



Board of Trustees Meeting
8555 Kalamazoo Ave., SE
Caledonia, MI 49316
Township Board Room
Monday, December 8, 2025 ~ Time: 7:00 PM

1. **Opening Prayer ~ Kathy Vander Stel**
2. **Pledge of Allegiance**
3. **Call to Order and Attendance ~**
4. **Declaration of Conflict of Interest**
5. **Review of Consent Agenda ~ *items must be removed from the consent agenda in order to be discussed***
6. **Approval of Agenda**
7. **Communications ~ Informational items ~ *letters, reports, updates, etc.***
 - a. Building Department November 2025 Revenue Report
[BldgRevenue Summary Report for November 2025.pdf](#)
 - b. Gaines Charter Township Fire Department Nov. 2025 Run Report
[2025_12_02_2025 November GTFD Monthly Report.pdf](#)
 - c. Community Policing Officer's November 2025 Report
[Township Monthly November 2025.pdf](#)
 - d. Kent County Deer Management Summary
[Kent County Deer Management Summary_202511191351370212.pdf](#)
 - e. GVMC Newsletter
[GVMCNewsletter.pdf](#)
8. **Scheduled Speakers** Chris Moraitis - State Senate Candidate (3 minutes)
9. **Public Comments - *Public may speak regarding anything on the agenda which is NOT scheduled for a public hearing (comments limited to 3 minutes per speaker)***
10. **Public Hearings**

- a. Zoning Text Amendment - Electronic Changeable Messaging
- b. Proposed Amendment to Water and Sewer Ordinance

11. **Consent Agenda**

- a. Draft Minutes ~ November 10, 2025 Township Board Meeting
[Draft Minutes 11-10-2025.docx](#)
- b. Treasurer's October 2025 Financial Report
[TreasurersOct2025FinancialReport.pdf](#)
- c. November 2025 Check Registers

Nov 2025 General Fund	\$103,273.65
Nov 2025 Public Safety	\$173,986.60
Nov 2025 Bldg Inspections	\$ 8,470.94
Nov 2025 Water and Sewer	\$542,572.53
TOTAL	\$828,303.72

[101-GeneralFundCheckReport.pdf](#)
[205-PublicSafetyCheckReport.pdf](#)
[549-BldgInspectionsCheckReport.pdf](#)
[W&SNov 2025 check register.pdf](#)

12. **New Business**

- a. Zoning Text Amendment - Electronic Changeable Messaging (ECM, a.k.a. LED) -
Consider amendments and approve or deny
[Ch_24_Text_Amendment_ECMs-Board_Memo.pdf](#)
- b. Conditional Rezoning - *Determine what zoning classification to request*
[12_08-8390 Eastern_Zoning Reversion-TB Packet.pdf](#)
- c. Proposed Amendment to the Water & Sewer Ordinance - *Adopt or deny proposed changes to the Water and Sewer Ordinance*
[Memo to Board for amending Article 10 10.6.25.pdf](#)
- d. 2026 Poverty Exemption - *Approve or deny the proposed 2026 Poverty Exemption Guidelines*
[Memo regarding Poverty Exemption.docx](#)
[2026PovertyExemptionGuidelines.pdf](#)
[Assessing_Resolution_-_Poverty_exemptions.pdf](#)
- e. 2025 Budget Amendments - Adopt or do not Adopt proposed amendments to the 2025 Budget
[MemoregardingBudgetAmendments.docx](#)
[Budget Amendment Resolution - December 2025.doc](#)
- f. New Phone System - *Approve or deny proposed upgrade to phone and internet services at Township Hall and both Fire Stations*
[MEMO - Phone System and Internet Upgrade.docx](#)
[GainesTownship_TechDuet_QuoteV2_20251121.pdf](#)

- g. In Lieu of Sidewalk Request - *Approve or deny request for funds in lieu of sidewalk for 6169 Wing Avenue*
[Memo 6169 Wing.docx](#)
[SidewalkinLieuJGritteApproval.pdf](#)
[Buildertrend.pdf](#)
- h. 2026 Property & Casualty Insurance - *Approve or do not approve proposed change in insurance companies for Property and Casualty insurance, and Cyber Security and Worker's Compensation insurance*
[MEMO - Property & Casualty Insurance.docx](#)
[OVD - Selective Quote Updated.pdf](#)
- i. Proposed 2026 Meeting Dates - *Approve or do not approve the proposed 2026 meeting dates*
[GAINES CHARTER TOWNSHIP 2026 Meeting dates.docx](#)
- j. 2026 Committee Appointments - *Approve or do not approve the proposed committee appointments for 2026*
[Memo2026CommitteeAppointmentsdocx](#)
[2026 Committee Appointments.docx](#)
- k. 2026 Trustees Salary - *Adopt or do not adopt resolution setting the Trustees' salary for 2026*
[Resolution Eastablishing Board of Trustees 2026 Salay - Copy.docx](#)
- l. 2026 Clerk's Salary - *Adopt or do not adopt resolution setting the Clerk's salary for 2026*
[Resolution Eastablishing Clerks 2026 Salay - Copy.docx](#)
- m. 2026 Treasurer's Salary - *Adopt or do not adopt resolution setting the Treasurer's salary for 2026*
[Resolution Eastablishing Treasurers 2026 Salay .docx](#)
- n. Requirements-Public Act 152 of 2011 - *Adopt or do not adopt the resolution exempting the Township from the requirements of PA 152 of 211*
[Resolution Exemption from the requiremenst of public act 152 of 2011 - Copy.docx](#)
- o. 2026 Supervisor's Salary - *Adopt or do not adopt resolution setting the Supervisor's salary for 2026*
[Resolution Eastablishing Supervisors Salay.docx](#)
- p. Updated Employee Handbook - *Approve or not approve the revised Employee Handbook as presented*
[MEMO - Township Employee Handbook Update.docx](#)
[Employee Handbook 2025 DRAFT \(005\) - Clean.pdf](#)

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

14. **Manager's Comments**

15. **Supervisors Comments**

16. **Trustee Comments**

17. **Adjournment**

NEXT SCHEDULED BOARD OF TRUSTEES MEETING: January 12, 2026

Note - December 15th has been reserved for a 2nd December meeting if needed

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

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

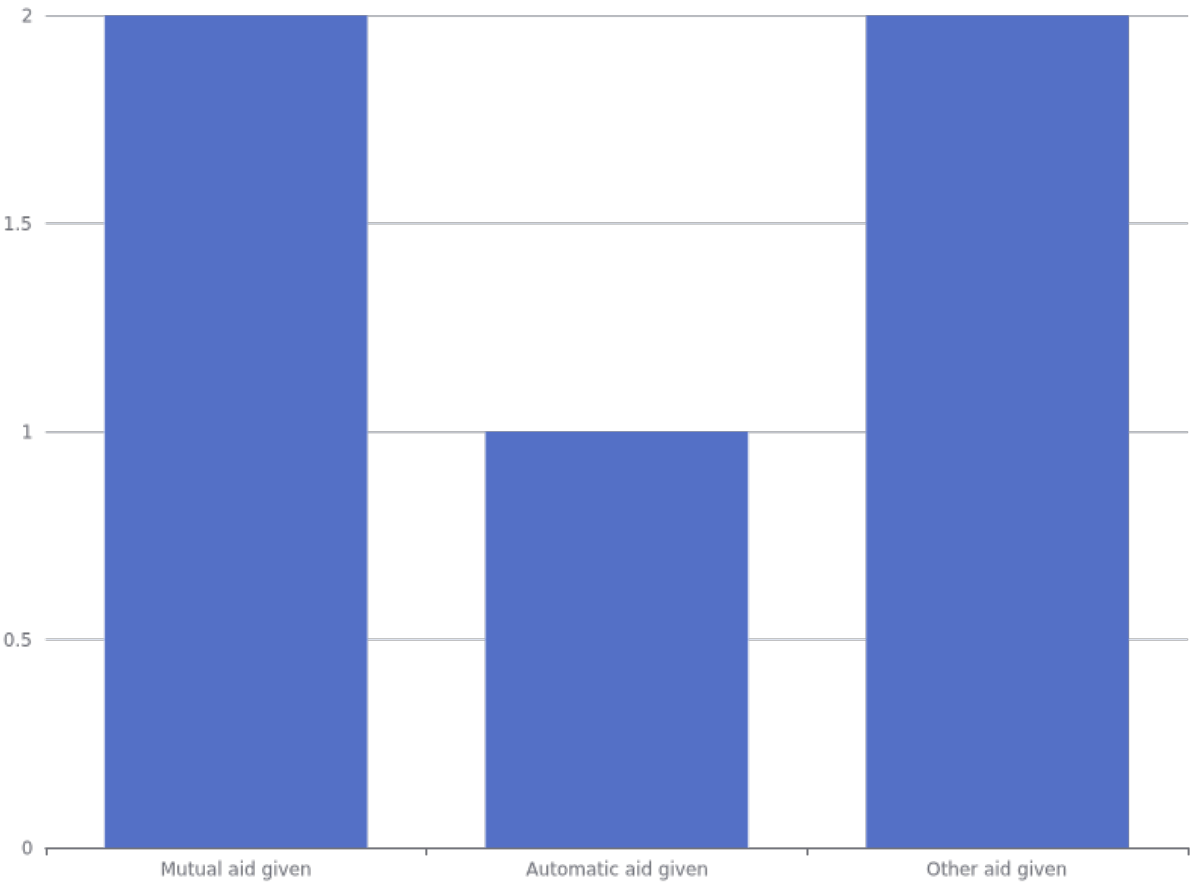
Revenue Breakdown Report

Records from 11.1.2025 through 11.30.2025

Record Type: Permit	Records	Revenue
Building	34	\$14,775.00
Comm Sign	2	\$220.00
Residential Roofing	8	\$720.00
Strom Drain	2	\$170.00
Electrical	22	\$4,024.00
Fire Supression	2	\$514.00
Mechanical	40	\$5,906.90
Plumbing	20	\$2,452.00
Irrigation Meter	1	\$90.00
Total:	131	\$28,871.90



Aid Given (Auto/Mutual) - Monthly



Aid Given (Auto/Mutual) - Monthly

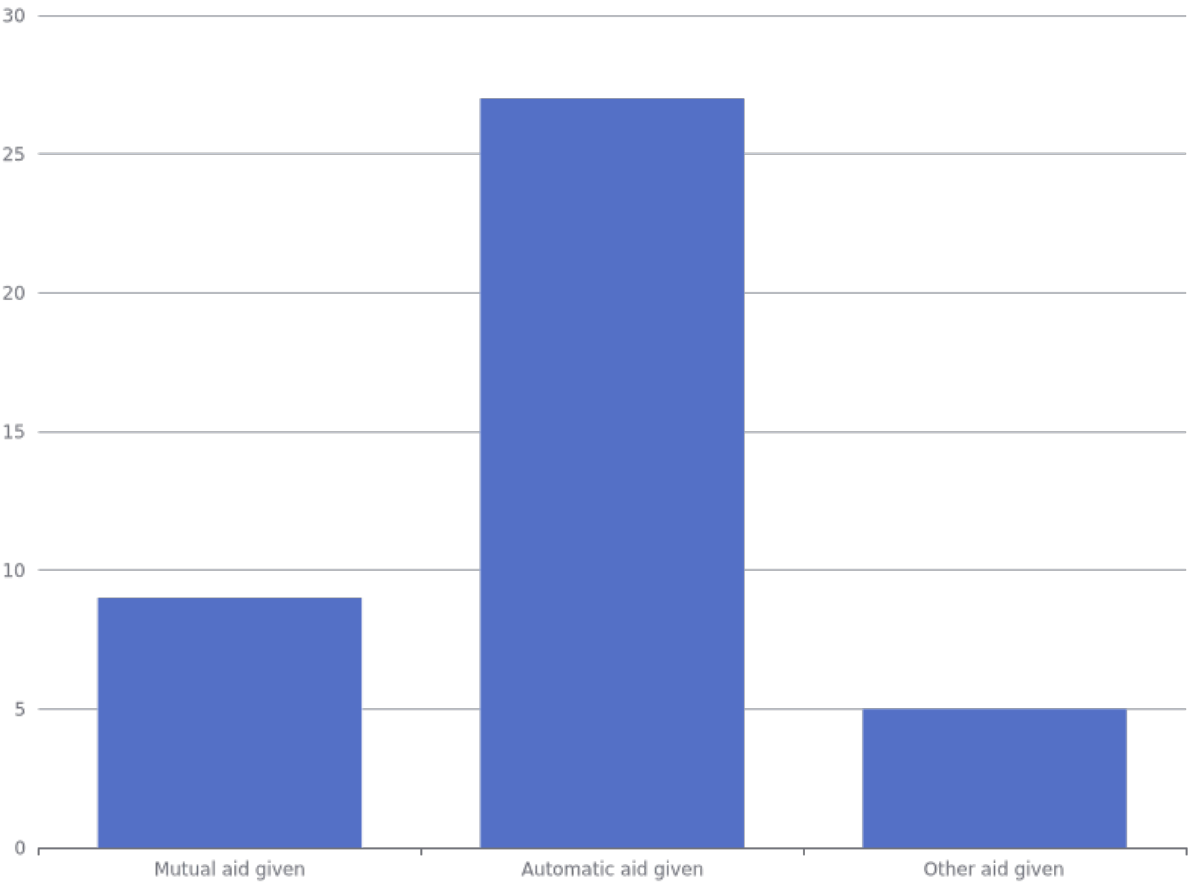
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID DEPARTMENT NAME	MUTUAL AID GIVEN	AUTOMATIC AID GIVEN	OTHER AID GIVEN	TOTAL
Byron Twp FD	2	1	1	4
(NULL)			1	1
Total	2	1	2	5



Aid Given (Auto/Mutual) - YTD



Aid Given (Auto/Mutual) - YTD

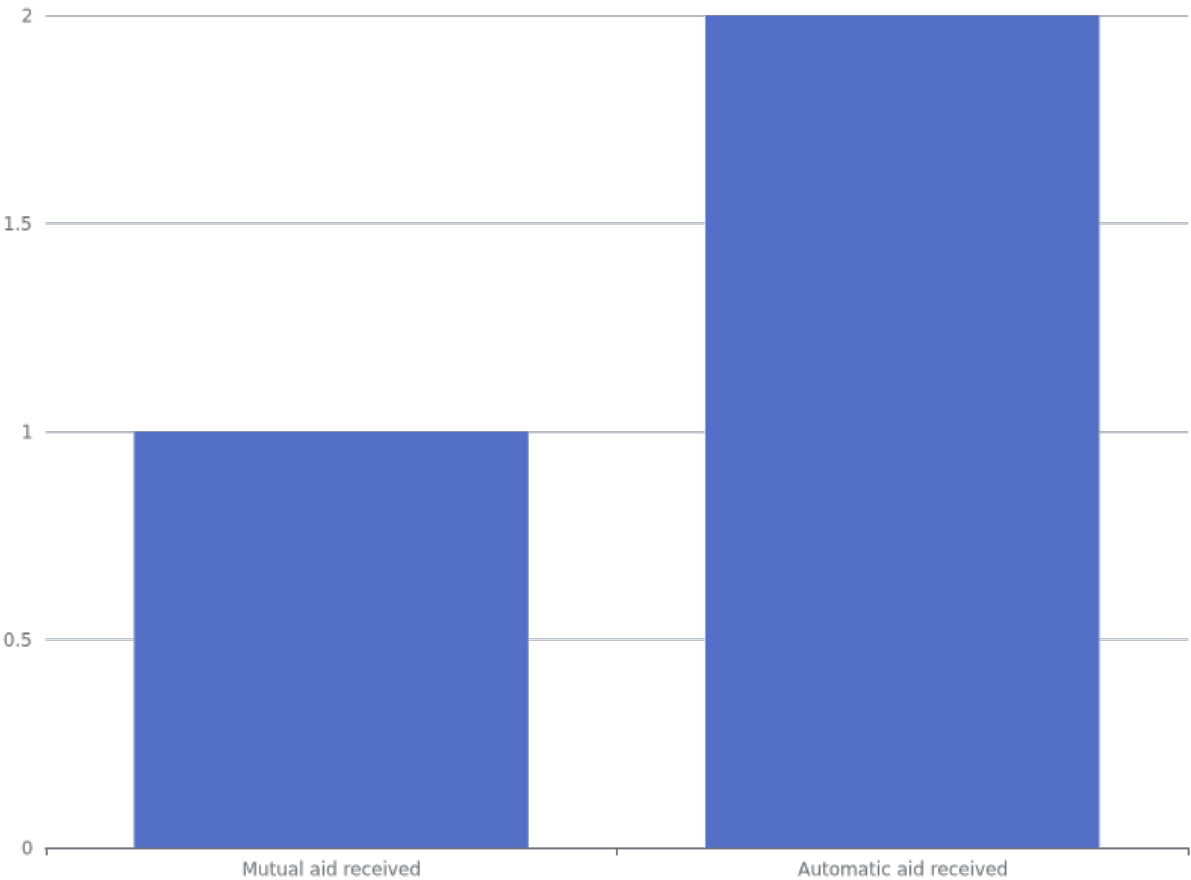
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID DEPARTMENT NAME	MUTUAL AID GIVEN	AUTOMATIC AID GIVEN	OTHER AID GIVEN	TOTAL
Byron Twp FD	3	6	2	11
Caledonia FD	2	4		6
Cascade Twp FD		1		1
Kentwood FD	3	8		11
Leighton Twp FD		2		2
Lowell Area Fire Department	1			1
Wyoming FD		6		6
(NULL)			3	3
Total	9	27	5	41



Aid Received (Auto/Mutual) - Monthly



Aid Received (Auto/Mutual) - Monthly

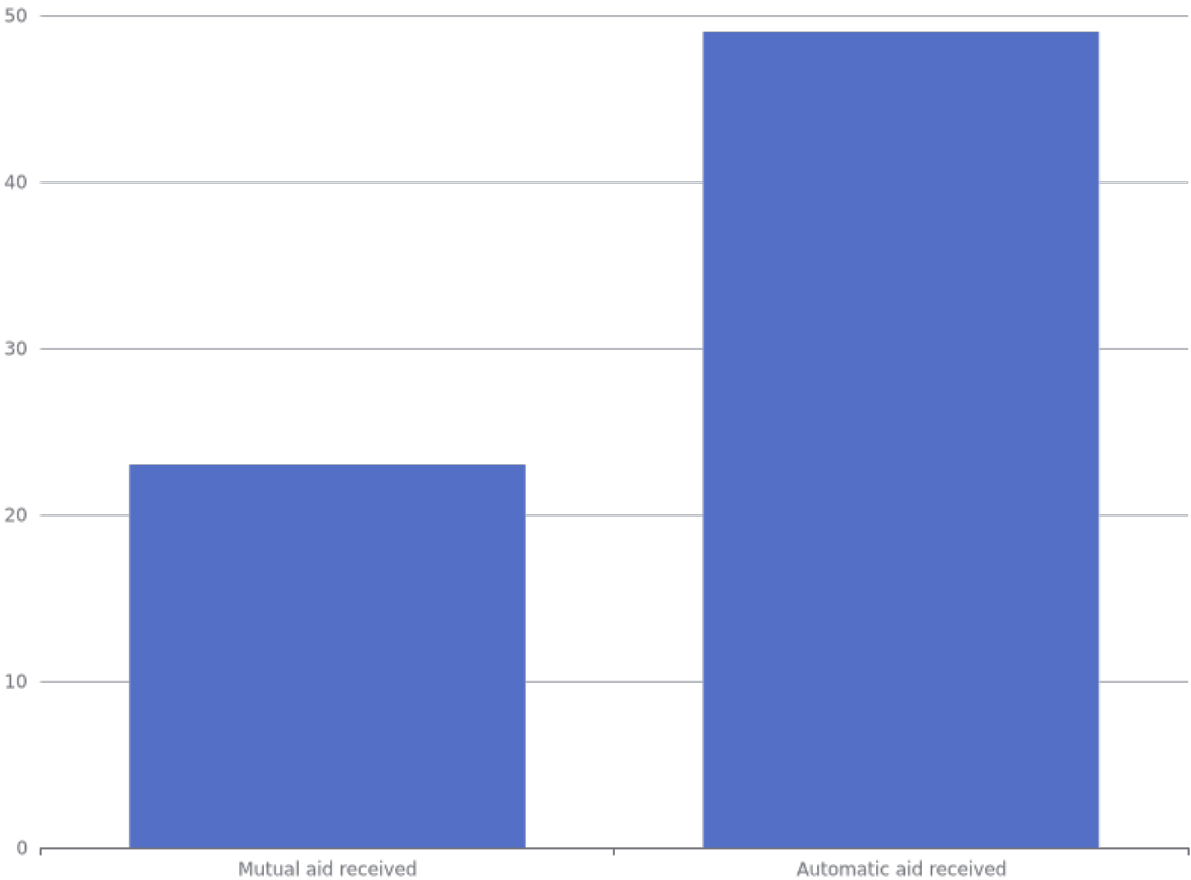
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID RECEIVED DEPARTMENT NAME(S) LIST	MUTUAL AID RECEIVED	AUTOMATIC AID RECEIVED	TOTAL
Byron Twp FD	1		1
Byron Twp FD, Kentwood FD, Wyoming FD		1	1
Kentwood FD		1	1
Total	1	2	3



Aid Received (Auto/Mutual) - YTD



Aid Received (Auto/Mutual) - YTD

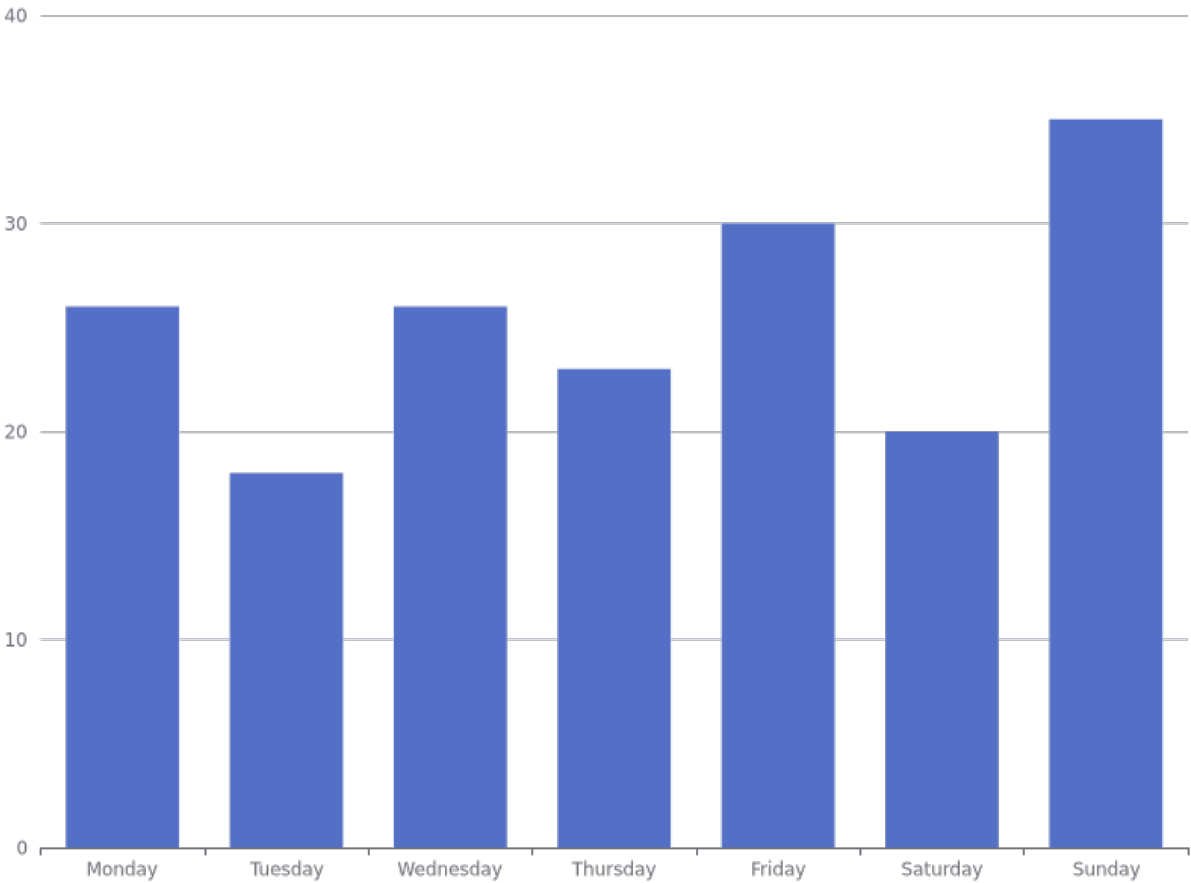
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



AID RECEIVED DEPARTMENT NAME(S) LIST	MUTUAL AID RECEIVED	AUTOMATIC AID RECEIVED	TOTAL
Byron Twp FD	12	1	13
Byron Twp FD, Caledonia FD, Kentwood FD, Leighton Twp FD		1	1
Byron Twp FD, Kentwood FD		8	8
Byron Twp FD, Kentwood FD, Wyoming FD		3	3
Caledonia FD	6		6
Cascade Twp FD, Kentwood FD		1	1
Kentwood FD	5	23	28
Kentwood FD, Wyoming FD		7	7
Wyoming FD		5	5
Total	23	49	72



Count of Incidents by Day of Week - Monthly



Count of Incidents by Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

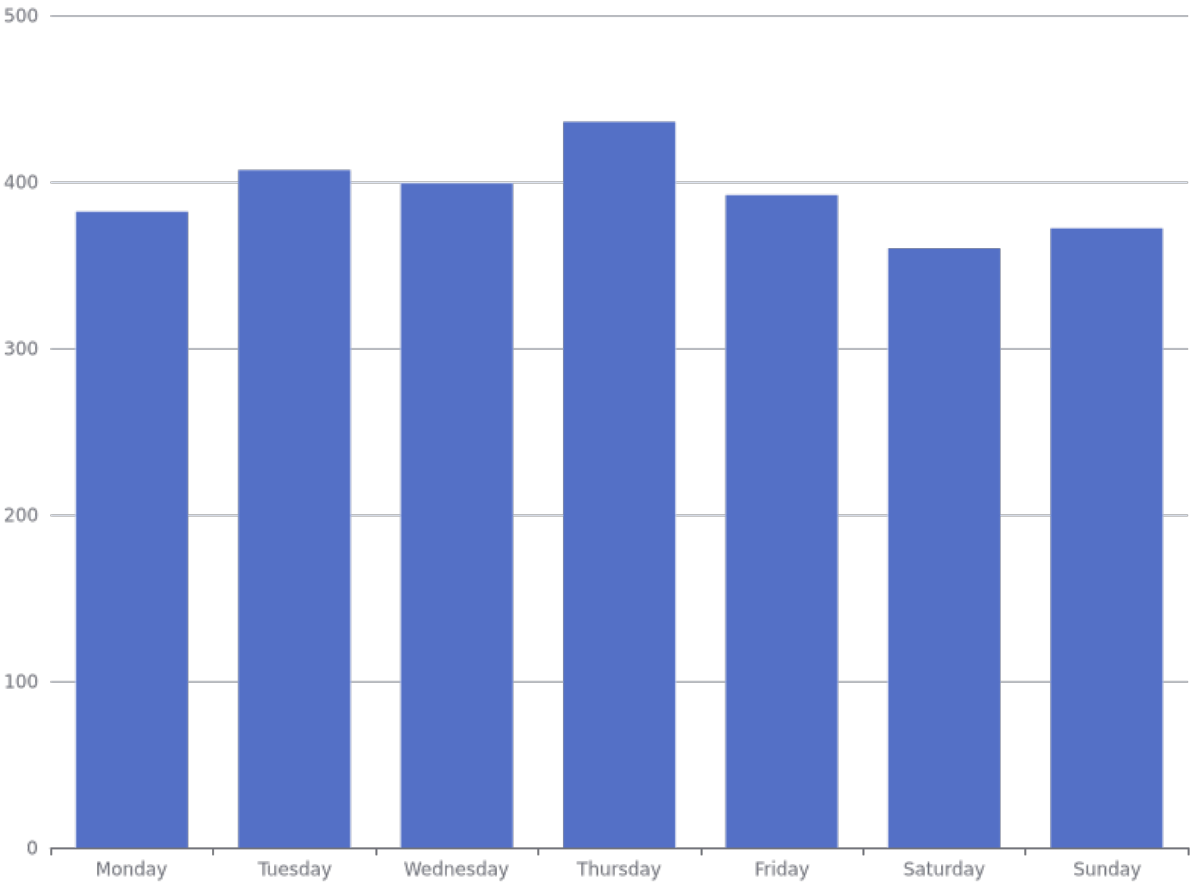


PSAP CALL DATE/TIME	NOV 2025	TOTAL
Monday	26	26
Tuesday	18	18
Wednesday	26	26
Thursday	23	23
Friday	30	30
Saturday	20	20
Sunday	35	35
Total	178	178

Criteria: PSAP Call Date/Time between 2025-11-01 00:00:00 and 2025-11-30 00:00:00



Count of Incidents by Day of Week - YTD



Count of Incidents by Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

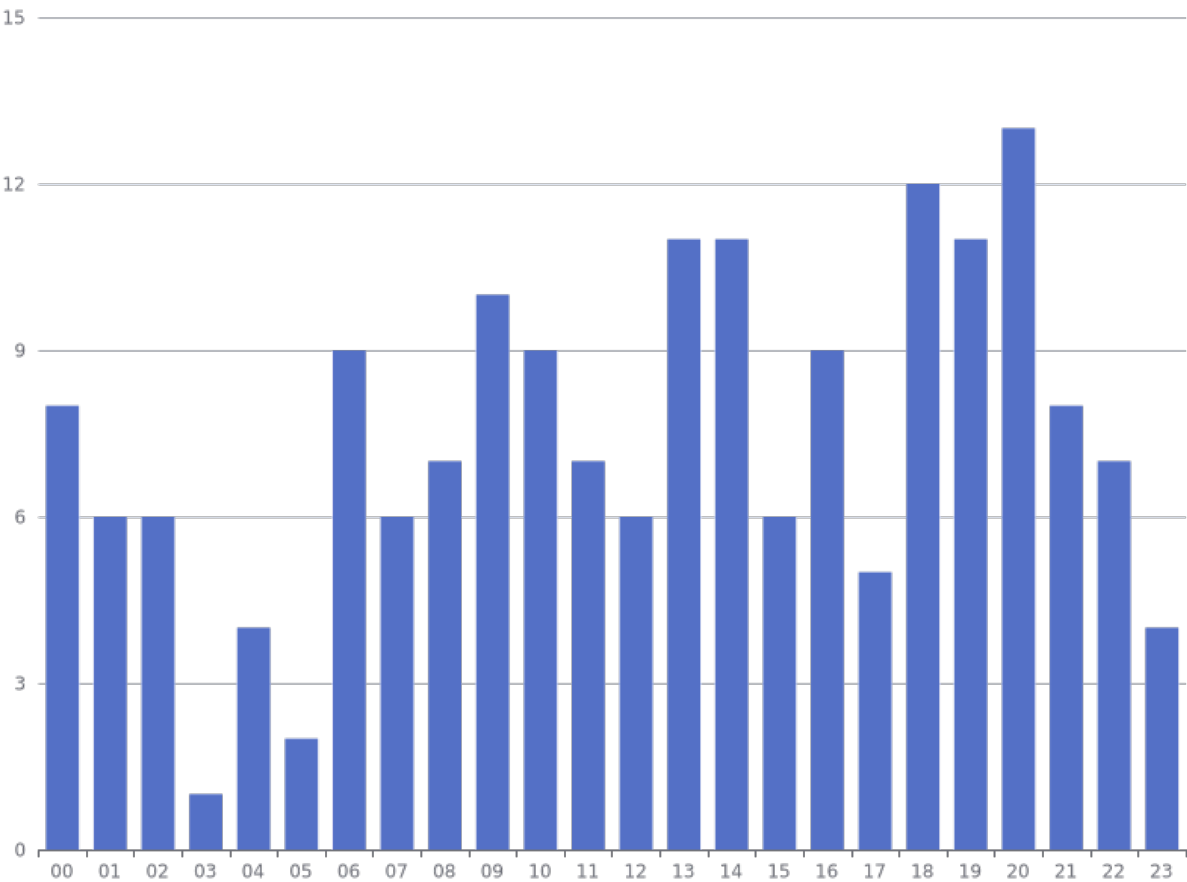


PSAP CALL DATE/TIME	2025	TOTAL
Monday	382	382
Tuesday	407	407
Wednesday	399	399
Thursday	436	436
Friday	392	392
Saturday	360	360
Sunday	372	372
Total	2748	2748

Criteria: PSAP Call Date/Time between 2025-01-01 00:00:00 and 2025-11-30 00:00:00



Count of Incidents by Hour of Day & Day of Week - Monthly



Count of Incidents by Hour of Day & Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
00	1		1	2	2		2	8
01	1	2	1		1		1	6
02			1	2	1		2	6
03	1							1
04						2	2	4
05			2					2
06	1	1	2	1	1	1	2	9
07	2	1	1				2	6
08		2		1	3		1	7
09		4		1	2	1	2	10
10			2	3	3	1		9
11	1			1	3	1	1	7
12	2			1		2	1	6
13	1		2		3	3	2	11
14	3		2	2	1	1	2	11
15	3		2				1	6
16		1	1		3	1	3	9
17		1	1	1		1	1	5
18		2	1	1	2	3	3	12
19	3	3		2		1	2	11

Count of Incidents by Hour of Day & Day of Week - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

