



8555 Kalamazoo Ave., SE
Caledonia, MI 49316

www.gainestownship.org

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December 4, 2024

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

RE: December 9, 2024, Township Board Meeting

Township Board Members:

Greetings! I hope that this message finds you well.

There are no scheduled speakers for the December meeting. At the November meeting there was a public hearing scheduled for this meeting for the National Flood Insurance Program. The Planning Commission has made a recommendation for the Board to approve the Tentative Preliminary Plat for Dutton Center Phase II. The Community Development Director has submitted more information about having a Natural Resource Inventory performed in the Township as requested by the Board earlier this year. You will also see that there are resolutions and ordinances for consideration that relate to the National Flood Insurance Program and the Township Cemeteries.

As the end of the year approaches, there are several items for your consideration that will move the Township operations into the new year. These items are the setting of the Poverty Exemption Guidelines, setting the water and sewer rates, the meetings schedule, and the renewing of some committee assignments. As you look at setting the meeting schedule for 2025, I would like to ask you to also consider moving the meeting start time from 7:00 pm to 6:00 pm. I have been following discussions about this topic from around the State and the feedback has been very positive from all meeting attendees about the earlier start. With the committee assignments, you may notice that there are no longer any Fire Boards. The recommendation is to move to a Public Safety Committee. This committee would work mostly with requests from the Fire Department but would also be part of any items related to the Kent County Sheriff's Office. There are several members that have been recommended to this committee and a few more will be added in the new year.

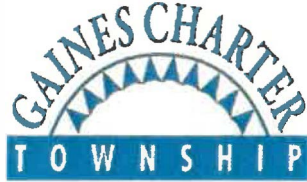
You will also be asked to consider an Automatic Aid Agreement with the City of Wyoming. Lastly, there is information related to a couple of projects that I have been working on for the Township Office for your consideration. These include an upgrade to the audio and video technology in the Community Room, and an electronic door lock system for the office area.

I look forward to seeing you on Monday!

Best regards,

A handwritten signature in blue ink, appearing to read "Rod Weersing", is written over the printed name and title.

Rod Weersing
Township Manager



CHARTERTOWNSHIP OF GAINES
MEETING LOCATION: 8555 Kalamazoo Ave., SE, Caledonia, MI 49316
Township Board of Trustees Meeting
PRELIMINARY AGENDA
MONDAY - December 9, 2024
Time: 7:00 PM

- 1. Opening Prayer ~ Clerk, Michael A. Brew**
- 2. Pledge of Allegiance**
- 3. Elected Officials Oath of Office**
- 4. Call to Order and Attendance ~**
- 5. Declaration of Conflict of Interest**
- 6. Review of Consent Agenda ~ items must be removed from the consent agenda in order to be discussed**
- 7. Approval of Agenda**
- 8. Communications ~ Informational items ~**
 - a. Bldg. Dept. November 2024 Revenue Report [Page 1](#)**
 - b. Community Policing Officer's November 2024 Report [Page 2](#)**
 - c. Dutton Fire - November Run Report [Page 5](#)**
 - d. Cutlerville Fire - November Run Report [Page 13](#)**
 - e. GVMC Transportation Newsletter [Page 14](#)**
- 9. Scheduled Speakers -none**
- 10. 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)***
- 11. Public Hearings:**
 - a. National Flood Insurance Program**
- 12. Consent Agenda:**
 - a. Minutes - November 11, 2024 [Page 27](#)**

b. Check Registers for the month of October

i. General Fund (101):	\$226,502.45	Page 34
ii. Public Safety SAD (205):	\$164,821.60	Page 42
iii. Building Inspections (549):	\$ 11,827.91	Page 47
iv. Water and Sewer (590 & 591):	<u>\$488,326.45</u>	Page 48
TOTAL OF ALL FUNDS:	\$981,478.41	

c. Treasurer's Report [Page 49](#)

13. New Business

- a. Consider ~Planner ~Dutton Center Phase II Tentative Preliminary Plat [Page 50](#)**
 - i. Adopt Resolution
- b. Consider ~ Planner Natural Resource Inventory [Page 58](#)**
- c. Consider ~National Flood Insurance Program [Page 78](#)**
 - i. Adopt Resolution
 - ii. Adopt Ordinance
- d. Consider ~Cemetery Ordinance and Rules [Page 87](#)**
 - i. Adopt Resolution
 - ii. Adopt Ordinance
- e. Consider ~Assessing Poverty Exemption Guidelines [Page 102](#)**
 - i. Adopt Resolution
- f. Consider ~Water and Sewer Rates for 2025 [Page 107](#)**
- g. Consider ~Fire Department Auto-aid Agreement with Wyoming [Page 124](#)**
- h. Consider ~Formation of Special Assessment Streetlight District-Cooks Crossing Enclave [Page 130](#)**
- i. Consider ~Upgrade of Lower-Level Community Room A V [Page 135](#)**
- j. Consider ~Electronic Door Lock System [Page 152](#)**
- k. Consider ~Meetings [Page 157](#)**
 - i. Meeting Dates for 2025
 - ii. Change meeting time to 6PM
- 1. Consider ~Committee Assignments [Page 158](#)**

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

15. Manager's Comments

16. Supervisor's Comments

17. Trustee's Comments

NEXT SCHEDULED BOARD OF TRUSTEES MEETING: January 13, 2025

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

***Preliminary Agenda - Subject to Change●**



Revenue Breakdown Report

Page: 1 of 21

12/02/2024

Fiter: All Records, TraisactionDaieToPostOn B -een 111 2014 11:00:00 A M A\ "D 11 30 W 4 11:59:59 PM

Unit Totals		
Unit: Base	Records	Revenue
	137	34,964.00
TOTAL	137	34,964.00

Record Type Totals		
Unit:	Records	Revenue
H.	1	10.00
Permit	136	34,949.00
UNIT TOTAL:	137	34,964.00

Record Type Breakdowns		
Unit:	Records	Revenue
Record Type: Base		
	1	15.00
TOTAL:	1	15.00

Record Type: Permit	Records	Revenue
Building	26	1,119.00
Commercial Sign	1	90.00
Elect	1	130.00
Electrical	29	8,145.00
Irrigation Meter	2	180.00
Mechanical	41	11,286.00
Plumbing	14	4,364.00
Residential Roofing	8	720.00
Storm Drain	1	340.00
TOTAL:	136	34,949.00



Michelle LaJoy Young
SHERIFF

Bryan Muir
UNDERSHERIFF

November 2024 Gaines Township Report

COMPLETED

- Met with apartment complexes/mobile home communities
- Participated in South Christian active assailant drill
- Speeding and other traffic enforcement was conducted in "hot spots" for violations i.e. school zones/high population areas. 11 traffic stops were conducted for violations.
- Attended the monthly CP meeting.
- Met with the victim of a home invasion in Leisure Creek and conducted a walk through of her home, pointing out and making safety suggestions.
- Made contact with the Marketplace Dr SE Meijer in regard to Shop with a Sheriff event and finalized details with them.
- I remained available and handled all calls for service at polling stations for election day in the township. A total of five (5) minor reports/incidents were handled there, none with arrests/citations.
- Speed trailer is put into storage at the main Sheriff's Office in the City of Grand Rapids for the winter.
- Spoke with Woodfield Apartment complex staff in reference to questions about a resident in mental health crisis.
- Verified Township sex offenders at residences.
- Spoke with local businesses in regard to partnering for future events and collected additional donated prizes for Special Olympics event.
- Escorted township clerk and ballots to GR on election night.
- Assisted the township planning/zoning departments with illegal diesel shop at 9515 Hanna Lake. Citation was issued and a court date has been set.
- Checked on a possible abandoned vehicle at 1730 Golfside Ct SE, vehicle is not abandoned.
- Checked on a possible abandoned vehicle at 6885 Brooklyn St SE, vehicle is not abandoned.

- Made contact with Southwood Village Mobile Home Park in regard to ongoing issued within the park.
- Investigated drug/prostitution/BCR violation tip at 482 Faraday Dr SE. I am actively conducting surveillance at the residence. I provided Southwood Village management with needed information to move forward with the eviction process.
- 2861 84th St SE zoning violation investigation.
- Organized and spoke at a home safety meeting in Leisure Creek following concern after a home invasion there.
- Investigated a construction complaint in regard to the Pine Rest construction project.
- I was in the area of a missing juvenile who ran away from Pine Rest and was able to locate the juvenile off of S Division Ave and return him to his guardian.
- Followed LP with the Chamber of Commerce to confirm the link for business watches had been sent out.
- Tour/walkthrough of South Christian.
- Looking at the process and other townships ordinances that can easily be adopted in Gaines Township. Specifically, Plainfield Townships ordinances.
- Assisted road patrol with several calls for service in Gaines Township and conducted traffic enforcement as required in areas.
- Reached out to family/APS in reference to the two residents of 350 S Kenbrook St SE suffering from mental health crisis. APS is investigating and I am working with them and family to obtain mental health petitions for both residents. We have more than 20 calls for service to this address and I have been responding to the recent ones in an attempt to locate a long-term solution.
- Investigated a littering complaint at the township offices and gave the offender a warning per the townships request.
- 615 Sun Meadow Dr SE had a complaint over the grass being waist height, the front door glass broken out, and the sole 70's year old resident not being seen in approximately 1 year. I responded for a welfare check and found that the resident was not capable of caring for his own property due to the size of his lawn mower and how out of control the grass has been. I gave him several phone numbers for area lawn care services which he called with me there and scheduled to have his yard cleaned up.
- I was the only available unit at the time and was made aware of a suicidal female driving around Gaines Township from Montcalm County. I located her sitting inside of her vehicle in



the Pine Rest parking lot crying. She confirmed that she had been suicidal, and I escorted her inside the building where she was checked in for treatment.

-Meeting regularly with road patrol Deputies to be updated on their concerns and any issues that they are seeing in the township that require my attention.

UPCOMING

-Speaking with 7th/8th graders at Streams and answering questions or addressing any concerns that the youth may have.

-East Kentwood High School Students will be delivering thank you cards to the Gaines Substation. I will be there to greet them and speak with them.

-Participating in the Luminary Walk at Prairie Wolf Park.

-Participating in several Shop with a Sheriff Events.

-Gaines Chamber of Commerce Luncheon.

-Block Training for December

-Providing a tour of the substation and township offices to a tutoring group from Dutton Christian Schools and having breakfast with them. Request to have a K9 do a demonstration was also sent to Sgt Mervau.

-Court for ordinance violation at 9515 Hanna Lake.

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Dec 04, 2024 12:19 PM

Incident Type Category	2024												2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	5	7	4	1	3	3	7	4	8	8	6	1	57	6.00%	36	5.00%	58.33%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	0.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	63	43	45	55	52	63	58	56	59	43	42	6	585	64.00%	509	65.00%	14.93%
4 - Hazardous Condition (No Fire)	7	2	3	2	1	3	3	1	3	1	5	0	31	3.00%	26	3.00%	19.23%
5 - Service Call	5	3	1	2	5	1	4	3	1	4	2	0	31	3.00%	31	4.00%	0.00%
6 - Good Intent Call	6	12	10	14	10	9	8	8	14	18	6	3	118	13.00%	94	12.00%	25.53%
7 - False Alarm & False Call	13	5	6	4	7	4	6	11	10	15	8	2	91	10.00%	92	12.00%	-1.09%
8 - Severe Weather & Natural Disaster	0	0	0	1	0	0	0	0	0	0	0	0	1	0.00%	0	0.00%	N/A
9 - Special Incident Type	0	0	0	0	0	0	0	0	1	0	0	0	1	0.00%	0	0.00%	N/A
Grand Total	99	72	69	79	78	83	86	83	96	89	69	12	915	100.00%	789	100.00%	15.97%

Incidents by District/Zone

Jan 01, 2023 12:00 AM to Dec 04, 2024 12:18 PM

District/Zone	2024												2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
Byron Township Fire	0	0	0	1	0	0	0	0	0	0	0	0	1	0.00%	0	0.00%	N/A
Byron Twp Fire - Byron Twp	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	4	1.00%	-100.00%
Caledonia Township	3	3	2	0	0	0	3	6	0	2	2	1	22	2.00%	16	2.00%	37.50%
Cascade Township	0	0	0	0	1	0	0	0	2	0	0	0	3	0.00%	1	0.00%	200.00%
Cutlerville - Byron Township	1	2	1	2	1	1	2	3	2	1	2	0	18	2.00%	19	2.00%	-5.26%
Cutlerville - Gaines Township	13	7	5	12	2	11	10	8	10	7	8	0	93	10.00%	92	12.00%	1.09%
Kentwood	2	2	1	0	4	1	0	1	4	4	1	0	20	2.00%	21	3.00%	-4.76%
Leighton Township	0	0	0	0	0	0	0	1	0	0	0	0	1	0.00%	5	1.00%	-80.00%
Zone 01S - Dutton	2	1	1	1	0	1	1	0	1	4	1	1	14	2.00%	18	2.00%	-22.22%
Zone 02S - Dutton	14	9	7	10	8	4	9	8	9	4	6	0	88	10.00%	86	11.00%	2.33%
Zone 03S - Dutton	6	5	1	12	7	9	11	5	9	11	7	3	86	9.00%	78	10.00%	10.26%
Zone 04S - Dutton	21	14	11	14	22	24	15	17	19	18	12	0	187	20.00%	146	19.00%	28.08%
Zone 05S - Dutton	8	3	11	6	8	10	7	8	12	9	7	4	93	10.00%	26	3.00%	257.69%
Zone 06S - Dutton	4	2	4	4	3	3	2	2	4	3	3	0	34	4.00%	36	5.00%	-5.56%
Zone 07S - Dutton	4	4	9	3	5	4	4	2	6	5	5	0	51	6.00%	49	6.00%	4.08%
Zone 08S - Dutton	5	3	0	3	3	2	2	0	1	2	0	0	21	2.00%	21	3.00%	0.00%
Zone 09S - Dutton	4	4	6	0	3	5	8	3	4	9	3	0	49	5.00%	73	9.00%	-32.88%
Zone 10S - Dutton	0	0	1	0	0	0	0	0	0	0	0	0	1	0.00%	0	0.00%	N/A
Zone 11R - Dutton	1	0	1	0	0	2	1	1	1	1	0	0	8	1.00%	2	0.00%	300.00%
Zone 12R - Dutton	1	3	1	0	0	1	1	0	1	1	3	0	12	1.00%	8	1.00%	50.00%
Zone 13R - Dutton	0	2	0	1	1	0	0	1	0	1	1	0	7	1.00%	8	1.00%	-12.50%
Zone 14R - Dutton	2	1	0	1	1	2	2	3	0	1	4	0	17	2.00%	8	1.00%	112.50%

Monthly Call Volume Year over Year

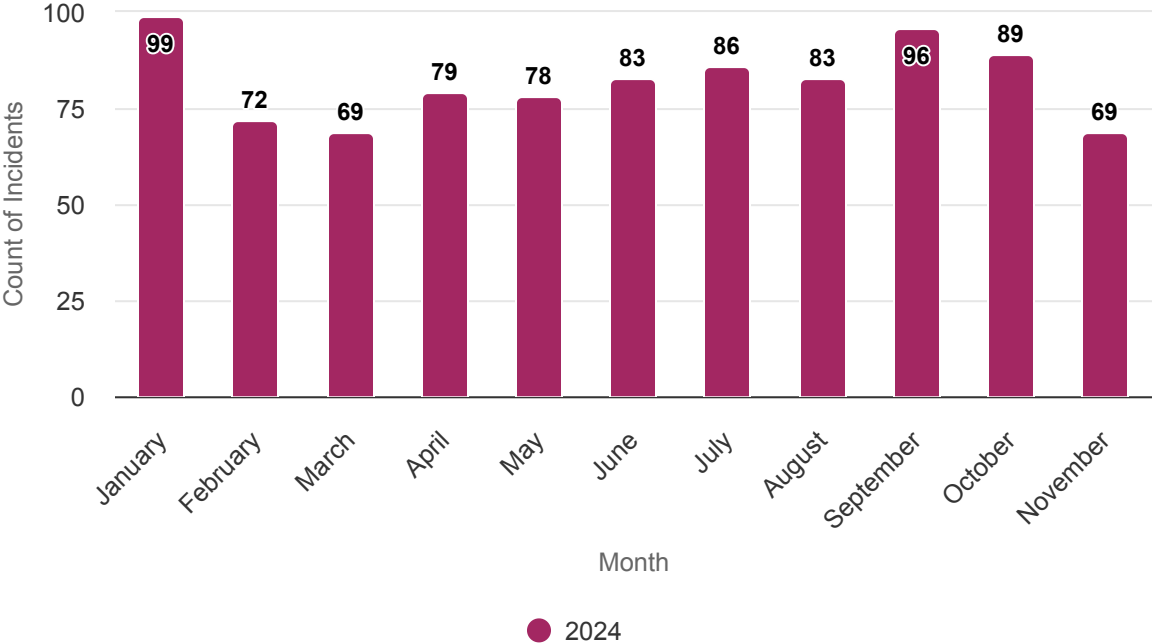
Jan 01, 2023 12:00 AM to Dec 04, 2024 12:19 PM



Month Name	2024		2023		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	99	11.00%	66	8.00%	50.00%
February	72	8.00%	68	9.00%	5.88%
March	69	8.00%	71	9.00%	-2.82%
April	79	9.00%	48	6.00%	64.58%
May	78	9.00%	67	8.00%	16.42%
June	83	9.00%	77	10.00%	7.79%
July	86	9.00%	69	9.00%	24.64%
August	83	9.00%	64	8.00%	29.69%
September	96	10.00%	99	13.00%	-3.03%
October	89	10.00%	81	10.00%	9.88%
November	69	8.00%	72	9.00%	-4.17%
December	13	1.00%	7	1.00%	85.71%
Grand Total	916	100.00%	789	100.00%	16.10%

Incidents by Month

Jan 01, 2024 to Nov 30, 2024



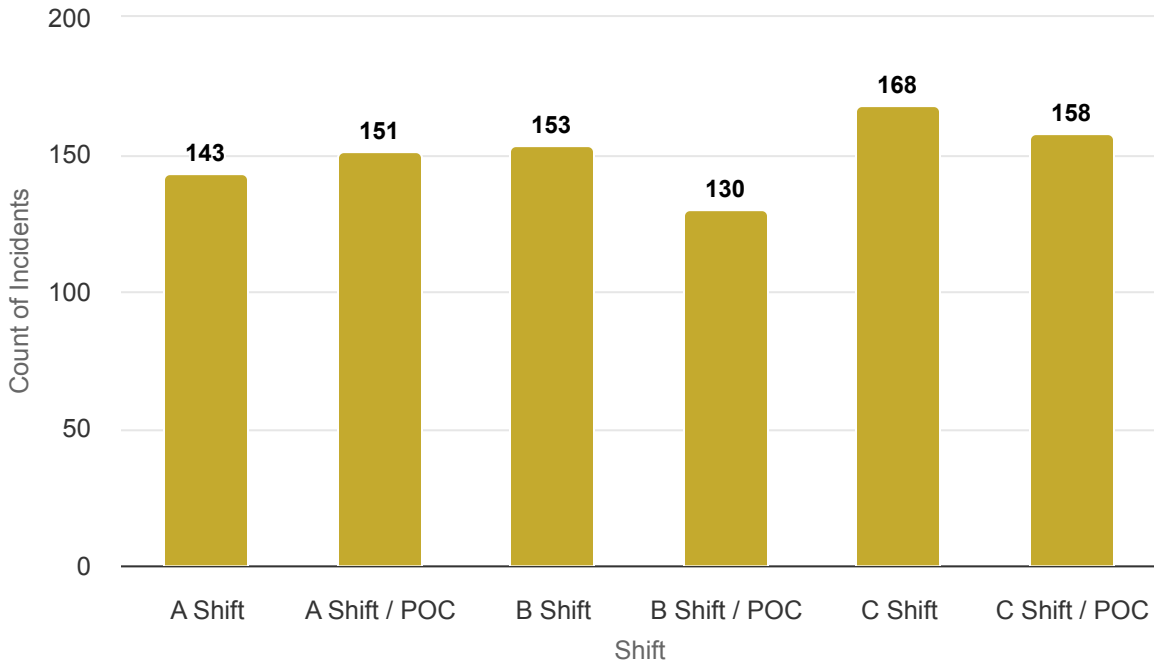
Jan 01, 2024 to Nov 30, 2024

Jan 01, 2024 to Nov 30, 2024

Day of Week

Incidents by Shift

Jan 01, 2024 to Nov 30, 2024



Aid Given and Received Summary

Jan 01, 2024 to Nov 30, 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	0	0.00%	0	0.00%	0	0.00%	1	2.50%
Caledonia Township Fire Department	7	22.58%	5	17.86%	9	10.98%	8	20.00%
Cascade Township Fire Department	0	0.00%	0	0.00%	3	3.66%	0	0.00%
City of Kentwood Fire Department	9	29.03%	10	35.71%	4	4.88%	3	7.50%
Cutlerville Fire Department	14	45.16%	12	42.86%	66	80.49%	27	67.50%
Leighton Township Fire Department	1	3.23%	1	3.57%	0	0.00%	1	2.50%
Overall	31	100.00%	28	100.00%	82	100.00%	40	100.00%

Calls in Progress

Jan 01, 2024 12:00 AM to Nov 30, 2024 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	849	46.98%	7,651	95.16%
1 Call In Progress	902	49.92%	377	4.69%
2 Calls In Progress	55	3.04%	12	0.15%
3 Calls In Progress	1	0.06%	0	0.00%
Totals	1,807	100.00%	8,040	100.00%

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Dec 04, 2024 12:13 PM

Incident Type Category	2024												2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	6	9	5	9	7	12	12	5	10	7	2	2	86	4.00%	67	3.00%	28.36%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	3	0.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	155	129	105	134	129	128	131	137	138	125	98	13	1,422	70.00%	1,470	71.00%	-3.27%
4 - Hazardous Condition (No Fire)	9	1	4	5	3	7	5	6	7	1	7	0	55	3.00%	43	2.00%	27.91%
5 - Service Call	3	2	2	7	4	4	4	4	5	4	4	0	43	2.00%	39	2.00%	10.26%
6 - Good Intent Call	27	18	17	18	16	22	12	21	11	18	11	4	195	10.00%	208	10.00%	-6.25%
7 - False Alarm & False Call	16	21	17	21	13	20	20	13	20	20	18	0	199	10.00%	199	10.00%	0.00%
8 - Severe Weather & Natural Disaster	0	0	1	1	0	4	0	0	0	0	0	0	6	0.00%	1	0.00%	500.00%
9 - Special Incident Type	0	2	2	4	1	5	4	4	3	2	6	0	33	2.00%	34	2.00%	-2.94%
Grand Total	216	182	153	199	173	202	188	190	194	177	146	19	2,039	100.00%	2,064	100.00%	-1.21%

Incidents by District/Zone

Jan 01, 2023 12:00 AM to Dec 04, 2024 12:13 PM

District/Zone	2024												2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
B1U - Byron Township	8	4	1	2	1	6	5	2	8	4	4	0	45	2.00%	32	2.00%	40.63%
B2U - Byron Township	21	32	18	29	31	33	27	32	19	38	16	4	300	15.00%	312	15.00%	-3.85%
B3U - Byron Township	11	6	9	9	11	14	5	3	15	10	7	2	102	5.00%	108	5.00%	-5.56%
B4U - Byron Township	33	26	17	25	15	25	17	26	20	16	13	1	234	11.00%	217	11.00%	7.83%
B5S - Byron Township	0	0	0	0	1	1	1	1	1	0	2	0	7	0.00%	12	1.00%	-41.67%
B6S - Byron Township	13	14	13	11	12	10	6	15	15	10	16	1	136	7.00%	132	6.00%	3.03%
B7R - Byron Township	2	3	5	1	2	3	2	4	1	1	4	0	28	1.00%	13	1.00%	115.38%
B8R - Byron Township	1	0	1	0	0	0	0	0	0	0	1	0	3	0.00%	8	0.00%	-62.50%
Byron Township Fire	5	0	2	0	0	3	3	0	1	0	1	1	16	1.00%	13	1.00%	23.08%
Dutton Fire Department	8	5	3	4	3	7	2	5	5	2	3	2	49	2.00%	16	1.00%	206.25%
G1U - Gaines Township	35	18	24	47	36	41	33	37	43	35	21	1	371	18.00%	460	22.00%	-19.35%
G2S - Gaines Township	19	15	11	13	13	15	23	16	15	14	12	1	167	8.00%	205	10.00%	-18.54%
G3U - Gaines Township	34	34	25	27	25	24	30	23	30	34	30	3	319	16.00%	272	13.00%	17.28%
G4S - Gaines Township	4	9	6	6	8	7	9	11	3	3	5	0	71	3.00%	47	2.00%	51.06%
G5S - Gaines Township	11	6	7	16	3	8	15	2	7	6	5	1	87	4.00%	87	4.00%	0.00%
G6S - Gaines Township	3	1	3	3	4	1	1	1	4	1	1	0	23	1.00%	26	1.00%	-11.54%
G7R - Gaines Township	2	1	4	1	4	1	5	6	2	1	3	0	30	1.00%	36	2.00%	-16.67%
G8R - Gaines Township	2	1	1	1	0	0	1	1	2	1	0	1	11	1.00%	7	0.00%	57.14%
Kentwood	2	6	3	4	4	3	3	3	2	0	1	1	32	2.00%	48	2.00%	-33.33%
Wyoming	2	1	0	0	0	0	0	2	1	1	1	0	8	0.00%	13	1.00%	-38.46%
Grand Total	216	182	153	199	173	202	188	190	194	177	146	19	2,039	100.00%	2,064	100.00%	-1.21%

Monthly Call Volume Year over Year

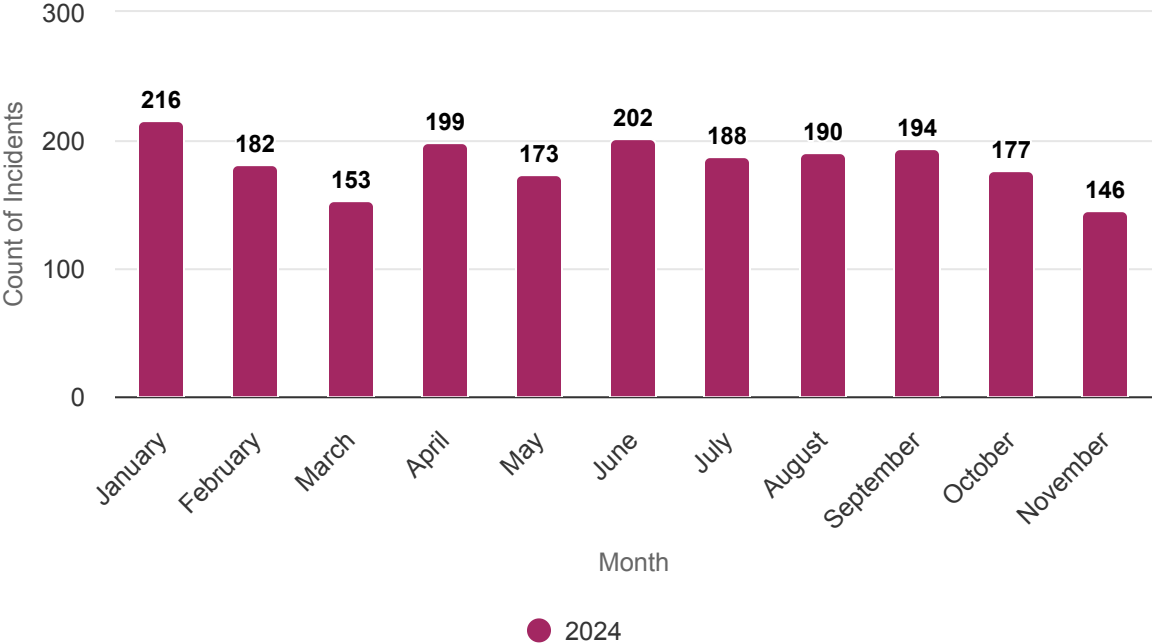
Jan 01, 2023 12:00 AM to Dec 04, 2024 12:16 PM



Month Name	2024		2023		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	216	11.00%	184	9.00%	17.39%
February	182	9.00%	161	8.00%	13.04%
March	153	8.00%	192	9.00%	-20.31%
April	199	10.00%	168	8.00%	18.45%
May	173	8.00%	205	10.00%	-15.61%
June	202	10.00%	209	10.00%	-3.35%
July	188	9.00%	225	11.00%	-16.44%
August	190	9.00%	181	9.00%	4.97%
September	194	10.00%	201	10.00%	-3.48%
October	177	9.00%	151	7.00%	17.22%
November	146	7.00%	170	8.00%	-14.12%
December	19	1.00%	17	1.00%	11.76%
Grand Total	2,039	100.00%	2,064	100.00%	-1.21%

Incidents by Month

Jan 01, 2024 to Nov 30, 2024



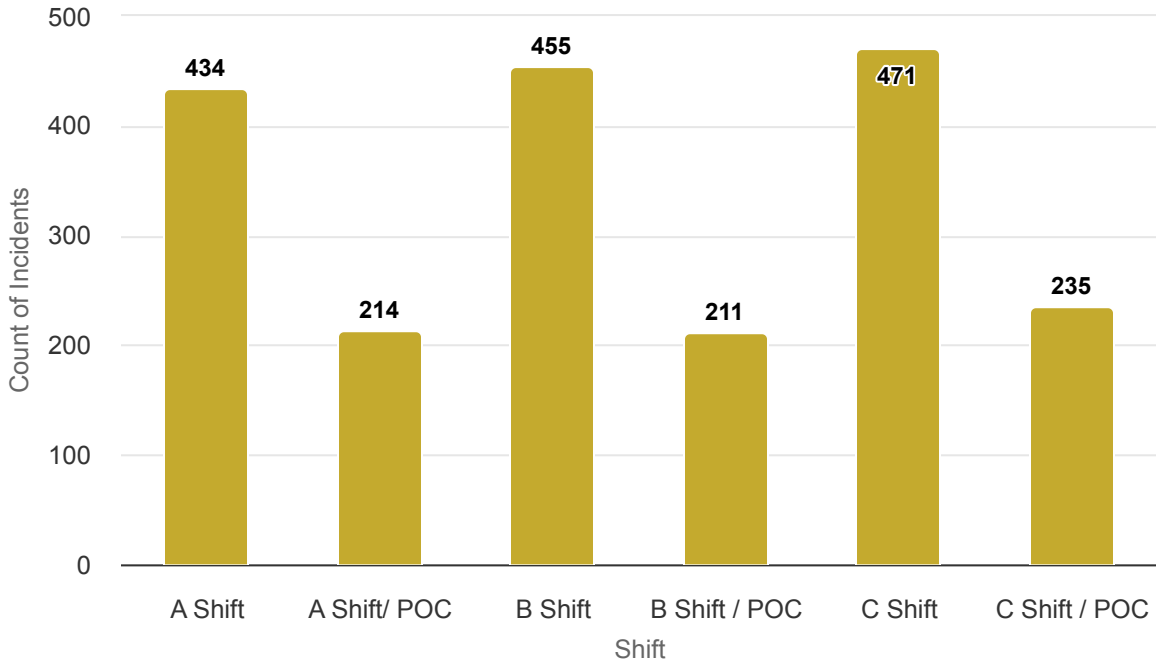
Jan 01, 2024 to Nov 30, 2024

Jan 01, 2024 to Nov 30, 2024

Day of Week

Incidents by Shift

Jan 01, 2024 to Nov 30, 2024



Aid Given and Received Summary

Jan 01, 2024 to Nov 30, 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	7	20.00%	4	8.51%	1	3.33%	22	18.80%
City of Kentwood Fire Department	13	37.14%	19	40.43%	0	0.00%	20	17.09%
City of Wyoming Fire Department	4	11.43%	9	19.15%	1	3.33%	5	4.27%
Dutton Fire Department	11	31.43%	15	31.91%	28	93.33%	70	59.83%
Overall	35	100.00%	47	100.00%	30	100.00%	117	100.00%

Calls in Progress

Jan 01, 2024 12:00 AM to Nov 30, 2024 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	1,835	45.41%	7,311	90.93%
1 Call In Progress	2,010	49.74%	694	8.63%
2 Calls In Progress	185	4.58%	33	0.41%
3 Calls In Progress	10	0.25%	3	0.04%
4 Calls In Progress	1	0.02%	0	0.00%
Totals	4,041	100.00%	8,040	100.00%

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Transportation Department

Seasonal Newsletter

Fall 2024



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Projects from the FY2023-2026 TIP. From left to right, top: Patterson and 36th St. intersection improvements and Rogue River Road over the Rogue River. Photos courtesy of the Kent County Road Commission. From left to right, bottom: 2023-I-196 west of 32nd Avenue and Wrong Way lighted signs. Project images courtesy of the Michigan Department of Transportation.

The Grand Valley Metropolitan Council (GVMC) is pleased to announce that we have begun developing our next [Transportation Improvement Program \(TIP\)](#), which will include transportation projects for FY2026-2029 in Kent and eastern Ottawa Counties. The Transportation Programming Study Group, a subcommittee of GVMC's Technical Committee, met on Tuesday, November 26, 2024, at 10:00 am and will meet on Tuesday, December 3, 2024, at 10:00 am at GVMC's Offices to select projects for the TIP. Safety, condition, and congestion deficient transportation facilities that will be considered for improvement during the TIP development process are on our [website](#). Please stay tuned for information on upcoming public meetings, public comment opportunities, and updates, which will be posted as they occur.

If you have questions about the TIP development process, please email [Laurel Joseph](#), Director of Transportation Planning, or call (616) 776-7610.

Individuals with disabilities requiring auxiliary aids or services and persons requiring translation or interpretation assistance should email [Andrea Faber](#) or call (616) 776-7603.

Public notice of public participation activities and time established for public review of and comments on the TIP will satisfy the Program of Projects (POP) requirements for Section 5307 public involvement.

GVMC Draft Public Participation Plan Open for Public Comment

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Photo courtesy of Pixabay.

There were 30,786 winter weather crashes during the winter of 2022–2023, including 59 fatal crashes. To encourage safe driving habits while traveling on Michigan roadways during the winter months, the Office of Highway Safety Planning reminds motorists to keep these safety tips in mind:



- **Drive slow on ice and snow.** It can take up to ten times longer to stop your vehicle on snowy and/or icy roads. Slow down and allow more room between your vehicle and the one ahead of you. This gives you more time to react and brake, reducing your crash risk.
- **Be prepared** by taking time to winterize your vehicle and stock it with emergency supplies. Refer to this [packet](#) for a complete list of supplies to keep in your vehicle.
- During the winter months, **check your tire pressure weekly.** Additionally, examine the tread on your tires for wear when you check tire pressure, when rotating your tires, and before you take long trips. Use the [penny test](#) to check your tread.
- Driving too close to snowplows can be a winter hazard on its own. A new Michigan law requires drivers following a snowplow to **stay at least 200 feet away from snowplows.** It also states that motorists cannot stop within 20 feet of a snowplow at an intersection.
- **Know how to handle** [winter-driving emergencies](#) should you find yourself stopped or stalled on the road. Stay with your vehicle, and call 911 or a roadside service like AAA. Make yourself visible to other motorists by turning on your hazard lights.

Visit the OHSP's [Winter-Driving web page](#) for more safety tips and information.

Article courtesy of the OHSP.

Climate Pollution Reduction Grant (CPRG) Update



US-131 Concrete Patches; Photo courtesy of MDOT

As the 2024 road construction season comes to a close, the Michigan Department of Transportation (MDOT) is using this opportunity to thank its partners for another year of successful project coordination and the travelling public for their patience during the construction projects. Many projects were successfully completed in the Grand Rapids metro area in 2024, some of which include:

- US-131 over Plaster Creek bridge repairs,
- US-131 concrete joint replacements between M-11 (28th Street) and Pearl Street,
- Installation of enhanced Wrong-Way signs and delineations on interchange ramps along US-131 between M-11 (28th Street) and Ann Street,
- Northbound US-131 to I-96 (I-296) over southbound US-131, Marquette Railroad, West River Drive, and eastbound I-96 bridge rehabilitation, and,
- M-6 at I-96 interchange bridge maintenance and ramp roadway rehabilitation.

In the summer through the fall of 2024, preconstruction activities started on US-131 between 100th Street and 76th Street, including a center median barrier and shoulder widening for shifting traffic during reconstruction in 2025. This project was funded through Governor Whitmer's 2020 Rebuilding Michigan Program. More information on this project can be found on the Rebuilding Michigan Program [webpage](#).

