

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, March 25, 2024, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Ken Smit
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the March 11, 2024, Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - March 4, 2024 Planning Commission Meeting Minutes
  - February Sheriff's Department Monthly Report
  - 2023 Year End Fire Department Report
- Public Hearings
- Public Comments
- Guest Speakers
  - Ottawa County Treasurer Cheryl Clark
  - Fire Chief Mike Keefe
- Action Items
  - Resolution 2024- 06: Update to Library Fee Schedule
- Discussion Items
  - Policy for Filling a Vacancy on the Board of Trustees
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 11, 2024, at 6:00 p.m. and was called to order at 6:01 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; Sylvia Rhodea, Ottawa County Commissioner; David Wier, Kent County; and Prince Essuman, Ottawa County.

Ms. Schuitema pronounced the invocation.

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

BOT 24-036      Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 24-037      Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 26, 2024, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$268,243.90 and interim payments of \$178,971.40, as presented by the summary report for March 11, 2024.

The motion passed.

Items Received for Information

1. Planning Commission February 19, 2024, Meeting Minutes.
2. February Fire Department Report.
3. 2023 Year End Fire Department Report.

Public Hearings- None

Public Comments- None

BOT 24-038 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Ottawa County Commissioner, Sylvia Rhodea, provided county updates which included overviews on county bond rating, grant money for county trail that is slated to come through Allendale and the concerns of some residents, ARPA funds, and an update on the open County Administrator position.

Action Items

BOT 24-039 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-05: Streetlight Contract, Pearline Estates; a resolution authorizing for change in the standard lighting contract with Consumers Energy Company; and all necessary contracts and documents. The motion passed.

Discussion Items

1. Mr. Elenbaas provided an overview of the proposed policy for Filling Vacancy on the Board of Trustees.
2. Mr. Elenbaas requested that the board start considering Town Center Concepts.

Several board members had questions and comments.

Public Comments- None

BOT 24-040 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Hansen introduced proposed legislation from the MAMC Legislative Committee and sought feedback from board members on it.

BOT 24-041 Ms. Schuitema moved to adjourn the meeting at 7:10 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

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-284.256	5500 LMD PUD-RJM PROPERTIES GR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - 5500 LAKE MICHIGAN	505.25	
		Total For Dept 000.000 REVENUE		505.25	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	50.00	
		Total For Dept 215.000 CLERK		50.00	
Dept 248.000 ADMINISTRATION					
101-248.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE ROTARY CLUB	MEMBERSHIP DUES (3)	500.00	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	133.36	
101-248.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	15.89	
101-248.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	133.49	
101-248.000-802.000	Contracted Services	APPLIED INNOVATION	OFFICE COPY MACHINES @ MARCH-JUNE	1,638.94	
101-248.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	385.00	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	2024 EQUIPMENT SERVICE AGREEMENT	764.04	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 03/13/24	45.00	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	150.06	
		Total For Dept 248.000 ADMINISTRATION		3,765.78	
Dept 257.000 ASSESSOR					
101-257.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	222.00	
101-257.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	68.26	
		Total For Dept 257.000 ASSESSOR		290.26	
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	10.60	
101-262.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	183.52	
101-262.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	22.54	
101-262.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	36.00	
101-262.000-732.000	SUPPLIES	GOVERNMENT FORMS & SUPPL	VOTING PRIVACY SCREENS	620.00	
101-262.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	454.21	
101-262.000-802.000	Contracted Services	LIFE STREAM CHURCH	POLLING LOCATION FEE	500.00	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	48.78	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	101.74	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PACK ROOM LLC	ELECTION SIGNS	170.00	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	SPECTRUM PRINTERS INC	TEST DECKS - FEBRUARY ELECTION	493.11	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	93.26	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	15.04	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	229.04	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	31.00	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	41.95	
101-262.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	664.47	
		Total For Dept 262.000 ELECTIONS		3,715.26	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	285.07	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	1,051.30	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	COMMERCIAL BACKPACK VACUUM	576.00	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	MICRO FILTER BAGS	19.13	
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	22.84	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	TIRE BEAD SEALER	19.30	
		Total For Dept 265.000 BUILDING & GROUNDS		1,973.64	



03/19/2024 01:51 PM  
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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 03/13/2024 - 03/26/2024  
UNJOURNALIZED  
OPEN

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	880.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	1,260.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	ALDEN GV OWNER / WEST 48 2023 TAX APP	201.25	
Total For Dept 266.000 ATTORNEY				2,341.25	
Dept 270.000 HUMAN RESOURCES					
101-270.000-802.000-ITMONT	Contracted Services	ADOBE INC	ANNUAL ADOBE LICENSE - SHEPARD	102.55	
101-270.000-802.000-RECRUI	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	455.33	
Total For Dept 270.000 HUMAN RESOURCES				557.88	
Dept 336.000 FIRE DEPT					
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	JONES & BARTLETT LEARNIN	NVPM: FIRE OFFICER 4E PREMIER ACCES	268.09	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	164.00	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	420.75	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	344.66	
101-336.000-732.000	SUPPLIES	AGILE SAFETY LLC	BW CLIP DETECTORS	407.19	
101-336.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	SUPPLIES	975.00	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	88.02	
101-336.000-802.000	Contracted Services	COREWELL HEALTH WEST OCC	MEDICAL TESTINGS - POC FIREFIGHTER	550.00	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	11.99	
101-336.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	807.61	
101-336.000-930.000	Maintenance	GRAINGER	BATTERIES	76.30	
101-336.000-930.000	Maintenance	MACQUEEN EMERGENCY	MAINTENANCE SUPPLIES	885.00	
101-336.000-930.000	Maintenance	MUSKEGON FIRE EQUIPMENT	SCBA TANK HYDROTESTS - MAINTENANCE	566.00	
101-336.000-935.000	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	23.95	
101-336.000-935.000	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE	156.32	
Total For Dept 336.000 FIRE DEPT				5,744.88	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	24.00	
Total For Dept 448.000 STREET LIGHTS				24.00	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	46.94	
101-449.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	SAFETY BOOTS - BUSSA	147.00	
Total For Dept 449.000 HIGHWAY-M45				193.94	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	25.46	
101-672.000-802.000-ITMONT	Contracted Services	ADOBE INC	ANNUAL ADOBE LICENSE - SHEPARD	102.56	
101-672.000-807.000	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	85.22	
Total For Dept 672.000 LIFELONG LEARNERS				213.24	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - FEBRUARY	7,889.25	
Total For Dept 701.000 PLANNING & ZONING				7,889.25	
Dept 790.000 LIBRARY					
101-790.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	WOLBRINK EDUCATION LLC	CPR / FIRST AID TRAINING	308.00	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	WII CONTROLLER REPLACEMENT	18.61	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD COLLECTION	68.16	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD COLLECTION	159.57	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOK REPLACEMENT	9.99	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	210.00	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	166.03	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT COLLECTION	190.56	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT MATERIALS	20.24	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT COLLECTION	31.99	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	YOUTH COLLECTION	259.14	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	YOUTH COLLECTION	118.89	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	BOOK LAMINATE ROLLS	68.58	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	29.55	
101-790.000-802.000-HOTSPO	Contracted Services	T-MOBILE	WIRELESS WIFI HOTSPOTS - FEBRUARY	229.60	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	ADRIANNA TRICHE	PAINT & POP CLASS @ 05/13/24	100.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE & CRAFT SUPPLIES	55.25	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE & CRAFT SUPPLIES	70.95	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE & CRAFTS SUPPLIES	56.02	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	SEED LIBRARY SUPPLIES	16.45	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	10.49	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	SRP SUPPLIES	4.99	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	13.75	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	38.67	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	(14.22)	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	10.99	
101-790.000-860.000	MILEAGE	ABBY BLACK	MILEAGE REIMBURSEMENT	52.26	
101-790.000-860.000	MILEAGE	ASHLEY JOHNSON	MILEAGE REIMBURSEMENT	74.24	
101-790.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	278.10	
101-790.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	COMMERCIAL BACKPACK VACUUM	576.00	
Total For Dept 790.000 LIBRARY				3,232.85	
Total For Fund 101 General Fund				30,497.48	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-971.060	Property Purchased	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	400.00	
494-248.000-971.060	Property Purchased	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	1,582.50	
Total For Dept 248.000 ADMINISTRATION				1,982.50	
Dept 446.000 ROADS					
494-446.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - FEBRUARY	18,714.57	
Total For Dept 446.000 ROADS				18,714.57	
Total For Fund 494 Dda Development Fund				20,697.07	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
592-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - EMERALD SPRINGS	151.00	
Total For Dept 000.000 REVENUE				381.77	
Dept 248.000 ADMINISTRATION					
592-248.000-732.000-SAFETY	SUPPLIES	WOLBRINK EDUCATION LLC	CPR / FIRST AID TRAINING	77.00	
592-248.000-808.030	COUNTY CONN. REGIS. FEE	OTTAWA CTY REGISTER OF D	RECORDING FEE - W/S CONNECTION @ 64TH	30.00	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	CCR WATER QUALITY REPORTS 2023	287.82	
Total For Dept 248.000 ADMINISTRATION				394.82	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	AMERICAN WATER WORKS ASS	ANNUAL MEMBERSHIP DUES - DOORNBOS	412.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN SECTION AWWA	SPRING REGIONAL WATER SEMINAR - DOORN	155.00	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	27.22	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	FIELD CHARGER FOR MOBILE PHONES	15.55	
592-536.000-732.000-GENSUP	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	119.67	
592-536.000-732.000-GENSUP	SUPPLIES	NAPA - GENUINE PARTS COM	CAR WASH SUPPLIES	13.24	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	COMPUTER MOUSE	12.99	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE / SYSTEM MAINTENANCE - FEBR	79,261.64	
592-536.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	49.50	
592-536.000-802.000-MULTIP	Contracted Services	APPLIED INNOVATION	PRINTER/COPIER CONTRACT	78.00	
592-536.000-802.000-MULTIP	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	438.79	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	354.93	
592-536.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	EMERGENCY BADGES	72.76	
592-536.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	MONITORING & VIDEO CLOUD SERVICES	67.50	
592-536.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	TESTING & MONITORING @ APR - JUN	169.50	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	161.91	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	709.55	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	706.46	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	16.98	
592-536.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	50.12	
592-536.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	343.97	
592-536.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	OUTFITTING TRUCK - 24 CHEVY 1500	1,687.40	
592-536.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	OUTFITTING TRUCK - 24 CHEVY 1500	549.78	
Total For Dept 536.000 WATER				85,474.46	
Dept 537.000 SEWER					
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	27.22	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	FIELD CHARGER FOR MOBILE PHONES	15.55	
592-537.000-732.000-GENSUP	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	119.66	
592-537.000-732.000-GENSUP	SUPPLIES	NAPA - GENUINE PARTS COM	CAR WASH SUPPLIES	13.24	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	TNT KITS	615.28	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	WRRF SUPPLIES FOR LAB	64.77	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	CONSUMABLES	149.65	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	LAB SUPPLIES	1,088.53	
592-537.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	49.50	
592-537.000-802.000-MULTIP	Contracted Services	APPLIED INNOVATION	PRINTER/COPIER CONTRACT	78.00	
592-537.000-802.000-MULTIP	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	438.78	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	354.92	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	EMERGENCY BADGES	72.77	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	MONITORING & VIDEO CLOUD SERVICES	67.50	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	TESTING & MONITORING @ APR - JUN	169.50	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - FEBRUARY	2,664.00	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	1,337.18	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	TRASH SERVICE @ WWTP	253.00	
592-537.000-930.000-COLLEC	MAINTENANCE	KENNEDY INDUSTRIES INC	NEW PUMP & UFD @ TIMBERLINE	14,550.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	TIMBER UFO STARTUP; COMM ISSUES REPAI	1,000.00	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	16.97	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	50.12	
592-537.000-930.000-WRRFMA	MAINTENANCE	KENT RUBBER SUPPLY	SAMPLE TUBING	430.89	
592-537.000-930.000-WRRFMA	MAINTENANCE	WINDEMULLER ELECTRIC INC	TIMBER UFO STARTUP; COMM ISSUES REPAI	1,480.00	
592-537.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	343.97	
592-537.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	OUTFITTING TRUCK - 24 CHEVY 1500	1,687.40	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	OUTFITTING TRUCK - 24 CHEVY 1500	549.77	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - FEBRUARY	942.00	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	1,515.00	
Total For Dept 537.000 SEWER				30,145.17	
Total For Fund 592 Water & Sewer				116,396.22	

03/19/2024 01:51 PM  
User: DENISE  
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 03/13/2024 - 03/26/2024  
UNJOURNALIZED  
OPEN

Page: 6/6

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

Fund 101 General Fund	30,497.48
Fund 494 Dda Developme	20,697.07
Fund 592 Water & Sewer	116,396.22
Total For All Funds:	<hr/> 167,590.77