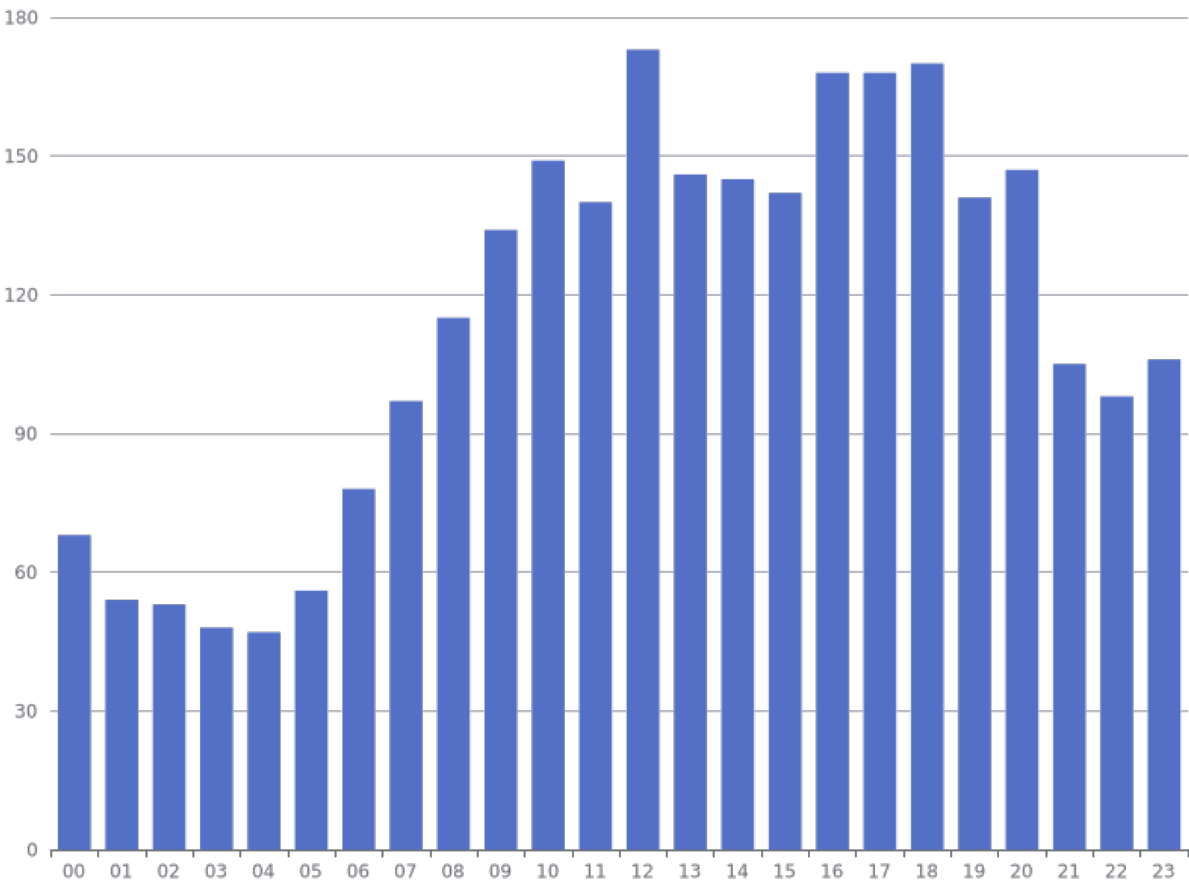


PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
20	2		1	3	2	2	3	13
21	3		2		2		1	8
22	1		2	2	1		1	7
23	1	1	2					4
Total	26	18	26	23	30	20	35	178

Criteria: PSAP Call Date/Time between 2025-11-01 00:00:00 and 2025-11-30 00:00:00



Count of Incidents by Hour of Day & Day of Week - YTD



Count of Incidents by Hour of Day & Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
00	8	9	8	14	13	3	13	68
01	5	7	6	8	7	11	10	54
02	4	7	9	10	8	9	6	53
03	10	5	3	7	6	7	10	48
04	1	9	6	9	8	6	8	47
05	9	5	13	6	12	6	5	56
06	11	16	10	13	12	6	10	78
07	12	23	21	11	15	6	9	97
08	17	21	18	16	16	14	13	115
09	15	35	16	15	18	15	20	134
10	15	29	20	28	17	21	19	149
11	19	20	15	23	19	20	24	140
12	24	26	23	26	23	26	25	173
13	23	20	26	20	28	18	11	146
14	27	22	23	15	14	24	20	145
15	28	20	18	16	24	21	15	142
16	24	25	27	38	19	20	15	168
17	23	31	20	29	19	21	25	168
18	21	25	28	18	26	21	31	170
19	19	11	26	28	17	21	19	141

Count of Incidents by Hour of Day & Day of Week - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

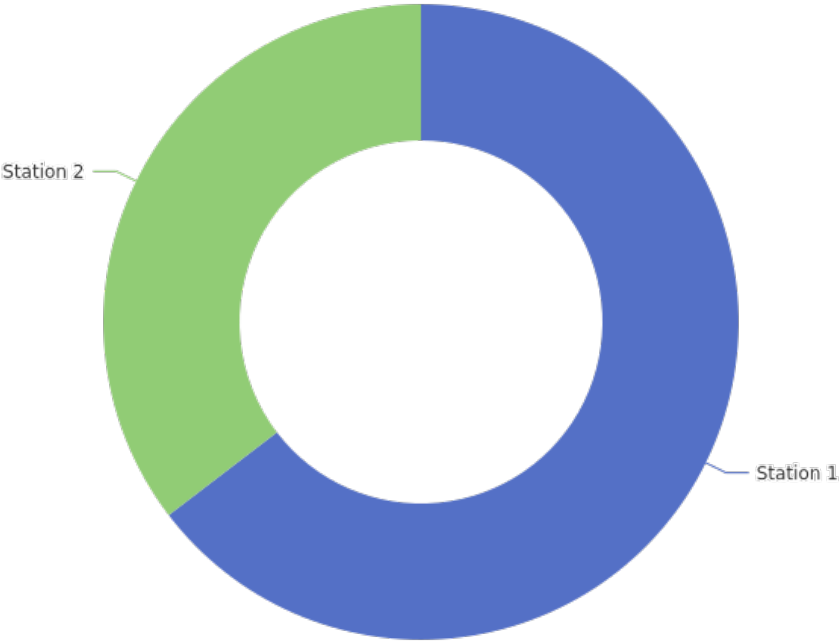


PSAP CALL DATE/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
20	19	16	20	32	23	16	21	147
21	17	11	14	19	16	14	14	105
22	16	6	15	14	13	19	15	98
23	15	8	14	21	19	15	14	106
Total	382	407	399	436	392	360	372	2748

Criteria: PSAP Call Date/Time between 2025-01-01 00:00:00 and 2025-11-30 00:00:00



Incident Count by Station - Monthly



Incident Count by Station - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

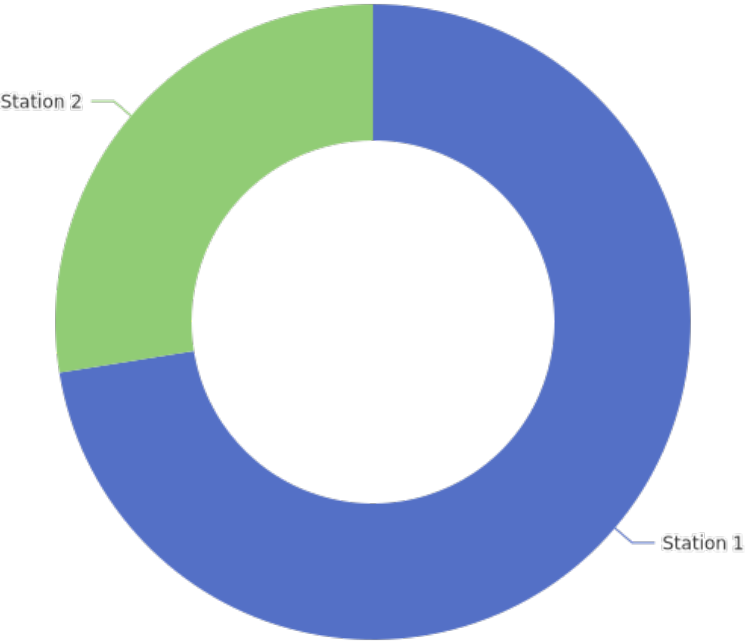


FIRE STATION	NOV 2025	INCIDENT COUNT	PERCENT OF TOTAL
Station 1	115	115	64.61%
Station 2	63	63	35.39%
Total	178	178	100.00%

Criteria: PSAP Call Date/Time between 2025-11-01 00:00:00 and 2025-11-30 00:00:00



Incident Count by Station - YTD



Incident Count by Station - YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316

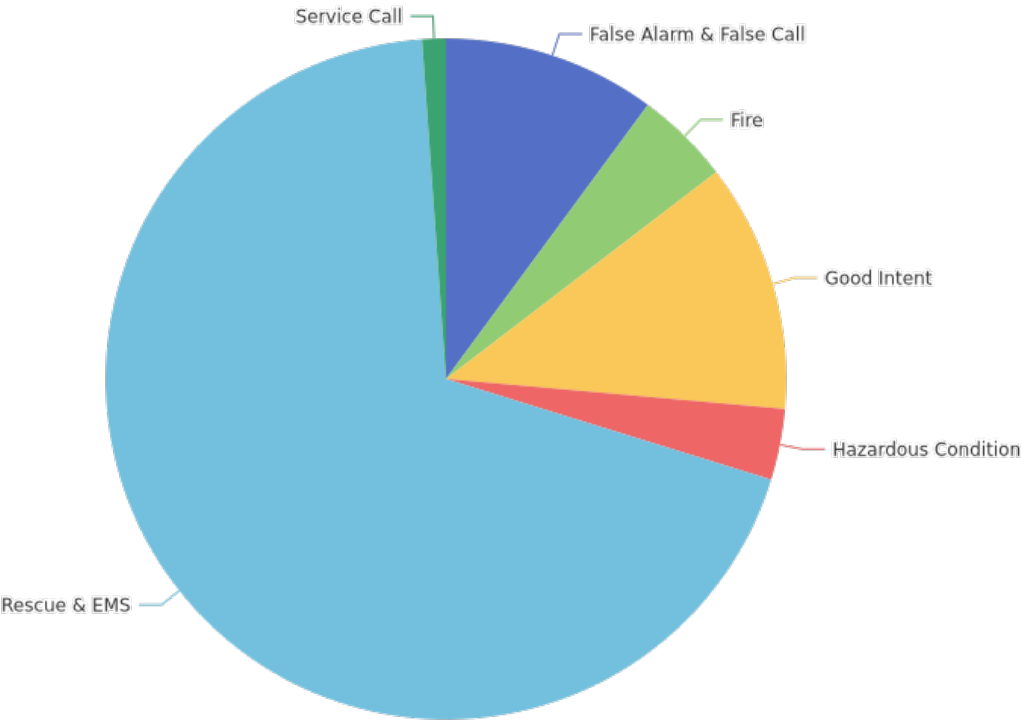


FIRE STATION	2025	INCIDENT COUNT	PERCENT OF TOTAL
Station 1	1770	1770	72.45%
Station 2	673	673	27.55%
Total	2443	2443	100.00%

Criteria: PSAP Call Date/Time between 2025-02-01 00:00:00 and 2025-11-30 00:00:00



Incident Type Summary - Monthly



Incident Type Summary - Monthly

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



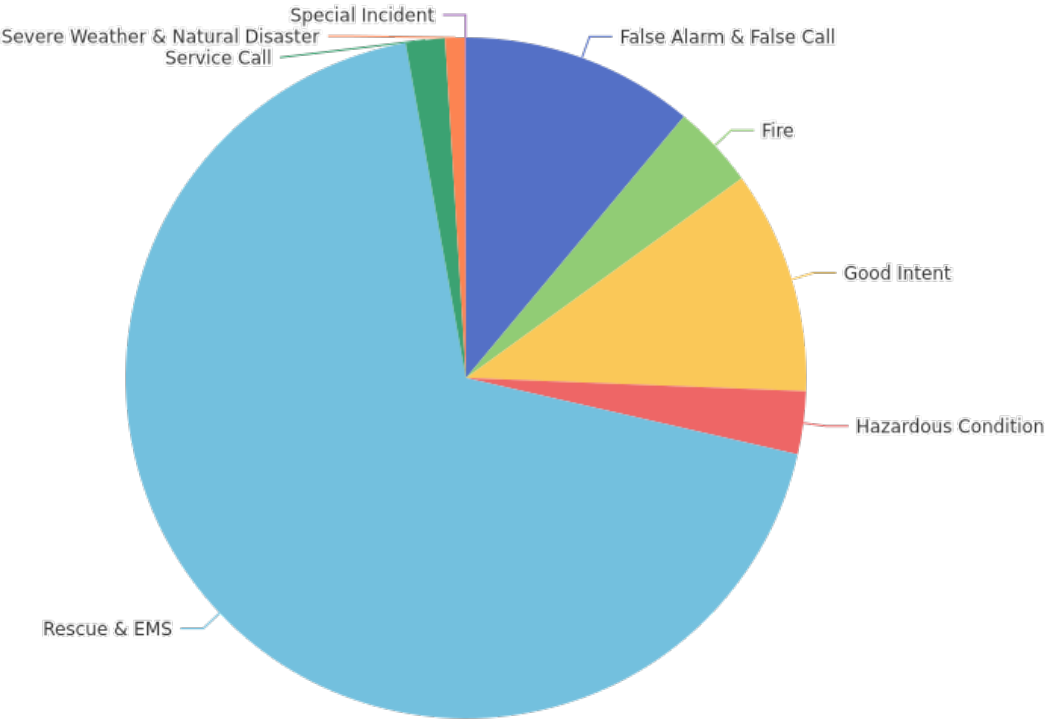
INCIDENT TYPE SERIES NAME (NFIRS)	NOV 2025	TOTAL FOR MONTH	PERCENT
Rescue & EMS	123	123	69.10%
Good Intent	21	21	11.80%
False Alarm & False Call	18	18	10.11%
Fire	8	8	4.49%
Hazardous Condition	6	6	3.37%
Service Call	2	2	1.12%
Total	178	178	100.00%

Description: This report counts the number of incidents within each high-level NFIRS grouping. This report includes incidents for last month

Criteria: PSAP Call Date/Time between 2025-11-01 00:00:00 and 2025-11-30 00:00:00



Incident Type Summary with single YTD



Incident Type Summary with single YTD

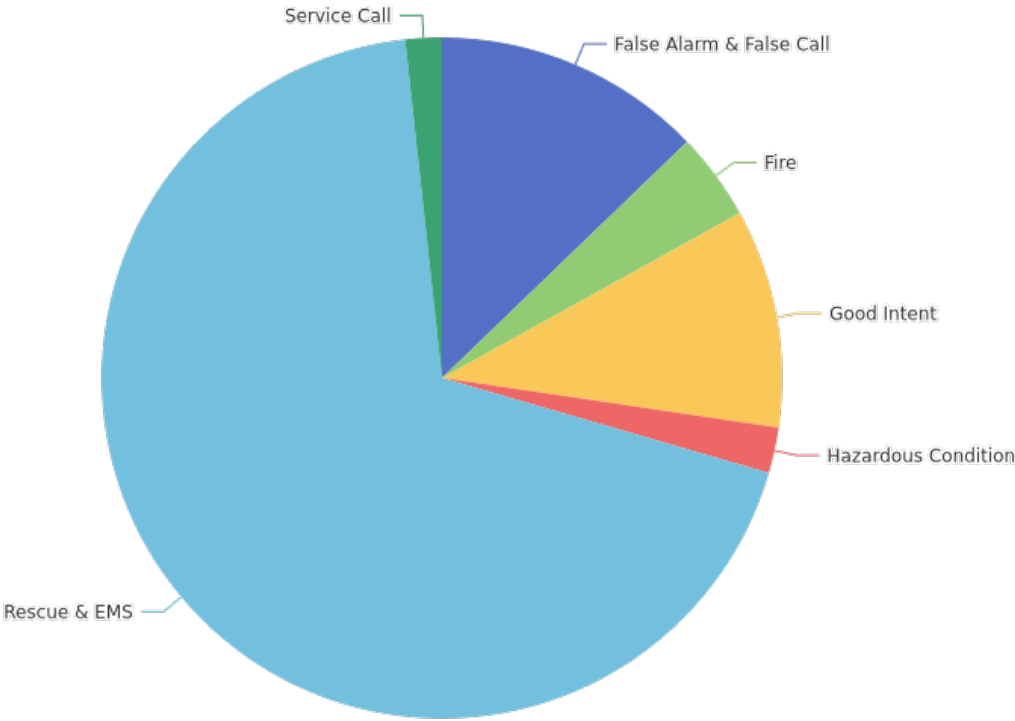
Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



INCIDENT TYPE SERIES NAME (NFIRS)	2025	TOTAL YTD	PERCENT OF TOTAL INCIDENTS YTD
False Alarm & False Call	304	304	11.06%
Fire	109	109	3.97%
Good Intent	291	291	10.59%
Hazardous Condition	82	82	2.98%
Rescue & EMS	1884	1884	68.56%
Service Call	51	51	1.86%
Severe Weather & Natural Disaster	26	26	0.95%
Special Incident	1	1	0.04%
Total	2748	2748	100.00%



Incident Type Summary YTD



Incident Type Summary YTD

Gaines Charter TWP FD MI
Address: 3471 68th St SE, Caledonia, MI, 49316



INCIDENT TYPE SERIES NAME (NFIRS)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	TOTAL YTD	PERCENT OF TOTAL INCIDENTS YTD
False Alarm & False Call	31	38	31	30	18	148	12.80%
Fire	11	14	11	4	8	48	4.15%
Good Intent	29	26	21	23	21	120	10.38%
Hazardous Condition	4	3	4	8	6	25	2.16%
Rescue & EMS	184	196	166	126	123	795	68.77%
Service Call	4	6	2	6	2	20	1.73%
Total	263	283	235	197	178	1156	100.00%



Michelle LaJoye-Young

SHERIFF

Bryan Muir

UNDERSHERIFF

Monthly Report for November 2025

- Issue with mental subject (Sang Cinzah) leaving residence has been resolved. Sang is living in a care facility.
- Homeless camps near Marketplace.
- Personal Protection Order violation on Piedmont.
- Patrol election precincts, transport election results downtown.
- Accident 68th / Hartman.
- Domestic on Breezefield.
- Hit and run accident report at Save-A-Lot.
- Assist Detective Bureau with a traffic stop for a suspect involved in a stolen trailer investigation. Suspect was arrested for warrants and the stolen trailer.
- Custody exchange at South Substation parking lot.
- TP'ing complaint.
- Macatawa bank alarm issue.
- Cited Creekside Signs for ordinance violation.
- Assist with OWI investigation.
- Welfare check at 6400 block of Division.
- Welfare check at 7000 block of Division.
- Rapids Drive enforcement.
- EK student on M-6, transported back to school.
- Disorderly report on Piedmont.
- Sex offender complaint in Stevens Pointe.
- Child neglect incident 68th/Division.
- Assist Grand Village management with neighbor dispute.
- Assist with warrant arrest.
- Lost property incident at 68th/Eastern.
- Retail Fraud Quality Car Wash.
- Domesic assault investigation / warrant arrest. Transported suspect to jail.
- Elderly missing in Crystalline. Subject was located and returned home by Amazon driver.
- Noise complaint on Keeler.
- Concerns with subject living in camper – unfounded.
- Contacted Dutton Mill for recommended eviction
- Shots Fired follow up with Woodfield.



616.632.6100



701 Ball Ave NE, Grand Rapids, MI 49503



www.kentcountymi.gov/sheriff



- Peace complaint 92nd/Hannah Lake
- Death Investigation for 43-year-old.
- Traffic enforcement throughout the township, primarily in school zones.
- Sex Offender Registry checks. Two offenders were not residing at registered address. Warrant requested.
- Leisure Creek neighborhood meeting while presenting on fraud.
- Assisted with rollover accident Kalamazoo / M-6.
- Armored vehicle ride with April Moayyer.



Deer Management Recommendations

Overview of the GVSU Report

Who is leading this effort?

The Kent County Deer Management Coalition was established in 2024 to conduct a countywide assessment of the deer population and offer management strategies that enhance public safety while maintaining a healthy herd. This collaborative effort is funded by local townships, cities, villages, the Michigan Department of Transportation, the Kent County Road Commission, and Kent County. The Coalition hired Grand Valley State University (GVSU) to collect data, analyze trends, and develop evidence-based recommendations for implementation between 2026 and 2028.

Why was this study needed?

Kent County residents have increasingly voiced concerns about **deer-related vehicle collisions, property damage, and impacts on natural areas**. While deer are an important part of Michigan's landscape, their **growing presence in suburban and urban areas has created safety, ecological, and community challenges**. The study was launched to better understand these changes, quantify deer impacts, and identify balanced, data-driven, adaptive management strategies.

How was the study conducted?

Between November 2024 and October 2025, Grand Valley State University led a comprehensive, data-driven analysis that included seasonal deer population spotlight surveys, mapping of deer density and habitat quality, review of 2021–2024 crash data, countywide resident survey (6.6k+ participants), four open houses, and ongoing public feedback.

What was recommended?

The GVSU deer management study identified three interconnected adaptive management recommendations:

Management Area	Purpose	Recommended Prescriptions
Population Management	Reduce human-deer conflicts, maintain healthy deer herd	Urban archery hunting, localized deer reduction with ethical utilization, facilitating hunter recruitment & access to land
Habitat Management	Maintain natural ecosystem processes	Native landscaping, increasing road right-of-way mowing, ordinances to ban deer feeding
Engagement & Planning	Build awareness and shared responsibility	Monitor public perceptions of deer

GVSU Report Citation:

Larson, R., Locher, A., Glej, B., & Buday, A. (2025, November 13). Kent County, county-wide deer management recommendations. Grand Valley State University. kentcountymi.gov/deer

Deer in Kent County

26%

of all vehicle crashes were deer-related in 2023 in townships

4,290

deer killed in vehicle collisions in 2024

+32%

increase since 2021

+150

deer/sq. mi. in concentrated suburban zones

4,140

deer harvested in the 2024 season

-33% decrease since the 2021 season

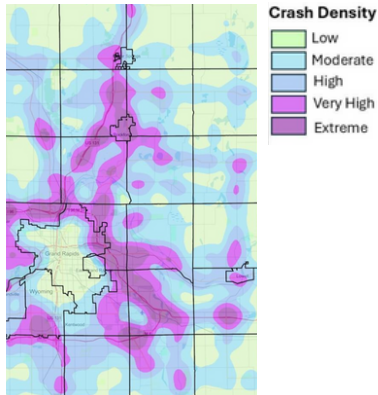
-200k

decrease in deer hunters in Michigan between 2000–2023

Study Findings

What the data tell us about Kent County's growing deer population

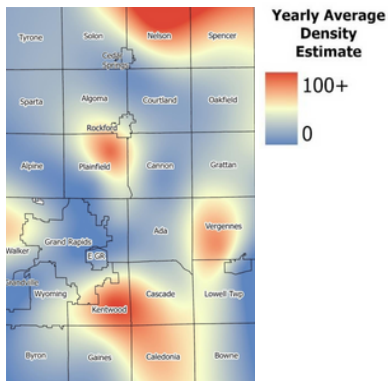
Between November 2024 and October 2025, researchers gathered and analyzed data to understand where deer are most concentrated, how they use local habitats, and how residents experience them. The findings reveal where and why deer-vehicle collisions are happening, how habitat conditions contribute to overpopulation, and what residents think about living alongside deer. These insights form the foundation for Kent County's deer management recommendations.



Deer-Vehicle Collisions Are Rising Faster Than Harvests

Between 2021 and 2024, **road-killed deer increased from 3,243 to 4,290**, while **hunter harvests fell from over 6,000 to just 4,140**. That means more deer now die on the road than through managed hunting.

Most crashes happen along **I-96, US-131, and M-44**, especially near the **M-6 and M-37** interchanges. Collisions peak at dawn and dusk, when deer are most active and visibility is lowest. They also occur most often in **clear weather** and on **dry roads with speed limits over 60 mph**, the same conditions in which most people drive every day. Deer struck by vehicles are collected by local road agencies resulting in wasted wildlife and added cost.



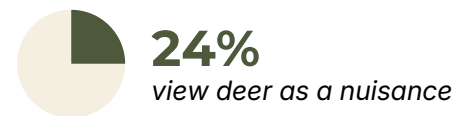
Deer Populations Are Highest in Suburban Areas

Spotlight surveys conducted in November 2024 and February–August 2025 found deer densities ranging from 0 deer per square mile in dense urban cores to **over 150 deer per square mile in suburban zones**, particularly in the City of Kentwood, Cascade Township, Caledonia Township, Vergennes Township, Nelson Township, and Plainfield Township.

These concentrations are among the highest in West Michigan, putting drivers, landscapes, and gardens at risk and stressing local ecosystems.

What Residents Are Seeing and Saying

A countywide survey in late 2024 gathered feedback from **6,667 residents** to understand how people experience and perceive deer in their communities. Nearly half (**47%**) **see deer daily or multiple times per day**, and only **3%** **never see them**. About two-thirds (**67%**) **said deer numbers have grown**, and **57%** **believe there are too many deer** near their homes. Most residents hold mixed feelings:



Views vary by location. Rural townships tend to enjoy deer, while metropolitan areas report more problems. Top concerns identified include **deer-vehicle collisions, landscaping damage, ticks and disease, and ecological impacts**.

Hunting and Harvesting Are Declining

Between **10,872 and 13,722 hunters** participated in the 2024 hunting season. However, **only 4,140 deer were harvested**, a 33% success rate. By comparison, neighboring counties like Jackson, Lapeer, Montcalm, and Saginaw each harvest 6,900–7,900 deer annually with fewer hunters.

Management Recommendations

The study identified eight core recommendations designed to improve deer management outcomes across Kent County. Together, they combine data-driven wildlife management, habitat stewardship, and community partnership to improve safety, protect ecosystems, and strengthen public trust.



Population Management



1. Urban Archery Hunting

Urban archery programs use skilled, licensed archers operating under strict safety standards to control deer populations in populated areas where firearm use is prohibited.

Key Actions:

- Conduct regulated urban archery hunts in high-collision zones such as Kentwood, Walker, and Cascade Township.
- Require background checks, proficiency testing, elevated shooting only, and clearly marked no-shoot zones.
- Coordinate access on public parks and private parcels with municipal oversight.

Adaptive Management: Monitor hunting impacts through data collection including number of deer harvested, number of volunteer hours, pounds of venison donated, collision data.



2. Localized Deer Reduction with a Focus on Ethical Utilization

Targeted deer reduction emphasizes humane practices and full use of harvested animals. This approach reduces waste and reinforces respect for wildlife.

Key Actions:

- Ensure harvested deer are used for food, research, or cultural purposes.
- Require humane, regulated harvest methods that minimize suffering.
- Partner with local food networks, tribal communities, and conservation groups to promote ethical utilization.

Goals: **95% utilization rate** of all harvested deer, and **2,000 pounds** of venison donated annually to hunger-relief programs.

Adaptive Management: Publish annual reports on harvest outcomes and community benefits.



3. Facilitating Hunter Recruitment & Access to Land

Expanding access to private and public land is essential to controlling deer populations and reducing agricultural damage. A structured county program can connect hunters and landowners, balancing deer densities while promoting responsible stewardship.

Key Actions:

- Create a county-facilitated access program linking licensed hunters with willing landowners.
- Enroll **landowners with 5+ acres** through voluntary participation agreements and liability waivers.
- Prioritize areas with high deer densities and crop damage for coordinated hunting access.

Adaptive Management: Track participation, acreage, and harvest results annually. Evaluate effectiveness through biological data, landowner feedback, and hunter reports to refine access and recruitment strategies.

Habitat Management



4. Increase Road Right-of-Way (ROW) Mowing

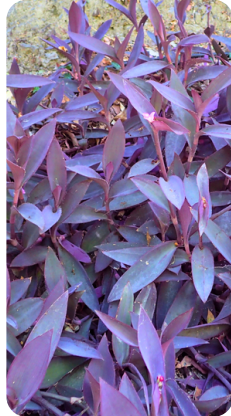
Tall roadside vegetation creates feeding areas and obstructs visibility, contributing to collisions.

Key Actions:

- Add a third late-season mowing cycle for high-risk state, county, and local roads.
- Prioritize corridors along I-96, US-131, and M-6, where collisions are most frequent.

Goal: Achieve a **10% reduction** in countywide deer-vehicle collisions within the first year.

Adaptive Management: Compare crash and carcass-removal data before and after mowing to evaluate impact and continue assessing vehicle-deer crash data.



5. Native Landscaping

Encouraging residents to plant native, deer-resistant species helps reduce browsing and improves ecological health.

Key Actions:

- Encourage residents to plant native, deer-resistant vegetation available through local conservation districts and plant sales, which also promotes pollinator conservation.
- Remove invasive shrubs such as autumn olive and honeysuckle that provide cover and food.

Goal: Decrease the number of complaints over time.

Adaptive Management: Track resident concerns over time and continue to expand public education on deer-resistant and native landscaping practices.



6. Establish & Enforce Ordinances to Ban Deer Feeding

Feeding deer is illegal in the Lower Peninsula but continues in some areas. Feeding concentrates deer, spreads disease, and increases vehicle collisions. Local enforcement and education are key to compliance.

Key Actions:

- Communicate that deer feeding is illegal and enforce the ban through appropriate ordinance or law-enforcement channels.
- Encourage residents to modify bird feeders to prevent deer from accessing large amounts of food.

Goal: 100% compliance on deer feeding ban.

Adaptive Management: Implement anonymous reporting systems and track enforcement data and public awareness metrics annually.

Engagement & Planning



7. Monitor Public Perceptions

Public support is essential to successful management. Transparent communication ensures that strategies align with community values and concerns.

Key Actions:

- Maintain majority public satisfaction with deer management actions in each DMU.

Adaptive Management: Conduct follow-up surveys, track sentiment trends, and adjust programs based on feedback.

8. Strategic Planning

A strategic plan will guide direction and focus on specific tasks needed to achieve desired outcomes.

Key Actions:

- Develop a strategic deer management plan to provide structure, direction, and rationale

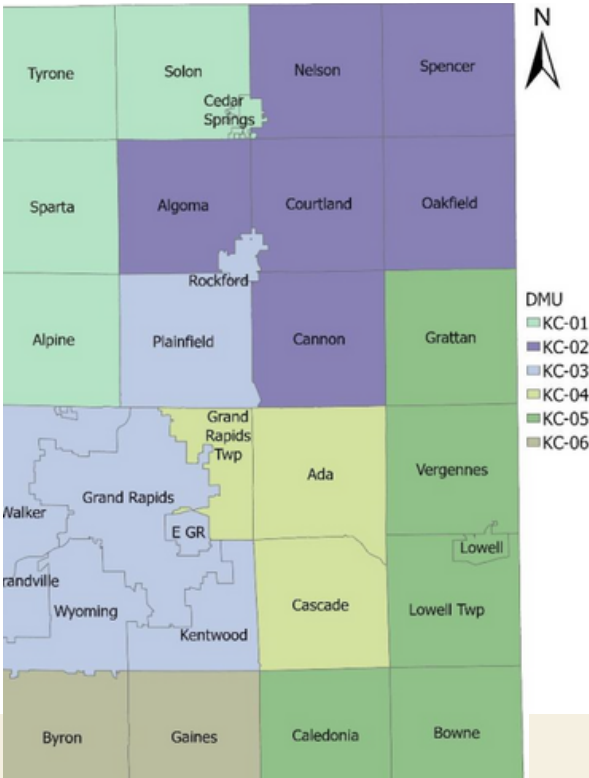
Adaptive Management: Promote adaptability of management through adjustment of the strategic plan so it remains responsive to changing conditions and community needs.

Countywide Goals

Kent County’s deer management goal is to **reduce deer-vehicle collisions by 1,050 within two years** by **increasing annual harvests by 1,900 deer (45% rise from 2024 levels)**.

Efforts will focus on **antlerless deer**, with progress tracked through ongoing data on harvests, collisions, and population trends. This increase would **remove roughly 13–20% of the herd**, improving safety but not yet reducing overall population long term.

The County seeks to shift deer mortality from roadways to ethical harvests, reducing waste and improving herd balance. **Specific prescriptions are recommended for each Deer Management Unit (DMU); however, to be effective, management must occur county-wide across all DMUs.**



Recommended Deer Management Units

Unit	Area	Communities	General DMU Description	DMU-Specific Recommendations
KC-01	Northwestern	Alpine Township, Cedar Springs, Solon Township, Sparta Township, Tyrone Township	Orchards and agriculture; residents generally enjoy deer and have relatively fewer concerns; low levels of public input	2, 3, 4, 7
KC-02	Northeastern Area	Algoma Township, Cannon Township, Courtland Township, Nelson Township, Oakfield Township, Spencer Township	Relatively good natural deer habitat quality; corridor for deer movement; chronic wasting disease present	2, 7
KC-03	West-Central Area	East Grand Rapids, Grand Rapids, Grandville, Kentwood, Plainfield Township, Rockford, Walker, Wyoming	Largely developed and impervious surfaces, high-traffic urban areas surrounded by neighborhoods; relatively poor natural deer habitat quality; residents generally less tolerant of deer	1, 2, 4, 5, 7, 8
KC-04	Central Area of County	Ada Township, Cascade Township, Grand Rapids Township	Moderately developed; relatively poor habitat quality interspersed with higher- quality green space; area of likely high deer movement; core area of epizootic hemorrhagic disease	1, 2, 3, 4, 5, 6, 7, 8
KC-05	East and Southeastern Area	Bowne Township, Caledonia Township, Grattan Township, Lowell, Lowell Township, Vergennes Township	Relatively high-quality deer habitat; relatively high deer densities; residents generally enjoy seeing deer, but express some concerns	2, 3, 4, 7
KC-06	Southwestern Corner	Byron Township, Gaines Township	Moderate quality habitat; moderate deer densities; residents generally enjoy deer but have a few concerns	3, 4, 7

Recommended Implementation Timeline

The study recommends a phased approach over three years. Each phase builds on the previous year, incorporating continuous monitoring and public feedback to guide adaptive management across all Deer Management Units.

2026 - Develop Management Framework

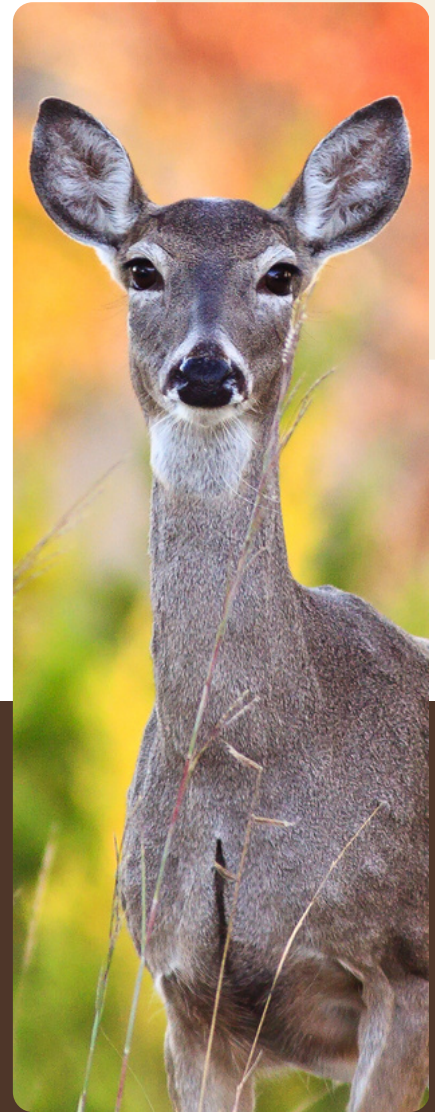
- Implement deer population management by facilitating hunting and ethical use as soon as feasible.
- Collect and analyze harvest data in early 2026.
- Complete first full year of three-cycle ROW mowing.
- Establish vegetation and collision monitoring baselines.
- Continue hunting efforts during the 2026 hunting season.
- Begin public education and strategic planning.

