

Agenda for the
Allendale Charter Township Board Meeting
Monday, June 13, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by David Vander Wall
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the May 23, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Minutes of the May 16, 2022 Planning Commission Meeting
 - Minutes of the May 17, 2022 Downtown Development Authority Meeting
 - Sheriff's Department Monthly Report for April 2022
 - Fire Department Monthly Report for May 2022
- Public Hearings
- Public Comments
- Guest Speakers
 - Fire Station Update
- Action Items
 - Reschedule Strategic Planning Special Meeting
 - Recommendation to Hire Assistant Assessor
 - Job Description Update for Project Coordinator / Assistant Twp Administrator
 - Parks & Recreation Committee Bylaws
 - Hiring & Discharge Policy Updates
- Discussion Items
 - Professional Code Inspections Contract Update
 - Inspection Fees Update
 - Zoning Administrator Appointment
 - Disbursement Policy
 - Donation Moratorium/ Donation Policy
 - Custodial Job Description

- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MAY SESSION 2nd DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 23, 2022, at 6:00 p.m. and was called to order at 6:01 p.m. by Mr. Elenbaas.

Present: Mr. Zeinstra; Ms. Hansen; Ms. Kraker; and Mr. Elenbaas. (4)

Absent: Ms. Vander Veen; Mr. Vander Wall and Mr. Murillo (3)

Staff and Guest Present: Brad Fisher, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Lydale Weaver, Human Resource Director; Chad Doornbos, Public Utilities Superintendent; Andrew Longcore, Planning Commissioner; Sylvia Rhodea; Zander Showers; Peyton Selk; Cohen Rollenhagen; Chandler S.; Eryk Dudka; Corbin Barker; Case Barker; Jeff Selk; Adam Showers; Mitch Johnson; and Rebecca Wildeboer.

Mr. Zeinstra pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 22-090 Mr. Zeinstra moved to approve the agenda of today with the following amendment: to remove "Professional Code Inspections Contract Update; Inspection Fees Update; and Zoning Administrator Appointment" from Discussion Items. The motion passed.

BOT 22-091 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 9, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$162,920.33 and no interim payments, as presented by the summary report for May 24, 2022.

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the May 2, 2022, Planning Commission Meeting
3. Minutes of the April 14, 2022, Parks and Recreation Advisory Board Meeting
4. April Fire Department Report

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Sylvia Rhodea, Allendale

BOT 22-092 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Lydale Weaver, Human Resource Director, provided an overview to the board on proposed changes to the hiring and discharge policy. Mr. Weaver outlined some inefficiencies in our current hiring process. Given the competitive nature of the current job market, our organization has experienced qualified candidates moving onto other opportunities because the current method does not provide for an efficient hiring process. To streamline our onboarding process, Mr. Weaver recommends that the Board of Trustees authorize the Department Head, Human Resources Director, and the Township Supervisor to hire qualified candidate's contingent upon passing pre-employment screening. The Human Resources Director will be responsible for including notification of all hiring decisions in the "For Information" section of the Board Packet.

Several board members had questions and comments.

Action Items

BOT 22-093 Mr. Zeinstra moved to approve Budget Amendment 12; which reassigns \$10,000.00 from Capital Outlay and increase an additional \$220,000.00 for the engineering proposal of \$230,000.00. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; Ms. Hansen; and Mr. Elenbaas. (4)

NAYS: None (0)

ABSENT: Mr. Vander Wall; Ms. Vander Veen; and Mr. Murillo (3)

BOT 22-094 Ms. Kraker moved to approve and authorize the Supervisor or his designee to sign Grand Valley Trunk Sewer Design and Relocation proposal from Flies and VandenBrink at a cost of \$230,000.00. The motion passed.

BOT 22-095 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022-06; an amendment to the Final Project Plan for Wastewater System Improvements and Designate an Authorized Project Representative, with the recommended amendment of changing the language of “presented at a Public Hearing” to “presented at a Public Meeting”. The motion passed.

BOT 22-096 Ms. Kraker moved to approve the proposed Parks and Recreation Committee Bylaws with the amended adopted date.

The board had several comments and questions.

BOT 22-097 Mr. Zeinstra moved to table the proposed Parks and Recreation Committee Bylaws with the amended adopted date. The motion passed.

BOT 22-098 Ms. Kraker moved to approve the hiring of: Eli Baumann for the Seasonal Public Utilities Assistant Operator position at a wage of \$15.50 per hour; Domenico Tejada for the Seasonal Maintenance Assistant position at a wage of \$15.50 per hour; and Matt Borst for the Seasonal Maintenance Assistant position at a wage of \$15.90 per hour. The motion passed.

The board discussed Resolution 2022-07; Farmland Preservation Program: Purchase of Development Rights. Several members expressed concerns with the program. The board requested this come back to a future agenda to revisit. No action was taken.

BOT 22-099 Mr. Zeinstra moved to approve and authorize the fee waivers as outlined in the request from Elizabeth Szymanski, Community Coordinator/Deputy Clerk, which include current and future vendor/rental applications for the 2022 Independence Day Activities in the Park. The motion passed.

Discussion Items

Andrew Longcore, Planning Commissioner, sought feedback from the board on which direction to take regarding Mini-warehouses and self-storage

facility zoning options. They have narrowed it down to three options:

1. Remove Mini-warehouse and self-storage facilities from the General Commercial Zoning District.
2. Leave the Zoning as is- which requires development of those facilities to seek special use from the Planning Commission.
3. Leave the Zoning as is which requires development of those facilities to seek special use from the Planning Commission; and establish certain criteria requirements such as specific distance from roads, increased foliage, and various other aesthetics.

Several board members had questions and comments. After discussion, the board recommended mini-warehouses and self-storage facilities are removed from the General Commercial Zoning District.

Public Comments and Communications- None

BOT 22-100 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas provided an update on the vision statement. He indicated that he is working on a resolution to formally adopt the vision statement and will bring it to a future board meeting. He has been speaking with Leprino Foods, owner of the Charity USA facility. They have been discussing potential industrial tenant applicants. There may be some activity soon. Mr. Elenbaas informed the board that Kevin Yeomans, Assistant Administrator, has submitted his resignation. His last day will be on June 10, 2022.

BOT 22-101 Mr. Zeinstra moved to adjourn the meeting at 7:25 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - MAY	255.00	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	DOG LICENSES - MAY	324.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - MAY	1,020.00	
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	1,272.32	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	9,621.62	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - MAY	285.50	
101-000.000-284.193	JMM/46TH AVE SLU SAND MINING	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - JMM/46TH AVE SAND	235.50	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - EMERALD SPRINGS	986.25	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CONIFER CREEK BECK	123.75	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CENTENNIAL FARMS	123.75	
101-000.000-284.226	ALDERINK REZONE	PHILIP M ALDERINK	ESCROW ACCOUNT REFUND	644.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - MYSTIC WOODS PHASE	717.75	
Total For Dept 000.000 REVENUE				15,609.44	
Dept 171.000 Supervisor					
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	48.72	
Total For Dept 171.000 Supervisor				48.72	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	134.93	
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	416.67	
101-209.000-719.000	WORKER'S COMP INS	MML WORKERS' COMP FUND	ANNUAL POLICY PREMIUM - WORKER'S COMP	18,294.25	
101-209.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	1,688.16	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JUNE	293.13	
Total For Dept 209.000 EMPLOYEE INSURANCES				20,827.14	
Dept 215.000 CLERK					
101-215.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - MAY	180.92	
101-215.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	48.72	
Total For Dept 215.000 CLERK				229.64	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PROTECTIVE PHONE CASE	16.99	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CANON INK CARTRIDGE	68.45	
101-248.000-732.000	SUPPLIES	STAPLES	PAPER	40.04	
101-248.000-802.000	Contracted Services	APPLIED IMAGING	COPY MACHINE CONTRACT	1,626.23	
101-248.000-802.000	Contracted Services	US BANK EQUIPMENT FINAN	RICOH COPIER CONTRACT - JUNE	162.64	
101-248.000-802.000-ITMONT	Contracted Services	OTTAWA COUNTY FISCAL SER	I/T REIMBURSEMENT - APRIL	262.80	
101-248.000-802.000-ITPROJ	Contracted Services	ESO SOLUTIONS INC	FIREHOUSE SOFTWARE MOVE	600.00	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	NEW SERVER / IT TRANSITION PROJECTS	2,587.00	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PITNEY BOWES BANK INC PU	POSTAGE	1,868.42	
101-248.000-955.000	Miscellaneous	REHMANN TECHNOLOGY SOLUT	WEBSITE UPDATES	48.75	
101-248.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	5.78	
Total For Dept 248.000 ADMINISTRATION				7,287.10	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	63.38	
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	50.15	
101-265.000-802.000	Contracted Services	BRENDA BORST	CLEANING SERVICES - MAY	1,056.00	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	48.72	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	11.56	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MAY	839.31	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	1,600.01	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 BUILDING & GROUNDS					
101-265.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	SUPPLIES - TOWNSHIP HALL	94.73	
101-265.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	47.91	
Total For Dept 265.000 BUILDING & GROUNDS				3,811.77	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MAY	3,754.42	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MAY	35,136.37	
Total For Dept 301.000 POLICE OFFICER				38,890.79	
Dept 336.000 FIRE DEPT					
101-336.000-732.000	SUPPLIES	KUSTOM DEZINS LLC	SHIRTS W/ AFD LOGO & NAMES	384.00	
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	58.49	
101-336.000-863.000-FUEL12	FUEL	WEX BANK	FUEL CHARGES	437.46	
101-336.000-863.000-FUEL12	FUEL	WEX BANK	FUEL CHARGES	147.71	
101-336.000-863.000-FUEL14	FUEL	WEX BANK	FUEL CHARGES	356.73	
101-336.000-863.000-FUEL16	FUEL	WEX BANK	FUEL CHARGES	93.33	
101-336.000-863.000-FUEL17	FUEL	WEX BANK	FUEL CHARGES	266.99	
101-336.000-863.000-FUEL17	FUEL	WEX BANK	FUEL CHARGES	281.95	
101-336.000-863.000-FUEL18	FUEL	WEX BANK	FUEL CHARGES	114.26	
101-336.000-863.000-FUEL18	FUEL	WEX BANK	FUEL CHARGES	68.63	
101-336.000-863.000-FUEL19	FUEL	WEX BANK	FUEL CHARGES	307.20	
101-336.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	30.49	
101-336.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	227.30	
101-336.000-930.000	Maintenance	MACQUEEN EMERGENCY	MSA FLOW TEST	2,586.29	
101-336.000-930.000	Maintenance	WEST SHORE FIRE INC	MAINTENANCE / LABOR	827.91	
101-336.000-935.000	Truck Maintenance	MUSKEGON FIRE EQUIPMENT	10 LB ABC RECHARGE	41.65	
101-336.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	19.02	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	79.58	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	340.38	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	12.70	
101-336.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	HP PROBOOK - LAPTOP - KEEFE	1,327.10	
101-336.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	LAPTOP WARRANTY - KEEFE	123.00	
101-336.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	LAPTOP SETUP - KEEFE & COOK	314.12	
Total For Dept 336.000 FIRE DEPT				8,446.29	
Dept 446.000 ROADS					
101-446.000-861.000	Dust Control	SWB ENTERPRISES LLC	ROAD DUST CONTROL	7,680.00	
Total For Dept 446.000 ROADS				7,680.00	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	(25.88)	
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	67.63	
Total For Dept 448.000 STREET LIGHTS				41.75	
Dept 449.000 HIGHWAY-M45					
101-449.000-732.000	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	199.90	
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	183.15	
101-449.000-930.000-IRRIGA	Maintenance	ALLENDALE TRUE VALUE HDW	SUPPLIES - TOWNSHIP HALL	75.18	
101-449.000-930.000-IRRIGA	Maintenance	SPARTAN DISTRIBUTORS INC	IRRIGATION SUPPLIES	940.20	
Total For Dept 449.000 HIGHWAY-M45				1,398.43	
Dept 567.000 CEMETERY					
101-567.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	US STICK FLAGS	80.07	

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Fund 101 General Fund					
Dept 567.000 CEMETERY					
101-567.000-732.000	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	19.09	
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	33.00	
101-567.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	SUPPLIES - TOWNSHIP HALL	31.92	
101-567.000-930.000	Maintenance	TRUGREEN PROCESSING CENT	LAWN SERVICE	155.25	
101-567.000-955.000	Miscellaneous	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	42.00	
Total For Dept 567.000 CEMETERY				361.33	
Dept 672.000 SENIOR CITIZEN ACTIVITIES					
101-672.000-802.000	Contracted Services	ALLENDALE PUBLIC SCHOOL	LIFELONG LEARNERS TRANSPORTATION @ 04	335.00	
Total For Dept 672.000 SENIOR CITIZEN ACTIVITIES				335.00	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - APRIL	506.98	
Total For Dept 701.000 PLANNING & ZONING				506.98	
Dept 751.000 RECREATION AND PARKS					
101-751.000-732.000	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	119.90	
101-751.000-802.000	Contracted Services	TRUGREEN PROCESSING CENT	LAWN SERVICE	456.30	
101-751.000-802.000	Contracted Services	TRUGREEN PROCESSING CENT	LAWN SERVICE	624.79	
101-751.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	692.83	
101-751.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	OUTDOOR BASKETBALL NETS	19.32	
101-751.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	243.96	
101-751.000-930.000	Maintenance	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	830.58	
Total For Dept 751.000 RECREATION AND PARKS				2,987.68	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	ASCAP	MUSIC COPY RIGHT LICENSE	390.00	
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	SESAC	MUSIC COPY RIGHT LICENSE	1,025.00	
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	PACK ROOM LLC	POSTERS - 4TH OF JULY	60.00	
Total For Dept 753.000 COMMUNITY PROMOTIONS				1,475.00	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON	BOOK DROP PADDING	31.05	
101-790.000-732.000	SUPPLIES	AMAZON	PAPER SHREDDER SHEETS	13.46	
101-790.000-732.000	SUPPLIES	AMAZON	HEALTH & SAFETY	5.99	
101-790.000-732.000	SUPPLIES	AMAZON	BAG FOR DIRECTOR LAPTOP	29.99	
101-790.000-732.000	SUPPLIES	AMAZON	TOILET PAPER	61.78	
101-790.000-732.000	SUPPLIES	AMAZON	BOOK PROCESSING SUPPLIES	51.20	
101-790.000-732.000	SUPPLIES	AMAZON	OFFICE SUPPLIES	28.97	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIAL	11.02	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	SPECIAL COLLECTION	69.95	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	CONSOLE SUPPLIES	15.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	TV DVD	20.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	CONSOLE PARTS	7.89	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	YOUTH AV	29.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVDS	34.92	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	24.95	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	YOUTH AV	(0.11)	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	45.00	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	171.47	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	18.74	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	91.17	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	30.39	

