

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, February 12, 2024, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the January 22<sup>nd</sup>, 2024, Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - Planning Commission January 15, 2024, Meeting Minutes
  - December Sheriff's Department Monthly Report
  - January Fire Department Monthly Report
  - Notice of Hire: Public Utilities Operator, Michael Carey
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
  - Library Website Proposal
  - Public Utility Operator Job Descriptions
  - Engineering Proposal: Watermain North Loop and Southern Connector
  - Engineering Proposal: Pierce St / 56<sup>th</sup> Ave Lift Station and Surrounding Sanitary Sewer Improvements
  - Engineering Proposal: Sewer Master Plan Update
  - Resolution 2024-04: Emergency Management Resolution
  - Emergency Response Command Vehicle Memorandum of Understanding Between Grand Valley State University and Allendale Fire Department
- Discussion Items
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 2<sup>nd</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 22, 2024, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Smit; and Ms. Kraker (2)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; and Brant Mercer, Fleis & VandenBrink.

Mr. Vander Wall pronounced the invocation.

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

BOT 24-010      Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 24-011      Ms. Schuitema moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 8, 2024, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$247,323.44 and interim payments of \$183,364.14, as presented by the summary report for January 22, 2024.
3. To approve 2024 Budget Amendment 1: a \$2,400.00 impact to the Finance/Acct budget to purchase a replacement computer for the Finance Director.

The motion passed.

Items Received for Information

1. The Planning Commission did not meet on January 1, 2024.

2. Notice of Hire: Library Director, Abby Black, at an annual salary of \$64,000.00.
3. December Sheriff's Department Monthly Report.
4. December Fire Department Monthly Report.

Public Hearings- None

Public Comments- None

BOT 24-012 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 24-013 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-03: Authorization for the Purchase of Real Estate; a resolution authorizing the purchase of real estate, located at 11147 60<sup>th</sup> Avenue, Allendale, Michigan, in the amount of \$1,550,000.00, and to authorize the clerk and supervisor to take all necessary action to execute the purchase. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Mr. Vander Wall; Ms. Hansen; Ms. Schuitema; and Mr. Elenbaas (5)

NAYS: None (0)

ABSENT: Mr. Smit; and Ms. Kraker (2)

Chad Doornbos, Public Utilities Superintendent presented Public Utility Operator job descriptions. Several board members had questions and comments. No action was taken.

Discussion Items

1. Chad Doornbos, Public Utilities Superintendent provided an overview of the following Engineering Proposals:
  - a. Watermain North Loop and Southern Connector.
  - b. Pierce Street/56<sup>th</sup> Avenue Lift Station and Surrounding Sanitary Sewer Improvements.
  - c. Sewer Master Plan Update.

Several board members had questions and comments.

Public Comments- None

BOT 24-014 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas sought directive from the board on how to proceed with rental facilities. The board provided feedback and instructed Legal Counsel to draft a resolution. Mr. Elenbaas inquired if anyone would like to attend the Michigan Township Associations conference.

BOT 24-015      Ms. Schuitema moved to adjourn the meeting at 7:23 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale



02/07/2024 11:00 AM  
User: DENISE  
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 01/24/2024 - 02/13/2024  
UNJOURNALIZED  
OPEN

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	1,139.34	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	10,677.92	
101-000.000-231.020	401A LOAN PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	92.38	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - JANUARY	285.50	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	26.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	GSM PROPERTIES II LLC	ESCROW ACCOUNT REFUND	180.00	
101-000.000-284.234	11126 52ND-EAGLE ROCK VENTURES	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	22.00	
101-000.000-284.242	CENTENNIAL FARMS TOWNHOMES	PEARLINE CENTENNIAL FARM	ESCROW ACCOUNT REFUND	500.00	
101-000.000-284.249	GREAT LAKES TREE SERVICE	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	70.00	
101-000.000-284.251	11655 48TH AVE-KLEINJANS-RAVEN	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	104.00	
101-000.000-284.252	RAYMOND BLDG-PUD 68TH AVE	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	52.00	
101-000.000-284.253	DOLLAR GENERAL-10955 48TH AVE	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DOLLAR GENERAL	340.25	
101-000.000-284.253	DOLLAR GENERAL-10955 48TH AVE	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	542.00	
101-000.000-284.254	JIFFY LUBE-5195 LMD	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - JIFFY LUBE	830.75	
101-000.000-284.254	JIFFY LUBE-5195 LMD	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	1,118.00	
101-000.000-284.255	ALLIED INSTALLATIONS-11500 56TH	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - ALLIED INSTALLATIO	1,170.75	
101-000.000-284.255	ALLIED INSTALLATIONS-11500 56TH	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	848.00	
101-000.000-284.256	5500 LMD PUD-RJM PROPERTIES GR	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	104.00	
101-000.000-675.006	VETERAN'S MEMORIAL BRICKS	CANDY KRAKER	GARDEN OF HONOR BRICK REFUND	75.00	
101-000.000-675.006	VETERAN'S MEMORIAL BRICKS	LORI MEEKER	GARDEN OF HONOR BRICK REFUND	75.00	
Total For Dept 000.000 REVENUE				18,252.89	
Dept 171.000 Supervisor					
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	48.77	
101-171.000-860.000	MILEAGE	ZACHARY FIELDS	MILEAGE REIMBURSEMENT	20.10	
Total For Dept 171.000 Supervisor				68.87	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MMTA	ADVANCED INSTITUTE CONFERENCE - 2024	379.00	
101-191.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	COMPUTER - FINANCE/ACCT DIRECTOR	1,935.00	
Total For Dept 191.000 FINANCE/ACCT				2,314.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	154.46	
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	492.81	
101-209.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	1,386.20	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	337.78	
Total For Dept 209.000 EMPLOYEE INSURANCES				2,371.25	
Dept 215.000 CLERK					
101-215.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	97.54	
Total For Dept 215.000 CLERK				97.54	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SPACE HEATER / ASPIRIN / CALCULATOR	78.79	
101-248.000-732.000	SUPPLIES	SMART SOURCE LLC	YEAR END TAX FORMS - 2023	564.50	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	POSTAGE METER RENTAL @ 10/18/23 - 01/	153.00	
101-248.000-802.000	Contracted Services	PONTIFEX CONSULTING GROU	2023 WAGE STUDY	3,000.00	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 01/17/24	45.00	
101-248.000-802.000-ITMONT	Contracted Services	ADOBE INC	2024 ADOBE LICENSES (16)	3,145.02	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	3,051.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY & BACKUP - FEBRUARY	580.20	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MANAGED WIFI ENDPOINTS - FEBRUARY	591.36	

## UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 248.000 ADMINISTRATION					
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - NOVEMBER	19.40	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - DECEMBER	19.40	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - JANUARY	19.40	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	FOIA ASSISTANCE	165.00	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	REMOTE WEBROOT RENEWAL - 2024	119.28	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PITNEY BOWES BANK INC PU	POSTAGE METER REFILL	277.63	
101-248.000-955.000	Miscellaneous	VERIZON WIRELESS	MIRAKI MODEM & CELL PHONE CHARGES - J	5.95	
Total For Dept 248.000 ADMINISTRATION				11,834.93	
Dept 257.000 ASSESSOR					
101-257.000-802.000-ITMONT	Contracted Services	OTTAWA COUNTY FISCAL SER	GIS ANNUAL MAINTENANCE - 2024	3,533.00	
101-257.000-860.000	MILEAGE	CONNOR GALLIGAN	MILEAGE REIMBURSEMENT	24.12	
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	ASSESSMENT NOTICES POSTAGE	2,763.73	
Total For Dept 257.000 ASSESSOR				6,320.85	
Dept 262.000 ELECTIONS					
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE	301.10	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE	419.68	
Total For Dept 262.000 ELECTIONS				720.78	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM & CELL PHONE CHARGES - J	11.90	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	48.77	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - FEBRUARY	950.35	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	946.96	
101-265.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TWP HALL	90.13	
101-265.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	167.72	
101-265.000-930.000-TRUCKT	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TWP HALL	63.14	
101-265.000-930.000-TRUCKT	Maintenance	ROYAL TRUCK & TRAILER	MAINTENANCE SUPPLIES	567.82	
101-265.000-930.000-TRUCKT	Maintenance	ROYAL TRUCK & TRAILER	BLADE GUIDE ASSEMBLY	55.26	
Total For Dept 265.000 BUILDING & GROUNDS				2,902.05	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	4,212.76	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	52,570.62	
Total For Dept 301.000 POLICE OFFICER				56,783.38	
Dept 336.000 FIRE DEPT					
101-336.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	251.93	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	KEY ORGANIZERS	79.73	
101-336.000-802.000	Contracted Services	NYE UNIFORM COMPANY	UNIFORMS	277.45	
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	58.77	
101-336.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - NOVEMBER	58.20	
101-336.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - DECEMBER	58.20	
101-336.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - JANUARY	58.20	
101-336.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	752.56	
101-336.000-926.000	UTILITIES	KONE	ANNUAL ELEVATOR MAINTENANCE RENEWAL	4,158.62	
101-336.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	1,642.51	
101-336.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	VOLUME CONTROL KNOB CAPS	22.99	
101-336.000-935.000	Truck Maintenance	AMAZON CAPITAL SERVICES	LED HEADLIGHTS	89.99	
101-336.000-935.000	Truck Maintenance	AUTOZONE STORE	WIPER BLADES	55.58	
101-336.000-935.000	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	1,714.58	
101-336.000-935.000	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	105.91	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
101-336.000-935.000	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	809.82	
		Total For Dept 336.000 FIRE DEPT		10,195.04	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	9,254.38	
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	86.11	
		Total For Dept 448.000 STREET LIGHTS		9,340.49	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	2,195.98	
101-449.000-930.000-LIGHTS	Maintenance	WESCO RECEIVABLES CORPOR	LIGHTS	9,995.00	
		Total For Dept 449.000 HIGHWAY-M45		12,190.98	
Dept 567.000 CEMETERY					
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	32.45	
		Total For Dept 567.000 CEMETERY		32.45	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-860.000	MILEAGE	NATASHA SHEPARD	MILEAGE REIMBURSEMENT	20.10	
		Total For Dept 672.000 LIFELONG LEARNERS		20.10	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	3,203.00	
101-701.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - JANUARY	480.03	
		Total For Dept 701.000 PLANNING & ZONING		3,683.03	
Dept 751.000 RECREATION AND PARKS					
101-751.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	502.73	
		Total For Dept 751.000 RECREATION AND PARKS		502.73	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-VETERA	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	VETERANS DAY - CREDIT	(6.99)	
		Total For Dept 753.000 COMMUNITY PROMOTIONS		(6.99)	
Dept 790.000 LIBRARY					
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AUDIO BOOKS ON CD	100.48	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD COLLECTION	194.76	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD	18.74	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD	16.47	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOKS COLLECTION	10.99	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	14.06	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	528.12	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	357.13	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH GAME REPLACEMENT	13.89	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	YOUTH COLLECTION	634.79	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	YOUTH COLLECTION	254.41	
101-790.000-732.000-CHILDB	SUPPLIES	HOWARD MILLER PUBLIC LIB	REPLACEMENT CHARGES - YOUTH BOOK	6.00	
101-790.000-732.000-CHILDB	SUPPLIES	MUSKEGON AREA DISTRICT L	LOST & PAID MATERIALS	30.98	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CORD COVER FOR FLOOR	8.99	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	DISH SOAP	12.92	
101-790.000-802.000	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - JANUARY	550.00	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - DECEMBER	75.00	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	DIGITAL COLLECTION - JANUARY	1,249.86	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - NOVEMBER	19.40	
101-790.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - DECEMBER	19.40	
101-790.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	G1 LICENSES - JANUARY	19.40	
101-790.000-802.000-TECHNO	Contracted Services	ACENTEK	TELEPHONE CHARGES - FEBRUARY	221.02	
101-790.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - FEBRUARY	44.38	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE & CRAFTS	53.92	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CRAFT & COFFEE	10.33	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	MOMS' GROUP SUPPLIES	46.54	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	MOMS' GROUP SUPPLIES	90.88	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	THORNAPPLE WOODLANDS LLC	HONEY BEE EDUCATIONAL PROGRAM @ 06/18	430.00	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	SUMMER READING PROGRAM SUPPLIES	36.43	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CRAFT SUPPLIES	58.04	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE CRAFTS	10.33	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE CRAFTS	194.63	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE CRAFT SUPPLIES	13.38	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	EARLY LEARNING PLAY STORAGE	29.99	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE SUPPLIES	9.30	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE SUPPLIES	6.28	
101-790.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TWP HALL	20.23	
101-790.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	EARLY LEARNING PLAY SPACE	622.47	
101-790.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	EARLY LEARNING PLAY SPACE	362.86	
Total For Dept 790.000 LIBRARY				6,396.80	
Total For Fund 101 General Fund				144,021.17	
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
249-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	131.39	
Total For Dept 000.000 REVENUE				131.39	
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	3.09	
249-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	8.17	
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - JANUARY	91,495.80	
249-371.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICES/SUPPORT FEES	1,588.00	
Total For Dept 371.000 INSPECTION DEPARTMENT				93,095.06	
Total For Fund 249 Building Department Fund				93,226.45	
Fund 252 RENTAL ADMINISTRATION					
Dept 000.000 REVENUE					
252-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	75.19	
252-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	439.08	
Total For Dept 000.000 REVENUE				514.27	
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	6.18	
252-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	21.74	
252-371.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	131.92	
252-371.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	14.37	
Total For Dept 371.000 INSPECTION DEPARTMENT				174.21	
Total For Fund 252 RENTAL ADMINISTRATION				688.48	