2027 - Program & Partnership Development

- Continue harvest programs and expand hunter access initiatives.
- Continue to evaluate feeding bans.
- Formalize public dashboard showing deer, collision, and management data.
- Implement first annual "State of the Deer in Kent County" report and community open house.
- Track reductions in deer-vehicle collisions and evaluate ROW mowing effectiveness.

2028 - Continued Evaluation & Planning

- Complete cumulative 3-year assessment of deer harvest, collisions, and public perceptions.
- Evaluate success toward goals (e.g., 1,050 fewer collisions, +1,900 deer harvested annually).
- Adjust adaptive management recommendations by DMU based on outcomes.
- Develop/adopt the 2029–2034 Kent County Strategic Deer Management Plan for long-term coordination and funding.



To view the full Kent County Deer Management Study (2025), explore interactive data, or stay informed about future updates and implementation progress, please visit

kentcountymi.gov/deer.

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GVMC

GRAND VALLEY METROPOLITAN COUNCIL

Transportation Department

Seasonal Newsletter

Fall 2025



Plainfield Avenue Resurfacing Project. Image provided courtesy of MDOT photography unit.



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PROGRAM



GVMC Transportation Department team member Mara Gericke getting ready to rate a local nonmotorized trail on a data bike.

Communities across Michigan rely on shared use pathways like trails and sidepaths to support active transportation and recreation. As these pathways age, conducting regular pavement condition assessments becomes critical for identifying maintenance priorities, making informed investment decisions, and most importantly, ensuring the safety of users. While there is widespread interest in collecting this data, most regions, including GVMC, lack a standardized pathway condition data collection program, unlike the established systems in place for roadway networks.

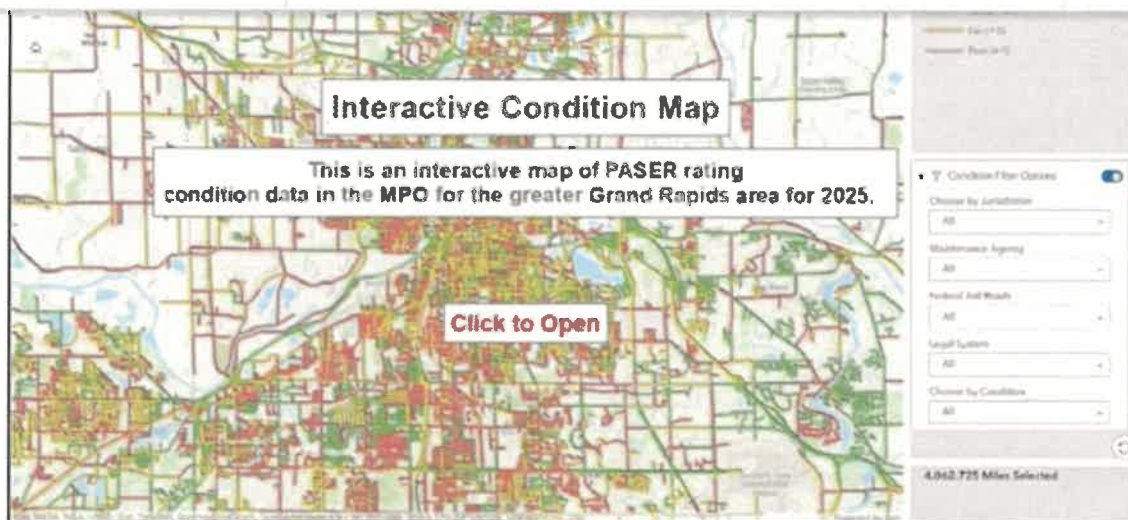
To address this gap, GVMC has launched a pilot program to develop and field-test a pathway condition rating program using the new [MDOT Surface Condition of Active Networks \(SCAN\)](#) manual. This manual provides guidance on how to collect pathway condition data and quantify this data on a scale from “good” to “poor.”

This fall, GVMC staff began collecting condition data on 15 miles of trail using customized “data bikes” equipped with cameras, sensors, and data logging equipment. Next year, the department will expand its efforts to collect data on over 150 miles of pathway in the GVMC region.

The pilot program aims to serve the GVMC region and also to inform a replicable model for pathway condition assessments that can benefit communities statewide. We hope this effort provides agencies across the state with the foundation and guidance on how to begin their own pathway rating programs.

.....

2025 PASER ROAD CONDITION DATA IS NOW AVAILABLE!

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GVMC has developed the interactive condition map to view seasonal PASER data.

Every year, GVMC's Transportation Department surveys roads in Kent and eastern Ottawa counties to give road agencies a conditional status for their jurisdiction. Our local government units rely on this data to make important decisions about which roads to improve and when based on available funds.

The primary data used for these decisions is based on Pavement Surface Evaluation and Rating (PASER) data, which has a range of 1 - 10 with one being poor and ten being a brand-new reconstructed road. This is a windshield survey done by a passenger with a laptop as we ride over the road. Additional data is recorded by a specialized Asset Management Vehicle annually and includes an International Roughness Index (IRI) reading, rutting data, and imagery to provide a more finite look at individual road deficiencies.

This data is served up annually on our website in a Geographic Information System (GIS) open data portal and can be viewed [here](#).

The [2025 PASER data](#) is now available for review and the 2025 Asset Management Vehicle data is currently being processed and will be available shortly on our GIS data portal. Please check back soon for updates.

If you have any questions or need more information, please contact Mike Zonyk by email at zonym@gvmc.org, or call 616-776-7669.

GVMC STAFF PARTICIPATES IN THE FAST CONFERENCE AT CALVIN UNIVERSITY

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Photos from the FAST Conference. Top Left: GVMC staff member Andrea Faber leads students in making an airshed that demonstrates how daily activities contribute to air pollution. Top Right and Bottom Left: GVMC staff leads students in block printing various items with messaging promoting sustainability. Bottom Right: Student paints crosswalk at Calvin to encourage students to take the bus.

On Saturday, November 8, several of GVMC's staff spent the day at [Calvin University](#) as part of the [Faithfully Advancing Sustainability Together \(FAST\)](#) Conference, an annual event that highlights a variety of sustainability practices.

GVMC staff tabled at the event in the morning, which included handing out free safety gear and discussing our [safety education and outreach](#) and [Clean Air Action](#) programs with interested students.

After lunch, GVMC hosted a breakout session where we presented on the Clean Air Action program, our active transportation work, and our [West Michigan Healthy Climate Plan](#). We also led an interactive activity with students that demonstrated how daily choices impact our air quality. Throughout this session, students learned what they can do to reduce emissions and how to stay safe while doing so.

The breakout session was followed by "recess," where GVMC staff led two interactive activities across campus:

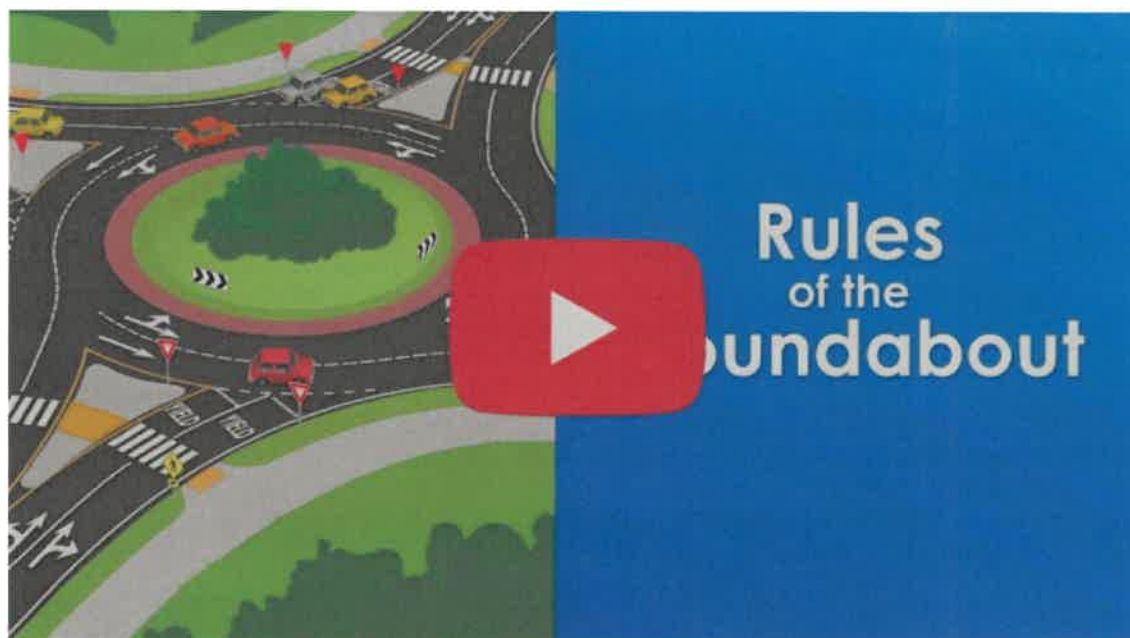
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to bring home a printed item

It was such an inspiring day of learning, creativity, and community! Thanks, Calvin University, for the invitation!

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SAFETY SPOTLIGHT: Do You Know the Rules of the Roundabout?



Check out this video to learn how to master the roundabout.

What is a Roundabout?

A roundabout is a circular intersection design where traffic travels at low speed around a central island and entering traffic must yield to circulating traffic. Roundabouts are safer and more efficient than traditional intersections. The geometry of a roundabout is key to controlling the speed at which traffic enters and maneuvers through the intersection, providing the following benefits:

- Lower severity of collisions that may occur, resulting in significantly fewer severe injuries. *According to the Federal Highway Administration, modern roundabouts reduce severe crashes at intersections by an average of 80%.*
- Increased likelihood of drivers yielding to pedestrians at crosswalks.
- Time for drivers to judge and enter a comfortable gap in circulating traffic.

Learning how to navigate roundabouts is as easy as 1, 2, 3!

#1: Slow Down:

- Going slower provides more time to make decisions and be better prepared to yield to other road users.

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- Slowing down helps drivers do a better job seeing pedestrians and bicycles and sharing the road with them.

#2: Look Around:

- Drivers should choose the lane for where they want to go after the roundabout. Signs and markings help them select a lane.
- Like most other intersections, drivers use the left lane to go left, the right lane to go right, and either lane to go straight through, unless otherwise indicated.
- Drivers should keep looking around and check the crosswalks to see if anyone is waiting to cross or is already crossing. Drivers should be ready to stop and let them safely finish.

#3: Be Ready to Yield:

- Drivers must yield to traffic in all lanes of the roundabout, not just in the lane closest to them.
- If large vehicles like trucks or buses are in the roundabout, drivers should give them space and avoid driving next to them inside the roundabout.
- Drivers should follow the pavement markings to stay in the correct lane as they leave the roundabout. They should look around one more time for anyone in the crosswalk and be ready to yield as the drivers exit.

Interested in learning more about our local crash data? Click the image below to see the top 10 intersections for crashes in our region so far this year.



[Information from this article courtesy of the Federal Highway Administration.](#)

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**THANK YOU TO OUR MEMBERS AND PARTNERS
FOR HELPING US DISTRIBUTE SAFETY GEAR**



As part of our safety education and outreach program, GVMC gives away the bike lights, reflective wristbands, and reflective belts pictured above.

Thank you to all our members for helping distribute our bike lights, reflective wristbands, and reflective belts this fall. Because of your efforts, over 8,000 of these nonmotorized safety items were distributed this fall, helping pedestrians and bicyclists be safe and seen as the days get shorter. If you are interested in obtaining these free items for your community, please email Clover Brown at clover.brown@gvmc.org or call (616) 776-7609.

If you'd like to learn more about GVMC's safety education and outreach program, please click [here](#).

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MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) PROJECT HIGHLIGHTS: Fruit Ridge Avenue Bridge and Plainfield Avenue Resurfacing Project

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Photo of the Fruit Ridge Avenue Bridge. Image provided courtesy of MDOT photography unit.

Fruit Ridge Avenue over I-96 Bridge Officially Opens

After a full season of construction and several partnerships, the Fruit Ridge Avenue Bridge over I-96, located in the City of Walker, is officially open to traffic. The Michigan Legislature approved a \$25 million grant ([Public Act 1 of 2023](#)) to help fund the \$30-million-dollar investment to reconstruct and widen the previous bridge, built in 1961.

This 2025 Construction Project Includes:

- Reconstruction and widening of the bridge to incorporate five lanes – two lanes in each direction with a center left turn lane.
- Reconfiguration of the interchange to a tight diamond with realignment of east and west bound exit ramps, and removal of the east bound loop entrance ramp.
- New and updated signalized intersections at Fruit Ridge Avenue.
- Separated nonmotorized path and sidewalk, completing the last missing piece of a continuous trail system connection from the Grand Rapids metropolitan region to 100 miles north to Cadillac, and 40 miles to the west to the Lake Michigan shoreline.

Special Thanks:

The City of Walker, Kent County Road Commission, Alpine Township, Grand Valley Metro Council (GVMC), the Right Place, Grand Rapids Chamber of Commerce, West Michigan Trails, Kenowa Hills Public Schools, Local Business Owners, and many other partners were instrumental in making this project successful!

Plainfield Avenue Resurfacing Project

See newsletter cover photo for image

MDOT has completed a resurfacing project on M-44 Connector / Plainfield Avenue between I-96 north and Coit Avenue. This \$4.6 million dollar resurfacing project also included resurfacing the ramps at the I-96 interchange as well as various sidewalk improvements. Plainfield Charter Township partnered with MDOT to add median islands, reduce lane widths on Plainfield Avenue to slow traffic, and incorporate landscaping. To learn more about the proposed improvements through the Township's Reimagine Plainfield effort, visit the [Plainfield Charter Township website](#).

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- Resurfacing 2.7 miles of roadway and interchange ramps
- Median island construction
- Landscaping and sidewalk improvements

Special Thanks:

Plainfield Charter Township, Kent County Road Commission, City of Grand Rapids, Grand Rapids Charter Township, Grand Valley Metro Council, and Local Business Owners were essential to the success of this resurfacing project!

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2026 COMMITTEE MEETING SCHEDULE

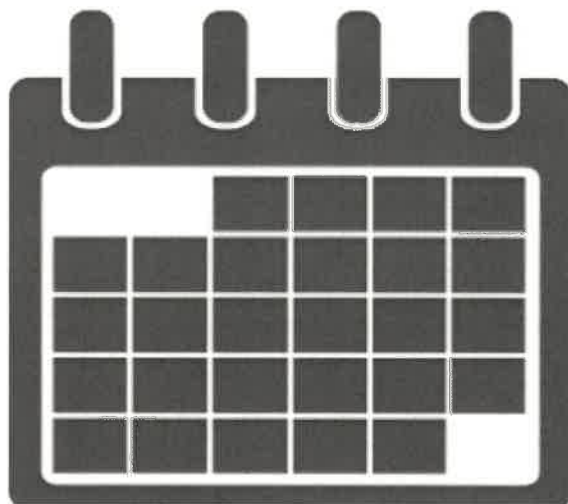


Image courtesy of Pixabay

Technical Committee:

*January 21
March 4
May 6
*July 15
September 2
November 4

Policy Committee:

*January 21
March 18
May 20
*July 15
September 16
November 18

**Please note this is a combined Technical and Policy Committee meeting.*

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UPCOMING EVENTS

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Image courtesy of Pixabay

11/24/2025

Capturing Durability of Recycled Asphalt Mixtures - Webinar

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12/03/2025

2025 Cold Weather Work - Webinar

[Click here for more details](#)

12/04/2025

2025 What's Happening at the Center for Technology & Training - Webinar

[Click here for more details](#)

12/08/2025

Maintenance Practices for Wide Cracks in Asphalt-Surfaced Pavements - Webinar

[Click here for more details](#)

12/09/2025

2025 Roadsoft Special Topics: Roadsoft Reports - Webinar

[Click here for more details](#)

12/10/2025

2025 MDOT Local Agency Waiver Valuation Update - Dimondale, MI & Virtual

[Click here for more details](#)

12/11/2025

2025 Updating a Bridge, Pavement, or Compliance Plan - Webinar

[Click here for more details](#)

12/16/2025

Connected Mobility Futures—Integrating Transit and Technology - Webinar

[Click here for more details](#)

12/18/2025

Advancing Pavement Quality Control through the Density Profiling System - Webinar

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[2026 Transportation and Environment Seminars - In-Person, In & Virtual](#)
[Click here for more details](#)

01/15/2026**2026 Materials Acceptance Process - Virtual Seminar**[Click here for more details](#)**02/10/2026****Transportation Bonanza 17 - East Lansing, MI**[Click here for more details](#)**02/12/2026****2026 Materials Acceptance Process Virtual Seminar - Webinar**[Click here for more details](#)

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ATTEND A COMMITTEE MEETING

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Head to www.gvmc.org/public-involvement and use the "Submit a Comment" button on the bottom of the page

WE'D LOVE TO HEAR FROM YOU...

Please contact our staff members with any questions you have!

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**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 7:00 PM MEETING
November 10, 2025**

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

Absent: None

Opening prayer was given by Board Member DeWard and the Morgan and Brooklyn from South Christian led as the Pledge of Allegiance was recited.

1. The meeting was called to order at 07:02 p.m. by Board Member Terpstra.

2. Question of Conflict of Interest

None

3. Review of the Consent Agenda.

No items were removed for in-depth discussion

4. Meeting Agenda

Motion by Board Member Vander Stel and supported by Board Member Haagsma to approve the published agenda.

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

5. Communications ~ Non-action Informational Items

- a) **October 2025 Gaines Charter Township Fire Department Run Report**
- b) **October 2025 Community Policing Officers' Report**
- c) **Building Department October 2025 Revenue Report**
- d) **Kent County Commissioner's October Newsletter**

6. Scheduled Speakers

None

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

No one spoke

8. Public Hearings

None

9. Approval of the Consent Agenda

Motion by Board Member Haagsma and supported by Board Member Vander Stel to approve the Consent Agenda including the October 13, 2025 draft minutes; the Treasurer's September 2025 Financial Report; General fund expenditures from 10/01/2025 through 10/31/2025 totaling

\$322,158.54; Public Safety Special Assessment District expenditures totaling \$232,133.48; Building inspections totaling \$21,272.09 and Water and Sewer expenditures totaling \$79,740.91.

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

10. New Business

A. Zoning Text Amendment – Electronic Changeable Messaging Signs

Motion by Board Member Haagsma and supported by Board Member Lemke to set a public hearing for December 8, 2025 for the zoning text amendment for electronic changeable messaging signs.

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

B. Preliminary Major Condominium – Prairie Wolf Landing Phase I

Motion by Board Member Haagsma and supported by Board Member Vander Stel to approve the preliminary major condominium for Prairie Wolf Landing phase I.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes.

C. Preliminary Major Condominium – Prairie Wolf Landing Phase II

Motion by Board Member DeWard and supported by Board Member Haagsma to approve the the preliminary major condominium for Prairie Wolf Landing phase II.

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

D. Proposed Amendment to the Water and Sewer Ordinance

Motion by Board Member Lemke and supported by Board Member Fryling to set a public hearing for December 08, 2025 for the proposed amendment to the Water and Sewer Ordinance.

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

E. Patterson Storage Tank

Motion by Board Member Lemke and supported by Board Member Vander Stel to award the bid for the Patterson Storage Tank to Preload, LLC.

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

F. East Paris Water and Sewer Development Contract

Motion by Board Member Haagsma and supported by Board Member Lemke to approve the East Paris Water and Sewer Development Contract.

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

G. Additional Fire Staffing

Motion by Board Member Haagsma and supported by Board Member Lemke to approve the Fire Advisory Board and Personnel Committee recommendations to add one additional firefighter to each shift.

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

H. Proposed Fiscal Year 2026 Township Operating Budget

Motion by Board Member DeWard and supported by Board Member Vander Stel to adopt the 2026 operating budget.

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

11. Public Comments

No one spoke

12. Manager's comments

The Hanna Lake sidewalk project had a ribbon cutting ceremony which included students from Dutton Christian Middle School.

Pictures of the new fire engine were shown

13. Supervisor's comments.

Committee assignments were discussed.

A February open house is being planned.

14. Trustees comments

Board Member Fryling explained the reason behind one of his votes during the meeting.

15. Adjournment

Meeting adjourned at 7:55 p.m.

Michael Alex Brew, Clerk

Robert Terpstra, Supervisor

DRAFT

GAINES CHARTER TOWNSHIP
LAURIE J LEMKE, TREASURER
ASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS
OCTOBER of 2025

Bank	Type	Amount	APR	Term	Maturity Date
GENERAL FUND					
Macatawa Checking	Ckg	\$ 5,279,433.81			
Opioid Settlement	Assigned	\$ 3,590.05			
Sidewalk & Trails	Assigned	\$ 15,765.75			
Cemetery	Assigned	\$ 10,000.00			
Township Hall & Grounds	Assigned	\$ 10,981.00			
Division Ave. Improvements	Assigned	\$ 24,000.69			
Total General Fund Checking		\$ 5,343,771.30	4.07%		
Macatawa MM Savings					
Building Dept Reserves	Restricted	\$ 2,985,748.00			
Streetlights	Restricted	\$ 202,015.00			
	Non-restricted	\$ 250,000.00			
Interest Paid to Date		\$ 132,228.34			
	127409	\$ 3,569,991.34	4.58%		
Investments					
Michigan Class	Pooled	\$ 1,950,408.87	4.35%		
GENERAL FUND TOTAL		\$ 10,864,171.51			
Kent Co. Pool - ARPA Funds	Pooled	\$ 2,353,151.28	3.72%		
DIVISION AVE CORRIDOR		\$ 30,605.32			
TRUST & AGENCY		\$ 69,696.15			
TAX FUND		\$ 59,021.18			
PETTY CASH		\$ 373.81			
WATER & SEWER					
Bank		Amount	APY	Term	Maturity Date
Macatawa Bank	Checking	\$ 4,554,855.45	4.07%		
Macatawa Bank	HY SAVE	\$ 5,613,567.60	4.50%		
Michigan Class	Pooled	\$ 4,328,993.86	4.35%		
Consumers Credit Union	Share	\$ 27.74			
Flagstar Bank	CD	\$ 1,082,515.38	4.15%	364 Days	11.6.2025
West MI Community Bank	CD	\$ 812,098.87	4.17%	10 Months	12.15.2025
Horizon Bank	CD	\$ 1,152,605.67	3.90%	365 Days	1.23.2026
Michigan First CU	CD/Share	\$ 790,528.82	4.10%	12 Months	3.21.2026
Choice One Bank	CD	\$ 801,343.60	4.13%	12 Months	4.10.2026
Flagstar Bank	CD	\$ 1,165,228.79	3.99%	204 Days	4.15.2025
Horizon Bank	CD	\$ 645,314.55	3.85%	12 Months	5.13.2026
Union Bank	CD	\$ 852,932.35	5.15%	12 Months	5.22.2026
Choice One Bank	CD	\$ 1,108,212.44	4.13%	12 Months	6.1.2026
West MI Community Bank	CD	\$ 560,121.03	4.36%	365 Days	6.17.2026
First National Bank of A	CD	\$ 563,936.33	4.10%	18 Months	6.17.2026
Macatawa Bank	CD	\$ 1,026,887.20	4.31%	12 Months	7.21.2026
Consumers Credit Union	CD	\$ 950,043.66	4.75%	24 Months	8.1.2026
CIBC USA Bank	CD	\$ 1,120,931.68	4.92%	364 Days	8.8.2025
Independent Bank	CD	\$ 1,000,000.00	3.35%	330 Days	9.18.2026
Mercantile Bank of MI	CD	\$ 1,162,072.32	4.00%	365 Days	10.25.2025
Restricted W&S Fees	Committed	\$ 29,292,217.34			

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE 11/01/2025 - 11/30/2025

- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: **101 - GENERAL FUND**

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/07/2025	GEN 2	35441	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	261.000	37.98
11/07/2025	GEN 2	35442#	ARROWASTE INC	TRASH REMOVAL	822.000	567.000	71.38
				TRASH REMOVAL	822.000	265.000	305.94
				TRASH REMOVAL	822.000	790.000	90.82
		Check GEN 2 35442 Total for Fund 101 GENERAL FUND					468.14
11/07/2025	GEN 2	35445#	CONSUMERS ENERGY	ELECTRIC	920.000	567.000	30.38
				DIVISION AVE	920.001	448.000	102.86
				DIVISION AVE	920.001	448.000	115.26
				DIVISION AVE	920.001	448.000	101.20
				ELECTRIC	920.000	567.000	40.06
				ELECTRIC	920.000	448.000	6,795.85
				ELECTRIC	920.000	448.000	8,036.13
		Check GEN 2 35445 Total for Fund 101 GENERAL FUND					15,221.74
11/07/2025	GEN 2	35446	EVERETT'S LANDSCAPE MANAGEMENT INC	CONTRACTED SERVICES	808.000	751.000	333.76
				CONTRACTED SERVICES	808.000	751.000	71.68
		Check GEN 2 35446 Total for Fund 101 GENERAL FUND					405.44
11/07/2025	GEN 2	35447#	FNBO	MISCELLANEOUS	963.001	253.000	2.32
				LUNCHES/DINNERS/MEETINGS	812.000	253.000	27.24
				SEMINARS/CONTINUING EDUCATION	831.000	253.000	1,101.00
				TASTE OF GAINES	882.000	751.000	10,969.22
		Check GEN 2 35447 Total for Fund 101 GENERAL FUND					12,099.78
11/07/2025	GEN 2	35448#	FNBO	SUPPLIES	727.000	215.000	(126.01)
				LUNCHES/DINNERS/MEETINGS	812.000	215.000	8.00
				LUNCHES/DINNERS/MEETINGS	812.000	262.000	323.26
				SEMINARS/CONTINUING EDUCATION	831.000	215.000	153.04
				POSTAGE	965.000	262.000	11.90
				SUPPLIES	727.000	262.000	77.33
		Check GEN 2 35448 Total for Fund 101 GENERAL FUND					447.52
11/07/2025	GEN 2	35450#	FNBO	MISCELLANEOUS	963.001	261.000	30.00
				MISCELLANEOUS	963.001	261.000	225.00
				SEMINARS/CONTINUING EDUCATION	831.000	171.000	(9.24)
				COMMUNITY PROMOTIONS	880.000	751.000	361.58
				MISCELLANEOUS	963.001	261.000	187.42
				MISCELLANEOUS	963.001	265.000	50.00
				LUNCHES/DINNERS/MEETINGS	812.000	171.000	224.82
		Check GEN 2 35450 Total for Fund 101 GENERAL FUND					1,069.58
11/07/2025	GEN 2	35451	FNBO	SEMINARS/CONTINUING EDUCATION	831.000	257.000	1,357.40
				SUPPLIES	727.000	257.000	67.50
				SEMINARS/CONTINUING EDUCATION	831.000	257.000	789.79
		Check GEN 2 35451 Total for Fund 101 GENERAL FUND					2,214.69
11/07/2025	GEN 2	35452	FNBO	FUEL	741.000	567.000	225.17
				SUPPLIES	727.000	567.000	140.08
		Check GEN 2 35452 Total for Fund 101 GENERAL FUND					365.25
11/07/2025	GEN 2	35453#	FNBO	SUPPLIES	727.000	261.000	30.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MISCELLANEOUS	963.001	261.000	12.72
				COMMUNITY PROMOTIONS	880.000	751.000	41.31
				SUPPLIES	727.000	261.000	27.94
							111.97
11/07/2025	GEN 2	35454	GREATAMERICA FINANCIAL SERVICES	CONTRACTED SERVICES	808.000	261.000	1,140.75
11/07/2025	GEN 2	35457#	LAURIE LEMKE	LUNCHES/DINNERS/MEETINGS	812.000	751.000	65.21
				MILEAGE REIMBURSEMENT	817.000	253.000	339.50
							404.71
11/07/2025	GEN 2	35459	MEDMUTUAL LIFE	HEALTH & LIFE INSURANCE	717.000	261.000	551.02
11/07/2025	GEN 2	35461#	MICHAEL BREW	MILEAGE REIMBURSEMENT	817.000	262.000	93.80
				MILEAGE REIMBURSEMENT	817.000	215.000	38.50
							132.30
11/07/2025	GEN 2	35462	MICHIGAN DEPT OF ENVMT, GL, ENERGY	MISCELLANEOUS	963.001	265.000	181.71
11/07/2025	GEN 2	35463	MODEL COVERALL SERVICE	EQUIPMENT RENTAL/SERVICE	805.000	790.000	68.50
11/07/2025	GEN 2	35468	WEST MICHIGAN DOCUMENT SHREDDING L	CONTRACTED SERVICES	808.000	261.000	40.00
11/13/2025	GEN 2	35473#	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	261.000	62.20
				NEW FURNITURE & EQUIPMENT	979.000	215.000	167.57
				MISCELLANEOUS	963.001	265.000	101.82
				NEW FURNITURE & EQUIPMENT	979.000	262.000	359.90
				SUPPLIES	727.000	215.000	82.12
							773.61
11/13/2025	GEN 2	35475#	BLOOM SLUGGETT	LEGAL SERVICES	802.000	257.000	876.50
				LEGAL SERVICES	802.000	701.000	1,821.00
				LEGAL SERVICES	802.000	261.000	210.00
				FILING FEES/LEGAL	801.001	215.000	1,861.50
							4,769.00
11/13/2025	GEN 2	35476	BOSTON SQUARE LOCK & KEY INC	BUILDING MAINTENANCE	933.000	265.000	125.00
11/13/2025	GEN 2	35477	BUSINESS SYSTEM SOLUTIONS, INC	PROGRAMMING/SOFTWARE/NETWORK	809.000	261.000	2,139.98
				PROGRAMMING/SOFTWARE/NETWORK	809.000	261.000	5,203.77
							7,343.75
11/13/2025	GEN 2	35480	ELIZABETH HILTON	CONTRACTED SERVICES	808.000	262.000	100.00
11/13/2025	GEN 2	35481#	GAINES WATER & SEWER FUND	WATER AND SEWER	924.000	265.000	221.00
				WATER AND SEWER	924.000	790.000	969.17
							1,190.17
11/13/2025	GEN 2	35482	GFL ENVIRONMENTAL	MOSQUITO/LEAF COLLECTION	815.000	265.000	1,266.00
11/13/2025	GEN 2	35484	HORIZON COMMUNITY PLANNING LLC	CONTRACTED SERVICES	808.000	701.000	202.50
11/13/2025	GEN 2	35485	INTEGRITY OFFICE	SUPPLIES	727.000	261.000	119.36
11/13/2025	GEN 2	35486#	JACK'S LAWN & SNOWPLOWING, INC	SNOW PLOWING/REMOVAL	819.000	265.000	1,037.42
				SNOW PLOWING/REMOVAL	819.000	567.000	324.43
				SNOW PLOWING/REMOVAL	819.000	790.000	1,114.85

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- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 101 - GENERAL FUND

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				SNOW PLOWING/REMOVAL	819.000	567.000	324.43
				SNOW PLOWING/REMOVAL	819.000	265.000	2,450.00
		Check GEN 2 35486	Total for Fund 101 GENERAL FUND				5,251.13
11/13/2025	GEN 2	35490#	MEYERS CLEANING SERVICE INC	CLEANING BUILDING	821.000	790.000	1,262.60
				CLEANING BUILDING	821.000	265.000	1,274.25
		Check GEN 2 35490	Total for Fund 101 GENERAL FUND				2,536.85
11/13/2025	GEN 2	35491	MINER SUPPLY COMPANY	CLEANING BUILDING	821.000	265.000	183.81
11/13/2025	GEN 2	35496#	VIEW NEWSPAPER GROUP	PUBLISHING	901.000	262.000	142.00
				PUBLISHING	901.000	261.000	270.00
				PUBLISHING	901.000	215.000	47.60
		Check GEN 2 35496	Total for Fund 101 GENERAL FUND				459.60
11/21/2025	GEN 2	35498	ACCIDENT FUND	WORKERS' COMPENSATION INSURANCE	719.000	261.000	2,450.56
11/21/2025	GEN 2	35499	AMAZON CAPITAL SERVICES	NEW FURNITURE & EQUIPMENT	979.000	215.000	191.48
				SUPPLIES	727.000	215.000	76.66
		Check GEN 2 35499	Total for Fund 101 GENERAL FUND				268.14
11/21/2025	GEN 2	35500	BCTV	PEG FUND COMMITMENT	975.000	261.000	8,099.87
11/21/2025	GEN 2	35501	BLUE CROSS BLUE SHIELD TRADITIONAL	HEALTH & LIFE INSURANCE	717.000	261.000	302.00
11/21/2025	GEN 2	35502	BUIST ELECTRIC INC	BUILDING MAINTENANCE	933.000	790.000	160.00
11/21/2025	GEN 2	35503	CINTAS	EQUIPMENT RENTAL/SERVICE	805.000	265.000	63.63
11/21/2025	GEN 2	35504	CONSUMERS ENERGY	ELECTRIC	920.000	448.000	6,895.09
				ELECTRIC	920.000	448.000	7,892.52
		Check GEN 2 35504	Total for Fund 101 GENERAL FUND				14,787.61
11/21/2025	GEN 2	35505	DAKOTA J. SWAN	MILEAGE REIMBURSEMENT	817.000	701.000	250.37
11/21/2025	GEN 2	35506#	DELTA DENTAL	HEALTH & LIFE INSURANCE173.95	717.000	172.000	185.98
				HEALTH & LIFE INSURANCE	717.000	215.000	423.12
				HEALTH & LIFE INSURANCE	717.000	253.000	38.30
				HEALTH & LIFE INSURANCE	717.000	257.000	223.41
				HEALTH & LIFE INSURANCE	717.000	443.000	87.22
				HEALTH & LIFE INSURANCE	717.000	701.000	143.43
		Check GEN 2 35506	Total for Fund 101 GENERAL FUND				1,101.46
11/21/2025	GEN 2	35507	FIRST UNUM LIFE INSURANCE COMPANY	HEALTH & LIFE INSURANCE	717.000	261.000	1,644.67
11/21/2025	GEN 2	35508	GFL ENVIRONMENTAL	MOSQUITO/LEAF COLLECTION	815.000	265.000	2,532.00
11/21/2025	GEN 2	35509	GORDON WATER	CONTRACTED SERVICES	808.000	265.000	64.94
11/21/2025	GEN 2	35510	HUIZINGA LAWN SPRINKLING INC	CONTRACTED SERVICES	808.000	265.000	800.00
11/21/2025	GEN 2	35511#	JADI DUFFIELD	MILEAGE REIMBURSEMENT	817.000	215.000	25.13
				MILEAGE REIMBURSEMENT	817.000	262.000	31.29
		Check GEN 2 35511	Total for Fund 101 GENERAL FUND				56.42
11/21/2025	GEN 2	35512	JND SNOWPLOWING INC	CONTRACTED SERVICES	808.000	446.000	2,642.87

