

Agenda for the
Allendale Charter Township Board Meeting
Monday, July 11, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Adam Elenbaas
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the June 27, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Minutes of the June 20, 2022 Planning Commission Meeting
- Public Hearings
- Public Comments
- Guest Speakers
 - Ottawa County Commissioner Greg DeJong
- Action Items
 - Hiring Recommendation: Alex Schanck, Substitute Library Page
 - Hiring Recommendation: Alyssa Evans, Circulation Assistant
 - Promotion Recommendation: Sheri Christensen, Circulation Assistant I
 - Resolution 2022-10: Vision Statement
- Discussion Items
 - Trick or Treating Date
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 27, 2022, at 6:00 p.m. and was called to order at 6:02 p.m. by Mr. Elenbaas.

Present: Mr. Zeinstra; Ms. Hansen; Ms. Kraker; Ms. Vander Veen; and Mr. Elenbaas. (5)

Absent: Mr. Vander Wall; and Mr. Murillo (2)

Staff and Guest Present: Sergeant Cal Keuning, Ottawa County Sheriff; Tim VanBennekom, Finance Director; Kirk Scharphorn; Joe Tallon; Mary Smith and Elina Smith.

Ms. Kraker pronounced the invocation.

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

BOT 22-113 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 22-114 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 13, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$280,767.66 and interim payments of \$1,000.00, as presented by the summary report for June 28, 2022.

The motion passed.

Items Received for Information

1. May Finance Report
2. Minutes of the June 6, 2022, Planning Commission Meeting

3. May 2022 Sheriff's Department Report

Public Hearings- None

Public Comments and Communications- None

BOT 22-115 Mr. Elenbaas moved to close public comment. The motion passed.

Action Items

BOT 22-116 Ms. Kraker moved to approve the request and authorize Elina Smith, Colette Smith, Gabriel Smith, and Allie Klasney to sell snow cones in the Township Park through September 5, 2022. The motion passed.

Guest Speakers

Tim VanBennekom, Finance Director provided a Mid-Year Budget Update including: Census impact to state revenue sharing. Specifically, Mr. VanBennekom indicated the Census reported an increase in population of 28%, which prompted a back pay of revenue sharing from the state of \$812,497.00. He outlined projected state revenue sharing budget amounts. Mr. VanBennekom indicated expenditures were on target except for health care costs. He will monitor these expenditures closely. He provided the board with a brief overview of the anticipated year-end Fund Balances and informed the board on ARPA Fund updates.

Action Items

BOT 22-117 Mr. Zeinstra moved to approve the proposed Custodial Job Description with the suggested amendments. The motion passed.

BOT 22-118 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign the Professional Code Inspections Contract as presented. The motion passed.

BOT 22-119 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022-07; a resolution adopting a revised Building Permit Fee Schedule. The motion passed.

BOT 22-120 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022-08; a resolution adopting the Disbursement Policy, which authorizes the Clerk and Treasurer to make certain payments and expenditures to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll expenses) prior to Board approval. The motion passed.

- BOT 22-121 Ms. Hansen moved to approve the Vendor Fee Waiver request for the 2022 Concerts in the Park Series as outlined by Elizabeth Szymanski, Community Coordinator's recommendation. The motion passed.
- BOT 22-122 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022-09; a resolution adopting a Donation and Gift Policy. The motion passed.

Discussion Items

Mr. Elenbaas presented proposed job descriptions for Planning and Zoning Assistant and Planning and Zoning Coordinator. He sought input from the board.

Several board members provided comments and suggestions.

Public Comments and Communications

Public comments were received from:

1. Joe Tallon, Allendale

- BOT 22-123 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Hansen, on behalf of Elizabeth Szymanski, Community Coordinator, extended an invitation to the board to attend the Independence Day Activities in the Park. She also informed the board that as of today 1,028 absentee ballots have been sent out to voters that have requested them.

Ms. Vander Veen sought clarification on how to help alleviate the dust control around mining operations. Mr. Elenbaas indicated that the roads are scheduled for dust control this week. Mr. Zeinstra said the mining operations have worked to water the roads regularly to also help with this.