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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	TRIANGLE WINDOW FASHIONS	ROLLER WINDOW SHADES (5)	1,304.00	
		Total For Dept 901.000 CONSTRUCTION		1,304.00	
		Total For Fund 403 FIRE STATION BUILDING FUND		1,304.00	
Fund 494 Dda Development Fund					
Dept 266.000 ATTORNEY					
494-266.000-802.000	Contracted Services	DICKINSON WRIGHT PLLC	ATTORNEY SERVICES - DECEMBER	368.00	
		Total For Dept 266.000 ATTORNEY		368.00	
Dept 446.000 ROADS					
494-446.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - DECEMBER	3,986.25	
		Total For Dept 446.000 ROADS		3,986.25	
		Total For Fund 494 Dda Development Fund		4,354.25	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-226.000	Due to Robinson Township	ROBINSON TOWNSHIP	DEBT REDUCTION - 4TH QTR 2023	180.00	
592-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	809.16	
592-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	5,753.48	
592-000.000-231.020	401A LOAN PAYABLE	ALERUS RETIREMENT SOLUTI	MERS 457 & DC PLANS - JANUARY	75.58	
592-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - JANUARY	117.28	
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST 4	1,225.08	
592-000.000-300.000	COUNTY BONDS PAYABLE	OTTAWA COUNTY PUBLIC UTI	2006 WATER EXPANSION BONDS	80,000.00	
592-000.000-300.000	COUNTY BONDS PAYABLE	OTTAWA COUNTY PUBLIC UTI	2007 WATER EXPANSION BONDS	140,000.00	
592-000.000-300.000	COUNTY BONDS PAYABLE	OTTAWA COUNTY PUBLIC UTI	2012 WWTP IMPROVEMENTS BONDS	65,000.00	
		Total For Dept 000.000 REVENUE		293,391.35	
Dept 248.000 ADMINISTRATION					
592-248.000-732.000	SUPPLIES	SMART SOURCE LLC	YEAR END TAX FORMS - 2023	188.16	
592-248.000-802.000	Contracted Services	PONTIFEX CONSULTING GROU	2023 WAGE STUDY	2,000.00	
592-248.000-802.000-ITMONT	Contracted Services	ADOBE INC	2024 ADOBE LICENSES (16)	1,230.66	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICES/SUPPORT FEES	971.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	2,034.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY & BACKUP - FEBRUARY	386.80	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MANAGED WIFI ENDPOINTS - FEBRUARY	394.24	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	SEGMENTATION OF HVAC SERVER	1,100.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	SEGMENTATION OF HVAC SERVER	521.50	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	INVOICE CLOUD INC	EBILL DELIVERY - 4TH QTR 2023 W/S BIL	45.15	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	QTRLY WATER/SEWER BILLS - PROCESS/MAI	2,892.77	
592-248.000-955.000	Miscellaneous	PACK ROOM LLC	POSTAGE/SHIPPING CHARGES - JANUARY	29.28	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2006 WATER EXPANSION BONDS	5,325.00	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2007 WATER EXPANSION BONDS	6,183.41	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2012 WWTP IMPROVEMENTS BONDS	9,437.50	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2020 WWTP IMPROVEMENTS BONDS	41,000.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2006 WATER EXPANSION BONDS	860.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2007 WATER EXPANSION BONDS	110.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2012 WWTP IMPROVEMENTS BONDS	110.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2020 WWTP IMPROVEMENTS BONDS	610.00	
		Total For Dept 248.000 ADMINISTRATION		75,429.47	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-646.000	Utility Charges	DORMAN, NANCY KAY	UB refund for account: 1001	100.03	
592-536.000-646.000	Utility Charges	FABBRI, KIRK	UB refund for account: 3733	112.81	
592-536.000-646.000	Utility Charges	INMAN, LAUREN	UB refund for account: 5997	26.97	
592-536.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	35.89	
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	131.21	
592-536.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	530.54	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	121.08	
592-536.000-732.000-GENSUP	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WATER DEPT	45.72	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	258.54	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	STORAGE SHELVEING @ WRRF	1,423.79	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	REPLACEMENT LED TUBES	49.60	
592-536.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	TORCH KIT; DUCT TAPE	22.74	
592-536.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	TRUCK DECALS/LABELS	12.00	
592-536.000-732.000-GENSUP	SUPPLIES	ZORO TOOLS INC	RESTOCK FIRST AID KITS	12.78	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	METER CHAMBERS	1,510.00	
592-536.000-732.000-OFFICE	SUPPLIES	FRESH COAST LABEL LLC	NAME PLATE - CAREY	28.67	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE/SYSTEM MAINTENANCE - DECEMB	74,176.86	
592-536.000-802.000-MULTIP	Contracted Services	AMBS CALL CENTER	EMERGENCY NUMBER	60.00	
592-536.000-802.000-MULTIP	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION PROGRAM MGMT - JANUA	877.50	
592-536.000-802.000-MULTIP	Contracted Services	SES NORTH AMERICA INC	PARTNERS FEES 2024	2,250.00	
592-536.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN LIGHTING &	UPDATE LIGHTING PROCESSORS IP ADDRESS	77.50	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - FEBRUARY	39.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	170.47	
592-536.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	428.81	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	4,012.55	
592-536.000-930.000	MAINTENANCE	SCHIPPERS EXCAVATING, IN	RAVEN COATING / HYDRANT EXTENSION	456.00	
Total For Dept 536.000 WATER				86,972.01	
Dept 537.000 SEWER					
592-537.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	35.89	
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	131.21	
592-537.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	530.54	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	121.08	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CREDIT MEMO	(140.00)	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CREDIT MEMO	(140.00)	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CHEMICALS	1,308.00	
592-537.000-732.000-CHEMIC	SUPPLIES	WEBB CHEMICAL SERVICE CO	FERRIC CHLORIDE SOLUTION	10,636.86	
592-537.000-732.000-GENSUP	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WASTE DEPT	458.91	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	258.53	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	STORAGE SHELVEING @ WRRF	1,423.78	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	REPLACEMENT LED TUBES	49.59	
592-537.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	TORCH KIT; DUCT TAPE	22.74	
592-537.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	BRAKLEEN	14.97	
592-537.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	TRUCK DECALS/LABELS	12.00	
592-537.000-732.000-GENSUP	SUPPLIES	ZORO TOOLS INC	RESTOCK FIRST AID KITS	12.77	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	FOLDERS / PENS	50.03	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	DESK HEATER / FOLDERS / TAPE DISPENSE	91.98	
592-537.000-732.000-OFFICE	SUPPLIES	FRESH COAST LABEL LLC	NAME PLATE - CAREY	28.66	
592-537.000-802.000-MULTIP	Contracted Services	AMBS CALL CENTER	EMERGENCY NUMBER	60.00	
592-537.000-802.000-MULTIP	Contracted Services	PACE ANALYTICAL SERVICES	MERCURY TESTING	541.60	
592-537.000-802.000-MULTIP	Contracted Services	PREIN & NEWHOF PC INC	CHLORIDE & SULFATE TESTING	60.00	
592-537.000-802.000-MULTIP	Contracted Services	SES NORTH AMERICA INC	PARTNERS FEES 2024	2,250.00	

02/07/2024 11:00 AM

User: DENISE

DB: ALLENDALE

## INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 01/24/2024 - 02/13/2024

Page: 7/8

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN LIGHTING &	UPDATE LIGHTING PROCESSORS IP ADDRESS	77.50	
592-537.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - FEBRUARY	400.97	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM & CELL PHONE CHARGES - J	505.26	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	170.47	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - DECEMBER	1,066.00	
592-537.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	428.80	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	1,139.47	
592-537.000-930.000-COLLEC	MAINTENANCE	NORTHSIDE SEPTIC & EXCAV	LOCATE PLR @ COUNTRY VIEW DRIVE	1,492.96	
592-537.000-930.000-COLLEC	MAINTENANCE	SCHIPPERS EXCAVATING, IN	RAVEN COATING / HYDRANT EXTENSION	10,000.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	PACK ROOM LLC	POSTAGE/SHIPPING CHARGES - JANUARY	183.70	
592-537.000-930.000-WRRFMA	MAINTENANCE	SAWYER ENGINE & COMPRESS	AIR FILTERS	58.00	
Total For Dept 537.000 SEWER				33,342.27	
Total For Fund 592 Water & Sewer				489,135.10	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	144,021.17
Fund 249 Building Depa	93,226.45
Fund 252 RENTAL ADMINI	688.48
Fund 403 FIRE STATION	1,304.00
Fund 494 Dda Developme	4,354.25
Fund 592 Water & Sewer	489,135.10
Total For All Funds:	732,729.45



**INTERIM PAYMENTS**  
**Board Meeting: 02/12/2024**

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
1/22/2024	104727	\$ 138,325.50	F&V CONSTRUCTION MGMT INC	Construction Engineering - App #9
1/22/2024	104728	\$ 54,967.00	MOORE & BRUGGINK INC	WWTP Construction Services - December
1/22/2024	104729	\$ 618,526.68	RK DAVIS INC	WRRF Plant Design Contract/Improvements
1/25/2024	104797	\$ 3,139.16	CARDMEMBER SERVICE	Credit Card Charges - December
1/25/2024	104799	\$ 209.29	CARDMEMBER SERVICE	Credit Card Charges - January
1/25/2024	104800	\$ 6,694.18	DTE ENERGY	Heating Fuel Usage - January
1/29/2024	104801	\$ 825.00	CONSTRUCTIVE SHEET METAL INC	Water Screen GVSU Tower
1/29/2024	104802	\$ 50.00	WEST MICHIGAN DOCUMENT SHREDDING	Secure Shredding Service @ 12/20/23
1/29/2024	104803	\$ 700.00	MICHIGAN WATER ENVIRONMENT ASS'N	Operator Days Registration (4)
1/30/2024	104805	\$ 4,391.12	ANDREW-JANET VANDYKE	Development Fee Refund-Kennedy Lakes 2
2/1/2024	EFT	\$ 76,399.18	EMPLOYEES	Bi-Weekly Payroll
2/1/2024	EFT	\$ 23,104.40	FEDERAL GOV'T	Payroll IRS Tax Payment
2/2/2024	EFT	\$ 216.51	PRIORITY HEALTH	HRA Payment
2/2/2024	EFT	\$ 7,355.61	State of Michigan	January State payroll withholdings
2/8/2024	EFT	\$ 13,116.68	POC FIRE FIGHTERS	POC FF Payroll
2/8/2024	EFT	\$ 2,934.95	FEDERAL GOV'T	POC FF Payroll IRS Tax Payment
		<b>\$ 950,955.26</b>		

# ALLENDALE CHARTER TOWNSHIP PLANNING COMMISSION MEETING

*January 15, 2024*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Adams, Westerling, Bronson, Zuniga, Nadda, Jacquot, Zeinstra  
Absent:  
Staff and Guests Present: Planner Greg Ransford, Todd Simmons, Greg DeJong, Chuck Hoyt, Jared DeVoursney, Tyler Bourdo
3. Communications and Correspondence:  
The Planning Commission received a notice regarding Robinson Township's Master Plan draft, that it is available for review and comments.
4. Motion by Jacquot to approve the December 18, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 7-0**
5. Motion by Adams to approve the January 15, 2024, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 7-0**
6. Public Comments for *non-public hearing item*:  
*Chairperson Adams opened the public comment section for non-public hearing items.*  
*Seeing no public, Chairperson Adams closed the public comment section.*
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
  - A. Jiffy Lube – Allendale Crossings Planned Unit Development Major Amendment
    - Seeking to construct a 3,252 square foot automotive service stationPlanner Ransford reviewed his memo regarding the Jiffy Lube project.  
Todd Simmons, representing the applicant, presented the project.  
Commissioners discussed tailoring the amended language to be more specific to minor automotive repair as defined by the Zoning Ordinance and to include no outdoor overnight storage. Commissioners directed Planner Ransford to make those changes.  
Commissioners discussed and opined that the 5 parking spaces off the back drive do not need to be constructed at this time but noted in the site plan as future parking.  
Commissioners directed Planner Ransford to set the public hearing.
  - B. Dollar General – Site Plan
    - Seeking to construct a 10,640 square foot retail buildingPlanner Ransford reviewed his memo regarding the Dollar General project.  
Tyler Bourdo, representing the applicant, presented the project.  
Commissioners opined that the deferred parking and the proposed fence would be acceptable.  
Commissioners discussed the possible easement to the neighboring property to the north and agreed that an easement would not be required to the northern property.

The applicant and commissioners discussed the material for the west side of the building and Mr. Ransford informed the Commission that relief from the requirements of the material for the building would have to come from the ZBA.

The applicant will review with his team the suggestions of the Commissioners and come back with revisions.

Motion by Jacquot to approve the Dollar General site plan with the following changes:

- The dumpster enclosure features a smooth block with a brick veneer covering the block, matching the building.
- The gate for the dumpster enclosure will be made of a composite or vinyl material.
- On the east elevation the building material will include a color change framing the entryway, 10 feet on each side of the door.
- Deferred parking on the south side of the building.
- If deferred parking is ever utilized, a reduction of the setback to 18 feet.
- The south greenbelt landscaping requirement is reduced by 50% because of the fencing that will be installed.
- The easement shall be established on the south end of the property but is unnecessary to the north.

Seconded by Zuniga. **Approved 7-0**

#### C. Allied Installations – Site Plan

- Seeking to construct a 12,000 square foot building for office and warehouse, along with units for multi-tenants

Planner Ransford reviewed his memo.

Chuck Hoyt, representing the applicant, introduced the project.

Commissioners discussed parking requirements and deemed the proposed parking sufficient at this time and if necessary, parking could be expanded to the south side of the property.

Commissioners discussed the dumpster enclosure and surmised that the proposed enclosure was acceptable with an upgrade in the siding using 24-gauge steel.

Commissioners discussed the proposed easement or the future expansion of Edgeway Dr.

Motion by Zeinstra to approve the proposed Allied Installations Site Plan with the following conditions:

- Defer the construction of the sidewalk until such time as there is a sidewalk constructed on adjacent property.
- Upgrade the metal siding on the building and dumpster enclosure to meet the requirements of our Zoning Ordinance (24-gauge or better)
- Approval of all necessary agencies
- Update the designation on the site plan to be equipment parking area instead of outdoor storage area.
- Note on the site plan regarding the easement to the north or possible expansion of Edgeway Dr.
- Exterior product specification sheets shall be provided.

Seconded by Zuniga – **Approved 7-0**

### 10. Old Business:

#### A. Zoning Ordinance Text Amendments – Drafts

- Section 12.06 – Development Requirements for PUD's with Residential Uses
  - Lack of residential density guidance for commercially master planned property

Commissioners discussed possible density guidelines.

Commissioners directed Planner Ransford to update the draft and reorganize the section for their review.

- Section 21.03 – Parking Lot Pavement Requirement

Consensus of the Commissioners was to table this item due to the length of the meeting.

11. Public Comments:

*Chairperson Adams opened the public comment section.*

Mr. Modderman asked if the review of his project could continue. Commissioners directed Planner Ransford to continue review of the 5500 Lake Michigan Dr. PUD project.

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

12. Township Board Reports:

Mr. Zeinstra reported that the Walgreens PUD was approved along with the Tentative Preliminary Plat of Emerald Springs.

13. Commissioner and Staff Comments:

Mr. Zeinstra noted that in the 12-4-23 Planning Commission minutes, the words “site plan” were left out of the Raymond Building approval, and consensus among the commissioners was to amend the minutes to state that the site plan was approved along with the resolution to amend the PUD.

Planner Ransford asked for direction regarding providing standards for approval and would the Commission prefer him to provide those standards in the first meeting that an applicant comes to the Planning Commission as he generally prepares those for the second meeting. Commissioners instructed him to provide those standards unless he deems that the project is not ready for approval.

14. Chairperson Adams adjourned the meeting at 9:58 p.m.

**Next meeting February 5, 2024, at 7:00 p.m.**

Minutes respectfully submitted by Kelli McGovern





# County of Ottawa

## *Sheriff's Office*

**Steve A. Kempker**  
*Sheriff*

**Valerie L. Weiss**  
*Undersheriff*



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*Headquarters/Administration*

12220 Fillmore Street

West Olive, Michigan 49460

(616) 738-4000 or (888) 731-1001

Fax: (616) 738-4062

*Correctional Facility*

12130 Fillmore Street

West Olive, Michigan 49460

(616) 786-4140 or (888) 731-1001

Fax: (616) 738-4099

Date: 02-05-2024

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (January 2024)

The Sheriff's Office during the month of January responded to 424 calls for service.

Allendale Township Basic EMT and MFR units, with the assistance of general road patrol, responded to 42 medicals and 2 personal injury accidents.

Traffic contacts during the month of January, deputies issued 94 total tickets.

### **Allendale School News:**



Several Allendale students made "thank you" police artwork for Deputy Ortman.

