MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
January 8, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, VanderStel
Absent with notice: Haagsma
Planner Sisson was also present
Opening prayer was given by Trustee Fryling and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard

2. **Proposed Agenda**

   Motion by VanderStel and supported by Fryling to approve the agenda as presented

   Ayes: All. Motion carried.

3. **Question of Conflict of Interest**

   None declared.

4. **Recognition of Individuals and/or Delegations**

   Public Hearing to consider Celebration Banquets, LLC request for a Class C Liquor License

   Motion to open the public hearing was made by VanderStel and supported by Fryling.

   Ayes: Fryling, VanderStel, Osterink, DeWard, Lemke, Haagsma, Burnside. Motion carried.

   - There was no one present who wished to speak and no written comments had been received.

   Motion to close the public hearing was made by VanderStel and supported by Fryling.

   Ayes: Osterink, Burnside, DeWard, Lemke, VanderStel, Fryling. Motion carried.

   Dorin Bogbon – 6602 Avalon Drive – Water & Sewer Bill dispute

   - Mr. Bogbon was not present at the meeting.

   Paul Colombe and James Cassis addressed the Board about internet service providers and their concerns about service and a monopoly. DeWard responded that he would research and matter and get back with them.

6. **Consent Agenda**

   Motion by Fryling and supported by VanderStel to approve the consent agenda including payment of the bills for 12/14/17 through 12/29/17 in the amount of $141,233.67.

   Ayes: Burnside, DeWard, Lemke, VanderStel, Fryling, Osterink. Motion carried.

7. **Department/Office Reports**

A. **Clerk's Office – none**

B. **Planning Department**

1) Hashtag Acres – Preliminary Plat Review

Motion by Lemke and supported by VanderStel to deny the Preliminary Plat Review of Hashtag Acres as recommended by the Township Planning Commission.

Ayes: Fryling, VanderStel, Osterink, DeWard, Lemke, Haagsma, Burnside. Motion carried.

C. **Treasurer's Office – none**

D. **Assessing Department - none**

E. **Water and Sewer Department**

1) Preliminary December 2017 Financial Report

8. **Recognition of individuals and/or delegations**

- No one in the audience wished to address the Board

9. **Supervisor's Office**

A. **Consideration of Celebration Banquet LLC, application for a Class C Liquor License**

Motion by Burnside and supported by VanderStel to approve the resolution recommending approval of the Class C Liquor License, with the conditions listed in the resolution.

Ayes: Lemke, VanderStel, Osterink, Burnside, DeWard Nays: Fryling
Motion carried.

B. **2018 Midwest Road Race Championships, USA Cycling**

Motion by Osterink and supported by DeWard to postpone the request until the applicant can be present at a meeting for clarification on procedures used during races.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

C. **Appointment of Brad Waayenberg to the Planning Commission**

Motion by Burnside and supported by Lemke to approve the appointment of Brad Waayenberg to the Planning Commission.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

D. **Add October 22, 2018 as a Workshop Meeting Date to the Approved Calendar**

Motion by Fryling and supported by VanderStel to add October 22, 2018 to the approved calendar.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, VanderStel. Motion carried.

E. **Consideration of changes to Community Room Rental Policy**

Motion by Lemke and supported by VanderStel to permit the Supervisor's Department to move ahead with continuing to pursue changes to the Township's Community Room Rental Policy.

Ayes: Osterink, Burnside, DeWard, Lemke, VanderStel, Fryling. Motion carried.

F. **Resolution to acknowledge Louis Waayenberg's service to the Township**

Motion by Burnside and supported by Fryling to approve the resolution recognizing Louis Waayenberg for his years of service to the Township.

Ayes: Burnside, DeWard, Lemke, VanderStel, Fryling, Osterink. Motion carried.

10. Comments & Discussion

- Fryling wanted to commend Deputy Treasurer Jenna for her hard work at the Township.
- On behalf of the Dutton Fire Department, Lemke expressed their gratitude to the Board for the new Rescue 66 truck, the extrication tools, and the LUCAS device that were added to their equipment this year. This equipment will help the Department greatly in performing their jobs.

11. Adjournment

Motion by VanderStel and supported by Osterink to adjourn the meeting at 8:08 p.m.

Ayes: All. Meeting adjourned.

APPROVED: February 12, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on February 12, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
February 12, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Trustee VanderStel and the Pledge of Allegiance was recited

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

2. **Proposed Agenda**

   DeWard added the discussion of the Dutton Fire Chief's wages to the agenda as item H under Supervisor's Office action items.

   <u>Motion by Haagsma and supported by Fryling to approve the agenda as amended.</u>

   Ayes: All. Motion carried.

3. **Question of Conflict of Interest**

   None declared.

4. **Recognition of Individuals and/or Delegations**

   Dorin Bogbon – 6602 Avalon Drive – Water & Sewer Bill dispute – Mr. Bogbon was not in attendance.

   Jim Klapthor – USA Cycling (Race) – talked briefly about the proposed race.

   Krystal Stuart – Community Policing Officer – updated the Board on her activity.

   Public Hearing for Stonewater/Crystal Springs PUD Amendment

   <u>Motion to open the public hearing was made by VanderStel and supported by Haagsma.</u>

   Ayes: All. Motion carried.

   - John McKenzie, 1820 Spring Meadow Ct., thanked the Planning Commission for their work, expressed concerns about lighting, traffic, environmental impacts, building design, drainage ditch maintenance, and stormwater runoff.
   - Glen Vermuelen, 733 Avonlea Lane, spoke in favor of the request.
   - Lynn Corey, 7509 Crystal View Dr., wanted to request buffering along the property lines.

   <u>Motion to close the public hearing was made by VanderStel and supported by Haagsma.</u>

   Ayes: All. Motion carried.

6. **Consent Agenda**

Motion by VanderStel and supported by Haagsma to approve the consent agenda including payment of the bills for 1/9/18 through 1/31/18 in the amount of $268,804.23.

Ayes: All. Motion carried.

7. Department/Office Reports

A. Clerk's Office

Recommendation to move $20,000 in the TIRF fund for purchase of Hi-Speed Scanner.

Motion by Haagsma and supported by Osterink to move $20,000 in the TIRF fund for the purchase of a hi-speed scanner for elections.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

B. Planning Department

1) Preservation Lakes II – Final Preliminary Plat Approval

Motion by Haagsma and supported by VanderStel to approve the Final Preliminary Plat of Preservation Lakes II, with the following conditions:

1. Housing Model Variety: That the developer continue to utilize the same variety of house models as is occurring in Phase I.
2. Landscaping and berms: Prior to final plat approval a final landscape plan for the area north and south along Eastern Avenue entrance should be submitted for review and approval by Township staff.
3. Street trees: The requirements for street trees will be enforced when individual homes are constructed and in accordance with the following: - Street trees must be installed by the developer at a minimum of one (1) canopy tree per front yard for each lot in this phase of the development. - Street trees must be a minimum of 2 inches in caliper, measured at 4 feet above grade. - The species of trees must be from the Kent County Road Commission's approved planting list. 2 - The street tree shall be located between the sidewalk and the street unless such a location is unreasonable. - Street trees shall be spaced as uniformly as possible. - Street trees shall be planted within 6 months of the issuance of the lot's Certificate of Occupancy.
4. Street lights & Street lighting Assessment District: All pole heights are to be a maximum of fourteen (14) feet tall and be consistent with those installed in the prior phase. All street lights are to utilize full cut-off fixtures and Light-Emitting Diode (LED) lamps and that the developer must make a request in writing to Gaines Charter Township for the creation of a Street Light Assessment District before a residential building permit will be issued by the Township. - The number and location of street lights are to be determined by Consumers Energy for each phase of development. - The developer must provide the necessary funds for installation within 30 days of Gaines Charter Township issuing an invoice for the installation costs.
5. Signs: An identification sign is permitted at the new street entrance off eastern. The maximum height of the sign is to 6 feet and the maximum area of the sign is 48 square feet. Internal or External illumination (with a cut-off fixture) is permitted. Illumination cannot flash or move, and must be a continuous white light illuminating only the face of the sign. All sign lighting must be enclosed and directed to prevent the source of light shining directly or indirectly onto adjacent traffic and nearby properties. The requirements for the entrance sign will be enforced upon application for a sign permit.
6. Sidewalks: Sidewalks with a minimum width of 5 feet shall be provided on both sides of Water Ridge Drive and along the east side of Eastern Ave. from Water Ridge south to 100th St. The construction of the sidewalks is to meet or exceed the construction standards stated in Chapter 34, Section 34-26 "Construction standards" of the Gaines Charter Township Code of Ordinance or its equivalent.
7. Utilities and drainage and streets: Subsequent submittals must show compliance with the requirements of the Township engineer and the requirements of all other applicable agencies having jurisdiction over the plat.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

2) Stonewater/Crystal Springs Resolution

Motion by Haagsma and supported by Fryling to adopt the resolution recommending approval of the Stonewater-Crystal Springs PUD, with the conditions listed in the resolution.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

3) Stonewater/Crystal Springs PUD Ordinance Amendment

Motion by Haagsma and supported by VanderStel to adopt Ordinance 18-01 approving the Stonewater-Crystal Springs PUD.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

C. Treasurer's Office

1) Accept and file 4th quarter 2017 Financial Report (subject to audit)

Motion by VanderStel and supported by Fryling to approve the 2017 4th Quarter Financial Report, subject to audit.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

2) Strike Personal Property Taxes from the Tax Rolls

Motion by Haagsma and supported by VanderStel to strike 2012 Delinquent Personal Property from the Tax Roll.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

D. Assessing Department - none

E. Water and Sewer Department

1) Payment Plan Request for water connection fees for 714 & 730 Dawn St.

