

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, June 27, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the June 13, 2022 Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - May Finance Report
  - Minutes of the June 6, 2022 Planning Commission Meeting
  - May 2022 Sheriff's Department Monthly Report
- Public Hearings
- Public Comments
- Guest Speakers
  - Mid-Year Budget Update: Finance & Accounting Director, Tim VanBennekomp
- Action Items
  - Elina, Colette, and Gabriel Smith Request to Sell Snow Cones in the Township Park
  - Custodial Job Description
  - Professional Code Inspections Contract Update
  - Resolution 2022-07: Inspection Fee Update
  - Resolution 2022-08: Disbursement Policy
  - Vendor Fee Waiver for 2022 Concerts in the Park Series
  - Donation Moratorium / Donation Policy
- Discussion Items
  - Planning and Zoning Role and Job Descriptions
- Public Comments
- Board Comments

- Future Agenda Items
- Adjournment

**Our Wi-Fi connection may be used to access the Board Information Packet:**

- Account: ACT\_Guest
- Password: ACTguest
- File location: [www.allendale-twp.org](http://www.allendale-twp.org) → Agendas and Minutes → Agendas: Township Board

**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JUNE SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 13, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present: Mr. Zeinstra; Ms. Hansen; Ms. Kraker; Ms. Vander Veen; Mr. Vander Wall; Mr. Murillo and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Lydale Weaver, Human Resource Director; Greg DeJong, Ottawa County Commissioner; Paul Kraus; Kirk Scharphorn; and Rebecca Wildeboer.

Mr. Vander Wall pronounced the invocation.

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

BOT 22-102     Mr. Vander Wall moved to approve the agenda of today with the following amendment: to remove "Fire Station Update" from Guest Speakers and to add Commissioner Greg DeJong to Guest Speakers. The motion passed.

BOT 22-103     Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 23, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$1,096,204.78 and interim payments of \$5,385.53, as presented by the summary report for June 14, 2022.

The motion passed.

Items Received for Information

1. Minutes of the May 16, 2022, Planning Commission Meeting

2. Minutes of the May 17, 2022, Downtown Development Authority Meeting
3. April Sheriff's Department Report
4. May Fire Department Report

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Paul Kraus, Park Township

BOT 22-104 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Greg DeJong, Ottawa County Commissioner addressed the board with concerns he has with campaigning tactics being utilized this campaign season. Commissioner DeJong indicated there was misinformation being shared. He clarified various stances of the Ottawa County Board of Commissioners as well as his personal viewpoint on the various topics.

Several board members had questions and comments.

Action Items

- BOT 22-105 Ms. Vander Veen moved to cancel the June 14, 2022, Special Meeting: Strategic Planning Session. The motion passed.
- BOT 22-106 Ms. Kraker moved to approve the hiring of Heath Gorney for the Assistant Assessor position at an annual salary of \$66,000.00. The motion passed.
- BOT 22-107 Ms. Vander Veen moved to approve the Job Description of Operations Coordinator with the suggested amendments. The motion passed.
- BOT 22-108 Mr. Zeinstra moved to remove the proposed Parks and Recreation Committee Bylaws from the table. The motion passed.
- BOT 22-109 Ms. Vander Veen moved to approve the Parks and Recreation Committee Bylaws with the suggested amendments. The motion passed.
- BOT 22-110 Mr. Zeinstra moved to approve the Hiring & Discharge Policy Updates with the suggested amendments. The motion passed.

### Discussion Items

Kirk Scharphorn Jr., Professional Code Inspections (PCI), provided an overview of the proposed Professional Code Inspections contract. He highlighted the various updates to the contract. Mr. Scharphorn provided a history of the fee schedule. He indicated that the fees have not been evaluated in many years. The proposed fee schedule would remedy the outdated fees.

Mr. Elenbaas informed the board of state law that outlines that the Zoning Administrator Appointment must include a list of names of those that will be performing those duties.

Mr. Elenbaas presented a sample of a Disbursement Policy. Adopting such a policy allows for board oversight of accounts payable while increasing flexibility in paying bills timely to avoid late fees.

Mr. Elenbaas provided an overview of the proposed Donation Policy. He indicated this will be brought to a future meeting for board approval.

Lydale Weaver, Human Resource Director, and Mr. Elenbaas presented the proposed Custodial Job Description.

### Public Comments and Communications- None

BOT 22-111 Mr. Elenbaas moved to close public comment. The motion passed.

### Board Comments

Mr. Elenbaas provided a brief update on the fire station. He said that the work is on schedule, and we are within budget. He sought feedback from the board regarding a request for placing a banner above the road on 48<sup>th</sup> Avenue. The board was not in favor of banners above roadways.

Ms. Hansen updated the board on election preparations.

BOT 22-112 Mr. Murillo moved to adjourn the meeting at 8:29 p.m. The motion passed.

---

Jody L. Hansen, Clerk  
Of the Township of Allendale

---

Adam Elenbaas, Supervisor  
Of the Township of Allendale

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 General Fund</b>					
<b>Dept 000.000 REVENUE</b>					
101-000.000-284.193	JMM/46TH AVE SLU SAND MINING	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - JMM SAND MINING	825.00	
101-000.000-284.193	JMM/46TH AVE SLU SAND MINING	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	384.00	
101-000.000-284.205	HIGHPOINT REAL ESTATE-METRO HEA	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - METRO HEALTH	95.25	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - EMERALD SPRINGS	165.00	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	156.00	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CONIFER CREEK - BE	41.25	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	24.00	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CENTENNIAL FARMS	82.50	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	48.00	
101-000.000-284.223	SPRINGFIELD NORTH-BILTMORE-CHUR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - SPRINGFIELD NORTH	41.25	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - WENDY'S	123.75	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	36.00	
101-000.000-284.228	ALDI	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - ALDI	123.75	
101-000.000-284.228	ALDI	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	360.00	
101-000.000-284.228	ALDI	SCHOLTEN FANT	ATTORNEY SERVICES - MAY	240.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - MYSTIC WOODS - PHA	82.50	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	156.00	
101-000.000-284.230	SPECTRUM HEALTH ADDITION	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - SPECTRUM HEALTH	165.00	
101-000.000-284.230	SPECTRUM HEALTH ADDITION	FRESH COAST PLANNING LLC	PLANNING SERVICES - MAY	300.00	
Total For Dept 000.000 REVENUE				3,449.25	
<b>Dept 101.000 Township Board</b>					
101-101.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MTA	ANNUAL DUES - 2022	4,235.15	
Total For Dept 101.000 Township Board				4,235.15	
<b>Dept 191.000 FINANCE/ACCT</b>					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	40.00	
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	425.25	
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MMTA	FALL CONFERENCE - VANBENNEKOM	359.00	
Total For Dept 191.000 FINANCE/ACCT				824.25	
<b>Dept 209.000 EMPLOYEE INSURANCES</b>					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - JULY	11,577.63	
Total For Dept 209.000 EMPLOYEE INSURANCES				11,577.63	
<b>Dept 215.000 CLERK</b>					
101-215.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	20.00	
101-215.000-802.000	Contracted Services	GENERAL CODE LLC	CODIFICATION	1,528.40	
101-215.000-860.000	MILEAGE	JODY HANSEN	MILEAGE REIMBURSEMENT - 2ND QTR	476.31	
Total For Dept 215.000 CLERK				2,024.71	
<b>Dept 248.000 ADMINISTRATION</b>					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FOLDERS	14.94	
101-248.000-732.000	SUPPLIES	STAPLES	OFFICE SUPPLIES	36.33	
101-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL CONTRACT/MEMBER INVESTMENT - 2	2,500.00	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 06/08/22	45.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	152.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	303.07	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES	243.75	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	(1.38)	
Total For Dept 248.000 ADMINISTRATION				3,293.71	
<b>Dept 262.000 ELECTIONS</b>					

06/21/2022 01:50 PM

User: DENISE

DB: ALLENDALE

## INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 06/15/2022 - 06/28/2022

UNJOURNALIZED

Page: 2/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	STAPLES	ELECTION PRECINCT SUPPLIES	190.72	
101-262.000-802.000	Contracted Services	KCI (KENT COMMUNICATIONS	AV APPLICATIONS	2,498.60	
101-262.000-802.000	Contracted Services	KCI (KENT COMMUNICATIONS	VOTER ID CARDS MAILING	824.95	
Total For Dept 262.000 ELECTIONS				3,514.27	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	463.62	
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MAY	215.02	
101-265.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	216.08	
101-265.000-930.000	Maintenance	RITE-WAY PLUMBING & HEAT	MAINTENANCE	625.92	
101-265.000-930.000-TRUCKT	Maintenance	AUTOZONE STORES LLC	MAINTENANCE SUPPLIES	179.65	
101-265.000-930.000-TRUCKT	Maintenance	BEARING SUPPLY COMPANY	BEARING - ROLLER	32.00	
Total For Dept 265.000 BUILDING & GROUNDS				1,732.29	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - MAY	2,532.50	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - MAY	420.00	
Total For Dept 266.000 ATTORNEY				2,952.50	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JUNE	3,754.42	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JUNE	35,136.37	
Total For Dept 301.000 POLICE OFFICER				38,890.79	
Dept 336.000 FIRE DEPT					
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MAY	64.08	
101-336.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COM	TRUCK MAINTENANCE SUPPLIES	27.89	
101-336.000-935.000	Truck Maintenance	STRYKER SALES LLC	LUCAS PREVENT MAINTENANCE AGREEMENT	1,426.90	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	11,779.70	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	TRUCK MAINTENANCE SUPPLIES	33.90	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	1,305.24	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	TRUCK MAINTENANCE SUPPLIES	6.18	
101-336.000-935.000-MAINT1	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	21.95	
101-336.000-935.000-MAINT1	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	67.59	
Total For Dept 336.000 FIRE DEPT				14,733.43	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - JUNE	20.37	
Total For Dept 448.000 STREET LIGHTS				20.37	
Dept 449.000 HIGHWAY-M45					
101-449.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	480.94	
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JUNE	39.76	
101-449.000-930.000-IRRIGA	Maintenance	RITE-WAY PLUMBING & HEAT	MAINTENANCE	557.66	
101-449.000-930.000-IRRIGA	Maintenance	SPARTAN DISTRIBUTORS INC	IRRIGATION MAINTENANCE SUPPLIES	1,021.28	
Total For Dept 449.000 HIGHWAY-M45				2,099.64	
Dept 567.000 CEMETERY					
101-567.000-802.000	Contracted Services	KERKSTRA PORTABLE RESTRO	PORTABLE RESTROOM RENTAL	110.00	
101-567.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	460.65	
Total For Dept 567.000 CEMETERY				570.65	
Dept 701.000 PLANNING & ZONING					

