

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

July 12, 2021

Opening Prayer 7 PM ~ Bob Terpstra

Pledge of Allegiance

PLEASE FOLLOW CURRENT CDC COVID-19 GUIDELINES

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, Township Manager Jonathan Seyferth, Planner Department – Dan Wells

Absent with Notice: Trustee Kathy Vander Stel

CALL TO ORDER AND ATTENDANCE AT 7 PM –

Declaration of any Conflict of Interest

Review of Consent Agenda

Approval of Meeting Agenda

I. CUSTOMARY ITEMS

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

a. KDL Annual Report – 15 Minutes

Speakers: Lance Werner, DKL Executive Director

Shirley Brursema, KDL Board of Trustees Chair

Cheryl Cammenga, KDL Regional Manager I

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 June 14, 2021 & June 28, 2021

2) Building Department

- A. Building Department June 2021 Revenue Reports– Summary for Mechanical & Plumbing Permits, Electrical Revenue Report - *(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 June 4, 2021 thru June 28, 2021
- B. Payments of the bills from in the amount of \$166,181.59

Motion to Approve Consent Agenda - ACTION ITEM

III. DEPARTMENT/OFFICE REPORTS

1) **Clerk's Office –**

ACTION ITEMS

- a) Minutes from May 24, 2021 Meeting – Regular meeting vs special meeting
- b) Professional Development Request – Deputy Clerk
- c) Professional Development Request # 2 – Deputy Clerk
- d) Professional Development Request -Clerk
- e) Professional Development Request #2 – Clerk

NON-ACTION ITEMS

- a) Use of Roll Call votes

2) Planning - NONE

3) **Treasurer's Department**

ACTION ITEM

- a) Primary Banking

NON-ACTION ITEM

- a) Investment Policy

4) Assessing Department - NONE

5) Water & Sewer Department -NONE

6) Building Department - NONE

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

IV. SUPERVISOR/TOWNSHIP MANAGER OFFICES

1) Action Items:

- a) *Designated Township Representative for ARPA*
- b) *Designated Contact Person for APRA*
- c) *SAD Resolution # 1*
- d) *SAD Resolution # 2*
- e) *Road Closure Request*

THE TOWNSHIP BOARD RESERVES THE RIGHT TO GO INTO CLOSED SESSION

f) Action required as result of closed session

2) NON-ACTION

- a) *8460 Kalamazoo Ave. – discussion general consensus regarding proposed plans/water & Sewer requirements/etc.*
- b) *Website stats for JUNE 2021 9,643 Visits*

V. COMMENTS & DISCUSSION

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

VI. ADJOURNMENT

- 1) *A second regular meeting date (July 26th) is on the calendar – Will be held if determined necessary*
- 2) *The August 2021 meeting will be held August 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

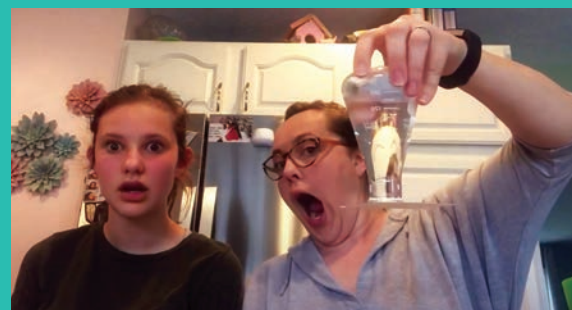
Kent
District
Library



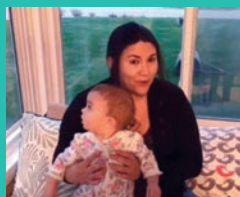
2020 Annual Report

Information●
Ideas▲
Excitement!





Resilience & hope



Greetings! As I reflect on 2020, and all the change and uncertainty it brought to the library (and the world), two words come to mind – resilience and hope.

Last year certainly brought its challenges, but we never allowed those challenges to stop us from serving our communities. Our impact continued. Our branches were closed to in-person visits for a time, but the library never closed. We continued to put library materials into the hands of our patrons via curbside pickup and online offerings. We continued to entertain and educate children through virtual programming and an at-home Summer Wonder program. We held a very successful virtual fundraising event. We even launched a new service – Book Bundles – that gave people an easy way to get a collection of books to try when they couldn't browse our shelves.

We did all these things while doing what we could to keep our staff and patrons safe and healthy. I am so proud of the resilience we showed.

We have so much hope for the future! 2020 laid a great foundation for 2021. We can't wait until things get "back to normal," but we hope it's a new normal – a normal where we are more flexible, creative and customer-focused than ever before.

Thank you so much for all the support and encouragement you have given us this past year. We hope you join us for all the excitement that is to come!

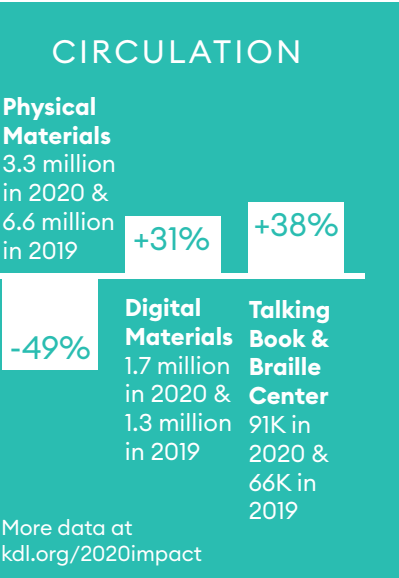
Sincerely,
Lance Werner
Executive Director



1,402 livestreamed programs and outreach events were created in 2020 to bring the library into homes during the pandemic. For a schedule of upcoming programs, visit kdl.org/events.

2020 started like most years, with great excitement and planning for the year ahead. With news of Coronavirus, we immediately shifted gears on several fronts.

While COVID guidelines changed frequently, the need for library services and the desire to visit branches never wavered. In many ways it's become more important as people seek solace through reading, learning and staying connected with others. We continue to go above and beyond to safely serve you.



Review of emergency preparedness began in January. In March, about a week before the stay-at-home order was announced, the library closed to in-person visits. Staff continued to work from home and events shifted to online live-streamed programs. Additionally, checkout limits for digital resources were increased and new library cards became available with a simplified online application.

With new limits on physical access to the library, it was no surprise that circulation of physical materials dropped. At the same time, digital circulation rose, new curbside service was launched, Summer Wonder workbooks were delivered to households, Seed Library packets were delivered by mail and a new website was launched.

We were also due to develop a new strategic plan. Our options were to wait for things to settle down or press forward. We opted to develop a new strategic plan. The framework of the new plan is shown on these pages.



KDL staff quickly responded to the pandemic, meeting the increased need for online resources, programs and outreach.

Mobile WiFi Hotspots circulated 2,888 times and checkout periods increased from three weeks to four months.



+110% eVideo circulation on Hoopla

+28% eMusic circulation on Hoopla

+11% eMusic streaming on Freegal

+60% eAudiobook circulation on Hoopla

+134% eBook circulation on Hoopla

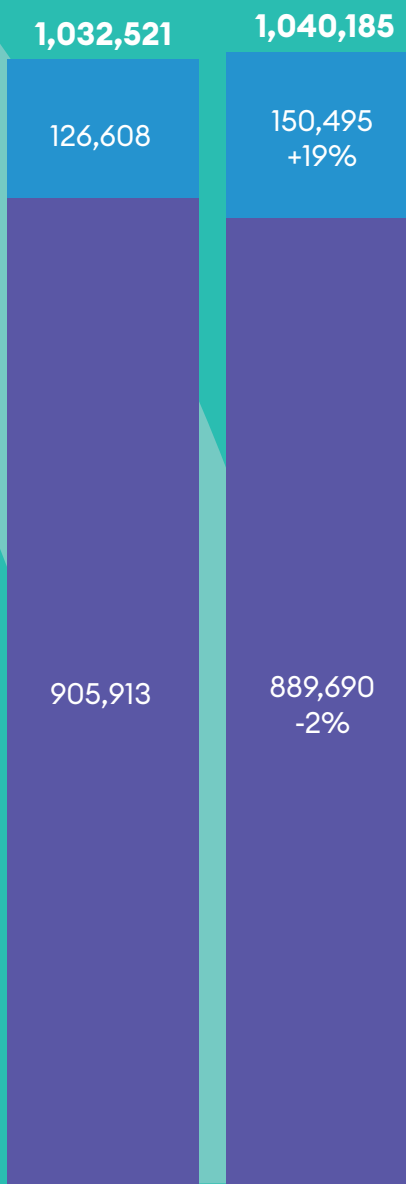
+37% eBook circulation on OverDrive and cloudLibrary in 2020
OverDrive replaced cloudLibrary in June

2020 digital circulation
+31%

More data at kdl.org/2020impact

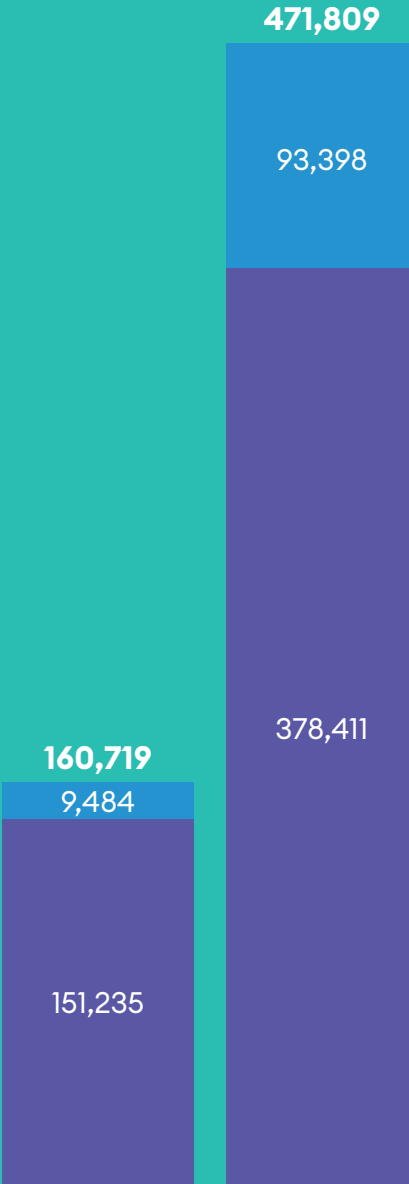
Collection size increased 0.7%

Physical Items Digital Items



Virtual Programs and Outreach*

Programs Outreach



1,218 virtual programs and 184 virtual outreach visits were conducted during 2020, bringing the library into homes during the pandemic.



*Virtual programs and outreach are entirely new categories of activity. They resemble traditional programs and outreach, except that they're live-streamed online and include interactivity with viewers.



Men of Color Read

On January 24, 2020, the Men of Color Read initiative was launched in Kent County. Over 25 men met at the Martin Luther King Leadership Academy to read to small groups of children. The kids loved it!

Jon Covington founded Men of Color Read (MOCR) in Los Angeles over a decade ago. The program came to Muskegon five years ago, and has now found a home in Grand Rapids. Men of Color Read is a literacy initiative comprised of men in the community determined to help eradicate functional illiteracy and improve youth reading skills. The men visit urban schools once a month to read to and connect with students.

“We couldn’t be more excited about our partnership with KDL,” said Covington. “Functional illiteracy in any community is not a THEIR problem, it’s an OUR problem. And it’s going to take all of us to eradicate it.”

KDL is pleased to support the partnership between MOCR and MLK Leadership Academy. We are hoping to help expand the program into other schools in Kent County.

“We dream, plan and execute not FOR our community but WITH our community, because we are who we serve,” said Sara Proaño, Community Engagement Manager. “KDL strives to come beside leaders and shakers, such as Jon Covington, and support their efforts for better access, better presence and better representation. Thank you MLK Leadership Academy and MOCR!”

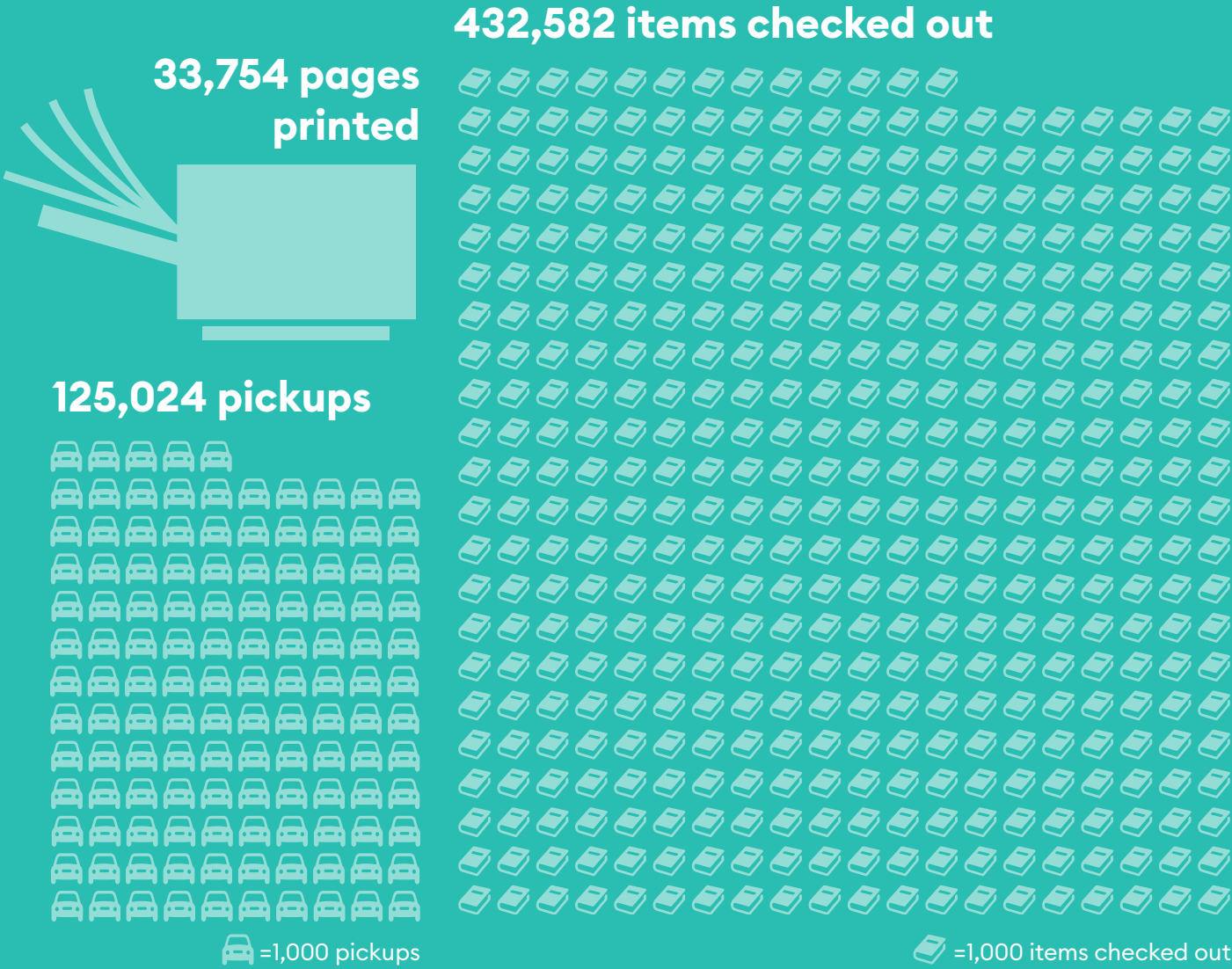
The pandemic put a pause on the program’s in-school visits, but MOCR will restart in the beginning of 2021 with a live-streamed program.



Curbside service launched in June



Curbside service opened up an entirely new way to access the library. This service was conceived when the public was unable to visit the library in person. “People really miss visiting the library in person,” said KDL User Experience Manager Morgan Hanks. “Curbside service restores the in-person services that so many people love, and does it in a way that’s safe for everyone.” Curbside printing was introduced in August and its popularity took off immediately.



More data at kdl.org/2020impact

The Lyles are a KDL Family



The Lyle family: Matt, Katie, Avalon (8), Brielle (6), Myla (3), and Jude (4mo). They school at home for now. Matt works at GE Aviation and Katie is a stay-at-home mom.

“Since Avalon was one year old, we have been attending storytimes and checking out books. We’ve gone from 10 books a week to now over 50+ new books and activities a week. The resources at the library have fit us at each stage! I earned my Master’s degree in Reading and Literacy and know the immense value of providing quality books and materials, which the library has a vast amount of.

KDL has provided access for my children to thousands of books, which we could not do on our own. We enjoy tens of thousands of dollars worth of books each year from KDL.

While we haven’t been inside the library in months, KDL continues to innovate and provide easy access to books and materials. We’ve loved being able to pull up and have our holds delivered to our vehicle, especially during the last few months with a newborn. I know I use more library resources now than I ever did before COVID. Here are a few that I use now that I didn’t when going in person: curbside printing, to-go crafts, Book Bundles (saves me so much time and they’re very well curated!), Personalized Picks for my 8 year old, KDL Go! Packs, live stream storytimes and book discussions, and many more!

Our favorite thing about KDL is the people. The other week when picking up my materials curbside, I mentioned to Mr. Greg that I felt bad about checking out so many things and creating so much work for them. He responded with, “You’re why we’re here!” What a great attitude! We used to attend Miss Hennie’s storytimes and always loved seeing her at the library. She’s always welcoming with a smile, waving hello to the kids, and providing excellent book advice!

A fun little memory: When the library opened up for curbside after having been completely closed at the start of COVID, my girls were SO excited that they made signs for the car. Things like ‘I love the library! We missed you!’ It was so fun to watch them so excited for new books.”

Katie Lyle



Talking Book and Braille Center circulation increased 38%

The Kent District Library Talking Book and Braille Center (TBBC) is one of nine Library for the Blind and Physically Handicapped Advisory and Outreach Centers in Michigan and is part of the National Library Service Network. We serve all of Kent, Montcalm and Ionia counties, providing books, magazines, videos and DVDs in alternative formats (digital audio cartridge, Braille and descriptive videos), as well as downloadable materials in audio and electronic Braille. These materials are shipped free directly to the patron’s home and are mailed back free to TBBC.

66,051
Items
Checked Out

91,408
Items
Checked Out



“When you first told me about those audiobooks, I thought there was no way I was gonna let somebody read my books to me. But it let me keep reading when my eyes let me down. It ended up really being a lifesaver.”

Bob Alspaugh, 96-year-old patron of TBBC and lifelong reader

2019

2020



Despite all the pandemic-related closures, the KDL Bookmobile remained busy with visits to Bethany Christian Services and Feeding America food pantries, in addition to hosting Meet Up and Eat Up meals and conducting virtual visits to senior centers.

“In the programs at Bethany that serve Hispanic children ages 4 to 17 in our educational center, many of our children are youth who have been historically under-served and are academically, socially and/or emotionally behind their peers.

Our bilingual staff work with children based on their educational level, not their age, so our classrooms have varying levels of ability in any given subject. A little over two years ago, we began working with the KDL Community Engagement Department when they offered us 300 Spanish and bilingual books, as well as a book stand. This simple gesture blossomed into not only book donations so our children could read books in their own language, but we also began to receive books to support ESL acquisition.

After about three months or so, KDL’s mobile library called the Bookmobile began coming to our site. Staff read stories and teach the kids how to borrow and return books... something they had never done before. The kids have been so excited to see the Bookmobile and check out books each week. The KDL staff are helping our children develop healthy reading habits that will last a lifetime.

Once COVID-19 hit, KDL staff went above and beyond. Each week, library staff drop off the supplies we need for our virtual session with library staff that week. They have a different class and activity each week via Zoom and have been extremely creative in finding topics of interest for our children. Our kids have enjoyed learning about magnets, electricity, mummifying an apple, music and many other topics.

I cannot begin to tell you how much it means to our staff and students to have the incredible staff at Kent District Library working with us! If it were not for them, our kids would not have the opportunity to learn about how the library works and have so many wonderful resources such as bilingual books and other items they donated to our program. They have truly been a blessing!”

Jennifer Crampton, Teacher BA, Transitional Foster Care
Bethany Christian Services of Michigan



Bookmobile visit at Farmworker’s Appreciation Day in October.



814 W. River Center Dr. NE, Comstock Park, MI 49321 // **kdl.org**

Kent District Library is a public library system operating 20 branch libraries and a Bookmobile that serve nearly 400,000 residents of 27 different municipalities throughout Kent County. KDL enriches lives by providing information, ideas and excitement. It is an IRS-designated 501(c)(3) nonprofit supported by millage dollars and private donations. KDL is a member of the Lakeland Library Cooperative. For more information, visit kdl.org.

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2020 IMPACT REPORT



Kent
District
Library



Table of Contents

Kent District Library Information

History	3
Strategic Plan	4-5
Kent District Library Locations	6
Service Area	7
Lakeland Library Cooperative	8
Governance and Organizational Structure	9-11
Statistical Trends.....	12-15
Statistical Information: Systemwide.....	16-22
Statistical Information: Branch Specific	
Alpine Township	23
Alto	24
Bookmobile.....	25
Byron Township	26
Caledonia Township	27
Cascade Township	28
Comstock Park	29
East Grand Rapids	30
Englehardt	31
Gaines Township	32
Grandville	33
Kelloggsville.....	34
Kentwood (Richard L. Root)	35
Krause Memorial	36
Nelson Township.....	37
Plainfield Township	38
Spencer Township	39
Tyrone Township	40
Walker	41
Wyoming	42
Talking Book & Braille Center	43
Statistical Information: Municipalities	
Ada Township	44
Algoma Township	45
Cannon Township	46
Courtland Township	47
Grand Rapids Township	48
Grattan Township	49
Lowell Township	50
Oakfield Township	51
Vergennes Township	52
Peer Comparison.....	53-55

History

1927

Kent County Federation of Women's Clubs begins project of library extension.

1994

The Library separates from the County to form the Kent District Library, an independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area.

2014

Ten-year 1.28 millage approved by voters.

Obtained 501 (c)(3) status.

2016

Completion of the KDL Meeting Center, which includes multiple meeting spaces with advanced technology.

2019

Elimination of late fines for all items. All unpaid fines forgiven.

1936

Kent County Library Association formed.

Kent County Library System becomes a department of Kent County.

2011

Kent District Library celebrates 75 years of providing library service to citizens in Kent County.

2015

Expanded the services of the Library for the Blind and Physically Handicapped (now the Talking Book & Braille Center) by increasing the number of large print materials.

Implemented a new SirsiDynix ILS (Integrated Library System) for Kent District Library.

2018

The Kelloggsville Branch opened in partnership with Kelloggsville High School.

KDL Bookmobile hits the road.

2020

Partnered with Godfrey-Lee Public Schools to bring a library collection to the East Lee Campus.

Launched curbside service, online programming and online outreach in response to COVID-19 pandemic.

New website launched with improved integration of the catalog and other online resources.

Kent District Library Branches and Service Center

Kent District Library is a public library system operating 20 branch libraries and a bookmobile that serve nearly 400,000 residents of 27 different municipalities throughout Kent County. KDL enriches lives by providing information, ideas and excitement. It is an IRS-designated 501(c)(3) nonprofit supported by millage dollars and private donations.

2021-2023 Strategic Plan



PURPOSE:

We exist to further all people.

VISION:

KDL will be an indispensable community resource for enriching lives through access to personal discovery for all.

Equity, Diversity and Inclusion

2021-2023 BUSINESS GOALS

Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.

2021 INITIATIVES

Develop a plan to increase staff Cultural Intelligence (CQ) by first determining how to measure it, establishing a baseline and setting a target by May 2021.

Beginning in May 2021, develop a diversity plan for evaluating library materials to ensure offerings are reflective of the community. To be developed by December 2021.



Engagement and Service

Increase the value delivered to the community by focusing on demonstrated needs.

Develop a systematic process for identifying our communities' unmet and emerging needs by March 2021, with surveys completed by September 2021.



Sustainability

Evaluate and streamline operational, environmental and fundraising processes to ensure a sustainable library.

By mid-December 2021, complete a feasibility study to establish a 501(c)(3) foundation to increase private donation funding to supplement tax support.

Map, improve and refine two operational processes by December 2021.

Team Goals

Individual Goals

Kent District Library Locations



ALPINE TOWNSHIP BRANCH
5255 Alpine Ave. NW
Comstock Park, MI 49321



ALTO BRANCH
6071 Linfield Ave.
Alto, MI 49302



AMY VAN ANDEL LIBRARY
7215 Headley St. SE
Ada, MI 49301



BOOKMOBILE
kdl.org/bookmobile



BYRON TOWNSHIP BRANCH
8191 Byron Center Ave. SW
Byron Center, MI 49315



CALEDONIA TOWNSHIP BRANCH
6260 92nd St. SE
Caledonia, MI 49316



CASCADE TOWNSHIP BRANCH
2870 Jacksmith Ave. SE
Grand Rapids, MI 49546



COMSTOCK PARK BRANCH
3943 W. River Dr. NE
Comstock Park, MI 49321



EAST GRAND RAPIDS BRANCH
746 Lakeside Dr. SE
East Grand Rapids, MI 49506



ENGLEHARDT BRANCH
200 N. Monroe St.
Lowell, MI 49331



GAINES TOWNSHIP BRANCH
421 68th St. SE
Grand Rapids, MI 49548



GRANDVILLE BRANCH
4055 Maple St. SW
Grandville, MI 49418



KELLOGGSVILLE BRANCH
Kelloggsville High School
4787 Division Ave. S
Grand Rapids, MI 49548



**KENTWOOD
(RICHARD L. ROOT) BRANCH**
4950 Breton SE
Kentwood, MI 49508



KRAUSE MEMORIAL BRANCH
140 E. Bridge St.
Rockford, MI 49341



NELSON TOWNSHIP BRANCH
88 Eighth St.
Sand Lake, MI 49343



PLAINFIELD TOWNSHIP BRANCH
2650 5-Mile Rd. NE
Grand Rapids, MI 49525



SPENCER TOWNSHIP BRANCH
14960 Meddler Ave.
Gowen, MI 49326



TYRONE TOWNSHIP BRANCH
43 S. Main St.
Kent City, MI 49330



WALKER BRANCH
4293 Remembrance Rd. NW
Walker, MI 49534



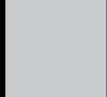
**WYOMING BRANCH
AND THE KDL TALKING BOOK &
BRAILLE CENTER**
3350 Michael Ave. SW
Wyoming, MI 49509



KDL SERVICE AND MEETING CENTER
814 West River Center Dr. NE
Comstock Park, MI 49321

Service Area

TYRONE Village of KENT CITY Tyrone Township Branch ★	SOLON City of CEDAR SPRINGS ●	★ NELSON Nelson Township Branch	SPENCER ★ Spencer Township Branch
SPARTA Village of SPARTA ●	ALGOMA ★ City of ROCKFORD Krause Memorial Branch	COURTLAND City of ROCKFORD Krause Memorial Branch	OAKFIELD
ALPINE Alpine Township Branch ★	PLAINFIELD Comstock Park Branch ★ KDL Service & Meeting Center ★ Plainfield Township Branch ★	CANNON	GRATTAN
City of WALKER Walker Branch ★	GRAND RAPIDS City of GRAND RAPIDS East Grand Rapids Branch ★	ADA Amy Van Andel - Ada Community Center ★ City of EAST GRAND RAPIDS East Grand Rapids Branch	VERGENNES City of LOWELL
City of WYOMING Wyoming Branch ★ and the KDL Talking Book & Braille Center ★ City of GRANDVILLE Grandville Branch ★	★ City of KENTWOOD Kentwood Branch	CASCADE ★ Cascade Township Branch	★ Englehardt Branch LOWELL
Kelloggsville Branch ★ Byron Township Branch	★ Gaines Township Branch	★ Caledonia Township Branch	★ Alto Branch
BYRON	GAINES	CALEDONIA	BOWNE


Areas highlighted in gray are outside the KDL service area and include the City of Grand Rapids, City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta and the portion of Bowne and Caledonia Townships within the Thornapple Kellogg school district.

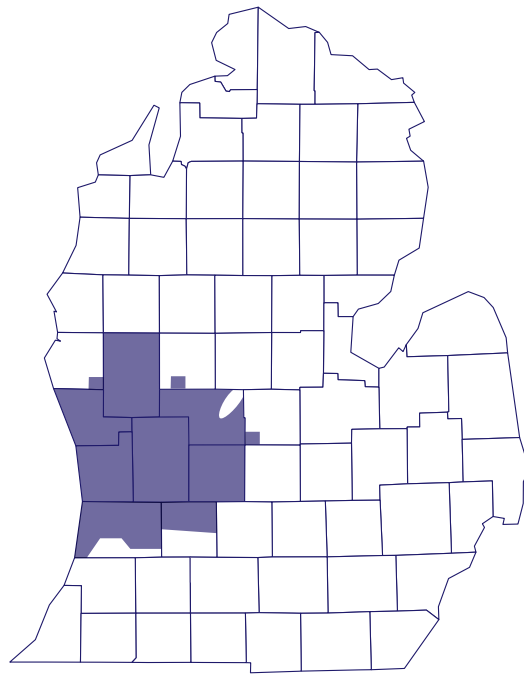
Lakeland Library Cooperative Service Area

Kent District Library is a member of the Lakeland Library Cooperative (LLC), a group of 42 libraries serving 1,289,504 Michigan residents. LLC customers have access, through reciprocal borrowing privileges, to over 10 million items owned by these libraries. The Lakeland Library Cooperative covers the counties shown below.

Allegan County
Barry County
Ionia County
Kent County

Montcalm County
Muskegon County
Newaygo County
Ottawa County

Affiliated counties include Gratiot, Mecosta and Oceana.



The Cooperative is governed by a Board of Trustees. KDL has two seats on this Board and shares decision-making with other members of the Cooperative.

The state of Michigan is divided into cooperatives for the purpose of the distribution of state aid. The LLC receives a portion of Kent District Library's share of state aid. State aid was appropriated by the state legislature on a basis of \$0.39708 per capita in 2020. State aid funds underwrite Cooperative functions such as the inter-loan delivery system and the Cooperative's shared integrated library system. Member libraries also pay additional fees for cooperative services. The Lakeland Library Cooperative's annual budget for fiscal year 2019-20 was \$1,256,641.

Governance & Organizational Structure

Board of Trustees

The Kent District Library Board of Trustees is comprised of eight members representing geographic regions of the KDL Service Area. Trustees must live in the region they represent. Board members are appointed for four-year terms by the Kent County Board of Commissioners based on recommendations from the eight regions. The KDL Board meets monthly. Major duties include establishing and maintaining a public library for Kent District Library, establishing library policies, employing the Library Director, adopting an annual budget, approving the expenditure of funds, entering into contracts and control of all KDL property.



Shirley Bruursema
Chair

Region 6: City of Kentwood, and Caledonia and Gaines Townships



Penny Weller
Trustee

Region 3: City of Walker, and Alpine and Plainfield Townships



Tom Noreen
Vice-Chair

Region 1: Nelson, Oakfield, Spencer and Tyrone Townships



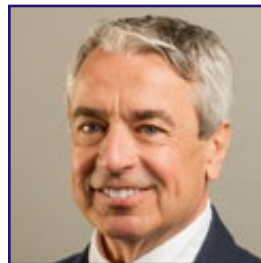
Caitie Searfoss Oliver
Trustee

Region 4: City of Lowell, and Bowne, Lowell and Vergennes Townships



Andrew Erlewein
Treasurer

Region 2: City of Rockford, and Algoma, Cannon, Courtland and Grattan Townships



Charles Myers
Trustee

Region 5: City of East Grand Rapids, and Ada, Cascade and Grand Rapids Townships



Sheri Gilreath-Watts
Secretary

Region 8: City of Wyoming



Peter Dykhuis
Trustee

Region 7: City of Grandville and Byron Township

Governance & Organizational Structure

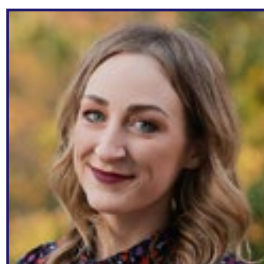
Leadership Team

(As of February 2021)

The Kent District Library Leadership Team leads the staff in support of KDL's strategic plan, coordinates organizational functions and facilitates communication. Members of the Leadership Team are:



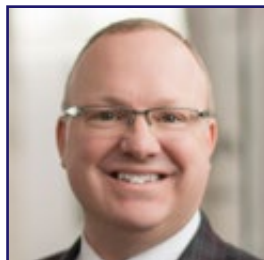
Lance Werner
Executive Director



Jaci Cooper
Director of Projects
and Planning



Randall Goble
Director of
Engagement



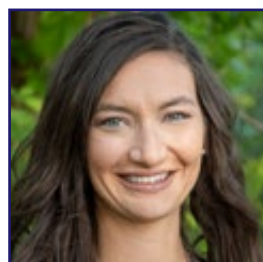
Brian Mortimore
Director of Human
Resources &
Organizational
Development



Christine Mwangi
Director of Fund
Development



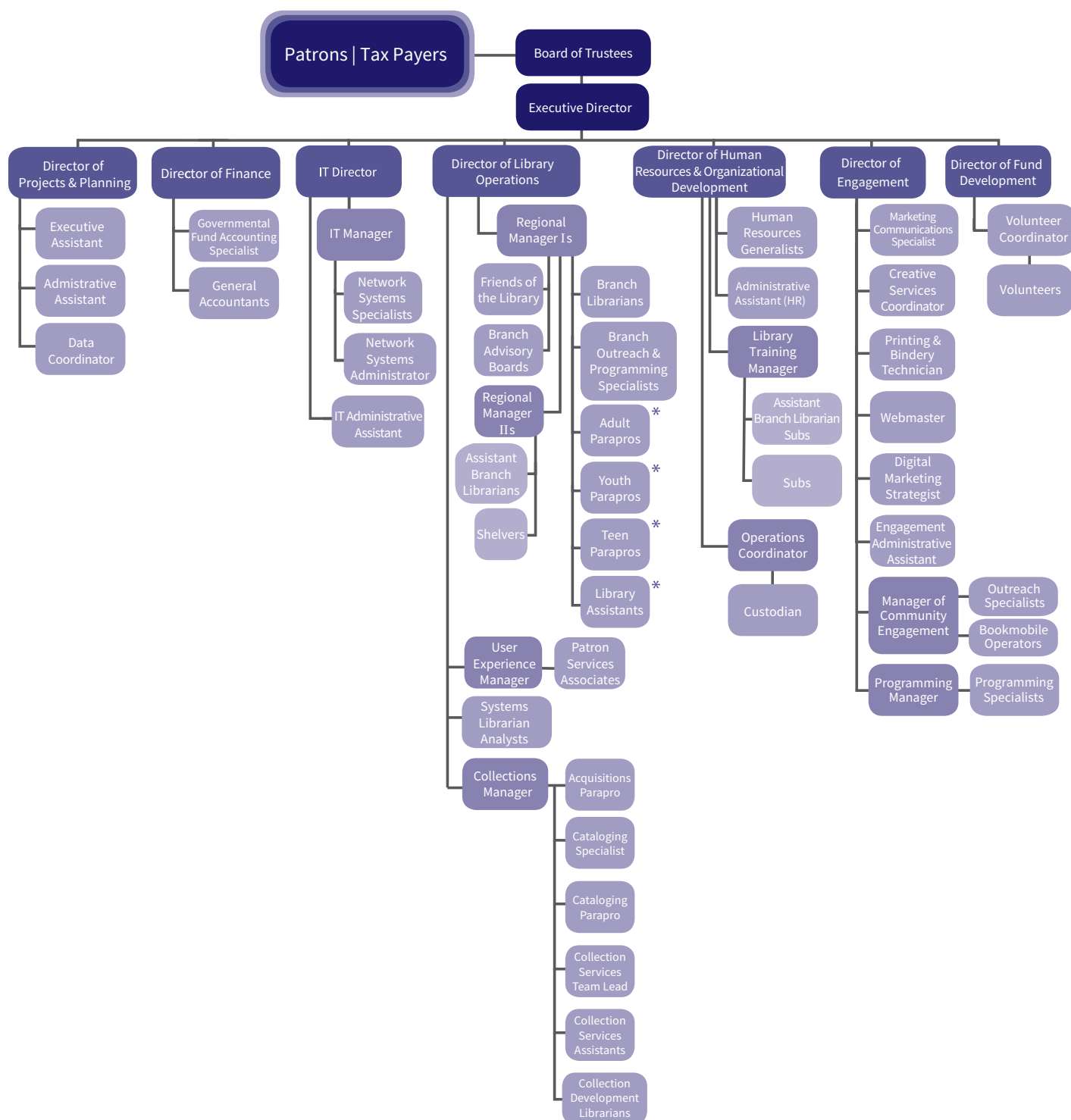
Kurt Stevens
Director of Information
Technology



Carrie Wilson
Director of
Library Operations

Kent District Library Organizational Chart

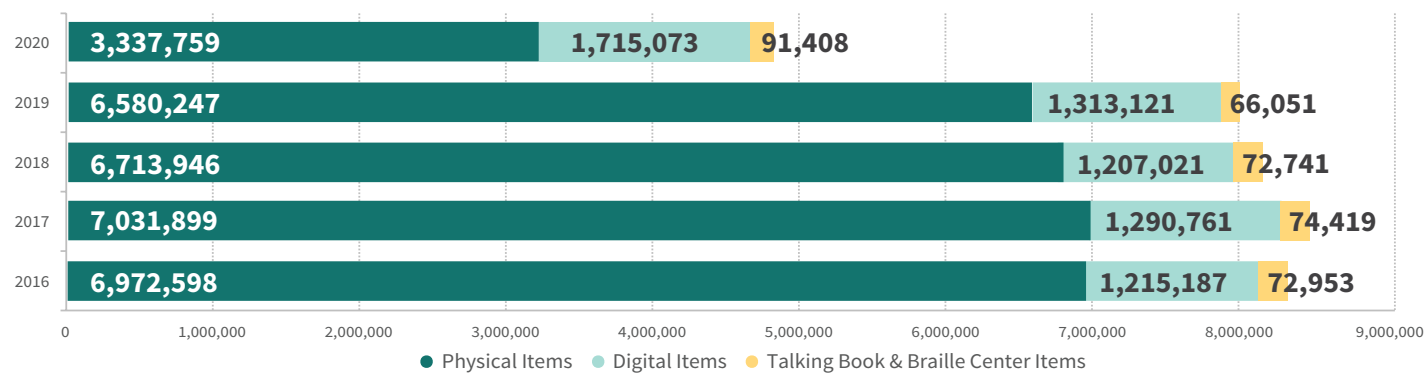
(As of February 2021)



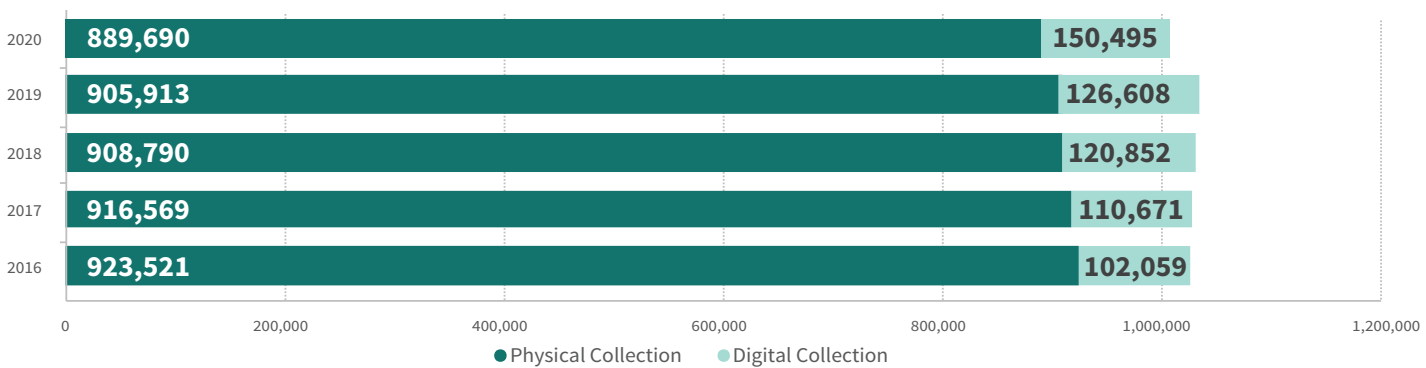
*Position is phasing out and transitioning to Branch Librarian per the 2020-2024 labor agreement

Statistical Trends | 2020

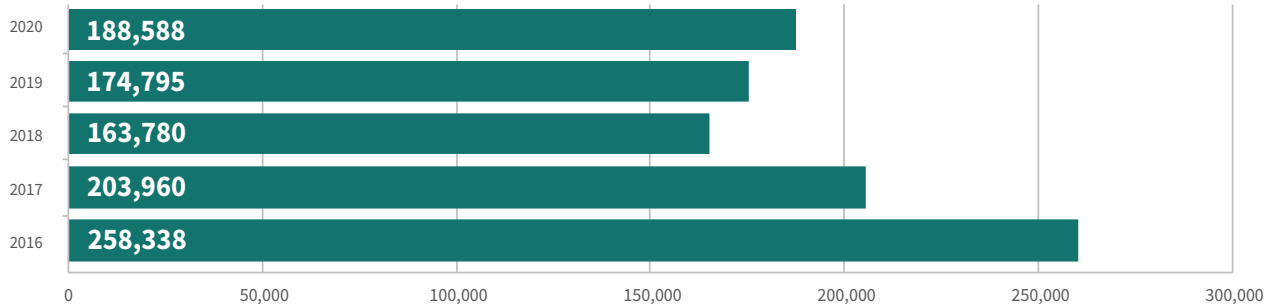
KDL Total Physical and Digital Circulation



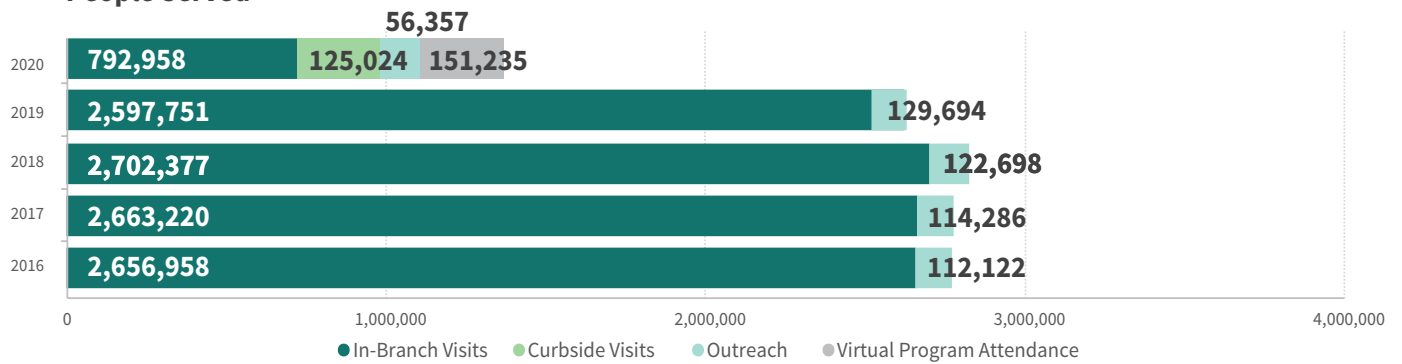
KDL Collection Items



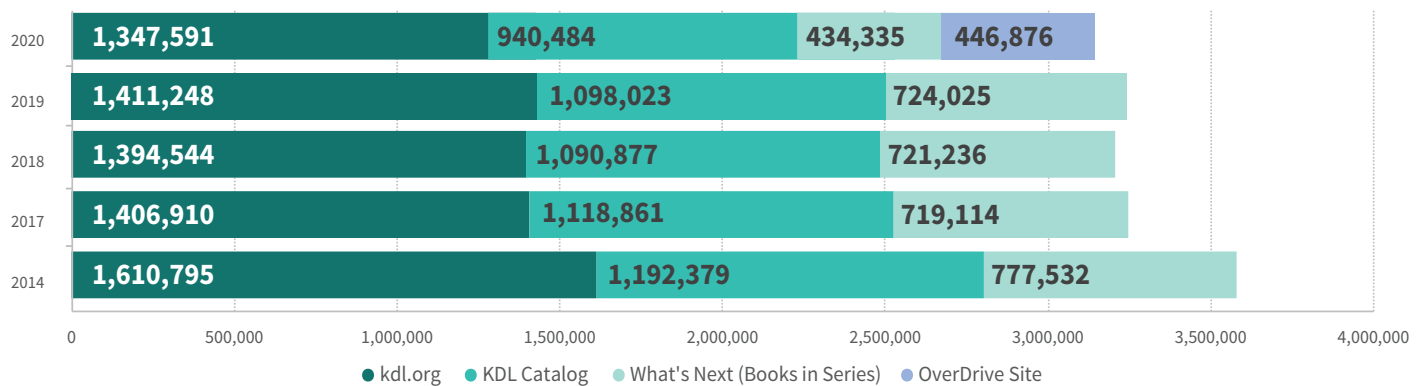
KDL Cardholders



People Served

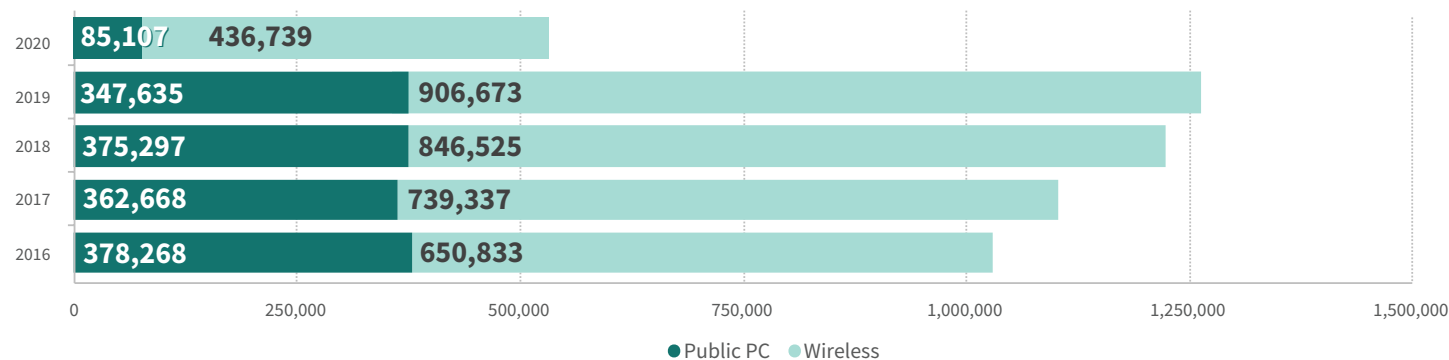


KDL Online Visits

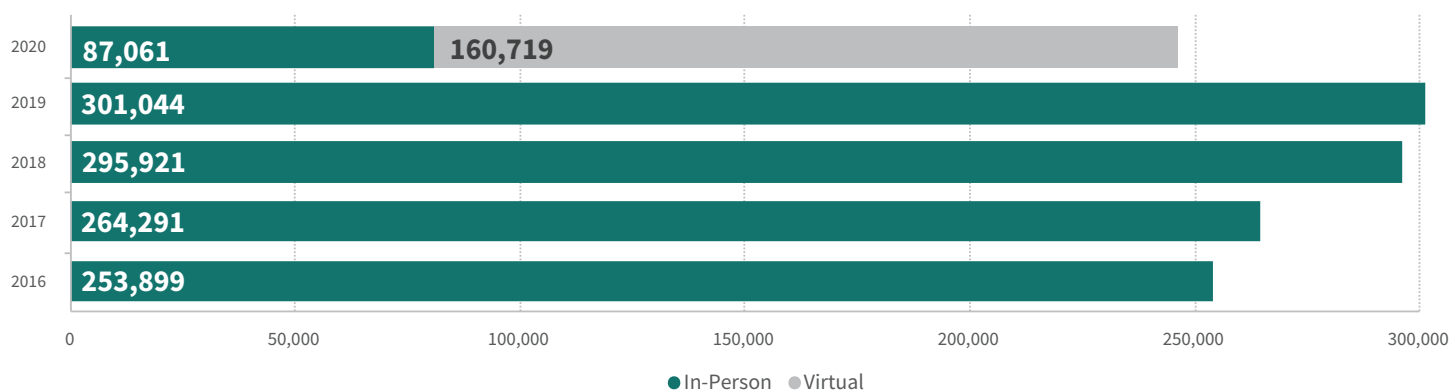


Statistical Trends | 2020 (cont'd)

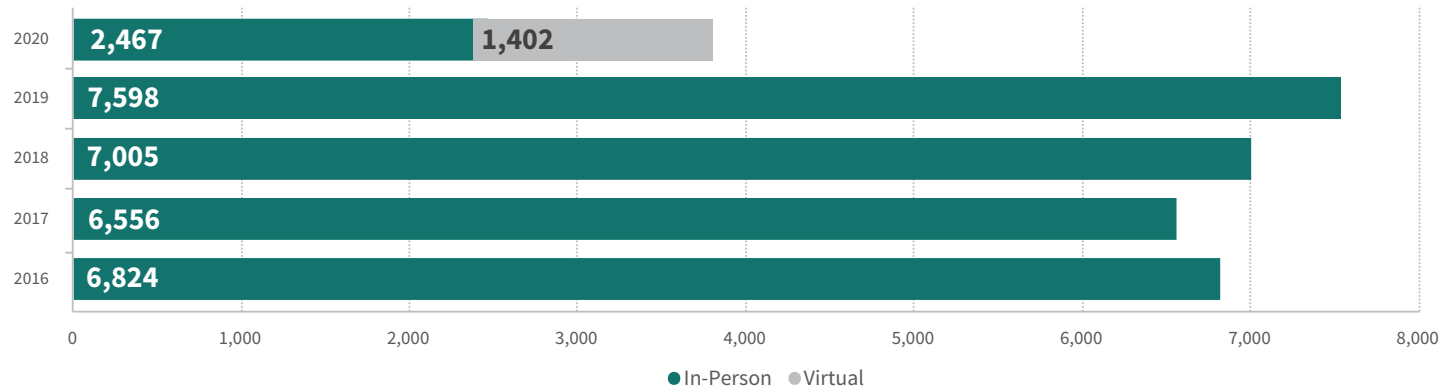
Public PC vs. Wireless Log-ins



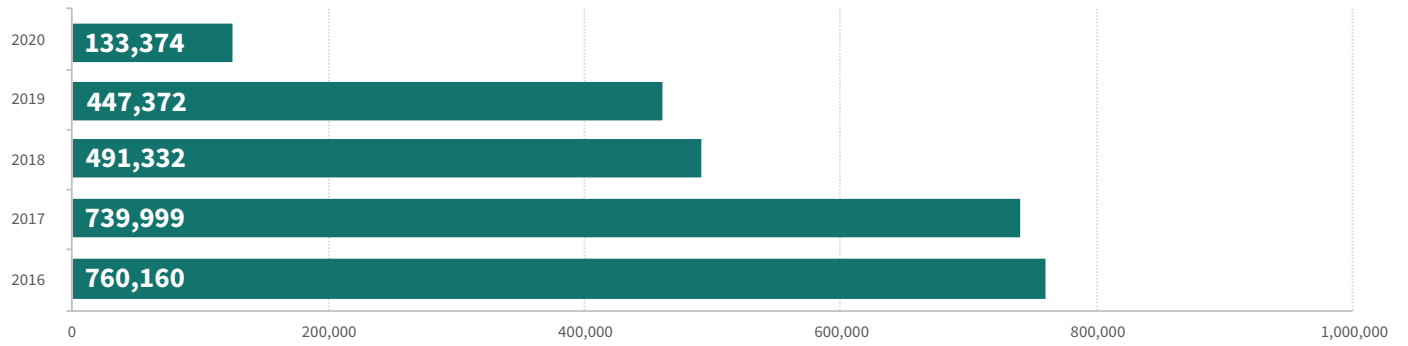
KDL Program Attendees



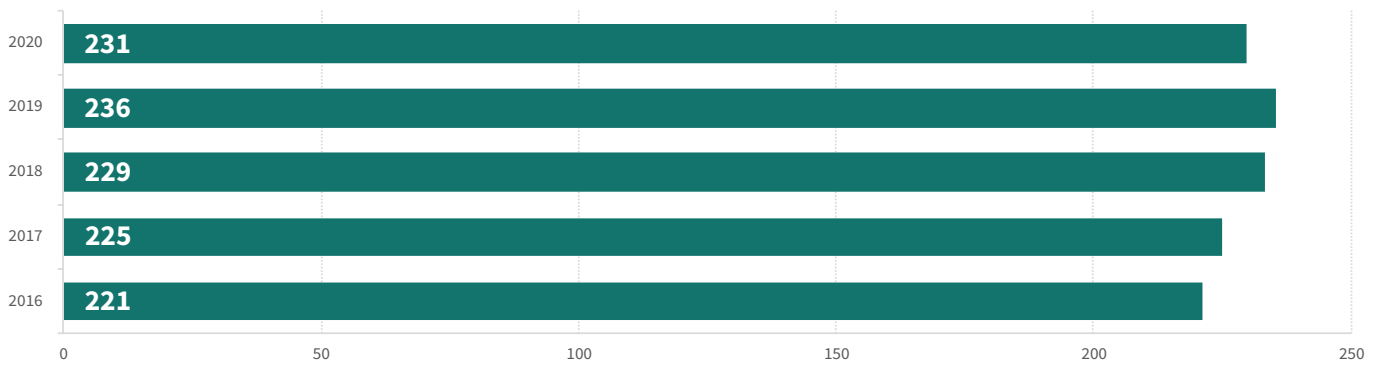
Programs



KDL Reference Questions



KDL Staff Positions (FTEs)



Statistical Information | 2020

Physical Circulation	2020	2019
Adult Fiction	483,020	870,057
Adult Non-Fiction	306,343	551,721
Audiobooks	95,557	188,456
Book Club in a Bag	594	1,041
DVDs and Blu-ray	558,948	1,453,040
International Language	17,770	29,747
Juvenile Fiction	1,202,430	2,222,716
Juvenile Non-Fiction	229,222	390,845
Large Print	48,059	80,381
Local Indie	943	1,914
MeLCat (Inter-Library Loan)	33,009	62,089
Miscellaneous	15,636	35,501
Music CDs	60,799	138,372
Periodicals	58,832	129,901
Reference	54	96
Rotating Display Items	29,735	51,702
Teen Fiction	141,095	263,382
Teen Non-Fiction	6,712	11,229
Video Games	49,001	98,057
Total Physical Circulation	3,337,759	6,580,247
Digital Downloads	2020	2019
eAudiobooks	498,095	400,502
eBooks	836,475	586,701
eMagazines	73,087	56,151
eMovies	33,917	16,121
eMusic	273,499	253,646
Total Digital Circulation	1,715,073	1,313,121
Talking Book & Braille Center	2020	2019
Talking Book & Braille Center Items	91,408	66,051
Total Circulation	5,144,240	7,959,419

Collection	2020	2019
Audio (Audiobooks and Music CDs)	70,122	72,640
Books	710,212	719,569
Braille Items	322	329
Kits	1,147	1,201
Miscellaneous Items	2,372	1,469
Periodicals	19,310	22,955
Videos (DVDs and Blu-ray)	75,900	78,134
Video Games	10,305	9,616
Total physical items in the library collection at year-end	899,690	905,913
Digital Collection	2020	2019
Electronic Audiobooks (eAudiobooks)	39,403	33,265
Electronic Books (eBooks)	111,092	93,343
Total digital items in the library collection at year-end	150,495	126,608
Periodical Subscriptions	1,680	1,666
Licensed Databases – Local	29	25
Licensed Databases – State	62	65
Licensed Databases – Total	91	90
MeLCat (Inter-Library Loan)	2020	2019
MeLCat Items Borrowed by KDL from Other Libraries	20,660	36,570
MeLCat Items Loaned by KDL to Other Libraries	16,878	32,962
Human Resources	2020	2019
Number of MLS Librarians	75	71
Full-time Equivalent of MLS Librarians	67.8	65.2
Number of Non-MLS Librarians	28	2
Full-time Equivalent of Non-MLS Librarians	23.425	2
Number of Other Paid Staff	206	249
Full-time Equivalent of Other Paid Staff	139.3	169.2
Total Number of Staff	309	322
Total Full-Time Equivalents (FTEs)	230.525	236.4
Total Hours Per Week Worked by MLS Librarians	2,712	2,608
Total Hours Per Week Worked by All Staff	9,221	9,455
Staff Training Hours	18,000	3,752

Statistical Information | 2020 (cont'd)

Patron Services: Centralized Phone Center				2020		2019	
Phone Calls	Type	Quantity	% of Total	Quantity	% of Total		
	Branch Hours / Hang Up / Other	44,352	47%	38,430	45%		
	Circulation	20,739	22%	18,422	22%		
	General Information	11,422	12%	7,939	9%		
	Reference	10,157	11%	9,694	12%		
	eResources	2,419	3%	1,164	1%		
	Transfers to Branch Staff	2,283	2%	4,736	6%		
	Staff Support	1,473	2%	2,023	2%		
	Programming	690	< 1%	2,146	3%		
	TBBC	261	< 1%	NA	NA		
	Total	93,796		84,554			
	Percentage of Calls Handled (i.e., Not Transferred to Branch Staff)			98%	94%		
	AskKDL (Online Forms and Email Inquiries)	Type	Quantity	% of Total	Quantity	% of Total	
Circulation		14,486	53%	18,592	78%		
Curbside Printing Requests		4,987	18%	NA	NA		
eResources		2,684	10%	782	3%		
Reference		2,376	9%	1,098	5%		
ILL Communication		1,613	6%	2,861	12%		
General Information		730	3%	223	1%		
TBBC		309	1%	NA	NA		
Staff Assistance		275	< 1%	203	< 1%		
User Feedback		108	< 1%	40	< 1%		
Total		27,568		23,799			
LibChat	2,730		982				
Online Reference	Total	30,298		24,781			
Talking Book & Braille Center (TBBC)				2020		2019	
Number of Registered Patrons				1,305		980	
Total Circulation				91,408		66,051	

Programs		2020		2019	
Type	Events	Participants	Events	Participants	
Outreach (Tours, Workshops, etc.)	919	56,357	2,097	129,694	
Programs for Young Children	954	49,857	2,841	79,458	
Programs for School-Age Children	191	9,731	523	17,311	
Programs for Teens	246	10,730	480	7,723	
Programs for Adults	549	25,177	1,165	13,797	
Programs for All Ages	1,010	95,928	492	53,061	
Total	3,869	247,780	7,598	301,044	

*2020 totals include both in-person and virtual events

Summer Reading Program Completers		2020	2019
Babies (Ages 0 – 24 mo)		944	899
Youth (Ages 2 – 10 yrs)		2,264	10,328
Teen (Ages 11 – 17 yrs)		1,037	3,196
Adult (Ages 18 and Older)		2,128	4,732
Total		6,373	19,155

Technology		2020	2019
Computers for Staff		280	258
Computers for Public		257	270
Patron Log-ins to Public Computers		85,107	347,635
Patron Log-ins to Wireless Network		436,739	906,673
Self Check-Out Units		51	45
Self Check-In Units		20	15

Volunteers		2020	2019
Adults		87	233
Teens		15	406
Hours, Adults		134	2,634
Hours, Teens		205	5,429

Statistical Information | 2020 (cont'd)

Website	2020	2019
Visits to KDL.org	1,347,591	1,411,248
Visits to KDL Catalog (catalog.kdl.org)	940,484	1,098,023
Visits to OverDrive Site	446,876	NA
Visits to What's Next?: Books in Series Site	434,335	724,025
Visits to KDL Databases	56,919	54,125
Ask KDL (Online Form and Email Inquiries Handled)	27,568	20,938
LibChat (Online Chat Sessions)	2,730	982
Personalized Picks Lists Created	422	550
Blog Posts	202	182
Percentage of Visits from Mobile Devices	48%	51%
eNewsletter Subscribers	64,409	64,967
Social Media Followers	57,308	51,739

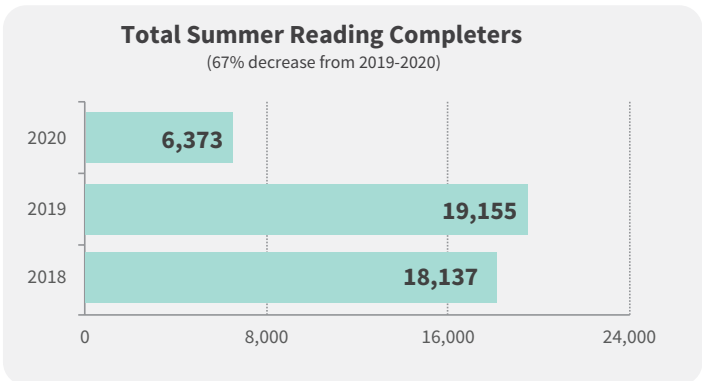
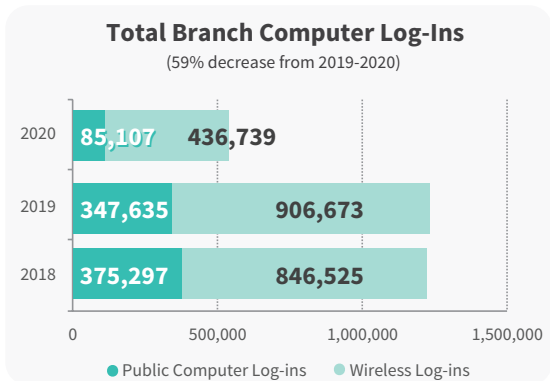
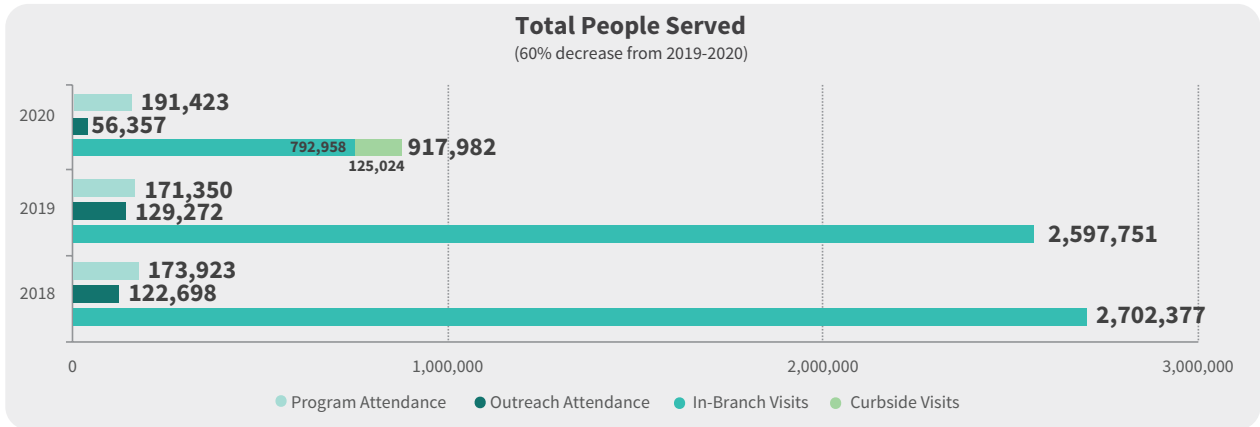
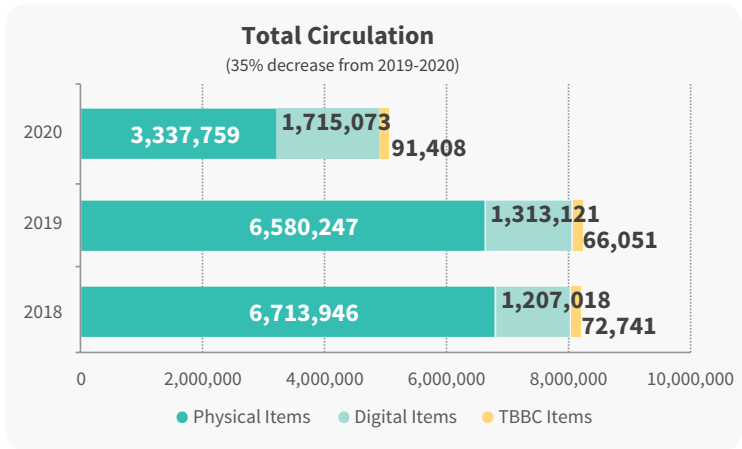
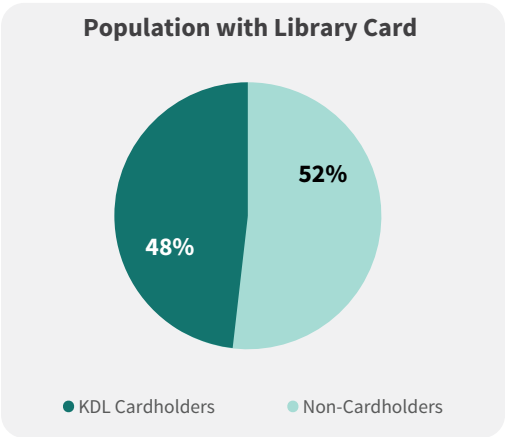
Annual Counts	2020	2019
In-Branch Visits	792,958	2,597,751
Curbside Visits	125,024	NA
Virtual Program Attendance	151,235	
Outreach Attendance	56,357	129,272
Population of Service Area (2010 U.S. Census)	395,660	395,660
Cardholders (Library Registrations)	188,588	174,795
Information Requests / Computer Assistance	133,374	447,372
Total Annual Open Hours	19,553.5	46,312
Total Weekly Public Service Hours	1,016	1,016.5

Per Capita Measures	2020	2019
Circulation Per Capita	13.00	20.12
Circulation Per Registered Borrower	27.28	45.54
Collection Turnover Rate (i.e., Circulation/Collection)	4.90	7.71
Holdings Per Capita	2.65	2.61
Program Attendance Per Capita	0.63	0.76
Public Internet Use Per Capita (PC & Wireless Log-ins)	1.32	3.17
Reference Transactions Per Capita	0.34	1.13
Registration as a Percentage of Population	47.66%	44.18%
Visits Per Capita (In Person)	2.32	6.57
Visits Per Capita (Virtual / Website)	8.01	8.17

Return on Investment	2020	2019
Physical Items Checked Out (Does Not Include Renewals)	1,733,496	3,611,466
Total Estimated Value of Physical Items Checked Out	\$65,314,442	\$73,520,998
Users who Checked Out Physical Items	60,106	93,786
Average Value per User (Physical Items)	\$1,086.65	\$783.93
Digital Items Checked Out	1,715,073	1,313,121
Total Estimated Value of Digital Items Checked Out	\$25,634,264	\$19,307,636
Users who Checked Out Digital Items	41,872	33,203
Average Value per User (Digital Items)	\$612.21	\$581.50

Kent District Library Facts

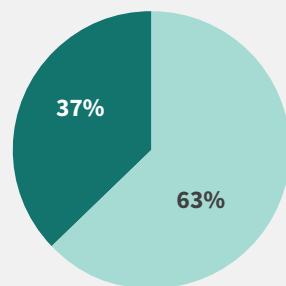
Library Director:	Lance Werner
Population of Service Area:	395,660
Physical Collection Size:	889,690
Digital Collection Size:	150,495
Public Computers:	257
Staff:	230.525 FTEs
Open Hours:	1,016 hrs/wk



Branch Facts

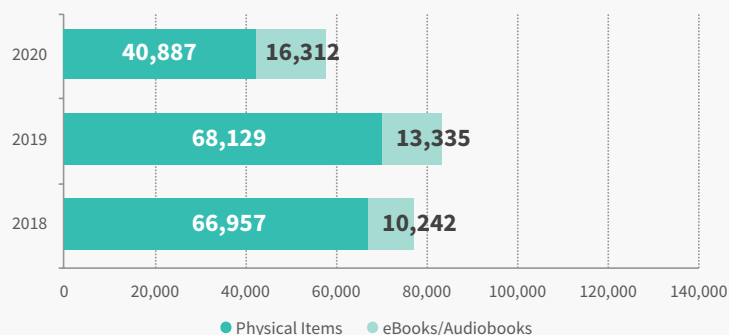
Regional Manager I:	Liz Knapp
Regional Manager II:	Craig Buno
Population of Service Area:	13,336
Physical Collection Size:	12,923 (1.5% of Total Collection)
Building Size:	4,862 sq ft
Public Computers:	7
Staff:	4.05 FTEs
Open Hours:	40 hrs/wk

Population with Library Card

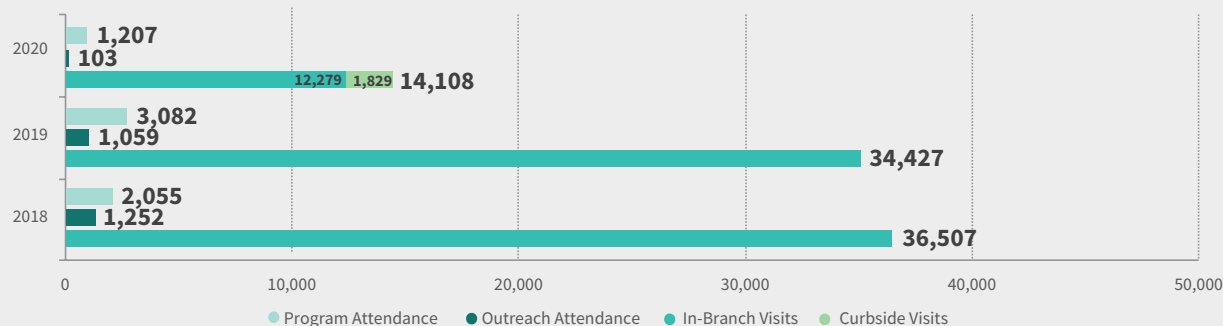


● KDL Cardholders ● Non-Cardholders

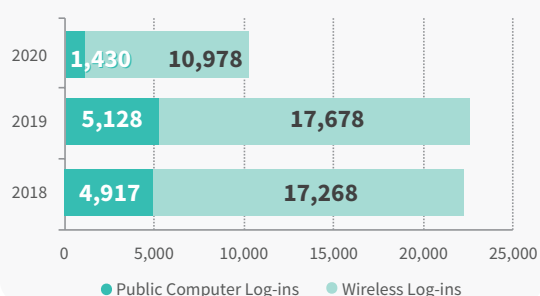
Total Circulation
(30% decrease from 2019-2020)



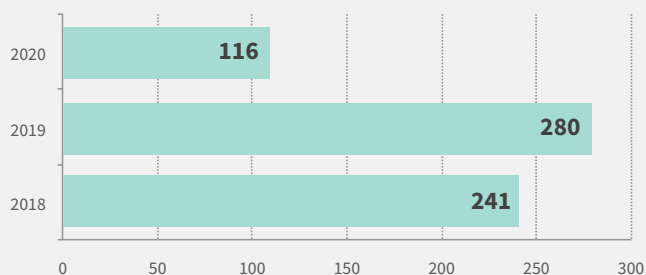
Total People Served
(60% decrease from 2019-2020)



Total Branch Computer Log-Ins
(46% decrease from 2019-2020)

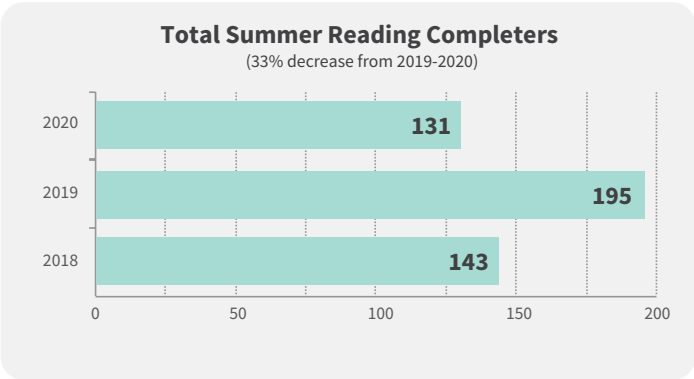
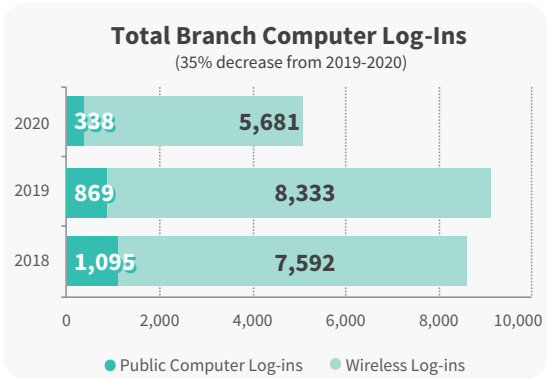
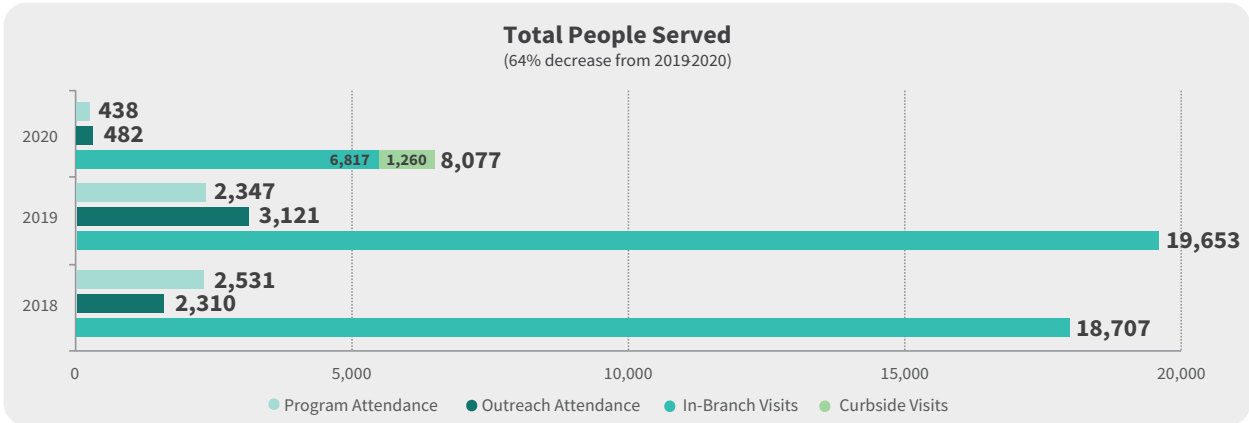
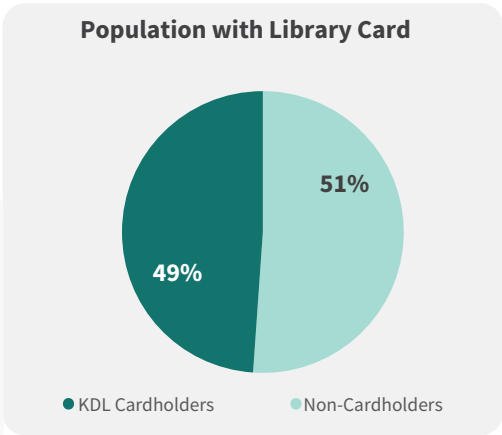
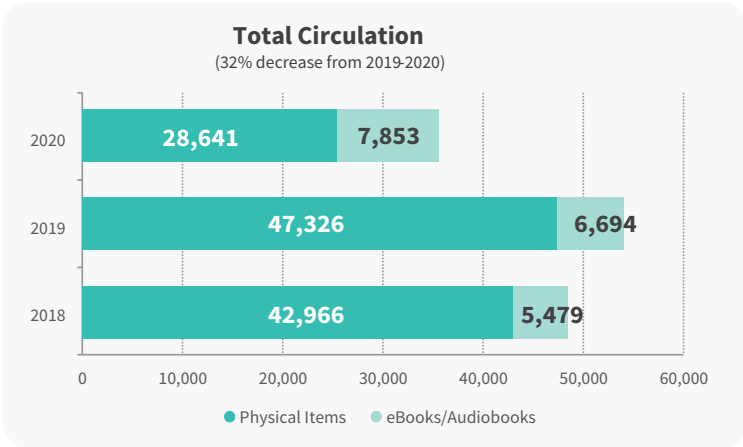


Total Summer Reading Completers
(59% decrease from 2019-2020)



Branch Facts

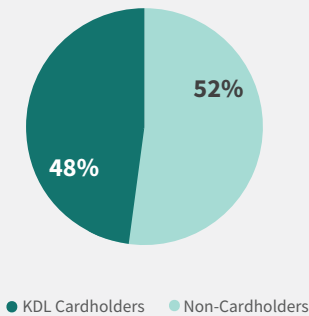
Regional Manager I:	Sandra Graham
Regional Manager II:	Barbara Jingles
Population of Service Area:	2,793
Physical Collection Size:	13,996 (1.6% of Total Collection)
Building Size:	5,795 sq ft
Public Computers:	3
Staff:	2.75 FTEs
Open Hours:	37.5 hrs/wk



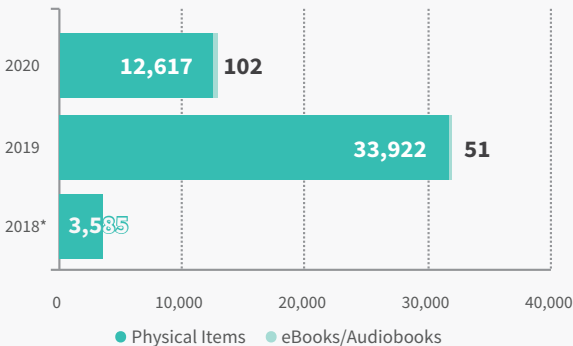
Bookmobile Facts

Community Engagement Manager:	Sara Proaño
Population of Service Area:	395,660 (Kent County)
Physical Collection Size:	6,036 (0.7% of Total Collection)
Vehicle Size:	306 sq ft
Public Computers:	0
Staff:	2.8 FTEs
Open Hours:	Varies

Population with Library Card

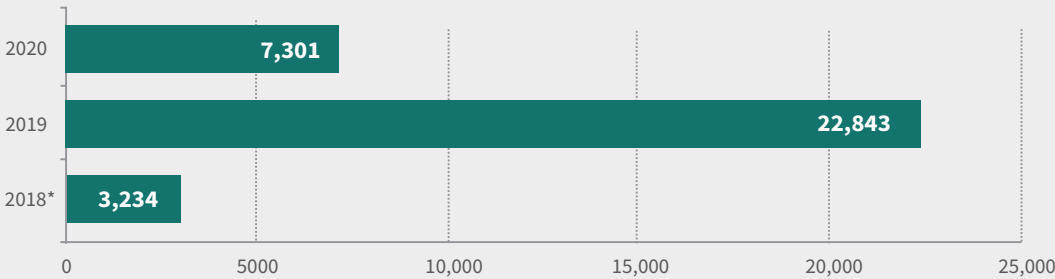


Total Circulation



Total People Served

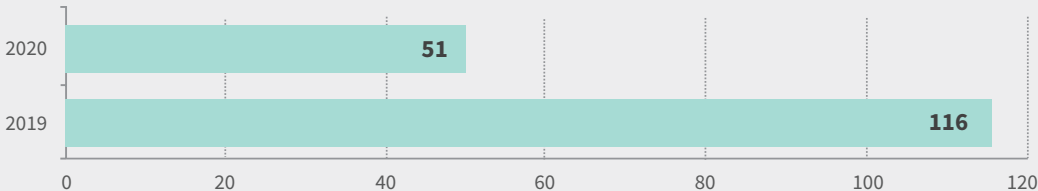
(68% decrease from 2019-2020)



*The Bookmobile was in service for only three months in 2018.

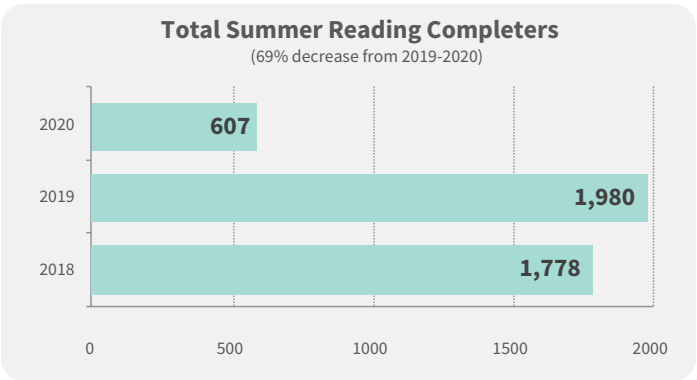
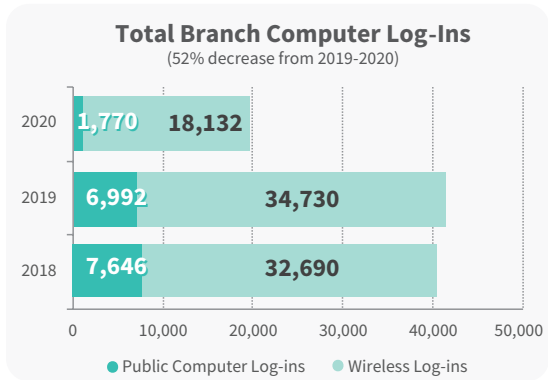
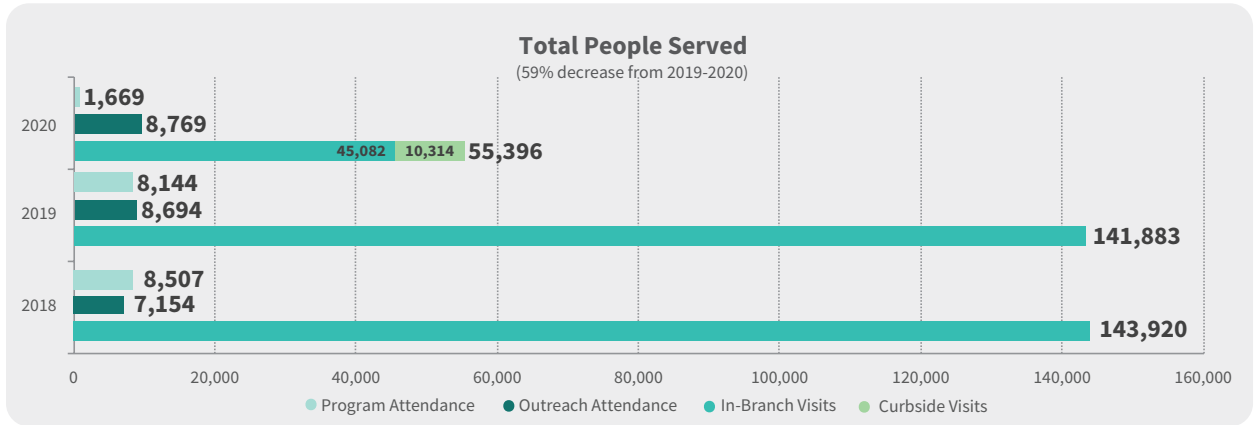
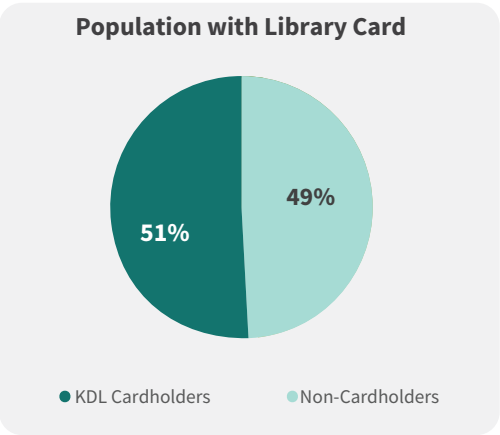
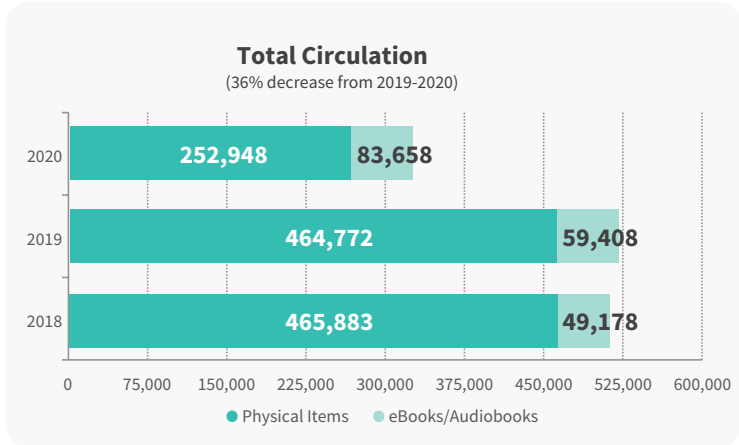
Total Summer Reading Completers

(56% decrease from 2019-2020)



Branch Facts

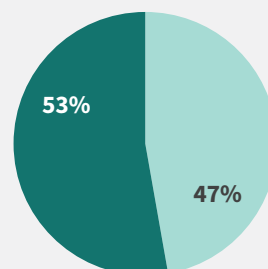
Regional Manager I:	Josh Bernstein
Regional Manager II:	Eric DeHaan
Population of Service Area:	20,317
Physical Collection Size:	54,787 (6.2% of Total Collection)
Building Size:	13,600 sq ft
Public Computers:	8
Staff:	8.775 FTEs
Open Hours:	54.5 hrs/wk



Branch Facts

Regional Manager I:	Vanessa Walstra
Regional Manager II:	Pat Rosloniec
Population of Service Area:	12,294
Physical Collection Size:	35,310 (4.0% of Total Collection)
Building Size:	15,464 sq ft
Public Computers:	14
Staff:	6.9 FTEs
Open Hours:	49 hrs/wk

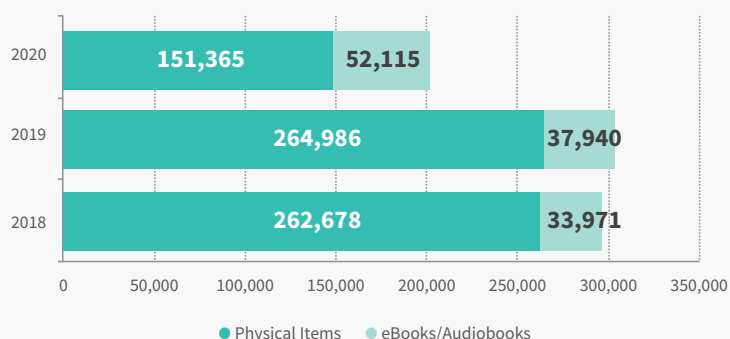
Population with Library Card



● KDL Cardholders ● Non-Cardholders

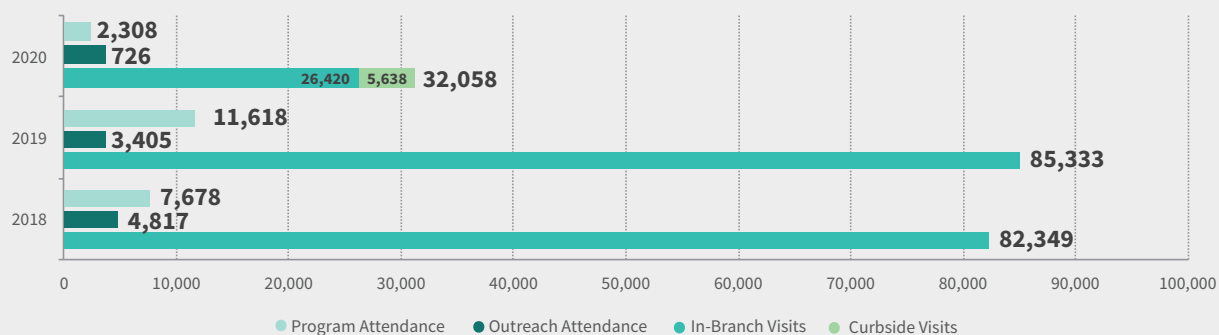
Total Circulation

(33% decrease from 2019-2020)



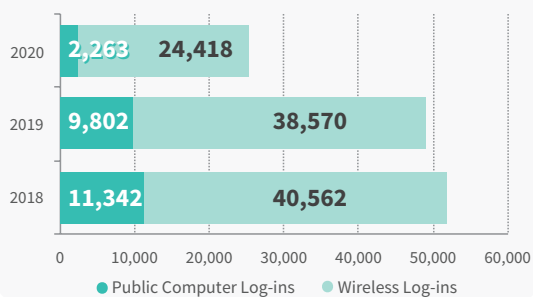
Total People Served

(65% decrease from 2019-2020)



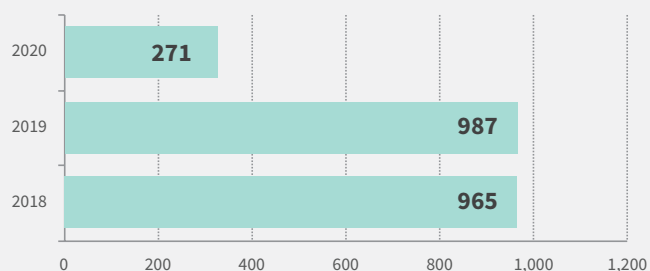
Total Branch Computer Log-Ins

(45% decrease from 2019-2020)



Total Summer Reading Completers

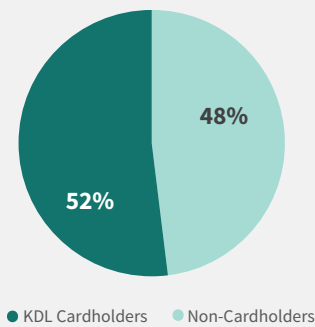
(73% decrease from 2019-2020)



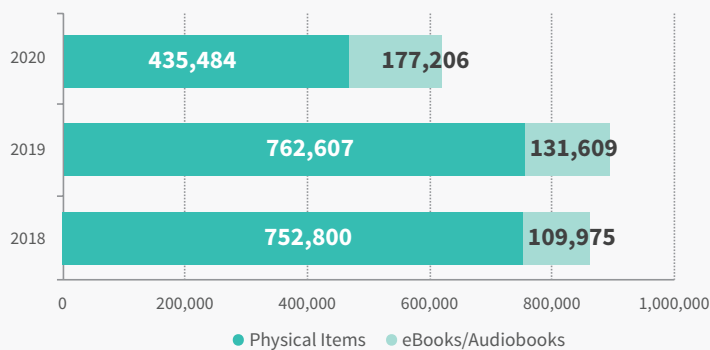
Branch Facts

Regional Manager I:	Vanessa Walstra
Regional Manager II:	Pat Rosloniec
Population of Service Area:	17,134
Physical Collection Size:	106,773 (12.0% of Total Collection)
Building Size:	30,400 sq ft
Public Computers:	12
Staff:	15.475 FTEs
Open Hours:	62 hrs/wk

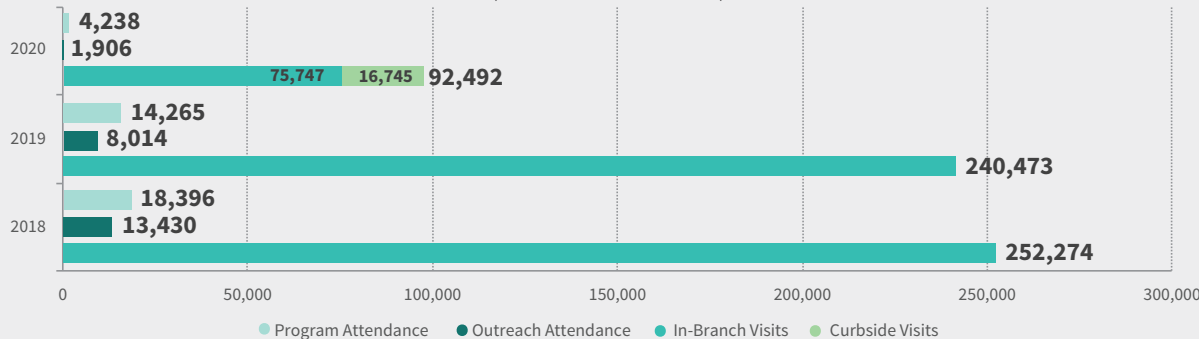
Population with Library Card



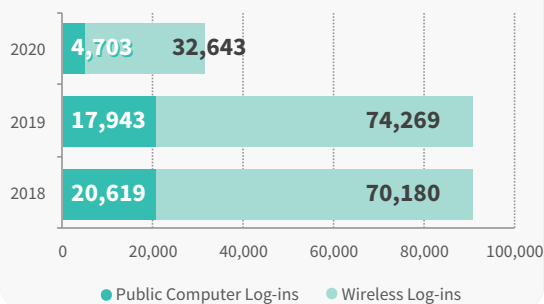
Total Circulation
(31% decrease from 2019-2020)



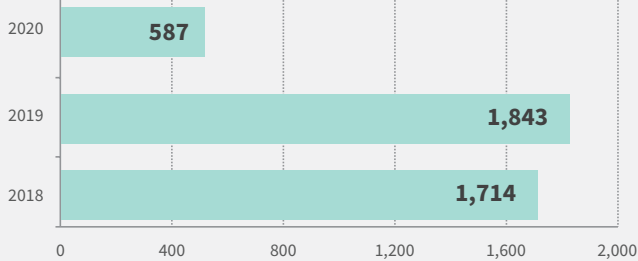
Total People Served
(62% decrease from 2019-2020)



Total Branch Computer Log-Ins
(59% decrease from 2019-2020)



Total Summer Reading Completers
(68% decrease from 2019-2020)

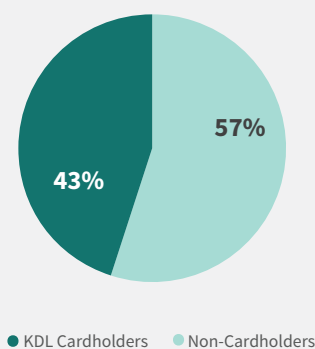


Comstock Park Branch | 2020 Statistical Information

Branch Facts

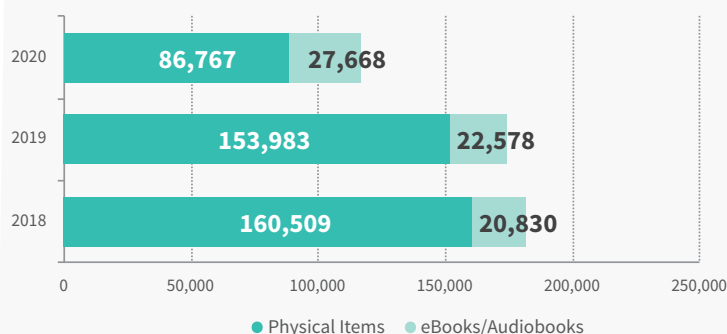
Regional Manager I:	Scott Ninemeier
Regional Manager II in Training:	Abby D'Addario
Population of Service Area:	30,952 (Plainfield Twp.)
Physical Collection Size:	23,852 (2.7% of Total Collection)
Building Size:	4,095 sq ft
Public Computers:	5
Staff:	6.85 FTEs
Open Hours:	45.5 hrs/wk

Population with Library Card



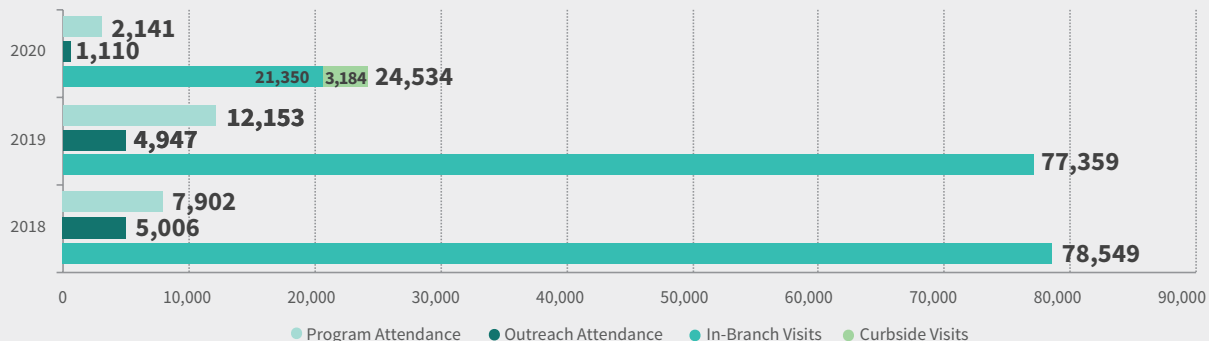
Total Circulation

(35% decrease from 2019-2020)



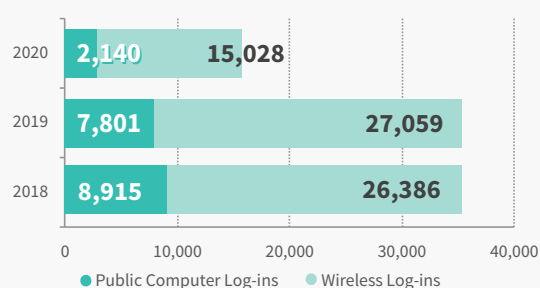
Total People Served

(71% decrease from 2019-2020)



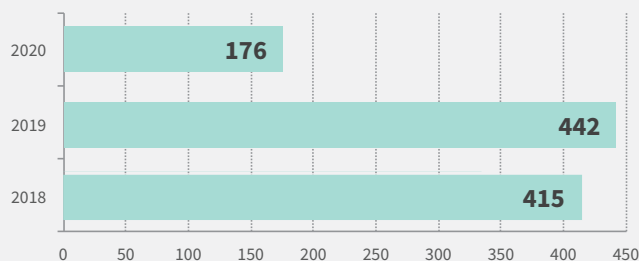
Total Branch Computer Log-Ins

(51% decrease from 2019-2020)



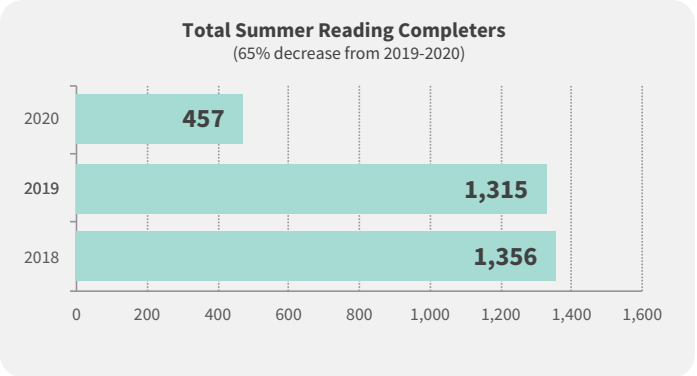
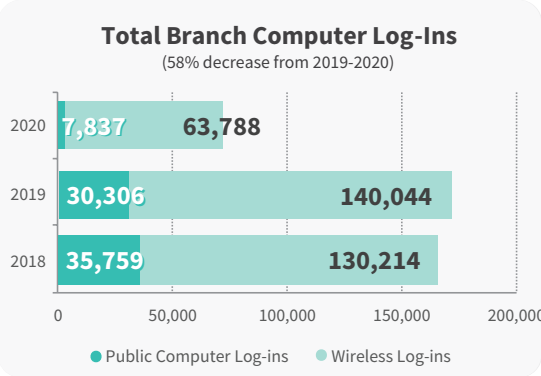
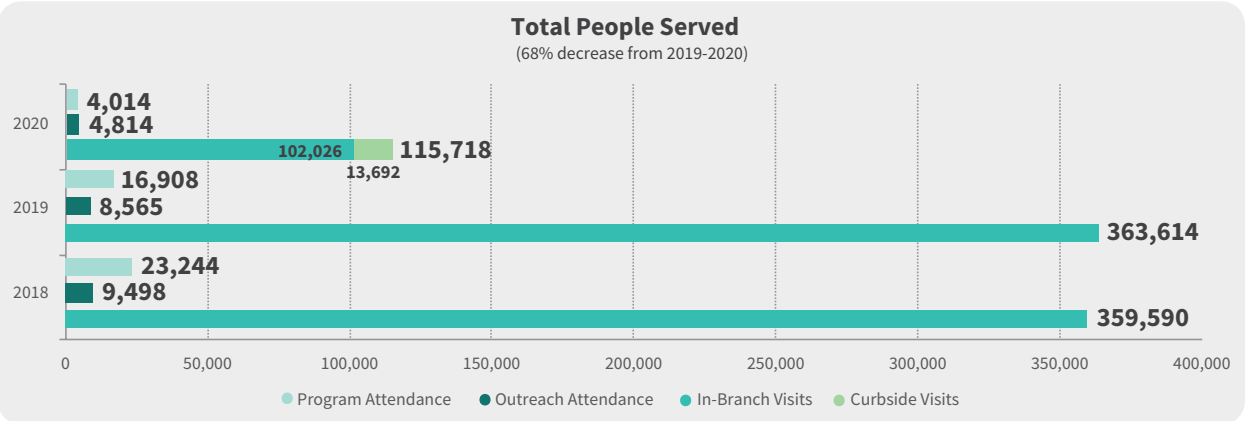
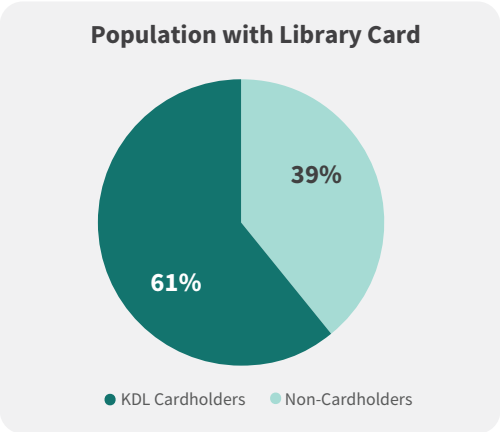
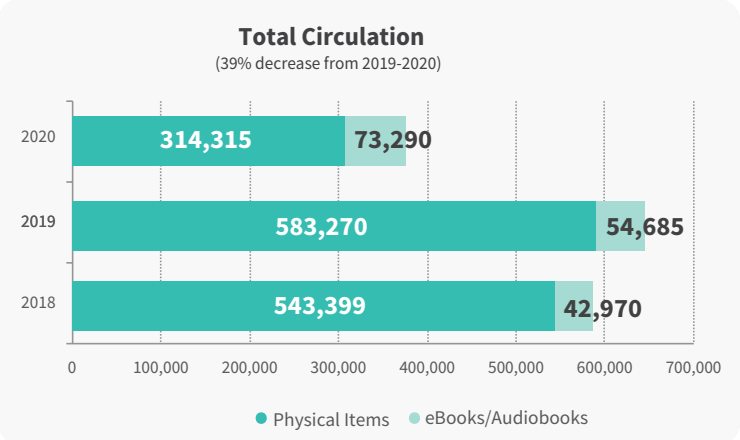
Total Summer Reading Completers

(60% decrease from 2019-2020)



Branch Facts

Regional Manager I:	Dawn Lewis
Regional Manager II:	Shaunna Martz
Population of Service Area:	10,694
Physical Collection Size:	64,228 (7.2% of Total Collection)
Building Size:	26,950 sq ft
Public Computers:	16
Staff:	12.875 FTEs
Open Hours:	62 hrs/wk

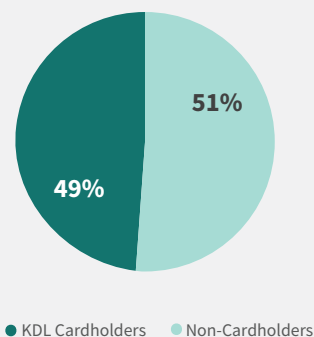


Englehardt Branch | 2020 Statistical Information

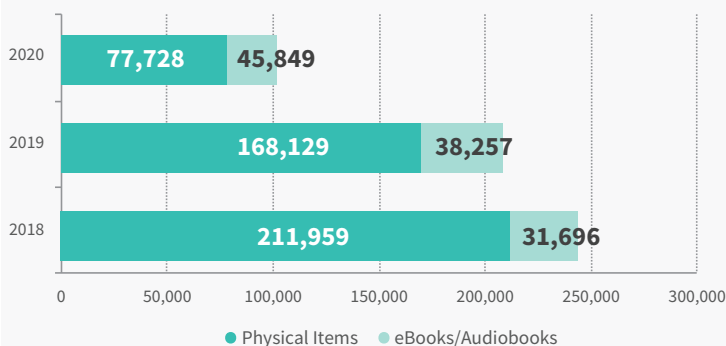
Branch Facts

Regional Manager I:	Sandra Graham
Regional Manager II:	Barbara Jingles
Population of Service Area:	3,783 (City of Lowell)
Physical Collection Size:	31,205 (3.5% of Total Collection)
Building Size:	8,771 sq ft
Public Computers:	8
Staff:	6.5 FTEs
Open Hours:	46.5 hrs/wk