Motion by Lemke and supported by Haagsma to approve the Payment Plan Request for water connection fees for 714 & 730 Dawn St.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

2) Resolution of Approval for Intergovernmental Utility Service Agreement (Bretonfield Development)

Motion by Burnside and supported by Lemke to adopt the Resolution of approval for the Intergovernmental Utility Service Agreement.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

3) Resolution to amend Rate Resolution to correct Water Trunkage Fee – 2018.

Motion by Haagsma and supported by VanderStel to approve the Resolution to amend the Rate Resolution to correct the Water Trunkage Fee for 2018.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

8. Recognition of individuals and/or delegations

- Patricia Walker, 1100 73rd St. asked the Township to intervene in the delivery of phone books. She observed that they are dropped by mailboxes and end up as trash, as no one wants them. DeWard will direct the Zoning Department to follow up.

9. Supervisor's Office

A. Request for Road Closure of Ridgebrook Drive South of 60th and North of Eastport Drive for Neverthesame Annual Mud Run 8/25/18

Motion by Fryling and supported by VanderStel to approve the request for road closure for Neverthesame Annual Mud Run, 8/25/18.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

B. Recommendation for the purchase of 10 Air Packs for Dutton Fire Department

Motion by Lemke and supported by Burnside to approve the purchase of 10 Air Packs and corresponding equipment at a cost not to exceed $80,000.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

C. 2018 Midwest Road Race Championships, USA Cycling

Motion by Fryling and supported by Haagsma to untable the request.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

Motion by Haagsma and supported by Fryling to approve the 2018 Midwest Road Race Championships, USA Cycling.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

D. Library Lighting Upgrade

Motion by Lemke and supported by Burnside to approve the release of an RFP for upgrading to LED lighting and fixtures at the Township Library.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

E. Revisions to Personnel Manual

Motion by Haagsma and supported by Burnside to approve the hiring of "casual" employees to do maintenance work at Township properties, with no fringe benefits.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

Motion by Haagsma and supported by Burnside to remove the Nepotism clause from the Personnel manual.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

F. Consideration of changes to Community Room Rental Policy – Discussion only.

G. Consideration of Dutton Fire Chief Sheely's Annual Wage

Motion by Fryling and supported by Burnside to increase Chief Sheely's annual wage to $25,000 due to additional hours he is working for the Department.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

10. Comments & Discussion

- DeWard commented that he will be attending sessions at the upcoming MTA Conference regarding Strategic Planning, and he intends to hold joint meetings regarding that with the Township Board, Planning Commission, and Parks Department.

11. Adjournment

Motion by Lemke and supported by Haagsma to adjourn the meeting at 9:35 p.m.

Ayes: All. Meeting adjourned.

APPROVED: March 12, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on March 12, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
March 12, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Trustee Osterink and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

   Motion by Fryling and supported by Haagsma to approve the agenda as presented.

   Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Steve Johnson, State Representative, gave a brief update.
   - Bob Genetski introduced himself, he is running for State Senate.
   - Jon Wallace had comments about the Gaines/Byron Intergovernmental Agreement and the Cutlerville Fire Department.
   - **Public Hearing – Allocation of CDBG funds for North Kent Transit (Hope Network)**

   Motion to open the public hearing was made by Burnside and supported by Haagsma.

   Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Frying. Motion carried.

   No one wished to comment.

   Motion to close the public hearing was made by VanderStel and supported by Haagsma.

   Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

   - Max Lambert commented about the amount of his payment in lieu of sidewalk at 1400 76th St.

6. **Consent Agenda**

   Motion by Haagsma and supported by Lemke to approve the consent agenda including payment of the bills for 2/9/18 through 2/28/18 in the amount of $105,937.07.

   Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

7. **Department/Office Reports**

A. Clerk's Office

1) **Resolution to amend existing 401(a) Plan** – change normal retirement age to 60

Motion by Lemke and supported by Haagsma to approve the resolution to amend the existing 401(a) Plan to change the normal retirement age to 60.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

2) **Resolution to amend existing 457 Plan** – Participants will be eligible after 1 month of service

Motion by Lemke and supported by Haagsma to approve the resolution to amend the existing 457 Plan to change eligibility to after one month of service.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

3) **Resolution to amend existing 401(a) Plan** – change in eligibility

Motion by VanderStel and supported by Haagsma to approve the resolution to amend the existing 401(a) Plan to change eligibility to after one month of service for Class 1 Employees, and after three months of service for Class 2 Employees.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

4) **Resolution to amend existing 401(a) Plan** – Removal of 20 hour requirement from Class 2

Motion by Haagsma and supported by VanderStel to approve the resolution to amend the existing 401(a) Plan to remove the 20 hour per week requirement from Class 2 Employee eligibility.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

5) **Resolution to amend existing 401(a) Plan** – Board/Commission/Committee eligibility

Motion by VanderStel and supported by Haagsma to approve the resolution to amend the existing 401(a) Plan to remove eligibility of new appointees to any Boards, Commissions, or Committees effective April 1, 2018.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

B. Planning Department

1) **1st Read – Hanna Lake Trails Special Assessment District** – establish public hearing dates

Motion by Burnside and supported by Fryling to approve the public hearing date of April 9, 2018 for the Hanna Lake Trails Special Assessment District.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

2) **Four Corners – Funding for Multi-Model Transportation Study**

Motion by Lemke and supported by VanderStel to approve $12,500 toward the transportation study, with the condition that the proposal define the scope of the project.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

3) **2017 Planning Department Annual Report**

Motion by Burnside and supported by VanderStel to accept the 2017 Planning Department Annual Report.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

C. Treasurer's Office - none

D. Assessing Department - none

E. Water and Sewer Department

1) **Preservation Lakes Water & Sewer Development Contract.**

Motion by Haagsma and supported by VanderStel to approve the Preservation Lakes Water & Sewer Development Contract.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

8. Recognition of individuals and/or delegations

No one wished to speak.

9. Supervisor's Office

A. Liquor License Renewals

Motion by Burnside and supported by Haagsma to approve the renewal of the liquor license for Briarwood Golf Course.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Nays: Fryling. Motion carried.

Motion by Burnside and supported by Haagsma to approve the renewal of the liquor license for Peppino's Restaurant.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Nays: Fryling. Motion carried.

Motion by Burnside and supported by Haagsma to approve the renewal of the liquor license for Applebee's Restaurant.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Osterink. Nays: Fryling. Motion carried.

Motion by Haagsma and supported by Burnside to approve the renewal of the liquor license for Logan's Restaurant.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Osterink, Burnside. Nays: Fryling. Motion carried.

Motion by Haagsma and supported by Burnside to approve the renewal of the liquor license for Watermark – Stonewater Country Club.

Ayes: Lemke, Haagsma, VanderStel, Osterink, Burnside, DeWard. Nays: Fryling. Motion carried.

Motion by Burnside and supported by Haagsma to approve the renewal of the liquor license for Carmelo's Italian Pizza.

Ayes: Haagsma, VanderStel, Osterink, Burnside, DeWard, Lemke. Nays: Fryling. Motion carried.

Motion by Haagsma and supported by Burnside to approve the renewal of the liquor license for Grinning Mitten – Railtown Brewing.

Ayes: VanderStel, Osterink, Burnside, DeWard, Lemke, Haagsma. Nays: Fryling. Motion carried.

B. Resolution to approve allocation of Community Development Block Grant Funds to North Kent Transit (Hope Network)

Motion by Burnside and supported by Lemke to approve the resolution allocating $20,000.00 of Community Development Block Grant Funds to North Kent Transit (Hope Network).

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

C. 1st Read – Adoption of International Fire Code

Motion by Haagsma and supported by Lemke to schedule a public hearing for April 9, 2018 for the second reading of the ordinance.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

D. 1st Read – Proposed Private Drive Ordinance

Discussion only, no action taken.

E. Proposed Community Room usage terms for the Cutlerville-Gaines Chamber of Commerce

Motion by Haagsma and supported by VanderStel to approve the usage terms for the Cutlerville-Gaines Chamber of Commerce as free of charge for Board meetings and member meetings only.

After discussion, Haagsma withdrew his motion, and VanderStel her support. No action taken.

F. **Max Lambert** – Request for payment in lieu of sidewalk

Motion by Lemke and supported by Haagsma to accept $5,000 for payment in lieu of sidewalk from Max Lambert.