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Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-732.000-BOOKSX	SUPPLIES	LAKELAND LIBRARY COOPERA	BOOKPAGE SUBSCRIPTION	90.00	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	318.25	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	181.06	
101-790.000-802.000	Contracted Services	ELITE FUND INC	ERATE SERVICES	100.00	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - MAY	117.94	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	DIGITAL COLLECTION	1,199.90	
101-790.000-802.000-HOTSPO	Contracted Services	T-MOBILE	WIRELESS WI-FI HOTSPOTS - MAY	254.20	
101-790.000-802.000-TECHNO	Contracted Services	ACENTEK	TELEPHONE CHARGES - MAY	218.95	
101-790.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MAY	44.76	
101-790.000-807.000-MISCPR	COMMUNITY PROGRAMS	AMAZON	HAND CART FOR OUTREACH EVENTS	52.99	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	KICK OFF SUMMER READING PROGRAM	21.54	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	BULLETIN BOARD	9.69	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	TAKE & MAKES	47.76	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	(6.49)	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	(9.99)	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	CORINNE ROBERTS	DRAWING CLASS	125.00	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON	1000 BOOKS BEFORE KINDERGARTEN	19.95	
101-790.000-860.000	MILEAGE	ANN BATES	MILEAGE REIMBURSEMENT	12.52	
101-790.000-860.000	MILEAGE	MARY COOK	MILEAGE REIMBURSEMENT	12.87	
101-790.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	664.83	
101-790.000-930.000	Maintenance	TRUGREEN PROCESSING CENT	LAWN SERVICE	129.00	
101-790.000-971.000	CAPITAL OUTLAY	NICHOLAS HEIMLER	FIREWALL INSTALLATION	1,349.99	
101-790.000-971.000	CAPITAL OUTLAY	NICHOLAS HEIMLER	FIREWALL INSTALLATION	750.00	
101-790.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	LAPTOP SETUP - KEEFE & COOK	314.13	
Total For Dept 790.000 LIBRARY				6,813.65	
Total For Fund 101 General Fund				116,750.71	
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
249-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	112.00	
Total For Dept 000.000 REVENUE				112.00	
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	3.09	
249-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	8.17	
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - MAY	32,508.90	
Total For Dept 371.000 INSPECTION DEPARTMENT				32,520.16	
Total For Fund 249 Building Department Fund				32,632.16	
Fund 252 RENTAL ADMINISTRATION					
Dept 000.000 REVENUE					
252-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	100.01	
252-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	423.44	
Total For Dept 000.000 REVENUE				523.45	
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	6.18	
252-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	21.74	
252-371.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	174.12	
252-371.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JUNE	14.37	
Total For Dept 371.000 INSPECTION DEPARTMENT				216.41	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 252 RENTAL ADMINISTRATION					
Total For Fund 252 RENTAL ADMINISTRATION				739.86	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	ACENTEK	RELOCATE FIBER BOX - FIRE STATION	3,622.86	
403-901.000-971.000	CAPITAL OUTLAY	CONSTRUCTION SIMPLIFIED	OWNER'S REPRESENTATIVE SERVICES - MAY	8,250.00	
403-901.000-971.000	CAPITAL OUTLAY	ERHARDT CONSTRUCTION COM	FIRE STATION CONSTRUCTION - PYMT #3	765,696.62	
403-901.000-971.000	CAPITAL OUTLAY	MUSKEGON FIRE EQUIPMENT	VERTICAL CABINETS - FIRE STATION	1,225.00	
403-901.000-971.000	CAPITAL OUTLAY	SOILS & STRUCTURES INC	MATERIALS TESTING - FIRE STATION	4,300.19	
403-901.000-971.000	CAPITAL OUTLAY	THE ARCHITECTURAL GROUP	ARCHITECTURAL SERVICES - MAY	11,992.41	
Total For Dept 901.000 CONSTRUCTION				795,087.08	
Total For Fund 403 FIRE STATION BUILDING FUND				795,087.08	
Fund 494 Dda Development Fund					
Dept 901.000 CONSTRUCTION					
494-901.000-971.160	INFRASTRUCTURE COSTS	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPROVEMENTS - PYMT	2,575.54	
Total For Dept 901.000 CONSTRUCTION				2,575.54	
Total For Fund 494 Dda Development Fund				2,575.54	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	1,062.38	
592-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLAN - MAY	4,979.15	
592-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - MAY	366.78	
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	341.54	
592-000.000-284.205	HIGHPOINT REAL ESTATE-METRO HEA	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - METRO HEALTH	237.48	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST PHA	123.75	
592-000.000-284.213	KENNEDY LAKES 2	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - KENNEDY LAKES PHAS	453.75	
592-000.000-284.223	SPRINGFIELD NORTH-BILTMORE-CHUR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - SPRINGFIELDS NORTH	699.00	
Total For Dept 000.000 REVENUE				8,263.83	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	NEW SERVER / IT TRANSITION PROJECTS	2,587.00	
Total For Dept 248.000 ADMINISTRATION				2,587.00	
Dept 536.000 WATER					
592-536.000-646.000	Utility Charges	WHELAN, JACOB-ERIN	UB refund for account: REDH-011275-00	182.80	
592-536.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	32.49	
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	119.96	
592-536.000-719.000	WORKER'S COMP INS	MML WORKERS' COMP FUND	ANNUAL POLICY PREMIUM - WORKER'S COMP	5,629.00	
592-536.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	635.15	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JUNE	101.39	
592-536.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WATER DEPT	348.00	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CONST CHLORINE RESIDUAL STRIPS	16.50	
592-536.000-732.000	SUPPLIES	AUTOZONE STORES LLC	WIPER BLADE	12.38	
592-536.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	AED BATTERY & PADS	100.50	
592-536.000-732.000	SUPPLIES	CREATIVE IMAGE DESIGNERS	BUSINESS CARDS	23.99	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	HYDRANT SUPPLIES	319.90	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	HOSE REEL LEAD	9.99	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	HYDRANT PAINT SUPPLIES	11.98	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	HYDRANT PAINT	127.96	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	SAFETY SUPPLIES	15.99	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-732.000	SUPPLIES	GEMMEN'S INC	PACK OUT FOR TRUCK	85.00	
592-536.000-732.000	SUPPLIES	HD SUPPLY FACILITIES MAI	PAINT BRUSHES	57.15	
592-536.000-732.000	SUPPLIES	NAPA - GENUINE PARTS COM	SUPPLIES - PUBLIC WORKS DEPT	27.14	
592-536.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	63.01	
592-536.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-536.000-802.000	Contracted Services	APPLIED IMAGING	COPIER CONTRACT - WWTP	78.04	
592-536.000-802.000	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION CONTROL MGMT - MAY	877.50	
592-536.000-802.000	Contracted Services	OTTAWA COUNTY PUBLIC UTI	60TH AVENUE HYDRANT RENTAL	700.00	
592-536.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	LAB SAMPLES/TESTINGS	440.00	
592-536.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	LAB SAMPLES/TESTINGS	120.00	
592-536.000-802.000	Contracted Services	REHMANN TECHNOLOGY SOLUT	COMPUTER WARRANTY	82.00	
592-536.000-802.000	Contracted Services	SECURALARM LLC	VIDEO CLOUD SERVICE @ JULY-SEPT	52.50	
592-536.000-802.000	Contracted Services	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	21.00	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MAY	39.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	300.86	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - APRIL	7,266.24	
592-536.000-863.000	FUEL	WEX BANK	FUEL CHARGES - PUBLIC UTILITIES	802.83	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	4,424.68	
592-536.000-930.000	MAINTENANCE	FISH WINDOW CLEANING	ADMIN WINDOW CLEANING	75.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE	38.35	
592-536.000-955.000	Miscellaneous	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	26.50	
Total For Dept 536.000 WATER				23,325.73	
Dept 537.000 SEWER					
592-537.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	32.49	
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	119.95	
592-537.000-719.000	WORKER'S COMP INS	MML WORKERS' COMP FUND	ANNUAL POLICY PREMIUM - WORKER'S COMP	4,221.75	
592-537.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JUNE	635.15	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JUNE	101.39	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	BIOSOLIDS CONFERENCE - VANDERPLOEG	325.00	
592-537.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WASTE DEPT	244.28	
592-537.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	AED BATTERY & PADS	100.50	
592-537.000-732.000	SUPPLIES	CREATIVE IMAGE DESIGNERS	BUSINESS CARDS	23.99	
592-537.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	SAFETY SUPPLIES	15.99	
592-537.000-732.000	SUPPLIES	GEMMEN'S INC	PACK OUT FOR TRUCK	84.99	
592-537.000-732.000	SUPPLIES	NAPA - GENUINE PARTS COM	SUPPLIES - PUBLIC WORKS DEPT	27.13	
592-537.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	63.00	
592-537.000-732.000-LABSUP	SUPPLIES	ENVIRONMENTAL RESOURCE A	MDEGLE REQUIRED PERFORMANCE TESTING	657.45	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	CONSUMABLES	628.14	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	FILTER DISC	329.57	
592-537.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-537.000-802.000	Contracted Services	APPLIED IMAGING	COPIER CONTRACT - WWTP	78.04	
592-537.000-802.000	Contracted Services	SECURALARM LLC	VIDEO CLOUD SERVICE @ JULY-SEPT	52.50	
592-537.000-802.000	Contracted Services	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	21.00	
592-537.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MAY	396.53	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	300.86	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - MAY	40.01	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MACHINE TO MACHINE ACTIVITY - MAY	598.10	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - APRIL	3,046.49	
592-537.000-863.000	FUEL	WEX BANK	FUEL CHARGES - PUBLIC UTILITIES	802.83	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	936.55	
592-537.000-930.000	MAINTENANCE	SPARTAN DISTRIBUTORS INC	REPAIR SPRINKLER HEADS AT WRRF	235.05	

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 05/25/2022 - 06/14/2022
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-930.000-COLLEC	MAINTENANCE	BLACK GOLD TRANSPORT INC	REPAIR CASTING - BIRD BATH	2,200.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	REPLACEMENT PRESSURE TRANSDUCER / PUM	750.00	
592-537.000-930.000-GENMAI	MAINTENANCE	FISH WINDOW CLEANING	ADMIN WINDOW CLEANING	75.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	AAA LAWN CARE INC	LAGOON VEGETATION CONTROL	1,314.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	PLUMMER'S ENVIRONMENTAL	INFLUENT CHANNEL REPAIR	1,750.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	SHORELINE POWER SERVICES	E-STOP INFLUENT AUGER	13,800.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	SHORELINE POWER SERVICES	UNDERGROUND ELECTRIC @ DECHLOR BLDG	1,815.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	WINDEMULLER ELECTRIC INC	REPLACEMENT PRESSURE TRANSDUCER / PUM	1,378.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR	939.25	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE	38.34	
592-537.000-955.000	Miscellaneous	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	26.50	
592-537.000-971.000	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPROVEMENTS - PYMT	10,982.96	
592-537.000-971.000	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPRVMENTS - PYMT #8	25,199.00	
592-537.000-971.030	WWTP EXPANSION PHASE 2	MOORE & BRUGGINK INC	WWTP PLANT DESIGN - WRRF PHASE 2	32,321.33	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	MERAKI FIREWALLS	5,308.76	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	SET UP MERAKI FIREWALLS	2,166.00	
Total For Dept 537.000 SEWER				114,242.87	
Total For Fund 592 Water & Sewer				148,419.43	

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 05/25/2022 - 06/14/2022
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	116,750.71
Fund 249 Building Depa	32,632.16
Fund 252 RENTAL ADMINI	739.86
Fund 403 FIRE STATION	795,087.08
Fund 494 Dda Developme	2,575.54
Fund 592 Water & Sewer	148,419.43

Total For All Funds:	<hr/> 1,096,204.78
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Treasurer's report for Board Meeting dated 6/13/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
5/26/2022	101791	\$2,642.79	DTE ENERGY	Heating Fuel Usage - May
5/26/2022	101792	\$100.00	MUNICIPAL ADVISORY COUNCIL OF MI	Annual MAC Website for Debt Reports
5/31/2022	101793	\$2,642.74	KCI (KENT COMMUNICATIONS INC)	Election Mailings Postage

\$5,385.53 TOTAL

General Fund Cash Balance at board meeting dated 6/13/2022

Checking Account	\$	3,681,688.00
Liquid Investment	\$	259,760.00
CD	\$	-
Total	\$	3,941,448.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	3,792,161.00
Liquid Investment	\$	259,585.00
CD	\$	-
Total	\$	4,051,746.00

Last year at this time the balance was \$ 4,622,178.00

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

May 16, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Westerling, Adams, Zuniga, Chapla, Nadda
Absent: Zeinstra
Staff and Public Present: Planner Greg Ransford, Assistant Administrator Kevin Yeomans
3. Received for Information: None
4. Motion by Nadda to approve the May 2, 2022, Planning Commission Minutes with the change to “Staff Present” section under Roll Call to “Staff and Public Present” as it lists the public also.
Seconded by Zuniga. **Approved 6-0**
5. Motion by Longcore to approve the May 16, 2022, Planning Commission Agenda as presented.
Seconded by Adams. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and Chairperson Longcore closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Maximum density language relocation
Planner Ransford reviewed the past discussion regarding relocating the language for maximum densities from the Master Plan to the Allendale Charter Township Zoning Ordinance.
Commissioners discussed whether it was appropriate to have the densities located in the zoning ordinance and conferred if there were any changes that they would like to make to the density requirements.
Commissioners directed Planner Ransford to schedule the public hearing to amend the zoning ordinance to include the maximum density language.
10. Old Business:
 - A. Section 23.20 – Renewable Energies
Planner Ransford introduced the draft language. Stating that it has been reviewed by Charles Gould at the Michigan State University Extension Office and his recommended revisions are noted in the draft.
Heights of structures were discussed and a conflict between 2 sections was noted. Planner Ransford will review and correct those sections that conflict.
Commissioners discussed possible financial assurances from applicant to the Township regarding the decommissioning of any equipment to protect the Township from absorbing future costs.
Commissioners directed Planner Ransford to revise the language for further review by the Planning Commission.

11. Public Comments:

Chairperson Longcore opened the public comment section. No comments were made, and Chairperson Longcore closed the public comment section.

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Mr. Zuniga asked questions regarding enforcement of zoning violations, specifically mentioning a couple auto repair or auto sales lots. Mr. Yeomans informed Commissioners that Township staff is currently working to improve this very issue along with general improvement of the entire Planning and Zoning Department. Currently the Township zoning enforcement policy is complaint driven.

Planner Ransford explained that Aldi has submitted a site plan application and asked for Commissioners opinions on entrance points. Aldi is proposing an entrance from the drive connecting Eric St. to Lake Michigan Dr. and a separate entrance off Lake Michigan Dr. Commissioners discussed that they do not believe that MDOT will approve that, but to let them apply for that.

14. Chairperson Longcore adjourned the meeting at 8:05 p.m.

Next meeting June 6, 2022 at 7:00 p.m.



Downtown Development Authority Meeting Minutes May 17, 2022 – 7:30am

Present: Robert Chapin, David Vander Wall, Pierce Roon, Jeremy Borgman, Rence Meredith, Steve Spriensma, Tom Zuniga, Kellen Brusveen, Adam Elenbaas.

Not Present: Kristin Corner, Ross Stevens

Guests: Kevin Yeomans, Rebecca Wildeboer

Agenda

1. Opportunity for public comment – None Present
2. Approval of the March 15, 2022 meeting minutes: Motion to approve, Meredith, support, Borgman, motion approved.
3. Budget Amendment: Move Portion of 2021 Sidewalk Projects Funds to 2022 Budget. Housekeeping item for budgeted expenses to be moved to this years budget. Motion to approve moving remaining 2021 Sidewalk Project Funds to 2022 budget, Vander Wall, support Roon, motion approved.
4. Budget Amendment: Move Portion of 2021 Park Improvement Project Funds to 2022 Budget. Housekeeping item for budgeted expenses to be moved to this years budget. Motion to approve moving remaining 2021 Park Improvement Project Funds to 2022 budget, Vander Wall, support Meredith, motion approved.
5. Intent and Future of Enhancement Program; Consider Updates to Application Language – Group discussed eligibility requirements and how the board can work to promote the program to the businesses in the downtown development district. Board discussed details of the program with Rebecca Wildeboer from the Allendale Chamber of Commerce. Board and the chamber will continue to discuss the most effective ways to reach the community and advocate for owners & businesses in the district.
6. Public comment – Winter Ready Program: Trail Point bought materials, Main St. Pub, returned. Board agreed that the township can decide if any of the returned materials can be kept or should be disposed of based on condition. Star Crane Hoist – used grant for windows, would like to apply for another. Current application allows for once per 3 years, not more than twice in 10

years. Additionally, Elenbaas let the board know there will be a Strategic Meeting June 14th at 4pm at Allendale Township Hall.