DB: ALLENDALE

## EXP CHECK RUN DATES 06/15/2022 - 06/28/2022

OPEN

Page: 3/6

[illegible]



06/21/2022 01:50 PM  
User: DENISE  
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 06/15/2022 - 06/28/2022  
UNJOURNALIZED  
OPEN

Page: 4/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	10.00	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	10.00	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	9.99	
101-790.000-930.000	Maintenance	RITE-WAY PLUMBING & HEAT	MAINTENANCE	749.72	
Total For Dept 790.000 LIBRARY				3,491.87	
Total For Fund 101 General Fund				104,537.56	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - JULY	1,624.41	
Total For Dept 371.000 INSPECTION DEPARTMENT				1,624.41	
Total For Fund 252 RENTAL ADMINISTRATION				1,624.41	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	PLUMMER'S ENVIRONMENTAL	SEWER LATERAL ABANDONMENT	3,000.00	
Total For Dept 901.000 CONSTRUCTION				3,000.00	
Total For Fund 403 FIRE STATION BUILDING FUND				3,000.00	
Fund 494 Dda Development Fund					
Dept 266.000 ATTORNEY					
494-266.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL CONTRACT/MEMBER INVESTMENT - 2	5,000.00	
Total For Dept 266.000 ATTORNEY				5,000.00	
Total For Fund 494 Dda Development Fund				5,000.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	341.54	
592-000.000-284.179	ALLENDALE BAPTIST CHURCH	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - ALLENDALE BAPTIST	41.25	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST - P	3,891.25	
Total For Dept 000.000 REVENUE				4,274.04	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	32.00	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	202.04	
Total For Dept 248.000 ADMINISTRATION				234.04	
Dept 536.000 WATER					
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - JULY	6,246.60	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MICHIGAN RURAL WATER ASS	MEMBERSHIP DUES	885.00	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MTA	ANNUAL DUES - 2022	1,411.72	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MISS DIG SUPPLIES	44.50	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	HYDRANT SUPPLIES	285.03	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	REPLACEMENT BATTERIES	119.96	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	HYDRANT CLEANING SUPPLIES	23.95	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE/SYSTEM MAINTENANCE - MAY	86,324.27	
592-536.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MAY	543.63	
592-536.000-802.000	Contracted Services	SECURALARM LLC	FIRE ALARM MONITORING @ WWTP	162.00	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTING SERVICES - MAY	2,867.51	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JUNE	89.17	

06/21/2022 01:50 PM

User: DENISE

DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 06/15/2022 - 06/28/2022  
UNJOURNALIZED

Page: 5/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	708.98	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.98	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	VALVE BOX REPAIRS	8,686.00	
592-536.000-930.000	MAINTENANCE	RITE-WAY PLUMBING & HEAT	MAINTENANCE	1,189.33	
592-536.000-930.000	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	MOWING	130.00	
592-536.000-930.000	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	MOWING & BARK	1,040.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE - IMPALA	33.29	
Total For Dept 536.000 WATER				110,806.92	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - JULY	6,246.60	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MTA	ANNUAL DUES - 2022	1,411.72	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MISS DIG SUPPLIES	44.50	
592-537.000-732.000	SUPPLIES	LOWE'S BUSINESS ACCOUNT	RACKING	963.65	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CHEMICALS	4,307.00	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CHEMICALS	909.75	
592-537.000-732.000-CHEMIC	SUPPLIES	WEBB CHEMICAL SERVICE CO	CHEMICALS	7,115.88	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	750.89	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	65.69	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	500.92	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	68.53	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	CONSUMABLES	521.69	
592-537.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MAY	543.63	
592-537.000-802.000	Contracted Services	SECURALARM LLC	FIRE ALARM MONITORING @ WWTP	162.00	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTING SERVICES - MAY	1,467.01	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - MAY	210.00	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JUNE	6,380.79	
592-537.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.97	
592-537.000-930.000-COLLEC	MAINTENANCE	INFRASTRUCTURE ALTERNATI	DIY WELL SAFETY GRATES	8,675.00	
592-537.000-930.000-COLLEC	MAINTENANCE	PLUMMER'S ENVIRONMENTAL	CLEAN LIFT STATIONS	3,557.35	
592-537.000-930.000-COLLEC	MAINTENANCE	THEODORE R WESTERMAN III	REMOVE OVER GROWN TREES & CLEAN UP	1,000.00	
592-537.000-930.000-GENMAI	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	MOWING	130.00	
592-537.000-930.000-GENMAI	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	MOWING & BARK	5,200.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	AGILE SAFETY LLC	FIXED GAS CALIBRATION	850.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	(201.16)	
592-537.000-930.000-WRRFMA	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	239.99	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE - IMPALA	33.29	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	MERAKI PROGRAMMING	120.00	
Total For Dept 537.000 SEWER				51,290.69	
Total For Fund 592 Water & Sewer				166,605.69	

06/21/2022 01:50 PM

User: DENISE

DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 06/15/2022 - 06/28/2022

UNJOURNALIZED

OPEN

Page: 6/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 General Fund	104,537.56
Fund 252 RENTAL ADMINI	1,624.41
Fund 403 FIRE STATION	3,000.00
Fund 494 Dda Developme	5,000.00
Fund 592 Water & Sewer	166,605.69

Total For All Funds:	280,767.66
----------------------	------------

Treasurer's report for Board Meeting dated 6/27/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
6/21/2022	101890	\$1,000.00	CRITTER BARN	Petting Zoo - 4th of July

\$1,000.00 TOTAL

General Fund Cash Balance at board meeting dated 6/27/2022

Checking Account	\$	3,524,734.00
Liquid Investment	\$	259,760.00
CD	\$	-
Total	\$	3,784,494.00

