



CHARTER TOWNSHIP OF PLAINFIELD
KENT COUNTY, MICHIGAN
6161 BELMONT AVENUE NE; BELMONT, MICHIGAN 49306

REGULAR BOARD MEETING
TUESDAY - JANUARY 20, 2015

Regular Board Meeting – 7:00 P.M.

1. Call to order
2. Invocation
3. Pledge of Allegiance – Ruth Ann Karnes
4. Public comments*
5. Review Consent Agenda
 - a. Approve the January 5, 2015 regular meeting minutes
 - b. Approve the request by the Historical Preservation Committee to waive the Community Center rental fee for their monthly meetings
 - c. Approve the Contractors Application for Payment No. 5 from Kamminga & Roodvoets for the Premier Park, Phase I totaling \$24,212.42
 - d. Approve the Fire Department's request to accept the *Ready, Set, Go!* grant for the purchase of reflective address signs and posts to mark private streets and driveways in wildland areas
 - e. Approve Resolution No. 1 declaring the intent to make public improvements; a tentative designation of special assessment district; and notice of public hearing on February 2, 2015 for Northdale Estates #4
 - f. Approve the 2015 employment contract with John Short to serve at the Plainfield Township Parks and Recreation Director
 - g. Receive the Fire, Passport, Water, Building Permit, Ordinance Enforcement, Financial and Investment reports for December 2014
 - h. Approve the Accounts Payable in the amount of \$496,373.64
6. Approval of Agenda, including the Consent Agenda and Accounts Payable
7. Public Hearing
 - a. Proposed Parks & Recreation 5 Year Master Plan – third and final reading
 - i. Consider adopting a resolution approving the 2015-2019 Community Recreation Plan
8. Presentations
 - a. Public Service Director Rick Solle on upcoming infrastructure projects for 2015
9. Old Business
 - a. None
10. New Business
 - a. Consider exercising the Option to Purchase 5210 Forest Ridge Avenue (PPN 41-10-21-479-012) for the Forest Ridge lift station
 - b. Consider approving the the Water Main Easement purchase for the Five Mile – Plainfield Pressure District Conversion Project
11. Board discussions
 - a. Discuss the Michigan Township Association's Township of Excellence program
 - b. Discuss models of Board Governance
12. Superintendent's comments
13. Board members' comments
14. Adjournment

***Citizens' comments** – In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, an opportunity to comment on individual agenda items will be offered by the Chairman as they are presented.



CHARTER TOWNSHIP OF PLAINFIELD
KENT COUNTY, MICHIGAN
6161 BELMONT AVENUE NE; BELMONT, MICHIGAN 49306

REGULAR BOARD MEETING
January 5, 2015

DRAFT

Regular Board Meeting – 7:00 p.m.

- 1) The regular meeting of the Plainfield Charter Township Board was called to order at 7:00 p.m. by Supervisor Jay Spencer. Members present: Supervisor Jay Spencer, Clerk Ruth Ann Karnes, Treasurer Bill Brinkman, Trustees Vic Matthews, Dave Grant, and Dale Pomeroy. Members absent: Jon Rathbun. Also present: Superintendent Cameron Van Wyngarden, Parks Development Director John Short, Community Development Director Bill Fischer, Water Plant Superintendent Don Petrovich, and Consumers Energy Systems Engineer Greg Dennany.
- 2) A moment of silence was observed.
- 3) The Pledge of Allegiance was led by Ruth Ann Karnes.
- 4) There were no public comments.
- 5) The consent agenda was reviewed.
 - a) Approve the December 15, 2014 regular meeting minutes
 - b) Approve the December 15, 2014 closed session minutes
 - c) Approve a Reserve Capacity Agreement with Consumers Energy
 - d) Approve the Supervisory Control and Data Acquisition (SCADA) software and computer upgrades totaling \$18,300.81
 - e) Approve the recommendations from the Township Assessor for appointments to the Board of Review
 - f) Approve Change Order No. 1 – change in contract times, expenses and liquidated damages from Wyoming Excavators for the Water Supply and Wastewater Collection System Improvements (Sawkaw, Northville, Kewadin, Wyandotte and Nippon Drives)
 - g) Approve the Accounts Payable in the amount of \$1,008,298.71
- 6) Matthews moved, with support by Grant, to approve the agenda including the consent agenda and Accounts Payable in the amount of \$1,008,298.71. Ayes: Matthews, Grant, Brinkman, Karnes, Pomeroy, and Spencer. Nays: 0. Motion Carried.
- 7) A public hearing for the second reading of the proposed Parks & Recreation 5 year Master Plan was opened at 7:13 p.m. There were no public comments and the public hearing was closed at 7:14 p.m. Matthews moved, with support by Pomeroy, to approve the second reading of the proposed Parks & Recreation 5 Year Master Plan and schedule a third public hearing for January 20, 2015 at 7:00 p.m. at which time the Board will vote to adopt the Plan.
- 8) There was no old business.
- 9) New business
 - a. Karnes moved, with support by Pomeroy, to adopt an ordinance to rezone 3925 Balsam Avenue from C-1 Commercial to R-1A Residential. Ayes: Matthews, Grant, Brinkman, Karnes, Pomeroy, and Spencer. Nays: 0. Motion Carried.
 - b. Karnes moved, with support by Brinkman, to approve the tentative preliminary plat of Northdale Estates, Phase 4 order. Ayes: Matthews, Grant, Brinkman, Karnes, Pomeroy, and Spencer. Nays: 0. Motion Carried.
10. There were no Board discussions.
11. Van Wyngarden shared comments.

- 12. Board members shared comments.
- 13. The meeting adjourned at 7:47 p.m.

Ruth Ann Karnes
Plainfield Charter Township Clerk

Date

Jay D. Spencer
Plainfield Charter Township Supervisor

Date

CERTIFICATION

The undersigned, as the duly elected clerk of the township, hereby certifies that the foregoing is a true and accurate copy of the regular meeting minutes of January 5, 2015 as approved by the Township Board of Plainfield Charter Township, at which a quorum was present.

Plainfield Charter Township Clerk

Date

Memorandum

To: Plainfield Township Board of Trustees
From: Cameron L. Van Wyngarden, Township Superintendent
Date: 1/14/2015
Re: Request to Waive fees for Historical Committee use of the Community Center

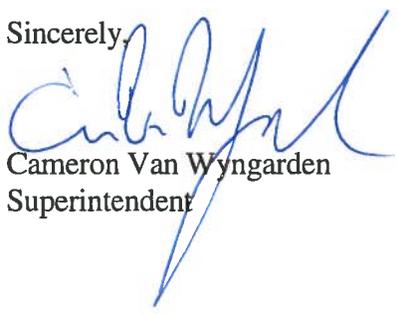
Board,

The Historical Committee is requesting use of the Township Community Center as a regular meeting location every fourth Wednesday at 7pm. This request is coming to the Board for approval because currently our policy requires the Board to waive the fee for use.

The Historic Committee is currently meeting in the basement meeting room at the Plainfield Library but would like to relocate their regular meeting to allow for a later meeting time and potentially increase visibility to encourage greater participation.

The Township currently charges \$50 for use of the Community Center on a Wednesday night. However, we do not anticipate losing revenue from this request since the building is rarely rented on Wednesday evenings and the Historic Committee has commented that they would be willing to move their meeting (either date or location) if a resident insisted on renting the facility for a scheduled meeting night.

I recommend the Board approve the request to waive the community center rental fee for regular monthly meetings of the Plainfield Township Historical Committee as presented.

Sincerely,

 Cameron Van Wyngarden
 Superintendent

Priscilla Walden

From: Dave Grant <dave.grant@ymail.com>
Sent: Friday, January 09, 2015 6:58 PM
To: Cameron VanWyngarden; Priscilla Walden; Catherine Beattie; Louann Larsen
Subject: Application for Senior Center Use
Attachments: Hist Comm. Rental application.pdf

Dear Colleagues;

On behalf of the Plainfield Historical Committee, attached is application to use the Senior Center for our regular Meetings on the fourth Wednesday of the month beginning February 2015, on a going forward basis.

At our last regular meeting in November, the Committee voted to move their regular meetings to Wednesday nights.

After meeting at the Five Mile Library for over a year, we have been unable to attract the participation of the public we had hoped for. The request to use the Senior center is in the hopes of gaining visibility for the committee, and increased participation from the senior community of the Township. At the same time, there is a desire to move our meeting time to 7:00 PM in the hope that this will allow additional people to attend the meetings. The library closes at 8:00PM so this is cutting it very close as most meetings typically last more than an hour.

The committee requests a waiver of the deposit and rental fees.

There seems to be some confusion as to whether or not this request is full board actionable. In the event that it is, I request that it be placed on the February nineteenth agenda.

Thank You

Dave Grant
Plainfield Twp. Trustee



**RENTAL AGREEMENT
PLAINFIELD CHARTER TOWNSHIP
COMMUNITY/SENIOR CENTER**
Center is located at 5255 Grand River Drive, Grand Rapids, MI 49525

Viewing of the Community/Senior Center is by appointment ONLY!

1. PROCEDURES:

RESERVATIONS, RENTAL FEE, DAMAGE DEPOSIT AND KEY PICK UP are to be made at Plainfield Charter Township Parks & Recreation Dept., 5205 Plainfield Avenue NE, Grand Rapids, MI 49525, (616) 363-9399. Office Hours are Monday-Friday, 8:00 to 11:30 a.m. – 12:00 to 3:30 p.m. Check, money order or cashier's checks are accepted. Plainfield Township **DOES NOT** accept cash or credit card on rentals.

- a. Application must be turned in, person completing the application or the one assuming responsibility for the group should be familiar with the Township Building Use Rules and must be a resident of Plainfield Charter Township.
- b. Rental Fee must be paid within 48 hours of reservation. No reservation will be locked-in until rental fee is paid, and authorized representatives approve this application.
- c. Damage Deposit (to be paid when you pick up the key!) Community/Senior Center Deposit is \$200. You may pick the key up the day of your rental or the Friday prior to a weekend rental. The Damage Deposit will be returned if the key is returned and the facility is left in good condition.
- d. Applicant must confirm all reservations 48 hours in advance of event.

2. APPLICATION:

Person/Group Requesting: PFD Historical Committee Type of Activity / Event: Meeting
 Person Responsible: Dave Grant Address: 3545 Andliff St NE Telephone #: 616-516-1384
 Date Requested for use: 4th Wed Time Requested for use: 6:00-8:00PM Approximate # Attending: 20

3. PLAINFIELD CHARTER TOWNSHIP WAIVER:

I have received, read, understand and agree to comply with Plainfield Charter Township Community/Senior Center Rules and Regulations on the use of the facility. I hereby fully release and discharge Plainfield Charter Township, its officers, agents and employees from any and all claims from injury, including death, damage or loss, which may be alleged to have arisen out of, or in connection with the above facility rental.

Amount Charged: \$ Request Waiver Signature: D Grant via electronic Date: 1-9-2015

COMMUNITY/SENIOR CENTER – PLEASE CHECK ONE:

<input type="checkbox"/> Monday or Tuesday	5:00 p.m. – 11:00 p.m.	FREE upon Board Approval
<input checked="" type="checkbox"/> Wednesday or Thursday	5:00 p.m. – 11:00 p.m.	\$ 50.00
<input type="checkbox"/> Friday	5:00 p.m. – 11:00 p.m.	\$ 100.00
<input type="checkbox"/> Saturday or Sunday	10:00 a.m. – 3:30 p.m. or 5:30 p.m. – 11:00 p.m.	\$ 100.00
<input type="checkbox"/> Saturday or Sunday – ALL DAY		\$ 150.00

****YOUR SET UP AND TEAR DOWN NEEDS TO BE DONE DURING YOUR RESERVED RENTAL TIME! IF YOUR RENTAL TIME GOES OVER YOUR SCHEDULED TIME, YOU MAY LOSE YOUR DEPOSIT!**

FACILITY RENTAL REFUNDS: Rentals will be subject to the following cancellation refund procedures:
 1. 50% of rental fee will be refunded with a 1-month cancellation notice.
 2. 25% refund will be refunded with a 2 – 4 week cancellation notice.
 3. No refund will be given with a notice of thirteen days or less.

- FOR TOWNSHIP USE ONLY -

Approved by: _____ Date: _____

Key # Issued: _____ Issued: / /20 By: _____ Returned: / /20 By: _____

Rental Charge Received: / /20 Ck#: _____ Amount: _____ By: _____ Received by Treasurer: / /20 By: _____

Security Deposit Received: / /20 Ck# _____ Amount: _____ By: _____

Security Deposit Returned: / /20 Ck# _____ Amount: _____ By: _____

Plainfield Charter Township reserves the right to cancel this application 5/2013



COMBINED BUILDING USE RULES
PLAINFIELD CHARTER TOWNSHIP
COMMUNITY/SENIOR CENTER & D.W. RICHARDSON PAVILION
 The Center & Pavilion are located at 5255 Grand River Drive, Grand Rapids, MI 49525

VIEWING OF THE COMMUNITY/SENIOR CENTER IS BY APPOINTMENT ONLY!

1. Calendar and Building Use Forms:

- a. The calendar and registration will be maintained at the Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525, (616) 363-9399. Office hours are Monday – Friday 8:00 to 11:30 a.m. – 12:00 to 3:30 p.m.
- b. All Building Use Forms must be filled out completely and returned for approval by the Township. The person requesting the use of the Center or Pavilion must be a resident in Plainfield Charter Township.

2. Availability of Community/Senior Center & D.W. Richardson Pavilion:

- a. Northview Senior Citizens will have daytime use of the Center and/or Pavilion from 8:00 a.m. until 4:30 p.m. weekdays. If the Senior Citizens are not using either, then other groups may schedule the Center and/or Pavilion during the daytime. The one exception to the daytime use is on the day before and after all election days when Plainfield Charter Township uses the Center as a polling location.
- b. Center & Pavilion use may be granted to Plainfield Charter Township residents and organizations only by the permission of the Plainfield Charter Township (Board), or their designee. These groups may book the Center and/or Pavilion after February 1st of the current year. There is a limit of six (6) rentals per year, per resident or group for rentals of the Center on Friday night through Sunday night.
- c. No space shall be available for rental to commercial organizations or individuals organizations promoting the sale of products.
- d. Any activity or use of the Center or Pavilion, which is or may be detrimental to the neighbors or the general welfare of the Township, is prohibited.

3. Seating Capacity – Community/Senior Center & Pavilion:

- a. Community/Senior Center - Maximum seating of 121 people in the large meeting room.
- b. Community/Senior Center - Maximum seating of 48 people in the kitchen area.
- c. Pavilion - 8 picnic tables that are provided could accommodate around 64. More if weather permits and not all sitting at the same time.

4. Rental Charges: Check, money order or cashier's checks ARE ACCEPTED. Plainfield Township DOES NOT accept cash or credit card on rentals.

****YOUR SET UP & TEAR DOWN TIME NEEDS TO BE DONE DURING YOUR RESERVED RENTAL TIME! IF YOUR RENTAL TIME GOES OVER YOUR SCHEDULED TIME, YOU MAY LOSE YOUR DEPOSIT!**

- a. Rental times and rates shall be as follows:

COMMUNITY/SENIOR CENTER:

Monday or Tuesday	5:00 p.m. – 11:00 p.m.	FREE upon Board Approval
Wednesday or Thursday	5:00 p.m. – 11:00 p.m.	\$ 50.00
Friday	5:00 p.m. – 11:00 p.m.	\$ 100.00
Saturday or Sunday	10:00 a.m. – 3:30 p.m. or 5:30 p.m. – 11:00 p.m.	\$ 100.00
Saturday or Sunday-ALL DAY		\$ 150.00

DW RICHARDSON PAVILION:

Monday or Tuesday	5:00 p.m. – 9:00 p.m. or Dusk	FREE upon Board Approval
Wednesday – Sunday	5:00 p.m. – 9:00 p.m. or Dusk	\$ 50.00
Saturday or Sunday	10:00 a.m. – 3:30 p.m. or 5:00 p.m. – 9:00 p.m./Dusk	\$ 50.00
Saturday or Sunday-ALL DAY		\$ 100.00

On New Year's Eve, the building may be rented until 1:30 AM. Note: Alcoholic beverages will not be allowed on the premises. This regulation includes the Center/Pavilion, the grounds, and the vehicles.

1. The reservation time period shall include all preparations, activities, clean up and restoration.
2. Payment of the rental fee must be paid within 48 hours of the reservation or your reservation will be canceled. Make payment at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. Rental payment should be made by check, money order or cashier's check. Plainfield Township DOES NOT accept cash or credit card on rentals.
3. No rental fee shall be levied for Plainfield Charter Township official uses or for any official event of the Northview Senior Citizens Group during the above hours or during other times if waived by the (Board).
4. Free Use of the Center and/or Pavilion on Monday and Tuesday may be approved by the Township Board for any individual or group subject to the following conditions:
 - a. The Center and/or Pavilion are not being used for a governmental activity or being used by the Northview Senior Citizens Group.
 - b. These individuals or groups may book the Center and/or Pavilion up to six (6) months in advance.
 - c. The conditions of 4(b) and 4(c) will apply

FACILITY RENTAL REFUNDS:

Rentals will be subject to the following cancellation refund procedures:

1. 50% of rental fee will be refunded with a 1-month cancellation notice.
2. 25% refund will be refunded with a 2 - 4 week cancellation notice.
3. No refund will be given with a notice of thirteen days or less.

5. Damage Deposit (to be made when you pick up the key prior to your rental):

Damage Deposit – Community/Senior Center. A \$200.00 Damage Deposit by separate check or money order must be paid when you PICK UP THE KEY at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. You may pick up a key the day of your rental or the Friday prior to a weekend rental. The damage deposit will be returned if the key is returned and the facility is left in good condition.

Damage Deposit – D.W. Richardson Pavilion. A \$100.00 Damage Deposit by separate check or money order must be paid when you pickup the key at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. You may pick up a key the day of your rental or the Friday prior to a weekend rental. The damage deposit will be returned if the key is returned and the facility is left in good condition.

- a. You will not receive your DAMAGE Deposit back for the following reasons:
 - i. The key is not returned.
 - ii. The Center and/or Pavilion are left unsatisfactory.
 - iii. Any damage has occurred to the Center and/or Pavilion as a result of your rental. Any and all damage shall be deducted from the damage deposit. If these costs exceed the amount of the deposit, a bill for the balance will be mailed to the renter who will be required to reimburse Plainfield Charter Township for the costs for damages.
 - iv. You or someone in your party violates the terms of the Rental Agreement.
 - v. Alcohol is used during rental period.

NOTE: Renters must leave the Center and/or Pavilion as they found it. Cleaning for the Center shall consist of sweeping, cleaning tables/counters, removing trash and wiping up any spills. Cleaning for the Pavilion shall consist of cleaning off all picnic tables, removing trash and making sure tables are in place.

- b. An inspection of the Center and/or Pavilion and surrounding area will be made by a Township employee. Upon completion of this inspection, those who have used the Center and/or Pavilion may pick up the deposit after two business days, or the renter will be informed of the applicable damage charges.

6. Supervision:

- a. The user must supply appropriate adult supervision.
- b. The name, address and telephone number of the person responsible must be supplied on the application.
- c. The responsibilities of those using Center and/or Pavilion are as follows:

1. Pick up from and prompt return of the key to Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, during normal office hours, M-F, 8:00 to 11:30 a.m. – 12:00-3:30 p.m.
2. Center users are responsible for any clean-up necessary to return the rooms, restrooms, and hall to their original conditions (maintenance closet provided). Pavilion users are responsible for any clean-up necessary to return the tables and picnic area to its original condition. Both are responsible for any playground clean-up that is necessary.
3. Users must provide their own dishes and table service.
4. Playing of the piano in the Center is not allowed.
5. Center users must plan for their own arrangement of the furniture. The tables and chairs are to be returned to their original locations. Township employees will not provide set-up or tear down of facility furniture.
6. Users are responsible for any damage to the Center and/or Pavilion, furnishings, and grounds. Users shall inspect the premises at the beginning of the rental time period and if any damage exists, users shall, before use of the building, call the emergency phone number posted at the Community Center and listed below, to report the damage. If no one is available at the time, users shall leave a telephone message at such number. Failure to timely report any damage in the manner described herein shall constitute an admission that the premises were undamaged at the beginning of the rental period.
7. Users shall take care to secure the center after use by properly locking the doors and making sure all windows are closed and locked. All lights and appliances must be shut off.
8. Food and non-alcoholic beverages are permitted.
9. Alcoholic beverages will not be allowed on the premises. This regulation includes the Center and Pavilion, the grounds, and the vehicles. Rental will be terminated and no fees refunded if alcohol is found during the rental period.
10. No smoking will be allowed in the Center.
11. No adhesive materials, scotch tape, nails or tacks will be allowed on the walls in the Center. Please DO NOT remove any of the Centers postings and/or decorations. All must be in place as you found them!
12. Center users shall collect all garbage into trash bags and disposed of into the trash bins outside the kitchen door. Pavilion users shall collect all garbage in the trash bins provided. Any extra trash bags needed are under present bags and extra trash may be placed near trash bins.
13. Center users may only use a dust mop during cleaning on the parquet floors. No wet mop is to be used.
14. No pets are allowed at or in the center except for service dogs.

7. In Case of Emergency: Call ONLY if it is an emergency, Dennis Hatchew at (616) 322-8743.

COMMUNITY CENTER AMENITIES

3 bathrooms available- 1 in large room & 2 in the main hallway

Cleaning Supplies and trash bags – in closet closest to counter area in large meeting room

Large Meeting Room – Capacity: 121

- 17 – 8' rectangular banquet tables (in closet)
- Approx. 114 chairs (plastic/steel chairs-in large room)

NOTE: For those of you that may view the Community Center prior to rental, the card tables and padded chairs used during the week day belong to the Northview Seniors and are NOT for rental users.

Small Meeting Room (in kitchen area) – Capacity: 48

- 4 – 6' rectangular banquet tables

Kitchen Area

- Stove, microwave, 2 refrigerators (only 1 available for RENTAL use) other refrigerator is reserved for the Northview Seniors Program.
- Coffee maker available – must bring own filters & coffee

SEWING/CRAFT ROOM – OFF LIMIT TO RENTALS – NORTHVIEW SENIORS PROGRAM

DW RICHARDSON PAVILION AMENITIES

- 8 picnic tables available under the pavilion
- 2 electrical outlets
- 2 charcoal grills
- 3 baseball diamonds (must be reserved separately)
- Basketball courts
- Playground equipment
- Bathroom facilities
- Shuffleboard - Renters must supply their own Shuffleboard Equipment



5c

PLAINFIELD CHARTER TOWNSHIP

PUBLIC SERVICES

WATER • SEWER • STORMWATER • ENGINEERING

5195 PLAINFIELD AVENUE N.E. • GRAND RAPIDS, MI 49525 • PHONE 616-363-9660 • FAX: 616-364-1174

MEMORANDUM

DATE: January 12, 2015
TO: Cameron Van Wyngarden, Superintendent
FROM: Rick Solle, Director of Public Services
SUBJECT: Ten Mile Park Development, Phase I

Attached you will find Application for Payment No. 5 from Kamminga & Roodvoets for the work done at Premier Park.

This Application includes payment for the work done as part of Change Order No. 2 (approved November 3, 2014) less \$1,250.00 for retainage. The change order request was for an amount not to exceed \$20,000. The total of the completed change order work was \$12,500.

This application also includes payment of the retainage held on the work completed in 2013 and 2014. This work has all been completed to our satisfaction.

Please have the Township Board consider the recommendation to approve **Application for Payment No. 5** in the amount of **\$24,212.42**.