Ayes: Lemke, Haagsma, VanderStel, Osterink. Nays: Burnside, DeWard, Fryling. Motion carried.

G. Resolution in appreciation of Mike Hoebeke's service

Motion by Burnside and supported by Lemke to adopt the resolution recognizing Mike Hoebeke for his service to Gaines Township at the Dutton Fire Department.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

10. Comments & Discussion

DeWard commented that the Township Office would be closing at 12:00 p.m. on March 30th.

Fryling commented that he had recently been in an accident and commended the Kent County Sheriff's Department for their quick response.

11. Adjournment

Motion by Burnside and supported by VanderStel to adjourn the meeting at 8:45 p.m.

Ayes: All. Meeting adjourned.

APPROVED: APRIL 9, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on April 9, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
April 9, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Treasurer Lemke and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

   Motion by VanderStel and supported by Fryling to approve the agenda as presented.

   Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Aric Nesbitt introduced himself, he is running for State Senate.
   - Community Policing Officer Krystal Stuart – March 2018 Report

   - **Public Hearing – Adoption of 2015 International Fire Code**

   Motion to open the public hearing was made by VanderStel and supported by Haagsma.

   Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Frying. Motion carried.

   No one wished to comment.

   Motion to close the public hearing was made by Burnside and supported by Haagsma.

   VOICE VOTE: All Ayes. Motion carried.

   - **Public Hearing – Hanna Lake Trails Streetlight SAD (1st) to receive comments or objections to the petition, proposed improvements, and proposed district boundary**

   Motion to open the public hearing was made by VanderStel and supported by Haagsma.

   VOICE VOTE: All Ayes. Motion carried.

   No one wished to comment.

   Motion to close the public hearing was made by Burnside and supported by Haagsma.

   VOICE VOTE: All Ayes. Motion carried.

- **Public Hearing – Hanna Lake Trails Streetlight SAD (2nd) to receive comments or objections to the Special Assessment Roll**

Motion to open the public hearing was made by Fryling and supported by Haagsma.

VOICE VOTE: All Ayes. Motion carried.

No one wished to comment.

Motion to close the public hearing was made by Burnside and supported by VanderStel.

VOICE VOTE: All Ayes. Motion carried.

- **Public Hearing – Steelcase LSPD PUD Amendment**

Motion to open the public hearing was made by Burnside and supported by Haagsma.

VOICE VOTE: All Ayes. Motion carried.

Ingrid Anastasiu came forward, representing property owners at 7081 Patterson with questions regarding the proposed project.

Motion to close the public hearing was made by VanderStel and supported by Haagsma.

VOICE VOTE: All Ayes. Motion carried.

6. Consent Agenda

Motion by Burnside and supported by Fryling to approve the consent agenda including payment of the bills for 3/7/18 through 3/26/18 in the amount of $89,227.12.

VOICE VOTE: All Ayes. Motion carried.

7. Department/Office Reports

A. Clerk's Office - none

B. Planning Department

1) 2nd Read – Hanna Lake Trails Special Assessment District

Motion by Haagsma and supported by Lemke to approve the Hanna Lake Trails Street Lighting Special Assessment District.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

2) Steelcase LSPD PUD amendment – consideration of amendment to rezone certain properties from A-R, Agricultural/Rural-Residential to PUD-LSP

Motion by Haagsma and supported by Fryling to approve Resolution #18-13 and Ordinance #18-02 to amend the Steelcase LS PUD.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

3) Presentation of preliminary final development for Project Rapids

C. Treasurer's Office

1) Resolution to deny taxpayer requests to waive penalties and interest

Motion by Burnside and supported by VanderStel to approve the resolution to deny taxpayer requests to waive penalties and interest on late payments.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

2) **Purchase of BS&A Accounts Receivables.NET Software**

Motion by Osterink and supported by Burnside to approve the purchase of the BS&A Accounts Receivables software.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

D. Assessing Department

1) Resolution for waiver of penalties for untimely filed Property Transfer Affidavits

Motion by Haagsma and supported by Lemke to approve the Resolution for waiver of penalties for untimely filed Property Transfer Affidavits.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

E. Water and Sewer Department - none

8. Recognition of individuals and/or delegations

Jon Wallace encouraged the Board to vote against creating an Advisory Committee regarding the Cutlerville Fire Department, and instead work through the Cutlerville Fire Committee.

9. Supervisor's Office

A. Adoption of 2015 International Fire Code – 2nd Read

Motion by Haagsma and supported by Burnside to approve the adoption of the 2015 International Fire Code.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

B. Recommendation to award CMS North America Sewer Replacement Project

Motion by Lemke and supported by Haagsma to award the contract for construction of the CMS North America Sewer Replacement Project to Kentwood Excavating, Inc., for $25,870.00.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

C. Purchase of new network server

Motion by Burnside and supported by Lemke to approve the purchase of a new server for in-house and to move our email server to the cloud, at the cost of $8,097.00.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

D. Recommendation to award KDL Library LED upgrade project

Motion by Haagsma and supported by Burnside to award the bid for the KDL Library LED upgrade project to Meekof Electric, at a cost of $17,813.00.

Ayes: Lemke, Haagsma, VanderStel, Osterink, Burnside, DeWard. Nays: Fryling. Motion carried.

E. Recommendation to form an Advisory Committee regarding Cutlerville Fire Department

Motion by Haagsma and supported by VanderStel to approve the Advisory Committee of DeWard, Haagsma and Burnside, regarding the Cutlerville Fire Department.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

F. Increased price of security cameras

Motion by Haagsma and supported by Burnside to approve the contract for Ocean Omega to install cable and security cameras at a cost of $2,225.02.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

G. Proposed Community Room Rental Policies

1) Agreement with Cutlerville-Gaines Chamber of Commerce

Motion by VanderStel and supported by Haagsma to approve the use agreement between the Cutlerville-Gaines Chamber of Commerce and the Township.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

2) New Community Room Rental Policies

Motion by Burnside and supported by Haagsma to approve the new Community Room Rental Policies.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

10. Comments & Discussion

Fryling inquired about the invoice for Professional Code Inspections, and how the agreement was working out. DeWard stated it is working very well, and we are making enough in fees to more than offset their charges. They will also be taking the lead on Project Rapids.

DeWard commented that the April 23rd Workshop date will not be needed, as the Michigan Township Association Conference is that week and he and Lemke will be attending.

11. Adjournment

Motion by Burnside and supported by Fryling to adjourn the meeting at 8:43 p.m.

Ayes: All. Meeting adjourned.

APPROVED: May 14, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on May 14, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
May 14, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Clerk Burnside and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   Trustee Osterink and Trustee Fryling declared a conflict with the Hidden Waters Site Condominium Project from the Planning Department. They will recuse themselves at that point in the meeting.

3. **Proposed Agenda**

   Motion by VanderStel and supported by Haagsma to approve the agenda as presented.

   All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Dan Veldhuizen – Recap of the 2017 Township Audit
   - Keith Essenyi – 1712 Sunny Glen Dr. - requesting a credit on utility bill
   - Robert Wojcik – 1715 Sunny Glen Dr., also would like credit on utility bill
   - Charlie Litton – 76th St – spoke about the Hidden Waters project
   - Kyle Klaas – 147 Fontenelle St and Darlene – 129 Brownell – expressed concerns about a home for sex offenders operating at 53 Brownell and an additional home being opened at 144 Brownell
   - Anjie Gleisner – thanked the Board for the new lighting at the Library

5. **Consent Agenda**

   Motion by Burnside and supported by Haagsma to approve the consent agenda including payment of the bills for 4/4/18 through 4/27/18 in the amount of $141,677.64.

   VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

   A. Clerk's Office

   1) Renewal of employee health insurance benefits

   Motion by Haagsma and supported by VanderStel to approve the renewal of health insurance for Township employees at the current plan, and purchasing short and long term disability and life insurance from Metlife, as proposed.

   Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

B. Planning Department

1) Tentative approval of Hidden Waters Site Condominium

Trustees Osterink and Fryling stepped down from the Board and joined the audience.

Motion by Haagsma and supported by VanderStel to grant tentative approval to the Hidden Waters Site Condominium Project, with the following conditions:

1) That elevation drawings depicting at least four house plan models, plans must be submitted as part of a final plan review process.
2) Street lights, street trees, sidewalks and a Type I buffer along Eastern Avenue are required.
3) Applicant shall submit detailed plans pertaining to street trees, street lights, sidewalks, landscaping, and the provision of utilities for final site plan approval by the Planning Commission before construction on the development can commence.
4) A soil erosion permit, any applicable wetland permits and all engineering requirements of the Township Engineer and Fire Chief and all other agencies having jurisdictional authority must be met prior to commencement of construction.
5) The dedicated open space shall be permanently set aside by the developer through an irrevocable provision of the developments Master Deed stating in effect, the following: The dedicated open space shall forever remain open space and further development, dividing, or subdivision of dedicated open space land or its use for other than recreation, or conservation purposes is prohibited, with the exception that easements for utilities are permitted.
6) All streets in the development shall be public, approved by and accepted by the Kent County Road Commission and in the configuration shown on the plan which indicates connection to the existing Jamie Lane.
7) Street lights shall be required. A petition for the creation of a special assessment district for street lights shall be submitted along with the application for final subdivision plan approval by the Township Board or prior to the sale of the first unit.
8) A copy of the deed restrictions pertaining to the development shall be submitted and approved by staff prior to final approval by the Township Board.
9) The proposed sidewalk network will be required to connect to the existing sidewalks on Jamie Lane and across the property containing the existing house at 7448 Eastern Avenue.
10) The proposed open space area must include an acceptable "active recreational component", as indicated on the latest submitted plan.
11) That the two lots fronting Eastern Ave. only have driveway access from Jamie Lane.
12) The engineering plans addressing the water table issues must be submitted to the Township.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

Trustees Osterink and Fryling rejoined the Board.

