

Agenda for the
Allendale Charter Township Board
Meeting Monday, February 27, 2023,

6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Bruce Zeinstra
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the February 13, 2023, Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the February 6, 2023, Planning Commission Meeting
 - January Fire Department Report
 - 2022 Year End Fire Department Report
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
- Discussion Items
 - Job Descriptions: Public Utility Clerk & Accounting Clerk
 - Credit Card Processing Tools
- Public Comments
- Board Comments
- Future Agenda Items
 - Strategic Planning – items for next meeting
- Adjournment

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**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
FEBRUARY SESSION 1st DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 13, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Ms. Schuitema; Ms. Hansen; Mr. Murillo; Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Vander Wall (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Lydale Weaver, Human Resources Director; Sylvia Rhodea, Ottawa County Commissioner; Justin Roebuck, Ottawa County Clerk/Register; Kelly Kuiper, Stillwater Capital; Roger Swets, Dickinson Wright; Eric DeYoung, Nederveld; Barbara VanderJagt; Dawn Judge; Glenda Eikenberry; Amber Ciesielski; Scott Cargill; and Donna Cargill.

Ms. Kraker pronounced the invocation.

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

BOT 23-017 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-018 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 23, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$872,383.22 and interim payments of \$118,369.29, as presented by the summary report for February 14, 2023.
3. To approve Budget Amendment 1; which authorizes an expenditure adjustment of \$75,000.00.

4. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-04: Library Advisory Board Appointments; a resolution approving the following committee appointments:

Library Advisory Board – 3 year Term

Sam Eiler, Term Ending 12/31/2025

The motion passed.

Items Received for Information

1. Minutes of the January 16, 2023, Planning Commission Meeting
2. Minutes of the January 17, 2023, Downtown Development Authority Meeting
3. Resolution: Intent to Issue Revenue Bonds for Water and Sewer Systems
4. January Sheriff Department Report

Public Hearings - None

Public Comments

Comments were received from:

1. Donna Cargill, Allendale
2. Scott Cargill, Allendale
3. Glenda Eikenberry, Allendale
4. Justin Roebuck, Ottawa County Clerk/Register

Mr. Elenbaas addressed road concerns and explained the roles and responsibilities of the Ottawa County Road Commission.

BOT 23-019 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner provided a county update. She informed the board that the Board of Commissioners is committed to continuing course correction for Ottawa County. She highlighted numerous changes that have been made such as new administrator, hiring a new legal counsel, and a new Public Health Director. She informed the board that the Diversity, Equity and Inclusion office has been closed and the county motto has been amended to “Where Freedom Rings”. Commissioner Rhodea provided an overview of the committees she serves on at the county.

Chad Doornbos, Public Utilities Superintendent and Roger Swets, Dickinson Wright Legal Counsel, provided a history and an overview of the proposed Resolution 2023-05; a resolution to purchase, acquire and construct

improvements to the water and sewer system and to publish notice of intent to issue revenue bonds.

Several board members had comments and questions.

BOT 23-020 Mr. Elenbaas moved to amend the agenda as follows: To add “Resolution 2023-05: a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds” to Action Items; and to change the title of “HR Policy and Procedures” to “Operations Manual” under Action Items. The motion passed.

Action Items

BOT 23-021 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-05; a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds. The motion passed.

BOT 23-022 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-01: Zoning Map Amendment- Stillwater 56th Avenue; an ordinance amending the Allendale Charter Zoning Ordinance, by rezoning certain land to the R-1 Low Density One-Family residential zoning district, and to provide severability, and to provide for repeal, and to establish an effective date. The motion passed as shown by the following votes:

YEAS: Ms. Schuitema; Ms. Hansen; Mr. Murillo; Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

BOT 23-023 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-02: Zoning Map Amendment- Suchowain 52nd Avenue; an ordinance to amend the Allendale Charter Township Zoning Ordinance by rezoning certain land to the R-4 Medium Density Multiple Family Residential/Office Zoning District, and provide for severability, and to provide for repeal, and to establish an effective date. The motion failed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (3)

NAYS: Ms. Schuitema; Ms. Hansen; and Mr. Murillo (3)

ABSENT: Mr. Vander Wall (1)

- BOT 23-024 Mr. Murillo moved to approve and authorize the Clerk and/or Supervisor to sign the 2023 Independence Day Fireworks Permit and/or contracts. The motion passed.
- BOT 23-025 Ms. Kraker moved to approve and authorize the addition of loan provisions to the current MERS agreement as outlined by Human Resources. The motion passed.
- BOT 23-026 Ms. Hansen moved to approve the Human Resources Operations Manual and Employee Handbook as presented. The motion passed.
- BOT 23-027 Ms. Hansen moved to increase the annual salary of Elizabeth Szymanski to \$52,000.00, effective February 13, 2023. Ms. Szymanski will remain eligible for the 2023 year-end wage increase as determined by performance review processes as outlined by the board. The motion passed.

Discussion Items

Mr. Elenbaas provided an overview of the strategic planning documents from the October 14, 2022, work session. He informed the board that he and Ms. Hansen were working on three strategic planning items which include: revising the township website, interior and exterior building updates, and increased police coverage for the township. Mr. Elenbaas outlined the next steps in moving forward with strategic planning efforts.

Public Comments -None

- BOT 23-028 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker asked Commissioner Rhodea to thank Ottawa County Administrator, John Gibbs, for providing regular administrator update emails. She also inquired as to what could be done to deter parking on Sunset Street.

Mr. Zeinstra requested that Public Hearing notices be posted to the township website under Public Notices.

Ms. Hansen thanked the board for supporting the wage evaluation and

increase for Ms. Szymanski.

BOT 23-029 Mr. Murillo moved to adjourn the meeting at 7:39 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-202.000	Accounts Payable	CARDMEMBER SERVICE	CREDIT CARD CHARGES	158.89	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	DOG LICENSES - JANUARY	156.00	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - JANUARY	255.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - JANUARY	1,020.00	
101-000.000-284.228	ALDI	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	517.50	
101-000.000-284.241	HIDDEN SHORES WEST 4	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	75.00	
101-000.000-659.000	LIBRARY FINES/MISC	NICOLE HAMILTON	LOST BOOK REFUND	13.99	
Total For Dept 000.000 REVENUE				2,196.38	
Dept 101.000 Township Board					
101-101.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	390.00	
101-101.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	390.00	
Total For Dept 101.000 Township Board				780.00	
Dept 171.000 Supervisor					
101-171.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	390.00	
101-171.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	19.40	
Total For Dept 171.000 Supervisor				409.40	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCES - MARCH	19,942.07	
Total For Dept 209.000 EMPLOYEE INSURANCES				19,942.07	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	390.00	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	650.00	
101-215.000-732.000	SUPPLIES	ELECTION SOURCE	BOARD MINUTES BOOKS	901.65	
Total For Dept 215.000 CLERK				1,941.65	
Dept 248.000 ADMINISTRATION					
101-248.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.45	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES & BANKER BOXES	147.27	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	COFFEE MAKER	139.99	
101-248.000-732.000	SUPPLIES	STAPLES	OFFICE SUPPLIES	60.60	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE & PURGE @ 02	90.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	127.68	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MICROSOFT 365 AZURE - FEBRUARY	109.20	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	CREATE SHARED EMAIL - LIFELONG LEARNE	262.50	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	9.65	
Total For Dept 248.000 ADMINISTRATION				962.34	
Dept 253.000 TREASURER					
101-253.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA CO TREASURERS ASS	2023 OCTA DUES - VANBENNEKOM & VANDER	35.00	
Total For Dept 253.000 TREASURER				35.00	
Dept 257.000 ASSESSOR					
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	17.00	
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	54.00	
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	64.00	
101-257.000-860.000	MILEAGE	CONNOR GALLIGAN	MILEAGE REIMBURSEMENT	32.10	
101-257.000-860.000	MILEAGE	HEATH GORNEY	MILEAGE REIMBURSEMENT	23.58	
Total For Dept 257.000 ASSESSOR				190.68	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/15/2023 - 02/28/2023
UNJOURNALIZED

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	ELECTION DESKS	229.87	
		Total For Dept 262.000 ELECTIONS		229.87	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	267.96	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	2,418.32	
101-265.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	RECYCLE / TRASH	145.00	
101-265.000-930.000-TRUCKT	Maintenance	BURNIPS EQUIPMENT COMPAN	TRACTOR MAINTENANCE SUPPLIES	288.16	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	35.42	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	55.29	
101-265.000-930.000-TRUCKT	Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	178.42	
		Total For Dept 265.000 BUILDING & GROUNDS		3,388.57	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	3,610.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	240.00	
		Total For Dept 266.000 ATTORNEY		3,850.00	
Dept 270.000 HUMAN RESOURCES					
101-270.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	205.40	
101-270.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	LUMEN ACADEMY LLC	GROUP TRAINING SERVICES	3,000.00	
		Total For Dept 270.000 HUMAN RESOURCES		3,205.40	
Dept 336.000 FIRE DEPT					
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	JAMIE & COMPANY LLC	CPR TRAINING & CERTIFICATION TRAINING	720.00	
101-336.000-732.010	MEDICAL SUPPLIES	AMAZON CAPITAL SERVICES	MEDICAL SUPPLIES	73.59	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	64.08	
101-336.000-811.000	COMPUTER CONTRACTED SERVICES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	9.99	
101-336.000-926.000	UTILITIES	ENGINEERED PROTECTION SY	SECURITY SERVICES - FEB THRU APR	180.00	
101-336.000-930.000	Maintenance	GRAINGER	BATTERIES	60.33	
101-336.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	EQUIPMENT MAINTENANCE	57.41	
101-336.000-935.000	Truck Maintenance	O'REILLY AUTOMOTIVE INC	TRUCK MAINTENANCE SUPPLIES	31.97	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	1,758.14	
101-336.000-935.000-MAINT1	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	21.95	
		Total For Dept 336.000 FIRE DEPT		2,977.46	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	21.60	
		Total For Dept 448.000 STREET LIGHTS		21.60	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	41.90	
		Total For Dept 449.000 HIGHWAY-M45		41.90	
Dept 567.000 CEMETERY					
101-567.000-930.000	Maintenance	HERITAGE FLAG & BANNER I	MILITARY GRAVE MARKERS	661.50	
		Total For Dept 567.000 CEMETERY		661.50	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-721.000	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	38.81	
101-672.000-802.000	Contracted Services	ALLENDALE PUBLIC SCHOOL	TRANSPORTATION TO CALEDONIA HIGH SCHO	401.25	
		Total For Dept 672.000 LIFELONG LEARNERS		440.06	
Dept 790.000 LIBRARY					

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN LIBRARY ASSOCIA	SPRING INSTITUTE REGISTRATION - JOHNS	500.00	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BOOK PROCESSING SUPPLIES	9.38	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BULLETIN BOARD SUPPLIES	62.43	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	66.30	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BOOK PROCESSING SUPPLIES	6.98	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	GAME CONSOLE CASE REPLACEMENT	25.95	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	BOOK ON CD	45.00	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVDS	71.88	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD	25.47	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	339.84	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	112.33	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT BOOKS	61.58	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT BOOKS	18.74	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	126.57	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - FEBRUARY	105.45	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	49.25	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	MONTHLY COPIER FEES	93.19	
101-790.000-802.000-DIGITA	Contracted Services	OVERDRIVE INC	DOWNLOADABLE OVERDRIVE TITLES	169.15	
101-790.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	13.44	
101-790.000-802.000-TECHNO	Contracted Services	LAKELAND LIBRARY COOPERA	ANNUAL MOBILE APP CONTRACT	1,841.67	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE MACHINE REPLACEMENT	29.99	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	2.99	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	7.96	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	12.47	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH SUPPLIES	18.99	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	13.98	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	71.97	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	9.99	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	79.90	
Total For Dept 790.000 LIBRARY				3,992.84	
Total For Fund 101 General Fund				45,266.72	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCES - MARCH	1,729.99	
Total For Dept 371.000 INSPECTION DEPARTMENT				1,729.99	
Total For Fund 252 RENTAL ADMINISTRATION				1,729.99	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,789.99	
403-901.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,789.99	
403-901.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES	5,324.67	
403-901.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,281.03	
403-901.000-971.000	CAPITAL OUTLAY	CONSTRUCTION SIMPLIFIED	OWNER'S REP SERVICES - JANUARY	4,125.00	
403-901.000-971.000	CAPITAL OUTLAY	ERHARDT CONSTRUCTION COM	CONSTRUCTION SERVICES - FIRE STATION	127,322.07	
403-901.000-971.000	CAPITAL OUTLAY	GERRIT'S APPLIANCE, INC.	APPLIANCES - FIRE STATION	4,032.95	
403-901.000-971.000	CAPITAL OUTLAY	MODERN OFFICE INTERIORS	OFFICE FURNITURE - FIRE STATION	28,072.96	
403-901.000-971.000	CAPITAL OUTLAY	MOORE & BRUGGINK INC	CONSTRUCTION STAKING - FIRE STATION	1,785.26	
403-901.000-971.000	CAPITAL OUTLAY	PARKWAY ELECTRIC & COMMU	ELECTRICAL INSTALLATION - FIRE STATIO	19,959.80	
403-901.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	RE-IMAGE COMPUTERS - GARLANGER & DOLC	642.50	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	NETWORK INSTALLATION - FIRE STATION	4,906.25	
403-901.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	NETWORK INSTALLATION - FIRE STATION	659.50	
403-901.000-971.000	CAPITAL OUTLAY	THE ARCHITECTURAL GROUP	ARCHITECTURAL SERVICES - FIRE STATION	2,094.36	
403-901.000-971.000	CAPITAL OUTLAY	WORKING FIRE FURNITURE &	FIRE STATION BEDROOM FURNITURE	12,543.07	
Total For Dept 901.000 CONSTRUCTION				216,329.40	
Total For Fund 403 FIRE STATION BUILDING FUND				216,329.40	
Fund 404 CAPITAL/ONE-TIME PROJECTS FUND					
Dept 971.000 CAPITAL OUTLAY					
404-971.000-971.000	CAPITAL OUTLAY	CARPET BONANZA INC	NEW CARPET - TOWNSHIP OFFICE - DOWN P	11,217.08	
Total For Dept 971.000 CAPITAL OUTLAY				11,217.08	
Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND				11,217.08	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-971.044	GENERAL MARKETING	ALLENDALE AREA CHAMBER O	ALL-IN CAMPAIGN	75,000.00	
Total For Dept 248.000 ADMINISTRATION				75,000.00	
Dept 446.000 ROADS					
494-446.000-971.065	ROAD MAINTENANCE	OTTAWA CTY ROAD COMMISSI	2022 ROAD RESURFACING - FINAL PAYMENT	8,913.44	
Total For Dept 446.000 ROADS				8,913.44	
Total For Fund 494 Dda Development Fund				83,913.44	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
592-000.000-284.228	ALDI	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	450.00	
Total For Dept 000.000 REVENUE				680.77	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	26.88	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MICROSOFT 365 AZURE - FEBRUARY	72.80	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	INSTALL WEBROOT - 2 WORK STATIONS @ W	332.50	
592-248.000-962.030	Safety Training And Materials	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.45	
Total For Dept 248.000 ADMINISTRATION				447.63	
Dept 536.000 WATER					
592-536.000-646.000	Utility Charges	JTB HOMES	UB refund for account: THIS-007588-00	107.16	
592-536.000-646.000	Utility Charges	ROBINSON, MARCIA	UB refund for account: ROSE-011298-00	34.46	
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCES - MARCH	6,967.15	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	68.47	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	BS&A SOFTWARE	REMOTE UB TRAINING - WALKER; WIERSMA	550.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	510.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	JON CURRIER	OPERATOR'S DAY PARKING REIMBURSEMENT	10.00	
592-536.000-732.000-GENSUP	SUPPLIES	MICHIGAN RURAL WATER ASS	WATER REVIEW S1 & S2 SEMINAR - HOOVER	340.00	
592-536.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVER / SWEATSHIRT	35.99	
592-536.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVER / SWEATSHIRT	36.00	
592-536.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVERS / SWEATSHIRTS	67.99	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SWEATSHIRT REPLACEMENTS	89.99	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SWEATSHIRT REPLACEMENTS	59.99	
592-536.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON NEW HOODIES	67.50	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-732.000-TOOLSX	SUPPLIES	FAMILY FARM & HOME INC	SOCKET EXTENSIONS	23.98	
592-536.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	247.18	
592-536.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	180.00	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	157.89	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	816.66	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	1,173.83	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	50.06	
592-536.000-930.000	MAINTENANCE	ALLIED MECHANICAL SERVIC	INVESTIGATE NOISY UNIT HEATER	128.00	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	REPAIR CURB BOX @ WINANS STREET	3,665.00	
592-536.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.98	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	LUBE; OIL & FILTER SERVICE	34.17	
592-536.000-971.000	CAPITAL OUTLAY	FLEIS & VANDENBRINK ENG'	TOPOGRAPHIC WORK FOR WATER MAIN	34,000.00	
Total For Dept 536.000 WATER				49,437.45	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCES - MARCH	6,967.14	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	68.46	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	BS&A SOFTWARE	REMOTE UB TRAINING - WALKER; WIERSMA	550.00	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	155.15	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	155.15	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	510.00	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	SPRING EXAM PREP - VANDERPLOEG	319.00	
592-537.000-732.000-CHEMIC	SUPPLIES	ROBERT LAMB	OPERATOR'S DAY PARKING REIMBURSEMENT	10.00	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	SODIUM BISULFITE	303.25	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CREDIT MEMO - CONTAINER RETURN	(105.00)	
592-537.000-732.000-GENSUP	SUPPLIES	HAVILAND PRODUCTS COMPAN	CHEMICALS	4,913.50	
592-537.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVER / SWEATSHIRT	36.00	
592-537.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVER / SWEATSHIRT	35.99	
592-537.000-732.000-GENSUP	SUPPLIES	ACTION INDUSTRIAL SUPPLY	REPLACEMENT PULLOVERS / SWEATSHIRTS	67.99	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SWEATSHIRT REPLACEMENTS	89.98	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SWEATSHIRT REPLACEMENTS	59.99	
592-537.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON NEW HOODIES	67.50	
592-537.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	SAFETY SUPPLIES	75.87	
592-537.000-732.000-TOOLSX	SUPPLIES	GRAINGER	DIAPHRAGM PUMP	1,140.18	
592-537.000-802.000	Contracted Services	ALS GROUP USA CORPORATIO	WET TESTING DMRQA	350.00	
592-537.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	247.18	
592-537.000-802.000	Contracted Services	SECURALARM LLC	DEACTIVATE ID BADGE	67.50	
592-537.000-802.000	Contracted Services	TRACE ANALYTICAL LABORAT	AMMONIA & TKN ANALYSIS	271.15	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	45.00	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	7,349.92	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	2,054.73	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	RECYCLE / TRASH	160.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	INSTALL VFD HEATERS	1,139.59	
592-537.000-930.000-GENMAI	MAINTENANCE	ALLIED MECHANICAL SERVIC	INVESTIGATE NOISY UNIT HEATER	128.00	
592-537.000-930.000-GENMAI	MAINTENANCE	CAPITAL ONE TRADE CREDIT	SHIPPING FOR SALT SPREADER	39.99	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.97	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	LUBE; OIL & FILTER SERVICE	34.16	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	2,715.00	
Total For Dept 537.000 SEWER				30,038.34	
Total For Fund 592 Water & Sewer				80,604.19	