**Note: Does not include today's Accounts Payable run**

Last board meeting balances

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

Last year at this time the balance was \$ 4,493,864.00

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	05/31/2021 NORMAL (ABNORMAL)	05/31/2022 NORMAL (ABNORMAL)	MONTH 05/31/2022 INCREASE (DECREASE)	
Fund 101 - General Fund						
Revenues						
101-000.000-401.000	TAXES	0.00	1,158,651.31	0.00	0.00	0.00
101-000.000-402.000	REAL PROPERTY TAXES	1,173,994.00	0.00	1,170,161.12	0.00	99.67
101-000.000-410.000	PERSONAL PROPERTY TAXES	58,402.00	0.00	61,114.80	507.91	104.65
101-000.000-434.000	TOWNSHIP SHARE MOBILE HOME TAX	3,000.00	1,014.50	1,021.00	255.00	34.03
101-000.000-437.000	INDUSTRIAL FACILITY TAX	2,878.00	0.00	2,878.04	0.00	100.00
101-000.000-445.000	PENALTIES AND INTEREST	1,000.00	1,136.16	3,523.67	250.45	352.37
101-000.000-447.000	TAX ADMIN FEE	271,206.00	15,432.87	15,796.43	71.70	5.82
101-000.000-451.000	STREET LIGHT ASSESSMENT	89,991.00	84,464.17	91,637.16	0.00	101.83
101-000.000-477.000	CABLE FRANCHISE FEES	145,000.00	27,134.17	28,141.28	28,141.28	19.41
101-000.000-478.000	LIQUOR LICENSES	0.00	750.00	0.00	0.00	0.00
101-000.000-479.000	STATE LIQUOR LICENSE FEES	3,500.00	0.00	13.75	0.00	0.39
101-000.000-491.000	Collection Fees Dog License	100.00	28.00	30.00	8.00	30.00
101-000.000-492.000	PASSPORT LICENSE	5,000.00	0.00	0.00	0.00	0.00
101-000.000-493.000	Zoning Compliance Permits	1,000.00	480.00	270.00	60.00	27.00
101-000.000-494.000	SPECIAL USE PERMITS	500.00	1,000.00	250.00	0.00	50.00
101-000.000-495.000	SIGN PERMITS	50.00	10.00	0.00	0.00	0.00
101-000.000-528.000	OTHER FEDERAL GRANTS	107,503.00	48,974.92	0.00	0.00	0.00
101-000.000-564.000	STATE REV SHARING-CVTRS	74,682.00	24,406.00	24,894.00	0.00	33.33
101-000.000-567.000	State Grants Library	22,000.00	12,161.28	17,266.68	0.00	78.48
101-000.000-573.000	STATE GRANTS-METRO ACT	11,000.00	0.00	0.00	0.00	0.00
101-000.000-574.000	STATE REV SHARE-CONST SALES TX	1,916,907.00	611,770.00	1,616,333.00	0.00	84.32
101-000.000-581.000	TALLMADGE LIBRARY CONTRIBUTION	105,000.00	107,761.76	112,420.07	0.00	107.07
101-000.000-602.000	ZONING CHANGE CHARGE	1,000.00	1,450.00	1,400.00	600.00	140.00
101-000.000-605.000	ADMIN CHARGE	185,697.00	0.00	0.00	0.00	0.00
101-000.000-613.000	MISC INCOME	1,000.00	1,229.47	1,941.12	75.00	194.11
101-000.000-634.000	OPENING/CLOSING BURIALS	17,000.00	17,050.00	10,900.00	1,750.00	64.12
101-000.000-656.000	Penal Fines	80,000.00	50.00	0.00	0.00	0.00
101-000.000-657.000	Ordinance Fines	2,000.00	584.97	3,889.62	0.00	194.48
101-000.000-658.000	Civil Infraction Fines	100.00	0.00	0.00	0.00	0.00
101-000.000-659.000	LIBRARY FINES/MISC	5,000.00	2,567.44	3,057.84	1,091.43	61.16
101-000.000-665.000	Interest	1,500.00	810.12	945.69	296.74	63.05
101-000.000-667.000	Hall Rental Income	500.00	220.00	1,765.00	450.00	353.00
101-000.000-667.001	PAVILION RENTAL	1,000.00	750.00	550.00	180.00	55.00
101-000.000-667.050	Rental-Water Tank-Omnipoint	16,000.00	5,373.24	5,534.44	1,383.61	34.59
101-000.000-675.004	CONCERTS/MOVIES IN THE PARK	1,000.00	0.00	0.00	0.00	0.00
101-000.000-675.006	VETERAN'S MEMORIAL BRICKS	0.00	(75.00)	0.00	0.00	0.00
101-000.000-675.050	Donations - Park	500.00	1,800.00	0.00	0.00	0.00
101-000.000-675.791	DONATIONS - SUMMER READING PGM	500.00	0.00	0.00	0.00	0.00
101-000.000-676.000	Miscellaneous Reimbursements	0.00	2,300.00	0.00	0.00	0.00
101-000.000-676.010	Reimbursement Summer Tax Coll.	16,000.00	0.00	0.00	0.00	0.00
101-000.000-676.040	Reimbursement Fire Protection	100,000.00	0.00	0.00	0.00	0.00
101-000.000-676.070	INSURANCE REIMBURSEMENTS	3,000.00	2,738.90	10,279.72	0.00	342.66
101-000.000-677.000	Grants/Foundations	0.00	207.00	225.00	0.00	100.00
TOTAL REVENUES		4,424,510.00	2,132,231.28	3,186,239.43	35,121.12	72.01
Expenditures						
101.000	Township Board	33,022.00	12,717.37	14,210.13	2,629.32	43.03
171.000	Supervisor	182,595.00	42,694.20	68,676.09	13,216.70	37.61
191.000	FINANCE/ACCT	141,042.00	60,738.05	51,822.46	10,311.73	36.74
209.000	EMPLOYEE INSURANCES	300,443.00	112,292.76	128,821.82	22,079.73	42.88
215.000	CLERK	123,877.00	38,939.58	45,465.16	7,939.11	36.70
223.000	AUDIT	11,000.00	4,800.00	4,960.00	4,960.00	45.09
247.000	BOARD OF REVIEW	4,530.00	1,943.88	1,951.23	0.00	43.07
248.000	ADMINISTRATION	237,465.00	110,076.31	97,721.73	14,135.75	41.15

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
			05/31/2021 NORMAL (ABNORMAL)	05/31/2022 NORMAL (ABNORMAL)	MONTH 05/31/2022 INCREASE (DECREASE)	
Fund 101 - General Fund						
Expenditures						
253.000	TREASURER	17,120.00	6,374.90	6,654.81	483.53	38.87
257.000	ASSESSOR	226,936.00	74,777.32	91,693.54	24,291.79	40.41
262.000	ELECTIONS	78,553.00	0.00	7,709.50	2,711.64	9.81
265.000	BUILDING & GROUNDS	2,333,093.00	148,873.66	2,184,021.09	19,490.33	93.61
266.000	ATTORNEY	132,000.00	26,267.50	24,737.25	11,670.00	18.74
301.000	POLICE OFFICER	470,500.00	183,237.85	154,830.52	38,158.15	32.91
336.000	FIRE DEPT	839,373.00	325,780.13	203,038.53	48,103.23	24.19
445.000	DRAIN AT LARGE	55,681.00	43,022.59	55,680.10	0.00	100.00
446.000	ROADS	30,720.00	7,680.00	0.00	0.00	0.00
448.000	STREET LIGHTS	122,500.00	58,953.21	47,911.96	15,499.00	39.11
449.000	HIGHWAY-M45	228,972.00	51,906.83	61,113.03	14,383.77	26.69
567.000	CEMETERY	44,741.00	11,234.71	9,034.51	2,054.38	20.19
672.000	SENIOR CITIZEN ACTIVITIES	35,514.00	11,276.14	12,661.82	3,096.96	35.65
701.000	PLANNING & ZONING	113,046.00	73,591.24	29,693.30	5,552.37	26.27
702.000	ZONING BOARD OF APPEALS	2,603.00	291.08	0.00	0.00	0.00
704.000	PLANNING COMMISSION	17,226.00	9,967.10	4,643.77	997.52	26.96
751.000	RECREATION AND PARKS	125,812.00	29,430.70	34,560.41	7,518.67	27.47
753.000	COMMUNITY PROMOTIONS	85,652.00	0.00	23,764.09	2,739.68	27.74
753.300	COMMUNITY PROMOTIONS - ADMINISTRATION	0.00	3,668.01	0.00	0.00	0.00
790.000	LIBRARY	480,352.00	158,786.01	170,541.79	33,800.52	35.50
TOTAL EXPENDITURES		6,474,368.00	1,609,321.13	3,535,918.64	305,823.88	54.61
Fund 101 - General Fund:						
TOTAL REVENUES		4,424,510.00	2,132,231.28	3,186,239.43	35,121.12	72.01
TOTAL EXPENDITURES		6,474,368.00	1,609,321.13	3,535,918.64	305,823.88	54.61
NET OF REVENUES & EXPENDITURES		(2,049,858.00)	522,910.15	(349,679.21)	(270,702.76)	17.06

5/31/22 Fund Balance = \$3,938,257

Cash = \$3,701,934

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			05/31/2021	05/31/2022	MONTH	05/31/2022	
Fund 249 - Building Department Fund							
Revenues							
249-000.000-480.000	BUILDING PERMITS	170,000.00	87,853.75	74,117.00		15,004.00	43.60
249-000.000-481.000	Electrical Permits	68,000.00	23,853.00	21,545.20		8,529.00	31.68
249-000.000-482.000	PLUMBING PERMITS	50,000.00	22,336.00	16,194.00		3,462.00	32.39
249-000.000-483.000	Mechanical Permits	65,000.00	19,318.00	18,020.00		6,380.00	27.72
249-000.000-613.000	MISC INCOME	0.00	100.00	0.00		0.00	0.00
249-000.000-665.000	Interest	15.00	4.73	5.23		1.20	34.87
TOTAL REVENUES		353,015.00	153,465.48	129,881.43		33,376.20	36.79
Expenditures							
223.000	AUDIT	500.00	300.00	300.00		300.00	60.00
248.000	ADMINISTRATION	12,405.00	0.00	0.00		0.00	0.00
371.000	INSPECTION DEPARTMENT	338,848.00	147,217.05	125,816.76		31,509.86	37.13
TOTAL EXPENDITURES		351,753.00	147,517.05	126,116.76		31,809.86	35.85
Fund 249 - Building Department Fund:							
TOTAL REVENUES		353,015.00	153,465.48	129,881.43		33,376.20	36.79
TOTAL EXPENDITURES		351,753.00	147,517.05	126,116.76		31,809.86	35.85
NET OF REVENUES & EXPENDITURES		1,262.00	5,948.43	3,764.67		1,566.34	298.31

5/31/22 Fund Balance = \$36,327  
Cash = \$36,481

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			05/31/2021	05/31/2022	MONTH	05/31/2022	
Fund 252 - RENTAL ADMINISTRATION							
Revenues							
252-000.000-485.000	RENTAL REGISTRATION	30,980.00	30,920.00	24,780.00		2,350.00	79.99
252-000.000-617.000	RENTAL INSPECTIONS	53,475.00	9,860.00	2,560.00		1,050.00	4.79
252-000.000-618.000	LANDLORD RENTAL FINES	100.00	50.00	0.00		0.00	0.00
252-000.000-665.000	Interest	10.00	3.28	2.18		0.41	21.80
TOTAL REVENUES		84,565.00	40,833.28	27,342.18		3,400.41	32.33
Expenditures							
371.000	INSPECTION DEPARTMENT	92,646.00	32,596.68	36,423.14		6,410.47	39.31
TOTAL EXPENDITURES		92,646.00	32,596.68	36,423.14		6,410.47	39.31
Fund 252 - RENTAL ADMINISTRATION:							
TOTAL REVENUES		84,565.00	40,833.28	27,342.18		3,400.41	32.33
TOTAL EXPENDITURES		92,646.00	32,596.68	36,423.14		6,410.47	39.31
NET OF REVENUES & EXPENDITURES		(8,081.00)	8,236.60	(9,080.96)		(3,010.06)	112.37

5/31/22 Fund Balance = \$11,706

Cash = \$12,398



User: Tim

DB: Allendale

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2021		YTD BALANCE 05/31/2022		ACTIVITY FOR MONTH 05/31/2022		% BDGT USED			
			NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	INCREASE	(DECREASE)				
Fund 253 - Library Building Debt Fund												
Revenues												
253-000.000-665.000	Interest	30.00		15.52		11.14		1.20	37.13			
TOTAL REVENUES		30.00		15.52		11.14		1.20	37.13			
Fund 253 - Library Building Debt Fund:												
TOTAL REVENUES		30.00		15.52		11.14		1.20	37.13			
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00			
NET OF REVENUES & EXPENDITURES		30.00		15.52		11.14		1.20	37.13			