2) Final Site Development Plan Approval – Project Rapids

Motion by Haagsma and supported by Burnside to adopt Resolution #18-17TB approving the Final PUD Development Plan for Project Rapids.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

3) Regis Update – members will be receiving a partial refund of dues paid.

C. Treasurer's Office

1) Accept and file 1st Quarter 2018 Financial Report

<u>Motion by Fryling and supported by VanderStel to approve the 1st Quarter Financial Report provided by the Treasurer's Department.</u>

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

D. Assessing Department

1) Tax Rate Request

<u>Motion by Lemke and supported by Fryling to approve the 2018 Tax Rate Request, at .8546 mills.</u>

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

E. Water and Sewer Department

1) 1712 Sunny Glen Drive – Request for Credit on Utility Bill

<u>Motion by Haagsma and supported by VanderStel to deny the request for credit on utility bill at 1712 Sunny Glen Drive.</u>

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

2) 7000 Industrial Drive – Water Connection Fee Payment Plan Request

<u>Motion by Haagsma and supported by Lemke to approve the water connection fee payment plan request of $21,554.46 for 10 years at 3%, for 7000 Industrial Drive.</u>

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

3) 6189 Hanna Lave Ave. – Water Connection Fee Payment Plan Request

<u>Motion by Haagsma and supported by Fryling to approve the water connection fee payment plan request of $8,445.00 for 10 years at 3%, for 6189 Hanna Lake Ave.</u>

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

4) Project Rapids – Request for Lateral Variance

<u>Motion by VanderStel and supported by Fryling to approve the request for three laterals to be extended to the building for Project Rapids.</u>

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

7. Recognition of individuals and/or delegations

No one wished to speak.

8. Supervisor's Office

A. Road Closings for Cutlerville Days/Diemer Run

<u>Motion by Haagsma and supported by VanderStel to approve the road closures for Cutlerville Days and the Diemer Run on June 9th.</u>

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

B. Road Closings for Dutton Days

Motion by Lemke and supported by VanderStel to approve the road closures for Dutton Days on August 4th.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

C. Dutton Fire Department – Sale of Medic 66 (2003 Ford Excursion)

Motion by Lemke and supported by Haagsma to approve the sale of the 2003 Ford Excursion on the Miedema Auction website.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

D. Dutton Fire Department – Resolution supporting application for Par Plan Grant

Motion by Haagsma and supported by Burnside to approve the resolution supporting the application for the Par Plan Grant for an upgrade to lights on Engine 67.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

E. Resolution recognizing Michael R. Bruggink for his contributions to Prairie Wolf Park

Motion by Fryling and supported by VanderStel to approve the resolution recognizing Michael R. Bruggink for his contributions to Prairie Wolf Park.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

F. Crystal Springs annual request for a fireworks permit for their 4th of July Celebration

Motion by VanderStel and supported by Haagsma to approve the permit for fireworks at Crystal Springs.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

G. Resolution to add the Village of Caledonia as a member of Grand Valley Metro Council

Motion by Fryling and supported by VanderStel to approve the resolution to add the Village of Caledonia to the Grand Valley Metro Council.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

H. Additional funding for East Paris Road Project

Motion by Fryling and supported by Haagsma approve additional funding for the East Paris Road Project.

Trustee Fryling left the meeting at 9:03.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Osterink. Absent: Fryling. Motion carried.

I. Cutlerville Fire Department – Air Packs

Motion by DeWard and supported by Lemke to approve the purchase of 12 new air packs for the Cutlerville Fire Department, at the cost of $42,210.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Osterink, Burnside. Absent: Fryling. Motion carried.

9. Comments & Discussion

The Board discussed the requests that were submitted by the Cutlerville Paid on Call Firefighters. The Board is willing to consider these requests, but will have to see the direction that Byron takes with the Cutlerville Department.

The May 21st Board workshop date will not be needed.

10. Adjournment

Motion by Burnside and supported by VanderStel to adjourn the meeting at 9:20 p.m.

Ayes: All. Meeting adjourned.

APPROVED: JUNE 11, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on June 11, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
June 11, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Trustee Haagsma and the Pledge of Allegiance was recited

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

2. Question of Conflict of Interest

None declared.

3. Proposed Agenda

DeWard added Item D under the Supervisor's portion of the agenda, and added Drew DeVries as a speaker to the Public Comment portion.

Motion by VanderStel and supported by Haagsma to approve the agenda as amended.

VOICE VOTE: All Ayes. Motion carried.

4. Recognition of Individuals and/or Delegations

- **PUBLIC HEARING: Major Amendment to Gaines Marketplace PUD**

Motion by Haagsma and supported by VanderStel to open the public hearing.

VOICE VOTE: All ayes. Motion carried.

No one wished to comment.

Motion by Burnside and supported by Haagsma to close the public hearing.

VOICE VOTE: All ayes. Motion carried.

- Krystal Stuart – Community Policing Officer Quarterly Report
- Jennifer Antel – Running for 72nd District House Seat
- Ken Yonker – Drain Commissioner
- Darlene Szumko, Curtis & Connie Root, Jermaine Woodson, and Angela Musselman – concerns with Living Waters ministries' halfway houses for sex offenders in Brownell neighborhood
- Drew DeVries – New Cutlerville-Gaines Chamber of Commerce Director

5. Consent Agenda

Motion by Burnside and supported by Fryling to approve the consent agenda including payment of the bills for 5/7/18 through 5/24/18 in the amount of $407,920.73.

VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

A. **Clerk's Office - none**

B. **Planning Department**

1) **Zoning Text Amendment** – proposed to allow the issuance of permits/special use permits for 1) monument signs for permitted commercial uses in residential zoning districts; and 2) electronic changeable copy signs (as part of a monument sign) for permitted business uses in residential and agricultural zoning districts.

Motion by Haagsma and supported by Lemke to adopt Resolution #18-21 and Ordinance #18-04.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

2) **Major PUD Amendment and final development plan approval –** for the redevelopment of the southwest corner of the Meijer parking lot into a Panda Express restaurant.

Motion by Haagsma and supported by Osterink to adopt Resolution #18-22 approving the Gaines Market Place PUD Amendment and the Final Development Plan for Meijer and Panda Express.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

3) **Platted Lot Split –** Request by Bruce Nicola, of 1515 Cornell Dr., to reconfigure two adjacent platted lots located at 6580 & 6590 College Ave SE into three developable single or two family residential parcels.

Motion by Haagsma and supported by Burnside to approve the platted lot splits at 6580 & 6590 College with the following conditions:

1) That connection to public water and sewer is required and a 15-foot wide utility easement benefitting Parcel C must be created and recorded along the common property line between parcels A & B.
2) That all existing structures presently located on lot 72 are removed prior to recording of the reconfigured parcels.
3) That public sidewalks are installed along each street frontage in accordance with ordinance requirements.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

C. **Treasurer's Office – none**

D. **Assessing Department – none**

E. **Water and Sewer Department**

1) **6507 Prairie Pointe Dr. – Request for reduction in bill due to burst pipe**

Motion by Haagsma and supported by Burnside to approve the request for a reduction in the utility bill for 6507 Prairie Pointe Dr. of $227.04, representing the cost for sewer that was charged but did not go into the sewer system.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

2) **8136 Division Ave. SE – Water Connection Fee Payment Plan Request**

Motion by Haagsma and supported by Lemke to approve the water connection fee payment plan request of $6,742.00 for 10 years at 3%, for 8136 Division Ave. SE.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

7. Recognition of individuals and/or delegations

No one wished to speak.

8. Supervisor's Office

A. Additional funding for Dutton spur connector to the Thornapple Paul Henry Trail from north 76th St. to Hammond Ave. and 68th St.