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- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 101 - GENERAL FUND

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/21/2025	GEN 2	35513	KIM TRIPLETT	MILEAGE REIMBURSEMENT	817.000	172.000	29.54
				TELECOMMUNICATIONS	853.000	172.000	25.00
		Check GEN 2 35513	Total for Fund 101 GENERAL FUND				54.54
11/21/2025	GEN 2	35514#	MICHAEL BREW	MILEAGE REIMBURSEMENT	817.000	262.000	19.60
				MILEAGE REIMBURSEMENT	817.000	567.000	9.80
				MILEAGE REIMBURSEMENT	817.000	215.000	25.20
		Check GEN 2 35514	Total for Fund 101 GENERAL FUND				54.60
11/21/2025	GEN 2	35515	MINER SUPPLY COMPANY	SUPPLIES	727.000	790.000	115.29
11/21/2025	GEN 2	35516	MODEL COVERALL SERVICE	EQUIPMENT RENTAL/SERVICE	805.000	790.000	68.50
11/21/2025	GEN 2	35517	PLUMMERS DISPOSAL SERVICE	CONTRACTED SERVICES	808.000	751.000	199.00
11/21/2025	GEN 2	35519	SANGOMA US INC	TELECOMMUNICATIONS	853.000	265.000	941.62
11/21/2025	GEN 2	35520#	STAPLES	SUPPLIES	727.000	261.000	64.90
				COMMUNITY PROMOTIONS	880.000	751.000	37.02
				SUPPLIES	727.000	261.000	210.79
				SUPPLIES	727.000	261.000	10.48
		Check GEN 2 35520	Total for Fund 101 GENERAL FUND				323.19
11/21/2025	GEN 2	35521#	VRIESMAN & KORHORN LLC	CONTRACTED SERVICES	808.000	567.000	207.32
				ENGINEERING CONTRACTED SERVICES	808.001	701.000	1,093.34
		Check GEN 2 35521	Total for Fund 101 GENERAL FUND				1,300.66
11/26/2025	GEN 2	35525#	ALL STAR PRINTING COMPANY	PROPERTY TAX NOTIFICATIONS	903.000	253.000	1,766.00
				SUPPLIES	727.000	261.000	780.00
		Check GEN 2 35525	Total for Fund 101 GENERAL FUND				2,546.00
11/26/2025	GEN 2	35526#	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	262.000	148.86
				SUPPLIES	727.000	261.000	12.23
		Check GEN 2 35526	Total for Fund 101 GENERAL FUND				161.09
11/26/2025	GEN 2	35527#	DTE ENERGY	NATURAL GAS	923.000	265.000	1,160.99
				NATURAL GAS	923.000	790.000	335.77
		Check GEN 2 35527	Total for Fund 101 GENERAL FUND				1,496.76
11/26/2025	GEN 2	35528	GFL ENVIRONMENTAL	MOSQUITO/LEAF COLLECTION	815.000	265.000	1,266.00
11/26/2025	GEN 2	35529	GREATAMERICA FINANCIAL SERVICES	CONTRACTED SERVICES	808.000	261.000	140.00
11/26/2025	GEN 2	35531	KENT COUNTY CLERKS ASSOCIATION	LUNCHES/DINNERS/MEETINGS	812.000	215.000	100.00
Total For Fund: 101							103,273.65
Report Total:							103,273.65

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

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE 11/01/2025 - 11/30/2025

- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 205 - PUBLIC SAFETY SAD

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY SAD							
11/07/2025	GEN 2	35441	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	740.000	336.003	7.19
				TURN OUT GEAR	776.001	336.003	62.67
				VEHICLE MAINTENANCE	931.000	336.003	15.99
				SUPPLIES	727.000	336.003	181.47
				SUPPLIES	727.000	336.003	28.99
				SUPPLIES	727.000	336.003	74.54
				SUPPLIES	727.000	336.003	16.00
				EQUIPMENT MAINTENANCE	932.000	336.003	55.86
				EQUIPMENT MAINTENANCE	932.000	336.003	56.28
				SUPPLIES	727.000	336.003	150.24
				SUPPLIES	727.000	336.003	49.50
			Check GEN 2 35441 Total for Fund 205 PUBLIC SAFETY SAD				698.73
11/07/2025	GEN 2	35442	ARROWASTE INC	TRASH REMOVAL	822.000	336.003	137.59
				TRASH REMOVAL	822.000	336.003	60.90
			Check GEN 2 35442 Total for Fund 205 PUBLIC SAFETY SAD				198.49
11/07/2025	GEN 2	35443	CASCADE TWP.	HAZMAT ASSESSMENT	810.002	336.003	2,000.00
11/07/2025	GEN 2	35444	COMCAST	TELECOMMUNICATIONS	853.000	336.003	275.80
11/07/2025	GEN 2	35445	CONSUMERS ENERGY	ELECTRIC	920.000	336.003	1,019.30
11/07/2025	GEN 2	35449	FNBO	MISCELLANEOUS	963.001	336.003	33.22
				EQUIPMENT MAINTENANCE	932.000	336.003	21.58
				OPERATING SUPPLIES	740.000	336.003	108.56
				DUES AND MEMBERSHIPS	832.000	336.003	228.00
				VEHICLE MAINTENANCE	931.000	336.003	237.87
				OPERATING SUPPLIES	740.000	336.003	(53.99)
			Check GEN 2 35449 Total for Fund 205 PUBLIC SAFETY SAD				575.24
11/07/2025	GEN 2	35455	KENT COUNTY TREASURER	KENT COUNTY SHERIFF PATROL	820.000	301.000	125,763.01
11/07/2025	GEN 2	35456	KLEYN MOBILE REPAIR LLC	VEHICLE MAINTENANCE	931.000	336.003	659.96
				VEHICLE MAINTENANCE	931.000	336.003	557.52
				VEHICLE MAINTENANCE	931.000	336.003	96.57
				VEHICLE MAINTENANCE	931.000	336.003	8,911.40
			Check GEN 2 35456 Total for Fund 205 PUBLIC SAFETY SAD				10,225.45
11/07/2025	GEN 2	35458	MACQUEEN EMERGENCY	EQUIPMENT MAINTENANCE	932.000	336.003	31.61
11/07/2025	GEN 2	35460	MES SERVICE COMPANY LLC	NEW FURNITURE & EQUIPMENT	979.000	336.003	4,595.64
				EQUIPMENT MAINTENANCE	932.000	336.003	2,570.00
			Check GEN 2 35460 Total for Fund 205 PUBLIC SAFETY SAD				7,165.64
11/07/2025	GEN 2	35464	NOORDYK BUSINESS EQUIPMENT	CONTRACTED SERVICES	808.000	336.003	42.13
11/07/2025	GEN 2	35465	NYE UNIFORM COMPANY	UNIFORMS	776.000	336.003	189.00
				UNIFORMS	776.000	336.003	94.50
				UNIFORMS	776.000	336.003	94.50
			Check GEN 2 35465 Total for Fund 205 PUBLIC SAFETY SAD				378.00
11/07/2025	GEN 2	35466	RELIANT FIRE APPARATUS, INC	VEHICLE MAINTENANCE	931.000	336.003	189.55
11/07/2025	GEN 2	35467	THE BDI TEAM	SEMINARS/CONTINUING EDUCATION	831.000	336.003	375.00

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

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- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 205 - PUBLIC SAFETY SAD

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY SAD							
11/07/2025	GEN 2	35469	WEX BANK	FUEL	741.000	336.003	2,442.61
11/07/2025	GEN 2	35470	WITMER PUBLIC SAFETY GROUP INC	CAPITAL OUTLAY	972.000	336.003	451.39
11/07/2025	GEN 2	35471	WONDERLAND TIRE COMPANY	VEHICLE MAINTENANCE	931.000	336.003	38.07
11/07/2025	GEN 2	35472	ZYLSTRA DOOR INC	BUILDING MAINTENANCE	933.000	336.003	2,150.00
11/13/2025	GEN 2	35473	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	336.003	30.65
				OPERATING SUPPLIES	740.000	336.003	49.70
				EQUIPMENT MAINTENANCE	932.000	336.003	19.69
	Check	GEN 2 35473	Total for Fund 205 PUBLIC SAFETY SAD				100.04
11/13/2025	GEN 2	35474	AUTOZONE	VEHICLE MAINTENANCE	931.000	336.003	8.94
11/13/2025	GEN 2	35475	BLOOM SLUGGETT	LEGAL SERVICES	802.000	336.003	1,973.00
11/13/2025	GEN 2	35477	BUSINESS SYSTEM SOLUTIONS, INC	PROGRAMMING/SOFTWARE/NETWORK	809.000	336.003	1,584.82
11/13/2025	GEN 2	35478	COMCAST	TELECOMMUNICATIONS	853.000	336.003	450.61
11/13/2025	GEN 2	35479	DINGES FIRE COMPANY	TURN OUT GEAR	776.001	336.003	1,404.24
				TURN OUT GEAR	776.001	336.003	248.85
	Check	GEN 2 35479	Total for Fund 205 PUBLIC SAFETY SAD				1,653.09
11/13/2025	GEN 2	35483	GREATAMERICA FINANCIAL SERVICES	CONTRACTED SERVICES	808.000	336.003	187.47
11/13/2025	GEN 2	35486	JACK'S LAWN & SNOWPLOWING, INC	SNOW PLOWING/REMOVAL	819.000	336.003	1,114.85
				SNOW PLOWING/REMOVAL	819.000	336.003	1,114.85
	Check	GEN 2 35486	Total for Fund 205 PUBLIC SAFETY SAD				2,229.70
11/13/2025	GEN 2	35487	KURTIS WIERENGA	DUES AND MEMBERSHIPS	832.000	336.003	25.00
11/13/2025	GEN 2	35488	MACQUEEN EMERGENCY	TURN OUT GEAR	776.001	336.003	120.15
11/13/2025	GEN 2	35489	MES SERVICE COMPANY LLC	NEW FURNITURE & EQUIPMENT	979.000	336.003	500.00
11/13/2025	GEN 2	35492	NYE UNIFORM COMPANY	UNIFORMS	776.000	336.003	190.00
				UNIFORMS	776.000	336.003	333.00
	Check	GEN 2 35492	Total for Fund 205 PUBLIC SAFETY SAD				523.00
11/13/2025	GEN 2	35494	PURITY CYLINDER GASES INC	OPERATING SUPPLIES	740.000	336.003	15.73
11/13/2025	GEN 2	35495	STAPLES	SUPPLIES	727.000	336.003	102.42
11/13/2025	GEN 2	35497	ZYLSTRA DOOR INC	BUILDING MAINTENANCE	933.000	336.003	145.00
11/21/2025	GEN 2	35498	ACCIDENT FUND	WORKER'S COMPENSATION INSURANCE	719.000	336.003	7,760.11
11/21/2025	GEN 2	35506	DELTA DENTAL	HEALTH & LIFE INSURANCE	717.000	336.003	1,337.32
11/21/2025	GEN 2	35519	SANGOMA US INC	TELECOMMUNICATIONS	853.000	336.003	462.42
11/26/2025	GEN 2	35527	DTE ENERGY	NATURAL GAS	923.000	336.003	352.50
				NATURAL GAS	923.000	336.003	435.26
	Check	GEN 2 35527	Total for Fund 205 PUBLIC SAFETY SAD				787.76
Total For Fund: 205							173,986.60

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE 11/01/2025 - 11/30/2025

- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 205 - PUBLIC SAFETY SAD

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Report Total:							173,986.60

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

CHECK DATE 11/01/2025 - 11/30/2025

- CHECK SOURCE: COMPUTER GENERATED CHECKS FUNDS: 549 - BUILDING INSPECTIONS DEPT

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 549 BUILDING INSPECTIONS DEPT							
11/13/2025	GEN 2	35473	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	371.000	181.08
11/13/2025	GEN 2	35485	INTEGRITY OFFICE	SUPPLIES	727.000	371.000	85.49
				SUPPLIES	727.000	371.000	222.60
	Check GEN 2	35485	Total for Fund 549 BUILDING INSPECTIONS DEPT				308.09
11/13/2025	GEN 2	35493	PROFESSIONAL CODE INSPECTIONS INC	CONTRACTED SERVICES	808.000	371.000	6,873.00
11/21/2025	GEN 2	35506	DELTA DENTAL	HEALTH & LIFE INSURANCE	717.000	371.000	266.99
11/21/2025	GEN 2	35518	ROGER STERK	DUES AND MEMBERSHIPS	832.000	371.000	50.00
				MILEAGE REIMBURSEMENT	817.000	371.000	447.30
	Check GEN 2	35518	Total for Fund 549 BUILDING INSPECTIONS DEPT				497.30
11/26/2025	GEN 2	35525	ALL STAR PRINTING COMPANY	SUPPLIES	727.000	371.000	325.00
11/26/2025	GEN 2	35530	INTEGRITY OFFICE	SUPPLIES	727.000	371.000	19.48
Total For Fund: 549							8,470.94
Report Total:							8,470.94

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP

CHECK DATE 11/01/2025 - 11/30/2025

BANK CODE: WSK2 - WATER/SEWER CHECKING

Check Date	Check	Vendor Name	Amount
Bank WSK2 WATER/SEWER CHECKING			
11/25/2025	5934	BYRON GAINES UTILITY AUTHORIT	211,739.09
11/25/2025	5935	BS & A SOFTWARE	20,503.25
11/25/2025	5936	SIGNATURE LAND DEVELOPMENT CO	293,691.68
11/25/2025	5937	VRIESMAN & KORHORN	16,638.51
WSK2 TOTALS:			
Total of 4 Checks:			542,572.53
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			542,572.53



MEMO

Staff Communication

DATE: October 13th, 2025

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Zoning Text Amendment

SUMMARY OF TOPIC:

The applicant requests a Zoning Ordinance Text amendment to allow Electronic Changeable Messaging (ECM, a.k.a. LED) signs in the Suburban Residential zoning district for Institutional uses.

Prior to the recent amendment to the Zoning Ordinance, ECMs were permitted in residential areas of the Township for Institutional uses, so long as a Special Use Permit (SUP) was obtained from the Planning Commission. During the process of amending the Zoning Ordinance, the Zoning Ordinance Steering Committee engaged in discussions regarding ECMs and deemed them to be a visual nuisance, and not appropriate for residential areas. The Planning Commission and Board approved the change.

The applicant desires to restore the ability to use ECMs for institutional use in the Suburban Residential (SR) zoning district. The amendment would apply to all institutional uses that are permitted in SR zoning. Practically, this will most often be applicable for places of worship and private schools.

The Planning Commission denied the “by-right” permission to place new ECMs in all residential districts, but did recommend the Board consider allowing in them in SR zoning districts for Institutional uses with a SUP, essentially restoring the process that was removed during the recent Zoning Ordinance amendment.

The current ordinance defines several classes of sign illumination:

External; 1. Sign lighting shall be of low intensity with effective provisions made to minimize spillover of light beyond the actual sign face. 2. The light source shall be enclosed and directed to prevent light from shining directly onto traffic or neighboring property.

Internal; Sign faces shall be opaque so that individual lamps are muted and cannot be distinguished behind the sign face.

Electronic Changeable Messages; Typically LED but includes “red dot” signs. The main regulations are as follows:

- Sign Type. ECMs are only permitted on freestanding signs (as opposed to wall signs).
- Size. No more than 40 percent of the area of the sign may be dedicated to an ECM display. The remainder of the sign shall consist of a static sign face. For a 32-square-foot sign this is 12.8 square feet.
- Images and Transition. A) Each image shall be static and shall not move, flash, or otherwise be animated. B) Each message shall be displayed for a period of no less than eight (8) seconds. C) Transitions between images shall be instantaneous and shall not scroll, fade, or otherwise be animated.
- Brightness; An electronic display sign shall be equipped with automatic dimming technology to adjust the brightness of the sign relative to ambient light conditions.
- ECM components are not allowed within 200 feet of any dwelling unit in residentially zoned areas.

In terms of what is currently allowed in residential areas, which includes Agricultural-Rural Residential, Suburban Residential, Village Residential, Multi-Family Residential;

- Internal and external illumination is allowed for ground signs (for non-residential uses or B&Bs),
- External illumination is allowed for residential development entry and wall signs (for non-residential uses, B&Bs, home occupations). ECMs are not allowed in any case.

TEXT AMENDMENT FACTORS:

The following factors will be considered by the Planning Commission and Township Board while reviewing a proposed Zoning Ordinance text amendment. The amendment shall satisfy at least one (1) of these factors.

1. The amendment will implement the Township’s Master Plan.

In the Master Plans “Chapter 4. Community Facilities & Utilities” issues surrounding artificial lighting in the Township is addressed:

The changing technology of lighting has led to the widespread use of LEDs as a primary use, both at the utility scale and for general commercial and residential use. LEDs have certain qualities that are significantly different from older lighting technologies including a wide range of control over brightness, directional control, and color. LEDs also have several negative effects depending on how they are deployed including high glare, intensity, and luminescence. These attributes can negatively affect driving safety due to distraction, loss of night sky visibility, human circadian rhythms, and wildlife. If deployed incorrectly, light trespass may be considered a nuisance. The increased use of LEDs must be regulated carefully to limit negative effects.

The Master Plan Public Input Survey also shows that residents are concerned about obtrusive lighting in the Township. Question 12 asked residents how they feel about obtrusive lighting, to which 28.9% stated they are “Very Concerned,” while 41.9% are “Somewhat Concerned” about the issue.

Clearly, over 69% of residents do not view obtrusive lighting favorably. The Suburban Residential zoning district serves as the buffer between brightly lit commercial and darker rural areas to the south.

2. The amendment addresses changing conditions in development trends, housing types, industrial standards, environmental best practices, and citizen preferences.

Staff has noticed an influx of inquiries about ECMs and where they are permitted; the demand to install these types of signs for institutional users has certainly increased over the last several years. The Planning Commission has approved two requests for Special Use Permits to allow ECMs in residential districts for institutional users over the last three years.

3. The proposed text amendment would clarify the intent of the Zoning Ordinance.

The intent of the ordinance regarding electronic messaging centers is very clear; ECMs are permitted only within the Neighborhood Commercial, General Commercial, Office Service, Mixed Business, Light Industrial, and Heavy Industrial zoning districts.

4. The proposed text amendment would correct an error in the Zoning Ordinance.

The Zoning Ordinance was amended in April; during final review and revision, no errors were noted in Chapter 24.

5. The proposed text amendment would address changes to the State legislation, recent case law, opinions of the Attorney General of the State of Michigan, or any other county, state, or federal regulations.

Staff is not aware of any new legislation at the local, State, or federal level that would require a modification to the regulations on ECMs.

6. In the event the amendment will add a use to a district, that use shall be fully consistent with the character of the range of uses provided for within the district.

Illuminated signs are an accessory use to a permitted primary use, not a new use.

7. The amendment shall not create incompatible land uses within a zoning district or between adjacent districts.

Illuminated signs in general are allowed within the residential zoning district, the requested amendment just modifies what technology is appropriate to allow.

8. The proposed change shall be consistent with the Township's ability to provide adequate public facilities and services.

Staff does not anticipate there will be any hinderance to the Township's ability to provide adequate public services if the zoning text amendment is approved.

9. The proposed change shall be consistent with the Township's desire to protect the public health, safety, and welfare of the community.

Staff finds that specific ECMs generally do not jeopardize public health, safety, or welfare, and do assist with wayfinding. They do create a light spill nuisance if not turned off at night, and can interfere with night driving for people with astigmatism.

Regulations in the Zoning Ordinance pertaining to electronic messaging centers were purposefully updated to restrict a landowner's ability to install them in residential zoning districts, as they were determined to be a point of nuisance by the Zoning Ordinance Steering Committee. If the Planning Commission determines that the proposed amendment is consistent with the Township's desire to protect public health, safety, and welfare of the community, then consistency with Section 31.40.B.9 will be achieved.

STAFF RECOMMENDATION:

The Planning Commission recommendation to consider allowing ECMs in Suburban Residential with a SUP was made after consideration that the SUP standards would be sufficient to judge whether a specific sign location would be appropriate, or cause a nuisance. In addition, the Planning Commission recommends changing the allowed hours of operation from 6am-11pm to 7am-10pm, shortening the time they are lit at night.

The general requirements under 24.40.7 stipulate that ECMs must be located 200 feet from any residential zoned dwelling unit, which tends to distance neighbors sufficiently, and this requirement is not part of the amendment request.

Staff suggests the Board consider the text amendment allowing ECMs in suburban areas and provide staff with guidance if modifications are desired.

After consideration, the Board may vote to approve, postpone, or deny the request to amend the Gaines Charter Township Zoning Ordinance.

If denial is considered, the reasoning for that should be added to the resolution.

**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 _____, 2025, 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 ZONING ORDINANCE
OF GAINES CHARTER TOWNSHIP TO LIMIT THE
ALLOWABLE HOURS OF ELECTRONIC CHANGEABLE
MESSAGE (ECM) SIGNS IN RESIDENTIAL ZONING
DISTRICTS AND TO ALLOW ECM SIGNS AS SPECIAL
LAND USES FOR NON-RESIDENTIAL USES IN
RESIDENTIAL ZONING DISTRICTS**

THE CHARTER TOWNSHIP OF GAINES (the “Township”) ORDAINS:

Section 1. Chapter 24. Chapter 24 of the Gaines Charter Township Zoning Ordinance is amended to revise Section 24.40 D.4 from “4. Hours. In residential zoning districts, ECM signs shall be shut off between 11 pm and 6 am.” to “4. Hours. In residential zoning districts, ECM signs shall be shut off between 10 pm and 7 am.”

Section 2. Chapter 24. Chapter 24 of the Gaines Charter Township Zoning Ordinance is amended to revise Section 24.80, Table 24.80, to allow electronic changeable message (ECM) signs as special land uses for non-residential uses in residential zoning districts, and for Table 24.80 to read in its entirety as follows:

TABLE 24.80: PERMANENT SIGNS- RESIDENTIAL ZONING DISTRICTS		
Type	Requirements	
Freestanding Sign: Ground Sign for Non-Residential Uses or Bed and Breakfasts	Zoning District	All residential districts
	Maximum Number	1 per lot
	Maximum Size	16 s.f. for bed and breakfasts 32 s.f. for all other uses
	Maximum Height	6 ft.
	Minimum Setbacks	10 feet from street right-of-way or easement 20 feet from all other property lines
	Illumination	External- for bed and breakfasts Internal and external (permitted) and ECM (special land use)- all other non-residential uses
Freestanding Sign: Ground Sign for Residential	Zoning District	All residential districts
	Maximum Number	1 per entry
	Maximum Size	48 s.f.
	Maximum Height	6

TABLE 24.80: PERMANENT SIGNS- RESIDENTIAL ZONING DISTRICTS		
Development Entry Point	Minimum Setbacks	10 ft. from all property lines
	Illumination	External
Wall Sign: for Non-Residential Uses, Bed and Breakfasts, or Major Home Occupations	Zoning District	All residential districts
	Maximum Number	1 per building
	Maximum Size	8 s.f. for bed and breakfasts and major home occupations 32 s.f. for all other non-residential uses
	Illumination	External

Section 3. Effective Date. This Ordinance shall become effective seven (7) days after its publication (or a summary hereof) 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



www.gainestownship.org

MEMO

Staff Communication

DATE: December 8th, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Dan Wells, Community Development Director
RE: Reversion of Conditional Rezone at 8390 Eastern Avenue

SUMMARY

The property was conditionally rezoned to Neighborhood Commercial (NC) by the current owner in August of 2022 to build a farm store, café, and community gathering space. Costs to extend utilities delayed the project and no substantial progress was made within a year. Under the zoning ordinance, and the contract that was executed at the time of approval, the conditional rezoning lapsed and became void in August of 2023.

The owners do wish to undertake the project in another few years, especially if sewer utilities become available. They desire to retain an NC designation rather than have it revert to Suburban Residential. Staff supports this idea, the parcel is not a good location for any type of residential home, and the process for reversion of the conditional zoning and rezoning to NC are the same and can be done in conjunction.

One point to consider is that the previous conditional rezoning limited the types of NC businesses that would normally be allowed by right. A “straight” rezone to NC would enable all the permitted and special uses.

The property needs to have the conditional rezoning removed, the process for which is specified in Section 31.50.H “Reversion of Zoning”. The Board must initiate the process by recommending

consideration by the Planning Commission, and will follow the process for a rezoning amendment after that.

FINANCIAL IMPACT

None.

BUDGET ACTION REQUIRED

None.

REVIEW

If the Board requests that the reversion to go forward, the process will follow the process for rezoning which includes a public hearing at Planning Commission, and first and second reads by the Township Board.

STAFF RECOMMENDATION

Staff recommends that the Township Board request the Planning Commission to proceed with consideration of either rezoning of the land back to either its former Suburban Residential, or to a Neighborhood Commercial zoning classification.

REZONING CONTRACT

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged by the parties, this Rezoning Contract ("Contract") is entered into as of February 15, 2022, between the Charter Township of Gaines, a Michigan charter township, with its offices located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316 (the "Municipality") and Luke Malski and Nicole Malski, husband and wife (collectively, the "Owner"), of 805 Cadillac, Grand Rapids, Michigan 49506.

RECITALS

A. The Owner owns land within the Township, commonly known as 8390 Eastern Avenue SE and also as Permanent Parcel No. 41-22-17-300-054 and which is legally described as follows (the "Property"):

S 264 FT OF W 176 FT OF SW ¼ * SEC 17 T5N R11W

The Owner represents and warrants that as of the effective date of this Contract, the Owner is the sole and only owner of the Property, and that there are no mortgages, liens, or similar encumbrances on or binding the Property.

B. The Property is currently zoned as Single Family Residential (RL-14) pursuant to the Gaines Charter Township Zoning Ordinance, as amended (the "Zoning Ordinance").

C. The Owner has applied for a conditional rezoning of the Property from the current Single Family Residential (RL-14) zoning district designation to the C-1 Neighborhood Commercial zoning district designation under the Zoning Ordinance and Zoning Map.

D. The Owner desires to use the Property for certain limited purposes and use and wants to preclude its use from any of the uses otherwise either permitted or allowed in the C-1 Neighborhood Commercial zoning district or pursuant to the Zoning Ordinance.

E. The Owner has therefore voluntarily offered to have the Municipality approve the conditions stated in this Contract as conditions and requirements for the rezoning of the Property to the C-1 Neighborhood Commercial zoning district designation.

F. The Gaines Charter Township Planning Commission has determined that the proposed rezoning and conditions are in the best interest of the public health, safety, and general

welfare, and specifically finds that they address concerns that at least some Planning Commissioners might otherwise have had about the Owner's rezoning application.

G. The Gaines Charter Township Board agrees that this Contract provides assurances regarding the uses of the Property that are essential in its consideration and approval of the requested rezoning.

TERMS AND CONDITIONS

The parties agree as follows:

1. Conditions Imposed. All of the provisions of this Contract, as well as the following permanent conditions and requirements specified in this Section 1 and elsewhere in this Contract, shall apply to the rezoning, use, and development of the Property (and the Property itself) pursuant to this Contract and to the rezoning of the Property from the Single-Family Residential R-14 zoning district designation to the C-1 Neighborhood Commercial zoning district designation:

(a) Allowed Uses. The only uses that may occur on or from the Property are as follows:

- (i) Restaurants (without drive thru).
- (ii) Retail (convenience).
- (iii) Retail (low intensity).
- (iv) Assembly.
- (v) Places of worship.
- (vi) Schools.
- (vii) Offices (without the sale of goods).
- (viii) Personal service establishments.
- (ix) Studios for the instruction of dance or music.

(b) Uses not Allowed (i.e. prohibited uses) – The following uses are prohibited on or from the Property: any of the uses otherwise either permitted or allowed in the C-1 Neighborhood Commercial zoning district or pursuant to the Zoning Ordinance which are not itemized in Section 1(a).

(c) No other uses shall occur on or from the Property except those specified in subsection (a) above, regardless of any changes in the Zoning Ordinance hereafter.

(d) Any use made of or occurring on the Property (including buildings, structures and improvements) shall nevertheless still be subject to all other applicable requirements of the Zoning Ordinance and this Contract, including, but not limited to,

setbacks, any required special land use approval, substantive regulations regarding the use, and site plan review and approval requirements. Except to the extent modified by this Contract, the Zoning Ordinance shall still fully apply to the Property.

2. Interpretation of Uses. If there is a discrepancy or disagreement between the Owner (as well as any lessee, tenant, creditor, licensee, or other possessor of the Property or any portion thereof) and the Municipality as to whether a particular use or item is allowed pursuant to this Contract, the Zoning Administrator shall make the final determination. This determination shall be subject to an appeal to the Township's Zoning Board of Appeals pursuant to the Zoning Ordinance.

3. Compliance. The Owner (as well as any lessee, tenant, creditor, licensee, or other possessor of the Property or any portion thereof) shall fully comply with the conditions and requirements contained herein and also with all applicable laws, rules, regulations, permit and license requirements, orders and directives of any governmental agency, entity or official of competent jurisdiction including, without limitation, all requirements currently imposed or which may in the future be imposed.

4. Enforcement. The parties expressly agree that in the event of a violation of this Contract or the Zoning Ordinance by the Owner (or its successors, assigns, or transferees), the Municipality shall be entitled to receive specific performance or injunctive relief, as well as any other remedies available to the Municipality at law or in equity. Nothing herein shall be deemed to be a waiver of the Municipality's rights to seek enforcement of this Contract and the zoning approvals granted to the extent otherwise authorized by law. Furthermore, should the Municipality prevail in whole or in part in litigation regarding the enforcement or interpretation of this Contract or the Zoning Ordinance, the Owner (or its successors, assigns or transferees) shall reimburse the Municipality for the Municipality's reasonable attorney fees and costs.

5. Revert to Former Zoning. If the conditional zoning becomes void, invalid, or of no effect, then by automatic reverter, the Property shall revert back to its former zoning classification, which shall be confirmed by resolution or ordinance of the Township Board.

6. Miscellaneous.

(a) Interpretation. This is the entire agreement between the parties regarding its subject matter. This Contract may not be modified or amended except in a writing executed by all parties following action by the Township Board. The captions are for reference only and shall not affect the interpretation of this Contract. However, the recitals are deemed to be an integral part of this Contract. Each of the parties had the advice of legal counsel before entering into this Contract and it is to be interpreted as if it were mutually drafted.

(b) Binding Effect; Runs with the Land. This Contract shall be permanent and shall be binding upon the parties and their subrogees, successors, transferees, creditors, and assigns. This Contract and its terms shall be deemed to be restrictive covenants/deed restrictions that run with the land.

(c) Recording. This Contract shall be recorded with the Kent County Register of Deeds records.

(d) Notices. All notices shall be complete when provided to the other party at the first address given above or such other address as the party shall request by written notice to the other party. Delivery shall be deemed complete when actually received.

(e) Disputes; Litigation. Should any dispute arise pursuant to this Contract, the parties agree that, to the extent not otherwise prohibited by law, the jurisdiction and venue for any such dispute shall be solely within the state courts located in Kent County, Michigan. The parties further agree that in any such dispute or litigation, should the Municipality prevail, in full or in part, in addition to any other relief to which the Municipality may be entitled, the Municipality shall also be awarded its actual costs (including, without limitation, filing fees, discovery costs, expert witness fees, and other costs incurred to bring, maintain, or defend any such action or dispute from its first accrual or notice thereof through all appellate and collection proceedings) as well as its actual reasonable attorney fees.

(f) Additional Documents. The parties agree to execute such other documents as may be reasonably required to fully implement this Contract.

(g) Amendment. This Contract can only be amended in a writing, signed by all parties hereto, and must be recorded with the Kent County Register of Deeds records in order to become effective.

(h) Effect as Deed Restrictions. All of the conditions and requirements contained in this Contract shall be deemed to be binding and permanent deed restrictions regarding the Property.

7. Voluntary Consent. The Owner acknowledges and agrees that he/she voluntarily offered and consented to all of the conditions and provisions contained in this Contract. The Owner also acknowledges and agrees that all of the conditions and provisions contained in this Contract are fully valid, enforceable, and reasonable. The parties agree and further acknowledge that the conditions and requirements contained in this Contract are authorized by all applicable laws.

8. Effective Date. This Contract shall become effective upon the effective date that the Property is rezoned to the C-1 Neighborhood Commercial zoning district designation. (i.e., upon the expiration of 7 days after the notice of rezoning appears in the newspaper).

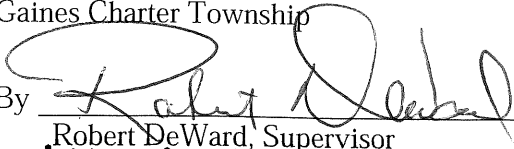
9. Escrow Amounts. The Owner shall pay to the Township all zoning escrow amounts due in a timely fashion.

10. Acknowledgment. The parties agree and acknowledge that the conditions and this Contract are authorized by all applicable laws and that this Contract is valid and was entered into only on a voluntary basis, representing a permissible exercise of authority by the parties.

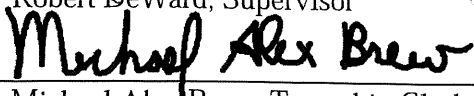
MUNICIPALITY:

Gaines Charter Township

By

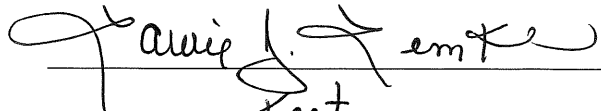

Robert DeWard, Supervisor

And by


Michael Alex Brew, Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me on this 15th day of February, 2022, by Robert DeWard, Gaines Charter Township Supervisor, and also by Michael Alex Brew, Gaines Charter Township Clerk, of the Charter Township of Gaines, on behalf of that Township, who are personally known to me or who have produced their Michigan driver's licenses as identification.