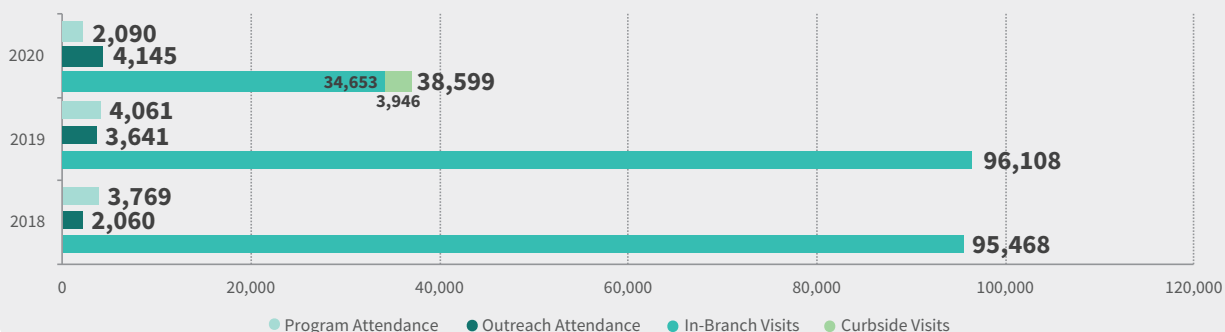
Population with Library Card



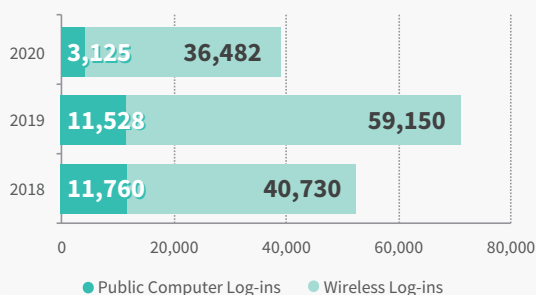
Total Circulation
(40% decrease from 2019-2020)



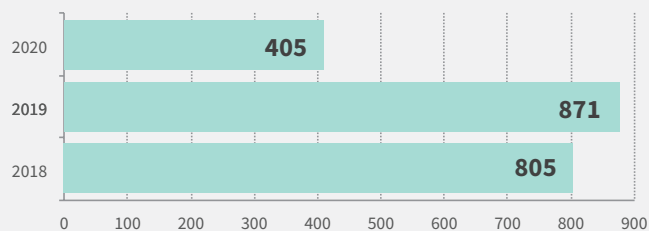
Total People Served
(57% decrease from 2019-2020)



Total Branch Computer Log-Ins
(44% decrease from 2019-2020)



Total Summer Reading Completers
(54% decrease from 2019-2020)

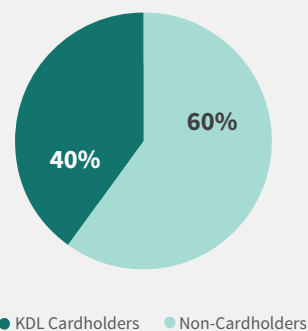


Gaines Twp. Branch | 2020 Statistical Information

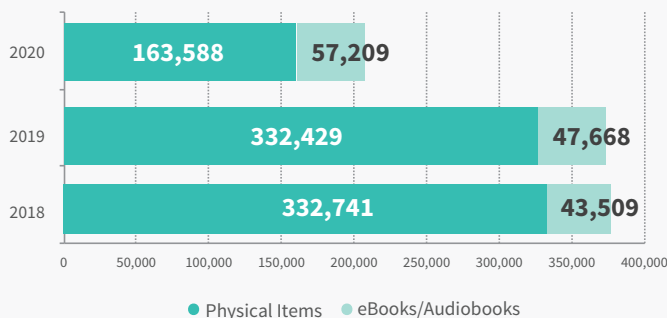
Branch Facts

Regional Manager I:	Cheryl Cammenga
Regional Manager II:	Angela Culp
Population of Service Area:	25,146
Physical Collection Size:	47,026 (5.3% of Total Collection)
Building Size:	10,400 sq ft
Public Computers:	16
Staff:	8.8 FTEs
Open Hours:	54 hrs/wk

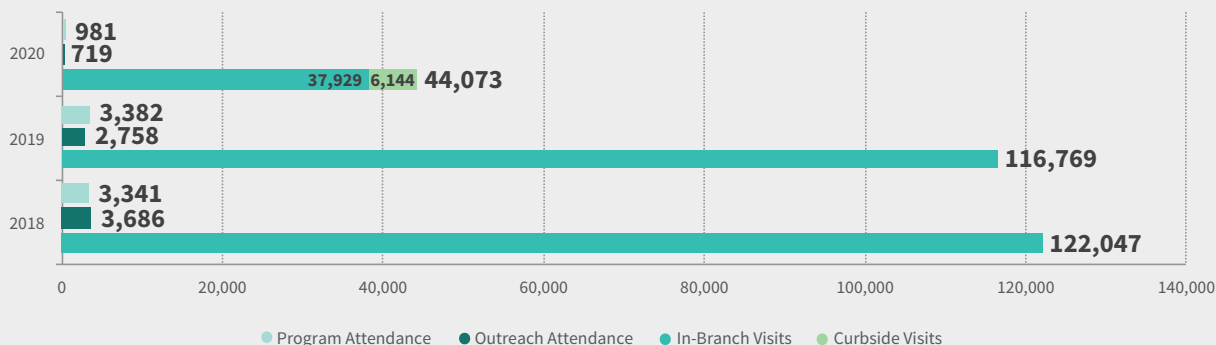
Population with Library Card



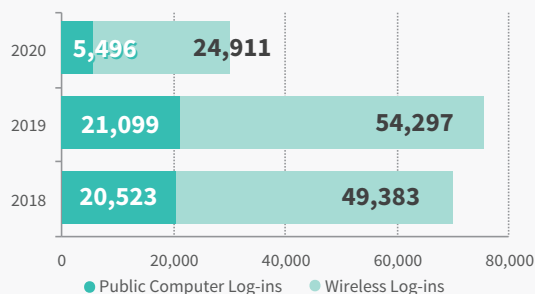
Total Circulation
(42% decrease from 2019-2020)



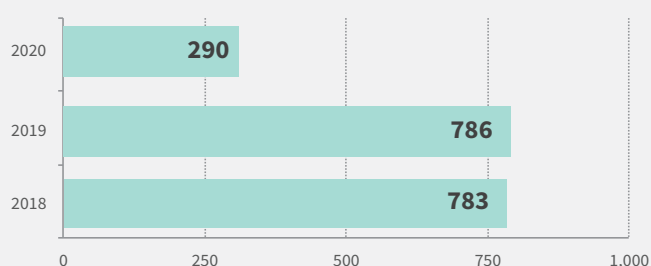
Total People Served
(63% decrease from 2019-2020)



Total Branch Computer Log-Ins
(60% decrease from 2019-2020)



Total Summer Reading Completers
(63% decrease from 2019-2020)



Grandville Branch | 2020 Statistical Information

Branch Facts

Regional Manager I: **Josh Bernstein**

Regional Manager II: **Eric DeHaan**

Population of Service Area: **15,378**

Physical Collection Size: **74,107** (8.3% of Total Collection)

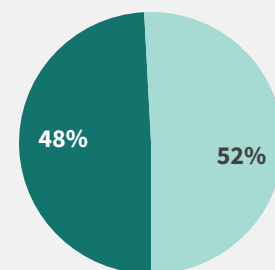
Building Size: **18,672 sq ft**

Public Computers: **19**

Staff: **12.775 FTEs**

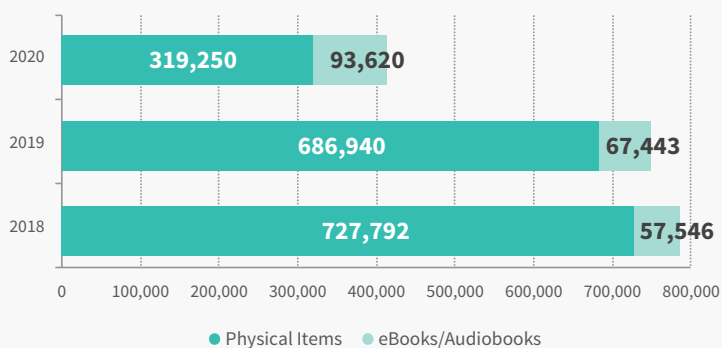
Open Hours: **62 hrs/wk**

Population with Library Card

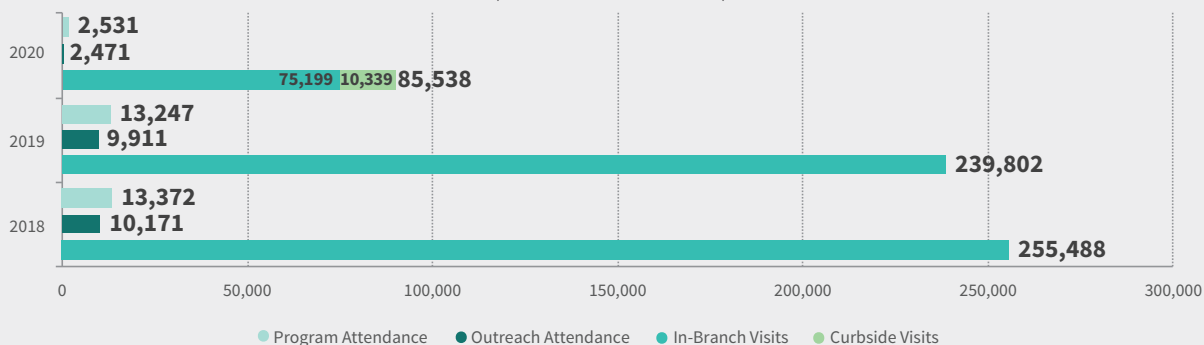


● KDL Cardholders ● Non-Cardholders

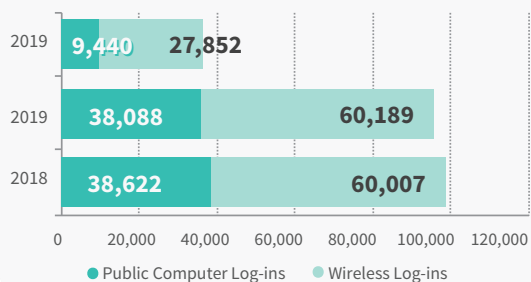
Total Circulation
(45% decrease from 2019-2020)



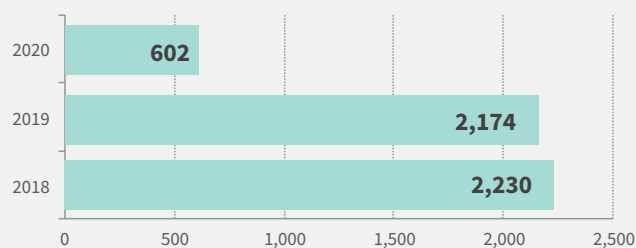
Total People Served
(66% decrease from 2019-2020)



Total Branch Computer Log-Ins
(61% decrease from 2019-2020)



Total Summer Reading Completers
(72% decrease from 2019-2020)

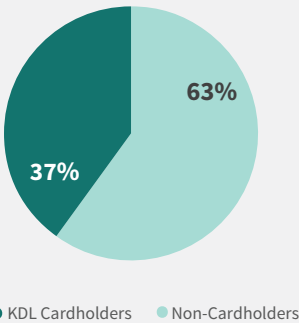


Kelloggsville Branch | 2020 Statistical Information

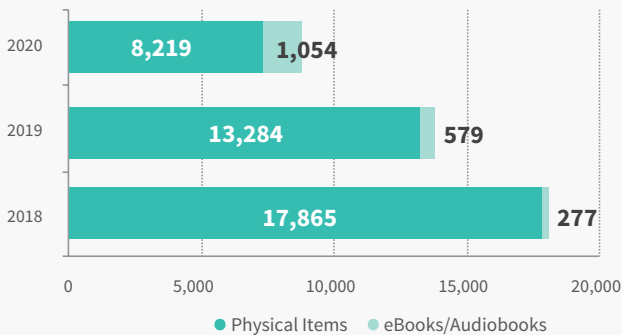
Branch Facts

Regional Manager I:	Anjie Gleisner
Regional Manager II:	Karen Small
Population of Service Area:	72,125 (City of Wyoming)
Physical Collection Size:	8,226 (0.9% of Total Collection)
Building Size:	6,500 sq ft
Public Computers:	8
Staff:	3 FTEs
Open Hours:	14 hrs/wk (School Year) 31 hrs/wk (Summer)

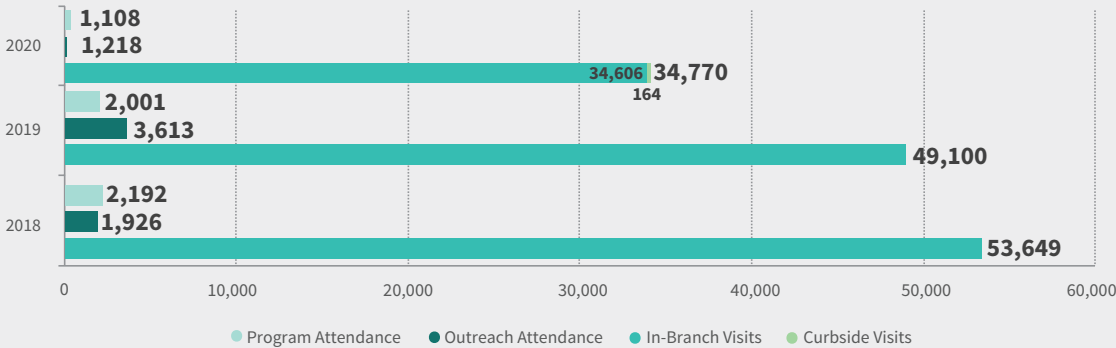
Population with Library Card



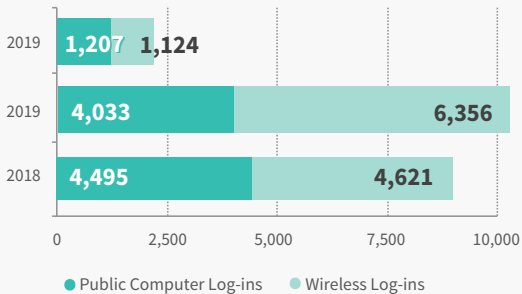
Total Circulation
(33% decrease from 2019-2020)



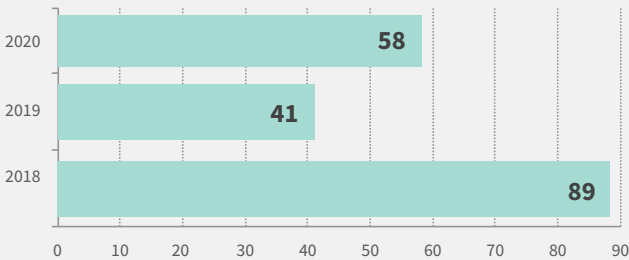
Total People Served
(32% decrease from 2019-2020)



Total Branch Computer Log-Ins
(78% decrease from 2019-2020)



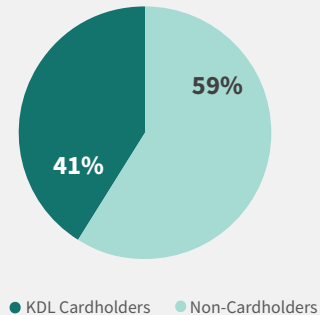
Total Summer Reading Completers
(41% increase from 2019-2020)



Branch Facts

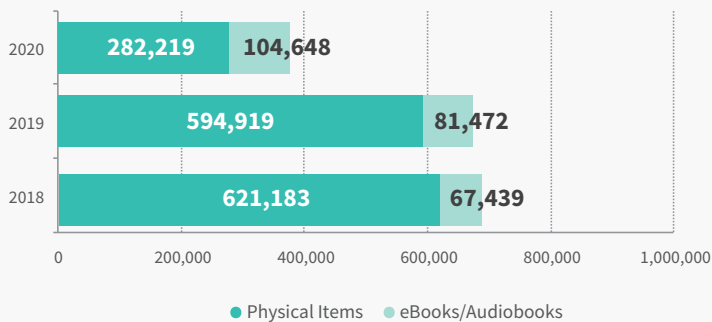
Regional Manager I:	Cheryl Cammenga
Regional Manager II:	Angela Culp
Population of Service Area:	48,707
Physical Collection Size:	85,481 (9.6% of Total Collection)
Building Size:	45,489 sq ft
Public Computers:	37
Staff:	14.175 FTEs
Open Hours:	62 hrs/wk

Population with Library Card



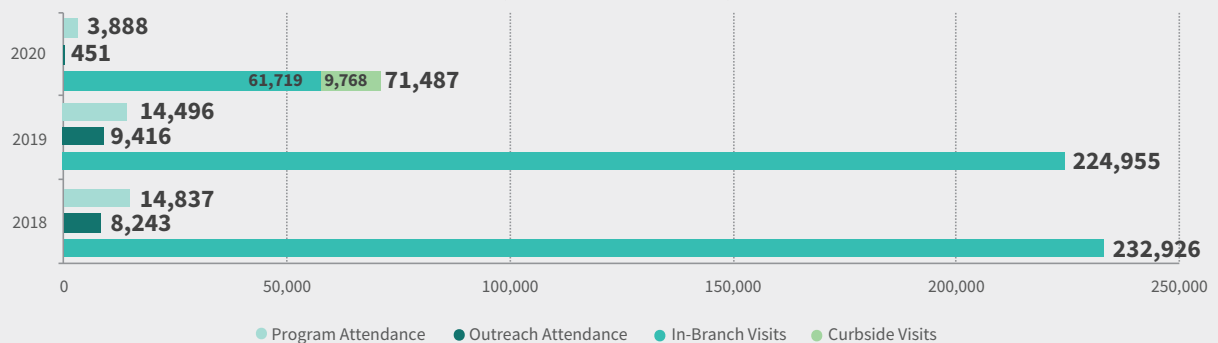
Total Circulation

(43% decrease from 2019-2020)



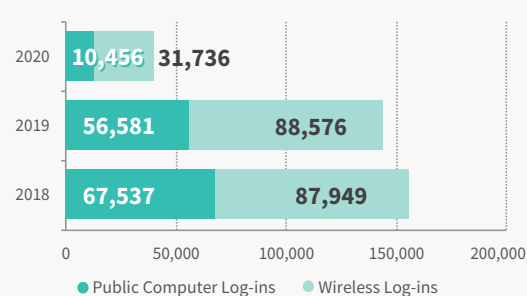
Total People Served

(70% decrease from 2019-2020)



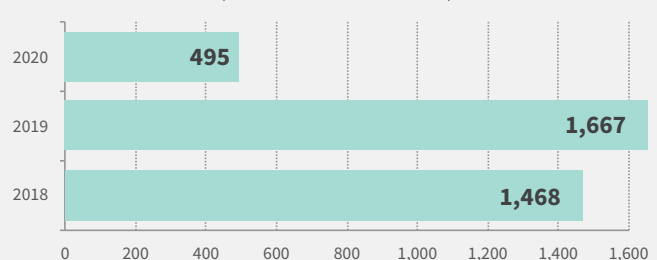
Total Branch Computer Log-Ins

(71% decrease from 2019-2020)



Total Summer Reading Completers

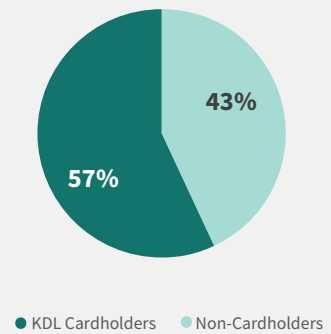
(70% decrease from 2019-2020)



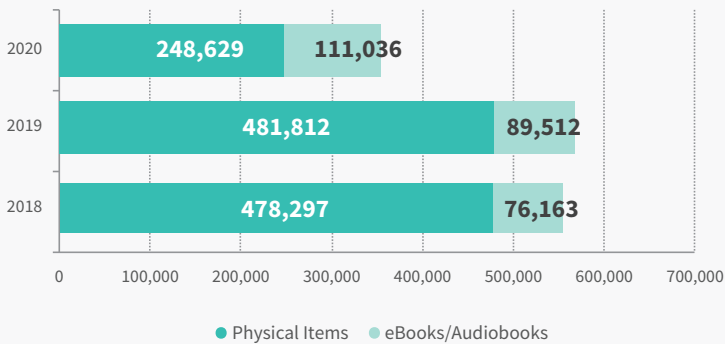
Branch Facts

Regional Manager I:	Jennifer German
Regional Manager II:	Laura Youells
Population of Service Area:	5,719 (City of Rockford)
Physical Collection Size:	55,974 (6.3% of Total Collection)
Building Size:	9,500 sq ft
Public Computers:	9
Staff:	9.775 FTEs
Open Hours:	54.5 hrs/wk

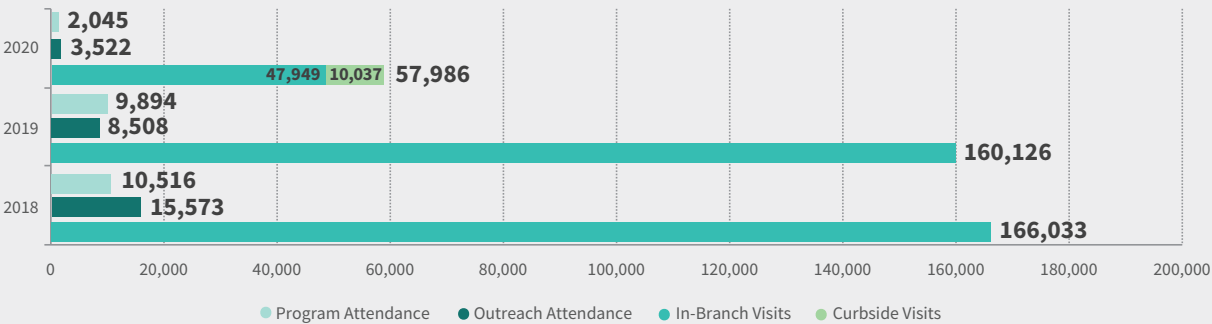
Population with Library Card



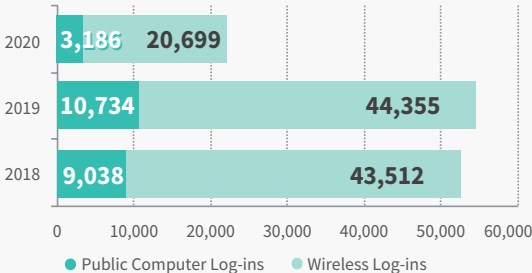
Total Circulation
(37% decrease from 2019-2020)



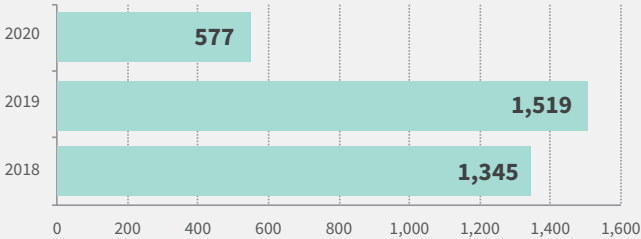
Total People Served
(64% decrease from 2019-2020)



Total Branch Computer Log-Ins
(57% decrease from 2019-2020)



Total Summer Reading Completers
(62% decrease from 2019-2020)

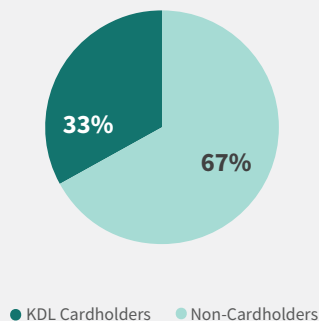


Nelson Twp. Branch | 2020 Statistical Information

Branch Facts

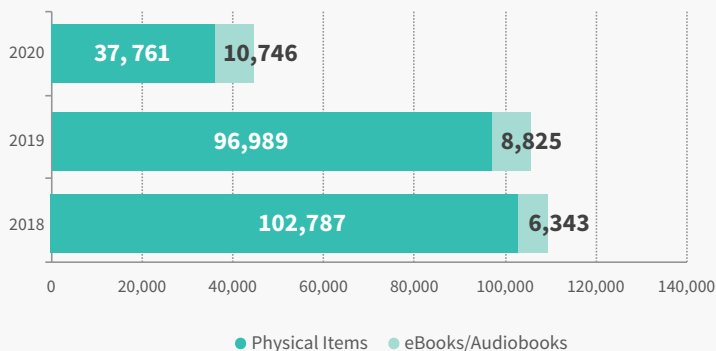
Regional Manager I:	Jennifer German
Regional Manager II:	Laura Youells
Population of Service Area:	4,764
Physical Collection Size:	18,720 (2.1% of Total Collection)
Building Size:	8,736 sq ft
Public Computers:	10
Staff:	3.5 FTEs
Open Hours:	42 hrs/wk

Population with Library Card



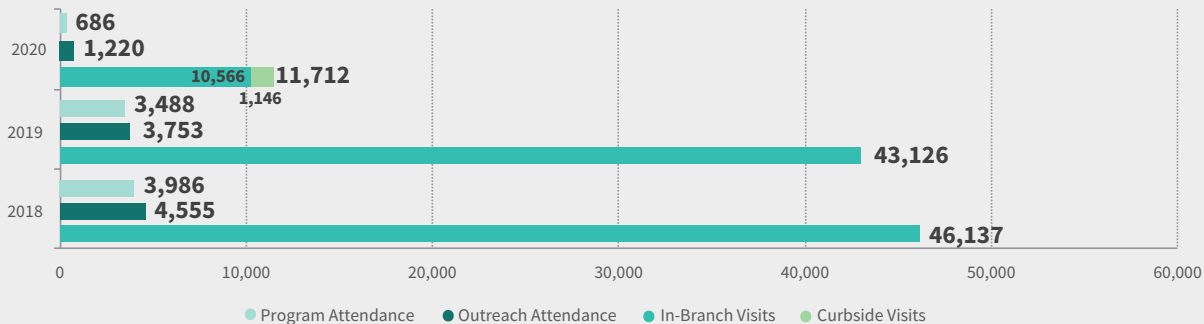
Total Circulation

(54% decrease from 2019-2020)



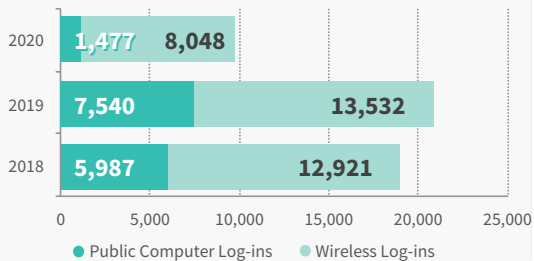
Total People Served

(73% decrease from 2019-2020)



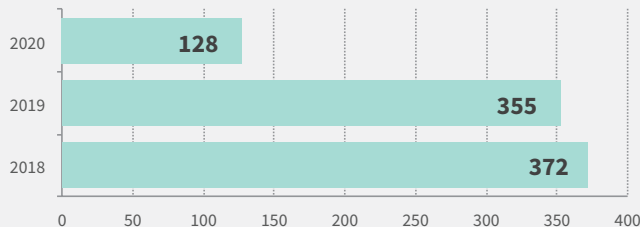
Total Branch Computer Log-Ins

(55% decrease from 2019-2020)



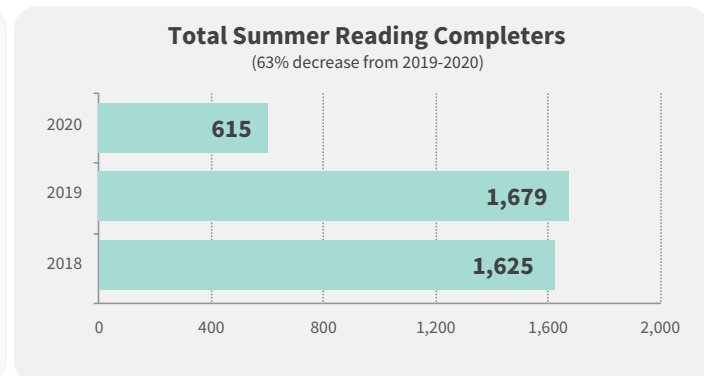
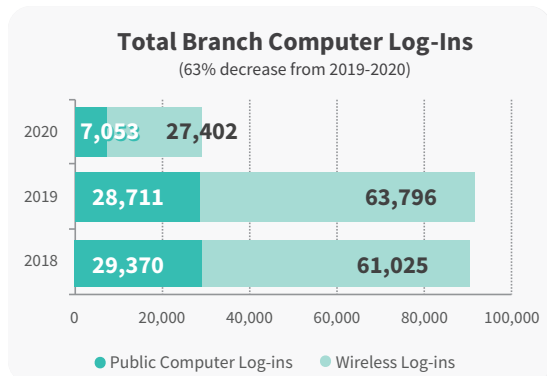
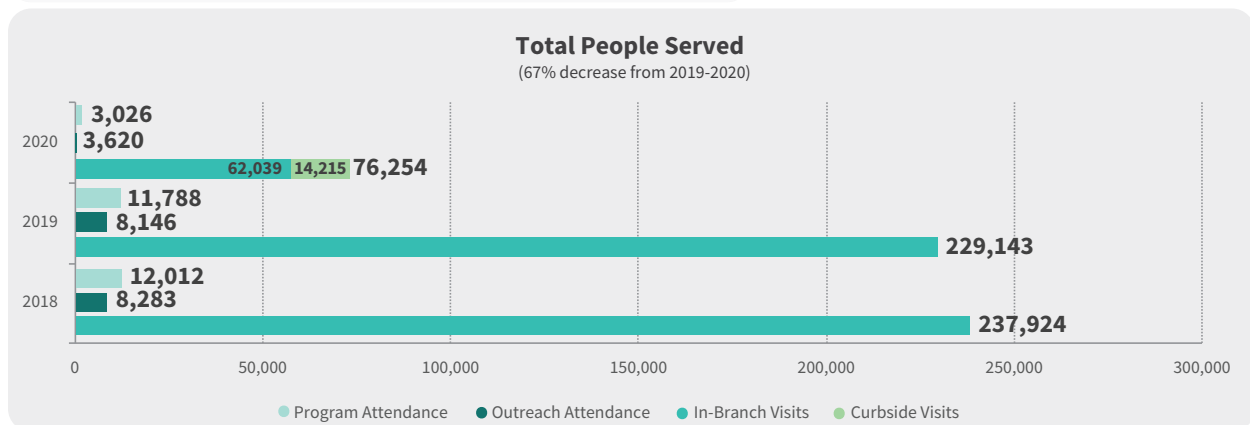
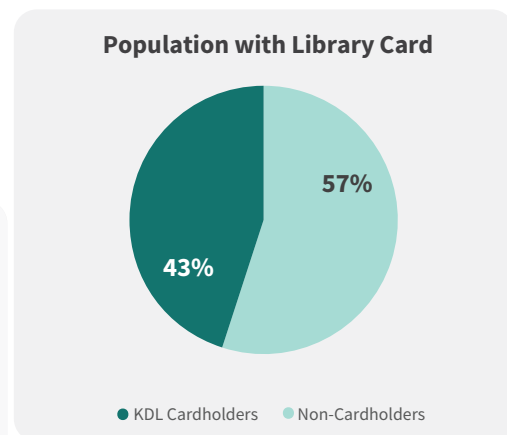
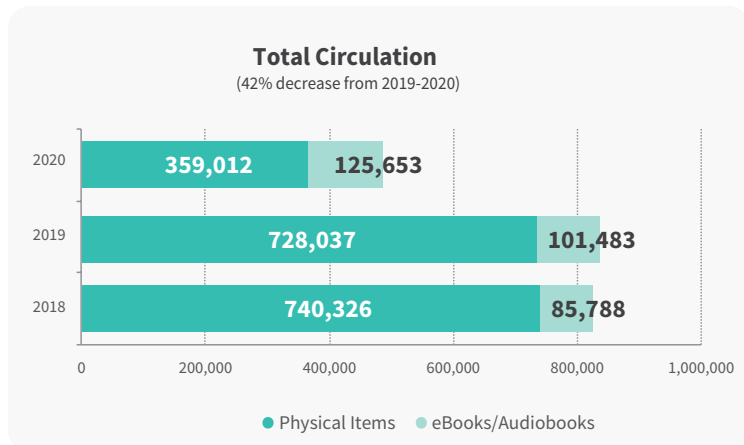
Total Summer Reading Completers

(64% decrease from 2019-2020)



Branch Facts

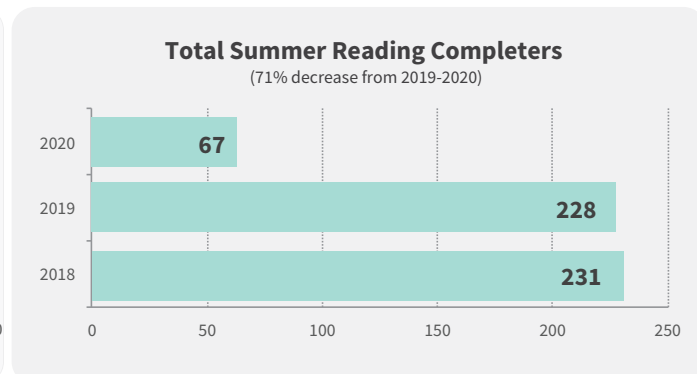
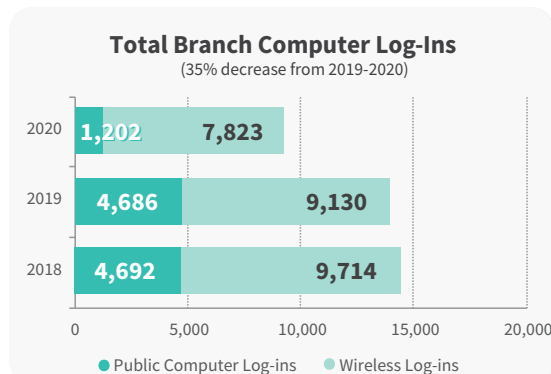
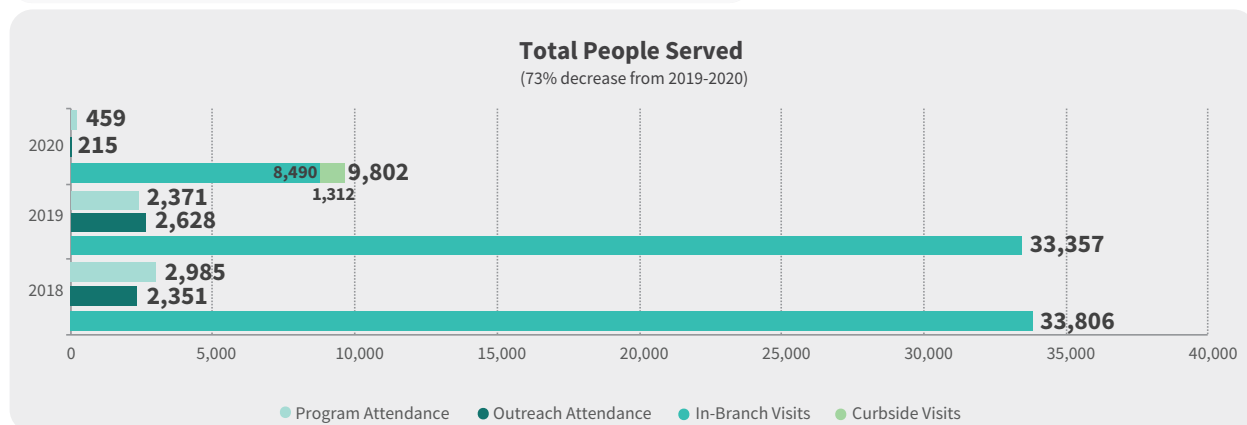
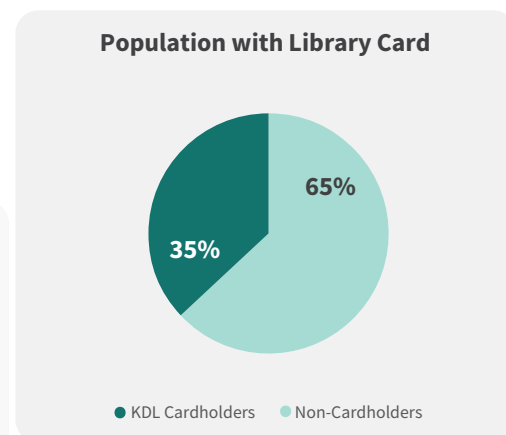
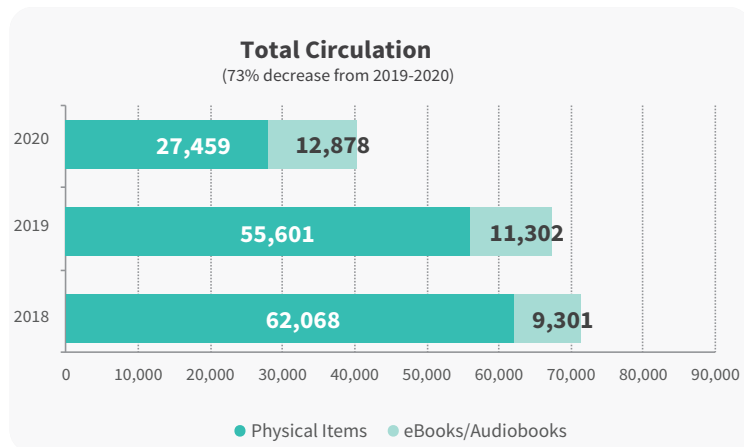
Regional Manager I:	Scott Ninemeier
Regional Manager II in Traning:	Abby D'Addario
Population of Service Area:	30,952
Physical Collection Size:	79,071 (8.9% of Total Collection)
Building Size:	26,420 sq ft
Public Computers:	19
Staff:	12.55 FTEs
Open Hours:	62 hrs/wk



Spencer Twp. Branch | 2020 Statistical Information

Branch Facts

Regional Manager I:	Jennifer German
Regional Manager II:	Laura Youells
Population of Service Area:	3,960
Physical Collection Size:	12,848 (1.4% of Total Collection)
Building Size:	2,000 sq ft
Public Computers:	7
Staff:	3.95 FTEs
Open Hours:	40 hrs/wk

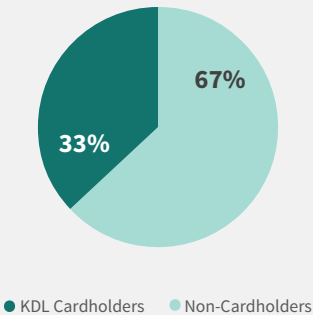


Tyrone Twp. Branch | 2020 Statistical Information

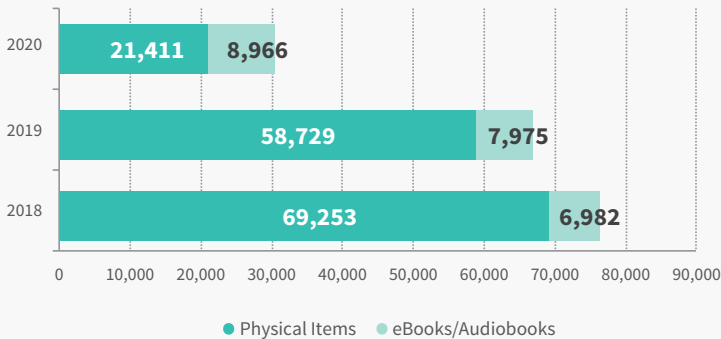
Branch Facts

Regional Manager I:	Liz Knapp
Regional Manager II:	Craig Buno
Population of Service Area:	4,731
Physical Collection Size:	12,856 (1.4% of Total Collection)
Building Size:	4,239 sq ft
Public Computers:	10
Staff:	4.175 FTEs
Open Hours:	35.5 hrs/wk

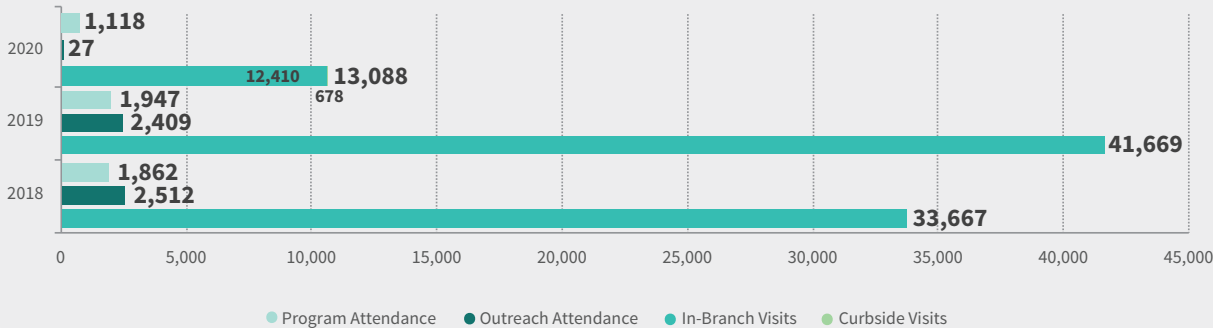
Population with Library Card



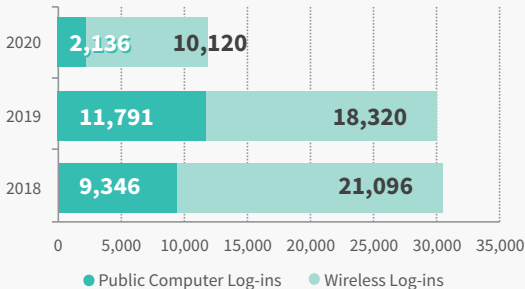
Total Circulation
(54% decrease from 2019-2020)



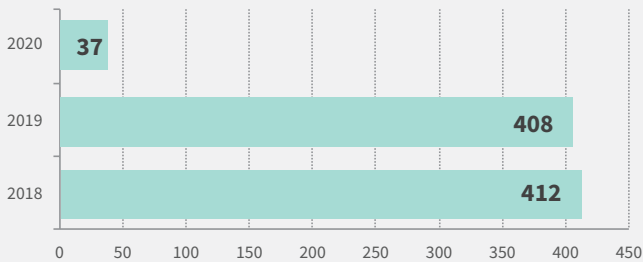
Total People Served
(69% decrease from 2019-2020)



Total Branch Computer Log-Ins
(59% decrease from 2019-2020)



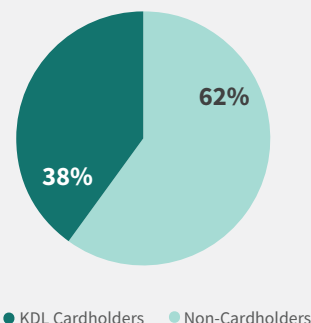
Total Summer Reading Completers
(91% decrease from 2019-2020)



Branch Facts

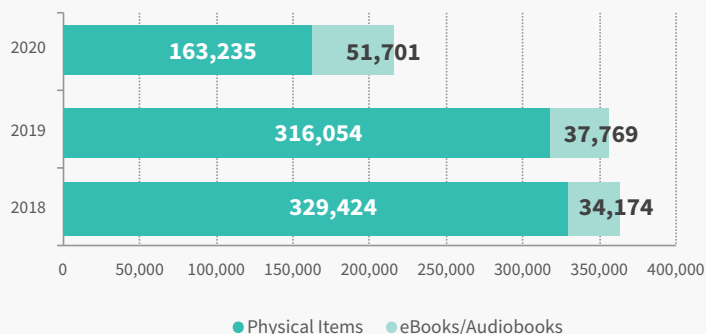
Regional Manager I:	Liz Knapp
Regional Manager II:	Craig Buno
Population of Service Area:	23,537
Physical Collection Size:	45,176 (5.1% of Total Collection)
Building Size:	8,898 sq ft
Public Computers:	9
Staff:	7.375 FTEs
Open Hours:	57 hrs/wk

Population with Library Card



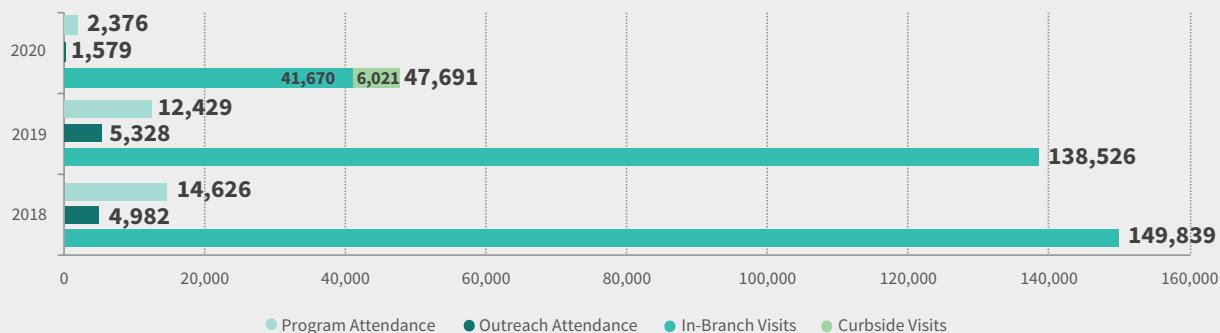
Total Circulation

(39% decrease from 2019-2020)



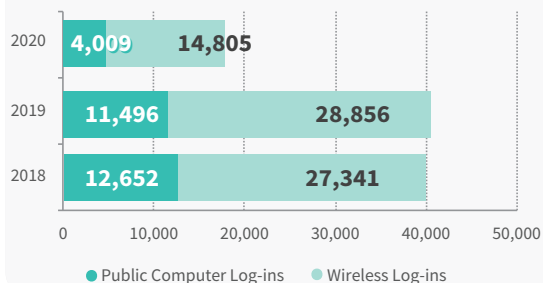
Total People Served

(67% decrease from 2019-2020)



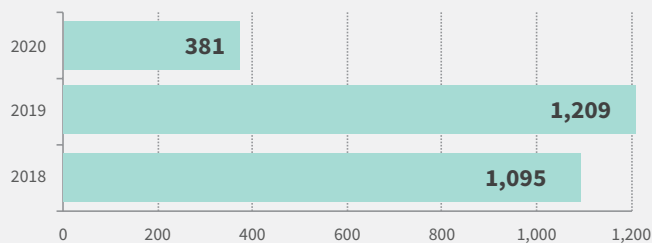
Total Branch Computer Log-Ins

(53% decrease from 2019-2020)



Total Summer Reading Completers

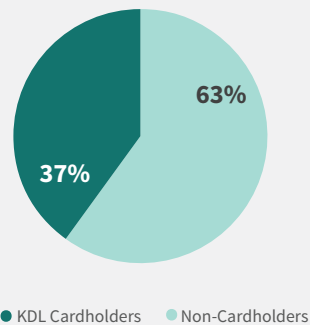
(68% decrease from 2019-2020)



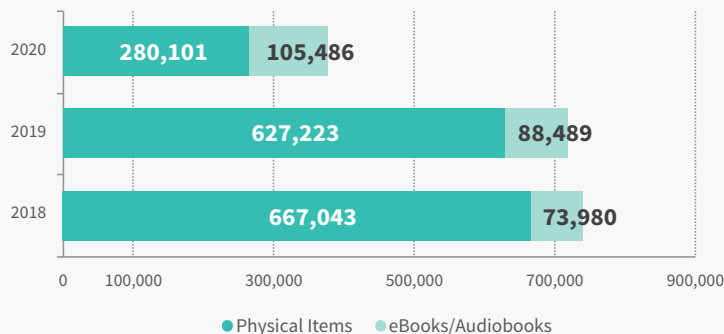
Branch Facts

Regional Manager I:	Anjie Gleisner
Regional Manager II:	Karen Small
Population of Service Area:	72,125
Physical Collection Size:	81,115 (9.1% of Total Collection)
Building Size:	48,950 sq ft
Public Computers:	40
Staff:	15.675 FTEs
Open Hours:	62 hrs/wk

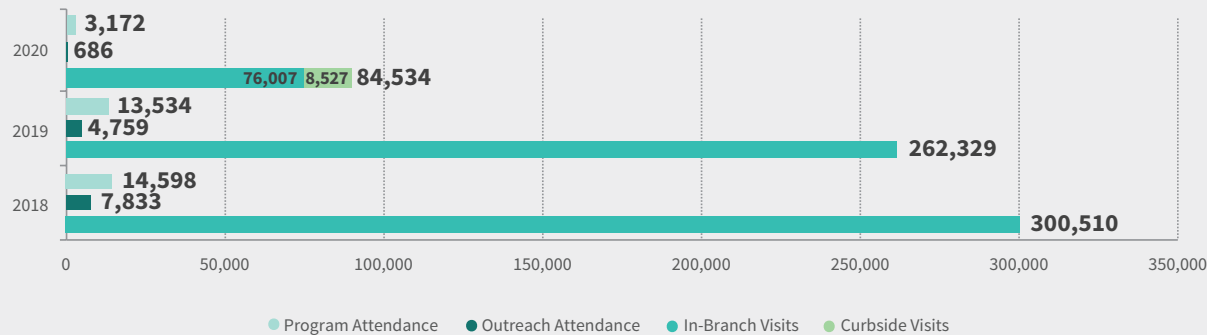
Population with Library Card



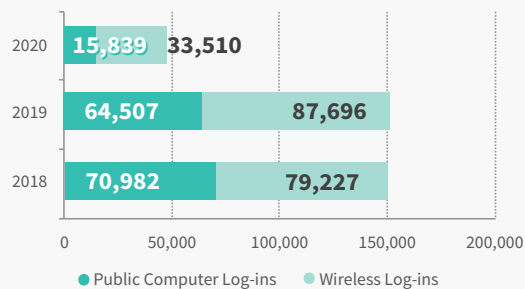
Total Circulation
(46% decrease from 2019-2020)



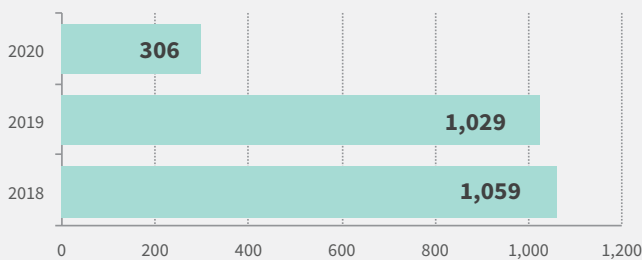
Total People Served
(69% decrease from 2019-2020)



Total Branch Computer Log-Ins
(68% decrease from 2019-2020)



Total Summer Reading Completers
(70% decrease from 2019-2020)



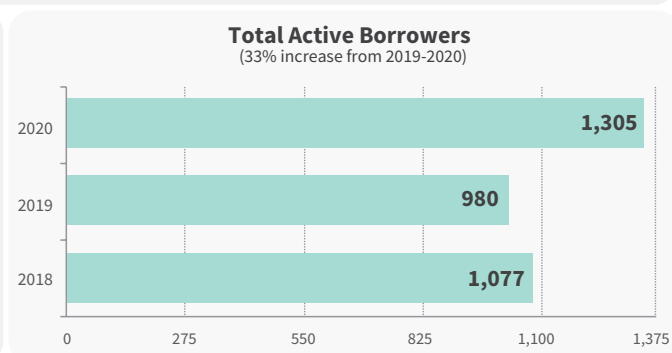
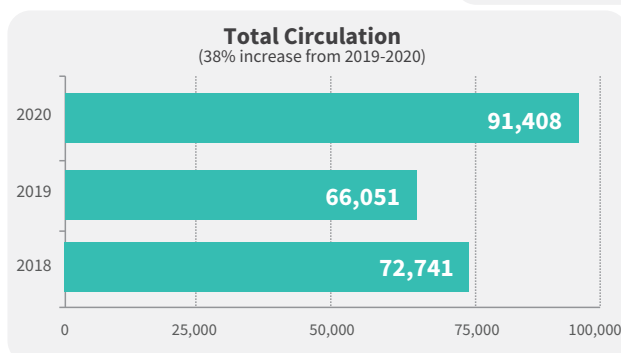
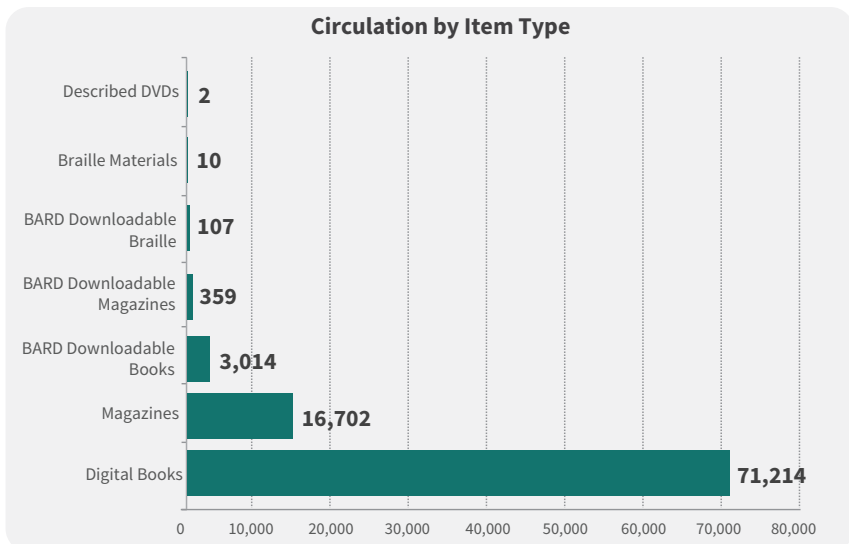
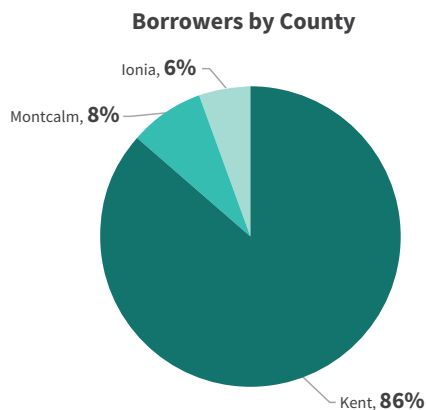
Talking Book & Braille Center | 2020 Statistical Info.

Overview

The Talking Book & Braille Center (TBBC) is a national program that provides accessible reading material to anyone who cannot read standard print because of a visual or physical impairment. Kent District Library's TBBC service is offered through our Wyoming Branch and serves Kent, Ionia and Montcalm counties under the direction of the Bureau of Services for Blind Persons Braille & Talking Book Library. In addition to providing Braille and audio materials (including audiobooks, described movies and audio magazines) to TBBC patrons, KDL has a suite of adaptive technology located at the Wyoming Branch that is open to the public and includes a CCTV, a Braille embosser, a text-to-speech scanner and an accessible computer equipped with a large print keyboard, screen reading and Braille translation software packages.

TBBC Facts

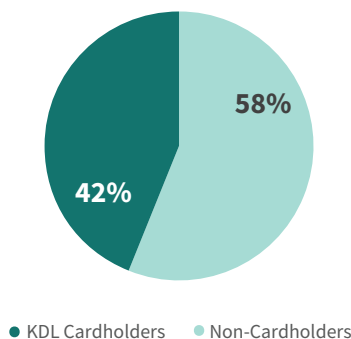
Regional Manager I:	Anjie Gleisner
Regional Manager II:	Karen Small
Accessibility and Inclusion Specialist:	Shelley Roossien
Address:	3350 Michael Ave. SW, Wyoming, MI 49509 (KDL Wyoming Branch)
Phone:	616-647-3988



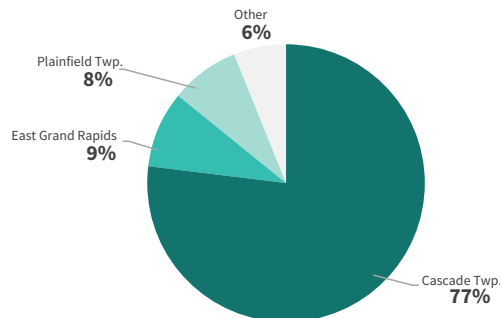
Ada Township | 2020 Annual Report

A Municipality in the Kent District Library Service Area

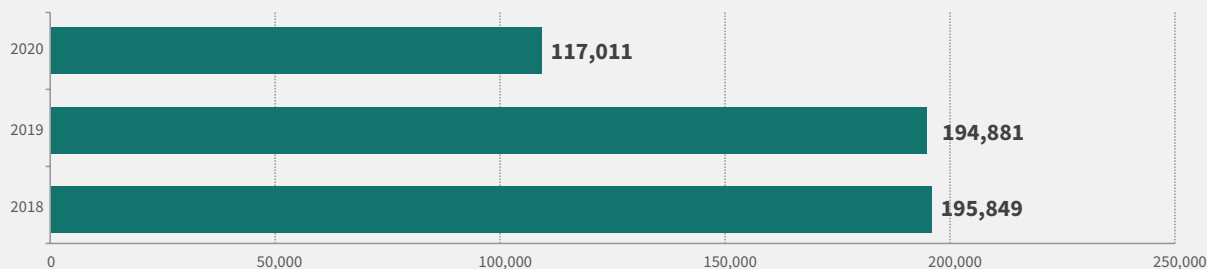
Population with Library Card



Preferred KDL Location: Cascade Twp. Branch
(Based on materials checked out)

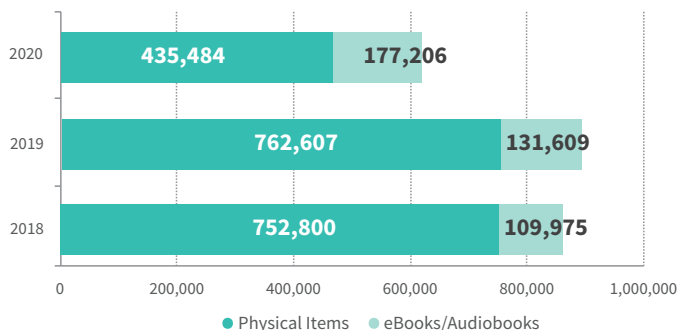


Total Circulation by Ada Twp. Residents
(40% decrease from 2019-2020)

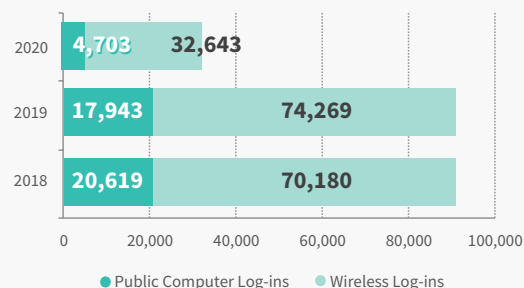


Cascade Township Branch Statistics

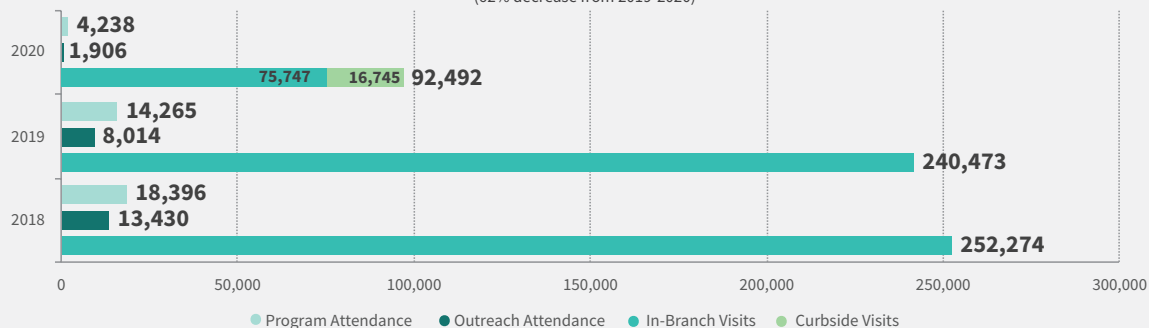
Total Circulation
(31% decrease from 2019-2020)



Total Branch Computer Log-Ins
(59% decrease from 2019-2020)



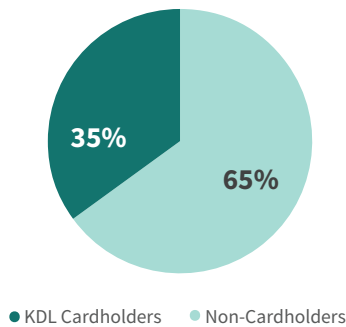
Total People Served
(62% decrease from 2019-2020)



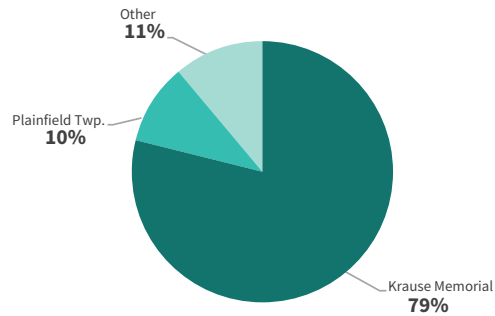
Algoma Township | 2020 Annual Report

A Municipality in the Kent District Library Service Area

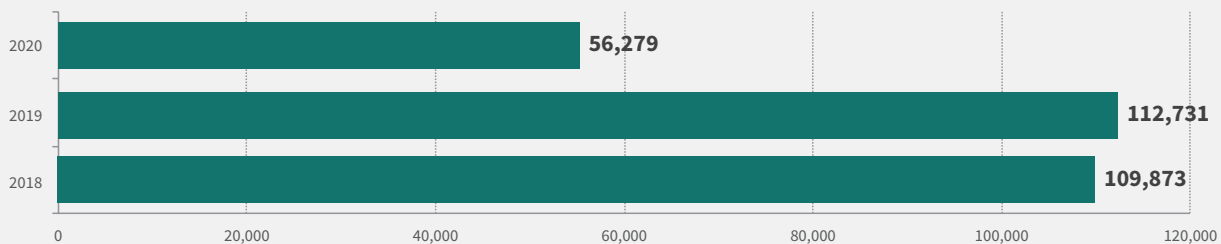
Population with Library Card



Preferred KDL Location: Krause Memorial Branch (Based on materials checked out)

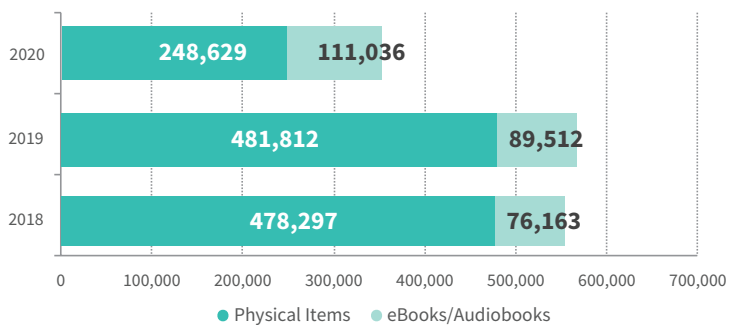


Total Circulation by Algoma Twp. Residents (50% decrease from 2019-2020)

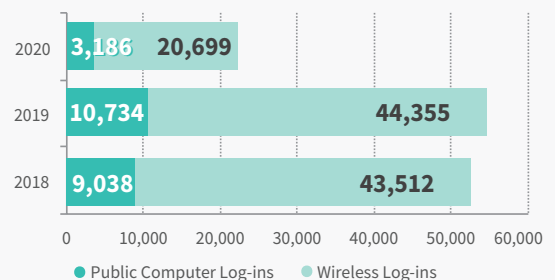


Krause Memorial Branch Statistics

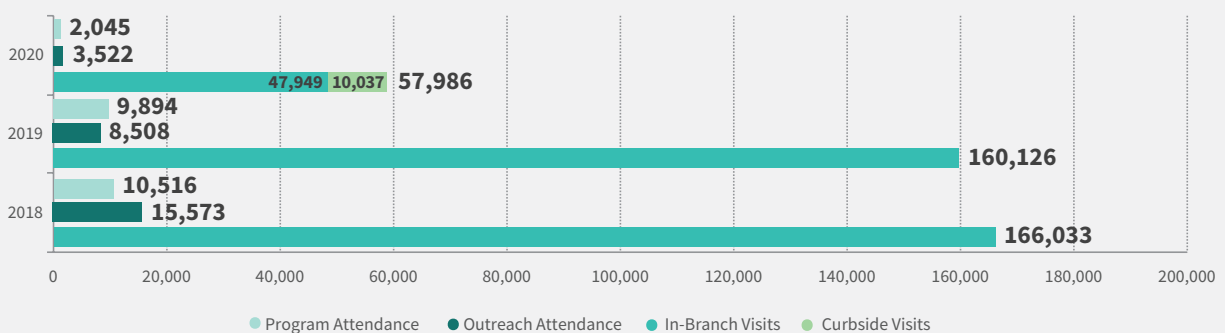
Total Circulation (37% decrease from 2019-2020)



Total Branch Computer Log-Ins (57% decrease from 2019-2020)



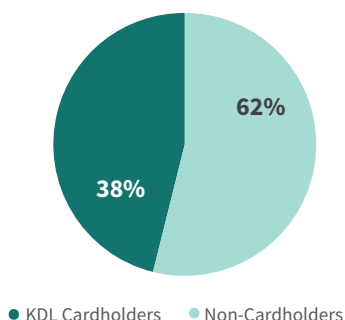
Total People Served (64% decrease from 2019-2020)



Cannon Township | 2020 Annual Report

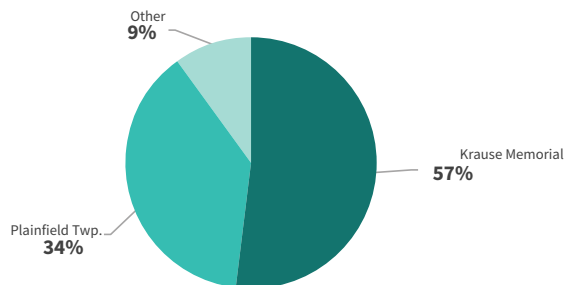
A Municipality in the Kent District Library Service Area

Population with Library Card



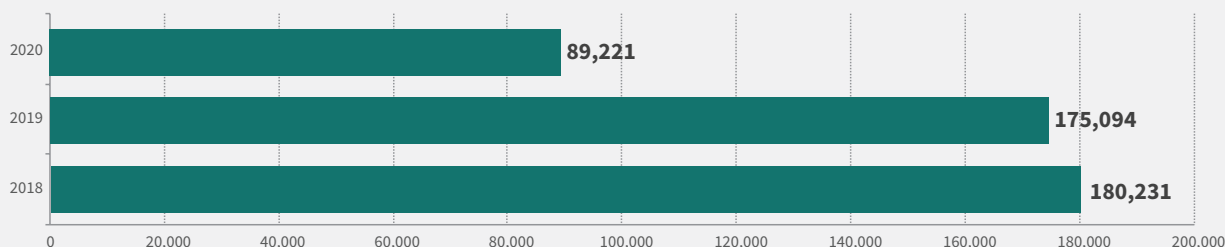
Preferred KDL Location: Krause Memorial Branch

(Based on materials checked out)



Total Circulation by Cannon Twp. Residents

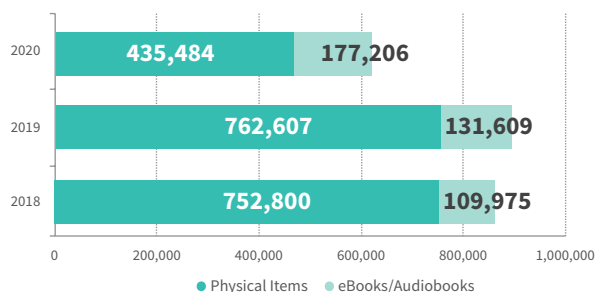
(49% decrease from 2019-2020)



Cascade Township Branch Statistics

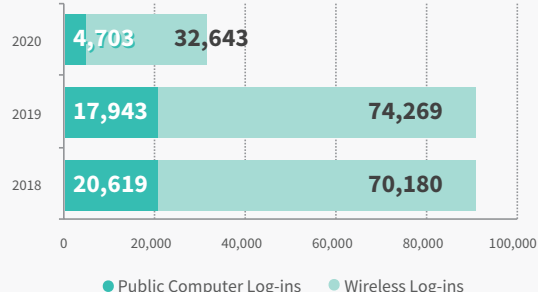
Total Circulation

(31% decrease from 2019-2020)



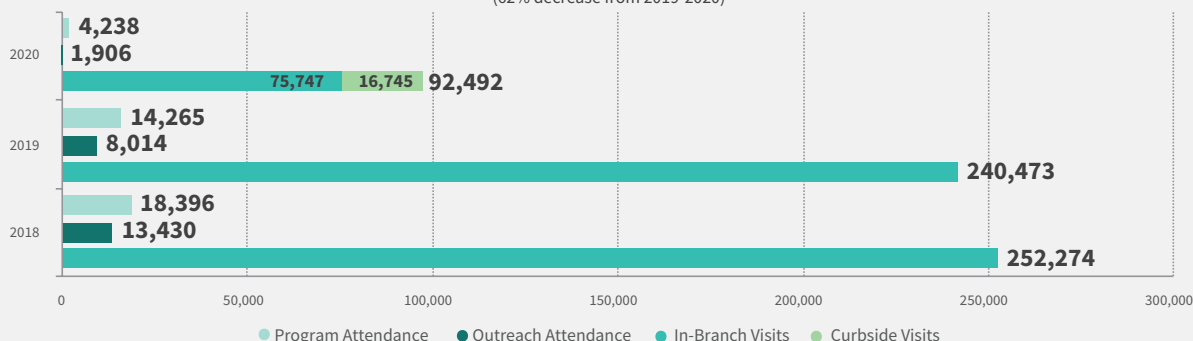
Total Branch Computer Log-Ins

(59% decrease from 2019-2020)



Total People Served

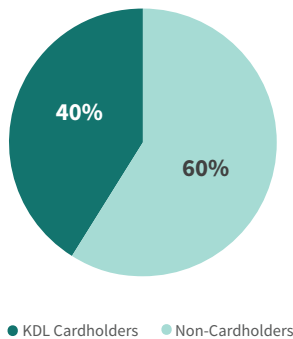
(62% decrease from 2019-2020)



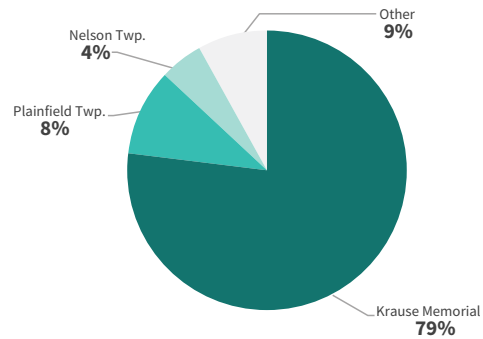
Courtland Township | 2020 Annual Report

A Municipality in the Kent District Library Service Area

Population with Library Card

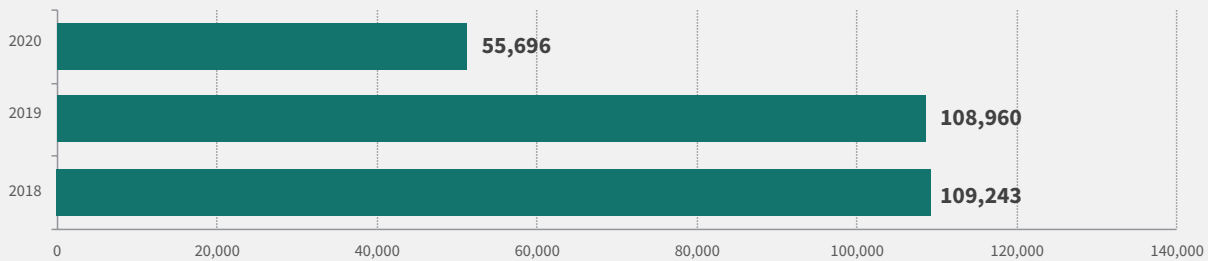


Preferred KDL Location: Krause Memorial Branch (Based on materials checked out)



Total Circulation by Courtland Twp. Residents

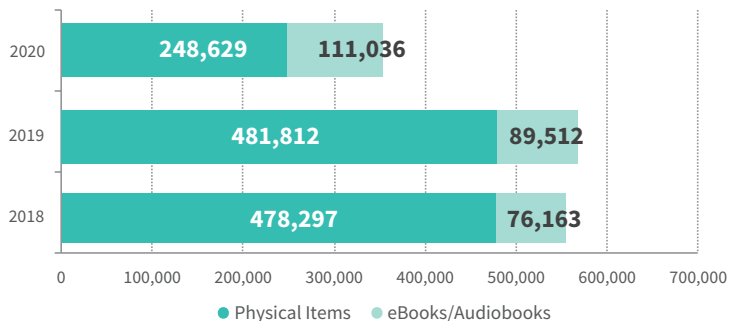
(49% decrease from 2019-2020)



Krause Memorial Branch Statistics

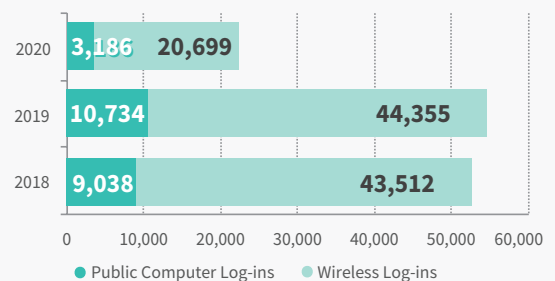
Total Circulation

(37% decrease from 2019-2020)



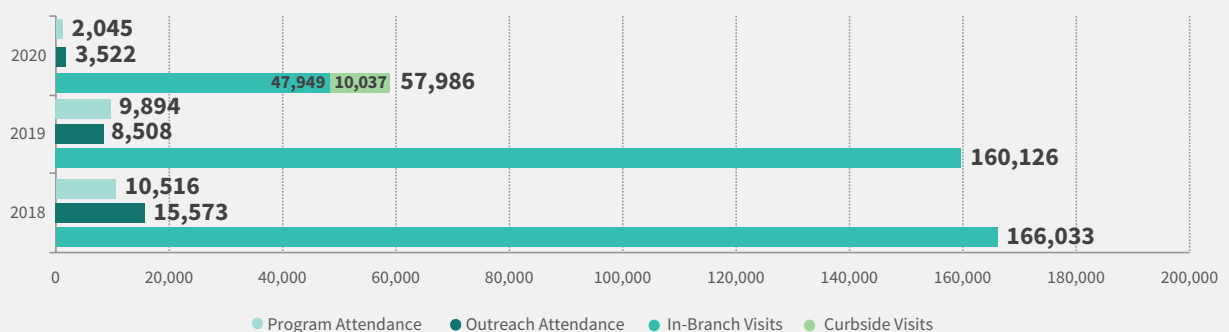
Total Branch Computer Log-Ins

(57% decrease from 2019-2020)



Total People Served

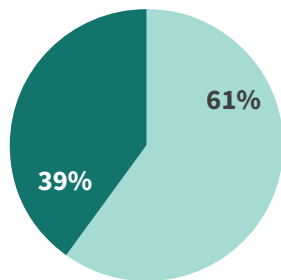
(64% decrease from 2019-2020)



Grand Rapids Township | 2020 Annual Report

A Municipality in the Kent District Library Service Area

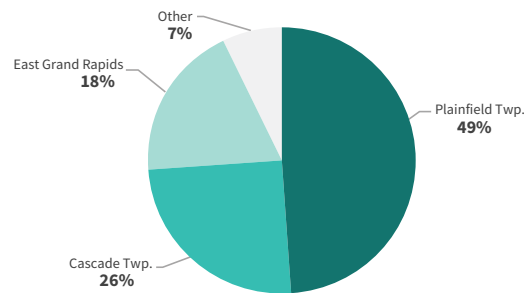
Population with Library Card



● KDL Cardholders ● Non-Cardholders

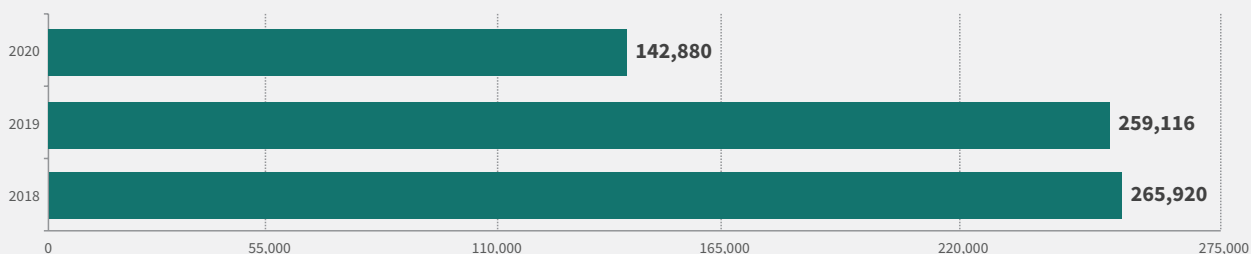
Preferred KDL Location: Plainfield Twp. Branch

(Based on materials checked out)



Total Circulation by Grand Rapids Twp. Residents

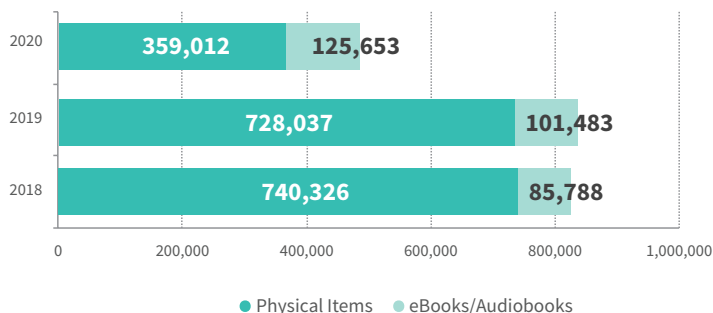
(45% decrease from 2019-2020)



Plainfield Township Branch Statistics

Total Circulation

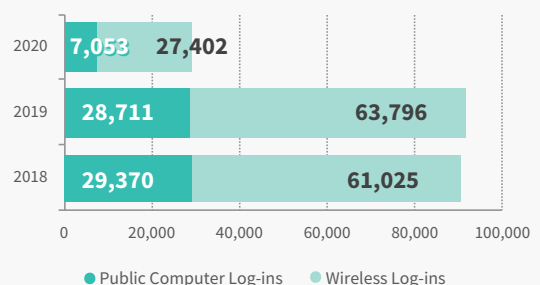
(42% decrease from 2019-2020)



● Physical Items ● eBooks/Audiobooks

Total Branch Computer Log-Ins

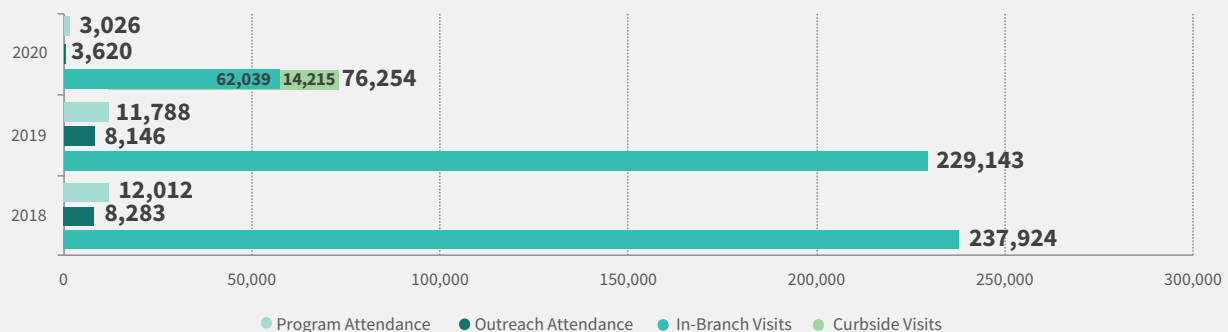
(63% decrease from 2019-2020)



● Public Computer Log-ins ● Wireless Log-ins

Total People Served

(67% decrease from 2019-2020)

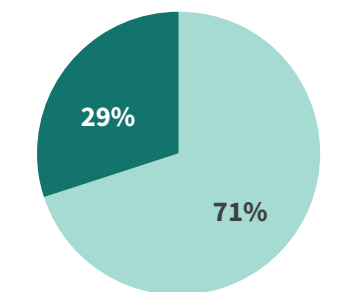


● Program Attendance ● Outreach Attendance ● In-Branch Visits ● Curbside Visits

Grattan Township | 2020 Annual Report

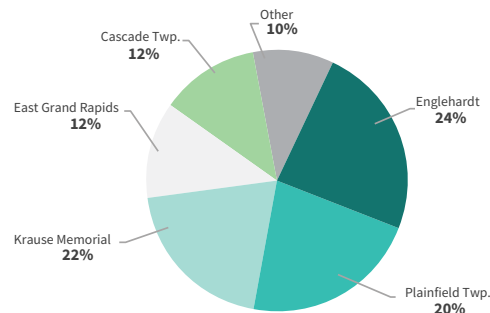
A Municipality in the Kent District Library Service Area

Population with Library Card

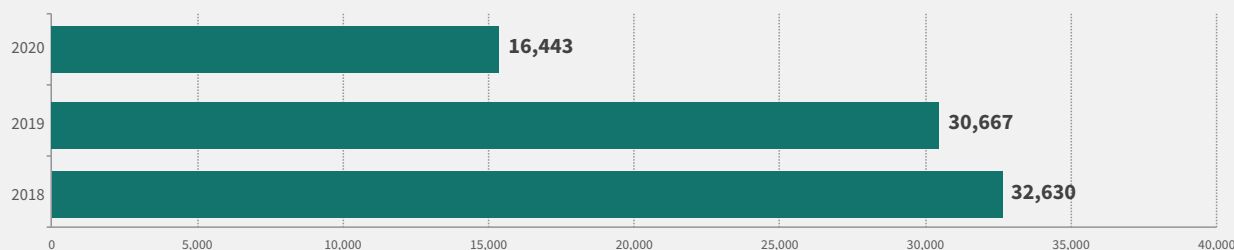


● KDL Cardholders ● Non-Cardholders

Preferred KDL Location: Englehardt Branch
(Based on materials checked out)

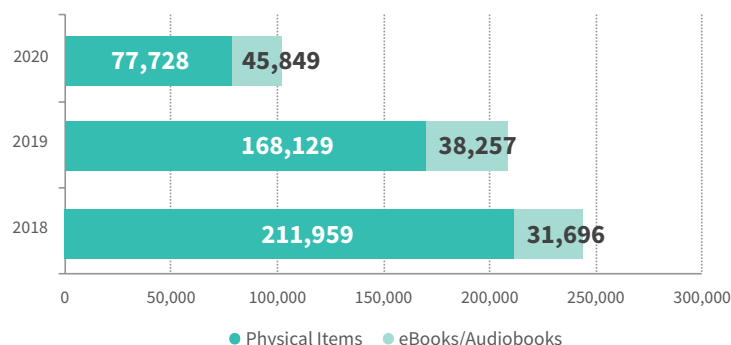


Total Circulation by Grattan Twp. Residents
(46% decrease from 2019-2020)



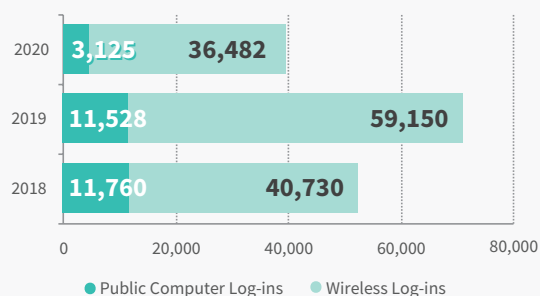
Englehardt Branch Statistics

Total Circulation
(40% decrease from 2019-2020)



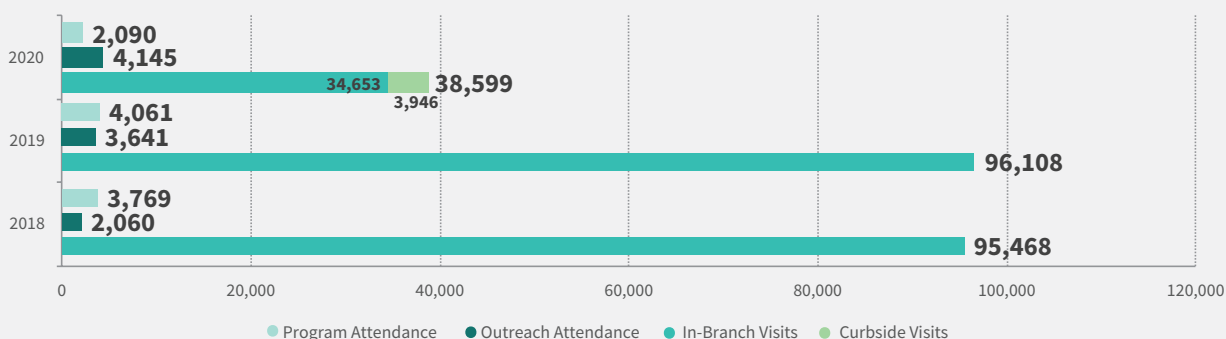
● Physical Items ● eBooks/Audiobooks

Total Branch Computer Log-Ins
(44% decrease from 2019-2020)



● Public Computer Log-ins ● Wireless Log-ins

Total People Served
(57% decrease from 2019-2020)

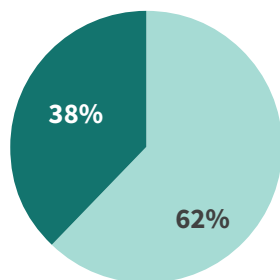


● Program Attendance ● Outreach Attendance ● In-Branch Visits ● Curbside Visits

Lowell Township | 2020 Annual Report

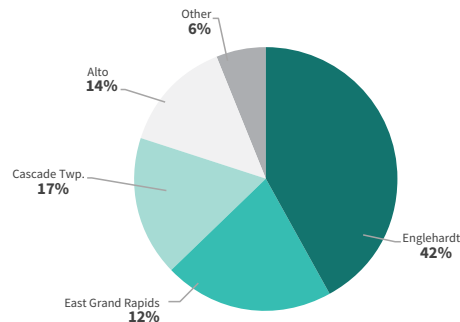
A Municipality in the Kent District Library Service Area

Population with Library Card

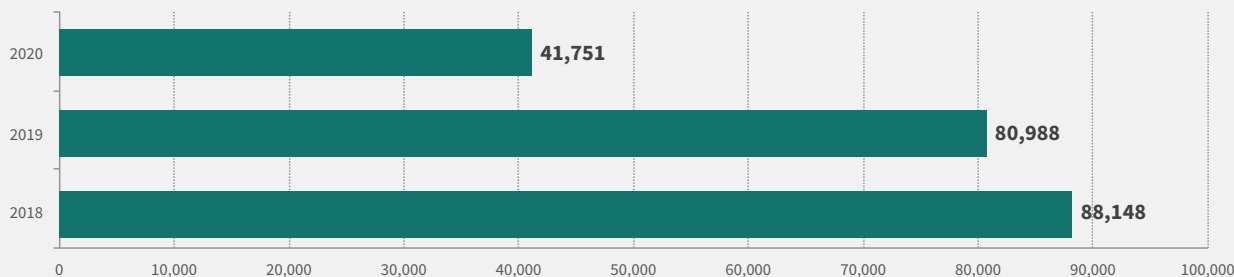


● KDL Cardholders ● Non-Cardholders

Preferred KDL Location: Englehardt Branch
(Based on materials checked out)

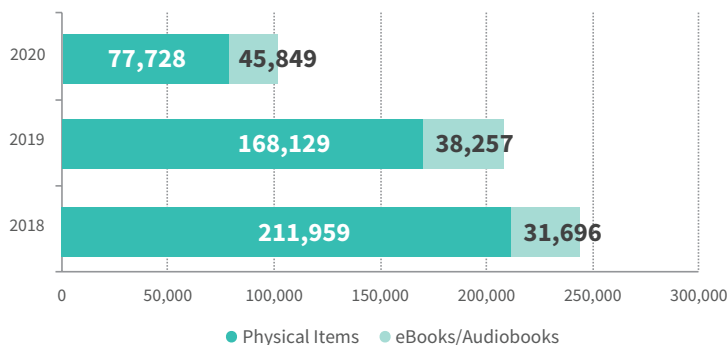


Total Circulation by Lowell Twp. Residents
(48% decrease from 2019-2020)

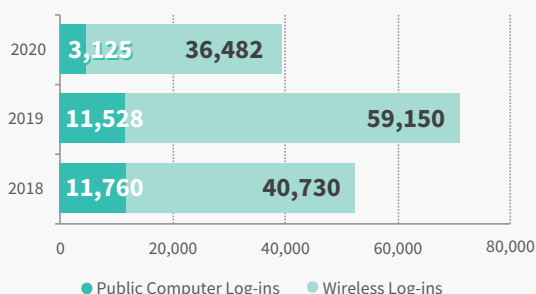


Englehardt Branch Statistics

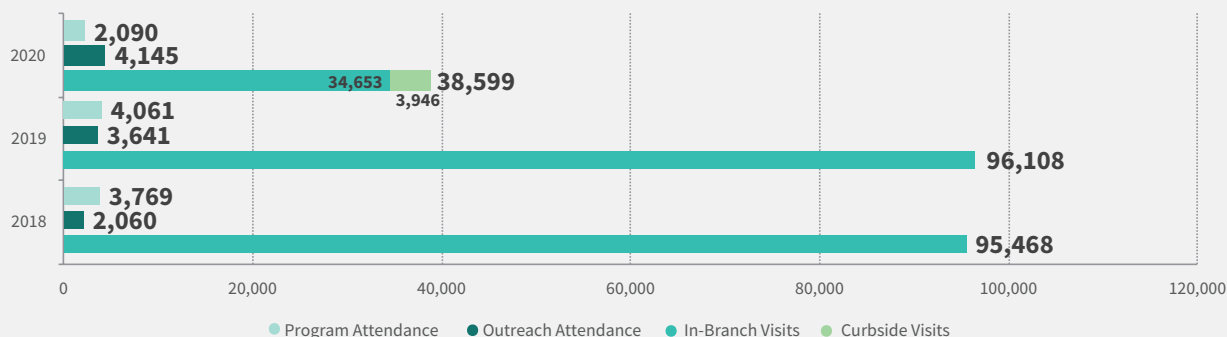
Total Circulation
(40% decrease from 2019-2020)



Total Branch Computer Log-Ins
(44% decrease from 2019-2020)



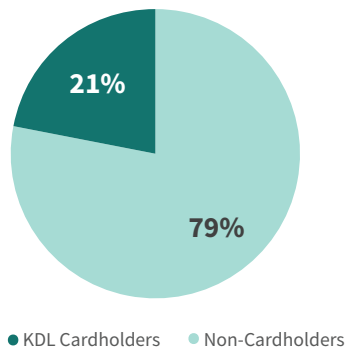
Total People Served
(57% decrease from 2019-2020)



Oakfield Township | 2020 Annual Report

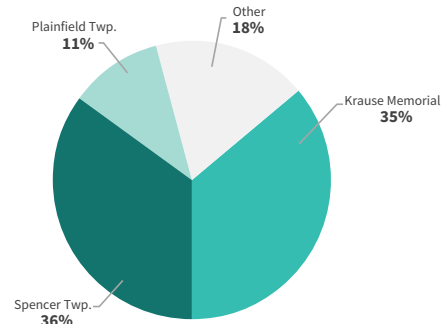
A Municipality in the Kent District Library Service Area

Population with Library Card



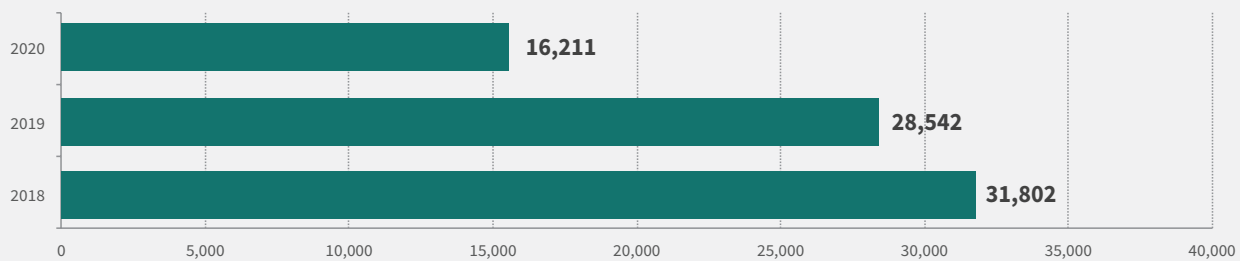
Preferred KDL Location: Spencer Twp. Branch

(Based on materials checked out)



Total Circulation by Oakfield Twp. Residents

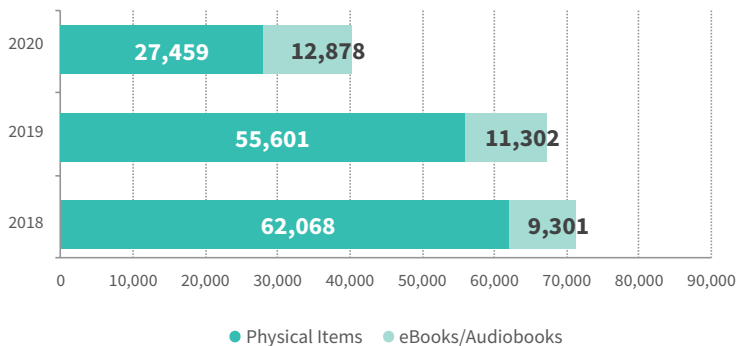
(43% decrease from 2019-2020)



Spencer Twp. Statistics

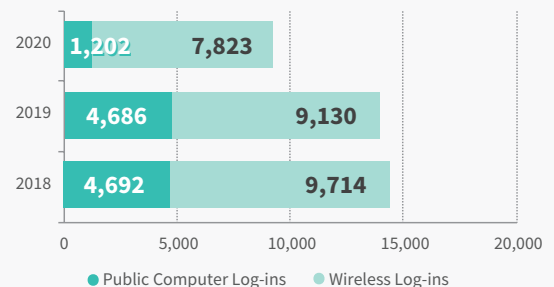
Total Circulation

(40% decrease from 2019-2020)



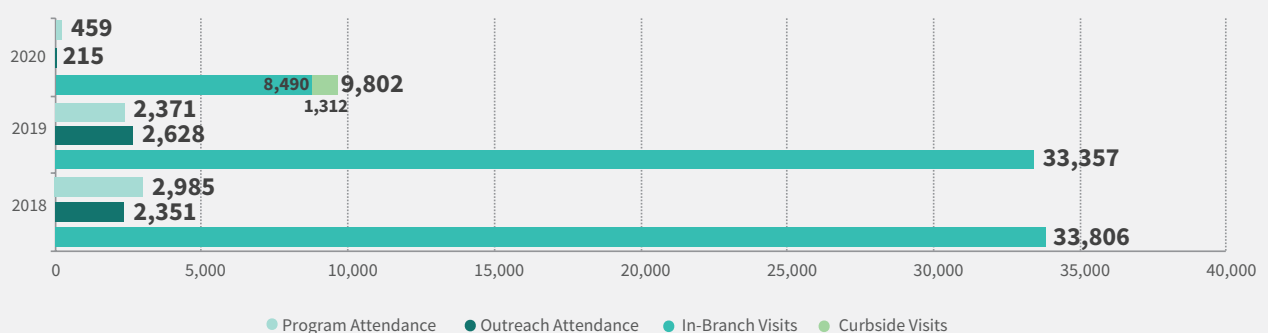
Total Branch Computer Log-Ins

(35% decrease from 2019-2020)



Total People Served

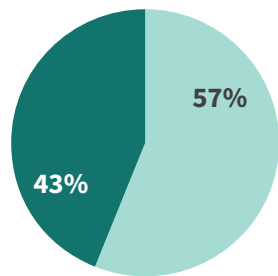
(73% decrease from 2019-2020)



Vergennes Township | 2020 Annual Report

A Municipality in the Kent District Library Service Area

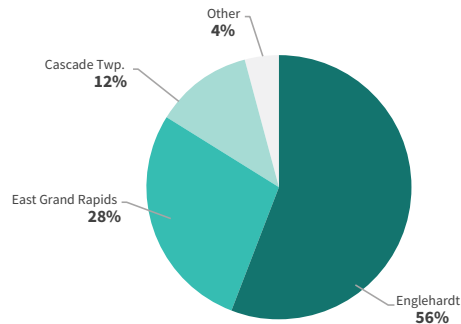
Population with Library Card



● KDL Cardholders ● Non-Cardholders

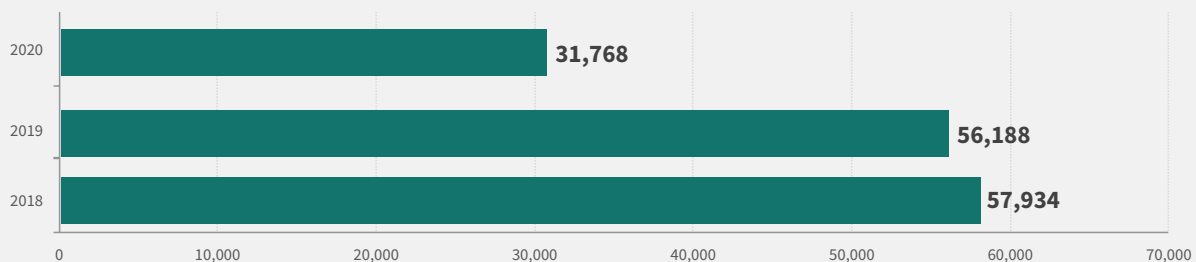
Preferred KDL Location: Englehardt Branch

(Based on materials checked out)



Total Circulation by Vergennes Twp. Residents

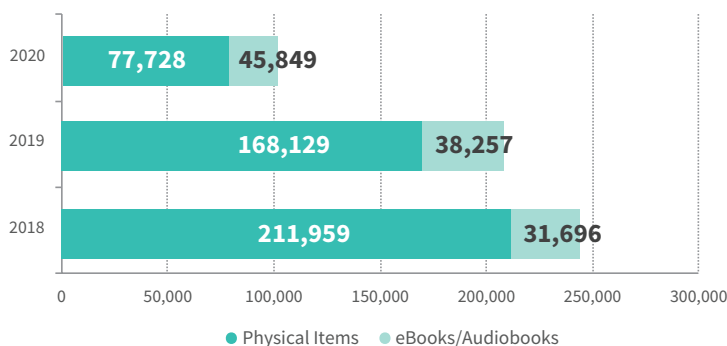
(43% decrease from 2019-2020)



Englehardt Branch Statistics

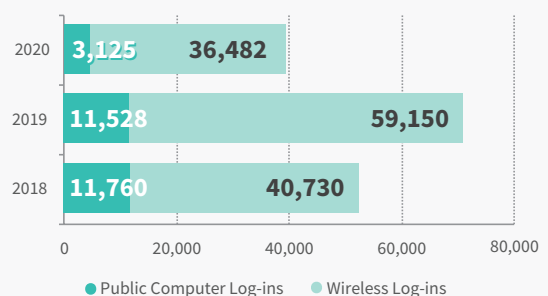
Total Circulation

(40% decrease from 2019-2020)



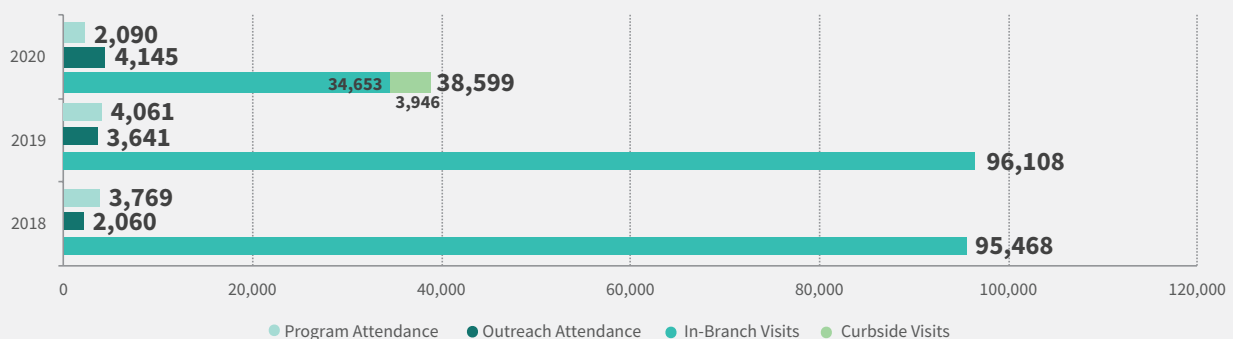
Total Branch Computer Log-Ins

(44% decrease from 2019-2020)



Total People Served

(57% decrease from 2019-2020)



Peer Comparison | Summary of the Rankings

National and State Comparison

The national comparison included 15 peer libraries that have between 12-20 branch outlets and a service area population ranging from 350,000 to 450,000 people. A full statistical chart showing rankings and peer comparison data follows this summary.

The only criteria for entry in the library peer group for the state comparison is that a library must be in the state of Michigan and serve a population of at least 125,000 people (as reported in the Public Library Data Service Statistical Report¹). This year's state comparison included 12 peer libraries. A full statistical chart showing rankings and peer comparison data follows this summary.

The following table highlights KDL's area-specific ranking in relation to its peer libraries:

Area	KDL National Rank	KDL Statewide Rank
Collection turnover rate*	1 st	2 nd
Number of registered borrowers	10 th	1 st
Percentage of operating expenditures on materials	3 rd	2 nd
Total annual visits	3 rd	2 nd
Total circulation (all materials)	3 rd	1 st
Total electronic circulation	2 nd	1 st
Total operating expenditures	8 th	2 nd
Total operating income	8 th	2 nd
Total program attendance	1 st	1 st

*Collection turnover rate measures the activity of a library's collection. It indicates the number of times each library item would have circulated during the year if circulation had been spread evenly throughout the entire collection. It is calculated by dividing the library's total annual circulation by total library holdings.

¹Public Library Data Service Statistical Report 2019, [Public Library Association](#), June 2019 (Based on 2018 fiscal year data). The Public Library Data Service did not collect data in 2020.

National Peer Comparison Chart

Library	Collection Turnover	No. of Registered Borrowers	% of Operating Expenditures on Materials	Total Annual Visits	Total Circulation (all materials)	Total Electronic Circulation	Total Operating Expenditures	Total Operating Income	Total Program Attendance
Kent District Library (MI)	7.8	163,780	16.6%	2,702,377	7,993,708	1,207,021	\$23,223,180	\$24,345,026	295,921
Akron-Summit Cnty Public Library (OH)	2.1	318,163	13.8%	2,146,040	5,205,144	491,105	\$27,697,676	\$29,092,566	202,794
Allen County Public Library (IN)	5.2	252,867	13.0%	2,299,177	14,405,450	7,929,025	\$28,147,317	\$30,230,385	144,531
Brazoria County Library System (TX)	1.6	157,198	16.8%	700,427	1,723,896	155,588	\$8,343,757	\$8,501,613	73,690
Carnegie Library of Pittsburgh (PA)	2.5	202,484	13.4%	2,754,516	6,257,299	527,727	\$34,722,918	\$35,405,161	295,715
Charleston County Public Library System (SC)	5.3	206,851	14.7%	1,543,027	4,130,592	588,139	\$17,112,362	\$17,077,597	236,052
East Baton Rouge Parish Library (LA)	2.0	251,578	13.4%	2,438,636	4,864,677	805,670	\$38,630,560	\$35,981,880	207,194
Huntsville-Madison County Public Library (AL)	6.1	197,959	10.7%	1,184,975	3,674,189	225,493	\$6,029,631	\$6,165,346	82,878
Jefferson Parish Library (LA)	1.8	82,331	13.4%	1,296,465	1,728,319	194,236	\$18,021,987	\$22,515,968	54,391
Johnson County Library (KS)	6.0	267,220	10.5%	2,413,738	8,112,406	486,687	\$33,034,367	\$36,357,657	98,066
Monmouth County Library (NJ)	1.8	141,308	14.8%	1,362,105	3,138,554	367,976	\$15,609,610	\$15,859,894	133,466
New Orleans Public Library (LA)	2.1	135,478	14.7%	1,571,661	1,498,834	116,491	\$18,347,852	\$19,913,276	68,753
Oakland Public Library (CA)	2.6	332,141	5.9%	2,136,319	3,076,074	245,442	\$30,699,436	\$29,621,835	214,468
St. Charles City-County Library District (MO)	6.6	122,803	18.0%	1,841,576	6,359,655	746,108	\$17,585,559	\$19,547,847	130,916
Toledo-Lucas County Public Library (OH)	3.0	279,252	9.2%	2,706,496	5,457,371	818,966	\$36,929,721	\$43,053,009	145,159
KDL Ranking (out of 15)									
	1	10	3	3	3	2	8	8	1

Public Library Data Service Statistical Report 2019, Public Library Association, June 2019 (Based on 2018 fiscal year data). The Public Library Data Service did not collect data in 2020.