Deputy Ortman, with former Allendale Deputy Zach Martinie, presented at the Careerline Tech Center. Their presentation covered what it takes to be a Crime Scene Technician (CST) for the sheriff's office.

Deputy Ortman's TEAM teaching during the month of January consisted of consequences, and the juvenile courts.

### **Lifelong Learners:**

Sgt. Keuning, and Allendale FF Dillon Reeder, spent time with the Lifelong Learner senior group playing BONCO (dice game) at the Allendale Twp. board room.



### **Remembrance Ranch Career Fair:**

Remembrance Ranch held a career fair at Life Stream Church. The career fair gives teens an opportunity to talk to multiple professionals working in the field they may want to pursue. Sgt. Keuning spoke with many teens who wanted to learn more about a career in law enforcement.



Thank you.

Sgt. Cal Keuning



## Allendale Township Community Policing

Sergeant Cal Keuning  
[ckeuning@miOttawa.org](mailto:ckeuning@miOttawa.org)

Deputy John Ortman  
[jortman@miOttawa.org](mailto:jortman@miOttawa.org)

Deputy Jordan Miller  
[jmiller@miOttawa.org](mailto:jmiller@miOttawa.org)

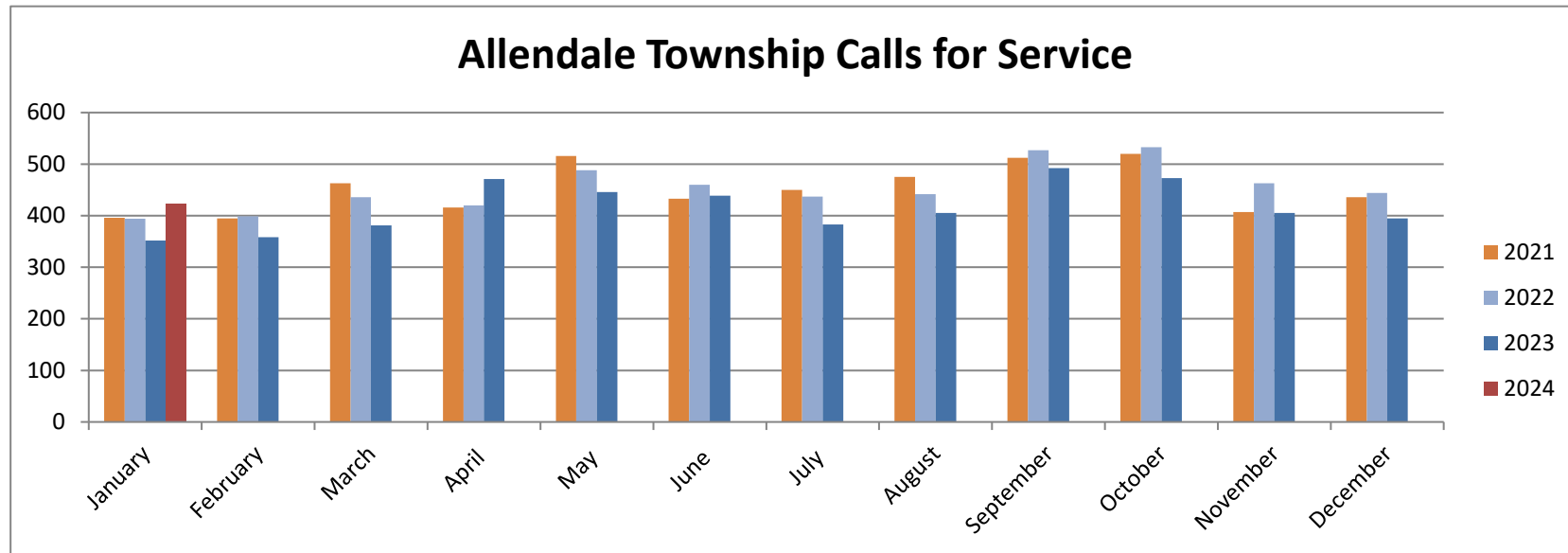
Deputy Joseph Apolo  
[japolo@miottawa.org](mailto:japolo@miottawa.org)

Deputy Joshua DeHoag  
[jdehoag@miottawa.org](mailto:jdehoag@miottawa.org)

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

## Total Number of Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420	488	460	437	442	527	533	463	444
2023	352	358	381	471	446	439	383	405	492	473	405	395
2024	424											

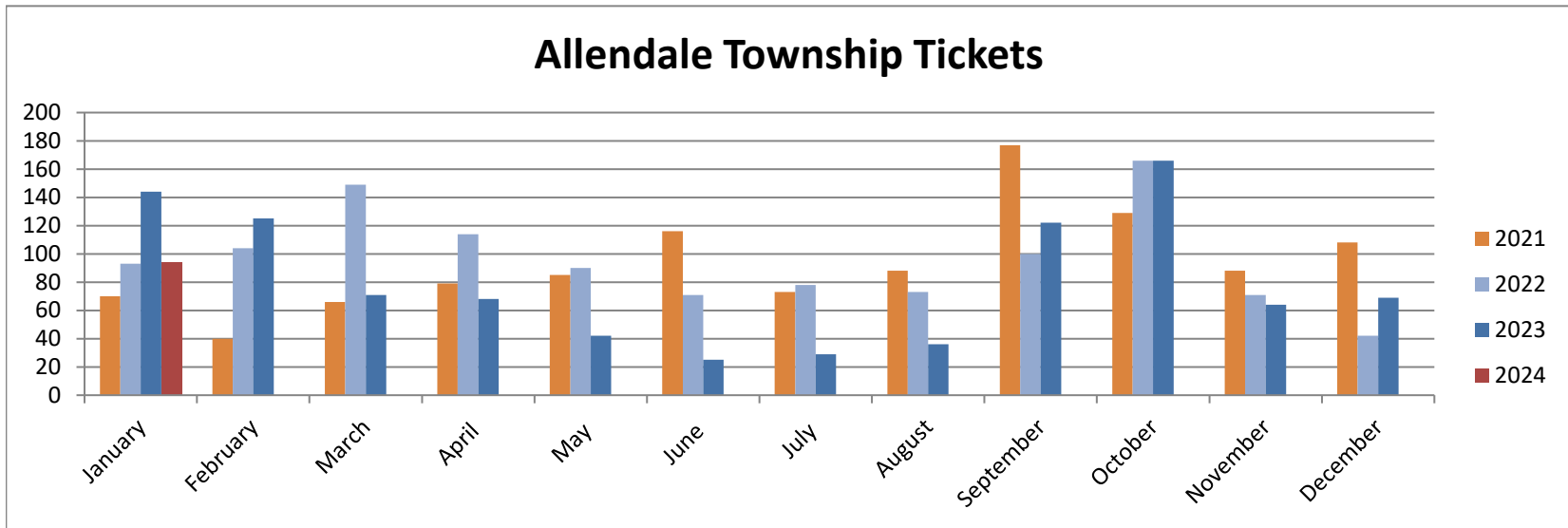


## Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2021	70	40	66	79	85	116	73	88	177	129	88	108



2022	93	104	149	114	90	71	78	73	100	166	71	42
2023	144	125	71	68	42	25	29	36	122	166	64	69
2024	94											

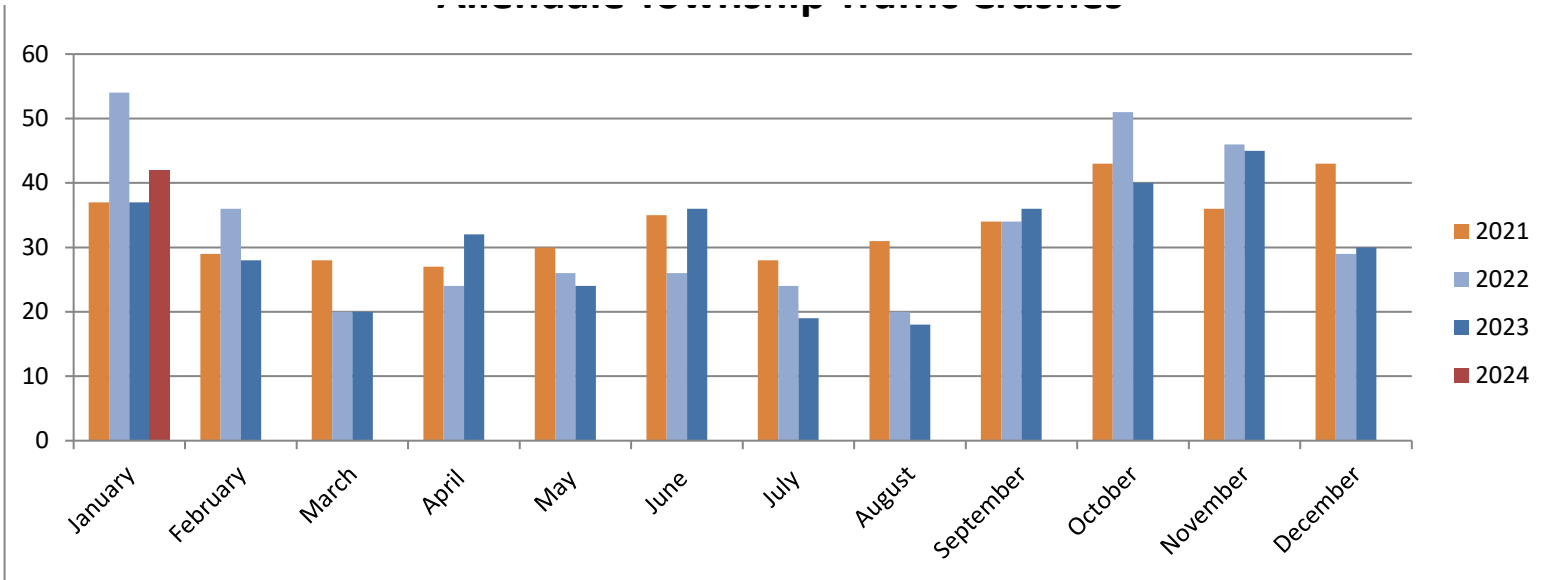


### Traffic Crashes

	January	February	March	April	May	June	July	August	September	October	November	December
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24	26	26	24	20	34	51	46	29
2023	37	28	20	32	24	36	19	18	36	40	45	30
2024	42											

### Allendale Township Traffic Crashes

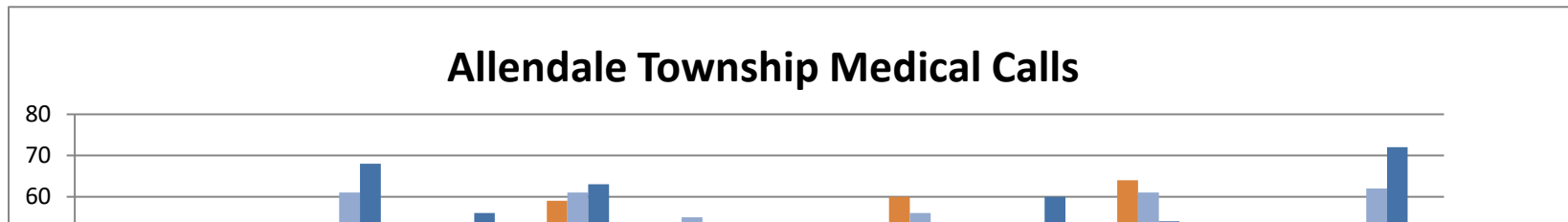
## Allendale Township Crime Rates

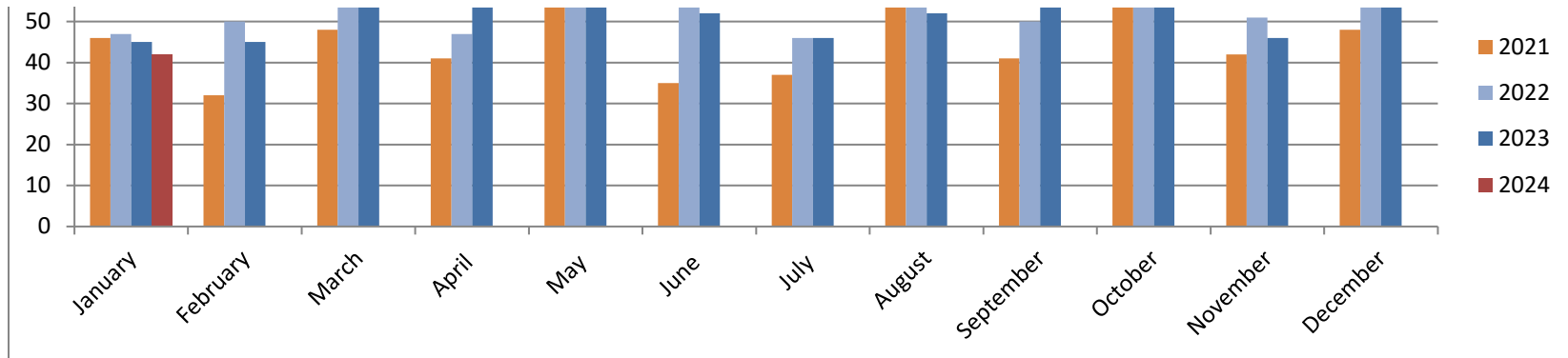


## Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2021	46	32	48	41	59	35	37	60	41	64	42	48
2022	47	50	61	47	61	55	46	56	50	61	51	62
2023	45	45	68	56	63	52	46	52	60	54	46	72
2024	42											

## Allendale Township Medical Calls





## Calls of Interest 2024

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	6											
Larcenies	19											
Shoplifting	2											
Mental	4											
Civil	8											
Assaults	1											
Domestic	23											
Animal	8											
Alarms	13											
Traffic	22											
Narcotics	1											
Weapons	<u>1</u>											

## Calls of Interest 2023

January	February	March	April	May	June	July	August	September	October	November	December
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<u>ALARM TYPE</u>	<u>MONTH</u> January	<u>YEAR TO DATE</u> 2024	<u>YEAR TO DATE</u> 2023	<u>CHANGE</u> 2024
<b>MEDICAL EMERGENCIES</b>		58	57	1
Canceled Enroute		4	3	1
Squad 172 Responses		28	18	10
Asst. Amb.		7	7	EVEN
Lift Assist		0	0	EVEN
<b>VEHICLE ACCIDENTS WITH INJURIES</b>		2	1	1
Cancelled Enroute		0	0	EVEN
<b>PROPERTY DAMAGE ACCIDENTS</b>		3	1	2
Canceled Enroute		1	1	EVEN
<b>SMOKE/ODOR INVESTIGATION</b>		0	1	-1
Canceled Enroute		0	0	EVEN
<b>MEDICAL ALARM</b>		0	3	-3
Canceled Enroute		0	0	EVEN
<b>FIRE ALARM</b>		13	1	12
Canceled Enroute		1	5	-4
<b>SERVICE CALL / LOCK-IN/OUT</b>		6	1	5
<b>MUTUAL AID/AUTOMATIC AID:</b>				
AUTOMATIC AID GIVEN:		1	1	EVEN
MUTUAL AID GIVEN:		4	4	EVEN
AUTOMATIC AID RECEIVED		1	2	-1
MUTUAL AID RECEIVED		1	0	1
<b>BUILDING FIRES</b>		0	1	-1
<b>GRASS, BRUSH, WOODS</b>		0	0	EVEN
<b>TRASH, REFUSE, DUMPSTER</b>		0	0	EVEN
<b>VEHICLE FIRES</b>		2	0	2
<b>CO ALARM</b>		3	3	EVEN
<b>GAS LEAK / WIRE DOWN</b>		3	1	2
<b>NO DISPATCH</b>		1	3	-2
<b>UNAUTHORIZED BURN</b>		1	0	1
<b>TOTALS</b>	0	110	94	16
	<u>Month</u>	<u>2024 to Date</u>	<u>2023 To Date</u>	<u>24/23 Change</u>
<b>Property Loss: (\$)</b>		\$35,000.00	\$3,000.00	\$32,000.00
<b>Property Saved (\$)</b>		\$0	\$249,356	-\$249,356.00
<b>Man Hours on Alarms</b>		462	399	63
<b>Training Man Hours</b>		80.75	78.50	2
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other		136.25	606.30	-470.05
<b>Burning Permits Issued</b>		20	47	-27
<b>Grand Valley Alarms</b>		7	11	-4
<b>Off-Campus Student Housing</b>		26	10	16
<b>Stonebridge Senior Housing</b>		4	4	EVEN
<b>Green Acres</b>		2	1	1
<b>Atrium of Allendale</b>		3	7	-4

