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

CALLED TO ORDER AND ATTENDANCE AT 7:00 PM
INQUIRY AS TO CONFLICT OF INTEREST

CUSTOMARY ITEMS

1) **Motion to Approve Agenda** - ACTION ITEM

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

I. **WORKSHOP DISCUSSION: 2018 Budget**

II. **Other:**
   1) **DUTTON FIRE – Inspections/Fire Code**
   2) **Miscellaneous**

III. **ADJOURNMENT**
   1) The next regular Township Board meeting will be held August 14, 2017

Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance. *Preliminary Agenda – Subject to Change*
TO: Gaines Charter Township Board of Trustees
FROM: Robert DeWard, Township Supervisor
DATE: July 20, 2017
RE: July 24, 2017 Workshop meeting

Treasurer Laurie Lemke plans on discussing the following topics at our workshop meeting:

- Historical Millage Rates
- Historical Revenue & Expenditures
- Kent County Tax Millage/Special Assessments Comparison
- Revenue Sources Fees/Millage Request/Special Public Safety Special Assessment
- Future Township Growth and Investment

The following documents have been provided by Laurie for background information on some of these topics.
MEMO
September 26, 2006

To: Gaines Charter Township Board of Trustees

From: Don R. Hilton Sr., Supervisor

RE: Future Public Safety Funding

At the close of the public safety workshop held September 25, 2006 you asked me to draft a plan to continue our dialog toward a successful conclusion of securing additional public safety funding through a Township wide millage or other funding sources.

Prior to this date we have held workshop meetings with emergency medical personnel (ambulance providers), Fire Chiefs from both the Dutton and Cutlerville fire departments and the most recent meeting with Lt. Young from the Sheriff's Department.

As we look at providing adequate public safety to our current and future Township residents we seem to return to one common question, where will the necessary funding come from? If the objective is to respond within four minutes to all areas of the Township with First Responders and fire department personnel 24/7/365 it will require building and equipping at least one additional fire station plus a significant number of additional personnel. It would also require an improvement in our mutual aid agreements with our neighboring communities. Currently in 2006 we budgeted $690,000+ for our fire departments alone without replacement of fire apparatus or any major building maintenance.

Sheriff Department Patrol: even if we double the number of deputies that we currently contract we would still be providing approximately two-thirds of the number being currently recommended. This year (2006) we have budgeted $265,000 for 2½ shifts. We have approved the addition of an additional ½ shift beginning at the start of 2007 which brings the cost to approximately $335,000.

In an attempt to put those numbers into perspective I have asked Treasurer Pieter to provide the amount of revenue that 1½ mills would generate and found that amount to be $1,100,848. or less that $76,000 more than we are currently budgeting again, without the purchase/replace of any major items. We know that we are not going to double the amount of fire department and first responder calls anytime soon but doubling the Sheriff Department patrol is certainly on the radar screen. If we intend to be proactive, a quick look at these numbers show that even with the amount of funds that we are currently budgeting we have a huge need to increase public safety funding.

Prior to establishing a committee similar to the 20/20 task force it may be wise to start by meeting with several key Township people to gain their perspective on how to effectively approach the issue. If each of you would talk to one or two individuals and find out their willingness to meet and discuss the need for increasing Public Safety and public safety funding, that may become a spring board for formation of a citizens committee.

Clerk Osterink has put together information about possible election times and associated costs. The intention of this memo is to generate other thoughts and suggestions. It is important that we move forward with this very important issue. We cannot continue funding, our public safety departments on .88 mills at an appropriate level when I have demonstrated that we are currently using nearly 1&1/2 mills and the need is growing.
DRAFT Strategic Plan
Gaines Charter Township

Township Board/Management Team - December 2010
- Don Hilton, Township Supervisor
- Crystal Osterink, Township Clerk
- Laurie Lemke, Township Treasurer
- Eric Fouch, Trustee
- Dan Fryling, Trustee
- Tim Haagsma, Trustee
- Carol VanLaan, Trustee
- Jan Boone, Water and Sewer Administrator
- Jeff Gritter, Township Engineer
- Russ Jansen, Township Fire Chief
- Tom Kozak, Township Building Official
- Brian Tingley, Township Planner
- Kelley Ziesemer, Township Assessor

