |             |
|-----------------|------------------------------------|-------------|
|                 | NORTH: PUD/RL-14                   |             |
| WEST: PUD/RL-14 | SUBJECT PARCELS                    | EAST: RL-14 |
|                 | SOUTH: 76 <sup>th</sup> Street/A-R |             |

#### **PROCESS**

Review of the PUD amendment application is subject to the following process:

1. Preliminary PUD plan review and Planning Commission approval based on Section 11.1 (April 25th, 2024)
2. Final PUD amendment review based on Section 25.3 and a public hearing held by the Planning Commission (May 23<sup>rd</sup>, 2024)
4. Review by the Township Board at first reading. (June 10<sup>th</sup>, 2024)
5. Review, public hearing, and approval of the final PUD plan and rezoning by the Township Board at second reading. (TBD)

**FINANCIAL IMPACT:**

The major PUD amendment will lead to initiation of a major housing project in the township that includes extension of water utilities approximately a mile along 76<sup>th</sup> Street. Four hundred homes will be built over the next 8-10 years and allow for increases in population (at three per household on average that's 1,200 people), and higher economic activity in local shopping areas. Demand for police protection and emergency services will increase along with the population.

**BUDGET ACTION REQUIRED:**

N/A.

**STAFF RECOMMENDATION:**

The Planning Commission approved the site plan and will consider a resolution that recommends approval of the major PUD amendment with the following conditions of approval:

1. 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
2. The photometric plan shall be revised:
  - a. Show the setback distances of the proposed light poles to the property lines.  
To be reviewed and approved administratively.
  - b. Any fixture or luminaire with a lamp shall be a full cut-off type fixture.

Staff recommends that the Township Board set a public hearing for consideration of the proposed amendment.

# Gaines Charter Township

## Planning Commission Memo

Meeting Date: May 23<sup>rd</sup>, 2024

AGENDA ITEM: VI.3.c

PROPOSED REQUEST: Alexander Trails Planned  
Unit Development Amendment – Site Plan

ADDRESSES: 2701 & 2451 76<sup>th</sup> Street

PARCEL NUMBERS: 41-22-10-300-009 &  
41-22-10-300-019

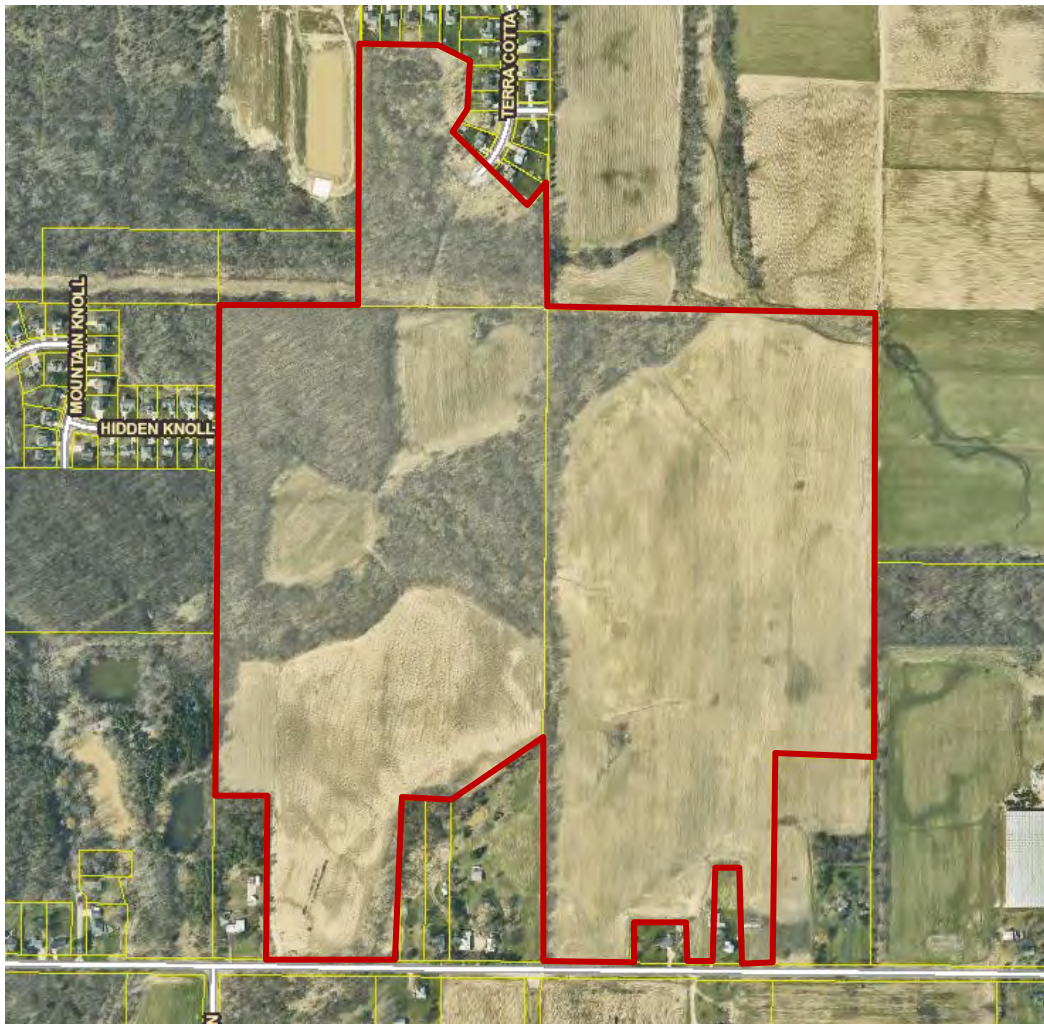
APPLICANT: Michael McGraw, Signature Land  
Development/Eastbrook Homes

FILE NUMBER: 240229MM

PROPERTY ZONING DISTRICT: PUD

PROPERTY SIZE: 149.2 Acres

REPORT BY: Dan Wells, Community  
Development Director



## OVERVIEW

The applicant requests a new site plan review for the Alexander Trails Planned Unit Development (PUD), which was approved August 10<sup>th</sup> of 2020, but wasn't initiated nor extended in time to maintain validity for the site plan, plats, or site condominium approvals. Signature Land Development Corporation (AKA Eastbrook Homes) is now ready to initiate the land development process. A revised set of plans (dated 5/14/2024) has been submitted after Planning Commission input at the preliminary PUD hearing on April 25<sup>th</sup>.

The PUD was approved in 2020 but there have been some modifications to the setbacks under the new plan, so a major amendment is required. The preliminary site condominium, and tentative preliminary plats for Phases 1 & 2 all need to be considered, and each will be covered under separate actions by the Planning Commission and Township Board after the development standards are set by the PUD site plan.

The project generally retains its original street layout with three neighborhoods separated by greenways along Plaster Creek as approved in 2020. Several changes are notable, including integration of "terrace" housing along the eastern side of the plan rather than just townhouses, and adding a cluster of townhouses in the central area.

The overall project features 404 single-family homes including:

- 190 platted detached homes,
- 40 condominium detached homes with detached garages (AKA "terrace" homes),
- 66 condominium attached single-story "ranch" homes,
- 108 condominium two-story attached homes (townhomes).

The plan includes 16.7 miles of roads (11.7 miles public and 5 miles private), and 49.9 acres of open space (approximately one-third of the overall area, but includes wetland and stormwater retention basin area acreage). Seven open space park activity areas have been identified, and a trail system runs along the greenways adjacent to Plaster Creek.

This preliminary review is for initial acceptance of the overall development concept but does not consider detailed engineering design or final details.

Surrounding zoning:

|                 |                                    |             |
|-----------------|------------------------------------|-------------|
|                 | NORTH: PUD/RL-14                   |             |
| WEST: PUD/RL-14 | SUBJECT PARCELS                    | EAST: RL-14 |
|                 | SOUTH: 76 <sup>th</sup> Street/A-R |             |

## PROCESS

Review of the PUD amendment application is subject to the following process:

1. Preliminary PUD plan review and Planning Commission approval based on Section 11.1 (April 25<sup>th</sup>, 2024)

2. Final PUD plan review based on Section 25.3 and a public hearing held by the Planning Commission (TBD)
3. Recommendation concerning the final PUD plan and rezoning by the Planning Commission through a resolution and draft ordinance. (TBD)
4. Review by the Township Board at first reading. (TBD)
5. Review, public hearing, and approval of the final PUD plan and rezoning by the Township Board at second reading. (TBD)

## SUBMITTAL REQUIREMENTS

The applicant provided a complete application with fees. A preliminary PUD plan was provided, along with a narrative concerning the project. Additionally, proposed building elevations were provided for review. The applicant has primarily satisfied the requirements of Section 10.5 Preliminary Plan - Submittal Requirements.

## PUD STANDARDS OF REVIEW

The preliminary PUD request has been reviewed using the applicable review standards of Section 11.1, "Planned Unit Development - General Review Standards", Section 10.6 "Final Plan Submittal Requirements", and Chapter 25 "Site Plan Review". Additional information is included over the following pages concerning review considerations and standards.

### Section 11.1 Planned Unit Development - General Review Standards

***A. Consistency with Master Plan and Zoning Ordinance: The Planned Unit Development must further the goals and objectives of the Township Master Plan and must be consistent with it. It must also be consistent with the intent and purpose of this Zoning Ordinance.***

**Meets standard.** The parcel is currently zoned Planned Unit Development. The current site plan is close to the plan approved in 2020 except that some of the setbacks have been modified.

The Future Land Use Plan designates 1451 and 2701 76<sup>th</sup> Street as Suburban Residential, and 7110 Terra Cotta as Village Residential. From the Master Plan:

*The Suburban Residential area is intended primarily for single family home development, both platted and unplatted, and minimum lot size should continue in the traditional scale of about 1-5 homes per acre.*

*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.*

The layout of the PUD generally meets these land use goals with single family detached home use across all parcels. Overall net density is 3.12 but varies across the development with neighborhoods of specific housing types, so the plan provides a diversity of housing types and home sizes. The deviations from the



Suburban Residential designation include the cluster of townhouses near the center of the development and the three blocks of “Terrace” homes along the eastern edge, which have a higher density if taken in isolation. The proposed layout is similar to the 2020 approval, but the cluster of townhouses in the center were not part of that 2020 plan. The inclusion of “Terrace” homes is also new, they have replaced some of what were formerly all townhouses along the eastern side of the development.

***B. Aesthetics: The Planned Unit Development must be aesthetically pleasing and be an integrated development with respect to building facades, building materials, landscape and berming, noise and visual screening mechanisms, and signs. It should contribute to creating a distinctive attractive community with a strong sense of place.***

**Home Types:**

**Meets standard.** The applicant has submitted a pattern book that indicates a variety of homes will be available to customers. In general Eastbrook homes are aesthetically pleasing with good quality exterior materials and architectural detailing. Most of the single family detached home types are front-loaded with two bay garages, the Township encourages home plans that recess garages and feature front porches to encourage community interaction.

**Landscaping:**

**Meets standard.** Landscaping plans show street trees planted at ca. 70–140-foot intervals along the streets; landscaping requirements under Section 16.13 Residential Landscaping require one canopy tree for every 80 feet of lot frontage. The landscaping plans show four species to be utilized, staff encourages planting more of a variety of native tree species where feasible and mixing species along road corridors to create diversity in case of loss due to species specific disease.

***C. Compatibility with Adjacent Uses: The Planned Unit Development must be compatible with surrounding uses. Efforts must be made to reduce any adverse effects on surrounding uses.***

**Meets standard.** The surrounding uses are predominantly residential to the north and west. The Future Land Use Plan for the surrounding area is for transition to residential housing over the course of time. To the east is Revolution Farms, a greenhouse facility that has generated complaints of light pollution at night since it began operation. This will likely be a source of irritation for residents.

***D. Density: The density requirements of the proposed Planned Unit Development shall be based on the underlying land use district in the Master Plan. The Township Board, upon recommendation of the Planning Commission, may vary the density requirements if doing so would result in a development that better achieves the intent of the Master Plan.***

**Meets standard.** The project consists of 404 units on 149.2 acres, which is a gross residential density of approximately 2.7 units per acre. Once rights-of-way, wetlands and floodplain, and utility easements are subtracted, the net residential density is ca. 3.14 dwelling units per acre. Net residential density guidelines in Suburban Residential areas under the Master Plan are for 1-4 units per acre.

***E. Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project***



***are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.***

**Meets standard.** The increase in residential use on the parcel will certainly increase traffic, primarily to 76<sup>th</sup> Street, but Hidden Knoll to the west and Terra Cotta/Sienna Drive to the north will also likely see increases when the neighborhoods north of Plaster Creek are built. Within the development, the road network provides for efficient circulation and connection to 76<sup>th</sup> Street. Sidewalks are indicated on both sides of the roads throughout the development except on one side of roads “Q”, “O” and “P”. The Planning Commission should decide if this is acceptable on those roads where there are numerous driveways. The main entrance onto 76<sup>th</sup> Street will be designed based on Kent County Road Commission standards.

Considering potential future development on parcels to the north and east, a roadway that would extend into the parcel to the northeast is indicated as “Road F”.

***F. Protection of Natural Environment: Each project shall be designed to minimize adverse effects on the environment. Special emphasis shall be placed on maintaining the quality of air, soils, groundwater, streams, wetlands, and rivers.***

**Meets standard.** The Plaster Creek corridor and adjacent wetlands cut through the middle of the site. The site plan avoids these corridors by maintaining 160-300 foot buffers and preserving the existing trees within them. A bridge crossing will be necessary connect to Terra Cotta/Sienna Drive to the north.

***G. Schools: Whether a project can be served by existing schools and school related facilities and the impact upon schools if the property is developed in accordance with the Planned Unit Development plans or in accordance with the conventional zoning district requirements shall both be considered. In addition, streets and pedestrian walkways shall be designed and located in any project to facilitate the ability of students to make the best and safest use of existing schools and school related facilities.***

**Meets standard.** The project area is split by the boundary between the Kentwood and Caledonia School Districts. There will certainly be an impact on schools; it is anticipated that Gaines Charter Township will continue to grow with an increase in family households with school-age children. The streets are adequately sized to safely pick up and drop off school age children and sidewalks are placed along roadways for kids to use to get to bus stops.

***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.***

***Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.***

**Meets standard.** The project is located approximately two miles from the Dutton Fire Department and Sheriff’s Department, so response times are anticipated to be adequate.

Initial review comments from the Township Engineer have been incorporated into the site plan. The Fire Inspector noted that up to thirty residential units are allowed, but that a secondary road connection needs to be established prior to more homes.

***I. Water, Sewer, and Drainage Systems: A Planned Unit Development shall be served by a public or private water and sanitary sewer systems. The Kent County Health Department and/or the Township Engineer must approve the systems. A PUD shall also have a drainage system for surface water runoff which the Kent County Drain Commission and / or the Township Engineer must approve.***

**Meets standard, Conditions Recommended.** Water utilities will be extended by the developer from a stub in 76th Street near the Crystal Springs entrance, and sewer will require that a lift station be installed to push waste to sewer lines between Hidden Knoll and Terra Cotta. Utility extensions make sense in this area as they are on the margins of areas already served by sewer and water. Sewer service is not possible south of Alexander Trails, as 76th is the southern extent of the Grand Rapids Sewer Service Agreement. The applicant should be required to comply with all the requirements of the Township Engineer during the final site plan review.

***J. Open Space: The Planning Commission and Township Board should consider whether the PUD permanently preserves significant amounts of open space or significant natural features. The Township Board may require, upon recommendation of the Planning Commission, that natural amenities such as, but not limited to, ravines, rock outcrops, wooded areas, tree or shrub specimens, unique wildlife habitat, ponds, streams, and wetlands be preserved as part of the open space system.***

**Meets Standard.** The development includes a relatively high percentage of open space in gross terms, but it has not been determined what the net open space percentage is. The most sensitive wetland areas along Plaster Creek will not be impacted by development (they are also within the 100-year floodplain, so those areas are not conducive to development).

Usable open space includes seven designated areas on the site plan; community gathering areas, play equipment, a dog park, open lawn areas, and a trail system. Notes on each follow.

Park 1; “Dog park” or alternatively “Community Garden”. The area measures 100’x100’ which is relatively small for a dog park. It is in an area where yard space is limited, so it will likely get well used by residents in this part of the development. Benches are indicated for dog owners to rest on while the dogs play.

Parks 2 & 3; Linear yards. Generally open with some canopy trees for shade and paved activity areas (fire pits, picnic tables). About 45 feet wide and surrounded by sidewalks, these areas will serve residents of the terrace homes.

Park 4; Ball court and lawn. Approximately 160’x120’, for active and passive recreation. May be used by all residents, seven parking spaces are available.

Park 5; Child play area and lawn. 240’x100’. Play set and picnic areas with grills and open yards.

Park 6; Mailboxes and benches. Staff don’t view this as a park, it will likely be a place where residents meet during mail pick up and talk.

Specific pathways through the Plaster Creek corridor are indicated as “natural” paths implying an unimproved trail.

Overall, the 2023 Parks and Trails Plan guidance is that the scale for passive recreation parks or natural resource areas at the scale of 5+ acres, and neighborhood parks at the scale of 1-2 acres are ideal.

***K. Non-Motorized Transportation Network: Projects within an identified trail network corridor may be required to construct a portion of the trail.***

**Meets standard.** While not in line with a specific corridor identified in the 2010 Non-Motorized Transportation Plan, the area is roughly parallel to a broad southwest-to-northeast corridor identified in it. The non-motorized paths identified in this PUD create an important linkage between 76th and 68th to the north. A trail system along Plaster Creek is a good corridor for a non-motorized greenway that could extend further south toward Prairie Wolf Park in the future.

Pathways along the Plaster Creek corridor are demarcated and described as “cleared hard-pack trail”. During the preliminary hearing on April 25<sup>th</sup>, the development team explained how building and maintaining a permanent paved trail in this area would be extremely difficult due to seasonal flooding and the need to obtain a permit for placing a constructed pathway in wetlands from EGLE.

#### **Section 25.6 Site Plan Review Standards**

***A. Adequacy of Information: Whether the required information has been furnished in sufficiently complete and understandable form so as to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.***

**Meets Standard, conditions recommended.** The site plan mostly complies with the ordinance requirements, with some proposed PUD modifications to be considered.

**Building:** The proposed architectural designs of the homes and building materials to be used are compatible with the surrounding area.

**Dumpster Enclosure:** Trash will be picked up at individual residences.

**Lot Dimensions:** The proposed setbacks require PUD modifications.

- Minimum lot area is 8,500 square feet, lot width is 65 feet, and buildings are limited to 35 feet or 2 ½ stories. Proposed setbacks are as follows:
- SINGLE FAMILY DETACHED HOMES (PLATTED)
  - A) Front Yard = 25 feet
  - B) Side Yard = 5 feet/12-foot minimum building separation
  - C) Rear Yard = 25 feet
- TERRACE HOME CONDOS
  - A) Front Yard = 20 feet Building to Public Road R.O.W./ 8 feet Building to Sidewalk
  - B) Side Yard = 10 feet Building Separation
  - C) Rear Yard = 20 feet Garage to Edge of Private Road

- TWO-STORY CONDOS (FRONT ENTRY GARAGE) SETBACKS
  - A) Front Yard = 20 feet Building to Public Road R.O.W / 26 feet Garage to Edge of Private Road
  - B) Side Yard = 14 feet Building Separation
  - C) Rear Yard = 25 feet
- TWO-STORY CONDOS (REAR ENTRY GARAGE) SETBACKS
  - A) Front Yard = 10 feet Building to Public Road R.O.W / 8 feet Building to Sidewalk
  - B) Side Yard = 14 feet Building Separation / 10 feet Garage to Garage Separation
  - C) Rear Yard = 20 feet Garage to Edge of Private Road
- RANCH CONDOMINIUM SETBACKS
  - A) Front Yard = 20 feet Building to Public Road R.O.W / 26 feet Garage to Edge of Private Road
  - B) Side Yard = 14 feet Building Separation
  - C) Rear Yard = 25 feet

**Parking:** The parking requirements are met at one parking space per residential unit. Eleven spaces are indicated in the Park 4 and Park 5 areas.