Motion by Haagsma and supported by Fryling to approve additional funding for the Dutton spur connection to the Paul Henry Trail.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

B. Expansion of Steven's Pointe Trail repaving project

Motion by Haagsma and supported by Burnside to approve the additional repairs to Steven's Point trail in the amount of $6,500.00.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

C. Waterman Drain Funding Request from Kent County Drain Commission

Motion by Fryling and supported by Burnside to approve the resolution to allow the Kent County Drain Commissioner to spend $8,950.00 on maintenance of the Waterman Drain.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

D. Contract with Professional Code Inspections for Project Rapids

Motion by Burnside and supported by Haagsma to approve the contract with Professional Code Inspections for Project Rapids.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

E. 1st Read of the proposed amendment to the Sidewalk Ordinance

Motion by Fryling and supported by Lemke to approve setting the date for the public hearing and second reading of the proposed amendment to the Sidewalk Ordinance for July 9th.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

9. Comments & Discussion

Osterink asked about the status of the Private Drive Ordinance; DeWard stated he will organize a meeting to review it.

10. Adjournment

<u>Motion by Burnside and supported by Lemke to adjourn the meeting at 8:55 p.m</u>.

Ayes: All. Meeting adjourned.

__________________________ __________________________

Angela Burnside, Clerk Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on July 9, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE SPECIAL MEETING
June 26, 2018

Present: Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: Osterink, Fryling

1. The meeting was called to order at 4:18 p.m. by Supervisor DeWard

2. Question of Conflict of Interest

None declared.

3. Proposed Agenda

Accepted as presented.

4. Recognition of Individuals and/or Delegations – None

5. Supervisor's Office

Personnel Matter – Cutlerville Firefighter

Motion by Haagsma and supported by VanderStel to accept Fire Administrator Szakacs' recommendation to extend Dennis Barnum's probationary period for 6 months.

VOICE VOTE – All Ayes. Motion carried.

6. Comments & Discussion

Supervisor DeWard updated the Board on the status of the discussions about the Cutlerville Fire Department with Byron Township, and on considering temporary help for the summer months answering phones.

7. Adjournment

Motion by Burnside and supported by Haagsma to adjourn the meeting at 5:13 p.m.

Ayes: All. Meeting adjourned.

__________________________ __________________________
Angela Burnside, Clerk Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on July 9, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
July 9, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Haagsma and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:01 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

   Motion by VanderStel and supported by Fryling to approve the agenda as presented.

   VOICE VOTE: All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - **PUBLIC HEARING: Sidewalk Ordinance Amendment**

   Motion by VanderStel and supported by Burnside to open the public hearing.

   Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

   No one wished to comment.

   Motion by Haagsma and supported by Fryling to close the public hearing.

   Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

   - Lt. Troy Woodwyk – KCSD Precinct Concept
   - Don Wickstra – running for State Senate, 26th District
   - Neal Swanson – Aquatic Consulting Services – Gypsy Moth Program
   - Scott Harris, Willard Ave. – Noise ordinance (fireworks)

5. **Consent Agenda**

   Motion by Haagsma and supported by VanderStel to approve the consent agenda including payment of the bills for 6/1/18 through 6/29/18 in the amount of $195,546.66.

   VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

   A. Clerk's Office - none

   B. Planning Department

1) Final Plat Approval for Preservation Lakes #2

Motion by Haagsma and supported by Burnside to approve the Final Plat for Preservation Lakes #2 with the following conditions:

A) The applicant must provide a letter of credit, in a form acceptable to each benefitting agency and in the amount of $132,000 and covering the items listed in the letter of credit request dated June 7 and a revision date of June 20, and issued to the benefit of Gaines Charter Township, Kent County Road Commission and the Kent County Drain Commission.
B) That the letter of credit will not be terminated until all of the requirements and conditions of the Kent County Road Commission, the Kent County Drain Commission, Byron-Gaines Utility Authority and Gaines Charter Township are satisfied.
C) A final Landscape plan for the buffer required along Eastern Avenue as stipulated when the PUD plan was approved must be submitted to and approved by staff and the landscaping subsequently installed.
D) The street lights and all costs associated with installation and establishment of a street lighting special assessment district are borne by the developer.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

C. Treasurer's Office – none

D. Assessing Department – none

E. Water and Sewer Department – none

7. Recognition of individuals and/or delegations

Pastor Jim Bright of Living Water Ministries spoke about the transitional housing they are currently operating on Brownell Street that is in violation of Township Ordinance.

8. Supervisor's Office

A. 2nd Read – Proposed Amendment to the Gaines Charter Township Sidewalk Ordinance

Motion by Haagsma and supported by VanderStel to approve the amendments to Sections 34-21 and 34-27(a) of the Gaines Charter Township Sidewalk Ordinance.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Osterink, Burnside. Nays: Fryling. Motion carried.

B. Consideration – develop a plan for Gypsy moth infestation

DeWard will follow up with more information about a treatment study area.

C. Consideration of creating a Noise Ordinance

Motion by Lemke and supported by Fryling to have staff develop a noise/nuisance ordinance.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

D. Release of a recorded easement in the Hidden Ridge development in Byron Township

Motion by Haagsma and supported by Lemke to approve the release of the easement in the Hidden Ridge development in Byron Township.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

E. Acceptance of a letter requesting an Industrial Development District

Motion by Burnside and supported by VanderStel to accept the letter from FC Grand Rapids MI Landlord, LLC requesting the establishment of an Industrial Development District for property located at 4500 68th St. SE.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Haagsma. Nays: Lemke. Motion carried.

F. RFP for Township Office & Library cleaning contract

Motion by Lemke and supported by Burnside to post an RFP for cleaning services at the Township Office and Library for 2019.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

9. Comments & Discussion

USA Cycling Race – August 11 & 12

Brownell Street Update – Our attorney is recommending to move forward with enforcement of the Township Ordinance.

10. Adjournment

Motion by Burnside and supported by Haagsma to adjourn the meeting at 9:05 p.m.

Ayes: All. Meeting adjourned.

APPROVED: August 13, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on August 13, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
August 13, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Trustee VanderStel and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:02 p.m. by Supervisor DeWard

2. Question of Conflict of Interest

None declared.

3. Proposed Agenda

Motion by Haagsma and supported by Fryling to approve the agenda as amended.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

4. Recognition of Individuals and/or Delegations

- **PUBLIC HEARING: Request for Industrial Development District**

Motion by Haagsma and supported by Burnside to open the public hearing.

VOICE VOTE: All ayes. Motion carried.

No one wished to comment.

Motion by Haagsma and supported by Burnside to close the public hearing.

VOICE VOTE: All ayes. Motion carried.

- KDL Annual Report – Lance Werner, Director; Shirley Bruursema; Anjie Gleisner, Branch Manager
- Ryan Wiersema – concerning Preservation Lakes Phase #3
- Angela Musselman – concerns with Living Waters ministries' houses in Brownell neighborhood
- Krystal Stuart – Community Policing Officer Quarterly Report

5. Consent Agenda

Motion by Haagsma and supported by VanderStel to approve the consent agenda including payment of the bills for 7/5/18 through 7/27/18 in the amount of $246,000.94.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

6. Department/Office Reports

A. Clerk's Office - none

B. Planning Department

1) Cook's Crossing North #2 – Final Condominium Approval

Requested by Eastbrook Homes, for 13 site condo units for single family homes in Phase 5.

<u>Motion by Haagsma and supported by VanderStel to approve the Cook's Crossing North #2 Final Site Condominium with the following conditions:</u>

A. That unfinished improvements as required by previous approvals are itemized and costed out and that a letter of credit in an amount sufficient to cover the uncompleted items plus a 20% contingency be is submitted to the township engineer and Supervisor for review and approval. The letter of credit will not be released in its entirety until all of the improvements, requirements and conditions of the Gaines Charter Township and are satisfied, including but not limited to the completion of streets, the extension and final inspections of underground utilities, final grading and seeding, installation of street lights, installation of property corner and unit monuments, the submission of final site condominium documents to be recorded and the submission of final as-built drawings to the Township.
B. Per the requirements of Sec. 16.13 and Sec. 34-21, no occupancy permits for homes constructed within this phase shall be granted until all of the improvements on or in front of each lot are met, including the installation of sidewalks and street trees.
C. That appropriate private street maintenance provisions addressing long term maintenance of the private street system are included in the applicable condominium documents to be recorded for the subdivision.
D. That appropriate storm water maintenance agreement be consummated for the long term maintenance of the private storm sewer agreement.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

2) Final Site Plan Approval for the Enclave at Preservation Lakes

Requested by Eastbrook Homes for 81 condominium units (45 stand alone, 18 2-unit buildings) in Preservation Lakes.

<u>Motion by Haagsma and supported by Osterink to approve the Final Site Plan for the Enclave at Preservation Lakes with the following conditions:</u>

A. Sidewalks are to be placed on one side of the private street, 6' wide.
B. That unfinished improvements are itemized and costed out and that a letter of credit in an amount sufficient to cover the uncompleted items be is submitted to the township engineer and Supervisor for review and approval. The letter of credit will not be released in its entirety until all of the improvements, requirements and conditions of the Gaines Charter Township and are satisfied, including but not limited to the completion of streets, the final inspections of underground utilities, final grading and seeding(if needed), installation of street lights, installation of property corner and unit monuments, the submission of final site condominium documents to be recorded and the submission of final as-built drawings to the Township.
C. Per the requirements of Sec. 16.13 and Sec. 34-21, no occupancy permits for homes constructed within this phase shall be granted until all of the improvements on, or in front of each lot are met, including the installation of sidewalks and street trees.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

3) Preservation Lakes Phase 3 – Preliminary Plat Approval

Requested by Eastbrook Homes for Phase 3, 27 single-family lots at Preservation Lakes.