Let me know if you have any questions.

APPLICATION AND CERTIFICATE FOR PAYMENT

A/A DOCUMENT G702

Application No.: 5, Final
 Period To: 12/02/14
 Contract Date: 7/11/2013

Project: Ten Mile Road Park- Phase I

Owner: Plainfield Charter Township
 5205 Plainfield Avenue, NE
 Grand Rapids, MI 49525-1063

Contractor: Kamminga & Roodvoets, Inc.
 3435 Broadmoor Avenue S.E.
 Grand Rapids, MI 49512

Architect: Progressive AE
 1811 Four Mile Road NE
 Grand Rapids, MI 49525

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		TOTAL	
Number	Qty Adjustments		
1	Date Approved 01/16/14	2,600.00	
2	12/02/14	12,500.00	
TOTALS		15,100.00	0.00
Net change by Change Orders		15,100.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is not due.

Contractor: KAMMINGA & ROODVOETS, INC.
 By: 
 Kurt Poil, President Date: 12/02/2014

Application is made for Payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM. \$ 318,843.74
2. Net change by Change Orders. \$ 15,100.00
3. CONTRACT SUM TO DATE (Line 1 ± 2). \$ 333,943.74
4. TOTAL COMPLETED & STORED TO DATE. \$ 333,943.74
 (Column G on G703)
5. RETAINAGE:
 - a. LS of Completed Work \$ 1,250.00
 (Column D + E on G703)
 - b. 10% of Stored Material \$ 0.00
 (Column F on G703)
6. TOTAL EARNED LESS RETAINAGE. \$ 332,693.74
 Total in Column I of G703. \$ 1,250.00
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS PAYMENTS RECEIVED
 (Line 6 from prior Certificate). \$ 308,481.32
8. CURRENT PAYMENT DUE. \$ 24,212.42
9. BALANCE TO FINISH, PLUS RETAINAGE. \$ 1,250.00
 (Line 3 less Line 6)

Subscribed and sworn to before me this 2nd day of December 2014.

Notary Public, Allegan County, Michigan (Acting in Kent County)
 My Commission expires: 7/9/2018
 Daniel Ringnaida

AMOUNT CERTIFIED. \$ 24,212.42
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHTECT:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the date comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: 
 Stephen C. Scates, Progressive AE
 Date: 12-3-2014
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor names herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Construction Pay Estimate Amount Balance Report

Estimate: 5

12/2/2014 6:22 AM
FieldManager 5.1a

Kamminga & Roodvoets inc.

Contract: _11326, 10 Mile Rd. Park-Phase 1

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
- Earth Work	6027021	0001	11326	001	128,927.670		128,927.670	128,927.670	100%	1.40000	\$180,498.74
- Clearing	7187051	0002	11326	001	1.000		1.000	1.000	100%	29,700.00000	\$29,700.00
- Topsoil, Seed, Mulch	7077051	0003	11326	001	1.000		1.000	1.000	100%	108,645.00000	\$108,645.00
- Change Order No. 1	8037051	0008	11326	001	1.000	1.000	1.000	1.000	100%	2,600.00000	\$2,600.00
- Additional Restoration Fall 2014	7107051	0013	11326	001	1.000	1.000	1.000	1.000	100%	12,500.00000	\$12,500.00
Percentage of Contract Completed(curr): 100% <i>(KAMMINGA & ROODVOETS)</i>											
Total Amount Paid This Estimate: \$15,100.00											
Total Amount Paid To Date: \$333,943.74											

Contract: _11326

Estimate: 5

MEMO

Telephone 616 361 2895
Fax 616 364 1187
chiefp@ plainfieldmi.org
www.plainfieldfire.org

5d

DATE: 1/13/2015
TO: CAMERON VAN WYNGARDEN
CC:
FROM: DAVE PETERSON
RE: READY SET GO GRANT

On 6/10/14, we applied for a grant through the IAFC Ready Set Go Program. The Ready, Set, Go! (RSG) Program, managed by the [International Association of Fire Chiefs \(IAFC\)](#), seeks to develop and improve the dialogue between fire departments and the residents they serve. Launched nationally in March 2011 at the [Wildland-Urban Interface \(WUI 2011\)](#) Conference, the program helps fire departments to teach individuals who live in high risk wildfire areas – and the wildland-urban interface – how to best prepare themselves and their properties against fire threats. We have previously received a grant for printed material and advertising of this program.

This year's application was to purchase posts and signs. The narrative explaining the request is as follows: Our Fire Safety Specialist (FSS) continues to go door to door meeting with residents, providing inspections and delivering a RSG Action Guide in our wildland areas. If the residents are not at home, a door hanger with wildland fire safety tips and contact information for PFD is left for them. The FSS has held meetings for larger groups including a condo association, educating the home owners so they can be proactive in protecting their family, friends, and property. While the residents have been positive in their response to RSG information, most do not feel threatened by wildland fires. In their minds, wildland fires only occur in California. Our FSS has found that often the homes most susceptible to a wildland fire are located in hard to reach locations; on long unmarked private driveways and roads. We are requesting a grant of \$1,000 to purchase address signs and posts to mark private streets and driveways in the wildland areas to improve response time in the event of a fire.

PFD would not need the grant funds up front; we are able to wait for reimbursement. We can purchase address signs for \$15 each. In most locations, the address sign can be installed on the resident's mailbox post, although some locations will require the sign to be installed on a post which would cost an additional \$10. While this is a small expense for homeowners, we have found most are unconcerned and/or unwilling to purchase and place the signs.

We have 75 homes that could benefit from at least one well placed address sign. In addition to making these homes easier to locate in an emergency, it will allow us to partner with the homeowner, reaffirming the importance of the RSG Program. The signs would be placed with the homeowner's permission and the placement could be done by the Fire Safety Specialist as he goes door to door with this program.

There is no match for this program and it would not require any overtime. I am requesting permission to accept this grant.



Ready, Set, Go! Program 2014 Grants for Fire Department Outreach and Partnership

The International Association of Fire Chiefs (IAFC) and the Insurance Institute for Business & Home Safety (IBHS) are pleased to offer direct funding no cost-share grants of approximately \$1,000 to assist small volunteer, combination and rural fire departments and emergency service personnel to provide outreach to their communities on wildland fire public awareness through the Ready, Set, Go! Program. Fire departments and emergency service personnel that may require financial assistance for printing or supplies to create a successful local outreach event or door-to-door effort are encouraged to apply.

Applicants must be members of the Ready, Set, Go! Program and complete the application below. Submissions should be sent to the IAFC and will be evaluated using a peer review process. Existing use of the Achievement Management System (AMS) by RSG members will be looked upon favorably in the review process. To report your RSG related work in AMS, please sign into www.wildlandfireRSG.org and click on the AMS icon. The straight forward system is easy to use and takes just minutes.

RSG members who receive a grant are expected to use AMS to record their efforts. RSG staff appreciates a copy of materials you produce. Please email RSG@iafc.org or send hard copies and pictures to the attention of the RSG! Program at 4025 Fair Ridge Drive, Fairfax, VA 22033.

Please note that grant funds cannot support and/or supplant salary or in-kind reimbursements to the fire department or other partners involved. Grant funds must be used within six months of award and are only for events/activities that have not yet occurred. Applicants must indicate whether the fire department can be reimbursed for expenses or if it needs grant funds prior to the activity.

The completed grant application can be faxed to the IAFC, attn: RSG! Program Staff, at 703.273.9363 or emailed (preferred) to RSG@iafc.org. If you have any questions, please feel free to contact RSG! Program Staff at 703.273.0911 (Eastern time business hours) or via RSG@iafc.org.

2014 Ready, Set, Go! Outreach Grant Application

Department / Organization Information

Name / Address Plainfield Fire Department
4343 Plainfield Avenue NE

City Grand Rapids

State Michigan

Zip 49525

Phone 616 361 2895

E-Mail aa@plainfieldfire.org

Website www.plainfieldfire.org

Primary Grant Submitter Contact Information

Title / First Name Chief David

Last Name Peterson

Phone 616 361 2895 or 616 293 9760

E-Mail chiefp@plainfieldfire.org

1. Population served:

30,952

2. Please explain any unique demographics and resources at risk that the peer review group should consider:

PFD serves as the first responding agency for Plainfield Charter Township. Plainfield Charter Township is located approximately 40 miles east of Lake Michigan and approximately 120 miles north of the Indiana border. It is the home of 30,952 residents, approximately 10,105 residential homes, and over 1,100 businesses including manufacturing, agricultural, industrial, mercantile, a minor league baseball stadium, a waste water filtration plant and a drinking water plant. The Township is a combination of rural, residential, industrial, and suburban zones. The population served includes 3 school districts, several retirement communities, assisted living complexes, and residential communities varying from million dollar homes to several mobile home communities. The area served is 36.8 square miles. Within the jurisdictional boundaries, are two major rivers, 11 lakes, and several tributaries to these bodies of water. Residential homes surround these rivers and lakes.

3. Annual total budget:

(2014) \$2,289,497 - Nearly 80% of the fire department budget goes to wages, salaries and benefits of employees.

4. Annual total call volume:

(2013) 2479
(2012) 2397

5. Annual percentage of wildland fires as part of call runs in service area:

(2013) – 7% of fire runs were for wildland fires; .2% of all calls were for wildland fires.
(2012) – 26% of fire runs were for wildland fires; 1% of all calls were for wildland fires.

6. Please explain the wildland fire threat and recent wildland fires in your service area that should be considered:

Thirty-eight percent of our jurisdiction's land use is for agriculture, wild land, open space or undeveloped purposes; ten percent is for commercial, industrial or institutional; and 52 percent is used for residential purposes. Sixty-five percent of our service area is protected by hydrants.

One of our firefighters is in the process of mapping the private roads and driveways in the township. Fifty-eight of the 104 private driveways (1,000 feet or longer) and private roads have been mapped to date. Additionally, 511 structures were mapped out and assessed for wildland fire danger. Roughly half of the structures met the requirements for High and Extreme fire danger. Many of these homes are located in hard to reach locations; on long private driveways that our engines aren't able to navigate. Compounding that is a lack of address signs at the road and on the houses. At least 1/3 of the homes mapped require signage on the main road in addition to the splits off the main drive.

The State of Michigan passed a law (MI Fireworks Safety Act 256 of 2011) that makes it legal to sell and use firecrackers and some consumer-grade devices that shoot into the air, like bottle rockets and Roman candles. These are items that previously residents had to shop outside of Michigan for. There has been a large increase in fireworks sales since this law passed. Many times the people lighting the fireworks don't take their surroundings into consideration. Coupled with a very dry summer, the number of wildland fires significantly increased in 2012.

7. Total number of volunteer personnel:

29

8. Total number of career personnel:

13

9. Please provide a short narrative on the following page of no more than 250 words describing:

- *The requested amount, approximately \$1000.*
- *What specific items this request will fund. Please be detailed.*
- *How the department is planning to engage with the public to spread the RSG message (e.g., civic event, door-to-door campaign, public classes, etc.) and when the event will be held.*
- *Identification of any local partners in the fire department's effort.*
- *How the grant funds will benefit the RSG! Program in the area.*
- *Please highlight any Fire Adapted Communities (FAC efforts). The RSG! Program is a tool for this cohesive effort. How can you be involved? Encourage your community members to protect what matters. Do they know their region, risks and role? Residents should ensure their homes are prepared and become involved in local efforts like Community Wildfire Protection Plans. Ongoing dialogue between public safety personnel and the residents they service is a vital piece of the community preparedness approach! Visit www.iafc.org/FAC and www.fireadapted.org to learn more.*
- *To be eligible for a grant you must be tracking your RSG related work in the Achievement Management System (AMS). Please sign into your account at www.wildlandfireRSG.org and click on the AMS icon. If you are not using it and have questions, please contact RSG staff for assistance at RSG@iafc.org or 703.273.0911. It's simple and takes just minutes.*

Please feel free to create your own event, or use the sample models to shape your grant submission. Please allow 7 business days for review of your application by the peer review group and RSG staff. Thank you for your interest!

Descriptive Narrative Sample 1:

The grant amount requested is \$1,000. These funds would be used to create/customize postcards and for the postage to send the postcards to 2882 households in our jurisdiction.

The fire department and the Community Emergency Response Team (CERT) have taken a proactive approach to becoming a Firewise Community. The purpose of the Firewise Plan is to protect human life and reduce property loss due to wildland fire, educate the residents on the wildland-urban interface issues in their community and how to prepare themselves and their property to protect it from the threat of a wildfire and its impacts.

The fire department held its annual open house and participated in the annual Community Founders day, we partnered with the state forest service in order to educate the citizens on wildland fire and how to protect their property. The postcards would help us get the word out to all citizens about the Firewise Community and Ready, Set, Go! Program. The fire department will be promoting Ready, Set, Go!, Firewise, and disaster preparedness at the grant opening of a new department store in our town on February 16, 2013.

The Firewise board is also planning to conduct a landscaping seminar in 2013 to promote the use of fire resistant plants in the landscapes.

The grant funds could be reimbursed.

Descriptive Narrative Sample 2:

The grant amount requested is \$1000. This cost will fund educational materials and communication outreach efforts for a full-day workshop to be held in May. Topics of the workshop include: forest health issues, how to be firewise around your home, how to prepare your family for an evacuation, how to access up-to-date emergency information, where to go, and when/how to return to your home.

Our fire department personnel enjoy interacting with an engaged community of local citizens. Some of the population demographics include a transient population, a non-English speaking population and a large percentage of second homeowners. A door-to-door campaign will be utilized to encourage participation at the workshop, as well as outreach efforts to local Firewise communities in the district to spread the word.

Community collaboration is essential to the success of this workshop and to community mitigation and preparation efforts. Partnerships fostered with town officials, federal and state foresters and the local extension office have created a multi-agency approach to this educational front and will be utilized to facilitate the workshop.

The grant funds requested will benefit the Ready, Set, Go! Program in this area because it will continue to raise awareness to the community of simple resources and programs that can help keep them and their homes safer in the event of a wildfire.

9. Descriptive Narrative:

Our Fire Safety Specialist (FSS) continues to go door to door meeting with residents, providing inspections and delivering a RSG Action Guide in our wildland areas. If the residents are not at home, a door hanger with wildland fire safety tips and contact information for PFD is left for them. The FSS has held meetings for larger groups including a condo association, educating the home owners so they can be proactive in protecting their family, friends, and property. While the residents have been positive in their response to RSG information, most do not feel threatened by wildland fires. In their minds, wildland fires only occur in California. Our FSS has found that often the homes most susceptible to a wildland fire are located in hard to reach locations; on long unmarked private driveways and roads. We are requesting a grant of \$1,000 to purchase address signs and posts to mark private streets and driveways in the wildland areas to improve response time in the event of a fire.

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5e

PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

SPECIAL ASSESSMENT DISTRICT RESOLUTION NO. 1

Northdale Estates #4

DECLARATION OF INTENT TO MAKE PUBLIC IMPROVEMENTS;
TENTATIVE DESIGNATION OF SPECIAL ASSESSMENT DISTRICT;
NOTICE OF PUBLIC HEARING

At a regular meeting of the Township Board of the Plainfield Charter Township, Kent County, Michigan, held in the Township Hall, 6161 Belmont Avenue, Belmont, Michigan 49306 January 20, 2015, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____, and supported by Member _____:

WHEREAS, Section 3 of Act 188 of the Public Acts of Michigan of 1954, as amended (the "Act"), provides that the Township Board may require petitions to be filed with the Township, signed by record owners of land before proceeding and exercising the power granted by the Act; and

WHEREAS, the Township has received a petition to undertake certain public improvements as described in Exhibit A attached hereto (the "Public Improvements") and has verified that the petition has been signed by the sole land owner of record for the entire area of the proposed special assessment district; and

WHEREAS, the Township has also received a waiver from the sole property owner of record waiving notice to all hearings related to the special assessment district proceedings; and

WHEREAS, the Township Board has received and reviewed plans showing the Public Improvements and their location and an estimate of the cost thereof; and

WHEREAS, there exists a need for the Public Improvements in the Township, and the Act provides the means to finance the Public Improvements.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Township Board intends to proceed on the petition filed pursuant to the Act to make the Public Improvements as described in the Notice of Public Hearing, a copy of which is attached as Exhibit A and incorporated by reference.
2. That said plans and the estimate of cost shall be filed with the Township Clerk.
3. That the Township Board hereby tentatively designates a special assessment district known as Northdale Estates #4 Streetlight Special Assessment District, consisting of certain parcels of property described as set forth in the Notice of Public Hearing attached as Exhibit A hereto, which descriptions are incorporated herein by reference, and against which parcels all or a portion of the cost of said Public Improvements shall be assessed.
4. That the Township Board shall hold a public hearing on February 2, 2015 at the Township Hall located at 6161 Belmont Avenue, Belmont, Michigan 49306 to hear and consider objections to the petition, the proposed Public Improvements, the special assessment district tentatively designated herein, and to all other matters relating to said proposed Public Improvements.

PLAINFIELD CHARTER TOWNSHIP
Kent County, Michigan

NOTICE OF PUBLIC HEARING

NORTHDALE ESTATES #4 STREETLIGHT SPECIAL ASSESSMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Township Board of the Township of Plainfield, Kent County, Michigan, has received a petition to make certain public improvements (the "Public Improvements") consisting of:

Operation and maintenance of streetlights in Northdale Estates #4, Lots 65 - 92

The Township Board proposes to annually assess the property within the proposed special assessment district in perpetuity, based upon invoices (billings) from Consumers Energy (including any subsequent utility provider) to the Township. Incremental increases in charges for street lighting are expected in future years as the utility provider petitions the Michigan Public Service Commission for rate increases. Therefore, projected incremental increases in assessments for subsequent years (the amount to be assessed each year) is estimated to be equal to the amount that is necessary to cover the individual property's proportionate share of the cost imposed by the public utility for service to the District for the year at issue. Annual redeterminations may be made without further notice to record owners of parties in interest in the property.

Said petition was received from the sole record owner of land within the special assessment district, thus constituting more than 50% of the total land area within the proposed special assessment district. Township Board has resolved its intention to proceed on the petition and pursuant to Act 188, Public Acts of Michigan of 1954, as amended, to make said Public Improvements in the Township. The Township Board has tentatively determined that some or all the cost of said Public Improvements shall be specially assessed against each of the following described lots and parcels of land, which together comprise the proposed Northdale Estates #4 Streetlight Special Assessment District:

Property located in Plainfield Charter Township, Kent County, Michigan, and described as follows:

Parent parcel number 41-10-28-156-001, to be divided into 28 parcels

TAKE NOTICE that the Township Board of the Township of Plainfield will hold a public hearing on February 2, 2015 at 7:00 p.m. in the Township Hall located at 6161 Belmont Avenue, Belmont, Michigan 49306 to hear and consider any objections, as well as any revisions, corrections, amendments, or changes to the plans, estimate of cost, the special assessment district, and all other matters relating to said Public Improvements.

TAKE FURTHER NOTICE that the plans and estimates of cost for the Public Improvements are on file with the Township Clerk for public examination.

All interested persons are invited to be present at the hearing in person or by representative to take part in the discussion concerning the foregoing or to submit their comments in writing at or before the hearing.

PROPERTY SHALL NOT BE ADDED TO THE PROPOSED SPECIAL ASSESSMENT DISTRICT AND THE ORIGINAL ESTIMATE OF COST SHALL NOT BE INCREASED BY 10% OR MORE WITHOUT FURTHER NOTICE AND PUBLIC HEARING.

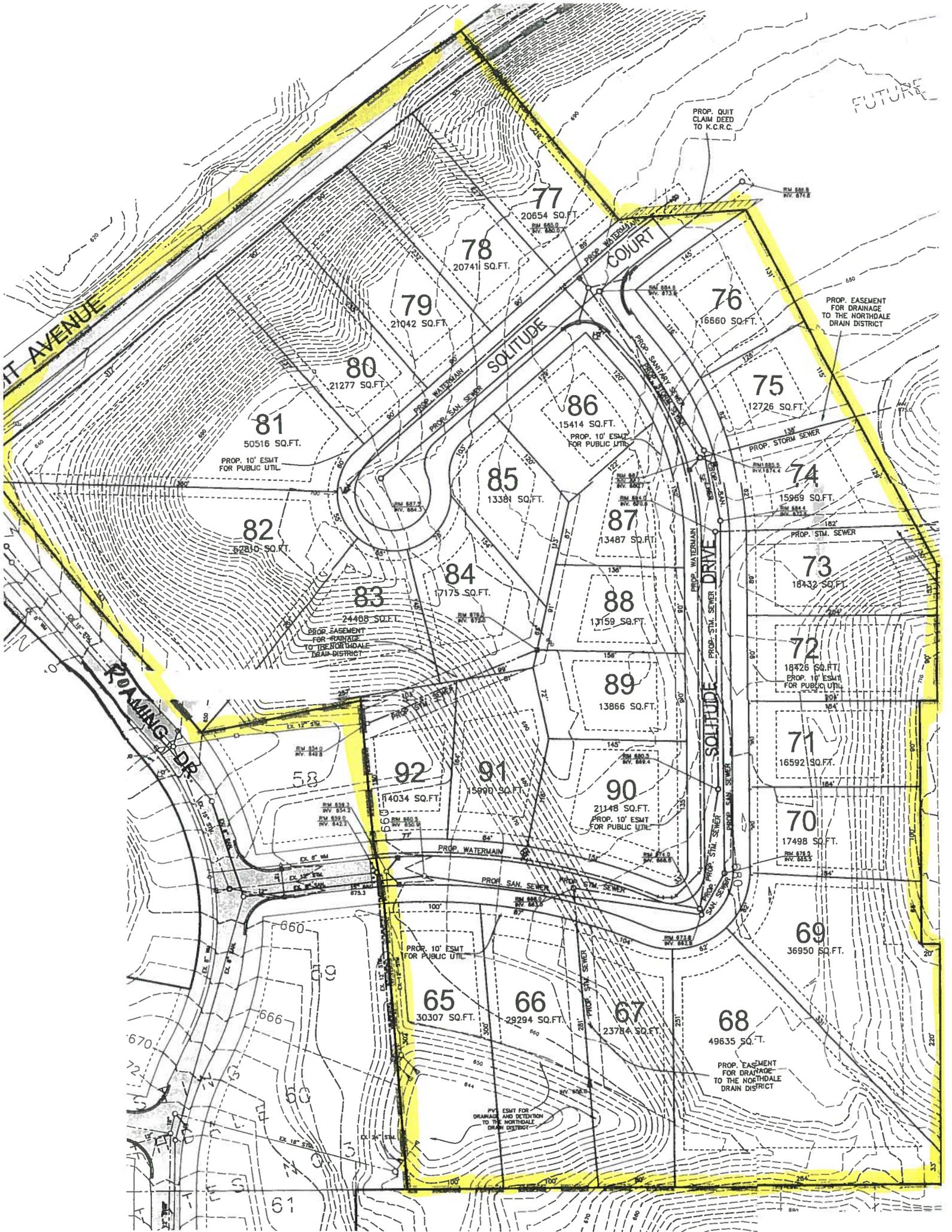
This notice was authorized by the Township Board of the Township of Plainfield.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Plainfield Charter Township Clerk
6161 Belmont Avenue
Belmont, Michigan 49306
616-364-8466

Dated: _____

Ruth Ann Karnes
Plainfield Charter Township Clerk



FUTURE

PROP. QUIT CLAIM DEED TO K.C.R.C.
RM 550.8
RV 574.8

77
20654 SQ.FT.
RM 550.8
RV 574.8

78
20741 SQ.FT.