**Signage:** Two (2) matching community identification signs are indicated on the site plan at the main entrance on 76<sup>th</sup> Street, but no details on requested size are indicated.

**Lighting:** A lighting plan has been submitted in accordance with Section 18.5. Streetlights are proposed at intersection corners, and light levels in these areas are anticipated to be a maximum of 1.4 footcandle. The light poles are compliant with the height requirements at 14 feet tall. The light can be adjusted between 2,700K and 5,000K; the Township encourages lights to be set at the warmer white Kelvin range at 3,500K maximum.

It is not clear whether the poles meet the requirement to be set 10 feet from property lines as the photometric plan is not to scale, nor is it clear if this model of streetlight is a full cutoff fixture. Conditions to clarify these items are recommended.

**Landscaping:** A landscaping plan has been submitted in accordance with Section 16.3, see comments above for trees along private roads.

Regarding 16.3.B Residential Buffers, landscape buffers are indicated along 76<sup>th</sup> Street where residential yards are adjacent to the road right-of-way. It is not clear if those buffers lie within the overhead utility easements (which may not allow landscaping beneath), nor are the species noted.

**Street Names:** Remain undetermined.

***B. Compliance with Township Master Plan: The site plan must comply with the Township Master Plan and its goals and objectives and any secondary plans that may have been adopted by the Township for the area containing the site.***

**Meets standard.** Please Review Standard 11.1 (A) above.

***C. Compliance with all Township Ordinances and Other Laws: The site plan must comply with the standards of this Ordinance and all other applicable Township ordinances, as well as all county, state, and federal regulations and laws.***

**Meets standard, condition recommended.** The applicant is required to secure all applicable township and outside agency approvals prior to site development, including the Township Engineer/BGUA, Fire Department, Kent County Road Commission, Kent County Drain Commission, and EGLE.

The project is being proposed as a PUD, which leaves room for design flexibility to carry out the goals and intent of the master plan. If the Planning Commission determines that the standards of review for Sections 11.1 and 25.6 are met, compliance with the ordinance will be achieved.

***D. Configuration of Uses: Whether there are ways in which the configuration of uses and structures could be changed that would improve the effect of the development on adjoining and nearby properties, persons, activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and the proposed use and structures.***

**Meets standard.** The proposed final PUD has been modified throughout the process to meet the guidelines of the Gaines Charter Township 2023 Master Plan and the expectations set by the Planning Commission.

***E. Preservation of Natural Features: The landscape, natural features, and topography shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and alteration of natural features, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.***

**Meets standard.** Some grade changes will need to be made, which will require a soil erosion and sedimentation control permit from the KCRC prior to the start of any site work. An extensive area along Plaster Creek will be preserved, as will woods at the northwest corner, and on the Terra Cotta parcel. Overall, there is ca. 19 acres of wetlands and floodplain conserved that can be used for passive recreation, and ca. 49.9 acres of open space.

***F. Privacy: The site design must provide reasonable visual and sound screening and privacy for dwelling units on the site and on adjacent properties using fences, buffers, berms, and other measures, as appropriate.***

**Meets standard.** The surrounding properties are predominantly undeveloped except along 76<sup>th</sup> Street and at the connection to Terra Cotta. One area of potential nuisance for residents is the light generated by Revolution Farms to the east which will likely spill into the eastern portions of the development.

***G. Safety: Buildings and uses shall be arranged and designed to provide emergency vehicle access. Site plans shall conform to all applicable fire codes.***

**Meets standard, condition recommended.** All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector. The Fire Inspector has brought it to the attention of the developer that after 30 house units, a secondary road connection will be required to be made.

***H. Vehicular Circulation: The site design shall provide safe, convenient, and well defined vehicular and pedestrian circulation within and to/from the site. Access to/from the site shall be designed to minimize conflicts with traffic on adjacent streets. Shared curb cuts and service drives shall be utilized as necessary to reduce traffic conflicts and improve the functionality of the site.***

**Meets standard.** Traffic within the development will be served by both public and private streets. Four access points are planned, one at each cardinal direction and connecting to 76<sup>th</sup> Street, Hidden Knoll, Terra Cotta, two potential future connections to the west, and one to the east. Within the development itself, the street plan has been designed to adequately move traffic internally. All work within the public right-of-way and public roads must be approved by the Kent County Road Commission.

It is likely that traffic will increase along Terra Cotta/Sienna when the road is connected and as the project gets developed since that is a natural corridor to access 68<sup>th</sup> Street.

***I. Pedestrian Circulation: The site plan shall provide a pedestrian circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system for safety and convenience.***

**Meets standard.** The site plan has been designed to promote pedestrian circulation throughout the development. All public roads are served by sidewalks.

***J. Drainage: Site plans shall conform with the Kent County Drain Commission's surface water drainage standards and to the Township Stormwater Ordinance (and other applicable Township ordinances) with special attention given to proper site drainage so that removal of storm water will not adversely affect neighboring property owners. Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible.***

**Meets standard, condition recommended.** Stormwater and utility plans are subject to review and approval by the Township Engineer.

***K. Traffic Impact: Measures must be taken to reduce any adverse effects on existing roads, circulation patterns on the roads, or access to the site from the expected volume of traffic to be generated by the proposed use.***

**Condition recommended.** The Kent County Road Commission may require a traffic study during its review of access to the development. A focus on improvements to 76<sup>th</sup> Street would be welcome by Township residents.

***L. Hazardous Materials: Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies. Each site shall be designed to meet all applicable state and federal regulations.***

Not applicable.

***M. Public Health, Safety, or Welfare: The site plan must be adequate to provide for the health, safety, and general welfare of the persons and property on this site and in the neighboring community. The site plan and proposed buildings and uses must be reasonable and promote the goals and intent of this Ordinance. All elements of the site plan shall be designed to take into account the site's***

***topography, the size and type of lot involved, the character of the adjoining properties, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding properties for uses permitted in this Ordinance. The site plan must be harmonious with and not injurious to existing and projected uses in the immediate area.***

**Meets standard.** The site plan has been designed to promote the goals and intent of the zoning ordinance and master plan. The development proposes a mix of housing types in a suburban single family home setting. The proposed development intends to preserve wetlands and reduce the limits of disturbance along the Plaster Creek corridor.

#### **STAFF RECOMMENDATION**

Staff recommends the Planning Commission approve the site plan and recommend approval of the PUD amendment to the Township Board of Trustees with the following conditions:

1. 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
2. The photometric plan shall be revised:
  - a. Show the setback distances of the proposed light poles to the property lines. To be reviewed and approved administratively.
  - b. Any fixture or luminaire with a lamp shall be a full cut-off type fixture.



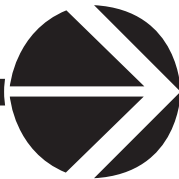


## LEGEND

- 1 PRIMARY SITE ENTRANCE
- 2 CONNECTIONS TO EXISTING NEIGHBORHOODS
- 3 PLATTED LOTS
- 4 TERRACE CONDOMINIUMS
- 5 2-STORY CONDOMINIUM (REAR GARAGE)
- 6 2-STORY CONDOMINIUM (FRONT GARAGE)
- 7 RANCH CONDOMINIUM
- 8 COMMUNITY PARKS (SEE AMENITY EXHIBITS)
- 9 STORMWATER BASIN
- 10 ILLUSTRATIVE LANDSCAPE (SEE LANDSCAPE PLANS)
- 11 WOODLANDS TO REMAIN
- 12 EXISTING WETLANDS AND CREEK WITH FUTURE NATURAL PATHWAY
- 13 NATURAL PATH
- 14 BUS STOP

## NOTES

|                             |                               |
|-----------------------------|-------------------------------|
| Site Location:              | 76th Street<br>Gaines Twp, MI |
| Site Area                   | = 149.74 ac.                  |
| Unit Total                  | = 404 units                   |
| Platted Lots                | = 190 lots                    |
| Terrace Condominium         | = 40 units                    |
| 2-Story Condo(rear garage)  | = 30 units                    |
| 2-Story Condo(front garage) | = 78 units                    |
| Ranch Condominium           | = 66 units                    |

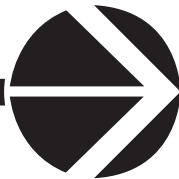






**NOTES**

- NUMBERED LOTS = PLAT
- ALL OTHER BUILDINGS = CONDOMINIUMS





**PREPARED FOR:**  
Signature Land Development Corp.  
Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

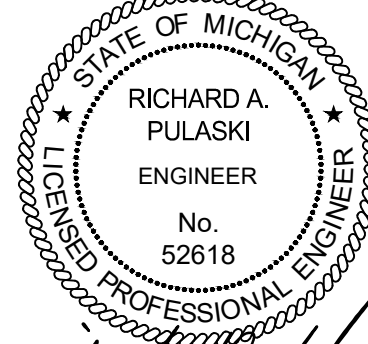
**REVISIONS:**  
Title: Site Plan Submittal  
Drawn: JMW/JS Checked: RP Date: 2/29/24  
Title: Revised Site Plan Submittal  
Drawn: JMW/SDC Checked: RP Date: 5/01/24

## ALEXANDER TRAILS

### Existing Site Conditions Plan

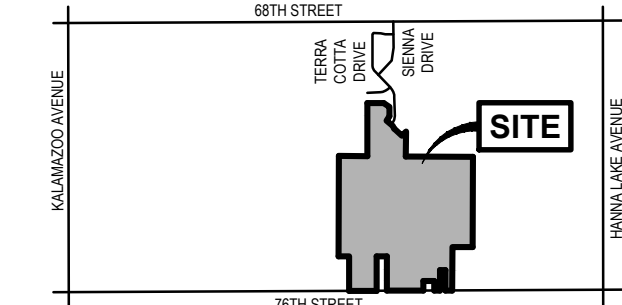
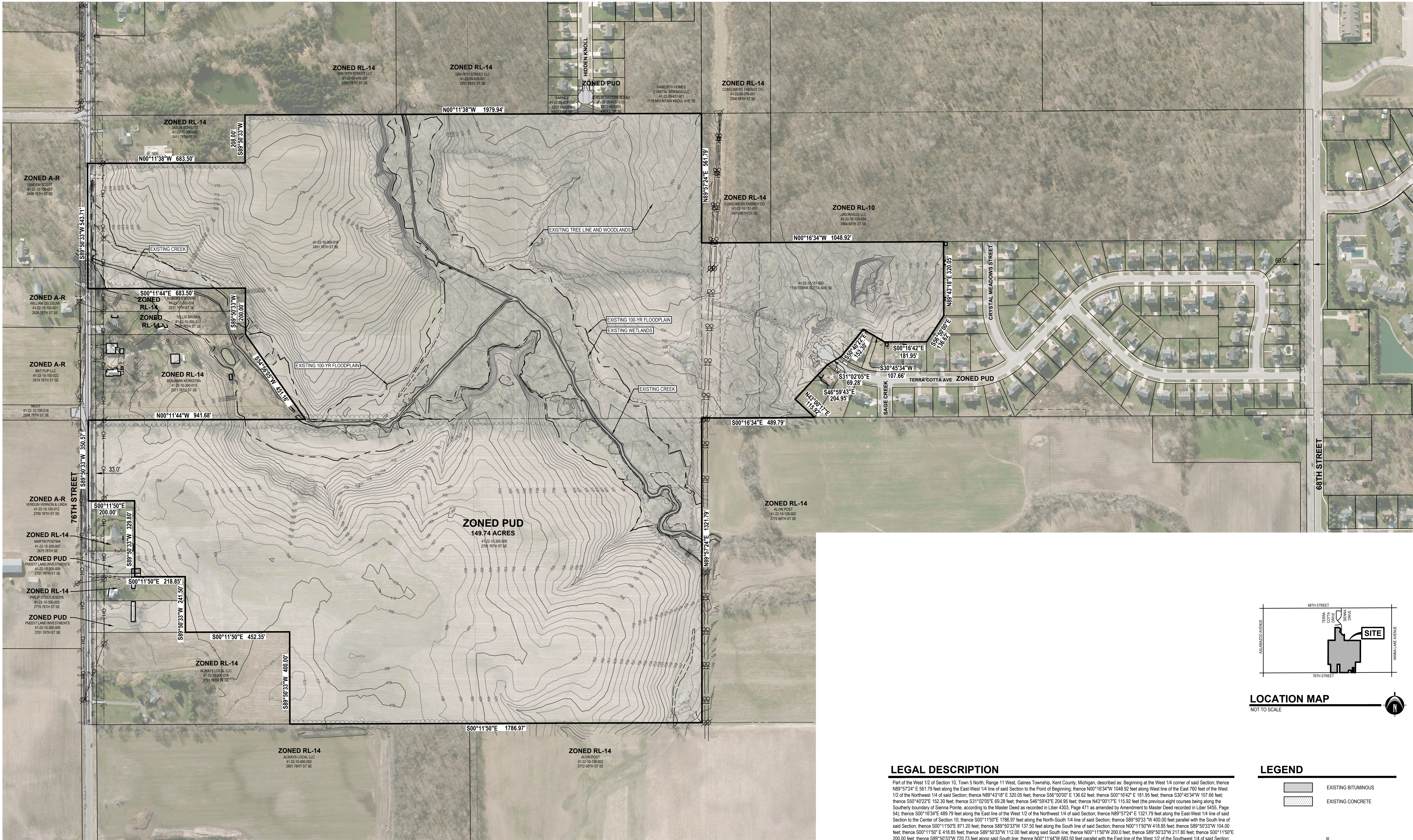
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**



**PROJECT NO:**  
17400405

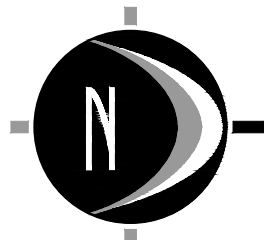
**SHEET NO:**  
**C-201**



**LOCATION MAP**  
NOT TO SCALE

#### LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE



0' 100' 200' 400'  
**SCALE: 1" = 200'**

#### LEGAL DESCRIPTION

Part of the West 1/2 of Section 10, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Beginning at the West 1/4 corner of said Section; thence N89°57'24" E 561.79 feet along the East-West 1/4 line of said Section to the Point of Beginning; thence N00°16'34" W 1048.92 feet along West line of the East 760 feet of the West 1/2 of the Northwest 1/4 of said Section; thence N89°43'18" E 320.05 feet; thence S66°50'00" E 136.62 feet; thence S00°16'42" E 181.95 feet; thence S30°45'34" W 107.66 feet; thence S50°40'22" E 152.30 feet; thence S31°02'05" E 69.28 feet; thence S46°59'43" E 204.95 feet; thence N43°00'17" E 115.52 feet (the previous eight courses being along the Southerly boundary of Siena Pointe, according to the Master Deed as recorded in Liber 4303, Page 471 as amended by Amendment to Master Deed recorded in Liber 5455, Page 54); thence S00°16'34" E 489.79 feet along the East line of the West 1/2 of the Northwest 1/4 of said Section; thence N89°57'24" E 1321.79 feet along the East-West 1/4 line of said Section to the Center of Section 10; thence S00°11'50" E 1786.97 feet along the North-South 1/4 line of said Section; thence S89°50'33" W 400.00 feet parallel with the South line of said Section; thence S00°11'50" E 611.20 feet; thence S89°50'33" W 137.50 feet along the South line of said Section; thence N00°11'50" W 418.85 feet; thence S89°50'33" W 104.00 feet; thence S00°11'50" E 418.85 feet; thence S89°50'33" W 112.00 feet along said South line; thence N00°11'50" W 200.0 feet; thence S89°50'33" W 217.80 feet; thence S00°11'50" E 200.00 feet; thence S89°50'33" W 720.73 feet along said South line; thence N00°11'44" W 683.50 feet parallel with the East line of the West 1/2 of the Southwest 1/4 of said Section; thence S89°50'33" W 200.00 feet; thence S00°11'44" E 683.50 feet; thence S89°50'33" W 543.71 feet along the South line of said Section; thence N00°11'38" W 683.50 feet parallel with the West line of said Section; thence S89°50'33" W 226.00 feet; thence N00°11'38" W 1979.94 feet along said West line to the Point of Beginning. Contains 159.16 acres. Subject to easements, restrictions and rights-of-way of record. Also subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof.



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



**PREPARED FOR:**

Signature Land Development Corp.  
Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

**REVISIONS:**

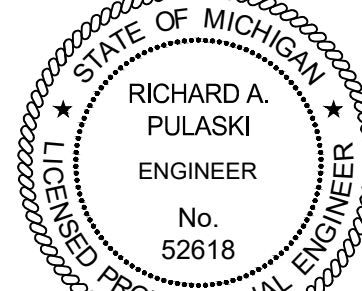
Title: Site Plan Submittal  
Drawn: JMW/S Checked: RP Date: 2/29/24  
Title: Revised Site Plan Submittal  
Drawn: JMW/SDC Checked: RP Date: 5/1/24

**ALEXANDER TRAILS**

**Overall Site Layout Plan**

PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**

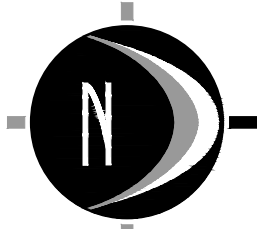


**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-205**

**LEGEND**

|  |                                     |
|--|-------------------------------------|
|  | EXISTING BITUMINOUS                 |
|  | EXISTING CONCRETE                   |
|  | PROPOSED BITUMINOUS (STANDARD DUTY) |
|  | PROPOSED CONCRETE (STANDARD DUTY)   |



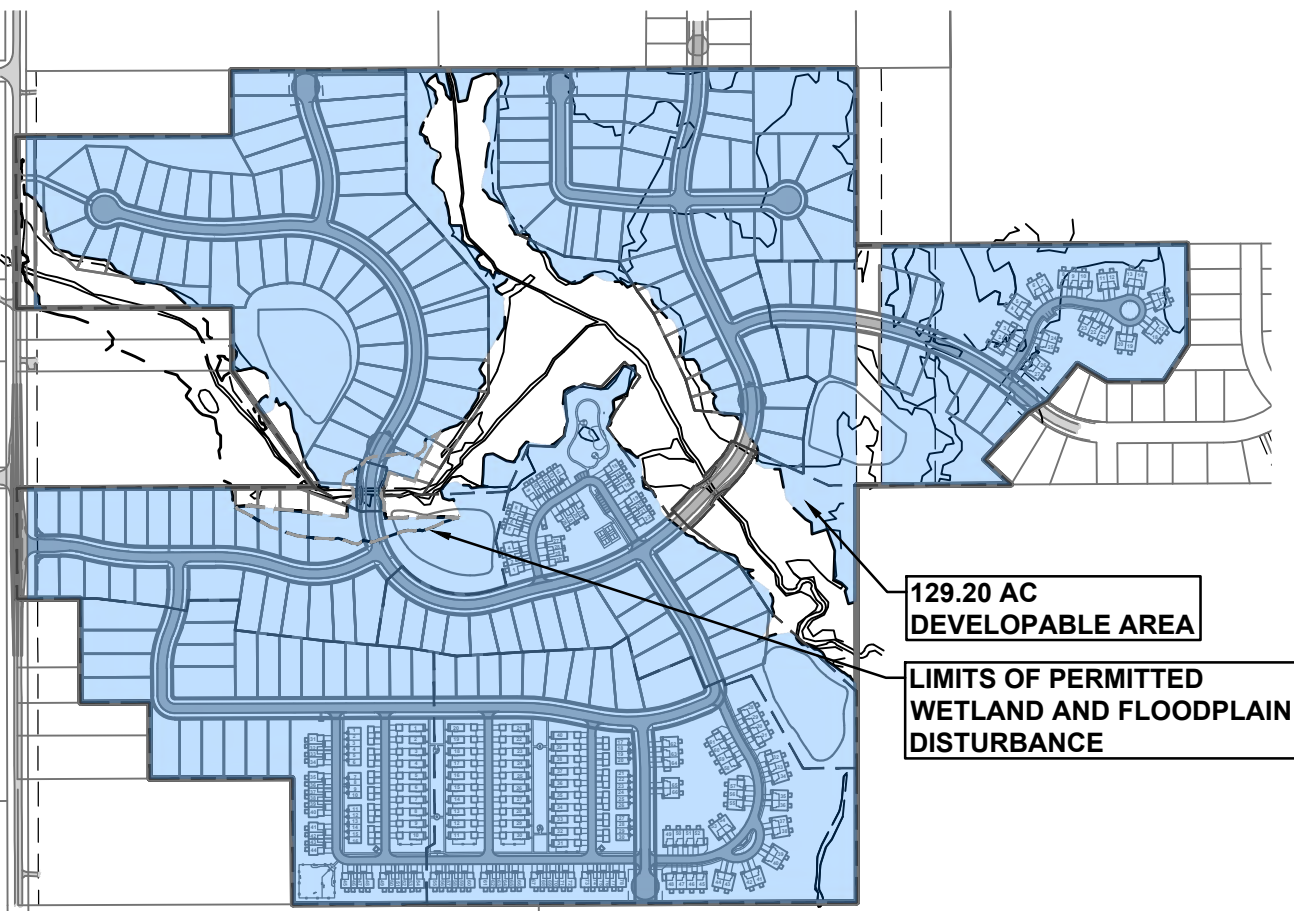
0' 100' 200' 400'  
SCALE: 1" = 200'