Motion by Haagsma and supported by VanderStel to grant Preliminary Plat Approval for Preservation Lakes Phase 3 with the following conditions:

A. Housing Model Variety: That the developer continue to be utilize the same variety of house models as is occurring in Phases 1 & 2.
B. Street trees: The requirements for street tree will be enforced when individual homes are constructed.
C. Street lights & Street lighting Assessment District: All pole heights are to be a maximum of fourteen (14) feet tall and be consistent with those installed in the prior phase. All street lights are to utilize full cut-off fixtures and Light-Emitting Diode (LED) lamps and that the developer must make a request in writing to Gaines Charter Township for the creation of a Street Light Assessment District before a residential building permit will be issued by the Township. (The number and location of street lights are to be determined by Consumers Energy for each phase of development. The developer must provide the necessary funds for installation within 30 days of Gaines Charter Township issuing an invoice for the installation costs.)
D. Sidewalks: Based upon the verbal agreement given by the applicant sidewalks with a minimum width of 5 feet shall be provided on both sides of Waterstone Drive and Waters Bluff Drive. The construction of the sidewalks is to meet or exceed the construction standards stated in Chapter 34, Section 34-26 "Construction standards" of the Gaines Charter Township Code of Ordinance or its equivalent.
E. Utilities and drainage and streets: Subsequent submittals must show compliance with the requirement s of the Township engineer and the requirements of all other applicable agencies having jurisdiction over the plat.
F. The proposed nature trail access easement be moved to the north, to cross the wetlands at the narrowest point for construction of the trail.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

C. Treasurer's Office

1) Accept and file (subject to audit) 2nd Quarter 2018 Financial Report

Motion by Haagsma and supported by VanderStel to accept the Treasurer's 2nd Quarter Financial Report, subject to audit.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

2) Request to transfer funds to the Capital Improvement Investments Fund

Motion by VanderStel and supported by Osterink to move $119,103 from the General Fund to the Township Capital Improvement Investment Fund.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Nays: Haagsma. Motion carried.

D. Assessing Department – none

E. Water and Sewer Department

1) 7170 Crystal Springs Ct. – Request for relief regarding Utility Bill

Motion by Haagsma and supported by Osterink to approve the request for a reduction in the utility bill for 7179 Crystal Springs Ct. for $2,494.54 for the portion that did not go into the sewer, and for one year, penalty free, to pay the remainder of the water and sewer bill.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

2) 37 Roth St. – Request for relief regarding Utility Bill

Motion by Haagsma and supported by Burnside to approve the request for a reduction in the utility bill for 37 Roth for $128.83 for the portion that did not go into the sewer, with the remaining $1,104.02 due on or before September 12, 2018.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

7. Recognition of individuals and/or delegations

- Shirley Bruursema reminded everyone of the Heritage Festival planned for October 13, 2018.
- Darlene Szumko commented on Living Water Ministries on Brownell.

8. Supervisor's Office

A. Consideration of FC Grand Rapids MI Landlord, LLC's request to establish an Industrial Development District

Motion by Burnside and supported by Haagsma to adopt the resolution to approve the establishment of an Industrial Development District for the property located at 4500 68th St. SE, Gaines Township, MI.

Ayes: Burnside, DeWard, Haagsma, VanderStel, Osterink. Nays: Lemke, Fryling. Motion carried.

B. Wolverine Fireworks – Application for fireworks display

Motion by Lemke and supported by Fryling to approve the application of Wolverine Fireworks for a display at a wedding at Stonewater Country Club on September 22, 2018.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Burnside. Nays: Osterink. Motion carried.

C. Bloomfield Apartments – Cost Recovery Fee for deck fire

Motion by VanderStel and supported by Haagsma to direct the Dutton Fire Chief to submit an invoice for a Cost Recovery Fee of $250.00 to Bloomfield Apartments for a deck fire started by an illegal use of a full sized grill.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

D. Release of 2 easements at Preservation Lakes

Motion by Haagsma and supported by Burnside to approve the partial release of the easement of the force main at Preservation Lakes.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

Motion by Haagsma and supported by Fryling to approve the partial release of the easement for public utilities at Preservation Lakes.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried**.**

E. Right Place – request for financial commitment

Motion by Haagsma and supported by Burnside to approve the pledge of $12,500 to the Right Place over the next 5 years, at $2,500 annually.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

F. **Repair of Library Parking Lot**

Motion by Fryling and supported by VanderStel to approve the quote from Superior Asphalt for $1,850 to repair the Library parking lot.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

G. Repair of Township Office Parking Lot

Motion by Burnside and supported by VanderStel to approve the quote from Superior Asphalt for $8,345 to repair the Township Office parking lot.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

H. Gypsy Moth – Discussion

Motion by VanderStel and supported by Osterink to approve $5,000 to be budgeted for Gypsy moth education, communication, and prevention aides.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

I. Recognition of Randy Helmus – Cutlerville Fire Fighter

Motion by Haagsma and supported by Fryling to approve the resolution recognizing Randy Helmus for 35 years of service on the Cutlerville Fire Department.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Motion carried.

J. Recognition of Vern VerDuin – Dutton Fire Fighter

Motion by Burnside and supported by Haagsma to approve the resolution recognizing Vern VerDuin for 44 years of service on the Dutton Fire Department.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried**.**

K. Recommendation from Supervisor regarding Chain of Command at Cutlerville F.D.

Motion by Lemke and supported by Burnside to allow Supervisor DeWard to propose to Byron Township to hire a new fire chief at the Cutlerville Station, with the cost assumed by Gaines Township.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried**.**

9. Comments & Discussion

DeWard updated the Board on the situation with Living Waters Ministries that is operating in the Brownell neighborhood.

10. Adjournment

Motion by Haagsma and supported by VanderStel to adjourn the meeting at 9:18 p.m.

Ayes: All. Meeting adjourned.

_________________________ _________________________

Angela Burnside, Clerk Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on September 10, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
September 10, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Trustee Osterink and the Pledge of Allegiance was recited

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

2. **Question of Conflict of Interest** - None declared.

3. **Proposed Agenda**

   Motion by Haagsma and supported by VanderStel to approve the agenda as submitted.

   VOICE VOTE: All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Scott Noto – running for Kent County 17th Circuit Court Judge
   - Curtis Root – requested an update on the Living Water Ministries situation

5. **Consent Agenda**

   Motion by Haagsma and supported by VanderStel to approve the consent agenda including payment of the bills for 8/3/18 through 8/24/18 in the amount of $281,249.21.

   VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

   A. **Clerk's Office –** Burnside updated the Board about the new flagpole at the Gaines cemetery and new garage doors being installed on the Blain cemetery garage.

   B. **Planning Department**
      1) Master Plan – Planner Sisson gave a progress update
      2) Private Road Ordinance – DeWard appointed Haagsma, Osterink, Chief Sheely and himself to form a subcommittee with Sission to revise the ordinance.

   C. **Treasurer's Office – none**

   D. **Assessing Department – none**

   E. **Water and Sewer Department – none**

7. **Recognition of individuals and/or delegations**

   No one wished to speak.

8. Supervisor's Office

A. Renewal of the Rapid Contract for October 2018 – September 2019

Motion by Burnside and supported by Haagsma to approve the renewal of the contract with the Rapid for October 2018 through September 2019 for $44,288.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

B. Award Cleaning Services Contract

Motion by Fryling and supported by Lemke to award the cleaning contract to Custom Janitorial in the amount of $15,550 for the Township Office and $12,294 for the Township Library.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

C. Partial Release of Easement for Public Utilities at Chase Farms #2 in Byron Township

Motion by Burnside and supported by VanderStel to approve the partial release of public utility easements at Chase Farms #2 in Byron Township.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

9. Comments & Discussion

DeWard asked the Board to come at 5:00 p.m. on September 24th to discuss the Master Plan before the joint meeting with Byron Township at 7:00 p.m. There was discussion about the recommendations that the Cutlerville Fire Board will be bringing to the joint meeting. There was brief discussion about the 2019 budget. DeWard informed the Board of the fall leaf pickup October 20 – November 24, and also that there will be a mailing going out to affected areas about gypsy moth prevention.

10. Adjournment

Motion by VanderStel and supported by Haagsma to adjourn the meeting at 8:52 p.m.

Ayes: All. Meeting adjourned.

APPROVED: October 8, 2018

Angela Burnside
Angela Burnside, Clerk

Robert DeWard
Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on October 8, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD FOR THE WORKSHOP MEETING AND JOINT MEETING WITH BYRON TOWNSHIP
September 24, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None

1. The meeting was called to order at 5:08 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

   Accepted as presented.