7. Next meeting: July 19, 2022 at 7:30am **AT THE LIBRARY**

8. Adjourn – Motion: Meredith, Support – Vander Wall. Meeting Adjourned.

DRAFT



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4000 or (888) 731-1001
Fax: (616) 738-4062

Correctional Facility
12130 Fillmore Street
West Olive, Michigan 49460
(616) 786-4140 or (888) 731-1001
Fax: (616) 738-4099

Date: 05-20-2022

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (April 2022)

The Sheriff's Office during the month of April responded to 420 calls for service.

Allendale Township Basic EMT and MFR units, with assistance of general road patrol responded to 47 medicals and 1 personal injury accident.

Traffic contacts during the month of April, deputies issued 114 total tickets.

Off-Campus Owners / Managers Meeting:

Sgt. Keuning met with the off-campus owners and managers before GVSU's last day of class. We went over current events and talked about the summer months. We discussed starting the meeting back up before GVSU's fall semester. The owners and managers were encouraged to keep in contact throughout the summer months.

Allendale School News:

Deputy Ortman gave instruction in three 9th grade health classes going over topics of harassing and threatening communication. Deputy Ortman also talked about appropriate use of technology with inappropriate pictures. Deputy Ortman covered laws with regards to vapes, marijuana, and alcohol.

Deputy Ortman taught the first 3 lessons covered in TEAM at Allendale Christian. This included lessons on health and legal consequences with Gateway Drugs and understanding how the courts and juvenile system work.


Deputy Ortman instructed in two upper-level government classes again teaching on 4th, 5th, and 8th amendments and how they fit into everyday Law Enforcement use.

Speed Trailer:

The speed trailer is back out and seeing use all over the township with many requested coming in though the Ottawa County's website and the township.

Thank you

Sgt. Cal Keuning



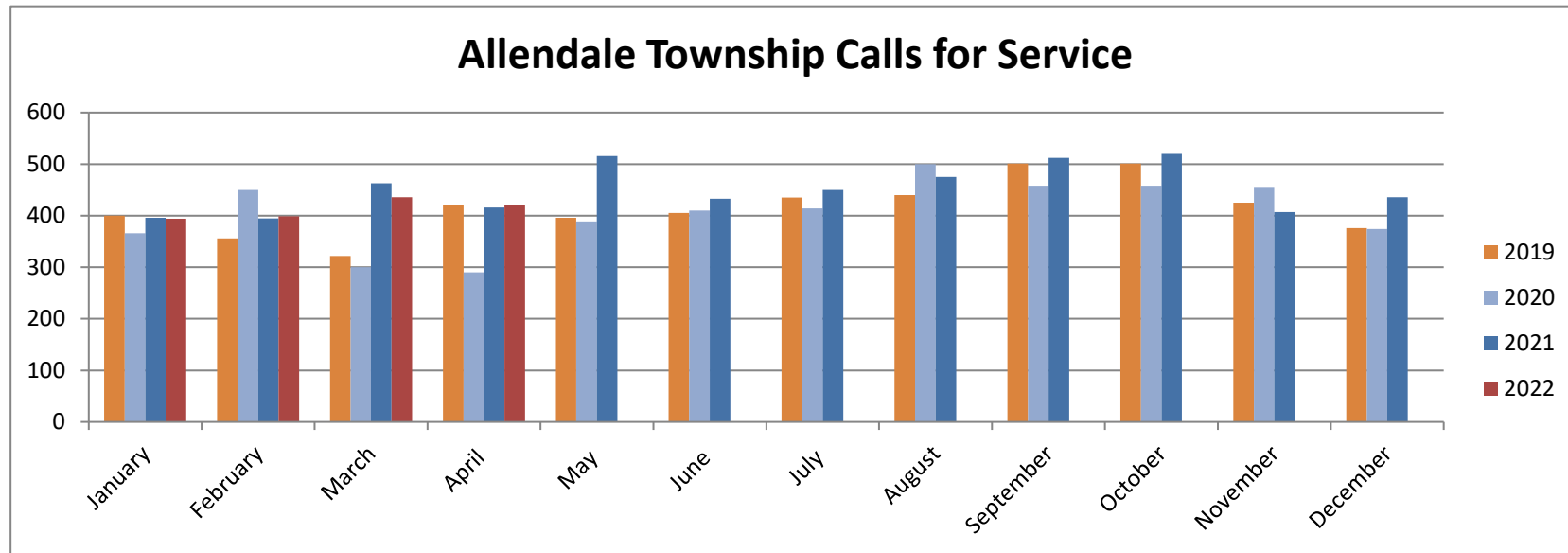
Allendale Township Community Policing

Sergeant Cal Keuning ckeuning@miOttawa.org	Deputy John Ortman jortman@miOttawa.org	Deputy Zachary Martinie zmartinie@miOttawa.org	Deputy Joseph Apolo japolo@miottawa.org
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For emergencies, dial 911. For non-emergencies, dial 1-800-249-0911.

Total Number of Calls

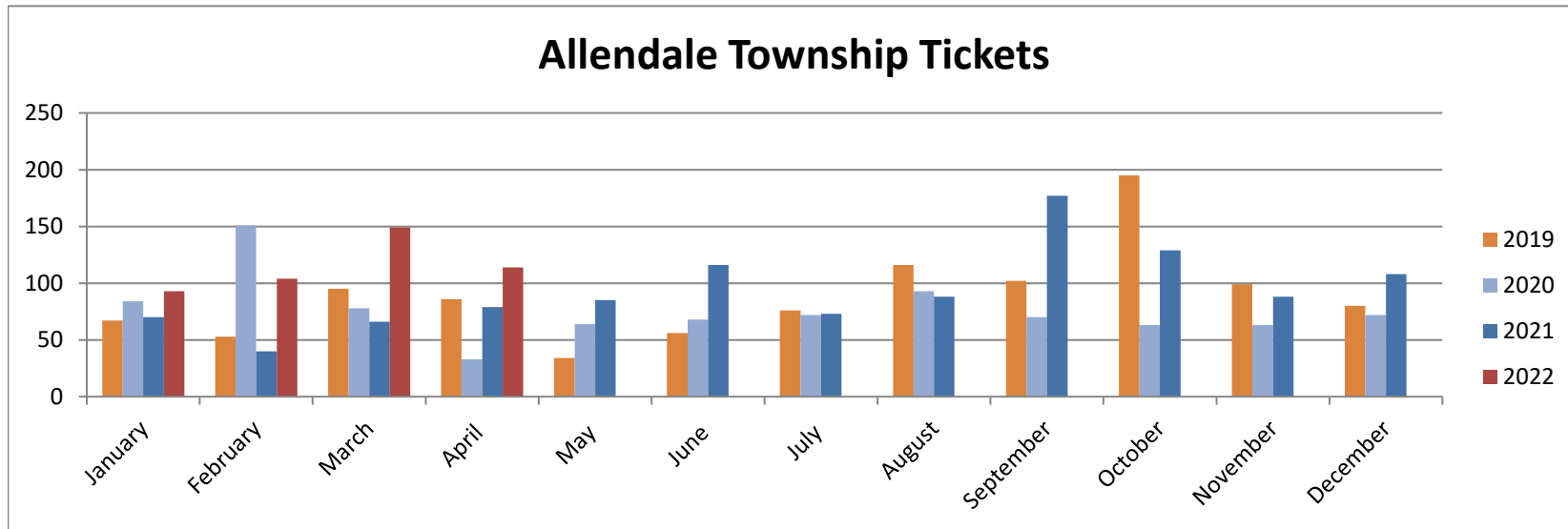
	January	February	March	April	May	June	July	August	September	October	November	December
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420								



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2019	67	53	95	86	34	56	76	116	102	195	99	80

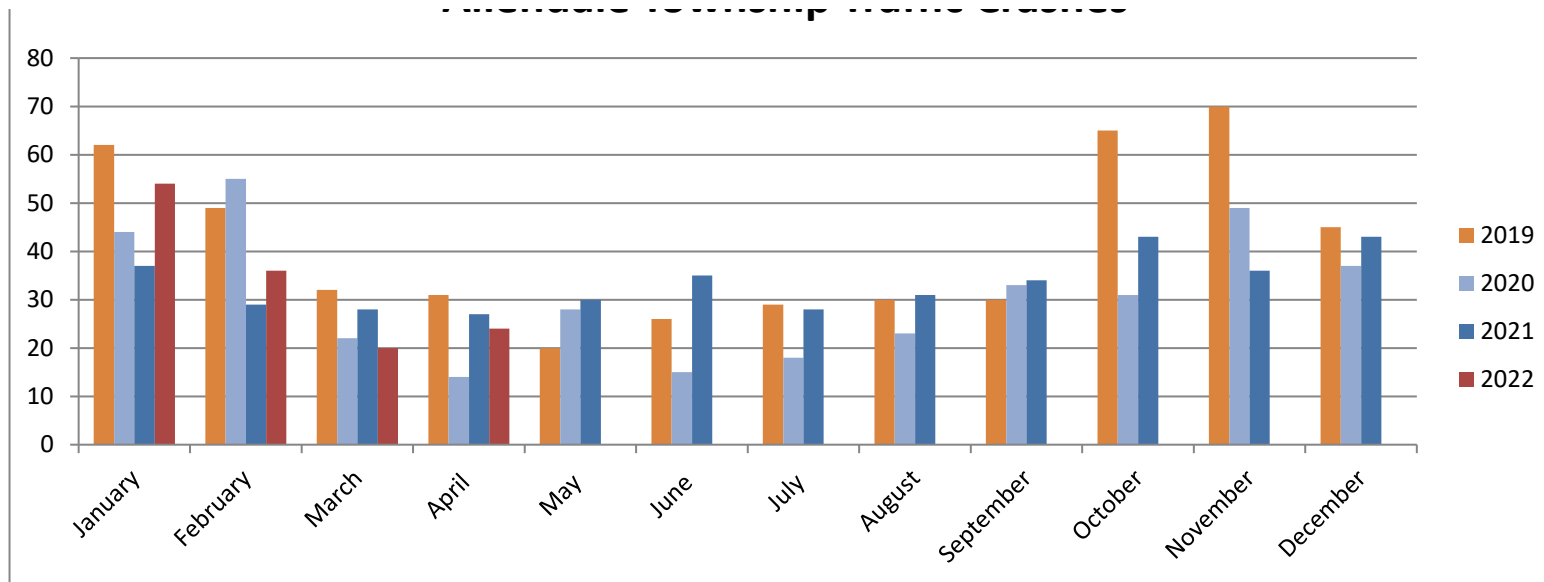
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85	116	73	88	177	129	88	108
2022	93	104	149	114								



Traffic Crashes

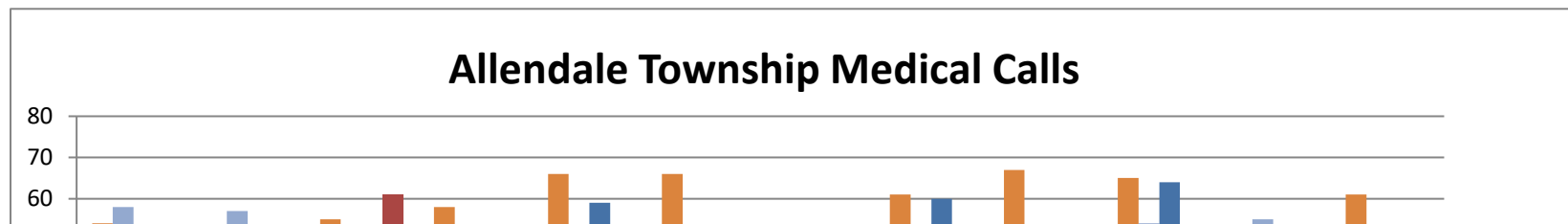
	January	February	March	April	May	June	July	August	September	October	November	December
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24								

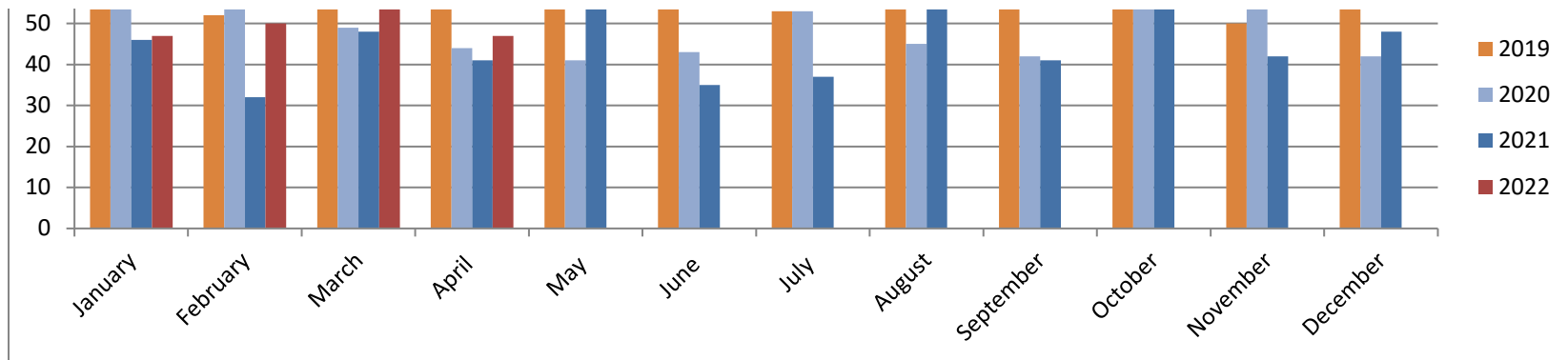
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2019	54	52	55	58	66	66	53	61	67	65	50	61
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59	35	37	60	41	64	42	48
2022	47	50	61	47								





Calls of Interest 2022

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	1	3	3	2								
Larcenies	7	19	15	6								
Shoplifting	0	1	0	0								
Mental	7	6	5	15								
Civil	11	11	8	12								
Assaults	5	5	3	5								
Domestic	26	13	17	20								
Animal	8	16	14	18								
Alarms	9	6	7	5								
Traffic	19	33	35	34								
Narcotics	2	0	3	1								
Weapons	0	1	4	7								

Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7	4	1	9	4	1	5	6	5	9	5	2

Larcenies	8	6	6	9	12	8	7	12	18	13	10	12
Shoplifting	0	1	1	1	0	2	0	1	1	0	1	0
Mental	6	2	11	5	9	11	13	12	7	13	11	12
Civil	6	11	8	8	6	12	10	9	9	11	2	8
Assaults	4	6	3	1	3	4	6	2	4	5	2	4
Domestic	28	22	26	15	27	31	23	14	29	23	17	26
Animal	18	18	15	14	10	18	17	19	16	13	9	18
Alarms	4	7	9	8	6	7	10	8	5	13	9	15
Traffic	26	34	38	41	48	37	32	37	35	41	32	45
Narcotics	3	2	3	1	2	8	2	3	6	3	5	1

