

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

October 11, 2021

**MEETING LOCATION: South Christian High School Auditorium
7979 Kalamazoo Ave., SE, Byron Center, MI 49315**

Opening Prayer 7 PM ~ Dan Fryling

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 –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS ON THE AGENDA
PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION**

- 2) Public Hearing – IFE Request – Mobile Defenders
- 3) Public Hearing – Final PUD Plan and PUD Rezoning – 3500 & 3540 60th Street
- 4) Public Hearing – Final PUD Plan and PUD Rezoning – 7884, 7788, 7920 Eastern Ave
- 5) Public Hearing – Proposed Township wide Special Assessment for Public Safety Services

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.

6) CONSENT AGENDA

1) Board Meeting Minutes

A. Meeting minutes from Sept, 13 and Sept. 27, 2021

2) Building Department

A. Building Department September 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 through 09_24_2021

B. Payments of the bills the amount of \$296,013.74

Motion to Approve Consent Agenda - ACTION ITEM

7) DEPARTMENT/OFFICE REPORTS

a) Clerk's Office – NONE

b) Planning –

1. Second Read 7884, 7788 and 7920 Eastern Ave, Rezone from R14 to PUD

2. Second Read 3500 & 3450 60th Street final PUD and PUD Rezoning

3. Second Read IFE Request Mobile Defenders

4. 4670 60th Street – Major PUD Amendment for signage – first read

c) Treasurer's Department

1. Professional Development Request

d) Assessing Department - NONE

e) Water & Sewer Department –

i. Sanitary Sewer Extensions on 68th Street

ii. Request for Water Connection Fees Payment Plan – 9925 Eastern Avenue

f) Building Department -NONE

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

UNSCHEDULED SPEAKERS –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS NOT ON THE AGENDA -PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION

9) SUPERVISOR/TOWNSHIP MANAGER OFFICES

Action Items:

- a) *Road Closure Request*
- b) *Professional Development Request*
- c) *Special Assessment District for Public Safety Services*

NON-ACTION

- a) *Website stats for August 2021 – 10,653 visitors*
- b) *Cutlerville & Dutton Fire Department Run Reports*
- c) *Community Policing Report*
- d) *Byron Townships minutes from the 9/27 joint meeting*
- e) *Thank you – Clean Air Action Committee*

10) COMMENTS & DISCUSSION

- a) *Township Board*
- b) *Township Manager*
- c) *Supervisor*
- d) *Miscellaneous*

11) ADJOURNMENT

- 1) *There will be a second October Board meeting on the 27th*
- 2) *The November Board meeting will be held November 8th*

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
September 13, 2021**

The meeting was held as a virtual meeting via Zoom – Meeting # 840 6964 6599 – Password – 347808. Public who attended the meeting obtained meeting information and password by sending a request to info@gainestownship.org on the day of the meeting.

Present: Board Member DeWard , Board Member Brew from home, Board Member Lemke, Board Member Fryling , Board Member Haagsma, Board Member Terpstra, Board Member VanderStel

Absent with notice: None

Other attendees: Township Manager Seyferth, Township Planner Dan Wells

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

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

2. Question of Conflict of Interest

None.

3. Review of the Consent Agenda

No change needed.

4. Meeting Agenda

Three planning items to 8. b) items 4, 5, and 6; Rezoning 8460 Kalamazoo Avenue, Final PUD Plan/Rezone 3500 and 3540 60th Street, and Industrial Facilities Exemption Certificate for 6155 East Paris.

One Supervisor Office item to 10. d) Township Hall rentals.

Motioned by Board Member Haagsma and supported by Board Member Lemke to approve the proposed agenda with three Planning items and one Board Member item added to the meeting agenda.

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

5. Recognition of Individuals and/or Delegations.

Shirley Bruursema invited the board and the public to the Annual Harvest Festival, October 9, 2021 from 9 AM to 3 PM.

Daniel Brown spoke in opposition to the Special Assessment vote.

6. Consent Agenda

Motioned by Board Member VanderStel and supported by Board Member Haagsma to approve the consent agenda including payment of bills for 08/01/2021 through 08/27/2021 in the amount of \$248,713.55.

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

7. Department/Office Reports

A. Planning

1) 7884, 7788, and 7920 Eastern Avenue, Rezone from R14 to Planned Unit Development (PUD)

Motion by Board Member Lemke and supported by Board Member Fryling to set the Public Hearing for 7884, 7788, and 7920 Eastern Avenue Rezone request to October 11, 2021.

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

2) Final Site Approval - Hideaway

Motion by Board Member Haagsma and supported by Board Member VanderStel to approve the final site plan for the Hideaway development.

ROLL CALL VOTE: Board Member Haagsma – yes, Board Member Lemke – yes, Board Member Terpstra – yes, Board Member VanderStel – yes, Board Member Brew – yes, Board Member DeWard – yes, Board Member Fryling – no. Motion carried.

3) Code Enforcement

Motion by Board Member Lemke and supported by Board Member VanderStel to adopt the resolution to establish Gaines Charter Township initial zoning and fire code violation fines.

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

4) Industrial Facilities Exemption Certificate for 6155 East Paris / Mobile Defenders

Motion by Board Member Lemke and supported by Board Member Haagsma to set the Public Hearing to October 11, 2021 for the Industrial Facilities Exemption Certificate for 6155 East Paris / Mobile Defenders.

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

5) 3500 and 3540 60th Street, Final Planned Unit Development (PUD) / Rezone

Motion by Board Member Haagsma and supported by Board Member Lemke to set the Public Hearing to October 11, 2021 for 3500 and 3540 60th Street, Final Planned Unit Development (PUD) / Rezone.

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

6) 8460 Kalamazoo Avenue, Rezoning Agriculture / Rural Residential (Ag/RR) to Planned Unit Development (PUD) and Site Plan

Motion by Board Member Lemke and supported by Board Member VanderStel to send the 8460 Kalamazoo Avenue Rezone and Site Plan proposal back to the Planning Commission to reconsider after changes made by the developer and report how the changes made meet the intention planned for that area of the township.

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

B. Assessing Department

1) Professional Development Request – Assessor – Real Property Modeling Concepts

Motioned by Board Member Haagsma and supported by Board Member VanderStel to approve the Professional Development Request for the Assessor in place of the National Conference previously approved.

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

2) Professional Development Request – Assessing Technician – Real Property Modeling Concepts

Motioned by Board Member VanderStel and supported by Board Member Haagsma to approve the Professional Development Request for the Assessing Technician.

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

8. Recognition of individuals and/or delegations

None.

9. Supervisor / Township Manager Office

A. Establish Investment Committee

Motioned by Board Member Fryling and supported by VanderStel to reconsider tabled item pertaining to establishing an investment committee.

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

Motioned by Board Member Haagsma and supported by Board Member VanderStel to establish an investment committee.

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

B. Set date for second Special Assessment District Public Hearing

Motioned by Board Member Haagsma and supported by Board Member VanderStel 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 the Special Assessment District; acknowledgement of filing and presentation of the Special Assessment Roll to the Township Board.

ROLL CALL VOTE: Board Member Fryling – no, Board Member Haagsma – yes, Board Member Lemke – yes, Board Member Terpstra – yes, Board Member VanderStel – yes, Board Member Brew – yes, Board Member DeWard – yes. Motion carried.

C. Cutlerville Professional Firefighter Union (Local 4385) Agreement.

Motioned by Board Member Haagsma and supported by Board Member Lemke to accept the Cutlerville Professional Firefighters Union (Local 4385) Agreement.

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

D. Community Room Rental.

Motioned by Board Member Lemke and supported by Board Member Terpstra to close the rental of the Community Room for the rest of the calendar year 2021.

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

10. Comments & Discussion

None.

11. Adjournment

Motion by Board Member Haagsma and supported by Board Member Lemke to adjourn the meeting at 9:01 p.m.

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

Michael Brew, Clerk

Robert DeWard, Supervisor

DRAFT

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR MEETING
September 27, 2021**

Present: Board Member Brew from home, Board Member Lemke, Board Member Fryling, Board Member Haagsma, Board Member Terpstra, Board Member VanderStel

Absent with notice: Board Member DeWard

Other attendees: Township Manager Seyferth

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

1. The meeting was called to order at 6:04 p.m. by Board Member Brew

2. Election of meeting chair

Motion by Board Member Lemke and supported by Board Member VanderStel to elect Board Member Haagsma as meeting chair.

VOICE VOTE: 6 aye 0 nay. Motion carried.

3. Question of Conflict of Interest

None.

4. Meeting Agenda

Motioned by Board Member Lemke and supported by Board Member VanderStel to approve the proposed agenda.

VOICE VOTE: 6 aye 0 nay. Motion carried.

5. Recognition of Individuals and/or Delegations.

Daniel Brown spoke in opposition to the Special Assessment vote.

6. New Business

A. Dutton Fire Department

1) Professional Development Request – Brett Holmes

Motion by Board Member Lemke and supported by Board Member Terpstra to approve the Professional Development Request for Brett Holmes.

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

2) Projected 2022 Gaines Charter Township budgets

Motion by Board Member Fryling and supported by Board Member Terpstra to recess at 6:59 pm to begin a joint board meeting with Byron Township.

VOICE VOTE: 6 aye 0 nay. Motion carried.

3) Projected 2022 Cutlerville Fire Department budget

After Byron Township approved the projected 2022 Cutlerville Fire Department budget, motion by Board Member VanderStel and supported by Board Member Lemke to approve the projected 2022 Cutlerville Fire Department budget.

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

4) Resume projected 2022 Gaines Charter Township budgets discussion

Motion by Board Member Fryling and supported by Board Member VanderStel to resume the Gaines Charter Township projected 2022 budget meeting

VOICE VOTE: 6 aye 0 nay. Motion carried.

7. Adjournment

Motion by Board Member VanderStel and supported by Board Member Terpstra to adjourn the meeting at 9:11 p.m.

VOICE VOTE: 6 aye 0 nay. Motion carried.

Michael Brew, Clerk

Robert DeWard, Supervisor



Revenue Breakdown Report

Page: 1 of 23

10/01/2021

Filter: All Records, Transaction.DateToPostOn Between 9/1/2021 12:00:00 AM AND 9/30/2021 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	149	127,357.15
TOTAL	149	127,357.15

Record Type Totals		
Unit:	Records	Revenue
Name	4	80.00
Permit	145	127,277.15
UNIT TOTAL:	149	127,357.15

Record Type Breakdowns		
Unit:		
Record Type: Name	Records	Revenue
	4	80.00
TOTAL:	4	80.00

Record Type: Permit	Records	Revenue
Building	22	100,358.00
Deck	2	260.00
Electrical	27	10,228.00
Mechanical	52	10,467.15
Mobile Home Building	3	390.00
Plumbing	28	4,589.00
Residential Roofing	10	900.00
Water Heater Replacement	1	85.00
TOTAL:	145	127,277.15

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN 2 MACATAWA BANK						
09/06/2021	GEN 2	30143	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	CAIRNS 6" LEATHERETTE FRONT	54.24
09/06/2021	GEN 2	30144	ACTIONCHEM	ACTION CHEMICAL INC	CFD RESTROOM SUPPLIES	47.61
09/06/2021	GEN 2	30145	AMAZON	AMAZON CAPITAL SERVICES	K-CUPS COFFEE	32.39
					NICON COOPIX L100 DIGITAL CAMERA CORD	8.40
					BLACK FIRE NITRILE EXAM GLOVES	741.12
					BOUNCE DRYER SHEETS, EVIDENCE PADS	33.95
					SAMSUNG 27" FLAT MONITOR	2,974.32
						3,790.18
09/06/2021	GEN 2	30146	CHARTER CO	CHARTER COMMUNICATIONS	TWP OFFICE TELEPHONE	154.97
09/06/2021	GEN 2	30147	TWP-CONSUM	CONSUMERS ENERGY	BLAIN CEMETERY	29.53
					BLAIN CEMETERY	37.25
					DIVISION STREET LIGHTS	83.05
					DIVISION STREET LIGHTS	83.08
					DIVISION STREET LIGHTS	79.03
					CFD ELECTRIC	1,261.91
						1,573.85
09/06/2021	GEN 2	30148	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	CUT LAWN, STORM DEBRIS CLEANUP	479.00
09/06/2021	GEN 2	30149	FIRST BANK	FIRST BANKCARD CENTER	LUNCH, CONFERENCE	392.10
09/06/2021	GEN 2	30150	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT	15.89
09/06/2021	GEN 2	30151	FIRST BANK	FIRST BANKCARD CENTER	SPRAY PAINT, FUEL	30.37
09/06/2021	GEN 2	30152	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, HOTEL	511.72
09/06/2021	GEN 2	30153	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, ASSESSING LODGING	605.72
09/06/2021	GEN 2	30154	FIRST BANK	FIRST BANKCARD CENTER	FUEL, CABLE TIES, CLUTCH, BLADES, BELT,	686.14
09/06/2021	GEN 2	30155	GR CENTRAL	G R CENTRAL IRON & STEEL	CFD STEEL PIPES	230.00
09/06/2021	GEN 2	30156	GAINES W&S	GAINES WATER & SEWER FUND	DFD WATER	106.02
09/06/2021	GEN 2	30157	INTEGRITY	INTEGRITY OFFICE	STAMP FOR AP	33.00
					TAPE DISPENSER, BINDER CLIPS, PENS	18.33
					RENS, LABELS, RUBBER BANDS	43.97
					BAGS	33.21
					COPY PAPER	209.94
						338.45
09/06/2021	GEN 2	30158	KC DRAIN	K.C. DRAIN COMMISSION	TROY WITH MOSER AND FARNHAM	36,252.13
09/06/2021	GEN 2	30159	KCTREASURE	KENT COUNTY TREASURER	JULY CP OFFICER AND TOWNSHIP LAW	79,778.61
09/06/2021	GEN 2	30160	LAURIE L	LAURIE LEMKE	BANK TRIPS AND BREAK ROOM SUPPLIES	102.58
09/06/2021	GEN 2	30161	MEDMUTUAL	MEDMUTUAL LIFE	LIFE INSURANCE	297.79
09/06/2021	GEN 2	30162	MEEKHOF EL	MEEKHOF ELECTRIC INC	SERVICE PADDLE FAN, CHECK TRIPPING BREAK	288.00
09/06/2021	GEN 2	30163	MEYERS CLE	MEYERS CLEANING SERVICE INC	CLEANING TWP OFFICE AND LIBRARY	2,276.50
					TWP OFFICE AND LIBRARY CLEANING	2,301.25
						4,577.75
09/06/2021	GEN 2	30164	MINER	MINER SUPPLY COMPANY	TWP OFFICE SUPPLIES	75.62
					LIBRARY CLEANING SUPPLIES	189.18
						264.80
09/06/2021	GEN 2	30165	PEOPLE	PEOPLE IT	BACKUPS AND MICROSOFT 365	369.00
09/06/2021	GEN 2	30166	PITNEY	PITNEY BOWES GLOBAL FINANCIAL SRVCS	EQUIPMENT LEASE	558.84
09/06/2021	GEN 2	30167	SUN NEWS	THE SUN AND NEWS	PUBLIC HEARING AND MINUTES	690.72
09/06/2021	GEN 2	30168	MARATHON	WEX BANK	CFD FUEL	1,217.74

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
 CHECK DATE FROM 09/01/2021 - 09/30/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/10/2021	GEN 2	30169	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	CFD COAT AND PANT	2,256.95
09/10/2021	GEN 2	30170	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	LEASE FOR EQUIPMENT	825.48
09/10/2021	GEN 2	30171	AMAZON	AMAZON CAPITAL SERVICES	CFD BED BUG KILLER, BATTERIES	85.13
					CFD SHOWER CURTAIN RODS, SHOWER CURTAIN,	162.47
					DFD WATERPROOF HARD CASE	74.79
					DFD MARINE DETAILING BRUSH,	79.92
					FIRST AID KIT	34.88
						437.19
09/10/2021	GEN 2	30172	AMPLIFE	AMPLIFIED LIFE NETWORK	CFD CRITICAL INSTANCE RESPONSE	300.00
09/10/2021	GEN 2	30173	ARROW	ARROWASTE INC	REFUSE	54.36
					REFUSE	105.91
					REFUSE	46.48
					REFUSE	69.43
					REFUSE	64.22
						340.40
09/10/2021	GEN 2	30174	BOUND TREE	BOUND TREE MEDICAL LLC	G3 TIDAL AND PERFUSION	483.99
09/10/2021	GEN 2	30175	CAL TWP.	CALEDONIA CHARTER TOWNSHIP	ADDRESS MARKER	15.00
09/10/2021	GEN 2	30176	CINTAS	CINTAS CORPORATION #301	MATS	76.94
09/10/2021	GEN 2	30177	COMCAST	COMCAST	TELEPHONE SERVICES	262.58
09/10/2021	GEN 2	30178	TWP-CONSUM	CONSUMERS ENERGY	LED LIGHTS	540.32
					STREET LIGHTS	13,704.24
						14,244.56
09/10/2021	GEN 2	30179	HORIZON	HORIZON COMMUNITY PLANNING LLC	3500 - 3540 60TH, 6117 WING, 62 COLEMAN,	2,130.00
09/10/2021	GEN 2	30180	J&B	J&B MEDICAL SUPPLY	OXYGEN MASKS, TEST STRIPS, CONTROL SOLUT	59.36
09/10/2021	GEN 2	30181	KC EMS	K.C. EMERGENCY MEDICAL SERVICE	DFD QUARTERLY ASSESSMENT	243.31
09/10/2021	GEN 2	30182	KC FIRE CH	KENT COUNTY FIRE CHIEFS' ASSOC	FIRE ACADEMY	1,000.00
09/10/2021	GEN 2	30183	KNOX	KNOX COMPANY	LONG LOCK CORE	842.00
					LOCK CORE, LONG TENON	1,020.00
						1,862.00
09/10/2021	GEN 2	30184	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	WORK ON AIR HANGLING SHERIFF OFFICES	507.00
09/10/2021	GEN 2	30185	MENARDS	MENARDS- WYOMING	PARTS FOR PROJECT	113.54
					GFCI AND COVER	21.70
						135.24
09/10/2021	GEN 2	30186	MINER	MINER SUPPLY COMPANY	LIBRARY CLEANING SUPPLIES	69.13
09/10/2021	GEN 2	30187	PLUMMERS	PLUMMERS DISPOSAL SERVICE	PRARIE WOLF PARK TOILET	155.00
09/10/2021	GEN 2	30188	ROGER STER	ROGER STERK	AUGUST MILEAGE	159.04
09/10/2021	GEN 2	30189	TDS	TDS METROCOM	TWP OFFICE TELEPHONE	287.79
09/10/2021	GEN 2	30190	VRIESMAN	VRIESMAN & KORHORN LLC	DUTTON CEMETERY IMPROVEMENTS	264.00
					60TH STREET SIDEWALK	626.00
					DUTTON CEMETERY	132.00
					EAST PARIS YARD	1,605.00
					3500 60TH STREET APARTMENTS	786.00
					CROSSINGS PUD HOTEL	198.00
					EXPLORER ESTATE - KPS	264.00
					SWITCH PHASE 2	1,235.24
					MISCELLANEOUS ENGINEERING	1,414.00
						6,524.24

10/04/2021 09:47 AM
User: MBREW
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 09/01/2021 - 09/30/2021

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/10/2021	GEN 2	30191	ZYLSTRA DO	ZYLSTRA DOOR INC	REPLACED WEATHER SEALS	141.16
09/24/2021	GEN 2	30192	ACCIDENT	ACCIDENT FUND	WORKERS COMP	4,576.08
09/24/2021	GEN 2	30193	ACTIONCHEM	ACTION CHEMICAL INC	ERASER SPONGE	32.90
09/24/2021	GEN 2	30194	ADVANCEAUT	ADVANCE AUTO PARTS PROFESSIONAL	CQ CLAY OIL ABSORBNT 33 SOCKET ADAPTER	104.85 18.39
						123.24
09/24/2021	GEN 2	30195	ALL STAR	ALL STAR PRINTING COMPANY	500 RED LABELS "NOT APPROVED"	115.00
09/24/2021	GEN 2	30196	AMAZON	AMAZON CAPITAL SERVICES	LITHIUM BATTERY, HARD WATER SPOT REMOVER FIRE NITRILE EXAM GLOVES, NO HOOK SHOWER PAXTON ACCESS KEYFOB, PAXTON ACCESS SELF TACTICAL STRIKE PANT, DARK NAVY KLEENEX, LYSOL WIPES, PURELL, CIRCUIT CA RETURN OF FIRE NITRILE EXAM GLOVES RETURN OF NO HOOKS NEEDED SHOWER CURTAIN	79.40 441.94 175.14 79.00 76.60 (370.56) (45.98)
						435.54
09/24/2021	GEN 2	30197	APEX	APEX SOFTWARE	MAINTENANCE RENEWAL	810.00
09/24/2021	GEN 2	30198	BLOOM	BLOOM SLUGGETT	SAD, HIDEAWAY, QUALIFIED AGRICULTURAL PR	2,523.50
09/24/2021	GEN 2	30199	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	TRADITIONAL PLAN HEALTH PLAN	4,978.77
09/24/2021	GEN 2	30200	BLUE HSA	BLUE CROSS HSA	HSA HEALTH CARE	13,348.26
09/24/2021	GEN 2	30201	BOUND TREE	BOUND TREE MEDICAL LLC	MED: OXYGEN REGULATOR	72.99
09/24/2021	GEN 2	30202	CLARK	CLARK HILL	CHEMICAL BANK FACILITIES SELF-STORAGE PORTFOLIO	240.00 240.00
						480.00
09/24/2021	GEN 2	30203	COMCAST	COMCAST	INT: DFD TELEPHONE	175.05
09/24/2021	GEN 2	30204	DELTA DENT	DELTA DENTAL	OCTOBER 2021 DENTAL	1,761.33
09/24/2021	GEN 2	30205	D.J.S	DJ'S LANDSCAPE MANAGEMENT	LIBRARY LANDSCAPING TWP OFFICE LANDSCAPE MAINTENANCE	143.38 1,598.00
						1,741.38
09/24/2021	GEN 2	30206	DOG WASTE	DOG WASTE DEPOT	DOG WASTE ROLL BAG 10 ROLL CASE	32.66
09/24/2021	GEN 2	30207	DTE	DTE ENERGY	CFD GAS LIBRARY GAS TWP OFFICE GAS	45.32 37.73 294.16
						377.21
09/24/2021	GEN 2	30208	UNUM	FIRST UNUM LIFE INSURANCE COMPANY	LONG TERM AND SHORT TERM DISABILITY	72.82
09/24/2021	GEN 2	30209	GORDON	GORDON WATER	COOLER RENT WATER, BOTTLE DEPOSIT, COOLER RENT	8.00 31.80
						39.80
09/24/2021	GEN 2	30210	GREEN GRAS	GREEN GRASS INC	WEED KILLER SOUTH GAINES CEMETERY WEED KILLER BLAIN CEMETERY WEED KILLER DUTTON CEMETERY	209.00 980.00 416.00
						1,605.00
09/24/2021	GEN 2	30211	ITP	INTERURBAN TRANSIT PARTNERSHIP	RUAL LINEHAUL SERVICE RUAL GO BUS SERVICE	3,776.10 767.50

10/04/2021 09:47 AM
User: MBREW
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 09/01/2021 - 09/30/2021

Page: 4/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						4,543.60
09/24/2021	GEN 2	30212	JENN J	JENNIFER JAGER	QTR 3 2021 CELL AND MILEAGE	84.52
09/24/2021	GEN 2	30213	TRIPLETT	KIM TRIPLETT	CEL: MILEAGE AND CELL PHONE EXPENSE	33.74
09/24/2021	GEN 2	30214	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	SHERIFF OFFICE SPECIFIC - CHECK DAMPER P TWP OFFICE - TRANE UNIT 4 FOR MAIN FLOOR	78.00 1,581.25
						1,659.25
09/24/2021	GEN 2	30215	MARKS BODY	MARK'S BODY SHOP	BULB	7.95
09/24/2021	GEN 2	30216	MINER	MINER SUPPLY COMPANY	PAPER SUPPLIES TWP OFFICE PAPER SUPPLIES	113.62 146.50
						260.12
09/24/2021	GEN 2	30217	OMEGA SYST	OMEGA SYSTEMS, OCEAN INC.	BS&A WORK FOR TRACY, LAURIE WORK, UPDATE	493.50
09/24/2021	GEN 2	30218	PEOPLE	PEOPLE IT	USER ID WORK, CHANGE PASSWORD	63.75
09/24/2021	GEN 2	30219	PIVOTPOINT	PIVOT POINT PARTNERS LLC	FIELD APP SOLUTION LICENSE FEE	2,707.25
09/24/2021	GEN 2	30220	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	6,220.00
09/24/2021	GEN 2	30221	PURITY	PURITY CYLINDER GASES INC	MED: OX MED DP, PCGGHAZMATFEE	88.95
09/24/2021	GEN 2	30222	QUALITY SM	QUALITY SMALL ENGINE REPAIR	NAPA MOTOR OIL, KOHLER OIL FILTER	22.85
09/24/2021	GEN 2	30223	RICHMOND	RICHMOND STAMP WORKS INC	CLERK RECEIVED STAMP	76.40
09/24/2021	GEN 2	30224	STAR	STAR 2 STAR COMMUNICATIONS	TEL: TWP OFFICE PHONE SYSTEM TEL: DFD TELEPHONE SYSTEM	792.97 346.11
						1,139.08
09/24/2021	GEN 2	30225	SHYFT GROU	THE SHYFT GROUP	CFD PLATFORM 37 MAJOR REPAIRS TO MAKE IT	76,940.67
09/24/2021	GEN 2	30226	WEST SHORE	WEST SHORE FIRE INC	AIR PACK AND RIT PAK MILEAGE AND SHOP CH DFD TEST AIR PACK, RIT PAK, MILEAGE, SHO	1,165.00 1,275.00
						2,440.00
GEN 2 TOTALS:						
Total of 84 Checks:						296,013.74
Less 0 Void Checks:						0.00
Total of 84 Disbursements:						296,013.74

Gaines Charter Township

Board of Trustees Memo

Meeting Date: October 11th, 2021

PROPOSED REQUEST: Final PUD Plan/Rezone

FILE NUMBER: 210419BD

ADDRESS: 7884, 7788, 7920 Eastern Avenue

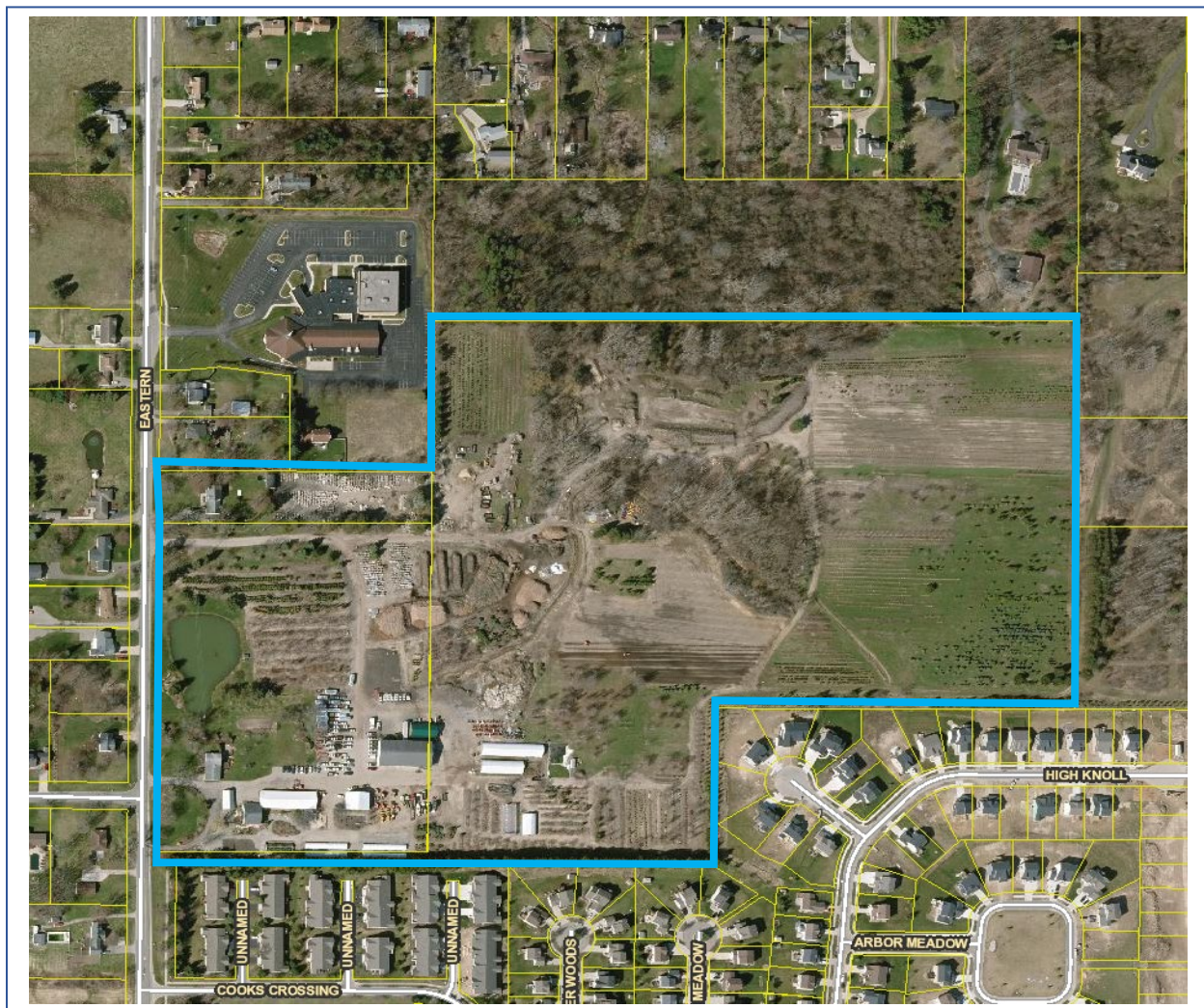
PROPERTY ZONING DISTRICT: RL-14

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 (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 to approve the site plan dated April 14, 2021 and rezoning by the Planning Commission through a resolution and draft ordinance (held July 22nd).
4. Review by the Township Board at first reading and setting a public hearing (September 13th, 2021).
5. Review, public hearing, and consideration of the final PUD plan and rezoning by the Township Board at second reading (October 11th, 2021).

The Planning Commission approved a recommendation to approve the site plan and rezoning for the project on July 22nd, 2021, with suggested conditions (presented in the resolution).

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 be rescinded as part of the current resolution.

On September 13th the Board of Trustees set October 11th as a public hearing for consideration of the final PUD site plan dated 04/14/2021 and rezoning.

After holding a public hearing, the Board may approve, deny, or approve with conditions the rezoning.

ATTACHED ITEMS

- Proposed PUD Resolution
- Proposed PUD Ordinance
- Proposed Site Plan

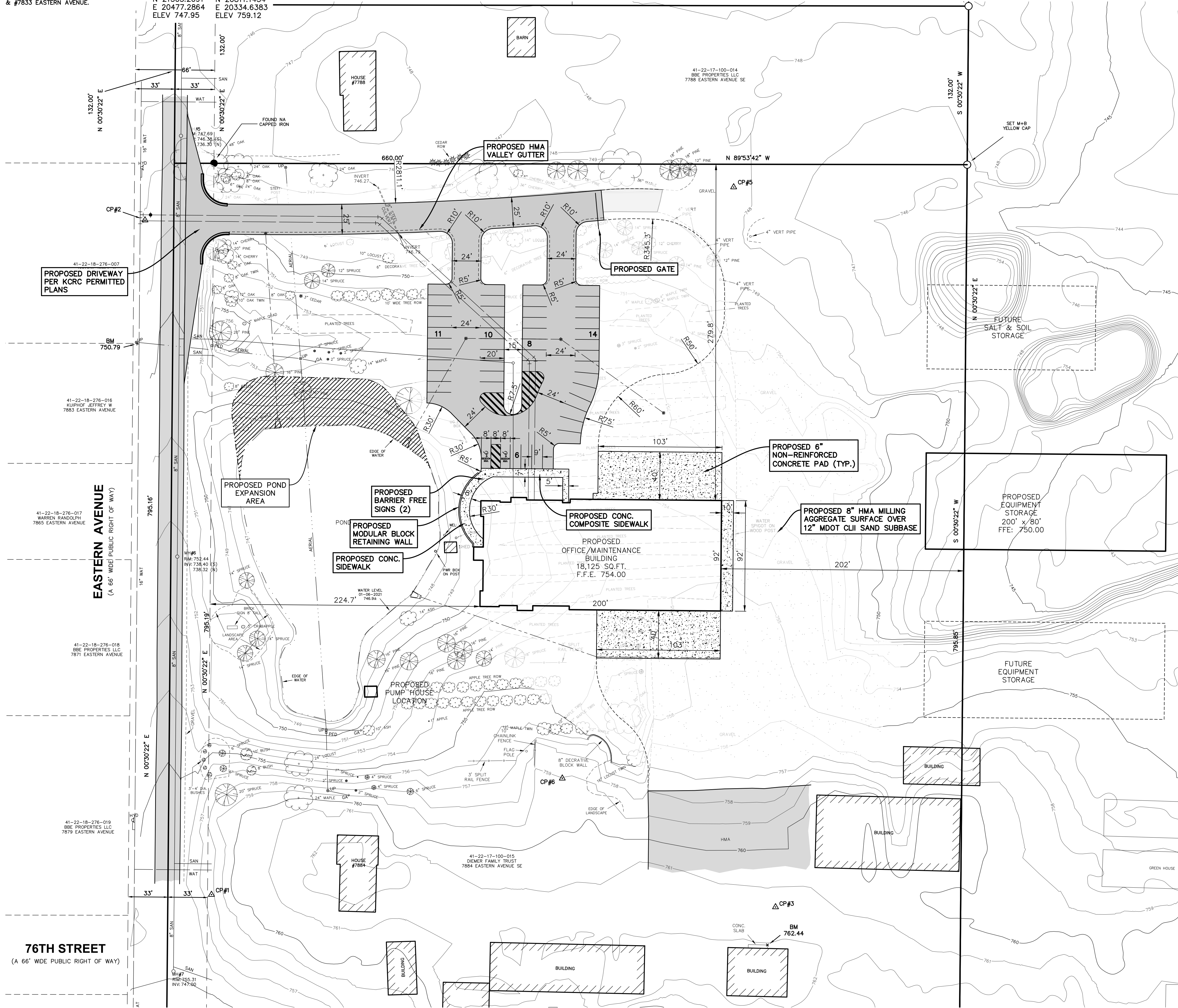
BENCHMARKS

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

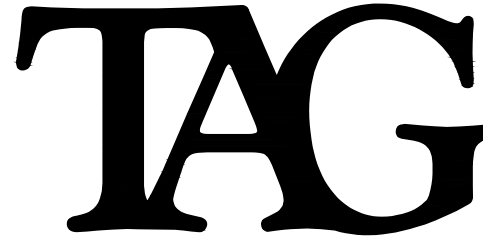
SET BACKS:

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

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.

CONTROL POINTS

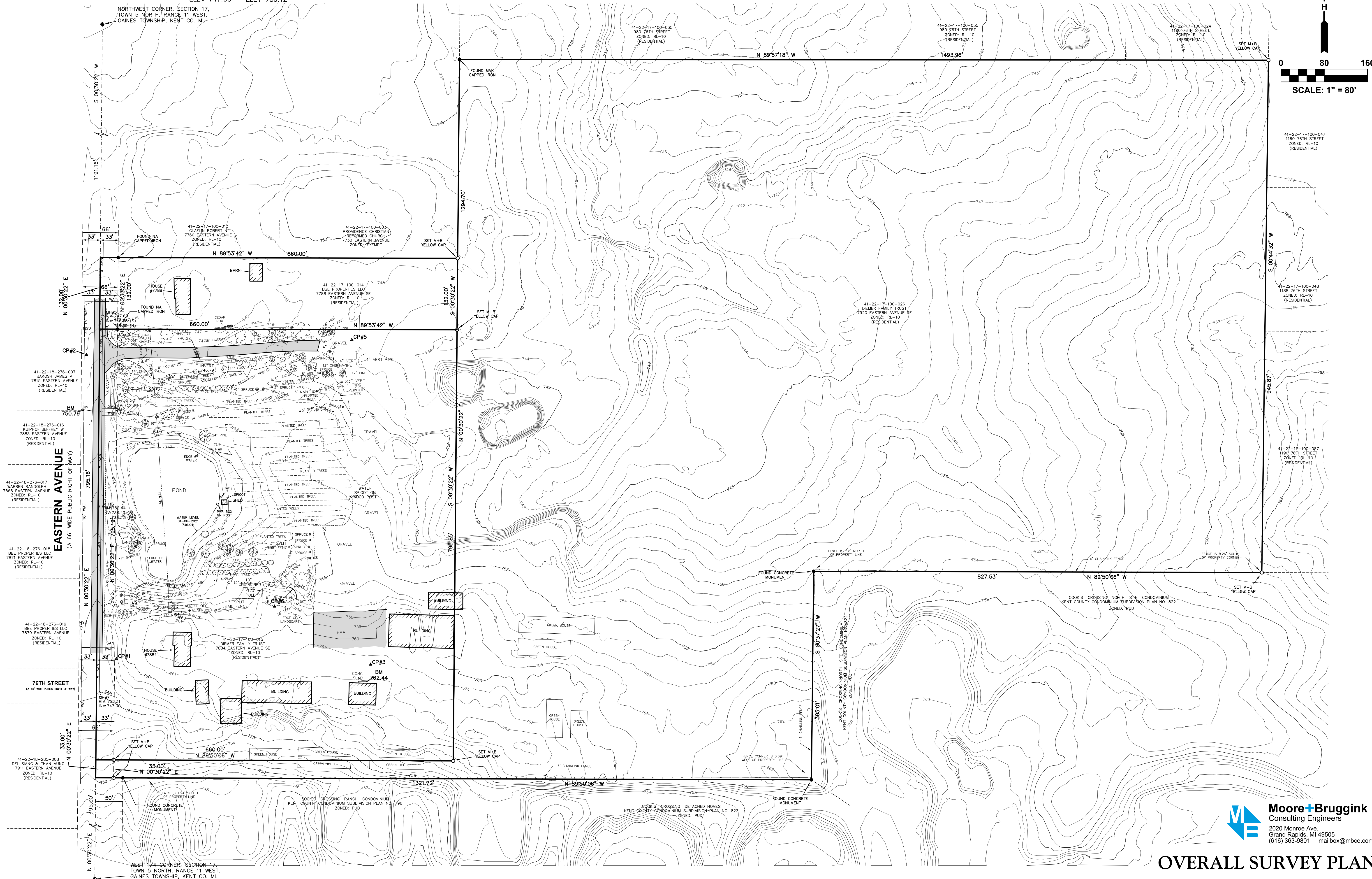
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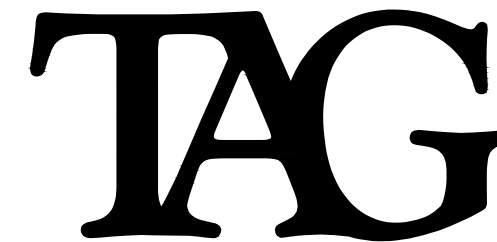
CP#5
M+B RED CAP
N 21303.2091
E 20477.2864
ELEV 747.95

CP#6
M+B RED CAP
N 20811.1434
E 20334.6383
ELEV 759.12



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OVERALL SURVEY PLAN



The
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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 4.14.2021
Issued For _____

File No. 2020-39

Drawing

C1.8

**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.
5. This resolution approving the rezone and final site plan rescinds all previous conflicting Township Board of Trustees resolutions and actions.

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

Township Board of Trustees Memo

Meeting Date: October 11th, 2021

PROPOSED REQUEST: Final PUD Plan/Rezone

FILE NUMBER: 201116KE

ADDRESS: 3500 and 3540 60th Street

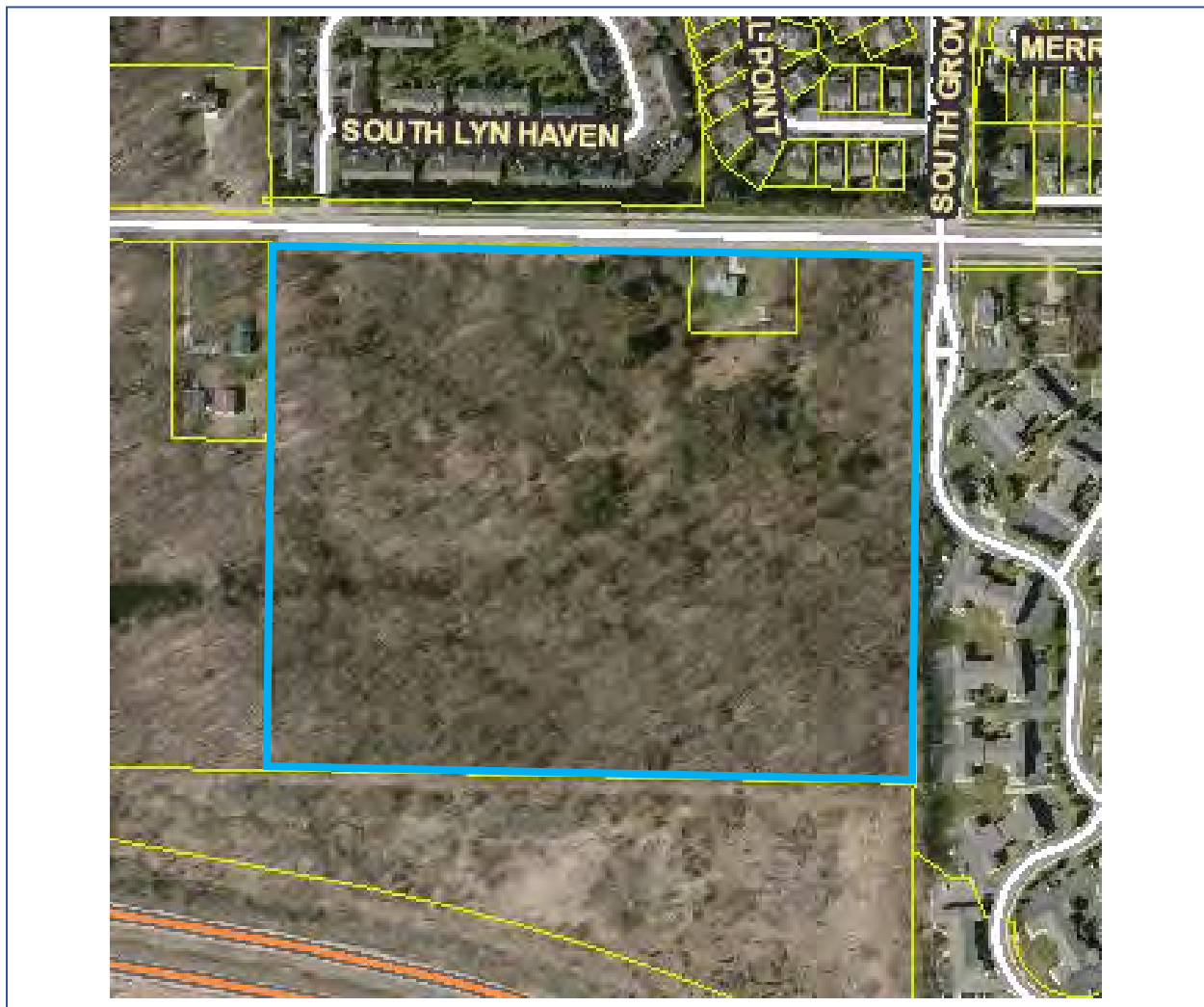
PROPERTY ZONING DISTRICT: Residential-10

PARCEL NUMBER: 41-22-02-100-038 and
41-22-02-100-005

PROPERTY SIZE: 33.3 acres

APPLICANT: BDR Inc./Kevin Einfeld

REPORT BY: Dan Wells, Community
Development Director



OVERVIEW

The applicant requests the rezoning of two parcels totaling approximately 33.3 acres to a Planned Unit Development (PUD) to build a market-rate apartment complex, along with the approval of a final PUD plan.

The development would include 30 residential apartment buildings and a community clubhouse. Buildings within 385 feet of 60th Street will be two-story (Numbers 1-3, 7 and 8), others towards the center and south side of the complex will be three-story. Residential unit counts would be 32 one-bedroom units and 316 two-bedroom units for a total of 348 units. Some of the buildings are placed directly adjacent to each other but staggered to reduce the perception of long façades. 3500 60th is a vacant parcel, while 3540 60th includes a single-family home that would be demolished. These parcels will be combined if the project is approved.

Parking provisions are one and a half (1.5) spaces per unit for one-bedroom units and two (2) spaces per two-bedroom unit. The ordinance requires 680 spaces, and the site plan includes 725 spaces (326 garage and 399 surface). Amenities would include an outdoor pavilion, play area for children, community garden, and a dog park. The amenities would be arrayed to create a community center area where residents could gather.

The applicant has updated the plan as follows:

1. Building height and stories are indicated via a matchline on site plan sheets (2-4, 6).
2. Building separations are indicated on sheet 2 of 12, aside from garage separations.
3. Curbing shown for all parking spaces aside from the lot south of building 16
4. Sidewalk and crosswalk system expansion per staff recommendations at final planning commission review.

Surrounding zoning:

	NORTH: Single family residential and condominium (Kentwood)	
WEST: Single family and vacant land (R-10)	SUBJECT PARCEL	EAST: Fieldstone Apartments
	SOUTH: Vacant land (MDOT)	

ELIGIBILITY CRITERIA

Staff believes the project is eligible for PUD review. The Planning Commission and Township Board must find that the project will result in a recognizable benefit to the Township to be eligible for PUD rezoning. There is no longer a minimum qualifying acreage for general PUDs, and one owner will control the project.

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 (December 22, 2020).
2. Final PUD plan review based on Section 25.3 and a public hearing held by the Planning Commission (July 22, 2021).
3. Recommendation concerning the final PUD plan and rezoning by the Planning Commission through a resolution and draft ordinance (August 26, 2021).
4. Review by the Township Board at first reading (September 13, 2021).
5. Review, public hearing, and consideration of the final PUD plan and rezoning by the Township Board at second reading (October 11, 2021).

DISCUSSION

The Planning Commission approved a recommendation to approve the site plan and rezoning for the project on August 26th, 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. On September 13th, the Board of Trustees set a public hearing for consideration of the final PUD site plan dated 06/17/2021 and rezoning to Planned Unit Development.

One additional condition has been added to the draft resolution. Based on concerns expressed by nearby residents and the City of Kentwood regarding the potential increase in traffic from this and other residential and commercial growth in the area, the following condition was added: "A traffic assessment be completed by the applicant based on the parameters determined by the Kent County Road Commission".

After holding a public hearing, the Board may approve, deny, or approve with conditions the rezoning.

ATTACHED ITEMS

- Proposed PUD Resolution.
- Proposed PUD Ordinance for the Township Board.
- Site Plan dated June 17, 2021.

October 4, 2021

Dear Gaines Charter Township Board Members,

It was the spring of 2020 when BDR initiated discussions with Gaines Township for an apartment housing development at 3500 & 3540 60th Street in Gaines Township. In spite of the disruption of COVID, BDR has worked through project due-diligence, site plan and architectural design, and is thankful to be able to again meet in person.

As a local developer, builder and property manager, we are confident with the development that has evolved. Site plan modifications have improved the overall design and layout and will make for a better overall apartment community. This housing development reflects BDR's design passion and is a result of much input between the planning commission, staff and developer.

The following are some of the highlights of this development.

Development Name

The development name, River Birch is indicative of the indigenous trees and plant-life found on the property. This property and the surrounding areas are impacted by wetlands. The River Birch tree prospers in this environment. Hence the name, River Birch.

Density and Height

River Birch in a blend of two-and three-story buildings surrounded by mature trees, wetlands and extensive landscaping. An aesthetically landscaped berm along 60th street will buffer road noise for the residents and enhance the streetscape along 60th street. All buildings within the first 385 feet, south of 60th street, will be limited to two-story in height. The overall development density is approximately 10.5 units per acre, below the 12-units per acre for high-density residential within Gaines Township.

Housing Demand

Last year Ryan Kilpatrick with Housing Next shared with the Gaines Township Planning Commission and Township Board the need for housing in West Michigan. Ryan's presentation also referenced the Grand Rapids Chamber of Commerce study that echoed this need for all types of housing, and particularly rental housing. With an estimated 5,000 rental units needed in West Michigan. BDR's River Birch apartment homes submittal seeks to help address this need within

Gaines Township by providing quality rental housing for the community. Currently the existing apartments within Gaines Township average 31 years in age and few, if any, include the amenities or interior level of finish that many renters currently desire. River Birch is focused on meeting the expectations of tenants in today's market. Interior levels of finish will include quartz/granite countertops, pendant lighting, LED Lighting and luxury vinyl plank flooring along with quality building architecture which will ensure an aesthetically desirable community.

Development Amenities

BDR's River Birch apartment homes will include a club house with fitness center and a gathering area for residents. Additionally, the exterior will include a plaza and central outdoor area that can be closed in the evening to accommodate community gatherings and events. The community gardens, tot-lot for younger children, and dog park provide residents with outdoor living spaces to gather and enjoy.

Throughout the development process we have met with staff, key agencies and the Planning Commission and believe our meeting discussions have helped this project evolve into the current submittal that is well designed and will serve a need within Gaines Township. In 2020 the current property owners celebrated their family's 100th year of ownership in Gaines Township. BDR looks forward to developing this property into a quality housing community that will serve Gaines Township for decades to come.

Sincerely,



Kevin Einfeld

President



 **RIVER BIRCH**
APARTMENT HOMES

Proposed exterior

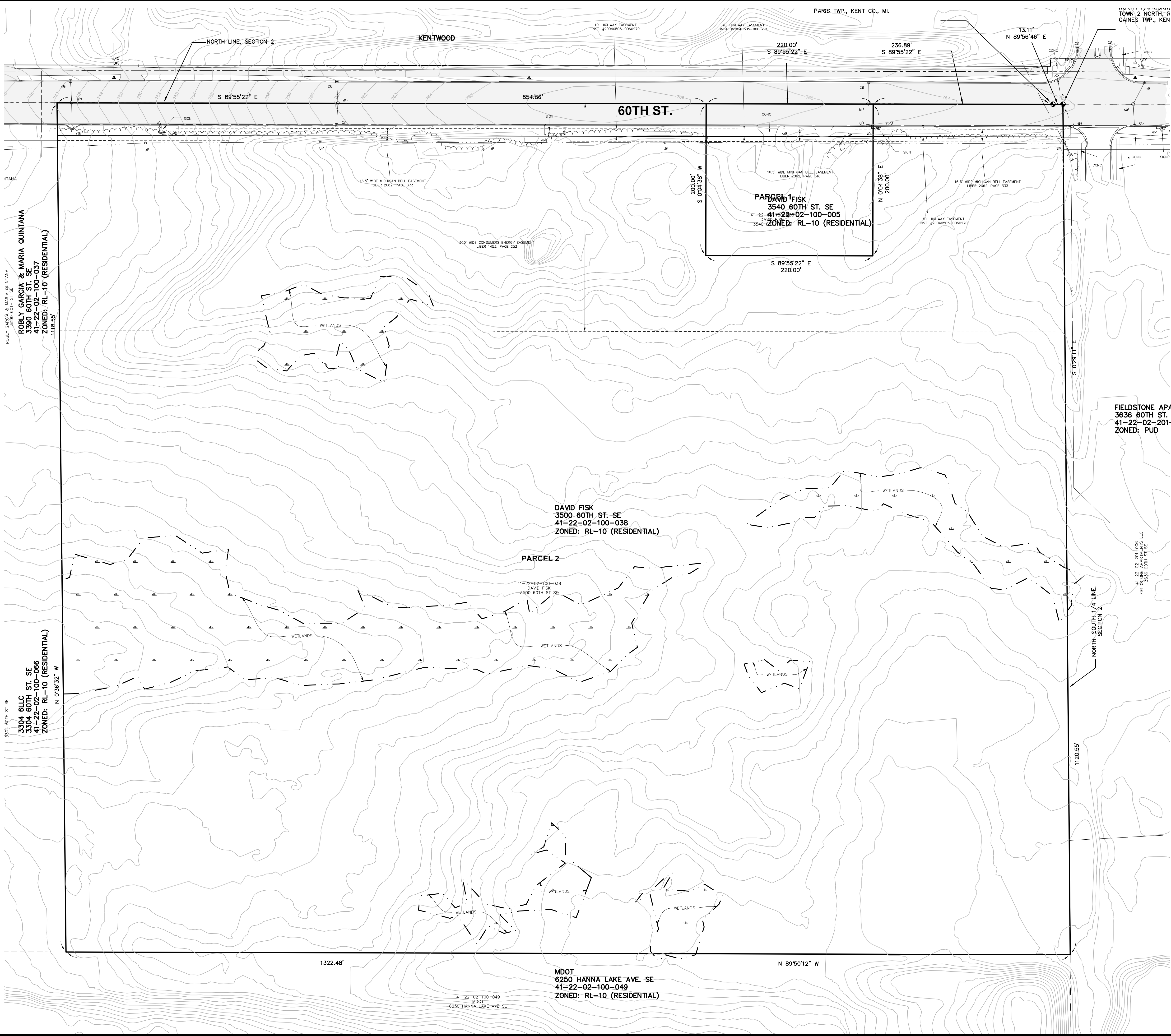
BDR



 **RIVER BIRCH**
APARTMENT HOMES

Proposed living area and kitchen
for a two bedroom home.

BDR



LOCATION MAP
NO SCALE:

PROPERTY DESCRIPTION

41-22-02-100-038
PART OF NW1/4 COM AT NW COR OF SEC TH N 89D 55M 36S W ALONG N SEC LINE 250.0 FT TH S OD 04M 24S W PERP TO N SEC LINE 200.0 FT TH N 89D 55M 36S W 220.0 FT TH N OD 04M 24S E PERP TO N SEC LINE 200.0 FT TO N SEC LINE TH N 89D 55M 36S W ALONG N SEC LINE 854.82 FT TO E LINE OF NW1/4 NW1/4 TH S OD 36M 04S E ALONG SD E LINE 1118.50 FT TH S 89D 50M 16S E 1322.30 FT TO N&S 1/4 LINE TH N OD 28M 15S W ALONG N&S 1/4 LINE 1120.53 FT TO BEG * SEC 2 T5N R11W 33.01 A.
AND ALSO
41-22-02-100-005
PART NE1/4 NW1/4 COM ON N SEC LINE 250 FT OF W N 1/4 COR TH W ALONG N SEC LINE 220 FT TH S PERP TO N SEC LINE 200 FT TH E PAR WITH N SEC LINE 220 FT TH N 200 FT TO BEG * SEC 2 T5N R11W 1.01 A.

FIELDSTONE APARTMENTS
3636 60TH ST. SE
41-22-02-201-006
ZONED: PUD

DAVID FISK
3500 60TH ST. SE
41-22-02-100-038
ZONED: RL-10 (RESIDENTIAL)

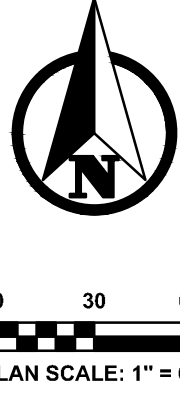
PARCEL 2

41-22-02-100-038
DAVID FISK
3500 60TH ST SE

MDOT
6250 HANNA LAKE AVE. SE
41-22-02-100-049
ZONED: RL-10 (RESIDENTIAL)

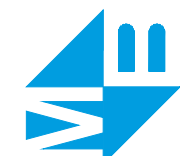
- SHEET SCHEDULE
- 1 - EXISTING SITE SURVEY
 - 2 - SITE LAYOUT PLAN
 - 3 - SITE PRIVATE UTILITY PLAN
 - 4 - SITE PUBLIC UTILITY PLAN
 - 5 - OFFSITE UTILITY PLAN
 - 6 - SITE GRADING & SESC PLAN
 - 7 - STORM WATER MANAGEMENT BASIN #1
 - 8 - STORM WATER MANAGEMENT BASIN #2
 - 9-10 - SITE LANDSCAPING PLAN (BY OTHERS)
 - 11 - MISCELLANEOUS DETAILS
 - 12 - EMERGENCY VEHICLE PATH PLAN

PREPARED FOR:
BDR, INC.
5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49546
PHONE: (616) 458-8505
EMAIL: DCONTANT@BDRINC.COM



PLAN REVISIONS

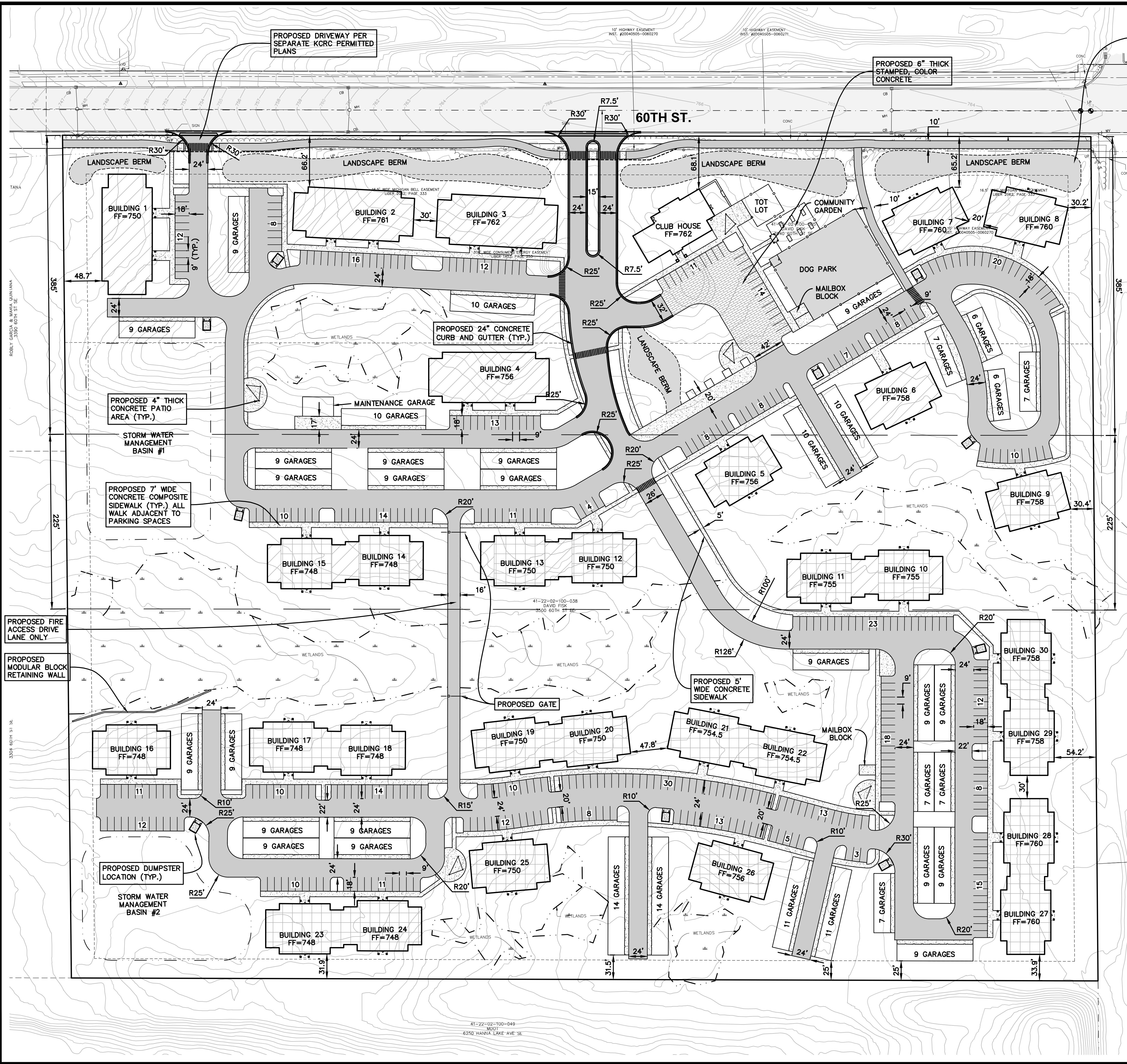
Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbce.com



EXISTING SITE SURVEY
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B
PROJECT NO.:
200130.01
DESIGN DRAWN BY:
MJK
DESIGNED BY:
JFL
CHECKED BY:
JFL
PLAN DATE:
JUNE 17, 2021

SHEET NUMBER
1 OF 12



PROPOSED 10' WIDE HMA BIKE PATH
1 1/2" 13A HMA SURFACE COURSE
1 1/2" 13A HMA LEVELING COURSE
6" 21AA AGGREGATE BASE
12" MDT CL1 SAND SUBBASE

PROPOSED 6" THICK
STAMPED, COLOR
CONCRETE

PROPOSED DRIVEWAY PER
SEPARATE KCRC PERMITTED
PLANS



LOCATION MAP
NO SCALE:

BUILDING UNIT SUMMARY			
BUILDING #	2-BEDROOM UNITS	1-BEDROOM UNITS	TOTAL UNITS
1	12	0	12
2	12	0	12
3	12	0	12
4	12	0	12
5	8	4	12
6	8	0	8
7	8	0	8
8	8	0	8
9	8	4	12
10	10	2	12
11	10	2	12
12	10	2	12
13	10	2	12
14	10	2	12
15	10	2	12
16	12	0	12
17	10	2	12
18	10	2	12
19	10	2	12
20	10	2	12
21	10	2	12
22	10	2	12
23	12	0	12
24	12	0	12
25	12	0	12
26	12	0	12
27	12	0	12
28	12	0	12
29	12	0	12
30	12	0	12
TOTAL:	316	32	348

SITE PLAN GENERAL NOTES:

- THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
- THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
- 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.
- ALL STORM SEWER PIPE SHALL BE ADS N-12 PLASTIC PIPE UNLESS OTHERWISE SPECIFIED.
- ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
- THE PAVED AREAS SUBJECT TO TRUCK TRAFFIC SHALL BE CONSTRUCTED WITH:
12" MDT CL-2 SAND SUBBASE (C.I.P)
8" 21AA GRAVEL BASE (C.I.P)
2" 3C HMA LEVELING COURSE
2"-5E3 HMA WEARING COURSE
- ALL OTHER PAVED AREAS SHALL BE CONSTRUCTED WITH:
12" MDT CL-2 SAND SUBBASE (C.I.P)
6" 21AA GRAVEL BASE (C.I.P)
2" 3C HMA LEVELING COURSE
1 1/2" 5E3 HMA WEARING COURSE
- THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM-1557.
- 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.
- 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.
- THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER DETENTION POND AS SHOWN AND SPECIFIED.
- 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.

MULTI-FAMILY PARKING REQUIREMENTS:

1-BEDROOM: 1.5 SPACES/UNIT x 32 UNITS=48 SPACES
2-BEDROOM: 2 SPACES/UNIT x 316 UNITS=632 SPACES
SPACES REQUIRED = 680 SPACES
SPACES PROVIDED = 725 SPACES (326 GARAGE, 399 SURFACE)

BUILDING HEIGHTS

2 STORY BUILDING LOCATED WITHIN 385' OF THE R.O.W.
27 FEET TO MIDPOINT ROOF

2/3 STORY BUILDING LOCATED FROM 385' TO 610' SOUTH OF THE R.O.W.
35 FEET TO MIDPOINT ROOF
27 FEET TO MIDPOINT ROOF

3 STORY BUILDING LOCATED MORE THAN 610' SOUTH OF THE R.O.W.
35 FEET TO MIDPOINT ROOF

NOTE: SEE ARCHITECTURAL BUILDING ELEVATIONS FOR ALL BUILDING ROOF HEIGHTS.

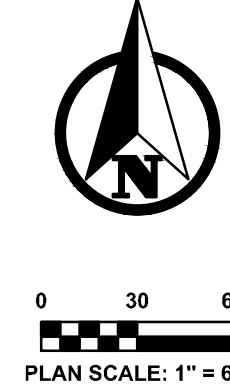
SETBACKS

FRONT YARD SETBACK 50 FEET
SIDE YARD SETBACK 30 FEET
REAR YARD SETBACK 20 FEET

SHEET SCHEDULE

- EXISTING SITE SURVEY
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- MISCELLANEOUS DETAILS
- EMERGENCY VEHICLE PATH PLAN

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5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49546
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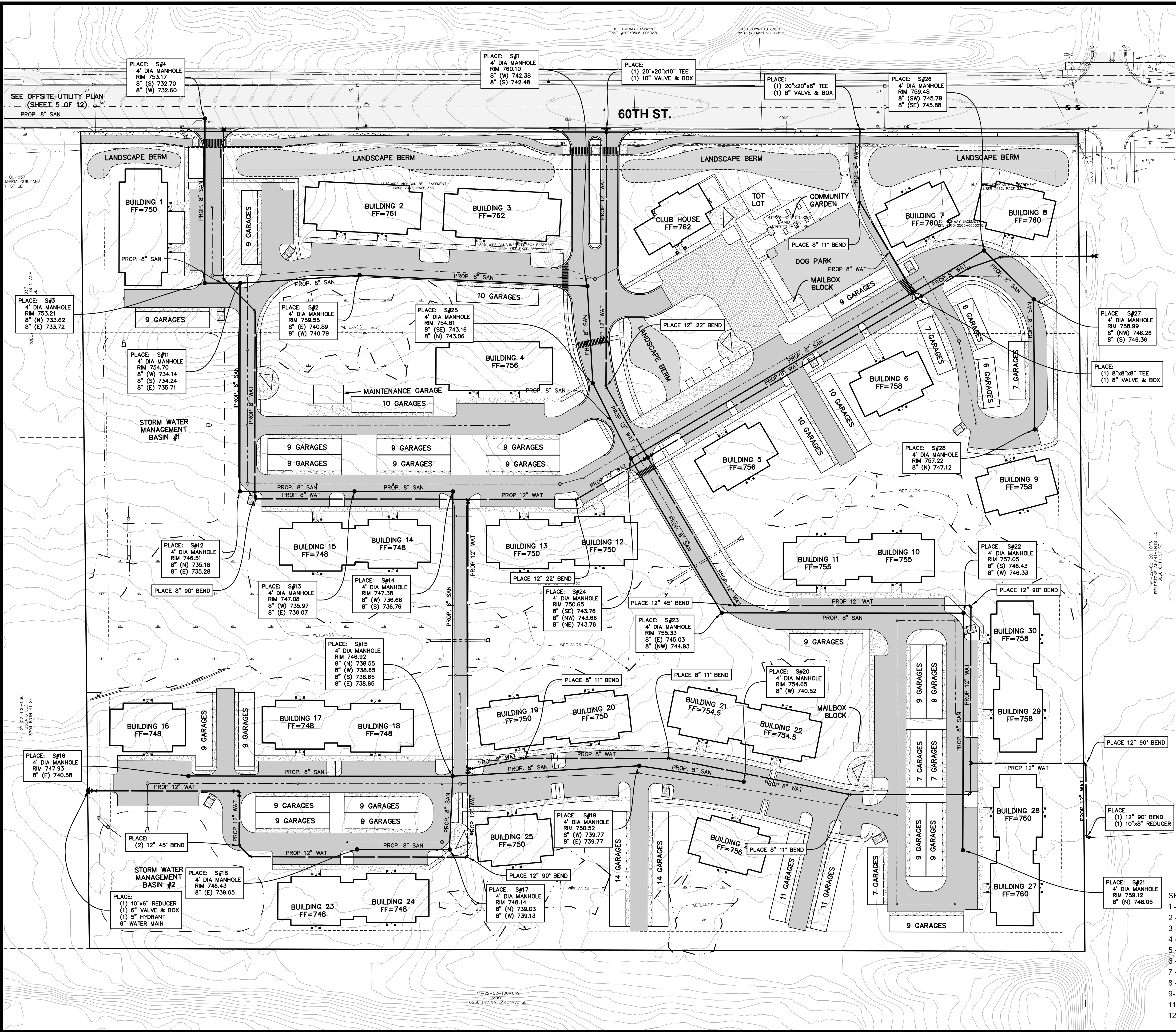
PLAN REVISIONS

Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801
mailto:mbrace@mbce.com

SITE LAYOUT PLAN
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B
PROJECT NO.: 200130.01
DESIGN DRAWN BY: MJK
DESIGNED BY: JFL
CHECKED BY: JFL
PLAN DATE: JUNE 17, 2021
SHEET NUMBER
2 OF 12

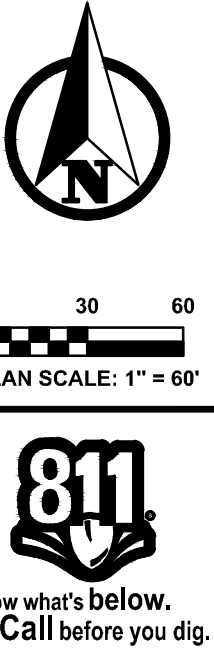
P:\200130.01 3500 60th Street - Gaines\CAD\DWG\200130 SITE PLAN SHEETS.dwg, 8/16/2021 3:22:36 PM, MATT KOZAK



NOTE: ALL PUBLIC UTILITIES ARE SUBJECT TO REVIEW AND APPROVAL BY THE BYRON GAINES UTILITY AUTHORITY & MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE). PUBLIC UTILITIES TO BE CONSTRUCTED FROM SEPARATE PERMITTED PLAN SET.

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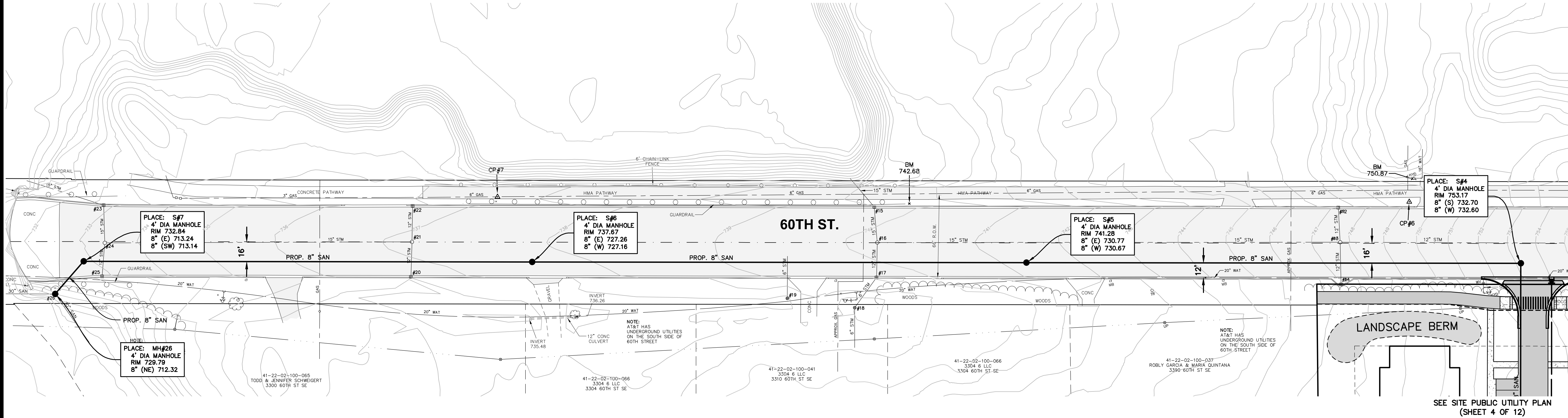
SITE PUBLIC UTILITY PLAN
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B
PROJECT NO.: 200130.01
DESIGN DRAWN BY: MJK
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SHEET NUMBER
4 OF 12

BENCHMARKS - NAVD83
ELEVATION: 742.68
MAG NAIL IN THE TOP OF THE MOST EASTERLY POST
OF GUARDRAIL, LOCATED 75'± EAST OF CENTERLINE
OF DRIVE TO HOUSE #3310 60TH STREET & 3'
NORTH OF THE NORTH 8' CURB 60TH STREET
ELEVATION: 750.87
TOP OF THE SOUTHWEST BOLT ON TOP FLANGE TO
HYDRANT, LOCATED 9' NORTH OF PAVED BWC PATH
ON THE NORTH SIDE OF 60TH STREET & 12'± WEST
OF THE CENTERLINE OF WEST LYN HAVEN DRIVE
ELEVATION: 765.72
TOP OF THE SOUTHWEST BOLT ON TOP FLANGE TO
HYDRANT, LOCATED 9' SOUTH OF SOUTH B/CURB
60TH STREET & 300'± WEST OF THE CENTERLINE OF
FIELDSTONE HILLS DRIVE
ELEVATION: 764.27
NORTHWEST CORNER OF A 4.5'X14' CONCRETE
BOX BASE, LOCATED AT THE SOUTHEAST CORNER
OF 60TH STREET & FIELDSTONE HILLS DRIVE

CONTROL POINTS
CP#4 M+B RED CAP M+B RED CAP M+B RED CAP M+B NAIL
N 10024.4978 N 10034.4958 N 10035.2034 N 10035.0985
E 10065.1014 E 8266.9826 E 8750.3055 E 8012.5547
ELEV 762.49 ELEV 766.24 ELEV 746.79 ELEV 737.62

EXISTING UNDERGROUND UTILITY DATA
SANITARY MH#26
RM 729.22
30" CONC INV SE 712.22
30" CONC INV W 712.22
2" DIA RM
4" DIA PRECAST STRUCTURE



NOTE: ALL PUBLIC UTILITIES ARE SUBJECT TO REVIEW AND APPROVAL
BY THE BYRON GAINES UTILITY AUTHORITY & MICHIGAN DEPARTMENT
OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE). PUBLIC UTILITIES TO
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PLAN REVISIONS

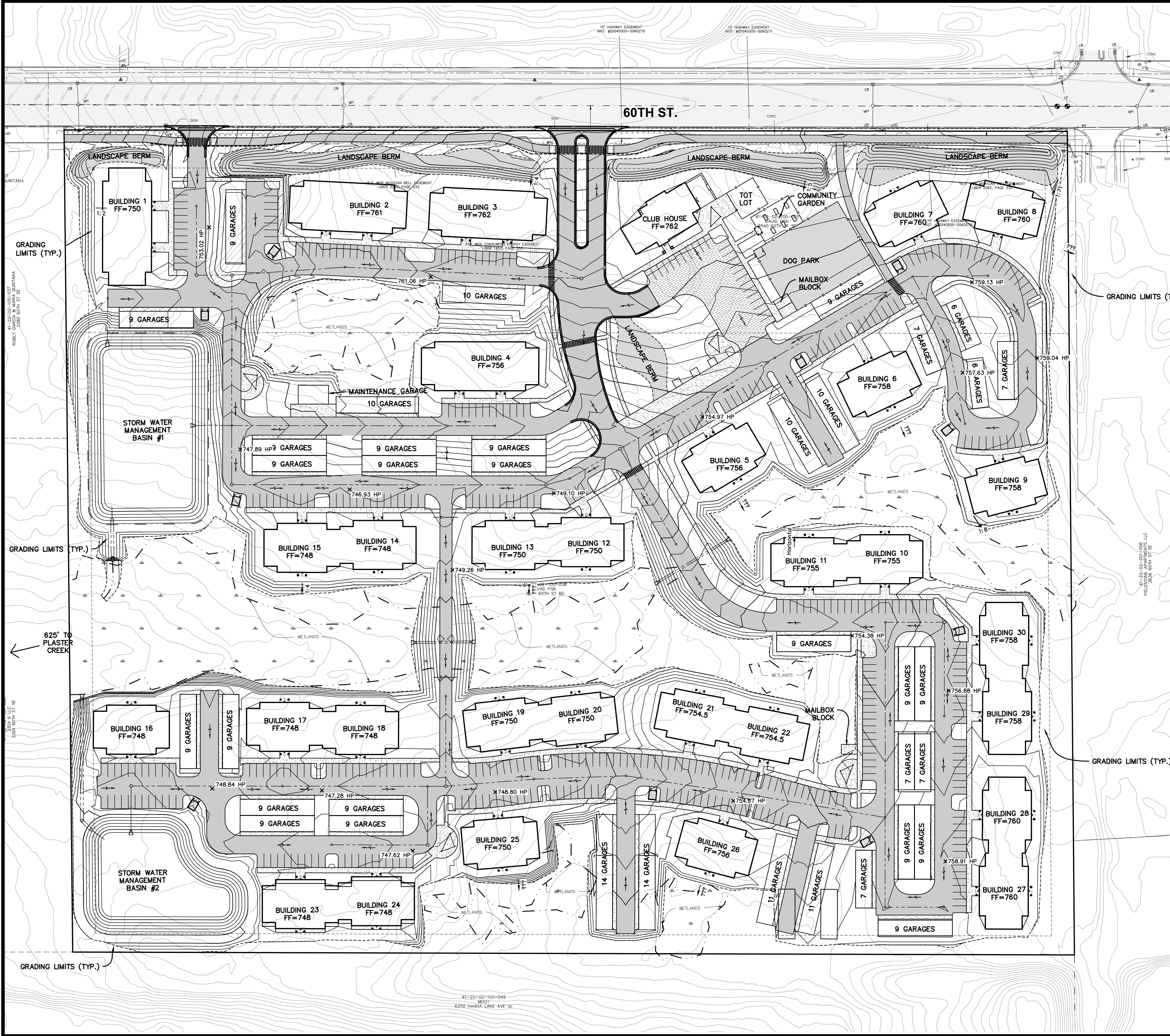
Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbcs.com



OFFSITE UTILITY PLAN
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE	M+B
PROJECT NO.	200130.01
DESIGN DRAWN BY:	MJK
DESIGNED BY:	JFL
CHECKED BY:	JFL
PLAN DATE:	JUNE 17, 2021
SHEET NUMBER	5 OF 12

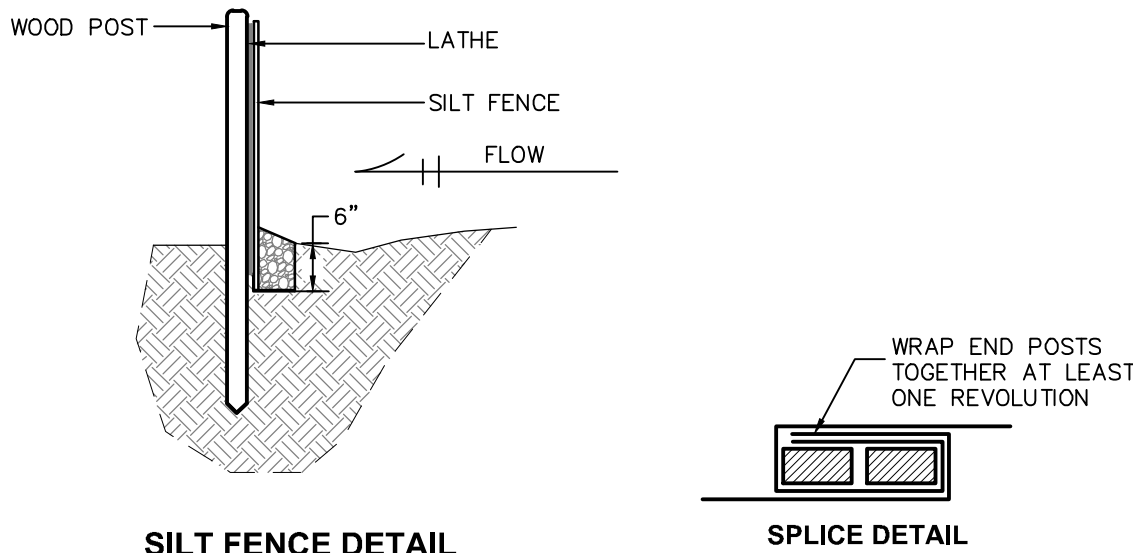
P:\200130.01 3500 60th Street - Gaines\CAD\DWG\200130_SITE PLAN SHEETS.dwg, 8/16/2021 3:23:09 PM, MATT KOZAK



SOIL EROSION CONTROL NOTES:

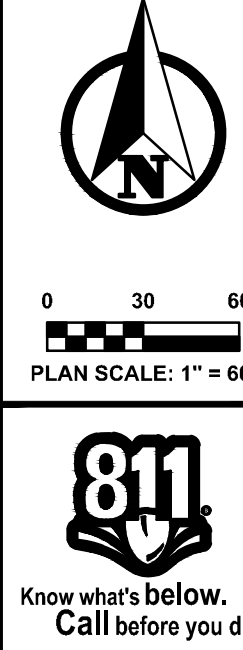
1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
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4. NORTH AMERICAN GREEN DS-150 EROSION CONTROL BLANKET SHALL BE PLACED ON ALL SLOPES 1:3 OR GREATER. SECURE BLANKET TO SLOPE PER MANUFACTURERS SPECIFICATIONS.
5. ALL SILT FENCING SHALL BE TRENCHED IN PRIOR TO COMMENCEMENT OF EARTHWORK ACTIVITIES.
6. SILT FENCING IS REQUIRED ALONG ALL DOWNSTREAM EDGES OF THE GRADING LIMITS AND MUST REMAIN IN PLACE UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED.
7. ALL SOIL EROSION CONTROL MEASURES SHALL COMPLY WITH ACT 451 OF PUBLIC ACTS OF 1997, SOIL EROSION AND SEDIMENTATION CONTROL, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT.
8. NEW & EXISTING STORM SEWER INLET POINTS SHALL BE PROTECTED FROM SEDIMENT INFILTRATION WITH INLET FABRIC DROP (SILT SACK).
9. ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED AND MAINTAINED ON A DAILY BASIS, AND IMMEDIATELY FOLLOWING EVERY SIGNIFICANT RAINFALL EVENT.
10. ALL EXCESS SPOILS ARE TO BE REMOVED FROM THE SITE.
11. ALL TEMPORARY EROSION CONTROLS MUST REMAIN IN PLACE UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED.
12. DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.
13. A TRACKING PAD MUST BE PROVIDED AT CONSTRUCTION ACCESS POINTS TO PREVENT SOILS FROM BEING TRACKED OFF-SITE, PER DETAIL THIS SHEET.
14. CONTRACTOR SHALL SWEEP PAVED AREAS EACH DAY (OR MORE AS NEEDED) BY MECHANICAL MEANS FOR ALL PAVED AREAS IN AND AROUND THE PERIMETER OF THE PROJECT AFFECTED BY TRUCKING OPERATIONS.
15. ALL DISTURBED AREAS SHALL BE RESTORED WITH 4" TOPSOIL (MIN), SEED, FERTILIZER AND MULCH UNLESS OTHERWISE NOTED.
16. CONSTRUCTION ENTRANCE SHALL BE PROVIDED FROM 60TH STREET.
17. EXISTING SOIL CONDITIONS: LOAMY SAND PER USDA SOIL SURVEY

CONSTRUCTION SCHEDULE													
		2021			2022			2023					
ITEM		A	S	O	N	D	J	F	M	A	M	J	J
TEMP. EROSION CONTROL													
TOPSOIL STRIPPING													
SITE GRADING													
SITE UTILITIES													
DETENTION POND													
BUILDING CONSTRUCTION													
PERM. EROSION CONTROL													
LANDSCAPING													
PAVING													
REMOVE TEMP. EROSION CONTROL													



- SHEET SCHEDULE**
- 1 - EXISTING SITE SURVEY
 - 2 - SITE LAYOUT PLAN
 - 3 - SITE PRIVATE UTILITY PLAN
 - 4 - SITE PUBLIC UTILITY PLAN
 - 5 - OFFSITE UTILITY PLAN
 - 6 - SITE GRADING & SESC PLAN
 - 7 - STORM WATER MANAGEMENT BASIN #1
 - 8 - STORM WATER MANAGEMENT BASIN #2
 - 9-10 - SITE LANDSCAPING PLAN (BY OTHERS)
 - 11 - MISCELLANEOUS DETAILS
 - 12 - EMERGENCY VEHICLE PATH PLAN

PREPARED FOR:
BDR, INC.
5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49506
PHONE: (616) 458-8505
EMAIL: DCONTANT@BDRINC.COM



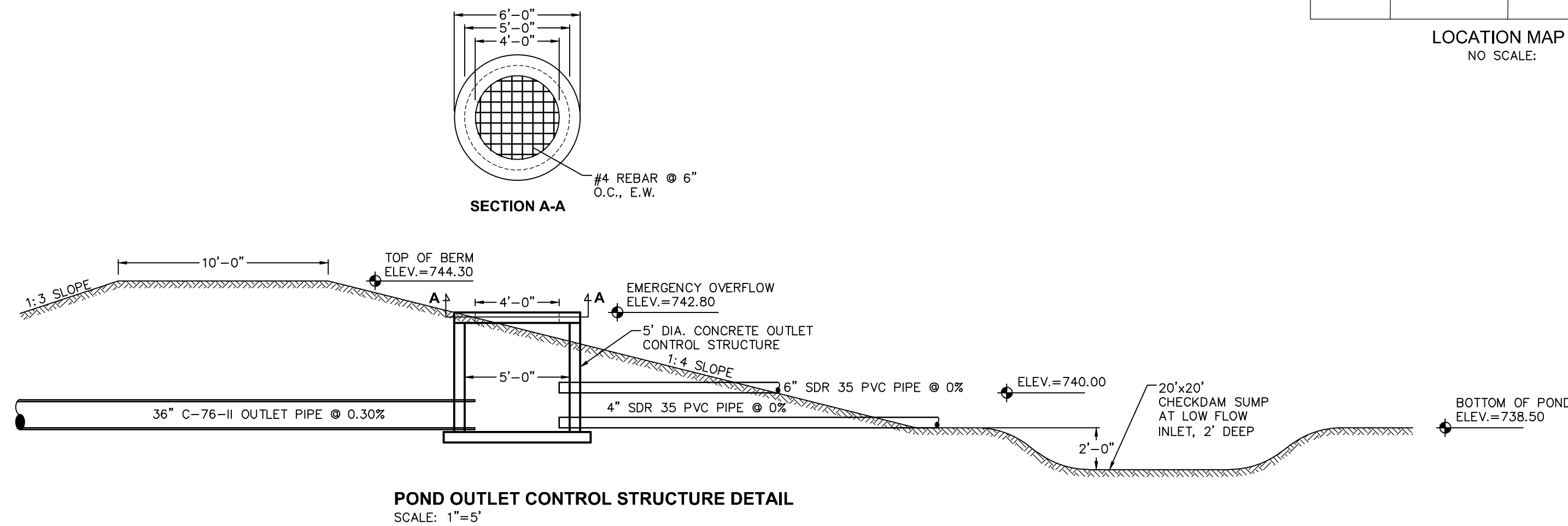
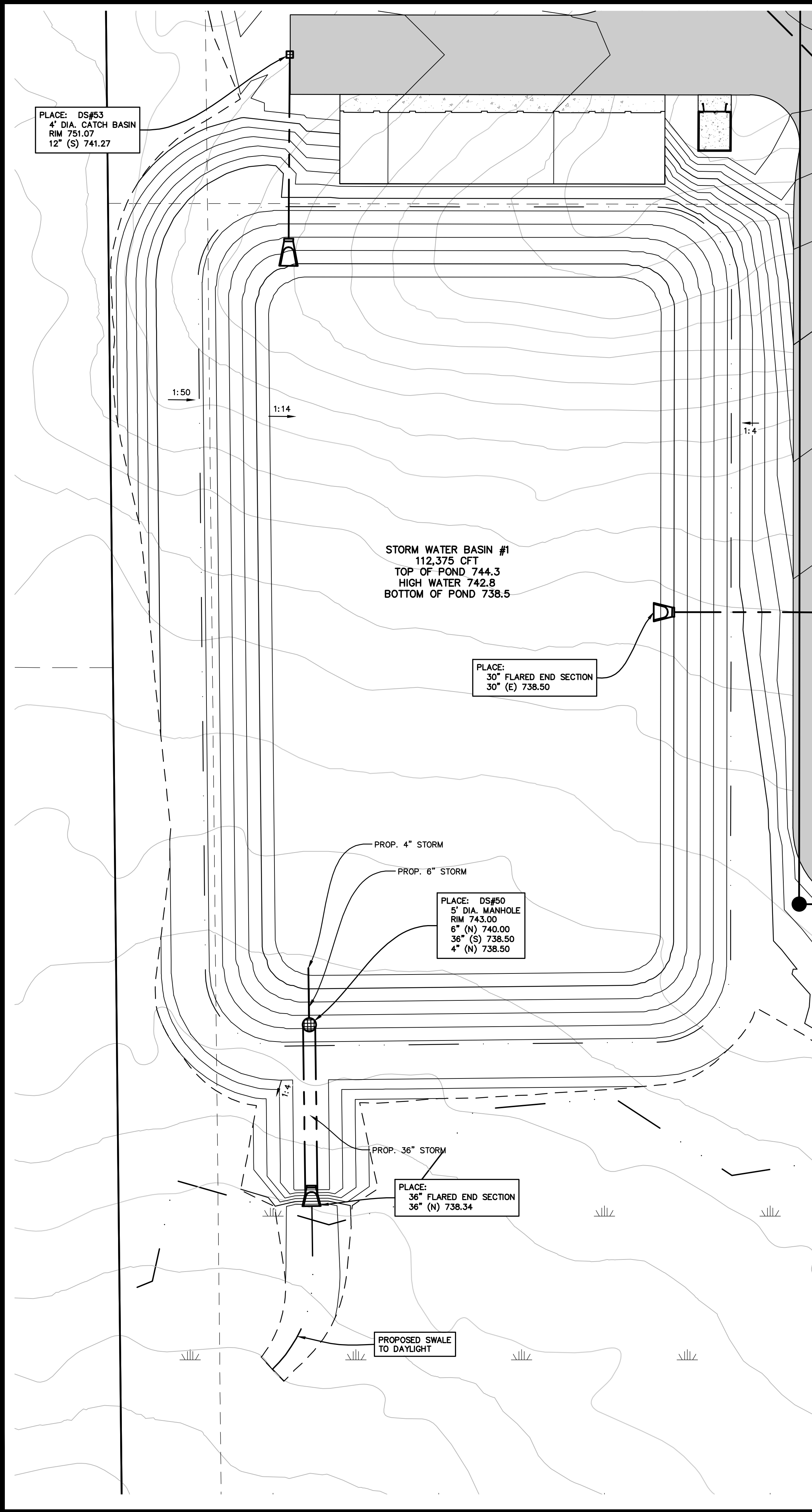
PLAN REVISIONS

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Consulting Engineers
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(616) 363-9801 mailbox@mbce.com

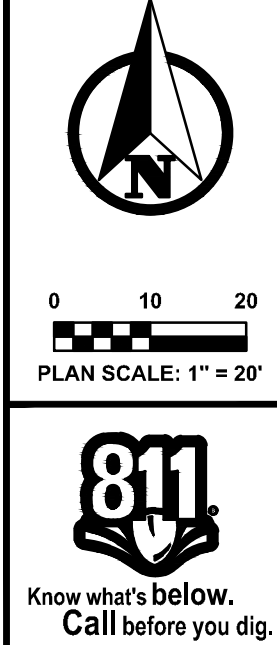
SITE GRADING & SESC PLAN
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B
PROJECT NO.: 200130.01
DESIGN DRAWN BY: MJK
DESIGNED BY: JFL
CHECKED BY: JFL
PLAN DATE: JUNE 17, 2021
SHEET NUMBER
6 OF 12