**GENERAL NOTES**

- ZONING OF PROPERTY: PUD  
PUD ZONING REQUIREMENTS  
A) MINIMUM LOT AREA = 8,500 SQ. FT.  
B) MINIMUM LOT WIDTH = 65 FT.  
C) MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES  
SINGLE FAMILY LOT SETBACKS  
A) FRONT YARD = 25 FT.  
B) SIDE YARD = 5 FT. MIN (12 FT. MIN. BUILDING SEPARATION)  
C) REAR YARD = 25 FT.  
MINIMUM SETBACKS BY UNIT TYPE (ALL SETBACK DIMENSIONS MEASURED TO FOUNDATION)  
TERRACE UNIT SETBACKS  
A) FRONT YARD = 20 FT. BUILDING TO PUBLIC ROAD R.O.W.  
= 8 FT. BUILDING TO SIDEWALK  
B) SIDE YARD = 10 FT. BUILDING SEPARATION  
C) REAR YARD = 20 FT. GARAGE TO EDGE OF PRIVATE ROAD  
TWO-STORY CONDOS (FRONT ENTRY GARAGE) SETBACKS  
A) FRONT YARD = 20 FT. BUILDING TO PUBLIC ROAD R.O.W.  
= 26 FT. GARAGE TO EDGE OF PRIVATE ROAD  
B) SIDE YARD = 14 FT. BUILDING SEPARATION  
C) REAR YARD = 25 FT.  
TWO-STORY CONDOS (REAR ENTRY GARAGE) SETBACKS  
A) FRONT YARD = 10 FT. BUILDING TO PUBLIC ROAD R.O.W.  
= 8 FT. BUILDING TO SIDEWALK  
B) SIDE YARD = 14 FT. BUILDING SEPARATION  
= 10 FT. GARAGE TO GARAGE SEPARATION  
C) REAR YARD = 20 FT. GARAGE TO EDGE OF PRIVATE ROAD  
RANCH CONDOMINIUM SETBACKS  
A) FRONT YARD = 20 FT. BUILDING TO PUBLIC ROAD R.O.W.  
FRONT YARD = 26 FT. GARAGE TO EDGE OF PRIVATE ROAD  
B) SIDE YARD = 14 FT. BUILDING SEPARATION  
C) REAR YARD = 25 FT.
- SUMMARY OF LAND USE:  
A) TOTAL ACREAGE = 149.74 ACRES (6,522,784 SQ. FT.) (EXCLUDING EX. 76TH ST. R.O.W.)  
B) UNIT SUMMARY:  
PLATTED SINGLE FAMILY LOTS = 190  
4 UNIT TWO STORY CONDOS (REAR ENTRY) (3 BLDGS) = 12  
6 UNIT TWO STORY CONDOS (REAR ENTRY) (3 BLDGS) = 18  
4 UNIT TWO STORY CONDOS (FRONT ENTRY) (3 BLDGS) = 36  
6 UNIT TWO STORY CONDOS (FRONT ENTRY) (7 BLDGS) = 42  
2 UNIT RANCH CONDOS (16) = 32  
3 UNIT RANCH CONDOS (6) = 18  
4 UNIT RANCH CONDOS (4) = 16  
TERRACE CONDOS = 40  
UNIT TOTAL = 404  
C) LENGTH OF ROADS = 16,723 LF TOTAL  
11,727 LF PUBLIC  
4,996 LF PRIVATE  
D) OPEN SPACE = 49.90 ACRES (2,173,704 SQ. FT.)  
E) ZONING OF PARCELS TO NORTH = RL-14, PUD  
ZONING OF PARCELS TO EAST = RL-14  
ZONING OF PARCELS TO WEST = RL-14, PUD  
ZONING OF PARCELS TO SOUTH = A-R
- DENSITY CALCULATIONS:  
A) GROSS DENSITY = 2.70 DWELLINGS PER ACRE (404 / 149.74 ACRES SITE AREA EXCLUDING EX. 76TH ST. R.O.W.)  
B) NET DENSITY: 3.12 DWELLINGS PER ACRE (404 / 129.20 AC)  
TOTAL SITE ACREAGE = 150.41 AC  
AREA OF EXISTING R.O.W. = 0.68 AC  
AREA OF WETLANDS AND FLOODPLAIN TO REMAIN = 19.13 AC  
AREA OF EXISTING UTILITY EASEMENTS = 1.40 AC  
NET DEVELOPABLE AREA = 129.20 AC
- PORTIONS OF THE SITE ARE WITHIN FLOODPLAIN BOUNDARIES.
- BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.
- ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. PROPOSED LIGHTING SHALL CONSIST OF WALL-MOUNTED LIGHTS AND LIGHT POLES, BOTH FITTED WITH DOWN CAST TYPE FIXTURES TO BE SPECIFIED BY LIGHTING CONSULTANT.

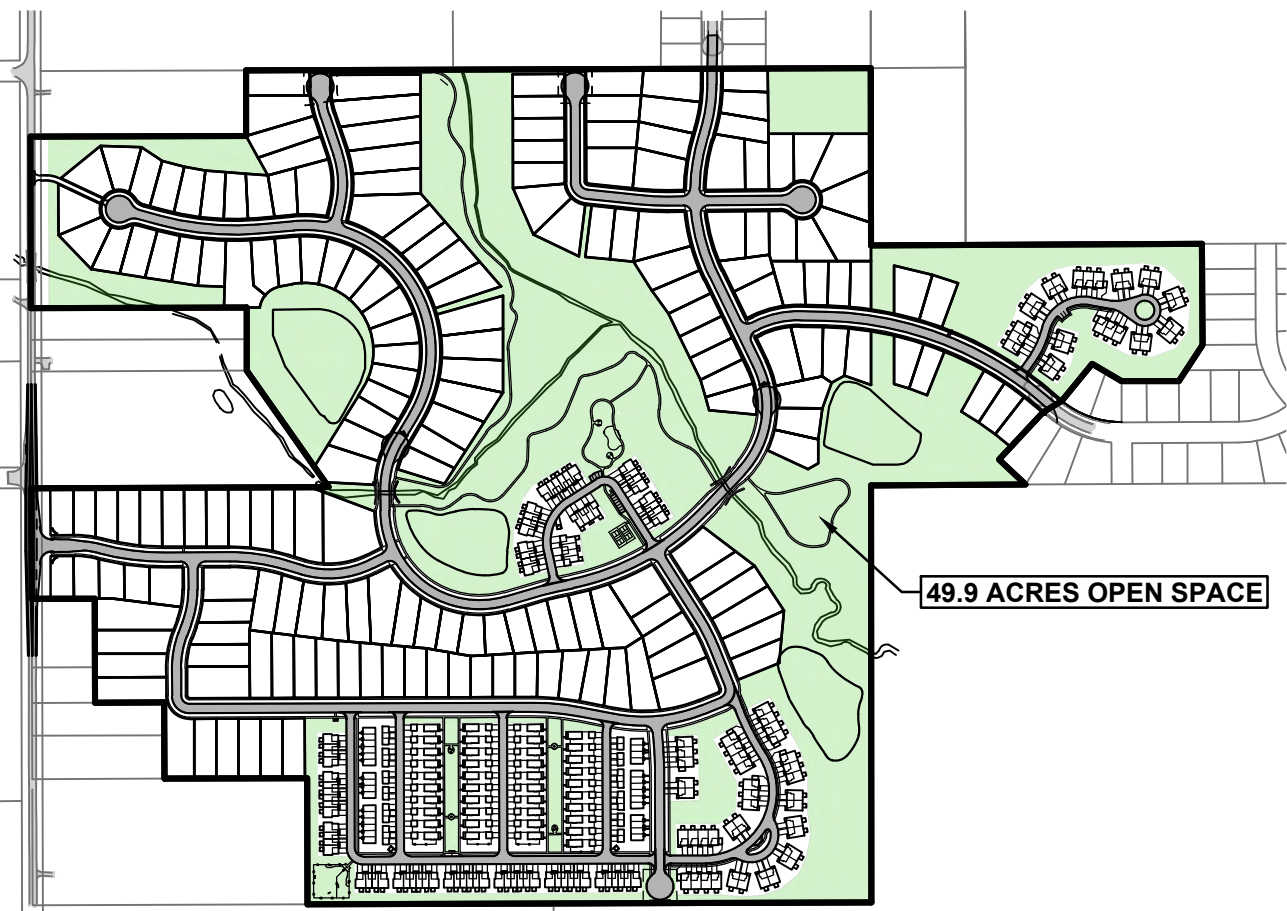
**DEVELOPABLE AREA EXHIBIT**

N.T.S.



**OPEN SPACE EXHIBIT**

N.T.S.



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Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

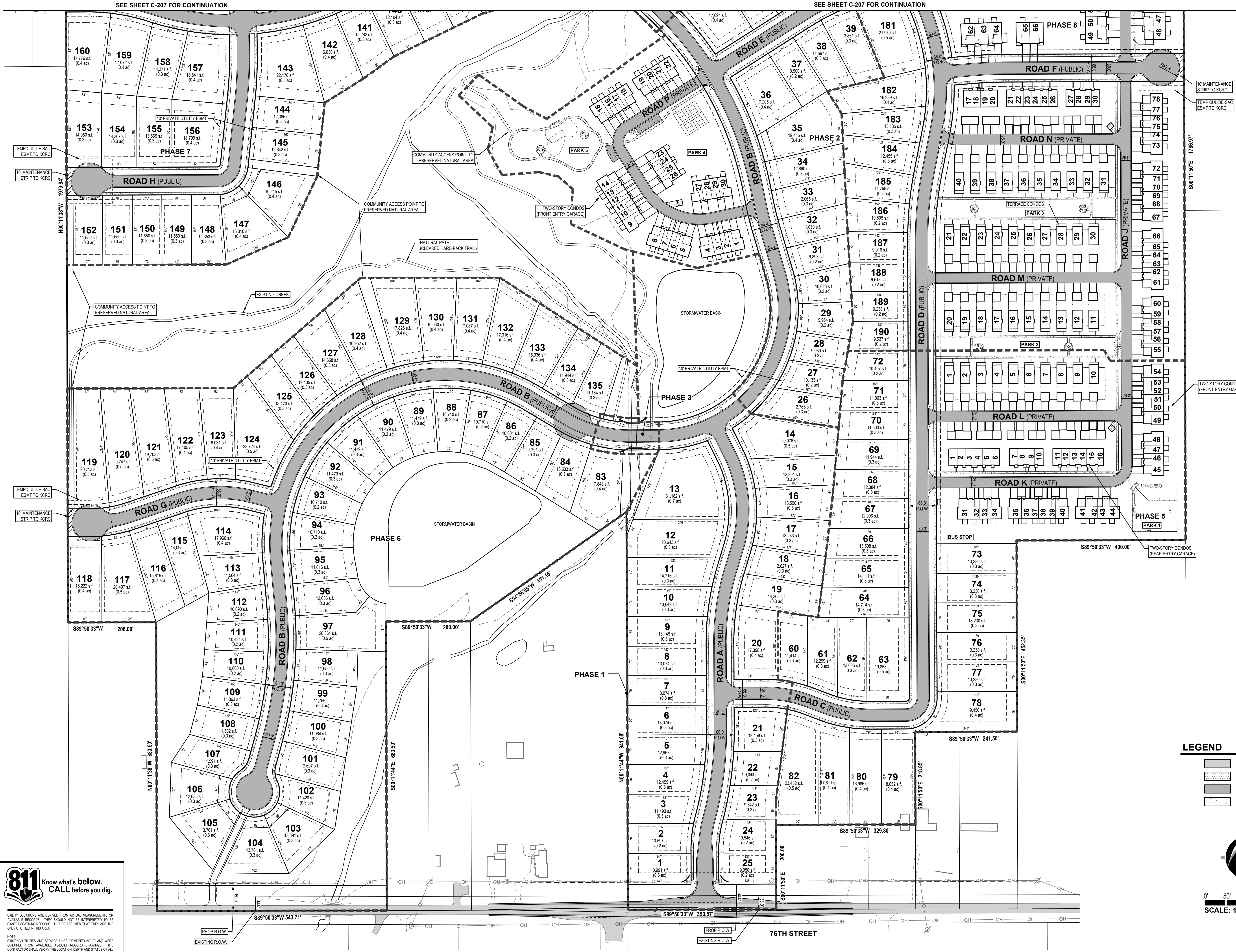
**REVISIONS:**  
Title: Site Plan Submittal  
Drawn: JMW/S Checked: RP Date: 2/29/24  
Title: Revised Site Plan Submittal  
Drawn: JMW/SDC Checked: RP Date: 5/1/24

**ALEXANDER TRAILS**  
**South Site Layout Plan**  
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**  
STATE OF MICHIGAN  
RICHARD A. PULASKI  
ENGINEER  
No. 52618  
PROFESSIONAL ENGINEER

**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-206**





**PREPARED FOR:**

Signature Land Development Corp.  
Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

**REVISIONS:**

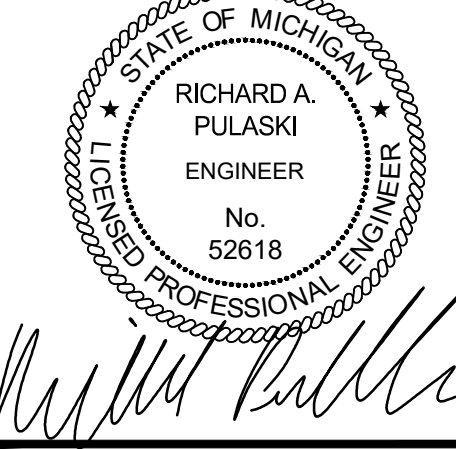
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Title: Revised Site Plan Submittal  
Drawn: JMW/S/D Checked: RP Date: 5/01/24

**ALEXANDER TRAILS**

**North Site Layout Plan**

PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**



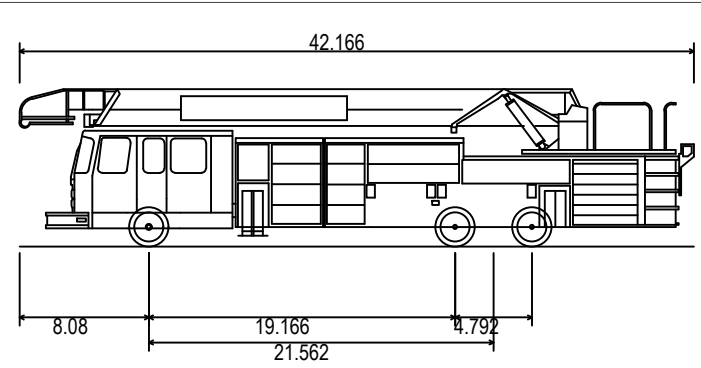
**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-207**



**ROAD Q - FIRE TRUCK TURN MOVEMENT EXHBIT**

N.T.S.



Fire Truck-Cyclone Chassis  
Overall Length 42.166ft  
Overall Width 8.333ft  
Overall Body Height 9.851ft  
Min Body Ground Clearance 0.687ft  
Track Width 7.000ft  
Lock-to-lock time 6.00s  
Curb to Curb Turning Radius 36.900ft



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Grand Rapids, MI 49546  
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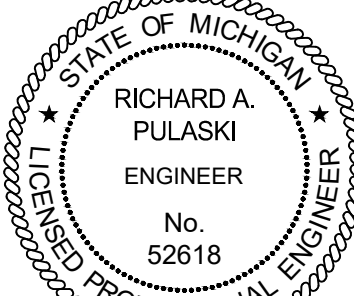
**REVISIONS:**  
Title: Site Plan Submittal  
Drawn: JMW/S Checked: RP Date: 2/29/24  
Title: Revised Site Plan Submittal  
Drawn: JMW/SDC Checked: RP Date: 5/01/24

# ALEXANDER TRAILS

## Grading & Utility Plan

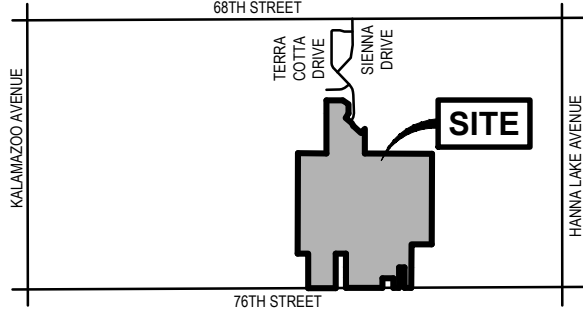
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**

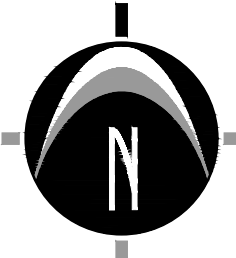


**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-300**



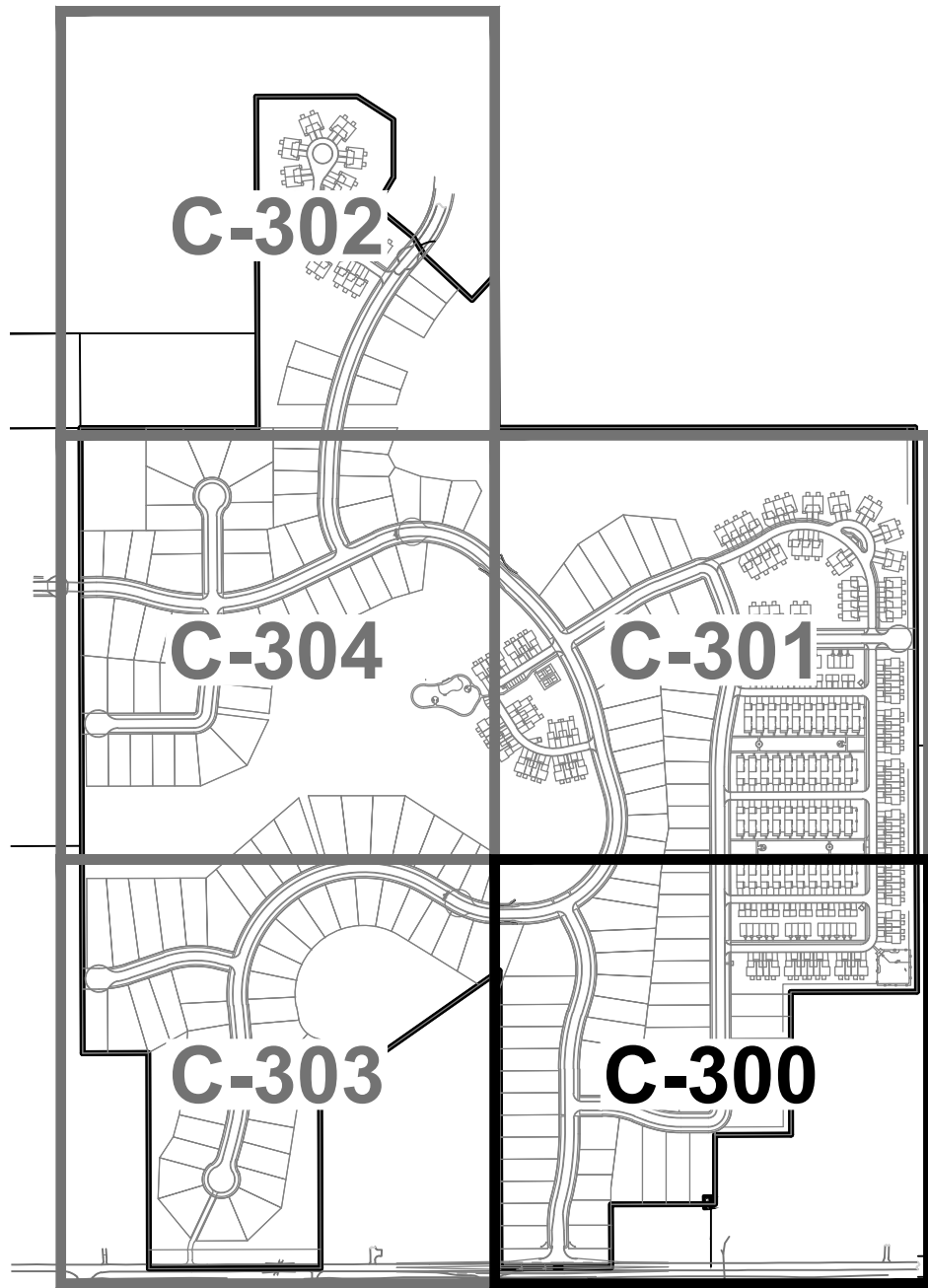
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NOT TO SCALE