**INTERIM PAYMENTS**  
**Board Meeting: 03/25/2024**

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
3/11/2024	104969	\$ 13,594.50	SCBA SALES & RENTALS LLC	SCBA Bottles Purchase
3/14/2024	105037	\$ 18,911.27	CONSUMERS ENERGY	Electric Usage - March
3/14/2024	105038	\$ 120.58	KENDALL ELECTRIC INC	Replace Wall Pack
3/14/2024	105039	\$ 967.26	MENARDS-HOLLAND INC	Maintenance Supplies
3/14/2024	105040	\$ 3.25	MICH DEPT OF ENVIRON QUALITY	Biosolids Fee (Adj) - Interest Added
3/14/2024	105041	\$ 544.58	WEX BANK - EXXON MOBIL	Fuel Charges
3/14/2024	EFT	\$ 71,781.45	EMPLOYEES	Bi-Weekly Payroll
3/14/2024	EFT	\$ 21,711.18	FEDERAL GOV'T	Payroll IRS Tax Payment
3/22/2024	EFT	\$ 10.37	PRIORITY HEALTH	HRA Payment
	EFT		STATE OF MICHIGAN	March State payroll withholdings
		<b>\$ 127,644.44</b>		

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*March 4, 2024*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Adams, Westerling, Bronson, Zuniga, Jacquot, Zeinstra  
Absent: Nadda  
Staff and Guests Present: Philip Mark Alderink, Joel Lautenbach, James Lewis, Doug Sheneman, Josh Thurkettle, Adam Elenbaas, Sam Sterk, and Planner Ransford
3. Communications and Correspondence: None
4. Motion by Zeinstra to approve the February 19th, 2024, Planning Commission Minutes as presented. Seconded by Westerling. **Approved 6-0**
5. Motion by Adams to approve the March 4th, 2024, Planning Commission Agenda as presented. Seconded by Jacquot. **Approved 6-0**
6. Public Comments for *non-public hearing item*:  
*Chairperson Adams opened the public comment section for non-public hearing items.*  
Adam Elenbaas presentation  
Talked about affordable housing. 55 and older development units. Wants to do a PUD for a project opening.
  - Samaritas - Have the slide show available for public record
  - Joel, Faith based nonprofit with 45 years of project across Michigan. They are the largest provider of foster care. They have 1000 apartments in lower Michigan. They want to bring in a 52 unit apartment complex for seniors  
5713 Lake Michigan drive address location, four story building unit. This is a tax credit based program with bank underwriters. Similar unit is going up in Spring Lake  
The building would be run by this company with operational reserves for maintenance and upkeep. This ensures the building will be around 30 years down the road.
    - Ordinance issues, the site is Commercial, not R-1. Master plan is commercial and the current PUD language would not allow residential buildings based on the master plan.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
  - Pearline Centennial Farms
  - Master planned for R-3, currently R-1.
  - Mr. Zuniga stressed the issues with Washington Ave as a main or sub drive. No decorate lane is one of the main issues.
  - Moved forward for public Hearing
10. Old Business:
  - Master Plan

- Mr Zuniga wants more information added to the Master Plan Town Center. Greg will add more info to the drawing.

11. Public Comments: None

- Town Center concept discussion: plans, greenspaces, parking, park/recreation area, roads/parking,

12. Township Board Reports

- Jiffy Lube and Allendale Crossings, Emerald spring

13. Commissioner and Staff Comments

- Mr. Zuniga asked about the building that was presented by Samaritas. Comments were expressed about the lot size and about setbacks.

- Greg was directed to review the lot size and the impact to the building. The Commission requested that Ransford ask for a concept plan from Samaritas so they can review the ability to fit on site. The Planning Commission asked Ransford to provide the plans for the Spring Lake building.

Adjourn 8:20PM

**Next meeting March 18th, 2024, at 7:00 p.m.**

Minutes respectfully submitted by Tom Zuniga and Zachary Fields







# County of Ottawa

## *Sheriff's Office*

**Steve A. Kempker**  
*Sheriff*

**Eric J. DeBoer**  
*Undersheriff*



*Headquarters/Administration*

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

*Correctional Facility*

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

Date: 03-08-2024

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (February 2024)

The Sheriff's Office during the month of February responded to 407 calls for service.

Allendale Township Basic EMT and MFR units, with the assistance of general road patrol, responded to 49 medicals and 1 personal injury accident.

### **Allendale School News:**

"Save A Life Tour" is coming back to Allendale High School on May 6th. This is a texting and driving, drinking and driving, hands on demonstration for students to understand the dangers that go along with this activity.

Congratulations to Coach Ortman and the Allendale wrestling team.



### **Off-Campus Security Meeting:**

We held our monthly off-campus security meeting in the training room at the Allendale Township Fire Station.

We discussed the upcoming youth alcohol enforcement patrols for St. Patrick's weekend. Other discussions included the on-line sheriff's office reporting process, private property towing, and the Ottawa County Sheriff's Office incident responses mapping system.

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)

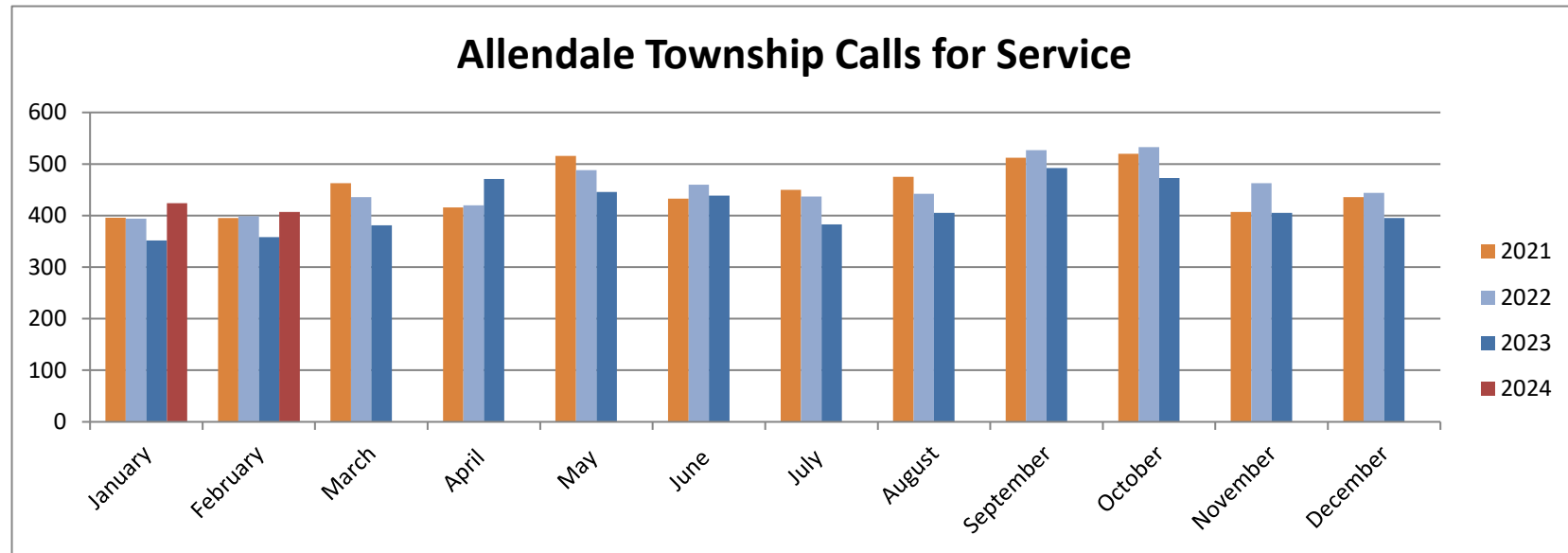
Deputy Joseph Apolo  
[japolo@miottawa.org](mailto:japolo@miottawa.org)

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

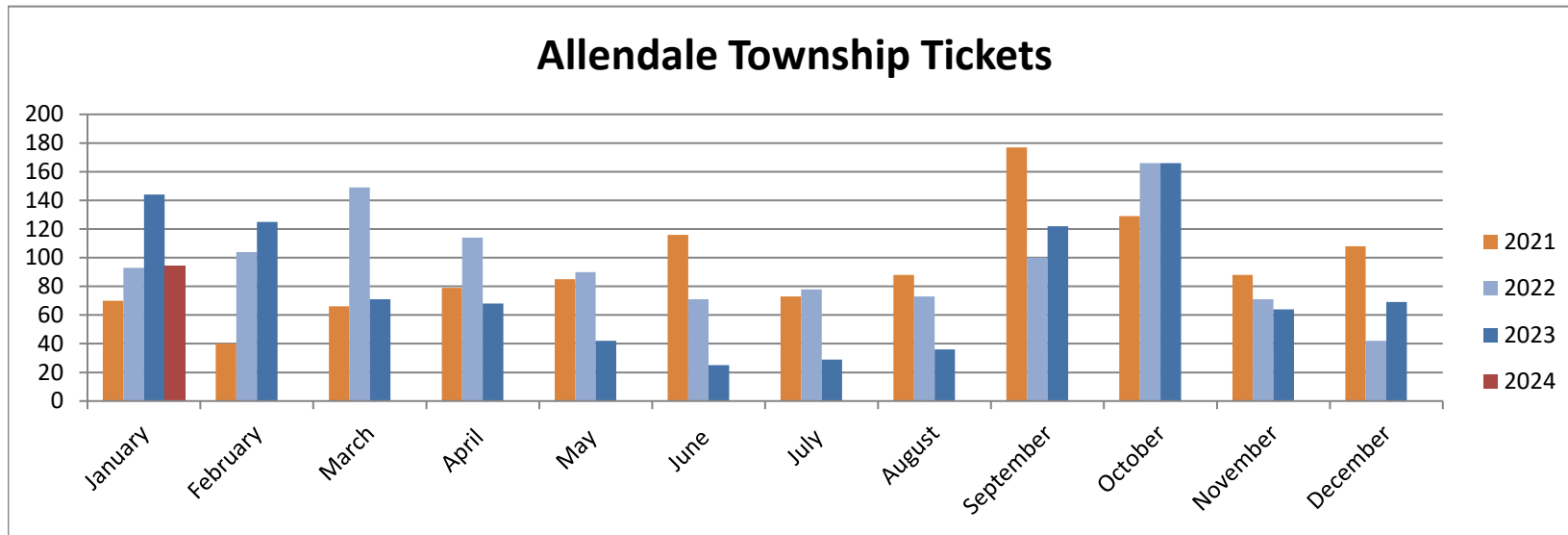
	January	February	March	April	May	June	July	August	September	October	November	December
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420	488	460	437	442	527	533	463	444
2023	352	358	381	471	446	439	383	405	492	473	405	395
2024	424	407										



## 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

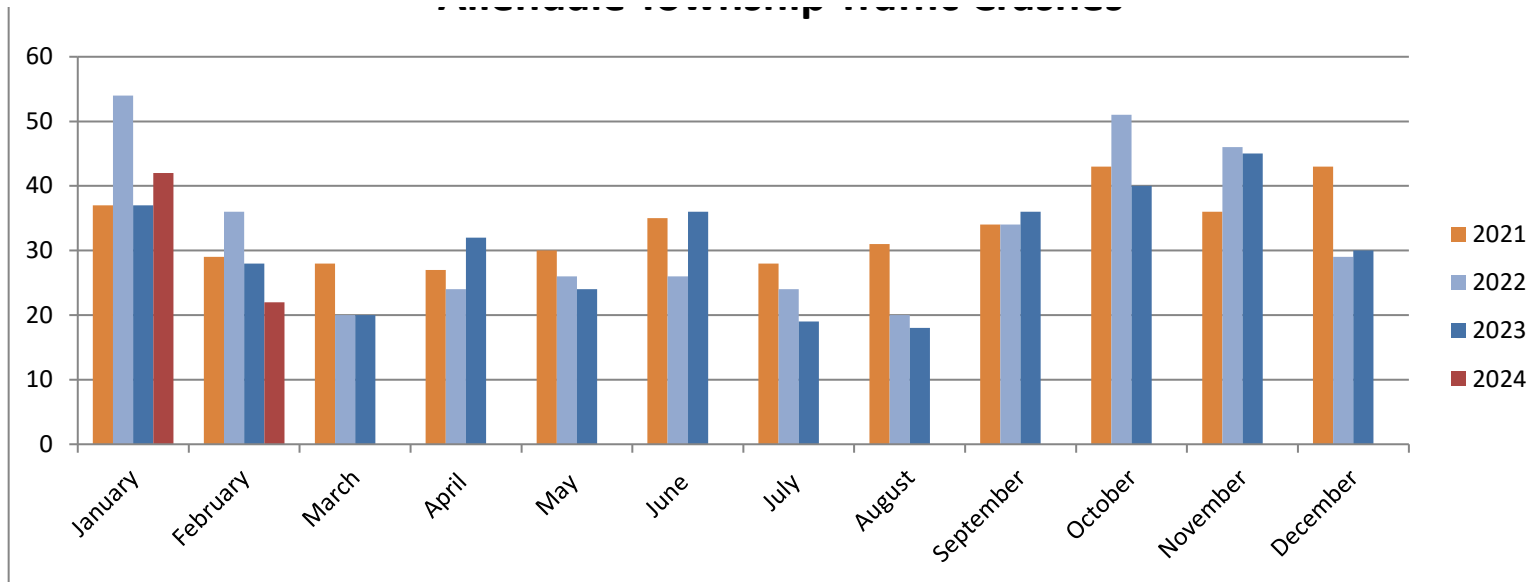
2022	93	104	149	114	90	71	78	73	100	166	71	42
2023	144	125	71	68	42	25	29	36	122	166	64	69
2024	94											