P:\200130.01 3500 60th Street - Gaines\CAD\DWG\200130 SITE PLAN SHEETS.dwg, 8/16/2021 3:23:23 PM, MATT KOZAK



STAGE STORAGE TABLE		
ELEV	CUMULATIVE VOLUME (CFT.)	CUMULATIVE VOLUME (AC-FT)
738.50	0.00	0.00
739.00	11,945.63	0.27
740.00	37,780.12	0.87
741.00	66,308.41	1.52
742.00	97,653.91	2.24
742.80	124,841.64	2.87
743.00	131,940.04	3.03
744.00	169,290.21	3.89
744.30	179,138.78	4.11
REQUIRED STORAGE VOLUME = 112,375 CFT = 2.58 AC-FT		



PLAN REVISIONS

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STORM WATER MANAGEMENT BASIN #1
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

- SHEET SCHEDULE
- 1 - EXISTING SITE SURVEY
 - 2 - SITE LAYOUT PLAN
 - 3 - SITE PRIVATE UTILITY PLAN
 - 4 - SITE PUBLIC UTILITY PLAN
 - 5 - OFFSITE UTILITY PLAN
 - 6 - SITE GRADING & SESC PLAN
 - 7 - STORM WATER MANAGEMENT BASIN #1
 - 8 - STORM WATER MANAGEMENT BASIN #2
 - 9-10 - SITE LANDSCAPING PLAN (BY OTHERS)
 - 11 - MISCELLANEOUS DETAILS
 - 12 - EMERGENCY VEHICLE PATH PLAN

PREPARED FOR:
BDR, INC.
5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49546
PHONE: (616) 458-8505
EMAIL: DCONTANT@BDRINC.COM

FIELD SURVEY / DATE
M+B

PROJECT NO.:
200130.01

DESIGN DRAWN BY:
MJK

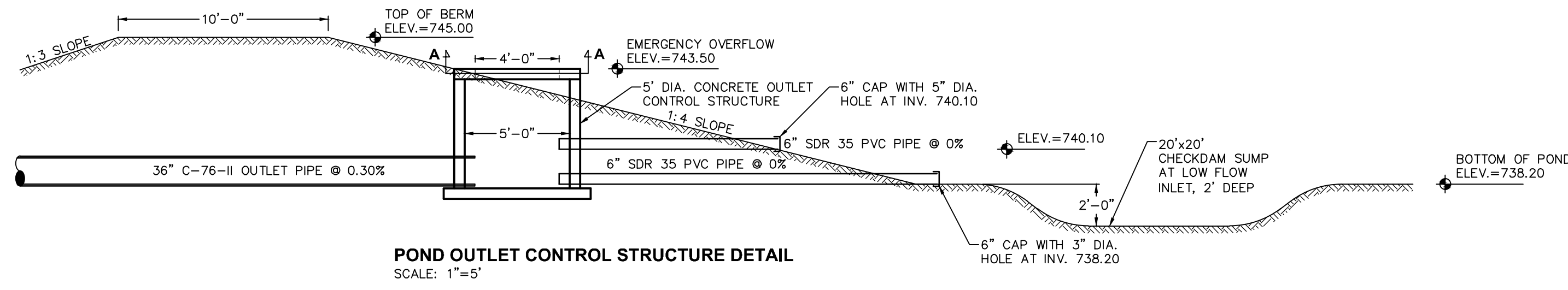
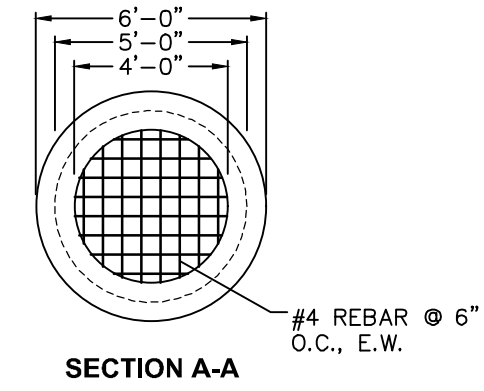
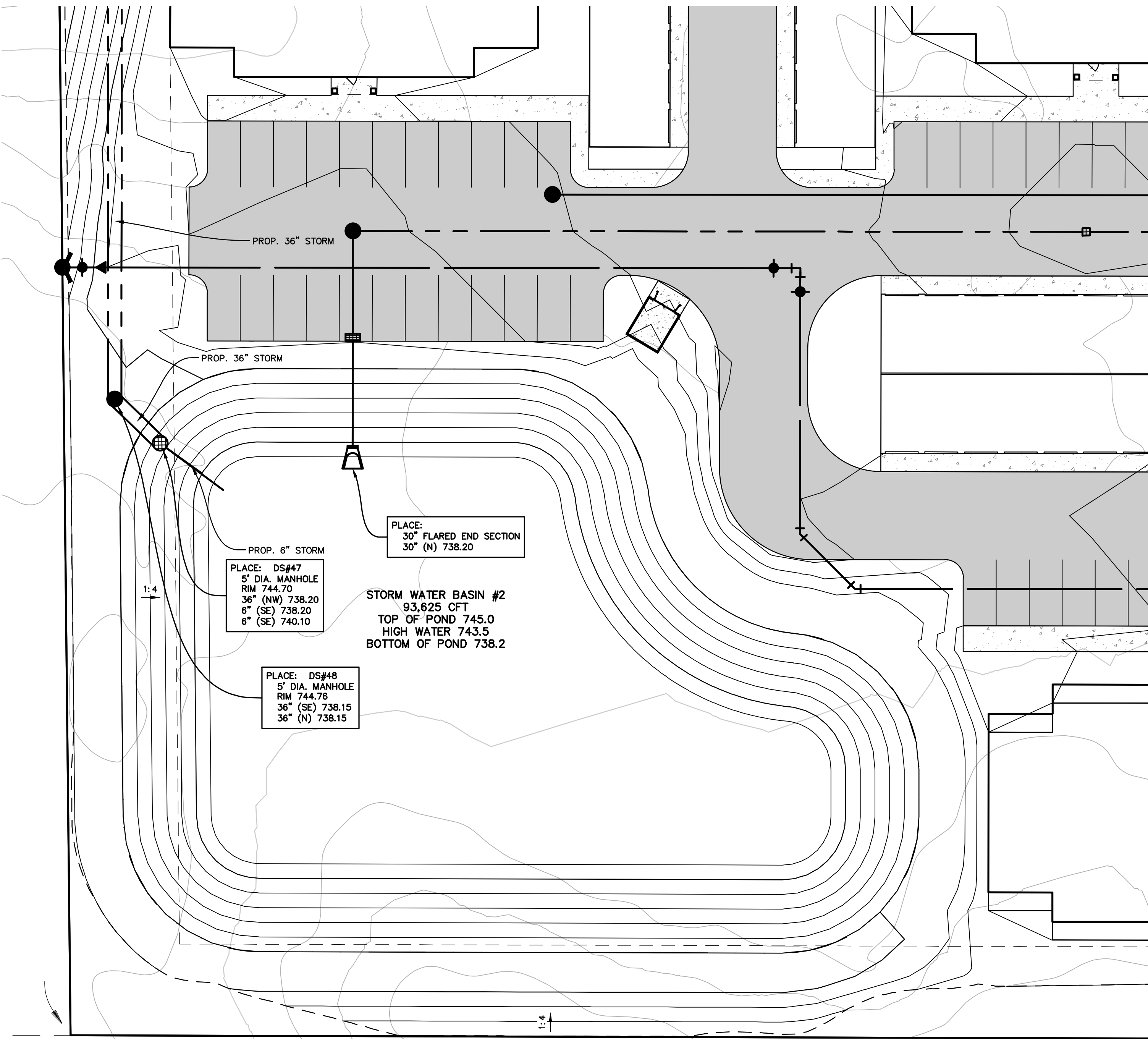
DESIGNED BY:
JFL

CHECKED BY:
JFL

PLAN DATE:
JUNE 17, 2021

SHEET NUMBER
7 OF 12

P:\200130\01 3500 60th Street - Gaines\CAD\DWG\200130 SITE PLAN SHEETS.dwg, 8/16/2021 3:23:38 PM, MATT KOZAK



STAGE STORAGE TABLE		
ELEV	CUMULATIVE VOLUME (CFT.)	CUMULATIVE VOLUME (AC-FT)
738.30	0.00	0.00
739.00	9,514.22	.22
740.00	24,826.30	0.57
741.00	42,252.10	0.97
742.00	61,891.34	1.42
743.00	83,843.78	1.92
743.50	95,718.62	2.20
744.00	108,209.17	2.48
745.00	135,087.25	3.10
REQUIRED STORAGE VOLUME = 93,625 CFT = 2.15 AC-FT		





0 10 20
PLAN SCALE: 1" = 20'

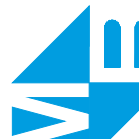


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Consulting Engineers

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(616) 363-9801
mailto:mbos.com

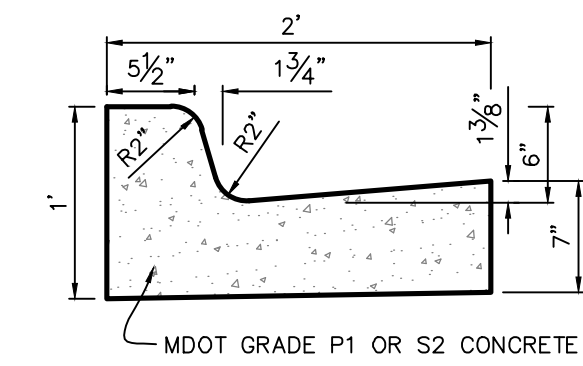


STORM WATER MANAGEMENT BASIN #2
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

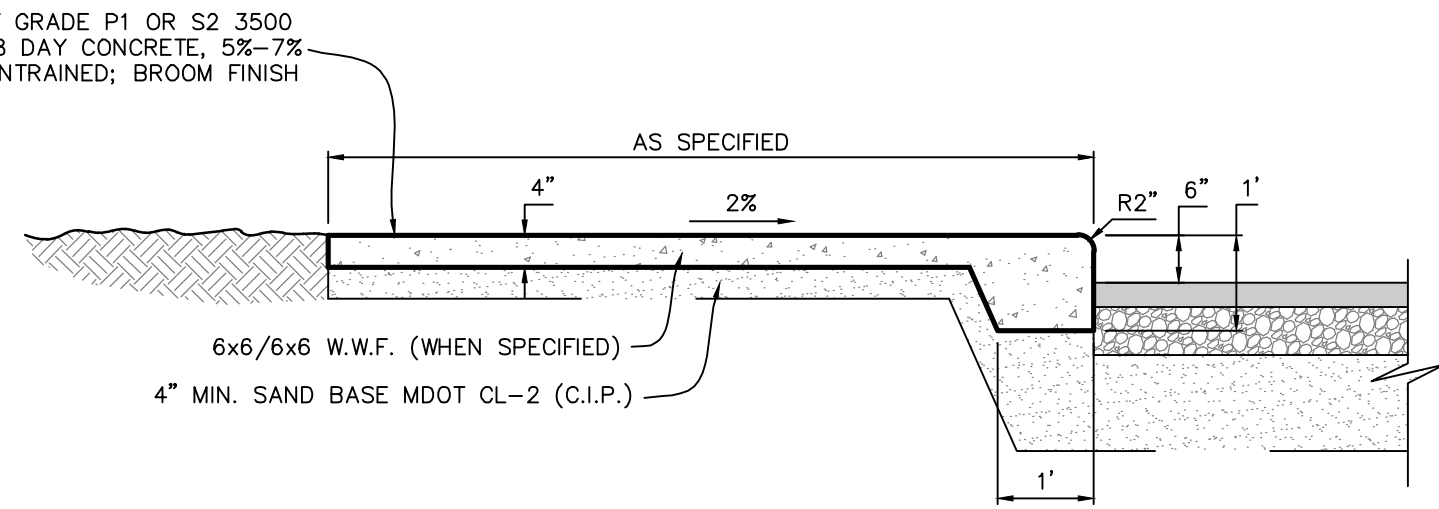
FIELD SURVEY / DATE	M+B
PROJECT NO.	200130.01
DESIGN DRAWN BY:	MJK
DESIGNED BY:	JFL
CHECKED BY:	JFL
PLAN DATE:	JUNE 17, 2021
SHEET NUMBER	8 OF 12

- SHEET SCHEDULE
- 1 - EXISTING SITE SURVEY
 - 2 - SITE LAYOUT PLAN
 - 3 - SITE PRIVATE UTILITY PLAN
 - 4 - SITE PUBLIC UTILITY PLAN
 - 5 - OFFSITE UTILITY PLAN
 - 6 - SITE GRADING & SESC PLAN
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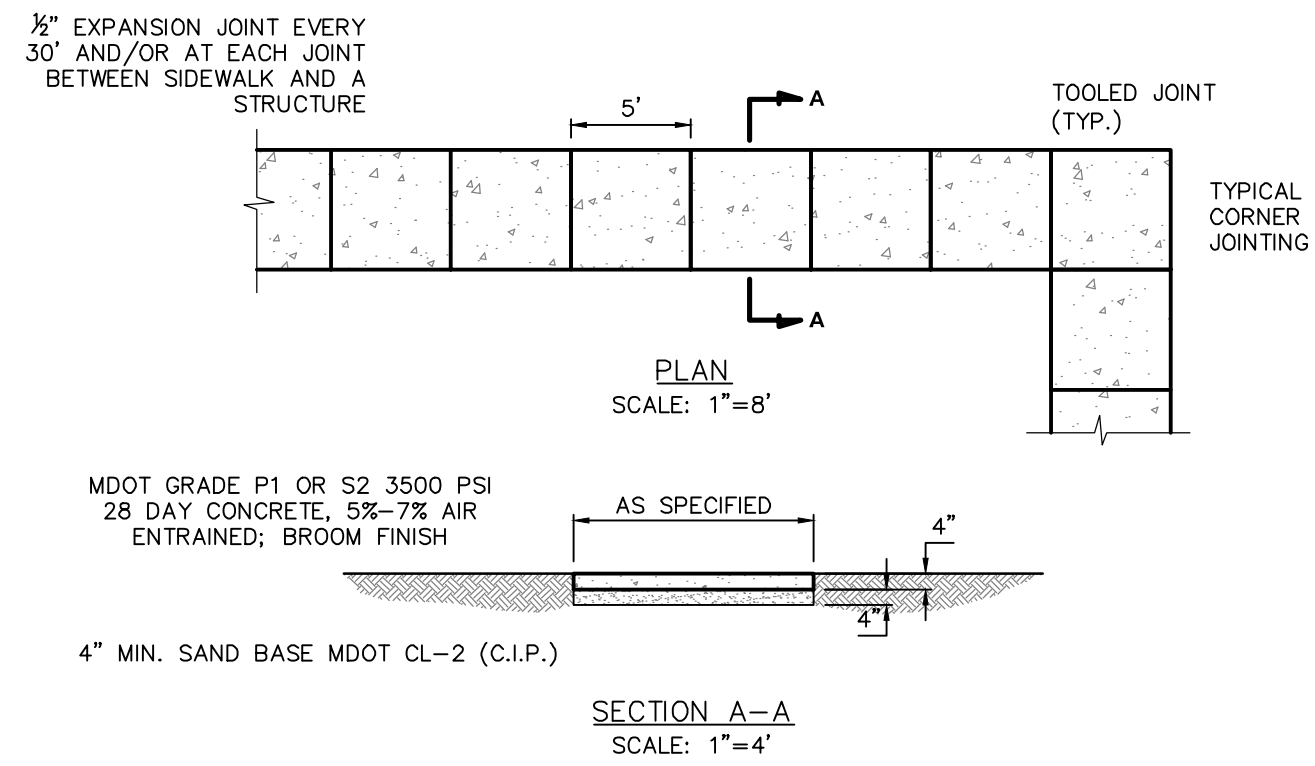
PREPARED FOR:
BDR, INC.
5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49546
PHONE: (616) 458-8505
EMAIL: DCONTANT@BDRINC.COM



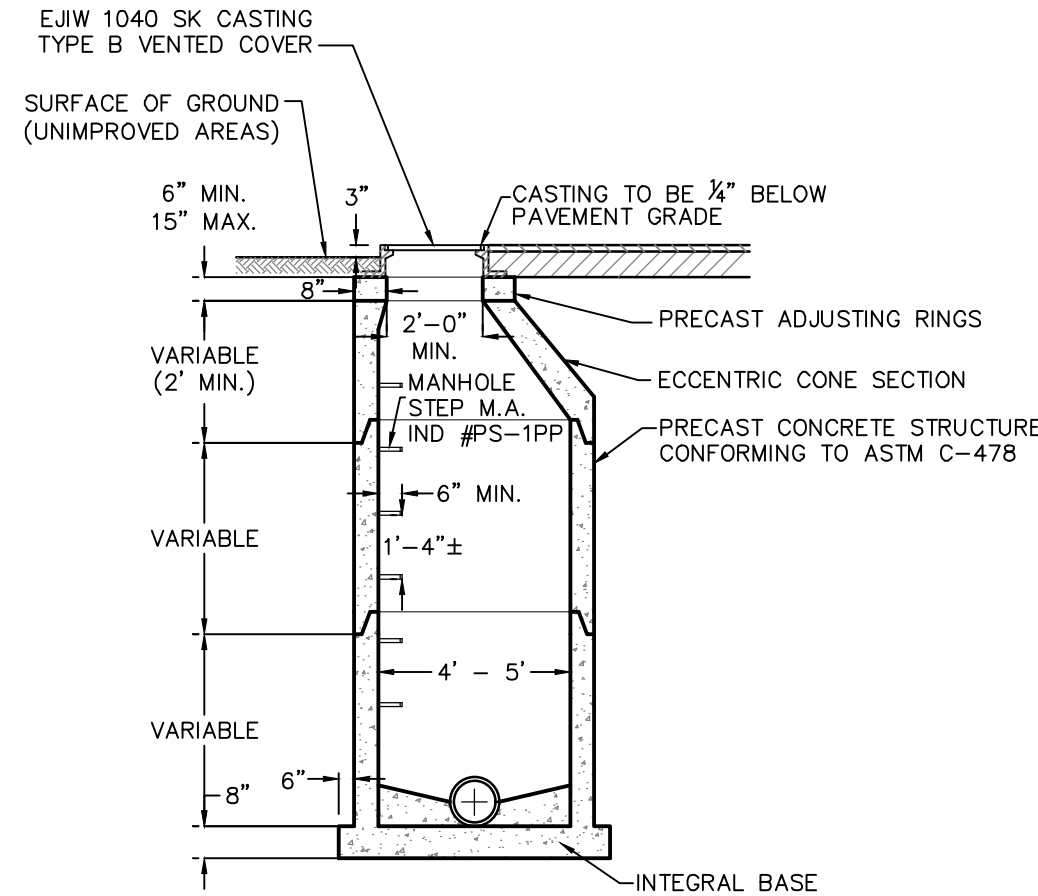
24" CURB & GUTTER DETAIL
(STANDARD RESIDENTIAL/COMMERCIAL)
SCALE: 1"=1'



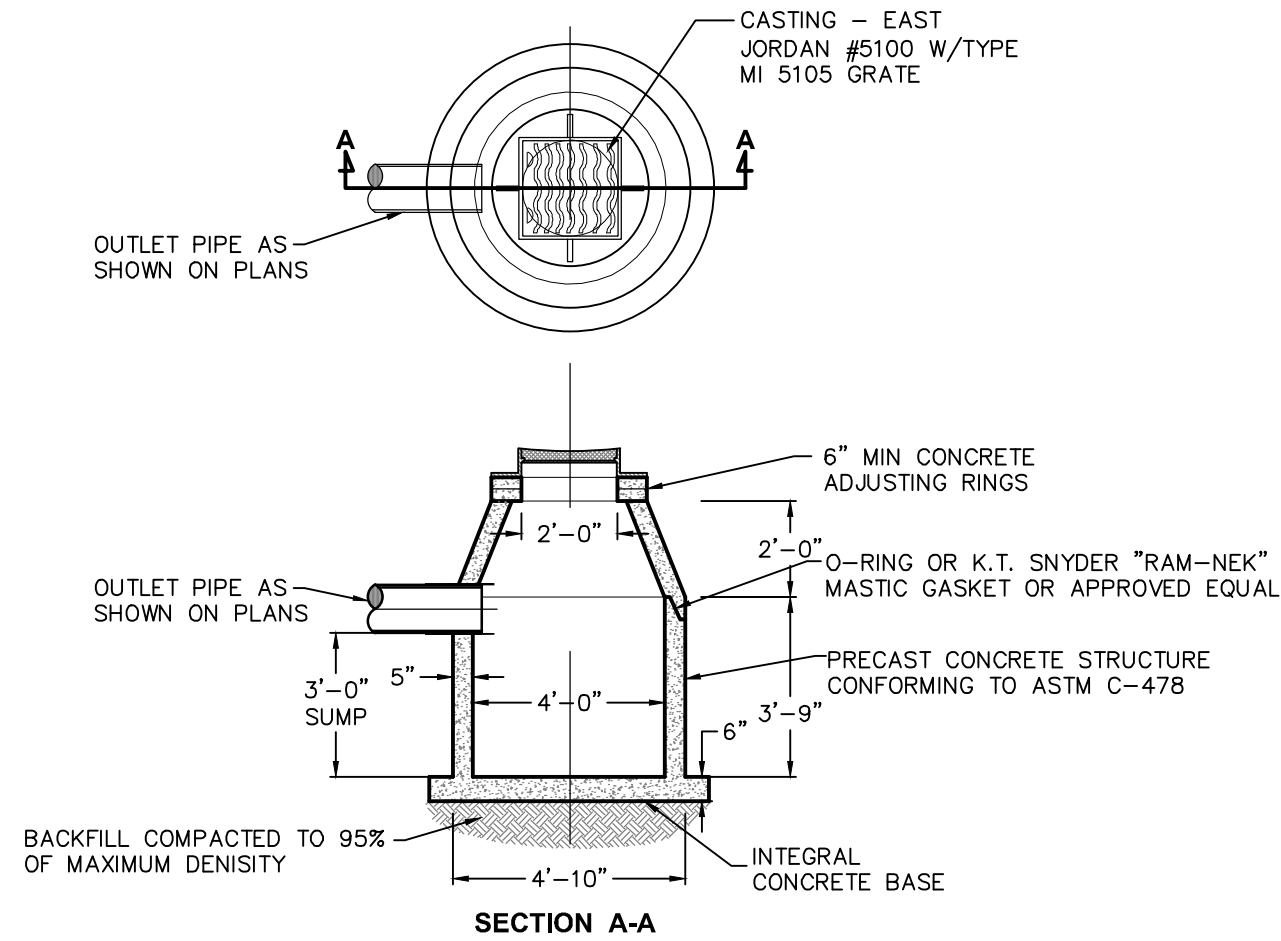
COMPOSITE CONCRETE WALK & CURB DETAIL
SCALE: 1"=2'



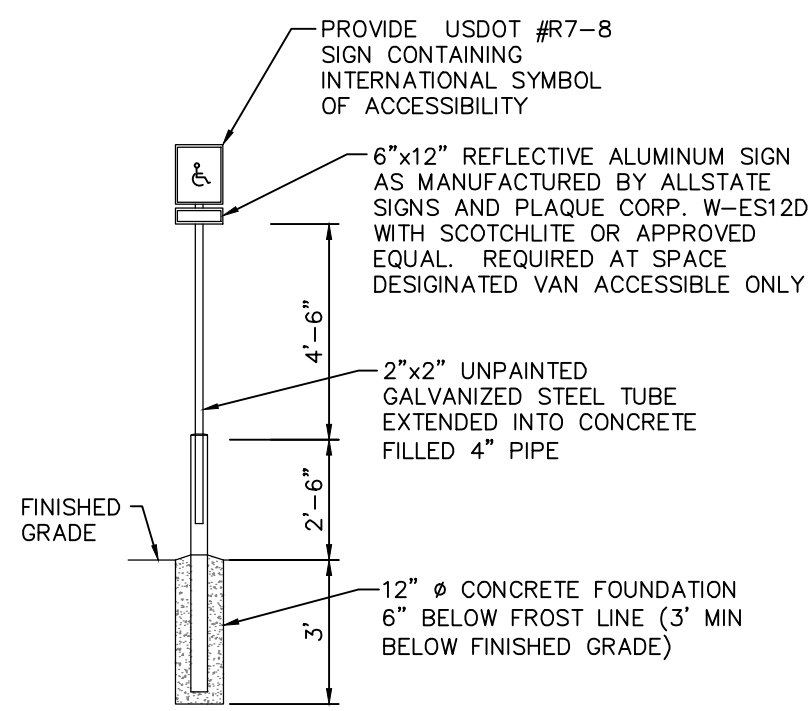
4" CONCRETE SIDEWALK DETAIL



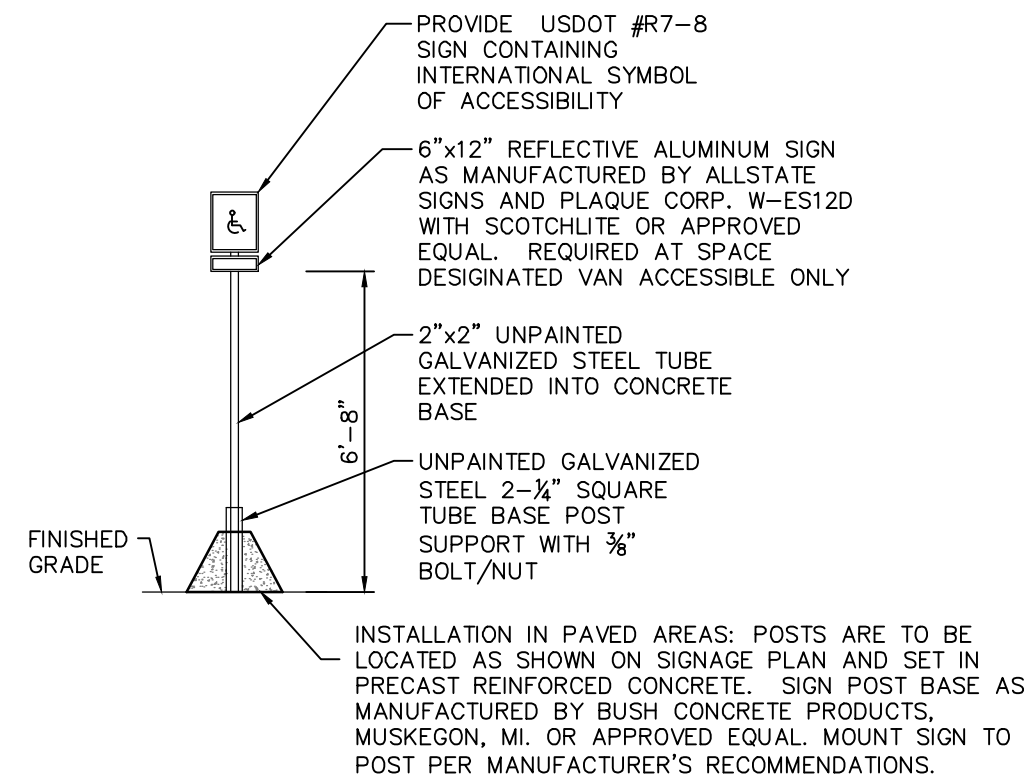
STORM SEWER MANHOLE DETAIL
SCALE: 1"=4'



4' DIA. CATCH BASIN DETAIL
(IN PAVED AREAS)
SCALE: 1"=4'



BARRIER FREE PARKING SIGN DETAIL
(IN LAWN AREAS)
SCALE: 1"=4'



BARRIER FREE PARKING SIGN DETAIL
(IN PAVED AREAS)
SCALE: 1"=4'



0 30 60
PLAN SCALE: 1" = 60'



PLAN REVISIONS

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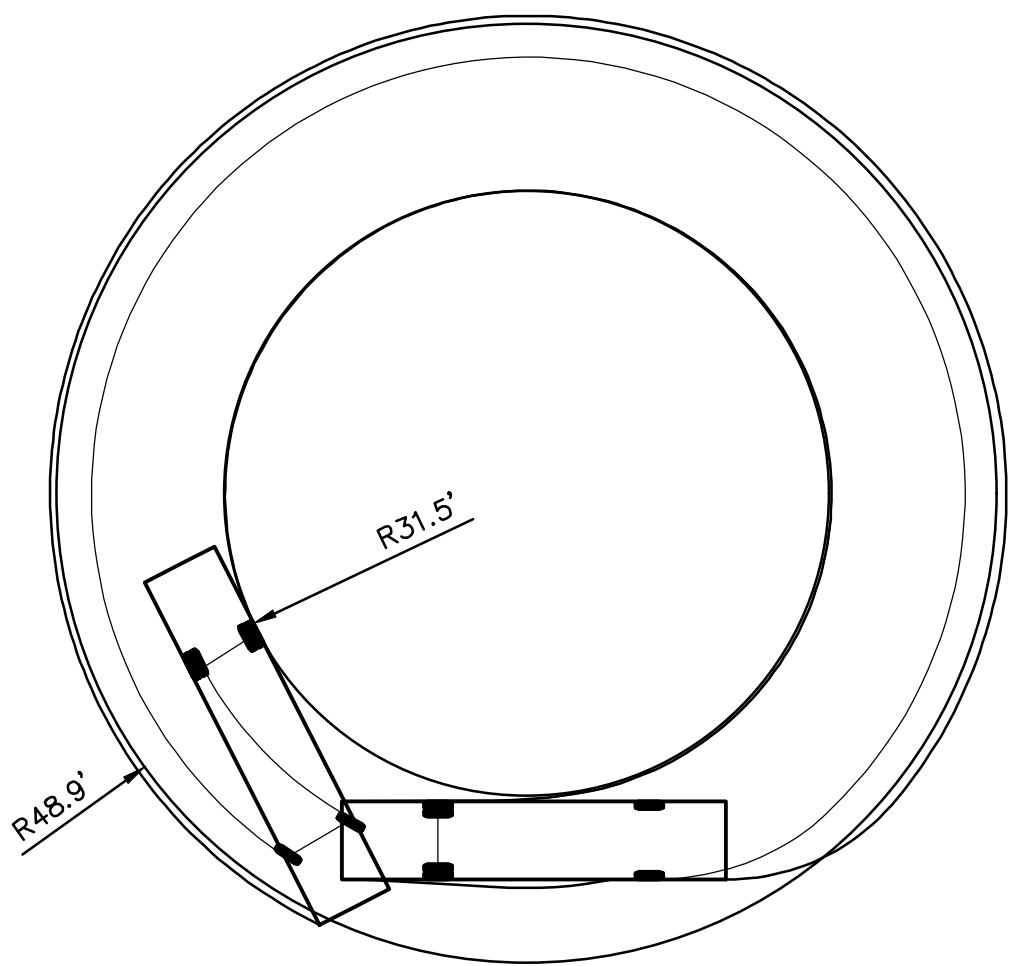
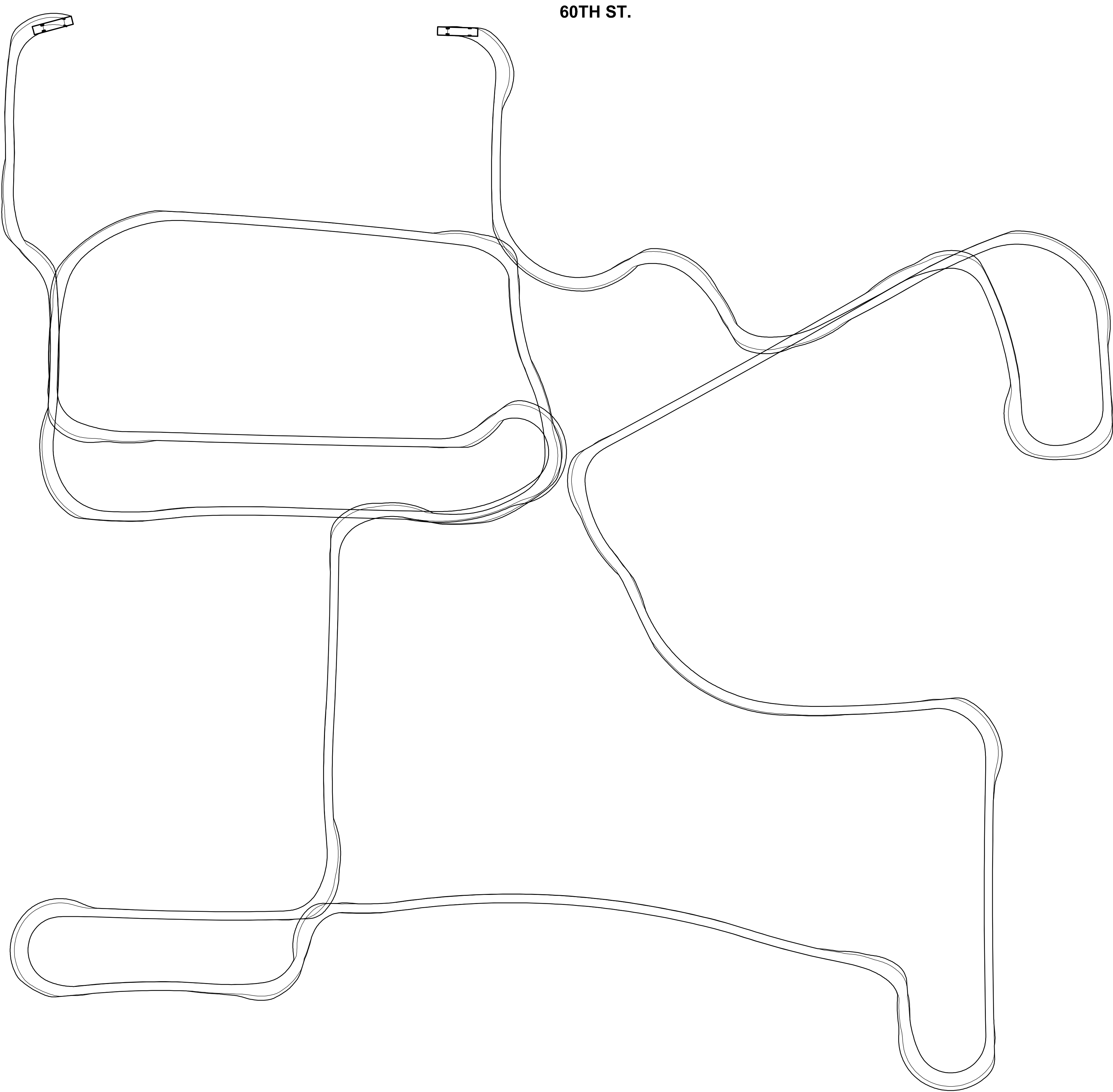


MISCELLANEOUS DETAILS
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B
PROJECT NO.
200130.01
DESIGN DRAWN BY:
MJK
DESIGNED BY:
JFL
CHECKED BY:
JFL
PLAN DATE:
JUNE 17, 2021
SHEET NUMBER
11 OF 12

PREPARED FOR:
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5510 CASCADE ROAD, SE
SUITE 200
GRAND RAPIDS, MICHIGAN 49546
PHONE: (616) 458-8505
EMAIL: DCONTANT@BDRINC.COM

P:\200130.01 3500 60th Street - Gaines\CAD\DWG\200130_VEHICLE TRACKING.dwg, 8/16/2021 3:23:53 PM, MATT KOZAK



- SHEET SCHEDULE
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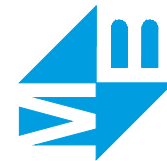
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EMAIL: DCONTANT@BDRINC.COM




0 30 60
PLAN SCALE: 1" = 60'


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(616) 363-9801 mailbox@mbce.com

EMERGENCY VEHICLE PATH PLAN
FOR
3500 60TH STREET
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE	M+B
PROJECT NO.	200130.01
DESIGN DRAWN BY:	MJK
DESIGNED BY:	JFL
CHECKED BY:	JFL
PLAN DATE:	JUNE 17, 2021
SHEET NUMBER	12 OF 12

**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 Kevin Einfeld on behalf of BDR Inc. to approve a Final PUD Plan and PUD rezoning.

**AN ORDINANCE TO APPROVE A FINAL PUD PLAN AND PUD REZONING
FOR BDR INC. AT 3500 AND 3540 60TH STREET
FOR RIVER BIRCH APARTMENTS**

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 BDR Inc. Proposed improvements as part of the PUD project include:

1. 30 residential apartment buildings totaling 348 dwelling units and a community clubhouse.
2. Two access driveways connecting to 60th Street, internal driveways, sidewalks and pathways, and 725 parking spaces.
3. Public utility service connections.
4. Landscaping, lighting, amenities, and stormwater management improvements.

The property subject to the PUD is located at 3500 and 3540 60th Street and includes parcel numbers 41-22-02-100-038 and 41-22-02-100-005. The subject plans are titled "3500 60th Street" and were prepared by Moore + Bruggink Consulting Engineers, revised June 17, 2021.

Township Board Ordinance No. 21-_____
River Birch Apartments PUD
_____, 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

Township Board Ordinance No. 21-_____
River Birch Apartments PUD
_____, 2021

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 Kevin Einfeld on behalf of BDR Inc. to approve a Final PUD Plan and PUD rezoning.

APPROVAL OF A FINAL PUD PLAN AND PUD REZONING FOR RIVER BIRCH APARTMENTS AT 3500 AND 3540 60TH STREET

Section I General Background:

1. The applicant requests the rezoning of two parcels totaling approximately 33.3 acres to a Planned Unit Development (PUD) to build a market-rate apartment complex, along with the approval of a final PUD plan. Proposed improvements as part of the PUD project include:
 - a. 30 residential apartment buildings including;
 - i. 32 one-bedroom units, and
 - ii. 316 two-bedroom units
 - b. A community clubhouse, outdoor pavilion, play area for children, community garden, and a dog park.
 - c. 725 parking spaces (326 garage and 399 surface).
 - d. Two access points to 60th Street.
 - e. Extensive pedestrian sidewalks throughout and along 60th Street.
2. The subject plans are titled "3500 60th Street" and were prepared by Moore & Bruggink, revised June 17, 2021.

Township Board Resolution No. 21-_____
River Birch Apartments PUD
_____, 2021

3. The property subject to the PUD is located at 3500 and 3540 60th Street and includes parcel numbers 41-22-02-100-038 and 41-22-02-100-005.
4. The Planning Commission held a public hearing on the PUD on August 26th, 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.*

Does not meet standard, with consideration. The 2017 Future Land Use map indicates that this parcel was intended for office or services-related development. However, the proposed use may be considered; during the Planning Commission workshop for a GTC master plan update on December 19, 2019, this area was considered to be appropriate for higher density residential uses. The following is an excerpt from the approved meeting minutes:

60th Street and Hanna Lake Avenue- The Planning Commission approved of changing the master plan designation from “office/service” to “medium/high density residential” provided the master plan contains language that stresses the importance of quality design of the facades and layouts of apartment buildings.

Also, due to changing economic conditions since the future land use plan was developed, office uses are not likely to be in demand for the next few years, and several employers (Amazon the most notable) have located in the area, which has created an increased demand for housing.

- 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 applicant has submitted building elevation images (architectural elevations will be submitted at site plan review) that meet the draft guidelines for multi-family apartments, and they have indicated a willingness to receive input on the building styles. The developer intends to follow if not exceed ordinance requirements for landscaping, screening, and signage based on Residential-3 zoning.

- 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. Fieldstone Apartments lie directly to the east and are similar in scale and density. M-6 lies to the south and is buffered by a parcel of MDOT land that will not be developed in the foreseeable future. A single-family home lies to the west, along with a larger parcel of undeveloped land. It should be noted that the owner of the vacant parcel to the west has expressed interest in developing that parcel with apartments but has not applied for that use. The north of the parcel is bounded by 60th Street, on the other side of which lies a mix of residential neighborhoods in Kentwood. Within the complex, buildings fronting 60th Street will be a lower building height than those to the south to create a more welcoming appearance from 60th Street.

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

Meets standard. The proposed residential density is approximately 10.4 units per acre, which falls into the range of 6-12 dwelling units per acre as outlined in the 2002 master plan for higher-density multi-family residential projects.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets Standard. The increase in residential and commercial use on the parcel will certainly increase traffic along 60th Street leading to the development. Two driveways access 60th street. Within the development itself, the street plan has been laid out to adequately move traffic internally. The street that crosses the wetlands in the southwest quarter of the development will feature two “breakaway” gates that restrict general vehicle, but allow emergency vehicle access.

Sidewalks are indicated throughout the development. All future and final development and road plans will be subject to Township Engineering and Kent County Road Commission review.

- 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 proposed project will be constructed on currently vacant land. There are a number of wetland areas throughout the proposed development, which restricts the buildable area. One of the wetlands will have to be crossed by a bridge in the southwest portion of the project area, and it appears that a small portion of a wetland will have to be filled for an additional street

crossing. Otherwise, the wetland areas will remain undisturbed, and EGLE permits for the wetland crossings have been applied for.

- 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 proposed project will certainly appeal to families to some degree, thus increases in the numbers school-age children are likely. The project falls within the Caledonia School District. No schools are located within walking distance to the development, so it is likely that children will rely on parents driving or bussing to and from school. Pedestrian elements such as sidewalks will be located throughout the development, enabling school children to gather at bussing pick-up points.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard. The developer has had initial consultations with the Fire Department, and the preliminary plans have been developed to ensure adequate response times and access. A secondary fire vehicle access point has been located at the northwest corner of the project on 60th street.

Water and sewer utilities currently serve the site. All future and final development and utility plans will be subject to Township Engineering and Fire Department review.

- 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. Water and sewer utilities currently serve the site. All future and final development and utility plans will be subject to Township Engineering and Kent County Drain Commission review.

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

Meets standard. No especially valuable natural features are located on the parcel other than the previously mentioned wetland areas. The wetland areas will not be developed and will be retained as natural features. However, state permits may be required for limited wetland crossing impacts.

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

Meets Standard. The Paul Henry Trail lies on the north side of 60th Street. A multi-modal path will be constructed along the entire length of the south side of 60th Street that will continue the sidewalk westward from the Fieldstone Apartments to the east.

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 recommended.

- Buildings. The two-story buildings are proposed to be approximately 25 feet in height, while the three-story buildings will be approximately 35 feet (measured at the mid-point of the roof). Three-story buildings require a modification to zoning requirements through the PUD process.
- Dimensional Requirements. Proposed setbacks require PUD modifications.
 - Front required setback is 35 feet, front proposed is 50 feet.
 - Side required setback is 20 feet, side proposed is 30 feet.
 - Rear required setback is 50 feet, rear proposed is 20 feet.
 - Building separation is required to be 40 feet (two 20-foot side setbacks), proposed separation ranges from 20 to 30 feet.
- Parking.
 - Parking spaces are compliant at nine (9) feet wide and 18 feet deep.
 - The number of parking spaces exceeds the minimum requirement by approximately five (5) percent.
 - Drive aisles constrict to 22 and 20 feet to the rear of the development. All two-way drive aisles shall be at least 24 feet in width (Section 15.7).

- Additionally, parking spaces must be provided with wheel or bumper guards or other appropriate means, such as curbs, so that no part of a parked vehicle will extend beyond the parking area (Section 15.8 D).
 - Landscaping. The landscaping plan was submitted in accordance with Section 16.3. Front yard (Section 16.9) and parking lot (Section 16.10) landscaping points are satisfied in accordance with Chapter 16.
 - Signage. New signage is not indicated. All signs must be approved administratively in accordance with Chapter 17, and final PUD site plan approval shall not be construed as approval of site signage.
 - Lighting. A lighting plan was submitted in accordance with Section 18.3 and is compliant with Section 18.5 (illumination levels, height, and fixture type).
 - Other. It is recommended that the two parcels subject to the PUD plan are combined as one.
- 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, due to changing economic conditions since the future land use plan was developed, office uses are not likely to be in demand for the next few years, and there is an increased demand for housing.

- 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, Kent County Drain Commission, and EGLE, 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 was planned and modified throughout the process to meet the expectations and recommendations of the Planning Commission.

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

Meets standard. As demonstrated in the preliminary PUD review, the site is primarily planned around existing wetlands. Minor impacts are planned for street crossing.

- 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. Grading limits on sheet 6 of 12 are tightly bound around the proposed buildings and parking areas. Non-disturb areas are indicated along the perimeter, as shown on the landscape plan.

- 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. The Fire Inspector has reviewed the plans, and formal comments were provided to the applicant. 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. The site is served by one boulevard driveway (east) and a secondary driveway (west) to 60th Street. Loop roads are proposed to circulate throughout the site. 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. Plans indicate a 10-foot path along 60th Street and sidewalks throughout the proposed development. Overall, it appears that the internal sidewalk plan allows adequate and safe pedestrian access between buildings and across main streets.

- 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.

Condition recommended. Stormwater and utility plans are subject to review and approval by the Township Engineer.

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

Condition recommended. The Kent County Road Commission may require a traffic study during its review of driveway access to the development.

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

Not applicable.

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

Meets standard. The site plan has been cooperatively planned with the Planning Commission to adjust and refine building height and location, circulation, density, and overall site design. The proposed development intends to preserve wetlands and reduce the limits of disturbance along the perimeter of the site. The landscaping plan will ensure an aesthetically pleasing residential development.

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 BDRs River Birch Apartments.

The Township Board approves the final PUD plan and the PUD rezoning with the following zoning modifications:

Township Board Resolution No. 21-_____
River Birch Apartments PUD
_____, 2021

1. 24-unit attached buildings are permitted in the locations shown on the plan
2. Three-story buildings are permitted in the locations shown on the plan
3. Drive aisle widths from 20 to 24 feet are permitted, as approved by the Fire Department
4. Minimum perimeter setbacks are:
 - a. Front: 50 feet
 - b. East/west sides: 30 feet
 - c. Rear: 20 feet
5. Minimum building separations are:
 - a. Between apartment buildings: 20 feet
 - b. Between apartment buildings and garages: 10 feet

The Township Board of Trustees approves the final PUD plan and the PUD rezoning with the following conditions:

1. Include curbing or wheel stops for all parking spaces on sheet 2 of 12 (south of building 16).
2. A phasing development schedule shall be provided by the applicant prior to building permitting.
3. A traffic assessment be completed by the applicant based on the parameters determined by the Kent County Road Commission.
4. Secure all Township department and outside agency approvals:
 - a. Township Assessor and Planner (parcel combination of parcels 41-22-02-100-038 and 41-22-02-100-005).
 - b. Township Engineer/BGUA.
 - c. Fire Department.
 - d. Kent County Road Commission (driveway access and SESC).
 - e. Kent County Drain Commission, as applicable.
 - f. Department of Energy Great Lakes and Environment.

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: October 11th, 2021
Re: Industrial Facilities Exemption Certificate for 6155 East Paris/Mobile Defender

Introduction

The Township has received an application from MD-3990, LLC (Mobile Defenders) for an Industrial Facilities Exemption Certificate (IFEC) under Public Act 198, as amended (PA 198). The request is for a 12-year tax exemption that would abate local real property tax for 12 years and personal property tax for 6 years by 50%, and they intend to apply for an abatement from the State for an additional 6 mills of the State Education Tax. Approval of the IFEC is dependent on the approval of the attached "Public Act 198 Tax Abatement Agreement" ("Agreement"), if approved the Agreement would be executed by the Supervisor and Mobile Defenders and enable Mobile Defenders to submit the application to the state along with accompanying documents to the Township Assessor.



Mobile Defenders received site plan approval by the Planning Commission on December 17, 2020 for a proposed 89,430 square foot building and associated site improvements.

On April 12th 2021, the Board of Trustees determined via resolution that Mobile Defenders met the definition of a High Technology business. The Township Board approved an Industrial Development District (IDD) for a new facility on the property on May 10th, 2021.

Discussion

On September 13th the Board of Trustees set a public hearing for the IFEC application. The Application, draft Resolution and Agreement are attached for review.

The Board will consider one of two actions at this public hearing; approval or denial of the resolution approving the Industrial Facilities Exemption Certificate, and if the resolution is approved, approval of the Public Act 198 Tax Abatement Agreement which will signed by the Supervisor or Township Manager at the Boards discretion. An affidavit as to application fees will also be signed by the Clerk and Mobile Defenders.

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

Public Act 198 Tax Abatement Agreement

As required by Section 22 of Act 198 of the Public Act of Michigan of 1974, as amended ("Act 198"), MD-6155, LLC, a Michigan limited liability company and MD-3990, LLC, a Michigan limited liability company collectively doing business under the assumed name Mobile Defenders ("MD"), hereby enters into the following agreement with the Charter Township of Gaines ("Township"), for the purpose of inducing the Township to grant an Industrial Facilities Exemption certificate ("IFE Certificate") for new buildings and equipment ("Facility") described in the application attached hereto as Exhibit A that has been filed with the Township, pursuant to Act 198:

1. Investment. MD hereby represents that it will, with respect to the Facility, subject to allowance for depreciation and decrease in market value during the entire period of the tax abatement approved by the Township:
 - a. Invest (or lease) and maintain not less than \$6,000,000 in land improvements and buildings in the Township; provided, however, that such amount shall be increased to an amount equal to the actual value of land improvements and building, if greater than \$6,000,000; and
 - b. Invest (or lease) and maintain not less than \$159,000 in new equipment and furniture at the Facility; provided, however, that such amount shall be increased to an amount equal to the actual value of new equipment and furniture, if greater than \$159,000.
 - c. The land improvements and building in 1a and the equipment and furniture in 1b shall be referred to as the "Property".
2. Construction. MD shall complete the construction of the Property and install the equipment and machinery set forth in the Application not later than December 31, 2022.
3. Appraisal. MD, LLC shall provide the Township with a written appraisal of the Property not later than 180 days following completion of the installation of the Property. MD agrees that said appraisal shall be admissible as evidence, and MD shall not contest such admissibility in any proceeding before the Township Board of Review, any tribunal, the State Tax Commission, court of competent jurisdiction, or in any other proceeding intended to review and/or amend the valuation of the Property for tax purposes.
4. Continued Assessments.
 - a. Notwithstanding the provisions in Section 3 above, the Assessor for the Township ("Assessor") shall continue to complete a full assessment of the Property in the normal course each year independent of the issuance of the IFE Certificate, which valuation shall

serve as the basis for the industrial facility tax payments under Act 198 and this Agreement. If MD disagrees with an assessment, it shall notify the Assessor within 60 days after receipt of the Township's Notice of Assessment. In such circumstances, MD must, at its sole cost, provide the Township with an independent appraisal within 120 days after receipt of the Notice of Assessment. Failure to timely provide the appraisal shall result in the Assessor's valuation governing for that year and shall be binding on the parties. Further, MD shall not be permitted to pursue or file any challenge or appeal of value of the Property in any court or tribunal, including without limitation the Michigan Tax Tribunal, if the appraisal is not provided as set forth herein, and agrees that if an appeal is filed in violation of this Section, the court or tribunal, as the case may be, is authorized to dismiss the appeal.

- b. If the appraisal provided by MD shows a lower valuation than the Notice of Assessment the Township must within 60 days of receipt of the appraisal, either (a) accept the valuation shown by the appraisal and change the assessed value; or (b) mutually select with MD an independent appraiser to conduct a new valuation, which valuation shall be binding for that year.
- c. The cost of the appraisal under (b) above shall be equally split between MD and the Township. An appraiser selected under (b) above must complete the valuation report within 60 days of selection.
- d. MD can challenge the proposed assessment of the Property in the industrial development district using the valuation dispute resolution process set forth in this Section 4 only once every two years, unless the valuation is changed due to new construction. Once set through the dispute resolution process, that valuation will be the starting point for the Assessor's valuation for the year two. MD may again use the challenge process the following year. If the assessment process increases the valuation because of new construction during the two-year period referenced above, the valuation of the new construction only may be challenged using the dispute resolution process. Final valuation as determined by the dispute resolution process immediately above shall be the basis for State reimbursement and industrial facility tax payments.

5. Employment Requirements.

- a. MD further represents that it, and its affiliates, will, commencing not later than 2 years after the Facility is completed, provide and maintain employment for the equivalent of 26 employees working at least an average of 35 hours per week.
- b. When hiring, MD, and its affiliates, shall make a good faith effort to hire employees from the Township and the immediately surrounding area, including advertising in a newspaper of general circulation within the Township and the surrounding area. However, this section shall not require MD or its affiliates to take any action in violation of applicable employment-related laws and MD and its affiliates retain the right to hire

the most qualified employees as permitted under applicable law without regard to geographical residence.

6. Continuous Operation.

- a. MD commits to operate the Facility for which abatement has been requested for the entire period of the tax abatement. If, in the sole judgement of the Township, MD has taken action which constitutes relocation of more than an insubstantial part of its Facility to another jurisdiction, or closes more than an insubstantial part of the Facility, prior to expiration of the tax abatement, then MD shall reimburse all affected taxing units a portion of the difference between the taxes which were paid, and those which would have been paid but for the abatement, in accordance with the following schedule:

(6-year abatement) – REAL PROPERTY

<u>Year of Closing or Relocation</u>	<u>Refund %</u>
0 – 3	100%
4 – 5	75%
6	50%

(4-year abatement) – PERSONAL PROPERTY

<u>Year of Closing or Relocation</u>	<u>Refund %</u>
0 – 2	100%
3	75%
4	50%

- b. If MD does not repay the Township upon demand, the Township may collect the required abatement in the manner provided by Act 198 for the collection of delinquent Industrial Facilities taxes or in any other manner permitted by law.

7. Remedies. If the Facility fails to meet the expectations set forth in the application or the IFE Certificate, or fails to comply with the provisions set forth in this Agreement, then the Township may, in its sole discretion, terminate or reduce the term of the IFE Certificate granted to MD. MD understands that the Township may by resolution request the State Tax Commission to reduce the term of the IFE Certificate, revoke the IFE Certificate and/or require MD pay to the affected taxing units up to an amount equal to those taxes it would have paid had the abatement not been in effect.

8. Vacation of Property. If MD vacates the Property prior to the end of the term of this Agreement, MD agrees to make reasonable provisions satisfactory to the Township and in compliance with all applicable laws, codes and ordinances to maximize the likelihood of re-occupancy or re-use of the unoccupied building for productive use within a reasonable time period after the existing premises is vacated. These provisions shall include, but not be limited to demolition of obsolete industrial property, clean-up of any environmental contamination, and maintenance of landscaping, parking lots, retention ponds and upkeep of the building and any structures located

upon the Property in a clean, attractive and safe condition until the Property and any buildings located thereon may be reused or reoccupied.

9. State Multipliers. MD agrees to the use of the State Tax Commission multipliers and applicable sections on the Michigan Department of Treasury, State Tax Commission Form 632, for the calculations of all personal property depreciation in arriving at an assessed and taxable valuation for each year the abatement is in effect.
10. Opportunity to be Heard. The Township shall provide at least 15 days written notice to MD if the Township intends to take action to enforce this Agreement, and shall permit MD an opportunity to be heard concerning the matter, at a special or regular meeting of the Township Board. The Township shall not require repayment, or revoke or reduce the term of the certificate, unless investment or employment are less than the commitments made in this Agreement for a continuous period of more than 180 days.
11. Certifications. Not later than 90 days following completion of the installation of the Property, MD shall provide to the Township certification of all actual amounts/costs spent on the Property in the Facility. MD shall also, at that time, certify to the Township the number of full-time (over 35 hours per week) employees presently working at the Facility. The certification shall provide an explanation of variances in projected versus actual costs and job creation.
12. Continued Certifications. On April 1, 2022 and annually on each April 1 thereafter, as long as the IFE Certificate remains in effect, MD shall certify to the Township the number of full-time (over 35 hours per week) employees then employed in the Facility. In addition, MD shall provide such other information as is reasonably requested by the Township, to verify continued compliance with this Agreement.
13. Remedies not Exclusive. The remedies in the Agreement are in addition to the remedies provided by Act 198. This Agreement contains the entire agreement between the parties with regard to its subject matter and may be amended only in writing signed on behalf of MD and approved by resolution of the Township Board.
14. Binding Affect. MD acknowledges receipt of and agrees to be bound by the terms of the Township's PA 198 Property Tax Abatement Policies.
15. Fee Disclosure. In addition to the preceding statements, MD and the Township do swear and affirm by the signatures below that "no payment of any kind in excess of the fee allowed by PA 198 of 1974, as amended by PA 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application."

MD-3990, LLC CORPORATION and MD-6155, LLC

Dated: _____, 2021

by (print name): _____

Title: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

_____ *County, Michigan*

Acting in _____ County, Michigan

My Commission expires: _____

CHARTER TOWNSHIP OF GAINES

Dated: _____, 2021

by (print name): _____

Title: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

Kent County, Michigan

Acting in Kent County, Michigan

My Commission expires: _____

EXHIBIT A
Application

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	Date Received by Local Unit 9-1-2021
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) MD II Holdings, LLC (Mobile Defenders)	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 423690	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 6155 East Paris Ave SE, Caledonia, MI 49316	1d. City/Township/Village (indicate which) Gaines Charter Township	1e. County Kent
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment	3a. School District where facility is located Caledonia	
3b. School Code 41050		
4. Amount of years requested for exemption (1-12 Years) 12		
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. Please see attached addendum.		
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		
6c. Total Project Costs * Round Costs to Nearest Dollar		
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.		
Real Property Improvements	Begin Date (M/D/Y) End Date (M/D/Y) 01/01/2021 12/31/2022	☐ Owned ☒ Leased
Personal Property Improvements	01/01/2021 12/31/2022	☒ Owned ☐ Leased
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No		
9. No. of existing jobs at this facility that will be retained as a result of this project. 63	10. No. of new jobs at this facility expected to create within 2 years of completion. 18	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.		
a. TV of Real Property (excluding land)		
b. TV of Personal Property (excluding inventory)		
c. Total TV		
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District		
12b. Date district was established by local government unit (contact local unit)		
12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No		

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Jordan Notenbaum	13b. Telephone Number (616) 885-2656	13c. Fax Number	13d. E-mail Address jordan@mobiledefenders.com
14a. Name of Contact Person Jordan Notenbaum	14b. Telephone Number (616) 885-2656	14c. Fax Number	14d. E-mail Address jordan@mobiledefenders.com
▶ 15a. Name of Company Officer (No Authorized Agents) Jordan Notenbaum			
15b. Signature of Company Officer (No Authorized Agents) <i>Jordan Notenbaum</i>		15c. Fax Number	15d. Date
15e. Mailing Address (Street, City, State, ZIP Code) 3990 44th St SE, Kentwood, MI 49512		15f. Telephone Number (616) 885-2656	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, *Industrial Facilities Tax Exemption (IFT) Application*

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.):

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability.

The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. **Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.**
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. **Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. **Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).**
6. **Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be**

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

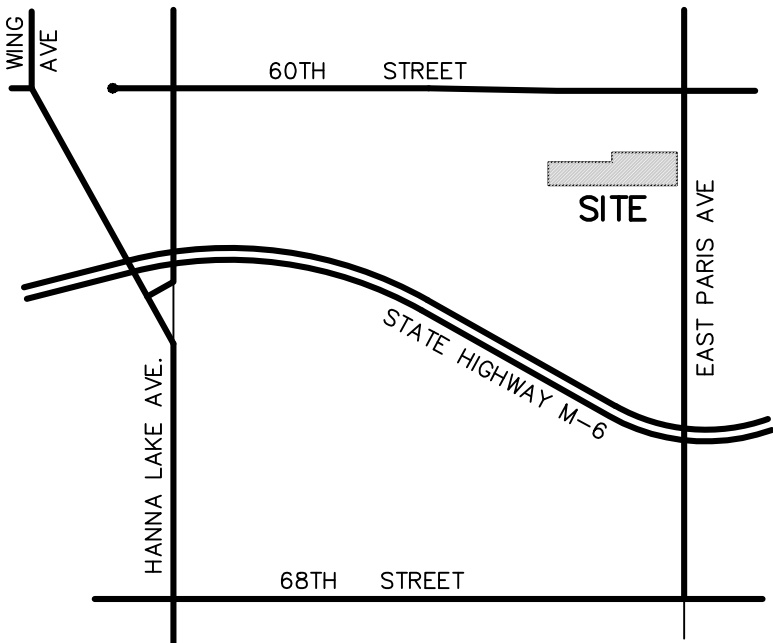
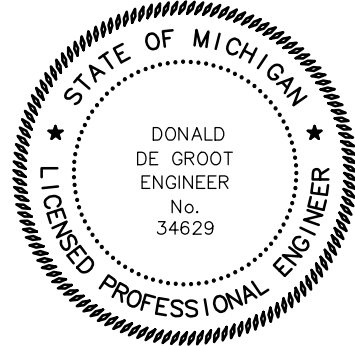
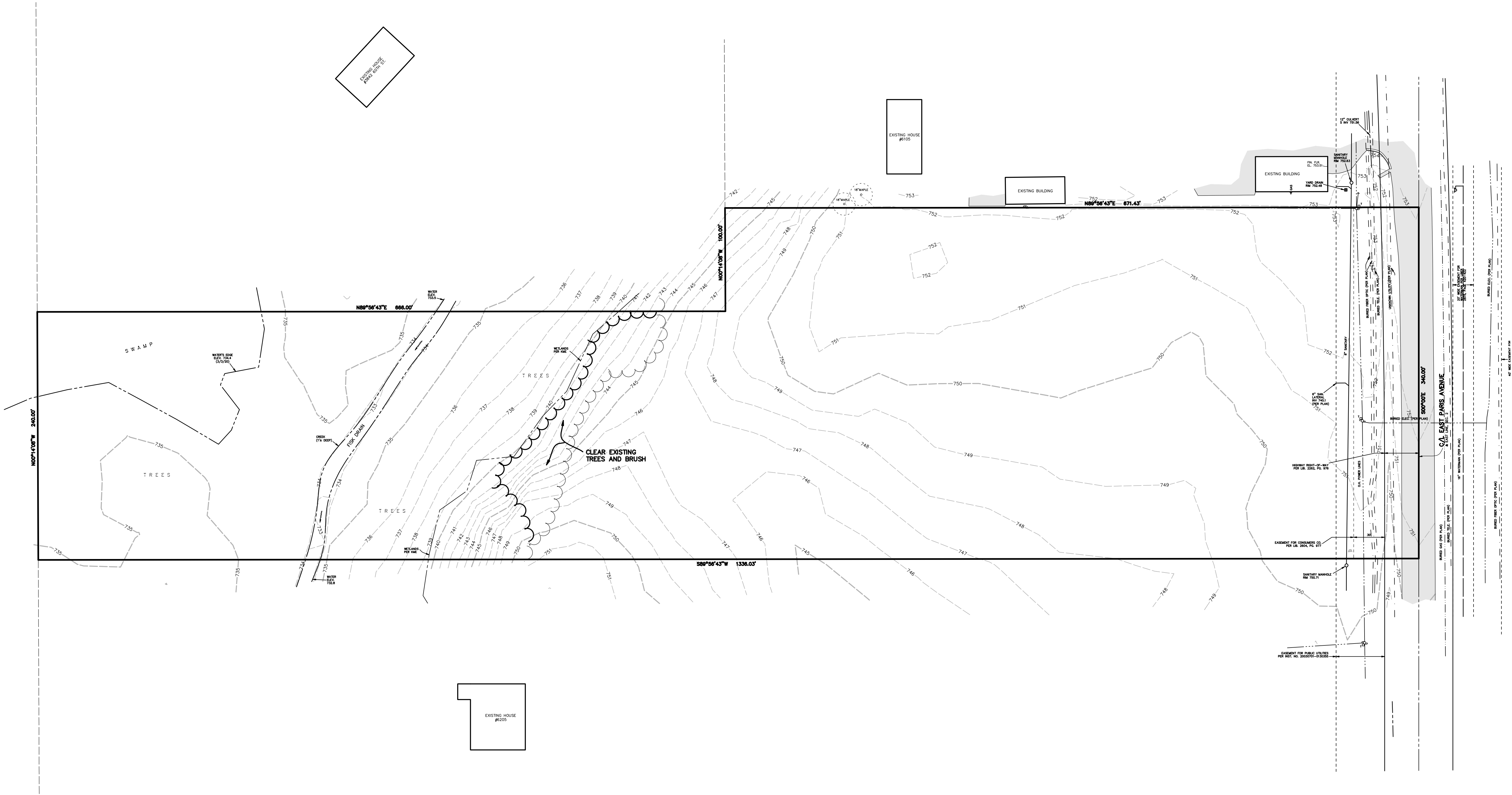
The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: **www.legislature.mi.gov/**. For more information and Frequently Asked Questions, visit **www.michigan.gov/propertytaxexemptions**.

BENCHMARK ELEV. 754.07 (NAVD88)
TOP OF SE FLANGE BOLT ON HYDRANT, 35'
EAST OF C/L EAST PARIS AVENUE, 50'±
SOUTH OF C/L DRIVE TO HOUSE #6141
(630'± SOUTH OF C/L 60TH STREET)

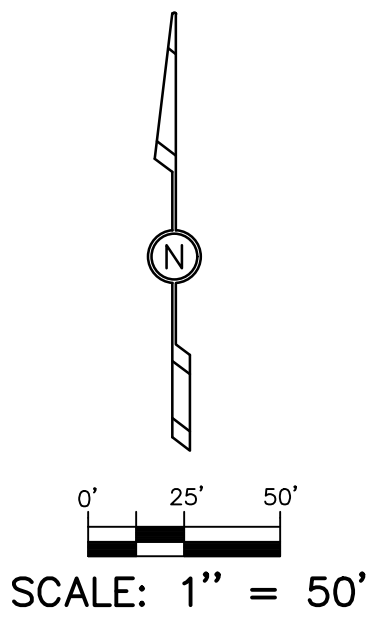
DESCRIPTION per Bell Title Commitment No. 20207247-HA:
THAT PART OF THE EAST 1/2, NE 1/4, OF SECTION 2, T5N R11W, DESCRIBED AS: BEGINNING AT A
POINT ON THE EAST LINE OF SAID NE 1/4, WHICH IS S 00 DEGREES 00' 00"E 650.00 FEET FROM THE NE
CORNER OF SAID SECTION; THENCE S 00 DEGREES 00' E 340.0 FEET; THENCE S 89 DEGREES 56' 43"W
1336.03 FEET TO THE WEST LINE OF THE E 1/2, NE 1/4; THENCE N 00 DEGREES 14' 08"W 240.0 FEET
ALONG SAID WEST LINE; THENCE N 89 DEGREES 56' 43"E 666.0 FEET; THENCE N 00 DEGREES 14' 08"W
100.0 FEET; THENCE N 89 DEGREES 56' 43"E 671.43 FEET TO THE PLACE OF BEGINNING.



LOCATION MAP

LEGEND

- UTILITY POLE & GUY WIRE
- HYDRANT
- CATCH BASIN
- MANHOLE
- TELEPHONE BOX
- BURIED FIBER OPTIC MARKER
- BURIED GAS LINE MARKER
- BURIED TELEPHONE MARKER
- BURIED SANITARY MARKER
- OVERHEAD WIRES



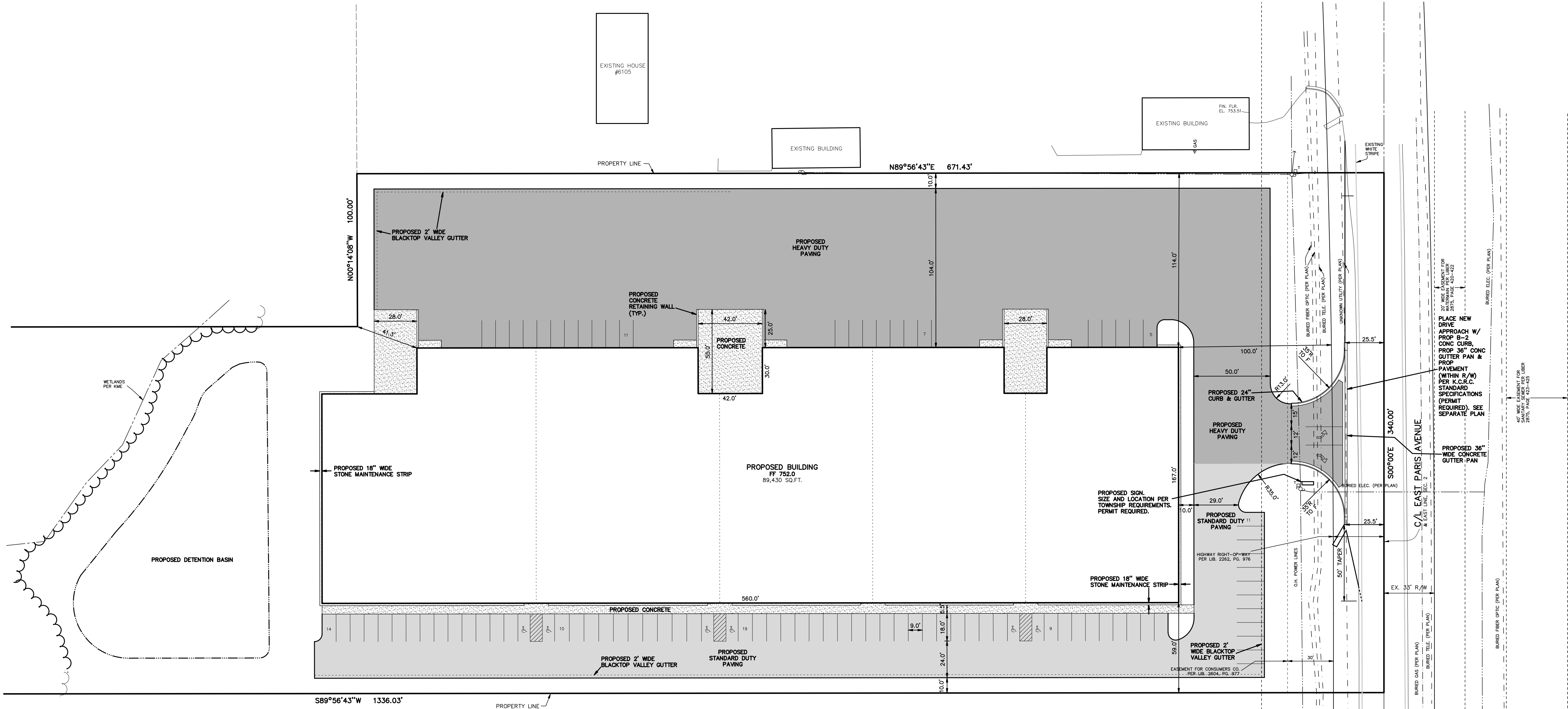
SCALE: 1" = 50'

EXISTING CONDITIONS AND DEMOLITION PLAN
6155 EAST PARIS AVENUE

FOR: AJ VENEKLASSEN
ATTN: CHRIS VENEKLASSEN
5000 KENDRICK CT. SE
GRAND RAPIDS, MI 49512
PART OF THE NE 1/4, SECTION 2, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

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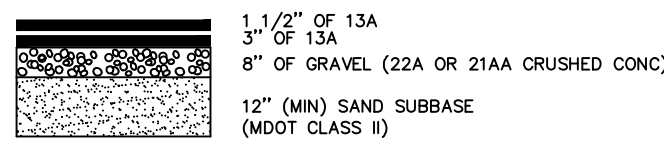
BENCHMARK ELEV. 754.07 (NAVD88)
TOP OF SE FLANGE BOLT ON HYDRANT, 35'
EAST OF C/L EAST PARIS AVENUE, 50'±
SOUTH OF C/L DRIVE TO HOUSE #6141
(630'± SOUTH OF C/L 60TH STREET)



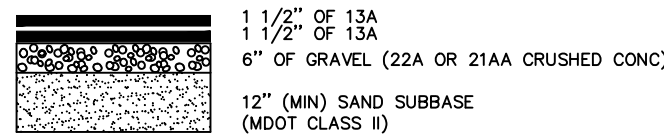
GENERAL NOTES :

- DESCRIPTION per Bell Title Commitment No. 20207247-HA:
THAT PART OF THE EAST 1/2, NE 1/4, OF SECTION 2, T5N R11W, DESCRIBED AS: BEGINNING AT A POINT ON THE EAST LINE OF SAID NE 1/4, WHICH IS S 00 DEGREES 00' 00" E 650.00 FEET FROM THE NE CORNER OF SAID SECTION; THENCE S 00 DEGREES 00' E 340.0 FEET; THENCE S 89 DEGREES 56' 43" W 1336.03 FEET TO THE WEST LINE OF THE E 1/2, NE 1/4; THENCE N 00 DEGREES 14' 08" W 240.0 FEET ALONG SAID WEST LINE; THENCE N 89 DEGREES 56' 43" E 666.0 FEET; THENCE N 00 DEGREES 14' 08" W 100.0 FEET; THENCE N 89 DEGREES 56' 43" E 671.43 FEET TO THE PLACE OF BEGINNING.
- CURRENT ZONING: I-1 INDUSTRIAL (INCLUDING SURROUNDING PARCELS TO NORTH, SOUTH AND EAST; PARCEL TO WEST IS MULTIFAMILY PUD)
- SETBACKS:
FRONT - 100' ADJACENT TO PRIMARY ARTERIAL STREET
SIDE - 15'
REAR - 25' (50' ADJACENT TO MULTIFAMILY PUD TO WEST)
- REQUIRED PARKING:
 - PROPOSED BUILDING USE IS A COMBINATION OF MANUFACTURING AND WAREHOUSE
 - 1.5 SPACES PER 1000 SQ.FT. OF MANUFACTURING BUILDING (54,000 S.F. / 1000 = 81 SPACES)
 - 1.0 SPACE PER 4000 SQ.FT. OF WAREHOUSE BUILDING (36,000 S.F. / 4000 = 9 SPACES)
 - REQUIRED PARKING SPACES = 90
 - THIS SITE PROVIDES 92 PARKING SPACES AND INCLUDES 6 BARRIER FREE SPACES.
- SIGNAGE, LIGHTING & LANDSCAPING SHALL MEET TOWNSHIP REQUIREMENTS, TO BE DESIGNED BY OTHERS.

BLACKTOP NOTES :
- ASPHALT BINDER PG58-28 FOR STANDARD DUTY PAVING
- RAP LIMITED TO MDOT TIER 1 (0-17% BY WEIGHT) FOR WEARING COURSE
AND MDOT TIER 2 (18-27% BY WEIGHT) FOR LEVELING COURSE
- 1.5A MIX TO HAVE 60% MINIMUM CRUSHED MATERIAL WITH 3% AIR VOIDS
- ASPHALT TO BE COMPACTED TO 94-97% OF THEORETICAL MAXIMUM DENSITY AS DETERMINED BY THE RICE METHOD
- A BOND COAT OF SS-1h EMULSION IS REQUIRED BETWEEN ASPHALT LAYERS AT A RATE OF 0.1 GALLONS/SYD



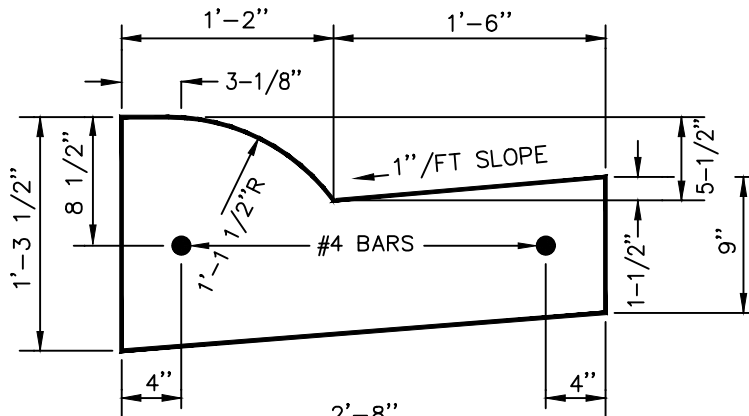
HEAVY DUTY PAVING SECTION



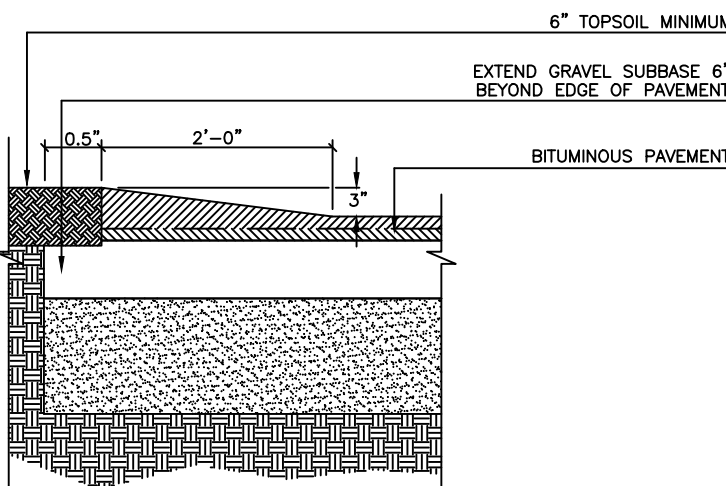
STANDARD DUTY PAVING SECTION

(OUTSIDE OF PUBLIC R/W)

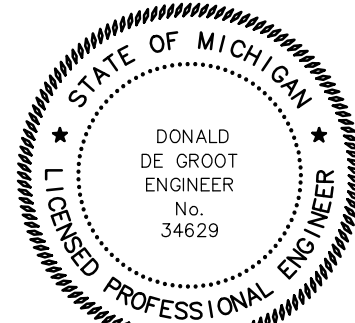
PAVEMENT CROSS SECTIONS TO BE VERIFIED BY SOILS ENGINEER FOLLOWING COMPLETION OF GEOTECHNICAL REPORT



MDOT "B2" CURB DETAIL



BITUMINOUS VALLEY GUTTER



SCALE: 1" = 30'



Know what's below.
Call before you dig.

LEGEND

- UTILITY POLE & GUY WIRE
- HYDRANT
- CATCH BASIN
- MANHOLE
- TELEPHONE BOX
- BURIED FIBER OPTIC MARKER
- BURIED GAS LINE MARKER
- BURIED TELEPHONE MARKER
- BURIED SANITARY MARKER
- OVERHEAD WIRES

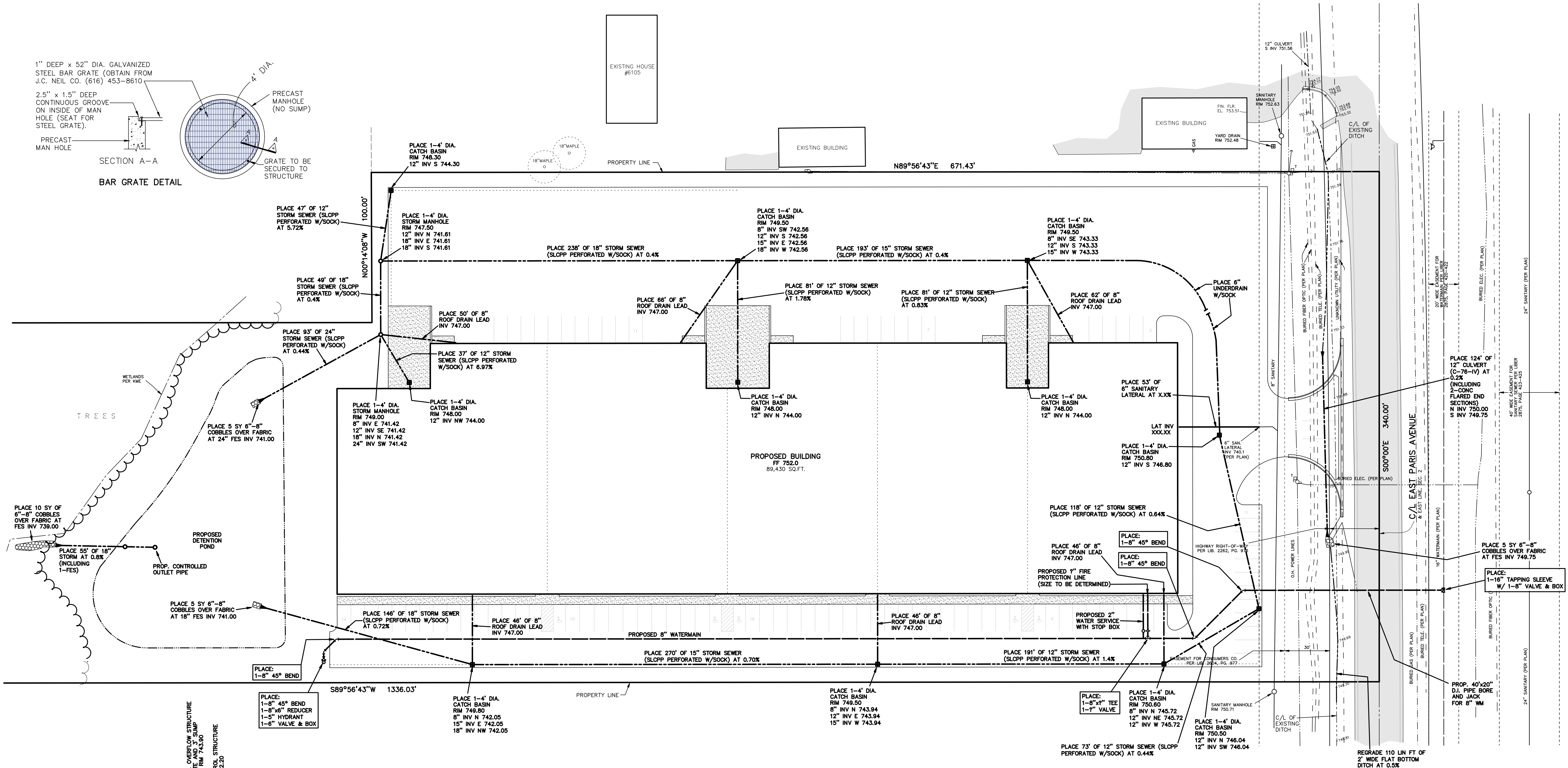
SITE DEVELOPMENT PLAN
6155 EAST PARIS AVENUE

FOR: AJ VENEKLASEN
ATTN: CHRIS VENEKLASEN
5000 KENDRICK CT. SE
GRAND RAPIDS, MI 49512

PART OF THE NE 1/4, SECTION 2, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

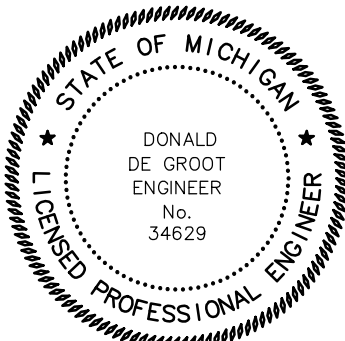
			
		5282 Clyde Park, S.W. • Grand Rapids, MI 49509 Phone: (616) 531-3660 www.exxelengineering.com	
DRAWN BY:	JSD	PROJ. ENG.:	DDG
APPROVED BY:	DDG	PROJ. SURV.:	VAD
FILE NO.:	201207E	DATE:	11/16/2020
DATE:	REVISION	BY:	SHEET
			2 of 4

BENCHMARK ELEV. 754.07 (NAVD88)
TOP OF SE FLANGE BOLT ON HYDRANT, 35'
EAST OF C/L EAST PARIS AVENUE, 50'±
SOUTH OF C/L DRIVE TO HOUSE #6141
(630'± SOUTH OF C/L 60TH STREET)

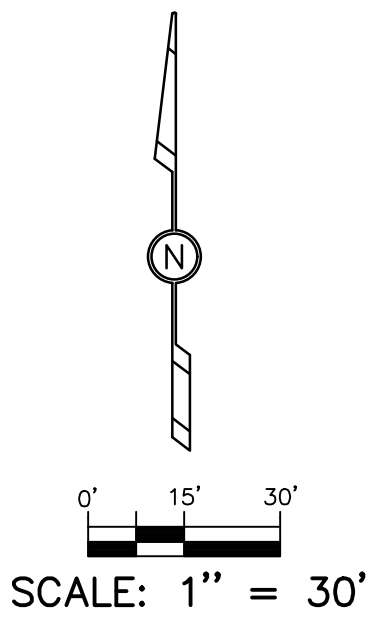


GENERAL NOTES :

1. CATCH BASINS (CB) WITHIN BIT VALLEY GUTTER SHALL BE 4' DIA. + HAVE E.J. NO. 7065 CASTINGS WITH M1 GRATES + 2' SUMPS UNLESS NOTED OTHERWISE.
2. CATCH BASINS (CB) WITHIN PAVED AREAS SHALL BE 4' DIA. + HAVE E.J. NO. 5105 CASTINGS + 2' SUMPS UNLESS NOTED OTHERWISE.
3. STORM MANHOLES (MH) SHALL BE 4' DIA. + HAVE E.J. NO. 1040 CASTINGS WITH TYPE A SOLID COVERS UNLESS OTHERWISE NOTED.
4. YARD DRAINS (YD) SHALL BE 4' DIA. + HAVE E.J. NO. 6488 CASTINGS + 2' SUMPS UNLESS NOTED OTHERWISE.
5. STORM UNDERDRAIN SHALL BE PERFORATED ADS N-12 WITH SOCK OR APPROVED EQUAL.
6. STORM SHALL BE ADS N-12 OR APPROVED EQUAL UNLESS NOTED OTHERWISE.
7. 6" UNDERDRAIN SHALL BE CORRUGATED PLASTIC PIPE WITH SOCK OR APPROVED EQUAL. MAINTAIN 3' MIN COVER WHEN POSSIBLE.
8. ROOF DRAIN SHALL BE PVC SDR-35.
9. FINAL STORM SEWER SIZES TO BE DETERMINED PENDING FINAL DESIGN.



Know what's below.
Call before you dig.



LEGEND

- UTILITY POLE & GUY WIRE
- HYDRANT
- CATCH BASIN
- MANHOLE
- TELEPHONE BOX
- BURIED FIBER OPTIC MARKER
- BURIED GAS LINE MARKER
- BURIED TELEPHONE MARKER
- BURIED SANITARY MARKER
- OVERHEAD WIRES

SITE UTILITY PLAN 6155 EAST PARIS AVENUE

FOR: AJ VENEKLASEN
ATTN: CHRIS VENEKLASEN
5000 KENDRICK CT. SE
GRAND RAPIDS, MI 49512
PART OF THE NE 1/4, SECTION 2, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

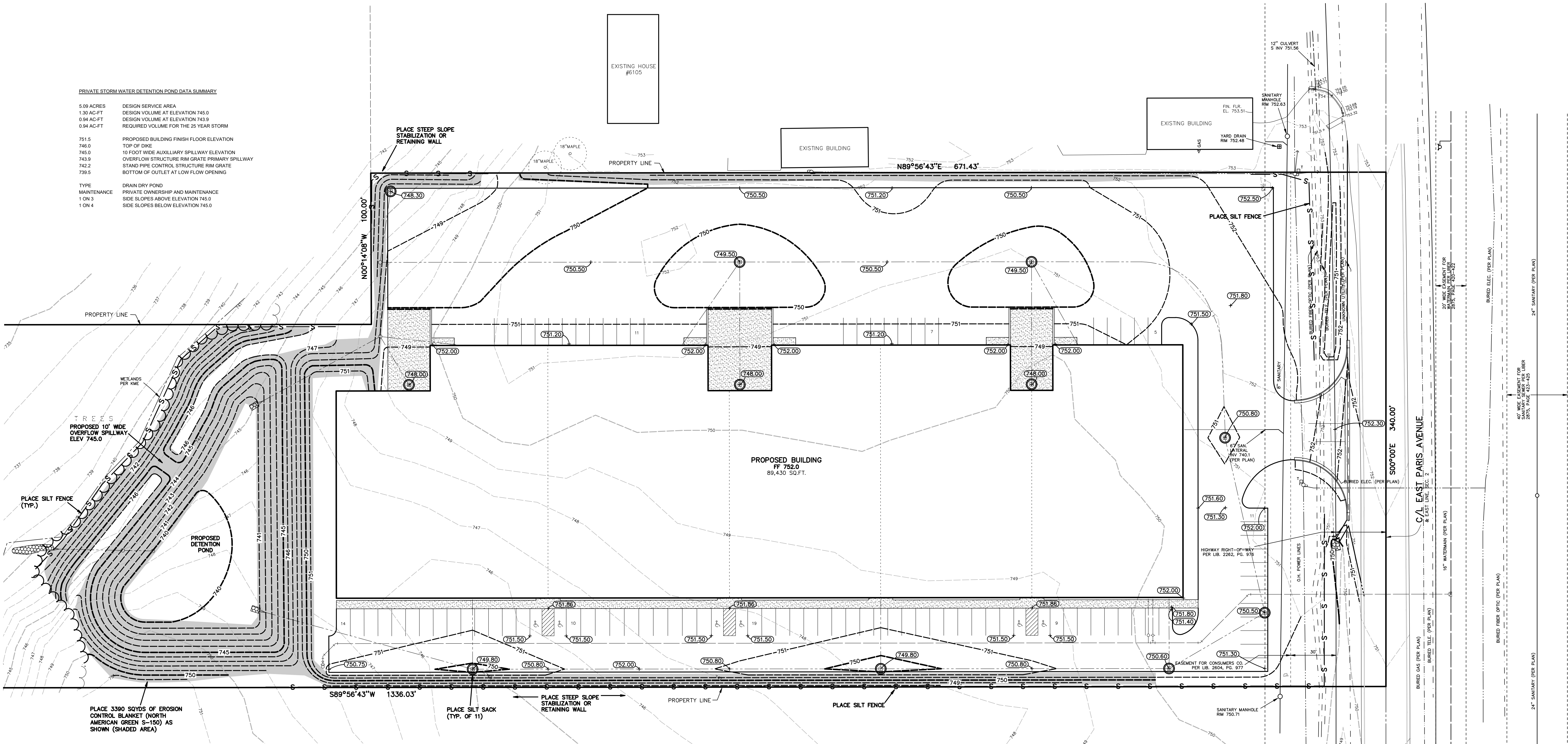
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BENCHMARK ELEV. 754.07 (NAV88)
TOP OF SE FLANGE BOLT ON HYDRANT, 35'
EAST OF C/L EAST PARIS AVENUE, 50'±
SOUTH OF C/L DRIVE TO HOUSE #6141
(630'± SOUTH OF C/L 60TH STREET)

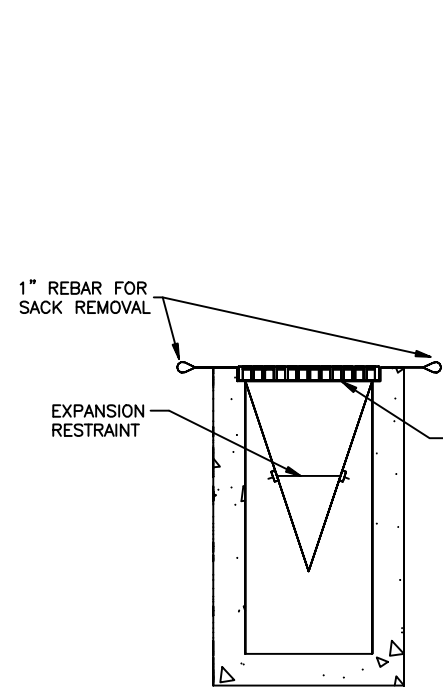
PRIVATE STORM WATER DETENTION POND DATA SUMMARY

5.09 ACRES	DESIGN SERVICE AREA
1.30 AC-FT	DESIGN VOLUME AT ELEVATION 745.0
0.94 AC-FT	DESIGN VOLUME AT ELEVATION 743.9
0.94 AC-FT	REQUIRED VOLUME FOR THE 25 YEAR STORM
751.5	PROPOSED BUILDING FINISH FLOOR ELEVATION
746.0	TOP OF DIKE
745.0	10 FOOT WIDE AUXILIARY SPILLWAY ELEVATION
743.9	OVERFLOW STRUCTURE RIM GRATE PRIMARY SPILLWAY
742.2	STAND PIPE CONTROL STRUCTURE RIM GRATE
739.5	BOTTOM OF OUTLET AT LOW FLOW OPENING
TYPE	DRAIN DRY POND
MAINTENANCE	PRIVATE OWNERSHIP AND MAINTENANCE
1 ON 3	SIDE SLOPES ABOVE ELEVATION 745.0
1 ON 4	SIDE SLOPES BELOW ELEVATION 745.0

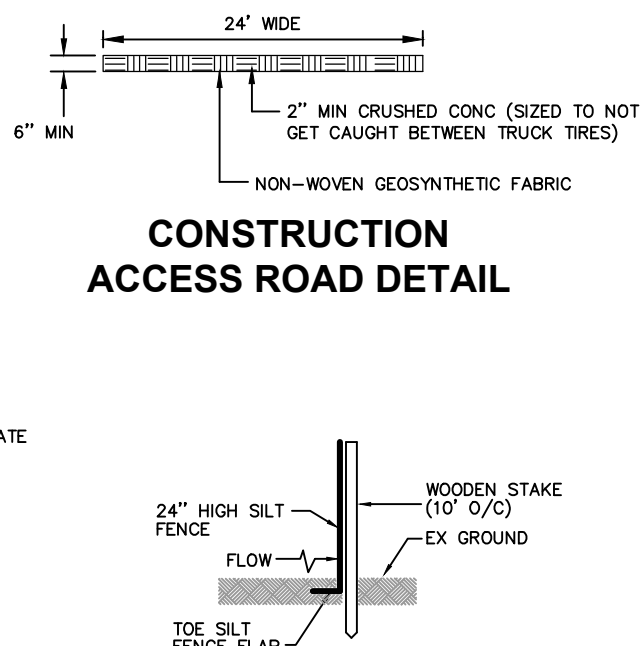


SOIL EROSION CONTROL NOTES:

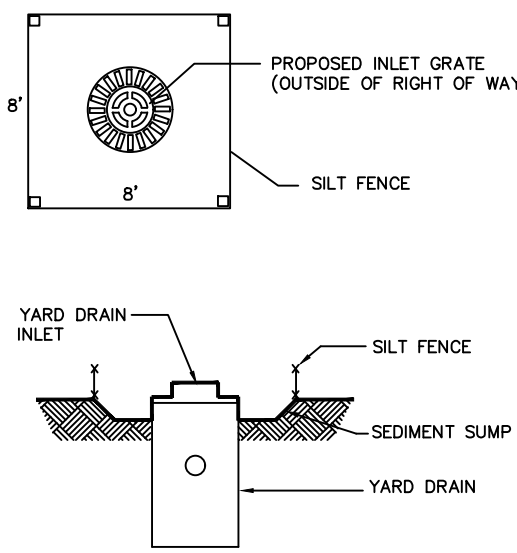
- ALL SOIL EROSION CONTROL MEASURES ARE TO BE IN PLACE PRIOR TO THE START OF ANY GRADING. EARTH CHANGE AREA = APPROX. 5.5 ACRES.
- INSPECT & MAINTAIN ALL TEMPORARY SOIL EROSION CONTROLS AFTER EACH SIGNIFICANT RAINFALL EVENT UNTIL THE SITE HAS BEEN PERMANENTLY STABILIZED.
- ALL NON PAVED AREAS TO BE TOPSOILED (6" MIN.) & SEEDDED
- PLACE SILT FENCE AS SHOWN ON PLAN & PER DETAIL.
- PROTECT 25 PROPOSED STORM INLETS WITH SILT SACKS AS SHOWN ON PLAN & PER DETAIL & REMOVE WHEN SITE IS STABILIZED.
- PROTECT 2 PROPOSED STORM YARD DRAINS WITH YARD DRAIN PROTECTION AS SHOWN ON PLAN & PER DETAIL & REMOVE WHEN SITE IS STABILIZED.
- CONTRACTOR IS RESPONSIBLE TO SWEEP ANY TRACKING ON PUBLIC STREETS CAUSED BY SITE CONTRACTOR OR HIS SUBCONTRACTORS.