Details on upcoming projects will be communicated in future announcements. A preview of some upcoming projects in 2025 include:

- I-96 pavement milling and resurfacing work between Cascade Road and I-196,
- M-44 Connector (Plainfield Avenue) pavement milling and resurfacing work between I-96 and Airway Street, with median islands and landscaping (in partnership with Plainfield Charter Township),
- US-131 S-Curve freeway lighting replacement,
- US-131 between 100th Street and 76th Street reconstruction and operational improvements,
- M-45 (Lake Michigan Drive) pavement milling and resurfacing work between the Sand Creek and LaSalle Avenue,

2025 COMMITTEE MEETING SCHEDULE

Technical Committee:

*January 15
March 5
May 7
*July 16
September 3
November 5

Policy Committee:

*January 15
March 19
May 21
*July 16
September 17
November 19

**Indicates combined Tech/Policy meeting*

UPCOMING EVENTS

12/04/2024
2024 Cold Weather Work - Webinar
[Click here for more details](#)

12/08/2024 - 12/11/2024
APTA Safety & Risk Management Seminar - Atlanta, GA
[Click here for more details](#)

12/10/2024
2024 Engineering Ethics - Webinar
[Click here for more details](#)

12/10/2024
2024 Roadsoft Special Topics: Tips & Tricks - Webinar
[Click here for more details](#)

12/12/2024
2024 Updating a Bridge, Pavement, or Compliance Plan - Webinar
[Click here for more details](#)

01/07/2025
2025 Using Thawcaster to Predict Seasonal Weight Restrictions - Webinar
[Click here for more details](#)

01/09/2025
2025 The Basics of Asphalt Pavement Design - Webinar
[Click here for more details](#)

01/14/2025 - 01/15/2025
2025 Asphalt Paving Inspection 2 - 2-Day Virtual Workshop
[Click here for more details](#)

01/16/2025
2025 Basics of Bridge Design Quality Control & Quality Assurance - Webinar
[Click here for more details](#)

01/21/2025
2025 IBR System for Rating Unpaved Roads - Webinar
[Click here for more details](#)

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Questions or Comments?

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**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 7:00 PM MEETING
November 11, 2024**

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

Absent with notice: None

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

1. The meeting was called to order at 7:03 p.m. by Board Member DeWard.

2. Question of Conflict of Interest

None

3. Review of the Consent Agenda.

None

4. Meeting Agenda

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

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

5. Communications " Non-action Informational Items

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

6. Scheduled Speakers

None.

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

Shirley Bruursema expressed gratitude to Supervisor DeWard for his service to the community and the trustee board members who attended and helped at the annual Harvest Festival.

Thomas Werkema spoke about his concerns on the ordinance changes proposed. Mr. Werkema used solar panels as the example of the proposed ordinance changes incorrectly restricting residents.

8. Public Hearings

A. Small Distiller's License "" Grinning Mitten doing business as (DBA) Railtown

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to open the Grinning Mitten Small Distiller's License public hearing.

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

No one spoke.

Motion by Board Member Vander Stel and seconded by Board Member Fryling to close the Grinning Mitten Small Distiller's License public hearing.

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

8. 2025 Proposed Township Budget

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to open the 2025 Proposed Township Budget public hearing.

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

No one spoke

Motion by Board Member Vander Stel and seconded by Board Member Fryling to close the 2025 Proposed Township Budget public hearing.

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

C. Proposed Cemetery Ordinance changes

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to open the Proposed Cemetery Ordinance changes public hearing.

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

No one spoke

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to close the Proposed Cemetery Ordinance changes public hearing.

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

9. Approval of the Consent Agenda

Motion by Board Member Terpstra and seconded by Board Member Haagsma to approve the Consent agenda including the October 14, 2024 Township Board meeting minutes: General fund expenditures from 10/01/2024 through 10/31/2024 totaling \$209,590.72; Public Safety Special Assessment District expenditures totaling \$75,800.10; Building inspections totaling \$23,113.37; Water and sewer fund expenditures \$10,331.95; and Treasurer's report.

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

10. New Business

A. National Flood Insurance Program

Motion by Board Member Fryling and seconded by Board Member Haagsma to set the public hearing for December 9, 2024 joining Gaines Charter Township to the National Flood Insurance Program.

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

B. Dutton Fire Day Room Furniture

Motion by Board Member Vander Stel and seconded by Board Member Lemke to approve the \$3,388.28 expenditure for day room furniture at the Dutton Fire station.

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

C. Dutton Fire Sign Replacement

Motion by Board Member Vander Stel and seconded by Board Member Terpstra to approve the Midwest Sign Company quote of the \$16,770.00 expenditure to replace parts of the Dutton Fire station sign.

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

D. Opioid Settlement dollars

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to distribute \$15,000 of Opioid Settlement dollars to Reach the Forgotten Jail Ministry for training staff members.

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

E. Railtown's request for a Small Distiller's License

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Railtown request for a Small Distiller's license.

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

F. Water and Sewer Administrator Status Change

Motion by Board Member Lemke and seconded by Board Member Terpstra to approve the status change of the Water and Sewer Administrator from part-time to full time.

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

G. Cemetery Ordinance

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to not approve the proposed cemetery ordinance changes.

ROLL CALL VOTE: Board Member Haagsma - no, Board Member Vander Stel - no, Board Member Brew - no, Board Member DeWard - no, Board Member Fryling - no, Board Member Lemke - no, Board Member Terpstra - no. Motion carried by roll call vote.

Motion by Board Member Haagsma and seconded by Board Member Terpstra to postpone indefinitely and have staff make changes to the proposed Cemetery Ordinance.

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

H. Cemetery Rules and Regulations

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to postpone indefinitely and have staff make changes to the proposed Cemetery Rules and Regulations.

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

I. Cemetery Fee Schedule

Motion by Board Member Haagsma and seconded by Board Member Lemke to approve the Cemetery Fee Schedule to be effective January 1, 2025.

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

J. Water and Sewer Contract for Alexander Trails

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the Water and Sewer contract for the Alexander Trails development.

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 by roll call vote.

K. Water and Sewer Contract for Prairie Wolf Station amendment

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Water and Sewer contract amendment for the Prairie Wolf Station development.

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

L. Resolution setting 2025 Supervisor's Salary

Motion by Board Member Vander Stel and seconded by Board Member Fryling to set the 2025 Supervisor's salary to \$37,087.00.

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

M. Resolution setting 2025 Clerk's Salary

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to set the 2025 Clerk's salary to \$92,735.00.

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

N. Resolution setting 2025 Treasurer's Salary

Motion by Board Member Vander Stel and seconded by Board Member Fryling to set the 2025 Treasurer's salary to \$92,735.00.

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

O. Resolution setting 2025 Board of Trustees Meeting Per Diem

Motion by Board Member Lemke and seconded by Board Member Vander Stel to set the 2025 Board of Trustee's meeting per diem to \$120.00 per meeting.

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

P. Resolution exempting the Township from the Requirements of Public Act 152

Motion by Board Member Haagsma and seconded by Board Member Lemke to exempt Gaines Charter Township from the requirements of Public Act 152 of 2011.

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

Q. Adopting the 2025 Appropriations Act (adopting the 2025 budget)

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to adopt the 2025 Appropriations Act thereby adopting the proposed 2025 budget.

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

11. Public Comments

No one spoke.

12. Manager's comments

Blain columbarium could be completed in 6 to 8 weeks but with weather conditions may push installation to March or April.

Microsoft has had the Township Manager and Community Development Director sign a non-disclosure agreement although both officials know no more than the public at this point.

13. Supervisor's comments.

Thank you for your support over the years and looking forward to switching seats with Board Member Terpstra.

14. Trustees comments

Board Member Lemke noted that the six Planned Unit Developments approved in October have increased the work load in the building, assessing, and planning departments. We may need to add staff in the future to these departments because of township growth.

Board Member Terpstra thanked the board for their support in the transition. He already has a notebook of ideas.

Board Member Terpstra wished the Planning Commission minutes were included in the board packet as the last planning commission meeting had quite a discussion on a 66 acre Planned Unit Development that residents voiced their opposition. Those details may not make it to the Board of Trustees without the minutes included in the board packet communication section.

Board Member Fryling updated the board on the HVAC inspection which pointed out parts of the system not functioning. Township Manager Weersing has already contacted Lamphear to address the issues.

15. Adjournment

Supervisor DeWard adjourned the meeting at 08:34 p.m.

Michael Alex Brew, Clerk

Robert DeWard, Supervisor

12/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 11/01/2024-11/30/2024

GENERAL FUND - 101

Check Date	Bank	Check#	Payee	Description	Account	Dept	Amount
11/01/2024	GEN2	34145#	AMAZON CAPITAL SERVICES	LAMINATING MACHINE WITH LAMINATING POUCHES KIT	727.000	215.000	263.00
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	CELL PHONE STAND	727.000	215.000	12.99
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	PENS,KEYBOARD WRIST REST BEAN BAG SET ,CALCULATOR, WIPES,COFFEE,SWIFFER,LABLES, PAPER	727.000	257.000	53.98
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	CUPS.NOTE PADS	727.000	261.000	254.18
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	CUPS.NOTE PADS	727.000	262.000	342.89
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	TONER CARTRIDGE, FLAIR FELT TIP PENS	727.000	701.000	46.91
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	PENS,KEYBOARD WRIST REST BEAN BAG SET ,CALCULATOR, WIPES,COFFEE,SWIFFER,LABLES, PAPER	727.000	701.000	196.48
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	CUPS.NOTE PADS	979.000	701.000	1,170.43
				38 INCH CORNER DESK CONVERTER, MONITOR STAND ARMS MOUNTS, FOR 2 MONITORS			
				CHECK GEN 2 34145 TOTAL FOR FUND 101:			
11/01/2024	GEN2	34147	CHRIS HOLWERDA	CELLPHONE	853.000	253.000	25.00
11/01/2024	GEN2	34148	CHARTER COMMUNICATIONS	TELECOMMUNICATIONS	853.000	261.000	264.95
11/01/2024	GEN2	34149	CINTAS	BLACK MATS	805.000	265.000	84.11
11/01/2024	GEN2	34151	ELECTION SOURCE	BLANK BALLOT STOCK-NOT NUMBERED OR STUBBED /500 SHEETS	727.000	262.000	133.05
11/01/2024	GEN2	34153	FNBO	MEALS,KEYBOARD ANDMOUSE	812.000	262.000	883.44
11/01/2024	GEN2	34153	FNBO	MEALS,KEYBOARD ANDMOUSE	979.000	262.000	42.29
				CHECK GEN 2 34153 TOTAL FOR FUND 101:			925.73
11/01/2024	GEN2	34154#	FNBO	MEAL, NOTARYSTAMP, ROUND UP	831.000	253.000	8.58
11/01/2024	GEN2	34154	FNBO	MEAL, NOTARYSTAMP, ROUND UP	801.001	261.000	94.76
11/01/2024	GEN2	34154	FNBO	MEAL, NOTARYSTAMP, ROUND UP	973.001	446.000	241.50
				CHECK GEN 2 34154 TOTAL FOR FUND 101:			344.84
11/01/2024	GEN2	34155	FNBO	STATETAX COMMISSION	832.000	257.000	400.00
11/01/2024	GEN2	34156	FNBO	FUEL, GLOVES CHOCK CLEANER, GREASE TUBE,	740.000	567.000	201.55
11/01/2024	GEN2	34158#	FNBO	FUEL,WOOD	963.001	265.000	40.01
11/01/2024	GEN2	34158	FNBO	FUEL,WOOD	973.000	751.000	50.48
				CHECK GEN 2 34156 TOTAL FOR FUND 101:			90.49

11/01/2024	GEN2	34159#	FNBO	FLOWERS,CATERER,LIVE WEBINAR,SUBSCRIPTION	831.000	171.000	25.00
11/01/2024	GEN2	34159	FNBO	FLOWERS,CATERER,UVE WEBINAA,SUBSCRIPTION	963.001	261.000	115.69
11/01/2024	GEN2	34159	FNBO	FLOWERS,CATERER,LIVE WEBINAR,SUBSCRIPTION	727.001	701.000	59.00
11/01/2024	GEN2	34159	FNBO	FLOWERS.CATERER.LIVE WEBINAR,SUBSCRIPTION	812.000	701.000	178.64
				CHECK GEN 2 34159 TOTAL FOR FUND 101:			378.33
11/01/2024	GEN2	34162	HUDSON GABRIEL I	REFUND	964.000	261.000	150.00
11/01/2024	GEN2	34163	INTEGRITY OFFICE	NAME PLATES (11)	727.000	261.000	220.00
11/01/2024	GEN2	34164	JND SNOWPLOWING INC	PAYMENT 1 OF 7	808.000	446.000	2,571.43
11/01/2024	GEN2	34165	IAMPHEAR SERVICE COMPANY INC	SERVICE LABOR ON THE PUMP	932.000	265.000	355.00
11/01/2024	GEN2	34167#	MEYERS CLEANING SERVICE INC	CLEANING SUPPLIES FOR TWP AND LIBRARY, WINDEX,TOILET BOWL CLEANER.DISINFECTANT.VARIETY OF CLEANERS	821.000	265.000	1,220.00
11/01/2024	GEN2	34167	MEYERS CLEANING SERVICE INC	CLEANING SUPPLIES FOR 1WP AND LIBRARY, WINDEX,TOILET BOWL CLEANER,DISINFECTANT,VARIETY OF CLEANERS	821.000	790.000	1,288.95
				CHECK GEN 2 34167 TOTAL FOR FUND 101:			2,508.95
11/01/2024	GEN2	34168#	MINER SUPPLY COMPANY	TWI, BATH TISSUE	821.000	265.000	222.24
11/01/2024	GEN2	34168	MINER SUPPLY COMPANY	LIBRARY, TRASH BAGS.BATH TIS, PAPER TOWEL, FOAM WASH	821.000	790.000	326.19
				CHECK GEN 2 34168 TOTAL FOR FUND 101:			548.43
11/01/2024	GEN2	34169	MICHIGAN MUNICIPAL EXECUTIVES	2024/2025 WMVE MEMBERSHIP DUES	832.000	172.000	200.00
11/01/2024	GEN2	34170	NOORDYK BUSINESS EQUIPMENT	HP LASER JET REPAIR	808.000	261.000	342.97
11/01/2024	GEN2	34172#	T-MOBILE	TELECOMMUNICATIONS	853.000	171.000	21.60
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	215.000	64.80
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	253.000	21.60
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	257.000	38.60
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	261.000	138.33
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	443.000	21.60
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	701.000	43.20
				CHECK GEN 2 34172 TOTAL FOR FUND 101:			349.73
11/01/2024	GEN2	34173#	CONSUMERS ENERGY	DMSION STREET LIGHTS	920.001	448.000	111.88
11/01/2024	GEN2	34173	CONSUMERS ENERGY	DMSION STREET LIGHTS	920.001	448.000	103.27
11/01/2024	GEN2	34173	CONSUMERS ENERGY	OMSION STREET UGHTS	920.001	448.000	99.39
11/01/2024	GEN2	34173	CONSUMERS ENERGY	STREETLIGHTS/ ELECTRIC	920.000	567.000	29.79
11/01/2024	GEN2	34173	CONSUMERS ENERGY	STREffLIGHTS /BLAIN CEMETEERY	920.000	567.000	34.50
				CHECK GEN 2 34173 TOTAL FOR FUND 101:			378.63

11/01/2024	GEN2	3417541	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	803.000	261.000	386.00
11/01/2024	GEN2	34175	VRIESMAN & KORHORN LLC	0933 DUTTON CEMETERY	808.000	567.000	3,535.68
11/01/2024	GEN2	34175	VRIESMAN & KORHORN LLC	1214 BLAIN CEMETERY EXPANSION	808.000	567.000	280.03
11/01/2024	GEN2	34175	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	808.001	701.000	659.39
11/01/2024	GEN2	34175	VRIESMAN & KORHORN LLC	0846 HOWLES HOCKEY TAPE	808.001	701.000	305.00
11/01/2024	GEN2	34175	VRIESMAN & KORHORN LLC	1207 SWITCH SUBSTATION	808.001	701.000	798.50
				CHECK GEN 2 34175 TOTAL FOR FUND 101:			5,964.60
11/08/2024	GEN2	34176#	AMAZON CAPITAL SERVICES	USBHUB ...	727.000	1n.000	26.09
11/08/2024	GEN2	34176	AMAZON CAPITAL SERVICES	CALCULATOR	727.000	215.000	30.94
11/08/2024	GEN2	34176	AMAZON CAPITAL SERVICES	USB 3.0 TO ETHERNET ADAPTER	727.000	215.000	41.97
11/08/2024	GEN2	34176	AMAZON CAPITAL SERVICES	LAMINATING POUCHES, 3. 200 PACK	727.000	262.000	72.00
11/08/2024	GEN2	34176	AMAZON CAPITAL SERVICES	COLOR PAPER, (4)	727.000	262.000	67.24
11/08/2024	GEN2	34176	AMAZON CAPITAL SERVICES	3-RING BINDERS	727.000	262.000	40.38
				CHECK GEN 2 34176 TOTAL FOR FUND 101:			278.62
11/08/2024	GEN2	34177#	ARROWASTE INC	MONTHLY CHARGE, FUEL.KC SURCHARGE,	622.000	265.000	169.26
11/08/2024	GEN2	34177	ARROWASTE INC	DELIVER 3YO TRASH	822.000	265.000	125.00
11/08/2024	GEN2	34177	ARROWASTE INC	BLAIN CEMETERY /MONTHLY CHARGE	822.000	567.000	66.92
11/08/2024	GEN2	34177	ARROWASTE INC	LIBRARY.MONTHLY CHARGE, FUEL	822.000	790.000	84.96
				CHECK GEN 2 34177 TOTAL FOR FUND 101:			446.14
11/08/2024	GEN2	34178	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT ENVIRONMENT/ITS SUPPORT FOR USERS/PCS/ MICROSOFT LICENSES	809.000	261.000	4,679.81
11/08/2024	GEN2	34179	MICHIGAN DEPT OF ENVMT, GL, ENERGY	2025 ANNUAL FEE	924.000	265.000	137.42
11/08/2024	GEN2	34180#	EVERETTS LANDSCAPE MANAGEMENT INC	TWP-HALL BIKE PATH,REMOVE GRASS OVER PATHS IN COOKS CROSSINGS	808.000	446.000	671.25
11/08/2024	GEN2	34180	EVERETTS LANDSCAPE MANAGEMENT INC	UPDATE LANDSCAPE AROUND TWP SIGN AT 60TH & KALAMAZOO/8155 EASTERN AVE SE	808.000	446.000	1,656.36
11/08/2024	GEN2	34180	EVERETTS LANDSCAPE MANAGEMENT INC	RESTORATION ALONG NEW CONCRETE IN COOKS CROSSING	960.002	446.000	422.87
11/08/2024	GEN2	34180	EVERETTS LANDSCAPE MANAGEMENT INC	TWP HALL- BIKE PATH	808.000	751.000	56.68
11/08/2024	GEN2	34180	EVERETTS LANDSCAPE MANAGEMENT INC	TWP HALL- PAIRIE WOLF PARK	808.000	751.000	535.60
				CHECK GEN 234180 TOTAL FOR FUND 101:			3,342.76
11/08/2024	GEN2	34181#	GAINES WATER & SEWER FUND	TWP WATER AND SEWER	924.000	265.000	242.24
11/08/2024	GEN2	34181	GAINES WATER & SEWER FUND	LIBRARY WATER AND SEWER	924.000	790.000	116.06
				CHECK GEN 2 34181 TOTAL FOR FUND 101:			358.30
11/08/2024	GEN2	34182	GFL ENVIRONMENTAL	TWP- RO ROUNDTRIP W.Off 63075/63076	815.000	265.000	940.00
11/08/2024	GEN2	34183	GREAT AMERICA FINANCIAL SERVICES	CONTRACT SERVICES	808.000	261.000	1,131.03
11/08/2024	GEN2	34184	INTERURBAN TRANSIT PARTNERSHIP	NOVEMBER 2024 CONTRACT SERVICE FOR 49.20 RUAL LINEHAUL SERVICE	860.000	596.000	3,332.82
11/08/2024	GEN2	34184	INTERURBAN TRANSIT PARTNERSHIP	7.75 HOURS RUAL GO BUS SERVICE/CONTRACT FOR NOVEMBER 2024	860.000	596.000	682.78
				CHECK GEN 2 34184 TOTAL FOR FUND 101:			4,015.60

11/08/2024	GEN2	34185#	JACK'S LAWN & SNOWPLOWING, INC	SHERIFF DEPT /SEASONAL PARKING LOT SNOWPLOWING	819.000	265.000	760.n
11/08/2024	GEN2	34185	JACK'S LAWN & SNOWPLOWING, INC	TWP I SEASONAL PARKING LOT SNOWPLOWING	819.000	265.000	2,272.54
11/08/2024	GEN2	34185	JACK'S LAWN & SNOWPLOWING, INC	DUTTON CEMETERY	819.000	\$7.000	315.00
11/08/2024	GEN2	34185	JACK'S LAWN & SNOWPLOWING, INC	BLAIN CEMETERY /SEASONAL PARKING LOT SNOWPLOWING	819.000	\$7.000	315.00
11/08/2024	GEN2	34185	JACK'S LAWN & SNOWPLOWING, INC	LIBRARY	819.000	790.000	1,136.47
				CHECK GEN 2 34185 TOTAL FOR FUND 101:			4,799.78
11/08/2024	GEN2	34186	K.C. ROAD COMMISSION	GVMC DEER STUDY	808.000	446.000	769.00
11/08/2024	GEN2	34188	LAURIE LEMKE	MILEAGE FOR SEPT/OCT2024	817.000	253.000	73.03
11/08/2024	GEN2	34188	LAURIE LEMKE	MILEAGE FOR SEPT/OCT 2024	963.001	253.000	11.99
				CHECK GEN 2 34188 TOTAL FOR FUND 101:			85.02
11/08/2024	GEN2	34190	MINER SUPPLY COMPANY	LIBRARY, TOUCHFREE FOAM WASH	821.000	790.000	75.79
11/08/2024	GEN2	34191#	KIM TRIPLETT	CELL PHONE. FLAGS TO AMERICAN LEGION	817.000	171.000	12.26
11/08/2024	GEN2	34191	KIM TRIPLETT	CELL PHONE. FLAGS TO AMERICAN LEGION	853.000	171.000	12.50
11/08/2024	GEN2	34191	KIM TRIPLETT	CELL PHONE. FLAGS TO AMERICAN LEGION	817.000	172.000	12.26
11/08/2024	GEN2	34191	KIM TRIPLETT	CELL PHONE. FLAGS TO AMERICAN LEGION	853.000	172.000	12.50
				CHECK GEN 2 34191 TOTAL FOR FUND 101:			49.52
11/08/2024	GEN2	34192	CONSUMERS ENERGY	STREET LIGHTS	920.000	448.000	13,030.55
11/08/2024	GEN2	34192	CONSUMERS ENERGY	LED LIGHTS STREETLIGHTS	920.000	448.000	4,345.60
				CHECK GEN 2 34192 TOTAL FOR FUND 101:			17,376.15
11/08/2024	GEN2	34193#	VIEW NEWSPAPER GROUP	PULIC ACCURACY TEST DISPLAY,PUBLIC HEARINGS,ORDER TO AMEND DUTTON MILL /AND CUTTON CENTER	901.000	261.000	540.00
11/08/2024	GEN2	34193	VIEW NEWSPAPER GROUP	PULIC ACCURACY TEST DISPLAY.PUBLIC HEARINGS.ORDER TO AMEND DUTTON MILL /AND CUTTON CENTER	901.000	262.000	135.00
11/08/2024	GEN2	34193	VIEW NEWSPAPER GROUP	PULIC ACCURACY TEST DISPLAY,PUBLIC HEARINGS,ORDER TO AMEND DUTTON MILL /AND CUTTON CENTER	901.000	701.000	405.00
				CHECK GEN 2 34193 TOTAL FOR FUND 101:			1,080.00
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	LAPTOP STAND FOR DESK	727.000	172.000	28.91
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	PLASTIC STORAGE BOXES, HEAVY DUTY MAGNET HOOKS, HIGH SPEED CABLE.MAGNETIC CLIPS	727.000	215.000	78.04
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	PLASTIC STORAGE BOXES, HEAVY DUTY MAGNET HOOKS, HIGH SPEED CABLE.MAGNETIC CLIPS	727.000	262.000	44.54
				CHECK GEN 2 34194 TOTAL FOR FUND 101:			151.49
11/14/2024	GEN2	34195	BCTV	DIRECT TV AT&T.COMCAST	975.000	261.000	9,302.61
11/14/2024	GEN2	34196	BETH WILDER	2024 GENERAL ELECTION	808.000	262.000	250.00
11/14/2024	GEN2	34197	BLUE CROSS HSA	VISION	717.000	261.000	181.14

11/14/2024	GEN2	34198	MICHAEL BREW	MILEAGE, AND ELECTION PAPER	727.000	262.000	112.32
11/14/2024	GEN2	34198	MICHAEL BREW	ELECTION MILEAGE	817.000	262.000	75.04
11/14/2024	GEN2	34198	MICHAEL BREW	MILEAGE, AND ELECTION PAPER	817.000	262.000	82.41
				CHECK GEN 2 34198 TOTAL FOR FUND 101:			269. n
11/14/2024	GEN2	34199	CLARK HILL	2 UNIT APARTMENTS/LEGAL SERVICES THROUGH OCTOBER 31,2024	802.000	257.000	55.00
11/14/2024	GEN2	34199	CLARK HILL	JACKSON ENTERTAINMENT LLC 2024 APPEAL/LEGAL SERVICES	802.000	257.000	55.00
11/14/2024	GEN2	34199	CLARK HILL	RIVER BIRCH HOLDINGS, LLC	802.000	257.000	275.00
				CHECK GEN 2 34199 TOTAL FOR FUND 101:			385.00
11/14/2024	GEN2	34200	GFL ENVIRONMENTAL	OCT 28 -OCT 31,2024, SERV #002 RO WASTE TEMP 40YO, SERV #005 RO WASTE TEMP 40 VD	815.000	265.000	2,820.00
11/14/2024	GEN2	34202	NOAH HILTON	PICK UP ELECTION EQUIPMENT	808.000	262.000	52.50
11/14/2024	GEN2	34202	NOAH HILTON	PICK UP ELECTION EQUIPMENT	817.000	262.000	16.75
				CHECK GEN 2 34202TOTAL FOR FUND 101:			69.25
11/14/2024	GEN2	34203	IDAYOUNG	ELECTION MILEAGE	817.000	262.000	69.68
11/14/2024	GEN2	34204#	INTEGRITY OFFICE	NAME PLATE FOR BOB TERPSTRA/ SUPERVISOR	963.001	171.000	13.50
11/14/2024	GEN2	34204	INTEGRITY OFFICE	NAMETAG FOR BOB TERPSTRA	963.001	171.000	17.00
11/14/2024	GEN2	34204	INTEGRITY OFFICE	NAME PLATE FOR MARK KRIER	963.001	257.000	27.35
				CHECK GEN 2 34204 TOTAL FOR FUND 101:			57.85
11/14/2024	GEN2	34205#	JPM SERVICES	INSPECTION MADE FOR TWP.	933.000	265.000	42.00
11/14/2024	GEN2	34205	JPM SERVICES	TWP INSPECTION MADE	933.000	265.000	42.00
11/14/2024	GEN2	34205	JPM SERVICES	INSPECTION MADE /SPOTTREATMENT FOR SPIDERS FOR LIBRARY	933.000	790.000	25.00
11/14/2024	GEN2	34205	JPM SERVICES	LIBRARY INSPECTION MADE	933.000	790.000	25.00
				CHECK GEN 2 34205 TOTAL FOR FUND 101:			134.00
11/14/2024	GEN2	34208	MAVNARDS WATER CONDITIONING LLC	12, 40LBS. RED OUT SALT DELIVERED	932.000	265.000	189.60
11/14/2024	GEN2	34209	PATRICIA MOLL	ELECTION MEALS	812.000	262.000	355.38
11/14/2024	GEN2	34215	STATE OF MICHIGAN	RENEWAL FEE	963.001	265.000	293.55
11/22/2024	GEN2	34217	ACCIDENTFUND	WORKERS COMPENSATION INSURANCE	719.000	261.000	1,981.38

11/22/2024	GEN2	34218#	AMAZON CAPITAL SERVICES	OFFICE DESK ORGANIZER,DISPOSABLE GLOVES	727.000	171.000	34.29
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	WASTEBASKET,CALCULATOR,CLEAR TABLE PROTECTOR	727.000	171.000	69.13
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	THINKPAD DOCKING STATION, SCRUBBING SPONGE	979.000	171.000	219.98
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	DMDERS,CANDY CANES,PAPER PLATES,NAPKINS,DINNERWARE,DISH SOAP,SCRUBBER,HEATER,COFFEE, OFFICE SUPPLIE	727.000	257.000	56.46
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	BINDER, ENVELOPES	727.000	257.000	26.95
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	DMDERS,CANDY CANES,PAPER PLATES,NAPKINS,DINNERWARE,DISH SOAP,SCRUBBER,HEATER,COFFEE, OFFICE SUPPLIE	727.000	261.000	337.02
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	OFFICE DESK ORGANIZER,DISPOSABLE GLOVES	727.000	265.000	9.98
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	THINKPAD DOCKING STATION, SCRUBBING SPONGE	727.000	265.000	19.39
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	DMDERS,CANDY CANES,PAPER PLATES,NAPKINS,DINNERWARE,DISH SOAP,SCRUBBER,HEATER,COFFEE, OFFICE SUPPLIE	727.000	701.000	35.95
				CHECK GEN 2 34218 TOTAL FOR FUND 101:			809.15
11/22/2024	GEN2	342191	BLOOM SLUGGETT	LEGAL SERVICES	802.000	261.000	286.00
11/22/2024	GEN2	34219	BLOOM SLUGGETT	LEGAL SERVICES	802.000	701.000	3,314.00
				CHECK GEN 2 34219 TOTAL FOR FUND 101:			3,600.00
11/22/2024	GEN2	34220#	BUSINESS SYSTEM SOLUTIONS, INC	TERPSTRA COMPUTER SETUP	979.000	171.000	199.00
11/22/2024	GEN2	34220	BUSINESS SYSTEM SOLUTIONS, INC	M. BREW COMP LITER SETUP	979.000	215.000	199.00
				CHECK GEN 2 34220 TOTAL FOR FUND 101:			398.00
11/22/2024	GEN2	34222#	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	171.000	97.92
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	172.000	159.29
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	215.000	277.42
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	253.000	41.15
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	257.000	216.06
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	443.000	41.15
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	701.000	138.71
				CHECK GEN 2 34222 TOTAL FOR FUND 101:			971.70
11/22/2024	GEN2	34223	GAINES WATER & SEWER FUND	HYDRANT FEE 12024	926.000	443.000	13,980.00
11/22/2024	GEN2	34224	GFL ENVIRONMENTAL	SERV #002 WASTE TEMP 40 YD, SERV # 005 RO WASTE TEMP 40YD	815.000	265.000	1,880.00
11/22/2024	GEN2	34225	GORDON WATER	5 GAL WATER OELIVERED P), HIC COOLER RENT	808.000	265.000	61.44
11/22/2024	GEN2	34226	HORIZON COMMUNIY PLANNING LLC	TASK 2,3 FORMAL DRAFT, EXTRA SERVICES STEERING COMMITTE MEETING, MILEAGE	808.000	701.000	1,254.43
11/22/2024	GEN2	34227	HUIZINGA LAWN SPRINKLING INC	WINTERIZE SYSTEM.REMOVE OTTERBINE, CHECK AND WASH AND STORE AT SHOP	808.000	265.000	520.00
11/22/2024	GEN2	34229	JND SNOWFLOWING INC	PAYMENT 2 OF 7, FOR DEC. 2024	808.000	446.000	2,571.43

11/22/2024	GEN2	34230	KENT COUNIY CLERKS ASSOCIATION	KCCA HOLIDAY MEETING	812.000	215.000	120.00
11/22/2024	GEN2	34231	KENT COMMUNICATIONS INC	POSTAGE DEPOSIT	965.000	253.000	4,000.00
11/22/2024	GEN2	34232	KENT COUNIY PARKS DEPARTMENT	MOW AND BLOW FROM 5/24/2024-11/14/2024 ,GAINES TWP TRAIL MAINTENACE	960,002	446.000	755.04
11/22/2024	GEN2	34234	MEDMUTUAL LIFE	HEALTH AND LIFE INSURANCE	717.000	261.000	483.26
11/22/2024	GEN2	34235	MINER SUPPLY COMPANY	LIBRARY ,MULTIFOLO I W I	821.000	790.000	115.29
11/22/2024	GEN2	34236	MLIVE MEDIA GROUP	GAINES TWP PUBLIC HEARING NOTICE	901.000	701.000	338.48
11/22/2024	GEN2	34237	MICHIGAN TOWNSHIP ASSOCIATION	2024-2025 NEW OFFICIALS TRAINING- LANSING	831.000	215.000	150.00
11/22/2024	GEN2	34238	PITNEY BOWES INC	RED INK CARTRIDGE, TAPE STRIPS, INK PAD REPLACEMENT KIT	727.000	261.000	218.26
11/22/2024	GEN2	34239	PLUMMER\$ DISPOSAL SERVICE	PT WHEELCHAIR ACCESSIBLE UNIT	808.000	751.000	199.00
11/22/2024	GEN2	34240	PRINTING SYSTEMS	APPLICATION TO VOTE PADS	900.000	262.000	97.93
11/22/2024	GEN2	34240	PRINTING SYSTEMS	ELECTION MASTER CARDS/QVF MASTER CARDS	900.000	262.000	124.47
11/22/2024	GEN2	34240	PRINTING SYSTEMS	EARLY VOTING -BOD APPLICATION TO VOTE PADS	900,000	262.000	74.56
				CHECK GEN 2 34240 TOTAL FOR FUND 101:			296.96
11/22/2024	GEN2	34243	STAR 2 STAR COMMUNICATIONS	TELECOMMUNICATIONS	853.000	265.000	936.75
11/22/2024	GEN2	34244	FIRST UNUM LIFE INSURANCE COMPANY	SHORT AND LONG TERM DISABILITY INSURANCE	717.000	261.000	1,549.51
11/22/2024	GEN2	34245	VRIESMAN & KORHORN LLC	BLAIN CEMETERY EXPANSION PROJECT	972.000	567.000	**vo10eo**
11/26/2024	GEN2	116(E)#	BLUE CROSS HSA	HEALTH INSURANCE	717.000	171.000	232.85
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	172.000	232.86
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	215.000	1,548.50
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	253.000	523.93
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	257.000	3,260.00
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	443.000	669.48
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	701.000	1,630.00
				CHECK GEN 2116(E) TOTAL FOR FUND 101:			8,097.62

11/27/2024	GEN2	34246	A I I STAR PRINTING COMPANY	PRINTTAX BILLS,TAX LETTERS TAX LETTER REPRINT.DOUBLE WINDOW AND SINGLE WINDOW ENVELOPES.	900.000	253.000	2,069.00
11/27/2024	GEN2	34247#	AMAZON CAPITAL SERVICES	32 INCH COMPUTER MONITOR,MONITOR MOUNT,WEBCAM WITH MICROPHONE AND CAMERA	979.000	171.000	289.97
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	WET ERASE MARKER SET.MEMORY FOAM WRIST REST FOR COMPUTER KEYBOARD	727.000	215.000	19.65
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	19 QUART PLASTIC STORAGE BINS, FILE ORGANIZER, 32 QUART /4 PACK	727.000	261.000	125.87
				CHECK GEN 2 34247 TOTAL FOR FUND 101:			435.49
11/27/2024	GEN2	34248	CINTAS	BLACK MATS	805.000	265.000	84.11
11/27/2024	GEN2	34249#	CULTIVATE RENEWAL INC	EXECUTIVE LEADERSHIP RENEWAL AND 10 WORKBOOKS	831.000	101.000	2,750.00
11/27/2024	GEN2	34249	CULTIVATE RENEWAL INC	EXECUTIVE LEADERSHIP RENEWAL AND 10 WORKBOOKS	831.000	172.000	1,075.00
				CHECK GEN 2 34249TOTAL FOR FUND 101:			3,825.00
11/27/2024	GEN2	34250#	DTE ENERGY	TWP,GAS	923.000	265.000	821.82
11/27/2024	GEN2	34250	DTE ENERGY	LIBRARY.GAS	923.000	790.000	201.24
				CHECK GEN 2 34250 TOTAL FOR FUND 101:			1,023.06
11/27/2024	GEN2	34251	GFL ENVIRONMENTAL	LEAF BIN EMPTY	815.000	265.000	1,880.00
11/27/2024	GEN2	34252	GREATAMERICA FINANCIAL SERVICES	BUSINESS MACHINES	808.000	261.000	140.00
11/27/2024	GEN2	34253	GVLTRENCHING, INC.	BLAIN CEMETERY EXPANSION PROJECT	972.000	567.000	92,062.30
11/27/2024	GEN2	34254	LAMPHEAR SERVICE COMPANY INC	PREVENTATIVE MAINT CHECK PER PROPOSAL 160317	932.000	265.000	1,295.00
11/27/2024	GEN2	34257	MURIEL RENNER-LEWIS	QVF PREP AND COUNTER HELP	808.000	262.000	300.00
11/27/2024	GEN2	34258#	CONSUMERS ENERGY	TWP OFFICE	920.000	265.000	4,010.69
11/27/2024	GEN2	34258	CONSUMERS ENERGY	TRAFFIC CIRCLE	920.000	448.000	108.91
11/27/2024	GEN2	34258	CONSUMERS ENERGY	DMSION STREET LIGHTS	920.001	448.000	114.56
11/27/2024	GEN2	34258	CONSUMERS ENERGY	DUTTON CEMETERY	920.000	567.000	28.76
11/27/2024	GEN2	34258	CONSUMERS ENERGY	LIBRARY, E;ECTRIC	920.000	790.000	772.43
				CHECK GEN 2 34258 TOTAL FOR FUND 101:			5,035.35
11/27/2024	GEN2	34259	VRIESMAN & KORHORN LLC	DUTTON CEMETERY IMPROVEMENTS	803.000	567.000	1,362.96
				Total for fund 101 GENERAL FUND			226,502.45