ALARM TYPE	MONTH	MAY	YEAR TO DATE	YEAR TO DATE	CHANGE
	MAY	2022	2021	2022	
MEDICAL EMERGENCIES	77	319	216	103	
Canceled Enroute	2	23	15	8	
Squad 172 Responses	36	150	140	10	
Asst. Amb.	13	73	107	-34	
Lift Assist	0	4	9	-5	
VEHICLE ACCIDENTS WITH INJURIES	8	19	16	3	
Cancelled Enroute	0	0	1	-1	
PROPERTY DAMAGE ACCIDENTS	1	7	4	3	
Canceled Enroute	0	0	6	-6	
SMOKE/ODOR INVESTIGATION	0	3	10	-7	
Canceled Enroute	0	0	0	EVEN	
MEDICAL ALARM	0	4	1	3	
Canceled Enroute	2	2	0	2	
FIRE ALARM	7	40	37	3	
Canceled Enroute	1	3	9	-6	
SERVICE CALL / LOCK-IN/OUT	2	13	10	3	
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	3	6	9	-3	
MUTUAL AID GIVEN:	4	12	14	-2	
AUTOMATIC AID RECEIVED	4	12	10	2	
MUTUAL AID RECEIVED	5	8	1	7	
BUILDING FIRES	2	7	10	-3	
GRASS, BRUSH, WOODS	3	4	5	-1	
TRASH, REFUSE, DUMPSTER	1	3	2	1	
VEHICLE FIRES	1	2	6	-4	
CO ALARM	0	3	7	-4	
GAS LEAK / WIRE DOWN	2	9	7	3	
NO DISPATCH	2	9	5	4	
UNAUTHORIZED BURN	4	7	4	3	
TOTALS	135	572	510		
	Month	2022 to Date	2021 To Date	22/21 Change	
Property Loss: (\$)	\$210,300.00	\$245,380.00	\$974,920.00	-729,540.00	
Property Saved (\$)	\$503,225	\$2,199,308	\$1,459,445	\$739,863.00	
Man Hours on Alarms	498	2289.5	2634.5	-345	
Training Man Hours	142.75	463.5	657	-194	
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	203	799.5	1,159	-359.5	
Burning Permits Issued	3	100	97	3	
Grand Valley Alarms	5	44	33	11	
Off-Campus Student Housing	12	71	69	2	
Stonebridge Senior Housing	2	11	10	1	
Green Acres	4	31	15	16	
Atrium of Allendale	19	55			

Report Filters

Activity/Training Start Date Time: is between '5/1/2022' and '5/31/2022'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
05/02/2022 08:00:00	05/02/2022 17:00:00	Monday	CAR SEAT SAFETY CLASS	1
05/06/2022 09:30:00	05/06/2022 13:30:00	Friday	PUBLIC SERVICE	5
05/04/2022 18:00:00	05/04/2022 20:00:00	Wednesday	FIRE OFFICER 2	1
05/07/2022 10:15:00	05/07/2022 11:15:00	Saturday	PROBATIONARY TRAINING	2
05/03/2022 08:00:00	05/03/2022 17:00:00	Tuesday	CAR SEAT SAFETY CLASS	1
05/04/2022 08:00:00	05/04/2022 17:00:00	Wednesday	CAR SEAT SAFETY CLASS	1
05/05/2022 08:00:00	05/05/2022 17:00:00	Thursday	CAR SEAT SAFETY CLASS	1
05/07/2022 07:30:00	05/07/2022 09:00:00	Saturday	PUBLIC SERVICE	5
05/07/2022 10:00:00	05/07/2022 13:30:00	Saturday	EQUIPMENT CHECKS #3	5
05/10/2022 18:30:00	05/11/2022 20:00:00	Tuesday	PROBATIONARY FIREFIGHTER TRAINING	2
05/02/2022 15:00:00	05/02/2022 17:00:00	Monday	FIRE OFFICER 2	1
05/04/2022 13:15:00	05/04/2022 16:30:00	Wednesday	PROFICIENCY TESTING	3
05/11/2022 17:30:00	05/11/2022 19:30:00	Wednesday	PUBLIC SERVICE	2
05/11/2022 18:00:00	05/11/2022 20:00:00	Wednesday	FIRE OFFICER 2	1
05/12/2022 19:00:00	05/12/2022 21:30:00	Thursday	HAZMAT MONTHLY	2
05/14/2022 08:00:00	05/14/2022 10:45:00	Saturday	EQUIPMENT CHECKS #4	5
05/14/2022 10:45:00	05/14/2022 12:15:00	Saturday	PROFICIENCY TESTING	4
05/17/2022 12:30:00	05/17/2022 15:30:00	Tuesday	PUBLIC SERVICE	3
05/18/2022 18:00:00	05/18/2022 20:00:00	Wednesday	FIRE OFFICER 2	1
05/21/2022 08:45:00	05/21/2022 11:45:00	Saturday	EQUIPMENT CHECKS #5	5
05/16/2022 08:00:00	05/16/2022 17:00:00	Monday	PRSBI	2
05/17/2022 08:00:00	05/17/2022 17:00:00	Tuesday	PRSBI	2
05/18/2022 08:00:00	05/18/2022 17:00:00	Wednesday	PRSBI	2

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
05/19/2022 08:00:00	05/19/2022 17:00:00	Thursday	PRRSBI	2
05/20/2022 08:00:00	05/20/2022 17:00:00	Friday	PRRSBI	2
05/21/2022 08:00:00	05/21/2022 17:00:00	Saturday	HIGH RISK UNIFIED COMMAND	2
05/26/2022 06:00:00	05/26/2022 15:00:00	Thursday	PART TIME SHIFT	1
05/25/2022 18:00:00	05/25/2022 20:00:00	Wednesday	FIRE OFFICER 2	1
05/26/2022 15:00:00	05/26/2022 18:00:00	Thursday	PART TIME SHIFT	1
05/27/2022 06:00:00	05/27/2022 18:30:00	Friday	PART TIME SHIFT	1
05/27/2022 18:00:07	05/27/2022 21:01:25	Friday	EQUIPMENT CHECKS #6	5
05/30/2022 08:45:00	05/30/2022 11:00:00	Monday	PUBLIC SERVICE	3
05/01/2022 11:52:36	05/31/2022 11:52:56	Sunday	CAPTAIN PAY	1
05/01/2022 11:54:39	05/31/2022 11:54:44	Sunday	EMS COORDINATOR	1
05/01/2022 11:56:09	05/31/2022 11:56:11	Sunday	EMS REPORT AUDIT	1
05/01/2022 11:57:46	05/31/2022 11:57:49	Sunday	OFFICER PAY D.C.	1
05/01/2022 11:59:06	05/31/2022 11:59:08	Sunday	OFFICER PAY LT.	5
05/01/2022 12:01:12	05/31/2022 12:01:15	Sunday	SERGEANT PAY	6
Activity/Training Event Type: Training				
05/16/2022 18:30:00	05/16/2022 21:15:00	Monday	SPECIALTY RESCUES	11
05/16/2022 18:30:00	05/16/2022 20:45:00	Monday	PROBLEM SOLVING	11
05/02/2022 18:30:00	05/02/2022 21:30:00	Monday	SPECIALTY RESCUES	15
05/02/2022 18:30:00	05/02/2022 21:15:00	Monday	PROBLEM SOLVING	12
05/09/2022 18:30:00	05/09/2022 19:45:00	Monday	BLUE CARD FOR NON-FIRE INCIDENTS	13

Basic Shift Or Platoon (FD1.30)		Number of Runs
Day of Week: 01 - Sunday		
A - Shift 6P SUN / 6A FRI		4
C - Shift 6P FRI / 6P SUN		8
		Total: 12
Day of Week: 02 - Monday		
A - Shift 6P SUN / 6A FRI		7
B - Shift 6A MON / 6P FRI		17
		Total: 24
Day of Week: 03 - Tuesday		
A - Shift 6P SUN / 6A FRI		7
B - Shift 6A MON / 6P FRI		17
		Total: 24
Day of Week: 04 - Wednesday		
A - Shift 6P SUN / 6A FRI		3
B - Shift 6A MON / 6P FRI		19
		Total: 22
Day of Week: 05 - Thursday		
A - Shift 6P SUN / 6A FRI		8
B - Shift 6A MON / 6P FRI		8
		Total: 16
Day of Week: 06 - Friday		
A - Shift 6P SUN / 6A FRI		3
B - Shift 6A MON / 6P FRI		11
C - Shift 6P FRI / 6P SUN		7
		Total: 21
Day of Week: 07 - Saturday		
		1
C - Shift 6P FRI / 6P SUN		15
		Total: 16
		Total: 135

AFD Aid Given/Received Report

Incident Number	Basic Incident Date Time	Basic Incident Day Name (FD1.3)	Basic Incident Full Address	Aid Given Or Received	Automatic Aid Received Departments
Department Name: (None)					
22-0000484	05/11/2022 13:26:21	Wednesday	4535 GRAND Allendale MI 49401	Mutual aid received	Wright-Tallmadge Fire Dept
22-0000485	05/11/2022 14:31:17	Wednesday	11007 RADCLIFF 208 Allendale MI 49401	Mutual aid received	Wright-Tallmadge Fire Dept
22-0000501	05/14/2022 17:03:01	Saturday	12227 68TH Allendale MI 49401	Automatic aid received	Wright-Tallmadge Fire Dept, Robinson Township Fire Dept, Blendon Township Fire Dept
22-0000508	05/16/2022 11:48:02	Monday	11007 RADCLIFF 111 Allendale MI 49401	Mutual aid received	Wright-Tallmadge Fire Dept
22-0000509	05/16/2022 11:50:53	Monday	11085 STANFORD Allendale MI 49401	Automatic aid received	Georgetown Township, Wright-Tallmadge Fire Dept, Blendon Township Fire Dept
22-0000510	05/16/2022 12:04:34	Monday	10160 96TH Allendale MI 49401	Mutual aid received	Wright-Tallmadge Fire Dept
22-0000515	05/18/2022 14:21:11	Wednesday	11323 ROSEWOOD Allendale MI 49401	Automatic aid received	Wright-Tallmadge Fire Dept, Robinson Township Fire Dept, Coopersville/Polkton Fire Dept., Blendon Township Fire Dept, Georgetown Township
22-0000569	05/31/2022 01:31:13	Tuesday	48TH Jenison MI 49428	Mutual aid received	Wright-Tallmadge Fire Dept, Georgetown Township
22-0000572	05/31/2022 13:15:29	Tuesday	11080 78TH Allendale MI 49401	Automatic aid received	Olive Township Fire Dept, Wright-Tallmadge Fire Dept, Blendon Township Fire Dept, Robinson Township Fire Dept
Count: 9					
Department Name: Blendon Township Fire Dept					
22-0000483	05/11/2022 12:28:12	Wednesday	8455 88TH Zeeland MI 49464	Automatic aid given	Blendon Township Fire Dept
Count: 1					
Department Name: Robinson Township Fire Dept					
22-0000468	05/09/2022 15:14:14	Monday	13128 120TH Grand Haven MI 49417	Mutual aid given	
22-0000567	05/29/2022 21:56:04	Sunday	LAKE MICHIGAN Allendale MI 49401	Mutual aid given	
Count: 2					
Department Name: Wright-Tallmadge Fire Dept					
22-0000502	05/14/2022 19:31:27	Saturday	10379 LOVERS Walker MI 49534	Automatic aid given	
22-0000503	05/14/2022 19:37:48	Saturday	4301 LEVERETTE Coopersville MI 49404	Mutual aid given	
22-0000526	05/20/2022 11:04:38	Friday	1859 LAKE MICHIGAN Grand Rapids MI 49534	Mutual aid given	
Count: 3					
Count: 15					

Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
Basic Shift Or Platoon (FD1.30): (None)					
22-0000561	05/28/2022 05:16:28	121, 199	Saturday	163	16
					Avg: 16.02
Basic Shift Or Platoon (FD1.30): A - Shift 6P SUN / 6A FRI					
22-0000551	05/25/2022 22:44:29	171, 170	Wednesday	164	10
22-0000552	05/26/2022 01:43:26	171, 170	Thursday	120	9
22-0000523	05/20/2022 00:56:05	170, 171	Friday	180	6
22-0000460	05/05/2022 18:25:00		Thursday		1
22-0000536	05/22/2022 21:16:40	170, 171	Sunday	140	7
22-0000537	05/22/2022 23:25:59	171, 170	Sunday	171	6
22-0000538	05/23/2022 00:10:58	170, 171	Monday	190	4
22-0000544	05/23/2022 20:08:37	121, 141, 199	Monday	140	9
22-0000545	05/23/2022 22:53:46	171, 170	Monday	190	10
22-0000554	05/27/2022 05:06:20	171, 170	Friday	100	9
22-0000566	05/29/2022 21:26:08	199	Sunday	140	12
22-0000567	05/29/2022 21:56:12	121, 122, 171, 199	Sunday	204	13
22-0000568	05/31/2022 00:40:53	170, 171	Tuesday	190	9
22-0000569	05/31/2022 01:32:48	121, 122, 170, 171, 190, 181	Tuesday	831	8
22-0000445	05/03/2022 22:06:48	170, 171	Tuesday	190	11
22-0000455	05/06/2022 04:43:21	121, 170	Friday	100	15
22-0000438	05/02/2022 03:32:40	170, 171	Monday	141	12
22-0000440	05/02/2022 20:15:30	171	Monday	140	6
22-0000441	05/03/2022 02:32:53	170, 171	Tuesday	110	11
22-0000471	05/10/2022 00:09:02	170, 171	Tuesday	190	10
22-0000470	05/09/2022 20:21:19	171, 170	Monday	140	10
22-0000480	05/10/2022 18:23:22	170, 141, 121	Tuesday	180	
22-0000481	05/10/2022 18:29:17	170, 121	Tuesday	140	7
22-0000490	05/12/2022 19:50:28	170, 171	Thursday	110	8
22-0000493	05/12/2022 21:22:28	171, 195	Thursday	190	10
22-0000491	05/12/2022 21:08:41	197, 121	Thursday	164	12
22-0000492	05/12/2022 21:21:18	121, 197	Thursday	192	2
22-0000494	05/12/2022 22:39:30	197, 121	Thursday	141	9
22-0000505	05/16/2022 03:22:16	171, 199	Monday	140	
22-0000487	05/12/2022 04:35:36	192	Thursday	180	
22-0000518	05/18/2022 23:09:12	171, 170	Wednesday	190	7
22-0000517	05/18/2022 19:55:49	171, 170, 181	Wednesday	190	6
					Avg: 8.50
Basic Shift Or Platoon (FD1.30): B - Shift 6A MON / 6P FRI					
22-0000515	05/18/2022 14:22:24	122, 121, 141, 190	Wednesday	170	4
22-0000519	05/19/2022 10:54:43	171	Thursday	120	4
22-0000516	05/18/2022 17:56:48	171, 190	Wednesday	120	4
22-0000520	05/19/2022 12:55:48	171	Thursday	120	7
22-0000522	05/19/2022 13:41:50	171	Thursday	110	5
22-0000472	05/10/2022 08:38:24	171	Tuesday	190	6
22-0000486	05/11/2022 16:00:01	141, 161, 198	Wednesday	180	8
22-0000482	05/11/2022 11:08:55	171	Wednesday	122	3
22-0000483	05/11/2022 12:28:51	121, 161, 190	Wednesday	OUT	9
22-0000489	05/12/2022 15:13:18	171	Thursday	180	7
22-0000507	05/16/2022 10:42:59	171	Monday	120	5
22-0000506	05/16/2022 08:26:47	171	Monday	161	7