5/31/22 Fund Balance = \$96,797  
Cash = \$96,797

User: Tim

DB: Allendale

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 254 - Cemetery Improvement Fund						
Revenues						
254-000.000-643.000	GRAVE SITES	15,000.00	11,000.00	5,400.00	1,200.00	36.00
254-000.000-665.000	Interest	30.00	13.14	15.72	3.34	52.40
254-000.000-670.000	PROPERTY RENTAL	150.00	150.00	150.00	0.00	100.00
TOTAL REVENUES		15,180.00	11,163.14	5,565.72	1,203.34	36.66
Expenditures						
223.000	AUDIT	0.00	150.00	150.00	150.00	100.00
248.000	ADMINISTRATION	9.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		9.00	150.00	150.00	150.00	1,666.67
Fund 254 - Cemetery Improvement Fund:						
TOTAL REVENUES		15,180.00	11,163.14	5,565.72	1,203.34	36.66
TOTAL EXPENDITURES		9.00	150.00	150.00	150.00	1,666.67
NET OF REVENUES & EXPENDITURES		15,171.00	11,013.14	5,415.72	1,053.34	35.70

5/31/22 Fund Balance = \$101,878  
Cash = \$101,878

User: Tim

DB: Allendale

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 270 - Allendale Historical Society						
Revenues						
270-248.000-665.000	Interest	5.00	1.46	1.25	0.26	25.00
270-804.000-644.030	150Th Book Sales	0.00	30.00	0.00	0.00	0.00
TOTAL REVENUES		5.00	31.46	1.25	0.26	25.00
Expenditures						
804.000	KNOWLTON HOUSE	1,550.00	696.95	0.00	0.00	0.00
TOTAL EXPENDITURES		1,550.00	696.95	0.00	0.00	0.00
Fund 270 - Allendale Historical Society:						
TOTAL REVENUES		5.00	31.46	1.25	0.26	25.00
TOTAL EXPENDITURES		1,550.00	696.95	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(1,545.00)	(665.49)	1.25	0.26	0.08

5/31/22 Fund Balance = \$8,012  
Cash = \$7,962

User: Tim

DB: Allendale

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 285 - AMERICAN RESCUE PLAN ACT						
Revenues						
285-000.000-665.000	Interest	0.00	0.00	221.43	46.08	100.00
TOTAL REVENUES		0.00	0.00	221.43	46.08	100.00
Fund 285 - AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	0.00	221.43	46.08	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	221.43	46.08	100.00

5/31/22 Fund Balance = \$366  
Cash = \$1,403,789

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			05/31/2021 NORMAL (ABNORMAL)	05/31/2022 NORMAL (ABNORMAL)	MONTH 05/31/2022 INCREASE (DECREASE)		
Fund 403 - FIRE STATION BUILDING FUND							
Revenues							
403-000.000-582.000	CAPITAL CONTRIBUTION-DDA	3,500,000.00	0.00	3,500,000.00		0.00	100.00
403-000.000-583.000	CONTRIBUTION-GENERAL FUND	2,110,000.00	0.00	2,110,000.00		0.00	100.00
403-000.000-584.000	CONTRIBUTION-OTHER	1,000,000.00	0.00	0.00		0.00	0.00
403-000.000-665.000	Interest	0.00	0.00	683.04		168.56	100.00
TOTAL REVENUES		6,610,000.00	0.00	5,610,683.04		168.56	84.88
Expenditures							
901.000	CONSTRUCTION	6,610,000.00	0.00	476,004.40		331,048.74	7.20
TOTAL EXPENDITURES		6,610,000.00	0.00	476,004.40		331,048.74	7.20
Fund 403 - FIRE STATION BUILDING FUND:							
TOTAL REVENUES		6,610,000.00	0.00	5,610,683.04		168.56	84.88
TOTAL EXPENDITURES		6,610,000.00	0.00	476,004.40		331,048.74	7.20
NET OF REVENUES & EXPENDITURES		0.00	0.00	5,134,678.64		(330,880.18)	100.00

5/31/22 Fund Balance = \$5,134,679  
Cash = \$5,134,679

User: Tim

DB: Allendale

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			05/31/2021 NORMAL (ABNORMAL)	05/31/2022 NORMAL (ABNORMAL)	MONTH 05/31/2022 INCREASE (DECREASE)		
Fund 494 - Dda Development Fund							
Revenues							
494-000.000-401.000	TAXES	0.00	913,160.18	0.00		0.00	0.00
494-000.000-402.000	REAL PROPERTY TAXES	1,761,292.00	0.00	905,732.23		0.00	51.42
494-000.000-410.000	PERSONAL PROPERTY TAXES	75,175.00	0.00	29,644.83		0.00	39.43
494-000.000-437.000	INDUSTRIAL FACILITY TAX	4,011.00	0.00	1,775.57		0.00	44.27
494-000.000-613.000	MISC INCOME	0.00	0.00	950.00		0.00	100.00
494-000.000-665.000	Interest	2,000.00	829.32	350.64		52.08	17.53
494-000.000-678.000	PPT LOSS REIMB	70,000.00	0.00	0.00		0.00	0.00
TOTAL REVENUES		1,912,478.00	913,989.50	938,453.27		52.08	49.07
Expenditures							
223.000	AUDIT	4,000.00	2,400.00	2,400.00		2,400.00	60.00
248.000	ADMINISTRATION	3,757,523.00	24,582.82	3,526,730.77		0.00	93.86
266.000	ATTORNEY	10,000.00	0.00	69.00		0.00	0.69
446.000	ROADS	140,000.00	0.00	0.00		0.00	0.00
901.000	CONSTRUCTION	238,879.00	116,868.11	45,773.35		6,026.61	19.16
TOTAL EXPENDITURES		4,150,402.00	143,850.93	3,574,973.12		8,426.61	86.14
Fund 494 - Dda Development Fund:							
TOTAL REVENUES		1,912,478.00	913,989.50	938,453.27		52.08	49.07
TOTAL EXPENDITURES		4,150,402.00	143,850.93	3,574,973.12		8,426.61	86.14
NET OF REVENUES & EXPENDITURES		(2,237,924.00)	770,138.57	(2,636,519.85)		(8,374.53)	117.81

5/31/22 Fund Balance = \$1,586,380  
Cash = \$1,586,380

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	05/31/2021 NORMAL (ABNORMAL)	05/31/2022 NORMAL (ABNORMAL)	MONTH 05/31/2022 INCREASE (DECREASE)	
Fund 592 - Water & Sewer						
Revenues						
592-248.000-631.000	FINANCE AGREEMENT FEE	200.00	60.00	60.00	0.00	30.00
592-248.000-632.000	CONNECTION FEES-WATER	150,000.00	133,147.00	102,921.00	15,834.00	68.61
592-248.000-632.010	CONNECTIONS FINANCE-WATER	5,000.00	0.00	10,720.00	0.00	214.40
592-248.000-633.000	CONNECTION FEES-SEWER	210,000.00	163,795.00	142,375.00	14,925.00	67.80
592-248.000-633.010	CONNECTIONS FINANCE-SEWER	20,000.00	11,750.00	0.00	0.00	0.00
592-248.000-647.000	Penalties	25,000.00	12,510.50	11,026.61	5,588.76	44.11
592-248.000-665.000	Interest	3,000.00	1,887.17	1,246.74	282.73	41.56
592-248.000-665.010	Interest On Assessments	9,000.00	6,598.43	5,884.35	4,726.38	65.38
592-536.000-613.000	MISC INCOME	2,500.00	78,806.80	0.00	(49.99)	0.00
592-536.000-619.000	INSPECTIONS	4,000.00	0.00	0.00	0.00	0.00
592-536.000-620.000	WATER METER CHARGES	25,000.00	25,514.50	20,480.50	4,630.50	81.92
592-536.000-630.000	WATER HYDRANT USAGE	4,000.00	450.00	94.25	0.00	2.36
592-536.000-646.000	Utility Charges	2,925,000.00	595,266.14	587,527.45	106.64	20.09
592-536.000-667.020	ROBINSON TWP HYDRANT RENT	450.00	0.00	450.00	450.00	100.00
592-536.000-667.050	Rental-Water Tank-Omnipoint	15,500.00	5,373.24	5,534.44	1,383.61	35.71
592-537.000-569.020	STATE GRANTS	15,000.00	0.00	0.00	0.00	0.00
592-537.000-582.000	CAPITAL CONTRIBUTION-DDA	0.00	0.00	(243,386.72)	0.00	100.00
592-537.000-613.000	MISC INCOME	2,000.00	0.00	0.00	(49.99)	0.00
592-537.000-619.000	INSPECTIONS	4,000.00	0.00	0.00	0.00	0.00
592-537.000-646.000	Utility Charges	2,404,771.00	558,420.80	654,195.55	178.00	27.20
592-537.000-646.010	Sewer Charges - Leprino	100,860.00	33,620.00	25,215.00	0.00	25.00
TOTAL REVENUES		5,925,281.00	1,627,199.58	1,324,344.17	48,005.64	22.35
Expenditures						
248.000	ADMINISTRATION	208,557.00	26,737.98	45,500.41	11,749.21	21.82
536.000	WATER	2,495,140.00	628,179.19	791,721.76	335,799.81	31.73
537.000	SEWER	2,620,843.00	4,391,420.62	484,113.41	128,672.49	18.47
906.000	DEBT	615,251.00	44,880.14	38,104.21	0.00	6.19
TOTAL EXPENDITURES		5,939,791.00	5,091,217.93	1,359,439.79	476,221.51	22.89
Fund 592 - Water & Sewer:						
TOTAL REVENUES		5,925,281.00	1,627,199.58	1,324,344.17	48,005.64	22.35
TOTAL EXPENDITURES		5,939,791.00	5,091,217.93	1,359,439.79	476,221.51	22.89
NET OF REVENUES & EXPENDITURES		(14,510.00)	(3,464,018.35)	(35,095.62)	(428,215.87)	241.87