- BOT 22-124 Ms. Vander Veen moved to adjourn the meeting at 7:15 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	DOG LICENSES - JUNE	177.00	
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	1,041.24	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	9,179.89	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - JUNE	285.50	
101-000.000-284.193	JMM/46TH AVE SLU SAND MINING	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	444.00	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	48.00	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	48.00	
101-000.000-284.224	STATION 45-2022 SLU	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	72.00	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	12.00	
101-000.000-284.228	ALDI	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	624.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	156.00	
101-000.000-284.230	SPECTRUM HEALTH ADDITION	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	24.00	
101-000.000-284.231	GRIFFIOEN SLU-10259 52ND AVE	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	288.00	
Total For Dept 000.000 REVENUE				12,399.63	
Dept 171.000 Supervisor					
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	97.42	
101-171.000-860.000	MILEAGE	ADAM ELENBAAS	MILEAGE REIMBURSEMENT - 1ST & 2ND QTR	155.21	
Total For Dept 171.000 Supervisor				252.63	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	128.75	
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	386.04	
101-209.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	1,514.05	
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	UNITED STATES TREASURY	2022 PCORI FEE	66.96	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JULY	280.41	
Total For Dept 209.000 EMPLOYEE INSURANCES				2,376.21	
Dept 215.000 CLERK					
101-215.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	142.58	
Total For Dept 215.000 CLERK				142.58	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CERTIFICATE FRAMES	23.29	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	LETTER OPENERS; TAPE; KEY TAGS; ETC	87.49	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	POSTAGE MACHINE RENTAL @ JULY - SEPT	180.00	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 07/06/22	45.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	AGREEMENT-MNGD CBR - JUNE	63.36	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	CYBER RESPONSIVE ONBOARDING	463.12	
101-248.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	5.77	
Total For Dept 248.000 ADMINISTRATION				868.03	
Dept 257.000 ASSESSOR					
101-257.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	PEN HOLDER	16.66	
101-257.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	CLIPBOARD	15.78	
101-257.000-955.000	Miscellaneous	CUSTOM ENGRAVING INC	NAME TAG - GORNEY	25.00	
101-257.000-955.000	Miscellaneous	HEATH GORNEY	WIRELESS KEYBOARD W/ MOUSE BUNDLE	21.19	
101-257.000-955.000	Miscellaneous	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING/TESTING - NEW EMPLOYEE	42.00	
Total For Dept 257.000 ASSESSOR				120.63	
Dept 262.000 ELECTIONS					
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE - AUG 2 ELECTION	240.99	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE - AUG 2 ELECTION	201.56	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 ELECTIONS					
101-262.000-971.000-HAVAE	CAPITAL OUTLAY	AMAZON CAPITAL SERVICES	CAMERAS FOR BALLOT DROP BOX	132.38	
Total For Dept 262.000 ELECTIONS				574.93	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	BRENDA BORST	CLEANING SERVICES - JUNE	1,487.00	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	48.71	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	16.75	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JUNE	844.41	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	1,600.78	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JUNE	154.06	
101-265.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	82.08	
101-265.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	25.14	
101-265.000-930.000	Maintenance	QUALITY DOOR COMPANY INC	REPLACED BAD RPM SENSOR	194.00	
101-265.000-971.000	CAPITAL OUTLAY	K & S CONCRETE	48TH AVENUE SIDEWALK REPAIR	4,880.00	
Total For Dept 265.000 BUILDING & GROUNDS				9,332.93	
Dept 336.000 FIRE DEPT					
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	58.48	
101-336.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	30.49	
101-336.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	40.66	
Total For Dept 336.000 FIRE DEPT				129.63	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	7,020.59	
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	87.61	
Total For Dept 448.000 STREET LIGHTS				7,108.20	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	458.82	
101-449.000-930.000-IRRIGA	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	25.01	
Total For Dept 449.000 HIGHWAY-M45				483.83	
Dept 567.000 CEMETERY					
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	35.34	
101-567.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	22.99	
Total For Dept 567.000 CEMETERY				58.33	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	2,640.00	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - JUNE	384.00	
Total For Dept 701.000 PLANNING & ZONING				3,024.00	
Dept 751.000 RECREATION AND PARKS					
101-751.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	683.45	
101-751.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	163.50	
101-751.000-930.000	Maintenance	ETNA SUPPLY COMPANY	SPLIT COUPLING	122.06	
101-751.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	26.96	
Total For Dept 751.000 RECREATION AND PARKS				995.97	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	BLUE WATER RAMBLERS	CONCERT/EVENT COMPENSATION @ 08/02/22	600.00	
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	BOB MARSHALL	CONCERT/EVENT COMPENSATION @ 07/26/22	1,200.00	
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	DENISE PIETRI	CONCERT/BAND COMPENSATION @ 07/12/22	600.00	