02/21/2023 02:39 PM
User: DENISE
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/15/2023 - 02/28/2023
UNJOURNALIZED
OPEN

Page: 6/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
			Fund Totals:		
			Fund 101 General Fund	45,266.72	
			Fund 252 RENTAL ADMINI	1,729.99	
			Fund 403 FIRE STATION	216,329.40	
			Fund 404 CAPITAL/ONE-T	11,217.08	
			Fund 494 Dda Developme	83,913.44	
			Fund 592 Water & Sewer	80,604.19	
			Total For All Funds:	<hr/> 439,060.82	

INTERIM PAYMENTS
Board Meeting: 02/27/23

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
2/16/2023	EFT	\$ 70,316.62	EMPLOYEES	Bi-Weekly Payroll
2/16/2023	EFT	\$ 20,575.92	FEDERAL GOV'T	Payroll IRS Tax Payment
2/17/2023	EFT	\$ 2,750.00	PRIORITY HEALTH	HRA Payment
		\$ 93,642.54	TOTAL	

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH 01/31/2023	(DECREASE)	
Fund 101 - General Fund							
Revenues							
101-000.000-402.000	REAL PROPERTY TAXES	1,280,000.00	803,512.97	914,861.12	914,861.12	71.47	
101-000.000-410.000	PERSONAL PROPERTY TAXES	57,254.00	18,636.66	13,917.73	13,917.73	24.31	
101-000.000-434.000	TOWNSHIP SHARE MOBILE HOME TAX	3,000.00	0.00	0.00	0.00	0.00	
101-000.000-437.000	INDUSTRIAL FACILITY TAX	4,107.00	2,477.78	2,926.01	2,926.01	71.24	
101-000.000-445.000	PENALTIES AND INTEREST	1,000.00	0.00	0.00	0.00	0.00	
101-000.000-447.000	TAX ADMIN FEE	275,000.00	3,713.40	4,023.27	4,023.27	1.46	
101-000.000-451.000	STREET LIGHT ASSESSMENT	77,000.00	70,799.01	59,995.95	59,995.95	77.92	
101-000.000-477.000	CABLE FRANCHISE FEES	145,000.00	0.00	0.00	0.00	0.00	
101-000.000-479.000	STATE LIQUOR LICENSE FEES	5,000.00	0.00	41.25	41.25	0.83	
101-000.000-491.000	Collection Fees Dog License	100.00	0.00	0.00	0.00	0.00	
101-000.000-493.000	Zoning Compliance Permits	1,000.00	0.00	30.00	30.00	3.00	
101-000.000-494.000	SPECIAL USE PERMITS	1,000.00	250.00	0.00	0.00	0.00	
101-000.000-528.000	OTHER FEDERAL GRANTS	560,000.00	0.00	560,000.00	560,000.00	100.00	
101-000.000-564.000	STATE REV SHARING-CVTRS	74,682.00	0.00	0.00	0.00	0.00	
101-000.000-567.000	State Grants Library	34,776.00	0.00	0.00	0.00	0.00	
101-000.000-573.000	STATE GRANTS-METRO ACT	12,000.00	0.00	0.00	0.00	0.00	
101-000.000-574.000	STATE REV SHARE-CONST SALES TX	2,551,625.00	0.00	0.00	0.00	0.00	
101-000.000-581.000	TALLMADGE LIBRARY CONTRIBUTION	110,000.00	0.00	0.00	0.00	0.00	
101-000.000-602.000	ZONING CHANGE CHARGE	1,000.00	800.00	0.00	0.00	0.00	
101-000.000-605.000	ADMIN CHARGE	215,088.00	0.00	215,088.00	215,088.00	100.00	
101-000.000-613.000	MISC INCOME	1,000.00	1,400.00	1.00	1.00	0.10	
101-000.000-634.000	OPENING/CLOSING BURIALS	20,000.00	2,250.00	700.00	700.00	3.50	
101-000.000-656.000	Penal Fines	100,000.00	0.00	0.00	0.00	0.00	
101-000.000-657.000	Ordinance Fines	3,000.00	0.00	0.00	0.00	0.00	
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	8,000.00	241.61	330.46	330.46	4.13	
101-000.000-665.000	Interest	12,000.00	165.41	6,291.58	6,291.58	52.43	
101-000.000-667.000	Hall Rental Income	3,000.00	210.00	1,215.00	1,215.00	40.50	
101-000.000-667.001	PAVILION RENTAL	1,000.00	30.00	90.00	90.00	9.00	
101-000.000-667.050	Rental-Water Tank-Omnipoint	16,000.00	0.00	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	0.00	0.00	0.00	0.00	
TOTAL REVENUES		5,691,732.00	904,486.84	1,779,511.37	1,779,511.37	31.26	
Expenditures							
101.000	Township Board	33,588.00	5,211.44	732.84	732.84	2.18	
171.000	Supervisor	177,737.00	6,773.19	6,639.88	6,639.88	3.74	
191.000	FINANCE/ACCT	148,000.00	5,522.30	6,095.54	6,095.54	4.12	
209.000	EMPLOYEE INSURANCES	342,600.00	40,114.74	41,640.83	41,640.83	12.15	
215.000	CLERK	120,544.00	4,638.86	5,033.42	5,033.42	4.18	
223.000	AUDIT	11,000.00	0.00	0.00	0.00	0.00	
247.000	BOARD OF REVIEW	3,730.00	0.00	0.00	0.00	0.00	
248.000	ADMINISTRATION	154,687.00	23,738.72	10,233.03	10,233.03	6.62	
253.000	TREASURER	18,017.00	426.76	249.02	249.02	1.38	
257.000	ASSESSOR	223,407.00	7,876.66	7,695.86	7,695.86	3.44	
262.000	ELECTIONS	33,750.00	0.00	0.00	0.00	0.00	
265.000	BUILDING & GROUNDS	229,226.00	5,587.53	9,409.30	9,409.30	4.10	
266.000	ATTORNEY	112,000.00	0.00	0.00	0.00	0.00	
270.000	HUMAN RESOURCES	70,460.00	0.00	1,839.34	1,839.34	2.61	
301.000	POLICE OFFICER	743,500.00	0.00	0.00	0.00	0.00	
336.000	FIRE DEPT	818,895.00	17,876.03	18,006.55	18,006.55	2.20	
445.000	DRAIN AT LARGE	45,716.00	0.00	0.00	0.00	0.00	
446.000	ROADS	30,720.00	0.00	0.00	0.00	0.00	

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH	01/31/2023	
Fund 101 - General Fund							
Expenditures							
448.000	STREET LIGHTS	106,500.00	9,239.43	8,275.68	8,275.68	7.77	
449.000	HIGHWAY-M45	232,527.00	5,327.67	7,295.48	7,295.48	3.14	
567.000	CEMETERY	56,141.00	786.59	1,330.26	1,330.26	2.37	
672.000	LIFELONG LEARNERS	39,254.00	903.50	1,055.48	1,055.48	2.69	
701.000	PLANNING & ZONING	116,550.00	1,241.97	1,443.31	1,443.31	1.24	
702.000	ZONING BOARD OF APPEALS	2,603.00	0.00	0.00	0.00	0.00	
704.000	PLANNING COMMISSION	17,248.00	409.60	389.60	389.60	2.26	
751.000	RECREATION AND PARKS	101,011.00	3,170.00	2,408.35	2,408.35	2.38	
753.000	COMMUNITY PROMOTIONS	88,451.00	1,435.46	2,614.96	2,614.96	2.96	
790.000	LIBRARY	507,257.00	30,315.36	28,959.56	28,959.56	5.71	
999.000	TRANSFER OUT	500,000.00	0.00	500,000.00	500,000.00	100.00	
TOTAL EXPENDITURES		5,085,119.00	170,595.81	661,348.29	661,348.29	13.01	
Fund 101 - General Fund:							
TOTAL REVENUES		5,691,732.00	904,486.84	1,779,511.37	1,779,511.37	31.26	
TOTAL EXPENDITURES		5,085,119.00	170,595.81	661,348.29	661,348.29	13.01	
NET OF REVENUES & EXPENDITURES		606,613.00	733,891.03	1,118,163.08	1,118,163.08	184.33	

FUND BALANCE = \$6,060,000

CASH BALANCE = \$6,016,955

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022 NORMAL (ABNORMAL)	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)		
Fund 249 - Building Department Fund							
Revenues							
249-000.000-480.000	BUILDING PERMITS	131,250.00	0.00	0.00		0.00	0.00
249-000.000-481.000	Electrical Permits	48,750.00	0.00	0.00		0.00	0.00
249-000.000-482.000	PLUMBING PERMITS	33,750.00	0.00	0.00		0.00	0.00
249-000.000-483.000	Mechanical Permits	47,250.00	0.00	0.00		0.00	0.00
249-000.000-665.000	Interest	100.00	1.02	71.42		71.42	71.42
TOTAL REVENUES		261,100.00	1.02	71.42		71.42	0.03
Expenditures							
223.000	AUDIT	500.00	0.00	0.00		0.00	0.00
248.000	ADMINISTRATION	12,650.00	0.00	12,650.00		12,650.00	100.00
371.000	INSPECTION DEPARTMENT	262,894.00	890.90	967.23		967.23	0.37
TOTAL EXPENDITURES		276,044.00	890.90	13,617.23		13,617.23	4.93
Fund 249 - Building Department Fund:							
TOTAL REVENUES		261,100.00	1.02	71.42		71.42	0.03
TOTAL EXPENDITURES		276,044.00	890.90	13,617.23		13,617.23	4.93
NET OF REVENUES & EXPENDITURES		(14,944.00)	(889.88)	(13,545.81)		(13,545.81)	90.64

FUND BALANCE = \$23,524

CASH BALANCE = \$23,662

User: Tim

DB: Allendale

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2022		YTD BALANCE 01/31/2023		ACTIVITY FOR MONTH 01/31/2023		% BDGT USED
			NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	
Fund 252 - RENTAL ADMINISTRATION									
Revenues									
252-000.000-485.000	RENTAL REGISTRATION	30,400.00		20.00		0.00		0.00	0.00
252-000.000-617.000	RENTAL INSPECTIONS	60,000.00		125.00		0.00		0.00	0.00
252-000.000-665.000	Interest	0.00		0.44		44.11		44.11	100.00
TOTAL REVENUES		90,400.00		145.44		44.11		44.11	0.05
Expenditures									
371.000	INSPECTION DEPARTMENT	97,376.00		7,782.83		8,503.69		8,503.69	8.73
TOTAL EXPENDITURES		97,376.00		7,782.83		8,503.69		8,503.69	8.73
Fund 252 - RENTAL ADMINISTRATION:									
TOTAL REVENUES		90,400.00		145.44		44.11		44.11	0.05
TOTAL EXPENDITURES		97,376.00		7,782.83		8,503.69		8,503.69	8.73
NET OF REVENUES & EXPENDITURES		(6,976.00)		(7,637.39)		(8,459.58)		(8,459.58)	121.27

FUND BALANCE = \$14,107

CASH BALANCE = \$14,613

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
			01/31/2022 NORMAL (ABNORMAL)	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)	
Fund 253 - Library Building Debt Fund						
Revenues						
253-000.000-665.000	Interest	150.00	3.11	48.35	48.35	32.23
TOTAL REVENUES		150.00	3.11	48.35	48.35	32.23
Fund 253 - Library Building Debt Fund:						
TOTAL REVENUES		150.00	3.11	48.35	48.35	32.23
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		150.00	3.11	48.35	48.35	32.23

FUND BALANCE = \$97,062

CASH BALANCE = \$97,062

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH	01/31/2023	
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	
Fund 254 - Cemetery Improvement Fund							
Revenues							
254-000.000-643.000	GRAVE SITES	15,000.00	1,600.00	0.00	0.00	0.00	
254-000.000-665.000	Interest	50.00	3.15	54.95	54.95	109.90	
254-000.000-670.000	PROPERTY RENTAL	150.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		15,200.00	1,603.15	54.95	54.95	0.36	
Expenditures							
223.000	AUDIT	250.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		250.00	0.00	0.00	0.00	0.00	
Fund 254 - Cemetery Improvement Fund:							
TOTAL REVENUES		15,200.00	1,603.15	54.95	54.95	0.36	
TOTAL EXPENDITURES		250.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		14,950.00	1,603.15	54.95	54.95	0.37	

FUND BALANCE = \$111,895

CASH BALANCE = \$111,895

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE		YTD BALANCE		ACTIVITY FOR		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2022 (ABNORMAL)	NORMAL	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)		
Fund 270 - Allendale Historical Society									
Revenues									
270-248.000-665.000	Interest	0.00		0.25		23.74		23.74	100.00
TOTAL REVENUES		0.00		0.25		23.74		23.74	100.00
Expenditures									
804.000	KNOWLTON HOUSE	0.00		116.27		0.00		0.00	0.00
TOTAL EXPENDITURES		0.00		116.27		0.00		0.00	0.00
Fund 270 - Allendale Historical Society:									
TOTAL REVENUES		0.00		0.25		23.74		23.74	100.00
TOTAL EXPENDITURES		0.00		116.27		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		(116.02)		23.74		23.74	100.00

FUND BALANCE = \$7,916

CASH BALANCE = \$7,916

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022 NORMAL (ABNORMAL)	01/31/2023 NORMAL (ABNORMAL)	MONTH INCREASE (DECREASE)	01/31/2023 (DECREASE)	
Fund 285 - AMERICAN RESCUE PLAN ACT							
Revenues							
285-000.000-665.000	Interest	2,000.00	45.15	753.94		753.94	37.70
TOTAL REVENUES		2,000.00	45.15	753.94		753.94	37.70
Fund 285 - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		2,000.00	45.15	753.94		753.94	37.70
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		2,000.00	45.15	753.94		753.94	37.70

FUND BALANCE = \$7,411

CASH BALANCE = \$1,694,225

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH	01/31/2023	
Fund 403 - FIRE STATION BUILDING FUND							
Revenues							
403-000.000-665.000	Interest	0.00	0.00	2,452.27	2,452.27	100.00	
TOTAL REVENUES		0.00	0.00	2,452.27	2,452.27	100.00	
Expenditures							
901.000	CONSTRUCTION	1,000,000.00	0.00	1,860.45	1,860.45	0.19	
TOTAL EXPENDITURES		1,000,000.00	0.00	1,860.45	1,860.45	0.19	
Fund 403 - FIRE STATION BUILDING FUND:							
TOTAL REVENUES		0.00	0.00	2,452.27	2,452.27	100.00	
TOTAL EXPENDITURES		1,000,000.00	0.00	1,860.45	1,860.45	0.19	
NET OF REVENUES & EXPENDITURES		(1,000,000.00)	0.00	591.82	591.82	0.06	

FUND BALANCE = \$804,571

CASH BALANCE = \$812,426

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH	01/31/2023	
Fund 404 - CAPITAL/ONE-TIME PROJECTS FUND							
Revenues							
404-000.000-665.000	Interest	1,000.00	0.00	1,507.74	1,507.74	150.77	
404-000.000-699.000	TRANSFER IN-GF	500,000.00	0.00	500,000.00	500,000.00	100.00	
TOTAL REVENUES		501,000.00	0.00	501,507.74	501,507.74	100.10	
Expenditures							
215.000	CLERK	15,000.00	0.00	0.00	0.00	0.00	
248.000	ADMINISTRATION	7,500.00	0.00	0.00	0.00	0.00	
262.000	ELECTIONS	27,500.00	0.00	0.00	0.00	0.00	
265.000	BUILDING & GROUNDS	240,000.00	0.00	0.00	0.00	0.00	
301.000	POLICE OFFICER	74,000.00	0.00	0.00	0.00	0.00	
336.000	FIRE DEPT	90,000.00	0.00	0.00	0.00	0.00	
971.000	CAPITAL OUTLAY	46,000.00	0.00	2,000.00	2,000.00	4.35	
TOTAL EXPENDITURES		500,000.00	0.00	2,000.00	2,000.00	0.40	
Fund 404 - CAPITAL/ONE-TIME PROJECTS FUND:							
TOTAL REVENUES		501,000.00	0.00	501,507.74	501,507.74	100.10	
TOTAL EXPENDITURES		500,000.00	0.00	2,000.00	2,000.00	0.40	
NET OF REVENUES & EXPENDITURES		1,000.00	0.00	499,507.74	499,507.74	9,950.77	

FUND BALANCE = \$499,508

CASH BALANCE = \$499,508

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)	
Fund 494 - Dda Development Fund						
Revenues						
494-000.000-402.000	REAL PROPERTY TAXES	1,902,956.00	544,084.40	559,167.41	559,167.41	29.38
494-000.000-410.000	PERSONAL PROPERTY TAXES	74,431.00	11,442.39	12,717.72	12,717.72	17.09
494-000.000-437.000	INDUSTRIAL FACILITY TAX	3,591.00	1,775.57	2,465.12	2,465.12	68.65
494-000.000-665.000	Interest	0.00	154.17	2,972.74	2,972.74	100.00
494-000.000-678.000	PPT LOSS REIMB	90,000.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,070,978.00	557,456.53	577,322.99	577,322.99	27.88
Expenditures						
223.000	AUDIT	4,000.00	0.00	0.00	0.00	0.00
248.000	ADMINISTRATION	251,680.00	0.00	76,580.00	76,580.00	30.43
266.000	ATTORNEY	30,000.00	0.00	0.00	0.00	0.00
446.000	ROADS	175,000.00	0.00	0.00	0.00	0.00
901.000	CONSTRUCTION	480,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		940,680.00	0.00	76,580.00	76,580.00	8.14
Fund 494 - Dda Development Fund:						
TOTAL REVENUES		2,070,978.00	557,456.53	577,322.99	577,322.99	27.88
TOTAL EXPENDITURES		940,680.00	0.00	76,580.00	76,580.00	8.14
NET OF REVENUES & EXPENDITURES		1,130,298.00	557,456.53	500,742.99	500,742.99	44.30

