

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

January 13, 2019

Opening Prayer 6:55 PM ~ Kathy Vander Stel

Pledge of Allegiance to the Flag

Items Highlighted are Action Items

A COPY OF THE TOWNSHIP BOARD MEETING RULES OF ENGAGEMENT CAN BE FOUND ON THE COUNTER AT THE BACK OF THE ROOM

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Angela Burnside, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Public Hearing –** Moratorium on Private Roads and Private Drives
- 2) **Recognition of Individuals and/or Delegations –** *3 minute time limit for unscheduled speakers
 - a. Representative from the Sun and News
 - b. John Bagley – Kent Conservation District Strike Team – Invasive species

Consent agenda items are listed under item II, including payment of the bills. All items are considered to be routine by the Board. *There will not be separate discussion of these items.* If discussion is desired, that item will be removed from the Consent Agenda upon request of any Board Member. If you would like any item removed from the consent agenda so that it may be considered separately; please contact Kim by 10:00 a.m., the day of the meeting.

II. CONSENT AGENDA

- 1) **Board Meeting Minutes**
 - A. Meeting Minutes from December 9, 2019

2) Building Department

- A. Building Department December 2019 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*
- B. Building Department 2019 Revenue Report

3) Clerk's Office

- A. Check Register for 12/6/2019 thru 12/27/2019
- B. Payments of the bills from in the amount of \$300,320.38

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) Clerk's Office –

- a) Purchase of laptops
- b) Resignation

2) Planning

- a) Staybridge Suites Ordinance
- b) 1st read Zoning Ordinance Amendment to Remove Minimum Size Requirements for PUDs

3) Treasurer's Department - NONE

4) Assessing Department –

- a) Resolution – Poverty Exemption income guidelines

5) Water & Sewer Department

6) Building Department - NONE

Recognition of Individuals and/or Delegations **Limit 3 Minutes**

IV. SUPERVISOR'S OFFICE

1) Action Items:

- a) Lexipol and Airbag Expenditures by Dutton Fire Department
- b) Invoice submitted by Dan Fryling
- c) Moratorium on Private Roads Ordinance
- d) Sun & News as Publication of Record
- e) Steve Maier – candidate for Parks & Trails Committee
- f) Trimming/Clean-up Prairie Wolf Park – Quote from Everett's
- g) Candidate for Clerk position
- h) Candidate for Election Administrator Position
- i) Request to Attend Annual MTA Conference

2) NON ACTION

- a) Township Manager Position
- b) Dutton Fire December 2019 Report
- c) Cutlerville Fire December 2019 Report
- d) Website stats for December 2019 7,398 views

V. COMMENTS & DISCUSSION

- 1) Township Board
- 2) Supervisor

- 3) Miscellaneous

VI. **ADJOURNMENT**

- 1) The next regular Township Board meeting will be held February 10, 2019

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

February 3, 2020

Opening Prayer 4:55 PM ~ Robert DeWard

Pledge of Allegiance to the Flag

Items Highlighted are Action Items

A COPY OF THE TOWNSHIP BOARD MEETING RULES OF ENGAGEMENT CAN BE FOUND ON THE COUNTER AT THE BACK OF THE ROOM

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. **Business**

- 1) Township Manager
 - a. Time Frame
 - b. Changes in Supervisors roll/hours/etc.
 - c. Job Description
 - d. Recruiting

II. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

III. **ADJOURNMENT**

- 1) The next regular Township Board meeting will be held February 10, 2019

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

February 10, 2020

Opening Prayer 6:55 PM ~ Dan Fryling

Pledge of Allegiance to the Flag

Items Highlighted are Action Items

A COPY OF THE TOWNSHIP BOARD MEETING RULES OF ENGAGEMENT CAN BE FOUND ON THE COUNTER AT THE BACK OF THE ROOM

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
Steve Roon – Kent County Road Commission (5 to 10 minutes)
-

Consent agenda items are listed under item II, including payment of the bills. All items are considered to be routine by the Board. *There will not be separate discussion of these items.* If discussion is desired, that item will be removed from the Consent Agenda upon request of any Board Member. If you would like any item removed from the consent agenda so that it may be considered separately; please contact Kim by 10:00 a.m., the day of the meeting.