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
22-0000512	05/16/2022 13:26:33	196	Monday	120	5
22-0000509	05/16/2022 11:51:24	171, 161, 190, 141, 121, 181	Monday	190	6
22-0000510	05/16/2022 12:06:31	171	Monday	111	10
22-0000511	05/16/2022 13:14:10	171	Monday	120	4
22-0000513	05/17/2022 15:31:00	171, 121, 141, 170	Tuesday	140	2
22-0000514	05/17/2022 16:17:17	171	Tuesday	191	3
22-0000488	05/12/2022 11:09:46	171	Thursday	120	4
	05/10/2022 13:44:57	121	Tuesday	180	
22-0000473	05/10/2022 12:00:55	171	Tuesday	140	5
22-0000477	05/10/2022 17:44:07	171	Tuesday	190	7
22-0000475	05/10/2022 14:29:44	181, 190	Tuesday	110	7
22-0000476	05/10/2022 14:35:03	190, 122, 181, 121, 171	Tuesday	100	5
22-0000485	05/11/2022 14:31:46		Wednesday	190	5
22-0000484	05/11/2022 13:29:30	191	Wednesday	160	6
22-0000466	05/09/2022 11:40:26	171	Monday	120	7
22-0000469	05/09/2022 16:29:52	190, 171	Monday	140	7
22-0000478	05/10/2022 17:51:00	121, 170	Tuesday	110	7
22-0000439	05/02/2022 16:24:10	171	Monday	191	6
22-0000442	05/03/2022 10:17:58	171	Tuesday	170	6
22-0000444	05/03/2022 15:37:04	171	Tuesday	190	5
22-0000457	05/06/2022 09:48:06	121, 170, 171, 190	Friday	170	4
22-0000456	05/06/2022 06:51:31	190, 171	Friday	140	6
22-0000458	05/06/2022 17:11:59	171	Friday	100	5
22-0000443	05/03/2022 13:19:48	171	Tuesday	120	3
22-0000446	05/04/2022 07:53:22	171	Wednesday	191	7
22-0000448	05/04/2022 11:24:01	171	Wednesday	120	4
22-0000447	05/04/2022 09:52:14	171	Wednesday	120	4
22-0000450	05/04/2022 14:40:09	171	Wednesday	190	5
22-0000449	05/04/2022 12:39:27	190	Wednesday	120	2
22-0000451	05/04/2022 16:32:41	171	Wednesday	120	5
22-0000453	05/05/2022 10:39:26	171	Thursday	191	6
22-0000454	05/05/2022 12:06:46	171	Thursday	190	5
22-0000452	05/04/2022 17:54:11	121, 170	Wednesday	170	3
22-0000572	05/31/2022 13:16:17	161, 181, 190	Tuesday	100	10
22-0000570	05/31/2022 10:12:48	171	Tuesday	110	8
22-0000571	05/31/2022 12:07:38	121, 190, 141	Tuesday	190	6
22-0000573	05/31/2022 16:54:06	171	Tuesday	190	6
22-0000549	05/25/2022 17:18:34	171	Wednesday	190	7
22-0000556	05/27/2022 13:32:23	171	Friday	120	6
22-0000557	05/27/2022 16:52:33	171	Friday	192	6
22-0000558	05/27/2022 17:49:04	171, 199	Friday	170	2
22-0000559	05/27/2022 19:08:28	171	Friday	180	6
22-0000540	05/23/2022 16:07:34	171, 121	Monday	190	9
22-0000546	05/25/2022 09:17:02	171, 190	Wednesday	140	
22-0000548	05/25/2022 12:09:34	171	Wednesday	190	7
22-0000550	05/25/2022 17:59:09	171	Wednesday	120	
22-0000547	05/25/2022 10:13:12	171	Wednesday	120	7
22-0000479	05/10/2022 17:56:17		Tuesday	OUT	9
22-0000543	05/23/2022 19:29:32	171, 199	Monday	141	13
22-0000541	05/23/2022 16:25:58	173, 170	Monday	190	17
22-0000542	05/23/2022 16:55:19	170, 122	Monday	140	11

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
22-0000539	05/23/2022 07:57:30	190, 171	Monday	128	4
22-0000508	05/16/2022 11:49:51	171	Monday	192	
22-0000468	05/09/2022 15:14:14	190, 181, 122	Monday	OUT	9
22-0000467	05/09/2022 13:33:49	181, 190	Monday	120	4
22-0000524	05/20/2022 01:08:57	171	Friday	192	5
22-0000527	05/20/2022 13:51:40	171	Friday	198	6
22-0000525	05/20/2022 12:04:06	170	Friday	120	5
22-0000526	05/20/2022 11:06:38	121, 181, 190	Friday	OUT	7
22-0000553	05/26/2022 15:41:53	171	Thursday	190	5
					Avg: 6.04
Basic Shift Or Platoon (FD1.30): C - Shift 6P FRI / 6P SUN					
22-0000437	05/01/2022 13:12:24	170, 171	Sunday	194	7
22-0000562	05/28/2022 09:55:31	191, 121, 181, 171, 199	Saturday	140	10
22-0000563	05/28/2022 23:24:25		Saturday	2180	7
22-0000564	05/29/2022 10:42:15	121, 199	Sunday	141	11
22-0000565	05/29/2022 17:40:29	170, 171	Sunday	103	8
22-0000528	05/21/2022 00:33:07	171, 194, 170	Saturday	120	11
22-0000529	05/21/2022 03:42:35	171, 170, 194	Saturday	140	10
22-0000530	05/21/2022 07:55:49	171, 170	Saturday	190	4
22-0000531	05/21/2022 15:26:03	170, 171	Saturday	190	8
22-0000532	05/21/2022 18:04:24	121, 161, 194	Saturday	141	
22-0000533	05/22/2022 07:30:30	199, 171, 194	Sunday	190	10
22-0000534	05/22/2022 11:57:21	199, 171	Sunday	170	9
22-0000535	05/22/2022 12:07:20	199, 170, 195, 195	Sunday	140	11
22-0000560	05/27/2022 22:00:43	170, 171	Friday	121	8
22-0000462	05/06/2022 22:51:41	171, 170	Friday	140	8
22-0000461	05/06/2022 21:20:24	170, 192	Friday	160	12
22-0000463	05/07/2022 01:43:48	170, 171	Saturday	100	7
22-0000464	05/07/2022 18:39:59	170, 171	Saturday	190	6
22-0000465	05/08/2022 16:36:47	170, 171	Sunday	170	7
22-0000459	05/06/2022 18:28:27	121, 192, 141, 171, 122	Friday	100	4
22-0000495	05/13/2022 19:19:09	171, 195	Friday	190	22
22-0000497	05/13/2022 21:40:57	121, 195	Friday	140	6
22-0000496	05/13/2022 20:22:45	195, 171	Friday	100	9
22-0000498	05/14/2022 04:32:03	171, 195	Saturday	140	15
22-0000499	05/14/2022 12:33:10	171, 195	Saturday	160	8
22-0000501	05/14/2022 17:03:07	192, 199, 121, 181, 195, 161	Saturday	120	8
22-0000500	05/14/2022 15:04:32	171, 195	Saturday	100	14
22-0000503	05/14/2022 19:38:02	121, 141, 181	Saturday	OUT	9
22-0000502	05/14/2022 19:31:40	161	Saturday	OUT	14
22-0000504	05/15/2022 13:30:05	121, 171, 195	Sunday	110	12
					Avg: 9.43
					Avg: 7.45

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '5/1/2022' and '5/31/2022'

Report Filters

Basic Incident Date Time: is between '5/1/2022' and '5/31/2022'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	3.70%
118 - Trash or rubbish fire, contained	0.74%
142 - Brush or brush-and-grass mixture fire	1.48%
150 - Outside rubbish fire, other	0.74%
Total:	6.67%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
300 - Rescue, EMS incident, other	2.22%
3001 - Lift Assist, Medical	1.48%
311 - Medical assist, assist EMS crew	0.74%
321 - EMS call, excluding vehicle accident with injury	60.00%
322 - Motor vehicle accident with injuries	6.67%
324 - Motor vehicle accident with no injuries.	1.48%
350 - Extrication, rescue, other	0.74%
Total:	73.33%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	0.74%
444 - Power line down	0.74%
Total:	1.48%
Incident Type Category (FD1.21): 5 - Service Call	
542 - Animal rescue	0.74%
550 - Public service assistance, other	0.74%
554 - Assist invalid	0.74%
561 - Unauthorized burning	2.22%
Total:	4.44%
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	3.70%
6110 - Dispatched and cancelled en route (Medical)	0.74%
6111 - Dispatched and cancelled en route (Fire Alarm)	2.22%
622 - No incident found on arrival at dispatch address	2.22%
631 - Authorized controlled burning	0.74%
Total:	9.63%
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
7001 - Dispatch Error (Never Dispatched)	1.48%
733 - Smoke detector activation due to malfunction	0.74%
735 - Alarm system sounded due to malfunction	0.74%
740 - Unintentional transmission of alarm, other	0.74%
743 - Smoke detector activation, no fire - unintentional	0.74%
Total:	4.44%
Total:	100.00%

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
22-0000483	12:28:12	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid given	Blendon Township Fire Dept	
22-0000502	19:31:27	C - Shift 6P FRI / 6P SUN	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
22-0000503	19:37:48	C - Shift 6P FRI / 6P SUN	111 - Building fire	Mutual aid given	Wright-Tallmadge Fire Dept	
22-0000509	11:50:53	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
22-0000515	14:21:11	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
22-0000501	17:03:01	C - Shift 6P FRI / 6P SUN	118 - Trash or rubbish fire, contained	Automatic aid received		
22-0000468	15:14:14	B - Shift 6A MON / 6P FRI	142 - Brush or brush-and-grass mixture fire	Mutual aid given	Robinson Township Fire Dept	
22-0000475	14:29:08	B - Shift 6A MON / 6P FRI	142 - Brush or brush-and-grass mixture fire	None		
22-0000467	13:33:36	B - Shift 6A MON / 6P FRI	150 - Outside rubbish fire, other	None		
						Total: 0.00%
Count: 9						
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
22-0000505	03:21:55	A - Shift 6P SUN / 6A FRI	300 - Rescue, EMS incident, other	None		
22-0000536	21:15:16	A - Shift 6P SUN / 6A FRI	300 - Rescue, EMS incident, other	None		
22-0000541	16:25:31	B - Shift 6A MON / 6P FRI	300 - Rescue, EMS incident, other	None		
22-0000520	12:53:13	B - Shift 6A MON / 6P FRI	3001 - Lift Assist, Medical	None		
22-0000554	05:03:06	A - Shift 6P SUN / 6A FRI	3001 - Lift Assist, Medical	None		
22-0000535	12:06:24	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
22-0000437	13:08:42	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000439	16:22:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000440	20:13:59	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000441	02:29:39	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000442	10:14:39	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000443	13:19:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000444	15:35:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000445	22:02:42	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000446	07:50:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000448	11:22:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000450	14:39:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000451	16:31:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000453	10:38:11	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000454	12:04:43	B - Shift 6A MON	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0000456	06:50:15	/ 6P FRI B - Shift 6A MON / 6P FRI	vehicle accident with injury 321 - EMS call, excluding vehicle accident with injury	None		
22-0000457	09:47:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000458	17:09:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000462	22:50:09	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000463	01:43:30	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000464	18:38:11	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000465	16:34:37	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000466	11:38:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000469	16:26:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000470	19:44:33	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000471	00:07:25	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000472	08:37:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000477	17:39:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000481	18:28:08	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000482	11:07:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000484	13:26:21	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		
22-0000485	14:31:17	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		
22-0000488	11:07:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000489	15:09:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000490	19:49:07	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000492	21:18:53	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000493	21:20:13	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000495	19:18:49	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000496	20:21:10	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000498	04:31:47	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000499	12:30:20	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000500	15:01:53	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000506	08:22:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000507	10:40:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000508	11:48:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		
22-0000510	12:04:34	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0000511	13:11:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000514	16:14:34	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000516	17:55:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000517	19:54:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000518	23:02:07	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000519	10:53:24	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000522	13:39:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000523	00:55:40	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000524	01:06:42	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000526	11:04:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid given	Wright-Tallmadge Fire Dept	
22-0000527	13:50:27	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000528	00:31:31	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000530	07:52:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000531	15:24:17	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000533	07:29:31	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000534	11:54:46	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000537	23:24:31	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000538	00:09:56	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000539	07:55:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000543	19:26:24	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000545	22:50:56	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000547	10:11:50	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000548	12:07:49	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000549	17:16:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000551	22:42:32	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000553	15:40:12	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000556	13:30:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000557	16:50:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000558	17:48:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000559	19:07:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000560	22:00:08	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0000562	09:52:19	C - Shift 6P FRI /	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0000565	17:39:12	6P SUN C - Shift 6P FRI / 6P SUN	vehicle accident with injury 321 - EMS call, excluding vehicle accident with injury	None		
22-0000568	00:38:16	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000570	10:09:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000573	16:50:47	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0000452	17:54:00	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
22-0000455	04:43:11	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
22-0000459	18:27:41	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
22-0000476	14:33:16	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
22-0000478	17:50:04	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
22-0000504	13:28:33	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
22-0000513	15:30:53	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
22-0000567	21:56:04	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	Mutual aid given	Robinson Township Fire Dept	
22-0000569	01:31:13	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	Mutual aid received		
22-0000449	12:38:51	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
22-0000542	16:54:47	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
22-0000540	16:06:24	B - Shift 6A MON / 6P FRI	350 - Extrication, rescue, other	None		
						Total: 0.00%
Count: 99						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
22-0000491	21:07:56	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
22-0000525	12:03:26	B - Shift 6A MON / 6P FRI	444 - Power line down	None		
						Total: 0.00%
Count: 2						
Incident Type Category (FD1.21): 5 - Service Call						
22-0000564	10:42:03	C - Shift 6P FRI / 6P SUN	542 - Animal rescue	None		
22-0000473	12:00:00	B - Shift 6A MON / 6P FRI	550 - Public service assistance, other	None		
22-0000529	03:41:13	C - Shift 6P FRI / 6P SUN	554 - Assist invalid	None		
22-0000461	21:18:09	C - Shift 6P FRI / 6P SUN	561 - Unauthorized burning	None		
22-0000497	21:40:18	C - Shift 6P FRI / 6P SUN	561 - Unauthorized burning	None		
22-0000572	13:15:29	B - Shift 6A MON / 6P FRI	561 - Unauthorized burning	Automatic aid received		
						Total: 0.00%
Count: 6						
Incident Type Category (FD1.21): 6 - Good Intent Call						
22-0000474	13:43:58	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
22-0000532	18:03:51	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0000546	09:15:57	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
22-0000550	17:56:44	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
22-0000563	23:24:01	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
22-0000552	01:41:40	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
22-0000480	18:22:09	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0000486	15:57:29	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0000487	04:35:18	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0000438	03:32:20	A - Shift 6P SUN / 6A FRI	622 - No incident found on arrival at dispatch address	None		
22-0000447	09:48:58	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
22-0000512	13:26:15	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
22-0000566	21:25:49	A - Shift 6P SUN / 6A FRI	631 - Authorized controlled burning	None		
						Total: 0.00%
Count: 13						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
22-0000460	18:26:00	A - Shift 6P SUN / 6A FRI	7001 - Dispatch Error (Never Dispatched)	None		
22-0000479	17:55:14	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
22-0000544	20:07:22	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
22-0000561	05:16:05		735 - Alarm system sounded due to malfunction	None		
22-0000571	12:06:49	B - Shift 6A MON / 6P FRI	740 - Unintentional transmission of alarm, other	None		
22-0000494	22:37:14	A - Shift 6P SUN / 6A FRI	743 - Smoke detector activation, no fire - unintentional	None		
						Total: 0.00%
Count: 6						
						Total: 0.00%
Count: 135						

Hour of Day	Number of Runs
00:00:00 - 00:59:59	5
01:00:00 - 01:59:59	4
02:00:00 - 02:59:59	1
03:00:00 - 03:59:59	3
04:00:00 - 04:59:59	3
05:00:00 - 05:59:59	2
06:00:00 - 06:59:59	1
07:00:00 - 07:59:59	4
08:00:00 - 08:59:59	2
09:00:00 - 09:59:59	4
10:00:00 - 10:59:59	7
11:00:00 - 11:59:59	8
12:00:00 - 12:59:59	11
13:00:00 - 13:59:59	12
14:00:00 - 14:59:59	5
15:00:00 - 15:59:59	8
16:00:00 - 16:59:59	10
17:00:00 - 17:59:59	11
18:00:00 - 18:59:59	6
19:00:00 - 19:59:59	8
20:00:00 - 20:59:59	3
21:00:00 - 21:59:59	8
22:00:00 - 22:59:59	6
23:00:00 - 23:59:59	3
Total: 135	

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Assistant Assessor Recommendation-Recommendation Heath Gorney

Prepared by Lydale Weaver

On 6/13/2022

Board of Trustees:

We have reviewed applications for the Assistant Assessor position posted with the Township. Our Head Assessor Connor Galligan, and HR Director Lydale Weaver were part of the interview process. We are recommending Heath Gorney for the Assistant Assessor position.