FUND BALANCE = \$2,813,931

CASH BALANCE = \$2,813,931

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022 NORMAL (ABNORMAL)	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)		
Fund 592 - Water & Sewer							
Revenues							
592-248.000-631.000	FINANCE AGREEMENT FEE	150.00	0.00	0.00		0.00	0.00
592-248.000-632.000	CONNECTION FEES-WATER	175,000.00	5,278.00	5,278.00		5,278.00	3.02
592-248.000-632.010	CONNECTIONS FINANCE-WATER	10,720.00	0.00	0.00		0.00	0.00
592-248.000-633.000	CONNECTION FEES-SEWER	250,000.00	9,950.00	9,950.00		9,950.00	3.98
592-248.000-633.010	CONNECTIONS FINANCE-SEWER	15,000.00	0.00	0.00		0.00	0.00
592-248.000-647.000	Penalties	27,500.00	(59.13)	0.00		0.00	0.00
592-248.000-665.000	Interest	3,500.00	232.39	9,134.89		9,134.89	261.00
592-248.000-665.010	Interest On Assessments	9,000.00	0.00	0.00		0.00	0.00
592-536.000-613.000	MISC INCOME	1,000.00	0.00	0.00		0.00	0.00
592-536.000-619.000	INSPECTIONS	5,000.00	0.00	0.00		0.00	0.00
592-536.000-620.000	WATER METER CHARGES	40,000.00	900.00	1,372.00		1,372.00	3.43
592-536.000-630.000	WATER HYDRANT USAGE	5,500.00	0.00	0.00		0.00	0.00
592-536.000-646.000	Utility Charges	3,042,000.00	57.71	10,432.70		10,432.70	0.34
592-536.000-667.020	ROBINSON TWP HYDRANT RENT	450.00	0.00	0.00		0.00	0.00
592-536.000-667.050	Rental-Water Tank-Omnipoint	15,500.00	0.00	0.00		0.00	0.00
592-537.000-582.000	CONTRIBUTION-DDA	0.00	(243,386.72)	0.00		0.00	0.00
592-537.000-613.000	MISC INCOME	1,000.00	0.00	0.00		0.00	0.00
592-537.000-619.000	INSPECTIONS	5,000.00	0.00	0.00		0.00	0.00
592-537.000-646.000	Utility Charges	2,616,340.00	(296.25)	12,117.35		12,117.35	0.46
592-537.000-646.010	Sewer Charges - Leprino	100,860.00	0.00	0.00		0.00	0.00
TOTAL REVENUES		6,323,520.00	(227,324.00)	48,284.94		48,284.94	0.76
Expenditures							
248.000	ADMINISTRATION	192,964.00	2,268.37	127,851.55		127,851.55	66.26
536.000	WATER	2,737,157.00	135,157.59	37,042.08		37,042.08	1.35
537.000	SEWER	2,701,585.00	25,892.50	26,339.08		26,339.08	0.97
906.000	DEBT	613,739.00	(36,754.21)	0.00		0.00	0.00
TOTAL EXPENDITURES		6,245,445.00	126,564.25	191,232.71		191,232.71	3.06
Fund 592 - Water & Sewer:							
TOTAL REVENUES		6,323,520.00	(227,324.00)	48,284.94		48,284.94	0.76
TOTAL EXPENDITURES		6,245,445.00	126,564.25	191,232.71		191,232.71	3.06
NET OF REVENUES & EXPENDITURES		78,075.00	(353,888.25)	(142,947.77)		(142,947.77)	183.09

FUND BALANCE = \$39,844,335

CASH BALANCE = \$8,707,819

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			01/31/2022	01/31/2023	MONTH	01/31/2023	
Fund 811 - Road Fund							
Revenues							
811-000.000-452.000	SPECIAL ASSESS-ROADS	25,000.00	0.00	0.00	0.00	0.00	
811-000.000-665.000	Interest	300.00	15.37	483.28	483.28	161.09	
811-000.000-665.010	Interest On Assessments	2,000.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		27,300.00	15.37	483.28	483.28	1.77	
Expenditures							
223.000	AUDIT	1,000.00	0.00	0.00	0.00	0.00	
446.000	ROADS	128,074.00	0.00	3,074.00	3,074.00	2.40	
TOTAL EXPENDITURES		129,074.00	0.00	3,074.00	3,074.00	2.38	
Fund 811 - Road Fund:							
TOTAL REVENUES		27,300.00	15.37	483.28	483.28	1.77	
TOTAL EXPENDITURES		129,074.00	0.00	3,074.00	3,074.00	2.38	
NET OF REVENUES & EXPENDITURES		(101,774.00)	15.37	(2,590.72)	(2,590.72)	2.55	
TOTAL REVENUES - ALL FUNDS		14,983,380.00	1,236,432.86	2,910,559.10	2,910,559.10	19.43	
TOTAL EXPENDITURES - ALL FUNDS		14,273,988.00	305,950.06	958,216.37	958,216.37	6.71	
NET OF REVENUES & EXPENDITURES		709,392.00	930,482.80	1,952,342.73	1,952,342.73	275.21	

FUND BALANCE = \$503,667

CASH BALANCE = \$503,293

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 6, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra
Absent: 1 vacant seat
Staff and Guests Present: Planner Greg Ransford, Kevin Ey, Marcel VanderLaan, Steve Eckert, Tony Buter, Jack Barr, Garry Scholten Jr., Paul & Kris Caouette, Doug Gulker, Richard Barber, Sarah Avink, Mike Abramowski, Brittany Holthof
3. Communications and Correspondence: None received.
4. Motion by Nadda to approve the January 16, 2023, Planning Commission Minutes with the change that the next meeting listed be changed from January 16, 2023, to February 6, 2023. Seconded by Zeinstra.
Approved 6-0
5. Motion by Adams to approve the February 6, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no comments Chairperson Adams closed the public comment section.
7. Public Hearings:
 - A. Rusk Lake Associates Mining Application – 10618 Pierce St.
Planner Ransford introduced the application and reviewed his memo regarding the project.
Todd Stuive with Exxel Engineering, representing the applicant, presented the mining project.
Chairperson Adams opened the public comment section.
Sarah Avink, a resident of Allendale, has concerns regarding the neighboring pond, creek, and wildlife. She is also concerned about the possible future development and the traffic it would bring and how it would affect the road conditions.
Brittany Holthof, a resident of Allendale. Her main concern is the water table issues in the area and how this would affect the water table. She also had questions regarding the damage to the roads that would occur due to the truck traffic and if there would be a grading plan in place to combat that. Ms. Holthof also asked about the timetable of the project.
Lauri Adams, a resident of Allendale expressed her concerns regarding truck noise, start and stop times of the mining operation, if there could be mature trees planted as a noise buffer if the need arises, timetable for the lake and the possible future development, and access to the lake if it is public.
Mike Abramowski, a resident of Allendale, has questions regarding the water table and how the lake would affect that, along with the possible future development and if it would be on city water or have wells. He has concerns regarding the truck traffic and the dust that it brings along with the start and stop times and the noise associated with the trucks. He also questioned the timetable of the project.
Kris Caouette, a resident of Allendale, has concerns regarding the water table and what will happen if her well goes dry? Will there be restitution for that?

Paul Caouette, a resident of Allendale, also has concerns about the water table. Would there be monitoring of the water table as this lake is constructed and is there a plan in place for future water hook-up for the area?

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

Todd Stuive responded to the questions that were asked during the public comment time. He stated that there was a hydrogeological study done to analyze the site and the study found that the proposed lake will not have an adverse effect on area groundwater resources. He also stated that the water main would be extended at the time of home construction down 92nd to Pierce and to the east side of the property. Mr. Stuive explained that the timetable for the mine is expected to be 10 years or less depending on the demand for the product. Hours of operation would be 7:00 am to 6:00 pm Monday through Friday and 8:00 am to 1:00 pm on Saturday as allowed by the current zoning ordinance. Mr. Stuive explained that this would be a private lake with no public access allowed and the depth of the lake is proposed to be 9 to 10 feet. The operator of the mine is willing to take care of the road and maintain road conditions, but the final decision of how that is to be handled will be up to the Commission.

Commissioners discussed the possibility of monitoring the water levels to protect the surrounding wells. They also discussed if there were other projects in the Township that have been done by the excavator and how those projects progressed, if there were any complaints surrounding those projects.

Mr. Zeinstra suggested moving the access road north of where it is proposed and to put a berm in to protect the houses along 92nd St. from the noise. He also pointed out that there would be a sign at the entrance of the access road with contact information for the operator, and if anyone has complaints, they can call that number. If the complaint is not resolved, then the resident can call the Township to get resolution.

Commissioners discussed the number of trips generated and the average of those trips per week. They also discussed how that aspect would be monitored or enforced.

Motion by Zeinstra to approve the Rusk Lake Mining Resolution with the following changes:

- No dewatering during the excavation of the lake.
- With quarterly monitoring of the groundwater while in operation.
- Operator shall grade and control the dust on 92nd Ave. as needed.
- Move the construction entrance north.
- Add a berm in the area of the construction entrance to block noise along 92nd Ave.
- Strike number 7 from the resolution regarding the per week truck trips.

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

B. Hidden Shores West Phase 4 – Site Condominium

Planner Ransford reviewed his memo regarding the project.

Jack Barr with Nederveld, representing the applicant, presented the project.

Chairperson Adams opened the public comment section.

Steve Eckert, a resident of Allendale, asked for clarification on the location of Phase 4. He also asked about the future plans for Pierce St. and whether there is a plan to pave the road.

Kevin Ey, a resident of Allendale, had a question regarding where construction traffic would be coming from and the timeline for the project.

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

Mr. Barr stated that Phase 4 is expected to start late spring, early summer and finished by the winter. Mr. Barr clarified that they could suggest where construction traffic enters, however since they are all public roads, they cannot require a specific route. Mr. Zeinstra suggested a sign to direct construction traffic.

Motion by Zeinstra to recommend approval to the Board for the Hidden Shores West Phase 4 as presented. Seconded by Zuniga. **Approved 6-0**

8. Site Plan Review:

A. Centennial Townhomes – 24-unit multi-family development

Planner Ransford reviewed his memo and gave some history on the project.

Todd Stuive with Exxel Engineering, representing the developer, presented the project.

Commissioners discussed landscaping and buffers and recommended to the applicant that they add landscaping to the east side of the property.

Commissioners directed Planner Ransford to set the public hearing for this project.

9. New Business:

A. Allendale Christian School – Building Addition

- Minor vs Major determination

Mr. Zeinstra recused himself from the discussion due to professional involvement in the project.

Planner Ransford explained what was being discussed for this project.

Marcel VanderLaan with Lakewood Construction, representing the applicant introduced the project and reviewed the history of the site.

Commissioners opined that this small addition would be determined as a minor change, but the next, larger, addition is determined to be a major change.

Motion by Nadda to approve the Allendale Christian School Addition designated as minor.
Seconded by Westerling. **Approved 5-0**

Mr. Zeinstra rejoined the meeting.

10. Old Business: None

11. Public Comments:

Chairperson Adams, seeing no public present, opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board is working on the Allendale Strategic Improvement Plan.

13. Commissioner and Staff Comments:

Mr. Westerling had questions regarding the Mr. Burger, Aldi, and Tommy's Car Wash projects and where they stand.

Mr. Zuniga questioned the lights on the new fire station that they point up and are very bright.

Planner Ransford noted that he would be away for the next meeting.

14. Chairperson Adams adjourned the meeting at 9:00 p.m.

Next meeting February 20, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



<u>ALARM TYPE</u>	<u>MONTH</u> January	<u>YEAR TO DATE</u> 2023	<u>YEAR TO DATE</u> 2022	<u>CHANGE</u> 2023
MEDICAL EMERGENCIES		57	60	-3
Canceled Enroute		3	7	-4
Squad 172 Responses		18	38	-20
Asst. Amb.		7	13	-6
Lift Assist		0	2	-2
VEHICLE ACCIDENTS WITH INJURIES		1	4	-3
Cancelled Enroute		0	0	EVEN
PROPERTY DAMAGE ACCIDENTS		1	2	-1
Canceled Enroute		1	0	1
SMOKE/ODOR INVESTIGATION		1	1	EVEN
Canceled Enroute		0	0	EVEN
MEDICAL ALARM		3	1	2
Canceled Enroute		0	0	EVEN
FIRE ALARM		1	12	-11
Canceled Enroute		5	0	5
SERVICE CALL / LOCK-IN/OUT		1	1	EVEN
MUTUAL AID/AUTOMATIC AID:				
AUTOMATIC AID GIVEN:		1	0	1
MUTUAL AID GIVEN:		4	3	1
AUTOMATIC AID RECEIVED		2	1	1
MUTUAL AID RECEIVED		0	1	-1
BUILDING FIRES		1	0	1
GRASS, BRUSH, WOODS		0	0	EVEN
TRASH, REFUSE, DUMPSTER		0	1	-1
VEHICLE FIRES		0	0	EVEN
CO ALARM		3	1	2
GAS LEAK / WIRE DOWN		1	1	EVEN
NO DISPATCH		3	0	3
UNAUTHORIZED BURN		0	0	EVEN
TOTALS	0	94	109	
	<u>Month</u>	<u>2023 to Date</u>	<u>2022 To Date</u>	<u>23/22 Change</u>
Property Loss: (\$)		\$3,000.00	\$0.00	\$3,000.00
Property Saved (\$)		\$249,356	\$0	\$249,356.00
Man Hours on Alarms		399	401.00	-2
Training Man Hours		78.50	82.50	-4
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other		606.30	78.25	528.05
Burning Permits Issued		47	46	1
Grand Valley Alarms		11	12	-1
Off-Campus Student Housing		10	19	-9
Stonebridge Senior Housing		4	1	3
Green Acres		1	4	-3
Atrium of Allendale		7	7	EVEN

AFD - Training and Activities

Report Filters

Activity/Training Start Date Time: is between '1/1/2023' and '1/31/2023'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
01/03/2023 18:00:00	01/18/2023 22:00:00	Tuesday	EMT CLASS	3
01/20/2023 06:00:00	01/20/2023 18:00:00	Friday	PART TIME SHIFT	1
01/20/2023 10:30:00	01/20/2023 13:30:00	Friday	EQUIPMENT CHECKS #4	1
01/21/2023 13:15:00	01/21/2023 15:00:00	Saturday	EQUIPMENT CHECKS #4	4
01/23/2023 18:30:00	01/23/2023 19:45:00	Monday	OFFICERS MEETING	9
01/03/2023 18:00:00	01/25/2023 22:00:00	Tuesday	EMT CLASS	3
01/26/2023 08:45:00	01/26/2023 18:00:00	Thursday	PART TIME SHIFT	1
01/27/2023 06:00:00	01/27/2023 18:00:00	Friday	PART TIME SHIFT	1
01/27/2023 18:00:00	01/27/2023 19:35:00	Friday	EQUIPMENT CHECKS #5	3
01/28/2023 07:30:00	01/28/2023 13:00:00	Saturday	PART TIME SHIFT	5
01/01/2023 09:49:41	01/31/2023 09:49:54	Sunday	CAPTAIN PAY	
01/01/2023 09:50:57	01/31/2023 09:51:05	Sunday	EMS COORDINATOR	
01/01/2023 09:52:09	01/31/2023 09:52:15	Sunday	EMS REPORT AUDIT	
01/01/2023 09:53:28	01/31/2023 09:53:35	Sunday	DEPUTY CHIEF PAY	
01/01/2023 09:54:50	01/31/2023 09:54:57	Sunday	LT. PAY	5
01/01/2023 09:56:56	01/31/2023 09:57:02	Sunday	SEARGEANT PAY	6
01/03/2023 18:00:00	01/03/2023 22:00:00	Tuesday	EMT CLASS	3
01/03/2023 18:00:00	01/03/2023 22:00:00	Tuesday	EMT CLASS	3
01/05/2023 17:00:00	01/05/2023 19:00:00	Thursday	PUBLIC SERVICE	3
01/07/2023 09:00:00	01/07/2023 11:30:00	Saturday	EQUIPMENT CHECKS #2	4
01/10/2023 18:30:00	01/10/2023 20:00:00	Tuesday	PUBLIC SERVICE	4
01/03/2023 18:00:00	01/11/2023 22:00:00	Tuesday	EMT CLASS	3
01/03/2023 18:00:00	01/04/2023 22:00:00	Tuesday	EMT CLASS	3
01/12/2023 18:45:00	01/12/2023 21:00:00	Thursday	HAZMAT MONTHLY	1

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
01/14/2023 09:00:00	01/14/2023 12:00:00	Saturday	EQUIPMENT CHECKS #3	5
Activity/Training Event Type: Training				
01/16/2023 18:45:00	01/16/2023 20:30:00	Monday	CPR	8
01/16/2023 18:45:00	01/16/2023 20:30:00	Monday	SCBA COMMUNICATIONS	5
01/16/2023 18:45:00	01/16/2023 20:30:00	Monday	SKED & ROPES & KNOTS	4
01/09/2023 18:30:00	01/09/2023 20:45:00	Monday	CPR	9
01/09/2023 18:30:00	01/09/2023 20:30:00	Monday	SCBA COMMUNICATIONS	10
01/09/2023 18:30:00	01/09/2023 20:30:00	Monday	SKED & ROPES & KNOTS	5

NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)		Number of Runs
Day of Week: 01 - Sunday		
A - Shift 6P SUN / 6A FRI		7
C - Shift 6P FRI / 6P SUN		16
		Total: 23
Day of Week: 02 - Monday		
A - Shift 6P SUN / 6A FRI		8
B - Shift 6A MON / 6P FRI		7
		Total: 15
Day of Week: 03 - Tuesday		
A - Shift 6P SUN / 6A FRI		6
B - Shift 6A MON / 6P FRI		7
		Total: 13
Day of Week: 04 - Wednesday		
A - Shift 6P SUN / 6A FRI		3
B - Shift 6A MON / 6P FRI		3
		Total: 6
Day of Week: 05 - Thursday		
A - Shift 6P SUN / 6A FRI		10
B - Shift 6A MON / 6P FRI		8
		Total: 18
Day of Week: 06 - Friday		
A - Shift 6P SUN / 6A FRI		2
B - Shift 6A MON / 6P FRI		1
C - Shift 6P FRI / 6P SUN		6
		Total: 9
Day of Week: 07 - Saturday		
C - Shift 6P FRI / 6P SUN		10
		Total: 10
		Total: 94

Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
Basic Shift Or Platoon (FD1.30): A - Shift 6P SUN / 6A FRI					
23-0000007	01/02/2023 18:36:19	170, 171	Monday	194	8
23-0000010	01/02/2023 21:34:19	170, 171	Monday	120	4
23-0000008	01/02/2023 21:06:41	171, 170	Monday	141	9
23-0000011	01/03/2023 04:24:06	170, 171	Tuesday	160	13
23-0000013	01/03/2023 22:52:17	195	Tuesday	120	
23-0000014	01/04/2023 18:04:47	192, 121	Wednesday	180	
23-0000015	01/05/2023 00:12:52	171, 170	Thursday	120	9
23-0000021	01/05/2023 19:02:19	171	Thursday	192	23
23-0000020	01/05/2023 18:57:48	171	Thursday	192	10
23-0000019	01/05/2023 18:38:29	197	Thursday	180	
23-0000022	01/05/2023 21:46:21	170, 171, 121	Thursday	170	5
23-0000023	01/05/2023 23:42:16	171	Thursday	170	19
23-0000030	01/08/2023 20:58:52	170	Sunday	141	16
23-0000031	01/08/2023 22:30:45	171, 170	Sunday	141	
23-0000032	01/09/2023 03:04:39	121, 199	Monday	190	14
23-0000033	01/09/2023 04:43:26	171, 170	Monday	170	8
23-0000036	01/09/2023 18:13:56	171	Monday	141	8
23-0000037	01/10/2023 00:45:59	170, 171	Tuesday	180	11
23-0000045	01/12/2023 21:27:43	170, 171	Thursday	164	14
23-0000046	01/12/2023 22:35:44	170, 171	Thursday	180	5
23-0000047	01/13/2023 01:36:44	170, 171	Friday	180	13
23-0000040	01/10/2023 22:24:05	121, 195	Tuesday	140	12
23-0000041	01/11/2023 04:08:43	195	Wednesday	180	
23-0000009	01/02/2023 21:08:13		Monday	OUT	0
23-0000054	01/15/2023 19:08:57	170, 171	Sunday	140	6
23-0000055	01/17/2023 04:55:20	170, 171	Tuesday	120	7
23-0000057	01/17/2023 22:27:41	170, 171	Tuesday	190	15
23-0000058	01/19/2023 01:19:24	170, 171	Thursday	121	7
23-0000075	01/25/2023 20:50:11	174	Wednesday	160	
23-0000078	01/26/2023 19:19:53	170	Thursday	120	7
23-0000079	01/27/2023 00:54:54	170, 171	Friday	190	10
23-0000070	01/22/2023 21:21:30	121	Sunday	180	11
23-0000069	01/22/2023 21:15:24	170	Sunday	170	8
23-0000071	01/23/2023 02:08:35	170, 171	Monday	191	12
23-0000089	01/29/2023 20:45:12	192, 141, 170, 121, 171, 195	Sunday	110	8
23-0000090	01/29/2023 22:37:58	121, 141, 170	Sunday	180	6
					Avg: 9.89
Basic Shift Or Platoon (FD1.30): B - Shift 6A MON / 6P FRI					
23-0000073	01/24/2023 12:23:12	171	Tuesday	190	8
23-0000072	01/24/2023 09:02:44	171	Tuesday	140	8
23-0000074	01/25/2023 08:02:57	171	Wednesday	163	7
23-0000091	01/30/2023 06:14:00		Monday	OUT	10
23-0000093	01/30/2023 11:14:52	171	Monday	120	0
23-0000092	01/30/2023 08:16:34	171	Monday	121	5
23-0000094	01/31/2023 10:11:31	171	Tuesday	120	0
23-0000076	01/26/2023 08:57:14	171	Thursday	120	
23-0000077	01/26/2023 14:34:17	171	Thursday	164	8
23-0000059	01/19/2023 11:23:19	171, 170	Thursday	120	3
23-0000056	01/17/2023 15:32:58	190	Tuesday	OUT	28
23-0000060	01/19/2023 14:26:45	170	Thursday	120	2
23-0000062	01/20/2023 09:19:55	171	Friday	OUT	

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
23-0000034	01/09/2023 12:05:07	170	Monday	160	9
23-0000042	01/11/2023 09:34:20	171	Wednesday	120	4
23-0000043	01/11/2023 13:43:01	171	Wednesday	190	7
23-0000044	01/12/2023 09:32:51	171	Thursday	160	
23-0000038	01/10/2023 07:52:35	171	Tuesday	120	7
23-0000039	01/10/2023 11:16:09	171	Tuesday	100	8
23-0000035	01/09/2023 16:22:01	122, 190	Monday	OUT	2
23-0000005	01/02/2023 14:35:48		Monday	OUT	0
23-0000018	01/05/2023 12:43:09	190, 171	Thursday	190	6
23-0000016	01/05/2023 06:38:11	171	Thursday	140	8
23-0000017	01/05/2023 09:20:43	141, 190	Thursday	OUT	
23-0000006	01/02/2023 14:52:17	171	Monday	110	8
23-0000012	01/03/2023 07:53:59	171	Tuesday	190	7
					Avg: 6.48
Basic Shift Or Platoon (FD1.30): C - Shift 6P FRI / 6P SUN					
23-0000001	01/01/2023 03:33:32	171	Sunday	190	13
23-0000002	01/01/2023 03:39:45	171, 170, 121	Sunday	190	4
23-0000004	01/01/2023 12:16:38	171, 170	Sunday	190	8
23-0000003	01/01/2023 06:22:27	121, 198	Sunday	190	5
23-0000024	01/07/2023 09:18:09	170, 171	Saturday	170	9
23-0000025	01/07/2023 15:07:19	171, 170	Saturday	170	6
23-0000026	01/07/2023 20:11:25	170, 171	Saturday	161	11
23-0000027	01/08/2023 01:07:23	170, 171	Sunday	141	11
23-0000028	01/08/2023 10:19:01	170, 171	Sunday	170	7
23-0000029	01/08/2023 14:48:40	170, 171	Sunday	170	7
23-0000053	01/15/2023 13:58:54	170, 171	Sunday	160	9
23-0000048	01/14/2023 22:06:01	170	Saturday	180	
23-0000049	01/15/2023 00:04:33	170, 171	Sunday	141	11
23-0000050	01/15/2023 02:16:28	170, 171	Sunday	140	10
23-0000052	01/15/2023 09:24:43	170, 171	Sunday	170	3
23-0000051	01/15/2023 08:52:54	170, 171	Sunday	121	9
23-0000063	01/20/2023 19:34:49	170, 171	Friday	141	6
23-0000064	01/20/2023 22:38:18	170, 171	Friday	141	7
23-0000065	01/21/2023 01:36:46	170, 171	Saturday	180	12
23-0000066	01/21/2023 05:17:48	170, 171	Saturday	190	13
23-0000067	01/21/2023 15:58:40	170, 171	Saturday	180	8
23-0000068	01/22/2023 09:08:53	170, 171	Sunday	170	8
23-0000061	01/20/2023 00:22:39	197	Friday	180	
23-0000081	01/27/2023 21:21:35	170, 171	Friday	162	13
23-0000082	01/27/2023 21:49:01	171, 170	Friday	180	6
23-0000083	01/28/2023 01:34:00	171, 170	Saturday	140	11
23-0000084	01/28/2023 13:10:40	171, 122, 121, 170	Saturday	141	8
	01/27/2023 18:14:38	170	Friday	180	
	01/28/2023 22:58:05	170	Saturday	140	1
23-0000086	01/29/2023 05:17:42	171, 170	Sunday	140	19
23-0000087	01/29/2023 14:53:04	170	Sunday	190	13
23-0000088	01/29/2023 15:01:10	192, 121, 141, 170, 190	Sunday	180	10
					Avg: 8.86
					Avg: 8.60

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '1/1/2023' and '1/31/2023'

Report Filters

Basic Incident Date Time: is between '1/1/2023' and '1/31/2023'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
100 - Fire, other	1.06%
111 - Building fire	1.06%
	Total: 2.13%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
311 - Medical assist, assist EMS crew	3.19%
321 - EMS call, excluding vehicle accident with injury	62.77%
322 - Motor vehicle accident with injuries	1.06%
	Total: 67.02%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	1.06%
424 - Carbon monoxide incident	1.06%
	Total: 2.13%
Incident Type Category (FD1.21): 5 - Service Call	
571 - Cover assignment, standby, moveup	1.06%
	Total: 1.06%
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	6.38%
6110 - Dispatched and cancelled en route (Medical)	2.13%
6111 - Dispatched and cancelled en route (Fire Alarm)	4.26%
622 - No incident found on arrival at dispatch address	2.13%
	Total: 14.89%
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
700 - False alarm or false call, other	2.13%
7001 - Dispatch Error (Never Dispatched)	3.19%
711 - Municipal alarm system, malicious false alarm	1.06%
733 - Smoke detector activation due to malfunction	2.13%
740 - Unintentional transmission of alarm, other	1.06%
746 - Carbon monoxide detector activation, no CO	3.19%
	Total: 12.77%
	Total: 100.00%

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
23-0000088	14:59:03	C - Shift 6P FRI / 6P SUN	100 - Fire, other	Mutual aid received		
23-0000089	20:44:38	A - Shift 6P SUN / 6A FRI	111 - Building fire	Mutual aid received		
						Total: 0.00%
Count: 2						
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
23-0000024	09:15:05	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
23-0000066	05:15:37	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
23-0000071	02:05:37	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	Mutual aid given		
23-0000001	03:30:16	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000002	03:37:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000004	12:14:32	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000006	14:50:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000007	18:33:26	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000008	21:06:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000010	21:31:57	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000011	04:21:11	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000012	07:53:27	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000015	00:11:47	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000016	06:37:58	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000018	12:42:09	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000020	18:56:10	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000021	18:59:05	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000022	21:45:30	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000023	23:39:14	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000025	15:06:43	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000026	20:09:03	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000027	01:06:17	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000028	10:18:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000029	14:47:24	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000033	04:40:01	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000036	18:08:12	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000037	00:44:29	A - Shift 6P SUN	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6A FRI	vehicle accident with injury			
23-0000038	07:50:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000039	11:11:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000042	09:32:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000043	13:40:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000045	21:25:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000046	22:34:29	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000047	01:35:13	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000049	00:02:11	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000050	02:15:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000051	08:50:59	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000052	09:22:24	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000053	13:57:40	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000054	19:08:00	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000055	04:53:35	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000056	15:32:47	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid given	Coopersville/Polkton Fire Dept.	
23-0000057	22:24:21	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000058	01:13:38	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000059	11:20:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000063	19:33:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000064	22:37:25	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000065	01:23:47	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000067	15:57:15	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000068	09:07:07	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000069	21:11:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000072	09:00:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000073	12:22:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000074	08:01:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000077	14:32:36	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000079	00:49:43	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000081	21:19:15	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000082	21:47:18	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
23-0000083	01:32:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000086	05:13:07	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000087	14:47:44	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0000092	08:14:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0000084	13:08:05	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
						Total: 0.00%
Count: 63						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
23-0000070	21:19:34	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
23-0000030	20:56:32	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		
						Total: 0.00%
Count: 2						
Incident Type Category (FD1.21): 5 - Service Call						
23-0000035	16:16:37	B - Shift 6A MON / 6P FRI	571 - Cover assignment, standby, moveup	Mutual aid given	KC-Walker Department of Public Safety	
						Total: 0.00%
Count: 1						
Incident Type Category (FD1.21): 6 - Good Intent Call						
23-0000017	09:19:24	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	Automatic aid given	Georgetown Township	
23-0000041	04:08:04	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	None		
23-0000048	22:05:02	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
23-0000062	09:18:39	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	Mutual aid given	Wright-Tallmadge Fire Dept	
23-0000075	20:49:49	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	None		
23-0000080	18:12:39	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
23-0000013	22:52:08	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
23-0000044	09:30:03	B - Shift 6A MON / 6P FRI	6110 - Dispatched and cancelled en route (Medical)	None		
23-0000014	18:04:03	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
23-0000019	18:37:15	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
23-0000061	00:21:41	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
23-0000090	22:37:42	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
23-0000003	06:21:38	C - Shift 6P FRI / 6P SUN	622 - No incident found on arrival at dispatch address	None		
23-0000034	12:04:26	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
						Total: 0.00%
Count: 14						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
23-0000076	08:56:17	B - Shift 6A MON / 6P FRI	700 - False alarm or false call, other	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
23-0000085	22:57:56	C - Shift 6P FRI / 6P SUN	700 - False alarm or false call, other	None		
23-0000005	14:35:48	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
23-0000009	21:08:13	A - Shift 6P SUN / 6A FRI	7001 - Dispatch Error (Never Dispatched)	None		
23-0000091	06:10:55	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
23-0000060	14:25:49	B - Shift 6A MON / 6P FRI	711 - Municipal alarm system, malicious false alarm	None		
23-0000040	22:23:45	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
23-0000094	10:11:14	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
23-0000078	19:14:05	A - Shift 6P SUN / 6A FRI	740 - Unintentional transmission of alarm, other	None		
23-0000031	22:30:34	A - Shift 6P SUN / 6A FRI	746 - Carbon monoxide detector activation, no CO	None		
23-0000032	03:03:24	A - Shift 6P SUN / 6A FRI	746 - Carbon monoxide detector activation, no CO	None		
23-0000093	11:14:32	B - Shift 6A MON / 6P FRI	746 - Carbon monoxide detector activation, no CO	None		
Count: 12						Total: 0.00%
Count: 94						Total: 0.00%

AFD Aid Given/Received Report

Incident Number	Basic Incident Date Time	Basic Incident Day Name (FD1.3)	Basic Incident Full Address	Aid Given Or Received	Automatic Aid Received Departments
Department Name: (None)					
23-0000071	01/23/2023 02:05:37	Monday	5166 MOUNT ST ANN Street Allendale MI 49401	Mutual aid given	
23-0000088	01/29/2023 14:59:03	Sunday	11080 RESIDENCE Drive Allendale MI 49401	Mutual aid received	Georgetown Township, Wright-Tallmadge Fire Dept, Blendon Township Fire Dept
23-0000089	01/29/2023 20:44:38	Sunday	8221 FILLMORE Street Allendale MI 49401	Mutual aid received	Blendon Township Fire Dept, Olive Township Fire Dept
				Count: 3	
Department Name: Coopersville/Polkton Fire Dept.					
23-0000056	01/17/2023 15:32:47	Tuesday	15585 68TH Avenue Coopersville MI 49404	Mutual aid given	
				Count: 1	
Department Name: Georgetown Township					
23-0000017	01/05/2023 09:19:24	Thursday	725 BALDWIN Street 3020 Jenison MI 49428	Automatic aid given	
				Count: 1	
Department Name: KC-Walker Department of Public Safety					
23-0000035	01/09/2023 16:16:37	Monday	3250 WEATHERFORD Walker MI 49504	Mutual aid given	
				Count: 1	
Department Name: Wright-Tallmadge Fire Dept					
23-0000062	01/20/2023 09:18:39	Friday	5168 LEONARD Street Eastmanville MI 49404	Mutual aid given	
				Count: 1	
				Count: 7	

AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	5
01:00:00 - 01:59:59	5
02:00:00 - 02:59:59	2
03:00:00 - 03:59:59	3
04:00:00 - 04:59:59	4
05:00:00 - 05:59:59	2
06:00:00 - 06:59:59	3
07:00:00 - 07:59:59	2
08:00:00 - 08:59:59	4
09:00:00 - 09:59:59	8
10:00:00 - 10:59:59	2
11:00:00 - 11:59:59	3
12:00:00 - 12:59:59	4
13:00:00 - 13:59:59	3
14:00:00 - 14:59:59	7
15:00:00 - 15:59:59	3
16:00:00 - 16:59:59	1
18:00:00 - 18:59:59	7
19:00:00 - 19:59:59	3
20:00:00 - 20:59:59	4
21:00:00 - 21:59:59	9
22:00:00 - 22:59:59	9
23:00:00 - 23:59:59	1
Total: 94	

2022



ALLENDALE FIRE DEPARTMENT

YEAR END REPORT

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Allendale Aid Given

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Message from the Chief

Our report presents an overview of the activities and accomplishments of the department as well as some insight into the services that we provide to our great community of Allendale.

The 2022 Annual Report has been prepared to provide information and statistics on the activities of the department during the past year and comparison data from previous years, where available.

We would like to start of the 2022 annual report by saying thank you. Allendale Fire had a record setting year with runs. We managed each call with professionalism, courtesy and compassion.

A fire department is a valuable community asset providing emergency and essential services to residents, businesses and visitors. Regardless of the size of the community, many people will never need the emergency services the fire department provides.

The fire department made 1,493 calls in 2022. This again was an increase in runs from 2021. All the departments in Ottawa County saw an increase of calls in 2022. Allendale Fire dropped to the fourth busiest department this year, we are normally second or third. We continue to run from one fire station as the others are running out of two or three.

We are maintaining a good number of Paid on Call staffing, but as these numbers increase, we will need to provide more staffing to accommodate the increase.

We are going to be in the new fire station by the time this report is completed. We cannot thank the Township Board enough for helping with our vision and making the project a success. With new facilities we will be able to expand on our progress and bring the department to a whole new level.

We hope that this report will give the needed insight on the operations of Allendale Fire Department.

The exceptional personnel of the Allendale Fire Department are proud to serve the Township. Allendale is an outstanding community to live in, work in, and visit because of our dedicated personnel, reliable citizen support, and vigilant elected officials.

Please take the time to thoroughly look over this report, and feel free to follow up with any questions, comments or concerns that you may have.

Sincerely

Michael Keefe

Fire Chief
Allendale Fire Department

Administrative

Michael Keefe	Fire Chief / Full Time / EMT	19 Years
Randy Bosch	Deputy Fire Chief / EMT	41 Years

Full Time Staff

Tony Dolce	Captain / Business Inspector / EMT	13 Years
Scott Harkes	Lieutenant / Training Officer / EMT	17 Years
Kyle Garlanger	Lieutenant Rental Inspector / Paramedic	7 Years

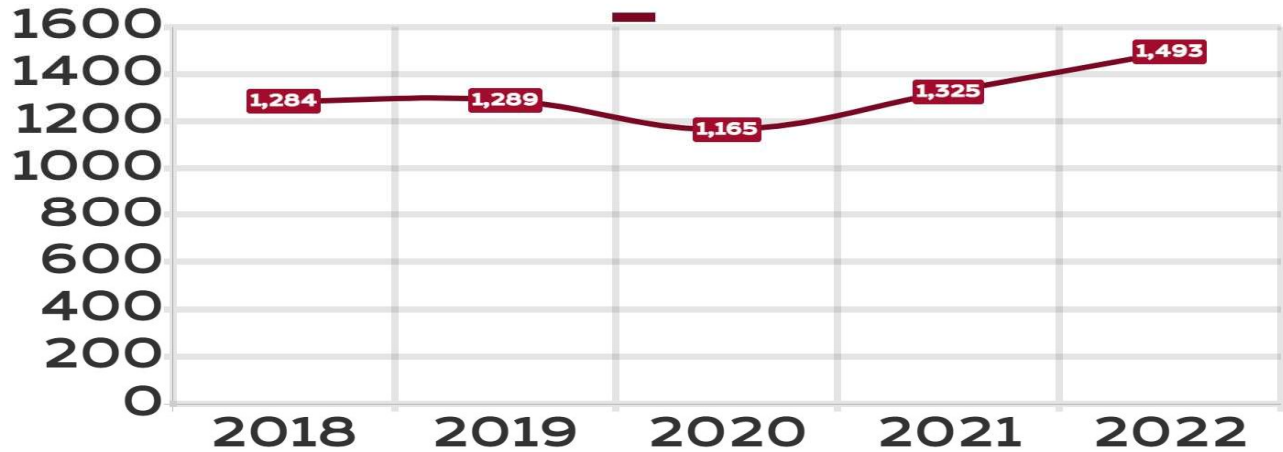
Paid on Call

Bruce Nagelkirk	Lieutenant / EMT	32 Years
Bill O'Donnell	Lieutenant / EMT	25 Years
Dave Marshall	Lieutenant / Paramedic	6 Years
Steve Wolbrink	Lieutenant / Paramedic	12 Years
Doug Anderson	Sergeant / EMT	6 Years
Eric Busscher	Sergeant / EMT	6 Years
Joe Flagstadt	Sergeant / EMT	7 Years
Chris Holmes	Sergeant / Paramedic	15 Years
Nick Richards	Sergeant / EMT	15 Years
Troy Teller	Sergeant / EMT	4 Years
Mike Augustyn	Firefighter / MFR	2.5 Years
Cody Brow	Firefighter / MFR	2.5 Years
Jeremy DeGlopper	Firefighter / EMT	15 Years
Joel DeVormer	Probationary Firefighter / EMT	1 Month
Chad Doornbos	Firefighter / EMT	7 Years
Garrett Fleming	Firefighter / MFR	2.5 Years
Jim Harkes	Firefighter / EMT	6 Years
Matt Jones	Firefighter / EMT	14 Years
Kevin Kraker	Firefighter / MFR	20 Years
Ian Lafave	Probationary Firefighter / EMT	1 Year
Mitch Lass	Firefighter / EMT	2.5 Years
Chris Pearson	Probationary Firefighter / EMT	1 Month
Austin Petroelje	Firefighter / EMT	7 Years
Dillon Reeder	Firefighter / EMT	4 Years
Garrett Stover	Firefighter / EMT	5 Years
Colin Vanderwal	Firefighter / EMT	7 Years
Harold Veldman	Chaplain	8 Years