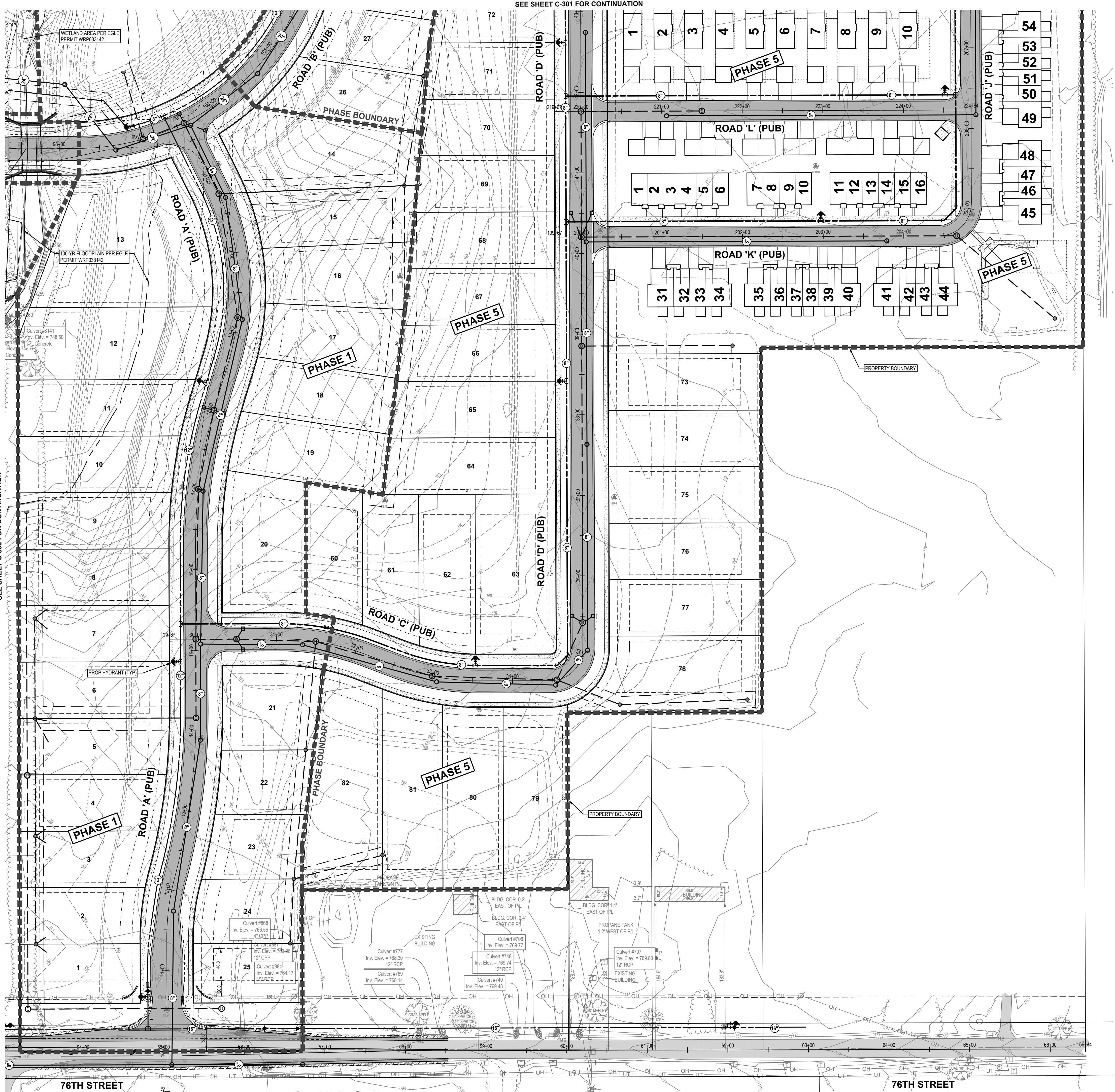
0' 25' 50' 100'  
**SCALE: 1" = 50'**

### LEGEND

- EX. GRADE CONTOUR
- PROP. GRADE CONTOUR
- EX. BITUMINOUS
- EX. CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROP. STORM SEWER
- PROP. SANITARY SEWER
- PROP. WATERMAIN



**KEY MAP**  
SCALE: 1"=60'





NEDERVELD

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217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503  
Phone: 616.575.5190

ANN ARBOR  
CHICAGO  
COLUMBUS  
HOLLAND  
INDIANAPOLIS

**PREPARED FOR:**  
Signature Land Development Corp.  
Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

**REVISIONS:**  
Title: Site Plan Submittal  
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Title: Revised Site Plan Submittal  
Drawn: JMW/SDC Checked: RP Date: 5/01/24

ALEXANDER TRAILS

Grading & Utility Plan

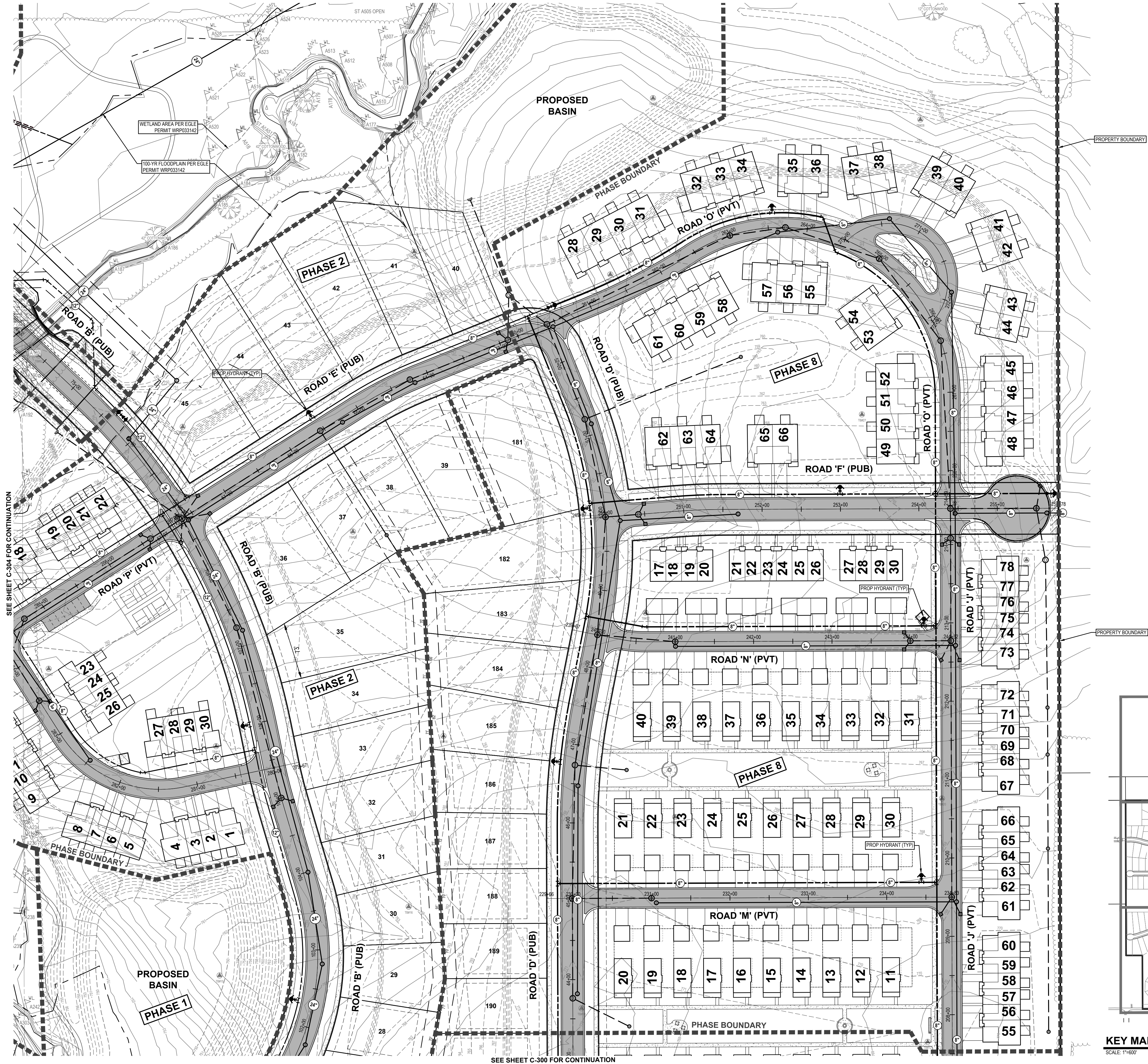
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN  
RICHARD A. PULASKI  
ENGINEER  
No. 52618  
LICENSED PROFESSIONAL ENGINEER

PROJECT NO:  
17400405

SHEET NO:  
**C-301**





**REVISIONS:**

|                                    |                 |             |               |
|------------------------------------|-----------------|-------------|---------------|
| Title: Site Plan Submittal         | Drawn: JM/WS    | Checked: RP | Date: 2/29/24 |
| Title: Revised Site Plan Submittal | Drawn: JM/WS/DC | Checked: RP | Date: 5/01/24 |

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**ALEXANDER TRAILS**

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**Grading & Utility Plan**

PART OF SECTION 10, T5N, R10W,  
CANINE TOWNSHIP, YENT COUNTY, MICHIGAN

**SHEET NO:**  
**C-302**







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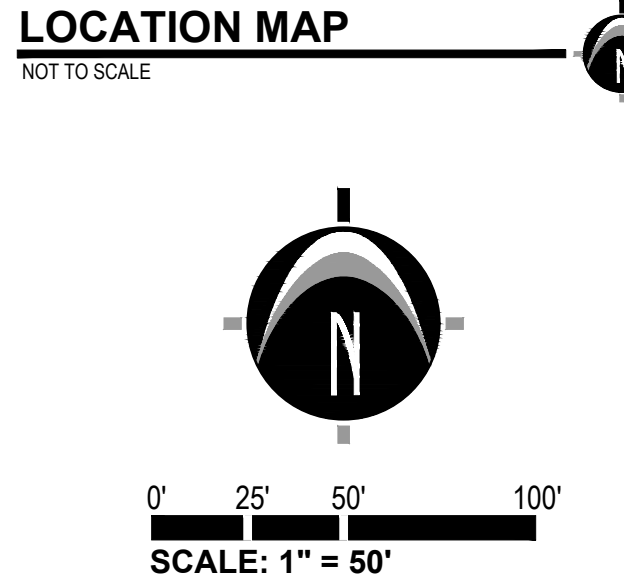
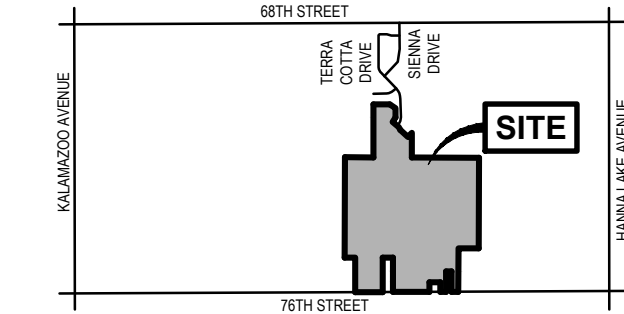
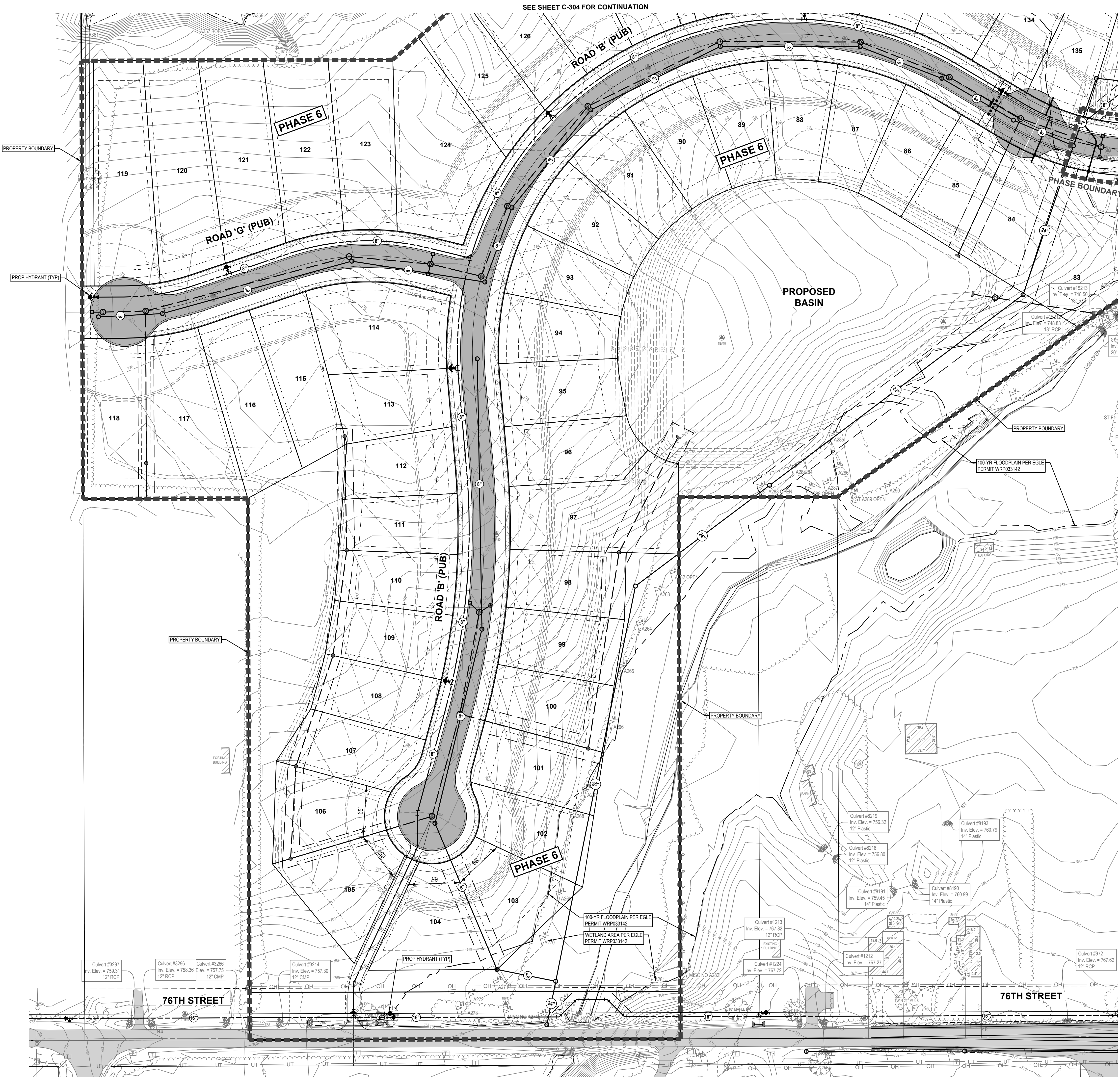
**GRAND RAPIDS**  
217 Grandville Ave., Suite 302  
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Phone: 616.575.5190

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HOLLAND  
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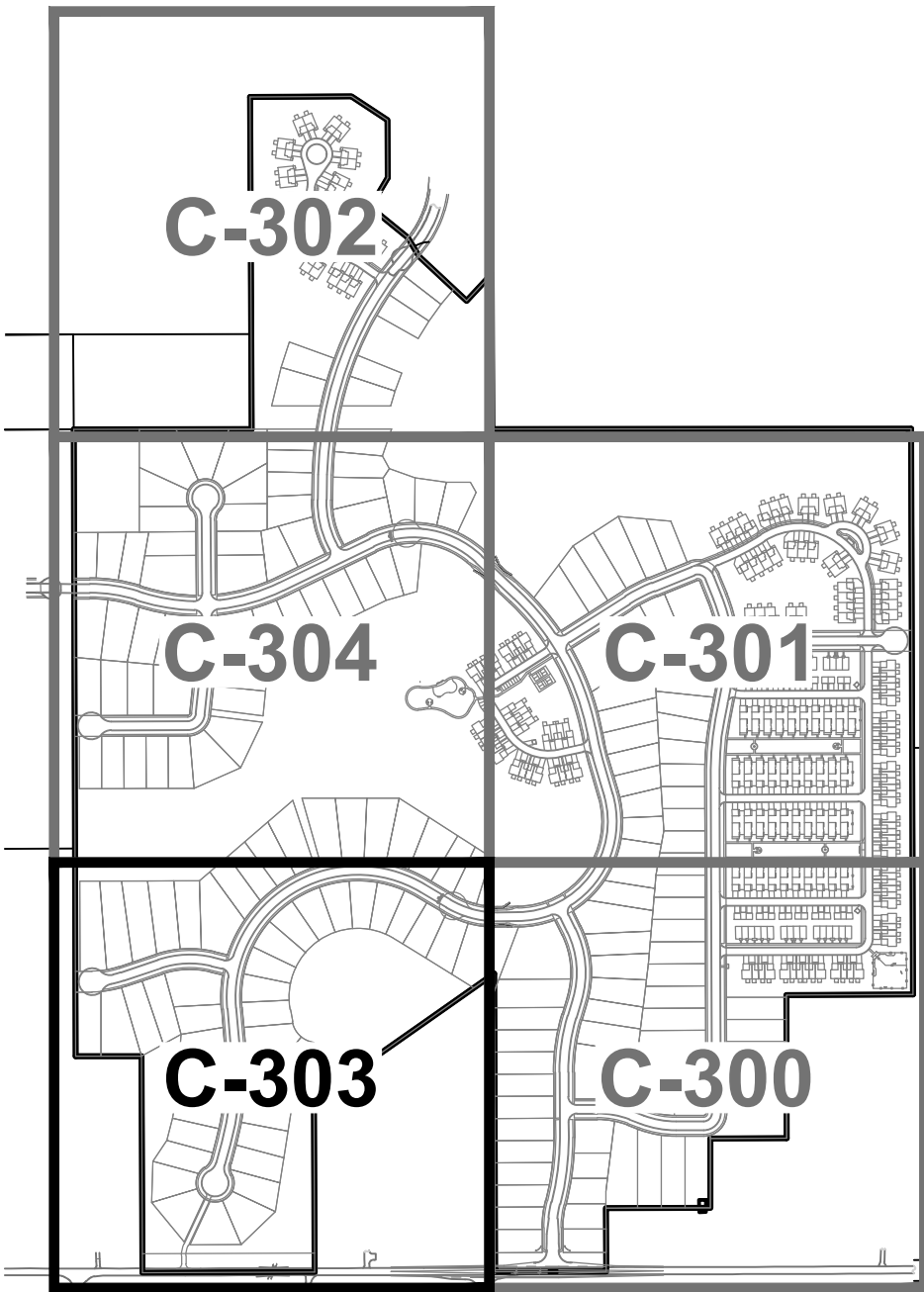
**REVISIONS:**

|                                    |                |             |               |
|------------------------------------|----------------|-------------|---------------|
| Title: Site Plan Submittal         | Drawn: JMW/S   | Checked: RP | Date: 2/29/24 |
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**LEGEND**