State Peer Comparison Chart

Library	Collection Turnover	No. of Registered Borrowers	% of Operating Expenditures on Materials	Total Annual Visits	Total Circulation (all materials)	Total Electronic Circulation	Total Operating Expenditures	Total Operating Income	Total Program Attendance
Kent District Library	7.8	163,780	16.6%	2,702,377	7,993,708	1,207,021	\$23,223,180	\$24,345,026	295,921
Ann Arbor District Library	9.8	60,100	10.8%	1,851,354	6,238,503	456,486	\$14,690,756	\$16,430,551	140,150
Capital Area District Libraries	4.4	74,648	12.8%	1,077,475	2,944,122	400,319	\$11,920,488	\$12,180,465	62,917
Clinton-Macomb Public Library	5.5	126,054	16.1%	682,624	1,895,939	128,416	\$6,087,679	\$7,787,764	74,685
Detroit Public Library	0.2	163,516	4.4%	2,891,755	789,553	62,208	\$31,876,759	\$31,876,759	230,047
Genesee District Library	2.6	129,789	20.0%	1,028,097	1,973,623	387,985	\$8,330,832	\$9,034,159	33,838
Grand Rapids Public Library	1.9	55,286	12.9%	683,544	1,657,038	241,952	\$9,150,685	\$9,701,145	29,262
Jackson District Library	1.8	63,394	13.5%	595,534	1,076,773	145,338	\$7,325,746	\$6,995,839	88,936
Monroe County Library System	2.1	47,322	10.4%	612,918	895,248	110,589	\$7,663,621	\$6,498,947	117,176
Saint Clair County Library System	1.6	61,350	11.5%	526,968	741,240	59,831	\$4,786,277	\$4,931,301	37,239
Sterling Heights Public Library	2.3	66,043	9.2%	241,302	589,167	108,205	\$2,593,041	\$2,593,040	27,721
Warren Public Library	1.5	72,578	8.6%	288,043	482,706	86,264	\$4,111,951	\$4,697,038	18,827
KDL Ranking (out of 12)									
	2	1	2	2	1	1	2	2	1

Public Library Data Service Statistical Report 2019, Public Library Association, June 2019 (Based on 2018 fiscal year data). The Public Library Data Service did not collect data in 2020.

STRATEGIC PLAN 2021-2023



FIRST QUARTER UPDATE
2021

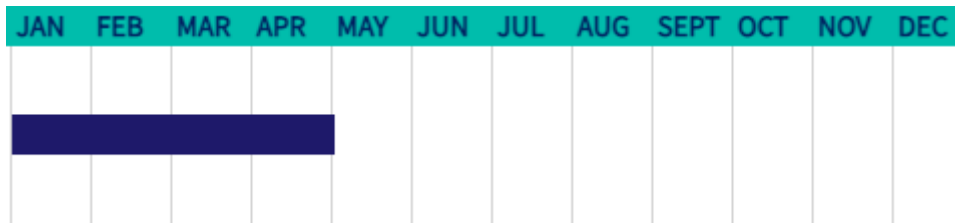


2021-2023 Strategic Goal:

Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.

2021 Initiative #1

Develop a plan to increase staff Cultural Intelligence (CQ) by first determining how to measure it, establishing a baseline and setting a target by May 2021.



2021 Q1 Update

On Track

Paused/Delayed

Canceled

Completed

After researching 10 different options and then doing a deeper dive into three of the ten, the EDI workgroup selected Paradigm for the following reasons:

- The content is extensive, in-depth and engaging.
- Self-paced trainings may be revisited.
- It is based on psychology, data and research.
- It is very accessible and mobile friendly.
- Paradigm has a diverse team and has worked with hundreds of companies around the world to design and implement effective EDI strategies.

Paradigm will be rolled out to managers April 1 and systemwide May 1. The first course is "Inclusion at Work: Managing Unconscious Bias" and comes with microlearnings and resources.

Upon rollout, managers will plan to facilitate 3-4 discussions with their respective teams in 2021-2022 based on training modules. After each quarterly session, the EDI workgroup will lead additional discussion sessions for staff who could not attend their department/branch session, or who want further discussion opportunities. Training Manager Trish Reid and Regional Manager II, EDI Workgroup Leader, and Project Lead Shaunna Martz will host a manager wrap-up session to further organizational culture and have an opportunity to share experiences.

The emphasis of the discussions should be on how what was learned is applied to work and to making KDL an anti-racist organization but also include microaggressions, allyship, inclusive culture, transgender inclusion, inclusive performance management and inclusive hiring.

The EDI workgroup will provide other support material through their monthly newsletter, including a process for staff to give feedback and suggestions.

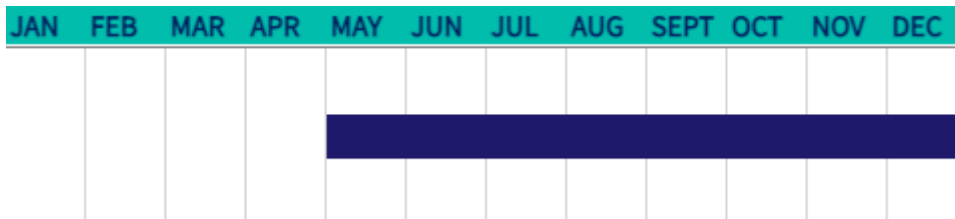
Equity, Diversity, Inclusion (EDI)

2021-2023 Strategic Goal:

Align all library services, staffing
makeup and partnerships to be
reflective and inclusive of the diverse
communities we serve.

2021 Initiative #2

By December 2021, develop a diversity plan for evaluating library materials to ensure offerings are reflective of the community.



2021 Q1 Update

On Track

Paused/Delayed

Canceled

Completed

Though this project was not scheduled to begin until May, Collection Development Librarian Samantha Hodge found out about a new service provided by Ingram. Though this audit had an unexpected price tag, KDL would more than save that in labor costs and time spent. This service will greatly reduce the time spent on this project. If everything goes according to plan, it is likely that this may wrap up before the projected end date of December 31.

The Ingram service automatically tags the entire KDL collection through an export from KDL's ILS. The audit is scheduled for April 23 and will show where the collection is deficient and where we have gaps in terms of representation. Not only that, but KDL will take it one step further by tagging all materials beyond Ingram's 11 tags (Asian Interest, Black Interest, Indigenous Interest, Jewish Interest, Latinx interest, LGBTQIA+, Mental Health, Middle Eastern Interest, Multicultural, Muslim Interest and Neuro and Physical Diversity) with even more, like Immigrant/Refugee Experience, as advised by the EDI workgroup. A process will be created for tagging new items. The audit need only occur once because after the collection is tagged, KDL can (and will) pull reports on percentages at any time.

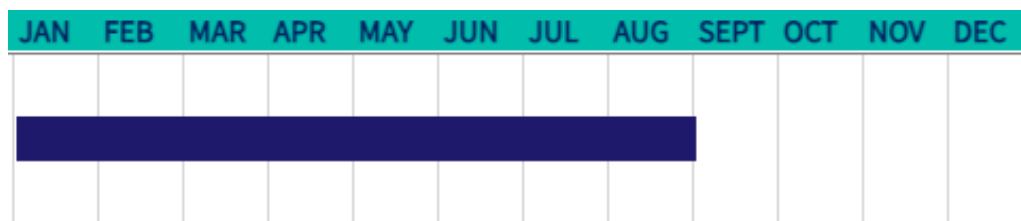
Equity, Diversity, Inclusion (EDI)

2021-2023 Strategic Goal:

Increase the value delivered to the community by focusing on demonstrated needs.

2021 Initiative #3

Develop a systematic process for identifying our communities' unmet/emerging needs by March 2021 with surveys completed by September.



2021 Q1 Update

On Track

Paused/Delayed

Canceled

Completed

When embarking on this goal, KDL expected to hire a research firm to conduct a one-off survey, much like the one that was conducted in 2013. Instead, the project team was very pleased to have selected an option that will institute an ongoing process of collecting and analyzing data.

After an Issue Analysis was presented to the Board of Trustees at the February board meeting, KDL engaged the services of OrangeBoy and held a project kickoff on March 11, led by Randy Goble.

Since the project kickoff, the overall timeline with milestones has been set, and the setup of Savannah, a software system that will be integral with the collection and analysis of data, is underway.

Survey questions are being drafted and reviewed by the KDL team.

The project leader at OrangeBoy will spend several days at KDL branches in April. The majority of the data collection is expected to take place in May. Results and recommendations for leadership and managers are on track for completion before the start of August, when 2022 planning will begin.

With OrangeBoy and Savannah, KDL will be able to better coordinate data collection through surveys and activity monitoring. Savannah integrates with our ILS and can help us monitor utilization of library resources. There are additional functions of OrangeBoy that are outside of the scope of this survey project, such as outreach analysis, and KDL plans to explore them after completion of this main survey.

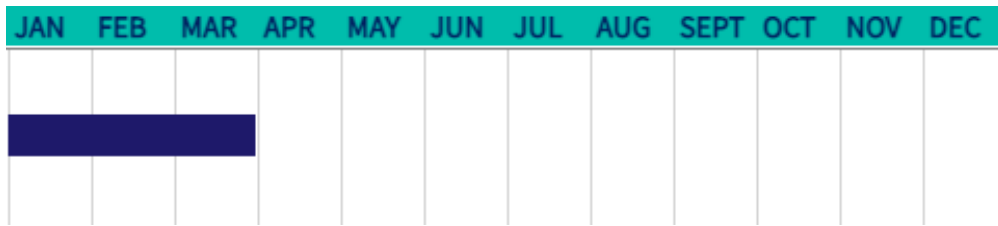
Engagement + Service

2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

2021 Initiative #4

By the end of March 2021, complete a feasibility study to establish a 501(c)(3) foundation to increase private donation funding to supplement tax support.



2021 Q1 Update

On Track

Paused/Delayed

Canceled

Completed

KDL looked into conducting a feasibility study to establish a Foundation as a fund development tool. Upon having several meetings with local firms (Hopkins Consulting, Kennari Consulting and the Breton Group), it was impressed upon our leadership team that before considering a Foundation, we should consider utilizing our already existing Endowment Fund (approximately \$332,000, managed by the Grand Rapids Community Foundation) by establishing a resource direction strategy and developing a case for support. Endowment funds are investment portfolios where the initial money is provided by donations to a foundation and most endowment funds have an investment, withdrawal and usage policy governing how they are run. KDL has contracted with Kennari Consulting to help guide the strategic work of managing our endowment fund beginning April 1, 2021 - July 31, 2021.

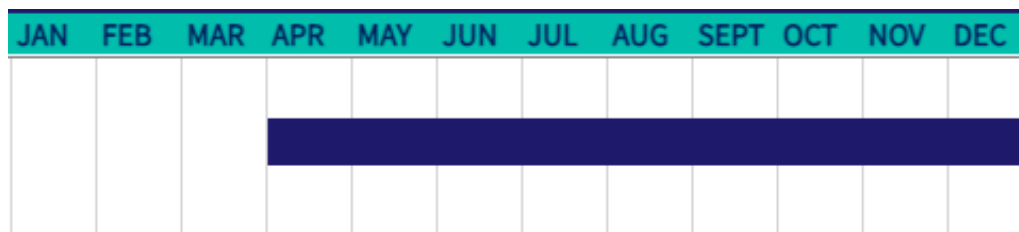
Sustainability

2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

2021 Initiative #5

Map, improve and refine two operational processes by December 2021.



2021 Q1 Update

On Track

Paused/Delayed

Canceled

Completed

This initiative is not slated to begin until April, but ideas are being firmed up for the first of the two processes for 2021, and the scope of the project is being determined. Many operational processes had to be reconfigured to adapt to COVID-19 and are currently being refined (i.e. the Project Management Launch, virtual programming, internal communication etc.)

Sustainability

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
June 14, 2021**

Present: DeWard, Lemke, Fryling, Haagsma, Terpstra, Vander Stel

Absent with notice: Brew

Township Manager Jonathan Seyferth and Community Development Director Dan Wells were also present

Opening prayer was given by VanderStel and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:07 p.m. by Supervisor DeWard

2. Question of Conflict of Interest

None

3. Proposed Agenda

Motioned by VanderStel and supported by Haagsma to approve the agenda.

VOICE VOTE: All Ayes. Motion Carried.

4. Recognition of Individuals and/or Delegations.

Deputy Chief Deric Gress, Breckenridge, Colorado presented Gaines Charter Township resident Jason Boersma with a certificate of recognition of his life saving techniques saving a 4 year old drowning victim.

Jason Boersma spoke about the value of taking CPR training for emergency response.

Dan Veldhuizen, Siegfried Crandall, reviewed the 2020 audit report.

Motioned by Haagsma and seconded by Terpstra to bring the investment policy to the board for review before changing the investment policy.

VOICE VOTE: All Ayes. Motion Carried.

5. Public Hearing – 1171 68th Street and 1175 68th Street – Amendment to Crystal Springs PUD

Motioned by Haagsma and supported by Fryling to open the public hearing for Amendment to Crystal Springs PUD

VOICE VOTE: All Ayes. Motion Carried.

Motioned by VanderStel and supported by Haagsma to close the public hearing for Amendment to Crystal Springs PUD

VOICE VOTE: All Ayes. Motion Carried.

6. Public Hearing – 1439 Eastport Drive and 1469 Eastport Drive – The Crossings PUD Major Amendment for M-6 Hotel Group

Motioned by VanderStel and supported by Haagsma to open the public hearing for the Crossings Major PUD Amendment for M-6 Hotel Group.

VOICE VOTE: All Ayes. Motion Carried.

Motioned by VanderStel and supported by Haagsma to close the public hearing for the Crossings Major PUD Amendment for M-6 Hotel Group.

VOICE VOTE: All Ayes. Motion Carried.

7. Consent Agenda

Motioned by VanderStel and supported by Haagsma to approve the consent agenda including payment of bills for 05/07/2021 through 04/29/2021 in the amount of \$254,653.57 but not including the May 24 Meeting minutes.

VOICE VOTE: All Ayes. Motion carried.

Motioned by Haagsma and supported by VanderStel to approve the minutes of the May 24 with the change in the header to read Special Board Meeting instead of Regular Board Meeting.

VOICE VOTE: All Ayes. Motion carried.

8. Department/Office Reports

A. Planning Department

1) 1171 & 1175 68th Street SE – Major PUD Amendment – 2ND Read

Motion by Haagsma and seconded by VanderStel to adopt the major PUD amendment for 1171 and 1175 68th Street contingent upon final Fire Department approval.

VOICE VOTE: All Ayes. Motion carried.

2) The Crossings PUD Major Amendment for M-6 Hotel Group – 1439 & 1469 Eastport Drive – 2nd Read

Motion by Haagsma and seconded by VanderStel to adopt the resolution approving the PUD amendment.

VOICE VOTE: All Ayes. Motion carried.

Motion by Haagsma and seconded by VanderStel to adopt an amended ordinance approving height and set-backs.

VOICE VOTE: All Ayes. Motion carried.

3) Final Preliminary Plat and Final Plat Approval – 2307 68th Street – Kentwood Public Schools

Motion by Terpstra and seconded by Fryling to approve the final preliminary plat for 2307 68th Street.

VOICE VOTE: All Ayes. Motion carried.

Motion by Haagsma and seconded by VanderStel to approve the final plat for 2307 68th Street.

VOICE VOTE: All Ayes. Motion carried.

B. Treasurer's Office

1) Professional Development Request

Motioned by VanderStel and supported by Terpstra to approve the professional development request for a three day virtual training.

VOICE VOTE: All Ayes. Motion Carried.

C. Assessing Department

1) Professional Development Request

Motioned by Haagsma and supported by Lemke to approve the professional development request for the International Association of Assessing Officers conference in Chicago.

VOICE VOTE: All Ayes. Motion Carried.

D. Water and Sewer Department

1) 8412 South Division Connection Fee Payment Plan Request

Motion by Haagsma and seconded by Fryling to approve the recommendation of the Sewer and Water Committee for 8412 South Division connection fee payment request.

VOICE VOTE: All Ayes. Motion carried.

2) 84 – 84th Street Connection Fee Payment Plan Request

Motion by Haagsma and seconded by Fryling to approve the recommendation of the Sewer and Water Committee for 84 – 84th Street connection fee payment request.

VOICE VOTE: All Ayes. Motion carried.

9. Recognition of individuals and/or delegations

Community Policing Officer Jason VanderMolen announced National Night Out, Tuesday, August 3, 2021 4:30 pm to 7:30 pm at Kentwood Community Church, 1200 60th Street. He also spoke of tickets for Ordinance violations which is pending attorney approval before printing.

10. Supervisor's Office

A. Speed Awareness Monitor

Motioned by Lemke and supported by Fryling to purchase a Speed Awareness Monitor at a cost of \$7,894.00.

ROLL CALL VOTE: Haagsma – yes, Lemke - yes, Terpstra - yes, VanderStel - yes, Brew - yes, DeWard - yes, Motion carried.

B. Gaines Charter Township updated definition of essential workers

Motioned by VanderStel and supported by Haagsma to accept the changes to the definition of essential workers for Gaines Charter Township with the addition of election workers.

VOICE VOTE: All Ayes. Motion carried.

11 Comments & Discussion

None

12. Adjournment

Motion by Fryling and supported by VanderStel to adjourn the meeting at 8:55 p.m.

VOICE VOTE: All Ayes. Meeting adjourned.

Michael Brew, Clerk

Robert DeWard, Supervisor

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
June 28, 2021**

Present: DeWard, Brew, Lemke, Fryling, Haagsma, Terpstra, Vander Stel
Absent with notice: None
Township Manager Jonathan Seyferth was also present
Opening prayer was given by Fryling and the Pledge of Allegiance was recited

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

2. Question of Conflict of Interest

None

3. Proposed Agenda

Motioned by VanderStel and supported by Haagsma to approve the agenda.

VOICE VOTE: All Ayes. Motion Carried.

4. Recognition of Individuals and/or Delegations.

None.

5. Department / Office Reports

A. Planning Department

1) Tax Rate Request

Motion by Haagsma and seconded by VanderStel to accept the Assessing Department Tax Rate Request of 0.8364 mills.

ROLL CALL VOTE: Brew - yes, VanderStel - yes, Terpstra – yes, Lemke - yes, Haagsma – yes, Fryling - yes, DeWard - yes Motion carried.

2) Professional Development Request for Assessor VanHoose, Assistant Assessor Zenas, and Assessing Technician Gehrls

Motion by Haagsma and seconded by Lemke to approve the professional development requests for the Assessing Department to attend the Michigan Assessors Association Summer Conference.

ROLL CALL VOTE: DeWard – yes, Brew - yes, VanderStel - yes, Terpstra – yes, Lemke - yes, Haagsma – yes, Fryling - yes, Motion carried.

6. Recognition of individuals and/or delegations

None

7. Supervisor's Office

A. Township Manager Professional Development Request

Motioned by Lemke and supported by Fryling to approve the Professional Development Request for Township Manager Seyferth to attend the Michigan Municipal Executives and International City/County Manager Association conferences.

ROLL CALL VOTE: Fryling - yes, DeWard – yes, Brew - yes, VanderStel - yes, Terpstra – yes, Lemke - yes, Haagsma – yes Motion carried.

B. Executive Secretary Professional Development Request.

Motioned by Lemke and supported by Haagsma to approve the Professional Development Request for Executive Secretary Triplett to attend Skill Path training.

ROLL CALL VOTE: Haagsma – yes, Fryling - yes, DeWard – yes, Brew - yes, VanderStel - yes, Terpstra – yes, Lemke - yes, Motion carried.

C. Crystal Springs Fireworks Permit Application

Motioned by Haagsma and supported by VanderStel to approve the Crystal Springs Fireworks Permit Application.

VOICE VOTE: All Ayes. Motion Carried.

D. Crystal Springs Kids Parade Street Closure.

Motioned by Lemke and supported by VanderStel to approve the Crystal Springs Kids Parade street closure request.

VOICE VOTE: All Ayes. Motion Carried.

E. Special Assessment Amended Timeline

Motioned by Haagsma and supported by Brew to cancel the July 12, 2021 Special Assessment Public Hearing pending attorney review.

VOICE VOTE: All Ayes. Motion Carried

8. Comments & Discussion

Trustee Fryling asked about voting procedures during meetings pertaining to roll call votes verses voice votes.

Trustee Fryling wondered if the barns could be used for community events. He also asked for an update on a community center in Prairie Wolf Park.

Trustee Fryling noted the black lettering is hard to read against the red paint on the fire trucks.

14. Adjournment

Motion by Haagsma and supported by Lemke to adjourn the meeting at 7:19 pm.

VOICE VOTE: All Ayes. Meeting adjourned.

Michael Brew, Clerk

Robert DeWard, Supervisor

DRAFT



Revenue Breakdown Report

Page:

07/02/2021

Filter: All Records, Transaction.DateToPostOn Between 6/1/2021 12:00:00 AM AND 6/30/2021 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	215	60,057.75
TOTAL	215	60,057.75

Record Type Totals		
Unit:	Records	Revenue
Name	12	320.00
Permit	203	59,737.75
UNIT TOTAL:	215	60,057.75

Record Type Breakdowns		
Unit:		
Record Type: Name	Records	Revenue
	12	320.00
TOTAL:	12	320.00

Record Type: Permit	Records	Revenue
Air Conditioning Replacement	1	110.00
Building	32	31,139.00
Commercial Sign	1	0.00
Deck	6	780.00
Electrical	41	7,650.00
Irrigation Meter	1	90.00
Mechanical	76	11,476.75
Plumbing	37	7,702.00
Residential Roofing	4	360.00
Storm Drain	2	170.00
Swimming Pool	2	260.00
TOTAL:	203	59,737.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN CHEMICAL BANK						
06/04/2021	GEN	29604	123	123.NET	TELEPHONE SYSTEM	251.50
06/04/2021	GEN	29605	ACTIONCHEM	ACTION CHEMICAL INC	AEROSOL DISPENSER, AIR FRESHNER, D BATTE	233.21
06/04/2021	GEN	29606	AMAZON	AMAZON CAPITAL SERVICES	ANONOMI COMPATIBLE LABLE REPLACEMENT DYM SCOTCH THERMAL LAMINATING POUCHES GLAD FORCEFLEX PROTECTION SERIES TALL TR	25.69 34.93 34.66
						95.28
06/04/2021	GEN	29607	ARROW	ARROWASTE INC	BLAIN CEMETERY REFUSE CFD REFUSE DFD REFUSE TWP OFFICE REFUSE LIBRARY REFUSE	52.36 105.91 44.48 66.43 61.72
						330.90
06/04/2021	GEN	29608	CHARTER CO	CHARTER COMMUNICATIONS	TWP OFFICE TELEPHONE	154.97
06/04/2021	GEN	29609	TWP-CONSUM	CONSUMERS ENERGY	STREET LIGHTS LED LIGHTS BLAIN CEMETERY BLAIN CEMETERY	13,751.51 457.41 41.89 29.73
						14,280.54
06/04/2021	GEN	29610	EAGLE ENGR	EAGLE ENGRAVING, INC.	COMMENDATION AWARDS	554.45
06/04/2021	GEN	29611	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	CUT BIKE PATH TO BREWER PARK AND THROUGH PRAIRIE WOLF PARK LAWN CUTTINGS	39.00 572.00
						611.00
06/04/2021	GEN	29612	FIRST BANK	FIRST BANKCARD CENTER	MEALS, CONFERENCES, COFFEE, ACROBAT	369.01
06/04/2021	GEN	29613	FIRST BANK	FIRST BANKCARD CENTER	BOARD SUPPER, DIGITAL RECORDER,MANAGER M	826.36
06/04/2021	GEN	29614	FIRST BANK	FIRST BANKCARD CENTER	REPAIR OF BARN, REPAIR OF TRAILS, REPAIR	133.62
06/04/2021	GEN	29615	FIRST BANK	FIRST BANKCARD CENTER	MANAGER HDMI, CEMETERY FLAGS, ELECTION M	1,733.06
06/04/2021	GEN	29616	FIRST BANK	FIRST BANKCARD CENTER	CEMETERY FUEL AND EQUIPMENT MAINTENANCE	221.29
06/04/2021	GEN	29617	GAINES W&S	GAINES WATER & SEWER FUND	DFD WATER	124.17
06/04/2021	GEN	29618	INTEGRITY	INTEGRITY OFFICE	COFFEE DECANTER, GEM CLIP, BOWL RYAN WIERSEMA NAME PLATE PAPER PUFF TISSUE, SHARPIE MARKERS BATTERY, STAPLER PENS, POST-IT NOTES, LEGAL PAPER	24.37 20.00 194.94 18.89 17.97 69.34
						345.51
06/04/2021	GEN	29619	IPM	IPM SERVICES	DFD PEST CONTROL CFD PEST CONTROL	25.00 25.00
						50.00
06/04/2021	GEN	29620	K&S PLUMB	K & S PLUMBING CO. INC.	CFD TEST BACKFLOW DEVICES, REPLACE BONNE	184.94
06/04/2021	GEN	29621	KENT TREAS	KENT COUNTY TREASURER	TAX REFUNDS GRANTED BY STC, JP MORGAN, A	19,009.50
06/04/2021	GEN	29622	KLEYN	KLEYN MOBILE REPAIR LLC	AIR EJECT NOT WORKING, GOVERNOR FAIL TES	12,856.07
06/04/2021	GEN	29623	LANDSCAPE	LANDSCAPE IMPRESSIONS	CEMETERY 25 LB LANDSCAPERS PLUS SEED	83.00
06/04/2021	GEN	29624	MEDMUTUAL	MEDMUTUAL LIFE	LIFE INSURANCE, AD&D, DEPENDENT	285.44
06/04/2021	GEN	29625	MEYERS CLE	MEYERS CLEANING SERVICE INC	GENERAL CLEANING TWP OFFICE, LIBRARY	2,235.00

07/07/2021 10:47 AM
 User: MBREW
 DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
 CHECK DATE FROM 06/01/2021 - 06/30/2021

Page: 2/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/04/2021	GEN	29626	BREW	MICHAEL BREW	IIMC CONFERENCE, PARKING, CEMETERY FLAGS	134.11
06/04/2021	GEN	29627	MINER	MINER SUPPLY COMPANY	TRASH LINER, TRI-FOLD TOWELS	94.99
06/04/2021	GEN	29628	PEOPLE	PEOPLE IT	CFD BACKUPS AND OFFICE 365	369.00
06/04/2021	GEN	29629	NEXTEL	SPRINT	CELL PHONE DFD, TWP OFFICE	336.87
06/04/2021	GEN	29630	SUN NEWS	THE SUN AND NEWS	PUBLIC HEARINGS, ORDINANCE POSTING, SYNO	951.12
06/10/2021	GEN	29631	ACTIONCHEM	ACTION CHEMICAL INC	KITCHEN ROLL TOWEL	30.65
06/10/2021	GEN	29632	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	COPIER AND PRINTER USE	2,233.39
06/10/2021	GEN	29633	COMCAST	COMCAST	CFD TELEPHONE	254.23
06/10/2021	GEN	29634	TWP-CONSUM	CONSUMERS ENERGY	DIVISION STREET LIGHTS	91.15
					DIVISION STREET LIGHTS	81.41
					DIVISION STREET LIGHTS	75.20
					CFD	979.59
						<u>1,227.35</u>
06/10/2021	GEN	29635	DUTTON A	DUTTON AUTOMOTIVE SERVICE	2017 FORD - BATTERY, OIL CHANGE	266.31
06/10/2021	GEN	29636	FIRST BANK	FIRST BANKCARD CENTER	CPR TRAINING	52.50
06/10/2021	GEN	29637	FIRST BANK	FIRST BANKCARD CENTER	CFD PATCHES	7.99
06/10/2021	GEN	29638	HORIZON	HORIZON COMMUNITY PLANNING LLC	STAYBRIDGE, EVERETT'S PUD, AMAZON PUD, O	1,950.00
06/10/2021	GEN	29639	ITP	INTERURBAN TRANSIT PARTNERSHIP	HAUL RUAL LINEHAUL SERVICE	3,776.10
					RUAL GO BUS SERVICE	767.50
						<u>4,543.60</u>
06/10/2021	GEN	29640	KC HEALTH	KENT COUNTY HEALTH DEPARTMENT	LIBRARY DRINKING WATER TEST	16.00
06/10/2021	GEN	29641	KENT COUNT	KENT COUNTY ROAD COMMISSION	CHIP SEALTOWNSHIP ROADS	36,981.08
06/10/2021	GEN	29642	MINER	MINER SUPPLY COMPANY	RESTROOM SUPPLIESD	80.10
06/10/2021	GEN	29643	MUN CODE	MUNICODE	ADMINISTRATIVE SUPPORT FEE JUNE 2021 TO	275.00
06/10/2021	GEN	29644	PITNEY	PITNEY BOWES GLOBAL FINANCIAL SRVCS	POSTAGE MACHINE	558.84
06/10/2021	GEN	29645	PURITY	PURITY CYLINDER GASES INC	OXYGEN	92.93
06/10/2021	GEN	29646	ROGER STER	ROGER STERK	MILEAGE	199.92
06/10/2021	GEN	29647	TWP-SIEGFR	SIEGFRIED CRANDALL VOS & LEWIS	PREPARATION OF AMENDED TAX RETURNS FOR E	1,500.00
06/10/2021	GEN	29648	TDS	TDS METROCOM	TWP OFFICE TELECOMMUNICATIONS	287.95
06/10/2021	GEN	29649	MARATHON	WEX BANK	CFD FUEL	802.93
					DFD FUEL	95.75
					DFD FUEL	639.04
						<u>1,537.72</u>
06/23/2021	GEN	29650	ACTIVE911	ACTIVE 911, INC.	TRADITIONAL SUBSCRIPTION	260.00
06/23/2021	GEN	29651	TWP-ALL ST	ALL STAR PRINTING	GREEB AORIVED LABELS, BUILDING PERMITS	380.00
					TAX BILLS, TAX LETTERS, DOUBLE WINDOW EN	1,380.00
						<u>1,760.00</u>
06/23/2021	GEN	29652	AMAZON	AMAZON CAPITAL SERVICES	PRO-LINE FINE POINT MARKERS, 10 TIER WAL	99.83
					ANTENNA FOR MOTOROLA APX SINGLE BAND	113.80
					M+A MATTING WATER HOG ECO COMMERCIAL GRA	92.84
					USB 3 TO VGA ADAPTER FOR BOARD ROOM	15.54
						<u>322.01</u>
06/23/2021	GEN	29653	B&K GRAPHI	B&K GRAPHICS	REPLACEMENT WRAP DECALS DUE TO DAMAGE RE	790.00
06/23/2021	GEN	29654	BLOOM	BLOOM SLUGGETT	STONECO, CELEBRATION CINEMA, CIVIL INFRA	3,560.00
06/23/2021	GEN	29655	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	TRADITIONAL HEALTH INSURANCE	4,978.77
06/23/2021	GEN	29656	BLUE HSA	BLUE CROSS HSA	HSA HEALTH INSURANCE	13,348.26
06/23/2021	GEN	29657	CINTAS	CINTAS CORPORATION #301	TWP OFFICE BLACK MATS	76.94
06/23/2021	GEN	29658	CLARK	CLARK HILL	FIFTH THIRD BANK MTT MATTER	672.00
06/23/2021	GEN	29659	DELTA DENT	DELTA DENTAL	JULY 2021 DENTAL INSURANCE	1,761.33

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/23/2021	GEN	29660	DINGES FIR	DINGES PARTNERS GROUP LLC	FIRE BREAK CLASS A FOAM CONCENTRATE	665.60
06/23/2021	GEN	29661	D.J.S	DJ'S LANDSCAPE MANAGEMENT	LIBRARY LANDSCAPE TWP OFFICE LANDSCAPRE MANAGEMENT	143.38 1,598.00 <u>1,741.38</u>
06/23/2021	GEN	29662	UNUM	FIRST UNUM LIFE INSURANCE COMPANY	LONG TERM AND SHORT TERM DISABILITY	1,633.00
06/23/2021	GEN	29663	GORDON	GORDON WATER	DFD COOLER RENTAL TWP OFFICE WATER	8.00 49.65 <u>57.65</u>
06/23/2021	GEN	29664	JENN J	JENNIFER JAGER	DROP OFF PC PACKETS, CELL PHONE	82.84
06/23/2021	GEN	29665	K&S PLUMB	K & S PLUMBING CO. INC.	TESTED BACKFLOW DEVICES	120.00
06/23/2021	GEN	29666	KCI	KENT COMMUNICATIONS INC	POSTAGE FOR TAX BILLS	2,500.00
06/23/2021	GEN	29667	KLEYN	KLEYN MOBILE REPAIR LLC	REPLACE BOOST SENSOR	752.56
06/23/2021	GEN	29668	MCDONALD	MCDONALD PLUMBING INC	SERVICE CALL, REPLACE BACKFLOW DEVICE, R BACKFLOW TEST, BOILER INSPECTION	618.00 219.00 <u>837.00</u>
06/23/2021	GEN	29669	MML EDUC	MICHIGAN MUNICIPAL LEAGUE	PROTEC ANNUAL MEMBERSHIP	47.50
06/23/2021	GEN	29670	MUN CODE	MUNICODE	ANNUAL FEE	2,404.89
06/23/2021	GEN	29671	OMEGA SYST	OMEGA SYSTEMS, OCEAN INC.	REMOTE SERVER WORK INCLUDING BACKUP AND ADD JOHNATHAN TO NETWORK, BOARD ROOM TV	286.00 756.75 <u>1,042.75</u>
06/23/2021	GEN	29672	PLUMMERS	PLUMMERS DISPOSAL SERVICE	WHEELCHAIR ACCESSIBLE UNIT FOR PRARIE WO	140.00
06/23/2021	GEN	29673	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	5,620.00
06/23/2021	GEN	29674	SGI	SGI HEATING & COOLING	SENT FEES FOR WRONG TYPE OF PERMIT	10.00
06/23/2021	GEN	29675	SPECTRUM	SPECTRUM HEALTH MEDICAL GROUP	RYAN FORD EMT TRAINING LAB TESTS - AFTER	323.32
06/23/2021	GEN	29676	TOTAL FIRE	TOTAL FIRE PROTECTION	LIFT CHARGE FOR DFD	418.95
06/23/2021	GEN	29677	VANGUARD	VANGUARD FIRE & SECURITY SYSTEMS	SYSTEM INSPECTION	581.00
06/23/2021	GEN	29678	WITMER	WITMER PUBLIC SAFETY GROUP INC	ZICO UNIVERSAL SPANNER WRENCH FOR FOAM C	38.77
06/28/2021	GEN	29679	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	CAIRNS 6" LEATHERETTE FRONT	189.00
06/28/2021	GEN	29680	ACTIONCHEM	ACTION CHEMICAL INC	MISC SHOP SUPPLIES	533.25
06/28/2021	GEN	29681	ALL STAR	ALL STAR PRINTING COMPANY	1000 ASSESSOR DOOR HANGERS	158.00
06/28/2021	GEN	29682	CAL RENTAL	CALEDONIA RENT-ALL INC	CHAIN-SAW REPAIR, SPARK PLUG, OIL HOSE	55.12
06/28/2021	GEN	29683	COMCAST	COMCAST	DFD TELEPHONE	177.23
06/28/2021	GEN	29684	TWP-CONSUM	CONSUMERS ENERGY	DUTTON CEMETERY DFD ELECTRICITY TWP OFFICE DIVISION STREET LIGHTS LIBRARY ELECTRIC	29.42 1,036.70 4,611.20 90.56 1,066.87 <u>6,834.75</u>
06/28/2021	GEN	29685	CORRECT	CORRECT MECHANICAL SERVICES, INC	CFD HVAC PREVENTATIVE MAINTENANCE CONTRA	143.75
06/28/2021	GEN	29686	DTE	DTE ENERGY	TWP HALL GAS DFD GAS LIBRARY GAS CFD GAS	353.54 66.89 48.37 57.08 <u>525.88</u>
06/28/2021	GEN	29687	EAGLE ENGR	EAGLE ENGRAVING, INC.	CFD COMMENDATION BAR	43.35
06/28/2021	GEN	29688	IPM	IPM SERVICES	TWP OFFICE PEST CONTROL	42.00
06/28/2021	GEN	29689	JAMES ZENA	JAMES ZENAS	MILEAGE	140.65

07/07/2021 10:47 AM
User: MBREW
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 06/01/2021 - 06/30/2021

Page: 4/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/28/2021	GEN	29690	MAYNARDS	MAYNARDS WATER CONDITIONING LLC	15 40 LBS RED OUT SALT	171.00
06/28/2021	GEN	29691	MAP	MICHIGAN ASSOCIATION OF PLANNI	MEMBERSHIP RENEWAL	60.00
06/28/2021	GEN	29692	MINER	MINER SUPPLY COMPANY	JANITORIAL SUPPLIES	110.61
06/28/2021	GEN	29693	PLUMMERS	PLUMMERS DISPOSAL SERVICE	PORTABLE TOILET	140.00
06/28/2021	GEN	29694	STAR	STAR 2 STAR COMMUNICATIONS	TWP OFFICE TELEPHONE	811.61
					DFD TELEPHONE	359.16
					CLERK DEPT PHONE UPGRADE	189.24
						1,360.01

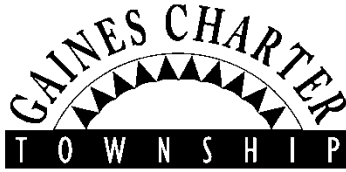
GEN TOTALS:

Total of 91 Checks:
Less 0 Void Checks:

166,181.59
0.00

Total of 91 Disbursements:

166,181.59



8555 Kalamazoo Ave., SE Caledonia, MI 49316
Phone: 616-698-6640 Fax: 616-698-2490

TO: Gaines Charter Township Board of Trustees
DATE: June 29, 2021
FROM: Kim Triplett, Executive Secretary//Michael Brew, Clerk
RE: Regular Meeting vs. Special Meeting & Consent Agenda

It was brought to my attention that an action (outside of the approval of the consent agenda) was taken to change the heading of the draft minutes for the Board of Trustees meeting held May 24, 2021 from “regular meeting” to “special meeting”.

The May 24th meeting was a “regular” meeting, as it was included on the 2021 meeting calendar approved in January 2021. In January, the Township traditionally schedules eighteen (18) Board meetings for the new calendar year. Six (6) months have an extra meeting date that we use if needed. These extra dates are scheduled for months that the Township regularly has a larger amount of business to cover (E.g., the budget for the upcoming fiscal year).

Public notice requirements are specific for the different types of meetings:

- (1) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
- (2) For a change in schedule of regular meetings of a public body, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- (3) For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.
- (4) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after public notice has been posted at least 18 hours before the reconvened meeting.

The meeting was posted as a regular meeting (in January 2021), therefore the specific requirements for a special meeting were not required, or met.

At this time, an action should be taken to change the minutes (back) to read “regular” meeting. If the approved copy of record reads “special” meeting, we will be in violation of the posting requirements for that meeting (as outlined in the Open Meetings Act- OMA 1976 P 267, MCL 15.261 through 15.275).

On a second note, the following statement is on all agendas that contain a consent agenda:

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.

Please remember Items are to be removed from the consent agenda either prior to the Board meeting, or prior to the approval of the agenda for that evening. The approval of the consent agenda should not be a conditional approval.

To make the process a little smoother, starting with the July 12th meeting, we will be adding an opportunity to make changes to the consent agenda at the beginning of the meeting (prior to approving the overall agenda).

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE SPECIAL MEETING
May 24, 2021**

Present: DeWard, Brew, Lemke, Fryling, Haagsma, Vander Stel

Absent with notice: Terpstra

Community Development Director Dan Wells, Township Engineer Jeff Gritter, and Township Manager Jonathan Seyferth were also present

Opening prayer was given by DeWard and the Pledge of Allegiance was recited

1. The meeting was called to order at 5:34 p.m. by Supervisor DeWard

2. Question of Conflict of Interest

None

3. Proposed Agenda

Motioned by VanderStel and supported by Haagsma to approve the agenda.

VOICE VOTE: All Ayes. Motion Carried.

4. Recognition of Individuals and/or Delegations.

None.

5. 8460 Kalamazoo Avenue – general discussion regarding proposed plans / water & sewer requirements / etc.

Dan Wells, Community Development Director, gave a general overview.

Jeff Gritter, Township Engineer, spoke of water and sewer to the property and other projects to be completed outside of the project.

Mike Speedy, American Kendall Properties, announced partnerships in Michigan to develop the property.

6. Recognition of individuals and/or delegations

None

7. Supervisor's Office

A. Celebration Banquet, LLC Operation Agreement

Motioned by Haagsma and supported by VanderStel to accept the Celebration Banquet LLC Operation Agreement.

VOICE VOTE: All Ayes. Motion Carried.

B. Change Special Assessment Public Hearing to July 12, 2021.

Motioned by Lemke and supported by VanderStel to change the Special Assessment Public Hearing to July 12, 2021.

VOICE VOTE: All Ayes. Motion Carried.

C. Dutton Fire – Staffing Request

Motioned by Lemke and supported by Haagsma to form a weekend two-person day duty crew (Saturday – Sunday 6 am to 6 pm) with a compensation rate of \$75 per individual per day.

ROLL CALL VOTE: Fryling - yes, DeWard - yes, Brew - yes, VanderStel - yes, Lemke - yes, Haagsma – yes
Motion carried.

D. Dutton Fire – reimbursement request.

Motioned by Haagsma and supported by Lemke to reimburse the firefighter the \$500 out-of-pocket deductible.

ROLL CALL VOTE: Haagsma - yes, Fryling - yes, DeWard - yes, Brew - yes, VanderStel - yes, Lemke – yes
Motion carried.

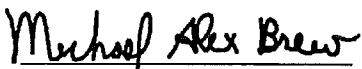
8. Comments & Discussion

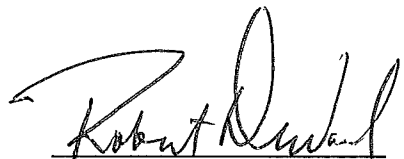
Next meeting is June 14, 2021 starting with a reception for Township Manager Jonathan Seyferth at 6:00 pm with regular trustee meeting beginning at 7:00 pm.

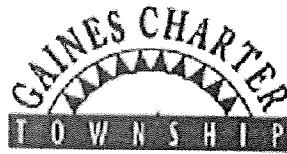
14. Adjournment

Motion by Haagsma and supported by VanderStel to adjourn the meeting at 7:19 pm.

VOICE VOTE: All Ayes. Meeting adjourned.


Michael Brew, Clerk


Robert DeWard, Supervisor



CLEAR FORM

Professional Development
Seminar/Accreditation/Workshop/Conference
Attendance Request Form

Employee Name: Amber VanderMolen Job Title: Deputy Clerk
Supervisor: Michael Brew Date: 6/29/2021

Check One:

____ Seminar ☒ Accreditation Course ____ Workshop ____ Conference ____ Other

Title of Activity: Clerk 101

Organization Name: Michigan Association of Municipal Clerks

Location: Bavarian Inn - Frankenmuth, Michigan

Dates of Attendance: September 2 Number of training hours: 8

Registration Cost: _____ Cost of Housing: \$135

Estimated Mileage: _____ Estimated Cost of Meals: \$50

List specific knowledge or skill will you learn: Current Clerk topics

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Clerk procedures including a continuation on redistricting

Employee Signature: Amber VanderMolen Date: 6/29/2021

Attach a description of the training with a completed registration form and forward to the Supervisor for approval.

Approval/Denial
(To be completed by Supervisor's office)

Approved: _____ Denied: _____ by Board of Trustees at meeting held: _____

If approved with exceptions, provide exceptions: _____

If denied, provide an explanation: _____

Supervisor's signature: _____ Date: _____

HOME

DIRECTORY

EVENTS

CERTIFICATION

RESOURCES

ABOUT

Education Day

MAMC Free Education Day

September 1, 2021

Bavarian Inn, Frankenmuth, MI

*~ The Clerk of the Year awards will be presented at a luncheon during this event ~***Hotel Reservations**

There is a block of rooms being held at a rate of \$119 per standard double room.

Reservations can be made by calling **1.855.652.7200**. The group code is **1396M0****Clerking 101 Boot Camp – One Day Session**

September 2, 2021

Bavarian Inn, Frankenmuth, MI

Hotel Reservations

There is a block of rooms being held at a rate of \$119 per standard double room.

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Thank you all for the positive feedback!

Only members who registered and attended Free Ed Day will receive education points.

Recording:

- ▶ [Free Education Day](#) (2 recordings – will play back to back)
- ▶ [Question & Answer section](#)

Presentations:

- ▶ [Open Meetings Act](#) – Chris Johnson, General Counsel, MML
- ▶ [Early Vote 1](#) - Natalie Adona - Nevada County, CA
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- ▶ [Early Vote 4](#) - Brian Corley - Pasco County, FL
- ▶ [Early Vote 5](#) - Joseph Kirk - Bartow County, GA
- ▶ [Bureau of Elections Update](#) – Jonathan Brater and Team

EVENTS

Scholarships

Summer Conference

Clerks Institute

Masters Academy

Education Day

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Seminar/Accreditation/Workshop/Conference
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Supervisor: Michael Brew Date: 6/29/2021

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Seminar/Accreditation/Workshop/Conference
Attendance Request Form

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Supervisor: Voters Date: 6/29/2021

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Clerking 101 Boot Camp – One Day Session

September 2, 2021

Bavarian Inn, Frankenmuth, MI

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Free Education Day June 3, 2021

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EVENTS
Scholarships
Summer Conference
Clerks Institute
Masters Academy
Education Day
Calendar

Memo

To: Gaines Charter Township Board of Trustees
From: Michael A. Brew, Clerk
Date: July 7, 2021
Re: Roll Call Vote Guidelines

There have been questions asked, and general discussion, regarding “roll call” votes.

First, let me state that there few bright line rules for conducting a roll call vote*. Calling for a roll call vote for all decisions is perfectly acceptable, and was required when meetings were being conducted remotely.

Now that we seem to have passed the “remote meeting” phase of COVID-19, I would like to outline what has been general practice in the past:

A roll call vote has been used when:

- Voting on a Resolution
- Voting on an Ordinance
- Voting on staffing matters
- Voting on matters committing the Township to a future expenditure(s)
- Voting on buying and/or selling of property

**A roll call vote is required when voting to go into closed session*

Going forward I will be using these guidelines, but please keep in mind there may be times a roll call vote is called “outside” of these guidelines. Doing so is acceptable. Also, a roll call vote can be requested by any Township Board member, on any matter.

Gaines Charter Township

Action Item Memo

TO: Gaines Township Board of Trustees

FROM: Laurie J. Lemke, Treasurer

RE: Township Primary Banking

DATE: July 7, 2021

When I first became treasurer, our primary bank was Byron Bank. Within that first year Chemical Bank acquired Byron Bank and became our new banking institution.

I had an excellent banking experience with Chemical Bank, for many years they provided quality service in every aspect of our banking relationship.

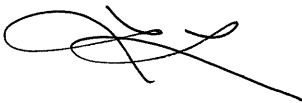
In November of 2020 Chemical Bank was purchased by TCF (Twin Cities Financial) during this last year I have become increasingly unsatisfied with the service that has been provided the township. Poor communication of banking changes, increased fees for all products, elimination of services and little to no municipal banking representative. Currently TCF bank is now being acquired by Huntington Bank.

Over the last 6 months I have researched possible banking institutions for the township that would offer us better quality services and products at a competitive pricing structure.

Three banks within our community came forward and expressed an interest in our township. Huntington Bank, Lake Michigan Credit Union and Macatawa Bank.

After careful consideration, meetings and evaluation I recommend *Macatawa Bank* as the primary banking institution for the township. I will remain diversified with both other banks with quality investment opportunities as they become available.

Thank-you,

A handwritten signature in black ink, appearing to be 'LJL', with a long horizontal line extending to the right.

Banking Request for Services

	Huntington Bank	Lake Michigan Credit Union	Macatawa Bank
Caines Location	Yes	Yes	Yes
Act 20 PA 1943	Not Addressed	Not Addressed	In Compliance
On-Line Reporting	Yes	Yes	Yes
Check Imaging	Yes	Yes	Yes
Required Security Features	Yes	Not Addressed	Yes
Remote Deposit Capture	Yes - equipment trial	Yes	Yes
Positive Check Pay	Yes	Yes	Yes
Security Controls	Dual Authorizor	Not Addressed	Dual Authorizor
Municipal References	Yes	none	Yes
Bauer Bank Rating	5 - Superior	5 - Superior	5 - Superior
Check Supply	None	none	\$250 Credit
Earning Credit Rate	0.05%	0.30%	0.05%

Gaines Charter Township

M E M O

TO: Gaines Township Board of Trustees

FROM: Laurie J. Lemke, Treasurer

RE: Township Investment Policy

DATE: July 7, 2021

Per Boards request please find a copy of our current investment policy. Municipal Investments policy follows the guidelines set forth in Act 20 of 1943. Which I have also included for your information.

Jonathan and I are reviewing our current policy for updates. We are also working on an Investment Advisory Committee.

After your review of both the act and policy, if you have any comments or concerns please feel free to contact myself and Jonathan.

Thank-you,

A handwritten signature in black ink, appearing to be "LJ Lemke", with a long horizontal line extending to the right.

INVESTMENT OF SURPLUS FUNDS OF POLITICAL SUBDIVISIONS
Act 20 of 1943

AN ACT relative to the investment of funds of public corporations of the state; and to validate certain investments.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—Am. 1988, Act 285, Imd. Eff. Aug. 1, 1988;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

The People of the State of Michigan enact:

129.91 Investment of funds of public corporation; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; “financial institution” defined; additional definitions.

Sec. 1. (1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).

(c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(d) Repurchase agreements consisting of instruments listed in subdivision (a).

(e) Bankers' acceptances of United States banks.

(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.

(j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

(2) Except as provided in subsection (5), a public corporation that invests its funds under subsection (1) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to this state under a law or rule of this state or the United States.

(3) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (1).

(4) The governing body by resolution may authorize its investment officer to enter into written agreements with other public corporations to pool or coordinate the funds to be invested under this section with the funds of other public corporations. Agreements allowed under this subsection shall include all of the following:

(a) The types of investments permitted to be purchased with pooled funds.

(b) The rights of members of the pool to withdraw funds from the pooled investments without penalty.

(c) The duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering the agreement give written notice to an existing local government investment pool which is organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006.

- (d) The method by which the pool will be administered.
 - (e) The manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool.
 - (f) The manner in which strict accountability for all funds will be provided for, including an annual statement of all receipts and disbursements.
 - (g) The manner by which the public corporations will adhere to the requirements of section 5.
- (5) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in certificates of deposit in accordance with all of the following conditions:
- (a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - (b) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - (c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - (d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
 - (e) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- (6) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in deposit accounts that meet all of the following conditions:
- (a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - (b) The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - (c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
 - (d) The financial institution acts as custodian for the public corporation with respect to each deposit account.
 - (e) On the same date that the funds of the public corporation are deposited under subdivision (b), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the public corporation in the financial institution.
- (7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).
- (8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.
- (9) As used in this act:
- (a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.
 - (b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).
 - (c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.
 - (d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—CL 1948, 129.91;—Am. 1964, Act 126, Eff. Aug. 28, 1964;—Am. 1977, Act 66, Imd. Eff. July 20, 1977;—Am. 1978, Act 500, Imd. Eff. Dec. 11, 1978;—Am. 1979, Act 79, Imd. Eff. Aug. 1, 1979;—Am. 1982, Act 217, Imd. Eff. July 8, 1982;—Am. 1988, Act 239, Imd. Eff. July 11, 1988;—Am. 1997, Act 44, Imd. Eff. June 30, 1997;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997;—Am. 2006, Act 400, Imd. Eff. Sept. 29, 2006;—Am. 2008, Act 308, Imd. Eff. Dec. 18, 2008;—Am. 2009, Act 21, Imd. Eff. May 5, 2009;—Am. 2012, Act 152, Imd. Eff. May 30, 2012.

129.92 Repealed. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

Compiler's note: The repealed section pertained to investment of sinking funds and insurance moneys by school districts.

129.93 Existing investments ratified and validated.

Sec. 3. Investments made before the effective date of the amendatory act that repealed section 2 of the surplus funds, sinking funds, or insurance funds of a political subdivision of this state in bonds and other obligations of the United States or its instrumentalities or certificates of deposit or depository receipts of a bank that is a member of the federal deposit insurance corporation as provided under section 1 and former section 2 of this act are hereby ratified and validated.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—CL 1948, 129.93;—Am. 1964, Act 126, Eff. Aug. 28, 1964;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

129.94 Funds accumulated under eligible deferred compensation plan; deposit; investment; existing investments ratified and validated.

Sec. 4. (1) As used in this section:

(a) "Eligible deferred compensation plan" means a deferred compensation plan established and maintained by a governing body, which plan meets the requirements of section 457 of the internal revenue code.

(b) "Financial institution" means a state or nationally chartered bank, a state or federally chartered savings bank, a state or federally chartered savings and loan association, or a state or federally chartered credit union, which financial institution is insured by an agency or instrumentality of the federal government.

(c) "Governing body" means the legislative or governing body of a county, city, village, township, or special assessment district, or an agency, board, or commission of a county, city, village, or township.

(2) The governing body, by resolution, may authorize its treasurer or chief fiscal officer to deposit funds received under an eligible deferred compensation plan in a financial institution authorized by law to do business in this state or with an authorized deferred compensation agent appointed by the governing body. Notwithstanding any other provision of this act, the treasurer or chief fiscal officer, as authorized by resolution of the governing body, may place funds accumulated under an eligible deferred compensation plan with a financial institution authorized to do business in this state, a state or federally licensed investment company or insurance company authorized to do business in this state, or trust established by public employers for the commingled investment of the amounts held under deferred compensation and retirement plans, which funds shall be invested by the financial institution, insurance company, investment company, or trust as directed by the governing body. The investment of eligible deferred compensation plan funds shall be in the manner and for the purposes described in section 457 of the internal revenue code.

(3) The investment of funds accumulated under an eligible deferred compensation plan of a governing body prior to the effective date of the amendatory act that added this section, which investments otherwise meet the requirements of this section, are ratified and validated.

History: Add. 1988, Act 285, Imd. Eff. Aug. 1, 1988.

129.95 Investment policy; adoption by governing body.

Sec. 5. (1) Not more than 180 days after the end of a public corporation's first fiscal year that ends after the effective date of the amendatory act that repealed section 2, a governing body, in consultation with the investment officer, shall adopt an investment policy that, at a minimum, includes all of the following:

(a) A statement of the purpose, scope, and objectives of the policy, including safety, diversification, liquidity, and return on investment.

(b) A delegation of authority to make investments.

(c) A list of authorized investment instruments. If the policy authorizes an investment in mutual funds, it shall indicate whether the authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share or also includes securities whose net asset value per share may fluctuate on a periodic basis.

(d) A statement concerning safekeeping, custody, and prudence.

(2) A governing body that as of the effective date of the amendatory act that repealed section 2 has adopted an investment policy that substantially complies with the minimum requirements under subsection (1) is not in violation of this section as long as that policy remains in effect.

History: Add. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

129.96 Execution of order to purchase or trade funds of public corporation; providing copy of investment policy; public corporation subject to subsection (1); report.

Sec. 6. (1) Subject to subsection (2), before executing an order to purchase or trade the funds of a public corporation, a financial intermediary, broker, or dealer shall be provided with a copy of the public corporation's investment policy and shall do both of the following:

- (a) Acknowledge receipt of the investment policy.
- (b) Agree to comply with the terms of the investment policy regarding the buying or selling of securities.

(2) A public corporation is subject to subsection (1) beginning on the date that the investment policy of a public corporation takes effect or 180 days after the end of the public corporation's first fiscal year ending after the effective date of the amendatory act that repealed section 2, whichever is earlier.

(3) The investment officer shall provide quarterly a written report to the governing body concerning the investment of the funds.

History: Add. 1997, Act 196, Imd. Eff. Dec. 30, 1997;—Am. 2007, Act 213, Imd. Eff. Dec. 27, 2007.

129.97 Long-term or perpetual trust fund; investment of assets; resolution authorizing investment officer same authority as investment fiduciary under MCL 38.1132 to 38.1140m; conditions.

Sec. 7. Notwithstanding any law or charter provision to the contrary, if a public corporation has a long-term or perpetual trust fund consisting of money and royalties or money derived from oil and gas exploration on property or mineral rights owned by the public corporation, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the long-term or perpetual trust fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

History: Add. 2008, Act 220, Imd. Eff. July 16, 2008.

129.97a Investment of assets of special revenue fund by investment officer; resolution granting authority; annual special revenue fund report.

Sec. 7a. (1) Notwithstanding any law or charter to the contrary, if a public corporation has a special revenue fund consisting of payments for park operations and maintenance, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the special revenue fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

(2) The investment officer shall prepare and issue an annual special revenue fund report. The investment officer shall make the annual special revenue fund report available to the citizens of the public corporation. The annual special revenue fund report shall include all of the following:

- (a) The name of the special revenue fund.
- (b) The special revenue fund's investment fiduciaries.
- (c) The special revenue fund's assets and liabilities.
- (d) The special revenue fund's funded ratio.
- (e) The special revenue fund's investment performance.
- (f) The special revenue fund's expenses.

History: Add. 2008, Act 404, Imd. Eff. Jan. 6, 2009.

THE CHARTER TOWNSHIP OF GAINES

INVESTMENT POLICY

1. STATEMENT OF PURPOSE

It is the policy of the Charter Township of Gaines to invest its funds in a manner that will provide the highest investment return with maximum security, while meeting the daily cash flow needs of the township and complying with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

This investment policy applies to all financial assets of the Charter Township of Gaines. These assets are accounted for in the various funds of the township and include the general fund, special revenue funds, enterprise funds, trust and agency funds and any new fund established by the township.

3. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the Charter Township of Gaines' investment activities shall be:

SAFETY - Ensuring the preservation of capital in the portfolio by:

- A. providing all financial institutions a copy of the Charter Township of Gaines' Investment Policy and requiring financial institutions to:

- (1) Acknowledge receipt of the policy and

- (2) Agree to comply with the terms of the policy regarding the buying and selling of securities; and

- B. by diversification that limits the commercial paper of any one company to not more than 10% of the portfolio; and

- c. disbursements of the Township being signed by the Treasurer or his/her deputy and the signature of the Clerk or his/her deputy or the Supervisor, and wire transfers being at the direction of the Treasurer or his/her deputy.

DIVERSIFICATION - Ensuring the diversity of investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Charter Township of Gaines' total investment portfolio will be invested in a single security type or with a single financial institution.

LIQUIDITY - Ensuring the availability of funds to meet disbursement needs without compromising safety by:

- a. restricting at least 5% of the general fund portfolio to a maturity within 30 days, and
- * b. restricting at least 90% of the portfolio of all funds to a maturity of one year or less.

RETURN ON INVESTMENT - Ensuring a market rate of return on qualified and prudent investments without compromising safety and liquidity by:

- a. utilizing multiple financial institutions for placing investments in a competitive manner, and
- b. regularly comparing published market data with offers received for investments.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 41.77 and Resolution #98-MAY-11-T01 of the Charter Township of Gaines approved on May 11, 1998, and amended on July 9, 2001. Management responsibility for the investment program is hereby delegated to the township treasurer per MCL 41.77, who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the township treasurer. The treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

Section 1 of Act No. 20 of Public Acts of 1943, as amended, and as hereafter shall be amended, being Section 129.91, et seq. of the Michigan Compiled Laws, provides:

The Legislative or governing body of a county, city, village, township or special assessment district, or an agency, board, or commission of a county, city, village or township, by resolution, may authorize its treasurer or other chief fiscal officer to invest surplus funds belonging to and under the control of the political subdivision, special assessment district, or agency, board, or commission of a county as follows:

- a. In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States.
- b. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation, or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation, or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union complies with subsection (2).
- c. In commercial paper rated at the time of purchase within the highest classification established by not less than 2 standard rating services which matures not more than 270 days after the date of purchase.
- d. In United States government or federal agency obligation repurchase agreements.
- e. In bankers' acceptances of United States banks.
- f. In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Investment in any mutual fund is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- g. In obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act being Public Act 7 of 1967, Michigan Compiled Laws 124.501 to 124.512.
- h. In investment pools organized under the Surplus Funds Investment Pool Act, being Public Act 367 of 1982, Michigan Compiled Laws 129.111 to 129.118.
- I. In investment pools organized under the Local Government Investment Pool Act, being Public Act 121 of 1985, Michigan Compiled Laws 129.141 to 129.150.

j. Federally insured certificates of deposit issued through the Certificates of Deposit Account Registry Service: (CEDARS) by financial institutions located in the United States provided that the funds are initially invested by the jurisdiction through a financial institution that is participating in CDARS and that is located and doing business in the State of Michigan, the financial institution in the State of Michigan receives reciprocal deposits from customers of other financial institutions in an amount equal to the funds initially invested by the jurisdiction; and each such certificate of deposit is in an amount that is eligible for full FDIC insurance coverage.

A county, city, village, township or special assessment district investing funds under conditions listed above shall not deposit or invest the funds in a bank, savings and loan association or credit union which is not eligible to be a depository of surplus funds belonging to the state under Section 5 or 6 of Act No. 105 of Public Acts of 1855, as amended, being Sections 21.145 and 21.146 of the Michigan Compiled Laws.

6. SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Charter Township of Gaines shall be on a cash basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

7. STANDARD OF PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of a fiduciary standard of prudence, discretion and intelligence exercise in the management of the affairs of another person, with preservation of principal being the overall objective. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

8. INVESTMENT ACTIVITY REPORT

 The treasurer shall annually provide a written report to the township board concerning the investment of township funds.

9. EFFECTIVE DATE OF POLICY

The effective date of this policy is August 10, 2009

Gaines Charter
Township

Memo

To: Gaines Charter Township Board of Trustees

From: Jonathan Seyferth, Township Manager

Date: July 6, 2021

Re: ARPA – Authorized representative – contact person

As we move closer to the distribution of the \$2.7 million Gaines Township is scheduled to receive via the ARPA (1/2 in 2021), there are a few steps we need to take in preparation.

First, we must name a Township authorized representative, and a contact person. These appointments do not have to be one and the same.

I would like to suggest that the Treasurer be appointed the authorized representative, as she has easy access to the financial information which will be required.

As Township Manager, I would be happy to fill the role of contact person.

There are a lot of reporting requirements associated with requesting the funds, accepting the funds, and allocating the funds. Validating budget documentation will be required throughout the process, along with making sure everything is in place for after funding audits.

Appointing two individuals (one representative and a different contact person) will result in shared responsibility from the beginning of the process.

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

(RESOLUTION NO. 21-__)

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

**A RESOLUTION OF INTENT TO PROVIDE FIRE AND PUBLIC
SAFETY SERVICES IN THE TOWNSHIP AND TO AUTHORIZE
AND DIRECT THE PREPARATION OF PLANS AND ESTIMATES
OF PROVIDING THE FIRE AND PUBLIC SAFETY SERVICES
AND THE CREATION OF A SPECIAL ASSESSMENT DISTRICT
TO DEFRAY THAT COST.**

Minutes of a _____ meeting of the Gaines Charter Township Board, Kent County,
Michigan, held in the Township Hall, 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316,
on _____, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following Resolution was offered for adoption by Township Board Member
_____ and supported by Township Board Member _____:

WHEREAS, Section 1(3) (being MCL 41.801 *et seq*) of Act 33 of the Public Acts of
Michigan of 1951, as amended (“Act 33”) and Section 20948 (being MCL 333.20948) of Act 368
of the Public Acts of 1978 (“Act 368”), provide that the Township Board may proceed to defray
the cost of purchasing, operating and / or contracting for fire, first responder, emergency rescue
and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing
fire protection, rescue, first responder, public safety, police and related services, maintenance and
operations (collectively, the “Services”) by special assessment on the lands and premises in the

township to be benefitted, except for lands and premises exempt from the collection of taxes under the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893 (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special legislation are not exempt and shall be subject to the proposed special assessment.); and

WHEREAS, such proposed special assessment will help defray the cost and expenses of maintenance, operations and capital improvements and expenses for the Services; and

WHEREAS, there exists a need for the Services in the Township, and Act 33 provides that means to finance the Services.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Township Board tentatively intends to proceed pursuant to Act 33 and Act 368 to provide the Services and to defray the cost of the Services by special assessment on the lands and premises in the Township to be benefitted, except for lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special legislation are not exempt and shall be subject to the proposed special assessment).

2. The Township Supervisor (or his designee) is authorized and directed to investigate and prepare a report showing the necessary plans, profiles, specifications, and costs of the Services. The report shall make recommendations on the following:

(a) What portion of the cost of the proposed Services should be paid by special assessment on the properties benefitted and what portion, if any, should be paid by the Township at large, for any benefit to the Township at large;

(b) The extent of the Services and the boundaries of the special assessment district; and

(c) Any other fact, information or recommendation that will aid the Township Board in determining whether to proceed with the proposed special assessment district.

3. Upon completion of the report, it shall be filed with the Township Clerk and copies delivered to the Township Board.

4. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded, but only to the extent of such conflict.

5. That all actions heretofore taken by Township officials, employees, and agents with respect to the Services and proceedings regarding this matter are hereby ratified and confirmed.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Michael Brew
Gaines Charter Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

I, Michael Brew, Gaines Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Gaines at a regular meeting held on _____, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

Michael Brew
Gaines Charter Township Clerk

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

(RESOLUTION NO. 21-__)

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

**DECLARATION OF INTENT TO LEVY A SPECIAL
ASSESSMENT FOR FIRE AND PUBLIC SAFETY SERVICES;
TENTATIVE DESIGNATION OF THE SPECIAL
ASSESSMENT DISTRICT; NOTICE OF THE PUBLIC
HEARING.**

Minutes of a _____ meeting of the Gaines Charter Township Board, Kent County,
Michigan, held in the Township Hall, 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316,
on _____, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following Resolution was offered for adoption by Township Board Member
_____ and supported by Township Board Member _____:

WHEREAS, Section 1(3) (being MCL 41.801 *et seq*) of Act 33 of the Public Acts of
Michigan of 1951, as amended (“Act 33”) and Section 20948 (being MCL 333.90480) of Act 368
of the Public Acts of 1978 (“Act 368”), provide that the Township Board may proceed to defray
the cost of purchasing, operating, and / or contracting fire, first responder, emergency rescue and
police motor vehicles, apparatus, equipment, capital improvements, and housing and providing
fire protection, rescue, first responder, police, public safety and related services and operations

(collectively, the “Services”) by special assessment on the lands and premises in the township to be benefitted, except for lands and premises exempt from the collection of taxes under the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893 (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment); and

WHEREAS, there exists a need for the Services in the Township, and Act 33 provides that means to finance the Services.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Township Board intends to proceed pursuant to Act 33 and Act 368 to provide the Services and to defray the cost of the Services by special assessment on the lands and premises in the Township to be benefitted, except for lands and premises exempt from the collection of taxes under the General Property Tax Act (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment). The Services and estimated costs are described on Exhibit A as attached hereto.

2. The Township Board has authorized the preparation of an estimate of the cost and expense of providing the Services, which has been filed with the Township Clerk.

3. The Township Board anticipates assessing the costs of the Services on a yearly basis beginning in 2021 based upon the estimates on file with the Township and the resolutions adopted by the Township Board pursuant to this process. Each year thereafter, on or before each

September 30, the Township Board shall, to the extent possible, ascertain the Services costs for the coming year. Each year, the Township Board shall annually determine and establish the amount to be assessed based on unexpended funds, cash on hand, and the estimated project costs for that year, shall hold a hearing on the estimated costs and expenses of police, public safety, rescue and fire protection and on the distribution of the levy, shall direct the Supervisor to distribute the special assessment levy, and shall assess that approved amount. The costs for administration, publication and legal costs and expenses and other expenses for creating and setting up this special assessment district shall be assessed in 2021.

4. The Township Board hereby tentatively designates a special assessment district known as the Fire and Public Safety Special Assessment District, consisting of all lots and parcels of property located within the boundaries of Gaines Charter Township, against which lots and parcels all or a portion of the cost of the Services shall be assessed.

5. As currently proposed, the special assessment would be for 15 years (beginning in 2021) and would be assessed at the equivalent of 1.5 mills (\$150 for each \$1,000 of taxable value) for each lot or parcel. It is estimated that the special assessment would raise approximately \$1.4 million in total during its first year.

6. The Township Board shall hold a public hearing on August 9, 2021 at 7:00 p.m. at the Township Hall at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316 to hear and consider comments and objections to the estimate of cost, the creation of a special assessment district, the special assessment district tentatively designated herein, and defraying the expenses of the special assessment district on the property to be especially benefitted (except property exempt from the collection of taxes; However, lands and premises otherwise subject to special

assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment) and all other matters relating to the creation of the proposed special assessment district.

7. The Township Clerk shall cause to be published a Notice of the Public Hearing, Exhibit B as attached, in The Sun & News, a newspaper of general circulation within the Township, at least two (2) times prior to the public hearing, with the first publication at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the Township Board.

8. The Township Clerk, at least ten (10) days prior to the date of the public hearing, shall also send a Notice of the Public Hearing, Exhibit B, by first class mail addressed to each record owner, or party in interest, of each parcel of property to be assessed, at the address shown for such owner or party in interest upon the last Township tax assessment records, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein, except in the case of railroad companies which shall be mailed a notice of the public hearing by registered mail.

9. The form of the Notice of the Public Hearing to be mailed and published, as required herein, shall be substantially as set forth in Exhibit B hereto.

10. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded, but only to the extent of any such conflict.

11. Following the public hearing, the Township board may revise, correct, amend or change the plans, estimate of cost, boundaries or other aspects of the special assessment district.

12. All actions heretofore taken by Township officials, employees, and agents with respect to the Services and proceedings regarding this matter are hereby ratified and confirmed.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Michael Brew
Gaines Charter Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

I, Michael Brew, Gaines Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Gaines Charter at a regular meeting held on _____, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

Michael Brew
Gaines Charter Township Clerk

EXHIBIT A

(THE SERVICES)

The Services are described as providing fire, first responder, emergency, rescue, public safety and police services to and within the Township. The Services will be provided through the Dutton Fire Department, the Cutlerville Fire Department, the Kent County Sheriff's Department and any other or additional fire and/or police departments or providers that the Township may retain, contract with, establish or commence. The costs and expenses covered or paid for by the special assessment can include any, some or all of the following:

- (1) Operating and maintenance costs and expenses.
- (2) Contract fees and costs.
- (3) Salaries, compensation, benefits and similar costs and expenses.
- (4) Capital improvements, fixtures, buildings, leases, and _____.
- (5) Equipment, vehicles, and other items.
- (6) _____.

Projected/Estimated Total Cost for the Fire and Public Safety Services:
for the Entire Duration of the Special Assessment - \$ 40,500,000 total

Projected/Estimated Total Cost per Year of the
Services - \$2,700,000

[All costs and assessments are subject to changes and increases as provided by Act 33]

EXHIBIT B

GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

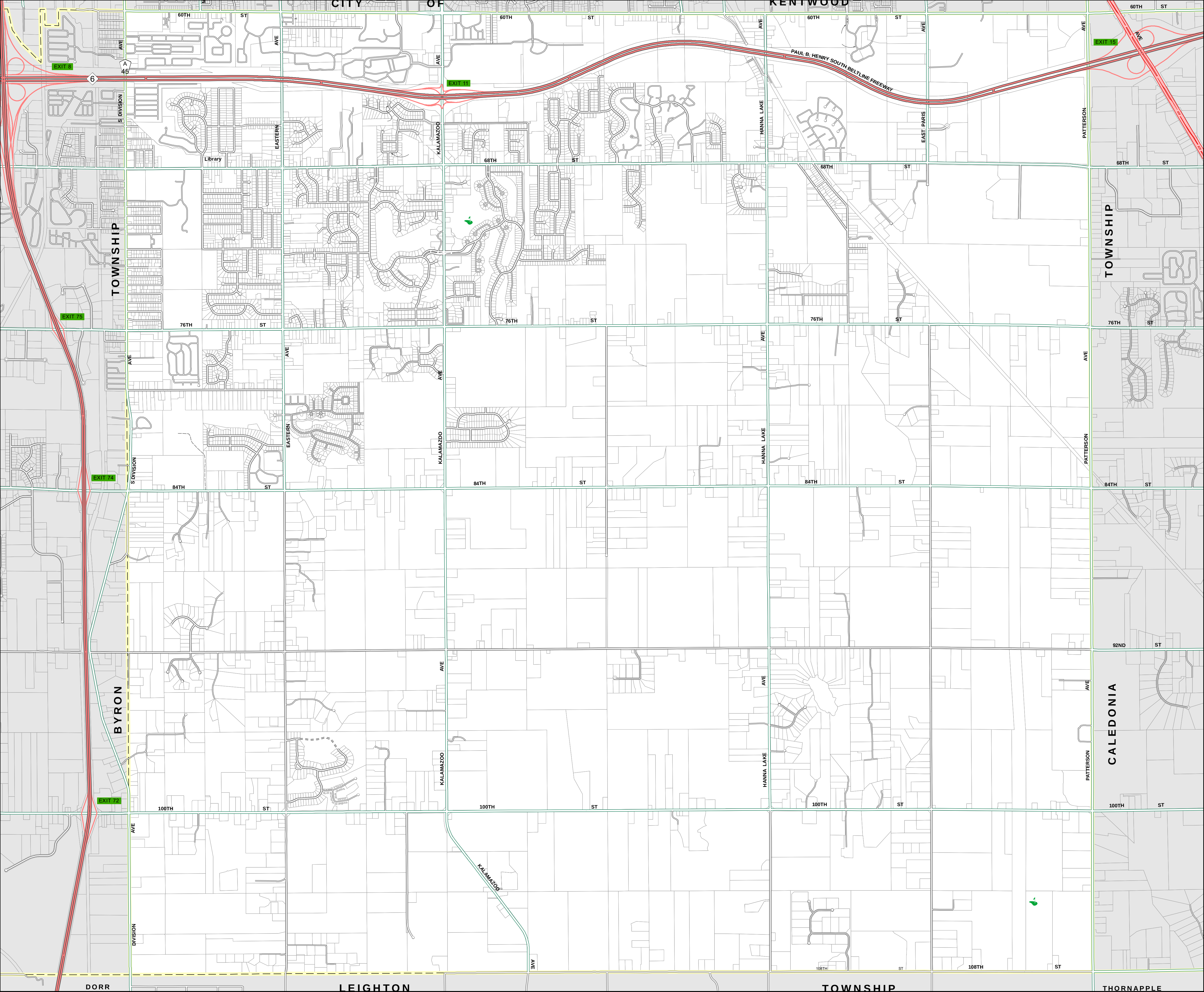
NOTICE OF PUBLIC HEARING

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Gaines, Michigan, Kent County, Michigan, intends to proceed pursuant to Act 33 of the Public Acts of Michigan of 1951 (“Act 33”) and Act 368 of the Public Acts of Michigan of 1978 (“Act 368”) to defray the cost of purchasing, operating, and / or contracting fire, first responder, emergency rescue and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing fire protection, rescue, first responder, police, public safety and related services, maintenance and operations (collectively, the “Services”) in the Township by special assessment on the lands and premises in the Township to be benefited, except for lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment).

The Township Board has resolved its intention to proceed pursuant to Act 33 and Act 368 to provide the Services in the Township. The Township Board has tentatively determined that some or all of the cost of the Services shall be specially assessed against each of the lots and parcels of land located in the proposed Fire and Public Safety Special Assessment District (the “Special Assessment District”). The proposed Special Assessment District shall be comprised of all lots and parcels of property located within the boundaries of the Charter Township of Gaines, Kent County, Michigan. A map of the tentative proposed special assessment district is as follows:

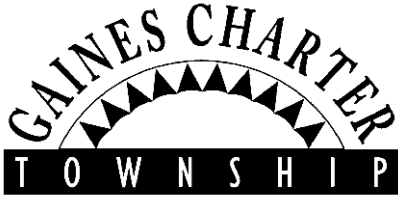
[Map of the Township]



Gaines Charter Township

Kent County, MI

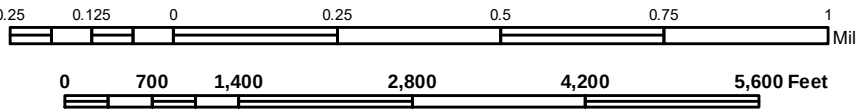
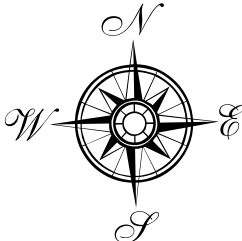
Parcel Map
2021



Base Map Legend

- Freeway
- Freeway Ramp
- Highway
- Primary
- Secondary
- Private
- Municipal Boundaries
- Parcels

This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.



MAP SCALE 1:18,600



FIRST PUBLIC HEARING

TAKE NOTICE that the Township Board of the Township of Gaines Charter will hold a public hearing on Monday, August 9, 2021, at 7:00 p.m. in the Township Hall 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316 to hear and consider comments and objections to the estimate of cost, the creation of a special assessment district, the special assessment district tentatively designated, and defraying the expenses of the special assessment district on the property to be especially benefited, except property exempt from the collection of taxes (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment), and all other matters relating to the creation of the proposed special assessment district.

TAKE FURTHER NOTICE that there is a right of referendum available to property owners under Act 33 on the question of defraying the expenses of Services by special assessment.

TAKE FURTHER NOTICE that the estimates of cost for the Services are on file with the Township Clerk for public examination.

TAKE ADDITIONAL NOTICE THAT AFTER THE CREATION OF THE DISTRICT, THE TOWNSHIP WILL ANNUALLY DETERMINE THE AMOUNT TO BE ASSESSED FOR FIRE, PUBLIC SAFETY, RESCUE AND OTHER SERVICES, SHALL HOLD A HEARING ON THE ESTIMATED COSTS AND EXPENSES OF POLICE, RESCUE, PUBLIC SAFETY, AND FIRE PROTECTION AND ON THE DISTRIBUTION OF THE LEVY AND SHALL DIRECT THE SUPERVISOR TO DISTRIBUTE THE SPECIAL ASSESSMENT LEVY AS APPROVED.

PROPERTY SHALL NOT BE ADDED TO THE PROPOSED SPECIAL ASSESSMENT DISTRICT AND THE ORIGINAL ESTIMATE OF COSTS SHALL NOT BE INCREASED BY 10% OR MORE PER YEAR WITHOUT FURTHER NOTICE AND PUBLIC HEARING. HOWEVER, IF A LOT OR PARCEL IS PERMANENTLY COMBINED AFTER THE SPECIAL ASSESSMENT DISTRICT HAS BEEN CREATED, APPROVED AND IS IN PLACE, THEN IN THAT SITUATION, THE SPECIAL ASSESSMENT SHALL BE ADJUSTED FOR THAT PROPERTY TO REFLECT THE EXISTENCE THEREAFTER OF ONLY ONE LOT OR PARCEL. LIKEWISE, IF A LOT OR PARCEL IS SPLIT OR DIVIDED AFTER THE SPECIAL ASSESSMENT DISTRICT HAS BEEN CREATED, APPROVED AND IS IN PLACE, EACH OF THE NEW RESULTING LOTS OR PARCELS IN THAT SITUATION SHALL BE CONSIDERED A SEPARATE LOT OR PARCEL FOR PURPOSES OF THE SPECIAL ASSESSMENT TO BE APPLIED.

Periodic redeterminations of the costs of the Services may be necessary, without a change in the Special Assessment District, and in that event, such redeterminations may be made by the Township Board without further notice to record owners or parties in interest in the lands in the Special Assessment District, in accordance with the provisions of said Act 33 (unless the amounts assessed increase by 10% or more from the prior year, in which case notice and public hearing will occur).

TAKE FURTHER NOTICE that a property owner or person in interest must either appear and object at the public hearing or submit a letter of appearance and objection to the Township prior to the public hearing in order to preserve the person's right to appeal the special assessment to the Michigan Tax Tribunal. A record owner of land may appeal a special assessment by filing

a written appeal with the Michigan Tax Tribunal within 30 days after written confirmation of the special assessment roll.

SECOND PUBLIC HEARING

TAKE NOTICE that after the first public hearing for which this Notice is given is held, there will be a second public hearing specifically regarding the assessment roll and the assessments against each parcel and lot in the Special Assessment District and that an owner or other person having an interest in the real property must appear and protest at the public hearing on the assessment roll in order to appeal the amount of their assessment to the Michigan Tax Tribunal.

This notice was authorized by the Township Board of the Charter Township of Gaines.

FOR FURTHER INFORMATION PLEASE CONTACT:

Dated: _____, 2021

Michael Brew, Clerk of
Gaines Charter Township
8555 Kalamazoo Avenue SE
Caledonia, Michigan 49316
Telephone: (616) 698-7980

Gaines Charter
Township

Memo

To: Gaines Charter Township Board of Trustees

From: Jonathan Seyferth, Township Manager/Rob DeWard, Township Supervisor

Date: July 7, 2021

Re: Road Closure Request

The residents of Willard Avenue, SE have requested approval to close Willard Avenue between 68th and 70th streets for two hours the evening of August 5, 2021 (6:30-8:30pm).

The date is a Thursday evening, and the request encumbrances a one block stretch.

The purpose is to hold a block party, including children's games and a BBQ. This would be the first block party for this neighborhood, and they hope it will become an annual event.

Kim Triplett

From: Brent Rudin <brudin@sbcglobal.net>
Sent: Wednesday, July 7, 2021 9:03 AM
To: Diane Hansen
Cc: Kim Triplett
Subject: Re: Willard Ave block party request

Thanks Diane, and good to connect with you again, Kim, after your help with my son's butterfly Eagle Scout project!

On Jul 7, 2021 at 8:41 AM, <[Diane Hansen](mailto:Diane.Hansen@gainestownship.org)> wrote:

Good Morning,

I didn't talk with you yesterday; however, I am forwarding your e-mail to Kim Triplett, the Executive Secretary, for her assistance with this matter.

Kim, please see the below e-mail, to see if you will be able to help or point them in the right direction. Thank you!

Thank you,
Diane

Diane Hansen
Department Administrative Assistant
Direct Dial: 616-438-9076
diane.hansen@gainestownship.org

From: Brent Rudin [<mailto:brudin@sbcglobal.net>]
Sent: Tuesday, July 6, 2021 11:37 PM
To: Diane Hansen <diane.hansen@gainestownship.org>
Subject: Willard Ave block party request

Hi Diane -

I called the township office on Tuesday and spoke to someone - perhaps you - about the process of blocking off our street for a neighborhood block party. If you are not the correct person at the Township, can you forward this to the right person?

The first step I was told was to have the request approved by the Township at the next meeting. I'm hoping this email can serve as the request. I would also be happy to attend the meeting next week if necessary.

The residents of Willard Avenue SE would like to close our road (1 block between 68th Street and 70th Street) to traffic on Thursday evening, August 5, 2021 between 6:30-8:30.

This will be the first block party that anyone on the street can recall, and we hope it will become an annual event. Residents have been notified of this potential event and plans are underway to share a meal and other activities with one another.

Blocking off the street to traffic will provide a safe space for adults and children to sit in lawn chairs, talk with one another, play games, and enjoy a BBQ on the street.

*Respectfully submitted,
Brent and AnnElise Rudin
Unofficial Block Party Organizers
6874 Willard Ave SE
765-667-6310*

Please let me know the next steps so I can follow through and communicate the plan to my neighbors.



8555 Kalamazoo Ave., SE

Caledonia, MI 49316

616-698-6640

NOTICE

Gaines Charter Township Board of Trustees

July 12, 2021

The Gaines Charter Township Board of Trustees reserves the right to meet in closed session, during the July 12, 2021 7:00PM public meeting, pursuant to the Open Meetings Act, being MCL 15.268 *et seq.*, in regard to confidential attorney-client privilege legal advice presented in a written legal opinion.

MATERIAL EXEMPT FROM DISCLOSURE BY STATUTE

Pursuant to Section 8(h) of the OMA, a public body may meet in a closed session to “consider material exempt from discussion or disclosure by state or federal statute.” MCL 15.268(h). Thus, any document or topic that is specifically exempt or deemed confidential by state or federal law may be discussed in closed session.

One of the more commonly cited reasons is to discuss written opinions subject to the attorney-client privilege. Attorney-client privileged written communications are exempt by statute pursuant to Section 13(1) (g) of the Michigan Freedom of Information Act (“FOIA”). MCL 15.243(1) (g). As a result, Michigan Courts have also found that a public body may go into closed session to consider material subject to attorney-client privilege. *Booth Newspapers, Inc v Wyoming City Council*, 168 Mich App 459; 425 NW2d 695 (1988). However, the closed session must be limited to the discussion of confidential legal advice presented in a written legal opinion. Thus, the public body must not discuss any matters outside the legal advice presented in the written opinion or verbal legal opinions from an attorney. Moreover, any “decision,” (defined in part as any determination, action, vote or disposition, or public policy) may not be made in the closed session. Put another way, no motions or Board actions should be taken in closed session. No discussion of public policy should be made in closed session under this exemption.

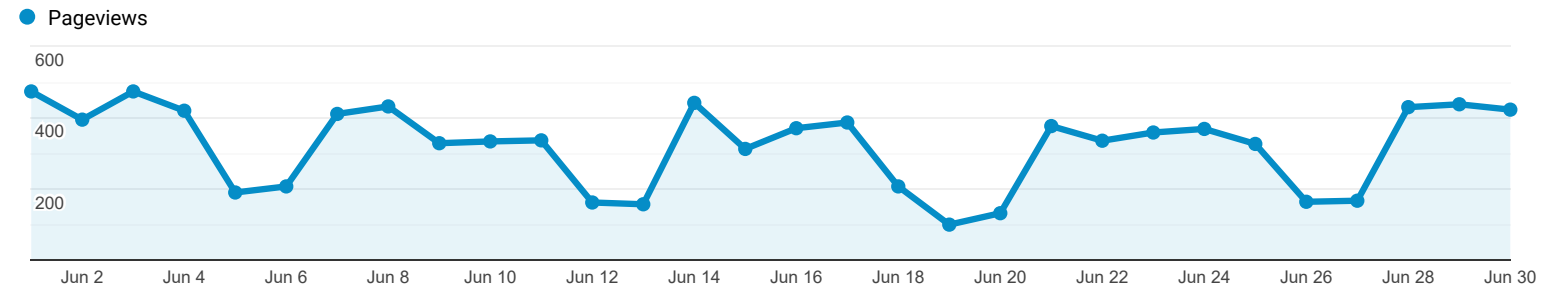
- **Open Meetings Act.** Closed Session minutes are exempt from disclosure by statute, Section 7(2) of the OMA. The Attorney General has opined that the public body may go into closed session to discuss closed session minutes.

Pages

 All Users
100.00% Pageviews

Jun 1, 2021 - Jun 30, 2021

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	9,643 % of Total: 100.00% (9,643)	7,629 % of Total: 100.00% (7,629)	00:01:23 Avg for View: 00:01:23 (0.00%)	4,291 % of Total: 100.00% (4,291)	50.90% Avg for View: 50.90% (0.00%)	44.50% Avg for View: 44.50% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	2,361 (24.48%)	1,842 (24.14%)	00:00:55	1,674 (39.01%)	32.62%	37.27%	\$0.00 (0.00%)
2. /document_center/index.php	710 (7.36%)	550 (7.21%)	00:03:14	170 (3.96%)	81.18%	65.21%	\$0.00 (0.00%)
3. /residents/index.php	608 (6.31%)	353 (4.63%)	00:01:19	31 (0.72%)	70.97%	29.77%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php	537 (5.57%)	465 (6.10%)	00:00:54	170 (3.96%)	64.12%	50.84%	\$0.00 (0.00%)
5. /online_services/index.php	292 (3.03%)	269 (3.53%)	00:03:22	101 (2.35%)	66.34%	57.53%	\$0.00 (0.00%)
6. /revize/gaines/	263 (2.73%)	206 (2.70%)	00:00:42	195 (4.54%)	42.56%	43.35%	\$0.00 (0.00%)
7. /parks_and_recreation/prairie_wolf_park.php	262 (2.72%)	175 (2.29%)	00:01:08	165 (3.85%)	55.15%	55.34%	\$0.00 (0.00%)
8. /departments/water_sewer.php	260 (2.70%)	205 (2.69%)	00:02:16	170 (3.96%)	45.88%	44.23%	\$0.00 (0.00%)
9. /gaines_charter_township/bid_ops.php	229 (2.37%)	206 (2.70%)	00:00:20	200 (4.66%)	88.00%	86.90%	\$0.00 (0.00%)
10. /departments/planning_zoning.php	180 (1.87%)	147 (1.93%)	00:00:58	89 (2.07%)	33.71%	29.44%	\$0.00 (0.00%)

Rows 1 - 10 of 410



8555 Kalamazoo Ave. SE
Caledonia, MI 49316

www.gainestownship.org

Phone: 616-698-6640
Fax: 616-698-2490

August 5, 2021

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

RE: August 9, 2021 Board Meeting

Dear Members of the Gaines Township Board:

I hope this letter finds you well.

Please find following this letter the August 2021 board packet. There are several large items on the agenda for Monday night, including the first Public Hearing on the proposed Public Safety Special Assessment District. I am anticipating a large turnout for Monday's meeting and the Public Hearing.

To give you some context on how the Public Hearing will proceed, we'll start with a presentation from Lt. Justin DeBoode from the Kent County Sheriff's Office, Chief Paul Sheely and myself. Lt. DeBoode and Chief Sheely will talk about the services their departments provide and then I'll give an overview of the budget impacts Public Safety has on our budget. We'll then move into comments/feedback from the public.

Depending on how the Public Hearing goes, the board will have the option to adopt the next resolution in the process. I have a memo on that in the packet so I won't dive into that here. The other out of the ordinary item on this month's agenda is the establishment of an investment committee. If you have someone in mind for that committee, please come ready to make a recommendation of that individual(s). I've prepared a memo on that topic as well and already have three individuals (myself included) as recommendations for that review committee.

Other items on the agenda this month are rather run of the mill and most have memos attached explaining what's being requested.

If you have any questions on any of the items, please don't hesitate to reach out.

Sincerely,

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

Jonathan Seyferth
Township Manager

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

August 9, 2021

Opening Prayer 7 PM ~ Rob DeWard

Pledge of Allegiance

PLEASE FOLLOW CURRENT CDC COVID-19 GUIDELINES

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Usual Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Bob Terpstra, Dan Fryling, Kathy Vander Stel, Township Manager Jonathan Seyferth, Planner Department – Dan Wells

1. CALL TO ORDER AND ATTENDANCE AT 7 PM –
2. Declaration of any Conflict of Interest
3. Review of Consent Agenda
4. Approval of Meeting Agenda
5. CUSTOMARY ITEMS
 - 1) Recognition of Individuals and/or Delegations –*3-minute time limit for unscheduled speakers
UNSCHEDULED SPEAKERS – PLEASE INDICATE NAME/ADDRESS/PHONE #/TOPIC OF DISCUSSION ON PAD PROVIDED ON PODIUM
6. Public Hearing – Proposed Special Assessment District for Public Safety

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.

7. CONSENT AGENDA

1) Board Meeting Minutes

- A. Meeting Minutes from July 12, 2021

2) Building Department

- A. Building Department July 2021 Revenue Reports– Summary for Mechanical & Plumbing Permits, Electrical Revenue Report - *(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_03_2021 thru 7_27_2021(TCF)
B. Payments of the bills the amount of \$125,706.75
C. Check Register for 7_27_2021 thru 7_27_2021(Macatawa)
B. Payments of the bills in the amount of \$213,064.22

TOTAL BILL PAYMENTS FROM 07_03 THRU 07_27_2021 IN THE AMOUNT OF: \$338, 770.97

Motion to Approve Consent Agenda - ACTION ITEM

8. DEPARTMENT/OFFICE REPORTS

a) Clerk's Office –

b) Planning –

1. Request for Platted lot combination – 62 and 102 Coleman SE
2. 7884, 7788 and 7920 Eastern Ave, Rezone from R14 to PUD
3. 2451, 2571, and 2701 76th ST – tentative Preliminary Plat for Phase 1 Alexander Trails
4. Final Plat approval – Preservation Lakes Phase IV

c) Treasurer's Department

1. File 2nd Qtr. Financial Report

d) Assessing Department - NONE

e) Water & Sewer Department

1. Payment Plan 561 68th St. Sewer Connection

f) Building Department

1. Professional Development Request

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

10. SUPERVISOR/TOWNSHIP MANAGER OFFICES

Action Items:

a) Proposed Special Assessment District for Public Safety

Consider resolution #3 – Resolution determines the Township wants to pursue the Services, approves the plans and cost estimates, and the district. The resolution also directs the Township Supervisor to make roll

b) Troy with Mosher and Farnham Drain Project Assessment at large

c) Cost of maintenance of Township drains

d) Establish Investment Committee

NON-ACTION

- a) *Dutton Fire – Hire*
- b) *Cutlerville Fire June 2021 Run Report*
- c) *Community Policing officer July 2021 Report*
- d) *Website stats for July 2021 - 8,615 visitors*

11. COMMENTS & DISCUSSION

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

12. ADJOURNMENT

- 1) *The September 2021 meetings will be held 13th and September 27th*

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

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
July 12, 2021**

Present: DeWard, Brew, Lemke, Fryling, Haagsma, Terpstra

Absent with notice: VanderStel

Township Manager Jonathan Seyferth was also present

Opening prayer was given by Terpstra 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

Lemke will have a conflict of interest on closed session matter.

3. Review of the Consent Agenda

The June 14 minutes contained an incorrectly recorded vote.

4. Proposed Agenda

Motioned by Haagsma and supported by Terpstra to approve the proposed agenda with the addition of an additional voting item under supervisor to formally accept American Rescue Plan Act (ARPA) Funds.

VOICE VOTE: All Ayes. Motion Carried.

5. Recognition of Individuals and/or Delegations.

Tim Garvin, 3700 76th Street, spoke of the size and age of storm drains on 76th Street. He noted that the culvert near his residence is constructed with wood and is extremely smaller than those surrounding his property. The recent large rainfall and typical rainfall in the spring and fall has caused significant flooding for his and nine neighboring properties. Mr. Garvin forwarded pictures to Manager Seyferth to forward to the drain commissioner and road commission.

Shirley Bruursema reminded that October 9, 2021 will be the date for the Heritage Festival.

Shirley Bruursema and Lance Werner spoke on behalf of Kent District Library reviewing their annual report noting the progress made during the COVID pandemic.

6. Consent Agenda

Motioned by Haagsma and supported by Fryling to approve the consent agenda including payment of bills for 06/04/2021 through 06/28/2021 in the amount of \$166,181.59 and including the correction to the June 14 Meeting minutes.

ROLL CALL VOTE: DeWard – yes, Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra - yes, Brew – yes. Motion carried.

7. Department/Office Reports

A. Clerk's Office

1) Minutes from May 24, 2021 Meeting – Regular meeting vs special meeting

Motion by Lemke and seconded by Fryling to re-correct the heading to read regular meeting.

VOICE VOTE: All Ayes. Motion carried.

2) Professional Development Request – Deputy Clerk

Motion by Haagsma and seconded by Lemke to approve the professional development request for attending the free education day for Michigan Association of Municipal Clerks (MAMC).

ROLL CALL VOTE: Haagsma – yes, Lemke – yes, Terpstra- yes, Brew – yes, DeWard - yes, Fryling – yes. Motion carried.

3) Professional Development Request – Deputy Clerk

Motion by Haagsma and seconded by Terpstra to approve the professional development request for attending the Clerk 101 for Michigan Association of Municipal Clerks (MAMC).

ROLL CALL VOTE: Lemke – yes, Terpstra- yes, Brew – yes, DeWard - yes, Fryling – yes, Haagsma – yes. Motion carried.

4) Professional Development Request – Clerk

Motion by Haagsma and seconded by Fryling to approve the professional development request for attending the free education day for Michigan Association of Municipal Clerks (MAMC).

ROLL CALL VOTE: Terpstra- yes, Brew – yes, DeWard - yes, Fryling – yes, Haagsma – yes, Lemke – yes. Motion carried.

5) Professional Development Request – Clerk

Motion by Haagsma and seconded by Terpstra to approve the professional development request for attending the Clerk 101 for Michigan Association of Municipal Clerks (MAMC).

ROLL CALL VOTE: Brew – yes, DeWard - yes, Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra- yes. Motion carried.

B. Treasurer's Office

1) Primary Banking

Motioned by Fryling and supported by Haagsma to approve changing our Primary Bank to Macatawa Bank.

ROLL CALL VOTE: Brew – yes, DeWard - yes, Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra- yes. Motion carried.

8. Recognition of individuals and/or delegations

None.

9. Supervisor / Township Manager Office

A. Designated Township Representative for ARPA

Motioned by Terpstra and supported by Haagsma to designate Treasurer Lemke as Designated Representative for ARPA.

ROLL CALL VOTE: DeWard - yes, Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra- yes Brew – yes
Motion carried.

B. Authorized Representative Contact Person for ARPA

Motioned by Terpstra and supported by Haagsma to designate Manager Seyferth as the Authorized Representative Contact Person for ARPA.

ROLL CALL VOTE: Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra - yes, Brew – yes, DeWard – yes
Motion carried.

C. Special Assessment Resolution - Intent to provide fire and public safety services in the township and to authorize and direct the preparation of plans and estimates of providing the fire and public safety services and the creation of a special assessment district to defray that cost.

Motioned by Haagsma and supported by Terpstra to approve the resolution for Special Assessment District.

ROLL CALL VOTE: Haagsma – yes, Lemke – yes, Terpstra- yes, Brew – yes, DeWard - yes, Fryling – yes
Motion carried.

D. Special Assessment Resolution - Intent to levy a special assessment for fire and public safety services; tentative designation of the special assessment district; and notice of the public hearing.

Motioned by Haagsma and supported by Lemke to approve the resolution with intent to levy a special assessment, tentative designation of special assessment district and notice the first public hearing on August 9, 2021.

ROLL CALL VOTE: Lemke – yes, Terpstra - yes, Brew – yes, DeWard – yes, Fryling – yes, Haagsma – yes
Motion carried.

E. Road Closure Request – Willard Avenue – August 5, 2021

Motioned by Lemke and supported by Terpstra to approve the request for Willard Avenue road closure on August 5, 2021 for a block party.

VOICE VOTE: All Ayes. Motion Carried.

F. Accept ARPA Funds

Motioned by Terpstra and supported by Haagsma to formally accept ARPA Funds.

ROLL CALL VOTE: Brew – yes, DeWard - yes, Fryling – yes, Haagsma – yes, Lemke – yes, Terpstra- yes.
Motion carried.

- G. The Gaines Charter Township Board of Trustees needed to meet in closed session pursuant to the Open Meetings Act, being MCL 15.268 et seq., in regard to confidential attorney-client privilege legal advice presented in a written legal opinion.**

Motioned by Haagsma and supported by Terpstra to meet in closed session pursuant to the Open Meetings Act, being MCL 15.268 et seq., in regard to confidential attorney-client privilege legal advice presented in a written legal opinion at 08:33 p.m..

ROLL CALL VOTE: Terpstra - yes, Lemke – conflict of interest, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes. Motion carried.

H. Return to Open Session.

Motioned by Haagsma and supported by Terpstra to return to open session at 09:23 p.m. and delay action and decision on the confidential attorney-client privilege legal advice presented in a written legal opinion until August 9th, 2021 Gaines Township Board of Trustee Regular Board Meeting.

ROLL CALL VOTE: DeWard – yes, Fryling – yes, Haagsma – yes, Lemke – conflict of interest, Terpstra - yes, Brew – yes Motion carried.

10. Comments & Discussion

General discussion on 8460 Kalamazoo Avenue proposed plans / water & sewer requirements

11. Adjournment

Motion by Haagsma and supported by DeWard to adjourn the meeting at 09:56 p.m.

VOICE VOTE: All Ayes. Meeting adjourned.