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

12/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 11/01/2024- 11/30/2024

PUBLIC SAFETY 205

Check Date	Bank	Check#	Payee	Description	Account	Dept	Amount
11/01/2024	GEN2	34144	ALL STAR PRINTING COMPANY	CFO, 12 TEES WITH LC SHIELD	776.000	336.001	150.00
11/01/2024	GEN2	34145#	AMAZON CAPITAL SERVICES	COFFEE FILTERS (2) FOR CFO	727.000	336.001	35.96
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	BATTERIES FOR CFO (5)	740.000	336.001	124.95
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	KEY PACKAGE /CDF	740.000	336.001	45.63
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	EASEL PAD FOR DFD	727.000	336.002	35.13
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	DFD, TOILET BOWL GASKET,BOWL CLIP AIR REFRESH	727.000	336.002	131.95
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	DFD, TIRE VALVE CAPS,SEWING SEAM RIPPER TOOL,E	740.000	336.002	8.99
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	MEASURING WHEEL FOR DFD	740.000	336.002	38.95
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	DFD WORK BOOTS	776.000	336.002	164.95
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	DFD, TIRE VALVE CAPS.SEWING SEAM RIPPER TOOL,E	931.000	336.002	15.98
				CHECK GEN 2 34145 TOTAL FOR FUND 205:			602.49
11/01/2024	GEN2	34146	B&K GRAPHICS	CFD, DOOR BADGES.REFLECTIVE REMOVAL ON VEHI	931.000	336.001	262.50
11/01/2024	GEN2	34150	COMCAST	DFD, TELECOMMUNICATIONS	853.000	336.002	265.26
11/01/2024	GEN2	34152#	ENCOMPASS EAP LLC	EMPLOYEE ASSISTANCE	808.000	336.001	1,300.00
11/01/2024	GEN2	34152	ENCOMPASS EAP LLC	EMPLOYEE ASSISTANCE	808.000	336.002	1,300.00
				CHECK GEN 2 34152 TOTAL FOR FUND 205:			2,600.00
11/01/2024	GEN2	34157	FNBO	CDF ,ELAVON SERVICE FEE.SEC OF STATE BRANCH 2	963.001	336.001	71.15

11/01/2024	GEN2	34158	FNBO	FUEL.WOOD	935.000	336.001	10.69
11/01/2024	GEN2	34160	FNBO	DFD, SUBSCRIPTION RENEWAL (20),UPS SHIPF	809.000	336.002	315.00
11/01/2024	GEN2	34160	FNBO	DFD, SUBSCRIPTION RENEWAL (20),UPS SHIPF	963.001	336.002	26.48
				CHECK GEN 2 34160 TOTAL FOR FUND 205:			341.48
11/01/2024	GEN2	34161	FNBO	CFO, NAMEPLATES (6)	740.000	336.001	120.00
11/01/2024	GEN2	34166	MACQUEEN EMERGENCY	GAINES TWP BADGE, CENTER RAISED LETTERS	ns.000	336.002	75.29
11/01/2024	GEN2	34171#	PHOENIX SAFETY OUTFITTERS	CFD UNIFORMS DFD UNIFORMS FOR NEW HIRE IN AF	n6.000	336.001	400.96
11/01/2024	GEN2	34171	PHOENIX SAFETY OUTFITTERS	CFD UNIFORMS DFD UNIFORMS FOR NEW HIRE IN AF	ns.000	336.002	400.96
				CHECK GEN 2 34171 TOTAL FOR FUND 205:			801.92
11/01/2024	GEN2	34172#	T-MOBILE	TELECOMMUNICATIONS	853.000	336.001	129.60
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	336.002	212.79
				CHECK GEN 2 34172 TOTAL FOR FUND 205:			342.39
11/01/2024	GEN2	34173	CONSUMERS ENERGY	CFD, ELECTRIC	920.000	336.001	1,002.84
11/01/2024	GEN2	34174	ZVLSTRA DOOR INC	SERVICED AND INSPECTED DOOR	933.000	336.002	145.00
11/08/2024	GEN2	341n#	ARROWASTE INC	CFD, MONTHLY CHARGE	822.000	336.001	128.79
11/08/2024	GEN2	341n	ARROWASTE INC	DFD,MONTHLYCHARGE	822.000	336.002	56.64
				CHECK GEN 2 341n TOTAL FOR FUND 205:			185.43
11/08/2024	GEN2	34178#	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT ENVIRONMENT/ITS SUPPORT FOR USER	809.000	336.001	1,109.45
11/08/2024	GEN2	34178	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT ENVIRONMENT/ITS SUPPORT FOR USER	809.000	336.002	470.60
				CHECK GEN 2 34178 TOTAL FOR FUND 205:			1,580.05

11/08/2024	GEN 2	34185#	JACK'S LAWN & SNOWPLOWING, INC	CFO ,SEASONAL PARKING LOT SNOWPLOWING	819.000	336.001	1,082.33
11/08/2024	GEN2	34185	JACK'S LAWN & SNOWPLOWING, INC	DFD SEASONAL PARKING LOT SNOWPLOWING	819.000	336.002	1,082.33
				CHECK GEN 2 34185 TOTAL FOR FUND 205:			2,164.66
11/08/2024	GEN2	34187	KLEYN MOBILE REPAIR LLC	DFD VEHICLE MAINTENANCE	931.000	336.002	4,516.10
11/08/2024	GEN2	34189	WEXBANK	OCTOBER FUEL PURCHASES, OTHER PURCHASES, RI	741.000	336.001	2,110.99
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	DFD, IPAD CASE	740.000	336.002	26.69
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	DFD, BLACK TACTICAL BOOTS	776.000	336.002	139.99
11/14/2024	GEN2	34194	AMAZON CAPITAL SERVICES	DFD, 4 PACK FLUORESCENT LIGHT BULBS	933.000	336.002	17.90
				CHECK GEN 2 34194 TOTAL FOR FUND 205:			184.58
11/14/2024	GEN2	34201	GREATAMERICA FINANCIAL SERVICES	CONTRACT SERVICES	808.000	336.001	186.58
11/14/2024	GEN2	34205#	IFM SERVICES	INSPECTION FOR INSECTS	933.000	336.001	25.00
11/14/2024	GEN2	34205	IFM SERVICES	CFD, INSPECTION	933.000	336.001	25.00
11/14/2024	GEN2	34205	IFM SERVICES	INSPECTION FOR INSECTS, RATS ,MICE, REPLACE BA	933.000	336.002	25.00
11/14/2024	GEN2	34205	IFM SERVICES	DFD, INSPECTION MADE	933.000	336.002	25.00
				CHECK GEN 2 34205 TOTAL FOR FUND 205:			100.00
11/14/2024	GEN2	34206	GAV JACOBSON	18 SHIRTS REMOVE AND REPLACE PATCHES.SEW ON	776.000	336.001	74.00
11/14/2024	GEN2	34207#	MACQUEEN EMERGENCY	BLACKINTON BADG (12) DFD,CFD	776.000	336.001	84.11
11/14/2024	GEN2	34207	MACQUEEN EMERGENCY	BLACKINTON BADG (12) DFD,CFD	776.000	336.002	156.86
				CHECK GEN 2 34207 TOTAL FOR FUND 205:			240.97
11/14/2024	GEN2	34210	NOORDVK BUSINESS EQUIPMENT	CONTRACT BASE RATE CHARGE /11/11/2024 T012/11808.000		336.002	38.30

11/14/2024	GEN2	34211	NYE UNIFORM COMPANY	STRYKEPANT	n6.000	336.001	82.00
11/14/2024	GEN2	34212	PENN CARE, INC	CFO, ORAL GLUCOSE, BP CUFF BLOOD PRESSURE CI	740.000	336.001	164.90
11/14/2024	GEN2	34213	PURIY CYLINDER GASES INC	CFD, MEDICAL PORTABLE.MAINTENANCE FEE	740.000	336.001	15.73
11/14/2024	GEN2	34216	TURNOUT MANAGEMENT	TURNOUT REPAIR	932.000	336.002	47.85
11/22/2024	GEN2	34217#	ACCIDENT FUND	WORKERS COMPENSATION INSURANCE	719.000	336.001	3,549.97
11/22/2024	GEN2	34217	ACCIDENT FUND	WORKERS COMPENSATION INSURANCE	719.000	336.002	2,724.40
				CHECK GEN 2 34217 TOTAL FOR FUND 205:			6,274.37
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	CFO, TOILET PAPER,COFFEE,URINAL MATS, PAPER TC	727.000	336.001	230.08
11/22/2024	GEN2	34219	BLOOM SLUGGETT	LEGAL SERVICES	802.000	336.001	220.00
11/22/2024	GEN2	34220	BUSINESS SYSTEM SOLUTIONS, INC	CFO, LAPTOP NEEDS SETUP	979.000	336.001	199.00
11/22/2024	GEN2	34221	COMCAST	TELECOMMUNICATIONS	853.000	336.001	657.83
11/22/2024	GEN2	34222#	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	336.001	461.19
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	336.002	767.72
				CHECK GEN 2 34222 TOTAL FOR FUND 205:			1,228.91
11/22/2024	GEN2	34233	KENT COUNTY TREASURER	GAINES CP OFFICER.TWP LAW	820.000	301.000	117,426.44
11/22/2024	GEN2	34243	STAR 2 STAR COMMUNICATIONS	TELECOMMUNICATIONS	853.000	336.002	470.32

11/26/2024	GEN2	116(E)#	BLUE CROSS HSA	HEALTH INSURANCE	717.000	336.001	9,547.15
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	336.002	7,858.96
				CHECK GEN 2 116(E) TOTAL FOR FUND 205:			17,406.11
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, PAPER TOWELS, 3X5 INDEX CARDS,SAW BLADE	727.000	336.001	43.40
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, PAPER TOWELS, GATORADE	727.000	336.001	109.56
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, COFFEE (51 OZ.), SET OF 4	727.000	336.001	75.99
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, PAPER TOWELS, 3X5 INDEX CARDS.SAW BLADE	740.000	336.001	48.75
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, 4 PORT USB HUB SPLITTER	740.000	336.001	9.89
11/27/2024	GEN2	34247	AMAZON CAPITAL SERVICES	CFD, PAPER TOWELS, 3X5 INDEX CARDS,SAW BLADE	776.000	336.001	149.67
				CHECK GEN 2 34247 TOTAL FOR FUND 205:			437.26
11/27/2024	GEN2	34250#	DTE ENERGY	CFD,GAS	923.000	336.001	261.10
11/27/2024	GEN2	34250	DTE ENERGY	DFD,GAS	923.000	336.002	276.77
				CHECK GEN 2 34250 TOTAL FOR FUND 205:			537.87
11/27/2024	GEN2	34255#	MACQUEEN EMERGENCY	CFD DFD SHIRTS	776.000	336.001	160.64
11/27/2024	GEN2	34255	MACQUEEN EMERGENCY	CFD DFD SHIRTS	776.000	336.002	80.33
				CHECK GEN 2 34255 TOTAL FOR FUND 205:			240.97
11/27/2024	GEN2	34256	MENARDS-WYOMING	ELECTRONIC FUSES	740.000	336.002	22.44
11/27/2024	GEN2	34258	CONSUMERS ENERGY	DFD	920.000	336.002	986.85
				Total for fund 205 PUBLIC SAFETY SAD			164,821.60

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

12/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 11/01/2024- 11/30/2024

BUILDING INSPECTIONS

Check Date	Bank	Check#	Payee	Description	Account	Dept	Amount
11/01/2024	GEN2	34145	AMAZON CAPITAL SERVICES	WHITEBOARD	727.000	371.000	129.59
11/01/2024	GEN2	34172	T-MOBILE	TELECOMMUNICATIONS	853.000	371.000	43.20
11/22/2024	GEN2	34218	AMAZON CAPITAL SERVICES	DIVIDERS.CANDY CANES,PAPER PLATES,NAPKINS,DI	727.000	371.000	82.69
11/22/2024	GEN2	34222	DELTA DENTAL	HEALTH AND LIFE INSURANCE FOR DECEMBER 2024	717.000	371.000	82.30
11/22/2024	GEN2	34228	INTEGRITY OFFICE	PLANNER, DESKPAD,WALL PLANNER	727.000	371.000	39.41
11/22/2024	GEN2	34241	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING PERMITS TAKEN IN QC	808.000	371.000	8,872.25
11/22/2024	GEN2	34242	ROGER STERK	MILEAGE REPORT	817.000	371.000	205.02
11/22/2024	GEN2	34242	ROGER STERK	OCTOBER MILEAGE 2024	817.000	371.000	262.64
11/22/2024	GEN2	34242	ROGER STERK	LICENSE RENEWAL	832.000	371.000	50.00
				CHECK GEN 2 34242 TOTAL FOR FUND 549:			517.66
11/26/2024	GEN2	116(E)	BLUE CROSS HSA	HEALTH INSURANCE	717.000	371.000	2,060.81
				Total for fund 549 BUILDING INSPECTIONS DEPT			11,827.91

12/03/2024 11:47 AM
User: TRACY
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 11/01/2024 - 11/30/2024

Page: 1/1

Check Date	Check	Vendor Name	Description	Amount
Bank WSK2 WATER/SEWER CHECKING				
11/01/2024	5833	KLOOSTER, KRISTIN	OB refund for account: HIKD-007939-0000-	535.73
11/01/2024	5834	MCKEE, NICK	UB refund for account: EASA-007154-0000-	77.04
11/01/2024	5835	BYRON GAINES UTILITY AUTHORITY	GRAND RAPIDS SEWER SEPT 24	14,381.53
11/01/2024	5836	BS & A SOFTWARE	SA ANNUAL SUPPORT 11/1/24-11/1/25	702.00
11/01/2024	5837	GAINES TOWNSHIP GENERAL FUND	2024 4TH QTR GEN FUND REIMBURSEMENT	10,241.45
11/01/2024	5838	TRACY LAWRENCE	SEPT, OCT MILEAGE FOR TRACY	66.67
11/01/2024	5839	SPENCER, LINDA	REFUND IRRIGATION PERMIT #6824	775.00
11/01/2024	5840	VRIESMAN & KORHORN	THORNAPPLE FARMS PH3	186.00
			PWS CONTRACT 3	1,253.86
			KPS - EAST DRIVE	486.00
			KPS MULTIPURPOSE BLDG	1,810.04
			PWS CONTRACT 2	162.00
			WATER/SEWER ADMIN	631.10
			2ND WATER CONNECTION	121.50
			STORAGE TANK	966.00
			RATE STUDY	243.00
			GPS UTILITY PICKUP	899.00
			MISC SEWER	954.00
			MISC WATER	1,223.13
				8,935.63
11/15/2024	5841	SMITH, JERI	UB refund for account: EASA-006875-0000-	826.71
11/15/2024	5842	BYRON GAINES UTILITY AUTHORITY	SEPT 24 OP & CAP EXP	54,142.23
			WYOMING WATER & SEWER SEPT	340,736.20
			GRAND RAPIDS SEWER OCT	13,436.70
			SEPT PAYROLL, INSP	43,059.23
				451,374.36
11/15/2024	5843	EXTEND YOUR REACH	OCTOBER W&S BILLING	410.33
WSCK2 TOTALS:				
Total of 11 Checks:				488,326.45
Less 0 Void Checks:				0.00
Total of 11 Disbursements:				488,326.45

GAINES CHARTER TOWNSHIP
IAURJE J IIMKF, TREASURER
CASH, INVESTMENTS; CD'S, MM AND POOL ACCOUNTS
October of 2024

Date	Bank	Type	Amount	APR	Term	Maturity Date
GENERAL RJND						
	MacalawaChedmlg	Ckg	\$ 115,448.88			
284	Opioid Settlement	Assigned	\$ 15,2ns1			
419	Sidewalk & Trails	Assigned	\$ 15,765.75			
420	a=D - Truck Furd	Assigned	\$ 400,000.00			
423	DFD - Equip Furk	Assigned	\$ 1,00'.l.CX			
425	Cemetery	Assigned	\$ 10,00'.l.00			
426	Township Hall & Grounds	Assigned	\$ 44,129.00			
427	Division Ave. Improvements		\$ 741.69			
	Total General Fund Checking		\$ 3,625,621.89	3.86%		
Macalawa MM 5amgtS						
PA245 ci 1999	Building Department	Restricted	\$ 2,086,515.00			
PA188 ci 1954	Streetlights	Restricted	\$ 161,826.00			
	In est Paid to Date		\$ 45,816,			
		127409	\$ -	2,294,157.68	3.86%	
2/4/1	Kent Co. Pool - General	Pooled	\$ 1,215,434.04	4.19%		
5.19.2015	Michigan Class	Pooled	\$ 1,865,798.10	4.95%		
4.4.2023	Consumers Credit Union	CD	\$ 322,474.16	450%	18 Mas.	10.4.2024
6.4.2024	croc	CD	\$ 550,000.00	SD7%	12 Mas.	6.4.2025
			\$ 3,953,70630			
GENERAL RIND TOTAL			\$ 9,873,485.87			
4.15.2022	Kent Co. Pool •ARPA An is	Pooled	\$ 2,264,366.64	4.19%		
	DMSION AVE CORRIDOR		\$ 21,324.03			
	TRUST & AGENCY		\$ 78,439.68			
	TAX FUND		\$ 141,235.96			
	PETTY CASH		\$ 256.25			

WALTON W. DEWANE

Date issued	Bank	Type	Amount	APY	Term	Maturity Date
8.1.2021	Macatawa Bank	Checking	\$ 2,606,093.90	3.86%		
2/17/1	Kent Co. Pool	Pooled	\$ 9,861,602.06	4.19%		
8.1.2017	Michigan Class	Pooled	\$ 1,735,150.92	4.95%		
6.1.2015	Consumers Credit Union	Share	\$ 27.74			
11.7.2024	Flagstar Bank	a:,	\$ 1,029,019.47	5.03%	12 Months	11.7.2024
6.19.2023	First National Bank of A	a:,	\$ 541,088.37	4.33%	18 Months	12.17.2024
7.20.2024	West M Community Bank	a:,	\$ 789,381.68	5.6%	210 Days	2.15.2025
105.2023	Flagstar Bank	a:,	\$ 1,000,556.17	5.0%	12 Months	3.3.2025
216.2024	Macatawa Bank	CD	\$ 779,535.61	4.31%	8 Months	3.17.2025
3.21.2024	Michigan First OJ	CD/Share	\$ 751,259.04	5.15%	12 Months	3.21.2025
4.10.2024	Choice One Bank	CD	\$ 762,340.86	5.12%	12 Months	4.10.2025
5.13.2024	Horizon Bank	CD	\$ 615,258.72	4.89%	12 Months	5.13.2025
5.22.2024	Union Bank	a:,	\$ 810,384.66	5.25%	12 Months	5.22.2025
6.1.2024	Choice One Bank	CD	\$ 1,000,427.07	5.12%	12 Months	6.1.2025
6.4.2024	West M Community Bank	CD	\$ 531,621.58	5.20%	365 Days	6.6.2025
8.10.2023	CIBC USA Bank	a:,	\$ 1,068,532.06	4.92%	364 Days	8.8.2025
10.25.2004	Mercantile Bank of M	CD	\$ 1,112,716.14	4.41%	365 Days	10.23.2024
1.17.2024	Horizon Bank	CD	\$ 1,135,949.23	4.46%	12 Months	1.17.2025
8.1.2024	Consumers Credit Union	CD	\$ 903,544.67	4.75%	24 Months	8.1.2026
Restricted W&S Fees			\$ 27,147,233.95			



MEMO

Staff Communication

DATE: December 9th, 2024

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Dutton Center PUD-Phase 2 Tentative Preliminary Plat

SUMMARY OF TOPIC:

The applicant requests a tentative preliminary plat (TPP) review for the Dutton Center PUD Phase 2. This TPP covers a ca. 10-acre portion of the property, the overall property is 29.3 acres. The lot dimensions were approved along with the PUD rezoning. Overall, 51 residential lots (numbers 1-51) are proposed along with public roads and public utilities.

Surrounding zoning:

	NORTH: PUD	
WEST: RL-10	SUBJECT PARCELS	EAST: RL-10 & RL-14 (conservation design)
	SOUTH: RL-14 (conservation design)	

FINANCIAL IMPACT:

The project is not anticipated to have a negative financial impact on the Township. The applicant bears costs associated with the review process through administrative and escrow review fees. Water and sewer extension and connections, road construction, and stormwater management improvements will be at the expense of the developer. Tax revenue will increase with the improvement of the property.

BUDGET ACTION REQUIRED:

N/A.

REVIEW:

The Gaines Charter Township Planning Commission reviewed the TPP and recommended approval on November 21st, 2024. The Planning Commission found that the TPP met the standards for compliance with zoning regulations under the PUD, variety of house types, landscaping, sidewalks, lighting, and utilities. They also recommended four conditions (see below).

During discussion between Planning Commissioners, it became apparent that there were some concerns related to the home plans provided as an exhibit to show housing variety, specifically they didn't match some of the commitments stated by the developer in their submittal letter related to limiting garage prominence and adding front porches. Staff consulted with the developer after the meeting and suggests that the Board consider the following conditions in addition to those stipulated by the Planning Commission:

- Garage prominence limit. The measurement of the front of the garage to the main mass of a building shall not exceed 10'0". The main mass is the front façade of building measured at the location of the front door where a stoop is present. In the event a porch across the main mass is present, the measurement shall take place from the front of the porch.
- Minimum front porch requirement. A minimum of 20% of the homes are to have a front porch that spans from the front door to the corner of the house. Porches must be a minimum of 4' in depth.
- Any garage that is prominent to the main mass shall incorporate windows on the garage overhead door.

STAFF RECOMMENDATION:

The Township Board must approve, approve with conditions, or deny the tentative preliminary plat within 90 days of being received by the Clerk (October 22nd, 2024), this being January 20th, 2025. Tentative Preliminary Plat approval is recommended with the following conditions:

1. Staff shall confirm that no less than five house models that meet the requirements of the GCTZO Section 6.4.A are built within the plat.
2. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of final plat consideration.
3. The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
4. The applicant must adhere to all review comments provided by the Township Engineer.

Additional conditions for Board consideration:

5. Garage prominence limit. The measurement of the front of the garage to the main mass of a building shall not exceed 10'0". The main mass is the front façade of building measured at the location of the front door where a stoop is present. In the event a porch across the main mass is present, the measurement shall take place from the front of the porch.
6. Minimum front porch requirement. A minimum of 20% of the homes are to have a front porch that spans from the front door to the corner of the house. Porches must be a minimum of 4' in depth.
7. Any garage that is prominent to the main mass shall incorporate windows on the garage overhead door.

REVISIONS:

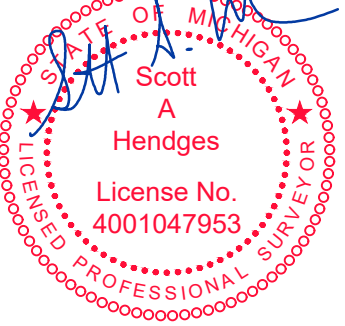
Title: Final PUD / Site Plan Submittal	Checked: RP	Date: 4.25.2024
Drawn: DCJW	Checked: RP	Title: Final PUD / Site Plan Submittal Revised
Drawn: DCJW	Checked: RP	Date: 6.24.2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 7.03.2024
Drawn: DC	Checked: RP	Title: Final PUD / Site Plan Submittal Revised
Drawn: DC	Checked: RP	Date: 8.29.2024
Title: Phase Two Preliminary Plat Submittal	Checked: ED	Date: 10.22.2024
Drawn: DAC	Checked: ED	

DUTTON CENTER
PHASE - 2

Tentative Preliminary Plat

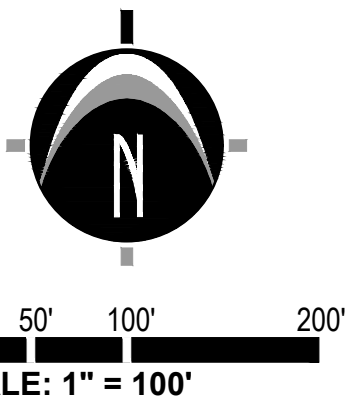
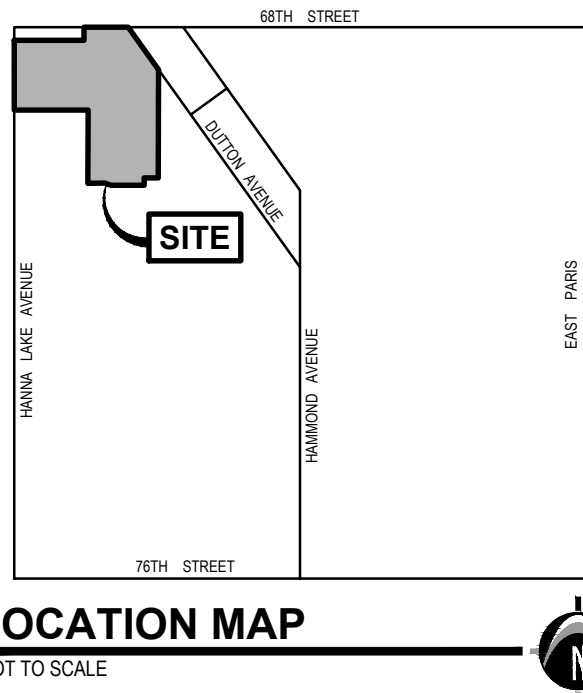
3316 68TH STREET SE
PART OF THE NW 1/4 OF SECTION 11, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



PROJECT NO:
22400615

SHEET NO:
C-302



LEGEND

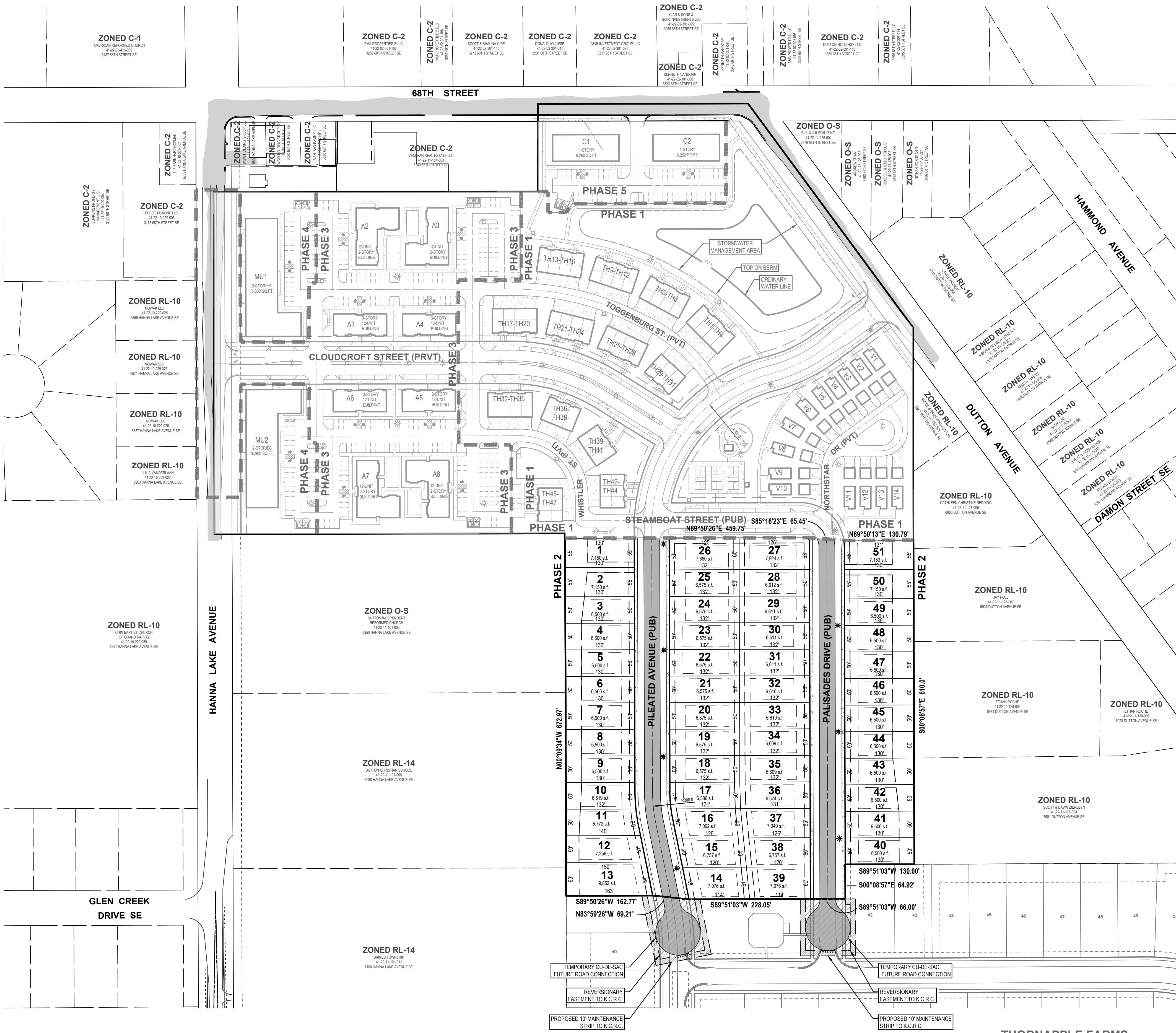
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)

GENERAL NOTES

- SUMMARY OF LAND USE:
 - TOTAL ACREAGE = 29.32 ACRES (1,277,381 SQ. FT.) (EXCLUDING R.O.W.)
 - PHASE TWO TOTAL ACREAGE = 9.99 ACRES (435,338 SQ. FT.) (EXCLUDING R.O.W.)
 - SINGLE FAMILY LOTS = 51 DWELLINGS
- SITE REGULATING STANDARDS:
 - SINGLE FAMILY LOTS (LOTS 1-51)
 - MINIMUM LOT WIDTH AT FRONT YARD SETBACK = 50 FT.
 - MINIMUM LOT SIZE = 6,250 SQ. FT.
 - MAXIMUM BUILDING HEIGHT = 35 FT. OR 2 STORIES, WHICHEVER IS LESS
 - SETBACKS:
 - FRONT YARD SETBACK 1-17, 21-23, 27-29, 33-35 AND 38-51 = 25 FT. MIN.
 - FRONT YARD SETBACK FOR LOTS 18-20, 24-26, 30-32, AND 36-37 = 30 FT. MIN.
 - SECONDARY FRONT YARD SETBACK ON CORNER LOTS = 15 FT. MIN.
 - SIDE YARD SETBACK = 5 FT. MIN.
 - REAR YARD SETBACK = 20 FT. MIN.
- THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAPS.
- 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.
- THE PERMANENT PARCEL NUMBER FOR THE SITE IS 41-22-11-101-017.
THE ADDRESS OF THE PROPERTY IS 3316 68TH STREET SE.

PHASE 2 PROPERTY DESCRIPTION

LAND SITUATED IN THE TOWNSHIP OF GAINES, COUNTY OF KENT, STATE OF MICHIGAN DESCRIBED AS FOLLOWS:
PART OF THE NW 1/4 OF SECTION 11, TOWN 5 NORTH, RANGE 11 WEST, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NW CORNER OF SAID SECTION 11; THENCE N89°52'04"E 610.50 FEET ALONG THE NORTH LINE OF SAID NW 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE S00°09'34"E 165.00 FEET; THENCE S89°52'04"W 610.50 FEET TO THE WEST LINE OF SAID NW 1/4; THENCE S00°09'34"E 643.41 FEET ALONG SAID WEST LINE; THENCE N89°52'04"E 660.00 FEET; THENCE S00°09'34"E 682.44 FEET; THENCE N89°50'26"E 162.77 FEET; THENCE S77°36'32"E 72.12 FEET; THENCE N89°24'24"E 226.47 FEET; THENCE N89°51'03"E 66.00 FEET; THENCE N00°08'57"W 70.38 FEET; THENCE N89°24'24"E 130.00 FEET TO THE SW CORNER OF C. H. DEMING'S ADDITION TO DUTTON (AS RECORDED IN LIBER 20 OF PLATS ON PAGE 35, KENT COUNTY RECORDS); THENCE N00°08'57"W 1010.85 FEET ALONG THE WEST LINE OF SAID C. H. DEMING'S ADDITION TO DUTTON TO THE CENTERLINE OF DUTTON AVENUE (66 FOOT WIDE); THENCE N36°22'34"W 523.59 FEET ALONG SAID CENTERLINE TO THE NORTH LINE OF SAID NW 1/4; THENCE S89°52'04"W 395.97 FEET ALONG SAID NORTH LINE TO THE PLACE OF BEGINNING.