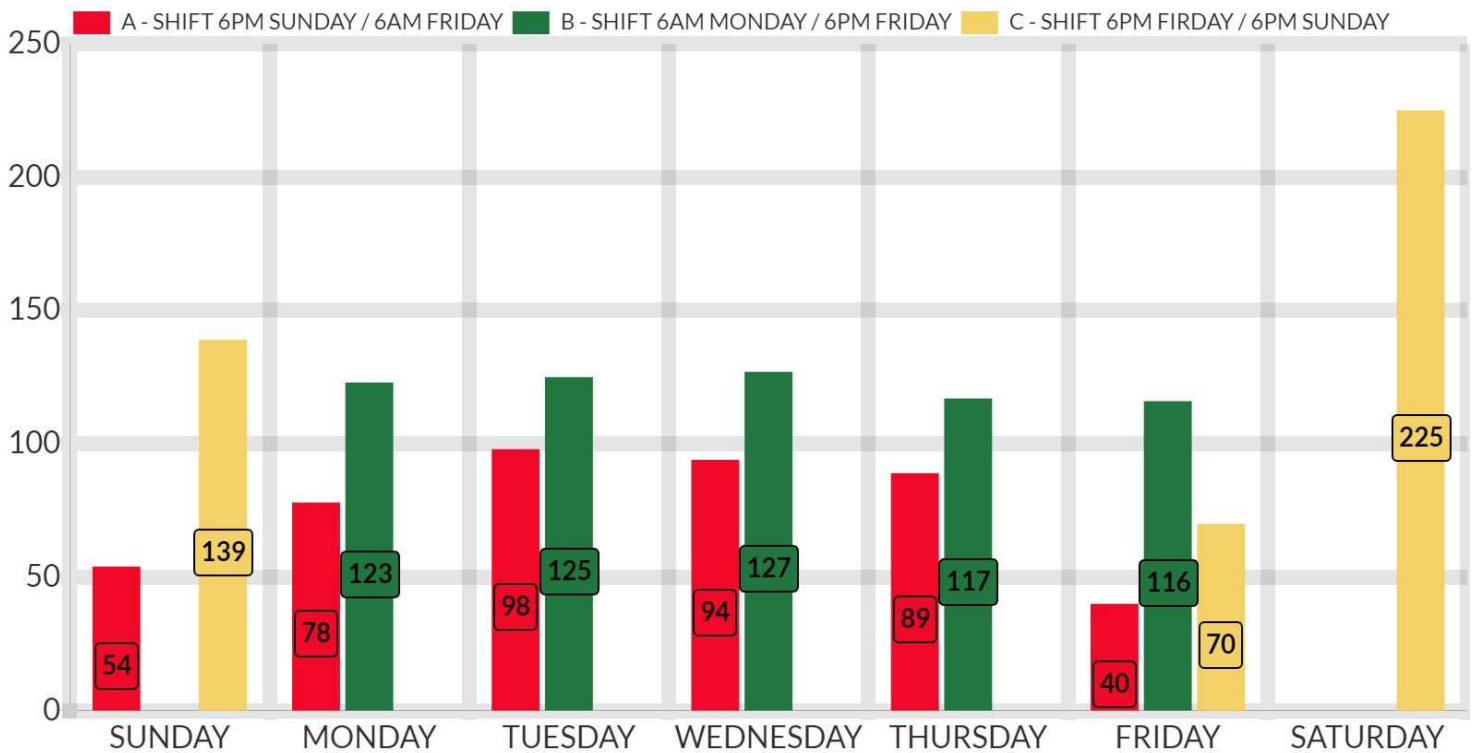
Average Years of Service

10.74 Years

ALLENDALE FIRE DEPARTMENT RUNS 2018 - 2022



CALLS PER SHIFT



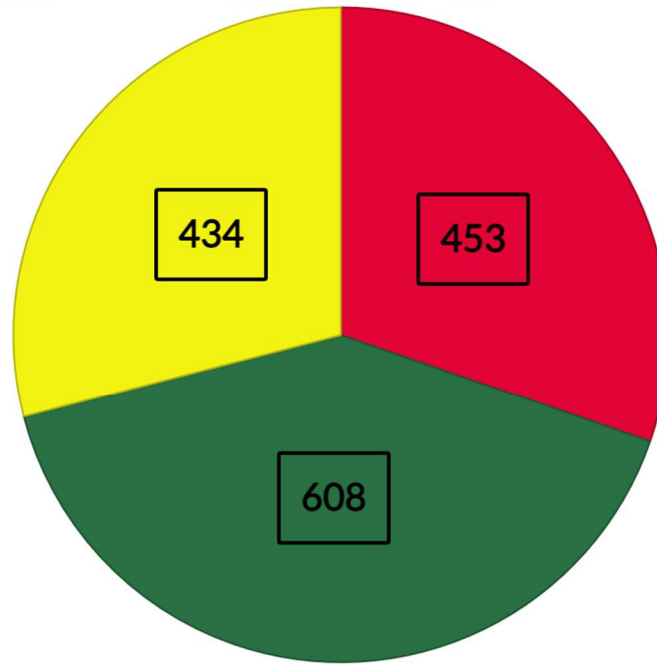
A- Shift is the scheduled time that the Paid-on-Call firefighters are covering the fire department.

B- Shift is the scheduled hours of the Full-Time staff; the B- Shift continues to be the busiest shift we have during the week days.

C- Shift is when the firefighters are filling their duty times during the weekends.