Michael Brew, Clerk

Robert DeWard, Supervisor



Revenue Breakdown Report

Page: 1 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Unit Totals

Unit Name	Records	Revenue
	186	67,740.80
TOTAL	186	67,740.80

Record Type Totals

Unit:	Records	Revenue
Name	4	90.00
Permit	182	67,650.80
UNIT TOTAL:	186	67,740.80

Record Type Breakdowns

Unit:	Records	Revenue
Record Type: Name	4	90.00
TOTAL:	4	90.00

Record Type: Permit	Records	Revenue
Building	27	44,820.00
Commercial Sign	3	510.00
Deck	1	130.00
Demolition	1	225.00
Electrical	38	7,251.00
Irrigation Meter	2	180.00
Mechanical	60	8,517.80
Mobile Home Building	5	650.00
Mobile Home Plumbing	5	450.00
Plumbing	28	3,677.00
Residential Roofing	8	720.00
Swimming Pool	4	520.00
TOTAL:	182	67,650.80

Record Categories By Type

Unit:	Records	Revenue
Name	4	90.00
TOTAL:	4	90.00

Permit	Type: Building	Records	Revenue
Com, Addition		1	5,735.00
Com, Alteration		2	567.00
Com, New Structure		2	32,934.00
Mobile Home		2	180.00
Res, Addition		1	333.00
Res, Alteration		5	647.00
Res, Roofing		9	810.00
Res. 1 unit Condominium		1	937.00
Res. Accessory Building		2	541.00
Res. New House		2	2,136.00
TOTAL:		27	44,820.00

Permit	Type: Commercial Sign	Records	Revenue
Com. Sign		3	510.00



Revenue Breakdown Report

Page: 2 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

TOTAL:	3	510.00
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Permit	Type: Deck	
Res. Deck	1	130.00
TOTAL:	1	130.00

Permit	Type: Demolition	
Res, Alteration	1	225.00
TOTAL:	1	225.00

Permit	Type: Electrical	
Com. Sign	1	130.00
Electric for Mobile Home	1	86.00
Electrical	33	6,465.00
Fire Alarms	3	570.00
TOTAL:	38	7,251.00

Permit	Type: Irrigation Meter	
Irrigation Meter	1	90.00
Water Meter	1	90.00
TOTAL:	2	180.00

Permit	Type: Mechanical	
Fire Suppression	1	202.80
Fireplace	4	620.00
Furnace	2	220.00
LP Gas Tank	1	150.00
Mechanical	45	6,650.00
Mechanical for Mobile Home	7	675.00
TOTAL:	60	8,517.80

Permit	Type: Mobile Home Building	
Mobile Home	5	650.00
TOTAL:	5	650.00

Permit	Type: Mobile Home Plumbing	
Plumbing for Mobile Home	5	450.00
TOTAL:	5	450.00

Permit	Type: Plumbing	
Plumbing	20	3,077.00
Water Heater	8	600.00
TOTAL:	28	3,677.00

Permit	Type: Residential Roofing	
Res, Roofing	8	720.00
TOTAL:	8	720.00

Permit	Type: Swimming Pool	
Res A.G. Pool	1	130.00
Res. I.G. Pool	3	390.00
TOTAL:	4	520.00

Receipt Item Summary			
Rec. Type	Record Sub Type	Record Category	Revenue
Name		Registration Fee - Electrical Registratio	75.00
Name		Registration Fee - Mechanical Registratio	15.00



Revenue Breakdown Report

Page: 3 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

TOTALS FOR: Name				90.00
Permit	Building	Com, Addition	Standard Item - Building Permit Fee	5,735.00
Permit	Building	Com, Alteration	Standard Item - Building Permit Fee	567.00
Permit	Building	Com, New Structure	Standard Item - Building Permit Fee	32,934.00
Permit	Building	Mobile Home	Standard Item - Building Permit Fee	180.00
Permit	Building	Res, Addition	Standard Item - Building Permit Fee	333.00
Permit	Building	Res, Alteration	Standard Item - Building Permit Fee	647.00
Permit	Building	Res, Roofing	Standard Item - Building Permit Fee	810.00
Permit	Building	Res. 1 unit Condomini	Standard Item - Building Permit Fee	937.00
Permit	Building	Res. Accessory Buildi	Standard Item - Building Permit Fee	541.00
Permit	Building	Res. New House	Standard Item - Building Permit Fee	2,136.00
Permit	Commercial Sign	Com. Sign	Standard Item - Additional Signs	240.00
Permit	Commercial Sign	Com. Sign	Standard Item - First Sign	270.00
Permit	Deck	Res. Deck	Standard Item - DECK	130.00
Permit	Demolition	Res, Alteration	Standard Item - Building Permit Fee	225.00
Permit	Electrical	Com. Sign	Standard Item - 01. Administrative Fee	40.00
Permit	Electrical	Com. Sign	Standard Item - 13. Signs - Unit	20.00
Permit	Electrical	Com. Sign	Standard Item - 14. Signs - Letter	30.00
Permit	Electrical	Com. Sign	Standard Item - 33. Final Inspection	40.00
Permit	Electrical	Electric for Mobile H	Standard Item - 01. Administrative Fee	40.00
Permit	Electrical	Electric for Mobile H	Standard Item - 19. Units - Up to 20 KVA	6.00
Permit	Electrical	Electric for Mobile H	Standard Item - 33. Final Inspection	40.00
Permit	Electrical	Electrical	Inspection - 31.5 Additional Inspection	160.00
Permit	Electrical	Electrical	Standard Item - 01. Administrative Fee	1,320.00
Permit	Electrical	Electrical	Standard Item - 02. Service through 200 A	180.00
Permit	Electrical	Electrical	Standard Item - 03. Service 200 - 600 AMP	105.00
Permit	Electrical	Electrical	Standard Item - 04. Service 600 - 800 AMP	20.00
Permit	Electrical	Electrical	Standard Item - 07. Circuits	1,635.00
Permit	Electrical	Electrical	Standard Item - 08. Lighting Fixtures - P	186.00
Permit	Electrical	Electrical	Standard Item - 09. Dishwasher	55.00
Permit	Electrical	Electrical	Standard Item - 10. Furnace - Unit Heater	60.00
Permit	Electrical	Electrical	Standard Item - 11. Electrical Heating Un	4.00
Permit	Electrical	Electrical	Standard Item - 12. Power Outlets (Ranges	98.00
Permit	Electrical	Electrical	Standard Item - 13. Signs - Unit	40.00
Permit	Electrical	Electrical	Standard Item - 16. Feeders & Bus Ducts -	42.00
Permit	Electrical	Electrical	Standard Item - 19. Units - Up to 20 KVA	90.00
Permit	Electrical	Electrical	Standard Item - 20. Untis - 21 - 50 KVA o	20.00
Permit	Electrical	Electrical	Standard Item - 25. Data/Telecom Outlets	50.00
Permit	Electrical	Electrical	Standard Item - 31. Service Inspection	400.00
Permit	Electrical	Electrical	Standard Item - 32. Rough-In Inspection	800.00
Permit	Electrical	Electrical	Standard Item - 33. Final Inspection	1,200.00
Permit	Electrical	Fire Alarms	Standard Item - 01. Administrative Fee	120.00
Permit	Electrical	Fire Alarms	Standard Item - 23. Fire Alarm System - 0	200.00
Permit	Electrical	Fire Alarms	Standard Item - 25. Data/Telecom Outlets	50.00
Permit	Electrical	Fire Alarms	Standard Item - 32. Rough-In Inspection	80.00
Permit	Electrical	Fire Alarms	Standard Item - 33. Final Inspection	120.00
Permit	Irrigation Meter	Irrigation Meter	Inspection - 28. Final Inspection	40.00
Permit	Irrigation Meter	Irrigation Meter	Standard Item - 01. Administration Fee	40.00
Permit	Irrigation Meter	Irrigation Meter	Standard Item - 16. Water Dist. - 1"	10.00
Permit	Irrigation Meter	Water Meter	Inspection - 28. Final Inspection	40.00
Permit	Irrigation Meter	Water Meter	Standard Item - 01. Administration Fee	40.00
Permit	Irrigation Meter	Water Meter	Standard Item - 16. Water Dist. - 1"	10.00
Permit	Mechanical	Fire Suppression	Standard item - 01. Administration Fee	40.00
Permit	Mechanical	Fire Suppression	Standard Item - 17. Piping 50' (Min \$25 C	41.55
Permit	Mechanical	Fire Suppression	Standard Item - 27. Fire Suppr/Protection	41.25
Permit	Mechanical	Fire Suppression	Standard Item - 33. Rough Inspection	40.00
Permit	Mechanical	Fire Suppression	Standard Item - 34. Final Inspection	40.00
Permit	Mechanical	Fireplace	Standard item - 01. Administration Fee	160.00
Permit	Mechanical	Fireplace	Standard Item - 03. Gas / Oil Burning Equ	90.00



Revenue Breakdown Report

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Mechanical	Fireplace	Standard Item - 07. Solid Fuel Equiq (Inc	30.00
Permit	Mechanical	Fireplace	Standard Item - 10. Gas Piping: Ea Openin	20.00
Permit	Mechanical	Fireplace	Standard Item - 33. Rough Inspection	160.00
Permit	Mechanical	Fireplace	Standard Item - 34. Final Inspection	160.00
Permit	Mechanical	Furnace	Inspection - 35 Additional Inspection	40.00
Permit	Mechanical	Furnace	Standard item - 01. Administration Fee	80.00
Permit	Mechanical	Furnace	Standard Item - 03. Gas / Oil Burning Equ	60.00
Permit	Mechanical	Furnace	Standard Item - 34. Final Inspection	40.00
Permit	Mechanical	LP Gas Tank	Standard item - 01. Administration Fee	40.00
Permit	Mechanical	LP Gas Tank	Standard Item - 02. Residential Heating S	50.00
Permit	Mechanical	LP Gas Tank	Standard Item - 14. Tank Aboveground	20.00
Permit	Mechanical	LP Gas Tank	Standard Item - 34. Final Inspection	40.00
Permit	Mechanical	Mechanical	Standard item - 01. Administration Fee	1,800.00
Permit	Mechanical	Mechanical	Standard Item - 02. Residential Heating S	500.00
Permit	Mechanical	Mechanical	Standard Item - 03. Gas / Oil Burning Equ	480.00
Permit	Mechanical	Mechanical	Standard Item - 05. Water Heater	25.00
Permit	Mechanical	Mechanical	Standard Item - 10. Gas Piping: Ea Openin	160.00
Permit	Mechanical	Mechanical	Standard Item - 11. Residential A/C	1,170.00
Permit	Mechanical	Mechanical	Standard Item - 13. Bath & Kit Exhaust Wa	110.00
Permit	Mechanical	Mechanical	Standard Item - 16. Humidifiers	70.00
Permit	Mechanical	Mechanical	Standard Item - 17. Piping 50' (Min \$25 C	30.00
Permit	Mechanical	Mechanical	Standard Item - 18. Duct 50' (Min \$25 Com	25.00
Permit	Mechanical	Mechanical	Standard Item - 20. Air Handlers Under 10	40.00
Permit	Mechanical	Mechanical	Standard Item - 33. Rough Inspection	440.00
Permit	Mechanical	Mechanical	Standard Item - 34. Final Inspection	1,800.00
Permit	Mechanical	Mechanical for Mobile	Standard item - 01. Administration Fee	280.00
Permit	Mechanical	Mechanical for Mobile	Standard Item - 03. Gas / Oil Burning Equ	30.00
Permit	Mechanical	Mechanical for Mobile	Standard Item - 10. Gas Piping: Ea Openin	25.00
Permit	Mechanical	Mechanical for Mobile	Standard Item - 11. Residential A/C	60.00
Permit	Mechanical	Mechanical for Mobile	Standard Item - 34. Final Inspection	280.00
Permit	Mobile Home Buil	Mobile Home	Standard Item - Building Permit Fee	650.00
Permit	Mobile Home Plum	Plumbing for Mobile H	Inspection - 28. Final Inspection	200.00
Permit	Mobile Home Plum	Plumbing for Mobile H	Standard Item - 01. Administration Fee	200.00
Permit	Mobile Home Plum	Plumbing for Mobile H	Standard Item - 08. Water Service - Less	25.00
Permit	Mobile Home Plum	Plumbing for Mobile H	Standard Item - 12. Sewer - Less than 6"	25.00
Permit	Plumbing	Plumbing	Inspection - 27. Additional Inspection	40.00
Permit	Plumbing	Plumbing	Inspection - 28. Final Inspection	800.00
Permit	Plumbing	Plumbing	Standard Item - 01. Administration Fee	800.00
Permit	Plumbing	Plumbing	Standard Item - 03. Fixtures, Drains, etc	505.00
Permit	Plumbing	Plumbing	Standard Item - 05. Stacks - Soil, Waste,	62.00
Permit	Plumbing	Plumbing	Standard Item - 06. Sewage Ejectors, Sump	45.00
Permit	Plumbing	Plumbing	Standard Item - 07. Sub-soil drains	5.00
Permit	Plumbing	Plumbing	Standard Item - 08. Water Service - Less	35.00
Permit	Plumbing	Plumbing	Standard Item - 11. Connection Bldg Drain	5.00
Permit	Plumbing	Plumbing	Standard Item - 12. Sewer - Less than 6"	40.00
Permit	Plumbing	Plumbing	Standard Item - 15. Water Dist. - 3/4"	45.00
Permit	Plumbing	Plumbing	Standard Item - 16. Water Dist. - 1"	10.00
Permit	Plumbing	Plumbing	Standard Item - 19. Water Dist. - 2"	25.00
Permit	Plumbing	Plumbing	Standard Item - 21. Reduced pressure zone	20.00
Permit	Plumbing	Plumbing	Standard Item - 24. Underground Inspectio	320.00
Permit	Plumbing	Plumbing	Standard Item - 25. Rough-In Inspection	320.00
Permit	Plumbing	Water Heater	Inspection - 28. Final Inspection	240.00
Permit	Plumbing	Water Heater	Standard Item - 01. Administration Fee	320.00
Permit	Plumbing	Water Heater	Standard Item - 03. Fixtures, Drains, etc	40.00
Permit	Residential Roof	Res, Roofing	Standard Item - Building Permit Fee	720.00
Permit	Swimming Pool	Res A.G. Pool	Standard Item - Building Permit Fee	130.00
Permit	Swimming Pool	Res. I.G. Pool	Standard Item - Building Permit Fee	390.00
TOTALS FOR: Permit				67,650.80
RECEIPT ITEM GRAND TOTAL:				67,740.80



Revenue Breakdown Report

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Fees Summary by Record Category

Unit:			
Name			
Fee Category - Fee Description	Receipt Items	Revenue	
Registration Fee - Electrical Re	4	90.00	
TOTAL:	4	90.00	

Permit	Building	Com, Addition	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	1	5,735.00	
TOTAL:	1	5,735.00	

Permit	Building	Com, Alteration	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	2	567.00	
TOTAL:	2	567.00	

Permit	Building	Com, New Structure	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	2	32,934.00	
TOTAL:	2	32,934.00	

Permit	Building	Mobile Home	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	2	180.00	
TOTAL:	2	180.00	

Permit	Building	Res, Addition	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	1	333.00	
TOTAL:	1	333.00	

Permit	Building	Res, Alteration	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	5	647.00	
TOTAL:	5	647.00	

Permit	Building	Res, Roofing	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	9	810.00	
TOTAL:	9	810.00	

Permit	Building	Res. 1 unit Condominium	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	1	937.00	
TOTAL:	1	937.00	

Permit	Building	Res. Accessory Building	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	2	541.00	
TOTAL:	2	541.00	

Permit	Building	Res. New House	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Building Permit	2	2,136.00	
TOTAL:	2	2,136.00	

Permit	Commercial Sign	Com. Sign	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Additional Signs	5	510.00	



Revenue Breakdown Report

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

TOTAL:	5	510.00
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Permit	Deck	Res. Deck
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - DECK	1	130.00
TOTAL:	1	130.00

Permit	Demolition	Res, Alteration
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - Building Permit	1	225.00
TOTAL:	1	225.00

Permit	Electrical	Com. Sign
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 13. Signs - Unit	4	130.00
TOTAL:	4	130.00

Permit	Electrical	Electric for Mobile Home
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 33. Final Inspec	3	86.00
TOTAL:	3	86.00

Permit	Electrical	Electrical
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 31. Service Insp	194	6,465.00
TOTAL:	194	6,465.00

Permit	Electrical	Fire Alarms
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 33. Final Inspec	11	570.00
TOTAL:	11	570.00

Permit	Irrigation Meter	Irrigation Meter
Fee Category - Fee Description	Receipt Items	Revenue
Inspection - 28. Final Inspec	3	90.00
TOTAL:	3	90.00

Permit	Irrigation Meter	Water Meter
Fee Category - Fee Description	Receipt Items	Revenue
Inspection - 28. Final Inspec	3	90.00
TOTAL:	3	90.00

Permit	Mechanical	Fire Suppression
Fee Category - Fee Description	Receipt Items	Revenue
Standard item - 01. Administrati	5	202.80
TOTAL:	5	202.80

Permit	Mechanical	Fireplace
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 34. Final Inspec	20	620.00
TOTAL:	20	620.00

Permit	Mechanical	Furnace
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 03. Gas / Oil Bu	6	220.00
TOTAL:	6	220.00

Permit	Mechanical	LP Gas Tank
Fee Category - Fee Description	Receipt Items	Revenue
Standard Item - 14. Tank Abovegr	4	150.00
TOTAL:	4	150.00



Revenue Breakdown Report

Page: 7 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Mechanical	Mechanical	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - 34. Final Inspec		197	6,650.00
TOTAL:		197	6,650.00

Permit	Mechanical	Mechanical for Mobile Home	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - 34. Final Inspec		22	675.00
TOTAL:		22	675.00

Permit	Mobile Home Building	Mobile Home	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - Building Permit		5	650.00
TOTAL:		5	650.00

Permit	Mobile Home Plumbing	Plumbing for Mobile Home	
Fee Category - Fee Description	Receipt	Items	Revenue
Inspection - 28. Final Inspectio		20	450.00
TOTAL:		20	450.00

Permit	Plumbing	Plumbing	
Fee Category - Fee Description	Receipt	Items	Revenue
Inspection - 28. Final Inspectio		120	3,077.00
TOTAL:		120	3,077.00

Permit	Plumbing	Water Heater	
Fee Category - Fee Description	Receipt	Items	Revenue
Inspection - 28. Final Inspectio		22	600.00
TOTAL:		22	600.00

Permit	Residential Roofing	Res, Roofing	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - Building Permit		8	720.00
TOTAL:		8	720.00

Permit	Swimming Pool	Res A.G. Pool	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - Building Permit		1	130.00
TOTAL:		1	130.00

Permit	Swimming Pool	Res. I.G. Pool	
Fee Category - Fee Description	Receipt	Items	Revenue
Standard Item - Building Permit		3	390.00
TOTAL:		3	390.00

Record Category Detail By Fee				
Unit:				
Name	Registration Fee - Electrical Regis			
Rec. Type	Record	Address	Owner	Revenue
Name	BAZEN ELECTRIC	750 BALL AVE NE		25.00
Name	BOLT & REGNERUS ELECT P O BOX 215			25.00
Name	RVL ELECTRIC LLC	10236 OLD OAK LANE		25.00
TOTAL:			3	75.00

Name	Registration Fee - Mechanical Regis			
Rec. Type	Record	Address	Owner	Revenue
Name	VAN BEEK HEATING & CO 7302 IRON DRIVE			15.00
TOTAL:			1	15.00

Permit	Building	Com, Addition	Standard Item - Building Permit Fee	
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Revenue Breakdown Report

Page: 8 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0114	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	5,735.00
TOTAL:			1	5,735.00

Permit	Building	Com, Alteration	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0260	6830 EASTERN AVE SE	GOOD NEWS BAPTIST CHU	130.00
Permit	PB21-0286	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	437.00
TOTAL:			2	567.00

Permit	Building	Com, New Structure	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0216	6155 EAST PARIS AVE SE	MD-6155 LLC	32,449.00
Permit	PB21-0200	8001 PATTERSON AVE SE	SCHMIDT WENDELIN & KA	485.00
TOTAL:			2	32,934.00

Permit	Building	Mobile Home	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0266	6510 MILL RUN DR SE	DUTTON MILL VILLAGE L	90.00
Permit	PB21-0297	150 SOUTHBROOK ST SE	ASPEN-GRAND MOBILE ES	90.00
TOTAL:			2	180.00

Permit	Building	Res, Addition	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0258	2273 VANTAGE CT SE	TEXER ERIC & SHANNON	333.00
TOTAL:			1	333.00

Permit	Building	Res, Alteration	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0252	3333 76TH ST SE	HANNA JOHNNIE E TRUST	207.00
Permit	PB21-0261	6498 GREEN MIST DR SE	BYLSMA FRANK & LINDA	130.00
Permit	PB21-0290	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	90.00
Permit	PB21-0301	2402 TESTIFY CT SE	SALINAS RICHARD & HEI	90.00
Permit	PB21-0300	940 DREAMFIELD DR SE	GANDHI ANBAZHAGAN & I	130.00
TOTAL:			5	647.00

Permit	Building	Res, Roofing	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0296	2848 68TH ST SE	NAPPER WILLIAM G	90.00
Permit	PB21-0303	93 PIEDMONT DR SE	SOUTHWOOD MOBILE VILL	90.00
Permit	PB21-0280	997 76TH ST SE	OZINGA MICHAEL J	90.00
Permit	PB21-0277	1965 HOLLOW CREEK DR SE	MORROW JUSTIN & MELAN	90.00
Permit	PB21-0284	6885 FAIRWAY VISTA DR SE	NAGELKIRK CALVIN & BE	90.00
Permit	PB21-0283	1835 WEDGEFIELD CT SE	ST AMOUR GAYLE S	90.00
Permit	PB21-0285	6889 FAIRWAY VISTA DR SE	GOVIN COREY & LAURA	90.00
Permit	PB21-0278	935 76TH ST SE	HERRMANN ERIC & LORI	90.00
Permit	PB21-0279	7069 MISTY MORNING CT SE	SHUERT DESMOND S & MA	90.00
TOTAL:			9	810.00

Permit	Building	Res. 1 unit Condominium	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0259	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	937.00
TOTAL:			1	937.00

Permit	Building	Res. Accessory Building	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0282	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	411.00
Permit	PB21-0152	3433 MISTYWOOD ST SE	FOOTE STEVEN & MARCIA	130.00
TOTAL:			2	541.00

Permit	Building	Res. New House	Standard Item - Building Permit Fee	
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Revenue Breakdown Report

Page: 9 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0267	931 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	1,015.00
Permit	PB21-0281	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	1,121.00
TOTAL:			2	2,136.00

Permit	Commercial Sign	Com. Sign	Standard Item - Additional Signs	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0189	6225 KALAMAZOO AVE SE	CHEMICAL BANK FACILIT	160.00
Permit	PB21-0192	6909 RAPIDS DR SE	LONE OAK KENT LLC	80.00
TOTAL:			2	240.00

Permit	Commercial Sign	Com. Sign	Standard Item - First Sign	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0189	6225 KALAMAZOO AVE SE	CHEMICAL BANK FACILIT	90.00
Permit	PB21-0271	6700 KALAMAZOO AVE SE	NATIONAL RETAIL PROPE	90.00
Permit	PB21-0192	6909 RAPIDS DR SE	LONE OAK KENT LLC	90.00
TOTAL:			3	270.00

Permit	Deck	Res. Deck	Standard Item - DECK	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0254	2881 HIDDEN VIEW DR SE	MCCLURE LIVING TRUST	130.00
TOTAL:			1	130.00

Permit	Demolition	Res, Alteration	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0295	1089 84TH ST SE	BLUESEVEN LAND INVEST	225.00
TOTAL:			1	225.00

Permit	Electrical	Com. Sign	Standard Item - 01. Administrative	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0175	6909 RAPIDS DR SE	LONE OAK KENT LLC	40.00
TOTAL:			1	40.00

Permit	Electrical	Com. Sign	Standard Item - 13. Signs - Unit	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0175	6909 RAPIDS DR SE	LONE OAK KENT LLC	20.00
TOTAL:			1	20.00

Permit	Electrical	Com. Sign	Standard Item - 14. Signs - Letter	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0175	6909 RAPIDS DR SE	LONE OAK KENT LLC	30.00
TOTAL:			1	30.00

Permit	Electrical	Com. Sign	Standard Item - 33. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0175	6909 RAPIDS DR SE	LONE OAK KENT LLC	40.00
TOTAL:			1	40.00

Permit	Electrical	Electric for Mobile Hom	Standard Item - 01. Administrative	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0264	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	40.00
TOTAL:			1	40.00

Permit	Electrical	Electric for Mobile Hom	Standard Item - 19. Units - Up to 2	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0264	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	6.00
TOTAL:			1	6.00

Permit	Electrical	Electric for Mobile Hom	Standard Item - 33. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0264	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	40.00
TOTAL:			1	40.00



Revenue Breakdown Report

Page: 10 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Electrical	Electrical	Inspection - 31.5	Additional Inspec
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0269	877 68TH ST SE	SMITH KIMBERLY J	40.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	80.00
TOTAL:				3 160.00

Permit	Electrical	Electrical	Standard Item - 01.	Administrative
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0232	615 100TH ST SE	ZYLSTRA STEVEN P & KR	40.00
Permit	PE21-0237	6225 KALAMAZOO AVE SE	CHEMICAL BANK FACILIT	40.00
Permit	PE21-0261	575 SUNVALLEY CT SE	ABBOTT ANDREW & LACEY	40.00
Permit	PE21-0260	6926 ALEDA AVE SE	SELLECK BRADLEY & ELI	40.00
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0239	7783 HARMONY COVE CT SE	VEGH DARRYL & LINDA	40.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0262	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	40.00
Permit	PE21-0268	6155 KALAMAZOO AVE MAGGIE MO	DAANES DEVEL CO	40.00
Permit	PE21-0267	6942 MILDRED AVE SE	VANDERVEEN TANYA & OL	40.00
Permit	PE21-0269	877 68TH ST SE	SMITH KIMBERLY J	40.00
Permit	PE21-0240	2905 68TH ST SE	KAMP DANIEL J	40.00
Permit	PE21-0243	10567 EAST PARIS AVE SE	BREARLEY ROBERT L & M	40.00
Permit	PE21-0242	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	40.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PE21-0246	3911 68TH ST SE	ELLIS CRAIG S	40.00
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	40.00
Permit	PE21-0218	6120 HANNA LAKE AVE SE	WEINKAUF ANDREA & PHI	40.00
Permit	PE21-0229	1014 84TH ST SE	CALHOUN JASON & BETHA	40.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	40.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	40.00
Permit	PE21-0253	7516 EASTERN AVE SE	PANT MATTHEW J & SARA	40.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PE21-0255	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PE21-0259	6912 MADISON AVE SE	WILDBAHN JOHN	40.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	40.00
TOTAL:				33 1,320.00

Permit	Electrical	Electrical	Standard Item - 02.	Service through
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0232	615 100TH ST SE	ZYLSTRA STEVEN P & KR	10.00
Permit	PE21-0260	6926 ALEDA AVE SE	SELLECK BRADLEY & ELI	10.00
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	10.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	10.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	10.00
Permit	PE21-0268	6155 KALAMAZOO AVE MAGGIE MO	DAANES DEVEL CO	10.00
Permit	PE21-0267	6942 MILDRED AVE SE	VANDERVEEN TANYA & OL	10.00
Permit	PE21-0269	877 68TH ST SE	SMITH KIMBERLY J	10.00
Permit	PE21-0240	2905 68TH ST SE	KAMP DANIEL J	10.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	10.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	10.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	10.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	10.00



Revenue Breakdown Report

Page: 11 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	10.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	20.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	10.00
Permit	PE21-0259	6912 MADISON AVE SE	WILDBAHN JOHN	10.00
TOTAL:				17 180.00

Permit	Electrical	Electrical	Standard Item - 03. Service 200 - 6	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	15.00
Permit	PE21-0246	3911 68TH ST SE	ELLIS CRAIG S	15.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	75.00
TOTAL:				3 105.00

Permit	Electrical	Electrical	Standard Item - 04. Service 600 - 8	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	20.00
TOTAL:				1 20.00

Permit	Electrical	Electrical	Standard Item - 07. Circuits	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0261	575 SUNVALLEY CT SE	ABBOTT ANDREW & LACEY	5.00
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	50.00
Permit	PE21-0239	7783 HARMONY COVE CT SE	VEGH DARRYL & LINDA	15.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	100.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	100.00
Permit	PE21-0262	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	10.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	150.00
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	5.00
Permit	PE21-0218	6120 HANNA LAKE AVE SE	WEINKAUF ANDREA & PHI	10.00
Permit	PE21-0229	1014 84TH ST SE	CALHOUN JASON & BETHA	5.00
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	20.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	100.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	50.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	50.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	60.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	60.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	530.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	15.00
Permit	PE21-0253	7516 EASTERN AVE SE	PANT MATTHEW J & SARA	15.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	75.00
Permit	PE21-0255	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	10.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	200.00
TOTAL:				22 1,635.00

Permit	Electrical	Electrical	Standard Item - 08. Lighting Fixtur	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	6.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	12.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	12.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	6.00
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	6.00
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	12.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	12.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	6.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	6.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	6.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	6.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	42.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	6.00
Permit	PE21-0253	7516 EASTERN AVE SE	PANT MATTHEW J & SARA	6.00



Revenue Breakdown Report

Page: 12 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	12.00
Permit	PE21-0255	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	6.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	24.00
TOTAL:				17 186.00

Permit	Electrical	Electrical	Standard Item - 09. Dishwasher	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	5.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	5.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	5.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	5.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	5.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	5.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
TOTAL:				11 55.00

Permit	Electrical	Electrical	Standard Item - 10. Furnace - Unit	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	5.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	5.00
Permit	PE21-0267	6942 MILDRED AVE SE	VANDERVEEN TANYA & OL	5.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	5.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	5.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	5.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	5.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	5.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
TOTAL:				12 60.00

Permit	Electrical	Electrical	Standard Item - 11. Electrical Heat	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	4.00
TOTAL:				1 4.00

Permit	Electrical	Electrical	Standard Item - 12. Power Outlets (	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	7.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	70.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	21.00
TOTAL:				3 98.00

Permit	Electrical	Electrical	Standard Item - 13. Signs - Unit	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0237	6225 KALAMAZOO AVE SE	CHEMICAL BANK FACILIT	40.00
TOTAL:				1 40.00

Permit	Electrical	Electrical	Standard Item - 16. Feeders & Bus D	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	30.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	12.00
TOTAL:				2 42.00

Permit	Electrical	Electrical	Standard Item - 19. Units - Up to 2	
Rec. Type	Record	Address	Owner	Revenue



Revenue Breakdown Report

Page: 13 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PE21-0232	615 100TH ST SE	ZYLSTRA STEVEN P & KR	12.00
Permit	PE21-0261	575 SUNVALLEY CT SE	ABBOTT ANDREW & LACEY	6.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	6.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	6.00
Permit	PE21-0243	10567 EAST PARIS AVE SE	BREARLEY ROBERT L & M	6.00
Permit	PE21-0242	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	6.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	42.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	6.00
TOTAL:				8 90.00

Permit	Electrical	Electrical	Standard Item - 20. Untis - 21 - 50	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	20.00
TOTAL:				1 20.00

Permit	Electrical	Electrical	Standard Item - 25. Data/Telecom Ou	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	50.00
TOTAL:				1 50.00

Permit	Electrical	Electrical	Standard Item - 31. Service Inspect	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0268	6155 KALAMAZOO AVE MAGGIE MO	DAANES DEVEL CO	40.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PE21-0259	6912 MADISON AVE SE	WILDBAHN JOHN	40.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	40.00
TOTAL:				10 400.00

Permit	Electrical	Electrical	Standard Item - 32. Rough-In Inspec	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0239	7783 HARMONY COVE CT SE	VEGH DARRYL & LINDA	40.00
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	40.00
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	40.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	80.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	40.00
Permit	PE21-0253	7516 EASTERN AVE SE	PANT MATTHEW J & SARA	40.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PE21-0255	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	80.00
TOTAL:				18 800.00

Permit	Electrical	Electrical	Standard Item - 33. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0232	615 100TH ST SE	ZYLSTRA STEVEN P & KR	40.00
Permit	PE21-0237	6225 KALAMAZOO AVE SE	CHEMICAL BANK FACILIT	40.00



Revenue Breakdown Report

Page: 14 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PE21-0261	575 SUNVALLEY CT SE	ABBOTT ANDREW & LACEY	40.00
Permit	PE21-0260	6926 ALEDA AVE SE	SELLECK BRADLEY & ELI	40.00
Permit	PE21-0239	7783 HARMONY COVE CT SE	VEGH DARRYL & LINDA	40.00
Permit	PE21-0263	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0265	6638 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0266	6640 SHORESIDE CT SE	OTTEN DAN E & PAMELA	40.00
Permit	PE21-0254	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PE21-0262	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	40.00
Permit	PE21-0267	6942 MILDRED AVE SE	VANDERVEEN TANYA & OL	40.00
Permit	PE21-0240	2905 68TH ST SE	KAMP DANIEL J	40.00
Permit	PE21-0243	10567 EAST PARIS AVE SE	BREARLEY ROBERT L & M	40.00
Permit	PE21-0242	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	40.00
Permit	PE21-0245	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PE21-0246	3911 68TH ST SE	ELLIS CRAIG S	40.00
Permit	PE21-0241	8225 WOODSTONE DR SE	FIDLER MARILYN L & AR	40.00
Permit	PE21-0218	6120 HANNA LAKE AVE SE	WEINKAUF ANDREA & PHI	40.00
Permit	PE21-0229	1014 84TH ST SE	CALHOUN JASON & BETHA	40.00
Permit	PE21-0270	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	40.00
Permit	PE21-0249	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0247	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0248	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PE21-0251	1048 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0252	959 WATERS BLUFF DR. SE	SIGNATURE LAND DEVELO	40.00
Permit	PE21-0250	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
Permit	PE21-0212	10155 EAST PARIS AVE SE	SENTI CHRISTOPHER J &	40.00
Permit	PE21-0253	7516 EASTERN AVE SE	PANT MATTHEW J & SARA	40.00
Permit	PE21-0255	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PE21-0258	1175 68TH ST SE BLDG 2	MCAP GRAND RAPIDS PRO	40.00
TOTAL:				30 1,200.00

Permit	Electrical	Fire Alarms	Standard Item - 01. Administrative	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0238	1849 MARKETPLACE DR SE	GR MARKETPLACE LLC	40.00
Permit	PE21-0256	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
Permit	PE21-0257	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
TOTAL:				3 120.00

Permit	Electrical	Fire Alarms	Standard Item - 23. Fire Alarm Syst	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0256	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	100.00
Permit	PE21-0257	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	100.00
TOTAL:				2 200.00

Permit	Electrical	Fire Alarms	Standard Item - 25. Data/Telecom Ou	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0238	1849 MARKETPLACE DR SE	GR MARKETPLACE LLC	50.00
TOTAL:				1 50.00

Permit	Electrical	Fire Alarms	Standard Item - 32. Rough-In Inspec	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0256	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
Permit	PE21-0257	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
TOTAL:				2 80.00

Permit	Electrical	Fire Alarms	Standard Item - 33. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE21-0238	1849 MARKETPLACE DR SE	GR MARKETPLACE LLC	40.00
Permit	PE21-0256	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
Permit	PE21-0257	300 68TH ST SE VAN ANDEL CNT	PINE REST CHRISTIAN A	40.00
TOTAL:				3 120.00



Revenue Breakdown Report

Page: 15 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Irrigation Meter	Irrigation Meter	Inspection - 28. Final Inspection	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0226	6598 DUTTON TRAIL DR SE	AEG DEVELOPMENT LLC	40.00
TOTAL:			1	40.00

Permit	Irrigation Meter	Irrigation Meter	Standard Item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0226	6598 DUTTON TRAIL DR SE	AEG DEVELOPMENT LLC	40.00
TOTAL:			1	40.00

Permit	Irrigation Meter	Irrigation Meter	Standard Item - 16. Water Dist. - 1	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0226	6598 DUTTON TRAIL DR SE	AEG DEVELOPMENT LLC	10.00
TOTAL:			1	10.00

Permit	Irrigation Meter	Water Meter	Inspection - 28. Final Inspection	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0218	7714 CIDERMILL DR SE	BURCHAM MEGAN D & BUR	40.00
TOTAL:			1	40.00

Permit	Irrigation Meter	Water Meter	Standard Item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0218	7714 CIDERMILL DR SE	BURCHAM MEGAN D & BUR	40.00
TOTAL:			1	40.00

Permit	Irrigation Meter	Water Meter	Standard Item - 16. Water Dist. - 1	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0218	7714 CIDERMILL DR SE	BURCHAM MEGAN D & BUR	10.00
TOTAL:			1	10.00

Permit	Mechanical	Fire Suppression	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0411	6729 HANNA LAKE AVE SE	DUTTON CHRISTIAN SCHO	40.00
TOTAL:			1	40.00

Permit	Mechanical	Fire Suppression	Standard Item - 17. Piping 50' (Min	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0411	6729 HANNA LAKE AVE SE	DUTTON CHRISTIAN SCHO	41.55
TOTAL:			1	41.55

Permit	Mechanical	Fire Suppression	Standard Item - 27. Fire Suppr/Prot	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0411	6729 HANNA LAKE AVE SE	DUTTON CHRISTIAN SCHO	41.25
TOTAL:			1	41.25

Permit	Mechanical	Fire Suppression	Standard Item - 33. Rough Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0411	6729 HANNA LAKE AVE SE	DUTTON CHRISTIAN SCHO	40.00
TOTAL:			1	40.00

Permit	Mechanical	Fire Suppression	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0411	6729 HANNA LAKE AVE SE	DUTTON CHRISTIAN SCHO	40.00
TOTAL:			1	40.00

Permit	Mechanical	Fireplace	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0398	8196 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0402	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0403	9357 COPPER GREENS DR SE	DOERR KRIS E JR	40.00
Permit	PM21-0409	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
TOTAL:			4	160.00



Revenue Breakdown Report

Page: 16 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Mechanical	Fireplace	Standard Item - 03. Gas / Oil Burni	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0398	8196 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0402	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0409	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	30.00
TOTAL:			3	90.00

Permit	Mechanical	Fireplace	Standard Item - 07. Solid Fuel Equi	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0403	9357 COPPER GREENS DR SE	DOERR KRIS E JR	30.00
TOTAL:			1	30.00

Permit	Mechanical	Fireplace	Standard Item - 10. Gas Piping: Ea	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0398	8196 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PM21-0402	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	5.00
Permit	PM21-0403	9357 COPPER GREENS DR SE	DOERR KRIS E JR	5.00
Permit	PM21-0409	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	5.00
TOTAL:			4	20.00

Permit	Mechanical	Fireplace	Standard Item - 33. Rough Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0398	8196 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0402	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0403	9357 COPPER GREENS DR SE	DOERR KRIS E JR	40.00
Permit	PM21-0409	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
TOTAL:			4	160.00

Permit	Mechanical	Fireplace	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0398	8196 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0402	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0403	9357 COPPER GREENS DR SE	DOERR KRIS E JR	40.00
Permit	PM21-0409	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
TOTAL:			4	160.00

Permit	Mechanical	Furnace	Inspection - 35 Additional Inspecti	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0350	3476 MILLSHAFT CT SE	DUTTON MILL VILLAGE L	40.00
TOTAL:			1	40.00

Permit	Mechanical	Furnace	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0363	592 79TH ST SE	TENBROEKE KAREN	40.00
Permit	PM21-0350	3476 MILLSHAFT CT SE	DUTTON MILL VILLAGE L	40.00
TOTAL:			2	80.00

Permit	Mechanical	Furnace	Standard Item - 03. Gas / Oil Burni	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0363	592 79TH ST SE	TENBROEKE KAREN	30.00
Permit	PM21-0350	3476 MILLSHAFT CT SE	DUTTON MILL VILLAGE L	30.00
TOTAL:			2	60.00

Permit	Mechanical	Furnace	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0363	592 79TH ST SE	TENBROEKE KAREN	40.00
TOTAL:			1	40.00

Permit	Mechanical	LP Gas Tank	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0417	4436 76TH ST SE	NIRAULA DAKSHA & GAUT	40.00



Revenue Breakdown Report

Page: 17 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

TOTAL:	1	40.00
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Permit	Mechanical	LP Gas Tank	Standard Item - 02. Residential Hea	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0417	4436 76TH ST SE	NIRAULA DAKSHA & GAUT	50.00
TOTAL:			1	50.00

Permit	Mechanical	LP Gas Tank	Standard Item - 14. Tank Abovegroun	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0417	4436 76TH ST SE	NIRAULA DAKSHA & GAUT	20.00
TOTAL:			1	20.00

Permit	Mechanical	LP Gas Tank	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0417	4436 76TH ST SE	NIRAULA DAKSHA & GAUT	40.00
TOTAL:			1	40.00

Permit	Mechanical	Mechanical	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0364	7451 MISTY VIEW CT SE	QUESADA LUIS & VIRIA	40.00
Permit	PM21-0368	4621 108th ST	LARRY STAUFFER	40.00
Permit	PM21-0370	8235 WOODSTONE DR SE	STOJKOVIC NIKOLA	40.00
Permit	PM21-0376	10585 HANNA LAKE AVE SE	MCCARTY RICHARD J TRU	40.00
Permit	PM21-0377	7109 MISTY MORNING DR SE	VERGUNST PHILIP & BRI	40.00
Permit	PM21-0375	6453 EDGEKNOLL CT SE	HILL LATONYA	40.00
Permit	PM21-0374	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	40.00
Permit	PM21-0412	6751 GLEN HOLLOW DR SE	WALLACE DEVIN & RACHE	40.00
Permit	PM21-0413	7500 MELINDA CT SE	STEAGALD MARK A	40.00
Permit	PM21-0408	7168 LODGEPOLE DR SE	PC ASSOCIATES LLC	40.00
Permit	PM21-0410	6101 KALAMAZOO AVE SE D	DAANES DEVEL CO	40.00
Permit	PM21-0378	6931 OLD LANTERN DR SE	BOERSMA FAMILY TRUST	40.00
Permit	PM21-0369	6436 MILLSTREAM LOOP SE	DUTTON MILL VILLAGE L	40.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0414	6552 AVALON DR SE	SINGH LAKWINDER	40.00
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	40.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0416	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PM21-0422	416 60TH ST SE	LETTINGA MELISSA SUE	40.00
Permit	PM21-0421	1800 OVERFIELD DR SE	MING CXLI BLOOMFIELD	40.00
Permit	PM21-0420	2539 MCBRAYER CT SE	REED ANNE M	40.00
Permit	PM21-0381	7205 CRYSTAL VIEW DR SE	BILLIPS NYLES & TALIM	40.00
Permit	PM21-0380	6966 DEER COVE SE	GLEMBOSKI MAUREEN J T	40.00
Permit	PM21-0387	773 70TH ST SE	HAYES JAMES & JULIE	40.00
Permit	PM21-0419	1055 61ST ST SE	FRAZIER JONATHAN & C	40.00
Permit	PM21-0418	7047 SHADY KNOLL DR SE	TOLBERT QUANETTA	40.00
Permit	PM21-0423	1217 REGENCY PARK CT SE	SAVAGE KEVIN	40.00
Permit	PM21-0389	7055 CORNERSTONE DR SE	KAUFMAN ALAN & RUTH	40.00
Permit	PM21-0388	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PM21-0424	1805 SPRING MEADOW CT SE	WILKERSON PATRICIA L	40.00
Permit	PM21-0392	635 SUNMEADOW DR SE	RIVERA ANTHONY L & JE	40.00
Permit	PM21-0390	468 100TH ST SE	HOFMAN ROBERT S & LOR	40.00
Permit	PM21-0391	6516 MADISON AVE SE	BOSSARDET CHRISTOPHER	40.00
Permit	PM21-0394	4670 60TH ST SE Suite C	LG DEVELOPMENT CORPOR	40.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PM21-0397	8610 KALAMAZOO AVE SE	YOUNG RAYMOND & LILLI	40.00
Permit	PM21-0399	6988 TERRA COTTA AVE SE	VANKHANH DO & POLASEK	40.00
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	40.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00



Revenue Breakdown Report

Page: 18 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0401	6846 SIENNA DR SE	IRISH JOSHUA & JESSICA	40.00
Permit	PM21-0404	1703 BLOOMFIELD DR SE	MIMG CXLI BLOOMFIELD	40.00
Permit	PM21-0405	7125 BROOKLYN AVE SE	HOLBROOK PRESCOTT & J	40.00
TOTAL:				45 1,800.00

Permit	Mechanical	Mechanical	Standard Item - 02. Residential Heating	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0368	4621 108th ST	LARRY STAUFFER	50.00
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	50.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELOPMENT	50.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	50.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	50.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	50.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	50.00
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	50.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	50.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	50.00
TOTAL:				10 500.00

Permit	Mechanical	Mechanical	Standard Item - 03. Gas / Oil Burning	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0364	7451 MISTY VIEW CT SE	QUESADA LUIS & VIRIA	30.00
Permit	PM21-0376	10585 HANNA LAKE AVE SE	MCCARTY RICHARD J TRU	30.00
Permit	PM21-0408	7168 LODGEPOLE DR SE	PC ASSOCIATES LLC	30.00
Permit	PM21-0369	6436 MILLSTREAM LOOP SE	DUTTON MILL VILLAGE LLC	30.00
Permit	PM21-0416	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	30.00
Permit	PM21-0422	416 60TH ST SE	LETTINGA MELISSA SUE	30.00
Permit	PM21-0420	2539 MCBRAYER CT SE	REED ANNE M	30.00
Permit	PM21-0381	7205 CRYSTAL VIEW DR SE	BILLIPS NYLES & TALIM	30.00
Permit	PM21-0380	6966 DEER COVE SE	GLEMBOSKI MAUREEN J T	30.00
Permit	PM21-0419	1055 61ST ST SE	FRAZIER JONATHAN & C	30.00
Permit	PM21-0388	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	60.00
Permit	PM21-0391	6516 MADISON AVE SE	BOSSARDET CHRISTOPHER	30.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	30.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	30.00
Permit	PM21-0399	6988 TERRA COTTA AVE SE	VANKHANH DO & POLASEK	30.00
TOTAL:				15 480.00

Permit	Mechanical	Mechanical	Standard Item - 05. Water Heater	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0370	8235 WOODSTONE DR SE	STOJKOVIC NIKOLA	5.00
Permit	PM21-0408	7168 LODGEPOLE DR SE	PC ASSOCIATES LLC	5.00
Permit	PM21-0391	6516 MADISON AVE SE	BOSSARDET CHRISTOPHER	5.00
Permit	PM21-0399	6988 TERRA COTTA AVE SE	VANKHANH DO & POLASEK	5.00
Permit	PM21-0405	7125 BROOKLYN AVE SE	HOLBROOK PRESCOTT & J	5.00
TOTAL:				5 25.00

Permit	Mechanical	Mechanical	Standard Item - 10. Gas Piping: Exhaust	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0368	4621 108th ST	LARRY STAUFFER	20.00
Permit	PM21-0378	6931 OLD LANTERN DR SE	BOERSMA FAMILY TRUST	10.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELOPMENT	20.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	20.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	20.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	15.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	15.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	20.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	20.00
TOTAL:				9 160.00



Revenue Breakdown Report

Page: 19 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	Mechanical	Mechanical	Standard Item - 11. Residential A/C	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0364	7451 MISTY VIEW CT SE	QUESADA LUIS & VIRIA	30.00
Permit	PM21-0368	4621 108th ST	LARRY STAUFFER	30.00
Permit	PM21-0376	10585 HANNA LAKE AVE SE	MCCARTY RICHARD J TRU	30.00
Permit	PM21-0377	7109 MISTY MORNING DR SE	VERGUNST PHILIP & BRI	30.00
Permit	PM21-0375	6453 EDGEKNOLL CT SE	HILL LATONYA	30.00
Permit	PM21-0374	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	30.00
Permit	PM21-0412	6751 GLEN HOLLOW DR SE	WALLACE DEVIN & RACHE	30.00
Permit	PM21-0413	7500 MELINDA CT SE	STEAGALD MARK A	30.00
Permit	PM21-0408	7168 LODGEPOLE DR SE	PC ASSOCIATES LLC	30.00
Permit	PM21-0369	6436 MILLSTREAM LOOP SE	DUTTON MILL VILLAGE L	30.00
Permit	PM21-0414	6552 AVALON DR SE	SINGH LAKWINDER	30.00
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	30.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0416	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	30.00
Permit	PM21-0422	416 60TH ST SE	LETTINGA MELISSA SUE	30.00
Permit	PM21-0421	1800 OVERFIELD DR SE	MIMG CXLI BLOOMFIELD	30.00
Permit	PM21-0420	2539 MCBRAYER CT SE	REED ANNE M	30.00
Permit	PM21-0381	7205 CRYSTAL VIEW DR SE	BILLIPS NYLES & TALIM	30.00
Permit	PM21-0380	6966 DEER COVE SE	GLEMBOSKI MAUREEN J T	30.00
Permit	PM21-0387	773 70TH ST SE	HAYES JAMES & JULIE	30.00
Permit	PM21-0419	1055 61ST ST SE	FRAZIER JONATHAN & C	30.00
Permit	PM21-0418	7047 SHADY KNOLL DR SE	TOLBERT QUANETTA	30.00
Permit	PM21-0423	1217 REGENCY PARK CT SE	SAVAGE KEVIN	30.00
Permit	PM21-0389	7055 CORNERSTONE DR SE	KAUFMAN ALAN & RUTH	30.00
Permit	PM21-0424	1805 SPRING MEADOW CT SE	WILKERSON PATRICIA L	30.00
Permit	PM21-0392	635 SUNMEADOW DR SE	RIVERA ANTHONY L & JE	30.00
Permit	PM21-0390	468 100TH ST SE	HOFMAN ROBERT S & LOR	30.00
Permit	PM21-0391	6516 MADISON AVE SE	BOSSARDET CHRISTOPHER	30.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	30.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	30.00
Permit	PM21-0397	8610 KALAMAZOO AVE SE	YOUNG RAYMOND & LILLI	30.00
Permit	PM21-0399	6988 TERRA COTTA AVE SE	VANKHANH DO & POLASEK	30.00
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	30.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	30.00
Permit	PM21-0401	6846 SIENNA DR SE	IRISH JOSHUA & JESSIC	30.00
Permit	PM21-0404	1703 BLOOMFIELD DR SE	MIMG CXLI BLOOMFIELD	30.00
TOTAL:			39	1,170.00

Permit	Mechanical	Mechanical	Standard Item - 13. Bath & Kit Exha	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELO	15.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	15.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	15.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	20.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	20.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	10.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	15.00
TOTAL:			7	110.00

Permit	Mechanical	Mechanical	Standard Item - 16. Humidifiers	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0376	10585 HANNA LAKE AVE SE	MCCARTY RICHARD J TRU	10.00
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	10.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELO	10.00



Revenue Breakdown Report

Page: 20 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	10.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	10.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	10.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	10.00
TOTAL:				7 70.00

Permit	Mechanical	Mechanical	Standard Item - 17. Piping 50' (Min)	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0378	6931 OLD LANTERN DR SE	BOERSMA FAMILY TRUST	5.00
Permit	PM21-0394	4670 60TH ST SE Suite C	LG DEVELOPMENT CORPORATION	25.00
TOTAL:				2 30.00

Permit	Mechanical	Mechanical	Standard Item - 18. Duct 50' (Min \$	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	25.00
TOTAL:				1 25.00

Permit	Mechanical	Mechanical	Standard Item - 20. Air Handlers Un	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0410	6101 KALAMAZOO AVE SE D	DAANES DEVELOPMENT CO	40.00
TOTAL:				1 40.00

Permit	Mechanical	Mechanical	Standard Item - 33. Rough Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	40.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0416	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PM21-0388	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	40.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOPMENT OF	40.00
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	40.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	40.00
TOTAL:				11 440.00

Permit	Mechanical	Mechanical	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0364	7451 MISTY VIEW CT SE	QUESADA LUIS & VIRIA	40.00
Permit	PM21-0368	4621 108th ST	LARRY STAUFFER	40.00
Permit	PM21-0370	8235 WOODSTONE DR SE	STOJKOVIC NIKOLA	40.00
Permit	PM21-0376	10585 HANNA LAKE AVE SE	MCCARTY RICHARD J TRU	40.00
Permit	PM21-0377	7109 MISTY MORNING DR SE	VERGUNST PHILIP & BRI	40.00
Permit	PM21-0375	6453 EDGEKNOLL CT SE	HILL LATONYA	40.00
Permit	PM21-0374	9320 EASTERN AVE SE	KUIPERS GERBEN A & ES	40.00
Permit	PM21-0412	6751 GLEN HOLLOW DR SE	WALLACE DEVIN & RACHE	40.00
Permit	PM21-0413	7500 MELINDA CT SE	STEAGALD MARK A	40.00
Permit	PM21-0408	7168 LODGEPOLE DR SE	PC ASSOCIATES LLC	40.00
Permit	PM21-0410	6101 KALAMAZOO AVE SE D	DAANES DEVELOPMENT CO	40.00
Permit	PM21-0378	6931 OLD LANTERN DR SE	BOERSMA FAMILY TRUST	40.00
Permit	PM21-0369	6436 MILLSTREAM LOOP SE	DUTTON MILL VILLAGE L	40.00
Permit	PM21-0414	6552 AVALON DR SE	SINGH LAKWINDER	40.00
Permit	PM21-0393	4416 76TH ST SE	MALLORY JAMES & ANESS	40.00
Permit	PM21-0385	8195 COOKS CORNER DR. SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0384	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0383	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	40.00
Permit	PM21-0416	9292 COPPER GREENS DR SE	SMITH BRIAN L & LAURA	40.00
Permit	PM21-0422	416 60TH ST SE	LETTINGA MELISSA SUE	40.00
Permit	PM21-0421	1800 OVERFIELD DR SE	MING CXLI BLOOMFIELD	40.00



Revenue Breakdown Report

Page: 21 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PM21-0420	2539 MCBRAYER CT SE	REED ANNE M	40.00
Permit	PM21-0381	7205 CRYSTAL VIEW DR SE	BILLIPS NYLES & TALIM	40.00
Permit	PM21-0380	6966 DEER COVE SE	GLEMBOSKI MAUREEN J T	40.00
Permit	PM21-0387	773 70TH ST SE	HAYES JAMES & JULIE	40.00
Permit	PM21-0419	1055 61ST ST SE	FRAZIER JONATHAN & C	40.00
Permit	PM21-0418	7047 SHADY KNOLL DR SE	TOLBERT QUANETTA	40.00
Permit	PM21-0423	1217 REGENCY PARK CT SE	SAVAGE KEVIN	40.00
Permit	PM21-0389	7055 CORNERSTONE DR SE	KAUFMAN ALAN & RUTH	40.00
Permit	PM21-0388	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	40.00
Permit	PM21-0424	1805 SPRING MEADOW CT SE	WILKERSON PATRICIA L	40.00
Permit	PM21-0392	635 SUNMEADOW DR SE	RIVERA ANTHONY L & JE	40.00
Permit	PM21-0390	468 100TH ST SE	HOFMAN ROBERT S & LOR	40.00
Permit	PM21-0391	6516 MADISON AVE SE	BOSSARDET CHRISTOPHER	40.00
Permit	PM21-0394	4670 60TH ST SE Suite C	LG DEVELOPMENT CORPOR	40.00
Permit	PM21-0395	6780 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PM21-0396	6782 CREEKSIDE VIEW DR SE	CREEKSIDE DEVELOP OF	40.00
Permit	PM21-0397	8610 KALAMAZOO AVE SE	YOUNG RAYMOND & LILLI	40.00
Permit	PM21-0399	6988 TERRA COTTA AVE SE	VANKHANH DO & POLASEK	40.00
Permit	PM21-0400	9809 EAST PARIS AVE SE	FAVREAU DANNY	40.00
Permit	PM21-0407	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0406	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PM21-0401	6846 SIENNA DR SE	IRISH JOSHUA & JESSIC	40.00
Permit	PM21-0404	1703 BLOOMFIELD DR SE	MING CXLI BLOOMFIELD	40.00
Permit	PM21-0405	7125 BROOKLYN AVE SE	HOLBROOK PRESCOTT & J	40.00
TOTAL:				45 1,800.00

Permit	Mechanical	Mechanical for Mobile H	Standard item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0371	915 KEELER CT	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0372	855 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0373	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0415	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	40.00
Permit	PM21-0379	901 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0386	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	40.00
Permit	PM21-0382	7702 QUAIL RUN E SE	BROOKSHIRE MEADOWS EA	40.00
TOTAL:				7 280.00

Permit	Mechanical	Mechanical for Mobile H	Standard Item - 03. Gas / Oil Burni	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0382	7702 QUAIL RUN E SE	BROOKSHIRE MEADOWS EA	30.00
TOTAL:				1 30.00

Permit	Mechanical	Mechanical for Mobile H	Standard Item - 10. Gas Piping: Ea	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0371	915 KEELER CT	COUNTRY CORNERS MHP,	5.00
Permit	PM21-0372	855 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PM21-0373	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	5.00
Permit	PM21-0379	901 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PM21-0386	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	5.00
TOTAL:				5 25.00

Permit	Mechanical	Mechanical for Mobile H	Standard Item - 11. Residential A/C	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0415	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	30.00
Permit	PM21-0382	7702 QUAIL RUN E SE	BROOKSHIRE MEADOWS EA	30.00
TOTAL:				2 60.00

Permit	Mechanical	Mechanical for Mobile H	Standard Item - 34. Final Inspectio	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM21-0371	915 KEELER CT	COUNTRY CORNERS MHP,	40.00



Revenue Breakdown Report

Page: 22 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PM21-0372	855 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0373	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0415	96 CENTERBROOK ST SE	ASPEN-GRAND MOBILE ES	40.00
Permit	PM21-0379	901 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PM21-0386	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	40.00
Permit	PM21-0382	7702 QUAIL RUN E SE	BROOKSHIRE MEADOWS EA	40.00
TOTAL:				7 280.00

Permit	Mobile Home Building	Mobile Home	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0262	915 KEELER CT	COUNTRY CORNERS MHP,	130.00
Permit	PB21-0263	855 KEELER	COUNTRY CORNERS MHP,	130.00
Permit	PB21-0264	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	130.00
Permit	PB21-0269	901 KEELER	COUNTRY CORNERS MHP,	130.00
Permit	PB21-0270	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	130.00
TOTAL:				5 650.00

Permit	Mobile Home Plumbing	Plumbing for Mobile Hom	Inspection - 28. Final Inspection	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0207	915 KEELER CT	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0208	855 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0209	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0211	901 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0215	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	40.00
TOTAL:				5 200.00

Permit	Mobile Home Plumbing	Plumbing for Mobile Hom	Standard Item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0207	915 KEELER CT	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0208	855 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0209	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0211	901 KEELER	COUNTRY CORNERS MHP,	40.00
Permit	PP21-0215	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	40.00
TOTAL:				5 200.00

Permit	Mobile Home Plumbing	Plumbing for Mobile Hom	Standard Item - 08. Water Service -	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0207	915 KEELER CT	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0208	855 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0209	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0211	901 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0215	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	5.00
TOTAL:				5 25.00

Permit	Mobile Home Plumbing	Plumbing for Mobile Hom	Standard Item - 12. Sewer - Less th	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0207	915 KEELER CT	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0208	855 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0209	871 COPPERWOOD DR SE	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0211	901 KEELER	COUNTRY CORNERS MHP,	5.00
Permit	PP21-0215	7880 TURTLEDOVE DR SE	BROOKSHIRE MEADOWS EA	5.00
TOTAL:				5 25.00

Permit	Plumbing	Plumbing	Inspection - 27. Additional Inspect	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	40.00
TOTAL:				1 40.00

Permit	Plumbing	Plumbing	Inspection - 28. Final Inspection	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0229	167 84TH ST SE	WARSEN SUSAN M	40.00



Revenue Breakdown Report

Page: 23 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PP21-0230	175 84TH ST SE	WARSEN SUSAN M	40.00
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	40.00
Permit	PP21-0212	10784 EASTERN AVE SE	KLEIN ROBERT F & PAME	40.00
Permit	PP21-0231	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	40.00
Permit	PP21-0214	1438 SILVER SPRINGS CT SE	HASANOVIC FUAD & RYAN	40.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	40.00
Permit	PP21-0213	7833 HIGH KNOLL DR SE	NORTON BRIAN & VALERI	40.00
Permit	PP21-0236	1863 HOLLOW CREEK DR SE	SEFER ADMIR & ELVISA	40.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0238	7716 JONAGOLD DR SE	POSTMA ARDEN J & DEBO	40.00
Permit	PP21-0217	1726 CRESCENT POINTE SE	BOUCHARD CHARITY & MA	40.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0225	7037 WILLARD AVE SE	NIELSEN CHRISTINE	40.00
Permit	PP21-0224	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	40.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PP21-0228	6904 LINDEN AVE SE	BERGEY BRIAN & NEELEY	40.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
TOTAL:				20 800.00

Permit	Plumbing	Plumbing	Standard Item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0229	167 84TH ST SE	WARSEN SUSAN M	40.00
Permit	PP21-0230	175 84TH ST SE	WARSEN SUSAN M	40.00
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	40.00
Permit	PP21-0212	10784 EASTERN AVE SE	KLEIN ROBERT F & PAME	40.00
Permit	PP21-0214	1438 SILVER SPRINGS CT SE	HASANOVIC FUAD & RYAN	40.00
Permit	PP21-0231	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	40.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	40.00
Permit	PP21-0213	7833 HIGH KNOLL DR SE	NORTON BRIAN & VALERI	40.00
Permit	PP21-0236	1863 HOLLOW CREEK DR SE	SEFER ADMIR & ELVISA	40.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0238	7716 JONAGOLD DR SE	POSTMA ARDEN J & DEBO	40.00
Permit	PP21-0217	1726 CRESCENT POINTE SE	BOUCHARD CHARITY & MA	40.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0225	7037 WILLARD AVE SE	NIELSEN CHRISTINE	40.00
Permit	PP21-0224	6161 KALAMAZOO AVE SE	DAANES DEVEL CO	40.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PP21-0228	6904 LINDEN AVE SE	BERGEY BRIAN & NEELEY	40.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
TOTAL:				20 800.00

Permit	Plumbing	Plumbing	Standard Item - 03. Fixtures, Drain	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0229	167 84TH ST SE	WARSEN SUSAN M	5.00
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	15.00
Permit	PP21-0212	10784 EASTERN AVE SE	KLEIN ROBERT F & PAME	5.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	125.00
Permit	PP21-0213	7833 HIGH KNOLL DR SE	NORTON BRIAN & VALERI	15.00
Permit	PP21-0236	1863 HOLLOW CREEK DR SE	SEFER ADMIR & ELVISA	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	50.00
Permit	PP21-0238	7716 JONAGOLD DR SE	POSTMA ARDEN J & DEBO	5.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	55.00
Permit	PP21-0225	7037 WILLARD AVE SE	NIELSEN CHRISTINE	5.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	50.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	65.00



Revenue Breakdown Report

Page: 24 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELOPMENT	55.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	50.00
TOTAL:				14 505.00

Permit	Plumbing	Plumbing	Standard Item - 05. Stacks - Soil,	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0229	167 84TH ST SE	WARSEN SUSAN M	3.00
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	6.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	3.00
Permit	PP21-0213	7833 HIGH KNOLL DR SE	NORTON BRIAN & VALERI	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	9.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	9.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	9.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELOPMENT	9.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	9.00
TOTAL:				9 62.00

Permit	Plumbing	Plumbing	Standard Item - 06. Sewage Ejectors	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0231	7079 HAMMOND AVE SE	HANCE JENNIFER A & JO	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0217	1726 CRESCENT POINTE SE	BOUCHARD CHARITY & MA	10.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	5.00
TOTAL:				8 45.00

Permit	Plumbing	Plumbing	Standard Item - 07. Sub-soil drains	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
TOTAL:				1 5.00

Permit	Plumbing	Plumbing	Standard Item - 08. Water Service -	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0230	175 84TH ST SE	WARSEN SUSAN M	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	5.00
TOTAL:				7 35.00

Permit	Plumbing	Plumbing	Standard Item - 11. Connection Bldg	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
TOTAL:				1 5.00

Permit	Plumbing	Plumbing	Standard Item - 12. Sewer - Less th	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0229	167 84TH ST SE	WARSEN SUSAN M	5.00
Permit	PP21-0230	175 84TH ST SE	WARSEN SUSAN M	5.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELOPMENT	5.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELOPMENT	5.00



Revenue Breakdown Report

Page: 25 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

TOTAL:	8	40.00
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Permit	Plumbing	Plumbing	Standard Item - 15. Water Dist. - 3	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	5.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	5.00
Permit	PP21-0217	1726 CRESCENT POINTE SE	BOUCHARD CHARITY & MA	5.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	5.00
Permit	PP21-0224	6161 KALAMAZOO AVE SE	DAANES DEVELO CO	5.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	5.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	5.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	5.00
TOTAL:			9	45.00

Permit	Plumbing	Plumbing	Standard Item - 16. Water Dist. - 1	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0225	7037 WILLARD AVE SE	NIELSEN CHRISTINE	10.00
TOTAL:			1	10.00

Permit	Plumbing	Plumbing	Standard Item - 19. Water Dist. - 2	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	25.00
TOTAL:			1	25.00

Permit	Plumbing	Plumbing	Standard Item - 21. Reduced pressur	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0214	1438 SILVER SPRINGS CT SE	HASANOVIC FUAD & RYAN	5.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	5.00
Permit	PP21-0217	1726 CRESCENT POINTE SE	BOUCHARD CHARITY & MA	5.00
Permit	PP21-0228	6904 LINDEN AVE SE	BERGEY BRIAN & NEELEY	5.00
TOTAL:			4	20.00

Permit	Plumbing	Plumbing	Standard Item - 24. Underground Ins	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	40.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	40.00
Permit	PP21-0213	7833 HIGH KNOLL DR SE	NORTON BRIAN & VALERI	40.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
TOTAL:			8	320.00

Permit	Plumbing	Plumbing	Standard Item - 25. Rough-In Inspec	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0232	6540 DIVISION AVE SE	WIERINGA KENNETH W &	40.00
Permit	PP21-0210	4317 68TH ST SE	OLD DOMINION FREIGHT	40.00
Permit	PP21-0233	1083 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0216	1055 HAVEN CT SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0219	867 WATER RIDGE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0227	10207 EAST PARIS AVE SE	LEHMAN EUGENE & LISA	40.00
Permit	PP21-0221	981 WATERSCAPE DR SE	SIGNATURE LAND DEVELO	40.00
Permit	PP21-0222	8181 COOKS CORNER DR SE	SIGNATURE LAND DEVELO	40.00
TOTAL:			8	320.00

Permit	Plumbing	Water Heater	Inspection - 28. Final Inspection	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0237	85 92ND ST SE	ONEILL PEGGY & LAUBE	40.00
Permit	PP21-0241	7320 CARPET ROSE DR SE	GODBOLD PAUL L & DIAN	40.00



Revenue Breakdown Report

Page: 26 of 26

07/29/2021

Filter: All Records, Transaction.DateToPostOn Between 7/1/2021 12:00:00 AM AND 7/29/2021 11:59:59 PM

Permit	PP21-0240	1442 EDGEKNOLL DR SE	LEMKE BRUCE H & LAURI	40.00
Permit	PP21-0239	1783 SOUTH PARK SE	EADIE RYAN J & MARY E	40.00
Permit	PP21-0220	7154 LINDEN AVE SE	BUIST DANNY L	40.00
Permit	PP21-0223	7088 PLACID POINTE CT SE	KANE JAMES JR	40.00
TOTAL:				6 240.00

Permit	Plumbing	Water Heater	Standard Item - 01. Administration	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0235	975 76TH ST SE	BUIT TERRY	40.00
Permit	PP21-0234	134 WAVELL ST SE	HERLEVICH FRANK R & P	40.00
Permit	PP21-0237	85 92ND ST SE	ONEILL PEGGY & LAUBE	40.00
Permit	PP21-0241	7320 CARPET ROSE DR SE	GODBOLD PAUL L & DIAN	40.00
Permit	PP21-0240	1442 EDGEKNOLL DR SE	LEMKE BRUCE H & LAURI	40.00
Permit	PP21-0239	1783 SOUTH PARK SE	EADIE RYAN J & MARY E	40.00
Permit	PP21-0220	7154 LINDEN AVE SE	BUIST DANNY L	40.00
Permit	PP21-0223	7088 PLACID POINTE CT SE	KANE JAMES JR	40.00
TOTAL:				8 320.00

Permit	Plumbing	Water Heater	Standard Item - 03. Fixtures, Drain	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP21-0235	975 76TH ST SE	BUIT TERRY	5.00
Permit	PP21-0234	134 WAVELL ST SE	HERLEVICH FRANK R & P	5.00
Permit	PP21-0237	85 92ND ST SE	ONEILL PEGGY & LAUBE	5.00
Permit	PP21-0241	7320 CARPET ROSE DR SE	GODBOLD PAUL L & DIAN	5.00
Permit	PP21-0240	1442 EDGEKNOLL DR SE	LEMKE BRUCE H & LAURI	5.00
Permit	PP21-0239	1783 SOUTH PARK SE	EADIE RYAN J & MARY E	5.00
Permit	PP21-0220	7154 LINDEN AVE SE	BUIST DANNY L	5.00
Permit	PP21-0223	7088 PLACID POINTE CT SE	KANE JAMES JR	5.00
TOTAL:				8 40.00

Permit	Residential Roofing	Res, Roofing	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0255	6838 BONNIE AVE SE	COTTLE TYLER D & SAMA	90.00
Permit	PB21-0294	7285 EASTERN AVE SE	DHR LLC	90.00
Permit	PB21-0289	475 FARADAY DR SE	SOUTHWOOD MOBILE VILL	90.00
Permit	PB21-0256	7561 EASTERN AVE SE	RECORDS MARK W	90.00
Permit	PB21-0257	982 61ST ST SE	NEWMAN RONALD L	90.00
Permit	PB21-0302	6846 ALEDA AVE SE	BOORSMA NANCY	90.00
Permit	PB21-0276	6122 DIVISION AVE SE	CC KENTWOOD PROPERTY	90.00
Permit	PB21-0287	7715 JONAGOLD DR SE	VOSTAD LAWRENCE D & L	90.00
TOTAL:				8 720.00

Permit	Swimming Pool	Res A.G. Pool	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0288	575 SUNVALLEY CT SE	ABBOTT ANDREW & LACEY	130.00
TOTAL:				1 130.00

Permit	Swimming Pool	Res. I.G. Pool	Standard Item - Building Permit Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB21-0251	1409 TURNING CREEK DR SE	NUHAGIC ALMIN	130.00
Permit	PB21-0248	7783 HARMONY COVE CT SE	VEGH DARRYL & LINDA	130.00
Permit	PB21-0265	8965 KALAMAZOO AVE SE	TIMMER SETH & KATHRYN	130.00
TOTAL:				3 390.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN CHEMICAL BANK						
07/03/2021	GEN	29695	ACTIONCHEM	ACTION CHEMICAL INC	CFD BATH TISSUE	42.25
07/03/2021	GEN	29696	AMAZON	AMAZON CAPITAL SERVICES	4 TVS FOR EMERGENCY SYSTEMS	2,140.96
					DRD MOTOROLA ANTENNA	133.49
					CFD MEDICAL GLOVES	162.20
						<u>2,436.65</u>
07/03/2021	GEN	29697	BOUND TREE	BOUND TREE MEDICAL LLC	CFD PANTS	119.98
07/03/2021	GEN	29698	BYRONTREAS	BYRON TOWNSHIP TREASURER	CFD WATER	196.52
07/03/2021	GEN	29699	CHARTER CO	CHARTER COMMUNICATIONS	TWP HALL PHONE	154.97
07/03/2021	GEN	29700	FIRST BANK	FIRST BANKCARD CENTER	MEAT ON FOOD ALLOWANCE, PAPER TOWELS	765.33
07/03/2021	GEN	29701	FIRST BANK	FIRST BANKCARD CENTER	FUEL FOR CEMETERY - INTERSTATE BATTERY F	451.32
07/03/2021	GEN	29702	FIRST BANK	FIRST BANKCARD CENTER	DIVISION AVENUE LIGHT POLES	38.04
07/03/2021	GEN	29703	FIRST BANK	FIRST BANKCARD CENTER	LAMINATED CEMETERY SIGNS, INSTITUTE HOTE	190.34
07/03/2021	GEN	29704	FIRST BANK	FIRST BANKCARD CENTER	KITCHEN SUPPLIES, ACROBAT SUBSCRIPTION	52.78
07/03/2021	GEN	29705	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT SUBSCRIPTION, MEAL FOR MEET AND	356.81
07/03/2021	GEN	29706	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT SUBSCRIPTION	18.01
07/03/2021	GEN	29707	GAINES TAX	GAINES TOWNSHIP TAX ACCOUNT	REIMBURSE FOR REFUNDED TAXES DUE TO MICH	2,030.93
07/03/2021	GEN	29708	INTEGRITY	INTEGRITY OFFICE	BINDERS, TISSUE, INSECTICIDE, CLIPS, PAP	31.31
					INSECTICIDE	6.72
						<u>38.03</u>
07/03/2021	GEN	29709	IPM	IPM SERVICES	CFD PEST CONTROL	25.00
					LIBRARY PEST CONTROL	25.00
					DFD PEST CONTROL	25.00
						<u>75.00</u>
07/03/2021	GEN	29710	JOHN S	JOHN STUYFZAND	INSPECTION MILEAGE	278.32
					INSPECTOR MILEAGE	286.72
					INSPECTOR MILEAGE	287.84
						<u>852.88</u>
07/03/2021	GEN	29711	KCTREASURE	KENT COUNTY TREASURER	JUNE CP OFFICER AND TOWNSHIP LAW	82,644.38
07/03/2021	GEN	29712	TRIPLETT	KIM TRIPLETT	CELL PHONE AND MILEAGE	67.02
07/03/2021	GEN	29713	LAURIE L	LAURIE LEMKE	MAY JUNE MILEAGE AND OFFICE SUPPLIES	116.38
07/03/2021	GEN	29714	MEDMUTUAL	MEDMUTUAL LIFE	AUGUST 2021 LIFE INSURACE	327.43
07/03/2021	GEN	29715	MEYERS CLE	MEYERS CLEANING SERVICE INC	TWP HALL AND LIBRARY CLEANING	2,235.00
07/03/2021	GEN	29716	BREW	MICHAEL BREW	MILEAGE AND FOOD FOR CLERK'S INSTITUTE,	203.71
07/03/2021	GEN	29717	MINER	MINER SUPPLY COMPANY	LIBRARY CLEANING SUPPLIES	80.69
					TOWELS FOR LIBRARY	64.48
						<u>145.17</u>
07/03/2021	GEN	29718	ROB DEWARD	ROBERT DEWARD	MILEAGE AND WATER, CHIPS, AND ARMY FLAG	398.42
07/03/2021	GEN	29719	SKILL PATH	SKILL PATH	ADVANCED EXCEL TRAINING	161.00
07/03/2021	GEN	29720	NEXTEL	SPRINT		376.72
07/03/2021	GEN	29721	WAYNE B	WAYNE BOURDO	TRASH SERVICE DOG WALK, LANDSCAPE MAINTEN	1,054.57
07/09/2021	GEN	29722	123	123.NET	TELEPHONE SERVICES	251.50
07/09/2021	GEN	29723	ACCIDENT	ACCIDENT FUND	WORKER COMP INSURANCE INITIAL INSTALLMEN	4,574.08
07/09/2021	GEN	29724	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	COPIER AND PRINTER FEES	729.45
07/09/2021	GEN	29725	AMAZON	AMAZON CAPITAL SERVICES	KLEIN DIGITAL LIGHT METER	69.99
					ENVELOPES FOR GENERAL OFFICE, LABELS BOR	52.14

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						122.13
07/09/2021	GEN	29726	ARROW	ARROWASTE INC	BLAIN CEMETERY REFUSE	52.36
					CFD REFUSE	105.91
					DFD REFUSE	44.48
					TWP OFFICE REFUSE	66.43
					LIBRARY REFUSE	61.72
						330.90
07/09/2021	GEN	29727	BINDERLIFT	BINDER LIFT LLC	CFD 2 BINDER LIFT PATIENT LIFT ASSIST DE	1,442.10
07/09/2021	GEN	29728	BOUND TREE	BOUND TREE MEDICAL LLC	CFD STERILE WATER, PEDIATRIC NASAL MASK,	32.91
					CFD GERMICIDAL WIPES	110.94
					CFD STERILE WATER	9.88
					CFD SHIRT, PANTS	275.95
					CFD JACKET	100.99
						530.67
07/09/2021	GEN	29729	BURNHAM	BURNHAM AND FLOWER AGENCY	FSA FEE FOR APRIL, MAY, AND JUNE 2021	22.50
07/09/2021	GEN	29730	COMCAST	COMCAST	CFD TELEPHONE	254.23
07/09/2021	GEN	29731	TWP-CONSUM	CONSUMERS ENERGY	STREETLIGHTS	48.11
					DIVISION STREETLIGHTS	77.05
					DIVISION STREETLIGHTS	79.12
					DIVISION STREETLIGHTS	73.19
					CFD ELECTRICITY	1,167.29
					BLAIN CEMETERY	29.87
					BLAIN CEMETERY	37.89
						1,512.52
07/09/2021	GEN	29732	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	BIKE PATH TO BREWER PARK AND COOKS CROSS	52.00
					PRARIE WOLF PARK LAWN CUTS	351.00
						403.00
07/09/2021	GEN	29733	FIRST BANK	FIRST BANKCARD CENTER	DFD WOOD GLUE, ADOBE SOFTWARE	170.41
07/09/2021	GEN	29734	KC EMS	K.C. EMERGENCY MEDICAL SERVICE	CFD QUARTERLY ASSESSMENT FEE	259.01 V
				Void Reason: MISTYPED ENTRY		
				Void Reason: MISTYPED ENTRY	FY 2020-2021 Q4 ASSESSMENT	249.09 V
						508.10
07/09/2021	GEN	29735	KCI	KENT COMMUNICATIONS INC	TAX BILLS AND LEFT OVER POSTAGE	964.56
07/09/2021	GEN	29736	OMEGA SYST	OMEGA SYSTEMS, OCEAN INC.	MAINTAIN BACKUP REPLICATION	147.00
					WORK ON SERVERS, AMBER, JONATHAN, REMOTE	843.00
						990.00
07/09/2021	GEN	29737	PEOPLE	PEOPLE IT	CFD BACKUPS	369.00
07/09/2021	GEN	29738	PLUMMERS	PLUMMERS DISPOSAL SERVICE	WHEELCHAIR ACCESSIBLE UNIT	155.00
07/09/2021	GEN	29739	TWP-SIEGFR	SIEGFRIED CRANDALL VOS & LEWIS	PROFESSIONAL SERVICES INCLUDING AMENDED	500.00
07/09/2021	GEN	29740	STRYKER	STRYKER	LUCAS DEVICE SERVICE PLAN	1,299.60
07/09/2021	GEN	29741	TDS	TDS METROCOM	TWP OFFICE TELEPHONIC SERVICES	286.99
07/09/2021	GEN	29742	SUN NEWS	THE SUN AND NEWS	PUBLIC HEARING PUBLICATIONS	253.44
07/09/2021	GEN	29743	VRIESMAN	VRIESMAN & KORHORN LLC	EVERETT'S LANDSCAPING IMPROVEMENT	400.68

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CHECK DATE FROM 07/01/2021 - 07/28/2021

Page: 3/3

125,706.75

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CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 07/01/2021 - 07/28/2021

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN 2 MACATAWA BANK						
07/27/2021	GEN 2	30000	AMAZON	AMAZON CAPITAL SERVICES	DFD PAPER TOWELS	31.58
					DFD CLEANING SUPPLIES	42.57
					TWP OFFICE SCISSORS	9.99
					CFD FIRST ARRIVING PROJECT - CONNECTORS	450.90
					TWP OFFICE ESPRESSO, SWIFFER DUSTER REFI	105.16
					TWP OFFICE HDMI CABLES	58.76
					CFD FIRST RESPONSE PROJECT - TV, HDMI SP	20.32
					CALCULATOR FOR SUPERVISOR AND MANAGER	57.25
					5 WIRELESS MICE	56.94
					D RING BINDER, WALL FILE HOLDER	42.65
						876.12
07/27/2021	GEN 2	30001	ANLAAN	ANLAAN CORPORATION	RFP4221 50% SPLIT WITH KENT COUNTY 60TH	83,529.77
07/27/2021	GEN 2	30002	APOLLO	APOLLO FIRE EQUIPMENT CO.	DFD EXTRICATION GLOVES	543.06
07/27/2021	GEN 2	30003	BIO-CARE	BIO-CARE	CFD MEDICAL EXAM	480.00
07/27/2021	GEN 2	30004	BLOOM	BLOOM SLUGGETT	ORDINANCE ENFORCEMENT, SAD PREP, LAND DI	2,856.00
07/27/2021	GEN 2	30005	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	TRADITIONAL HEALTH INSURANCE	4,978.77
07/27/2021	GEN 2	30006	BLUE HSA	BLUE CROSS HSA	HSA HEALTH AND LIFE INSURANCE	13,348.26
07/27/2021	GEN 2	30007	BOUND TREE	BOUND TREE MEDICAL LLC	CFD BOOTS REPLACEMENT	101.99
07/27/2021	GEN 2	30008	BS&A SOFTW	BS&A SOFTWARE	PERMIT APPLICATION SUBMISSION, MISC RECE	7,879.00
07/27/2021	GEN 2	30009	BUIST	BUIST ELECTRIC INC	DAMAGED POLE REPLACED AND REPAIRED POLES	474.00
07/27/2021	GEN 2	30010	BYRONTREAS	BYRON TOWNSHIP TREASURER	2ND QUARTER REIMBURSEMENT FOR BYRON CFD	1,022.27
07/27/2021	GEN 2	30011	CINTAS	CINTAS CORPORATION #301	TWP OFFICE BLACK MATS	76.94
07/27/2021	GEN 2	30012	CLARK	CLARK HILL	FIFTH THIRD BANK MTT MATTER	72.00
					JACKSON ENTERTAINMENT, LLC 2021 APPEAL	360.00
					MOBILE DEFENDERS LLC	312.00
						744.00
07/27/2021	GEN 2	30013	COMCAST	COMCAST	DFD TELEPHONE COMMUNICATION	175.14
07/27/2021	GEN 2	30014	DELTA DENT	DELTA DENTAL	TOWNSHIP DENTAL INSURANCE	1,761.33
07/27/2021	GEN 2	30015	D.J.S	DJ'S LANDSCAPE MANAGEMENT	TWP OFFICE LAWN MAINTENANCE	1,598.00
					LIBRARY LANDSCAPE MANAGEMENT	143.38
						1,741.38
07/27/2021	GEN 2	30016	DTE	DTE ENERGY	CFD GAS	48.37
					TWP HALL GAS	307.35
					DFD GAS	54.83
					LIBRARY GAS	38.35
						448.90
07/27/2021	GEN 2	30017	EMERGENCYV	EMERGENCY VEHICLE PRODUCTS	CFD 500 HOUR SERVICE CHECK	952.01
07/27/2021	GEN 2	30018	UNUM	FIRST UNUM LIFE INSURANCE COMPANY	TOWNSHIP SHORT TERM AND LONG TERM DISABI	1,705.82
07/27/2021	GEN 2	30019	GORDON	GORDON WATER	TWP OFFICE WATER COOLER	31.80
					DFD COOLER RENTAL	8.00
						39.80
07/27/2021	GEN 2	30020	HORIZON	HORIZON COMMUNITY PLANNING LLC	MULTIPLE ESCROW SITE PLANS, FINAL RELIM	3,480.00
07/27/2021	GEN 2	30021	ITP	INTERURBAN TRANSIT PARTNERSHIP	RUAL GO BUS SERVICE	767.50
					RUAL LINEHAUL SERVICE	3,776.10
						4,543.60

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CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
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Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2021	GEN 2	30022	J&B	J&B MEDICAL SUPPLY	DFD STERILE WATER FOR IRRIGATION	33.00
07/27/2021	GEN 2	30023	KENT COUNT	KENT COUNTY ROAD COMMISSION	84 ST DIVISION AVENUE TO EASTERN AVENUE	62,450.00
07/27/2021	GEN 2	30024	KLEYN	KLEYN MOBILE REPAIR LLC	DFD AIR CONDITIONING LEAK, BROKEN BULB	1,611.96
07/27/2021	GEN 2	30025	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	TWP OFFICE ANNUAL MAINTENANCE, INSPECTIO	1,455.00
07/27/2021	GEN 2	30026	TWP-MCDONA	MCDONALD PLUMBING	TEST BACKFLOW	74.00
07/27/2021	GEN 2	30027	MED-1	MED-1 BRETON	DFD PHYSICALS	1,223.06
07/27/2021	GEN 2	30028	MINER	MINER SUPPLY COMPANY	TWP HALL SUPPLIES	75.62
					LIBRARY CLEANING SUPPLIES	189.18
					TWP OFFICE CLEANING SUPPLIES	75.62
						340.42
07/27/2021	GEN 2	30029	PEOPLE	PEOPLE IT	WORK WITH KEN ON CFD EMAIL SCARE	42.50
07/27/2021	GEN 2	30030	PITNEY BOW	PITNEY BOWES RESERVE ACCOUNT	INCREASE RESERVE POSTAL MACHINE	2,500.00
07/27/2021	GEN 2	30031	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	6,620.00
07/27/2021	GEN 2	30032	PURITY	PURITY CYLINDER GASES INC	CFD TEST GAS CYLINDERS	50.00
07/27/2021	GEN 2	30033	RESCUE RES	RESCUE RESOURCES LLC	CFD TRAINING	150.00
07/27/2021	GEN 2	30034	ROGER STER	ROGER STERK	INSPECTOR JUNE 2021 MILEAGE	219.52
07/27/2021	GEN 2	30035	NEXTEL	SPRINT	JULY 2021 CELL PHONE	446.13
07/27/2021	GEN 2	30036	STAR	STAR 2 STAR COMMUNICATIONS	DFD TELEPHONE	358.41
					TWP OFFICE TELEPHONE	810.34
						1,168.75
07/27/2021	GEN 2	30037	UNIQUE	UNIQUE TRUCK EQUIPMENT	SPECIAL ASSESSMENT SPANISH TRANSLATION S	100.00
07/27/2021	GEN 2	30038	WAYNE B	WAYNE BOURDO	LANDSCAPE MAINT. TWP OFFICE, LIBRARY	919.57
					DOG PARK TRASH SERVICE	135.00
						1,054.57
07/27/2021	GEN 2	30039	WEST SHORE	WEST SHORE FIRE INC	DFD SIREN LAIRD ANTENNA AND PARTS	1,415.00
07/27/2021	GEN 2	30040	WITMER	WITMER PUBLIC SAFETY GROUP INC	DFD ADAPTER	195.57
					DFD TURTLE PLASTICS CRIBBING STEP CHOCKS	146.58
						342.15
GEN 2 TOTALS:						
Total of 41 Checks:						213,054.22
Less 0 Void Checks:						0.00
Total of 41 Disbursements:						213,054.22

Memo

To: Gaines Charter Township Board of Trustees
From: Dan Wells, Community Development Director
Date: August 9th, 2021
Re: Platted Lot Combination

Introduction

The Township has received an application to combine platted parcels. The properties include 62 Coleman SE and 102 Coleman SE (41-22-07-305-009 and 41-22-07-305-010 respectively).

The parcel combination was initiated by the landowner so they don't receive two tax bills, will resolve a setback issue that makes 62 Coleman non-conforming, and will eliminate 102 Coleman; a non-conforming parcel in terms of parcel width (80 feet required and is currently 40) and square footage (10,000 required for single-family and is currently 4,800). The homeowner desires to bring the property into conformance with the zoning ordinance in anticipation of a special use permit application to install several ground mounted solar panels.

Per "Township Ordinance 22-66: Division of Platted Lots", no platted lots shall be further partitioned or divided without Township Board approval. This includes combinations. Staff has reviewed all the proposed combination and the proposed lot meets lot dimension requirements under current zoning. The property owners benefiting from the combination is currently up to date on property taxes.

Recommendations

Staff recommends the proposed combinations be approved via resolution. If approved, Staff will prepare approval letters to be sent to property owners and Kent County.



Gaines Charter Township

Board of Trustees Memo

Meeting Date: August 9th, 2021

PROPOSED REQUEST: Final PUD Plan/Rezone

FILE NUMBER: 210419BD

ADDRESS: 7884, 7788, 7920 Eastern Avenue

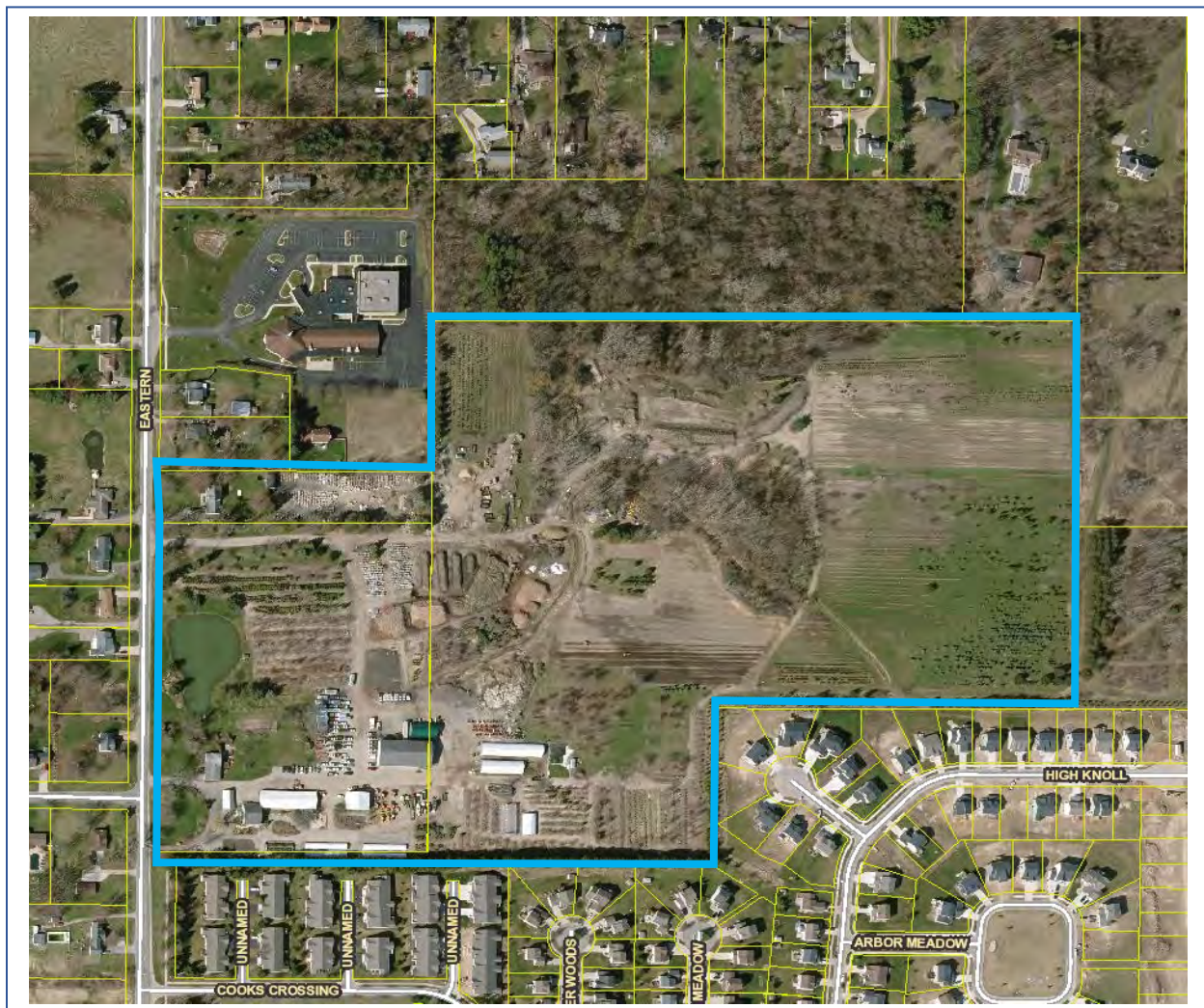
PROPERTY ZONING DISTRICT: RL-14

PARCEL NUMBERS: 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026

PROPERTY SIZE: 56 Acres

APPLICANT: Brent Diemer

REPORT BY: Dan Wells, Community Development Director; David Jirousek, AICP, Planning Consultant



OVERVIEW

The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. The existing business has been in operation for 65 years, and the current RL-14 zoning designation and nonconforming use status limits the ability to expand operations and further improve the site. The property currently includes two homes, accessory buildings, storage buildings, and an office building. The site also includes outdoor material storage, and the majority of the acreage consists of outdoor planted nursery stock and wooded area.

Proposed improvements as part of the PUD project include:

1. Public utility service connections
2. Improved driveway access from Eastern Avenue
3. 49-space parking lot
4. Four new buildings:
 - a. Office and maintenance building: 18,125 square feet with future additions
 - b. Equipment storage building: 16,000 square feet
 - c. Other future buildings (details not provided).
5. Stormwater management improvements

Surrounding zoning:

	NORTH: RL-14	
WEST: RL-10	SUBJECT PARCEL	EAST: RL-14
	SOUTH: Cook's Crossing PUD	

PROCESS

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

1. Preliminary PUD plan review and Planning Commission approval based on Section 11.1
2. Final PUD plan review based on Section 25.3 and a public hearing held by the Planning Commission
3. Recommendation concerning the final PUD plan and rezoning by the Planning Commission through a resolution and draft ordinance
4. Review by the Township Board at first reading (August 9th, 2021)
5. Review, public hearing, and approval of the final PUD plan and rezoning by the Township Board at second reading

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval of the final PUD plan and PUD rezoning with the conditions noted in the proposed Resolution. The recommendation was based on findings of fact related to the applicable PUD standards of approval.

ATTACHED ITEMS

- Proposed PUD Resolution
- Proposed PUD Ordinance

CHARTER TOWNSHIP OF GAINES COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 21-07-22-02 PC

The following Resolution was offered and adopted by the Gaines Charter Township Planning Commission at a regular meeting held on July 22nd, 2021.

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

Member Absent: Haagsma

The following Resolution was offered for adoption by Planning Commissioner Waayenberg and supported by Planning Commissioner Rober to document the findings and the recommendation of approval by the Gaines Charter Township Planning Commission regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Site Plan and PUD rezoning.

RECOMMENDATION REGARDING A FINAL PUD SITE PLAN AND PUD REZONING FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN AVENUE

Section I General Background:

1. The Planning Commission is authorized to review Final PUD Plans and PUD rezonings and provides recommendations the Township Board.
2. The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. Proposed improvements as part of the PUD project include:
 - a. Public utility service connections.
 - b. Improved driveway access from Eastern Avenue.
 - c. 49-space parking lot.
 - d. Four new buildings:
 - i. Office and maintenance building: 18,125 square feet with future additions.
 - ii. Equipment storage building: 16,000 square feet.
 - iii. Other buildings indicated as "future" on site plan (details not provided and are not approved).

- e. Stormwater management improvements.
- 3. The subject plans are titled “Everett’s Landscape” and were prepared by The Architectural Group, Inc., revised April 14, 2021.
- 4. The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026.
- 5. The Planning Commission held a public hearing on the PUD on June 24, 2021.

Section II PUD Standards of Review- Findings:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance (“the Zoning Ordinance”), the applicant’s presentation at the public hearing, and Township Staff’s recommendation, and other factors, the Planning Commission hereby adopts the following findings per Section 11.1 Planned Unit Development General Review Standards.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township’s efforts to maintain rural character and to protect open spaces. The open space preserved as part of the plan provides wildlife habitat and naturally infiltrates stormwater. Although it operates as a commercial business, supporting the business will ensure that the land remains a working nursery and lessens the likelihood of conversion to a residential neighborhood.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The proposed office building will block future utilitarian storage buildings from sight, and will add attractive architectural elements fronting Eastern Avenue.

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

Meets standard. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby single-family residential land uses.

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

Meets standard. Two existing dwellings will be retained on the site, resulting in a very low residential density over 56 acres.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. Access is limited to existing driveways. However, one driveway will be improved to provide primary access to the new office and maintenance building. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The scope of the proposed PUD will have no impact on local school districts.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard, condition recommended. The plans were reviewed by the Township Engineer and Fire Department. Review comments should be satisfied as a condition of approval.

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

Meets standard, condition recommended. The applicant should be required to comply with all of the requirements of the Township Engineer during the final PUD review. Review comments should be satisfied as a condition of approval.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into existing open space is anticipated.

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

Meets standard, condition recommended. The Planning Commission recommends a sidewalk along the Eastern Avenue frontage to continue the expansion of Township pedestrian facilities.

Section III Final PUD Plan Standards- Findings:

The Planning Commission hereby adopts the following findings per Section 25.6, Site Plan Review Standards.

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

Does not meet standard, conditions recommended. This standard will be met as long as conditions of approval are satisfied. The proposed office building will block future utilitarian storage buildings from sight, and will add attractive architectural elements fronting Eastern Avenue. All setbacks and dimensional standards are met, and excess parking is acceptable. Additional landscaping details are required, and may change over time.

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

Meets standard. As stated in the preliminary PUD review, preserving the site as a nursery and landscaping business will assist the Township's efforts to maintain rural character and to protect open spaces.

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

Condition recommended. The applicant is required to secure all applicable Township and outside agency approvals prior to site development, including Township Engineering/BGUA, Fire Department, Kent County Road Commission, and Kent County Drain Commission, as applicable.

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

Meets standard. The proposed final PUD plan will ensure that the existing business remains compatible with nearby residential development. The proposed building footprints are internal to the site and are significantly separated from nearby homes.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The new building will screen the outdoor storage area and outdoor activities from the public right-of-way. Existing buffers will continue to provide screening and visual relief for neighboring residents.

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

Condition recommended. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector.

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

Meets standard, condition recommended. Access is limited to existing driveways. However, as stated earlier, one driveway will be improved to provide primary access to the new office and maintenance building. All work within the public right-of-way must be approved by the Kent County Road Commission.

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

Meets standard, condition recommended. Concrete sidewalks will connect the parking area to the proposed office building. The Planning Commission recommends a sidewalk along the Eastern Avenue frontage to continue the expansion of Township pedestrian facilities.

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

Meets standard, condition recommended. The existing stormwater pond is proposed to be expanded to the north to accommodate the increase of impervious surfaces. Stormwater and utility plans are subject to review and approval by the Township Engineer.

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

Meets standard. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Condition recommended. All site plans, along with measures for fire protection, are subject to review and approval by the Fire Inspector.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby development. The proposed site development is not anticipated to negatively impact adjacent properties and natural resources.

PLANNING COMMISSION RECOMMENDATION AND DECISION

The Planning Commission has determined that the preceding findings support the approval of the Final PUD Plan and PUD rezoning for Everett's Landscaping. The Planning Commission hereby recommends that the Township Board approves the final PUD plan and the PUD rezoning with the following conditions:

1. Provide a sidewalk along Eastern Avenue.
2. Excess parking is approved, and wheel stops/bumpers or curbing shall be shown on the site plan and installed.
3. Landscaping plan with front yard and parking lot landscaping points shall be calculated minimally under administrative review, and shall be reviewed administratively when changes are desired.
4. Site signage must follow the C-1 Neighborhood Commercial regulations with the exception that freestanding pole or pylon signs are not permitted.
5. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission.
 - d. Kent County Drain Commission.

The vote on the motion to adopt this Resolution was as follows:

YES: Burns, Giarmo, Rober, Waayenberg, Billips, Thomas

NO: None

ABSTAIN:

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Planning Commission at a meeting held on July 22, 2021.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lani Thomas". The signature is written in black ink and is positioned above the printed name and title.

Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: July 22, 2021

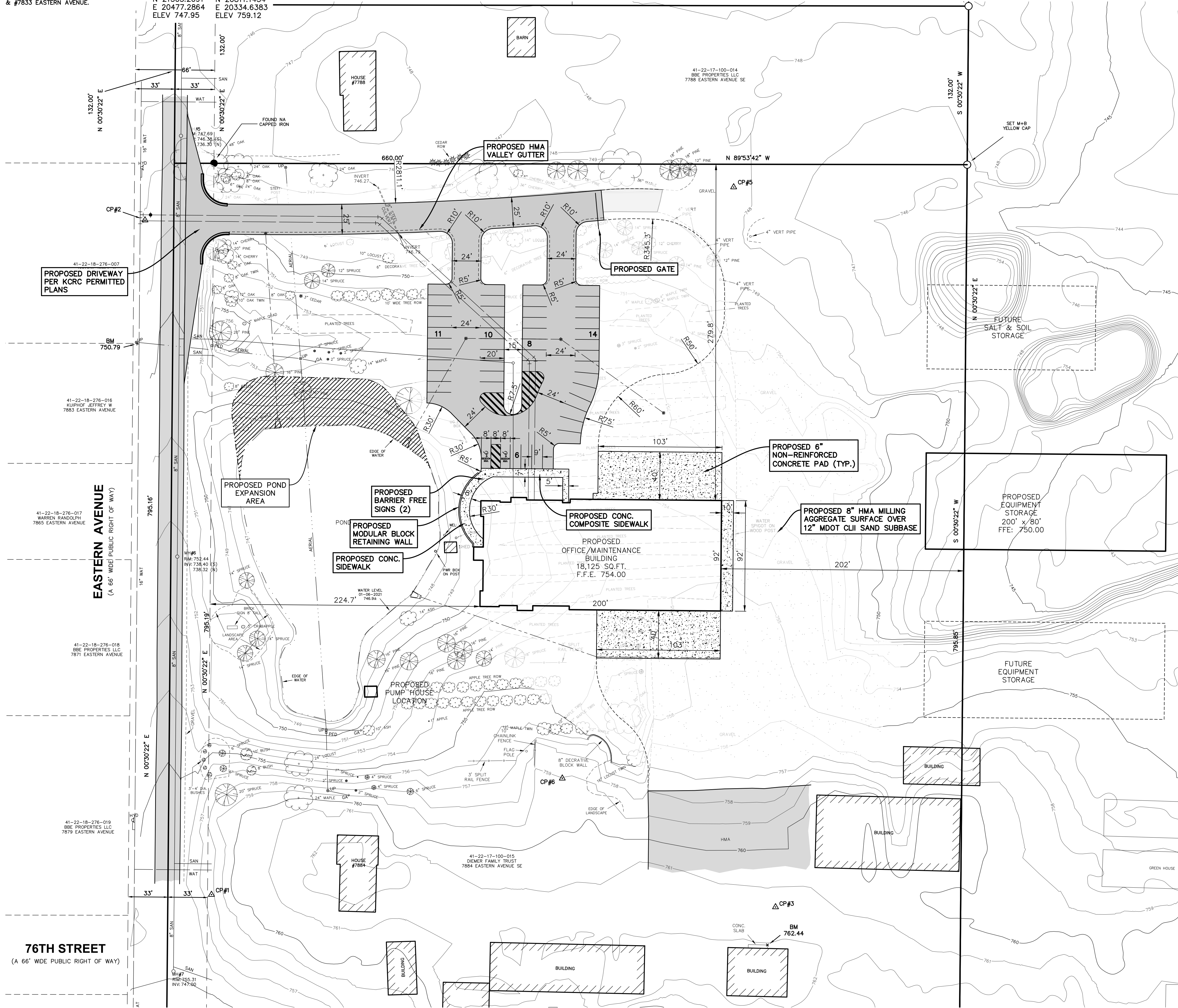
BENCHMARKS

ELEVATION = 752.44
NORTHEAST CORNER OF 3.7'x16' CONCRETE
SLAB, LOCATED ON THE NORTH SIDE OF
POLE BUILDING. JUST SOUTH OF CP#3.

ELEVATION = 750.79
RAILROAD SPIKE IN EAST SIDE OF UTILITY
POLE, LOCATED ON WEST SIDE OF
EASTERN AVENUE, BETWEEN HOUSE #7815
& #7833 EASTERN AVENUE.

CONTROL POINTS

CP#1 M+B RED CAP N 20714.3495 E 20042.5987 ELEV 758.80
CP#2 M+B RED CAP N 21275.7380 E 19987.2670 ELEV 749.58
CP#3 MAG NAIL N 20704.0315 E 20512.1232 ELEV 761.20
CP#4 M+B RED CAP N 21303.2091 E 20477.2864 ELEV 747.95
CP#5 M+B RED CAP N 20811.1434 E 20334.6383 ELEV 759.12



SITE PLAN GENERAL NOTES:

1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
3. THE CONTRACTOR SHALL FURNISH AND PLACE THE DRIVE APPROACH WITHIN THE PUBLIC RIGHT OF WAY IN ACCORDANCE WITH KENT COUNTY ROAD COMMISSION STANDARD CONSTRUCTION SPECIFICATIONS.
4. ALL STORM SEWER PIPE SHALL BE ADS N-12 PLASTIC PIPE UNLESS OTHERWISE SPECIFIED.
5. ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
6. ALL OTHER PAVED AREAS SHALL BE CONSTRUCTED WITH:
12" MDOT CL-2 SAND SUBBASE (C.I.P.)
6" 21AA GRAVEL BASE (C.I.P.)
1 1/2" 3C HMA LEVELING COURSE
1 1/2" 4C HMA WEARING COURSE
7. THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDOT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM- 1557.
8. THIS SITE PLAN SHALL NOT BE USED TO STAKE THE LOCATION OF PROPOSED BUILDING COLUMN LINES. THE SURVEYORS ARE TO USE THE BUILDING FOUNDATION PLANS.
9. THE CONTRACTOR SHALL PLACE AND COMPACT FILL UNDER THE PROPOSED BUILDING AREA TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM-1557. ALL OTHER AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% MAXIMUM DRY DENSITY.
10. THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER DETENTION POND AS SHOWN AND SPECIFIED.
11. THE CONTRACTOR SHALL REQUEST CONSTRUCTION STAKING BY EMAIL USING THE MOORE & BRUGGINK, INC. CONTRACTORS CONSTRUCTION STAKING REQUEST FORM. ONLY COMPLETED REQUESTS WILL BE SCHEDULED. NOTE THE PROJECT OWNER WILL PAY THE SURVEYOR TO PLACE STAKES ONLY ONCE. ALL LOST AND DAMAGED STAKES ARE THE CONTRACTORS RESPONSIBILITY.

PARKING REQUIREMENTS:

OFFICE: 3 SPACES/1,000 SQ.FT. x 8,500 SQ.FT. = 26 SPACES REQUIRED
49 SPACES PROVIDED

RL 14 ZONING DISTRICT

SET BACKS:

FRONT: 35'
SIDE: 8'
REAR: 35'



Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbce.com

SITE PLAN



The
Architectural
Group, Inc.

Architects
Planners

3100 Prairie S.W.
Grandville, MI 49418

Phone: 616.531.7040

Fax: 616.531.0221

www.TheArchitecturalGroup.com

Proposed:
Everett's Landscape
7884 Eastern Ave., Grand Rapids, Michigan

Dr. _____
Ap. EVZ

Date Issued For
4.14.2021

File No. 2020-39

Drawing

C1.5

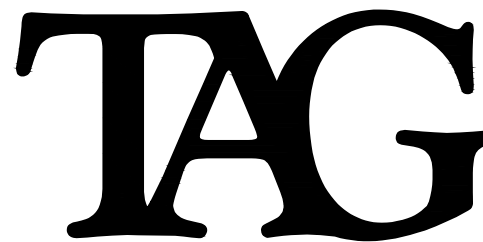
BENCHMARKS

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NORTHEAST CORNER OF 3.7'x16' CONCRETE
SLAB, LOCATED ON THE NORTH SIDE OF
POLE BUILDING, JUST SOUTH OF CP#3.

ELEVATION - 750.79
RAILROAD SPIKE IN EAST SIDE OF UTILITY
POLE, LOCATED ON WEST SIDE OF
EASTERN AVENUE, BETWEEN HOUSE #7815
& #7833 EASTERN AVENUE.