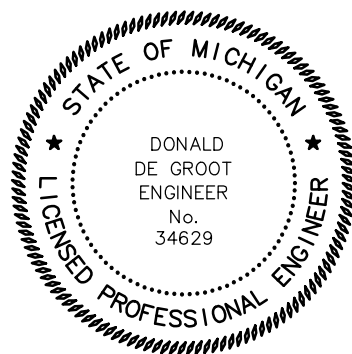
SILT SACK DETAIL



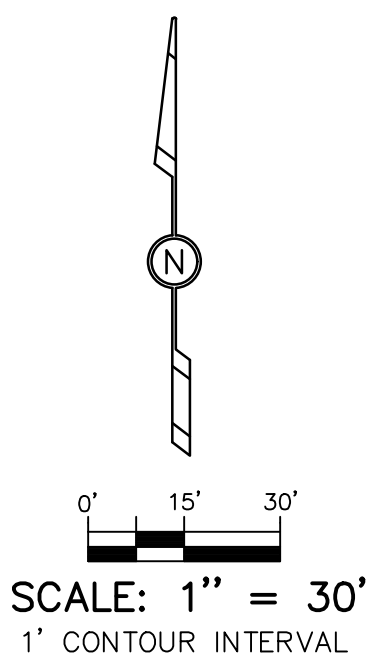
SILT FENCE DETAIL



YARD DRAIN PROTECTION DETAIL



Know what's below.
Call before you dig.



SCALE: 1" = 30'
1" CONTOUR INTERVAL

LEGEND

- UTILITY POLE & GUY WIRE
- HYDRANT
- CATCH BASIN
- MANHOLE
- TELEPHONE BOX
- BURIED FIBER OPTIC MARKER
- BURIED GAS LINE MARKER
- BURIED TELEPHONE MARKER
- BURIED SANITARY MARKER
- OVERHEAD WIRES
- PROPOSED CONTOUR
- EXISTING CONTOUR
- PROPOSED SPOT ELEVATION
- EXISTING SPOT ELEVATION
- SILT FENCE
- SILT SACK
- YARD DRAIN SUMP

GRADING AND SOIL EROSION CONTROL PLAN
6155 EAST PARIS AVENUE
FOR: AJ VENEKLASEN
ATTN: CHRIS VENEKLASEN
5000 KENDRICK CT. SE
GRAND RAPIDS, MI 49512
PART OF THE NE 1/4, SECTION 2, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

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

RESOLUTION NO. 2021-_____

**A RESOLUTION TO APPROVE THE APPLICATION FOR AN INDUSTRIAL FACILITIES
EXEMPTION CERTIFICATE SUBMITTED BY MD-3990, LLC (D.B.A. Mobile Defenders)
6155 EAST PARIS AVENUE SE, GAINES CHARTER TOWNSHIP, MI (41-22-02-200-018)
FOR A NEW FACILITY**

Minutes of a regular meeting of the Township Board of the Charter Township of Gaines, County of Kent, Michigan, held in the _____ on the _____ day of _____, 2021 at 7:00PM, local time.

PRESENT:

ABSENT:

Township Board Member _____, supported by Township Board Member _____, moved adoption of the following resolution:

WHEREAS, pursuant to PA 198 of 1974, MCL 207.551 et seq., after a duly noticed public hearing held on May 10th, 2021, the Township Board of the Charter Township of Gaines, County of Kent, Michigan, established the 6155 East Paris/Mobile Defenders Industrial Development District, and

WHEREAS, MD-3990, LLC has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the 6155 East Paris/Mobile Defenders Industrial Development District, and

WHEREAS, before acting on said application, the Township Board of the Charter Township of Gaines, County of Kent, Michigan held a hearing on May 10th, 2021, at the Township Offices located at 8555 Kalamazoo Avenue, Caledonia, Michigan 49316, at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun before May 10, 2021, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to, and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the Charter Township of Gaines, County of Kent, Michigan; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Charter Township of Gaines, County of Kent, Michigan, after granting this certificate, will be approximately 8.78% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Charter Township of Gaines that:

1. The Board of Trustees of the Charter Township of Gaines finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of the Charter Township of Gaines, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the Charter Township of Gaines, County of Kent, Michigan.
2. The application from MD-3990, LLC for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the 6155 East Paris/Mobile Defenders Industrial Development District, in the Charter Township of Gaines, County of Kent, Michigan, to wit:

S 100 FT OF N 750 FT OF E 1/2 NE 1/4 EX W 666 FT ALSO S 240 FT OF N 990 FT OF E 1/2 NE 1/4 *
SEC 2 T5N R11W 7.61 A.

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years, subject to a compliance review by the Township Board of Trustees every three (3) years, commencing upon completion of construction of the new facility.

All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED:

Michael Brew, Township Clerk
Charter Township of Gaines

STATE OF MICHIGAN)
) ss.
)

I, Michael Brew, THE DULY QUALIFIED AND ACTING Clerk of the Charter Township of Gaines, County of Kent, Michigan (the "Township") do hereby certify that the foregoing is a true

and complete copy of a resolution adopted by the Township Board of the Charter Township of Gaines at a regular meeting held the 13th day of September, 2021 the original of which is on file in my office.

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

Michael Brew, Township Clerk
Charter Township of Gaines

**AFFIDAVIT AS TO APPLICATIONS FEES
FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE**

STATE OF MICHIGAN)
)ss
COUNTY OF KENT)

I, Michael Brew, being duly sworn, state as follows:

1. I, as the Clerk for the Charter Township of Gaines, am authorized to make this affidavit on behalf of the Township, and have personal knowledge of the facts contained in this affidavit.
2. This affidavit is made with respect to the application of Mobile Defenders, received by the Charter Township of Gaines on September 1st, 2021, for an IFE Certificate at the 6155 East Paris Avenue Industrial Development District.
3. No payment of any kind in excess of the fee allowed by PA 198 has been made or promised in exchange for consideration of the application.

Further, affiant saith not,

Michael Brew, Township Clerk
Charter Township of Gaines

MD-3990, LLC CORPORATION and MD-6155, LLC

Dated: _____, 2021

by (print name): _____

Title: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public
_____ County, Michigan
My Commission expires: _____



MEMO

Staff Communication

DATE: October 7, 2021

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director; David Jirousek, AICP,
Community Planning Consultant

RE: Steelcase PUD Major Amendment, 4670 60th Street SE: Alro Plastics Building Signs

SUMMARY OF TOPIC:

A major amendment to the Steelcase PUD-LSP is requested to modify wall sign requirements for Alro Plastics at the subject site. The PUD-LSP is subject to the sign requirements for the I-1 Zoning District. The parcel is approximately 20 acres in size (41-22-01-226-005).

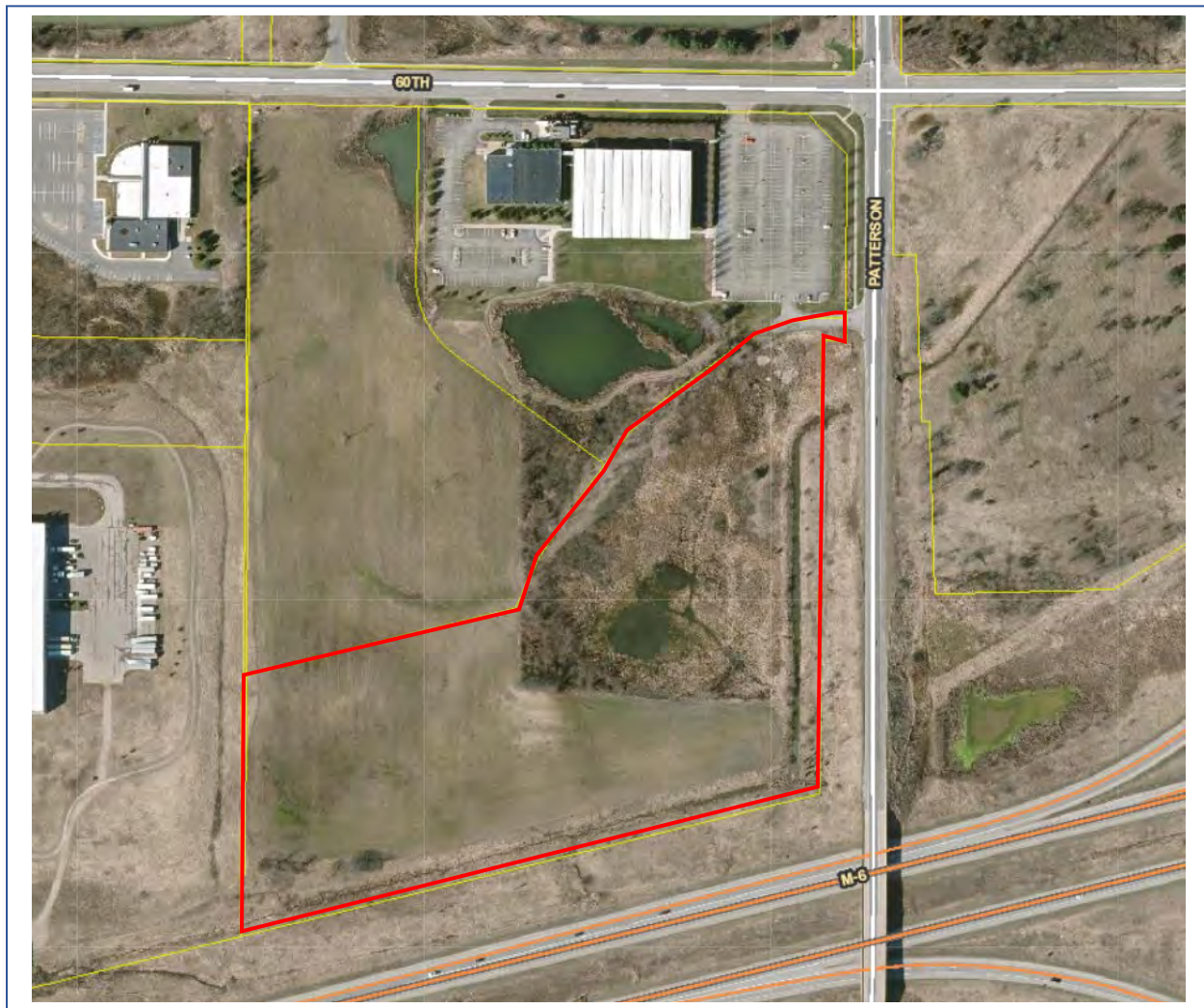
The amendment would increase the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage. Section 17.11 only permits one wall sign facing M-6 up to 100 square feet.



Additionally, two directional signs of six square feet (approximately four feet in height) and one directional sign of 16 feet (approximately eight feet in height) are desired. These signs are compliant with Section 17.11 and may be approved administratively.

Surrounding zoning:

	NORTH: Steelcase PUD-LSP	
WEST: I-1 Light Industrial	SUBJECT PARCEL	EAST: Caledonia Township
	SOUTH: M-6	



FINANCIAL IMPACT:

The major PUD amendment is not anticipated to have a financial impact on the Township. Costs associated with the review process are borne by the applicant through administrative and escrow review fees.

BUDGET ACTION REQUIRED:

N/A.

PROCESS:

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

1. Major PUD amendment review and Planning Commission approval based on Section 11.1
2. Public hearing and recommendation concerning major PUD amendment by the Planning Commission through a resolution and draft ordinance
3. Review by the Township Board at first reading
4. Review, public hearing, and consideration of the major PUD amendment by the Township Board at second reading

STAFF RECOMMENDATION:

The Planning Commission approved a Resolution that recommended approval of the major PUD amendment. Staff recommends that Township Board set a public hearing for a second reading and further consideration. The Draft Board Resolution reflects the findings of the approved Planning Commission Resolution.

ATTACHMENTS:

- Draft Ordinance
- Draft Board Resolution

**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 Alex Ortlieb on behalf of Alro Plastics to approve a major PUD amendment for an increased sign allowance.

**AN ORDINANCE TO APPROVE A MAJOR PUD AMENDMENT FOR 4670
60TH STREET FOR AN INCREASED SIGN ALLOWANCE**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the major PUD amendment to allow for an increase of the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage

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.

Township Board Ordinance No. 21-_____
Alro Major PUD Amendment
_____, 2021

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

Township Board Ordinance No. 21-_____
Alro Major PUD Amendment
_____, 2021

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 Alex Ortlieb on behalf of Alro Plastics to approve a major PUD amendment for an increased sign allowance.

APPROVAL OF A MAJOR PUD AMENDMENT FOR 4670 60TH STREET FOR AN INCREASED SIGN ALLOWANCE

Section I General Background:

1. The applicant requests approval of a major PUD amendment to the Steelcase PUD-LSP to increase the allowable wall sign square footage from 100 square feet to 269 square feet for "Arlo Plastics" and to allow an additional 100 square feet for a future tenant, both along the M-6 frontage. Section 17.11 of the Zoning Ordinance only permits one wall sign facing M-6 up to 100 square feet.
2. The property subject to the PUD is located at 4670 60th Street SE (parcel number 41-22-01-226-005).
3. The Planning Commission held a public hearing on the major PUD amendment on September 23, 2021, and recommended approval of the request

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.

Township Board Resolution No. 21-_____
Steelcase PUD Major Amendment: Alro Plastics
_____, 2021

- 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. Large-scale development and higher-intensity land uses are focused in the northeast sections of the Township. The Master Plan promotes this portion of the Township as a primary industrial and business area. The modest sign increases are appropriate for this location and are generally consistent with the Master Plan. Further, the purpose of Planned Unit Development as a zoning tool is to allow for development flexibility when a project achieves the goals of the Township and objectives of the Master Plan.

- 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 proposed sign square footage increases will be more proportionate to the size and scale of the approved industrial building and are not anticipated to have any impact on the aesthetics of the site or area in general or views from M-6.

- 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 proposed wall modification of 269 feet is similar to that which was approved for Amazon (300 square feet). While Amazon is a larger facility, the subject site fronts M-6 where vehicle speeds are faster and larger signs are easier for highway drivers to read. Based on the significant size and scale of the industrial users in the Steelcase PUD, negative impacts and adverse effects are not anticipated to result from the modifications. Additionally, a second sign is not anticipated to cause any impacts on compatibility.

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

Meets standard. The subject project is an industrial development project, and the request relates to the size and number of wall signs.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. The size, scale, and location of the wall signs will have no impact on traffic flow or driver distraction.

- 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 proposed increase in wall sign square footage will have no impact on the natural environment or the protection of open space.

- 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 proposed increase in wall sign square footage will have no impact on schools and pedestrian travel.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard. The proposed increase in wall sign square footage will have no impact on public services or fire protection.

- 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. The proposed increase in wall sign square footage will have no impact on water, sewer, and drainage systems.

- 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 proposed increase in wall sign square footage will have no impact on open space associated with the approved site plan.

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

Meets standard. The proposed increase in wall sign square footage will have no impact on sidewalks or pathways.

TOWNSHIP BOARD DECISION

The Township Board and Planning Commission determined that the preceding findings support the approval of the major PUD amendment to allow for an increase of the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage

The Township Board approves the major PUD amendment as requested by the applicant.

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

Township Board Resolution No. 21-_____
Steelcase PUD Major Amendment: Alro Plastics
_____, 2021



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

Employee Name: Laurie Lemke Job Title: Treasurer
Supervisor: _____ Date: 10/6/21
Check One:

____ Seminar ____ Accreditation Course ☒ Workshop ____ Conference ____ Other

Title of Activity: Township Treasures Professional Development

Organization Name: MTA

Location: Frankenmuth

Dates of Attendance: Oct. 26 + 27 Number of training hours: 16 +

Registration Cost: \$362 Cost of Housing: \$292

Estimated Mileage: \$151 Estimated Cost of Meals: 0

List specific knowledge or skill will you learn: see agenda

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Updates on critical treasurer on township matters!

Employee Signature: [Signature] Date: 10/6/21

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



Join fellow treasurers from around the state on Oct. 26-27 for the **Township Treasurers' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

Accounting Software: Why it Matters

A great accounting system presents information clearly, so you can find what you need when you need it. It also helps ensure accuracy, from the time of transaction to the final report of financial statements. Join this lively discussion on 'hows and whys', review who does what, when and explore ideas on what software can do to lighten your load.

Increasing Your Investment IQ

Review basic investment strategies and identify lawful investments for township funds. Learn more about what your township's investment policy should cover and get tips on the concept of liquidity. Walk away with insights (and lessons learned!) when it comes to investing in a low interest rate environment.

Managing Adversity & Hostility

We all encounter unreasonable people, whether it's an unhappy resident or a board member with an opposing view. It's easy to let those challenging individuals impact our attitude. Learn how to avoid personalizing others' behavior (and comments!) and maintain self-control to avoid escalating the problem. Get strategies for winning better rapport, cooperation and respect.

State and Local Relationships ... and Your Role

Do you know, on average, the number of bills introduced each legislative session that impact local authority? The percentage is higher than you might think. Often these bills limit local control—sometimes they even eliminate it! Learn what you can do to shape future laws and make a positive impact. You will gain an overview of the legislative process while also learning key principles of advocacy success—interactions with legislators and their staff and strategizing for both short- and long-term advocacy success.

What Treasurers Need to Know About Personnel Management

Review the most effective (and easiest!) ways to keep track of your township's employee information and to comply with record retention schedules, confidentiality and privacy laws. We'll examine the most common recordkeeping issues and best practices for personnel management to help keep your township in compliance.

Delinquent Personal Property Tax Review

Collecting personal property taxes, particularly when they become delinquent, is challenging and difficult. Learn the property owner's responsibility for reporting personal property and possible penalties for not reporting. Review tools for collecting personal property taxes when businesses move or close. Gain insight on the correct procedure for collecting delinquent personal property taxes, including small claims court and seizure, and striking uncollectable taxes.

Understanding Special Assessments

Learn the ins and outs of special assessments, from procedures necessary to establish enforceable special assessments for public infrastructure projects to the provision of police, fire or ambulance services. Discussion includes the treasurer's role when it comes to collecting special assessments as well as recent court decisions holding certain special assessment contracts unenforceable (discover why and how to avoid this precarious situation!).

Grants: You've Got Questions? We've Got Answers*

Before you invest time, energy and effort, it is important to understand the process and adjust your expectations accordingly. Gain insights into the many steps involved, from resources to research and preparation to proposal. Discussion includes insights into reporting and uses.

*Subject to change

Tax Collection Insights from the County

Your county treasurer is an integral part of your tax collection team! Working together helps you get a handle on reporting and deadlines, keeps settlement on track and so much more. Spend some time walking in a county treasurer's shoes and take away tips for strengthening your tax collection team.

MTA switches to 'Plan B' for in-person events

Our members' health and safety are our top concern. Plan A for our return to in-person learning was asking participants to mask regardless of vaccination status or whether the event location required it. That didn't work out. Plan B is that people fully vaccinated from COVID-19 are welcome to participate in person and all others are welcome at our virtual events. Proof of full vaccination by submitting a picture of your COVID-19 vaccination card is now part of our registration process. Once the transmission rates decline again, we will re-evaluate our options. We all look forward to less risky conditions in the future.

Why is this MTA's approach?

This policy is undertaken to protect the health and well-being of our attendees, staff, presenters, facility partners, their families, and our communities. In-person participants must also complete an acknowledgment of personal responsibility form. The wearing of masks is still strongly encouraged for all attendees, except when seated during meals. For those who are unvaccinated, have compromised health, or are just not ready to gather in large groups, please consider our virtual retreat. Requirements for in-person participation are subject to change, pending state, local or facility requirements or changes in public health conditions. Any changes will be communicated to registrants prior to the event. We appreciate your understanding as we work to provide safe MTA events.

Held at the Bavarian Inn Lodge Conference Center

Located at One Covered Bridge Lane in Frankenmuth

(989) 652-7200

Housing is not included in retreat registration rates. You must first register for the retreat before booking your hotel room. Upon registration, you'll receive a confirmation email that includes a special group code for MTA's room block and discounted rates.

Cancellations & Substitutions: Written cancellation requests received at the MTA office two weeks prior to the event will receive a half refund; no refunds will be issued thereafter. Registered attendees who are unable to attend in person will be given access to the virtual version in MTA's Online Learning Center. Or you may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.

Agenda*

Tuesday, Oct. 26

7:30 am
Registration check-in
8:00 am
Breakfast
9:00 am
Accounting Software
10:00 am
Accounting Software
11:00 am
12:15 pm
Break
1:00 pm
Increasing Your Investment IQ
2:00 pm
Land
2:45 pm
Managing Adversity & Hostility
3:30 pm
Break
4:00 pm
State and Local Relationships
and Your Role
4:45 pm
Break
5:30 pm
Dinner
6:30 pm
Dinner

Wednesday, Oct. 27

7:30 am
Breakfast
8:30 am
What Treasurers Need to Know
About Personnel Management
9:15 am
Break
9:45 am
Delinquent Personal Property
Tax Review
10:30 am
Break
11:00 am
Special Assessments
12:30 pm
Lunch
1:30 pm
Grants: You've Got Questions?
2:15 pm
Break
2:45 pm
The Collection Budgeting
for County
3:30 pm
Adjourn





ACTION MEMO

Staff Communication

DATE: October 4, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: Sanitary Sewer Extensions on 68th Street

SUMMARY OF TOPIC:

The Kent County Road Commission (KCRC) will be widening 68th Street from Plaster Creek to Hanna Lake Ave. As of now, the project will be designed this fall/early winter with a bid for construction in the spring of 2022. In partnership with the KCRC widening project, sanitary sewer could be constructed in 68th Street. If constructed, this sewer will provide service to 13 existing homes and will complete the extension of public sewer in 68th Street in this area of the township. A rough sketch of the sanitary sewer extensions is included.

FINANCIAL IMPACT:

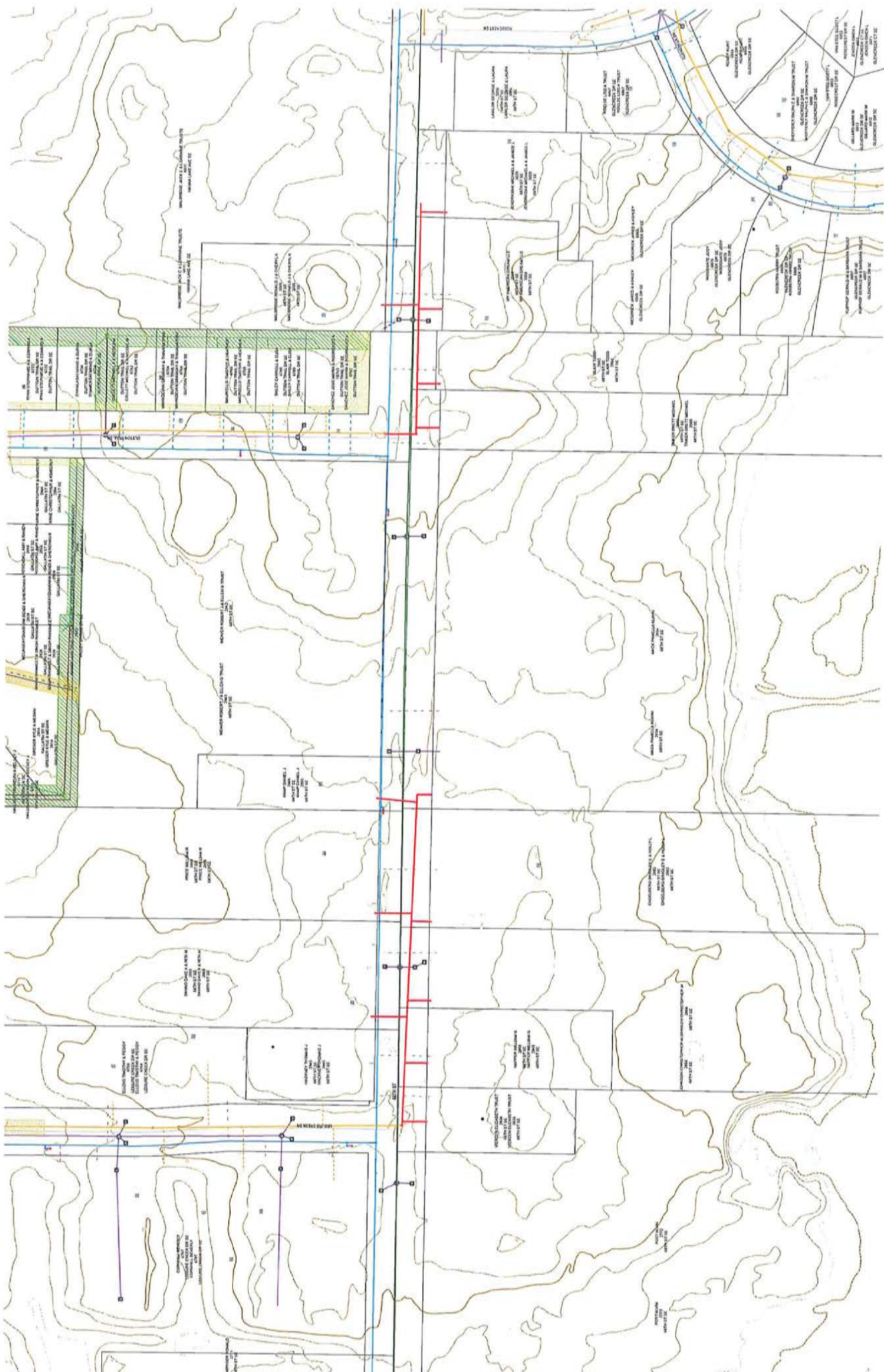
The current Township cost estimate for the sanitary sewer installation is \$347,550. See the included cost estimate from Vriesman & Korhorn for detail.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends the sanitary sewer be constructed with this road project.





ENGINEER'S ESTIMATE
68th Street Sanitary Sewer Extension (east of Liesure Creek Drive)
Gaines Charter Townships, Michigan
 September 2, 2021

ITEM #	ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
General Contract Items					
1	Mobilization, Bonds, Permits, & Insurance (5% Maximum)	1	LS	\$13,000.00	\$13,000.00
2	Sidewalk, nonreinf Conc, 4-inch	65	SYD	\$65.00	\$4,225.00
3	Sawcut, Remove Existing Asphalt/Conc. Pavement	1,000	SYD	\$5.00	\$5,000.00
4	Restoration, 4-inch topsoil, seeding	750	SYD	\$7.50	\$5,625.00
Sanitary Sewer Items					
5	8" PVC SDR-26 pipe	900	LF	\$150.00	\$135,000.00
6	4' Dia. Sanitary Manhole	5	EA	\$4,500.00	\$22,500.00
7	EJ 1045/1040A Casting and Cover	5	EA	\$850.00	\$4,250.00
8	6" Lateral (Includes 45 Deg. Bend) - PVC SDR-26	650	LF	\$75.00	\$48,750.00
9	6" Wye on 8" Sanitary	13	EA	\$400.00	\$5,200.00
10	Core and Boot existing MH for 8-inch sani. Sewer	2	EA	\$3,000.00	\$6,000.00
11	Place 8" MDOT 22A Aggregate Road Base within Limits of Proposed Sanitary Sewer, (CIP), Including Grading	1,000	SYD	\$15.00	\$15,000.00
Sanitary Sewer Subtotal					\$264,550.00
ENGINEERING, ADMINISTRATION, AND CONTINGENCIES (30%)					\$83,000.00
TOTAL PROJECT COST ESTIMATE					\$347,550.00



ACTION MEMO

Staff Communication

DATE: October 6, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 9925 Eastern Ave. Water Connection Fees Payment Plan

SUMMARY OF REQUEST:

The owner of 9925 Eastern Ave. would like to be placed on a payment plan for the water connection fees.

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 water connection fees for the 10 year payment plan at an interest rate of 2.5% are:

Trunkage	\$682.00
Availability (285' of frontage)	\$16,059.00
Service	\$1,400.00
Total for payment plan	\$18,141.00

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.

Kim Triplett

From: David Giang <dgiang@kcconline.org>
Sent: Tuesday, September 28, 2021 10:36 AM
To: Kim Triplett
Subject: Road Closure Request

Hi Kim,

It was a pleasure to meet you this morning and thank you for the information you were able to provide to me. Here is the official request:

Dear Gaines Township,

On behalf of Kentwood Community Church and Heritage Baptist Church, we are formally requesting for Ridgebrook Dr. to be shut down on October 30th, 2021 from 1pm – 5pm. Though the event itself will only be from 2-4pm, having the extended time would allow for setup and tear down safely. We are collaborating to have a Mega Trunk or Treat Fall Festival which includes trunks for trick or treating lining up along the road, a hayride, a maze inside HBC and food trucks. We are requesting for the same closure as the NTS Mud Run that happened a few weeks back. That would mean closing the road from Ridgebrook Dr. /60th to just before Ridgebrook Dr./ Eastport Dr. where Kentwood Community Church's driveway begins. We do hope to still use the Eastport road as an entrance to the event, similar to the Mud Run.

We thank you for your consideration and would love to invite all of you to the event.

Please let me know if you need further information.

David B. Giang
local outreach director

Office: 616.455.1740, ext. 544 | office hours: M-F, 8:00a-5:00p
Mobile: 616.427.8254
kentwoodcommunitychurch.com

We aspire to live as disciple-making, leader-raising Christ followers who multiply healthy, multiethnic church expressions.



CLEAR FORM

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

Employee Name: Robert DeWard Job Title: Supervisor

Supervisor: Township Board Date: 10/7/2021

Check One:

☐ Seminar ☐ Accreditation Course ☒ Workshop ☐ Conference ☐ Other

Title of Activity: Supervisor's Professional Development Retreat

Organization Name: MTA

Location: Frankenmuth, MI

Dates of Attendance: Oct 28-29, 2021 Number of training hours: 2 full days

Registration Cost: \$362 Cost of Housing: \$250-\$300

Estimated Mileage: 275 Miles/\$155 Estimated Cost of Meals: -0- (included)

List specific knowledge or skill will you learn: Managing adversity & hostility/Land Division Act/

Meeting Management/OMA/State & Local relationships/budget-lawful expenditures/Grants/Assessing/HR Strategies

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Education is tailored to the challenges (and opportunities) every supervisor faces

Employee Signature: Rob DeWard, Supervisor Digitally signed by Rob DeWard, Supervisor
Date: 2021.10.07 09:54:30 -04'00' Date: _____

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: _____

Robert DeWard

From: Michigan Townships Association <education+michigantownships.org@ccsend.com>
Sent: Tuesday, October 5, 2021 4:03 PM
To: Robert DeWard
Subject: MTA's Supervisors Retreat is back; register today and save!



Supervisors' Professional Development Retreat Bavarian Inn Lodge in Frankenmuth Oct. 28-29, 2021



MTA Retreats are back!

Join fellow supervisors from around the state for our **2021 Supervisors' Professional Development Retreat**, coming to the Bavarian Inn Lodge in Frankenmuth on Oct. 28-29. This event offers premier educational programming, excellent networking opportunities, we've even wedged in a little fun!

Who
Township supervisors & deputies

What
Two days of education, networking and fun-- designed with supervisors in mind

When

Topics include:

- Managing Adversity & Hostility
- What Every Supervisor Should know About the Land Division Act
- Meeting Management and More
- OMA, Commissions and Committees...Oh My!
- State and Local Relationships...and Your Role
- Back to the Budget: Lawful Expenditures
- Grants: You've Got Questions? We've Got Answers* (*subject to change*)
- Your Role in Assessing (& Board of Review, too!)
- HR Strategies for Supervisors

Sessions are designed for supervisors (and deputy supervisors) at every level. You'll get two full days of education tailored to the challenges (and opportunities!) you face as a supervisor.

The early-bird rate has been extended through Oct. 18 but space is limited, so don't wait -- register today!

**Download session descriptions
and a registration form here**

OR

Register online now!

**BONUS: Bring your deputy and save \$60
off your second full program registration!
See registration form for details.**

Thursday & Friday,
October 28 & 29

Where

Bavarian Inn Lodge, Frankenmuth

REGISTRATION RATES

*(early-bird rate extended
through Oct. 18)*

Full Program (in-person)

\$362/person

Premium subscriber \$290/person

Includes all sessions, meals and activities. Housing is not included; lodging details will appear in your event confirmation.

Virtual Retreats

\$290/person

Premium subscriber \$232/person

Get access to live streams of select sessions PLUS recorded versions of all sessions for three months following the event. Must register at least a week prior to retreat to join live stream.

Single-day (in-person)

\$229/person

Premium subscriber \$183/person

Includes that day's sessions, meals and activities. Single-day rates only available for in-person participants.

COVID-19 Safety Protocols for MTA Retreats

Our members' health and safety are our top concern. Plan A for our return to in-person learning was asking participants to mask regardless of vaccination status or whether the event location required it. That didn't work out. Plan B is that people who are fully vaccinated from COVID-19 are welcome to participate in person and all others are welcome at our virtual events. **Proof of full vaccination by submitting a picture of the front of your COVID-19 vaccination card is now part of our registration process. For more details about this policy, [click here](#).**

MICHIGAN TOWNSHIPS ASSOCIATION | www.michigantownships.org





**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 21-__

**FIRE AND PUBLIC SAFETY SERVICES SPECIAL ASSESSMENT DISTRICT-
CONFIRMATION OF THE SPECIAL ASSESSMENT ROLL; LIEN; PAYMENT AND
COLLECTION OF THE SPECIAL ASSESSMENT AND RELATED MATTERS.**

Minutes of a regular meeting of the Gaines Charter Township Board, Kent County, Michigan, held in the auditorium of South Christian High School, 7979 Kalamazoo Avenue SE, Byron Center, Michigan 49315, on October 11, 2021, at 7:00 p.m., local time.

PRESENT:

ABSENT:

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

WHEREAS, the Township Board, pursuant to 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"), has resolved its intention to 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 showing the amount of the levy as it will appear in a column provided in the regular tax rolls, and the same was presented to the Township Board and filed in the office of the Township Clerk for public examination; and

WHEREAS, after notice duly given by publication on September 25, 2021 and October 2, 2021, and by first class mail on September 23, 2021, the Township Board held a public hearing on August 9, 2021 at 7:00 p.m. to consider the proposed special assessment roll and objections thereto; and

WHEREAS, after hearing all persons interested therein, giving due consideration to any written objections to the special assessment roll filed with the Township Clerk, and after reviewing the special assessment roll, the Township Board deems the special assessment roll to be fair, just and equitable, and that each of the assessments contained thereon is relative to the benefits to be derived by the lots or parcels of land assessed.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Township Board determines that the estimate of the annual amount that will be necessary to provide the Services for the fiscal year beginning on January 1, 2021 in the total amount of \$2,678,653.85 and the special assessment Roll are reasonable and appropriate, and are approved, and that of this amount, the Township shall levy the amount of .06 mills as a special assessment for 2021 on all 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).

2. The special assessment roll and levy which shall not to exceed 1.5 mills per year for each of the 15 years of the special assessment term, for the Services in the Fire and Public Safety Services Special Assessment District (the "Special Assessment District"), is hereby confirmed and shall be known and designated as the Fire and Public Safety Services Assessment District Roll (the "Roll"). The confirmed Roll is attached as Exhibit A.

3. The Township Clerk shall endorse on the Roll the date of this meeting as the date of confirmation of the Roll.

4. The assessment shall be spread and become due and be collected at the same time as Township taxes are assessed, levied and collected, and shall be returned in the same manner for nonpayment.

5. The assessments in the Roll shall be divided into fifteen (15) annual installments (i.e., one installment per year), the first of which shall be due and payable on or before February 14, 2022, and the following annual installments to be due on or before the 14th day of the same month of each year thereafter.

6. All unpaid installments prior to their transfer to the tax roll as provided by Act 33 and Act 368, as amended, shall bear interest payable annually on each installment due date at the rate of one percent (1%) per annum commencing on the due date of the first installment as set forth in this Resolution. Any payments before such first installment due date shall not bear any such interest or penalty.

7. Future due installments of an assessment against any parcel of land may be paid to the Township Treasurer at any time in full, with interest accrued through the month in which the installments are paid.

8. If an installment of a special assessment is not paid when due, then the installment shall be considered to be delinquent and there shall be collected, in addition to the interest and penalty as provided in paragraphs 6 and 7, above, a penalty at the rate of one percent (1%) for each month or fraction of a month that the installment remains unpaid, and 3% penalty per annum before being reported to the Township Board for reassessment upon the Township tax roll as provided in Act 33 and Act 368.

9. All special assessments contained in the Roll, including any part thereof deferred as to payment, shall from the date of confirmation of the Roll, pursuant to Act 33 and Act 368, constitute a lien upon the respective parcels of land assessed and such lien shall be of the same character and effect as the lien created for Township taxes and shall include accrued interest and penalties.

10. The assessment shall not bear interest if paid on or before the date it is due. If an assessment against any parcel of land is not paid when due, then the assessment shall be considered to be delinquent and there shall be collected such interest and penalties as are due on delinquent Township taxes.

11. The special assessments made in the Roll are hereby ordered and directed to be collected, and the Township Clerk shall deliver the Roll to the Township Treasurer with a warrant attached thereto, which shall command the Township Treasurer to collect the special assessments in the Roll in accordance with the direction of the Township Board. The warrant shall further require the Township Treasurer, on the first day of the month following the date when any such assessments or any part thereof have become due, to submit to the Township Board a sworn statement setting forth the names of the persons delinquent, if known, a description of the parcels of land upon which there are delinquent assessments and the amount of such delinquency including accrued interest computed to September 1st of such year. The form of the warrant is attached hereto as Exhibit B.

12. Upon receiving the Roll and warrant, the Township Treasurer shall proceed to collect the several amounts assessed therein as the same shall become due.

13. The assessments shall be allocated and collected based on the mills per lot or parcel, as set forth in the annual Roll, and that the assessments shall be apportioned to each taxable parcel (or portions thereof) set forth in the Roll.

14. 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.

15. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of the conflict.

16. 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:

NAYS:

ABSENT:

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

EXHIBIT A

Fire and Public Safety Services Special Assessment District
SPECIAL ASSESSMENT ROLL

(See attached)

SUPERVISOR'S CERTIFICATE

I, Robert DeWard, Supervisor of the Charter Township of Gaines, hereby state that the attached Special Assessment Roll for Fire and Public Safety Services was made pursuant to a resolution of the Township Board, and in making such Special Assessment Roll, I have, according to my best judgment, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Date: _____, 2021

Robert DeWard
Gaines Charter Township Supervisor

* * *

CERTIFICATE OF CONFIRMATION

I hereby certify that the attached Special Assessment Roll was confirmed on _____, 2021 by Resolution of the Township Board of Gaines Charter Township.

Dated: _____, 2021

Michael Brew
Gaines Charter Township Clerk

EXHIBIT B

WARRANT OF THE TOWNSHIP CLERK

I, Michael Brew, the Township Clerk of the Charter Township of Gaines, Kent County, Michigan, hereby direct and command the Township Treasurer to collect the assessments set forth in the attached Fire and Public Safety Services Special Assessment District Roll in accordance with the directions of the Township Board set forth in the Resolution confirming such Special Assessment Roll adopted by the Township Board on _____, 2021. In addition, on September 1 of each year, commencing on _____, 20____, you shall submit to the Township Board a sworn statement setting forth the names of the persons delinquent, if known, a description of the parcels of land upon which there are delinquent assessments, and the amount of such delinquency, including accrued interest and penalties computed to September 1 of such year.

Dated: _____, 2021

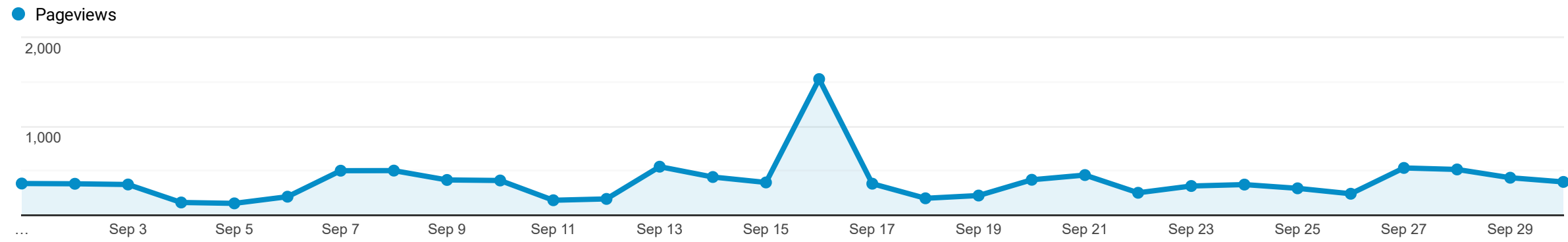
Michael Brew
Gaines Charter Township Clerk

Pages

All Users
100.00% Pageviews

Sep 1, 2021 - Sep 30, 2021

Explorer



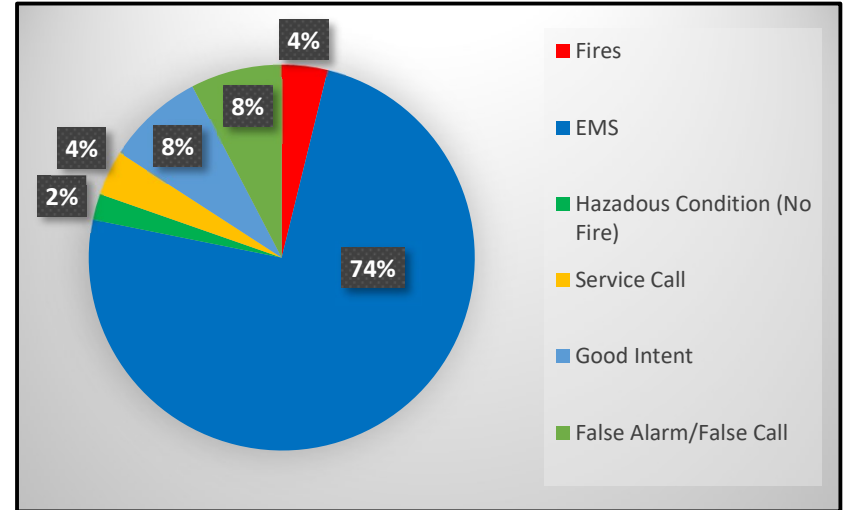
Page		Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		11,408 % of Total: 100.00% (11,408)	8,740 % of Total: 100.00% (8,740)	00:01:28 Avg for View: 00:01:28 (0.00%)	5,232 % of Total: 100.00% (5,232)	49.37% Avg for View: 49.37% (0.00%)	45.86% Avg for View: 45.86% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /		3,700 (32.43%)	2,743 (31.38%)	00:00:58	2,536 (48.47%)	37.50%	47.19%	\$0.00 (0.00%)
2. /residents/index.php		751 (6.58%)	432 (4.94%)	00:01:34	45 (0.86%)	75.56%	32.76%	\$0.00 (0.00%)
3. /document_center/index.php		649 (5.69%)	525 (6.01%)	00:03:11	204 (3.90%)	78.43%	64.41%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php		538 (4.72%)	444 (5.08%)	00:01:26	162 (3.10%)	62.96%	47.40%	\$0.00 (0.00%)
5. /parks_and_recreation/prairie_wolf_park.php		376 (3.30%)	245 (2.80%)	00:01:30	239 (4.57%)	52.72%	51.06%	\$0.00 (0.00%)
6. /revize/gaines/		357 (3.13%)	265 (3.03%)	00:00:54	253 (4.84%)	43.08%	40.90%	\$0.00 (0.00%)
7. /online_services/index.php		299 (2.62%)	269 (3.08%)	00:04:08	102 (1.95%)	58.82%	55.18%	\$0.00 (0.00%)
8. /departments/water_sewer.php		276 (2.42%)	207 (2.37%)	00:02:14	183 (3.50%)	42.08%	40.22%	\$0.00 (0.00%)
9. /departments/treasurer_php		223 (1.95%)	171 (1.96%)	00:02:18	129 (2.47%)	52.71%	48.88%	\$0.00 (0.00%)
10. /gaines_charter_township/bid_ops.php		212 (1.86%)	191 (2.19%)	00:01:03	184 (3.52%)	87.50%	86.32%	\$0.00 (0.00%)
11. /trustee_log-in/index.php		167 (1.46%)	134 (1.53%)	00:02:17	41 (0.78%)	48.78%	50.90%	\$0.00 (0.00%)
12. /how_do_i_(faq)/contact/policedept.php		139 (1.22%)	109 (1.25%)	00:01:05	98 (1.87%)	75.51%	67.63%	\$0.00 (0.00%)
13. /how_do_i_(faq)/contact/build_dept.php		134 (1.17%)	95 (1.09%)	00:00:49	55 (1.05%)	60.00%	44.03%	\$0.00 (0.00%)
14. /how_do_i_(faq)/index.php		127 (1.11%)	72 (0.82%)	00:00:33	11 (0.21%)	90.91%	14.17%	\$0.00 (0.00%)
15. /departments/planning_zoning.php		121 (1.06%)	95 (1.09%)	00:01:02	60 (1.15%)	23.33%	24.79%	\$0.00 (0.00%)
16. /news_detail_T26_R190.php		114 (1.00%)	91 (1.04%)	00:05:57	8 (0.15%)	50.00%	52.63%	\$0.00 (0.00%)
17. /departments/acessing.php		112 (0.98%)	87 (1.00%)	00:01:34	53 (1.01%)	39.62%	41.07%	\$0.00 (0.00%)
18. /gaines_charter_township/index.php		85 (0.75%)	74 (0.85%)	00:00:47	5 (0.10%)	40.00%	15.29%	\$0.00 (0.00%)
19. /news_detail_T26_R186.php		84 (0.74%)	69 (0.79%)	00:02:24	53 (1.01%)	83.02%	71.43%	\$0.00 (0.00%)
20. /how_do_i_(faq)/pay/index.php		83 (0.73%)	73 (0.84%)	00:04:31	56 (1.07%)	55.36%	50.60%	\$0.00 (0.00%)
21. /departments/index.php		81 (0.71%)	70 (0.80%)	00:00:31	14 (0.27%)	14.29%	9.88%	\$0.00 (0.00%)
22. /departments/bldg_inspections.php		73 (0.64%)	57 (0.65%)	00:01:40	17 (0.32%)	29.41%	35.62%	\$0.00 (0.00%)
23. /departments/dutton_fd.php		71 (0.62%)	61 (0.70%)	00:02:26	54 (1.03%)	64.81%	57.75%	\$0.00 (0.00%)
24. /businesses/index.php		68 (0.60%)	50 (0.57%)	00:01:25	9 (0.17%)	66.67%	19.12%	\$0.00 (0.00%)
25. /revize/gaines/residents/index.php		67 (0.59%)	31 (0.35%)	00:00:51	7 (0.13%)	57.14%	28.36%	\$0.00 (0.00%)

CUTLERVILLE FIRE DEPARTMENT

SEPTEMBER 2021 REPORT

SEPTEMBER 2021 RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	7	72	66	9.1%
Explosion/Excessive Heat	0	3	3	0.0%
EMS	136	1190	1136	4.8%
Hazadous Condition (No Fire)	4	49	52	-5.8%
Service Call	7	43	53	-18.9%
Good Intent	15	135	128	5.5%
False Alarm/False Call	14	110	78	41.0%
Severe Weather/Natural Disaster	0	6	3	100.0%
Special Incident Type	0	0	0	0.0%
TOTAL	183	1608	1519	5.9%



RESPONSE BY SHIFT SUMMARY

SHIFT	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
Full-Time	127	1083	1036	4.5%
Full-Time/POC	56	525	483	8.7%
TOTAL	183	1608	1519	

RESPONSES BY ZONE SUMMARY

ZONE	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
CFD-Byron - Cutlerville Fire District Byron Township	79	686	632	8.5%
CFD-Gaines - Cutlerville Fire District Gaines Township	100	856	813	5.3%
Byron - Byron Twp Fire District	1	14	25	-44.0%
Dutton - Dutton Fire District	1	17	13	30.8%
Kentwood - Kentwood Fire District	2	25	22	13.6%
Leighton - Leighton Twp Fire District	0	0	3	-100.0%
Wyoming - Wyoming Fire District	0	10	11	-9.1%
TOTAL	183	1608	1519	

AID TYPE	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	5	41	26	57.7%
Automatic aid rec	4	21	28	-25.0%
Mutual aid given	1	10	15	-33.3%
Automatic aid given	2	30	33	-9.1%
Other aid given	0	5	3	66.7%
None	171	1501	1414	6.2%
TOTAL	183	1608	1519	

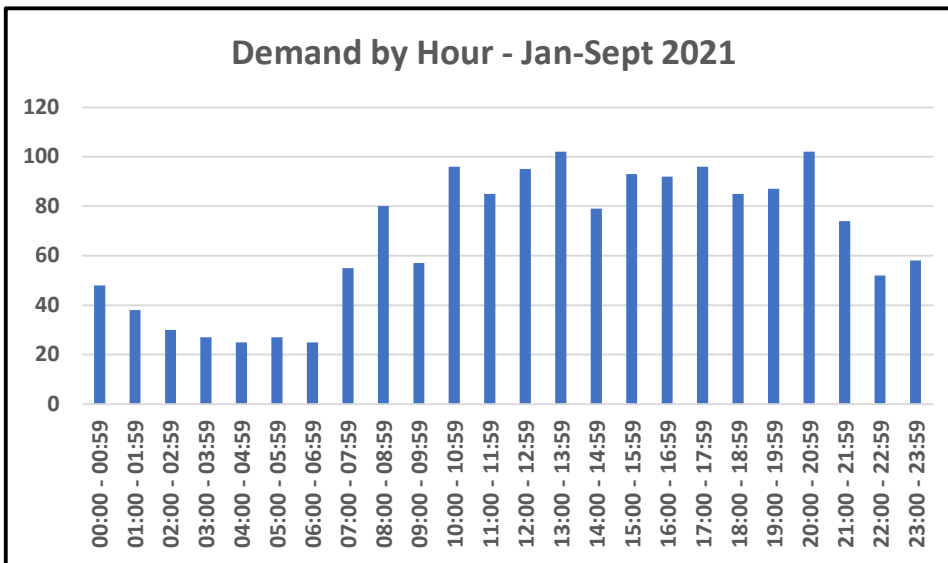
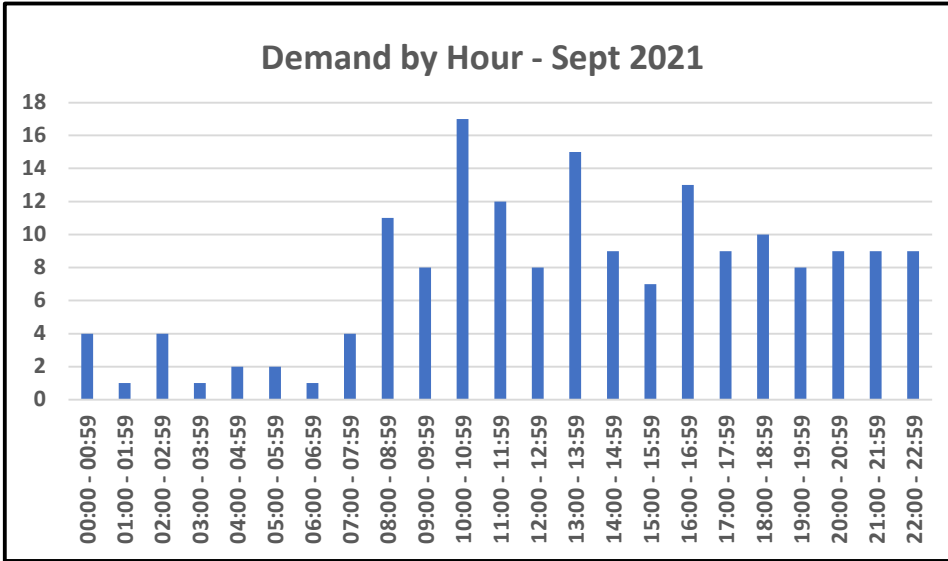
TRAINING HOURS SUMMARY

SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
188	2531	2486	1.81%

CUTLERVILLE FIRE DEPARTMENT

SEPTEMBER 2021 REPORT

No. of Incidents by Hour - Sept 2021	
00:00 - 00:59	4
01:00 - 01:59	1
02:00 - 02:59	4
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	2
06:00 - 06:59	1
07:00 - 07:59	4
08:00 - 08:59	11
09:00 - 09:59	8
10:00 - 10:59	17
11:00 - 11:59	12
12:00 - 12:59	8
13:00 - 13:59	15
14:00 - 14:59	9
15:00 - 15:59	7
16:00 - 16:59	13
17:00 - 17:59	9
18:00 - 18:59	10
19:00 - 19:59	8
20:00 - 20:59	9
21:00 - 21:59	9
22:00 - 22:59	9
23:00 - 23:59	10



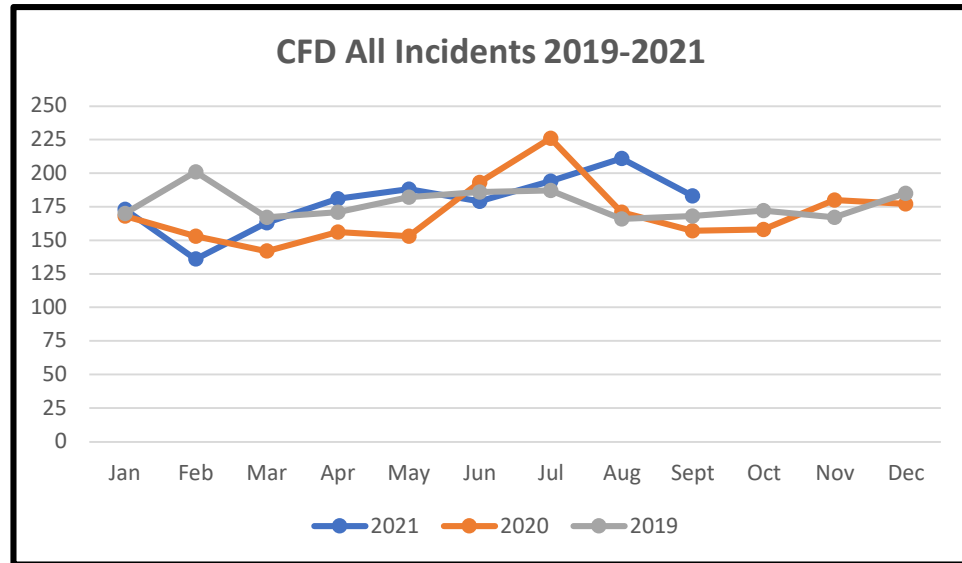
No. of Incidents by Hour 2021 YTD	
00:00 - 00:59	48
01:00 - 01:59	38
02:00 - 02:59	30
03:00 - 03:59	27
04:00 - 04:59	25
05:00 - 05:59	27
06:00 - 06:59	25
07:00 - 07:59	55
08:00 - 08:59	80
09:00 - 09:59	57
10:00 - 10:59	96
11:00 - 11:59	85
12:00 - 12:59	95
13:00 - 13:59	102
14:00 - 14:59	79
15:00 - 15:59	93
16:00 - 16:59	92
17:00 - 17:59	96
18:00 - 18:59	85
19:00 - 19:59	87
20:00 - 20:59	102
21:00 - 21:59	74
22:00 - 22:59	52
23:00 - 23:59	58

Count of Overlapping Incidents/Percentage of Incidents					
2021	%	2020	%	2019	%
240	14.9%	194	9.5%	181	9.0%

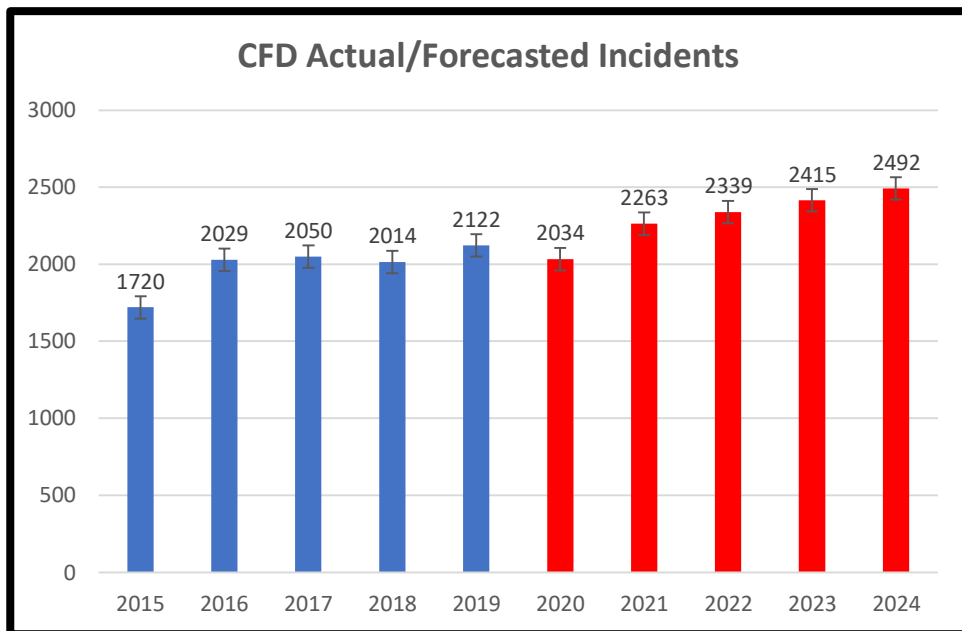
CUTLERVILLE FIRE DEPARTMENT

SEPTEMBER 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	183	157	168
Oct		158	172
Nov		180	167
Dec		177	185

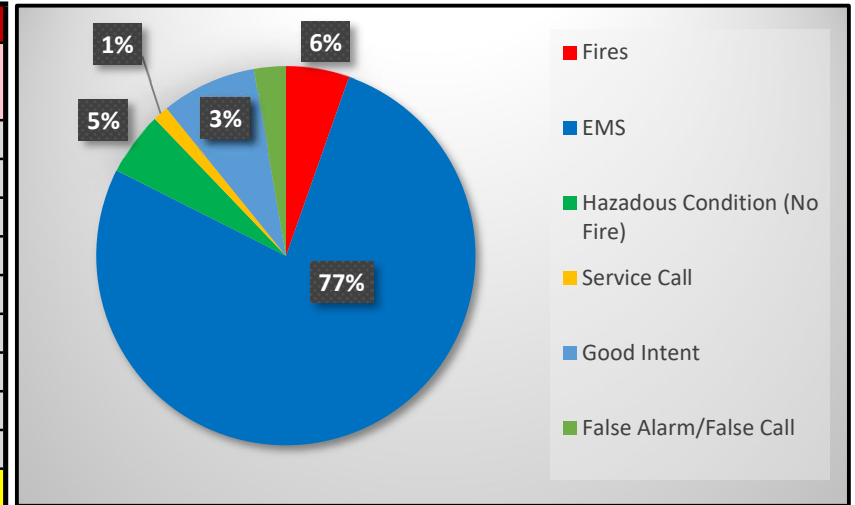


Year	Incidents
2015	1720
2016	2029
2017	2050
2018	2014
2019	2122
2020	2034
2021	2263
2022	2339
2023	2415
2024	2492



DUTTON FIRE DEPARTMENT SEPTEMBER 2021 REPORT

SEPTEMBER RESPONSE SUMMARY				
NFIRS INCIDENT TYPE SERIES	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	4	39	27	44.4%
Explosion/Excessive Heat	0	0	0	0.0%
EMS	57	382	326	17.2%
Hazadous Condition (No Fire)	4	16	16	0.0%
Service Call	1	18	16	12.5%
Good Intent	6	78	52	50.0%
False Alarm/False Call	2	49	35	40.0%
Severe Weather/Natural Disaster	0	3	1	200.0%
Special Incident Type	0	0	0	0.0%
TOTAL	74	585	473	23.7%



RESPONSE BY SHIFT SUMMARY				
SHIFT	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
FT/PT Day Shift	12	123	95	29.5%
FT/PT Day/POC & POC	62	462	378	22.2%
TOTAL	74	585	473	

AID TYPE	SEPT 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	1	11	7	57.1%
Automatic aid rec	0	4	5	-20.0%
Mutual aid given	4	29	20	45.0%
Automatic aid given	2	26	18	44.4%
Other aid given	2	15	9	66.7%
None	65	500	414	20.8%
TOTAL	74	585	473	

RESPONSES BY ZONE SUMMARY				
ZONE	SEPT 2021	2021 YTD	2020 YTD	YTD (+/-)
Dutton - Dutton Fire District (All Zones)	62	494	398	24.1%
CFD-Byron - Cutlerville Fire District Byron Township	0	8	9	-11.1%
CFD-Gaines - Cutlerville Fire District Gaines Township	8	48	36	33.3%
Byron - Byron Twp Fire District	0	1	1	0.0%
Caledonia- Caledonia Fire Rescue	3	19	11	72.7%
Kentwood - Kentwood Fire District	1	12	16	-25.0%
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	74	585	473	

TRAINING HOURS SUMMARY			
AUG 2021	2021 YTD	2020 YTD	YTD CHANGE
112	2190	1254	74.64%



AUGUST 2021 GAINES TOWNSHIP CP REPORT

Michelle LaJoye-Young
SHERIFF

COMPLETED

- South Kent National Night Out
- Friendship CRC back to school community event
- Dutton United Reformed Church Community Night Event
- Southwood MHP Community Event
- Deputy Dan Forman and I issued 38 Parking Citations on Rapids Drive in 8 days of enforcement
- Dealt with an ongoing neighbor issue at 92nd and Hanna Lake
- Attended an Amazon Active Shooter training
- Assisted multiple units on an Arson / Felonious Assault on Fontana SE
- Attended a Woodfield Community Center event
- Completed some extra patrols in the area of Willard / Linden SE for speeders and stop sign violators
- Issued a parking ticket on Highview Dr for a repeat offender
- Attended Patrol Training
- Testified in a Jury Trial in reference to a call in Bloomfield Townhomes
- Met with the Conquerors group in reference to next years National Night Out
- Completed some extra patrols in the Kalamazoo / 76th St area for Cross Creek Charter Academies first school day (addressed traffic laws with parents waiting in line)
- Dealt with a construction issue dispute on Waters Edge SE
- Visited a Zoning violation on Regal Ave SE two times for Dan Wells
- Assisted with developing the procedure for issuing Zoning and Ordinance citations

UPCOMING

- Start working with local schools to identify students for this years Shop with a Sheriff
- Preparing for the Church Safety training that's coming up in early October that KCSO is hosting at Cornerstone Church on 84th St SE
- Continued enforcement of Rapids Dr
- Continued extra patrols of Willard / Linden neighborhood

**Byron Township & Gaines Charter Township Joint Board Meeting
September 27, 2021
Minutes**

A joint meeting of the Byron Township Board and Gaines Charter Township Board was called to order by Byron Township Supervisor Don Tillema on Monday, September 27, 2020, at 7:00 p.m., at the Gaines Charter Township Offices located at 8555 Kalamazoo Ave. SE, Caledonia, Michigan to discuss the Cutlerville Fire Department 2022 Budget.

Byron Township Members Present:	Don Tillema, Peggy Sattler, Robin Haaksma, Tom Hooker, Marty Tilma
Members Absent:	Jay DeKleine, Scott Tubergen
Gaines Charter Township Members Present:	Michael Brew, Laurie Lemke, Tim Haagsma, Dan Fryling, Kathy VanderStel, Bob Terpstra
Members Absent:	Rob DeWard

Cutlerville Fire Chief, Paul Sheely gave a presentation to review the Cutlerville Fire Department's 2022 Budget.

A motion was made by Tom Hooker and supported by Marty Tilma that the Byron Township Board approve the 2022 Cutlerville Fire Department Budget as written. Yes – 5. No – 0. Absent – 2. The motion carried.

A motion was made by Kathy VanderStel and supported by Laurie Lemke that the Gaines Charter Township Board approve the 2022 Cutlerville Fire Department Budget as written.

A roll call vote was taken: Dan Fryling – Yes, Tim Haagsma – Yes, Laurie Lemke – Yes, Bob Terpstra – Yes, Kathy VanderStel – Yes, Michael Brew – Yes. Absent – Rob DeWard. The motion carried.

Supervisor Don Tillema adjourned the meeting at 7:35 p.m.

Peggy Sattler
Byron Township Clerk

OCTOBER 6, 2021

MS KIM TRIPLET
GAINES TOWNSHIP
8555 KALAMAZOO AVE SE
CALEDONIA, MI 49316



Dear Kim,

Now that fall is upon us and the Clean Air Action display has finished circulating through the area, we wanted to take a moment to thank you for hosting our display. Asking cities, townships, libraries and other organizations to host the Clean Air Action display is one of the three principal ways through which we educate the public about air quality, with the other two ways being our annual radio/television campaign and participation in community fairs and events.

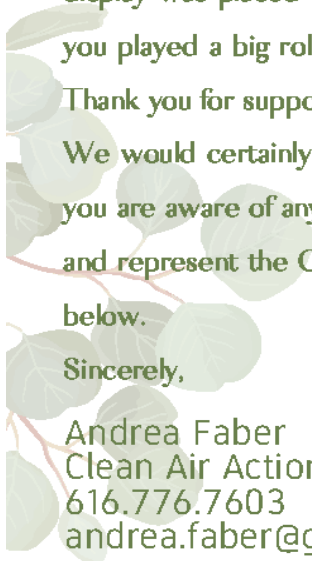
This year, the display made its way to 15 different cities, townships, libraries and organizations over the spring, summer, and fall. Just like past years, no matter where the display was placed the freebies and the information disappeared quickly, which meant that you played a big role in getting information about our program into the hands of the public.

Thank you for supporting the Clean Air Action program by participating in this effort!

We would certainly appreciate your willingness to host the display again next year. Also, if you are aware of any upcoming events within your community in which we could participate and represent the Clean Air Action program, please let me know. My contact information is below.

Sincerely,

Andrea Faber
Clean Air Action Program Coordinator
616.776.7603
andrea.faber@gvmc.org





8555 Kalamazoo Ave. SE
Caledonia, MI 49316

www.gainestownship.org

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

November 4, 2021

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

RE: November 8, 2021 Board Meeting

Dear Members of the Gaines Township Board:

I hope you're all doing well and enjoying the great fall we've had so far. It's hard to believe we're into November already!

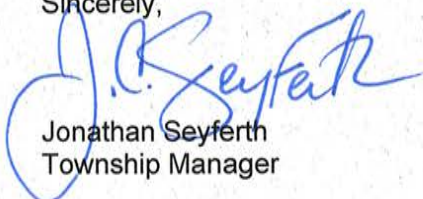
During this month's board meeting we'll hold the Public Hearing on the budget and have the budget as a discussion item later in the meeting. The budget will not be up for final adoption until the December 12 meeting. The primary reason for this is staff is still working on finishing up a few budget items, primarily employee compensation numbers. The budget has been presented with a 4% increase; however, we're seeing other institutions look at 5% and 6% COLAs (including Social Security which gave a 5.9% COLA). The personnel committee will be meeting on Wednesday, Nov. 10. The COLA will be a primary topic of discussion at that meeting.

Please use the meeting on Monday night as an opportunity to ask any questions you might have on the budget – also feel free to reach out to me before. We are using the budget with the Special Assessment revenue – that's the budget we spent the majority of our time discussing at the Budget workshop on September 27. There have only been a few changes to the budget since that discussion. One item that I would like the board to discuss is the Parks Committee's request of \$50,000 for those various projects previously noted (updated Prairie Wolf Park sign, a picnic shelter, and engineering investigation for toilets). As a reminder, we do have that worked into the budget at this point, but because it's a special project, I wanted to have the board discuss it. One other change, Chief Sheely is recommending some staff restructuring with the creation of a Deputy Chief position that would be shared between Dutton and Cutlerville (CFD already has this position). It would focus mostly on training. Chief Sheely will be in attendance Monday and will be able to answer some questions on that request as well (it is worked into the budget at this point).

There is a non-action item under the planning section that I want to be sure you review. Staff has drafted proposed updates to the Township's Industrial Facility Tax abatement policy. This is a work in progress, but it's something Dan, Megan and I wanted to get the board thinking about. The objective here is to have the board consider additional criteria for applicants to meet prior to an IFT being issued. We'll circle back to this again in December and/or January for additional discussion and possible action. This should be an issue we discuss thoroughly; changes will impact policy and development going forward.

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

Sincerely,



Jonathan Seyferth
Township Manager

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

November 08, 2021

MEETING LOCATION: Township hall - 8555 Kalamazoo Ave., SE, Caledonia, MI 49316

Opening Prayer 7 PM ~ Kathy Vander Stel

Pledge of Allegiance

PLEASE FOLLOW CURRENT 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 –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS ON THE AGENDA
PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION**

- 2) Public Hearing – Proposed 2022 Budget
- 3) Public Hearing – Proposed ordinance to amend a major PUD – Wall Signage, 4670 60th Street
- 4) Presentation of Cutlerville Fire Department Awards and Commendations – 15 minutes

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

5) CONSENT AGENDA

1) Board Meeting Minutes

A. Meeting minutes from October 11, 2021

2) Building Department

A. Building Department October 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 through 10_29_2021 totaling \$398,260.50

Motion to Approve Consent Agenda - ACTION ITEM

6) DEPARTMENT/OFFICE REPORTS

a) **Clerk's Office –**

1. Professional Development Request – Clerk
2. Professional Development Request – Deputy Clerk

b) **Planning –**

1. Second Read proposed ordinance to amend a major PUD – Wall Signage – 4670 60th Street
2. 6174 and 6200 Wing Avenue SE – Rezone from RL-10 to O-S first read
3. Proposed modification to IFT Policy -NON-ACTION INFORMATION ONLY

c) **Treasurer's Department**

1. 3rd Qtr. Financial Report

d) Assessing Department - NONE

e) Water & Sewer Department – NONE

f) Building Department -NONE

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

UNSCHEDULED SPEAKERS –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS NOT ON THE AGENDA -PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION

8) SUPERVISOR/TOWNSHIP MANAGER OFFICES

Action Items:

- a. Appointment of Township Manager as representative for GVMC
- b. Preservation Lakes Phase IV Special Assessment Streetlight District
- c. Professional Development Request – Brett Holmes
- d. Resolution – Exemption from Requirements of Public Act 152 of 2011
- e. ROTH IRA Matter

f. Review of Township Maintenance Contracts:

g. Electrical services proposal – flag lights

NON-ACTION

- a. 2022 Projected Budget
- b. Dutton Engine 67 replacement
- c. Web Stats for October 2021 – 11,374 visits
- d. Cutlerville and Dutton Fire Department Run Reports
- e. Community Policing Officer's Report

9) COMMENTS & DISCUSSION

- a) Township Board
- b) Township Manager
- c) Supervisor
- d) Miscellaneous

10) ADJOURNMENT

- 1) The December Board meeting will be held December 13th
- 2) **IF NEEDED** – December 6th has been reserved for a Board of Trustees meeting

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**

October 11, 2021

Held at South Christian High School Auditorium, 7979 Kalamazoo Avenue, Caledonia, Michigan 49316

Present: Board Member DeWard , Board Member Brew, Board Member Lemke, Board Member Fryling , Board Member Haagsma, Board Member Terpstra, Board Member VanderStel

Absent with notice: None

Other attendees: Township Manager Seyferth, Township Planner Dan Wells

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

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

2. Question of Conflict of Interest

None.

3. Review of the Consent Agenda

No change needed.

4. Meeting Agenda

Motioned by Board Member Haagsma and supported by Board Member Fryling to approve the proposed agenda.

VOICE VOTE: 7 Aye. 0 Nay. Motion Carried.

5. Recognition of Individuals and/or Delegations.

No one came forward.

6. Public Hearing – IFE Request – Mobile Defenders

Motion by Board Member Haagsma and supported by Board Member Lemke to open the public hearing on the Industrial Facilities Exemption request for Mobile Defenders.

Residents spoke in opposition to giving any more tax breaks to businesses in Gaines Township.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

Jon Andersh, Miller Johnson, Attorney for Mobile Defenders spoke in support of Mobile Defenders and made himself available for questions.

Motion by Board Member Haagsma and supported by Board Member Fryling to close the public hearing on the Industrial Facilities Exemption request for Mobile Defenders.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

7. Public Hearing – Final PUD Plan and PUD Rezoning – 3500 & 3540 60th Street

Motion by Board Member Haagsma and supported by Board Member VanderStel to open the public hearing on the Final Planned Unit Development (PUD) Plan and PUD Rezoning for 3500 and 3540 60th Street

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

Jeff Rogers presented a letter on behalf of Dan Hibma to the board.

Motion by Board Member Haagsma and supported by Board Member VanderStel to close the public hearing on the Final PUD Plan and PUD Rezoning for 3500 and 3540 60th Street.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

8. Public Hearing – Final PUD Plan and PUD Rezoning – 7884, 7788, and 7920 Eastern Avenue

Motion by Board Member Fryling and supported by Board Member VanderStel to open the public hearing on the Final PUD Plan and PUD Rezoning for 7884, 7788, and 7920 Eastern Avenue.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

Motion by Board Member VanderStel and supported by Board Member Terpstra to close the public hearing on the Final PUD Plan and PUD Rezoning for 7884, 7788, and 7920 Eastern Avenue.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

9. Public Hearing – Proposed Township wide Special Assessment for Public Safety Services

Motion by Board Member VanderStel and supported by Board Member Haagsma to open the public hearing on the Proposed Township wide Special Assessment for Public Safety Services

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

17 citizens expressed their opinion on the process and validity of a Special Assessment for Public Safety.

Motion by Board Member Haagsma and supported by Board Member VanderStel to close the public hearing on the Proposed Township wide Special Assessment for Public Safety Services

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

10. Consent Agenda

Motioned by Board Member VanderStel and supported by Board Member Fryling to approve the consent agenda including Meeting Minutes from the September 13 and 27 board meetings; the building department September 2021 Revenue Reports; and payment of bills for 09/01/2021 through 09/30/2021 in the amount of \$296,013.74.

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

11. Department/Office Reports

Gaines Township Board Minutes
October 11, 2021

A. Planning

1) Second Read for 7884, 7788, and 7920 Eastern Avenue, Rezone from R14 to PUD

Motion by Board Member Lemke and supported by Board Member Fryling to approve the resolution to rezone 7884, 7788, and 7920 Eastern Avenue from R14 to PUD.

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

Motion by Board Member Haagsma and supported by Board Member Terpstra to approve the ordinance to rezone 7884, 7788, and 7920 Eastern Avenue from R14 to PUD.

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

2) Second Read for 3500 and 3450 60th Street Final PUD and PUD Rezoning

Motion by Board Member Lemke and supported by Board Member VanderStel to approve the resolution accepting the Final PUD and PUD Rezoning for 3500 and 3450 60th street removing the traffic study condition.

ROLL CALL VOTE: Board Member Lemke – yes, Board Member VanderStel – yes, Board Member DeWard – yes, Board Member Fryling – no, Board Member Haagsma – yes, Board Member Terpstra – yes, Board Member Brew - yes. Motion carried.

Motion by Board Member Haagsma and supported by Board Member VanderStel to approve the ordinance accepting the Final PUD and PUD Rezoning for 3500 and 3450 60th street removing the traffic study condition.

ROLL CALL VOTE: Board Member Haagsma – yes, Board Member VanderStel – yes, Board Member Brew – yes, Board Member DeWard – yes, Board Member Fryling – no, Board Member Lemke – yes, Board Member Terpstra - yes. Motion carried.

3) Second Read for Industrial Facilities Exemption Certificate for 6155 East Paris / Mobile Defenders

Motion by Board Member Lemke and supported by Board Member Haagsma to approve the resolution approving the application for an Industrial Facilities Exemption Certificate for 6155 East Paris / Mobile Defenders.

ROLL CALL VOTE: Board Member Lemke - yes, Board Member Haagsma – yes, Board Member VanderStel – yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - no, Board Member Terpstra - yes. Motion carried.

Motion by Board Member Haagsma and supported by Board Member VanderStel to approve the Industrial Facilities Exemption Certificate Tax Abatement Agreement for 6155 East Paris / Mobile Defenders.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member VanderStel – yes, Board Member Terpstra – yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - no, Board Member Lemke - yes. Motion carried

4) First Read 4670 60th Street Major PUD Amendment for Signage

Motion by Board Member Lemke and supported by Board Member Fryling to set the Public Hearing for November 08, 2021 for the Major PUD Amendment.

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

B. Treasurer's Department

1) Professional Development Request – Treasurer – Michigan Township Association

Motioned by Board Member VanderStel and supported by Board Member Fryling to approve the Professional Development Request for Treasurer Lemke to attend the Michigan Township Association annual conference.

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

C. Water & Sewer Department

1) Sanitary Sewer Extension on 68th Street

Motioned by Board Member Lemke and supported by Board Member VanderStel to approve extending the Sanitary Sewer in conjunction with the road improvements on 68th Street.

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

2) Request for Water Connection Fees Payment Plan – 9925 Eastern Avenue

Motioned by Board Member Fryling and supported by Board Member Haagsma to approve the payment plan for 9925 Eastern Avenue.

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

12. Recognition of individuals and/or delegations

None.

13. Supervisor / Township Manager Office

A. Road Closure Request – Ridgebrook Drive

Motioned by Board Member VanderStel and supported by Board Member Terpstra to approve the road closure request for Ridgebrook Drive.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

B. Professional Development Request – Supervisor – Michigan Township Association

Motioned by Board Member Fryling and supported by Board Member VanderStel to approve the Professional Development Request for Supervisor DeWard to attend the Michigan Township Association annual conference.

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

C. Special Assessment District for Public Safety Services.

Motioned by Board Member Haagsma and supported by Board Member Terpstra to adopt the resolution for Fire and Public Safety Services Special Assessment District – Confirmation of the Special Assessment Roll; Lien; Payment and Collection of the Special Assessment and Related Matters with the correction to item 1 from .06 to .6.

ROLL CALL VOTE: Board Member Haagsma – yes, Board Member Terpstra – yes, Board Member VanderStel – no, Board Member Brew – yes, Board Member DeWard – yes, Board Member Fryling – no, Board Member Lemke – yes. Motion carried.

14. Comments & Discussion

October 25 meeting will not be held.