## Traffic Crashes

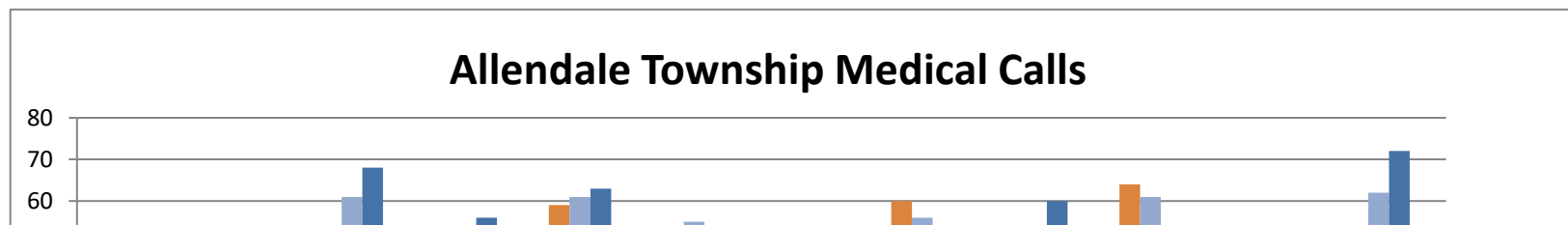
	January	February	March	April	May	June	July	August	September	October	November	December
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24	26	26	24	20	34	51	46	29
2023	37	28	20	32	24	36	19	18	36	40	45	30
2024	42	22										

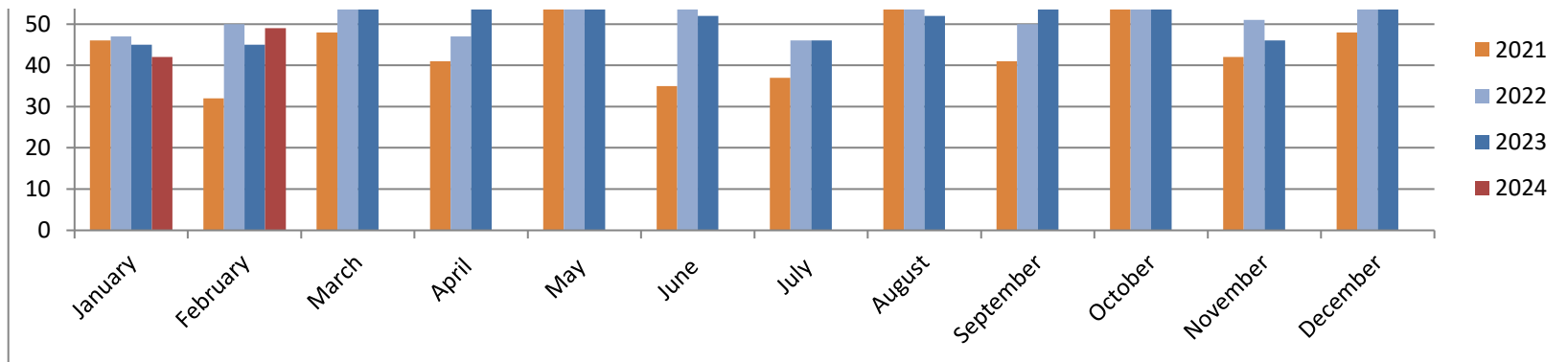
## Allendale Township Traffic Crashes



## 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	49										





## Calls of Interest 2024

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	6	2										
Larcenies	19	13										
Shoplifting	2	1										
Mental	4	9										
Civil	8	8										
Assaults	1	2										
Domestic	23	20										
Animal	8	17										
Alarms	13	8										
Traffic	22	29										
Narcotics	1	2										
Weapons	1	3										

## Calls of Interest 2023

January	February	March	April	May	June	July	August	September	October	November	December
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# **ALLENDALE FIRE DEPARTMENT ANNUAL REPORT 2023**

**FIRE CHIEF: MICHAEL KEEFE**

**DEPUTY CHIEF: RANDY BOSCH**

**ALLENDALE CHARTER TOWNSHIP FIRE DEPARTMENT  
6676 LAKE MICHIGAN DR.,  
ALLENDALE, MI 49401  
Phone: 616-892-3121**

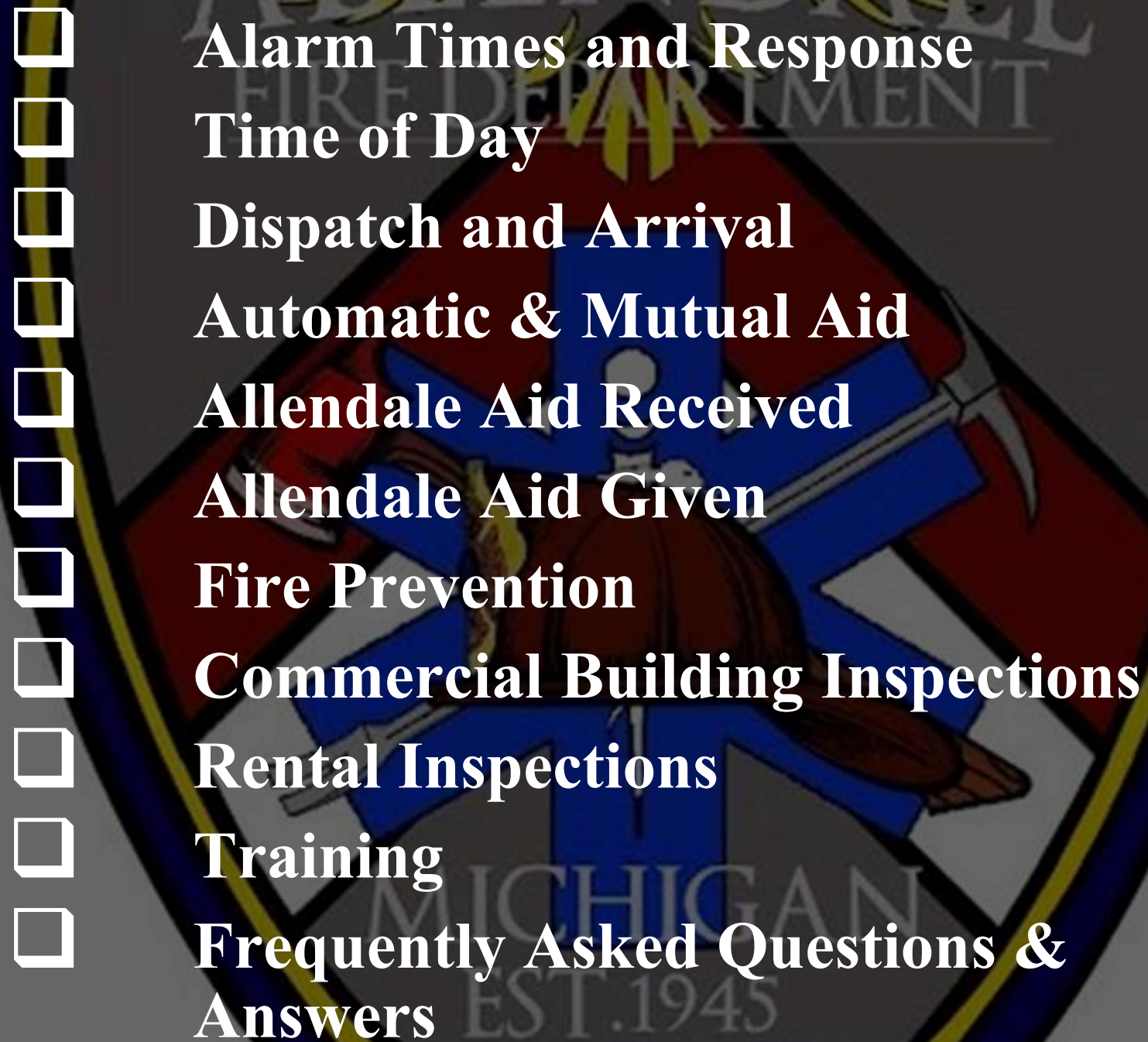


# Message from Fire Chief Michael Keefe

## Message from Deputy Chief Randy Bosch

- ☐ Personnel Roster
- ☐ ISO Property Protection Classification
- ☐ 2023 Statistic Report
- ☐ Calls 2019 – 2023
- ☐ Calls per Shift
- ☐ Calls by Day of the Week
- ☐ Man-Hours on Alarms
- ☐ Overlapping Incidents



- 
- The background features a large, semi-transparent logo of the Allendale Fire Department. The logo is circular with a blue border. Inside, there's a red Maltese cross. The words "ALLLENDALE" and "FIRE DEPARTMENT" are at the top, and "MICHIGAN" and "EST. 1945" are at the bottom. A fire hydrant and a fire hose are also depicted within the logo.
- ☐ Alarm Times and Response
  - ☐ Time of Day
  - ☐ Dispatch and Arrival
  - ☐ Automatic & Mutual Aid
  - ☐ Allendale Aid Received
  - ☐ Allendale Aid Given
  - ☐ Fire Prevention
  - ☐ Commercial Building Inspections
  - ☐ Rental Inspections
  - ☐ Training
  - ☐ Frequently Asked Questions & Answers





# Fire Department Administration



**Fire Chief Michael Keefe**  
**20 Years of Service**  
**Full-Time**



**Deputy Fire Chief Randy Bosch**  
**42 Years of Service**  
**Paid – on – Call**

# Message from Fire Chief Michael Keefe

**We would like to start of the 2023 annual report by saying thank you.**

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

**The 2023 Annual Report has been prepared to provide information and statistics on the activities of the department during the past year and comparison data from previous years, where available.**

**Well, this certainly has been a great year. We started 2023 of in the right direction by moving into our new building. It certainly has flown by with uncharted territory of having a new building. It has been exciting having the space needed and the new technology within the building.**

**We also worked very hard out in the community with lowering our ISO rating for the citizens of Allendale Township. Later in the report you will see what we have done. We could not have done it with out the support of our firefighters and the township board.**