AFD - Training and Activities

Report Filters					
Activity/Training Start Date Time: is between '01/01/2024' and '01/31/2024'					
Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Day Name	Activity/Training Event Name	Activity/Training Attendee Count	
Activity/Training Event Type: Activity					
01/27/2024 09:00:00	01/27/2024 12:00:00	Saturday	EQUIPMENT CHECKS #3	5	
01/27/2024 09:00:00	01/27/2024 12:00:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	2	
01/27/2024 12:00:00	01/27/2024 14:00:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	6	
01/26/2024 13:15:00	01/26/2024 14:15:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2	
01/26/2024 15:00:00	01/26/2024 17:00:00	Friday	FIRE PREVENTION	6	
01/29/2024 18:30:00	01/29/2024 20:00:00	Monday	OFFICERS MEETING	15	
01/30/2024 17:00:00	01/30/2024 18:00:00	Tuesday	PART TIME SHIFT	1	
01/01/2024 08:15:41	01/31/2024 08:15:48	Monday	CAPTAIN PAY	1	
01/01/2024 08:17:13	01/31/2024 08:17:20	Monday	EMS COORDINATOR	1	
01/01/2024 08:18:33	01/31/2024 08:18:39	Monday	EMS REPORT AUDIT	1	
01/01/2024 08:19:59	01/31/2024 08:20:06	Monday	OFFICER PAY D.C.	1	
01/01/2024 08:21:25	01/31/2024 08:21:30	Monday	OFFICER PAY LT.	5	
01/01/2024 08:23:43	01/31/2024 08:23:49	Monday	SERGEANT PAY	6	
01/09/2024 17:00:00	01/09/2024 18:00:00	Tuesday	PART TIME SHIFT	1	
01/11/2024 18:45:00	01/11/2024 21:45:00	Thursday	HAZMAT MONTHLY	1	
01/12/2024 06:00:00	01/12/2024 14:00:00	Friday	PART TIME SHIFT	1	
01/13/2024 06:40:00	01/13/2024 11:15:00	Saturday	EQUIPMENT CHECKS #1	6	
01/19/2024 18:00:00	01/19/2024 22:00:00	Friday	EQUIPMENT CHECKS #2	5	
01/23/2024 13:00:00	01/23/2024 15:00:00	Tuesday	PROBATIONARY FIREFIGHTER TRAINING	1	
01/06/2024 09:00:56	01/06/2024 12:00:56	Saturday	EQUIPMENT CHECKS #6	4	
Activity/Training Event Type: Training					
01/08/2024 18:45:00	01/08/2024 20:00:00	Monday	FIREFIGHTER TOOLS & EQUIPMENT/VECTOR SOLUTIONS	28	
01/22/2024 18:45:00	01/22/2024 20:45:00	Monday	BUILDING CONSTRUCTION	22	

## 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					
24-0000007	01/04/2024 20:28:13	171, 170	Thursday	141	11
24-0000008	01/04/2024 23:05:40	171, 170	Thursday	141	12
24-0000009	01/06/2024 12:02:05	170, 171	Saturday	170	4
24-0000010	01/06/2024 21:42:47	171, 170	Saturday	170	9
24-0000011	01/06/2024 22:17:31	170, 122	Saturday	141	4
24-0000013	01/07/2024 19:25:11	121	Sunday	190	9
24-0000012	01/07/2024 18:49:08	121, 122, 170, 141	Sunday	140	13
24-0000001	01/01/2024 00:51:00	170, 122	Monday	141	13
24-0000004	01/01/2024 22:58:15	170, 171	Monday	140	
24-0000015	01/07/2024 22:37:15	171, 170	Sunday	141	13
24-0000018	01/09/2024 00:02:28	170, 171	Tuesday	180	12
24-0000022	01/10/2024 00:32:13	195	Wednesday	120	8
24-0000021	01/10/2024 00:17:30	195	Wednesday	120	11
24-0000020	01/09/2024 19:11:18	122, 171, 170, 121	Tuesday	100	5
24-0000044	01/14/2024 19:06:43	197, 121	Sunday	141	13
24-0000045	01/15/2024 02:46:39	170, 171	Monday	110	14
24-0000046	01/15/2024 03:27:52	171, 170	Monday	141	13
24-0000049	01/15/2024 18:38:56	171, 170	Monday	180	10
24-0000050	01/16/2024 00:15:36	170, 171	Tuesday	140	11
24-0000060	01/17/2024 21:35:16	170, 171	Wednesday	190	10
24-0000061	01/18/2024 00:05:55	121, 174	Thursday	180	13
24-0000062	01/18/2024 03:29:06	174, 121	Thursday	162	14
24-0000067	01/18/2024 20:58:15	198, 141, 121	Thursday	160	11
24-0000083	01/21/2024 20:44:56	161, 197	Sunday	2180	7
24-0000084	01/21/2024 22:00:49	171, 199, 170	Sunday	121	8
24-0000031	01/11/2024 22:39:17	198, 121	Thursday	120	8
24-0000056	01/16/2024 21:47:47	170, 171	Tuesday	170	12
24-0000092	01/23/2024 20:50:22	170, 171	Tuesday	140	13
24-0000093	01/24/2024 02:15:12	170, 171	Wednesday	160	14
24-0000096	01/25/2024 19:57:04	122, 121, 171, 170	Thursday	170	4
24-0000097	01/25/2024 21:21:56	171	Thursday	121	4
24-0000103	01/28/2024 20:37:37	170, 171	Sunday	194	9
24-0000104	01/28/2024 21:26:06	170, 171	Sunday	170	4
24-0000105	01/29/2024 01:44:46	171, 170	Monday	141	11
24-0000107	01/31/2024 05:07:48	181, 170, 171	Wednesday	120	12
24-0000109	01/31/2024 18:35:51	171, 170	Wednesday	140	6
24-0000110	01/31/2024 19:24:26	171, 170	Wednesday	120	5
					Avg: 9.68
Basic Shift Or Platoon (FD1.30): B - Shift 6A MON / 6P FRI					
24-0000108	01/31/2024 12:21:21	171, 190	Wednesday	121	4
24-0000098	01/26/2024 17:43:03	170, 171	Friday	120	4
24-0000072	01/19/2024 11:33:56	170	Friday	170	5
24-0000106	01/30/2024 17:00:10	190, 171	Tuesday	120	6
24-0000091	01/23/2024 17:28:20	171	Tuesday	100	9
24-0000094	01/24/2024 12:18:47	190, 171	Wednesday	120	5
24-0000095	01/25/2024 11:59:20	171	Thursday	120	6
24-0000055	01/16/2024 16:11:15	170, 171, 190	Tuesday	190	8
24-0000057	01/17/2024 07:42:18	161, 190, 121	Wednesday	OUT	12
24-0000034	01/12/2024 16:47:33	170, 171	Friday	164	13

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
24-0000076	01/20/2024 09:03:06		Saturday	OUT	0
24-0000085	01/22/2024 08:10:26	171	Monday	190	8
24-0000087	01/22/2024 22:25:03	161, 170, 121	Monday	140	12
24-0000088	01/23/2024 04:50:51	171, 170	Tuesday	120	7
24-0000086	01/22/2024 17:55:11	121, 141, 190	Monday	140	7
24-0000089	01/23/2024 06:59:20	121, 190	Tuesday	120	2
24-0000090	01/23/2024 16:09:07	171	Tuesday	120	6
24-0000068	01/19/2024 09:38:45	171	Friday	140	9
24-0000069	01/19/2024 10:25:03	171	Friday	140	9
24-0000071	01/19/2024 11:23:52	171	Friday	190	6
24-0000070	01/19/2024 10:27:32	192	Friday	160	11
24-0000073	01/19/2024 14:41:13	170	Friday	120	0
24-0000063	01/18/2024 06:29:28	121, 141	Thursday	140	12
24-0000064	01/18/2024 07:11:35	141, 121, 190, 122	Thursday	190	3
24-0000058	01/17/2024 11:40:33	121, 181, 171, 190	Wednesday	120	9
BLANK	01/17/2024 15:10:36	171	Wednesday	190	7
24-0000065	01/18/2024 10:42:52	171	Thursday	120	
BLANK	01/18/2024 13:07:03	121	Thursday	120	
24-0000052	01/16/2024 12:26:58	190	Tuesday	OUT	17
24-0000053	01/16/2024 13:54:05	170, 171	Tuesday	190	9
24-0000051	01/16/2024 11:21:31	141, 121, 190	Tuesday	140	8
24-0000054	01/16/2024 16:03:59	171	Tuesday		10
24-0000047	01/15/2024 07:33:00	171	Monday	160	9
24-0000048	01/15/2024 08:11:47	170, 171	Monday	120	5
24-0000033	01/12/2024 16:39:30	171	Friday	190	6
24-0000023	01/10/2024 07:33:50	122	Wednesday	120	11
24-0000024	01/10/2024 09:14:08	171	Wednesday	120	4
24-0000025	01/10/2024 16:00:47	171	Wednesday	190	5
24-0000027	01/11/2024 07:36:31	171, 170	Thursday	160	8
24-0000026	01/10/2024 17:25:04	170	Wednesday	140	9
24-0000028	01/11/2024 09:07:29	190, 192	Thursday	OUT	13
24-0000029	01/11/2024 15:00:24	171, 170	Thursday	180	7
24-0000032	01/12/2024 14:37:54	196	Friday	120	5
24-0000030	01/11/2024 15:46:07	171	Thursday	120	6
24-0000035	01/12/2024 22:04:22	171, 170	Friday	180	
24-0000017	01/08/2024 16:52:11	170, 171	Monday	190	6
24-0000019	01/09/2024 10:12:11	121, 122, 190	Tuesday	190	6
24-0000016	01/08/2024 11:29:14	170	Monday	190	7
BLANK	01/03/2024 16:45:42	196	Wednesday	120	
24-0000006	01/04/2024 10:34:45	171	Thursday	120	4
24-0000002	01/01/2024 13:19:48	170	Monday	120	2
24-0000003	01/01/2024 16:51:24	141, 122	Monday	160	

Avg: 7.21

**Basic Shift Or Platoon (FD1.30): C - Shift 6P FRI / 6P SUN**

24-0000014	01/07/2024 19:50:46	199	Sunday	170	10
24-0000037	01/13/2024 05:26:03	170, 171	Saturday	OUT	16
24-0000038	01/13/2024 17:08:00	171, 170	Saturday	191	8
24-0000039	01/13/2024 19:38:39	121, 141, 198	Saturday	140	11
24-0000040	01/14/2024 11:52:04	171, 170	Sunday	120	7
24-0000041	01/14/2024 15:29:57	122, 198, 121	Sunday	120	9
24-0000043	01/14/2024 17:27:09	121	Sunday	190	11
24-0000042	01/14/2024 17:18:33	171, 170	Sunday	110	11



CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
24-0000074	01/19/2024 19:11:43	171, 170	Friday	198	7
24-0000075	01/20/2024 08:55:13	121, 141, 197	Saturday	180	6
24-0000077	01/20/2024 13:14:56	170, 171	Saturday	140	11
24-0000078	01/20/2024 19:49:52	171, 170	Saturday	180	10
24-0000079	01/20/2024 22:54:45	170	Saturday	140	
24-0000080	01/20/2024 23:54:49	170, 171	Saturday	160	11
24-0000081	01/21/2024 03:26:15	171, 170	Sunday	170	12
24-0000082	01/21/2024 08:22:02	170, 171	Sunday	170	5
24-0000036	01/12/2024 23:16:01	198	Friday	140	
24-0000099	01/26/2024 18:32:08	170, 171	Friday	192	8
24-0000100	01/27/2024 00:54:19	170, 171	Saturday	160	11
24-0000101	01/27/2024 21:52:48	170, 171	Saturday	190	7
24-0000102	01/28/2024 00:08:14	170, 171	Sunday	141	12

Avg: 9.65

Avg: 8.54

#### Report Filters

Basic Incident Date - Derived (Fd1.3): is between '01/01/2024' and '1/31/2024'

#### Report Criteria

Agency Fdid: Is Equal To 07001

Basic Shift Or Platoon (FD1.30)		Number of Runs
<b>Day of Week: 01 - Sunday</b>		
	A - Shift 6P SUN / 6A FRI	8
	C - Shift 6P FRI / 6P SUN	8
		<b>Total: 16</b>
<b>Day of Week: 02 - Monday</b>		
	A - Shift 6P SUN / 6A FRI	6
	B - Shift 6A MON / 6P FRI	9
		<b>Total: 15</b>
<b>Day of Week: 03 - Tuesday</b>		
	A - Shift 6P SUN / 6A FRI	5
	B - Shift 6A MON / 6P FRI	11
		<b>Total: 16</b>
<b>Day of Week: 04 - Wednesday</b>		
	A - Shift 6P SUN / 6A FRI	7
	B - Shift 6A MON / 6P FRI	10
		<b>Total: 17</b>
<b>Day of Week: 05 - Thursday</b>		
	A - Shift 6P SUN / 6A FRI	8
	B - Shift 6A MON / 6P FRI	10
		<b>Total: 18</b>
<b>Day of Week: 06 - Friday</b>		
	B - Shift 6A MON / 6P FRI	11
	C - Shift 6P FRI / 6P SUN	3
		<b>Total: 14</b>
<b>Day of Week: 07 - Saturday</b>		
	A - Shift 6P SUN / 6A FRI	3
	B - Shift 6A MON / 6P FRI	1
	C - Shift 6P FRI / 6P SUN	10
		<b>Total: 14</b>
		<b>Total: 110</b>