11. Adjournment

Motion by Board Member Fryling and supported by Board Member Haagsma to adjourn the meeting at 9:09 p.m.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

Michael Brew, Clerk

Robert DeWard, Supervisor



Revenue Breakdown Report

Page: 1 of 21

11/01/2021

Filter: All Records, Transaction.DateToPostOn Between 10/1/2021 12:00:00 AM AND 10/31/2021 11:59:59 PM

Unit Totals

Unit Name	Records	Revenue
	134	24,190.05
TOTAL	134	24,190.05

Record Type Totals

Unit:	Records	Revenue
Permit	134	24,190.05
UNIT TOTAL:	134	24,190.05

Record Type Breakdowns

Unit:		
Record Type: Permit	Records	Revenue
Building	19	7,896.00
Commercial Sign	2	220.00
Deck	3	430.00
Demolition	1	155.00
Electrical	24	3,841.00
Furnace Replacement	6	660.00
Irrigation Meter	1	90.00
Mechanical	50	7,263.05
Plumbing	17	2,565.00
Residential Roofing	10	940.00
Swimming Pool	1	130.00
TOTAL:	134	24,190.05

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN 2 MACATAWA BANK						
10/01/2021	GEN 2	30227	AMAZON	AMAZON CAPITAL SERVICES	COFFEE. MECHANICAL PENCILS, WINDEX, NOTE	73.71
10/01/2021	GEN 2	30228	TWP-CONSUM	CONSUMERS ENERGY	STREETLIGHTS	13,704.24
					DIVISION STREET LIGHTS	92.41
					STREET LIGHTS	13,689.12
					LED LIGHTS	548.02
					LIBRARY	1,116.42
					TWP OFFICE ELECTRICITY	4,816.73
					DFD ELECTRIC	1,084.09
					DUTTON CEMETERY ELECTRIC	29.24
						<u>35,080.27</u>
10/01/2021	GEN 2	30229	CUSTOM E	CUSTOM ENGRAVING INC	TROPHIES, RIBBONS, VINYL BANNER	139.50
10/01/2021	GEN 2	30230	DTE	DTE ENERGY	DFD GAS	53.90
10/01/2021	GEN 2	30231	HUIZ LAWN	HUIZINGA LAWN SPRINKLING INC	REPAIRED LINE UNDER SIDEWALK	172.25
10/01/2021	GEN 2	30232	IPM	IPM SERVICES	LIBRARY PEST CONTROL	25.00
					TWP HALL PEST CONTROL	42.00
						<u>67.00</u>
10/01/2021	GEN 2	30233	KCI	KENT COMMUNICATIONS INC	SAD MAILING	6,164.50
10/01/2021	GEN 2	30234	KC TREAS	KENT COUNTY TREASURER	TOWNSHIP CP OFFICER AND TOWNSHIP LAW AUG	77,735.37
10/01/2021	GEN 2	30235	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	TRANE UNIT #4 NOT WORKING	1,633.75
10/01/2021	GEN 2	30236	MEEKHOF EL	MEEKHOF ELECTRIC INC	ADD 5 MONITOR RECEPTACLES	1,485.00
10/01/2021	GEN 2	30237	BREW	MICHAEL BREW	CLERKING 101 MEALS AND MILEAGE	197.27
10/01/2021	GEN 2	30238	PHASE III	PHASE 3 GRAPHICS	BUSINESS CARDS WELLS	58.83
10/01/2021	GEN 2	30239	NEXTEL	SPRINT	CELL PHONE	367.28
10/01/2021	GEN 2	30240	WAYNE B	WAYNE BOURDO	LANDSCAPE MAINTENANCE LIBRARY AND TWP OF	919.57
					TRASH SERVICE BAGS DOG WALK	135.00
						<u>1,054.57</u>
10/07/2021	GEN 2	30241	DAVID STEE	DAVID STEEBY	HERITAGE FESTIVAL	50.00
10/07/2021	GEN 2	30242	DSMITHCOUN	DOUG SMITH COUNTRY MUSIC	HERITAGE FESTIVAL	100.00
10/07/2021	GEN 2	30243	FISHING	FISHING MUSEUM AND CULTURAL CENTER	HERITAGE FESTIVAL	500.00
10/07/2021	GEN 2	30244	JSYTSMA	JASON SYTSMA	HERITAGE FESTIVAL	100.00
10/07/2021	GEN 2	30245	MARYS	MARY'S CRITTER BARN	HERITAGE FESTIVAL	700.00
10/07/2021	GEN 2	30246	THOM E	THOM EMO COUNTRY MUSIC BAND	HERITAGE FESTIVAL	400.00
10/10/2021	GEN 2	30247	123	123.NET	TWP OFFICE TELEPHONE	251.50
10/10/2021	GEN 2	30248	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	PATCH AND PATCH MATERIALS	82.90
					CFD GLOVES AND UNIFORM	1,062.29
					CFD HAIX FIRE HERO XTREME	455.38
						<u>1,600.57</u>
10/10/2021	GEN 2	30249	ACTIONCHEM	ACTION CHEMICAL INC	BUI CFD KITCHEN ROLL TOWEL	32.34
10/10/2021	GEN 2	30250	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	OFFICE MACHINE RENTAL	729.45
10/10/2021	GEN 2	30251	AMAZON	AMAZON CAPITAL SERVICES	MED CFD OXYGEN CYLINDER CARTS	136.54
					FELT PENS, KLEENEX	193.51
					OFF CFD RESUME PAPER, BATTERIES, CARD ST	48.67
						<u>378.72</u>
10/10/2021	GEN 2	30252	ANLAAN	ANLAAN CORPORATION	60TH STREET SIDEWALK PHASE II PROJECT 80	30,268.64
					Void Reason: WRONG AMOUNT PER VENDOR	V
10/10/2021	GEN 2	30253	APOLLO	APOLLO FIRE EQUIPMENT CO.	DFD E69 NOZZEL CONTROLLER	1,362.18

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
 CHECK DATE FROM 10/01/2021 - 10/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/10/2021	GEN 2	30254	ARROW	ARROWASTE INC	BLAIN CEMETERY CFD REFUSE DFD REFUSE TWP OFFICE REFUSE LIBRARY REFUSE	54.36 105.91 46.48 69.43 64.22 340.40
10/10/2021	GEN 2	30255	AUTOMASTER	AUTO-MASTER'S INCORPORATED	OIL DRY	79.92
10/10/2021	GEN 2	30256	AUTOZONE	AUTOZONE	RUST OLEUM RUBBERIZED UNDERCOATING	13.00
10/10/2021	GEN 2	30257	BRASS ALAR	BRASS ALARMS, LLC	12 HOURS OF TRAINING AT \$55 / HR	660.00
10/10/2021	GEN 2	30258	BYRONTREAS	BYRON TOWNSHIP TREASURER	CFD WATER AND SEWER	214.67
10/10/2021	GEN 2	30259	CHARTER CO	CHARTER COMMUNICATIONS	TWP OFFICE COMMUNICATION	154.97
10/10/2021	GEN 2	30260	CINTAS	CINTAS CORPORATION #301	TWP OFFICE MATS	76.94
10/10/2021	GEN 2	30261	COMCAST	COMCAST	INT CFD INTERNET	252.58
10/10/2021	GEN 2	30262	TWP-CONSUM	CONSUMERS ENERGY	DIVISDION STREET LIGHTS DIVISION STREET LIGHTS DIVISION STREET LIGHTS CFD BLAIN CEMETERY BLAIN CEMETERY LED LIGHTS STREETLIGHTS	85.78 92.59 97.01 1,063.86 37.05 29.38 605.03 13,700.06 15,710.76
10/10/2021	GEN 2	30263	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	PRARIE WOLF PARK BIKE PATH TO BREWER PARK & COOKS CROSSIN	729.00 182.00 911.00
10/10/2021	GEN 2	30264	FIRST BANK	FIRST BANKCARD CENTER	REF DFD COMMENDATION BAR, DISTANCE METER	851.92
10/10/2021	GEN 2	30265	FIRST BANK	FIRST BANKCARD CENTER	REF CFD PHOTO COVER, PATCHES	1,082.80
10/10/2021	GEN 2	30266	FIRST BANK	FIRST BANKCARD CENTER	LOCK BOX, MEALS, CONF LODGING	410.01
10/10/2021	GEN 2	30267	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT,	36.76
10/10/2021	GEN 2	30268	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, MEETING MEALS	35.02
10/10/2021	GEN 2	30269	FIRST BANK	FIRST BANKCARD CENTER	DIVISION AVENUE SUP0PLIES	31.70
10/10/2021	GEN 2	30270	FIRST BANK	FIRST BANKCARD CENTER	FUEL	170.56
10/10/2021	GEN 2	30271	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT	18.01
10/10/2021	GEN 2	30272	GR CENTRAL	G R CENTRAL IRON & STEEL	STEEL FOR WINDOW PROP	56.83
10/10/2021	GEN 2	30273	GV MET	GRAND VALLEY METRO COUNCIL	2021 MEMBER DUES PORTION REGIS DUES 2021 TRANSPORTATION DUES 2021	1,697.25 5,091.75 898.25 7,687.25
10/10/2021	GEN 2	30274	INTEGRITY	INTEGRITY OFFICE	NAME PLATE TRIPLETT GENERAL OFFICE SUPPLIES FOR TWP OFFICE	19.00 52.17 71.17
10/10/2021	GEN 2	30275	IPM	IPM SERVICES	DFD PEST CONTROL	25.00
10/10/2021	GEN 2	30276	JAMES ZENA	JAMES ZENAS	3RD QTR 2021 MILEAGE	86.75
10/10/2021	GEN 2	30277	K&S PLUMB	K & S PLUMBING CO. INC.	DFD 2" GALV ST 45 FOR E67	52.78
10/10/2021	GEN 2	30278	K&H CONCRE	K&H CONCRETE CUTTIN INC	12' 4" ASPHALT SLAB SAWING	200.00
10/10/2021	GEN 2	30279	KC DRAIN	K.C. DRAIN COMMISSION	AVALON POINTE, DENBRABER, GLEN HOLLOW, H	11,309.68
10/10/2021	GEN 2	30280	TRIPLETT	KIM TRIPLETT	BOARD SUPPLIES, FLAGS TO VFW, CELL PHONE	49.97
10/10/2021	GEN 2	30281	KLEYN	KLEYN MOBILE REPAIR LLC	2020 PIERCE - LOOSE PLUG	255.81

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					CFD ANNUAL PUMP TEST	328.43
					CFD 2015 FORD - ANNUAL PUMP TEST	210.00
						<u>794.24</u>
10/10/2021	GEN 2	30282	MAYNARDS	MAYNARDS WATER CONDITIONING LLC	TWP OFFICE SALT DELIVERY	35.00
10/10/2021	GEN 2	30283	MENARDS	MENARDS- WYOMING	CFD VARIOUS HARDWARE FOR FIRE PREVENION	77.32
10/10/2021	GEN 2	30284	MEYERS CLE	MEYERS CLEANING SERVICE INC	GENERAL CLEANING TOWNSHIP, LIBRARY	2,269.50
10/10/2021	GEN 2	30285	MIKA	MIKA, MEYERS, BECKETT & JONES	AUGUST SERVICES WITH REGARD TO THE TODD	908.50
10/10/2021	GEN 2	30286	MUN CODE	MUNICODE	ONLINE CODE HOSTING 10/1/2021 - 12/31/20	225.00
10/10/2021	GEN 2	30287	PEOPLE	PEOPLE IT	CFD PROACTIVE AND MANAGED SERVER PLUS OF	439.00
10/10/2021	GEN 2	30288	PHOENI	PHOENIX SAFETY OUTFITTERS	DFD RUBBER HOSE, COUPLINGS	12,655.80
10/10/2021	GEN 2	30289	PLUMMERS	PLUMMERS DISPOSAL SERVICE	PT WHEELCHAIR ACCESIBLE UNIT	155.00
10/10/2021	GEN 2	30290	ROGER STER	ROGER STERK	MILEAGE	189.84
10/10/2021	GEN 2	30291	TWP-SIEGFR	SIEGFRIED CRANDALL VOS & LEWIS	SEPTEMBER 2021 ASSISTANCE WITH ARPA REVE	350.00
10/10/2021	GEN 2	30292	SUN NEWS	THE SUN AND NEWS	PUBLIC HEARING NOTICES	847.32
10/10/2021	GEN 2	30293	MARATHON	WEX BANK	DFD FUEL	948.30
10/15/2021	GEN 2	30294	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	BOOTS	615.95
10/15/2021	GEN 2	30295	ACCIDENT	ACCIDENT FUND	WORKERS COMP	4,576.08
10/15/2021	GEN 2	30296	ACTIONCHEM	ACTION CHEMICAL INC	DFD RESTROOM SUPPLIES	84.95
10/15/2021	GEN 2	30297	AMAZON	AMAZON CAPITAL SERVICES	CFD WINTERIZE BLOWOUT ADAPTER	9.99
					CFD TACTICAL STRYKE PANT	79.00
						<u>88.99</u>
10/15/2021	GEN 2	30298	BLOOM	BLOOM SLUGGETT	SAD RESOLUTION 4 AND 5 AND RESIDENT QUES	845.50
10/15/2021	GEN 2	30299	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	TRADITIONAL PLAN HEALTH	4,978.77
10/15/2021	GEN 2	30300	BLUE HSA	BLUE CROSS HSA	HSA HEALTH PLAN	13,348.26
10/15/2021	GEN 2	30301	BURNHAM	BURNHAM AND FLOWER AGENCY	3RD QTR FSA ADMIN FEES	22.50
10/15/2021	GEN 2	30302	CONTROL	CONTROL LOGIC OF MICHIGAN	SCHEDULED BILLING	12,569.00
10/15/2021	GEN 2	30303	NAPA	GENUINE PARTS COMPANY-GRAND RAPIDS	CFD 3A CHARGER	24.99
10/15/2021	GEN 2	30304	GOOTJES	GOOTJES ASSOCIATES INC	DFD WINTERIZED SPRINKLING SYSTEM	75.00
10/15/2021	GEN 2	30305	HORIZON	HORIZON COMMUNITY PLANNING LLC	CALLS AND E-MAILS, 3500 60TH, 6117 WING,	1,080.00
10/15/2021	GEN 2	30306	ICMA	INTERNATIONAL CITY MANAGERS ASSOCIA	ICMA MEMBERSHIP RENEWAL 2022	880.00
10/15/2021	GEN 2	30307	ITP	INTERURBAN TRANSIT PARTNERSHIP	RUAL LINEHAUL SERVICE	3,776.10
					RUAL GO BUS SERVICE	767.50
						<u>4,543.60</u>
10/15/2021	GEN 2	30308	KC EMS	K.C. EMERGENCY MEDICAL SERVICE	DFD OCTOBER TO DECEMBER 2021 ASSESSMENT	240.43
					CFD OCT TO DEC 2021 ASSESSMENT	263.53
						<u>503.96</u>
10/15/2021	GEN 2	30309	MAYNARDS	MAYNARDS WATER CONDITIONING LLC	TWP OFFICE REPLACED STICKY FLOAT AND REF	571.60
10/15/2021	GEN 2	30310	MCDONALD	MCDONALD PLUMBING INC	LIBRARY - INSTALLED SINGLE HANDLE KOHLER	817.00
10/15/2021	GEN 2	30311	M JACOBSON	MRS. GAY A JACOBSON	CFD REMOVE AND REPLACE UNIFORM PATCHES	333.00
10/15/2021	GEN 2	30312	OMEGA SYST	OCEAN INC.	NEW HEATING AND COOLING COMPUTER	1,020.00
					CAMERA WORK INCLUDING NEW CAMERA, EMAIL	1,550.25
					BACKUPS	147.00
						<u>2,717.25</u>
10/15/2021	GEN 2	30313	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	118 MECHANICAL, PLUMBING INSPECTIONS	4,720.00
10/15/2021	GEN 2	30314	SCHS	SOUTH CHRISTIAN HIGH SCHOOL	SAD RENTAL FOR BOARD MEETING	431.50
10/15/2021	GEN 2	30315	TDS	TDS METROCOM	TWP OFFICE TELEPHONE	286.30
10/15/2021	GEN 2	30316	WMRCA	WEST MICHIGAN REGIONAL CLERKS	2021 FALL WORKSHOP	10.00
					2021 FALL WORKSHOP	10.00
						<u>20.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/21/2021	GEN 2	30317	KC ASSESSO	KENT COUNTY ASSESSORS	FUNDAMENTALS OF REAL PROPERTY APPRAISAL REAL PROPERTY MODELING CONCEPTS	350.00 350.00 700.00
10/25/2021	GEN 2	3(S)	AMAZON	AMAZON CAPITAL SERVICES	DFD BATTERIES CREDIT MEMO FOR RETURNED COFFEE	39.45 (39.45) 0.00
10/25/2021	GEN 2	30318	AUTOZONE	AUTOZONE	CFD WIPER BLADES	68.38
10/25/2021	GEN 2	30319	BOUND TREE	BOUND TREE MEDICAL LLC	CFD PANTS, BELTS, SHIRTS	39.57
10/25/2021	GEN 2	30320	BS&A SOFTW	BS&A SOFTWARE	PERMIT APPLICATION SUBMISSION	194.00
10/25/2021	GEN 2	30321	BYRONTREAS	BYRON TOWNSHIP TREASURER	CFD T-MOBILE, COPIER BILLS FOR 3RD QTR	416.76
10/25/2021	GEN 2	30322	D.J.S	DJ'S LANDSCAPE MANAGEMENT	LIBRARY LANDSCAPE MAINTENANCE TWP OFFICE LANDSCAPE MAINT	143.38 1,598.00 1,741.38
10/25/2021	GEN 2	30323	UNUM	FIRST UNUM LIFE INSURANCE COMPANY	LONG TERM AND SHORT TERM DISABILITY	852.91
10/25/2021	GEN 2	30324	GORDON	GORDON WATER	TWP OFFICE WATER	31.80
10/25/2021	GEN 2	30325	KC DRAIN	K.C. DRAIN COMMISSION	CHAPTER 20 DRAIN EXPENDITURES THRU 8/31/	7,198.84
10/25/2021	GEN 2	30326	MAA	MAA	2022 MEMBERSHIP FEE 2022 MEMBERSHIP 2022 MEMBERSHIP	90.00 90.00 90.00 270.00
10/25/2021	GEN 2	30327	MENARDS	MENARDS- WYOMING	CFD ALUMINUM PROJECT STEP, KEYED LOCK SE PAINT RETURNS OF PAINT, NUTS, AND HANGER - PUR RO PRO PAINT SAFETY YELLOW	151.36 31.98 (49.92) (29.98) 103.44
10/25/2021	GEN 2	30328	O'NEIL TRE	O'NEIL TREE SERVICE	REMOVE TREE FROM STORM GAINES CEMETERY A	1,990.00
10/25/2021	GEN 2	30329	PEOPLE	PEOPLE IT	SET-UP OF NEW WORKSTATIONS	340.00
10/25/2021	GEN 2	30330	PLUMMERS	PLUMMERS DISPOSAL SERVICE	PORT TOILETS AND TRASH CANS FOR HERITAGE	443.00
10/25/2021	GEN 2	30331	STAR	STAR 2 STAR COMMUNICATIONS	DFD TELEPHONE TWP OFFICE TELEPHONE	345.15 790.88 1,136.03
10/28/2021	GEN 2	30332	MIHHS	MICHIGAN DEPARTMENT OF HEALTH AND H	APLICATION TO OPERATE	200.00
10/29/2021	GEN 2	30333	ALL STAR	ALL STAR PRINTING COMPANY	NAVY TEES WITH SCREEN PRINTING	240.00
10/29/2021	GEN 2	30334	AMAZON	AMAZON CAPITAL SERVICES	ASSESSING MONITOR STANDS CREDIT MEMO FOR RETURNED COFFEE	26.64 (6.26) 20.38
10/29/2021	GEN 2	30335	ANLAAN	ANLAAN CORPORATION	60TH STREET SIDEWALK PHASE II PROJECT 80	29,705.88
10/29/2021	GEN 2	30336	APPLIED CO	APPLIED CONCEPTS INC. STALKER RADAR	SAM TRAILER WITH TOP DISPLAY SPEED SENSO	7,895.00
10/29/2021	GEN 2	30337	BOUND TREE	BOUND TREE MEDICAL LLC	BELT, SHIRTS, AND PANTS CFD MED HYFIN CHEST SEAL, HYFIN VENT CHE	385.12 118.00 503.12
10/29/2021	GEN 2	30338	COMCAST	COMCAST	DFD TELEPHONE	175.05

11/04/2021 08:34 AM
 User: MBREW
 DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
 CHECK DATE FROM 10/01/2021 - 10/31/2021

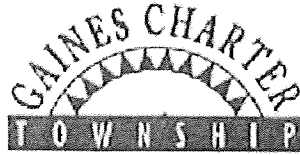
Page: 5/6

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/29/2021	GEN 2	30339	TWP-CONSUM	CONSUMERS ENERGY	LIBRARY ELECTRIC DIVISION STREET LIGHTS TWP HALL ELECTRIC DFD ELECTRIC DUTTON CEMETERY ELECTRIC	728.11 102.47 4,034.91 959.51 29.09
						<u>5,854.09</u>
10/29/2021	GEN 2	30340	WELLS	DAN WELLS	3RD QTR 2021 MILEAGE	104.52
10/29/2021	GEN 2	30341	DTE	DTE ENERGY	CFD GAS TWP HALL GAS DFD GAS LIBRARY GAS	44.71 408.12 66.57 39.13
						<u>558.53</u>
10/29/2021	GEN 2	30342	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	CFD EVERETT'S CONTRACT FOR 2021 - 2022 F	678.00
10/29/2021	GEN 2	30343	IPM	IPM SERVICES	TWP OFFICE PEST CONTROL LIBRARY PEST CONTROL CFD PEST CONTROL	42.00 25.00 25.00
						<u>92.00</u>
10/29/2021	GEN 2	30344	JOHN S	JOHN STUYFZAND	COCM CONFERENCE CRYSTAL MOUNTAIN JULY 2021 MILEAGE AUGUST 2021 MILEAGE SEPTEMBER 2021 MILEAGE	966.66 215.60 295.12 235.76
						<u>1,713.14</u>
10/29/2021	GEN 2	30345	SEYFERTH J	JONATHAN SEYFERTH	ICMA 2021 CONF HOTEL	900.16
10/29/2021	GEN 2	30346	KCCLERKASS	KENT COUNTY CLERKS ASSOCIATION	HOLIDAY MEETING AND DINNER	70.00
10/29/2021	GEN 2	30347	KC TREAS	KENT COUNTY TREASURER	SEPTEMBER 2021 CP OFFICER AND TOWNSHIP L	80,976.02
10/29/2021	GEN 2	30348	KNOX	KNOX COMPANY	15 LOCK CARE, LONG TENON, FIRE DEPT ONLY	512.00
10/29/2021	GEN 2	30349	LADY AMERI	LADY AMERICANA MIDWEST	MATRESSES FOR CFD NEW BEDS	3,188.00
10/29/2021	GEN 2	30350	MBKPROMO	MBK CORPORATE PROMOTIONS	41 COTTON T-SHIRTS HERITAGE FESTIVAL RAC	266.50
10/29/2021	GEN 2	30351	MCM	MCM RENTALS	40 YD DROP, DUMP, AND RETURN YARD DEBRIS	920.00
10/29/2021	GEN 2	30352	MENARDS	MENARDS- WYOMING	TRASH CAN, LOCK, TAPE MEASURE, LADDER HO DURACELL OPTIMUM AA 12 PK WITH REBATE KEYED T HANDLE LOCK RETURN	89.28 6.08 (11.99)
						<u>83.37</u>
10/29/2021	GEN 2	30353	EGLE	MICHIGAN DEPT OF ENVMT, GL, ENERGY	WATER SYSTEM FEE	142.40
10/29/2021	GEN 2	30354	MINER	MINER SUPPLY COMPANY	LIBRARY BATHROOM SUPPLIES	113.62
10/29/2021	GEN 2	30355	PRINTING P	PRINTING PRODUCTIONS INK	COLOR FIRE PREVENTION MONTH HANDOUTS FIRE PREVENTION MONTH HANDOUTS BLACK	706.34 238.71
						<u>945.05</u>
10/29/2021	GEN 2	30356	NEXTEL	SPRINT	OCTOBER 2021 CELL PHONE BILLS	388.08
10/29/2021	GEN 2	30357	STAPLES 3	STAPLES	BUILDING DEPARTMENT KEYBOARD AND MOUSE	57.99
10/29/2021	GEN 2	30358	VANDERTUIN	VANDERTUIN PLUMBING	CFD SLOAN VALVE REBUILD	125.00
10/29/2021	GEN 2	30359	WAYNE B	WAYNE BOURDO	TWP HALL,, LIBRARY, PRARIE WOLF PARK	1,054.57
10/29/2021	GEN 2	30360	W MI EIA	WESTERN MICHIGAN ELECTRICAL INSPECT	ANNUAL MEMBERSHIP	60.00
10/29/2021	GEN 2	30361	WONDERLAND	WONDERLAND TIRE COMPANY	ENGINE TIRE SENSOR LEAKING AND RUBBING O	84.49

GEN 2 TOTALS:

CHECK DATE FROM 10/01/2021 - 10/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 136 Checks:						428,529.14
Less 1 Void Checks:						30,268.64
Total of 135 Disbursements:						<u>398,260.50</u>



CLEAR FORM

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

Employee Name: Michael Brew Job Title: Clerk
Supervisor: The Voters Date: 10-14-2021

Check One:

☐ Seminar ☐ Accreditation Course ☒ Workshop ☐ Conference ☐ Other

Title of Activity: Redistricting What Michigan Clerks Need To Know

Organization Name: West Michigan Clerks Association

Location: Delta Hotels Marriott Muskegon Michigan

Dates of Attendance: 11-19-2021 Number of training hours: 8

Registration Cost: 10 Cost of Housing: _____

Estimated Mileage: ~~100~~ 60 Estimated Cost of Meals: \$30

List specific knowledge or skill will you learn: Redistricting: Purpose and Procedures
GIS / Mapping, 4 break out sessions

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? Help Clerk's department fulfill state
requirements

Employee Signature: Michael Brew Date: 10-14-2021

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



WEST MICHIGAN CLERKS ASSOCIATION 2021 FALL WORKSHOP

REGISTRATION FORM

Topics

Redistricting - Purpose and Procedures presented by the
Bureau of Elections

GIS/Mapping - How your County GIS Department can help you
with your redistricting needs*

Fee

\$10 for Allegan, Kent, Muskegon and Ottawa counties
\$20 for all other counties

RSVP by November 5, 2021

Pre-register at kdeverney@ght.org

One form per person

Name: Michael Alex Brew

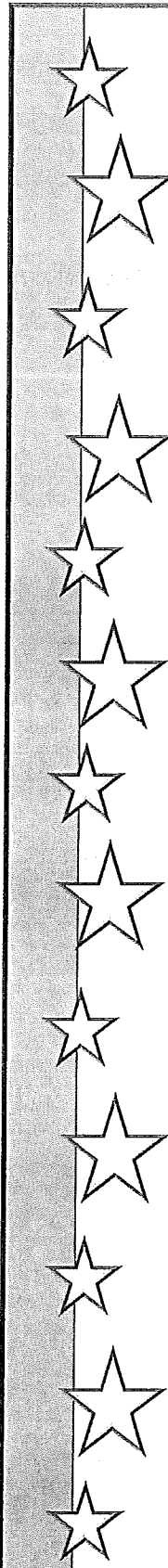
Email: michaelobrew@gainestownship.org

Municipality: Gaines Charter Township

County: Kent

Make checks payable to WMRCA and mail to:

Kristi DeVerney
Grand Haven Township
13300 - 168th Avenue
Grand Haven, MI 49417



WEST MICHIGAN CLERKS ASSOCIATION 2021 FALL WORKSHOP

Redistricting What Michigan Clerks Need to Know

Friday, November 19, 2021

9am – 12pm

RSVP by November 5, 2021

Delta Hotels Marriott
Lakeshore Ballroom (see attached map)
939 3rd Street
Muskegon, MI 49440

\$10 for Allegan, Kent, Muskegon, and Ottawa counties
\$20 for all other counties

Agenda

8:45 – Registration and Refreshments

9:00 – Redistricting: Purpose and Procedures presented by the
Bureau of Elections

10:15 – Break

10:30 – Breakout Sessions: GIS/Mapping - How your County GIS
Department can help you with your redistricting needs*

*Four breakout sessions will take place with local GIS staff who will discuss what GIS resources are available to you, what timeframes may apply, if staff is available to assist, what online tools may be available, etc. The breakout sessions will be facilitated by Allegan County GIS, Kent County REGIS, Muskegon County GIS, and Ottawa County GIS staff.

Registration form on next page

Delta Hotels Muskegon Convention Center

939 Third Street
Muskegon, Michigan 49440 USA

Phone: +1 231-722-0100

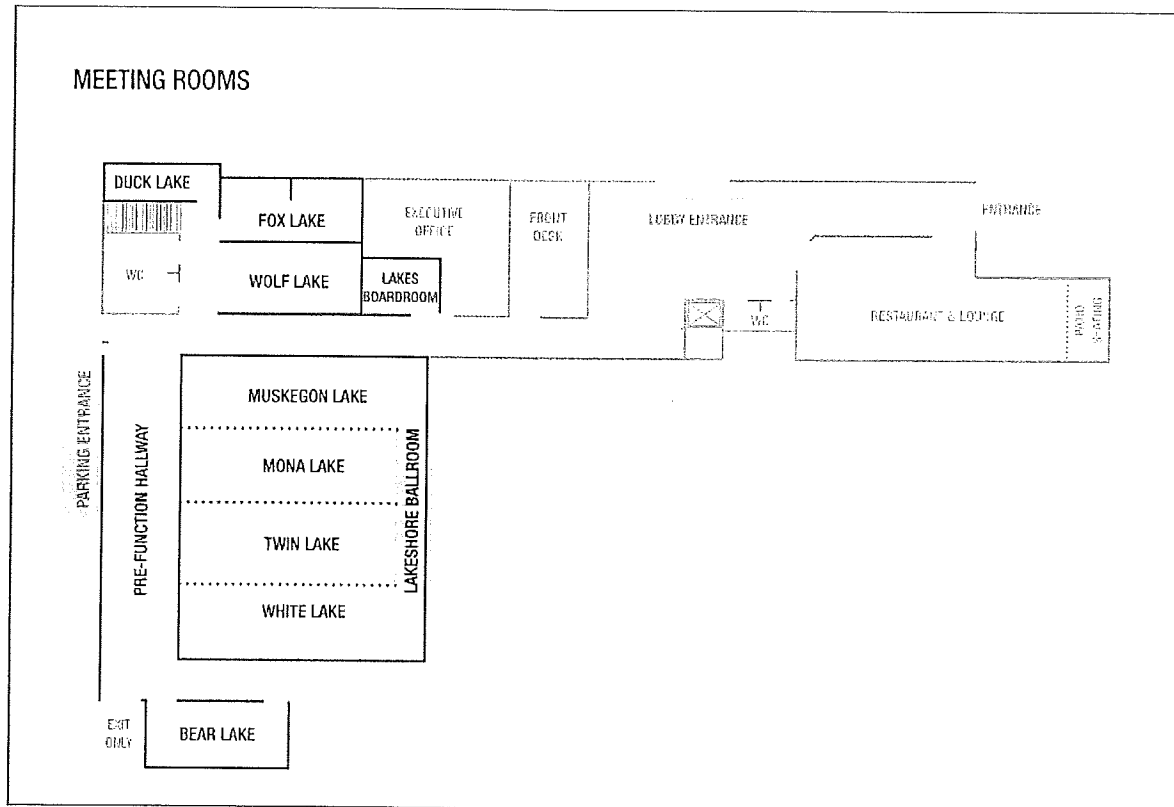
Fax: +1 231-722-5118

Toll-free: +1 833-999-0181

Sales: +1 231-720-7148

Sales fax: +1 231-722-5118

MEETING ROOMS





CLEAR FORM

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

Employee Name: Amber VanderMolen Job Title: Deputy Clerk
Supervisor: Michael Brew Date: 10.14.21

Check One:

☐ Seminar ☐ Accreditation Course ☒ Workshop ☐ Conference ☐ Other

Title of Activity: Redistricting

Organization Name: West Michigan Clerks Association

Location: 939 3rd St. Muskegon

Dates of Attendance: 11.19.2021 Number of training hours: 3.25

Registration Cost: \$10⁰⁰ Cost of Housing: Ø

Estimated Mileage: \$60⁰⁰ Estimated Cost of Meals: \$30.⁰⁰

List specific knowledge or skill will you learn: The redistricting process as well as tools to complete it.

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? It will help us to complete

the redistricting process.

Employee Signature: Amber VanderMolen Date: 10.14.2021

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

Approval/Denial

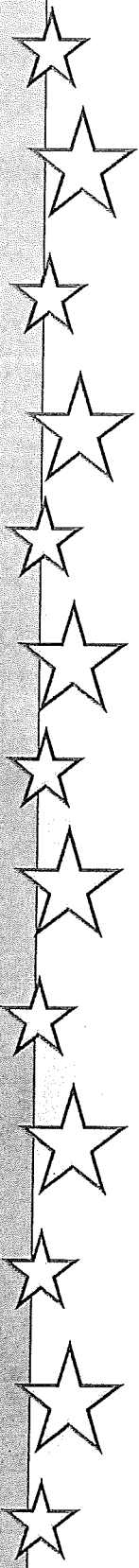
(To be completed by Supervisor's office)

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

If approved with exceptions, provide exceptions: _____

If denied, provide an explanation: _____

Supervisor's signature: _____ Date: _____



WEST MICHIGAN CLERKS ASSOCIATION 2021 FALL WORKSHOP

REGISTRATION FORM

Topics

Redistricting - Purpose and Procedures presented by the
Bureau of Elections

GIS/Mapping - How your County GIS Department can help you
with your redistricting needs*

Fee

\$10 for Allegan, Kent, Muskegon and Ottawa counties
\$20 for all other counties

RSVP by November 5, 2021

Pre-register at kdeverney@ght.org

One form per person

Name: Amber VanderMolen

Email: amber.vandermolen@gainestownship.org

Municipality: Gainess Charter Township

County: Kent

Make checks payable to WMRCA and mail to:

Kristi DeVerney
Grand Haven Township
13300 - 168th Avenue
Grand Haven, MI 49417



MEMO

Staff Communication

DATE: November 8, 2021

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director; David Jirousek, AICP,
Community Planning Consultant

RE: Steelcase PUD Major Amendment, 4670 60th Street SE: Alro Plastics Building Signs

SUMMARY OF TOPIC:

A major amendment to the Steelcase PUD-LSP is requested to modify wall sign requirements for Alro Plastics at the subject site. The PUD-LSP is subject to the sign requirements for the I-1 Zoning District. The parcel is approximately 20 acres in size (41-22-01-226-005).

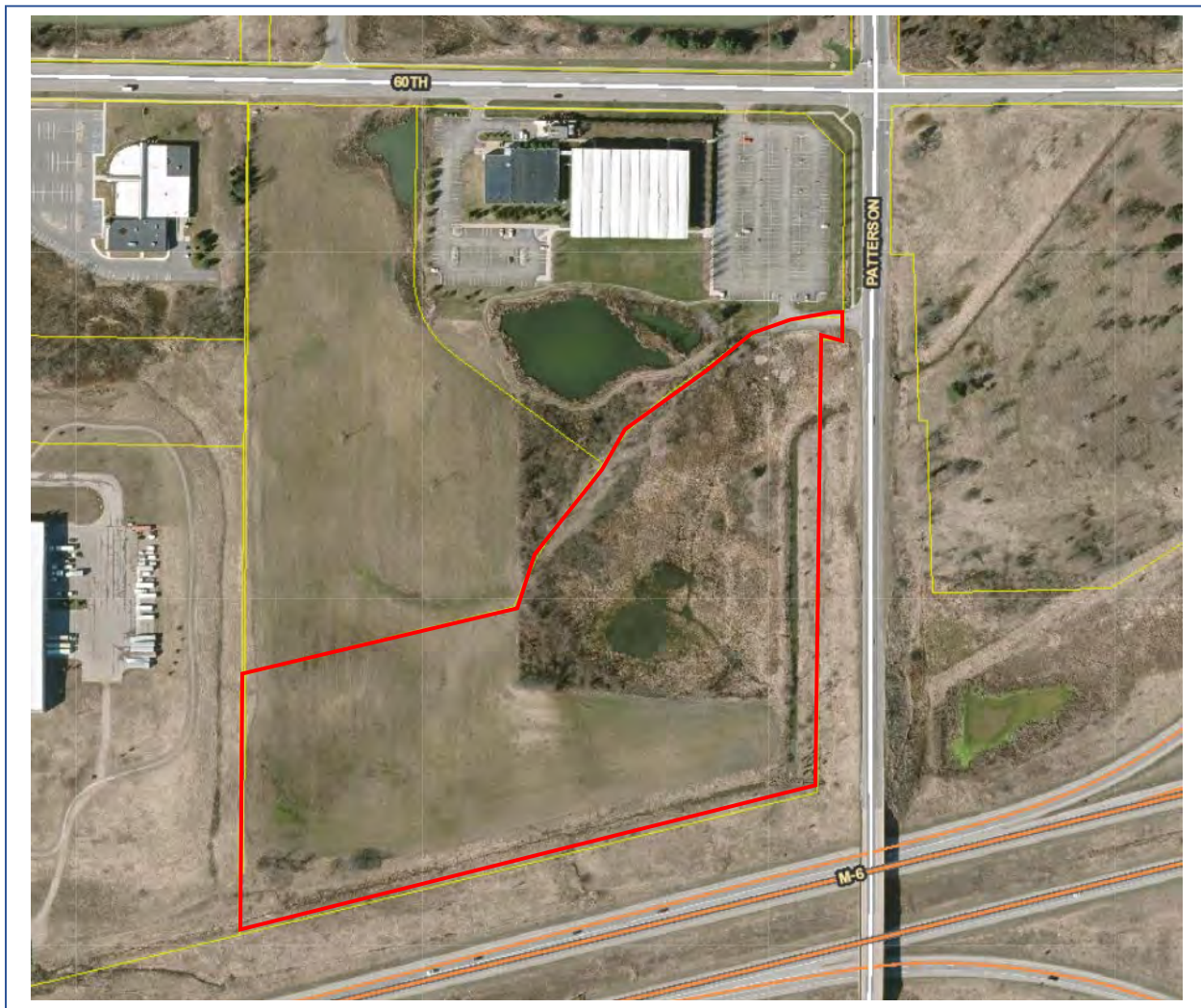
The amendment would increase the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage. Section 17.11 only permits one wall sign facing M-6 up to 100 square feet.



Additionally, two directional signs of six square feet (approximately four feet in height) and one directional sign of 16 feet (approximately eight feet in height) are desired. These signs are compliant with Section 17.11 and may be approved administratively.

Surrounding zoning:

	NORTH: Steelcase PUD-LSP	
WEST: I-1 Light Industrial	SUBJECT PARCEL	EAST: Caledonia Township
	SOUTH: M-6	



FINANCIAL IMPACT:

The major PUD amendment is not anticipated to have a financial impact on the Township. Costs associated with the review process are borne by the applicant through administrative and escrow review fees.

BUDGET ACTION REQUIRED:

N/A.

PROCESS:

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

1. Major PUD amendment review and Planning Commission approval based on Section 11.1 (August 26th, 2021)
2. Public hearing and recommendation concerning major PUD amendment by the Planning Commission through a resolution and draft ordinance (September 23, 2021)
3. Review by the Township Board at first reading (October 7th, 2021)
4. Review, public hearing, and consideration of the major PUD amendment by the Township Board at second reading.

STAFF RECOMMENDATION:

The Planning Commission approved a Resolution that recommended approval of the major PUD amendment with no conditions. The Draft Board Resolution reflects the findings of the approved Planning Commission Resolution.

Staff recommends that Township Board consider and approve the proposed amendment after consideration of comments during the public hearing.

ATTACHMENTS:

- Draft Ordinance
- Draft Board Resolution

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 Alex Ortlieb on behalf of Alro Plastics to approve a major PUD amendment for an increased sign allowance.

APPROVAL OF A MAJOR PUD AMENDMENT FOR 4670 60TH STREET FOR AN INCREASED SIGN ALLOWANCE

Section I General Background:

1. The applicant requests approval of a major PUD amendment to the Steelcase PUD-LSP to increase the allowable wall sign square footage from 100 square feet to 269 square feet for "Arlo Plastics" and to allow an additional 100 square feet for a future tenant, both along the M-6 frontage. Section 17.11 of the Zoning Ordinance only permits one wall sign facing M-6 up to 100 square feet.
2. The property subject to the PUD is located at 4670 60th Street SE (parcel number 41-22-01-226-005).
3. The Planning Commission held a public hearing on the major PUD amendment on September 23, 2021, and recommended approval of the request

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.

Township Board Resolution No. 21-_____
Steelcase PUD Major Amendment: Alro Plastics
_____, 2021

- 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. Large-scale development and higher-intensity land uses are focused in the northeast sections of the Township. The Master Plan promotes this portion of the Township as a primary industrial and business area. The modest sign increases are appropriate for this location and are generally consistent with the Master Plan. Further, the purpose of Planned Unit Development as a zoning tool is to allow for development flexibility when a project achieves the goals of the Township and objectives of the Master Plan.

- 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 proposed sign square footage increases will be more proportionate to the size and scale of the approved industrial building and are not anticipated to have any impact on the aesthetics of the site or area in general or views from M-6.

- 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 proposed wall modification of 269 feet is similar to that which was approved for Amazon (300 square feet). While Amazon is a larger facility, the subject site fronts M-6 where vehicle speeds are faster and larger signs are easier for highway drivers to read. Based on the significant size and scale of the industrial users in the Steelcase PUD, negative impacts and adverse effects are not anticipated to result from the modifications. Additionally, a second sign is not anticipated to cause any impacts on compatibility.

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

Meets standard. The subject project is an industrial development project, and the request relates to the size and number of wall signs.

- E. *Traffic: The Planned Unit Development shall be designed to minimize the effect of traffic generated by the proposed development on surrounding uses. Consideration should be given to: 1. The amount and type of traffic generated by the proposed project and capacity of existing and proposed streets to safely absorb that additional traffic. Whether the streets and pedestrian walkways within each project are designed to facilitate safe pedestrian and vehicular traffic flow patterns. 3. All points of ingress and egress to the project shall be located and designed to maximize safety.*

Meets standard. The size, scale, and location of the wall signs will have no impact on traffic flow or driver distraction.

- 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 proposed increase in wall sign square footage will have no impact on the natural environment or the protection of open space.

- 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 proposed increase in wall sign square footage will have no impact on schools and pedestrian travel.

- H. *Public Facilities: The Planning Commission shall consider the impact a project will have on: 1. Public safety and protection services. 2. Water and sewer facilities. 3. The costs for such services. Each project shall be designed and located so as to facilitate use of, access to, or the logical expansion or extension of existing facilities in order to minimize any adverse financial or other impact upon the Township and to promote public health and safety.*

Meets standard. The proposed increase in wall sign square footage will have no impact on public services or fire protection.

- 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. The proposed increase in wall sign square footage will have no impact on water, sewer, and drainage systems.

- 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 proposed increase in wall sign square footage will have no impact on open space associated with the approved site plan.

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

Meets standard. The proposed increase in wall sign square footage will have no impact on sidewalks or pathways.

TOWNSHIP BOARD DECISION

The Township Board and Planning Commission determined that the preceding findings support the approval of the major PUD amendment to allow for an increase of the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage

The Township Board approves the major PUD amendment as requested by the applicant.

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

Township Board Resolution No. 21-_____
Steelcase PUD Major Amendment: Alro Plastics
_____, 2021

**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 Alex Ortlieb on behalf of Alro Plastics to approve a major PUD amendment for an increased sign allowance.

**AN ORDINANCE TO APPROVE A MAJOR PUD AMENDMENT FOR 4670
60TH STREET FOR AN INCREASED SIGN ALLOWANCE**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the major PUD amendment to allow for an increase of the allowable wall sign square footage from 100 square feet to 269 square feet for "Alro Plastics" and allow an additional 100 square feet for a future tenant, both along the M-6 frontage

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.

Township Board Ordinance No. 21-_____
Alro Major PUD Amendment
_____, 2021

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

Township Board Ordinance No. 21-_____
Alro Major PUD Amendment
_____, 2021



MEMO

Staff Communication

DATE: November 4, 2021

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director; David Jirousek, AICP,
Community Planning Consultant

RE: 6174 and 6200 Wing Avenue SE, Rezone from RL-10 to O-S

SUMMARY OF TOPIC:

The applicant requests the rezoning of two adjacent parcels from Residential (RL-10) to Office Service (O-S). All parcels in the vicinity are currently zoned RL-10, and nearby land uses include single-family detached homes and a vacant MDOT parcel to the south of Wing Avenue. The applicant, Vision Real Estate Investment (VREI), has developed several multi-tenant industrial buildings in the area. The purpose of the rezoning is to allow the applicant the opportunity to build and establish their headquarters facility.

Surrounding zoning:

	NORTH: RL-10	
WEST: RL-10	SUBJECT PARCEL	EAST: RL-10
	SOUTH: M-6 Highway ROW	

The Township does not consider specific land use determinations or review site plans as part of a rezoning review. However, the applicant plans to construct a 19,500 square foot building with approximately one-third office space and two-thirds warehousing space.

Conceptual building elevations are shown on the next page and include architectural articulation of the exterior walls to create an office building appearance and to lessen the visual impact of the proposed warehouse space.



FINANCIAL IMPACT:

The rezoning is not anticipated to have a negative financial impact on the Township. Costs associated with the review process are borne by the applicant through administrative and escrow review fees. Water and sewer connections will be at the expense of the developer. Tax revenue will increase with improvement of the property and establishment of an office use.

BUDGET ACTION REQUIRED:

N/A.

REVIEW:

The request has been reviewed using the applicable review standards of Section 27.4, Review Standards for Amendments, which states:

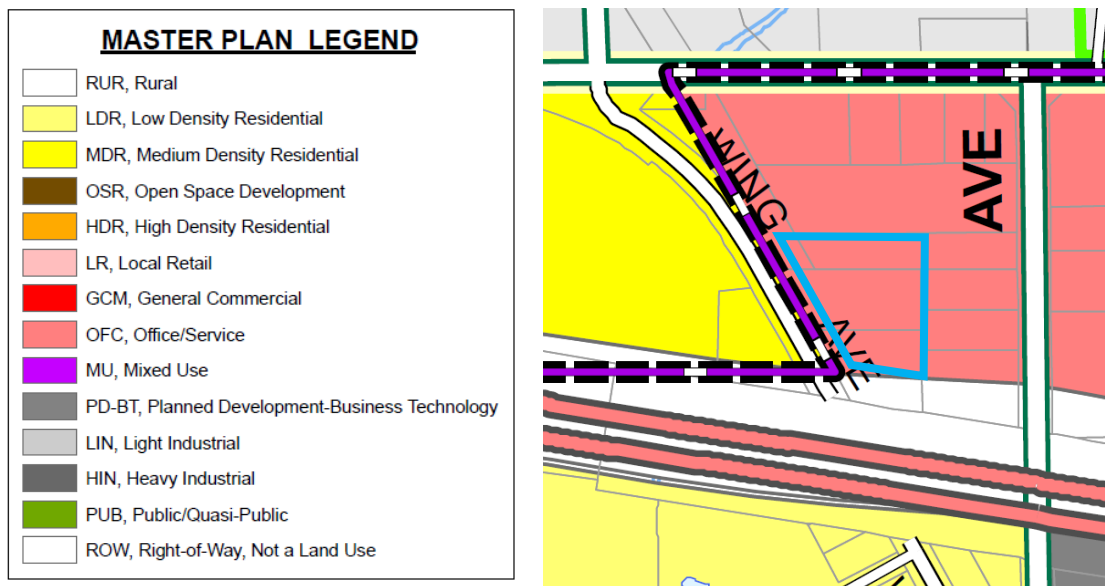
In reviewing an application for the rezoning of land, whether the application is made without or with an offer of conditions (as in a conditional rezoning request), factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

A. Whether the proposed rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan;

Meets standard. The Township's current Future Land Use Plan designates the subject properties as Office/Service (OFC), corresponding to the O-S zoning

district. All parcels east of Wing Avenue are similarly planned for OFC but are zoned RL-10.

Planning Commission discussions in 2019 and early 2020 regarding the Future Land Use Map have considered a High Density Residential (HDR) land use for this area. However, this effort is currently paused. A more detailed assessment must consider the appropriateness of OFC or HDR between Wing Avenue and Hanna Lake, as this area primarily includes single-family detached dwellings. The Township may find that both higher-density residential and office projects are compatible together in this study area. In any case, this area is planned for change from the existing single-family zoning designation.



B. *Whether all of the uses and structures allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;*

Meets standard. Office buildings are not necessarily consistent with the existing single-family character along 60th Street and Hanna Lake Avenue. However, there is currently only one single-family residence on the end of Wing Avenue, on the west side of the cul-de-sac, across from the subject parcels. The site is adjacent to the M-6 public right-of-way.

Office zoning districts are typically more sensitive to residential areas, as weekday hours and weekend activity is much less intensive than uses authorized in commercial and industrial districts. Further, coordination of proposed landscaping and site development concepts can help to ensure that the impact of future non-residential is more compatible with existing land uses. However, it should be recognized that this area is planned for change and more land use intensity as a primary redevelopment area in the Township.

C. *Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning;*

Meets standard. All public services and facilities are currently available for development along Wing Avenue and would not be adversely affected by a rezoning from RL-10 to O-S. The impact on public services and facilities is anticipated to be negligible. However, all future public water and sewer plans are subject to review and approval by the Township Engineer and the BGUA, and access will be subject to review by the Kent County Road Commission.

D. *Whether the proposed zoning would be reasonable;*

Meets standard. The proposed rezoning would be reasonable as the area is planned for transformation to O-S. Office uses are typically more compatible with and sensitive to existing residential areas. Additionally, this site is adjacent to the highly traveled M-6 corridor, which makes single-family residential less desirable.

E. *Whether circumstances in the area have changed;*

Meets standard. While market conditions are changing, conditions in the area between 60th Street, Wing Avenue, and Hanna Lake Avenue have not changed in many years. The overall market for office space may be changing based on the impact of the pandemic, but conditions have not changed so much to as require that future zoning designations deviate from the current Master Plan.

F. *Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.*

Meets standard. For the reasons noted in this report, office uses at the end of Wing Avenue adjacent to M-6 would be better suited to the area than encouraging single-family residential development adjacent to the highway.

STAFF RECOMMENDATION:

The Planning Commission recommended approval of the rezoning request, and an ordinance is provided for consideration by the Board at first reading. Staff recommends that the Board set a public hearing for a second read.

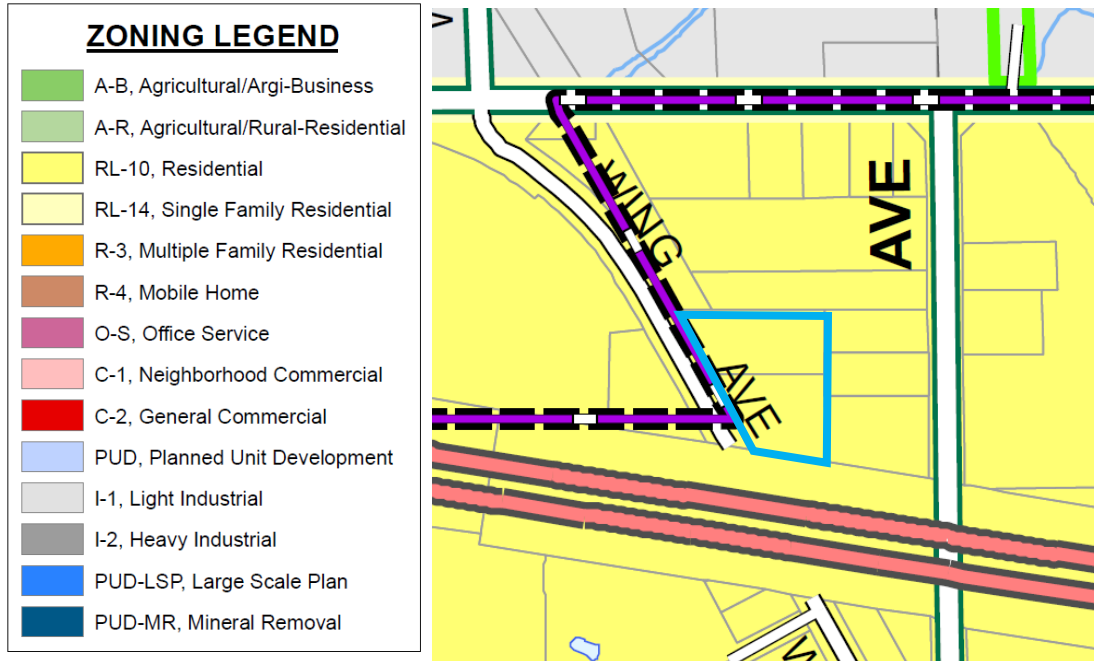
ATTACHMENTS:

- 2020 Aerial
- Zoning Map Inset
- Zoning Map Amendment Ordinance

2020 AERIAL



ZONING MAP INSET



**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
(ORDINANCE NO. ____)**

At a _____ meeting of the Township Board for Gaines Charter Township held at the Township offices on _____, 2021, beginning at ____ p.m., the following Ordinance was offered for adoption by Township Board Member _____, and was seconded by Township Board Member _____:

**AN ORDINANCE TO AMEND THE GAINES CHARTER TOWNSHIP ZONING
ORDINANCE AS PROVIDED FOR IN CHAPTER 27 THEREOF BY AMENDING
SECTION 1.6 AND THE TOWNSHIP ZONING MAP**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Amendment. The Gaines Charter Township Zoning Ordinance is hereby amended by the amendment of Section 1.6 thereof, the Zoning Map, so as to rezone the following properties in their entirety from Residential (RL-10) to Office Service (O-S), the land being commonly described as parcels 41-22-03-226-033 and 41-22-03-226-035 located at 6174 and 6200 Wing Avenue SE.

Section 2. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

Township Board Ordinance No. 21-_____
_____, 2021

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



MEMO

Staff Communication

DATE: November 8, 2021

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director/Jonathan Seyferth, Manager

RE: Industrial Facilities Tax Abatement Policy Amendment

SUMMARY OF TOPIC:

Staff would like the Board to begin consideration of some changes to the Township's Industrial Facilities Tax Abatement (IFT or PA 198) Policy. This initial discussion is for staff to understand the Board's perspective and spur thoughts about potential modifications to the existing policy.

When IFTs were first created, they were intended to "level the playing field" between sites with hindrances to redevelopment such as demolition of obsolete buildings and environmental contamination that burdened developers with expensive cleanup costs and limited their ability to obtain bank loans. Since then, the law has been expanded to apply to new facilities without legacy costs in an effort to attract industrial and high-technology investment away from other states, and from neighboring cities and townships. The focus of the IFT was on industries that tended to pay high wages; industrial and high technology for example. Most jurisdictions offer some type of tax abatements. Some questions that should be asked are: why are the incentives offered? and; Are the incentives in the best long-term interest of the community?

DISCUSSION:

Several problems arise when property taxes are abated for new industrial development.

- First, and most obviously, the loss of property taxes for up to twelve years when the community still needs to provide services for that development in terms of infrastructure and public safety. In addition, the wages that are currently being paid in the new businesses are not what they were a generation ago, and personal property taxes have been virtually eliminated for the eligible businesses. Thus, the tax categories that once

made up for the property tax abatement in terms of income and personal property tax have steadily declined or been eliminated, and are proportionally less compared to where IFTs were first introduced.

- Second, public perception that the Township picks “winners and losers”, that is, the vast majority of businesses do not receive incentives, yet a few do based on their NAICS code. The abatements are reserved for new business investment, established companies are not eligible for relief (unless they are making a significant new investment in the community)
- Third, the IFT agreements contain a clause that the applicant will not challenge their taxes during the abatement period, but this has been ignored by past applicants, and the Township does not have the financial resources to legally enforce the clause, leading to a “double whammy”, loss of taxes during the abatement period, and reduced valuation of the property when it comes back on the tax rolls.

Overall, Staff believes that there is a justification for the use of IFTs, but that perhaps the investment thresholds need to be higher, and these thresholds only be applied to properties with extraordinary costs for development, or that are providing high-wage jobs. Gaines Township is blessed with a number of other advantages that may outweigh limiting IFT use; proximity to transportation corridors, level land, relatively expeditious permitting, and availability of large lots of land. These are all very attractive aspects from an economic development perspective.

POSSIBLE DIRECTION:

Staff has reviewed the policy related to Industrial Facilities Tax (IFT) Abatements (PA 198) and suggests some updates and changes to the policies. Each change is summarized below.

First, add a section that requires an applicant prove one of two thresholds for support; that development of a site has costs that exceed typical site development and construction costs, or that they will be paying wages above the median household annual salary for Kent County. This would require some self-reporting on number of employees and wages paid.

Second, staff recommends raising the bar for investment, to a minimum of \$1,000,000 per year of abatement (current minimum investment is \$100,000).

FINANCIAL IMPACT:

Gaines Township may be put at a competitive disadvantage in attracting investment if companies expect, or need, tax advantages to locate here but do not fit the policy criteria. In this sense, becoming restrictive may reduce the amount of investment in the Township.

Assuming changes to the policy will limit the number of IFTs in the future, reduction in number of IFTs may lead to increased tax revenues for the Township in the long run.

If the board would like to continue this policy conversation, staff can develop some more concrete fiscal impacts of the current policy contrasted with possible updates.

BUDGET ACTION REQUIRED:

No action is required at this time.

STAFF RECOMMENDATION:

Staff would like to get a feeling for how the Board would like IFTs handled through a discussion of possible changes to the policy. What other factors or questions would the board like staff to look into on this topic?

Staff will proceed with drafting proposed changes if the Board sees value in furthering this discussion and/or amending the policy.

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 3rd Quarter 2021 Financial Report
Required by Act 20 PA1943

DATE November 2, 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 \$ 105,607.04

Trust & Agency Funds include

Developer's Escrow \$ \$ 266,767.88

Pool Deposits \$ 10,500.00

Delinquent Personal Properties Collected \$ 2,303.08

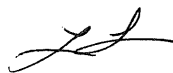
Mobile Home Taxes \$ 96.00

Donations \$500.00

Due from other funds \$1,196.32

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
September of 2021

Bank	Type	Account #	Amount	APR	Term	Maturity Date
101 GENERAL FUND						
Macatawa Checking	Ckg	11017778	\$ 1,853,259.53	0.00		
TCF	MM		\$ 679,607.92			
Capital Funds						
CFD - Truck Fund	Assigned		\$ 400,000.00			
DFD - Truck Fund	Assigned		\$ 450,000.00			
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 General Fund Checking			\$ 2,532,867.45			
MM Savings						
Building Department	Committed		\$ 1,244,506.00			
Right Of Way	Committed		\$ 18,300.00			
Payment in lieu of Sidewalks	Committed		\$ 126,041.00			
Streetlights	Committed		\$ 31,017.00			
Interest to date			\$ 23,217.42			
Macatawa Savings			\$ 1,189,631.42	0.05		
Investments						
Kent Co. Pool	Pooled	751 7029 1000	\$ 374,144.40	0.45		
Michigan Class	Pooled	MI-01-0421-0001	\$ 573,641.55	0.02		
Lake MI Credit Union	Save	ID 00	\$ 10.87	0.00		
CIBC	CD	6886649	\$ 250,000.00	0.20	12 Mos.	6.3.2022
Grand River Bank	CD	3941	\$ 250,000.00	0.35	12 Mos.	1.26.2022
GENERAL FUND TOTAL			\$ 5,170,295.69			
DIVISION AVE CORRIDOR			\$ 1,809.37			
TRUST & AGENCY			\$ 278,970.64			
TAX FUNDS			\$ 2,712,635.47			
PETTY CASH			\$ 288.15			
WATER & SEWER						
Bank	Type	CD#	Amount	APR	Term	Maturity Date
TCF Checking	Ckg	7820	\$ 111,693.87			
Macatawa Bank	Checking	9427	\$ 1,617,002.77			
Kent Co. Pool	Pooled	Various	\$ 9,167,082.06	0.72		
Michigan Class	Pooled	MI-01-0421-0002	\$ 1,548,494.82	0.03		
Consumers Credit Union	Share	9100711051	\$ 25.27			
Consumers Credit Union	MMM	9101416478	\$ 360,581.85	1.25		
Horizon	MM	11268899	\$ 1,050,256.39	0.05		
First Community Bank	MM	7006	\$ 250,457.61	0.20		
Union Bank	CD	51073	\$ 305,152.56	0.50	12 Mos	10.5.2021
Macatawa Bank	CD	423308	\$ 250,000.00	0.10	12 Mos	11.19.2021
First National Bank of A	CD	3033755	\$ 253,305.77	1.05	18 Months	12.17.2021
Flagstar Bank	CD	107491558	\$ 250,000.00	0.25	12 Months	1.5.2022
CIBC	CD	9091	\$ 250,000.00	0.27	365 Dys	1.19.2022
United Bank of MI	CD	995444	\$ 300,000.00	0.25	12 Months	1.29.2022
TCF Bank	CD	806060	\$ 300,092.00	0.12	12 Months	2.4.2022
Macatawa Bank	CD	423308	\$ 250,062.86	0.12	12 Months	3.23.2022
Choice One Bank	CD	5252	\$ 250,048.09	0.27	12 Mos	4.9.2022
Grand River Bank	CD	3426	\$ 300,000.00	0.30	365 Days	3.26.2022
Level One Bank	CD	5000025225	\$ 300,000.00	0.20	367 Days	3.28.2022
West MI Community Bank	CDARS	1024793199	\$ 300,144.70	0.10	52 Weeks	4.7.2022
Flagstar Bank	CD	122710313	\$ 300,000.00	0.20	12 MOnths	5.11.2022
Comerica Bank	CD	3851-1120296-1	\$ 250,188.55	0.10	12 Months	5.18.2022
Choice One Bank	CD	5815	\$ 300,000.00	0.27	12 Months	5.28.2022
First National Bank of A	CD	3033840	\$ 250,379.16	0.60	12 Months	6.14.2022
West MI Community Bank	CD	3000004154	\$ 250,467.95	0.25	18 Months	5.24.2022
Flagstar Bank	CD	120821534	\$ 250,000.00	0.20	12 Months	9.30.2022
Union Bank	CD	51175	\$ 301,197.13	1.60	18 Months	10.4.2022
Mercantile Bank of MI	CD	2136	\$ 250,000.00	0.25	18 Months	10.16.2022
Lake Michigan Credit Union	CD	1076329-42	\$ 250,504.17	0.60	17 Months	10.21.2022
First National Bank of MI	RR CD	31015530	\$ 300,000.00	0.30	18 Months	7.21.2023
Restricted W&S Fees	Committed		\$ 20,117,137.58			

Gaines Charter Township

2021 3RD Quarter DIVERSIFICATION REPORT

Laurie J. Lemke, Treasurer

Bank	FDIC- 22%	NON-INS - 32%	Low-Risk - 46%	Total	Bauer Ratings	Texas Ratio
TCF Bank Checking	\$ 250,000.00	\$ 541,301.79		791,301.79	4	A
TCF Bank Investments	\$ 250,000.00	\$ 50,092.00		300,092.00		
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
Community Choice CU					5	A
Consumers Credit Union	\$ 250,000.00	\$ 110,607.12		360,607.12	5	A
Kent Co. Pool			\$ 9,541,226.46	9,541,226.46	AAA	AAA
First Community Bank	\$ 250,000.00	\$ 457.61		250,457.61	5	A
First National Bank of A	\$ 250,000.00	\$ 253,684.93		503,684.93	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	\$ 800,256.39		1,050,256.39	5	A+
Lake MI Credit Union	\$ 250,000.00	\$ 515.04		250,515.04	5	A+
Level One Bank	\$ 250,000.00	\$ 50,000.00		300,000.00	4	A
Macatawa Bank	\$ 250,000.00	\$ 3,220,262.30		3,470,262.30	5	A
Macatawa Bank MIM	\$ 250,000.00	\$ 939,631.42		1,189,631.42		
Macatawa Investments	\$ 250,000.00	\$ 250,062.86		500,062.86		
Mercantile Bank of MI	\$ 250,000.00			250,000.00	5	A+
Michigan Class			\$ 2,122,136.37	2,122,136.37	AAA	AAA
Old National Bank					5	A+
Union Bank	\$ 250,000.00	\$ 355,152.56		605,152.56	4	B
United Bank of MI	\$ 250,000.00	\$ 51,197.13		301,197.13	5	A+
West Michigan Community	\$ 250,000.00	\$ 300,612.65		550,612.65	5	A
	\$ 5,500,188.55	\$ 8,123,881.89	\$ 11,663,362.83	25,287,433.27		



MEMO

ACTION ITEM

DATE: November 4, 2021
TO: Gaines Charter Township
FROM: Robert DeWard, Supervisor
RE: Township Representative for GVMC

SUMMARY OF TOPIC:

Gaines Township has been a member of GVMC/REGIS since inception. meetings cover an expansive list of topics of discussion, and thru interactions with Council members, may alliances can be formed.

As Supervisor, I am currently Gaines Charter Township's appointed representative.

Given my reduced hours, shifting this appointment to Jonathan Seyferth would ensure the Township is being fully represented.

FINANCIAL IMPACT:

None

BUDGET ACTION REQUIRED:

Shift of minimal costs for mileage, etc. from Supervisor's cost center to Manager's cost center.

STAFF RECOMMENDATION:

Staff recommends Jonathan Seyferth be appointed as the Township's representative on the Grand Valley Metro Council (GVMC).



MEMO

Staff Communication – ACTION REQUIRED

DATE: November 3, 2021
TO: Gaines Charter Township
FROM: Kim Triplett, Executive Assistant
RE: Preservation Lakes Phase IV Special Assessment Street Light District

SUMMARY OF TOPIC:

Signature Land Development contacted our Township in February of this year, letting us know they would like to street lights installed in Phase IV of the Preservation Lakes Development.

FINANCIAL IMPACT:

NONE – Developer will Pay for the proposed seven (7) 46W LED Traditional NCO Post Top fixtures with standard 19' FG black pole:

\$100.00 ea. luminaire charge

\$290.00 ea. LED fixture charge

Total installation charge - \$2,730.00

The homeowners will pay for the operational and maintenance cost of these street lights.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff recommends The Township adopt the proposed resolution adopting the roll and setting the public hearing for December 13, 2021.

Signature Land Development

1188 East Paris
Grand Rapids, MI 49546

February 22, 2021

Gaines Charter Township
Attn: Dan Wells
8555 Kalamazoo Avenue
Caledonia, MI 49316

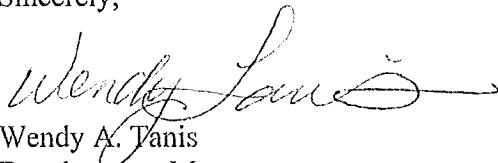
RE: Street Lights in Preservation Lakes Phase 4

Dear Mr. Wells,

Signature Land Development would like to request street lights be installed at Preservation Lakes Phase 4. Signature Land Development agrees to pay for the cost of the streetlights and any installation costs related to providing street lights in Preservation Lakes Phase 4. The future homeowners will pay for the operational and maintenance cost of these street lights.

If you have any questions or need any additional information please let me know.

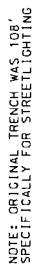
Sincerely,



Wendy A. Tanis
Development Manager
Signature Land Development
Phone: (616) 988-1338
E-mail: tanis@eastbrookhomes.com

NOTE: LOCATE STREETLIGHT
POLES 5' FROM PAVED ROAD

THE NEW YORK PUBLIC LIBRARY

[illegible]

SUBSTATION	WD NO.
DUTTON	0515
CIRCUIT	CKT NO.
CRYSTAL SPRINGS	01 435

PRESERVATION LAKES IV, CALEDONIA STLT	JOB PURPOSE:
CM NO.1000066629999	INSTALLING STREETLIGHTS

ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
------------	-----------	---------------------	---------------	--------------

ECNC	STL	1059708255	11311427
------	-----	------------	----------

UPSTREAM PROTECTIVE DEVICE:	CONSUMERS ENERGY CONTACTS			
LOCATIONS:	DEPARTMENT	NAME	NUMBER	ALTERNATE
104-343 80AMP Riser		ARISTEN DEANWOOD	204-986-1352	
104-343 80AMP Riser	COORDINATOR	RYAN SCHMIDT	616-250-4197	
400 WATERS BLVD Dr	DESIGNER			
n/o Western Blvd				
EASTERN	CO	GAINS	TWP	I OPEN R TWP SEC 29
WENT				



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

**PRESERVATION LAKES PHASE IV
SPECIAL ASSESSMENT DISTRICT
RESOLUTION NO. 21-__**

**DECLARATION OF INTENT TO MAKE PUBLIC IMPROVEMENTS; TENTATIVE DESIGNATION OF
SPECIAL ASSESSMENT DISTRICT; FILING OF SPECIAL ASSESSMENT ROLL; NOTICE OF PUBLIC
HEARINGS**

Minutes of a regular meeting of the Township Board of the Charter Township of Gaines, Kent County, MI, held at the Township Office in said Township on the 8th day of November 2021, at 7:00PM., local time.

PRESENT:

ABSEMT:

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

WHEREAS, Section 3 of Act 188 of the Public Acts of Michigan of 1954, as amended ("ACT 188") provides that the Township Board may proceed and exercise the powers granted by Act 188 upon the filing with the Township Clerk of petitions signed by record owners of land constituting more than 50% of the land area in a special assessment district as finally hereafter established by the Township Board; and

WHEREAS, the Clerk has received petitions to make certain public improvements consisting of installing, operating, and maintaining street lighting (the "Improvements") in Phase IV of the Preservation Lakes Development, and has verified that the petitions have been signed by the record owners of land constituting more than 50% of the land area in the proposed special assessment district; and

Preservation Lakes Phase IV Street Lighting Resolution I
Street Lighting Special Assessment District

9. That the Township Clerk, at least ten days prior to the date of the hearing, shall send a notice of the hearing by first class mail addressed to each record owner of or party in interest in each parcel of land to be assessed, at the address shown for such record owner or party in interest upon the last Township tax assessment roll for ad valorem tax purposes which was reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed thereon (except in the case of railroad companies, which shall be mailed a notice of the hearing by registered mail within five days after the first publication of the notice in Paragraph 8 above); provided, that if a record owner's name does not appear on the Township tax assessment records, then the notice required by this paragraph shall be given to the record owner at the address shown by the records of the County Register of Deeds.
10. That the form of the notice of the hearing to be mailed and published as set forth herein shall be substantially as set forth in Exhibit A hereto.
11. That all actions heretofore taken by Township officials, employees, and agents with respect to the improvements and proceedings under Act 188 are hereby ratified and confirmed.
12. That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Michael A. Brew, Clerk
Charter Township of Gaines

NOTICE OF PUBLIC HEARING
CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN
STREET LIGHTING SPECIAL ASSESSMENT DISTRICT
PRESERVATION LAKES, PHASE IV

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Gaines, Kent County, Michigan, having received petitions to make certain public improvements consisting of installation, operation, and maintenance of street lighting within the development of Preservation Lakes Phase IV (the "Improvements"), from record owners of land constituting more than 50% of the land area in the special assessment district described below, has resolved its intention to proceed on the petitions and, pursuant to Act 188 of the Public Improvements Acts of Michigan of 1954, as amended, to make said improvements in the Township.

The Township Board has tentatively determined that the cost of said Improvements shall be specially assessed against each of the following described lots and parcels of land which are benefited by the Improvements and which together comprise the following proposed special assessment district:

The Preservation Lakes Phase IV Plated Subdivision (Lots 92 through 120), in Part of the SW ¼ of Section 29, T5N, R11W, Gaines Charter Township, Kent County, Michigan

Hearings on Petition, Improvements, District and Special Assessment Roll

TAKE NOTICE, THAT THE Township Board of the Charter Township of Gaines will hold a public hearing on December 13, 2021 at 7:00PM at the Township Offices, 8555 Kalamazoo Avenue, SE, within the Township to hear and consider any objections to the petitions filed, the proposed improvements, the proposed special assessment district, and all other matters relating to said improvements.

TAKE FURTHER NOTICE that the Township Board shall hold a second public hearing on the December 13, 2021, at the Township Offices immediately after closure of the public hearing provided for NOTED ABOVE. The purpose of the hearing being to hear and consider comments and objections to the Special Assessment Roll.

Preservation Lakes Phase IV Street Lighting Resolution I
Street Lighting Special Assessment District

EXHIBIT B

PRESERVATION LAKES #4

SPECIAL ASSESSMENT DISTRICT

ROLL NO. 1

PPN	ADDRESS	OWNER	ASSESSMENT
412229303026	934 WATERS BLUFF DRIVE BYRON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303027	930 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303028	926 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303029	920 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303030	912 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303031	900 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303032	892 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303033	884 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303034	876 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303035	870 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303036	864 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303037	858 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229303038	852 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.
412229333019	941 WATERS BLUFF DRIVE BRYON CENTER, MI 49315	SIGNATURE LAND DEVELOPMENT COMPMANY	0.400 mill per \$1,000 A.V.

EXHIBIT C
SUPERVISOR'S CERTIFICATE

I, Robert DeWard, Supervisor of the Charter Township of Gaines, hereby state that the attached Special Assessment Roll of Preservation Lakes Phase IV, Street Assessment District was made pursuant to a resolution of the Township Board adopted on November 8, 2021, and in making such Special Assessment Roll, I have, according to my best judgement, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

DATE: _____

Robert DeWard, Supervisor
Charter Township of Gaines

CERTIFICATION OF CONFIRMATION

I HEREBY CERTIFY THAT THE ABOVE Special Assessment Roll was confirmed on November 8, 2021, by resolution of the Township Board of the Charter Township of Gaines.

DATE: _____

Michael A. Brew, Clerk
Charter Township of Gaines



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

Employee Name: Brett A. Holmes Job Title: Investigator/Lieutenant
Supervisor: Paul Shuly Date: 9/23/21

Check One:

☐ Seminar ☒ Accreditation Course ☐ Workshop ☐ Conference ☐ Other

Title of Activity: Plan Examiner

Organization Name: Schoolcraft Community College

Location: Livonia, MI

Dates of Attendance: Nov. 1 - Nov. 4 Number of training hours: 32

Registration Cost: \$850 Cost of Housing: \$650

Estimated Mileage: 268 Estimated Cost of Meals: \$120

List specific knowledge or skill will you learn: This will provide me with the skills and credentials need to review site and building plans for compliance w/ applicable fire codes.

How will the acquired knowledge/skill help improve your performance and/or prepare you for more advanced responsibilities? This skill is needed to act as a professional and educated fire inspector in compliance with the NFPA standard.

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.

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: _____

**GAINES CHARTER TOWNSHIP
RESOLUTION No. 2021-__**

Resolution: Exemption from the Requirements of Public Act 152 of 2011

At a regular meeting of the Board of Trustees of Gaines Charter Township, held in the Township Hall in said Township, 8555 Kalamazoo Avenue, SE, Caledonia, MI 49316, on November 08, 2021 there were:

PRESENT:

ABSENT:

The following resolution was offered by _____, and seconded by _____.

WHEREAS, the PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT 152 OF 2011, enacted by the legislature of the State of Michigan on September 27, 2011, is intended to limit a public employer's expenditures for employee medical benefit plans; to provide the power and duties of certain State agencies and officials; to provide for exceptions; and to provide for sanctions; and

WHEREAS, under the provisions of Public Act 152 of 2011 public employers in the State of Michigan were to adopt, by January 1, 2012, provisions providing for compliance with the requirements of Public Act 152 of 2011; and

WHEREAS, mandates within the Act require that public employers choose certain cost-sharing obligations for public employee health insurance premiums; and

WHEREAS, Section 8 of Public Act 152 allows that, by a 2/3 vote of its governing body each year, a local unite of government may exempt itself from the requirements of this act for the next succeeding year; and

WHEREAS, The Gaines Charter Township Board has historically recognized, in its role as a steward for the public funds entrusted to it, that it must efficiently manage those limited resources and traditionally engages in reviews of employee compensation packages to maximize both employee satisfaction and fiscal responsibility; and

NOW, THEREFORE BE IT RESOLVED, that Gaines Charter Township, Kent County, Michigan, elects to opt out of Public Act 152 or 2011 for the next succeeding year, 2022 and;

BE IT FURTHER RESOLVED, that the Gaines Charter Township Board acknowledges its responsibility to revisit its options and responsibilities under Public Act 152 or 2011 on an annual basis.

The following aye votes were recorded:

The following nay votes were recorded:

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 November 08, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date



MEMO

Staff Communication-ACTION REQUIRED

DATE: November 4, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: ROTH IRA Deductions

SUMMARY OF TOPIC:

Several months ago, it was discovered that ROTH IRA contributions for 4 team members (3 current and 1 former) were done pre-tax rather than post-tax. Because of this, the respective team members ended up with under reported wages and underpayments on their taxes going back several years.

(As a reminder, the error was corrected after it was discovered and team members are currently having the deductions occur post-tax as is required with ROTH IRAs.)

The Township worked with its auditor (including paying the cost of preparing the amended returns) to get adjusted tax documents for the team members. To date, all the impacted team members have received their updated tax documents. It will be up to each individual to file their amended returns. Each of these amended returns will end up in additional tax liability for the impacted team members. The amount of taxes due varies for each team member.

It should be noted, had the withholdings been done post-tax as is intended with ROTH IRAs, the tax liability in question would have been paid by each team member as part of a standard withholding. The end result of this will be close to or equal to the amount that should have been withheld and paid by the respective team members.

The Township attorney has noted state law would not allow the Township to pay back taxes due by the employee and that any compensation should be limited to additional expenses incurred by the individual team member as a result of the

withholding error. This would be, for example, the cost of preparing the amended filing, or working with a tax professional in some other capacity (among other activities directly related to the prep and filing of the return).

To have such expenses covered by the Township, it is the recommendation of the Township attorney that the impacted team members sign the attached waiver and release.

As a reminder, the amended returns have already been furnished to the impacted team members.

In general, the board has two broad options from which to choose.

Option 1. Follow the advice of legal counsel and only allow for coverage of additional expenses.

This is the most solid for legal standing, but could cause stress with the impacted team members.

Option 2. Choose to follow another course and cover some/all of the outstanding debt of the team members.

This option could cause issues for the township and would cause additional tax liability for impacted team members. (Any monies paid to a team member that is not a reimbursement for expenses incurred is a taxable benefit and would need to be reported on W2s for the year in which those benefits are paid.)

FINANCIAL IMPACT:

To be determined

BUDGET ACTION REQUIRED:

To be determined (most likely this will have a minimal financial impact and no budget action will be required).

STAFF RECOMMENDATION:

It is the recommendation of staff to follow the advice of legal counsel. Ultimately, this is a board decision.

GAINES CHARTER TOWNSHIP
WAIVER AND RELEASE OF CLAIMS (CORRECTED W2s)

This Waiver and Release of Claims (“Waiver”) is made and executed by and between _____ (“Employee”), an individual, for the benefit of the Charter Township of Gaines, State of Michigan (“the Township”), a Michigan charter township, on the date this Waiver has been signed by both the Employee and the Township (the Employee and the Township are collectively referred to herein as “the Parties”). In consideration of the promises described below and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the Employee agrees as follows:

1. I have received certain corrected Internal Revenue Service W2 form(s) from the Township for one or more year(s) during which I am employed, or was employed, by the Township.
2. I acknowledge the receipt of the corrected W2 tax form(s), and I understand receiving these form(s) may require me to file amended tax returns.
3. I acknowledge that the Township agrees to reimburse me up to a maximum of \$_____ for expenses incurred in preparing amended tax returns due to me receiving the corrected W2 form(s). This reimbursement shall include my actual expenses associated with hiring a tax preparer or purchasing tax preparation software. I acknowledge that I must produce and file with the Township copies of receipts showing my actual expense(s) so incurred before the Township will reimburse any such expenses.
4. In exchange for the good and valuable consideration stated herein, I release the Township (including its officials, officers, agents, employees, and representatives) from any and all liability and waive any and all claims, demands, causes of action, damages, costs, remedies, expenses, or compensation, whether at law in or equity, regarding the receipt of my corrected W2 tax form(s) or any matters related to the associated taxes and/or original W2 tax form(s). I further agree that this Waiver shall be binding upon my descendants, ancestors, dependents, heirs, executors, estates, creditors, administrators, assigns, agents, representatives, and the like.
5. I further acknowledge that the benefits conferred under this Waiver may be taxable and may be subject to federal, state, and/or local income tax and withholding requirements.
6. I agree that this constitutes the entire understanding between myself and the Township regarding this matter and that there have been no other prior or contemporaneous or other agreements, whether written or verbal, express or implied, that have any effect and bind the Parties regarding this matter.

EMPLOYEE:

Signed: _____
Print Name: _____
Address: _____

Date: _____, 2021

TOWNSHIP:

Signed: _____

Date: _____, 2021

Print Name: _____

Title: _____

Address of the Township:



MEMO-ACTION REQUIRED

Staff Communication

DATE: November 4, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager/Kim Triplett, Executive Assistant
RE: Maintenance Contracts

SUMMARY OF TOPIC:

The Township has approximately fourteen (14) maintenance contracts in place, covering everything from elevator inspections to sidewalk snowplowing.

This memo includes a spreadsheet which lists the different contracts/terms/renewal dates/etc. You will also note staff's comments/observations regarding the contracts.

Contracts for winter related services: These contracts have been renewed for the 2021-2022 snow season. "Snow" contracts should be reviewed next summer for the 2022-2023 snow season.

Ground maintenance contracts: Because most vendors have filled any open slots for the 2022 mowing/landscaping season, changing services for the 2022 season would be difficult.

Overall, staff is happy with the contracts that are in place. Problems/concerns do come up from time to time, however staff feels all our vendors respond positively and quickly to any requests we may have.

FINANCIAL IMPACT:

Maintaining the Township facilities and properties is a big job. Staff has worked with vendors to keep costs as reasonable as possible. For example, in several instances multi-year contracts have been negotiated; resulting in the capping of annual increases.

The economy (including the difficulty of finding/retaining employees) is expected to have an ever-increasing effect on the cost of these services. Both the Township wide sidewalk plowing contract, and the facility drive-way plowing contract have seen significant increase (35% and 22% respectively).

BUDGET ACTION REQUIRED:

None required, all items are budgeted for

STAFF RECOMMENDATION:

Staff recommends existing contracts be renewed for 2022, and scheduling review of the contracts for next spring. This time-line will give staff time to review each contract carefully, and sufficient time to issue bid requests where deemed necessary.

Staff encourages Board members to advise staff of any specific questions/concerns regarding a particular contract. Staff welcomes Board member's input and will be happy to answer any questions you may have.

SERVICE AREA	CONTRACTOR	SERVICE	EXPIRES	TERMS	
Office Equipment	Pitney Bowes	Postage Machine	2/20/2025	Rental/Maintenance-5 year term	New machine and contract
	Advanced Imaging Solutions	Lanier and Printers	Reviewed Annually	Updated as needed	Happy with contract pricing/review print counts (met with Rep 10/26/21)
Janitorial	Meyers Cleaning	Clean Township Office and Library	12/31/2022		Happy with services- contract good thru 12/31/2021
Elevator	Thyssenkrupp	Emergency Monitoring and Maintenance Service	2/20 2025	Auto renewal in five years intervals	shop around - they are on the high end
Heating and Cooling	Lamphear	Four Scheduled maintenance services per year + as needed	3/1/2022	Renewed in March each year	Happy with services - resonable pricing-know our system
Fire Protection Monitoring	VanGuard	Four Scheduled maintenance/inspection services per year + as needed	12/31/2021	Auto Renew	Consider switching to Total Fire Protection 2022 - keep all facilities with one vendor
					Pricing comparable - savings of \$300-\$500 annually
Grounds	DJ's	Mowing at Township Bldg and Library	12/31/2021	signed multi-year contract	Need to negotiate new contract - give barn area to Everett's
	Everett's	Brewer Park/Cooks Crossing Trail/Prairie Wolf Park	12/31/2021	Mowing/brush hog as needed/charged per hour	Added Barn area - already doing all areas of park surrounding barns
	Burdo Lawn Care	Maintain landscaping at Township Office and Library	12/31/2021	Renewed Annually	Review expectations/Currently maintains existing plantings - do we want to upgrade landscaping
	Jack's Snowplowing	Snow Plowing Township Office, Library & Dutton Fire Station	5/30/2021	Renew Annually	Happy with services - negotiated renewal (Everett's - CFD)
	JND Lawn Care	Sidewalk snow clearing	5/30/2021	Renew Annually	Renewed for 2021-2022 Snow Season - \$14,000 for season Difficult Service to find - research buying own equipment and hiring direct
	Division Ave Cooridor - Pole Maintenance	Buist		NO CONTRACT IN PLACE-on as needed basis	Review expectations
	Division Ave Cooridor - Bulb Maintenance	Buist		NO CONTRACT IN PLACE-on as needed basis	Review expectations
	Huizinga Lawn Sprinkling	Irrigation at Township Office and Library and maintain fountains at Township Office	12/31/2021	Renew Annually	Happy with services -specialized service (fountains)



MEMO

Staff Communication-ACTION REQUIRED

DATE: November 4, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager/Kim Triplett, Executive Assistant
RE: Front/Main entry flag pole lights

SUMMARY OF TOPIC:

The in-the-ground canister flag pole lights at our main entry (POW/USA/STATE flags) are in need of repair (once again).

The age and basic design of these lights seems to be a recipe for failure. At this time the canisters will need to be completely replaced due to corrosion caused by constant moisture. Seals are worn and or/broken due to age and wear and tare (much of which is weather related).

Our flags fly 24/7, and flag etiquette dictates the flags be properly illuminated during the hours of darkness. As of today, the flag lights are not functioning safely and/or properly.

Meekhoff Electric came out and looked at the project and strongly suggested that we bypass the existing In-ground canister lights and replace them with three surface mounted LED flood lights (one to illuminate each flag). These lights would be tied into our existing electrical system.

FINANCIAL IMPACT:

Repairing/replacing the existing in-ground lights would cost approximately \$4,295.00, where by-passing those light and installing an above ground system would cost approximately \$2,735.00.

BUDGET ACTION REQUIRED:

No budget action required.

STAFF RECOMMENDATION:

Staff recommends Meekhoff Electric be hired to install three (3) surface mounted LED flood fixtures to illuminate the flags.

Existing fixtures will be “decommissioned”. Additionally, the new surface mounted fixtures will be hidden from view during the months when landscaping is full.

By taking this option, the flags will be properly illuminated and we won't be putting money into an electrical system that needed to be solved as a compute.



DATE	ESTIMATE NO.
10/27/2021	9355

Jobsite/Description
Flag Lighting

DESCRIPTION	QTY	RATE	Total
PERMITS	1	240.00	240.00
Add 3 Surface mounted LED Flood fixtures to illuminate Flags connected to existing electrical	1	2,495.00	2,495.00

Customer Signature Start Job

Phone #	Fax #	E-mail	Web Site
616 669-1876	616 669-4126	larry@meekhofelectric.com	www.meekhofelectric.com



**Meekhof
Electric
Inc.**

5194 37th Avenue
Suite C
Hudsonville, MI 49426

Estimate

DATE	ESTIMATE NO.
10/27/2021	9355

NAME / ADDRESS
Gaines Charter Township 8555 Kalamazoo Ave SE Caledonia, MI 49316-8270

Jobsite/Description
Flag Lighting

P.O. NO.