THORNAPPLE FARMS
APPROVED PRELIMINARY PLAT

ZONED RL-14
SPT LAND INVESTMENTS LLC
41-22-11-101-019
1707 HAMMOND AVE SE



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:
Green Development Ventures, LLC
Attn: Mike West

2186 E. Centre Ave.
Portage, MI 49002
Phone: 269.365.8548

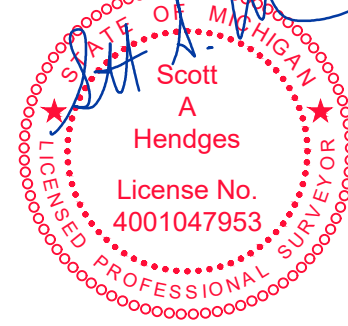
REVISIONS:

Title: Final PUD / Site Plan Submittal	Checked: RP	Date: 4.25.2024
Drawn: DCJW	Checked: RP	Date: 6.24.2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 7.03.2024
Drawn: DC	Checked: RP	Date: 8.29.2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 8.29.2024
Drawn: DC	Checked: RP	Date: 8.29.2024
Title: Phase Two Preliminary Plat Submittal	Checked: ED	Date: 10.22.2024
Drawn: DAC	Checked: ED	Date: 10.22.2024

DUTTON CENTER
PHASE - 2

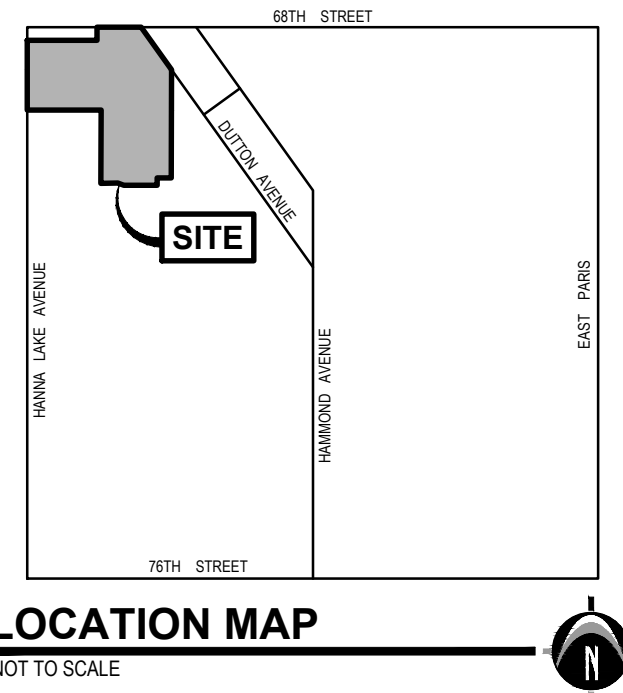
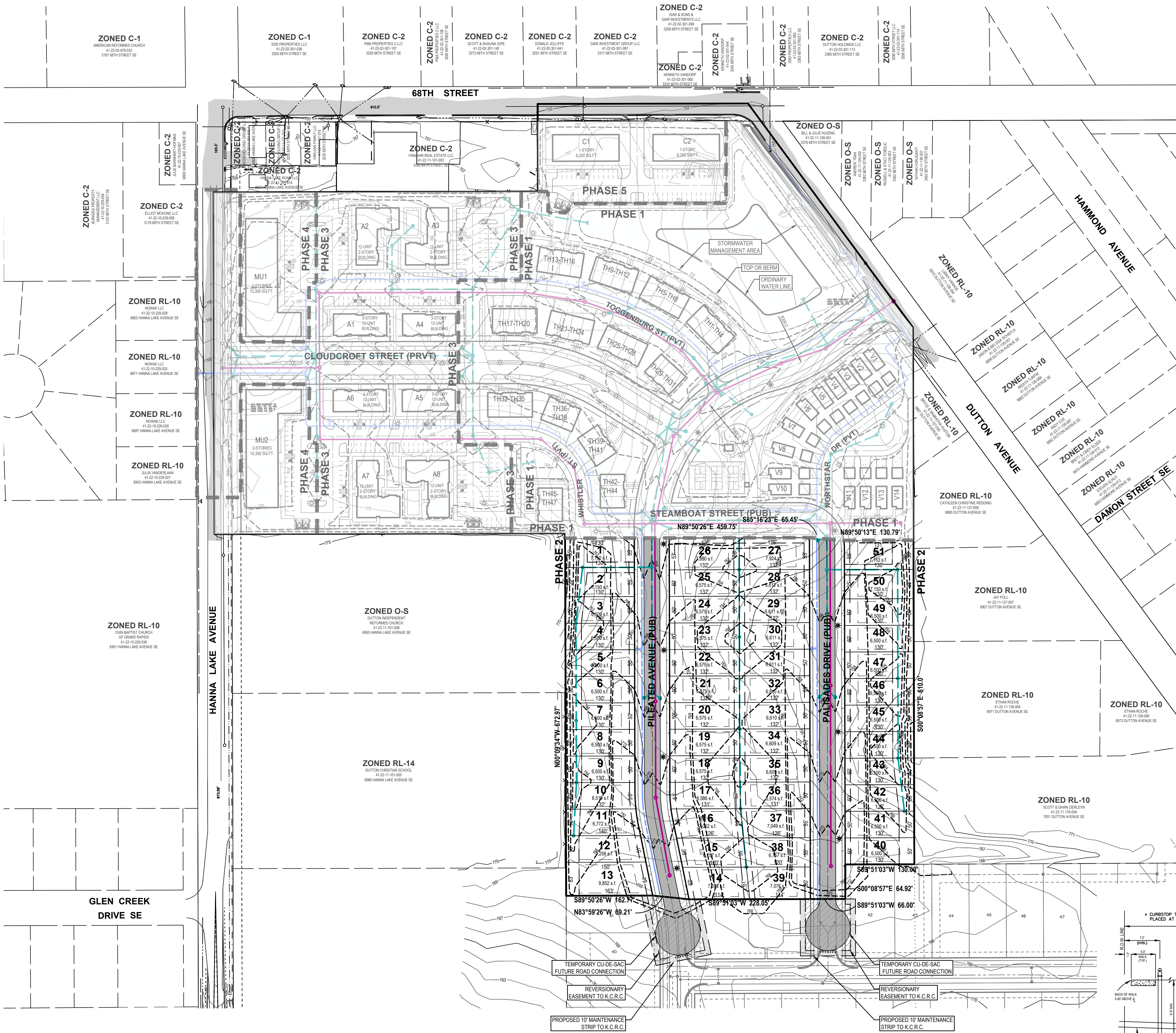
Tentative Preliminary Plat
Grading & Utilities Plan
3316 68TH STREET SE
PART OF THE NW 1/4 OF SECTION 11, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



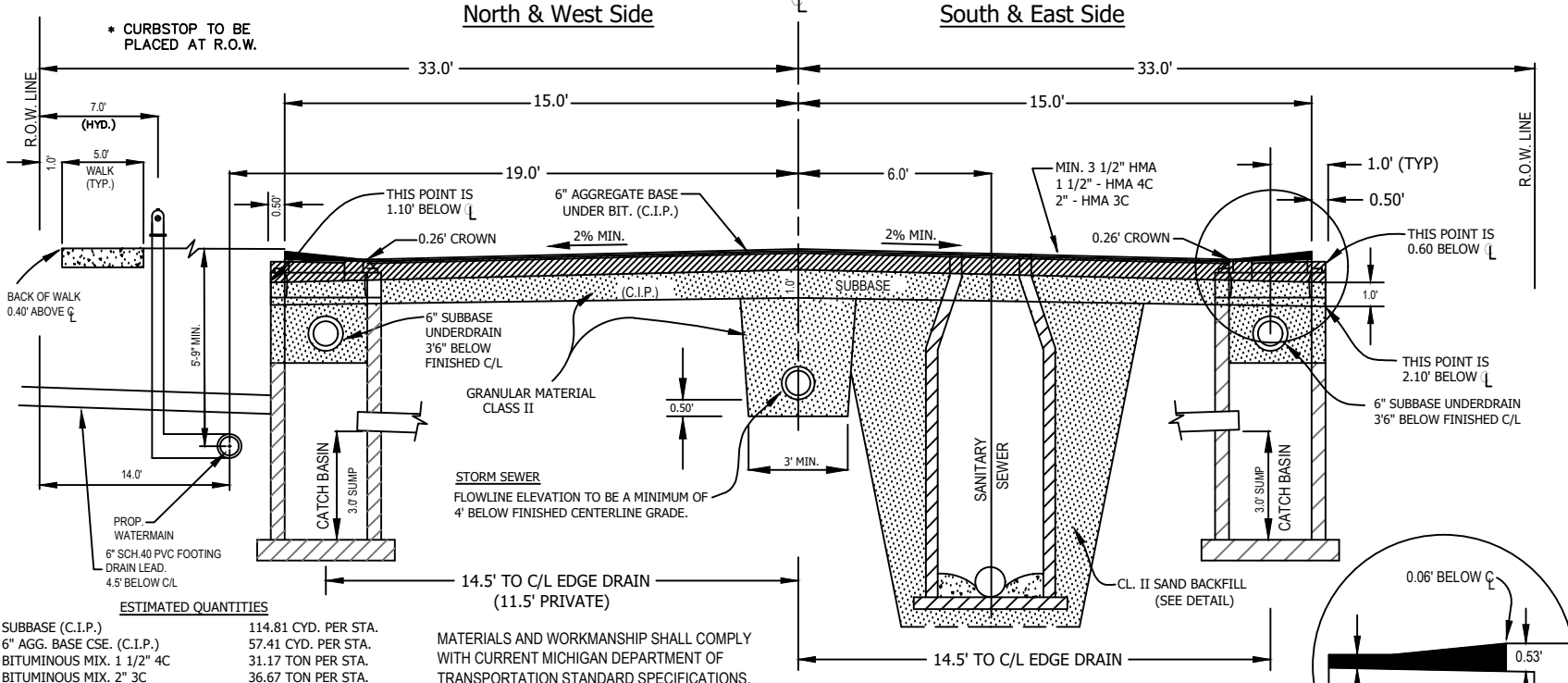
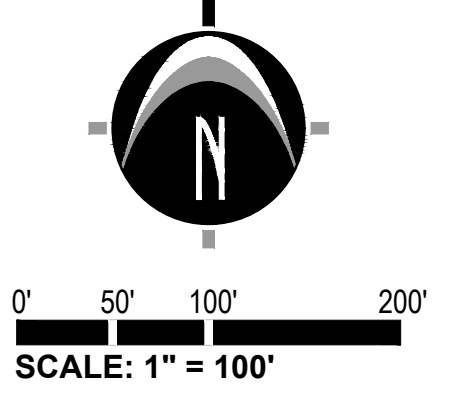
PROJECT NO:
22400615

SHEET NO:
C-303



LEGEND

	EX. GRADE CONTOUR
	PROPOSED BITUMINOUS (STANDARD DUTY)
	PROPOSED CONCRETE (STANDARD DUTY)
	PROP. 12" to 36" STM SEWER
	PROP. 8" SANITARY SEWER
	PROP. 8" TO 12" WATERMAIN



KENT COUNTY ROAD COMMISSION STANDARD
30" PUBLIC & PRIVATE ROAD W/ BITUMINOUS VALLEY GUTTER SECTION
N.T.S.



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.

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

RESOLUTION NO. 2024-_____

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 Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Michael West (Michiana Land Development, LLC, AKA Allen Edwin Homes), for Tentative Preliminary Plat approval for Phase 2 of the Dutton Center PUD, which includes 51 lots.

**TENTATIVE APPROVAL OF THE PRELIMINARY PLAT
FOR DUTTON CENTER PHASE 2**

WHEREAS Michael West (Michiana Land Development, LLC) the “Applicant” has submitted the Tentative Preliminary Plat for Dutton Center Phase 2 (the “Plat”).

WHEREAS the proposed Plat consists of 51 residential lots on ca. 10-acres of the overall 29.3-acre Dutton Center PUD mixed-use development.

WHEREAS the Planning Commission considered the application and the proposed preliminary plat at a meeting on November 21st, 2024, and after a public hearing recommended that the Gaines Charter Township Board of Trustees grant tentative preliminary approval of the plat, upon certain terms and conditions.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Tentative Preliminary Plat

The Gaines Charter Township Board of Trustees hereby grants tentative approval of the Preliminary Plat for Plat for Dutton Center Phase 2, as shown on the Plat dated October 22nd, 2024, upon the terms and subject to the conditions stated in this Resolution. This Resolution recommends approval

of the overall layout and tentative plan for lots, streets, open space, sidewalks, stormwater infrastructure, and utilities.

2. Lots

The Phase 2 Plat shall consist of 51 residential lots, for one single-family detached dwelling each, numbered from lot 01 through lot 51, inclusive. Residential construction shall comply with the Township Zoning Ordinance and subdivision requirements.

3. Land Division Act and Chapter 22 Land Divisions, Subdivisions and Land Development

The Plat shall comply in all respects with applicable provisions of the Michigan Land Division Act and Chapter 22 of the Gaines Charter Township Code, Land Divisions, Subdivisions and Land Development.

4. Other Required Approvals

Written approvals from other agencies having jurisdiction over the Plat shall be obtained, and copies shall be provided to the Township in accordance with the Land Division Act (Act 288 of 1967, as amended).

5. Conditions of Approval

- a) Staff shall confirm that no less than five house models that meet the requirements of the GCTZO Section 6.4.A are built within the plat.
- b) Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of final plat consideration.
- c) The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
- d) The applicant must adhere to all review comments provided by the Township Engineer.
- e) Garage prominence limit. The measurement of the front of the garage to the main mass of a building shall not exceed 10'0". The main mass is the front façade of building measured at the location of the front door where a stoop is present. In the event a porch across the main mass is present, the measurement shall take place from the front of the porch.
- f) Minimum front porch requirement. A minimum of 20% of the homes are to have a front porch that spans from the front door to the corner of the house. Porches must be a minimum of 4' in depth.
- g) Any garage that is prominent to the main mass shall incorporate windows on the garage overhead door.

TOWNSHIP BOARD DECISION

Based on the above, the Gaines Charter Township Board of Trustees hereby adopts Resolution No. 2024-_____ and tentatively approves the Preliminary Plat for Dutton Center Phase 2, subject to conditions documented herein.

A motion was made to adopt this resolution by Township Board Member _____ and supported by Township Board Member _____, the roll call vote being as follows:

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on _____, 2024.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2024



MEMO

Staff Communication

DATE: December 9th, 2024

TO: Township Board of Trustees

FROM: Dan Wells- Community Development Director

RE: Request for Proposals for Natural Features Inventory

SUMMARY OF TOPIC:

Development over the last 30 years has been concentrated in the northern third of the Township. Much of the former agricultural and forested land in these areas has been converted to suburban development. In the next three years, the Township will need to renegotiate its sewer service agreement with the City of Grand Rapids which expires in 2028. If Township officials judge it to be beneficial, the service boundary may move south, and potentially open areas in the eastern portion of the Township south of 76th Street to higher density development.

Extension of utilities would have a profound impact on this area of the Township. It is the upper reach of the Plaster Creek watershed, one of the few permanent streams in the area. Considering the general sentiment that most residents highly value the rural qualities of the area, it makes sense to try and determine what land use controls or more stringent zoning should be put in place to protect areas with high aesthetic, ecological, and recreational value, both south of 76th, and north of it in undeveloped areas.

This will likely be the focus in the next Master Plan exercise, which should occur concurrently with completion of the water and sewer contract to determine appropriate areas for development. Gathering information in the format of a natural features inventory and having a final report at the beginning of discussions regarding utility service areas will greatly assist the long-range planning that needs to be undertaken surrounding the issue.

Overall, it will help the Township make well informed decisions on how to proceed with development while protecting recreational, ecological, agricultural and aesthetic values.

FINANCIAL IMPACT:

The bid is summarized below and is for detailed existing resources conditions description, inventory and analysis.

Company	Cost
EnviroScience	
Task 1: Communication and Coordination with Stakeholders	\$3,800
Includes 8 virtual meetings	
Task 2: Collection and Analysis of GIS Data	
Natural Resource Inventory Base Mapping	\$7,000
Land Prioritization Model	\$5,300
Task 3: Field Verification of 12 Sites*	\$30,000*
Task 4: Summary Report for Public Review	\$7,000
Report Cost	\$23,100
Biological Field Survey per Site	\$2,500

*Per site cost is \$2,500 and will be adjusted based on number of sites requested.

BUDGET ACTION REQUIRED:

The cost for a Natural Resources Inventory was budgeted for 2024 at \$35,000.

STAFF RECOMMENDATION:

Staff requests that the Board consider the proposal.

The Township received one response to the request for proposal to carry out a Natural Features Inventory (NFI) for Gaines Charter Township. The RFP was posted to the website September 16th and the deadline of October 25th was met by the applicant.

EnviroScience was the only applicant. They are headquartered in Stow, Ohio and display a strong track record of environmental assessment work, natural resource planning, ecological restoration, GIS based analysis and mapping, working for townships, and obtaining grants from Michigan Department of Natural Resources.

Staff reviewed the application, and a summary is outlined below. Hard copies of the proposals are available for review, please feel free to ask for those if so desired. Staff also met with the applicant virtually and they presented a scope of services.

The NFI would cover the following topics in detail:

- Climate
- Topography
- Soils
- Vegetative Cover
- Water Resources
- Wetlands
- Summary of Historic Biological Communities

There are several optional studies outlined in the proposal so that the Township can take an “al la carte” approach to projects:

1. Carrying out field verification of natural communities via biological plant and animal surveys as needed at specific sites.
2. Custom GIS analysis to identify changing land use coverage over time.
3. Custom detailed GIS analysis to identify wetland and water resources.

The end result of this analysis will be to understand what areas of the Township should be prioritized for conservation and which may be most appropriate for development during long range land use planning. The applicant will develop a Conservation Priority Area Model to help guide those decisions, which will help staff develop appropriate zoning controls.

Other than Prairie Wolf Park and the MDOT owned lands along M-6 and old borrow pits south of 76th, there is very little open space in public ownership in the southern 2/3ds of the Township. By carrying out a detailed GIS analysis and combining it with on the ground surveys, the Township can also make stronger requests to the Department of Natural Resources (DNR) Natural Trust Fund, enabling land purchases. DNR Grant personnel have stated that biological and soil surveys that detail valuable resources like forested wetlands and diverse plant communities help grant requests score well.

PROPOSAL FOR NATURAL RESOURCES INVENTORY CONSULTING SERVICES

Prepared for:

GAINES CHARTER — TOWNSHIP —

Mr. Dan Wells
Community Development Director
8555 Kalamazoo Ave SE
Caledonia, Michigan 49316
dan.wells@gainestownship.org

Date: October 25, 2024

Prepared by:



5070 Stow Rd.
Stow, OH 44224
800-940-4025
www.EnviroScienceInc.com

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ATTACHMENTS

Attachment A: Selected Project Summaries

Attachment B: Key Personnel Resumes

Attachment C: Letters of Recommendation

Attachment D: Example Report

Attachment E: Required Forms

- BWC Certificate
- Certificate of Insurance

1.0 INTRODUCTION

EnviroScience, Inc. is pleased to respond to Gaines Charter Township's request for proposal for a Natural Resource Inventory (NRI) of the township to inform future land conservation decisions. EnviroScience has been completing natural resource inventories since our founding in 1989 for a variety of clients including local governments, private industry, conservation groups, the U.S. military, NASA, Ohio EPA, and USEPA. We have the technical skills to complete these types of inventories quickly and communicate the results effectively to stakeholders, including the general public.

2.0 COMPANY OVERVIEW

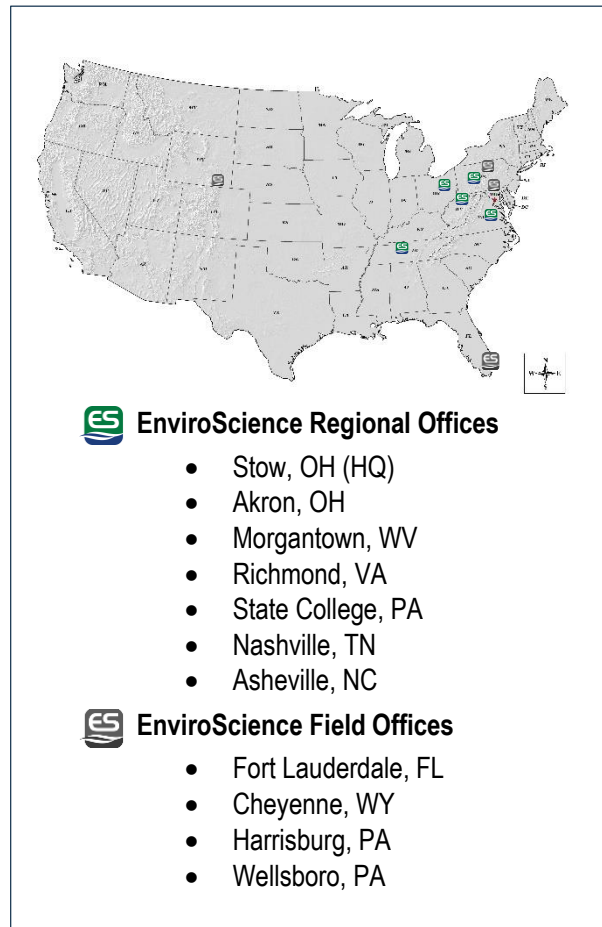
EnviroScience, Inc. was established in 1989 to provide technical services in the environmental field. We are a large business with a team of over 190 expert engineers, geologists, biologists, commercial divers, and environmental scientists headquartered in Stow, Ohio. With regional offices throughout the U.S., we provide exceptional environmental consulting services nationwide.

EnviroScience employees create a network of highly specialized and skilled experts, each bringing a unique interpretation and perspective to problem-solving. Few firms in the country retain as many engineers, scientists, geologists, biologists, and divers under one roof, and most of our staff have over 10 years of experience in their respective fields. Our reputation for *Excellence in Any Environment* has been built one project at a time using technically sound and proven scientific protocols, understanding current regulatory climates, accurate and detailed reporting, and a commitment to superior client service while remaining cost-conscious. EnviroScience's technical expertise is ideal for addressing almost any problem within our skill set along with the agility and flexibility to meet the changing demands of projects.

EnviroScience will perform work for Gaines Charter Township out of our headquarters in Stow, Ohio.

3.0 AREAS OF ENVIRONMENTAL AND CONSERVATION EXPERTISE

EnviroScience has experts in almost every aspect of environmental and conservation services. Our diverse staff allows us to specifically tailor each project team to include experts from various fields to address specific project and client requests. An overview of our services across the company is included below under 'Key Services & Practice Areas'. For the Gaines Charter



Township NRI project, EnviroScience would primarily utilize GIS analysts and biologists from our Natural Resource and Restoration Practice Areas. These staff members are well versed in reviewing large areas for habitat, water resources, and conservation value as well as targeting specific areas of ecological importance and completing presence/absence surveys for endangered species. More detailed information on the relevant services provided by these practice areas is provided below.

KEY SERVICES & PRACTICE AREAS

 Natural Resource Services	• Wetland and Stream Delineation • Permitting/Coordination • Amphibians/Reptiles • Bat Survey • Fisheries • Mammals • Birds	• Macroinvertebrates/Crayfish • GIS • Habitat/Vegetation • Ecological Risk Assessment • Biological Assessments and Opinion Coordination • ESA
 Restoration Services	• Stream, Wetland, and Prairie Restoration • Morphologic Assessment • Watershed Stability Assessment • Hydraulic Modeling • Conceptual Restoration • Mitigation Plan Development	• Invasive Species Control • Grant Writing • Real Estate • Sewer/Pipe Inspection • Drone surveys and herbicide application
 Compliance Services	• NPDES Permitting • SPCC Plans • Environmental Auditing • NEPA Env./Planning • Phase I & II • Plant Closures • Green Infrastructure • Municipal Engineering • Drone surveys	• Stormwater Compliance • MS4 Permits • Emergency Response • NRDA • Water Quality Monitoring • Analytical Sampling • Environmental Inspection • Air Quality Analysis • Vibracore Sediment Sampling
 Marine Services	• Mussel Surveys • Bathymetric/Mapping • Commercial Diving • Air Lifting • Jetting	• Underwater Inspection • Salvage • Contamination Diving • Welding • ROV
 Laboratory Services	• Whole Effluent Toxicity Testing • TIE / TRE • Water Effects Ratio • Biotic Ligand Modeling • Sediment Toxicity • Acute / Chronic	• Algae / Diatom ID • Periphyton ID • Harmful Algal Bloom Testing • Algal Toxin Testing • PCR Analysis for Cyanobacteria • Product Testing

5.0 PROJECT UNDERSTANDING AND APPROACH

The project will consist of four major tasks:

1. Communication with stakeholders
2. Collection and analysis of publicly available GIS data
3. Field visits to up to 12 identified high quality tracts with landowner permission
4. Preparation of a report summarizing the results in clear, easy to understand language aimed at the general public and nontechnical readers

TASK 1: COMMUNICATION AND COORDINATION WITH STAKEHOLDERS

EnviroScience will coordinate with Gaines Charter Township personnel and project manager throughout the NRI process. An in-person kickoff meeting is assumed, with further meetings via teleconference. The ongoing communication will be to discuss objectives of the project and to discuss project data. Once the data are gathered, the project objective may change and EnviroScience will be ready to adjust focus and methods to meet the changing strategies of the Township. GIS data collected will be presented in draft map form and can be finalized based on the feedback from the Township. Once the project moves into the field review portion, EnviroScience will closely work with the Township to make sure the parcels that are selected are in line with the type of property the Township is interested in purchasing. Once all background and field data has been collected, finalized mapping and reporting will be developed. Regular meetings are anticipated once a month throughout the duration of the project.

TASK 2. COLLECTION AND ANALYSIS OF GIS DATA

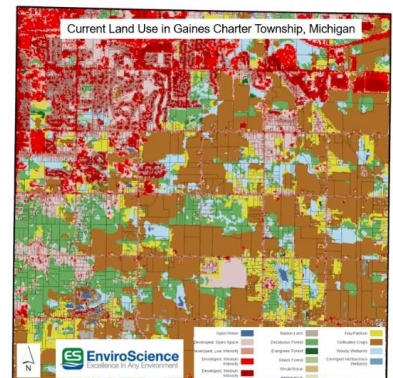
EnviroScience's GIS team will complete a multi-level analysis of local, state, and national datasets that include Gaines Charter Township. Based on this analysis EnviroScience will produce a comprehensive natural resource inventory and a GIS-based prioritization model for land parcel conservation. The results can be used to support decision-making and planning efforts throughout the Township that will identify priority areas for conservation initiatives.

This in-depth analysis will include a comprehensive natural resource inventory including land use classification and trends relating to:

- Climate
- Topography
- Soils
- Vegetative Cover
- Water Resources
- Summary of Historic Biological Communities

Land Cover

Using a variety of datasets publicly available from local, state and/or national sources, EnviroScience will utilize NLCD, Landsat, and USDA National Agriculture Imagery Program (NAIP) data, to prepare a comprehensive assessment of land cover by identifying existing land cover type, including tree canopy, shrub, grass, bare soil, impervious, and open water, and land use changes based on previous years' data, including agricultural land loss and canopy cover change.

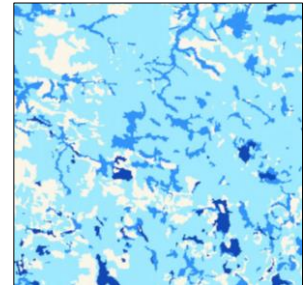


Topography

Using the latest USGS 3DEP LiDAR data, EnviroScience will generate a DEM and DTM and create contours for the Township. The latest Lidar point clouds will aid in providing a high-resolution Digital Elevation Model (DEM) by filtering return points to show elevation at the first surface of all features, and filtering to the last return points for a high-resolution Digital Terrain Model (DTM) to model the very surface of the actual ground, allowing for further surface analysis to be performed.

Soils

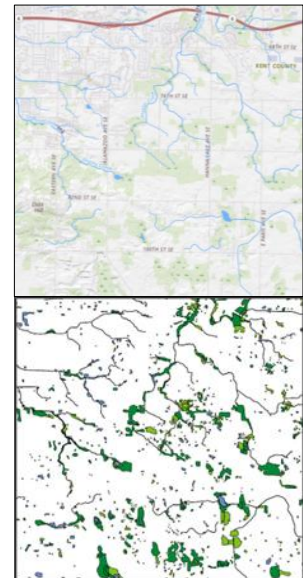
EnviroScience will use SSURGO data from USDA to assess the major soil types in Gaines Charter Township. Our GIS analysts can present those data in many ways, depending on the Township's needs: hydric soils to identify possible wetland locations, drainage class, prime farmland, steep slopes, or erodibility. Soil types associated with bedrock outcrops or ancient beach ridges could be identified, as they are typically associated with rare habitats and species. Because of the high quality of data currently available, we do not recommend any additional analysis of soil types or geographic extents.



Streams and Wetlands

EnviroScience will provide an inventory of streams and other water resources within the Township using the USGS National Hydrography Dataset and the Kent County Rivers and Stream layer which outlines of the hydrographic network compiled during the 2003 Kent County Orthophotography.

Wetlands can be evaluated using only the National Wetland Inventory GIS data, but EnviroScience's experience with GIS allows us to provide a more accurate determination of wetland resources using GIS modeling. If the Township would like a more accurate and detailed determination of stream and wetland locations, EnviroScience can provide a custom stream and wetland layer generated using the ArcHydro Wetland Identification Model if desired. Using the ArcHydro Wetland Identification Model will provide an automated prediction of wetland areas from hydrological data serving as indicators, and high-resolution elevation data. EnviroScience will use the latest 3DEP LiDAR derived data with USGS National Hydrography Dataset and the Kent County Rivers and Stream layer as predictor variables to provide an accurate wetland prediction screening. This was very effective in our recent wetland and riparian GIS modeling completed for the City of Streetsboro, as shown in the attached project summary (Project Summary in Attachment A; Referral letter in Attachment C).



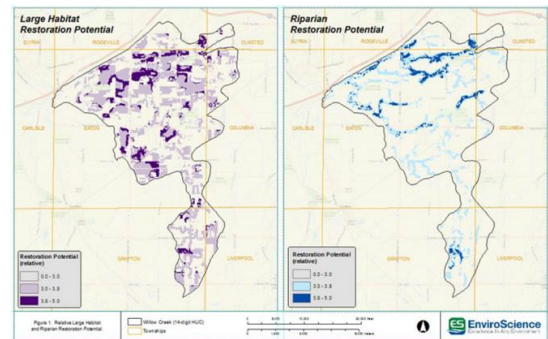
The result of any stream and wetland GIS modeling will provide approximate acreages of land cover types and water resources (wetlands and streams) within the township and within each watershed. This modeling will assist in directing priority areas for conservation relating to habitat types, overall acreage available, and need for conservation in the watershed. Initial project modeling can be provided on PDF maps, Google Earth file, or web-based figures. This data will

also be provided as part of the final package and will be provided in a more abbreviated manner and as requested by the Township.

Conservation Priority Area Model

After review of the preliminary data, EnviroScience will develop a custom prioritization model that incorporates derived and publicly available data for all indicators and visualize it in figures and an optional web-based tool using ArcGIS Online's Experience Builder. The Township parcels will be aggregated by landowner and our model will assign a score to each property based on selected factors. Data inputs will be standardized and normalized to minimize its impact on the priority score. Prioritization factors will be determined in collaboration with the Township and can be reclassified as needed. Recommended priorities may include:

- Watersheds with the heaviest development
- Areas of contiguous forest
- Areas with high concentration of wetlands or streams
- Areas with highest potential for threatened and endangered species habitat
- Properties that may qualify for state/federal grants for preservation
- Areas contiguous with other preserved land



All resulting vector and raster data will be compliant with Esri's current data standards, include all relevant metadata, and stored within an Esri file geodatabase for seamless file reading formats. All products and data created for this project will become the property of the Township. The model developed can be used in future years to classify additional potential areas of prioritization.

TASK 3: FIELD VERIFICATION

Using the prioritization tool described in Task 2, EnviroScience will provide Gaines Charter Township with a list of properties that may benefit from field investigation of ecological resources. Once these properties are ranked, EnviroScience and Gaines Charter Township will collaborate to select up to twelve properties for field investigation in spring and summer 2025. EnviroScience assumes that Gaines Charter Township will contact landowners and arrange site access permission, but if that is not the case, EnviroScience can contact landowners for an additional fee. Field investigation will be tailored specifically for the potential ecological resources expected at each site and may include:



- Wetland Assessment – General review of size and quality
- Stream Assessment - General review of size, flow regime, and quality
- Tree Survey – General assessment of tree sizes and species
- Threatened and Endangered Species Habitat Assessment – Refer to Table 1, above
- General Site Review – Catalog of all ecological resources on a site that can be documented in 0.5-1 day
- Recreation potential – Identification of accessibility, habitat types, ponds, etc.

To maintain a cost-conscious approach, we would limit site review to a maximum of one day per site. Smaller sites (under 30 acres) are assumed to take two people 4 hours for a full review of the selected items. Since it is unclear how many sites will be selected for field visits, EnviroScience has costed the full effort for 12 sites. If sites are reduced, costs will be reduced accordingly. This assumes that sites will be assessed in groups of at least two sites per visit.

TASK 4: SUMMARY REPORT FOR PUBLIC REVIEW

Once field data has been processed, EnviroScience will prepare update mapping and a summary report that will detail results of the full township GIS review and highlight each parcel selected for field review. This report, while comprehensive, will be easy to understand and will further public understanding of the results. The report will provide figures and tables that will facilitate understanding of the narrative and will identify any areas determined to be critical for conservation or optimal for recreational use or green space.

EnviroScience will provide draft maps to the Township as part of Task 2, so we anticipate that the Township will have ample opportunity to comment on the content and appearance of any maps throughout the process. EnviroScience will present a draft document to the Township by October 1. Following receipt of written comments from the Township, EnviroScience will revise the report and present a final report to the Township. One round of revisions is assumed.

6.0 COLLABORATIVE PROCESSES WITH TOWNSHIPS

EnviroScience prides itself on working collaboratively with organizations. See Attachment C to review referral letters from clients that have worked with us on similar projects. Our Willow Creek restoration and preservation project was funded through the Lorain County General Health District, but the initial contact and major client was Eaton Township, Ohio. We have experience working collaboratively with local park districts, cities, counties, state agencies, the military, and nonprofit watershed groups on our projects, and pride ourselves on being a true partner with our clients.

Collaboration and communication with the client is an essential part of any successful project. EnviroScience has the GIS capabilities and ecological experience to create a township-wide assessment of potential ecological resources. However, successful implementation of the plan requires that the community who is going to use the plan understands, accepts, and embraces its findings. For that reason, input from the township, local stakeholders, and the public is crucial in understanding the types of properties or ecological communities that are most desired for conservation or are locally significant. Local knowledge is invaluable in deciding where a successful recreation area can be created; for example, a historic farm could make a great environmental and historical learning center. Parcels with connectivity to existing trails and protected natural areas could be prioritized. This information can guide the process and help create a plan that will be aligned with the vision of the community for its future. Due to the large amount of information potentially available, EnviroScience will also need feedback from the township on what information is most important to show and how to depict information. Collaboration will be key to the successful completion of this project.

ENVIROSCIENCE WAS A KEY PARTNER WITH PENNDOT TO DEVELOP PENNSYLVANIA'S FIRST PROGRAMMATIC AGREEMENT FOR FEDERALLY ENDANGERED MUSSEL SPECIES. THIS AGREEMENT REDUCED THE STATE AND FEDERAL AGENCY REVIEW TIME FROM MORE THAN 150 DAYS TO LESS THAN 45 DAYS FOR MOST PROJECTS WITHIN PENNDOT'S BRIDGE PROGRAM.

7.0 TECHNOLOGICAL CAPABILITIES, INCLUDING EXPERIENCE WITH GIS MAPPING

EnviroScience has invested significant funds and effort in acquiring and maintaining a fleet of equipment for our field work, including GPS units that allow for rapid collection of field data and GIS resources that. This includes GPS units that allow for rapid collection and analysis of field data, as well as GIS software to present those data in maps that are both informative and visually appealing. Our differential GPS receivers enable rapid data collection, editing, and viewing of attribute information while in the field. These units are sub-meter accurate; and under favorable conditions, have been known to be accurate up to 6 inches. These data can be differentially corrected for maximum accuracy and precision, and then exported directly into ArcGIS for analysis.

EnviroScience has utilized GIS for data analysis and mapping for over 30 years, and our current GIS team has decades of experience in this ever-changing technical field. GIS is utilized in nearly 90% of EnviroScience projects spanning all disciplines within the company. Our GIS analysts are capable of capturing data from many different sources and in many different formats, including local, state, and federal datasets, aerial and satellite imagery, digital elevation models (DEMs), CAD drawings, KML & KMZ files, client files, and GPS data collection. The EnviroScience GIS team provides a range of products to our clients including site maps, survey plans, bathymetric survey, watershed analysis, geospatial prediction modeling, hydrography, geomorphology, topographic contour mapping, land use/land cover analysis, forest management, story maps, and databases.

Information collected in the field is imported into ArcGIS® for advanced analysis or production of full-color maps of any size. Our GIS licenses include 3D Analyst and Spatial Analyst extensions for complex interpolation of data. This technology allows our scientists to present substantial amounts of complex data in easily understood and visually appealing formats. that efficiently communicate field conditions in a variety of sizes. Additionally, our GIS analysts are well practiced in creating GeoPDFs, in which feature attributes and coordinate information are directly embedded. We are committed to staying current with the latest technology and maintaining state-of-the-art software with Esri's ArcGIS software suite.

Our extensive experience with GIS is outlined in our selected project summaries (Attachment A).

8.0 EXAMPLE OF A PAST COMPLETED NRI

Client confidentiality requirements prevent EnviroScience from providing a full Natural Resource Inventory Report to the Township. However, we are providing a publicly available report using similar methods: the Willow Creek Restoration Potential Study, which used GIS to analyze areas with a high potential for wetland and stream restoration. This project is noteworthy because Eaton Township was successful in obtaining \$600,000 in grant funding to construct two of the projects identified in the plan.

Details on the restoration projects: <https://www.loraincountyohio.gov/568/Willow-Creek-Watershed-GLRI-Funded-Proje>

Additionally, project summaries included in Attachment A can be referenced for other similar projects.

9.0 PROJECT SCHEDULE

EnviroScience has reviewed the proposed schedule and we are confident that we can complete the job in the time expected as outlined in Table 3. EnviroScience can proceed with the initial GIS mapping immediately upon receiving authorization to proceed. Field work can be completed within seven business days of site determinations, provided weather conditions are favorable. Exact timelines may fluctuate depending on results of each study. However, there is enough time built into the project to accommodate new ideas that will increase the quality of the end product.