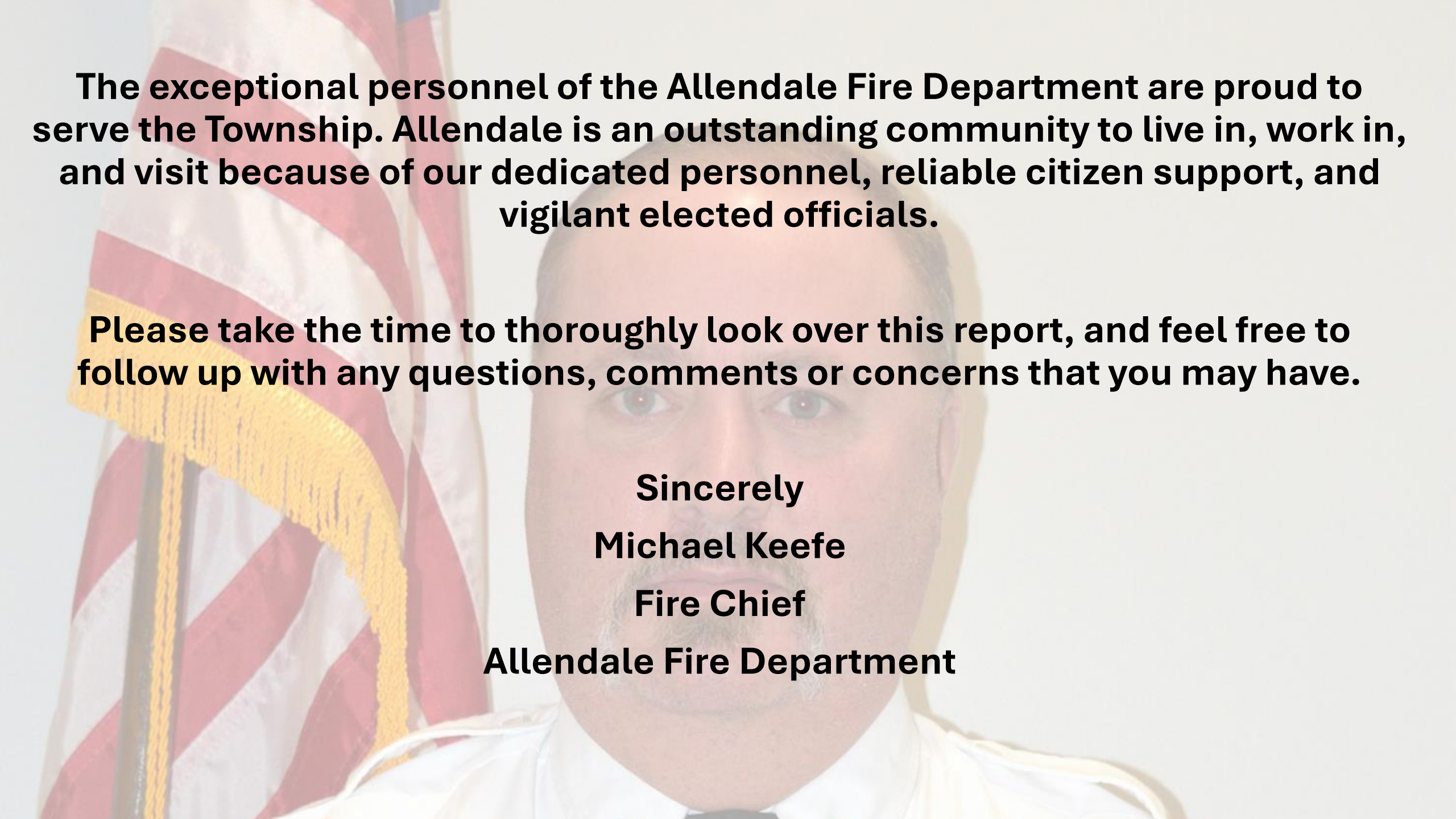
A man with a goatee, wearing a white fire department uniform, is centered in the background. To his left is a red and white striped flag with a yellow fringe. The text is overlaid on this image.

**Allendale Fire had a record setting year with runs. We managed each call with professionalism, courtesy and compassion.**

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

**The fire department made 1,525 calls in 2023. This again was an increase in runs from 2022. All the departments in Ottawa County saw an increase of calls in 2022. We are maintaining a good number of Paid on Call staffing, but as these numbers increase, we will need to provide more staffing to accommodate the increase.**

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



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

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

**Sincerely**

**Michael Keefe**

**Fire Chief**

**Allendale Fire Department**

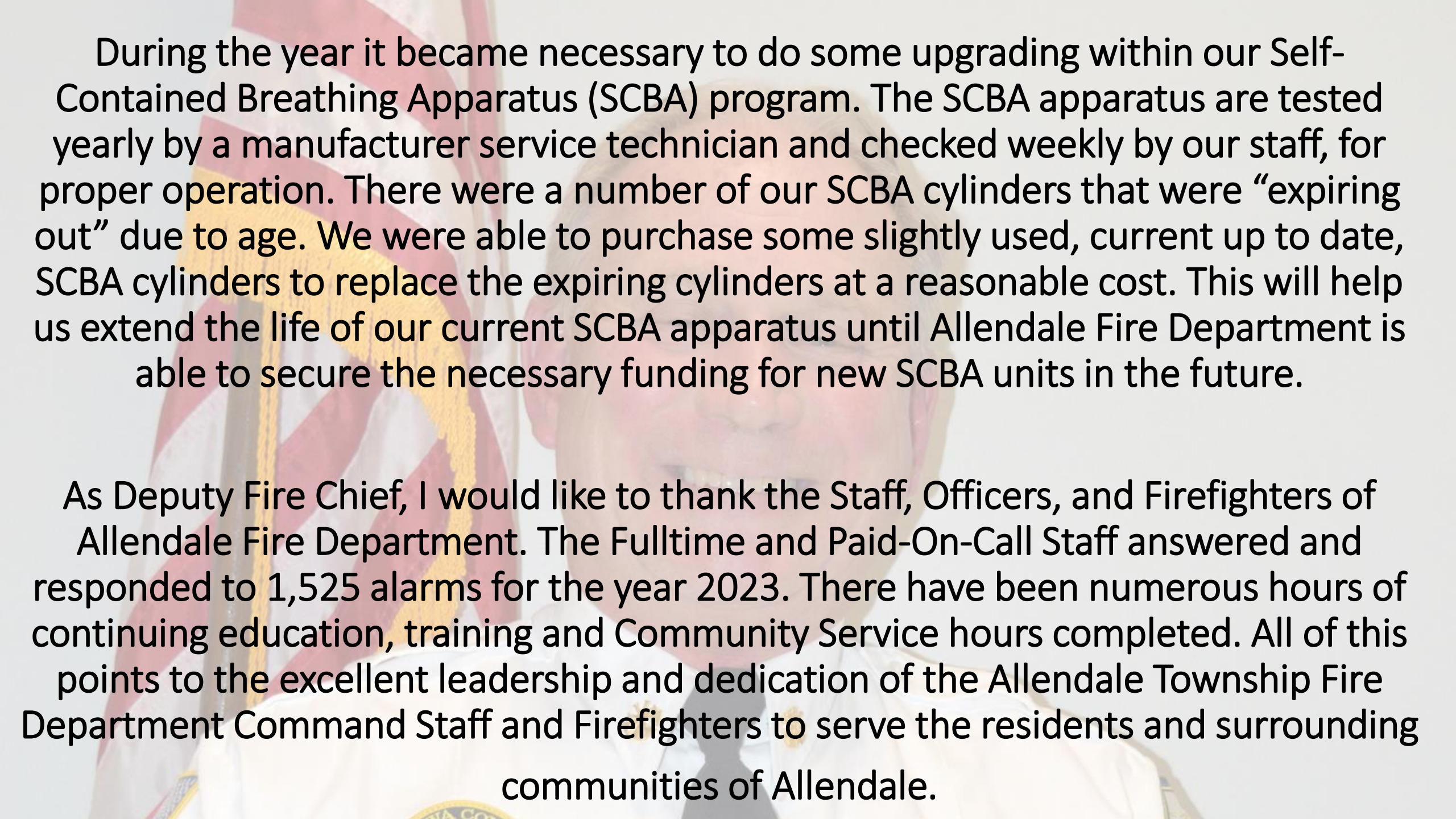
## Message from Deputy Fire Chief Randy Bosch

I would like to start by saying “Thank You”, to the residents and businesses of Allendale Township and the Allendale Township Board for the tremendous amount of support for the year 2023 shown towards the Allendale Township Fire Department.

It was an exciting beginning to the year, 2023, for the fire department. We saw the completion and experienced the opportunity to move into a new “state of the art” fire station. This new facility, with its exceptional training and response capabilities, will continue to allow the Allendale Fire Department the ability to serve the residents of Allendale, community of Grand Valley State University, surrounding townships, and Ottawa County more efficiently and effectively for many years into the future.

The year 2023 was special for me, in my career with the fire department. Many years ago, there had been long range planning meetings concerning building a new fire station, location of a new building, and what that might look like for the future. It has been very exciting to see this come to reality, experienced the building project and being a part of what has been planned for the future of Allendale Fire Department.

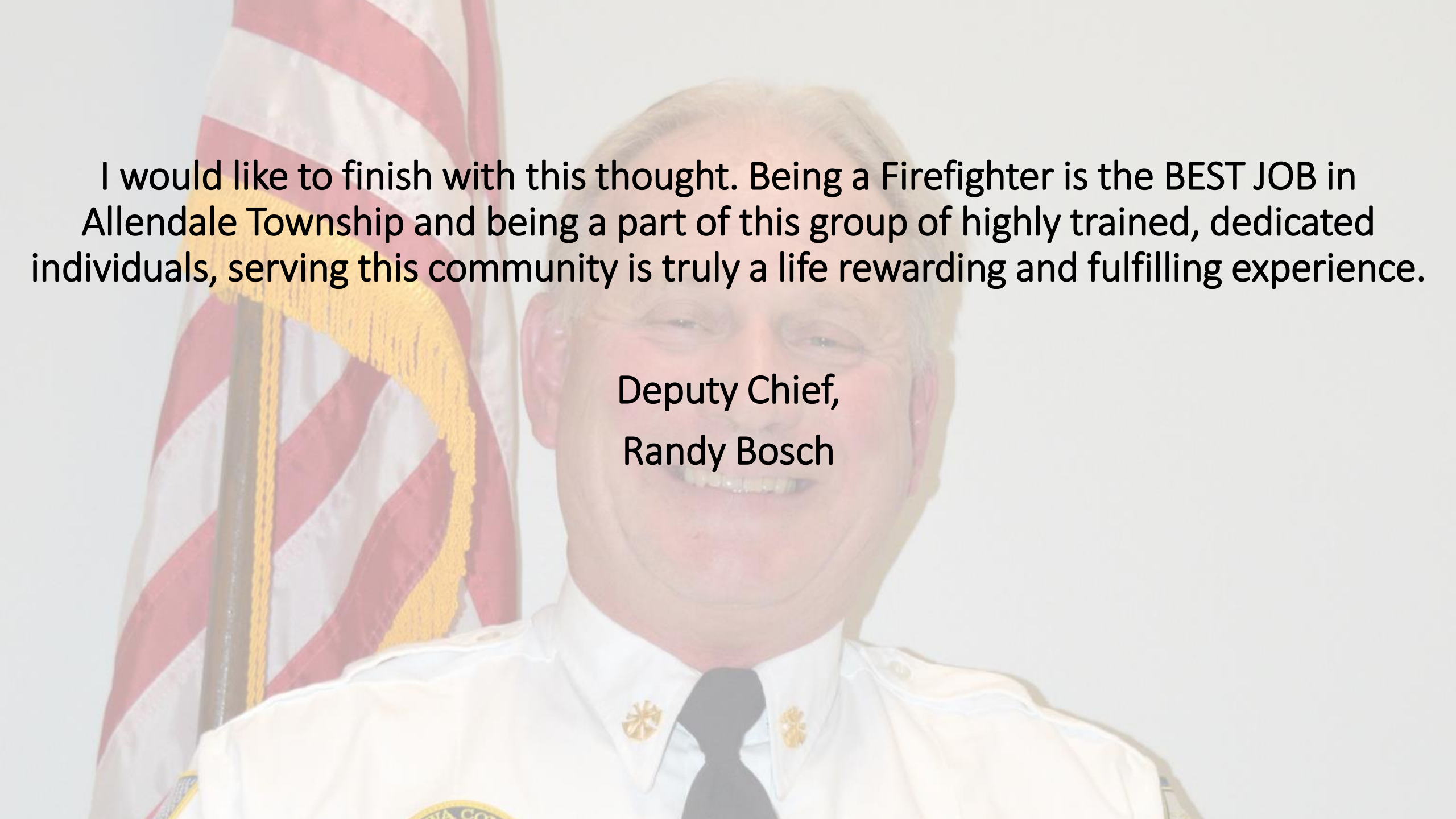




During the year it became necessary to do some upgrading within our Self-Contained Breathing Apparatus (SCBA) program. The SCBA apparatus are tested yearly by a manufacturer service technician and checked weekly by our staff, for proper operation. There were a number of our SCBA cylinders that were “expiring out” due to age. We were able to purchase some slightly used, current up to date, SCBA cylinders to replace the expiring cylinders at a reasonable cost. This will help us extend the life of our current SCBA apparatus until Allendale Fire Department is able to secure the necessary funding for new SCBA units in the future.

As Deputy Fire Chief, I would like to thank the Staff, Officers, and Firefighters of Allendale Fire Department. The Fulltime and Paid-On-Call Staff answered and responded to 1,525 alarms for the year 2023. There have been numerous hours of continuing education, training and Community Service hours completed. All of this points to the excellent leadership and dedication of the Allendale Township Fire Department Command Staff and Firefighters to serve the residents and surrounding communities of Allendale.





I would like to finish with this thought. Being a Firefighter is the BEST JOB in Allendale Township and being a part of this group of highly trained, dedicated individuals, serving this community is truly a life rewarding and fulfilling experience.