CONTROL POINTS

CP#1	CP#2	CP#3
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E 20042.5987	E 19987.2670	E 20512.1232
ELEV 758.80	ELEV 749.58	ELEV 761.20
CP#5	CP#6	
M+B RED CAP	M+B RED CAP	
N 21303.2091	N 20811.1434	
E 20477.2864	E 20334.6383	
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The
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Fax: 616.531.0221

www.TheArchitecturalGroup.com

Proposed:
Everett's Landscape
7884 Eastern Ave., Grand Rapids, Michigan

Dr. _____
Ap. EVZ

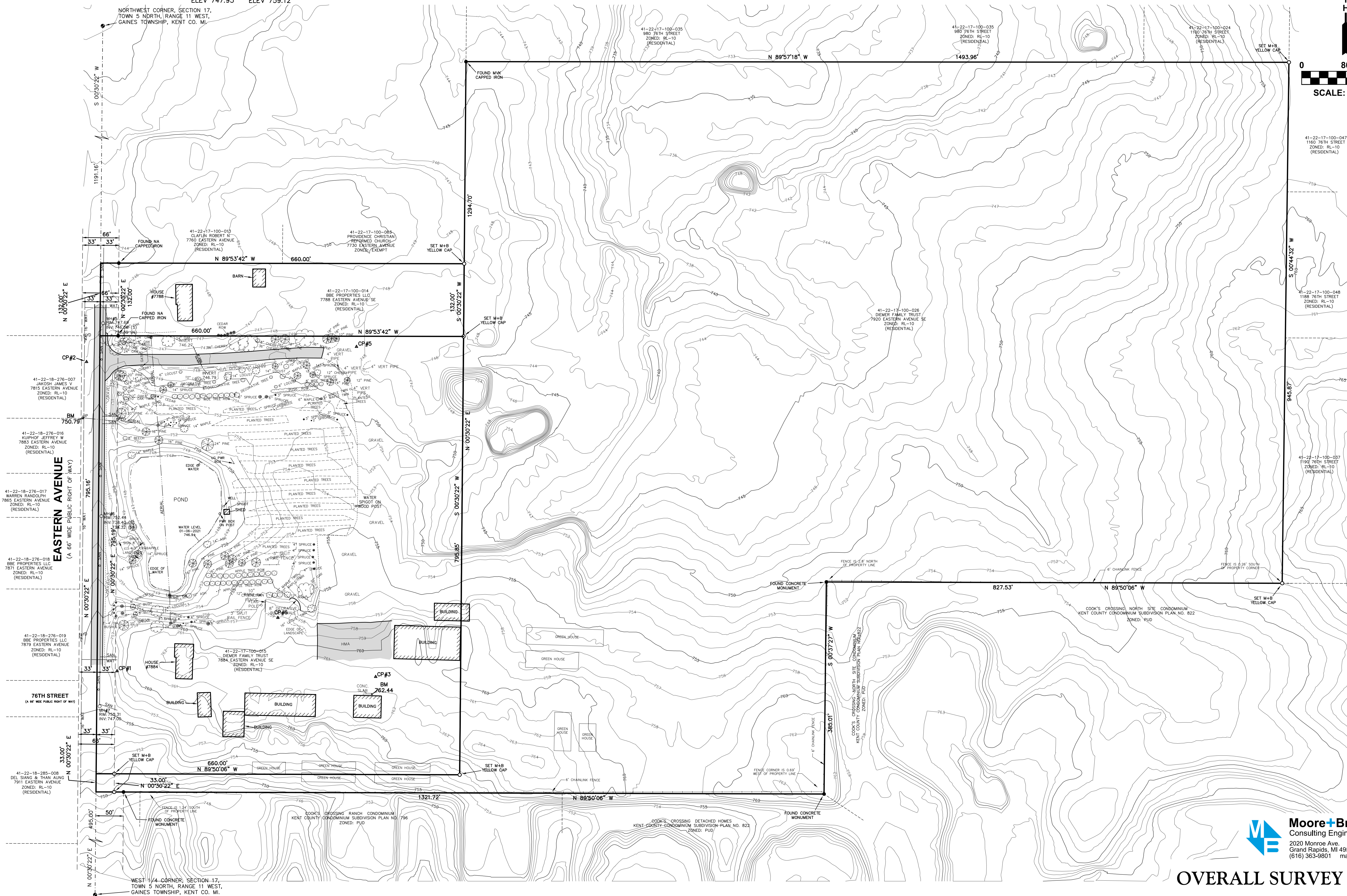
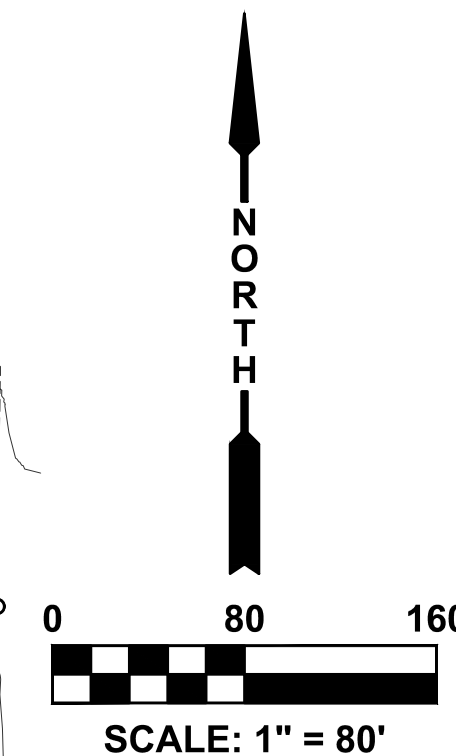
Date 4.14.2021
Issued For _____

File No. 2020-39

Drawing

C1.8

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Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbce.com

OVERALL SURVEY PLAN



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

ORDINANCE NO. 2021-_____

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following ordinance was offered for adoption by Member _____ and supported by Member _____ to document the findings and approval of the Gaines Charter Township Board of Trustees regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Plan and PUD rezoning.

**AN ORDINANCE TO APPROVE A FINAL PUD PLAN AND PUD REZONING
FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN
AVENUE**

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

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the Final PUD Plan and PUD rezoning for Everett's Landscaping. Proposed improvements as part of the PUD project include:

1. Public utility service connections.
2. Improved driveway access from Eastern Avenue.
3. 49-space parking lot.
4. Four new buildings:
 - a. Office and maintenance building: 18,125 square feet with future additions.
 - b. Equipment storage building: 16,000 square feet.
 - c. Other future buildings (details not provided and are not approved).
5. Stormwater management improvements.

Township Board Resolution No. 21-_____
Everett's Landscaping PUD

The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026. The subject plans are titled "Everett's Landscape" and were prepared by The Architectural Group, Inc., revised April 14, 2021.

Section 2. Findings. For the relevant findings of fact, details, and conditions of approval, please see Resolution No. 2021-____.

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

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____
ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

CERTIFICATION

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

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk

CHARTER TOWNSHIP OF GAINES COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2021-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Plan and PUD rezoning.

APPROVAL OF A FINAL PUD PLAN AND PUD REZONING FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN AVENUE

Section I General Background:

1. The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. Proposed improvements as part of the PUD project include:
 - a. Public utility service connections.
 - b. Improved driveway access from Eastern Avenue.
 - c. 49-space parking lot.
 - d. Four new buildings:
 - i. Office and maintenance building: 18,125 square feet with future additions.
 - ii. Equipment storage building: 16,000 square feet.
 - iii. Other future buildings (details not provided and are not approved).
 - e. Stormwater management improvements.
2. The subject plans are titled "Everett's Landscape" and were prepared by The Architectural Group, Inc., revised April 14, 2021.

3. The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026.
4. The Planning Commission held a public hearing on the PUD on June 24, 2021, and recommended approval of the final PUD plan and PUD rezoning.

Section II PUD Standards of Review- Findings:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance (“the Zoning Ordinance”), the applicant’s presentation at the public hearings, Township Staff recommendation, Planning Commission recommendation, and other factors, the Gaines Charter Township Board of Trustees hereby adopts the following findings per Section 11.1 Planned Unit Development General Review Standards.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township’s efforts to maintain rural character and to protect open spaces. The open space preserved as part of the plan provides wildlife habitat and naturally infiltrates stormwater. Although it operates as a commercial business, supporting the business will ensure that the land remains a working nursery and lessens the likelihood of conversion to a residential neighborhood.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The proposed office building will block future storage buildings from sight and will include added architectural details on the Eastern Avenue fronting elevation, forward of the metal building component.

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

Meets standard. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby single-family residential land uses.

- D. *Density: The density requirements of the proposed Planned Unit Development shall be based on the underlying land use district in the Master Plan. The Township Board, upon recommendation of the*

Planning Commission, may vary the density requirements if doing so would result in a development that better achieves the intent of the Master Plan.

Meets standard. Two existing dwellings will be retained on the site, resulting in a very low residential density over 56 acres.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. Access is limited to existing driveways. However, one driveway will be improved to provide primary access to the new office and maintenance building. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The scope of the proposed PUD will have no impact on local school districts.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard, condition included. The plans were reviewed by the Township Engineer and Fire Department. Review comments shall be satisfied as a condition of approval.

- I. *Water, Sewer, and Drainage Systems: A Planned Unit Development shall be served by a public or private water and sanitary sewer systems. The Kent County Health Department and/or the Township*

Engineer must approve the systems. A PUD shall also have a drainage system for surface water run-off which the Kent County Drain Commission and / or the Township Engineer must approve.

Meets standard, condition included. The applicant shall be required to comply with all of the requirements of the Township Engineer during the final PUD review. Review comments shall be satisfied as a condition of approval.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into existing open space is anticipated.

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

Meets standard, condition included. A sidewalk along the Eastern Avenue frontage shall be constructed to continue the expansion of Township pedestrian facilities.

Section III Final PUD Plan Standards- Findings:

The Gaines Charter Township Board of Trustees hereby adopts the following findings per Section 25.6, Site Plan Review Standards.

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

Meets standard, conditions included. This standard will be met as long as conditions of approval are satisfied. The proposed office building will block future storage buildings from sight, and it will include added architectural details on the Eastern Avenue fronting elevation, forward of the metal building component. All setbacks and dimensional standards are met, and excess parking is acceptable. Additional landscaping details are required.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township's efforts to maintain rural character and to protect open spaces.

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

Condition included. The applicant shall secure all applicable Township and outside agency approvals prior to site development, including Township Engineering/BGUA, Fire Department, Kent County Road Commission, and Kent County Drain Commission, as applicable.

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

Meets standard. The proposed final PUD plan will ensure that the existing business remains compatible with nearby residential development. The proposed building footprints are internal to the site and are significantly separated from nearby homes.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The new building will screen the outdoor storage area and outdoor activities from the public right-of-way. Existing buffers will continue to provide screening and visual relief for neighboring residents.

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

Condition included. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector.

- H. *Vehicular Circulation: The site design shall provide safe, convenient, and well defined vehicular and pedestrian circulation within and to/from the site. Access to/from the site shall be designed to*

minimize conflicts with traffic on adjacent streets. Shared curb cuts and service drives shall be utilized as necessary to reduce traffic conflicts and improve the functionality of the site.

Meets standard, condition included. Access is limited to existing driveways. However, as stated earlier, one driveway will be improved to provide primary access to the new office and maintenance building. All work within the public right-of-way must be approved by the Kent County Road Commission.

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

Meets standard, condition included. Concrete sidewalks will connect the parking area to the proposed office building. A sidewalk along the Eastern Avenue frontage is required to continue the expansion of Township pedestrian facilities.

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

Meets standard, condition included. The existing stormwater pond is proposed to be expanded to the north to accommodate the increase of impervious surfaces. Stormwater and utility plans are subject to review and approval by the Township Engineer.

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

Meets standard. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Condition included. All site plans, along with measures for fire protection, are subject to review and approval by the Fire Inspector.

- M. Public Health, Safety, or Welfare: The site plan must be adequate to provide for the health, safety, and general welfare of the persons and property on this site and in the neighboring community. The site plan and proposed buildings and uses must be reasonable and promote the goals and intent of*

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby development. The proposed site development is not anticipated to negatively impact adjacent properties and natural resources.

TOWNSHIP BOARD DECISION

The Township Board of Trustees has determined that the preceding findings support the approval of the Final PUD Plan and PUD rezoning for Everett's Landscaping. The Township Board approves the final PUD plan and the PUD rezoning with the following conditions:

1. Provide a sidewalk along Eastern Avenue.
2. Excess parking is approved, and wheel stops/bumpers or curbing shall be shown on the site plan and installed.
3. Landscaping plan with front yard and parking lot landscaping points shall be calculated minimally under administrative review.
4. Site signage must follow the C-1 Neighborhood Commercial regulations with the exception that freestanding pole or pylon signs are not permitted.
5. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission.
 - d. Kent County Drain Commission.

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

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on _____, 2021.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2021

Gaines Charter Township

Board of Trustees Memo

Meeting Date: August 9th, 2021

PROPOSED REQUEST: Tentative Preliminary
Plat Review- Phase 1

ADDRESS: 2701 and 2571 76th Street SE

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

APPLICANT: Signature Land Development

FILE NUMBER: 210621MM

PROPERTY ZONING DISTRICT: PUD

PROPERTY SIZE: 29.1 Acres

REPORT BY: Dan Wells, Community
Development Director; David Jirousek, AICP,
Planning Consultant



OVERVIEW

The applicant requests a tentative approval of a Preliminary Plat for 58 single-family lots for the first phase of the Alexander Trails PUD, the site plan and rezoning for which was approved by the Gaines Township Board of Trustees on August 10th, 2020 with Resolution 2020-16 and Ordinance Amendment 2020-05.

The Township Board's role is to review the Preliminary Plat plan for consistency with zoning and subdivision requirements as part of the platting process. Section 112 (4) of the Land Division Act provides for initial acceptance of the overall development concept but does not consider detailed engineering design or final details. The Land Division Act states that "[t]entative approval....confers upon the proprietor for a period of 1 year from date, approval of lot sizes, lot orientation, and street layout, and application of the then-current subdivision regulations."

Surrounding zoning:

	NORTH: RL-14, PUD	
WEST: RL-14, PUD	SUBJECT PARCEL	EAST: RL-14
	SOUTH: A-R	

STANDARDS OF REVIEW

This project is subject to review against the following requirements and standards:

- GCTZO Section 6.3 Development Standards and GCT Code of Ordinances Section 22-62 Compliance with Zoning Regulations and the Alexander Trails PUD Requirements
- GCTZO Section 6.4 Additional Requirements for Plats & Site Condominium Developments
- GCTZO Section 16.13 Residential Landscaping
- GCT Code of Ordinances, Section 22-63 Sidewalks and the Alexander Trails PUD Requirements
- GCT Code of Ordinances, Section 22-64 Street Lighting
- GCT Code of Ordinances Section 22- 65 Public Utilities

Staff and the Planning Commission reviewed the Preliminary Plat and associated application package and find that the plans are generally in order for this stage of the plat approval process. The following are the primary subject areas with comments.

1. GCTZO Section 6.3 Development Standards and GCT Code of Ordinances Section 22-62 Compliance with Zoning Regulations

Single-family lots in the PUD must be a minimum of 8,500 square feet in area and 65 feet in width. All proposed lots comply with width requirements, except that the applicant must confirm lot width at the front setback for lots 23-27 and 40. Additionally, the area of all 58 lots should be calculated and provided in a separate table.

Setbacks for single-family lots are 25 for the front and rear and five feet for the sides (12 foot minimum between buildings). Conforming building envelopes are shown on the Preliminary Plat, which will allow for compliant single-family building footprints.

2. GCTZO Section 6.4 Additional Requirements for Plats & Site Condominium Developments

Section 6.4 A requires that a Preliminary Plat incorporates a variety of house models. Since the phase is proposed to have over 50 units, a minimum of five house models is required. Each house model shall have multiple characteristics that clearly distinguish it from the other house models, such as different exterior materials, rooflines, garage placement, architectural style, number of stories, and/or building face. Staff and the Planning Commission recommend that the review of house models and future variations be an administrative responsibility during the zoning and building permitting process.

3. GCTZO Section 16.13 Residential Landscaping

Section 16.13 A requires that all platted subdivisions include one canopy tree for every 80 feet of road frontage. Street trees must be placed in accordance with Section 16.13 and the requirements of the Kent County Road Commission. Staff and the Planning Commission recommend that this requirement is enforced when individual homes are constructed.

4. GCT Code of Ordinances, Section 22-63 Sidewalks and the Alexander Trails PUD Requirements

In accordance with Section 22-63, sidewalks shall be installed by the proprietor as specified by Township ordinance or as otherwise required by the Township Board or its designated Township official or body. Sidewalks are shown on the plat in accordance with the Alexander Trails PUD plan.

5. GCT Code of Ordinances, Section 22-64 Street Lighting

In accordance with Section 22-64, street lighting shall be installed by the proprietor as specified by Township ordinance or as otherwise required by the Township Board or its designated Township official or body. Consistent with past developments, the developer should request that the Township create a Street Light Assessment District before a residential building permit is 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.

6. GCT Code of Ordinances Section 22- 65 Public Utilities

The development will be served by extensions of municipal water and sanitary sewer lines. A storm drainage system will also be installed, and the streets will be public. Provisions for the installation of buried power, telephone, gas distribution, and cable TV lines are also to be included. The applicant shall be required to comply with all utility and stormwater recommendations of the Township Engineer.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended tentative approval of the Preliminary Plat with the following conditions, and a resolution has been prepared for the Township Board. No public hearing is necessary, and this resolution providing tentative Preliminary Plat approval can be considered at one meeting.

1. Provide compliant lot width notes for lots 23-27 and 40.
2. Provide table indicating the area proposed lot each lot.
3. Staff shall confirm that no less than five house models that meet the requirements of the GCTZO Section 6.4 A are built within the plat.
4. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of building permitting.
5. The applicant shall request the creation of a Street Light Assessment District before applying for residential building permits.
6. The applicant shall adhere to all review comments provided by the Township Engineer.

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

RESOLUTION NO. 2021-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on August 9th, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Signature Land Development for tentative approval of a Preliminary Plat for a 58-lot residential development.

**TENTATIVE APPROVAL OF THE PRELIMINARY PLAT FOR SIGNATURE
LAND DEVELOPMENT FOR PHASE ONE OF
THE ALEXANDER TRAILS PUD**

WHEREAS, Signature Land Development, the "Applicant," has submitted the Preliminary Plat for a 58-lot residential development located at 2701 and 2571 76th Street SE (41-22-10-300-009 and 41-22-10-300-019), the first phase of the project; and

WHEREAS, the proposed Preliminary Plat consists of 58 single-family lots located within the 29.1-acre area of land; and

WHEREAS, the Planning Commission considered the application and the proposed Preliminary Plat, and at a meeting on July 22nd, 2021, held a public hearing and recommended that the Gaines Charter Township Board of Trustees grant tentative approval of the Preliminary Plat, upon certain terms and conditions.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Tentative Approval of the Preliminary Plat.

The Gaines Charter Township Board of Trustees hereby grants tentative approval of the Preliminary Plat last revised June 25th, 2021, upon the terms and subject to the conditions stated in this

Township Board Resolution No. 21-_____
Signature Land Development
August 9th, 2021

Resolution. This Resolution recommends approval of the overall layout and tentative plan for lots, stormwater infrastructure, and utilities.

2. Lots.

The Preliminary Plat shall consist of 58 residential lots, for one single-family detached dwelling each, numbered from lot 1 through lot 58, inclusive. Residential construction shall comply with the Township Zoning Ordinance and shall comply with the requirements of the Alexander Trails PUD.

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

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

4. Other Required Approvals.

Written approvals from other agencies having jurisdiction over the Preliminary Plat shall be obtained, and copies shall be provided to the Township in accordance with the Land Division Act prior to final approval of the Preliminary Plat.

5. Conditions of Approval.

- a. Provide compliant lot width notes for lots 23-27 and 40.
- b. Provide a table indicating the area proposed lot each lot.
- c. Staff shall confirm that no less than five house models that meet the requirements of the GCTZO Section 6.4 A are built within the plat.
- d. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of building permitting.
- e. The applicant shall request the creation of a Street Light Assessment District before applying for residential building permits.
- f. The applicant shall adhere to all review comments provided by the Township Engineer and Fire Department.

TOWNSHIP BOARD DECISION

Based on the above, the Gaines Charter Township Board of Trustees hereby adopts Resolution No. 2021-_____ and tentatively approves the subject Preliminary Plat, subject to conditions documented herein. Tentative approval confers upon the proprietor for a period of one (1) year from

Township Board Resolution No. 21-_____
Signature Land Development
August 9th, 2021

date, approval of lot sizes, lot orientation, and street layout, and application of the current subdivision regulations.

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

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Gaines Charter Township Board at a regular meeting held on August 9th, 2021.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

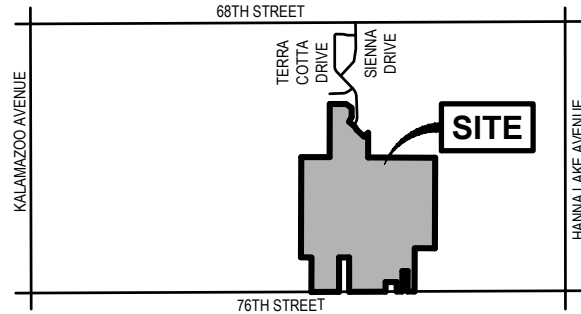
Dated: _____, 2021

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

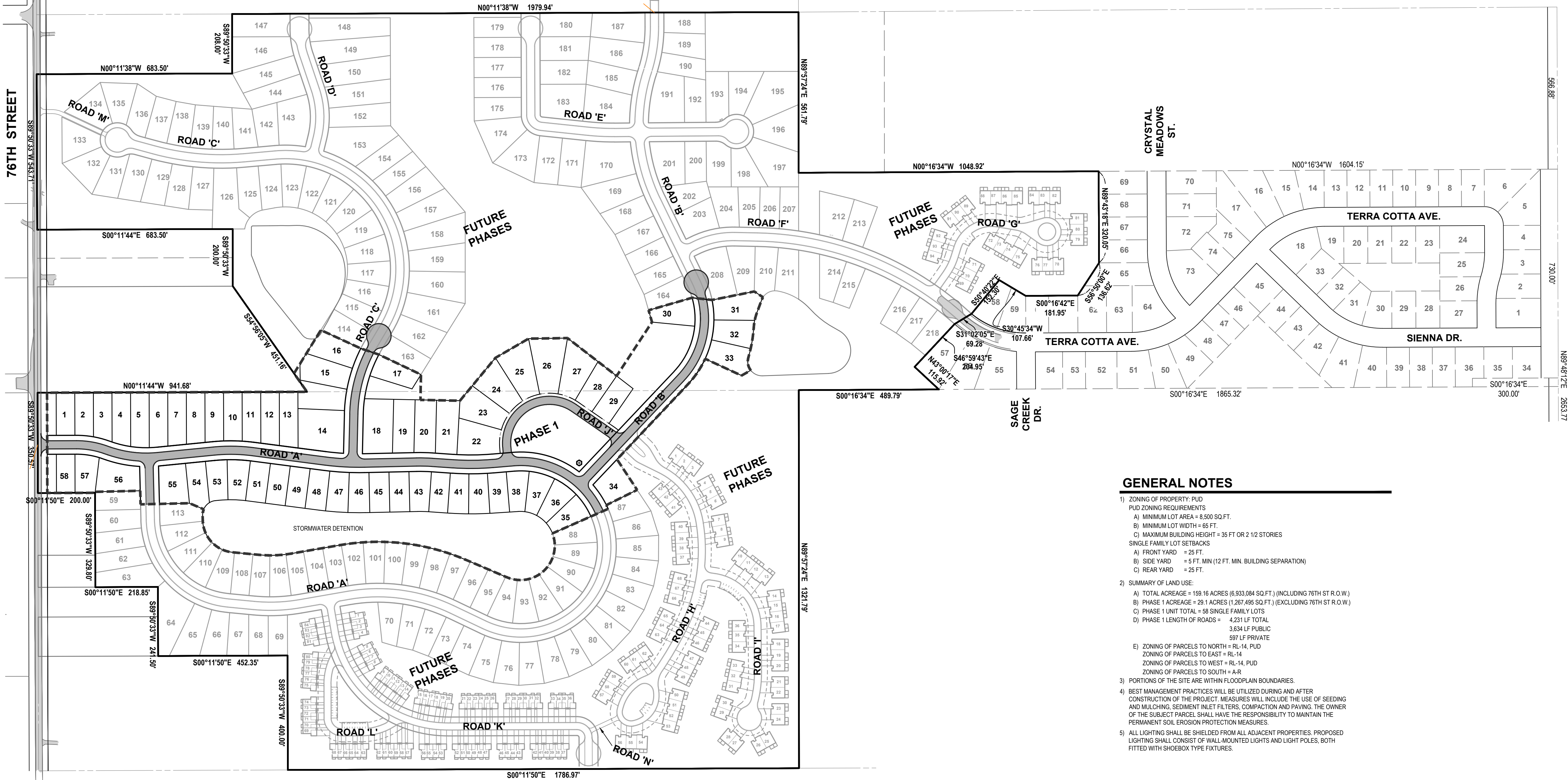
REVISIONS:
Title: Ph1 Prelim. Plat Submittal
Drawn: JM Checked: RP Date: 06.17.21
Title: Ph1 Prelim. Plat Resubmittal
Drawn: JM Checked: RP Date: 06.25.21
Title: Ph1 Prelim. Plat Boundary Update
Drawn: JW Checked: RP Date: 08.04.21

**ALEXANDER TRAILS
PRELIMINARY PLAT**
Overall Site Layout Plan
PART OF SECTION 10, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:
STATE OF MICHIGAN
RANDAL VUGTEVEEN
SURVEYOR
No. 26429
PROFESSIONAL LAND SURVEYOR
Randal J. Vugteveen
PROJECT NO:
17400405
SHEET NO:
C-101



LOCATION MAP
NOT TO SCALE

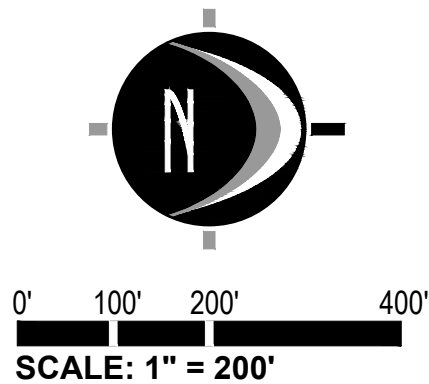


GENERAL NOTES

- ZONING OF PROPERTY: PUD
PUD ZONING REQUIREMENTS
A) MINIMUM LOT AREA = 8,500 SQ.FT.
B) MINIMUM LOT WIDTH = 65 FT.
C) MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES
SINGLE FAMILY LOT SETBACKS
A) FRONT YARD = 25 FT.
B) SIDE YARD = 5 FT. MIN (12 FT. MIN. BUILDING SEPARATION)
C) REAR YARD = 25 FT.
- SUMMARY OF LAND USE:
A) TOTAL ACREAGE = 159.16 ACRES (6,933,084 SQ.FT.) (INCLUDING 76TH ST R.O.W.)
B) PHASE 1 ACREAGE = 29.1 ACRES (1,267,495 SQ.FT.) (EXCLUDING 76TH ST R.O.W.)
C) PHASE 1 UNIT TOTAL = 58 SINGLE FAMILY LOTS
D) PHASE 1 LENGTH OF ROADS = 4,231 LF TOTAL
3,634 LF PUBLIC
597 LF PRIVATE
E) ZONING OF PARCELS TO NORTH = RL-14, PUD
ZONING OF PARCELS TO EAST = RL-14
ZONING OF PARCELS TO WEST = RL-14, PUD
ZONING OF PARCELS TO SOUTH = A-R
- PORTIONS OF THE SITE ARE WITHIN FLOODPLAIN BOUNDARIES.
- BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.
- ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. PROPOSED LIGHTING SHALL CONSIST OF WALL-MOUNTED LIGHTS AND LIGHT POLES, BOTH FITTED WITH SHOEBOX TYPE FIXTURES.

LEGAL DESCRIPTION

Part of the West 1/2 of Section 10, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Beginning at the West 1/4 corner of said Section; thence N89°57'24" E 561.79 feet along the East-West 1/4 line of said Section to the Point of Beginning; thence N00°16'34"W 1048.92 feet along West line of the East 760 feet of the West 1/2 of the Northwest 1/4 of said Section; thence N89°43'18" E 320.05 feet; thence S69°50'00" E 136.62 feet; thence S00°16'42" E 181.95 feet; thence S30°45'34"W 107.66 feet; thence S50°40'22" E 152.30 feet; thence S31°02'05" E 69.28 feet; thence S46°59'43"E 204.95 feet; thence N43°00'17"E 115.92 feet (the previous eight courses being along the Southerly boundary of Sienna Pointe, according to the Master Deed as recorded in Liber 4303, Page 471 as amended by Amendment to Master Deed recorded in Liber 5455, Page 54); thence S00°16'34"E 489.79 feet along the East line of the West 1/2 of the Northwest 1/4 of said Section; thence N89°57'24" E 1321.79 feet along the East-West 1/4 line of said Section to the Center of Section 10; thence S00°11'50"E 1786.97 feet along the North-South 1/4 line of said Section; thence S89°50'33" W 400.00 feet parallel with the South line of said Section; thence S00°11'50"E 871.20 feet; thence S89°50'33"W 137.50 feet along the South line of said Section; thence N00°11'50"W 418.85 feet; thence S89°50'33"W 104.00 feet; thence S00°11'50" E 418.85 feet; thence S89°50'33"W 112.00 feet along said South line; thence N00°11'50"W 200.00 feet; thence S89°50'33"W 217.80 feet; thence S00°11'50"E 200.00 feet; thence S89°50'33"W 720.73 feet along said South line; thence N00°11'44"W 683.50 feet parallel with the East line of the West 1/2 of the Southwest 1/4 of said Section; thence S89°50'33"W 200.00 feet; thence S00°11'44"E 683.50 feet; thence S89°50'33"W 543.71 feet along the South line of said Section; thence N00°11'38"W 1979.94 feet parallel with the West line of said Section; thence S89°50'33"W 208.00 feet; thence N00°11'38"W 1979.94 feet along said West line to the Point of Beginning. Contains 159.16 acres. Subject to easements, restrictions and rights-of-way of record. Also subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof.



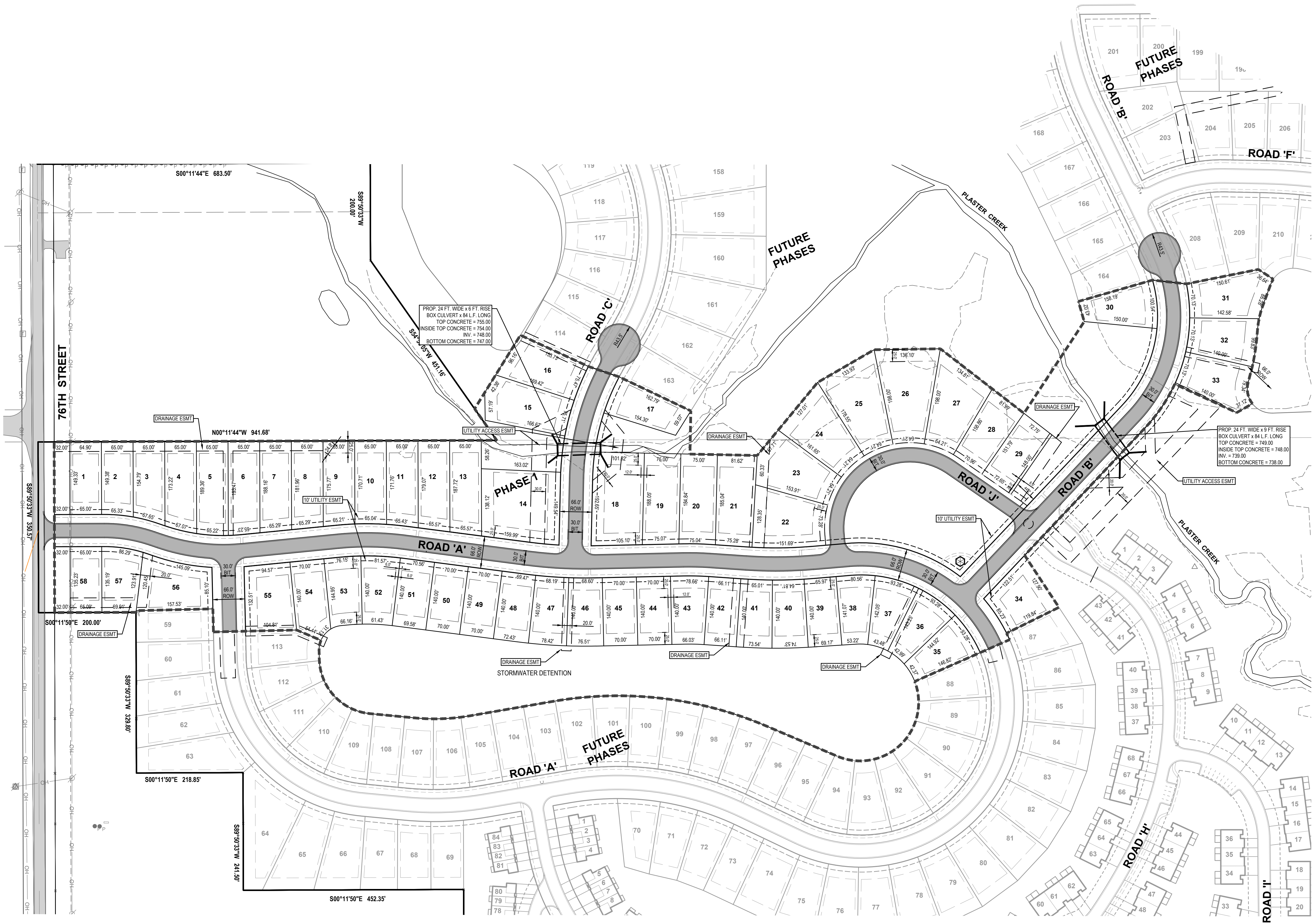
811 Know what's below.
CALL before you dig.
UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.
NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

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

REVISIONS:
Title: Ph1 Prelim. Plat Submittal
Drawn: JM Checked: RP Date: 06.17.21
Title: Ph1 Prelim. Plat Resubmittal
Drawn: JM Checked: RP Date: 06.25.21
Title: Ph1 Prelim. Plat Boundary Update
Drawn: JW Checked: RP Date: 08.04.21

ALEXANDER TRAILS
PRELIMINARY PLAT
Phase 1 - Site Layout Plan
PART OF SECTION 10, T3N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

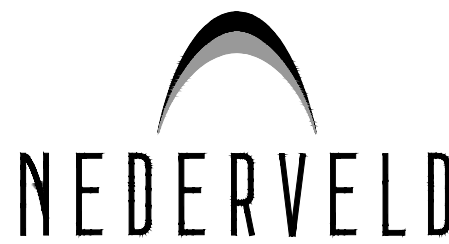
STAMP:
STATE OF MICHIGAN
RANDAL VUGTEVEEN
SURVEYOR
No. 28429
PROFESSIONAL LAND SURVEYOR
Randal J. Vugteveen
PROJECT NO:
17400405
SHEET NO:
C-102



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GRAND RAPIDS

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ANN ARBOR

CHICAGO

COLUMBUS

HOLLAND

INDIANAPOLIS

ST. LOUIS

PREPARED FOR:

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

REVISIONS:

Title: Ph1 Prelim. Plat Submittal	Drawn: JM	Checked: RP	Date: 06.17.21
Title: Ph1 Prelim. Plat Resubmittal	Drawn: JM	Checked: RP	Date: 06.25.21
Title: Ph1 Prelim. Plat Boundary Update	Drawn: JW	Checked: RP	Date: 08.04.21

**ALEXANDER TRAILS
PRELIMINARY PLAT**

Phase 1 - Utility & Grading Plan

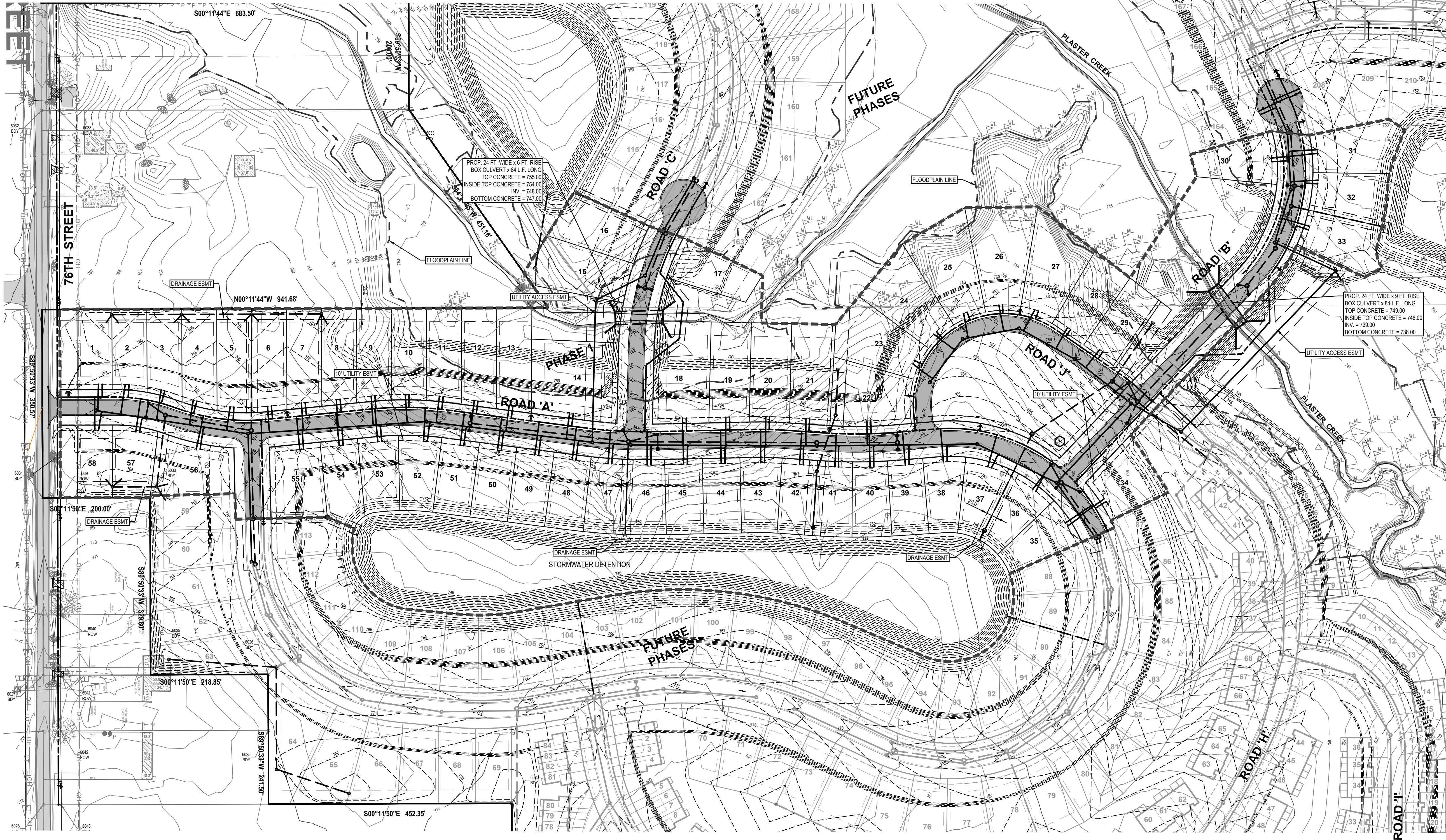
PART OF SECTION 10, T3N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

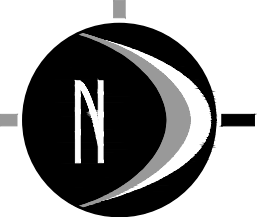


PROJECT NO:
17400405

SHEET NO:
C-103



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



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



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

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

Gaines Charter Township

Board of Trustees Memo

Meeting Date: August 9th, 2021

PROPOSED REQUEST: Final Plat Review,
Preservation Lakes Phase 4

ADDRESS: 9820 Waterstone Drive

PARCEL NUMBER: 41-22-29-300-033

APPLICANT: REP6 Land Investments, LLC

FILE NUMBER: 201021MM

PROPERTY ZONING DISTRICT: PUD-
Preservation Lakes

PROPERTY SIZE: 36.5 Acres

REPORT BY: Dan Wells, Community
Development Director, David Jirousek, Horizon
Community Planning



OVERVIEW

The applicant requests Final Plat approval for Phase 4 of the Preservation Lakes PUD. Phase 4 is 36.5 acres and includes 29 residential lots and a 20.9-acre park lot. The development received conceptual/tentative layout and zoning approval when the Preservation Lakes PUD was approved. The Township Board tentatively approved the preliminary plat at its meeting on December 9th, 2020, and approved the final preliminary plat at its meeting on March 8th, 2021.

Lot widths average 92 feet at the setback line, and setbacks are in conformance with Residential-10 zoning; 35 feet front and back yard minimum, and 8 feet side yard minimum. Two street trees will be planted by the developer per lot, and the owner will plant two in the front yard as in other phases. Five-foot sidewalks will be installed on both sides of the street.

STANDARDS OF REVIEW

This project is subject to review against the following requirements and standards:

- Preservation Lakes Final PUD plan of 2014 (and as amended by the 2020 amendment for phases 3-4) and the conditions contained in the approving resolution.
- GCTZO Section 6.4 Additional Requirements for Plats & Site Condominium Developments
- GCTZO Section 16.3 Residential Landscaping
- GCT Code of Ordinances, Section 22-63 Sidewalks as modified by the conditions contained in the approving PUD resolution.
- GCT Code of Ordinances, Section 22-64 Streetlights as modified by the conditions contained in the approving PUD resolution.
- GCT Code of Ordinances Section 22- 65 34-21 Public Utilities and as specifically required by Preservation Lakes Final PUD plan of 2014 and the conditions contained in the approving PUD resolution.

1. Street Layout and Lot Arrangement

The street layout, number of lots, and lot arrangement layout as presented match the configuration authorized by the PUD plans as amended.

Phase 4 will result in the completion of the Waters Bluff Drive, which is a loop road connecting back to the intersection of Waters Bluff/Waterstone Drive in Phase I.

2. Housing Model Variety: Minimum of 4 House Models

Indications are that the developer will be utilizing the same variety of house models as occurring in Phases 1-3.

3. Street Trees

The PUD conditions of approval stipulate that street tree locations must be shown on preliminary plat plans. The site plan states that street trees will be installed according to Township standards. In this PUD, the street tree requirements are as follows:

- Street trees must be installed by the developer at a minimum of two (2) canopy trees 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.

- 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.

Enforcement will occur when individual homes are constructed.

4. Street Lights & Street Lighting Assessment District

The PUD stipulates that 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. Internal Sidewalk

The plans indicate compliance with the approved Final PUD Plan. The requirement for sidewalks on both sides of Waters Bluff Drive was waived as part of the PUD approval process. A continuous five feet wide sidewalk is indicated on both sides of Waters Bluff Drive. The construction of the sidewalk 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.

6. Utilities, Drainage, and Streets

The development will be served by extensions to municipal water and sanitary sewer that are already in place and serving the initial phases of the development. A storm drainage system consisting of both above ground and underground drainage facilities will also be installed, and the streets will be public. Provisions for the installation of buried power, telephone, gas distribution, and cable TV lines are also to be included.

The applicant shall be required to comply with all recommendations of the Township Engineer.

CONDITIONS

Final Plat approval is recommended with the following conditions:

1. Housing Variety. The developer will continue to incorporate the same variety of house models as occurring in Phases 1, 2, and 3.
2. Street Trees. Street trees shall be planted on each lot within six (6) months of the issuance of the lot's Certificate of Occupancy in accordance with PUD requirements.
3. Street Light Assessment District. 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 in accordance with PUD requirements.

4. Sidewalks. Sidewalks shall be constructed as proposed and shall meet Township construction requirements.
5. Township Engineering Approval. The developer shall adhere to all review comments provided by the Township Engineer.

CHARTER TOWNSHIP OF GAINES COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2021-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on August 9th, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by REP6 Land Investments, LLC, for approval of a Final Plat for Phase 4 of the Preservation Lakes PUD.

APPROVAL OF THE FINAL PLAT FOR PRESERVATION LAKES PHASE 4

WHEREAS, REP6 Land Investments, LLC (the "Applicant") requests Final Plat approval for Preservation Lakes Phase 4 (the "Plat");

WHEREAS, the proposed Final Plat consists of 29 lots and one park located within the 36.5-acre Phase 4 area of the Preservation Lakes PUD; and

WHEREAS, the Township Board tentatively approved the Preliminary Plat at its meeting on December 9th, 2020, and approved the Final Preliminary Plat at its meeting on March 8th, 2021.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Final Plat Approval.

The Gaines Charter Township Board of Trustees hereby grants approval of the Final Plat as shown on the plat dated July 28, 2021, stamped by Kenneth J. Vierzen, upon the terms and subject to the conditions stated in this Resolution.

2. Lots.

The Final Plat shall consist of 29 residential lots, for one single-family detached dwelling each, numbered from lot 92 through lot 120, inclusive, in addition to a 20.9-acre park. Residential

construction shall comply with the requirements for the Preservation Lakes PUD and other applicable Township Zoning Ordinance requirements.

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

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

4. Other Required Approvals.

Signatures from other agencies having jurisdiction over the Final Plat shall be obtained in accordance with the Land Division Act.

5. Conditions of Approval.

Approval of the Final Plat is conditioned on the following:

- a. Housing Variety. The developer will continue to incorporate the same variety of house models as occurring in Phases 1, 2, and 3.
- b. Street Trees. Street trees shall be planted on each lot within six (6) months of the issuance of the lot's Certificate of Occupancy in accordance with PUD requirements.
- c. Street Light Assessment District. 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 in accordance with PUD requirements.
- d. Sidewalks. Sidewalks shall be constructed as proposed and shall meet Township construction requirements.
- e. Township Engineering Approval. The developer shall adhere to all review comments provided by the Township Engineer.

TOWNSHIP BOARD DECISION

Based on the above, the Gaines Charter Township Board of Trustees hereby adopts Resolution No. 2021-____ which approves the Final Plat for Preservation Lakes Phase 4, subject to conditions documented herein.

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

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on August 9th, 2021.

Respectfully submitted,

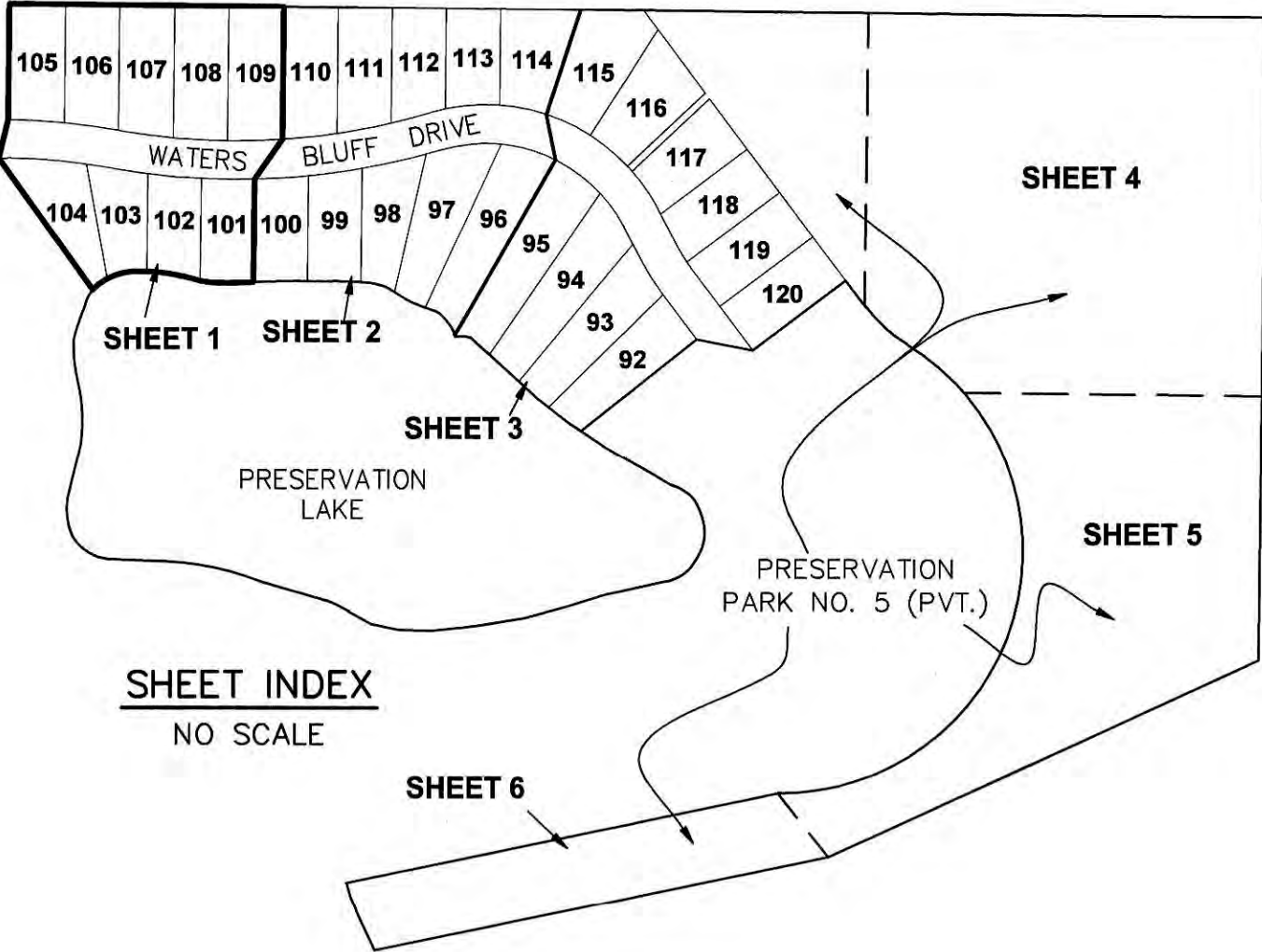
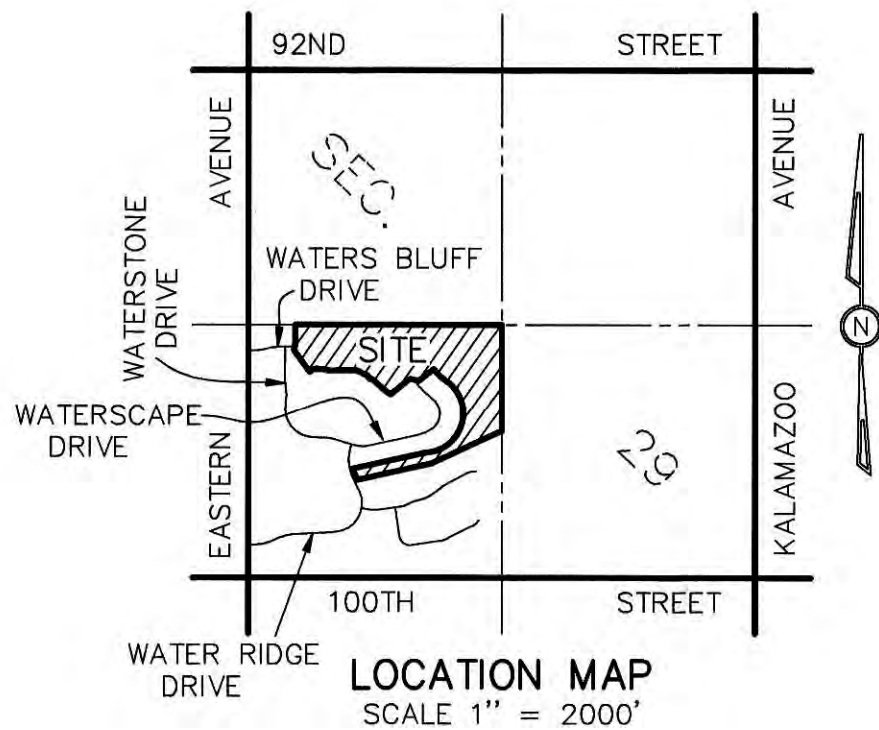
Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2021

PRESERVATION LAKES NO. 4

PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET 1 OF 8

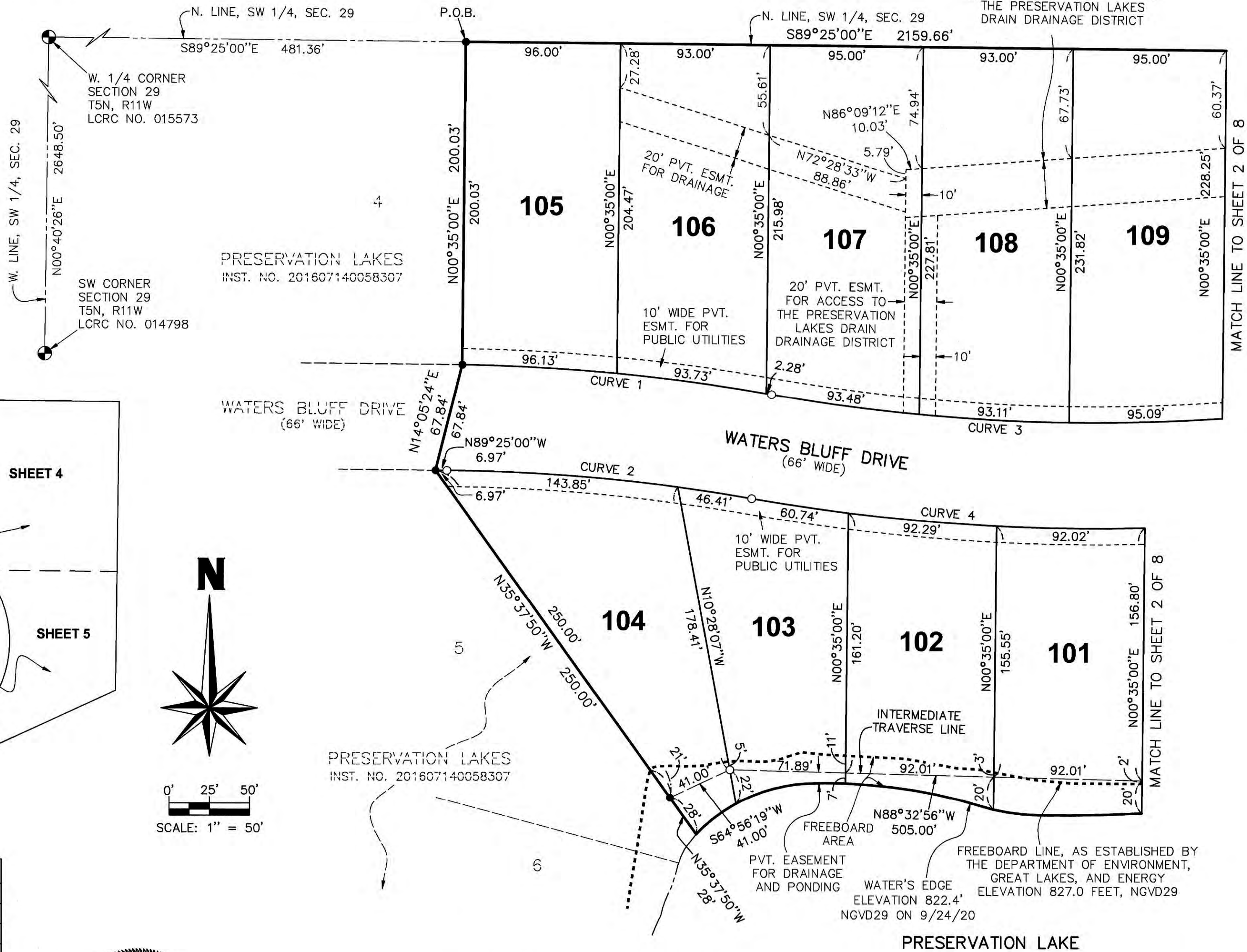


CURVE TABLE					
CURVE NO.	CENTRAL ANGLE	RADIUS	LENGTH	BEARING	CHORD
1	08°55'43"	1233.00'	192.14'	N84°32'24"W	191.95'
2	09°20'28"	1167.00'	190.26'	N84°44'46"W	190.05'
3	26°32'16"	1167.00'	540.52'	N86°39'20"E	535.70'
4	26°32'16"	1233.00'	571.09'	N86°39'20"E	566.00'

LEGEND
ALL DIMENSIONS ARE IN FEET.
CURVILINEAR MEASUREMENTS ARE ARC MEASUREMENTS.
PLAT BEARINGS ARE BASED ON PRESERVATION LAKES AS
RECORDED IN INSTRUMENT NO. 201607140058307.
○ = SET MONUMENT WITH A 1/2" DIAMETER STEEL BAR, 36" LONG,
ENCASED IN 4" DIAMETER CONCRETE.
ALL LOT CORNERS ARE MARKED BY 1/2" DIAMETER STEEL BARS,
18" IN LENGTH WITH SURVEY CAP MARKED EXXEL 50433.
R = RADIAL. LINES NOT MARKED ARE NON-RADIAL.
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Kenneth J. Vierzen



LOTS 92 THROUGH 104 EXTEND TO THE
WATERS EDGE OF PRESERVATION LAKE.

RECORDING CERTIFICATE
STATE OF MICHIGAN)
KENT COUNTY)
THIS PLAT WAS RECEIVED FOR RECORD ON THE _____ DAY
OF _____, 2021, AT _____ M. AND RECORDED IN
INSTRUMENT NO. _____

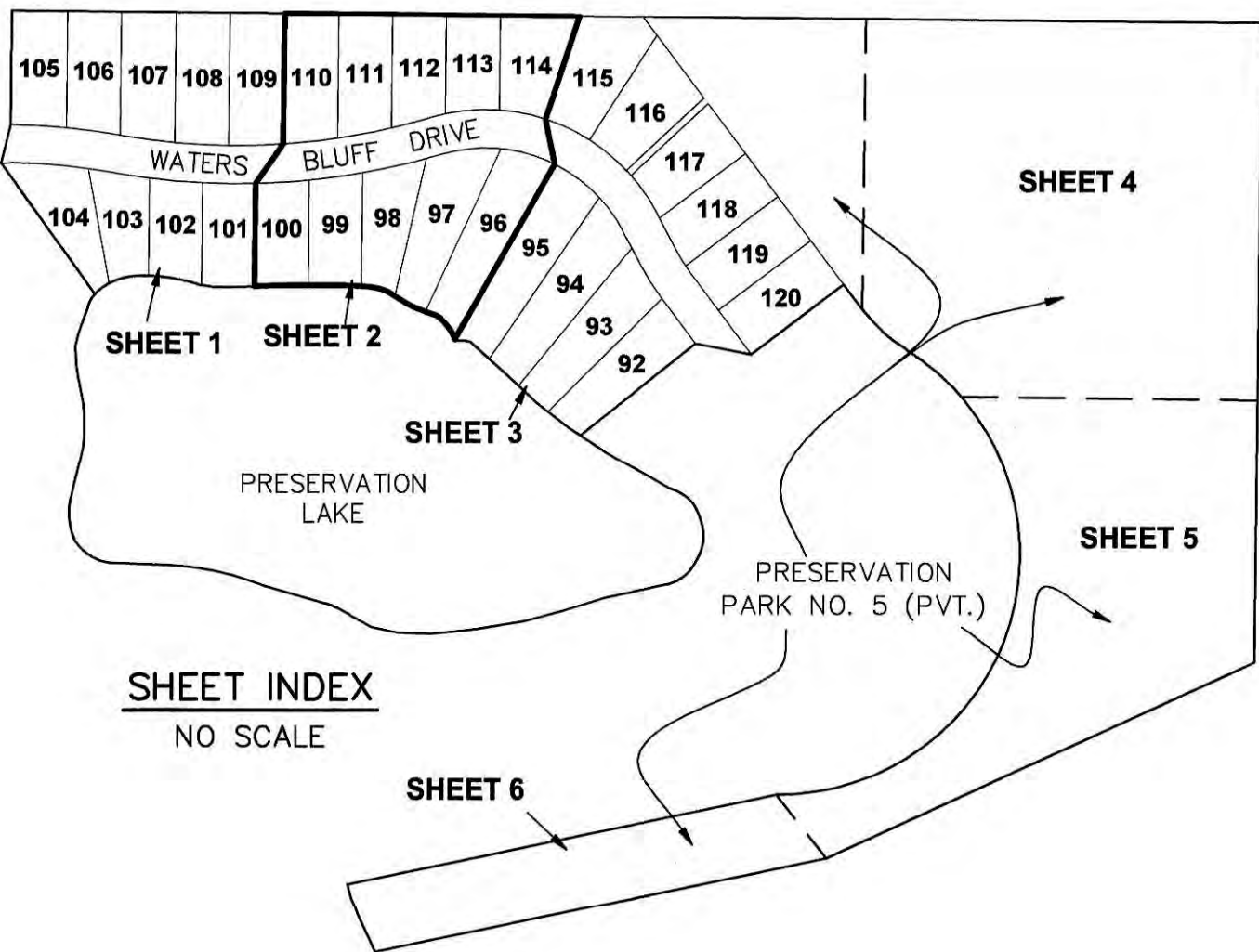
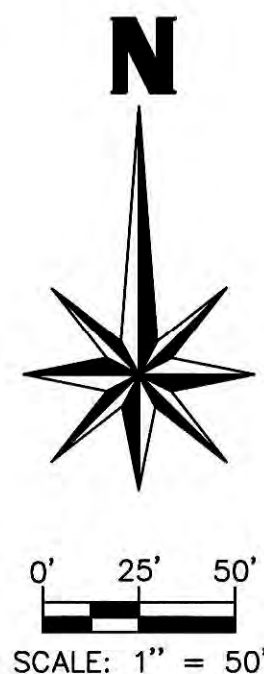
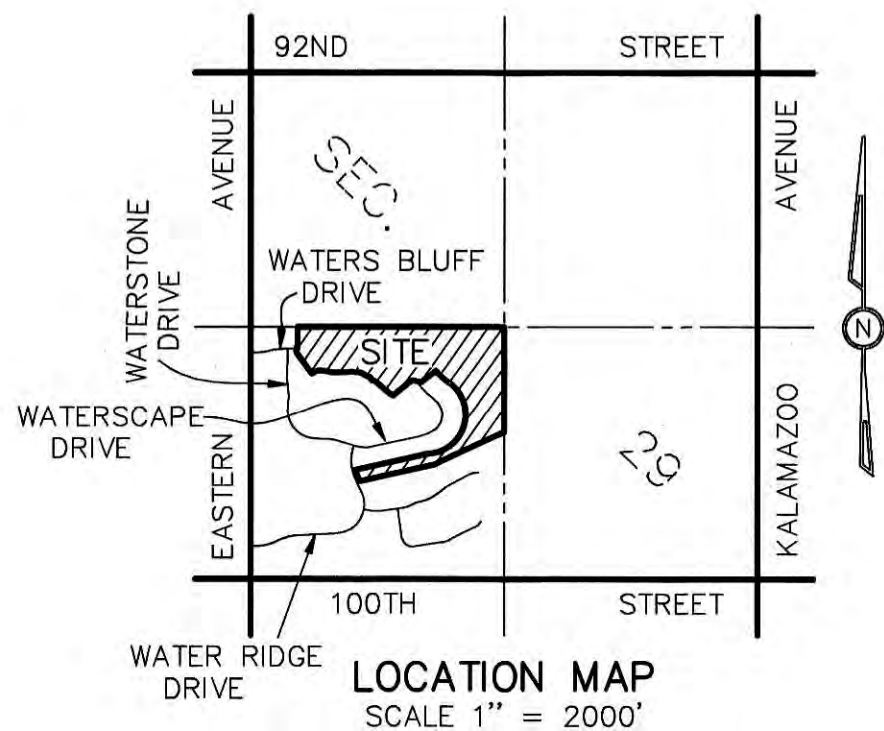
LISA POSTHUMUS LYONS, REGISTER OF DEEDS

RESTRICTION NOTE:
THIS PLAT IS SUBJECT TO RESTRICTIONS AS REQUIRED BY ACT 288
OF 1967, AS AMENDED, ON CERTAIN LOTS WITH RESPECT TO THE
REQUIREMENTS OF THE MICHIGAN DEPARTMENT OF ENVIRONMENT,
GREAT LAKES, AND ENERGY AND THE KENT COUNTY DRAIN
COMMISSIONER WHICH ARE RECORDED IN INSTRUMENT NUMBER
_____, OF RECORDS OF THIS COUNTY.

PRESERVATION LAKES NO. 4

PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET 2 OF 8

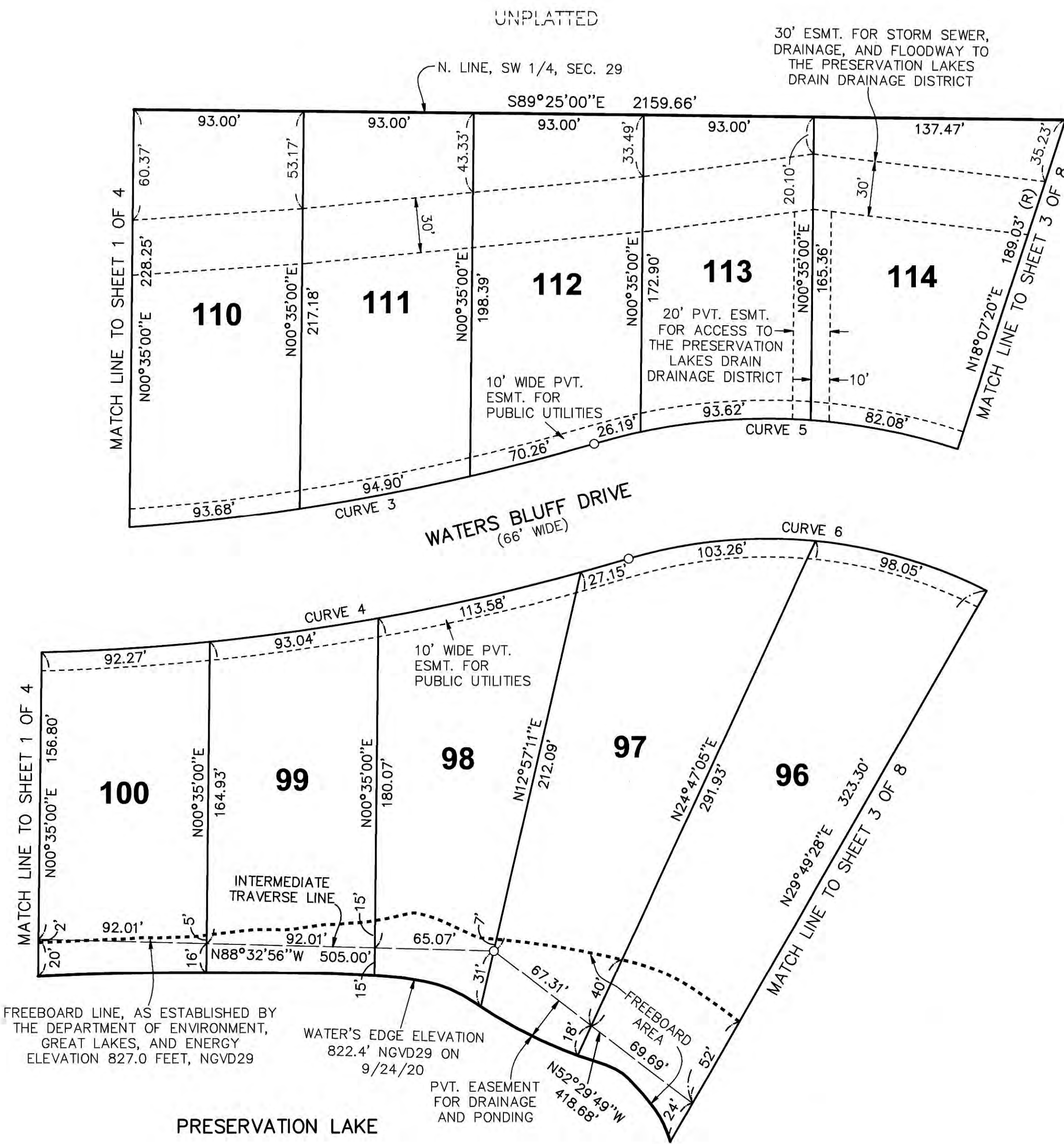


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CURVE NO.	CENTRAL ANGLE	RADIUS	LENGTH	BEARING	CHORD
3	26°32'16"	1167.00'	540.52'	N86°39'20"E	535.70'
4	26°32'16"	1233.00'	571.09'	N86°39'20"E	566.00'
5	78°58'22"	333.00'	458.99'	N67°07'38"W	423.51'
6	78°58'22"	267.00'	368.02'	N67°07'38"W	339.57'

LEGEND
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Kenneth J. Vierz



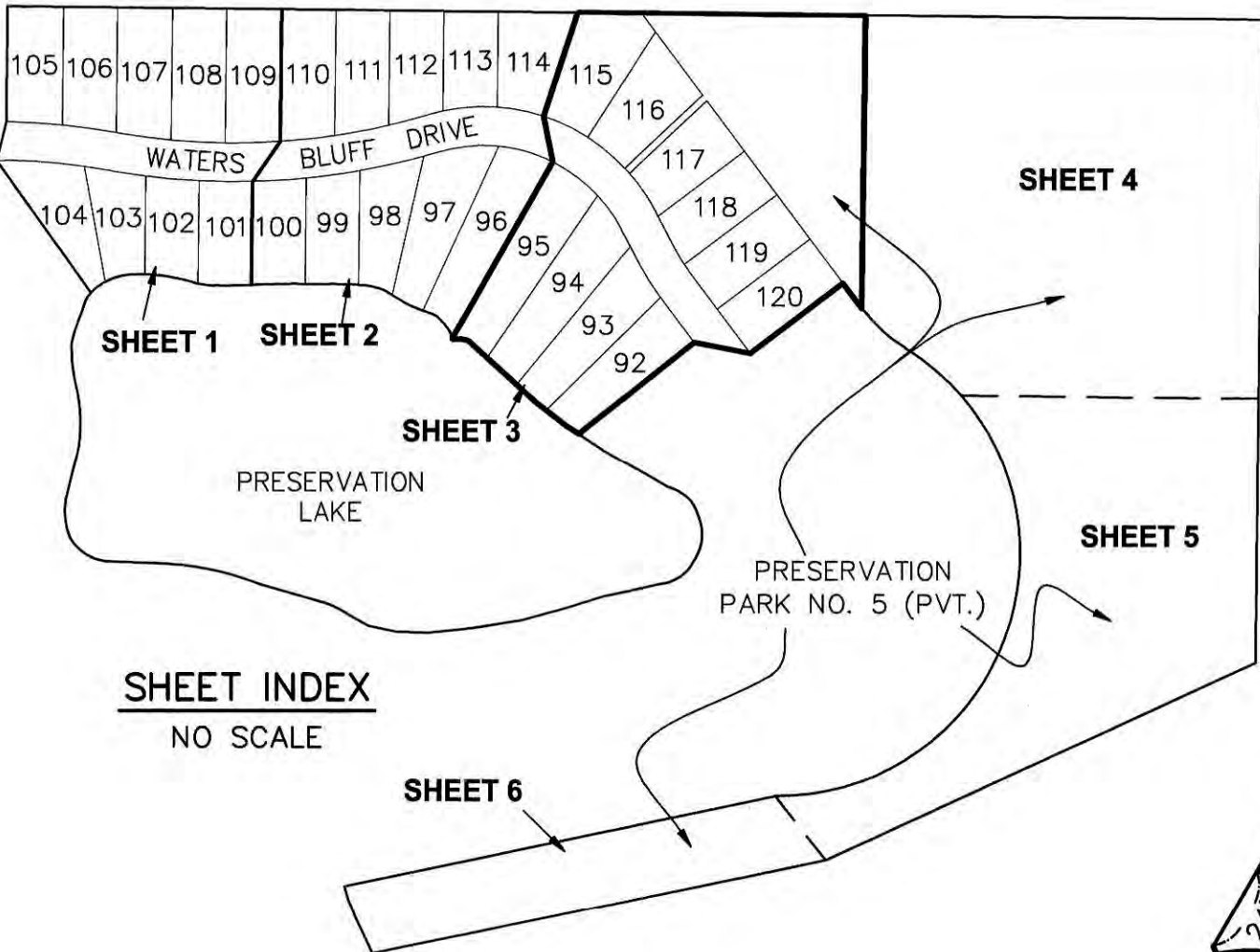
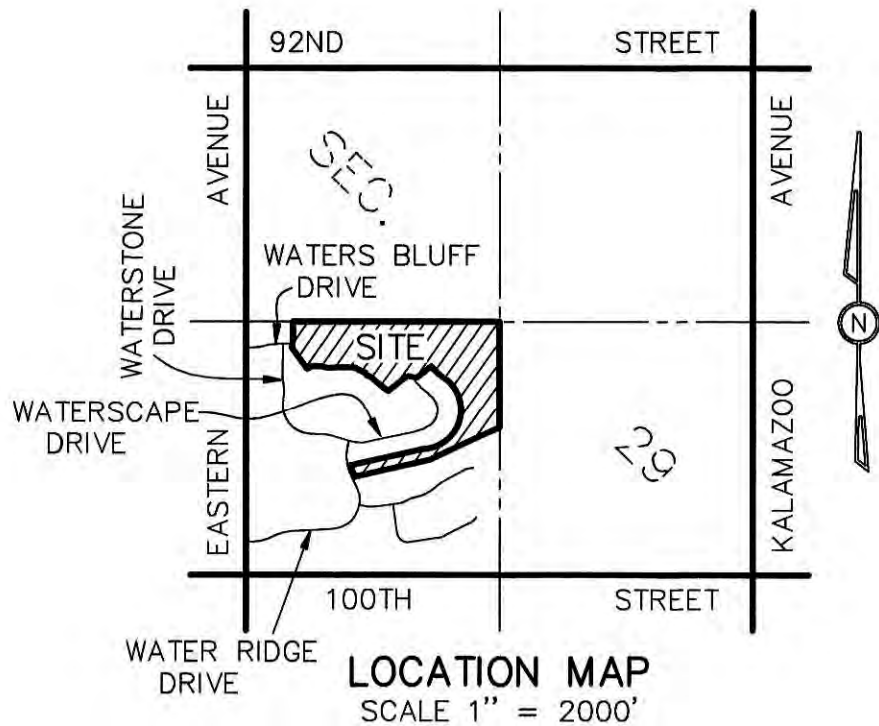
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PRESERVATION LAKES NO. 4

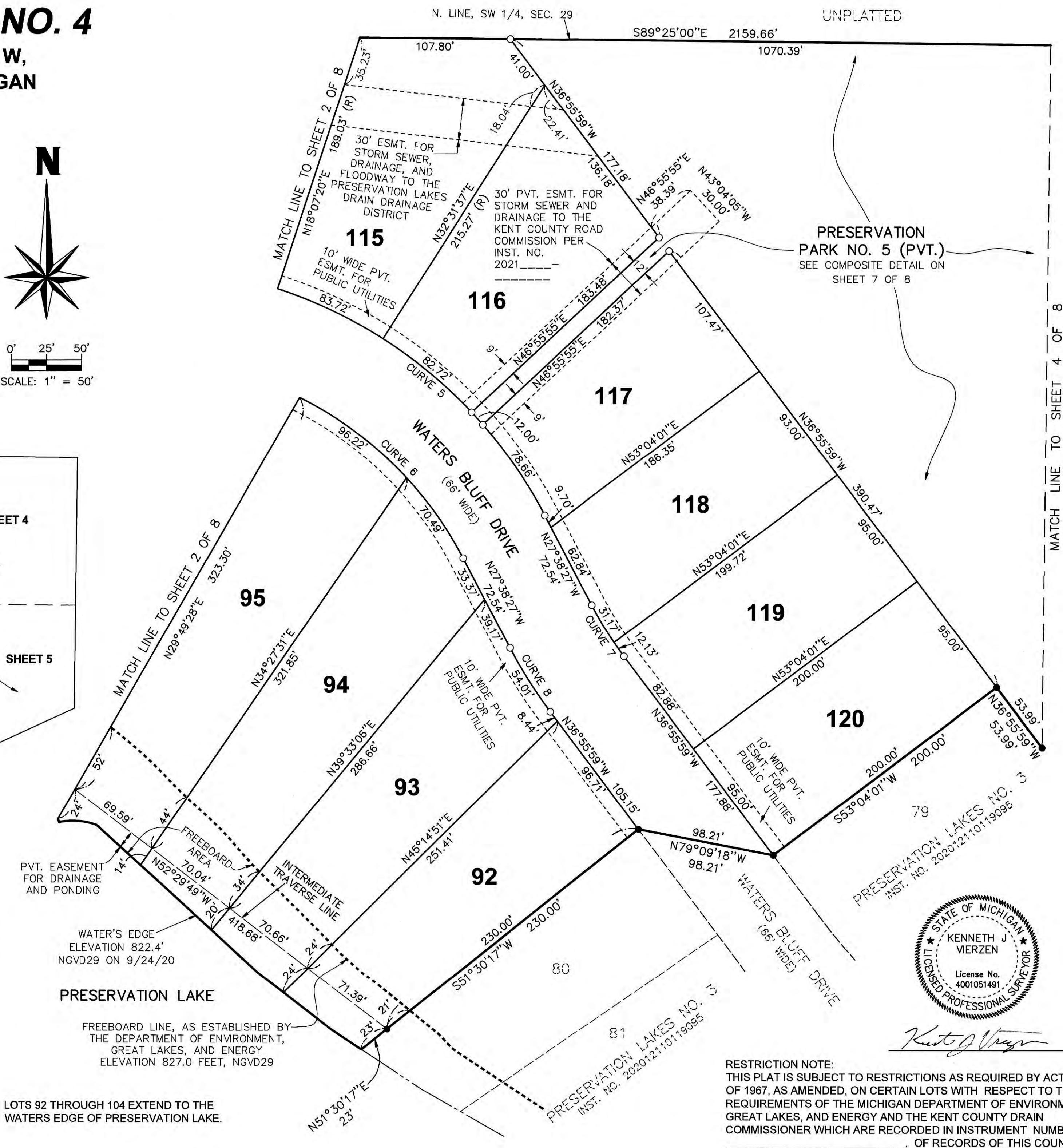
PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET 3 OF 8



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6	78°58'22"	267.00'	368.02'	N67°07'38"W	339.57'
7	09°17'32"	267.00'	43.30'	S32°17'13"E	43.25'
8	09°17'32"	333.00'	54.01'	S32°17'13"E	53.95'

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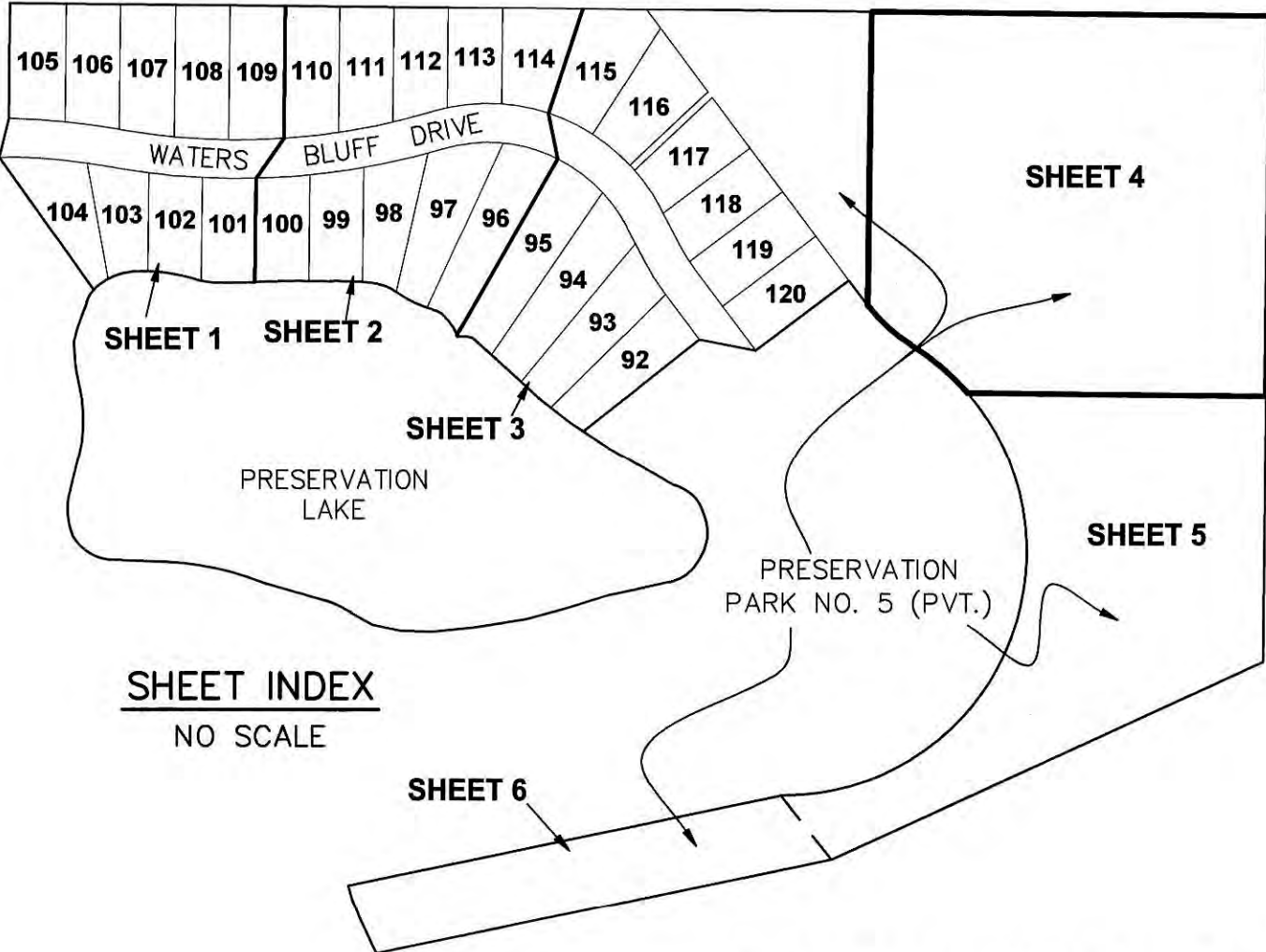
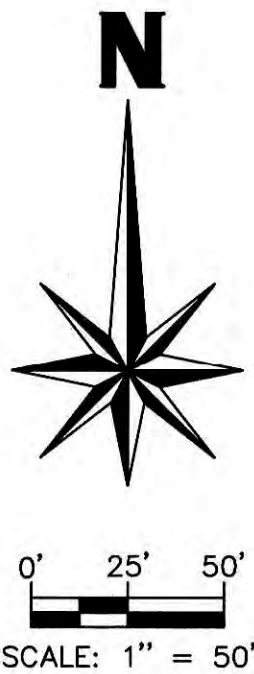
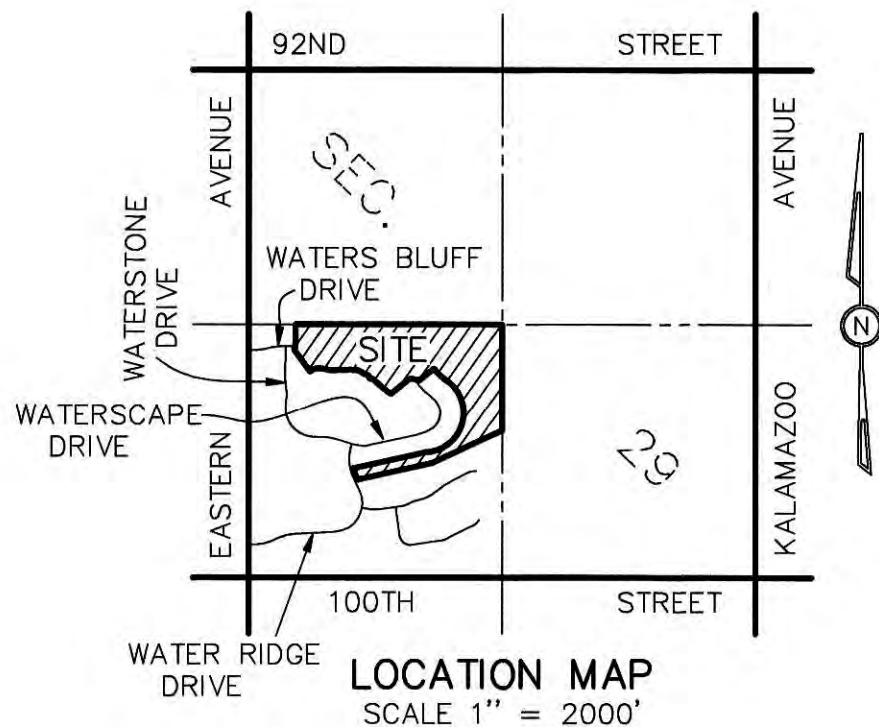


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PRESERVATION LAKES NO. 4

PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET 4 OF 8



NORTHWESTERLY 100.54' ALONG A
267.00' R. CURVE TO THE RIGHT,
CHORD BEARS N47°43'13"W 99.94'
CENTRAL ANGLE = 21°34'28"

PRESERVATION LAKES NO. 3
INST. NO. 202012110119095

NORTHEASTERLY & NORTHWESTERLY 1083.30'
ALONG A 416.00' R. CURVE TO THE LEFT,
CHORD BEARS N16°05'40"E 802.13' CENTRAL
ANGLE = 149°12'14"

LEGEND
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Kenneth J. Vierzen

UNPLATTED

N. LINE, SW 1/4, SEC. 29
S89°25'00"E 2159.66'
1070.39'

CENTER OF
SECTION 29
T5N, R11W
LCRC NO. 8908

UNPLATTED

1104.52'
S00°41'14"W 1104.52'
E. LINE, SW 1/4, SEC. 29

UNPLATTED

PRESERVATION
PARK NO. 5 (PVT.)
SEE COMPOSITE DETAIL ON
SHEET 7 OF 8

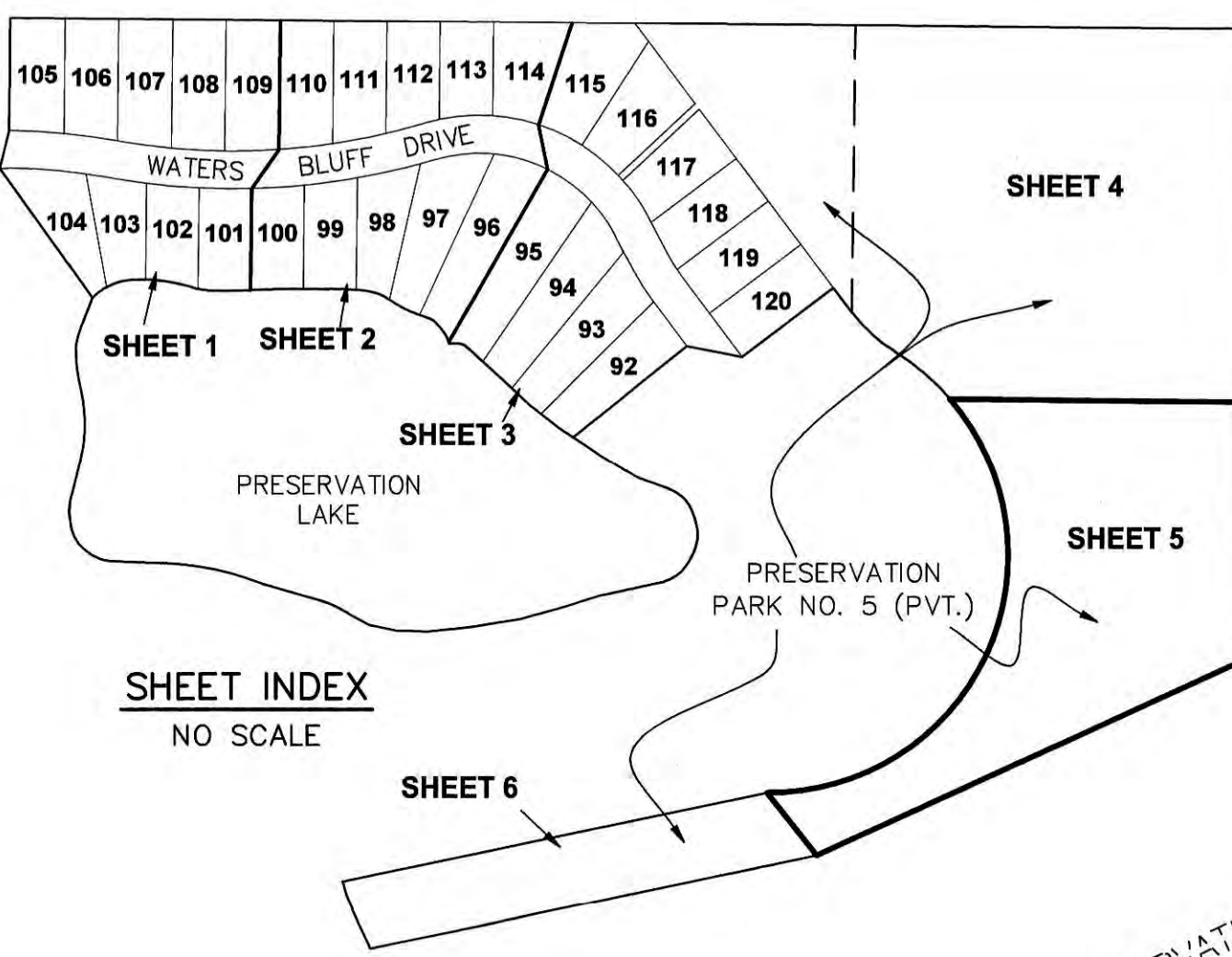
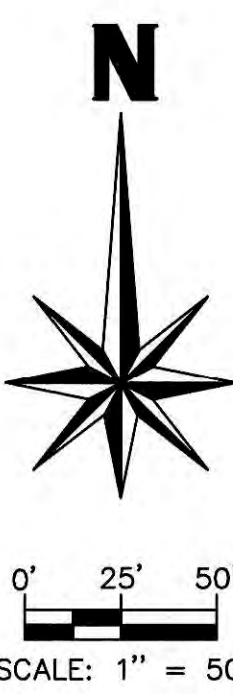
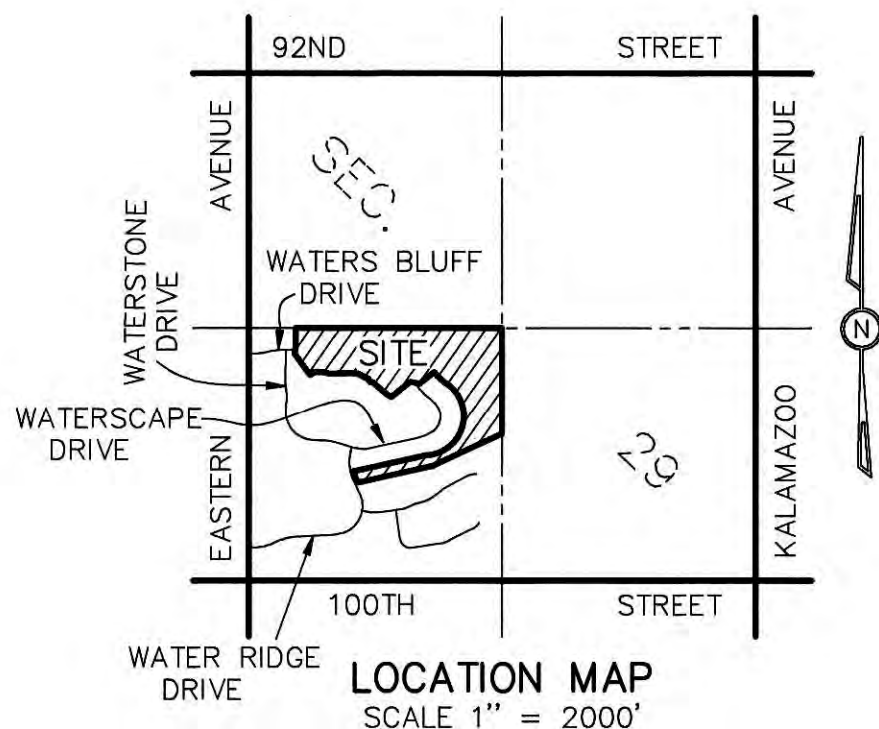
MATCH LINE TO SHEET 5 OF 8

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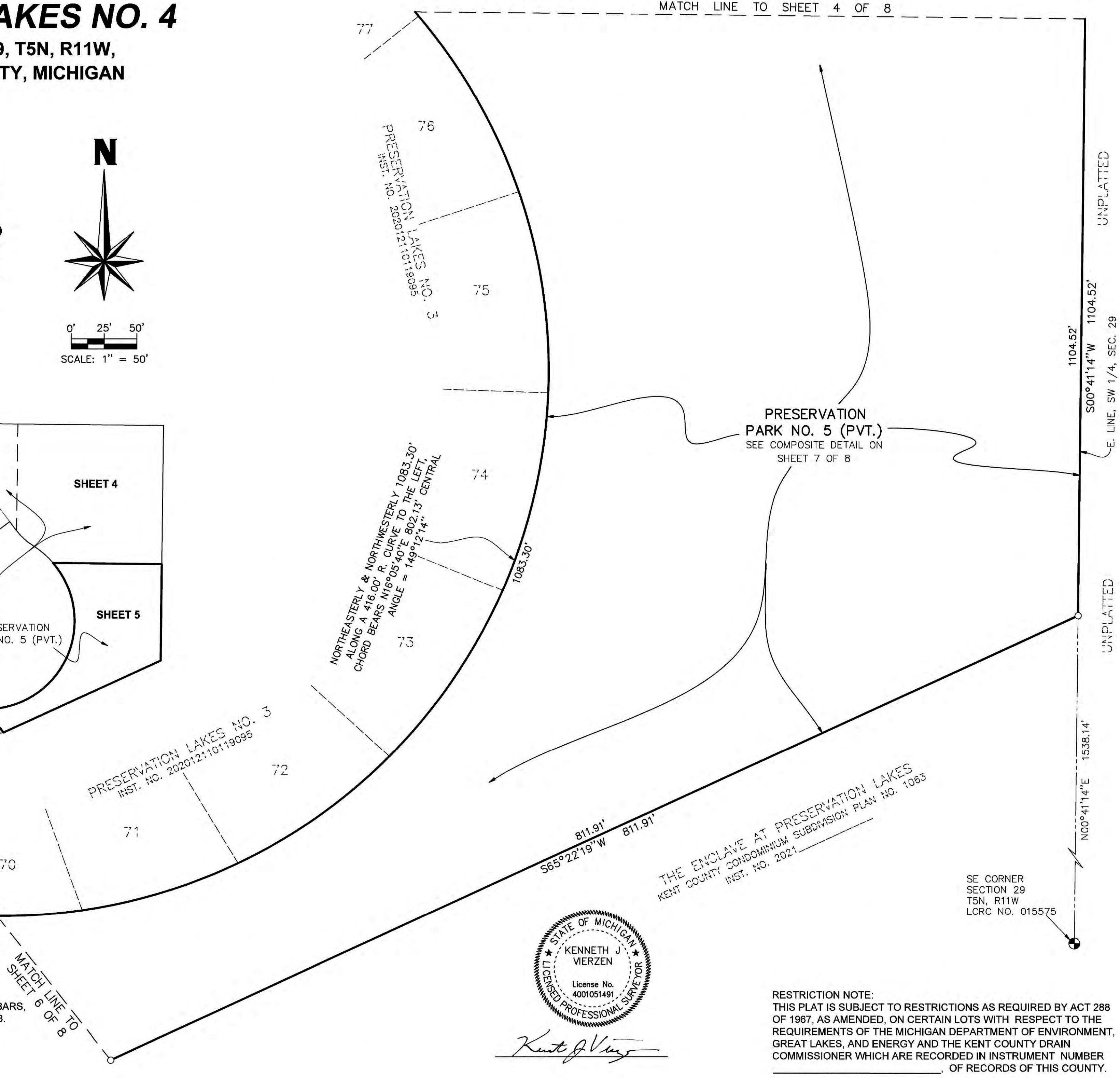
PRESERVATION LAKES NO. 4

PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET 5 OF 8



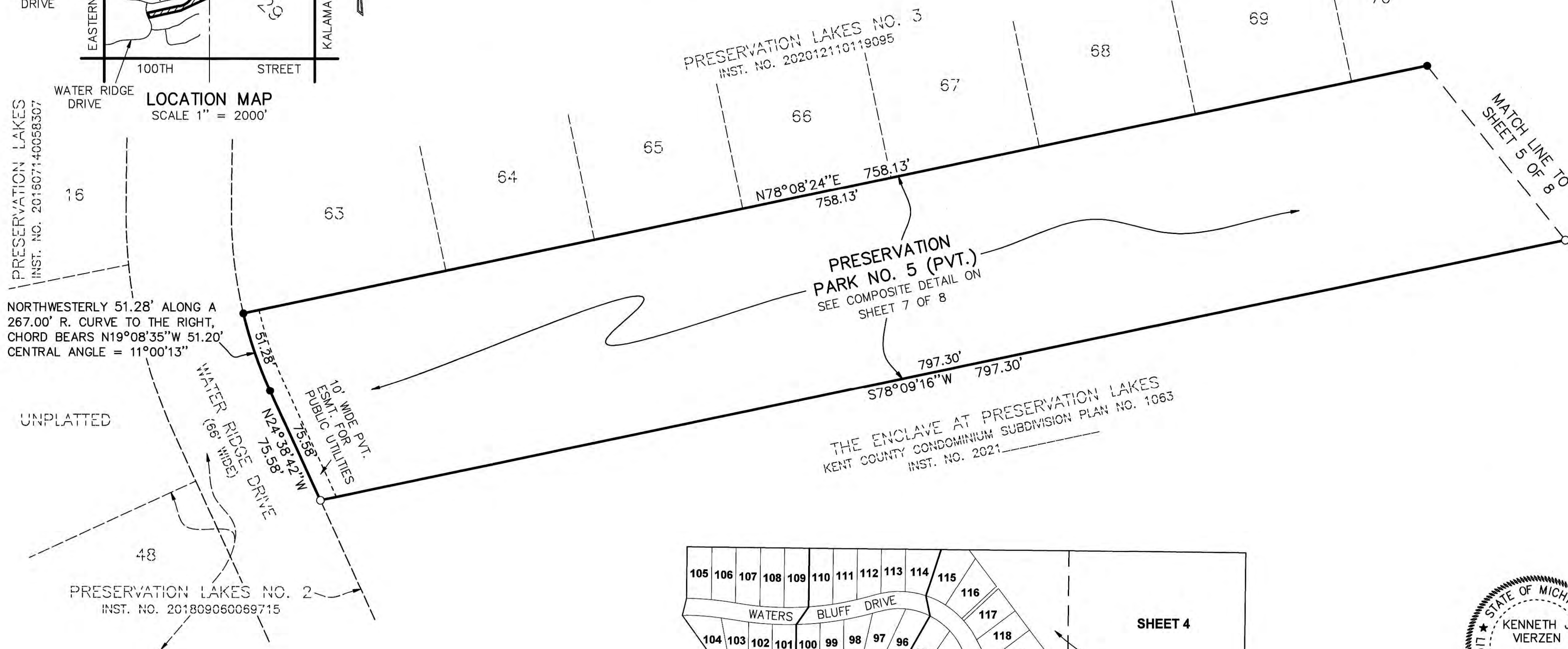
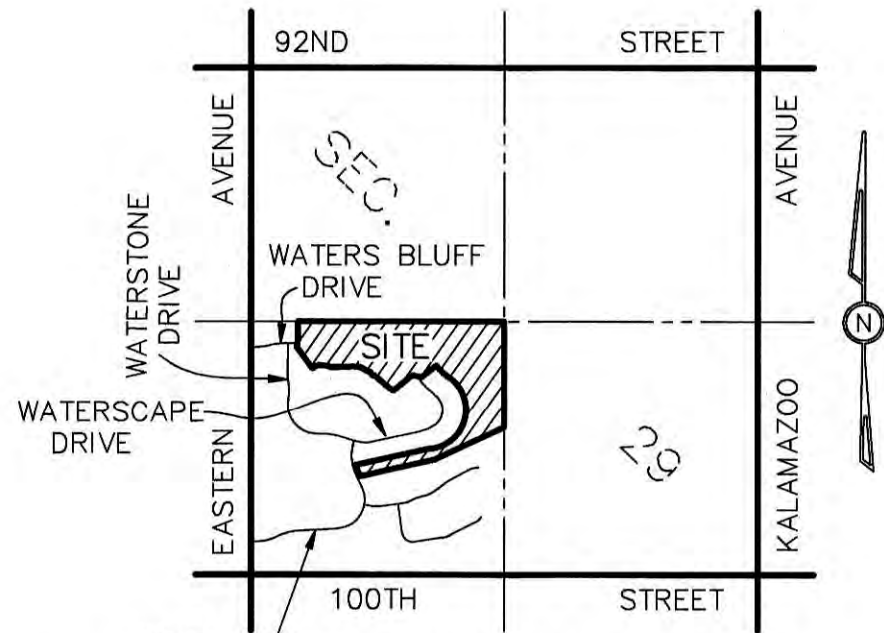
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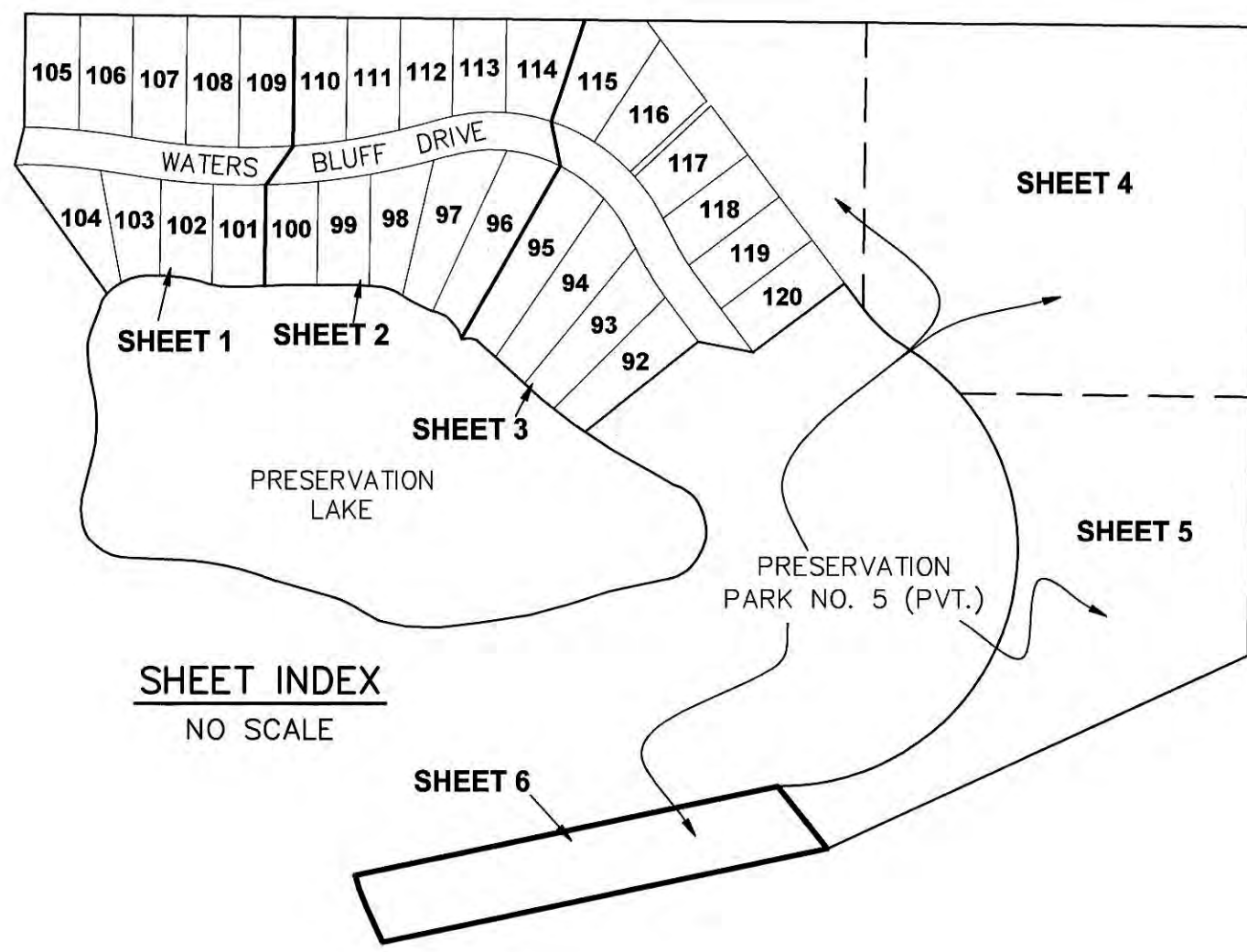
Kurt J. Vierzen

RESTRICTION NOTE:
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PRESERVATION LAKES NO. 4
PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN
SHEET 6 OF 8



LEGEND
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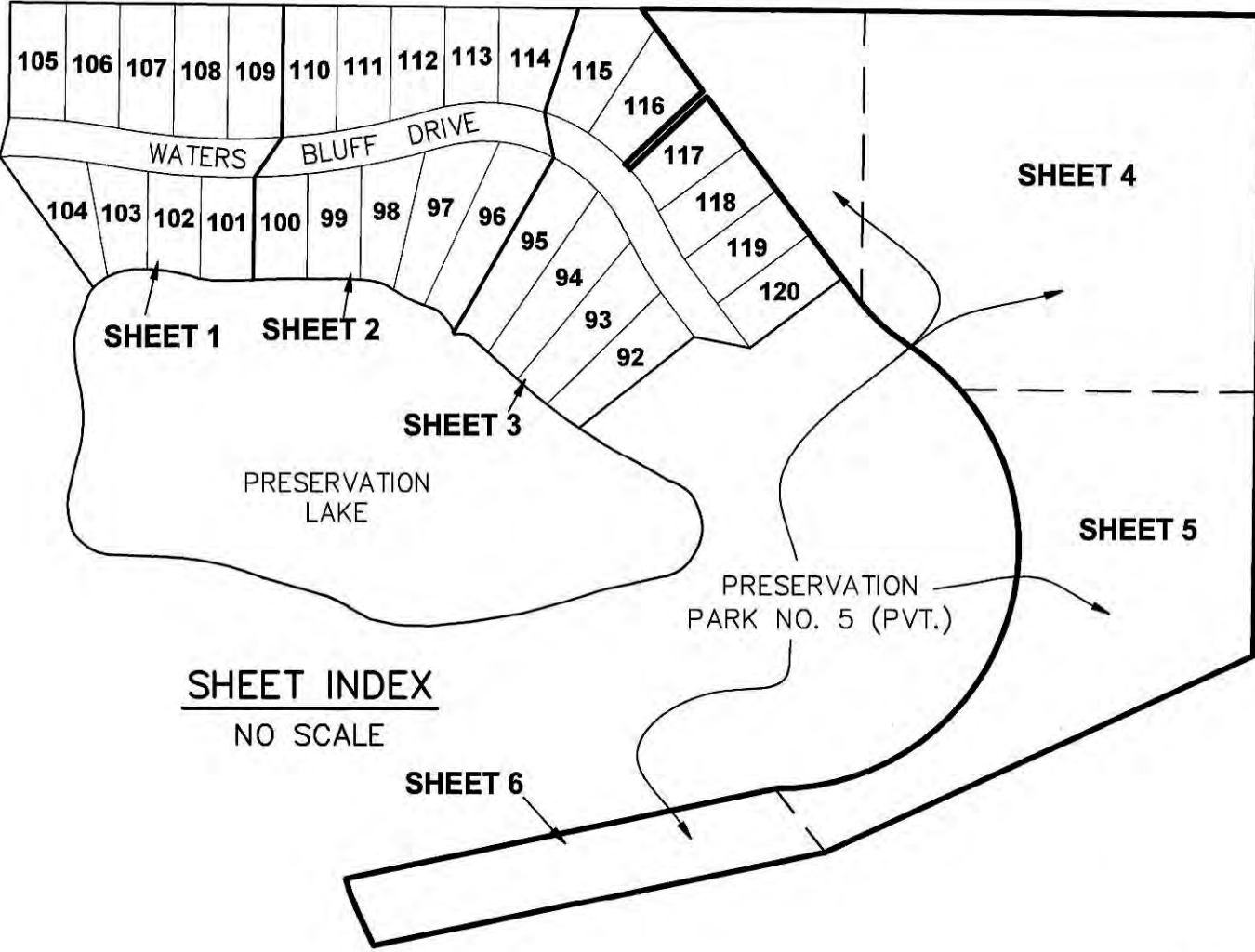
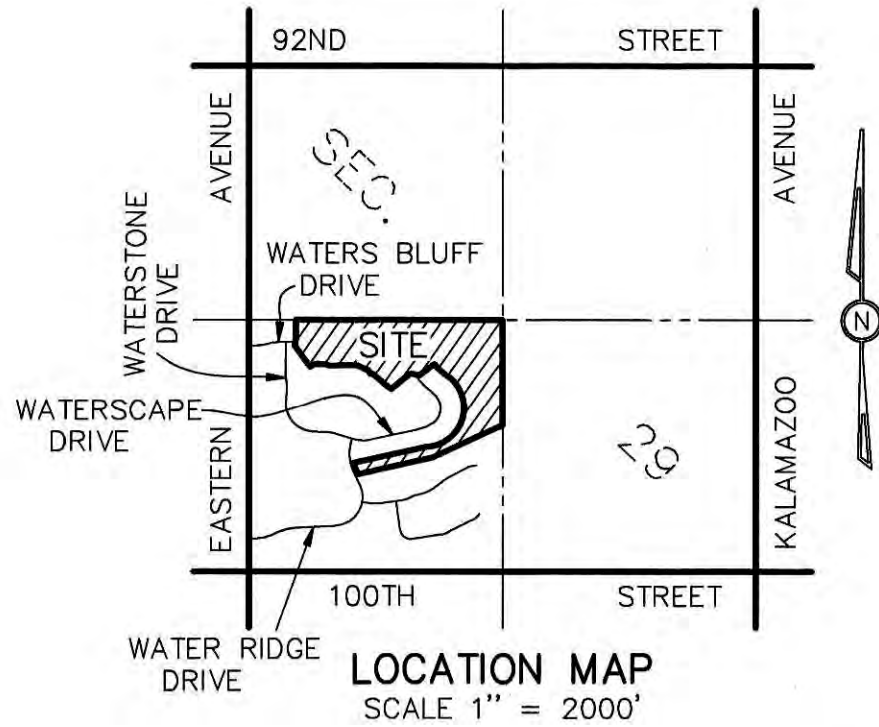
Kenneth J. Vierzén

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THIS PLAT IS SUBJECT TO RESTRICTIONS AS REQUIRED BY ACT 288
OF 1967, AS AMENDED, ON CERTAIN LOTS WITH RESPECT TO THE
REQUIREMENTS OF THE MICHIGAN DEPARTMENT OF ENVIRONMENT,
GREAT LAKES, AND ENERGY AND THE KENT COUNTY DRAIN
COMMISSIONER WHICH ARE RECORDED IN INSTRUMENT NUMBER
_____ OF RECORDS OF THIS COUNTY.