- EX. GRADE CONTOUR
- PROP. GRADE CONTOUR
- EX. BITUMINOUS
- EX. CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROP. STORM SEWER - 12" - XX"
- PROP. SANITARY SEWER - 8" & 24"
- PROP. WATERMAIN - 8" & 12"



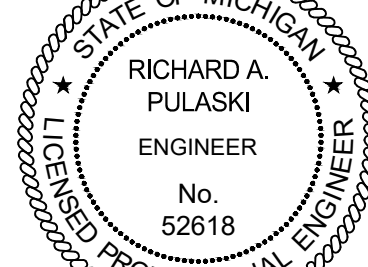
**KEY MAP**  
SCALE: 1"=600'

**ALEXANDER TRAILS**

**Grading & Utility Plan**

PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**



**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-303**





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**COLUMBUS**  
**HOLLAND**  
**INDIANAPOLIS**

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Attention: Michael McGraw  
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Phone: 616.455.0200

**REVISIONS:**

|                                    |                |             |               |
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**ALEXANDER TRAILS**

**Grading & Utility Plan**

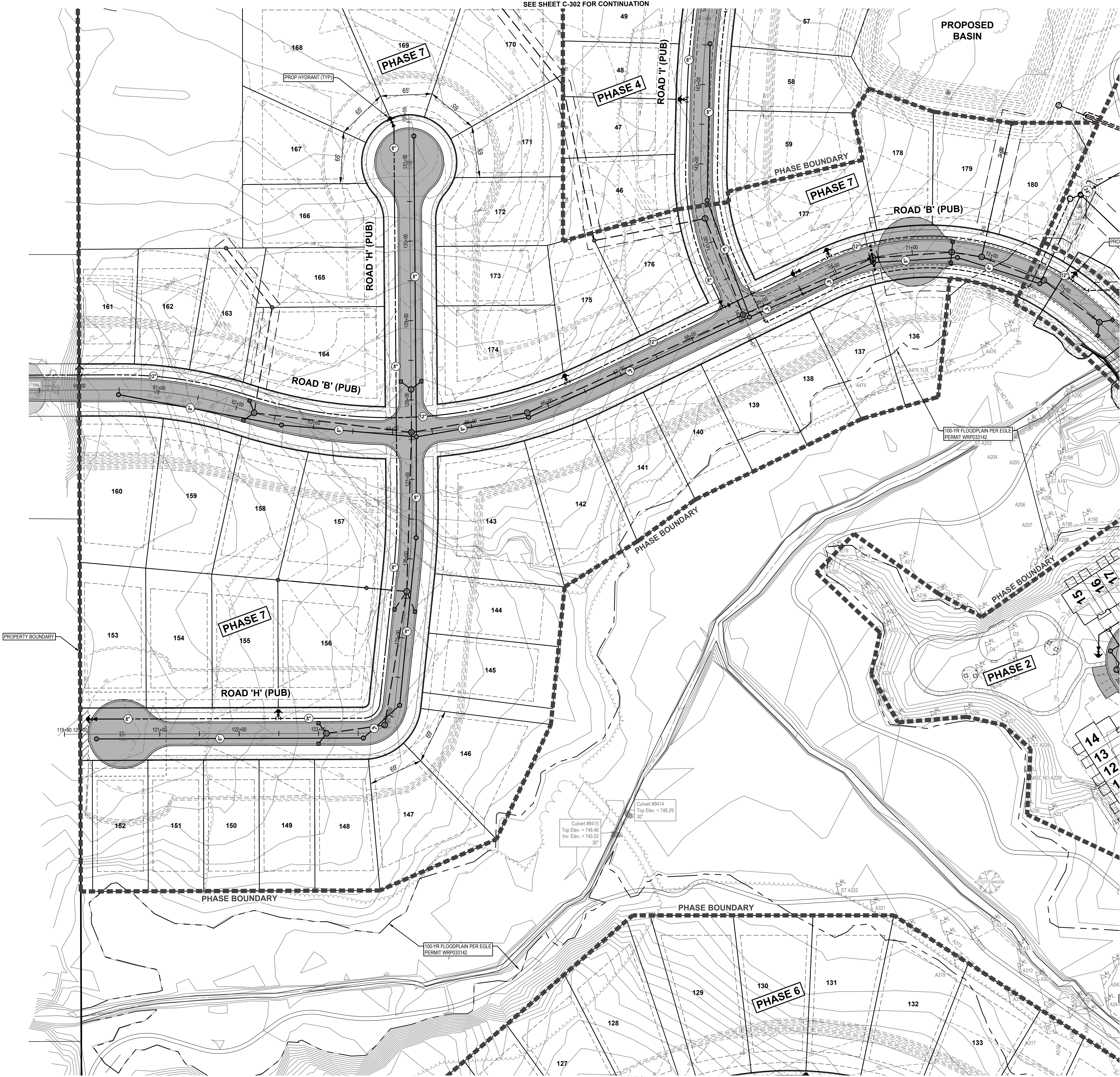
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**



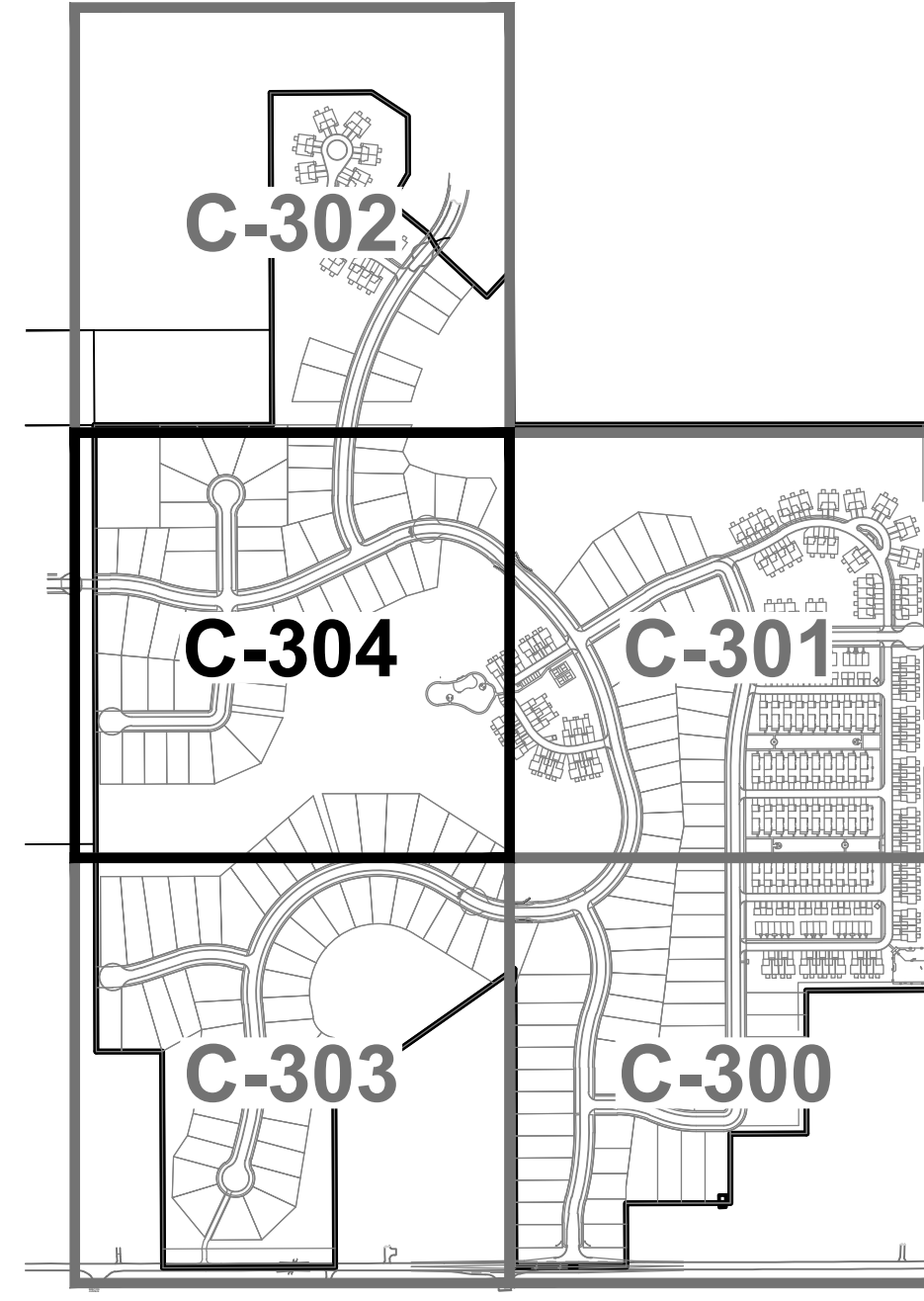
**PROJECT NO:**  
17400405

**SHEET NO:**  
**C-304**



**LEGEND**

|  |                                     |
|--|-------------------------------------|
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|  | PROP. GRADE CONTOUR                 |
|  | EX. BITUMINOUS                      |
|  | EX. CONCRETE                        |
|  | PROPOSED BITUMINOUS (STANDARD DUTY) |
|  | PROPOSED CONCRETE (STANDARD DUTY)   |
|  | PROP. STORM SEWER                   |
|  | PROP. SANITARY SEWER                |
|  | PROP. WATERMAIN                     |



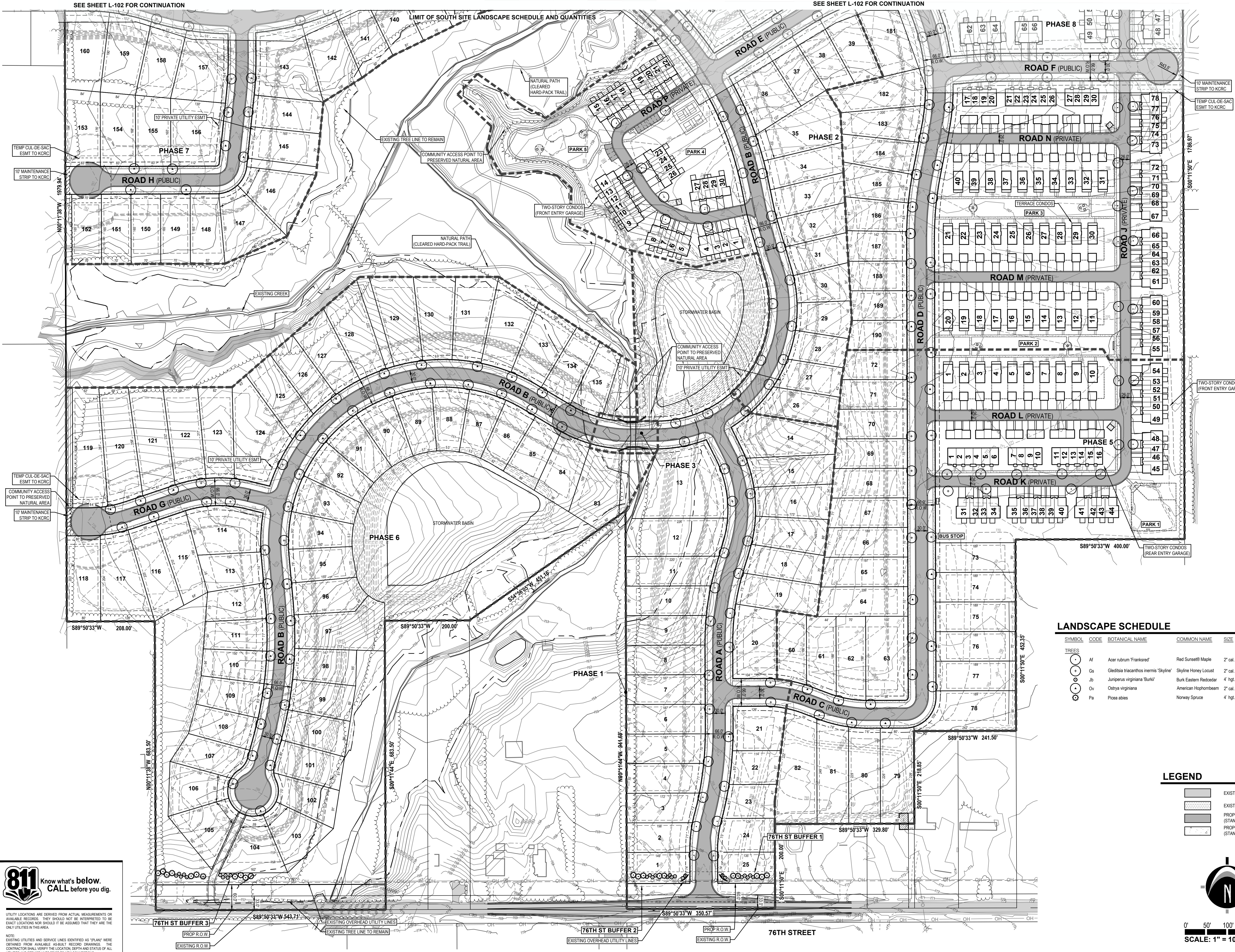


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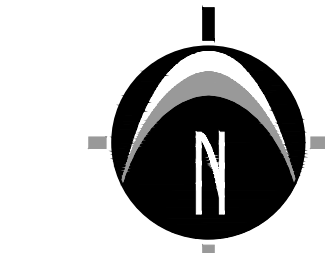
**ALEXANDER TRAILS**  
**South Site Landscape Plan**  
PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

**STAMP:**  
STATE OF MICHIGAN  
JOSHUA H. MOLNAR  
LANDSCAPE ARCHITECT  
No. 3901001745  
PROPOSED CIVIL LANDSCAPE ARCHITECT  
**PROJECT NO:**  
17400405  
**SHEET NO:**  
**L-101**



| LANDSCAPE SCHEDULE |      |                                           |                       |              |     |
|--------------------|------|-------------------------------------------|-----------------------|--------------|-----|
| SYMBOL             | CODE | BOTANICAL NAME                            | COMMON NAME           | SIZE         | QTY |
| TREES              |      |                                           |                       |              |     |
| AI                 |      | Acer rubrum 'Frankford'                   | Red Sunset® Maple     | 2" cal. min. | 53  |
| Gs                 |      | Gleditsia triacanthos 'Inermis' 'Skyline' | Skyline Honey Locust  | 2" cal. min. | 44  |
| Jb                 |      | Juniperus virginiana 'Burkii'             | Burk Eastern Redcedar | 4" hgt. min. | 27  |
| Ov                 |      | Ostrya virginiana                         | American Hophornbeam  | 2" cal. min. | 64  |
| Pa                 |      | Picea abies                               | Norway Spruce         | 4" hgt. min. | 21  |

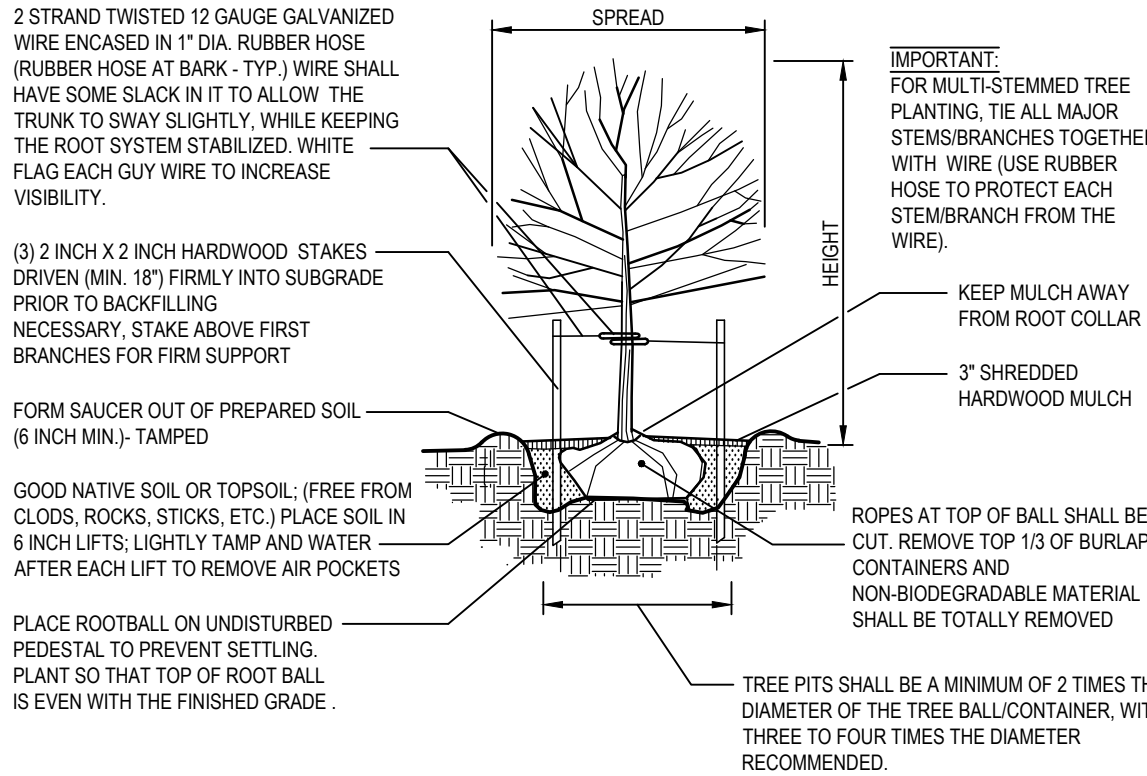
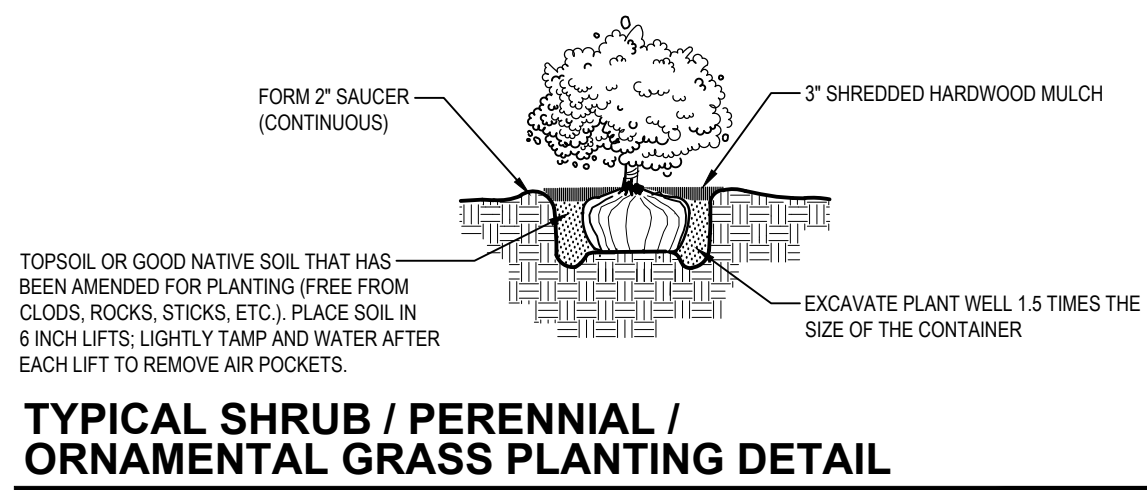
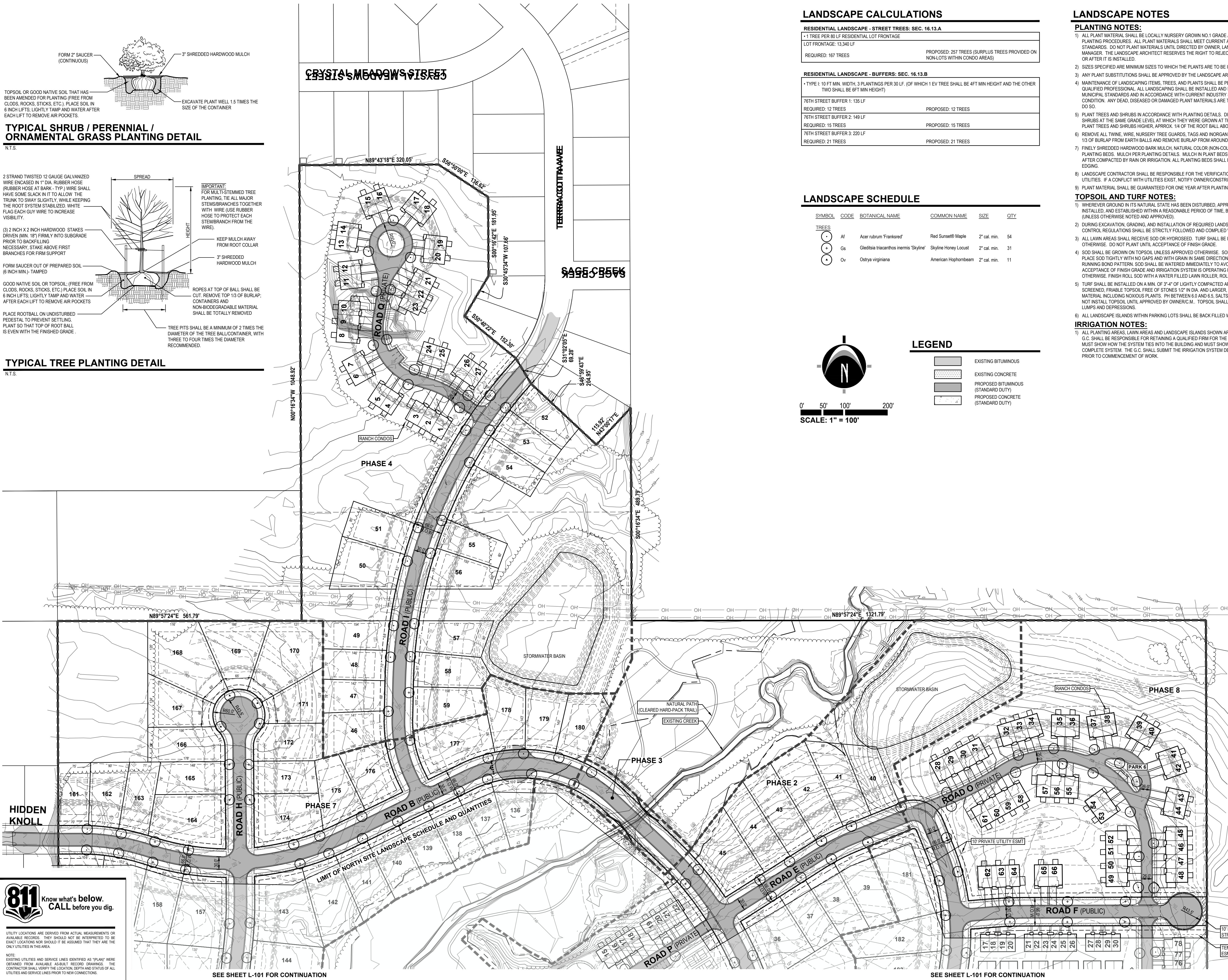
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| [Pattern] | EXISTING CONCRETE                   |
| [Pattern] | PROPOSED BITUMINOUS (STANDARD DUTY) |
| [Pattern] | PROPOSED CONCRETE (STANDARD DUTY)   |