79
21042 SQ.FT.

80
21277 SQ.FT.

81
50516 SQ.FT.
PROP. 10' ESMT FOR PUBLIC UTIL.

82
52810 SQ.FT.

83
24498 SQ.FT.
PROP. EASEMENT FOR DRAINAGE TO THE NORTHALE DRAIN DISTRICT

84
17175 SQ.FT.
RM 574.8
RV 590.8

85
13381 SQ.FT.

86
15414 SQ.FT.
PROP. 10' ESMT FOR PUBLIC UTIL.

87
13487 SQ.FT.
RM 504.8
RV 519.8

74
15969 SQ.FT.
RM 554.8
RV 570.8

75
12726 SQ.FT.

73
18732 SQ.FT.
PROP. STIM. SEWER

72
18426 SQ.FT.
PROP. 10' ESMT FOR PUBLIC UTIL.

71
16592 SQ.FT.

70
17498 SQ.FT.
RM 478.8
RV 503.8

69
36950 SQ.FT.

65
30307 SQ.FT.
PROP. 10' ESMT FOR PUBLIC UTIL.

66
29294 SQ.FT.

67
23784 SQ.FT.
PROP. STIM. SEWER

68
49635 SQ.FT.
PROP. EASEMENT FOR DRAINAGE TO THE NORTHALE DRAIN DISTRICT

61

**PETITION TO CONSTRUCT
STREET LIGHT DISTRICT
AND CREATE A SPECIAL ASSESSMENT DISTRICT**

TO: THE TOWNSHIP BOARD OF PLAINFIELD CHARTER TOWNSHIP,
KENT COUNTY, MICHIGAN

Northdale Est #4 Lots 65 to 92, (hereinafter "Property Owner"), is the sole owner of record of land (hereinafter "Property") situated in Plainfield Charter Township and described as follows:

Common address(es): 4964 Coit Avenue NE

Parcel Number(s): 41-10-28-156-001

The Property Owner hereby petitions the Plainfield Charter Township Board to create a streetlight special assessment district pursuant to Public Act 188 of 1954 as amended, as may be finally established by the Township Board for the installation and yearly maintenance of street lights at the location(s) described, per plans developed by Consumers Energy.

By signing this petition, the Property Owner agrees to the creation of a street light special assessment district for the Property with the costs thereof to be paid by a special assessment on the Property located within the area of improvements. In the interest of expediting the creation of a special assessment district, Property Owner hereby waives all notices that are required by law, and hereby releases, waives and relinquishes, on behalf of itself, its successors and assigns, any claims it may have against the Township, its officer resulting from any defects in notice or other procedure associated with the special assessments. Property Owner further agrees to execute and deliver to the Township such other consents, releases and waivers regarding the notice, as the Township may reasonably request as it proceeds to levy the special assessments as provided for herein.

Oct. 16, 2014
Date

Michael R. Berg
Property Owner's signature (if signed by agent, print name and title after signature)

The undersigned states that he/she circulated this Petition and that said Petition is true to the best of his/her knowledge.

Oct 16, 2014
Date

Michael R. Berg
Circulator's signature

STATE OF MICHIGAN)
) SS
COUNTY OF KENT)

ABBIE L DOWDEN
Notary Public, State of Michigan
County of Kent
My Commission Expires 04-02-2018
Acting in the County of Kent

Subscribed and sworn to before me this 16th day of October 2014.
Abbie L Dowden, Notary

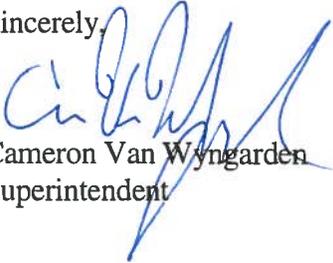
Memorandum

To: Plainfield Township Board of Trustees
From: Cameron L. Van Wyngarden, Township Superintendent
Date: 1/14/2015
Re: Request to approve employment contract with John Short for position of Parks and Recreation Director

Board,

Attached is a contract for employment between the Township and John Short to serve another year as Director of Parks and Recreation. The contract is largely the same as the last year, with some updates to reflect recent park project developments.

I recommend the Board approve the 2015 employment contract with John Short as presented.

Sincerely,

Cameron Van Wyngarden
Superintendent

CONTRACT OF EMPLOYMENT PARKS & RECREATION DIRECTOR

THIS CONTRACT is made this 20th day of January, 2015 by and between **THE BOARD OF TRUSTEES OF PLAINFIELD CHARTER TOWNSHIP**, Kent County, State of Michigan, (hereinafter referred to as the "**Township**"), and **John C. Short**, (hereinafter referred to as the "**Employee**"), and

WHEREAS, Plainfield Charter Township is a Charter Township within the meaning of the Constitution and Statutes of the State of Michigan, and is permitted to exercise those powers and perform those functions permitted by state statute and not prohibited by state statute; and,

WHEREAS, the terms and conditions of employment of a Parks and Recreation Director (hereinafter referred to as Parks Director) are within the powers delegated, expressly and impliedly, to the Township by state statute; and

WHEREAS, it is in the public interest and serves the health, safety, and welfare of the citizens of the Township to employ John C. Short upon such terms and conditions as will promote his continuous productivity and efficiency, provide him with reasonable employment and financial security, and set forth a fair, equitable, and orderly means for termination of such employment; and

WHEREAS, the Employee and the Township agree and desire to set forth the following terms and conditions of his employment as Parks Director:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Township and the Employee agree as follows:

1. **TERM:** The Township hereby employs and the Employee accepts employment as Parks Director, including all duties and responsibilities included in the job description that is attached to this agreement and made a part hereof, beginning January 1, 2015, and ending December 31, 2015. The Employee's employment may be terminated prior to December 31, 2015 as provided in this agreement.

On August 1, 2015 or any date thereafter either party may request to renegotiate to reduce the salary commensurate with a reduction in work due to a lack of available or assigned work or to provide an opportunity to train a new Parks Director while still retaining the services of the employee.

2. **DUTIES:** Employee has and will continue to possess the qualifications, certifications, registrations and licenses to execute the duties of the Parks Director position and further agrees to carry out the administrative and operational functions as outlined in the Job Description which is attached and approved by the Township Board as part of this Employment Agreement and as may be required by law. Although this contract is between the Township and the Employee, the Employee is to report to and work through the direction of the Superintendent. Employee agrees to accept employment as Parks Director and further agrees to perform all duties and responsibilities of Parks Director as required by the Township including, but not limited to:

- a. Assumption of the responsibilities that are in the attached Job Description
- b. Provide the Township, through the Superintendent with technical and professional assistance in the areas related to, but not limited to:

- Oversight of planning and development efforts for new Township park projects including but not limited to Premier Park and Grand Isle Park and rehabilitation and/or enhancement projects in existing parks;

- Oversight of the five-year Recreation Plan;

- Solicitation, negotiations, acceptance, administration and reporting required for State and Federal grants that may be applied for and awarded to Plainfield Township for Parks and Recreation purposes;

- Ongoing compliance requirements for existing State and/or Federal grants related to parks projects; and

- Purchasing recommendations, RFP's for consulting services, and construction projects administration.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

- c. Employee shall serve the Township loyally, effectively, and diligently, and shall at all times exert his best efforts to complete the duties as herein above stated in Paragraph 2.
- d. To perform such other duties as may be required by ordinance or by direction of the Superintendent.

3. COMPENSATION AND BENEFITS:

- a. For all services rendered by the Employee under this contract, including any expenses incurred therewith not covered elsewhere in the contract, the Township hereby agrees to pay Employee an annual salary in the amount of \$30,000 which shall be paid in equal bi-weekly increments at the same time as other employees of Plainfield Charter Township are paid. The Employee is not entitled to overtime compensation or compensatory time off as defined in the U.S. Fair Labor Standards Act.

- b. BENEFITS - Notwithstanding the provisions of the Township's Personnel Policies, the employee assigned to the position of Parks Development Manager under the terms of this Agreement will receive no other compensation or benefits, including, but not limited to vacation, sick leave, holidays, pension, insurance coverage, or leave of absence, except where required by statute or federal law.

4. **HOURS OF WORK:** It is understood that the employee will devote sufficient hours of work to the duties and responsibilities of the Parks Development Manager to meet the requirements of the job. Although not scheduled for regular hours of work the Employee will generally be available during normal Township Hall business hours. The Employee shall notify the Township of any absence, due to sickness, vacation, emergency or other circumstances, beyond two consecutive business days.

5. **PERFORMANCE REVIEW:** A performance review and evaluation may be conducted within 90 days of the employee's effective date of hire under this Agreement, and the review and evaluation will be discussed with the Employee so as to give him opportunity to improve his abilities and service to the Township and to assist management and the Township Board in determining whether or not to continue, extend or expand the Employees service to the Township. However, if at any time during the term of this Agreement the Superintendent determines that a performance review is warranted, the Employee shall meet with the Superintendent to discuss performance issues and shall endeavor to resolve or rectify any shortcomings or problems that may arise.

6. **PROFESSIONAL LIABILITY INSURANCE:** The Township will continue to maintain for the duration of this agreement, and at current or higher levels of coverage, its public officials liability insurance to protect the Employee against claims or actions against his personal property or income for any actions within the scope of his employment. The Township shall reimburse the Employee for reasonable legal expenses as permitted by Michigan law for employment by the Employee of legal counsel acceptable to the Employee to defend himself against any lawsuits or legal actions taken against him in connection with his official duties as Parks Development Manager, provided that the Employee obtains prior approval and authorization from the Board of Trustees before retaining the services of such legal counsel and provided the Township's insurance policy permits the Employee to select counsel.

7. **PROFESSIONAL DEVELOPMENT:**

a. The Township recognizes the value of assisting in the professional development of the Employee, and agrees that the Employee shall be given adequate opportunities to develop his skills and abilities as Parks Director; and the Employee agrees to participate in professional development activities, provided such participation, as determined by the Township, does not consume a disproportionate amount of time and contribute to a failure on the part of the Employee to discharge his duties.

b. The Township also agrees to budget and pay for travel and subsistence expenses of the Employee for short courses, institutes, and seminars that are, as determined by the Township, useful for professional development and for the good of the Township. Such expenses incurred shall be subject to the current reporting and other requirements of current Township policies. The Township Board may establish other limits on the number and frequency of such activities and on the maximum amount of reimbursement per activity. The Employee must attend such activities as directed by the Township as part of his employment. Subject to budget limitations, one (1) day meetings are exempt from any requirement of advance request for permission to attend.

c. The Township Board agrees to pay the professional dues and subscriptions of the Employee which it determines are appropriate and necessary for his continuation and participation in national, regional, state and local associations and organizations necessary and desirable for the Employee's continued professional participation, growth, and

advancement and for the good of the Township.

8. **TERMINATION:** The Employee shall serve at the pleasure of the Township Board, and the Township may terminate the employment relationship at any time, for any reason, with or without cause with at least thirty (30) days' notice in writing. In the event that the Township Board exercises its right to terminate the employment of the Employee without cause, and the Employee is willing and able to perform the duties of Parks Development Manager, the Township shall compensate the Employee in an amount equal to two (2) bi-weekly salary increments as described in Paragraph 3.a.

9. **VOLUNTARY RESIGNATION:** The Employee may terminate his own employment by giving the Township Board at least thirty (30) days' notice in writing. In the event the Township Board has not given the Employee notice of intent to terminate his employment and the Employee desires to voluntarily resign, the Employee must give the Board at least thirty (30) days' notice of resignation unless both parties mutually agree in writing that shorter notice is acceptable.

10. **TOWNSHIP'S AUTHORITY:** Employee agrees to observe and comply with the rules and regulations of the Township, as adopted by the Township Board of Trustees either orally or in writing, respecting the performance of the Employee's duties, and to carry out and to perform orders, directions and polices given to the Employee by the Superintendent, from time to time, either orally or in writing. The Employee specifically understands that the Township shall have the final authority, the power to direct, control or supervise the manner and time of the Employee's duties through the Superintendent, as is consistent with the laws of the State of Michigan.

12. **PRIOR AGREEMENTS:** All prior agreements pertaining to, connected with, or arising in any manner out of the employment of the Employee by the Township are hereby terminated and shall hereafter be of no force or effect whatsoever.

13. **GOVERNING LAW:** In view of the fact that the Township is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan.

14. **ENTIRE AGREEMENT:** This contract contains the entire agreement and understanding by and between the Township and the Employee with respect to the employment of the employee, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. No change or modification of this contract shall be valid or binding unless it is in writing and signed by the party intending to be bound. No waiver of any provisions of this contract shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced. No valid waiver of any provision of this contract, at any time, shall be deemed a waiver of any other provision of this contract at such time or at any other time.

15. **PROHIBITION AGAINST ASSIGNMENT:** Employee agrees on behalf of himself and his executors, administrators, heirs, legatees, distributees, and any other person or persons claiming any benefit under his employment by virtue of this contract, that this contract and the rights, interest and benefits hereunder shall not be assigned, transferred or pledged in any way.

16. **SEVERABILITY OF INVALID PROVISION:** The provisions of this contract shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions of this contract shall not affect the validity or enforceability of other provisions. This contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

17. **INCONSISTENCIES:** In the event that there are any inconsistencies between this agreement and the Township's Personnel policies this agreement shall control.

The Township hereby employs Employee and the Employee hereby accepts employment, upon and subject to the terms and conditions herein set forth.

IN TESTIMONY WHEREOF, the parties hereto have executed this agreement in duplicate originals upon this _____ day of _____, 2015.

WITNESS:

PLAINFIELD CHARTER TOWNSHIP

EMPLOYEE

John C. Short

PLAINFIELD CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Parks & Recreation Director (part - time)

Reports To: Superintendent

Positions Supervised: None

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for leading in planning, development, and administration of park sites and recreation facilities to meet needs of Township citizens.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Develops plans for use of undeveloped Township parks and recreational facilities; prepares grants for State funding as appropriate; works with contractors, suppliers, and architects in preparing recommendations for park needs.
2. Assists in preparation and monitoring of annual parks operating and capital improvement budget.
3. Attends all meetings of Parks and Recreation Committee unless reasonably unavailable and Township Board meetings as needed.
4. Assist in establishing parks and recreation rules, regulations and ordinances.
5. Administrate and organize the activities and programs associated with the Township park system, including:
 - a. Develop and facilitate efforts of parent groups, private recreation providers, and other non-profit providers of recreational programming
 - b. Enhance and develop Township programs and activities within the Township parks.
 - c. Create partnerships that enhance the recreational opportunities for the citizens of Plainfield Township.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position, and is subject to adjustment at any time by the Superintendent.

KNOWLEDGE, SKILLS & ABILITIES:

1. Bachelor's degree with major in Parks and Recreation or Public Administration; minimum 4 years relevant experience.
2. Communication skills to effectively deal with government agencies, risk management contractors, vendors, architects, residents and representatives of other Township departments.
3. Valid driver's license to meet travel requirements; ability to organize, plan, schedule work to achieve deadlines; physical ability to walk around parks and recreations facilities; requires lifting supplies and parks/recreation equipment weighing up to 40 pounds to waist high level.

REVIEW AND APPROVAL:

Position Incumbent

Date

Supervisor

Date



Monthly Report

December 2014

TRAINING ACTIVITY

- Dept Training: ICS (29 People/94.25 Hours)
- Dept Training: Medical (8 People/14 Hours)
- Shift Trainings (3): Smoke Detector Program (15 People/15 Hours)
- Shift Training: Air Bag Operations (5 People/ 7.5 Hours)
- Paid On Call Training: Equipment (13 People/42 Hours)

COMPANY OFFICER ACTIVITY

- Assisted with firefighter academy
- Attended Officers Meeting (5)
- Attended SOP Review
- Met with vendor regarding damage prevention for our SCBA cylinders

FIREFIGHTER ACTIVITY

- Covered shifts as Acting Lieutenant (3)
- Worked on Smoke Alarm Grant Program (2)
- Taught (3) Shift Trainings on Smoke Alarm Grant Program
- Attended Tri-County Inspectors training
- EO Svoboda was elected President of Tri-County Inspectors for 2015
- Performed annual fire extinguisher inspection
- Performed necessary repairs to fire extinguishers
- Assisted Rockford Public Schools with updating their emergency procedures
- Performed (2) car seat safety checks
- Performed a follow up to the fire investigation for a structure fire on Cedar Ridge Street
- Performed a fire investigation for a structure fire on Bonita Court
- Re-formatted wireless routers at Station #3 as their speeds were minimal after the internet upgrade
- Set Priscilla Walden up as an Administrator for Office 365 and walked her through resetting a user's password
- Investigated and resolved internet and server issues believed to have been caused by an update Comcast did to their system



Repairs

- Car-1
 - Replaced front struts (Vendor)
 - Performed preventative maintenance (PFD)

- E-1
 - Replaced front bumper (Vendor)
- E-3
 - Replaced 6 of 8 pump panel lights (PFD)
- E-9
 - Performed preventative maintenance (PFD)
- I-3
 - Adjusted dust shields on front brakes (PFD)
- P-3
 - Replaced halyard on 35' ladder (PFD)
- Station #1
 - Repaired both circulating pumps on boiler (Vendor)
 - Repaired dayroom sink drain (PFD)
- Station #3
 - Repaired Breathing Air System compressor (Vendor)
 - Repaired overhead door #2 (Vendor)

Public Education/Fire Prevention

- Attended Fire, Tornado, or Lock Down Drill (# of Visits)
 - Chandler Woods (1)
 - Comstock Park High School (1)
 - Highlands Middle School (2)
 - Pine Island Elementary (1)
- Taught a CPR class for middle school students
- Participated in Christmas Activities at East Oakview

Significant Events

- In the early hours on December 24, PFD was dispatched to a structure fire on Bonita in the Northern Estates Mobile Home Community. The mobile home was a complete loss. The fire was caused by the failure of a plug outlet. PFD personnel worked with the Red Cross and many from the community to provide housing and Christmas gifts for this family of seven.

FIRE SAFETY BUREAU ACTIVITY:

Assistant Chief Activities

- Performed Duty Officer Coverage – 14 Days
- **Attended**
 - Meetings
 - Regionalization of Medical Control Authorities
 - EMS Coordination Committee
 - KCEMS Executive Board
 - West Michigan Fire Chiefs Executive Director interviews
 - West Michigan Fire Chiefs General Membership
 - Kent County Fire Chiefs
 - Department Officer
 - MABAS
 - Department Head
 - Interviews for new KCEMS Executive Director
- 4.5 Vacation Days
- 2.5 Holidays

Inspection Volume and Issues

- Completed 30 Fire and Safety Inspections of commercial properties
- Completed 116 Fire and Safety Re-inspections of commercial properties
- Completed 1 Final Occupancy Inspections
- 8.5 Vacation Days
- 2.5 Holidays
- Attended the Tri-County Inspectors Training Committee Meeting for 2015 classes
- Attended the Tri-County Inspectors Training on high piled storage
- Changed the placard for 3669 Plainfield because of high hazard commodity storage
- Worked on smoke alarm program
- Continued marking of roof, attic, safe building placards and FF Right to Know

ADMINISTRATION ACTIVITY:

Chief's Activities

- Performed Duty Officer Coverage – 17 Days
- **Attended**
 - Meetings
 - MAFC
 - MIMABAS
 - Kent County MABAS
 - KCFC
 - WMAFC
 - Kent County Dispatch Authority Board Strategic Planning
 - Department Officer
 - Public Safety Advisory Committee
 - Township Board
 - GLD IAFC phone conference
- **Met With**
 - Rick Solle regarding use of Nixel
 - Rockford Fire Department regarding joint training
 - Chair of MFFTC Curriculum Review Committee
- 4 Vacation Days
- 2.5 Holidays

Savings Gained through the Permanent Addition of SAFER funded Personnel

During the month of December, these two Equipment Operators covered vacation and personal time for 168 hours, totaling \$2,094.96 of overtime savings.

December 26 Concurrent Calls YTD 359

Station #1	2014	2013	Station #3	2014	2013
January	17	14	January	22	16
February	22	6	February	19	8
March	9	4	March	9	6
April	20	16	April	22	20
May	6	8	May	9	8
June	11	8	June	11	6
July	8	4	July	9	8
August	6	12	August	6	14
September	7	9	September	13	7
October	4	10	October	7	7
November	14	15	November	15	12
December	4	17	December	7	26

NOTE: You will not be able to add the Station #1 and Station #3 numbers together and get the number of concurrent calls for the department because department concurrent calls count the number of times a second, third, etc. call comes in while *either* station is on another call. Station concurrent calls address the number of times an *individual station* is on a call and another call is toned for that station.

Savings Gained through the Acting Lieutenant Position

The Acting Lieutenants covered 172 hours of personal and vacation time in December. They were paid the Lieutenant's rate of pay rather than the OT rate we would have been required to pay another full time Lieutenant to cover these days. This provided a savings of \$1,878.24.