4. **Recognition of Individuals and/or Delegations** – None

5. **Topics for Discussion**

   - **Master Plan** – Planner Sisson gave suggestions to the Board about the process of long range planning, including incorporating the Planning Commission and the Parks and Rec Committee, and hiring an outside consultant to modify and complete the Master Plan.
   - **Personnel Issue – Grooters Health Insurance Premium**

<u>Motion by Haagsma and supported by VanderStel to approve the Township payment of the entire premium for health insurance for Mark Grooters for the 3 months he is off recovering from a work related injury.</u>

VOICE VOTE – All Ayes. Motion carried.

<u>JOINT MEETING WITH BYRON TOWNSHIP BEGAN AT 7:05.</u>

- **Consideration of Recommendations from the Culterville Fire Committee**

  a) **Addition of an overnight, part time shift, 7:00 p.m. to 7:00 a.m.**

<u>Motion by Haagsma and supported by VanderStel to add an overnight part time shift, from 7:00 p.m. to 7:00 a.m., 7 days a week.</u>

Ayes: Burnside, Haagsma, DeWard. Nays: Fryling, Osterink, Lemke, VanderStel. Motion failed.

<u>Motion by Lemke to add an overnight part time shift from 7:00 p.m. to 7:00 a.m. on Friday and Saturday nights and on Holidays at the discretion of the Fire Chief.</u>

Ayes: Osterink, Burnside, Lemke, VanderStel, DeWard, Fyling. Nays: Haagsma. Motion carried.

(The motion failed with the Byron Township Board, so it failed.)

b) Increase the part time shift wage to $17.56 per hour

Motion by Lemke and supported by VanderStel to increase the part time shift wage to $16.00 per hour.

Ayes: Burnside, Lemke, Haagsma, VanderStel, DeWard, Fryling, Osterink. Motion carried.

(The motion carried with the Byron Township Board, so it carried.)

c) Medical Training Officer Stipend

Motion by Burnside and supported by Lemke to pay a stipend of $1,500 per year to the Medical Training Officer (currently Randy Foreman).

Ayes: Lemke, Haagsma, VanderStel, DeWard, Fryling, Osterink, Burnside. Motion carried.

(The motion carried with the Byron Township Board, so it carried.)

d) Payment of additional 10% to the full time firefighter assuming the responsibility of a Captain in his absence.

Motion by Burnside and supported by Lemke to give the rank of Lieutenant and a $250 per month stipend to the 2 eligible full time firefighters (Foreman and Wierenga) who are assuming the duties of a Captain in his absence.

Ayes: Haagsma, VanderStel, DeWard, Fryling, Osterink, Burnside, Lemke. Motion passed.

(The motion failed with the Byron Township Board, so it failed.)

e) Purchase of used truck from the Kentwood Fire Department

Motion by Haagsma and supported by VanderStel to purchase the truck from the Kentwood Fire Department for no more than $17,000.00.

Ayes: VanderStel, DeWard, Fryling, Osterink, Burnside, Lemke, Haagsma. Motion carried.

(The motion carried with the Byron Township Board, so it carried.)

f) Review of the Proposed Cutlerville Fire Department 2019 Budget

The Boards reviewed and discussed changes to the budget. Szakacs will incorporate the changes into the budget and send a revised one to the Boards for their approval at their next respective Board meetings.

6. Adjournment

Motion by VanderStel and supported by Lemke to adjourn the meeting at 9:07 p.m.

Ayes: All. Meeting adjourned.

APPROVED: October 8, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
October 8, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Treasurer Lemke and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:05 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest** - None declared.

3. **Proposed Agenda**

   Motion by Burnside and supported by Haagsma to approve the agenda as submitted.

   VOICE VOTE: All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Jenna Pilkington – Assistant Treasurer, spoke about bullying in the workplace
   - Kyle Klaas – requested an update on the Living Waters Ministries homes in the Brownell neighborhood

   - **Public Hearing** – Amazon request for Industrial Facilities Tax Exemption

   Motion by Burnside and supported by Haagsma to open the public hearing.

   VOICE VOTE: All Ayes. Motion carried.

   Therese Thill of the Right Place encouraged the Board to vote in favor of the IFT exemption.

   Motion by Haagsma and supported by VanderStel to close the public hearing.

   VOICE VOTE: All Ayes. Motion carried.

   - Krystal Stuart – Community Policing Officer – Update
   - Paul Sheely – DFD Awards/Commendations

5. **Consent Agenda**

   Motion by Haagsma and supported by VanderStel to approve the consent agenda including payment of the bills for 9/5/18 through 9/28/18 in the amount of $271,239.51.

   VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

   A. **Clerk's Office**
      1) Appoint Election Commission members

<u>Motion by Lemke and supported by VanderStel to appoint Clerk Burnside and Trustees Haagsma and Fryling to the Election Commission.</u>

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Motion carried.

B. Planning Department

1) Consideration of resolution to adopt TB Ordinance 18-06 – zoning text amendments that would enable the installation of consumer scale ground-mounted and building mounted solar energy collector units and solar energy systems within Gaines Charter Township.

<u>Motion by Haagsma and supported by VanderStel to approve Resolution 18-27 adopting Ordinance 18-06.</u>

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Motion carried.

C. Treasurer's Office

1) Street Light Assessment

<u>Motion by Burnside and supported by Haagsma to revert back to the Township's regular streetlight assessment rate for 2019, which is .40 mills per $1,000 of taxable value (with the exception of Crystal Springs Site Condominiums, which have their own rate.)</u>

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Motion carried.

D. Assessing Department – none

E. Water and Sewer Department

1) Water connection fee payment plan request for 7059 Hanna Lake Ave.

<u>Motion by Haagsma and supported by Lemke to approve the request for a payment plan for the water connection fee at 7509 Hanna Lake Ave. in the amount of $12,868.80 for 10 years at 3%.</u>

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Motion carried.

7. Recognition of individuals and/or delegations

No one wished to speak.

8. Supervisor's Office

A. Consideration of Amazon.com Services Inc. request for an Industrial Facilities Tax Exemption

<u>Motion by Haagsma and supported by DeWard to approve the request of Amazon.com Services Inc. for an Industrial Facilities Tax Exemption, with conditions added to the contract requiring annual Personal Property Tax Filings, and that the terms of appeals be brought back to the Township Board if substantive changes were proposed.</u>

Ayes: Haagsma, VanderStel, Osterink, Burnside, DeWard. Nays: Lemke, Fryling. Motion carried.

B. Resolution in recognition of service for Daniel Forman

Motion by Burnside and supported by Fryling to adopt the resolution recognizing Daniel Forman for his service on the Cutlerville and Dutton Fire Departments.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Motion carried.

C. Consideration of contract with Verizon for access to their tower

Motion by Lemke and supported by Haagsma to approve a contract with Verizon for (8) five year terms, at $2,947.11 adjusted annually based on CPI, and with a bonus of $17,500 and $100 per user monthly colocation fee.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Motion carried.

9. Comments & Discussion

Lemke reminded the Board of the Heritage Festival this Saturday. The Board discussed the proposed budget. The public hearing for the budget is set for November 12. There will be a joint meeting with the Planning Commission on October 22nd to discuss long range planning.

10. Adjournment

Motion by Osterink and supported by VanderStel to adjourn the meeting at 8:44 p.m.

Ayes: All. Meeting adjourned.

APPROVED: November 12, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on November 12, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE JOINT MEETING with the Planning Commission and Parks Committee
October 22, 2018

Present: Osterink, Burnside, DeWard, Lemke, VanderStel
Absent with notice: Haagsma, Fryling
Also present: Connie Giarmo, Talimma Billips, Brad Burns, Roni Rober, Brad Waayenberg, Dana Lehmann, Brian Diemer, Linda Crumback, Matt McKernan, Mark Sisson, Jeff Gritter

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

   Motion by VanderStel and supported by Burnside to accept the agenda as presented.

VOICE VOTE – All Ayes. Motion carried.

4. **Introduction of Board and Committee members in attendance**

5. **Topics for Discussion**

   Planner Sisson led the group in discussions concerning Parks and Trails, the Master Plan, and the non-motorized trail plan.

6. **Adjournment**

   Motion by VanderStel and supported by Osterink to adjourn the meeting at 10:00 p.m.

   Ayes: All. Meeting adjourned.

APPROVED: November 12, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on November 12, 2018 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
November 12, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Planner Sisson was also present
Opening prayer was given by Clerk Burnside and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:02 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   Trustee VanderStel declared a conflict with the Stoneco Rezoning and Preliminary PUD Plan, item (a) under the Planning Department. She will recuse herself at that point in the meeting.

3. **Proposed Agenda**

   DeWard added an agenda item under Supervisor's office regarding Dutton Fire Department personnel.

   <u>Motion by Haagsma and supported by VanderStel to approve the agenda as amended.</u>

   VOICE VOTE: All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   - Shirley Bruursema thanked the Township Board for funding the Heritage Festival, and many others for their help. She felt the day was a great success.

   Public Hearing – Proposed 2019 Budget

   <u>Motion by Haagsma and supported by VanderStel to open the public hearing.</u>

   VOICE VOTE: All Ayes. Motion carried.

   No one wished to comment.