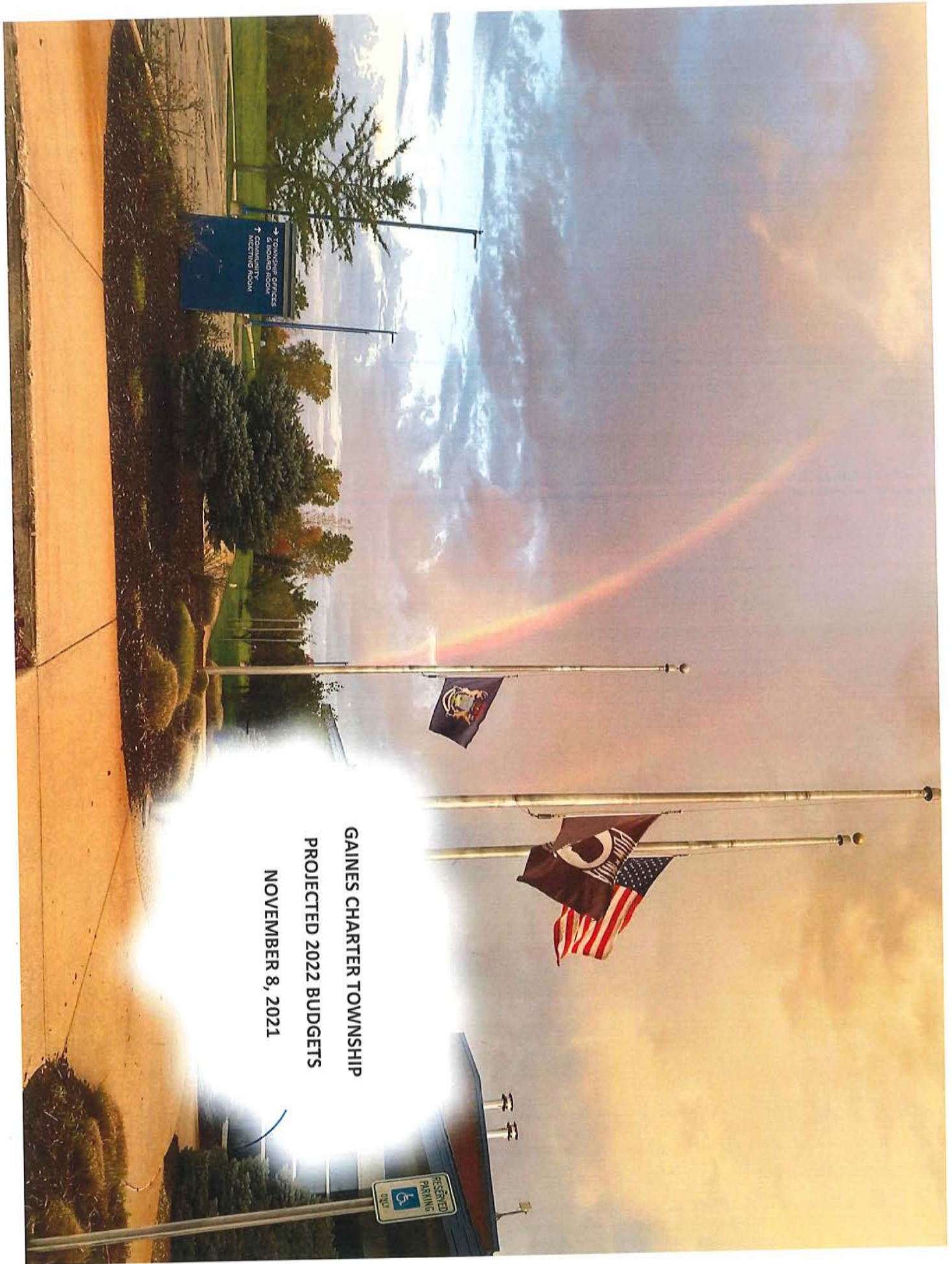
DESCRIPTION	QTY	RATE	Total
PERMITS	1	240.00	240.00
Add 3 Surface mounted LED Flood fixtures to illuminate Flags connected to existing electrical	1	2,495.00	2,495.00
Option#1 Replace Existing Flush Ground Mounted Fixtures	0	4,295.00	0.00
Note: Remove, replace existing fixture with new fixture, patch concrete. (existing fixture beyond repair)			

Total

\$2,735.00

Customer Signature Start Job _____

Phone #	Fax #	E-mail	Web Site
616 669-1876	616 669-4126	larry@meekhofelectric.com	www.meekhofelectric.com



**GAINES CHARTER TOWNSHIP
PROJECTED 2022 BUDGETS
NOVEMBER 8, 2021**

GENERAL FUND

09/27/2021

REVENUE AND EXPENDITURE REPORT FOR GAINES CHARTER TOWNSHIP
PERIOD ENDING 10/29/2021

		REVENUE		PERIOD ENDING 10/29/2021		2022	
						Projected Budget	
GL NUMBER	DESCRIPTION	2021	AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND							
GENERAL FUND 101-000 REVENUES							
Dept 000.000							
101-000.000-404.000	GENERAL PROPERTY TAXES	825,000.00	729,814.42	95,185.58	88.46%	900,000.00	
101-000.000-411.000	DELINQUENT REAL TAXES	10,000.00	10,472.24	(472.24)	104.72%	10,500.00	
101-000.000-412.000	DELINQUENT PERSONAL TAXES	500.00	124.07	375.93	24.81%	500.00	
101-000.000-432.001	PAYMENT IN LIEU OF TAXES	17,100.00	17,105.91	(5.91)	100.03%	17,500.00	
101-000.000-434.000	TRAILER FEES	9,100.00	7,015.00	4,432.50	77.09%	9,400.00	
101-000.000-437.000	IND/COMM FACILITIES TAXES	43,000.00	42,891.68	108.32	99.75%	43,000.00	
101-000.000-437.000	INCOME TAXES	0.01	0.00	0.01	0.00%	-	
101-000.000-438.000	INTEREST/PENALTIES ON TAXES	20,000.00	12,176.73	7,831.89	60.88%	12,000.00	
101-000.000-445.000	ADMINISTRATION FEE	338,000.00	318,242.60	168,533.12	94.15%	358,000.00	
101-000.000-447.000	STREET LIGHTING TAXES	200,000.00	190,734.97	9,265.03	95.37%	200,000.00	
101-000.000-451.000	WASTE MANAGEMENT FEES	500.00	450.00	50.00	90.00%	500.00	
101-000.000-476.000	CABLEVISION FEES	340,000.00	168,149.17	171,850.83	49.46%	349,000.00	
101-000.000-477.000	LIQUOR LICENSES FEES	2,700.00	2,700.00	0.00	100.00%	2,700.00	
101-000.000-478.000	BUILDING PERMITS	0.01	294,940.00	(288,391.99)	294940000.00%	-	
101-000.000-490.000	MECHANICAL PERMITS	0.01	95,369.95	(89,941.19)	953699500.00%	-	
101-000.000-491.000	PLUMBING PERMITS	0.01	51,017.00	(48,237.99)	510170000.00%	-	
101-000.000-492.000	ELECTRICAL PERMITS	0.01	71,093.00	(68,434.99)	710930000.00%	-	
101-000.000-493.000	REGISTRATIONS FROM BLDG DPT	0.01	1,270.00	(1,229.99)	12700000.00%	-	
101-000.000-494.000	DOG LICENSES	0.00	0.00	0.00	#DIV/0!	-	
101-000.000-495.000	GRANT REVENUE	0.01	0.00	0.01	0.00%	-	
101-000.000-503.000	OTHER FEDERAL GRANTS	50,000.00	29,046.90	(29,046.90)	#DIV/0!	50,000.00	
101-000.000-528.000	LOCAL COMMUNITY STABILIZATION	2,297,705.00	22,988.88	27,011.12	45.98%	2,539,333.60	
101-000.000-573.000	REVENUE SHARING	26,703.35	9,820.07	16,883.28	36.77%	-	
101-000.000-574.000	BYRON TWP MANAGEMENT FEE	31,000.00	0.00	31,000.00	0.00%	31,000.00	
101-000.000-613.000	SUMMER TAX COLLECTION FEES	0.01	0.00	0.01	0.00%	-	
101-000.000-615.000	STREET LIGHT INSTALL/ETC	20,000.00	15,030.00	7,320.00	75.15%	20,000.00	
101-000.000-616.000	PLANNING AND ZONING FEES	0.01	0.00	0.01	0.00%	-	
101-000.000-626.000	COPIER CHARGES	0.01	0.00	0.01	0.00%	-	
101-000.000-628.000	COPIER CHARGES - LIBRARY	24,000.00	25,625.00	225.00	106.77%	24,000.00	
101-000.000-628.001	CEMETERY OPEN/CLOSE FEES	0.01	1,013.25	(1,013.24)	10132500.00%	1,000.00	
101-000.000-634.000	SALE OF EQUIPMENT	0.01	0.00	0.01	0.00%	-	
101-000.000-642.000	SALE OF PROPERTY	15.00	20.00	(5.00)	133.33%	25.00	
101-000.000-642.001	SALE OF PRINTED MATERIALS	25,000.00	26,500.00	(900.00)	106.00%	28,000.00	
101-000.000-642.002	SALE OF CEMETERY LOTS	3,900.00	1,950.00	(900.00)	50.00%	3,900.00	
101-000.000-642.003	RIGHT OF WAY/EASEMENTS						

101-000.000-651.001	STATE TELECOMMUNICATION SHARE	17,000.00	0.00	17,000.00	0.00%	17,000.00
101-000.000-657.000	ORDINANCE FINES	0.01	84.15	(84.14)	841500.00%	250.00
101-000.000-665.001	INTEREST ON INVESTMENTS	12,000.00	3,340.50	8,860.22	27.84%	8,000.00
101-000.000-665.002	INTEREST ON INVESTMENTS/TAXES	1,200.00	0.00	1,200.00	0.00%	500.00
101-000.000-667.000	LIBRARY RENTAL	1,500.00	0.00	1,500.00	0.00%	1,000.00
101-000.000-667.001	BLDG DPT/	11,000.00	0.00	11,000.00	0.00%	11,000.00
101-000.000-667.002	WATER/SEWER RENT	0.00	0.00	0.00	#DIV/0!	-
101-000.000-667.003	RENTAL OF COMMUNITY ROOM	1,000.00	10,417.50	1,000.00	0.00%	1,000.00
101-000.000-667.004	LIBRARY OPERATING REIMBURS.	14,000.00	0.00	3,582.50	74.41%	14,000.00
101-000.000-671.000	SHERIFF'S LEASE	25,500.00	0.00	25,500.00	0.00%	27,030.00
101-000.000-671.001	AIR TOUCH LEASE PAYMENT	3,000.00	3,005.05	(5.05)	100.17%	3,000.00
101-000.000-674.000	CONTRIBUTIONS AND DONATIONS	1,000.00	0.00	1,000.00	0.00%	1,000.00
101-000.000-676.000	MISC REVENUE/REIMBURSEMENTS	250.00	3,026.91	(2,772.91)	1210.76%	-
101-000.000-687.000	REFUNDS OF EXPENDITURES	1,500.00	750.00	750.00	50.00%	48,000.00
101-000.000-687.001	WATER/SEWER FUND REIMBURSEMENT	48,000.00	0.00	48,000.00	0.00%	15,000.00
101-000.000-687.002	FIRE DEPT REVENUES/REIMBURSEMENT	1,000.00	9,165.00	(8,165.00)	916.50%	-
101-000.000-687.003	SCHOOL ELECTION REIMBURSEMENT	8,700.00	0.00	8,700.00	0.00%	-
101-000.000-687.004	GYPSY MOTH	0.01	0.00	0.01	0.00%	-
101-000.000-699.000	TRANSFER IN	0.00	50.00	(50.00)	#DIV/0!	-
Total Dept 000.000		4,430,873.49	3,451,803.95	1,627,916.85	77.90%	4,748,138.60
TOTAL REVENUES		4,430,873.49	3,451,803.95	1,627,916.85	77.90%	4,748,138.60

Expenditures

Dept 101.000 - TOWNSHIP BOARD

101-101.000-702	Wages & Benefits	250.00	7.94	250.00	3.18%	13,841.40
101-101.000-727.000	SUPPLIES	400.00	0.00	400.00	0.00%	250.00
101-101.000-817.000	MILEAGE REIMBURSEMENT	1,500.00	0.00	1,500.00	0.00%	400.00
101-101.000-831.000	SEMINARS/CONTINUING EDUCATION	16,511.40	7,349.33	10,393.58	44.51%	1,500.00
Total Dept 101.000 - TOWNSHIP BOARD						15,991.40

Dept 171.000 - SUPERVISOR

101-171.000-702	Wages & Benefits	300.00	144.42	174.58	48.14%	54,169.00
101-171.000-727.000	TEXTBOOKS/REFERENCE MATERIALS	0.00	0.00	0.00	#DIV/0!	600.00
101-171.000-802.000	LEGAL SERVICES	100.00	0.00	100.00	0.00%	300.00
101-171.000-812.000	LUNCHES/DINNERS/MEETINGS	500.00	497.94	19.08	99.59%	300.00
101-171.000-817.000	MILEAGE REIMBURSEMENT	500.00	80.50	419.50	16.10%	500.00
101-171.000-831.000	SEMINARS/CONTINUING EDUCATION	150.00	115.00	35.00	76.67%	115.00
101-171.000-832.000	DUES AND MEMBERSHIPS	850.00	544.78	373.77	64.09%	575.00
101-171.000-853.000	CELLULAR PHONE	100.00	27.86	72.14	27.86%	100.00
101-171.000-963.001	MISCELLANEOUS					
101-171.000-965.000	POSTAGE	500.00	1,166.60	(666.60)	233.32%	1,000.00
101-171.000-979.000	NEW FURNITURE AND EQUIPMENT	128,564.25	137,823.89	3,191.27	107.20%	58,259.00
Total Dept 171.000 - SUPERVISOR						

Dept 172.000 - Superintendent/Manager

101-172.000-702	Wages & Benefits	300.00	414.88	(96.87)	138.29%	127,807.00
101-172.000-727.000	TEXTBOOKS/REFERENCE MATERIALS	0.00	0.00	0.00	0.00%	1,200.00
101-172.000-802.000	LEGAL SERVICES	100.00	0.00	100.00	0.00%	500.00
101-172.000-812.000	LUNCHES/DINNERS/MEETINGS	500.00	174.72	325.28	34.94%	1,775.00
101-172.000-817.000	MILEAGE REIMBURSEMENT	600.00	2,992.77	(1,492.61)	498.80%	5,255.00
101-172.000-831.000	SEMINARS/CONTINUING EDUCATION	150.00	927.50	102.50	618.33%	2,000.00
101-172.000-832.000	DUES AND MEMBERSHIPS	850.00	11.36	838.64	1.34%	500.00
101-172.000-853.000	CELLULAR PHONE	100.00	27.86	72.14	27.86%	250.00
101-172.000-963.001	MISCELLANEOUS					100.00
101-172.000-965.000	POSTAGE	500.00	593.00	(93.00)	118.60%	1,500.00
101-172.000-979.000	NEW FURNITURE AND EQUIPMENT	105,886.74	58,465.09	58,666.55	55.21%	141,887.00
Total Dept 172.000 - Superintendent/Manager						

Dept 215.000 - CLERK

101-215.000-717.000	Wages & Benefits	500.00	857.86	(307.41)	171.57%	106,974.00
101-215.000-727.000	SUPPLIES	1,000.00	0.00	1,000.00	0.00%	2,831.00
101-215.000-808.000	CONTRACTED SERVICES	2,000.00	1,316.00	684.00	65.80%	1,000.00
101-215.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	250.00	393.76	63.21	157.50%	250.00
101-215.000-812.000	LUNCHES/DINNERS/MEETINGS	1,000.00	431.37	733.83	43.14%	1,100.00
101-215.000-831.000	MILEAGE REIMBURSEMENT	1,500.00	2,667.57	(892.91)	177.84%	12,000.00
101-215.000-832.000	SEMINARS/CONTINUING EDUCATION	150.00	491.00	(341.00)	327.33%	1,000.00
101-215.000-853.000	DUES AND MEMBERSHIPS	720.00	641.06	166.04	89.04%	1,008.00
101-215.000-900.000	CELLULAR PHONE	500.00	0.00	500.00	0.00%	500.00
101-215000-901.000	PRINTING	0.00	0.00	0.00	#DIV/0!	600.00
101-215.000-932.000	PUBLISHING	200.00	84.05	115.95	42.03%	300.00
101-215.000-963.001	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	42.03%	8,500.00
101-215.000-965.000	MISCELLANEOUS	0.00	0.00	0.00	#DIV/0!	329.00
101-215.000-979.000	POSTAGE	0.00	2,853.87	(2,853.87)	95.83%	138,392.00
Total Dept 215.000 - CLERK	NEW FURNITURE AND EQUIPMENT	144,855.81	138,808.61	18,597.45		

Dept 247.000 - BOARD OF REVIEW

101-247.000-702	Wages & Benefits	240.00	0.00	240.00	0.00%	3,219.00
101-247.000-812.000	LUNCHES/DINNERS/MEETINGS	350.00	0.00	350.00	0.00%	250.00
101-247.000-831.000	SEMINARS/CONTINUING EDUCATION	250.00	0.00	250.00	0.00%	240.00
101-247.000-901.000	PUBLICATIONS	4,059.00	932.61	3,126.39	22.98%	4,059.00
Total Dept 247.000 - BOARD OF REVIEW						

Dept 253.000 - TREASURER

101-253.000-702	Wages & Benefits	700.00	251.12	448.88	35.87%	126,429.00
101-253.000-727.000	SUPPLIES	250.00	0.00	250.00	0.00%	800.00
101-253.000-802.000	LEGAL SERVICES	0.00	0.00	0.00	#DIV/0!	250.00
101-253.000-808.000	CONTRACTED SERVICES	4,000.00	3,314.30	685.70	82.86%	5,500.00
101-253.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	300.00	100.05	219.08	33.35%	300.00
101-253.000-812.000	LUNCHES/DINNERS/MEETINGS	1,300.00	598.76	701.24	46.06%	1,300.00
101-253.000-817.000	MILEAGE REIMBURSEMENT	2,500.00	1,048.00	1,452.00	41.92%	2,500.00
101-253.000-831.000	SEMINARS/CONTINUING EDUCATION	500.00	403.00	97.00	80.60%	600.00
101-253.000-832.000	DUES AND MEMBERSHIPS	800.00	166.12	677.43	20.77%	560.00
101-253.000-900.000	CELLULAR PHONE	3,200.00	1,849.32	1,350.68	57.79%	3,300.00
101-253.000-903.000	PRINTING	1,100.00	328.00	772.00	29.82%	1,500.00
101-253.000-963.001	PROPERTY TAX NOTIFICATIONS	200.00	279.22	(58.35)	139.61%	200.00
101-253.000-965.000	MISCELLANEOUS	6,500.00	3,136.56	3,363.44	48.25%	8,700.00
101-253.000-979.000	POSTAGE	1,000.00	0.00	1,000.00	0.00%	2,700.00
101-253.000-979.000	NEW FURNITURE AND EQUIPMENT	188,464.63	144,425.85	56,822.22	76.63%	154,789.00
Total Dept 253.000 - TREASURER						

Dept 257.000 - ASSESSOR

101-257.000-702	Wages & Benefits	600.00	199.59	400.41	33.27%	267,376.00
101-257.000-727.000	SUPPLIES	20,000.00	10,075.80	9,924.20	50.38%	23,000.00
101-257.000-802.000	LEGAL SERVICES	1,600.00	3,184.94	(1,584.94)	199.06%	1,500.00
101-257.000-808.000	CONTRACTED SERVICES	6,000.00	6,832.13	(832.13)	113.87%	7,000.00
101-257.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	250.00	181.74	68.26	72.70%	500.00
101-257.000-812.000	LUNCHEES/DINNERS/MEETINGS	1,000.00	685.66	401.09	68.57%	1,500.00
101-257.000-817.000	MILEAGE REIMBURSEMENT	5,000.00	3,385.86	2,314.14	67.72%	5,800.00
101-257.000-831.000	SEMINARS/CONTINUING EDUCATION	1,500.00	345.00	1,425.00	23.00%	4,500.00
101-257.000-832.000	DUES AND MEMBERSHIPS	800.00	373.97	426.03	46.75%	660.00
101-257.000-853.000	CELLULAR PHONE	300.00	158.00	142.00	52.67%	300.00
101-257.000-901.000	PUBLICATIONS	2,500.00	1,086.56	1,413.44	43.46%	1,200.00
101-257.000-903.000	PROPERTY TAX NOTIFICATIONS	500.00	0.00	500.00	0.00%	500.00
101-257.000-963.001	MISCELLANEOUS	4,500.00	3,144.55	1,355.45	69.88%	4,700.00
101-257.000-965.000	POSTAGE	500.00	266.62	260.02	53.32%	5,500.00
101-257.000-979.000	NEW FURNITURE AND EQUIPMENT					
Total Dept 257.000 - ASSESSOR		261,887.74	214,053.65	66,307.26	81.73%	324,636.00

Dept 261.000 - GENERAL ADMINISTRATION

101-261.000-702	Wages & Benefits	8,000.00	2,628.44	5,465.72	32.86%	36,050.00
101-261.000-727.000	SUPPLIES	9,500.00	22,434.75	(12,584.75)	236.16%	12,000.00
101-261.000-801.000	PROFESSIONAL SERVICES/AUDIT	200.00	0.00	200.00	0.00%	200.00
101-261.000-801.001	FILING FEES/LEGAL	15,000.00	16,483.47	(721.97)	109.89%	15,000.00
101-261.000-802.000	LEGAL SERVICES	5,000.00	3,235.50	1,764.50	64.71%	5,000.00
101-261.000-803.000	ENGINEERING	500.00	1,419.16	(919.16)	283.83%	500.00
101-261.000-805.000	EQUIPMENT RENTAL/SERVICE	16,000.00	18,903.46	(2,174.01)	118.15%	50,000.00
101-261.000-808.000	CONTRACTED SERVICES	20,000.00	5,483.23	16,182.77	27.42%	20,000.00
101-261.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	0.01	0.00	0.01	0.00%	-
101-261.000-815.000	MOSQUITO/LEAF COLLECTION	0.00	8,000.00	(8,000.00)	#DIV/0!	-
101-261.000-819.001	SIDEWALK SNOW REMOVAL	0.01	0.00	0.01	0.00%	-
101-261.000-831.000	SEMINARS/CONTINUING EDUCATION	65,000.00	32,801.77	39,885.48	50.46%	45,000.00
101-261.000-832.000	DUES AND MEMBERSHIPS	0.00	655.42	(419.30)	#DIV/0!	2,000.00
101-261.000-853.000	CELLULAR PHONE	10,000.00	16,075.78	(2,546.78)	160.76%	4,000.00
101-261.000-901.000	PUBLICATIONS	3,500.00	0.00	3,500.00	0.00%	4,000.00
101-261.000-902.000	TOWNSHIP NEWSLETTER/PAMPHLET	26,000.00	43,270.50	(17,270.50)	166.43%	36,000.00
101-261.000-958.000	LIABILITY INSURANCE	0.00	0.00	0.00	#DIV/0!	-
101-261.000-961.000	GIS	4,000.00	0.00	4,000.00	0.00%	4,000.00
101-261.000-961.001	MAPPING AND AERIAL PHOTO	5,000.00	1,892.35	3,539.15	37.85%	5,000.00
101-261.000-963.001	MISCELLANEOUS	5,000.00	21,282.17	(16,282.17)	425.64%	5,000.00
101-261.000-964.000	Tax/Permit fees refund	8,500.00	11,019.97	962.85	129.65%	6,000.00
101-261.000-965.000	POSTAGE	0.01	51.49	(51.48)	514900.00%	200.00
101-261.000-969.002	ADMINISTRATION FEES	12,000.00	7,365.50	4,634.50	61.38%	12,000.00
101-261.000-975.000	PEG FUND COMMITMENT					
Total Dept 261.000 - GENERAL ADMINISTRATION		239,200.06	236,099.28	23,993.67	98.70%	269,950.00

Dept 262.000 - ELECTIONS

101-262.000-702	Wages & Benefits					
	SUPPLIES	250.00	483.37	(53.85)	193.35%	22,237.00
101-262.000-727.000	CONTRACTED SERVICES	5,000.00	7,016.86	(2,016.86)	140.34%	3,052.00
101-262.000-808.000	PROGRAMMING/SUPPORT/NETWORK	2,000.00	0.00	2,000.00	0.00%	53,078.00
101-262.000-809.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00%	-
101-262.000-817.000	CELLULAR PHONE	0.00	0.00	0.00	0.00%	-
101-262.000-853.000	PRINTING	250.00	545.85	(295.85)	218.34%	9,128.00
101-262.000-900.000	MISCELLANEOUS	750.00	614.24	135.76	81.90%	2,239.00
101-262.000-963.001	POSTAGE	550.00	380.05	169.95	69.10%	32,000.00
101-262.000-965.000	CAPITAL EXPENDITURE	0.00	0.00	0.00	0.00%	50,000.00
101-262.000-972.000	NEW FURNITURE AND EQUIPMENT	1,600.00	0.00	1,600.00	0.00%	542.00
101-262.000-979.000		14,069.00	12,365.24	3,165.03	87.89%	172,776.00

Total Dept 262.000 - ELECTIONS

Dept 265.000 - TOWNSHIP HALL AND GROUNDS

101-265.000-702	Wages & Benefits	1,500.00	25.00	1,475.00	1.67%	16,095.00
101-265.000-775.000	REPAIR AND MAINT. SUPPLIES	1,500.00	763.55	813.39	50.90%	1,700.00
101-265.000-805.000	EQUIPMENT RENTAL/SERVICE	1,200.00	2,200.25	(396.85)	183.35%	5,000.00
101-265.000-808.000	CONTRACTED SERVICES	16,000.00	920.00	16,000.00	5.75%	20,000.00
101-265.000-815.000	MOSQUITO/LEAF COLLECTION	10,000.00	9,395.95	604.05	93.96%	15,000.00
101-265.000-819.000	SNOW PLOWING/REMOVAL	20,000.00	12,159.54	8,991.96	60.80%	20,000.00
101-265.000-821.000	CLEANING BUILDING	700.00	775.02	(5.59)	110.72%	1,000.00
101-265.000-822.000	TRASH REMOVAL	17,500.00	15,121.19	3,862.46	86.41%	18,500.00
101-265.000-853.000	TELEPHONE	35,000.00	39,311.74	4,539.90	112.32%	35,000.00
101-265.000-920.000	ELECTRIC	10,000.00	8,742.72	1,665.40	87.43%	10,000.00
101-265.000-923.000	HEAT	600.00	1,127.11	(384.71)	187.85%	1,000.00
101-265.000-924.000	WATER AND SEWER	15,000.00	25,817.95	3,419.80	172.12%	15,000.00
101-265.000-932.000	EQUIPMENT MAINTENANCE	10,000.00	6,414.30	3,669.70	64.14%	8,000.00
101-265.000-933.000	BUILDING MAINTENANCE	25,000.00	21,303.10	6,870.72	85.21%	25,000.00
101-265.000-935.000	GROUNDS MAINTENANCE	8,800.00	6,000.00	2,800.00	68.18%	8,000.00
101-265.000-958.000	INSURANCE AND BONDS	1,500.00	1,126.85	373.15	75.12%	2,500.00
101-265.000-963.001	MISCELLANEOUS	0.01	0.00	0.01	0.00%	65,000.00
101-265.000-972.000	CAPITAL IMPROVEMENTS/PURCHASE	500.00	343.50	156.50	68.70%	1,200.00
101-265.000-973.000	GROUNDS IMPROV. AND MAINTENANCE	1,000.00	9,927.98	(7,907.98)	992.80%	2,500.00
101-265.000-979.000	NEW FURNITURE AND EQUIPMENT	191,895.01	167,151.60	57,625.42	87.11%	271,995.00

Total Dept 265.000 - TOWNSHIP HALL AND GROUNDS

Dept 443,000 - WATER & SEWER			
101-443,000-926,000	HYDRANT RENTAL	13,000.00	0.00%
Total Dept 443,000 - HYDRANT RENTAL		13,000.00	0.00%

Dept 445,000 - DRAINS			
101-445,000-808,000	CONTRACTED SERVICES	0.00	0.00%
101-445,000-969,000	STORMWATER PERMIT	40,000.00	0.00%
Total Dept 445,000 - DRAINS		40,000.00	0.00%

Dept 446,000 - HIGHWAYS, STREETS & TRAILS			
101-446,000-808,000	CONTRACTED SERVICES	14,000.00	0.76%
101-446,000-920,001	DIVISION AVE	0.01	0.00%
101-446,000-960,000	ROAD CONSTRUCTION	250,000.00	43.46%
101-446,000-960,001	DUST LAYER	0.01	0.00%
101-446,000-960,002	TRAIL CONSTRUCTION AND MAINT	0.01	0.00%
101-446,000-973,001	DIVISION AVE MAINTENANCE	5,000.00	105.06%
Total Dept 446,000 - HIGHWAYS, STREETS & TRAILS		269,000.04	42.38%

Dept 448,000 - STREET LIGHTING			
101-448,000-802,000	LEGAL SERVICES	0.01	0.01%
101-448,000-901,000	PUBLICATIONS	1,000.00	0.00%
101-448,000-920,000	ELECTRIC	150,000.00	103.82%
101-448,000-920,001	DIVISION AVE	4,500.00	88.78%
101-448,000-920,002	INTERSECTION LIGHTS/INST/OPER	10,000.00	0.00%
Total Dept 448,000 - STREET LIGHTING		165,500.01	96.51%

Dept 567,000 - CEMETERY			
101-567,000-702			
101-567,000-727,000	SUPPLIES	100.00	0.00%
101-567,000-740,000	OPERATING SUPPLIES	1,500.00	82.53%
101-567,000-775,000	REPAIR AND MAINT. SUPPLIES	500.00	0.00%
101-567,000-808,000	CONTRACTED SERVICES	3,500.00	103.03%
101-567,000-809,000	PROGRAMMING/SUPPORT/NETWORK	600.00	99.67%
101-567,000-819,000	SNOW PLOWING/REMOVAL	1,000.00	0.00%
101-567,000-822,000	TRASH REMOVAL	500.00	84.58%
101-567,000-853,000	CELLULAR PHONE	0.01	0.00%
101-567,000-920,000	ELECTRIC	1,000.00	105.63%
101-567,000-932,000	EQUIPMENT MAINTENANCE	2,000.00	43.73%
101-567,000-963,001	MISCELLANEOUS	500.00	67.18%
101-567,000-973,000	GROUPS IMPROV. AND MAINTENANCE	4,000.00	112.17%
101-567,000-979,000	NEW FURNITURE AND EQUIPMENT	100.00	0.00%
Total Dept 567,000 - CEMETERY		64,672.50	86.39%

Dept 596.000 - PUBLIC TRANSPORTATION				
101-596.000-860.000	INTERURBAN TRANSIT AUTHORITY	50,000.00	45,436.00	9,107.60
Total Dept 596.000 - PUBLIC TRANSPORTATION		50,000.00	45,436.00	9,107.60
				90.87%
				50,000.00

Dept 701.000 - PLANNING AND ZONING				
101-701.000-702	Wages & Benefits	600.00	83.06	516.94
101-701.000-727.000	SUPPLIES	2,000.00	2,904.89	(679.89)
101-701.000-727.002	MUNICODE UPDATES	20,000.00	(278.49)	20,362.49
101-701.000-802.000	LEGAL SERVICES	50,000.00	12,861.00	37,051.50
101-701.000-808.000	CONTRACTED SERVICES	20,000.00	43,057.53	(26,180.28)
101-701.000-808.001	ENGINEERING CONTRACTED SERVICES	1,000.00	1,048.40	(32.51)
101-701.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	300.00	0.00	300.00
101-701.000-812.000	LUNCHES/DINNERS/MEETINGS	500.00	121.88	482.64
101-701.000-817.000	MILEAGE REIMBURSEMENT	1,000.00	100.00	900.00
101-701.000-831.000	SEMINARS/CONTINUING EDUCATION	200.00	60.00	140.00
101-701.000-832.000	DUES AND MEMBERSHIPS	480.00	569.56	(46.01)
101-701.000-853.000	CELLULAR PHONE	500.00	658.94	(100.11)
101-701.000-900.000	PRINTING	100.00	0.00	100.00
101-701.000-901.000	PUBLICATIONS	500.00	0.00	500.00
101-701.000-963.001	MISCELLANEOUS	750.00	0.00	750.00
101-701.000-964.000	TAX/PERMIT FEE REFUNDS		0.00	
101-701.000-965.000	POSTAGE	1,000.00	354.37	645.63
101-701.000-979.000	NEW FURNITURE AND EQUIPMENT	219,031.18	165,293.13	60,052.56
Total Dept 701.000 - PLANNING AND ZONING				35.44%
				75.47%
				314,672.00

Dept 751.000 - PARKS AND RECREATION				
101-751.000-702	WAGES & BENEFITS	22,000.00	14,165.00	9,041.00
101-751.000-808.000	CONTRACTED SERVICES	3,400.00	2,699.00	3,400.00
101-751.000-880.000	COMMUNITY PROMOTION	900.00	0.00	900.00
101-751.000-900.000	PRINTING	150.00	0.00	150.00
101-751.000-901.000	PUBLICATIONS	600.00	0.00	600.00
101-751.000-963.001	MISCELLANEOUS	100.00	0.00	100.00
101-751.000-965.000	POSTAGE	0.00	0.00	0.00
101-751.000-972.000	CAPITAL EXPENDITURES	4,000.00	4,092.56	(92.56)
101-751.000-973.000	GROUPS IMPROV. AND MAINTENANCE	33,316.00	23,152.00	14,068.05
Total Dept 751.000 - PARKS AND RECREATION				102.31%
				69.49%
				82,346.00

Dept 790.000 - LIBRARY									
101-790.000-727.000	SUPPLIES	0.01	(53.48)	53.49	-534800.00%	-			
101-790.000-775.000	REPAIR AND MAINT. SUPPLIES	500.00	0.00	500.00	0.00%	500.00			
101-790.000-805.000	EQUIPMENT RENTAL/SERVICE	500.00	0.00	500.00	0.00%	500.00			
101-790.000-808.000	CONTRACTED SERVICES	2,000.00	243.85	1,928.40	12.19%	1,000.00			
101-790.000-819.000	SNOW PLOWING/REMOVAL	5,100.00	3,580.20	1,519.80	70.20%	5,200.00			
101-790.000-821.000	CLEANING BUILDING	13,800.00	12,196.58	2,835.04	88.38%	14,500.00			
101-790.000-822.000	TRASH REMOVAL	720.00	622.20	162.02	86.42%	780.00			
101-790.000-920.000	ELECTRIC	12,000.00	8,162.71	5,681.82	68.02%	10,000.00			
101-790.000-923.000	HEAT	500.00	874.32	(335.19)	174.86%	4,000.00			
101-790.000-924.000	WATER AND SEWER	800.00	74.97	725.03	9.37%	800.00			
101-790.000-932.000	EQUIPMENT MAINTENANCE	3,000.00	8,089.77	(5,089.77)	269.66%	5,000.00			
101-790.000-933.000	BUILDING MAINTENANCE	5,000.00	5,052.23	814.77	101.04%	5,000.00			
101-790.000-935.000	GROUPS MAINTENANCE	5,500.00	3,113.64	2,923.06	56.61%	5,500.00			
101-790.000-958.000	INSURANCE AND BONDS	1,000.00	0.00	1,000.00	0.00%	1,000.00			
101-790.000-963.001	MISCELLANEOUS	100.00	16.00	84.00	16.00%	100.00			
101-790.000-973.000	GROUPS IMPROV. AND MAINTENANCE	0.00	0.00	0.00	0.00%	15,000.00			
101-790.000-979.000	NEW FURNITURE AND EQUIPMENT	3,000.00	0.00	3,000.00	0.00%	3,000.00			
Total Dept 790.000 - LIBRARY		53,520.01	41,972.99	16,302.47	78.42%	71,880.00			

Dept 900.000 - CAPITAL OUTLAY									
101-900.000-972.000	CAPITAL IMPROVEMENTS/PURCHASE	0.00	0.00	0.00	#DIV/0!				
Total Dept 900.000 - CAPITAL OUTLAY		0.00	0.00	0.00	#DIV/0!				

Dept 990.000 - TRANSFER OUT									
101-990.000-995.000	TRANSFER OUT	0.00	22,425.50	(22,425.50)					
Total Dept 990.000 - TRANSFER OUT		0.00	22,425.50	(22,425.50)					2,068,050.20

Dept 999.000									
101-999.000-998.000	CONTINGENCY	0.00	0.00	0.00					
Total Dept 999.000		0.00	0.00	0.00					

TOTAL EXPENDITURES									
		5,213,455.04	3,726,105.59	1,487,349.45	71.47%	2,582,288.40			

Fund 101 - GENERAL FUND:									
TOTAL REVENUES		4,430,873.49	2,802,956.64	1,627,916.85	63.26%	4,748,138.60			
TOTAL EXPENDITURES		5,213,455.04	3,726,105.59	1,487,349.45	71.47%	4,650,338.60			
NET OF REVENUES & EXPENDITURES		(782,581.55)	(923,148.95)	140,567.40	117.96%	97,800.00			

BUILDING INSPECTIONS

11/02/2021

PERIOD ENDING 11/02/2021

2022

YTD Expenditure **Projected**

Budget

GL NUMBER	DESCRIPTION		
Dept 371.000 - BUILDING/MECHANICAL INSPECTION			
101-371.000-702	Wages & Benefits	136,079.36	212,837.00
101-371.000-727.000	SUPPLIES	942.00	2,900.00
101-371.000-776.000	UNIFORMS	-	200.00
101-371.000-807.008	RENT	-	11,000.00
101-371.000-808.000	CONTRACTED SERVICES	68,270.00	166,400.00
101-371.000-808.001	ENGINEERING CONTRACTED SERVICES	-	-
101-371.000-809.000	PROGRAMMING/SUPPORT/NETWORK	2,984.63	2,500.00
101-371.000-817.000	MILEAGE REIMBURSEMENT	3,818.64	6,200.00
101-371.000-831.000	SEMINARS/CONTINUING EDUCATION	1,997.98	4,500.00
101-371.000-832.000	DUES AND MEMBERSHIPS	850.00	700.00
101-371.000-853.000	CELLULAR PHONE	800.19	600.00
101-371.000-900.000	PRINTING	115.00	500.00
101-371.000-963.001	MISCELLANEOUS	-	1,000.00
101-371.000-964.000	Tax/Permit fees refund	237.00	500.00
101-371.000-965.000	POSTAGE	-	200.00
101-371.000-979.000	NEW FURNITURE AND EQUIPMENT	1,056.99	8,825.00
Total Dept 371.000 - BUILDING/MECHANICAL INSPECTION		217,151.79	418,862.00

(400,000

from

900,349.00 Amazon)

-418,862.00

Estimated 2022 Rev
Projected Expenditures

Projected Contingency

481,487.00

WATER

09/27/2021

REVENUE AND EXPENDITURE REPORT FOR GAINES CHARTER TOWNSHIP

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021		2022	
		YTD BALANCE	AVAILABLE	% BDGT	Projected Budget
		09/30/2021	BALANCE		
		2021		2022	
		W/INTENDED BUDGET NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
REVENUES					
FUND 591					
Dept 537.000 - WATER		0.00	6,100.00	10000.00%	8,000.00
591-537.000-496.000	CONNECTION INSPECTION PERMITS	0.00	0.00	0.00%	-
591-537.000-584.000	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00%	13,500.00
591-537.000-614.000	ANNUAL HYDRANT FEES	0.00	62,628.06	10000.00%	75,000.00
591-537.000-628.000	TRUNKAGE FEES	0.00	34,312.00	10000.00%	29,000.00
591-537.000-630.000	AVAILABILITY/SERVICES	0.00	19,394.51	10000.00%	55,000.00
591-537.000-631.000	FIRE PROTECTION SERVICE	0.00	58,346.00	10000.00%	2,000,000.00
591-537.000-632.000	CAPITAL METER FEES	0.00	1,374,069.74	10000.00%	400,000.00
591-537.000-633.000	USAGE SERVICE CHARGES	0.00	336,771.66	10000.00%	200,000.00
591-537.000-633.001	READY TO SERVE CHARGES	0.00	86,675.18	10000.00%	2,000.00
591-537.000-633.004	IRRIGATION	0.00	1,550.00	10000.00%	1,000.00
591-537.000-633.006	RES CONSTRUCTION WATER USE FEE	0.00	570.74	10000.00%	25,000.00
591-537.000-635.000	MISCELLANEOUS FEES	0.00	19,271.15	0.00%	-
591-537.000-658.000	PENALTIES	0.00	0.00	10000.00%	100.00
591-537.000-658.001	PENALTIES/DORMANT	0.00	15.96	10000.00%	4,500.00
591-537.000-658.002	ASSESSMENT PENALTIES	0.00	2,532.29	10000.00%	10,000.00
591-537.000-665.005	INTEREST ON ASSESSMENTS-TRKG	0.00	8,759.25	0.00%	-
591-537.000-665.006	INTEREST ON INVESTMENTS/OPER	0.00	0.00	10000.00%	15,000.00
591-537.000-665.008	INTEREST ON INVESTMENTS/TF	0.00	11,086.97	10000.00%	17,000.00
591-537.000-675.000	INTEREST ON INVESTMENTS/TRUNKA	0.00	42,946.86	0.00%	-
591-537.000-678.000	SPECIAL ASSESSMENTS REVENUE	0.00	0.00	10000.00%	2,930,100.00
591-537.000-678.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00%	-
Total Dept 537.000 - WATER		0.00	2,065,030.37	10000.00%	2,930,100.00
TOTAL REVENUES		0.00	2,065,030.37	10000.00%	2,930,100.00
EXPENDITURES					
Dept 530.000 - W/S - ADMIN		0.00	0.00	0.00%	23,702.00
591-530.000-702.001	SALARIES & WAGES	0.00	0.00	0.00%	23,702.00
Total Dept 530.000 - W/S - ADMIN		0.00	0.00	0.00%	23,702.00

Dept 535.000 - W/S - CLERK

591-535.000-702.001	SALARIES & WAGES	0.00	0.00	0.00	0.00%	72,135.00
591-535.000-807.000	OVERHEAD/POSTAGE	0.00	0.00	0.00	0.00%	-
591-535.000-807.001	OVERHEAD/BUILDING EXPENSES	0.00	0.00	0.00	0.00%	-
591-535.000-807.002	OVERHEAD/TELEPHONE	0.00	0.00	0.00	0.00%	-
591-535.000-807.003	OVERHEAD/OFFICE SUPPLIES	0.00	0.00	0.00	0.00%	-
591-535.000-807.004	OVERHEAD/COMPUTERS	0.00	0.00	0.00	0.00%	-
591-535.000-807.005	OVERHEAD/AUDIT	0.00	0.00	0.00	0.00%	-
591-535.000-807.006	ENGINEER AND STAFF	0.00	0.00	0.00	0.00%	-
591-535.000-807.007	REGIS/METRO COUNCIL	0.00	0.00	0.00	0.00%	-
591-535.000-807.008	RENT	0.00	0.00	0.00	0.00%	-
Total Dept 535.000 - W/S - CLERK		0.00	0.00	0.00	0.00%	72,135.00

Dept 537.000 - WATER

591-537.000-727.000	SUPPLIES	0.00	86.12	(86.12)	10000.00%	100.00
591-537.000-727.001	REFERENCE MATERIALS	0.00	0.00	0.00	0.00%	500.00
591-537.000-802.000	LEGAL SERVICES	0.00	105.00	(105.00)	10000.00%	25,000.00
591-537.000-803.000	CONTRACT ENGINEERING	0.00	12,888.45	(12,888.45)	10000.00%	3,500.00
591-537.000-804.000	DUTTON INDUSTRIAL DRIVE	0.00	0.00	0.00	0.00%	200.00
591-537.000-809.000	PROGRAMMING/SUPPORT/NETWORK	0.00	2,822.17	(2,822.17)	10000.00%	380,000.00
591-537.000-814.000	SEMINAR/TRAINING	0.00	0.00	0.00	0.00%	125,000.00
591-537.000-817.000	MILEAGE REIMBURSEMENT	0.00	36.50	(36.50)	10000.00%	25,000.00
591-537.000-818.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00%	250.00
591-537.000-830.000	BYRON/GAINES UTILITY AUTHORITY	0.00	267,740.94	(267,740.94)	10000.00%	600.00
591-537.000-830.001	CAPITAL METER EXPENSE	0.00	112,796.16	(112,796.16)	10000.00%	2,500.00
591-537.000-830.002	CAPITAL MHP CHANGEOVER	0.00	0.00	0.00	0.00%	-
591-537.000-830.CAP	AUTHORITY CAPITAL EXPENSES	0.00	13,127.04	(13,127.04)	10000.00%	790,000.00
591-537.000-853.000	CELLULAR PHONE	0.00	23.84	(23.84)	10000.00%	-
591-537.000-900.000	PRINTING	0.00	95.84	(95.84)	10000.00%	2,500.00
591-537.000-902.000	NEWSLETTER	0.00	0.00	0.00	0.00%	-
591-537.000-904.000	CONSUMER CONFIDENCE REPORT	0.00	2,101.38	(2,101.38)	10000.00%	-
591-537.000-922.000	WYOMING USAGE BILL	0.00	827,006.66	(827,006.66)	10000.00%	2,459,850.00
591-537.000-930.000	REPAIRS/TRUNKAGE EXPENSE	0.00	0.00	0.00	0.00%	-
591-537.000-930.001	OVERSIZING	0.00	0.00	0.00	0.00%	-
591-537.000-934.000	SENSUS MAINTENANCE	0.00	13,134.00	(13,134.00)	10000.00%	24,000.00
591-537.000-957.000	SOFTWARE COMPUTERS FURNITURE	0.00	499.50	(499.50)	10000.00%	-
591-537.000-962.000	INTERFUND REIMB WITH GEN	0.00	0.00	0.00	0.00%	-
591-537.000-963.000	W/S MISCELLANEOUS	0.00	688.37	(688.37)	10000.00%	-
591-537.000-965.000	POSTAGE	0.00	3,470.04	(3,470.04)	10000.00%	-
591-537.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00%	-
591-537.000-968.001	LOSS ON ABANDONMENT	0.00	0.00	0.00	0.00%	-
591-537.000-969.000	FEES	0.00	0.00	0.00	0.00%	-
591-537.000-969.001	PARTICIPATION FEES LEAD/COPPER TESTING	0.00	0.00	0.00	0.00%	-
Total Dept 537.000 - WATER		0.00	1,256,622.01	(1,256,622.01)	10000.00%	-

TOTAL EXPENDITURES

Fund 591 - WATER FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

0.00	1,256,622.01	(1,256,622.01)	10000.00%	2,555,687.00
0.00	2,065,030.37	(2,065,030.37)	10000.00%	2,930,100.00
0.00	<u>1,256,622.01</u>	<u>(1,256,622.01)</u>	<u>10000.00%</u>	<u>2,555,687.00</u>
0.00	808,408.36	(808,408.36)	10000.00%	374,413.00

SEWER

09/27/2021

REVENUE AND EXPENDITURE REPORT FOR GAINES CHARTER TOWNSHIP
PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2021	BALANCE		Projected Budget
FUND 590							
REVENUES							
Dept 536.000 - SEWER	CONNECTION INSPECTION PERMITS	0.00	4,714.00	(4,714.00)	10000.00%	6,500.00	
590-536.000-496.000	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00%	-	
590-536.000-584.000	TRUNKAGE FEES	0.00	85,443.70	(85,443.70)	10000.00%	130,000.00	
590-536.000-628.000	AVAILABILITY/LATERALS	0.00	33,944.80	(33,944.80)	10000.00%	30,000.00	
590-536.000-629.000	CAPITAL METER FEES	0.00	0.00	0.00	0.00%	-	
590-536.000-632.000	USAGE SERVICE CHARGES	0.00	1,325,897.32	(1,325,897.32)	10000.00%	1,900,000.00	
590-536.000-633.000	READY TO SERVE CHARGES	0.00	338,656.51	(338,656.51)	10000.00%	465,000.00	
590-536.000-633.001	RTS/SUBMETERS	0.00	0.00	0.00	0.00%	-	
590-536.000-635.000	MISCELLANEOUS FEES	0.00	130.00	(130.00)	10000.00%	100.00	
590-536.000-658.000	PENALTIES	0.00	16,895.90	(16,895.90)	10000.00%	22,000.00	
590-536.000-658.001	PENALTIES/DORMANT	0.00	0.00	0.00	0.00%	-	
590-536.000-658.002	ASSESSMENT PENALTIES	0.00	0.00	0.00	0.00%	-	
590-536.000-665.005	INTEREST ON ASSESSMENTS-TRKG	0.00	1,334.52	(1,334.52)	10000.00%	2,500.00	
590-536.000-665.006	INTEREST ON INVESTMENTS/OPER	0.00	5,036.42	(5,036.42)	10000.00%	5,500.00	
590-536.000-665.009	INTEREST ON INVESTMENTS/TRUNKA	0.00	22,901.16	(22,901.16)	10000.00%	30,000.00	
590-536.000-675.000	SPECIAL ASSESSMENTS REVENUE	0.00	77,281.05	(77,281.05)	10000.00%	40,000.00	
590-536.000-678.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	-	
Total Dept 536.000 - SEWER		0.00	1,912,235.38	(1,912,235.38)	10000.00%	2,631,600.00	
TOTAL REVENUES							
		0.00	1,912,235.38	(1,912,235.38)	10000.00%	2,631,600.00	
EXPENDITURES							
Dept 530.000 - W/S - ADMIN							
590-530.000-702.001	SALARIES & WAGES	0.00	0.00	0.00	0.00%	23,702.00	
Total Dept 530.000 - W/S - ADMIN		0.00	0.00	0.00	0.00%	23,702.00	
Dept 535.000 - W/S - CLERK							
590-535.000-702.001	SALARIES & WAGES	0.00	0.00	0.00	0.00%	72,135.00	
590-535.000-807.000	OVERHEAD/POSTAGE	0.00	0.00	0.00	0.00%	-	
590-535.000-807.001	OVERHEAD/BUILDING EXPENSES	0.00	0.00	0.00	0.00%	-	
590-535.000-807.002	OVERHEAD/TELEPHONE	0.00	0.00	0.00	0.00%	-	
590-535.000-807.003	OVERHEAD/OFFICE SUPPLIES	0.00	0.00	0.00	0.00%	-	
590-535.000-807.004	OVERHEAD/COMPUTERS	0.00	0.00	0.00	0.00%	-	
590-535.000-807.005	OVERHEAD/AUDIT	0.00	0.00	0.00	0.00%	-	
590-535.000-807.006	ENGINEER AND STAFF	0.00	0.00	0.00	0.00%	-	
590-535.000-807.007	REGIS/METRO COUNCIL	0.00	0.00	0.00	0.00%	-	
590-535.000-807.008	RENT	0.00	0.00	0.00	0.00%	-	
Total Dept 535.000 - W/S - CLERK		0.00	0.00	0.00	0.00%	72,135.00	

Dept 536.000 - SEWER									
590-536.000-727.000	SUPPLIES	0.00	79.80	(79.80)	10000.00%	100.00	-		
590-536.000-727.001	REFERENCE MATERIALS	0.00	0.00	0.00	0.00%	500.00	-		
590-536.000-802.000	LEGAL SERVICES	0.00	105.00	(105.00)	10000.00%	25,000.00	-		
590-536.000-803.000	CONTRACT ENGINEERING	0.00	38,010.45	(38,010.45)	10000.00%	3,500.00	-		
590-536.000-809.000	PROGRAMMING/SUPPORT/NETWORK	0.00	2,822.18	(2,822.18)	0.00%	-	-		
590-536.000-814.000	SEMINAR/TRAINING	0.00	0.00	(36.53)	10000.00%	200.00	-		
590-536.000-817.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00%	285,000.00	-		
590-536.000-818.000	DUES & MEMBERSHIPS	0.00	226,395.21	(226,395.21)	10000.00%	25,000.00	-		
590-536.000-830.000	BYRON/GAINES UTILITY AUTHORITY	0.00	25,980.50	(25,980.50)	10000.00%	250.00	-		
590-536.000-830.000	AUTHORITY CAPITAL EXPENSES	0.00	23.85	(23.85)	10000.00%	600.00	-		
590-536.000-830.000	CELLULAR PHONE	0.00	95.84	(95.84)	0.00%	-	-		
590-536.000-853.000	PRINTING	0.00	0.00	0.00	0.00%	90,000.00	-		
590-536.000-900.000	NEWSLETTER	0.00	0.00	(72,348.07)	10000.00%	1,100,000.00	-		
590-536.000-902.000	ADVANCE PUBLICATIONS	0.00	72,348.07	(72,348.07)	10000.00%	-	-		
590-536.000-904.000	CITY OF G.R.MONTHLY SEWER USAGE	0.00	815,787.00	(815,787.00)	0.00%	-	-		
590-536.000-921.000	WYOMING SEWER USAGE-CAP & COMM	0.00	0.00	0.00	0.00%	2,000.00	-		
590-536.000-922.001	REPAIRS/TRUNKAGE EXPENSE	0.00	0.00	(499.50)	10000.00%	24,000.00	-		
590-536.000-930.000	OVERSIZING	0.00	499.50	(499.50)	0.00%	-	-		
590-536.000-930.001	SOFTWARE COMPUTERS FURNITURE	0.00	0.00	(0.03)	10000.00%	3,000.00	-		
590-536.000-957.000	INTERFUND REIMB WITH GEN	0.00	0.03	(2,115.05)	10000.00%	1,040,000.00	-		
590-536.000-962.000	W/S MISCELLANEOUS	0.00	2,115.05	0.00	0.00%	30,000.00	-		
590-536.000-965.000	POSTAGE	0.00	0.00	0.00	0.00%	100.00	-		
590-536.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00%	2,629,250.00	-		
590-536.000-968.001	LOSS ON ABANDONMENT	0.00	0.00	(1,184,299.01)	10000.00%	-	-		
590-536.000-969.000	FEES	0.00	1,184,299.01	(1,184,299.01)	10000.00%	2,725,087.00	-		
Total Dept 536.000 - SEWER									
TOTAL EXPENDITURES									
Fund 590 - SEWER FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
0.00			1,912,235.38	(1,912,235.38)	10000.00%	2,631,600.00	-		
0.00			1,184,299.01	(1,184,299.01)	10000.00%	2,725,087.00	-		
0.00			727,936.37	(727,936.37)	10000.00%	(93,487.00)	-		

PUBLIC SAFETY SERVICES

PROJECTED 2022 PUBLIC SAFETY SPECIAL ASSESSMENT FUND

GL NUMBER	DESCRIPTION	2021		2022	
		AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT Projected Budget
Fund 101 - GENERAL FUND					
Dept 301.000 - LAW ENFORCEMENT		918,000.00	535,738.54	382,261.46	58.36%
101-301.000-820.000	KENT COUNTY SHERIFF PATROL				
Total Dept 301.000 - LAW ENFORCEMENT		918,000.00	535,738.54	382,261.46	58.36%
Dept 336.001 - CUTLERVILLE FIRE DEPARTMENT					
101-336.001-702	Wages & Benefits	20,500.00	4,473.53	16,549.10	21.82%
101-336.001-727.000	SUPPLIES	57,000.00	10,267.81	47,250.27	18.01%
101-336.001-740.000	OPERATING SUPPLIES	13,000.00	3,129.18	9,870.82	24.07%
101-336.001-741.000	FUEL	0.00	174.35	0.00	#DIV/0!
101-336.001-775.000	REPAIR AND MAINT. SUPPLIES	6,000.00	3,095.78	4,978.91	51.60%
101-336.001-776.000	UNIFORMS	14,500.00	6,224.70	9,792.97	42.93%
101-336.001-776.001	TURN OUT GEAR	1,000.00	(1,241.58)	3,150.08	-124.16%
101-336.001-802.000	LEGAL SERVICES	29,500.00	14,335.93	15,331.68	48.60%
101-336.001-809.000	CONTRACTED SERVICES	4,225.00	3,615.06	1,388.94	85.56%
101-336.001-810.000	PROGRAMMING/SUPPORT/NETWORK	0.00	0.00	0.00	#DIV/0!
101-336.001-810.001	INSPECTIONS	1,500.00	606.67	1,500.00	40.44%
101-336.001-810.002	FIRE PREVENTION EDUCATION	0.00	0.00	0.00	#DIV/0!
101-336.001-811.000	HAZMAT ASSESSMENT	12,000.00	1,007.62	11,652.38	8.40%
101-336.001-816.000	TRAINING	1,500.00	761.71	1,001.82	50.78%
101-336.001-816.001	KENT COUNTY EMS ASSESSMENT	0.00	3,237.83	(3,217.98)	#DIV/0!
101-336.001-816.002	BYRON TOWNSHIP REIMBURSEMENT	0.00	0.00	0.00	#DIV/0!
101-336.001-817.000	KENT CO FIRE ASSESSMENT	0.00	0.00	0.00	#DIV/0!
101-336.001-819.000	MILEAGE REIMBURSEMENT	2,260.00	678.00	2,260.00	30.00%
101-336.001-822.000	SNOW PLOWING/REMOVAL	0.00	720.22	(614.31)	#DIV/0!
101-336.001-831.000	TRASH REMOVAL	1,000.00	0.00	1,000.00	0.00%
101-336.001-832.000	SEMINARS/CONTINUING EDUCATION	300.00	256.00	244.00	85.33%
101-336.001-835.000	DUES AND MEMBERSHIPS	10,000.00	(4,412.74)	14,412.74	-44.13%
101-336.001-853.000	PHYSICAL EXAMINATIONS	5,725.00	2,107.80	4,142.63	36.82%
101-336.001-920.000	TELEPHONE	12,000.00	7,211.07	5,852.79	60.09%
101-336.001-923.000	ELECTRIC	7,000.00	1,563.80	5,526.23	22.34%
101-336.001-924.000	HEAT	1,000.00	521.02	693.65	52.10%
101-336.001-924.000	WATER AND SEWER	55,000.00	77,742.56	(21,795.45)	141.35%
101-336.001-931.000	VEHICLE MAINTENANCE	6,000.00	2,164.79	3,835.21	36.08%
101-336.001-932.000	EQUIPMENT MAINTENANCE	6,000.00	6,431.05	1,356.03	107.18%
101-336.001-933.000	BUILDING MAINTENANCE	1,000.00	12.58	987.42	1.26%
101-336.001-935.000	GROUPS MAINTENANCE	1,500.00	749.97	750.03	50.00%
101-336.001-956.000	FOOD ALLOWANCE	4,000.00	1,401.12	2,598.88	35.03%
101-336.001-958.000	INSURANCE AND BONDS	1,000.00	14.84	985.16	1.48%
101-336.001-963.001	MISCELLANEOUS	0.00	322,500.00	(322,500.00)	#DIV/0!
101-336.001-972.000	CAPITAL IMPROVEMENTS/PURCHASES				

101-336.001-973.000	GROUNDS IMPROV. AND MAINTENANCE	0.00	0.00	0.00	#DIV/0!	2,500.00
101-336.001-979.000	NEW FURNITURE AND EQUIPMENT	5,250.00	11,523.60	(3,085.60)	219.50%	5,200.00
101-336.001-998.000	TRANSFER OUT-CAP	0.00	0.00	0.00	#DIV/0!	100,000.00
Total Dept 336.001 - CUTLERVILLE FIRE DEPARTMENT		1,186,816.75	885,893.46	300,923.29	74.64%	1,508,947.25

*Includes \$12,839.50 Wages & Benefits for support services from Township Staff

Dept 336.002 - DUTTON FIRE DEPARTMENT

101-336.002-702

101-336.002-727.000	SUPPLIES	8,200.00	5,267.68	2,932.32	64.24%	485,955.09
101-336.002-740.000	OPERATING SUPPLIES	26,500.00	13,854.31	12,645.69	52.28%	9,300.00
101-336.002-741.000	FUEL	6,000.00	2,512.06	3,487.94	41.87%	30,575.00
101-336.002-775.000	REPAIR AND MAINT. SUPPLIES	0.01	0.00	0.01	0.00%	6,000.00
101-336.002-776.000	UNIFORMS	2,500.00	125.48	2,374.52	5.02%	2,500.00
101-336.002-776.001	TURN OUT GEAR	9,000.00	8,793.21	206.79	97.70%	15,000.00
101-336.002-802.000	LEGAL SERVICES	500.00	0.00	500.00	0.00%	500.00
101-336.002-808.000	CONTRACTED SERVICES	18,000.00	13,876.82	4,123.18	77.09%	18,000.00
101-336.002-809.000	PROGRAMMING/SUPPORT/NETWORK	5,000.00	401.67	4,598.33	8.03%	5,000.00
101-336.002-810.001	FIRE PREVENTION EDUCATION	2,000.00	0.00	2,000.00	0.00%	
101-336.002-810.002	HAZMAT ASSESSMENT	2,000.00	2,000.00	0.00	100.00%	2,000.00
101-336.002-811.000	TRAINING	9,000.00	5,952.50	3,047.50	66.14%	1,300.00
101-336.002-816.000	KENT COUNTY EMS ASSESSMENT	1,300.00	909.93	390.07	69.99%	300.00
101-336.002-817.000	MILEAGE REIMBURSEMENT	300.00	0.00	300.00	0.00%	5,000.00
101-336.002-819.000	SNOW PLOWING/REMOVAL	5,000.00	3,409.70	1,590.30	68.19%	600.00
101-336.002-822.000	TRASH REMOVAL	0.00	349.58	(349.58)	#DIV/0!	1,500.00
101-336.002-831.000	SEMINARS/CONTINUING EDUCATION	1,500.00	0.00	1,500.00	0.00%	300.00
101-336.002-832.000	DUES AND MEMBERSHIPS	300.00	140.00	160.00	46.67%	12,000.00
101-336.002-835.000	PHYSICAL EXAMINATIONS	9,000.00	23,268.06	(14,268.06)	258.53%	7,700.00
101-336.002-853.000	TELEPHONE	9,600.00	6,827.21	2,772.79	71.12%	12,500.00
101-336.002-920.000	ELECTRIC	12,500.00	7,609.65	4,890.35	60.88%	8,000.00
101-336.002-923.000	HEAT	8,000.00	3,900.24	4,099.76	48.75%	500.00
101-336.002-924.000	WATER AND SEWER	500.00	230.19	269.81	46.04%	40,000.00
101-336.002-931.000	VEHICLE MAINTENANCE	25,000.00	70,581.89	(45,581.89)	282.33%	4,500.00
101-336.002-932.000	EQUIPMENT MAINTENANCE	3,000.00	1,052.42	1,947.58	35.08%	8,000.00
101-336.002-933.000	BUILDING MAINTENANCE	10,000.00	2,974.94	7,025.06	29.75%	2,000.00
101-336.002-935.000	GROUPS MAINTENANCE	2,000.00	399.77	1,600.23	19.99%	7,000.00
101-336.002-958.000	INSURANCE AND BONDS	7,000.00	500.00	6,500.00	7.14%	1,000.00
101-336.002-963.001	MISCELLANEOUS	1,000.00	29.17	970.83	2.92%	10,000.00
101-336.002-972.000	CAPITAL IMPROVEMENTS/PURCHASE	0.00	0.00	0.00	#DIV/0!	10,000.00
101-336.002-973.000	GROUPS IMPROV. AND MAINTENANCE	0.00	0.00	0.00	#DIV/0!	14,000.00
101-336.002-979.000	NEW FURNITURE AND EQUIPMENT	12,500.00	9,024.03	3,475.97	72.19%	
101-336.002-998.000	TRANSFER OUT-CAP	0.00	0.00	0.00	#DIV/0!	821,030.09
Total Dept 336.002 - DUTTON FIRE DEPARTMENT		573,837.10	430,422.40	143,414.70	75.01%	

TOTAL REVENUE
TOTAL EXPENDITURES

3,260,581.40
3,239,977.33
20,604.07

*Includes \$12,839.50 Wages & Benefits for support services from Township Staff



Dutton Fire Department

3471 68th Street SE, Dutton, Michigan 49316

Phone: (616) 541-0119

Email paul.sheely@gainestownship.org

Fire Chief, Paul Sheely (616) 813-8124

Cutlerville and Dutton Fire: New Staff Position

Deputy Chief of Operations and Training:

As a decision has been taken to hire a full time Chief to cover both Cutlerville and Dutton Fire Departments, it is recommended that a part time Deputy Chief (30hrs) position be created to serve as Training Coordinator and Operations Chief at both departments. This would improve operational oversight and a critical training coordination void that currently exists in a cost-effective manner.

Benefits of creating this new position include:

- A fully credentialed Training Coordinator/Trainer to fill that role at each department
- Increase Command Officer presence and oversight at each department
- Increase Command Officer oversight at large incidents
- Increase availability of shift Officer to serve role as firefighter on accidents or structure fires

Financial Impact

Estimated Payroll Expense (total)	CFD	DFD
\$50,000	\$25,000	\$25,000

Estimated Payroll Expense (Gaines Township)

\$37,500



MEMO

Staff Communication-Information Only

DATE: November 4, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: Engine 67 Dutton Fire Department

SUMMARY OF TOPIC:

The Cutlerville and Dutton Fire Departments maintain active equipment lists. In the current fiscal year, Engine 67 is slated for replacement.

The engine is 20-years old and although on the surface looks to be in good shape, internally the vehicle is beginning to show its age. This includes having to invest significant dollars in maintenance on the vehicle in recent years.

Current buildout on a replacement vehicle 16 to 18 months (at this point) and replacement costs keep changing based on various supply chain challenges. At last check, engine purchase and buildout to Dutton's specifications would be approximately \$890,000. However, if the Township were to pay the full price up front, we could take advantage of a 3% savings (in this case, about \$30,000) so the price to the Township would be approximately \$860,000. The Township can break the cost up by paying half at the time of order and then the balance on delivery.

Because of the changing costs associated with the supply chain right now, the numbers we are providing are estimates based on recent conversations with the supplier (Pierce Manufacturing). If we move forward with this purchase, we'll have a firm quote from Pierce Manufacturing for the board to consider.

Chief Sheely has provided a bullet point document (following this memo) with some additional information on the recommended replacement vehicle. Chief Sheely will

also be at the meeting Monday to answer any questions the Board might have about this item.

FINANCIAL IMPACT:

\$860,000 would need to be allocated for this purchase.

Current Dutton Equipment Replacement Fund Balance: \$450,000

At least an additional \$410,000 would need to be allocated from the Township's General Fund (GF) Fund Balance.

Dec. 31, 2021 Projected GF Fund Balance: \$3,921,358

BUDGET ACTION REQUIRED:

This is not a budgeted item for 2021, so it would require a budget amendment. If delayed until FY2022 we could add it into the budget for adoption in December (no matter what FY the purchase occurred in).

STAFF RECOMMENDATION:

This is only for discussion at this point, but staff does anticipate bringing this back to the board soon for consideration.

If the Board decided to move forward with this purchase, Staff would recommend utilizing a portion of the Dutton Equipment Fund and using fund balance dollars to balance out the cost.

Because of the 3% cost savings that can be leveraged with paying for the full cost upfront, staff would also recommend paying the whole cost upfront. The rationale for this recommendation is current interest rates on our savings accounts and investments are well below the 3% threshold. So, the savings on the vehicle (about \$30,000) would be more than the interest we'd earn on the money through savings and investments.

However, breaking up the cost between fiscal years is also an option.

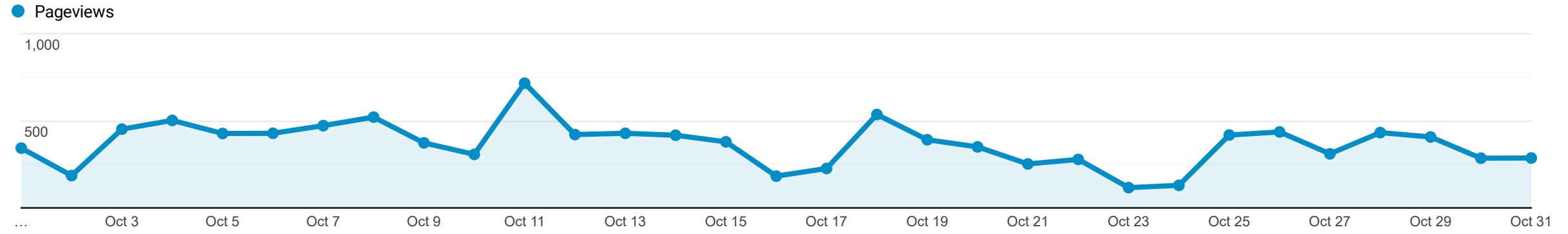
Pages

All Users

100.00% Pageviews

Oct 1, 2021 - Oct 31, 2021

Explorer



Page		Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		11,374 % of Total: 100.00% (11,374)	9,038 % of Total: 100.00% (9,038)	00:01:24 Avg for View: 00:01:24 (0.00%)	4,996 % of Total: 100.00% (4,996)	51.36% Avg for View: 51.36% (0.00%)	43.92% Avg for View: 43.92% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /		2,823 (24.82%)	2,131 (23.58%)	00:00:54	1,915 (38.33%)	33.63%	36.98%	\$0.00 (0.00%)
2. /document_center/index.php		598 (5.26%)	490 (5.42%)	00:03:38	183 (3.66%)	86.34%	69.06%	\$0.00 (0.00%)
3. /residents/index.php		560 (4.92%)	361 (3.99%)	00:01:33	42 (0.84%)	83.33%	36.43%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php		556 (4.89%)	461 (5.10%)	00:01:33	166 (3.32%)	63.86%	49.10%	\$0.00 (0.00%)
5. /revize/gaines/		410 (3.60%)	308 (3.41%)	00:00:37	299 (5.98%)	32.44%	30.73%	\$0.00 (0.00%)
6. /parks_and_recreation/prairie_wolf_park.php		389 (3.42%)	265 (2.93%)	00:04:25	262 (5.24%)	58.78%	57.07%	\$0.00 (0.00%)
7. /news_detail_T26_R186.php		380 (3.34%)	333 (3.68%)	00:04:17	287 (5.74%)	84.32%	81.32%	\$0.00 (0.00%)
8. /departments/water_sewer.php		322 (2.83%)	238 (2.63%)	00:01:50	200 (4.00%)	48.50%	46.27%	\$0.00 (0.00%)
9. /online_services/index.php		282 (2.48%)	258 (2.85%)	00:02:34	119 (2.38%)	50.42%	49.65%	\$0.00 (0.00%)
10. /departments/planning_zoning.php		188 (1.65%)	137 (1.52%)	00:01:14	86 (1.72%)	34.88%	28.72%	\$0.00 (0.00%)

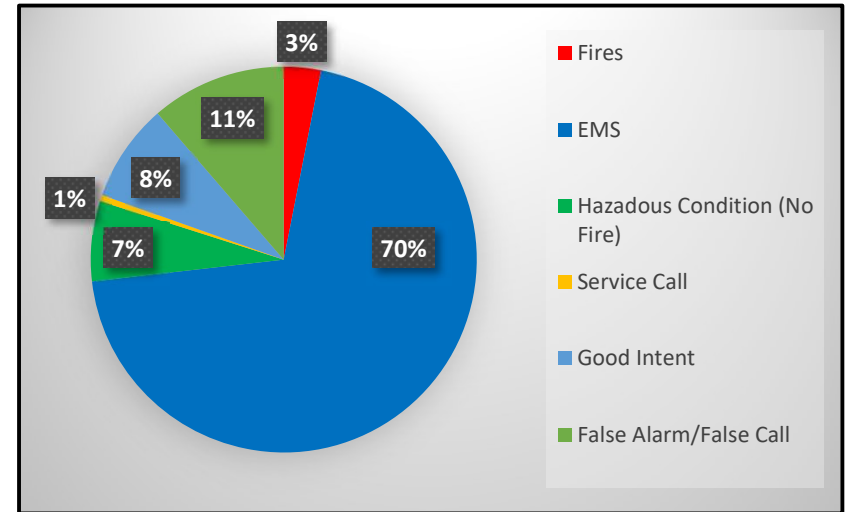
Rows 1 - 10 of 625

CUTLERVILLE FIRE DEPARTMENT

OCTOBER 2021 REPORT

OCTOBER 2021 RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	6	78	71	9.9%
Explosion/Excessive Heat	0	3	3	0.0%
EMS	136	1326	1255	5.7%
Hazadous Condition (No Fire)	13	62	57	8.8%
Service Call	1	44	56	-21.4%
Good Intent	16	151	143	5.6%
False Alarm/False Call	22	132	89	48.3%
Severe Weather/Natural Disaster	0	6	3	100.0%
Special Incident Type	0	0	0	0.0%
TOTAL	194	1802	1677	7.5%



RESPONSE BY SHIFT SUMMARY

SHIFT	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
Full-Time	116	1199	1138	5.4%
Full-Time/POC	78	603	539	11.9%
TOTAL	194	1802	1677	

RESPONSES BY ZONE SUMMARY

ZONE	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
CFD-Byron - Cutlerville Fire District Byron Township	63	748	700	6.9%
CFD-Gaines - Cutlerville Fire District Gaines Township	121	978	899	8.8%
Byron - Byron Twp Fire District	1	15	26	-42.3%
Dutton - Dutton Fire District	0	17	14	21.4%
Kentwood - Kentwood Fire District	6	31	23	34.8%
Leighton - Leighton Twp Fire District	1	1	3	-66.7%
Wyoming - Wyoming Fire District	2	12	12	0.0%
TOTAL	194	1802	1677	

AID TYPE	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	3	44	31	41.9%
Automatic aid rec	3	24	33	-27.3%
Mutual aid given	2	12	17	-29.4%
Automatic aid given	3	33	35	-5.7%
Other aid given	0	5	3	66.7%
None	183	1684	1558	8.1%
TOTAL	194	1802	1677	

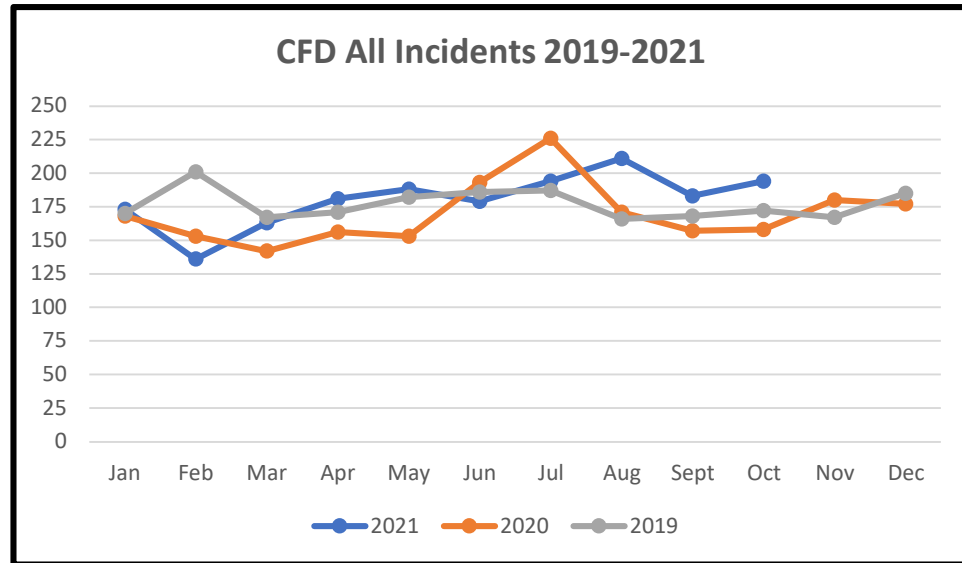
TRAINING HOURS SUMMARY

OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
139	2669	2833	-5.79%

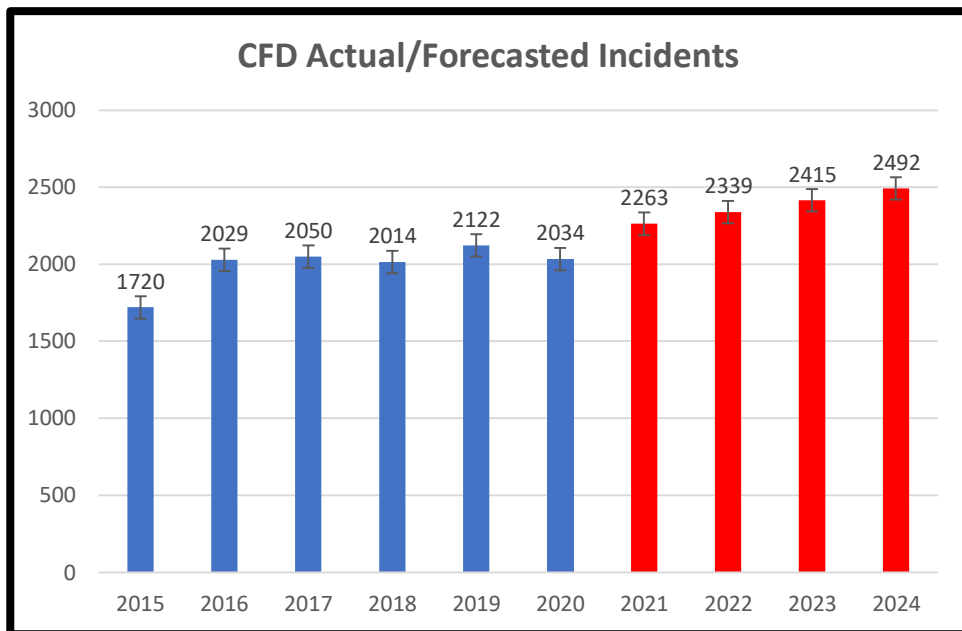
CUTLERVILLE FIRE DEPARTMENT

OCTOBER 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	183	157	168
Oct	194	158	172
Nov		180	167
Dec		177	185



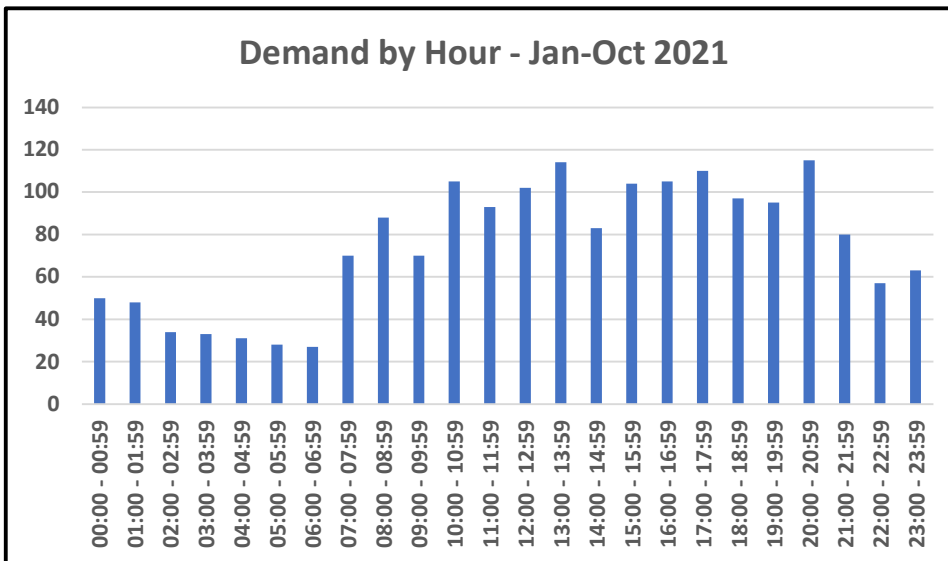
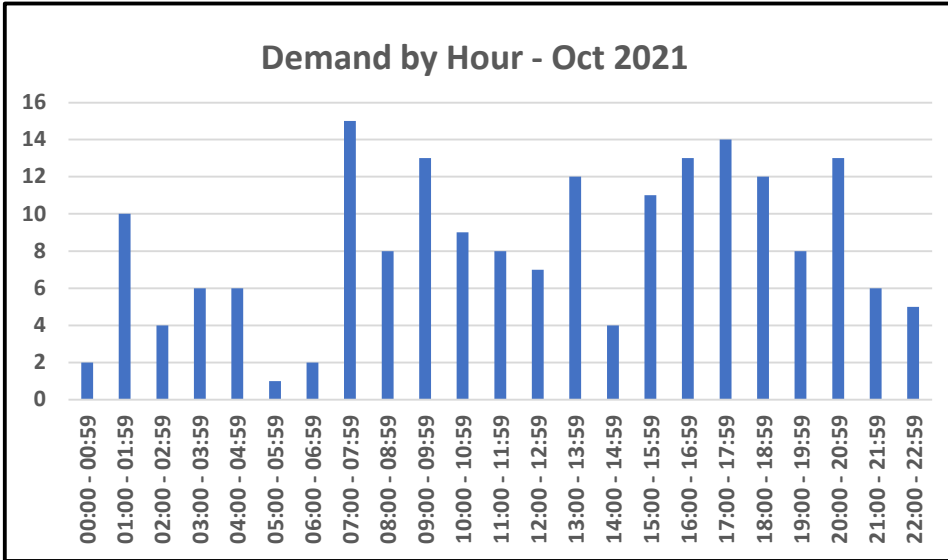
Year	Incidents
2015	1720
2016	2029
2017	2050
2018	2014
2019	2122
2020	2034
2021	2263
2022	2339
2023	2415
2024	2492



CUTLERVILLE FIRE DEPARTMENT

OCTOBER 2021 REPORT

No. of Incidents by Hour - Oct 2021	
00:00 - 00:59	2
01:00 - 01:59	10
02:00 - 02:59	4
03:00 - 03:59	6
04:00 - 04:59	6
05:00 - 05:59	1
06:00 - 06:59	2
07:00 - 07:59	15
08:00 - 08:59	8
09:00 - 09:59	13
10:00 - 10:59	9
11:00 - 11:59	8
12:00 - 12:59	7
13:00 - 13:59	12
14:00 - 14:59	4
15:00 - 15:59	11
16:00 - 16:59	13
17:00 - 17:59	14
18:00 - 18:59	12
19:00 - 19:59	8
20:00 - 20:59	13
21:00 - 21:59	6
22:00 - 22:59	5
23:00 - 23:59	5



No. of Incidents by Hour 2021 YTD	
00:00 - 00:59	50
01:00 - 01:59	48
02:00 - 02:59	34
03:00 - 03:59	33
04:00 - 04:59	31
05:00 - 05:59	28
06:00 - 06:59	27
07:00 - 07:59	70
08:00 - 08:59	88
09:00 - 09:59	70
10:00 - 10:59	105
11:00 - 11:59	93
12:00 - 12:59	102
13:00 - 13:59	114
14:00 - 14:59	83
15:00 - 15:59	104
16:00 - 16:59	105
17:00 - 17:59	110
18:00 - 18:59	97
19:00 - 19:59	95
20:00 - 20:59	115
21:00 - 21:59	80
22:00 - 22:59	57
23:00 - 23:59	63

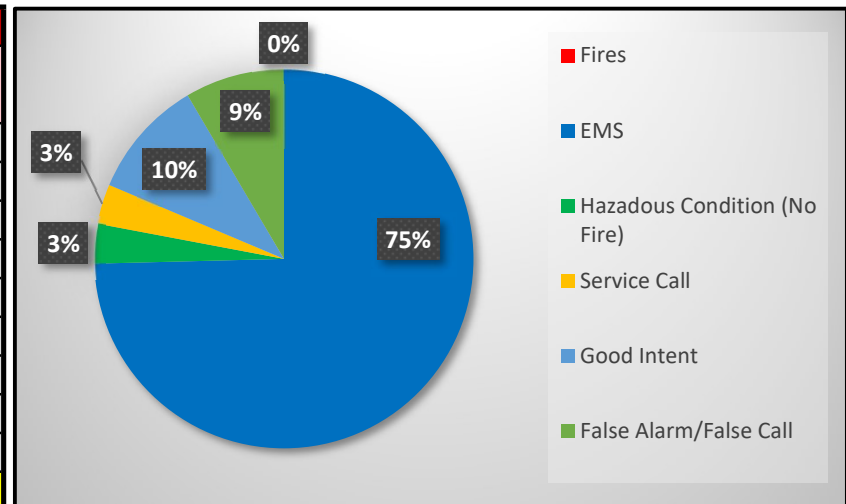
Count of Overlapping Incidents/Percentage of Incidents					
2021	%	2020	%	2019	%
274	15.2%	194	9.5%	181	9.0%

DUTTON FIRE DEPARTMENT

OCTOBER 2021 REPORT

OCTOBER RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	0	39	29	34.5%
Explosion/Excessive Heat	0	0	0	0.0%
EMS	44	426	374	13.9%
Hazadous Condition (No Fire)	2	18	17	5.9%
Service Call	2	20	17	17.6%
Good Intent	6	84	63	33.3%
False Alarm/False Call	5	54	38	42.1%
Severe Weather/Natural Disaster	0	3	1	200.0%
Special Incident Type	0	0	0	0.0%
TOTAL	59	644	539	19.5%



RESPONSE BY SHIFT SUMMARY

SHIFT	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
FT/PT Day Shift	5	128	112	14.3%
FT/PT Day/POC & POC	54	516	427	20.8%
TOTAL	59	644	539	

RESPONSES BY ZONE SUMMARY

ZONE	OCT 2021	2021 YTD	2020 YTD	YTD (+/-)
Dutton - Dutton Fire District (All Zones)	55	549	456	20.4%
CFD-Byron - Cutlerville Fire District Byron Township	0	7	10	-30.0%
CFD-Gaines - Cutlerville Fire District Gaines Township	2	50	42	19.0%
Byron - Byron Twp Fire District	0	2	1	100.0%
Caledonia- Caledonia Fire Rescue	1	20	12	66.7%
Kentwood - Kentwood Fire District	0	12	16	-25.0%
Leighton - Leighton Twp Fire District	1	2	1	100.0%
Thornapple - Thornapple FD	0	2	0	0%
Wyoming - Wyoming FD	0	0	1	-100.0%
TOTAL	59	644	539	

AID TYPE	OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	1	12	8	50.0%
Automatic aid rec	0	4	5	-20.0%
Mutual aid given	1	30	23	30.4%
Automatic aid given	0	26	19	36.8%
Other aid given	0	15	12	25.0%
None	57	557	472	18.0%
TOTAL	59	644	539	

TRAINING HOURS SUMMARY

OCT 2021	2021 YTD	2020 YTD	YTD CHANGE
74	2202	1463	50.51%



OCTOBER 2021 GAINES TOWNSHIP REPORT

Michelle LaJoye-Young
SHERIFF

COMPLETED

- Weekly Monday meeting with Rob
- Followed up on Nuisance parking violation on Sunny Glenn SE
- Continued enforcement of parking violations on Rapids Dr
- Taught CPR / AED to 14 new hire employees at the Sheriff's Office
- Looked into a neighborhood dispute with construction workers and their porta Jon and torn up roadway on Crystal Meadows
- Held a Stevens Pointe Neighborhood watch meeting here at the Township
- Attended the Gaines Heritage Festival
- Looked into a sex offender and zoning issue for Dan Wells on 79th St
- Investigated a zoning violation for Dan Wells on 61st St
- Been working (email and phone) with Wexford County Deputy Brennan Dewey to start up their own National Night Out and some other community events
- Assisted security staff at East Kentwood HS in reference to a criminal sexual conduct case
- Assisted Woodfield apartments and the Rapid Bus system with a motorized wheelchair left at a bus stop on 60th / Woodfield Dr
- Investigated a walk-in Domestic Assault report that occurred on Prairie Pointe Dr SE
- Assisted the DNR on an animal issue on 72nd St
- Assisted Dutton Christian with an evacuation drill
- Started a new directed patrol at 68th and Hanna Lake looking for turn lane violations during the morning traffic rush
- Took delivery of the Speed Trailer and gave an interview to James Gremmel from the Sun and News

- Taught at Stop the Bleed section of the West Michigan Church Security Network conference at Cornerstone Church
- Assisted the road patrol deputies at a call on 76th St in reference to an ordinance violation
- Investigated an ongoing roommate issue in the 400blk of 68th St
- Attended a virtual Michigan Sex Offender registry training class on new laws and new SOR system
- Attended a meeting with a local youth pastor in reference to some alcohol issues within his youth group
- Investigated a sex offender issue on S Kenbrook St SE
- Assisted South Christian High School with a student issue
- Attended a weeklong Crime Prevention Association conference in Traverse City MI

UPCOMING

- Start on plans for the upcoming Shop with a Sheriff event in December
- Follow up on a few open ordinance violations
- Meeting with 1st Byron CRC in reference to updating their security policy and protocols
- Hopefully deploying the Speed Trailer a few times before the weather gets too bad



8555 Kalamazoo Ave. SE
Caledonia, MI 49316

www.gainestownship.org

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

December 9, 2021

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

RE: December 9, 2021 Board Meeting

Dear Members of the Gaines Township Board:

We've reached the end of 2021 and will have our last Board meeting of the year on Monday night, where has the year gone?

This month's agenda has a lot of housekeeping items on it that we are required to take action on ahead of the new year including setting meeting dates for 2022, end of year budget amendments, setting water/sewer rates as well as final approval of the FY 2022 budget (among other things).

We will also have some out of the ordinary items for the board to considering, including formally appointing Ken VanHall to the Fire Chief position, approving the hire of a new Fire Fighter in Cutlerville, updating the Township's purchasing policy and consideration of a new IT contractor.

A number of the run-of-the-mill items I've included on the consent agenda, including the 2022 meeting dates, committee appointments (there's only two changes on committees for next year), and an update to the Kent County Hazard Mitigation plan. You'll also notice the agenda looks a little different than in the past. I've separated out the Manager/Supervisor items into two different areas of the agenda. The objective here is to show the Manager's office/items are separate from the Supervisor. Township Manager items are under New Business with the other departments.

Outside of the budget, the biggest item for discussion will be the consideration of purchasing a replacement fire truck in Dutton. As this item has an extensive memo with it, I will not dive into any detail on that here.

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 printed name and title.

Jonathan Seyferth
Township Manager

PRELIMINARY * AGENDA
GAINES CHARTER TOWNSHIP BOARD OF TRUSTEES
MEETING

December 13, 2021

*MEETING LOCATION: South Christian High School Auditorium
7979 Kalamazoo Ave., SE, Byron Center, MI 49315*

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

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 **ASK IF THERE ARE ANY CONFLICTS**
3. Review of Consent Agenda
4. Approval of Meeting Agenda

5. CUSTOMARY ITEMS

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

**UNSCHEDULED SPEAKERS –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS ON THE AGENDA
PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION**

- 1) Public Hearing – Preservation Lakes Phase IV SAD – To hear & consider objections to the petitions filed, the proposed improvements, the proposed special assessment district, and all other matters relating to said improvements
- 2) Public Hearing – Preservation Lakes Phase IV SAD – To hear & consider comments and objections to the Special Assessment Roll
- 3) Public Hearing – 6174 and 6200 Wing Ave SE – Rezone properties from RL-10 to office-service

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.

6. CONSENT AGENDA

A. Board Meeting Minutes

- I. Meeting minutes from November 11, 2021

B. Building Department

- I. Building Department November 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.*

C. Clerk's Office

- I. Check Register through 11/26/2021 totaling \$295,226.19.

D. 2022 Meeting Dates

E. 2022 Committee Appointments

F. Kent County Hazard Mitigation Renewal (emergency management plan)

7. DEPARTMENT/OFFICE REPORTS

A. Clerk's Office –

Non-Action

- I. Cemetery – Burials up

B. Planning –

- I. Update/Second Read – 6174 AND 6200 Wing Ave SE – Rezone from R-10 to O-S

C. Treasurer's Department -NONE

D. Assessing Department – NONE

- I. Update/Adjust Poverty Exemption Guidelines

E. Water & Sewer Department

- I. 2022 Water & Sewer Rates
- II. Lead/Copper Testing incentive for residents
- III. Sewer Relief for a resident

F. Building Department -NONE

G. Township Manager

- i. Preservation Lakes Phase IV Special Assessment Streetlight District
- ii. Recommendation for appointment of New Fire Chief
- iii. Recommendation for appointment of full-time Firefighter at Cutlerville Fire
- iv. Purchase of Fire Truck
- v. 2021 Budget Amendment
- vi. 2022 Budget
- vii. Update Purchase Policy
- viii. Community Room Rentals

ix. IT Contract

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

UNSCHEDULED SPEAKERS –UNSCHEDULED SPEAKERS MAY ONLY SPEAK ABOUT ITEMS NOT ON THE AGENDA -PLEASE ANNOUNCE NAME/ADDRESS/TOPIC OF DISCUSSION

5) SUPERVISOR/TOWNSHIP MANAGER OFFICES

Action Items:

a. Resolution Establishing Elected Officials 2022 Salaries

- Supervisor
- Clerk
- Treasurer

b. Resolution Establishing Board of Trustees meeting per diem

c. Township Manager's Contract

NON-ACTION

- a. Community Policing Officer Nov. 2022 Report
- b. Web Stats for November 2021 – 8,602 visits
- c. Cutlerville and Dutton Fire Department Run Reports
- d. CFB Meeting Minutes
- e. Staff Luncheon
- f. Holiday Closings

6) COMMENTS & DISCUSSION

- a) Township Board
- b) Township Manager
- c) Supervisor
- d) Miscellaneous

7) ADJOURNMENT

1) *The December Board meeting will be held January 10, 2022*

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
November 08, 2021**

Present: Supervisor DeWard, Clerk Brew, Treasurer Lemke, Trustees Fryling (arrived at 7:18 pm), Haagsma, Terpstra, VanderStel

Absent with notice: None

Other attendees: Township Manager Seyferth, Township Planner Dan Wells

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

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

2. Question of Conflict of Interest

Board Member Lemke during the ROTH IRA matter.

3. Review of the Consent Agenda

No change needed.

4. Meeting Agenda

A Professional Development Request for the Clerk and Deputy Clerk will be added to the Agenda.

Motion by Board Member VanderStel and supported by Board Member Haagsma to approve the proposed agenda with two Professional Development Requests from the Clerk's Department.

VOICE VOTE: 6 Aye. 0 Nay. 1 Absent. Motion Carried.

5. Recognition of Individuals and/or Delegations.

None.

6. Public Hearing – Proposed 2022 Budget

Motion by Board Member Haagsma and supported by Board Member VanderStel to open the public hearing on the Proposed 2022 Budget.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member VanderStel — yes, Board Member DeWard — yes, Board Member Lemke — yes, Board Member Terpstra — yes, Board Member Brew — yes. Motion carried.

Daniel Brown inquired about changes made to the Proposed 2022 Township budget since the September 27 Regular Board Meeting and which budget scenario was being presented.

Motion by Board Member VanderStel and supported by Board Member Terpstra to close the public hearing on the Proposed 2022 Budget.

ROLL CALL VOTE: Board Member VanderStel — yes, Board Member Terpstra — yes, Board Member Haagsma — yes, Board Member Lemke — yes, Board Member Brew — yes, Board Member DeWard — yes. Motion carried.

7. Public Hearing – Proposed ordinance to amend a major Planned Unit Development (PUD) – Wall Signage 4670 60th Street

Motion by Board Member Haagsma and supported by Board Member VanderStel to open the public hearing on the proposed ordinance to amend a major PUD on Wall Signage 4670 60th Street.

VOICE VOTE: 6 Aye. 0 Nay. 1 Absent. Motion carried.

None spoke.

Motion by Board Member Haagsma and supported by Board Member VanderStel to close the public hearing on the proposed ordinance to amend a major PUD on Wall Signage 4670 60th Street.

VOICE VOTE: 6 Aye. 0 Nay. 1 Absent. Motion carried.

8. Presentation of Cutlerville Fire Department Awards and Commendations

John Wallace, Eric Wierenga, Kurt Wierenga, Randy Foreman, Jason VanderMolen – Five Years Service Award

Darryl Oliver – Ten Years Service Award

Mark Grooters, Ken VanHall, Carl Gunderson, Mark Hulst – Twenty or more Years Service Award

Mark Grooters, Eric Wierenga – Live Birth in a Pre-Hospital Setting

Jason VanderMolen, Kurt Wierenga – Life Saving Commendation

Jason VanderMolen, Kurt Wierenga – Bravery Commendation

9. Consent Agenda

Motioned by Board Member VanderStel and supported by Board Member Terpstra to approve the consent agenda including Township Board Minutes from October 11, 2021 meeting, Building Department October 2021 Revenue Reports, and payment of bills for 10/01/2021 through 10/29/2021 in the amount of \$398,260.50.

ROLL CALL VOTE: Board Member VanderStel — yes, Board Member Terpstra — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes, Board Member Haagsma — yes, Board Member Lemke — yes. Motion carried.

10. Department/Office Reports

A. Clerk

1) Professional Development Request – Clerk – West Michigan Clerk's Association Seminar

Motion by Board Member Terpstra and supported by Board Member VanderStel to approve the Professional Development Request for the Clerk.

Gaines Township Board Minutes
November 08, 2021

ROLL CALL VOTE: Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes, Board Member Haagsma — yes, Board Member Lemke — yes. Motion carried.

2) Professional Development Request – Deputy Clerk – West Michigan Clerk’s Association Seminar

Motion by Board Member Haagsma and supported by Board Member VanderStel to approve the Professional Development Request for the Deputy Clerk.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes, Board Member Lemke — yes, Board Member Terpstra — yes. Motion carried.

3) Professional Development Request – Clerk – Michigan Association of Municipal Clerks’ Master Academy

Motion by Board Member Haagsma and supported by Board Member Terpstra to approve the Professional Development Request for the Clerk.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Terpstra — yes, Board Member DeWard — yes, Board Member Fryling — yes, Board Member Lemke — yes, Board Member VanderStel — yes, Board Member Brew — yes. Motion carried.

4) Professional Development Request – Deputy Clerk – Michigan Association of Municipal Clerks’ Master Academy

Motion by Board Member Terpstra and supported by Board Member VanderStel to approve the Professional Development Request for the Deputy Clerk.

ROLL CALL VOTE: Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Fryling — yes, Board Member Haagsma — yes, Board Member Lemke — yes, Board Member Brew — yes, Board Member DeWard — yes. Motion carried.

B. Planning

1) Proposed Ordinance to Amend a Major PUD – Wall Signage – 4670 60th Street

Motioned by Board Member Haagsma and supported by Board Member Lemke to approve the resolution to amend the Major PUD for 4670 60th Street.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Lemke — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes. Motion carried.

Motioned by Board Member Haagsma and supported by Board Member Fryling to approve the ordinance to amend the Major PUD for 4670 60th Street.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Fryling — yes, Board Member Lemke — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes. Motion carried.

2) 6174 and 6200 Wing Avenue SE – Rezone from RL-10 to O-S

Motioned by Board Member Lemke and supported by Board Member Haagsma to set the Public Hearing to December 13, 2021 for 6174 and 6200 Wing Avenue SE to Rezone from RL-10 to O-S.

ROLL CALL VOTE: Board Member Lemke — yes, Board Member Haagsma — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes. Motion carried.

C. Treasurer's Department

1) 3rd Quarter 2021 Financial Report

Motioned by Board Member Haagsma and supported by Board Member Fryling to accept the 3rd Quarter 2021 Financial Report subject to audit.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Fryling — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Lemke — yes, Board Member Terpstra — yes. Motion carried.

11. Recognition of individuals and/or delegations

None.

12. Supervisor / Township Manager Office

A. Appointment of Township Manager as representative for Grand Valley Metro Council (GVMC)

Motioned by Board Member Lemke and supported by Board Member Haagsma to appoint Jonathan Seyferth as Township Representative to the GVMC.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

B. Preservation Lake Phase IV Special Assessment Streetlight District

Motioned by Board Member Haagsma and supported by Board Member Terpstra to adopt a Declaration of Intent to make public improvements, tentative designation of Special Assessment Streetlight District for Preservation Lakes Phase IV, filed the Special Assessment Streetlight Roll for Preservation Lakes Phase IV, and set the Public Hearing for December 13, 2021.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Terpstra — yes, Board Member DeWard — yes, Board Member Fryling — yes, Board Member Lemke — yes, Board Member VanderStel — yes, Board Member Brew — yes. Motion carried.

C. Professional Development Request – Brett Holmes

Motioned by Board Member Brew and supported by Board Member Haagsma to accept the Professional Development Request for Brett Holmes.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

D. Resolution – Exemption from Requirements of Public Act 152 of 2011

Motioned by Board Member Haagsma and supported by Board Member Lemke to adopt the Resolution for Exemption from the Requirement of Public Act 152 of 2011

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Lemke — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes. Motion carried.

E. Roth IRA Matter

Motioned by Board Member Haagsma and supported by Board Member Terpstra to follow the advice of legal counsel and only allow for coverage of additional expenses in the Roth IRA matter.

ROLL CALL VOTE: Board Member Haagsma — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — yes. Motion carried.

F. Review of Township Maintenance Contracts

Motioned by Board Member Brew and supported by Board Member Terpstra to renew existing maintenance contracts for calendar year 2022 and begin reviewing each contract in the Spring of 2022 and issue bid requests where deemed necessary.

ROLL CALL VOTE: Board Member Brew — yes, Board Member Terpstra — yes, Board Member VanderStel — yes, Board Member DeWard — yes, Board Member Fryling — no, Board Member Haagsma — yes, Board Member Lemke — no. Motion carried.

G. Electrical Service Proposal – Flag Lights

Motioned by Board Member VanderStel and supported by Board Member Lemke to replace the existing in-ground lights with three surface mounted LED flood lights (one to illuminate each flag).

ROLL CALL VOTE: Board Member VanderStel — yes, Board Member Lemke — no, Board Member Brew — yes, Board Member DeWard — yes, Board Member Fryling — no, Board Member Haagsma — yes, Board Member Terpstra — no. Motion carried.

13. Comments & Discussion

None.

14. Adjournment

Motion by Board Member VanderStel and supported by Board Member Haagsma to adjourn the meeting at 9:32 p.m.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried.