AVERAGE RESPONSE TIME

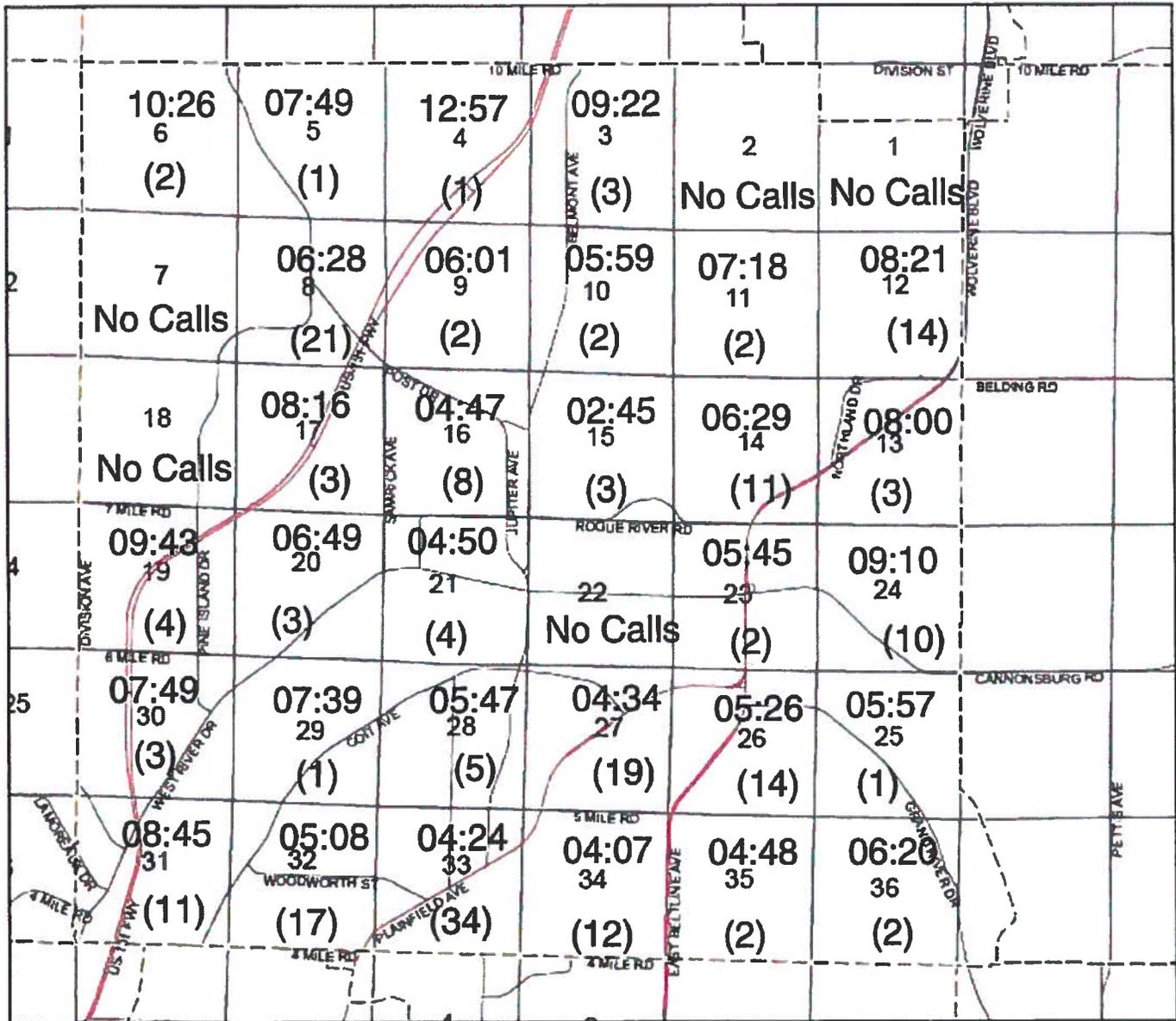
Station #1	MINUTES									
	< 1	1	2	3	4	5	6	7	8	>8
Belmont										
December	0.0%	0.0%	0.0%	7.6%	10.8%	18.4%	16.3%	8.6%	11.9%	26.4%
November	0.0%	1.9%	0.9%	6.9%	7.9%	10.8%	18.8%	17.8%	9.9%	25.1%
October	1.4%	5.7%	1.4%	10.1%	7.2%	10.1%	14.4%	11.5%	15.9%	22.3%
September	3.7%	0.0%	11.1%	0.0%	3.7%	12.9%	12.9%	20.3%	7.4%	28.0%
August	1.3%	4.0%	2.6%	9.3%	8.0%	18.6%	9.3%	14.6%	9.3%	23.0%
July	0.0%	1.3%	2.7%	12.1%	6.7%	14.8%	14.8%	13.5%	17.5%	16.6%
June	1.4%	2.8%	5.7%	4.3%	11.5%	17.3%	15.9%	11.5%	15.9%	13.7%
May	1.4%	1.4%	0.0%	2.9%	5.8%	16.1%	7.3%	20.5%	13.2%	31.4%
April	1.2%	1.2%	1.2%	2.5%	12.8%	15.3%	15.3%	15.3%	14.1%	21.1%
March	3.0%	0.0%	1.5%	6.0%	10.6%	7.5%	6.0%	19.6%	7.5%	38.3%
February	3.8%	1.2%	1.2%	5.1%	3.8%	10.3%	6.4%	3.8%	18.1%	46.3%
January	2.1%	2.1%	1.0%	6.5%	3.2%	7.6%	13.0%	9.7%	17.3%	37.5%
YTD	1.5%	1.8%	2.1%	6.3%	7.7%	13.3%	12.8%	13.8%	13.3%	27.4%

Station #3	MINUTES									
	< 1	1	2	3	4	5	6	7	8	>8
Five Mile										
December	0.0%	1.0%	15.4%	18.5%	24.7%	19.5%	7.2%	8.2%	3.0%	2.5%
November	2.3%	0.0%	4.7%	16.6%	23.8%	15.4%	9.5%	15.4%	4.7%	7.6%
October	3.9%	0.9%	5.8%	20.5%	26.4%	17.6%	13.7%	4.9%	1.9%	4.4%
September	5.1%	0.0%	8.9%	16.6%	16.6%	23.0%	8.9%	3.8%	5.1%	12.0%
August	2.9%	4.4%	8.8%	16.1%	22.0%	22.0%	8.8%	11.7%	0.0%	3.3%
July	2.8%	4.2%	12.8%	17.1%	20.0%	21.4%	8.5%	4.2%	2.8%	6.2%
June	3.8%	1.2%	6.4%	22.0%	28.5%	12.9%	11.6%	2.5%	3.8%	7.3%
May	2.1%	6.5%	7.6%	15.2%	15.2%	25.0%	6.5%	8.6%	2.1%	11.2%
April	1.3%	1.3%	10.8%	10.8%	25.6%	25.6%	6.7%	6.7%	4.0%	7.2%
March	2.3%	2.3%	10.4%	22.0%	20.9%	15.1%	10.4%	6.9%	1.1%	8.6%
February	6.0%	2.4%	6.0%	6.0%	21.9%	23.1%	13.4%	3.6%	2.4%	15.2%
January	2.0%	0.0%	10.2%	15.3%	21.4%	16.3%	14.2%	8.1%	6.1%	6.4%
YTD	2.8%	1.9%	8.9%	16.5%	22.3%	19.5%	10.2%	7.2%	3.1%	7.6%

The response time reports are for the primary unit responding only. The difference in response times between the two stations is primarily due to travel distance. As was identified in the Master Plan, Station #1 has a much larger response area than Station #3 and the area is fractionalized by the interstate and Rogue River. Station #1 covers roughly 25 sq. mi. as compared to 11 sq. mi. covered by Station #3. Also, Station #3 is located in the center of the district when identified by call volume. Conversely, Station #1 is located at the center of the Township and not the center of the district. The answer to solving this problem is to make smaller districts north of the river.

Plainfield Fire Department Average Emergency Response Time (number of emergency calls)

Dec 2014
06:06
(220)



December Average Response Time of First Arriving Unit (minutes:seconds) 6:11

Grant Application Process

The Fire Department has had considerable success at applying for grants that help to offset the cost of operating the department or to provide a service for the community. These grants are available from different sources and provide varying levels of support; from a few thousand to hundreds of thousands of dollars. We have received \$1,428,648 over the last 12 years. This does not include the RSG grant currently on the consent agenda. This counts the first SAFER grant at \$250,731 which is the closeout amount while the grant amount was \$345,646.

The largest grants that we receive come through FEMA.

The FEMA grants fall under three categories:

- AFG - The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. It helps to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources needed to protect the public and emergency personnel from fire and related hazards.
- SAFER - The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).
- FP&S - The Fire Prevention and Safety Grants are part of the Assistance to Firefighters Grants (AFG) and support projects that enhance the safety of the public and firefighters from fire and related hazards. The primary goal is to reduce injury and prevent death among high-risk populations.

This is a competitive grant program; all applications are viewed independently. Applicants whose requests are most consistent with the priorities in the Funding Opportunity Announcement, who provide the best narrative explaining the project with the project's budget details, demonstrating financial need, showing the best cost-benefit, and showing the most significant effect on the ability to protect life and property will score the highest in the competitive grant process. The grant process is as follows:

- ✓ The opening and length of the grant period is announced
- ✓ The evaluation criteria are listed in that year's Funding Opportunity Announcement (FOA) and we perform a needs assessment to determine if the criteria and our needs coincide
- ✓ The application preparation process begins. As part of that process we provide the following information:
 - Township demographic data
 - Department data including type and age of equipment & apparatus, call type information, budget, and staffing
 - Financial Need including information regarding township funding, unemployment (local vs. national), property tax revenue, foreclosures (local vs. national), state funding to township

- ✓ A narrative is developed describing:
 - What is to be done – We research the item/project we want funded (places to purchase, pricing, lag time, specifications, look for hidden costs such as insurance, training, bonding, etc.).
 - How it will be accomplished, including our timetable and the steps involved in implementation
 - We evaluate the need and the potential impact on the Township
 - We submit a Cost Benefit Analysis
 - We create an evaluation plan for the project to determine if our goals are met
 - We address the sustainability of the project beyond the performance period of the grant
- ✓ A grant budget is developed – This budget is not an operating budget, but a general development of cost using a “worst case scenario philosophy” to limit the potential of over obligating Township funds to offset unanticipated cost
- ✓ The Administrative Assistant provides a draft for review by the Chief
- ✓ Edits are made and the application is re-reviewed
- ✓ The Grant Application is submitted to FEMA
- ✓ FEMA reviews the FOA and focuses on the criteria established in order to develop a competitive application for panel reviews
- ✓ All eligible applications go to panel review
- ✓ Upon notice of an award (These are always made on Friday, although the announcement goes to the Federal elected officials prior to department notification.), we request the match (0 - 5% - 10% - 20%) from the Township Board

We have received grants from FEMA that have paid for:

- Technology and furniture for the training center as well as training materials
- Turnout Gear – All of the turnout gear was replaced
- SCBA – All of our airpacks were replaced
- Rescue equipment – All of our auto extrication equipment was replaced and we were able to purchase the electronic message board
- Training and technology – all video training programs were replaced and technology was upgraded in the training center
- Portable Radios – This was a regional grant applied for by GRFD
- SAFER firefighters – two positions were fully funded for four years
- Smoke Alarms for township residents

We have received grants from other sources that have paid for:

- Mobileyes software
- Smoke detectors for residents (Kent County Grant)
- Publishing materials & Advertising of Ready Set Go Program
- Rewiring for digital signal in Training Center

PLAINFIELD FIRE DEPARTMENT
Alarm Report

December 2014

Type	Stat. 1	Stat. 3	Totals
Medicals	82	84	166
Rescues	9	11	20
Good Intent ₁	14	11	25
Public Service ₂	9	5	14
CO Alarms	0	2	2
Unauthorized Burns ₃	0	0	0
Structure Fires	1	1	2
Vehicle Fires	2	0	2
Grass/Brush Fires	0	0	0
Outside of Structure Fires ₄	0	0	0
Mutual Aid Given	0	2	2
Totals	117	116	233

**Alarms 2013
December
266**

**Alarms 2013
Y-T-D
2479**

**Alarms 2014
Y-T-D
2618**

**2013 Dept.
Concurrent
Calls Y-T-D
328**

**2014 Dept.
Concurrent
Calls Y-T-D
359**

₁Includes Smoke Scares, and False Alarms

₂Includes Hazardous Condition, Assists to Citizens, Police, & Ambulances

₃Includes Controlled Burns

₄Includes Refuse/Dumpster Fires



PLAINFIELD CHARTER TOWNSHIP
PASSPORT REPORT

DECEMBER 2014

<u>REVENUE</u>	# Issued	Revenue	Year-to-date # Issued	Year-to-date Gross Revenue
Passport Books/Cards	85	\$2,125.00	668	\$16,705.00
Photographs	83	<u>\$830.00</u>	627	<u>\$6,275.00</u>
Total:		\$2,955.00		\$22,980.00
<u>EXPENDITURES</u>				
Total cost of postage	\$101.00		Postage Y.T.D	\$1,161.50
Total cost of photo materials	<u>\$0.00</u>		Photo's Y.T.D.	<u>\$410.00</u>
Total:	\$101.00			\$1,571.50
2014 BUDGETTED REVENUE:		Actual:		
Passport Books/Cards	\$18,000.00	92.81%		
Photographs	\$6,000.00	104.58%		



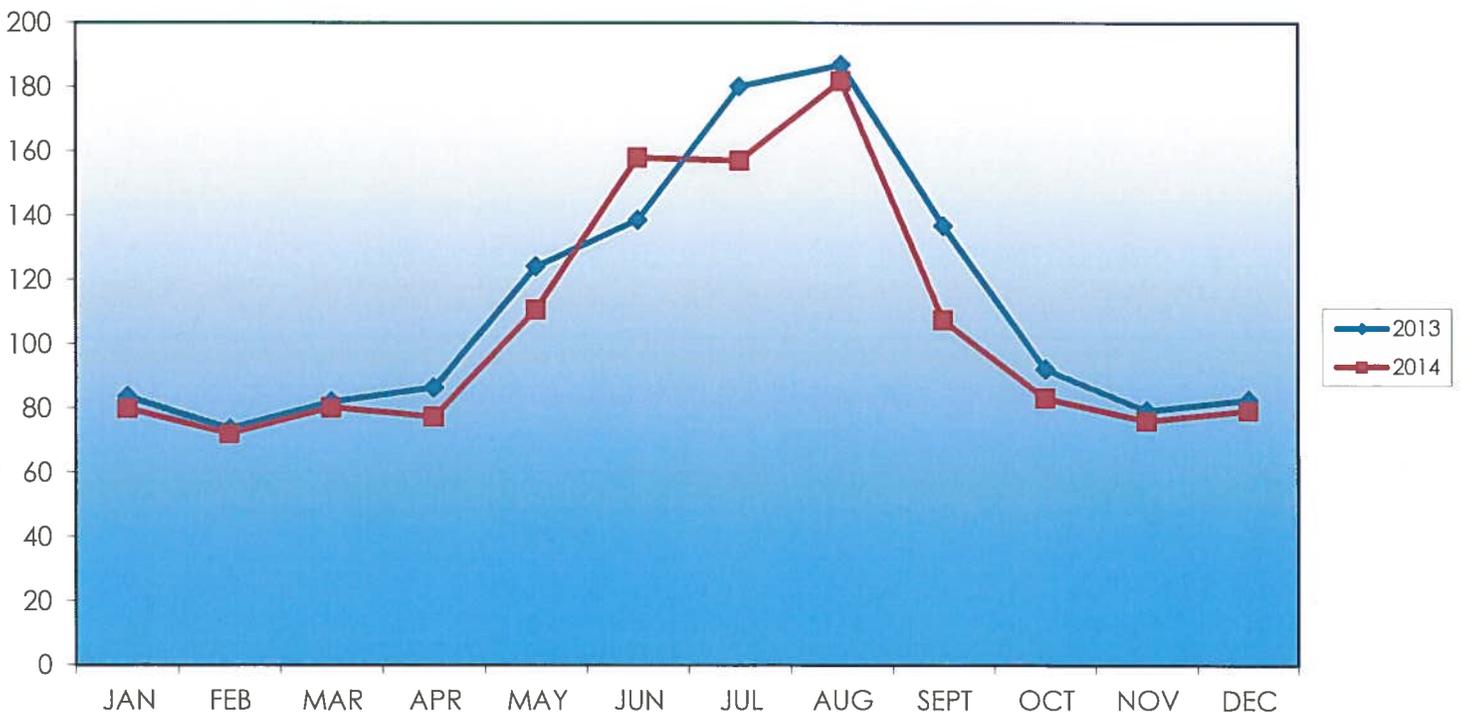
PLAINFIELD TOWNSHIP WATER DEPARTMENT REPORT FOR DECEMBER 2014

WORK PERFORMED

113	MISS DIG CALLS - STAKINGS	2904 METERS READ
7	TRENCH INSPECTIONS	0 H2O PLANT TOURS
15	NEW METERS INSTALLED	
31	METER CHANGE OUT	
25	SERVICE CALLS	
0	VALVE MAINTENANCE & REPAIR	
79	MEASURES	
0	WATER MAIN BREAKS	
6	SHUT OFF FOR NON PAYMENT	
0	HYDRANT PERMITS ISSUED	
1	HYDRANT MAINTENANCE & REPAIR	
17	HYDRANT HITS	
1	SERVICE TAPS	

WATER USAGE

Million Gallons Pumped in December 2014	79.37	
Million Gallons Pumped in December 2013	82.87	Monthly Increase/Decrease
YTD Total Million Gallons Pumped in 2014	1264.08	-4.22%
YTD Total Million Gallons Pumped in 2013	1347.92	
AVERAGE	2.56 MGD	YTD Increase/Decrease
MAXIMUM	3.00 MGD	-6.22%
MINIMUM	1.85 MGD	





PLAINFIELD TOWNSHIP WATER DEPARTMENT REPORT 2014 YEAR END SUMMARY

WORK PERFORMED

	2625 Miss Dig Calls - Staking	40109 METERS READ
	104 Trench Inspections	2 H2O PLANT TOURS
	129 New Meters Installed	
	350 Meter Change Out	
	590 Service Calls	
	11 Valve Maintenance & Repairs	
	182 Measures	
	7 Water Main Breaks	
	76 Shut Off for Non-Payment	
	30 Hydrant Permits Issued	
	2552 Hydrant Maintenance & Repair	
	23 Hydrant Hits	
	30 Service Taps	

ADDITIONAL INFORMATION

ANNUAL FIRE HYDRANT PERMITS

Permits Issued 16 Gallons Used 1,502,900

\$150.00	Testing Fees
\$1,800.00	Permit Fees
\$2,250.00	Rental Fees
\$7,510.00	Commodity Charge (H2O used)
\$11,710.00	REVENUE EARNED

DAILY FIRE HYDRANT PERMITS

Permits Issued 21 Gallons Used 431,400

\$1,870.00	Permit Fees
\$2,160.00	Commodity Charge
\$4,030.00	REVENUE EARNED

\$15,740.00 HYDRANT PERMIT REVENUE TOTAL

ADDITIONAL SYSTEM REVENUE

\$16,289.43	Taps/Special Meters
\$5,998.43	System Repairs
\$878.25	Leak Detection*
\$23,166.11	REVENUE EARNED

*Leak detection performed for Holland Board of Public Works

WATERMAIN BREAK SUMMARY - BREAKS

1/13/2014	2531	Northboro
3/1/2014	539	Shadowood
3/27/2014	4123	Costa
6/23/2014	0	Rockbluff Dr. & Rockbluff Ct.
6/23/2014	5593	Rockbluff
10/8/2014	515	Shadowood
11/10/2014	101	School

WATERMAIN INSTALLATION

4" Watermain	317'
6" Watermain	161'
8" Watermain	5446'
12" Watermain	490'
16" Watermain	7039'
Grand Total	13,453

NEW FIRE HYDRANTS INSTALLED - 31

WATERMAIN INSPECTION AND TESTING

	41 Bacti Samples
	12 Disinfection
	12 Pressure Tests

Inspection and testing was required due to seven (7) watermain breaks. Thirteen watermain installations required inspection, sampling, disinfection along with pressure tests.

*BACKFLOW DEVICE TESTS RECEIVED: 560

*Residential Irrigation Systems

PLAINFIELD CHARTER TOWNSHIP

6161 BELMONT AVE NE

BELMONT MI 49306

Building Permits Issued in December 2014

Permit List

01/05/2015

Permit	Issued	Applicant	Address	Category	Const. Value	Permit Fees
PB14-0360	12/09/2014	HOME SPECIALISTS LL	5457 GRAND RIVER DR	Accessory Building	\$20,000	\$280.00
PB14-0375	12/15/2014	D & K ENGINEERED C	2440 AIRWAY ST NE	Commercial Addition	\$180,000	\$1,243.00
PB14-0417	12/09/2014	BRUCE HEYS BUILDER	4264 NORTH OAK POI	Residential Remodel	\$200,000	\$1,240.00
PB14-0420	12/11/2014	WOLVERINE BUILDIN	835 WEST RIVER CTR D	Commercial Addition	\$167,000	\$1,157.00
PB14-0427	12/10/2014	ROERSMA & WURN BU	6115 VIEWPOINT DR N	SINGLE FAM. HOMES WITH G	\$165,000	\$1,030.00
PB14-0431	12/05/2014	ANDERSON CRAIG	155 TROUT LILY LN	Residential Remodel	\$15,000	\$130.00
PB14-0432	12/05/2014	HEARTLAND BUILDER	4172 PETER CREEK DR	SINGLE FAM. HOMES WITH G	\$622,000	\$3,772.00
PB14-0433	12/05/2014	MORRIS BUILDERS INC	6163 PINE MEADOWS C	Residential Addition	\$42,400	\$298.00
PB14-0434	12/01/2014	MURPHY FRANK K	3845 GRAPE AVE NE	Residential Remodel	\$8,340	\$94.00
PB14-0435	12/09/2014	VISSER BROTHERS INC	4575 PLAINFIELD AVE	Commercial Remodel	\$163,980	\$1,137.00
PB14-0436	12/03/2014	DOANE ROGER L	2801 ROGUE RIVER RD	SWIMMING POOLS	\$8,000	\$88.00
PB14-0437	12/22/2014	Craig Kalman	5081 GRAND RIVER DR	Accessory Building	\$32,000	\$232.00
PB14-0438	12/16/2014	Craig Kalman	5916 ROLLAWAY DR N	Three Season Porch	\$26,500	\$202.00
PB14-0439	12/04/2014	MULTI SERVE, INC	4987 CEDAR RIDGE DR	Residential Remodel	\$15,000	\$130.00

Building Permits Issued in December 2014

Permit List

01/05/2015

Permit	Issued	Applicant	Address	Category	Const. Value	Permit Fees
PB14-0440	12/04/2014	BABSON BILLY J	5865 WEST RIVER DR N	Accessory Building	\$21,000	\$166.00
PB14-0443	12/12/2014	LEDGER BUILDERS	4288 MAYBECK DR NE	SINGLE FAM. HOMES WITH G	\$340,000	\$2,080.00
PB14-0444	12/12/2014	Set Apart Construction	4446 KOINONIA DR NE	Residential Remodel	\$26,585	\$202.00
PB14-0445	12/12/2014	FRITZ WAHLFIELD CO	3975 WEST RIVER DR N	Commercial Remodel	\$14,000	\$134.00
PB14-0446	12/19/2014	CHRISTIN HOMES LLC	8244 FRESKA LAKE DR	SINGLE FAM. HOMES WITH G	\$280,000	\$1,720.00
PB14-0448	12/16/2014	Tooling Systems Group	847 WEST RIVER CTR D	Commercial Addition	\$20,000	\$187.00
PB14-0452	12/19/2014	SPARTAN CONTRACTI	6071 VIEWPOINT DR N	Residential Remodel	\$10,000	\$100.00

Total Permits: 21

Total Value: \$2,376,805

Total Fees: \$15,622.00

Plainfield Charter Township Building Permits Monthly Report -- Category Totals December 2014

	Const. Value	Permit Fee	# of Permits
Accessory Building	\$73,000	\$678.00	3
Commercial Addition	\$367,000	\$2,587.00	3
Commercial Remodel	\$177,980	\$1,271.00	2
Residential Addition	\$42,400	\$298.00	1
Residential Remodel	\$274,925	\$1,896.00	6
SINGLE FAM. HOMES WITH GARAGES	\$1,407,000	\$8,602.00	4
SWIMMING POOLS	\$8,000	\$88.00	1
Three Season Porch	\$26,500	\$202.00	1
Grand Totals	\$2,376,805	\$15,622.00	21

01/02/15

**Permit Category Totals Year To Date
Through December 31, 2014**

01/02/2015

<u>Permit Category</u>	<u>Const. Value</u>	<u>Fees Paid</u>	<u>Number of Permit</u>
Accessory Building	\$249,856	\$2,152.00	13
BILLBOARDS	\$250,000	\$1,550.00	1
CARPORTS	\$18,825	\$200.00	2
CELL TOWER CONSTRUCTION	\$20,000	\$170.00	1
CELL TOWER MODIFICATION	\$157,500	\$1,395.00	9
Church Remodel	\$7,000	\$92.00	1
Commercial Accessory Building	\$39,049	\$394.00	3
COMMERCIAL ADD. & REMODELING	\$1,726,000	\$11,441.60	1
Commercial Addition	\$677,000	\$4,798.00	6
Commercial Decks	\$15,806	\$161.00	1
Commercial Remodel	\$2,380,862	\$20,161.00	35
CONDOMINIUMS	\$2,477,000	\$15,382.00	13
Decks	\$157,032	\$2,761.00	31
DEMOLITION	\$51,170	\$3,700.00	13
EGRESS WINDOW	\$11,684	\$238.00	4
FIRE DAMAGE REPAIR - COMMER	\$3,865,000	\$25,480.00	2
FIRE DAMAGE REPAIR - RES	\$3,100	\$64.00	1
Home Elevation	\$32,503	\$458.00	2
MISCELLANEOUS	\$5,000	\$110.00	2
MOBILE HOMES	\$15,000	\$750.00	6
NEW COMMERCIAL	\$3,782,000	\$25,235.00	5
RE-ROOF	\$15,000	\$140.00	1
Residential Accessory Building	\$296,000	\$2,622.00	21
RESIDENTIAL ADD. & REMODELING	\$5,500	\$116.00	1
Residential Addition	\$882,713	\$6,196.00	22
Residential Remodel	\$1,108,599	\$8,656.00	49
RETAINING WALLS	\$1,200	\$52.00	1
SIGNS	\$295,005	\$4,018.00	45