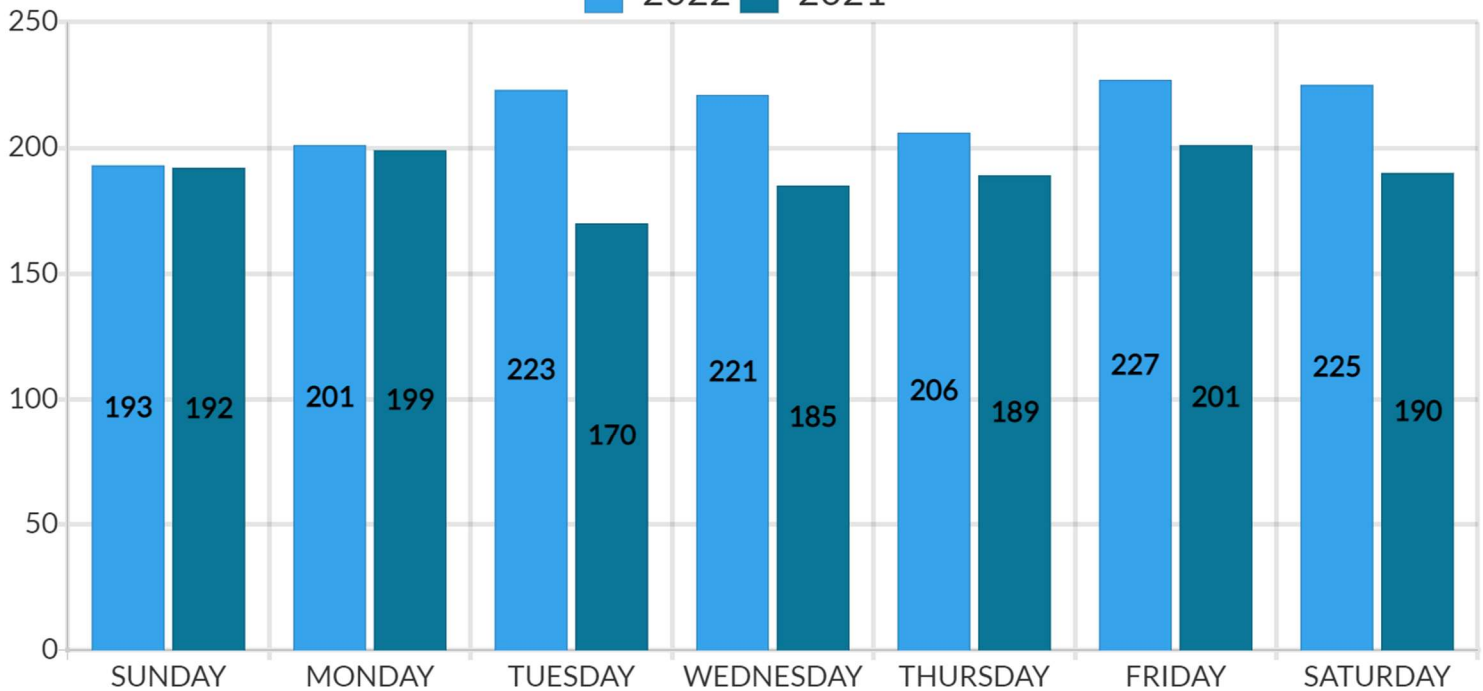
TOTAL PER SHIFT

A - SHIFT B - SHIFT C - SHIFT

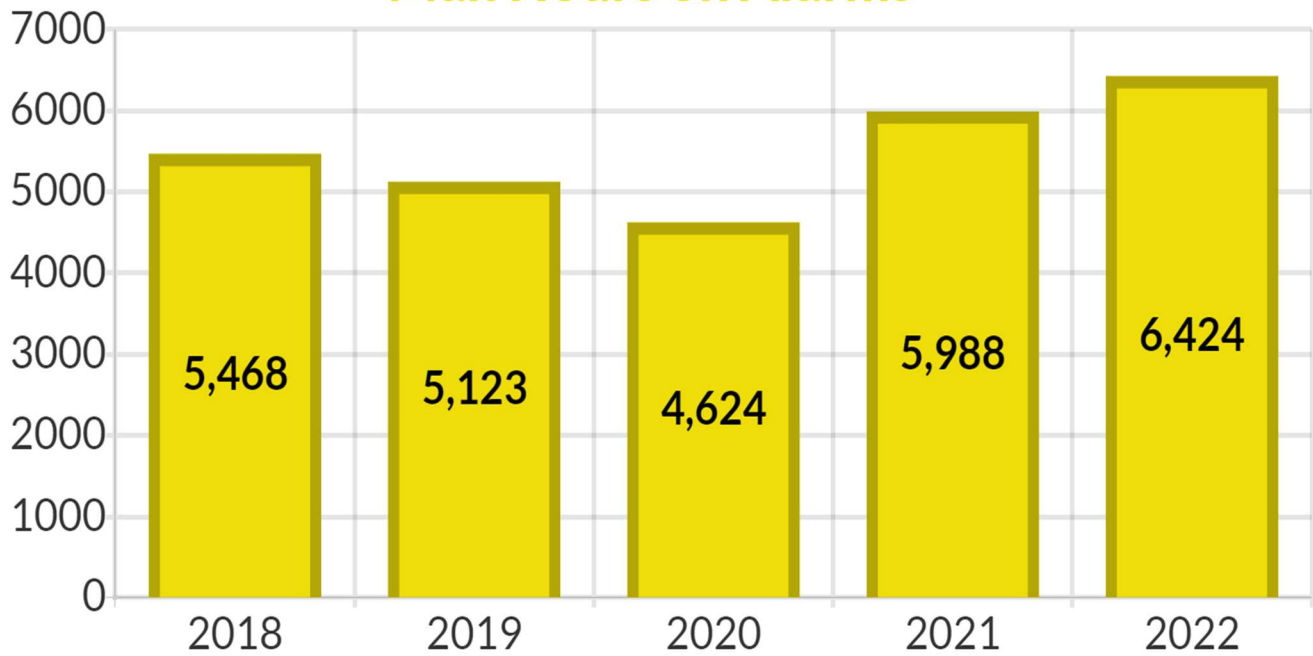


INCIDENTS BY DAYS OF THE WEEK

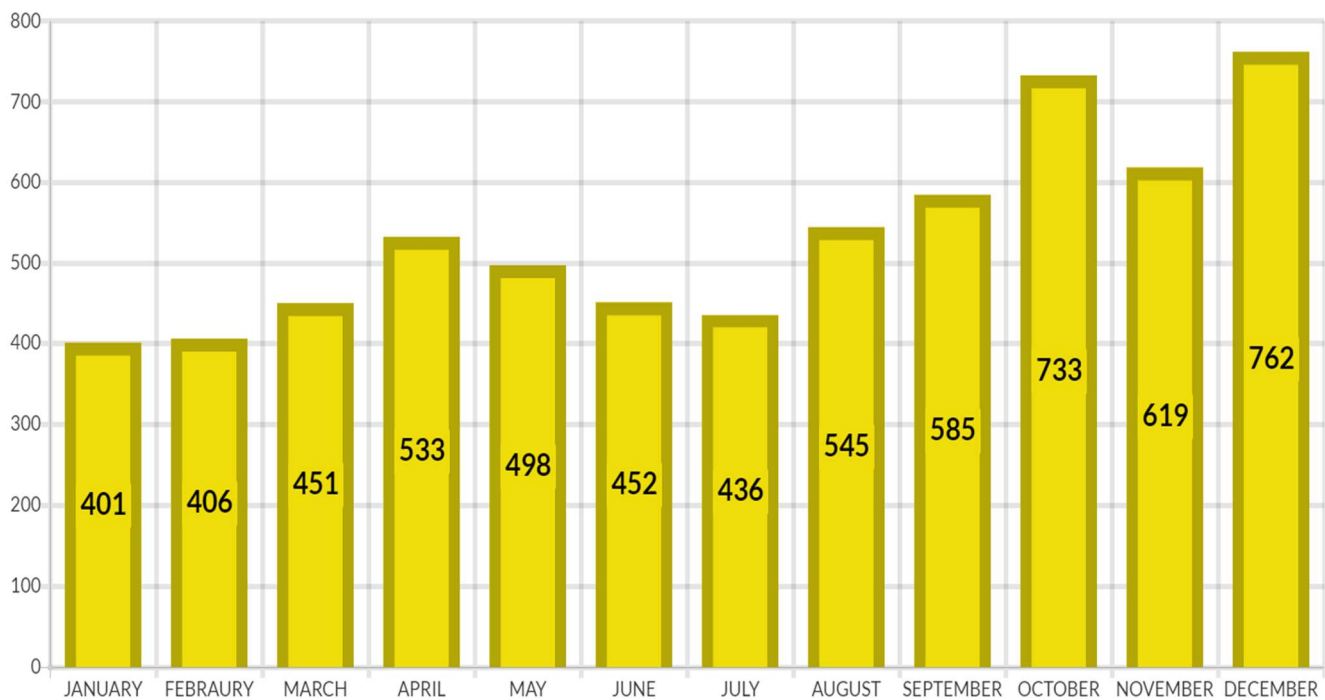
2022 2021



Man Hours on Alarms



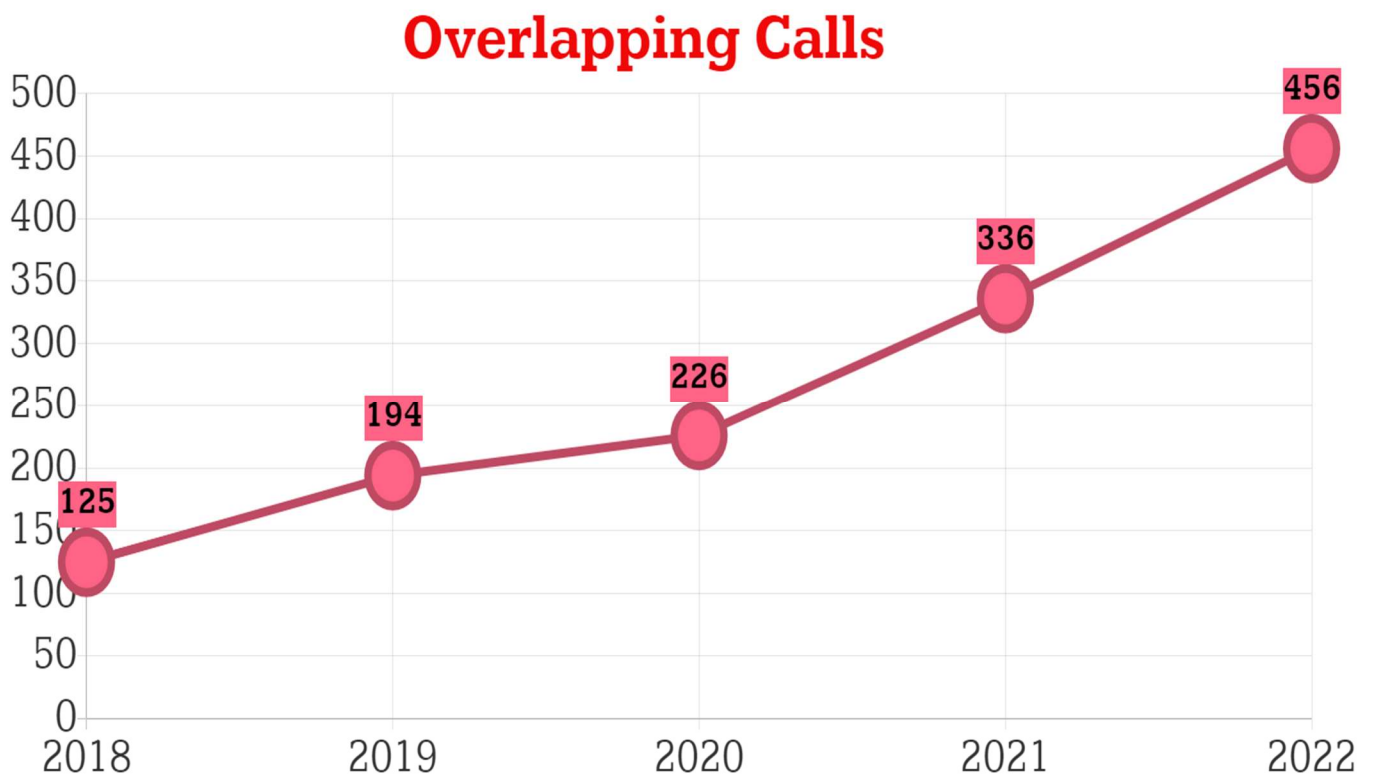
HOURS PER MONTH



OVERLAPPING INCIDENTS 2022

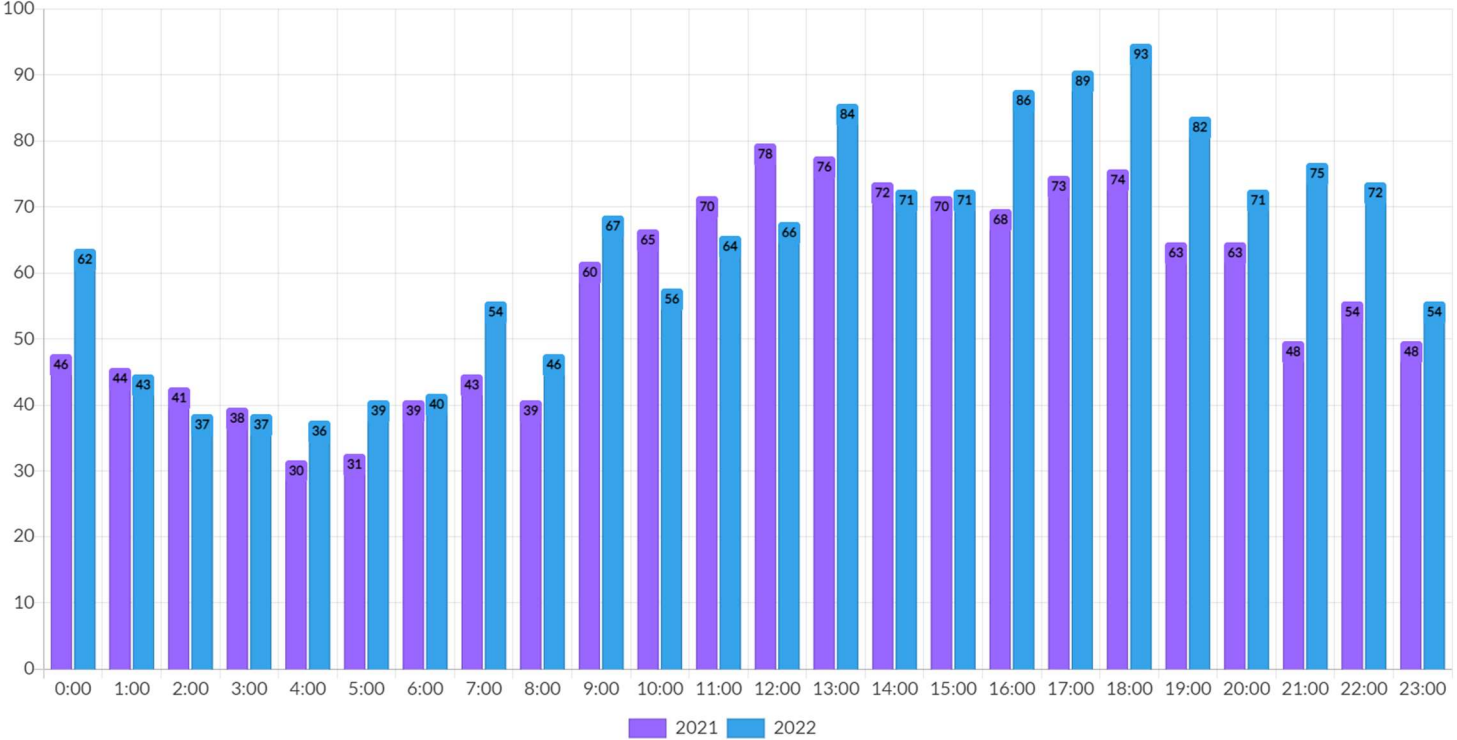
Overlapping incidents are when the fire department is called to one event and is then given another at the same time. Most of the overlapping incidents that do occur are handled by the same crew splitting in two or another crew is called in.

There are some events that require Allendale to rely on Mutual aid departments to handle the second and sometimes third call.

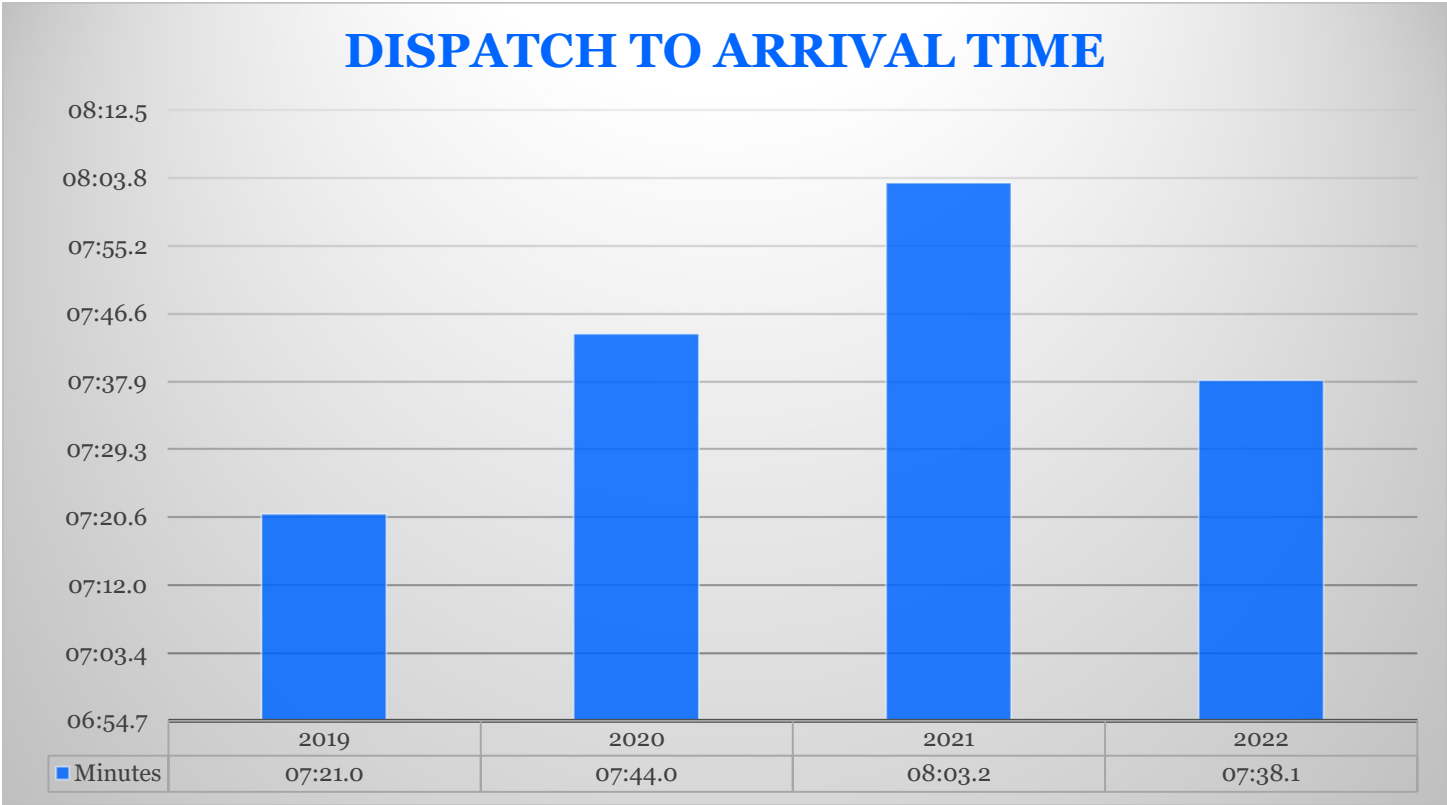


ALARM TIMES & RESPONSE

CALLS BY TIME OF DAY



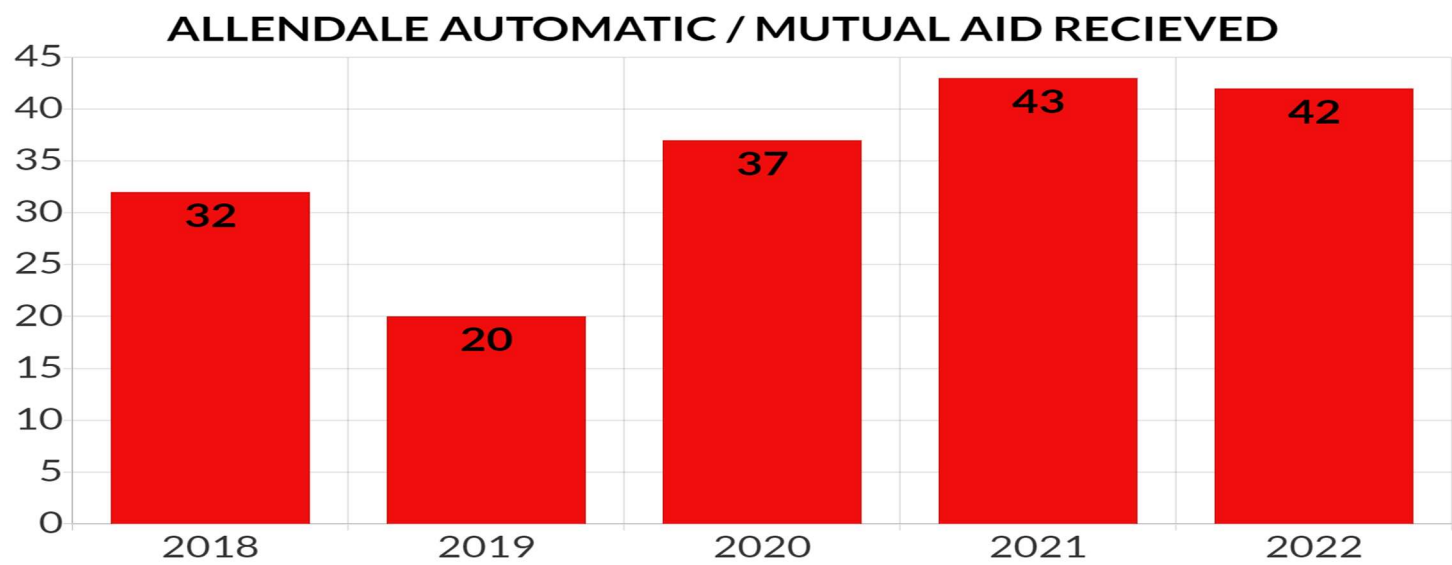
DISPATCH TO ARRIVAL TIME



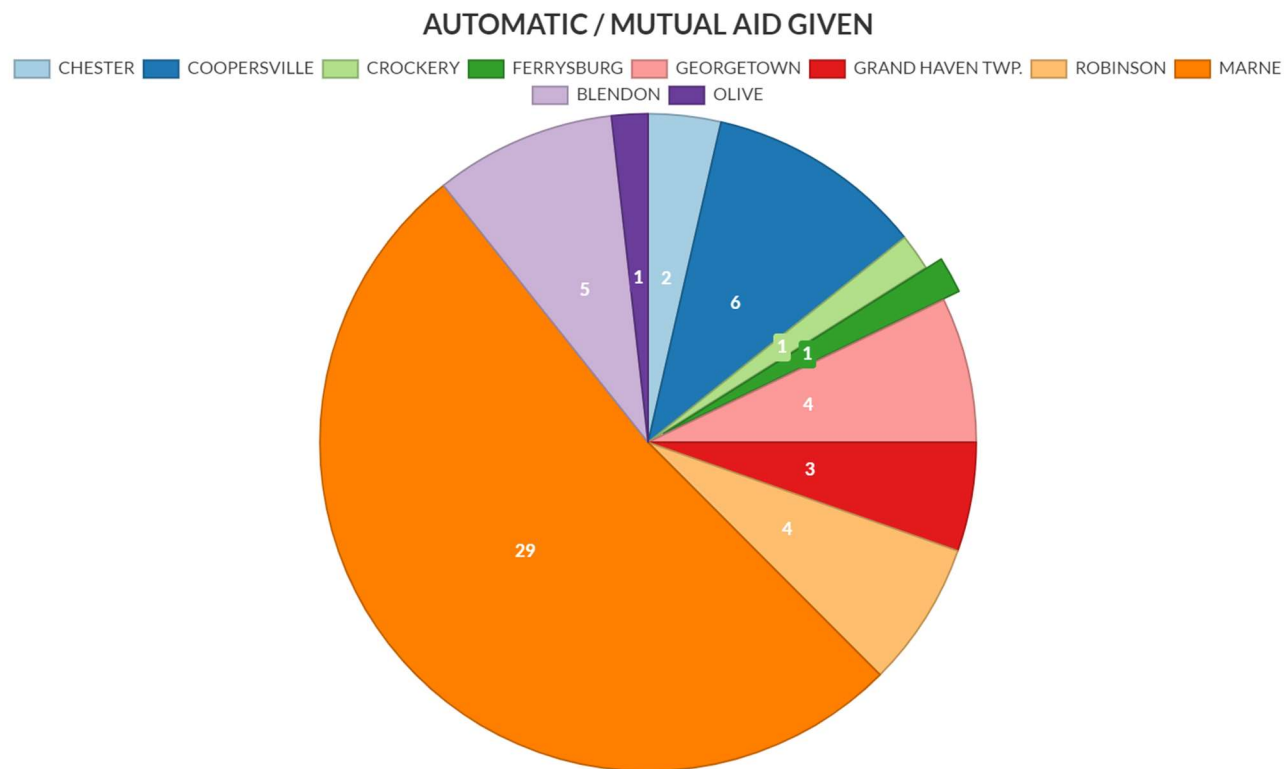
AUTOMATIC & MUTUAL AID

Allendale Fire receives aid in many ways. The department either receives Automatic Aid, which is dispatched at the same time Allendale receives the call or Mutual Aid is when asked for after initial dispatch.

The below graph will show by year how many times Allendale Fire Received Automatic or Mutual Aid.



The below graph will show the Automatic / Mutual Aid Given to other departments in surrounding areas.



2022 Rental Inspection Program Review by: Rental Inspector / Lieutenant Kyle Garlanger

The Allendale rental housing department has recently completed its fifth year utilizing *Fire Prevention Mobile (Mobile-Eyes)* software. Each year we strive to make our program more efficient, and we can say that 2022 was our most productive year to date.

We began inspections at the beginning of March and wrapped everything up by the end of October. This past year was also the introduction of a new fee schedule for the program and we are pleased to report that no grievances were received.

As we move into 2023, we will continue to make the rental housing program even more progressive by adding streamlined invoicing and payment options for our rental community. This addition will greatly improve the amount of time spent creating, distributing, and processing invoices. We continually pursue excellence as we move forward in our fire prevention efforts. The strength of this team is what helps build the safety of the community and we look forward to what 2023 will bring.

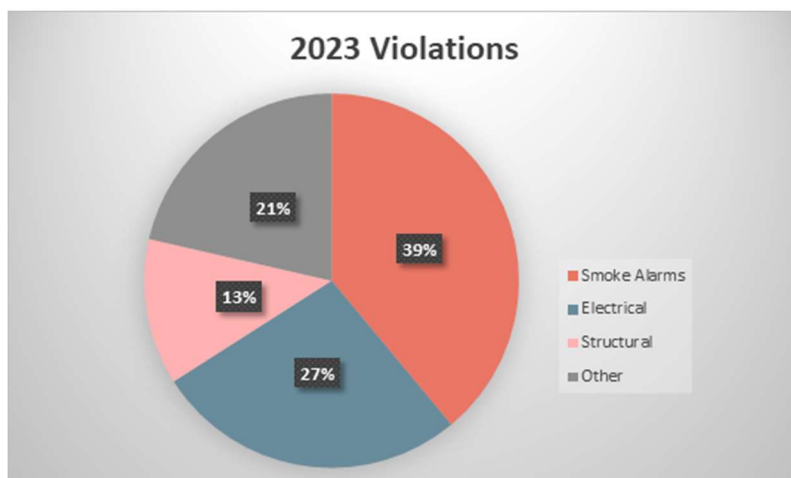
Total number of Initial Inspections	Total number of Units Inspected
56	789

Violation Category		Total number of violations cleared
Smoke Alarm*	182	448
Electrical	126	
Structural	59	
Other	100	
TOTAL	467	

Violations Cleared On	Number of Inspections
Original Visit	12 (21%)
Reinspection #1	36 (64%)
Reinspection #2	6 (11%)
Reinspection #3	2 (4%)
TOTAL	56 (100%)

AMAZING FACT

We have found over ~ 5,000 expired smoke detectors over the last five years. All of which have been replaced.



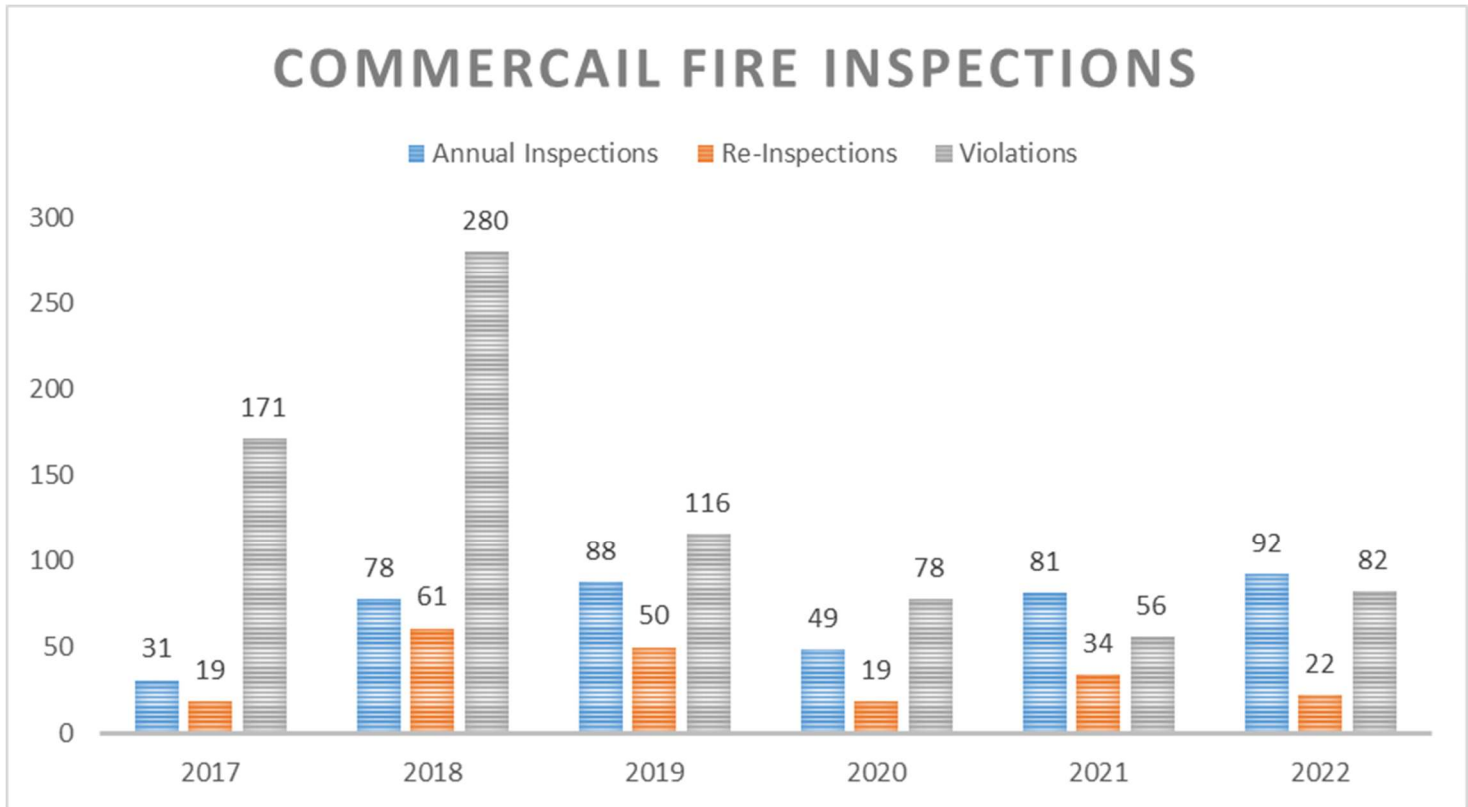
Commercial Fire Inspections: Captain Tony Dolce

In 2022 Allendale inspectors worked to ensure the safety of Allendale’s residents and business. The limited violations show business in Allendale are making safety a priority.