Table 3. Project Timeline

Project Event	Items Provided/Discussed	Approximate Date
PROJECT START		November 18, 2024
Initial Meeting	Team introductions, project discussion, idea generation	January 13, 2025
First Monthly Progress Meeting	Initial NRI Base Mapping, Initial impressions of data	March 2025
April Progress Meeting	Updated NRI Base Maps, Prioritization Categories	April 2025
May Progress Meeting	First Draft NRI Prioritization Tool	May 2025
June Progress Meeting	Prioritization Tool Refinement, Site Selections	June 2025
Field Verifications	Field verification of selected resources at up to 12 sites	June/July 2025
July Progress Meeting	Update on field verification progress	July 2025
August Progress Meeting	Field Results	August 2025
September Progress Meeting	NRI Overview	September 2025
Draft NRI Submitted		October 1, 2025
October Progress Meeting	Draft NRI Discussion	October 2025
NRI Edits Received from Client		November 2025
NRI COMPLETE		December 31, 2025

10.0 PROJECT COSTS

Costs per task are detailed in Table 4. Costs will be billed on a lump sum per task basis. Tasks can be individually authorized as needed. This fee does not cover any additional work or other services that are not explicitly described as part of the scope of work. Due to the nature of the project, we have included optional project tasks to create different products. Depending on the results of the initial GIS analysis, stakeholders may identify a specific area that would benefit from further desktop analysis. Additionally, costs for meetings and site visits can be reduced if the anticipated number of events are not met.

Table 4. Project Costs

Project Task	Cost
Task 1: Communication and Coordination with Stakeholders (Includes 8 virtual meetings)	\$3,800.00
Task 2: Collection and Analysis of GIS Data	
Natural Resource Inventory Base Mapping	\$7,000.00
Land Prioritization Model	\$5,300.00
Task 3: Field Verification of 12 Sites*	\$30,000.00
Task 4: Summary Report for Public Review	\$7,000.00
Total Project Cost	\$53,100.00
Optional Project Components:	Cost
Additional Virtual Meeting (includes ES PM and GIS Analyst)	\$500/meeting
Additional In-Person Meeting (includes ES PM and GIS Analyst)	\$1,100/meeting
Custom Water Resource Layers created in GIS	\$4,500
Custom Vegetative Cover/Land Use Layers created in GIS	\$4,500
Custom Web-Based Story Map with Project Data	\$3,000

*Per site cost is \$2,500 and will be adjusted based on number of sites requested.

11.0 KEY PERSONNEL AND STAFF

The following section details our key personnel that will be serving Gaines Charter Township for this project. Full resumes of key staff are provided in Attachment B.



Michael Liptak, Ph.D., is a member of the ecological survey team specializing in wetlands ecology, wetland restoration, and mitigation wetland design. Dr. Liptak earned his Ph.D. at Ohio State University under the noted wetland ecologist Dr. William Mitsch and completed his graduate research on the created wetlands at the Olentangy River Wetland Research Park in Columbus. He has 30 years of experience in wetlands research and consulting and is a Certified Senior Ecologist (Ecological Society of America). His primary responsibilities at EnviroScience Inc. include wetland mitigation planning, wetland assessments and delineations, technical report preparation, and permitting.

Dr. Liptak has experience in preparing mitigation plans for many different projects, including wetland creation, restoration, and enhancement, and preparing upland restoration and prairie planting plans. Dr. Liptak has extensive experience with terrestrial, aquatic, and wetland surveys for transportation projects of all sizes. He is a pre-qualified consultant certified to complete aquatic and terrestrial ecological surveys, wetland delineations, waterways permitting, and wetland mitigation design for Ohio Department of Transportation (ODOT) projects. He is a member of the Society of Wetlands Scientists and the Ecological Society of America, and regularly gives seminars on wetland issues and regulations within Ohio.

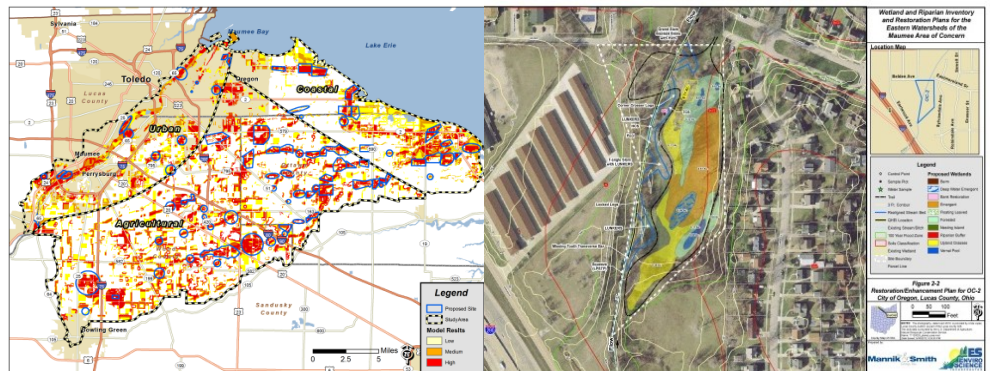
Attachment A

Selected Project Summaries

Northwest Ohio

- Wetland Assessment
- Vegetation Assessment
- Fish Sampling
- Macroinvertebrate Sampling
- Watershed Analysis

ES Key Staff
Timothy Walters, Ph. D.
Michael Liptak, Ph.D.
Emmalisa Kennedy
David Czayka



The study intended to identify the most desirable locations for wetland or stream restoration or enhancement in the project area and develop conceptual plans. Once landowner permission was given, EnviroScience surveyed fish and macroinvertebrate communities at 15 sites using GIS technology to evaluate land cover, soils, topography, rare species, and preserved lands on all sites. The project team then developed 18 conceptual plans for wetland and riparian restoration and/or enhancement. The primary objective was to develop these plans within the watershed that, once implemented, would have measureable positive impacts on three Beneficial Use Impairments (BUIs). The targeted BUIs were to improve fish, wildlife, and benthos populations, and reduce loss of fish and wildlife habitat. These plans contained site location, existing site conditions, restoration and enhancement recommendations, detailed methods of enhancement, challenges of the site, potential measurable improvements, preliminary cost estimates, and a figure depicting the restoration/enhancement design. These concepts also included all pertinent information needed to apply for funding through grants. Project manager Dr. Walters previously managed a similar study for the western half of the Maumee AOC with another firm, making his expertise a perfect fit for this successful project.

Client
City of Streetsboro

ES Project No. 17652

Key Services Provided

- GIS NWI and NHD Layer Updates
- Wetland modeling using ArcHydro Wetland Identification Modeling (WIM)
- Stream location modeling
- Riparian buffer updates based off of drainage area

Contact

Justin Czekaj, P.E. - City Engineer
(330)-626-4942
jczekaj@cityofstreetsboro.com

Project Duration
2023

Project Cost
\$5,000

Key Staff

Anna Piazza
Cameron Turney
Michael Liptak

CITY OF STREETSBORO WETLAND, STREAM, AND RIPARIAN GIS LAYER UPDATES

City of Streetsboro, Portage Couty, Ohio



Aerial photograph depicting updated riparian, stream, wetland, and waterbody layers within the City of Streetsboro boundary.

The City of Streetsboro (City) planned to update its existing zoning map to include the National Wetlands Inventory (NWI) and National Hydrography Dataset (NHD) data. EnviroScience, Inc. provided a custom solution that allows the City to identify streams, wetlands, and other waterbodies with greater accuracy than existing and outdated National datasets. Using the Wetland Identification Model (WIM) and other advanced hydrological geoprocessing tools, EnviroScience created new data layers for the City to incorporate into their existing online web-map viewer.

The WIM is an automated geoprocessing workflow that is available as an ArcGIS toolset operating on the Esri software. The workflow derives topographic indices from high-resolution demographic elevation models (DEMs) and uses these as inputs to a machine learning algorithm to predict the areal extent of wetlands. Using ArcGIS Pro desktop software, EnviroScience processed various data inputs, including existing verified wetland/non-wetland delineation data, DEMs, and surface water rasters, and developed the model to identify wetlands and other waterbodies.

The resulting feature layers support the City zoning department and enable stakeholders to make decisions based on the locations of custom, high-accuracy wetland and stream data within the City boundary. These layers are also available for the public to view so that landowners can be aware of existing hydrological features within their property boundaries.

Client
Daniel Communities

ES Project No. 9643

Key Services Provided

- Interactive, web-based ArcGIS StoryMap

Contact
Owen Shultz, VP of Development
(828) 506-0880
oschultz@danielcommunities.com

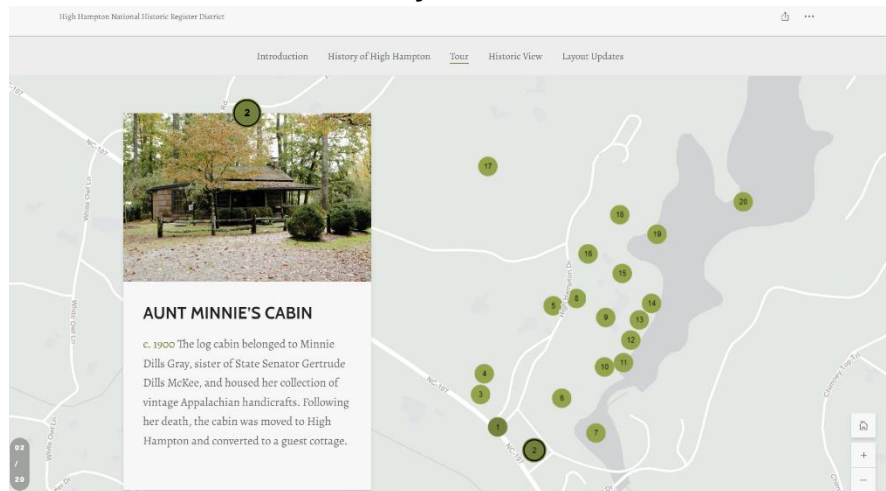
Project Duration
2023

Project Cost
\$8,000

Key Staff
Anna Piazza
Clement Riddle

HIGH HAMPTON NATIONAL REGISTER DISTRICT ARCGIS STORYMAP

Cashiers, Jackson County, North Carolina



The High Hampton self-guided tour map allows users to view key locations on the property and view photos, content, building drawings, and text about each location.

Daniel Communities, a planning and development company headquartered in Alabama, required an ArcGIS StoryMap as part of their contract with the U.S. Army Corps of Engineers (USACE) and the North Carolina State Historic Preservation Office (SHPO) to revitalize the historic High Hampton Inn. Working closely with the client and the local preservation office, EnviroScience, Inc. developed a custom, web-based StoryMap through ESRI's ArcGIS Online platform to meet Daniel Communities' project requirements and to create an interactive experience for the public to access and explore the High Hampton Historic District virtually.

EnviroScience completed the development of a historic StoryMap that incorporated current drone orthoimagery, web maps, and graphics that can be used as both a standalone web service and an educational resource when explaining the project to the public. A self-guided tour web-map allows users to navigate around property key locations and view graphics, building drawings, and text descriptions about each site. A swipe block map feature allows the public to directly compare the High Hampton Resort layout from 1993 and 2023. The StoryMap also includes a narrative description of the High Hampton Inn Historic District, maps of the original site design, and photos of historic structures that have since been demolished.

The final ArcGIS StoryMap can be viewed here: [High Hampton National Historic Register District \(arcgis.com\)](https://arcgis.com/storymaps/view/High-Hampton-National-Historic-Register-District)

Attachment B

Key Personnel Resumes



MICHAEL A. LIPTAK, PH.D.

Senior Ecologist

Dr. Liptak is a member of the ecological survey team specializing in wetlands ecology, wetland restoration, and mitigation wetland design. Dr. Liptak earned his Ph.D. at Ohio State University under the noted wetland ecologist Dr. William Mitsch and completed his graduate research on the created wetlands at the Olentangy River Wetland Research Park in Columbus. He has 30 years of experience in wetlands research and consulting and is a Certified Senior Ecologist (Ecological Society of America). His primary responsibilities at EnviroScience Inc. include wetland mitigation planning, wetland assessments and delineations, technical report preparation, and permitting.

Dr. Liptak has experience in preparing mitigation plans for many different projects, including wetland creation, restoration, and enhancement, and preparing upland restoration and prairie planting plans. Dr. Liptak has extensive experience with terrestrial, aquatic, and wetland surveys for transportation projects of all sizes. He is a pre-qualified consultant certified to complete aquatic and terrestrial ecological surveys, wetland delineations, waterways permitting, and wetland mitigation design for Ohio Department of Transportation (ODOT) projects. He is a member of the Society of Wetlands Scientists and the Ecological Society of America, and regularly gives seminars on wetland issues and regulations within Ohio.

EDUCATION

Ph.D., Environmental Science
Graduate Program, The Ohio State
University, 2000

B.S. Biology, The University of
Toledo, 1995

CERTIFICATIONS

U.S. Army Corps of Engineers
Wetland Delineator Certification
Training

Health and Safety for Hazardous
Waste Operations Course CFR
1910.120 (HAZWOPER)

8h HAZWOPER Refresher Course

Biocriteria and QHEI

Identification of Grasses, Rushes
and Sedges

Forested Wetland Restoration
Course, Wetlands Training Institute

Planning Hydrology for Constructed
Wetlands Course

Fundamentals of Traffic Noise
Short Course

FHWA Traffic Noise Model 1.0b
and 1.1 course

PENNDOT Publication No. 24 –
Project Level Highway Traffic Noise
Handbook Training

FHWA Fundamentals and
Abatement of Highway Traffic
Noise

Certified Senior Ecologist
(Ecological Society of America)

PROJECT EXPERIENCE

Euclid Creek/Dugway Storage Tunnel Project. 2010-present.

Since 2010, Dr. Liptak and EnviroScience, Inc. have been working with NEORSRD to complete several phases of the Euclid Creek and Dugway Storage Tunnel Dewatering System Project (ECT/DST) in Cleveland and Bratenahl, Ohio. Wetland mitigation was required at two sites (onsite ECT/DST, offsite Bratenahl) due to impacts to wetlands associated with the ECT/DST project. Dr. Liptak was the lead wetland scientist designing the onsite and offsite mitigation wetlands. Onsite wetland mitigation construction commenced at the ECT/DST site and the Bratenahl site in January and February 2012, respectively. A total of 0.69 acres of wetland was created between the two sites which also included two vernal pool habitats for salamanders, a key goal for the restoration.

In 2018-2019, over 3 ac of forested wetlands were restored onsite following Dr. Liptak's mitigation design and under his construction oversight. Salamanders from the undisturbed forested wetlands rapidly colonized the new vernal pools, and populations have increased steadily in the restored wetlands.



MEMO

Staff Communication-Action Required

DATE: November 4, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: National Flood Insurance Program (NFIP)

SUMMARY OF TOPIC:

The Township has received a few phone calls from realtors and insurance agents asking about the Township joining the National Flood Insurance Program. Any property that has a federally backed mortgage with a structure located in floodplain is required to carry flood insurance. With the ability to insure through the National Flood Insurance Program the cost of this insurance becomes slightly more reasonable.

To complete this process the Board will need to adopt an ordinance and a resolution. Adopting the ordinance creates a two-step process with a public hearing. The November meeting will be the first reading and an opportunity for the Board to set a public hearing for the December meeting.

BUDGET ACTION REQUIRED:

NONE - There is no cost to the Township to join the program. There was a little bit of money spent to have the Township Engineer prepare the documentation.

STAFF RECOMMENDATION:

Staff recommends that the Township Board approve the request to join the National Flood Insurance Program.



Memorandum

Date: October 3, 2024

Project Number: 0085

To: Rod Weersing, Manager

From: Jeff Gritter, PE.

Regarding: National Flood Insurance Program

Message:

Rod,

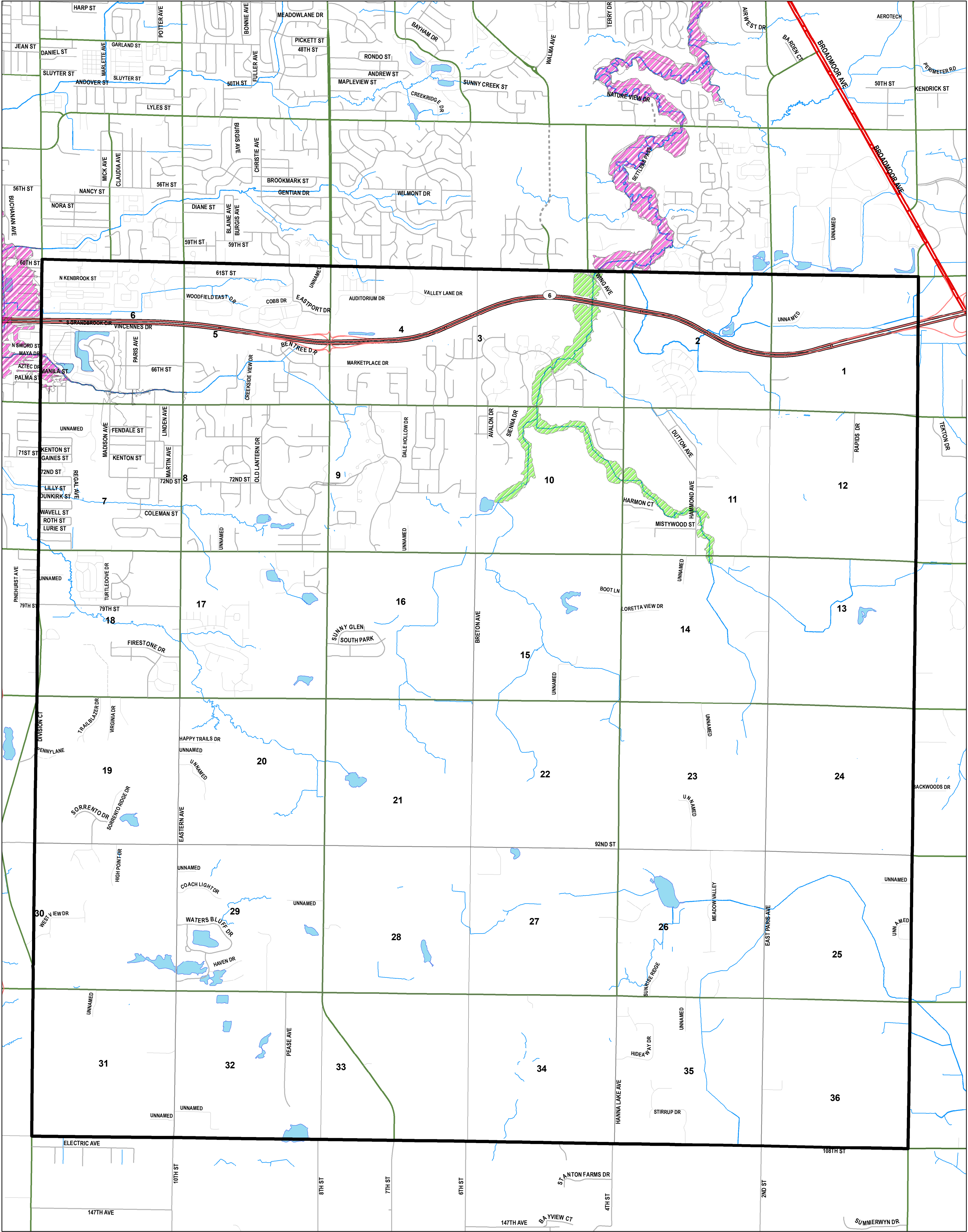
As you requested, we have prepared the Federal Emergency Management Agency (FEMA) application for Gaines Charter Township to adopt the Flood Insurance Rate Maps (FIRMs) for the Township. FEMA has mapped the floodplains within Gaines Township and once the Township begins participation in the program, flood insurance will be available to the owners of structures located in a floodplain. All property owners with federally backed mortgages on properties within the Township will be required to have flood insurance.

We recommend that the Township Board consider adopting the enclosed Ordinance (see attached) that includes adopting the following:

- The Township Inspections Department will enforce Appendix G of the Michigan Building Code and is the department designated in the proposed Ordinance to administer and enforce the provisions Act 230 of 1973 - State Construction Code.
- Designation of the regulated flood prone hazard areas identified in the *Flood Insurance Study (FIS) entitled "Flood Insurance Study for Kent County, All Jurisdictions"* and the associated *Flood Insurance Rate Maps (FIRMS)*.

In addition to the proposed Ordinance a Resolution is also required to participate in the FEMA's National Flood Insurance Program (see attached).

Last, we have included a map of the entire Township showing where the floodplains are located according to FEMA and also the completed application that can be submitted to FEMA if the Ordinance and Resolution are adopted by the Township Board. The Township has about 175.6 acres of flood plain with the majority of the area (163.1 acres) located in the Plaster Creek corridor. A smaller area (12.5 acres) of floodplain is associated with Buck Creek and is located east of Division Avenue and north of 8th Street.



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

O.M.B. Control Number: 1660-0004
Expires: 06/30/2023

**APPLICATION FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE
PROGRAM**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to submit to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, and Paperwork Reduction Project (1660-0004). **NOTE: Do not send your completed form to this address.**

APPLICANT COMMUNITY NAME (City, town, etc.)	DATE
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COUNTY, STATE

COMMUNITY OFFICIAL - CHIEF EXECUTIVE OFFICER (CEO)	E-MAIL ADDRESS	TELEPHONE # (Include area code)
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ADDRESS (Street or box no. city, state, zip code)

PROGRAM COORDINATOR (Official, if different from above, with overall responsibility for implementing program)	E-MAIL ADDRESS	TELEPHONE # (Include area code)
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ADDRESS (Street or box #., city, state, zip code)

LOCATION OF COMMUNITY REPOSITORY FOR PUBLIC INSPECTION OF NFIP MAPS

ADDRESS

ESTIMATES FOR THOSE AREAS PRONE TO FLOOD AND/OR MUDSLIDE AS OF THE DATE OF THIS APPLICATION

AREA IN ACRES	POPULATION	NUMBER OF 1-4 FAMILYSTRUCTURES	NUMBER OF ALL OTHER STRUCTURES
---------------	------------	--------------------------------	--------------------------------

ESTIMATES OF TOTALS IN ENTIRE COMMUNITY

	POPULATION	NUMBER OF 1-4 FAMILYSTRUCTURES	NUMBER OF ALL OTHER STRUCTURES
--	------------	--------------------------------	--------------------------------

FOR FEMA REGIONAL USE ONLY

FEMA REGIONAL OFFICE	NAME OF CONTACT	TELEPHONE NUMBER
----------------------	-----------------	------------------

LEVEL OF 44 CFR 60.3 REGULATION ADOPTED (Check one) ☐ 60.3 ☐ 60.3(b) ☐ 60.3(c) ☐ 60.3(d) ☐ 60.3(e)	CHECK APPROPRIATE BOX: ☐ EMERGENCY PHASE ☐ REGULAR PHASE
--	---

IF REGULAR PROGRAM, SPECIFY FIRM INDEX DATE. IF USING ANOTHER COMMUNITY'S FIRM, GIVE COMMUNITY NAME, CID, FIRM INDEX DATE AND MAP PANEL NUMBER DEPICTING COMMUNITY
--

GAINES CHARTER TOWNSHIP

RESOLUTION TO

MANAGE FLOODPLAIN DEVELOPMENT

FOR THE NATIONAL FLOOD INSURANCE PROGRAM

RESOLUTION # 2024-_____

WHEREAS, the community of Gaines Charter Township located in Kent County desires to participate in the Federal Emergency Management Agency's (FEMA's) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community, and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance), and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act”, Act No. 230 of the Public Acts of 1972, as amended (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code and its Appendices including Appendix G and the Michigan Rehabilitation Code for Existing Buildings contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas, as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document, the community affirms the responsibility to administer, apply, and enforce the provisions of the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all construction within its community boundaries, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. The community directs its construction code act designated enforcing agency, the Building Official to administer, apply, and enforce the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area and areas with potential flooding.
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the construction code act enforcing agent shall implement the following applicable codes according to their terms:
 - i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
 - ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
 - iii) Appendix G of the current Michigan Building Code.
 - iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
 - e. Assisting in the delineation of flood hazard areas; providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining floodproofing and lowest floor construction records, cooperating with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps.

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevations to which structures have been floodproofed.
2. The community assures the Federal Insurance Administrator (Administrator) that it intends to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.
3. The community further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

Community: Gaines Charter Township Date Passed: _____

Officer Name: Bob Terpstra Title: Supervisor

Signature: _____ Date: _____

Witness Name: Michael Brew Title: Clerk

Signature: _____ Date: _____

ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE STATE CONSTRUCTION CODE

Gaines Charter Township, County of Kent

Ordinance number 2024-_____

An Ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Gaines located in Kent County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The Charter Township of Gaines ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the Charter Township of Gaines is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Gaines under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The Charter Township of Gaines assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Flood Insurance Study for Kent County, All Jurisdictions" and dated February 23, 2023 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26081C0531E, 26081C0533E, 26081C0535E, 26081C0551E, 26081C0552E, 26081C0555E, and 26081C0560E dated February 23, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code,

and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this _____ day of _____, 2024.

This ordinance duly adopted on _____ (*Date*) at a regular meeting of the Gaines Charter Township Board of Trustees and will become effective _____ (*Date*).

Signed on _____ (*Date*) by _____ (*Signature*),

Michael Brew, Clerk of Gaines Charter Township.

Attested on _____ (*Date*) by _____ (*Signature*),

Bob Terpstra, Supervisor of Gaines Charter Township.



MEMO

Staff Communication-Action Required

DATE: December 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Township Cemetery Ordinance and Rules

SUMMARY OF TOPIC:

The required public hearing to approve the revised Cemetery Ordinance was held on 11/11/2024.

The required second read will take place during that meeting and the Board requested several changes be made to the ordinance

The updated rules include the revisions this Board requested, and changes necessary to make the rules align with the ordinance.

The fees schedule was approved at the 11/11/2024 meeting.

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends the Board adopt the revised ordinance (which will become effective 10 days after being published in the local paper} and approve the revised rules, this will require three separate actions.

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND CHAPTER 12 CEMETERIES
OF THE GAINES CHARTER TOWNSHIP GENERAL ORDINANCES**

Ordinance # 2024-____

At a regular meeting of the Township Board of the Charter Township of Gaines, held at the Township Offices on _____, 2024, beginning at 7:00 PM, the following amendments to the Code of Ordinances for Gaines Charter Township were offered for adoption by Township Board Member _____, which motion was seconded by Township Board Member _____.

THE CHARTER TOWNSHIP OF GAINES ORDAINS:

CHAPTER 12: Chapter 12, Cemeteries, of the Code of Ordinances of Gaines Charter Township is amended in its entirety to read as follows:

Footnotes:

-- (1)--

State Law Reference-Authority to acquire and maintain cemeteries, MCL 128.1 et seq.; permit for disposition of body, MCL 333.2850; cemetery regulations act, MCL 456.521 et seq.

SECTION 12.1 - PURPOSE AND SCOPE

The purpose of this chapter is to provide for the health, safety and welfare of the people of the Township in the matter of all Township cemeteries by the adoption of proper rules and regulations therefor, and all township cemeteries in the Township are subject to this chapter and any and all amendments hereto, and to any fees and charges established by the Township Board as provided for herein. Reference to any Township rules and regulations in any document affecting any Township cemetery shall have the same force and effect as those which are set forth in this chapter.

(Ord. of 9-19-1978, § 1)

SECTION 12.2 - DEFINITIONS

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Assignee means any person to whom any lot, plot, grave site, or burial unit has been assigned to by the Township. Any and all rights of such assignee shall be as defined herein and by statute.

Burial unit means a lot, niche, or any portion thereof.

Cemetery means any cemetery owned or operated by the Township, and where appropriate to the context, the term "cemetery" shall include the officials in charge of the cemetery, and/or the Township Board.

Family means one person or group of two or more persons related by bonds of matrimony, consanguinity, or legal adoption.

Green Burial means the body is not cremated or embalmed. Biodegradable caskets, shrouds, and urns are used. The body also is not interred in a concrete vault.

Interment means the permanent disposition of the remains of a deceased person by cremation and interment, entombment, or burial.

Lot, plot, or burial unit. The term "lot," "plot," or "burial unit" shall be used interchangeably and shall apply with like effect to one or more than one adjoining grave, to one or more than one adjoining crypts or vaults, to one or more than one adjoining niche.

Memorial includes a monument, marker, tablet, headstone, private mausoleum, or tomb for family or individual use, tombstone, surface burial vault, urn and crypt and niche plates.

Monument includes a tombstone or memorial of granite, or other approved stone, which shall extend above the surface of the ground.

Registrar means the Township Clerk or other such person as the Township Board may designate from time to time.

Resident means a person living in the Township either owning or renting a dwelling unit. For the purpose of this chapter, the term "resident" shall also include any person who has resided in the Township at least ten years. Where such person is not residing in the Township at death, such person shall also be classified as a resident if one-half of the years of nonresidence is less than their total years of residency.

(Ord. of 9-19-1978, § 2)

SECTION 12.3 - INTERMENTS AND DISTERMENTS

- (a) **Subject to laws.** Besides being subject to these rules and regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly constituted authorities of the Township, County and State.
- (b) **Time and charges.** All interments, disinterments, and removals must be made at the time, in the manner, and upon such charges as fixed by the Township Board as provided herein.
- (c) **Holidays.** No interments, disinterments, removals, cremation or interment service shall be permitted on Sundays, or on any of the following holidays: New Years Day, Decoration Day (Memorial Day), Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and when any of such holidays fall, or are legally observed, on a Saturday or Monday, except by approval of the Cemetery Registrar.
- (d) **Notice.** The Registrar shall have the right to insist upon at least 36 hours' notice prior to any interment and at least 48 hours' notice prior to any disinterment or removal.
- (e) **Application for Interment.** The Registrar shall have the right to refuse interment in any plot, and to refuse to open any burial space for any purpose, except on written application by the plot assignee on record made out on blanks provided by the cemetery and duly filed in the office of the Registrar.
- (f) **Use of Concrete or acceptable metal required.** Every earth interment shall be made enclosed in a concrete box or a box of acceptable metal. Green burials are not allowed in Township cemeteries.
- (g) **Interment of Cremated Remains.**
 - 1. Cremated remains must be permanently interred within a period of four (4) weeks. If the arrangements for interment are not made within the specified time, the cemetery shall be in no way liable for rental space occupied by the remains pending the time they are permanently interred.
 - 2. The cemetery shall be in no way liable or held responsible for any cinerary container, receptable or urn placed in any plot, other than that constructed of case bronze of standard specification.
 - 3. Pets are prohibited from being buried in Township cemeteries. Additionally, a pet's remains may not be interred with any human remains.
- (h) **Authorization of one plot assignee sufficient.** The Registrar shall have the right to make interment of any member of the immediate family of any one of the several plot assignees upon the latter's authorization. No other person may be interred in any plot without the written consent of all those assignees of the plot who are recorded as such on the books of the cemetery.

- (i) **Location of interment space.** When instructions regarding the location of an interment space in a plot cannot be obtained, or are indefinite, or when for any reason the interment space cannot be opened were specified, the Registrar may, in their discretion, open it in such location in the plot as he deems best and proper, so as not to delay the funeral, and the cemetery shall not be liable in damages for any error so made.
1. **Orders given by telephone.** The cemetery shall not be held responsible for any order given by telephone, or for any mistakes occurring from the want of precise and proper instructions as to the particular space, size, and location in the plot where interment is desired.
 2. **Right to correct errors.** The Registrar shall have the right to correct any errors that may be made either in making interments, disinterments or removals, or in the descriptions, transfer or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property in a similar location as far as possible, or as may be selected by the Registrar, or, in the sole discretion of the Registrar by refunding the amount of money paid by the subject assignee. In the event such error shall involve the interment of the remains of any person in such property, the Registrar shall have the right to remove and/or transfer such remains so interred to such other property in a similar location as may be substituted and conveyed in lieu thereof. The Registrar shall also have the right to correct any errors made by placing an improper description, including an incorrect name or date, either on the memorial or on the container for cremated remains.
- (j) **Delays in interments caused by protests.** The Township and Township officials shall in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or where the rules and regulations have not been complied with; and, further, the Township reserves the right, under such circumstances, to place the body in the receiving vault until the full rights have been determined. The Township shall be under no duty to recognize any protests of interments unless they are in writing or filed in the office of the Registrar.
- (k) **No liability for embalming or for identity.** The Township shall not be liable for the interment permit nor for the identity of the person sought to be interred or cremated; nor shall the Township be liable in any way for the embalming of the body, unless such embalming is done by the Township, and then only for negligence in performing the embalming.

- (l) **No interment permitted unless all fees and charges are paid.** No interment shall be permitted or memorial placed in or on any grave not fully paid for, except by special consent of the Registrar in writing in each and every case, and, in the event such consent is given, any and all interments or memorials placed in or on said plot shall be considered as temporary, and a note shall not be considered as payment, and no rights shall be acquired by the plot assignee of said interments until such charges and fees are fully paid for in cash, including principal and interest, and in case the assignee of said plot shall fail to meet all payments within thirty (30) days after the same are demanded by the cemetery, then the cemetery may re-enter said property and hold the same as of its former estates. The Township thereupon shall be released from all obligations thereunder, and it may retain such payments as may have been made toward the assignment of such property as liquidated damages. The Township reserves the right and shall have the right immediately or at any time thereafter, without notice, at its discretion, to cremate, or to remove, single graves, to be chosen by the Township, each of the remains then interred in said plot. The Township, further, shall have the right to remove any memorial that may have been placed on said property.
- (m) **Classification of burial boxes.** Burial boxes over four feet in length will be classed as adult size.
- (n) **Establishment of funeral zone.** When deemed necessary by the Registrar or on request of a lot of assignees or their representative, a funeral zone may be established and properly marked, and no one except persons attending the funeral will be permitted to trespass within its boundaries.
- (o) **Recordation of burial rights.** The number of burial rights assigned on any lot will be recorded on the burial certificate when lots are assigned.
- (p) **Care in removal.** The Township shall exercise the utmost care in making a removal, but it shall assume no liability for damage to any casket or burial vase or urn incurred in making a removal.

(Ord. of 9-19-1978, § 3)

SECTION 12.4 - GENERAL SUPERVISION OF TOWNSHIP CEMETERIES

The Township Clerk shall keep a record in their office of certificates and receipts for perpetual care of burial units, and a record of burials reported to the Clerk by the Registrar, and such other records as is deemed necessary by the Township Board. The Clerk shall also maintain complete records of all assignments, receipts, burial records, and all other matters affecting Township Cemeteries.

(Ord. of 9-19-1978, § 4)

SECTION 12.5 – SERVICE CHARGES AND PAST DUE INDEBTEDNESS

- (a) **Payment of service charges.** The charges for the cemetery services must be paid at the time of the issuance of the order of interment or disinterment and removal.
- (b) **Past due indebtedness.** Arrangements for the payment of any and all indebtedness due to the Township must be made before interment will be made.

(Ord. of 9-19-1978, § 5)

SECTION 12.6 – CONTROL OF WORK BY CEMETERY

- (a) **Work to be done by cemetery.** All grading, landscape work and improvements of any kind, and all care of plots, shall be done, and all trees and shrubs and herbage of any kind shall be planted, trimmed, cut, or removed, and all openings and closing of plots, and all interments, disinterments and removals shall be made only by the cemetery.
- (b) **Improvements/alterations of individual property.** All improvement or alterations of individual property in the cemetery shall be under the direction of and subject to the consent, satisfaction and approval of the Registrar; and, should they be made without their written consent, they shall have the right to remove, alter or change such improvements or alterations at the expense of the plot assignee, or in any event, at any time, in their judgement, they become unsightly to the eye.
- (c) **Cutting or disturbing turf.** Cutting into or otherwise disturbing the turf by anyone other than cemetery employees is forbidden and automatically releases the Township from all obligation of resodding or reseeding of same.

(Ord. of 9-19-1978, § 6)

SECTION 12.7 – DECORATION OF PLOTS

- (a) **Floral regulations.** The cemetery shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind, from the cemetery as soon as, in the judgement of the Registrar, they become unsightly, dangerous, detrimental, or diseased, or when they do not conform to standards maintained. The cemetery shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached, beyond the acceptance of such floral pieces are attached, and beyond the acceptance of such floral pieces for funeral services to be held in the cemetery. The cemetery shall not be liable for lost, misplaced or broken flower vases. The cemetery shall not be responsible for frozen plants, or herbage of any kind, or for plantings damaged by the elements, thieves, vandals, or by other causes beyond its control. The cemetery reserves the right to regulate the method of decorating plots so that a uniform beauty may be maintained. The cemetery reserves

the right to prevent the removal of any flowers, floral designs, trees, shrubs or plants, or herbage of any kind, unless the Registrar gives their consent.