SINGLE FAM. HOMES WITH GARAGES	\$25,594,417	\$158,780.60	101
SWIMMING POOLS	\$205,726	\$1,883.00	12
TEMPORARY SIGNS	\$1,550	\$595.00	7
Three Season Porch	\$130,229	\$1,072.00	7
Tree Damage Repair - Res	\$122,117	\$864.00	3
TWO UNIT CONDOMINIUMS	\$1,400,000	\$8,800.00	10
WHEELCHAIR RAMP	\$9,296	\$100.00	1
Grand Totals	\$46,008,739	\$310,587.20	433

SUMMARY

From January 1, 2014 to December 31, 2014 there was of 433 building permits issued with a value of \$46,008,739

114 of these permits were for new single family homes (including condominiums) with a value of \$28,071,417

Through the same month in 2013, 371 building permits were issued with a total value of \$50,369,831

100 of these permits were for new single family homes (including condominiums) with a value of \$23,016,500

Enforcement.DateClosed in <Previous month> [12/01/14 - 12/31/14] OR Enforcement.DateFiled in <Previous month> [12/01/14 - 12/31/14]

ORDINANCE ENFORCEMENT MONTHLY REPORT

DATE REC'D	ADDRESS	OWNER NAME	CATEGORY	DESCRIPTION	STATUS	DATE CLOSED
08/11/14	3756 KROES ST NE	PETERSON AMIEL W	Inops & Junk/Trash	Inoperable vehicles, trash.	COMPLIANCE	12/15/14
09/09/14	3756 KROES ST NE	PETERSON AMIEL W	Inops & Junk/Trash	Inops, trash, trailer	COMPLIANCE	12/15/14
10/21/14	5275 FOREST RIDGE AVE N	SNYDER TERRENCE	Inoperable Vehicle	Inoperable vehicle	COMPLIANCE	12/02/14
10/31/14	3756 KROES ST NE	PETERSON AMIEL W	Inops & Junk/Trash	Inoperable vehicle, trash and trailer	COMPLIANCE	12/15/14
11/12/14	3407 MEADOWLARK DR NE	LANGFORD BONNIE	Commercial Vehicle	Inoperable commercial vehicle	COMPLIANCE	12/02/14
11/17/14	4132 ROBERT AVE NE	FRANKEL GERARD S	Building Code	OWNER REMOVED PLASTER, WOOD STUDS AND PLATES AND THREW THEM OUTSIDE OF THE FRONT DOOR- WINDOWS BROKEN OUT -NO PERMIT	COMPLIANCE	12/10/14
11/25/14	4579 CHANDY DR NE	DEWEY RENEE L	Inoperable Vehicle	Inoperable van	COMPLIANCE	12/10/14

Enforcement.DateClosed in <Previous month> [12/01/14 - 12/31/14] OR Enforcement.DateFiled in <Previous month> [12/01/14 - 12/31/14]

ORDINANCE ENFORCEMENT MONTHLY REPORT

DATE REC'D	ADDRESS	OWNER NAME	CATEGORY	DESCRIPTION	STATUS	DATE CLOSED
12/03/14	6809 SCOTT LAKE TRL NE	SMITHGALL DANIEL	Rec Vehicle/Trailer	Trailer in front	COMPLIANCE	12/16/14
12/03/14	5797 FURLONG CT NE	UNGER STEVEN J	Animal control	Barking dogs.	NO VIOLATION-CLOS	12/12/14
12/05/14	4406 ABRIGADOR TRL NE	SMITH MARCELLE A	Dangerous Buildings	PEOPLE WORKING IN HOME THAT IS UNDER A DANGEROUS BUILDING VIOLATION	VIOLATION	
12/08/14	5820 BELMONT AVE NE	WOODARD TIMOTH	Animal control	Barking dogs	VIOLATION	
12/10/14	722 RUDY ST NE	HONEA KAREN F	Rec Vehicle/Trailer	Motorhome in front	VIOLATION	
12/10/14	3808 BENJAMIN AVE NE	TROYER JOSEPH E (Chickens/Farm Animal	Chickens	VIOLATION 2ND NOT	
12/04/14	7280 PACKER DR NE	COLE KYLE	Operating Business	Repairing vehicles, inoperable vehicle, trailers	VIOLATION	

Enforcement.DateClosed in <Previous month> [12/01/14 - 12/31/14] OR Enforcement.DateFiled in <Previous month> [12/01/14 - 12/31/14]

ORDINANCE ENFORCEMENT MONTHLY REPORT

DATE REC'D	ADDRESS	OWNER NAME	CATEGORY	DESCRIPTION	STATUS	DATE CLOSED
12/08/14	3634 PINE MEADOWS DR N	MARSH MELLISSA N	Junk & trash	Trash blowing around from trash cart.	VIOLATION	
12/08/14	4110 BELL AVE NE	DEMOND MICHAEL	Inoperable Vehicle	Inoperable vehicle	VIOLATION	
12/16/14	4116 BELL AVE NE	STEVENS FAMILY T	Inoperable Vehicle	Two inoperable vehicles	NO VIOLATION-CLOS	
12/30/14	2131 AIRWAY ST NE	VANDERWERF DANI	Animal control	Barking dog	VIOLATION	

The financial reports for December 2014 will not be presented until all year-end adjustments are done and the audit has been completed.

Warren Smith

Charter Township of Plainfield

*Investment Report for
December 2014*

Prepared by Warren T. Smith, CMA

List of Investments by Maturity Date

Maturity Date	Holder	Type	Interest Rate	Purchase Date	Amount
July 2, 2015	ChoiceOne Bank	CD	0.400	July 2, 2013	202,499.47
September 16, 2015	Comercia Securities	FNMAE	2.200	November 14, 2010	188,552.32
September 28, 2015	Independent Bank	CD	0.600	September 28, 2014	245,000.00
October 15, 2015	First National Bank of America	CD	0.700	October 15, 2014	246,138.77
January 10, 2016	First National Bank of Michigan	CD	0.530	July 10, 2014	250,000.00
January 16, 2016	Lake Michigan Credit Union	CD	0.700	October 16, 2014	247,819.95
April 15, 2016	First Community Bank (formerly Select Bank)	CD	0.850	October 15, 2014	248,390.40
June 29, 2016	ChoiceOne Bank	CD	0.600	December 29, 2014	515,220.94
September 26, 2017	Comercia Securities	FHLB	1.200	March 26, 2014	201,200.00
March 27, 2018	Comercia Securities	FHLB	1.250	March 27, 2014	201,250.00
March 26, 2019	Comercia Securities	FHLB	1.125	March 26, 2014	502,812.50
March 27, 2019	Comercia Securities	FHLB	1.850	March 27, 2014	101,310.68
May 1, 2019	Comercia Securities	Muni	2.160	March 31, 2014	118,598.00
	Huntington National Bank	MM			500,000.00
	Kent County Pool	Pool	0.423		2,498,524.55
	Founders Trust & Bank	MM	0.450		512,910.39
	Fifth Third Bank	Svg	1.000		6,020,870.38
	JPMorganChase	Svg	0.200		2,676,946.19
	Totals				15,478,044.54

List of Investments by Holder

Holder	Total Investment	Percent	Certificate of Deposit	Municipal Securities	FNMAE	FHLLB	County Pool	Savings	Money Market
JPMorganChase	2,676,946.19	17.30							
Huntington National Bank	500,000.00	3.23						2,676,946.19	-
Kent County	2,498,524.55	16.14				2,498,524.55			500,000.00
Fifth Third Bank	6,020,870.38	38.90						\$6,020,870.38	
Comerica Bank Securities	1,313,723.50	8.49		118,598.00	188,552.58				
Choice One	717,720.41	4.64	717,720.41						
Michigan CLASS	-	-							
Independent Bank	245,000.00	1.58	245,000.00						
Lake Michigan Credit Union	247,819.95	1.60	247,819.95						
Founders Bank and Trust	512,910.39	3.31							512,910.39
First Community Bank (formerly Select Bank)	248,390.40	1.60	248,390.40						
First National Bank of America	246,138.77	1.59	246,138.77						
First National Bank of Michigan	250,000.00	1.62	250,000.00						
Total	15,478,044.54		1,955,069.53	118,598.00	188,552.58	2,498,524.55	8,697,816.57	1,012,910.39	

01/20/2015 Board Meeting

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AP Computer Check Proof List

Invoice No	Description	Amount	Payment Date	Acct Number
Batch:	00013.11.2014			
Vendor:	CNSMRE CONSUMERS ENERGY			Check Sequence: 1
OCT2014	AREA STREET LIGHTS = 406	18,158.19	11/25/2014	219-448-920-000
OCT2014	TWP SIRENS = 597	258.80	11/25/2014	101-336-889-000
OCT2014	DADE ST= 439	88.66	11/25/2014	101-751-920-000
	Check Total:	18,505.65	X	
	Total for Check Run:	18,505.65		
Batch:	00008.12.2014			
Vendor:	KCTREA KENT COUNTY TREASURER			Check Sequence: 1
411020426007	Delinq. taxes owing=Parcel gifted by Friends of the White PineTr	1,437.98	01/19/2015	101-250-953-000
	Check Total:	1,437.98	X	
Vendor:	PTTREA PLAINFIELD TOWNSHIP			Check Sequence: 2
411020426007S14	Delinq. taxes owing=Parcel gifted by Friends of the White PineTr	770.82	01/19/2015	101-250-953-000
411020426007W14	W'14 taxes owing=Parcel gifted by Friends of the White PineTr	477.79	01/19/2015	101-250-953-000
	Check Total:	1,248.61	X	
	Total for Check Run:	2,686.59		
Batch:	00909.01.2015			
Vendor:	ACTION ACTION COLLISION SERVICE INC.			Check Sequence: 1
18589	Body repairs to E1/all but \$500 deduct.covered by insurance=Fire	9,751.01	01/19/2015	101-336-932-000
	Check Total:	9,751.01	X	
	Total for Check Run:	9,751.01		
Batch:	00910.01.2015			
Vendor:	DTEENE DTE ENERGY			Check Sequence: 1
DEC2014	8289 CHILDSDALE = 034	113.98	01/19/2015	591-537-921-000
	Check Total:	113.98		
	Total for Check Run:	113.98		
Batch:	00005.01.2015			
Vendor:	AVSAPP A. VAN STENSEL & SON LLC			Check Sequence: 1
144028	Vacant Land Appraisals=4060-4124-4134 Willow/Parks	150.00	01/19/2015	101-751-830-000
	Check Total:	150.00		
Vendor:	ALPNTW ALPINE TOWNSHIP			Check Sequence: 2
410936101037W14	W'14 tax bill=726 York Creek Dr NW/future tank site	19.06	01/19/2015	591-530-953-000
410936151020W14	W'14 tax bill=716 York Creek Dr NW/future tank site	473.33	01/19/2015	591-530-953-000
	Check Total:	492.39		
Vendor:	ANNISA ANNIS VISSER & BRANDT PC			Check Sequence: 3

Invoice No	Description	Amount	Payment Date	Acct Number
913108	Legal 11/20-12/12/14=FEMA/4135 Willow	188.00	01/19/2015	101-295-840-001
913108	Legal 11/20-12/12/14=White Pine Trail	233.00	01/19/2015	101-210-821-000
913108	Legal 11/20-12/12/14=General Twp	86.00	01/19/2015	101-210-821-000
913108	Legal 11/20-12/12/14=Planning	13.00	01/19/2015	101-400-821-000
913108	Legal 11/20-12/12/14=Assessing	469.91	01/19/2015	101-209-821-000
913108	Legal 11/20-12/12/14=Sewer	866.13	01/19/2015	590-536-821-000
	Check Total:	1,856.04		
Vendor: UB*01608	J BARTHOLOMY			Check Sequence: 4
	Refund Check	36.87	01/20/2015	591-000-202-000
	Refund Check	20.29	01/20/2015	591-000-202-000
	Check Total:	57.16		
Vendor: UB*01602	RODNEY BLOOM			Check Sequence: 5
	Refund Check	1.32	01/20/2015	591-000-202-000
	Refund Check	4.88	01/20/2015	591-000-202-000
	Refund Check	17.49	01/20/2015	590-000-202-000
	Refund Check	14.23	01/20/2015	590-000-202-000
	Check Total:	37.92		
Vendor: BSMPCX	BLOOM SLUGGETT MORGAN PC			Check Sequence: 6
13613	Dec'14 Legal=Sub Plain North	414.00	01/19/2015	230-443-821-000
13613	Dec'14 Legal=Water	144.00	01/19/2015	591-530-821-000
13613	Dec'14 Legal=Planning	486.00	01/19/2015	101-400-821-000
13613	Dec'14 Legal=General twp	450.00	01/19/2015	101-210-821-000
13613	Dec'14 Legal=Planning	216.00	01/19/2015	101-400-821-000
13613	Dec'14 Legal=Sewer	486.00	01/19/2015	590-536-821-000
	Check Total:	2,196.00		
Vendor: BRINKB	WILLIAM BRINKMAN			Check Sequence: 7
EXPENSES	Mileage (277mi)	155.12	01/19/2015	101-253-860-000
	Check Total:	155.12		
Vendor: CASTWP	CASCADE CHARTER TOWNSHIP			Check Sequence: 8
DEC2014INSP	Dec'14 Building Inspections(21)	1,050.00	01/19/2015	542-371-702-005
	Check Total:	1,050.00		
Vendor: UB*01598	DAN CONOVER			Check Sequence: 9
	Refund Check	2.28	01/20/2015	591-000-202-000
	Refund Check	11.08	01/20/2015	590-000-202-000
	Refund Check	8.17	01/20/2015	590-000-202-000
	Refund Check	14.95	01/20/2015	591-000-202-000
	Check Total:	36.48		
Vendor: CORREC	CORRECT MECHANICAL SVCS INC.			Check Sequence: 10
13117	Troubleshoot 'Make up air will not start'=Wtr Dist	248.44	01/19/2015	591-538-931-000
	Check Total:	248.44		
Vendor: CORRPR	CORRPRO COMPANIES INC.			Check Sequence: 11
291238	Annual tank inspections(6)=Wtr PI	4,325.00	01/19/2015	591-537-830-000
	Check Total:	4,325.00		
Vendor: UB*01605	ASHLEY DEDKER			Check Sequence: 12
	Refund Check	17.44	01/20/2015	590-000-202-000
	Refund Check	25.24	01/20/2015	590-000-202-000

Invoice No		Description		Amount	Payment Date	Acct Number
		Check Total:		42.68		
Vendor:	DIXOEN	DIXON ENGINEERING INC.				Check Sequence: 13
14-8627		Warranty ROV Insp.=Buth 2M Gal Reservoir		1,825.00	01/19/2015	591-537-934-000
		Check Total:		1,825.00		
Vendor:	EMERGE	EMERGENCY MEDICAL PRODUCTS INC.				Check Sequence: 14
1706364		Dynarex cold packs=Fire		20.25	01/19/2015	101-336-775-000
1706365		Adult masks-Abdom.pads-Exam gloves=Fire		577.13	01/19/2015	101-336-775-000
		Check Total:		597.38		
Vendor:	UB*01609	BRET EMERSON				Check Sequence: 15
		Refund Check		49.87	01/20/2015	590-000-202-000
		Refund Check		26.38	01/20/2015	590-000-202-000
		Refund Check		141.53	01/20/2015	591-000-202-000
		Refund Check		7.35	01/20/2015	591-000-202-000
		Check Total:		225.13		
Vendor:	EXIT76	Exit 76 Corporation				Check Sequence: 16
276-1436501		Fuel purchases 12/16-12/31/14=Fire		835.77	01/19/2015	101-336-748-000
278-1436501		Fuel purchases 12/16-12/31/14=Assessing		25.99	01/19/2015	101-209-860-000
279-1436501		Fuel purchases 12/16-12/31/14=B&G		229.07	01/19/2015	101-265-748-000
279-1436501		Fuel purchases 12/16-12/31/14=R.Solle		43.10	01/19/2015	591-538-748-000
280-1436501		Fuel purchases 12/16-12/31/14=Wtr Pl		61.27	01/19/2015	591-537-748-000
280-1436501		Fuel purchases 12/16-12/31/14=Wtr Dist		380.20	01/19/2015	591-538-748-000
281-1436501		Fuel purchases 12/16-12/31/14=Bldg Insp		33.47	01/19/2015	542-371-748-000
		Check Total:		1,608.87		
Vendor:	FERRAR	VINCE FERRARESE				Check Sequence: 17
JAN2015		Retiree Insurance opt-out pymt		400.00	01/19/2015	591-850-717-000
		Check Total:		400.00		
Vendor:	GALLAG	GALLAGHER UNIFORM				Check Sequence: 18
I0404760		Uniforms=B&G		9.42	01/19/2015	101-265-778-000
I0404761		Uniforms=Wtr Pl.		28.04	01/19/2015	591-530-740-000
I0404762		Uniforms=Wtr Dist.		41.49	01/19/2015	591-530-740-000
I0405601		Uniforms=B&G		9.42	01/19/2015	101-265-778-000
I0405602		Uniforms=Wtr Pl.		28.04	01/19/2015	591-530-740-000
I0405603		Uniforms=Wtr Dist.		41.49	01/19/2015	591-530-740-000
		Check Total:		157.90		
Vendor:	GOMEZJ	JOSE GOMEZ AND TERESA GILLHESPY				Check Sequence: 19
PURCHASEOPTION		Right to Purchase Option		500.00	01/19/2015	590-530-953-000
		Check Total:		500.00		
Vendor:	GLPREC	GREAT LAKES PRECAST				Check Sequence: 20
764259		Labor for various clean up items 8/14-12/14=CPDDA		2,568.75	01/19/2015	250-448-831-000
		Check Total:		2,568.75		
Vendor:	UB*01606	ROY HART				Check Sequence: 21
		Refund Check		53.68	01/20/2015	590-000-202-000
		Refund Check		43.63	01/20/2015	590-000-202-000
		Refund Check		14.92	01/20/2015	591-000-202-000
		Check Total:		112.23		
Vendor:	I3BUSI	I3 BUSINESS SOLUTIONS LLC				Check Sequence: 22
30293		Dec'14 Technical Serv.=Board member email issues		86.25	01/19/2015	101-250-830-000

Invoice No	Description	Amount	Payment Date	Acct Number
30293	Dec'14 Technical Serv.=Miss Dig email printing issues	108.75	01/19/2015	591-530-830-000
	Check Total:	195.00		
Vendor: JANSAN	ANDY JANSMA			Check Sequence: 23
12312014	70 bales of straw=Premier Park sled hill barriers	379.40	01/19/2015	101-751-775-000
	Check Total:	379.40		
Vendor: JNJCLE	JNJ CLEANING SERVICES INC.			Check Sequence: 24
DEC2014CL	Dec'14 Weekly Cleaning=CP Libr	455.00	01/19/2015	101-791-830-000
DEC2014WD	Dec'14 Weekly Cleaning=Wtr Dist	390.00	01/19/2015	591-530-830-000
DEC2014WP	Dec'14 Weekly Cleaning=Wtr PI	140.00	01/19/2015	591-537-830-000
	Check Total:	985.00		
Vendor: KAMMIN	KAMMINGA & ROODVOETS			Check Sequence: 25
PYMT5FINAL	Pymt No. 5/Final=Ten Mile Rd Park Ph I	24,212.42	01/19/2015	101-751-970-000
	Check Total:	24,212.42		
Vendor: KCAAOX	KENT COUNTY ASSOC.OF ASSESSING OFFICERS			Check Sequence: 26
2015BORTRAINING	2015 BOR Training Session=Zimmerman/Genter/Davidson/Wall	100.00	01/19/2015	101-209-865-000
	Check Total:	100.00		
Vendor: KCCAXX	KENT COUNTY CLERKS ASSOC.			Check Sequence: 27
2015MEMBERSHIP	Membership dues=Karnes/McMillen	35.00	01/19/2015	101-215-865-000
	Check Total:	35.00		
Vendor: KCDRAI	KENT COUNTY DRAIN COMMISSION			Check Sequence: 28
2014-100	SubPlain North Drain Expenditures through 12/31/14	3,105.28	01/19/2015	230-443-931-000
2014-100	Plainfield Drain Expenditures through 12/31/14	2.77	01/19/2015	101-445-806-000
	Check Total:	3,108.05		
Vendor: KCEMS	KENT COUNTY EMERGENCY MEDICAL SERVICES INC.			Check Sequence: 29
4538	1stQ'15 Qtrly County EMS Assessment	348.81	01/19/2015	101-336-830-000
4538	Balance Due through 12/31/14=Qtrly County EMS Assessment	3,075.31	01/19/2015	101-336-830-000
	Check Total:	3,424.12		
Vendor: KCTAXX	KENT COUNTY TREAS. ASSOC.			Check Sequence: 30
2015MEMBERSHIP	Membership Dues=Brinkman/Chapple	50.00	01/19/2015	101-253-865-000
	Check Total:	50.00		
Vendor: UB*01607	PATRICIA KING			Check Sequence: 31
	Refund Check	15.59	01/20/2015	591-000-202-000
	Refund Check	55.91	01/20/2015	590-000-202-000
	Refund Check	45.50	01/20/2015	590-000-202-000
	Check Total:	117.00		
Vendor: KOREHI	KORE/HI COM INC.			Check Sequence: 32
28182	Qtrly Wi-Fi hot spot charge=CPDDA	900.00	01/19/2015	250-448-831-000
	Check Total:	900.00		
Vendor: MACXXX	MAMC			Check Sequence: 33
REGISTRATION	2015 Institute Registration=Karnes	600.00	01/19/2015	101-215-865-000
	Check Total:	600.00		
Vendor: MASOND	MASON DYNAMICS INC.			Check Sequence: 34
141718	Boss 9'2" DXT Steel Plow Blade=B&G	6,133.00	01/19/2015	101-265-970-000