Allendale Township had a rise of laundry room related fires in 2021. Inspectors partnered with GVSU to assist with fire drills in 2022. After the students exited buildings during the fire drill Allendale staff would gather with the students and spend a few monuments talking about fire safety in the dorms.



During 2022 twelve plan reviews were completed on commercial buildings. Five subdivisions went thru the plan review process totaling 180 possible new single-family home lots to be added in 2023. Plan review was done for three possible single family rental projects to be built in Allendale.



2022 Training Report

LT. Scott Harkes

Allendale Fire Department has always put training as its highest priority. Our department continually see the effects of this training with our performance on emergency incidents. It is important for a department to have a high-quality training program to prepare its members for any type of emergency they might encounter. A successful training program must rely on coordination, consistency, and timely communications, along with the ability to accomplish the emergency tasks. A strong, quality training program is beneficial in the recruitment and retention of its personnel.

Allendale Fire Department utilizes the Full-Time Lieutenant in the roll of Training Officer. The Training Officer provides assignments and direction to the instructors, along with conducting a significant number of the training sessions himself. Department training sessions are held twice per month, but additional training is often provided as evidence by the training hours listed below. Department training sessions are conducted on evenings and occasional weekends and are generally two hours in duration.

In 2021 the department was able to return to more hands-on training, rather than the virtual training that was done during 2020. Our members continued to advance their skills in knowledge and skills in both the fire and medical fields. We worked in smaller groups, to limit our chance of exposure, however that gave our members a better opportunity to work one-on-one with the instructor. Members were excited to get back to normal and took advantage of being back together for in-person training.

Allendale hosted the Ottawa Co. Fire Academy again in 2022. Students from 17 different department around the county took part in the six-month course. The academy, being state funded, was able to return to in-person classes in 2022, rather than the virtual we had to do in 2021. Allendale Fire Department did not have any students in the 2022 Fire Academy; however, it still allowed for several our members to teach and brush up on their basic firefighting skills.

The we did have four of our members finish their Emergency Medical Responder course and become state licensed EMR's. These members will be working on upgrading to Emergency Medical Technicians (EMT's) this winter/spring. These same four members who finished their EMR also finished all of their Probationary Department Training and are now full members on the department.

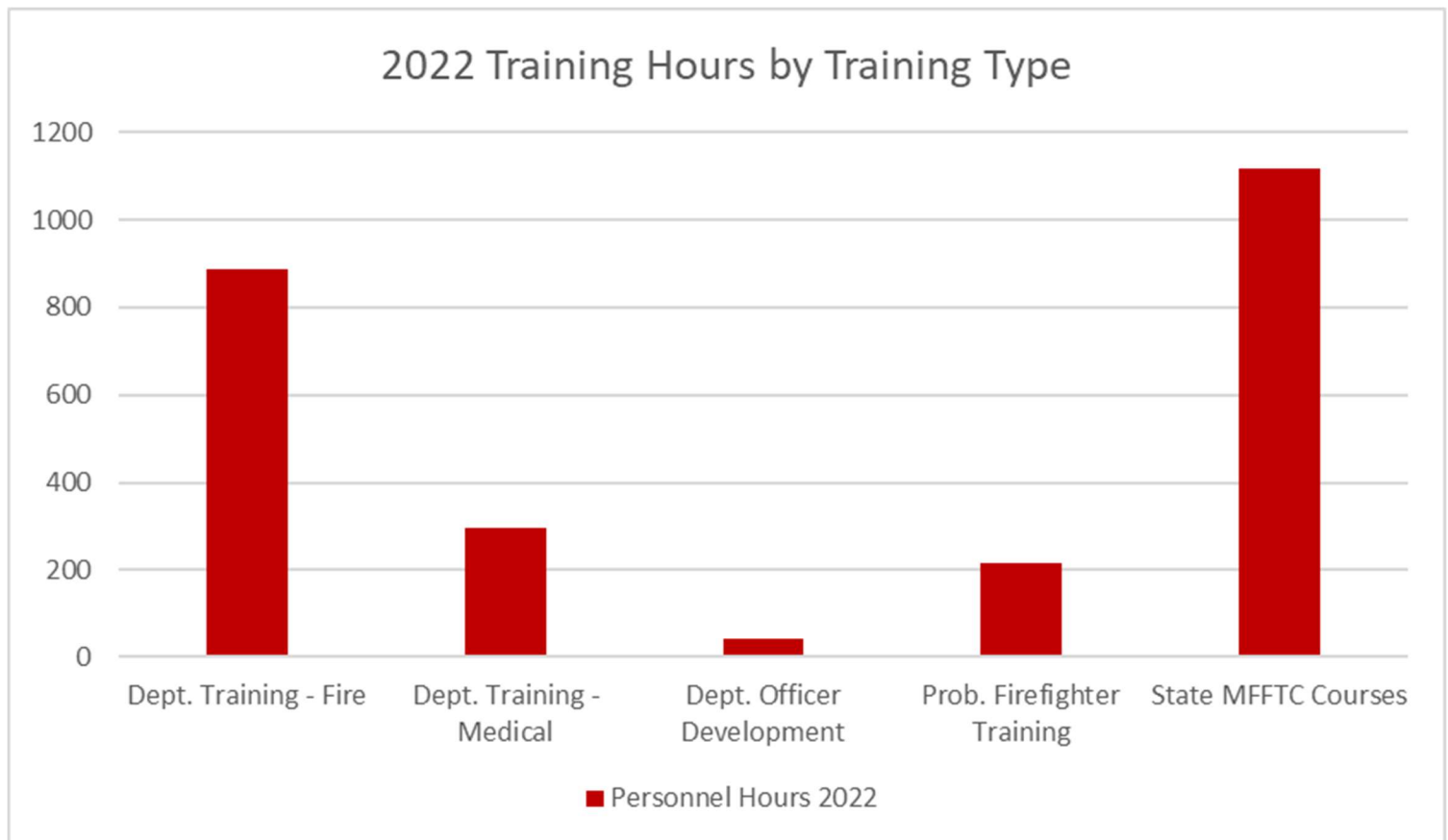
During the year we trained not only on refreshing our basic firefighting and medical skill, but also learning new techniques as well. On a larger scale, members participated in a Mass Casualty incident with several other local departments at GVSU. Members also took part in the annual active assailant drill put on by the county every December.

Allendale hosted several local fire departments throughout the spring and early summer in the "Live Fire" training center. Departments from both Kent and Ottawa Co. came out to use the training center. Our members hosted these events, which is a great way for us to help our local mutual aid departments.

2023 will be a year of more changes coming from the Michigan Firefighter Training Council. The council is working on a system where each firefighter will need to earn continuing education credits to keep their Firefighting certificates. Council put these changes into effect in October of 2022, which will increase the number of training hours for every department. Training staff have been closely monitoring these changes over the past few years and have already began adapting the department's training program to in preparation.

Regular Department Training Sessions	
Fire	887 hrs.
Medical	295 hrs.
TOTAL	1,182 hrs.
Department Officer & Trainee Training	
Officer Development	39 hrs.
Probationary Firefighter Training	214.5 hrs.
TOTAL	253.5 hrs.

State MFFTC Courses	
Fire Academy	0 hrs.
Medical (MFR & EMT)	400 hrs.
Fire Officer & Instructor	512 hrs.
Other	204.5 hrs.
TOTAL	1,116.5 hrs.
2022 TOTAL – 2,552.0 hrs.	



2022 Community Risk Reduction

By Fire Inspector(s) Cpt. Tony Dolce & Lt. Kyle Garlanger

The 2022 calendar year seems like it flew by, all events that Allendale Fire was able to be apart of seemed just like they were yesterday. As a Fire department we get request to attend a multitude of events, ranging from neighborhood block parties to educating Grand Valley State University freshman about general fire safety within their dorms. Anytime we get a chance to be out in the public we seize the opportunity to educate community members about safe practices not only in fire safety, but in general everyday life.



Allendale Fire spent the Summer and Fall teaching E.D.I.T.H (Exit Drills In The Home) to local community groups. E.D.I.T.H teaches residents how to safely get out of their homes in the event of a fire or other emergency.



E.D.I.T.H Skills

- 1.) Working smoke alarms
- 2.) Keeping bedroom doors closed
- 3.) Two Escapes routes out of residence
- 4.) Pre-established meeting spots.

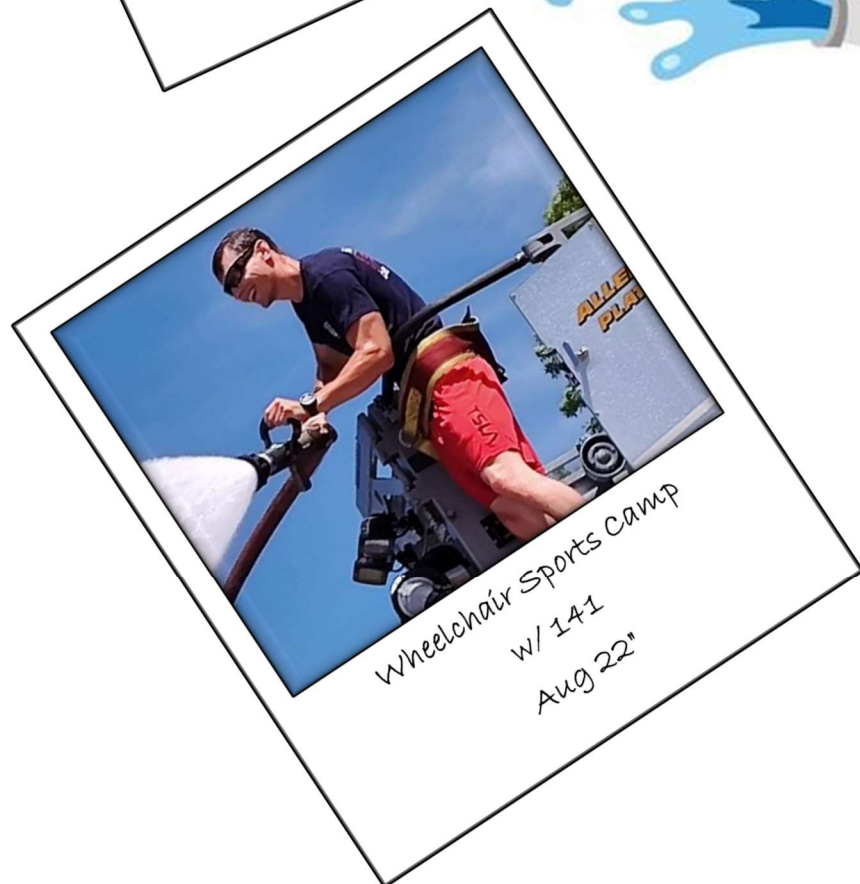
A long time Allendale Fire traditional favorite is spending the afternoon at Grand Valley State University with athletes from the Mary Free bed Wheelchair Sports Camp. This event is something that many members look forward to each year. If you ever have the opportunity to attend this event you should bring a towel and a set of dry clothes, because you are guaranteed to get wet.



Falcon Marching Band
Soak Down
22'



WheelChair Sports Camp @
GVSU
Aug 22'



Wheelchair Sports Camp
w/ 141
Aug 22"



Wheelchair Sports Camp
August 2022

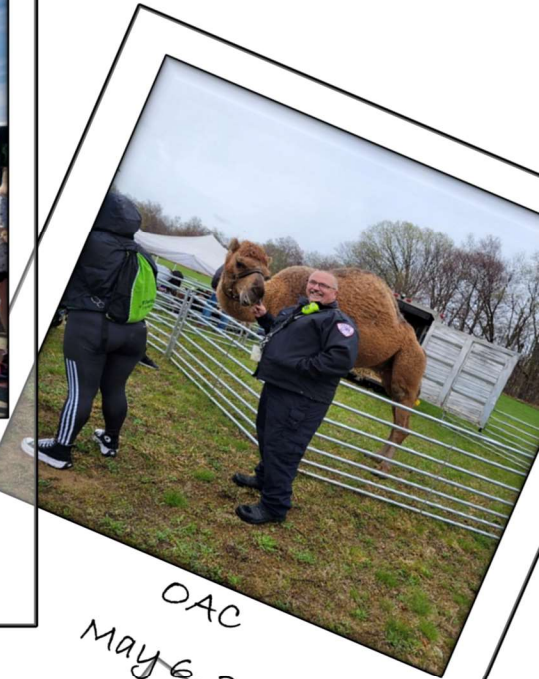
August was huge for community involvement for Allendale Fire, we attended the first annual Hot Dog Road Rally, Back to School Fair, and even found a sunny afternoon to help cool down the Allendale High School marching Band after practice.



Allendale ECC
October 12 22



Back-2-School Fair
2022



OAC
May 6, 22'



Hot Dog Rally at 2nd CRC
2022



Fire Safety @ GVSU
Aug 22'

The Community Risk Reduction Program is vital to keeping Allendale residents safe and engaged with their local firefighters. We look forward to 2023 as we are able to provide an improved level of community involvement through our brand-new facilities.

Frequently Asked Questions & Answers

How do I get a copy of a Fire or Medical report?

Call the Fire Department at 616-892-3121, during our regular business hours of 8:00AM-4:00PM Monday thru Friday, for proper procedures to obtain a report. Normal fire is about 15-20 pages and is \$1.00 per page.

What is a “Knox Box” & where can I obtain one?

A Knox Box is a secured locked box that is placed on the front of a building/house and contains keys to the building or residence. The fire department keeps a key that opens the Knox Box locked and secured on their vehicles. This allows the fire department easy access to a home or business even when the building may be secured, i.e. after hours or when occupants have limited mobility. Information to purchase a “Knox Box” can be obtained by calling the Allendale Township Fire Department at 616-895-6295.

How do I get a burn Permit?

Homeowner permits are only issued for the months of December, January, and February. Permit valid for up to four (4) consecutive days starting on the stated intended day of burn. NO PERMITS may be issued more than three (3) days in advance. Permits MUST be issued before actual burning. Walk in permits are available Monday through Friday during normal business hours, 8am to 5pm. Electronic permits may be filled out any time. If you would like a permit for holidays and weekends, the form must be completed by 3:00pm on the Friday before. ALL PERMITS submitted electronically MUST be signed by the Fire Chief or his designee prior to burning. An approved paper copy must be on hand during burning. Failure to comply with burn permit rules, you may be subject to a civil infraction as described in Ordinance 1996-2 amended with Ordinance 1997-9

Can I take a tour of a Fire Station?

Yes. You may stop by your local fire station between 8am and 5pm and ask for a tour, but due to the hectic schedules of firefighters with both planned and unplanned activities, we recommend you contact us to schedule a tour Email fireprevention@allendale-twp.org

Remember, even when tours are scheduled the tour may be cut short or cancelled due to an emergency call.

How can I ask a question of the fire department?

If you have a question in regards to your fire or emergency medical safety, smoke detectors, open burning or anything else that we may be able to assist you with, I encourage you to call us at 616-892-3121 email Chief Keefe at mikekeefe@allendale-twp.org

Web Page

Please feel free to visit our web page allendalefirerescue.net or like our Facebook page “Allendale Fire”

JOB TITLE:	Public Utilities Clerk
DEPARTMENT:	Public Utilities
REPORTS TO:	Superintendent of Public Utilities
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full-Time
SALARY RANGE:	A3- \$17.22-\$24.12
EFFECTIVE DATE:	2-21-23

SUMMARY:

Allendale Charter Township is hiring a full time Public Utilities Clerk for the Public Utility Department. This position will report to the Superintendent of Public Utilities. This position will consist of working in an office environment Monday thru Friday. The wage range for this position starts at \$17.22 per hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and maintain computerized utility billing system information.
- Process, post, and prepare cash receipts and bank deposits for utility payments.
- Process shut-off notices.
- Field in-person and phone call utility related questions.
 - Billing, connections, quotes, and water/sewer issues.
- Communicate work orders with field staff.
- Determine utility connection fees and maintain hook-up records.
- Maintain special assessment system and records.
- Process and maintain water and sewer payment agreements.
- Process temporary use of fire hydrant permits and invoice.
- Computerized accounting for the Water and Sewer Operating Fund.
- Mailings, publications, notices. Etc.
- Type letters, reports, forms, permits and other documents as assigned.
- Assist with Front Desk duties from time-to-time.
- Serve as a Notary.

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

REQUIRED SKILLS / ABILITIES:

- Previous office 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 contact with the public, responding to questions, sharing information, explaining issues and procedures.
- This position requires research, organization, analysis, and judgment.

- This position requires meeting deadlines.
- This position requires a willingness to acquire additional training.
- Computer, accounting and EXCEL skills would be very helpful for this position.
- This position requires the use of BS&A Software.

MINIMUM QUALIFICATIONS:

Education:	High School or GED
Experience:	Computer skills highly desirable. One (1) year of customer service desired.
Licenses:	Not Applicable
Certifications:	Not Applicable
Miscellaneous:	Not Applicable

SUPERVISORY RESPONSIBILITIES:

No Supervisory responsibilities

WORKING CONDITIONS:

Office environment

PHYSICAL REQUIREMENTS:

Typical sitting/standing for the duration of a scheduled day while using computers; lift or move up to 25 pounds.

TRAVEL REQUIREMENTS:

No travel responsibilities

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: _____

JOB TITLE:	Accounting Clerk
DEPARTMENT:	Finance/Accounting
REPORTS TO:	Finance/Accounting Director
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Part-Time
SALARY RANGE:	A4- \$19.86-\$27.80
EFFECTIVE DATE:	2-21-23

SUMMARY:

Allendale Charter Township is hiring a part-time Accounting Clerk. This position will report to the Finance/Acct Director. This position will be about 28 hours each week. The wage range for this position starts at \$19.86 per hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process, post, and prepare cash receipts and bank deposits for General Township receipts.
- Process, post, and prepare cash receipts and bank deposits for Property tax receipts.
- Process and post General Township invoices and check payments.
- Perform Accounts Payable system maintenance and Cash Receipting system maintenance.
- Assist with the General Ledger and Property Tax system maintenance.
- Field in-person and phone Property Tax, Accounts Payable, and Accounts Receivable related questions.
- Serve as back-up to the Utility Billing Clerk.
- Assist with mailings, publications, notices, etc.
- Type letters, reports, forms, permits and other documents.
- Assist with Front Desk duties from time-to-time.
- Serve as a notary public.