PRESERVATION LAKES NO. 4

PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

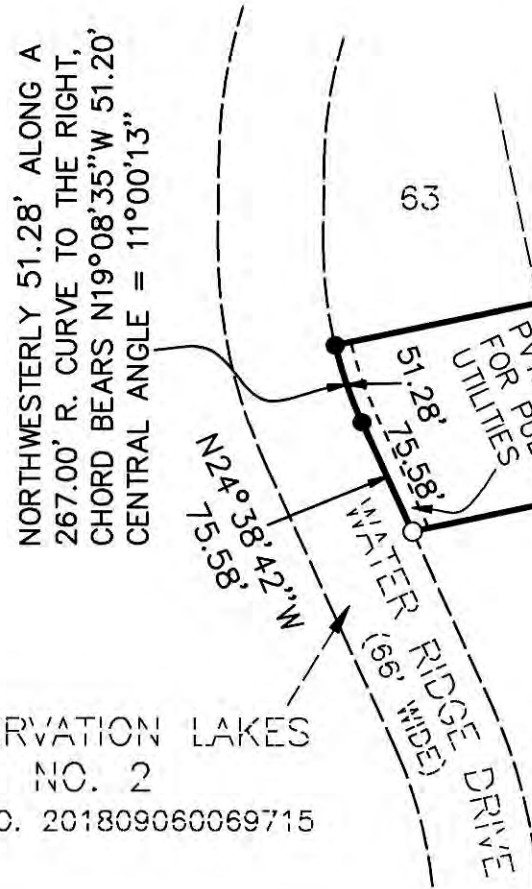
SHEET 7 OF 8



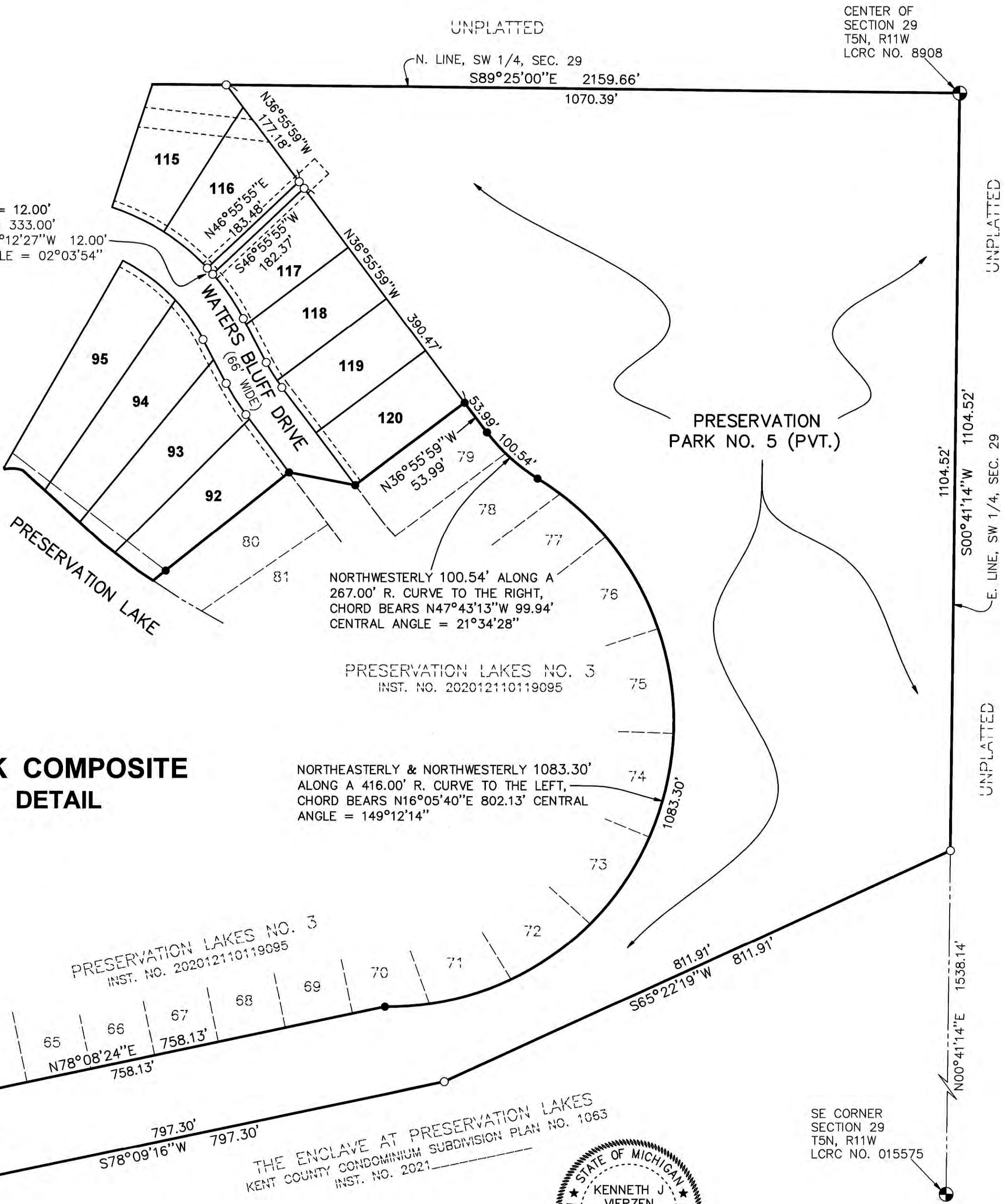
RESTRICTION NOTE:
THIS PLAT IS SUBJECT TO RESTRICTIONS AS REQUIRED BY ACT 288 OF 1967, AS AMENDED, ON CERTAIN LOTS WITH RESPECT TO THE REQUIREMENTS OF THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY AND THE KENT COUNTY DRAIN COMMISSIONER WHICH ARE RECORDED IN INSTRUMENT NUMBER _____ OF RECORDS OF THIS COUNTY.

LEGEND
ALL DIMENSIONS ARE IN FEET.
CURVILINEAR MEASUREMENTS ARE ARC MEASUREMENTS.
PLAT BEARINGS ARE BASED ON PRESERVATION LAKES AS RECORDED IN INSTRUMENT NO. 201607140058307.
○ = SET MONUMENT WITH A 1/2" DIAMETER STEEL BAR, 36" LONG, ENCASED IN 4" DIAMETER CONCRETE.
ALL LOT CORNERS ARE MARKED BY 1/2" DIAMETER STEEL BARS, 18" IN LENGTH WITH SURVEY CAP MARKED EXXEL 50433.
R = RADIAL. LINES NOT MARKED ARE NON-RADIAL.
● = FOUND MONUMENT WITH A 1/2" DIAMETER STEEL BAR, ENCASED IN 4" DIAMETER CONCRETE.
INST. = INSTRUMENT

PRESERVATION LAKES
NO. 2
INST. NO. 201809060069715



PARK COMPOSITE
DETAIL



THE ENCLAVE AT PRESERVATION LAKES
KENT COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 1063
INST. NO. 2021



Kent J. Vierz

PRESERVATION LAKES NO. 4
PART OF THE SW 1/4, SECTION 29, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN
SHEET 8 OF 8

SURVEYOR'S CERTIFICATE

I, KENNETH J. VIERZEN, SURVEYOR, CERTIFY: THAT I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND SHOWN ON THIS PLAT DESCRIBED AS FOLLOWS: PRESERVATION LAKES NO. 3, PART OF THE SW 1/4, SECTION 29, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 29; THENCE S89°25'00"E 481.36 FEET ALONG THE NORTH LINE OF SAID SW 1/4 AND THE NORTH LINE OF PRESERVATION LAKES (AS RECORDED IN INSTRUMENT NO. 201607140058307), TO THE POINT OF BEGINNING; THENCE S89°25'00"E 2159.66 FEET ALONG THE NORTH LINE OF SAID SW 1/4 TO THE CENTER OF SAID SECTION 29; THENCE S00°41'14"W 1104.52 FEET ALONG THE EAST LINE OF SAID SW 1/4 TO THE NORTHERLY LINE OF THE ENCLAVE AT PRESERVATION LAKES, KENT COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 1063 (AS RECORDED IN INSTRUMENT NO. 2021____); THENCE S65°22'19"W 811.91 FEET ALONG SAID NORTHERLY LINE; THENCE S78°09'16"W 797.30 FEET ALONG SAID NORTHERLY LINE TO THE EASTERLY LINE OF PRESERVATION LAKES NO. 2 (AS RECORDED IN INSTRUMENT NO. 201809060069715); THENCE N24°38'42"W 75.58 FEET ALONG THE EASTERLY LINE OF SAID PRESERVATION LAKES NO. 2; THENCE NORTHWESTERLY 51.28 FEET ALONG SAID EASTERLY LINE ON A 267.00 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS N19°08'35"W 51.20 FEET (CENTRAL ANGLE = 11°00'13") TO THE SOUTHWESTERLY CORNER OF PRESERVATION LAKES NO. 3 (AS RECORDED IN INSTRUMENT NO. 202012110119095); THENCE N78°08'24"E 758.13 FEET ALONG THE SOUTHERLY LINE OF SAID PRESERVATION LAKES NO. 3; THENCE NORTHEASTERLY AND NORTHWESTERLY 1083.30 FEET ALONG THE SOUTHERLY AND EASTERLY LINE OF SAID PRESERVATION LAKES NO. 3 ON A 416.00 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS N16°05'40"E 802.13 FEET (CENTRAL ANGLE = 149°12'14"); THENCE NORTHWESTERLY 100.54 FEET ALONG THE EASTERLY LINE OF SAID PRESERVATION LAKES NO. 3 ON A 267.00 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS N47°43'13"W 99.94 FEET (CENTRAL ANGLE = 21°34'28"); THENCE N36°55'59"W 53.99 FEET ALONG SAID EASTERLY LINE TO THE NORTHERLY CORNER OF SAID PRESERVATION LAKES NO. 3; THENCE S53°04'01"W 200.00 FEET ALONG THE NORTHERLY LINE OF SAID PRESERVATION LAKES NO. 3; THENCE N79°09'18"W 98.21 FEET ALONG SAID NORTHERLY LINE; THENCE S51°30'17"W 230.00 FEET ALONG SAID NORTHERLY LINE TO AN INTERMEDIATE TRAVERSE LINE ALONG THE NORTHERLY SHORE OF PRESERVATION LAKE; THENCE N52°29'49"W 418.68 FEET AND N88°32'56"W 505.00 FEET AND S64°58'19"W 41.00 FEET ALONG SAID INTERMEDIATE TRAVERSE LINE TO THE EASTERLY LINE OF SAID PRESERVATION LAKES; THENCE N35°37'50"W 250.00 FEET ALONG SAID EASTERLY LINE; THENCE N14°05'24"E 67.84 FEET ALONG SAID EASTERLY LINE; THENCE N00°35'00"E 200.03 FEET ALONG SAID EASTERLY LINE TO THE POINT OF BEGINNING. AND INCLUDES ALL LAND BETWEEN THE INTERMEDIATE TRAVERSE LINE AND THE WATER'S EDGE OF PRESERVATION LAKE.

THAT LOTS 92 THROUGH 104 INCLUSIVE INCLUDE ALL LANDS TO THE WATER'S EDGE OF PRESERVATION LAKE.

CONTAINS 29 LOTS, 1 PRIVATE PARK AND 36.5 ACRES.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND PLAT BY THE DIRECTION OF THE OWNERS OF SUCH LAND. THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT. THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED IN THE GROUND OR THAT SURETY HAS BEEN DEPOSITED WITH THE MUNICIPALITY AS REQUIRED BY THE ACT. THAT THE ACCURACY OF SURVEY IS WITHIN THE LIMITS REQUIRED BY THE ACT. THAT THE BEARINGS SHOWN ON THE PLAT ARE EXPRESSED AS REQUIRED BY THE ACT AND AS EXPLAINED IN THE LEGEND.

JULY 28, 2021



EXXEL ENGINEERING, INC.
5252 CLYDE PARK, S.W.
GRAND RAPIDS, MI 49509-9724

Kenneth J. Vierzen
KENNETH J. VIERZEN, VICE PRESIDENT
PROFESSIONAL SURVEYOR NO. 4001051491

PROPRIETOR'S CERTIFICATE

SIGNATURE LAND DEVELOPMENT CORPORATION, 1188 E. PARIS AVE., SUITE 100, GRAND RAPIDS, MICHIGAN 49546, A CORPORATION DULY ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY MICHAEL R. MCGRAW, VICE PRESIDENT, AS PROPRIETOR, HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS PLAT AND THAT THE STREETS ARE FOR THE USE OF THE PUBLIC; THAT THE PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS AND THAT ALL OTHER EASEMENTS ARE FOR THE USES SHOWN ON THE PLAT. THAT PRESERVATION PARK NO. 5 IS A PRIVATE PARK FOR THE USE OF THE PRESERVATION LAKES ASSOCIATION. THAT LOTS 92 THROUGH 104 INCLUSIVE EXTEND TO THE WATERS EDGE OF PRESERVATION LAKE.

SIGNATURE LAND DEVELOPMENT CORPORATION
1188 E. PARIS AVE., SUITE 100
GRAND RAPIDS, MICHIGAN 49546

STATE FILE NUMBER 02889T
FILED ON JUNE 29, 2010

Michael R. McGraw
MICHAEL R. MCGRAW, VICE PRESIDENT

ACKNOWLEDGMENT

STATE OF MICHIGAN
COUNTY OF KENT

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 29TH DAY OF JULY, 2021, BY MICHAEL R. MCGRAW, VICE PRESIDENT OF SIGNATURE LAND DEVELOPMENT CORPORATION, A MICHIGAN CORPORATION, ON BEHALF OF THE CORPORATION.

James A. Swanson
JAMES A. SWANSON
NOTARY PUBLIC, KENT COUNTY, MICHIGAN
MY COMMISSION EXPIRES: 01/09/2027

TREASURER'S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL ASSESSMENTS FOR THE 5 YEARS PRECEDING _____, 2021, INVOLVING THE LANDS INCLUDED IN THIS PLAT.

Peter F. Macgregor
PETER F. MACGREGOR, KENT COUNTY TREASURER

COUNTY DRAIN COMMISSIONER'S CERTIFICATE

APPROVED ON _____, 2021, AS COMPLYING WITH 1967 PA 288, MCL 560.192 AND THE APPLICABLE RULES AND REGULATIONS PUBLISHED BY MY OFFICE IN THE COUNTY OF KENT.

Kenneth Yonker
KENNETH YONKER, DRAIN COMMISSIONER

DATE: _____

COUNTY ROAD COMMISSION CERTIFICATE

APPROVED ON _____, 2021, AS COMPLYING WITH 1967 PA 288, MCL 560.183 AND THE APPLICABLE PUBLISHED RULES AND REGULATIONS OF THE BOARD OF COUNTY ROAD COMMISSIONERS OF KENT COUNTY.

Mark E. Rambo
MARK E. RAMBO, CHAIRMAN

DATE: _____

MUNICIPAL CERTIFICATE

I CERTIFY THAT THIS PLAT WAS APPROVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF GAINES AT A MEETING HELD _____, 2021, AND WAS REVIEWED AND FOUND TO BE IN COMPLIANCE WITH 1967 PA 288, MCL 560.101 TO 560.293. SURETY FOR THE INSTALLATION OF PUBLIC WATER SERVICES, PUBLIC SEWER SERVICES, LOT CORNERS AND MONUMENTS HAS BEEN POSTED AND EXPIRES WITHIN ONE YEAR OF THE ABOVE DATE.

Michael Brew
MICHAEL BREW, CLERK

DATE: _____

COUNTY PLAT BOARD CERTIFICATE

THIS PLAT HAS BEEN REVIEWED AND IS APPROVED BY THE KENT COUNTY PLAT BOARD ON _____, 2021, AS BEING IN COMPLIANCE WITH ALL OF THE PROVISIONS OF 1967 PA 288, MCL 560.101 TO 560.293, AND THE PLAT BOARD'S APPLICABLE RULES AND REGULATIONS.

Mandy Bolter
MANDY BOLTER, BOARD CHAIRMAN
BOARD OF COMMISSIONERS

Lisa Posthumus Lyons
LISA POSTHUMUS LYONS, COUNTY CLERK
REGISTER OF DEEDS

Peter F. Macgregor
PETER F. MACGREGOR
KENT COUNTY TREASURER

Gaines Charter Township
Treasurer's Office

ACTION ITEM – MEMORANDUM

TO: Gaines Township Board of Trustees

FROM: Laurie J. Lemke, MiCPT, CPFA
Township Treasurer

RE: Action Item to Accept and File the 2nd Quarter 2021 Financial Report
Required by Act 20 PA1943

DATE August 3, 2021

Please review the following financial report of the township funds.

These accounts include the Checking, Savings, Money Market, CD Investments and Pooled accounts for all township held funds. Interest earned on our cash and investments to date is \$ 79,840.19.

At any time I welcome fellow board members to review with me the status and activity of our township's accounts or address any concerns or questions you may have.

Township checking accounts are balanced each month with the clerk's office and all financial information is subject to our annual audit.



GAINES CHARTER TOWNSHIP

LAURIE J LEMKE, TREASURER

CASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS

June of 2021

Bank	Type	Amount	APR	Term	Maturity Date
101 GENERAL FUND					
TCF GF Checking	Ckg	\$ 1,716,709.59	0.00		
<i>Capital Funds</i>					
CFD - Truck Fund	Assigned	\$ 400,000.00			
DFD - Truck Fund	Assigned	\$ 450,000.00			
DFD - Equipment Fund	Assigned	\$ -			
Library	Assigned	\$ 15,000.00			
Cemetery	Assigned	\$ 10,000.00			
Township Hall & Grounds	Assigned	\$ 65,000.00			
Division Ave. CIA	Assigned	\$ 40,000.00			
Prairie Wolf Park	Assigned	\$ -			
Sidewalk & Trails	Assigned	\$ 103,639.39			
Total TCF Checking		\$ 2,800,348.98			
<i>MM Savings</i>					
Building Department	Committed	\$ 1,022,073.00			
Right Of Way	Committed	\$ 17,325.00			
Payment in lieu of Sidewalks	Committed	\$ 126,041.00			
Streetlights		\$ -			
Interest to date		\$ 23,140.22			
TCF Savings	MN Save	\$ 1,188,579.22	0.00		
<i>Investments</i>					
Kent Co. Pool	Pooled	\$ 373,423.58	0.45		
Michigan Class	Pooled	\$ 573,613.37	0.05		
Lake MI Credit Union	Save	\$ 3,136.05	0.00		
CIBC	CD	\$ 250,000.00	0.20	12 Mos.	6.3.2022
Grand River Bank	CD	\$ 250,000.00	0.35	12 Mos.	1.26.2022
TOTAL OF GENERAL FUND		\$ 5,439,101.20			
DIVISION AVE CORRIDOR		\$ 4,373.63			
TRUST & AGENCY		\$ 302,024.56			
TAX FUND		\$ 1,183.07			
PETTY CASH		\$ 259.03			

WATER & SEWER

Bank	Type	Amount	APR	Term	Maturity Date
TCF Checking	Ckg	\$ 1,479,364.07	0.10		
Kent Co. Pool	Pooled	\$ 9,152,889.22	0.45		
Michigan Class	Pooled	\$ 1,548,418.61	0.05		
Consumers Credit Union	Share	\$ 25.27			
Consumers Credit Union	MMM	\$ 360,218.54	1.25		
Horizon	MM	\$ 550,121.74	0.20		
TCF Bank	CD	\$ 250,702.12	0.37	12 Months	6.30.2021
West MI Community Bank	CDars	\$ 250,310.22	0.10	270 Days	8.21.2021
First National Bank of MI	RR CD	\$ 300,000.00	1.76	18 Months	7.21.2021
First Community Bank	CD	\$ 250,000.00	0.20	12 Mos	9.28.2021
Flagstar Bank	CD	\$ 250,000.00	0.27	12 Months	9.30.2021
Union Bank	CD	\$ 305,152.56	0.50	12 Mos	10.5.2021
Macatawa Bank	CD	\$ 250,000.00	0.10	12 Mos	11.19.2021
First National Bank of A	CD	\$ 252,637.15	1.05	18 Months	12.17.2021
Flagstar Bank	CD	\$ 250,000.00	0.25	12 Months	1.5.2022
CIBC	CD	\$ 250,000.00	0.27	365 Dys	1.19.2022
United Bank of MI	CD	\$ 300,000.00	0.25	12 Months	1.29.2022
TCF Bank	CD	\$ 300,000.00	0.12	12 Months	2.4.2022
Macatawa Bank	CD	\$ 250,062.86	0.10	12 Months	3.23.2022
Choice One Bank	CD	\$ 250,048.09	0.27	12 Mos	4.9.2022
Grand River Bank	CD	\$ 300,000.00	0.30	365 Days	3.26.2022
Level One Bank	CD	\$ 300,000.00	0.20	367 Days	3.28.2022
West MI Community Bank	CDARS	\$ 300,069.05	0.10	52 Weeks	4.7.2022
Flagstar Bank	CD	\$ 300,000.00	0.20	12 MOnths	5.11.2022
Comerica Bank	CD	\$ 250,188.55	0.10	12 Months	5.18.2022
Choice One Bank	CD	\$ 300,000.00	0.27	12 Months	5.28.2022
First National Bank of A	CD	\$ 250,000.00	0.60	12 Months	6.14.2022
Union Bank	CD	\$ 300,000.00	0.30	18 Months	10.4.2022
Mercantile Bank of MI	CD	\$ 250,000.00	0.25	18 Months	10.16.2022
Lake Michigan Credit Union	CD	\$ 250,126.97	0.60	17 Months	10.21.2022
Restricted W&S Fees	Committed	\$ 19,600,335.02			

Gaines Charter Township

2021 2nd Quarter DIVERSIFICATION REPORT

Laurie J. Lemke, Treasurer

Bank	FDIC- 21%	NON-INS - 33%	Low-Risk - 46%	Total	Bauer Ratings	Texas Ratio
TCF Bank Checking	\$ 250,000.00	\$ 4,332,920.68		\$ 4,582,920.68	4	A
TCF MM Savings	\$ 250,000.00	\$ 938,579.22		\$ 1,188,579.22		
TCF Bank Investments	\$ 250,000.00	\$ 300,702.12		\$ 550,702.12		
Choice One Bank	\$ 250,000.00	\$ 300,048.09		\$ 550,048.09	4	A
CBIC	\$ 250,000.00	\$ 250,000.00		\$ 500,000.00	5	A+
Comerica	\$ 250,188.55			\$ 250,188.55	5	A
Consumers Credit Union	\$ 250,000.00	\$ 110,243.81		\$ 360,243.81	5	A
Kent Co. Pool			\$ 9,526,312.80	\$ 9,526,312.80	AAA	AAA
First Community Bank	\$ 250,000.00			\$ 250,000.00	5	A
First National Bank of A	\$ 250,000.00	\$ 252,637.15		\$ 502,637.15	3.5	B+
First National Bank of MI	\$ 250,000.00	\$ 50,000.00		\$ 300,000.00	4	A
Flagstar/CDARS	\$ 500,000.00	\$ 300,000.00		\$ 800,000.00	4	A
Grand River Bank	\$ 250,000.00	\$ 300,000.00		\$ 550,000.00	5	A+
Huntington				\$-	5	A
Horizon	\$ 250,000.00	\$ 300,121.74		\$ 550,121.74	5	A+
Lake MI Credit Union	\$ 250,000.00	\$ 3,263.02		\$ 253,263.02	5	A+
Level One Bank	\$ 250,000.00	\$ 50,000.00		\$ 300,000.00	4	A
Macatawa Bank	\$ 250,000.00	\$ 250,062.86		\$ 500,062.86	5	A
Mercantile Bank of MI	\$ 250,000.00			\$ 250,000.00	5	A+
Michigan Class			\$ 2,122,031.98	\$ 2,122,031.98	AAA	AAA
Union Bank	\$ 250,000.00	\$ 355,152.56		\$ 605,152.56	4	B
United Bank of MI	\$ 250,000.00	\$ 50,000.00		\$ 300,000.00	5	A+
West Michigan Community	\$ 250,000.00	\$ 300,379.27		\$ 550,379.27	5	A
	\$ 5,250,188.55	\$ 8,444,110.52	\$ 11,648,344.78	\$ 25,342,643.85		



ACTION MEMO

Staff Communication

DATE: August 4, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 561 68th St Sewer Connection Fees Payment Plan

SUMMARY OF REQUEST:

The owner of 561 68th St. would like to be placed on a payment plan for the sewer connection fees associated with the duplex that will be built on this parcel.

Due to the lack of agenda items, the Water & Sewer Committee did not meet in order to give a recommendation to the Board regarding this payment plan request.

FINANCIAL IMPACT

The sewer connection fees for the 10 year payment plan at an interest rate of 2.5% are:

Trunkage (2 units)	\$2,028.00
Availability (base rate)	\$9,984.00
Lateral	\$1,996.00
Total for payment plan	\$14,008.00

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends that the payment plan be granted for the payment of the connection fees. This is consistent with recent practice of the Township for similar requests and is in the best interest of the utility system and property owner.



CLEAR FORM

Professional Development
Seminar/Accreditation/Workshop/Conference
Attendance Request Form

Employee Name: John Stuyfzand Job Title: Building Official
Supervisor: Jonathan Seyferth Date: 8/4/2021

Check One:

☐ Seminar ☐ Accreditation Course ☐ Workshop ☒ Conference ☐ Other

Title of Activity: COCM Fall Conference

Organization Name: COCM

Location: Crystal Mountain

Dates of Attendance: September 27-^{Oct.} August 2 Number of training hours: 30+

Registration Cost: \$285.00 Cost of Housing: \$500-700.00

Estimated Mileage: 375 MI Estimated Cost of Meals: \$150.00

List specific knowledge or skill will you learn: Continuing education credits relating to code enforcement and new construction techniques and products.

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Networking with other code officials will provide problem solving techniques and approve efficiency in both code enforcement and administration.

Employee Signature: John Stuyfzand Date: 8/4/2021

Attach a description of the training with a completed registration form and forward to the Supervisor for approval.



Code Officials Conference of Michigan

Fall Conference

Crystal Mountain- Thompsonville, MI

September 28-October 1, 2021

2021 FALL CONFERENCE REGISTRATION

You **MUST** send your **REGISTRATION, MEMBERSHIP FORM** (if not already a 2021 member) and **PAYMENT** as soon as possible to COCM so that it is received no later than September 11, 2021

Name:	JOHN STUYFZAND			Jurisdiction representing:	GAINES CHARTER TOWNSHIP		
Mailing address				State:	MI	Zip code:	49316
Telephone number:	616-698-6640 x126			Email Address:	john.stuyfzand@gainestownship.org		
				Inspector registration #	5102		

2021 Annual COCM Scholarship Golf Outing Monday September 27, 2021 Please see separate golf registration form

☐ SINGLE DAY: \$140.00 if application and payment are received by September 11, 2021

☐ SINGLE DAY: \$165.00 if application and payment are received after September 11, 2021

For Single Day registration, please check the day(s) you will be attending below

Tues Sept 28 ☐ Wed Sept 29 ☐ Thurs Sept 30 ☐ Fri Oct. 1 ☐

☐ FULL Conference: \$285.00 (all or multiple days) if application and payment received by September 11, 2021

☐ FULL Conference: \$300.00 if application and payment received after September 11, 2021

Enter
Conference fee
here.....

\$ 285

ANNUAL FALL BANQUET: Attendance at the Thursday Evening Banquet is included with Full Conference Registration for Member and a Guest at no additional charge. (a \$40 value per person)

\$40.00 per Person Banquet fee applies to Conference attendees wishing to attend the banquet with SINGLE DAY CONFERENCE REGISTRATION, or those who may wish to just attend the Banquet

Please indicate your plans to attend the Thursday evening banquet by checking the appropriate box below.

WILL ATTEND: Myself ☐ Guest ☐ WILL NOT BE ATTENDING: ☐

ATTEND BANQUET ONLY + \$40.00 fee: ☐ Myself ☐ Guest

Enter
Banquet fee
(if applicable)
here.....

\$ —

2021 COCM MEMBERSHIP: Membership Dues are \$45 per member. Membership is required to participate in the conference. Membership applications can be found at the COCM website. Check the COCM website for the current list of 2021 paid members

If your name is not shown as a paid 2021 member, \$45 DUES PAYMENT and a completed membership form must be submitted with your conference registration.

Enter
Membership fee
(if applicable)
here

\$

Golf and/or Conference fee + Banquet (if applicable) + Membership Dues (if not yet a member) = TOTAL PAID

\$ 285

HOTEL: Crystal Mountain Resort 12500 Crystal Mountain Dr Thompsonville, MI 49683 1-855-520-2974

HOTEL ACCOMODATIONS ARE NOT INCLUDED IN THE CONFERENCE FEE. Hotel contact information is provided above. Indicate you are with "COCM" when making your reservation. Room Block is held until August 28, 2021.

Please make check payable to COCM and mail with registration form to:

COCM
PO Box 71913
Madison Height, MI 48071

COCM CONTACT INFORMATION

www.cocm.org

cocm1@yahoo.com

989-837-3388

4 NIGHTS. 1288 641.28.2



ACTION MEMO

Staff Communication

DATE: August 5, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Jonathan Seyferth, Township Manager
RE: Special Assessment District – Resolution 3

SUMMARY OF TOPIC:

On Monday, August 9 we will have the first of the required two public hearings on the proposed Public Safety Special Assessment District. If the board chooses to keep moving forward with the process on Monday night, the board would need to adopt the following resolution which directs staff (specifically the assessor) to prepare the special assessment roll.

Please note, the board does **NOT** have to adopt the third resolution on Monday and the board may if it so chooses ask for additional information and then decide to proceed (or not) at a future meeting. The law and process does allow for time between the resolutions/steps and we would not have to restart the process. Although there is not a technical “restart” deadline if the process is delayed, the Township’s attorney does recommend that no more than 5- or 6-months elapses between the first public notice and the next step.

It should be noted that the way resolution 3 is written it does look like we’re moving forward no matter what. However, it is just tentatively establishing the district’s boundaries and the creation of the Special Assessment Roll (which outlines what each parcel would pay). However, the district and assessment are not formally established nor is an assessment due until the roll is confirmed and final notices are sent out (which is the last step in the process). **At any time in this process the board may choose to slow down, delay or completely scuttle the implementation of the Special Assessment District.**

It should be noted, from a practical standpoint, the boundaries of the district are not as much in question (as it is the same as the boundaries of the Township and this wouldn’t change as the services are offered uniformly across the Township). Rather the more pressing question the Special Assessment itself.

OPTIONS:

1. Adopt resolution 3 keeping the process moving forward. There would be various steps that would follow at each meeting through November 2021 (Please see the step sheet following this memo which has dates plugged in if the process to move forward at its fastest pace).
2. Table resolution 3 and consider it at a future meeting.

The primary advantage to Option 1 is it gives the ***possibility*** of having the Special Assessment in place for fiscal year 2022 (which starts January 1, 2022). If the process is delayed, the Special Assessment District would not be able to come into existence until a future fiscal year.

For planning purposes either option is doable and this is at the discretion of the board. However, it should be noted that sometime in the next few years, especially when any change in service delivery is needed (additional coverage from the Sheriff's office, additional fire personnel or moving Dutton to a more full-time Fire operation), the Township will have to identify additional revenue for Public Safety Services.

FINANCIAL IMPACT:

If the Public Safety Special Assessment were to move forward, it would generate approximately \$1.4 to \$1.5 million dollars of revenue for the Township to help offset the cost of public safety services. Public Safety services cost the township between. \$2.2 and \$2.4 million per year and up to \$2.6 if equipment replacement is factored in.

It is important to note that the board can direct that less than the 1.5 milage cap be collected. But the 1.5 milage cap that is being considered as part of the Special Assessment District cannot be surpassed without additional public hearings.

As a reminder, the Special Assessment District would create a dedicated budget category for Public Safety (moving it out of the general fund) to show that the Public Safety revenues are segregated and only being used for Public Safety.

BUDGET ACTION REQUIRED:

None at this time

STAFF RECOMMENDATION:

Staff recommends that the board hear out the public Monday and then following the public hearing the board assess the feasibility of moving forward. This is ultimately a decision of the board and staff will act accordingly to whatever direction the board provides.

GAINES CHARTER TOWNSHIP

STEP SHEET TO CREATE A SPECIAL ASSESSMENT DISTRICT PURSUANT TO
PUBLIC ACT 33 OF 1951
(FIRE AND PUBLIC SAFETY SERVICES COSTS)

This step sheet sets forth in outline form the procedure for establishing a Special Assessment District pursuant to Michigan Public Act 33 of 1951, MCL 41.801 *et seq*, for an authorized fire and/or public safety services project or activity (“Services”).

<u>Dates</u>	<u>Description</u>
July 12, 2021	Step 1. <u>Resolution No. 1</u> – The Township Board adopts a Resolution of intent to provide Services in the Township and to authorize and direct the preparation of plans and estimates of providing the services and the creation of a special assessment district to defray that cost.
July 12, 2021	Step 2. <u>Filing of Plans</u> – The Township receives plans and estimates for the Services and the plans and estimates are filed with the Township Clerk.
July 12, 2021	Step 3. <u>Resolution No. 2</u> – The Township Board adopts a resolution tentatively declaring its intent to make the Services, tentatively designating the special assessment district and setting a public hearing to hear any objections to the improvement, the costs, the plans, and the district.
	Step 4. <u>Notice of the First Public Hearing</u> – Notice of the public hearing must be given and must, among other things, include the date, time and place of the hearing, a brief description of the special assessment district, and a statement that the plans and estimates are on file with the Township Clerk for public examination. The notice must be given as follows:
<u>First Publication:</u> July 17, 2021 <u>Second Publication:</u> July 24, 2021	(a) The notice must be given by publication <u>twice</u> in a newspaper of general circulation designated by the Township, the <u>first</u> of which shall not be less than 10 days before the date set for the hearing.

<u>Mailing:</u> About July 26, 2021	(b) The notice must also be given by first-class mail to all property owners of record according to Township tax rolls in the special assessment district not less than 10 days before the hearing.
Aug 9, 2021	Step 5. <u>First Public Hearing</u> – At the hearing, the Township Board must hear any objections to the proposed Services, the Township’s determination to proceed, and the proposed special assessment district.
Aug. 9, 2021 (this is subject to change depending on the board’s feelings following the public hearing)	Step 6. <u>Resolution No. 3</u> – After the public hearing is held (and at the same meeting if the Township Board desires), if the Township Board decides to proceed, it adopts a resolution determining to pursue the Services, approving the plans and costs estimates, and the district. The resolution also directs the Township Supervisor to make the special assessment roll.
*Sept. 13, 2021 (this is subject to change and dependent upon if Resoltuion 3 is adopted in Aug. If not, the process gets backed up accordingly (which is fine)).	Step 7. <u>Resolution No. 4</u> – When the special assessment roll is reported, the roll is filed with the Township Clerk and the Township Board adopts a resolution setting a public hearing on the roll.
	Step 8. <u>Notice of the Second Public Hearing</u> – Notice of the second public hearing must be given and must, among other things, include the date, time and place of the hearing, and the property owners’ right of appeal to the Michigan Tax Tribunal. The notice must be given as follows:
<u>First Publication:</u> *Sept. 17, 2021 <u>Second Publication:</u> *Sept. 24, 2021	(a) The notice must be given by publication <u>twice</u> in a newspaper of general circulation designated by the Township, the <u>first</u> of which shall not be less than 10 days before the date set for the hearing.
<u>Mailing:</u> *About Sept. 27, 2021	(b) The notice must also be mailed to all property owners of record according to Township tax rolls in the special assessment district not less than 10 days before the hearing.

<i>*October 11, 2021</i> (like the Sept. date, this is subject to change if any of the previous dates get pushed back)	Step 9. <u>Second Public Hearing</u> – At the hearing, the Township Board reviews the roll, and hears any objections to it.
<i>*October 11, 2021</i>	Step 10. <u>Resolution No. 5</u> – After the public hearing is held (and at the same meeting if the Township Board desires), the Township Board adopts a resolution confirming the roll as reported by the Township Assessor or as corrected by the Township Board, or refers it back to the Township Assessor.
<i>*October 12, 2021</i>	Step 11. <u>Roll Endorsed</u> – After the Township Board confirms the roll, the Township Clerk endorses it.
<i>Expires on Nov. 11, 2021</i>	Step 12. <u>Assessment Appeals</u> – Property owners who have protested the roll at the public hearing may appeal the roll to the Michigan Tax Tribunal within 30 days of the confirmation of the roll. After that time period has passed, the Tax Tribunal generally does not have jurisdiction to hear appeals.
<u>Mailing:</u> <i>By Nov. 18, 2021</i>	Step 13. <u>Final Notice/Letter to Property Owners</u> – Send out the final notice/letter to property owners within 7 days.

*It should be noted that depending on how the process plays out, any of these dates after the initial public hearing could be backed up. This wouldn't be a horrible outcome and we would adjust the process from that point. A lot of this will be dependent on the feedback we get from the public at the hearings.

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

(RESOLUTION NO. 21-__)

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

**DETERMINATION TO PROCEED WITH THE ESTABLISHMENT
OF A SPECIAL ASSESSMENT DISTRICT TO DEFRAY THE
COSTS OF FIRE AND PUBLIC SAFETY SERVICES; APPROVAL
OF PLANS AND ESTIMATE OF COSTS; FINAL DETERMINATION
OF A SPECIAL ASSESSMENT AND ITS PROPOSED DISTRICT;
TO DEFRAY THE COSTS BY SPECIAL ASSESSMENT;
DIRECTIVE TO THE TOWNSHIP SUPERVISOR TO PREPARE
THE SPECIAL ASSESSMENT ROLL.**

Minutes of a _____ meeting of the Gaines Charter Township Board, Kent County,
Michigan, held in the Township Hall, 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316,
on _____, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following Resolution was offered for adoption by Township Board Member
_____ and supported by Township Board Member _____:

WHEREAS, Section 1(3) (being MCL 41.801 *et seq*) of Act 33 of the Public Acts of
Michigan of 1951, as amended (“Act 33”) and Section 20948 (being MCL 333.20948) of Act 368
of the Public Acts of 1978 (“Act 368”), provide that the Township Board may provide for the
maintenance and operation of police service, fire service and ambulance operations, and hence

may proceed to defray the cost of purchasing, operating, and / or contracting fire, first responder, emergency rescue and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing fire protection, rescue, first responder, police, public safety and related services and operations (collectively, the “Services”) by special assessment on the lands and premises in the township to be benefitted, except for lands and premises exempt from the collection of taxes under the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893 (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment); and

WHEREAS, public notice was given, pursuant to Act 33, by publication on July 24, 2021 and August 7, 2021 and by first class mail on July 26, 2021, of a public hearing held on August 9, 2021; and

WHEREAS, at the first public hearing specified above, the Township Board heard and considered all comments and objections to the estimate of cost, the creation of a special assessment district, the special assessment district tentatively designated, and defraying the expenses of the special assessment district on the property to be especially benefitted except for property exempt from the collection of taxes (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment) and all other matters relating to the creation of the proposed special assessment district; and

WHEREAS, the Township Board deems it advisable and necessary to proceed pursuant to Act 33 (and any other applicable laws) to pursue the Services for the Township.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Township Board hereby determines that it is necessary and in the best interest of the Township to defray the cost of the Services by special assessment on the lands and premises in the Township to be benefited, except for lands and premises exempt from the collection of taxes under the General Property Tax Act (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment). All parcels and lots within Gaines Charter Township, Kent County, Michigan (as specified on Exhibit A as attached) shall be subject to the special assessment for the Services (except that the exempt properties shall not be subject to the assessment as specified above).

2. The Township Board hereby approves the profiles, report, estimate of costs, plans and specifications for the Services and determines that the term of the special assessment district's existence shall be fifteen (15) years. The Township Board also approves the completion of the improvements specified as part of the Services. The Township Board determines that the special assessment would be for 15 years (beginning in 2021) and would be assessed each year at the equivalent of 1.5 mills (\$1.50 for each \$1,000 of taxable value) for each lot or parcel. It is estimated that the special assessment would raise approximately \$1.4 million in total during its first year. If at any time during the term of the special assessment district an actual incremental cost increase exceeds the estimate therefore by ten percent (10%) or more, notice shall be given and a hearing afforded to the affected property owners pursuant to Act 33.

3. The Township Board designates all of the lots and parcels of land described on Exhibit A as attached hereto (i.e. all of the parcels and lots within Gaines Charter Township, Kent County, Michigan, except that for the exempt properties as specified in Section 1 hereof such properties shall not be subject to the special assessment) as the property to comprise the special assessment district upon which the special assessment shall be levied.

4. The special assessment district known as the “Fire and Public Services Special Assessment District” is hereby finally determined to consist of all of lots and parcels located within the boundaries of the Township (except that the exempt properties as specified in Section 1 hereof shall not be subject to the special assessment), as tentatively designated by the Resolution earlier adopted by the Township Board on July 12, 2021.

5. The estimate of costs for the Services for the first year of the special assessment district are hereby approved and these costs in the amount of \$1.4 million in total shall be levied against the lands and premises in the Township to be benefited, except for the exempt properties as specified in Section 1 hereof.

6. The Township Assessor and Township Supervisor are hereby directed to prepare a special assessment roll which spreads the assessment levy against the taxable value of all of the lands and premises in the district that are to be especially benefited by the Services, except exempt properties as specified in Section 1 hereof, upon which roll shall be entered and described (i) all the parcels of land to be assessed, (ii) the names of the respective record owners thereof, if known, and (iii) the total amount to be assessed against each parcel of land for the first year of the special assessment, which amount shall be the relative portion of the whole sum to be levied against all parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the special assessment district. The Township Board shall

thereafter annually determine the amount to be assessed in the district for the Services in accordance with Act 33.

7. The Township Board shall, annually, hold a hearing on or before each September 30 on the estimated costs and expenses for the Services and the proposed distribution of the levy, which may exceed or be less than the previous year's levy. Each year before the annual hearing, the Township shall, at least five (5) days prior to the hearing, publish notice of the hearing in a newspaper of general circulation within the Township or by other means as law allows. The Township shall not be required to mail individual notices of the annual hearing to the owners of record of property within the district.

8. The Fire and Public Safety Services Special Assessment District shall continue to exist for 15 years, beginning with the year 2021, unless otherwise terminated or extended by the Township Board by resolution.

9. When the Township Assessor and Township Supervisor have completed the assessment roll, the Township Assessor and Township Supervisor shall affix to the roll his or her certificate stating that the roll was made pursuant to resolution of this Township Board adopted on a specified date and that in making the assessment roll he / she, according to her / his best judgment, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

10. That the special assessment roll, as made and certified by the Township Assessor and Township Supervisor, shall be reported to the Township Board and shall be filed in the office of the Township Clerk.

11. If the Township Board further determines that in the event property is to be added to the special assessment district or in the event that the assessable cost will be increased by ten

percent (10%) or more, an additional public hearing will be held. However, if a lot or parcel is permanently combined after the special assessment district has been created, approved and is in place, then in that situation, the special assessment shall be adjusted for that property to reflect the existence thereafter of only one lot or parcel. Likewise, if a lot or parcel is split or divided after the special assessment district has been created, approved and is in place, each of the new resulting lots or parcels in that situation shall be considered a separate lot or parcel for purposes of the special assessment to be applied.

12. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of the conflict.

13. That all actions heretofore taken by Township officials, employees, and agents with respect to the Services and proceedings regarding this matter are hereby ratified and confirmed.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Michael Brew
Gaines Charter Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

I, Michael Brew, Gaines Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Home at a regular meeting held on _____, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours

prior to the time set for the meeting.

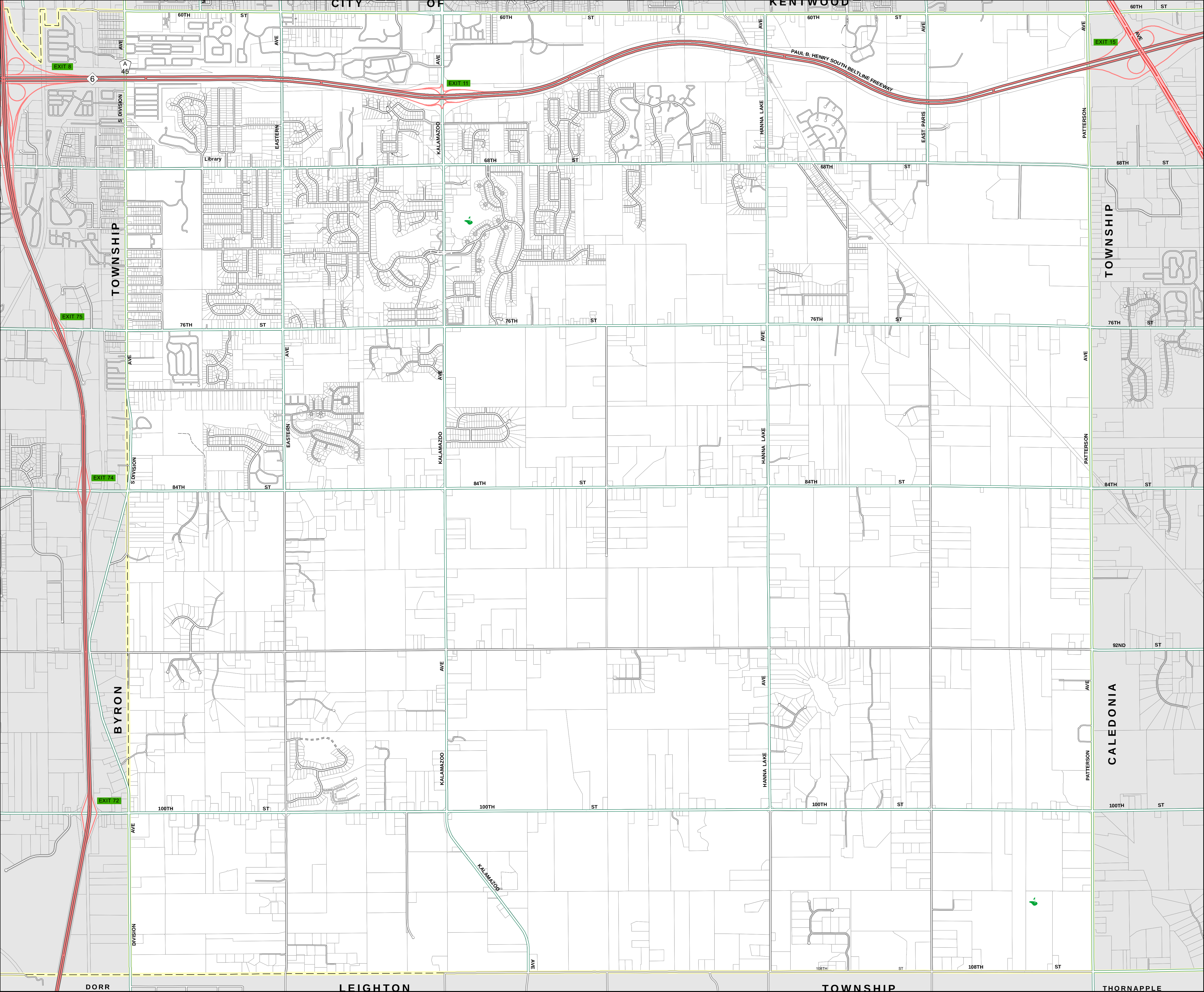
IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

Michael Brew
Gaines Charter Township Clerk

EXHIBIT A

All lots and parcels of land within Gaines Charter Township, Kent County, Michigan, shall be included within the Fire and Public Services Special Assessment District except that lands and premises exempt from the collection of taxes under the General Property Tax Act shall not be subject to the special assessment (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment). A map of the proposed special assessment district is as follows:

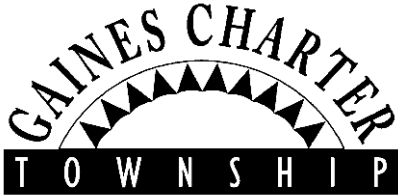
[Map of the Township]



Gaines Charter Township

Kent County, MI

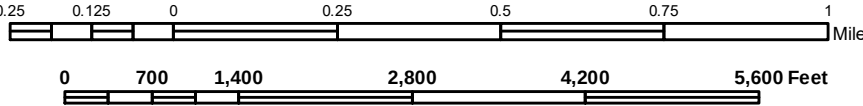
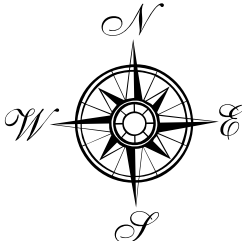
Parcel Map
2021



Base Map Legend

- Freeway
- Freeway Ramp
- Highway
- Primary
- Secondary
- Private
- Municipal Boundaries
- Parcels

This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.



MAP SCALE 1:18,600





ACTION MEMO

Staff Communication

DATE: July 28, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Robert DeWard, Supervisor and Jonathan Seyferth, Township Manager
RE: Cost of Drains

SUMMARY OF REQUEST:

The Kent County Drain Commission has advised the Township that the calculated cost of the Troy with Mosher and Farnham Drain project is \$1,235,000.00.

The apportionment roll is attached. Gaines Township's at large apportionment totals \$36,015.47, or 2.92%. We are given the option to pay the \$36,015.47 up front, or spread it out over 15 years for an annual cost of \$2,401.03.

FINANCIAL IMPACT

The \$2,401.03 would be spent annual out of the of Drains general fund cost center

Drains	
2021 Budget Balance	\$39,867.23
Drain Maintenance	(22,149.11)*
Troy/Mosher/Farnham	(2,401.03)
Balance	\$15.317.09

*If Board approves this expenditure

BUDGET ACTION REQUIRED:

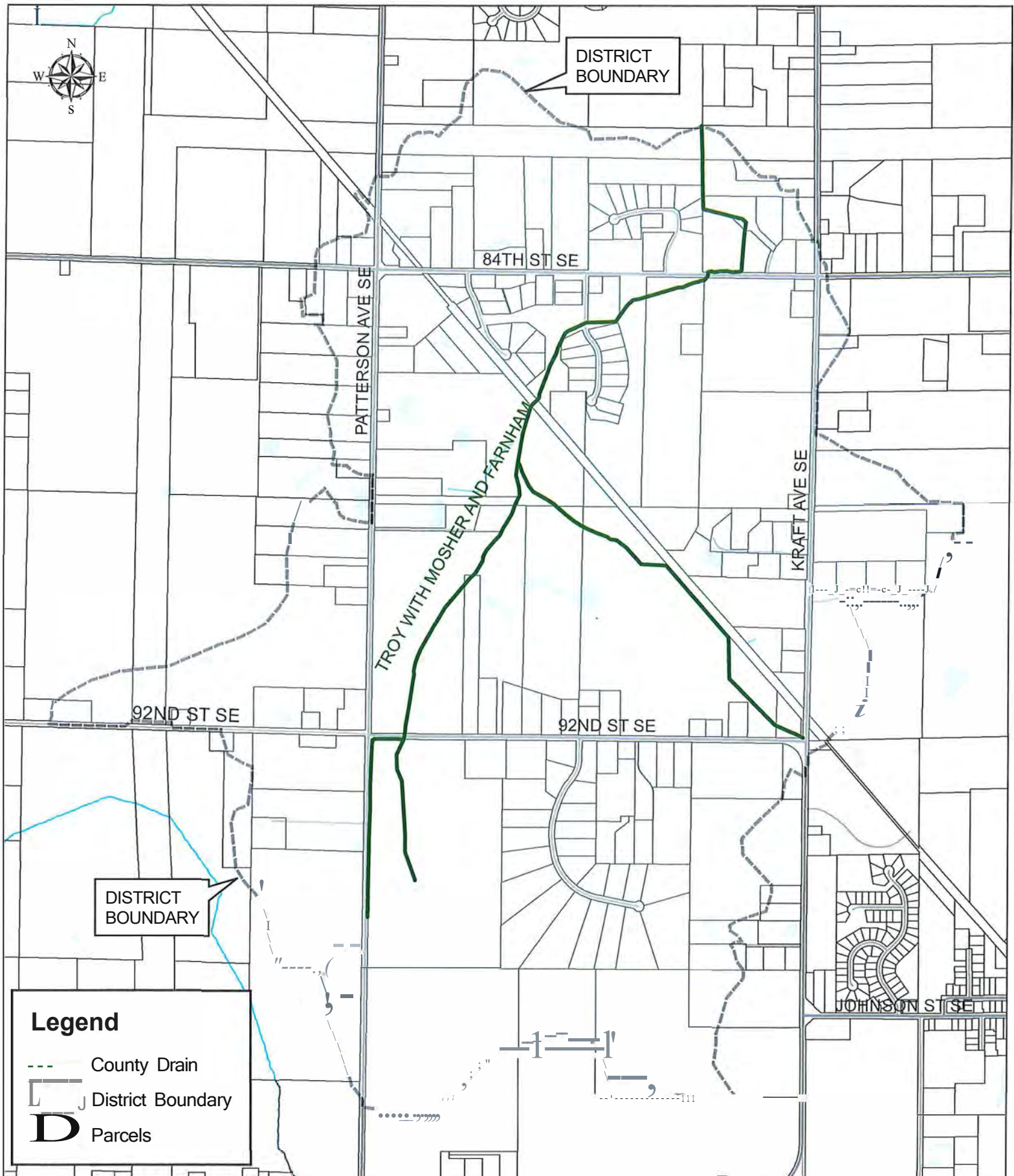
None, this is a budget item.

STAFF RECOMMENDATION:

Staff recommends that the Township opt to spread the assessment out over 15 years.

TROY WITH MOSHER AND FARNHAM DRAIN DRAINAGE DISTRICT

SEC. 13, 24, 25, GAINES TOWNSHIP & SEC. 17-20, 29-30 CALEDONIA TOWNSHIP, KENT COUNTY, MI



TROY WITH MOSHER AND FARNHAM DRAIN

		APPORTIONMENT%	ANNUAL COTS	TOTAL COSTS	
	Special District Totals	74.72%	\$61,521.91	\$922,828.65	
	KCRC Road Totals	5.28%		\$65,171.32	
	GAINES TOWNSHIP AT LARGE	2.92%	\$2,401.03	\$36,015.47	
	CALEDONIA TOWNSHIP AT LARGE	17.08%	\$14,065.64	\$210,984.53	
	Total	100.00%	\$77,988.58	\$1,234,999.97	
PARCEL NUMBER	PROPERTY ADDRESS	OWNER	Apportionment %	15-yr ANNUAL COST	TOTAL DRAIN COST
412213400005	4727 84TH ST SE	MARSIGLIA JOSEPH & CHRISTINA	0.07%	\$56.40	\$845.93
412213400006	8341 PATTERSON AVE SE	GRAY DAVID L	0.04%	\$32.12	\$481.87
412213400007	4741 84TH ST SE	TROOST RAYMOND D & PATTI S TR	0.10%	\$83.25	\$1,248.73
412213400008	4757 84TH ST SE	JENEMA NICHOLAS J	0.17%	\$137.60	\$2,063.99
412213400011	8301 PATTERSON AVE SE	PAWLOSKI ALAN V	0.03%	\$22.69	\$340.29
412213400013	4645 84TH ST SE	VANDERVEEN GORDON J	0.02%	\$13.64	\$204.62
412213503001	4150 76TH ST SE	CONSUMERS ENERGY COMPANY	0.06%	\$47.56	\$713.45
412224200012	8535 PATTERSON AVE SE	LUCAS GORDON J & BONNIE TRUST	0.24%	\$194.07	\$2,911.06
412224200013	8585 PATTERSON AVE SE	CHERPESANDRALTRUST	0.18%	\$144.47	\$2,167.01
412224200014	8619 PATTERSON AVE SE	PATTERSON CECILIA M TRT	0.19%	\$156.28	\$2,344.15
412224200015	8659 PATTERSON AVE SE	DEBOER JERRY C	0.18%	\$148.83	\$2,232.48
412224200020	8465 PATTERSON AVE SE	BELKA REXA	0.13%	\$104.02	\$1,560.33
412224200023	4766 84TH ST SE	ARCAY PEDRO LUIS	0.12%	\$98.89	\$1,483.34
412224200024	8711 PATTERSON AVE SE	SJOBLOM CORRIE	0.11%	\$93.23	\$1,398.40
412224200029	4616 84TH ST SE	JENSEN RICHARD B TRUST &	0.02%	\$14.20	\$213.01
412224200030	4650 84TH ST SE	HANSON KENNETH G	0.01%	\$9.43	\$141.42
412224200041	8787 PATTERSON AVE SE	PLUMMER NICHOLAS W & ANYA E	0.03%	\$23.93	\$358.97
412224200042	8745 PATTERSON AVE SE	BORIS SCOTT & WENDT BETH	0.10%	\$78.81	\$1,182.09
412224200043	4684 84TH ST SE	SMITH MICHAEL D II & NICOLE L	0.10%	\$82.98	\$1,244.76
412224200044	4700 84TH ST SE	GILBREATH TOWNSEL TRUST	0.22%	\$178.72	\$2,680.78
412224300011	4381 92ND ST SE	KAYSER MAXINE L TRUST	0.39%	\$320.81	\$4,812.20
412224300012	4249 92ND ST SE	MULDER PETER & KARI	0.15%	\$120.23	\$1,803.46
412224400003	4507 92ND ST SE	DEVRIES JEFFREY L	0.08%	\$62.74	\$941.15
412224400009	8801 PATTERSON AVE SE	GROENDYK JAY A	0.23%	\$186.38	\$2,795.71
412224400010	8869 PATTERSON AVE SE	WERNER DALE & GAIL TRUST	0.38%	\$311.77	\$4,676.58
412224400014	4400 84TH ST SE	CONSUMERS ENERGY COMPANY	0.30%	\$243.41	\$3,651.21
412224400015	8901 PATTERSON AVE SE	BUSH JOSHUA C & JIE	0.25%	\$202.00	\$3,030.07
412224400016	8925 PATTERSON AVE SE	HOLTON JASON D & RACHEL C	0.16%	\$130.65	\$1,959.74
412224400017	9125 PATTERSON AVE SE	LATHAM ALFRAVA	2.67%	\$2,197.41	\$32,961.13
412224400018	8995 PATTERSON AVE SE	LUND MARCIA A TRUST	0.14%	\$118.74	\$1,781.03
412224400019	4685 92ND ST SE	BOENDER PROPERTIES LLC	0.34%	\$276.21	\$4,143.12
412224400020	4711 92ND ST SE	GEERLIGS GERALD & EVELYN	0.08%	\$67.01	\$1,005.14
412224400021	4735 92ND ST SE	BOENDER PROPERTIES LLC	0.51%	\$419.43	\$6,291.43
412224400022	4775 92ND ST SE	GEERLIGS GERALD & EVELYN	0.17%	\$140.72	\$2,110.83
412225200002	9665 PATTERSON AVE SE	VANDERVEEN KENNETH & MARJORI	2.43%	\$1,997.96	\$29,969.35
412225200011	9377 PATTERSON AVE SE	WALSH JAMES P & PAMELA	0.18%	\$149.77	\$2,246.52
412225200014	4550 92ND ST SE	NAGEL BERNARD	0.05%	\$43.48	\$652.20
412225200016	4642 92ND ST SE	WALSH JAMES & PAMELA	0.94%	\$773.63	\$11,604.41
412225200017	4700 92ND ST SE	BLACK JOSHUA & NICOLE	0.08%	\$67.72	\$1,015.75
412225200020	9375 PATTERSON AVE SE	KAYSER GERALD	0.92%	\$759.40	\$11,391.03
412225200021	4480 92ND ST SE	KAYSER MAXINE L TRUST	0.04%	\$30.26	\$453.88
412225200022	4610 92ND ST SE	VANDERVENNEN JASON L & CHANA	0.29%	\$242.30	\$3,634.48
412225400009	9847 PATTERSON AVE SE	TOLAN THOMAS C	0.02%	\$16.42	\$246.23
412317300008	8392 KRAFT AVE SE	HALL REVOCABLE TRUST	0.03%	\$20.60	\$308.96
412318201005	7725 KRAFT AVE SE	BROADMOOR ESTATES LLC	0.54%	\$443.27	\$6,649.09
412318300011	8089 PATTERSON AVE SE	BUNING RON	0.05%	\$43.82	\$657.37
412318300018	4971 84TH ST SE	RODRIGUEZ J TRINIDAD & HEATHER	0.30%	\$244.18	\$3,662.71
412318300019	8190 PATTERSON AVE	CONSUMERS ENERGY CO	1.24%	\$1,019.91	\$15,298.58
412318300020	4823 84TH ST SE	GUYOTT FAITH M & DEWITT LANCE I	0.08%	\$64.38	\$965.66
412318300021	4847 84TH ST SE	DEWITT APRIL & THOMAS	0.07%	\$53.67	\$804.99
412318300024	4891 84TH ST SE	LOBBEZOO DAVID & AMANDA	0.16%	\$127.95	\$1,919.18
412318300031	5185 84TH ST SE	WEAVER JAMES H & RUTH M TRUST	0.67%	\$554.40	\$8,316.05
412318300032	8250 PATTERSON AVE SE	POORTENGA JAMES K TRUST &	0.23%	\$186.79	\$2,801.79

PARCEL NUMBER	PROPERTY ADDRESS	OWNER	Apportionment %	15-yr ANNUAL COST	TOTAL DRAIN COST
412318300034	8280 PATTERSON AVE SE	KOLL CHARLES & LORI TRUST	0.25%	\$203.21	\$3,048.12
412318300035	8300 PATTERSON AVE SE	KOLL ERIC & ASHLEY	0.42%	\$345.16	\$5,177.43
412318300036	4931 84TH ST SE	VANLAAN HARRY J & BARBARA J TR	0.22%	\$183.58	\$2,753.77
412318300037	5101 84TH ST SE	EXLINE DANIELE	0.12%	\$99.85	\$1,497.81
412318300040	5133 84TH ST SE	ROOSIEN SCOTT M	0.38%	\$314.13	\$4,711.93
412318300041	8010 PATTERSON AVE SE	IZENBAARD MIKE & HALEY JOY	0.01%	\$7.46	\$111.93
412318300042	8014 PATTERSON AVE SE	CALEDONIA FARMERS ELEVATOR CO	0.05%	\$38.31	\$574.64
412318300044	5035 84TH ST SE	WEAVER STEVEN & NANCY TRUST	0.77%	\$637.69	\$9,565.32
412318300045	5023 84TH ST SE	WEAVER CHARLES & AMANDA	0.18%	\$145.92	\$2,188.78
412318401001	5315 84TH ST SE	BROADMOOR ESTATES LLC	0.01%	\$8.15	\$122.20
412318426006	8269 KRAFT AVE SE	CONSUMERS ENERGY CO	0.15%	\$121.96	\$1,829.47
412318451001	5309 84TH ST SE	BROADMOOR ESTATES LLC	0.49%	\$403.10	\$6,046.51
412318452001	5387 FLY-BY DR SE	MASON ANDREA & JOHN	0.08%	\$68.86	\$1,032.84
412318452002	5375 FLY-BY DR SE	ARAYA KRISTIN	0.09%	\$71.75	\$1,076.23
412318452003	5351 FLY-BY DR SE	BOSAK BRIAN & MELISSA	0.14%	\$116.54	\$1,748.08
412318452004	5337 FLY-BY DR SE	MARTIN DAVID W & LORI L	0.08%	\$68.28	\$1,024.18
412318452005	5319 FLY-BY DR SE	DARROW CHARLES C	0.08%	\$68.17	\$1,022.59
412318452006	5303 FLY-BY DR SE	HERNDEN FAMILY TRUST	0.08%	\$68.33	\$1,024.90
412318452007	5281 FLY-BY DR SE	LE TRISTAN L & BECKY T	0.08%	\$69.32	\$1,039.79
412318452008	5269 FLY-BY DR SE	DALEY-FELL ADAM & SCOTT JULIA D	0.10%	\$80.76	\$1,211.35
412318452009	5241 FLY-BY DR SE	GOOTJES RICHARD	0.15%	\$125.88	\$1,888.26
412318452010	5215 FLY-BY DR SE	TIESMA MICHAEL & TARA	0.10%	\$79.14	\$1,187.11
412318452011	5210 FLY-BY DR SE	KOWATCH DANIEL & RACHEL	0.09%	\$73.30	\$1,099.51
412318452012	5244 FLY-BY DR SE	GILL RYAN & DANNIELLE	0.08%	\$66.06	\$990.97
412318452013	5280 FLY-BY DR SE	RAMSEY STEPHEN & KIMBERLY	0.08%	\$67.19	\$1,007.89
412318452014	5314 FLY-BY DR SE	VANRYN JONATHAN & CARRIE	0.08%	\$67.17	\$1,007.56
412318452015	5311 84TH ST SE	MEYER CHADWICK J	0.16%	\$132.21	\$1,983.10
412318476004	8289 KRAFT AVE SE	MEINDERTSMA MICHAELS	0.16%	\$128.04	\$1,920.57
412318476006	8350 WINDING CREEK DR SE	DONES RUSSEL	0.14%	\$117.67	\$1,765.06
412318476010	8369 WINDING CREEK DR SE	KEMPEMA JEFFREY K & TONYA R	0.15%	\$125.36	\$1,880.33
412318476011	8323 WINDING CREEK DR SE	BRINKS RUSSELL & HELEN	0.24%	\$199.07	\$2,986.03
412318476012	8310 WINDING CREEK DR SE	GALLERT KURT & GAIL	0.18%	\$149.82	\$2,247.26
412318476013	5455 84TH ST SE	NEW GROUND CHURCH	0.92%	\$760.92	\$11,413.82
412318476014	8391 KRAFT AVE SE	CALEDONIA TOWNSHIP	0.00%	\$0.00	\$0.00
412318476017	8205 KRAFT AVE SE	GIBSON CHARLES J	0.08%	\$64.44	\$966.54
412318476018	8233 KRAFT AVE SE	MEINDERTSMA MICHAEL & JULIE	0.33%	\$267.83	\$4,017.46
412318503001	8302 PATTERSON AVE SE	KENT COUNTY	0.00%	\$0.00	\$0.00
412319100003	8506 PATTERSON AVE SE	THOMAS MICHAEL T	0.08%	\$67.04	\$1,005.54
412319100008	8790 PATTERSON AVE SE	JAHNKE STEVEN A	0.21%	\$173.54	\$2,603.12
412319100009	8558 PATTERSON AVE SE	CURLEY THOMAS R	0.16%	\$133.81	\$2,007.12
412319100017	8650 PATTERSON AVE SE	AVERY ERIC & JODY	0.04%	\$35.80	\$537.00
412319100021	5182 84TH ST SE	CURLEY THOMAS R	0.25%	\$207.37	\$3,110.51
412319100023	8758 PATTERSON AVE SE	GR RENTALS LLC	0.69%	\$569.84	\$8,547.54
412319100024	8774 PATTERSON AVE SE	HOLLIS TAJ	0.20%	\$162.57	\$2,438.61
412319100025	8448 PATTERSON AVE SE	CURLEY DAVID TRUST	0.62%	\$511.16	\$7,667.39
412319100026	8514 PATTERSON AVE SE	CURLEY DAVID TRUST	0.15%	\$125.39	\$1,880.88
412319100027	8522 PATTERSON AVE SE	CURLEY DAVID TRUST	0.17%	\$139.45	\$2,091.81
412319100028	8530 PATTERSON AVE SE	CURLEY DAVID TRUST	0.22%	\$177.51	\$2,662.71
412319100029	8622 PATTERSON AVE SE	CURLEY DAVID TRUST	2.72%	\$2,242.15	\$33,632.23
412319127001	8407 CURLEY TRAILS DR SE	NORBERG CURT & DEBRA	0.11%	\$88.83	\$1,332.47
412319127002	8435 CURLEY TRAILS DR SE	PENNINGA BRIAN	0.09%	\$73.24	\$1,098.65
412319127003	8445 CURLEY TRAILS DR SE	KRAJEWSKI TERRY & DEBRA	0.09%	\$73.11	\$1,096.58
412319127004	8410 CURLEY TRAILS DR SE	MANSHUM JASON TRUST	0.09%	\$73.09	\$1,096.31
412319127005	8416 CURLEY TRAILS DR SE	HARIG JACOB AND CANDICE	0.10%	\$81.50	\$1,222.53
412319127006	8428 CURLEY TRAILS DR SE	MAURER THOMAS & ANNE	0.09%	\$76.67	\$1,150.05
412319127007	8420 CURLEY TRAILS DR SE	LEEK DEAN & MARTINA	0.09%	\$78.18	\$1,172.72
412319127008	8440 CURLEY TRAILS DR SE	VISSCHER ROBB & AMY TRUST	0.10%	\$78.50	\$1,177.55
412319127009	8462 CURLEY TRAILS DR SE	MAKELA WILLIAM & REBECCA	0.10%	\$78.85	\$1,182.76
412319127010	8484 CURLEY TRAILS DR SE	CALLAWAY DOUGLAS & LISA	0.12%	\$97.11	\$1,456.61
412319127011	8500 CURLEY TRAILS DR SE	SMITH BERNARD III & ANGELA	0.13%	\$110.35	\$1,655.18
412319127012	8522 CURLEY TRAILS DR SE	SMITH WESLEY & CHRISTINA	0.11%	\$89.35	\$1,340.29
412319127013	8526 CURLEY TRAILS DR SE	VANMEEKEREN SAMANTHA & TODD	0.12%	\$95.42	\$1,431.37
412319127014	8517 CURLEY TRAILS DR SE	BENDER AUSTIN C & CHERI L	0.11%	\$94.11	\$1,411.68
412319127015	8432 CURLEY TRAILS DR SE	PIERCE RONALD AND CATHERINE	0.13%	\$109.42	\$1,641.24
412319200001	5212 84TH ST SE	ADAMS STEVEN T	0.07%	\$55.97	\$839.58
412319200003	8409 KRAFT AVE SE	NEWELL KATHERINE L TRUST	0.06%	\$53.24	\$798.66

PARCEL NUMBER	PROPERTY ADDRESS	OWNER	Apportionment %	15-yr ANNUAL COST	TOTAL DRAIN COST
412319200005	8779 KRAFT AVE SE	WILSON JEANETTE C	0.08%	\$66.20	\$993.05
412319200012	5366 84TH ST SE	WEAVER ROBERT B	2.04%	\$1,675.67	\$25,135.08
412319200013	5400 84TH ST SE	CHO ALVIN	0.12%	\$95.59	\$1,433.85
412319200014	5232 84TH ST SE	DIDION DAVIE & JULIE	0.20%	\$168.40	\$2,526.01
412319200016	8505 KRAFT AVE SE	RODGERS LEE	1.89%	\$1,552.49	\$23,287.32
412319200017	8609 KRAFT AVE SE	WEBB LAURA	2.03%	\$1,669.17	\$25,037.55
412319200018	8433 KRAFT AVE SE	SEARL TRAVIS & HEATHER	0.16%	\$131.00	\$1,965.07
412319210001	8500 COMPASS TRAIL SE	PEPERA TYLER & HEILER CODI	0.09%	\$73.43	\$1,101.39
412319210002	8524 COMPASS TRAIL SE	BOUMA KURT & KELLI	0.09%	\$73.28	\$1,099.15
412319210003	8550 COMPASS TRAIL SE	SEIF GREGORY & MELISSA	0.09%	\$73.11	\$1,096.58
412319210004	8572 COMPASS TRAIL SE	DEBOER SCOTT & KATIE	0.09%	\$73.00	\$1,094.99
412319210005	8596 COMPASS TRAIL SE	WELNIAK NATHANIEL & AMANDA TR	0.09%	\$72.82	\$1,092.32
412319210006	8620 COMPASS TRAIL SE	FRENCH DANIEL & JENNIFER	0.09%	\$72.80	\$1,092.03
412319210007	8644 COMPASS TRAIL SE	GILMAN NATHAN & HEATHER	0.09%	\$72.87	\$1,093.11
412319210008	8660 COMPASS TRAIL SE	GOULET ANDREW & AUTUMN TRUST	0.09%	\$73.43	\$1,101.50
412319210009	8601 COMPASS TRAIL SE	LLOYD JACOB AND ABIGAIL	0.09%	\$73.43	\$1,101.39
412319210010	8585 COMPASS TRAIL SE	MEESE MATTHEW T & LEILA	0.09%	\$73.61	\$1,104.21
412319210011	8553 COMPASS TRAIL SE	HOLT KATHLEEN A TRUST	0.09%	\$74.05	\$1,110.81
412319210012	8527 COMPASS TRAIL SE	GRAY ARTHUR & TRACIE	0.09%	\$77.78	\$1,166.76
412319210013	8501 COMPASS TRAIL SE	VEURINK PATRICIA TRUST	0.09%	\$72.28	\$1,084.13
412319210014	8425 COMPASS TRAIL SE	YOUNG NICKOLAS & JOSETTA	0.09%	\$73.10	\$1,096.43
412319210015	8411 COMPASS TRAIL SE	THOMAS KIRK & SUSAN	0.09%	\$73.10	\$1,096.44
412319300005	4907 92ND ST SE	VANDENTOORN RANDY	3.15%	\$2,592.70	\$38,890.43
412319300006	5007 92ND ST SE	VANDENTOORN RANDY	0.41%	\$337.84	\$5,067.59
412319300008	5027 92ND ST SE	KRAMER ELSA	0.18%	\$145.86	\$2,187.91
412319300011	5141 92ND ST SE	STEGER DAVID M	0.17%	\$138.24	\$2,073.54
412319300014	5145 92ND ST SE	LANTINGA GORDON J	0.15%	\$122.96	\$1,844.33
412319300015	5147 92ND ST SE	GINGRICH GARRETT & RORY	0.13%	\$106.83	\$1,602.45
412319300021	5035 92ND ST SE	VANDENTOORN RANDY	1.16%	\$953.82	\$14,307.31
412319300022	5151 92ND ST SE	KINZIE TRUST	0.16%	\$129.59	\$1,943.78
412319300023	5153 92ND ST SE	VANDENTOORN RANDY	1.74%	\$1,436.27	\$21,544.05
412319300024	8850 PATTERSON AVE SE	MULLER LIVING TRUST	0.28%	\$227.82	\$3,417.32
412319300026	5011 BACKWOODS DR SE	BABB TIMOTHY & MELISSA	0.18%	\$144.45	\$2,166.77
412319300027	5051 BACKWOODS DR SE	SOWLES SCOTT & SARAH LEE-SOW	0.14%	\$118.65	\$1,779.77
412319400002	5415 92ND ST SE	VANDENTOORN RANDY	0.08%	\$63.54	\$953.16
412319400003	5445 92ND ST SE	VANDENTOORN RANDY	0.08%	\$63.84	\$957.64
412319400004	8811 KRAFT AVE SE	FERRIS FAMILY TRUST	0.16%	\$132.02	\$1,980.33



ACTION MEMO

Staff Communication

DATE: July 28, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Robert DeWard, Supervisor and Jonathan Seyferth, Township Manager
RE: Cost of Drains

SUMMARY OF REQUEST:

The Kent County Drain Commission has advised the Township that the calculated cost of the "Maintenance of Drains" is \$22,149.11. A breakdown of the expenses is attached.

The Township has the authority to pass this cost of this maintenance onto the residence of the drainage districts affected by this maintenance. The districts include:

Summer Shores, Crystal View Estates, Smith Farms, The Heathers, The Homes of Summerwind, Hammond Estates East, Hammond Estates West, Harmon Farms, The Fairways, Sunbrook, Fennema, VanOosten, Southpointe, Southpointe No. 2

The logistics on implanting an assessment for this cost would add approximately \$3,000 to the total cost.

FINANCIAL IMPACT

\$22,149.11 would be spent out of the sewer funds Repairs and Maintenance line.

Drains	
2021 Budget	\$39,387.23
Drain Maintenance	(22,149.11)
Balance	\$17,238.12

BUDGET ACTION REQUIRED:

None, this is a budget item.

STAFF RECOMMENDATION:

After review, staff recommends that Township absorb the cost of the maintenance, and *not* the drain districts for the maintenance.



KENT COUNTY DRAIN COMMISSIONER

COMPUTATION OF COST

GAINES TOWNSHIP

In the Matter of the Drains, traversing the Township of Gaines, County and State aforesaid. Be it Known, That I, Kenneth Yonker, County Drain Commissioner of the County of Kent and State of Michigan, in accordance with the statute in such case made and provided, did on the 24th day of June, 2021 make the following computation of the entire cost of said Drain to-wit:

1 Cost of Surveying and Laying out Drainage District			\$0.00
2 Compensation to be Paid Board of Determination			\$0.00
3 Compensation to be Paid Board of Review			\$0.00
4 Compensation to be Paid Special Commissioners			\$0.00
5 Contracts for Construction Bridges			\$0.00
6 Contracts for Construction Maintenance	FELDPAUSCH	\$14,750.00	
	PIPEK	\$4,752.00	
Engineering Expense		\$0.00	
Contracted Engineering Expense		\$0.00	
Inspection Expense		\$643.53	\$20,145.53
7 Cost of Appeal			\$0.00
8 Publishing & Printing Notices (estimate)			\$0.00
9 Probate Fees			\$0.00
10 Attorney Fees			\$0.00
11 Interest on Drain Notes (Note total \$ @ %)			\$0.00
12 Recording Right of Ways Expense			\$0.00
13 Future Maintenance - 1 mile @ \$2500/mi.			\$0.00
Gross Sum of Expenses			\$20,145.53
Contingent Expenses (10-15%)			\$2,003.58
Less Cash on Hand			\$0.00
Total Cost of Maintenance of Drains			\$22,149.11

Filed in my office with other papers pertaining to the within mentioned drain
Dated at Grand Rapids, Michigan this 24th day of June, 2021.

Kenneth Yonker
County Drain Commissioner of Kent County



ACTION MEMO

Staff Communication

DATE: August 5, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Jonathan Seyferth, Township Manager
RE: Establishment of Investment Committee

SUMMARY OF TOPIC:

At the July board meeting, board members received a copy of the Township's investment policy (the policy follows this memo again for your reference). It was noted that the board would like to establish an Investment Policy Committee to look at updating this policy.

Township Treasurer Laurie Lemke has requested that she and Deputy Treasurer Jenna Pilkington be put on the committee as the Treasurer's office implements this policy on behalf of the Township.

Staff would also recommend that three (3) additional individuals be appointed to this committee for a total of five (5).

The committee's charge would be to review the Township's current investment policy and return to the board any recommendations for updates to that policy (including a draft of that updated policy). Any specific items board members would like the committee to consider for the policy can be discussed during Monday's meeting.

STAFF RECOMMENDATION:

Staff is recommending that a committee of 5 individuals be created to review this policy and bring recommendations to the board for an update to this policy.

It is further recommended this committee include:

Township Treasurer Lemke;

Deputy Treasurer Pilkington;

The Township Manager; and

Two additional individuals of the board's choosing.

THE CHARTER TOWNSHIP OF GAINES

INVESTMENT POLICY

1. STATEMENT OF PURPOSE

It is the policy of the Charter Township of Gaines to invest its funds in a manner that will provide the highest investment return with maximum security, while meeting the daily cash flow needs of the township and complying with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

This investment policy applies to all financial assets of the Charter Township of Gaines. These assets are accounted for in the various funds of the township and include the general fund, special revenue funds, enterprise funds, trust and agency funds and any new fund established by the township.

3. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the Charter Township of Gaines' investment activities shall be:

SAFETY - Ensuring the preservation of capital in the portfolio by:

- A. providing all financial institutions a copy of the Charter Township of Gaines' Investment Policy and requiring financial institutions to:

- (1) Acknowledge receipt of the policy and

- (2) Agree to comply with the terms of the policy regarding the buying and selling of securities; and

- B. by diversification that limits the commercial paper of any one company to not more than 10% of the portfolio; and

- c. disbursements of the Township being signed by the Treasurer or his/her deputy and the signature of the Clerk or his/her deputy or the Supervisor, and wire transfers being at the direction of the Treasurer or his/her deputy.

DIVERSIFICATION - Ensuring the diversity of investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Charter Township of Gaines' total investment portfolio will be invested in a single security type or with a single financial institution.

LIQUIDITY - Ensuring the availability of funds to meet disbursement needs without compromising safety by:

- a. restricting at least 5% of the general fund portfolio to a maturity within 30 days, and
- * b. restricting at least 90% of the portfolio of all funds to a maturity of one year or less.

RETURN ON INVESTMENT - Ensuring a market rate of return on qualified and prudent investments without compromising safety and liquidity by:

- a. utilizing multiple financial institutions for placing investments in a competitive manner, and
- b. regularly comparing published market data with offers received for investments.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 41.77 and Resolution #98-MAY-11-T01 of the Charter Township of Gaines approved on May 11, 1998, and amended on July 9, 2001. Management responsibility for the investment program is hereby delegated to the township treasurer per MCL 41.77, who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the township treasurer. The treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

Section 1 of Act No. 20 of Public Acts of 1943, as amended, and as hereafter shall be amended, being Section 129.91, et seq. of the Michigan Compiled Laws, provides:

The Legislative or governing body of a county, city, village, township or special assessment district, or an agency, board, or commission of a county, city, village or township, by resolution, may authorize its treasurer or other chief fiscal officer to invest surplus funds belonging to and under the control of the political subdivision, special assessment district, or agency, board, or commission of a county as follows:

- a. In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States.
- b. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation, or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation, or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union complies with subsection (2).
- c. In commercial paper rated at the time of purchase within the highest classification established by not less than 2 standard rating services which matures not more than 270 days after the date of purchase.
- d. In United States government or federal agency obligation repurchase agreements.
- e. In bankers' acceptances of United States banks.
- f. In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Investment in any mutual fund is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- g. In obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act being Public Act 7 of 1967, Michigan Compiled Laws 124.501 to 124.512.
- h. In investment pools organized under the Surplus Funds Investment Pool Act, being Public Act 367 of 1982, Michigan Compiled Laws 129.111 to 129.118.
- I. In investment pools organized under the Local Government Investment Pool Act, being Public Act 121 of 1985, Michigan Compiled Laws 129.141 to 129.150.

j. Federally insured certificates of deposit issued through the Certificates of Deposit Account Registry Service: (CEDARS) by financial institutions located in the United States provided that the funds are initially invested by the jurisdiction through a financial institution that is participating in CDARS and that is located and doing business in the State of Michigan, the financial institution in the State of Michigan receives reciprocal deposits from customers of other financial institutions in an amount equal to the funds initially invested by the jurisdiction; and each such certificate of deposit is in an amount that is eligible for full FDIC insurance coverage.

A county, city, village, township or special assessment district investing funds under conditions listed above shall not deposit or invest the funds in a bank, savings and loan association or credit union which is not eligible to be a depository of surplus funds belonging to the state under Section 5 or 6 of Act No. 105 of Public Acts of 1855, as amended, being Sections 21.145 and 21.146 of the Michigan Compiled Laws.

6. SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Charter Township of Gaines shall be on a cash basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

7. STANDARD OF PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of a fiduciary standard of prudence, discretion and intelligence exercise in the management of the affairs of another person, with preservation of principal being the overall objective. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

8. INVESTMENT ACTIVITY REPORT

 The treasurer shall annually provide a written report to the township board concerning the investment of township funds.

9. EFFECTIVE DATE OF POLICY

The effective date of this policy is August 10, 2009



INFORMATION ONLY MEMO
Staff Communication

DATE: 7/29/2021
TO: Township Board of Trustees
FROM: Supervisor DeWard/Manager Seyferth
RE: Dutton Fire Fighter-New Hire

SUMMARY:

Fire Chief Paul Sheely has extended an offer of employment (with Dutton Fire) for the position of Paid-On-Call (POC) Fire Fighter to Jason Calhoun.

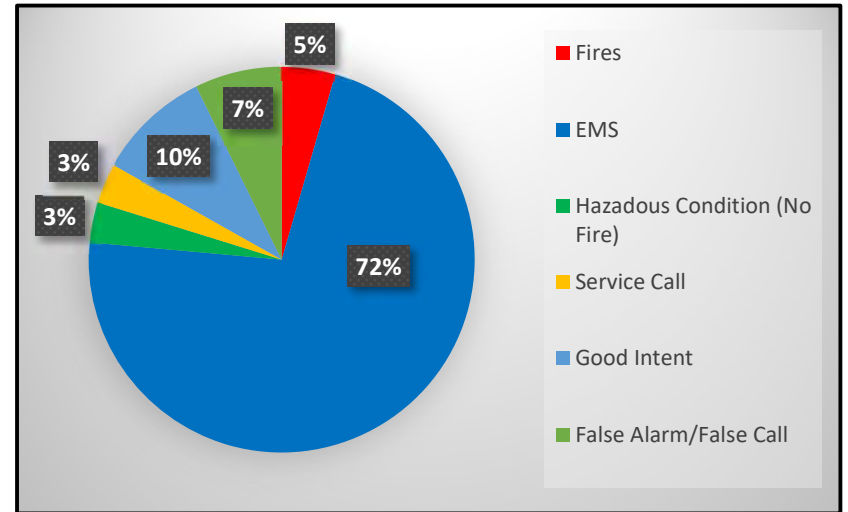
Jason has successfully completed the hiring process, including officer and department interview(s), background check, physical agility test and NFPPA 1582 physical.

CUTLERVILLE FIRE DEPARTMENT

JUNE 2021 REPORT

JUNE 2021 RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	JUN 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	8	43	35	22.9%
Explosion/Excessive Heat	1	2	2	0.0%
EMS	128	753	726	3.7%
Hazadous Condition (No Fire)	6	30	30	0.0%
Service Call	6	28	38	-26.3%
Good Intent	17	87	82	6.1%
False Alarm/False Call	13	75	51	47.1%
Severe Weather/Natural Disaster	0	2	1	100.0%
Special Incident Type	0	0	0	0.0%
TOTAL	179	1020	965	5.7%



RESPONSE BY SHIFT SUMMARY

SHIFT	JUN 2021	2021 YTD	2020 YTD	YTD CHANGE
Full-Time	11	680	669	1.6%
Full-Time/POC	61	340	296	14.9%
TOTAL	72	1020	965	

RESPONSES BY ZONE SUMMARY

ZONE	JUN 2021	2021 YTD	2020 YTD	YTD CHANGE
CFD-Byron - Cutlerville Fire District Byron Township	85	429	411	4.4%
CFD-Gaines - Cutlerville Fire District Gaines Township	81	543	506	7.3%
Byron - Byron Twp Fire District	3	11	18	-38.9%
Dutton - Dutton Fire District	6	14	10	40.0%
Kentwood - Kentwood Fire District	2	16	12	33.3%
Leighton - Leighton Twp Fire District	0	0	2	-100.0%
Wyoming - Wyoming Fire District	2	7	6	16.7%
TOTAL	179	1020	965	

AID TYPE	JUN 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	2	19	18	5.6%
Automatic aid rec	2	9	16	-43.8%
Mutual aid given	3	7	13	-46.2%
Automatic aid given	3	21	22	-4.5%
Other aid given	0	3	2	0.0%
None	169	961	894	7.5%
TOTAL	179	1020	965	

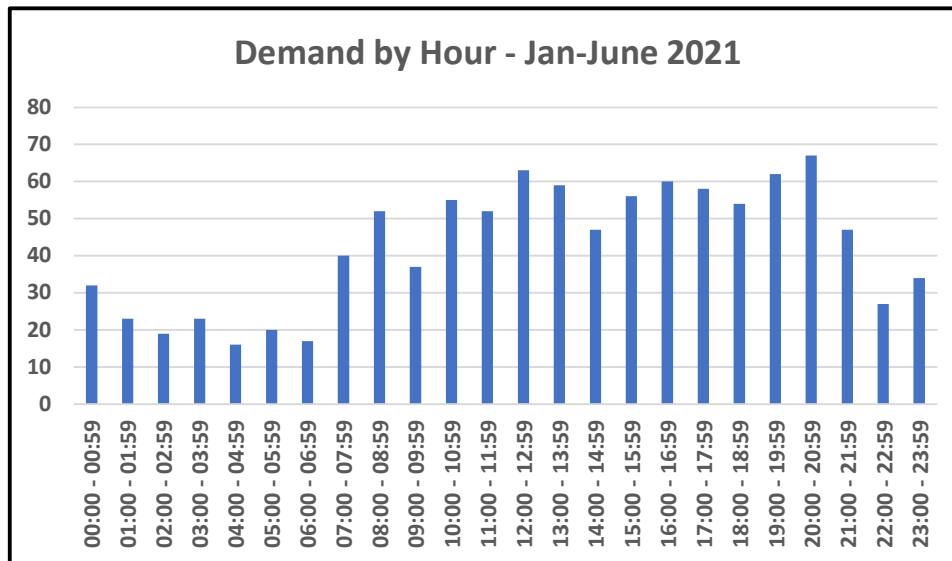
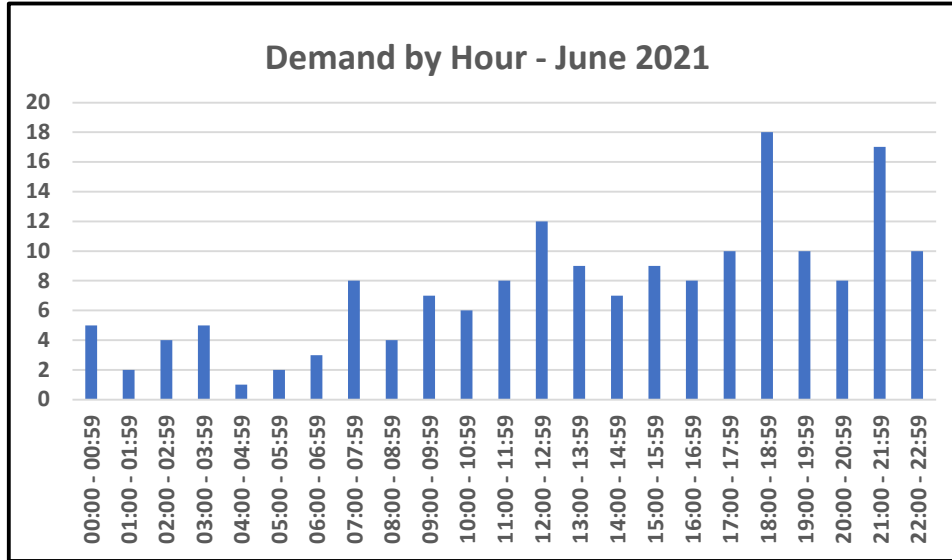
TRAINING HOURS SUMMARY

JUN 2021	2021 YTD	2020 YTD	YTD CHANGE
180	1852	1611	14.96%

CUTLERVILLE FIRE DEPARTMENT

JUNE 2021 REPORT

No. of Incidents by Hour - Jun 2021	
00:00 - 00:59	5
01:00 - 01:59	2
02:00 - 02:59	4
03:00 - 03:59	5
04:00 - 04:59	1
05:00 - 05:59	2
06:00 - 06:59	3
07:00 - 07:59	8
08:00 - 08:59	4
09:00 - 09:59	7
10:00 - 10:59	6
11:00 - 11:59	8
12:00 - 12:59	12
13:00 - 13:59	9
14:00 - 14:59	7
15:00 - 15:59	9
16:00 - 16:59	8
17:00 - 17:59	10
18:00 - 18:59	18
19:00 - 19:59	10
20:00 - 20:59	8
21:00 - 21:59	17
22:00 - 22:59	10
23:00 - 23:59	6



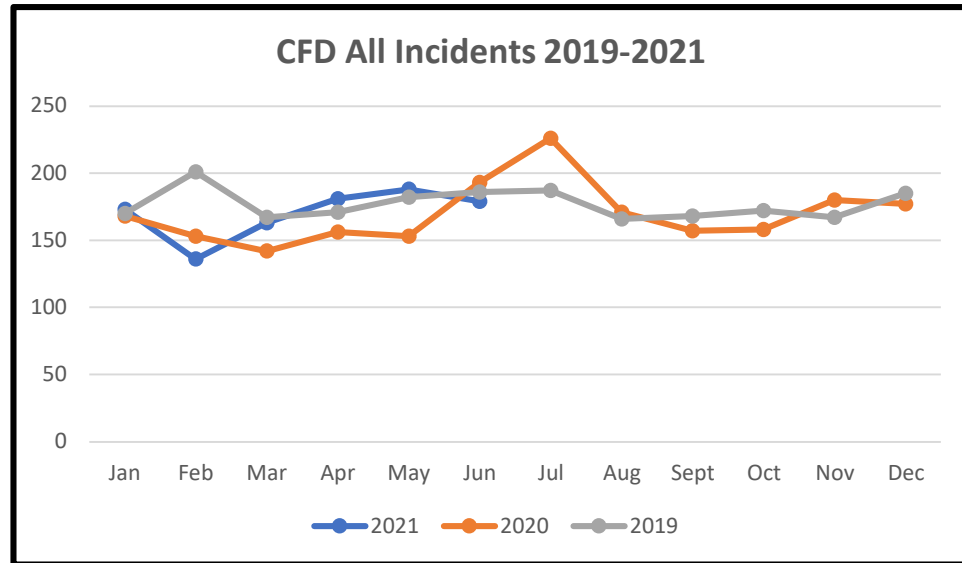
No. of Incidents by Hour 2021 YTD	
00:00 - 00:59	32
01:00 - 01:59	23
02:00 - 02:59	19
03:00 - 03:59	23
04:00 - 04:59	16
05:00 - 05:59	20
06:00 - 06:59	17
07:00 - 07:59	40
08:00 - 08:59	52
09:00 - 09:59	37
10:00 - 10:59	55
11:00 - 11:59	52
12:00 - 12:59	63
13:00 - 13:59	59
14:00 - 14:59	47
15:00 - 15:59	56
16:00 - 16:59	60
17:00 - 17:59	58
18:00 - 18:59	54
19:00 - 19:59	62
20:00 - 20:59	67
21:00 - 21:59	47
22:00 - 22:59	27
23:00 - 23:59	34

Count of Overlapping Incidents/Percentage of Incidents					
2021	%	2020	%	2019	%
135	13.3%	194	9.5%	181	9.0%

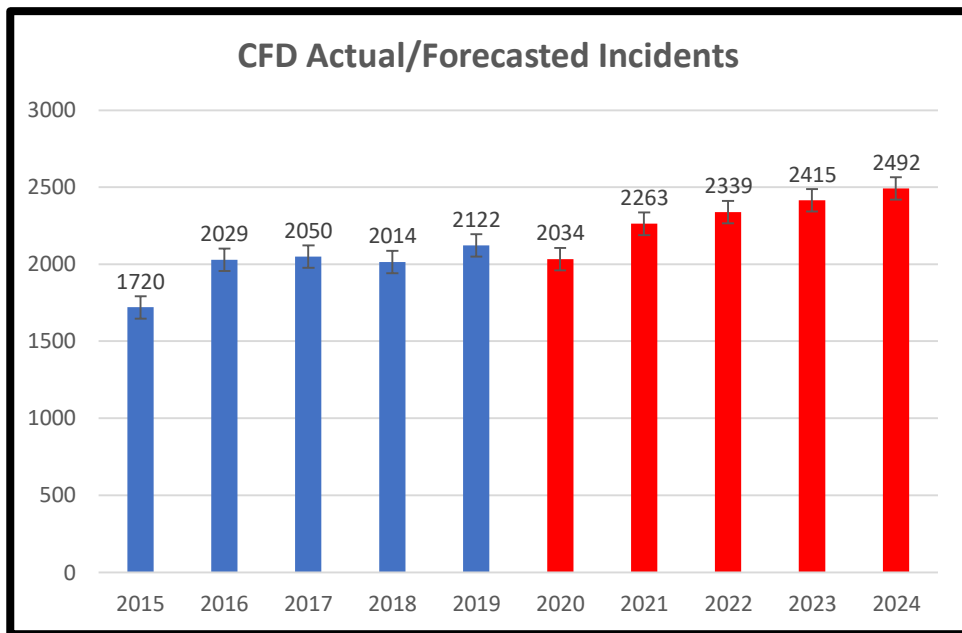
CUTLERVILLE FIRE DEPARTMENT

JUNE 2021 REPORT

Month	2021	2020	2019
Jan	173	168	170
Feb	136	153	201
Mar	163	142	167
Apr	181	156	171
May	188	153	182
Jun	179	193	186
Jul		226	187
Aug		171	166
Sept		157	168
Oct		158	172
Nov		180	167
Dec		177	185



Year	Incidents
2015	1720
2016	2029
2017	2050
2018	2014
2019	2122
2020	2034
2021	2263
2022	2339
2023	2415
2024	2492





Michelle LaJoye-Young
SHERIFF

JULY 2021 GAINES TOWNSHIP CP REPORT

COMPLETED

- Ordinance Violation in the 100 blk of Roth (junk cars)
- Ordinance Violation in the 30 blk of Wavell (junk cars)
- Ordinance Violation in the 6400 blk of Paris Ave (trailer parked in roadway)
- Gave a tour of the South Precinct and patrol car to a small group of young children from the community
- Met with the new manager of Green Meadow MHP
- Responded to an ongoing neighbor dispute 92nd / Hanna Lake
- Served a letter to a subject on Berrybrook SE about their unleashed dogs in Prairie Wolf Park
- Assisted the road patrol with identifying a suspect in a theft / damaged property report on Coleman
- Assisted the road patrol with the suspect identification of a Business Break In suspect on S Division.
- Assisted Streams of Hope with a parking issue
- Located and arrested a parole absconder on S Division / 76th ST
- Dealt with a sexual delinquent person at the Crossings Apartments
- Assisted Crystal Springs Neighborhood Association with some issue of golf carts on the roadway
- Ran speed enforcement on 84th St between Division and Eastern once the new pavement was put down and the road reopened
- Dealt with a parking issue in the 700 blk of Coleman
- Met with Dutton Christian in reference to their new addition
- Ordinance violation in the 6800 blk of Hammond (trash piled up)

- Dealt with an ongoing business alarm activation issue on S Division
- Assisted with an Ordinance Violation 3000 blk of 76th St
- A vast majority of my time has been spent planning and finishing up the details for this year's South Kent National Night Out which is Tuesday August 3rd

UPCOMING

- South Kent National Night Out
- Friendship CRC Community engagement event
- Dutton Reformed Church Community night
- Southwood MHP Community festival

Pages

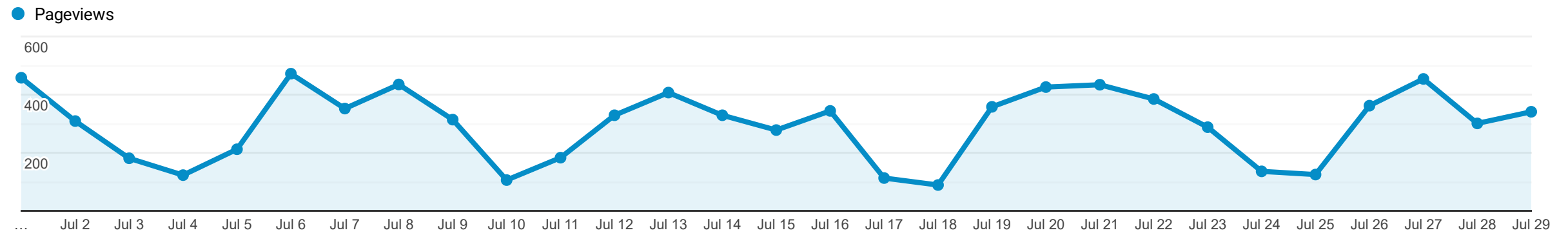


All Users

100.00% Pageviews

Jul 1, 2021 - Jul 29, 2021

Explorer



Page		Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		8,615 % of Total: 100.00% (8,615)	6,781 % of Total: 100.00% (6,781)	00:01:26 Avg for View: 00:01:26 (0.00%)	3,782 % of Total: 100.00% (3,782)	50.58% Avg for View: 50.58% (0.00%)	43.90% Avg for View: 43.90% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /		2,177 (25.27%)	1,672 (24.66%)	00:00:59	1,529 (40.43%)	33.42%	37.30%	\$0.00 (0.00%)
2. /document_center/index.php		575 (6.67%)	462 (6.81%)	00:03:53	153 (4.05%)	82.35%	65.04%	\$0.00 (0.00%)
3. /residents/index.php		523 (6.07%)	326 (4.81%)	00:01:36	37 (0.98%)	72.97%	34.42%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php		476 (5.53%)	411 (6.06%)	00:01:01	138 (3.65%)	69.57%	54.83%	\$0.00 (0.00%)
5. /revize/gaines/		275 (3.19%)	207 (3.05%)	00:00:42	191 (5.05%)	42.41%	41.82%	\$0.00 (0.00%)
6. /online_services/index.php		266 (3.09%)	241 (3.55%)	00:03:18	101 (2.67%)	55.45%	53.76%	\$0.00 (0.00%)
7. /parks_and_recreation/prairie_wolf_park.php		246 (2.86%)	178 (2.62%)	00:00:52	172 (4.55%)	60.47%	58.94%	\$0.00 (0.00%)
8. /departments/water_sewer.php		216 (2.51%)	164 (2.42%)	00:02:27	130 (3.44%)	43.08%	40.74%	\$0.00 (0.00%)
9. /departments/treasurer_.php		195 (2.26%)	157 (2.32%)	00:01:32	121 (3.20%)	63.64%	58.46%	\$0.00 (0.00%)
10. /gaines_charter_township/bid_ops.php		190 (2.21%)	174 (2.57%)	00:00:30	172 (4.55%)	90.70%	90.53%	\$0.00 (0.00%)

Rows 1 - 10 of 390



8555 Kalamazoo Ave. SE
Caledonia, MI 49316

www.gainestownship.org

Phone: 616-698-6640
Fax: 616-698-2490

September 9, 2021

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

RE: September 13, 2021 Board Meeting

Dear Members of the Gaines Township Board:

I hope this letter finds you well and that you all had a relaxing Labor Day weekend.