Invoice No		Description		Amount	Payment Date	Acct Number
		Check Total:		6,133.00		
Vendor:	RIOSUP	MICHIGAN METER TECHNOLOGY GROUP INC.				Check Sequence: 35
93358		Blue marking paint(24)=Wtr Dist		108.00	01/19/2015	591-538-745-000
		Check Total:		108.00		
Vendor:	MIERAS	MIERAS FAMILY SHOES				Check Sequence: 36
124744		Work boots=Pitchellis/Moore		345.75	01/19/2015	101-265-750-000
124744		Work boots=Joe Felty		152.15	01/19/2015	591-538-750-000
		Check Total:		497.90		
Vendor:	MUNADV	MUNICIPAL ADVISORY COUNCIL OF MICHIGAN				Check Sequence: 37
1118C		Overlapping debt info. for YE 12/31/14		100.00	01/19/2015	101-201-830-000
		Check Total:		100.00		
Vendor:	NKSEWE	NORTH KENT SEWER AUTHORITY				Check Sequence: 38
HOOKUP2074		SW Hookup=2074 Rogue River		3,420.00	01/19/2015	590-000-231-000
HOOKUP2501		SW Hookup=2501 Bridle Way		3,420.00	01/19/2015	590-000-231-000
HOOKUP4172		SW Hookup=4172 Peter Creek		3,420.00	01/19/2015	590-000-231-000
HOOKUP4234		SW Hookup=4234 Maybeck Dr		3,420.00	01/19/2015	590-000-231-000
HOOKUP4288		SW Hookup=4288 Maybeck Dr		3,420.00	01/19/2015	590-000-231-000
HOOKUP4324		SW Hookup=4324 Maybeck		3,420.00	01/19/2015	590-000-231-000
HOOKUP4426		SW Hookup=4426 Koinonia Dr		3,420.00	01/19/2015	590-000-231-000
HOOKUP4541		SW Hookup=4541 Koinonia Ct		3,420.00	01/19/2015	590-000-231-000
HOOKUP4920		SW Hookup=4920 Pine Island		3,420.00	01/19/2015	590-000-231-000
HOOKUP5580		SW Hookup=5580 Boulder Pine Ct		3,420.00	01/19/2015	590-000-231-000
HOOKUP6115		SW Hookup=6115 Viewpoint Dr		3,420.00	01/19/2015	590-000-231-000
HOOKUP7045		SW Hookup=7045 Black Forest Dr		3,420.00	01/19/2015	590-000-231-000
		Check Total:		41,040.00		
Vendor:	NTOOLE	NORTHERN TOOL & EQUIPMENT				Check Sequence: 39
32197107		PH Ducar Engine=B&G		147.36	01/19/2015	101-265-932-000
		Check Total:		147.36		
Vendor:	NVIEWP	NORTHVIEW PUBLIC SCHOOLS				Check Sequence: 40
2633		School Resource Officer - 1/2 of 22% Est. Cost		9,073.75	01/19/2015	101-301-818-000
		Check Total:		9,073.75		
Vendor:	BANKTR	PETTY CASH				Check Sequence: 41
REPLENISH		CDL License Renewal=J.Pitchellis		60.00	01/19/2015	101-265-865-000
REPLENISH		CDL License Renewal=C.Barr		43.00	01/19/2015	101-265-865-000
REPLENISH		Deed/Parking=Premier Park/Archery Ctr		18.00	01/19/2015	101-751-953-000
REPLENISH		Deed/Parking=Friends of White Pine Trail property gift		52.00	01/19/2015	101-250-953-000
REPLENISH		Postage=Assessing Tribunal Mailer		2.60	01/19/2015	101-209-727-000
REPLENISH		Lunch=Election staff		27.19	01/19/2015	101-191-860-000
REPLENISH		Styrofoam plates(300)=Gen twp		9.39	01/19/2015	101-250-953-000
REPLENISH		Parking=Treasurer		1.00	01/19/2015	101-253-860-000
REPLENISH		Parking=Assessing		1.00	01/19/2015	101-209-860-000
REPLENISH.FIRE		Candy/Belmont Trick or Treat=Fire		29.96	01/19/2015	101-336-953-000
REPLENISH.FIRE		Lowe's/Elec-Plumbing connectors=Fire		8.09	01/19/2015	101-336-931-000
REPLENISH.FIRE		NMFCA Fall Membership Meeting=Fire/Peterson		25.00	01/19/2015	101-336-865-000
REPLENISH.FIRE		WMAFC Training=Fire/J.Drake		20.00	01/19/2015	101-336-865-000
REPLENISH.FIRE		Postage=Fire		6.95	01/19/2015	101-336-727-000
REPLENISH.FIRE		Repl. Door Card=Fire		-5.00	01/19/2015	101-336-727-000
		Check Total:		299.18		
Vendor:	PITSCH	PITSCH COMPANIES				Check Sequence: 42

Invoice No		Description	Amount	Payment Date	Acct Number
255629		Demo of house=3951 Willow	5,900.00	01/05/2015	101-295-840-001
PB14-0063REFUND		Refund Perf.Bond PB14-0063=5370 West River/Demo	200.00	01/05/2015	701-000-283-000
		Check Total:	6,100.00		
Vendor:	PROGRE	PROGRESSIVE AE			Check Sequence: 43
152765		Prof.Serv.through 11/28/14=Ten Mile Rd Masterplan/Sled hill	243.75	01/19/2015	101-751-830-000
		Check Total:	243.75		
Vendor:	ROERSM	ROERSMA & WURN BUILDERS, INC.			Check Sequence: 44
PB14-0092OVERPY		Overpayment on PB14-0092=1640 Rahn Dr	340.00	01/19/2015	542-000-477-000
		Check Total:	340.00		
Vendor:	UB*01600	MARTIN SCHEEL			Check Sequence: 45
		Refund Check	34.86	01/20/2015	591-000-202-000
		Refund Check	14.42	01/20/2015	591-000-202-000
		Check Total:	49.28		
Vendor:	SCHIND	SCHINDLER ELEVATOR CORPORATION			Check Sequence: 46
8103898627		Annual Elevator Maintenance Contract=Town hall	1,103.16	01/19/2015	101-265-830-002
8103898687		Annual Elevator Maintenance Contract=Fire St#3	1,103.16	01/19/2015	101-336-830-000
8103899685		Annual Elevator Maintenance Contract=Plfd Libr.	1,147.32	01/19/2015	101-790-830-000
		Check Total:	3,353.64		
Vendor:	CODESX	STATE OF MICHIGAN			Check Sequence: 47
BLR366883		Boiler inspections(2)=Wtr Dist	250.00	01/19/2015	591-538-931-000
		Check Total:	250.00		
Vendor:	UB*01604	JOHN STEWART (o)			Check Sequence: 48
		Refund Check	67.42	01/20/2015	590-000-202-000
		Refund Check	97.54	01/20/2015	590-000-202-000
		Check Total:	164.96		
Vendor:	UB*01599	KIRT SWARTHOUT			Check Sequence: 49
		Refund Check	2.11	01/20/2015	591-000-202-000
		Refund Check	13.32	01/20/2015	591-000-202-000
		Check Total:	15.43		
Vendor:	TWELEC	T & W ELECTRONICS INC.			Check Sequence: 50
70679		Min V Factory Replacment=Fire	160.00	01/19/2015	101-336-932-000
		Check Total:	160.00		
Vendor:	TEAMFI	TEAM FINANCIAL GROUP INC.			Check Sequence: 51
116855		Monthly Xerox Copier Lease=Fire St#3	470.71	01/19/2015	101-336-830-000
		Check Total:	470.71		
Vendor:	THOMSU	SUSAN THOMPSON			Check Sequence: 52
EXPENSES		Mileage (459mi)	257.04	01/19/2015	101-400-860-000
		Check Total:	257.04		
Vendor:	UB*01610	TIM SCHILLAART BLDR LLC			Check Sequence: 53
		Refund Check	1.62	01/20/2015	591-000-202-000
		Refund Check	4.73	01/20/2015	590-000-202-000
		Refund Check	5.81	01/20/2015	590-000-202-000
		Check Total:	12.16		

Invoice No	Description	Amount	Payment Date	Acct Number
Vendor: VANSON	NORM VAN SOEST			Check Sequence: 54
REIMBURSE	Materials for display panels=Hyser Museum	197.74	01/19/2015	101-803-953-000
	Check Total:	197.74		
Vendor: VANDUI	VANDUINEN ELEVATOR CO. INC.			Check Sequence: 55
309608	Qtrly Elevator/Lift Inspections=Wtr Pl	135.00	01/19/2015	591-537-830-000
	Check Total:	135.00		
Vendor: UB*01603	ROBERT VANRAVENSWAAY			Check Sequence: 56
	Refund Check	74.74	01/20/2015	591-000-202-000
	Refund Check	0.95	01/20/2015	590-000-202-000
	Refund Check	0.67	01/20/2015	591-000-202-000
	Check Total:	76.36		
Vendor: WALDEP	PRISCILLA WALDEN			Check Sequence: 57
EXPENSES	Mileage (168.8mi)	94.53	01/19/2015	101-172-860-000
	Check Total:	94.53		
Vendor: UB*01601	JIMMY WEBSTER			Check Sequence: 58
	Refund Check	15.73	01/20/2015	590-000-202-000
	Refund Check	18.51	01/20/2015	591-000-202-000
	Refund Check	5.38	01/20/2015	591-000-202-000
	Refund Check	19.33	01/20/2015	590-000-202-000
	Check Total:	58.95		
	Total for Check Run:	122,127.22		
	Grand Total for all Check Runs:	153,184.45		
	1/7/2015 RX Copay & Dependent Care Reimbursements	54.00		
	1/13/2015 Wire Transfer-New Comerica Securities investment	151,541.17		
	1/16/2015 FSA Claims Pd/Priority Health	1,000.00		
	Sub Total:	305,779.62		
	X - Check released prior to board meeting			
	<u>Payroll & Payroll related items paid:</u>			
	1/6/2015 Payroll-Direct Debits	8,624.73		
	1/7/2015 Payroll-Checks	84,471.69		
	1/7/2015 Security Benefit Group ACH pymt	170.00		
	1/7/2015 PTFFA Union Dues ACH pymt	275.00		
	1/7/2015 ICMA 401 PLAN ACH PYMT	18,471.27		
	1/7/2015 ICMA 457 PLAN ACH PYMT	237.09		
	1/7/2015 ICMA RHS PLAN ACH PYMT	6,225.72		
	1/7/2015 ICMA ROTH IRA ACH PYMT	142.75		
	1/7/2015 John Hancock Pension Direct Debit pymt	4,573.23		
	1/7/2015 RPA/Cambridge Roth IRA ACH pymt	195.00		
	1/7/2015 PTMWA Union Dues ACH pymt	300.00		
	1/7/2015 FICA & FEDERAL W/H PAID	34,202.02		
	1/7/2015 RHS PTMEA PAYOFF FOR 2015	32,705.52		
	Total Payroll & Payroll related items paid:	190,594.02		
	Grand Total:	496,373.64		



**PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION #15-___

**ADOPTION OF THE PLAINFIELD CHARTER TOWNSHIP
2014-2019 PARKS AND RECREATION FIVE YEAR MASTER PLAN**

At a regular meeting of the Plainfield Charter Township Board of Trustees held at the Township offices – 6161 Belmont Avenue, Belmont, MI on the 20th day of January 2015 at 7:00 P.M.

A following resolution was offered by _____ and supported by _____.

WHEREAS, the Parks and Recreation Advisory Committee and Township Board of Trustees has undertaken the preparation of a Five-Year Parks and Recreation Master Pan that describes the physical feature, existing parks and recreation facilities, and the desired actions to be taken to maintain and develop recreation facilities during the period between 2015 and 2019.

WHEREAS, the Parks and Recreation Advisory Committee and Township Board, with assistance from consultant Landscape Architects & Planners, Inc, has developed the plan for the benefit of the entire community and will use this document to assist in meeting the recreation needs of the community; and

WHEREAS, multiple opportunities for public comment were made available, suggestions were solicited, and three public hearing were held; the 15th day of December 2014, the 5th day of January 2015 and the 20th day of January 2015 at Plainfield Township hall, and the plan was reviewed. The 5th day of January 2014 a second public hearing before the Township Board was held to give an opportunity for citizens to express opinions, ask questions, and discuss aspects of the Parks and Recreation Five Year Master Plan; and

WHEREAS, after the public hearings on the 15th day of December 2014, 5th day of January, 2015 and the 20th day of January 2015 the Parks and Recreation Advisory Committee recommended adoption of the Parks and Recreation Five Year Master Plan; and

WHEREAS this plan meets the requirements of the "Guidelines for the Development of Community Park, Recreation, Open Space and Greenways Plans" (commonly referred to as the Recreation Plan or Master Plan) as required by the Michigan Department of Natural Resources (MDNR), Grants Management Division to allow Plainfield Township to maintain eligibility to apply for state and federal grants under this program once filed accepted by the MDNR; and

THEREFORE, be it resolved that the Board of Trustees of Plainfield Charter Township hereby adopts the Plainfield Charter Township 2015-2019 Parks and Recreation Five Year Master Plan as a guideline for improving recreation for the residents of Plainfield Charter Township and directs that this plan, along with a copy of this Resolution, be filed with the Michigan Department of Natural Resources and Environment, the West Michigan Regional Planning Commission (WMRPC), and Kent County.

Upon roll call vote the following voted:

- Ayes:
- Nays:
- Abstain:
- Absent:

Motion carried. Resolution #15-___ declared adopted.

Ruth Ann Karnes
Plainfield Charter Township Clerk

DRAFT



**PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION

**TO RECOMMEND APPROVAL OF THE PLAINFIELD CHARTER TOWNSHIP
2014-2019 PARKS AND RECREATION MASTER PLAN**

At a regular meeting of the Parks and Recreation Advisory Committee, Charter Township of Plainfield, Kent County, Michigan, held at 5205 Plainfield, NE in said Township on the 11th day of December 2014, at 4:10 p.m.

PRESENT: John Short-P&R Director, Dale Pomeroy-Trustee, Tom Wiarda, Dale Hecksel, Kyle Jenkins, Sally Wesorick, Dave Heyboer and David Meyerholtz.

ABSENT: Scott TenCate and Rick Solle-Director of Public Services.

The following Resolution was unanimously approved by all who attended.

WHEREAS, good planning for future recreational development in this community requires a firm plan of action based on a combination of expert advice, community input, analysis of the needs and desire of the population, and the opportunity to budget necessary funding and apply for available grants; and

WHEREAS, a public comment session was held on the 16th day of May 2013 at 4:30 p.m. to hear comments from the public on the initiation of the 2015-2019 Parks & Recreation 5 Year Master Plan and

WHEREAS, the Parks and Recreation Advisory Committee approved and recommended Landscape Architects & Planners, Inc. to the Plainfield Charter Township Board on the 2nd day of April 2014.

WHEREAS, the Plainfield Charter Township Board approved the Parks & Recreation recommendation of Landscape Architects & Planners, Inc. for the 5 Year Master Plan on the 7th day of April 2014.

WHEREAS, the Parks and Recreation Advisory Committee met in Public Session in 2014 on 3/17, 4/28, 5/15, 5/22, 5/26, 5/28, 5/29, 9/18, 11/20 and 12/11 and

WHEREAS, the Parks and Recreation Advisory Committee met with Landscape Architects in Public Session to formulate the 2015-2019 Parks Master Plan in 2014 on 5/26, 6/25, 7/28, 10/15, 10/22, 11/20 and 12/15.

WHEREAS, the Parks and Recreation Advisory Committee had two published Public Open Houses on 10/15/2014 and 10/22/2014 and

WHEREAS, the Parks and Recreation Advisory Committee approved and recommended to the Plainfield Charter Township Board the 2015-2019 Parks & Recreation Master Plan on the 15th day of December 15, 2014 at the Plainfield Charter Township Board Meeting and

WHEREAS, the Parks and Recreation Advisory Committee and Township Board, with assistance from consultant Landscape Architects & Planner, Inc. has developed a proposed Plainfield Charter Township 2015-2019 Parks and Recreation Master Plan which includes all of the factors mentioned above; and

WHEREAS, this plan meets the requirements of the "Guidelines for the Development of Community Park, Recreation, Open Space and Greenways Plans" (commonly referred to as the Recreation Plan or Master Plan) as required by the Michigan Department of Natural Resources (MDNR), Grants Management Division to allow Plainfield Township to maintain eligibility to apply for state and federal grants under this program once filed accepted by the MDNR; and

WHEREAS, the Parks and Recreation Advisory Committee of Plainfield Charter Township has reviewed the Parks and Recreation Master Plan and finds itself in accord with the basic plans and strategies outlined in this document; and

THEREFORE, be it resolved that the Parks and Recreation Advisory Committee of Plainfield Charter Township, recommends that the Plainfield Charter Township Board adopt the Plainfield Charter Township 2014-2019 Parks and Recreation Master Plan and directs that this Plan, along with a copy of the Resolution, shall be forwarded to the Plainfield Charter Township Board of Trustees with a strong recommendation for adoption.

ADOPTED:

YEAS: 6

NAYS: 0

CERTIFICATION

I, the undersigned, the duly qualified and acting secretary of the Plainfield Charter Township Parks and Recreation Advisory Committee Plainfield Charter Township, Kent County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Parks and Recreation Advisory Committee of said Township at a regular meeting held on the 11th day of December, 2014.

_____, Secretary

Cathy Beattie
Administrative Assistant
Plainfield Charter Township
Parks & Recreation

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

10a

January 13, 2015
2130147

Mr. Cameron Van Wyngarden, Superintendent
Plainfield Charter Township
6161 Belmont Avenue
Belmont, MI 49306

RE: Forest Ridge Lift Station Reconstruction
Site Acquisition

Dear Mr. Van Wyngarden:

For the past six months we have been negotiating with two property owners along Forest Ridge Avenue and Coit Avenue for the purpose of obtaining a new site for the Forest Ridge Lift Station. On January 6, 2015, Plainfield Township successfully completed negotiations with Mr. Jose Gomez and Teresa Gillhespy, 5210 Forest Ridge Avenue, to purchase their home and property located at 5210 Forest Ridge Avenue in the amount of \$125,000. A copy of the signed Option to Purchase agreement is attached.

We have also been in negotiations with an adjoining property owner, Mr. Joe Chovanec, concerning purchase of his vacant parcel located east of the Jose Gomez property. A construction cost estimate comparison between the two sites with their respective purchase price is attached. The more expensive Gomez site is expected to save approximately \$49,000 to \$69,000 of total project costs.

The Gomez site directly fronts Forest Ridge Avenue road right-of-way while the Chovanec site does not. As a result, in addition to saving construction dollars, the Gomez site results in full road access. This enhances site access for construction, operation and maintenance purposes, offers enhanced security, and saves substantial construction costs in terms of the driveway, trunk sewer and force main work.

We recommend Plainfield Charter Township purchase the Jose Gomez and Teresa Gillhespy site at 5210 Forest Ridge Avenue in the amount of \$125,000, in accordance with the attached Option to Purchase. Preliminary soil boring work performed on the site this week indicates the site is acceptable for a lift station.

If you have any questions, please call.

Sincerely,

Prein&Newhof



Robert J. Vander Male, P.E.

RVM/mvk

Enclosure(s): Copy signed Option to Purchase
Site Acquisition Options

3355 Evergreen Drive NE Grand Rapids, MI 49525 t. 616-364-8491 f. 616-364-6955 www.prcinnewhof.com

**Site Acquisition Options
Forest Ridge Lift Station**

2130147

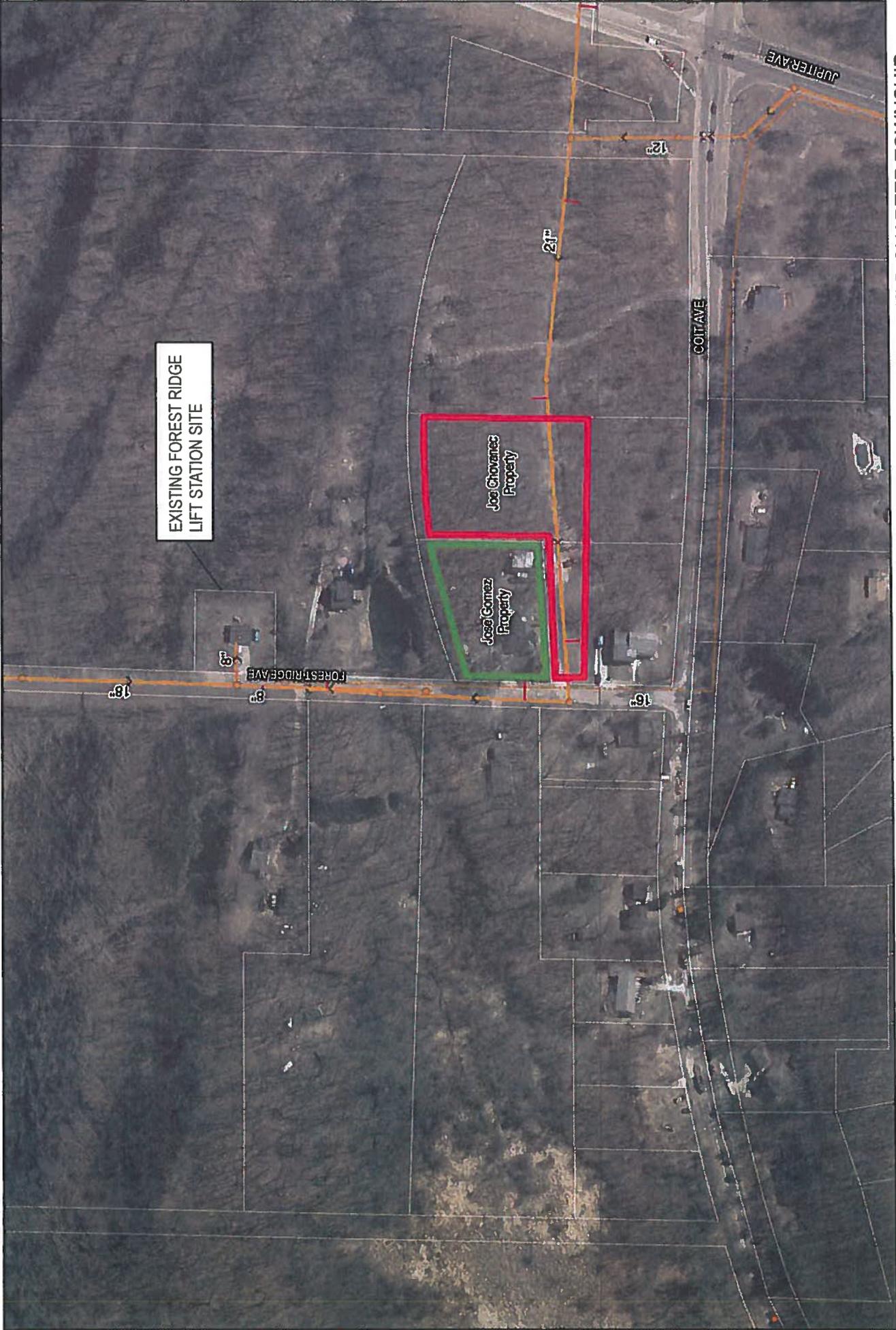
	<u>Chovanec Site</u>	<u>Gomez Site with Road Pipe Extension</u>	<u>Gomez Site With Easement Pipe Extension</u>
Lift Station and Site Estimate	\$1,176,000	\$1,156,000	\$1,156,000
Pipe Estimate	\$318,000	\$198,000	\$172,000
Property Acquisition	\$28,000 ¹	\$125,000 ²	\$125,000 ²
Easement Acquisition	\$6,000 ³	N.A.	\$6,000 ³

Total Estimated Construction Cost⁴ \$1,528,000 \$1,479,000 \$1,459,000

Conclusion - Gomez site estimated to save \$49,000 to \$69,000.

Notes:

1. Tentative Agreement
2. Signed Agreement
3. TBD
4. Contingencies, Engineering and Administration are not included and are the same for each site.



EXISTING FOREST RIDGE
LIFT STATION SITE

Jose Chovancez
Property

Jose Gomez
Property

FORESTRIDGE AVE

COTTAGE

JUPITER AVE



LEGEND

-  EX. SEWER LIFT STATIONS
-  EX. FORCE MAIN
-  EX. GRAVITY
-  EXISTING MANHOLE

PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MI
FOREST RIDGE LIFT STATION SITE

Prem&Newhof
2150085

OPTION TO PURCHASE

This option agreement (the Agreement) is entered into this 10th day of January, 2015, between **Jose F. Gomez**, a single man, of 5210 Forest Ridge Ave., NE, Grand Rapids, MI 49525 and **Teresa Gillhespy**, a single woman, of 5210 Forest Ridge Ave., NE, Grand Rapids, MI 49525 (Sellers), and **Plainfield Charter Township**, a Michigan municipal corporation, of 6161 Belmont Ave., N.E., Belmont, MI 49306 (Buyer), on the terms and conditions set forth below.