5/31/22 Fund Balance = \$38,798,241  
Cash = \$8,612,591

06/21/2022 02:25 PM

User: Tim

DB: Allendale

## REVENUE AND EXPENDITURE REPORT FOR ALLENDALE CHARTER TOWNSHIP

Page: 12/12

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 811 - Road Fund						
Revenues						
811-000.000-452.000	SPECIAL ASSESS-ROADS	25,000.00	15,788.09	17,172.29	3,981.58	68.69
811-000.000-665.000	Interest	100.00	74.60	75.89	16.00	75.89
811-000.000-665.010	Interest On Assessments	2,000.00	698.13	586.98	283.20	29.35
TOTAL REVENUES		27,100.00	16,560.82	17,835.16	4,280.78	65.81
Expenditures						
000.000	REVENUE	0.00	(30.00)	0.00	0.00	0.00
223.000	AUDIT	1,000.00	600.00	600.00	600.00	60.00
446.000	ROADS	105,302.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		106,302.00	570.00	600.00	600.00	0.56
Fund 811 - Road Fund:						
TOTAL REVENUES		27,100.00	16,560.82	17,835.16	4,280.78	65.81
TOTAL EXPENDITURES		106,302.00	570.00	600.00	600.00	0.56
NET OF REVENUES & EXPENDITURES		(79,202.00)	15,990.82	17,235.16	3,680.78	21.76
TOTAL REVENUES - ALL FUNDS		19,352,164.00	4,895,490.06	11,240,578.22	125,655.67	58.08
TOTAL EXPENDITURES - ALL FUNDS		23,726,821.00	7,025,920.67	9,109,625.85	1,160,491.07	38.39
NET OF REVENUES & EXPENDITURES		(4,374,657.00)	(2,130,430.61)	2,130,952.37	(1,034,835.40)	48.71

5/31/22 Fund Balance = \$487,540  
Cash = \$487,540



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*June 6, 2022*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Longcore, Westerling, Chapla, Zeinstra, Nadda  
Absent: Zuniga, Adams  
Staff and Public Present: Planner Greg Ransford, Kelly Kuiper, Todd Stuive, Merwyn Koster, Richard Barber, Gale Mast
3. Received for Information: None
4. Motion by Chapla to approve the May 16, 2022, Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 5-0**
5. Motion by Longcore to approve of June 6, 2022, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 5-0**

6. Public Comments for *non-public hearing item*:

*Chairperson Longcore opened the public comment section for non-public hearing items.*

Merwyn Koster requested information on the status of the text amendments for solar farms. Mr. Longcore answered that the Planning Commission is working on those amendments.

Richard Barber inquired about a rumor of a self-storage facility going in on the Centennial Farms property instead of apartments and wanted to state that he would be in favor of that.

*Seeing no more comments, Chairperson Longcore closed the public comment section.*

7. Public Hearings: None
8. Site Plan Review: None
9. New Business:

A. Great Lakes Excavating Service (JMM Developers, LLC) – Amendment to Special Use

- Seeking to process materials

Kelly Kuiper, representing the applicant, presented the request to amend the special use permit for processing materials onsite.

Planner Ransford reviewed his memo and explained to the public what was being reviewed for this application.

Mr. Chapla had questions regarding trucking equipment and the seasons of the mining and Ms. Kuiper responded that none of that will change due to this request.

Mr. Longcore inquired if this would change the mining schedule and Ms. Kuiper answered that no they still plan to be able to follow the schedule that was previously approved for this operation and that they will be the ones to provide the yearly reports to the Planning Commission.

Mr. Westerling asked about dust control. Ms. Kuiper stated that crushed concrete will be used for the drives, but that 46<sup>th</sup> Ave. is a gravel road, and the applicant has grading equipment and is trying to keep the road graded.

Mr. Longcore asked Planner Ransford to verify if there have been any noise complaints regarding this project, or any complaints in general.

Consensus was that crushed concrete for the 2 additional drives would be acceptable as the drives are coming off a gravel road.

This project is scheduled for Public Hearing on June 20.

B. Mystic Woods Planned Unit Development Site Plan

- Seeking final phase

Todd Stuive, representing the applicant, presented the 4<sup>th</sup> and final phase of Mystic Woods that is being proposed.

Planner Ransford presented his memo and clarified that the reason the project is here being seen by the Planning Commission is that so much time has passed since the original approval and the construction of Phase 3, the Township attorney has recommended that this project be reviewed by the Planning Commission through site plan review only if the plans are identical to the phase plan within the original PUD.

There was discussion of the lights, and it was stated that the lights are the new downward facing LED lights.

Motion by Zeinstra to approve the proposed site plan for Mystic Woods Planned Unit Development Final Phase, contingent upon the review and approval of the Trip Generation Analysis and construction plans by the Township Engineer. Seconded by Westerling. **Approved 5-0**

10. Old Business:

A. Mini-warehouses and self-storage facilities language

Mr. Longcore attended the Township Board meeting to get direction from the Board regarding this ordinance. The Board would like to have these facilities removed from the ordinances in General Commercial and only allowed in Industrial or C-3 as they feel there is better use for the General Commercial properties along Lake Michigan Dr.

Commissioners directed Planner Ransford to make the necessary changes and to schedule the public hearing for the ordinance amendment.

11. Public Comments

*Chairperson Longcore opened the public comment section for non-public hearing items, and seeing no comments, Chairman Longcore closed the public the comment section.*

12. Township Board Reports

Mr. Zeinstra reported that the Board discussed HR items, water and sewer, replacing the trunkline coming from Grand Valley, bylaws for the Parks and Recreation Committee and seasonal hiring.

13. Commissioner and Staff Comments: None

14. Chairman Longcore adjourned the meeting at 7:42 p.m.

**Next meeting June 20, 2022 at 7:00 p.m.**

Minutes respectfully submitted by Kelli McGovern





# 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: 06-20-2022

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (May 2022)

The Sheriff's Office during the month of May responded to 488 calls for service.

Allendale Township Basic EMT and MFR units, with assistance of general road patrol responded to 61 medicals and 4 personal injury accidents.

Traffic contacts during the month of May, deputies issued 90 total tickets.

### **Allendale School News:**

Deputy Ortman gave a demonstration to the Science Olympiad team showing the team his crime scene technician skills and how he processes a crime scene.

The last classes of TEAM were taught at Allendale Christian School.

Deputy Ortman assisted at the Allendale High School graduation and the 8<sup>th</sup> grade middle school dance which was held at the high school.

We assisted at the elementary field day events that were held at Evergreen and Early Childhood Center schools.

### **Crime Free Multi-Housing Training:**

Allendale Township community policing deputies attended training reference Crime Free Multi-Housing. This program was developed in 1992 and is designed to reduce crime and drugs on apartment properties.

### **Ottawa Area Center (OAC) Field Day Event:**

Allendale Township community policing units along with the Allendale Township Fire / Rescue assisted at the OAC for their field day event. Demonstrations were given to the OAC students from both the sheriff's office and fire department. Many students had their pictures taken with the sheriff's office staff and fire department staff.




### **Ottawa County Sheriff's Office vs. the Detroit Lions Legends:**

Ottawa County Sheriff's Office members played a benefit basketball game against the Detroit Lions Legends. The game was held at the Allendale High School and raised money for Shields of Hope, Ottawa County Deputy Sheriff Association school backpack give away, and the Steenwyk & Chatfield Bowling Event.



Thank you

Sgt. Cal Keuning



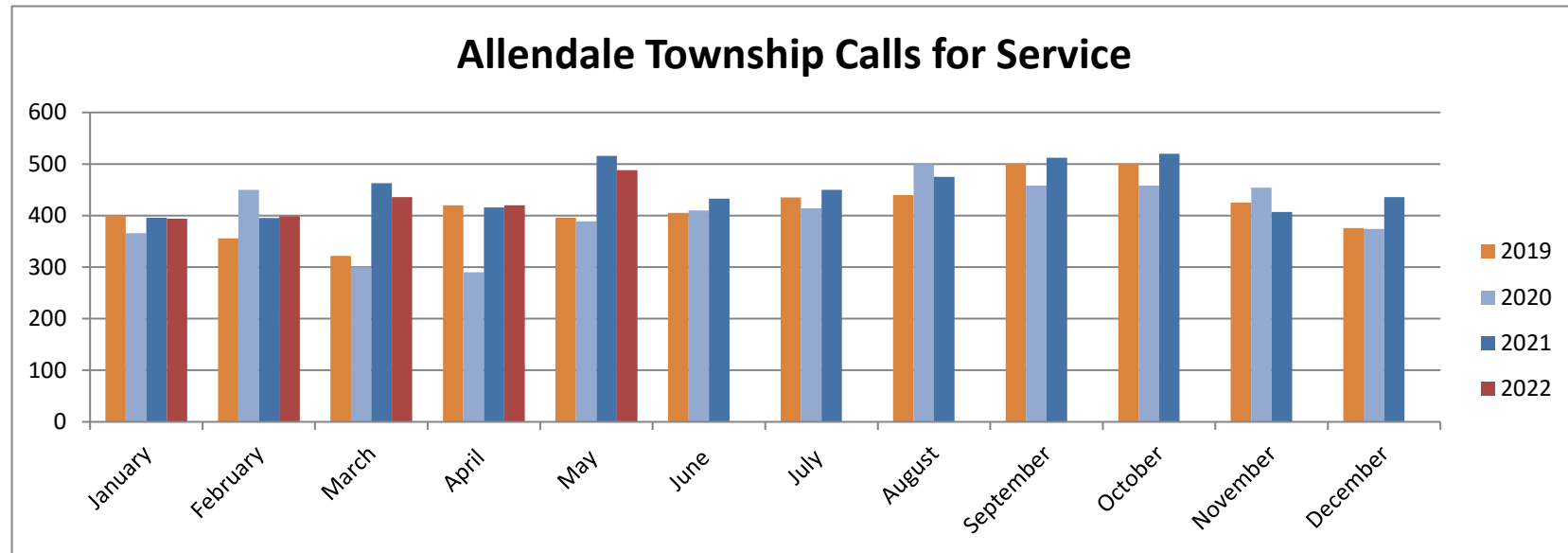
## Allendale Township Community Policing

Sergeant Cal Keuning ckeuning@miOttawa.org	Deputy John Ortman jortman@miOttawa.org	Deputy Zachary Martinie zmartinie@miOttawa.org	Deputy Joseph Apolo japolo@miottawa.org
---	--	---	--

For emergencies, dial 911. For non-emergencies, dial 1-800-249-0911.