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 06/29/2022 - 07/12/2022
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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	DIEGO MORALES	CONCERT/EVENT COMPENSATION @ 07/19/22	500.00	
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	PACK ROOM LLC	MARKETING POSTERS - CONCERTS IN THE P	60.00	
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	ALLENDALE ATHLETICS	4TH OF JULY CLEAN UP - GIRLS BASKETBA	300.00	
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CLEAN UP SUPPLIES	9.99	
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	CREATIVE IMAGE DESIGNERS	JULY 4 APPAREL/SHIRTS	66.00	
101-753.000-807.000-MOVIES	COMMUNITY PROGRAMS	SWANK MOTION PICTURES IN	MOVIE LICENSES	1,920.00	
Total For Dept 753.000 COMMUNITY PROMOTIONS				5,255.99	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON	CLEANING SUPPLIES	29.99	
101-790.000-732.000	SUPPLIES	AMAZON	CLEANING SUPPLIES	44.99	
101-790.000-732.000	SUPPLIES	AMAZON	FISH FOOD	14.99	
101-790.000-732.000	SUPPLIES	AMAZON	DISPOSABLE FACE MASKS	9.49	
101-790.000-732.000	SUPPLIES	AMAZON	CLEANING SUPPLIES	23.81	
101-790.000-732.000	SUPPLIES	AMAZON	CLEANING SUPPLIES	71.43	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	YOUTH DVD	20.98	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	YOUTH AV GAME	39.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	19.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	35.92	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	19.95	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	17.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVDS	59.79	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	19.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	42.98	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	GAME CONSOLE CASE	49.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	37.95	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	9.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	ADULT DVD	12.96	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	40.00	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON	ADULT BOOK REPLACEMENT	9.91	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	345.99	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	61.58	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON	YOUTH BOOKS	13.47	
101-790.000-802.000	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - JUNE	800.00	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - JUNE	81.99	
101-790.000-802.000-DIGITA	Contracted Services	LAKELAND LIBRARY COOPERA	QTRLY OVERDRIVE @ JUL - SEPT	450.00	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	DIGITAL COLLECTION	1,200.08	
101-790.000-802.000-EPSSEC	Contracted Services	ENGINEERED PROTECTION SY	VIDEO SERVICE AGREEMENT @ AUG - OCT	127.32	
101-790.000-802.000-HOTSPO	Contracted Services	T-MOBILE	WIRELESS WI-FI HOTSPOTS - JUNE	255.56	
101-790.000-802.000-LAKELA	Contracted Services	LAKELAND LIBRARY COOPERA	QTRLY BILLING @ JUL - SEPT	5,420.28	
101-790.000-802.000-TECHNO	Contracted Services	ACENTEK	TELEPHONE CHARGES - JUNE	218.95	
101-790.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JUNE	44.08	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	(9.99)	
101-790.000-860.000	MILEAGE	ASHLEY JOHNSON	MILEAGE REIMBURSEMENT	12.40	
101-790.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	780.69	
101-790.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JUNE	79.92	
Total For Dept 790.000 LIBRARY				10,515.31	
Total For Fund 101 General Fund				53,638.83	
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
249-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	112.00	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
		Total For Dept 000.000 REVENUE		112.00	
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	3.09	
249-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	8.17	
		Total For Dept 371.000 INSPECTION DEPARTMENT		11.26	
		Total For Fund 249 Building Department Fund		123.26	
Fund 252 RENTAL ADMINISTRATION					
Dept 000.000 REVENUE					
252-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	87.65	
252-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	406.08	
		Total For Dept 000.000 REVENUE		493.73	
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	6.18	
252-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	21.74	
252-371.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	174.12	
252-371.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JULY	14.37	
		Total For Dept 371.000 INSPECTION DEPARTMENT		216.41	
		Total For Fund 252 RENTAL ADMINISTRATION		710.14	
Fund 494 Dda Development Fund					
Dept 901.000 CONSTRUCTION					
494-901.000-976.000	Sidewalks	MHP ALLENDALE LLC	CONTRIBUTION - METRO HEALTH SIDEWALK	75,000.00	
		Total For Dept 901.000 CONSTRUCTION		75,000.00	
		Total For Fund 494 Dda Development Fund		75,000.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	1,063.30	