1. Purpose. Sellers collectively own the property located in Plainfield Township, Kent County, Michigan commonly known as 5210 Forest Ridge Ave., N.E., (PPN 41-10-21-479-012) and legally described as follows:

Lot 185 Forest Ridge Park, part of Sections 21 and 28, Town 8 North, Range 11 West, Plainfield Township, Kent County, Michigan, Described as: Commencing at the Southwest corner of said Lot; thence North 2°48'16" East 179.5 feet along the West line of said Lot to the North line of the South ½ of said Lot; thence North 2°48'16" East 45.0 feet along said West line to the Place of Beginning; thence North 2°48'16" East 134.5 feet to the Northwest corner of said Lot; thence North 78°48'16" East 112.0 feet along the Northerly line of said Lot; thence South 1°43'25" West 151.35 feet; thence South 87°32'40" West 112.0 feet to the Place of Beginning.

ALSO:

Part of Lot 185 Forest Ridge Park, part of Sections 21 and 28, T8N, R11W, Plainfield Township, Kent County, Michigan, according to the recorded Plat thereof, described as: Commencing at the Southwest corner of said Lot; thence North 02°48'16" East 191.50 feet along the East line of Forest Ridge Avenue (40 feet wide); thence N 87°32'40" East 112.0 feet to the Place of Beginning of this description; thence N 01°43'25" East 151.35 feet; thence North 78°48'16" East 100.0 feet along the South line of Gale Street (Abandoned); thence South 01°48'25" West 166.60 feet; thence South 87°32'40" West 97.50 feet to the place of beginning.

SAID PARCELS ARE MORE PARTICULARLY DESCRIBED AS:

PART OF LOT 185 FOREST RIDGE PARK, PART OF SECTIONS 21 AND 28, TOWN 8

NORTH, RANGE 11 WEST, PLAINFIELD TOWNSHIP, KENT COUNTY, MICHIGAN, ACCORDING TO THE RECORDED PLAT THEREOF, DESCRIBED AS: COMMENCING AT A CONCRETE MONUMENT AT THE INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF COIT AVENUE AND THE EAST RIGHT OF WAY LINE OF FOREST RIDGE AVENUE, SAID POINT BEING 33 FEET MORE OR LESS NORTHERLY ALONG THE EAST RIGHT OF WAY LINE OF FOREST RIDGE AVENUE FROM THE CENTER OF RIVER ROAD, AS PLATTED, AND THE SOUTHWEST CORNER OF SAID LOT 185; THENCE N01°44'34"E 191.64 (PREVIOUSLY RECORDED AS 191.5) FEET ALONG SAID EAST RIGHT OF WAY LINE TO A CAPPED IRON STAMPED "CEF 21781"; THENCE CONTINUING N01°44'34"E ALONG SAID EAST RIGHT OF WAY LINE 134.98 (PREVIOUSLY RECORDED AS 134.5) FEET TO A ONE INCH IRON PIPE AT THE NORTHWEST CORNER OF SAID LOT; THENCE N77°49'47"E 211.64 FEET ALONG THE SOUTH LINE OF GALE STREET, PLATTED AS GARDEN STREET (UNIMPROVED), TO A CAPPED IRON STAMPED "ROOSEN "; THENCE S00°40'26"E 166.62 (PREVIOUSLY RECORDED AS 166.60) FEET TO A CAPPED IRON STAMPED "ROOSEN "; THENCE S86°27'45"W 209.42 FEET TO THE POINT OF BEGINNING. CONTAINING 0.72 ACRES MORE OR LESS.

2. Term of the option. This Agreement shall be in effect until June 1, 2015 (i.e. any exercise of the option must occur on or before June 1, 2015). During the term of the option, Sellers shall grant to Plainfield Township and its agents, contractors and representatives safe access to the Premises to prepare a survey, to conduct a wetlands assessment, to conduct soil borings on the Premises and to perform any other environmental assessment or other investigation as needed to verify that the property is suitable for a lift station. To this end, upon receiving oral or written notice of no less than three business days of Buyer's (or Buyer's agents) intent to enter the Premises, Sellers shall ensure that the gates are open and the dogs secured so as to permit safe access at the time indicated in the notice. If Buyer does not exercise its option to purchase, the Premises shall be substantially restored to its original condition.

3. Exercise of the option. Buyer may elect to acquire the Premises at any time during the term of this Agreement by notifying Sellers in writing of its election to purchase the Premises. The notice may be delivered in person, by first class mail, by certified mail, or by overnight delivery service.

4. **Purchase price.** The purchase price for the Premises is One Hundred Twenty Five Thousand Dollars (\$ 125,000⁰⁰). The Five Hundred Dollars (\$500) consideration for this Agreement described in Paragraph 5 below shall be applied against the purchase price if the option is exercised by Buyer. The net proceeds from the sale of the Premises shall be made payable to "Jose F. Gomez and Teresa Gillhespy" equally unless the Sellers agree otherwise in writing before the closing.

5. **Consideration for this Agreement.** The consideration for this Agreement is Five Hundred Dollars (\$500), which shall be paid (mailed or hand delivered) to Sellers no later than January 26, 2015. Sellers are entitled to keep said \$500 regardless of whether the option is exercised, but if the option is, in fact, exercised, said \$500 shall be applied against the purchase price.

6. **Title.** If the option is exercised by Buyer, Buyer shall order a Commitment for Title Insurance for the Premises. Sellers shall convey marketable title to Buyer, subject only to easements and restrictions of record existing as of the date of this Agreement. Sellers shall be responsible for the title insurance premium.

7. **Survey.** If Buyer exercises the option, Buyer, at its own expense, shall obtain a survey of the Premises.

8. **Possession.** Possession shall be given at closing.

9. **Closing.** The sale shall be closed within after all the closing documents are prepared but no earlier than 20 days after the date of the notice of the exercise of the option and no later than 35 days after the date of the notice of the exercise of the option. The closing shall occur at Transnation Title Company with Buyer paying the closing costs charged by the title company. Seller shall pay the transfer tax at the closing. Buyer shall pay for the cost of recording the Warranty Deed.

10. **Tax prorrations.** Sellers shall be responsible for any taxes billed prior to those addressed below. Buyer will be responsible for all taxes billed after those addressed below. Real estate taxes billed in the year of closing shall be prorated on a calendar basis, broken down to a per diem tax payment and prorated to the date of closing with Sellers paying from January 1 to the day of closing. If, necessary, tax levies shall be

estimated if necessary, using the taxable value and millage rate(s) in effect on the day of closing.

Sellers shall pay any special assessments levied against the Premises to be conveyed before the date of the closing, whether or not the assessments are payable in installments.

11. **Termination of the option.** If Buyer fails to exercise the option before it expires, Buyer's right to exercise the option shall terminate.

12. **Assignment and binding effect.** This option will benefit and bind the parties to this Agreement and their heirs, legal representatives and successors, and shall run with the land affected by this Agreement.

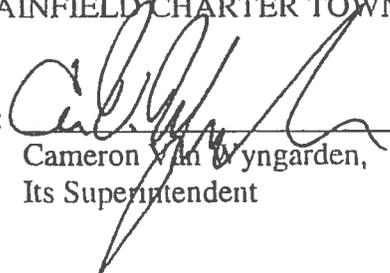
13. **Time of the essence.** Time is of the essence in the performance of this Agreement.

14. **Effective date.** This Agreement shall be effective as of the date when all the parties listed below have signed it.

15. **Transfer tax.** The recording of this Option to Purchase is exempt from transfer tax in that no interest in real estate is being transferred by this instrument.

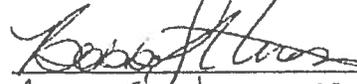
PLAINFIELD CHARTER TOWNSHIP,

Date: January 6, 2015

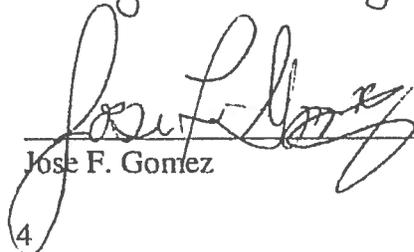
By: 
Cameron Van Wyngarden,
Its Superintendent

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me this 6th day of January, 2015, by Cameron Van Wyngarden as Superintendent of Plainfield Charter Township.

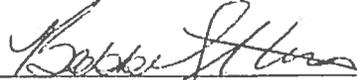

Bobbi S. Hines, Notary Public
Kent County, Michigan, Kalamazoo Cty
My Commission expires: 10-01-2019
Acting in Kent County, MI

Date: January 6, 2015


Jose F. Gomez

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me this 6th day of January, 2015, by Jose F. Gomez.



Bobbi S. Lines, Notary Public
Kent County, Michigan, Kalamazoo City
My Commission expires: 10-01-2019
Acting in Kent County, MI

Date: January 6th, 2015



Teresa Gillhespy

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me this 6th day of January, 2015, by Teresa Gillhespy.



Bobbi S. Lines, Notary Public
Kent County, Michigan, Kalamazoo County
My Commission expires: 10-01-2019
Acting in Kent County, MI

Prepared by and Return To:
Eric E. Brandt (P52007)
Annis, Visser & Brandt, P.C.
P.O. Box 141635
Grand Rapids, MI 49514-1635

January 13, 2015
2140417

Mr. Cameron Van Wyngarden, Superintendent
Plainfield Charter Township
6161 Belmont Avenue NE
Belmont, MI 49306

RE: Water Main Easements
Five Mile – Plainfield Area Pressure District Conversion

Dear Mr. Van Wyngarden:

As part of the design work for the Five Mile-Plainfield Area Pressure District Conversion project, we have been working with Township staff and area property owners concerning acquisition of water main easements along Five Mile Road and between Thoreau Court and Northville Drive. The purpose of the water main easement along Five Mile Road is to reduce the amount of new water main that will have to be installed under the north paved lane of Five Mile Road. The purpose of the water main easement between Northville Drive and Thoreau Court is to allow water main looping for the existing water system in the Thoreau Court/Holtman Drive Area to improve water supply reliability and increase hydrant flows.

The location of the water main easements, the owner of the property and the negotiated dollar amount of the easements are as noted.

Messiah Lutheran Church 2727 5 Mile Road	\$1,500
Chad & Courtney Mason 2683 5 Mile Road	\$1,000
John J. and Nicole A. Bono 2551 Thoreau Court	\$1,000
Jacqueline Bono Trust 2700 Holtman Drive	\$1,000

We are recommending Plainfield Charter Township Board approval of the easement purchases in the amounts noted.

If you have any questions, please call.

Sincerely,

Prein&Newhof



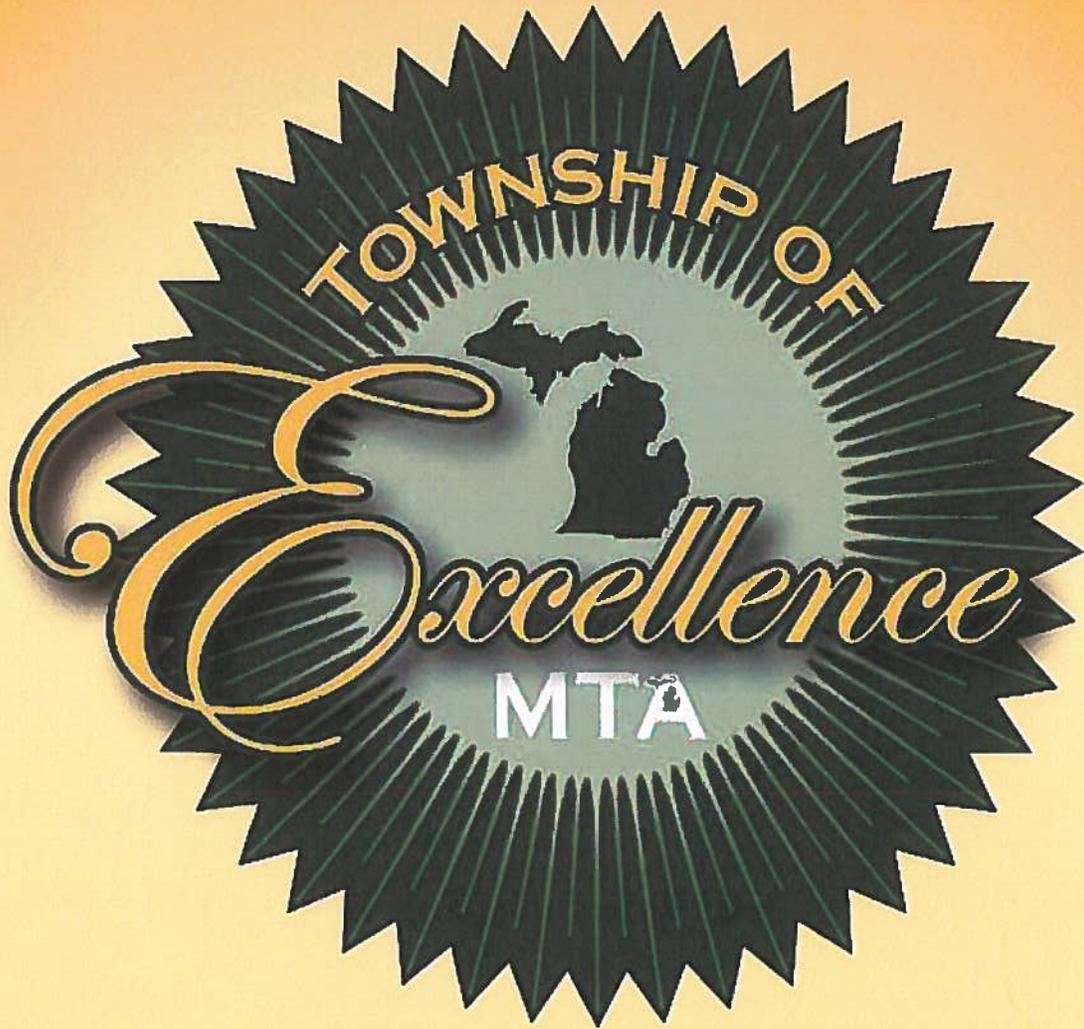
Robert J. Vander Male, P.E.

Plainfield Charter Township
Kent County, Michigan

Historical Water System Demands

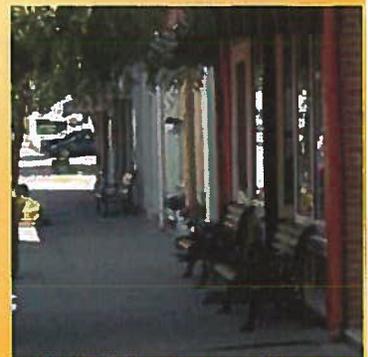
Prein&Newhof
2150085

Year	Total Demand (MG)	Avg. Day (MGD)	Max. Day (MGD)	Max. Day/Avg.Day Ratio
1964	145.84	0.398	1.77	4.447
1965	165.40	0.453	1.85	4.084
1966	206.84	0.567	2.18	3.845
1967	237.04	0.649	2.66	4.099
1968	283.92	0.776	2.61	3.363
1969	329.08	0.902	3.19	3.537
1970	359.81	0.986	3.41	3.458
1971	471.68	1.292	4.97	3.847
1972	408.33	1.116	4.34	3.889
1973	408.84	1.120	3.54	3.161
1974	442.21	1.212	3.99	3.292
1975	456.47	1.251	4.33	3.461
1976	532.27	1.454	5.00	3.439
1977	540.69	1.481	4.60	3.106
1978	548.04	1.501	4.01	2.672
1979	619.11	1.696	4.89	2.883
1980	582.44	1.591	5.52	3.470
1981	631.70	1.731	5.51	3.183
1982	589.98	1.616	4.70	2.908
1983	690.68	1.892	7.20	3.805
1984	748.06	2.044	6.30	3.082
1985	787.93	2.159	6.77	3.136
1986	695.40	1.905	5.00	2.625
1987	868.32	2.379	6.94	2.917
1988	918.50	2.510	6.55	2.610
1989	967.50	2.651	7.30	2.754
1990	932.90	2.556	5.89	2.304
1991	975.90	2.674	6.38	2.386
1992	991.40	2.709	7.19	2.654
1993	933.90	2.559	5.48	2.141
1994	1009.20	2.765	6.99	2.528
1995	1097.38	3.007	7.85	2.611
1996	1135.87	3.103	8.07	2.601
1997	1242.07	3.403	8.11	2.383
1998	1458.12	3.995	9.80	2.453
1999	1333.46	3.653	8.39	2.297
2000	1308.74	3.586	8.09	2.256
2001	1390.80	3.810	10.04	2.635
2002	1511.97	4.142	10.39	2.508
2003	1453.49	3.982	9.78	2.456
2004	1403.17	3.83	7.84	2.047
2005	1564.90	4.28	10.04	2.350
2006	1508.94	4.12	9.73	2.362
2007	1612.47	4.41	11.82	2.680
2008	1569.26	4.28	9.56	2.234
2009	1366.50	3.74	7.70	2.059
2010	1378.12	3.77	8.36	2.218
2011	1259.85	3.45	7.76	2.249
2012	1488.05	4.06	10.82	2.665
2013	1347.92	3.69	8.58	2.325
2014	1264.08	3.46	7.85	2.269



GUIDELINES and APPLICATION

Recognizing strong, vibrant **communities** governed by **township boards** that adhere to **best practices** to deliver quality programs and services, and accomplish **community-driven goals.**





The Michigan Townships Association (MTA) announces a prestigious designation program exclusively for townships—“**Township of Excellence.**”

The benchmark criteria that identify a **Township of Excellence** reflect a variety of perspectives on what constitutes excellence in township government, including recommendations of township officials, state administrators and other practitioners, as well as the MTA Board of Directors and staff. Merely complying with state statutes does not qualify a township for this designation.

The goals of the **Township of Excellence** program are to:

- 1** Encourage townships to achieve objective benchmarks of excellence.
- 2** Recognize and reward truly exemplary township governments, specifically where excellence is practiced in a broad array of township functions and operations.
- 3** Enable township residents to appreciate that they live in a township recognized for a high level of excellence as identified by objective benchmarks.
- 4** Continue MTA's tradition of encouraging townships to strive for higher levels of quality constituent services.
- 5** Create an identity and sense of community pride for residents.

To qualify as a **Township of Excellence**, an applicant township must demonstrate superior processes and outcomes in governance, along with adherence to best practices involving its statutory duties of financial stewardship, assessing, tax collection and election administration. If the township provides the following services—emergency services, land use management and economic development, transportation, utilities, and cemeteries—applicants must also demonstrate excellence in those areas.

ELIGIBILITY

A township board member, superintendent or manager may apply on behalf of an MTA member township. Township officials may apply for the designation after the current township board has served together for a minimum of six months. The application must be accompanied by a resolution adopted by a majority of the township board attesting that, to the best of its knowledge, all statements made in connection with the application are truthful and the township is in compliance with all applicable laws and regulations. (See attached sample resolution.)

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.



DOCUMENTATION REQUIREMENTS

Applicant townships must submit copies of board policies, plans and other documents demonstrating that the board has achieved specific benchmarks. (See attached checklist.) MTA will be the sole judge of whether submitted materials adequately document compliance with all benchmarks. In cases where there may be some question as to whether the township has adequately complied with a particular benchmark, MTA may submit the applicant's documents to an outside panel for an independent recommendation. *De minimus*, or token, efforts at policies or plans will not be regarded as sufficient compliance with benchmark standards.

MTA reserves the right to ask for further documentation at any time prior to or after making a determination as to whether the applicant township qualifies as a **Township of Excellence**. In addition, MTA may check the Association's database to verify attendance at MTA programs. All entries become the property of MTA and will not be returned.

SELECTION PROCESS

A committee of MTA executive staff will evaluate whether the application meets all criteria for the designation. If staff determine that the application does not meet the requirements, a memo will be submitted to the township outlining the staff findings. The applicant may appeal. Either committee may seek the advice and assistance of outside parties in determining whether a submitted policy, plan or other documentation demonstrates compliance, or is an unacceptable, *de minimus* effort.

NOTIFICATION AND PUBLIC ANNOUNCEMENT

MTA will review the application and notify the township of its determination within 60 days from the time the complete application is received at the MTA office. For each township designated a **Township of Excellence**, MTA will release a statement to the township's local media, and an article highlighting the township's achievement will be published in the *Township Focus* magazine. The township will also be recognized at the next upcoming MTA Annual Educational Conference & Expo.

LENGTH OF DESIGNATION

Designation as a **Township of Excellence** continues until the end of the four-year township board term. A township may reapply for the designation in each new term, with no limit to the number of terms that a township may be recognized as a **Township of Excellence**.

DISCLOSABLE UPON REQUEST

In the interest of transparency and to ensure accuracy, applications and any supporting documents will be disclosed to any interested party upon request.



PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

ALL applicants for the full designation must complete the following sections: **Governance, Financial Stewardship, Assessment Administration, Tax Collection and Election Administration.** If the township provides the following services—**Emergency Services, Land Use Management and Economic Development, Transportation, Utilities and Cemeteries**—complete those sections as well.

Check each box as indicated to confirm compliance. When documentation is required, follow instructions for attaching and labeling the required documents. Where documentation is NOT required, the specified official must sign where indicated.

GOVERNANCE

ACCESSIBILITY AND COMMUNICATION

- The township publishes a newsletter (*print or electronic*) at least twice a year.

✓ **Attach the most recent township newsletter; label Exhibit G-1.**

- The township maintains a website that is updated at least quarterly.

✓ **Provide the website address:**

www. _____

- The township posts office hours for officials working at a township facility or home office either at the township hall or on the township Website, **OR** publishes them in the township newsletter or a newspaper of general circulation.

✓ **Attach the most recent posted or published officials' hours; label Exhibit G-2.**

PROFESSIONAL DEVELOPMENT

- A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):

- Annual Educational Conference & Expo
- MTA On the Road Regional Meeting
- Professional Development Retreat
- Township Governance Academy (TGA) class (at any level)
- Other MTA workshop, webcast or training program [*excluding legislative and National Association of Towns and Townships (NATaT) events, which are addressed under ADVOCACY*]

✓ **Records will be verified by the MTA Knowledge Center.**

STRATEGIC PLAN

- The township board has adopted a multi-year strategic plan that identifies township strengths, weaknesses, opportunities and threats, and identifies multi-year goals, objectives and strategies to achieve a long-range vision. (*NOTE: Information on strategic planning is available at www.michigantownships.org.*)
- The township board reviews and updates the strategic plan at least annually.

✓ **Attach the township strategic plan; label Exhibit G-3.**

ESSENTIAL BOARD POLICIES

- The township board has adopted written policies regarding **ALL** of the following:
 - Ethics
 - General administration
 - Public meeting rules, including public comment and board decorum
 - Public records inspection
 - Freedom of Information Act requests
 - Official, employee and volunteer conduct

✓ **Attach each policy; label Exhibit G-4a through f (in order as listed above).**

POLICYMAKING

- At least three days prior to each board meeting, all township board members receive a meeting packet, including a proposed agenda and background information on agenda items.

✓ **Attach policy regarding meeting packets; label Exhibit G-5.**

- The township board has adopted written policies that delineate department head authority and clarify which matters require township board approval.

✓ **Attach each policy; label Exhibit G-6.**

- The township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.

✓ **Attach policy regarding this practice; label Exhibit G-7.**

ADVOCACY

- Check **AT LEAST ONE** of the following:
 - One or more of the township board members communicates with the township's state representative or state senator at least twice a year on issues affecting the township, **AND** one or more of the township board members communicates with the township's U.S. representative or U.S. senator at least once a year on issues affecting the township.
 - One or more of the township board members attended an MTA Legislative Advocacy Day in the last two years.