- (b) **Plantings on burial units.** All trees planted on or removed from any burial unit shall be done under the supervision of the Sexton and/or the Registrar. All plantings other than annual or perennial, flowers must be approved by the Sexton and/or the Registrar, as to the selection of varieties and arrangement. All plantings shall be subject to proper attention and pruning by the owner. If not done by the owner, upon thirty (30) days' notice by the Registrar, the Township reserves the right to remove them. The Township will not be responsible for the destruction of plants or shrubs made necessary in cleaning up any burial unit and putting the same in proper care.
- (c) **Fence, railing, enclosure, etc.** No fence, railing, coping, wall, hedge, or enclosure of any kind or nature shall be placed or erected around or on any burial unit.
- (d) **A flag holder and United States flag** shall be placed on the grave of a veteran for the purpose of marking and designating the grave for memorial purposes. The Township shall purchase flag holders and United States flags assembled or manufactured in the United States, preferably from a Michigan vendor if competitively priced and of comparable quality. The Township shall provide one flag and one flag holder per veteran grave site. Should said flag/flag holder be damaged or stolen, the Township shall bare no responsibility for their replacement.
- (e) **Removal of offensive structures, etc.** If any monument, effigy, or other structure placed upon any burial unit shall be determined to be improper or offensive by the cemetery, it shall be the right and duty of the cemetery to remove such structures in accord with the terms of notice given by the Registrar.

(Ord. of 9-19-1978, § 7)

SECTION 12.8 – ROADWAYS AND REPLANTING

- (a) **Right to replant, regrade and use property.** The right to enlarge, reduce, replant/and/or change the boundaries or grading of the cemetery or of a section, from time to time, including the right to modify and/or change the locations of (or remove or regrade) roads, drives and/or walks, or any part thereof, is hereby expressly reserved. The right to lay, maintain and operate, or alter or change pipelines and/or gutters for sprinkling systems, drainage, lakes, etc., is also expressly reserved, as well as the right to use cemetery property, not assigned to individual plot owners for cemetery purposes including the interring and preparing for interment of dead human bodies, or for anything necessary, incidental or convenient thereto, a perpetual right of ingress and egress over plots for the purpose of passage to and from other plots.
- (b) **No right granted in alleyways.** No easement or right of interment is granted to any plot owner in any road, drive, alley or walk within the cemetery, but such road, drive, alley, or walk may be used as a means of access to the cemetery or buildings as long as the cemetery devotes it to that purpose.

SECTION 12.9 – CONDUCT OF PERSONS WITHIN THE CEMETERY

- (a) **Use of Walkways.** Persons within the cemetery grounds shall use only the avenues, walks, alleys and roads, and no person shall enter the cemetery except through an established gate.
- (b) **Trespassers on cemetery plots.** Only plot assignees and their relatives shall be permitted on a cemetery plot. Any other person thereon shall be considered as a trespasser, and the cemetery shall owe no duty to said trespasser to keep the property, or the memorial thereon, in a reasonably safe condition.
- (c) **Children.** Children under sixteen (16) years of age shall not be permitted within the cemetery, or the buildings, unless accompanied by proper persons to take care of them or unless special permission is granted.
- (d) **Flowers, etc.** All persons are prohibited from gathering flowers, either wild or cultivated, or breaking trees, shrubbery, or plants, or feeding or disturbing the birds or fish or other wildlife.
- (e) **Refreshment.** No person shall consume refreshments or liquors on a cemetery or carry same on the premises
- (f) **Lounging on grounds.** Strangers shall not be permitted to sit or to lounge on any of the grounds, graves, or monuments in the cemetery, or in any of the buildings.
Loitering on grounds. Individuals not visiting a grave, or conducting cemetery business, shall not be permitted to loiter (pass time idly) on any of the grounds, graves, or monuments in the cemetery, or in any of the buildings.
- (g) **Loud Talking.** No loud talking shall be permitted on the cemetery grounds within hearing distance of funeral services.
- (h) **Smoking.** Smoking within any buildings is prohibited.
- (i) **Rubbish.** The throwing of rubbish or debris on the drives and paths, or on any part of the grounds, or in the buildings, is prohibited. Receptacles for waste materials are located at convenient places.
- (j) **Automobiles.** Automobiles shall not be driven through the grounds at a greater speed than ten (10) miles per hour and must be kept on the right-hand side of the cemetery roadway. Automobiles are not allowed to park or to come to a full stop in front of an open grave unless such automobiles are in attendance at the funeral. Automobiles must not:
 - 1. Drive off the established roads unless permission is given in writing by the Registrar.
 - 2. Make a U-turn on a cemetery road.
 - 3. Use a cemetery road as a public throughfare.
- (k) **Peddling or soliciting.** Peddling of flowers or plants, or soliciting the sale of any commodity, is positively prohibited within the confines of the cemetery.
- (l) **Firearms.** No person other than a law enforcement officer or other person authorized by State law shall possess or transport any firearm or weapon within any cemetery within the Township. Furthermore, no weapon or firearm shall be discharged in any cemetery

within the Township. This section shall not apply to any gun, firearm, or rifle discharged in lawful self-defense as defined by the laws of The State of Michigan, nor shall this section apply to any police officer or Township official (or security guard for the Township) who is authorized to possess, carry or discharge a gun or firearm in carrying out their lawful law enforcement duties. Nor shall this section apply to any gun, firearm, rifle, or ceremonial weapon discharge in any cemetery for ceremonial purposes for a funeral or related matter if done by a nationally recognized veterans or public service group and if approved by the Township. Finally, this section shall not apply to the possession of a firearm or weapon where such possession is expressly authorized by Federal or State law.

- (m) **Notices and advertisements.** No signs or notices or advertisements of any kind shall be allowed in the cemetery, unless placed by an employee of the Township.
- (n) **Dogs.** Dogs shall not be allowed on the cemetery grounds or in any of the buildings.
Dogs. Dogs shall be allowed on cemetery grounds. The following rules are to be followed at all times:
 - 1. Dog must be on a leash no longer than six (6) feet, and under an owner's immediate control, at all times.
 - 2. Leave no trace of your dog. Clean up and dispose of animal waste immediately.
 - 3. Dogs shall not be left unattended.
 - 4. Constant or continuous barking is prohibited.
 - 5. Michigan law requires that your dog be licensed.
- (o) **Improprieties.** It is of the utmost importance that there should be strict observance of all of the proprieties of the cemetery, whether embraced in these rules or not, as no improprieties shall be allowed, and the Registrar shall have power to prevent improper assemblages and enforce adherence to all commonly known proprieties.
- (p) **Registrar to enforce rules.** The Registrar is hereby empowered to enforce all rules and regulations, and to exclude from the property of the cemetery any person violating the same. The Registrar shall have charge of the grounds and buildings, and at all times, shall have supervision and control of all persons in the cemetery, including the conduct of funerals, traffic, employees, plot owners and visitors.

(Ord. of 9-19-1978, § 8; Ord. No. 11-03, Art. 1, 4-11-2011; Ord. No. 13-03, Art. 1, 5-20-2013)

SECTION 12.10 – FEES, GRATUITIES AND COMMISSIONS

No person, while employed by the Township, shall accept any fee, gratuity or commission related to the duties performed at a Township cemetery (except from the Township) directly or indirectly, under penalty of immediate dismissal.

(Ord. of 9-19-1978, § 9)

SECTION 12.11 – PROTECTIONS AGAINST LOSS

The cemetery shall take reasonable precaution to protect plot assignees, within the cemetery, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damages caused by the elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosives, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage is direct or collateral, other than is herein provided.

SECTION 12.12 – CHANGE IN ADDRESS OF PLOT ASSIGNEES

It shall be the duty of the plot assignee to notify the cemetery of any change in their post office address. Notice sent to an assignee at the last address on file in the office of the Registrar shall be considered sufficient and proper legal notification.

(Ord. of 9-19-1978, § 11)

SECTION 12.13 – PREPETUAL CARE

- (a) **Maintenance of burial units.** The term “perpetual care” used in reference to burial units shall be held to mean the cutting of grass upon said burial units at reasonable intervals, the raking and cleaning of the burial units at reasonable intervals, the pruning of shrubs and trees, meaning and intending the general preservation of the burial units and grounds, walks, roadways, boundaries and structures, other than the structures hereinafter excepted or exempted; to the end that said grounds shall remain and be reasonable cared for as cemetery grounds.
- (b) **Exceptions.** The term “perpetual care” shall in no case be construed as meaning the maintenance, repair or replacement of any grave stone or monumental structures, or memorials placed or erected on burial units; nor the planting or cost of flowers or ornamental plants; nor sprinkling said burial units with water; nor the maintenance or doing of any special or unusual work in the cemetery; nor does it mean the construction of any marble, granite, bronze or concrete work on any burial unit in the cemetery, or other buildings or structures, made necessary by injuries caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, riots, insurrection, or by the order of any military or civil authority, whether the damage is direct or collateral, other than herein provided for.
- (c) **Investment of funds.** All funds paid for perpetual care shall be placed by the Township Treasurer to the credit of a fund know as the Perpetual Care Fund to be administered by the Township Board, and to be held in trust and invested by the Township Boards as provided by law, and the interest thereon shall be used for the care and maintenance of burial units entitled to perpetual care.
- (d) **Fee Schedule.** Fees payable for perpetual care shall be those as set by the Township Board from time to time by resolution.

- (e) **Record of deposits.** The record books of the cemetery, and the receipt issued by the cemetery and/or other person, company, or corporation with whom such funds have been deposited, shall show the amount of perpetual care fund that has been required of the individual and set aside in each case.
- (f) **Private memorials.** Before any vault, tomb, sarcophagus, private mausoleum and/or columbarium is erected, the assignee shall furnish a bond in the amount as currently established or as hereafter adopted by resolution of the Township Board from time to time to the cemetery Registrar.
- (g) **Certification issued.** Upon certification by the Township Treasurer that perpetual care and additional charges, if any, have been paid to the Township Treasurer, the Township Clerk shall issue a certificate, which shall guarantee perpetual care of the burial unit in the following form:

CERTIFICATE OF PERPETUAL CARE
State of Michigan, Charter Township of Gaines

This is to certify that _____ has paid to the Charter Township of Gaines, the sum of _____ dollars, and that in consideration of said payment, Lot Number _____, _____ Cemetery, is entitled to Perpetual Care, in accordance with the provisions of Ordinance _____, and the amendments thereto, relative to Perpetual Care of burial units in _____ Cemetery.

In Witness Whereof, I have hereunto set my hand this _____ day of _____, 20__.

Charter Township of Gaines

Township Clerk

If payment for perpetual care is made at the time the burial unit is assigned, receipt shall be acknowledged on the certificate by the Township Clerk as provided in Certification of Burial Units.

(Ord. of 9-19-1978, § 12)

SECTION 12.14 – RULES FOR MEMORIAL WORK

(a) **Markers, stones, monuments, etc.**

1. All permanent markers, headstones, monuments, mausoleums, memorials, and mementos to be erected or placed in said cemetery shall be of recognized durable granite or recognized hard marble or United States Standard Bronze, except by permission of the Registrar.
2. All foundations for the setting and placing of the foregoing shall be erected by the cemetery upon such type or size of foundation as shall be specified by the Registrar of the cemetery, the cost and expense thereof to be borne by the assignee of the burial unit and paid in advance in accord with prices established by the Township Board.
3. No person shall erect or place in the cemetery any permanent memorials or memorial work of any kind or character until plans and specifications therefor shall have been submitted and approved by the Registrar of the cemetery.
4. Not more than one upright memorial shall be allowed above the ground level on any one grave space.

(b) **Excavation, grading, etc.** All excavations, grading or removal of earth or rubbish shall be excavated, graded, or removed in such manner as the Registrar may direct and not burial unit or drive shall be graded in shape, or in any manner altered from the general plan of the cemetery without first obtaining the consent of the Registrar.

(Ord. of 9-19-1978, § 13)

SECTION 12.15 – MODIFICATIONS AND AMENDMENTS

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Township Board, therefor, reserves the right, without notice, to make exceptions, suspensions, or modifications in any of these rules and regulations when, in its judgement, the same appear advisable; and such temporary exception, suspension, or modifications shall in no way be construed as affecting the general application of such rule.

(Ord. of 9-19-1978, § 14)

SECTION 12.16 – ASSIGNMENT OF GRAVES

A maximum of four (4) graves will be assigned to any applicant except by permission of the Township Board.

(Ord. of 9-19-1978, § 15)

SECTION 12.17 – REFUNDS

Fees and refunds for grave assignments and opening and closing graves, and refunds in cases where application is made therefor shall be as the Township Board establishes from time to time by resolution.

(Ord. of 9-19-1978, § 16)

SECTION 12.18 – VIOLATION A MUNICIPAL CIVIL INFRACTION

Any person violating this chapter is responsible for a municipal civil infraction, punishable as provided in CHAPTER 1 GENERAL PROVISIONS Sec. 1-11 General penalty, continuing violations, of the CODE OF ORDINANCES CHARTER TOWNSHIP OF GAINES, KENT COUNTY, MI.

(Ord. of 9-19-1978, § 17)

The vote to adopt this Ordinance/ordinance amendment was as follows:

YEAS:

NAYS:

ABSENT/ABSTAIN:

THIS ORINDNANCE/ORDINANCE AMENDMENT IS DECLARD DULY ADOPTED AND SHALL BECOME EFFECTIVE UPON THE EXPIRATION OF SEVEN (7) DAYS AFTER THIS ORDINANCE/ORDINANCE AMENDMENT OR A SUMMARY THEREOF APPEARS IN THE NEWSPAPER AS PROVIDED BY LAW.

GAINES CHARTER

TOWNSHIP

8555 Kalamazoo Avenue, SE
Caledonia, MI 49316

GAINES CHARTER TOWNSHIP CEMETERY RULES/RESTRICTIONS

These rules/restrictions are effective _____, 2024.

The following rules and restrictions are intended to benefit all visitors and aid in the proper maintenance of the cemeteries.

DESCRIPTION	ALLOWED	NOT ALLOWED
Annual Flowers	X	
Perennial Flowers	X	
Urns	X	
Metal Baskets	X	
Artificial Flowers	X	
Benches	X	
Decorative Wreaths (Dec. 1 st -Apr 1 st only)	X	
Niche Adornment	X	
Glass Vases		X
Solar Lights		X
Decorative Flags		X
Stuffed Animals (or other personal items)		X
Trees/Shrubbery/Evergreens		X
Fences/Railings/Edging		X
Gravel/Brick/Stone/Woodchips/Marbel around headstone		X
Landscaping Lights		X
Stick signs/yard art (other than flowers)		X
Decorations	Please see specifics on Page 2	

*Restrictions as follows:

- Limit of one (1) of the following per grave:
 - Shepherds hooks with hanging basket
 - Planter
 - Basket with flowers
 - Urn with flowers
 - Artificial Flowers in container
 - Annual or perennial flowers planted in front of headstone. Limited to 12" across the front and must be a minimum of two (2) inches from the grass
- Natural (not artificial) flowers are only permitted to be planted in front of the headstone. Plantings must be maintained and have at least a two (2) inch space between them and the grass.
- Artificial flowers are permitted but must be in a container and maintained.
- Niche adornments – Only suction cup attachments that do not infringe on adjoining niches may be used.
- No artificial ground cover is permitted. This includes marble stone, lava rock, woodchips, etc.
- No brick or stone borders may be used. No fencing, railing, or edging is permitted.
- All planters must be placed directly next to the headstone.
- Benches are allowed as an alternative to a headstone. The bench must be placed on an approved foundation that extends a minimum of six (6) inches beyond the perimeter of the bench.

NOTE:

The Township reserves the right to remove any decorative item, planting, display, etc. that is not well maintained, or does not conform to these Rules and Regulations. Items removed will be placed to the east of the maintenance building.

Gaines Charter Township is not responsible for damage to headstones or decorative items placed around the headstone.



MEMO

Staff Communication-Action Required

DATE: December 4, 2024
TO: Gaines Charter Township
FROM: Jim Zenas, Township Assessor
RE: Poverty Exemption Guidelines

SUMMARY OF TOPIC:

The Poverty Exemption Guidelines need to be adjusted annually by the Township Board. The Guidelines have been updated to reflect 110% of the 2025 Federal Poverty Guidelines.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff is recommending approval of the submitted 2025 Poverty Exemption Guidelines.

**GAINES CHARTER TOWNSHIP
POVERTY EXEMPTION GUIDELINES
2025**

1. Purpose. The principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation.
2. Eligibility. To be eligible for the poverty exemption:
 - (a) The applicant must be an owner of, and occupy as principal residence, the property for which the exemption is requested.
 - (b) Total annual household income limits shall be calculated by multiplying the amounts set forth under the federal poverty guidelines as defined and determined annually by the United States Office of Management and Budget by 110%, and
 - (c) Assets excluded from the asset test include the homestead being claimed, essential household goods, and the market value of one primary motor vehicle. Other assets should not exceed:
 - (i) \$8,000 for the claimant
 - (ii) \$12,000 for the household

Other assets include but are not limited to real estate other than the principal residence, additional motor vehicles, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds. Assets do not include essential household goods such as furniture, appliances, dishes, and clothing.

The Board of Review will not reduce the value of the assets by the amount of any indebtedness owed on such assets, or any indebtedness otherwise owned by the applicant.

If the applicant meets these eligibility requirements, the applicant will be entitled to a 100% poverty exemption if the applicant complies with the remaining requirements and procedures set forth in these guidelines. No partial exemptions will be granted.
3. Application. To apply for the poverty exemption, a person shall do all the following on an annual basis:
 - (a) File a Poverty Exemption Application with the Assessor or Board of Review. Applicants must obtain the Application from the Assessor's Office. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
 - (b) Submit copies of federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
 - (c) Produce a valid driver's license or other forms of identification, if requested.
 - (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review
 - (e) Provide evidence of other assets including investments, real property and retirement accounts.
4. Deadline. The Poverty Exemption Application must be submitted after January 1, and no later than the day prior to the last day of the December Board of Review.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$25,820 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$25,820. Following are the federal poverty guidelines and the Gaines Township guidelines for use in setting poverty exemption guidelines for 2025 assessments.

Size of Family Unit	Federal Guidelines	Gaines Twp Guidelines
1	\$15,060	\$16,566
2	\$20,440	\$22,484
3	\$25,820	\$28,402
4	\$31,200	\$34,320
5	\$36,580	\$40,238
6	\$41,960	\$46,156
7	\$47,340	\$52,074
8	\$52,720	\$57,992
For each additional person	\$5,380	\$5,918
		10% Over Federal Guidelines

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 22 of 2023 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

GAINES CHARTER TOWNSHIP RESOLUTION No. 2024-__

Resolution Adopting Guidelines for Poverty Exemptions to be implemented by the Board of Review

At a regular meeting of the Board of Trustees of Gaines Charter Township, held in the Township Hall in said Township, 8555 Kalamazoo Avenue, SE, Caledonia, MI 49316, on December 09, 2024, there were:

PRESENT:

ABSENT:

Whereas, the adoption of guidelines for poverty exemptions is required of the Township Board; and

Whereas, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.u) as amended by PA 620 of 2002; and

Whereas, pursuant to PA390 of 1994 (MCL 211.u) as amended by PA 620 of 2002, The Charter Township of Gaines, Kent County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all of the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all person residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year. Pursuant to PA135 of 2012 an affidavit (Treasury Form 4988) shall be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year (this does not include the owner of the property who is filing for the exemption).
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to real estate other than principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bond, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
- 8) The Charter Township of Gaines, Kent County adopts the following income eligibility guidelines. The annual allowable income includes income from all persons residing in the principal residence.

Size of Family Unit	Federal Guidelines	Gaines Twp Guidelines
1	\$15,060	\$16,566
2	\$20,440	\$22,484
3	\$25,820	\$28,402
4	\$31,200	\$34,320
5	\$36,580	\$40,238
6	\$41,960	\$46,156
7	\$47,340	\$52,074
8	\$52,720	\$57,992
For each additional person	\$5,380	\$5,918
		10% Over Federal Guidelines

Income eligibility guidelines are calculated using the current federal poverty guidelines, plus 10%.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Supervisor/Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The following resolution was offered by Haagsma and seconded by Lemke.

Upon roll call vote, the following voted:

"Aye":

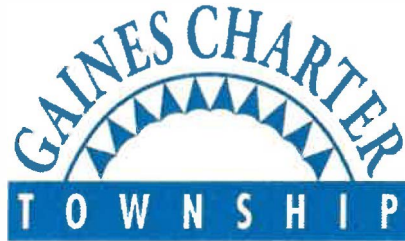
"Nay":

Absent:

Abstain:

I hereby certify that the foregoing Resolution was adopted by The Charter Township of Gaines, Kent County, at a regular meeting held on the 9th day of December 2024.

Michael A. Brew
Clerk, Gaines Charter Township



MEMO

DATE: December 3, 2024
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 2025 Utility Rates

SUMMARY:

Based on the results of the Utility Rate Study for the Byron-Gaines water and sewer system, the proposed Utility Rates for 2025 will increase the average residential quarterly bill by \$6.70 per quarter for residents connected to both utilities. This is a 15% increase from the 2024 Utility Rates. This increase will allow the Water & Sewer Dept to continue to cover the increasing cost of maintaining and operating the utility system.

The Connection Fees (Availability, Trunkage, Water Service, and Sewer Lateral) will increase by 3%. Permit fees and meter costs will remain unchanged.

The attached memo from Jeff Gritter, the Comparison of Neighboring Communities Water and Sewer Rates bar graph, and the rate resolution provides additional details.

In 2024, a QR code was printed on all bills to communicate the water and sewer rates. This method of communication was well received and will be continued for 2025. If the Township Board approves the rate resolution, the attached 2025 Water and Sewer Rates will be posted on the township website and as a QR code on all bills.

WATER & SEWER ORDINANCE:

Exhibit A, Schedule of Rates and Charges, in the Water & Sewer Ordinance will be updated.

RECOMMENDATION:

The Water & Sewer Committee passed a motion recommending that the Township Board accept the proposed rate resolution.



**Vriesman
& Korhorn**

MEMO

Date: November 27, 2024

Project Number: 329/330

To: Byron Township Water & Sewer Committee
Gaines Charter Township Water & Sewer Committee
Tracy Lawrence, Gaines Water & Sewer Administrator
Angie Vander Ploeg, Byron Water & Sewer Administrator

From: Jeff Gritter, P.E.

Regarding: Utility Rate Study

Message:

Dear Committees:

The Utility Rate Study for the Byron-Gaines public water and public sanitary sewer systems has been completed. Based on the results of the rate study the Utility Rates proposed for 2025 are recommended to be increased. The proposed changes to the utility rates is an increase of \$6.70 per quarter for the average residential utility customer.

The proposed changes to the utility rates are as follows:

Water:

Unmetered Fire Protection Fees, Hydrant Use Fees, and Public Fire Hydrant Rental Rates are proposed to remain unchanged.

The Water Use Fee is recommended to be increased from \$3.05 per 1,000 gallons to \$3.10 per 1,000 gallons for 2025. The wholesale cost of water charged by the City of Wyoming has increased and is projected to continue to rise as expenses for significant projects in the Wyoming system are getting underway. This rate does continue to include full cost recovery of Water System Depreciation at 100% and funding System Storage at \$0.25 per 1,000 gallons. Both of these components of the water use rate are continuing to be collected at these levels to fund the improvements identified in the water system CIP such as additional water system storage and a second connection to the Wyoming water transmission system. In addition, the proposed rate will continue to support the Townships' making various system improvements necessary to provide for looping of watermains and oversizing of watermains.

The Water Readiness to Serve Fee is proposed to be increased from \$20.28 per quarter to \$22.99 per quarter. Expenses for administering, maintaining, and operating the water system have increased as costs of materials and other expenses have increased.

The current schedule of rates for Water Service Fees, Availability Fees and Trunkage Fees are proposed to be adjusted by 3.0% as the cost of materials and labor increase.

Sewer:

The Sewer Use Fee is recommended to stay at \$3.95 per 1,000 gallons of use; this rate has stabilized for the coming year.

The Sewer Readiness to Serve Fee is recommended to be increased from \$18.78 per quarter to \$22.03 per quarter. This reflects increasing expenses for administering, maintaining, and operating the sewer system.

The current schedule of rates for Sewer Lateral Fees, Availability Fees, and Trunkage Fees are proposed to be adjusted by 3.0% as the costs of materials and labor increase.

Summary:

The "average" residential customer would see their quarterly bill increased from \$127.21 to \$133.91 if the proposed utility rates are approved as recommended. The proposed rates will continue to collect revenues to pay for the costs and expenses of maintaining and operating the utility system as well as the anticipated capital improvements that will be needed to continue operating the utility systems in a safe and reliable way.

It is recommended that the Water & Sewer Committee review and discuss the proposed rate resolution and make a recommendation to the Township Board regarding the proposed utility rates for 2025.

S ned : 9117{

Enclosures:

Proposed Rate Resolution
Annual Rate Study Worksheet
Comparison of Neighboring Communities Water and Sewer Rates
Watermain and Sanitary Sewer Oversizing Rates

CHARTER TOWNSHIP OF GAINES

COUNTY OF KENT, MICHIGAN

**RESOLUTION TO ESTABLISH WATER SUPPLY AND
SEWER RATES AND CHARGES**

RESOLUTION NO. _____ WATER AND SEWER RATES

Minutes of a regular meeting of the Township Board of the Charter Township of Gaines,
Kent County, Michigan, held at the Township Hall in said Township on the _____ day of _
_____, 2024, at 7:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following resolution was offered by Member _____ and supported by
Member _____ :

WHEREAS, the Water and Sewer Ordinance provides that the amounts of the various
Water Supply Rates and Charges and Sewer Rates and Charges, shall be established by a Schedule
of Rates and Charges, adopted by resolution of the Township Board from time to time; and

WHEREAS, the Township deems it advisable to adopt by resolution the Schedule of Rates
and Charges.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Schedule of Rates and Charges, attached hereto as Exhibit A, is hereby
adopted. This schedule shall remain in effect until amended or replaced.
2. Terms used in this Resolution shall have the meanings defined in the Water and
Sewer Ordinance.
3. All resolutions or parts of resolutions in conflict herewith shall be and the same are
hereby rescinded.

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Michael Brew, Clerk
Charter Township of Gaines

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Michael Brew, the duly qualified and acting Clerk of the Charter Township of Gaines, Kent County, Michigan (the "Township") do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a regular meeting thereof held on -----, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this _____ day of ____
-----', _____ 2024.

Michael Brew, Clerk
Charter Township of Gaines

EXHIBIT A
CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN
SCHEDULE OF RATES AND CHARGES
EFFECTIVE JANUARY 1, 2025, UNTIL AMENDED OR REPLACED

I. WATER SUPPLY RATES AND CHARGES

A. Inspection Fee (Section 1601)

- Minimum fee (connection and disconnection) for Residential Customer: \$100 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than one (1) hour shall be charged as a Miscellaneous Customer Fee.
- Minimum fee (connection and disconnection) for Commercial or Industrial Customer: \$200 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than two (2) hours shall be charged as a Miscellaneous Customer Fee.

B. Water Availability Fee (Section 1602(a))

Commercial/Residential Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$6,950 for an application filed in calendar year 2025, subject to the annual adjustment set forth in M, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$69.50 per foot for an application filed in calendar year 2025, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

Commercial Customers needing an Unmetered Fire Protection Service and Industrial Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$7,805 for an application filed in calendar year 2025, subject to an annual adjustment set forth in M, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$78.05 per foot for an application filed in calendar year 2025, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

C. Water Trunkage Fee (Section 1602(b))

\$780 per Trunkage Unit for applications filed in calendar year 2025, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

D. Water Service Fee (Section 1602(c))

\$1,605 for a 1 inch diameter Water Service, \$2,130 for a 1 1/2 inch diameter Water Service, and \$2,755 for a 2 inch diameter Water Service for an application filed in calendar year 2025, subject to the annual adjustment set forth in M, below, for each calendar year thereafter. The Water Service Fee for a Water Service with a diameter larger than 2 inches shall be determined on the basis of actual cost.

E. Water Meter Fee (Section 1602(d))

<u>Size</u>	<u>Fee</u>
5/8" or 3/4"	\$675
1"	\$675
1-1/2"	\$1,525
2"	\$1,730
Over 2"	Applicant pays actual cost of Meter and installation

F. Water Readiness to Serve Fee (Section 1603)

5/8" or 3/4" Meter	\$22.99 per quarter
1" Meter	\$22.99 per quarter
1-1/2" Meter	\$77.26 per quarter
2" Meter	\$135.86 per quarter
3" Meter	\$306.36 per quarter
4" Meter	\$546.12 per quarter
6" Meter	\$1,228.10 per quarter
8" Meter	\$2,181.82 per quarter
10" Meter	\$3,409.92 per quarter
12" Meter	\$4,915.08 per quarter

G. Water Use Fee (Section 1604)

\$3.10 per 1,000 gallons

H. Unmetered Fire Protection Fee (Section 1605)

<u>Size</u>	<u>Fee</u>
4" service or smaller	\$25 per quarter
6" service	\$55 per quarter
8" service	\$95 per quarter
10" service	\$150 per quarter
12" service	\$220 per quarter
16" service	\$390 per quarter

I. Water Meter Bypass Violation Fee (Section 1606)

The Water Meter Bypass Violation Fee shall be charged at the rate of \$7.05 per 1,000 gallons for Public Water used during the period of the bypass and shall be based upon 100% of the historical water usage before and after the Water Meter bypass violation.

J. Fee for Use of Fire Hydrants by Private Parties (Section 1305)

- Fee for one day use only: \$60
- Fee for use for more than one day: Administrative Fee of \$25 plus Water Use Fee for actual volume of water used, with an aggregate minimum of \$60.
- Seasonal Use Fee: Administrative Fee of \$25 plus Water Use Fee for actual volume of water used, with an aggregate minimum of \$165.

K. Miscellaneous Customer Fee (Section 1607)

See Section III.A., below.

L. Public Fire Hydrant Rental (Section 1608)

\$10.00 per year per hydrant

M. Annual Adjustment to Water Availability Fee, Water Trunkage Fee and the Water Service Fee.

The Water Availability Fee, the Water Trunkage Fee and the Water Service Fee shall be as presented in Section I. Water Supply Rates and Charges and increase every January 1st an amount equal to 3% of the Water Availability Fee, Water Trunkage Fee or Water Service Fee, as the case may be, applicable in the preceding calendar year, rounded up to the nearest one dollar.

Note: '3%' is intended to approximate the 15-year annual average increase in the construction cost index maintained by the engineering news records ([Cwww.enr.com](http://www.enr.com)).

II. SEWER RATES AND CHARGES

A. Inspection Fee (Section 1609)

- Minimum fee (connection or disconnection) Residential Customer: \$100 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than one (1) hour shall be charged as a Miscellaneous Customer Fee.
- Minimum fee (connection and disconnection) for Commercial or Industrial Customer: \$200 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than two (2) hours shall be charged as a Miscellaneous Customer Fee.

B. Sewer Availability Fee (Section 1610(a))

Commercial/Residential Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$11,235 for an application filed in calendar year 2025, subject to the annual adjustment set forth in L, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$112.35 per foot for an application filed in calendar year 2025, subject to the annual adjustment set forth in L, below, for each calendar year thereafter

Industrial Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$12,080 for an application filed in calendar year 2025, subject to the annual adjustment set forth in L, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$120.80 per foot for an application filed in calendar year 2025, subject to the annual adjustment set forth in L, below, for each calendar year thereafter.

C. Sewer Trunkage Fee (Section 1610(b))

\$1,140 per Trunkage Unit for an application filed in calendar year 2025, subject to the annual adjustment set forth in L, below, for each calendar year thereafter.

D. Sewer Lateral Fee (Section 1610(c))

\$2,245 per Sewer Lateral 6 inches or less in diameter for an application filed in calendar year 2025, subject to the annual adjustment set forth in Section L, below, for each calendar year thereafter. The Sewer Lateral Fee for a Sewer Lateral with a diameter larger than 6 inches shall be determined on the basis of actual cost.

E. Sewage Meter Fee (Section 1610(e))

Applicant pays actual cost of Sewage Meter and installation.

F. Sewer Readiness to Serve Fee (Section 1611)

5/8" or 3/4" Meter	\$22.03 per quarter
1" Meter	\$22.03 per quarter
1-1/2" Meter	\$74.01 per quarter
2" Meter	\$130.15 per quarter
3" Meter	\$293.48 per quarter
4" Meter	\$523.16 per quarter
6" Meter	\$1,176.47 per quarter
8" Meter	\$2,090.09 per quarter

10" Meter	\$3,266.56 per quarter
12" Meter	\$4,708.44 per quarter

Consistent with Section 161 l(d), the Sewer Readiness to Serve Fee for an Industrial Customer or a Commercial Customer not connected to the Water System and without a Well Water Meter shall be \$1.57/1,000 gallons of metered Sewage.

G. Sewer Use Fee (Section 1612)

The Sewer Use Fee shall be \$3.95 per 1,000 gallons of metered Public Water usage, as adjusted in the following manner:

- a. Public Water that does not enter the Sewer System, as metered by a Submeter in accordance with Section 1612(b), shall be subtracted from total metered Public Water usage.
- b. Separately metered Dwelling Units shall be billed at 74.6% of total metered Public Water usage, in accordance with Section 1612(c).
- c. The Sewer Use Fee for an Industrial or Commercial Customer with a sewage meter shall be based upon the actual metered flow of Sewage discharged to the Sewer System, in accordance with Section 1612(e).
- d. The Sewer Use Fee for a Residential Customer not connected to the Water System shall be based upon an assumed discharge to the Sewer System of 15,000 gallons of Sewage per quarter per Dwelling Unit, in accordance with Section 1612(f). The "flat rate" Sewer Use Fee shall be \$81.28 per quarter and includes a Sewer Readiness to Serve Fee equivalent to that charged for a residential customer with a 5/8" Meter.

H. Sewage Meter Bypass Violation Fee (Section 1613)

The Sewage Meter Bypass Violation Fee shall be charged at the rate of \$3.95 per 1,000 gallons for Sewage discharged during the period of the bypass and shall be based upon 100% of the historical Sewage usage before and after the Sewage Meter bypass violation. An Industrial Customer or a Commercial Customer not connected to the Water System and without a Well Water Meter that is subject to a Sewage Meter Bypass Violation Fee shall also pay a Sewer Readiness to Serve Fee upon the same volume of Sewage discharge that is subject to the Sewage Meter Bypass Violation Fee.

I. Customer Surcharge Fee (Section 1614)

The Customer Surcharge Fee is intended to be the amounts established and charged from time to time by the City and applicable to Township Customers in accordance with the applicable Interjurisdictional Pretreatment Agreement.

For Customers served by that portion of the Sewer System subject to the Interjurisdictional Pretreatment Agreement with the City of Wyoming, the Customer Surcharge Fee shall include the following:

PENALTIES AND SURCHARGES

Cyanide and Metals

Average Quarterly Flow, gpd

Concentration Level

	0-10,000	10,000-50,000	50,000-100,000	>100,000
	<u>Gals/Day*</u>	<u>Gals/Day*</u>	<u>Gals/Day*</u>	<u>Gals/Day*</u>
0-Limit (x)	No penalty	No penalty	No penalty	No penalty
>1(x) - 2(x)	\$ 50.00	\$100.00	\$150.00	\$ 200.00
>2(x) - 3(x)	\$100.00	\$200.00	\$300.00	\$ 400.00
>3(x) - 4(x)	\$150.00	\$300.00	\$450.00	\$ 600.00***
>4(x)	\$200.00	\$500.00***	\$750.00***	1,000.00***

(x) Individual limits as listed.

	<u>Composite Limit (mg/L)</u>	<u>Grab Sample Limit (mg/L)</u>
Arsenic	1.8	2.7
Beryllium	0.005	0.0075
Cadmium	0.70	1.0
Chromium	2.50	3.70
Copper	2.00	3.00
Lead	1.80	2.70
Nickel	1.50	2.20
Silver	0.72	1.00
Zinc	6.00	9.00
Cyanide	0.80	1.20
Mercury	0.0005	0.0005
Phenol	0.10	0.15

*Based on average day for previous quarter

**Penalties shall be assessed on any sample exceeding the limits listed in this Section.

pH Penalty

Average Quarterly Flow, gpd

	0-10,000	10,000-50,000	50,000-100,000	>100,000
	<u>Gals/Day*</u>	<u>Gals/Day*</u>	<u>Gals/Day*</u>	<u>Gals/Day*</u>
pH	No penalty	No penalty	No penalty	No penalty
5.0 - 10.5	No penalty	No penalty	No penalty	No penalty
4.0-4.9	\$15.00	\$30.00	\$45.00	\$60.00
3.0 - 3.9	\$40.00	\$80.00	\$120.00	\$160.00
0 - 2.9	\$75.00	\$150.00	\$300.00	\$750.00***
>10.5 - 10.9	\$15.00	\$30.00	\$45.00	\$60.00
11.0 - 11.9	\$40.00	\$80.00	\$120.00	\$160.00
12.0 - above	\$75.00	\$150.00	\$300.00	\$750.00***

***Maximum penalty permitted by law.

SURCHARGE RATES

BOD	Rate/lb	Up to 300 mg/L \$0.00	> 300 mg/L \$0.011
SS	Rate/lb	Up to 400 mg/L \$0.00	> 440mg/L \$0.115
Phosphorus	Rate/lb	Up to 20mg/L \$0.00	> 20mg/L \$0.65
Oil and Grease	Rate/lb	Up to 75 mg/L \$0.00	> 75 mg/L \$0.09
COD*	Rate/lb	Up to 700 mg/L \$0.00	> 700mg/L \$0.04

*Alternative to BOD, surcharges will not be levied for both BOD and COD on any given sample

In the event the applicable Customer Surcharge Fee has been increased or decreased or discharge limits are revised, or additional Customer Surcharges are implemented by the City of Wyoming since the date of approval of this Schedule of Rates and Charges or the most recent amendment to the Schedule of Rates and Charges approved by the Township, the Customer Surcharge Fee, as increased, decreased or additionally implemented by the City of Wyoming shall be applicable within the Township as required by the Interjurisdictional Pretreatment Agreement.