Deputy Chief,  
Randy Bosch

# Fire Department Full-Time Staff



**Captain**  
**Commercial Inspector**  
**Tony Dolce**  
**14 Years**



**Lieutenant**  
**Rental Inspector**  
**Kyle Garlanger**  
**8 years**



**Lieutenant**  
**Training Officer**  
**Scott Harkes**  
**18 Years**



**Firefighter**  
**Fire Prevention**  
**Dillon Reeder**  
**5 years**



# **Paid – on – Call Officers Lieutenants**



**Lieutenant / EMT**

**Bruce Nagelkirk**

**33 years**



**Lieutenant / EMT**

**Dave Marshall**

**7 years**



**Lieutenant / EMT**

**William O'Donnell**

**26 Years**



**Lieutenant / EMT**

**Steve Wolbrink**

**13 Years**



# **Paid – on – Call Officer Sergeants**



**Sergeant / EMT  
Doug Anderson  
7 years**



**Sergeant / EMT  
Chris Holmes  
16 years**



**Sergeant / EMT  
Eric Busscher  
7 Years**



**Sergeant / EMT  
Nick Richards  
16 Years**



**Sergeant / EMT  
Joe Flagstadt  
8 Years**



**Sergeant / EMT  
Troy Teller  
5 Years**



# **Paid – on – Call Firefighters**



**Firefighter / EMR  
Michael Augustyn  
3.5 years**



**Firefighter / EMT  
Cody Brow  
3.5 Years**



**Probationary Firefighter  
Olivia Cole  
.5**



**Firefighter / EMT  
Jeremy DeGlopper  
16 Years**



**Probationary Firefighter  
Joel DeVormer  
1.24 years**



**Firefighter / EMT  
Chad Doornbos  
8 Years**



# **Paid – on – Call Firefighters**



**Firefighter / EMT  
Garrett Fleming  
3.5 Years**



**Firefighter / EMT  
Mitch Lass  
3.5 Years**



**Firefighter / EMR  
Kevin Kraker  
21 years**



**Probationary Firefighter  
Chris Pearson  
1.7 years**



**Firefighter / EMT  
Ian Lafave  
2 Years**



**Firefighter / EMT  
Garrett Stover  
6 Years**



**Firefighter / EMT  
Colin Vanderwal  
7 Years**



**Chaplain  
Harold Veldman  
9 years**







**Chaplains in fire departments provide spiritual and personal counseling to firefighters and other staff members. Fire chaplains must be available at any time, even weekends and holidays, in the event there is need. A fire department may also loan its chaplain to other emergency medical services providers.**

**On-the-Scene Duties:**

**Provide appropriate victim assistance to free operational personnel for fire fighting or emergency medical duties;**

**Watch for signs of physical or emotional stress**

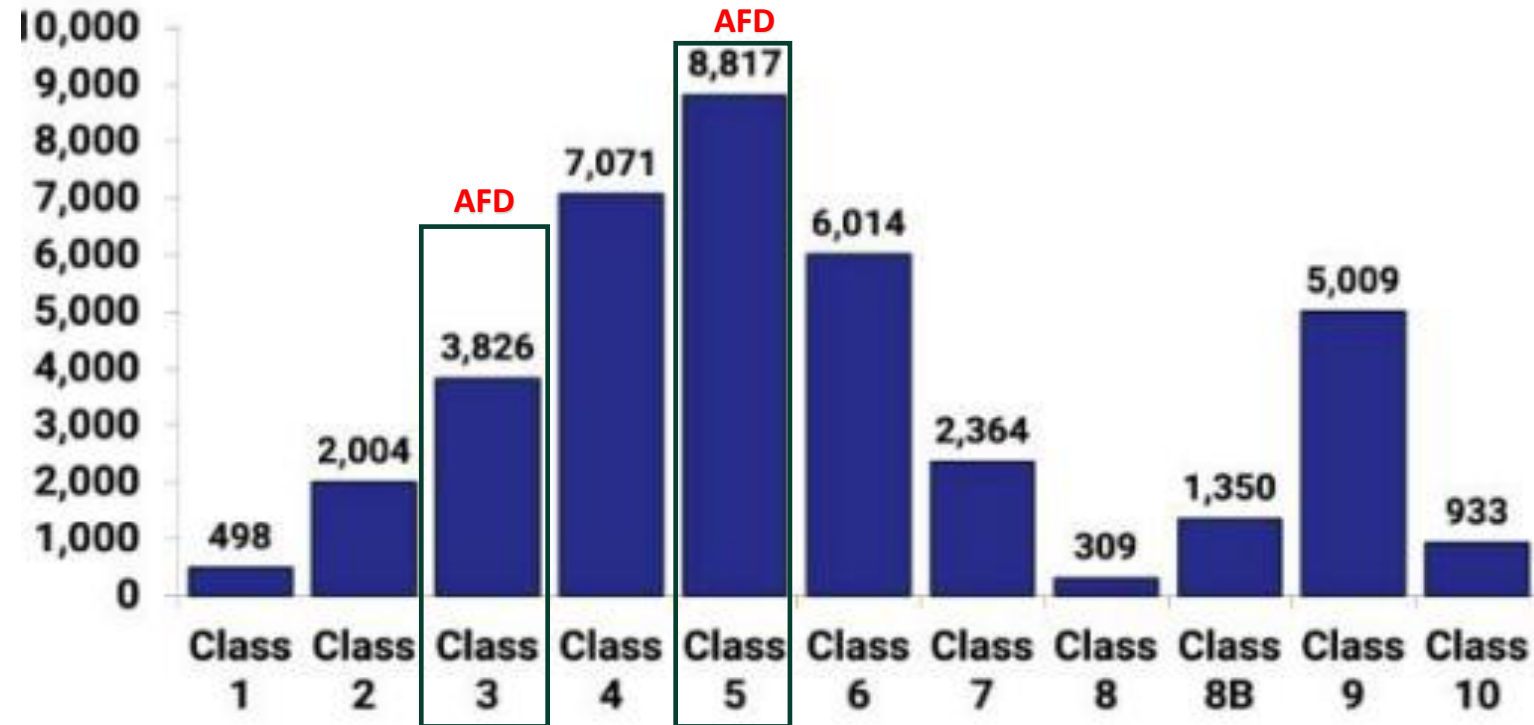
**Assist in providing firefighting rehab needs (water, rest, etc.)**

**Advise command whenever it is felt that a firefighter or EMT is in need of being relieved from operations.**



# ISO Property Protection Classification

## Countrywide



Allendale Fire ranks in the top 4% of Michigan departments with a ranking of 3, there are only 84 departments with a rate of 3 in Michigan. There are 356 departments rated 5 within the state of Michigan.

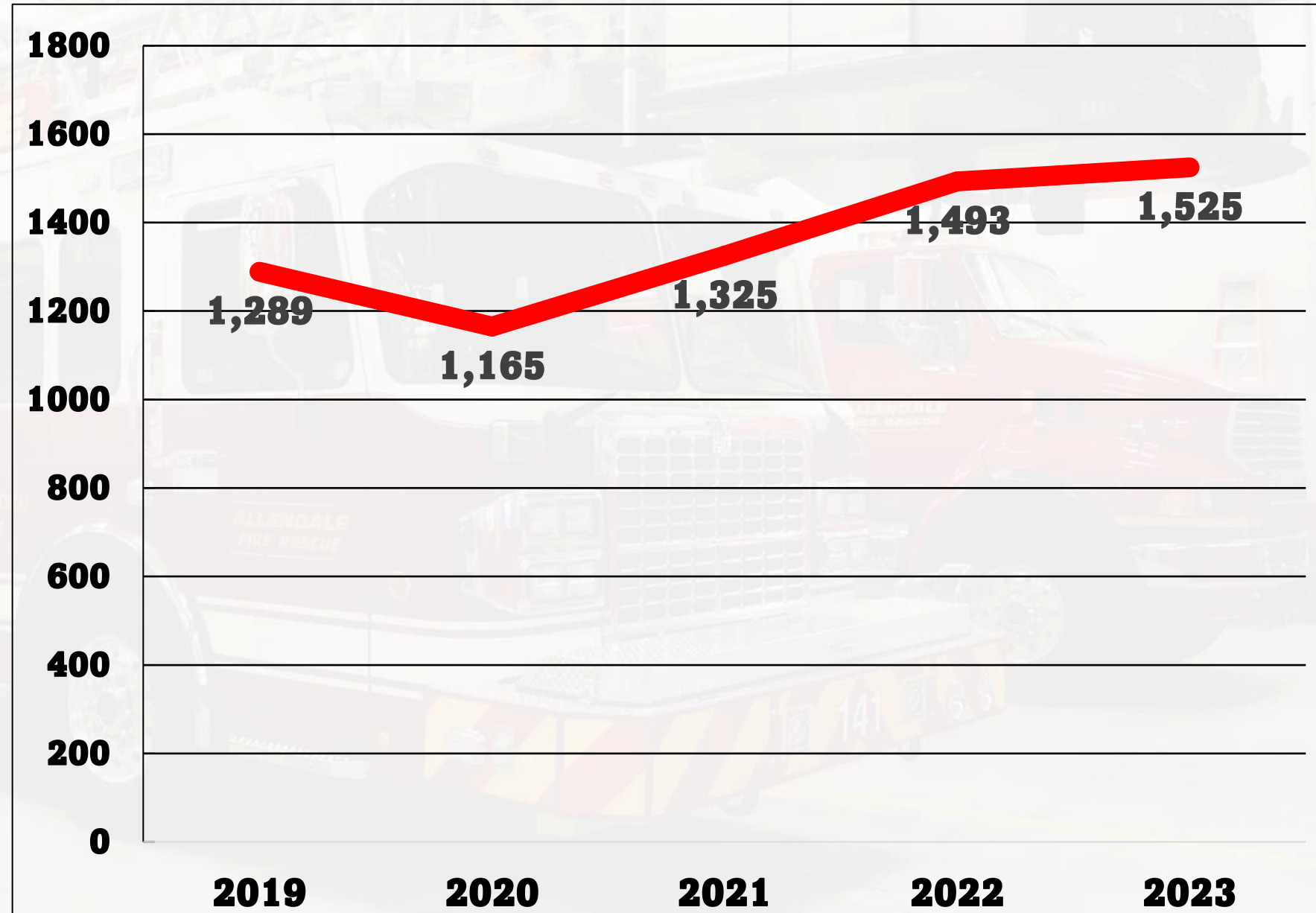
Countrywide there are 3,826 departments at 3 and 8,817 rated at 5. Insurance Services Office, a New Jersey-based company, evaluates more than 50,000 fire departments across the country.

The dedication of the fire department members and staff, along with the strategic location of facilities and purchase of equipment results in the fire department achieving a current ISO Property Protection Classification of 3 Fire Hydrant Areas and 5 in Non-Fire Hydrant Areas. This rating is within the top 6% of all fire departments, career as well as paid on call / volunteer, in the United States. This rating is an independent evaluation and provides residents as well as business owners a financial savings in property insurance.

# Incident Response Metrics - Departmental

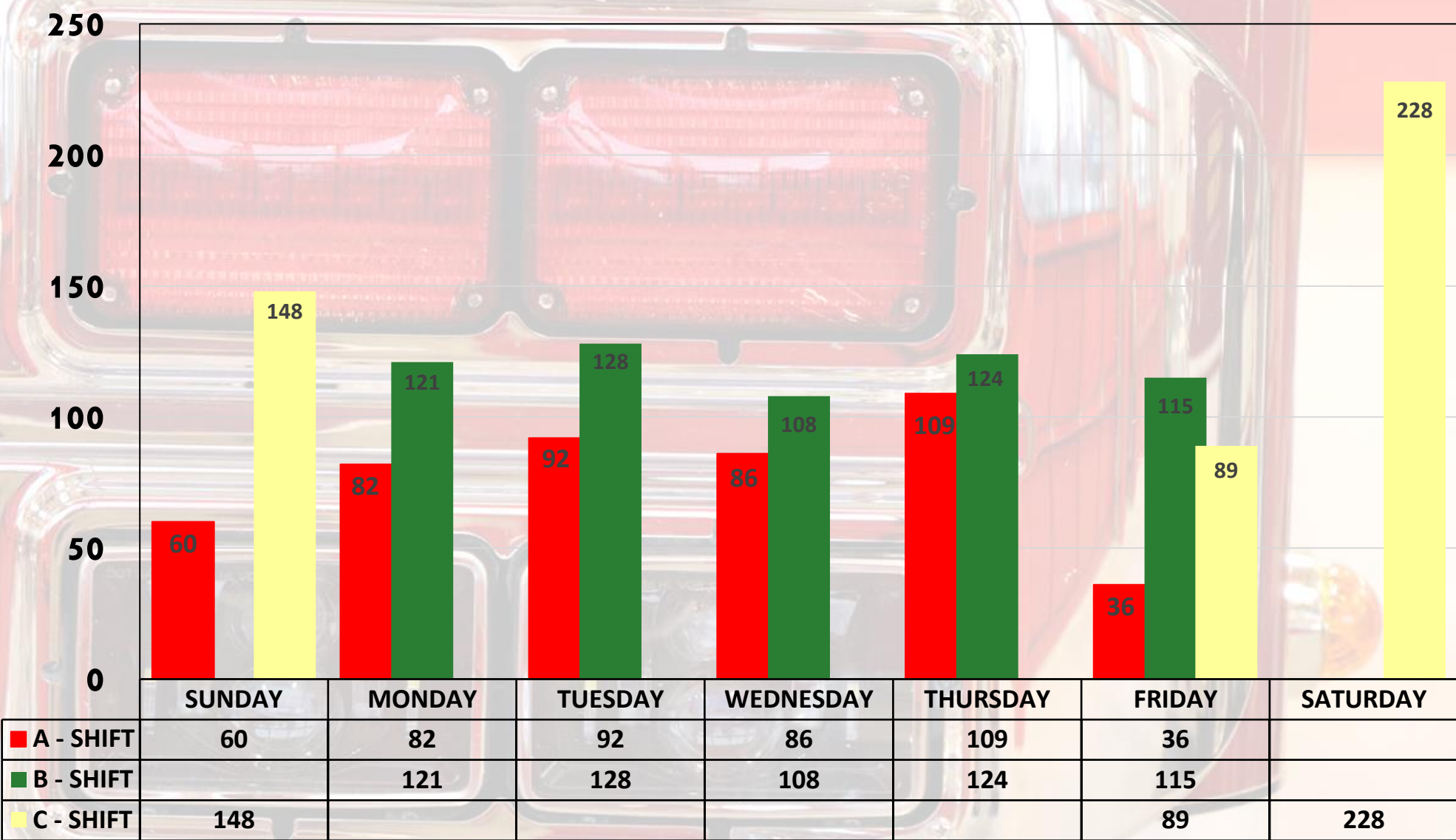
Nationwide, the fire service has seen the continued trend of an increase in call volumes year after year.