   <u>Motion by Haagsma and supported by Fryling to close the public hearing.</u>

   VOICE VOTE: All Ayes. Motion carried.

5. **Consent Agenda**

   <u>Motion by Haagsma and supported by Fryling to approve the consent agenda including payment of the bills for 10/4/18 through 10/26/18 in the amount of $373,369.84.</u>

   VOICE VOTE: All Ayes. Motion carried.

6. **Department/Office Reports**

   A. Clerk's Office

1) Request by resident for a metal marker on grave

Motion by Osterink and supported by VanderStel to uphold the current ordinance and deny the request to place a metal marker on grave.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Nays: none. Motion carried.

B. Planning Department

1) Stoneco – Review of Preliminary PUD Plan & Rezoning Request

Trustee VanderStel stepped down from the Board and joined the audience.

No action needed – discussion only.

Trustee VanderStel rejoined the Board.

2) Final Site Condominium Plan Approval – Cook's Crossing South, Phase #1

Motion by Haagsma and supported by VanderStel to approve the Final Site Condominium Plan for Cook's Crossing South, Phase #1, with the following conditions:

A. Sidewalks are to be placed on both sides of the private street.
B. That unfinished improvements are itemized and costed out and that a letter of credit in an amount sufficient to cover the uncompleted items be is submitted to the township engineer and Supervisor for review and approval. The letter of credit will not be released in its entirety until all of the improvements, requirements and conditions of the Gaines Charter Township and are satisfied, including but not limited to the completion of streets, the final inspections of underground utilities, final grading and seeding(if needed), installation of street lights, installation of property corner and unit monuments, the submission of final site condominium documents to be recorded and the submission of final as-built drawings to the Township.
C. Per the requirements of Sec. 16.13 and Sec. 34-21, no occupancy permits for homes constructed within this phase shall be granted until all of the improvements on, or in front of each lot are met, including the installation of sidewalks and street trees.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Nays: none. Motion carried.

3) Amazon update – final tax abatement agreement was provided
4) Results of joint meeting with Board and Planning Commission and Parks & Trails Committee
5) Report from Private Road Committee
6) Possible action to take regarding the passing of the Statewide recreational marijuana proposal

C. Treasurer's Office

1) Accept and file 3rd Quarter 2018 Financial Report

Motion by Burnside and supported by Haagsma to approve the 3rd Quarter Financial Report provided by the Treasurer's Department.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Nays: none. Motion carried.

D. Assessing Department

None

E. Water and Sewer Department

1) Request for water connection fee payment plan at 3100 60th St.

Motion by Haagsma and supported by Lemke to approve the request for payment plan for hookup at 3100 60th St. in the amount of $8,808.60, to be paid in 10 years at 3%.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Nays: none. Motion carried.

7. Recognition of individuals and/or delegations

Fryling commended Karen Rounds for her excellent work in the water department.

8. Supervisor's Office

A. Cutlerville Fire Board Recommendation – for officer stipend

Motion by Haagsma and supported by Burnside to approve the officer stipend of $40 per 24-hour shift to any full-time firefighter on shift who assumes command in the absence of a full-time officer.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Nays: none. Motion carried.

B. Cutlerville Fire Board Recommendation – to outfit recently purchased truck

Motion by Lemke and supported by Haagsma to approve the outfitting the recently purchased truck from Kentwood with apparatus, with Gaines' share of the costs not to exceed $25,000.00.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Nays: none. Motion carried.

C. Cutlerville Fire Department – Proposed 2019 Budget

Motion by Burnside and supported by Haagsma to approve the proposed 2019 Cutlerville Fire Department budget.

Ayes: VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma. Nays: none. Motion carried.

D. Dutton Fire Department Fire Committee Recommendation – to purchase a command vehicle

Motion by Fryling and supported by Lemke to allow the Dutton Fire Department to purchase a 2018 Ford Interceptor and outfit it as a command vehicle, with a cost not to exceed $40,000.00.

Ayes: Fryling, Osterink, Burnside, DeWard, Haagsma, VanderStel. Nays: none. Motion carried.

E. Dutton Fire Department – add Captain's position and stipend

Motion by Haagsma and supported by Lemke to approve the addition of another Captain's position and $2,500 per year stipend.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Nays: none. Motion carried.

F. Keyless entry system for staff entrance and lower level rooms

Motion by Burnside and supported by Haagsma to approve the keyless entry system for the staff entrance and lower level rooms, at a cost of $3,239.56.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Nays: none. Motion carried.

G. Resolution to exempt the Township from Public Act 152 of 2011

Motion by Haagsma and supported by VanderStel to adopt the resolution to exempt Gaines Township from the requirements of Public Act 152 of 2011.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Nays: none. Motion carried.

H. Resolution to establish Board of Trustees per diem for 2019

Motion by Lemke and supported by VanderStel to adopt the resolution to establish the Board of Trustees per diem at $100 per meeting for 2019.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Osterink. Nays: none. Motion carried.

I. Resolution to establish Supervisor's salary for 2019

Motion by Haagsma and supported by VanderStel to adopt the resolution to establish the Supervisor's salary at $73,273.32 for 2019.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Nays: none. Motion carried.

J. Resolution to establish Clerk's salary for 2019

Motion by Haagsma and supported by VanderStel to adopt the resolution to establish the Clerk's salary at $73,273.32 for 2019.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Nays: none. Motion carried.

K. Resolution to establish Treasurer's salary for 2019

Motion by Burnside and supported by Haagsma to adopt the resolution to establish the Treasurer's salary at $73,273.32 for 2019.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Nays: none. Motion carried.

L. Proposed 2019 Township Budget – Resolution Adopting Appropriations Act

Motion by Haagsma and supported by VanderStel to table the resolution until the December meeting, to address changes proposed by the Treasurer.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Nays: none. Motion carried.

M. Adoption of amended Personnel Manual

Motion by VanderStel and supported by Haagsma to adopt the amended Personnel Manual.

Ayes: Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard, Lemke. Nays: none. Motion carried.

9. Comments & Discussion

DeWard discussed restructuring of the Planning Department and the idea of hiring a planning consultant to replace Planner Sisson upon his retirement. He will bring a proposal to the Board. Fryling commented that it would be nice if the Township could do something to acknowledge Shirley Bruursema for all her hard work organizing the Heritage Festival.

10. Adjournment

Motion by Burnside and supported by VanderStel to adjourn the meeting at 9:20 p.m.

VOICE VOTE: All Ayes. Meeting adjourned.

APPROVED: December 10, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor

MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
December 3, 2018

Present: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel
Absent with notice: None
Also present: Scott Dwyer, Attorney for the Township

1. The meeting was called to order at 7:05 p.m. by Supervisor DeWard

2. **Question of Conflict of Interest**

   None declared.

3. **Proposed Agenda**

Motion by Burnside and supported by Lemke to approve the agenda as presented.

VOICE VOTE: All Ayes. Motion carried.

4. **Recognition of Individuals and/or Delegations**

   No one wished to comment.

5. **Closed Session**

Motion by Burnside and supported by Haagsma to move into closed session with the Township Attorney to discuss personnel issues at 7:07 p.m.

Ayes: Fryling, Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel. Nays: None. Motion carried.

Motion by Haagsma and supported by Fryling to return to open session at 8:05 p.m.

Ayes: Osterink, Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling. Nays: None. Motion carried.

Motion by Haagsma and supported by VanderStel to accept the Attorney's recommendation regarding personnel issues.

Ayes: Burnside, DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink. Nays: None. Motion carried.

6. **Recognition of individuals and/or delegations**

   No one wished to comment.

7. **Supervisor's Office**

   A. 1st Reading – Proposed Ordinance Prohibiting Marihuana Establishments and Facilities

Motion by Burnside and supported by Fryling to set the public hearing for the 2nd reading of the proposed ordinance for December 10, 2018.

Ayes: DeWard, Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside. Nays: None. Motion carried.

B. 2019 Proposed Budget

Motion by Haagsma and supported by VanderStel to take up the 2019 proposed budget that was tabled at the November 12, 2018 Board Meeting.

Ayes: Lemke, Haagsma, VanderStel, Fryling, Osterink, Burnside, DeWard. Nays: None. Motion carried.

Motion by Lemke and supported by VanderStel to approve the resolution adopting the 2019 Budgets for the General Fund, Water & Sewer Fund, Building Inspections, TIRF, and Parks & Trails Fund.

Ayes: Haagsma, VanderStel, Osterink, Burnside, DeWard, Lemke. Nays: Fryling. Motion carried.

8. Comments & Discussion

Fryling commented on several streetlights out and the slow response from Consumers Energy to fix them.

Brownell Street Update – DeWard is having a meeting with Living Waters, Pine Rest, Hope Network, and a few other organizations to explore alternative housing options for the Brownell house residents.

9. Adjournment

Motion by Burnside and supported by VanderStel to adjourn the meeting at 8:40 p.m.

VOICE VOTE: All ayes. Meeting adjourned.

APPROVED: December 10, 2018

Angela Burnside, Clerk

Robert DeWard, Supervisor