0' 50' 100' 200'  
SCALE: 1" = 100'

**811** Know what's below.  
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UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.  
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### LANDSCAPE CALCULATIONS

#### RESIDENTIAL LANDSCAPE - STREET TREES: SEC. 16.13.A

• 1 TREE PER 80 LF RESIDENTIAL LOT FRONTAGE

LOT FRONTAGE: 13,340 LF

REQUIRED: 167 TREES

PROPOSED: 257 TREES (SURPLUS TREES PROVIDED ON NON-LOTS WITHIN CONDO AREAS)

#### RESIDENTIAL LANDSCAPE - BUFFERS: SEC. 16.13.B

• TYPE 1: 10 FT MIN. WIDTH, 3 PLANTINGS PER 30 LF. (OF WHICH 1 EV TREE SHALL BE 4FT MIN HEIGHT AND THE OTHER TWO SHALL BE 6FT MIN HEIGHT)

76TH STREET BUFFER 1: 135 LF

REQUIRED: 12 TREES

PROPOSED: 12 TREES

76TH STREET BUFFER 2: 149 LF

REQUIRED: 15 TREES

PROPOSED: 15 TREES

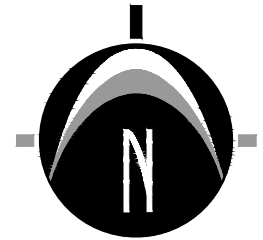
76TH STREET BUFFER 3: 220 LF

REQUIRED: 21 TREES

PROPOSED: 21 TREES

### LANDSCAPE SCHEDULE

| SYMBOL | CODE | BOTANICAL NAME                          | COMMON NAME          | SIZE         | QTY |
|--------|------|-----------------------------------------|----------------------|--------------|-----|
|        | At   | Acer rubrum 'Franked'                   | Red Sunset® Maple    | 2" cal. min. | 54  |
|        | Gs   | Gleditsia triacanthos inermis 'Skyline' | Skyline Honey Locust | 2" cal. min. | 31  |
|        | Ov   | Ostrya virginiana                       | American Hophornbeam | 2" cal. min. | 11  |



### LEGEND

|  |                                     |
|--|-------------------------------------|
|  | EXISTING BITUMINOUS                 |
|  | EXISTING CONCRETE                   |
|  | PROPOSED BITUMINOUS (STANDARD DUTY) |
|  | PROPOSED CONCRETE (STANDARD DUTY)   |

### LANDSCAPE NOTES

#### PLANTING NOTES:

- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO.1 GRADE AND INSTALLED ACCORDING TO ACCEPTED QUALIFYING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. DO NOT PLANT MATERIALS UNTIL DIRECTED BY OWNER, LANDSCAPE ARCHITECT, AND/OR CONSTRUCTION MANAGER. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL FOR ANY REASON BEFORE OR AFTER IT IS INSTALLED.
- SIZES SPECIFIED ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE INSTALLED.
- ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT.
- MAINTENANCE OF LANDSCAPING ITEMS, TREES, AND PLANTS SHALL BE PERFORMED BY THE PROPERTY OWNER OR A QUALIFIED PROFESSIONAL. ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE MUNICIPAL STANDARDS AND IN ACCORDANCE WITH CURRENT INDUSTRY STANDARDS IN A NEAT, HEALTHY AND WEED FREE CONDITION. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIALS ARE TO BE REPLACED IMMEDIATELY AFTER NOTIFIED TO DO SO.
- PLANT TREES AND SHRUBS IN ACCORDANCE WITH PLANTING DETAILS. DIG TREE PITS PER DETAILS. PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN AT THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROX. 1/4 OF THE ROOT BALL ABOVE GRADE, AND BACKFILL TO TOP OF ROOT BALL.
- REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. REMOVE THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE BURLAP FROM AROUND TRUNK.
- FINELY SHREDDED HARDWOOD BARK MULCH, NATURAL COLOR (NON-COLORED), IS REQUIRED FOR ALL PLANTINGS AND PLANTING BEDS. MULCH PER PLANTING DETAILS. MULCH IN PLANT BEDS SHALL BE 3" THICK AT TIME OF INSPECTION AND AFTER COMPACTED BY RAIN OR IRRIGATION. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL LANDSCAPE EDGING.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. IF A CONFLICT WITH UTILITIES EXIST, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING.
- PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR AFTER PLANTING AND ACCEPTANCE.

#### TOPSOIL AND TURF NOTES:

- WHEREVER GROUND IN ITS NATURAL STATE HAS BEEN DISTURBED, APPROVED LANDSCAPING OR GRASS SHALL BE FULLY INSTALLED, AND ESTABLISHED WITHIN A REASONABLE PERIOD OF TIME, BUT NO LONGER THAN ONE GROWING SEASON (UNLESS OTHERWISE NOTED AND APPROVED).
- DURING EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING, ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH.
- ALL LAWN AREAS SHALL RECEIVE SOD OR HYDROSEED. TURF SHALL BE INSTALLED ON TOPSOIL UNLESS APPROVED OTHERWISE. DO NOT PLANT UNTIL ACCEPTANCE OF FINISH GRADE.
- SOD SHALL BE GROWN ON TOPSOIL UNLESS APPROVED OTHERWISE. SOD SHALL BE 2 YEARS OLD AND STRONGLY ROOTED. PLACE SOD TIGHTLY WITH NO GAPS AND WITH GRASS IN SAME DIRECTION. SEAMS OF SOD SHALL BE STAGGERED IN A RUNNING BOND PATTERN. SOD SHALL BE WATERED IMMEDIATELY TO AVOID DRYING OUT. DO NOT INSTALL SOD UNTIL ACCEPTANCE OF FINISH GRADE AND IRRIGATION SYSTEM IS OPERATING PROPERLY UNLESS DIRECTED IN WRITING TO DO OTHERWISE. FINISH ROLL SOD WITH A WATER FILLED LAWN ROLLER, ROLL PERPENDICULAR TO LENGTH OF SOD.
- TURF SHALL BE INSTALLED ON A MIN. OF 3" OF LIGHTLY COMPACTED APPROVED TOPSOIL. TOPSOIL SHALL BE FERTILE, SCREENED, FERTILE TOPSOIL FREE OF STONES 1/2" IN DIA. AND LARGER, ROOTS, STICKS, OR OTHER EXTRANEIOUS MATERIAL INCLUDING NOXIOUS PLANTS. PH BETWEEN 6.0 AND 6.5, SALTS 500 PARTS PPM, ORGANIC CONTENT 3% MIN. DO NOT INSTALL TOPSOIL UNTIL APPROVED BY OWNER/EC.M. TOPSOIL SHALL BE FINE GRADED TO A SMOOTH FINISH, FREE OF LUMPS AND DEPRESSIONS.
- ALL LANDSCAPE ISLANDS WITHIN PARKING LOTS SHALL BE BACK FILLED WITH TOPSOIL TO A DEPTH OF 18" MIN.

#### IRRIGATION NOTES:

- ALL PLANTING AREAS, LAWN AREAS AND LANDSCAPE ISLANDS SHOWN ARE TO HAVE A COMPLETE IRRIGATION SYSTEM. THE G.C. SHALL BE RESPONSIBLE FOR RETAINING A QUALIFIED FIRM FOR THE DESIGN OF THE IRRIGATION SYSTEM. THE DESIGN MUST SHOW HOW THE SYSTEM TIES INTO THE BUILDING AND MUST SHOW ALL OF THE NECESSARY EQUIPMENT FOR A COMPLETE SYSTEM. THE G.C. SHALL SUBMIT THE IRRIGATION SYSTEM DESIGN TO THE ARCHITECT/OWNER FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.

**NEDERVELD**  
www.nederveld.com  
800.222.1868  
**GRAND RAPIDS**  
217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503  
Phone: 616.575.5190  
**ANN ARBOR**  
**CHICAGO**  
**COLUMBUS**  
**HOLLAND**  
**INDIANAPOLIS**

### PREPARED FOR:

Signature Land Development Corp.  
Attention: Michael McGraw  
1188 East Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546  
Phone: 616.455.0200

### REVISIONS:

|                                    |            |             |               |
|------------------------------------|------------|-------------|---------------|
| Title: Site Plan Submittal         | Drawn: JMW | Checked: RP | Date: 2/29/24 |
| Title: Revised Site Plan Submittal | Drawn: JMW | Checked: RP | Date: 5/01/24 |

## ALEXANDER TRAILS

### North Site Landscape Plan

PART OF SECTION 10, T5N, R10W,  
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

### STAMP:



**PROJECT NO:**  
17400405

**SHEET NO:**  
**L-102**

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

**ORDINANCE NO. 2024-\_\_\_\_\_**

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on \_\_\_\_\_, 2024, 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 Michael McGraw of Eastbrook Development, to approve a major PUD amendment for modifications to the Alexander Trails PUD, including changes to the site layout and setbacks.

**AN ORDINANCE TO APPROVE A MAJOR PUD AMENDMENT FOR  
ALEXANDER TRAILS PUD FOR SITE LAYOUT AND SETBACKS CHANGES**

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 major PUD amendment for modifications to Alexander Trails PUD, including changes to the site layout and modification of the setbacks.

Section 2. Findings. For the relevant findings of fact, details, and conditions of approval, please see Resolution No. PC 24-06-27.

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. 24-\_\_\_\_\_  
Alexander Trails Major PUD Amendment  
\_\_\_\_\_, 2024

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



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

**RESOLUTION NO. 2024- \_\_\_\_\_  
ALEXANDER TRAILS PUD AMENDMENT**

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on \_\_\_\_\_, 2024 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 Eastbrook Homes to amend a previously approved Alexander Trails PUD.

**STATEMENT OF FINDINGS**

**Section I General Background:**

1. The Township Board is authorized to review, approve, and amend Planned Unit Development (PUD) site plans and associated private streets.
2. Eastbrook Development Inc. has requested modifications to the Alexander Trails PUD previously approved by the Township Board August 10<sup>th</sup>, 2020 under Resolution 2020-16.
3. Resolution 2020-16 is hereby declared rescinded.
2. The PUD is legally described as:

Part of the Southwest 1/4 and part of the Northwest 1/4 of Section 10, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the SW corner of said Section 10; thence N89°50'33"E 208.00 feet along the South line of said Section 10 to the Point of Beginning; thence N00°11'38"W 683.50 feet parallel with the West line of said Section 10; thence S89°50'33"W 208.00 feet parallel with said South line to the West line of said Section 10; thence N00°11'38"W 1979.94 feet along said West line to the West 1/4 corner of said Section 10; thence N89°57'24"E 561.79 feet along the East-West 1/4 line of said Section 10; thence N00°16'34"W 1048.92 feet along the West line of the East 760 feet of the West 1/2 of the NW 1/4 of said Section 10 to the SW corner of Unit 69, Sienna Pointe Condominium, Kent County Condominium Subdivision Plan No. 414; thence N89°43'18"E 320.05 feet; thence S56°50'00"E 136.62 feet; thence S00°16'42"E 181.95 feet; thence S30°45'34"W 107.66 feet; thence

Township Board Resolution No. 2024- \_\_\_\_\_  
Alexander Trails PUD Amendment  
\_\_\_\_\_, 2024

S50°40'22"E 152.30 feet; thence S31°02'05"E 69.28 feet; thence S46°59'43"E 204.95 feet; thence N43°00'17"E 115.92 feet (previous 8 courses being along the Southerly line of said Condominium) to the SE corner of Unit 56 of said Condominium; thence S00°16'34"E 489.79 feet along the East line of the West 1/2 of the NW 1/4 of said Section 10 to the East-West 1/4 line of said Section 10; thence N89°57'24"E 1321.79 feet along said East-West 1/4 line to center of said Section 10; thence S00°11'50"E 1786.97 feet along the North-South 1/4 line of said Section 10 to a point being N00°11'50"W 871.20 feet along said North-South 1/4 line from the South 1/4 corner of said Section 10; thence S89°50'33"W 400.00 feet parallel with the South line of said Section 10; thence S00°11'50"E 871.20 feet parallel with said North-South 1/4 line; thence S89°50'33"W 137.50 feet along the South line of said Section 10; thence N00°11'50"W 418.85 feet; thence S89°50'33"W 104.00 feet; thence S00°11'50"E 418.85 feet; thence S89°50'33"W 112.00 feet along said South line; thence N00°11'50"W 200.00 feet; thence S89°50'33"W 217.80 feet; thence S00°11'50"E 200.00 feet; thence S89°50'33"W 350.57 feet along said South line; thence N00°11'44"W 941.68 feet along the East line of the West 1/2 of the SW 1/4 of said Section 10; thence S54°56'05"W 451.16 feet; thence S89°50'33"W 200.00 feet; thence S00°11'44"E 683.50 feet to the South line of said Section 10; thence S89°50'33"W 543.71 feet along said South line to the Point of Beginning. Contains 152.26 acres. Subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof. Also subject to easements, restrictions and rights-of-way of record.

3. The development will include 190 platted detached homes, condominium detached homes with detached garages (AKA "terrace" homes), 66 condominium attached single-story "ranch" homes, 108 condominium two-story attached home (townhomes) units on a ca. 149-acre total project area.
4. Private streets within the amended PUD meet dimensional requirements under the Zoning Ordinance.
5. The PUD will be developed according to the Final Amended PUD Plan dated May 1<sup>st</sup>, 2024.
6. The Planning Commission held a public hearing on the PUD amendment on May 23<sup>rd</sup>, 2024.
7. On [REDACTED], 2024, the Planning Commission approved Resolution No. PC 24-XX-XX, which approved the site plan and recommended approval of the PUD amendment to the Township Board of Trustees.

## 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:

### Section 11.1 Planned Unit Development General Review Standards

**A. Consistency with Master Plan and Zoning Ordinance:** meets standard. The parcel is currently zoned Planned Unit Development. The current site plan is similar to the plan approved in 2020 with some changes to road layout, housing types and setbacks.

The Future Land Use Plan designates 1451 and 2701 76<sup>th</sup> Street as Suburban Residential, and 7110 Terra Cotta as Village Residential. The layout of the PUD meets these land use goals with single family detached home use across all parcels. Overall net density is 3.12 but varies across the development with neighborhoods of specific housing types, so the plan provides a diversity of housing types and home sizes. The deviations from the Suburban Residential designation include the cluster of townhouses near the center of the development and the three blocks of “Terrace” homes along the eastern edge, which have a higher density if taken in isolation.

**B. Aesthetics:** meets standards. The applicant has submitted a pattern book that indicates a variety of homes will be available to customers. In general Eastbrook homes are aesthetically pleasing with good quality exterior materials and architectural detailing. Most of the single family detached home types are front-loaded with two bay garages, the Township encourages home plans that recess garages and feature front porches to encourage community interaction.

Landscaping meets standards. Landscaping plans show street trees planted at ca. 70 to 140-foot intervals along the streets. Landscaping requirements under Section 16.13 Residential Landscaping require one canopy tree for every 80 feet of lot frontage; overall the number of trees meets the ordinance standard. The landscaping plans show four species to be utilized.

**C. Compatibility with Adjacent Uses:** meets standard. The surrounding uses are predominantly residential to the north and west. The Future Land Use Plan for the surrounding area is for transition to Suburban or Village Residential housing over the course of time.

**D. Density:** meets standard. The project consists of 404 units on 149.2 acres, which is a gross residential density of approximately 2.7 units per acre. Once rights-of-way, wetlands and floodplain, and utility easements are subtracted, the net residential density is ca. 3.14 dwelling units per acre. Net residential density guidelines in Suburban Residential areas under the Master Plan are for 1-4 units per acre.

**E. Traffic:** meets standard. The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to:

1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns.
3. All points of ingress and egress to the project shall be located and designed to maximize safety.

The increase in residential use on the parcel will certainly increase traffic, primarily to 76<sup>th</sup> Street, but Hidden Knoll to the west and Terra Cotta/Sienna Drive to the north will also likely see increases when the neighborhoods north of Plaster Creek are built. Within the development, the road network provides for efficient circulation and connection to 76<sup>th</sup> Street. Sidewalks are indicated on both sides of the roads throughout the development except locations the Planning Commission found them unnecessary. The main entrance onto 76<sup>th</sup> Street will be designed based on Kent County Road Commission standards.

**F. Protection of the Natural Environment:** meets standard. The Plaster Creek corridor and adjacent wetlands cut through the middle of the site. The site plan avoids these corridors by maintaining 160-300



foot buffers and preserving the existing trees within them. A bridge crossing will be necessary connect to Terra Cotta/Sienna Drive to the north.

**G. Schools Impact:** meets standard. The project area is split by the boundary between the Kentwood and Caledonia School Districts. There will certainly be an impact on schools; it is anticipated that Gaines Charter Township will continue to grow with an increase in family households with school-age children. The streets are adequately sized to safely pick up and drop off school age children and sidewalks are placed along roadways for kids to use to get to bus stops.

**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. The project is located approximately two miles from the Dutton Fire Department and Sheriff's Department, so response times are anticipated to be adequate. The Township Engineer and Fire Inspector have reviewed the site plan and access will be adequate.