A Vision Tour
By 2015 the Board of Trustees and Staff of Gaines Charter Township will take visitors on the following tour of the Township. This tour will reveal:

- A Township operation that is:
  - Fiscally sound
  - Nimble and adaptive to citizen and community needs and demands
  - Flexible in staff and resource utilization
  - Strong, efficient and effective in public safety
- A Township that has a stronger sense of community and embraces its rural character
- A community that is connected via sidewalks and trails and that has developed more opportunities for interaction
- A community that has expanded and developed opportunities for economic growth

Major Goal Areas
I. Efficient, Effective, Adaptive Township Operation that is Fiscally Sound
II. Create Efficient, Cost Effective Approach to Public Safety
III. Create a Stronger Sense of Community
IV. Expand Economic Development
Goal Two - Create Efficient, Cost Effective Approach to Public Safety
(initial input provided by Laurie Lemke, Dan Fryling and Brian Tingley)

- **2011 Action Item**: Update Public Safety report to current growth and budget

Objective I
Explore Long-Term Options for Additional Police Presence
- **2011 Action Item**: Explore the feasibility of a community police officer presence in troubled areas of the Township – as opposed to additional full-time sheriff deputies
- **2011 Action Item**: Explore partnering with neighboring communities and other stakeholders in the securing of a community policing presence

Objective II
Establish a Financially Efficient and Response-Time Sensitive Method for Medical Response Operations
- **2011 Action Item**: Reevaluate ambulance options
- **2011 Action Item**: Review Fire Department duty roster operations related to medical responses

Objective II – Establish a Financially Efficient and Response-Time Sensitive Fire Service Organizational Structures and Service Configuration
- **2011 Action Item**: Review Fire Department duty roster operations related to fire responses
- **2011 Action Item**: Explore organizational structure and service configuration options for managing the Fire Department

Goal Three – Create a Stronger Sense of Community
(initial input provided by Crystal Osterink, Kelly Ziesemer and Tom Kozak)

Objective One – Create a More Visible and Comprehensive “Gaines” Identity
- **2011 Action Item**: Explore “Gaines” identity for fire apparatus and building
- **2011 Action Item**: Begin communicating with developers, business owners, residents, etc. as to actual Gaines location – brief community updates to residents through tax bills, etc.
- **2011 Action Item**: Form an action committee (or assign task to an existing committee) to be responsible for developing the stronger “Gaines” identity

Objective Two – Build upon the Gaines Identity and Community Interaction Through Parks and Recreation Activities
- **2011 Action Item**: Through the combination of existing survey data, new valid survey data, focus groups, individual contacts, etc. determine if there is a strong enough support for a dedicated millage for:
  - Community center
  - Sidewalk/trail continuum
  - Playground/splash pads
  - Outdoor winter activities – ice skating and cross country skiing
MEMORANDUM

TO: Gaines Board of Trustees
FROM: Laurie J. Lemke, Treasurer
RE: Five Year Budget Review & Forecast
DATE: August 7, 2013

In response to the board conversations at our last two joint meetings with Byron Township, as well as our joint meeting with the planning commission, I have assembled along with my deputy some budgets and township comparisons for your review.

It is presented to summarize the financial history and future of our township.

As township treasurer I felt responsible to present this information to you. I hope this will help us to develop a clear plan and avenue of direction for our township’s future funding.

Thank-you
In the years since 2008, we like other townships have seen a decrease of tax dollars with home values in decline.

*How much?*

In 2008 our residential taxable value was $542,319,547.00 (Five hundred, forty two million plus)

Today this value is at $ 497,112,639.00 (Four hundred, ninety seven million plus)

That is a loss of over Forty Five Million dollars in taxable value.

*What does this mean?*

Good News for Taxpayers:
The average homeowner living in the same home today as they did in 2008 and experiencing this loss of assessed & taxable value pays an average $580 less this year than they did in 2008.