II. CONSENT AGENDA

- 1) **Board Meeting Minutes**
 - A. Meeting Minutes from January 13, 2020 and February 3, 2020
- 2) **Building Department**
 - A. Building Department January 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

B. Building Department 2019 Revenue Report

3) Clerk's Office

A. Check Register for 01_06_2020 thru 01_31_2020

B. Payments of the bills from in the amount of \$259,457.42

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) **Clerk's Office – NONE**

2) **Planning**

a) 2nd read Zoning Ordinance Amendment to Remove Minimum Size Requirements for PUDs

b) 2019 Planning Dept. Annual Report

3) **Treasurer's Department**

a) 2019 4th Qtr. Financial Report

b) Conference attendance request

4) **Assessing Department –**

a) Resolution – Authorizing Alternative dates for Board of Review

b) Resolution – Authorizing a Resident Taxpayer to file a Protest before the Board of Review
via letter

5) **Water & Sewer Department - NONE**

6) **Building Department - NONE**

Recognition of Individuals and/or Delegations *Limit 3 Minutes*

IV. SUPERVISOR'S OFFICE

1) Action Items:

a) Invoice submitted by Dan Fryling

b) 2020 Kent County Road Commission Proposed Projects for Gaines Township

c) Resolution – Consumers Energy regarding Explorer Estates

d) Dutton Fire purchases

i. TargetSolutions

ii. Rescue Resources

2) *NON ACTION*

a) *Parks & Trails Committee Resolution*

b) *Township Planner Position*

c) *Website stats for December 2019 7,398 views*

d) *CF January 2020 report*

e) *Dutton Fire January 2020 Report*

f) *Deputy Vander Molen – January 2020 report*

V. COMMENTS & DISCUSSION

1) Township Board

2) Supervisor

3) Miscellaneous

VI. ADJOURNMENT

1) The next regular Township Board meeting will be held March 9 , 2020

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

March 20, 2020

Opening Prayer 2:55 ~ Rob DeWard

Pledge of Allegiance to the Flag

Items Highlighted are Action Items

A COPY OF THE TOWNSHIP BOARD MEETING RULES OF ENGAGEMENT CAN BE FOUND ON THE COUNTER AT THE BACK OF THE ROOM

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Kathy VanderStel

Absent with prior notice: Trustee Dan Fryling

CALL TO ORDER AND ATTENDANCE AT 3:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

Recognition of Individuals and/or Delegations Limit 3 Minutes

I. New Business – Action items

a. Township's continued reaction to COVID-19.

- i. Directive to Supervisor

b. Consent to Grade Agreement – Temporary Construction Easement Cook's Crossing South

c. Allow casual attire for employees while building is closed to general public

d. Schoen Property – Phase II Environmental Assessment

e. Building Department administrative position

- i. Permission to proceed with hiring

f. Township Manager Position

- i. Decision was made to proceed – There was no discussion regarding recruiting. Draft recruiting brochure is attached.

g. Sanitizing of office building

- i. Meyer Cleaning is taking extra steps (sanitizing all door knobs, surfaces, etc.) each cleaning at no extra charge. They can "fog" our building if we would like, quote attached.

II. Informational Items:

- a. MTA Q&A on Township considerations for COVID-19 planning
- b. Governor's directive on allowing teleconferencing
- c. No water service shut-offs during COVID-19 Pandemic

III. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

IV. **ADJOURNMENT**

- 1) The next regular Township Board meeting will be held April 13, 2020

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

April 13, 2020

Opening Prayer 3:55 PM ~ Mike Brew

Pledge of Allegiance to the Flag

Items Highlighted are Action Items

The Meeting will be a virtual meeting held via ZOOM. Public who would like to “attend” the meeting may obtain meeting information and password by sending a request to info@gainestownship.org the day of the meeting

A COPY OF THE TOWNSHIP BOARD MEETING RULES OF ENGAGEMENT CAN BE FOUND ON THE COUNTER AT THE BACK OF THE ROOM

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers

Consent agenda items are listed under item II, including payment of the bills. All items are considered to be routine by the Board. *There will not be separate discussion of these items.* If discussion is desired, that item will be removed from the Consent Agenda upon request of any Board Member. If you would like any item removed from the consent agenda so that it may be considered separately; please contact Kim by 10:00 a.m., the day of the meeting.