J. Drainage Violation Fee (Section 1615)

The Drainage Violation Fee shall be equal to 300% of the average quarterly Sewer Use Fee charged to the Premises for the last four quarterly billing periods. The Drainage Violation Fee shall be billed periodically from the date of accrual and shall continue until unauthorized connections are disconnected in accordance with the Ordinance, unauthorized discharges are terminated or access is provided to a Premises to verify the absence of the same. The Drainage Violation Fee may be determined on a daily, weekly, monthly or quarterly basis, using as a basis of determination said average quarterly Sewer Use Fee.

K. Miscellaneous Customer Fee (Section 1616)

See Section III.A., below.

L. Annual Adjustment to Sewer Availability Fee, Sewer Trunkage Fee and the Sewer Lateral Fee

The Sewer Availability Fee, the Sewer Trunkage Fee and the Sewer Lateral Fee shall be as presented in Section II. Sewer Rates and Charges and increase every January an amount equal to 3% of the Sewer Availability Fee, Sewer Trunkage Fee or Sewer Lateral Fee, as

the case may be, applicable in the preceding calendar year, rounded up to the nearest one dollar.

Note: 13% is intended to approximate the 15-year annual average increase in the Construction Cost Index maintained by the Engineering News Records (www.enr.com).

M. Significant Industrial User Discharge Permit Fee (Section D104)

It is the intent that the wastewater discharge permit fee shall be set at the same amount established by the City of Wyoming. The fee shall be \$175.00 or such different amount as shall be hereafter established by the City of Wyoming.

III. MISCELLANEOUS

A. Miscellaneous Customer Fee (Section 1607 and Section 1616)

The Miscellaneous Customer Fee shall, in general, be based upon the direct out-of-pocket expense of the Township not covered by other Rates and Charges, plus 10% of the total expense for administration and overhead. In addition, the following shall be charged:

1. The failure to connect fee provided by Section 1004 shall be based upon the Water Readiness to Serve Fee and Water Use Fee that would have accrued, effective upon the expiration of the connection period, based upon the actual Water Readiness to Serve Fee and Water Use Fee charged during the same period of time to similarly situated Water Customers.
2. The failure to connect fee provided by Section 1009 shall be based upon the Sewer Readiness to Serve Fee and Sewer Use Fee that would have accrued, effective upon the expiration of the connection period, based upon the actual Sewer Readiness to Serve Fee and Sewer Use Fee charged during the same period of time to similarly situated Sewer Customers.
3. The Water Meter and Sewage Meter testing fee provided by Sections 1213(a) and 1222(a), respectively, shall be as follows:
 - a. If a Customer requests that a Water Meter be tested, it shall be removed and sent to the factory or shop for testing and the Customer will be required to deposit with the Township a minimum fee, based upon the size of the Water Meter, of:

<u>Size</u>	<u>Fee</u>
5/8"	\$140.00
1"	\$140.00
1 1/2"	\$265.00
2"	\$265.00
3"	\$365.00
4"	\$465.00
6"	\$665.00
8"	\$865.00
10"	\$1,065.00

All additional charges not covered by the deposit will be the responsibility of the Customer as defined in Section 1213(a).

- b. If a Sewer Meter must be removed and sent to the factory or shop for testing, the Customer will be required to deposit with the Township a minimum fee of \$300.00. All additional charges not covered by the deposit will be the responsibility of the Customer as defined in Section 1222(a). The Township may determine that a Sewage Meter can be tested in place; however, the minimum deposit is still required.
4. The deposit for a portable Public Water Meter and Backflow Preventer provided by Section 1305(b) shall be \$500.
5. The central filling location fee provided by Section 1306(c) shall be \$25 for administration and a minimum of \$35 for metered water usage.
6. The fee for failure to submit an inspection report for a Grease Trap or an oil or sand interceptor, as provided by Section 1406(k) shall be \$100 per month (or partial month) per Grease Trap or sand or oil interceptor until such report is filed.
7. The cost incurred by the Township to clean and maintain a Grease Trap or an oil or sand interceptor, as provided by Section 1406(1), shall be the actual cost incurred by the Township plus 100% of the total for Township administration and overhead.
8. The cost of removing or abandoning a Water Service or Sewer Lateral, as provided by Section 1504(b), shall be the actual cost incurred by the Township plus 10% of the total for Township administration and overhead.
9. The fee to turn on or turn off a Water Service as provided by Section 1607 and Section 1616 shall be \$25 for each.
10. The fee for a check returned for insufficient funds shall be established by the Township Board from time to time.
11. The fee for water usage during the construction of a residential building prior to the installation of a Water Meter shall be as follows:
 - a. In accordance with Section 1103, \$25 per building shall be payable prior to the issuance of a permit to connect to the Water System. This fee applies to new construction only and covers the use of water during the period of time that the residential building is being constructed.
 - b. A Water Meter must be installed in the building before (A) the building is occupied or (B) water is used for irrigation purposes.
 - c. This fee will be charged to residential users only including single family homes, duplexes, site condominiums and attached condominiums. All other types of uses including industrial, commercial and apartments will be

required to use other means available and allowed by the Ordinance for the use of water during construction.

- d. Existing residential buildings with an occupancy permit making connection to the Water System should be exempt from this fee.

In addition to the above, it is the intent of the Township to charge as a Miscellaneous Customer Fee all industrial pretreatment fees, surcharges, fines, penalties and other expenses applicable to a Customer of the Sewer System by the terms of the Interjurisdictional Pretreatment Agreement and the related provisions of Appendix D or Appendix E and not otherwise included in other Rates and Charges.

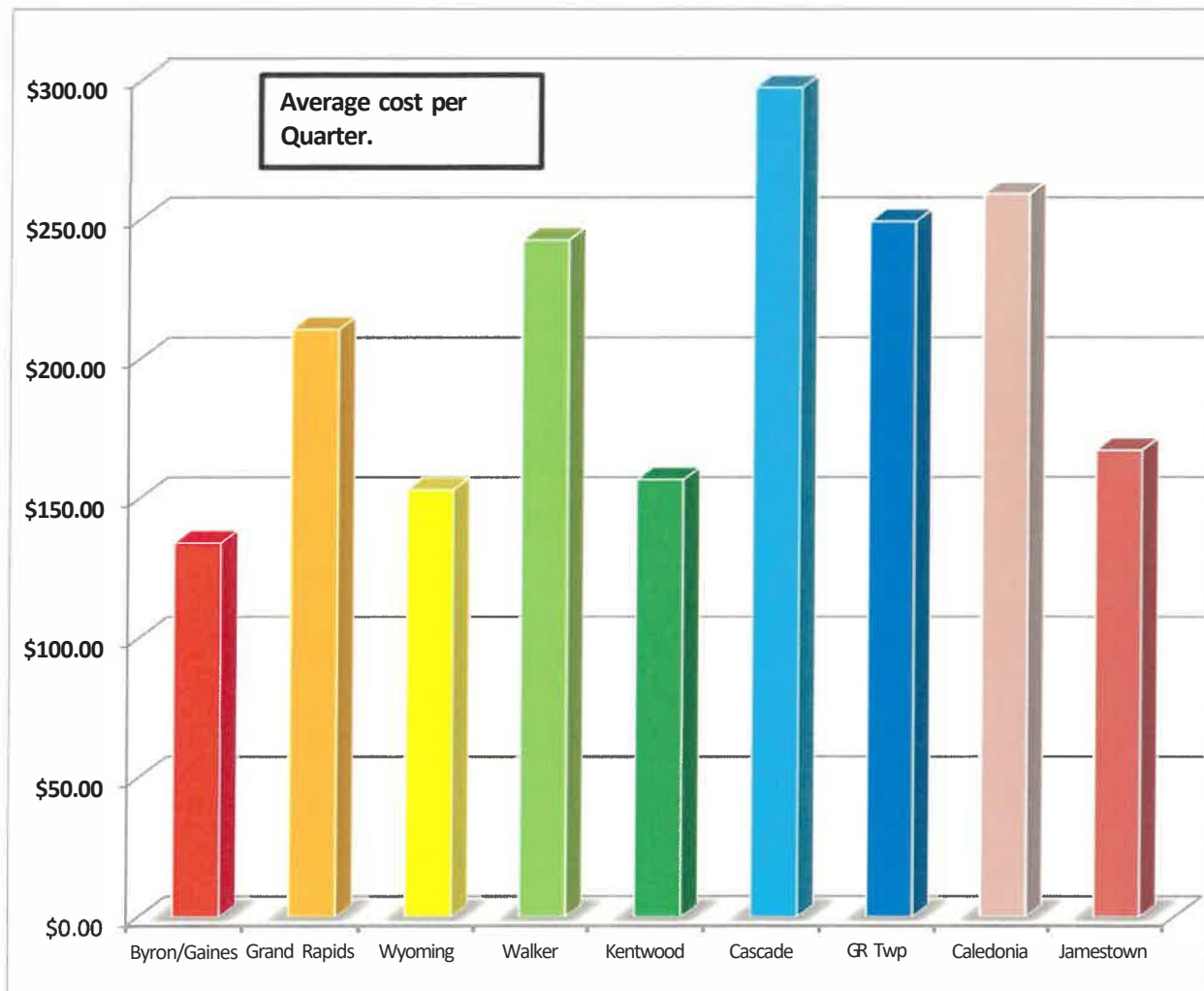
B. Minimum Security Deposit

The Minimum Security Deposit provided by Section 171 l(b) shall be \$500 per tenant.

Comparison of Neighboring Communities Water and Sewer Rates

Based on a Byron/Gaines ave customer use of 14,700 gallons. All usage rates are per 1,000 gallons. RTS per Qtr.

Community	W - rate	W-RTS	S - rate	S- RTS	Total/Qtr
Byron/Gaines	\$3.10	\$22.99	\$3.95	\$22.03	\$133.91
Grand Rapids	\$3.44	\$41.34	\$6.06	\$51.93	\$210.29
Wyoming	\$2.70	\$29.11	\$5.57	\$22.98	\$152.86
Walker	\$2.78	\$48.03	\$4.28	\$106.47	\$242.30
Kentwood	\$2.55	\$55.29	\$4.83	\$10.83	\$156.57
Cascade	\$3.22	\$69.75	\$4.75	\$127.77	\$296.94
GR Twp	\$3.01	\$58.05	\$3.93	\$103.53	\$248.92
Caledonia	\$3.60	\$42.23	\$18.20	\$109.00	\$258.75
Jamestown	\$2.49	\$22.00	\$4.93	\$36.00	\$167.07



**All rates associated with the GR system calculated from the preliminary rate study for 2024

***Wyoming rates calculated based on information published on the city website effective 7/01/2024

****Caledonia RTS includes 12,000 gallons of use.

***Actual Utility Rates should be confirmed with each individual Community.**



Gaines Charter Township Water & Sewer Department
8555 Kalamazoo Ave. SE, caledonia, MI 49316
www.gainestownship.org
Ph: 616.433.2916 or 616.431.4660

2025 Water and Sewer Rates

Annually Gaines Charter Township Water & Sewer Department reviews the billing rates based on the last fiscal year's expenses and revenues. Annual rate adjustments are necessary to make sure the usage and service rates generate the correct amount of revenue and cash flow to provide reliable and sustainable services to the community. Our water and sewage treatment is provided by the City of Wyoming and the City of Grand Rapids therefore the rates have a direct correlation with the cost they charge us. In addition, the rates must reflect the cost of operations, insurance, and State of Michigan regulatory requirements. Ready to Serve (RTS) is the fee that captures the fixed expenses of operating and maintaining the water and sewer system for quality service.

The Water & Sewer Department does not receive revenue from property taxes or any other financial support from the Township. Water & Sewer are enterprise funds - a fund that provides goods or services to the public for a fee that makes the entity self-supporting. All operation and maintenance costs of the water & sewer system are financed from Ready to Serve (RTS) fees that are paid by customers every quarter.

On December 9, 2024, the Gaines Charter Township Board approved the rate resolution to establish the 2025 water & sewer rates. The "average" residential customer using 14,700 gallons per quarter will see their quarterly bill increase from \$127.21 to \$133.91. The new rates are effective January 1, 2025.

Water Ready to Serve Fee (RTS)- based on meter size and applicable to each domestic water meter account regardless of the consumption quantity.

<u>Meter Size (inches)</u>	<u>2024</u>	<u>2025</u>	
5/8", 3/4", 1"	\$20.28	\$22.99	per quarter
1-1/2"	\$68.73	\$77.26	per quarter
2"	\$120.87	\$135.86	per quarter

Larger meter size RTS fees are on our website.

Water Use Fee - the charge applicable to each 1,000 gallons of water that passes through the water meter will increase from \$3.05 to \$3.10.

Sanitary Sewer Rates - Just like water rates, wastewater rates consist of two separate charges. Sewer Ready to Serve Fee (RTS) is based on the water meter size and applicable to each account regardless of the consumption and a consumption charge applicable to each 1,000 gallons of water that passes through the domestic water meter.

Sewer Ready to Serve Fee (RTS)

<u>Meter Size (inches)</u>	<u>2024</u>	<u>2025</u>	
5/8", 3/4", 1"	\$18.78	\$22.03	per quarter
1-1/2"	\$63.63	\$74.01	per quarter
2"	\$111.89	\$130.15	per quarter

Larger meter size RTS fees are on our website.

Sewer Use Fee - the charge applicable to each 1,000 gallons of water that passes through the water meter will remain unchanged at \$3.95 per 1,000 gallons.

Residents will be billed sanitary sewer at 74.6% (\$2.95 per 1,000 gallons) of total metered public water usage which assumes a portion of the water used is consumed outside therefore not going into the sewer system. If a separate sprinkling meter is installed; the metered usage shall be billed sewer consumption at 100% of total metered public water usage. There are NO Ready to Serve Fees billed for water on an irrigation meter nor is there sewer usage on an irrigation meter.



MEMO

Staff Communication-Action Required

DATE: December 4, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Wyoming Automatic Aid Agreement Request

SUMMARY OF TOPIC:

The City of Wyoming has asked the Township to consider signing an Automatic Aid Agreement. This agreement is very similar to the Mutual Aid Box Alarm System agreement that currently controls automatic aid between the departments. The City of Wyoming prefers to have these more formal agreements in place with their neighboring jurisdictions.

The agreement requires Gaines to provide auto aid along northbound US 131, from 60th Street to 44th Street, and then east to the Wyoming City border of Division Ave. It requires the City of Wyoming to provide auto aid between Division Ave. and Eastern Ave. from 60th Street to 68th Street, as well as along portions of US 131 and M-6.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends the adoption of this Automatic Aid Agreement.

WYOMING FIRE DEPARTMENT
&
GAINES CHARTER TOWNSHIP FIRE DEPARTMENT
FIRE SERVICE AUTOMATIC AID AGREEMENT
FOR FIRE RESPONSE

THIS AGREEMENT made and entered into by Wyoming Fire Department and Gaines Charter Township Fire Department on January 6, 2025.

WHEREAS, the parties are located in geographic proximity to each other; and

WHEREAS, it is to their mutual advantage and benefit that each other of the parties agree to provide supplemental Fire Response for specific incidents through Initial Emergency Automatic Aid response using full time, part time, and paid on call personnel; and

WHEREAS, the parties are authorized to enter into this agreement by virtue of the provisions of Act 35 of Michigan Public Acts of 1951, as amended, being MSA 5.4081 et seq., MCLA 124.1 et seq.; and Act 7 of Michigan Public Acts of 1967, Extra Session, as amended, being MSA 5.4088(1), MCLA 124.501 et seq.

NOW, THEREFORE, the parties agree:

1. To provide Initial Emergency Automatic Aid Response to structure fires and any highway incidents in the specific designated areas, in accordance with this Agreement and adopted protocols as provided for herein.
2. With respect to any response, overall authority and responsibility shall remain with the Incident Commander of the jurisdiction in which the response takes place.
3. No party to this Agreement shall be required to compensate any other party to this Agreement for services provided. The mutual advantages and benefits afforded by this Agreement are considered adequate compensation to all parties. However, nothing in this Agreement prohibits any party from recovering from third parties its costs or the costs of other participating jurisdictions pursuant to local ordinances.
4. All costs incurred as a result of providing Initial Emergency Automatic Aid, including, without limitation, wage and disability payments, pension and Workmen's Compensation claims, damage to equipment and clothing and medical expenses of personnel shall be paid by the jurisdiction regularly employing such personnel and/or providing regular wages and benefits or owning such equipment.
5. It is mutually understood that each of the parties, their officers, agents and employees, in carrying out this Agreement are engaged in a governmental function as defined in Act 170 of Public Acts of 1964, as amended, are entitled to all immunities under the law and are acting pursuant to and under the authority granted by Michigan law.
6. It is the intent of this Agreement that each party shall bear sole responsibility for the acts or omissions of its personnel or agents in providing Initial Emergency Automatic Aid Response services pursuant to this Agreement. Each party shall indemnify and hold

harmless all other parties, their officers, agents and employees against all claims or liabilities, including attorney's fees, caused by a negligent act or omission of the indemnifying party, its officers, agents or employees in the performance of non-performance of providing Initial Emergency Automatic Aid Response services pursuant to this Agreement.

7. To carry public liability insurance covering the acts or omissions of its respective fire department and their officers, agents, and employees in the performance of services provided for herein.
8. This Agreement is not intended to benefit any third party or create a special relationship or duty of any nature with or to any third party and no third party shall have any right of action hereunder for any cause whatsoever.
9. This Agreement shall become effective upon approval and signature by the governing bodies of the participating jurisdictions. The clerk of each participating jurisdiction shall be provided with a signed copy of this agreement.
10. Any party to this Agreement may withdraw at any time by providing thirty (30) days prior written notice of withdrawal to all other parties.
11. This Agreement shall be in addition to any existing mutual aid or automatic aid agreement between any of the signed parties.
12. This Agreement may be amended at any time. An amendment must be made in writing and signed by all parties to become effective.
13. This Agreement constitutes the complete Agreement and understanding between the parties regarding all matters detailed herein. This Agreement shall be construed, governed and controlled by the laws of the State of Michigan.
14. If any provision or portion of this Agreement is held invalid, or otherwise not enforceable under applicable statute or rule of law, only that provision or portion shall be deemed omitted from this Agreement and only to the extent which is held invalid. The remainder of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been executed by the parties through their respective Mayor or Manager first thereunto duly authorized by their governing body/s.

Witnessed by

Date

Authorized Signature,

Title

City of Wyoming

Witnessed by

Date

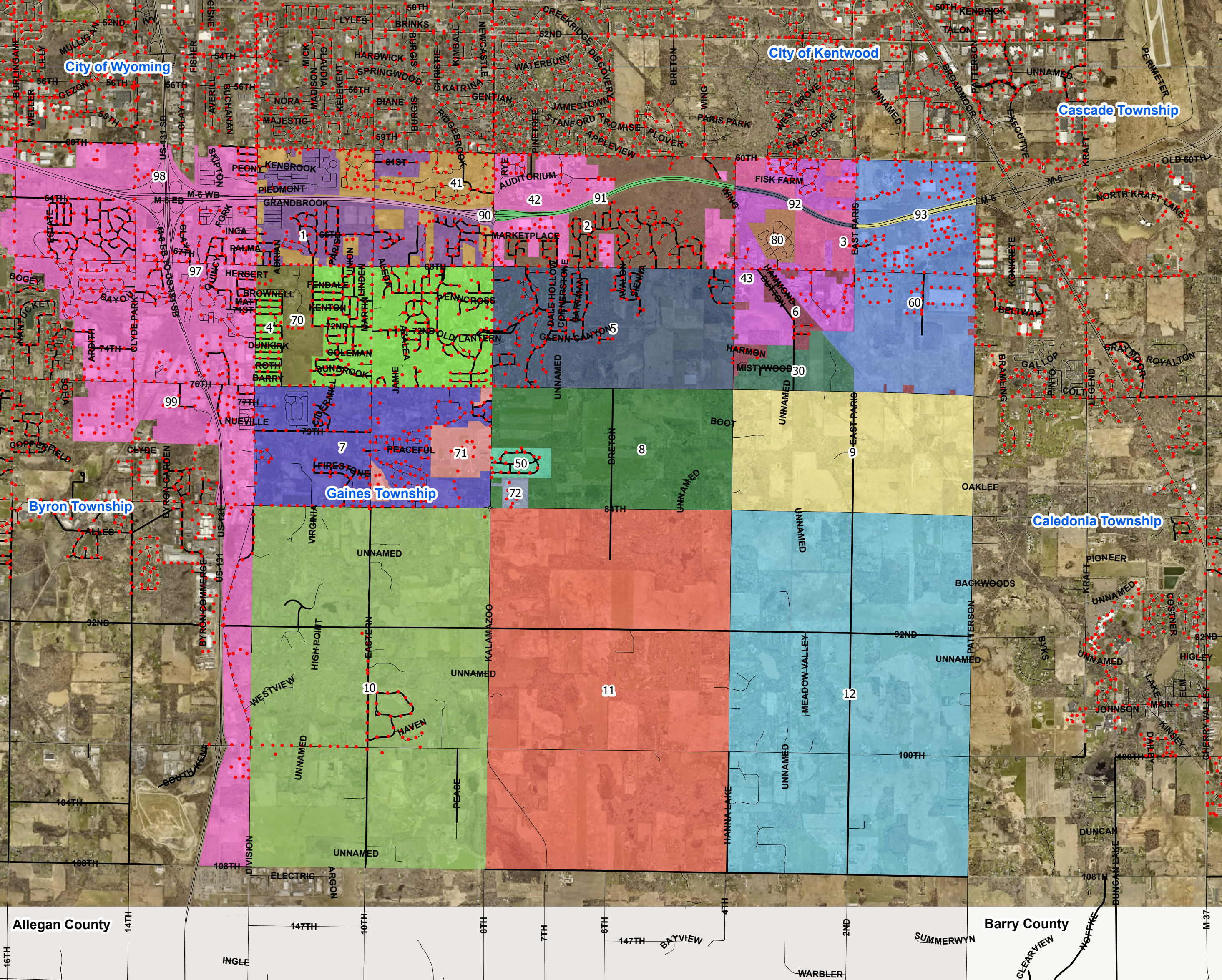
Authorized Signature,

Title

Gaines Charter Township

FIRE DEPARTMENT INITIAL EMERGENCY AUTOMATIC AID RESPONSE PROTOCOL

- Boundaries of designated response areas for the Wyoming Fire Department.
 - a. Wyoming Fire Department will respond to structure fires with one machine, consisting of at least two personnel, to Kent County Dispatch Authority Gaines Charter Township Box Cards located in the general geographic area consisting of: 6000-6800 Eastern Avenue, west to the Caines Charter Township border of 6000-6800 South Division Avenue. This will include the following Box Cards:
 - i. Box 1
 - ii. Box 4
 - iii. Box 41
 - iv. Box 70
 - b. Wyoming Fire Department Utility 4 will respond to highway incidents to Kent County Dispatch Authority Box Cards located in the area of: 6000-7600 Southbound US 131, Southbound US 131 ramp to Westbound M-6, M-6 westbound from US 131-Byron Center Avenue, Northbound 7600-6000 US 131 and Southbound US131 to Eastbound M-6 ramp to Kalamazoo Avenue.
- Boundaries of designated response areas for the Gaines Charter Township Fire Department.
 - a. Gaines Charter Township Fire Department will respond to structure fires and highway incidents to Kent County Dispatch Authority Wyoming Box Cards located in the general geographic area consisting of: 6000-4400 Northbound US. 131, east to the Wyoming City border of 6000-4400 South Division Avenue. This will include the following Box Cards:
 - i. Box 4
 - ii. Box 10
 - iii. Box 11
 - iv. Box 16
 - v. Box 26
 - vi. Box 39



This is a detailed street map of Chicago, Illinois, showing a grid of streets, parks, and landmarks. The map is color-coded by neighborhood, with various shades of green, yellow, orange, and red. Major highways like I-55 and I-90 are visible. The map includes street names, park names, and neighborhood names. The map is oriented with North at the top.



MEMO

Staff Communication-Action Required

DATE: December 4, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Cooks Crossing Enclave Special Assessment Streetlight Light District

SUMMARY OF TOPIC:

Eastbrook Homes has applied to have a Special Assessment Streetlight District formed for Cook's Crossing Enclave.

The cost to Eastbrook will be \$700 (at this time). As Consumers Energy cannot bill the contractor, they bill the Township, and we are reimbursed by the contractor. Eastbrook has agreed to reimburse the Township the current cost of \$700.

Once parcel numbers have been assigned, we can hold the public hearing and get the special assessment on our rolls.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff recommends the Board approve the formation of the Special Assessment Street Light District for Cooks Crossing Enclave.

LOCATION MAP

79TH ST SE

EASTERN AVE SE

PEACEFUL DR PVT

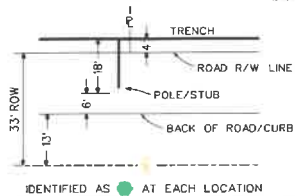
BLAIN MEADOW CT

HIGH KNOLL DR PVT

GREENDALE DR PVT

SITE

TYPICAL STREETLIGHT POLE/STUB INSTALLATION ***



1. Customer to be within 3" of final grade prior to construction.
2. Utility easements have been provided on the plat.
3. Install 7 - 4453 lumen LED. Traditional fixtures on black fiberglass poles. 19' mounting height.
4. Streetlight poles to be installed 6' behind curb.



INSTALL

19' BLACK FG POLE
FIGURE 42-211-1
50 W LED STLT
TRADITIONAL HEAD
FIGURE 42-215-3

UG LEGEND

1TT = 2/C-1/0 AL, 260 mils, 25 kv. JKTD
4C = 3/C-3/0 AL SEC
4D = 3/C-#350 kcmil AL SEC
10 = 2/C-#10 CU



METER ORDER NUMBER	SUBSTATION	WD NO.							COOKS CROSSING / GREENDALE DR ECNC STL				JOB PURPOSE:									
	CUTLERVILLE	0665					CM NO.100D07788110						TOWNSHIP REQUESTED STREET LIGHTS									
METER NUMBER	CIRCUIT	CKT NO.	TLM NUMBER	# OF RODS	OHMS	ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER												
	GAINES	04	0511172457			ECNC	STL	1072216095	11697284													
READ	 A CMS Energy Company					CE STAKING REQ'D ☒ Yes ☐ No					UPSTREAM SECTIONALIZING DEVICE: RISER 451-80 A											
METER LOCATION						FORESTRY REQ'D ☐ Yes ☒ No					LOCATION: EASTERN AVE AT COOK'S CROSSING DR				<table><tr><th>DEPARTMENT</th><th>NAME</th><th>NUMBER</th></tr><tr><td>COORDINATOR</td><td>Charles H. Healyway</td><td>616-260-6318</td></tr><tr><td>DESIGNER</td><td>Matthew Hurling</td><td>616-916-0221</td></tr></table>				DEPARTMENT	NAME	NUMBER	COORDINATOR
DEPARTMENT	NAME	NUMBER																				
COORDINATOR	Charles H. Healyway	616-260-6318																				
DESIGNER	Matthew Hurling	616-916-0221																				
SHEET C SHEET 1 OF 1			SCALE: 1"=100'			KENT			CO			GAINES			TWP T 05N R 11W SEC. 17							



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103030677407

Consumers Energy Company is authorized as of _____ by the Charter Township of GAINES, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Charter Township of GAINES, dated 4/1/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 4/1/2018 shall remain in full force and effect.

Notification Number(s): 1072216095

Comments:

Charter Township of GAINES

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Charter Township of GAINES, dated 4/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the Charter Township.

STATE OF MICHIGAN
COUNTY OF KENT

I, _____, clerk of the Charter Township of GAINES do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: Charter Township



MEMO

Staff Communication-Action Required

DATE: December 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Community Room A/V Upgrade

SUMMARY OF TOPIC:

The audio and video setup for the Community Room needs an upgrade. Those renting the room are offered an option of using the system for their event. This room is also used for different training sessions and community presentations that utilize the technology equipment. It is a challenge to get all the components working together and has caused some headaches for renters.

The current system, parts of which date back to when the building was built, will no longer take updates and are hard to get to work correctly. Staff had the system checked out by the original installer and their suggestion, after not being able to update it, was to investigate an upgrade.

Four companies were invited to review the system and provide quotes. Three quotes were received. Buist A/V provided the lowest quote at \$33,148. Buist A/V also did the upgrade to the monitor and sound systems in the Township Board Room. They were very helpful with that project.

BUDGET ACTION REQUIRED:

Funds are available in the Township Hall and Grounds Capital Fund to cover this project if approved.



AUDIO VISUAL | AUTOMATION | COMMUNICATIONS | CONTRACTING | ENGINEERING | MEDIUM VOLTAGE | OUTDOOR UTILITIES | SERVICE | TESTING

October 28, 2024

Quotation #: **OP-2464741**

Rod Weersing
Gaines Charter Township
8555 Kalamazoo Ave.
Caledonia, MI 49316

RE: Lower Divisible Room Upgrade

Rod:

Buist Audio Visual has reviewed the requirements of the project and will provide labor, material, and equipment to complete the work per plans and specifications as follows:

Divisible Room

- Provide and install (2) Panasonic PT-VMZ71U7 7,000 lumen laser projectors to replace the existing projectors in the space.
 - Provide and install (2) Chief RPAUW Universal Projector mounts to mount the projectors to the existing pole locations.
- Provide and install (1) QSC Core 110f Processor and audio I/O. This will act as the brains of the system and handle all audio processing.
- Provide and install (2) QSC TSC-70-G3 7" touchpanels for control over the system. One touchpanel will be mounted on the wall where the existing Crestron touch panel, while the second one will be mounted on the pole replacing the Crestron button panel.
 - Each touch panel will control the spaces separately when divided, but when opened, the wall mounted touch panel will become primary.
- Provide and install (1) Atlona AT-OME-SW32 3x2 Matrix switcher. This will switch between video sources, and provide separate video outputs, so the projectors can be independent of one another.
- Provide and install (2) Atlona AT-OME-TX11-WP wallplate HDMI transmitters. These will be mounted in new custom wallplates that will replace the existing input plates.
- Provide and install (2) Atlona AT-OME-RX11 HDBaseT receivers to receive the signal from the OME-TX11-WP devices and decode back to HDMI for ingest into the AT-OME-SW32.
- Provide and install (2) AT-AVA-EX100CE-BP-KIT HDMI extension kits to extend HDMI signal from the rack to the projector locations. These extenders will also carry a CAT6 signal for control over the projectors.
- Provide and install (1) Netgear GSM4212P POE Network Switch for power and communication between devices.
- Provide and install (2) Global Cache IP2CC-P IP to contact closure devices that will allow for screen control from the touchpanels.
- Provide and install (2) New Custom input plates to accommodate the HDMI wallplate transmitter. The existing XLR and network jacks will be retained on the new plate.
- Provide and install (2) Shure GLXD14R wireless lavalier systems for voice lift in the space.

2 - 84th Street SW
Byron Center, MI 49315
(616) 878-3315

buistelectric.com

3201 Lake Street
Kalamazoo, MI 49048
(269) 343-9191

Divisible Room (Continued)

- Provide and install (1) Lab Gruppen CA2402 2x240W commercial amplifier to power the existing ceiling speakers in the space.
- Provide and install all necessary cabling and hardware.

Total **Bid** Price: **\$36,632.00**

Non-Divisible Room

- Provide and install (2) Panasonic PT-VMZ71U7 7,000 lumen laser projectors to replace the existing projectors in the space.
 - Provide and install (2) Chief RPAUW Universal Projector mounts to mount the projectors to the existing pole locations.
- Provide and install (1) QSC Core 110f Processor and audio I/O. This will act as the brains of the system and handle all audio processing.
- Provide and install (1) QSC TSC-70-G3 7" touchpanel for control over the system. The touchpanel will be mounted on the wall where the existing Crestron touch panel.
- Provide and install (1) Atlona AT-OME-RX31 3x1 video switcher. This will switch between video sources and provide a single video output that will be split between the two projectors.
- Provide and install (2) Atlona AT-OME-TX11-WP wallplate HDMI transmitters. These will be mounted in new custom wallplates that will replace the existing input plates.
- Provide and install (1) Atlona AT-RON-442 Two-Output HDMI Distribution Amplifier. This will split the HDMI signal from the AT-OME-RX31 for distribution to each projector.
- Provide and install (2) AT-AVA-EX100CE-BP-KIT HDMI extension kits to extend HDMI signal from the rack to the projector locations. These extenders will also carry a CAT6 signal for control over the projectors.
- Provide and install (1) Netgear GSM4212P POE Network Switch for power and communication between devices.
- Provide and install (2) Global Cache IP2CC-P IP to contact closure devices that will allow for screen control from the touchpanels.
- Provide and install (2) New Custom input plates to accommodate the HDMI wallplate transmitter. The existing XLR and network jacks will be retained on the new plate.
- Provide and install (2) Shure GLXD14R wireless lavalier systems for voice lift in the space.
- Provide and install (1) Lab Gruppen CA2402 2x240W commercial amplifier to power the existing ceiling speakers in the space.
- Provide and install all necessary cabling and hardware.

Total **Bid** Price: **\$33,148.00**

Price assumes all work to be completed Monday - Friday from 7:00 AM to 4:30 PM.

Warranty

- Buist Electric warrants to Client that it will repair or replace, at its sole discretion, defects within (90) days when such defect results from Buist Electric's defective workmanship, and Client has notified Buist Electric within (30) days of discovering said defect. In the event that products installed by Buist Electric are in any way misused, altered, or repaired by someone other than a representative of Buist Electric, which within the sole judgement of Buist Electric results in an adverse effect, the warranty and Buist Electric's obligations shall terminate without notice to the client. This includes, but is not limited to, third party software updates, firmware upgrades, and any other alterations or updates to software or operating systems. Any subsequent services provided by Buist Electric will be billed at Buist Electric's standard time and material billing rate at the time of service.

Warranty (Continued)

- Any warranty mentioned above shall not apply to any repairs or replacement caused by accidents or damage resulting from fire, wind, water, hail, lightening, earthquake, acts of God, or similar causes originating outside the components and unless such accident or damages were within the control of Buist Electric or caused by the negligence of Buist Electric or its employees. The equipment specified may have additional manufacturer hardware warranties that would be honored directly by the manufacturer.
- Buist Electric can work with you to develop a service and/or maintenance agreement that can be as simple as purchasing yearly block time hours or custom plans that can provide monthly, quarterly, or yearly maintenance and service on your equipment.

Price assumes all work to be completed Monday - Friday, first shift, unless otherwise stated above. Due to current supply chain challenges, material costs are subject to review until a PO/contract is received or signed. For longer lead time items, we are seeing shorter expiration dates on supplier/manufacture quotes, as well as price escalation in the interim between PO issuance and date of shipment. We will make every effort to keep you informed, work diligently to keep these costs in check, and be transparent with any costs we need to pass along. Thank you for the opportunity to submit this quotation. Please feel free to contact me directly at (616) 219-9580 or via email at ddeal@buist.com with any questions.

Respectfully,

BUIST AUDIO VISUAL

Devin Deal

Devin Deal
AV Solution Architect

DD/kl

Notice to Proceed

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Date Accepted: _____ Signature: _____ P.O. #: _____
(Please sign and email back)

MOSS

Making Technology Work

Lower Level Community Room AV

QUOTE #828018680 V2

PREPARED FOR
Gaines Township

PREPARED BY
Tim Loiselle

November 21, 2024



Prepared For:

Gaines Township

Rod Weersing
8555 Kalamazoo Ave SE
Caledonia, MI 49316

P: (616) 656-0181

E: rod.weersing@gainestownship.org

Prepared by:

MOSS

Tim Loiselle
561 Century Ave SW
Grand Rapids, MI 49503

P: 616-451-1967

E: tim.loiselle@mosstele.com

Date Issued:

Nov 21, 2024

Expires:

Dec 13, 2024

ERate SPIN #:

Special Contract Ref.