Among a group of qualified candidates for the Assistant Assessor Position- one stood out. Heath Gorney has a passion for assessing that is rare. He has the desire to learn every aspect of assessing and has a drive to be the best version of himself. Heath is ideally qualified for this position and comes to Allendale with a wealth of diverse knowledge and experience. We are very excited to recommend Heath for this position.

We recommend an annual salary of \$66,000. We look forward to Heath being part of the Allendale Charter Township team. This offer is contingent on Heath passing pre-screen employment checks.

Respectfully,

Connor Galligan and Lydale Weaver

Head Assessor and HR Director

JOB TITLE:	TBD: Past Titles: Project Coordinator, Assistant Twp Administrator
DEPARTMENT:	
REPORTS TO:	Township Supervisor
FLSA STATUS:	Hourly or Salary – Exempt?
POSITION TYPE:	Full Time
SALARY RANGE: (optional)	A6
EFFECTIVE DATE:	6/13/2022

SUMMARY:

The [TBD] reports directly to the Township Supervisor and is responsible for the completion of a variety of tasks. Tasks range in scope from day to day correspondence on behalf of the Township Supervisor; coordination of internal and external projects; and planning and coordinating municipal improvements. This position involves working with the public, internal and external government entities, contracted firms and engineers, and department managers, among other stakeholders. As such, this position requires a professional individual that is organized, detail oriented, and communicates at a high level with the ability to establish relationships in order to complete projects in a timely, effective manner.

This person will be working on group and individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to lead discussion that moves projects forward. They must be adaptive, flexible and responsive to challenges.

The [TBD] also interacts with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be technical-minded and capable of handling multiple tasks simultaneously.

This is a salaried full-time position. Health, dental, vision and supplemental insurance is offered for this position along with a retirement plan and paid time off. Grade A6.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Planning, Coordination, and execution of projects as assigned by the Township Supervisor
2. Day to day correspondence and telephone calls related to current projects
3. Create project timelines, budgets, and plans, as well as provide updates, and coordinate various teams and firms in project and program implementation
4. Work with cross-functional teams, including engineering, finance, assessing and other municipal departments on various projects as required

5. Work with internal and external individuals, teams and organizations – including, but not limited to engineering, legal, planning, finance, building, zoning, and County/State departments – on various projects to maintain compliance, carry out strategic planning and drive improvements
6. Maintain a working knowledge of all applicable Township zoning and general law ordinances, as well as applicable statutes and codes, in order to interact with the public, contractors, and engineers
7. Assist in the preparation of Township Board meeting agendas and packets
8. Prepare reports and present to the Township Board as requested
9. Other duties as assigned

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

REQUIRED SKILLS / ABILITIES:

1. Experience with planning, managing, and executing short and long-term projects is required
2. Strong problem solving, budgeting, and schedule coordination skills, with the ability to provide advice, solve conflicts, negotiate, and plan strategically for the future
3. Expected to attend workshops, classes, and seminars as required to further education and experience
4. Strong multi-tasking abilities, with the capacity to work on multiple projects simultaneously
5. Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees by explaining issues and procedures and sharing information related to the strategic goals of the project
6. This position requires heavy use of logic, intuition, analysis and judgement and the ability to communicate these effectively with all stakeholders
7. Superior administrative and organizational skill are necessary to meet the goals and deadlines of multiple projects. Time management skills are essential to be successful in this position
8. The ability to apply for and administer state, federal and private grants is desired.

MINIMUM QUALIFICATIONS:

Education:	A college degree in public administration, business or finance, engineering, or a related field is required, or an equivalent amount of experience in a related field.
Experience:	Previous project management and administration experience is required
Licenses:	
Certifications:	
Miscellaneous:	

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

Primarily an office environment. However, this position is also expected to visit to outdoor project sites as needed.

PHYSICAL REQUIREMENTS:

1. Ability to interact with others and communicate effectively through use of telephone and computer/email correspondence
2. Ability to walk from place to place and the ability to sit for extended periods of time when required
3. Ability to read and perform math functions
4. Ability to lift up to 25lbs occasionally and to kneel, bend, and stoop when required

TRAVEL REQUIREMENTS:

No overnight travel unless participating in a conference. Occasional travel to other municipalities during the workday is expected.

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:

Name (Print)

Signature

Date

Revision 6/8/2022

For Office Use Only:

Received by: _____

Date: _____

Allendale Charter Township Parks and Recreation Advisory Board Bylaws
Adopted – February ____, 2016

The Allendale Charter Township Parks and Recreation Advisory Board hereby adopts the following rules to facilitate the performance of its duties as outlined below.

SECTION 1

Purpose: The purpose of the Allendale Charter Township Parks and Recreation Advisory Board (the “Advisory Board”) is to provide advice and related assistance to the Allendale Charter Township Board (“the Township Board”) regarding the parks and recreational needs and wants of the Allendale Charter Township residents.

SECTION 2

Officers:

- A. At the first regular meeting each year, the Advisory Board shall select from its membership a chairperson, vice chairperson, and secretary. All officers shall serve a term of two years or until their successors are selected and assume office, except as noted in B and C below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. Chairperson – The chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Advisory Board.
- C. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to his office for the unexpired term, and the Advisory Board shall select a successor to the office of vice chairperson for the un-expired term.
- D. Secretary – The secretary shall execute documents in the name of the Advisory Board, perform the duties hereinafter listed below, and shall perform such other duties as the Advisory Board may determine.
 - a. Minutes – The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions, or recommendations made on any action and record of attendance.
 - b. Correspondence – The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Advisory Board. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Advisory Board.

- c. Notices – The Chairperson shall notify the Township Clerk of any notices, publications or meeting notices which must be published in accordance with the Open Meetings Act
- E. The chairperson shall present the recommendations of the Advisory Board to the Township Board for their consideration of such request.

SECTION 3

Membership:

- A. Members – The Advisory Board shall consist of no more than nine voting Members who shall be residents of Allendale Charter Township. Each Member shall have one vote. Members shall be chosen by the Township Supervisor with the approval of the Township Board.
- B. Representation – The Township may wish to consider representation from the Planning Commission, Downtown Development Authority, Allendale Schools, Township Board, as well as other community representation from organizations such as the Allendale Township Youth Athletic Association, the Adult Softball Association, and ASO.
- C. Term – Members shall serve a term of two years. All membership terms shall begin on January 1 for the Member's upcoming year of service with terms among the members being staggered on an annual basis.

SECTION 4

Meetings:

- A. Regular Meetings – The Advisory Board shall hold not less than four regular meetings each year. The date and time shall be determined in a vote of the Advisory Board and noted in the meeting minutes. Other meetings may be held as necessary and must be approved in advance by the Township Supervisor. Holidays should be considered when establishing the schedule to avoid conflicts. Notice of regular Advisory Board meetings shall be posted in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.
- B. Special Meetings – Special meetings requests may be made by the chairperson or upon written request to the secretary by at least two Members of the Advisory Board. The meeting must be approved by the Township Supervisor prior to scheduling. The scheduling of the meeting business conducted by the Advisory Board shall be in accordance with the Open Meetings Act.
- C. Public Records – All meetings, minutes, records, documents, correspondence, and other materials of the Advisory Board shall be open to public inspection in accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, except as may otherwise be provided by law.

- D. Quorum – A majority of the appointed members shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Voting – A majority vote of the Advisory Board Members is required to submit a plan for the Parks and Recreation Master Plan.
- F. Agenda – The chairperson shall be responsible for preparing the agenda for Advisory Board meetings. The order of business for meetings is suggested as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Recognition of Visitors
 - 4. Approval of Agenda
 - 5. Approval of Minutes
 - 6. Correspondence
 - 7. Old Business
 - 8. New Business
 - 9. Public Comment (3 minutes/person)
 - 10. Comments from Advisory Board
 - 11. Adjournment

SECTION 5

Duties:

The Advisory Board shall perform the following duties:

- 1. Prepare an annual report to the Township Board, and present at least once per year to the Township Board.

2. Prepare special studies, plans as deemed necessary by the Advisory Board or Township Board and for which appropriations of funds have been approved by the Township Board, as needed.
3. Attend training sessions, conferences or meetings as needed, with approval by the Township Board.
4. Perform other duties and responsibilities or respond as requested by any Township Board or Advisory Board.
5. Draw up and submit plans to the Township Board for approval.
6. Add the plans to the Master Plan for a long-term vision of the parks.
7. Create and help with fundraising for the parks.
8. Assist with grant proposals.
9. Oversee projects to completion and satisfaction of the Parks Advisory Board.
10. To research pricing options and gather information to present to the Township Board.
11. Seek volunteer to do various projects throughout the parks. Volunteer applications will be processed through the Township's volunteer program.
12. Create rules and regulations for the parks with Township Board approval.

SECTION 6

Absences, Removals, Resignations, and Vacancies:

- A. To be excused, Members of the Advisory Board shall notify the Advisory Board Chairperson or other Advisory Board Member when they intend to be absent from a meeting. Failure to make this notification before the meeting shall result in an unexcused absence. If a Member is absent from more than two meetings in a calendar year, the Township Supervisor may remove the Member with a vote of the Township Board.
- B. The Township Supervisor may remove Members of the Advisory Board with a vote of the Township Board. The Member may attend the meeting of the Township Board to describe their opposition for the removal.
- C. A Member may resign from the Advisory Board by sending a letter of resignation to the Township Supervisor.
- D. Vacancies shall be filled by the Township Supervisor with the approval of the Township Board. Successors shall serve out the unexpired term of the Member being

replaced, with the ability for reappointment at the discretion of the Township Supervisor.

SECTION 7

Conflicts of Interest:

- A. No Member of the Advisory Board shall participate in any matter in which he/she has a financial interest, or will be directly affected by a Board decision, or has or believes he/she has a conflict of interest as defined by applicable law. No member of the staff or any agency service the Board shall present reports or arguments, or attempt to influence decisions of the Board on any matter in which the staff members or agency has a similar interest.
- B. As soon as a Member becomes aware of a potential conflict of interest in a matter to come before the Board, he/she shall notify the Chairman. The Member who has the potential conflict should describe the conflict of interest to the Board. Therefore, the Chairperson shall call for a motion to recuse the Member and the Board shall vote on the motion. If recused, the Member should excuse him/herself from the discussion and take a seat in the audience until the matter is resolved. A recused Board Member may speak for or against the matter, but must do so during the public comment period or at the approval of the Chairperson. Status of a Board Member does not allow the recused Member to speak freely during the recused portion of the meeting; the recused Member will participate as a member of the public during this time.

SECTION 8

Amendments: These Bylaws may be amended at any Township Board meeting by a majority vote of the Township Board. The Advisory Board may recommend updates to the Township Board via a majority vote held during an Advisory Board meeting.

SECTION 9

Adoption: These bylaws are adopted by the Township Board at the regular meeting on [MONTH] _____, 2022.



"Where community is more than just a concept!"

Hiring and Discharge Policy Update

Prepared by Lydale Weaver

On 5/23/2022

Board of Trustees:

Since my time here at Allendale Township, I have noticed some inefficiencies with our hiring policy and process. Specifically, there are concerns with the timing of board meetings, and the ability to get the selected candidates quickly hired and onboard. Given the competitive nature of the job market, our organization has experienced qualified candidates moving onto other opportunities because the current process does not provide for an efficient hiring process. Department Heads have expressed concerns. I have reviewed various options to rectify the concerns with the current policy.

It is my recommendation that the Board of Trustees authorize the Department Head, Human Resources Director, and the Township Supervisor to hire qualified candidate's contingent upon passing pre-employment screening. In addition, I recommend the Human Resource Director be responsible for including notification of all hiring decisions in the "For Information" section of the Board Packet. This notification will be included at the next meeting of the Board of Trustees following the acceptance of the employment offer.

Below is a recruitment and hiring section I think that should be added to the handbook

Recruitment and Hiring

The Township Supervisor, with the assistance of the affected Department Head and Human Resources, shall be responsible for the recruitment and hiring of all Township personnel, consistent with the Township's selection policy. However, the Township Supervisor shall hire Department Heads only with

the approval of the Township Board. In order to attract qualified applicants for full-time and part-time openings the following procedures shall be utilized.

A. Required qualifications and job descriptions will be available for review by any applicant for an open position.

B. All applicants will be expected to submit a resume and apply for the open position.

Qualified applicants should fit the criteria established for the particular positions as detailed by the job description. The Township Supervisor, Department Heads, and Human Resources should review job descriptions for Township employees to insure that the knowledge, skills, abilities, and other qualifications required for particular jobs keeps pace with the changing work environment and the needs of the Township.

I recommend the following additions for discharge and appeal.

Discharge

The Township Supervisor, Department Head, and/or Human Resources will discuss the offense with the employee. A Township Board member may be present at the request of the employee, Supervisor, Department Head, or Human Resources. A memorandum of termination will be prepared by Human Resources and presented to the employee. The employee's termination shall be effective upon the date specified in the memorandum.

For purposes of this policy, Department Heads also have authority to discharge an employee. When the Supervisor is not available, the above listed policy will still be followed. The Department Head may send the employee home or place the employee on temporary suspension, with or without pay, while the above listed individuals are convened.

If discharged, the employee may request to provide an explanation to the Township Board.

Appeal

If an employee is discharged, the employee may appeal the discharge, in writing, to the Township Board. Such an appeal must be made within 14 calendar days of the discharge. Once an appeal is submitted to the Township Board, the Township Board will have 30 days to address it and respond. If the Township Board determines via a simple majority vote that the employee should not have been terminated, the employee shall be reinstated and shall be compensated for regular wages lost since their last date of employment; payable at the first available payroll after the conclusion of the discharge procedure. Following reinstatement, the Supervisor and Department Head shall have the authority, unless otherwise directed by the Township Board, to place the employee in a different role if reinstating the employee to their previous role would have adverse effects upon the employee, the department, other employees, or the Township. If the role or responsibilities of the employee are changed, the rate of pay for the employee shall not be reduced.