II. CONSENT AGENDA

- 1) **Board Meeting Minutes**
 - A. Meeting Minutes from March 20, 2020
- 2) Building Dept. Revenue Report
- 3) **Clerk's Office**
 - A. Check Register for 03_04_2020 thru 03_28_2020

B. Payments of the bills from in the amount of \$214,701.59

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) **Clerk's Office – NONE**

2) **Planning**

a) Hidden Waters Preliminary Site Condominium Time Extension Request

3) **Treasurer's Department -NONE**

4) **Assessing Department – NONE**

5) **Water & Sewer Department - NONE**

6) **Building Department - NONE**

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

1) **Action Items:**

a) Invoice presented by Dan Fryling

b) Resolution for Emergency Temporary Emergency Measurers

c) Consideration of Chief Sheely's compensation requests

d) 10% increase in health insurance premiums

2) **NON ACTION**

a) Update – Township Manager Position

b) Compensation for employees after additional 80 hrs. are exhausted

c) Website stats for March 2020 11,770 views

d) CF March 2020 report

e) Dutton Fire March 2020 Report

f) CFB Meeting Minutes

g) Request to use park property for "sword fighting" club

V. COMMENTS & DISCUSSION

1) Township Board

2) Supervisor

3) Miscellaneous

VI. ADJOURNMENT

1) The next regular Township Board meeting will be held May 11 , 2020

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

May 11, 2020

Opening Prayer 4:00 PM ~ Laurie Lemke

Items Highlighted are Action Items

The Meeting will be a virtual meeting held via ZOOM. Public who would like to “attend” the meeting may obtain meeting information and password by sending a request to info@gainestownship.org the day of the meeting

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
 - a. Nate Wolf~Mika Meyers – Cutlerville firefighters union Agreement

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II. CONSENT AGENDA

- 1) Board Meeting Minutes

A. Meeting Minutes from April 13, 2020 and April 27, 2020

2) Building Department

- A. Building Department April 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for 04/01/2020 thru 04/28/2020
B. Payments of the bills from in the amount of \$249,155.70

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) Clerk's Office

- a) Resolution appointing FSA&HSA account administrator

2) Planning - NONE

3) Treasurer's Department

- a) 1st Qtr. Financial Report

4) Assessing Department –

- a) Tax rate request

5) Water & Sewer Department – NONE

6) Building Department - NONE

Recognition of Individuals and/or Delegations **Limit 3 Minutes**

IV. SUPERVISOR'S OFFICE

1) Action Items:

- a) Cutlerville Firefighter's Union Agreement Extension
b) Intergovernmental Agreement
c) Township Manager – target hire date
d) Telecommuting Policy
e) Sword classes in Prairie Wolf Park
f) Extension of Stay-at-home/employees who have exhausted PTO

2) NON ACTION

- a) Website stats for April 2020 – 11,012 visits
b) REGIS rebate
c) DRAFT Re-opening Document
d) COVID-19 expense recovery efforts

V. COMMENTS & DISCUSSION

- 1) Township Board
2) Supervisor
3) Miscellaneous

VI. **ADJOURNMENT**

- 1) May 18th is on calendar as extra meeting for the month of May – will advise if needed
- 2) The next regular Township Board meeting will be held June 8, 2020

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

June 8, 2020

Opening Prayer 4:00 PM ~ Tim Haagsma

Items Highlighted are Action Items

The Meeting will be a virtual meeting held via ZOOM. Public who would like to “attend” the meeting may obtain meeting information and password by sending a request to info@gainestownship.org the day of the meeting

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 4:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
 - a. Dan Veldhuizen – 2019 Fiscal Year Audit Review

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II. CONSENT AGENDA

- 1) Board Meeting Minutes
 - A. Meeting Minutes from May 11, 2020

2) Building Department

- A. Building Department May 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for 5/2/2020 thru 5/29/2020
B. Payments of the bills from in the amount of \$143,511.11

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) Clerk's Office

- a) Personnel Matter
2) Planning - NONE
3) Treasurer's Department - NONE
4) Assessing Department – NONE
5) Water & Sewer Department – NONE
6) Building Department - NONE

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

1) Action Items:

- a) Rental of Community Room
b) Staff returning to office

2) NON ACTION

- a) Website stats for May 2020 – 10,825 visits
b) CFD April Report

V. COMMENTS & DISCUSSION

- 1) Township Board
2) Supervisor
3) Miscellaneous

VI. ADJOURNMENT

- 1) May 18th is on calendar as extra meeting for the month of May – will advise if needed
2) The next regular Township Board meeting will be held June 8, 2020