N/A

Solution Summary

Scope of Work: Audio-Visual System Upgrade for Gaines Township Community Room

Project Overview

MOSS is pleased to submit this proposal to Gaines Township for the upgrade of the audio-visual (AV) system in the lower-level Community Room. Following the site visit conducted by Tim Loiselle and Kim Triplett, we have designed an enhanced AV solution that aims to improve the system's performance, usability, and flexibility.

Current System Overview

The existing AV system includes:

- (8) Ceiling speakers
- Amplifier/mixer
- (2) Projectors and screens
- Wireless and wired microphones
- An older Crestron control system managing the equipment.

Proposed Upgraded System

The proposed solution incorporates advanced AV components for improved performance and ease of use. The new system will include:

- QSC DSP Controller: Centralized audio processing for better sound quality and control.

Solution Summary

- (2) 7" Touch Panels: User-friendly interface for easy control of the AV system in each conference room.
- New Audio Amplifier: For enhanced sound clarity and power.
- Wireless Microphones: Both handheld and lavalier options to accommodate various speaker preferences.
- AV over IP Encoders and Decoders: For flexible video routing and system scalability.
- Local Manageable Network Switch: Ensures smooth data transmission between devices.

Scope of Work and Installation

MOSS will provide the following installation services as part of the system upgrade:

1. **Removal of Existing Equipment:** The current equipment in the existing AV rack will be removed, including the old control system and any obsolete components.
2. **New Equipment Installation:**
 - Install the QSC DSP controller and new audio amplifier in the existing equipment rack.
 - Install the (2) 7" Touch Panels in the designated conference spaces for intuitive control.
 - Install AV over IP encoders and decoders to facilitate seamless video and audio signal routing.
 - Install network cabling between the encoders, network switch, and decoders for stable data transmission.
 - Provide a Bluetooth receiver in the main room for easy connection of mobile audio devices.
3. **System Configuration:** The new equipment will be configured and integrated to provide the following capabilities:
 - **Projector Control:** Power on/off and input source selection for the projectors.

Solution Summary

- Audio Control: Selection of audio input sources and volume adjustments (increase/decrease) for both microphones and speakers.
 - Source Routing: Routing of video sources to the projectors based on user input.
4. **Testing and Calibration:** MOSS will perform thorough system testing to ensure all components are fully functional. This includes audio calibration, video signal routing verification, and network performance checks.
 5. **Training and Handover:** After installation, MOSS will provide training for staff on how to operate the upgraded AV system. A user manual and troubleshooting guide will also be provided to ensure ease of use and ongoing maintenance.

Optional Upgrades

To further enhance the system, MOSS offers the following optional upgrades:

- (10) Ceiling Speakers: Upgrading the existing speakers to provide better audio coverage and clarity.
- (2) Laser Projectors: Replacing the existing projectors with higher-lumen laser projectors (7,000 lumens each), offering nearly three times the brightness of the current units. 11/21/24 - per customer requested from optional to base quote.
- (2) Sennheiser Microphone Charging Cradle: A convenient charging station for microphone transmitters to ensure they are properly stored and charged when not in use.

Project Deliverables

Upon completion of the project, MOSS will deliver:

1. A fully upgraded and operational audio-visual system in the lower-level Community Room.
2. A comprehensive training session for staff members on the new system's features and functionality.
3. Documentation, including:
 - System design schematics

Solution Summary

- Warranty information
- Maintenance guidelines

Timeline

The installation and configuration process are expected to take approximately 5 days from the project start date, including all testing and training.

Conclusion

MOSS is committed to delivering a comprehensive, high-performance AV solution for Gaines Township, ensuring a user-friendly, reliable system that meets your needs for both present and future use. We look forward to working with you on this project.

Thank you for considering MOSS for your audio-visual system upgrade.

Equipment				
Part #	Description	Price	Qty	Ext. Price
AVS-project materials-misc	Owner Provided Hardware - Equipment Rack, Surgex Power, (2) Listen Tech Receivers, (2) EPSON Projectors, (2) Projector Screens.	\$0.00	1	\$0.00
QSYS Core 8 Flex	Core and Licenses	\$2,322.24	1	\$2,322.24
SLQUD-8N-P	QSYS Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.		1	
SLQSE-8N-P	Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scripting Engine Software License, Perpetual.		1	
TSC-70-G3	QSYS 7" High Definition Touch Screen Controller	\$1,348.74	2	\$2,697.48
MP-A20V	QSYS 400W FlexAmp technology	\$803.58	1	\$803.58
GSM4212P-100NAS	Netgear 10 Port AV Over IP Network Switch	\$567.58	1	\$567.58
DuetE-WP-WHITE	Visionary Solutions A/V Encoder (Wall Plate)	\$1,292.10	2	\$2,584.20
D4100	Visionary Solutions A/V Decoder	\$702.10	2	\$1,404.20
509328	Sennheiser Digital wireless lavalier/handheld set. Includes (1) EW-DX EM 2 receiver, (1) SKM-S handheld transmitter, (1) EW-DK SK bodypack transmitter, (1) MKE 2 lavalier, (1) MMD 835 capsule and (2) BA 70 batteries, frequency range: Q1-9 (470.2 - 550 MHz)	\$2,407.20	2	\$4,814.40
003421	Sennheiser One dual two-way BNC passive splitter box with DC pass through	\$329.22	2	\$658.44
D-ARC	RF Venue Diversity Architectural Antenna for Wireless Microphones	\$579.60	2	\$1,159.20
C2G10376	C2G Performance Series Ultra Flexible High Speed HDMI™ Cable - 3'	\$12.27	2	\$24.54
C2G10378	C2G Performance Series Ultra Flexible High Speed HDMI™ Cable - 10'	\$19.29	1	\$19.29
7131100	General Cable Cat6 Blue Plenum	\$0.31	1	\$0.31
DB-BT1A	RDL Wall-Mounted Bluetooth® Audio Format-A Interface - Black	\$404.56	1	\$404.56
TX-TPR1A	RDL Active Single-Pair Receiver - Twisted Pair Format-A - Balanced line output	\$193.99	1	\$193.99
PS-24AS	RDL 24 Vdc Switching Power Supply, North American AC Plug, 500 mA, dc Plug	\$35.05	1	\$35.05
V11HA96020	EPSON PowerLite L770U Laser Projector with lens shift, 7,000 Lumens, WUXGA with 4KE, White	\$4,312.90	2	\$8,625.80
Subtotal:				\$26,314.86

Optional Hardware				* Optional
Part #	Description	Price	Qty	Ext. Price
AD-C6T-LPZB-WH	qsys 6.5" Two-way ceiling speakers	\$205.32	10	\$2,053.20
700333	Sennheiser Network enabled charger featuring two individual charging bays and external power supply unit	\$382.80	2	\$765.60
* Optional Subtotal:				\$2,818.80

Quote Summary			Amount
Equipment			\$26,314.86
Installation Services			\$7,400.00
Subtotal:			\$33,714.86
Shipping:			\$674.30
Total:			\$34,389.16

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

MOSS

Gaines Township

Tim Loiselle

Signature / Name

11/21/2024

Date

Rod Weersing

Signature / Name

Initials

1/1/0001 12:00:00 AM

Date

Purchase Terms and Conditions

Gaines Township of 8555 Kalamazoo Ave SE, Caledonia, MI 49316 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment (hardware, installation materials, software, licenses, extended warranties) and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified due to a change in MOSS's costs, unless there is written agreement of both parties to extend the initial pricing.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.**
 - A. Unless stated otherwise, upon execution of the agreement from CLIENT, MOSS will render an invoice for a down payment of 50% of the entire contract, which shall be due before implementation. Additional invoices will be rendered on the date of shipment of CLIENT'S Equipment either to MOSS or directly to the work site.
 - B. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date. Credit card payments will be accepted with a 3% service charge added.
 - C. CLIENT agrees to pay as a late charge, one and a half percent (1.5 %) per month on the unpaid balance of any invoice from MOSS, beginning on the first day after the due date of such invoice.
4. **SECURITY INTEREST.** MOSS shall retain a purchase money security interest in the Equipment until all applicable charges are paid in full. MOSS is authorized to file a financing statement to perfect its security interest.
5. **PROJECT ACCEPTANCE.**
 - A. All equipment provided by MOSS as indicated in our proposal and "Scope of Work" has been installed and tested at each site;
 - B. all required submittals, system documentation and testing has been completed per the proposal or CLIENT requirements, and turned over to CLIENT;
 - C. any damage to CLIENT facilities resulting from MOSS's installation has been repaired to CLIENT's satisfaction
 - D. all refuse resulting from the installation has been removed from CLIENT's site;
 - E. any other specific requirements that may be outlined in the bid specification documents
6. **CHANGE ORDERS.** All equipment, parts or labor added or deleted from this project after the initial purchase order, will initiate a change order. Change orders may be initiated by the CLIENT, CLIENT's representative, or MOSS and all change orders will be in writing and approved and signed by all parties before work commences.
 - A. Changes in the work may increase or decrease the project value and must be submitted in writing by a MOSS lump sum, unit pricing, or time & materials proposal.
 - B. For any lump sum additions to this contract, MOSS shall render an invoice on the date of the change order acceptance.
 - C. Time and Materials charges shall be invoiced upon the successful completion of MOSS's standard installation tests or monthly based upon job progress. These changes may affect the previously agreed upon completion date.
7. **TAXES.** CLIENT shall pay all taxes imposed upon MOSS due to the assembly, sale, delivery or installation of the Equipment not including any taxes imposed on the net income of MOSS, and MOSS shall be responsible to pay all taxes to the proper taxing authorities.
8. **TITLE AND RISK OF LOSS.** Title to the Equipment shall pass to CLIENT upon receipt at CLIENT site, at which time CLIENT shall bear all risk of loss, damage, or theft. CLIENT shall provide a secure space for any required storage of equipment on site.
9. **CANCELLATION.** If CLIENT cancels the purchase, or any portion thereof, at any time prior to the delivery of the Equipment, CLIENT shall render to MOSS as liquidated damages and not as a penalty 20% of the purchase price of that portion of the purchase canceled by CLIENT, or the amount of liquidated damages or restocking fee MOSS must pay manufacturer, if greater.
10. **SOFTWARE and FIRMWARE UPDATES.** Manufacturer's software or firmware updates can be installed by MOSS at our standard labor rates. MOSS is not responsible for deficiencies in manufacturer provided software.
11. **PROPRIETARY INFORMATION.** "Proprietary Information" shall mean all information, knowledge or data (including without limitation financial, business, and product strategy information; product specifications; product designs; procedures; studies; tests; and reports) in written, electronic, tangible, oral, visual or other form, disclosed by, or obtained from, CLIENT or MOSS, conceived, created, acquired, or first reduced to practice relating to this Order.
 - A. Unless either party has received express written consent from the other party to the contrary, Both parties shall:
 - 1) use the Proprietary Information solely for the purposes of this Order, and not for any other purpose;
 - 2) safeguard the Proprietary Information to prevent its disclosure to or use by third parties;
 - 3) not disclose the Proprietary Information to any third party; and
 - 4) not reverse engineer, disassemble, or decompile the Proprietary Information.
 - B. Parties may disclose the Proprietary Information to officers, directors, employees, contract workers, consultants, agents, affiliates or subcontractors who have a need to know such Proprietary Information for the purposes of performing this Order.
 - C. Parties are not restricted from using or disclosing any information that, as proven by written contemporaneous records

kept in the ordinary course of business:

- 1) is or may hereafter be in the public domain through no improper act or omission of either Party or a third party;
- 2) is received by either Party without restriction as to disclosure by the other Party, or from a third Party having a right to disclose it;
- 3) was known to either Party on a non-confidential basis prior to the disclosure by the other Party; or
- 4) was independently developed by the employees of either party without access to any of the other Party's Proprietary Information.

LIMITED WARRANTY

12. **LIMITED WARRANTY.** MOSS represents and warrants to CLIENT, and only to CLIENT as the original purchaser, that;

- A. the Equipment is free from defects in material and workmanship, fully merchantable and of good quality;
- B. MOSS has good title to all Equipment, free and clear of all liens and encumbrances, and will transfer such title to CLIENT in conformity with any specifications, drawings, samples or descriptions furnished by either party and approved by CLIENT and in compliance with all applicable laws;
- C. the Equipment will conform to industry standards and be installed and tested in a workmanlike and timely manner in accordance to the manufacturer's specifications, and for the period that the manufacturer has warranted to MOSS for its goods ("Warranty Period").

When MOSS is providing installation services for the Equipment, the Warranty Period shall commence upon completion of the installation; otherwise it shall commence upon delivery of the Equipment. If, under normal and proper use, the Equipment proves to have such a material defect and CLIENT notifies MOSS within the Warranty Period, MOSS will, at its option, repair or replace the Equipment or defective component thereof without an Equipment charge to CLIENT. Replacement parts or products may be new or equivalent to new in performance. Labor involved in troubleshooting or replacing faulty equipment is not covered under the manufacturer's Equipment warranty. The warranty provided to CLIENT by MOSS does not include damages, defects, malfunctions, or failures caused by:

- 1) CLIENT's failure to follow MOSS's installation, operation or maintenance instructions;
- 2) CLIENT's modification of the Equipment;
- 3) CLIENT's abuse, misuse or negligent acts; or
- 4) Power failure or surges, lightning, fire, sprinkler leakage, flood, accident, actions of third party, and other events outside MOSS's control.
- 5) CLIENT failure to provide the proper operating environment for the Equipment as specified by MOSS or the equipment manufacturer, including electrical and telecommunications connections, or failure to provide MOSS with access to the Equipment to enable MOSS to perform maintenance or repair work.

THE FORGOING LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED OR ARISING BY OPERATION OF LAW, COURSE OF DEALING OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

NON-CONFORMING EQUIPMENT. MOSS will deliver only Equipment that conforms in all respects to the requirements of this Agreement. To make a claim that Equipment is nonconforming, CLIENT must inspect Equipment prior to completion of installation, and upon making a timely claim may reject Equipment for defects revealed thereby. A failure to timely object shall be deemed as CLIENT's acceptance of the Equipment. If Equipment is nonconforming, CLIENT will inform MOSS about the nonconformity as soon as reasonably practicable after CLIENT has discovered same, and may, at its sole option, permit MOSS to re-work, replace or otherwise remedy a nonconformity in accordance with any reasonable deadline CLIENT and MOSS establish; or reject nonconforming Equipment, return them to MOSS and request redelivery of conforming Equipment.

LIABILITY

13. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its services, reliance on its services, or on information obtained therefrom, interruptions of service, breach, compromise, unauthorized access to any records, files, data, systems, or other assets, valuables and resources; errors, defects, viruses, malware, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, MOSS shall not be liable for:

- A. any direct damages resulting from the loss of any of Client's data or third-party data, breach of security or loss of privacy of data on Client's systems or third-party systems that may occur on systems installed, serviced, and/or managed by MOSS, or any direct or indirect damages resulting therefrom;
- B. the malfunction, performance or compromise of any system, network or other resource related to or associated with MOSS services in any capacity, and any Client or third-party damages, claims, losses or expenses resulting therefrom;
- C. any personal injury (whether of a physical or psychological nature) or death of any person, whether associated with Client or otherwise, that may in any capacity or by any theory be associated with services provided by MOSS, and any Client or third party damages, claims, losses or expenses resulting therefrom; or
- D. any property damage occurring to CLIENT's property or property of third parties.

Despite the foregoing limitation of liability, should MOSS be found liable to Client for damages caused by MOSS's performance or non-performance of its obligations to CLIENT:

- A. The maximum liability of MOSS and its directors, officers, employees, agents, independent contractors or suppliers for loss or damage caused by or arising in connection with its performance or non-performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
- B. MOSS shall not be liable to CLIENT for any indirect, incidental, consequential or punitive damages, including without limitation, lost profits, sustained or incurred regarding this Agreement regardless of the form of action, whether in contract,

tort, strict liability or otherwise, and whether such damages are foreseeable. Any legal action against MOSS arising from, or regarding, performance or non-performance, must be brought by CLIENT within one (1) year after the cause of action arises.

GENERAL

14. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and describe the circumstances causing such a delay and mutually agree to reschedule the remainder of the project.
15. **MODIFICATION.** No modification or waiver of any provision of this Agreement will be accepted unless authorized in writing by an authorized representative of both parties. Variances from this Agreement in any CLIENT order will be of no effect.
16. **OMISSIONS.** Each party reserves the right to correct clerical or stenographic errors or omissions in this Agreement. If any term or provision of the Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision hereof shall be valid and enforced to the fullest extent permitted by law.
17. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. No delay or failure by MOSS to exercise any right or remedy shall impair in any manner whatsoever any of such rights or remedies or be construed to be a waiver or acquiescence therein. Based on MOSS's acceptance of this Agreement in Kent County, Michigan, CLIENT agrees that exclusive jurisdiction and venue for any litigation of a dispute arising under this Agreement shall be in courts whose jurisdiction includes Kent County, Michigan. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
18. **ASSIGNMENT.**
MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party.
19. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.



Thursday, December 5, 2024

Re: GAINES TOWNSHIP HALL AV PROPOSAL

Thank you for the opportunity to allow KVO Communications to provide this quote.

Scope:

KVO to provide and install:

- A. Savant Host with License
- B. Savant Controller
- C. Audio Control Amplifier
- D. Audio Technica Auto Mixer
- E. Audio Technica Wireless Handheld Microphones: Qty-2
- F. Savant Touch Panel Control
- G. Vivitek 6000 Lumen Laser Projectors with Mounts: Qty-2
- H. POE Network Switch
- I. HDBaseT Wall Plates For Each Projector
- J. Savant HDBaseT 4X4 Matrix Switcher
- K. (2) Hours of Training
- L. All cabling, labor, integration

14205 Ironwood
Grand Rapids, MI 49534
20-1355864

Phone: 616-677-0100
Fax: 616-677-0156
www.kvoav.com



Any modifications to the scope of work listed above must be approved by KVO and a written change order completed before the requested work will be performed.

Notes & Assumptions

This proposal has been prepared under the following assumptions:

1. This proposal is based on all work being performed at a regular hourly rate, unless noted. If there is a need to accelerate the schedule, KVO Communications will provide a quote, with overtime, for the requested shortened schedule.
2. All changes by an authority having jurisdiction or authorization to do so will alter this proposal
3. Any painting of electrical conduit, equipment, etc. will be done by others.
4. All painting, patching, repair of drywall or other material that must be opened to run wire by others.
5. Where the price of material, equipment, or energy increases prior to acceptance of a quote, the quote sum may be adjusted.
6. That there is adequate power available to power our equipment.
7. The warranty covered by the manufacturer(s) **DOES NOT COVER LABOR, SHIPPING OR TRIP CHARGES, ONLY EQUIPMENT. WARRANTY PERIOD IS 1 YEAR.**
8. Adequate WIFI must be provided in areas where system control is required.
9. A dedicated VLAN will be needed to be setup by Gaines Township IT for the Savant based equipment so that it can communicate across the network. Assumes that there is an existing data feed by the rack that we can use to connect our POE switch.
10. **That all existing equipment that is going to be removed/relocated and reinstalled is in good working order and can be re-used. This equipment includes the SurgeX power conditioner and the Listen Technologies assisted hearing equipment.**
11. All table, furniture and floor coring to be done by others if needed
12. All over head cable support systems to be installed by others or alternatively we will be able to use other peoples over head cable support systems to run our wire.
13. Owner provided equipment (phones, iPads, tablets, etc.) to be compatible with new Savant pro application
14. No other equipment in room to be integrated into system aside from what is specifically mentioned here.
15. **After this install there will be NO MORE AIR WALL FUNCTIONALITY. Room will be used as a whole unit with ability to project different/same images via the projectors and video matrix.**
16. 50% of invoice due before work commences and rest due 15 days after completion.
17. Cost increases or tariff increases that are modified before payment is made to order equipment to be billed at separate and in addition to this proposal.

14205 Ironwood
Grand Rapids, MI 49534
20-1355864

Phone: 616-677-0100
Fax: 616-677-0156
www.kvoav.com



Total: \$43,512.00

Quotation Terms & Conditions

Is valid for 15 days

If you have any questions regarding this quotation, do not hesitate to contact me at 616-292-3176.

Thank you for the opportunity to provide you with this quote.

Sincerely,

Luke Engelsma

Account Executive

14205 Ironwood
Grand Rapids, MI 49534
20-1355864

Phone: 616-677-0100
Fax: 616-677-0156
www.kvoav.com



MEMO

Staff Communication-Action Required

DATE: December 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Electronic Door Lock System

SUMMARY OF TOPIC:

Staff has been reviewing options for better securing the staff work areas of the Township Hall from the public areas. One suggestion was to install an electronic door lock system that would utilize card readers at all staff entrances to the office area. Card reader access would also be installed at the main entrance to the building as well as the breakroom entrance. Taking this step would help staff to better control who is entering the work area of the office as well as entering the building.

Four companies were invited to review this project. Two of the companies failed to provide bids for the project. There was a large difference between the two bids that were received. The low bid was received from Omega Systems in the amount of \$12,850. This company installed the current card reader on the Building Department door and this project would be an expansion of that system.

BUDGET ACTION REQUIRED:

This project was not part of the 2024 budget but could be paid for from the General Fund cash account.

STAFF RECOMMENDATION:

Staff recommends approval of this project and that it be awarded to Omega Systems based on their bid of \$12,850.



Omega Systems

5324 Plainfield Ave NE
Grand Rapids, MI 49525
TEL: 616-361-6677
FAX: 616-363-9430
E-MAIL: sales@oceaninc.com

QUOTATION

Quote Number: SQ-19562
Quote Date: Jul 30, 2024
Page: 1

Quoted To:

GAINES TOWNSHIP
8555 KALAMAZOO AVE SE
CALEDONIA, MI 49316

Customer ID	Good Thru	Payment Terms	Sales Rep
C9299-E	8/29/24	Net Due	NH

Quantity	Item	Description	Unit Price	Amount
2.00	MISC	MI4 8x Door Network RFID Access Control System - Kit total 16 door setup 10 PCs Key Fob; 1 PC Software/Manual Disk; 1 PC Metal Case-power	1,200.00	2,400.00
1.00	MISC	Trade up discount for existing 4 door system controller only	285.00	-285.00
4.00	MISC	DOOR STRIKE OR MAGNET got Metal Doors	389.00	1,556.00
9.00	MISC	Door Strikes for Indoor wood Doors	189.00	1,701.00
13.00	MISC	Slim RFID Readers	109.00	1,417.00
2,200.00	MISC	FT low voltage cable 4 conductor and 2 Conductor	0.21	462.00
1.00	MISC	Misc Other Hard ware	125.00	125.00
1.00	MISC	PC - Controller	350.00	350.00
14.00	CA	Estimate to Install Electric strikes on 4 external steel Doors - Retrofit and add - Estimate 14 Hours to be billed at actual time	122.00	1,708.00
28.00	CA	Install above system configure estimate 28 hrs to be bill at actual time Note: Computer Pc interface is included - This controller can be setup with any pc using TCPIP. Training will Be Provided Highlights:	122.00	3,416.00
Subtotal				Continued
Sales Tax				Continued
TOTAL				Continued



Omega Systems

5324 Plainfield Ave NE
Grand Rapids, MI 49525
TEL: 616-361-6677
FAX: 616-363-9430
E-MAIL: sales@oceaninc.com

QUOTATION

Quote Number: SQ-19562
Quote Date: Jul 30, 2024
Page: 2

Quoted To:

GAINES TOWNSHIP
8555 KALAMAZOO AVE SE
CALEDONIA, MI 49316

Customer ID	Good Thru	Payment Terms	Sales Rep
C9299-E	8/29/24	Net Due	NH

Quantity	Item	Description	Unit Price	Amount
		- Web access + TCP/IP Software management. SDK available for developer. - Auto Open/Close at any pre-set time during any day - Powerful control features. Can implement "who" can enter which door at certain time. - Can check for entry/exit History record -Anti tail gating, Anti Pass- Software supports all windows platform: Windows 98/2000/ME/NT/XP/win7/win8, both 32 bit and 64 bit system. - Multiple controllers can be connected and managed by only ONE central software/database Door APP included Scope Of work: install and retrofit 13 doors with new Electric strikes, install cable and RFID slim line readers test and train as needed. Note: Install will be using existing 2x 8 door controller for interior and exterior doors, above are estimates and will be billed at actual if additional parts/ setup needed.		
Subtotal				12,850.00
Sales Tax				
TOTAL				12,850.00

Quotation No. 9024066-TS**May 28, 2024****To: Gaines Township****For: 2024-Gaines Township-Card Access Proposal**

Attn: Rod Weersing
Attn: Kim Triplett
Grand Rapids, MI

2024 – Gaines Township –Access Control Proposal

Currently, Gaines Township is inquiring about upgrading the current card access system that only serves one door in the building to a new technology that would allow township staff ease of use and the ability to expand the system.

GVA will furnish and install a Pro-Data Key cloud-based card access system on twelve openings, thirteen total doors.

Access Control Base: Pro-Data Key Access Control System

We will furnish and install a Pro-Data Key cloud-based card access system with full control on twelve entrances at the township office. This system has a user-friendly cloud login and a mobile app.

This proposal **includes** the following:

- Furnish and install (1) PDK Cloud Node One-door access control controller/panel.
- Furnish and install (1) PDK MAX expandable panel with built in power supplies.
 - (3) PDK four-door access controllers.
 - (1) 8-port network switch.
- Furnish and install complete access controls on (2) doors, DR01.
 - (2) Electrified Strikes.
 - (1) PDK Reader.
 - (2) Door status contacts.
 - (1) Request-to-exit sensors.
 - (1) 42" Pedestal Pro Post with 10"x6" hood to mount the current ADA button on and the PDK Reader
- Furnish and install complete access controls on (9) interior doors (DR02, DR03, DR04, DR05, DR06, DR08, DR10, DR11, DR12).
 - (9) Electrified Strikes.
 - (9) PDK Mullion Reader.
 - (9) Door status contacts.
 - (9) Request-to-exit sensors.
- Furnish and install complete access controls on (1) exterior doors with existing hardware (DR09)
 - (1) PDK Mullion Reader.
 - (1) Door status contacts.
 - (1) Request-to-exit sensors.
 - GVA plans to reuse the existing electronic strike.
- Furnish and install complete access controls on (1) exterior doors with/out existing hardware (DR07)
 - (1) Electrified Strike.
 - (1) PDK Mullion Reader.
 - (1) Door status contact.
 - (1) Request-to-exit sensor.
- Furnish and install access control conduit and wiring as necessary.
- Provide wiring diagrams, documentation and as-builts.
- Provide basic programming of access control system.
 - Doors listed above.
 - Access Rights.
 - Schedules.
- Provide (50) PDK Keyfobs.

- Provide (2) hours of owner training.
- Includes 1 years of PDK Cloud Access for System.*
- One-year material warranty on balance of components provided by GVA.
- One-year Labor warranty on balance of work provided by GVA.

The cost for the *Proposed work* as outlined above is:

\$43,694.00**

*After the initial 1st year post contract, the church should plan for an annual cost of \$1,152.00/year which is calculated at \$8/month/door.
**Mobile credentials can be enabled on a per reader basis for an additional \$3/Month/reader.

This proposal **does not** include the following:

- Any night or weekend work.
- Any equipment, programming, or labor not listed above.
- Any networking cabling.

This proposal **assumes** the following:

- Internet connectivity will be provided by others.
- Network switches to be provided by others if needed.
- Customers IT department will provide GVA with the additional static IP address required.
 - Four-IP address and Ports are required.
- Emergency power will be provided by others to the access panels if desired.
- Power will be provided to ACS Panels by others.
- Network Drop by others.

****Pricing is valid for 30 days from the date of the proposal.***

If you have any questions, feel free to contact me anytime.

Best Regards,

Tony Savickas
Account Representative
Grand Valley Automation
Desk: 616-551-5158
Cell: 616-581-0880
gvainc.com



Acceptance of Proposal

Signature: _____

Date: _____

GAINES CHARTER TOWNSHIP 2025 MEETING CALENDAR

Township Board, Board of Review, Zoning Board of Appeals, and Planning Commission meetings are tentatively scheduled for 7pm and held in the Township Board Room. Parks & Trails Committee meets at the Township Hall. GAINES CHARTER TOWNSHIP WILL FOLLOW CURRENT COVID-19 MANDATES.

TIME AND LOCATION MAY VARY FOR ANY MEETING

January		Opening		July		Opening
08	Zoning Board of Appeals	Dan		09	Zoning Board of Appeals	
15	Board of Trustees			14	Board of Trustees	Kathy
15	Parks & Trails			22	Board of Review	
23	Planning Commission			24	Planning Commission	
				28	Board of Trustees	Michael
February		Opening		August		Opening
10	Board of Trustees	Rob		11	Board of Trustees	Bob
12	Zoning Board of Appeals			13	Zoning Board of Appeals	
27	Planning Commission			28	Planning Commission	
March		Opening		September		Opening
04	Board of Review – organizational meeting			08	Board of Trustees	Laurie
10	Board of Trustees	Kathy		10	Zoning Board of Appeals	
10	Board of Review			17	Parks & Trails	
11	Board of Review			22	Board of Trustees	Tim
12	Zoning Board of Appeals			25	Planning Commission	
27	Planning Commission					
April		Opening		October		Opening
09	Zoning Board of Appeals			08	Zoning Board of Appeals	
14	Board of Trustees	Michael		13	Board of Trustees	Dan
16	Parks & Trails			23	Planning Commission	
24	Planning Commission					
28	Board of Trustees	Bob				
May		Opening		November		Opening
12	Board of Trustees	Laurie		10	Board of Trustees	Rob
14	Zoning Board of appeals			12	Zoning Board of Appeals	
19	Board of Trustees	Tim		20	Planning Commission	
22	Planning Commission					
June		Opening		December		Opening
9	Board of Trustees	Dan		08	Board of Trustees	Kathy
11	Zoning Board of Appeals			09	Board of Review	
18	Parks & Trails			10	Zoning Board of Appeals	
23	Board of Trustees	Rob		15	Board of Trustees	Michael
26	Planning Commission			18	Planning Commission	

2025 COMMITTEE APPOINTMENTS BOARD OF TRUSTEES

PLANNING COMMISSION				
Member		Appointment Type	Term (3-yr)	
Brad Waayenberg		Member	Jan. 1, 2024~ Dec. 31, 2026	
Ronnie Rober		Member	Jan. 1, 2024 ~Dec. 31, 2026	
Connie Giarmo		Member	Jan. 1, 2025~ Dec. 31, 2027	
Ryan Wiersma		Member	Jan. 1, 2025 ~ Dec. 31, 2027	
Lani Thomas		Member	Jan. 1, 2023 ~ Dec. 31, 2025	
Talimma A. Billips		Member	Jan. 1, 2023 ~ Dec. 31, 2025	
Tim Haagsma		Member	Board Appointed	
PERSONNEL COMMITTEE APPOINTMENTS				
Member		Appointment Type	Term (2-yr)	
Bob Terpstra		Member	Unlimited	
Connie Giarmo		Member	Jan. 1, 2024 ~ Dec. 31, 2025	
Mike Brew		Member	Jan. 1, 2024 ~ Dec. 31, 2025	
Rob DeWard		Member	Jan. 1, 2024 ~ Dec. 31, 2025	
Township manager		member	Jan. 1, 2024 ~ Dec. 31, 2025	
PARKS & RECREATION COMMITTEE				
Member		Member Type	Appointment Type	Term (2-yr)
Brian Diemer		Member	Voting	Jan. 1, 2025~ Dec. 31, 2026
Dana Lehmann		Member	Voting	Jan. 1, 2025~ Dec. 31, 2026
Kathy Vander Stel		Member	Voting	Jan. 1, 2024 ~ Dec. 31, 2025
Member		Member Type	Appointment Type	Term (1-yr)
Bob Terpstra		Supervisor	Ex-Officio	Unlimited
Steve Maier		Member	Voting	Jan. 1, 2024~ Dec. 31, 2025
Linda Crumback		Member	Voting	Jan. 1, 2024 ~ Dec. 31, 2025
Laurie Lemke		Member	Voting	Jan. 1, 2024~ Dec. 31, 2025
Sandra Woltjer		Member	Voting	Mar. 11, 2024 ~ Dec. 31, 2025
WATER & SEWER ADVISORY COMMITTEE				
Member		Appointment Type		Term (1-yr)
Bob Terpstra		Member		Unlimited
Jeff Gritter		Member		Jan. 1, 2025~ Dec. 31, 2025
Tracy Lawrence		Member		Jan. 1, 2025~ Dec. 31, 2025
Dan Wells		Member		Jan. 1, 2025~ Dec. 31, 2025
Tim Haagsma		member		Jan. 1, 2025~ Dec. 31, 2025
TOWNSHIP LIQUOR CONTROL ENFORCEMENT DEPARTMENT				
Member		Appointment Type		Term (1-yr)
Rod Weersing		Member		Jan. 1, 2025 ~ Dec. 31, 2025
Bob Terpstra		Member		Unlimited
John Stuyfzand		Member		Jan. 1, 2025~ Dec. 31, 2025
Dan Wells		Member		Jan. 1, 2025~ Dec. 31, 2025
Kim Triplett		Member		Jan. 1, 2025 ~ Dec. 31, 2025
BOARD OF REVIEW				
Member		Appointment Type		Term (1,2,or 3-yr)
Mark Krier		Alternate		Jan 1, 2024 ~ Dec. 31. 2026
Bob Schautz		Member		Jan. 1, 2024 ~ Dec. 31, 2027
Don Hilton		Member		Jan. 1, 2024 ~ Dec. 31, 2025
Ruth Ringnalda		Member		Jan. 1, 2024~ Dec. 31, 2028
Bob Terpstra		Secretary		Unlimited

ZONING BOARD OF APPEALS			
<i>Member</i>	<i>Appointment Type</i>		<i>Term (3-yr)</i>
Mark Krier	Alternate		Jan. 1, 2025 ~ Dec. 31, 2027
Rob DeWard	Alternate		Jan. 1, 2025 ~ Dec. 31, 2027
Ruth Ringnalda	Member		Jan. 1, 2025~ Dec. 31, 2027
Ryan Wieresma	Member		Jan. 1, 2023 ~Dec. 31, 2025
Don Hilton	Member		Jan. 1, 2023~ Dec. 31, 2025
Matt Kooiman	Member		Jan. 1, 2024~ Dec. 31, 2026
James Peacock	Member		Jan. 1, 2024 ~ Dec. 31, 2026,
GAINES CHARTER TOWNSHIP PUBLIC SAFETY COMMITTEE			
<i>Member</i>	<i>Township</i>	<i>Title</i>	<i>Appointment Type</i>
Bob Terpstra		Member	Unlimited
Tim Haagsma		Member	Jan. 1, 2025~ Dec. 31, 2026
Paul Sheely		Member	Jan. 1, 2025~ Dec. 31, 2026
Ken VanHall	Fire Chief		
	<i>WATER AND</i>	<i>SEWER (BGUA)</i>	
<i>Member</i>	<i>Township</i>	<i>Position</i>	<i>Term (3-yr)</i>
Kathy VanderStel	Gaines	Board Liaison	Jan 1, 2023 ~ Dec. 31, 2025
Jeff Gritter	Gaines	Member	Jan 1, 2025 ~ Dec. 31, 2027
Tracy Lawrence	Gaines	Member	Jan 1, 2024 ~ Dec. 31, 2026
Marc Faber	Byron	Member	Byron Appoints
Doug Stalsonburg	At-Large	Member	Jan 1. 2024 ~ Dec .31, 2026
Tom Hooker	Byron	Member	Byron Appoints
Angie Vander Ploeg	Byron	Member	Byron Appoints
DIVISION AVENUE CORRIDOR IMPROVEMENT AUTHORITY			
<i>Member</i>	<i>Township</i>	<i>Position</i>	<i>Term</i>
Bob Terpstra	Gaines	Board Representative	Unlimited
Paul France	Gaines	Member	Jan. 1. 2025~ Dec. 31, 2025
John Huizinga	Gaines	Member	Jan 1, 2024 ~ Dec. 31, 2026
Stu Warsen	Gaines	Member	Jan. 1, 2025~ Dec. 31, 2026
Tom Werkema	Gaines	Member	Jan. 1, 2025~ Dec. 31, 2027
Tim Mac Brien	Gaines	Member	Jan. 1, 2024 ~ Dec. 31, 2026
Jim Niewick	Gaines	Member	Jan 1, 2025 ~ Dec. 31, 2026