## 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
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
24-0000012	18:48:15	A - Shift 6P SUN / 6A FRI	1111 - Apt fire	Automatic aid received		
24-0000087	22:22:53	B - Shift 6A MON / 6P FRI	131 - Passenger vehicle fire	None		
24-0000057	07:38:33	B - Shift 6A MON / 6P FRI	137 - Camper or recreational vehicle (RV) fire	Mutual aid given	Coopersville/Polkton Fire Dept.	
						<b>Total: 0.00%</b>
<b>Count: 3</b>						
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
24-0000088	04:50:25	B - Shift 6A MON / 6P FRI	300 - Rescue, EMS incident, other	None		
24-0000002	13:17:49	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000006	10:31:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000007	20:25:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000008	23:03:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000009	12:01:36	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000010	21:40:02	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000013	19:22:52	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000015	22:36:50	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000017	16:51:48	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000018	00:01:03	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000024	09:12:49	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000025	16:00:08	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000026	17:21:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000027	07:34:22	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000029	14:58:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000030	15:45:36	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000033	16:38:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000034	16:45:09	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000037	05:23:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	Mutual aid given	Wright-Tallmadge Fire Dept	
24-0000038	17:06:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000040	11:49:55	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000042	17:14:54	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000043	17:25:16	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000045	02:43:28	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000046	03:24:19	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			
24-0000047	07:30:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000049	18:37:36	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000050	00:14:27	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000052	12:25:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	Mutual aid given	Wright-Tallmadge Fire Dept	
24-0000053	13:52:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000054	16:13:33	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000055	16:07:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000056	21:47:18	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000059	15:09:42	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000060	21:30:59	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000068	09:36:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000071	11:23:03	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000072	11:31:41	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000074	19:09:16	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000077	13:12:56	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000078	19:46:57	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000080	23:52:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000081	03:26:14	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000082	08:17:26	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000084	21:58:50	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000085	08:08:33	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000090	16:07:15	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000091	17:26:43	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000092	20:48:19	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000093	02:13:06	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000094	12:17:33	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000095	11:58:21	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000097	21:19:57	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000098	17:40:55	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000099	18:31:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000100	00:52:41	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
24-0000101	21:51:57	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000102	00:06:03	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
24-0000103	20:35:48	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000104	21:25:13	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000105	01:43:05	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000106	16:59:11	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000107	05:07:12	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000108	12:18:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000109	18:32:42	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000110	19:23:31	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
24-0000020	19:10:12	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
24-0000096	19:55:25	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
24-0000019	10:11:42	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
24-0000032	14:37:47	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
24-0000089	06:59:05	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
24-0000058	11:39:53	B - Shift 6A MON / 6P FRI	360 - Water & ice-related rescue, other	Mutual aid received		

Total: 0.00%

Count: 73

**Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)**

24-0000011	22:16:17	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
24-0000016	11:27:01	B - Shift 6A MON / 6P FRI	424 - Carbon monoxide incident	None		
24-0000028	09:05:36	B - Shift 6A MON / 6P FRI	424 - Carbon monoxide incident	Mutual aid given	Georgetown Township	
24-0000021	00:14:42	A - Shift 6P SUN / 6A FRI	444 - Power line down	None		
24-0000036	23:13:53	C - Shift 6P FRI / 6P SUN	444 - Power line down	None		

Total: 0.00%

Count: 5

**Incident Type Category (FD1.21): 5 - Service Call**

24-0000031	22:37:59	A - Shift 6P SUN / 6A FRI	500 - Service call, other	None		
24-0000075	08:53:21	C - Shift 6P FRI / 6P SUN	522 - Water or steam leak	None		
24-0000041	15:29:36	C - Shift 6P FRI / 6P SUN	551 - Assist police or other governmental agency	None		
24-0000014	19:47:16	C - Shift 6P FRI / 6P SUN	561 - Unauthorized burning	None		

Total: 0.00%

Count: 4

**Incident Type Category (FD1.21): 6 - Good Intent Call**

24-0000048	08:06:29	B - Shift 6A MON / 6P FRI	600 - Good intent call, other	None		
24-0000069	10:24:51	B - Shift 6A MON	600 - Good intent 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
		/ 6P FRI				
24-0000004	22:56:22	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	None		
24-0000005	16:45:22	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
24-0000035	22:02:22	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
24-0000065	10:42:15	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
24-0000066	13:04:43	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
24-0000083	20:43:46	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	Automatic aid given	Blendon Township Fire Dept	
24-0000079	22:53:19	C - Shift 6P FRI / 6P SUN	6110 - Dispatched and cancelled en route (Medical)	None		
						Total: 0.00%
Count: 9						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
24-0000076	08:53:49	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
24-0000001	00:49:19	A - Shift 6P SUN / 6A FRI	711 - Municipal alarm system, malicious false alarm	None		
24-0000061	00:03:52	A - Shift 6P SUN / 6A FRI	731 - Sprinkler activation due to malfunction	None		
24-0000063	06:27:20	B - Shift 6A MON / 6P FRI	731 - Sprinkler activation due to malfunction	None		
24-0000039	19:36:05	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		
24-0000062	03:26:29	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
24-0000073	14:41:08	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
24-0000003	16:49:16	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		
24-0000067	20:56:49	A - Shift 6P SUN / 6A FRI	735 - Alarm system sounded due to malfunction	None		
24-0000022	00:30:05	A - Shift 6P SUN / 6A FRI	736 - CO detector activation due to malfunction	None		
24-0000064	07:09:48	B - Shift 6A MON / 6P FRI	741 - Sprinkler activation, no fire - unintentional	None		
24-0000044	19:04:33	A - Shift 6P SUN / 6A FRI	743 - Smoke detector activation, no fire - unintentional	None		
24-0000023	07:32:09	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
24-0000051	11:17:00	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
24-0000070	10:26:05	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
24-0000086	17:53:52	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
						Total: 0.00%
Count: 16						
						Total: 0.00%
Count: 110						

## 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	Basic Incident Type Code (FD1.21)
Department Name: (None)						
24-0000012	01/07/2024 18:48:15	Sunday	10295 48TH Avenue N206 Allendale MI 49401	Automatic aid received	Blendon Township Fire Dept, Olive Township Fire Dept, Wright-Tallmadge Fire Dept, Robinson Township Fire Dept	1111
24-0000058	01/17/2024 11:39:53	Wednesday	13508 68TH Avenue Allendale MI 49401	Mutual aid received	Coopersville/Polkton Fire Dept., Georgetown Township, Blendon Township Fire Dept, Robinson Township Fire Dept, Wright-Tallmadge Fire Dept	360
				Count: 2		
Department Name: Blendon Township Fire Dept						
24-0000083	01/21/2024 20:43:46	Sunday	6394 BAUER Road Zeeland MI 49464	Automatic aid given		611
				Count: 1		
Department Name: Coopersville/Polkton Fire Dept.						
24-0000057	01/17/2024 07:38:33	Wednesday	13664 68TH Avenue Coopersville MI 49404	Mutual aid given		137
				Count: 1		
Department Name: Georgetown Township						
24-0000028	01/11/2024 09:05:36	Thursday	4520 PIERCE Street Jenison MI 49428	Mutual aid given		424
				Count: 1		
Department Name: Wright-Tallmadge Fire Dept						
24-0000037	01/13/2024 05:23:28	Saturday	3284 RIVER HILL Drive Grand Rapids MI 49534	Mutual aid given		321
24-0000052	01/16/2024 12:25:46	Tuesday	2500 BUCHANAN Street Marne MI 49435	Mutual aid given		321
				Count: 2		
				Count: 7		

## AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	8
01:00:00 - 01:59:59	1
02:00:00 - 02:59:59	2
03:00:00 - 03:59:59	3
04:00:00 - 04:59:59	1
05:00:00 - 05:59:59	2
06:00:00 - 06:59:59	2
07:00:00 - 07:59:59	5
08:00:00 - 08:59:59	5
09:00:00 - 09:59:59	5
10:00:00 - 10:59:59	5
11:00:00 - 11:59:59	7
12:00:00 - 12:59:59	4
13:00:00 - 13:59:59	4
14:00:00 - 14:59:59	4
15:00:00 - 15:59:59	3
16:00:00 - 16:59:59	10
17:00:00 - 17:59:59	7
18:00:00 - 18:59:59	4
19:00:00 - 19:59:59	9
20:00:00 - 20:59:59	5
21:00:00 - 21:59:59	7
22:00:00 - 22:59:59	7
23:00:00 - 23:59:59	3
Total: 113	



# Allendale

## CHARTER TOWNSHIP

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

Public Utilities Operator

Notice of Hire- Michael Carey

Prepared by Lydale Weaver

On 1/18/2024

Board of Trustees:

We have reviewed applications for the Public Utilities Operator position. The panelists involved in the interview process included: Chad Doornbos, Superintendent of Public Utilities; Water Supervisor, Garry Scholten; Gary Nestle, Wastewater Supervisor; Ryan VanderPloeg, Public Utilities Operator; Jody Hansen, Township Clerk; and Lydale Weaver, Director of Human Resources. The hiring panel unanimously recommends Michael Carey for the position of Public Utilities Operator.

Michael displayed a great attitude and demeanor during the interview process. He showed a willingness to learn and a positive attitude towards learning within the utility department.

Michael will be starting at the pay rate of \$24.50. We are excited for Michael to join Allendale Charter Township and look forward to him learning the position and growing within the utility department.

Respectfully,

Garry Scholten and Lydale Weaver

Water Supervisor and HR Director



**Prepared by:**

**LIBRARYMARKET**

PO Box 17332  
Jonesboro, AR 72403  
(888) 234-3805  
info@librarymarket.com

# Project Proposal

## LibraryWebsite

**Prepared for:**

Allendale Township Library  
6175 Library Lane  
Allendale, MI 49401

**Created:**

January 25, 2024  
*Estimate valid for 90 days.*

# WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

## Meet Hootie.

Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!



### Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

### Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

### Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

### What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

# OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their

communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

*Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.*

# OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:



**BEN BIZZLE**  
**chief executive officer**  
**& owner**

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

---

*12 Years Library Experience*  
*24 Years IT Experience*



**STEVEN TROTTER**  
**chief creative officer**  
**& owner**

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

---

*25 Years Design & Branding Experience*  
*15 Years User Interface Design Experience*



**VALERIE CARROLL**  
**chief operating officer**  
**& owner**

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

---

*5 Years Library Experience*  
*5 Years Project Management Experience*  
**Master of Arts, English**  
**Bachelor of Arts, English**



**JOE BOX**  
**chief information officer**  
**& owner**

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

---

*13 Years Library Experience*  
*16 Years IT Experience*

# OUR TEAM

DUSTIN HOOD

## **project manager**

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

---

*6 Years Project Management Experience*

LINDSAY SARIN

## **project manager**

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

---

*9 Years Library Experience*  
*8 Years Project Management Experience*  
**Master of Library Science**  
**Bachelor of Science, English & History**

HAYLEY WEBB

## **lead content manager**

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

---

*5 Years Content Management Experience*

**Master of Arts, English**  
**Bachelor of Arts, English**

CLAY FREEMAN

## **chief technology officer**

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

---

*8 Years Web Development Experience*

**Master of Science, Computer Science**  
**Bachelor of Science, Computer Science**

JEREMY JACKSON

## **lead frontend developer**

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

---

*4 Years Web Development Experience*



# Section One

Library**Website**  
*design & development*



# OUR WORK



## Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

[www.madisonlibrary.org](http://www.madisonlibrary.org)

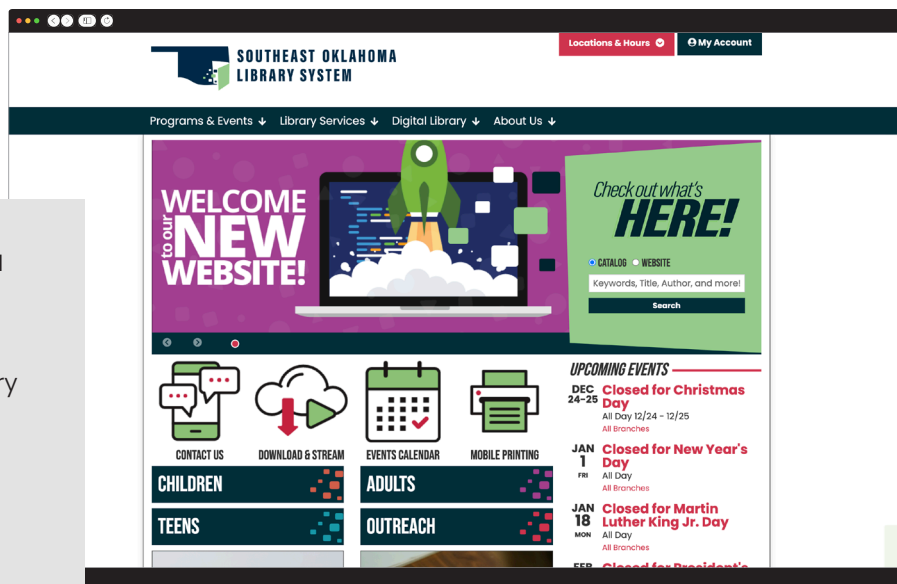


## Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

[www.seolibraries.com](http://www.seolibraries.com)



Check out our website for even more examples of our work & product details! [www.librarymarket.com](http://www.librarymarket.com)



# OUR WORK

## CONTINUED



### Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

[www.amespubliclibrary.org](http://www.amespubliclibrary.org)



### Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

[www.sayvillelibrary.org](http://www.sayvillelibrary.org)



Check out our website for even more examples of our work & product details! [www.librarymarket.com](http://www.librarymarket.com)

# EXECUTIVE SUMMARY

## Benefits of a LibraryMarket Website

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

## Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

## Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

## Content Management

- Allows staff to quickly and easily edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

# FEATURES

## LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



### **Modern, Clean Theme with Logo & Color Scheme**

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



### **Efficient Navigation**

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



### **Speed & Reliability**

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

# FEATURES

CONTINUED

## LibraryWebsite



### Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



### Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



### CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



### Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

# FEATURES

## CONTINUED

## LibraryWebsite



### Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** – a sliding “river” tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** – lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** – displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** – allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** – manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



### Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

# FEATURES

## CONTINUED

## LibraryWebsite



### **Integrated Forms**

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



### **Social Media Integration**

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



### **Integrated Catalog & Website Search**

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



### **Administrative Interface**

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



### **Staff Accounts**

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

# FEATURES

CONTINUED

## LibraryWebsite



### **Discovery & Data Gathering**

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content



### **Content Migration**

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place initial content from the package on the new website; staff receives thorough training that allows them to place remaining content in preparation for site launch.



### **Usability Testing**

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

# FEATURES

CONTINUED

## LibraryWebsite



### Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



### Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



### Accessibility

Library Market designs and develops websites in compliance with WCAG 2.0 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



### Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



### Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support



# FEATURES

## CONTINUED

## LibraryWebsite



### Optional Services

**Slide Package** – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

**Support Retainer** – 36 hours of post-launch development or design work for any client requests for new features.



### Technical Specifications

Content Management System	Drupal 8
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 7
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

# Section Two

## LibraryMarket

*project process &  
management*



# PROJECT PROCESS



## Discovery



Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.



## Design



Build a plan for the website that includes the development of information architecture, site design, and design proofs of any custom content types created for the library.



## Development



Begin development, turning the design and wireframes into a functional website.

### CONTENT PLACEMENT

As development continues, our team will migrate, place, and style initial content. Library staff will complete content placement in preparation for launch.