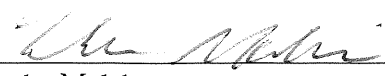
Notary Public, Kent County, Michigan

Acting in Kent County

My commission expires: Aug. 31, 2022

* * *

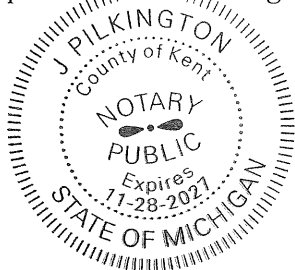
OWNER (collectively):


Luke Malski


Nicole Malski

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing was acknowledged before me on this 4th day of MARCH, 2022, by Luke Malski and Nicole Malski, a married couple, who are personally known to me or who have produced their Michigan driver's licenses (or other document) as identification.



J. Pilkington
Notary Public, Kent County, Michigan
Acting in Kent County
My commission expires: 11-28-2027

Drafted by and when recorded return to:

Luke Malski and Nicole Malski
805 Cadillac
Grand Rapids, Michigan 49506

(No transfer taxes are applicable because no interest in property is conveyed by this document).

**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
ORDINANCE NO. 2022-01**

At a regular meeting of the Township Board for Gaines Charter Township held at the Township offices on February 14, 2022, beginning at 07:00 p.m., the following Ordinance was offered for adoption by Township Board Member Fryling, and was supported by Township Board Member VanderStel:

**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 AND TO ACCEPT A
VOLUNTARY OFFER AS A CONDITION TO REZONING**

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 conditionally rezone the following property in its entirety from Single Family Residential (RL-14) to Neighborhood Commercial (C-1), the land being commonly described as parcel 41-22-17-300-054 located at 8390 Eastern Avenue SE.

Section 2. Voluntary Conditions. Pursuant to Section 405 of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, this rezoning is conditioned upon the voluntary offer submitted by the Applicant on November 5, 2021. The condition is a limitation on the allowable use of the site, which will restrict future use to the following permitted and special land uses: restaurants (without drive thru), retail (convenience), retail (low intensity), assembly, places of worship, schools, offices (without the sale of goods), personal service establishments, and studios for the instruction of dance or music.

Section 3. Reversion. If the property is not used in a manner consistent with the conditions as indicated in Section 2, the land shall revert to the Single Family Residential (RL-14).

Section 4. Recording. The conditions and a proposed memorandum for recording shall be approved by the Township Attorney and recorded by the Applicant with the Kent County Register of Deeds prior to establishing any use on the site.

Section 5. 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: Board Member Fryling, Board Member VanderStel, Board Member Brew,
Board Member DeWard, Board Member Haagsma, Board Member Lemke,
Board Member Terpstra

NAYS: None

ABSENT/ABSTAIN: None

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 Alex Brew
Michael Brew

Gaines Charter Township Clerk



Vriesman
& Korhorn

MEMO

Date: October 6, 2025

Project Number: 024/025

To: Township Board of Trustees

From: Jeff Gritter, P.E., Township Engineer

Regarding: Proposed Amendment to the Water and Sewer Ordinance.

Message:

Dear Township Board:

Recently, Byron Township amended their Water and Sewer Ordinance. Specifically, they amended Section 1003 and Section 1008 that deal with requirements for connection to the water and sewer systems. Currently, the Ordinance requires in these two sections mandatory connection when a structure is within 200 ft of the public utility and a private well or a private septic system fails. Byron Township made this amendment to their Ordinance in response to push back from property owners over the mandatory requirements for connection.

The proposed changes to the Ordinance, if adopted, would change Sections 1003 and 1008 and allow property owners to seek a permit from the County Health Department for a new well or septic system. Property owners would have a choice in connecting to the public utility system or installing a private well/septic system where they are able to obtain a permit from the County Health Department.

The Gaines Township Water and Sewer Committee recommends that the Township Board adopt the proposed changes to the Water and Sewer Ordinance.

c. Tracy Lawrence, Water & Sewer Administrator

Memorandum

To: Don Tillema, Township Supervisor

cc: Peggy Sattler, Township Clerk, Jeff Gritter, Township Engineer

From: Mark Nettleton

Date: September 4, 2025

Subject: Proposed Ordinance to Amend the Existing Water and Sewer Ordinance, Ordinance No. 493

C/M: 32530-60464

Attached is a proposed ordinance (the “Proposed Ordinance”) to amend the Township’s existing Water and Sewer Ordinance, Ordinance No. 493 (the “Existing Ordinance”). The Proposed Ordinance amends two sections of the Existing Ordinance, namely Section 1003, which addresses when it necessary for an existing structure in the Township to connect to an “Available Public Water Main,” and Section 1008, which addresses when it necessary for an existing structure in the Township to connect to an “Available Public Sewer.”

Under the Existing Ordinance, an existing structure is required to connect to the Township’s water system if the water main is within 200 feet of the structure and a new private water well is required or the existing private water well fails to the extent that it would be necessary to drill a replacement well. With respect to sewer, under the Existing Ordinance, an existing structure is required to connect to the Township’s sewer system if the public sewer is located within 200 feet of the structure and new private Sewage Disposal Facilities (e.g., a new septic system) are required or the existing private Sewage Disposal Facilities fail (as determined by the Kent County Health Department).

As you may recall, the County Health Department is charged with responsibility under Michigan law to regulate water wells for drinking purposes and septic systems.

Under Michigan law, municipalities such as the Township are authorized to mandate connection to public sewer systems and public water systems to protect the public health, safety and welfare of the residents. With respect to sewage disposal, the Michigan Public Health Code endorses connection a public sewer system over the use of private septic systems due to the environmental and health risks associated with failing and poorly maintained septic systems. The public policy of the Public Health Code expressly provides that “[t]he connection to available public sanitary sewer systems at the earliest, reasonable date is a matter for the protection of the public health,

safety, and welfare and necessary in the public interest which is declared as a matter of legislative determination.” MCL 333.12752. Further, under Michigan law, a municipality can be held liable for failing septic systems that harm and pollute the environment. See *Department of Environmental Quality v Township of Worth*, 491 Mich 227 (2012).

In light of the foregoing, the Proposed Ordinance makes slight modifications to these two “mandatory connection” requirements for water and sewer in the Township. Under the Proposed Ordinance and connection to the public water system, an existing structure will be required to connect to the Township water system when the County Health Department determines that the existing private water well has failed, and it is not possible to drill a replacement well on the Premises. With this change, if a property owner can drill a new replacement well with County approval, then the property owner will be able to drill and use that new well, notwithstanding that public water may be within 200’ of the structure. For sewer, under the Proposed Ordinance, an existing structure will be required to connect to the Township sewer system when the County Health Department determines that the existing septic system has failed, and it is not possible to install a new septic system on the Premises. Like the change with connection to public water, if a property owner can install a new septic system with County approval, then the property owner will be able to install such a new system and not have to connect to the public sewer system (unless that new system fails and there is no ability to install another septic system on the Premises).

No other changes are proposed to Sections 1003 or 1008 (or any other sections) of the Existing Ordinance.

GAINES CHARTER TOWNSHIP
COUNTY OF KENT, MICHIGAN

At a regular meeting of the Township Board of the Charter Township of Gaines, County of Kent, Michigan, held at the Gaines Charter Township Hall located at 8555 Kalamazoo Avenue, S.E., Caledonia, Michigan, in the Township, on the ____ day of _____, 2025, at ____ p.m. Local Time.

PRESENT: Members:

ABSENT: Members:

Tracy Lawrence, Gaines Charter Township Water and Sewer Administrator, introduced Ordinance No. ____ entitled:

AN ORDINANCE TO AMEND ORDINANCE _____
_____, AS AMENDED,
THE WATER AND SEWER ORDINANCE

The Ordinance was then discussed.

It was moved by Member _____ and seconded by Member _____ that the following Ordinance be adopted under the authority of the Revenue Bond Act of 1933, being Act 94 of the Public Acts of Michigan of 1933, as amended.

Upon roll call vote, the vote upon the motion adopting said Ordinance was as follows:

YEAS: Members:

NAYS: Members:

The Township Clerk declared the Ordinance adopted.

The following is Ordinance No. ____ as adopted:

**AN ORDINANCE TO AMEND ORDINANCE _____, AS AMENDED,
THE WATER AND SEWER ORDINANCE**

THE CHARTER TOWNSHIP OF GAINES ORDAINS:

Section 1. Amendment of Section 1003. Section 1003 of the Township's Water and Sewer Ordinance, Ordinance _____ (the "Ordinance"), is hereby amended to read in its entirety as follows:

Section 1003. Connection of Existing Improve Properties to Water Systems. Owners of an existing building using or requiring Potable Water, which are located in the Township and which are currently served by a private water well, shall not be required to connect to an Available Public Water Main until such a time as:

- a. the Health Department determines that the existing private water well has failed, and it is not possible to drill a replacement well on the Premises;
- b. an existing single family or multiple family residence is changed from a residential to a non-residential use;
- c. there is an addition to an existing building using or requiring Potable Water equal in size to 50% or more of the area of the existing structure; or
- d. connection of all improved properties, within the area in which said Premises are located, is declared a necessity by the Township for the public health and welfare.

Upon the occurrence of any such event, connection shall be made to an Available Public Water Main in accordance with Section 1001 and 1004. In the alternative, an owner of property subject to this Section 1003, may connect to Available Public Water Main at any time in compliance with the terms of this ordinance.

Section 2. Amendment of Section 1008. Section 1008 of the Ordinance is hereby amended to read in its entirety as follows:

Section 1008. Connection of Existing Improved Properties to Sewer System. Owners of existing Structures in which Sanitary Sewage Originates, which are located within the Township and which are currently served by private Sewage Disposal Facilities, shall not be required to connect to an Available Public Sewer until such a time as:

a. the Health Department determines that the existing private Sewage Disposal Facilities has failed, and it is not possible to locate replacement private Sewage Disposal Facilities on the Premises;

b. an existing single family or multiple family residence is changed from a residential to a non-residential use;

c. there is an addition to an existing Structure in which Sanitary Sewage Originates equals in size to a 50% or more of the area of the existing structure; or

d. connection of all improved properties, within the area in which said Premises are located, is declared by the Township for public health and welfare.

Upon the occurrence of any such event, connection shall be made to an Available Public Sewer in accordance with Sections 1006 and 1009. In the alternative, an owner of property subject to this Section 1008, may connect to an Available Public Sewer at any time in compliance with the terms of this ordinance.

Section 4. Publication. A true copy or a summary of this Ordinance shall be published in the *Grand Rapids Press* within thirty (30) days after the adoption of the Ordinance by the Township.

Section 4. Effective Date. This Ordinance shall be in full force and effect upon publication of this Ordinance or a summary thereof.

Passed and adopted by the Township Board of the Charter Township of Gaines, County of Kent, Michigan, on _____, 2025, and approved by me on _____, 2025.

Robert Terpstra, Supervisor
Charter Township of Gaines

Attest:

Michael Brew, Township Clerk

CERTIFICATE OF TOWNSHIP CLERK

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Township Board of the Charter Township of Gaines, County of Kent, State of Michigan, at a regular meeting held on _____, 2025, and that the public notice of said meeting was given pursuant to the Open Meetings Act, being Act No. 267 of Public Acts of Michigan of 1976, as amended including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

I further certify that said Ordinance has been recorded in the Ordinance Book of the Township and such recording has been authenticated by the signatures of the Supervisor and the Township Clerk.

Michael Brew
Township Clerk

CERTIFICATE OF PUBLICATION

I, Michael Brew, Township Clerk of the Charter Township of Gaines, County of Kent, State of Michigan, hereby certify pursuant to MCL 41.184 that Township Ordinance No. _____ or a summary thereof was published in the *Grand Rapids Press* on _____, 2025.

Michael Brew
Township Clerk

ARTICLE 10
REQUIREMENTS FOR CONNECTION TO PUBLIC
WATER SYSTEM AND PUBLIC SEWER SYSTEM

Section 1001. Mandatory Connection to Water System. All owners of a building using or requiring Potable Water, now situated within the Township, are hereby required at their expense to install suitable plumbing fixtures and connect such facilities directly with an Available Public Water Main in accordance with the provisions of this Ordinance. If there is no Available Public Water Main, the provisions of Section 801 shall apply. The Township may require any such owners, pursuant to the authority conferred upon the Township by law or ordinance, to make such installations or connections.

Section 1002. Connection of New Construction to Water System. All owners of Premises located in the Township which are presently undeveloped and which are hereafter improved by a building using or requiring Potable Water are hereby required at their expense to install suitable plumbing fixtures and connect such facilities directly with an Available Public Water Main in the manner provided by Sections 1001 and 1004. If there is no Available Public Water Main and an extension of the Public Water Main is not required in accordance with Section 702, the provisions of Section 801 shall apply. The Township may require such owners, pursuant to authority conferred upon the Township by law or ordinance, to make such installations or connections.

Section 1003. Connection of Existing Improved Properties to Water System. Owners of an existing building using or requiring Potable Water, which are located in the Township and which are currently served by a private water well, shall not be required to connect to an Available Public Water Main until such time as:

- a. a new private water well is required;
- b. the existing private water well fails to the extent it would be necessary to drill a replacement well;
- c. an existing single family or multiple family residence is changed from a residential to a non-residential use;
- d. there is an addition to an existing building using or requiring Potable Water equal in size to 50% or more of the area of the existing structure; or
- e. connection of all improved properties, within the area in which said Premises are located, is declared a necessity by the Township for the public health and welfare.

Upon the occurrence of any such event, connection shall be made to an Available Public Water Main in accordance with Sections 1001 and 1004. In the alternative, an owner of property subject to this Section 1003, may connect to an Available Public Water Main at any time in compliance with the terms of this ordinance.

Section 1004. Water System Connection Deadline. When connection to an Available Public Water Main is declared a necessity by the Township for the public health and welfare, all

connections to the Available Public Water Main required hereunder shall be completed no later than twelve (12) months after the last to occur of the date of official notice by the Township to make said connections or the modification of a building so as to become a building using or requiring Potable Water. Newly constructed structures required to connect shall be connected prior to occupancy thereof. Notwithstanding the preceding, if the Township Board or Health Department requires completion of a connection within a shorter period of time for reasons of public health, such connection shall be so completed. Persons who fail to complete a required connection to an Available Public Water Main when required shall be liable for a Miscellaneous Customer Fee equal in amount to the Water Readiness to Serve and Water Use Fee that, based upon similarly situated Customers, would have accrued and been payable, effective upon the expiration of the connection period, had the connection been made as required.

Section 1005. Enforcement in the Event of a Failure to Connect to Water System. In the event a required connection to an Available Public Water Main is not made within the time provided by Section 1004, the Township shall require the connection to be made immediately after notice given by first class or certified mail or by posting on the property. The notice shall give the approximate location of the Available Public Water Main and shall advise the owner of the affected property of the requirement and enforcement provisions provided by Township ordinance. In the event the required connection is not made within 90 days after the date of mailing or posting of the written notice, the Township may bring an action in a court of competent jurisdiction for a mandatory injunction or court order to compel the property owner to immediately connect the affected property to the Available Public Water Main.

Section 1006. Mandatory Connection to Sewer System. All owners of Structures in which Sanitary Sewage Originates, now situated within the Township, are hereby required at their expense to install suitable plumbing fixtures and connect such facilities directly with an Available Public Sewer in accordance with the provisions of this Ordinance. If there is no Available Public Sewer, the provisions of Section 902 shall apply. The Township may require any such owners, pursuant to the authority conferred upon the Township by law or ordinance, to make such installations or connections.

Section 1007. Connection of New Construction to Sewer System. All owners of Premises located in the Township which are presently undeveloped and which are hereafter improved by a Structure in which Sanitary Sewage Originates shall be required to connect to an Available Public Sewer in the manner provided by Sections 1006 and 1009. If there is no Available Public Sewer, and an extension of the Public Sewer is not required in accordance with Section 702, the provisions of Section 902 shall apply.

Section 1008. Connection of Existing Improved Properties to Sewer System. Owners of existing Structures in which Sanitary Sewage Originates, which are located in the Township and which are currently served by private Sewage Disposal Facilities, shall not be required to connect to an Available Public Sewer until such time as:

- a. new private Sewage Disposal Facilities are required;
- b. the existing private Sewage Disposal Facilities fail (as determined by the Health Department);

c. an existing single family or multiple family residence is changed from a residential to a non-residential use;

d. there is an addition to an existing Structure in which Sanitary Sewage Originates equal in size to 50% or more of the area of the existing structure; or

e. connection of all improved properties, within the area in which said Premises are located, is declared a necessity by the Township for the public health and welfare.

Upon the occurrence of any such event, connection shall be made to an Available Public Sewer in accordance with Sections 1006 and 1009. In the alternative, an owner of property subject to this Section 1008, may connect to an Available Public Sewer at any time in compliance with the terms of this ordinance.

Section 1009. Sewer System Connection Deadline. When connection to an Available Public Sewer is declared a necessity by the Township for the public health and welfare, all connections to the Available Public Sewer System required hereunder shall be completed no later than twelve (12) months after the last to occur of the date of official notice by the Township to make said connections or the modification of a structure so as to become a Structure in which Sanitary Sewage Originates. Newly constructed structures required to connect shall be connected prior to occupancy thereof. Notwithstanding the preceding, if the Township Board or Health Department requires completion of a connection within a shorter period of time for reasons of public health, such connection shall be so completed. Persons who fail to complete a required connection to an Available Public Sewer when required shall be liable for a Miscellaneous Customer Fee equal in amount to the Sewer Readiness to Serve and Sewer Use Fee that, based upon similarly situated Customers, would have accrued and been payable, effective upon the expiration of the connection period, had the connection been made as required.

Section 1010. Enforcement in the Event of a Failure to Connect to Sewer System. In the event a required connection to an Available Public Sewer is not made within the time provided by Section 1009, the Township shall require the connection to be made immediately after notice given by first class or certified mail or by posting on the property. The notice shall give the approximate location of the Available Public Sewer and shall advise the owner of the affected property of the requirement and enforcement provisions provided by Township ordinance and state law. In the event the required connection is not made within 90 days after the date of mailing or posting of the written notice, the Township may bring an action, in the manner provided by law, in a court of competent jurisdiction for a mandatory injunction or court order to compel the property owner to immediately connect the affected property to the Available Public Sewer.



www.gainestownship.org

MEMO

Staff Communication

DATE: December 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Jim Zenas, Township Assessor
RE: Poverty Exemption Guidelines

SUMMARY:

The Poverty Exemption Guidelines need to be adjusted annually by the Township Board. The Guidelines have been updated to reflect 110% of the 2026 Federal Poverty Guidelines.

FINANCIAL IMPACT:

None

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends approval of the submitted 2026 Poverty Exemption Guidelines.

**GAINES CHARTER TOWNSHIP
POVERTY EXEMPTION GUIDELINES
2026**

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

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

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

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

5. Appearance before the Board of Review. The applicant, or a representative of the applicant, may 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 investigate 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. **Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2026.**

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 \$26,650 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 \$26,650. Following are the federal poverty guidelines and the Gaines Township guidelines for use in setting poverty exemption guidelines for 2026 assessments.

Size of Family Unit	Federal Guidelines	Gaines Twp Guidelines
1	\$15,650	\$17,215
2	\$21,150	\$23,265
3	\$26,650	\$29,315
4	\$32,150	\$35,365
5	\$37,650	\$41,415
6	\$43,150	\$47,465
7	\$48,650	\$53,515
8	\$54,150	\$59,565
For each additional person	\$5,500	\$6,050
		10% Over Federal Guidelines

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 17 of 2025 for more information on poverty exemptions.

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

GAINES CHARTER TOWNSHIP RESOLUTION No. 2025-__

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

At a regular meeting of the Board of Trustees of Gaines Charter Township, held in the Township Hall in said Township, 8555 Kalamazoo Avenue, SE, Caledonia, MI 49316, on December 08, 2025, there were:

PRESENT:

ABSENT:

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

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

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

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

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

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

Size of Family Unit	Federal Guidelines	Gaines Twp Guidelines
1	\$15,060	\$17,215
2	\$21,150	\$23,265
3	\$26,650	\$29,315
4	\$32,150	\$35,365
5	\$37,650	\$41,415
6	\$43,150	\$47,465
7	\$48,650	\$53,515
8	\$54,150	\$59,565
For each additional person	\$5,500	\$6,050
		10% Over Federal Guidelines

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

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

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

Upon roll call vote, the following voted:

"Aye":

"Nay":

Absent:

Abstain:

I hereby certify that the foregoing Resolution was adopted by The Charter Township of Gaines, Kent County, at a regular meeting held on the 8th day of December 2025.

Michael A. Brew
Clerk, Gaines Charter Township



www.gainestownship.org

MEMO

Staff Communication

DATE: December 4, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: 2025 Budget Amendments

SUMMARY:

As we approach year end, Township staff reviews all fund budgets at the department level to make sure that the Township is in compliance with the State of Michigan year-end balancing requirements. It appears that there are a few budget amendments that will be needed this year to reach compliance.

Township Hall and Grounds is one of the departments that will need an amendment. While we have seen some increases in gas and electric costs that were not predicted for this budget cycle, the overage in this department relates more to a few projects that took place this year that were not part of the FY 2025 budget. One of those projects was the installation of the key card system throughout the main floor of the Township office building. That project cost \$12,850. Another project was the upgrade of the fire suppression system in the server room in the Township office. The total cost of the project was \$17,135. Lastly, the server room mini-split in the KCSO Substation needed replacement this year at a cost of \$10,858. This expense hits this department but is then reimbursed by the KCSO at 100%. Due to a change made to the audit process, those funds hit another line item and are no longer credited back to offset expenses. So, this expense is covered by revenue that shows in another line item. I am recommending that the Capital Outlay line item be amended by \$40,843.00 to cover these three expenses.

The Drains Department also came in over budget this year. In May of this year the Township received a larger than expected invoice for work on the Emmons Lake Drain. The amount of that invoice was \$35,319.08 which took up a large portion of the \$40,000 that had been budgeted for the year. Other regular drain work activities for the year came out to an additional \$10,852.65. This put the department over budget by \$6,171.73. I am recommending that the Contracted Services line item in the Drains budget be amended by \$6,171.73 to cover this overage.

Lastly, a budget amendment will need to be made for the Hanna Lake Sidewalk project. After utilizing the American Rescue Plan Act (ARPA) funds that had been allocated for this project, the Highways, Streets, and Trails department will need an amendment to the Capital Outlay line in the amount of \$94,000.

BUDGET ACTION REQUIRED:

Amendments are needed to meet the year-end balancing requirements of the State of Michigan.

STAFF RECOMMENDATION:

Staff recommends the Board adopt the Resolution to Amend the Fiscal Year 2025 Budget (attached).



GAINES CHARTER TOWNSHIP, COUNTY OF KENT

**RESOLUTION TO AMEND THE FISCAL YEAR 2026 BUDGET
RESOLUTION # ____-2025**

At a regular meeting of the Gaines Charter Township Board of Trustees, held on Monday, December 8, 2025 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 2025 Fund Budgets as follows:

DEPARTMENT	COST CENTER	\$ AMOUNT TRANSFERRED INTO
Township Hall and Grounds	101-265.000-972.000	\$40,843.00
Drains	101-445.000-808.000	\$6,171.73
Highways, Streets, and Trails	101-446.000-972.000	\$90,000.00

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED DECEMBER 8, 2025

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 8, 2025, 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



www.gainestownship.org

MEMO

Staff Communication

DATE: December 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Phone System and Internet Upgrades

SUMMARY:

The phone systems that are currently being used at the Township Office and the two Fire Stations have had some issues over the years and are showing their respective ages. The hardware makes it difficult to hear in many instances, phones are failing due to age, and functions are becoming unreliable. Additionally, the Township owns the equipment, so if there is a problem with a piece of equipment, the Township must pay to replace it.

The proposed upgrade would replace the phone equipment in all three buildings and tie all three buildings together. Currently the Township office and the Dutton fire station are connected; Cutlerville is on a stand-alone system. The physical phones would be leased with a warranty that coincides with the five-year term on the requested contract. It will also provide a reduction in internet costs while boosting the speeds dramatically at the Fire Stations by upgrading them to fiber optic.

The proposal shows a monthly reduction in cost of \$668.35, and an annual reduction of \$8,020.20. There are some one-time costs that will be incurred to make the transition. The Township is under contract on the current phone system through March, but granting approval to this upgrade now will allow the provider to get everything ordered and ready for the March transition and avoid the scheduled price increase in January 2026.

FINANCIAL IMPACT:

None as this will provide cost savings for the Township.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends the Board approve this upgrade and take advantage of the cost savings opportunities.

Quote ID: #10149v2

Quote Date: 2025-11-21

Valid Until: 2025-12-21

Customer: The Charter Township of Gaines

Service Type: Business & Dedicated Internet, Phone System

Service Address: 3 Locations

Township Offices: 8555 Kalamazoo Ave SE, Caledonia, MI 49316
 Gaines / Dutton Fire Department: 3471 68th St SE, Caledonia, MI 49316
 Cutlerville Fire Department: 11 68th St SW, Grand Rapids, MI 49548

TechDuet's recommendation is an estimate based on a best-effort review of current technology invoices provided to TechDuet. Proposals and Savings are subject to change as the Scope of Work and the Township's needs are developed. Internet estimates do not include local, state, or federal fees and taxes. Gaines Charter Township Fire Department Cutlerville Station's savings estimates do not include the phone system since current costs are unknown.

Page 2 - Simplified Summary of Recommendations and One-Time Costs
Page 3 - Detailed Summary of Recommendations

Financial Summary

Location	Current Spend (\$)	Proposed Spend (\$)	Monthly Savings (\$)	Annual Savings (\$)
Township Offices	\$1,446.67	\$1,231.29	\$215.38	\$2,584.56
Gaines / Dutton Fire Department	\$737.12	\$480.12	\$257.00	\$3,084.00
Cutlerville Fire Department	\$445.97	\$250.00	\$195.97	\$2,351.64

All Locations	
Monthly Savings (\$)	\$668.35
Annual Savings (\$)	\$8,020.20

SIMPLIFIED SUMMARY

Location	Description / Notes
Township Offices	❖ Moving Spectrum service to a reseller to save money. ❖ Increasing speeds with 123Net for no price increase. ➤ Option to make 123Net the primary connection: 500x500Mbps available for \$175/month increase. ❖ Replacing phone system/service with a Michigan-based provider. ➤ Receiving new hardware, warrantied for life of agreement.

Gaines Charter Township Fire Dept. Dutton Station	❖ Replacing Comcast coax with 123Net fiber. Quadrupling speeds. More reliable service, local support. ❖ Placing phone service on the same system as the Township Offices and other fire department. ➤ Receiving new hardware, warrantied for life of agreement.
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Gaines Charter Township Fire Dept. Cutlerville Station	❖ Replacing Comcast coax with 123Net fiber. Increasing speeds. More reliable service, local support. ❖ Placing phone service on the same system as the Township Offices and other fire department. ➤ Receiving new hardware, warrantied for life of agreement.
--	--

Phone System One-Time Costs

(Conference Phone (\$885), Wall Mounts, Hardware Shipping, Number Porting, Directory Listing)

Township Offices	Dutton Station	Cutlerville Station
\$1,140	\$80	\$165

DETAILED SUMMARY

Monthly Services				
Location	Current	Proposed	Savings	Description / Notes
Township Offices	\$264.99	\$179.00	\$85.99	Replacing current Spectrum coax internet with Spectrum from a wholesaler/reseller.
	\$250.00	\$250.00	-	Increasing 123Net Fixed Wireless service (5x5Mbps) to 100x100Mbps with no price increase. Optional 500Mbps for \$175 more per month to make it the new primary internet for the office. It has quality and uptime guarantees, and should help mitigate phone system issues due to poor coax internet quality.
	\$931.68	\$802.29	\$129.39	Replacing current Sangoma phone system/service with Michigan-based provider with Michigan-based support. Sangoma purchased the Township's original provider, prices have increased, and prior Township contacts/resources have left the company. The Township will receive new hardware which will be warrantied for the life of the agreement.
Gaines Charter Township Fire Dept. Dutton Station	\$267.06	\$250.00	\$17.06	Replacing current Comcast coax internet (75x10Mbps) with 123Net Fiber. Bandwidth will be increased to 300x300Mbps.
	\$470.06	\$230.12	\$239.94	Replacing current Sangoma phone system with the same phone system as the Township Office and other fire department to standardize and allow for cross-location integration/convenience.
Gaines Charter Township Fire Dept. Cutlerville Station	\$445.97	\$250.00	\$195.97	Replacing current Comcast coax internet (300x20Mbps) with 123Net Fiber. Bandwidth will be increased to 300x300Mbps.
	-	\$390.81	-	Replacing current phone system with the same phone system as the Township Office and other fire department to standardize and allow for cross-location integration/convenience.



www.gainestownship.org

MEMO

Staff Communication

DATE: December 1, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Payment in Lieu of Sidewalk

SUMMARY:

Shawn Gholston, of SG Building Company, is requesting to deposit funds in lieu of sidewalk for the property located at 6169 Wing Avenue. A single-family home is being built at this location, which is on the short (cul-de-sac) section of Wing Avenue.

This section of Wing has one additional home and a building which houses Carbon Six and Vision Realty.

The new home is located on the west side of the road. Carbon Six and Vision Realty are located on the east side of the road, which does have full sidewalk. This is a situation where the sidewalk would be in front of the new home only; there is nothing for it to connect to.

SG Building is requesting to deposit \$5,700.00 in lieu of installing a sidewalk. Mr. Gholston obtained an estimate and Jeff Gritter, of VK Civil, agreed this is a reasonable estimate.

FINANCIAL IMPACT: NONE

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends SG Building Company be allowed to deposit funds in the amount of \$5,700 in lieu of installing a sidewalk at 6169 Wing Avenue.

Kim Triplett

From: Dan Wells
Sent: Monday, December 1, 2025 9:49 AM
To: Rod Weersing
Cc: Kim Triplett
Subject: Fw: 6169 Wing Sidewalk Fund



www.gainestownship.org
dan.wells@gainestownship.org

Dan Wells
Community Development Director
Office: 616-698-6640 Ext.120
Cell: 616-980-6188

From: Jeff Gritter <jeff@vkcivil.com>
Sent: Monday, December 1, 2025 8:05 AM
To: Shawn Gholston <shawng@sgbuildco.com>; Dan Wells <dan.wells@gainestownship.org>
Cc: John Stuyfzand <john.stuyfzand@gainestownship.org>
Subject: Re: 6169 Wing Sidewalk Fund

Good Morning Shawn and John,

The sidewalk cost looks appropriate to me.

Thank you,

Jeff Gritter, P.E.

VK Civil

c. (616) 292-8242

o. (616) 277-2185

www.VKcivil.com

From: Shawn Gholston <shawng@sgbuildco.com>
Sent: Friday, November 28, 2025 10:58 AM
To: Dan Wells <dan.wells@gainestownship.org>
Cc: John Stuyfzand <john.stuyfzand@gainestownship.org>; Jeff Gritter <jeff@vkcivil.com>
Subject: Re: 6169 Wing Sidewalk Fund

Hello ,

Please see attached.

Shawn Gholston

President | SG Building Company

p: 616-540-1416

w: sgbuildco.com

e: shawng@sgbuildco.com

a: 8194 Byron Center Ave. SW. Ste. B, Byron Center MI. 49315



SG Building Co.

Please disregard any typos as this message was sent using a mobile device.

IMPORTANT: Wire fraud is the fastest growing cyber-crime in the U.S. SG Building Company LLC and its DBAs will never send you wiring instructions or ask you to move funds outside of closing. When communicating on your transaction, please never hesitate to pick up the phone and call a known number.

On Oct 21, 2025, at 1:30 PM, Dan Wells <dan.wells@gainestownship.org> wrote:

Hello Shawn,

We will need an estimate from a contractor to determine a contribution amount, and then it will be reviewed by our Engineer (copied). Please send us all a copy of a bid or two.

After that the request will go to the Board for consideration. Thanks.

www.gainestownship.org
dan.wells@gainestownship.org

Dan Wells
Community Development Director
Office: 616-698-6640 Ext.120
Cell: 616-980-6188

From: Shawn Gholston <shawng@sgbuildco.com>
Sent: Tuesday, October 21, 2025 11:44 AM
To: Dan Wells <dan.wells@gainestownship.org>
Cc: John Stuyfzand <john.stuyfzand@gainestownship.org>
Subject: 6169 Wing Sidewalk Fund

Hello Gentlemen,

Please see letter attached.

Thanks so much!

Sent by Shawn Gholston on Nov 28, 2025

Sent



8194 Byron Center Ave Sw Ste B • Byron Center, MI 49315-7920 • Phone: 616-540-1416

Shawn Gholston

Job Address:

6169 Wing Ave SE

Grand Rapids, MI 49512

Print Date: 11-28-2025

Proposal for 6169 Wing Ave SE Sidewalks

Items	Description	Qty/Unit	Unit Price	Price
105 linear ft of sidewalk Buildertrend Flat Rate	5ft wide x 4in. thick poured concrete	1	\$5,700.00	\$5,700.00



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MEMO

Staff Communication

DATE: December 3, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Property and Casualty Insurance

SUMMARY:

After receiving significant premium increase with the Michigan Township Participating Plan (MTPP) for the last two years, I decided it was time to see what other carriers would be available to the Township. I started working with our existing MTPP agent, as well as two other insurance agencies, to gather competitive quotes for the Township's insurance.

After being told to expect another double-digit premium increase from MTPP, their updated quote came in at \$99,394. This equates to about a 2% decrease for the 2026 premium from the 2025 premium. This decrease was an attempt to keep the premium flat by raising deductibles and making some changes to coverages. If MTPP were to keep deductibles and coverages at the same level as the 2025 policy level, their renewal would be around \$115,000. One other important piece for consideration is that two years ago the Township dropped blanket coverage on its properties with MTPP to save around \$20,000 in premium.

I also received quotes from the Emergency Services Insurance Agency, LLC. They offer insurance to municipalities through Glatfelter Public Entities and insurance for emergency services organizations through VFIS. The combined premium quote from this agency came in at \$102,748. These quotes offer the same level of coverage as the Township's current policy in many areas along with some increased coverage for the fire department. All Township properties would fall under blanket coverage with this proposed set up.

Lastly, I worked with a couple of agents from OVD Insurance in Grandville. They provided a quote from Selective Insurance that matched deductibles and provided the same or increased coverage from the

Township's current policy. Their premium came in at \$80,886 for the Property and Casualty Insurance and includes blanket coverage for the Township properties. This policy would also include terrorism coverage which was dropped from the MTPP policy for 2025 as well as a \$4,000,000 umbrella for additional protection.

OVD Insurance has also recommended a higher coverage limit for the Township's Cyber Security Insurance. If the Township were to maintain the current level of \$250,000 in coverage the cost would be around \$2,706 for the year. By increasing that coverage amount to \$1,000,000 the premium would be \$6,855 for the year.