Michael Brew, Clerk

Robert DeWard, Supervisor



Revenue Breakdown Report

Page: 1 of 19

12/01/2021

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

Unit Totals		
Unit Name	Records	Revenue
	121	42,006.75
TOTAL	121	42,006.75

Record Type Totals		
Unit:	Records	Revenue
Name	3	70.00
Permit	118	41,936.75
UNIT TOTAL:	121	42,006.75

Record Type Breakdowns		
Unit:		
Record Type: Name	Records	Revenue
	3	70.00
TOTAL:	3	70.00

Record Type: Permit	Records	Revenue
Building	28	29,027.00
Commercial Sign	1	90.00
Deck	2	260.00
Demolition	1	197.00
Electrical	18	2,178.00
Furnace Replacement	1	110.00
Mechanical	43	6,486.75
Plumbing	17	2,958.00
Residential Roofing	7	630.00
TOTAL:	118	41,936.75

12/07/2021 04:35 PM
User: MBREW
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 11/01/2021 - 11/30/2021

Page: 1/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN 2 MACATAWA BANK						
11/08/2021	GEN 2	30362	123	123.NET	TWP OFFICE TELEPHONE	251.50
11/08/2021	GEN 2	30363	5 ALARM	5 ALARM FIRE AND SAFETY EQPT L	CFD CAIRNS 6" LEATHERETTE FRONTS	52.30
11/08/2021	GEN 2	30364	ACTIONCHEM	ACTION CHEMICAL INC	CFD CLEANING SUPPLIES	35.76
11/08/2021	GEN 2	30365	ADVANCED I	ADVANCED IMAGING SOLUTIONS INC	STANDARD PAYMENT ON COPIER	729.45
11/08/2021	GEN 2	30366	AMAZON	AMAZON CAPITAL SERVICES	BUI CFD BATTERIES	39.45
					BUI DFD PAPER TOWELS, TRASH BAGS	57.83
					DFD BATTERY BULK PACK	83.99
					MED CFD EXAM GLOVES	1,884.10
						2,065.37
11/08/2021	GEN 2	30367	APOLLO	APOLLO FIRE EQUIPMENT CO.	CFD FIRE HOSE	11,760.00
11/08/2021	GEN 2	30368	ARROW	ARROWASTE INC	BLAIN CEMETERY REFUSE	54.36
					CFD REFUSE	105.91
					DFD REFUSE	46.48
					TWP OFFICE REFUSE	69.43
					LIBRARY REFUSE	64.22
						340.40
11/08/2021	GEN 2	30369	AUTOZONE	AUTOZONE	CFD LONG LIFE MINI SYLVANIA BULBS	6.43
11/08/2021	GEN 2	30370	BLACK RIVE	BLACK RIVER HABITATS	HERBICIDE APPLICATION, INVASIVE SPECIES	1,000.00
11/08/2021	GEN 2	30371	BOUND TREE	BOUND TREE MEDICAL LLC	CFD SHIRT	55.49
11/08/2021	GEN 2	30372	CAL RENTAL	CALEDONIA RENT-ALL INC	CFD SAW REPAIR AND PARTS	36.64
11/08/2021	GEN 2	30373	CINTAS	CINTAS CORPORATION #301	MATS TWP OFFICE	76.94
11/08/2021	GEN 2	30374	CLARK	CLARK HILL	FC GRAND RAPIDS LANDLORD, LLC	288.00
11/08/2021	GEN 2	30375	TWP-CONSUM	CONSUMERS ENERGY	BLAIN CEMETERY ELECTRIC	37.21
					BLAIN CEMETERY ELECTRIC	29.52
					DIVISION STREET LIGHTS	103.55
					CFD ELECTRIC	1,043.88
					DIVISION AVENUE STREET LIGHTS	100.13
					DIVISION STREET LIGHTS	115.23
					LED LIGHTS	59.77
						1,489.29
11/08/2021	GEN 2	30376	DAVEVANP	DAVE VANPUTTEN	DFD FIRE PREVENTION	89.94
11/08/2021	GEN 2	30377	EPS	E.P.S.INC.	CFD BUILDING ALARMS	378.00
11/08/2021	GEN 2	30378	EVERETT'S	EVERETT'S LANDSCAPE MANAGEMENT INC	COMPLETING FIRST PAYMENT FOR CFD SNOW PL	508.51
					CUT LAWN	30.00
					CUT LAWN, CLEAN UP DOWNED TREE OFF TRAIL	310.00
						848.51
11/08/2021	GEN 2	30379	FIRST BANK	FIRST BANKCARD CENTER	PENS, CALENDARS	148.38
11/08/2021	GEN 2	30380	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, COFFEE, VIDEO, PASSBOOK, LUNCH,	660.59
11/08/2021	GEN 2	30381	FIRST BANK	FIRST BANKCARD CENTER	ACROBAT, ASSESSORS CONF	102.01
11/08/2021	GEN 2	30382	FIRST BANK	FIRST BANKCARD CENTER	FUEL FOR CEMETERY	122.12
11/08/2021	GEN 2	30383	FIRST BANK	FIRST BANKCARD CENTER	BOARD MEETING SUPPER, ACROBAT, MTA CONF	657.84
11/08/2021	GEN 2	30384	FIRST BANK	FIRST BANKCARD CENTER	DIVISION AVENUE FUEL, POST FOR TRAILS, M	91.68
11/08/2021	GEN 2	30385	FIRST BANK	FIRST BANKCARD CENTER	MEAT FROM FOOD ALLOWANCE, PLAQUE	975.00
11/08/2021	GEN 2	30386	FIRST BANK	FIRST BANKCARD CENTER	HOTEL IN TRAVERSE CITY AND LIVONIA, LP G	2,188.46
11/08/2021	GEN 2	30387	GAINES W&S	GAINES WATER & SEWER FUND	TWP OFFICE WATER SEWER	484.70
					LIBRARY WATER SEWER	147.28
						631.98

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/08/2021	GEN 2	30388	GV MET	GRAND VALLEY METRO COUNCIL	TRANSPORTATION DUES FY 2022 REGIS DUES FY 2022 GVMC MEMBER DUES FY 2022	2,694.75 15,273.75 5,091.75 23,060.25
11/08/2021	GEN 2	30389	HUIZ LAWN	HUIZINGA LAWN SPRINKLING INC	WINTERIZE CEMETERIES TWP OFFICE WINTERIZE FOUNTAINS AND STORA	260.00 500.00 760.00
11/08/2021	GEN 2	30390	INTEGRITY	INTEGRITY OFFICE	COFFEE FILTERS, FILE FOLDERS PAPER, GEM CLIPS, PLANNER PLANNER GEM CLIPS	44.90 248.46 24.13 4.90 322.39
11/08/2021	GEN 2	30391	IPM	IPM SERVICES	DFD PEST CONTROL	25.00
11/08/2021	GEN 2	30392	KENVANHALL	KENNETH VAN HALL	CUTLervilleFire.com DOMAIN RENEWAL	35.00
11/08/2021	GEN 2	30393	KC FIRE CH	KENT COUNTY FIRE CHIEFS' ASSOC	OXYGEN TRAILER REPAIR	255.00
11/08/2021	GEN 2	30394	TRIPLETT	KIM TRIPLETT	FLAGS AND CELL PHONE REIMBURSEMENT	42.02
11/08/2021	GEN 2	30395	LAURIE L	LAURIE LEMKE	MILEAGE AND PARKING FEE	342.42
11/08/2021	GEN 2	30396	MCM	MCM RENTALS	40 YD DUMP & RETURN YARD DEBRIS	2,300.00
11/08/2021	GEN 2	30397	MEYERS CLE	MEYERS CLEANING SERVICE INC	CLEANING TWP OFFICE AND LIBRARY	2,213.00
11/08/2021	GEN 2	30398	MUN CODE	MUNICODE	ONLINE CODE HOSTING FY 2022	675.00
11/08/2021	GEN 2	30399	O'NEIL TRE	O'NEIL TREE SERVICE	LIBRARY TREE REMOVAL OF FALLEN TREE - TR	1,400.00
11/08/2021	GEN 2	30400	PEOPLE	PEOPLE IT	CFD BACKUPS AND OFFICE 365	439.00
11/08/2021	GEN 2	30401	PLUMMERS	PLUMMERS DISPOSAL SERVICE	PT WHEELCHAIR ACCESSIBLE UNIT	155.00
11/08/2021	GEN 2	30402	POSITIVE	POSITIVE PROMOTIONS	GOODY BAGS, MAGNETS	1,926.99
11/08/2021	GEN 2	30403	TELE-RAD	TELE-RAD INC.	RADIO INTERFACE CABLE AND INSTALLATION	301.50
11/08/2021	GEN 2	30404	VRIESMAN	VRIESMAN & KORHORN LLC	STREAMS OF HOPE - BUILDING OAK - EAST PARIS YARD VAN LAAN REBAR BUILDING QUALITY CAR WASH - 6350 DIV MISCELLANEOUS ENGINEERING HIDEAWAY SITE CONDOS 60TH STREET SIDEWALK - PH 2	626.80 1,095.36 687.00 132.00 594.00 208.08 506.72 3,849.96
11/08/2021	GEN 2	30405	MARATHON	WEX BANK	CFD FUEL DFD FUEL	2,071.80 824.38 2,896.18
11/12/2021	GEN 2	30406	ALCAM	ALCAM SIGNS & LIGHTING	FLAG ROPE, FLAG CLIP, LABOR TO REPAIR FL	151.00
11/12/2021	GEN 2	30407	ALL STAR	ALL STAR PRINTING COMPANY	ENVELOPES	175.00
11/12/2021	GEN 2	30408	AMAZON	AMAZON CAPITAL SERVICES	CFD SAW BLADES, AUTO WASH SOAP	131.49
11/12/2021	GEN 2	30409	APOLLO	APOLLO FIRE EQUIPMENT CO.	DFD REPLACE KNEE PAD IN PANTS	45.00
11/12/2021	GEN 2	30410	BOUND TREE	BOUND TREE MEDICAL LLC	MED CFD PEDIATRIC DEFIB PAD, CURAPLEX EM	152.98
11/12/2021	GEN 2	30411	CLARK	CLARK HILL	JACKSON ENTERTAINMENT, LLC 2021 APPEAL	288.00
11/12/2021	GEN 2	30412	CUMMINS SS	CUMMINS SALES AND SERVICE	CFD FULL PREVENTATIVE MAINTENANCE SERVIC	415.42
11/12/2021	GEN 2	30413	FIRE SALES	FIRE FIGHTER SALES & SERVICE	DFD 10 LB CO2 FIRE EXTINGUISHER RECHARGE	28.00
11/12/2021	GEN 2	30414	HORIZON	HORIZON COMMUNITY PLANNING LLC	6117 WING, 4670 60TH, 1545 EDGEKNOLL, 83	1,260.00
11/12/2021	GEN 2	30415	INTERPLAN	INTERPLAN, LLC	REFUND FOR PUD AMENDMENT REVIEW	850.00
11/12/2021	GEN 2	30416	ITP	INTERURBAN TRANSIT PARTNERSHIP	RUAL LINEHAUL SERVICE RUAL GO BUS SERVICE	3,776.10 767.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						4,543.60
11/12/2021	GEN 2	30417	JASON VAND	JASON VANDERMOLEN	TRAILER LOCK FOR SPEED TRAILER	18.96
11/12/2021	GEN 2	30418	GEHRLS K	KAREN GEHRLS	TRAVEL TO WALKER, TRAVEL TO WISNER (IAAO	99.68
11/12/2021	GEN 2	30419	KCTREASASS	KENT COUNTY TREASURER ASSOCIATION	2021 ANNUAL HOLIDAY BUSINESS MEETING AND	64.00
11/12/2021	GEN 2	30420	KNOX	KNOX COMPANY	CFD LOCK CORE, LONG TENON, FIRE DEPT ONL	512.00
11/12/2021	GEN 2	30421	M&H CONSTR	M&H CONSTRUCTION LLC	CFD BUMPER POST	850.00
11/12/2021	GEN 2	30422	MI STATE F	MI STATE FIREMEN'S ASSOC	DFD 2022 DEPARTMENT MEMBERSHIP	75.00
11/12/2021	GEN 2	30423	OMEGA SYST	OCEAN INC.	BACKUP DRIVE, HVAC COMPUTER, ROB'S BIOS, KAREN GEHRLS COMPUTER	1,310.50 1,293.00
						2,603.50
11/12/2021	GEN 2	30424	PURITY	PURITY CYLINDER GASES INC	MED CFD 8 CYLINDERS	118.95
11/12/2021	GEN 2	30425	ROB DEWARD	ROBERT DEWARD	MILEAGE	378.00
				Void Reason: WRONG FORMULA SUBMITTED		
11/12/2021	GEN 2	30426	TDS	TDS METROCOM	TWP OFFICE TELEPHONE	294.91
11/12/2021	GEN 2	30427	SHYFT GROU	THE SHYFT GROUP	CFD ABS BRAKE MODULE	9,233.78
11/12/2021	GEN 2	30428	SUN NEWS	THE SUN AND NEWS	PUBLIC NOTICES - \$434.38 FOR PUBLIC SAFE	1,096.38
11/12/2021	GEN 2	30429	WEST SHORE	WEST SHORE FIRE INC	CFD TEST AIR PACK, MILEAGE, SHOP SUPPLIE	400.00
11/12/2021	GEN 2	30430	WITMER	WITMER PUBLIC SAFETY GROUP INC	DFD KOCHER SMALL STRAIGHT GATE VALVE	808.17
11/22/2021	GEN 2	30431	ACCIDENT	ACCIDENT FUND	WORKERS COMP	4,576.08
11/22/2021	GEN 2	30432	ALL STAR	ALL STAR PRINTING COMPANY	CFD TEE SHIRTS	328.00
					CFD JACKET	26.00
						354.00
11/22/2021	GEN 2	30433	AMAZON	AMAZON CAPITAL SERVICES	ACCOUNTING CORRECTION TO THE AMAZON ACCO	95.69
11/22/2021	GEN 2	30434	BLOOM	BLOOM SLUGGETT	SAD, PAYROLL IRA, FOIA CONFERENCE	3,685.50
11/22/2021	GEN 2	30435	BLUE CROSS	BLUE CROSS BLUE SHIELD TRADITIONAL	BLUE CROSS FSA PLAN	4,978.77
11/22/2021	GEN 2	30436	BLUE HSA	BLUE CROSS HSA	BLUE CROSS HSA PLAN	13,348.26
11/22/2021	GEN 2	30437	BRETT HOLM	BRETT HOLMES	DFD CFD BUILDING INSPECTION TRAINING	298.79
					REQUIRED COVID TEST	75.00
					TRAINING MILEAGE FOR BUILDING INSPECTOR	617.12
						990.91
11/22/2021	GEN 2	30438	TWP-CONSUM	CONSUMERS ENERGY	STREET LIGHT MOVED ON HANNA LAKE DURING	2,600.00
11/22/2021	GEN 2	30439	DAVEVANP	DAVE VANPUTTEN	REQUIRED COVID TEST	75.00
11/22/2021	GEN 2	30440	DELTA DENT	DELTA DENTAL	NOVEMBER DENTAL	1,761.33
					DECEMBER DENTAL	1,761.33
						3,522.66
11/22/2021	GEN 2	30441	DUTTON A	DUTTON AUTOMOTIVE SERVICE	CFD OIL CHANGE 2017 FORD	105.95
11/22/2021	GEN 2	30442	ELECTION S	ELECTION SOURCE	MODEM CELLULAR SERVICE FEE	1,000.00
11/22/2021	GEN 2	30443	UNUM	FIRST UNUM LIFE INSURANCE COMPANY	LONG AND SHORT TERM DISABILITY	852.91
11/22/2021	GEN 2	30444	KCI	KENT COMMUNICATIONS INC	WINTER 2021 TAX BILLS	2,700.00
11/22/2021	GEN 2	30445	KENT COUNT	KENT COUNTY ROAD COMMISSION	HMA PAVING	48,399.12
					84TH ST - DIVISION AVE TO EASTERN AVE SE	18,206.44
						66,605.56
11/22/2021	GEN 2	30446	LAMPHEAR	LAMPHEAR SERVICE COMPANY INC	LIBRARY HEAT RELAY	559.75
11/22/2021	GEN 2	30447	MARKS BODY	MARK'S BODY SHOP	CFD CUSTOM LEATHER FRONTS FOR HELMETS	193.80
11/22/2021	GEN 2	30448	MEDMUTUAL	MEDMUTUAL LIFE	LIFE INSURANCE FOR NOVEMBER AND DECEMBER	595.58
11/22/2021	GEN 2	30449	BREW	MICHAEL BREW	MEETING HEADPHONES FOR DEPUTY CLERK	49.98
11/22/2021	GEN 2	30450	M JACOBSON	MRS. GAY A JACOBSON	7 SHIRT PATCHES SEWING	42.00
11/22/2021	GEN 2	30451	ROB DEWARD	ROBERT DEWARD	MILEAGE	313.04

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/22/2021	GEN 2	30452	ROGER STER	ROGER STERK	OCTOBER 2021 INSPECTION MILEAGE	172.48
11/22/2021	GEN 2	30453	SHYFT GROU	THE SHYFT GROUP	CFD SERVICE LABOR CFD TRUCK MAINTENANCE	600.00 5,823.59
						6,423.59
11/22/2021	GEN 2	30454	WITMER	WITMER PUBLIC SAFETY GROUP INC	DFD TASK FORCE TIPS LEGACY 2 5" RIGID FE	88.01
11/26/2021	GEN 2	30455	ACTIONCHEM	ACTION CHEMICAL INC	FILTER ASSM	35.85
11/26/2021	GEN 2	30456	AMAZON	AMAZON CAPITAL SERVICES	FIRE AND EMERGENCY SERVICES INSTRUCTOR	76.94
11/26/2021	GEN 2	30457	APPLIED HA	APPLIED HANDLING INC	BOLLARD COVERS	125.00
11/26/2021	GEN 2	30458	COMCAST	COMCAST	DFD TELEPHONE SERVICES	184.29
11/26/2021	GEN 2	30459	DTE	DTE ENERGY	TWP HALL GAS DFD GAS CFD GAS LIBRARY GAS	906.25 468.12 261.27 267.64
						1,903.28
11/26/2021	GEN 2	30460	EMERGENCYV	EMERGENCY VEHICLE PRODUCTS	CFD PREVENTATIVE MAINTENANCE SCHEDULE	1,335.00
11/26/2021	GEN 2	30461	GAINES TWP	GAINES TOWNSHIP TREASURER	WATER AND SEWER PAYMENT	174.68
11/26/2021	GEN 2	30462	IPM	IPM SERVICES	DFD PEST CONTROL	25.00
11/26/2021	GEN 2	30463	KC TREAS	KENT COUNTY TREASURER	CP OFFICER AND TOWNSHIP LAW	77,562.46
11/26/2021	GEN 2	30464	MENARDS	MENARDS- WYOMING	CFD DRILLBIT, FIREBLOCK FOAM, AND INSTAN	44.93
11/26/2021	GEN 2	30465	MI DPT TRS	MI DEPARTMENT OF TREASURY	MEGAN VANHOOSE ASSESSOR CERTIFICATIONS	175.00
11/26/2021	GEN 2	30466	MI DPT TRS	MI DEPARTMENT OF TREASURY	KAREN GEHRLS CERTIFICATION RENEWAL	50.00
11/26/2021	GEN 2	30467	MI DPT TRS	MI DEPARTMENT OF TREASURY	JAMES ZENAS CERTIFICATION RENEWAL	175.00
11/26/2021	GEN 2	30468	PROF CODE	PROFESSIONAL CODE INSPECTIONS INC	MECHANICAL AND PLUMBING INSPECTIONS	4,360.00
11/26/2021	GEN 2	30469	ROB DEWARD	ROBERT DEWARD	TWP WATER	9.96
11/26/2021	GEN 2	30470	ROGER STER	ROGER STERK	MI PERMIT LIC PLAN REV MASTER ELECTRICIA	50.00
11/26/2021	GEN 2	30471	STAPLES 3	STAPLES	ASSESSING WIRE MESH COPY HOLDER, EXPO SE	24.13
11/26/2021	GEN 2	30472	STAR	STAR 2 STAR COMMUNICATIONS	DFD TELEPHONE TWP OFFICE TELEPHONE	345.15 795.85
						1,141.00
11/26/2021	GEN 2	30473	TOTAL FIRE	TOTAL FIRE PROTECTION	TWP OFFICE SPRINKLER, FIRE PUMP, EXTINGU	1,145.00
11/26/2021	GEN 2	30474	WATERWAY	WATERWAY OF MICHIGAN LLC	HYDRO-STAT TEST OF SCBA BOTTLES	420.00
11/26/2021	GEN 2	30475	WAYNE B	WAYNE BOURDO	TRASH SERVICE BAGS DOG WALK LANDSCAPE MAINTENANCE TOWNSHIP, LIBRARY,	135.00 1,039.57
						1,174.57
11/26/2021	GEN 2	30476	WITMER	WITMER PUBLIC SAFETY GROUP INC	KOCHEK SMALL STRAIGHT GATE VALVE	808.17

GEN 2 TOTALS:

Total of 115 Checks:

295,604.39

Less 1 Void Checks:

378.00

Total of 114 Disbursements:

295,226.39

GAINES CHARTER TOWNSHIP 2022 MEETING CALENDAR

Township Board, Board of Review, Zoning Board of Appeals, and Planning Commission meetings are tentatively scheduled for 7pm and held in the Township Board Room. Parks & Trails Committee meets at noon at the Township Hall, Cutlerville Fire Board meetings are usually held at 4pm at Gaines Charter Township. GAINES CHARTER TOWNSHIP WILL FOLLOW CURRENT COVID-19 MANDATES **TIME AND LOCATION MAY VARY FOR ANY MEETING**

January		Opening		July		Opening
10	Board of Trustees	Dan		11	Board of Trustees	Bob
12	Zoning Board of Appeals			13	Zoning Board of Appeals	
19	Cutlerville Fire Board			20	Cutlerville Fire Board	
19	Parks & Trails				Board of Review	
27	Planning Commission			25	Board of Trustees	Michael
				28	Planning Commission	
February		Opening		August		Opening
09	Zoning Board of Appeals			08	Board of Trustees	Rob
14	Board of Trustees	Bob		10	Zoning Board of Appeals	
24	Planning Commission			25	Planning Commission	
March		Opening		September		Opening
	Board of Review – organizational meeting			12	Board of Trustees	Laurie
09	Zoning Board of Appeals			14	Zoning Board of Appeals	
14	Board of Trustees	Michael		21	Parks & Trails	
	Board of Review			21	Cutlerville Fire Board	
	Board of Review			22	Planning Commission	
16	Cutlerville Fire Board			26	Board of Trustees	Tim
24	Planning Commission					
April		Opening		October		Opening
11	Board of Trustees	Michael		10	Board of Trustees/Byron	
13	Zoning Board of Appeals			12	Zoning Board of Appeals	
20	Parks & Trails			24	Board of Trustees	Kathy
25	Board of Trustees	Rob		27	Planning Commission	
28	Planning Commission					
May		Opening		November		Opening
09	Board of Trustees	Laurie		9	Zoning Board of Appeals	
11	Zoning Board of Appeals			14	Board of Trustees	Dan
18	Cutlerville Fire Board			16	Cutlerville Fire Board	
23	Board of Trustee	Tim		17	Planning Commission	
26	Planning Commission					
June		Opening		December		Opening
08	Zoning Board of Appeals			05	Board of Trustees	Bob
13	Board of Trustees	Kathy		12	Board of Trustees	Michael
20	Parks & Trails			14	Zoning Board of Appeals	
23	Planning Commission			15	Planning Commission	
27	Board of Trustees	Dan			Board of Review	



2022 Tentative Meeting Schedule and Application Deadlines Gaines Charter Township – Planning and Zoning Department

Planning Commission		Zoning Board of Appeals	
Meeting Date	Application Deadline	Meeting Date	Application Deadline
January 27, 2022	December 27, 2021	January 12, 2022	December 8, 2021
February 24, 2022	January 26, 2022	February 9, 2022	January 11, 2022
March 24, 2022	February 23, 2022	March 9, 2022	February 8, 2022
April 28, 2022	March 23, 2022	April 13, 2022	March 8, 2022
May 26, 2022	April 27, 2022	May 11, 2022	April 5, 2022
June 23, 2022	May 25, 2022	June 8, 2022	May 10, 2022
July 28, 2022	June 22, 2022	July 13, 2022	June 7, 2022
August 25, 2022	July 27, 2022	August 10, 2022	July 12, 2022
September 22, 2022	August 24, 2022	September 14, 2022	August 9, 2022
October 27, 2022	September 21, 2022	October 12, 2022	September 13, 2022
November 17, 2022	October 12, 2022	November 9, 2022	October 4, 2022
December 15, 2022	November 17, 2022	December 14, 2022	November 8, 2022
January 26, 2023	December 21, 2022	January 11, 2023	December 13, 2022

Please note the following:

1. All meetings will be held in the Board Room at the Township Offices, 8555 Kalamazoo Avenue SE, Caledonia, MI 49316 or virtually via Zoom.
2. Planning Commission and Zoning Board of Appeals meetings begin at 7:00 PM
3. Meetings may be cancelled due to a lack of applications and/or agenda items
4. Meeting agendas are available at the Township Offices or on the Township website, www.gainestownship.org.

All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at (616) 698-6640 one week in advance to request mobility, visual, hearing or other assistance.



December 13, 2021

CONSENNT AGENDA TIEM

Recommended Committee/Board/Commission reappointments and new appointments:

<u>Planning Commission:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1or 3 -YEAR)
Connie Giarmo	Chair	Jan. 1, 2022 ~ Dec. 31, 2024
<u>New Appointment</u>		
Ryan Wiersma	Member	Jan. 1, 2022~ Dec. 31, 2024

<u>Personnel Committee:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1-YEAR)
Connie Giarmo	Annual ~ Member	Jan. 1, 2022 ~ Dec. 31, 2022
Bob Terpstra	Annual ~ Member	Jan. 1, 2022 ~ Dec. 31, 2022
Robert DeWard	Annual ~ Member	Jan. 1, 2022 ~ Dec. 31, 2022

<u>Parks & Trails Committee</u>			
<u>Reappointments:</u>			
MEMBER	MEMBER TYPE	APPOINTMENT TYPE	TERM (1 or 2-YR)
Kathy Vander Stel	Member	Voting	Jan. 1, 2022~ Dec. 31, 2022
Laurie Lemke	Board Rep.	Voting	Jan. 1, 2022~ Dec. 31, 2022
	Citizen	Voting	Jan. 1, 2022~ Dec. 31, 2022

<u>Bldg & Grounds:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1-YR)
Dan Fryling	Member	Jan. 1, 2022~ Dec. 31, 2022
John Stuyfzand	Member	Jan. 1, 2022~ Dec. 31, 2022
Kim Triplett	Member	Jan. 1, 2022~ Dec. 31, 2022
Robert DeWard	Member	Jan. 1, 2022~ Dec. 31, 2022

<u>Water & Sewer</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1-YR)
Jeff Gritter	Secretary	Jan. 1, 2022~ Dec. 31, 2022
Tim Haagsma	Chairperson	Jan. 1, 2022~ Dec. 31, 2022
Tracy Lawrence	Member	Jan. 1, 2022~ Dec. 31, 2022
Dan Wells	Member	Jan. 1, 2022~ Dec. 31, 2022
Robert DeWard	Member	Jan. 1, 2022~ Dec. 31, 2022

<u>LLC Committee:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1-YR)
Bob Terpstra	Member	Jan. 1, 2022~ Dec. 31, 2022
John Stuyfzand	Member	Jan. 1, 2022~ Dec. 31, 2022
Dan Wells	Member	Jan. 1, 2022~ Dec. 31, 2022
Robert DeWard	Member	Jan. 1, 2022~ Dec. 31, 2022

<u>Zoning Board of Appeals:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (3-YR)
Ruth Ringnalda	Vice Chair	Jan. 1, 2022~ Dec. 31, 2024
<u>New Appointments:</u>		
Ryan Wiersma		Jan. 1, 2022~ Dec. 31, 2024
Matt Kooiman		Jan. 1, 2022~ Dec. 31, 2024

<u>Cutlerville Fire Committee</u>			
<u>Reappointments:</u>			
MEMBER	TOWNSHIP	APPOINTMENT TYPE	TERM (1-YR)
Tim Haagsma	Gaines	Member	Jan. 1, 2022~Dec. 31, 2022
Scott Holbrook	At Large	Member	Jan. 1, 2022~ Dec. 31, 2022
Robert DeWard	Gaines	Chair	Jan. 1, 2022~ Dec. 31, 2022

<u>Dutton Fire:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (1-YR)
Laurie Lemke	Member	Jan. 1, 2022~ Dec. 31, 2022
Michael Brew	Member	Jan. 1, 2022~ Dec. 31, 2022
Robert DeWard	Member	Jan. 1, 2022~ Dec. 31, 2022

<u>Board of Review:</u>		
<u>Appointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (2-YR)
Open – need to fill	Alternate	Jan. 1, 2022~ Dec. 31, 2023

<u>Byron Gaines Sewer and Water Authority:</u>		
<u>Reappointments:</u>		
MEMBER	APPOINTMENT TYPE	TERM (3-YR)
Jeff Gritter	Secretary	Jan. 1, 2022~ Dec. 31, 2024

GAINES CHARTER TOWNSHIP

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the Kent County Emergency Action Guidelines, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

2021

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

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Promulgation Document

Officials of **Gaines Charter Township**, in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Township Manager of Gaines Charter Township.

Jonathan Seyferth, Township Manager
Gaines Charter Township

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how **Gaines Charter Township** will handle emergency situations in cooperation with the Kent County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. **Gaines Charter Township** will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the Kent County Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.

Record of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Jonathan Seyferth	Gaines Charter Township		
<u>Gaines Charter Township Supervisor</u>	Robert DeWard	Gaines Charter Township		2
Kent County Emergency Management Coordinator	Matt Groesser	Kent County		
<u>Gaines Charter Township</u> Emergency Management Liaison	Jonathan Seyferth	Gaines Charter Township	12/1/2021	2
Communications and Warning Official	Jonathan Seyferth	Gaines Charter Township	12/1/2021	1
Damage Assessment Official	Ken VanHall, Fire Chief	Gaines Charter Township	12/1/2022	2
Fire Services Official	Ken VanHall, Fire Chief	Gaines Charter Township	12/1/2022	2
Mass Care, Emergency Assistance, Housing, and Human Services Official		Kent County		
Public Health and Medical Services Official		Kent County		
Public Information Official		Kent County		
<u>Gaines Charter Township</u> Public Information Center	Cutlerville Fire Station	Gaines Charter Township		
<u>Gaines Charter Township</u> Emergency Operations Center	Cutlerville Fire Station	Gaines Charter Township		

Basic plan

Purpose

Gaines Charter Township has elected to incorporate into the Kent County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, **Gaines Charter Township** and the Kent County Emergency Management Program share joint responsibilities. The **Gaines Charter Township** Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The **Gaines Charter Township** Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, **Gaines Charter Township** continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. **Gaines Charter Township**, local Emergency Management resolution,
3. **Gaines Charter Township**, adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
7. Good Samaritan Law and Know Act of 1986.

B. References used to develop the Support EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Kent County EAG, this document was developed in a cooperative, whole community effort between municipal

government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the **Gaines Charter Township Board of Trustees** and approved by the Township, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Kent County EAG.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

<https://www.woodtv.com/covid-19-vaccine/osha-suspends-enforcement-of-large-employer-vaccine-mandate/>

- B. **Gaines Charter Township** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
 4. Integration with the Kent County EAG, Kent County Hazard Mitigation Plan, MEMP, etc.

C. Community profile:

Gaines Charter Township is located in the South East of Kent County. The community has a population of **28,812** residents. Approximately **14.2** of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the Kent County Hazard Mitigation Plan, communities in the county are most vulnerable to: Severe Winter Weather, Electrical Failure, Tornadoes, and Riverline Flooding. Areas within **Gaines Charter Township** that are especially vulnerable to these hazards are: **Non-applicable**. Additional hazards that have been identified as unique to **Gaines Charter Township** include: **Hazardous waste Active Non-NPL Superfund Site; Pollutants Release – XYLENE (Mixed ISOMERS); Tanks and Spills – 45 sites (majority for gasoline)**

Two (2) sites that contain extremely hazardous materials are located in **Gaines Charter Township**. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, **Gaines Charter Township** has chosen to incorporate into the Kent County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the **Gaines Charter Township** has appointed the **Jonathan Seyferth, Township Manager**, to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between **Gaines Charter Township** and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in **Gaines Charter Township**.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within **Gaines Charter Township** that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the **Township Manager** may declare a local state of emergency for **Gaines Charter Township** if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the **Township Manager**, pursuant to local legislation, the **Township Supervisor** is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the **Chief Executive Official designated by The Gaines Charter Township Board of Trustees** to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.
 2. Municipal agencies assess the nature and scope of the emergency or disaster.
 3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at [Cutlerville Fire Station](#). If this location is unavailable, the alternate EOC location is [11 68th St SW, Grand Rapids, MI](#).
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through [email and/or cell phone](#).
 - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
 4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
 5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMHSD District Coordinator
 - e. Make available incident information to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
 6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the

municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The [Gaines Charter Township](#) emergency management organization is comprised of two (2) agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	Gaines Charter Township	Jonathan Seyferth	(231) 286-8458
Communications and Warning	Gaines Charter Township	Jonathan Seyferth	(231) 286-8458
Damage Assessment	Gaines Charter Township/Cutlerville Fire Department	Ken VanHall	(616) 455-7670 -or- (616) 541-0119
Fire Services	Gaines Charter Township/Cutlerville Fire Department & Dutton Fire Department	Ken VanHall	(616) 455-7670
Mass Care, Emergency Assistance, Housing, and Human Services	Kent County		
Public Health and Medical Services	Kent County		
Public Information	Kent County		
Public Safety	Kent County		
Public Works	Kent County		

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate

4. [Gaines Chrter Township](#) maintains [one](#) fulltime, and one non-twenty-four/seven, fire department. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.

- h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
- 2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

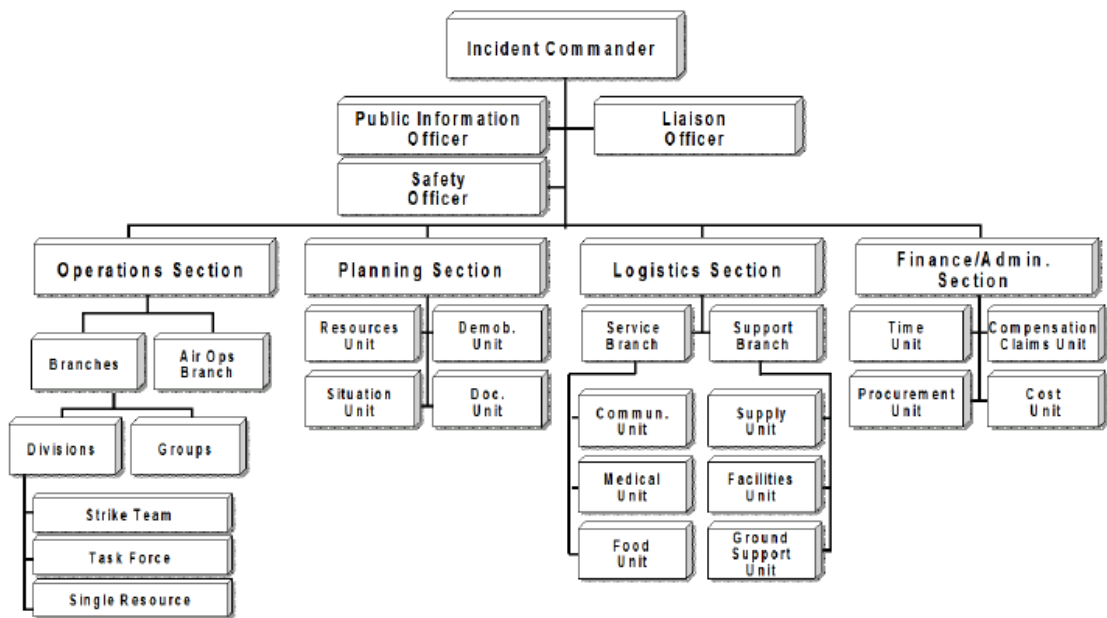
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (ICS/EOC Command, Direction and Control, ICS Planning, and ESF#5 – Information & Planning)

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Gaines Charter Township	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Manager	Gaines Charter Township
Township Supervisor	Gaines Charter Township
Fire Chief	Gaines Charter Township/Cutlerville and Dutton Fire Departments

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Manager	Gaines Charter Township
Township Supervisor	Gaines Charter Township
Fire Chief	Gaines Charter Township/Cutlerville and Dutton Fire Departments

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE
SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B**COMMUNICATIONS AND WARNING**

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Communications, Public Information, Warning, and ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: [911 Dispatch Center, IT Department](#)

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes communications channels, e.g. telephone, cell phone, radios, pagers, etc.
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include communications channels, e.g. telephone, cell phone, radios, pagers, etc.
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include warning methods, e.g., sirens, door-to-door notification, reverse 911, etc.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Kent County Emergency Management Coordinator Matt Groesser

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Kent County	Kent County Emergency Management Coordinator Matt Groesser
Fire Chief	Ken Van Hall/Cutlerville & Dutton Fire Departments, Gaines Charter Township

[The Fire Chief of the Cutlerville & Dutton Fire Departments,](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C**DAMAGE ASSESSMENT**

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Damage Assessment, ICS Logistics Section, ESF#5 – Information & Planning and ESF#14 – Long-Term Community Recovery)

Responsible Agency: [Kent County incoordination with Gaines Charter Township](#)

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent Count/Gaines Charter Township	Matt Groesser, Kent County Emergency Management Coordinator/Jonthan Seyferth, Gaines Charter Township Manager

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Ken Van Hall/Cutlerville & Dutton Fire Departments, Gaines Charter Township

[Gaines Charter Township Manager, Jonathan Seyferth](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Fire Services, ESF#4 – Firefighting, and ESF#9 – Search and Rescue, etc.)

Responsible Agency: [Cutlerville Fire Department/Dutton Fire Department](#)

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Gaines Charter Township	Township Manager

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Cutlerville & Dutton Fire Departments, Gaines Charter Township

[Gaines Charter Township Manager, Jonathan Seyferth](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Human Services, ESF#2 – Communications, and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services)

Responsible Agency: [Kent County](#)

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: East Kentwood High School, 6230 Kalamazoo Ave SE, Grand Rapids, MI 49508

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

[Kent County](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX F**PUBLIC HEALTH AND MEDICAL SERVICES**

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Emergency Medical Services, Public Health, and ESF#8 – Public Health and Medical Services)

Responsible Agency: **Kent County**

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Patient care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

[Kent County](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

ANNEX G

PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Information, Warning, and ESF#15 – External Affairs)

Responsible Agency: [Kent County](#)

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by Gaines Charter/Township Manager, Jonathan Seyferth
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Gaines Charter Township Hall, 8555 Kalamazoo Ave., SE, Caledonia, MI 49316
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Manager	Gaines Charter Township

[Kent County](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Law Enforcement Annex, ESF#13 – Public Safety and Security)

Responsible Agency: [Kent County](#)

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Manager	Gaines Charter Township

[Kent County](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Works/Transportation, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)

Responsible Agency: [Kent County](#)

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Matt Groesser, Kent County Emergency Management Coordinator

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Manager	Gaines Charter Township

[Kent County](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Gaines Charter
Township

Memo

To: Gaines Charter Township Trustee Board

From: Clerk's Department

cc:

Date: December 9, 2021

Re: Cemetery Burials

Sexton Joe VanEngen reports "This is the most (burials) I have done in a year since starting in 2015, 55 burials and 28 cremations."



MEMO

Staff Communication

DATE: December 13, 2021

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director; David Jirousek, AICP,
Community Planning Consultant

RE: 6174 and 6200 Wing Avenue SE, Rezone from Residential-10 to Office-Service

SUMMARY OF TOPIC:

The applicant requests the rezoning of two adjacent parcels from Residential (RL-10) to Office Service (O-S). All parcels in the vicinity are currently zoned RL-10, and nearby land uses include single-family detached homes and a vacant MDOT parcel to the south of Wing Avenue. The applicant, Vision Real Estate Investment (VREI), has developed several multi-tenant industrial buildings in the area. The purpose of the rezoning is to allow the applicant the opportunity to build and establish their headquarters facility.

Surrounding zoning:

	NORTH: RL-10	
WEST: RL-10	SUBJECT PARCEL	EAST: RL-10
	SOUTH: RL-10 (Vacant) & M-6 Highway ROW	

The Township does not consider specific land use determinations or review site plans as part of a rezoning review. However, the applicant plans to construct a 19,500 square foot building with approximately one-third office space and two-thirds warehousing space.

Conceptual building elevations are shown on the next page and include architectural articulation of the exterior walls to create an office building appearance and to lessen the visual impact of the proposed warehouse space.



FINANCIAL IMPACT:

The rezoning is not anticipated to have a negative financial impact on the Township. Costs associated with the review process are borne by the applicant through administrative and escrow review fees. Water and sewer connections will be at the expense of the developer. Tax revenue will increase with improvement of the property and establishment of an office use.

BUDGET ACTION REQUIRED:

N/A.

REVIEW:

The request has been reviewed using the applicable review standards of Section 27.4, Review Standards for Amendments, which states:

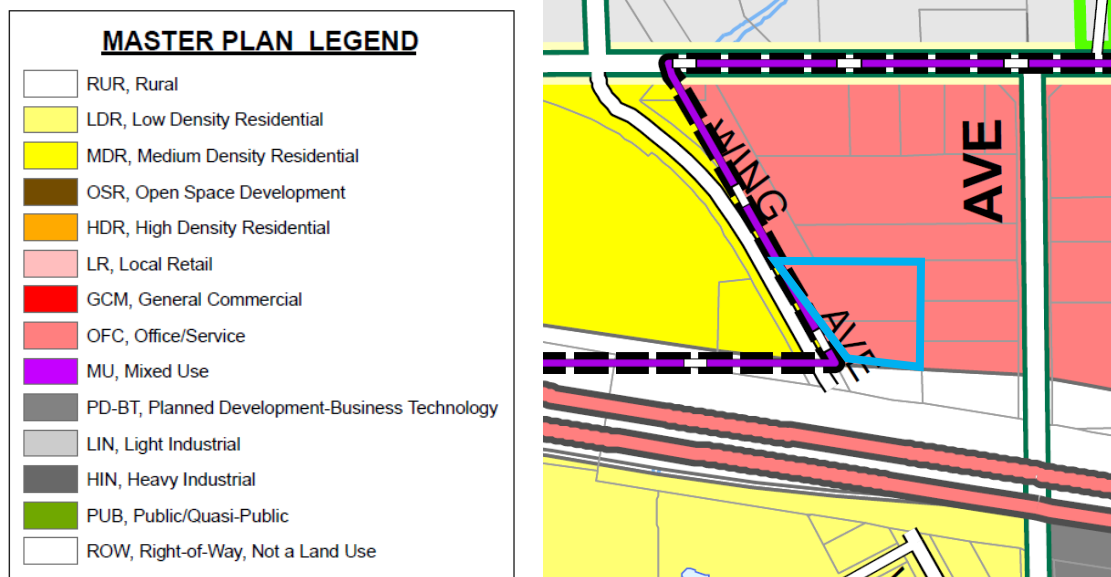
In reviewing an application for the rezoning of land, whether the application is made without or with an offer of conditions (as in a conditional rezoning request), factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

A. Whether the proposed rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan;

Meets standard. The Township's current Future Land Use Plan designates the subject properties as Office/Service (OFC), corresponding to the O-S zoning

district. All parcels east of Wing Avenue are similarly planned for OFC but are currently zoned RL-10.

Planning Commission discussions in 2019 and early 2020 regarding the Future Land Use Map have considered a High Density Residential (HDR) land use for this area. However, this effort is currently paused. A more detailed assessment must consider the appropriateness of OFC or HDR between Wing Avenue and Hanna Lake, as this area primarily includes single-family detached dwellings. The Township may find that both higher-density residential and office projects are compatible together in this study area. In any case, this area is planned for change from the existing single-family zoning designation.



B. *Whether all of the uses and structures allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;*

Meets standard. Office buildings are not necessarily consistent with existing single-family character, but there is currently only one single-family residence on the end of Wing Avenue, on the west side of the cul-de-sac, across from the subject parcels. The parcels are located far enough away from other residential parcels along 60th and Hanna Lake that development there will not impact them. The site is adjacent to the M-6 public right-of-way to the south.

Office zoning districts typically have less impact to residential areas than other uses, as weekday hours and weekend activity is much less intensive than uses authorized in commercial and industrial districts. Further, coordination of proposed landscaping and site development concepts can help to ensure that the impact of future non-residential is more compatible with existing land uses. However, it should be recognized that this area is

planned for more intensive land use as a primary redevelopment area in the Township.

C. *Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning;*

Meets standard. All public services and facilities are currently available for development along Wing Avenue and would not be adversely affected by a rezoning from RL-10 to O-S. The impact on public services and facilities is anticipated to be negligible. However, all future public water and sewer plans are subject to review and approval by the Township Engineer and the BGUA, and access will be subject to review by the Kent County Road Commission.

D. *Whether the proposed zoning would be reasonable;*

Meets standard. The proposed rezoning would be reasonable as the area is planned for transformation to O-S. Office uses are typically more compatible with and sensitive to existing residential areas. Additionally, this site is adjacent to the highly traveled M-6 corridor, which makes single-family residential less desirable.

E. *Whether circumstances in the area have changed;*

Meets standard. While market conditions are changing, conditions in the area between 60th Street, Wing Avenue, and Hanna Lake Avenue have not changed in many years. The overall market for office space may be changing based on the impact of the pandemic, but conditions have not changed so much to as require that future zoning designations deviate from the current Master Plan.

F. *Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.*

Meets standard. For the reasons noted in this report, office uses at the end of Wing Avenue adjacent to M-6 would be better suited to the area than encouraging single-family residential development adjacent to the highway.

STAFF RECOMMENDATION:

The Planning Commission recommended approval of the rezoning request, and an ordinance is provided for consideration by the Board after a public hearing is conducted.

Staff recommends that the Board approve the rezoning request with no conditions.

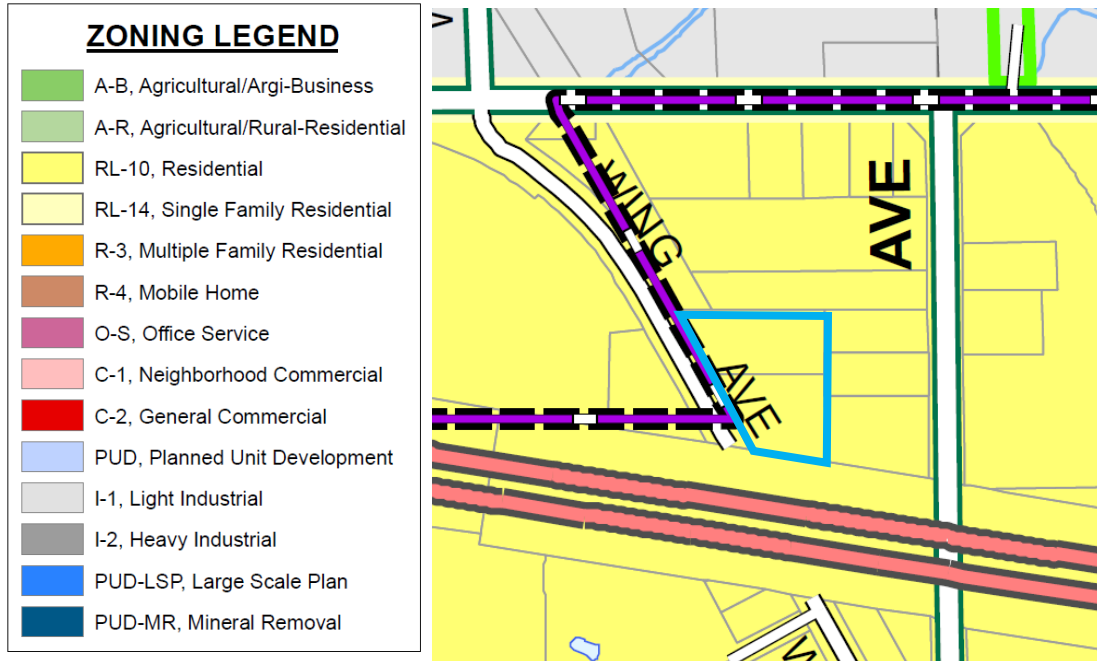
ATTACHMENTS:

- 2020 Aerial
- Zoning Map Inset
- Zoning Map Amendment Ordinance

2020 AERIAL



ZONING MAP INSET



**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
(ORDINANCE NO. ____)**

At a _____ meeting of the Township Board for Gaines Charter Township held at the Township offices on _____, 2021, beginning at ____ p.m., the following Ordinance was offered for adoption by Township Board Member _____, and was seconded by Township Board Member _____:

**AN ORDINANCE TO AMEND THE GAINES CHARTER TOWNSHIP ZONING
ORDINANCE AS PROVIDED FOR IN CHAPTER 27 THEREOF BY AMENDING
SECTION 1.6 AND THE TOWNSHIP ZONING MAP**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Amendment. The Gaines Charter Township Zoning Ordinance is hereby amended by the amendment of Section 1.6 thereof, the Zoning Map, so as to rezone the following properties in their entirety from Residential (RL-10) to Office Service (O-S), the land being commonly described as parcels 41-22-03-226-033 and 41-22-03-226-035 located at 6174 and 6200 Wing Avenue SE.

Section 2. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

Township Board Ordinance No. 21-_____
_____, 2021

CERTIFICATION

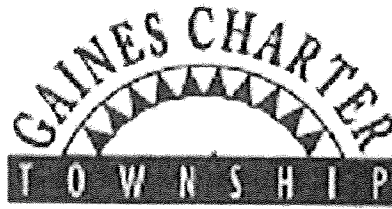
I hereby certify that the above is a true copy of an Ordinance adopted by the Township Board for Gaines Charter Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk



MEMO

Staff Communication

DATE: December 2, 2021
TO: Gaines Township Board
FROM: Assessing
RE: Poverty Exemption Guidelines

SUMMARY OF TOPIC:

Poverty Exemption Guidelines need to be adjusted and approved annually by the Township Board. The Guidelines have been updated to reflect 110% of the 2022 Federal Poverty Guidelines.

FINANCIAL IMPACT:

No cost or financial impact is expected.

BUDGET ACTION REQUIRED:

No budget action required.

STAFF RECOMMENDATION:

Staff is recommending approval of the submitted 2022 Poverty Exemption Guidelines.

**GAINES CHARTER TOWNSHIP
POVERTY EXEMPTION GUIDELINES
2022**

1. Purpose. The principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation.
2. Eligibility. To be eligible for the poverty exemption:
 - (a) The applicant must be an owner of, and occupy as principal residence, the property for which the exemption is requested.
 - (b) Total annual household income limits shall be calculated by multiplying the amounts set forth under the federal poverty guidelines as defined and determined annually by the United States Office of Management and Budget by 110%, and
 - (c) Assets excluded from the asset test include the homestead being claimed, essential household goods, and the market value of one primary motor vehicle. Other assets should not exceed:
 - (i) \$4,000 for the claimant
 - (ii) \$6,000 for the household

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

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

If the applicant meets these eligibility requirements, the applicant will be entitled to a poverty exemption as long as the applicant complies with the remaining requirements and procedures set forth in these guidelines.

3. Application. To apply for the poverty exemption, a person shall do all of the following on an annual basis:
 - (a) File a Poverty Exemption Application with the Assessor or Board of Review. Applicants must obtain the Application from the Assessor's Office. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
 - (b) Submit copies of federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
 - (c) Produce a valid driver's license or other forms of identification, if requested.

- (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review
 - (e) Provide evidence of other assets including investments, real property and retirement accounts.
4. Deadline. The Poverty Exemption Application must be submitted after January 1, and no later than the day prior to the last day of the December Board of Review.
5. Appearance before the Board of Review. The applicant, or a representative of the applicant, will be required to appear before the Board of Review to respond to any questions that the Board or Assessor may have concerning the exemption application.
- (a) An applicant may be called to appear before the Board of Review on short notice.
 - (b) An applicant may have to answer questions regarding the applicant's financial affairs, health, or the status of people living in the applicant's home before the Board at a meeting that is open to and will be attended by the public.
 - (c) Applicants appearing before the Board may be administered an oath as follows:

“Do you _____ swear and affirm that the evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth, so help you?”
 - (d) The Secretary of the Board of Review may tape record and will keep minutes of all proceedings before the Board of Review.

If called to appear before the Board, physically challenged or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
 - (e) The Board of Review may, in its discretion, review poverty exemption applications without the applicant or the applicant's representative being physically present.
6. Evaluation of Application. Applications for poverty exemptions will be evaluated based on information submitted to the Board of Review by the applicant, testimony taken from the applicant, and information gathered by the Board from any source.
- (a) The Board of Review is not required to grant poverty exemption for property owned by multiple owners as long as at least one owner is not eligible for the poverty exemption.
 - (b) The Board of Review may conduct an investigation to verify the information submitted or statements made to the Assessor or Board of Review in regard to the applicant's poverty exemption claim.

- (c) The Board of Review may not deny a poverty exemption based upon mere speculation regarding the level of an applicant's income or assets.
 - (d) A poverty exemption, if granted, shall remain in effect for one year and an applicant's eligibility for the poverty exemption shall be determined each year.
 - (e) The Board of Review may not determine an applicant's eligibility for the poverty exemption based on the number of years that the applicant has been granted a poverty exemption in the past, or the number of years that the applicant may be granted a poverty exemption in the future.
7. Deviation from the Guidelines. The Board of Review shall follow the guidelines as approved by the Gaines Charter Township Board in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from these guidelines, and the substantial and compelling reasons are communicated in writing to the claimant.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2021.

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$21,960 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,960. Following are the federal poverty guidelines and the Gaines Township guidelines for use in setting poverty exemption guidelines for 2022 assessments.

Size of Family Unit	Federal Guidelines	Gaines Twp Guidelines
1	\$12,880	\$14,160
2	\$17,420	\$18,964
3	\$21,960	\$24,156
4	\$26,500	\$29,150
5	\$31,040	\$34,144
6	\$35,580	\$39,138
7	\$40,120	\$44,132
8	\$44,660	\$49,126
For each additional person	\$4,540	\$4,994
		10% Over Federal Guidelines

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 17 of 2021
November 16, 2021
Procedural Changes for 2022**

TO: Assessing Officers and County Equalization Directors
FROM: Michigan State Tax Commission
SUBJECT: Procedural Changes for the 2022 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2022 assessment year.

A. Inflation Rate Used in the 2022 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2022 Capped Value Formula is 1.033.

The 2022 Capped Value Formula is as follows:

$$\text{2022 CAPPED VALUE} = (\text{2021 Taxable Value} - \text{LOSSES}) \times 1.033 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.033 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2022

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$21,960 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,960. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2022 assessments:

not permitted to deviate from the adopted policy and guidelines (this is a change to the law in PA 253).

Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

Starting in 2021, to request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, PA 253 allows the Board of Review to grant a 100%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the [Poverty Exemption Forms & Policy Related to PA 253 of 2020](#) link.

D. Sales Studies

Equalization study dates are as follows for 2022 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2021 studies for 2022 equalization the dates are as follows:

Two Year Study: April 1, 2019 through March 31, 2021
Single Year Study: October 1, 2020 through September 30, 2021

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

State Tax Commission Guideline 2020-1 breaks down how the Commission will conduct the audit based on the requirements set by MCL 211.10g(1). Guideline 2020-1 separates the statutory requirements into deficiencies (i.e. failure to have what is required by MCL 211.10g(1)) that may result in a finding of noncompliance or that are technical. Assessors should review MCL 211.10g(1) and Guideline 2020-1 and work with local unit officials to ensure that they are able to meet the statutory requirements. Guideline 2020-1: Audit Procedures is available on the STC website.

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of

but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

I. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2019 and 2020 the property record card for 2019 and the property record card for 2020 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values. Additionally, the 154 petition must contain an original signature. The Commission cannot accept electronic signatures or scanned signatures on petitions.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected personal property location or otherwise confirmed that the personal property was disposed and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor’s communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

Once you have received your certificate, you are responsible for uploading it into the CERTS platform to receive the continuing education credit for the course.

MiSUITE/CERTS

Several updates were released in August to make MiSUITE a more user-friendly and secure platform. These updates include allowing users to request and receive an automated password reset link, simplified password requirements, and the ability to securely register a device. Additional security measures were also implemented, including password expirations. Passwords will now expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE/CERTS by going to <https://sso.migov.net>

Assessors can check continuing education hours by logging into the CERTS system and checking your profile page. Total hours remaining to be completed are listed on the profile page in CERTS as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in CERTS. When logging credit, be sure to pick the correct course, date, location and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

CHARTER TOWNSHIP OF GAINES

COUNTY OF KENT, MICHIGAN

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

RESOLUTION NO. _____ WATER AND SEWER RATES

Minutes of a regular meeting of the Township Board of the Township of Gaines, Kent County, Michigan, held at the Township Hall in said Township on the _____ day of _____, 2021, at 7:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Schedule of Rates and Charges, attached hereto as Exhibit A, is hereby adopted. This schedule shall remain in effect until amended or replaced.

2. Terms used in this Resolution shall have the meanings defined in the Water and Sewer Ordinance.

3. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Michael Brew, Clerk
Charter Township of Gaines

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Michael Brew, the duly qualified and acting Clerk of the Charter Township of Gaines, Kent County, Michigan (the "Township") do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a regular meeting thereof held on _____, 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

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

Michael Brew, Clerk
Charter Township of Gaines

EXHIBIT A
CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN
SCHEDULE OF RATES AND CHARGES

EFFECTIVE JANUARY 1, 2022, UNTIL AMENDED OR REPLACED

I. WATER SUPPLY RATES AND CHARGES

A. Inspection Fee (Section 1601)

- Minimum fee (connection and disconnection) for Residential Customer: \$50 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than one (1) hour shall be charged as a Miscellaneous Customer Fee.
- Minimum fee (connection and disconnection) for Commercial or Industrial Customer: \$100 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than two (2) hours shall be charged as a Miscellaneous Customer Fee.

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

Commercial/Residential Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$6,240 for an application filed in calendar year 2022, subject to the annual adjustment set forth in M, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$62.40 per foot for an application filed in calendar year 2022, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

Commercial Customers needing an Unmetered Fire Protection Service and Industrial Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$7,010 for an application filed in calendar year 2022, subject to an annual adjustment set forth in M, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$70.10 per foot for an application filed in calendar year 2022, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

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

\$703 per Trunkage Unit for applications filed in calendar year 2022, subject to the annual adjustment set forth in M, below, for each calendar year thereafter.

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

\$1,442 for a 1 inch diameter Water Service, \$1,913 for a 1 1/2 inch diameter Water Service, and \$2,476 for a 2 inch diameter Water Service for an application filed in calendar year 2021, subject to the annual adjustment set forth in M, below, for each calendar year thereafter. The Water Service Fee for a Water Service with a diameter larger than 2 inches shall be determined on the basis of actual cost.

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

<u>Size</u>	<u>Fee</u>
5/8" or 3/4"	\$450
1"	\$550
1-1/2"	\$1,325
2"	\$1,500
Over 2"	Applicant pays actual cost of Meter and installation

F. Water Readiness to Serve Fee (Section 1603)

5/8" or 3/4" Meter	\$17.82 per quarter
1" Meter	\$17.82 per quarter
1-1/2" Meter	\$61.60 per quarter
2" Meter	\$108.32 per quarter
3" Meter	\$244.26 per quarter
4" Meter	\$435.42 per quarter
6" Meter	\$979.16 per quarter
8" Meter	\$1,739.56 per quarter
10" Meter	\$2,718.72 per quarter
12" Meter	\$3,918.78 per quarter

G. Water Use Fee (Section 1604)

\$2.90 per 1,000 gallons

H. Unmetered Fire Protection Fee (Section 1605)

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

I. Water Meter Bypass Violation Fee (Section 1606)

The Water Meter Bypass Violation Fee shall be charged at the rate of \$6.10 per 1,000 gallons for Public Water used during the period of the bypass and shall be based upon 100% of the historical water usage before and after the Water Meter bypass violation.

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

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

K. Miscellaneous Customer Fee (Section 1607)

See Section III.A., below.

L. Public Fire Hydrant Rental (Section 1608)

\$10.00 per year per hydrant

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

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

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

II. SEWER RATES AND CHARGES

A. Inspection Fee (Section 1609)

- Minimum fee (connection or disconnection) Residential Customer: \$50 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than one (1) hour shall be charged as a Miscellaneous Customer Fee.
- Minimum fee (connection and disconnection) for Commercial or Industrial Customer: \$100 per inspection. Additional fees based on actual costs incurred for missed inspection appointments, repeat inspections and complicated inspections requiring more than two (2) hours shall be charged as a Miscellaneous Customer Fee.

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

Commercial/Residential Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$10,284 for an application filed in calendar year 2022, subject to the annual adjustment set forth in L, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$102.84 per foot for an application filed in calendar year 2022, subject to the annual adjustment set forth in L, below, for each calendar year thereafter

Industrial Customers

- For Premises with a frontage of 120 feet or less, or combined frontage of 300 feet or less for a Corner Lot: \$11,059 for an application filed in calendar year 2022, subject to the annual adjustment set forth in L, below, for each calendar year thereafter; plus
- For frontage in excess of 120 feet, or 300 feet for a Corner Lot: \$110.59 per foot for an application filed in calendar year 2022, subject to the annual adjustment set forth in L, below, for each calendar year thereafter.

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

\$1,044 per Trunkage Unit for an application filed in calendar year 2022, subject to the annual adjustment set forth in L, below, for each calendar year thereafter.

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

\$2,056 per Sewer Lateral 6 inches or less in diameter for an application filed in calendar year 2022, subject to the annual adjustment set forth in Section L, below, for each calendar year thereafter. The Sewer Lateral Fee for a Sewer Lateral with a diameter larger than 6 inches shall be determined on the basis of actual cost.

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

Applicant pays actual cost of Sewage Meter and installation.

F. Sewer Readiness to Serve Fee (Section 1611)

5/8" or 3/4" Meter	\$14.30 per quarter
1" Meter	\$14.30 per quarter
1-1/2" Meter	\$49.42 per quarter
2" Meter	\$86.90 per quarter
3" Meter	\$195.96 per quarter
4" Meter	\$349.32 per quarter
6" Meter	\$785.54 per quarter
8" Meter	\$1,395.58 per quarter

10" Meter	\$2,181.12 per quarter
12" Meter	\$3,143.88 per quarter

Consistent with Section 1611(d), the Sewer Readiness to Serve Fee for an Industrial Customer or a Commercial Customer not connected to the Water System and without a Well Water Meter shall be \$0.97/1,000 gallons of metered Sewage.

G. Sewer Use Fee (Section 1612)

The Sewer Use Fee shall be \$3.20 per 1,000 gallons of metered Public Water usage, as adjusted in the following manner:

- a. Public Water that does not enter the Sewer System, as metered by a Submeter in accordance with Section 1612(b), shall be subtracted from total metered Public Water usage.
- b. Separately metered Dwelling Units shall be billed at 74.6% of total metered Public Water usage, in accordance with Section 1612(c).
- c. The Sewer Use Fee for an Industrial or Commercial Customer with a sewage meter shall be based upon the actual metered flow of Sewage discharged to the Sewer System, in accordance with Section 1612(e).
- d. The Sewer Use Fee for a Residential Customer not connected to the Water System shall be based upon an assumed discharge to the Sewer System of 14,750 gallons of Sewage per quarter per Dwelling Unit, in accordance with Section 1612(f). The "flat rate" Sewer Use Fee shall be \$61.50 per quarter and includes a Sewer Readiness to Serve Fee equivalent to that charged for a residential customer with a 5/8" Meter.

H. Sewage Meter Bypass Violation Fee (Section 1613)

The Sewage Meter Bypass Violation Fee shall be charged at the rate of \$3.20 per 1,000 gallons for Sewage discharged during the period of the bypass and shall be based upon 100% of the historical Sewage usage before and after the Sewage Meter bypass violation. An Industrial Customer or a Commercial Customer not connected to the Water System and without a Well Water Meter that is subject to a Sewage Meter Bypass Violation Fee shall also pay a Sewer Readiness to Serve Fee upon the same volume of Sewage discharge that is subject to the Sewage Meter Bypass Violation Fee.

I. Customer Surcharge Fee (Section 1614)

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

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

PENALTIES AND SURCHARGES

Cyanide and Metals
Average Quarterly Flow, gpd

Concentration Level

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

(x) Individual limits as listed.

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

*Based on average day for previous quarter

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

pH Penalty Average Quarterly Flow, gpd

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

***Maximum penalty permitted by law.

SURCHARGE RATES

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

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

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

J. Drainage Violation Fee (Section 1615)

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

K. Miscellaneous Customer Fee (Section 1616)

See Section III.A., below.

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

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

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

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

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

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

III. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

B. Minimum Security Deposit

The Minimum Security Deposit provided by Section 1711(b) shall be \$500 per tenant.



ACTION MEMO

Staff Communication-Action Required

DATE: December 9, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: Lead and Copper Sampling Incentive for Residents

SUMMARY:

Every three years the Byron-Gaines Utility Authority (BGUA) conducts monitoring throughout the Byron and Gaines Township drinking water distribution system, checking for traces of lead and copper. Monitoring is done by collecting a water sample from homes that are connected to the public water supply and fit the criteria for a monitoring site. The BGUA will be doing this monitoring in the summer of 2022; thirty (30) homes will need to be sampled.

A letter will be sent to homes that fit the criteria requesting their voluntary assistance which involves filling a small sample bottle with tap water and making arrangements with the BGUA to have the sample bottle dropped off then picked up the next day. An incentive was offered three years ago to residents which greatly helped with residents volunteering for the program as compared to previous years when no incentive was offered. Three years ago an incentive of \$20 was given; this year I would like to offer an incentive of \$25 which will be given as a credit on their quarterly billing following the completed sampling.

FINANCIAL IMPACT:

Of the thirty (30) homes that will be sampled, approximately half will be in Gaines Township with the remaining half located in Byron. A credit of \$25 for each home that completes the sampling process will result in a total of \$375 in lead/copper incentives being awarded. This may vary slightly should the sample sites not be split evenly between the Townships.

RECOMMENDATION:

The Water & Sewer Committee passed a motion recommending that the Township Board approve the request for giving an incentive of \$25 for homes that volunteer and successfully complete the sampling per the BGUA requirements.



ACTION MEMO

Staff Communication – Action Required

DATE: December 9, 2021
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 7583 Sunview Drive – Utility Bill Relief Request

SUMMARY:

The Water & Sewer Dept. contacted the homeowner of 7583 Sunview Dr. in October 2021 in regards to the high usage indicated by the quarterly meter read for the upcoming November billing. A subsequent meter read was taken to confirm the high usage was no longer occurring; it was an event that took place during the quarter. The homeowner found a leak in the irrigation system and made the repair. The homeowner has requested relief from the sewer charges related to this issue that are above their normal usage.

WATER & SEWER ORDINANCE:

The Ordinance allows for the Township Board to grant utility bill relief when the water is clearly not going into the sewer system.

RECOMMENDATION:

The Water & Sewer Committee passed a motion recommending that the Township Board approve the request for a bill reduction for sewer usage in the amount of \$200.46. This amount represents the cost of sewer that was charged for water that did not go into the sewer system, instead it leaked into the ground from the irrigation system.



A CMS Energy Company

CEM Support Center

Consumers Energy, CEM Support Center, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

November 16, 2021

NOTIFICATION #:
1059708255

GAINES CHARTER TOWNSHIP
8555 KALAMAZOO AVE SE
CALEDONIA, MI 49316-8270

REFERENCE: PRESERVATION LAKES IV WATERS BLUFF DR, CALEDONIA

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	\$ -
Installation Charge:	\$ 2,730.00
Additional Costs	
Total Estimated Cost:	<u>\$ 2,730.00</u>
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	<u><u>\$ 2,730.00</u></u>

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Kristen Greenwood at - .



A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have developed the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

- 1) Service Location: A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
- 2) Meter Socket: Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
- 3) Payment: An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
- 4) Site Conditions: The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
- 5) Staking: To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
- 6) Mobile Home or Temporary Service: If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
- 7) Construction Repair: If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
- 8) **ELECTRICAL INSPECTION: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS**
- 9) Additional Charges: Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
- 10) Joint Trenching: Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
- 11) Usage Rate: Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

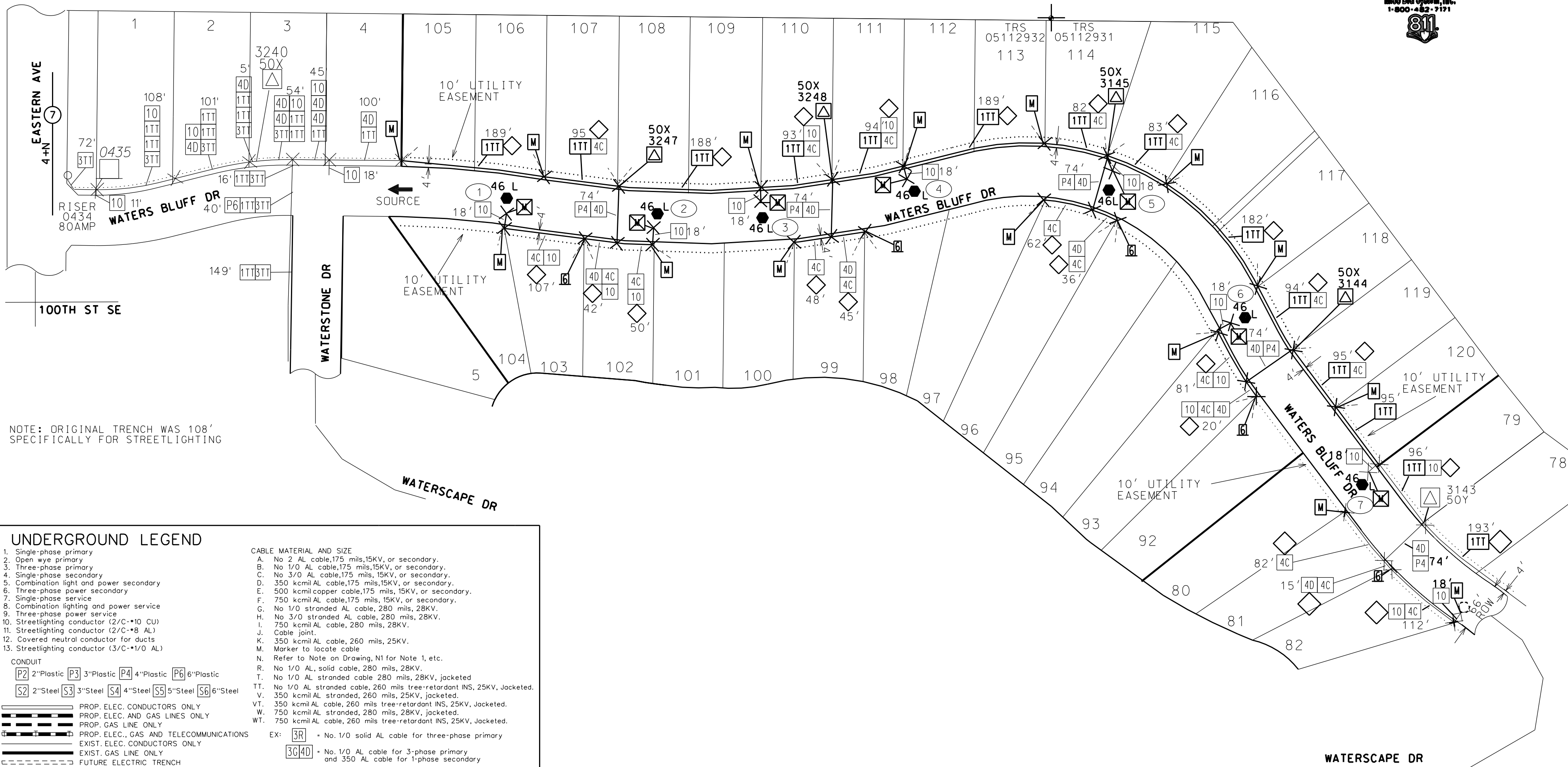
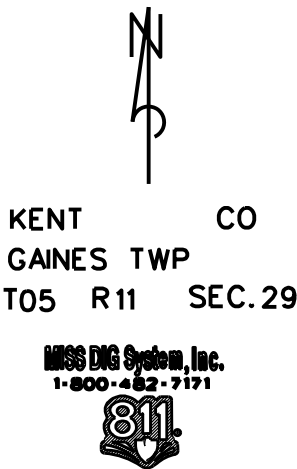
If you have any questions regarding these requirements please direct inquiries to:

Kristen Greenwood at -

① THRU ⑦

INSTALL
23' BLACK FG POLE
(19' Above Grade)
FIGURE 42-211-1 Item A
46W LED TRADITIONAL NON-CUTOFF
POST-TOP FIXTURE
FIGURE 42-215-2
REMOVE
RED MARKER

NOTE: LOCATE STREETLIGHT
POLES 5' FROM PAVED ROAD



UNDERGROUND LEGEND

1. Single-phase primary
2. Open wye primary
3. Three-phase primary
4. Single-phase secondary
5. Combination light and power secondary
6. Three-phase power secondary
7. Single-phase service
8. Combination lighting and power service
9. Three-phase power service
10. Streetlighting conductor (2/C-•10 CU)
11. Streetlighting conductor (2/C-•8 AL)
12. Covered neutral conductor for ducts
13. Streetlighting conductor (3/C-•1/0 AL)

CONDUIT

P2 2"Plastic P3 3"Plastic P4 4"Plastic P6 6"Plastic
S2 2"Steel S3 3"Steel S4 4"Steel S5 5"Steel S6 6"Steel

- PROP. ELEC. CONDUCTORS ONLY
- PROP. ELEC. AND GAS LINES ONLY
- PROP. GAS LINE ONLY
- PROP. ELEC., GAS AND TELECOMMUNICATIONS
- EXIST. ELEC. CONDUCTORS ONLY
- EXIST. GAS LINE ONLY
- FUTURE ELECTRIC TRENCH

CABLE MATERIAL AND SIZE

- A. No 2 AL cable, 175 mils, 15KV, or secondary.
- B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
- C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
- D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
- E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
- F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
- G. No 1/0 stranded AL cable, 280 mils, 28KV.
- H. No 3/0 stranded AL cable, 280 mils, 28KV.
- I. 750 kcmil AL cable, 280 mils, 28KV.
- J. Cable joint.
- K. 350 kcmil AL cable, 260 mils, 25KV.
- M. Marker to locate cable.
- N. Refer to Note on Drawing, N1 for Note 1, etc.
- R. No 1/0 AL, solid cable, 280 mils, 28KV.
- T. No 1/0 AL stranded cable 280 mils, 28KV, jacketed.
- TT. No 1/0 AL stranded cable, 260 mils tree-retardant INS, 25KV, Jacketed.
- V. 350 kcmil AL stranded, 260 mils, 25KV, jacketed.
- VT. 350 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.
- W. 750 kcmil AL stranded, 280 mils, 28KV, jacketed.
- WT. 750 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.

EX: [3R] = No. 1/0 solid AL cable for three-phase primary

[3C40] = No. 1/0 AL cable for 3-phase primary and 350 AL cable for 1-phase secondary

CONDUCTOR CHANGE

SUBSTATION	WD NO.
DUTTON	0515
CIRCUIT	CKT NO. LCP NO.
CRYSTAL SPRINGS	01 435
 A CMS Energy Company	
ELECTRIC	
SHEET C	SHEET 1 OF 1
SCALE	1"=100'

TLM NUMBER	# OF RODS	OHMS
05112932		
CE STAKING REQ'D	☒ Yes ☐ No	
FORESTRY REQ'D	☐ Yes ☒ No	

PRESERVATION LAKES IV, CALEDONIA STL				
CM NO. 100006629929				
ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ECNC	STL	1059708255	11311427	

JOB PURPOSE: INSTALLING STREETLIGHTS PER TOWNSHIP REQUEST			
UPSTREAM PROTECTIVE DEVICE: LCP434 80AMP Riser		CONSUMERS ENERGY CONTACTS	
LOCATION: n/o Waters Bluff Dr e/o Eastern Ave		DEPARTMENT	NAME
		COORDINATOR	DESIGNER
		NUMBER	ALTERNATE
		KRISTEN GREENWOOD	269-986-7352
		RYAN SHAW	616-260-6197
KENT CO GAINES TWP		T 05 N	R 11 W
		SEC. 29	

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED	
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:	
<u>POBoxCEServiceRequest@cmsenergy.com</u>	
☐	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
☒	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
☐	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
☒	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
☐	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
☐	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u>POBoxCEServiceRequest@cmsenergy.com</u>
☐	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u>POBoxCEServiceRequest@cmsenergy.com</u>
☐	OTHER:
NOTIFICATION REFERENCE NUMBERS	
ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	1059708255



GAINES CHARTER TOWNSHIP
8555 KALAMAZOO AVE SE
CALEDONIA MI 49316-8270

Amount Due: \$2,730.00

Please pay by: November 30, 2021

Invoice Number	9321804642
PO Number	
PO Date	
Bill Date	11/16/21

Account: 3000 1923 1111

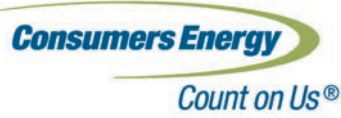
PRESERVATION LAKES IV WATERS BLUFF DR CALEDONIA - STREETLIGHTING - NOTIFICATION NUMBER (s):
- - - 1059708255 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	7.0 EA	\$100.00	\$700.00
Electric Streetlights-CIAC LED	7.0 EA	\$290.00	\$2,030.00
TOTAL DUE:			\$2,730.00
See Page 2 for Payment Options.			
Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan			

INVOICE QUESTIONS - Contact: Kristen Greenwood -(844) 316-9537 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
PO Box 30162
Lansing, MI 48909-7662

PREPAYMENT REQUEST

Account: 3000 1923 1111

Amount Due: \$2,730.00

Please pay by: November 30, 2021

Enclosed:

6 330031126721 000002730000 0000 2056 9 300019231111 H

Ways to pay your nonenergy bill:



Same-day payment
ConsumersEnergy.com
Discover® MasterCard®
Visa® or eCheck



Same-day payment
866-329-9593
Discover® MasterCard®
Visa® or eCheck



By mail
Check, money order
Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order
Varies by authorized payment location
Fee may apply



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

Contract Number: 103030677407

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

Lighting Type:

General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):

1059708255

Construction Work Order Number(s):

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

Charter Township of Gaines

By:

(Signature)

(Printed)

Its

(Title)

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

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Charter Township of Gaines, dated 4/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____, heretofore submitted to and considered by this ☐ commission ☐ council ☐ board ;and

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

STATE OF MICHIGAN
COUNTY OF Kent

I, _____, Clerk of the Charter Township of Gaines, do hereby certify that the foregoing resolution was duly adopted by the ☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: Charter Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 103 & 104
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 101 & 102
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 110 & 109
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 111 & 112
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 114 & 115
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 93 & 94
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	WATERS BLUFF DR - BTWN LOT 79 & 120



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 9, 2021
TO: Gaines Charter Township Board & Byron Township Board
FROM: Jonathan Seyferth, Township Manager
RE: Fire Chief Appointment – Dutton & Cutlerville FDs

SUMMARY OF TOPIC:

In October, the Byron and Gaines Supervisors and I interviewed one internal candidate for the soon to be vacant Cutlerville/Dutton Fire Chief position, Mr. Ken VanHall.

The interview committee was unanimous in recommending to both fire committees that an employment offer be extended to Mr. VanHall at \$84,000 per year plus night/weekend run pay, effective Jan. 1, 2022. Mr. VanHall has agreed to this pay rate. Other benefits would be consistent with Gaines Township employees.

Both fire committees have agreed with this recommendation and are recommending to the Township Boards that Mr. VanHall be named Fire Chief of the Cutlerville and Dutton Fire Departments.

FINANCIAL IMPACT:

Mr. VanHall would be paid \$84,000 per year, plus run pay for nights and weekend runs.

BUDGET ACTION REQUIRED:

No budget action is required, this is a budgeted item for 2022

STAFF RECOMMENDATION:

Staff recommends on the advice of the interview committee and both fire committees that Mr. Ken VanHall be appointed the Cutlerville and Dutton Fire Chief.



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 9, 2021
TO: Gaines Charter Township Board & Byron Township Board
FROM: Jonathan Seyferth, Township Manager
RE: Fulltime Firefighter Hire – Cutlerville

SUMMARY OF TOPIC:

As a result of a retirement at the Cutlerville Fire Department, a Fulltime Firefighter/Engine Operator position has become available. On Tuesday, Dec. 7, 2021 an interview committee consisting of representatives of Bryon Township, Gaines Township, the Cutlerville Fire Department, and the Kentwood Fire Department interviewed six (6) candidates for the position.

It is the unanimous recommendation of the interview committee that Mr. Cade Young be extended the offer of a Fulltime Firefighter at the Engine Operator level (\$23.75 per hour). Because the retiring firefighter has already filled his last shift, the start date would be as soon as practical.

Mr. Young is currently a part-time fire fighter with Cutlerville. This will make for an easy transition.

FINANCIAL IMPACT:

There will be no additional financial impact to the townships as this is a replacement position.

BUDGET ACTION REQUIRED:

No budget action is required, this is a budgeted item.

STAFF RECOMMENDATION:

Staff recommends on the advice of the interview committees that Mr. Cade Young be approved as a Fulltime Firefighter at the EO pay grade – effective date as soon as practical.



MEMO

Staff Communication-Action Item

DATE: December 9, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: Engine 67 Dutton Fire Department

SUMMARY OF TOPIC:

The Cutlerville and Dutton Fire Departments maintain active equipment replacement lists. In the current fiscal year, Engine 67 at Dutton is slated for replacement.

The engine is 20-years old and although on the surface looks to be in good shape, internally the vehicle is beginning to show its age. This includes having to invest significant dollars in maintenance on the vehicle in recent years.

Current buildout on a replacement vehicle 16 to 18 months (this timeline is subject to change) and replacement costs keep changing based on various supply chain challenges. At last check, engine purchase and buildout to Dutton's specifications for Engine 67 would be approximately \$821,705. However, if the Township were to pay the full price up front, we could take advantage of a 3.4% savings (in this case, \$28,083) so the price to the Township would be \$793,682. The Township can also wait until delivery to pay for the vehicle at the full price (\$821,705).

These purchase prices have been updated since the Township Board last discussed the possibility of making this purchase (in the last discussion I estimated prices high). These costs are confirmed by the vendor and noted in the contract that follow this memo. (The contract that follows is with the 3.4% savings and is only for reference as it has both prices. Other than that, both contracts are identical.)

The Dutton Fire Committee did review this request at their November meeting and have recommended to the Township Board that the Engine 67 replacement be

ordered. It was also recommended that the Board discuss the option between paying for the engine upfront and taking advantage of the savings or doing a standard agreement with full payment due upon delivery.

Whatever means the Board chooses to pay for the engine, it is recommended the purchase be authorized at this meeting as there is an anticipated price increase in January 2022.

It should be noted, if the Township chooses to pay upfront to take advantage of the savings the company producing the engine, Halt Fire, would provide the Township with a Performance & Payment Bond. If for some reason Halt was to fold and we did not receive our fire truck, we would make a claim to the bond company to recover our funds. A copy of a Performance Bond Kalamazoo Township entered into earlier this year follows this memo for your reference. If we went this route, the bond paperwork would look the same, just with our information and truck cost.

FINANCIAL IMPACT:

Up to \$821,705 would need to be allocated for this purchase.

Current Dutton Equipment Replacement Fund Balance: \$450,000

At least an additional \$371,705 would need to be allocated from the Township's General Fund (GF) Fund Balance.

Dec. 31, 2021 Projected GF Fund Balance: \$3,253,858

BUDGET ACTION REQUIRED:

This is not a budgeted item for 2021, and if the board chooses to pay in full up front, it would require a budget amendment. If the board elects to pay upon delivery, no budget amendment would be required. However, \$821,705 of the fund balance would become committed and noted as such in the annual audit.

STAFF RECOMMENDATION:

Because of the performance bond and the savings that the Township can take advantage of from paying in full at order, staff recommends the option of making the payment in full on order. It's further recommended the dollars be allocated as follows.

2021 Engine 67 Replacement paid in full at order

Cost	\$ 793,682.00
Equipment Fund	\$(132,830.00)
GF Fund Reserve	\$(410,852.00)
Rev. Loss ARPA \$	\$(250,000.00)
Bal	\$ 0

(ARPA Revenue loss dollars for the Township will total \$342,939 for FY 2020)

If this action is taken, the unrestricted fund balance would stand at about 67%.

For your reference, the impact on Dutton's equipment fund also follows this memo and is labeled OPTION 1.

Paying upon delivery:

As there are two options here, staff also wanted to present to the board the option of what waiting to pay upon delivery would look like.

2021 Engine 67 Replacement

Cost	\$ 821,705.00
Equipment Fund	\$(160,852.50)
GF Fund Reserve	\$(410,852.50)
Rev. Loss ARPA \$	\$(250,000.00)
Bal	\$ 0

This action would leave the dollars in our care, but \$821,705 would become restricted/committed and not able to be used for other options. The uncommitted General Fund fund balance would be at a similar level as paying in full.

This would have more of an impact on the Dutton equipment fund. That table is also provided following this memo as OPTION 2

Dutton Fire Department Replacement Scheduled 2021 - 2029

Current Equipment Fund Balance \$450,000

OPTION 1

This option is paid in Full at time of order = about a 3% savings

2021 Engine 67 Replacement

Cost	\$	793,682.00
Equipment Fund	\$	(132,830.00)
GF Fund Reserve	\$	(410,852.00)
Rev. Loss ARPA	\$	(250,000.00)
Bal	\$	-

Fiscal Year 2022

Starting Balance	\$	317,170.00
FY 2022 Contribution	\$	100,000.00
FYI 2022 Bal	\$	417,170.00
FY 2023 Replacements (N/A)	\$	-
End FY 2022 Bal	\$	417,170.00

Fiscal Year 2023

Starting Balance	\$	417,170.00
FY 2023 Contribution	\$	125,000.00
FY 2023 Bal	\$	542,170.00
FY 2023 Replacements (Utility & Inspections)	\$	(151,000.00)
End FY 2023 Bal	\$	391,170.00

Fiscal Year 2024

Starting Balance	\$	391,170.00
FY 2024 Contribution	\$	175,000.00
FY 2024 Bal	\$	566,170.00
FY 2024 Replacements (Car 60)	\$	(65,000.00)

End FY 2024 Bal \$ 501,170.00

Fiscal Year 2025

Starting Balance	\$	501,170.00
FY 2025 Contribution	\$	200,000.00
FY 2025 Bal	\$	701,170.00
FY 2025 Replacement (Tender 68)	\$	(700,000.00)

End FY 2025 Bal \$ 1,170.00

Fiscal Year 2026

Starting Balance	\$	1,170.00
FY 2026 Contribution	\$	200,000.00
FY 2026 Bal	\$	201,170.00
FY 2026 Replacements (N/A)	\$	-

End FY 2026 Bal \$ 201,170.00

Dutton Fire Department Replacement Scheduled 2021 - 2029

Current Equipment Fund Balance \$450,000

OPTION 2

Option to Pay when delivered

2021 Engine 67 Replacement

Cost	\$	821,705.00
Equipment Fund	\$	(160,852.50)
GF Fund Reserve	\$	(410,852.50)
Rev. Loss ARPA	\$	(250,000.00)
Bal	\$	-

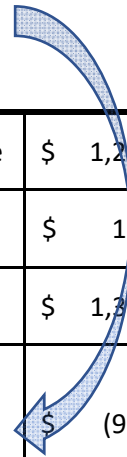
Fiscal Year 2022

Starting Balance	\$	1,110,852.50
FY 2022 Contribution	\$	100,000.00
FYI 2022 Bal	\$	1,210,852.50
FY 2023 Replacements (N/A)	\$	-
End FY 2022 Bal	\$	1,210,852.50

Fiscal Year 2023

Starting Balance	\$	1,210,852.50
FY 2023 Contribution	\$	125,000.00
FY 2023 Bal	\$	1,335,852.50
FY 2023 Replacements (Utility & Inspections)	\$	(972,705.00)
End FY 2023 Bal	\$	363,147.50

Engine 67 Replacement comes & paid in 2023 (estimated) in addition to other planned replacements



Fiscal Year 2024

Starting Balance	\$	363,147.50
FY 2024 Contribution	\$	175,000.00
FY 2024 Bal	\$	538,147.50
FY 2024 Replacements (Car 60)	\$	(65,000.00)

End FY 2024 Bal \$ 473,147.50

Fiscal Year 2025

Starting Balance	\$	473,147.50
FY 2025 Contribution	\$	200,000.00
FY 2025 Bal	\$	673,147.50
FY 2025 Replacement (Tender 68)	\$	(700,000.00)

End FY 2025 Bal \$ (26,852.50)

Fiscal Year 2026

Starting Balance	\$	(26,852.50)
FY 2026 Contribution	\$	200,000.00
FY 2026 Bal	\$	173,147.50
FY 2026 Replacements (N/A)	\$	-

End FY 2026 Bal \$ 173,147.50

PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the "Agreement"), made and entered into by and between Halt Fire, Inc. ("Company"), and Gaines Charter Township, a township in the State of Michigan ("Customer") is effective as of the date specified in Section 3 hereof.

1. Definitions.

- a. **"Product"** means the fire apparatus and any associated equipment manufactured or furnished for the Customer by Company pursuant to the Specifications.
- b. **"Specifications"** means the general specifications, technical specifications, training, and testing requirements for the Product contained in the Company Proposal for the Product prepared in response to the Customer's request for proposal.
- c. **"Company Proposal"** means the proposal provided by Company attached as Exhibit C prepared in response to the Customer's request for proposal.
- d. **"Delivery"** means the date Company is prepared to make physical possession of the Product available to the Customer.
- e. **"Acceptance"** The Customer shall have the opportunity, as described in Section 8(b) below, to inspect the Product for substantial conformance with the material Specifications; unless Company receives a Notice of Defect within the time frame described in Section 8(b), the Product will be deemed to be in conformance with the Specifications and accepted by the Customer.

2. Purpose. This Agreement sets forth the terms and conditions of Company's sale of the Product to the Customer.

3. Term of Agreement. This Agreement will become effective on the date it is signed and approved by both Customer and Company ("Effective Date") and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon the Customer's Acceptance and payment in full of the Purchase Price.

4. Purchase and Payment. The Customer agrees to purchase the Product specified on Exhibit A for the total purchase price of \$821,705.00 ("Purchase Price"). Prices are in U.S. funds.

5. Future Changes. Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and/or the Product and in any such event any resulting cost increases incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. In addition, any future drive train upgrades (engine, transmission, axles, etc.), or any other specification changes have not been calculated into our annual increases and will be provided at additional cost. To the extent practicable, Company will document and itemize any such price increases for the Customer.

6. Agreement Changes. The Customer may request that Company incorporate a change to the Products or the Specifications for the Products by delivering a change order to Company; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Company to evaluate the feasibility of such change ("Change Order"). Within [seven (7) business days] of receipt of a Change Order, Company will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Company shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order. A Change Order is only effective when counter-signed by Company's authorized representative.

7. Cancellation/Termination. In the event this Agreement is cancelled or terminated by a party before completion, Company may charge a cancellation fee. The following charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after order is accepted and entered by Company; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon any material requisition. The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Company endeavors to mitigate any such costs through the sale of such Product to another purchaser; however, Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Company upon sale of the Product to another purchaser, plus any costs incurred by Company to conduct any such sale.

8. Delivery, Inspection and Acceptance. (a) Delivery. Delivery of the Product is scheduled to be within 15.5 months after the receipt and acceptance of the order by Pierce Manufacturing, F.O.B. Appleton, WI. Risk of loss shall pass to Customer upon Delivery. The delivery time frame quoted is from the order receipt and acceptance by Pierce Manufacturing until the final inspection trip at the Pierce Manufacturing facility. Delays in delivery due to additional changes requested by the customer at the final inspection trip will not be held against the initial quoted delivery time frame. In addition, the delivery schedule of the completed unit(s) will not be counted against the delivery time frame as to try to reduce the risk of potential vehicle damage while

in transit. (b) Inspection and Acceptance. After Delivery to the customer location, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the material Specifications, and in the event of substantial non-conformance to the material Specifications to furnish Company with written notice sufficient to permit Company to evaluate such non-conformance ("Notice of Defect"). Any Product not in substantial conformance to material Specifications shall be remedied by Company within thirty (30) days from the Notice of Defect. In the event Company does not receive a Notice of Defect within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and accepted by Customer.

9. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Company

Halt Fire, Inc.

50168 West Pontiac Trail Unit 5

Wixom, Michigan 48393

Customer

Gaines Charter Township

8555 Kalamazoo Ave.

Caledonia, MI 49316

10. Standard Warranty. Any applicable manufacturer warranties are attached hereto as Exhibit B and made a part hereof. Any additional warranties must be expressly approved in writing by Company's authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER COMPANY, ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall Company be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Company's own negligence, or otherwise.

11. Force Majeure. The Bidder shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond the Bidder's control which makes the Bidder's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities, or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, vehicle accidents during manufacturing and/or testing, and/or delivery, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work

12. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Company fails to perform any of its obligations under this Agreement; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Company.

13. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Company until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Company until the Purchase Price for that Product has been paid in full. In case of any default in payment, Company may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.

14. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other.

15. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

16. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of Michigan.

17. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.

18. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Company's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Company's authorized representative.

19. Conflict. In the event of a conflict between the Customer Specifications and the Company Proposal, the Company Proposal shall control. In the event there is a conflict between the Company Proposal and this Agreement, the Company Proposal shall control.

Accepted and agreed to:

COMPANY

Name: _____

Title: President _____

Date: _____

CUSTOMER: Gaines Charter Township _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

PURCHASE DETAIL FORM
Company

Date: November 18, 2021 _____

Customer Name: Gaines Charter Township

Quantity	Chassis Type	Body Type	Price per Unit
One (1)	Velocity custom chassis	Heavy-duty rescue pumper	\$821,705.00
			\$
			\$
			\$
			\$

Advance prepayment option: Pay for the entire unit upfront and deduct a total of \$28,083.00 from the above total.

Total amount due at time of order submission will be \$793,682.00 made payable to Halt Fire, Inc.

Warranty Period: One (1) year bumper to bumper. See warranty section for complete details

Training Requirements: Two (2) new chassis and two (2) foam system training sessions included

Other Matters: Performance bond included

This contract is available for inter-local and other municipal corporations to utilize with the option of adding or deleting any manufacturer available options, including chassis models. Any addition or deletion may affect the unit price.

Payment Terms: Net payment due at time of final inspection trip, Appleton, WI unless customer opts to use the Advance prepayment option listed above.

[NOTE: If deferred payment arrangements are required, the Customer must make such financial arrangements through a financial institution acceptable to Company.] All taxes, excises and levies that Company may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Product sold by Company to the Customer shall be for the account of the Customer and shall be added to the Purchase Price. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the prices on all unshipped Product will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge of 1.5 percent per month or such lesser amount permitted by law. Company will not be required to accept payment other than as set forth in this Agreement. However, to avoid a late charge assessment in the event of a dispute caused by a substantial nonconformance with material Specifications (other than freight), the Customer may withhold up to five percent (5%) of the Purchase Price until such time that Company substantially remedies the nonconformance with material Specifications, but no longer than sixty (60) days after Delivery. If the disputed amount is the freight charge, the Customer may withhold only the amount of the freight charge until the dispute is settled, but no longer than sixty (60) days after Delivery. Company shall have and retain a purchase money security interest in all goods and products now or hereafter sold to the Customer by Company or any of its affiliated companies to secure payment of the Purchase Price for all such goods and products. In the event of nonpayment by the Customer of any debt, obligation or liability now or hereafter incurred or owing by the Customer to Company, Company shall have and may exercise all rights and remedies of a secured party under Article 9 of the Uniform Commercial Code (UCC) as adopted by the state of Michigan.

THIS PURCHASE DETAIL FORM IS EXPRESSLY SUBJECT TO THE PURCHASE AGREEMENT TERMS AND CONDITIONS DATED AS OF November 18, 2021 BETWEEN COMPANY AND Gaines Charter Township WHICH TERMS AND CONDITIONS ARE HEREBY INCORPORATED IN, AND MADE PART OF, THIS PURCHASE DETAIL FORM AS THOUGH EACH PROVISION WERE SEPARATELY SET FORTH HEREIN, EXCEPT TO THE EXTENT

OTHERWISE STATED OR SUPPLEMENTED BY COMPANY HEREIN.

EXHIBIT B

WARRANTY

SEE THE WARRANTY SECTION FOR COMPLETE COVERAGE AND TERMS.

EXHIBIT C

COMPANY PROPOSAL

SEE THE PROPOSAL SPECIFICATION FOR COMPLETE DETAILS.

Not included by Township
staff - 130 page document
with truck specifications.
Staff has available for review
is desired.



Bond No. 107488603

Travelers Casualty and Surety Company of America
1 Tower Square
Hartford, CT 06183

PERFORMANCE AND PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, THAT, Halt Fire, Inc.

50168 West Pontiac Trail, Unit #5, Wixom, MI 48393

(hereinafter called Principal), as Principal and Travelers Casualty and Surety Company of America, a corporation organized and existing under the laws of the State of CT with its principal office in the City of Hartford, (hereinafter called Surety) as Surety are held and firmly bound unto Township of Kalamazoo

(hereinafter called the Owner) and to all persons who furnish labor or material directly to the Principal for use in the prosecution of the work hereinafter named, in the just and full sum of Six Hundred One Thousand Four Dollars and 00/100 Dollars (\$601,004.00)

to the payment of which sum well and truly to be made, the said Principal and Surety bind themselves, and their respective heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the 24th day of August, 2021, for One (1) Pierce Saber Pumper

which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein..

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall fully indemnify the Owner from and against any failure on his/her part faithfully to perform the obligations imposed upon him/her under the terms of said contract free and clear of all liens arising out of claims for labor and material entering into the work, and if the said Principal shall pay all persons who shall have furnished labor or material directly to the Principal for use in the prosecution of the aforesaid work, each of which said persons shall have a direct right of action on this instrument in his/her own name and for his/her own benefit, subject, however, to the Owner's priority, then this obligation to be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that no action, suit or proceeding shall be had or maintained against the Surety on this instrument unless the same be brought or instituted and process served upon the Surety within two years after completion of the work mentioned in said contract, whether such work be completed by the Principal, Surety or Owner; but if there is any maintenance or warranty period provided in the contract for which said Surety is liable, an action for such maintenance or warranty may be brought within two years from the expiration of said maintenance or warranty period, but not afterwards.

IN WITNESS WHEREOF the said Principal and Surety have signed and sealed this instrument this 31st day of August, 2021.

Halt Fire, Inc.

Mary M. Carril
Witness:

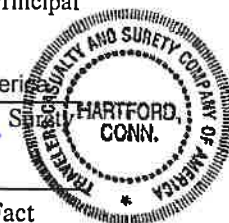
By: Jedd L. Smith

Principal

Sarah E. DeYoung
Witness: Sarah E. DeYoung

Travelers Casualty and Surety Company of America

By: Cathy Hutson
Cathy Hutson Attorney-In-Fact





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Cathy Hutson** of **Milwaukee, WI**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: 107488603

OR

Project Description: One (1) Pierce Saber Pumper

Principal: Halt Fire, Inc.

Obligee: Township of Kalamazoo

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026





Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **31st** day of **August**, 2021.





Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



MEMO

Staff Communication-ACTION ITEM

DATE: December 9, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager/Rob DeWard, Township Supervisor
RE: Amendment to 2021 Budget

There are several cost centers in the General Fund budget that are close to exceeding total funds budgeted for the cost center.

As we have yet to receive all invoices for 2020, there may not be sufficient funds available in some cost centers to cover the anticipated expenses.

I would like to recommend to the Board that a transfer of \$96,700.00 be made from GL# 101-000.000-390.000 (Unassigned Fund Balance), to the following cost centers:

DEPARTMENT	COST CENTER	\$ AMOUNT TRANSFERRED INTO
101-171.000	Supervisor	\$12,500.00 Wages & Benefits/misc. for one month – Executive Assistants wages should be divided between Supervisor & Manager
101-215.000	Clerk	\$15,000.00 Wages & benefits/seminar expenses/cell phones/
101-261.000	General Administration	\$30,000.00 Legal/publication of notices for SAD charged to this account – General Fund will be reimbursed when PS Fund has \$\$'s (2022)
101-262.000	Elections	\$1,200 Contracted Svcs./wages/etc.
101-445.000	Drains	\$38,000 Drain work done by the County

As you know, every effort is made to project expenditures as accurately as possible. However, factors out of our control (such as attorney fees, price increases, unexpected repairs, personnel changes, etc.) can increase our anticipated expenses. You may rest assured fiscal responsibility remains a priority for all staff members.



**GAINES CHARTER TOWNSHIP, COUNTY OF KENT
RESOLUTION TO AMEND THE FISCAL YEAR 2021 BUDGET
RESOLUTION # ____-2021**

At a regular meeting of the Gaines Charter Township Board of Trustees, held on Monday, December 13, 2021 at the Township Hall located at 8555 Kalamazoo Ave., SE, Caledonia, MI 49316, County of Kent, the following resolution was offered by Board Member _____and supported by Board Member _____.

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Gaines Charter Township Board of Trustees adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED

The Gaines Charter Township Board amends the 2021 Fund Budgets as follows:

DEPARTMENT	COST CENTER	\$ AMOUNT TRANSFERRED INTO
101-171.000	Supervisor	\$12,500.00 Wages & Benefits/misc. for one month – Executive Assistants wages should be divided between Supervisor & Manager
101-215.000	Clerk	\$15,000.00 Wages & benefits/seminar expenses/cell phones/
101-261.000	General Administration	\$30,000.00 Legal/publication of notices for SAD charged to this account – General Fund will be reimbursed when PS Fund has \$\$'s (2022)
101-262.000	Elections	\$1,200 Contracted Svcs./wages/etc.
101-445.000	Drains	\$38,000 Drain work done by the County

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED DECEMBER 16,2020

Michael A. Brew, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Gaines Charter Township, County of Kent, Michigan, at a regular meeting held on December 13, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by the Act.

Michael A. Brew, Township Clerk

GAINES CHARTER TOWNSHIP ANNUAL BUDGET



2022

Introduction

The following narrative is intended to give the Township Board and the public more insights into how the Township intends to spend dollars across all funds in Fiscal Year 2022. This narrative is also intended to provide historical reference to staff when looking back at priorities for the preparation of future budgets.

On the whole, the Township's financial position is solid across all budgets and funds. We are anticipating adding to each area's fund balances (if even modestly). Fiscal Year 2022 is focused on making tweaks to service delivery and ensuring proper planning for replacement of aging equipment in public safety.

The next sections are intended to be a broad overview of the revenue and expenses as anticipated in the general fund as well as narrative on the dedicated/enterprise funds, fund balance projections for the General Fund, Fire Equipment Funds & the Enterprise Funds follow the narrative.

Revenue Projections

General Fund revenues fall into 5 broad categories:

Category	Projected revenue FY 2022	Percent Revenues
Property Taxes	\$900,000	19%
Other Taxes	\$280,900	6%
State Funds	\$2,606,334	55%
Fees	\$813,480	17%
Other	\$147,425	3%
Total	\$4,748,139*	

*This total is rounded to the nearest dollar. In the BS&A budget sheets, the total general fund revenue is \$4,748,138.60

"Other Taxes" include but is not limited to: PILOT Payments; Trailer Taxes; and IFT

"Fees" include but is not limited to: tax administrative fees; cable fees; and cemetery open & close fees

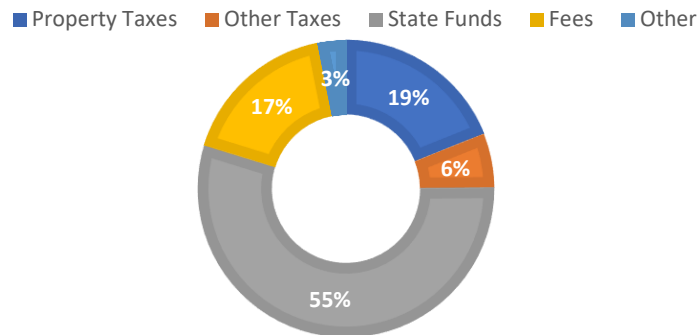
"Other" include but is not limited to: interest earnings; sale of cemetery lots; and miscellaneous income

Overall General Fund Revenues are anticipated to increase by about 6.9% from 2021 to 2022 with most of the increase coming from state revenue sharing and property taxes.

Most of the gain in property taxes is attributed to the Township's pace of development with new construction in the residential and industrial sectors. That growth coupled with an increase in property values throughout West Michigan translates into a projected 9.1% increase in property taxes. New construction in the residential sector also has an impact on the Township's population growth which in turn impacts state funds flowing to the Township. In the next fiscal year, we anticipate state funds to increase by about 9.2%. Some revenue areas are projected to decrease, most notably, interest on earnings.

As has been consistent for many years, the largest portion of our revenues continues to come from state revenues constituting 55% of revenues with taxes and fees coming in as the Township's second and third largest revenue sources at 19% and 17% respectively.

FY 2022 GENERAL FUND REVENUE



General Fund Expenses

General Fund expenses fall into 5 broad categories:

Category	Projected Expenses FY 2022	Percent of total
Administrative	\$1,255,169	26%
Elections	\$175,934	4%
Planning & Zoning	\$339,256	7%
Public Safety (transfer out)	\$2,075,050	44%
Public Works	\$895,466	19%
Total	\$4,740,875	

"Administrative" includes but is not limited to the following cost centers: Elected Offices; management; assessing; general admin; and urban transit.

"Public Works" includes but is not limited to the following cost centers: Township Hall & Grounds; Highways, Streets & Trails; Street Lights; Cemetery operations; and Parks.

Fiscal Year 2022 will represent several changes in how the Township operates, looks at, and tracks expenses. The most notable change is that with the establishment of the Special Assessment District; the Township will be moving public safety out of the general fund and into its own dedicated budget. The \$2,075,050 of general fund dollars noted as going to Public Safety, is only part of the overall Public Safety budget, which for Fiscal Year 2022 will be \$3,266,225 (this **INCLUDES** Byron Township's portion of the Cutlerville budget). Within the total public safety budget, Gaines Charter Township will be contributing \$100,000 to both the Cutlerville & Dutton Equipment Fund (engine replacement fund) totaling \$200,000. It is staff's intent to begin to increase this contribution in future fiscal years based on the Fire Department's equipment replacement schedules.

The Townships will also be distributing total staffing costs (wages plus benefits) across work areas. These adjustments will be made quarterly and will be done looking at where staff spends their time working, not just based on the departments to which they are assigned.

Although the Township does not have a Public Works Department, for communication purposes, several expense categories (cost centers) are being grouped into Public Works, including: Township Hall and grounds; highways, streets, and trails; street lights; cemetery operations; and parks (among a few others). Within this budget we are allocating \$200,000 to local roads which are maintained by the Kent County Road Commission and provides a 1:1 match for all Township dollars allocated to local roads. There are also dollars included for minor projects at Prairie Wolf Park and trail maintenance throughout the Township.

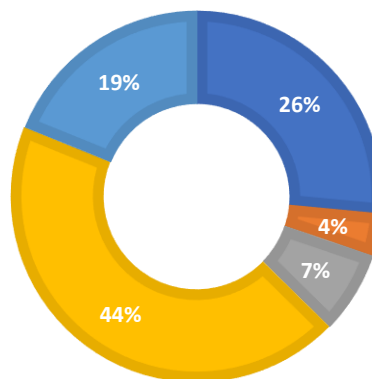
Elections and Planning & Zoning have been pulled out of general administration for a few reasons. 2022 is an off-year election and the elections department will see more activity this coming year than in the current fiscal year. Planning & Zoning sees fee activity associated with its operations and its good to be aware of those expenses outside of normal administrative operations. Additionally, planning will be working on updates to both the Township's Master Plan and the Township's Parks and Recreation plan in 2022.

In Fiscal Year 2022, the Township intends to rehire an Assistant Planner and the front desk Administrative Assistant. The two positions had been left vacant through attrition. These hires will allow the Township to better serve residents at Township Hall and increase the capacity of the Planning Department allowing the Township to decrease some of its dependence on third party contractors for more basic site plan reviews.

The pie chart below gives a graphic representation of where General Fund dollars are spent in the Township based on the above narrative. The largest single expense in the General Fund is Public Safety with the transfer to the Public Safety budget of more than \$2 million dollars making up 44% of the General Fund budget.

FY 2022 EXPENSES BY GENERAL CATEGORY

■ Administrative ■ Elections ■ Planning & Zoning ■ Public Safety ■ Public Works



Enterprise & Dedicated Funds

Staff is reworking how the Township accounts for the Enterprise Funds at the start of the fiscal year. Below is a brief explanation of each of these funds.

Building Fund

The Building Department is funded wholly by fees associated with construction (new & remodel) work in the Township. The Building Department is projecting about \$900,000 of revenue in 2022 with about \$400,000 of that coming from Amazon's expansions at Patterson Avenue and 68th Street. Total expenses in the building department are expected to be about \$420,000. Staff anticipates adding about \$480,000 to the Building Fund's fund balance.

It should be noted, without the costs associated with the Amazon project, the building fund would still be operating in the black by approximately \$80,000.

Water Fund

The Water Fund is projecting revenues of about \$2.9 million in Fiscal Year 2022 with expenses of about \$2.5 million. We're projecting the water fund fund balance will grow by about \$375,000 next fiscal year. This growth in the fund balance helps the Township to save for upcoming water projects, including an additional connection to the City of Wyoming in northwest Byron Township. The additional connection will increase redundancy and reliability for the water system. Another project on this horizon is a new water tower that will be located on the eastern edge of the Township on Patterson Avenue between 68th and 72nd Streets. These projects are not yet scheduled, but are anticipated in the next 10-years.

Sewer Fund

Much like Water, the Sewer Fund is in a solid operational position. The sewer fund is projecting revenues of about \$2.6 million and expenses of about \$2.7 million. Although at this point in the budget process it does appear that the sewer fund would be operating at a loss and there would be a need to dip into its fund balance by about \$100,000 – this will not be the case. At the end of each fiscal year, the Township engineer and auditor include a number in the revenue line for "Developer Contributions" this is a harder line to estimate, so it's been the Township's practice to leave this revenue estimate blank and adjust it after both the engineer and auditor have had an opportunity to review data to determine what that number is.

It should be noted that developer's contributions are not actual dollars that flow into the sewer fund, but are rather an accounting of assets that have to be shown. Developers turn over assets to the Township after completing a construction project. These assets have a dollar value to them and we must account for that as revenue. Similarly, on the expense side of the books, depreciation do not equate to dollars that are actually paid out to a vendor or other third party, but an accounting practice to ensure that the Township's enterprise funds are properly capitalized to allow for the replacement of infrastructure as needed and planned. When looking at the depreciation line in the Sewer budget, more than a million dollars is projected as an expense, so in reality, the Sewer Fund Balance will grow by an equal amount.

Public Safety

The public safety budget (fire and Sheriff's office expenses) will look similar to years past, with the exception of being pulled out of the "101" (General Fund) account and placed into its own "205" (Public Safety) account. Revenue lines for the account include Public Safety Special Assessment Dollars, Byron Township Management Fee, Byron Township reimbursement and Transfers in from the General Fund.

Total revenue in the Public Safety budget is anticipated to be \$3,267,581.

Total expenses in the Public Safety budget are anticipated to be \$3,266,226. As previously noted, this includes a \$200,000 transfer to the fire equipment fund for fire engine replacements.

Staffing costs in the departments are also increasing. This is attributed to a few different factors, including an updated union contract in Cutlerville and a slight changing of staffing in Dutton as well as an increase in the Paid-on-Call and part-time rates in Dutton.

Staffing at the Dutton Fire Department will need to be closely looked at this coming year with possible consideration of moving the department from primarily a paid-on-call (volunteer) model to a more full-time model. The need to look at this change is being drive by a decrease in the number of volunteers available on nights and weekends (this is especially acute in the summer months). The Dutton Fire Committee has asked staff to provide it with information on current staffing, response times, number of responders per call, and the frequency for responders (the latter will give a better picture of the weight individuals are shouldering).

Depending on the outcome of this study, a mid-year change to the Dutton Fire Department's structure could be required. This would likely require additional dollars be transferred from the General Fund's fund balance into the Public Safety budget to cover costs for additional staffing. In future fiscal years, the additional staffing would be covered by the Public Safety Special Assessment.

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Gaines Charter Township Fund Balances

	Total Balance Jan. 1, 2021*	Funds Earmarked for Fire Equipment Replacement	GF Projected Net Change FY 2021	Est. Fund Balance Dec. 31, 2021	Projected Net Change FY 2022	Projected Fund Balance Dec. 31, 2022	Fund Balance %
Unrestricted General Fund	\$ 3,850,657	\$ (667,500)	\$ 70,701	\$ 3,253,858	\$ 7,263	\$ 3,261,121	76%
Cutlerville Equipment Fund				\$ 217,500	\$ 100,000	\$ 317,500	
Dutton Equipment Fund				\$ 450,000	\$ 100,000	\$ 550,000	
Sewer Fund Balance	\$ 13,823,890			\$ 13,823,890	\$ (100,000)	\$ 13,723,890	
Water Fund Balance	\$ 6,846,987			\$ 6,846,987	\$ 375,000	\$ 7,221,987	
Building Fund Balance	\$ 1,248,099			\$ 1,248,099	\$ 480,000	\$ 1,728,099	

*The unrestricted fund balance number is found on page 9 of the 2020 audit. Earmarked funds are included in this total. For transparency on the equipment funds, and for future reference, earmarked dollars will be noted separately from and not counted toward, the total unrestricted fund balance percent.

	a 60% fund balance	a 50% fund balance	a 40% fund balance
3 year average of expenses \$ 4,277,195.00	\$ 2,566,317.00	\$ 2,138,597.50	\$ 1,710,878.00

Employee	Current FY Base Pay	4% Increase elected, 5% Increase staff FY 2022 Base	
Supervisor	\$ 37,742	\$ 46,188	Hrs increased to 24/hrs per week
Clerk	\$ 61,200	\$ 78,499	Wage adj. to aline with Elected Officials
Treasurer	\$ 75,480	\$ 78,499	
Manager	\$ 100,000	\$ 108,125	Increase - per contract
Deputy Clerk	\$ 36,891	\$ 38,735	
Deputy Treasurer	\$ 47,445	\$ 51,481	Increase - per Personnel Committee
Executive Assistant	\$ 50,211	\$ 52,722	
CD Director	\$ 65,000	\$ 71,076	Increase - per Personnel Committee
Asst Planner	\$ -	\$ 56,000	New Position
Floater	\$ -	\$ 39,520	New Position
W/S Admin	\$ 42,367	\$ 44,485	
W/S Clerk	\$ 39,790	\$ 41,780	
Building Inspector	\$ 67,524	\$ 70,900	
Building Admin	\$ 38,792	\$ 40,732	
Assessor	\$ 72,552	\$ 76,180	
Asst. Assessor	\$ 53,019	\$ 55,670	
Assessing Tech	\$ 32,370	\$ 33,989	
Sexton	\$ 24,835	\$ 26,076	
Accountant		\$ 7,500	T Lawrence - Acct Services
		\$ 1,018,158	

PERIOD ENDING 12/1/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Fund 101 - GENERAL FUND						
GENERAL FUND 101-000 REVENUES						
Dept 000.000						
101-000.000-404.000	GENERAL PROPERTY TAXES	825,000.00	729,814.42	95,185.58	88.46%	900,000.00
101-000.000-411.000	DELINQUENT REAL TAXES	10,000.00	10,472.24	(472.24)	104.72%	10,500.00
101-000.000-412.000	DELINQUENT PERSONAL TAXES	500.00	124.07	375.93	24.81%	500.00
101-000.000-432.001	PAYMENT IN LIEU OF TAXES	17,100.00	17,105.91	(5.91)	100.03%	17,500.00
101-000.000-434.000	TRAILER FEES	9,100.00	7,799.00	1,301.00	85.70%	9,400.00
101-000.000-437.000	IND/COMM FACILITIES TAXES	43,000.00	42,891.68	108.32	99.75%	43,000.00
101-000.000-438.000	INCOME TAXES	0.01	0.00	0.01	0.00%	-
101-000.000-445.000	INTEREST/PENALTIES ON TAXES	20,000.00	12,384.17	7,615.83	61.92%	12,000.00
101-000.000-447.000	ADMINISTRATION FEE	338,000.00	344,919.49	(6,919.49)	102.05%	358,000.00
101-000.000-451.000	STREET LIGHTING TAXES	200,000.00	190,734.97	9,265.03	95.37%	200,000.00
101-000.000-476.000	WASTE MANAGEMENT FEES	500.00	450.00	50.00	90.00%	500.00
101-000.000-477.000	CABLEVISION FEES	340,000.00	253,168.55	86,831.45	74.46%	349,000.00
101-000.000-478.000	LIQUOR LICENSES FEES	2,700.00	2,700.00	0.00	100.00%	2,700.00
101-000.000-503.000	GRANT REVENUE	0.01	0.00	0.01	0.00%	-
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00	29,046.90	(29,046.90)	#DIV/0!	-
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION	50,000.00	22,988.88	27,011.12	45.98%	50,000.00
101-000.000-574.000	REVENUE SHARING	2,297,705.00	1,752,125.00	545,580.00	76.26%	2,539,333.60
101-000.000-613.000	BYRON TWP MANAGMENT FEE	26,703.35	9,820.07	16,883.28	36.77%	-
101-000.000-615.000	SUMMER TAX COLLECTION FEES	31,000.00	33,329.60	(2,329.60)	107.51%	31,000.00
101-000.000-616.000	STREET LIGHT INSTALL/ETC	0.01	0.00	0.01	0.00%	-
101-000.000-626.000	PLANNING AND ZONING FEES	20,000.00	16,005.00	3,995.00	80.03%	20,000.00
101-000.000-628.000	COPIER CHARGES	0.01	0.00	0.01	0.00%	-
101-000.000-628.001	COPIER CHARGES - LIBRARY	0.01	0.00	0.01	0.00%	-
101-000.000-634.000	CEMETERY OPEN/CLOSE FEES	24,000.00	28,875.00	(4,875.00)	120.31%	24,000.00
101-000.000-642.000	SALE OF EQUIPMENT	0.01	1,053.25	(1,053.24)	10532500.00%	1,000.00
101-000.000-642.001	SALE OF PROPERTY	0.01	0.00	0.01	0.00%	-
101-000.000-642.002	SALE OF PRINTED MATERIALS	15.00	20.00	(5.00)	133.33%	25.00
101-000.000-642.003	SALE OF CEMETERY LOTS	25,000.00	29,200.00	(4,200.00)	116.80%	28,000.00
101-000.000-651.000	RIGHT OF WAY/EASEMENTS	3,900.00	1,950.00	1,950.00	50.00%	3,900.00
101-000.000-651.001	STATE TELECOMMUNICATION SHARE	17,000.00	0.00	17,000.00	0.00%	17,000.00
101-000.000-657.000	ORDINANCE FINES	0.01	100.65	(100.64)	1006500.00%	250.00

101-000.000-665.001	INTEREST ON INVESTMENTS	12,000.00	3,850.04	8,149.96	32.08%	8,000.00
101-000.000-665.002	INTEREST ON INVESTMENTS/TAXES	1,200.00	0.00	1,200.00	0.00%	500.00
101-000.000-667.000	LIBRARY RENTAL	1,500.00	0.00	1,500.00	0.00%	1,000.00
101-000.000-667.001	BLDG DPT/	11,000.00	0.00	11,000.00	0.00%	11,000.00
101-000.000-667.002	WATER/SEWER RENT	0.00	0.00	0.00	#DIV/0!	-
101-000.000-667.003	RENTAL OF COMMUNITY ROOM	1,000.00	0.00	1,000.00	0.00%	1,000.00
101-000.000-667.004	LIBRARY OPERATING REIMBURS.	14,000.00	13,890.00	110.00	99.21%	14,000.00
101-000.000-671.000	SHERIFF'S LEASE	25,500.00	0.00	25,500.00	0.00%	27,030.00
101-000.000-671.001	AIR TOUCH LEASE PAYMENT	3,000.00	3,005.05	(5.05)	100.17%	3,000.00
101-000.000-674.000	CONTRIBUTIONS AND DONATIONS	1,000.00	0.00	1,000.00	0.00%	1,000.00
101-000.000-676.000	MISC REVENUE/REIMBURSEMENTS	250.00	3,050.98	(2,800.98)	1220.39%	1,000.00
101-000.000-687.000	REFUNDS OF EXPENDITURES	1,500.00	750.00	750.00	50.00%	-
101-000.000-687.001	WATER/SEWER FUND REIMBURSEMEN	48,000.00	0.00	48,000.00	0.00%	48,000.00
101-000.000-687.002	FIRE DEPT REVENUES/REIMBURSEMEN	1,000.00	9,165.00	(8,165.00)	916.50%	15,000.00
101-000.000-687.003	SCHOOL ELECTION REIMBURSEMENT	8,700.00	0.00	8,700.00	0.00%	-
101-000.000-687.004	GYPSY MOTH	0.01	0.00	0.01	0.00%	-
101-000.000-699.000	TRANSFER IN	0.00	126,902.89	(126,902.89)	#DIV/0!	
Total Dept 000.000		4,430,873.49	4,241,381.81	1,627,916.85	95.72%	4,748,138.60

TOTAL REVENUES	4,430,873.49	3,451,803.95	1,627,916.85	77.90%	4,748,138.60	6.91%
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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 101.000 - TOWNSHIP BOARD						
101-101.000-702	Wages & Benefits					13,841.40
101-101.000-727.000	SUPPLIES	250.00	7.95	242.05	3.18%	250.00
101-101.000-817.000	MILEAGE REIMBURSEMENT	400.00	0.00	400.00	0.00%	400.00
101-101.000-831.000	SEMINARS/CONTINUING EDUCATION	1,500.00	0.00	1,500.00	0.00%	1,500.00
Total Dept 101.000 - TOWNSHIP BOARD		16,511.40	7,349.33	8,656.18	44.51%	15,991.40

-3.70%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 171.000 - SUPERVISOR						
101-171.000-702	Wages & Benefits					60,097.00
101-171.000-727.000	TEXTBOOKS/REFERENCE MATERIALS	300.00	144.42	155.58	48.14%	600.00
101-171.000-802.000	LEGAL SERVICES	0.00	0.00	0.00	#DIV/0!	300.00
101-171.000-812.000	LUNCHES/DINNERS/MEETINGS	100.00	0.00	100.00	0.00%	300.00
101-171.000-817.000	MILEAGE REIMBURSEMENT	500.00	828.00	(328.00)	165.60%	500.00
101-171.000-831.000	SEMINARS/CONTINUING EDUCATION	500.00	559.13	(59.13)	111.83%	500.00
101-171.000-832.000	DUES AND MEMBERSHIPS	150.00	115.00	35.00	76.67%	115.00

101-171.000-853.000	CELLULAR PHONE	850.00	569.78	280.22	67.03%	575.00	
101-171.000-963.001	MISCELLANEOUS	100.00	27.86	72.14	27.86%	100.00	
101-171.000-965.000	POSTAGE					100.00	
101-171.000-979.000	NEW FURNITURE AND EQUIPMENT	500.00	1,166.60	(666.60)	233.32%	1,000.00	
Total Dept 171.000 - SUPERVISOR		128,564.25	150,838.04	(22,273.79)	117.33%	64,187.00	-67.00%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 172.000 - Superintendent/Manager							
101-172.000-702	Wages & Benefits					127,017.00	
101-172.000-727.000	TEXTBOOKS/REFERENCE MATERIALS	300.00	432.89	(132.89)	144.30%	1,200.00	
101-172.000-802.000	LEGAL SERVICES	0.00	0.00	0.00	0.00%	1,000.00	
101-172.000-812.000	LUNCHES/DINNERS/MEETINGS	100.00	0.00	100.00	0.00%	500.00	
101-172.000-817.000	MILEAGE REIMBURSEMENT	500.00	174.72	325.28	34.94%	1,775.00	
101-172.000-831.000	SEMINARS/CONTINUING EDUCATION	600.00	2,992.77	(2,392.77)	498.80%	5,255.00	
101-172.000-832.000	DUES AND MEMBERSHIPS	150.00	927.50	(777.50)	618.33%	2,000.00	
101-172.000-853.000	CELLULAR PHONE	850.00	11.36	838.64	1.34%	500.00	
101-172.000-963.001	MISCELLANEOUS	100.00	85.86	14.14	85.86%	250.00	
101-172.000-965.000	POSTAGE					100.00	
101-172.000-979.000	NEW FURNITURE AND EQUIPMENT	500.00	593.00	(93.00)	118.60%	1,500.00	
Total Dept 172.000 - Superintendent/Manager		105,886.74	68,067.43	9,602.34	64.28%	141,097.00	29.00%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 215.000 - CLERK							
101-215.000-702	Wages & Benefits					104,545.00	
101-215.000-727.000	SUPPLIES	500.00	787.80	(287.80)	157.56%	2,831.00	
101-215.000-808.000	CONTRACTED SERVICES	1,000.00	88.00	912.00	8.80%	2,000.00	
101-215.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	2,000.00	1,316.00	684.00	65.80%	1,000.00	
101-215.000-812.000	LUNCHES/DINNERS/MEETINGS	250.00	393.76	(143.76)	157.50%	250.00	
101-215.000-817.000	MILEAGE REIMBURSEMENT	1,000.00	431.37	568.63	43.14%	1,100.00	
101-215.000-831.000	SEMINARS/CONTINUING EDUCATION	1,500.00	2,667.57	(1,167.57)	177.84%	12,000.00	
101-215.000-832.000	DUES AND MEMBERSHIPS	150.00	491.00	(341.00)	327.33%	1,000.00	
101-215.000-853.000	CELLULAR PHONE	720.00	641.06	78.94	89.04%	1,008.00	
101-215.000-900.000	PRINTING	500.00	0.00	500.00	0.00%	500.00	
101-215000-901.000	PUBLISHING		0.00	0.00		600.00	
101-215.000-932.000	EQUIPMENT MAINTENANCE	0.00	0.00	115.95	#DIV/0!	-	
101-215.000-963.001	MISCELLANEOUS	200.00	84.05	115.95	42.03%	300.00	
101-215.000-965.000	POSTAGE					8,500.00	
101-215.000-979.000	NEW FURNITURE AND EQUIPMENT	0.00	2,903.85	(2,903.85)	100.00%	329.00	

Total Dept 215.000 - CLERK	144,855.81	151,235.35	(12,426.74)	104.40%	135,963.00	-6.33%
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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 247.000 - BOARD OF REVIEW						
101-247.000-702	Wages & Benefits					3,219.00
101-247.000-812.000	LUNCHES/DINNERS/MEETINGS	240.00	0.00	240.00	0.00%	250.00
101-247.000-831.000	SEMINARS/CONTINUING EDUCATION	350.00	0.00	350.00	0.00%	350.00
101-247.000-901.000	PUBLICATIONS	250.00	0.00	250.00	0.00%	240.00
Total Dept 247.000 - BOARD OF REVIEW		4,059.00	932.61	3,126.39	22.98%	4,059.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 253.000 - TREASURER						
101-253.000-702	Wages & Benefits					158,203.00
101-253.000-727.000	SUPPLIES	700.00	257.47	442.53	36.78%	800.00
101-253.000-802.000	LEGAL SERVICES	250.00	0.00	250.00	0.00%	250.00
101-253.000-808.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00%	150.00
101-253.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	4,000.00	3,314.30	685.70	82.86%	5,500.00
101-253.000-812.000	LUNCHES/DINNERS/MEETINGS	300.00	177.70	122.30	59.23%	300.00
101-253.000-817.000	MILEAGE REIMBURSEMENT	1,300.00	947.43	352.57	72.88%	1,300.00
101-253.000-831.000	SEMINARS/CONTINUING EDUCATION	2,500.00	1,643.17	856.83	65.73%	2,500.00
101-253.000-832.000	DUES AND MEMBERSHIPS	500.00	403.00	97.00	80.60%	600.00
101-253.000-853.000	CELLULAR PHONE	800.00	106.12	693.88	13.27%	560.00
101-253.000-900.000	PRINTING	3,200.00	1,849.32	1,350.68	57.79%	3,300.00
101-253.000-903.000	PROPERTY TAX NOTIFICATIONS	1,100.00	328.00	772.00	29.82%	1,500.00
101-253.000-963.001	MISCELLANEOUS	200.00	287.43	(87.43)	143.72%	200.00
101-253.000-965.000	POSTAGE	6,500.00	5,836.56	663.44	89.79%	8,700.00
101-253.000-979.000	NEW FURNITURE AND EQUIPMENT	1,000.00	0.00	1,000.00	0.00%	2,700.00
Total Dept 253.000 - TREASURER		188,464.63	161,087.95	27,376.68	85.47%	186,563.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 257.000 - ASSESSOR						
101-257.000-702	Wages & Benefits					258,219.00
101-257.000-727.000	SUPPLIES	600.00	324.25	275.75	54.04%	600.00
101-257.000-802.000	LEGAL SERVICES	20,000.00	10,651.80	9,348.20	53.26%	23,000.00
101-257.000-808.000	CONTRACTED SERVICES	1,600.00	3,184.94	(1,584.94)	199.06%	1,500.00
101-257.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	6,000.00	6,832.13	(832.13)	113.87%	7,000.00

101-257.000-812.000	LUNCHES/DINNERS/MEETINGS	250.00	181.74	68.26	72.70%	500.00	
101-257.000-817.000	MILEAGE REIMBURSEMENT	1,000.00	785.34	214.66	78.53%	1,500.00	
101-257.000-831.000	SEMINARS/CONTINUING EDUCATION	5,000.00	3,469.86	1,530.14	69.40%	5,800.00	
101-257.000-832.000	DUES AND MEMBERSHIPS	1,500.00	745.00	755.00	49.67%	4,500.00	
101-257.000-853.000	CELLULAR PHONE	800.00	373.97	426.03	46.75%	660.00	
101-257.000-901.000	PUBLICATIONS	300.00	158.00	142.00	52.67%	300.00	
101-257.000-903.000	PROPERTY TAX NOTIFICATIONS	2,500.00	1,086.56	1,413.44	43.46%	1,200.00	
101-257.000-963.001	MISCELLANEOUS	500.00	0.00	500.00	0.00%	500.00	
101-257.000-965.000	POSTAGE	4,500.00	3,144.55	1,355.45	69.88%	4,700.00	
101-257.000-979.000	NEW FURNITURE AND EQUIPMENT	500.00	1,559.62	(1,059.62)	311.92%	5,500.00	
Total Dept 257.000 - ASSESSOR		261,887.74	234,507.08	27,830.66	89.54%	315,479.00	18.56%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022	
		AMENDED BUDGET	09/30/2021	BALANCE		Projected	
Dept 261.000 - GENERAL ADMINISTRATION			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget	
101-261.000-702	Wages & Benefits					36,050.00	
101-261.000-727.000	SUPPLIES	8,000.00	3,036.40	4,963.60	37.96%	8,000.00	
101-261.000-801.000	PROFESSIONAL SERVICES/AUDIT	9,500.00	22,434.75	(12,934.75)	236.16%	12,000.00	
101-261.000-801.001	FILING FEES/LEGAL	200.00	0.00	200.00	0.00%	200.00	
101-261.000-802.000	LEGAL SERVICES	15,000.00	18,958.97	(3,958.97)	126.39%	15,000.00	
101-261.000-803.000	ENGINEERING	5,000.00	3,235.50	1,764.50	64.71%	5,000.00	
101-261.000-805.000	EQUIPMENT RENTAL/SERVICE	500.00	1,419.16	(919.16)	283.83%	500.00	
101-261.000-808.000	CONTRACTED SERVICES	16,000.00	19,632.91	(3,632.91)	122.71%	50,000.00	
101-261.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	20,000.00	6,793.73	13,206.27	33.97%	20,000.00	
101-261.000-815.000	MOSQUITO/LEAF COLLECTION	0.01	0.00	0.01	0.00%	-	
101-261.000-819.001	SIDEWALK SNOW REMOVAL	0.00	8,000.00	(8,000.00)	#DIV/0!	-	
101-261.000-831.000	SEMINARS/CONTINUING EDUCATION	0.01	0.00	0.01	0.00%	-	
101-261.000-832.000	DUES AND MEMBERSHIPS	65,000.00	55,862.02	9,137.98	85.94%	45,000.00	
101-261.000-853.000	CELLULAR PHONE	0.00	655.42	(655.42)	#DIV/0!	2,000.00	
101-261.000-901.000	PUBLICATIONS	10,000.00	17,172.16	(7,172.16)	171.72%	4,000.00	
101-261.000-902.000	TOWNSHIP NEWSLETTER/PAMPHLET	3,500.00	0.00	3,500.00	0.00%	4,000.00	
101-261.000-958.000	LIABILITY INSURANCE	26,000.00	43,270.50	(17,270.50)	166.43%	36,000.00	
101-261.000-961.000	GIS	0.00	0.00	0.00	#DIV/0!	-	
101-261.000-961.001	MAPPING AND AERIAL PHOTO	4,000.00	0.00	4,000.00	0.00%	4,000.00	
101-261.000-963.001	MISCELLANEOUS	5,000.00	2,051.75	2,948.25	41.04%	5,000.00	
101-261.000-964.000	Tax/Permit fees refund	5,000.00	21,282.17	(16,282.17)	425.64%	5,000.00	
101-261.000-965.000	POSTAGE	8,500.00	11,019.97	(2,519.97)	129.65%	6,000.00	
101-261.000-969.002	ADMINISTRATION FEES	0.01	63.54	(63.53)	635400.00%	200.00	
101-261.000-975.000	PEG FUND COMMITMENT	12,000.00	7,365.50	4,634.50	61.38%	12,000.00	
Total Dept 261.000 - GENERAL ADMINISTRATION		239,200.06	267,871.44	(23,993.67)	111.99%	269,950.00	12.86%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	09/30/2021	BALANCE		Projected
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget
Dept 262.000 - ELECTIONS						
101-262.000-702	Wages & Benefits					25,395.00
101-262.000-727.000	SUPPLIES	250.00	483.37	(375.41)	193.35%	3,052.00
101-262.000-808.000	CONTRACTED SERVICES	5,000.00	625.41	(3,152.65)	12.51%	53,078.00
101-262.000-809.000	PROGRAMMING/SUPPORT/NETWORK	2,000.00	8,152.65	2,000.00	407.63%	-
101-262.000-817.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00%	500.00
101-262.000-853.000	CELLULAR PHONE	0.00	0.00	0.00	0.00%	-
101-262.000-900.000	PRINTING	250.00	0.00	(295.85)	0.00%	9,128.00
101-262.000-963.001	MISCELLANEOUS	750.00	545.85	135.76	72.78%	2,239.00
101-262.000-965.000	POSTAGE	550.00	614.24	169.95	111.68%	32,000.00
101-262.000-972.000	CAPITAL EXPENDITURE	0.00	380.05	.	0.00%	50,000.00
101-262.000-979.000	NEW FURNITURE AND EQUIPMENT	1,600.00	0.00	1,600.00	0.00%	542.00
Total Dept 262.000 - ELECTIONS		14,069.00	14,301.45	(232.45)	101.65%	175,934.00
						170.00%

170.00%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022	
		AMENDED BUDGET	09/30/2021	BALANCE		Projected	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)			Budget	
Dept 265.000 - TOWNSHIP HALL AND GROUNDS							
101-265.000-702	Wages & Benefits					16,095.00	
101-265.000-775.000	REPAIR AND MAINT. SUPPLIES	1,500.00	25.00	1,475.00	1.67%	1,500.00	
101-265.000-805.000	EQUIPMENT RENTAL/SERVICE	1,500.00	840.49	659.51	56.03%	1,700.00	
101-265.000-808.000	CONTRACTED SERVICES	1,200.00	3,845.25	(2,645.25)	320.44%	5,000.00	
101-265.000-815.000	MOSQUITO/LEAF COLLECTION	16,000.00	3,220.00	12,780.00	20.13%	20,000.00	
101-265.000-819.000	SNOW PLOWING/REMOVAL	10,000.00	9,395.95	604.05	93.96%	15,000.00	
101-265.000-821.000	CLEANING BUILDING	20,000.00	13,226.54	6,773.46	66.13%	20,000.00	
101-265.000-822.000	TRASH REMOVAL	700.00	844.45	(144.45)	120.64%	1,000.00	
101-265.000-853.000	TELEPHONE	17,500.00	16,459.16	1,040.84	94.05%	18,500.00	
101-265.000-920.000	ELECTRIC	35,000.00	39,311.74	(4,311.74)	112.32%	35,000.00	
101-265.000-923.000	HEAT	10,000.00	9,648.97	351.03	96.49%	10,000.00	
101-265.000-924.000	WATER AND SEWER	600.00	1,574.57	(974.57)	262.43%	1,000.00	
101-265.000-932.000	EQUIPMENT MAINTENANCE	15,000.00	25,817.95	(10,817.95)	172.12%	15,000.00	
101-265.000-933.000	BUILDING MAINTENANCE	10,000.00	6,414.30	3,585.70	64.14%	8,000.00	
101-265.000-935.000	GROUNDS MAINTENANCE	25,000.00	22,297.01	2,702.99	89.19%	25,000.00	
101-265.000-958.000	INSURANCE AND BONDS	8,800.00	6,000.00	2,800.00	68.18%	8,000.00	
101-265.000-963.001	MISCELLANEOUS	1,500.00	1,165.66	334.34	77.71%	2,500.00	
101-265.000-972.000	CAPITAL IMPROVEMENTS/PURCHASE	0.01	0.00	0.01	0.00%	65,000.00	
101-265.000-973.000	GROUNDS IMPROV. AND MAINTENANCE	500.00	343.50	156.50	68.70%	1,200.00	
101-265.000-979.000	NEW FURNITURE AND EQUIPMENT	1,000.00	9,927.98	(8,927.98)	992.80%	2,500.00	
Total Dept 265.000 - TOWNSHIP HALL AND GROUNDS		191,895.01	176,774.46	15,120.55	92.12%	271,995.00	41.74%

41.74%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 443.000 - WATER & SEWER							
101-443.000-926.000	HYDRANT RENTAL	13,000.00	0.00	13,000.00	0.00%	13,000.00	
Total Dept 443.000 - HYDRANT RENTAL		13,000.00	0.00	0.00	0.00%	13,000.00	0.00%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 445.000 - DRAINS							
101-445.000-808.000	CONTRACTED SERVICES	0.00	77,042.13	(77,042.13)	0.00%	40,000.00	
101-445.000-969.000	STORMWATER PERMIT	40,000.00	0.00	40,000.00	0.00%	-	
Total Dept 445.000 - DRAINS		40,000.00	77,042.13	(37,042.13)	192.61%	40,000.00	0.00%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 446.000 - HIGHWAYS, STREETS & TRAILS							
101-446.000-808.000	CONTRACTED SERVICES	14,000.00	105.86	13,894.14	0.76%	1,000.00	
101-446.000-920.001	DIVISION AVE	0.01	0.00	0.01	0.00%	20,000.00	
101-446.000-960.000	ROAD CONSTRUCTION	250,000.00	177,857.76	72,142.24	71.14%	200,000.00	
101-446.000-960.001	DUST LAYER	0.01	0.00	0.01	0.00%	-	
101-446.000-960.002	TRAIL CONSTRUCTION AND MAINTENANCE	0.01	0.00	0.01	0.00%	10,000.00	
101-446.000-973.001	DIVISION AVE MAINTENANCE	5,000.00	5,270.35	(270.35)	105.41%	6,000.00	
Total Dept 446.000 - HIGHWAYS, STREETS & TRAILS		269,000.04	183,233.97	85,766.07	68.12%	237,000.00	-12.60%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 448.000 - STREET LIGHTING							
101-448.000-802.000	LEGAL SERVICES	0.01	0.00	0.01	0.00%	-	
101-448.000-901.000	PUBLICATIONS	1,000.00	0.00	1,000.00	0.00%	500.00	
101-448.000-920.000	ELECTRIC	150,000.00	155,723.01	36,523.46	103.82%	150,000.00	
101-448.000-920.001	DIVISION AVE	4,500.00	3,995.30	974.96	88.78%	5,000.00	
101-448.000-920.002	INTERSECTION LIGHTS/INST/OPER	10,000.00	0.00	10,000.00	0.00%	10,000.00	
Total Dept 448.000 - STREET LIGHTING		165,500.01	159,718.31	48,498.43	96.51%	165,500.00	0.00%

2021	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT	2022 Projected
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GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget	
Dept 567.000 - CEMETERY							
101-567.000-702						62,125.00	
101-567.000-727.000	SUPPLIES	100.00	0.00	100.00	0.00%	250.00	
101-567.000-740.000	OPERATING SUPPLIES	1,500.00	1,360.00	140.00	90.67%	2,000.00	
101-567.000-775.000	REPAIR AND MAINT. SUPPLIES	500.00	0.00	500.00	0.00%	1,000.00	
101-567.000-808.000	CONTRACTED SERVICES	3,500.00	3,866.00	(366.00)	110.46%	3,750.00	
101-567.000-809.000	PROGRAMMING/SUPPORT/NETWORK	600.00	598.00	2.00	99.67%	600.00	
101-567.000-819.000	SNOW PLOWING/REMOVAL	1,000.00	0.00	1,000.00	0.00%	1,200.00	
101-567.000-822.000	TRASH REMOVAL	500.00	477.24	22.76	95.45%	600.00	
101-567.000-853.000	CELLULAR PHONE	0.01	0.00	0.01	0.00%	-	
101-567.000-920.000	ELECTRIC	1,000.00	1,122.99	(122.99)	112.30%	1,600.00	
101-567.000-932.000	EQUIPMENT MAINTENANCE	2,000.00	874.58	1,125.42	43.73%	2,000.00	
101-567.000-963.001	MISCELLANEOUS	500.00	335.88	164.12	67.18%	500.00	
101-567.000-973.000	GROUPS IMPROV. AND MAINTENANCE	4,000.00	4,486.73	(486.73)	112.17%	10,000.00	
101-567.000-979.000	NEW FURNITURE AND EQUIPMENT	100.00	0.00	100.00	0.00%	-	
Total Dept 567.000 - CEMETERY		64,672.50	60,850.29	3,822.21	94.09%	85,625.00	27.90%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Dept 596.000 - PUBLIC TRANSPORTATION							
101-596.000-860.000	INTERURBAN TRANSIT AUTHORITY	50,000.00	49,979.60	4,543.60	99.96%	50,000.00	
Total Dept 596.000 - PUBLIC TRANSPORTATION		50,000.00	49,979.60	4,543.60	99.96%	50,000.00	0.00%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 701.000 - PLANNING AND ZONING						
101-701.000-702	Wages & Benefits					219,456.00
101-701.000-727.000	SUPPLIES	600.00	83.06	516.94	13.84%	700.00
101-701.000-727.002	MUNICODE UPDATES	2,000.00	3,579.89	(1,579.89)	178.99%	2,000.00
101-701.000-802.000	LEGAL SERVICES	20,000.00	843.51	19,156.49	4.22%	20,000.00
101-701.000-808.000	CONTRACTED SERVICES	50,000.00	12,861.00	37,139.00	25.72%	35,000.00
101-701.000-808.001	ENGINEERING CONTRACTED SERVICES	20,000.00	48,167.49	(28,167.49)	240.84%	40,000.00
101-701.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	1,000.00	1,064.29	(64.29)	106.43%	5,000.00
101-701.000-812.000	LUNCHES/DINNERS/MEETINGS	300.00	0.00	300.00	0.00%	300.00
101-701.000-817.000	MILEAGE REIMBURSEMENT	500.00	121.88	378.12	24.38%	500.00
101-701.000-831.000	SEMINARS/CONTINUING EDUCATION	1,000.00	100.00	900.00	10.00%	3,000.00
101-701.000-832.000	DUES AND MEMBERSHIPS	200.00	60.00	140.00	30.00%	1,350.00
101-701.000-853.000	CELLULAR PHONE	480.00	569.56	(89.56)	118.66%	600.00
101-701.000-900.000	PRINTING	500.00	658.94	(158.94)	131.79%	800.00

101-701.000-901.000	PUBLICATIONS	100.00	0.00	100.00	0.00%	4,500.00	
101-701.000-963.001	MISCELLANEOUS	500.00	0.00	500.00	0.00%	500.00	
101-701.000-964.000	TAX/PERMIT FEE REFUNDS	750.00	0.00	750.00	0.00%	750.00	
101-701.000-965.000	POSTAGE		0.00	645.63		1,300.00	
101-701.000-979.000	NEW FURNITURE AND EQUIPMENT	1,000.00	354.37	645.63	35.44%	3,500.00	
Total Dept 701.000 - PLANNING AND ZONING		219,031.18	181,565.60	37,465.58	82.89%	339,256.00	43.07%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022	
		AMENDED BUDGET	09/30/2021	BALANCE		Projected	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	Budget		
Dept 751.000 - PARKS AND RECREATION							
101-751.000-702	WAGES & BENEFITS					2,196.00	
101-751.000-808.000	CONTRACTED SERVICES	22,000.00	15,795.00	6,205.00	71.80%	22,000.00	
101-751.000-880.000	COMMUNITY PROMOTION	3,400.00	2,699.00	701.00	79.38%	4,000.00	
101-751.000-900.000	PRINTING	900.00	0.00	900.00	0.00%	900.00	
101-751.000-901.000	PUBLICATIONS	150.00	0.00	150.00	0.00%	150.00	
101-751.000-963.001	MISCELLANEOUS	600.00	0.00	600.00	0.00%		
101-751.000-965.000	POSTAGE	100.00	0.00	100.00	0.00%	100.00	
101-751.000-972.000	CAPITAL EXPENDITURES	0.00	0.00	0.00	.	50,000.00	
101-751.000-973.000	GROUNDS IMPROV. AND MAINTENANCE	4,000.00	4,109.00	109.00	102.73%	3,000.00	
Total Dept 751.000 - PARKS AND RECREATION		33,316.00	24,799.39	8,516.61	74.44%	82,346.00	84.80%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	09/30/2021	BALANCE		Projected
Dept 790.000 - LIBRARY			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget
101-790.000-727.000	SUPPLIES	0.01	(53.48)	53.49	-534800.00%	-
101-790.000-775.000	REPAIR AND MAINT. SUPPLIES	500.00	0.00	500.00	0.00%	500.00
101-790.000-805.000	EQUIPMENT RENTAL/SERVICE	500.00	0.00	500.00	0.00%	500.00
101-790.000-808.000	CONTRACTED SERVICES	2,000.00	243.85	1,756.15	12.19%	1,000.00
101-790.000-819.000	SNOW PLOWING/REMOVAL	5,100.00	3,580.20	1,519.80	70.20%	5,200.00
101-790.000-821.000	CLEANING BUILDING	13,800.00	13,342.58	457.42	96.69%	14,500.00
101-790.000-822.000	TRASH REMOVAL	720.00	686.42	33.58	95.34%	780.00
101-790.000-920.000	ELECTRIC	12,000.00	8,162.71	3,837.29	68.02%	10,000.00
101-790.000-923.000	HEAT	500.00	1,141.96	(641.96)	228.39%	4,000.00
101-790.000-924.000	WATER AND SEWER	800.00	222.25	577.75	27.78%	800.00
101-790.000-932.000	EQUIPMENT MAINTENANCE	3,000.00	8,649.52	(5,649.52)	288.32%	5,000.00
101-790.000-933.000	BUILDING MAINTENANCE	5,000.00	5,052.23	(52.23)	101.04%	5,000.00
101-790.000-935.000	GROUNDS MAINTENANCE	5,500.00	4,710.30	789.70	85.64%	5,500.00
101-790.000-958.000	INSURANCE AND BONDS	1,000.00	0.00	1,000.00	0.00%	1,000.00
101-790.000-963.001	MISCELLANEOUS	100.00	16.00	84.00	16.00%	100.00
101-790.000-973.000	GROUNDS IMPROV. AND MAINTENANCE	0.00	0.00	0.00	0.00%	15,000.00

101-790.000-979.000	NEW FURNITURE AND EQUIPMENT	3,000.00	0.00	3,000.00	0.00%	3,000.00	
Total Dept 790.000 - LIBRARY		53,520.01	45,754.54	7,765.47	85.49%	71,880.00	29.30%
Dept 900.000 - CAPITAL OUTLAY							
101-900.000-972.000	CAPITAL IMPROVEMENTS/PURCHASE	0.00	0.00	0.00	#DIV/0!		
Total Dept 900.000 - CAPITAL OUTLAY		0.00	0.00	0.00	#DIV/0!		
Dept 990.000 - TRANSFER OUT							
101-990.000-995.000	TRANSFER OUT	0.00	22,425.50	(22,425.50)			
Total Dept 990.000 - TRANSFER OUT		0.00	22,425.50	(22,425.50)			
						2,075,050.20	
Dept 999.000							
101-999.000-998.000	CONTINGENCY	0.00	0.00	0.00			
Total Dept 999.000		0.00	0.00	0.00			
TOTAL EXPENDITURES		5,213,455.04	3,726,105.59	1,487,349.45	71.47%	2,665,825.40	-48.87%
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,430,873.49	2,802,956.64	1,627,916.85	63.26%	4,748,138.60	
TOTAL EXPENDITURES		5,213,455.04	3,726,105.59	1,487,349.45	71.47%	4,740,875.60	\$ 2,075,050.20
NET OF REVENUES & EXPENDITURES		(782,581.55)	(923,148.95)	140,567.40	117.96%	7,263.00	

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/4/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
REVENUE						
Dept 371.000 - BUILDING/MECHANICAL INSPECTION						
101-000.000-490.000	BUILDING PERMITS	276,292.80	309,817.00	(33,524.20)	112%	513,019.00
101-000.000-491.000	MECHANICAL PERMITS	80,790.15	103,068.00	(103,067.99)	128%	170,616.00
101-000.000-492.000	PLUMBING PERMITS	51,940.80	54,114.00	(54,113.99)	104%	89,584.70
101-000.000-493.000	ELECTRICAL PERMITS	87,031.20	75,370.00	(75,369.99)	87%	124,788.40
101-000.000-494.000	REGISTRATIONS FROM BLDG DPT	2,406.00	1,320.00	(1,319.99)	55%	2,430.90
Total Dept 371.000 - BUILDING/MECHANICAL INSPECTION		498,460.95	543,689.00	(267,396.16)	109%	900,439.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/4/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 371.000 - BUILDING/MECHANICAL INSPECTION						
101-371.000-702	Wages & Benefits					212,837.00
101-371.000-727.000	SUPPLIES	2,900.00	994.08	1,905.92	34.28%	2,900.00
101-371.000-776.000	UNIFORMS	200.00	0.00	200.00	0.00%	200.00
101-371.000-807.008	RENT	11,000.00	0.00	11,000.00	0.00%	11,000.00
101-371.000-808.000	CONTRACTED SERVICES	97,200.00	72,630.00	24,570.00	74.72%	166,400.00
101-371.000-808.001	ENGINEERING CONTRACTED SERVICES	5,000.00	0.00	5,000.00	0.00%	-
101-371.000-809.000	PROGRAMMING/SUPPORT/NETWORK	5,500.00	3,000.52	2,499.48	54.55%	2,500.00
101-371.000-817.000	MILEAGE REIMBURSEMENT	6,200.00	3,991.12	2,208.88	64.37%	6,200.00
101-371.000-831.000	SEMINARS/CONTINUING EDUCATION	3,500.00	1,997.98	1,502.02	57.09%	4,500.00
101-371.000-832.000	DUES AND MEMBERSHIPS	700.00	900.00	(200.00)	128.57%	700.00
101-371.000-853.000	CELLULAR PHONE	2,600.00	800.19	1,799.81	30.78%	600.00
101-371.000-900.000	PRINTING	500.00	115.00	385.00	23.00%	500.00
101-371.000-963.001	MISCELLANEOUS	0.01	0.00	0.01	0.00%	1,000.00
101-371.000-964.000	Tax/Permit fees refund	0.01	237.00	(236.99)	2370000.00%	500.00
101-371.000-965.000	POSTAGE	0.01	0.00	0.01	0.00%	200.00
101-371.000-979.000	NEW FURNITURE AND EQUIPMENT	100.00	1,056.99	(956.99)	1056.99%	8,825.00
Total Dept 371.000 - BUILDING/MECHANICAL INSPECTION		331,367.81	197,152.88	134,214.93	59.50%	418,862.00

Estimated 2022 Rev
Projected Expenditures

Projected Contingency

(400,000
from
900,349.00 Amazon)
-418,862.00
481,487.00

12//4/2021

PERIOD ENDING 12/04/2021

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	12/4/2021	BALANCE		Projected
FUND 591						
REVENUES						
Dept 537.000 - WATER						
591-537.000-496.000	CONNECTION INSPECTION PERMITS	0.00	7,950.00	(7,950.00)	10000.00%	8,000.00
591-537.000-584.000	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00%	-
591-537.000-614.000	ANNUAL HYDRANT FEES	0.00	0.00	0.00	0.00%	13,500.00
591-537.000-628.000	TRUNKAGE FEES	0.00	97,798.80	(97,798.80)	10000.00%	75,000.00
591-537.000-630.000	AVAILABILITY/SERVICES	0.00	52,492.00	(52,492.00)	10000.00%	75,000.00
591-537.000-631.000	FIRE PROTECTION SERVICE	0.00	26,044.62	(26,044.62)	10000.00%	29,000.00
591-537.000-632.000	CAPITAL METER FEES	0.00	72,371.00	(72,371.00)	10000.00%	55,000.00
591-537.000-633.000	USAGE SERVICE CHARGES	0.00	2,019,028.31	(2,019,028.31)	10000.00%	2,000,000.00
591-537.000-633.001	READY TO SERVE CHARGES	0.00	452,448.97	(452,448.97)	10000.00%	400,000.00
591-537.000-633.004	IRRIGATION	0.00	216,510.21	(216,510.21)	10000.00%	200,000.00
591-537.000-633.006	RES CONSTRUCTION WATER USE FEE	0.00	2,000.00	(2,000.00)	10000.00%	2,000.00
591-537.000-635.000	MISCELLANEOUS FEES	0.00	995.74	(995.74)	10000.00%	1,000.00
591-537.000-658.000	PENALTIES	0.00	33,552.73	(33,552.73)	10000.00%	25,000.00
591-537.000-658.001	PENALTIES/DORMANT	0.00	0.00	0.00	0.00%	-
591-537.000-658.002	ASSESSMENT PENALTIES	0.00	15.96	(15.96)	10000.00%	100.00
591-537.000-665.005	INTEREST ON ASSESSMENTS-TRKG	0.00	2,755.32	(2,755.32)	10000.00%	4,500.00
591-537.000-665.006	INTEREST ON INVESTMENTS/OPER	0.00	9,639.77	(9,639.77)	10000.00%	10,000.00
591-537.000-665.008	INTEREST ON INVESTMENTS/TF	0.00	0.00	0.00	0.00%	-
591-537.000-665.009	INTEREST ON INVESTMENTS/TRUNKA	0.00	13,712.29	(13,712.29)	10000.00%	15,000.00
591-537.000-675.000	SPECIAL ASSESSMENTS REVENUE	0.00	42,946.86	(42,946.86)	10000.00%	17,000.00
591-537.000-678.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	-
Total Dept 537.000 - WATER		0.00	2,065,030.37	(2,065,030.37)	10000.00%	2,930,100.00
TOTAL REVENUES		0.00	2,065,030.37	(2,065,030.37)	10000.00%	2,930,100.00

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	12/4/2021	BALANCE		Projected
NORMAL (ABNORMAL) NORMAL (ABNORMAL) Budget						
Expenditures						
Dept 530.000 - W/S - ADMIN						
591-530.000-702.001	SALARIES & WAGES	0.00	0.00	0.00	0.00%	23,702.00
Total Dept 530.000 - W/S - ADMIN		0.00	0.00	0.00	0.00%	23,702.00

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	12/4/2021	BALANCE		Projected
		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		Budget
Dept 535.000 - W/S - CLERK						
591-535.000-702.001	SALARIES & WAGES	0.00	0.00	0.00	0.00%	72,135.00
591-535.000-807.000	OVERHEAD/POSTAGE	0.00	0.00	0.00	0.00%	-
591-535.000-807.001	OVERHEAD/BUILDING EXPENSES	0.00	0.00	0.00	0.00%	-
591-535.000-807.002	OVERHEAD/TELEPHONE	0.00	0.00	0.00	0.00%	-
591-535.000-807.003	OVERHEAD/OFFICE SUPPLIES	0.00	0.00	0.00	0.00%	-
591-535.000-807.004	OVERHEAD/COMPUTERS	0.00	0.00	0.00	0.00%	-
591-535.000-807.005	OVERHEAD/AUDIT	0.00	0.00	0.00	0.00%	-
591-535.000-807.006	ENGINEER AND STAFF	0.00	0.00	0.00	0.00%	-
591-535.000-807.007	REGIS/METRO COUNCIL	0.00	0.00	0.00	0.00%	-
591-535.000-807.008	RENT	0.00	0.00	0.00	0.00%	-
Total Dept 535.000 - W/S - CLERK		0.00	0.00	0.00	0.00%	72,135.00

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	12/4/2021	BALANCE		Projected
Dept 537.000 - WATER			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget
591-537.000-727.000	SUPPLIES	0.00	86.12	(86.12)	10000.00%	100.00
591-537.000-727.001	REFERENCE MATERIALS	0.00	0.00	0.00	0.00%	
591-537.000-802.000	LEGAL SERVICES	0.00	105.00	(105.00)	10000.00%	500.00
591-537.000-803.000	CONTRACT ENGINEERING	0.00	14,508.29	(14,508.29)	10000.00%	25,000.00
591-537.000-804.000	DUTTON INDUSTRIAL DRIVE	0.00	0.00	0.00	0.00%	
591-537.000-809.000	PROGRAMMING/SUPPORT/NETWORK	0.00	3,121.67	(3,121.67)	10000.00%	3,500.00
591-537.000-814.000	SEMINAR/TRAINING	0.00	0.00	0.00	0.00%	
591-537.000-817.000	MILEAGE REIMBURSEMENT	0.00	36.50	(36.50)	10000.00%	200.00
591-537.000-818.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00%	
591-537.000-830.000	BYRON/GAINES UTILITY AUTHORITY	0.00	307,986.13	(307,986.13)	10000.00%	380,000.00
591-537.000-830.001	CAPITAL METER EXPENSE	0.00	129,619.66	(129,619.66)	10000.00%	125,000.00
591-537.000-830.002	CAPITAL MHP CHANGEOVER	0.00	0.00	0.00	0.00%	
591-537.000-830.CAP	AUTHORITY CAPITAL EXPENSES	0.00	13,676.86	(13,676.86)	10000.00%	25,000.00
591-537.000-853.000	CELLULAR PHONE	0.00	45.61	(45.61)	10000.00%	250.00
591-537.000-900.000	PRINTING	0.00	95.84	(95.84)	10000.00%	600.00
591-537.000-902.000	NEWSLETTER	0.00	0.00	0.00	0.00%	
591-537.000-904.000	CONSUMER CONFIDENCE REPORT	0.00	2,101.38	(2,101.38)	10000.00%	2,500.00
591-537.000-922.000	WYOMING USAGE BILL	0.00	1,028,718.80	(1,028,718.80)	10000.00%	1,075,000.00
591-537.000-930.000	REPAIRS/TRUNKAGE EXPENSE	0.00	0.00	0.00	0.00%	
591-537.000-930.001	OVERSIZING	0.00	0.00	0.00	0.00%	

591-537.000-934.000	SENSUS MAINTENANCE	0.00	13,134.00	(13,134.00)	10000.00%	3,000.00
591-537.000-957.000	SOFTWARE COMPUTERS FURNITURE	0.00	499.50	(499.50)	10000.00%	2,000.00
591-537.000-962.000	INTERFUND REIMB WITH GEN	0.00	0.00	0.00	0.00%	24,000.00
591-537.000-963.000	W/S MISCELLANEOUS	0.00	688.37	(688.37)	10000.00%	-
591-537.000-965.000	POSTAGE	0.00	4,163.98	(4,163.98)	10000.00%	3,000.00
591-537.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00%	790,000.00
591-537.000-968.001	LOSS ON ABANDONMENT	0.00	0.00	0.00	0.00%	-
591-537.000-969.000	FEES	0.00	0.00	0.00	0.00%	200.00
591-537.000-969.001	PARTICIPATION FEES LEAD/COPPER TESTING	0.00	0.00	0.00	0.00%	-
Total Dept 537.000 - WATER		0.00	1,518,587.71	(1,518,587.71)	10000.00%	2,459,850.00
TOTAL EXPENDITURES		0.00	1,518,587.71	(1,518,587.71)	10000.00%	2,555,687.00
Fund 591 - WATER FUND:						
TOTAL REVENUES		0.00	3,050,262.58	(3,050,262.58)	10000.00%	2,930,100.00
TOTAL EXPENDITURES		0.00	1,518,587.71	(1,518,587.71)	10000.00%	2,555,687.00
NET OF REVENUES & EXPENDITURES		0.00	1,531,674.87	(1,531,674.87)	10000.00%	374,413.00

12/4/2021

PERIOD ENDING 12/04/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
FUND 590						
REVENUES						
Dept 536.000 - SEWER						
590-536.000-496.000	CONNECTION INSPECTION PERMITS	0.00	8,160.00	(8,160.00)	10000.00%	6,500.00
590-536.000-584.000	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00%	-
590-536.000-628.000	TRUNKAGE FEES	0.00	133,766.88	(133,766.88)	10000.00%	130,000.00
590-536.000-629.000	AVAILABILITY/LATERALS	0.00	72,744.30	(72,744.30)	10000.00%	30,000.00
590-536.000-632.000	CAPITAL METER FEES	0.00	0.00	0.00	0.00%	-
590-536.000-633.000	USAGE SERVICE CHARGES	0.00	1,899,999.67	(1,899,999.67)	10000.00%	1,900,000.00
590-536.000-633.001	READY TO SERVE CHARGES	0.00	453,600.06	(453,600.06)	10000.00%	465,000.00
590-536.000-633.002	RTS/SUBMETERS	0.00	0.00	0.00	0.00%	-
590-536.000-635.000	MISCELLANEOUS FEES	0.00	133.80	(133.80)	10000.00%	100.00
590-536.000-658.000	PENALTIES	0.00	29,359.30	(29,359.30)	10000.00%	22,000.00
590-536.000-658.001	PENALTIES/DORMANT	0.00	0.00	0.00	0.00%	-
590-536.000-658.002	ASSESSMENT PENALTIES	0.00	0.00	0.00	0.00%	-
590-536.000-665.005	INTEREST ON ASSESSMENTS-TRKG	0.00	1,334.52	(1,334.52)	10000.00%	2,500.00
590-536.000-665.006	INTEREST ON INVESTMENTS/OPER	0.00	6,935.06	(6,935.06)	10000.00%	5,500.00
590-536.000-665.009	INTEREST ON INVESTMENTS/TRUNKA	0.00	35,194.43	(35,194.43)	10000.00%	30,000.00
590-536.000-675.000	SPECIAL ASSESSMENTS REVENUE	0.00	77,281.05	(77,281.05)	10000.00%	40,000.00
590-536.000-678.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	-
Total Dept 536.000 - SEWER		0.00	2,718,509.07	(2,718,509.07)	10000.00%	2,631,600.00
TOTAL REVENUES		0.00	2,718,509.07	(2,718,509.07)	10000.00%	2,631,600.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
EXPENDTURES						
Dept 530.000 - W/S - ADMIN						
590-530.000-702.001	SALARIES & WAGES	0.00	39,504.91	(39,504.91)	0.00%	52,337.00
Total Dept 530.000 - W/S - ADMIN		0.00	0.00	0.00	0.00%	52,337.00
Dept 535.000 - W/S - CLERK						
590-535.000-702.001	SALARIES & WAGES	0.00	42,979.08	0.00	0.00%	72,135.00

590-535.000-807.000	OVERHEAD/POSTAGE	0.00	0.00	0.00	0.00%	-
590-535.000-807.001	OVERHEAD/BUILDING EXPENSES	0.00	0.00	0.00	0.00%	-
590-535.000-807.002	OVERHEAD/TELEPHONE	0.00	0.00	0.00	0.00%	-
590-535.000-807.003	OVERHEAD/OFFICE SUPPLIES	0.00	0.00	0.00	0.00%	-
590-535.000-807.004	OVERHEAD/COMPUTERS	0.00	0.00	0.00	0.00%	-
590-535.000-807.005	OVERHEAD/AUDIT	0.00	0.00	0.00	0.00%	-
590-535.000-807.006	ENGINEER AND STAFF	0.00	0.00	0.00	0.00%	-
590-535.000-807.007	REGIS/METRO COUNCIL	0.00	0.00	0.00	0.00%	-
590-535.000-807.008	RENT	0.00	0.00	0.00	0.00%	-
Total Dept 535.000 - W/S - CLERK		0.00	0.00	0.00	0.00%	72,135.00

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT	2022
		AMENDED BUDGET	09/30/2021	BALANCE		Projected
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		Budget
Dept 536.000 - SEWER						
590-536.000-727.000	SUPPLIES	0.00	79.80	(79.80)	10000.00%	100.00
590-536.000-727.001	REFERENCE MATERIALS	0.00	0.00	0.00	0.00%	-
590-536.000-802.000	LEGAL SERVICES	0.00	105.00	(105.00)	10000.00%	500.00
590-536.000-803.000	CONTRACT ENGINEERING	0.00	47,888.45	(47,888.45)	10000.00%	25,000.00
590-536.000-809.000	PROGRAMMING/SUPPORT/NETWORK	0.00	3,121.68	(3,121.68)	10000.00%	3,500.00
590-536.000-814.000	SEMINAR/TRAINING	0.00	0.00	0.00	0.00%	-
590-536.000-817.000	MILEAGE REIMBURSEMENT	0.00	36.53	(36.53)	10000.00%	200.00
590-536.000-818.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00%	-
590-536.000-830.000	BYRON/GAINES UTILITY AUTHORITY	0.00	256,129.94	(256,129.94)	10000.00%	285,000.00
590-536.000-830.CAP	AUTHORITY CAPITAL EXPENSES	0.00	26,530.32	(26,530.32)	10000.00%	25,000.00
590-536.000-853.000	CELLULAR PHONE	0.00	45.63	(45.63)	10000.00%	250.00
590-536.000-900.000	PRINTING	0.00	95.84	(95.84)	10000.00%	600.00
590-536.000-902.000	NEWSLETTER	0.00	0.00	0.00	0.00%	-
590-536.000-904.000	ADVANCE PUBLICATIONS	0.00	0.00	0.00	0.00%	-
590-536.000-921.000	CITY OF G.R.MONTHLY SEWER USAGE	0.00	93,254.54	(93,254.54)	10000.00%	90,000.00
590-536.000-922.001	WYOMING SEWER USAGE-CAP & COMM	0.00	1,005,199.73	(1,005,199.73)	10000.00%	1,100,000.00
590-536.000-930.000	REPAIRS/TRUNKAGE EXPENSE	0.00	0.00	0.00	0.00%	
590-536.000-930.001	OVERSIZING	0.00	0.00	0.00	0.00%	
590-536.000-957.000	SOFTWARE COMPUTERS FURNITURE	0.00	499.50	(499.50)	10000.00%	2,000.00
590-536.000-962.000	INTERFUND REIMB WITH GEN	0.00	0.00	0.00	0.00%	24,000.00
590-536.000-963.000	W/S MISCELLANEOUS	0.00	0.03	(0.03)	10000.00%	
590-536.000-965.000	POSTAGE	0.00	2,809.01	(2,809.01)	10000.00%	3,000.00
590-536.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00%	1,040,000.00
590-536.000-968.001	LOSS ON ABANDONMENT	0.00	0.00	0.00	0.00%	30,000.00
590-536.000-969.000	FEES	0.00	0.00	0.00	0.00%	100.00
Total Dept 536.000 - SEWER		0.00	1,435,796.00	(1,435,796.00)	10000.00%	2,629,250.00

TOTAL EXPENDITURES

0.00	1,435,796.00	(1,435,796.00)	10000.00%	2,753,722.00
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Fund 590 - SEWER FUND:

TOTAL REVENUES

0.00	2,718,509.07	(2,718,509.07)	10000.00%	2,631,600.00
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TOTAL EXPENDITURES

0.00	1,568,279.99	(1,568,279.99)	10000.00%	2,753,722.00
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NET OF REVENUES & EXPENDITURES

0.00	1,150,229.08	(1,150,229.08)	10000.00%	(122,122.00)
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PROJECTED 2022 PUBLIC SAFETY SPECIAL ASSESSMENT FUND

12/1/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/1/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected REVENUE
REVENUE						
205 PUBLIC SAFETY			0			
205-000.000-001.002	PUBLIC SAFETY SAD	-	-	0.00	.	600,000.00
205-000.000-001.003	CUTLERVILLE FD - TRUCK REPLACEMENT	-	-	0.00	.	-
205-000.000-001.004	DUTTON FD - TRUCK REPLACEMENT	-	-	0.00	.	-
205-000.000-202.000	ACCOUNTSPAYABLE	-	-	0.00	.	
205-000.000-503.000	SAFER GRANT REVENUE	-	-	0.00	.	
205-000.000-613.000	BYRON TWP MANAGEMENT FEE	26,703.35	17,535.12	(9,168.23)	65.67%	32,000.00
205-000.000-613.001	BYRON TWP REIMBURSEMENT FEE	534,067.00	323,785.34	(210,281.66)	60.63%	560,531.20
205-000.000-665.000	INTEREST	-	-	0.00	0.00%	
205-000.000-674.000	CONTRIBUTIONS AND DONATIONS	-	-	0.00	0.00%	
205-000.000-669.000	TRANSFER IN	-	-	0.00	0.00%	2,075,050.20
Total Dept 205.000 -PS REVENUE		560,770.35	341,320.46	(219,449.89)	60.87%	3,267,581.40

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget	
Fund 101 - GENERAL FUND							
Dept 301.000 - LAW ENFORCEMENT							
205-301.000-820.000	KENT COUNTY SHERIFF PATROL	918,000.00	772,012.39	145,987.61	84.10%	910,000.00	
205-301.000-972.000	CAPITAL OUTLAY	0.00	7,895.00	(7,895.00)	100.00		
Total Dept 301.000 - LAW ENFORCEMENT		918,000.00	779,907.39	138,092.61	84.96%	910,000.00	-0.87%

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/1/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 336.001 - CUTLERVILLE FIRE DEPARTMENT						
205-336.001-702	Wages & Benefits					1,004,067.25 *
205-336.001-727.000	SUPPLIES	20,500.00	6,786.19	13,713.81	111.69%	16,000.00
205-336.001-740.000	OPERATING SUPPLIES	57,000.00	22,896.30	34,103.70	9.12%	40,000.00
205-336.001-741.000	FUEL	13,000.00	5,200.98	7,799.02	1.34%	13,000.00
205-336.001-775.000	REPAIR AND MAINT. SUPPLIES	0.00	174.35	(174.35)	.	-
205-336.001-776.000	UNIFORMS	6,000.00	3,547.27	2,452.73	107.85%	6,000.00
205-336.001-776.001	TURN OUT GEAR	14,500.00	6,470.80	8,029.20	-8.56%	14,500.00
205-336.001-802.000	LEGAL SERVICES	1,000.00	(1,241.58)	2,241.58	1471.39%	1,000.00
205-336.001-808.000	CONTRACTED SERVICES	29,500.00	14,713.93	14,786.07	13.86%	35,000.00
205-336.001-809.000	PROGRAMMING/SUPPORT/NETWORK	4,225.00	4,089.06	135.94	.	6,500.00
205-336.001-810.000	INSPECTIONS	0.00	0.00	0.00	.	-

205-336.001-810.001	FIRE PREVENTION EDUCATION	1,500.00	1,570.17	(70.17)	104.68%	1,500.00	
205-336.001-810.002	HAZMAT ASSESSMENT	0.00	0.00	0.00	#DIV/0!	-	
205-336.001-811.000	TRAINING	12,000.00	1,084.56	10,915.44	9.04%	12,000.00	
205-336.001-816.000	KENT COUNTY EMS ASSESSMENT	1,500.00	761.71	738.29	50.78%	1,500.00	
205-336.001-816.001	BYRON TOWNSHIP REIMBURSEMENT	0.00	3,237.83	(3,237.83)	#DIV/0!	12,000.00	
205-336.001-816.002	KENT CO FIRE ASSESSMENT	0.00	0.00	0.00	#DIV/0!		
205-336.001-817.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	#DIV/0!	-	
205-336.001-819.000	SNOW PLOWING/REMOVAL	2,260.00	1,186.51	1,073.49	52.50%	2,500.00	
205-336.001-822.000	TRASH REMOVAL	0.00	826.13	(826.13)	#DIV/0!	1,280.00	
205-336.001-831.000	SEMINARS/CONTINUING EDUCATION	1,000.00	0.00	1,000.00	0.00%	1,000.00	
205-336.001-832.000	DUES AND MEMBERSHIPS	300.00	256.00	44.00	85.33%	300.00	
205-336.001-835.000	PHYSICAL EXAMINATIONS	10,000.00	10,877.26	(877.26)	108.77%	13,000.00	
205-336.001-853.000	TELEPHONE	5,725.00	2,107.80	3,617.20	36.82%	4,600.00	
205-336.001-920.000	ELECTRIC	12,000.00	8,254.95	3,745.05	68.79%	12,000.00	
205-336.001-923.000	HEAT	7,000.00	1,825.07	5,174.93	26.07%	7,000.00	
205-336.001-924.000	WATER AND SEWER	1,000.00	521.02	478.98	52.10%	1,000.00	
205-336.001-931.000	VEHICLE MAINTENANCE	55,000.00	94,847.31	(39,847.31)	172.45%	55,000.00	
205-336.001-932.000	EQUIPMENT MAINTENANCE	6,000.00	2,980.21	3,019.79	49.67%	6,000.00	
205-336.001-933.000	BUILDING MAINTENANCE	6,000.00	6,556.05	(556.05)	109.27%	7,000.00	
205-336.001-935.000	GROUPS MAINTENANCE	1,000.00	12.58	987.42	1.26%	1,000.00	
205-336.001-956.000	FOOD ALLOWANCE	1,500.00	1,499.97	0.03	100.00%	1,500.00	
205-336.001-958.000	INSURANCE AND BONDS	4,000.00	1,401.12	2,598.88	35.03%	4,000.00	
205-336.001-963.001	MISCELLANEOUS	1,000.00	14.84	985.16	1.48%	1,000.00	
205-336.001-972.000	CAPITAL IMPROVEMENTS/PURCHASES	0.00	322,500.00	(322,500.00)	#DIV/0!	120,000.00	
205-336.001-973.000	GROUPS IMPROV. AND MAINTENANCE	0.00	850.00	(850.00)	#DIV/0!	2,500.00	
205-336.001-979.000	NEW FURNITURE AND EQUIPMENT	5,250.00	11,619.29	(6,369.29)	221.32%	5,200.00	
205-336.001-998.000	TRANSFER OUT-CAP	0.00	0.00	0.00	#DIV/0!	100,000.00	
Total Dept 336.001 - CUTLERVILLE FIRE DEPARTMENT		1,186,816.75	885,893.46	300,923.29	74.64%	1,508,947.25	27.14%

*Includes \$12,839.50 Wages & Benefits for support services from Township Staff

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/1/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT	2022 Projected Budget
Dept 336.002 - DUTTON FIRE DEPARTMENT						
205-336.002-702						509,203.62 *
205-336.002-727.000	SUPPLIES	8,200.00	7,611.27	588.73	92.82%	9,300.00
205-336.002-740.000	OPERATING SUPPLIES	26,500.00	27,406.29	(906.29)	103.42%	30,575.00
205-336.002-741.000	FUEL	6,000.00	4,284.74	1,715.26	71.41%	6,000.00
205-336.002-775.000	REPAIR AND MAINT. SUPPLIES	0.01	0.00	0.01	0.00%	-
205-336.002-776.000	UNIFORMS	2,500.00	125.48	2,374.52	5.02%	2,500.00
205-336.002-776.001	TURN OUT GEAR	9,000.00	9,537.06	(537.06)	105.97%	15,000.00
205-336.002-802.000	LEGAL SERVICES	500.00	0.00	500.00	0.00%	500.00
205-336.002-808.000	CONTRACTED SERVICES	18,000.00	13,876.82	4,123.18	77.09%	15,000.00
205-336.002-809.000	PROGRAMMING/SUPPORT/NETWORK	5,000.00	432.92	4,567.08	8.66%	5,000.00
205-336.002-810.001	FIRE PREVENTION EDUCATION	2,000.00	1,525.96	474.04	76.30%	2,000.00

205-336.002-810.002	HAZMAT ASSESSMENT	2,000.00	2,000.00	0.00	100.00%	2,000.00
205-336.002-811.000	TRAINING	9,000.00	7,803.60	1,196.40	86.71%	9,000.00
205-336.002-816.000	KENT COUNTY EMS ASSESSMENT	1,300.00	1,150.36	149.64	88.49%	1,300.00
205-336.002-817.000	MILEAGE REIMBURSEMENT	300.00	0.00	300.00	0.00%	300.00
205-336.002-819.000	SNOW PLOWING/REMOVAL	5,000.00	3,409.70	1,590.30	68.19%	5,000.00
205-336.002-822.000	TRASH REMOVAL	0.00	442.54	(442.54)	#DIV/0!	600.00
205-336.002-831.000	SEMINARS/CONTINUING EDUCATION	1,500.00	915.91	584.09	61.06%	1,500.00
205-336.002-832.000	DUES AND MEMBERSHIPS	300.00	215.00	85.00	71.67%	300.00
205-336.002-835.000	PHYSICAL EXAMINATIONS	9,000.00	8,128.06	871.94	90.31%	12,000.00
205-336.002-853.000	TELEPHONE	9,600.00	8,026.85	1,573.15	83.61%	7,700.00
205-336.002-920.000	ELECTRIC	12,500.00	9,653.25	2,846.75	77.23%	12,500.00
205-336.002-923.000	HEAT	8,000.00	4,443.51	3,556.49	55.54%	8,000.00
205-336.002-924.000	WATER AND SEWER	500.00	432.22	67.78	86.44%	500.00
205-336.002-931.000	VEHICLE MAINTENANCE	25,000.00	71,996.85	(46,996.85)	287.99%	35,000.00
205-336.002-932.000	EQUIPMENT MAINTENANCE	3,000.00	2,129.41	870.59	70.98%	4,500.00
205-336.002-933.000	BUILDING MAINTENANCE	10,000.00	3,049.94	6,950.06	30.50%	8,000.00
205-336.002-935.000	GROUNDS MAINTENANCE	2,000.00	474.77	1,525.23	23.74%	2,000.00
205-336.002-958.000	INSURANCE AND BONDS	7,000.00	500.00	6,500.00	7.14%	7,000.00
205-336.002-963.001	MISCELLANEOUS	1,000.00	29.17	970.83	2.92%	1,000.00
205-336.002-972.000	CAPITAL IMPROVEMENTS/PURCHASE	0.00	0.00	0.00	#DIV/0!	10,000.00
205-336.002-973.000	GROUNDS IMPROV. AND MAINTENANCE	0.00	0.00	0.00	#DIV/0!	10,000.00
205-336.002-979.000	NEW FURNITURE AND EQUIPMENT	12,500.00	9,024.03	3,475.97	72.19%	14,000.00
205-336.002-998.000	TRANSFER OUT-CAP	0.00	0.00	0.00	.	100,000.00
Total Dept 336.002 - DUTTON FIRE DEPARTMENT		573,837.10	499,982.14	73,854.96	87.13%	847,278.62

47.65%

TOTAL REVENUE	3,267,581.40
TOTAL EXPENDITURES	3,266,225.86
	1,355.54

*Includes \$12,839.50 Wages & Benefits for support services from Township Staff

GAINES CHARTER TOWNSHIP APPROPRIATIONS ACT FISCAL YEAR 2022

AN APPROPRIATIONS ACT FOR GAINES CHARTER TOWNSHIP: TO DEFINE THE POWERS AND DUTIES OF THE GAINES CHARTER TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET.

The Board of Trustees of Gaines Charter Township resolves:

SECTION 1: TITLE

This Act shall be known as the Gaines Charter Township General Appropriations Act.

SECTION 2: PUBLIC HEARINGS ON THE BUDGET

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Sun and News October 23, 2021 and October 30, 2021 and a public hearing was held on the proposed budget on November 8, 2021.

SECTION 3: CHIEF ADMINISTRATIVE OFFICER

The Township Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer, including annual preparation and presentation of the Gaines Charter Township Budget and periodically introducing budget adjustments and resolutions as deemed necessary.

SECTION 4: FISCAL OFFICER

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer, including providing the Chief Administrative officer with timely and accurate budget status reports no later than four (4) days prior to township meetings. The Fiscal Officer shall not expend any monies out of any cost center above cost center budgets.

SECTION 5: ESTIMATED REVENUES

- Estimated Township General Fund revenues for fiscal year 2022 shall total \$4,748,138.60
- Estimated Township Public Safety Special Assessment revenues for fiscal year 2022 shall total \$3,267,581.40
- Estimated Township Water Department revenues for fiscal year 2022 shall total \$2,930,100.00
- Estimated Township Sewer Department revenues for fiscal year 2022 shall total \$2,631,600.00
- Estimated Township Building Department revenues for fiscal year 2022 shall total \$900,349.00

SECTION 6: MILLAGE LEVY

The Gaines Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon current tax roll and allocated millage of 0.8266.

SECTION 7: SPECIAL ASSESSMENT LEVY

The Gaines Charter Township Board shall cause to be levied and collected the special assessment millage for public safety services on all real property within the Township upon current tax roll and allocated millage of 0.6.

SECTION 8: ESTIMATED EXPENDITURES

Estimated Township general fund expenditures for fiscal year 2022 are in accordance with Attachment A.

SECTION 8: ADOPTION OF BUDGET BY REFERENCE

The General Fund Budget of Gaines Charter Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 8 of this Act.

SECTION 9: ADOPTION OF FUNCTIONAL BUDGET

The Board of Trustees of Gaines Charter Township adopts the 2022 fiscal year functional budgets. Township officials responsible for the expenditures authorized in the budgets may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center (department), and may make transfers among the various line items contained in the cost center appropriation. Appropriations for line items related to personnel wages may not exceed projections by more than 10% without prior Board approval by Budget amendment.

SECTION 10: APPROPRIATION NOT A MANDATE TO SPEND

Appropriations will be deemed maximum authorization to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

SECTION 11: PERIODIC FISCAL REPORTS

The Fiscal Officer shall transmit to the Board at the end of each of the first three (3) quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the General Fund at the end of the previous quarter (month).
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month).
- c. A detailed list of:
 - i. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the

then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

- ii. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in estimate of expenditures.

SECTION 12: LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

SECTION 13: BUDGET MONITORING

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

SECTION 14: VIOLATIONS OF THIS ACT

Any obligations or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

SECTION 15: BOARD ADOPTION

Resolution 2021 - ____ "Resolution Adopting General Appropriations Act: 2022 Budgets for the General Fund, Water & Sewer, Building Inspections, and Public Safety Services was passed at a regularly held Township Board meeting, _____, 2021.



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 9, 2021
TO: Gaines Charter Township Board
FROM: Jonathan Seyferth, Township Manager
RE: Purchase Policy Update

SUMMARY OF TOPIC:

Staff has begun a review of policies that could be updated to help either streamline processes or bring more transparency/accountability to processes. This requested update to the purchasing policy falls into the second category.

The objective with this policy update is to shift responsibility and authority for purchases in the Township to the Township Manager and directs the manager to create a Purchase Order system for tracking. It is my hope that by implementing this system we'll get a handle on spending requests before dollars are spent (above a specific threshold).

This policy also makes clear when spending requests need to come to the Township Board. The recommended threshold for that is anything over \$5,000. Additionally, the Township Board would be responsible for authorizing contracts (current contracts would not be impacted until those active contracts expire).

Another change I want to be sure the Board is aware of, there are some additional criteria related to contracting with family members of staff and Board Members. I'm including this in the policy update because I think it's important that anytime there is a family relationship involved with the outlay of Township Dollars that be properly disclosed.

FINANCIAL IMPACT:

No direct financial impact from changing the policy

BUDGET ACTION REQUIRED:

There is no budget action associated with this action

STAFF RECOMMENDATION:

Staff recommends adopting the updated Purchase Policy as presented.