✓ **Attach a list of advocacy activities; label Exhibit G-8.**

STAKEHOLDER INVOLVEMENT

- The township board creates advisory citizen task forces to provide research on issues, define alternatives and make recommendations to the board. *(Exclude statutorily required commissions and boards such as a planning commission, board of review, zoning board of appeals, etc.)*
- ✓ **Attach a list of advisory citizen task forces; label Exhibit G-9.**

COMMUNITY INVOLVEMENT

- A majority of the township board members are personally involved in community organizations.
- ✓ **Attach a list of township board members and the community organizations in which they personally participate; label Exhibit G-10.**

INTERGOVERNMENTAL COLLABORATION

- Check **AT LEAST ONE** of the following:
 - The township board participates in at least one organization focusing on intergovernmental or regional collaboration.
 - The township board participates in at least one intergovernmental agreement or contract.
- ✓ **Attach a list of township board members and the organization(s) in which they participate OR a copy of an intergovernmental agreement or contract; label Exhibit G-11.**

BOARD ACCOMPLISHMENTS

- The township board strategically sets and implements goals to improve or protect the community's quality of life.
- ✓ **Attach a description of goals that have been accomplished in the last two years; label Exhibit G-12.** *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

x
Signature of township supervisor attesting to compliance with all criteria in the GOVERNANCE section.

FINANCIAL STEWARDSHIP

ACCESSIBILITY

- The township's financial reporting process is accessible to the public.
- ✓ **Attach documentation identifying how financial reports, records, audits, etc., are made available to the public; label Exhibit FS-1.**

ACCREDITATION AND TRAINING

- The township provides education and training for township officials and other personnel involved in financial administration.
- ✓ **Attach policies, or describe current practices; label Exhibit FS-2.**
- In the last four years, a majority of the township personnel involved in financial administration have attended **AT LEAST TWO** training seminars or webcasts offered by MTA or other organizations on accounting procedures, investments, budgeting or fraud prevention.

ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:
 - Allowed financial institutions
 - Allowed investment instruments
 - How the township minimizes various forms of risk
 - Return on investments
 - Targeted liquidity *(availability of cash)*
- ✓ **Attach depository and investment policy resolution; label Exhibit FS-3.**

- The township board and staff have adopted administrative policies regarding financial internal controls and segregation of duties.

✓ Attach policies; label Exhibit FS-4.

- The township board has adopted policies regarding administrative review, and approval of all current financial claims against the township.

✓ Attach policies; label Exhibit FS-5.

FINANCIAL PROCESS AND PROCEDURES

- The township's financial reporting system provides useful information to board members to fulfill their fiduciary duties.

✓ Attach at least two recent examples of periodic financial reports provided to the board; label Exhibit FS-6.

- The township budget process is aligned with the township's multi-year strategic planning process.

✓ Attach the most recent budget, including the narrative or public summary of budget plan, documenting alignment with the strategic planning process; label Exhibit FS-7.

- The township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation and benefits system, to assure financial stewardship, efficiency and effectiveness of appropriations.

✓ Attach documentation; label Exhibit FS-8.

- The township board sets and implements policy regarding target general fund unrestricted net fund assets, and reserves are consistent with the township's strategic plan.

✓ Attach policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the strategic plan; label Exhibit FS-9.

- The township board uses a capital improvement plan for public improvements and capital asset purchases, depreciation and replacement.

✓ Attach the plan (or other document) that describes planning process; label Exhibit FS-10.

- The township reduces costs by contracting, cooperating and/or collaborating with another entity or organization to provide a township program or service.

✓ Attach documentation; label Exhibit FS-11.

- The township reduces costs by using technology.

✓ Attach documentation identifying at least one township program or service where the township has or will reduce costs by using technology; label Exhibit FS-12.

- The township board reviews the township's audit and has taken steps to address concerns and recommendations included in the management letter.

✓ Attach documentation identifying steps taken to address any concerns or recommendations in the management letter; label Exhibit FS-13.

- The township board reviews the Auditing Procedures Report form filed with the township's audit and has taken steps to address conditions identified in the report.

✓ Attach the township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147); label Exhibit FS-14. If any "No" boxes are checked, identify steps taken to address the condition(s).

x

Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

x

Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

ASSESSMENT ADMINISTRATION

ACCESSIBILITY

- The township provides the public with access to assessing information from a public computer or kiosk within the township hall **OR** via the Internet (either through the township's website or other Internet service).

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- All board of review members attend MTA Board of Review Training, or an equivalent program conducted by the county equalization director, every two years.
- The township supervisor has attended **AT LEAST TWO** of the following every year (check all that apply):
 - MTA Board of Review Training
 - MTA Annual Educational Conference & Expo
 - MTA Supervisors Professional Development Retreat
 - MTA Workshops or webcasts (related to assessment)
 - Michigan Assessors Association (MAA) Conference
 - MAA seminar

CONSTITUENT SERVICES

- The township provides information to the public on poverty exemptions, including the township's poverty income guidelines and asset test.
- The township provides information to the public on the tax exemption for veterans' specially adapted housing.

ASSESSMENT PROCESS AND PROCEDURES

- Assessing personnel conduct site visits and update assessment information for all properties at least once every five years.
- The assessor has a quality assurance program in place to identify all new buildings and additions.
- Regardless of whether a Michigan Department of Treasury Audit of Minimum Assessing Requirements (AMAR) or 14-Point Review has been conducted, the assessor is in compliance and has notified the township board of compliance with the AMAR requirements as of the date the **Township of Excellence** application is submitted.
- The township board periodically reviews assessing operations, and the assessor annually reports to the township board on assessing issues.

x _____
Signature of township supervisor attesting to compliance with all criteria in the ASSESSMENT ADMINISTRATION section.

TAX COLLECTION

ACCESSIBILITY

- The contact information and hours the treasurer or deputy treasurer are available for tax collection purposes are either posted at the township hall or on the township website, **OR** published in the township newsletter or newspaper of general circulation.
- The township uses a system to accept tax payments after hours, such as a drop-off box, **OR** has arranged for payments to be made at a local bank or other financial institution.
- The township provides the public with access to property tax information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's Website or other Internet service*).

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township treasurer has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Annual Educational Conference & Expo
 - MTA Treasurers Professional Development Retreat
 - MTA Workshops or webcasts (*related to treasurers' duties*)
 - Michigan Municipal Treasurers Association (MMTA) Conference
 - MMTA seminar

CONSTITUENT SERVICES

- The township provides contact information on agencies that provide human services assistance to residents.
✓ Attach the human services agency contact information; label Exhibit TC-1.
- The township offers information on the availability of summer tax deferments.
- The township offers information on the Homestead Property Tax Credit income tax.

TAX PROCESS AND PROCEDURES

- The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

x _____
Signature of township treasurer attesting to compliance with all criteria in the TAX COLLECTION section.

ELECTION ADMINISTRATION

ACCESSIBILITY

- **ALL** of the following informational items, or links to the information on other websites, are posted on the township's website:
 - Voter guide
 - Election results
 - Precinct map
 - Instructions for registering to vote
 - Downloadable absentee voter application
 - Office hours and contact information

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township clerk has completed the State of Michigan Election Officials Accreditation Program and is current with the specific continuing education requirements.
- The township clerk has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Annual Educational Conference & Expo
 - MTA Clerks Professional Development Retreat
 - MTA Workshops or webcasts (*related to clerks' duties*)
 - Michigan Association of Municipal Clerks (*MAMC*) Conference
 - MAMC election seminar

CONSTITUENT SERVICES

- The clerk maintains a permanent absentee voter mailing list of senior citizens and other qualified voters who ask to be added to the list.
- The clerk engages in election outreach by conducting mock elections, making election equipment available for voter practice prior to elections, presenting programs in local schools, using qualified high school students as election inspectors, and/or other methods.

ELECTION PROCESS AND PROCEDURE

- The clerk regularly updates the Qualified Voter File (*QVF*). The township voter registration rate does not exceed 95 percent of the township's current voting age population. (*Divide registered QVF voters by voting age population.*)
- The township provides computer equipment and Internet services at the township hall or clerk's office to facilitate using the QVF or QVF Lite, the Elections Management Portal and the MERIT election email system.

✓ **Attach documentation identifying whether the township uses QVF or QVF Lite, and the location of the equipment; label Exhibit EA-1.**

- The township clerk administers all elections within the township, including school elections.
- The township has developed an election emergency operations plan for election facilities, equipment, personnel and other resources necessary for the township's polling places.

✓ **Attach plan; label Exhibit EA-2.**

x
Signature of township clerk attesting to compliance with all criteria in the ELECTION ADMINISTRATION section.

EMERGENCY SERVICES

FIRE PROTECTION SERVICES

- The township provides fire protection services through its own fire department **OR** a department operated jointly by written agreement with another unit **OR** under contract with a separate unit's fire department **OR** as a member of a fire authority (*NOT solely by a mutual aid agreement*).

✓ **If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach documentation; label Exhibit ES-1.**

- The fire department achieves response times consistent with National Fire Protection Association (*NFPA*) Standard 1710 or 1720, as applicable.
- The fire department is either in compliance with all NFPA standards, or the township board has been informed in writing of all standards with which the fire department is not in compliance.
- As directed by the township board, the fire department provides or contracts for specialized services, such as confined space rescue, hazardous material incident response, water rescue, extrication, etc., that are appropriate to the township's specific circumstances.
- The fire department operates according to written policies or standard operating guidelines.

✓ **Attach the department's policies or standard operating guidelines; label Exhibit ES-2. If it is the township's own fire department, attach any additional board-adopted policies regarding the fire department; label Exhibit ES-2.**

■ Check the box that describes your township:

- If the township is protected by a municipal **water system** and served by a **career** department, at least one area of the township has received an ISO rating of 4 or better.
- If the township is protected by a municipal **water system** and served by an **on-call** department, at least one area of the township has received an ISO rating of 5 or better.
- If the township is **NOT** protected by a municipal water system, at least one area of the township has received an ISO rating of 7 or better.

✓ **Attach the township ISO rating notification; label Exhibit ES-3.**

- The township has one or more written mutual aid agreements to supplement current fire services.

✓ **Attach one mutual aid agreement; label Exhibit ES-4.**

- All **on-call** fire fighters have successfully completed the Fire Fighter I test within two years of joining the department, **OR** all **career** fire fighters have successfully completed the Fire Fighter II test.

- The fire chief has completed a command officer program recognized by the Michigan Fire Fighters Training Council.
- The fire department annually conducts community education programs on fire safety, performs fire safety inspections on commercial and industrial exposures present in the township, and reviews site plans of proposed commercial and industrial development.

x

Signature of the fire chief of department having jurisdiction attesting to compliance with all criteria in the FIRE PROTECTION SERVICES section.

LAW ENFORCEMENT

- Check the box that describes your township:
 - If the township does **NOT** provide law enforcement through its own police department or under contract with another governmental entity, the township board is in regular communication with entities that have responsibility for law enforcement within the township, such as the Michigan State Police (*MSP*), sheriff's department, tribal police, etc. The board is aware of typical law enforcement emergency response times, and the township's crime and accident statistics.
 - The township **DOES** provide law enforcement through its own police department **OR** under contract with another public entity **OR** as a member of an emergency services authority (*not SOLELY by county sheriff or MSP general road patrol*).

✓ **If the township provides law enforcement through an agreement, contract or as a member of an authority, attach documentation; label Exhibit ES-5.**

- The police department operates according to written policies and/or standard operating guidelines.

✓ **Attach the department's policies and/or guidelines; label Exhibit ES-6. If it is the township's own police department, attach any additional board-adopted policies regarding the police; label Exhibit ES-6.**

- Police department personnel are trained consistent with the requirements of a departmental plan.
- Police department personnel are deployed consistent with an analysis of community needs, including crime and emergency incident statistics.
- The police department has developed a long-term plan identifying projected resource requirements, equipment acquisition, maintenance and replacement.
- The police department conducts ongoing crime prevention activities.

- As directed by the township board, the police department provides or contracts for specialized services, such as drug enforcement, marine safety, detective bureau, special weapons and tactics, etc., that are appropriate to the township's specific circumstances.

x

Signature of police chief of department having jurisdiction attesting to compliance with all criteria in the LAW ENFORCEMENT section.

x

Signature of township supervisor attesting that the township board is knowledgeable of available LAW ENFORCEMENT resources and needs.

EMERGENCY MANAGEMENT

- The township has an emergency operations plan assigning roles and responsibilities in the event of a major disaster or emergency.
- AT LEAST TWO** township board members have completed National Incident Management System (*NIMS*) 100 and 700 training.

EMERGENCY MEDICAL SERVICES

- Check the box that describes your township:
 - The township does **NOT** provide emergency medical services.
 - The township **DOES** provide emergency medical services through a licensed first responder **OR** ambulance service offered through the township's fire department **OR** through a separate department **OR** by contract or franchise with a licensed public or private entity.

x

Signature of township supervisor attesting to compliance with all criteria in the EMERGENCY MANAGEMENT and EMERGENCY MEDICAL SERVICES sections.

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

PLANNING

- The township has a planning commission, has adopted a master plan, and the current plan has received a full review or has been revised within the past five years.
- The planning commission has at least 90 percent member attendance during the previous three years. (*Multiply the number of planning commission meetings in the past three years by the total number of members serving, and multiply that product by 0.9 to get the target number.*)

- The township employs or contracts with a planning and zoning professional or firm.
- The township requires all planning commissioners to attend a training program within three months of their initial appointment.
- Within the past three years, all current planning commissioners have attended at least one land use seminar offered by MTA, the Michigan Association of Planning or Michigan State University, **OR** completed at least six hours of in-service training conducted by the planning commission's staff or consultants.
- Township staff offer consultation meetings for developers and other applicants before they submit land use applications.

ZONING

- The township has **NOT** adopted a zoning ordinance, due to the absence of significant township growth, but the township has adopted a police-power blight ordinance or other ordinances to protect the health, safety and general welfare of the township.

x
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has NOT adopted a zoning ordinance, skip to the next section.

- The township **HAS** adopted a zoning ordinance that is consistent with, and is updated regularly to remain consistent with, the master plan. If the ordinance includes site plan review and planned unit development (*PUD*) provisions, then it uses illustrations, in addition to text, to clearly explain the intent of the ordinance.
- The township consistently enforces zoning ordinance violations when voluntary compliance is not achieved.

x
Signature of planning commission chair or chief township land use administrator attesting to compliance with all criteria in the PLANNING and ZONING sections.

CONSTRUCTION CODE ENFORCEMENT

- The township does **NOT** enforce the state construction code.

x
Signature of township supervisor attesting that the township does NOT enforce the state construction code.

➤ If the township does NOT enforce the state construction code, skip to the next section.

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:
 - The township has established performance standards for its building plan and permit approval process.
 - The township has established procedures for expedited building plan and permit review, if certain criteria are met.
 - The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

x
Signature of the construction code enforcement official attesting to compliance with all criteria in the CONSTRUCTION CODE ENFORCEMENT section.

ECONOMIC DEVELOPMENT

- The township has **NOT** included economic development as a goal of the township strategic plan or developed an industrial park.

x
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has NOT included economic development as a goal of the township strategic plan or developed an industrial park, skip to the next section.

- If the township **HAS** included economic development as a goal of the township strategic plan, or the township has developed an industrial park, the township complies with **ALL** of the following:
 - In its strategic plan, the township identified the barriers to economic development and has adopted strategies to overcome those barriers.
 - To assist developers, the township has created a list of vacant property that is eligible to be developed or redeveloped for commercial or industrial use.
 - The township maintains regular contact with local, county and regional economic development entities, such as a county or regional planning commission, chamber of commerce, metropolitan council, strategic alliance, etc.

x
Signature of township supervisor attesting to compliance with all criteria in the ECONOMIC DEVELOPMENT section.

TRANSPORTATION

- The township has made efforts to provide for recreational trails **OR** non-motorized and pedestrian traffic.
- The township has a private road standards ordinance.
- Complete the next two criteria **ONLY** if the township spends money on road projects:
 - The township's capital improvement or strategic plan addresses new construction and replacement of hard-surfaced local roads.
 - All road projects are performed under the terms of a written contract between the township and road commission (*or other entity*) that limits the township's financial exposure to cost overruns.

x
Signature of township supervisor attesting to compliance with all criteria in the TRANSPORTATION section.

UTILITIES

- If the township does NOT provide such services, please sign below and skip to the next section.

x
Signature of township supervisor attesting that the township does NOT provide these services.

- Complete the following section **IF** the township provides water or sewer service by its own department, through a contract with another unit of government, through a joint authority or by regulating privately owned community (*multi-user*) septic systems:
 - All areas of the township currently zoned or identified in the master plan for high-density residential, commercial or industrial land uses are served by water, sewer or both, **OR** the township has identified the provision of those services to all such areas in its master plan or capital improvement plan.
 - The township utilities have surplus capacity for the growth identified in the master plan, **OR** the township has included specific steps in its capital improvement plan or strategic plan to expand capacity to meet projected future needs.
 - If the township operates a wastewater treatment facility, that facility accepts and treats septage.
 - The township has separated, or is in the process of separating, all combined sewer overflow connections.
 - The township has policies and procedures to address complaints regarding its utility services.

- The township has established utility fee structures that adequately fund bonded indebtedness, maintenance, depreciation and facility replacement.
- The township has an emergency sewer back-up plan in place.

✓ **Attach the back-up plan; label Exhibit U-1.**

x
Signature of the sewer system administrator attesting to compliance with all criteria in the UTILITIES section.

x
Signature of the water system administrator attesting to compliance with all criteria in the UTILITIES section.

CEMETERIES

- If the township does NOT operate a cemetery, sign below and skip to the next page to complete the application.

x
Signature of township supervisor attesting that the township does NOT operate a cemetery.

- Complete the following section **IF** the township operates a cemetery:
 - The township has a cemetery ordinance.
 - The township cemetery ordinance provides that burial rights are sold by permit instead of deed.
 - The township cemetery ordinance provides for forfeiture of unused lots.
 - Original (*paper*) cemetery records are protected from fire, water damage, pests and theft. Back-up copies of cemetery records are stored at an off-site location on microfilm or other stable format as recommended by the Michigan Department of Technology, Management and Budget Records Management Services (www.michigan.gov/dtmb).
 - Upon request, the township provides public access to cemetery records for up to four hours a day during regular business hours.

x
Signature of township cemetery administrator attesting to compliance with all criteria in the CEMETERIES section.

Please turn to the back of the brochure to complete the application.

PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.

 Before mailing your completed application, use the **DOCUMENTATION CHECKLIST** (insert) to make sure you have attached and clearly labeled all necessary supporting documents.

Township _____

County _____

Submitter _____

Phone (_____) _____ - _____ Ext. _____

Township Supervisor _____

Phone (_____) _____ - _____ Ext. _____

Township Address _____

City _____, MI Zip Code _____

Email _____

Application For:

Township of Excellence
Full Designation

Certificate of Achievement

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

List Sections:

 Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:

MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.



Thank you for submitting your application to become a **Township of Excellence**. MTA will notify you within 60 days of receiving the complete application if your township qualifies to receive the designation or a *Certificate of Achievement*.

**The Michigan Townships
Association advances local**

democracy by fostering

township leadership and public

policy essential for a strong and

vibrant Michigan.



P.O. Box 80078
Lansing, MI 48908-0078
Phone (517) 321-6467
Fax (517) 321-8908
www.michigantownships.org

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MTA TOWNSHIP OF EXCELLENCE CHECKLIST

ALL applications for full designation MUST include the following materials and documents. Label each document as indicated and organize them in the order listed below. You may wish to use a binder with section dividers to organize your documents. This checklist does not need to be turned in; it is provided to assist you in preparing your application.

GOVERNANCE

- G-1** The most recent township newsletter.
- G-2** The most recent posted or published officials' hours.
- G-3** The township strategic plan.
- G-4** Township board policies regarding all of the following, **in the order listed below**:
 - G-4a** Ethics
 - G-4b** General administration
 - G-4c** Public meeting rules, including public comment and board decorum
 - G-4d** Public records inspection
 - G-4e** Freedom of Information Act requests
 - G-4f** Official, employee and volunteer conduct
- G-5** Township board policy regarding meeting packets.
- G-6** Township board policies that delineate department head authority and clarify which matters require township board approval.
- G-7** Township board policy specifying how the township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.
- G-8** A list of township board member advocacy activities.
- G-9** A list of advisory citizen task forces established by the township board.
- G-10** A list of township board members and the community organizations in which they personally participate.
- G-11** A list of township board members and intergovernmental or regional organization(s) in which they participate **OR** a copy of one intergovernmental agreement or contract.
- G-12** A description of goals that the township board has accomplished in the last two years, demonstrating that the township has improved or protected the community's quality of life. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

FINANCIAL STEWARDSHIP

- FS-1** Documentation identifying how financial reports, records, audits, etc., are made available to the public.
- FS-2** Policies, or descriptions of current practices, that identifies what financial training or professional development opportunities the township provides for township personnel.
- FS-3** The township board depository and investment policy resolution.
- FS-4** Administrative policies regarding financial internal controls and segregation of duties.
- FS-5** Township board policies regarding board and administrative review and approval of all current financial claims against the township.
- FS-6** Two recent examples of periodic financial reports provided to the board.
- FS-7** The most recent budget, including the budget narrative or public summary of budget plan.
- FS-8** Documentation that the township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation system, to assure financial stewardship, efficiency and effectiveness of appropriations.
- FS-9** Township board policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the township's strategic plan.
- FS-10** The township capital improvement plan or other document that describes planning for public improvements and capital asset purchases, depreciation and replacement.
- FS-11** Documentation identifying how the township has reduced costs for one township program or service by contracting, cooperating or collaborating with another entity or organization.
- FS-12** Documentation identifying one township program or service where the township has or will reduce costs by using technology.



- FS-13** The township's most recent audit report and management letter. Identify steps taken to address any concerns or recommendations in the management letter.
- FS-14** The township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147). If any "No" box is checked, identify steps taken to address the condition(s).

TAX COLLECTION

- TC-1** The contact information the township provides on agencies that offer human services assistance to residents.
- TC-2** If the township collects school summer property taxes, attach a copy of one agreement.

ELECTION ADMINISTRATION

- EA-1** Documentation identifying whether the township uses QVF or QVF Lite, and the location of the equipment.
- EA-2** A copy of the township election emergency operations plan.

EMERGENCY SERVICES

- ES-1** If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach a copy of the documentation.
- ES-2** A copy of the fire department's policies or standard operating guidelines. If it is the township's own fire department, also attach a copy of any additional board-adopted policies regarding the fire department.
- ES-3** A copy of the township ISO rating notification.
- ES-4** A copy of one mutual aid agreement to supplement current fire protection services.
- ES-5** If the township provides law enforcement through an agreement, contract or as a member of an authority, attach a copy of the documentation.
- ES-6** A copy of the police department's policies or standard operating guidelines. If it is the township's own police department, also attach a copy of any additional board-adopted policies regarding the police department.

UTILITIES

- U-1** A copy of the township emergency sewer back-up plan.

No documentation required for
the following sections:

ASSESSMENT ADMINISTRATION

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

TRANSPORTATION

CEMETERIES



Resolution to Submit Application
for Michigan Townships Association
Township of Excellence Designation/*Certificate of Achievement*

WHEREAS, the _____ Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, _____ Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the _____ Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") _____.

Motion made by: _____.

Seconded by: _____.

[The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).]

Upon roll call vote, the following members voted:

Yes: _____

No: _____

The Supervisor declared the resolution adopted.

Signature of Clerk

Date