### QA & TESTING

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile



## Delivery



Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

### TRAINING

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

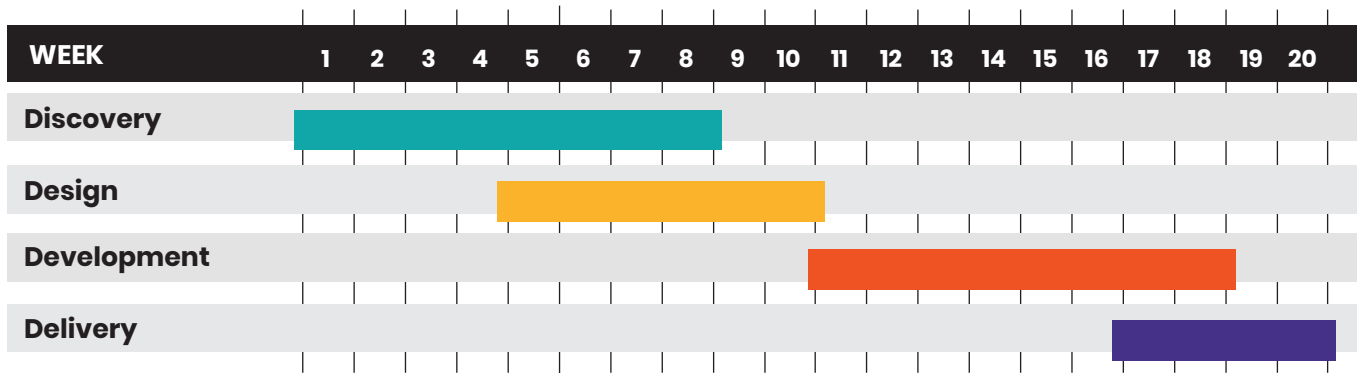
### LAUNCH

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

### HOSTING & MAINTENANCE

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

# STANDARD TIMELINE



## DISCOVERY *estimated hours: 24*

<b>Discussions</b>	Design Discovery Meeting, Content Review & Development
<b>Decisions</b>	Set project timeline, outline desired features of new website
<b>Deliverables</b>	Detailed project plan, Findings Report, Site Map, Content Templates

## DESIGN *estimated hours: 27*

<b>Discussions</b>	Design Discovery, Design Review
<b>Decisions</b>	Approve site design
<b>Deliverables</b>	Page mockups

## DEVELOPMENT *estimated hours: 54*

<b>Discussions</b>	Content Package Review, Administrator Training
<b>Decisions</b>	Finalize site launch plan
<b>Deliverables</b>	Production website, admin site access

## DELIVERY *estimated hours: 21*

<b>Discussions</b>	Staff Training
<b>Decisions</b>	N/A
<b>Deliverables</b>	Live website and staff user manual

# SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations. Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process.

# CLIENT SUPPORT



## How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.



## Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the Development phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.



## Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of \$200 or a 36-hour minimum retainer contract available for \$3,600.

# CLIENT REFERENCES



Morgan Mullins  
Marketing and Public Relations Librarian, Rowan County Public Library  
mmullins@rowancountylibrary.org  
(606) 784-7137 etc. 417  
<https://www.rowancountylibrary.org/>



Todd Schlitt  
Director, Amityville Public Library  
(Former)Adult Services, Half Hollow Hills Community Library  
tschlitt@amityvillepubliclibrary.org  
(631) 264-0567  
<https://www.hhhlibrary.org/>



Erica Richardson  
Library Director, Benbrook Public Library  
erica@benbrooklibrary.org  
(817) 249-6632  
<https://www.benbrooklibrary.org>



Louise Alcorn  
Library Technology Coordinator, West Des Moines Library  
louise.alcorn@wdm.iowa.gov  
(515) 222-3573  
<https://www.wdmlibrary.org/>

# Section Three

## Library**Market**

*project terms & pricing*





# OUR OFFER



**\$15,000**

## Library**Website**

### *Content Management*

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.0 AA Accessibility Compliance

*Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.*

# PROJECT FEES

## Website – Initial Development Fees

Description	Week #	Budget
• Website Discovery	1-8	\$2,250
• Website Design	5-10	\$2,875
• Website Development	11-18	\$6,300
• Website Delivery	17-20	\$3,575
Total Cost		\$15,000

## Ongoing Costs

Description	Rate	Budget
• Hosting & Maintenance	Annual	\$2000
Total Cost		\$2,000

First-year total

\$17,000

# TERMS & CONDITIONS

Project & Service Agreement for use of  
Library**Calendar** & Library**Website**.

This Agreement is effective as of date of  
signing ("Effective Date") by and between:

Provider:

Library Solutions, LLC (doing business as  
Library Market)  
P.O. Box 17332  
Jonesboro, AR 72403

and

Client:

Allendale Township Library  
6175 Library Lane  
Allendale, MI 49401

Whereas,

1) the Client wishes to obtain and the  
Provider wishes to grant a nonexclusive,  
nontransferable license to use  
Library**Calendar** and Library**Website**  
(hereinafter referred to as "Product") for the  
term and specific purpose set forth in this  
Agreement, and  
2) each Party represents and warrants that  
it has the right and authority to enter into  
this agreement and that doing so will not  
violate, conflict with, or cause a material  
default under any other contract, agreement,  
indenture, decree, judgment, undertaking,  
conveyance, lien, or encumbrance to which it  
is a party or by which any of its property is or  
may become subject or bound,  
the Parties agree as follows:

## SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent

contractor. Library Solutions, LLC shall  
determine, in its sole discretion, the manner  
and means by which the Services are  
accomplished. No agency, partnership, joint  
venture, or employee-employer relationship  
is intended or created by this Agreement.  
Neither Party is authorized to act as agent  
or bind the other Party except as expressly  
stated in this Agreement. Library Solutions,  
LLC and the Product or Services prepared  
by Library Solutions, LLC shall not be  
deemed a work for hire as defined under  
Copyright Law. All rights granted to Client  
are contractual in nature and are expressly  
defined by this Agreement.

## SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective  
Date and continue for an initial term of one  
year. The Agreement will automatically  
renew for additional terms of one year  
each unless either Party gives notice of  
cancellation at least 30 days prior to  
the expiration of the original term or any  
renewal thereof.

## SECTION 3. BILLING AND PAYMENT

### *3.1. Compensation*

Client agrees to pay Library Solutions, LLC  
(dba Library Market) the fees listed in the  
Project Proposal, including all applicable  
taxes. In the event that a project requires  
Library Solutions, LLC representatives to  
travel to a physical site, Client will pay  
Library Solutions, LLC expenses, including,  
but not limited to: (a) incidental and out-  
of-pocket expenses at cost plus Library  
Solutions, LLC's standard markup of 20%; (b)  
mileage reimbursement, other than normal  
commuting, at \$.55 per mile; (c) travel  
expenses, other than normal commuting,  
including airfare and rental vehicles,  
with client approval. Pricing in the Project

# TERMS & CONDITIONS

## CONTINUED

Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

### *3.2. Payment Schedule*

Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library **Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.

Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

### *3.3. Late Payment*

A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

## SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written

Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of \$200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

## SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

# TERMS & CONDITIONS

## CONTINUED

only, shall not be reproduced or copied in whole or in part.

### SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

### SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which:

is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

### SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

# TERMS & CONDITIONS

## CONTINUED

### *8.1. Damages*

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

### *8.2. No Infringement*

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same,

the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

## SECTION 9. CONFIDENTIAL INFORMATION

### *9.1. Definition*

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through

# TERMS & CONDITIONS

## CONTINUED

no fault of the receiving Party;

b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;

c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;

d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and

e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

### *9.2. Nondisclosure*

During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such

non-disclosure/non-use obligations.

### *9.3. Agreement*

Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

### *9.4. Injunctive Relief*

In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

## SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

- 1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
- 2) Make no attempts to resell the Product.
- 3) Use the Product only for lawful purposes.
- 4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
- 5) Implement and maintain external



# TERMS & CONDITIONS

## CONTINUED

procedures for reconstruction of lost or altered files, data, or programs.

6) Establish designated points of contact for interfacing with the Provider.

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

### SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

### SECTION 12. SERVICE PERFORMANCE GUARANTEES

#### *12.1. Hosting and Service Outages*

The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when

Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

#### *12.2. Customer Service*

Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

### SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of \$50.00 per backup copy.

### SECTION 14. TERMINATION

#### *14.1. Termination Procedures*

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

#### *14.2. Insolvency*

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition,



# TERMS & CONDITIONS

## CONTINUED

has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

### *14.3. Charges*

The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

## SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.

The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

## SECTION 16. GENERAL PROVISIONS

### *16.1.*

This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in

writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

### *16.2.*

Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

### *16.3.*

The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

### *16.4.*

This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

### *16.5.*

If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions

# TERMS & CONDITIONS

## CONTINUED

shall not be in any way affected or impaired thereby.

*16.6.*

No delay or failure either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

*16.7.*

In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 12.

*16.8.*

The Client shall furnish, at the Provider's request but no more frequently than annually,

a signed certification:

- 1) verifying that the Product is being used pursuant to the terms of this Agreement and
- 2) listing the locations where the Product is being used.

*16.9.*

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

*16.10.*

This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

# ACCEPTANCE

**Checks payable to:**

Library**Market**

**Proposal Date:**

January 25, 2024

**Address:**

PO Box 17332  
Jonesboro, AR 72403

Job Descriptions	Total
• Library <b>Website</b> Design & Development	\$15,000.00
• Library <b>Website</b> Maintenance & Hosting (Annual)	\$2,000.00
<b>Total Cost</b>	<b>\$17,000</b>

**Payment Terms**

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

Client Name

Position

Signature of Approval

Date



January 25, 2024

Ben Bizzle | CEO

Date

<b>JOB TITLE:</b>	Public Utilities Operator I
<b>DEPARTMENT:</b>	Public Utilities
<b>REPORTS TO:</b>	Water and Wastewater Supervisors
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
<b>SALARY RANGE:</b>	A-5U License Incentive: Michigan Municipal Water Distribution Operator S-4, S-3 and Michigan Wastewater Treatment Plant Operator C and D will receive a (\$0.25) hourly increase per license to the wage upon certification.
<b>EFFECTIVE DATE:</b>	

**SUMMARY:**

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

~~Benefits include: health, dental, vision, generous 401(a) retirement program, short term and long term disability, life insurance, paid time off, and other insurance offerings.~~ This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.
- Communicate with Public Utilities team regarding status of equipment and samples.
- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.

**PUBLIC UTILITIES OPERATOR I**

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

**REQUIRED SKILLS, ABILITIES and KNOWLEDGE:**

- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

**Special Requirements:** Employee must obtain a Michigan S-4 Water Distribution Certificate and Michigan Wastewater Treatment Operator Class D Certificate through Michigan's Department of Environment, Great Lakes, and Energy within five (5) years of date of hire.

**MINIMUM QUALIFICATIONS:**

<b>Education:</b>	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component, or equivalent.
<b>Experience:</b>	Previous public utility experience desired.
<b>Licenses:</b>	<ul style="list-style-type: none"><li>• Possession of a valid, Michigan motor vehicle operator's license</li><li>• See Special Requirements noted above. Applicants must have the desire to continue learning wastewater treatment and water distribution principles</li></ul>
<b>Miscellaneous:</b>	<ul style="list-style-type: none"><li>• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.</li><li>• Collaboration and communication with other employees.</li><li>• Logic, intuition, analysis, research, organization, and judgment skills.</li></ul>

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

General working conditions are outside. Employees must be willing to work in all weather conditions, including adverse weather conditions.

**PHYSICAL REQUIREMENTS:**

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

**TRAVEL REQUIREMENTS:**

Minimal (Conferences and Training Seminars)

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

<b>JOB TITLE:</b>	Public Utilities Operator I
<b>DEPARTMENT:</b>	Public Utilities
<b>REPORTS TO:</b>	Water and Wastewater Supervisors
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
<b>SALARY RANGE:</b>	A-5U License Incentive: Michigan Municipal Water Distribution Operator S-4, S-3 and Michigan Wastewater Treatment Plant Operator C and D will receive a (\$0.25) hourly increase per license to the wage upon certification.
<b>EFFECTIVE DATE:</b>	

**SUMMARY:**

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.
- Communicate with Public Utilities team regarding status of equipment and samples.
- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.

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

**REQUIRED SKILLS, ABILITIES and KNOWLEDGE:**

- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

**Special Requirements:** Employee must obtain a Michigan S-4 Water Distribution Certificate and Michigan Wastewater Treatment Operator Class D Certificate through Michigan's Department of Environment, Great Lakes, and Energy within five (5) years of date of hire.

**MINIMUM QUALIFICATIONS:**

<b>Education:</b>	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component, or equivalent.
<b>Experience:</b>	Previous public utility experience desired.
<b>Licenses:</b>	<ul style="list-style-type: none"><li>• Possession of a valid, Michigan motor vehicle operator's license</li><li>• See Special Requirements noted above. Applicants must have the desire to continue learning wastewater treatment and water distribution principles</li></ul>
<b>Miscellaneous:</b>	<ul style="list-style-type: none"><li>• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.</li><li>• Collaboration and communication with other employees.</li><li>• Logic, intuition, analysis, research, organization, and judgment skills.</li></ul>

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

General working conditions are outside. Employees must be willing to work in all weather conditions, including adverse weather conditions.

**PHYSICAL REQUIREMENTS:**



- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

**TRAVEL REQUIREMENTS:**

Minimal (Conferences and Training Seminars)

**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:**

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Name (Print)

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Signature

---

Date**For Office Use Only:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

<b>JOB TITLE:</b>	Public Utilities Operator II
<b>DEPARTMENT:</b>	Public Utilities
<b>REPORTS TO:</b>	Water and Wastewater Supervisors and Superintendent
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
<b>SALARY RANGE:</b>	A-6 <del>after three (3) years with the Utility Department and the appropriate licensing level. A one (1) dollar increase from the hourly rate of Public Utilities Operator I</del> <u>with Minimum Qualifications met</u> , no license incentive.
<b>EFFECTIVE DATE:</b>	

**SUMMARY:**

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy. Upon achieving the Minimum Qualifications, Staff are eligible to be promoted to Public Utilities Operator II.

~~Benefits include: health, dental, vision, generous 401(a) retirement program, short term and long term disability, life insurance, paid time off, and other insurance offerings.~~ This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

Employees in this class will exercise leadership within their immediate work group and are responsible for performing highly technical work in operations of the water distribution system and water resource recovery facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.

**PUBLIC UTILITIES OPERATOR II**

- Communicate with Public Utilities team regarding status of equipment and samples.
- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.
- Gathers data and assists in the preparation of a variety of complex records and reports as required which include but are not limited to those required by the State of Michigan or Utilities management.
- May be requested to present to the Township Board

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

**REQUIRED SKILLS, ABILITIES and KNOWLEDGE:**

- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

**MINIMUM QUALIFICATIONS:**

<b>Education:</b>	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component.
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous public utility experience required.</li><li>• 3 years at Allendale Charter Township</li></ul>
<b>Licenses:</b>	<ul style="list-style-type: none"><li>• Michigan Municipal Wastewater Treatment Plant Operator Certification Level B <u>and</u> a Michigan Municipal Water Distribution Operator Certification Level S-4 Or Michigan Municipal Water Distribution Operator Certification Level S-2 <u>and</u> a Michigan Municipal Wastewater Treatment Plant Operator Certification Level D.</li><li>• Possession of a valid, Michigan motor vehicle operator's license.</li></ul>
<b>Miscellaneous:</b>	<ul style="list-style-type: none"><li>• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.</li><li>• Collaboration and communication with other employees.</li><li>• Logic, intuition, analysis, research, organization, and judgment skills.</li></ul>

**SUPERVISORY RESPONSIBILITIES:**

May ~~supervise employees of a lower classification~~ oversee the work of other employees including, but not limited to ~~Utility Plant~~ Public Utilities Operator I, and seasonal employees.