Allendale Fire is no stranger to seeing this increase. Since COVID we have seen a dramatic increase in all calls for service



# CALLS PER SHIFT

- **A- Shift 6PM**  
**Sunday – 6pm**  
**Friday** is the scheduled time that the Paid-on-Call firefighters are covering the fire department.
- **B- Shift 6AM**  
**Monday – 6PM**  
**Friday** is the scheduled hours of the Full-Time staff; the B- Shift continues to be the busiest shift we have during the weekdays.
- **C- Shift 6PM Friday**  
**– 6PM Sunday** is when the firefighters are filling their duty times during the weekends.



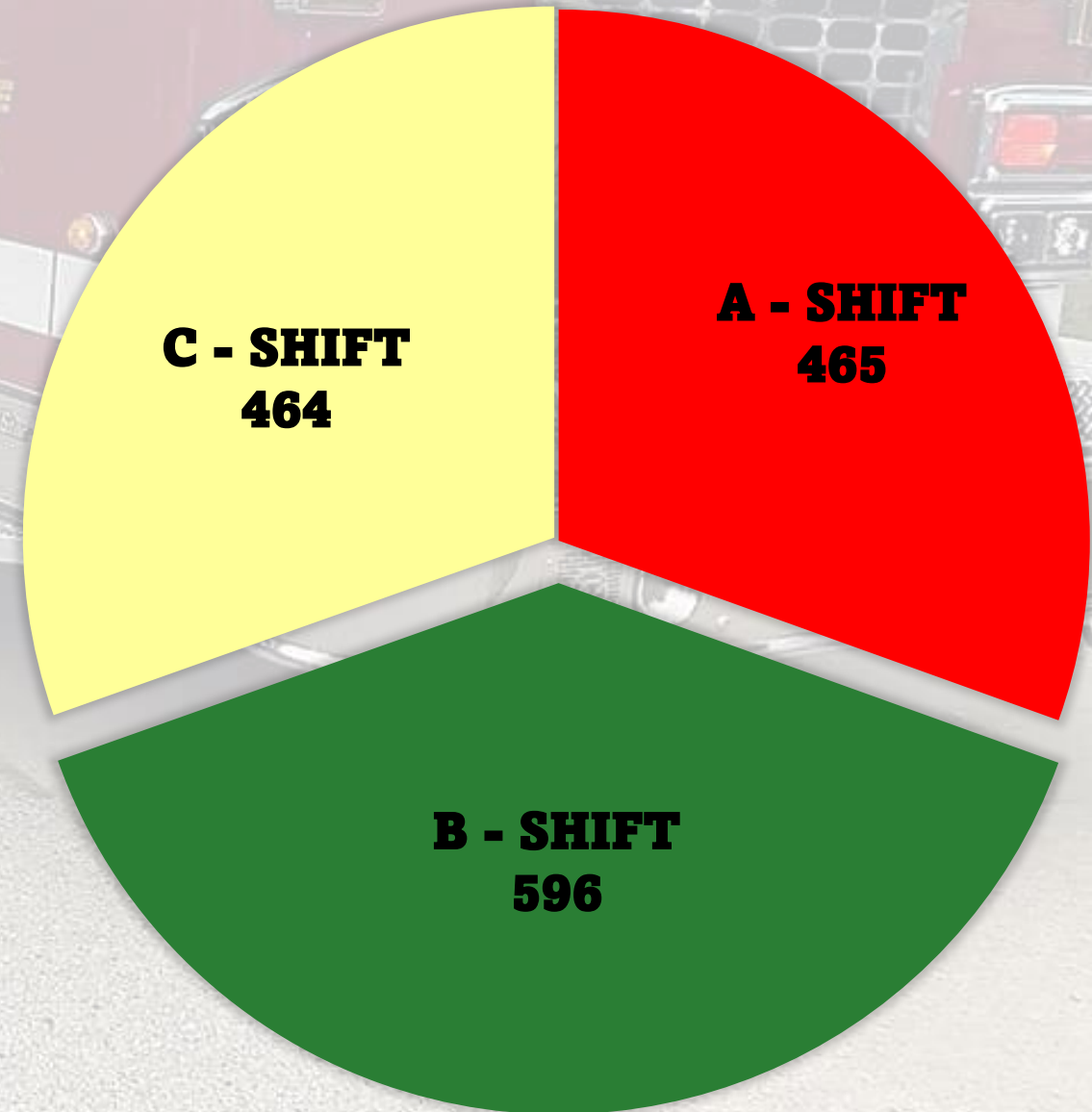


# TOTAL PER SHIFT

**B – SHIFT** CONTINUES TO BE THE BUSIEST AMONG ALL THE SHIFTS WITH 596 CALLS.

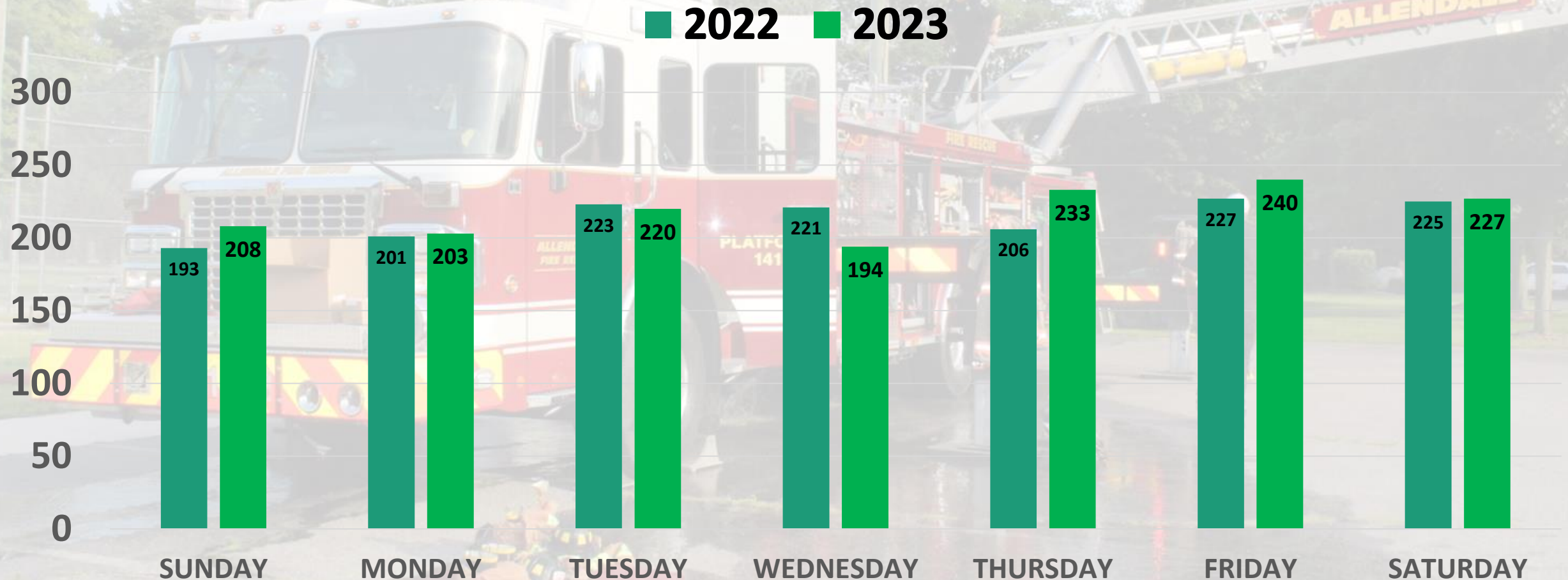
**A – SHIFT** IS SECOND WITH 465 AND C – SHIFT RUNNING 464. **C – SHIFT** IS RUN BY PAID – ON – CALL FIREFIGHTERS.

AS THIS CONTINUES TO GROW, IT WILL BE HARDER FOR THE POC TO KEEP UP WITH THE DEMAND.



# INCIDENTS BY THE DAYS IN THE WEEK

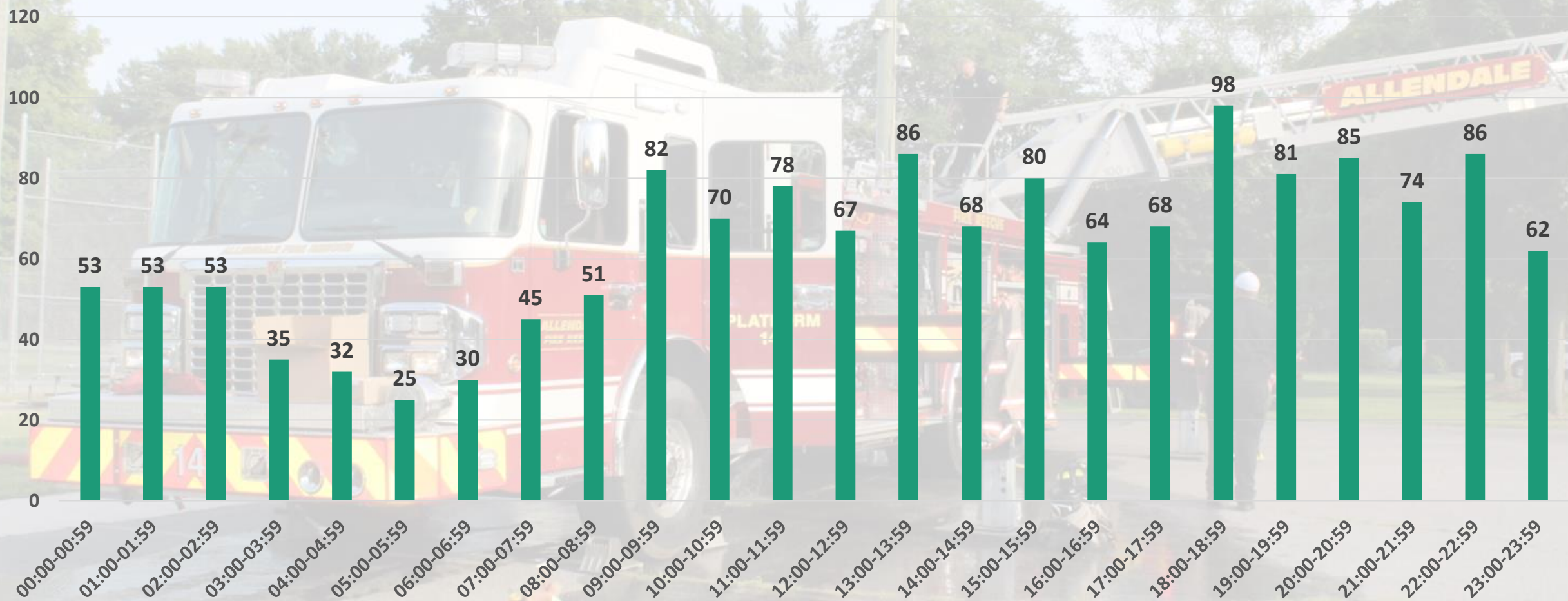
As can be seen, calls for service are generally consistent throughout the week with the highest demand during weekdays, averaging more calls for service per day than weekends in 2023.