592-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JUNE	4,988.73	
592-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - JUNE	366.78	
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	341.54	
		Total For Dept 000.000 REVENUE		6,760.35	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	AGREEMENT-MNGD CBR - JUNE	42.24	
592-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	CYBER RESPONSIVE ONBOARDING	463.13	
		Total For Dept 248.000 ADMINISTRATION		505.37	
Dept 536.000 WATER					
592-536.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	32.49	
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	119.96	
592-536.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	635.15	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JULY	101.39	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	RYAN VANDERPLOEG	S-4 CERTIFICATION RENEWAL	95.00	
592-536.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WATER DEPT	367.55	
592-536.000-732.000	SUPPLIES	EJ USA INC	CURB BOXES	1,693.20	
592-536.000-732.000	SUPPLIES	ETNA SUPPLY COMPANY	CURB BOXES	3,750.00	
592-536.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	81.40	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	15.68	
592-536.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	15.85	
592-536.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-536.000-802.000	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION CONTROL MGMT - JUNE	877.50	
592-536.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	LEAD/COPPER CHLORIDE SULFATE	216.00	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JUNE	39.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	274.76	
592-536.000-863.000	FUEL	WEX BANK	FUEL CHARGES - PUBLIC UTILITIES	1,582.62	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	4,497.60	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JUNE	293.12	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JUNE	240.31	
592-536.000-930.000	MAINTENANCE	AAA LAWN CARE INC	LAWN FERTILIZER	332.00	
592-536.000-930.000	MAINTENANCE	AMAZON CAPITAL SERVICES	STROBE LIGHTS FOR MALIBU	17.99	
592-536.000-930.000	MAINTENANCE	POWER LINE SUPPLY	ELECTRIC GLOVE TESTING	95.01	
592-536.000-930.000	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	LAWN MAINTENANCE	650.00	
592-536.000-935.000	Truck Maintenance	SPEED WRENCH INC	ANNUAL OSHA CRANE INSPECTION & REPAIR	391.76	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	FRONT END REPAIR	1,871.58	
Total For Dept 536.000 WATER				18,347.87	
Dept 537.000 SEWER					
592-537.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	32.49	
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	119.95	
592-537.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - JULY	635.15	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - JULY	101.39	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	TYLER VEREEKE	CLASS "D" EXAM CERTIFICATION	70.00	
592-537.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WASTE DEPT	156.71	
592-537.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	PAINT FOR CAN L.S.	12.78	
592-537.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	81.39	
592-537.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	15.69	
592-537.000-732.000	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	15.85	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	1,124.06	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	160.50	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	963.00	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	LAB SUPPLIES	54.60	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	LAB SUPPLIES	64.99	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	PIPET TIPS	227.76	
592-537.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-537.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	LEAD/COPPER CHLORIDE SULFATE	90.00	
592-537.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JUNE	399.73	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	274.76	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JUNE	40.01	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MACHINE TO MACHINE ACTIVITY - JUNE	627.47	
592-537.000-863.000	FUEL	WEX BANK	FUEL CHARGES - PUBLIC UTILITIES	1,582.61	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JULY	869.00	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JUNE	507.48	
592-537.000-926.000-TRASHX	UTILITIES	POTLUCK PICK-UP INC	RECYCLE/TRASH SERVICE	480.00	
592-537.000-930.000-COLLEC	MAINTENANCE	AMAZON CAPITAL SERVICES	STROBE LIGHTS FOR MALIBU	17.99	
592-537.000-930.000-COLLEC	MAINTENANCE	PLUMMER'S ENVIRONMENTAL	LOCATE LATERALS @ BECKER DR/48TH AVE	453.65	
592-537.000-930.000-GENMAI	MAINTENANCE	AAA LAWN CARE INC	LAWN FERTILIZER	332.00	
592-537.000-930.000-GENMAI	MAINTENANCE	POWER LINE SUPPLY	ELECTRIC GLOVE TESTING	95.01	
592-537.000-930.000-GENMAI	MAINTENANCE	ZEHN'S LANDSCAPE & LAWN	LAWN MAINTENANCE	650.00	
592-537.000-935.000	Truck Maintenance	SPEED WRENCH INC	ANNUAL OSHA CRANE INSPECTION & REPAIR	391.75	