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change**

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

July 13, 2020

Opening Prayer 4:55 PM ~ Kathy VanderStel

ZOOM MEETING

Meeting ID: 891 6554 6566

Password: 529690

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 4:55 PM

Declaration of any Conflict of Interest

Approval of Agenda

- A. Interview three candidates for Township Manager Position
 - a. Mark Jansen 5:05PM
 - b. Kevin Catlin 5:30PM
 - c. Dennis Durham 6:00PM
- B. Possible closed session to discussion candidates

7:00pm

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
 - a. Public Hearing – Major Amendment to PUD – Preservation Lakes

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II. CONSENT AGENDA

1) Board Meeting Minutes

- A. Meeting Minutes from June 8, 2020

2) Building Department

- A. Building Department July 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for 6/3/2020 thru 6/30/2020
- B. Payments of the bills from in the amount of \$114,787.60

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) Clerk's Office

- a) Elections – Community room use for training
- b) Addendum to Personnel Manual

2) Planning –

- a) Professional improvement request
- b) Major PUD Amendment Preservation Lakes
- c) Final Preliminary Plat for Preservation Lakes Phase 3
- d) Zoning Ordinance Amendments – Private Streets and Driveways, Section 4.2F, Chapter 22, and Chapter 28

3) Treasurer's Department - NONE

4) Assessing Department

- a) Poverty Exemption Guidelines

5) Water & Sewer Department

- a) Request for utility bill relief – Old Lantern Drive

6) Building Department - NONE

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

1) Action Items:

- a) Amazon Sidewalk Project
- b) Narrow field of candidates for Township Manager

2) NON ACTION

- a) Website stats for June 2020 – 10,590 visits
- b) CFD June 2020 Report
- c) Dutton Fire June 2020 Report

V. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

VI. **ADJOURNMENT**

- 1) July 22nd – Interview final candidates for Township Manager Position
- 2) The next regular Township Board meeting will be held August 10, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

July 13, 2020

Opening Prayer 5:00 PM ~ Rob DeWard
Pledge of Allegiance

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 5:00 PM

Declaration of any Conflict of Interest

Approval of Agenda

- A. Interview two candidates for Township Manager Position
 - a. Mark Jansen 5:05PM
 - b. Kevin Catlin 5:50PM
- B. Possible closed session to discussion candidates

CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
 - a. Congressional Candidate Peter Meijer

I. DEPARTMENT/OFFICE REPORTS

- 1) **Clerk's Office - NONE**
- 2) **Planning – NONE**
- 3) **Treasurer's Department - NONE**
- 4) **Assessing Department - NONE**
- 5) **Water & Sewer Department - NONE**
- 6) **Building Department - NONE**

Recognition of Individuals and/or Delegations *Limit 3 Minutes*

II. **SUPERVISOR'S OFFICE**

1) Action Items:

- a) Purchase of Property
- b) Selection of candidate for Township Manager position

2) **NON ACTION**

III. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

IV. **ADJOURNMENT**

- 1) The next regular Township Board meeting will be held August 10, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA

GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES

MEETING

July 13, 2020

Opening Prayer 7 PM ~ Dan Fryling

ZOOM MEETING

Meeting ID: 864 8164 7343

Password: 183380

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers
 - a. Public Hearing – Major Amendment to PUD – Loan Oak
 - b. Public Hearing – Rezone Property – 2451 76th Street - see letters from residents
 - c. Gannon School presentation

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II. CONSENT AGENDA

- 1) **Board Meeting Minutes**
 - A. Meeting Minutes from July 13th and July 27th 2020

2) Building Department

- A. Building Department July 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for 7/3/2020 thru 7/30/2020
B. Payments of the bills from in the amount of \$266,826.46

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

- 1) Clerk's Office
 - a) **Election Workers**
- 2) Planning –
 - a) **Loan Oak PUD Amendment**
 - b) **Rezone Property – 2451 76th Street**
- 3) Treasurer's Department –
 - a) **Report**
- 4) Assessing Department
- 5) Water & Sewer Department
 - a) **Request for payment plan request**
- 6) Building Department –
 - a) **Professional Development Request**

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

- 1) **Action Items:**
 - a) **Streetlight installation**
- 2) **NON ACTION**
 - a) **Website stats for June 2020 – 10,419 visits**
 - b) Email from resident regarding Brewer Park

V. COMMENTS & DISCUSSION

- 1) Township Board
- 2) Supervisor - draft Township Manager Contract
- 3) Miscellaneous