**WORKING CONDITIONS:**

General working conditions are outside with increased office responsibilities. Employee must be willing to work in all weather conditions, including adverse weather conditions.

**PHYSICAL REQUIREMENTS:**

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

**TRAVEL REQUIREMENTS:**

Minimal (Conferences and Training Seminars)

**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.

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**APPLICANT:**

---

Name (Print)

---

Signature

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Date

**For Office Use Only:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

<b>JOB TITLE:</b>	Public Utilities Operator II
<b>DEPARTMENT:</b>	Public Utilities
<b>REPORTS TO:</b>	Water and Wastewater Supervisors and Superintendent
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
<b>SALARY RANGE:</b>	A-6 with Minimum Qualifications met, no license incentive.
<b>EFFECTIVE DATE:</b>	

**SUMMARY:**

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy. Upon achieving the Minimum Qualifications, Staff are eligible to be promoted to Public Utilities Operator II.

This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

Employees in this class will exercise leadership within their immediate work group and are responsible for performing highly technical work in operations of the water distribution system and water resource recovery facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
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**PUBLIC UTILITIES OPERATOR II**

- Gathers data and assists in the preparation of a variety of complex records and reports as required which include but are not limited to those required by the State of Michigan or Utilities management.
- May be requested to present to the Township Board

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**REQUIRED SKILLS, ABILITIES and KNOWLEDGE:**

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- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

**MINIMUM QUALIFICATIONS:**

<b>Education:</b>	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component.
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous public utility experience required.</li><li>• 3 years at Allendale Charter Township</li></ul>
<b>Licenses:</b>	<ul style="list-style-type: none"><li>• Michigan Municipal Wastewater Treatment Plant Operator Certification Level B <u>and</u> a Michigan Municipal Water Distribution Operator Certification Level S-4 Or Michigan Municipal Water Distribution Operator Certification Level S-2 <u>and</u> a Michigan Municipal Wastewater Treatment Plant Operator Certification Level D.</li><li>• Possession of a valid, Michigan motor vehicle operator's license.</li></ul>
<b>Miscellaneous:</b>	<ul style="list-style-type: none"><li>• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.</li><li>• Collaboration and communication with other employees.</li><li>• Logic, intuition, analysis, research, organization, and judgment skills.</li></ul>

**SUPERVISORY RESPONSIBILITIES:**

May oversee the work of other employees including, but not limited to Public Utilities Operator I, and seasonal employees.

**WORKING CONDITIONS:**

General working conditions are outside with increased office responsibilities. Employee must be willing to work in all weather conditions, including adverse weather conditions.

**PHYSICAL REQUIREMENTS:**

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

**TRAVEL REQUIREMENTS:**

Minimal (Conferences and Training Seminars)

**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.

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**APPLICANT:**\_\_\_\_\_  
Name (Print)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**For Office Use Only:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_





December 29, 2023

*Via email: chaddoorbos@allendale-twp.org*

Mr. Chad Doornbos, Superintendent of Public Utilities  
Allendale Charter Township  
6676 Lake Michigan Drive  
P.O. Box 539  
Allendale, MI 49401

**RE: Design Engineering Proposal – Watermain North Loop and South Connector**

Dear Chad,

We have prepared a work plan and proposal to complete the design engineering for the Township's planned water system improvements known as the North Loop and South Connector.

## **Project Understanding**

The proposed project involves 12" watermain extension and looping in both the northern and southern water districts of the township. The Northern Loop includes the extension of the water system on 60<sup>th</sup> Ave from Comfort St., north approx. 6,800 feet to Lincoln St, then west approx. 5,400 feet on Lincoln St. to 68<sup>th</sup> Ave, then south approx. 2,800 feet on 68<sup>th</sup> Ave to Warner St. The water system may require the installation of a pressure reducing valve(s) and building. These water system improvements will allow for some of the Township's northern water district residents to be removed from the Coopersville transmission line.

The Southern Connector includes the extension of the water system on Pierce St. from 68<sup>th</sup> Ave., east approx. 9,400 feet to Richfield Lane. This will provide the water system trunkline and future improvements will include connections to Pierce St. from the existing dead ends on 64<sup>th</sup>, 60<sup>th</sup>, and 56<sup>th</sup> Avenues.

## **Proposed Work Plan**

### **Preliminary Design Phase**

1. Meet with Township staff to review project requirements, work scope, and overall schedule.
2. Request mapping of private utilities in the right of way and evaluate the impact of the project on gas, electric, telephone and cable television facilities to American Society of Civil Engineers Subsurface Utility Engineering Level C.
3. Utilize topographic survey of the project area previously collected through Township and F&V Agreement executed on December 2, 2022.
4. Obtain soil borings needed for design. We anticipate two soil borings every mile.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

5. Perform localized water modeling to evaluate need for Pressure Reducing Valves (PRV).
6. Complete preliminary design of the proposed water improvements noted above and PRV building.
7. Meet with Township & Village to review preliminary design. Incorporate comments and draft preliminary design and details on construction drawings.
8. Prepare specifications, list of bid items, quantities and estimate of construction costs.
9. Send plans to utility companies for their information and review.

### Final Design Phase:

1. Complete final design and prepare final construction drawings and specifications in accordance with Township standards.
2. Prepare updated estimate of probable construction cost.
3. Prepare permit applications and submit to the various agencies, expected to be EGLE and Ottawa County Road Commission.
4. Revise plans per permitting agency comments, if necessary.
5. Meet with Township to review final plans and specifications and make final revisions incorporating Township comments.
6. Provide a complete set of construction documents including detailed drawings and specifications.

Following delivery of the Construction Documents, we will provide a proposed Scope of Services and Budget for bidding and construction phase services. Additionally, if the Township wishes that F&V Construction provide construction management services for this project, we will prepare and provide a DBIA contract, familiar to the Township, at the appropriate time.

### Fee & Schedule

We propose to provide the Scope of Services outlined above for a **Lump Sum Fee of \$270,000**. We are prepared to begin design services within two weeks of authorization to proceed. It is estimated that design will take 6 to 7 months to complete, including agency reviews.

The project delivery method and financing method will determine the bidding and construction schedule. We will work closely with you and the Township's financial advisors throughout final design process to develop the construction timeline and help deliver a successful project.

Authorization to proceed with this work under our existing Engineering Services Agreement dated February 25, 1993, can be given by returning a copy of this proposal signed where indicated.

We appreciate the opportunity to be of service to Allendale Charter Township. If you have any questions or comments, please do not hesitate to contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC



Brant Mercer, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

**WORK AUTHORIZATION**

*Fleis & VandenBrink (F&V) is hereby authorized to perform Services as detailed in this proposal and authorized under the Professional Services Agreement with F&V dated February 25, 1993.*

\_\_\_\_\_  
Chad Doornbos, Superintendent of Public Utilities  
Allendale Charter Township

\_\_\_\_\_  
Date



December 29, 2023

*Via email: chaddoorbos@allendale-twp.org*

Mr. Chad Doornbos, Superintendent of Public Utilities  
Allendale Charter Township  
6676 Lake Michigan Drive  
P.O. Box 539  
Allendale, MI 49401

**RE: Design Services Proposal – 56<sup>th</sup> Avenue Lift Station Improvements**

Dear Chad,

Thank you for your request for a proposal to provide design engineering for the 56<sup>th</sup> Avenue Lift Station and associated infrastructure. We have prepared a work plan and proposal to complete the engineering services for the Township's planned sanitary sewer, lift station, and roadway improvements along Pierce St.

## **Project Understanding**

It is understood that the lift station construction and sanitary sewer expansion will be necessary to accommodate further development along the Township's Pierce St corridor. The roadway and sewer improvements proposed are a vital component to serving the Township's growing population and need.

## **Scope of Services**

The following is our understanding of the design scope of the project:

1. Design the sanitary sewer collection system running along Pierce Street from 60<sup>th</sup> Avenue to Richfield Lane (4,200 LF).
2. Perform a flow analysis through the southern sewer district of the Township in conjunction with the Sanitary Sewer Master Plan to determine proposed lift station design and future flows.
3. Design the lift station and site to occupy the NE corner of the 56<sup>th</sup> Ave and Pierce St. intersection.
  - a. Select a prefabricated building to house the electrical controls.
  - b. Design pumps and generator for projected wastewater flows.
  - c. Assist the Township with easement descriptions and sketches.
4. Design the forcemain from the lift station to an existing manhole near Richfield Lane on Pierce St (1,500 LF).
5. Design Pierce St. roadway improvements from current asphalt limits near Mystic Woods to 60<sup>th</sup> Ave. curb returns (3,700 LF).
6. Utilize water main design from the Watermain South Connector project to service the proposed lift station.

**2960 Lucerne Drive SE**  
**Grand Rapids, MI 49546**  
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**F: 616.977.1005**  
**www.fveng.com**

7. Design restoration and landscaping improvements to the site similar to existing Township lift station screenings.
8. Develop a construction management plan with the Township to build the project.

## Proposed Work Plan

### Preliminary Design Phase

1. Meet with the Township staff to review project requirements, work scope, and overall schedule.
2. Request mapping of private utilities in the right-of-way and evaluate the impact of the project on gas, electric, telephone and cable television facilities to American Society of Civil Engineers Subsurface Utility Engineering Level C.
3. Utilize topographic survey of the project area previously collected. Collect additional topographic survey for the new lift station 150 Ft x 200 Ft site and along Pierce for necessary roadway improvements.
4. Obtain soil borings needed for design. We anticipate six soil borings, four along Pierce St and two at the lift station site.
5. Design improvements as stated above in the Scope of Work.
6. Conduct three work sessions with staff to review design progress and develop details.
7. Prepare a project manual of construction specifications for bidding purposes.
8. Prepare and submit EGLE Part 41 for Sewer, Ottawa County Road Commission, and Ottawa County Water Resources Commission permit applications.
9. Revise plans per permitting agency comments, if necessary.
10. Provide a complete set of construction documents including detailed drawings and specifications.

Following delivery of the Construction Documents, we will provide a proposed Scope of Services and Budget for bidding and construction phase services. Additionally, we will prepare and provide a DBIA construction management contract to construct the improvements similar to other F&V Construction project deliveries in the Township.

### Schedule

We are prepared to begin design services within two weeks of authorization to proceed. It is estimated that final design will take 6 to 9 months to complete, including agency reviews.

The project delivery method and financing method will determine the bidding and construction schedule. We will work closely with you and the Township's financial advisors throughout final design process to develop the construction timeline and help deliver a successful project.

### Budget

We propose to complete the Scope of Services outlined above for a **Lump Sum Fee of \$300,000**. A separate budget for construction management and administration can be provided after the design is complete.

Authorization to proceed with this work under our existing Engineering Services Agreement dated February 25, 1993, can be given by returning a copy of this proposal signed where indicated.

Please contact us if you have any questions. We look forward to working with you on this important project.

Sincerely,

FLEIS & VANDENBRINK



Brant Mercer, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

**WORK AUTHORIZATION**

*Fleis & VandenBrink (F&V) is hereby authorized to perform Services as detailed in this proposal and authorized under the Professional Services Agreement with F&V dated February 25, 1993.*

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Chad Doornbos, Superintendent of Public Utilities  
Allendale Charter Township

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Date



December 29, 2023

Mr. Chad Doornbos  
Superintendent of Public Utilities  
Allendale Charter Township  
6676 Lake Michigan Drive  
Allendale, MI 49401

**RE: Sanitary Sewer Master Plan Proposal**

Dear Chad,

Thank you for the opportunity to propose updating the Township's Master Plan for the sanitary sewer district. Such planning provides a foundation for your capital improvement plans as well as offering budget guidance for the future. This letter provides some background information as well as outlines our approach to master plan your sewage collection system.

## Project Understanding

Allendale's sewer collection master plan was created by Fleis & VandenBrink (F&V) in 2003. It consisted of a service district map and corresponding spreadsheet of flow calculations. This information served as the basis for planning updates of various local areas within said district. Over the years, many improvements have been made and the district boundaries have evolved. Growth trends within the Township over the last 19 years have identified areas where new improvements are anticipated to increase the sewage flows to the Water Resource Recovery Facility (WRRF). For future planning purposes, it has become necessary to update the overall master plan and computations.

## Scope of Services

The following services are proposed:

1. Conduct a kick-off meeting to identify the decision makers of the plan, and review mapping requirements and analysis needs of the Department of Public Utilities.
2. Develop a new overall map based upon the existing system.
3. Identify a service district boundary based on the needs and anticipated growth of the Township.
4. Update all calculations within a spreadsheet based on current flow data available as well as anticipated growth within the Township. Calculations will also consider projects currently under way and those in design such as the Phase 2 collection system upgrades and Pierce/56<sup>th</sup> Ave Lift Station.
5. Anticipated growth will be considered within the district boundaries.
6. Conduct one progress meeting at the 75% stage of completion.
7. Perform a quality assurance and quality control review.
8. Present deliverables to the Township consisting of new maps and computations.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

## Timeline

We plan to initiate work on the project within two weeks of your authorization to proceed. We expect to complete our work in conjunction with the Pierce/56<sup>th</sup> Ave. Lift Station design and be completed in 2024.

## Budget

We propose to complete the above outlined scope of services for a lump sum fee of **\$47,000**.

Authorization to proceed with this work can be given by returning a copy of this proposal signed where indicated. Please contact us if you have any questions. We look forward to working with you on this important project.

Sincerely,

FLEIS & VANDENBRINK



Brant Mercer, PE  
Project Manager



Don DeVries, P.E.  
Principal

## WORK AUTHORIZATION

*Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this proposal under the existing General Consultation Professional Services Agreement with F&V dated February 25, 1993.*

## ALLENDALE CHARTER TOWNSHIP

\_\_\_\_\_  
Chad Doornbos, Superintendent of Public Utilities  
Allendale Charter Township

\_\_\_\_\_  
Date



**ALLENDALE CHARTER TOWNSHIP  
EMERGENCY MANAGEMENT RESOLUTION  
2024-04**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on \_\_\_\_\_, 2024, at 6:00 p.m., local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

After certain matters of business were completed, the Supervisor stated the next order of business was the consideration of a proposed Resolution concerning Emergency Management. After discussion, the following Resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION**

WHEREAS, Allendale Charter Township (the "Township") desires to provide for the mitigation, preparedness, response and recovery from natural and human made disasters within the Township by being part of the Ottawa County ("County") emergency management program; and

WHEREAS, the Township desires to appoint the County Emergency Management Director as the Township Emergency Management Coordinator; and

WHEREAS, the Township desires to provide a means for coordinating the resources of the Township with those of the County; and

WHEREAS, the Township desires to provide a means through which the Township Board may exercise the authority and discharge the responsibilities vested in the Board by this Resolution and Act No. 390 of the Public Acts of 1976, as amended.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

**Article 1 - Short Title**

Section 101. This Resolution shall be known as the "Emergency Management Resolution".