## Total Number of Calls

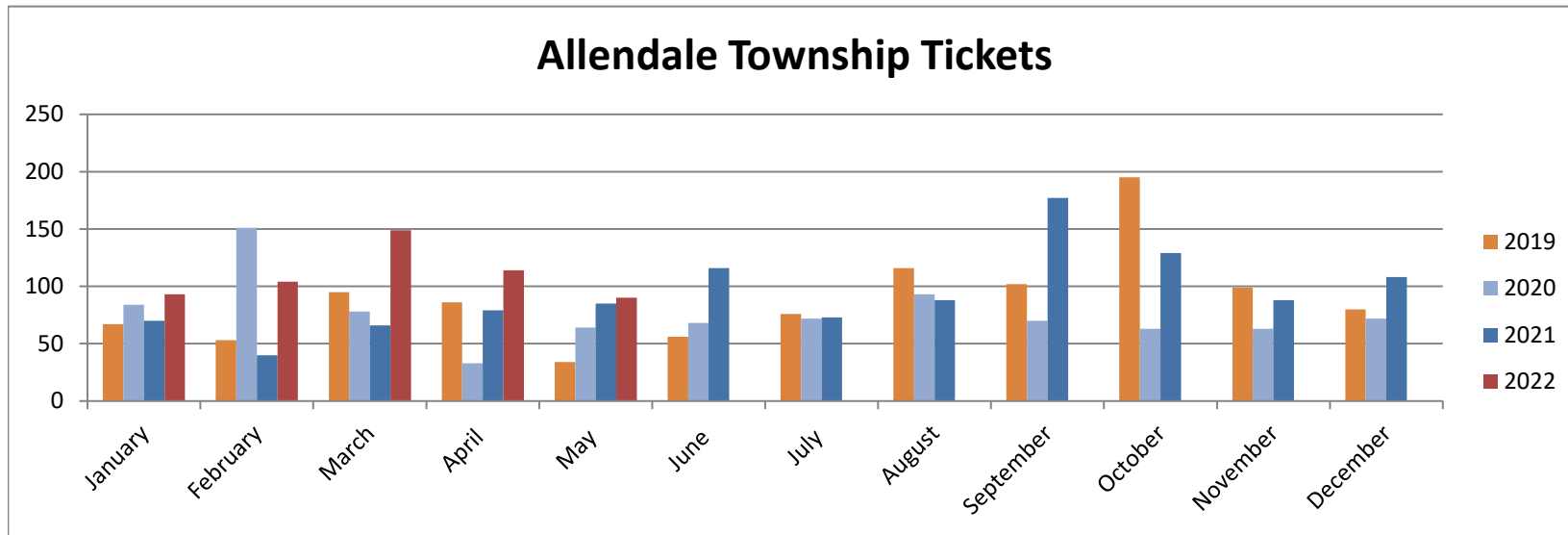
	January	February	March	April	May	June	July	August	September	October	November	December
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420	488							



## 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

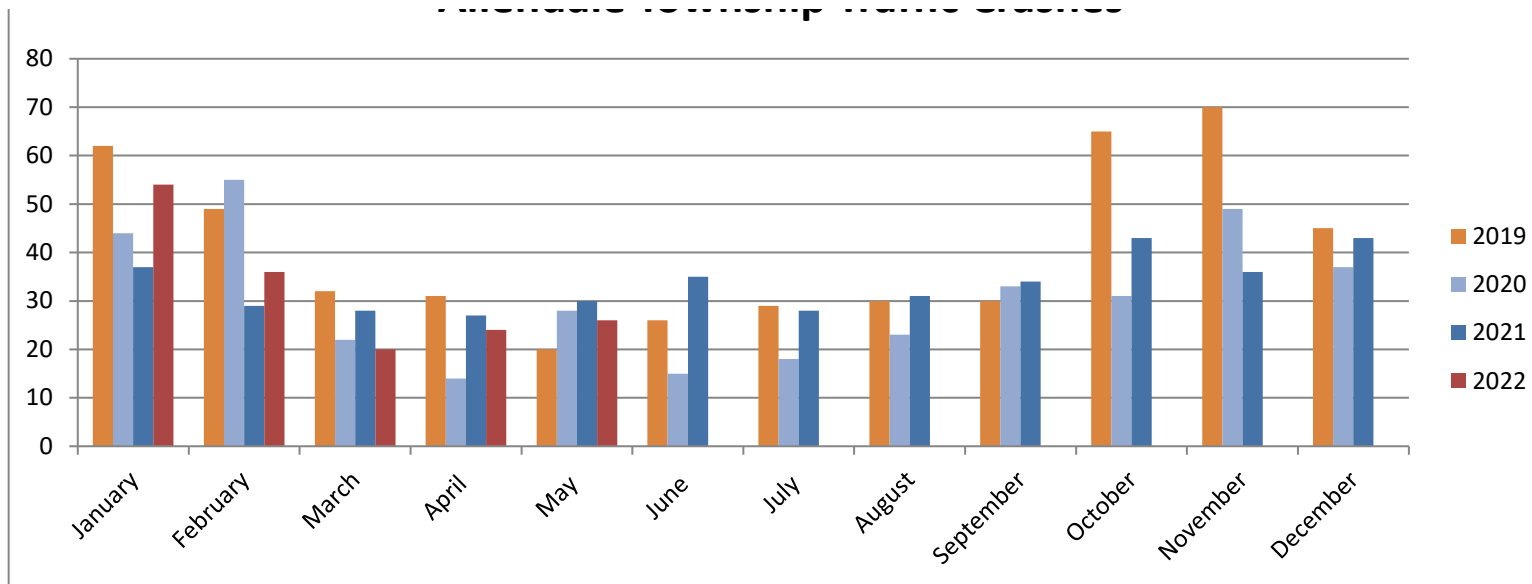
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85	116	73	88	177	129	88	108
2022	93	104	149	114	90							



### Traffic Crashes

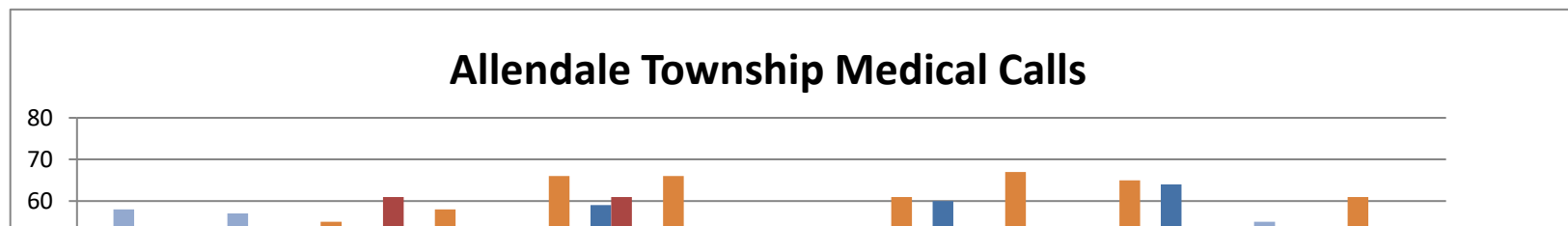
	January	February	March	April	May	June	July	August	September	October	November	December
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24	26							