VI. ADJOURNMENT

- 1) The next regular Township Board meeting will be held Sept. 14, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

September 14, 2020

Opening Prayer 7 PM ~ Crystal Osterink

ZOOM MEETING

Meeting ID: 84627745615

Password: 897226

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers

- a. Public Hearing – Rezone Property – 2451 76th Street
- b. Public Hearing Private Streets Ordinance
- c. Public Hearing PUD Amendment – 7115 Kalamazoo

Consent agenda items are listed under item II, including payment of the bills. All items are considered to be routine by the Board. *There will not be separate discussion of these items.* If discussion is desired, that item will be removed from the Consent Agenda upon request of any Board Member. If you would like any item removed from the consent agenda so that it may be considered separately; please contact Kim by 10:00 a.m., the day of the meeting.

II. CONSENT AGENDA

1) **Board Meeting Minutes**

- A. Meeting Minutes from August 10, 2020

2) Building Department

- A. Building Department August 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for August 1, 2020 thru August 27, 2020
B. Payments of the bills from in the amount of \$ 445,141.33

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) Clerk's Office

- a) **Election Software**

2) Planning

- a) **Rezone Property – 2451 76th Street**
b) **Private Streets Ordinance**
c) **Major PUD Amendment – 7115 Kalamazoo**

3) Treasurer's Department

Non-action:

- a) **BCTV Update**

4) Assessing Department

5) Water & Sewer Department

6) Building Department

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

1) Action Items:

- a) **KEP Technologies (ACD.net) license agreement**
b) **Gannon School**
c) **Service Recognition – Sandra Wiltzer**
d) **Service Recognition – firefighters**
 a. **Matthew Wood**
 b. **Shain Bush**
 c. **Geoff Evans**
 d. **Travis Gregg**
 e. **Grant Jelsema**
e) **Hiring of four (4) firefighters for Dutton Department**
f) **Hiring of four (4) firefighters for Cutlerville Department**

2) NON ACTION

- a) **Acknowledge Superior Asphalt for Donation to Dutton Fire**
b) **Cutlerville Fire July and August 2020 run reports**
c) **Dutton Fire July and August 2020 run reports**
d) **Website stats for August 2020 – 11,530 visits**

V. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

VI. **ADJOURNMENT**

- 1) The next Township Board meeting will be held Sept. 28, 2020-main topic 2021 budget
- 2) The joint meeting with Byron Township will be held October 12, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

September 28, 2020

Opening Prayer 7 PM ~ Rob DeWard

ZOOM MEETING

Meeting ID: 831 2987 3187

Password: 370653

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3 minute time limit for unscheduled speakers

II. DEPARTMENT/OFFICE REPORTS

- 1) **Clerk's Office -NONE**
- 2) **Planning -NONE**
- 3) **Treasurer's Department -NONE**
- 4) **Assessing Department -NONE**
- 5) **Water & Sewer Department -NONE**
- 6) **Building Department -NONE**

Recognition of Individuals and/or Delegations Limit 3 Minutes

III. SUPERVISOR'S OFFICE

- 1) **Action Items:**
 - a) **Personnel Matter**

2) NON ACTION

a) 1st Draft 2021 Projected Budgets

IV. COMMENTS & DISCUSSION

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

V. ADJOURNMENT

- 1) The joint meeting with Byron Township will be held October 12, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

Lower Level Community Room 5:00 PM

October 12, 2020

Opening Prayer 5 PM ~ Kathy Vander Stel

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel, Township Manager Mark C. Jansen, Planner Dan Wells

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3-minute time limit for unscheduled speakers

a. Dee Dee Fuller – Representing Loeks Theatres

Consent agenda items are listed under item II, including payment of the bills. All items are considered to be routine by the Board. *There will not be separate discussion of these items.* If discussion is desired, that item will be removed from the Consent Agenda upon request of any Board Member. If you would like any item removed from the consent agenda so that it may be considered separately; please contact Kim by 10:00 a.m., the day of the meeting.

II. CONSENT AGENDA

- 1) **Board Meeting Minutes**

- A. Meeting Minutes from September 14, 2020
B. Meeting Minutes from September 28, 2020

- 2) **Building Department**

- A. Building Department September 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the*

full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.