Respectfully,

Lydale Weaver
Lydale Weaver
HR Director

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Dear Board of Trustees,

In 2011 Allendale Charter Township contracted with Professional Code Inspections of MI, Inc. (PCI) to provide building inspections, zoning administration and zoning enforcement for our community. Between then and now the Allendale community has grown by more than 50%. Additionally, the pace of growth and development has continued to accelerate. For example, in 2011 twenty-five (25) new homes were built in Allendale. In 2020, ninety-six (96) new homes were built. This growth has challenged and strained our organization and our partners as we work to grow and adapt with the community.

The challenges facing our community have changed since 2011, however we have not updated our partnership agreement with PCI or updated our building permit fee schedule. Kirk Scharphorn Jr. (Co-President, PCI) and I have been working to update our contract and fee schedule. With the intent to better capture how we are operating today as well as giving our organizations a new foundation to build and grow from. It is our intent to continue to strengthen the relationship between our organizations. In part, by more regularly reviewing our partnership agreement and reviewing the costs to provide exceptional service to the twenty-seven thousand (27,000) plus stakeholders in the Allendale community.

We appreciate you taking the time to review our proposal and we're both thankful for the opportunity to serve this community.

Sincerely,



Kevin Yeomans, Allendale Charter Township, Assistant Township Administrator

Professional Code Inspections of Michigan

BUILDING PERMIT FEE SCHEDULES

- All building permit project valuations are computed as the **entire project value minus land value**. Project value shall include the contract price, and include all sub-contracts such as electrical, plumbing, & mechanical systems, paving, concrete flatwork, etc. Evidence of these costs shall be presented to the Building Official by the permit applicant.

ALLENDALE CHARTER TOWNSHIP

- Residential (one & two family) 1st \$999.00 of project value = \$45.00
+ \$3.00 for each \$1,000 above \$999.00
- Multi-family & Commercial 1st \$999.00 of project value = \$45.00
+ \$2.25 for each \$1,000 above \$999.00
- Industrial 1st \$999.00 of project value = \$45.00
+ \$2.00 for each \$1,000 above \$999.00
- Plan review fee for all commercial, industrial and multi-family projects \$40.00 per hour
- Detached accessory buildings / structures 1st \$999.00 of project value = \$45.00
+ \$2.50 per \$1,000 above \$999.00

Zoning Compliance Fee: \$30.00 for all building permits

BLENDON TOWNSHIP

- Residential (one & two family): 1st \$1,000 of project value = \$50.00
+ \$10.00 for each \$1,000 of value from \$1,001-\$10,000
+ \$7.00 for each \$1,000 of value above \$10,000.
- Commercial, multi-family and industrial: 1st \$1,000 of project value = \$50.00
+ \$10.00 for each \$1,000 of value from \$1001-\$10,000
+ \$5.50 for each \$1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$75.00

CITY OF COOPERSVILLE

- Residential permits: 1st \$1,000 of project value = \$40.00
+ \$10.00 for each \$1,000 of value from \$1001-\$10,000
+ \$5.00 for each \$1000 above \$10,000
- Industrial / Commercial / Multi-family: 1st. \$1000 of project value = \$60.00
+ \$10.00 for each \$1,000 of value from \$1001- \$10,000
+ \$5.00 for each 1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$100.00.

GEORGETOWN CHARTER TOWNSHIP

- Residential (one & two family): 1st \$1,000 of project value = \$35.00
+ \$7.00 for each add'l. \$1,000 of value from \$1001-\$10,000
+ \$4.00 for each add'l. \$1,000 above \$10,000
- Commercial, multi-family and industrial: 1st \$1,000 of project value: \$35.00
+ \$7.00 for each add'l. \$1,000 of value from \$1001-\$10,000
+ \$5.50 for each add'l. \$1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$75.00

Zoning Compliance / Site plan review fee 0-999 square feet \$50.00
1,000 square feet + \$100.00

CITY OF GRANDVILLE

- Residential (one & two family): 1st \$1,000 of project value = \$60.00
+ \$10.00 for each \$1,000 of value from \$1001-\$10,000
+ \$6.00 for each \$1,000 of value above \$10,000.
- Commercial, multi-family and industrial: 1st \$1,000 of project value = \$60.00
+ \$10.00 for each. \$1,000 of value from \$1,001-\$10,000
+ \$7.00 for each \$1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$150.00

CITY OF HUDSONVILLE

- Residential permits: 1st \$1,000 of project value = \$60.00
+ \$10.00 for each \$1000 of value from \$1,001-\$10,000
+ \$5.00 for each \$1000 above \$10,000
- Industrial / Commercial / Multi-family: 1st. \$1,000 of project value = \$60.00
+ \$10.00 for each \$1000 of value from \$1,001- \$10,000
+ \$6.00 for each 1000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$100.00.

OLIVE TOWNSHIP

- All permits: 1st \$1,000 of project value = \$40.00
+ \$10.00 for each \$1000 of value from \$1,001-\$10,000
+ \$3.50 for each \$1000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$75.00.

ROBINSON TOWNSHIP

- Residential (one & two family): 1st \$1,000 of project value = \$40.00
+ \$10.00 for each \$1,000 of value from \$1,001-\$10,000
+ \$4.00 for each \$1,000 of value above \$10,000.
- Commercial, multi-family and industrial: 1st \$1,000 of project value = \$40.00
+ \$10.00 for each \$1,000 of value from \$1,001-\$10,000
+ \$4.00 for each \$1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$100.00

TALLMADGE CHARTER TOWNSHIP

- Residential (one & two family): 1st \$1,000 of project value = \$50.00
+ \$10.00 for each \$1,000 of value from \$1001-\$10,000
+ \$4.00 for each \$1,000 of value above \$10,000.
- Commercial, multi-family and industrial: 1st \$1,000 of project value = \$40.00
+ \$10.00 for each \$1,000 of value from \$1001-\$10,000
+ \$4.00 for each \$1,000 of value above \$10,000
- Plan review fee for all commercial, industrial and multi-family projects: 1/1000 of project value with a minimum of \$100.00

ZEELAND CHARTER TOWNSHIP

Residential Fee Schedule

<u>Valuation</u>	<u>Fee</u>
\$0.00 to \$1,000	\$40.00
\$1,001 to \$10,000	\$40.00 + \$10.00 for each additional \$1,000.00 and fraction thereof
\$10,001 +	\$130.00 + \$4.00 for each additional \$1,000.00 and fraction thereof

Commercial Fee Schedule

<u>Valuation</u>	<u>Fee</u>
\$0.00 to \$1,000	\$40.00
\$1,001 to \$10,000	\$40.00 + \$10.00 for each additional \$1,000.00 and fraction thereof
\$10,001 +	\$130.00 + \$5.00 for each additional \$1,000.00 and fraction thereof

Plan Review Fees

Residential projects that are governed by the Michigan Residential Code valued at less than \$500,000.00 or less than 3500 square feet of habitable space are exempt from plan review fees. Projects valued greater than \$500,000.00 or greater than 3500 square feet will be charged a plan review fee of \$100.00. Commercial and multi-family residential projects will be charged a plan review fee that is equal .001 or 1 / 1000th of the total construction cost of the project. Minimum plan review fee \$150.00.

Miscellaneous Fees

Pre-manufactured Homes:

In a licensed mobile home park	\$125.00
HUD 309 Certification Fee.....	\$ 75.00
Outside of a licensed mobile home park.....	Based on value

Demolition Permit Fee:

All structures.....	Based on value
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***Note: Additional fees may apply if the building is dangerous and unsafe**

Site Plan Review Fee

Residential Site Plan Review – 0-999 Square Feet.....	\$50.00
Residential Site Plan Review – 1000+ Square Feet.....	\$75.00

Additional Inspections:

Additional Inspection Fee.....	\$40.00
Inspections not requiring a permit.....	\$75.00

Work Started without a Permit:

Investigation Fee:.....	\$150.00
Stop Work Order:.....	\$250.00

Dangerous and Unsafe Structures:

Investigation Fee.....	\$150.00
Condemnation.....	\$250.00
Monitoring Fee (per site visit).....	\$ 50.00
Additional Enforcement Action (hourly).....	\$ 50.00

***Note: Fees to be billed to the property owner if a structure is found to be dangerous and unsafe**

**Construction Code Inspection,
Enforcement and Administration Contract**

*This contract beginning the _____ day of May, 2022 , by and between the **Charter Town ship of Allendale, Ottawa County, Michigan (herein after Township): and Professional Code Inspections of Michigan, Inc. of Dorr, Michigan (hereinafter Company), to perform code enforcement of building, electrical, mechanical and plumbing codes, inspections, permits.***

Whereas, the Township has appointed the following public officials to perform certain construction code enforcement functions within the Township specified after their names, pursuant to the within contract:

Building Officials:

Tom Bosch, Chuck Dyk, Kevin Jacobs, Kirk Scharphorn

Building Inspectors:

Tom Bosch, Chuck Dyk, Jack Houghtalin, Kevin Jacobs, Kirk Scharphorn

Plan Reviewers:

Tom Bosch, Chuck Dyk, Chris Groenhof, Mark Hollebeek, Kevin Jacobs, Scott Plaggemeyer, Loran Serne, Kirk Scharphorn

Electrical Inspectors:

Luke Bosscher, Scott Plaggemeyer, Loran Serne

Plumbing & Mechanical Inspectors:

Chris Groenhof, Mark Hollebeek, Kirk Scharphorn, Vic Spaanstra, Dan VanDyke

Whereas, the foregoing individuals have accepted these appointments and have qualifications to perform such functions through training, experience, and State registration; and

Whereas, said appointed officials are employed by the Company and wish to continue such employment, notwithstanding the aforesaid appointment as a public official. Now, therefore, in consideration of the premises and the covenants and conditions hereafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The Township hereby retains the Company to provide technical and consultation services to assist the Township and the aforesaid public officials in the performance of said officials' duties and responsibilities in inspecting plans and construction using applicable codes and fees as adopted by the Township. All records including permit applications, permits, zoning approvals, inspections sheets, construction plans, certificates of occupancy, surveys, and any other such legal documents shall be the property of the Township.

2. The Company shall provide to the Township no less than monthly, an export of the permit activity from the Companies BS & A Building Department.net software. The Township acknowledges that this export will contain permit information only for the purpose of importing into the assessing system and is not a full electronic copy of all records.
3. Said appointed officials shall be directly responsible to the Township in the performance of their duties and responsibilities hereunder and may be removed at will by the Township for failure to perform such duties and responsibilities to the satisfaction of the Township or for any other reason which the Township shall deem sufficient. In the event of such removal, this contract with the Company shall be suspended as to such removed officials' functions until the Township Council has duly appointed a qualified substitute official.
4. The actions and decisions of such appointed officials shall be governed and controlled by this contract and by the respective construction codes adopted by the Township applicable to their functions and they shall not exercise any discretion with respect thereto unless specified in said codes.
5. Said officials shall not be considered employed by the Township and accordingly the Township shall have no responsibility for any expenses of such officials for workers compensation insurance, unemployment insurance, health and/or accident insurance, public liability insurance, or for any withholding for social security, federal or state income taxes or otherwise. The Company shall furnish to the Township satisfactory evidence of all the foregoing coverage of said officials as employees. The company agrees to add the Township of Allendale as an additional insured on their General Liability and Professional Liability insurance policies if requested. Certificate of Insurance's shall be given to the Township Clerk along with any cancellations or material modifications.
6. Since the within contract does not create an employer/employee relationship between the Township and the officials, it is understood that the Township is interested only in qualified review and inspections of construction under the pertinent construction code provisions of the Township, the administration and enforcement of said codes, reports and inspections with the time limits herein specified, and accordingly each official shall otherwise be in control of the time and method of such activities, subject to the provisions of paragraphs 6,7 and 8 herein.
7. All inspections and decisions pertinent to such inspections shall be completed by the official within two business days of said official being notified by the construction contractor or property owner of any construction requiring an inspection and decision on compliance or non-compliance with the Townships pertinent construction codes unless excused from such time constraints for reasons beyond the control of the official.

8. All such appointed officials shall perform their duties and obligations hereunder in a good and workmanlike manner to the satisfaction of the Township, and shall maintain the officials qualifications and registration with the State of Michigan necessary to perform the obligations hereunder; shall not engage in any construction work within the Township involving the officials particular inspection function, thereby disqualifying said official from continuing as such official; and shall remain knowledgeable for the particular code and all amendments thereto which said official is hereby authorized to administer and enforce.
9. Any uncorrected violations of the Township or State Codes in effect within the Township shall be enforced by the official as the Cities enforcing officer through notices to the permit holder, orders to appear and show cause why the construction should not be stopped by stop work orders, by applications to circuit court for injunctive or other relief by compliant and warrant against the violator, and by other remedies allowed by law, construction code or ordinance. All proceedings shall be brought in the name of the Township and the Township shall be responsible for the out-of-pocket costs of such proceedings. No court proceedings shall be commenced without the approval of the Township Board.
10. As consideration for the performance of the within contract by the Company and the appointed official or officials, the Township shall pay to the Company the following sums:
 - A. Ninety **(90 %)** of all revenues collected for permit fees and special inspections as payments for services rendered.
 - B. The Township shall make the foregoing payments as outlined in article 9A of the monthly revenues collected to the Company within 30 days of the receipt of a month's activities report from said Company based upon such docket entries. Complete docket entries shall accompany the monthly activities report and shall be filed with the Township Clerk.
 - C. All revenues collected by the company shall be in the name of the Township.
11. A duly appointed official shall have authority to seek assistance from the State Construction Code Commission or its duly qualified personnel in reviewing any construction plans or making any required inspections or decisions in the performance of said officials' duties appealed to the Townships Construction Board of Appeals created under state statute.

12. Any and all permit fees that for any reason are collected from an applicant by an official shall be accounted for and turned over to the Township Treasurer as Township funds not less frequently than monthly or as requested by the Township.
13. The Township agrees regular office hours at the Township Hall are not required for the Company, the Township does have the right to request such hours should a need arise at a future date.
14. Inspection request shall be requested directly from the company. Request for inspections made to Township may be forwarded to the company however it is preferred they be directed to contact us directly.
15. Inspection results upon request from the Township may be forwarded as frequently as requested should results be needed for keeping information current on Township software programs. The Company shall obtain a set of construction plans for the Township Assessor and attach a copy of the building permit to each such set of plans. The plans and building permit copy shall be delivered to the assessor's office not less than monthly.

This agreement may be terminated by either party upon 60 days written notice to the other party.

In witness whereof the parties hereto have executed this contract by authority of their respective governing boards or other designated controlling authority the day and date first above written.

Signed in the presence of

Township of Allendale

Township Supervisor

Township Clerk

Professional Code Inspections of MI, Inc.

President

Secretary

The undersigned hereby acknowledge their appointment as a construction official of the Township under the terms of the within contract which is attached hereto and made a part thereof.

Building Officials / Inspectors / Plan Reviewers

[illegible]

Professional

CODE
INSPECTIONS



Proposal For
*Revised Building and
Zoning Fee Schedules*
Allendale Charter Township

Kirk Scharphorn Jr.
Co-President
616.667.8803
kscharphornjr@pcimi.com

May 9, 2022

All information contained in this document shall be considered proprietary and confidential



May 9, 2022

Adam Elenbaas
Allendale Charter Township
6676 Lake Michigan Dr.
Allendale, MI 494012

Dear Supervisor Elenbaas,

Professional Code Inspections of Michigan Inc. has been providing construction code administration and enforcement services to Allendale Charter Township since 2000. Our company greatly enjoys working with the staff and residents of Allendale and looks forward to doing so for many years to come.

As you are aware, PCI has not increased fees for our services in over 20 years. The fee schedule that is presently in place is long out of date and no longer serves to meet the increased costs associated with administration of the State of Michigan Building codes in Allendale Charter Township. Some of these costs include wages, benefits, vehicles, fuel, and insurance.