07/07/2022 03:41 PM

User: DENISE

DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 06/29/2022 - 07/12/2022

UNJOURNALIZED

OPEN

Page: 6/7

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	FRONT END REPAIR	1,871.58	
592-537.000-971.000	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPRVMENTS - PYMT #9	1,134.00	
592-537.000-971.000-60THLI	CAPITAL OUTLAY	INFRASTRUCTURE ALTERNATI	60TH AVE N STATION REHAB-BASES/RAILS	10,849.50	
592-537.000-971.030	WWTP EXPANSION PHASE 2	MOORE & BRUGGINK INC	WWTP DESIGN - PHASE 2	9,115.31	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	INSTALL FIRE WALLS @ LIFT STATIONS	1,862.00	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	INSTALL FIRE WALLS @ LIFT STATIONS	1,064.00	
Total For Dept 537.000 SEWER				36,604.16	
Total For Fund 592 Water & Sewer				62,217.75	

Fund Totals:					
	Fund 101	General Fund		53,638.83	
	Fund 249	Building Depa		123.26	
	Fund 252	RENTAL ADMINI		710.14	
	Fund 494	Dda Developme		75,000.00	
	Fund 592	Water & Sewer		62,217.75	
Total For All Funds:				<hr/>	
				191,689.98	

Treasurer's report for Board Meeting dated 7/11/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
6/28/2022	101960	\$35.00	Ottawa County Register of Deeds	Property Line Adjustment Recording
7/5/2022	101961	\$13,812.66	Fleis & Vandenbrink Eng'g Inc	General Consultation-Variou Projects

\$13,847.66 TOTAL

ALLENDALE CHARTER TOWNSHIP PLANNING COMMISSION MEETING

June 20, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Zuniga, Chapla, Zeinstra, Westerling
Absent: Nadda
Staff and Guests Present: Planner Greg Ransford, Sgt. Cal Keuning, Corey Kaminski, Lisa Moorhouse, Tommy King, Kelly Kuiper, David Esther, Matt DeYoung, Dale Rosema
3. Received for Information: Letter from resident Deanna Hunter regarding the public hearing and it will be addressed during that discussion. Correspondence from the Township Supervisor with items to discuss during the public hearing.
4. Motion by Chapla to approve the June 6, 2022, Planning Commission Minutes as presented. Seconded by Zuniga. **Approved 6-0**
5. Motion by Longcore to approve the June 20, 2022, Planning Commission Agenda as presented. Seconded by Adams. **Approved 6-0**
6. Public Comments for *non-public hearing item*:

Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and Chairperson Longcore closed the public comment section.

7. Public Hearings:
 - A. Great Lakes Excavating Service (JMM Developers, LLC) – Amendment to Special Use
 - Seeking to process materials

Kelly Kuiper, representing the applicant, introduced the project and explained to the public what was being requested.

Planner Ransford reviewed the memo that he prepared for this application.

Chairperson Longcore opened the public comment section for the public hearing.

Lisa Moorehouse – A resident of Allendale has concerns regarding dust and noise levels. She also has concerns about the site becoming a permanent processing site.

Dale Rosema – A resident of Allendale has questions regarding the timeline of the project and what is the long-term plan for the pond and would there be any public access to the pond.

Tommy King – A resident of Allendale has concerns about the speed of the trucks, continuous noise, and dust.

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

Kelly Kuiper showed the long-term plan for the pond and possible land divisions for single family residences. Matt DeYoung, owner of the property, and Ms. Kuiper clarified that they plan to adhere to the same timeline that was originally proposed with the possibility of speeding up the process if they are approved to process materials on site.

Ms. Kuiper addressed the concerns regarding the noise and informed the public that the equipment that will be used is in operation at the sand mine on Warner and the public is welcome to visit the site to understand what the noise levels would be. She stated that the noise of the processing would be less than the noise of the backup beeper of the trucks that haul the material.

Ms. Kuiper clarified that the applicant would not be processing off-site materials at this site.

Mr. Longcore questioned the applicant regarding dust control. Ms. Kuiper stated that there will be a water pump trailer on site, and they will be working with the OCRC to try to keep the road in good condition.

Mr. DeYoung addressed the concern regarding truck speeds stating that they have posted signs for the drivers for a truck speed limit of 25 mph and the operator of the site will help to ensure that is followed.

Mr. Longcore asked about the question of setbacks that was brought up in the email that was received for information. Planner Ransford clarified that processing setbacks are 250 ft from the property line or street. And that setbacks for storage or stockpiles are 250 ft from dwellings on adjoining properties. Also, the ordinance allows excavation 25 ft from the street line or no closer than 100 ft from principal buildings on adjoining properties.

The Commissioners discussed the location of the middle drive into the operation and the proximity to the residence across 46th Ave.