Please find following this letter the September 2021 board packet. Most of the items for this month's packet have memos attached to them, so I won't dive into detail on those items as most are straight forward and run of the mill.

I do want to note one item, action item number 9a. is the establishment of the investment committee. As a reminder, the Board tabled the action last month. The objective here would be to appoint 5 committee members (I think an odd number would be best) and then provide some objectives to the committee on what the Board would like to see it accomplish. We will need to have specific individuals appointed to the committee, so if you have an individual in mind, please be ready to nominate them.

If you have any questions on any of the items in the packet, please don't hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Seyferth", is written over the typed name and title.

Jonathan Seyferth
Township Manager

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

September 13, 2021

Opening Prayer 7 PM ~ Laurie Lemke

Pledge of Allegiance

PLEASE FOLLOW CURRENT CDC COVID-19 GUIDELINES

[Meeting also available via ZOOM - request login information at info@gainestownship.org](mailto:info@gainestownship.org)

Items Highlighted are Action Items

Meeting called by Supervisor Rob DeWard

Usual Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Bob Terpstra, Dan Fryling, Kathy Vander Stel, Township Manager Jonathan Seyferth, Planner Department – Dan Wells

1. **CALL TO ORDER AND ATTENDANCE AT 7 PM –**
2. **Declaration of any Conflict of Interest**
3. **Review of Consent Agenda**
4. **Approval of Meeting Agenda**
5. CUSTOMARY ITEMS
 - 1) **Recognition of Individuals and/or Delegations** –*3-minute time limit for unscheduled speakers
UNSCHEDULED SPEAKERS – PLEASE INDICATE NAME/ADDRESS/PHONE #/TOPIC OF DISCUSSION ON PAD PROVIDED ON PODIUM
6. Public Hearing – Proposed Special Assessment District for Public Safety

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.

7. CONSENT AGENDA

1) Board Meeting Minutes

A. Meeting Minutes from August 9, 2021

2) Building Department

A. Building Department August 2021 Revenue Reports– Summary for Mechanical & Plumbing Permits, Electrical Revenue Report - *(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_28_2021 thru 8_27_2021

B. Payments of the bills the amount of \$248,713.55

Motion to Approve Consent Agenda - ACTION ITEM

8. DEPARTMENT/OFFICE REPORTS

a) Clerk's Office –

b) Planning –

1. 7884, 7788 and 7920 Eastern Ave, Rezone from R14 to PUD
2. Final Site Approval - Hideaway
3. Code Enforcement

c) Treasurer's Department

d) Assessing Department

1. Professional Development Request – Assessor
2. Professional Development Request – Assessing Technician

e) Water & Sewer Department – NONE

f) Building Department -NONE

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

10. SUPERVISOR/TOWNSHIP MANAGER OFFICES

Action Items:

- a) **Establish Investment Committee**
- b) **Set date for second SAD Public Hearing – after Jonathan offers preliminary data**
- c) **Cutlerville Fire Fighter Union Agreement**

NON-ACTION

- a) **Cutlerville Fire Committee Meeting Minutes**
- b) **Cutlerville Fire August 2021 Run Report**
- c) **Dutton Fire August 2021 Run Report**

- d) *Assessing Dept. Audit Acknowledgement*
- e) *Rebate from REGIS*
- f) *FUND BALANCE DISCUSSION*
- g) *Website stats for August 2021 – 10,653 visitors*

11. COMMENTS & DISCUSSION

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

12. ADJOURNMENT

- 1) *There is a 2nd September meeting scheduled for September 27th*
- 2) *The October meetings will be October 11th and October 26th*

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

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
August 09, 2021**

Present: DeWard, Brew, Lemke, Fryling, Haagsma, Terpstra, VanderStel

Absent with notice: None

Township Manager Jonathan Seyferth and Township Engineer Jeff Gritter were also present

Opening prayer was given by Supervisor DeWard and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:04 p.m. by Supervisor DeWard

2. Question of Conflict of Interest

None.

3. Review of the Consent Agenda

Lemke noted a phrase in the July 12, 2021 minutes that she requested be re-worded for clarity.

4. Meeting Agenda

Public hearing for Special Assessment and item 10 a. will be moved to the beginning of the meeting from Supervisor / Township Manager Offices due to the size of the crowd.

Motioned by Haagsma and supported by Terpstra to approve the proposed agenda with the public hearing for Special Assessment district and item 10 a being moved to the beginning of the meeting.

VOICE VOTE: All Ayes. Motion Carried.

5. Recognition of Individuals and/or Delegations.

Garbage in Prairie Wolf park was brought to the Board's attention.

6. Public hearing for Special Assessment district.

Motioned by VanderStel and supported by Haagsma to open the public hearing for the Proposed Special Assessment District for Public Safety.

VOICE VOTE: All Ayes. Motion Carried.

27 citizens expressed their opinion on the process and validity of a Special Assessment for Public Safety.

Motioned by Haagsma and supported by VanderStel to close the public hearing for the Proposed Special Assessment District for Public Safety.

VOICE VOTE: All Ayes. Motion Carried.

Motioned by VanderStel and supported by Haagsma to adopt a resolution to determine to proceed with the establishment of a special assessment district to defray the cost of fire and public safety services; approval of plans and estimate of costs; final determination of a special assessment and its proposed district; to defray the cost by special assessment; and directive to the township supervisor to prepare the special assessment roll. This action was taken to gain specific detail of costs to township residents.

ROLL CALL VOTE: Fryling - no, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra - yes, Lemke - yes, Haagsma - yes . Motion carried.

7. Consent Agenda

Motioned by Haagsma and supported by VanderStel to approve the consent agenda including payment of bills for 07/03/2021 through 07/27/2021 in the amount of \$338,770.97.

ROLL CALL VOTE: Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra – yes, Lemke – yes . Motion carried.

Motioned by Haagsma and supported by VanderStel to approve the consent agenda including payment of bills for 07/03/2021 through 07/27/2021 in the amount of \$338,770.97 and include the phrase change noted by Lemke to be made to the July 12, 2021 Township Board minutes.

ROLL CALL VOTE: Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra – yes. Motion carried.

8. Department/Office Reports

A. Planning

1) Platted lot combination – 62 and 102 Coleman SE

Motion by Haagsma and seconded by Fryling to approve the resolution to combine 62 and 102 Coleman.

ROLL CALL VOTE: Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes. Motion carried.

2) 7884, 7788, and 7920 Eastern Avenue – Rezone from R14 to Planned Unit Development

Motion by Lemke and seconded by Fryling to approve the resolution to rezone 7884, 7788, and 7920 Eastern Avenue from R14 to a Planned Unit Development.

ROLL CALL VOTE: VanderStel – yes, Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes. Motion carried.

Motion by Haagsma and seconded by VanderStel to approve the ordinance to rezone 7884, 7788, and 7920 Eastern Avenue from R14 to a Planned Unit Development.

ROLL CALL VOTE: Brew – yes, VanderStel – yes, Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes. Motion carried.

3) 2451, 2571, and 2701 76th – Tentative Preliminary Plat for Phase 1 – Alexander Trails

Motion by Haagsma and seconded by Terpstra to approve the resolution establishing Tentative Preliminary Plat for Phase 1 Alexander Trails with conditions outlined in the staff report and the addition of a sidewalk on private road J which is not noted on the map.

ROLL CALL VOTE: DeWard – yes, Brew – yes, VanderStel – yes, Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes. Motion carried.

4) Final Plat Approval – Preservation Lakes Phase IV

Motion by Haagsma and seconded by Lemke to approve the resolution of Final Plat Approval for Preservation Lakes Phase IV.

ROLL CALL VOTE: Fryling - no, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra - yes, Lemke - yes, Haagsma - yes . Motion carried.

B. Treasurer's Office

1) File 2nd Quarter 2021 Financial Report

Motioned by VanderStel and supported by Fryling to approve and file the 2nd Quarter 2021 Financial Report as presented by the Treasurer subject to audit.

ROLL CALL VOTE: Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra – yes, Lemke – yes . Motion carried.

C. Water & Sewer Department

1) Payment Plan – 561 68th Street Sewer Connection

Motioned by Haagsma and supported by Lemke to approve the proposed payment plan for 561 68th Street sewer connection.

ROLL CALL VOTE: Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes, Terpstra – yes. Motion carried.

D. Building Department

1) Professional Development Request

Motioned by Haagsma and supported by VanderStel to approve the professional development request for John Stuyfzand for the Code Officials Conference of Michigan.

ROLL CALL VOTE: Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – yes, Brew – yes, VanderStel - yes. Motion carried.

9. Recognition of individuals and/or delegations

None.

9. Supervisor / Township Manager Office

A. Troy with Mosher and Farnham Drain Project Assessment at large

Motioned by Haagsma and supported by VanderStel to enter a payment plan of \$36,015.47 at an interest rate of 2.92% over 15 years for payment of the Troy with Mosher and Farnham Drain Project Assessment.

ROLL CALL VOTE: VanderStel - no, Terpstra – no, Lemke – no, Haagsma – no, Fryling - yes DeWard – yes, Brew – yes Motion failed.

Motioned by Haagsma and supported by Fryling to pay the entire \$36,015.47 for payment of the Troy with Mosher and Farnham Drain Project Assessment not on a payment plan.

ROLL CALL VOTE: Brew – no, VanderStel – yes, Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes, DeWard – no. Motion carried

B. Maintenance Assessment for Township Drains

Motioned by Haagsma and supported by Fryling to pay \$22,149.11 for Township drains.

ROLL CALL VOTE: DeWard – yes, Brew – yes, VanderStel – yes, Terpstra – yes, Lemke – yes, Haagsma – yes, Fryling – yes. Motion carried.

C. Establish Investment Committee.

Motioned by Haagsma and supported by Terpstra to table this item to allow the board to reach out to the community to be involved in the committee.

VOICE VOTE: All Ayes. Motion Carried.

10. Comments & Discussion

Attention brought to the watercolor drawing hanging in the board chambers of the original homestead and barns for the property that contains the Township Hall and Prairie Wolf Park. The drawing was created by artist Noel Skiba and donated to the township by Janet Schoen Wiseman.

11. Adjournment

Motion by Haagsma and supported by DeWard to adjourn the meeting at 10:40 p.m.

VOICE VOTE: All Ayes. Meeting adjourned.

Michael Brew, Clerk

Robert DeWard, Supervisor



Revenue Breakdown Report

Page:

09/01/2021

Filter: All Records, Transaction.DateToPostOn Between 8/1/2021 12:00:00 AM AND 8/31/2021 11:59:59 PM

Unit Totals

Unit Name	Records	Revenue
	183	38,999.65
TOTAL	183	38,999.65

Record Type Totals

Unit:	Records	Revenue
Name	4	90.00
Permit	179	38,909.65
UNIT TOTAL:	183	38,999.65

Record Type Breakdowns

Unit:	Records	Revenue
Record Type: Name		
	4	90.00
TOTAL:	4	90.00

Record Type: Permit	Records	Revenue
Building	30	10,430.00
Deck	2	260.00
Electrical	33	7,554.00
Mechanical	71	15,542.65
Plumbing	25	3,408.00
Residential Roofing	14	1,260.00
Swimming Pool	2	260.00
Water Heater Replacement	2	195.00
TOTAL:	179	38,909.65

09/06/2021 01:14 PM
User: MBREW
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 08/01/2021 - 08/31/2021

Page: 1/5

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN 2 MACATAWA BANK						
08/06/2021	GEN 2	30041	123	123.NET	AUGUST 2021 TWP	251.50
08/06/2021	GEN 2	30042	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	DFD COAT AND PANT	2,256.95
08/06/2021	GEN 2	30043	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	STANDARD PAYMENT	729.45
08/06/2021	GEN 2	30044	APOLLO	APOLLO FIRE EQUIPMENT CO.	DFD PRO-TECH 8 FUSION GLOVES	1,473.76
08/06/2021	GEN 2	30045	ARROW	ARROWASTE INC	LIBRARY TRASH REMOVAL	61.72
					TWP OFFICE TRASH REMOVAL	66.43
					DFD TRASH REMOVAL	44.48
					CFD TRASH REMOVAL	105.91
					BLAIN TRASH REMOVAL	52.36
						330.90
08/06/2021	GEN 2	30046	BOUND TREE	BOUND TREE MEDICAL LLC	G3 PERFUSION, PULSE OXIMETER, G3 TIDAL V	683.98
					CURAPLEX GLOVES	154.25
						838.23
08/06/2021	GEN 2	30047	CHARTER CO	CHARTER COMMUNICATIONS	TWP OFFICE COMMUNICATIONS	154.97
08/06/2021	GEN 2	30048	TWP-CONSUM	CONSUMERS ENERGY	STREETLIGHTS	13,649.35
					DIVISION STREET LIGHTS	83.83
					DIVISION STREET LIGHTS	84.39
					DIVISION STREET LIGHTS	81.77
					LIBRARY	1,072.25
					TWP OFFICE	4,998.42
					DFD	1,115.81
					DUTTON CEMETERY	29.28
					DIVISION STREET LIGHTS	76.83
					CFD	1,247.49
					BLAIN CEMETERY	38.71
					BLAIN CEMETERY	29.73
						22,507.86
08/06/2021	GEN 2	30049	EPS	E.P.S.INC.	CFD SECURITY	378.00
08/06/2021	GEN 2	30050	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	WILLOW BUSH WORK	663.00
					CUT UP DOWNED TREE, LAWN CUTS	634.00
						1,297.00
08/06/2021	GEN 2	30051	FIRST BANK	FIRST BANKCARD CENTER	ENGINE SIDE WARNING LIGHTS, COLLECTION C	721.63
08/06/2021	GEN 2	30052	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT SUBSCRIPTION	15.89
08/06/2021	GEN 2	30053	FIRST BANK	FIRST BANKCARD CENTER	IPHONE CASE AND CABLE, MAMC SEMINARS	240.48
08/06/2021	GEN 2	30054	FIRST BANK	FIRST BANKCARD CENTER	DIVISION AVENUE, TOWNSHIP PEST SPRAY	90.44
08/06/2021	GEN 2	30055	FIRST BANK	FIRST BANKCARD CENTER	FUEL AND OIL, BATTERY,	397.92
08/06/2021	GEN 2	30056	FIRST BANK	FIRST BANKCARD CENTER	MUNICIPAL LEAGUE REGISTRATION, ACROBAT	213.01
08/06/2021	GEN 2	30057	HORIZON	HORIZON COMMUNITY PLANNING LLC	GENERAL ASSISTANCE, EVERETTS, 60TH STREE	2,070.00
08/06/2021	GEN 2	30058	INTEGRITY	INTEGRITY OFFICE	ADHESIVE, PLATE	19.16
					LABELS	32.99
					STAMP	33.30
					HANGING FILE FOLDERS, FILE FOLDERS	30.87
						116.32
08/06/2021	GEN 2	30059	IPM	IPM SERVICES	DFD PEST CONTROL	25.00
					TWP OFFICE PEST CONTROL	42.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					CFD PEST CONTROL	25.00
						92.00
08/06/2021	GEN 2	30060	J&B	J&B MEDICAL SUPPLY	GAUZE DRESSINGS	21.30
					WRIST SPLINTS, LATEX FREE AIRWAY	54.08
						75.38
08/06/2021	GEN 2	30061	SEYFERTH J	JONATHAN SEYFERTH	MILEAGE AND FLIGHTS	1,389.12
08/06/2021	GEN 2	30062	KLEYN	KLEYN MOBILE REPAIR LLC	LEAKS IN SEVERAL PLACES, INSPECTION	342.93
					PUMP HAS FUEL IN THE OIL,	727.63
						1,070.56
08/06/2021	GEN 2	30063	MCDONALD	MCDONALD PLUMBING INC	TWP OFFICE	74.00
				Void Reason: DOUBLE BILLING		
08/06/2021	GEN 2	30064	MEDMUTUAL	MEDMUTUAL LIFE	LIFE INSURANCE SEPTEMBER 2021	297.79
08/06/2021	GEN 2	30065	MEDMUTUALE	MEDMUTUAL LIFE	\$60E PER ELECTED OFFICIAL	210.00
08/06/2021	GEN 2	30066	PEOPLE	PEOPLE IT	CFD NETWORK	369.00
08/06/2021	GEN 2	30067	PHASE III	PHASE 3 GRAPHICS	BUSINESS CARDS SEYFERTH	59.08
08/06/2021	GEN 2	30068	PURITY	PURITY CYLINDER GASES INC	CFD MEDICAL OXYGEN	82.35
08/06/2021	GEN 2	30069	RESCUE RES	RESCUE RESOURCES LLC	DFD EXTRICATION CLASS	150.00
08/06/2021	GEN 2	30070	RHINO SEED	RHINO SEED AND LANDSCAPE LLC	EZ STRAW SEEDING MULCH W/ TACK	105.72
08/06/2021	GEN 2	30071	WHITE GLOV	WHITE GLOVE CLEANING & MAINTENANCE	CFD DEEP CLEANED ALL OFFICE AREA CARPET	328.00
08/20/2021	GEN 2	30072	123	123.NET	TELEPHONY	251.50
08/20/2021	GEN 2	30073	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	CAIRNS LEATHERETTE FRONT	253.97
08/20/2021	GEN 2	30074	AMAZON	AMAZON CAPITAL SERVICES	CFD LETTER SIZE FILE FOLDERS, FILE TRAY	37.86
					RECIPROCATING SAW BLADES	61.00
						98.86
08/20/2021	GEN 2	30075	APOLLO	APOLLO FIRE EQUIPMENT CO.	GLOVES FOR DFD	155.40
08/20/2021	GEN 2	30076	AUTOZONE	AUTOZONE	CFD PARTS	6.13
08/20/2021	GEN 2	30077	BLOOM	BLOOM SLUGGETT	SPECIAL ASSESSMENT DISTRICT, W2, HIDEAWA	3,075.00
08/20/2021	GEN 2	30078	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	HEALTH INSURANCE TRADITIONAL PLAN	4,978.77
08/20/2021	GEN 2	30079	BLUE HSA	BLUE CROSS HSA	ADDED 1 FROM BUILDING, 1 FROM SUPERVISOR	12,451.02
08/20/2021	GEN 2	30080	BS&A SOFTW	BS&A SOFTWARE	ONLINE SERVICES, COMMUNITY DEVELOPMENT,	6,288.00
08/20/2021	GEN 2	30081	CASCADE	CASCADE CHARTER TOWNSHIP	2021 ANNUAL PARTNER CONTRIBUTION TO HAZM	2,000.00
08/20/2021	GEN 2	30082	CINTAS	CINTAS CORPORATION #301	MATS TWP OFFICE	76.94
08/20/2021	GEN 2	30083	COCM	CODE OFFICIALS CONFERENCE OF MI	MEMBERSHIP FEES	45.00
					2021 FALL CONFERENCE	285.00
						330.00
08/20/2021	GEN 2	30084	COMCAST	COMCAST	CFD TELOPHONY	252.42
08/20/2021	GEN 2	30085	TWP-CONSUM	CONSUMERS ENERGY	LED LIGHTS	514.61
08/20/2021	GEN 2	30086	DELTA DENT	DELTA DENTAL	SEPTEMBER 2021 DENTAL	1,761.33
08/20/2021	GEN 2	30087	D.J.S	DJ'S LANDSCAPE MANAGEMENT	CONTRACT MONTHLY INSTALLMENT	1,598.00
					LIBRARY CONTRACT MONTHLY INSTALLMENT	143.38
						1,741.38
08/20/2021	GEN 2	30088	EARLEPRESS	EARLEPRESS INC	CIVIL INFRACTION TICKET BOOKLETS	600.11
08/20/2021	GEN 2	30089	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, ASSESSOR CONFERENCE AND LODGING	1,056.92
08/20/2021	GEN 2	30090	GORDON	GORDON WATER	WATER AND COOLER RENTAL	27.85
08/20/2021	GEN 2	30091	ITP	INTERURBAN TRANSIT PARTNERSHIP	GO BUS SERVICE	767.50
					RUAL LINEHAUL SERVICE	3,776.10

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						4,543.60
08/20/2021	GEN 2	30092	JAMES ZENA	JAMES ZENAS	CONFERENCE EXPENSES	331.71
08/20/2021	GEN 2	30093	JOHN S	JOHN STUYFZAND	MI PERMIT LIC PLAN REV	225.00
08/20/2021	GEN 2	30094	KC DRAIN	K.C. DRAIN COMMISSION	15 YEAR DRAIN ASSESSMENT - BOARD PASSED	22,149.11
08/20/2021	GEN 2	30095	GEHRLS K	KAREN GEHRLS	BREAKFAST, LUNCH, AND MILEAGE	257.71
08/20/2021	GEN 2	30096	KCI	KENT COMMUNICATIONS INC	SAD MAILING COSTS	5,257.35
08/20/2021	GEN 2	30097	KENT COUNT	KENT COUNTY ROAD COMMISSION	GAINES TWP - CHIP SEAL	1,762.62
					84TH ST - DIVISION TO EASTERN SEWER	7,458.50
						9,221.12
08/20/2021	GEN 2	30098	KCTREASURE	KENT COUNTY TREASURER	TOWNSHIP LAW - JUNE 2021	75,972.03
08/20/2021	GEN 2	30099	TRIPLETT	KIM TRIPLETT	CELL PHONE AND FLAGS	42.02
08/20/2021	GEN 2	30100	KLEYN	KLEYN MOBILE REPAIR LLC	PIPE LEAKING TANK TO PUMP VALVE	319.77
08/20/2021	GEN 2	30101	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	REPAIR ON AC UNIT	1,306.00
08/20/2021	GEN 2	30102	MAYNARDS	MAYNARDS WATER CONDITIONING LLC	RED OUT SALT	160.80
08/20/2021	GEN 2	30103	MED-1	MED-1 BRETON	2 PHYSICALS	1,002.00
					CFD 2 PHYSICALS	1,040.00
						2,042.00
08/20/2021	GEN 2	30104	OMEGA SYST	OMEGA SYSTEMS, OCEAN INC.	SERVER UPDATES, JONATHAN VPN, DAN VPN,	281.25
08/20/2021	GEN 2	30105	PHASE III	PHASE 3 GRAPHICS	BUSINESS CARDS	59.08
					LEMKE BUSINESS CARDS	59.00
						118.08
08/20/2021	GEN 2	30106	PIT BO INC	PITNEY BOWES INC	RED INK AND E-Z SEAL	185.71
08/20/2021	GEN 2	30107	PLUMMERS	PLUMMERS DISPOSAL SERVICE	WHEELCHAIR UNITS	155.00
08/20/2021	GEN 2	30108	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	6,260.00
08/20/2021	GEN 2	30109	ROGER STER	ROGER STERK	MI PERMIT LIC PLAN REV	150.00
					JULY 2021 MILEAGE	150.08
						300.08
08/20/2021	GEN 2	30110	TWP-SIEGFR	SIEGFRIED CRANDALL VOS & LEWIS	ACCOUNTING ISSUES MEETING	420.00
08/20/2021	GEN 2	30111	BREATHING	SUB-AQUATICS INC	CFD PARTS FOR AIR SYSTEMS	1,049.25
08/20/2021	GEN 2	30112	TDS	TDS METROCOM	TWP OFFICE TELOPHONY	286.73
08/20/2021	GEN 2	30113	SUN NEWS	THE SUN AND NEWS	PUBLIC HEARINGS, ORDINANCES, SYNOPSIS	873.48
08/20/2021	GEN 2	30114	TUFF TURF	TUFF TURF MOLEBUSTERS	DIV AVENUE WORK	203.00
08/20/2021	GEN 2	30115	UNIQUE	UNIQUE TRUCK EQUIPMENT	SPANISH TRANSLATION SERVICES	100.00
08/20/2021	GEN 2	30116	VRIESMAN	VRIESMAN & KORHORN LLC	EAST PARIS YARD	465.00
					MISCELLANEOUS ENGINEERING	837.74
					SWITCH PHASE 2	537.00
					ALEXANDER TRAILS	270.16
					HIDEAWAY SITE CONDOS	660.00
					60TH STREET SIDEWA;LS	224.00
					DUTTON CHR MS ADD PHASE 2	951.00
						3,944.90
08/20/2021	GEN 2	30117	WARD	WARD DIESEL FILTER SYSTEMS	NO SMOKE DIESEL EXHAUST REMOVAL AND REIN	6,991.25
08/20/2021	GEN 2	30118	WEST SHORE	WEST SHORE FIRE INC	SURESEAL	56.00
08/20/2021	GEN 2	30119	MARATHON	WEX BANK	CFD FUEL	1,045.24
					DFD FUEL	868.13
						1,913.37

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CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
 CHECK DATE FROM 08/01/2021 - 08/31/2021

Page: 4/5

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/20/2021	GEN 2	30120	WOWIE.CO	WOWIE.CO	YEARLY HOSTING FOR CUTLERVILLEFIRE.COM	360.00
08/27/2021	GEN 2	30121	ACCIDENT	ACCIDENT FUND	WORKERS COMP WITH INCREASE EXTRA PAYMENT AFTER AUDIT	4,576.08 5,281.00 9,857.08
08/27/2021	GEN 2	30122	AMAZON	AMAZON CAPITAL SERVICES	LYSOL, ELECTRIC PENCIL SHARPENER, PERMAN DFD TOILET TISSUE	51.77 45.98 97.75
08/27/2021	GEN 2	30123	BOUND TREE	BOUND TREE MEDICAL LLC	OXYGEN REGULATOR STERILE WATER, CURAPLEX PATIENT TRANSPOR	3.34 60.94 64.28
08/27/2021	GEN 2	30124	COMCAST	COMCAST	DFD TELEPHONE	175.05
08/27/2021	GEN 2	30125	TWP-CONSUM	CONSUMERS ENERGY	DIVISION STREET LIGHTS LIBRARY TWP OFFICE ELECTRIC DFD ELECTRIC DUTTON CEMETERY ELECTRIC	87.23 1,187.64 5,029.67 1,131.82 29.28 7,465.64
08/27/2021	GEN 2	30126	DTE	DTE ENERGY	DFD GAS LIBRARY GAS TWP HALL GAS CFD GAS	56.65 37.73 263.19 50.71 408.28
08/27/2021	GEN 2	30127	ED WIERENG	ED WIERENGA	CFD REPLACEMENT BEDS	3,200.00
08/27/2021	GEN 2	30128	FIRE SALES	FIRE FIGHTER SALES & SERVICE	SERVICE CALL AND RECHARGE	138.90
08/27/2021	GEN 2	30129	GORDON	GORDON WATER	WATER, BOTTLE DEPOSIT, COOLER RENTAL	42.25
08/27/2021	GEN 2	30130	IPM	IPM SERVICES	DFD PEST CONTROL TWP OFFICE PEST CONTROL LIBRARY PEST CONTROL	25.00 42.00 25.00 92.00
08/27/2021	GEN 2	30131	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	TWP OFFICE AIR CONDITIONER LEAK	893.75
08/27/2021	GEN 2	30132	MARKS BODY	MARK'S BODY SHOP	CUSTOM LEATHER HELMET FRONT	52.95
08/27/2021	GEN 2	30133	MEGAN VAN	MEGAN VANHOOSE	VOYA REFUND OVERPAYMENT	279.05
08/27/2021	GEN 2	30134	MENARDS	MENARDS- WYOMING	DOOR STOP, FILM AND APPLICATION KIT, DRA	61.93
08/27/2021	GEN 2	30135	MIKA	MIKA, MEYERS, BECKETT & JONES	TODD SZAKACS MATTER	158.00
08/27/2021	GEN 2	30136	O'NEIL TRE	O'NEIL TREE SERVICE	TREE REMOVAL IN GAINES CEMETERY	1,400.00
08/27/2021	GEN 2	30137	PRINTING S	PRINTING SYSTEMS	TAX FUND CHECKS TRUST AND AGENCY CHECKS	140.16 140.16 280.32
08/27/2021	GEN 2	30138	NEXTEL	SPRINT	JULY - AUGUST 2021	324.18
08/27/2021	GEN 2	30139	STAPLES 3	STAPLES	ASSESSING BINDERS	34.98
08/27/2021	GEN 2	30140	STAR	STAR 2 STAR COMMUNICATIONS	DFD TELEPHONES TWP OFFICE TELEPHONES	358.41 810.34 1,168.75

CHECK DATE FROM 08/01/2021 - 08/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/27/2021	GEN 2	30141	VANDERTUIN	VANDERTUIN PLUMBING	CFD FIRE BOARD APPROVED REPLACE WATER HE	1,830.00
08/27/2021	GEN 2	30142	WAYNE B	WAYNE BOURDO	TRASH SERVICE DOG WALK	135.00
					LANDSCAPE MAINT TOWNSHIP OFFICE LIBRARY	919.57
						<u>1,054.57</u>
GEN 2 TOTALS:						
Total of 102 Checks:						248,713.55
Less 1 Void Checks:						74.00
Total of 101 Disbursements:						<u>248,639.55</u>

Gaines Charter Township

Board of Trustees Memo

Meeting Date: September 13th, 2021

PROPOSED REQUEST: Final PUD Plan/Rezone

FILE NUMBER: 210419BD

ADDRESS: 7884, 7788, 7920 Eastern Avenue

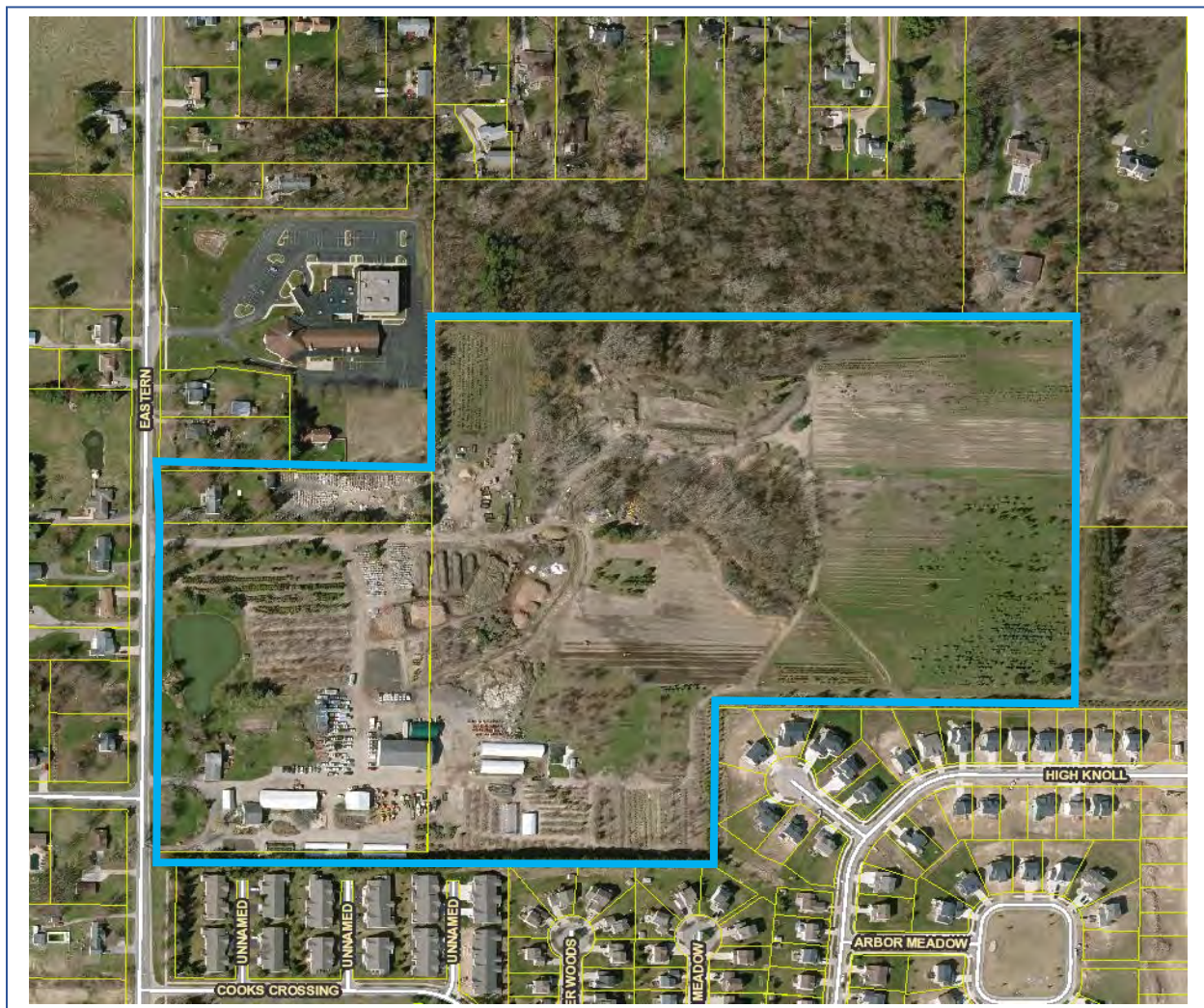
PROPERTY ZONING DISTRICT: RL-14

PARCEL NUMBERS: 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026

PROPERTY SIZE: 56 Acres

APPLICANT: Brent Diemer

REPORT BY: Dan Wells, Community Development Director; David Jirousek, AICP, Planning Consultant



OVERVIEW

On August 9th, the Board of Trustees approved a resolution to rezone the property and approve the site plan. That meeting was intended to be the first read of the proposed project, and that resolution will need to be rescinded as the rezoning has not been properly noticed for a public hearing. Once the prior resolution is rescinded, a resolution may be considered to hold a public hearing at the next Board meeting.

The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. The existing business has been in operation for 65 years, and the current RL-14 zoning designation and nonconforming use status limits the ability to expand operations and further improve the site. The property currently includes two homes, accessory buildings, storage buildings, and an office building. The site also includes outdoor material storage, and the majority of the acreage consists of outdoor planted nursery stock and wooded area.

Proposed improvements as part of the PUD project include:

1. Public utility service connections
2. Improved driveway access from Eastern Avenue
3. 49-space parking lot
4. Four new buildings:
 - a. Office and maintenance building: 18,125 square feet with future additions
 - b. Equipment storage building: 16,000 square feet
 - c. Other future buildings (details not provided).
5. Stormwater management improvements

Surrounding zoning:

	NORTH: RL-14	
WEST: RL-10	SUBJECT PARCEL	EAST: RL-14
	SOUTH: Cook's Crossing PUD	

PROCESS

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

1. Preliminary PUD plan review and Planning Commission approval based on Section 11.1 (held May 27th).
2. Final PUD plan review based on Section 25.3 and a public hearing held by the Planning Commission (held June 24th).
3. Recommendation concerning the final PUD plan and rezoning by the Planning Commission through a resolution and draft ordinance (held July 22nd).
4. Review by the Township Board at first reading (September 13th, 2021).
5. Review, public hearing, and approval of the final PUD plan and rezoning by the Township Board at second reading.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission approved a recommendation to approve the site plan and rezoning for the project on July 22nd, 2021. As directed by the Planning Commission, a resolution was prepared that outlines the findings related to the PUD along with recommended conditions of approval.

The board has two options at this stage of the process per Section 10.4 of the zoning ordinance.

1. Set a public hearing for consideration of the final PUD site plan dated 04/14/2021 and rezoning.
2. If the Board has questions about the plans or desires the planning commission to review a concern the Board has, they may send the site plans back to the Planning Commission for re-consideration. The Planning Commission would then provide the Board with another recommendation for consideration.

ATTACHED ITEMS

- Proposed PUD Resolution
- Proposed PUD Ordinance
- Proposed Site Plan

CHARTER TOWNSHIP OF GAINES COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 21-07-22-02 PC

The following Resolution was offered and adopted by the Gaines Charter Township Planning Commission at a regular meeting held on July 22nd, 2021.

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

Member Absent: Haagsma

The following Resolution was offered for adoption by Planning Commissioner Waayenberg and supported by Planning Commissioner Rober to document the findings and the recommendation of approval by the Gaines Charter Township Planning Commission regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Site Plan and PUD rezoning.

RECOMMENDATION REGARDING A FINAL PUD SITE PLAN AND PUD REZONING FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN AVENUE

Section I General Background:

1. The Planning Commission is authorized to review Final PUD Plans and PUD rezonings and provides recommendations the Township Board.
2. The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. Proposed improvements as part of the PUD project include:
 - a. Public utility service connections.
 - b. Improved driveway access from Eastern Avenue.
 - c. 49-space parking lot.
 - d. Four new buildings:
 - i. Office and maintenance building: 18,125 square feet with future additions.
 - ii. Equipment storage building: 16,000 square feet.
 - iii. Other buildings indicated as "future" on site plan (details not provided and are not approved).

- e. Stormwater management improvements.
- 3. The subject plans are titled “Everett’s Landscape” and were prepared by The Architectural Group, Inc., revised April 14, 2021.
- 4. The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026.
- 5. The Planning Commission held a public hearing on the PUD on June 24, 2021.

Section II PUD Standards of Review- Findings:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance (“the Zoning Ordinance”), the applicant’s presentation at the public hearing, and Township Staff’s recommendation, and other factors, the Planning Commission hereby adopts the following findings per Section 11.1 Planned Unit Development General Review Standards.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township’s efforts to maintain rural character and to protect open spaces. The open space preserved as part of the plan provides wildlife habitat and naturally infiltrates stormwater. Although it operates as a commercial business, supporting the business will ensure that the land remains a working nursery and lessens the likelihood of conversion to a residential neighborhood.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The proposed office building will block future utilitarian storage buildings from sight, and will add attractive architectural elements fronting Eastern Avenue.

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

Meets standard. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby single-family residential land uses.

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

Meets standard. Two existing dwellings will be retained on the site, resulting in a very low residential density over 56 acres.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. Access is limited to existing driveways. However, one driveway will be improved to provide primary access to the new office and maintenance building. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The scope of the proposed PUD will have no impact on local school districts.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard, condition recommended. The plans were reviewed by the Township Engineer and Fire Department. Review comments should be satisfied as a condition of approval.

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

Meets standard, condition recommended. The applicant should be required to comply with all of the requirements of the Township Engineer during the final PUD review. Review comments should be satisfied as a condition of approval.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into existing open space is anticipated.

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

Meets standard, condition recommended. The Planning Commission recommends a sidewalk along the Eastern Avenue frontage to continue the expansion of Township pedestrian facilities.

Section III Final PUD Plan Standards- Findings:

The Planning Commission hereby adopts the following findings per Section 25.6, Site Plan Review Standards.

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

Does not meet standard, conditions recommended. This standard will be met as long as conditions of approval are satisfied. The proposed office building will block future utilitarian storage buildings from sight, and will add attractive architectural elements fronting Eastern Avenue. All setbacks and dimensional standards are met, and excess parking is acceptable. Additional landscaping details are required, and may change over time.

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

Meets standard. As stated in the preliminary PUD review, preserving the site as a nursery and landscaping business will assist the Township's efforts to maintain rural character and to protect open spaces.

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

Condition recommended. The applicant is required to secure all applicable Township and outside agency approvals prior to site development, including Township Engineering/BGUA, Fire Department, Kent County Road Commission, and Kent County Drain Commission, as applicable.

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

Meets standard. The proposed final PUD plan will ensure that the existing business remains compatible with nearby residential development. The proposed building footprints are internal to the site and are significantly separated from nearby homes.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The new building will screen the outdoor storage area and outdoor activities from the public right-of-way. Existing buffers will continue to provide screening and visual relief for neighboring residents.

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

Condition recommended. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector.

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

Meets standard, condition recommended. Access is limited to existing driveways. However, as stated earlier, one driveway will be improved to provide primary access to the new office and maintenance building. All work within the public right-of-way must be approved by the Kent County Road Commission.

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

Meets standard, condition recommended. Concrete sidewalks will connect the parking area to the proposed office building. The Planning Commission recommends a sidewalk along the Eastern Avenue frontage to continue the expansion of Township pedestrian facilities.

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

Meets standard, condition recommended. The existing stormwater pond is proposed to be expanded to the north to accommodate the increase of impervious surfaces. Stormwater and utility plans are subject to review and approval by the Township Engineer.

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

Meets standard. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Condition recommended. All site plans, along with measures for fire protection, are subject to review and approval by the Fire Inspector.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby development. The proposed site development is not anticipated to negatively impact adjacent properties and natural resources.

PLANNING COMMISSION RECOMMENDATION AND DECISION

The Planning Commission has determined that the preceding findings support the approval of the Final PUD Plan and PUD rezoning for Everett's Landscaping. The Planning Commission hereby recommends that the Township Board approves the final PUD plan and the PUD rezoning with the following conditions:

1. Provide a sidewalk along Eastern Avenue.
2. Excess parking is approved, and wheel stops/bumpers or curbing shall be shown on the site plan and installed.
3. Landscaping plan with front yard and parking lot landscaping points shall be calculated minimally under administrative review, and shall be reviewed administratively when changes are desired.
4. Site signage must follow the C-1 Neighborhood Commercial regulations with the exception that freestanding pole or pylon signs are not permitted.
5. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission.
 - d. Kent County Drain Commission.

The vote on the motion to adopt this Resolution was as follows:

YES: Burns, Giarmo, Rober, Waayenberg, Billips, Thomas

NO: None

ABSTAIN:

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Planning Commission at a meeting held on July 22, 2021.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lani Thomas". The signature is written in black ink and is positioned above the printed name and title.

Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: July 22, 2021

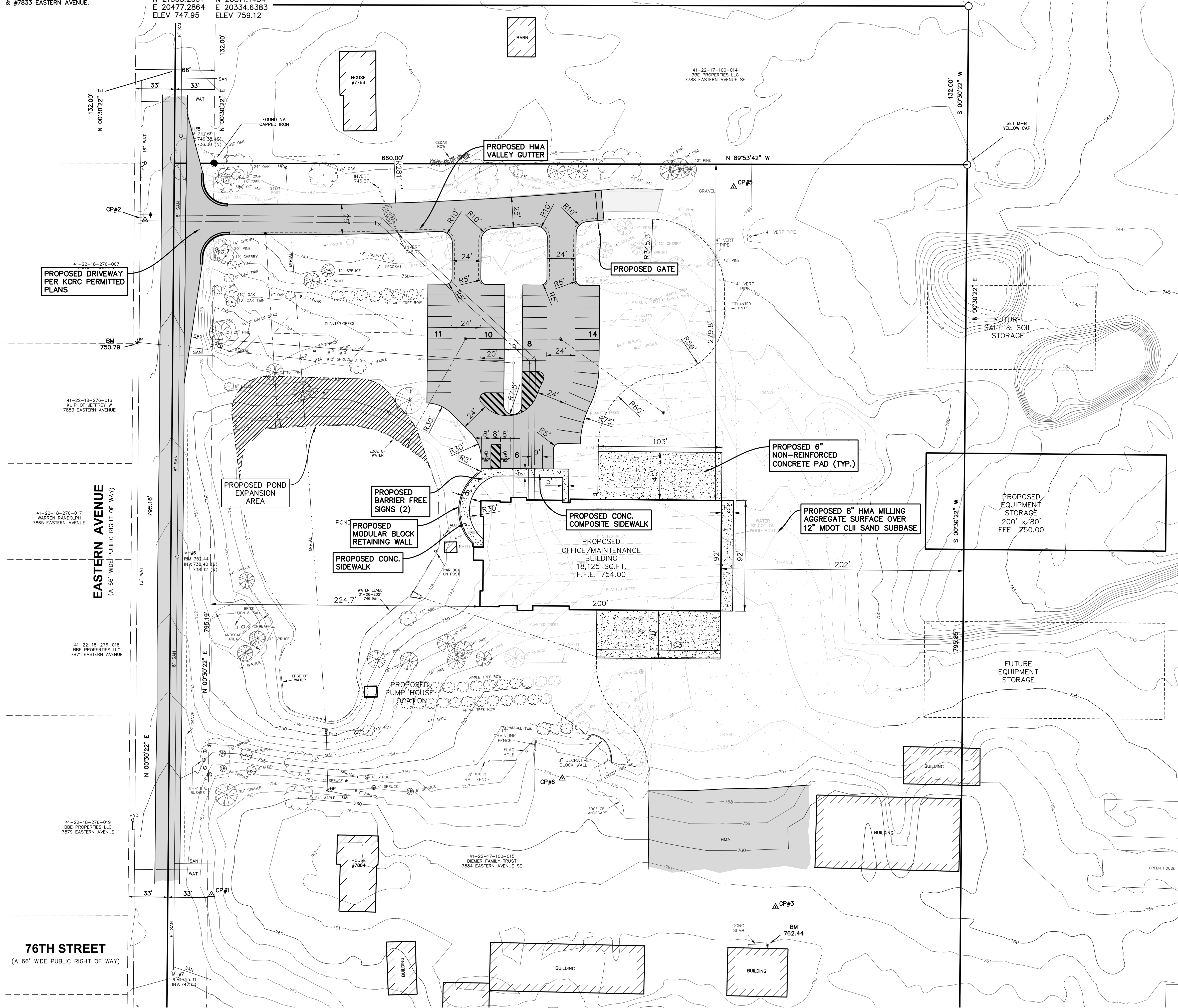
BENCHMARKS

ELEVATION = 752.44
NORTHEAST CORNER OF 3.7'x16' CONCRETE
SLAB, LOCATED ON THE NORTH SIDE OF
POLE BUILDING. JUST SOUTH OF CP#3.

ELEVATION = 750.79
RAILROAD SPIKE IN EAST SIDE OF UTILITY
POLE, LOCATED ON WEST SIDE OF
EASTERN AVENUE, BETWEEN HOUSE #7815
& #7833 EASTERN AVENUE.

CONTROL POINTS

CP#1 M+B RED CAP N 20714.3495 E 20042.5987 ELEV 758.80
CP#2 M+B RED CAP N 21275.7380 E 19987.2670 ELEV 749.58
CP#3 MAG NAIL N 20704.0315 E 20512.1232 ELEV 761.20
CP#4 M+B RED CAP N 21303.2091 E 20477.2864 ELEV 747.95
CP#5 M+B RED CAP N 20811.1434 E 20334.6383 ELEV 759.12



SITE PLAN GENERAL NOTES:

1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
3. THE CONTRACTOR SHALL FURNISH AND PLACE THE DRIVE APPROACH WITHIN THE PUBLIC RIGHT OF WAY IN ACCORDANCE WITH KENT COUNTY ROAD COMMISSION STANDARD CONSTRUCTION SPECIFICATIONS.
4. ALL STORM SEWER PIPE SHALL BE ADS N-12 PLASTIC PIPE UNLESS OTHERWISE SPECIFIED.
5. ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
6. ALL OTHER PAVED AREAS SHALL BE CONSTRUCTED WITH:
12" MDOT CL-2 SAND SUBBASE (C.I.P.)
6" 21AA GRAVEL BASE (C.I.P.)
1 1/2" 3C HMA LEVELING COURSE
1 1/2" 4C HMA WEARING COURSE
7. THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDOT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM- 1557.
8. THIS SITE PLAN SHALL NOT BE USED TO STAKE THE LOCATION OF PROPOSED BUILDING COLUMN LINES. THE SURVEYORS ARE TO USE THE BUILDING FOUNDATION PLANS.
9. THE CONTRACTOR SHALL PLACE AND COMPACT FILL UNDER THE PROPOSED BUILDING AREA TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM-1557. ALL OTHER AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% MAXIMUM DRY DENSITY.
10. THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER DETENTION POND AS SHOWN AND SPECIFIED.
11. THE CONTRACTOR SHALL REQUEST CONSTRUCTION STAKING BY EMAIL USING THE MOORE & BRUGGINK, INC. CONTRACTORS CONSTRUCTION STAKING REQUEST FORM. ONLY COMPLETED REQUESTS WILL BE SCHEDULED. NOTE THE PROJECT OWNER WILL PAY THE SURVEYOR TO PLACE STAKES ONLY ONCE. ALL LOST AND DAMAGED STAKES ARE THE CONTRACTORS RESPONSIBILITY.

PARKING REQUIREMENTS:

OFFICE: 3 SPACES/1,000 SQ.FT. x 8,500 SQ.FT. = 26 SPACES REQUIRED
49 SPACES PROVIDED

RL 14 ZONING DISTRICT

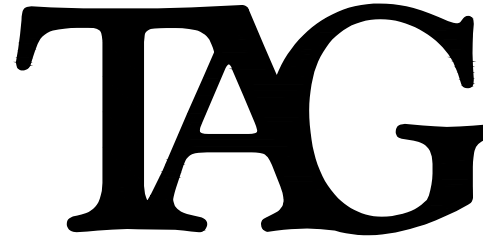
SET BACKS:

FRONT: 35'
SIDE: 8'
REAR: 35'



Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mboe.com

SITE PLAN



The
Architectural
Group, Inc.

Architects
Planners

3100 Prairie S.W.
Grandville, MI 49418

Phone: 616.531.7040

Fax: 616.531.0221

www.TheArchitecturalGroup.com

Proposed:
Everett's Landscape
7884 Eastern Ave., Grand Rapids, Michigan

Dr. _____
Ap. EVZ

Date Issued For
4.14.2021

File No. 2020-39

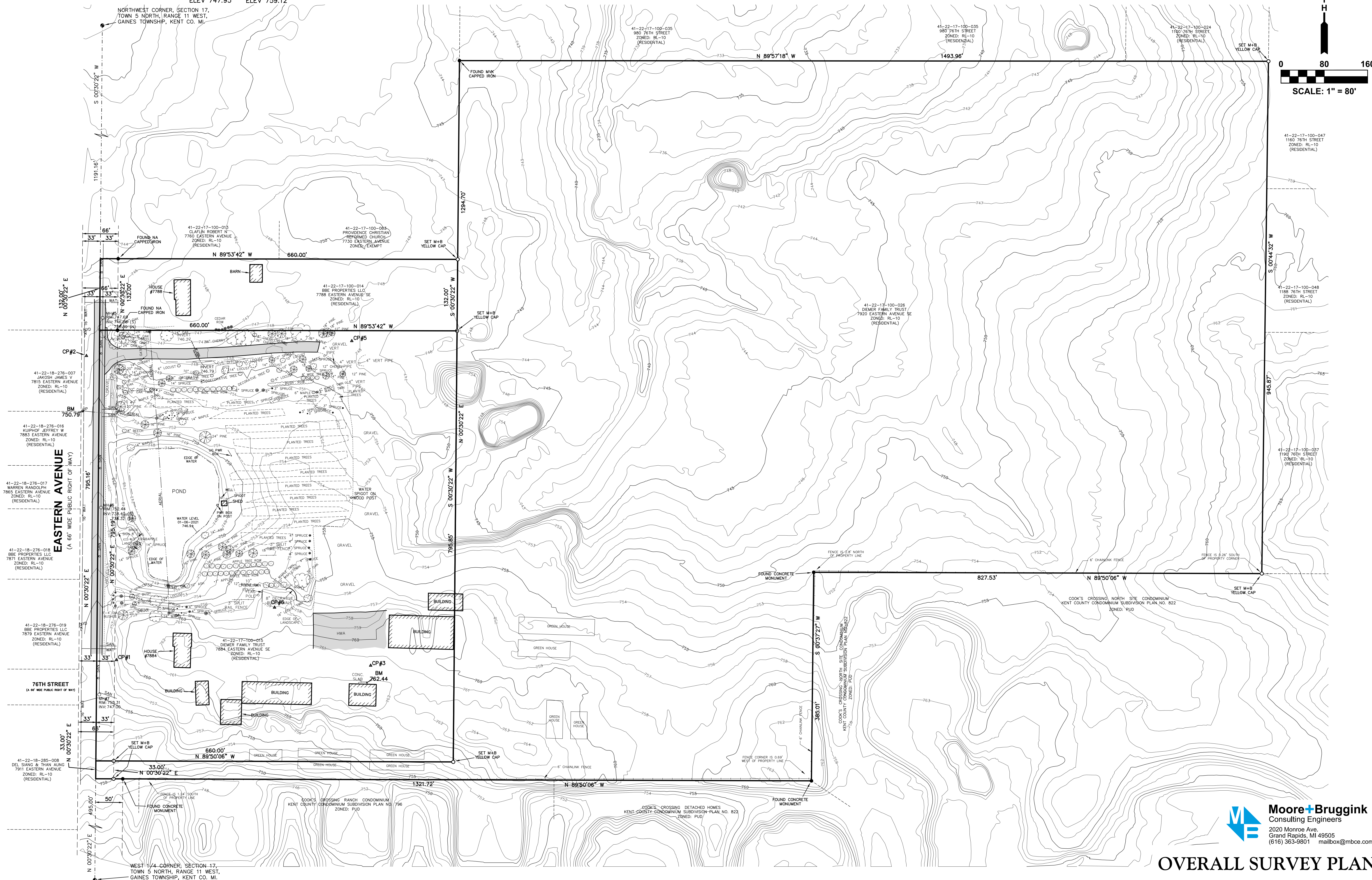
Drawing

C1.5

ELEVATION - 762.44
NORTHEAST CORNER OF 3.7'x16' CONCRETE
SLAB, LOCATED ON THE NORTH SIDE OF
POLE BUILDING. JUST SOUTH OF CP#3.

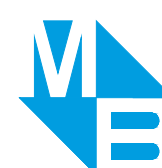
ELEVATION - 750.79
RAILROAD SPIKE IN EAST SIDE OF UTILITY
POLE, LOCATED ON WEST SIDE OF
EASTERN AVENUE, BETWEEN HOUSE #7815
& #7833 EASTERN AVENUE.

CP#1	CP#2	CP#3
M+B RED CAP	M+B RED CAP	MAG NAIL
N 20714.3495	N 21275.7380	N 20704.0315
E 20042.5987	E 19987.2670	E 20512.1232
ELEV 758.80	ELEV 749.58	ELEV 761.20
CP#5	CP#6	
M+B RED CAP	M+B RED CAP	
N 21303.2091	N 20811.1434	
E 20477.2864	E 20334.6383	
ELEV 747.95	ELEV 759.12	



0 80 160

SCALE: 1" = 80'



Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbce.com

OVERALL SURVEY PLAN

TAG

The
Architectural
Group, Inc.

Architects
Planners

3100 Prairie S.W.
Grandville, MI 49418

Phone: 616.531.7040

Fax: 616.531.0221

www.TheArchitecturalGroup.com

Proposed: Everett's Landscape

7884 Eastern Ave., Grand Rapids, Michigan

Dr. _____
Ap. EVZ

Date	Issued For
4.14.2021	

File No. 2020-39

Drawing

C1.8

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

ORDINANCE NO. 2021-_____

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following ordinance was offered for adoption by Member _____ and supported by Member _____ to document the findings and approval of the Gaines Charter Township Board of Trustees regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Plan and PUD rezoning.

**AN ORDINANCE TO APPROVE A FINAL PUD PLAN AND PUD REZONING
FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN
AVENUE**

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

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the Final PUD Plan and PUD rezoning for Everett's Landscaping. Proposed improvements as part of the PUD project include:

1. Public utility service connections.
2. Improved driveway access from Eastern Avenue.
3. 49-space parking lot.
4. Four new buildings:
 - a. Office and maintenance building: 18,125 square feet with future additions.
 - b. Equipment storage building: 16,000 square feet.
 - c. Other future buildings (details not provided and are not approved).
5. Stormwater management improvements.

Township Board Resolution No. 21-_____
Everett's Landscaping PUD

The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026. The subject plans are titled "Everett's Landscape" and were prepared by The Architectural Group, Inc., revised April 14, 2021.

Section 2. Findings. For the relevant findings of fact, details, and conditions of approval, please see Resolution No. 2021-____.

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

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____
ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

CERTIFICATION

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

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk

CHARTER TOWNSHIP OF GAINES COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2021-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2021, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Brent Diemer on behalf of Everett's Landscaping to approve a Final PUD Plan and PUD rezoning.

APPROVAL OF A FINAL PUD PLAN AND PUD REZONING FOR EVERETT'S LANDSCAPING AT 7884, 7788, AND 7920 EASTERN AVENUE

Section I General Background:

1. The applicant requests approval of a final PUD plan and rezoning for Everett's Landscaping facility and nursery site on Eastern Avenue. Proposed improvements as part of the PUD project include:
 - a. Public utility service connections.
 - b. Improved driveway access from Eastern Avenue.
 - c. 49-space parking lot.
 - d. Four new buildings:
 - i. Office and maintenance building: 18,125 square feet with future additions.
 - ii. Equipment storage building: 16,000 square feet.
 - iii. Other future buildings (details not provided and are not approved).
 - e. Stormwater management improvements.
2. The subject plans are titled "Everett's Landscape" and were prepared by The Architectural Group, Inc., revised April 14, 2021.

3. The property subject to the PUD is located at 7884, 7788, and 7920 Eastern Avenue and includes parcel numbers 41-22-17-100-015; 41-22-17-100-014; 41-22-17-100-026.
4. The Planning Commission held a public hearing on the PUD on June 24, 2021, and recommended approval of the final PUD plan and PUD rezoning.

Section II PUD Standards of Review- Findings:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance (“the Zoning Ordinance”), the applicant’s presentation at the public hearings, Township Staff recommendation, Planning Commission recommendation, and other factors, the Gaines Charter Township Board of Trustees hereby adopts the following findings per Section 11.1 Planned Unit Development General Review Standards.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township’s efforts to maintain rural character and to protect open spaces. The open space preserved as part of the plan provides wildlife habitat and naturally infiltrates stormwater. Although it operates as a commercial business, supporting the business will ensure that the land remains a working nursery and lessens the likelihood of conversion to a residential neighborhood.

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The proposed office building will block future storage buildings from sight and will include added architectural details on the Eastern Avenue fronting elevation, forward of the metal building component.

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

Meets standard. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby single-family residential land uses.

- D. *Density: The density requirements of the proposed Planned Unit Development shall be based on the underlying land use district in the Master Plan. The Township Board, upon recommendation of the*

Planning Commission, may vary the density requirements if doing so would result in a development that better achieves the intent of the Master Plan.

Meets standard. Two existing dwellings will be retained on the site, resulting in a very low residential density over 56 acres.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. Access is limited to existing driveways. However, one driveway will be improved to provide primary access to the new office and maintenance building. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The scope of the proposed PUD will have no impact on local school districts.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard, condition included. The plans were reviewed by the Township Engineer and Fire Department. Review comments shall be satisfied as a condition of approval.

- I. *Water, Sewer, and Drainage Systems: A Planned Unit Development shall be served by a public or private water and sanitary sewer systems. The Kent County Health Department and/or the Township*

Engineer must approve the systems. A PUD shall also have a drainage system for surface water run-off which the Kent County Drain Commission and / or the Township Engineer must approve.

Meets standard, condition included. The applicant shall be required to comply with all of the requirements of the Township Engineer during the final PUD review. Review comments shall be satisfied as a condition of approval.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into existing open space is anticipated.

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

Meets standard, condition included. A sidewalk along the Eastern Avenue frontage shall be constructed to continue the expansion of Township pedestrian facilities.

Section III Final PUD Plan Standards- Findings:

The Gaines Charter Township Board of Trustees hereby adopts the following findings per Section 25.6, Site Plan Review Standards.

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

Meets standard, conditions included. This standard will be met as long as conditions of approval are satisfied. The proposed office building will block future storage buildings from sight, and it will include added architectural details on the Eastern Avenue fronting elevation, forward of the metal building component. All setbacks and dimensional standards are met, and excess parking is acceptable. Additional landscaping details are required.

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

Meets standard. Preserving the site as a nursery and landscaping business will assist the Township's efforts to maintain rural character and to protect open spaces.

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

Condition included. The applicant shall secure all applicable Township and outside agency approvals prior to site development, including Township Engineering/BGUA, Fire Department, Kent County Road Commission, and Kent County Drain Commission, as applicable.

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

Meets standard. The proposed final PUD plan will ensure that the existing business remains compatible with nearby residential development. The proposed building footprints are internal to the site and are significantly separated from nearby homes.

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

Meets standard. The majority of the site will remain wooded and as an active outdoor nursery stock growing area. The areas planned for buildings and parking are already cleared and used for material storage. No significant expansion into natural areas is anticipated.

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

Meets standard. The new building will screen the outdoor storage area and outdoor activities from the public right-of-way. Existing buffers will continue to provide screening and visual relief for neighboring residents.

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

Condition included. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector.

- H. *Vehicular Circulation: The site design shall provide safe, convenient, and well defined vehicular and pedestrian circulation within and to/from the site. Access to/from the site shall be designed to*

minimize conflicts with traffic on adjacent streets. Shared curb cuts and service drives shall be utilized as necessary to reduce traffic conflicts and improve the functionality of the site.

Meets standard, condition included. Access is limited to existing driveways. However, as stated earlier, one driveway will be improved to provide primary access to the new office and maintenance building. All work within the public right-of-way must be approved by the Kent County Road Commission.

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

Meets standard, condition included. Concrete sidewalks will connect the parking area to the proposed office building. A sidewalk along the Eastern Avenue frontage is required to continue the expansion of Township pedestrian facilities.

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

Meets standard, condition included. The existing stormwater pond is proposed to be expanded to the north to accommodate the increase of impervious surfaces. Stormwater and utility plans are subject to review and approval by the Township Engineer.

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

Meets standard. The increase in traffic is not anticipated to be significant based on existing versus proposed operations.

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

Condition included. All site plans, along with measures for fire protection, are subject to review and approval by the Fire Inspector.

- M. Public Health, Safety, or Welfare: The site plan must be adequate to provide for the health, safety, and general welfare of the persons and property on this site and in the neighboring community. The site plan and proposed buildings and uses must be reasonable and promote the goals and intent of*

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

Meets standard. The site is generously landscaped and buffered, and additional landscaping will ensure it remains an aesthetically pleasing property. The size of the property allows for business operations and activities to be dispersed and separated from nearby residential dwellings. The amount of open space, existing landscaping, and separation from existing residential areas will ensure that the expanded business operations are compatible with nearby development. The proposed site development is not anticipated to negatively impact adjacent properties and natural resources.

TOWNSHIP BOARD DECISION

The Township Board of Trustees has determined that the preceding findings support the approval of the Final PUD Plan and PUD rezoning for Everett's Landscaping. The Township Board approves the final PUD plan and the PUD rezoning with the following conditions:

1. Provide a sidewalk along Eastern Avenue.
2. Excess parking is approved, and wheel stops/bumpers or curbing shall be shown on the site plan and installed.
3. Landscaping plan with front yard and parking lot landscaping points shall be calculated minimally under administrative review.
4. Site signage must follow the C-1 Neighborhood Commercial regulations with the exception that freestanding pole or pylon signs are not permitted.
5. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission.
 - d. Kent County Drain Commission.

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

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on _____, 2021.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2021

Memo

To: Gaines Charter Township Board of Trustees
From: Dan Wells, Community Development Director
Date: September 13th, 2021
Re: Final Site Plan Approval for Hideaway Site Condominium Development

Attached Items

- Site Plan for Hideaway Development dated 01/13/2021
- Recorded Master Deed

Overview

On September 9th, 2019, the Township Board approved the Preliminary Site plan for The Hideaway, a 34-lot site condominium residential development on 116 acres on the southeast corner of Hanna Lake Avenue and 100th Street. The development was approved under Chapter 22: Open Space Developments of the zoning ordinance, which has subsequently been eliminated. The development includes a privately-owned public community wastewater system.

It is required that final site plan approval be obtained within two years of approval, and must be obtained prior to the issuance of building permits.

At the time of approval of the preliminary site plan, a number of conditions were applied to the development Master Deed including:

1. The Master Deed for the development shall stipulate the following:
 - a. The Township is not participating in any maintenance/repair, nor is the Township liable for any maintenance/repair, of the proposed community septic system.
 - b. The Township has the right to create a special assessment district for the Hideaway community in the event that the State requires Township participation at some future date.
 - c. 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.
 - d. The perimeter of the open space shall be maintained as a passive walking trail.
 - e. 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.

- f. Minimum building requirements of 1,800 square feet for a ranch and 2,400 square feet for a 2-story.

The Developer has submitted a final site plan, and a copy of the recorded Master Deed. The Township Attorney has reviewed the Master Deed and determined that it conforms to the conditions stipulated by the Board. The Township Engineer has confirmed that the community septic system has all of the permits needed from the Department of Environment Great Lakes and Energy and the Kent County Health Department for the construction of the proposed community septic system. The Kent County Drain Commissioner and Kent County Road Commission have approved the proposed connections to the county drain and county roads.

Staff Recommendation

It is recommended that the Township Board approve the final site plan (dated 01/13/2021) for the Hideaway Development subject to the following conditions:

1. Township Attorney approves Recorded Master Deed and Articles of Incorporation for the Homeowners Association.
2. Developer complies with agency requirements including Department of Environment Great Lakes and Energy, Kent County Health Department, Kent County Road Commission, and Kent County Drain Commission.
3. Township Engineer approves of private road construction and confirms compliance with the Township's private road requirements.
4. Compliance with all Planning Commission's conditions of approval.

KENT COUNTY CONDOMINIUM SUBDIVISION PLAN NO. _____
EXHIBIT "B" TO MASTER DEED OF:

HIDEAWAY

PART OF THE NW 1/4, SECTION 35, T5N, R11W, GAMES TOWNSHIP, KENT COUNTY, MICHIGAN
COVER SHEET

SURVEYOR:
JONKER LAND SURVEYS, P.C.
8373 MERTON AVE. SW
BYRON CENTER, MI 49315
FILE #19027

ENGINEER:
JARED HALVERSON, P.E.
HALVERSON ENGINEERING
4498 ORCHARD CREEK CT. SE
GRAND RAPIDS, MI 49546

DEVELOPER:
4288 DIVISION LLC
8375 RIDGESTONE DRIVE
BYRON CENTER, MI 49315

DESCRIPTION OF PARCEL:

That part of the NW 1/4 of Section 35, Town 5 North, Range 11 West, Game Township, Kent County, Michigan, containing 118.32 acres, more or less, bounded on the North by the East line of the West 1/4 of said Section 35, thence N89°14'20"W 486.00 feet, thence S88°42'40"E 1053.37 feet, thence N01°4'20"E 486.00 feet, to said North line of NW 1/4, thence S88°45'40"E 485.66 feet, along said North line to the East line of the West 3/4 of said NW 1/4, thence S00°57'01"W 2855.86 feet, along said East line to the South line of said NW 1/4, thence N89°01'32"W 1894.81 feet, along said South line to the West 1/4 corner of said Section 35, thence N00°55'56"E 2666.03 feet, along the West line of said NW 1/4 to the place of Beginning.

CONTAINS 118.32 ACRES
INCLUDING ROAD R.O.W.

SHEET INDEX:

1. COVER SHEET
2. BOUNDARY PLAN
3. SURVEY AND ESMT. PLAN
4. SURVEY AND ESMT. PLAN
5. SURVEY AND ESMT. PLAN
6. SURVEY AND ESMT. PLAN
7. SITE AND UTILITY PLAN
8. SITE, UTILITY, M.B.O. PLAN



ATTENTION: COUNTY REGISTER OF DEEDS.
THIS CONDOMINIUM SUBDIVISION PLAN NUMBER **1130**
MUST BE ASSIGNED IN CONSECUTIVE SEQUENCE
WHEN A NUMBER HAS BEEN ASSIGNED TO THIS
PROJECT IT MUST BE PROPERLY SHOWN ON THIS
SHEET AND IN THE SURVEYOR'S CERTIFICATE ON
SHEETS 3 THROUGH 8.

THIS CONDOMINIUM SUBDIVISION PLAN IS NOT REQUIRED TO CONTAIN
DETAILED PROJECT DESIGN PLANS PREPARED BY THE APPROPRIATE
LICENSED DESIGN PROFESSIONAL. SUCH PROJECT DESIGN PLANS
SHOULD BE PREPARED AND SUBMITTED TO THE LOCAL AGENCIES FOR
APPLICATION WITH THE ENVIRONMENTAL AGENCY FOR THE STATE
CONSTRUCTION CODE IN THE RELEVANT GOVERNMENTAL SUBDIVISION.
THE ENVIRONMENTAL AGENCY MAY BE THE LOCAL BUILDING DEPARTMENT
(TOWNSHIP, CITY, OR COUNTY) OR THE STATE DEPARTMENT OF LICENSING
AND REGULATORY AFFAIRS.



Randall J. Jonker
RANDALL J. JONKER P.S. NO. 49331

PROPOSED DATED: 1/13/2021

SHEET 1 OF 8

HIDEAWAY

BOUNDARY PLAN

PART OF THE NW 1/4, SECTION 35, T5N, R11W
GRANITE TOWNSHIP, KENT COUNTY, MICHIGAN



Randall J. Jonker

RANDALL J. JONKER P.S. NO. 49331

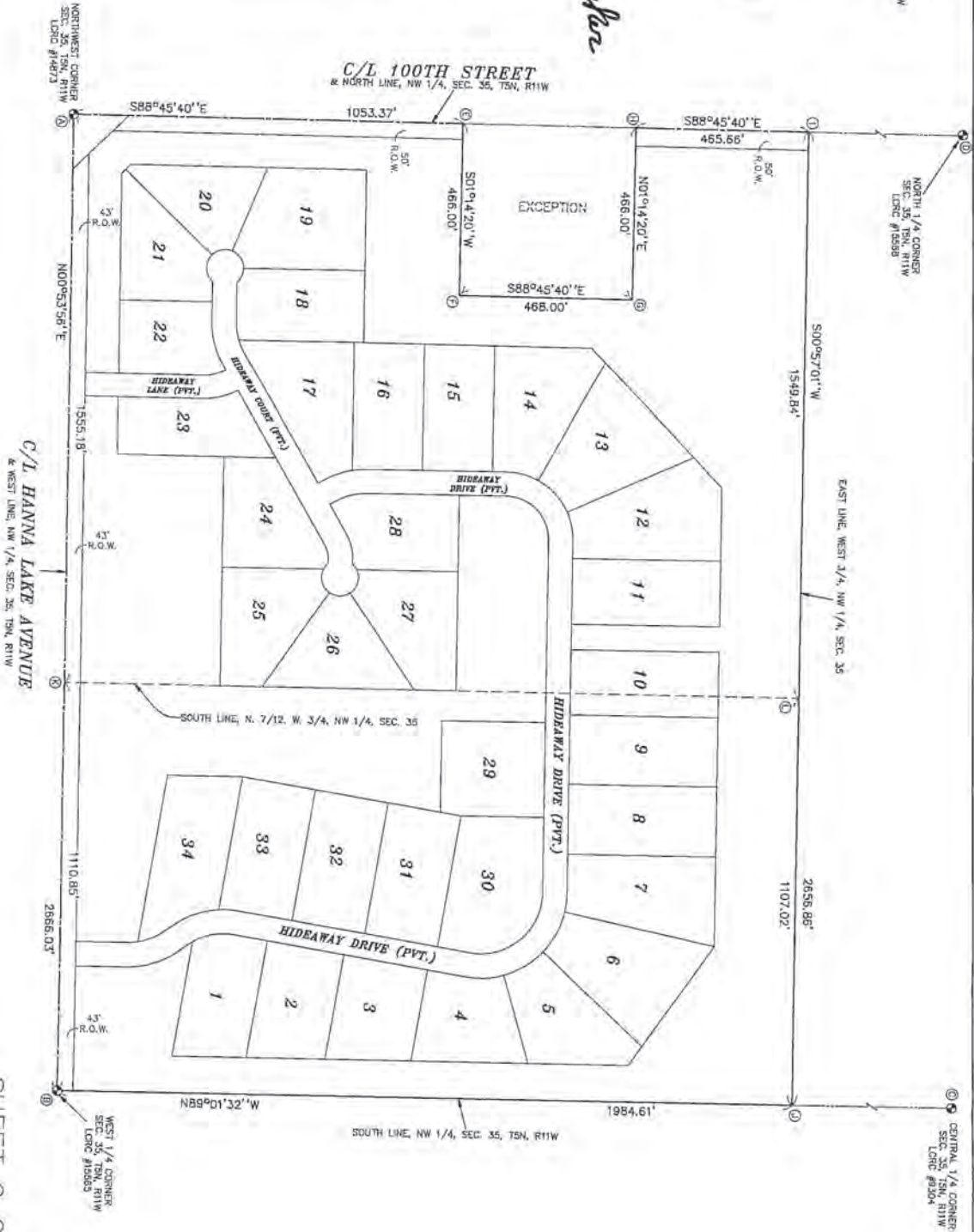
PROPOSED DATED: 1/13/2021

POINT	NORTHING	EASTING
A	5000.000	5000.000
B	5000.000	5000.000
C	5000.000	5000.000
D	5000.000	5000.000
E	5000.000	5000.000
F	5000.000	5000.000
G	5000.000	5000.000
H	5000.000	5000.000
I	5000.000	5000.000
J	5000.000	5000.000
K	5000.000	5000.000
L	5000.000	5000.000



- SECTION CORNER MONUMENT
- PROPOSED POB STAKE
- PROPOSED CONCRETE MONUMENT
- COORDINATE POINT LETTER
- C/L = CENTERLINE

GRAPHIC SCALE
1" = 60' 130'
SCALE 1" = 120'



HIDEAWAY

PART OF THE NW 1/4, SECTION 35, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN
SURVEY & EASEMENT PLAN

NOTE: TELEPHONE, CABLE TELEVISION, GAS, AND ELECTRIC IS TO BE PLACED IN FRONT OF WAY OF STREET OR IN THE FRONT 10 FEET OF EACH UNIT.

• ALL UNIT CORNERS AND CURVE POINTS WILL BE STAKED WITH IRON STAKES 1/2" IN DIAMETER X 18" IN LENGTH.

- ALL STREETS MUST BE BUILT.
- REGULATION ON ELECTRICAL, LINE, TELEPHONE, GAS, AND CABLE TELEVISION LINE IS NOT LATER DATE ON AN AS-BUILT BASIS.
- ALL UTILITIES MUST BE BUILT.
- AVERAGE IS CALCULATED TO THE RIGHT OF WAY LINES.
- THE STREETS ARE PRIVATE STREETS AND ARE TO BE DEEDED TO THE HIDEAWAY CONDO H.O.A.
- ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH TOWNSHIP AND OR COUNTY ZONING ORDINANCES.
- DRAINAGE EASEMENTS WITHIN UNITS WILL BE MAINTAINED BY THE "HIDEAWAY CONDO H.O.A."
- ALL UNITS TO BE SERVED BY INDIVIDUAL WELLS.
- ALL UNITS TO BE SERVED BY A COMMUNITY WASTEWATER SYSTEM CONSISTING OF A COMMUNITY SEPTIC DRAINFIELD, STEP SYSTEM ON EACH UNIT SITE, AND A FORCEMAIN SYSTEM TO DRAIN WASTEWATER TO THE COMMUNITY DRAINFIELD.
- BEARINGS BASED ON RECORDED SURVEY PER L. 289 P. 10

CURVE TABLE

CURVE NO.	LENGTH	RADIUS	BEARING	CHORD
11	287.45'	183.00'	S44°05'42"E	259.80'
12	176.78'	117.00'	S44°05'42"E	165.45'

COORDINATE TABLE

POINT	NORTHING	EASTING
A	5000.000	5000.000
B	4977.225	6053.174
C	4951.334	6043.048
D	4901.215	6510.039
E	4867.107	6551.014
F	4857.035	6566.506
G	4857.035	6566.506
H	4829.606	5943.893
I	4378.432	5949.366
J	3922.029	6043.855
K	3124.940	6045.428
L	4398.653	6401.357
M	3998.618	6753.787
N	3873.557	6753.787
AA	3600.566	6347.353



- SECTION CORNER MONUMENT
- PROPOSED IRON STAKE
- PROPOSED CONCRETE MONUMENT
- COORDINATE POINT LETTER
- CURVE
- LIMITED COMMON ELEMENT (ALL UNITS, NO HATCHING)
- GENERAL COMMON ELEMENT - OPEN SPACE
- GENERAL COMMON ELEMENT - ROAD RIGHT OF WAY
- GENERAL COMMON ELEMENT - COMMUNITY WASTEWATER TREATMENT AREA

SURVEYOR'S CERTIFICATE:
I, RANDALL J. JONKER, PROFESSIONAL LAND SURVEYOR OF THE STATE OF MICHIGAN, HEREBY CERTIFY THAT THE SUBDIVISION PLAN KNOWN AS KENT COUNTY CONDOMINIUM SUBDIVISION PLAN, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS A SURVEY OF THE GROUND MADE UNDER MY PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE REQUIREMENTS OF THE MICHIGAN CONDOMINIUM ACT, ACT NO. 59 OF THE PUBLIC ACTS OF 1978, THAT THE BEARINGS AND DISTANCES SHOWN ON THE SURVEY PLAN ARE TRUE AND CORRECT, AND THAT THE BEARINGS AND DISTANCES SHOWN ON THE SURVEY PLAN ARE TRUE AND CORRECT, AND THAT THE BEARINGS AND DISTANCES SHOWN ON THE SURVEY PLAN ARE TRUE AND CORRECT.

Randall J. Jonker

RANDALL J. JONKER P.S. NO. 49331

PROPOSED DATE:

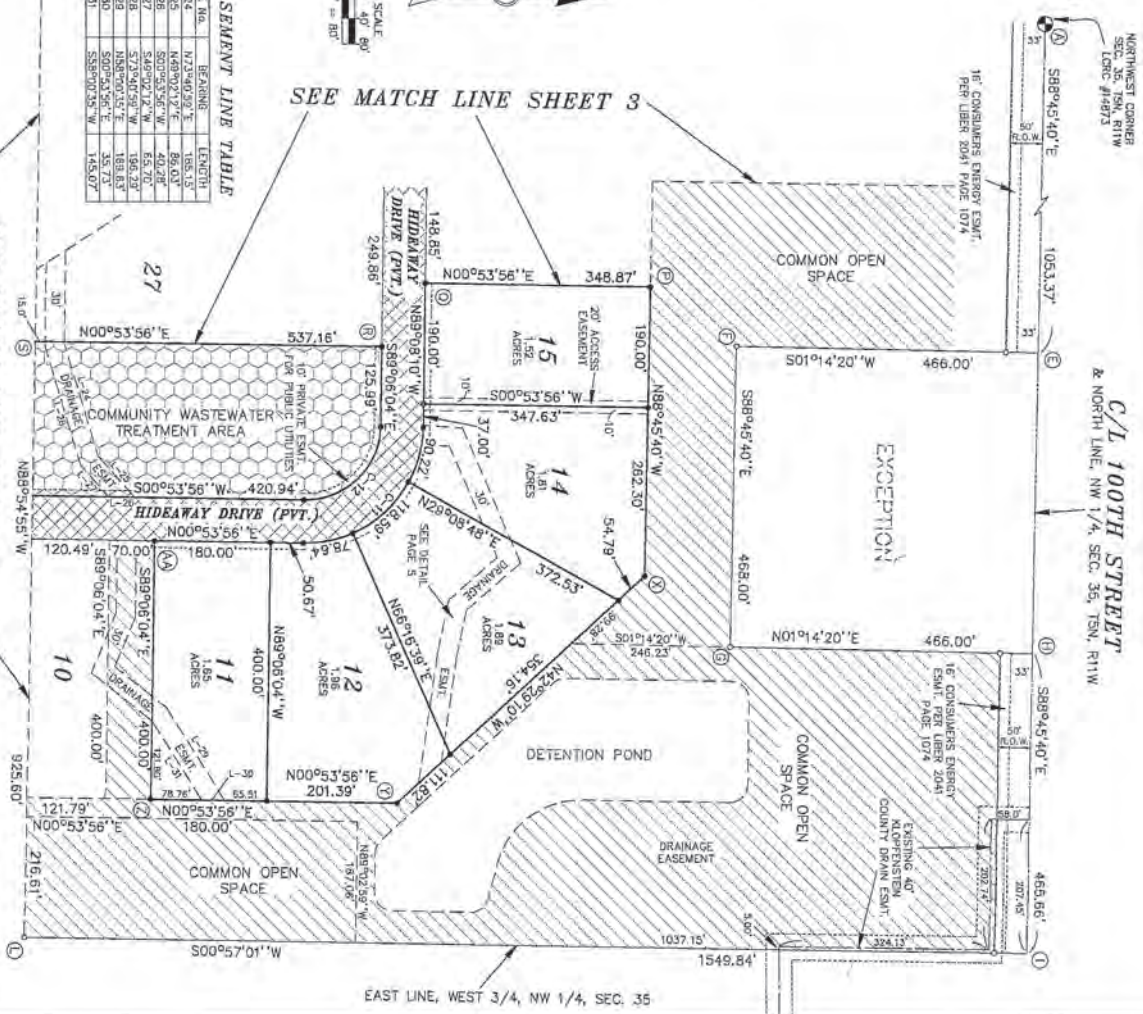
1/13/2021

EASEMENT LINE TABLE

LINE NO.	BEARING	LENGTH
24	N73°40'32"E	185.13'
25	N48°02'12"E	86.03'
26	S00°53'56"W	40.00'
27	S73°02'12"W	164.29'
28	N48°02'12"E	169.83'
29	S00°53'56"W	35.73'
30	S89°06'04"E	145.07'

SEE MATCH LINE SHEET 5
& SOUTH LINE, N. 7/12, W. 3/4, NW 1/4, SEC. 35

SHEET 4 OF 8



C/L 100TH STREET
& NORTH LINE, NW 1/4, SEC. 35, T5N, R11W

NORTHWEST CORNER
SEC. 35, T5N, R11W
LOCAL #4873

NOTE: TELEPHONE, CABLE TELEVISION, GAS, AND ELECTRIC IS TO BE PLACED IN RIGHT OF WAY OF

- ELECTRIC IS TO BE PLACED IN FEET OF WAY OF STREET OR IN THE FRONT TO REAR OF EACH LOT.
 - ALL STREETS MUST BE BUILT
 - INFORMATION ON ELECTRICAL LINE, TELEPHONE LINE, CABLE, GAS, WATER, AND SEWER LINES MUST BE AVAILABLE AT THIS TIME AND MAY BE SHOWN AT A LATER DATE ON AN AS-BUILT BASIS.
 - ALL NECESSARY UTILITIES MUST BE BUILT
 - AVERAGE IS CALCULATED TO THE RIGHT OF WAY LINES
 - THE STREETS ARE PRIVATE STREETS AND ARE TO BE MAINTAINED BY THE HERBANY CONDO H.O.A.
 - ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH
 - SPRAWLER EXCEPTS WITHIN LINES WILL BE MAINTAINED BY THE HERBANY CONDO H.O.A.
 - ALL LOTS TO BE SERVED BY INDIVIDUAL WELLS
 - ALL LOTS TO BE SERVED BY A COMMUNITY WASTEWATER SYSTEM CONSISTING OF A COMMUNITY SEPTIC DEPARTMENT TO DELIVER WASTEWATER TO THE COMMUNITY DEPADRIAL.
 - REMARKS BASED ON RECORDED SURVEY PER L. 288 P. 10
-
- WITH IRON STAKES 1/2" IN DIAMETER X 18" IN LENGTH
-
- 

○ LIMITED COMMON ELEMENT
(ALL LOTS, NO HATCHING)



○ GENERAL COMMON ELEMENT
- OPEN SPACE



○ GENERAL COMMON ELEMENT
- ROAD RIGHT OF WAY
-
- 

➔ SECTION CORNER MONUMENT

 - PROPOSED IRON STAKE
 - PROPOSED CORNER MONUMENT
 - CORNERING POINT LETTER
 - /x = CENTERLINE

CLIVE NO.	LENGTH	RAILS	BEARING	CHORD
13	289.3	167.00	N50°29'31"E	254.35
14	183.00	233.00	S77°45'48"W	128.33
15	116.53	167.00	S80°15'31"W	113.35
16	77.44	167.00	S89°23'53"W	76.75
17	15.53	167.00	S57°45'19"E	15.53
18	26.91	167.00	S86°16'58"W	26.98
19	145.60	233.00	S72°50'51"W	145.24

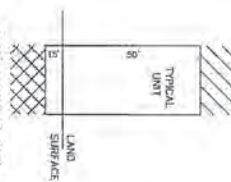
CURVE TABLE

UW# No.	BEARING	LENGTH
9	SS590548"W	31.44'
10	SS590546"W	31.44'
11	NB990604"W	140.98'
12	NB990604"W	140.98'

LINE TABLE



CROSS SECTION THROUGH
TYPICAL UNIT



C/L HANNA LAKE AVENUE
/ & WEST LINE, NW 1/4, SEC. 35, T5N, R11W

POINT	EASTING	NORTH
1	5000.000	5989.132
2	5000.000	6277.089
3	5000.000	6278.795
4	5000.000	6278.795
5	5000.000	6278.795
6	5000.000	6278.795
7	5000.000	6278.795
8	5000.000	6278.795
9	5000.000	6278.795
10	5000.000	6278.795
11	5000.000	6278.795
12	5000.000	6278.795
13	5000.000	6278.795
14	5000.000	6278.795
15	5000.000	6278.795
16	5000.000	6278.795
17	5000.000	6278.795
18	5000.000	6278.795
19	5000.000	6278.795
20	5000.000	6278.795
21	5000.000	6278.795
22	5000.000	6278.795
23	5000.000	6278.795
24	5000.000	6278.795
25	5000.000	6278.795
26	5000.000	6278.795
27	5000.000	6278.795
28	5000.000	6278.795
29	5000.000	6278.795
30	5000.000	6278.795
31	5000.000	6278.795
32	5000.000	6278.795
33	5000.000	6278.795
34	5000.000	6278.795
35	5000.000	6278.795
36	5000.000	6278.795
37	5000.000	6278.795
38	5000.000	6278.795
39	5000.000	6278.795
40	5000.000	6278.795
41	5000.000	6278.795
42	5000.000	6278.795
43	5000.000	6278.795
44	5000.000	6278.795
45	5000.000	6278.795
46	5000.000	6278.795
47	5000.000	6278.795
48	5000.000	6278.795
49	5000.000	6278.795
50	5000.000	6278.795
51	5000.000	6278.795
52	5000.000	6278.795
53	5000.000	6278.795
54	5000.000	6278.795
55	5000.000	6278.795
56	5000.000	6278.795
57	5000.000	6278.795
58	5000.000	6278.795
59	5000.000	6278.795
60	5000.000	6278.795
61	5000.000	6278.795
62	5000.000	6278.795
63	5000.000	6278.795
64	5000.000	6278.795
65	5000.000	6278.795
66	5000.000	6278.795
67	5000.000	6278.795
68	5000.000	6278.795
69	5000.000	6278.795
70	5000.000	6278.795
71	5000.000	6278.795
72	5000.000	6278.795
73	5000.000	6278.795
74	5000.000	6278.795
75	5000.000	6278.795
76	5000.000	6278.795
77	5000.000	6278.795
78	5000.000	6278.795
79	5000.000	6278.795
80	5000.000	6278.795
81	5000.000	6278.795
82	5000.000	6278.795
83	5000.000	6278.795
84	5000.000	6278.795
85	5000.000	6278.795
86	5000.000	6278.795
87	5000.000	6278.795
88	5000.000	6278.795
89	5000.000	6278.795
90	5000.000	6278.795
91	5000.000	6278.795
92	5000.000	6278.795
93	5000.000	6278.795
94	5000.000	6278.795
95	5000.000	6278.795
96	5000.000	6278.795
97	5000.000	6278.795
98	5000.000	6278.795
99	5000.000	6278.795
100	5000.000	6278.795

COORDINATE TABLE



SURVEYOR'S CERTIFICATE:
I, RANDALL J. LONKER, PROFESSIONAL LAND SURVEYOR OF THE STATE OF MICHIGAN, HEREBY CERTIFY THAT THE SUBSEQUENT KNOWINGLY AND TRULY CONDUCTED SURVEYING SUBDIVISION AROUND HADGE UNDER THE ACTS OF 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575

Randall G. Parker

RANDALL J. JONKER P.S. NO. 49331 PROPOSED DATED:

1/13/2021

WEST 1/4 CORNER
SEC. 35, T5N, R11W
LEBO #15565

16' CONSUMERS ENERGY ESMY.
PER LIBER 2041 PAGE 1074

SOUTH LINE, NW 1/4, SEC. 35, T5N, R11W

SHEET 5 OF 8

DETAIL OF 30' WIDE DRAINAGE EASEMENT



SEE MATCH LINE SHEET 6

HIDEAWAY

PART OF THE NW 1/4, SECTION 35, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN
SURVEY & EASEMENT PLAN

NOTE: TELEPHONE CABLE TELEVISION, GAS, AND

STREET OR IN THE FRONT 10 FEET OF EACH UNIT

ALL STREETS MUST BE BUILT

ALL UTILITIES MUST BE BUILT
GAS, CABLE, AND TELEPHONE LINES ARE NOT MAINTAINED AT THIS TIME AND MAY BE SHOWN AT A LATER DATE ON AN AS-BUILT BASIS.

ALL UTILITIES MUST BE BUILT
ALL UTILITIES MUST BE BUILT

ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH THE ZONING ORDINANCE OF THE TOWNSHIP OF GAINES, KENT COUNTY, MICHIGAN.

ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH THE ZONING ORDINANCE OF THE TOWNSHIP OF GAINES, KENT COUNTY, MICHIGAN.

ALL UTILITIES TO BE SERVED BY INDIVIDUAL WELLS

ALL UTILITIES TO BE SERVED BY A COMMUNITY WASTEWATER SYSTEM CONSISTING OF A COMMUNITY SEPTIC DRAINAGE SYSTEM, LATER SYSTEM ON EACH UNIT, AND A FORCE MAIN SYSTEM TO DELIVER WASTEWATER TO THE COMMUNITY DRAINAGE.

BEARINGS BASED ON RECORDED SURVEY PER L. 289 P. 10

CURVE TABLE

CURVE NO.	LENGTH	BEARING	CHORD
20	403.40'	N50°09'31"E	354.67'

COORDINATE TABLE

POINT	NORTHING	EASTING
B	2334.296	4658.176
J	2300.517	6942.502
L	3407.417	6960.862
M	2684.456	5953.206
N	2418.034	5953.206
O	2608.049	6211.602
P	3513.289	6748.206
Q	3539.964	6348.206

EASEMENT LINE TABLE

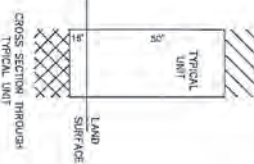
LINE NO.	BEARING	LENGTH
32	N00°01'32"E	30.00'
33	S89°06'04"E	117.67'
34	S87°05'03"E	83.00'
35	N48°06'29"W	102.25'
36	S18°02'29"W	110.75'
37	N89°06'04"E	118.57'
38	N00°01'32"E	111.57'

ALL UNIT CORNERS AND CORNER POINTS WILL BE MARKED WITH IRON STAKES 1/2" IN DIAMETER X 18" IN LENGTH

- LIMITED COMMON ELEMENT (ALL UNITS, NO HATCHING)
- GENERAL COMMON ELEMENT
- OPEN SPACE
- GENERAL COMMON ELEMENT
- ROAD RIGHT OF WAY

- SECTION CORNER MONUMENT
- PROPOSED IRON STAKE
- PROPOSED CONCRETE MONUMENT
- COORDINATE POINT LETTER
- C/L = CENTERLINE

GRAPHIC SCALE
0' 10' 20' 30'
SCALE 1" = 60'



Randall J. Jonker
RANDALL J. JONKER P.S. NO. 49331
PROPOSED DATED: 1/13/2021

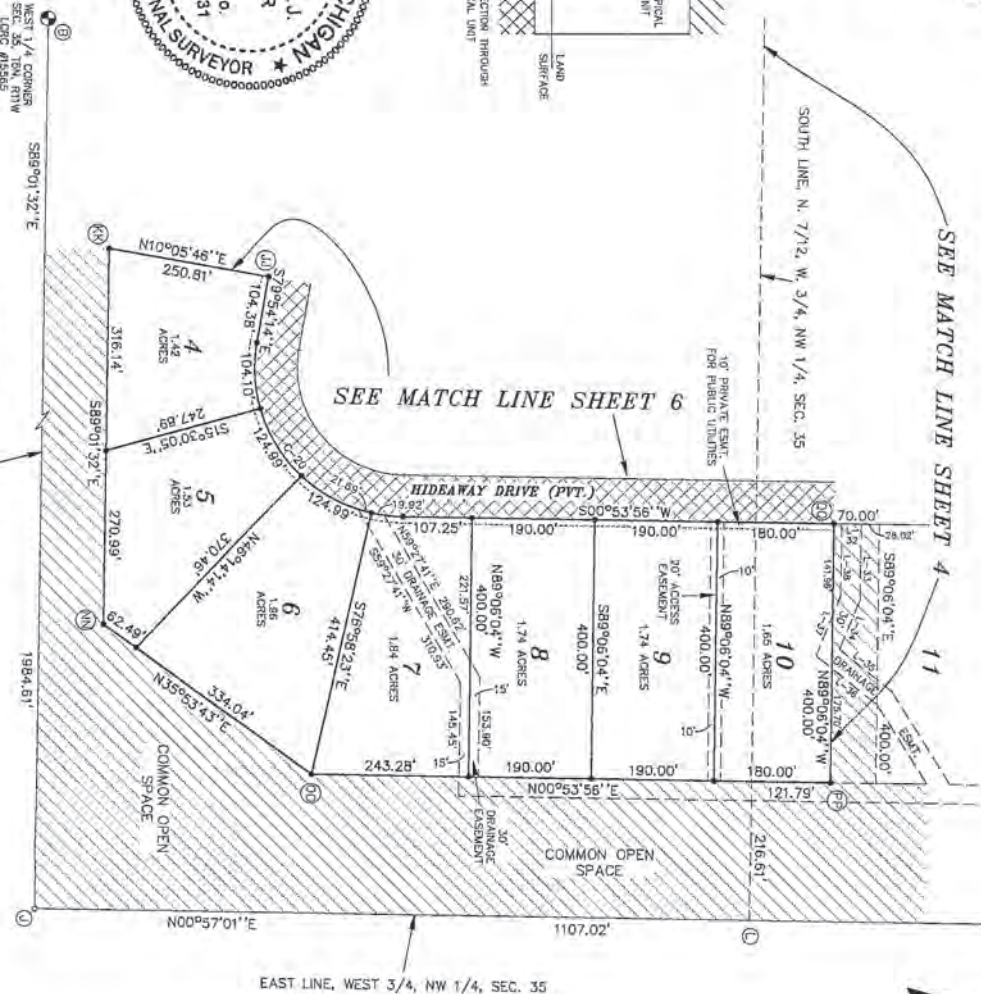
PROPOSED DATED: 1/13/2021

1/13/2021

WEST 1/4 CORNER
SEC. 35, T5N, R11W
LIRC M5565

SOUTH LINE, NW 1/4, SEC. 35, T5N, R11W

SHEET 6 OF 8



HIDEAWAY

PART OF THE NW 1/4, SECTION 35, T3N, R11W
DANES TOWNSHIP, KENT COUNTY, MICHIGAN

SITE AND UTILITY PLAN

Randall J. Jonker
 RANDALL J. JONKER
 LICENSED PROFESSIONAL SURVEYOR
 License No. 4001049331
 STATE OF MICHIGAN

PROPOSED DATED: 1/13/2021
 RANDALL J. JONKER P.S. NO. 49231

- [Symbol] LIMITED COMMON ELEMENT
ALL UNITS (NO HATCHING)
- [Symbol] GENERAL COMMON ELEMENT
OPEN SPACE
- [Symbol] GENERAL COMMON ELEMENT
ROAD RIGHT OF WAY
- [Symbol] GENERAL COMMON ELEMENT
TREATMENT AREA

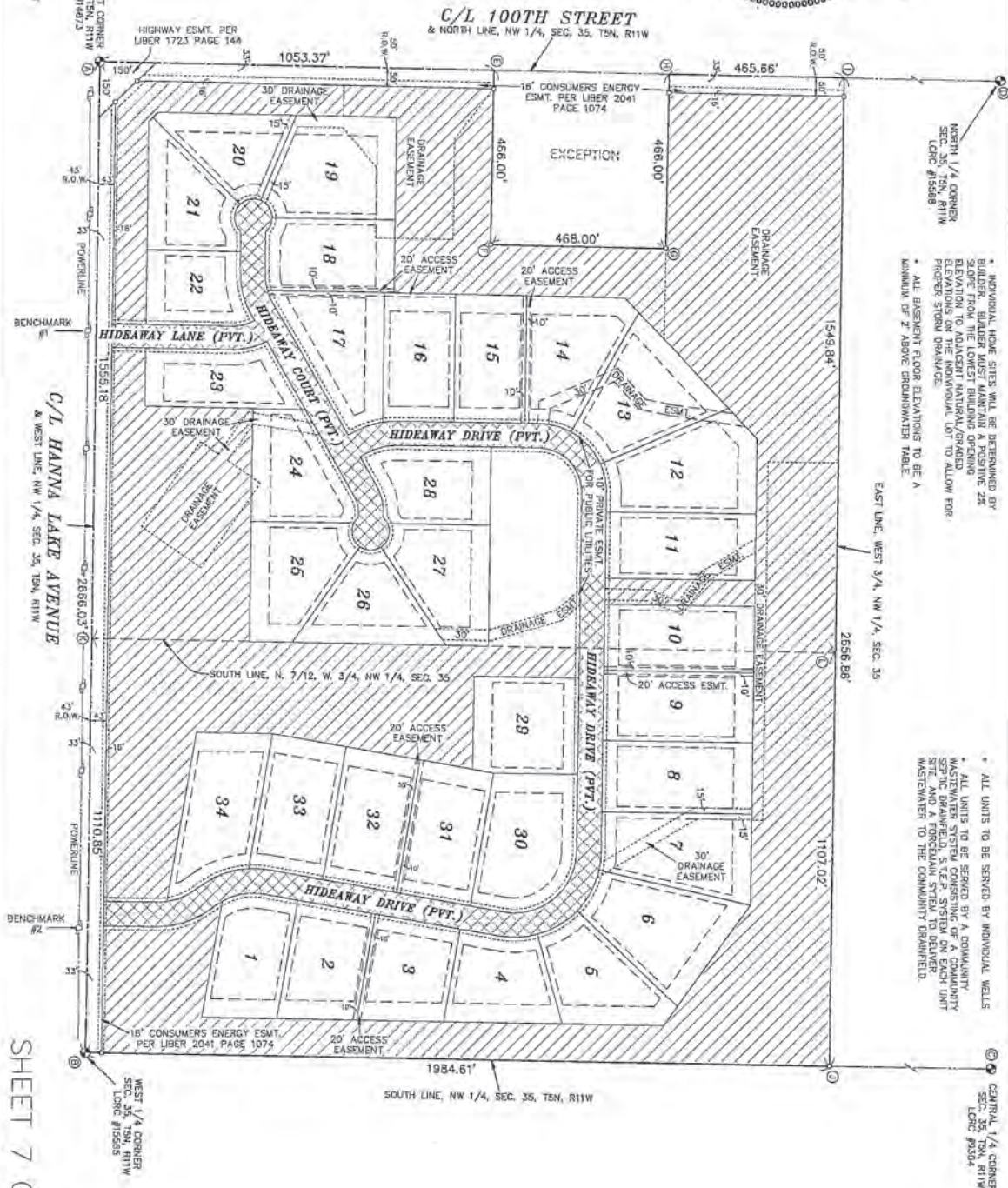
COORDINATE TABLE

POINT	NORTHING	EASTING
A	5000.000	4500.000
B	2334.296	4958.776
C	2298.797	7863.361
D	4242.716	7864.251
E	4253.322	7863.361
F	4501.332	8043.148
G	4501.215	8500.439
H	4957.107	6521.014
I	4957.038	6986.666
J	2300.547	6992.502
K	3443.007	4015.002
L	3401.417	6980.892

BUILDING SETBACK REQUIREMENTS FOR HOMES:
 -FRONT YARD = 40' MIN.
 -SIDE YARD = 15' MIN.
 -REAR YARD = 30' MIN.