### Allendale Township Traffic Crashes

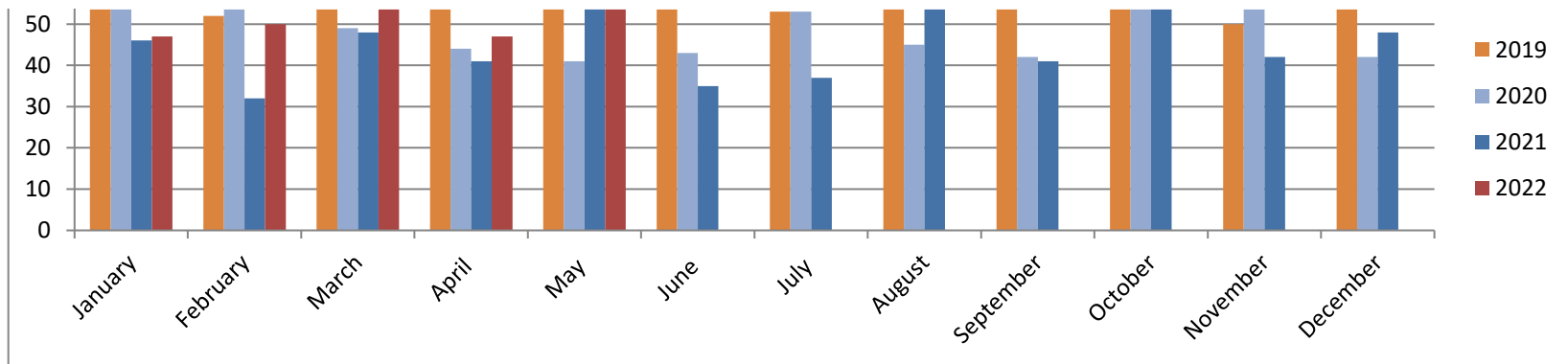


## Medical Calls

	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	61							







## Calls of Interest 2022

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	1	3	3	2	4							
Larcenies	7	19	15	6	7							
Shoplifting	0	1	0	0	4							
Mental	7	6	5	15	10							
Civil	11	11	8	12	5							
Assaults	5	5	3	5	3							
Domestic	26	13	17	20	21							
Animal	8	16	14	18	30							
Alarms	9	6	7	5	7							
Traffic	19	33	35	34	40							
Narcotics	2	0	3	1	0							
Weapons	0	1	4	7	3							

## 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

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

Hi I'm Elina Smith and  
I was hoping to sell  
snowcones here at park. I  
soon learned that I don't need  
a Vendor's Permit since I'm a  
Kid but I do need the boards  
approval! I hope it's a yes!

P.S. I was  
hoping to sell  
snowcones through  
out the week and  
on the weekends till  
school starts in the Fall!

~~Elina~~

Allendale, MI  
49401

~~Smith~~

## Custodial Job Description

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

### 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:

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

**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: \_\_\_\_\_

# 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) 1<sup>st</sup> \$999.00 of project value = \$45.00  
+ \$3.00 for each \$1,000 above \$999.00
- Multi-family & Commercial 1<sup>st</sup> \$999.00 of project value = \$45.00  
+ \$2.25 for each \$1,000 above \$999.00
- Industrial 1<sup>st</sup> \$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 1<sup>st</sup> \$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): 1<sup>st</sup> \$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: 1<sup>st</sup> \$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: 1<sup>st</sup> \$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: 1<sup>st</sup>. \$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): 1<sup>st</sup> \$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: 1<sup>st</sup> \$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): 1<sup>st</sup> \$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: 1<sup>st</sup> \$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: 1<sup>st</sup> \$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: 1<sup>st</sup>. \$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: 1<sup>st</sup> \$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): 1<sup>st</sup> \$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: 1<sup>st</sup> \$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): 1<sup>st</sup> \$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: 1<sup>st</sup> \$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
---------------------	----------------

**\*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

**Zoning Administrators**

Steve Kushion, Kirk Scharphorn

**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 the event of termination, all records retained by Professional Code Inspections of MI, Inc. shall be delivered to Allendale Charter Township.

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**

---

---

---

---

---

---

---

---

---

---

---

---



*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](mailto: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.



## **TABLE OF CONTENTS**

<i>TABLE OF CONTENTS</i> .....	3
<i>FEE SCHEDULES</i> .....	
Building Permits.....	4
<i>FEE COMPARISONS</i> .....	7
<i>RESOLUTION</i> .....	10

## 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.

<b>Valuation</b>	<b>Fee</b>
\$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
---------------------	----------------

**\*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
-----------------------------------	---------

**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. 2022-07

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

CHARTER TOWNSHIP OF ALLENDALE  
COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION 2022-08

Disbursement Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on xxxxxx, 2022 at 6:00 pm.

PRESENT:

ABSENT:

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to adopt a Disbursement Policy for the Township, allowing the Clerk and Treasurer of Allendale Charter Township (the "Township") to make certain payments and expenditures prior to Board approval.

After discussion, the following resolution was offered by: xxxxx and supported by xxxxxxxx.

RESOLUTION

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

**WHEREAS**, the Township 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."

**NOW, THEREFORE BE IT RESOLVED**, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan 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 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 expenses.

2. All regular contractually mandated billings for services rendered to the Township on a periodic basis, pursuant to agreements between the Township and the service provider, including, but not limited to:
  - a. Oversight and management of the water system and wastewater 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, internet services, cable services, 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 payments.

All resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on xxxxxx, 2022.

---

Jody L. Hansen  
Allendale Charter Township Clerk

---

Adam Elenbaas  
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the xxx day of xxxxx, 2022 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

---

Jody L. Hansen  
Clerk, Allendale Charter Township

# Allendale

CHARTER TOWNSHIP

*"Where community is more than just a concept!"*

6/8/2022

Dear Board of Trustees,

For 2022, I have organized four concerts for our 2022 Concerts in the Park Series. I am looking forward to offering this free event to our community again this year. To create an enjoyable and attractive evening, two food trucks will be available to our attendees. Patty Matters will attend on July 12th, 19th, and August 2nd, and Two Bones BBQ will attend on July 26th.

I am requesting a blanket waiver of vendor license application fees for this series. This blanket waiver will cover both current and future applications we have received for this event only. It is important to include future applications for the 2022 series if a substitute food truck is needed. I understand that a blanket waiver may not be possible in future years or events, but my hope is that we can offer a waiver at this time. Thank you for your consideration.

Sincerely,

*Elizabeth Szymanski*

Elizabeth Szymanski

Community Coordinator/Deputy Clerk

6676 Lake Michigan Drive | P.O. Box 539 | Allendale MI 49401  
Phone: 616-895-6295 Fax: 616-895-6670 or 616-895-6330  
[www.allendale-twp.org](http://www.allendale-twp.org)

CHARTER TOWNSHIP OF ALLENDALE  
COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION 2022-09

Donation and Gift  
Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on xxxxxxx, 2022 at 6:00 pm.

PRESENT:

ABSENT:

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to adopt the Donation and Gift Policy for the Township.

After discussion, the following resolution was offered by: xxxxx and supported by xxxxxxxx.

RESOLUTION

**WHEREAS**, the Township Board deems that it is in the best interest of the Township to establish a Donation and Gift Policy; and

**WHEREAS**, the Township Board believes that a Donation and Gift Policy is a method of best practice that will bring the Township up to date among similar government entities; and

**WHEREAS**, the Township Board has reviewed the proposed Policy and Donation Application attached hereto as Exhibit A; and

**WHEREAS**, the Township Board believes that adoption of said Policy is appropriate for the residents of the Township.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan that the Donation and Gift Policy is hereby adopted as the policy of the Township.

All resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on xxxxxxx, 2022.

---

Jody L. Hansen  
Allendale Charter Township Clerk

---

Adam Elenbaas  
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the xxx day of xxxxx, 2022 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

---

Jody L. Hansen  
Clerk, Allendale Charter Township



## **Exhibit A**

### **Charter Township of Allendale Donation and Gift Policy**

#### **Purpose**

The township appreciates the generosity of its residents and donors who desire to make a positive contribution to the community.

This donation policy establishes guidelines, standards and procedures for the acceptance of gifts to the Township and the installation, maintenance, operation and care of donated elements, either because of a cash or physical property donation. The Township desires to encourage donations while at the same time managing the aesthetic impact and mitigating any on-going maintenance costs. While this Policy predominately focuses on material donations to the Township, this policy should be considered to have broad applicability for unforeseen future donations. This policy shall apply to both new and existing gifts; it does not apply to buildings or land.

#### **Guidelines for New Donations and Gifts**

Proposals for donations and gifts to the Township made following the effective date of this Policy shall be evaluated using the following criteria:

1. **Need:** Each donation must meet a need of the Township. The Township may provide a list of pre-approved donations that satisfy the current needs of the Township. The Township may also consider:
  - a. Whether the proposed donation has a utility that will benefit the Township or its residents;
  - b. Whether the proposed donation has the potential to attract visitors to the Township;
  - c. Any other criteria that may concern the current needs to the Township.
2. **Appearance and Aesthetics:** The Township and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements, their associated acknowledgments, and their manner of installation should reflect the character and intended use of the public land or facility in/on which they are proposed to be placed.
3. **Consistency with Current and Future Use:** Donations shall not interfere with the current and anticipated future uses of the public land or facility in/on which they are proposed to be placed. Donations shall also not require the relocation of other equipment or infrastructure to accommodate the donation except in rare circumstances where it is determined that value of the gift to the community substantially outweighs the costs associated with relocating the other equipment or infrastructure at issue.
4. **Maintenance and Repair:** As donated items and/or their associated acknowledgments become Township property, the community has an interest in ensuring that all elements remain in good repair with minimal cost to the Township. In addition, the public has an interest in ensuring that the short and long-term maintenance and repair costs are reasonable. Repair parts and materials must be readily available. Donated items must be of high quality to ensure a long life, and be resistant to the elements, wear and tear, and acts of vandalism.
5. **Costs:** The Township has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life span of donations. The Township

also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Township facilities. Accordingly:

- a. The Township will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated items during their expected life expectancy.
- b. As to gifts requiring on-going operation and/or maintenance costs expected to exceed [INSERT AMOUNT] annually, the Township may require that the gift include an endowment sufficient to defray the costs for the expected life span of the gift.
- c. In rare circumstances where the Township has determined that the value of the gift to the community substantially outweighs the costs associated therewith, the Township may waive the endowment requirement, by vote of the Township Board. .