Our research has shown that Allendale's current fee schedule is significantly lower than that of many of your surrounding communities. Per your request, I have enclosed a revised fee schedule that would better serve to meet the financial demands associated with the administration of your building department. The proposed fee schedule will serve to generate additional user based revenue that will help to offset the increased costs in providing our services.

PCI greatly appreciates the opportunity to work in your community. I thank you for your time and consideration of the proposed fee schedule.

Sincerely,

Kirk Scharphorn /s/

Kirk Scharphorn , Co-President
Professional Code Inspections of Michigan Inc.



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Building Permit Fee Schedule

Adopted: _____

The following fee schedule will be used to calculate the cost of a building permit for all new construction, additions, alterations and repairs. The valuation to be used in computing permit fees will be the total value of all construction for which the permit is being issued, including interior and exterior finish, electrical systems, plumbing systems, mechanical systems, fire suppression systems and elevators.

Valuation	Fee
\$0.00 to \$1,000	\$40.00
\$1,001 to \$10,000	\$40.00 + \$10.00 for each additional \$1,000.00 and fraction thereof
\$10,001 +	\$130.00 + \$4.00 00 for each additional \$1,000.00 and fraction thereof

Fees shall be based upon the estimated valuation supplied by the permit applicant or by multiplying the square footage of the project by the associated cost data in the most recent International Code Council Rate Table. Determination of which method used to establish an accurate project valuation will be at the discretion of the Building Official.

Plan Review Fees

Residential projects governed by the Michigan Residential Code and valued at less than \$500,000.00 or less than 3500 square feet of habitable space are exempt from plan review fees. Projects valued greater than \$500,000.00 or greater than 3500 square feet will be charged a plan review fee of 15% of the building permit fee. Commercial and multi-family residential projects will be charged a minimum plan review fee that is the greater of \$100 or .001% of the total construction cost of the project.

Miscellaneous Fees

Manufactured Homes:

In a licensed mobile home park	\$125.00
HUD 3089 Certification fee.....	\$75.00
Outside of a licensed mobile home park.....	Based on value

Demolition Permit Fee:

All structures.....	Based on Value
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***Note: Additional fees may be assessed if the building has been determined to be dangerous and unsafe**

Site Plan Review:

Residential Site Plan Review.....	\$75.00
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Additional Inspections:

Additional Inspection Fee:.....	\$40.00
Inspections not requiring a permit.....	\$75.00

Work Started without a Permit:

Investigation Fee:.....	\$150.00
Stop Work Order:.....	\$250.00

Dangerous and Unsafe Structures:

Investigation Fee:.....	\$150.00
Condemnation:.....	\$250.00
Monitoring Fee (per site visit):.....	\$ 50.00
Additional Enforcement Action (hourly).....	\$ 50.00

***Note: Fees to be billed to the property owner if a structure is found to be dangerous and unsafe.**

Exhibit A

February 2021 International Code Council-Building Permit Rate Table

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	233.95	225.89	220.42	211.39	198.92	193.15	204.70	181.63	174.97
A-1 Assembly, theaters, without stage	214.40	206.35	200.88	191.84	179.53	173.76	185.16	162.23	155.58
A-2 Assembly, night-clubs	182.86	177.56	173.06	166.05	156.54	152.22	160.22	141.73	136.94
A-2 Assembly, restaurants, bars, banquet halls	181.86	176.56	171.06	165.05	154.54	151.22	159.22	139.73	135.94
A-3 Assembly, churches	216.47	208.41	202.95	193.91	181.79	176.02	187.23	164.50	157.85
A-3 Assembly, general, community halls, libraries, museums	180.57	172.51	166.04	158.00	144.89	140.11	151.32	127.59	121.94
A-4 Assembly, arenas	213.40	205.35	198.88	190.84	177.53	172.76	184.16	160.23	154.58
B Business	186.69	179.79	173.86	165.19	150.70	145.02	158.70	132.31	126.48
E Educational	197.52	190.73	185.77	177.32	165.32	156.97	171.23	144.39	140.26
F-1 Factory and industrial, moderate hazard	111.86	106.71	100.58	96.68	86.77	82.81	92.61	72.75	68.09
F-2 Factory and industrial, low hazard	110.86	105.71	100.58	95.68	86.77	81.81	91.61	72.75	67.09
H-1 High Hazard, explosives	104.68	99.53	94.40	89.50	80.80	75.84	85.43	66.78	0.00
H234 High Hazard	104.68	99.53	94.40	89.50	80.80	75.84	85.43	66.78	61.12
H-5 HPM	186.69	179.79	173.86	165.19	150.70	145.02	158.70	132.31	126.48
I-1 Institutional, supervised environment	187.63	181.26	176.01	168.60	155.33	151.11	168.69	139.15	134.82
I-2 Institutional, hospitals	314.17	307.27	301.34	292.67	277.18	0.00	286.18	258.79	0.00
I-2 Institutional, nursing homes	217.67	210.77	204.84	196.17	182.68	0.00	189.68	164.29	0.00
I-3 Institutional, restrained	212.42	205.52	199.59	190.92	177.93	171.25	184.43	159.54	151.71
I-4 Institutional, day care facilities	187.63	181.26	176.01	168.60	155.33	151.11	168.69	139.15	134.82
M Mercantile	136.25	130.95	125.45	119.44	109.43	106.11	113.60	94.63	90.83
R-1 Residential, hotels	189.35	182.99	177.74	170.33	156.80	152.58	170.42	140.62	136.29
R-2 Residential, multiple family	158.84	152.48	147.23	139.81	127.05	122.83	139.91	110.87	106.54
R-3 Residential, one- and two-family	148.17	144.14	140.42	136.90	131.89	128.41	134.60	123.40	116.15
R-4 Residential, care/assisted living facilities	187.63	181.26	176.01	168.60	155.33	151.11	168.69	139.15	134.82
S-1 Storage, moderate hazard	103.68	98.53	92.40	88.50	78.80	74.84	84.43	64.78	60.12
S-2 Storage, low hazard	102.68	97.53	92.40	87.50	78.80	73.84	83.43	64.78	59.12
U Utility, miscellaneous	80.38	75.90	71.16	67.61	60.99	57.00	64.60	48.23	45.92

Building Permit
Fee Schedule Comparison

Type of Project	Project Cost	Allendale	Salem/Dorr	Wyoming	Byron Center	Blendon	Proposed
Egress Window	\$1,000.00	\$40.00	\$40.00	\$67.00	\$48.00	\$35.00	\$40.00
Deck	\$5,000.00	\$60.00	\$70.00	\$95.00	\$87.00	\$63.00	\$120.00
Accessory Building	\$20,000.00	\$65.00	\$170.00	\$200.00	\$122.50	\$180.00	\$220.00
Residential Addition	\$50,000.00	\$202.50	\$290.00	\$420.00	\$222.00	\$298.00	\$340.00
Residential Remodel	\$100,000.00	\$365.00	\$490.00	\$770.00	\$372.00	\$548.00	\$540.00
New Residence	\$250,000.00	\$481.00	\$1,090.00	\$1,820.00	\$812.00	\$1,298.00	\$1,140.00
Commercial Addition	\$500,000.00	\$2,090.00	\$2,090.00	\$3,500.00	\$1,168.00	\$2,793.00	\$2,090.00
Plan Review		\$500.00	\$500.00	\$875.00	\$200.00	\$500.00	\$500.00
Total		\$2,590.00	\$2,590.00	\$4,375.00	\$1,368.00	\$3,293.00	\$2,590.00
New Commercial	\$1,000,000.00	\$4,090.00	\$4,090.00	\$7,000.00	\$2,248.00	\$5,543.00	\$4,090.00
Plan Review		\$1,000.00	\$1,000.00	\$1,750.00	\$400.00	\$1,000.00	\$1,000.00
Total		\$5,090.00	\$5,090.00	\$8,750.00	\$2,648.00	\$6,543.00	\$5,090.00

Building Permit
Fee Schedule Comparison

Type of Project	Project Cost	Allendale	Georgetown	Grandville	Byron Center	Hudsonville	Proposed
Egress Window	\$1,000.00	\$40.00	\$35.00	\$40.00	\$100.00	\$60.00	\$40.00
Deck	\$5,000.00	\$60.00	\$63.00	\$70.00	\$130.00	\$100.00	\$120.00
Accessory Building	\$20,000.00	\$65.00	\$134.00	\$180.00	\$200.00	\$200.00	\$220.00
Residential Addition	\$50,000.00	\$202.50	\$258.00	\$330.00	\$200.00	\$350.00	\$340.00
Residential Remodel	\$100,000.00	\$365.00	\$458.00	\$580.00	\$300.00	\$600.00	\$540.00
New Residence	\$250,000.00	\$481.00	\$1,058.00	\$1,330.00	\$505.00	\$1,350.00	\$1,140.00
Commercial Addition	\$500,000.00	\$2,090.00	\$2,793.00	\$3,070.00	\$2,600.00	\$3,090.00	\$2,090.00
Plan Review		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Total		\$2,590.00	\$3,293.00	\$3,570.00	\$3,100.00	\$3,590.00	\$2,590.00
New Commercial	\$1,000,000.00	\$4,090.00	\$5,543.00	\$6,070.00	\$4,100.00	\$6,090.00	\$4,090.00
Plan Review		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total		\$5,090.00	\$6,543.00	\$7,070.00	\$5,100.00	\$7,090.00	\$5,090.00

CHARTER TOWNSHIP OF ALLENDALE

COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION ADOPTING REVISED BUILDING PERMIT FEE SCHEDULE

RESOLUTION NO. _____

Minutes of a regular meeting of the Township Board, of the Charter Township of Allendale, County of Ottawa, Michigan, held in the Township Hall of said Township on the ____ day of _____ 2022 at 7:00pm.

PRESENT:

ABSENT:

WHEREAS, the Code of Ordinances of the Charter Township of Allendale authorizes the Township Board to provide by Resolution a schedule of fees for the services provided by the Building Official/Building Inspector and for other municipal bodies to carry out the purpose of the administration and enforcement of said code; and

WHEREAS, the Township deems it advisable to adopt by resolution the revised Building Permit Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Building Permit Fee Schedule as prescribed is hereby repealed.

BE IT FURTHER RESOLVED that the Building Permit Fee Schedule attached hereto as Exhibit A, is hereby adopted. This schedule shall remain in effect until amended or replaced.

MOVED BY BOARD MEMBER: _____

SECONDED BY BOARD MEMBER: _____

That the foregoing resolution be adopted with the effective date of: _____

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing resolution was adopted by the Township Board, at a regular meeting held on _____, 2022

Jody Hansen
Township Clerk

STATE OF MICHIGAN)
COUNTY OF OTTAWA)

I, Jody Hansen, the duly qualified and acting Clerk of the Charter Township of Allendale, Ottawa County, Michigan (the “Township”) do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of Allendale Charter Township at a regular meeting thereof held on _____, 2022 the original which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF,

I have affixed my official signature this ____ day of _____, 2022.

Jody Hansen, Clerk
Township Clerk

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of Spring Lake Township, Ottawa County, Michigan, held at the Spring Lake Township Hall, 106 South Buchanan Street, Spring Lake, Michigan, on the 10th day of December, 2007, at 7:00 p.m., local time.

Present: Nash, Boersma, Draeger, Cook, Lindquist, Mierle, Shay

Absent: None

The Supervisor stated the next order of business was the consideration of a resolution establishing a disbursement policy, allowing the Clerk and Treasurer of Spring Lake Township (the "Township") to make certain payments and expenditures prior to Board approval. The following resolution was offered by Nash and supported by Draeger:

Resolution 07-02 DISBURSEMENT POLICY

WHEREAS, The Spring Lake Township Board (the "Board") recognizes that, pursuant to policies of Local Audit and Finance Division of the Michigan Department of Treasury, that all government disbursements must be approved prior to disbursement; and,

WHEREAS, The Board acknowledges that the Local Audit and Finance Division of the Michigan Department of Treasury provides that "the legislative body may establish a formal policy to authorize payments prior to approval and to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very

limited and a list of the payments made prior to approval must be presented to the legislative body for approval.”

THEREFORE, IT IS NOW RESOLVED that in recognition of the requirements of the Michigan Department of Treasury, all of the categories of payments and expenditures listed below, may be paid by disbursements prior to approval by the Board. All payments, not listed below or falling into categories listed below, must be approved by the Board prior to disbursement. The items and billings that may be disbursed, prior to monthly approval by the Board are the following:

1. All payroll expenses including, but not limited to, payroll, payroll taxes, withholdings, retirement withholdings, and other employment related taxes or assessments.

2. All regular contractually mandated billings for services rendered to the Township on a periodic basis, pursuant to agreement between the Township and the service provider, including, but not limited to:

- a. Oversight and management of the water/waste water treatment system
- b. Contracted labor
- c. Progress billings for approved construction contracts.
- d. Any expenditure that has been pre-approved by the Board.

3. All billings for utilities, including heat, light, water or waste water, telephone, cable internet access, cable service, or other services where payment must be made by a specified date to avoid late or finance charges.

4. All credit card billings where payments must be made by a specified date to avoid late or finance charges. However, the Board shall specifically approve all credit card bills at the

following meeting, and such bill shall be subject to repayment by the individual utilizing the card if such bills are not approved.

5. Payments for insurance, insurance pool, or other surety charges, where payment must be made by a specific date in order to avoid late or finance charges. Such sums shall be approved by the Board at the first regularly scheduled meeting following the payment.

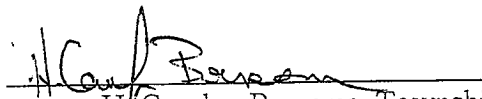
6. All resolutions in conflict in whole or in part with this resolution are revoked to the extent of such conflict.

YES: Unanimous

NO:

RESOLUTION DECLARED ADOPTED.

Dated December 10 2007.


H/Carolyn Boersma, Township Clerk

Custodial Job Description

JOB TITLE:	Custodial
DEPARTMENT:	Maintenance Department
REPORTS TO:	Facilities Supervisor
FLSA STATUS:	Non-exempt
POSITION TYPE:	<i>Full-Time</i>
SALARY RANGE:	
EFFECTIVE DATE:	

SUMMARY:

General custodial cleaning of Township facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Clean and maintain all Township facilities including cleaning bathroom, taking out trash, sweeping, mopping, wiping down surfaces and washing towels.
- Monitor building to ensure a neat and clean presentation and environment.
- Perform cleaning functions to keep building, furniture, fixtures and windows in a clean state.
- Wash glassware in the laboratory daily.
- Report emergency maintenance problems and / or environmental hazards immediately.
- Ordering and inventory of cleaning supplies
- Perform other job-related duties as assigned. (Custodial related)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

REQUIRED SKILLS / ABILITIES:

- Ability to operate a vehicle with a valid driver's license.
- Experience working in a custodial position in a commercial environment, preferred.
- Working knowledge of cleaning practices.
- Ability to read and write in English.
- Ability to understand and follow written and oral instructions.
- Attention to detail.
- Ability to perform work functions in a safe, effective manner.
- Maintain effective working relationships with coworkers.

MINIMUM QUALIFICATIONS:

Education:	<i>High school diploma / GED required</i>
Experience:	
Licenses:	None
Certifications:	None
Miscellaneous:	

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

WORKING CONDITIONS:

- Most work is to be done inside.
- Limited noise level.
- Cleaning supplies odors.

PHYSICAL REQUIREMENTS:

- You are required to be standing most of the time.
- Required to lift up to 50 pounds.

TRAVEL REQUIREMENTS:

You will have to be able to travel from Township building to Library and the Public Utilities buildings.

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____