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

REQUIRED SKILLS / ABILITIES:

- 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 contact with the public, responding to questions, sharing information, explaining issues and procedure.
- This position requires research, organization, analysis and judgment.
- This position requires meeting deadlines.
- This position requires a willingness to acquire additional training.
- Computer, accounting and EXCEL skills would be very helpful for this position.

- This position requires the use of BS&A Software.
- Ability to speak clearly on the telephone.
- Ability to read and perform math functions.
- Ability to use a computer and other office machines.

MINIMUM QUALIFICATIONS:

Education:	High school diploma or GED. Some college accounting is desired
Experience:	1-2 years of customer service. Some accounting is desired
Licenses:	Not Applicable
Certifications:	Not Applicable
Miscellaneous:	Not Applicable

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities

WORKING CONDITIONS:

Office environment

PHYSICAL REQUIREMENTS:

Typical sitting/standing for the duration of shifts while using computers; frequently lift or move up to 25 pounds.

TRAVEL REQUIREMENTS:

Bringing deposits to a local bank. Potentially some off-site training that will typically be in Michigan.

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: _____

1. License Grant & Restrictions. Subject to execution by Biller of the Invoice Cloud Biller Order Form incorporating this Agreement, Invoice Cloud hereby grants Biller a non-exclusive, non-transferable, worldwide right to use the Service described on the Biller Order Form until termination as provided herein, solely for the following purposes, and specifically to bill and receive payment from Biller's own customers, for Services that are referenced in the Biller Order Form. All rights not expressly granted to Biller are reserved by Invoice Cloud and its licensors.

Biller will provide to Invoice Cloud all Biller Data generated for Biller's Customers. Unless otherwise expressly agreed to in writing by Invoice Cloud to the contrary, Invoice Cloud will process all of Biller's Customers' Payment Instrument Transactions requirements related to the Biller Data and will do so via electronic data transmission according to our formats and procedures for each electronic payment type selected in the Biller Order Form. In addition, Biller will execute all third-party applications and enter into all agreements required for the Service without unreasonable delay, including without limitation Payment Processing Agreements and merchant agreements that may be required upon implementation, or later at such time as the Service operates with different or multiple payment processors. Throughout the Term of this Agreement, for "Invoice Types" listed on the Biller Order Form (e.g., real estate taxes, utility bills, parking tickets, insurance premium, loans, etc.), Biller will not use the credit card processing, ACH or check processing of any bank, payment processor, entity, or person, other than Invoice Cloud via electronic data transmission or the authorization for processing of Biller's Customers' Payment Instrument Transactions, for each electronic payment method selected in the Biller Order Form.

Biller shall not: (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service in any way; (ii) modify or make derivative works based upon the Service; (iii) recreate, "frame" or "mirror" any portion of the Service on any other server or wireless or Internet-based device; (iv) reverse engineer or access the Service; or (v) copy any features, functions or graphics of the Service.

2. Privacy & Security. Invoice Cloud's privacy and security policies may be viewed at <http://www.invoicecloud.com/privacy.html>. Invoice Cloud reserves the right to modify its privacy and security policies in its reasonable discretion from time to time which modification shall not materially adversely impact such policies. Invoice Cloud will maintain compliance with current required Payment Card Industry (PCI) standards and Cardholder Information Security standards.

3. Account Information and Data. Invoice Cloud does not and will not own any Customer Data, in the course of providing the Service. Biller, not Invoice Cloud, shall have sole responsibility for the accuracy, quality, integrity, legality, and reliability of, and obtaining the intellectual property rights to use and process all Customer Data. In the event this Agreement is terminated, Invoice Cloud will make available to Biller a file of the Customer Data (to the extent that Invoice Cloud is permitted to provide pursuant to applicable law and PCI-DSS standards), within 30 days of termination of this Agreement (or at a later time if required by applicable law), if Biller so requests at the time of termination. Invoice Cloud will retain Customer Data for a period from its creation for the time frame that is listed in the Biller Order under "Data Retention", and reserves the right to remove and/or delete remaining Customer Data no less than 60 days after termination or expiration except as prohibited by applicable law or in the event of exigent circumstances.

4. Confidentiality / Intellectual Property Ownership. Invoice Cloud agrees that it may be furnished with or otherwise have access to Customer Data that the Biller's customers consider confidential. Invoice Cloud agrees to secure and protect the Customer Data in a manner consistent with the maintenance of Invoice Cloud's own Confidential Information, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than commercially reasonable measures. Invoice Cloud will not sell, transfer, publish, disclose, or otherwise make available any portion of the Customer Data to third parties, except as permitted under this Agreement or required to perform the Service or otherwise required by applicable law.

Invoice Cloud (and its licensors, where applicable) owns all right, title and interest, including all related Intellectual Property Rights, in and to the Invoice Cloud Technology, the Content and the Service and any enhancement requests, feedback, integration components, suggestions, ideas, and application programming interfaces, recommendations or other information provided by Biller or any other party relating to the Service. In the event any such intellectual property rights in the Invoice Cloud Technology, the Content or the Service do not fall within the specifically enumerated works that constitute works made for hire under applicable copyright laws or are deemed to be owned by Invoice Cloud, Biller hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such intellectual property rights to Invoice Cloud. The Invoice Cloud name, the Invoice Cloud logo, and the product names associated with the Service are trademarks of Invoice Cloud or third parties, and no right or license is granted to use them.

Biller agrees that during the course of using or gaining access to the Service (or components thereof) it may be furnished with or otherwise have access to information that Invoice Cloud considers to be confidential including but not limited to Invoice Cloud Technology, the Agreement, customer and/or prospective customer information, product features and plans, the marketing/sales collateral, pricing and financial information of the parties which are hereby deemed to be Invoice Cloud Confidential Information, or any other information that by its very nature constitutes information of a type that any reasonable business person would conclude was intended by Invoice Cloud to be treated as proprietary, confidential, or private (the "Confidential Information"). Biller agrees to secure and protect the Confidential Information in a manner consistent with the maintenance of Invoice Cloud's rights therein, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than reasonable efforts. Biller will not sell, transfer, publish,

disclose, or otherwise make available any portion of the Confidential Information of the other party to third parties (and will ensure that its employee and agents abide by the requirements hereof), except as expressly authorized in this Agreement or otherwise required by applicable law.

5. Billing. Invoice Cloud fees for the Service are provided on the Biller Order Form. Invoice Cloud's fees are exclusive of all taxes, levies, or duties imposed by taxing authorities. Invoice Cloud may assess and/or collect such taxes, levies, or duties against Biller and Biller shall be responsible for payment of all such taxes, levies, or duties, excluding only United States (federal or state) taxes based solely on Invoice Cloud's income. All payment obligations are either auto debited from the Biller Bank Account or payable on receipt of invoice from Invoice Cloud, and are non-cancellable, and all amounts or fees paid are non-refundable. Unless Invoice Cloud in its discretion determines otherwise, all fees will be billed in U.S. dollars. If Biller believes Biller's bill or payment is incorrect, Biller must provide written notice to Invoice Cloud within 60 days of the earlier of the invoice date, or the date of payment, with respect to the amount in question to be eligible to receive an adjustment or credit; otherwise such bill or payment is deemed correct. Invoice Cloud reserves the right to modify pricing with respect to applicable fees to be paid under this Agreement, at any time upon thirty days written notice to Biller: a) based on increases incurred by Invoice Cloud on Network Fees from credit card processors, bank card issuers, payment associations, ACH and check processors; or b) if, during the Term, the average credit card payment processed by Invoice Cloud for any three (3) consecutive month period exceeds 110% of the Average Credit Card Transaction \$ specified on the corresponding Invoice Parameter Sheet(s), to the extent that Invoice Cloud incurs increases in Network Fees. Invoice Cloud, on at least 30 days written notice to Biller, may also increase any or all fees referenced in the Biller Order Form (including any Invoice Parameter Sheets), by no more than the greater of CPI for the preceding period or 5%, provided, however, that such increase may not apply during the first year after the execution date of the Biller Order Form and may not occur more than once per year thereafter.

6. Term and Termination. The initial term of this Agreement shall commence as of the execution date of the Biller Order Form and continue for a period of five (5) years after the Go Live Date ("Initial Term"), and will automatically renew for each of additional successive three (3) year terms ("Renewal Term") unless terminated as set forth herein. "Term" as used herein shall mean the Initial Term and any Renewal Term. This Agreement may be terminated by either party effective at the end of the Initial Term or any Renewal Term by such party providing written notice to the other party of its intent not to renew no less than ninety (90) days prior to the expiration of the then-current term. Additionally, this Agreement may be terminated by either party with cause in the event of a material breach of the terms of this Agreement by the other party and the breach remains uncured for a period of 30 days following receipt of written notice by the breaching party. Upon any early termination of this Agreement by Invoice Cloud as a result of breach, Biller shall remain liable for all fees and charges incurred, and all periodic fees owed through the end of the calendar month following the effective date of termination. Upon any termination or expiration of this Agreement, Biller's password and access will be disabled and Biller will be obligated to pay the balance due on Biller's account. Biller agrees that Invoice Cloud may charge such unpaid fees to Biller's Debit Account or credit card or otherwise invoice Biller for such unpaid fees.

7. Invoice Cloud Responsibilities. Invoice Cloud represents and warrants that it has the legal power and authority to enter into this Agreement. Invoice Cloud warrants that the Service will materially perform the functions that the Biller has selected on the Biller Order Form and the Statement of Work, attached hereto and incorporated herein by reference (the "Statement of Work"), under normal use and circumstances, and that Invoice Cloud shall use commercially reasonable measures with respect to Customer Data to the extent that it retains such, in the operation of the Service; provided, that the Biller shall maintain immediately accessible backups of the Customer Data (to the extent that Biller is permitted pursuant to applicable law and PCI-DSS standards). In addition, Invoice Cloud will, at its own expense, as the sole and exclusive remedy with respect to performance of the Service, correct any Transaction Data to the extent that such errors have been caused by Invoice Cloud or by malfunctions of Invoice Cloud's processing systems.

8. Limited Warranty. EXCEPT AS PROVIDED IN SECTION 7, THE SERVICE AND ALL CONTENT AND TRANSACTION DATA IS PROVIDED WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS DO NOT REPRESENT OR WARRANT THAT (A) THE USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR OPERATE IN COMBINATION WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEM OR DATA, (B) THAT THE SERVICE WILL NOT EXPERIENCE DELAYS IN PROCESSING OR PAYING, OR (C) THE SERVICE WILL MEET REQUIREMENTS WITH RESPECT TO SIZE OR VOLUME. Invoice Cloud's service may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. Invoice cloud is not responsible for any delays, delivery failures, or other damage resulting from such problems.

9. Biller's Responsibilities. Biller represents and warrants that it has the legal power and authority to enter into this Agreement. Biller is responsible for all activity occurring under Biller's accounts and shall abide by all applicable laws, and regulations in connection with Biller's and/or its customers' and/or any payers' use of the Service, including those related to data privacy, communications, export or import of data and the transmission of technical, personal or other data. Biller represents and warrants that Biller has not falsely identified itself nor provided any false information to gain access to the Service and that Biller's billing information is correct. Biller shall: (i) notify Invoice Cloud immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Invoice Cloud and immediately stop any copying or distribution of Content that is known or suspected to be unauthorized by Biller or Biller's Users; and (iii) obtain consent from Biller's customers and payers to receive notifications and invoices from Invoice Cloud. Invoice Cloud is not responsible for any Biller postings in error due to delayed notification from credit card processors, ACH, bank and other related circumstances.

Biller Agreement

Biller agrees and acknowledges that in the event that Biller has access to, receives from, creates, or receives protected health information, or Biller has access to, creates, receives, maintains or transmits on behalf of electronic protected health information (as those terms are defined under the privacy or security regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009 (“ARRA”), during the performance under this Agreement, it will comply with all such law, regulations and rules related thereto.

Biller is required to ensure that it maintains a fair policy with regard to the refund, return or cancellation of payment for services and adjustment of Transactions. Biller is also required to disclose all refund, return and cancellation policies to Invoice Cloud and any applicable payment processors and Biller’s Customers, as requested. Any change in a return/cancellation policy must be submitted to Invoice Cloud, in writing, not less than 21 days prior to the effective date of such change. If Biller allows or is required to provide a price adjustment, or cancellation of services in connection with a Transaction previously processed, Biller will prepare and deliver to Invoice Cloud Transaction Data reflecting such refund/adjustment within 2 days of resolution of the request resulting in such refund/adjustment. The amount of the refund/adjustment cannot exceed the amount shown as the total on the original Transaction Data. Biller may not accept cash or any other payment or consideration from a Customer in return for preparing a refund to be deposited to the Customer’s account; nor may Biller give cash/check refunds to a Customer in connection with a Transaction previously processed by credit card, debit card, ACH, or other electronic payment method, unless required by applicable law. Biller shall cooperate with Invoice Cloud to effect a timely Implementation by Biller allocating sufficient and properly trained personnel to support the implementation process and fully cooperating with Invoice Cloud and by securing the cooperation of Biller’s software and service providers and providing to Invoice Cloud the information required to integrate with Biller’s billing, CIS and other applicable systems.

10. Indemnification. Invoice Cloud shall indemnify and hold Biller and Biller’s employees, attorneys, and agents, harmless from any losses, liabilities, and damages (including, without limitation, Biller’s costs, and reasonable attorneys’ fees) arising out of: (i) failure by Invoice Cloud to implement commercially reasonable measures against the theft of Customer Data; or (ii) its total failure to deliver funds processed by Invoice Cloud as required hereunder (which relates to payments due from Invoice Cloud for Transaction data). This indemnification does not apply to any claim or complaint relating to Biller’s failure to resolve a payment dispute concerning debts owed to Biller or Biller’s negligence or willful misconduct or violation of any applicable agreement or law.

11. Fees.

Invoice Cloud will charge the Biller and/or payer, payment transaction and other fees as provided in the Biller Order Form. In addition, Invoice Cloud will charge the fees set forth on the Biller Order Form for the initial platform setup, configuration, implementation and integration with Biller system(s) of its standard Service as set forth in the Statement of Work (the “Implementation”). Invoice Cloud reserves the right to also charge for changes and additions to the Implementation, and for any requests by Biller following the implementation which are agreed in writing by the parties, including without limitation for the following services, at its then standard rates:

- Custom development and features which are not stated in the Statement of Work and Biller Order Form, and change requests and modifications to existing platform functionality not stated in the Statement of Work and Biller Order Form;
- Additional integrations or integration modifications after the Go Live Date that are not provided for in the Biller Order Form or Statement of Work;
- Changes to bill presentment (web and PDF templates), billing system integrations, and other Service components coded or configured to Biller’s specifications after Biller has signed off on the relevant specification or Service is live;
- Custom data extracts and file requests that are not part of the Implementation signed off on by both parties; and
- Data conversion not listed in the Statement of Work, or repetitive re-loading of data due to Biller error.

12. Limitation of Liability. INVOICE CLOUD’S AGGREGATE LIABILITY SHALL BE UP TO AND NOT EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM BILLER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL INVOICE CLOUD AND/OR ITS LICENSORS BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) DAMAGES ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE SERVICE, EVEN IF THE PARTY FROM WHICH SUCH DAMAGES ARE BEING SOUGHT OR SUCH PARTY’S LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental, consequential or certain other types of damages, so the exclusions set forth above may not apply to Biller.

13. Export Control. The Biller agrees to comply with United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies.

14. Notice. Either party may give notice by electronic mail to the other party’s email address (for Biller, that address on record on the Biller Order Form) or by written communication sent by first class mail or pre-paid post to the other party’s address on record in Invoice Cloud’s account information for Biller, and for Invoice Cloud, to Invoice Cloud, Inc., 30 Braintree Hill Office Park, Suite 101, Braintree, MA 02184

Biller Agreement

Attention: Client Services or helpdesk@invoicecloud.com. Such notice shall be deemed to have been given upon the expiration of 48 hours after mailing or posting (if sent by first class mail or pre-paid post) or 12 hours after sending (if sent by email).

15. Assignment. This Agreement may not be assigned by either party without the prior written approval of the other party, but may be assigned without such party's consent to (i) a parent or subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

16. Insurance.

Invoice Cloud agrees to maintain in full force and effect during the Term of the Agreement, at its own cost, the following coverages:

- a. Commercial General or Business Liability Insurance with minimum combined single limits of One Million (\$1,000,000) each occurrence and Two Million (\$2,000,000) general aggregate.
- b. Umbrella Liability Insurance with minimum combined single limits of Five Million (\$5,000,000) each occurrence and Five Million (\$5,000,000) general aggregate.
- c. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million (\$1,000,000) for any one occurrence, with respect to each of the Invoice Cloud's owned, hired or non-owned vehicles assigned to or used in performance of the Services.
- d. Errors and Omissions Insurance (Professional Liability and Cyber Insurance) with limits of liability of at least One Million Dollars (\$1,000,000) per claim and in the aggregate.

17. Immigration Laws. Invoice Cloud represents and warrants that it has complied and will comply with all applicable immigration laws with respect to the personnel assigned to the Biller.

18. Beta Products. In the event that there is any functionality labelled "Beta" on the Biller Order Form, such functionality is provided "AS IS" WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD'S AGGREGATE LIABILITY WITH RESPECT TO SUCH FUNCTIONALITY SHALL BE UP TO AND NOT EXCEED \$10.

19. General.

(a) With respect to agreements with municipalities, localities or governmental authorities, this Agreement shall be governed by the law of the state wherein such municipality, locality or governmental authority is established, without regard to the choice or conflicts of law provisions of any jurisdiction. With respect to Billers who are not with municipalities, localities or governmental authorities, this Agreement shall be governed by Massachusetts law and controlling United States federal law, without regard to the choice or conflicts of law provisions of any jurisdiction. No text or information set forth on any other purchase order, preprinted form or document (other than a Biller Order Form and any add on Biller Order Form, if applicable), and no documentation (including any implementation planning documents) except as specifically referenced in this Biller Agreement, shall modify, add to or vary the terms and conditions of this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect. No joint venture, partnership, employment, or agency relationship exists between Biller and Invoice Cloud as a result of this agreement or use of the Service. The failure of either party to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by Invoice Cloud in writing. All rights and obligations of the parties in Sections 4, 6, 10, 12, 14, 18 and 19(a) and (b) shall survive termination of this Agreement. This Agreement, together with any applicable Biller Order Form, comprises the entire agreement between Biller and Invoice Cloud and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral between the parties regarding the subject matter contained herein. Biller agrees that Invoice Cloud can disclose the fact that Biller is a paying customer and the version of the Service that Biller is using. Where this Agreement is incorporated into, embedded in or otherwise made a part of a separate agreement between Invoice Cloud, Biller and a third party service provider ("Third Party Agreement"), and such Third Party Agreement is terminated or expires, Biller and Invoice Cloud agree that the terms and conditions of this Agreement shall survive and remain in effect as between Biller and Invoice Cloud until this Agreement expires or is otherwise terminated by either Biller or Invoice Cloud in accordance with the terms herein.

(b) Additional terms and conditions and definitions applicable to this Agreement and the Biller Order Form are found at www.invoicecloud.com/biller-terms-and-conditions (the "Biller T+C") and are agreed to by Invoice Cloud and the Biller.