3) Clerk's Office

- A. Check Register for September 1, 2020 thru September 29, 2020
- B. Payments of the bills from in the amount of \$ 221,005.38

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

- 1) Clerk's Office
- 2) Planning
 - a) **Final Plat Approval – Preservation Lakes – Phase Three**
 - b) **Final Plat Approval – Explorer Estates**
- 3) Treasurer's Department
- 4) Assessing Department
- 5) Water & Sewer Department
- 6) Building Department

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

- 1) **Action Items:**
 - a) Rental of Community Rooms
 - b) 60th Street Sidewalk Project
 - c) Looks Theatres
 - d) Resolution Affirming Actions taken during virtual meetings
- 2) **NON-ACTION**
 - a) *Rapid – Short term extension of existing contract*
 - b) *Grant Agreement – Kent Count*
 - c) *Website stats for September 2020 – 10,544 visits*

V. COMMENTS & DISCUSSION

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

VI. ADJOURNMENT

- 1) The next Township Board meeting will be held October 26, 2020-main topic 2021 budget
- 2) November meeting is scheduled for the 9th

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

7:00 PM – Joint Meeting with Byron Township

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel, Township Manager Mark C. Jansen

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

Public Comment – 3-minute time limit for unscheduled speakers

1. New Business
 - a. Cutlerville Fire Department Budget
2. Adjournment

PRELIMINARY * AGENDA

GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES

MEETING

November 9, 2020

Opening Prayer 7 PM ~ Laurie Lemke

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel, Planner Dan Wells

Absent with Notice: Township Manager Mark C. Jansen

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3-minute time limit for unscheduled speakers
 - a. Public Hearing 2021 Proposed Budget
 - b. Rick Chapla – Sustainable Business Park

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II. CONSENT AGENDA

- 1) Board Meeting Minutes
 - A. Meeting Minutes from September 14, 2020
 - B. Meeting Minutes from September 28, 2020
 - C. Meeting Minutes from October 12, 2020
 - D. Meeting Minutes from October 26, 2020

2) Building Department

- A. Building Department October 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for October 2, 2020 thru October 27, 2020
B. Payments of the bills from in the amount of \$ 256,888.21

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

- 1) Clerk's Office
- 2) Planning
 - a) **Zoning Ordinance Amendment – Setback Averaging**
 - b) **Final Plat Approval – Explorer Estates**
- 3) Treasurer's Department
 - a) **3rd Qtr. Financial Report**
- 4) Assessing Department
- 5) Water & Sewer Department
- 6) Building Department

Recognition of Individuals and/or Delegations Limit 3 Minutes

IV. SUPERVISOR'S OFFICE

- 1) **Action Items:**
 - a) 2021 Rapid Contract
 - b) Resolution in appreciation of service – Robin Haaksma
 - c) Resolution approving Clerk's salary for 2021
 - d) Resolution approving Treasurer's salary of 2021
 - e) Resolution approving Supervisor's salary for 2021
 - f) Resolution to exempt Township from the Requirements of Public Act 152 of 2011
 - g) Renew Metro Act Agreement with Verizon
 - h) Proposed 2021 meeting per diems
 - i) Adopt Appropriations Act for 2021
 - j) Use grant funds received from Kent County towards purchase of fire engine
 - k) Trustee's tab on website
 - l) Personnel Committee – the Board reserves the right to go into closed session

2) **NON-ACTION**

- a) Website stats for October 2020 – 12,819 visits
- b) Report from Deputy Vander Molen'
- c) Principles of Governance

V. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

VI. **ADJOURNMENT**

- 1) December 7, 2020 is reserved for a Township Board meeting if needed
- 2) The next regular Board meeting will be December 14, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

PRELIMINARY * AGENDA

GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES

MEETING

November 9, 2020

Opening Prayer 7 PM ~ Rob DeWard

ZOOM Meeting # 854 1688 2102 Passcode: 416595

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Crystal Osterink, Dan Fryling, Kathy VanderStel, Planner Dan Wells

Absent with Notice: Township Manager Mark C. Jansen

CALL TO ORDER AND ATTENDANCE AT 7 PM

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3-minute time limit for unscheduled speakers