**Article 2 – Definitions**

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) "Act" means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) "Disaster" means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) "Disaster relief force" means all agencies of County and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Ottawa County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) "District Coordinator" means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) "Emergency Management Coordinator" means the person appointed to coordinate all matters pertaining to emergency management within the Township. The Emergency Management Coordinator for Allendale Charter Township is the Ottawa County Emergency Management Director.
- (f) "Emergency management program" means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed Emergency Management Coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. The Township has elected to be part of the Ottawa County Emergency Management Program.
- (g) "Emergency Operations Plan" means the plan developed and maintained by County and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) "Governor's State of Disaster" means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the County or municipal programs affected.

- (i) “Governor’s State of Emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the County or municipal programs affected.
- (j) “Local State of Emergency” means a declaration by the Township Supervisor<sup>1</sup> pursuant to the act and this Resolution which implements the response and recovery aspects of the Ottawa County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of the Township and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

### **Article 3 - Emergency Management Coordinator; Appointment**

Section 301. By the authority of this Resolution the Township’s Board hereby appoints the Ottawa County Emergency Management Director as the Emergency Management Coordinator for the Township.<sup>2</sup> In addition to acting for, and at the direction of the Chairperson of the County Board of Commissioners, the Emergency Management Coordinator will also act for the Township Supervisor.<sup>3</sup>

Section 302. A line of succession for the Ottawa County Emergency Management Director has been established and is listed in the Ottawa County Emergency Operations Plan.

### **Article 4 - Emergency Management Director; Duties**

Section 401. The Emergency Management Director complies with the standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, by accomplishing the following<sup>4</sup>:

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<sup>1</sup> According to Act 390, as amended, sec. 10 (1) (b) any County or municipality that has an appointed emergency management coordinator can declare a local state of emergency. This power is given to the “chief executive official” (see definitions in the act) or the official designated by charter.

<sup>2</sup> Act 390, as amended, sec. 9 (2-3) states that the coordinator shall be appointed by the “chief executive official” (see definitions in the act) in a manner provided in the municipal charter.

<sup>3</sup> Act 390, as amended, sec. 9 (1-3) states that the appointed County coordinator shall act for and at the direction of the chairperson or County executive. It also says that a coordinator appointed by a municipality shall act for and at the direction of the “chief elected official” (see definitions in the act) or the official designated by the municipal charter.

<sup>4</sup> Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (a) Directs and coordinates the development of the Ottawa County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specifies departments or agencies that provide an annex to the plan or otherwise cooperate in its development.
- (c) Identifies departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Ensures that the emergency management program meets eligibility requirements for state and federal aid.
- (e) Coordinates and/or conducts training and exercise programs for the disaster relief force within the County to test the adequacy of the Emergency Operations Plan through public information programs, educates the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (f) Through public information programs, educates the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (g) Assists the Allendale Charter Township municipal liaison with the development of municipal standard operating procedures which are consistent with the County Emergency Operations Plan.
- (h) Oversees the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (i) Coordinates County emergency management activities with those municipalities included in the County emergency management program, other municipalities, the state, and adjacent counties.
- (j) Coordinates all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (k) Identifies mitigation opportunities within the County and encourages departments/agencies to implement mitigation measures.

#### **Article 5 - Emergency Management Liaison; Duties**

Section 501. By the authority of this Resolution the Township Board has appointed the Fire Chief as a liaison for the purpose of assisting the County Emergency Management

Director in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the County jurisdictions.
- (b) Direct and coordinate the development of the Allendale Charter Township Support Emergency Operations Plan, which shall be consistent in content with the Ottawa County Emergency Operations Plan.
- (c) Identify municipal departments and agencies to be included in the Support Emergency Operations Plan as part of the disaster relief force.
- (d) Assist the County Emergency Management Coordinator with administering training programs.
- (e) Coordinate municipal participation in exercises conducted by the County.
- (f) Assist in the development of mutual aid agreements.
- (g) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (h) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (i) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the County.
- (j) Coordinate the vital records protection program.
- (k) Develop municipal standard operating procedures for disaster response which are consistent with the County Emergency Operations Plan.

Section 502. The Township Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the County Emergency Management Coordinator.

## **Article 6 - Township Supervisor; Powers; Duties**

Section 601. When circumstances within the Township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists, the Township Supervisor may declare a local state of emergency.<sup>1</sup> Such a declaration shall be promptly filed with the Ottawa County Office of Emergency Management, who will forward it to the Department of State Police,

Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Township Board.<sup>5</sup>

Section 602. If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this Resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

Section 603. The Township Supervisor may do one or more of the following under a Local State of Emergency:

- (a) Direct the Emergency Management Coordinator to implement the Support Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve Township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the Support Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place sheltering or evacuation or other protective measures.
- (g) Request a declaration of a state of disaster or emergency from the Governor via the County as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
  - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
  - (2) For a period of up to 7 days, appropriate and expend funds up to \$50,000
  - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposes.
  - (4) Employ temporary workers.
  - (5) Purchase and distribute supplies, materials, and equipment.
  - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive

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<sup>5</sup> Act 390, as amended, sec. 10 (1) (b) provides for the 7 day limit and disposition of the declaration.

issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the termination of the Governor's declaration of a state of disaster or state of emergency, shall no longer be in effect.<sup>6</sup>

Section 604. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the Township within or without the physical limits of the Township as ordered by the Governor or the Director of the Department of State Police in accordance with the Act.<sup>7</sup>

#### **Article 7 - Governor Declaration Request**

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Township Supervisor determines that the situation is beyond control of the municipality, he/she may request that the Governor declare a State of Disaster or State of Emergency exists in the municipality in accordance with the Act. This shall be done via the Ottawa County Emergency Management Director who will in turn contact the District Coordinator. The District Coordinator, together with the Emergency Management Director, will assess the nature and scope of the disaster or emergency and they will recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.<sup>8</sup>

#### **Article 8- Volunteers; Appointment; Reimbursement**

Section 801. Each municipal department, commission, Board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Support Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission,

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<sup>6</sup> Act 390, as amended, sec.12 (2) provides this authority.

<sup>7</sup> Act 390, as amended, sec. 10 (1) (h) provides this authority.

<sup>8</sup> Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a County or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

Board, or agency through which the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.<sup>9</sup>

## **Article 9 - Rights of Disaster Relief Force**

Section 901. In accordance with the Act, personnel of the disaster relief force while on duty shall have the following rights:

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.<sup>10</sup>

## **Article 10 - Temporary Seat of Government**

Section 1001. The Township Board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

## **Article 11 - Liability**

Section 1101. As provided for in the Act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.<sup>10</sup>

Section 1102. As provided for in the Act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate

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<sup>9</sup> Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

<sup>10</sup> Act 390, as amended, sec. 11 (2-8) discusses liability.

<sup>11</sup> Act 390, as amended, sec. 11 (7-8)



or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.<sup>11</sup>

**Article 12 - Sovereignty**

Section 1201. Should any section, clause, or provision of this Resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this Resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

**Article 13 - Repeals**

Section 1301. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

**Article 14 - Review**

Section 1401. This Resolution shall be reviewed and updated every four years along with the update to the Support Emergency Operations Plan.

**Article 15 - Effective Date**

Section 1501. This Resolution shall have immediate effect.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared adopted on February 12, 2024.

\_\_\_\_\_  
Jody L. Hansen  
Of the Township of Allendale

\_\_\_\_\_  
Adam Elenbaas  
Of the Township of Allendale

# ALLENDALE FIRE DEPARTMENT

## PROPOSAL FOR MOBILE COMMAND UNIT

### OVERVIEW

Grand Valley State University Police department has approached Allendale Fire on the use of GVSU PD Command Vehicle.

The objective of this MOU is to establish the terms and conditions under which the Parties will share the use of an emergency response command vehicle owned by GVSU in an effort to promote the collaboration and expand positive working relationships between the Parties. The vehicle to be shared is a 2023 La Boit 26-foot command vehicle. This vehicle is used exclusively by the police department at GVSU from late August to November. GVSU does not normally require use of the vehicle from November through August. It is noted that there are times during the November through August time period where AFD would benefit from use of the vehicle for response to critical incidents within and outside of the township. The vehicle is designed for limited operation where larger scale emergency response incidents occur, and a command presence space is needed to determine tactics or space is required to offer shelter for first responders during an incident.

### OBJECTIVE FOR USE

- Emergency responses, such as large fires, or other emergencies where a command vehicle is necessary.
- Training purposes if the training is held out of doors or at another location away from the township department and a command site is needed.
- Command Center for large events within Allendale Charter Township or Mutual Aid departments.
- AFD agrees to store the vehicle inside a heated building when not in use. The vehicle will be stored and maintained, with a standard of care no less than that of which AFD uses for its own vehicles, and such that the vehicle will always be in a ready condition for emergency response use by either AFD or GVSU.
- If GVSU requires use of the vehicle while it is in AFD's possession, AFD agrees that either GVSU Public Safety personnel will pick up the vehicle from AFD's storage area, or AFD operators will drive the vehicle to the campus to assist in emergency response.
- GVSU will be responsible for all insurance coverage, registration, and all costs for mechanical repair at all times, even when AFD is in possession of the vehicle.

## CONCLUSION

Allendale Fire is looking forward to working with GVSU PD and supporting our efforts to improve community responses. We are confident that we can meet the challenges ahead and stand ready to partner with GVSU PD as we have done in the past and in the future.

We are asking the board for approval of the MOU and that Legal review the MOU supplied.

If you have questions on this proposal, feel free to contact me at your convenience by email at [mikekeefe@allendale-twp.org](mailto:mikekeefe@allendale-twp.org) or by phone at (616) 892-3121. We will be attending the February 12<sup>th</sup> board meeting to have a conversation about the proposal.

Thank you for your consideration,

Michael Keefe  
Fire Chief

MEMORANDUM OF UNDERSTANDING  
Between  
Grand Valley State University Department of Public Safety  
&  
Allendale Township Fire Department

This Memorandum of Understanding (MOU) is made and entered into by and between Grand Valley State University (GVSU), a Michigan constitutional body corporate, located at 1 Campus Drive, Allendale, Michigan 49401 and Allendale Township Fire Department (AFD), located at 6676 Lake Michigan Dr. Allendale MI 49401. For the purposes of this agreement, GVSU and AFD may be referred to collectively as the “Parties” or each a “Party.”

**1. Objective**

The objective of this MOU is to establish the terms and conditions under which the Parties will share the use of an emergency response command vehicle owned by GVSU in an effort to promote the collaboration and expand positive working relationships between the Parties. The vehicle to be shared is a 2023 La Boit 26-foot command vehicle (*the vehicle*) that is used exclusively by the police department at GVSU August-December. GVSU does not normally require use of *the vehicle* from January through July. It is noted that there are times during the January through July period where AFD would benefit from use of *the vehicle* for response to critical incidents within and outside of the township. *The vehicle* is designed for limited operation where larger scale emergency response incidents occur, and a command presence space is needed to determine tactics or space is required to offer shelter for first responders during an incident.

**2. General Terms of MOU**

- 2.1 Ownership of *the vehicle*:** GVSU retains exclusive rights and the privileges of owning *the vehicle*. GVSU is allowing AFD use of *the vehicle* during a mutually agreed upon time frame, indicated in Section 2.14 below, where AFD will be able to use and operate the vehicle for emergency response. GVSU agrees that as the owner of *the vehicle* GVSU will be responsible for all insurance coverage, registration, and all costs for mechanical repair always, even when AFD is in possession of *the vehicle*.
- 2.2 Use of *the vehicle*:** GVSU agrees that AFD will be able to use and operate *the vehicle* for the following limited purposes only:
- 2.2.1 Emergency responses, such as large fires, or other emergencies, or where a command vehicle is necessary.
  - 2.2.2 Training purposes if the training is held out of doors or at another location away from the township department and a command site is needed.
  - 2.2.3 *The vehicle* may not to be used for any other purpose without the prior written consent of the GVSU Director of Public Safety. This includes but is not limited to use as a replacement department vehicle for normal driving purposes such as transporting or picking up items nor for normal response to general fire alarms and/or medical incidents.
  - 2.2.4 The vehicle is to remain within Ottawa, Allegan, Kent and Muskegon counties for emergency response unless prior written consent is given by the GVSU Director of Public Safety.
  - 2.2.5 If GVSU requires use of *the vehicle while it is in AFD's possession*, AFD agrees that either GVSU Public Safety personnel will pick up *the vehicle* from AFD's storage area, or AFD operators will drive *the vehicle* to the campus to assist in emergency response.

- 2.3 Operation of the vehicle:** AFD agrees that only credentialed employees of AFD will operate *the vehicle* while in their possession. AFD will be responsible to vet and credential all operators who have been granted driving privileges.
- 2.4 Storage of the vehicle:** AFD agrees to store the vehicle inside a heated building when not in use. *The vehicle* will be stored and maintained, with a standard of care no less than that of which AFD uses for its own vehicles, and such that *the vehicle will always be* in a ready condition for emergency response use by either AFD or GVSU.
- 2.5 Communication:** During the period AFD is in possession of *the vehicle*, AFD agrees to promptly inform GVSU of any fault, defect, or damage to *the vehicle*. Any such information will be communicated to GVSU within one (1) business day of AFD becoming aware of any such fault, defect, or damage to *the vehicle*.
- 2.6 Indemnification:** If AFD is involved in an accident for which their employee(s) is partially or completely at fault, AFD will pay any insurance deductibles, and will indemnify and compensate GVSU for any expenses related to the accident that are not covered by insurance of *the vehicle*.
- 2.7 Term of MOU:** The MOU shall become effective on the date of the final signature hereto and will remain in effect for one (1) year or until terminated in accordance with Section 2.8.
- 2.8 Termination of MOU:** The MOU will terminate automatically upon completion of the agreed upon term in Section 2.7. The MOU may be terminated for any reason or for no reason, by either Party at any time upon thirty (30) days' written notice to the other Party. In the event of non-compliance or breach by one of the parties, the other party may terminate the agreement with immediate effect.
- 2.9 Amendment of MOU:** Any changes, modifications, revisions, extensions, or amendments to this MOU which are mutually agreed upon by and between the Parties shall be incorporated by written instrument executed and signed by all Parties to this MOU.
- 2.10 Applicable Law:** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Michigan. The courts of the State of Michigan shall have jurisdiction over any action arising out of this MOU and over the parties.
- 2.11 Entirety of Agreement:** This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- 2.12 Sovereign Immunity:** The Parties and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- 2.13 Third Party Beneficiary Rights:** the parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only party's signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for breach of this MOU.
- 2.14 Possession of the vehicle:** AFD will take possession of *the vehicle* on DATE: \_\_\_\_\_.  
returning *the vehicle* to GVSU on or by DATE: \_\_\_\_\_. AFD may use *the vehicle* upon request outside of these dates if approved by the GVSU Director of Public Safety or designee for emergency purposes or planned training events.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the \_\_ day of \_\_, \_\_ [Date].

\_\_\_\_\_  
Brandon DeHaan, Chief of Police, Grand Valley State University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Keefe, Fire Chief, Allendale Township Fire Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Greg Sanial, Vice President for Finance and Administration,  
Grand Valley State University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adam Elenbaas, Supervisor, Allendale Township

\_\_\_\_\_  
Date