**I. Water, Sewer, and Drainage Systems:** meet standards, conditions recommended. Water utilities will be extended by the developer from a stub in 76th Street near the Crystal Springs entrance, and sewer will require that a lift station be installed to push waste to sewer lines between Hidden Knoll and Terra Cotta. The applicant shall be required to comply with all the requirements of the Township Engineer during the final site plan review.

**J. Open Space:** meets Standard. The development includes a relatively high percentage of open space in gross terms at 49.9 acres, about a third of the overall development. The most sensitive wetland areas along Plaster Creek will not be impacted by development. Specific pathways through the Plaster Creek corridor are indicated as "natural" paths implying an unimproved trail.

Developed open space includes community gathering areas, play equipment, a dog park, open lawn areas, and a trail system.

**K. Non-Motorized Transportation Network:** Projects within an identified trail network corridor may be required to construct a portion of the trail.

Meets standard. Pathways along the Plaster Creek corridor are demarcated and described as "cleared hard-pack trail".

## **Section 25.6 Site Plan Review Standards**

**A. Adequacy of Information:** Whether the required information has been furnished in sufficiently complete and understandable form so as to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.

Meets Standard, conditions recommended. The site plan mostly complies with the ordinance requirements, with some proposed PUD modifications to be considered.

**Building:** The proposed architectural designs of the homes and building materials to be used are compatible with the surrounding area.

**Dumpster Enclosure:** Trash will be picked up at individual residences.

**Lot Dimension modifications:**

Minimum lot area is 8,500 square feet.

Minimum lot width is 65 feet.

1. Setbacks are as follows:

a) Single Family Detached Homes (Platted)

- i) Front Yard = 25 feet
- ii) Side Yard = 5 feet/12-foot minimum building separation
- iii) Rear Yard = 25 feet

b) Terrace Home Condos

- i) Front Yard = 20 feet Building to Public Road R.O.W./ 8 feet Building to Sidewalk
- ii) Side Yard = 10 feet Building Separation
- iii) Rear Yard = 20 feet Garage to Edge of Private Road

c) Two-Story Condos (Front Entry Garage) Setbacks

- i) Front Yard = 20 feet Building to Public Road R.O.W / 26 feet Garage to Edge of Private Road
- ii) Side Yard = 14 feet Building Separation
- iii) Rear Yard = 25 feet

d) Two-Story Condos (Rear Entry Garage) Setbacks

- i) Front Yard = 10 feet Building to Public Road R.O.W / 8 feet Building to Sidewalk
- ii) Side Yard = 14 feet Building Separation / 10 feet Garage to Garage Separation
- iii) Rear Yard = 20 feet Garage to Edge of Private Road

e) Ranch Condominium Setbacks

- i) Front Yard = 20 feet Building to Public Road R.O.W /26 feet Garage to Edge of Private Road
- ii) Side Yard = 14 feet Building Separation
- iii) Rear Yard = 25 feet

**Parking:** The parking requirements are met at one parking space per residential unit. Eleven spaces are indicated in the Park 4 and Park 5 areas.

**Signage:** Two (2) matching community identification signs are indicated on the site plan at the main entrance on 76<sup>th</sup> Street, but no details on requested size are indicated. Signs will be administratively reviewed and meet zoning ordinance regulations for Subdivision Identification signs.

**Lighting:** A lighting plan has been submitted in accordance with Section 18.5. Streetlights are proposed at intersection corners, and light levels in these areas are anticipated to be a maximum of 1.4 footcandle. The light poles are compliant with the height requirements at 14 feet tall. The light can be adjusted between 2,700K and 5,000K; the Township encourages lights to be set at the warmer white Kelvin range at 3,500K maximum.

It is not clear whether the poles meet the requirement to be set 10 feet from property lines as the photometric plan is not to scale, nor is it clear if this model of streetlight is a full cutoff fixture. Conditions to clarify these items are recommended.

**Landscaping:** A landscaping plan has been submitted in accordance with Section 16.3, see comments above for trees along private roads.

Regarding 16.3.B Residential Buffers, landscape buffers are indicated along 76<sup>th</sup> Street where residential yards are adjacent to the road right-of-way. It is not clear if those buffers lie within the overhead utility easements (which may not allow landscaping beneath), nor are the species noted.

**Street Names:** Remain undetermined, but will meet KCRC requirements.

**B. Compliance with Township Master Plan:** The site plan must comply with the Township Master Plan and its goals and objectives and any secondary plans that may have been adopted by the Township for the area containing the site.

Meets standard. Please Review Standard 11.1 (A) above.

**C. Compliance with all Township Ordinances and Other Laws:** The site plan must comply with the standards of this Ordinance and all other applicable Township ordinances, as well as all county, state, and federal regulations and laws.

Meets standard, condition recommended. The applicant is required to secure all applicable township and outside agency approvals prior to site development, including the Township Engineer/BGUA, Fire Department, Kent County Road Commission, Kent County Drain Commission, and EGLE.

The project is being proposed as a PUD, which leaves room for design flexibility to carry out the goals and intent of the master plan. If the Planning Commission determines that the standards of review for Sections 11.1 and 25.6 are met, compliance with the ordinance will be achieved.

**D. Configuration of Uses:** Whether there are ways in which the configuration of uses and structures could be changed that would improve the effect of the development on adjoining and nearby properties, persons, activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and the proposed use and structures.



Meets standard. The proposed final PUD has been modified throughout the process to meet the guidelines of the Gaines Charter Township 2023 Master Plan and the expectations set by the Planning Commission.

**E. Preservation of Natural Features:** The landscape, natural features, and topography shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and alteration of natural features, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

Meets standard. Some grade changes will need to be made, which will require a soil erosion and sedimentation control permit from the KCRC prior to the start of any site work. An extensive area along Plaster Creek will be preserved, as will woods at the northwest corner, and on the Terra Cotta parcel. Overall, there is ca. 19 acres of wetlands and floodplain conserved that can be used for passive recreation, and ca. 49.9 acres of open space.

**F. Privacy:** The site design must provide reasonable visual and sound screening and privacy for dwelling units on the site and on adjacent properties using fences, buffers, berms, and other measures, as appropriate.

Meets standard. The surrounding properties are predominantly undeveloped except along 76<sup>th</sup> Street and at the connection to Terra Cotta. One area of potential nuisance for residents is the light generated by Revolution Farms to the east which will likely spill into the eastern portions of the development.

**G. Safety:** Buildings and uses shall be arranged and designed to provide emergency vehicle access. Site plans shall conform to all applicable fire codes.

Meets standard, condition recommended. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector. The Fire Inspector has brought it to the attention of the developer that after 30 house units, a secondary road connection will be required to be made.

**H. Vehicular Circulation:** The site design shall provide safe, convenient, and well defined vehicular and pedestrian circulation within and to/from the site. Access to/from the site shall be designed to minimize conflicts with traffic on adjacent streets. Shared curb cuts and service drives shall be utilized as necessary to reduce traffic conflicts and improve the functionality of the site.

Meets standard. Traffic within the development will be served by both public and private streets. Four access points are planned, one at each cardinal direction and connecting to 76<sup>th</sup> Street, Hidden Knoll, Terra Cotta, two potential future connections via currently vacant land to the west, and one to the east. Within the development itself, the street plan has been designed to adequately move traffic internally. All work within the public right-of-way and public roads must be approved by the Kent County Road Commission.

It is likely that traffic will increase along Terra Cotta/Sienna when the road is connected and as the project gets developed since that is a natural corridor to access 68<sup>th</sup> Street.

**I. Pedestrian Circulation:** The site plan shall provide a pedestrian circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system for safety and convenience.

Meets standard. The site plan has been designed to promote pedestrian circulation throughout the development. All public roads are served by sidewalks.

**J. Drainage:** Site plans shall conform with the Kent County Drain Commission's surface water drainage standards and to the Township Stormwater Ordinance (and other applicable Township ordinances) with special attention given to proper site drainage so that removal of storm water will not adversely affect neighboring property owners. Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible.

Meets standard, condition recommended. Stormwater and utility plans are subject to review and approval by the Township Engineer.

**K. Traffic Impact:** Measures must be taken to reduce any adverse effects on existing roads, circulation patterns on the roads, or access to the site from the expected volume of traffic to be generated by the proposed use.

Meets standard, condition recommended. The Kent County Road Commission may require a traffic study during its review of access to the development. A focus on improvements to 76<sup>th</sup> Street would be welcome by Township residents.

**L. Hazardous Materials:** Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies. Each site shall be designed to meet all applicable state and federal regulations.

Not applicable.

**M. Public Health, Safety, or Welfare:** The site plan must be adequate to provide for the health, safety, and general welfare of the persons and property on this site and in the neighboring community. The site plan and proposed buildings and uses must be reasonable and promote the goals and intent of this Ordinance. All elements of the site plan shall be designed to take into account the site's topography, the size and type of lot involved, the character of the adjoining properties, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding properties for uses permitted in this Ordinance. The site plan must be harmonious with and not injurious to existing and projected uses in the immediate area.

Meets standard. The site plan has been designed to promote the goals and intent of the zoning ordinance and master plan. The development proposes a mix of housing types in a suburban single family home setting. The proposed development intends to preserve wetlands and reduce the limits of disturbance along the Plaster Creek corridor.

### Section III Conditions

The PUD amendment approval is subject to the following conditions:

1. Final plat, site condominium or condominium approval by the Planning Commission and Township Board of Trustees shall be required for each phase of the PUD.
2. The photometric plan shall be revised:
  - a) Show the setback distances of the proposed light poles to the property lines. To be reviewed and approved administratively.
  - b) Any fixture or luminaire with a lamp shall be a full cut-off fixture.
3. Two (2) matching community identification signs allowed at the main entrance on 76<sup>th</sup> Street, dimensions will be per Township sign ordinance for residential developments.
4. 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) Department of Environment Great Lakes and Energy

### **2. 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 amendment request. Based on the above findings and conclusions, the Township Board approves Ordinance 2024-\_\_\_\_\_, granting approval of a request made by Eastbrook Homes to amend the Alexander Trails Planned Unit Development.

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

**YES:** \_\_\_\_\_

**NO:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED**

Township Board Resolution No. 2024-\_\_\_\_\_  
Alexander Trails PUD Amendment  
\_\_\_\_\_, 2024



**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 \_\_\_\_\_, 2024.

Respectfully submitted,

\_\_\_\_\_  
Rob DeWard, Supervisor  
Charter Township of Gaines

\_\_\_\_\_  
Michael Brew, Clerk  
Charter Township of Gaines

Dated: \_\_\_\_\_, 2024

Township Board Resolution No. 2024-\_\_\_\_\_  
Alexander Trails PUD Amendment  
\_\_\_\_\_, 2024



## **MEMO**

### **Staff Communication-Action Required**

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**DATE:** June 5, 2024  
**TO:** Gaines Charter Township  
**FROM:** Rod Weersing, Township Manager  
**RE:** Fireworks Display Application – Crystal Springs

---

#### **SUMMARY OF TOPIC:**

Staff received an application from Jennifer Campau (Wolverine Fireworks Display, Inc.), to conduct a 4<sup>th</sup> of July fireworks display at Stonewater Country Club (7177 Kalamazoo Ave) on July 3, 2024.

Staff has received all required paperwork (attached following this memo):

- Application for fireworks Other Than Consumer or Low Impact
- Permit for Fireworks Other Than Consumer or Low Impact (to be signed by local unit of government).
- Certificate of Liability Insurance
- List of type of fireworks to be used
- Additional Insured – Designated Person or Organizations form

This annual fireworks event is put on in coordination with the Crystal Springs Property Owner's Association and is greatly anticipated and enjoyed by the residents of Gaines Township.

Coordinators of the event will work with local fire fighting and policing units.

#### **BUDGET ACTION REQUIRED:**

None

#### **STAFF RECOMMENDATION:**

Staff recommends the Township Board approve the application, as all required paperwork has been received.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                           |                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>The Partners Group Ltd<br>1111 Lake Washington Blvd N.<br>Suite 400<br>Renton WA 98056 | <b>CONTACT</b><br>NAME: Janet Nau<br>PHONE (A/C, No, Ext): 425-455-5640<br>E-MAIL ADDRESS: jnau@tpgrp.com<br>FAX (A/C, No): 425-455-6727                                                                                        |
| <b>INSURED</b><br>Wolverine Fireworks Display, Inc.<br>205 West Seidlers Road<br>Kawkawlin MI 48631       | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A : Everest Indemnity Insurance Co<br>INSURER B : Everest Denali Insurance Company<br>INSURER C : Arch Specialty Insurance Company<br>INSURER D :<br>INSURER E :<br>INSURER F : |

**COVERAGES**

CERTIFICATE NUMBER: 465463562

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                    | ADDL SUBR INSR WVD                  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC | Y                                   | SI8GL02099241 | 2/1/2024                | 2/1/2025                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ Excluded<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br>ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS                                                                                       |                                     | SI8CA00274241 | 2/1/2024                | 2/1/2025                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
| C        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                |                                     | UXP104806302  | 2/1/2024                | 2/1/2025                | EACH OCCURRENCE \$ 4,000,000<br>AGGREGATE \$ 4,000,000<br>\$                                                                                                                                                                                      |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                        | Y/N<br><input type="checkbox"/> N/A |               |                         |                         | WC STATUTORY LIMITS<br>OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                         |
| A        | Excess Liability - Occurrence                                                                                                                                                                                                                                                                                                        |                                     | SI8EX01908241 | 2/1/2024                | 2/1/2025                | Each Occurrence \$5,000,000<br>Aggregate \$5,000,000                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:

Gaines Charter Township, Stonewater Country Club, Watermark Properties

Date of Event: 7/3/24 RD: TBD

Display Location: Stonewater Country Club, 7111 Kalamazoo Ave SE, Caledonia, MI 49316

**CERTIFICATE HOLDER****CANCELLATION**

Crystal Springs Property Owners Association  
PO Box 888166  
Kentwood MI 49588

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

| <b>Name Of Additional Insured Person(s) Or Organization(s)</b> |
|----------------------------------------------------------------|
|----------------------------------------------------------------|

|                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ANY PERSON OR LEGAL ENTITY IN WHICH YOU HAVE A WRITTEN CONTRACT, AGREEMENT, OR PERMIT WHICH REQUIRES THAT YOU NAME THE CONTRACTING PARTY AS AN ADDITIONAL INSURED. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |
|--------------------------------------------------------------------------------------------------------|

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

**B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.

**C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:

1. The Limits of Insurance required by the written agreement between the parties; or
2. The Limits of Insurance provided by this Coverage Part.

**D.** With respect to the insurance afforded to an additional insured, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.



## Application for Fireworks Other Than Consumer or Low Impact

[illegible]



## **Instructions for Application for Fireworks Other Than Consumer or Low Impact**

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
  - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
  - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
  - Display Fireworks – 1.3G fireworks for professional use only
  - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
  - Public Display – a fireworks display that is open to all persons for viewing.
  - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage – indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the [Michigan Fireworks Safety Act, PA 256 of 2011](#), [MCL 28.466, Section 16](#).
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

## 2024 Permit for Fireworks Other than Consumer or Low Impact

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authority: 2011 PA 256 | The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, nationality, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act you may make your needs known to this Legislative Body of City, Village or Township Board. |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.*

|                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| TYPE OF PERMIT(S) (Select all applicable boxes)<br><input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks<br><input type="checkbox"/> Public Display <input type="checkbox"/> Private Display<br><input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes |                        | FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.<br>PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION) |
| NAME OF PERSON PERMIT ISSUED TO<br>Wolverine Fireworks Display, Inc.                                                                                                                                                                                                                                                                                                                                              |                        | AGE (18 YEARS OR OLDER)<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                               |
| ADDRESS OF PERSON PERMIT ISSUED TO<br>205 W. Seidlars Rd., Kawkawlin, MI 49831                                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                              |
| NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION<br>Crystal Springs Property Owners Association                                                                                                                                                                                                                                                                                                                   |                        |                                                                                                                              |
| ADDRESS<br>PO Box 888166, Kentwood, MI 49588                                                                                                                                                                                                                                                                                                                                                                      |                        |                                                                                                                              |
| NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)                                                                                                                                                                                                                                                                                                                                       |                        |                                                                                                                              |
| EXACT LOCATION OF DISPLAY OR USE<br>Stonewater Country Club, 7111 Kalamazoo Ave SE, Caledonia, MI 49316                                                                                                                                                                                                                                                                                                           |                        |                                                                                                                              |
| CITY, VILLAGE, TOWNSHIP<br>Gaines Charter Township                                                                                                                                                                                                                                                                                                                                                                | DATE<br>7/3/24 RD: TBD | TIME<br>10:00 PM                                                                                                             |
| BOND OR INSURANCE FILED<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                    |                        | AMOUNT<br>\$10,000,000.00                                                                                                    |

|                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Issued by action of the Legislative Body of a<br><input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____ |  |
| (Signature and Title of Legislative Body Representative)                                                                                                                             |  |

**\*THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT\***





### **Crystal Springs**

\$7,800 Proposal includes Labor, Insurance and Taxes

#### **Opening Show**

|   |         |                        |
|---|---------|------------------------|
| 2 | 50 Shot | Half Color Half Salute |
|---|---------|------------------------|

#### **Main Show**

|       |    |                             |
|-------|----|-----------------------------|
| 72    | 3" | Lidu Assorted W/Tails (A)   |
| 72    | 3" | Flower King Assorted Shells |
| 36    | 3" | Shenma Assorted Shells      |
| <hr/> |    |                             |
| 180   |    |                             |

|       |    |                             |
|-------|----|-----------------------------|
| 36    | 4" | Nishi Pyro Assorted Shells  |
| 36    | 4" | Flower King Assorted Shells |
| 36    | 4" | Shenma Assorted Shells      |
| <hr/> |    |                             |
| 108   |    |                             |

#### **Mid-Show**

|   |          |                          |
|---|----------|--------------------------|
| 2 | 100 Shot | Fan Shape, Whistle       |
| 1 | 36 Shot  | 2.5" Coconut Tree w/Tail |

#### **Grand Finale**

|     |      |                                 |
|-----|------|---------------------------------|
| 120 | 2"   | Color and Report Finale 12/1    |
| 100 | 2.5" | Red, White, Blue Finale 10/1    |
| 144 | 3"   | Lidu Color & Report Finale 12/1 |



Vriesman  
& Korhorn

May 29, 2024  
1251

*Via Email:     tracy.lawrence@gainestownship.org*

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

RE:   Prairie Wolf Station – Contract #1 – Offsite Watermain Improvements  
      Water/Sewer Development Contract Recommendation

Dear Tracy:

Enclosed is the revised Water/Sewer Development Contract for Contract #1 of the Prairie Wolf Station project. Contract #1 of the project covers the watermain improvements along 92<sup>nd</sup> Street and Kalamazoo Avenue and initially the proposed Water/Sewer Development Contract included the expenses for installation of water services to existing homes as a part of the payback section of the agreement. The Township requires the installation of water services to individual homes and the Township's policy is to reimburse a developer for expenses associated with the water services.

The attached revised Water/Sewer Development Contract has shifted the expenses associated with the installation of the water services to a reimbursement item that will be paid by the Township upon final completion and acceptance of the public watermain. The payment for water services totals \$47,320 (see Section XVI.).

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'.

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

3600 Woodview Trace, Suite 130, Indianapolis, IN, 49268

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 84<sup>th</sup> 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 458 lineal feet of 20” ductile iron watermain in Eastern Avenue ROW, 37 lineal feet of 16” ductile iron watermain in Eastern Avenue ROW north of 92<sup>nd</sup> Street, 5,363 lineal feet of 20” ductile iron watermain in 92<sup>nd</sup> Street ROW from Eastern Avenue to Kalamazoo Avenue, 4,468 lineal feet of 16” ductile iron watermain in Kalamazoo Avenue ROW from 92<sup>nd</sup> Street to the entrance driveway of Gaines Township, 700 lineal feet of 18” HDPE watermain in the Kalamazoo Avenue ROW, and 80 lineal feet of 16” ductile iron watermain north of the entrance drive to Gaines Township in the Kalamazoo Avenue ROW.