Bad News for Townships & Schools:
We have seen our overall property tax revenue dollar’s fall from $641,037 in 2008
To $516,383 in 2012 – A loss of $124,654.00

*How have we managed our fiscal stability?*

While experiencing falling tax revenues yet ever increasing operational costs.
Our 2010 Census numbers! Basically the people of Gaines Township bailed us out!
The increase in our residency from 20,112 in 2000
to 25,136 in 2010 increased our state revenue sharing dollars.

Currently 100% of our township tax revenue goes to support our township police and fire safety expenses. We fund all other township expenses with the 6% sales tax revenue sharing check we receive every other month from the state!

*Can we continue status quo?*

Not if we wish to maintain the level of public safety services we now provide.
This is about more than the currently held Safer Grant.

If we do nothing we will face the decision to lay off both police and fire personal to some degree.
If we want to continue to partner and coordinate services with our neighboring communities we must be able to match them fiscally to provide equal services to our residents.

How do we compare with other Kent County Townships?

Gaines Township places 2nd out of 21 Townships in population. And we have the 4th lowest tax revenue rate out of the 21 Townships.

What is a Township to do?

At our last joint meeting with Byron Township we heard suggestions from “Picking up pop cans” to establishing another unit of government to deal with this issue”, Or “billing for fire call services”.

We also heard that a “millage proposal” for Public Safety be studied.

Another option for us to consider – is a special assessment under Act 188 of the Public Acts of MI of 1954. This would include: Resolutions Public Hearings, Notices mailed to all residents A Special Assessment Roll

These revenues through a township wide millage or a special assessment would be restricted for use for police and fire wages, benefits, operational, property and equipment expenses.

In Summary

A special township wide millage or a special assessment would ensure the quality of life we desire for our township residents, this would then enable us to be in the position to make significant improvements to our roads, parks, trails, sidewalks and library and community centers.

To quote Mitch Bean, long time director of the Michigan House Fiscal Agency;

“Citizens should want some vitality in their local governments so they can protect local services. Services, such as public safety. A community and an economy cannot thrive if citizens are afraid to live there. Local police and fire services are essential”.
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### Gaines Charter Township - Revenue & Expenditures History

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(These figures are based on the 2016 Kent County Apportionment Report)
Dutton Fire Department

Fire Inspection Proposal

Objectives:

A. Proactively minimize the risk of life and property loss by conducting safety inspections of commercial and the common areas of multifamily occupancies.
B. Enhance a positive and constructive relationship between business owners/managers and the township.
C. Improve operational safety and efficiency by developing pre-incident plans for these occupancies.
D. Integrate pre-incident plan information into our apparatus computers for quick on-scene access in emergency situations.
E. Work with building inspections department in site and building plan reviews and inspections.

Process:

A. Have an existing employee complete fire inspection/site plan review training and certification process. (Dave VanPutten has completed all classwork and testing, has to complete 3 inspections for Inspector II certification)
B. Compile a current list of all appropriate occupancies in the Dutton Fire Department jurisdiction and prioritize this list. (Complete)
C. Solicit the guidance of neighboring departments who have a well-developed and functioning fire inspection program. (Ongoing)
D. Discuss the fire inspection program and role with the Gaines Township building inspector. (complete)
E. Draft all forms to be completed by occupancy building manager prior to visit. (complete)
F. Draft letter templates for the introduction of the program and site visit follow-up. (complete-attached)
G. Acquire necessary hardware and software to administer the program. (completed within current budget for IT)
H. Develop emergency pre-incident plan form. (complete-attached)
I. Obtain all knowledge and software necessary to transfer information to on-apparatus computers. (in process)
J. Aug 1 2017, begin 3 month time study to assess man-power requirements to implement this program. (planning)
   1. This will be incorporated into the regular schedule 1-2 days/week during the study period.
2. Determination will be made late fall regarding the long term feasibility of this model, or whether we need to dedicate specific hours to the administration of this program. (Dutton Fire Department has previously had a 20hr/week fire inspector)

Questions for the board:

A. Adoption of all or part of the 2015 International Fire Code. The township is currently operating under the 2009 International Fire Code. Updating to the 2015 would be consistent with the code the building inspection department has adopted. (planner Sisson has some reservations about parts of the 2015 code)

B. Managing the budget planning process around this inspection request. Should we build in set aside hours for fire inspection into the 2018 budget?