Date Approved: March 10, 2008

Date Revised: April 14, 1014

Date Revised: December XX, 2021

CHARTER TOWNSHIP OF GAINES PURCHASE POLICY

Overview: The general statute governing Township budgetary activity is the Uniform Budgeting and Accounting Act. In addition to provisions of State statute, MCL 42.10 (the Township Manager will act as the purchasing agent for the township, or, under their responsibility, delegate such duties to some other officer or employee) general statements concerning the Board's interest with regard to the administration of each year's budget is set out in the annual Appropriations Act. By the adoption of this purchasing policy and procedures the Township Board wishes to amplify the general conditions of State law by specifically directing all Township Officers and Employees not to authorize or participate in the expenditure of funds except as authorized by the annual Appropriations Act. The Board recognizes that in addition to possible Board sanctions for willful disregard of this policy, State Statute MCL 141.437 – 44 provides for civil liability for violations of the annual Appropriations Act.

The Township Board has sole authority to authorize expenses, including budgeted expenses, of \$5,000 or more, except in the case of emergencies where the Township Manager can exercise spending authority as outlined within this policy.

The Township Board further directs the Township Manager to develop a purchase procedure for expenses of less than \$5,000. The purchase procedure must at a minimum follow the standards of this Board Policy.

Authorization to Purchase

Purchase Order/Tracking: As the Township's purchasing agent, the Township Manager shall establish a threshold where a Purchase Order (PO) is required for purchases. This threshold cannot exceed \$1,000, but may be less. From time-to-time the manager will set the PO threshold via purchase procedures.

For tracking and budget purposes, the Township Manager shall have final authority to determine what expenses are attributed to what budget line. Every effort should be made to assign expenses to budget lines prior to an expense being incurred.

Purchase Estimate: Any purchase of goods or services exceeding \$1,000 shall require an estimate of cost by the vendor, an authorized department head's evaluation of the goods or service being provided and Township need prior to a PO being issued.

Bidding: All purchases over \$25,000 are governed by Resolution #93-DE-01-Bid, amendment to that Resolution #99-MR-01-BID and any sequent amendments to the same, which outline requirements for sealed bid proposals.

The authorization to purchase provision of the policy will **NOT** apply to the following:

1. Utilities
2. Postage
3. Payroll
4. Publications
5. Intergovernmental contracts and transfers
6. Per Diem
7. Insurance
8. Contractual obligations
9. Professional services authorized by the Board

Payments

Standard Payment: Requests for payments to vendors shall be documented by a vendor invoice, or, in the occasional instance where no invoice is forthcoming, by a written request by the department head requesting payment. In all cases, vendor invoices, receipts or request for payment must be signed by the department head as an acknowledgement that the good or service was received prior to payment being issued.

Purchase Order(s) (must be provided when at or above the PO threshold) and any invoices or delivery documents (acknowledged with department head signature) must be presented to the Clerk for final review and check issuance. The Clerk shall deliver payment warrants and supporting documents to the Treasurer for signature and prompt issuance of payments.

Pre-payment: Occasionally, and with proper authorization of the Manager or Board (depending on payment threshold), prepayment may occur when ordering goods or services. This should only be done in situations to provide substantial savings to the Township.

Employee expense reimbursements: Employee reimbursements shall be documented on an expense sheet and approved by the department head prior to reimbursement being issued. The expense sheet shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered
4. Date goods were received or services rendered

5. Receipt of the good/service

Board Approval: All warrants shall be approved by the Township Board prior to mailing of payment, except for the following:

1. Payroll and taxes associated, election workers pay
2. Utility bills including street lighting payments.
3. Insurance premiums including pension and deferred compensation.
4. Invoices with penalty or discount dates that would be incurred if payment is not received in a timely manner
5. Contractual obligations
6. Employee reimbursement of expenditures with department head approval
7. Postage and office supplies used on a daily basis
8. Emergency purchases, repairs or services
9. Seminars/conferences payments with Township Manager approval
10. Required job certification classes to maintain license/certification with Township Manager approval.

Emergency Expenditures

The Township Manager, or their designee, is authorized to spend above the \$5,000 threshold in emergency situations. Emergency situations shall be left to the judgement of the manager. Such expenses/situations shall be reported to the Township Board in a timely fashion via email and authorized retroactively at the next Township Board meeting.

Other Expenditure Authorizations & Stipulations

The Township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of this Board Policy.

Township officials and staff shall not consider appropriations contained in the budget as an authoritative order to expend township funds.

Authority to spend is only authorized when done in accordance with this policy.

If a requested item was not approved by the Township Board through the budget process or contract, the Township Manager shall obtain authorization from the Township Board prior to obligating the Township for expenditures of the following nature:

1. Out of state travel;

2. Any non-emergency expenditures exceeding \$5,000;
3. Contracted and Professional services;
4. Other expenditures as may be specified by the Board from time to time.

No obligations shall be incurred against, and no payment shall be made from any appropriation or account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Personal Purchases: Non-public purchases by employees of equipment or supplies through the Township for personal use or benefit are strictly prohibited. Township employees are also prohibited from using the Township's name or the employee's position with the Township to obtain special consideration in personal purchases.

Disclosure of Personal Relationships: Current township officials and township staff must disclose to the authorizing authority (Manager or Township Board) if an immediate family member would benefit from a contract or service prior to the authorization of any expenditure or entering into any contract. An explanation of why authorization of the expense is in the best interest of the Township (for example, specialized product, unique vendor) shall also be required.

Contracting with Township Officials: Notwithstanding spending limits set upon officials, staff and the Township Manager, it shall be within the Township Board's sole authority to authorize expenses or contracts which benefit or are awarded to current township officials or the immediate family member(s) of current township officials.

Policy Violations: Repeated violations of the purchase policy are subject to discipline up to and including discharge from employment.

Actions to reduce or split up a purchase into multiple purchases in an effort to bring a request below the various thresholds set in this policy or in purchasing procedures as set by the Township Manager is a violation of the policy.

Definitions

"Immediate family members" shall be defined as: spouse, child, parent, sibling, grandchild, and grandparent (these definitions shall include adoptive, biological, foster, in-law and step variations of the same).

"Township official" shall be defined as: Township Board Members, elected officers, and appointed officials (Deputy Clerk, Deputy Treasurer, Manager).

Immediate family members or township officials with contracts or employment arrangements that would otherwise constitute a violation of this policy at the time of its revision shall be grandfathered in and not constitute a violation of the policy.



MEMO

Staff Communication-Action Required

DATE: December 9, 2021
TO: Gaines Charter Township
FROM: Manager Jonathan Seyferth
RE: Rental of Community Room

SUMMARY OF TOPIC:

The decision as to whether or not we open the community rooms for “general” rental use has been put off several times.

This delay is partially due to the uncertainties surrounding the COVID-19 virus and its variants.

As of this writing, the State of MI is in the critical risk zone, COVID cases are very high but show signs of falling.

Last Updated: Dec 7, 2021



Exercise extreme caution

75-100 Area Risk: There is uncontrolled spread of severe illness. Protect yourself by avoiding all social contact.

Powered By Kinisa HealthWeather

This factor alone may be enough to extend the Board's decision to keep the rooms closed.

Currently the rooms are closed for rentals, however Room C is being used every other Wednesday (for an hour at lunch time) by the Chamber of Commerce. They have also asked that they be allowed to use one of the larger rooms once per month for their board meetings (this would be in addition to the Wednesday lunch meetings).

Additionally, several HOA's have asked to conduct their meetings at our facility, along with the usual requests for birthday parties, graduation celebrations, etc.

FINANCIAL IMPACT:

Renting of the rooms has never been done as a source of income, but rather as a convenience for our residents. Charges were meant to cover the cost of opening the building to the public (cleaning/heat-cooling/electricity/etc.,).

Opening the rooms at the same rates, and under the same policies as in the past would have a negative impact on the budget.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends the rooms remain closed to the general public for 2022, allowing use by HOA's and similar groups (i.e., Neighborhood Watch Groups), Monday-Friday only. No weekend rentals.

Staff recommends the rental rates, hours/days of availability, supervision, etc. be revisited prior to re-opening the rooms for rental by the general public. *The amount of work put in on the SAD and the 2022 budget, greatly reduced the time available to thoroughly research rental prices, rules, etc. for our area.*

Staff also recommends the use by HOA's and similar type groups will be restricted to the occasional meeting, and that we continue with our policy of not allowing "weekly" meetings of any group (i.e., weekly Boy Scout troop meeting, weekly bible study, etc.).

Staff also recommends the rental fee for Room C be raised to \$75, and Rooms A & B to \$100 per room (granting a discount if both rooms are needed - \$150 rather than \$200). This additional \$25 rental fee will help cover the cost associated with setting up tables (etc.) for meetings, and the increased costs in heat/electric/snow plowing/etc.).



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 9, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: Township IT services

SUMMARY OF TOPIC:

Earlier this year staff began examining the possibility of switching to a new IT service provider. The Township has been with the same provider for many years and the company has provided us with good service. However, as the Township grows and our IT needs change it has become more evident that we need to look at changing to an IT company which provides a more robust monitoring system, better remote services and has a better working knowledge of our key software systems (BS&A and QVF for example). There's also a desire to move away from the broke/fix approach we're currently under with our technology.

Staff has looked at five IT provider options and narrowed the final consideration down to two vendors. Staff met with the final two IT companies on several different occasions to talk through what we were looking for and asked them to provide us with proposals. Because of this the proposals are not apples to apples but rather a take on what the IT company thought would be a good fit for us.

Of the two, there's one option staff believes would be the best fit for us based on their proposal, Micro Visions out of Grand Rapids.

Highlights of the Contract:

- 24/7 Phone/Virtual Assistance
- Unlimited onsite assistant when needed
- IT-Vendor Management (Micro Visions will work with up to 5 of our technology providers to troubleshoot issues and find solutions to problems. This would be for example issues between computers and printers, issues with BS&A, phone systems issues, etc....) The objective here is to avoid finger pointing between the IT provider and technology provider when things don't work.
- Access point monitoring (Wi-Fi, Ports, etc....)
- Onsite and off-site backups 4 times per day

- Managed work stations
- Antivirus management
- Firewall management
- Email Fishing Training & online video education options

(This is not an exhaustive list)

One of our primary IT challenges at this point in time is a lack of automatic downloads for IT patches/updates. The Township has disabled the automatic update feature because of how those updates sometimes impact BS&A. Micro Visions has experience working with BS&A and ensuring that software updates that are pushed out by Microsoft play well with that (and other) software. This is accomplished through a vetting of updates and then only releasing updates to workstations once it is known how the updates will impact our IT environment.

In full transparency, Micro Visions is the higher priced option. However, staff feels their proposal was a better fit for what the Township is looking to accomplish on the IT side of things. It will make our environment more robust, allow staff to have unlimited access to IT support as needed, and with some of the environment monitoring and email training we could actually see a reduction in our insurance premiums.

It should also be noted, no matter what IT company we were to go with, there will be additional technology fees in FY2022 and moving forward, as we intend to migrate all work stations to Office 365 (Microsoft now operates under a monthly licensing structure rather than outright purchasing licenses). Any IT company can license Office 365 for the Township and that would be in addition to our monthly costs.

FINANCIAL IMPACT:

Up to \$40,000 per year for flat rate managed IT services.

BUDGET ACTION REQUIRED:

No budget action is required as this is a budgeted item.

DISCLOSURE:

I do want to disclose that I worked with Micro Visions in Coopersville. The City of Coopersville selected MVI as its IT provider when I was the Assistant City Manager and they continued to provide IT services throughout my tenure with the City. As a result, I do have personal experience with this vendor. I have no vested or personal interest in MVI. My recommendation is only based on what company I think will provide the best service to the Township.

RECOMMENDATION:

Staff recommends contracting with Micro Visions for a 48-month IT contract beginning in January 2022 at \$3,300 per month.



**Flat-Rate Managed Services
Proposal for
Gaines Charter Township
GAINE-20210823-FR-03
12/9/2021**



Micro Visions, Inc • 264 Leonard Street NW • Grand Rapids, MI 49504
Phone: 616.776.0400 | Fax: 616.776.2596 | info@microvisionsinc.com | www.microvisionsinc.com

Delivering IT Environments with Greater Security, Accessibility, and Recoverability



PROPOSAL SUMMARY

Implement Micro Visions Securelink Flat-rate services plan which includes key security services, automation, both onsite and remote support as well as vendor management, account management, and business technical reviews for strategic planning opportunities for one monthly price.

OBJECTIVES

The following objectives were discussed with Gaines Charter Township team member(s):

- Support for services for a set monthly amount for ease of budgeting and to eliminate being invoiced for every support call.
- Provide advanced vendor support for BS&A. Micro Visions has many years of experience providing technical support and vendor management with this application.
- Provide advanced vendor support for QVF and associated printers. Micro Visions has many years of experience providing technical support and vendor management with this application.
- Improve the quality and responsiveness of IT support services.
- Strategize and provide recommendations and road maps for technology-related practices and solutions that will help propel the organization's objectives.
- Receive regular check-ins and communication from an account manager.
- Explore a Microsoft 365 migration from the current Exchange Server in order to budget for the project.

SCOPE OF WORK

The following activities are included in the scope of work for the onboarding project:

- Perform project management activities
- Implement managed services agents, antivirus, and cloud security
- Setup user security awareness phishing, select and schedule training courses
- Install network monitoring for firewall, switches, and access points
- Install managed backup hardware, software, and backup jobs
- Implementation of advanced security services (if selected)
- Set up environment according to onboarding standards
- Create documentation
- Train point of contacts and users on support processes

CONSTRAINTS/RESTRICTIONS/ASSUMPTIONS

- Pricing for Micro Visions services is valid until December 31, 2021.
- All managed services are to be prepaid prior to service. The preferred method is through ACH on the first day of the month services are to be provided. Otherwise, the monthly invoice will be sent the month prior and payment is to be received before services are provided.
- Flat-rate agreements include support for the existing environment. Projects are quoted separately and are not included in the agreement.
- Onboarding completion may take 30-60 days and will be performed during the agreement term. During this process, actual numbers of users and devices will be tried up.



- Additional charges for onboarding will be incurred if client frequently reschedules or postpones meetings and/or onboarding activities, or delays providing requested information or assistance. Client will be notified before charges are incurred.
- Pricing for managed services is based on a 48-month agreement which includes discounts. Shorter terms are available at non-discounted pricing.
- Client ensures all users are legally licensed for software use.
- Client has a stable and reliable physical network infrastructure and adequate bandwidth.
- All server hardware, workstations, and other devices must have current service contracts in effect.
- The project will be invoiced on a time and material or fixed-fee basis at regular intervals as described below. For time and material invoices, any work performed beyond the hours estimated or any work performed beyond the scope of the project will be invoiced. For fixed-fee projects, any work performed beyond the scope of the project will be invoiced. The project manager/systems engineer will keep the client informed if overages are anticipated.
- Payment for services rendered is due within 30 days of Micro Visions' invoice date. Any amounts not paid within 30 days will be subject to 1.5 percent interest per month. See Rate Schedule for further details.

CHANGE ORDERS

Any changes to the project will require a signed change order describing the changes as well as any additional costs.



PRICING

Description	Qty	Unit Price	Ext. Price
Securelink Essentials Flat Rate: User & Infrastructure Support Services (Minimum of 22 Users)	1	\$3,300.00	\$3,300.00
Flat-rate Managed User with 24x7 Help Desk	22		
Flat-rate Managed Workstation	29		
Flat-rate Managed Antivirus	29		
Flat-rate Cloud DNS Security & Content Filtering Per User	22		
Flat-rate Security Awareness Testing & Training per User	22		
Business Technical Review (BTR)	4		
Account Management	1		
Flat-rate Physical Host Server	1		
Flat-rate Virtual Server	3		
Flat-rate Managed Physical Server with OS	1		
Flat-rate Managed Antivirus	4		
Flat-rate Maintain Firewall	1		
Flat-rate Maintain Switch	3		
Flat-rate Maintain Wireless Access Point Controller	1		
Flat-rate Maintain Wireless Access Point	5		
Managed Backup Appliance with 2TB Local Storage	1		
Managed Backup for Physical Servers	1		
Managed Backup Enterprise License for Virtual Machines	3		
Off-site Storage Per GB	2,000		
IT Vendor Management (Up to 5 Vendors)	1		
Advanced Security Services (Optional)	1	\$700.00	\$700.00
Flat-rate Managed Network Scanning, Analysis and Reporting	1		
Flat-rate Managed Security Scanning, Analysis and Reporting	1		
Flat-rate Managed Vulnerability Scanning (up to 250 Windows devices)	1		
Dark Web Monitoring Service Per Domain	1		
Professional Services	1	\$3,300.00	\$3,300.00
Flat-rate Onboarding Project	1		

	Subtotal	\$6,600.00
Recurring Amounts:	Tax	\$0.00
<i>\$3300.00 Billed Monthly</i>	Shipping	\$0.00
	Grand Total	\$6,600.00



TERMS & CONDITIONS

Please reference the attached Master Agreement of Terms and Conditions and/or the Securelink Essentials Managed Services Agreement. All managed services options require a signed managed services agreement.

PROPOSAL ACCEPTANCE

The proposal and/or managed services agreement (if applicable) may be accepted through the web page link or by signing this and the following documents and returning them to the account exec in person or via email.

To accept electronically through the web page link: In the Acceptance Detail section, click the box "I agree to the terms and conditions of the above document and PDF attached with an electronic signature below." Fill in the PO Number if applicable, add any Comments, enter your Printed Name, and fill in your Signature. Click the button "Click to Accept."

Gaines Charter Township
8555 Kalamazoo Ave SE
Caledonia, MI 49316

Please print name

Signature

Date



MASTER AGREEMENT OF TERMS AND CONDITIONS

Gaines Charter Township hereinafter ("Client") and Micro Visions, Inc. ("Micro Visions") (also referred to individually as a "party" or collectively as "parties") agree that the attached Services Agreement ("Services Agreement") is subject to the terms and conditions ("Terms") stated below and these Terms are incorporated into the Services Agreement and all services ("Services") performed and all costs and fees related thereto are subject to these Terms.

1. Micro Visions will perform the Services for Client as listed on the attached Services Agreement. Micro Visions' Fees for the Services and any additional Costs are also listed on the Services Agreement or in an attachment or schedule thereto.

2. All Services provided by Micro Visions hereunder will be performed in a professional manner by qualified personnel. Except as otherwise provided, Micro Visions provides the services and deliverable 'as is' and makes no warranties of any kind, either expressed or implied. THIS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES NOT EXPRESSLY SET FORTH HEREIN, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR WARRANTIES ARISING FROM USAGE OF TRADE OR COURSE OF DEALING. Unless Client notifies Micro Visions in writing within seven (7) days from the invoice date that the deliverables as set forth in the Services Agreement have not been met, the work performed will be deemed accepted.

3. In no event shall Micro Visions or its agents be liable for any indirect, consequential, incidental or special damages whatsoever (including without limitation damages for loss of profits, business interruption, loss of information, or other pecuniary loss) arising out of the use or performance of the Services and deliverables, whether such liability was based on contract, tort, warranty, or other legal or equitable grounds, even if Client has been advised of the possibility of such damages, unless it is proven that Micro Visions has demonstrated gross negligence. In no event shall Micro Visions' liability exceed the Fees paid by Client hereunder.

4. Client agrees not to solicit Micro Visions personnel for employment. Client shall not directly or indirectly induce any employee or contractor of Micro Visions to terminate his or her employment with Micro Visions. Should an employee terminate his or her employment with Micro Visions Client agrees not to hire or purchase services from that employee (whether as an employee of Client, an independent contractor, or an employee or contractor of any third party) for a period of one year from the date of the employee's termination unless written permission is granted by Micro Visions.

5. Any applicable Services Agreement, including all schedules thereto, and these Terms constitute the entire understanding and agreement between the parties hereto with respect to the subject matter hereof, and all prior agreements and understandings, whether oral or written, are superseded in their entirety. No waiver, modification or addition to these Terms and/or the Services Agreement shall be valid unless in writing and signed by the party sought to be charged therewith. Any failure by Micro Visions to enforce a specific part of these Terms or rights in the Services Agreement in a specific situation is not a waiver of rights under the Terms or the Services Agreement. Micro Visions may still enforce the rest of the Terms or rights in the Services Agreement in that situation and may still enforce some or all of the Terms and/or the Services Agreement in other situations. If any terms in the Services Agreement are different from or contradict in any way the language of these Terms, the language of the Services Agreement shall control, unless the Services Agreement provides otherwise.

6. Micro Visions and Client shall act at all times as independent contractors, and, except as expressly set forth herein, nothing contained in these Terms or the Services Agreement shall be construed or implied to create an agency, partnership or employer and employee relationship between them.

7. Except with respect to payment obligations hereunder, if a party is prevented or delayed in performance of its obligations hereunder as a result of circumstances beyond such party's reasonable control, including, by way of example, war, riot, fires, floods, epidemics, or failure of public utilities or public transportation systems, such failure or delay shall not be deemed to constitute a material breach of this Services Agreement and Terms, but such obligation shall remain in full force and effect, and shall be performed or satisfied as soon as reasonably practicable after the termination of the relevant circumstances causing such failure or delay, provided that if such party is prevented or delayed from performing for more than ninety (90) days, the other party may terminate the Services Agreement upon thirty (30) days' written notice.

8. Client agrees to pay Micro Visions' invoice for Services within the time period stated on the invoice or be liable for interest in the amount stated on the invoice.

9. The Terms and the Services Agreement shall be governed and construed in all respects by the substantive laws of the State of Michigan, without regard to the choice of law provisions. Micro Visions and Client further agree that any controversy or claim arising out of or relating to the Terms and/or Services Agreements shall be submitted to a court of competent jurisdiction in Grand Rapids, Michigan. If there is any dispute regarding the Terms and/or Services Agreement that is submitted to arbitration or filed in a court of law then the prevailing party in that dispute will be entitled to, in addition to any award of damages or other remedy, reasonable attorney's fees and legal costs. If part of these Terms and/or Services Agreement is held invalid, the rest of the Terms and/or Services Agreement are still valid, binding and enforceable.

Client's acceptance of this Services Agreement and the commencement of Micro Visions' Services indicate acceptance of all Terms set forth herein.

GAINES CHARTER TOWNSHIP
RESOLUTION No. 2021-__

Resolution to Establish Gaines Charter Township Officers Salary

WHEREAS, this resolution is subject to MCLA 41.95(3); in a Township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, THAT AS OF January 1, 2022, the salary of the Township Supervisors shall be:

\$46,188.48

The forgoing resolution offered by board member:

Supported by board member:

The following aye votes were recorded:

The following nay votes were recorded:

Absent:

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 December 13, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date

GAINES CHARTER TOWNSHIP
RESOLUTION No. 2021-__

Resolution to Establish Gaines Charter Township Officers Salary

WHEREAS, this resolution is subject to MCLA 41.95(3); in a Township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, THAT AS OF January 1, 2022, the salary of the Township Clerk shall be:

\$78,499.20

The forgoing resolution offered by board member:

Supported by board member:

The following aye votes were recorded:

The following nay votes were recorded:

Absent:

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 December 13, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date

GAINES CHARTER TOWNSHIP
RESOLUTION No. 2020-__

Resolution to Establish Gaines Charter Township Officers Salary

WHEREAS, this resolution is subject to MCLA 41.95(3); in a Township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, THAT AS OF January 1, 2022, the salary of the Township Treasurer shall be:

\$78,499.20

The forgoing resolution offered by board member:

Supported by board member:

The following aye votes were recorded:

The following nay votes were recorded:

Absent:

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 December 13, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date

GAINES CHARTER TOWNSHIP
RESOLUTION No. 2021-____
Resolution to Establish Gaines Charter Township Officers Salary

WHEREAS, this resolution is subject to MCLA 41.95(3); in a Township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, THAT AS OF January 1, 2022, the Per Diem of the Township Board of Trustees shall be:

\$110.00/meeting Attended

(Up to 18 Regular Meetings + special meetings as needed)

The forgoing resolution offered by board member:

Supported by board member:

The following aye votes were recorded

The following nay votes were recorded:

Absent:

STATE OF MICHIGAN)
) SS
COUNTY OF KENT)

I, Angela Burnside, 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 December 13, 2021.

Michael A. Brew
Gaines Charter Township, Clerk

Date



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 9, 2021
TO: Gaines Charter Township
FROM: Rob DeWard, Township Supervisor
RE: Manager 6-month pay adjustment

SUMMARY OF TOPIC:

Per the manager's employment agreement, there is to be a 6-month salary adjustment if the Township Board is satisfied with the manager's performance in the first 6-months.

The 6-month mark was reached on Nov. 19, 2021.

As Supervisor I completed a review of the manager's performance to date, and found his performance to be **FABULOUS**. If the board agrees with this assessment, the wage adjustment would take effect with the pay period ending Dec. 11, 2021.

FINANCIAL IMPACT:

This would increase the manager's salary from \$100,000 to \$105,000 per year.

BUDGET ACTION REQUIRED:

No budget action is required

RECOMMENDATION:

The Supervisor is recommending the adjustment in accordance with the favorable review and the manager's contract.



Clear Form

Employee Performance Appraisal

Appraisal Score

Overall Score: 53 /55.0

Employee Information

Name: Jonathan

Job Title: Manager

Department Head: Board

Department: _____

Hire Date: _____

Years of Service: one +/-

Rating Scale Definition

(5) EXCEPTIONAL, (4) EXCEEDS EXPECTATIONS, (3) MEETS EXPECTATIONS, (2) BELOW EXPECTATIONS (1) NEEDS IMPROVEMENT, NOT APPLICABLE (N/A)

Core Competencies

Job Knowledge

Score: 5 /5.0

How well employee gets to the root of normal problems. Employee's understanding of related job functions, pertinent policies and procedures, and of the full job requirements:

- 5 ☒ Displays excellent departmental knowledge, and uses knowledge to meet the needs of the Township
- 4 ☐ Displays very good department knowledge, and uses knowledge to meet the needs of the Township
- 3 ☐ Displays good departmental knowledge, and has been able to use knowledge to meet the needs of the Township
- 2 ☐ Still learning about the departmental functions, which limits ability to meet the needs of the Township
- 1 ☐ Does not understand the departmental functions. Unable to use knowledge to meet the needs of the Township
- 0 ☐ Not Applicable

Comments:

Jonathan came to the township with plenty of experience in governance and has used that to meet the needs of the township e.g. the Public Safety Special assessment.

Quality of Work

Score: 4 /5.0

Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the Township

- 5 ☒ Far exceeds expectations in terms of producing high quality work. Excellent attention to detail
- 4 ☐ Exceeds expectations in terms of producing high quality work. Very good attention to detail
- 3 ☐ Meets expectations in terms of producing high quality work. Good attention to detail
- 2 ☐ Slightly below expectations in terms of producing high quality work. Occasionally lacking in attention to detail
- 1 ☐ Below expectations in terms of producing high quality work. Lacks attention to detail
- 0 ☐ Not Applicable

Comments:

Jonathan is attentive to detail and produces high quality work.

Productivity

Score: 5 /5.0

Achieves productivity standards that have been established for his/hers organizational level or position.

- 5 ☒ Far exceeds standards of productivity
- 4 ☐ Exceeds standards of productivity
- 3 ☐ Meets standards of productivity
- 2 ☐ Far below standards of productivity
- 0 ☐ Not Applicable

Comments:

Jonathan exceeds productivity standards by introducing new ideas for increasing productivity.

Time Management

Score: 5 /5.0

Prioritizes tasks and manages time to ensure that deadlines are met.

- 5 ☒ Extremely efficient in terms of prioritizing tasks and managing time
- 4 ☐ Very efficient in terms of prioritizing tasks and managing time
- 3 ☐ Efficient in terms of prioritizing tasks and managing time
- 2 ☐ With experience, becoming more efficient in terms of prioritizing tasks and managing time
- 1 ☐ Needs to become more efficient in terms of prioritizing tasks and managing time
- 0 ☐ Not Applicable

Comments:

While being bombarded with numerous task, Jonathan succeeds in managing his time and prioritizing his task.

Attendance

Score: 5 /5.0

Demonstrates reliability with timeliness and attendance

- 5 ☒ Exceeds expectations concerning punctuality and attendance. Gives appropriate notice when taking leave
- 4 ☐ Slightly above expectations for punctuality and attendance. Gives appropriate notice when taking leave
- 3 ☐ Meets expectations for punctuality and attendance. Gives appropriate notice when taking leave
- 2 ☐ Slightly below expectations for punctuality and attendance. Has instances where appropriate notice was not given in lieu of absence or tardiness
- 1 ☐ Below expectations for punctuality and attendance. Failed to give notice on multiple occasions regarding time off
- 0 ☐ Not Applicable

Comments:

Jonathan is reliable, punctual, and always gives notice when taking leave for meetings.

Communication

Score: ⁵ /5.0

Communicates effectively and appropriately. Uses good judgement as to what to communicate to whom.

- 5 ☒ Always expresses facts and ideas clearly, in a credible manner. Always uses appropriate tone. Displays excellent judgment as to what information should be communicated. Listens to others and elicits feedback
- 4 ☐ Usually expresses facts and ideas clearly, in a credible manner. Uses an appropriate tone. Displays good judgment as to what information should be communicated
- 3 ☐ Able to express facts and ideas . Uses an appropriate tone. Displays good judgment as to what information should be communicated. Listens to others
- 2 ☐ Rarely able to express facts and ideas clearly. Occasionally does not use an appropriate tone. Displays questionable judgment as to what information should be communicated. Fails to listen to others and elicit feedback
- 1 ☐ Unable to express facts and ideas clearly. Does not use an appropriate tone. Does not displays good judgment as to what information should be communicated.
- 0 ☐ Not applicable

Comments:

Always ready to explain the issues in a clear and credible manner. He listens to others and used the appropriate tone in conversation.

Team Work

Score: ⁵ /5.0

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback.

- 5 ☒ Strong team player. Regularly conveys good ideas and opinions to the team. Has a positive impact on the team dynamics. Adds many complementary skills to them
- 4 ☐ Very good team player. Sometimes conveys good ideas and opinions to the team. Has a positive impact on the team dynamics. Adds many complementary skills to them
- 3 ☐ Works well with others, but at times lacks confidence to contribute ideas and opinions. Has limited impact on team dynamics. Adds a complementary skill to the team
- 2 ☐ Does not work well in a team environment. Prefers to work independently. Lacks confidence to contribute ideas and opinions and does not have a positive impact on team dynamics. Does not add a complementary skill to the team

- 1 ☒ Does not work well in a team environment and has a negative impact on the exchange of ideas and opinions
- 0 ☐ Not applicable

Comments:

Regularly works with the various committees and offers good ideas and opinions. When Jonathan speaks, everyone listens.

Judgement/Decision Making

Score: 5 /5.0

Employee's display of well-balanced thinking. Employee's thinking through of a problem.

- 5 ☒ Actions far exceed expectations for decision making. Consistently makes timely, effective decisions that hold up well over time. Includes input from other stakeholders whenever it is practical to do so
- 4 ☐ Actions exceed expectations for decision making. Usually makes timely, effective decisions that hold up well over time. Includes input from other stakeholders whenever it is practical to do so
- 3 ☐ On balance, actions meet expectations for the various elements of decision making
- 2 ☐ Often takes too long to make decisions and/or misses opportunities to get more input from others before deciding what to do. Decisions often create unforeseen ripple effects or fail to stand the test of time
- 1 ☐ Usually takes too long to make decisions and/or misses opportunities to get more input from others before deciding what to do. Decisions frequently create unforeseen ripple effects or fail to stand the test of time
- 0 ☐ Not applicable

Comments:

Jonathan is not afraid to ask others for their input but makes timely and effective decisions.

Attitude

Score: 5 /5.0

The interest and enthusiasm employee shows to job. Employee's sustained efforts to achieve Township administration, operational, and fiscal objectives. Employee's respect for confidences.

- 5 ☒ Always remains positive, even when others sound negative or struggle to remain upbeat. Always identifies and provides others with concrete reasons to believe that things will work out well. Always notices and points out things that are going well, especially during stressful times

- 4 ☒ Usually remains positive, even when others sound negative or struggle to remain upbeat. Usually identifies and provides others with concrete reasons to believe that things will work out well. Tends to notice and point out things that are going well, especially during stressful times
- 3 ☐ Generally remains positive, even when others sound negative or struggle to remain upbeat. Sometimes identifies and provides others with concrete reasons to believe that things will work out well. Sometimes notices and points out things that are going well, even during stressful times
- 2 ☐ Frequently comes across as negative, especially when others sound negative or struggle to remain upbeat. Seldom identifies and provides others with concrete reasons to believe that things will work out well. Sometimes notices and points out things that are going well, even during stressful times
- 1 ☐ Usually comes across as negative, especially when others sound negative or struggle to remain upbeat. Rarely identifies and provides others with concrete reasons to believe that things will work out well. Rarely notices and points out things that are going well, even during stressful times
- 0 ☐ Not applicable

Comments:

This is a strong point for Jonathan. Jonathan is very effective in remaining positive even in times of stress or negative environments.

Analytical Thinking

Score: 5_/5.0

Breaks down problems and issues into sub-components and then assesses the costs, benefits and risks of various options prior to selecting a particular approach.

- 5 ☒ Excellent analytical skills. Thoroughly analyzes the costs, benefits, opportunities and risks of each potential solution
- 4 ☐ Very good analytical skills. Analyzes the costs, benefits, opportunities and risks for each potential solution
- 3 ☐ Good analytical skills. Takes a role in analyzing the costs, benefits, opportunities and risks of each potential solution
- 2 ☐ Developing analytical skills. Needs to take more time to analyze the costs, benefits, opportunities and risks of each potential solution
- 1 ☐ Poor analytical skills. Does not take time to analyze the costs, benefits, opportunities and risks of each potential solution
- 0 ☐ Not applicable

Comments:

Jonathan is detail oriented and has excellent analytical skills looking at the risk/reward to determine the best solution.

Organizing Ability

Score: 4 /5.0

Employee's establishment of effective job priorities. Employee's performance within time limits. The efficient use of time. The simultaneous handling of several assignments. Employee's use of a planned, thorough approach to problems.

- 5 ☐ Keeps excellent records and makes very efficient use of resources
- 4 ☒ Keeps very good records and makes efficient use of resources
- 3 ☐ Keeps records and makes use of resources
- 2 ☐ Does not keep track of all activity. Has not always made efficient use of resources
- 1 ☐ Does not keep acceptable records. Has made inappropriate or inefficient use of resources
- 0 ☐ Not applicable

Comments:

Keeps very good records and is efficient.

Overall Score

Score: 53 /55.0

Manager Comments

Strengths:

All of the above

Weaknesses:

Concern about ruffling the feathers of others.

Goals:

Keep up the good work!

Employee Comments

- ☒ I agree with this evaluation
- ☐ I do not agree with this evaluation

Observations and Goals:

Keep up the good work!

Acknowledgements



Manager

12-8-21

Date



Employee

12-8-21

Date



NOVEMBER 2021 GAINES TOWNSHIP CP REPORT

Michelle LaJoye-Young
SHERIFF

COMPLETED

- Traffic issue investigated 68th and Hanna Lake (improper turn lane use – multiple enforcement days)
- Assisted KCSO Detective Bureau with pine Rest issues
- Dealt with a street parking issue in Leisure Creek
- Dealt with a marijuana issue at Cross Roads High School
- Met with 1st Byron CRC in reference to safety policy updates and building concerns
- Assisted Fieldstone Apartments with a problem tenant
- Assisted on a Pine Rest escape
- Completed a VIN Inspection of a Pine Rest truck
- Extra patrols on Sunbrook SE for increased traffic complaints
- School bus violation enforcement multiple days and locations (1 citation issued)
- Investigated a burning ordinance complaint 92nd / Eastern
- Dan Wells and I issued an ordinance ticket on Hammond
- Q&A with a resident in reference to carrying a concealed weapon
- Worked extensively on this year's Gaines Meijer Shop with a Sheriff
- Dealt with an RV parking issue on 72nd St
- Assisted Dan Wells with a trash ordinance violation on 76th St
- Deployed the speed trailer for the first time on 68th St near Hammond Ave in Dutton
- Taught a CPR / AED refresher at Friendship CRC
- Dealt with parking issue with Coca cola along Rapids Dr
- School zone enforcement in Dutton along 68th St

- Assisted Woodfield with some problem tenants
- Assisted Green Meadow with some problem tenants
- Took a week and a half of vacation

UPCOMING

- Shop with a Sheriff event at Gaines Meijer
- Court in reference to Ordinance Citation

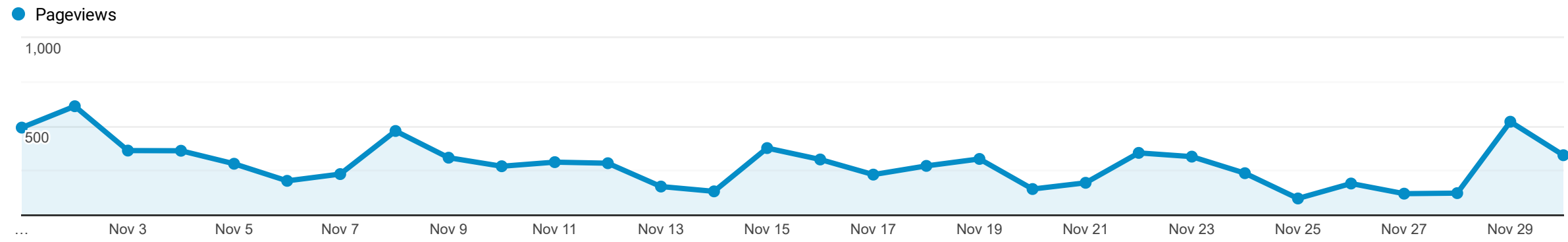
Pages

All Users

100.00% Pageviews

Nov 1, 2021 - Nov 30, 2021

Explorer



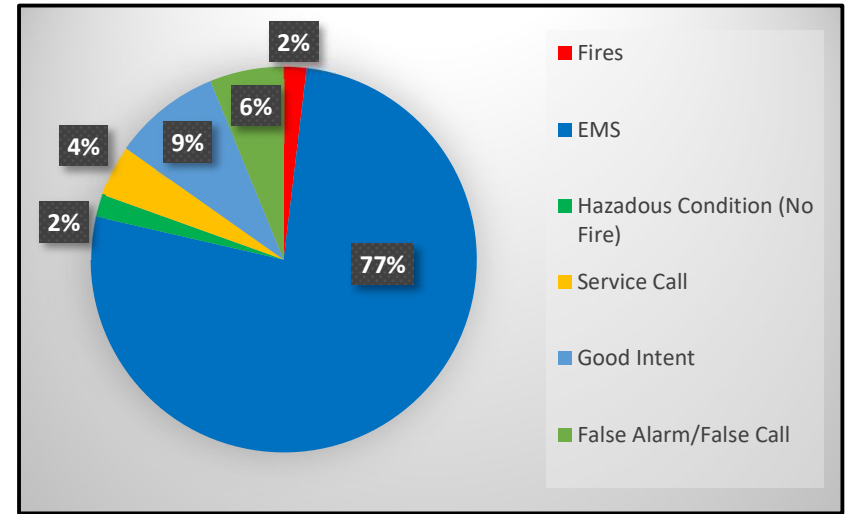
Page		Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		8,602 % of Total: 100.00% (8,602)	6,824 % of Total: 100.00% (6,824)	00:01:24 Avg for View: 00:01:24 (0.00%)	3,770 % of Total: 100.00% (3,770)	48.51% Avg for View: 48.51% (0.00%)	43.83% Avg for View: 43.83% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /		2,228 (25.90%)	1,677 (24.58%)	00:01:00	1,551 (41.14%)	29.34%	36.67%	\$0.00 (0.00%)
2. /residents/index.php		495 (5.75%)	320 (4.69%)	00:01:35	36 (0.95%)	75.00%	30.51%	\$0.00 (0.00%)
3. /document_center/index.php		465 (5.41%)	389 (5.70%)	00:04:05	153 (4.06%)	88.24%	68.17%	\$0.00 (0.00%)
4. /how_do_i_(faq)/contact/office.php		383 (4.45%)	333 (4.88%)	00:01:02	124 (3.29%)	54.84%	49.09%	\$0.00 (0.00%)
5. /revize/gaines/		243 (2.82%)	188 (2.75%)	00:00:39	176 (4.67%)	25.57%	25.93%	\$0.00 (0.00%)
6. /departments/water_sewer.php		225 (2.62%)	176 (2.58%)	00:02:28	139 (3.69%)	42.45%	42.67%	\$0.00 (0.00%)
7. /online_services/index.php		205 (2.38%)	187 (2.74%)	00:04:22	70 (1.86%)	67.14%	53.66%	\$0.00 (0.00%)
8. /departments/clerk_.php		185 (2.15%)	165 (2.42%)	00:01:37	119 (3.16%)	78.15%	74.59%	\$0.00 (0.00%)
9. /parks_and_recreation/prairie_wolf_park.php		184 (2.14%)	128 (1.88%)	00:02:12	121 (3.21%)	61.98%	61.41%	\$0.00 (0.00%)
10. /gaines_charter_township/bid_ops.php		155 (1.80%)	137 (2.01%)	00:00:09	131 (3.47%)	87.79%	85.81%	\$0.00 (0.00%)

Rows 1 - 10 of 395

CUTLERVILLE FIRE DEPARTMENT

NOVEMBER 2021 REPORT

NOVEMBER 2021 RESPONSE SUMMARY				
NFIRS INCIDENT TYPE SERIES	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	4	82	79	3.8%
Explosion/Excessive Heat	0	3	3	0.0%
EMS	161	1487	1389	7.1%
Hazadous Condition (No Fire)	4	66	57	15.8%
Service Call	9	53	66	-19.7%
Good Intent	19	170	166	2.4%
False Alarm/False Call	13	145	94	54.3%
Severe Weather/Natural Disaster	0	6	3	100.0%
Special Incident Type	0	0	0	0.0%
TOTAL	210	2012	1857	8.3%



RESPONSE BY SHIFT SUMMARY				
SHIFT	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Full-Time	148	1347	1266	6.4%
Full-Time/POC	62	665	591	12.5%
TOTAL	210	2012	1857	

AID TYPE	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	1	45	35	28.6%
Automatic aid rec	4	28	37	-24.3%
Mutual aid given	0	12	18	-33.3%
Automatic aid given	1	34	39	-12.8%
Other aid given	1	6	3	100.0%
None	203	1887	1725	9.4%
TOTAL	210	2012	1857	

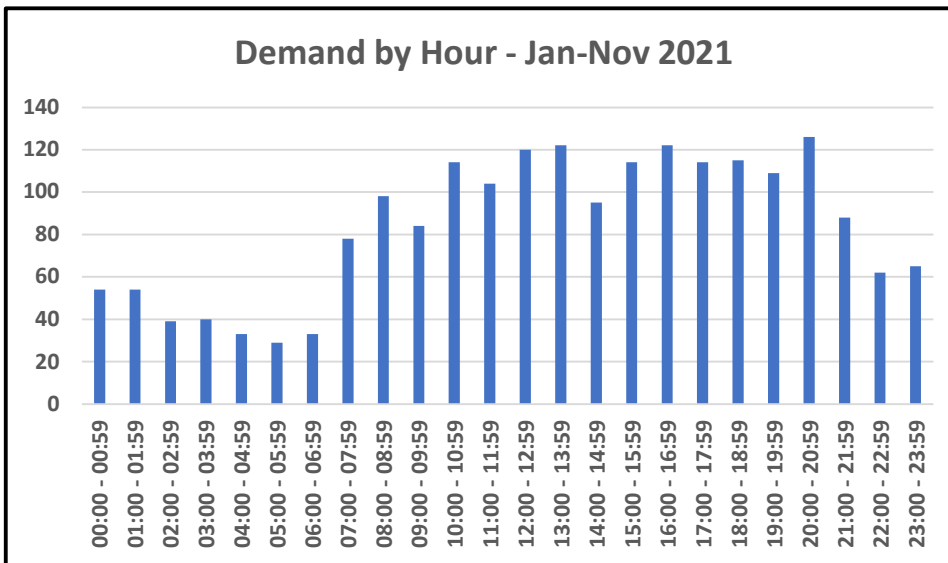
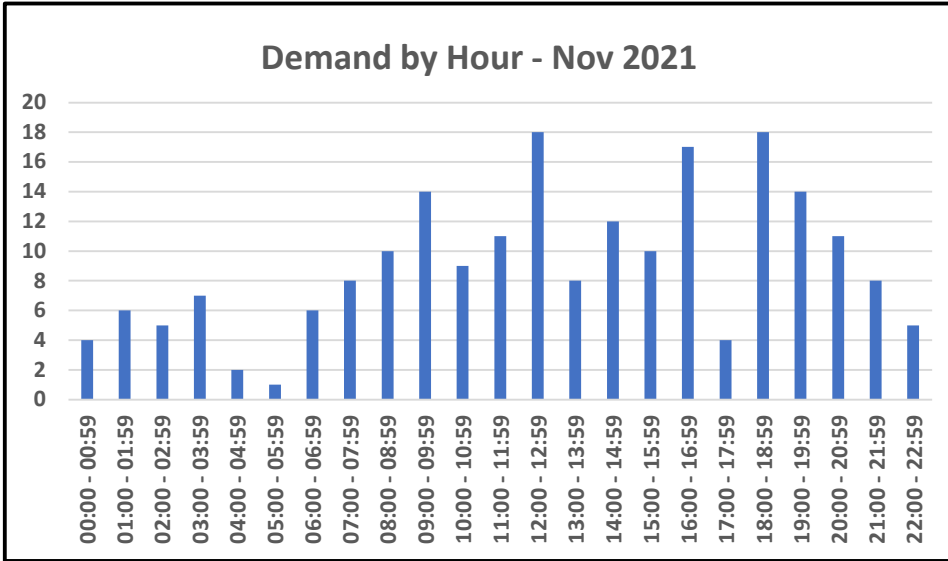
RESPONSES BY ZONE SUMMARY				
ZONE	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
CFD-Byron - Cutlerville Fire District Byron Township	93	841	767	9.6%
CFD-Gaines - Cutlerville Fire District Gaines Township	112	1090	1001	8.9%
Byron - Byron Twp Fire District	3	18	29	-37.9%
Dutton - Dutton Fire District	1	18	16	12.5%
Kentwood - Kentwood Fire District	1	32	25	28.0%
Leighton - Leighton Twp Fire District	0	1	5	-80.0%
Wyoming - Wyoming Fire District	0	12	14	-14.3%
TOTAL	210	2012	1857	

TRAINING HOURS SUMMARY			
NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
151	2833	3086	-8.20%

CUTLERVILLE FIRE DEPARTMENT

NOVEMBER 2021 REPORT

No. of Incidents by Hour - Nov 2021	
00:00 - 00:59	4
01:00 - 01:59	6
02:00 - 02:59	5
03:00 - 03:59	7
04:00 - 04:59	2
05:00 - 05:59	1
06:00 - 06:59	6
07:00 - 07:59	8
08:00 - 08:59	10
09:00 - 09:59	14
10:00 - 10:59	9
11:00 - 11:59	11
12:00 - 12:59	18
13:00 - 13:59	8
14:00 - 14:59	12
15:00 - 15:59	10
16:00 - 16:59	17
17:00 - 17:59	4
18:00 - 18:59	18
19:00 - 19:59	14
20:00 - 20:59	11
21:00 - 21:59	8
22:00 - 22:59	5
23:00 - 23:59	2



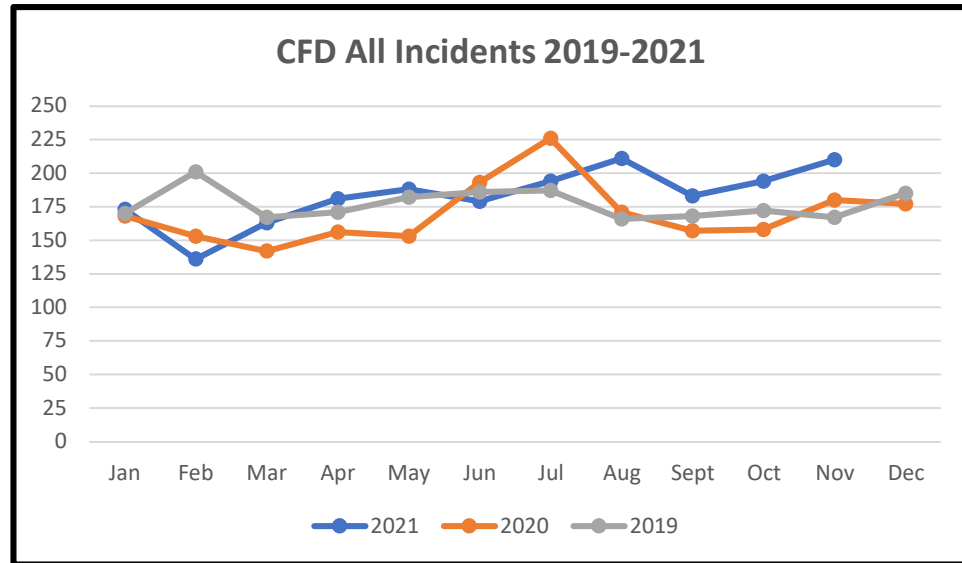
No. of Incidents by Hour 2021 YTD	
00:00 - 00:59	54
01:00 - 01:59	54
02:00 - 02:59	39
03:00 - 03:59	40
04:00 - 04:59	33
05:00 - 05:59	29
06:00 - 06:59	33
07:00 - 07:59	78
08:00 - 08:59	98
09:00 - 09:59	84
10:00 - 10:59	114
11:00 - 11:59	104
12:00 - 12:59	120
13:00 - 13:59	122
14:00 - 14:59	95
15:00 - 15:59	114
16:00 - 16:59	122
17:00 - 17:59	114
18:00 - 18:59	115
19:00 - 19:59	109
20:00 - 20:59	126
21:00 - 21:59	88
22:00 - 22:59	62
23:00 - 23:59	65

Count of Overlapping Incidents/Percentage of Incidents					
2021	%	2020	%	2019	%
319	15.9%	194	9.5%	181	9.0%

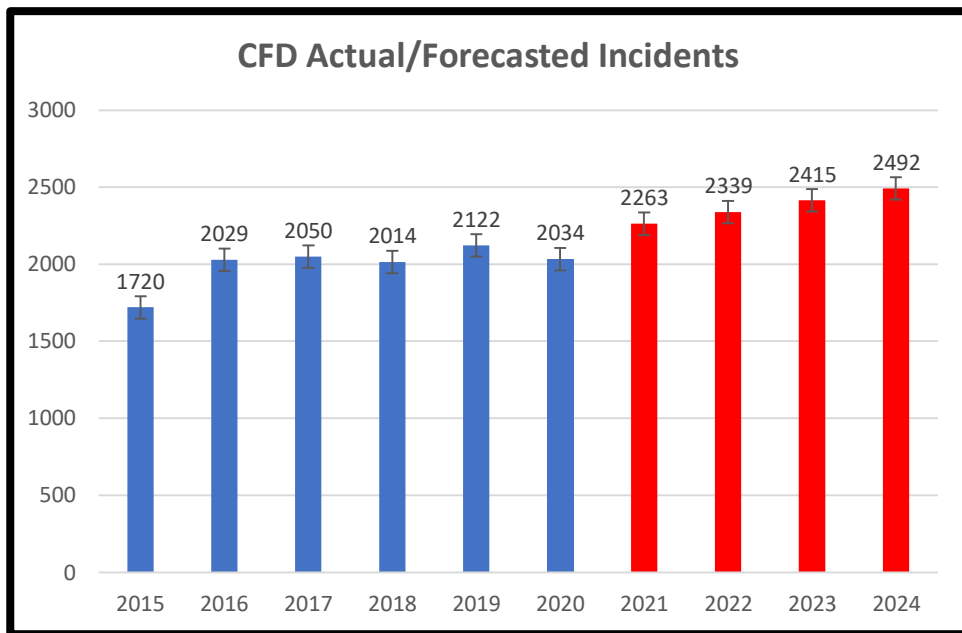
CUTLERVILLE FIRE DEPARTMENT

NOVEMBER 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	183	157	168
Oct	194	158	172
Nov	210	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

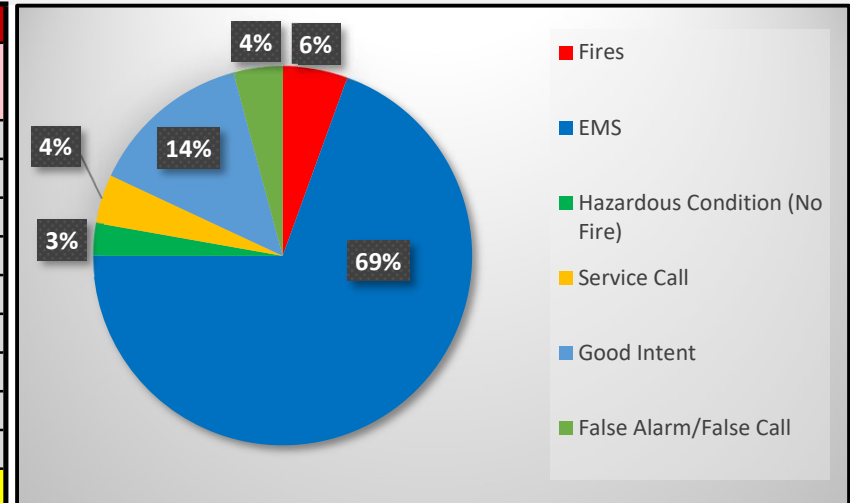


DUTTON FIRE DEPARTMENT

NOVEMBER 2021 REPORT

NOVEMBER RESPONSE SUMMARY

NFIRS INCIDENT TYPE SERIES	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Fires	4	43	36	19.4%
Explosion/Excessive Heat	0	0	0	0.0%
EMS	50	476	419	13.6%
Hazardous Condition (No Fire)	2	20	19	5.3%
Service Call	3	23	22	4.5%
Good Intent	10	94	71	32.4%
False Alarm/False Call	3	57	40	42.5%
Severe Weather/Natural Disaster	0	3	1	200.0%
Special Incident Type	0	0	0	0.0%
TOTAL	72	716	608	17.8%



RESPONSE BY SHIFT SUMMARY

SHIFT	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
FT/PT Day Shift	17	145	126	15.1%
FT/PT Day/POC & POC	55	571	482	18.5%
TOTAL	72	716	608	

AID TYPE	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Mutual aid received	0	12	9	33.3%
Automatic aid rec	0	4	6	-33.3%
Mutual aid given	4	34	26	30.8%
Automatic aid given	3	29	24	20.8%
Other aid given	2	17	14	21.4%
None	63	620	529	17.2%
TOTAL	72	716	608	

RESPONSES BY ZONE SUMMARY

ZONE	NOV2021	2021 YTD	2020 YTD	YTD (+/-)
Dutton - Dutton Fire District (All Zones)	63	612	512	19.5%
CFD-Byron - Cutlerville Fire District Byron Township	4	11	10	10.0%
CFD-Gaines - Cutlerville Fire District Gaines Township	0	50	52	-3.8%
Byron - Byron Twp Fire District	0	2	1	100.0%
Caledonia- Caledonia Fire Rescue	5	25	15	66.7%
Kentwood - Kentwood Fire District	0	12	16	-25.0%
Leighton - Leighton Twp Fire District	0	2	1	100.0%
Thornapple - Thornapple FD	0	2	0	0%
Wyoming - Wyoming FD	0	0	1	-100.0%
TOTAL	72	716	608	

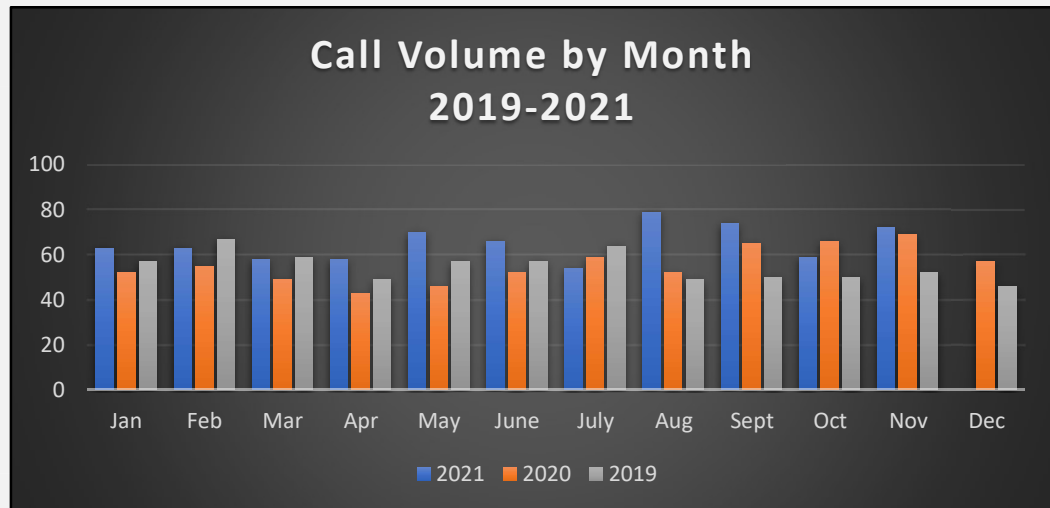
TRAINING HOURS SUMMARY

NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
75	2277	1696	34.26%

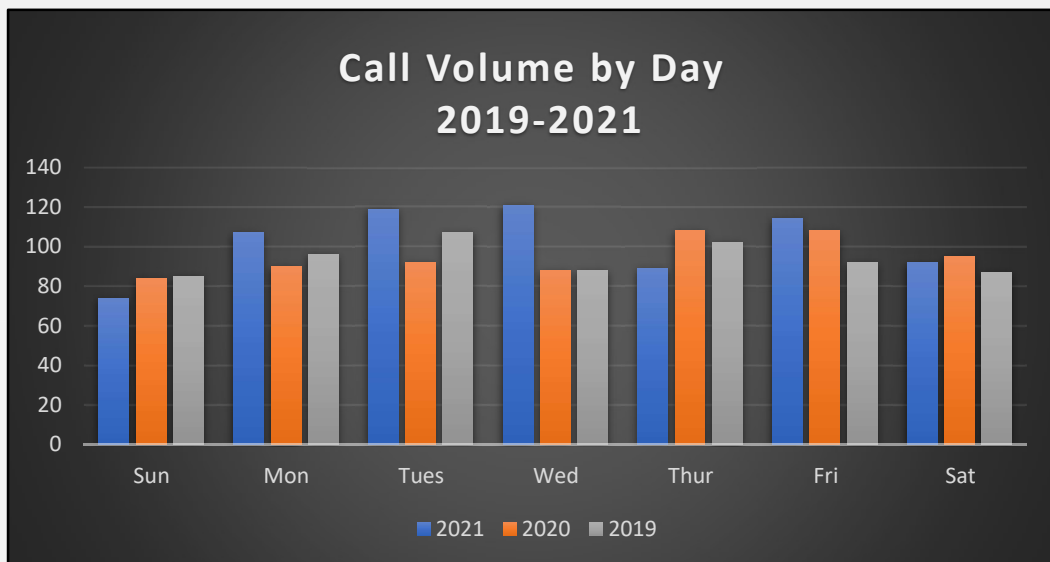
DUTTON FIRE DEPARTMENT

NOVEMBER 2021 REPORT

Month	2021	2020	2019
Jan	63	52	57
Feb	63	55	67
Mar	58	49	59
Apr	58	43	49
May	70	46	57
June	66	52	57
July	54	59	64
Aug	79	52	49
Sept	74	65	50
Oct	59	66	50
Nov	72	69	52
Dec		57	46

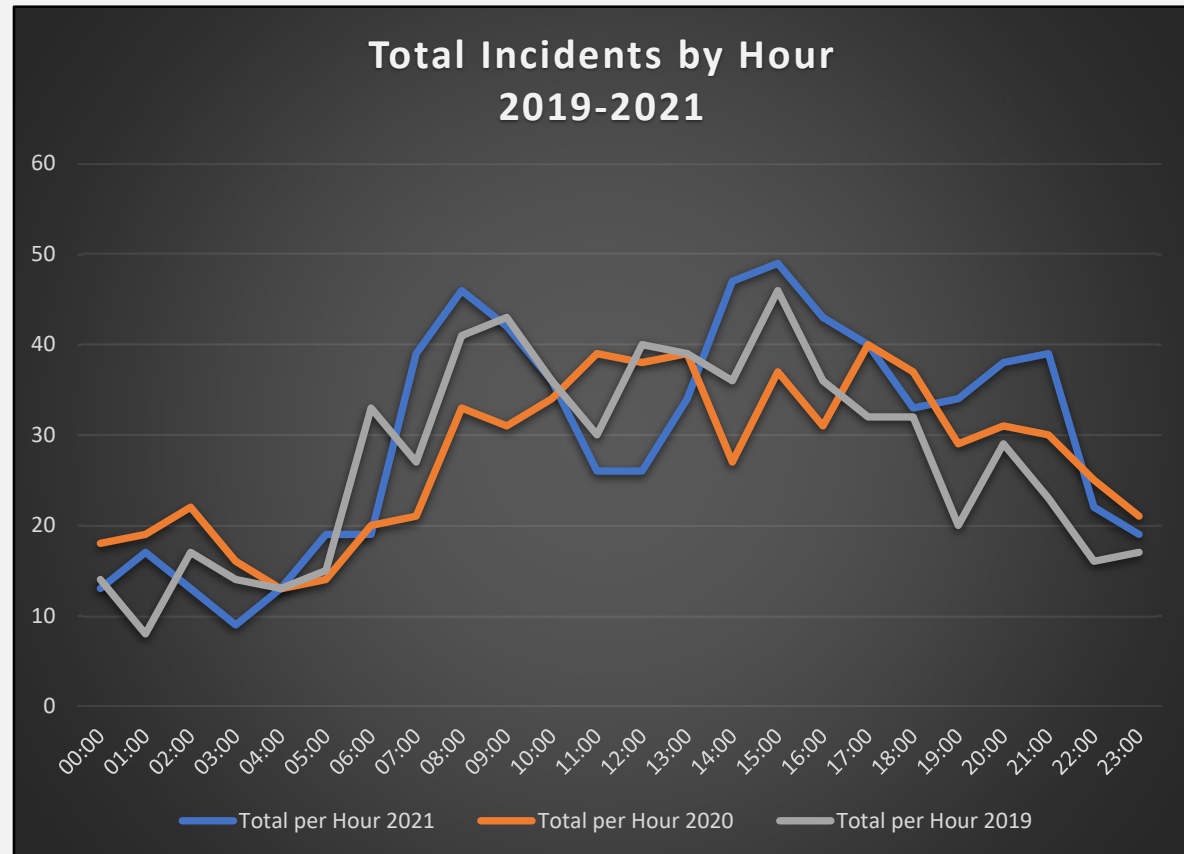


Day	2021	2020	2019
Sun	74	84	85
Mon	107	90	96
Tues	119	92	107
Wed	121	88	88
Thur	89	108	102
Fri	114	108	92
Sat	92	95	87



DUTTON FIRE DEPARTMENT
NOVEMBER 2021 REPORT

	<i>Total per Hour</i>		
<i>Hour</i>	2021	2020	2019
00:00	13	18	14
01:00	17	19	8
02:00	13	22	17
03:00	9	16	14
04:00	13	13	13
05:00	19	14	15
06:00	19	20	33
07:00	39	21	27
08:00	46	33	41
09:00	42	31	43
10:00	36	34	36
11:00	26	39	30
12:00	26	38	40
13:00	34	39	39
14:00	47	27	36
15:00	49	37	46
16:00	43	31	36
17:00	40	40	32
18:00	33	37	32
19:00	34	29	20
20:00	38	31	29
21:00	39	30	23
22:00	22	25	16
23:00	19	21	17



Cutlerville Fire Committee
Meeting minutes
November 17, 2021

DeWard opened with prayer

Meeting called to order by DeWard at 4:01

Members present: DeWard, Tillema, Haagsma, Hooker arrived at 4:12

Members absent: Holbrook with notice

Other present: Jonathan Seyferth, Chief Sheely, Ken Van Hall arrived after first personnel item.

Minutes from August 23, 2021

- Motion by Haagsma support by Tillema to approve the minutes from August 23, 2021.
Yes - All

Conflict of interest – none

Motion by Haagsma, support by Hooker to recommend to both township boards the hiring of Ken Van Hall as chief of the Cutlerville Fire Department.

Yes - All

Ken Van Hall joined meeting.

Chief Sheely gave an update on personnel matters

- The deputy chief/training officer position has been posted.
- Carl Gunderson is retiring on 12/14/2021 and this position has been posted
- Randy Foreman will be back from medical leave on 11/19/2021
- CFD was not awarded a SAFER grant

Chief Sheely discussed pay of the Part Time (3rd seat position 12-hour shift).

Motion by Haagsma, support by Tillema to raise the pay for this position to \$20.25 per hour.

Yes – All

Chief Sheely discussed holiday pay and coverage for Part Time fire fighters who fill-in or are the 3rd seat.

Motion by Haagsma, support by Tillema to pay the part-time fire fighter who fill-in for fulltime or work the 3rd seat on a Gaines Township designated holiday a rate of \$28.58 per hour. Gaines Twp. Holidays are the following New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Yes – All

Training pay was discussed.

Motion by Haagsma, support by Hooker to raise the training pay to \$17.50 per hour.
Yes – All

There was a discussion of the Paid-on-Call pay rate and how it compared to Byron Center FD and Dutton FD. This will be continued to be looked at.

Discussion on Geoff Evans attending Fire Instructor I classes in January 2022.

Motion by Hooker, support by Tillema to approve the Geoff Evans attending these classes.

Equipment updates and items

Motion by Haagsma, support by Hooker to purchase new nozzles (up to \$8500) and pay for them in the FY they arrive.

Yes – all

Motion by Haagsma, support by Hooker to approve the purchase of a new washing machine for up to \$1000.

Yes – all

Adjournment

Motion by Haagsma support by Hooker to adjourn at 5:30

Vote: Yes – all



please join us for our annual

holiday luncheon
hosted by

Gaines Charter Township
Lower Level Community Room
December 16th from 12-1pm
Bring a Holiday Dish for the Buffet



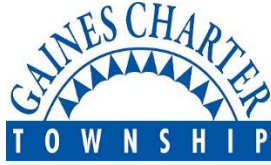
Township Office Holiday Closings:

Friday, December 24th

Monday, December 27th

Friday, December 31st

Monday, January 3rd



CHARTER TOWNSHIP OF GAINES

MEETING LOCATION: 8555 Kalamazoo Ave., SE, Caledonia, MI 49316

Special Meeting of the Township Board

Wednesday – December 29, 2021

3:30PM

Please follow current CDC COVID-19 Guidelines

1. Opening (Prayer) & Pledge of Allegiance
2. Call to Order and Attendance
3. Declaration of Conflict of Interest
4. Approval of Agenda
5. Public Comments – Anything on the Agenda NOT scheduled for a public hearing (comments limited to 3 minutes per speaker)
6. New Business
 - a) Opioid Lawsuit Settlement
 - b) Renewal of Townships Property/Liability insurance for 2022
 - c) 2021 Budget Amendment
7. Public Comment – On any topic (comments limited to 3 minutes per speaker)
8. Township Manager's Comments
9. Supervisor & Board Member Comments
10. Adjournment



MEMO

Staff Communication-ACTION REQUIRED

DATE: December 28, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: Opioid National Settlement – Opt In

SUMMARY OF TOPIC:

The State of Michigan has elected to participate in two national settlements with several pharmaceutical distributors and a manufacturer of Opioids. According to the settlement notice, the funds will be divided between the participating states and then allocated according to a formula developed by the State of Michigan; the number of local units of government participating in the settlement will increase the amount of funds which are allocated to the State of Michigan for redistribution.

In consideration of joining any legal action, staff has consulted with Township Attorney, Cliff Bloom, and he is advising that we opt-in to the settlement with an expectation that any funds awarded to the Township would likely be restricted to uses as defined in the final settlement documents and likely related to Opioid treatments, prevention, and/or response (public safety).

Initial estimates have Gaines Charter Township eligible to receive about \$26,800 which would be divided up into 18 payments over 17 years (two payments would come in year one).

FINANCIAL IMPACT:

Additional revenues of approximately \$1,500 per year over the next 17 years. It is likely these revenues will be restricted to Public Safety.

BUDGET ACTION REQUIRED:

As this is special revenue, a budget amendment would likely be required at a future date.

RECOMMENDATION:

Staff recommends that the Township Board authorize the Township Manager and/or Township attorney to effectuate the necessary documents, registrations, or filings that maybe necessary to participate in the National Opioid Settlement and accepted related funds.



MEMO

Staff Communication

DATE: December 28, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: 2022 Property/Liability Insurance Policy

SUMMARY OF TOPIC:

Staff has been working with Burnham Flowers to complete the Township's Property & Liability Insurance policy renewal.

The process is lengthy, and includes questionnaires, the listing of all real and personal property, and cyber security information (to name a few of the requirements).

The information has all been submitted and the quote for the 2022 annual premium is \$53,093.00. This is slightly higher than the 2021 premium, which was approximately \$49,500.00. The insurance underwriters are still reviewing our new cyber security measures, which may result in a reduction in premium, and we opted for terrorism coverage we did not currently have.

Although there is an increase in premium, there is reduction in our per incident deductible from \$5K per incident to \$2,500 per incident.

FINANCIAL IMPACT:

None – this renewal was included in our 2022 budget projections.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends the Board approve the 2022 Property & Liability policy with Burnham and Flowers.



Gaines Charter Township, Kent
8555 Kalamazoo Ave. SE
Caledonia, MI 49316
(Effective January 1, 2022)



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Burnham & Flower
INSURANCE GROUP
You serve others. We serve you.

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Kalamazoo, MI 49007
800.748.0554
www.bfgroup.com



Administered & Underwritten by:

**KENRICK
CORPORATION**

1700 OPDYKE COURT
AUBURN HILLS, MI 48326
800.878.9878
WWW.KENRICKCORP.COM



There are a number of reasons for Par Plan's success. Par Plan was structured to provide more features and benefits than any other plan:

- Non-profit
- Tax-exempt
- Retain investment income
- Stable pricing
- Interactive website
- Simplified application
- Specialized loss control
- Homogenous group

INTRODUCING The Michigan Township Participating Plan

The Michigan Township Participating Plan was formed in April of 1985 under enabling legislation known as Public Act 138. The Par Plan was formed to provide a stable market for governmental entities who, up to then, were paying exorbitant prices for limited coverage, or in some cases, were being forced to go without coverage in key areas.

The Par Plan develops coverage programs specific to every member's needs because we know that there isn't any one coverage that can satisfy the needs of each and every municipality. We offer coverage as diverse as each public entity.

The Par Plan is a unique and proven, member-driven system that has effectively provided affordable, tailored property and casualty coverage to small- and medium -size Michigan public entities for many years. Members of the Par Plan all share common goals and needs specific to public entities. Through participation in the Par Plan, they create a team approach to meeting those goals and needs. The par plan is a proven, historically stable program with a 98% member retention rate and a strong, long-term working relationship with its program reinsurers.

Over 1,300 current members already know why The Par Plan is #1 in Michigan.

GAINES CHARTER TOWNSHIP

* Dividend Returns to Date: \$7,878.76

* Grant Awards to Date: \$5,000

* Reimbursement for Michigan Citizen Planner Certification - **One Person Per Year**

Par Plan Board of Directors

Zone 1

Paul Lehto
Calumet Township
906.337.2410

Zone 2

Judy Maike
Everett Township
231.519.1435

Zone 3

Glen Lile
East Bay Charter Township
231.947.8719

Zone 4

Diane Randall
Roscommon Township
989.422.4116

Zone 5

Linda Preston
Pokagon Township
269.462.1632

Zone 6

Gary Brandt
Monitor Charter Township
989.684.3366

Zone 7

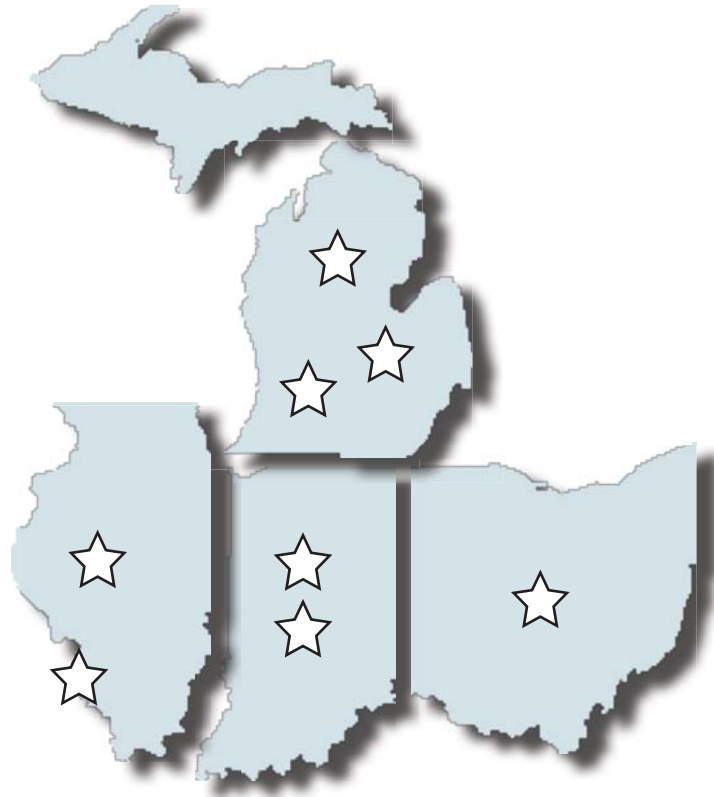
Zone 8

Zone 9

William Bamber
Oceola Township
517.546.3259

With Eight Offices in Four States

We serve over 2600 Public Entities



Your Michigan Service Team

800.748.0554



Jon Johnson
ext. 3163

Account Manager
jjohnson@bfgroup.com
cell: 269.929.1605



Megan Roschek
ext. 3178

Account Manager
mroschek@bfgroup.com
cell: 614.440.8292



Bobbi Pritchard
ext. 3111

Manager
bpritchard@bfgroup.com



Jean Perry
ext. 3135

Service Representative
jperry@bfgroup.com

“All Products and Services from a Single Source”**PROPERTY & LIABILITY
SOLUTIONS**

- Property & Liability Coverage
- Workers Compensation
- Bonds

BENEFIT SOLUTIONS

- Group Health
- Group Life
- Group Voluntary Life
- Dental
- Volunteer Fire
- Long & Short Term Disability

RETIREMENT SOLUTIONS

- Pension
- Deferred Compensation

GASB 45 SOLUTIONS

- Section 115 Trust
- Actuarial Services, AAL & ARC

ADMINISTRATIVE SERVICES

- FSA, Section 125
 - COBRA
 - PA 106 Compliance
 - Pension
 - HRA, HSA & Debit Cards
-



Michigan Township Participating Plan Administration & Risk Control



Burnham & Flower Insurance Group Marketing & Service



UHY LLP Certified Public Accountants Auditing

HCC Public Risk Claim Service Claims

As a direct extension of our Risk Control program, the Claims Department stands ready if an incident turns into a claim. Through the expeditious payment of covered claims, HCC provides service of the highest caliber. Our professional and skillful claims handling gives your Municipality piece of mind.



TOKIOMARINE
HCC

HCC Public Risk Claim Attorney Representation:

- Foster, Swift, Collins & Smith, P.C. (Grand Rapids)
- Foster, Swift, Collins & Smith, P.C. (Lansing)
- Landry, Mazzeo & Dembinski, P.C. (Farmington Hills)
- Law Offices of Gary Rossi PLLC (Bloomfield Hills)
- Lucas & Baker, P.C. (Onsted)
- McGraw Morris, P.C. (Grand Rapids)
- McGraw Morris, P.C. (Troy)
- Seibert & Dloski, P.L.L.C. (Clinton Twp)
- Swogger, Bruce & Millar Law Firm, P.C. (Traverse City)
- White & Wojda Attorneys at Law (Alpena)

HCC Public Risk Control Services provides customized loss control to a variety of Municipal Governments, including Cities, Counties, Towns, Townships and Villages. We also work closely with the different branches within these entities:



TOKIOMARINE
HCC

- Police & Fire Departments
- Parks & Recreation Programs
- Public Works
- Human Resources Departments.

Risk Control continued

Our main objective is to assist Municipalities in reducing and/or transferring potential liability exposures. There are many potential exposures which public officials must contend with. To help our members deal with these, we offer several types of risk control services:

- Risk Control site visits and subsequent report with recommendations for improvement
 - Special event and hold harmless language reviews
 - Resource materials
 - Technical assistance
 - Free Risk Control workshops and conferences including:
 - ▶ How to Avoid Zoning Litigation
 - ▶ ADA and Discrimination in the Workplace
 - ▶ Know Your Liabilities
 - ▶ Top 10 Areas of Litigation
 - ▶ So You've Been Sued
 - ▶ Risk Management for Governmental Entities
 - ▶ Sexual Harassment in the Workplace
-

You Serve Others... We Serve You.
Our service promise to you.

- We will promptly respond to your phone calls and emails.
- We will expedite any changes in coverage.
- We will offer 24x7 on-line access to information you need.
- We will happily review your coverage at any time - we recommend annually.
- We have the ability to review contracts or certificates you receive from other parties.
- We will provide risk management and safety recommendations.
- We will work with you to meet your unique and changing needs.
- We have staff on-site with expertise in the following areas:
 - o Property & casualty
 - o Group benefits
 - o Retirement services
 - o Health insurance third party administration



SECTION I. LIABILITY COVERAGES

Who is an 'Insured'

- 1) Any member of the governing body of the Named Insured
- 2) Any member of boards or commission of the Named Insured
- 3) Any elected or appointed official of the Named Insured
- 4) Any employee of the Named Insured
- 5) Any volunteer of the Named Insured

A. COMPREHENSIVE GENERAL LIABILITY COVERAGE

Description	Coverage
Bodily Injury & Property Damage	\$5,000,000 per occurrence
Personal & Advertising Injury	\$5,000,000 per occurrence
Aggregate	None
Deductible	\$2,500
Damage to Premises Rented to you	\$500,000 any one premises
Deductible	\$2,500
Medical Payments (volunteers included)	\$10,000 any one person
Entrusted Property for Storage / Safekeeping	\$25,000 aggregate
Excess Employer's Liability (workers' compensation primary)	\$100,000 Bodily Injury by Accident \$100,000 Bodily Injury by Disease





COMPREHENSIVE GENERAL LIABILITY COVERAGE Cont.

Additionally & Automatically Included:

- Athletic Participation Liability
- Automatic Coverage for Newly Acquired Organizations (90 days)
- Broad Form Property Damage
- Cemetery Professional Endorsement/\$2,500 Deductible
- Elected & Appointed Official's Residence and Place of Employment
- Extended Bodily Injury
- EMT / EMS Operations
- Host/Incidental Liquor Liability
- Government Medical (Good Samaritan Endorsement)
- Incidental Medical Malpractice Liability
- Insured Contractual Liability
- Liability Resulting From Mutual Aid Agreements
- Mental Anguish, Mental Injury, Shock & Disability
- Non-Owned Watercraft (under 51')
- Occurrence Form
- "Pay on Behalf" Form
- Products & Completed Operations
- Pollution Coverage for Fire Department Emergency & Training Operations
- Special Events Liability (excluding sponsored fireworks and liquor)

B. EMPLOYEE BENEFITS LIABILITY COVERAGE

Description	Coverage
Per Occurrence Limit	\$1,000,000
Annual Aggregate Limit	\$3,000,000
Deductible	None



C. PUBLIC OFFICIALS LIABILITY COVERAGE

(Errors & Omissions / Wrongful Acts Liability)

Description	Coverage
Per Occurrence Limit	\$5,000,000
Annual Aggregate Limit	None
Deductible	\$2,500
Occurrence Form	Included
Employment Practice Liability	Included
“Pay on Behalf” Form	Included
Equal Employment Opportunity Commission Actions	Included
Civil Rights Violations	Included
Non-Monetary Defense Cost Coverage • Injunctive Relief	\$1,000,000 per suit \$1,000,000 aggregate
Private Property Use Restriction Sublimit Endorsement (Zoning)	\$1,000,000 per occurrence \$0 aggregate
Deductible	\$2,500

D. LAW/CODE ENFORCEMENT LIABILITY

Description	Coverage
Per Occurrence Limit	\$5,000,000
Annual Aggregate Limit	None
Deductible	\$2,500



E. AUTOMOBILE LIABILITY COVERAGE

Description	Coverage
Occurrence Limit (Hired & Non-Owned Included)	\$5,000,000
Deductible	None

AUTOMOBILE PHYSICAL DAMAGE COVERAGE

Description	Coverage
Collision Deductible	\$1,000
Comprehensive Deductible (Broad Form)	\$1,000
Hired Auto Physical Damage	\$50,000
Uninsured / Underinsured Motorist	\$100,000 aggregate
Physical Damage to Insured's Personal Auto(s)	up to \$1,000
Michigan Personal Injury Protection	Included
Michigan Property Protection	Included
Mini-Tort Liability	Included
Lease Gap Coverage	Included
<u>Emergency Services Coverages:</u>	
Additional Amount Available	25% above listed vehicle value 50% above listed equipment
Hired / Comandeered Auto Physical Damage	\$50,000 per vehicle \$300,000 aggregate
Rental Reimbursement	\$500 per day \$10,000 aggregate



Description	Coverage
Personal Effects in Auto	\$3,000 any one employee \$30,000 any one accident
Customized Vehicle Extension	Included
Freezing Coverage	Included
Recertification Costs	Included

SCHEDULED AUTOMOBILES

Year	Make/Model	Department	Value	Value Type	VIN #
1998	CHEVY 1-TON GRASS RIG	Fire	\$28,000	Replacement Cost	1430
2005	FREIGHTLINER TANKER	Fire	\$180,000		7594
2002	SPARTAN PUMPER/TANKER	Fire	\$300,000		2849
2009	SPARTAN-SPENCER PUMPER	Fire	\$490,000		0541
2017	FORD F550	Fire	\$100,000		1028
2017	FORD UTILITY INTERCEPTOR	Fire	\$30,500		0737
2015	R39 F550 RESCUE -CUTLERVILLE	Fire	\$150,000		6815
2003	E-ONE P37 LADDER-CUTLERVILLE	Fire	\$750,000		6988
2015	SPARTAN ENGINE E-35	Fire	\$492,000		0349
2020	PIERCE FIRE TRUCK-CUTLERVILLE	Fire	\$645,000		1844
2017	FORD INTERCEPTOR-CUTLERVILLE	Police	\$28,890	Actual Cash Value	3368
2005	SURETRAC UTILITY TRAILER	Township	\$0		3968
2015	DUMPING TRAILER	Township	\$0		4604



SECTION II. PROPERTY COVERAGE

Location Address	Building	Contents	Year Built
3471 68TH STREET SE (FIRE STATION)	\$1,801,067	\$127,690	1973
3471 68TH STREET SE (FIRE STORAGE)	\$10,239	\$3,012	2004
421 68TH STREET SE (LIBRARY)	\$1,440,464	\$143,472	1973
1270 68TH STREET (NEW CEMETERY STORAGE)	\$56,295	\$1,916	2009
8555 KALAMAZOO AVENUE (NEW TOWNHALL)	\$5,728,855	\$215,208	2002
8555 KALAMAZOO AVENUE (BARN #1)	\$272,244	\$0	1970
8555 KALAMAZOO AVENUE (BARN #2)	\$56,618	\$0	1970
8555 KALAMAZOO AVENUE (PUMP HOUSE)	\$90,021	\$117,295	2002
7000 HANNA LAKE (CEMETERY STORAGE)	\$7,349	\$904	1970
21 68TH STREET SW (STORAGE)	\$0	\$0	1970
11 68TH ST. (CUTLERVILLE FIRE STATION)	\$2,018,925	\$56,774	2017



SECTION II. PROPERTY COVERAGE

Description	Coverage
Total Building & Contents Limit - Blanket & Agreed	\$12,148,348
Deductible	\$5,000
Replacement Cost Valuation	Included
Coinsurance	N/A
Equipment & Mechanical Breakdown Coverage (\$1,000 Deductible)	Included
Earthquake Coverage Limit	\$1,000,000
Earthquake Coverage Deductible	\$50,000
Flood Coverage Limit (Excludes FEMA "special flood coverage area")	\$100,000
Flood Coverage Deductible	\$10,000



PROPERTY COVERAGE - Cont.

Extensions of Coverage

Accounts Receivable	\$250,000
Damage to Buildings from Theft, Burglary, or Robbery	Included
Debris Removal	25% of loss
Extra Expense	\$500,000
Fire Department Service Charge	\$5,000
Fire Equipment Recharge	\$5,000
First Party Sewer Back-up	\$25,000
Foundations of Machinery	\$250,000
Foundations of Building	\$500,000
Glass Coverage - no deductible applies	Included
Inventory or Appraisal	\$10,000
Loss of Rents and Business Income	\$500,000
Newly Acquired or Constructed Property - Building (180 Days)	\$1,000,000
Newly Acquired or Constructed Property - Contents (180 Days)	\$250,000
Outdoor Property	\$10,000
Personal Effects of Employees	\$1,000
Personal Property of Others	\$15,000
Premises Boundary Increased Distance	1,000 Feet
Preservation of Property	Included
Pollution Cleanup and Removal	\$10,000
Tree Cleanup in Cemeteries	\$10,000
Underground Pipes, Flues or Drains (Within 1,000ft of Insured Structure)	\$1,000,000
Valuable Papers & Records - Costs to Research, Replace, or Restore	\$250,000



PROPERTY COVERAGE - Cont.

Building Ordinance or Law

Coverage for Loss to Undamaged Portion of the Building	Actual Loss Sustained
Demolition Cost Coverage to Undamaged Portion of the Building	Actual Loss Sustained
Increased Cost of Construction Coverage	Actual Loss Sustained

ELECTRONIC DATA PROCESSING (EDP) COVERAGE

Data, Media, Programs	\$100,000
Extra Expense	\$100,000
Loss of Business Income	\$100,000
System Breakdown Coverage	Included
Deductible	\$5,000
Total:	\$179,550
(11) NOTEBOOK COMPUTER (TWP)	\$20,500
(22) DESKTOPS @ \$3,000 EACH	\$60,500
(22)PRINTER (SCANNER/COPIER)	\$8,000
(30) PHONES	\$8,950
(8) NET BOOKS @ \$700 EACH	\$5,600
COLOR PRINTER	\$4,000
COMPUTER (HEATING/COOLING)	\$6,000
HARDWARE (INCL BACKUP HDWE)	\$10,000
I-PAD	\$1,500
KEYLESS ENTRY SYSTEMS	\$5,500
LANIER PRINTER	\$10,000
PITNEY BOWES POSTAGE MACHINE	\$9,000
REGIS PLOTTER PRINTER	\$5,000
SECURITY CAMERA SYSTEM	\$10,000
SERVERS & SOFTWARE	\$15,000



INLAND MARINE COVERAGE

Deductible	\$5,000
Total:	\$1,251,530

SCHEDULED INLAND MARINE

Make/Model	Value	Value Type
(23) SCOTT SCBA	\$161,000	Replacement
(23) TURNOUT GEAR	\$64,010	Replacement
(28) SCOTT AIR PACKS @ CUTLERVILLE	\$135,000	Replacement
(3) JAWS OF LIFE	\$50,000	Replacement
(32) TURNOUT GEAR @ CUTLERVILLE	\$90,000	Replacement
(5) LAERDAL HEARTSTART@ CUTLERVILLE	\$10,000	Replacement
2018 (6) ICX MACHINES @ \$3,500 EACH	\$21,000	Replacement
2018 (9) ICP TABULATORS @ \$5,300 EACH	\$47,700	Replacement
80 STREET LAMPS/POST	\$260,000	Replacement
BOBCAT	\$10,000	Replacement
EXMARK MOWER	\$5,995	Replacement
EXMARK MOWER	\$7,000	Replacement
EXTRACTION TOOLS @ CUTLERVILLE	\$46,000	Replacement
2008 GRASSHOPPER LAWN MOWER W MULCHER	\$7,800	Replacement
HOSES & NOZZLES @ CUTLERVILLE	\$40,000	Replacement
2018 ICC G-1130 SCANNER	\$35,000	Replacement
2019 LANIER IM C300 & LAN SP 8400DN & ACCESSOR	\$22,851	Replacement
LUCAS	\$15,000	Replacement
ROBOTIC CPR UNIT @ CUTLERVILLE	\$14,000	Replacement
SCBA FILL STATION @ CUTLERVILLE	\$45,000	Replacement
MISCELLANEOUS PROPERTY & EQUIPMENT	\$14,174	Replacement
ANCILLARY EQUIPMENT	\$150,000	Replacement



SECTION III. CRIME & BONDING

Description	Coverage
Forgery or Alteration	\$10,000
Theft, Disappearance and Destruction In/Out	\$100,000
Tax Time Limit	\$100,000
Computer Fraud	\$100,000
Employee Dishonesty - Per Loss	\$100,000
Deductible	None

BOND COVERAGE	
Position	Limit
Treasurer	\$50,000
Deputy Treasurer	\$25,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Constable	\$10,000
Supervisor	\$5,000



Gaines Charter Township

BIND REQUEST EFFECTIVE: January 1, 2022

Michigan Township Participating Plan Package	\$52,705
SUBTOTAL	\$52,705

PROGRAM COVERAGE OPTIONS

☐ Add Casualty & Property Limited Terrorism Coverage	\$388 add'l
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**** If you have any questions please contact our office. Higher Limits of coverage available upon review****

This proposal is an overview of the coverages provided by Michigan Township Participating Plan (MTPP). This presentation is merely descriptive and should be used for reference purposes only. Your policy(ies) must be referred to for specific coverages, limitations and restrictions. Specific questions regarding any of these items should be referred to your Account Manager.



MEMO

Staff Communication-ACTION ITEM

DATE: December 28, 2021
TO: Gaines Charter Township
FROM: Jonathan Seyferth, Township Manager
RE: Amendment to 2021 Budget

Earlier this month, the Board approved amendments to several cost centers in the General Fund budget that were close to exceeding total funds budgeted for the cost center.

As we had not/have not received all invoices for 2021, there still may be several costs centers that do not have sufficient funds to cover expenses thru the end of 2021.

I would like to recommend to the Board that a transfer of \$44,000.00 be made from GL# 101-000.000-390.000 (Unassigned Fund Balance), to the following cost centers:

DEPARTMENT	COST CENTER	\$ AMOUNT TRANSFERRED INTO
101-171.000	Supervisor	\$20,000.00 Wages & Benefits, mileage, cellphones/ misc.– Executive Assistants wages and benefits should be divided between <i>Supervisor & Manager + three pay periods in December</i>
101-215.000	Clerk	\$10,000.00 Wages & benefits/seminar expenses/cell phones - three pay periods in December
101-257.000	Assessor	\$11,000.00 Wages & Benefits – three pay periods in December
101-567.000	Cemetery	\$3,000 Wates & Benefits – three pay periods in December

We have made every effort to assure expenditures are projected as accurately as possible. However, factors out of our control (such as attorney fees, price increases, unexpected repairs, personnel changes, etc.) can increase our anticipated expenses. You may rest assured fiscal responsibility remains a priority for all staff members.

Several of the shortages are the result of the way expenditures have been posted, which will not reoccur in 2022.