Motion by Adams to approve the resolution for the mining operation by JMM Developers with the addition to condition to number 4 stating that no processing materials may be brought to the site.

Seconded by Zeinstra. **Approved 6-0**

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Renewable Energy language

Planner Ransford introduced the revised draft language for an ordinance regulating renewable energy.

Commissioners discussed adding noise language to the biofuel and anaerobic digesters and removing some language referring to letter of credits and financial sureties for private residences.

Commissioners directed Planner Ransford to schedule the ordinance for public hearing with two revisions regarding noise levels and financial sureties.

11. Public Comments:

Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and Chairperson Longcore closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board had to reschedule their special meeting regarding strategic planning, a new Assistant Assessor was hired, new job descriptions were discussed, Parks and Recreation Committee bylaws were approved, hiring and discharge policies were discussed, contracts with PCI and permit fees were reviewed, and the policy regarding donations was discussed.

13. Commissioner and Staff Comments:

Mr. Zuniga is happy to see that the Board gave the Commission some direction on the mini-storage ordinance language that is under review.

Mr. Longcore would like clarification from the Supervisor regarding his correspondence to the Commission regarding the mining operation review.

14. Chairman Longcore adjourned the meeting at 8:10 p.m.

Next meeting July 18, 2022 at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



"Where community is more than just a concept!"

Substitute Library Page and Circulation Assistant Notice of Hire- Alex Schanck and Alyssa Evans

Circulation Assistant I Promotion- Sheri Christensen

Prepared by Lydale Weaver

On 7/11/2022

Board of Trustees:

We have reviewed applications for the Substitute Library Page and Circulation Assistant posted with the Township. Our Library Director Mary Cook, and HR Director Lydale Weaver were part of the interview process. We are recommending Alex Schanck and Alyssa Evans for the Substitute Library Page and Circulation Assistant position.

Alex Schanck is currently a GVSU student. Alex is a hard-worker, and we believe his professionalism, eagerness to help people, and kind personality will suit the library well. Alex started orientation on July 6, and we look forward to having him on our team.

Alyssa Evans comes to us with experience from a bookstore retail and volunteering experience with managing Little Free Libraries in the Grand Rapids area. We believe her experience with customer service, eagerness to learn, and interest in libraries will bring a lot to the team. Alyssa will start at the end of July.

During our interview process of the Substitute Library Page and Circulation Assistant we had another library employee give their resignation. Due to this new development we were able to post an internal posting of a Circulation Assistant vacancy. We were able to offer two candidates, from the Substitute Library Page and Circulation Assistant application pool,

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

jobs. The Circulation Assistant I position will be filled by Sheri Christensen who is a currently an internal candidate working at the library.

Sheri Christensen, has been at the library for 4 months, and will be promoted from Substitute Library Page and Circulation Assistant to Circulation Assistant I. In Sheri's brief time with the library she has shown dedication, pays attention to detail, demonstrates growth in customer service skills, and has continued to learn new skills. We have strong belief she will continue to blossom as she grows into this next position of Circulation Assistant I. Sheri will start her new role July 18.

We recommend a pay rate of \$13.00 for Alex, \$14.30 for Alyssa, and \$15.40 for Sheri. We are excited to bring onboard our new team members Alex and Alyssa. We are also, looking for the continued growth of Sheri with the Allendale Charter Township Library.

Respectfully,

Mary Cook and Lydale Weaver

Library Director and HR Director

CHARTER TOWNSHIP OF ALLENDALE
COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION 2022-10

Vision Statement

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 July 11, 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 Vision Statement for the Township.

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

RESOLUTION

WHEREAS, the Allendale Charter Township Board of Trustees strives to be “government done right”; and

WHEREAS, the Township Board recognizes that a function of local government is to serve our residents; and

WHEREAS, the Township Board also acknowledges that how we serve our residents has an impact both on our community as well as on the employees serving our community; and

WHEREAS, the Township Board desires to make our goal of exception customer service clear; and

WHEREAS, the Township Board desires to adopt a document to provide a framework for our interactions both with the community as well internal to the Township’s operations.

NOW, THEREFORE BE IT RESOLVED, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan that the Vision Statement in Exhibit A is hereby adopted.

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 July 11, 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



Our Vision

We are an organization dedicated to service to others that is efficient, well-organized, and responsive.

We are dedicated to building a better tomorrow and guided by the Golden Rule.

we are
government done right.