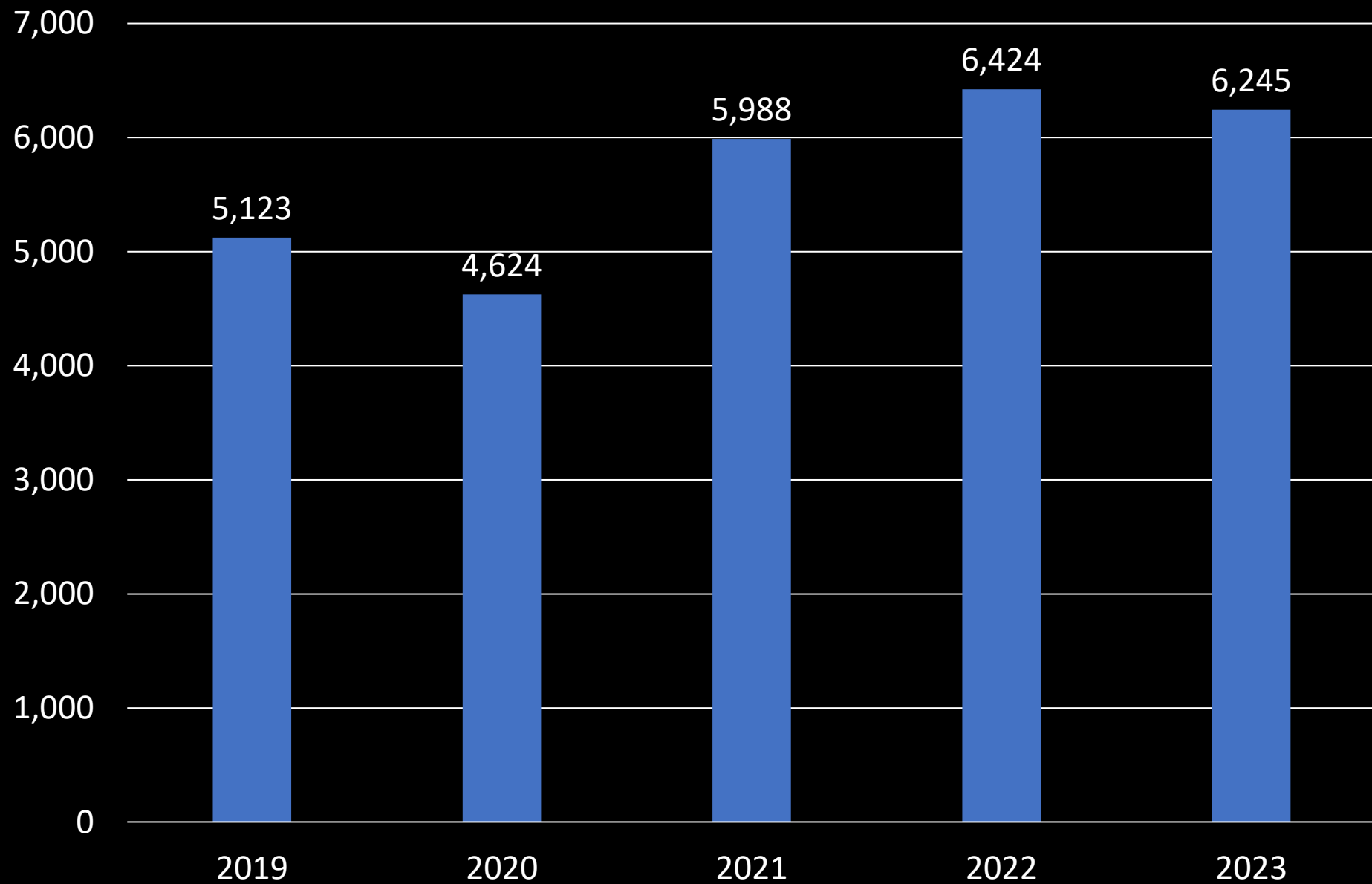




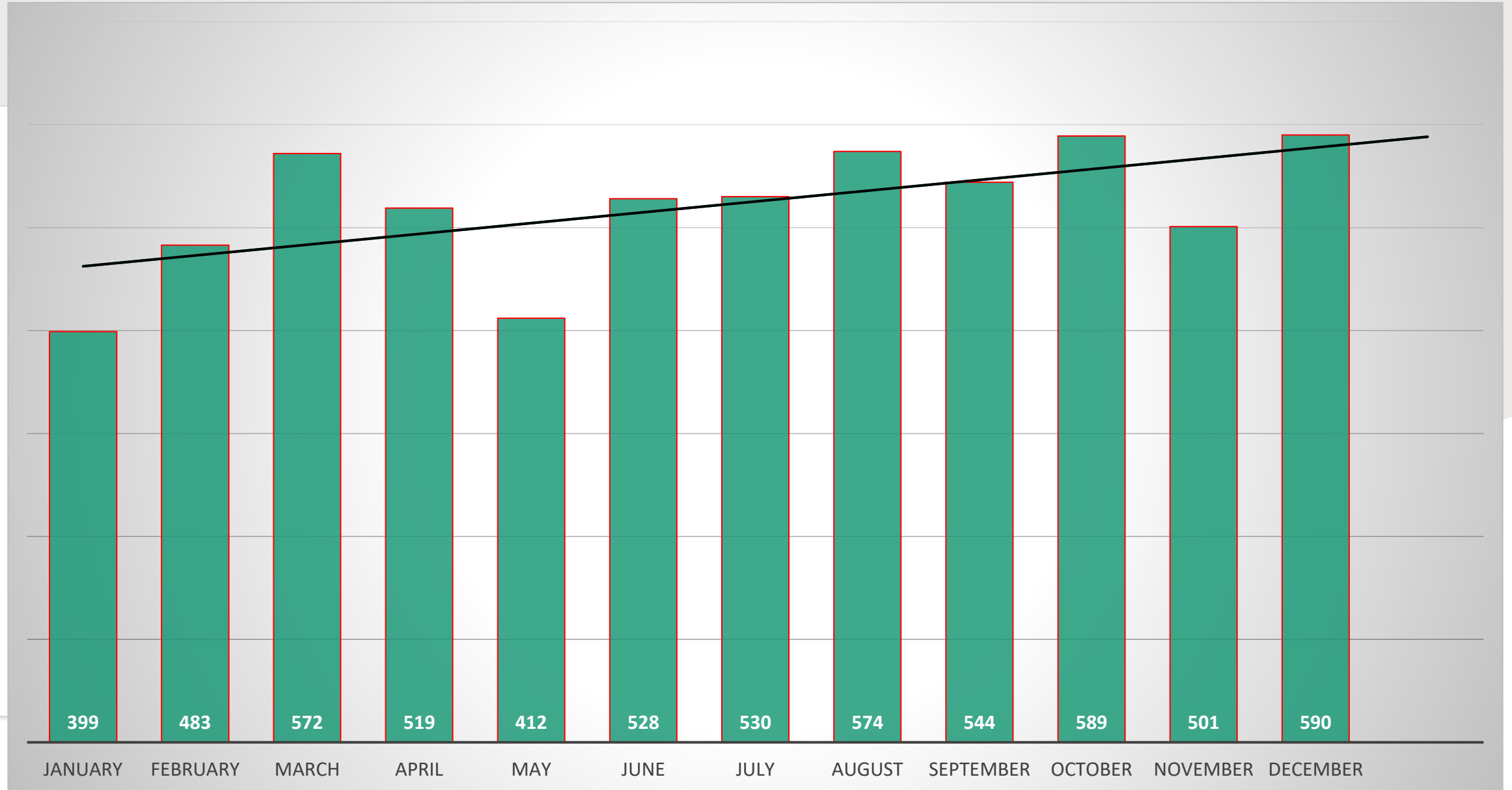
# INCIDENTS BY THE HOUR OF THE DAY

Our peak hours for dispatched incidents were between the hours of 9:00AM and 6:00PM. Statistically, both the weekday and daytime response increase correlates to the substantial rise in the daytime population influx within the township.