**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”): June 26, 2024

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 from the existing “1020 District” watermain located just south of the intersection of 92<sup>nd</sup> Street and Eastern Avenue. The extension will go north along Eastern Avenue, east along 92<sup>nd</sup> Street, and north along Kalamazoo Avenue to provide public water service to the Project 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 5,858 feet of 20-inch & 16-inch watermain in the Eastern Avenue ROW and 92<sup>nd</sup> Street ROW and approximately 5,168 feet of 16-inch watermain Kalamazoo Avenue. The watermain is eligible for payback along both sides of said roadways except for parcel 41-22-21-100-011 which is owned by the developer, American Kendall Properties LLC. 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 \$1,497,540.74 which is the cost of an equivalent 8" watermain for the above described 11,130 feet of proposed watermain. The actual maximum 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 are not included in the payback. \*See Section XVI for further information regarding water services. \*\*See Exhibit B for watermain payback estimate.
- C. Payment Terms: The Township agrees to remit to the Developer the township water availability fees that are imposed under the Township Water & Sewer Ordinance and collected as connections are made to the watermain described in this Agreement for the 10 years after the final acceptance of the watermain by the Township and Byron-Gaines Utility Authority. Water Availability Fees collected shall be remitted to the Developer annually on or around January 1<sup>st</sup> 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 of the watermain will be approximately August 1, 2024)
- 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 20-inch and 16-inch watermain versus the cost of constructing a 12-inch watermain. The Township is requiring the proposed watermain to be oversized to 16-inch and 20-inch watermain and the Prairie Wolf Station project requires 12-inch watermain to adequately serve the project.
- B. Amount of Oversizing Payment to the Developer: Watermain oversizing is estimated to be \$817,636.65. The actual amount will be based on the bid unit prices for 20-inch and 16-inch watermain, the estimated unit prices of 12-inch watermain and the record plan measurements of installed quantities. \*\*See Exhibit C.
- 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**

The Township has requested the installation of 1" water services to 22 homes along 92<sup>nd</sup> Street and Kalamazoo Avenue. The Township agrees to reimburse the Developer for the cost of installing the water services to the existing homes. The water services are estimated to cost \$24,000 for 1" copper and \$23,320 for the corp/curb stop/box. A written request shall be made by the Developer's engineer after the water services have 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.

**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:

(1) Jennifer Kelleher

By: [Signature]  
Its: Member

(2) \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2024

Witnesses:

CHARTER TOWNSHIP OF GAINES:

(1) \_\_\_\_\_

By: \_\_\_\_\_  
Robert DeWard  
Its: Supervisor

(2) \_\_\_\_\_

By: \_\_\_\_\_  
Michael Brew  
Its: Clerk

Dated: \_\_\_\_\_, 2024

## **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.

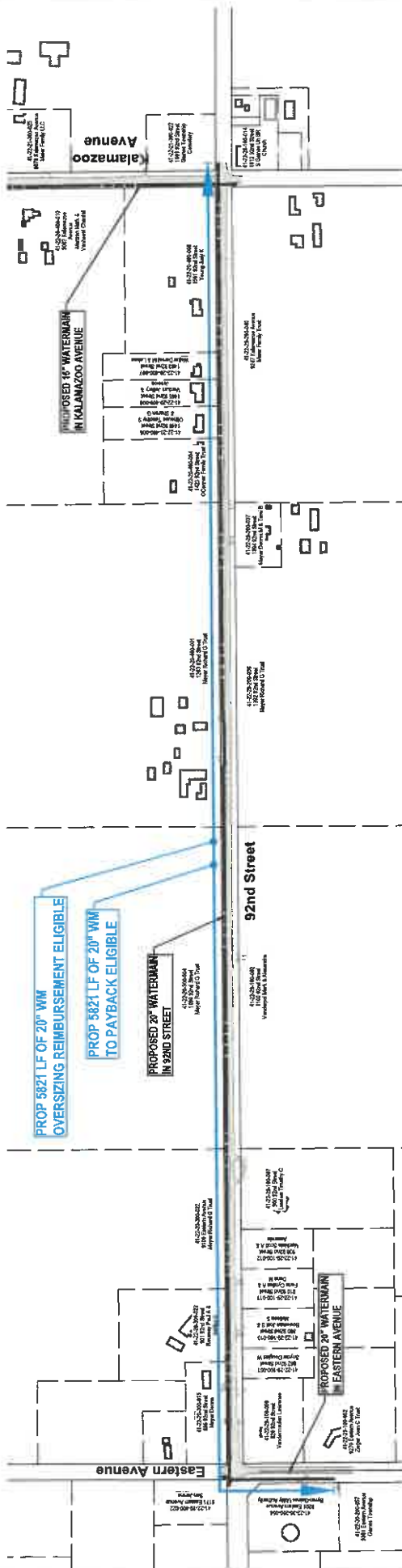
Section 9. **THIRD PARTY BENEFICIARY.** In consideration of the joint ownership by the Townships of the sanitary sewer and water systems located in the Township, the Township of Byron shall be a third-party beneficiary of this Development Contract and entitled to enforce the terms hereof in accordance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



NORTH

**Prairie Wolf Station**

EXHIBIT "B"

GAINES TOWNSHIP, KENT COUNTY, MI

DRAWN BY: DMD

CHECKED BY: RJB

DATE: 03.27.2024

PRJ NO: 20463701

1 OF 4

**NEDERVELD**  
www.nederveld.com • 800.222.1865

Garrett Rapids  
217 Cedarwood Drive, Suite 202  
Grand Rapids, MI 49503  
Ann Arbor, MI • Canton, MI • Grand Rapids, MI







March 27, 2024

Prairie Wolf Station Watermain Extension Contract 1

Exhibit B - Page 3 of 4

**WATERMAIN FRONTAGE PAYBACK EXHIBIT FOR  
EASTERN AVE, 92nd ST & KALAMAZOO AVE**

|                                                                                                                 | QUANTITY | UNIT | UNIT PRICE  | AMOUNT       |
|-----------------------------------------------------------------------------------------------------------------|----------|------|-------------|--------------|
| 1. 8" Ductile Iron (Class 53) Watermain                                                                         | 10,990   | L.F. | \$75.00     | \$824,250.00 |
| 2. 8" Valve and Box                                                                                             | 16       | Each | \$2,000.00  | \$32,000.00  |
| 3. 5" Hydrant including main for hookup                                                                         | 27       | Each | \$4,062.14  | \$109,677.78 |
| 4. 6" Valve and Box                                                                                             | 22       | Each | \$1,784.54  | \$39,259.88  |
| 5. 6" 90 Deg bend                                                                                               | 22       | Each | \$513.94    | \$11,306.68  |
| 6. 8" x 8" x 8" x 8" Cross                                                                                      | 1        | Each | \$1,300.00  | \$1,300.00   |
| 7. 8" x 8" x 8" Tee                                                                                             | 5        | Each | \$750.00    | \$3,750.00   |
| 8. 8" x 8" x 6" Tee                                                                                             | 22       | Each | \$650.00    | \$14,300.00  |
| 9. 8" x 6" Reducer                                                                                              | 8        | Each | \$430.00    | \$3,440.00   |
| 10. 8" bend                                                                                                     | 16       | Each | \$530.00    | \$8,480.00   |
| 11. 8" Sleeve                                                                                                   | 4        | Each | \$1,300.00  | \$5,200.00   |
| 12. 8" plug                                                                                                     | 5        | Each | \$400.00    | \$2,000.00   |
| 13. 18" Hydrant Extension                                                                                       | 1        | Each | \$725.00    | \$725.00     |
| 14. Remove 16" cap                                                                                              | 2        | Each | \$300.00    | \$600.00     |
| 15. Remove 12" cap                                                                                              | 2        | Each | \$300.00    | \$600.00     |
| 16. Culverts at Hydrants                                                                                        | 3        | Each | \$750.00    | \$2,250.00   |
| 17. 1/2" Copper water service                                                                                   | 800      | L.F. | \$30.00     | \$24,000.00  |
| 18. 1/2" Copr. curb stop and box                                                                                | 22       | Each | \$1,060.00  | \$23,320.00  |
| 19. 8"-12" cobbles 18" min depth (allowance)                                                                    | 10       | C.Y. | \$200.00    | \$2,000.00   |
| 20. Tree & brush removal                                                                                        | 1        | Lsum | \$7,500.00  | \$7,500.00   |
| 21. Sawcut, Remove and Replace public road crossings including curb and gutter                                  | 4        | Each | \$7,700.00  | \$30,800.00  |
| 22. Sawcut, Remove and Replace Township drive and approach including curb and gutter (Kalamazoo Ave Sta 342+50) | 1        | Each | \$17,300.00 | \$17,300.00  |
| 23. Sawcut, Remove and Replace Township drive (Kalamazoo Ave Sta 348+80)                                        | 1        | Each | \$8,700.00  | \$8,700.00   |

Exhibit B - Page 4 of 4

EASTERN AVE, 92nd ST & KALAMAZOO AVE

|                                                                                     | QUANTITY | UNIT | UNIT PRICE  | AMOUNT      |
|-------------------------------------------------------------------------------------|----------|------|-------------|-------------|
| 24. Sawcut, Remove and Replace Township drive and pavement (Eastern Ave Sta 102+00) | 1        | Each | \$6,300.00  | \$6,300.00  |
| 25. Remove and Replace Existing Residential Bituminous Driveways                    | 8        | Each | \$4,310.00  | \$34,480.00 |
| 26. Remove and Replace Existing Residential Concrete Driveways                      | 3        | Each | \$3,325.00  | \$9,975.00  |
| 27. Remove and Replace Existing Residential Gravel Driveways                        | 8        | Each | \$580.00    | \$4,640.00  |
| 28. Remove and Replace Concrete sidewalk (Kalamazoo Ave Sta 345+00 & 348+50)        | 2        | Each | \$2,900.00  | \$5,800.00  |
| 29. Traffic Control and Signage (including detour signage)                          | 1        | Lsum | \$24,650.00 | \$24,650.00 |
| 30. Restoration Type I                                                              | 3,900    | L.F. | \$4.50      | \$17,550.00 |
| 31. Restoration Type II                                                             | 6,300    | L.F. | \$8.75      | \$55,125.00 |
| 32. Remove, salvage and relocate Township light and sign                            | 1        | Lsum | \$8,750.00  | \$8,750.00  |
| 33. Remove and Replace Existing Guardrail (Kalamazoo Ave)                           | 1        | Each | \$8,500.00  | \$8,500.00  |
| 34. Straw mulch blanket SC-150 allowance (Kalamazoo Ave slope)                      | 1,000    | SYD  | \$1.00      | \$1,000.00  |

Sub-Total for Eastern Ave, 92Nd St & Kalamazoo Ave \$1,302,209.34

Engineering and Administration 15% -262,429.40 \$195,331.40

Payback for Watermain Items along Eastern Ave, 92nd St and Kalamazoo Ave \$1,561,956.74





## MEMO

### Staff Communication-Action Required

---

**DATE:** June 5, 2024  
**TO:** Gaines Charter Township  
**FROM:** Rod Weersing, Township Manager  
**RE:** IAAO Annual Conference

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#### **SUMMARY OF TOPIC:**

Jim Zenas, Township Assessor, has requested permission to attend the 2024 International Association of Assessing Officers (IAAO) annual conference in Denver, Colorado. The estimated cost of his attendance is approximately \$2,500. Jim has chosen to follow the IAAO curriculum in pursuing his Level 4 certification and this conference will provide several great learning opportunities.

The cost of attendance was included in the 2024 budget; however, the Township's purchase policy requires Township Board approval for all out-of-state travel.

#### **BUDGET ACTION REQUIRED: NONE**

The cost of attendance was included in the 2024 budget.

#### **STAFF RECOMMENDATION:**

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



## **MEMO**

### **Staff Communication-Action Required**

---

**DATE:** June 5, 2024  
**TO:** Gaines Charter Township  
**FROM:** Robert DeWard, Township Supervisor  
**RE:** Candidate for Alternate on the Board of Review

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#### **SUMMARY OF TOPIC:**

I received an Application For Boards and Committees from Township resident, Mark Krier. Mark would like to fill the position of Alternate on the Board of Review.

This position has been vacant for several years. Having spoken with Mark, he is a good candidate for the position. He has also expressed interest in serving on the ZBA should a position become available.

#### **BUDGET ACTION REQUIRED: NONE**

#### **STAFF RECOMMENDATION:**

Staff recommends the Board of Trustees approve the appointment of Mark Krier to the position of Alternate on the Board of Review.



## GAINES CHARTER TOWNSHIP

TOWNSHIP SUPERVISOR

8555 Kalamazoo Ave., SE

Caledonia, MI 49316

(616) 698-6640

(RETURN APPLICATION TO THE ABOVE ADDRESS)

### APPLICATION FOR BOARDS AND COMMITTEES

Thank you for your interest in serving on an Advisory Board or Committee. The purpose of this form is to provide the Township Board with basic information about residents considered for appointment.

NAME: Mark Krier DATE: 5/14/2024

ADDRESS: [REDACTED] Heather Ridge Ct SE CITY/STATE/ZIP: Caledonia/MI/49316

PHONE: [REDACTED] Email: [REDACTED]

How long have you lived continuously in Gaines Charter Township? 2 yrs 1 mo YEARS/MONTHS

Are you a registered voter in Gaines Charter Township? ☒ YES ☐ NO

Are you related to an elected official or employee of Gaines Charter Township? ☐ YES ☒ NO

*Insert your relationship to elected official or employee*

Have you ever been convicted for anything other than a minor traffic violation? ☐ YES ☒ NO

Select from the following listing of boards/committees for which you would like to apply for:

- |                                                           |                                                                         |
|-----------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> PLANNING COMMISSION              | <input type="checkbox"/> PERSONNEL COMMITTEE                            |
| <input type="checkbox"/> PARKS & RECREATION COMMITTEE     | <input type="checkbox"/> BUILDING & GROUNDS COMMITTEE                   |
| <input type="checkbox"/> WATER & SEWER ADVISORY COMMITTEE | <input type="checkbox"/> LIQUOR CONTROL ENFORCEMENT                     |
| <input checked="" type="checkbox"/> BOARD OF REVIEW       | <input type="checkbox"/> ZONING BOARD OF APPEALS                        |
| <input type="checkbox"/> CUTLERVILLE FIRE BOARD           | <input type="checkbox"/> DUTTON FIRE COMMITTEE                          |
| <input type="checkbox"/> BYRON-GAINES UTILITY AUTHORITY   | <input type="checkbox"/> DIVISION AVENUE CORRIDOR IMPROVEMENT AUTHORITY |

④ I would also be interested in the zoning board of appeals if there is a need on that board.



**PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE**

Currently a Realtor and licensed builder. Former career was compliance and financial auditing.

**COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE**

Habit for Humanity experience, occasional volunteer at Explorer Elementary. Soon to be helping on a project with ICCF.

**EDUCATIONAL BACKGROUND:**

B.S. in Finance at Indiana University's Kelly School of Business

**REFERENCES (NAME/ADDRESS/PHONE):**

1.

2.

3.

**INDICATE REASON FOR DESIRING TO SERVE:**

I think service to community is important, and I think the work done on the Board of appeals is interesting work.

Applicant's Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

☒ Voter Status Confirmed

☒ Confirmed compliance with applicable federal, state and local statutes

Confirmed by: \_\_\_\_\_



## **MEMO**

### **Staff Communication-Action Required**

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**DATE:** June 5, 2024  
**TO:** Gaines Charter Township  
**FROM:** Rod Weersing, Township Manager  
**RE:** Kent County Road Commission Deer Management Study

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#### **SUMMARY OF TOPIC:**

Kent County had the highest number of deer/vehicle accidents in the State in 2022 and 2023. There were 2,251 deer/vehicle crashes in 2022. That was a 24% increase from 2021. An oversized deer population not only leads to crashes it also leads to crop loss and damage, landscape and natural vegetation damage, and can be a health concern to humans and pets.

Due to the high numbers of the current deer population, Kent County and the Kent County Road Commission have started laying the groundwork for a Deer Management Study. The preliminary plan will be to complete a countywide deer population survey, conducting a community mapping survey, mapping, and assisting with formulation recommendations.

The estimated cost of the project is \$65,000. \$55,000 of the cost has already been pledged which leaves \$10,000 to be picked up by the townships within the County. It has been requested that the Township consider pledging up to \$1,000 for this project. The cost will then be broken down by the number of participating townships and their percentage of the deer/vehicle crashes. So, the final amount should be less than the \$1,000 pledge.

#### **BUDGET ACTION REQUIRED:**

NONE – While this item was not specifically allocated in the 2024 budget, this amount will be able to be covered by it.

#### **STAFF RECOMMENDATION:**

Staff recommends that the Board consider participating in this countywide initiative.



## Kent County Road Commission

June 3, 2024

### **RE: Deer Management: Countywide Collaboration**

Township Leader:

To address the region's widespread deer management issue, Kent County has established a small work group consisting of Mark Rambo, Deputy Administrator of Kent County, Shay Gallagher, Deputy City Administrator of Kentwood, and me.

Our first action has been to establish a framework to tackle this initiative. We have developed a preliminary plan with Grand Valley State University (GVSU) that involves completing a countywide deer population survey, conducting a community survey, mapping, and assisting with formulating recommendations.

The estimated cost of the project is \$65,000. GVSU has agreed to contribute \$32,500 in tuition for the graduate assistant and faculty support. The remaining \$32,500 balance would be split among local partners. Currently, we have commitments of \$2,500/each from the cities of Grand Rapids, East Grand Rapids, Grandville, Kentwood, Walker, and Wyoming, along with MDOT, Kent County and the Kent County Road Commission. (Total: \$22,500)

**To cover the remaining balance of \$10,000, we are seeking township support.** While we understand that deer-related incidents vary among townships, on average, they account for 24% of all reported vehicle crashes within the townships.

**Please inform us of your township's intended contribution to this project, and KCRC will invoice accordingly.**

- For your reference, the following page shows deer-related crash data by township.

Kent County communities have a history of working together to address issues that cross jurisdictional lines. Thank you for supporting this collaborative effort.

If you have questions feel free to reach out to me.

Sincerely,

**Jerry Byrne**

[jbyrne@kentcountyroads.net](mailto:jbyrne@kentcountyroads.net)

616-242-6962





## DEER MANAGEMENT SURVEY 2-YEAR COST: \$65,000



**COMMITTED**  
GVSU: \$32,500  
Metro 6 Cities: \$2,500 (each)  
MDOT: \$2,500  
Kent County: \$2,500  
KCRC: 2,500  
Total: \$55,000

**REMAINING**  
Township Participation  
\$10,000

| TOWNSHIPS    | TOTAL<br>CRASHES | DEER-INVOLVED<br>CRASHES* | PERCENTAGE OF<br>REPORTED CRASHES<br>WITH DEER INVOLVED |
|--------------|------------------|---------------------------|---------------------------------------------------------|
| ADA          | 343              | 108                       | 31%                                                     |
| ALGOMA       | 308              | 85                        | 28%                                                     |
| ALPINE       | 264              | 54                        | 20%                                                     |
| BOWNE        | 108              | 56                        | 52%                                                     |
| BYRON        | 774              | 104                       | 13%                                                     |
| CALEDONIA    | 466              | 99                        | 21%                                                     |
| CANNON       | 219              | 86                        | 39%                                                     |
| CASCADE      | 949              | 137                       | 14%                                                     |
| COURTLAND    | 212              | 86                        | 41%                                                     |
| GAINES       | 620              | 98                        | 16%                                                     |
| GRAND RAPIDS | 562              | 88                        | 16%                                                     |
| GRATTAN      | 98               | 71                        | 72%                                                     |
| LOWELL       | 315              | 90                        | 29%                                                     |
| NELSON       | 136              | 52                        | 38%                                                     |
| OAKFIELD     | 141              | 46                        | 33%                                                     |
| PLAINFIELD   | 1,028            | 175                       | 17%                                                     |
| OLON         | 209              | 72                        | 34%                                                     |
| SPARTA       | 261              | 98                        | 38%                                                     |
| SPENCER      | 98               | 43                        | 44%                                                     |
| TYRONE       | 151              | 65                        | 43%                                                     |
| VERGENNES    | 143              | 68                        | 48%                                                     |
| TOTAL        | 7,405            | 1,781                     | 24%                                                     |

*\*data does not include crashes that involve motorists veering for deer.*