Lastly, OVD has also proposed moving the Township's Worker's Compensation insurance from the current carrier of Accident Fund to Encova Insurance. Based on the 2026 budgeted payroll numbers they have calculated approximately \$20,000 in savings by moving that coverage to Encova.

FINANCIAL IMPACT:

None

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Staff recommends that the Township Board approve the move to OVD Insurance that would move the Property and Casualty Insurance coverage to Selective Insurance, the Cyber Security Insurance to Corvus (with the increased coverage amount), and the Worker's Compensation Insurance to Encova Insurance.

Gaines Charter Township

	Expiring	Proposal	Updated		Expiring	Proposal	Updated
	Carrier(s)	Carrier(s)	Carrier(s)		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Property	Tokio Marine	Selective	Selective		\$98,314	\$22,388	\$22,388
<i>Equipment Breakdown</i>	<i>Tokio Marine</i>	<i>Selective</i>	<i>Selective</i>		<i>Included Above</i>	<i>Included Above</i>	<i>Included Above</i>
Inland Marine	Tokio Marine	Selective	Selective		Included	Included	Included
Crime	Tokio Marine	Selective	Selective		Included	\$361	\$361
General Liability	Tokio Marine	Selective	Selective		Included	\$7,702	\$7,702
<i>Employee Benefits Liability</i>	<i>Tokio Marine</i>	<i>Selective</i>	<i>Selective</i>		<i>Included Above</i>	<i>Included Above</i>	<i>Included Above</i>
<i>Herbicide/Pesticide Liability</i>	<i>Tokio Marine</i>	<i>Selective</i>	<i>Selective</i>		<i>Included Above</i>	<i>Included Above</i>	<i>Included Above</i>
Public Officials Liability	Tokio Marine	Selective	Selective		Included	\$17,350	\$17,350
<i>Employment Related Practices Liability</i>	<i>Tokio Marine</i>	<i>Selective</i>	<i>Selective</i>		<i>Included Above</i>	<i>Included Above</i>	<i>Included Above</i>
Automobile	Tokio Marine	Selective	Selective		Included	\$20,390	\$20,390
Workers Compensation	Accident Fund	Encova	Encova		\$111,508	\$81,176	\$129,539
Umbrella	N/A	Selective	Selective		N/A - No Coverage	\$12,695	\$12,695
Terrorism	Tokio Marine	Selective	Selective		\$675	Included Above	Included Above
Cyber Liability	CFC Lloyds	CFC Lloyds	Corvus		\$2,706	\$2,706	\$6,855
TOTAL PROGRAM COST:					\$213,203	\$164,768	\$217,280

Deviation Summary	Proposal	Updated
<i>Premium Deviation from Expiring Term</i>	<i>-\$48,435</i>	<i>\$4,077</i>
<i>Percentage Deviation from Expiring Term</i>	<i>-22.72%</i>	<i>1.91%</i>

Property

Property	Expiring	Proposal	Updated
	1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer	Tokio Marine	Selective	Selective
Premium	\$98,314	\$22,388	\$22,388
Deductible	\$5,000	\$5,000	\$5,000
Deductible - Earthquake	\$50,000	\$50,000	\$50,000
Deductible - Flood	\$10,000	\$50,000	\$50,000
Blanket - Building & Contents - All Locations	\$15,130,528	\$16,166,783	\$16,166,783
Blanket - Business Income & Extra Expense	\$500,000 / \$500,000	Actual Loss Sustained - 24 Months	Actual Loss Sustained - 24 Months
Blanket - Earth Movement	\$1,000,000	\$1,000,000	\$1,000,000
Blanket - Flood	\$100,000	\$1,000,000	\$1,000,000
Values by Location:	Per Statement of Values	Per Statement of Values	Per Statement of Values
Key Additional Coverage Extensions:			
Accounts Receivable	\$250,000	\$250,000	\$250,000
Debris Removal Expense	?	\$50,000	\$50,000
Electronic Data Processing	\$179,550	\$100,000	\$100,000
Miscellaneous Locations - Property	N/A	\$500,000	\$500,000
Ordinance or Law	\$250,000	Included / \$500,000 / \$500,000	Included / \$500,000 / \$500,000
Outdoor Property & Signs	\$10,000	\$500,000	\$500,000
Pollutant Cleanup & Removal	N/A	\$25,000	\$25,000
Property in Transit	\$50,000	\$50,000	\$50,000
Valuable Papers or Records	\$250,000	\$250,000	\$250,000
Water or Sewer Backup	N/A	\$100,000	\$100,000
Utility Services - Direct Damage	\$25,000	\$50,000	\$50,000
Utility Services - Time Element	\$25,000	\$25,000	\$25,000
Crisis Event Coverage:			
Crisis Expense	N/A - Excluded	\$25,000	\$25,000
Business Income Loss	N/A - Excluded	\$25,000	\$25,000
Coverage Terms/Conditions:			
Cause of Loss	Special Form	Special Form	Special Form
Valuation	Replacement Cost	Replacement Cost	Replacement Cost
Agreed Value	Yes	Yes	Yes
Co-Insurance	N/A	N/A	N/A
Equipment Breakdown	Included	Included	Included
Named Insured(s):			
Gaines Charter Township	Yes	Yes	Yes

- Tokio Marine excludes the building coverage at Locations #1, #2 and #4 from the blanket limit. They are written on a specific location basis and NOT on Agreed Value, meaning that co-insurance applies to any loss.

- Increased valuations for 2 buildings with Selective, which we agreed were underinsured at the current valuation. This is what is driving the total blanket limit to a higher value.

- Selective providing broader coverage for business income and extra expense - Actual Loss Sustained (uncapped) for a 24 month period, versus HCC which is more restrictive.

Statement of Values

(Current) 2025 Statement of Values - Gaines Charter Township																				
Loc	Bldg	Address	City	State	Zip	Occupancy/Use	Building	Contents	Business Inc. & EE	TIV	Year Built	Square Footage	RC/Sq Ft	Construction Type	# Stories	Electric	Plumb. / HVAC	Roof	Alarm	Sp.
1	1	3471 68th Street SE	Caledonia	MI	49316	Fire Station (Dutton FD)	\$2,580,673	\$155,654	\$1,000,000	\$3,736,327	1973	13,200	\$195.51	MNC	1				Yes	No
1	2	3471 68th Street SE	Caledonia	MI	49316	Fire Storage Building	\$12,481	\$3,672	Included Above	\$16,153	2004	150	\$83.21	Frame	1				No	No
2	1	421 68th Street SE	Caledonia	MI	49316	Library	\$2,603,333	\$174,892	Included Above	\$2,778,225	1973	13,600	\$191.42	MNC	1					No
3	1	1270 68th Street	Caledonia	MI	49316	New Cemetery Storage	\$68,624	\$2,336	Included Above	\$70,960	2009	1,450	\$47.33	Frame	1				No	No
4	1	8555 Kalamazoo Avenue	Caledonia	MI	49316	New Town Hall	\$6,072,586	\$262,338	Included Above	\$6,334,924	2002	31,721	\$191.44	MNC	2					No
4	2	8555 Kalamazoo Avenue	Caledonia	MI	49316	Barn #1	\$331,866	\$0	Included Above	\$331,866	1970	2,750	\$120.68	Frame	1				No	No
4	3	8555 Kalamazoo Avenue	Caledonia	MI	49316	Barn #2	\$69,017	\$0	Included Above	\$69,017	1970	1,300	\$53.09	Frame	1				No	No
4	4	8555 Kalamazoo Avenue	Caledonia	MI	49316	Pump House	\$109,735	\$142,983	Included Above	\$252,718	2002	0	#DIV/0!	NC	1				No	No
5	1	7000 Hanna Lake	Caledonia	MI	49316	Cemetery Storage	\$8,959	\$1,102	Included Above	\$10,061	1970	150	\$59.73	Frame	1				No	No
6	1	21 68th Street SW	Caledonia	MI	49316	Storage Building	\$0	\$0	Included Above	\$0	1970	150	\$0.00	Frame	1				No	No
7	1	11 68th Street	Kentwood	MI	49548	Culterville Fire Station	\$2,461,070	\$69,207	Included Above	\$2,530,277	2017	9,880	\$249.10	MNC	1				Yes	No
		TOTAL:					\$14,318,344	\$812,184	\$1,000,000	\$16,130,528										

(Proposal) 2026 Statement of Values - Gaines Charter Township																				
Loc	Bldg	Address	City	State	Zip	Occupancy/Use	Building	Contents	Business Inc. & EE	TIV	Year Built	Square Footage	RC/Sq Ft	Construction Type	# Stories	Electric	Plumb. / HVAC	Roof	Alarm	Sp.
1	1	3471 68th Street SE	Caledonia	MI	49316	Fire Station (Dutton FD)	\$2,580,673	\$155,654	\$1,000,000	\$3,736,327	1973	13,200	\$195.51	MNC	1				Yes	No
1	2	3471 68th Street SE	Caledonia	MI	49316	Fire Storage Building	\$12,481	\$3,672	Included Above	\$16,153	2004	150	\$83.21	Frame	1				No	No
2	1	421 68th Street SE	Caledonia	MI	49316	Library	\$3,009,588	\$174,892	Included Above	\$3,184,480	1973	13,600	\$221.29	MNC	1					No
3	1	1270 68th Street	Caledonia	MI	49316	New Cemetery Storage	\$68,624	\$2,336	Included Above	\$70,960	2009	1,450	\$47.33	Frame	1				No	No
4	1	8555 Kalamazoo Avenue	Caledonia	MI	49316	New Town Hall	\$6,702,586	\$262,338	Included Above	\$6,964,924	2002	31,721	\$211.30	MNC	2					No
4	2	8555 Kalamazoo Avenue	Caledonia	MI	49316	Barn #1	\$331,866	\$0	Included Above	\$331,866	1970	2,750	\$120.68	Frame	1				No	No
4	3	8555 Kalamazoo Avenue	Caledonia	MI	49316	Barn #2	\$69,017	\$0	Included Above	\$69,017	1970	1,300	\$53.09	Frame	1				No	No
4	4	8555 Kalamazoo Avenue	Caledonia	MI	49316	Pump House	\$109,735	\$142,983	Included Above	\$252,718	2002	0	#DIV/0!	NC	1				No	No
5	1	7000 Hanna Lake	Caledonia	MI	49316	Cemetery Storage	\$8,959	\$1,102	Included Above	\$10,061	1970	150	\$59.73	Frame	1				No	No
6	1	21 68th Street SW	Caledonia	MI	49316	Storage Building	\$0	\$0	Included Above	\$0	1970	150	\$0.00	Frame	1				No	No
7	1	11 68th Street	Kentwood	MI	49548	Culterville Fire Station	\$2,461,070	\$69,207	Included Above	\$2,530,277	2017	9,880	\$249.10	MNC	1				Yes	No
		TOTAL:					\$15,354,599	\$812,184	\$1,000,000	\$17,166,783										

Coverage Terms & Conditions:

- Blanket Building & Contents - All Locations
- Blanket Business Income & Extra Expense - All Locations
- Replacement Cost, Agreed Value, Co-Insurance Suspended
- Base Deductible - \$5,000 Each Occurrence
- Earthquake - Blanket \$1,000,000 Limit (\$50,000 Deductible)
- Flood - Blanket \$1,000,000 Limit (\$50,000 Deductible)

Signature

Date

Inland Marine

Inland Marine		Expiring	Proposal	Updated
		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer		Tokio Marine	Selective	Selective
Premium		Included	Included	Included
Scheduled Equipment:				
Limit of Insurance		\$1,116,753	\$1,035,911	\$1,035,911
Deductible		\$5,000	\$5,000	\$5,000
Valuation		Replacement Cost	Replacement Cost	Replacement Cost
Unscheduled Equipment:				
Limit of Insurance		\$150,000	\$150,000	\$150,000
Miscellaneous Tools & Equipment		\$11,824	<i>Included Above</i>	<i>Included Above</i>
Deductible		\$5,000	\$5,000	\$5,000
Valuation		Replacement Cost	Replacement Cost	Replacement Cost
Emergency Portable Equipment:				
Limit of Insurance		N/A	\$2,500	\$2,500
Deductible		N/A	\$500	\$500
Rented or Leased Equipment:				
Limit of Insurance		N/A	Needed?	Needed?
Deductible		N/A	Needed?	Needed?
Valuation		N/A	Needed?	Needed?

- Should we be adding coverage for rented/leased equipment?

Crime

Crime		Expiring	Proposal	Updated
		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer		Tokio Marine	Selective	Selective
Premium		Included	\$361	\$361
Limits of Liability:				
Employee Theft		\$100,000	\$100,000	\$100,000
Forgery or Alteration		\$10,000	\$100,000	\$100,000
Theft - On Premises		\$100,000	\$125,000	\$125,000
Theft - Off Premises or Transit		\$100,000	\$125,000	\$125,000
Computer Fraud		\$100,000	\$100,000	\$100,000
Funds Transfer Fraud		N/A	\$100,000	\$100,000
Deductible		\$0	\$0	\$0

General Liability

General Liability		Expiring	Proposal	Updated
		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer		Tokio Marine	Selective	Selective
Premium		Included	\$7,702	\$7,702
General Liability:				
General Aggregate		\$5,000,000	\$3,000,000	\$3,000,000
Products/Completed Operations Aggregate		\$5,000,000	\$3,000,000	\$3,000,000
Personal & Advertising Injury		\$5,000,000	\$1,000,000	\$1,000,000
Each Occurrence		\$5,000,000	\$1,000,000	\$1,000,000
Damage to Rented Premises <i>(Each Occurrence)</i>		\$500,000	\$1,000,000	\$1,000,000
Medical Expense <i>(Any One Person)</i>		\$10,000	\$5,000	\$5,000
Deductible		\$5,000 Per Occurrence	\$0	\$0
Employee Benefits Liability:				
Aggregate Limit		\$3,000,000	\$3,000,000	\$3,000,000
Each Claim Limit		\$1,000,000	\$1,000,000	\$1,000,000
Deductible		\$0	\$1,000	\$1,000
Retroactive Date <i>(Claims-Made Form)</i>		N/A - Full Prior Acts	N/A - Full Prior Acts	N/A - Full Prior Acts
Key Coverage Extensions/Limitations:				
Defense Costs - Inside or Outside Limits		Outside the Limit	Outside the Limit	Outside the Limit
Employees, Volunteers Included as Insureds		Yes	Yes	Yes
Sewage Backup Liability - Sublimit		Excluded	Excluded	Excluded
Carveback to Pollution Exclusion		Yes	Yes	Yes
Herbicide or Pesticide Liability		Yes	Yes	Yes
Blanket Additional Insured & WOS		Included - Where Required by Contract	Included - Where Required by Contract	Included - Where Required by Contract

- Selective providing first dollar coverage on the GL. Tokio Marine has a \$5,000 deductible each occurrence.

Public Officials Liability

Public Officials Liability		Expiring	Proposal	Updated
		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer		Tokio Marine	Selective	Selective
Premium		Included	\$17,350	\$17,350
Public Officials Liability				
Aggregate Limit		\$5,000,000	\$2,000,000	\$2,000,000
Each Wrongful Act Limit		\$5,000,000	\$1,000,000	\$1,000,000
Non-Monetary Expense - Sublimit		\$250,000	\$100,000	\$100,000
Limited Civil Legal Expense		N/A	\$50,000 / \$300,000	\$50,000 / \$300,000
Regulatory Taking of Property		N/A	\$100,000	\$100,000
Deductible - Each Occurrence		\$5,000	\$5,000	\$5,000
Retroactive Date (<i>Claims-Made Form</i>)		<i>N/A - Occurrence Form</i>	<i>N/A - Occurrence Form</i>	<i>N/A - Occurrence Form</i>
Employment Related Practices Liability:				
Aggregate Limit		Included Above	Included Above	Included Above
Each Wrongful Act Limit		Included Above	Included Above	Included Above
Loss of Wages - Front Pay		\$25,000	Included - Full Policy Limits	Included - Full Policy Limits
Loss of Wages - Back Pay		\$25,000	\$100,000 / \$250,000	\$100,000 / \$250,000
Third Party Coverage		?	Included - Full Policy Limits	Included - Full Policy Limits
Deductible - Each Occurrence		\$5,000	\$5,000	\$5,000
Retroactive Date (<i>Claims-Made Form</i>)		<i>N/A - Occurrence Form</i>	<i>N/A - Occurrence Form</i>	<i>N/A - Occurrence Form</i>
Coverage Terms/Conditions:				
Duty to Defend		Yes	Yes	Yes
Defense Costs - Inside or Outside Limits		Outside the Limit	Outside the Limit	Outside the Limit

- POL and EPLI coverage is a separate aggregate limit from the GL and Auto. Tokio Marine writing a blanket \$5mil aggregate limit for all liability coverage parts.

- Selective providing increased coverage in a few key areas, including the loss of wages provision for the employment related practices liability coverage.

Automobile

Automobile	Expiring	Proposal	Updated
	1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer	Tokio Marine	Selective	Selective
Premium	Included	\$20,390	\$20,390
Number of Units	11	13	13
Coverage Limits & Deductibles:			
Liability	\$1,000,000	\$1,000,000	\$1,000,000
Deductible - Liability	\$0	\$0	\$0
First Party Benefits			
Medical Expense	Included	Included	Included
Work Loss Benefits	As Elected	As Elected	As Elected
Funeral Expense	As Elected	As Elected	As Elected
Accidental Death	As Elected	As Elected	As Elected
Uninsured Motorists - Unstacked	\$100,000	\$1,000,000	\$1,000,000
Underinsured Motorists - Unstacked	\$100,000	\$1,000,000	\$1,000,000
Comprehensive Deductible	\$5,000	Refer to Schedule	Refer to Schedule
Collision Deductible	\$5,000	Refer to Schedule	Refer to Schedule
Towing & Labor	?	\$2,500	\$2,500
Rental Reimbursement	?	\$30 Per Day; \$900 Maximum	\$30 Per Day; \$900 Maximum
Hired & Non-Owned Auto Liability:			
	\$1,000,000	\$1,000,000	\$1,000,000
Hired Auto Physical Damage - Limit	\$50,000	\$250,000	\$250,000
Key Coverage Extensions Included:			
Employees or Volunteers as Insureds	Yes	Yes	Yes
Freezing of Emergency Equipment	N/A	Yes	Yes
Replacement Cost Valuation	Per Schedule	Per Schedule	Per Schedule

Auto Symbols			
Liability	1	Any Auto	
First Party Benefits	5	Autos Subject to No-Fault Coverage	
Uninsured Motorists	2	All Owned Autos	
Underinsured Motorists	2	All Owned Autos	
Physical Damage - Comprehensive	2, 8	Scheduled Autos, Hired Autos	
Physical Damage - Collision	2, 8	Scheduled Autos, Hired Autos	

- We broadened the auto physical damage symbols from 7,8 with Tokio Marine to 2,8 with Selective Insurance. Affording the Township broader coverage at the time of a loss.

- Auto premium with Selective Insurance captures the addition of a few vehicles not captured in the "expiring" premium with Tokio Marine.

Vehicle Schedule

Year	Make	Model	VIN	Comp Ded.	Collision Ded.	Cost New	RC or ACV	Department
1998	CHEVY	1 TON GRASS RIG	1GCHK34J8WE211430	\$1,000	\$1,000	\$28,000	ACV	
2005	FREIGHTLINER	TANKER	1FVHCYDC95HU17594	\$2,000	\$2,000	\$180,000	RC	
2009	SPARTAN SPENCE	PUMPER	4S7CT2D968C070541	\$2,000	\$2,000	\$490,000	RC	
2005	SURETRACT	UTILITY	5JWTU101151003968	\$1,000	\$1,000	\$5,000	ACV	
2015	PJ TRAILERS	D8	4P5D71427F3014604	\$1,000	\$1,000	\$18,723	ACV	
2017	FORD	F550	1FD0W5HY6HEF21028	\$1,000	\$1,000	\$100,000	ACV	
2017	Ford	Utility Interceptor	1FM5K8AR9HGB00737	\$1,000	\$1,000	\$31,995	ACV	
2003	E ONE P37	LADDER	4ENGABA8231006988	\$2,000	\$2,000	\$750,000	RC	
2015	SPARTAN	ENGINE E35	4STCT2D92FC080349	\$2,000	\$2,000	\$492,000	RC	
2017	Ford	Interceptor	1FM5K8AR4HGB33368	\$1,000	\$1,000	\$28,890	ACV	
2020	PIERCE	FIRE TRUCK	4P1BAAFF5LA021844	\$2,000	\$2,000	\$645,000	RC	
2024	Chevy	Tahoe	1GNSKLED5RR301427	\$1,000	\$1,000	\$76,921	ACV	
2023	Pierce Manufacturing	Pumper	4P1BAAGF1PA025796	\$2,000	\$2,000	\$500,000	RC	Added
2025	Pierce	Enforcer	4P1BCAGF3SA028699	\$5,000	\$5,000	\$1,757,942	RC	Added

Workers Compensation and Employers Liability

Insurer(s)	Encova	
Workers Compensation	Statutory Benefits	
States in 3A: Michigan		
Employers Liability	\$500,000	Bodily Injury (Each Accident)
	\$500,000	Bodily Injury by Disease (Policy Limit)
	\$500,000	Bodily Injury by Disease (Each Accident)

States in 3A: Michigan

Class #	Classification Description	Expiring - Accident Fund			Proposal - Encova		
		Rate / \$100	Payroll	Premium	Rate / \$100	Payroll	Premium
7704	Firefighters			\$0	\$5.11	\$1,123,075	\$57,333
9410	Township Employees			\$0	\$1.47	\$342,924	\$5,055
9220	Cemetery Operations			\$0	\$4.27	\$50,836	\$2,169
8810	Clerical Office Employees			\$0	\$0.09	\$878,822	\$791
9015	Janitorial Operations & Custodians			\$0	\$2.48	\$13,071	\$324
	Sub-Total:		\$0	\$0		\$2,408,728	\$65,671
	Increased E.L. Limits						\$767
	Experience Modification		1.390			1.390	\$25,911
	Scheduled Rating Modification		0.73			0.94	-\$5,541
	Renewal Credit		4%				\$0
	Group/Association Credit		0.95				\$0
	Premium Discount						-\$6,990
	Expense Constant						\$250
	Terrorism						\$554
	CAT (Domestic TRIA)						\$554
	Credits - Claims, Managed Care, HC						\$0
	TOTAL:			\$111,508			\$81,176

States in 3A: Michigan

Class #	Classification Description	Updated - Encova		
		Rate / \$100	Payroll	Premium
7704	Firefighters	\$5.11	\$1,968,000	\$100,466
9410	Township Employees	\$1.47	\$1,273,578	\$18,773
9220	Cemetery Operations	\$4.27	\$62,550	\$2,671
8810	Clerical Office Employees	\$0.09	\$175,000	\$158
9015	Janitorial Operations & Custodians	\$2.49	\$18,000	\$448
	Sub-Total:		\$3,497,128	\$122,516
	Increased E.L. Limits			\$1,351
	Experience Modification		1.390	\$48,308
	Scheduled Rating Modification		0.81	-\$32,713
	Renewal Credit			\$0
	Group/Association Credit			\$0
	Premium Discount			-\$11,781
	Expense Constant			\$250
	Terrorism			\$804
	CAT (Domestic TRIA)			\$804
	Credits - Claims, Managed Care, HC			\$0
	TOTAL:			\$129,539

- Did not have the "expiring" rating with Accident Fund, but premium above is the annual. That does NOT include the updated projections for 1/1/2026 to 1/1/2027 with are represented in the "updated" with Encova above.

Umbrella

Umbrella		Expiring	Proposal	Updated
		1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer		Tokio Marine	Selective	Selective
Premium		N/A - No Coverage	\$12,695	\$12,695
Limits:				
Aggregate Limit		N/A - No Coverage	\$4,000,000	\$4,000,000
Each Occurrence		N/A - No Coverage	\$4,000,000	\$4,000,000
Self-Insured Retention		N/A - No Coverage	\$0	\$0
Key Coverage Extensions/Limitations:				
Defense Costs - Inside/Outside Limits		N/A	Outside the Limits	Outside the Limits

Schedule of Underlying Coverage/Policies				
Primary Coverage		Underlying Limits	Underlying Limits	Underlying Limits
General Liability		N/A	\$1,000,000 / \$3,000,000	\$1,000,000 / \$3,000,000
Employee Benefits Liability		N/A	\$1,000,000 / \$3,000,000	\$1,000,000 / \$3,000,000
Public Officials Liability		N/A	\$1,000,000 / \$2,000,000	\$1,000,000 / \$2,000,000
Employment Related Practices Liability		N/A	\$1,000,000 / \$2,000,000	\$1,000,000 / \$2,000,000
Automobile		N/A	\$1,000,000	\$1,000,000
Employer's Liability (Work Comp)		N/A	\$1mil / \$1mil / \$1mil	\$1mil / \$1mil / \$1mil

- Selective umbrella will provide additional \$4,000,000 in liability coverage over all primary casualty lines, allowing for us to match the single occurrence limit provided by TMHCC's aggregate of \$5mil they provide on their program. This is broader protection than HCC, however, as each coverage part with Selective stands separate and apart from the others, meaning that a claim in the GL for instance does not draw down on the limits available for the public officials liability.

Cyber and Data Security Liability

Cyber & Data Security	Expiring	Proposal	Updated
	1/1/2025 - 2026	1/1/2026 - 2027	1/1/2026 - 2027
Insurer	CFC Lloyds	CFC Lloyds	Corvus
Premium	\$2,706	\$2,706	\$6,855
Aggregate Limit - All Coverage Parts	\$250,000	\$250,000	\$1,000,000
Third Party Insuring Agreements:			
Third Party Breach Management Costs	\$250,000	\$250,000	\$1,000,000
Network Security Liability	\$250,000	\$250,000	\$1,000,000
Privacy Liability Including Management Liability	\$250,000	\$250,000	\$1,000,000
Regulatory Fines & Penalties	\$250,000	\$250,000	\$1,000,000
PCI Fines, Penalties & Assessments	\$250,000	\$250,000	\$1,000,000
Media Liability	\$250,000	\$250,000	\$1,000,000
Intellectual Property Rights Infringement	\$250,000	\$250,000	\$1,000,000
Deductible	\$2,500	\$2,500	\$10,000
First Party Insuring Agreements:			
Incident Response Expenses	\$250,000	\$250,000	\$1,000,000
Legal & Regulatory Costs	\$250,000	\$250,000	\$1,000,000
IT Security & Forensic Costs	\$250,000	\$250,000	\$1,000,000
Crisis Communication Costs	\$250,000	\$250,000	\$1,000,000
Privacy Breach Management Costs	\$250,000	\$250,000	\$1,000,000
Post-Breach Remediation Costs	\$50,000	\$50,000	\$1,000,000
Funds Transfer Fraud	\$100,000	\$100,000	\$1,000,000
Theft of Funds Held in Escrow	\$100,000	\$100,000	\$1,000,000
Theft of Personal Funds	\$100,000	\$100,000	\$1,000,000
Extortion & Ransomware	\$250,000	\$250,000	\$250,000
Telephone Fraud/Hacking	\$100,000	\$100,000	\$250,000
Unauthorized Use of Computer Resources	\$100,000	\$100,000	\$250,000
System Damage & Rectification Costs	\$250,000	\$250,000	\$1,000,000
Business Income & Extra Expense	\$250,000	\$250,000	\$1,000,000
Dependent Business Interruption	\$250,000	\$250,000	\$1,000,000
Consequential Reputational Harm	\$250,000	\$250,000	\$1,000,000
Hardware Replacement Costs	\$250,000	\$250,000	\$1,000,000
Deductible	\$2,500	\$2,500	\$10,000
Coverage Terms/Conditions:			
Defense Costs - Inside / Outside Limits	Inside the Limit	Inside the Limit	Inside the Limit
Retroactive Date (Claims-Made Form)	N/A - Full Prior Acts	N/A - Full Prior Acts	N/A - Full Prior Acts
Named Insured(s):			
Gaines Charter Township	Yes	Yes	Yes

- Strong recommendation that we increase the cyber liability to at least \$1,000,000 for the renewal term.



GAINES CHARTER TOWNSHIP 2026 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.

TIME AND LOCATION ARE SUBJECT TO CHANGE – PLEASE VISIT OUR WEBSITE CALENDAR TO CONFIRM
gainestownship.org

JANUAR Y		OPENIN G	JULY		OPENING
12 th	Board of Trustees	Bob	8 th	Zoning Board of Appeals*	
14 th	Zoning Board of Appeals*		13 th	Board of Trustees	Laurie
22 nd	Planning Commission		21 st	Board of Review	
			23 rd	Planning Commission	
			27 th	Board of Trustees*	Bob
FEBRUARY		OPENING	Aug.		OPENING
9 th	Board of Trustees	Laurie	10 th	Board of Trustees	Tim
11 th	Zoning Board of Appeals*		12 th	Zoning Board of Appeals*	
19 th	Planning Commission		27 th	Planning Commission	
MARCH		OPENING	SEPT.		OPENING
9 th	Board of Trustees	Tim	9 th	Zoning Board of Appeals*	
9 th	Board of Review		14 th	Board of Trustees	Dan
10 th	Board of Review		24 th	Planning Commission	
11 th	Zoning Board of Appeals*		28 th	Board of Trustees*	Rob
23 rd	Board of Trustees*	Dan			
26 th	Planning Commission				
APRIL		OPENING	OCT.		OPENING
8 th	Zoning Board of Appeals*		12 th	Board of Trustees	Kathy
13 th	Board of Trustees	Rob	14 th	Zoning Board of Appeals*	
23 rd	Planning Commission		22 nd	Planning Commission	
27 th	Board of Trustees*	Bob			
MAY		OPENING	NOV.		OPENING
11 th	Board of Trustees	Kathy	9 th	Board of Trustees	Michael
13 th	Zoning Board of Appeals*		11 th	Zoning Board of Appeals*	
28 th	Planning Commission		19 th	Planning Commission	
JUNE		OPENING	DEC		OPENING
8 th	Board of Trustees	Michael	9 th	Zoning Board of Appeals*	
10 th	Zoning Board of Appeals*		14 th	Board of Trustees	Bob
22 nd	Board of Trustees*		15 th	Board of Review	
25 th	Planning Commission		17 th	Planning Commission	
			21 st	Board of Trustees*	Laurie

***Meetings will be held IF needed**



www.gainestownship.org

MEMO

Staff Communication

DATE: December 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Bob Terpstra, Township Supervisor
RE: 2026 Committee Assignments

SUMMARY:

Each December the Board of Trustees review is provided a proposed list of committees, commissions, and boards for the next calendar year.

The attached proposed assignments for 2026 will look a little different to you.

- The Parks and Trails Committee has been rebranded.
 - Going forward it will be the Parks & Trails Open Space Initiatives Committee
 - Membership has increased by four (4)
- There has been a change in membership of the Personnel Committee
- BGUA Water & Sewer has a change in membership
- Sand and Gravel Committee
 - This has been a sub-committee (under the Planning Commission). It appears StoneCo will continue mining in the Township, therefore we are proposing making this a committee, rather than a sub-committee. The Township Board must approve the creation of any committee.
- Preparedness Committee
 - This is a request to form a new Committee
 - The Preparedness Committee will be charged with ensuring we are fully equipped to respond effectively to any potential disasters.
- The Division Avenue Improvement Authority will have one new member. This is not an additional member, simply a replacement of a member who become ineligible for membership.
- The Zoning Board of Appeals has a change in membership.
- The Water and Sewer Committee (BGUA) has a change in membership.

We are looking forward to an exciting new year; new members bring fresh ideas. With that being said, a huge **THANK YOU** to the service of all members (past and present) of these committees. Your ideas and input are invaluable to the Township.