C. Philosophy of how to manage “significant non-compliance and safety concerns”.

D. How would the board like to receive information about the fire inspection program, format and frequency?

E. Do we need to formalize Dave VanPutten’s role as fire inspector.
Date _____________

To ____________,

The Dutton Fire Department is invested in the safety and wellbeing of our citizens and guests. In that spirit, we are updating our pre-incident plans for all commercial, industrial and multifamily buildings. This preplan initiative will help us prepare to safely and efficiently operate in your building in the event of an emergency. To accomplish this, we will start by visiting each commercial business in our jurisdiction. The primary objective of this visit is to gather information about the facility and its occupants.

The Dutton Fire Inspector will call to schedule this visit at your location. In preparation for our visit, please fill out and return the attached forms one week before our visit. Federal and state law require that a Sara Title III form be completed for every business annually. The other form is an information sheet that we would like to have filled out as completely as possible. We would also like to acquire a current floorplan of your facility. An electronic version of the floorplan is preferred but we can work with a printed copy also.

During our visit, we will review the information sheet and help you complete it should you have any questions. We will also review the safety plan for your business. Finally, we would like to do a walk-through of your facility to identify any safety concerns that may exist.

Our hope is that in gathering this information we will be able to more efficiently prevent and prepare for any emergency that may occur at your facility and create a safer environment. We look forward to meeting you and working together.

If you have any questions or concerns please feel free to contact us.

Sincerely,

Paul Sheely, Fire Chief
Ph. 616.541.0119
### Quick Access Pre-Fire Plan

**Station 2**

**Quick Access Pre-Fire Plan**

- **Date:** 17-Mar
- **Sprinkled:** Yes
- **New:**
- **Update:**
- **Property:** Yes

#### Business Information

- **Business Address:** 4300 36th St
- **Business Name:** Knoll Inc

#### Contact Information

1. **Name:** TONY DYKHOUSE
   - **Office:** 616-957-7483
   - **Cell:** 616-219-5304
2. **Name:** LAUREN MILLER
   - **Office:** 616-957-7203
   - **Cell:** 616-238-9017

#### Knob Box Location

<table>
<thead>
<tr>
<th>East by Gate (Gate Only)</th>
<th>West by Gate (Gate Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>Gas</td>
</tr>
<tr>
<td>Multiple</td>
<td>NW Corner</td>
</tr>
</tbody>
</table>

#### FDC Location

- **Water:** Pumphouse
- **Pump House:**

#### Building Description

- **Length:** 1050
- **Width:** 934
- **Stories Above:** 1
- **Stories Below:** 0

#### Construction Type

- **Type:** 2 Non Combustible

#### Roof

- **Type:** Rubber Membrane

#### Occupants

- **Day:**
  - 1st: 140
  - 2nd: 80
- **Night:** 10

#### Special Hazards

- SARA Title 3 due to HILO Batteries
- Large amount of Argon

#### Building Information

- **Stories:**
  - Number Above Ground: 1
  - Number Below Ground: 0
- **Building (Non-Conforming Shape):**
  - 624,830 Square Feet
- **Building (Standard Shape):**
  - Length
  - Feet x Width
  - Square Feet

- **Suites:**
  - Each Suite needs an individual PIP completed

#### Needed Fire Flow

<table>
<thead>
<tr>
<th>Level of Involvement</th>
<th>National Fire Academy (NFA) Formula</th>
<th>NFF = ((\text{Length} \times \text{Width})/3) + EC</th>
<th>(\times) % Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>3'000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>9,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>12,000+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Exposures

- **A**
- **B**
- **C**
- **D**

**Total Fire Flow:** 12,000+

**Extinguisher Use:**

- **Hydrant Location:** 36th Near East Entrance
- **GPM Flow:**
- **Hydrant Location:** Middle Entrance South of Berm
- **GPM Flow:**

#### Exposures

- **Side A:** Distance between facing walls of exposure
- **Side B:** Distance between facing walls of exposure 160 Feet
- **Side C:** Distance between facing walls of exposure
- **Side D:** Distance between facing walls of exposure

#### Comments

- **LEPC Site:** Yes