### **Donation Process**

1. Complete appropriate donation form. Potential donors or a donor's representative will complete the appropriate application form prepared by the Township and approved by resolution of the Township Board. Applications are available online or at the Township Hall. Prior to preparing an application, the donor may contact the Township Supervisor or designee to discuss a proposed donation.
2. Submit donation form to the Township Office. A completed donation form may be submitted to the Township in person at the Township Office or by mail at 6676 Lake Michigan Drive, P.O. Box 539, Allendale, MI 49401.
3. The Township Supervisor and/or designee will review all donation proposals. Township staff, the Township Supervisor and/or designee, and/or the Township Board may request additional information from the applicant as needed to better assess the proposed donation and may consult with outside agencies and organizations in the review process. The Township Supervisor and/or designee will then send all donations proposals to the Township Board for further review and decision.
4. If the donation is approved in accordance with this section, Township staff will contact the donor or the donor's representative listed on the donation form to discuss installation and other details. Installation of donated items, including the donor acknowledgement/memorial plaques, will be completed by Township staff or a designee. The installation will be scheduled at a time and date as determined by the Township so as not to unnecessarily interfere with routine maintenance activities.
5. Please make all checks payable to:

Charter Township of Allendale  
6676 Lake Michigan Drive  
Allendale, MI 49401

### **Ownership, Rejection, Removal and Relocation**

The Township shall have the full and final authority to approve or deny all gift proposals and reserves the right to reject a proposed donation for any reason.

Once an item is donated to the Township, the donated element and all associated plaques and acknowledgements become the property of the Township.

Decoration, ornamentation and adornment of donated items can interfere with routine maintenance and therefore are not allowed.

The Township reserves the right to remove, relocate, alter or otherwise dispose of Township property as it sees fit. The Township is not obligated to replace a gift if stolen, vandalized, worn-out, damaged or destroyed or to make any returns or refunds of monetary or physical donations once the check or cash is deposited or a physical item is installed.

Donations do not confer special privilege or rights; they are graciously ~~and~~ accepted without obligation.

### **Specific Donated Elements**

**Donation Acknowledgements/Memorial Plaques:** Donation acknowledgements and memorial plaques will be purchased through the Township. Donation plaques will be approved by the Township Supervisor and/or Township Board and manufactured by a vendor, of the Township's choosing.

**Benches, bicycle racks, picnic tables and drinking fountains:** Benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Township. Items donated must be of a product approved by the Township Supervisor, and these items become Township property at time of purchase.

**Trees:** Landscaping and plant selection for facilities is vital for the Township. Accordingly, the size and species of tree or trees donated shall be limited to those determined by the Township. The Township shall determine the location of tree placement.

**Buildings, and structures:** Donated land and buildings (including playgrounds) are not considered part of this policy.

### **Other Donations**

This policy is not inclusive and there may be types of donations that do not fit neatly into any category presented herein. The Township may accept those donations subject to a review by the Township Board.

## ***ALLENDALE CHARTER TOWNSHIP***

Position: Clerical/Zoning Assistant

Immediate Supervisor: Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

### **Essential job functions:**

Answer telephone calls.

Receive, issue and maintain all records for permits issued for building, mechanical, plumbing and electrical work done.

Coordinate electrical, plumbing, mechanical, and building inspections.

Provide assistance to walk in customers with mechanical, electrical, plumbing, building and zoning issues.

Maintain files for the Planning Commission, Board of Appeals and Building/Zoning Department.

Maintain computerized ordinance files and files for mechanical, electrical, plumbing, and building.

Type letters, correspondence, reports, etc.,

Maintain calendars for meetings and deadlines.

Maintain land division files.

Maintain building permit files.

Involvement in land planning and zoning issues as assigned.

Maintain a record of payments for rezoning, building plan reviews, site plan reviews, etc.

### **Knowledge/Skill requirements:**

This position requires logic, intuition, analysis and judgment.

This position requires a willingness to acquire additional training.

Previous work experience or training would be helpful.

This position requires good writing skills, knowledge of spelling, punctuation and grammar and some editing skills.

This position requires much contact with the public, responding to questions, sharing information, explaining issues and procedures.

This position requires providing advice, conflict resolution, problem solving and communication as a representative of the Township.

This position requires research and organizational skills.

This position requires meeting deadlines.

This position required continuing education in land planning and zoning.

### **Ability requirements:**

Ability to walk from place to place

Ability to speak clearly on the telephone

Ability to read and perform math functions

Ability to meet the public and communicate well

Ability to type

Ability to use a computer

**Education requirements:**

High school education or GED

High school or college level computer skills would be helpful knowledge for this position

6/14/17

<b>JOB TITLE:</b>	Planning and Zoning Assistant
<b>DEPARTMENT:</b>	Planning and Zoning Department
<b>REPORTS TO:</b>	Township Supervisor
<b>FLSA STATUS:</b>	Non-Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>SALARY RANGE:</b>	A3
<b>EFFECTIVE DATE:</b>	

**SUMMARY:**

The Planning and Zoning Assistant provides in-house support to the Township Planner and the Zoning Administrator along with assisting customers who contact the Township office either in person or via telephone. This position will report to the Township Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answer telephone calls and emails.
- Coordinate with the Zoning Administrator. Provide administrative support in all Zoning Administration matters.
- Coordinate with Planner to provide all necessary materials regarding proposed projects in the Township.
- Accept payments for applications for review by the Planning Commission, ZBA, and CBA.
- Maintain calendars for the Planning Commission, ZBA, and CBA.
- Aid customers with questions regarding building, electrical, mechanical, and plumbing permits.
- Help customers with Zoning Compliance permits and/or zoning issues.
- Maintain files and Minute books for the Planning Commission, Zoning Board of Appeals (ZBA), and Construction Board of Appeals (CBA).
- Maintain and update computerized ordinance files.
- Coordinate with Assessing Department regarding land divisions, property transfers, or combinations.
- Create mailing lists and mail Public Hearing Notices for the Planning Commission, ZBA, and CBA.
- Create Agendas for ZBA and CBA.
- Update Township website for the Planning Commission, ZBA, and CBA.
- Serve as a Notary Public.
- Serve as a backup for the Front Desk.

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

**REQUIRED SKILLS / ABILITIES:**

- This position requires logic, intuition, analysis, and judgement.
- This position requires a willingness to acquire additional training.
- Previous work experience or training would be helpful.
- This position requires research and organizational skills.
- This position requires good writing skills, knowledge of spelling, punctuation and grammar, and some editing skills.

- This position requires much contact with the public, responding to questions, sharing information, explaining issues and procedures.

#### MINIMUM QUALIFICATIONS:

<b>Education:</b>	A high school diploma or GED is required. College level computer, accounting, typing, and word processing desired.
<b>Experience:</b>	Prior customer service or administrative work experience required. Prior Planning and Zoning experience preferred.
<b>Licenses:</b>	A valid Michigan's Driver License.

#### WORKING CONDITIONS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. Most of the work for this position is performed in a normal office environment, working Monday-Friday 8:00 a.m.-5:00 p.m.

#### PHYSICAL REQUIREMENTS:

Typical sitting/standing for the duration of shifts while using computers/blue light electronics, some lifting of various office supplies and equipment.

#### TRAVEL REQUIREMENTS:

Very minimal travel requirements, mostly local and within Ottawa County.

#### 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: \_\_\_\_\_

## Planning and Zoning Coordinator

<b>JOB TITLE:</b>	Planning and Zoning Coordinator
<b>DEPARTMENT:</b>	Planning and Zoning Department
<b>REPORTS TO:</b>	Township Supervisor
<b>FLSA STATUS:</b>	Non-Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>SALARY RANGE:</b>	A4 or A5 (Pontifex to review)
<b>EFFECTIVE DATE:</b>	

### SUMMARY:

The Planning and Zoning Coordinator provides in-house support to the Township Planner and the Zoning Administrator along with assisting customers who contact the Township office either in person or via telephone. The Planning and Zoning Coordinator also coordinates between contracted employees and Township staff to organize and keep track of current and finalized projects. This position will report to the Township Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All Planning and Zoning responsibilities required of the Planning and Zoning Assistant along with the following additional responsibilities.
- Coordinate all incoming and ongoing Planning Commission projects with the Board of Trustees, all departments, and contracted employees/services.
- Collaborate with Public Utilities, Finance Department, PCI, Township Engineer, Township Planner, and Township Attorney.
- Maintain records and coordinate with other departments for finalized projects.
- Create and maintain Planning Commission meeting minutes.
- Attend meetings as necessary: Planning Commission; Board of Trustees; Internal; External
- Continuously review and update processes to better serve applicants and customers of Allendale Charter Township.
- Review invoices relating to projects under review.

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

### REQUIRED SKILLS / ABILITIES:

- This position requires logic, intuition, analysis, and judgement.
- This position requires a willingness to acquire additional training.
- Previous work experience or training.
- This position requires good writing skills, knowledge of spelling, punctuation and grammar, and some editing skills.
- This position requires much contact with the public, responding to questions, sharing information, explaining issues and procedures.
- This position requires providing advice, conflict resolution, problem solving and communication as a representative of the Township.
- This position requires research and organizational skills.
- This position requires knowledge of computers.



**MINIMUM QUALIFICATIONS:**

<b>Education:</b>	A high school diploma or GED is required. College level computer, accounting, typing, and word processing desired.
<b>Experience:</b>	Prior customer service or administrative work experience required. Prior Planning and Zoning experience required.
<b>Licenses:</b>	A valid Michigan's Driver License.

**SUPERVISORY RESPONSIBILITIES:**

No supervisory responsibilities.

**WORKING CONDITIONS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. Most of the work for this position is performed in a normal office environment, working Monday-Friday 8:00 a.m.-5:00 p.m.

**PHYSICAL REQUIREMENTS:**

Typical sitting/standing for the duration of shifts while using computers/blue light electronics, some lifting of various office supplies and equipment.

**TRAVEL REQUIREMENTS:**

Very minimal travel requirements, mostly local and within Ottawa County.

**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: \_\_\_\_\_