FINANCIAL IMPACT: NONE

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends approval of the proposed committee/commission/board assignments

2026 COMMITTEE APPOINTMENTS BOARD OF TRUSTEES

PARKS & TRAILS OPEN SPACE INITIATIVES COMMITTEE			
Member	Member Type	Appointment Type	Term (2-yr)
Brian Diemer	Member	Voting	Jan. 1, 2025~ Dec. 31, 2026
Dana Lehmann	Member	Voting	Jan. 1, 2025~ Dec. 31, 2026
Kathy Vander Stel	Member	Voting	Jan. 1, 2026 ~ Dec. 31, 2027
Member	Member Type	Appointment Type	Term (1-yr)
Bob Terpstra	Supervisor	Ex-Officio	Unlimited
Rod Weersing	Member	Voting	Jan. 1, 2026~ Dec. 31, 2026
Steve Maier	Member	Voting	Jan. 1, 2026~ Dec. 31, 2026
Linda Crumback	Member	Voting	Jan. 1, 2026~ Dec. 31, 2026
Laurie Lemke	Member	Voting	Jan. 1, 2026~ Dec. 31, 2026
Sarah Woltjer	Member	Voting	Jan. 1, 2026 ~ Dec. 31, 2026
Melissa Manning	Member	Voting	Jan. 1, 2026 ~ Dec. 31, 2026
PLANNING COMMISSION			
Member	Appointment Type		Term (3-yr)
Brad Waayenberg	Member		Jan. 1, 2024~ Dec. 31, 2026
Ronnie Rober	Member		Jan. 1, 2024~ Dec. 31, 2026
Connie Giarmo	Member		Jan. 1, 2025~ Dec. 31, 2027
Ryan Wiersma	Member		Jan. 1, 2025~ Dec. 31, 2027
Lani Thomas	Member		Jan. 1, 2026 ~ Dec. 31, 2028
Talimma A. Billips	Member		Jan. 1, 2026 ~ Dec. 31, 2028
Tim Haagsma	Member		Board Appointed
PERSONNEL COMMITTEE			
Member	Appointment Type		Term (2-yr)
Bob Terpstra	Member		Jan. 1, 2026~ Dec. 31, 2027
Connie Giarmo	Member		Jan. 1, 2026 ~ Dec. 31, 2027
Kathy Vanderstel	Member		Jan. 1, 2025 ~ Dec. 31, 2027
Rob DeWard	Member		Jan. 1, 2025 ~ Dec. 31, 2027
Township Manager	Member		Jan. 1, 2026 ~ Dec. 31, 2027
ZONING BOARD OF APPEALS			
Member	Appointment Type		Term (3-yr)
Greg Gauthier	Alternate		Jan. 1, 2025 ~ Dec. 31, 2027
Rob DeWard	Alternate		Jan. 1, 2025 ~ Dec. 31, 2027
Ruth Ringnalda	Member		Jan. 1, 2025 ~ Dec. 31, 2027
Ryan Wieresma	Member		Jan. 1, 2026 ~Dec. 31, 2028
Mark Krier	Member		Jan. 1, 2026 ~ Dec. 31, 2028
Matt Kooiman	Member		Jan. 1, 2024 ~ Dec. 31. 2026
James Peacock	Member		Jan. 1, 2024 ~ Dec. 31, 2026
GAINES CHARTER TOWNSHIP PUBLIC SAFETY COMMITTEE			
Member	Township	Title	Appointment Type
Bob Terpstra		Member	Unlimited
Tim Haagsma		Member	Jan. 1, 2026~ Dec. 31, 2027
Paul Sheely		Member	Jan. 1, 2026~ Dec. 31, 2027
Ken VanHall	Fire Chief		
TOWNSHIP LIQUOR CONTROL ENFORCEMENT			
Member	Appointment Type		Term (1-Yr)
Rod Weersing	Member		Jan 1, 2026 – December 31, 2026
Bob Terpstra	Member		Jan 1, 2026 – December 31, 2026
John Stuyfzand	Member		Jan 1, 2026 – December 31, 2026
Dan Wells	Member		Jan 1, 2026 – December 31, 2026
Kim Triplett	Member		Jan 1, 2026 – December 31, 2026

WATER & SEWER ADVISORY COMMITTEE			
Member	Appointment Type	Term (1-yr)	
Bob Terpstra	Member	Jan 1, 2026 – December 31, 2026	
Jeff Gritter	Member	Jan 1, 2026 – December 31, 2026	
Tracy Lawrence	Member	Jan 1, 2026 – December 31, 2026	
John Styfzand	Member	Jan 1, 2026 – December 31, 2026	
Dan Wells	Member	Jan 1, 2026 – December 31, 2026	
Kim Triplett	Member	Jan 1, 2026 – December 31, 2026	
BGUA WATER AND SEWER ADVISORY COMMITTEE			
Member	Township	Position	Term (3-yr)
Tim Haagsma	Gaines	Board Liaison	Jan. 1, 2026 ~ Dec. 31, 2028
Bob Terpstra	Gaines	Member	Jan. 1, 2025 ~ Dec. 31, 2027
Tracy Lawrence	Gaines	Member	Jan.1, 2024 ~ Dec. 31, 2026
Bill VanDyk	Byron	Member	Byron Appoints
Jeff Brinks	At-Large	Member	Jan.1, 2024 ~ Dec .31, 2026
Amos Tillema	Byron	Member	Byron Appoints
Angie Vander Ploeg	Byron	Member	Byron Appoints
DIVISION AVENUE CORRIDOR IMPROVEMENT AUTHORITY			
Member	Township	Position	Term
Bob Terpstra	Gaines	Board Representative	Unlimited
Paul France	Gaines	Member	Jan. 1. 2026~ Dec. 31, 2026
John Huizinga	Gaines	Member	Jan. 1, 2024 ~ Dec. 31, 2026
Stu Warsen	Gaines	Member	Jan. 1, 2025 ~ Dec. 31, 2026
Tom Werkema	Gaines	Member	Jan. 1, 2025 ~ Dec. 31, 2027
Jay Niewiek	Gaines	Member	Jan. 1, 2026 ~ Dec. 31, 2028
Zac Herrema	Gaines	Member	Jan. 1, 2026 ~ Dec. 31, 2027
SAND &		GRAVEL COMMITTEE	
Member	Township	Position	Term
Craig Newhof	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
Kathy VanderStel	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
Jeff Gritter	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
Connie Giarmo	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
Tim Haagsma	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
Dan Wells	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2026
PREPAREDNESS COMMITTEE – See Appendix A			
Member	Township	Position	Term
Phil Brondsema	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2028
Michael Brew	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2028
Rod Weersing	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2028
Dan Fryling	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2028
John Stuyfzand	Gaines	Member	Jan. 1, 2026 ~ Dec. 31. 2028

APPENDIX A

Preparedness Committee Mandate

The Preparedness Committee (“The Committee”) is entrusted with the critical responsibility of ensuring that GCT is fully equipped to respond effectively to any potential disasters. The purpose is initiative-taking planning, coordination, and implementation of measures that safeguard lives, assets, and operations during emergencies. The Committee will recommend preparedness strategies that may include regular training sessions, and a current written plan to assist in conducting written plan to assist in conducting an appropriate emergency response protocols.

The Committee will collaborate with relevant area organizations to implement solutions that strengthen resilience and reduce exposure to hazards.



**GAINES CHARTER TOWNSHIP
RESOLUTION No. 2026-__**

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, 2026, the salary of the Township Trustees shall be:

\$120.00/Meeting Attended

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 8, 2025.

Michael A. Brew
Gaines Charter Township, Clerk

Date



**GAINES CHARTER TOWNSHIP
RESOLUTION No. 2026-__**

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, 2026, the salary of the Township Clerk shall be:

\$96,644.00

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 8, 2025.

**Michael A. Brew
Gaines Charter Township, Clerk**

Date



**GAINES CHARTER TOWNSHIP
RESOLUTION No. 2026-__**

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, 2026, the salary of the Township Treasurer shall be:

\$96,644.00

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 8, 2025.

**Michael A. Brew
Gaines Charter Township, Clerk**

Date



**GAINES CHARTER TOWNSHIP
RESOLUTION No. 2025-__**

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, 2026, the salary of the Township Supervisor shall be:

\$38,578.00

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 8, 2025.

**Michael A. Brew
Gaines Charter Township, Clerk**

Date



www.gainestownship.org

MEMO

Staff Communication

DATE: December 2, 2025
TO: Gaines Charter Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Township Employee Handbook Update

SUMMARY:

The Personnel Committee has been working for the better part of 2025 on updating the Township Employee Handbook. This process led to a very comprehensive re-write to make sure that it addressed current workplace needs. This summary will highlight some of the bigger changes that you will see.

The Committee has suggested the addition of AI Ethical Use Guidelines. As the use of AI grows this will become an essential part of managing its use by Township employees. A section was also added relating to disciplinary action procedures.

The Committee has also recommended the combination of what was formerly Vacation Time and Personal Time and it will now be known as Paid Time Off (PTO). With this combination it is also recommended that an employee be allowed to carry over up to one-years' worth of PTO.

Lastly, the Committee has produced some changes to the Township holiday schedule. With the change in hours for 2026, employees will lose the benefit of having Good Friday afternoon off. The Committee is suggesting the addition of Martin Luther King Jr. Day and Veteran's Day as new holidays to be observed.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION:

Staff recommends the Township Board approve the new Employee Handbook as recommended by the Personnel Committee.



Employee Handbook

INTRODUCTION

This Handbook will help employees learn more about their working relationship with the Township. The success of this relationship enables Township employees to meet the many challenges involved in providing the highest level of service to the public. The intended outcome of the interaction between the Township and its employees is a culture of genuine care and concern that is replicated in the way each person interacts with their fellow employees and members of the public. The satisfaction of the people the Township serves is the foundation for the entire Gaines Charter Township organization.

This Handbook applies to all Township employees, appointed officials, administrative staff, and elected offices/officers. To the extent this Handbook conflicts with explicit terms and conditions of a collective bargaining agreement or State law (specifically the Charter Township Act), the applicable agreement or law shall govern.

The Township wants each employee to enjoy a challenging and rewarding career. Each employee's individual contribution is important for the success of the organization. The Township hopes you find fulfillment in the challenges of your work here, and that you will grow and prosper with the Township. This Handbook outlines the main features of the Township's employment policies, procedures, and certain other information. The Township may from time to time in its discretion make exceptions to stated policies or take action in a particular way where no policy has been established. These instances are based on special circumstances and should not be considered as revising or establishing policy.

This Handbook cannot cover every issue regarding employment with the Township and may be changed from time to time at the Township's discretion. Every provision in this Handbook is intended for Township application (whether a specific Township-related reason is identified or not) and no provision should ever be read to interfere with – and should never deter you from – the full exercise of your legal rights, which the Township respects and will protect regardless of any interpretation of this Handbook.

NOTICE

Except as specifically set forth in this Notice section, the language in this Handbook is not intended to establish a contract between the Township and any of its employees for either employment or the provision of any term, condition, compensation, or benefit of employment. You have the right to terminate your employment and compensation with or without cause and with or without notice at any time, and the Township retains the same right. The only contractual provisions of this Handbook are contained in the following paragraphs A through D. If you are not covered by a collective bargaining agreement, by signing the Acknowledgement of Receipt for this Handbook you contract with the Township in the following matters:

- a) **Authority to Contract.** No employee, official, or representative of the Township, except as authorized by the Township Board of Trustees, has any authority to enter into any agreement for employment for any specific or definite period of time, or to make any agreement contrary to the terms of this Handbook. To be effective, any such agreement must be made in writing and signed by the Township Manager when given authority to do so by the Township Board of Trustees. The Township reserves the right to alter, modify, amend, or terminate Township policies and benefits in a manner believed to be in the Township's and its employees' best interests.
- b) **Confidentiality of Township Information.** You agree to treat all information, records, and documents to which you may have access in the course of your employment at the Township as strictly confidential both during and after your employment ends. You agree not to disclose to any person, firm, association, corporation, or other entity any confidential information acquired in the course of employment with the Township.
- c) **Reimbursement.** Upon termination of employment, you are responsible for returning any Township property in your possession or under your control and for paying any expenses or other amounts that you may owe to the Township at that time. If you have not done so, by signing this Handbook, you authorize the Township to deduct the amount(s) owed from any wage or benefit payment that may be due to you.
- d) **Jurisdiction and Choice of Law.** All provisions of this Handbook and any disputes arising out of the Handbook shall, in all respects, be governed by the laws of the State of Michigan.

EMPLOYMENT STANDARDS

AT-WILL EMPLOYMENT

Unless provided otherwise by a valid collective bargaining agreement or properly approved employment contract, the employment of all Gaines Charter Township employees and appointed officials is considered At-Will, that is, either the employee or the Township may terminate the employment relationship at any time without notice and without cause. This basic condition of employment is therefore not an agreement for employment for any specified period of time; does not make any guarantees, verbal or otherwise, regarding employment; does not make any agreement contrary to the foregoing.

This paragraph supersedes and takes precedence over any other contrary provisions in this Employee Personnel Handbook or any other statement or policies of the Township. No representative of the Township, other than the Township Board of Trustees, has any authority to enter into any agreement contrary to the foregoing and, further, no such agreement shall be binding upon the Township except as individually addressed to you in writing and authorized by the Township Board of Trustees by an action of a quorum of the Township Board of Trustees at a Township Board of Trustees meeting.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Township to ensure equal employment opportunity in its personnel practices. This includes equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, veteran status, disability, or other legally protected characteristic in accordance with all applicable federal, state, and local laws

and ordinances.

If an employee feels that he or she has been subjected to or witnessed any such discrimination, the employee should contact their Department Head, Township Manager, or another member of the Township's leadership team with whom the employee feels comfortable. Any complaint of discrimination will be investigated thoroughly and promptly. No employee will be retaliated against for making legitimate complaints. Should a supervisor, employee, or agent of the Township be found to have violated this policy, prompt and appropriate remedial action will be taken, up to and including termination of employment.

The Township supports employment of qualified individuals with disabilities. If any employee believes that accommodation of a disability is necessary to perform the essential functions of a position, Michigan law requires the employee to notify the Township of this in writing within 182 days after the employee knows or reasonably should have known of the need for accommodation.

In this Handbook, as in all memos and other communications, the pronouns he, she, his, her, him, etc. are used only for convenience. These should in no way be interpreted as referring to any one gender.

IMMIGRATION LAW COMPLIANCE

The Township is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. The Township does not illegally discriminate because of a person's citizenship or national origin.

Because the Township complies with the Immigration Reform and Control Act of 1986, every new employee at the Township is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Township and are rehired, you must complete another Form I-9 if the previous I-9 with the Township is more than three (3) years old, or if the original I-9 is not accurate anymore, or if the Township no longer has the original I-9.

PHYSICAL EXAMINATION

Once an applicant receives a conditional offer of employment, they may be required to submit to an examination which may include mental, physical, alcohol and drug screening by a local health care provider designated by the Township, at the Township's expense, to determine fitness for the position.

BACKGROUND INVESTIGATION

Personal Background Check

Once an applicant receives a conditional offer of employment, they may be required to submit to a personal background investigation. The Township may request a background investigation of any or all the following records as deemed necessary for the position applied for:

- Employment History
- Credit History
- Education
- Police/Criminal Record
- Driving Record

Driving Record

Employees required to drive their vehicles in the performance of their duties may have their driving records reviewed prior to hire and reviewed periodically.

CHANGES IN EMPLOYEE INFORMATION

It is important for you to notify your Department Head and the Township Clerk of any changes in your name, address, telephone number, number of dependents, beneficiaries, and/or your emergency contact person(s).

EDUCATION & PROFESSIONAL DEVELOPMENT

REQUIRED EDUCATION

The Township Manager, upon recommendation from the Department Head and at his/her discretion, may require any Township employee to complete classes or a course related to job improvement.

The Township will pay mileage, cost of seminar/class, and normal working day hours. Overnight lodging must be approved in advance by the Township Manager.

CONTINUING EDUCATION

There are positions that require specific certification(s). Gaines Charter Township will pay for required education need to achieve a certification or keep an employee's certification current. The cost of these classes, transportation and lodging will be paid by the Township with Township Manager approval.

Cost of education beyond that which is required to obtain/maintain certification(s) may also be eligible for coverage by the Township with prior approval of the Township Manager and as recommended by the Department Head.

SEMINARS AND CONFERENCES

The Township recognizes that participating in seminars and conferences can have a positive effect on an employee's performance.

Seminars and conferences related to job improvement may be attended with prior approval from the Township Manager upon recommendation from the Department Head. The Township will pay mileage, cost of seminar/conference, and normal working day hours.

EMPLOYMENT TYPES

The term "employee" is used as a reference tool throughout this handbook and is encompassing of all employee and official types.

Elected Officials consist of the Township Supervisor, Treasurer, Clerk, and four Trustees whose responsibility it is as the Board of Trustees to set policies and provide direction to Gaines Charter Township staff.

Appointed Officials include the Deputy Treasurer and the Deputy Clerk. Appointed officials can act in official capacities on behalf of the Township. Individuals in this category may be compensated at an

hourly rate, salaried, or via a stipend.

Full-Time Salaried Employees are positions approved by the Board as a Township Manager, Department Head, or other positions deemed by the Board as necessary, and fit the requirements of a salaried exempt position under Federal Guidelines. Their work week expectations are covered under the job description of each position, and they are required to complete the duties as outlined there. Full-time salaried employees are eligible for all full-time employee benefits.

Full-Time Hourly Employees are those hired to fill regularly established positions and are expected to work 40 hours per week, 52 weeks per year minus benefit time off.

Part-Time Hourly Employees are employees that work less than 30 hours per week of a normal 40-hour work week. Part-time employees who work more than 20 hours per week are eligible for certain benefits on a pro-rated basis as outlined in this handbook.

Seasonal/Casual/Temporary Employees. Employees of this type are not eligible for benefits but may receive special considerations for exceptional work performed. Employees hired from a temporary employment agency are employees of the respective agency and not of Gaines Charter Township.

Permanent Standing Boards, Committees, and Commissions are those which have been appointed by the Township Board of Trustees to conduct Township Business.

Election Workers are employees hired specifically to work elections in any of the election worker roles.

Paid on Call Firefighters are specially trained individuals employed by the fire department to respond to fire and medical emergencies in the Township.

OPERATIONS

STANDARD HOURS

Work schedules are set by the Township. You will be advised of your work schedule through your specific department. Departments may vary hours based on the nature of their jobs. In addition, you may be required to work overtime or hours other than those normally scheduled. Department Heads will strive to provide coverage in their respective departments during their department's regular hours of operations.

REDUCTION IN WORKFORCE

It is the Township's goal to maintain full employment for everyone. However, there may be times when layoffs become necessary to provide more cost-efficient services. Some examples of a need for layoff include shortage of funds or work, elimination of a position, changes in duties, or changes in organization. Reduction in hours or layoffs may be implemented on a Township-wide basis, or in one or more departments or positions.

In the event it becomes necessary to reduce the workforce, the Township will determine which employees will be affected based upon several factors that include need, department, qualifications, productivity, attitude, attendance, and general performance. The exact method or manner of this reduction and subsequent recall is at the sole discretion of the Township. The duties performed by an employee scheduled for reduced hours or layoff may be reassigned to other employees. In the event of

a layoff, no PTO, sick leave, holidays, or other benefits will be earned.

LUNCH PERIODS

Full-time employees and part-time employees working more than 6 hours per day are required to take a ½ hour unpaid lunch period. Maximum lunch period is 45 minutes (1/2 hour is unpaid).

EMPLOYEE REVIEWS/EVALUATIONS

Department Heads will conduct an annual review of each employee in their department. Additional reviews may be conducted at any time, evaluating specific areas of job performance, providing specific examples to illustrate the employees' performance, and providing specific recommendations for improving the employees' performance. The Department Head and employee will meet and discuss the review. Department Heads will be reviewed annually by the Township Manager.

TERMINATION

Employees who voluntarily leave the Township's employ are expected to provide at least two (2) weeks' notice in writing to their Department Head or the Township Manager. An employee shall be paid earned salary to the date on which employment terminates.

Resigning employees who give the requested notice, and who physically report for all their regularly scheduled shifts for those two (2) weeks, will receive pay for accumulated but unused Personal Time Off (PTO) time.

No individual leaving the employment of the Township (regardless of circumstances) will receive pay for unused accumulated sick time.

Employees who qualify to receive pay for accumulated but unused PTO time will receive payment as soon as is practical.

OUTSIDE EMPLOYMENT

Employees should be free to use their off-work time as they see fit, including engaging in other employment. However, in no case shall outside or supplemental employment conflict with or impair an employee's job responsibilities to the Township. Further, employees engaged in outside or supplemental employment shall:

- Not solicit for the outside employment while conducting their Township job functions.
- Not be engaged in the outside employment activities while conducting their Township job functions.
- Not use the name of the Township as a reference or credential in advertising or soliciting customers.
- Not use Township supplies, facilities, staff, or equipment in conjunction with any outside or supplemental employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Township.
- Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the employee's duties for the Township.

The Township shall not be liable, either directly or indirectly, for any activities performed during any outside or supplemental employment. If you're unsure if your supplemental employment presents a conflict of interest (or the appearance of a conflict of interest), consult with your Department Head and/or the Township Manager. It is entirely incumbent on the employee to make the Township aware of supplemental employment where a conflict of interest exists (or could be perceived to exist). Failure to do so could result in disciplinary action up to and including termination.

MILEAGE & OTHER EXPENSE REIMBURSEMENT

It may be necessary for employees to use their own vehicle in performing their duties. When doing so, the employee will be reimbursed for mileage, at the current IRS business rate. Mileage reimbursement requests are to be submitted to the Township Manager on a quarterly basis and must be signed by the requesting individual's Department Head.

The Township will also reimburse employees who spend their own money for Township business provided the employee receives pre-authorization for the expenditure from their Department Head or Township Manager. An expense report with receipts or other acceptable documentation of expenses shall be signed by the individual who authorized the expense and submitted to the Township Manager for reimbursement.

USE OF TOWNSHIP PROPERTY AND VEHICLES

All employees are required to be as careful as possible while using vehicles, tools or any other property owned by the Township. All property owned by the Township is to be used only for conducting Township business. The personal use of Township property or equipment is strictly prohibited. Only authorized personnel are allowed to drive or ride in Township vehicles.

INFORMATION TECHNOLOGY – ACCEPTABLE USE

The Township owns and operates various computer systems, which are provided for use by employees in support of Township activities. All users are responsible for seeing that these systems are used in a proper, effective, ethical, and lawful manner. This policy applies regardless of the user's location when accessing the network.

Violations of this policy are subject to discipline, up to and including termination of employment. Persons who use Township systems or equipment for defamatory, illegal, or fraudulent purposes, or who break into unauthorized areas of the Township's systems, may also be subject to civil liability and criminal prosecution.

Use of Township Systems and Equipment

All Township property, including computers, computer systems, e-mail, voicemail, internet service, telephone systems, fax machines, wire services, and other equipment and services, are provided for business use. Very limited, occasional use of these Township systems for personal, non-business purposes is permitted. Employees must demonstrate responsible judgment in this use. Personal use of Township systems must be limited to non-working time, must not be disruptive to the work of any employee, and must not put the Township's technology at risk to be infected with viruses or other adverse technologies. Also, use of Township systems for promoting, buying or selling goods or services, or group solicitations is prohibited. Equipment may not be modified in any way except by authorized personnel. Employees may not use Township telephones to record personal conversations. Employees with access to telephone call recording are limited to using the recording feature for business purposes only. Employees may not use Township telephones to record internal calls with

other employees.

Township System Security

All users of Township systems are required to maintain the security and integrity of Township systems and information from access by unauthorized persons. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access. Authorized use must be only with the user's own username, password, or other access device. Users may not share usernames, passwords, or access devices with any other person.

Township Access and Monitoring

Employees should not assume that electronic communications are private. Security procedures, such as passwords, are designed to control access to Township systems, not to guarantee the personal privacy or confidentiality of any message or document. Employees should keep personal records and information at home, as the Township does not provide privacy or confidentiality of non-business information stored in files (electronic or hard copy) at work.

The Township reserves the right to access and review everything on all information systems and equipment, including directories, discs, files, databases, e-mail messages, voicemail messages, and any data stored or used in connection with Township information systems. Electronic files that have been deleted or erased may remain stored in the Township's computer or telephone systems. The Township retains the right to access such information for as long as it may be obtained from any source, even after it has been deleted or erased. All e-mail messages are archived and stored on a Township server pursuant to the Township's retention policies.

The Township does not monitor employee communications on a continuous basis. But individual use patterns (for example, telephone numbers dialed, websites accessed, call lengths, etc.) may be monitored on occasion. This is done to evaluate the optimum utilization of technology resources and to detect patterns of use that could suggest improper or illegal activity. The Township may employ web filtering and block websites based on categories determined by the Township.

Each employee who uses Township communication systems, by doing so, consents to the Township monitoring his or her communications over those systems, as authorized by law, when the Township finds that a business reason warrants it.

E-mail and Internet Use

The Township strictly prohibits the use of information and communication systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory, a violation of any civil or criminal law or statute, or a violation of any Township policy or standard. If a user has any question about whether a particular use or communication is improper, it is the user's responsibility to ask an appropriate supervisor before engaging in the activity.

Revealing Township business information, community member or customer information, or trade secret information by e-mail or the internet is prohibited. Any other messages that may adversely affect the Township, its customers, the public, or employees are also prohibited. Internet and e-mail may not be used for personal gain, personal business, or advancement of personal views. No one should make any online statement about the Township except as expressly authorized by management. If you have any question about whether a particular use is improper, ask an appropriate supervisor before engaging in the activity.

Communicating anonymously or by an assumed name, other than your job title, is prohibited. E-mail messages should be written in a professional manner. Consider your routing list carefully and exercise

the same care you would with any written document before sending an electronic message.

Delete or archive unwanted and obsolete messages. It is each employee's responsibility to keep their mailboxes manageable and up to date. All messages are archived automatically.

If you receive an e-mail message from an unknown sender, report it through the Phishing Alert system to the Township's IT provider. If you receive a message that was not intended for you, inform the sender immediately and delete the message from your mailbox.

Users of Township equipment may not access any external or public computer or network, except for specific business purposes with express authorization by a department head. Any user who is authorized to connect to any outside computer or network is obligated to take all necessary measures to ensure the security of the Township's systems and information. Employees may not install, add, or download any other computer software to Township systems without prior approval by the Township.

Employees may not monitor or intercept anything on the Township's computer system without authorization; obtain unauthorized access to any part of the Township's information system; use Township systems to obtain unauthorized access to any other computer or system; use anyone else's user name or password without Township permission; or use Township systems in a way that has the purpose or effect of concealing or disguising the user's identity.

Township Software

The Township has acquired rights to use certain software programs on the Township's communication and information systems for business purposes. Software is protected by copyright law. The Township's right to use software is subject to license agreements with the publisher or seller of the software. Those license agreements generally prohibit users from copying, selling, loaning, or giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Therefore, any software that is available through the Township's information systems may not be used in any way other than in the regular course of Township business.

Only IT personnel or agents contracted by them may install or remove software or hardware on any Township computer system. IT personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Portable Devices

The Township may provide employees with portable technology, including laptop computers, cell phones, smartphones, and tablets, in order to support Township business. Such portable technology is to be used solely by the employee and solely for the benefit of the Township. Upon termination of employment, or upon request by the Township, each employee must immediately return to the Township all equipment which is Township property or contains any confidential or proprietary information belonging to the Township or its clients/customers or the public. It is recommended that employees limit the use of personal portable technology devices.

AI Ethical Use Guidelines

This policy outlines how AI tools should be used across the Township. It helps employees understand what's allowed, what's not allowed, and how to use AI responsibly and securely in their work. This policy outlines how artificial intelligence (AI) tools may be used within Gaines Charter Township. It applies to all employees, contractors, and third-party vendors who use AI tools in the course of their work with or for the Township. The goal is to support responsible, secure, and ethical use of AI while minimizing risks.

For clarity, here are some definitions we will use through these guidelines:

- Artificial intelligence (AI): Software that mimics human intelligence to perform tasks like analyzing data, making decisions, or generating content.
- Generative AI: A type of AI that can produce new content, such as text, images, or code (e.g., ChatGPT, Midjourney, GitHub Copilot).
- Machine learning: Algorithms that improve through experience and data exposure, often used behind the scenes in AI tools.

These tools include, but aren't limited to, public or enterprise versions of language models, image generators, automation platforms, and internal AI applications.

Employees are encouraged to explore AI tools for efficiency and creativity—but with limits. Acceptable uses include summarizing meeting notes or internal reports that do not contain confidential information, drafting first versions of internal communications, and automating repetitive tasks (e.g., formatting, tagging). Unacceptable uses include generating public-facing content without human review or approval, using AI to replace human judgment in decision-making processes, or uploading sensitive or proprietary data.

If in doubt, check with your Department Head, the Township Manager, or the Township's IT Consultant before using any AI tool for a new purpose.

Publicly available AI tools should never be used to process sensitive information. Such information includes but is not limited to customer/resident data, financial records, personal employee information, or any legal documents.

All AI tools must be used in line with our existing data protection policies. Enterprise tools must be vetted by the Township's IT provider for security compliance before adoption.

AI use in the Township should reflect our values. This means avoiding any content that could be biased, discriminatory, or offensive, not using AI-generated content to mislead others, and respecting copyrights and intellectual property — there must be no copying or adapting third party content without permission. When in doubt, assume a human touch is still needed.

AI tools can be used to assist you, but they shouldn't replace human accountability. This is especially important in areas such as strategic decision making, constituent interactions, recruitment and hiring, and employee evaluation. A human staff member must always review and approve any AI-generated output used in these areas.

If you notice anything amiss — such as incorrect output, signs of bias, or a security concern — report it promptly. Contact the Township Manager and document the issue.

The following actions are strictly forbidden creating deepfakes, impersonating individuals, or fabricating information; using AI tools for personal gain during work hours or on company systems; circumventing laws or compliance requirements using AI; developing or deploying unapproved AI applications within the company infrastructure. Violations will result in disciplinary action, which may include termination of employment in more serious cases or after repeat offences.

This policy will be reviewed and updated every 12 months, or sooner if AI capabilities or risks shift significantly. Employees are encouraged to share feedback, so the policy stays up-to-date, accurate, and useful.

Work from Home

Any employee working from home, or telecommuting, to any significant degree will be required to sign an agreement stating the terms under which he or she will be permitted to work from home and create reasonable protections for the use and transmittal of Township information. Work from home is not available to all positions and is an accommodation that will be regularly reviewed to ensure department and Township needs are being met. The Township Manager shall establish a work from home policy and agreement to be used by any employee who works from home.

EMPLOYEE INTERACTION & DISCIPLINE

EMPLOYEE SAFETY

Employees are expected to comply with all safety standards and requirements whether established by township, federal, state, or local law. Any safety violation, or any accidents resulting in injuries to employees, should be reported immediately to the Township Manager. Safety equipment must be used at all times, where needed or required.

COMMUNICATION AND COOPERATION

The Township strives to create an atmosphere of trust, cooperation, and respect among employees. To achieve this goal, an open-door policy is maintained and is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints. Please discuss any concerns you may have with a Department Head, the Township Manager, or a member of the Township Personnel Committee.

All employees should work together, regardless of their designated positions, and work to the best of their ability and cooperate with fellow employees. Any spare time should be spent helping someone else. Township employees do not work entirely as individuals, but as a team, all doing their best. Please be interested, helpful, and considerate while working. You are expected to treat fellow employees with respect and consideration.

WORKPLACE ETIQUETTE

Employees are expected to show respect and courtesy to each other. Sometimes there are problems or situations in which one employee does not realize that they are bothering or annoying another employee. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be resolved. You are encouraged to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

If you have comments or suggestions about workplace etiquette, talk to a Department Head, the Township Manager, or a member of the Township Personnel Committee.

DISPUTE RESOLUTION PROCEDURE

The Township is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action (excluding termination) or the interpretation or application of this Handbook. This Dispute Resolution Procedure does not affect employee status as defined elsewhere in this Handbook, including the At-Will Employment section.

Step One

An employee who has a dispute/complaint is to schedule a meeting with his or her immediate supervisor/department head and attempt to resolve the dispute/complaint. At this meeting, or within five (5) working days after the meeting, the immediate supervisor/department head will verbally respond to the employee. This step may be skipped by the employee if there is an aggravated problem which would not be appropriate to take to their immediate supervisor/department head.

Step Two

If the issue is not resolved at Step One and the employee wishes to pursue the matter, the employee is to submit the dispute/complaint in writing to the Township Manager within one (1) week after Step One is completed, but in no event later than two (2) weeks after the events giving rise to the dispute/complaint. The written dispute/complaint should state what happened, when it happened, the policy or procedure in dispute, and the resolution sought. Within two (2) weeks after receiving the written dispute/complaint, the Township Manager will schedule a conference and discuss the dispute/complaint with the employee. Within five (5) working days after the conference, the Township Manager will provide a decision in writing to the employee.

Appeal

An appeal of the Township Manager's decision may be made to the Township Personnel Committee.

Time Limitations

Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed only upon showing good cause in writing for the delay. Any unanswered dispute/complaint not appealed within the time limits will be considered settled on the basis of the last answer. The Township will try to respond to the dispute/complaint; however, if the Township fails to respond at any step within the specified time limits, the employee may appeal to the next step of the procedure.

STANDARDS OF BEHAVIOR

In order to promote a smooth and successful operation, to maintain a positive working atmosphere, and to inform all employees of the kind of conduct expected at work, the Township has adopted the following work rules. The rules do not cover many subjects and, therefore, are not intended to be exhaustive. Rather, these rules are guidelines that provide a flexible disciplinary framework.

In accordance with the at will policy, the Township reserves the right to impose the Disciplinary Action Procedures, up to and including discharge, for anything the Township considers unacceptable. The existence and/or use of the work rules does not alter the at will employment relationship. Further, the work rules may be changed from time to time, at the discretion of the Township. You will be notified of any changes. Examples of misconduct that may result in disciplinary action, up to and including immediate termination, can include, but are not limited to:

- Sexual or other illegal harassment in any form
- Discrimination on the basis of race, religion, color, national origin, gender, age, height, weight, marital status, handicap, or any other reason prohibited by law

- Falsification of any Township documents and/or reports
- Gross neglect of duty or refusal to comply with a supervisor's instructions
- Insubordination
- Theft or intentional destruction of Township, private, public or another employee's property; or removal of Township property from its premises, equipment or facilities without the written authorization of the Township Manager
- Use of Township property or equipment for private purposes without the approval of the Township Manager or the Township Manager's designee
- Drinking, use or possession of any alcoholic beverage or illegal substance any time after reporting for work; on Township premises, facilities, or equipment, public or private property; reporting to work while under the influence of alcoholic beverages or an illegal substance
- Conviction of a felony while an employee of the Township
- Deliberate, negligent or careless conduct endangering the safety of themselves or of others, including but not limited to the provoking, inciting, or participation in a fight on/in the Township premises, facilities, or equipment; horseplay, etc.
- Carelessness, inattentiveness or negligence which causes serious damage or injury to the Township's equipment or property, and/or that of a private party or the public, or to any person
- Abusive, insolent, threatening or coercive treatment of any employee or official
- Deliberate, negligent or careless failure to properly report safety violations, defective materials or equipment to the proper authority. Failure to report any damage done to the Township's property or equipment, or that of a private party or the public
- Deliberately concealing defective work
- Sabotage
- Permitting unauthorized people to enter the Township premises, facilities, or vehicles, or using equipment during unauthorized times
- Serious violation of a safety or environmental rule or safety practice
- Possession of a concealed weapon* and/or control of any device, object or substance which could be considered a weapon, while in/on the Township's premises, facilities or equipment; or off site during normal working hours
- Any offense of equal magnitude to the above

*Persons authorized to carry a concealed weapon may only do so with the Township Manager's permission.

DISCIPLINARY ACTION PROCEDURES

Any employee who violates any of the Township's rules or general standards of good employee conduct shall be subject to disciplinary action up to and including discharge. Disciplinary action may include any of the following possible sanctions: verbal or written warnings, written reprimands, suspensions without pay, or termination of employment. The Township will assess numerous factors in determining the degree of discipline to be rendered. Among others, these factors include the severity of the violation, repeat offenses, the employee's past employment and disciplinary history, the impact on the Township, state and federal laws, extenuating facts and circumstances, and the general facts and circumstances of the incident.

CONFLICT OF INTEREST

It is very important that all employees and officials of the Township earn and maintain the trust of the community. Credibility with the public should not in any way be jeopardized. To maintain this trust and credibility, everyone who deals with the Township should be treated fairly and equally.

Except as specifically authorized by the Board of Trustees, where there is an appearance of influencing, or the actual influencing of any decision made by the Township or its employees, employees and elected officials are prohibited from the following:

- Individually accepting money, gift cards, or other forms of currency
- Individually accepting non-monetary gifts (including ticketed events, paid trips, or conferences) with an annual value greater than \$300 (or individual value greater than \$150) from any of the Township's community members or suppliers
- Owning an interest in, or being employed or compensated by, any organization which does business with the Township

All employees are required to disclose in writing to the Township Manager (and Board members to the rest of the Board of Trustees) any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists. Paid meals during business meetings are an exception to this section if the meal's value is "de Minimis" in accordance with the Internal Revenue Service (IRS) definition.