II. DEPARTMENT/OFFICE REPORTS

- 1) **Clerk's Office**
 - a) **Professional Development Request Clerk – New Officials Training**
 - b) **Professional Development Request Clerk – Clerk's Institute**
 - c) **Professional Development Request Deputy Clerk – New Officials Training**
- 2) **Planning**
 - a) **Zoning Ordinance Amendment – Setback Averaging – 2nd Read**
 - b) **Rezone parcel from RL-4 to RL-10 - - 2nd Read**
 - c) **Clover PUD Rezoning – 1st Read**
 - d) **Preservation Lakes Phase 4 Preliminary Plat Review**
 - e) **7100 & 7120 Division – Land Division of platted lots**
- 3) **Treasurer's Department**
- 4) **Assessing Department**
 - a) **2021 Poverty Exemption Guidelines**
- 5) **Water & Sewer Department**
- 6) **Building Department**

Recognition of Individuals and/or Delegations *Limit 3 Minutes*

III. **SUPERVISOR'S OFFICE**

1) Action Items:

- a) Resolution to establish Clerk's 2021 Salary
- b) Declaration of Local State of Emergency – Resolution to Extend
- c) Contract for Architect – Gannon School
- d) Committee Appointments
- e) 2021 Meeting Calendar
- f) Personnel Matter – the Board reserves the right to go into closed session

2) NON-ACTION

- a) *Update Gaines Charter Township Intranet*
- b) *Dutton Fire November Report*

IV. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

V. **ADJOURNMENT**

VI.

- 1) The next regular Board meeting will be December 14, 2020

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

TOWNSHIP OFFICE HOLIDAY CLOSINGS:

December 24th

December 25th

December 31st

January 1st

PRELIMINARY * AGENDA

GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING

December 14, 2020

Opening Prayer 7 PM ~ Tim Haagsma

ZOOM LOGIN:

Meeting ID: 833 5335 8358 Password: 054886

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Bob Terpstra, Dan Fryling, Kathy VanderStel, Planner Dan Wells

Absent with Notice: Township Manager Mark C. Jansen

CALL TO ORDER AND ATTENDANCE AT 7 PM – ATTENDEES MUST STATE LOCATION (i.e. Rob DeWard joining the meeting from my office at the Township Hall)

Declaration of any Conflict of Interest

Approval of Agenda

I. CUSTOMARY ITEMS

- 1) **Recognition of Individuals and/or Delegations** - *3-minute time limit for unscheduled speakers
 - a. Birgit Klohs and Brad Comment – The Right Place

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II. CONSENT AGENDA

- 1) **Board Meeting Minutes**
 - A. Meeting Minutes from November 9, 2020
 - B. Meeting Minutes from December 7, 2020

2) Building Department

- A. Building Department November 2020 Revenue Report– Summary for Mechanical & Plumbing Permits, Electrical Revenue Reports - *(In an effort to condense the size of meeting packets, we will be providing a Summary Report each month. A copy of the full report is on file and can be obtained by contacting Kim Triplett at kim.triplett@gainestownship.org.*

3) Clerk's Office

- A. Check Register for November 7, 2020 thru November 24, 2020
B. Payments of the bills from in the amount of \$ 240,645.00

Motion to Approve Consent Agenda - ACTION ITEM

III. **DEPARTMENT/OFFICE REPORTS**

1) **Clerk's Office**

- a) **Budget Amendment - Assessing Dept.**
- b) **Budget Amendment – Cutlerville Fire**
- c) **Budget Amendment – Elections**
- d) **Budget Amendment – Hydrant Rental**
- e) **Budget Amendment - Supervisor**

2) **Planning**

- a) **Clover PUD Rezoning – 1st Read**

3) **Treasurer's Department**

4) **Assessing Department**

5) **Water & Sewer Department**

- a) **Grand Mobile Village refund**
- b) **Rate Resolution**
- c) **60th Street connection payment plan**

6) **Building Department**

Recognition of Individuals and/or Delegations **Limit 3 Minutes**

IV. **SUPERVISOR'S OFFICE**

1) **Action Items:**

- a) **2021 Meeting Schedule**
- b) **Winter 5K**

2) **NON-ACTION**

- a) *Website stats for November 2020 – 10,130 visits*
- b) *Kent County Sheriff Reports*
- c) *Cutlerville Fire November 2020 report*
- d) *Community Policing Officer update*

V. **COMMENTS & DISCUSSION**

- 1) Township Board
- 2) Supervisor
- 3) Miscellaneous

VI. **ADJOURNMENT**

- 1) The next regular Board meeting will be January 11, 2021

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.

Preliminary Agenda – Subject to Change

TOWNSHIP OFFICE HOLIDAY CLOSINGS: December 24th, 25th, 30th and January 1st