GRAPHIC SCALE
 120' 0" 60' 30'
 SCALE 1" = 120'

SECTION CORNER MONUMENT
 PROPOSED CONCRETE MONUMENT
 COORDINATE POINT LETTER
 C/L = CENTERLINE



HIDEAWAY

PART OF THE NW 1/4, SECTION 35, T5N, R11W
CAMES TOWNSHIP, KENT COUNTY, MICHIGAN



Randall J. Jonker
RANDALL J. JONKER P.E., NO. 43331

PROPOSED DATED: 1/13/2021

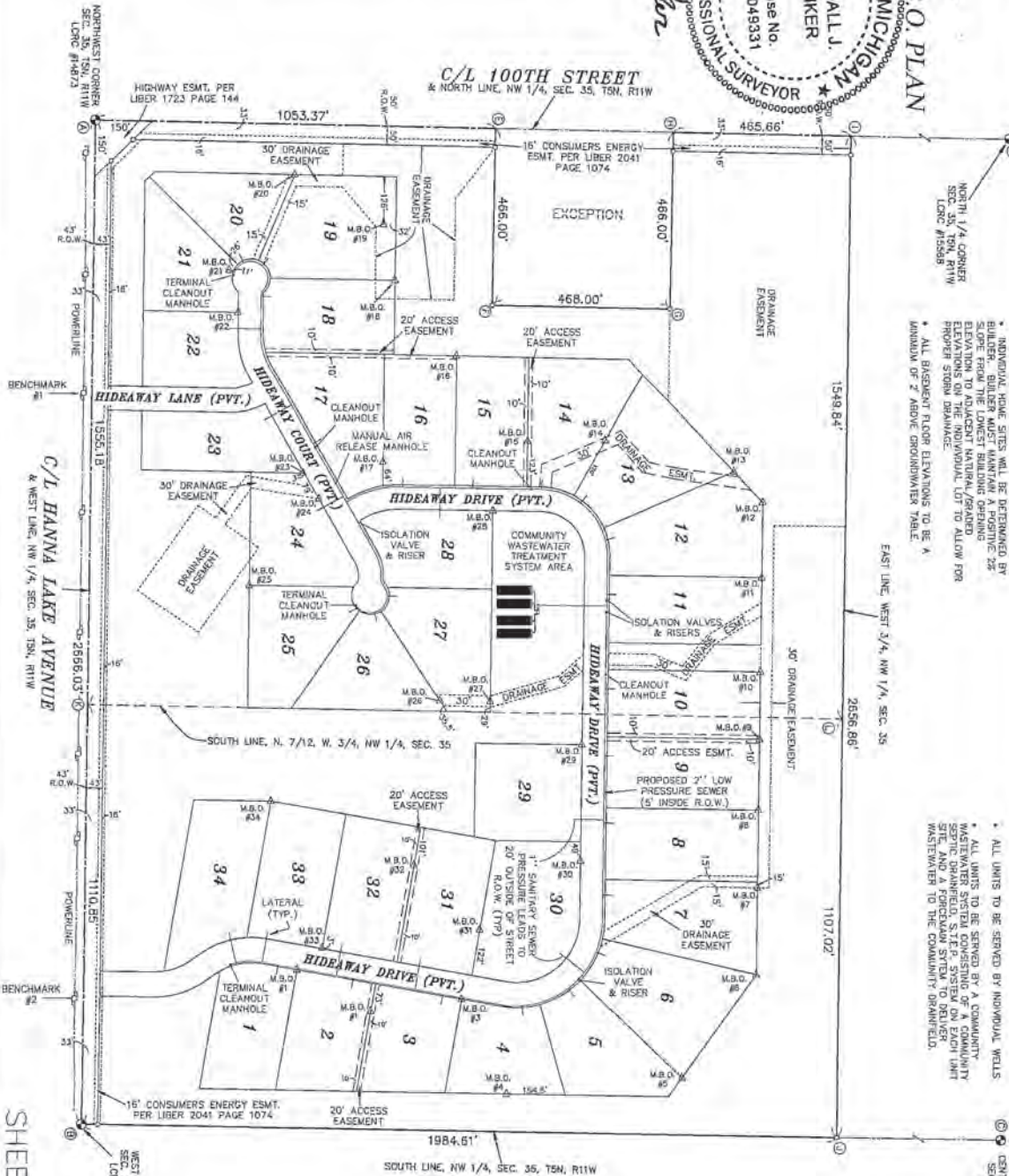
BENCHMARK #1: ELEV. 686.31'
BENCHMARK #2: ELEV. 687.48'
BENCHMARK #3: ELEV. 688.31'
BENCHMARK #4: ELEV. 689.31'
BENCHMARK #5: ELEV. 690.31'
BENCHMARK #6: ELEV. 691.31'
BENCHMARK #7: ELEV. 692.31'
BENCHMARK #8: ELEV. 693.31'
BENCHMARK #9: ELEV. 694.31'
BENCHMARK #10: ELEV. 695.31'
BENCHMARK #11: ELEV. 696.31'
BENCHMARK #12: ELEV. 697.31'
BENCHMARK #13: ELEV. 698.31'
BENCHMARK #14: ELEV. 699.31'
BENCHMARK #15: ELEV. 700.31'

BENCHMARK #1: ELEV. 686.31'
BENCHMARK #2: ELEV. 687.48'
BENCHMARK #3: ELEV. 688.31'
BENCHMARK #4: ELEV. 689.31'
BENCHMARK #5: ELEV. 690.31'
BENCHMARK #6: ELEV. 691.31'
BENCHMARK #7: ELEV. 692.31'
BENCHMARK #8: ELEV. 693.31'
BENCHMARK #9: ELEV. 694.31'
BENCHMARK #10: ELEV. 695.31'
BENCHMARK #11: ELEV. 696.31'
BENCHMARK #12: ELEV. 697.31'
BENCHMARK #13: ELEV. 698.31'
BENCHMARK #14: ELEV. 699.31'
BENCHMARK #15: ELEV. 700.31'

COORDINATE TABLE

POINT	NORTHING	EASTING
A	5000.000	5000.000
B	2283.298	4926.178
C	2283.298	7653.947
D	4926.178	7653.947
E	4926.178	6053.124
F	4926.178	6053.124
G	4926.178	6053.124
H	4926.178	6053.124
I	4926.178	6053.124
J	4926.178	6053.124
K	4926.178	6053.124
L	4926.178	6053.124

GRAPHIC SCALE
1" = 60'
1" = 120'
SCALE 1" = 120'



INDIVIDUAL HOME SITES WILL BE DETERMINED BY
BUILDER. BUILDER MUST MAINTAIN A POSITIVE 2%
GRADE FOR THE ENTIRE LOT. ELEVATIONS TO ADJACENT NATURAL/GARAGE
ELEVATIONS ON THE INDIVIDUAL LOT TO ALLOW FOR
PROPER STORM DRAINAGE.
ALL BASEMENT FLOOR ELEVATIONS TO BE A
MINIMUM OF 2' ABOVE GROUNDWATER TABLE.

ALL LIMITS TO BE SERVED BY INDIVIDUAL WELLS.
ALL LIMITS TO BE SERVED BY A COMMUNITY
WASTEWATER SYSTEM. COORDINATED ON EACH UNIT
SITE, AND A FORDCUM SYTEM TO DELIVER
WASTEWATER TO THE COMMUNITY DRAINFIELD.

M.B.O. TABLE

UNIT NO.	ELEV.
#1	686.31
#2	687.48
#3	688.31
#4	689.31
#5	690.31
#6	691.31
#7	692.31
#8	693.31
#9	694.31
#10	695.31
#11	696.31
#12	697.31
#13	698.31
#14	699.31
#15	700.31
#16	701.31
#17	702.31
#18	703.31
#19	704.31
#20	705.31
#21	706.31
#22	707.31
#23	708.31
#24	709.31
#25	710.31
#26	711.31
#27	712.31
#28	713.31
#29	714.31
#30	715.31
#31	716.31
#32	717.31
#33	718.31
#34	719.31
#35	720.31



MEMO

Staff Communication

DATE: September 9, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Dan Wells, Community Development Manager
RE: Code Enforcement Policy

SUMMARY OF TOPIC:

The Township has recently purchased new updated citation books for Zoning and Fire Code enforcement that meet court requirements, as the old citation books were not compliant.

Zoning enforcement has become more of a priority for the Township recently, and while the vast majority of residents with zoning violations on their property resolve the issue quickly when it is brought to their attention, several property owners have not responded to repeated warnings. The violations at these properties continue to affect property values, and aggravate surrounding residents. Similarly, the Fire Department needs a more robust mechanism to enforce fire code violations, which tend to be concerned with public safety, and the new citation books include spaces to detail fire code violations.

Current zoning enforcement process includes inspection after a complaint is received, issuance of a warning letter, follow up inspection, and issuance of a second warning with fine amount detailed if the issue isn't resolved. Since the old citation books were out of date, enforcement has tended to stall at this point.

The Township does have a civil citation process in place in its municipal code, and the proposed Code Enforcement Policy has been developed with Zoning, Fire and Kent County Sheriff Department input. It outlines processes for both zoning and fire enforcement and the steps necessary to document and issue citations.

The main difference between what is practice now versus what is new is that Zoning staff would like the initial citation amount to be raised from \$50 to \$100 for residential violations, and \$500 for commercial properties. Currently, warning letters issued by zoning staff indicate a \$50 citation, an amount that was probably set decades ago.

FINANCIAL IMPACT:

Goal is not to be an increased source of revenue. Goal is to better cover the actual cost of enforcement of codes, and potentially increased compliance by residents.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends Board pass a resolution increasing the minimum code violation citation fine.



**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT**

RESOLUTION NO.: ____

**RESOLUTION TO ESTABLISH GAINES CHARTER TOWNSHIP INITIAL ZONING
AND FIRE CODE VIOLATION FINES**

At a regular meeting of the Board of Trustees of the Charter Township of Gaines, held in the Township Hall in said Township, 8555 Kalamazoo Avenue, SE, Caledonia, MI 49316, on September 13, 2021 there were:

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____.

Whereas, the Gaines Charter Township Board of Trustees recognizes the need to enforce established zoning and fire codes, and

Whereas, the cost of enforcing such codes has increased significantly since the establishment of existing violation fines,

Therefore, be it resolved that the Gaines Charter Township Board of Trustees hereby adopts the following initial code violation fine structure, which shall become effective upon adoption of this resolution:

Initial citation fine for residential properties: \$100

Initial citation fine for commercial properties: \$500

The following votes were recorded:

AYES:

NAYS:

The Supervisor declared the resolution adopted.

STATE OF MICHIGAN)
) SS
COUNTY OF KENT)

I, Michael A. Brew, Clerk of Gaines Charter Township, Michigan, do hereby certify that the above is a true and correct copy of the resolution adopted by Gaines Charter Township at a meeting held on September 13, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date



CLEAR FORM

Professional Development
Seminar/Accreditation/Workshop/Conference
Attendance Request Form

Employee Name: Megan VanHoose Job Title: Assessor
Supervisor: Jonathan Seyferth Date: 09/08/2021

Check One:

☐ Seminar ☒ Accreditation Course ☐ Workshop ☐ Conference ☐ Other

Title of Activity: IAAO 311: Real Property Modeling Concepts

Organization Name: Kent County Association of Assessing Officers

Location: Kent District Library - Cascade Branch Wisner Center

Dates of Attendance: October 25-29 Number of training hours: 32

Registration Cost: 350 Cost of Housing: N/A

Estimated Mileage: N/A Estimated Cost of Meals: N/A

List specific knowledge or skill will you learn: See attached

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? This class gives focuses on data analysis

and application of mass appraisal techniques. This class

will help me continue to grow in the assessing field

and better serve our department and Township.

Employee Signature: Megan VanHoose Date: 9/8/21

Attach a description of the training with a completed registration form and forward to the Supervisor for approval.

Approval/Denial
(To be completed by Supervisor's office)

Approved: _____ Denied: _____ by Board of Trustees at meeting held: _____

If approved with exceptions, provide exceptions: _____

If denied, provide an explanation: _____

Supervisor's signature: _____ Date: _____

IAAO 311: Real Property Modeling Concepts

SPONSORED BY:
KENT COUNTY ASSOCIATION OF ASSESSING OFFICERS (KCAAO)



*2022 STC Approved 16 Hour Continuing Education Course *Pending*

Monday, October 25 – Thursday, October 28, 2021: 8:00 AM – 4:30 PM
&
Friday, October 29: 8:00 AM – 11:30 AM (Exam only)

*Wisner Center in the Cascade Library
Cascade Charter Township
2870 Jack Smith Ave SE
Grand Rapids, MI 49546
or Live-Online Via Zoom*

*KCAAO Members - \$350
MAA and MMAAO Members - \$425
Non-Member - \$550*

Presented by: Scott Winter, CAE

Program Summary:

This course is designed to build on the subject matter covered in Course 300 – Fundamentals of Mass Appraisal and prepares students to take advanced mass appraisal courses. In this course, students will learn how to use Excel and SPSS to analyze and apply data. Much of the emphasis in this course is on data accumulation and analysis using the cost approach. Along the way, students will learn how to use Excel graphing and analysis tools for ratio studies and cost schedules.

*Recommended prerequisite: Course 300
Recommended textbook: Fundamentals of Mass Appraisal textbook (FMA)
Calculator is required – cell phones will not be allowed for the exam*

Questions, contact Megan VanHoose at (616) 438-9266 or megan.vanhoose@gainestownship.org

COURSE REGISTRATION

IAAO 311: Real Property Modeling Concepts

October 25 – October 29, 2021

Please fill out portion below and mail this form with your payment.

Reservations and payment must be received by Friday, October 1, 2021.

Registration fee is non-refundable. Late registrations or registrations not accompanied with full payment will not be accepted. Association membership must be current for 2021 to receive the discounted rate.

Name _____ Email _____

Unit/Company _____ Work Phone (____) _____

In-person or live-online _____

- ☐ KCAAO Member - \$350
- ☐ MAA or MMAAO Member - \$425
- ☐ Non-Member - \$550

Make checks payable to: KCAAO

*Mail Registration and Payment to:
Kent County Bureau of Equalization
Attn: Caryn Rasch
300 Monroe Avenue NW
Grand Rapids, MI 49503*



CLEAR FORM

Professional Development

Seminar/Accreditation/Workshop/Conference
Attendance Request Form

Employee Name: Karen Gehrls Job Title: Assessing Technician
Supervisor: Megan VanHoose Date: 09/08/2021

Check One:

☐ Seminar ☒ Accreditation Course ☐ Workshop ☐ Conference ☐ Other

Title of Activity: IAAO 101: Principals of Appraising

Organization Name: Kent County Association of Assessing Officers

Location: Kent District Library - Cascade Branch Wisner Center

Dates of Attendance: October 25-29 Number of training hours: 32

Registration Cost: 350 Cost of Housing: N/A

Estimated Mileage: N/A Estimated Cost of Meals: N/A

List specific knowledge or skill will you learn: See attached

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? This class gives an incredible amount of information on the basic principals of appraising/assessing which will help Karen continue to grow in the assessing field and better serve our department and Township.

Employee Signature: Karen Gehrls Date: 9/8/2021

Attach a description of the training with a completed registration form and forward to the Supervisor for approval.

Approval/Denial
(To be completed by Supervisor's office)

Approved: _____ Denied: _____ by Board of Trustees at meeting held: _____

If approved with exceptions, provide exceptions: _____

If denied, provide an explanation: _____

Supervisor's signature: _____ Date: _____

IAAO 101: Fundamentals of Real Property Appraisal

SPONSORED BY:
KENT COUNTY ASSOCIATION OF ASSESSING OFFICERS (KCAAO)



2022 STC Approved 16 Hour Continuing Education Course *Pending

Monday, October 25 – Thursday, October 28, 2021: 8:00 AM – 4:30 PM
&
Friday, October 29: 8:00 AM – 11:30 AM (Exam only)

*Wisner Center in the Cascade Library
Cascade Charter Township
2870 Jack Smith Ave SE
Grand Rapids, MI 49546*

*KCAAO Members - \$350
MAA and MMAAO Members - \$425
Non-Member - \$550*

Presented by: Debby Ring, MMAO

Program Summary:

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills you need to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach. This course is a required pre-requisite for most IAAO courses.

*Recommended textbook: Property Assessment Valuation (PAV) (3rd edition)
Calculator is required – cell phones will not be allowed for the exam*

Questions, contact Megan VanHoose at (616) 438-9266 or megan.vanhoose@gainestownship.org

COURSE REGISTRATION

IAAO 101: Fundamentals of Real Property Appraisal

October 25 – October 29, 2021

Please fill out portion below and mail this form with your payment.

Reservations and payment must be received by Friday, October 1, 2021.

Registration fee is non-refundable. Late registrations or registrations not accompanied with full payment will not be accepted. Association membership must be current for 2021 to receive the discounted rate.

Name _____ Email _____

Unit/Company _____ Work Phone (____) _____

- ☐ *KCAAO Member - \$350*
- ☐ *MAA or MMAAO Member - \$425*
- ☐ *Non-Member - \$550*

Make checks payable to: KCAAO

*Mail Registration and Payment to:
Kent County Bureau of Equalization
Attn: Caryn Rasch
300 Monroe Avenue NW
Grand Rapids, MI 49503*



ACTION MEMO

Staff Communication

DATE: September 9, 2021

TO: Township Board

FROM: Jonathan Seyferth, Township Manager

RE: Special Assessment District Resolution 4

SUMMARY OF TOPIC:

At the August 9, 2021 Board Meeting, the Township Board decided to proceed with the Special Assessment District process. That included the running of the Special Assessment Roll (which was done following the meeting).

Tonight, the Township Board is being asked to consider for adoption the Fire and Public Safety Services Special Assessment District Resolution 4 which will set the second public hearing for Monday, Oct. 11 to review and (potentially confirm) the Special Assessment Roll. The roll is on file here at the Township. If following the Second Public Hearing the Board chooses to confirm the roll, it will be the last step in the process to establish the assessment.

At the Aug. 9 meeting the Board asked the Staff to provide some additional communication materials for the public related to the second notice. Staff has developed some additional communication materials that will go on the website (in addition to the draft letter that was sent to you separately). On the website the public will find some additional documentation, updated FAQs about the Special Assessment and a narrated Power Point about the process and the need (this is an updated version of the presentations that were given at the Aug. 9 meeting). That information would only go up if the board chooses to move forward with the Special Assessment.

As has been noted a few times, staff is recommending that the Special Assessment District be started at 0.6 mills in year one and then stepped up to 1.1 mills in year two (this would be to cover the possibility of additional staff at the Dutton Fire Department). It also recommended that the Township continue to contribute about \$2 million per year from the

General Fund to Public Safety and that the SAD be used to supplement the remaining need.

Follow up Question from Aug. 9:

Can the Township Board establish a HARD CAP on the Special Assessment District (i.e., not exercise the 10% increase option above 1.5 mills as allowed by State law)? No, it cannot. State law spells out the circumstances in which Special Assessments can be established and the circumstances in which it can be increased. Local units are not given much (if any) latitude in changing that criterion. Additionally, state law (and case law) is clear that current Boards cannot bind the actions of future Boards.

FINANCIAL IMPACT:

If the Special Assessment District is created and levied in year one at 0.6 mills, it will generate about \$600,000 in dedicated public safety funding.

BUDGET ACTION REQUIRED:

No budget action is required at this point, however, if the Special Assessment District is established, Public Safety would become it's own budget center and revenue from the assessment would go directly into that fund. The General Fund would also do an interfund transfer of \$2 million into the newly created Public Safety Budget.

STAFF RECOMMENDATION:

Staff recommends adoption of the 4th Resolution and to continue forward with the Special Assessment process.

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

(RESOLUTION NO. 21-__)

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

**DETERMINATION TO PROCEED WITH THE ESTABLISHMENT
OF A SPECIAL ASSESSMENT DISTRICT TO DEFRAY THE
COSTS OF FIRE AND PUBLIC SAFETY SERVICES; APPROVAL
OF PLANS AND ESTIMATE OF COSTS; FINAL DETERMINATION
OF THE SPECIAL ASSESSMENT DISTRICT; ACKNOWLEDGE-
MENT OF FILING AND PRESENTATION OF THE SPECIAL
ASSESSMENT ROLL TO THE TOWNSHIP BOARD.**

Minutes of a regular meeting of the Gaines Charter Township Board, Kent County, Michigan, held in the Township Hall, 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316, on September 13, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following Resolution was offered by Township Board Member _____
and supported by Township Board Member _____:

WHEREAS, Section 1(3) (being MCL 41.801 *et seq*) of Act 33 of the Public Acts of Michigan of 1951, as amended ("Act 33") and Section 20948 (being MCL 333.20948) of Act 368 of the Public Acts of 1978 ("Act 368"), provide that the Township Board may provide for the maintenance and operation of police service, fire service and ambulance operations, and hence may proceed to defray the cost of purchasing, operating, and / or contracting fire, first responder, emergency rescue and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing fire protection, rescue, first responder, police, public safety and related

services and operations (collectively, the “Services”) by special assessment on the lands and premises in the township to be benefitted, except for lands and premises exempt from the collection of taxes under the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893 (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the special assessment); and

WHEREAS, the Township Assessor and Township Supervisor have prepared, certified and reported to the Township Board a special assessment roll for the lots and parcels of property benefitted by the Services and located in the Fire and Public Safety Services Special Assessment District. See Exhibit A as attached hereto for the certification.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The special assessment roll for the Fire and Public Safety Services Special Assessment District (the “Special Assessment Roll”), as reported to the Township Board by the Township Assessor and Township Supervisor, shall be filed in the office of the Township Clerk and shall be available for public inspection during the normal working hours of the Township office.

2. The Township Board shall hold a second public hearing on Monday, October 11, 2021 at 7:00 p.m. at the Township Hall located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316, to meet and review (and potentially confirm) the Special Assessment Roll, and hear and review any objections to the Special Assessment Roll.

3. The Township Clerk shall cause to be published a Notice of the Public Hearing, Exhibit B as attached, in the SUN AND NEWS, a newspaper of general circulation within the

Township, at least two (2) times prior to the public hearing, with the first publication at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the Township Board.

4. The Township Clerk, at least ten (10) days prior to the date of the public hearing, shall send a Notice of the Public Hearing, Exhibit B, by first class mail addressed to each record owner, or party in interest, of each parcel of property to be assessed, at the address shown for such owner or party in interest upon the last Township tax assessment records, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein, except in the case of railroad companies which shall be mailed a notice of the public hearing by registered mail.

5. The form of the Notice of the Public Hearing to be mailed and published, as required herein, shall be substantially as set forth in Exhibit B hereto.

6. A person objecting to the assessment roll shall file their objection in writing with the Township Clerk before the close of the hearing.

7. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of any conflict.

8. All actions heretofore taken by Township officials, employees, and agents with respect to the Services and proceedings regarding this matter are hereby ratified and confirmed.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Michael A. Brew

Gaines Charter Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Michael Brew, Gaines Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Gaines at a regular meeting held on September 13, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

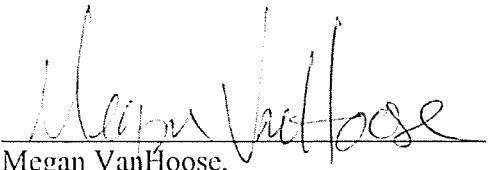
Michael A. Brew
Gaines Charter Township Clerk

EXHIBIT A

ASSESSOR'S CERTIFICATE

I, Megan VanHoose, Assessor of the Charter Township of Gaines in Kent County, Michigan, hereby state that the attached Special Assessment Roll was made pursuant to a resolution of the Township Board adopted on August 9, 2021, and in making such Special Assessment Roll, I, according to my best judgment, have conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Dated: September 9, 2021


Megan VanHoose,
Gaines Charter Township Assessor

SUPERVISOR'S CERTIFICATE

I, Robert DeWard, Supervisor of the Charter Township of Gaines in Kent County, Michigan, hereby state that the attached Special Assessment Roll was made pursuant to a resolution of the Township Board adopted on August 9, 2021, and in making such Special Assessment Roll, I, according to my best judgment, have conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Dated: SEPT. 9, 2021

A handwritten signature in black ink, appearing to read "Robert DeWard", written over a horizontal line.

Robert DeWard,
Gaines Charter Township Supervisor

EXHIBIT B

GAINES CHARTER TOWNSHIP

KENT COUNTY, MICHIGAN

NOTICE OF PUBLIC HEARING

FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Gaines, Kent County, Michigan, has resolved its intention to proceed pursuant to Act 33 of the Public Acts of Michigan of 1951 (“Act 33”) and Act 368 of the Public Acts of Michigan of 1978 (“Act 368”) to provide for the maintenance and operation of police services, fire service and ambulance operations within the Township and to defray the cost of purchasing, operating, and / or contracting fire, first responder, emergency rescue and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing fire protection, rescue, first responder, police, public safety and related services, maintenance and operations (collectively, the “Services”) in the Township by special assessment on the lands and premises in the Township to be benefited, except for lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the proposed special assessment).

The Township has determined that the Fire and Public Safety Services Special Assessment District (the “Special Assessment District” or “District”) shall consist of all lots and parcels of property located within the boundaries of the Charter Township of Gaines, Kent County, Michigan, against which all or a portion of the cost of the Services shall be specially assessed,

except that lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act are generally exempt from the special assessment (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the special assessment).

NOTICE IS FURTHER GIVEN that the Township Assessor and Township Supervisor of the Charter Township of Gaines have made and certified a special assessment roll for the Special Assessment District, which roll sets forth the relative portion of the cost of the Services that is to be levied in the year 2021 in the form of special assessments against each benefitted lot and parcel of land in the special assessment district. The special assessment district shall be comprised of all parcels and lots located within Gaines Charter Township, Kent County, Michigan, except that lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act are generally exempt from the special assessment (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the special assessment).

PUBLIC HEARING

TAKE NOTICE that the Township Board of the Charter Township of Gaines will hold a public hearing on Monday, October 11, 2021, at 7:00 p.m. in the Township Hall located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316, to review (and potentially confirm) the special assessment roll and to hear and consider any and all objections and matters relating thereto.

TAKE NOTICE that appearance and protest at the public hearing is required in order to appeal the amount of the special assessment or other matters to the Michigan Tax Tribunal.

TAKE NOTICE that an owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or District, or may file his or her appearance or protest by letter, on or before the close of the hearing.

TAKE NOTICE that an owner or any person having an interest in the real property subject to the special assessment may file a written appeal of the special assessment or District with the Michigan Tax Tribunal within thirty (30) days after the date of the confirmation of the special assessment roll, if the owner or person having an interest in the real property appears and protests the special assessment at the hearing held for the purpose of confirming the roll.

Michigan Tax Tribunal

P.O. Box 30232

Lansing, Michigan 48909

TAKE FURTHER NOTICE that the special assessment roll as prepared has been reported to the Township Board and is on file with the Township Clerk for public examination or inspection.

TAKE FURTHER NOTICE THAT AFTER THE SPECIAL ASSESSMENT ROLL IS CONFIRMED, THE TOWNSHIP BOARD WILL ANNUALLY DETERMINE THE AMOUNT TO BE ASSESSED IN THE DISTRICT FOR THE SERVICES.

This notice was authorized by the Township Board of the Charter Township of Gaines.

FOR FURTHER INFORMATION PLEASE CONTACT:

Jonathan Seyferth, Township Manager
Charter Township of Gaines
Township Hall
8555 Kalamazoo Avenue SE
Caledonia,
Michigan 49316,
Telephone (616) 698-6640

Respectfully submitted,

Dated: _____, 2021

Michael A. Brew
Gaines Charter Township Clerk

AFFIDAVIT OF MAILING
OF NOTICE OF PUBLIC HEARING

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Michael Brew, Clerk of Gaines Charter Township, being duly sworn, depose and say that, pursuant to Act 33 of the Public Acts of Michigan of 1951 and Act 368 of the Public Acts of Michigan of 1978, caused to be mailed on _____, 2021 a copy of the Notice of Public Hearing for the hearing to be held by the Gaines Charter Township Board on _____, 2021 at 7:00 p.m. at the Township Hall, to all property owners of record of all lots and parcels of property located within the boundaries of the Charter Township of Gaines.

Michael Brew, Gaines Charter Township Clerk



ACTION MEMO

Staff Communication

DATE: September 9, 2021

TO: Gaines Charter Township Board

FROM: Jonathan Seyferth, Township Manager

RE: Cutlerville Fire Department – Union Contract

INTRODUCTION:

Representatives from Byron and Gaines Townships and Cutlerville Professional Firefighters Union Local 4385 have met several times over the last two months to come up with details of an updated July 1, 2021 to June 30, 2024 Union Agreement.

This memo is intended to give an overview of the agreed to changes that were reached by the CPFU Local 4385 and representatives from Byron and Gaines Townships and finalized at their August 23, 2021 meeting. It should be noted that final approval of the Union Agreement is subject to the approval of both the Byron and Gaines Township Boards of Trustees.

UPDATED/CLARIFIED LANGUAGE:

- In addition to some formatting and grammatical updates the following language updates were done:
 - o Overtime language updated to reflect current practice (OT is based on total hours worked in a pay period, not consecutive hours) (Article 9 paragraph 9.1)
 - o Sick time language has been updated to reflect one (1) sick day is provide at the start of employment. If unused this day can be carried over to the next fiscal year (Article 16 paragraph 16.1 (b))
 - o Comp Time language updated to reflect current practice in how its credited (Article 17 paragraph 17.1)
 - o Bereavement leave updated to allow more flexibility at the discretion of the Chief (Article 18, paragraph 18.1)

- o Insurance premium language updated to reflect current practice and note the maximum amount of premiums a fire fighter would pay if employees are required to contribute to their health care costs for basic health insurance. (Article 22, paragraph 22.1 (c))

NEW ADDITION TO THE CONTRACT:

The addition of two (2) annual holidays (Patriots Day & Veterans Day). This brings the Cutlerville Fire Department into line with the total number of holidays afforded other staff. (Article 14, paragraph 14.1)

ITEMS AGREED TO BE ADDRESSED OUTSIDE OF THE CONTRACT:

- Worker's Comp – a Memorandum of Understanding (MOU) to be developed between the Union and Townships regarding the establishment of a reserve fund that can be used as a bridge payment from when an individual goes on disability until Accident Fund payments are in place.
- Call Back Pay (Article 11 paragraph 11.3) Overtime shifts. A Memorandum of Understanding (MOU) will be drafted by the Townships to allow a trial period where fulltime Cutlerville Fire Department personnel can be offered overtime shifts based on seniority. The current practice per Section 11.3 is that part-time and paid-on-call staff are offered to fill overtime first. The Chief has indicated from an operational perspective it could be helpful to have this option as there's a limited pool of folks available to fill these shifts.

WAGES:

- Effective July 1, 2021 fire fighters receive a 5% increase and EOs & officers receive a 7% increase;
- Effective July 1, 2022 fire fighters receive a 4% increase and EOs & officers receive a 5% increase; and
- Effective July 1, 2023 fire fighters receive a 3% increase and EOs & officers receive a 4% increase.

This contract does away with stipends for officers and converts their pay to a flat hourly rate (this is a more common practice in full time departments). Because of the conversion to a flat hourly rate, overtime and retirement benefits will also be impacted by this change. This will also be the first contract with a specific pay rate for Engine Operators (EO) and initial pay is based on a 7% increase from the 2020 top rates for Fire Fighters (this translates into about a 2% higher pay rate above top Fire Fighter rates in the new contract).

Additional criteria have been noted for the promotion to EO including a minimal time of experience of 2+ years as a fire fighter with appropriate equipment operation experience (does not necessarily have to be in Cutlerville), a recommendation of the Chief, and approval of the Cutlerville Fire Board.

The annual increases are larger in this contract, the driver here is to bring the fulltime Cutlerville fire fighters more in line with the pay of fulltime fire fighters in other Kent County Townships with fulltime departments and closer to (though not in parity with) neighboring departments in Wyoming and Kentwood.

(Specific pay tables are below)

STAFF RECOMMENDATION:

Staff recommends adoption of the Cutlerville Professional Firefighters Union Local 4385 contract effective July 1, 2021 through June 30, 2024.

WAGE TABLES

Wage Detail					
Effective July 1, 2021					
July 1, 2021 - Fire Fighters see a 5% increase over 2020 pay scales and officers & EO see a 7% increase over 2020 pay scales.					
Fire Fighter					
Rate	Start	6 Months	1 Year	2 Years	3 Years
Hourly	\$ 20.35	\$ 20.88	\$ 21.42	\$ 22.24	\$ 23.31
Engine Operator					
Rate	\$ 23.75				
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)					
OFFICERS					
Lieutenant					
Rate	\$ 24.58				
Captain					
Rate	\$ 25.70				

		Wage Detail					
		Effective July 1, 2022					
July 1, 2022 - Fire Fighters see a 4% increase over 2021 pay scales and officers & EO see a 5% increase over 2021 pay scales.							
Fire Fighter							
Rate	Start	6 Months	1 Year	2 Years	3 Years		
Hourly	\$ 21.16	\$ 21.72	\$ 22.28	\$ 23.13	\$ 24.24		
Engine Operator							
Rate	\$ 24.94						
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)							
OFFICERS							
Lieutenant							
Rate	\$ 25.81						
Captain							
Rate	\$ 26.99						

		Wage Detail						
		Effective July 1, 2023						
July 1, 2023 - Fire Fighters see a 3% increase over 2022 pay scales and officers & EO see a 4% increase over 2022 pay scales.								
Fire Fighter								
Rate	Start	6 Months	1 Year	2 Years	3 Years			
Hourly	\$ 21.80	\$ 22.37	\$ 22.95	\$ 23.82	\$ 24.97			
Engine Operator								
Rate	\$ 25.94							
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)								
OFFICERS								
Lieutenant								
Rate	\$ 26.84							
Captain								
Rate	\$ 28.07							

AGREEMENT BETWEEN
GAINES CHARTER TOWNSHIP AND BYRON TOWNSHIP
AND
THE CUTLERVILLE PROFESSIONAL FIREFIGHTERS UNION
(LOCAL 4385)

(Effective July 1, 2021 through June 30, 2024)

Table of Contents

Table of Contents	ii
Agreement	1
Preamble	1
Article 1 – Recognition	1
Article 2 – Management Rights	1
Article 3 – Strike/Lockout	2
Article 4 – Union Activities	3
Article 5 – Seniority	3
Article 6 – Grievance Procedure	4
Article 7 – Discipline and Discharge	5
Article 8 – Hours of Work	6
Article 9 – Overtime	6
Article 10 – Trade Time	6
Article 11 – Call Back Pay	6
Article 12 – Wages	7
Article 13 – Payroll Deduction	7
Article 14 – Holidays	8
Article 15 – Vacation Leave	8
Article 16 – Sick Leave	9
Article 17 – Compensatory Time	9
Article 18 – Bereavement Leave	10
Article 19 – Jury Duty	10
Article 20 – ADA/ADEA/FMLA Language	10
Article 21 -- Workers’ Compensation	15
Article 22 – Insurance	16
Article 23 – Pension	17
Article 24 – Uniform and Clothing	18
Article 25 – Food Allowance	18
Article 26 – Physical Fitness	18
Article 27 – Personnel Records	18
Article 28 – Harassment	18

Article 29 – Substance Abuse	19
Article 30 – Savings Clause	20
Article 31 – Successor Agreements	20
Article 32 – Waiver	20
Article 33 – Printing and Supplying Agreement.....	20
Article 34 – Evergreen	21
Article 35 – Duration	21
APPENDIX A – Wages.....	22

Agreement

THIS AGREEMENT, entered into this 1st day of July, 2021, by and between the Gaines Charter Township, Byron Township (hereinafter referred to as the “Boards”), and the Cutlerville Firefighters Union Local 4385, International Association of Fire Fighters (hereinafter referred to as the “Union”).

Preamble

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Boards and the Union; to provide for equitable and peaceful adjustment of differences that may arise, and to establish proper standards of wages, hours, and other conditions of employment. The Union recognizes the essential public service here involved and the general health, welfare and safety of the community and agrees to work with the Boards to encourage increased efficiency on the part of its members.

To these ends, the Boards and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives of all levels and among all employees.

Article 1 – Recognition

1.1 The Boards recognize the Union as the sole and exclusive collective bargaining representative for its full-time Firefighter/EMS employees of the Cutlerville Fire Department, excluding the Fire Chief, part-time and volunteer firefighters/EMS and all others, and agrees that it will not enter into any agreements with this group, individually or collectively.

1.2 The Boards and the Union agree that for the duration of the Agreement neither shall discriminate against any employee or applicant for employment because of their race, color, creed, sex, age, national or political belief, nor shall the Boards or their agents, nor the Union, its agents or members, discriminate against any employee because of his/her membership or non-membership in the Union.

1.3 Whenever the male pronoun is used in this Agreement, it shall be deemed to include both male and female.

1.4 Whenever the word “Day” or “Days” is used in this Agreement, they shall be defined as calendar days.

Article 2 – Management Rights

2.1 The Boards hereby retain and reserves unto themselves and their designated representatives when so delegated by the Boards, all powers, rights, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and the United States. These rights of management include, but are not limited to, the following:

(a) To determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment and machines to provide such service; to determine the nature and number of facilities and departments and their location(s);

(b) To determine whether any public safety services or other related or unrelated work performed by the bargaining unit will be provided by the Township to its residents; whether any or all public safety services or other related or unrelated work performed by the bargaining unit will be provided through bargaining unit employees, other non-bargaining unit Fire Department employees of the Township or subcontracted to an alternative provider, and whether the Township will enter into any cooperative, mutual aid, joint management or operating, or other agreements with other municipalities;

(c) To maintain order and efficiency: to study and use improved methods and equipment and outside assistance either in or out of the Boards' facilities;

(d) To establish classifications of work; to combine or reorganize any part or all of its operations;

(e) To determine the size of the work force and to increase and decrease the number of employees retained; to hire new employees; to direct the work force; to assign work and determine the location of work assignments and related work to be performed; to determine the number of employees to be assigned to operations; to establish work standards; to select employees for promotion or transfer to supervisory or other positions and to select the procedure for such promotion or transfer; to determine the number of supervisors; to make judgments regarding skill and ability and the qualifications and competency of employees; to establish training requirements for purposes of maintaining or improving the professional skills of employees and for advancement.

The Boards shall also have the right to suspend, discipline, or discharge employees for just cause; to transfer, layoff and recall personnel; to establish reasonable work rules and to fix and determine penalties for violations of such rules; to establish and change work schedules and hours; to provide and assign relief personnel; to continue and maintain its operations as in the past, provided. However, that these rights shall not be exercised in violation of any specific provision of this Agreement and, as such, they shall be subject to the grievance procedure set forth in this Agreement.

Article 3 – Strike/Lockout

3.1 The Union acknowledges that the employees covered by the Agreement are sworn to uphold the law and because of prohibition of strikes in Act 336, State of Michigan Public Acts of 1946, as amended, and its commitments hereunder, the Union agrees that neither it nor its members will for any reason, directly or indirectly call, sanction, or engage in any strike. Walkout, slow-down, stay away, limitations of service, boycott of a primary or secondary nature, picketing or any other activities that may disturb, restrict or interfere with the services provided by the Boards and their peaceful operations. The Boards agree that during the term of this Agreement, they will not lock out any employee covered by this Agreement.

Individual employees or groups of employees who instigate, aid, or engage in a work stoppage, slowdown or strike may be disciplined or discharged in the sole discretion of the Boards. It is understood and agreed that the question as to whether the actions of employees constitute such proscribed activities may be subject to the grievance procedure.

Article 4 – Union Activities

4.1 The Union shall have the right to elect or assign one (1) steward and one (1) alternate.

Article 5 – Seniority

5.1 Seniority shall be defined as a full-time employee's length of continuous service within the Cutlerville Fire Department since his/her last appointment date. "Last appointment date" shall mean the date upon which an employee first reported to work as a full-time employee at the fire department at the direction of the Boards since which he/she has not quit, retired, been discharged or transferred outside the fire department. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence, vacations, sick or accident leaves, except as hereinafter provided. If more than one employee has the same beginning work date, seniority shall be at the discretion of the Fire Chief.

5.2 All new full-time employees shall be probationary employees during the first year of their employment. During the probationary period, the new employee shall have no seniority status, shall be employed at the will of the Boards, and shall have no right to utilize the grievance procedure set out in Article 3. The Boards reserve the right to extend the probationary period for new employees at the request of the Fire Chief for a period not to exceed an additional six (6) months. At the conclusion of the probationary period, and if the employee has met all of the job requirements and receives a favorable recommendation from the Fire Chief, then the employee's name shall be added to the seniority list as of his/her date of hire.

5.3 An employee's seniority within the Fire Department shall be terminated:

(a) If he/she quits, retires or is transferred outside the fire department. Any employee who is transferred from the bargaining unit to another position within the fire department shall retain seniority. If an employee fails to qualify, within a specified qualifying time (90 days), in a position with the department, but outside the bargaining unit, he/she shall return to his/her former position without loss of seniority.

(b) If the employee is discharged for cause.

(c) If, when recalled to work following a layoff, the employee fails to return to work on the date he/she is scheduled after a written notice is sent to the employee's last address on record with the Boards.

(d) If an employee is laid off or on unpaid leave for a period equal to his/her seniority at the time of layoff or six (6) months, whichever is less.

(e) If an employee is absent for three consecutive scheduled shifts without properly notifying the Fire Chief.

5.4 The Boards shall maintain an up-to-date seniority list. An up-to-date copy of the seniority list will be posted on the Union bulletin board annually. The names of all fulltime

employees who have completed their probationary period shall be listed on the seniority list in order of their last appointment dates starting with the senior employee at the top of the list.

5.5 Except as allowed in Article 2, or in the case of emergency, lack of work, to save funds or because of a lack of funds, no work customarily performed by any full time Fire Department employee covered under the Agreement shall be performed by another Boards' employee or by a person who is not an employee of the Cutlerville Fire Department, with the exception of the Fire Chief and paid on-call employees. If it becomes necessary to reduce the number of full time employees, the following procedures shall be used:

(a) Probationary employees shall be laid off first. If additional layoffs are necessary, the Boards agree to layoff the employee with the least seniority in the rank and classification affected provided, however, that the senior employee has the experience and training to perform the required work.

(b) Employees with the greater seniority in the rank and classification affected shall be recalled first and thereafter in the order of the employee's seniority provided, however, that the recalled employee has the experience and training to perform the required work.

Article 6 – Grievance Procedure

6.1 It is the intent of the parties of this agreement that the procedures hereby established shall serve as the means for the prompt disposition and amicable settlement of such disputes, controversies, and grievances as may arise between them. Both parties agree that all grievances should be dealt with promptly and every effort should be made to settle grievances as close to the source as possible.

6.2 Should the Boards fail to comply with the time limits herein, the grievance shall be automatically advanced to the next step. Should the Union fail to comply with the time limits herein, the grievance shall be considered to be withdrawn. Time limits may be extended by mutual written consent.

6.3 All such disputes, controversies and grievances which arise during the term of this Agreement between the Boards and the Union or between the Boards and the employee or group of employees, covered by this agreement concerning the effect, interpretation, application, claim, and breach or violation of any provision of this agreement as written shall be subject to the following procedure:

STEP 1: An employee or the Union claiming to have a grievance must submit such grievance in writing to the Fire Chief no later than seven (7) days after the matter concerned first arose. This written grievance shall include the name of the employee(s) involved, state facts giving rise to the grievance, identify all provisions of this Agreement by reference and state the contention of the employee or Union with respect to those provisions, indicate the relief sought and be signed by the aggrieved employee(s) and the Union. The Fire Chief shall reply within seven (7) days after receipt of this written grievance.

STEP 2: If the matter is not satisfactorily resolved in Step 1, the Union may appeal in writing to the Boards Chairpersons or Designee(s). This appeal must be delivered within seven (7) days following completion of Step 1. The answer of the Boards Chairperson(s) or Designee(s) shall be given within seven (7) days.

STEP 3: If the matter is not satisfactorily resolved in the proceeding steps, the Union may appeal in writing to the Boards. This appeal must be delivered within seven (7) days following the completion of Step 2. The Boards shall issue a recommendation for action within twenty-eight (28) days immediately following the date of the next scheduled meeting of each full Township Board. The grievance meeting before the Boards may be held in private session. Final decision shall be rendered by each full Township Board.

STEP 4: If the matter is not satisfactorily resolved in the preceding steps, the matter may be referred to arbitration by the Union. Such requests must be made in writing within seven (7) days following the completion of Step 3.

STEP 5: The parties shall select an arbitrator by mutual consent in a manner prescribed by the American Arbitration Association. All expenses, involved in the arbitration, shall be equally shared by both parties; however expenses relating to one party's representatives or the calling of witnesses or obtaining depositions shall be borne by the party at whose request such witness or depositions are required.

The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written, and he/she shall be governed at all times by the terms of this Agreement. The arbitrator shall have no power or authority to alter or modify this Agreement in any respect, or any authority to hear or determine any dispute involving the exercise of any of the Boards' rights not specifically limited by the terms of this Agreement.

Further, the arbitrator shall not be empowered to consider any question or matter outside this Agreement or pass upon the propriety of written warnings administered to employees covered by this Agreement, set any wage rate or specify the terms of a new agreement. If the issue of arbitrability is raised, the arbitrator shall only decide the merits of the grievance if arbitrability is affirmatively decided. The arbitrator's decision shall be final and binding upon the Union, the Boards and the employees in the bargaining unit, provided, however, that either party may have its legal remedies.

Article 7 – Discipline and Discharge

7.1 No non-probationary employee covered by this Agreement shall be discharged or disciplined without just cause.

7.2 In the event an employee, during the term of this Agreement, receives a written disciplinary reprimand, is suspended from work for disciplinary reasons, or is discharged from his/her employment, and the employee believes he/she has been unjustly suspended or discharged, such suspension, discharge or written reprimand shall be subject to the grievance procedure.

7.3 After a period of five (5) years without any disciplinary action, the Boards will not consider any prior infractions greater than five (5) years old when imposing discipline, provided, however, that the prior discipline may be used to demonstrate notice to the employee of the applicable rule and/or policy.

Article 8 – Hours of Work

8.1 The scheduled work hours for full time employees of the Fire Department are assigned by, and can be changed at any time, at the sole discretion of the Fire Chief. Any change in the normal work shift, for example, changing the current nine (9) duty days of 24 hours each in 28 tour of duty, shall be made with thirty (30) days advance notice to the employee. This notice requirement shall not be required for changes of one (1) week or less. If the Union contacts the Fire Chief, in writing, within the thirty (30) day advance notice time period with a request to lengthen the time period for an additional ten (10) working days the Fire Chief will review the request, if the rationale provided by the Union relates to an emergency making it impossible to react within the current thirty (30) day time period the Fire Chief has the discretion to allow an additional ten (10) days.

8.2 The Boards may allow employees to work a vacant light duty assignment at their request when on a non-duty or duty related leave of absence, if there is a light duty assignment available. The Fire Chief, in his/her sole discretion, may approve any such light duty assignment.

Article 9 – Overtime

9.1 All employees are required to work overtime upon request of the Fire Chief or their supervisor. Employees shall be paid one and one-half times their regular rate of pay for all hours worked in excess of their assigned work shift. There will be no pyramiding of overtime. Unless specifically directed by the Fire Chief, full-time employees will not act as paid on-call volunteers by responding to calls beyond their normal work shift. otherwise, employees shall be paid overtime pay as required by federal and state law.

9.2 All overtime work shall be paid biweekly along with the regular wages.

Article 10 – Trade Time

10.1 The Union and the Boards agree that, with the prior approval and in the sole discretion of the Fire Chief or his designee, employees shall have the right to trade no less than one-half work days with other employees covered by this Agreement. No request will be unreasonably denied. Employees agree that there shall be no overtime incurred by this right and there shall be no change in wages.

Article 11 – Call Back Pay

11.1 A covered employee who is called back to work a shift shall be paid for a minimum of two (2) hours for such services provided that such call back is not contiguous with the employee's regular shift. The time such employee is to be paid will be calculated from the time the employee arrives at the fire station until the time when the employee is dismissed by the senior officer in charge.

11.2 Members will be allowed to respond back for emergencies and paid at time and a half at the Chief's discretion.

11.3 All overtime shifts will be offered to part-time and paid-on-call members of the department first. If the shift cannot be covered by part-time or paid-on-call employees, the time will be offered to fulltime employees. No shift shall exceed thirty-six (36) consecutive hours.

Article 12 – Wages

12.1 Appendix A is a schedule of salary rates for all classifications included within the bargaining unit. Annual rate is based on 2636 hours. Appendix A reflects the follow wage increases:

(a) Effective July 1, 2021 a five percent (5%) increase for Fire Fighters and a seven (7%) increase for EOs & officers

(b) Effective July 1, 2022 a three percent (4%) increase for Fire Fighters and a five (5%) increase for EOs & officers

(c) Effective July 1, 2023 a three percent (3%) increase for Fire Fighters and a four (4%) increase for EOs & officers

Article 13 – Payroll Deduction

13.1 During the life of this agreement, and conditioned upon the Township being able to make the deduction and deposit electronically, the Township agrees to deduct union membership dues, or initiation fees from the pay of each employee who executes and files with the employer a proper check off authorization form to be supplied by the union. The form for each employee for whom fees are to be deducted hereunder shall be delivered to the Clerk's office of the Township responsible for payroll before any payroll deductions are made for that employee. Any written authorization which lacks the employee's signature will be returned to the union by the Township.

13.2 Deduction for any calendar month shall be made from the first full pay period of that month, provided the employee has sufficient net earnings to cover the dues and/or fees. In the event an employee's net earnings for the first pay period are insufficient to cover dues and/or fees, a further deduction shall be made from the second period, and the employee shall be responsible for making any arrangements to pay the union for any deficiency. Deductions for any calendar month shall be remitted to the designated banking institution of the union not later than the 15th day of the following month.

13.3 The union shall notify the Township in writing of any proper amounts of deductions and subsequent changes in such amounts. Any changes will be a prospective effect only.

13.4 If a dispute arises whether or not an employee has properly executed or properly revoked a written check off authorization form, no further deduction shall be made until the matter is resolved.

13.5 The Township shall not be liable to the union for the remittance or payment or any sum other than actual deductions made from employee wages. The union agrees to indemnify and save the Township harmless from any and all claims, demands, lawsuits, and liability including costs and attorney's fees defending against same, arising from or relating to this section, or the section on union membership and agency shop or compliance therewith by Township.

Article 14 – Holidays

14.1 Employees will receive their regular rate of pay for each of the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Patriots Day, Veterans Day, Thanksgiving, and Christmas Day.

14.2 Employees on leaves of absence, suspension or layoff are not eligible to receive holiday pay. If the holiday falls on an employee's regularly scheduled workday, then the employee will be entitled to holiday pay plus wages for any hours actually worked on that holiday.

14.3 If the holiday falls on a day when the employee is not scheduled to work, then the employee will receive holiday pay only.

Article 15 – Vacation Leave

15.1 Employees shall be granted annual vacations with pay in accordance with the following guidelines:

- (a) The established vacation year is from January 1 through December 31.
- (b) Employees will accrue paid vacation according to the following schedule:

Length of Continuous Service as of January 1 Paid Vacation

- Less than one year and hire date January to March 31 – Employee receives 1 day of Vacation on April 1, July 1 and October 1.
- Less than one year and hire date April 1 to June 30 – Employee receives 1 day of vacation on July 1 and October 1.
- Less than one year and hire date July 1 to September 30 – Employee receives 1 day of vacation on October 1.
- At least one (1) year
but less than six (6) years - 5 days
- At least six (6) years
but less than ten (10) years - 8 days

- At least ten (10) years 10 days
- At least twenty (20) years 12 days

Vacation pay shall consist of the employee's regular rate of pay for the vacation period. Employees must submit vacation plans to the Chief at least fourteen (14) days prior to the requested vacation. Should circumstances compel a change of vacation plans, reasonable notice must be given. In the event of conflicting vacation plans, priority shall be based upon who gave written notice first.

15.2 Vacations must be taken in increments of a minimum of one-half day increments unless specially authorized by the Chief.

15.3 Employees may carry over up to two (2) shifts (48 hours) from one vacation year into the next. Employees will not be paid for unused vacation upon termination unless necessitated by work requirements and approved by the Chief.

Article 16 – Sick Leave

16.1 Employees who are unable to perform their duties because of personal illness or off-the-job injury will be paid their regular straight-time pay in accordance with the following schedule:

- (a) The sick pay schedule will begin each January 1 and end on December 31.
- (b) Employees with less than one (1) year of seniority by December 31 shall be entitled to one (1) paid sick day (shift) at the time of hire, if unused the (1) paid sick day can be used in the next calendar year.
- (c) Sick leave benefits will be paid at your regular rate of pay. Employees will accumulate three (3) days (shifts) per year and are allowed to carry up to ten (10) days (shifts) forward. No individual leaving the employment of the Townships will receive pay for unused accumulated sick time, unless approved by the Boards. In order to be eligible for sick leave benefits, employees must notify the Chief, or the Chief's designee, of their illness prior to the start of each workday that will be missed. Sick leave may not be used for vacation purposes. A doctor's slip will be required prior to the payment of sick leave benefits for any sick leave lasting two (2) or more consecutive work days.

Article 17 – Compensatory Time

17.1 Employees may opt to accumulate up to a maximum of seventy-two (72) hours per year of compensatory time for hours spent training. Compensatory time will be accrued at one-and one-half times the number of hours worked; i.e., work 4 compensatory hours = 6 hours accrued. Hours are annual and cannot be carried forward if not used.

Article 18 – Bereavement Leave

18.1 An employee may be granted time off with pay, not to exceed two (2) shifts in the event of a death in his or her immediate family. The Fire Chief (or in the Chief's absence, the Deputy Fire Chief) may grant one (1) additional twenty-four (24) hour shift off with pay at their sole discretion. Immediate family shall be defined as current spouse, mother, mother-in-law, father, father-in-law, step-mother, step-father, step children, children, brothers, sisters, brothers-in-law, sisters-in-law, and grandparents. An employee may be granted time off with pay, not to exceed one (1) shift in the event of a death in his or her extended family.

Article 19 – Jury Duty

19.1 Employees shall be excused for all judicial duties without any loss of pay only when job connected. If an employee is required to serve, and does in fact serve, on jury duty on a regularly scheduled working day, he/she shall receive his/her regular pay less the jury fees that he/she receives. Employees attending court on job related matters shall be paid as if at work. The maximum time to serve shall be limited to twenty (20) consecutive shifts (days). The employee shall return to duty upon completion of his/her daily jury duties.

Article 20 – ADA/ADEA/FMLA Language

20.1 **Eligibility.** Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must: (1) have been employed by the Township for at least 12 months (which need not be consecutive); (2) have been employed by the Township for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite. As provided in FMLA regulations, the period of absence from work due to or necessitated by covered service under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted in determining whether the employee has been employed for at least 12 months by the employer.

20.2 **Entitlements.** The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

(a) **Basic FMLA Leave.** The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;

- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency while an employee's spouse, son, daughter, or parent (the covered military member) is on covered active duty or call to cover active duty status, has been notified of an impending call or order to covered active duty. Covered active duty or call to active duty status means duty during deployment to a foreign country as defined in FMLA regulations.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Qualifying exigencies may include short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation, attending post-deployment reintegration briefings, and parental care, subject to and as provided in the FMLA regulations

(b) Additional Military Family Leave Entitlement (Injured Service Member Leave). In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness and a covered veteran (as defined in FMLA regulations) who is undergoing medical treatment recuperation or therapy for a serious injury or illness.

A serious injury or illness means:

- In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in

the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,

- In the case of a covered veteran, means an injury or illness that is incurred by the member in the line of duty on active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested by itself before or after the member became a veteran, and is:

§ a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; or

§ a physical or mental condition for which the covered veteran has received a U.S. Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

- a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- an injury, including a psychological injury, on the basis of which the covered veteran's has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

(c) **Intermittent Leave and Reduced Leave Schedules.** FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. The Township may not require an employee to take more leave than is necessary to address the circumstances that precipitated the need for the leave, provided that the leave is counted using the shortest increment of leave used to account for any other type of leave.

(d) **No Work While on Leave.** The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination.

(e) **Protection of Group Health insurance Benefits.** During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

(f) **Restoration of Employment and Benefits.** At the end of FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and

conditions as if they had continued to work. The Township will notify employees if they qualify as “key employees,” if it intends to deny reinstatement; and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the state of an eligible employee’s FMLA leave.

(g) **Notice of Eligibility for, and Designation of, FMLA Leave.** Employees requesting FMLA leave are entitled to receive written notice from the Township telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: a) their rights and responsibilities in connection with such leave; b) the Township’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and c) the amount of leave, if known, that will be counted against the employee’s leave entitlement. The Township may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Township’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Township and employee can mutually agree that leave be retroactively designated as FMLA leave.

20.3 Employee FMLA Leave Obligations.

(a) **Provide Notice of the Need for Leave.** Employees who take FMLA leave must timely notify the Township of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice. To trigger FMLA leave protections, employees must inform the FMLA Coordinator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Township to determine if the leave is FMLA-qualifying. Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Township’s questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Township has previously provided FMLA protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Township notice of the need for leave as soon as practicable. Employees who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

(b) **Cooperate in the Scheduling.** When planning medical treatment, employees must consult with the Township and make a reasonable effort to schedule treatment so as not to unduly disrupt the Townships operations. Employees must consult with the Township prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of

both the Township and the employees. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment or to care for a covered service member, the Township may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

(c) **Medical Certifications.** Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification. It is the employee's responsibility to provide the Township with timely, complete and sufficient medical certifications. Whenever the Township requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Township's request. The Township shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Township will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. With the employee's permission, the Township (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If employees choose not to provide the Township with authorization allowing it to clarify or authenticate certifications with health care providers, the Township may deny FMLA leave.

Initial Medical Certifications. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year. If the Township has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Township's expense. If the opinions of the initial and second health care providers differ, the Township may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Township and the employee.

Medical Recertifications. Depending on the circumstances and duration of FMLA leave, the Township may require employees to provide recertification of medical conditions giving rise to the need for leave. The Township will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications. Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Township medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Township may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

(d) **Submit Certifications Supporting Need for Military Family Leave.**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Township may require employees to provide: a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and b) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member. When leave is taken to care for a covered service member with a serious injury or illness, the Township may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Township may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

(e) **Substitute Paid Leave for Unpaid FMLA Leave.** Employees must use any accrued paid time off while taking FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation shall run concurrently with any FMLA leave entitlement.

(f) **Pay Employee's Share of Health Insurance Premiums.** During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Township notifies employees of other arrangements, whenever employees are receiving pay from the Township during FMLA leave, the Township will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Township upon leave. The Township's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Township for the cost of the premiums the Township paid for maintaining coverage during their unpaid FMLA leave.

20.4 Questions about FMLA Leave. If you have questions regarding this FMLA policy, please contact the FMLA Coordinator. The Township is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

Article 21 -- Workers' Compensation

21.1 When an employee's absence from work is due to an illness or injury arising out of and in the course of his/her employment by the Boards, employee shall be compensated by and under the terms of Michigan Workers' Disability Compensation Act.

21.2 Except as provided in 21.4 below, an employee is responsible for continued payment of employee's voluntary or mandatory contributions while on workers' compensation leave. Except as provided in 21.4 below, Employer shall not otherwise be responsible for making any of employee's voluntary or mandatory contributions while employee is receiving worker's compensation or otherwise on worker's compensation leave.

21.3 All workers' compensation leave shall run concurrently with a leave of absence under the Family and Medical Leave Act, as amended ("FMLA").

21.4 Benefits

(a) Insurance Payments. During the first six (6) months of workers' compensation leave, the Employer will continue payment of its share of group health, dental, life, and long-term disability insurance premiums for employees on workers' compensation leaves on the same terms that would exist if they were not on the leave. Employer may extend such insurance premiums for up to an additional six (6) months in its discretion.

(b) Seniority. During the period of workers' compensation leave, the employee will be considered to be on active duty for purposes of seniority.

Article 22 – Insurance

22.1 **Health.** The Boards will make available a group health insurance program covering certain medical expenses for participating employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full-time employees who elect to participate in the insurance program. Except as provided in this Section, the insurance program provided shall be the same as a program provided by Gaines Charter Township to its employees. The specific terms and conditions governing this medical insurance program, including eligibility requirements, are set forth in detail in the policy governing the program as issued by the carrier.

(a) Employees electing to participate in the group medical insurance plan shall advise the Boards in writing of their intent by filling out the applicable insurance forms and making arrangements with the Boards for the payment of the required monthly premium. In the event that two employees are married to each other, only one insurance policy will be purchased.

(b) The Boards reserve the right to review, and renew or replace all insurance contracts (carriers/terms/benefits) on an annual basis.

(c) Any insurance plan offered to other Gaines Charter Township employees will be offered to Fire Department employees. During the term of this Agreement, Fire Department employees who are enrolled in the basic group medical health insurance plan will pay the same premiums (if any) as Gaines Charter Township employees. If the township is required have employees contribute to their premiums for basic group medical health insurance, Fire Department Employees will pay the same as other employees up to a maximum of 12% of the costs of their participation in the plan through payroll deduction.

(d) Fire Department employees electing premium health insurance (if offered) will be required to pay the difference in health care costs in the same fashion as Gaines Charter Township employees.

(e) In the event an employee opts out of the health care coverage plan (as referenced in item 21.1(c)) and can demonstrate that he/she has health care coverage through another employer, the Boards will pay two hundred dollars (\$200) per pay period to that employee subject to normal payroll deductions.

22.2 **Dental.** If dental insurance is provided to other Gaines Charter Township employees, then the plan will be offered to employees during the term of this Agreement under the same terms and conditions (other than premium sharing) as provided to those Township employees.

22.3 **Long Term Disability.** If long term disability insurance is provided to other Gaines Charter Township employees, then the plan will be offered to employees during the term of this Agreement under the same terms and conditions as provided to those Township employees.

22.4 **Life.** The Boards shall offer thirty thousand dollars (\$30,000.00) of life insurance to employees during the term of this Agreement. This life insurance shall be provided in conjunction with the health insurance policy offered to employees pursuant to Section 21.1 and shall be subject to the same premium co-payment and eligibility requirements of the health insurance policy.

22.5 **Section 125 Plan.** The Boards have implemented a Section 125 benefit plan which encourages employees to divert tax-free dollars to cover health insurance premiums, medical/dental and childcare expenses through payroll deduction. The terms of this plan will be governed by federal and state law and continue throughout the term of this Agreement and only as long as these plans exist under federal law.

Article 23 – Pension

23.1 The Boards have implemented a defined contribution plan under which the Boards will contribute to each participant's account an amount equal to ten percent (10%) of the participant's compensation. The terms and conditions of this defined contribution plan are set forth in greater detail in the plan documents and these plan documents control the governance of this plan. The plan administrator and pension provider will be selected by the Boards.

23.2 **Section 457 Plan.** The Boards have implemented a Section 457 plan which allows employees to defer compensation on a pre-tax basis through payroll deductions that will allow these employees to defer federal taxes until the assets are withdrawn. This plan shall be governed by federal law and exist throughout the term of this agreement as long as the plan exists under federal law.

Article 24 – Uniform and Clothing

24.1 The Boards shall furnish duty uniforms consisting of dress shirt, t-shirts, pants, winter coat, belt, two (2) name plates, two (2) badges and sweatshirts with appropriate Fire Department logos and arm patches.

24.2 The Boards shall provide a washer and dryer at the Fire Station for the cleaning of duty uniforms.

24.3 The Boards shall provide each employee one (1) pair of boots upon employment and, as determined by the Fire Chief, on an as-needed basis thereafter.

Article 25 – Food Allowance

25.1 Employer will budget a total of \$1,500.00 annually for the purpose of purchasing food staples for the fire department.

Article 26 – Physical Fitness

26.1 If time permits, all full-time employees shall be permitted to engage in physical fitness activities a minimum of one half (1/2) hour during each twelve (12) hour shift when conducted onsite. No overtime shall be incurred for the purpose of engaging in physical fitness activities.

26.2 Employees are required to maintain the level of physical fitness/wellness expressed in the Fire Department's physical fitness program, if any. Any physical fitness program, including physical agility tests, shall be discussed with the Union for their input prior to implementation. An employee who is unable to meet the medical evaluation requirements of NFPA 1582, or any other fitness requirement established by the Boards, will not be permitted to engage in fire suppression activities and shall be subject to discharge.

Article 27 – Personnel Records

27.1 Employees shall be able to view their personnel, department, training or medical file during normal office hours as allowed by state law.

Article 28 – Harassment

28.1 All employees have the right to work in an environment that is free of offensive kinds of behavior. Any employee conduct, whether intentional or unintentional, that results in the harassment of another employee because of, or on the basis of, religion, race, color, national origin, age, sex, height, weight, marital status or handicap is prohibited. Such harassment robs the employee/victim of self-esteem, violates state and federal civil rights laws and is against any Boards policy.

28.2 Specifically, sexual harassment refers to behavior which is not welcome, is personally offensive. Undermines morale and interferes with the work performance and

effectiveness of its victims. Sexual harassment has been defined generally as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Giving in to such conduct is made to be, or implied to be, a condition of employment;
- (b) Giving in to or refusing such conduct is used in decisions about employment; or
- (c) The purpose or effect of such conduct unreasonably interferes with an employee's job performance or creates a fearful, hostile, or offensive working climate.

28.3 Sexual harassment may take many forms, including lewd or sexually suggestive comments, jokes of a sexual nature, sexual advances or propositions, sexual flirtations, frequent and repeated inquiries about an employee's personal activities, displaying sexually suggestive photographs or objects, obscene gestures, and unwanted physical contact such as touching or pinching.

28.4 All employees are responsible for assuring that our workplace is free from prohibited harassment. This policy applies to all aspects of employment, including recruiting, testing, hiring, transfers, work assignments; wage increases, on-site behavior and offsite behavior associated with Board business or which otherwise may impact the Boards. Employees, who become aware of an incident or possible incident of unlawful harassment, whether by witnessing the incident or being told of it, must report it to the Chief or the Boards Chair(s).

28.5 If an employee feels they have been subjected to harassment, including sexual harassment, the employee is urged to immediately advise the Chief or the Boards Chair(s). If the Boards become aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Boards to do so. However, in determining an appropriate course of action the Boards will take the victim's wishes into account. In that regard, all complaints will be investigated immediately and, to the greatest extent possible, kept confidential. If the harassment is substantiated, the offending employee will be subject to disciplinary action up to and including discharge.

Article 29 – Substance Abuse

29.1 The manufacture, distribution, dispensation, possession, use or sale of illegal drugs, marijuana or alcohol on Board's premises or while conducting any Board business is prohibited. Also, being under the influence of illegal drugs, marijuana or alcohol on Board's premises or while conducting any Board business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will result in discharge.

29.2 All active employees may be required to undergo drug and alcohol testing upon reasonable suspicion of the Chief or the Boards. This testing will be performed by a reputable hospital, clinic or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Chief or the Boards and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be

returned to work without discipline or loss of pay. Should the test prove positive, then a second test shall be done by the same testing facility using the same sample to confirm or overturn the results of the first test. The results of the second test shall control. Positive testing of drug or alcohol use or abuse in the second test or refusal to submit to this testing will result in discharge.

29.3 All employees are required to notify the Chief, bring in any necessary doctors authorization, and receive authorization to work while using any legal or prescription drugs that could impact the employee's safety or job performance. The Boards reserve the right to require additional documentation at any time.

29.4 Employees must notify the Boards of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction. The Boards have established an Employee Assistance Program (EAP) to inform employees about the dangers of drug abuse in the workplace and to help employees understand the Boards' policy of maintaining a drug-free workplace. Contact the office for more information.

Article 30 – Savings Clause

30.1 Should any part hereof or provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions therefore any remaining parts or portions remain in full force and effect.

Article 31 – Successor Agreements

31.1 This agreement shall be binding upon the successors and assigns of the parties thereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, annexation, transfer, or assignment of either party hereto or change by geographically or otherwise in the location or place of business of either party hereto.

Article 32 – Waiver

32.1 This Agreement constitutes the entire understanding and agreement of the parties, and supersedes any and all prior agreements, understandings, and representations in their entirety. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

Article 33 – Printing and Supplying Agreement

33.1 This agreement and any future Agreement shall be printed and supplied to each employee by the Boards within thirty (30) working days of signing with the cost to be divided equally between the Boards and the employee.

Article 34 – Evergreen

34.1 This Agreement shall remain in effect during any negotiations and shall continue to remain in full force and effect until such time as a new Agreement is reached.

Article 35 – Duration

35.1 This agreement is subject to ratification by the Byron Township Board and Gaines Charter Township Board, and shall become effective as on the 1st of July, 2021 and shall remain in full force and effect until 12:01 a.m. on the 30th day of June, 2024. This agreement and the wage and benefit modifications are not retroactive before July 1, 2021, but are effective on July 1, 2021.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives this _____, 2021.

**CUTLERVILLE PROFESSIONAL
FIREFIGHTERS UNION, LOCAL 4385**

**GAINES CHARTER TOWNSHIP AND
BYRON TOWNSHIP**

Kurt Wierenga, President

**Robert DeWard
Gaines Charter Township Supervisor**

Mark Groosters, Vice President

**Donald Tillema
Byron Township Supervisor**

APPENDIX A

Wage Detail					
Effective July 1, 2021					
July 1, 2021 - Fire Fighters see a 5% increase over 2020 pay scales and officers & EO see a 7% increase over 2020 pay scales.					
Fire Fighter					
Rate	Start	6 Months	1 Year	2 Years	3 Years
Hourly	\$ 20.35	\$ 20.88	\$ 21.42	\$ 22.24	\$ 23.31
Engine Operator					
Rate	\$ 23.75				
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)					
OFFICERS					
Lieutenant					
Rate	\$ 24.58				
Captain					
Rate	\$ 25.70				

Wage Detail					
Effective July 1, 2022					
July 1, 2022 - Fire Fighters see a 4% increase over 2021 pay scales and officers & EO see a 5% increase over 2021 pay scales.					
Fire Fighter					
Rate	Start	6 Months	1 Year	2 Years	3 Years
Hourly	\$ 21.16	\$ 21.72	\$ 22.28	\$ 23.13	\$ 24.24
Engine Operator					
Rate	\$ 24.94				
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)					
OFFICERS					
Lieutenant					
Rate	\$ 25.81				
Captain					
Rate	\$ 26.99				

Wage Detail					
Effective July 1, 2023					
July 1, 2023 - Fire Fighters see a 3% increase over 2022 pay scales and officers & EO see a 4% increase over 2022 pay scales.					
Fire Fighter					
Rate	Start	6 Months	1 Year	2 Years	3 Years
Hourly	\$ 21.80	\$ 22.37	\$ 22.95	\$ 23.82	\$ 24.97
Engine Operator					
Rate	\$ 25.94				
(Engine Operator will be considered a change in rank and paygrade and requires the approval of the Cutlerville Fire Board following the recommendation of the Fire Chief.)					
OFFICERS					
Lieutenant					
Rate	\$ 26.84				
Captain					
Rate	\$ 28.07				

The Boards reserve the right to amend the starting wage based on prior experience of the applicant

Cutlerville Fire Committee
Meeting minutes
August 23, 2021

Tillema opened with prayer

Meeting called to order by DeWard at 4:01

Members present: DeWard, Tillema, Hooker, Haagsma, Holbrook

Other present: Jonathan Seyferth, Chief Sheely, Ken Van Hall, Michael Brew

Minutes from May 19, 2021

- Motion by Holbrook support by Tillema to approve the minutes from May 19, 2021.
 - o Yes - All

Conflict of interest – none

Chief Sheely gave an update on personnel matters

- There are five firefighters (POC & Part-time) in the hiring process.
- Chief Sheely reported on other personnel matters

Safer Grant

- Chief Sheely reported that the grant announcement should be made soon

Fire Inspector Training

- The consensus of the board was that sending a fire fighter to fire inspector training was an item for the Gaines board since the inspector would work in Gaines Township. Byron Township currently has an inspector.

Apparatus Update

- Chief Sheely reported that P37 is still out of service
- Engine 36 is being sold privately since there is no vehicle title

Purchase requests

- Knox Box - Motion by Haagsma support by Hooker to approve the purchase of new lock tumblers so the right locks are in the right township. Total cost \$3000.
 - o Vote: Yes – all
- Bollard for gas meter – Motion by Haagsma support by Holbrook to install bollards to protect the gas meter on the back of the station. Total cost \$1000.
 - o Vote: Yes – all
- Bed frames and mattresses - Motion by Haagsma support by Tillema to approve the purchase of 4 new bed frames and mattresses. Total cost \$6400.
 - o Vote: Yes – all
- Uniform sleeve patch and flag patch - Motion by Hooker support by Holbrook to approve the purchase of 200 each of sleeve patched and flag patched for uniforms. Total cost \$998
 - o Vote: Yes – all

- Water Heater and other plumbing repairs - Motion by Hooker support by Holbrook to approve water heater replacement and other plumbing repairs done for a cost of \$1830.
 - o Vote: Yes – all
- Turn out gear - Motion by Haagsma support by Tillema to approve the purchase the needed turn out gear for new hires. If old gear fits and is still in date that would be used. Total cost in budget \$10,250
 - o Vote: Yes – all
- Computers - Motion by DeWard support by Holbrook to approve the purchase of 3 new desktop computers up to \$1000 each – total \$3000
 - o Vote: Yes – all
- Uniforms for new hires – Motion by Haagsma support by Holbrook to approve the purchase of up to 5 uniforms for the new hires. Total cost \$1000.
 - o Vote: Yes – all

Update was given on the Union Negotiations. Contract is expected to go the boards in September for approval

Adjournment

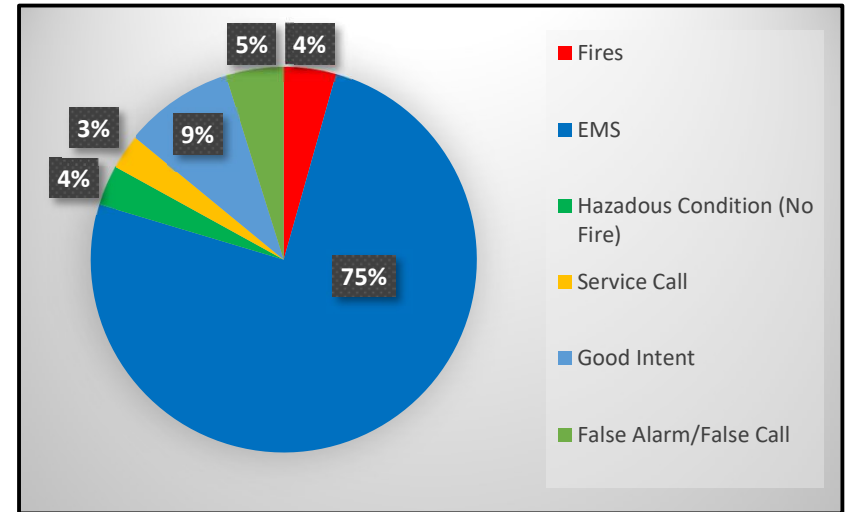
Motion by DeWard support by Holbrook to adjourn at 5:00
 Vote: Yes – all

CUTLERVILLE FIRE DEPARTMENT

AUGUST 2021 REPORT

AUGUST 2021 RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	9	65	65	0.0%
Explosion/Excessive Heat	1	3	2	50.0%
EMS	155	1054	1004	5.0%
Hazadous Condition (No Fire)	7	45	47	-4.3%
Service Call	6	36	50	-28.0%
Good Intent	19	120	119	0.8%
False Alarm/False Call	10	96	72	33.3%
Severe Weather/Natural Disaster	4	6	3	100.0%
Special Incident Type	0	0	0	0.0%
TOTAL	211	1425	1362	4.6%



RESPONSE BY SHIFT SUMMARY

SHIFT	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
Full-Time	146	956	913	4.7%
Full-Time/POC	65	469	449	4.5%
TOTAL	211	1425	1362	

AID TYPE	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	8	36	24	50.0%
Automatic aid rec	5	17	26	-34.6%
Mutual aid given	2	9	15	-40.0%
Automatic aid given	4	28	33	-15.2%
Other aid given	2	5	3	66.7%
None	190	1330	1261	5.5%
TOTAL	211	1425	1362	

RESPONSES BY ZONE SUMMARY

ZONE	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
CFD-Byron - Cutlerville Fire District Byron Township	92	607	557	9.0%
CFD-Gaines - Cutlerville Fire District Gaines Township	110	756	735	2.9%
Byron - Byron Twp Fire District	2	13	25	-48.0%
Dutton - Dutton Fire District	0	16	12	33.3%
Kentwood - Kentwood Fire District	4	23	20	15.0%
Leighton - Leighton Twp Fire District	0	0	2	-100.0%
Wyoming - Wyoming Fire District	3	10	11	-9.1%
TOTAL	211	1425	1362	

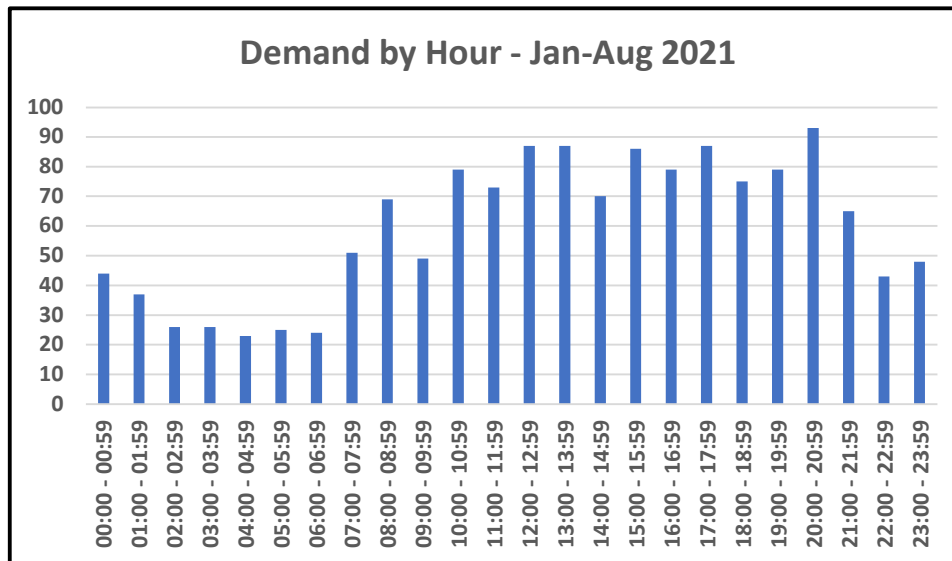
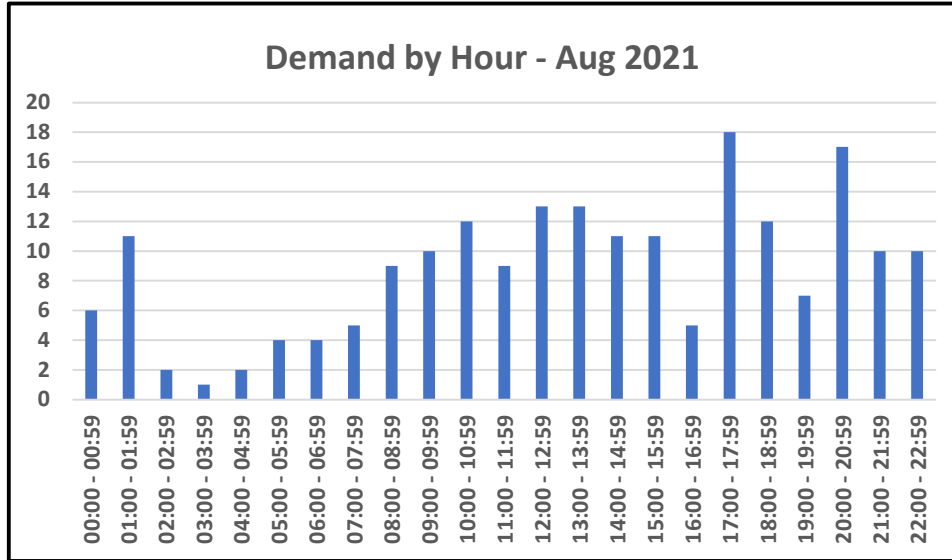
TRAINING HOURS SUMMARY

AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
251	2336	1921	21.60%

CUTLERVILLE FIRE DEPARTMENT

AUGUST 2021 REPORT

No. of Incidents by Hour - Aug 2021	
00:00 - 00:59	6
01:00 - 01:59	11
02:00 - 02:59	2
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	4
06:00 - 06:59	4
07:00 - 07:59	5
08:00 - 08:59	9
09:00 - 09:59	10
10:00 - 10:59	12
11:00 - 11:59	9
12:00 - 12:59	13
13:00 - 13:59	13
14:00 - 14:59	11
15:00 - 15:59	11
16:00 - 16:59	5
17:00 - 17:59	18
18:00 - 18:59	12
19:00 - 19:59	7
20:00 - 20:59	17
21:00 - 21:59	10
22:00 - 22:59	10
23:00 - 23:59	9



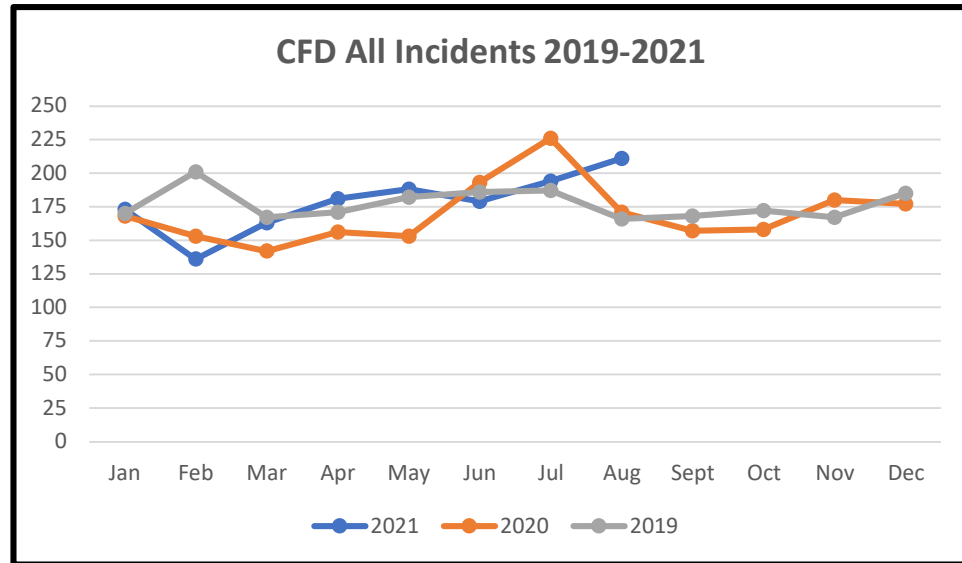
No. of Incidents by Hour 2021 YTD	
00:00 - 00:59	44
01:00 - 01:59	37
02:00 - 02:59	26
03:00 - 03:59	26
04:00 - 04:59	23
05:00 - 05:59	25
06:00 - 06:59	24
07:00 - 07:59	51
08:00 - 08:59	69
09:00 - 09:59	49
10:00 - 10:59	79
11:00 - 11:59	73
12:00 - 12:59	87
13:00 - 13:59	87
14:00 - 14:59	70
15:00 - 15:59	86
16:00 - 16:59	79
17:00 - 17:59	87
18:00 - 18:59	75
19:00 - 19:59	79
20:00 - 20:59	93
21:00 - 21:59	65
22:00 - 22:59	43
23:00 - 23:59	48

Count of Overlapping Incidents/Percentage of Incidents					
2021	%	2020	%	2019	%
211	14.8%	194	9.5%	181	9.0%

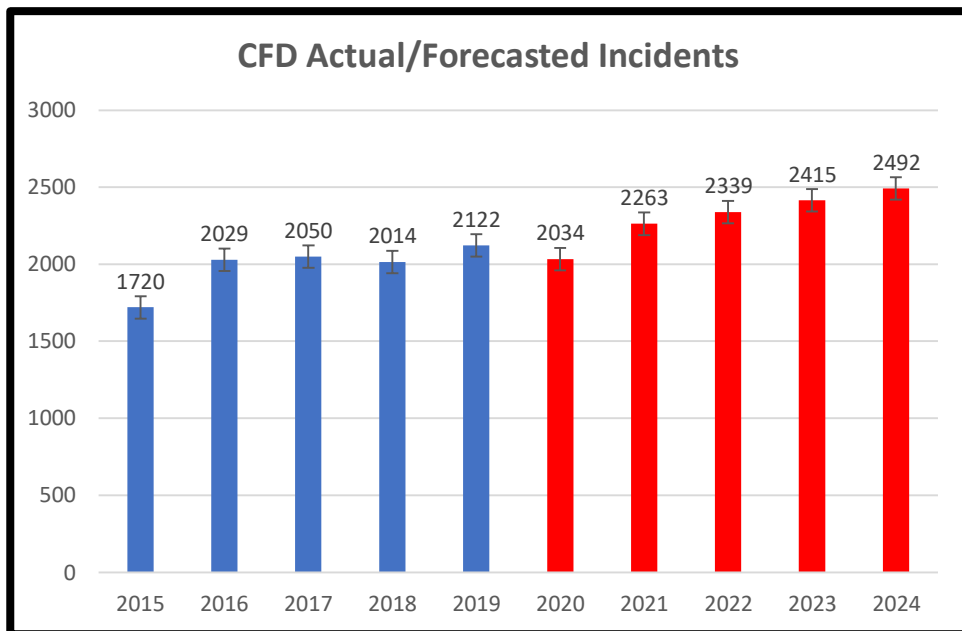
CUTLERVILLE FIRE DEPARTMENT

AUGUST 2021 REPORT

Month	2021	2020	2019
Jan	173	168	170
Feb	136	153	201
Mar	163	142	167
Apr	181	156	171
May	188	153	182
Jun	179	193	186
Jul	194	226	187
Aug	211	171	166
Sept		157	168
Oct		158	172
Nov		180	167
Dec		177	185



Year	Incidents
2015	1720
2016	2029
2017	2050
2018	2014
2019	2122
2020	2034
2021	2263
2022	2339
2023	2415
2024	2492

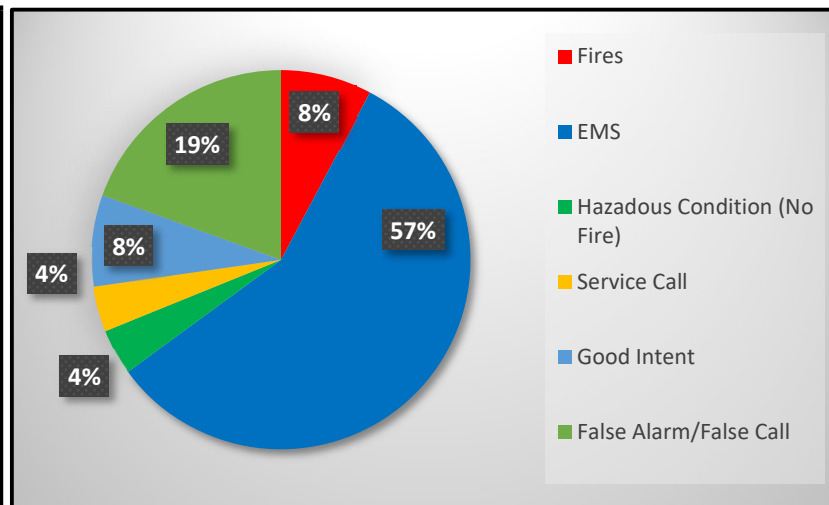


DUTTON FIRE DEPARTMENT

AUGUST 2021 REPORT

AUGUST RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	6	35	26	34.6%
Explosion/Excessive Heat	0	0	0	0.0%
EMS	44	325	286	13.6%
Hazadous Condition (No Fire)	3	12	12	0.0%
Service Call	3	17	14	21.4%
Good Intent	6	72	43	67.4%
False Alarm/False Call	15	47	26	80.8%
Severe Weather/Natural Disaster	2	3	1	200.0%
Special Incident Type	0	0	0	0.0%
TOTAL	79	511	408	25.2%



RESPONSE BY SHIFT SUMMARY

SHIFT	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
FT/PT Day Shift	10	111	82	35.4%
FT/PT Day/POC & POC	69	400	326	22.7%
TOTAL	79	511	408	

RESPONSES BY ZONE SUMMARY

ZONE	AUG 2021	2021 YTD	2020 YTD	YTD (+/-)
Dutton - Dutton Fire District (All Zones)	61	432	338	27.8%
CFD-Byron - Cutlerville Fire District Byron Township	3	8	8	0.0%
CFD-Gaines - Cutlerville Fire District Gaines Township	11	40	34	17.6%
Byron - Byron Twp Fire District	1	1	1	0.0%
Caledonia- Caledonia Fire Rescue	1	16	10	60.0%
Kentwood - Kentwood Fire District	2	11	15	-26.7%
Leighton - Leighton Twp Fire District	0	1	1	0.0%
Thornapple - Thornapple FD	0	2	0	200.0%
Wyoming - Wyoming FD	0	0	1	-100.0%
TOTAL	79	511	408	

AID TYPE	AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	2	10	6	66.7%
Automatic aid rec	0	4	5	-20.0%
Mutual aid given	6	25	19	31.6%
Automatic aid given	3	24	18	33.3%
Other aid given	3	13	8	62.5%
None	65	435	352	23.6%
TOTAL	79	511	408	

TRAINING HOURS SUMMARY

AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
335	2016	912	121.05%



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

August 18, 2021

Robert DeWard, Supervisor
Gaines Township, Kent County
8555 Kalamazoo Avenue, SE
Caledonia, MI 49316

Dear Robert DeWard:

The State Tax Commission at their August 17, 2021 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges Gaines Township, Kent County for receiving a perfect score on their 2021 AMAR Review. The Commission wishes to congratulate the Township and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Buick".

David A. Buick, Executive Director
State Tax Commission

Enc: Certificate of Achievement

Certificate of Achievement



This acknowledges that

Gaines Township, Kent County

On the 17th of August 2021 has been recognized for the outstanding achievement of receiving a perfect score on the 2021 Audit of Minimum Assessing Requirements (AMAR) Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.


Peggy L. Nolde, Chairperson


W. Howard Morris, Member


Leonard D. Kutschman, Member



REGIONAL GEOGRAPHIC INFORMATION SYSTEM AGENCY

AN AGENCY OF THE GRAND VALLEY METROPOLITAN COUNCIL

ADA TOWNSHIP • ALPINE TOWNSHIP • BYRON TOWNSHIP • CANNON TOWNSHIP • CASCADE CHARTER TOWNSHIP • CITY OF CEDAR SPRINGS • CITY OF EAST GRAND RAPIDS •
GAINES CHARTER TOWNSHIP • GRAND RAPIDS CHARTER TOWNSHIP • CITY OF GRANDVILLE • CITY OF HUDSONVILLE • INTERURBAN TRANSIT PARTNERSHIP • CITY OF LOWELL
• KENT COUNTY ROAD COMMISSION • CITY OF KENTWOOD • PLAINFIELD CHARTER TOWNSHIP • CITY OF ROCKFORD • VILLAGE OF SPARTA • CITY OF WALKER • CITY OF WYOMING

Date: 9/7/2021

Gaines Charter Township Board
Attn: Jonathan Seyferth
8555 Kalamazoo Ave SE
Caledonia, MI 49316

Dear Gaines Charter Township Board,

For the fifth year in a row Grand Valley Metro Council's (GVMC) Regional Geographic Information System Agency (REGIS) has produced a surplus in the REGIS budget. Because of this surplus, I am pleased to enclose a REGIS rebate check for \$6319.21. GVMC staff continue to work collaboratively with the REGIS Board of Directors, Advisory and Technical Committees to achieve system efficiency and sustainability in a fiscally responsible manner.

Over a five-year period GVMC's REGIS has rebated back a total of \$650,000 to all member communities while at the same time providing excellent GIS services to the REGIS membership.

The rebate was approved by the GVMC Board on September 2, 2021

We thank you for your continued support for all GVMC programs.

Sincerely,

John Weiss
Executive Director
Grand Valley Metro Council



DISCUSSION MEMO

Staff Communication

DATE: September 8, 2021
TO: Gaines Charter Township Board
FROM: Jonathan Seyferth, Township Manager
RE: Fund Balance Policy

SUMMARY OF TOPIC:

One of the items you likely noticed from staff's budget memo was the need to discuss establishing a fund balance policy. In short, a fund balance policy directs staff what amount of unrestricted funds the Township should have in a fund balance and what to do with those funds if savings go above or below that threshold. Fund balance dollars should also be readily accessible in the event that the dollars are needed.

In general, fund balances are articulated as a percent of general fund revenues. Most municipalities use a rolling multiyear average of revenues in combination with the fund balance percent to come up with a specific dollar amount.

GFOA recommends best practice of having a minimum fund balance of 17% (about two months work of operating revenues) in unrestricted fund balances. (As an FYI, the State of Michigan identifies communities with a fund balance of 13% or less as being under "fiscal stress.") A healthy fund balance does more than just ensure funds are available for a rainy day, but also ensures proper cash flow.

The actual amount set will be at the Board's discretion. A survey of some Michigan communities has the following fund balance levels (this list was compiled from communities that recently responded to fund balance questions on the Michigan Public Managers listserv):

Municipality	Fund Balance Target
Delta Township	50%
Saginaw Township	40%
City of Grand Blanc	40%
City of Coopersville	40%
City of Owosso	25%
City of Port Huron	25%
City of Grandville	15%

Staff is also providing an article from *Michigan Township Focus* in February 2020 which provides some factors Townships should consider when thinking about implementing a Fund Balance policy.

This is simply an item for discussion so staff does not have a formal recommendation at this time. However, these following factors should be considered as part of any future fund balance discussion.

- Majority of our general fund dollars come from State Revenue Sharing
- Diverse property tax base (commercial, industrial and residential – we're not overly dependent in one area over another)
- Steady growth
- Fiscal Year
- Lean operations
- Appetite for risk (what is ours?)

When it comes time to adopt a fund balance policy, staff will also provide some policy recommendations on what to do with funds that exceed whatever level is set as well as steps to take if the fund balance drops below its desired level.

As an FYI, based on projected FY 2022 revenue, the Township's general fund is projected to have an 85% fund balance on December 31, 2021.

FINANCIAL IMPACT:

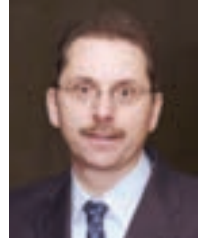
Adopting a Fund Balance Policy will allow staff to better prepare future budget recommendations based on a consistent policy. Particularly related to what to do with funds which exceed the policy minimum or what steps to take to bring the fund balance back into alignment if the fund balance falls below the target. A fund balance policy has also been a recommendation of Township's auditors as a compliance measure under GASB No. 54.

BUDGET ACTION REQUIRED:

No budget action will be required.

STAFF RECOMMENDATION:

This is an item for discussion at this time. It's anticipated that the fund balance policy will be enacted prior to the adoption of the budget.



Our auditor recommends that our township adopt a fund balance policy. What does this entail?

Your auditor is likely referring to the township's general fund, which typically consists of unrestricted revenues, while the other governmental fund types, special revenue funds, debt service funds and capital project funds are generally considered restricted. The source of most township special revenue funds are restricted revenues, such as extra-voted millage. Debt service and capital project funds are typically created by bonded indebtedness and are restricted to the purpose of the bond issue (many times, these bond issues are also voter approved).

The Government Finance Officers Association (GFOA) has an excellent white paper covering best practices in establishing such a fund balance policy (search for "fund balance guidelines" at www.gfoa.org). Each township should consider the following factors in considering a governance policy over accumulated "rainy day" amounts:

- 1) Appropriate level
- 2) Use and replenishment

Appropriate level

Each township should review its internal and external challenges in deciding the appropriate level for fund balance. Factors to consider include:

- 1) **Volatility in revenue base; non-diversified tax bases** (for example, concentration of taxable value in a single industrial facility).
- 2) **Fiscal year.** Townships with March year-ends must wait eight months to receive property tax revenues (April 1 to Dec. 1). These townships will need reserves to supplement other revenues to fund their operations in those months (likely would apply to special voted millage funds as well).
- 3) **Complex operations.** Township that provide more extensive levels of service, including police, fire and utility services, may need higher levels of fund balance due to the potential volatility of these operations. Even if some of these activities are funded by extra-voted millage, shortfalls due to unexpected costs may have to be funded through the general fund.
- 4) **Environmental factors,** such as susceptibility to natural disasters like flooding, may require higher levels of fund balance.
- 5) **Potential one-time, non-reoccurring expenditures,** like capital projects/infrastructure needs.

- 6) **Potential negative impact of fund balance deficits** on bond ratings, which would make borrowing more expensive and be a violation of Uniform Budgeting and Accounting Act.
- 7) **Commitments and assignments.** Townships may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Communicating these factors to taxpayers and residents may make it easier for them to gain an understanding as to the need for seemingly higher than normal levels of fund balance. A minimum amount recommended by the GFOA, regardless of potential issues identified above, is two months of revenues or expenditures, whichever is easier to predict.

Use and replenishment

The fund balance policy should define conditions when accumulated resources would be used to balance the current-year expected expenditures. It should also include a plan to replenish it to the township board's policy level. The policy should:

- 1) Define the time period within and contingencies for which fund balances will be used
- 2) Describe how the township's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge
- 3) Describe the time period over which the components of fund balance will be replenished, and the means by which they will be replenished

Townships may wish to consider multiple-year budget/forecasting tools to assist in developing and maintaining fund balance levels.

Information provided in *Financial Forum* should not be considered legal advice, and readers are encouraged to contact their township auditor and/or attorney for advice specific to their situation.



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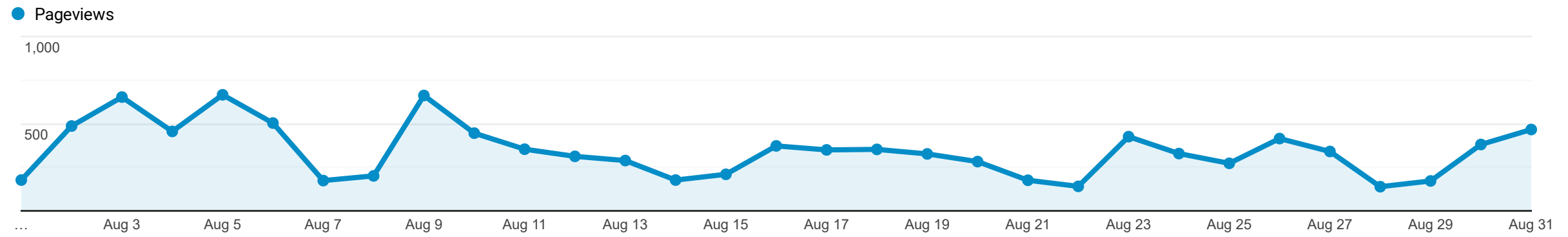
Pages

All Users

100.00% Pageviews

Aug 1, 2021 - Aug 31, 2021

Explorer



Page		Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		10,653 % of Total: 100.00% (10,653)	8,413 % of Total: 100.00% (8,413)	00:01:26 Avg for View: 00:01:26 (0.00%)	4,680 % of Total: 100.00% (4,680)	51.07% Avg for View: 51.07% (0.00%)	43.93% Avg for View: 43.93% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /		2,527 (23.72%)	1,926 (22.89%)	00:00:57	1,750 (37.39%)	30.00%	36.21%	\$0.00 (0.00%)
2. /document_center/index.php		738 (6.93%)	587 (6.98%)	00:04:32	220 (4.70%)	84.09%	66.12%	\$0.00 (0.00%)
3. /residents/index.php		631 (5.92%)	409 (4.86%)	00:01:40	49 (1.05%)	71.43%	34.55%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php		518 (4.86%)	424 (5.04%)	00:00:54	148 (3.16%)	54.05%	43.05%	\$0.00 (0.00%)
5. /revize/gaines/		365 (3.43%)	268 (3.19%)	00:00:31	260 (5.56%)	38.08%	36.16%	\$0.00 (0.00%)
6. /online_services/index.php		355 (3.33%)	319 (3.79%)	00:03:55	108 (2.31%)	56.48%	54.93%	\$0.00 (0.00%)
7. /departments/water_sewer.php		310 (2.91%)	224 (2.66%)	00:02:09	178 (3.80%)	43.26%	41.29%	\$0.00 (0.00%)
8. /parks_and_recreation/prairie_wolf_park.php		263 (2.47%)	162 (1.93%)	00:01:05	154 (3.29%)	51.30%	49.43%	\$0.00 (0.00%)
9. /gaines_charter_township/bid_ops.php		217 (2.04%)	197 (2.34%)	00:00:08	190 (4.06%)	90.00%	88.02%	\$0.00 (0.00%)
10. /departments/treasurer_.php		196 (1.84%)	152 (1.81%)	00:02:02	114 (2.44%)	56.14%	53.06%	\$0.00 (0.00%)
11. /how_do_i_(faq)/contact/build_dept.php		156 (1.46%)	109 (1.30%)	00:02:13	63 (1.35%)	58.73%	44.87%	\$0.00 (0.00%)
12. /trustee_log-in/index.php		149 (1.40%)	123 (1.46%)	00:01:27	36 (0.77%)	55.56%	48.32%	\$0.00 (0.00%)
13. /departments/clerk_.php		142 (1.33%)	118 (1.40%)	00:02:15	73 (1.56%)	72.60%	61.27%	\$0.00 (0.00%)
14. /how_do_i_(faq)/contact/policedept.php		141 (1.32%)	102 (1.21%)	00:02:04	92 (1.97%)	68.48%	60.28%	\$0.00 (0.00%)
15. /gaines_charter_township/index.php		139 (1.30%)	109 (1.30%)	00:00:33	4 (0.09%)	75.00%	11.51%	\$0.00 (0.00%)
16. /departments/planning_zoning.php		135 (1.27%)	103 (1.22%)	00:01:36	62 (1.32%)	33.87%	28.89%	\$0.00 (0.00%)
17. /how_do_i_(faq)/index.php		133 (1.25%)	75 (0.89%)	00:00:25	11 (0.24%)	90.91%	17.29%	\$0.00 (0.00%)
18. /departments/acessing.php		115 (1.08%)	83 (0.99%)	00:01:45	41 (0.88%)	41.46%	39.13%	\$0.00 (0.00%)
19. /news_detail_T26_R190.php		102 (0.96%)	86 (1.02%)	00:04:26	32 (0.68%)	90.62%	63.73%	\$0.00 (0.00%)
20. /departments/index.php		93 (0.87%)	77 (0.92%)	00:00:21	11 (0.24%)	0.00%	3.23%	\$0.00 (0.00%)
21. /departments/bldg_inspections.php		82 (0.77%)	63 (0.75%)	00:02:58	31 (0.66%)	70.97%	52.44%	\$0.00 (0.00%)
22. /how_do_i_(faq)/pay/index.php		68 (0.64%)	64 (0.76%)	00:03:51	45 (0.96%)	35.56%	32.35%	\$0.00 (0.00%)
23. /revize/gaines/news_detail_T26_R190.php		65 (0.61%)	56 (0.67%)	00:02:31	30 (0.64%)	90.00%	69.23%	\$0.00 (0.00%)
24. /departments/dutton_fd.php		62 (0.58%)	50 (0.59%)	00:00:43	47 (1.00%)	61.70%	56.45%	\$0.00 (0.00%)
25. /visitors/index1.php		58 (0.54%)	45 (0.53%)	00:00:11	15 (0.32%)	100.00%	34.48%	\$0.00 (0.00%)

PRELIMINARY * AGENDA

GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES

MEETING

September 27, 2021

Opening Prayer 6 PM ~ Tim Haagsma

Pledge of Allegiance

PLEASE FOLLOW CURRENT CDC COVID-19 GUIDELINES

PRELIMINARY AGENDA SUBJECT TO CHANGE

Meeting called by Supervisor Rob DeWard

Usual Attendees: Supervisor Rob DeWard, Clerk Michael Brew, Treasurer Laurie Lemke, Trustees Tim Haagsma, Bob Terpstra, Dan Fryling, Kathy Vander Stel, Township Manager Jonathan Seyferth, Planner Department – Dan Wells

1. CALL TO ORDER AND ATTENDANCE AT 6 PM –
2. Declaration of any Conflict of Interest
3. Approval of Meeting Agenda
4. **CUSTOMARY ITEMS**

- 1) **Recognition of Individuals and/or Delegations** - *3-minute time limit for unscheduled speakers
UNSCHEDULED SPEAKERS – PLEASE INDICATE NAME/ADDRESS/PHONE #/TOPIC OF DISCUSSION ON PAD PROVIDED ON PODIUM

5. **New Business**

- a) **Professional Development Request – Dutton Fire**
- b) **2022 Projected Budgets**

****NOTE**** The Byron Township Board of Trustees will join the meeting at approximately 7PM for the purpose of reviewing the projected 2022 Cutlerville Fire Department budget.

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

7. **COMMENTS & DISCUSSION**

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

- 1) **The October meetings will be October 11th (at South Christian High School) and October 26th (if needed).**

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



Professional Development
Seminar/Accreditation/Workshop/Conference
Attendance Request Form

Employee Name: Brett A. Holmes Job Title: Investigator/Lieutenant
Supervisor: Paul Shuey Date: 9/23/21

Check One:

☐ Seminar ☒ Accreditation Course ☐ Workshop ☐ Conference ☐ Other

Title of Activity: NEPA Fire Inspector I

Organization Name: Northwest Regional Fire Training Center

Location: Traverse City, MI

Dates of Attendance: 10/18-10/29 Number of training hours: 1160

Registration Cost: 0 Cost of Housing: \$1,200

Estimated Mileage: 1,270 ~~900~~ Estimated Cost of Meals: \$300

List specific knowledge or skill will you learn: Inspector I, providing an with ability to
conduct inspections, provide businesses and residences w/ guidance on fire code compliance.

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? I am currently a Pro Board licensed fire investigator,
and these two disciplines are used in concert to provide fire marshal services that
are compliant with NFPA standards.

Employee Signature: Brett A. Holmes Date: 9/23/21

Attach a description of the training with a completed registration form and forward to the Supervisor for approval.