Nothing in this Handbook is intended to restrict investment or require disclosure of any investment by any employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

This is not intended to be an exhaustive list of conflicts of interest on behalf of employees or elected officials. Not all conflicts of interest are monetary in nature. All attempts should be made to use good judgment when determining when a conflict of interest may exist. If you're unsure if a conflict exists, consult with your Department Head or the Township Manager.

RECORDS & DOCUMENTATION

EMPLOYMENT RECORDS

Every applicant for employment must complete an Employment Application prior to employment. Applicants will be permitted to submit a resume of personal, professional, and academic experience as a supplement to the employment application during the consideration for employment period. The Township Clerk shall maintain a personnel file for each employee. A separate medical HR file will be kept for sick leave, record of physical or mental examination, drug or alcohol screening, and other medically related documents. The Township will comply with all State and Federal HIPAA compliance requirements.

Employees are required to advise the Clerk of any changes in their dependent status (i.e., marriage, birth of children, etc.), address, emergency contacts, insurance beneficiaries, or related matters.

Personnel files are the property of the Township. Because personnel files contain confidential information, the only people who can see them are those with a legitimate business reason. If you wish to review your own file in accordance with applicable law, please contact the Township Clerk. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the Township is present. Information contained in the employee's personnel file will be released to others only upon the employee's written authorization, or as provided by state law.

SOCIAL SECURITY NUMBER POLICY

Gaines Charter Township abides by Michigan's Social Security Number Privacy Act (MIPA 454 of 2004).

All employees are required to have a Social Security Number (SSN) in order to be employed by the Township to allow accurate tax reporting. However, the Township takes each employee's privacy very seriously, and maintains a strict policy to protect the confidentiality of SSNs that are obtained by or provided to the Township and its employees, officials, agents and representatives in the course of employment, activities, or services performed on behalf of the Township.

Documents containing SSNs shall be kept in confidential files. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs (including documents containing SSNs) or to keep, view, use, copy, disclose, or distribute another person's SSN. One who accesses SSNs for necessary and legitimate business purposes is prohibited from using or accessing the SSN in a manner that may permit an unauthorized individual to view, use, or access the number.

When documents containing SSNs are no longer needed and are to be discarded, such documents will be disposed of in a manner that ensures the confidentiality of the SSNs. The Township has developed a practice of shredding, electronically deleting, or otherwise disposing of confidential records, including those containing SSNs.

Violation of this policy is subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT PROCEDURES

The Gaines Charter Township Board of Trustees shall be responsible for determining the number and scope of all positions, consistent with Township needs and budgetary limitations.

In general, all regular, full-time job openings are posted on the Township's website. However, the Township reserves its right to not post a particular opening. The Township may use other recruiting sources to fill open jobs.

The Township may contract for any services as it deems advisable.

ATTENDANCE, TIMEKEEPING & PAY PROCEDURES

UNEXCUSED ABSENCE

An unexcused absence is the failure to work a scheduled shift for any reason, except when time off is authorized. Chronic unexcused absence is the accumulation of more than three unexcused absences, as defined above, within any consecutive twelve (12) month period.

Each Department Head is responsible for verifying all attendance records within their department, to counsel their employees on tardiness and/or absenteeism and recommend disciplinary action to the Township Manager.

TARDINESS

Employees who are going to be late for work must notify their Department Head as soon as possible. Failure to call in, or excessive tardiness, may result in disciplinary action up to and including dismissal.

EMERGENCY CLOSURE

There may be times when emergencies, such as severe weather, fires, floods, power failures, etc., disrupt normal business operations at the Township. The Township may even decide to cease operations if conditions are severe and close during working hours. In the event of a closure, the Township will contact local media and also use the Township's website to post the closings. Your immediate supervisor may also notify you at home.

Gaines Charter Township employees scheduled to work need not report and are excused with pay under the following circumstances:

When the Township Manager, or their designee, announces the closure or delay in opening of the offices. Any office closure, or delay in opening, will be posted on the Gaines Charter Township website as soon as possible.

Employees who are scheduled to work will be paid for their scheduled work hours only. (E.g. if you are scheduled to work 4 hours you will be paid for 4 hours, if you are scheduled to work 8 hours you will be paid for 8 hours). Employees who are not scheduled to work on that day as part of their regular work schedule will not be paid for the closure. Employees that had pre-scheduled PTO or Sick Leave will not have their PTO or Sick Leave Banks charged for the closure event.

OVERTIME

Employees are required to work overtime when directed to do so by their Department Head or the Township Manager. Except for those employees authorized and required to perform occasional emergency work to maintain essential services, employees are not permitted to work overtime without prior approval from the employee's Department Head. Employees who work unapproved overtime may be subject to disciplinary action, up to and including termination of employment.

The overtime pay rate is equal to one and a half (1 1/2) times the employee's regular pay rate. Full-time non-exempt employees are paid for all hours physically worked beyond the employee's scheduled shift.

Non-exempt employees classified as other than full-time are paid overtime for hours physically worked beyond 40 hours in a workweek in accordance with the Fair Labor Standards Act.

Paid Time Off (PTO) or sick time does not count toward overtime pay. If an employee had scheduled/used PTO or used sick time in a pay period which results in more than 40 pay hours in a week, the Township will credit back an equal amount of PTO or sick time to balance out the employee's hours.

DOCUMENTING HOURS WORKED

Department heads are responsible for assuring that employees under their supervision adhere to the work schedule, and that all uses of sick leave, PTO time, holidays worked, other absences, and overtime are recorded on a timesheet.

PAYROLL DEDUCTIONS

The Township will make voluntary deductions from employee's pay upon receiving written authorization from the employee.

PAY ADVANCES

State law does not allow governmental entities to advance pay to employees against their wages.

GARNISHMENT OF WAGES

Garnishment of wages may occur if an employee fails to meet a financial obligation. The Township will comply with any lawful court order to deduct a certain portion of the wage from the employee's paycheck. Notice of garnishment will be placed in the employee's personnel file.

METHOD OF PAYMENT

Full-time and part-time Township office employees are paid on a bi-weekly basis.

Pay periods for Township employees who regularly work at a location other than the Township office may vary (i.e., paid on call firefighters are paid on a monthly basis).

In most cases employees will be paid via direct deposit into a banking institution of the employee's choice. The first paycheck and any paycheck following a request to change depositories will be issued as a paper check.

Requests to have direct deposit records changed must be done in person by completing an updated deposit form with the Deputy Clerk.

RECORDING OF HOURS

Non-exempt employees are responsible for accurately recording the hours they work on designated forms or computer programs. The law requires the Township to keep accurate records of time worked to correctly calculate employee pay and benefits. If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods, and when you leave the workplace for personal reasons.

Falsifying time records is a serious matter. You may not change time after it is already recorded, purposely enter false time, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees must not perform work if they are not "on the clock." Unless authorized in writing by management, they are not expected to perform any work before or after their shift and are not expected to answer phone calls, emails, or texts after their shift.

PAYCHECK ERRORS

It is the Township's policy and practice to pay employees in compliance with federal and state law. The Township prohibits improper deductions from employee pay, including any deduction that might affect exempt status, and is prepared to correct any mistakes or improper deductions. Employees who believe any mistake or improper deductions have been made to their pay should report their concerns immediately to the Payroll Clerk. The Township will make all appropriate corrections as soon as reasonably possible and take steps necessary to ensure future compliance.

COMPENSATORY TIME (COMP TIME)

Full-time non-exempt employees may choose to receive compensatory time in lieu of paid overtime. In most cases Comp Time should be used in the same pay period in which the overtime would have occurred. In rare cases, and with Township Manager approval, comp time can be taken outside of the pay period.

FLEX TIME

Department Heads may approve flex time for employees on a limited basis. Flex time requests cannot negatively impact the regular operations of the Township/Department and should be determined in advance. Examples of an acceptable use of Flex Time (but not limited to) would be not taking a lunch break and allowing an employee to leave early (on a limited basis), leaving early to mitigate overtime, or arriving early/late and leaving early/late to accommodate a special circumstance. Flex Time is different from Comp Time as in most cases Flex Schedules should be scheduled in advance and will occur on the same day (i.e., an employee comes in early and leaves early on the same day or an employee flexes their lunch to the end of the day).

VOLUNTARY DAYS OFF WITHOUT PAY

Regular full-time employees must use all available PTO prior to days off without pay being granted. Days off without pay are at the recommendation of the Department Head and the approval of the Township Manager. (This policy does not apply to part-time employees regularly scheduled to work less than 30 hours per week.)

BENEFITS

ACCRUAL OF BENEFITS

PTO accrued in any given year will be vested on January 1st of the following year.

For other benefits, eligible employees may enter a program on the 1st day of the month following one full month of employment.

Health Insurance coverage will cease at midnight on the last day of the month termination occurred.

INCENTIVES

The Township, acting through the Township Manager or their designee, may, on occasion, grant an employee(s) or officer's gifts or other benefits of minimal value to encourage and reward exemplary service to the Township or to enhance employee morale. Acceptance of these gifts/other benefits does not constitute a violation of Township policies. This can also include events and participatory activities that enhance team building, camaraderie, and group trust.

INSURANCE AND RETIREMENT BENEFITS

In addition to your paycheck, eligible employees are entitled to receive additional benefits including health, dental, vision and prescription insurance, as well as retirement benefits. Summary Plan Descriptions (SPD's) can be obtained in the Clerk's office.

BENEFITS/WAGES WHILE EMPLOYEE IS ON WORKER'S COMPENSATION OR DISABILITY

The Township will not pay any portion of an employee's out of pocket cost for benefits while on any type of medical leave.

WAGES – WORKER'S COMPENSATION LEAVE

The Township follows the worker's compensation rules/regulations established by the State of Michigan.

Section 311 of the Act provides that no compensation is paid for an injury which does not last for at least one week. If the disability lasts beyond one week, the worker is entitled to benefits as of the eighth day after the injury. If a disability continues for two weeks or longer, then the worker is entitled to be paid compensation for the first week of disability. Benefits continue so long as the worker is disabled.

The Township will not compensate an employee for shifts missed if injury does not qualify the employee to collect workers compensation.

LEAVE BENEFITS

Full-Time Employees Sick Leave Benefit

Full-time employees shall be credited with 72 hours of Sick Leave, each year, on the first day of the fiscal year. Full-time employees hired during the fiscal year shall receive Sick Leave based on a pro-rated basis for the remainder of the current fiscal year as of the date they begin work for the Township.

Part-Time Employees Sick Leave Benefit

Each part-time employee who regularly works twenty (20) or more hours per week will be credited with a pro-rated number of Sick Leave hours, on the first day of the fiscal year, based on the number of hours the part-time employee works relative to a full-time employee. By way of example, a regular part-time employee who works 30 hours per week would be credited with 54 hours of Sick Leave on the first day of the fiscal year. Part-time employees who qualify under this paragraph will receive written notice on or before the start of the fiscal year stating their number of anticipated work hours during the fiscal year and the amount of Sick Leave time they will receive. If a part-time employee works hours in excess of this figure, the part-time employee will receive additional pro-rated Sick Leave time. Part-time employees hired during the year shall receive Sick Leave based on a pro-rated basis for the remainder of the fiscal year as of the date they begin work for the Township.

All Other Employees Sick Leave Benefit

All other casual, seasonal, short-term, paid-on-call, or irregular part-time employees (including part-time employees regularly working fewer than 20 hours per week), who do not fall under the Youth Employment Standards Act, will accrue one (1) hour of Sick Leave for every thirty (30) hours worked. Other employees may accrue up to a maximum of 72 hours of Sick Leave per year. All employees accruing Sick Leave under this paragraph will receive their Sick Leave time at each payroll period after the Sick Leave time is earned.

Limitations on the Use and Carryover of Sick Leave

For purposes of administering this policy, a "year" shall be considered the same as the Township's fiscal year. Sick Leave time granted under this policy to full-time and regular part-time employees shall be immediately available for use upon the first day of the fiscal year. Sick Leave time given to other

casual, seasonal, short-term, paid-on-call, or irregular part-time employees shall be available for use when granted each payroll cycle. All new Township employees may not use any accrued Sick Leave time for the first 120 calendar days after they begin employment with the Township. Full-time employees may carry over up to 192 hours of unused Sick Leave from one year to the next. All other employees may carry over up to 72 hours of unused Sick Leave from one year to the next. Any Sick Leave time that an employee has at the end of the year in excess of these limits will be lost to the employee, without payment. Employees will not be paid for any unused Sick Leave at separation of employment or any other time. Employees who separate from employment with the Township and are then re-hired within two (2) months of their separation will have their previously accrued Sick Leave balance reinstated.

Usage of Sick Leave Time

Employees may use their accrued Sick Leave time in 1-hour increments, or the smallest increment recognized in the Township's payroll system, whichever is smaller. Sick Leave may be used for any purpose permitted by the Michigan Earned Sick Time Act (ESTA).

Notification to the Township

If an employee's need to use Sick Leave is foreseeable, the employee must provide advance notice to the Township as soon as possible, but in any event, notice must be provided at least seven (7) days before the date the Sick Leave absence will begin. If an employee's need to use Sick Leave is not foreseeable, the employee must give notice to the Township of their need to use Sick Leave as soon as practicable. Notification shall be provided to the employee's immediate supervisor or the Township Manager. If an employee has been absent on Sick Leave for more than three (3) consecutive working days, the Township reserves the right to request reasonable documentation to substantiate the fact that the employee's absence was for a purpose covered by the ESTA. The Township will cover the employee's out-of-pocket costs to obtain such supporting documentation. When requested by the Township, the employee must provide the supporting documentation to the Township within fifteen (15) days. Any violation of this policy by an employee, including misrepresenting the reason for the need for leave, may result in disciplinary action against the employee, up to and including termination of employment.

Paid Time Off (PTO)

Full-time Paid Time Off (PTO) benefits apply to employees working a regular schedule of a minimum of 40 hours per week.

Pro-rated PTO benefits apply to employees working a regular schedule of a minimum of twenty (20) hours, but less than thirty (30). The total hours worked in the previous calendar year will be used to pro-rate the PTO time awarded for the following year. Time is given in accordance with the following schedule below.

Full-Time Employees

<u>Years of Continuous Service</u>	<u>Annual Time Off</u>
Less than four (4) years	12 days (96 hours)
Four (4) to eight (8) years	17 days (136 hours)
Eight (8) to 15 years	20 days (160 hours)
15 Years +	22 days (176 hours)

PTO time credit will not be paid in lieu of taking time off. An employee may carry over a maximum time of 1-years' worth of their earned Paid Time Off (PTO) from the previous year.

New employees will be credited PTO on a pro-rated basis, calculated from the full first year allotment of 12 days per year, to the first day of month following the month they start. Example, if an employee started on March 10, their PTO would be credited based on April 1 and would be credited with 9 PTO days for their first year (9 months left in the fiscal year).

Paid Time Off (PTO) Scheduling

Employees are encouraged to submit Paid Time Off (PTO) requests as soon as possible, preferably a minimum of two weeks in advance. PTO requests will be approved by your Department Head on a "first come" basis, if no Township and/or employee conflicts exist. Department Head PTO requests must be submitted to and approved by the Township Manager.

Bereavement

Employees may request up to three (3) paid days off work (days need not be consecutive) for the death of an immediate family member, subject to approval by the Township Manager. Immediate family shall be defined as: spouse, child, parent, sibling, grandchild, grandparent, and great grandparent (these definitions shall include adoptive, biological, foster, in-law, and step variations of the same).

Military Leave

The Township will comply with all state and federal laws and regulations for employees needing leave of absence for military service, including but not limited to, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended. Contact the Township Manager for further information.

Jury Duty

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as juror when the employee would otherwise have worked, the employee shall receive their regular rate of pay for their normal scheduled workday. The employee may keep the check that they received from the court. To be eligible to receive jury duty pay from the Township, an employee must:

- Give their department head reasonable advanced notice of the time that the employee is required to report to jury duty. The time period of jury duty shall also be noted on the office calendar.
- Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay (this can be accomplished by providing a copy of the court certification that the employee reported for jury duty as claimed. A copy of the court certification will be placed in the employee's file).
- Return to work promptly after being excused from jury duty service. (If less than half of the workday remains, the employee need not return to the office until the following business day.)

FAMILY & MEDICAL LEAVE ACT

The Township complies with all legal requirements of the Family Medical Leave Act (FMLA). Generally, the FMLA provides eligible employees with up to 12 weeks of unpaid leave time per year, for certain qualifying conditions and reasons. An employee's eligibility for leave time under the FMLA and the qualifying conditions that would entitle an eligible employee to take leave time under the FMLA are specified in the FMLA. If you would like to inquire about your eligibility to take leave time pursuant to the FMLA, please contact the Township Manager.

An eligible employee may utilize accumulated sick leave or other leave time to be paid while out on leave under the FMLA. FMLA leave and other forms of leave (whether paid or unpaid) shall run concurrently.

Use of Leave

When medically necessary, leave may be taken on an intermittent basis or by a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt Township operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Written requests for any accommodation should be submitted to the Township Manager.

Employee Responsibility to Give Notice of the Need for Leave

Employees must notify the Department Head and Township Manager of any need to take FMLA leave (including any absence, late arrival, or early departure related to FMLA leave). Employees must give this notice at least 30 days in advance of a foreseeable need for FMLA leave. If it is impossible to give 30 days' advance notice, employees must notify their Department Head and Township Manager as soon as practicable. Employees must follow all Township rules for calling in to report absence, tardiness, or leaving early.

Whenever requesting FMLA leave, employees must provide sufficient information for the Township to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform the Township if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the Township will inform the employee whether he or she is eligible to take FMLA leave and explain the employee's rights and responsibilities under FMLA. After the employee returns all required forms, the Township will inform the employee whether or not the leave will be designated as FMLA leave.

Medical Certification

When the Township requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense), using the Township's form. The employee must return the completed certification form to Human Resources within 15 days. Failure to do so may result in the delay and/or denial of FMLA leave. The Township may require subsequent opinions from a different health care provider (at its expense). The Township may also require periodic re-certifications of the need for leave.

Wages and Insurance Benefits during FMLA Leave

Wages are not paid during FMLA leave. The Township will maintain any applicable health coverage under any group health plan for covered FMLA leave as long as the employee maintains his or her contributions during the leave. Under certain circumstances, the Township may recover its share of the health plan premiums it paid during unpaid FMLA leave from an employee if the employee fails to

return to work after the employee's FMLA leave entitlement has been exhausted or expires.

Using Paid Leave Time during FMLA Leave

An employee taking a leave of absence under FMLA must use all available paid leave to cover the absence from work in accordance with the employee's Collective Bargaining Agreement (CBA), if applicable. For example, if the employee's CBA states that sick leave may only be used for the personal serious health condition of the employee, and the approved leave of absence under FMLA is for a family member's serious health condition, the employee would not be able to use sick leave to cover the FMLA period and would instead be required to use other available paid leave such as PTO leave. In order to use paid leave during FMLA leave, the employee must comply with all policies concerning paid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

Contact with the Township during the Leave

While on FMLA leave, employees are required to report to their Department Head and Township Manager regarding their status and intention to return to work. Likewise, it may be necessary for the Township to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the Township and the leave is in excess of five (5) working days, the employee must provide a telephone number, address, and an email address at which they can be contacted.

Returning to Work

Before returning to work from a leave due to their own serious health condition, employees must provide medical verification of their fitness for duty. The Township will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the Township may require a certification of fitness to return to duty under certain circumstances.

Most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave

An employee's FMLA leave, and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the Township of their intent not to return from leave;
- The employee fails to return a medical certification as required;
- The Township honestly believes that the employee fraudulently obtained FMLA leave or misused FMLA leave;
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the Township's approval during FMLA leave.

Enforcement

Any employee who believes that his or her rights under the FMLA have been violated is to report this immediately to their Department Head or Township Manager. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

NON-FMLA MEDICAL LEAVE

Non-FMLA medical leave may be granted to employees upon proper written application, at the Township's sole discretion and subject to the Township's right to require satisfactory medical proof. The employee must promptly notify the Township of the necessity for the leave as soon as the employee becomes aware of the condition for which a leave will be needed. The employee must supply the Township Manager with a written statement from a medical doctor of the necessity for such a leave of absence and the expected duration of leave needed. The Township reserves the right to have its own independent evaluation of any request for medical leave. A medical leave, if granted, will normally not exceed ninety (90) calendar days. The Township may require, as a condition of continuation of any medical leave, certification of continuing disability. An employee returning to work from a medical leave of absence must present a physician's statement satisfactory to the Township indicating the employee is able to return to work. Although medical leaves of absence are generally without pay and benefits, an employee on medical leave of absence may be entitled to payment under some other policy, such as through use of accrued sick leave.

The Township cannot guarantee that it will be able to return an employee to the same or similar position he or she occupied before starting the leave. In the event that the employee's original position is no longer available when a leave of absence ends, the employee may be laid off and considered for rehire within a reasonable period of time if a position becomes available that is suitable for the employee's qualifications or may be separated from employment.

HOLIDAYS

Full-time employees shall receive the equivalent of a full day of pay, at their regular rate of pay, for the following recognized full day holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- One floating holiday, as determined by the Township Manager (the floating holiday may be split into two 4-hour blocks to extend a half day holiday).

Additionally, five (5) hours of pay for the following holidays:

- Christmas Eve afternoon
- New Year's Eve afternoon

Part-time employees who work twenty (20) regular scheduled hours or more per week shall be granted pro-rated holiday hours. The percentage of hours received is based on the scheduled current year hours (and not on the previous year's hours worked) and on the full-time holiday benefit.

GENERAL PROVISIONS

SUBSTANCE ABUSE POLICY

Gaines Charter Township intends to provide a safe and drug-free work environment. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees. The Township will not tolerate:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication not taken in conjunction and accordance with a prescription written specifically for the user, on Township premises or while representing the Township
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Township, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts the Township's reputation at risk
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Township, or while on Township business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in conjunction and accordance with a prescription written specifically for the user

All active employees may be required to undergo drug and alcohol testing at the time of hire. Currently employed personnel may be subject to random testing upon reasonable suspicion of the Township Manager or other management personnel. The testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township. The employee will be transported to and from the testing center by the Township's Community Policing Officer or another Kent County Sheriff's Office Deputy. Should the employee fail the test, then a second test shall be done by the testing facility. The second sample to be used to confirm or overturn the results of the first test. The results of the second test shall control. Those employees who pass the test will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use, or refusal to submit to this test, will be grounds for discipline, up to and including termination of employment.

Also, pursuant to the Drug Free Workplace Act of 1988, all applicants and current employees must notify the Township of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination of employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

HARASSMENT

The Township expects all of its employees to conduct themselves with dignity and respect for fellow employees, the public, vendors, and others. Each employee has the right to work in an environment free from unlawful harassment and discrimination. Harassing anyone (including, but not limited to,

sexual or racial harassment) will not be tolerated. Unlawful harassment is any unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, color, religion, sex, age, national origin, height, weight, marital status, veteran status, disability, or other legally protected characteristic.

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization among other things.

The Township does not condone or allow harassment of others, whether engaged in by fellow employees, department heads, officials or vendors or other non-employees who conduct business with the Township. Any employee who violates this policy may be subject to discipline, up to and including termination of employment.

Any person who believes they have been subjected to or has witnessed harassment should report the alleged conduct immediately to their Department Head, the Township Manager or any other Department Head with whom the employee feels comfortable. A meeting with the Personnel Committee may also be requested to report on the alleged conduct. It is not effective or sufficient to only inform a coworker or an attorney who is not a member of the Township's management team. Each report will be given serious consideration and investigated thoroughly, promptly, and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment from the workplace. The Township's policy not only prohibits discrimination and harassment, but also prohibits any retaliation against any employee who, in good faith, has made a complaint or report under this procedure. Retaliation in any form is unacceptable. Any employee who is found to be retaliating against another may be subject to discipline, up to and including termination of employment.

ETHICAL CONDUCT

Township employees are expected to be ethical in their conduct. It affects the entire organization's reputation and success. The Township requires employees to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity. The Township's continued success depends on the community's trust. Employees owe a duty to the Township and the community to act in ways that will earn the continued trust and confidence of the public. As an organization, the Township will comply with all applicable laws and regulations. All employees are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest or unethical.

If you are not sure if a decision or an action is ethical or proper, you should discuss the matter openly with your Department Head or Township Manager.

It is the responsibility of every Township employee to comply with the Township's policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including termination of employment.

POLITICAL ACTIVITIES

Engaging in political activities during the course of your employment at the Township interferes with the Township's significant governmental interest in providing efficient and cooperative services to the public. Under the Michigan Political Activities by Public Employees Act ("Act"), employees (including elected and appointed officials) are not allowed to actively engage in political activities during hours for which they are paid by the Township. Specifically, the Act prohibits employees from actively engaging in any of the following activities during work hours:

- Acting as a political party committee member
- Acting as a delegate to a state convention, or a district or county convention
- Other political activities on behalf of a candidate or issue in connection with a partisan or nonpartisan election
- Becoming a candidate for nomination and election to any state elective office, or any district, county, city, village, township, school district, or other local elective office
- At no time may anyone use Township equipment/devices/resources (including email or Township issued cell phones) to engage in any political activities or disseminate any political materials

Political expression is inherently controversial and can be disruptive to the Township's workplace. Thus, in addition to the prohibited activities stated above, political expression or speech that undermines the Township's legitimate interest in efficient provision of public services is prohibited, such as speech that interferes with the performance of your duties, undermines discipline by management, negatively impacts close working relationships, or impairs harmony amongst your fellow employees.

Violations of this policy may result in discipline up to and including termination of employment.

LEGAL LIABILITY PROTECTION

It is the policy of the Township to defend and indemnify its elected and appointed officials and employees from any claims, liabilities, costs or judgments which these officials or employees are legally obligated to pay as a result of actions taken or not taken by them while in the course of their employment and/or scope of their authority. However, this policy shall not apply to any claims, liabilities, costs or judgments arising out of criminal misconduct or willful misconduct with knowledge of wrongdoing, intentional tortuous acts, actions taken outside the course of employment and/or scope of authority, acts of gross negligence, or actions taken while under the influence of intoxicating liquor or under the influence of controlled substances illegally possessed or consumed in excess of any validly prescribed amount.

FREEDOM OF INFORMATION ACT (FOIA)

Any formal or specific Freedom of Information Act (FOIA) requests need to be directed to the designated FOIA Coordinator (the Township Clerk) and not responded to unless first filtered through the FOIA Coordinator.

CONFIDENTIALITY

Except in regard to the performance of your normal job duties, all information regarding the affairs of community members and Township business shall be kept in strict confidence. Examples of inappropriate sharing include sharing tax account status, water shut-off notices, and the general affairs of community members with others who do not have a legitimate business reason to know such information. A typical example of inappropriate sharing would be to inform a friend of a water shut-off notice of someone they know.

The Township holds many public documents and information, but as Township employees you are not expected to disclose these informally or discuss them as common knowledge. You should not access documents that are not in relation to your specific job duties.

All requests for non-routine information which are not normally provided in the course of your job

duties from any non-employee should be sent to your Department Head for response.

DRESS & APPEARANCE

The Township expects you to use good taste in selecting apparel that reflects professionalism and is not offensive to the community or fellow employees. Neatness, personal cleanliness, and a businesslike appearance must be maintained at all times. Employees should direct questions regarding dress code to their Department Head or the Township Manager.

KEY SIGN OUT

Township office keys must be signed out in the Clerk's office. The Clerk will keep a record of check-out and return dates.

TOWNSHIP ISSUED CREDIT CARDS

The Township Board of Trustees is responsible for the issuance of credit cards. Employees issued a credit card will be given a copy of the Township Board of Trustee's approved Credit Card Policy for review and signature. No credit card will be issued prior to the Township receiving a signed copy of the policy by the employee being issued a credit card.

SMOKING

Smoking is prohibited within fifty (50) feet of any entry to a Township owned/operated building.

ACCIDENTS AND INJURIES

All accidents involving Township vehicles or equipment, Township property, or a community member's property or people, no matter how minor, must be reported immediately to your direct Department Head, or the Township Manager, with as much information as possible.

If an on-the-job injury occurs, you should immediately report this injury to your Department Head or the Township Manager. If necessary, your Department Head, or the Township Manager, will see that you receive medical attention. Your Department Head, or the Township Manager, should also be notified if you become sick while at work and you will be given any necessary assistance.

SOCIAL MEDIA POLICY

The Township recognizes that many of its employees use social media for personal communication and enjoyment. In general, the Township views social media positively and respects the right of employees to use social media as a medium of self-expression. An employee's online activities, however, can reflect negatively on the Township or have negative consequences for the Township, especially if you choose to identify yourself as a Township employee or to discuss matters related to the Township. This policy is designed to protect the Township's interests, while allowing its employees to engage in the use of social media as freely as possible.

Social media includes social networking sites (for example Facebook); video and photo-sharing website/apps (such as YouTube and Instagram); micro-blogging sites (such as X); blogs, including corporate blogs, personal blogs, or blogs hosted by traditional media publications, forums, and discussion boards; online encyclopedias (such as Wikipedia); and any other website that allows individuals to publish their own content or comment on content posted by others.

Some employees, as part of their job duties and responsibilities with the Township, may be authorized to create social media content on behalf of the Township. These employees will receive written authorization describing the content they are entitled to create and any restriction or policies that apply to their individual circumstances.

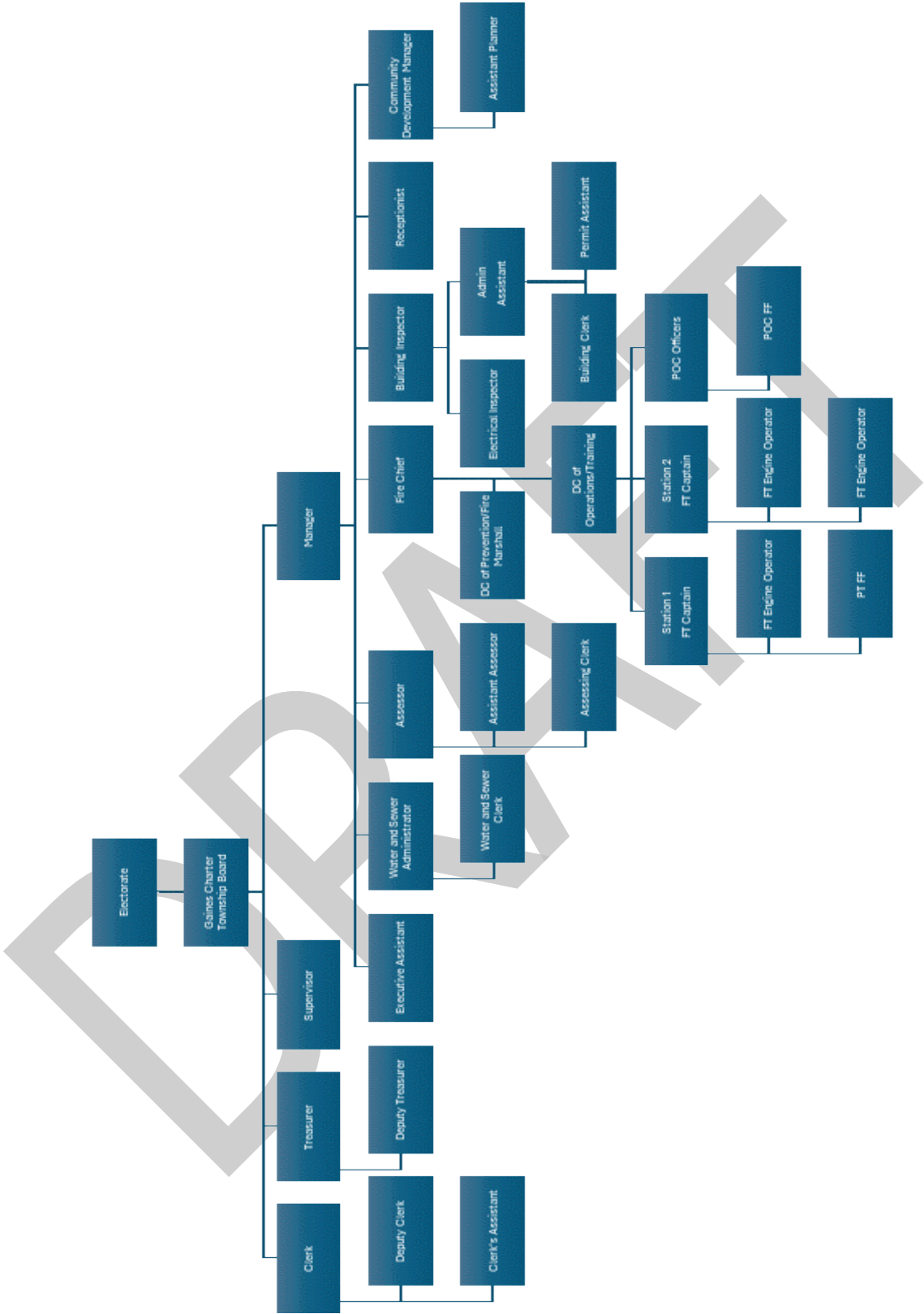
Employees who use social media for personal use are reminded that they are personally responsible for the content of any social media they create. If you use social media, you must comply with the following:

- Make it clear that the view you express are yours only and that they do not necessarily reflect the views of the Township
- You should neither claim nor imply you are speaking on the Township's behalf
- If you identify yourself as a Township employee, refer to the work done by the Township government, or provide a link to the Township's website, you are required to include the following disclaimer in a reasonably prominent place:

"The views expressed on this post are mine and do not necessarily reflect the views of Gaines Charter Township."

- Do not disclose any confidential or proprietary information about the Township or concerning residents or businesses of the Township. Do not use any Township logo in any social media posting
- Your social media postings should not violate any other applicable policy of the Township, including those set forth in the Employee Handbook. You may not harass, defame, demean, or threaten any other person or entity
- Assume your social media posting is accessible to the general public. You must be respectful to the Township, its employees, constituents, partners and affiliates, and others. Do not let your personal perspectives, opinions, or postings cause damage to the Township and/or its interests
- If a member of the news media or blogger contacts you about a social media post that concerns the Township, refer that person to the Township Manager

GAINES CHARTER TOWNSHIP ORGANIZATIONAL CHART



HANDBOOK REVISIONS

This handbook may be revised prospectively at the sole discretion of the Township. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the Township Board. Any clarification of any handbook provisions shall be brought to the Township Manager for their review and determination.

DRAFT

ACKNOWLEDGEMENT OF RECEIPT

I _____ acknowledge receipt of the Gaines Charter Township
(Print Name)
Employee Handbook, which contains revisions made through December 8, 2025.

Signature

Date

****Both the employee and the employer shall retain a signed copy of this acknowledgement****