# HOURS PER MONTH

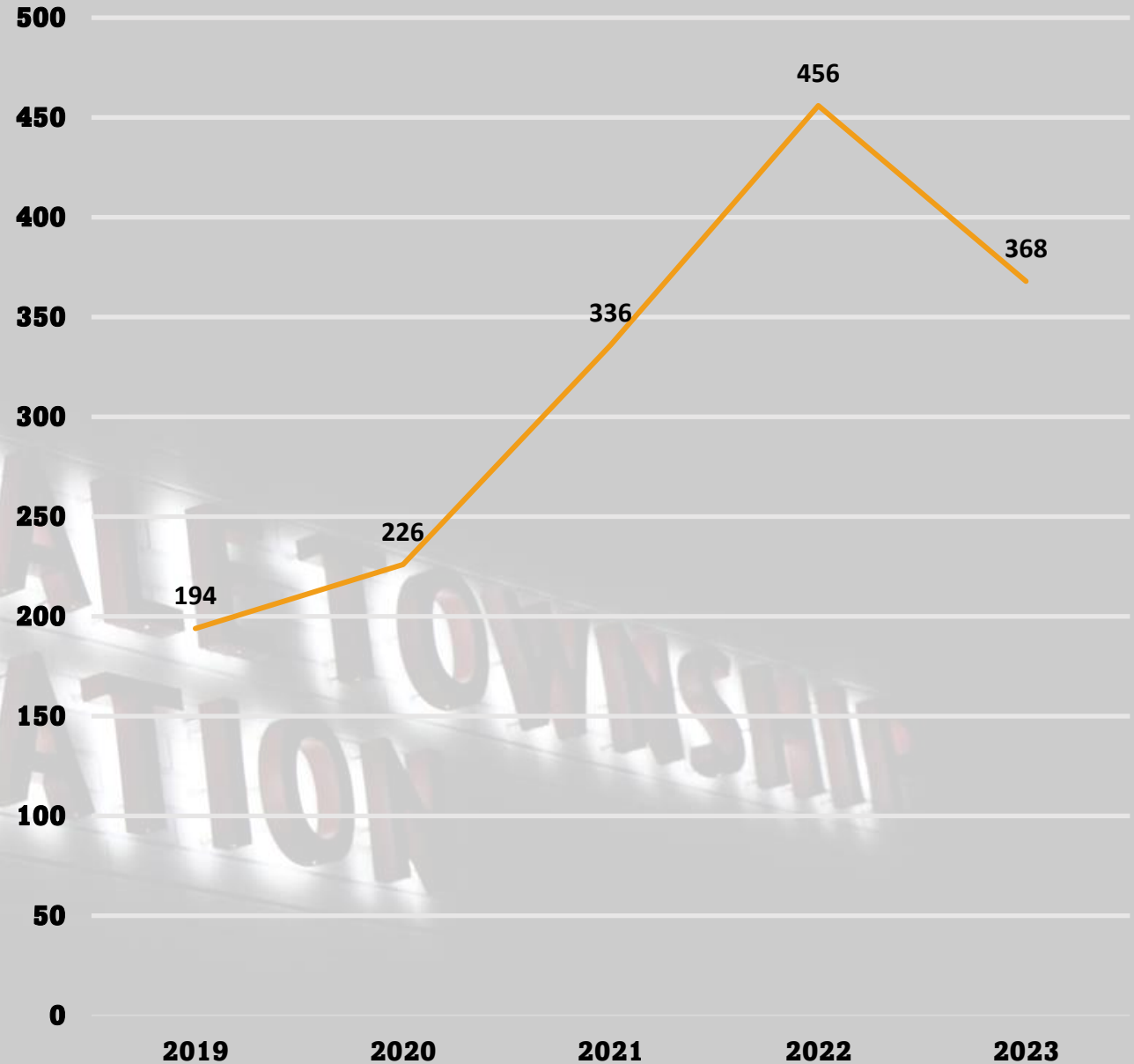


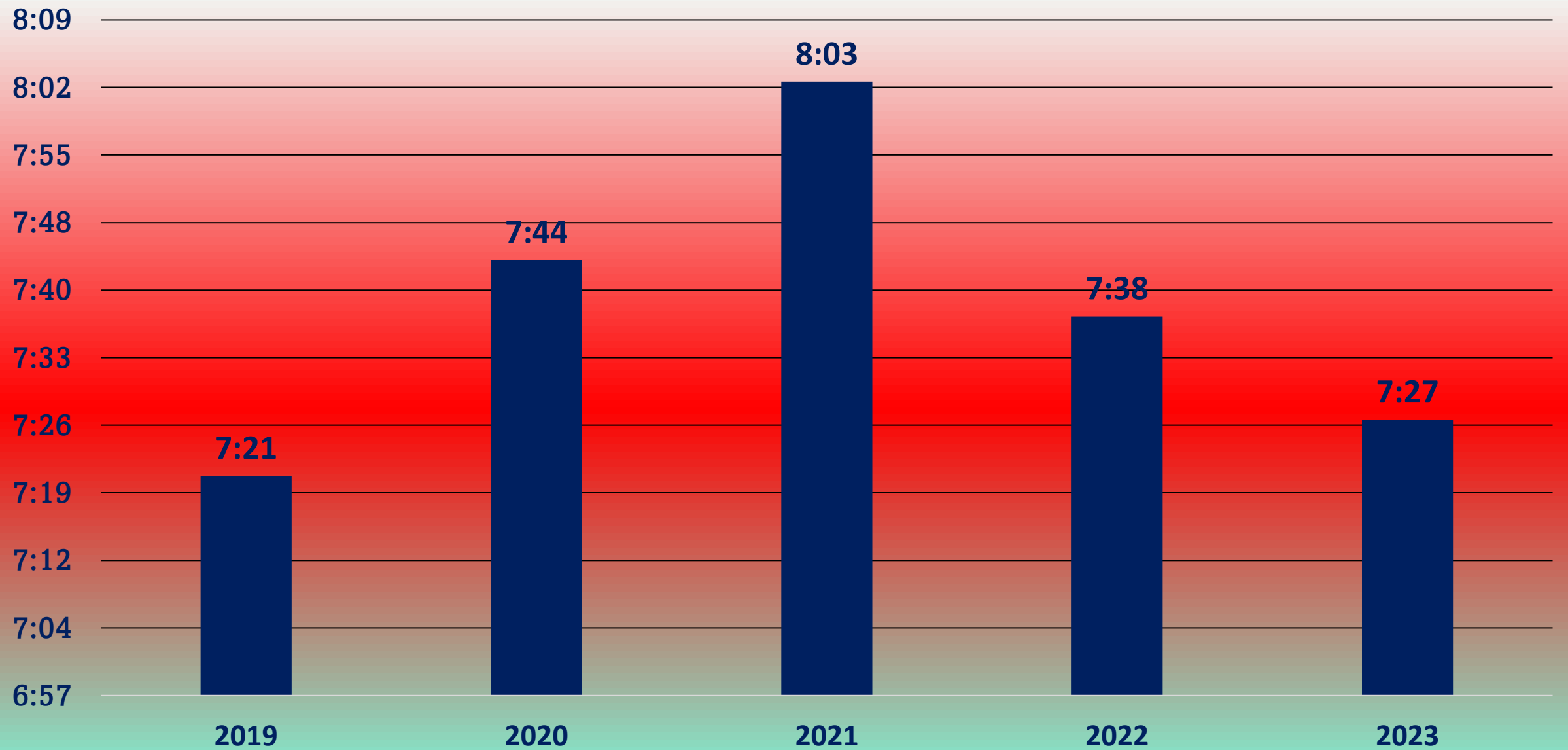


# OVERLAPPING INCIDENTS

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

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





**DISPATCH TO ARRIVAL TIME**

# AUTOMATIC & MUTUAL AID



**Mutual Aid Agreements facilitate the sharing of fire service resources and ideas to provide members with a trained, equipped, and coordinated response for all hazards.**



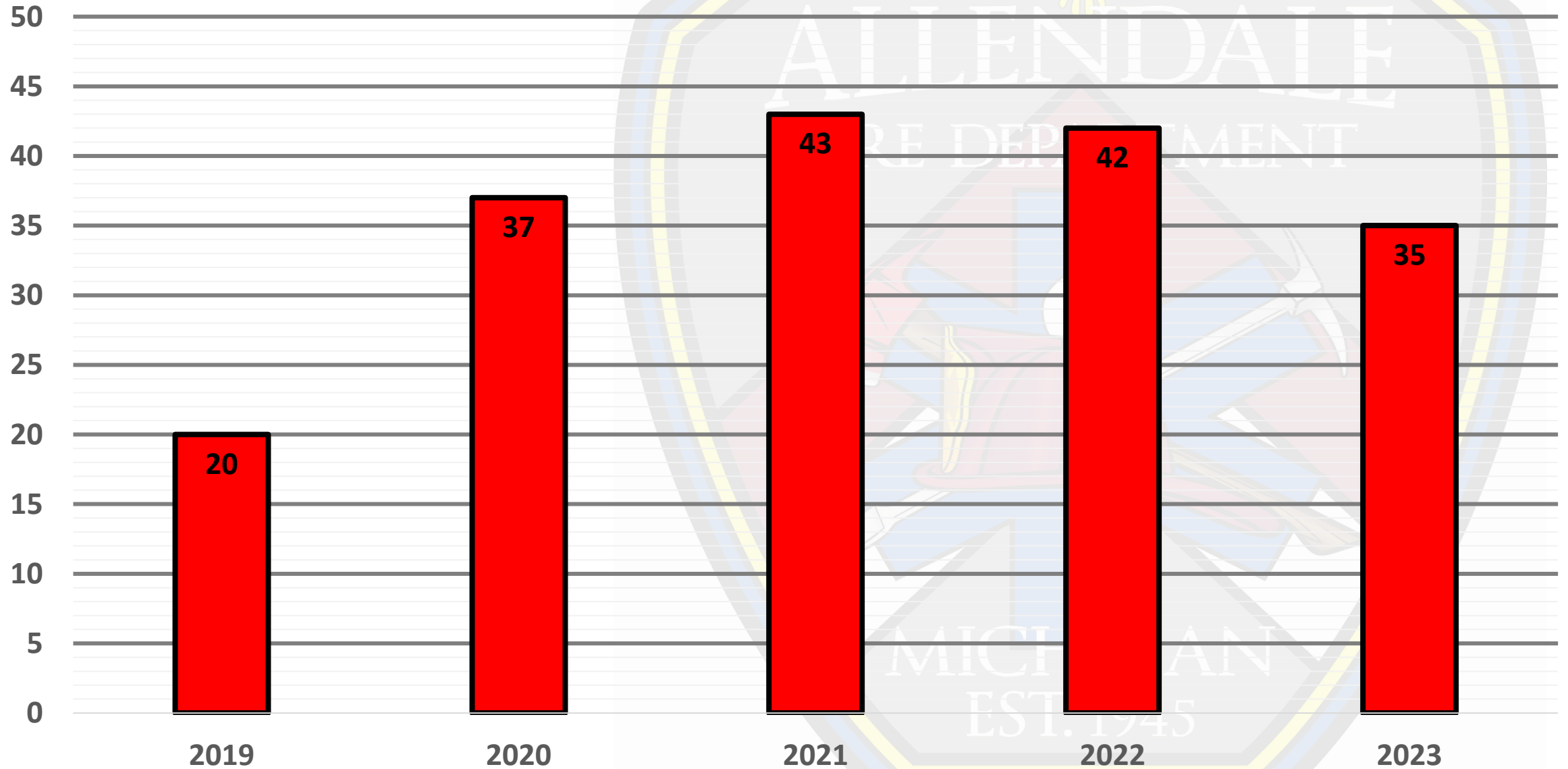
**The department either receives Automatic Aid, which is dispatched at the same time Allendale receives the call or Mutual Aid is when asked for after initial dispatch.**

**Allendale Fire receives Automatic Aid from four main departments, Blendon, Coopersville, Georgetown and Marne (Wright / Tallmadge) Fire.**

**This is often necessary while that department is committed to a fire, to facilitate backup coverage in the event there are any additional fire dispatches in that community.**

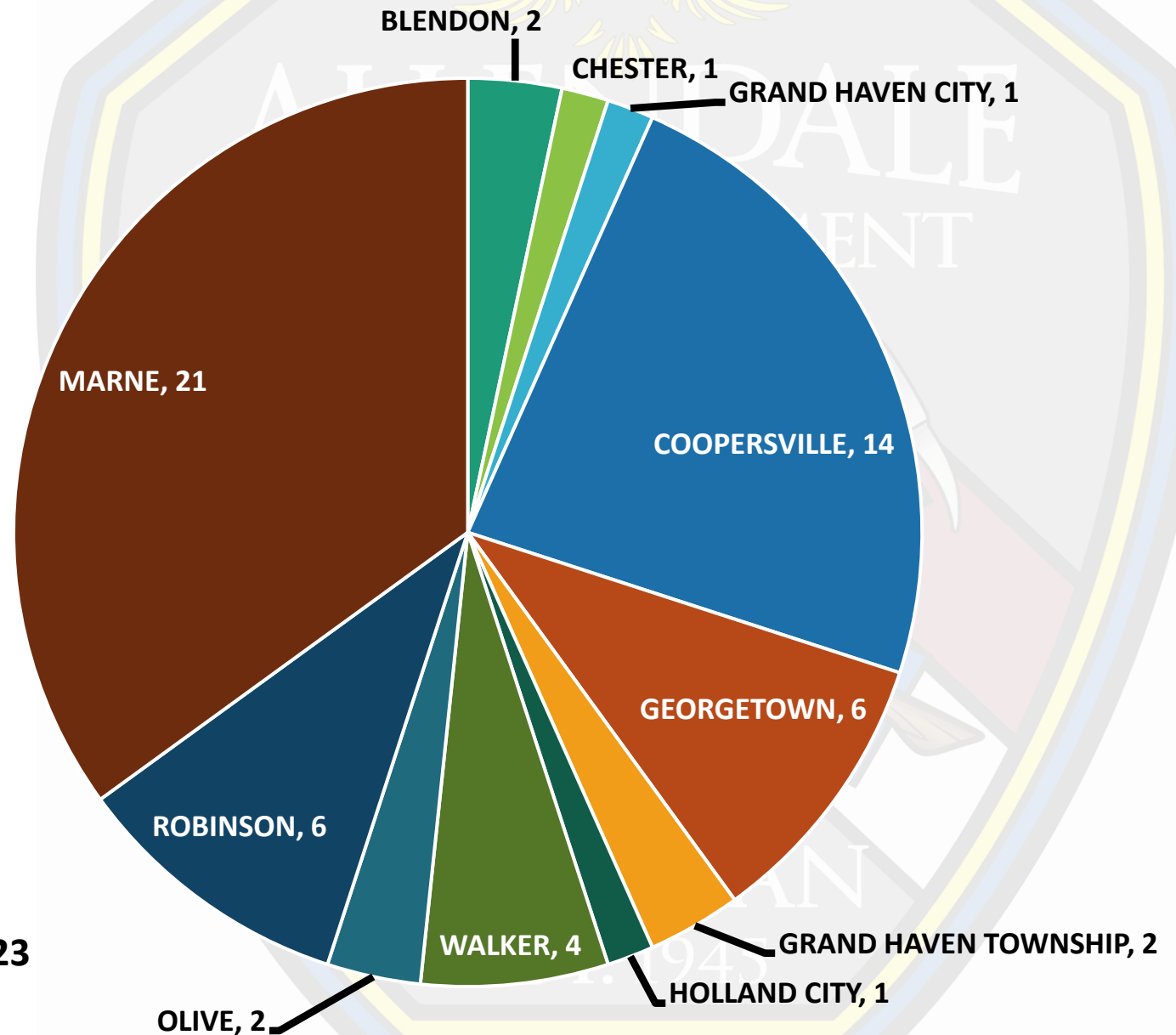
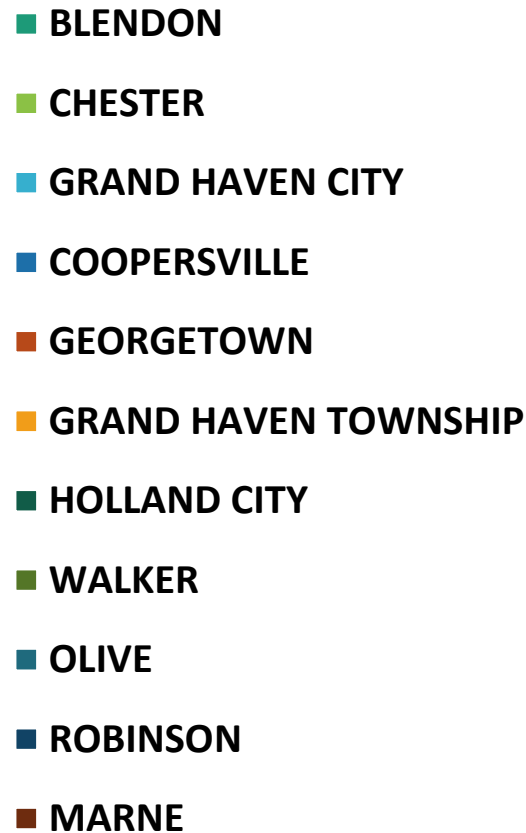
**In 2023, these requests for assistance saw members of the AFD operating on the scene at fires, providing equipment and personnel to other communities.**

# ALLENDALE AUTOMATIC / MUTUAL AID RECEIVED





# ALLENDALE AUTOMATIC / MUTUAL AID GIVEN



Allendale assisted other agencies 60 times in 2023

# 2023 Fire Prevention Year-in-Review

FF. Dillon Reeder

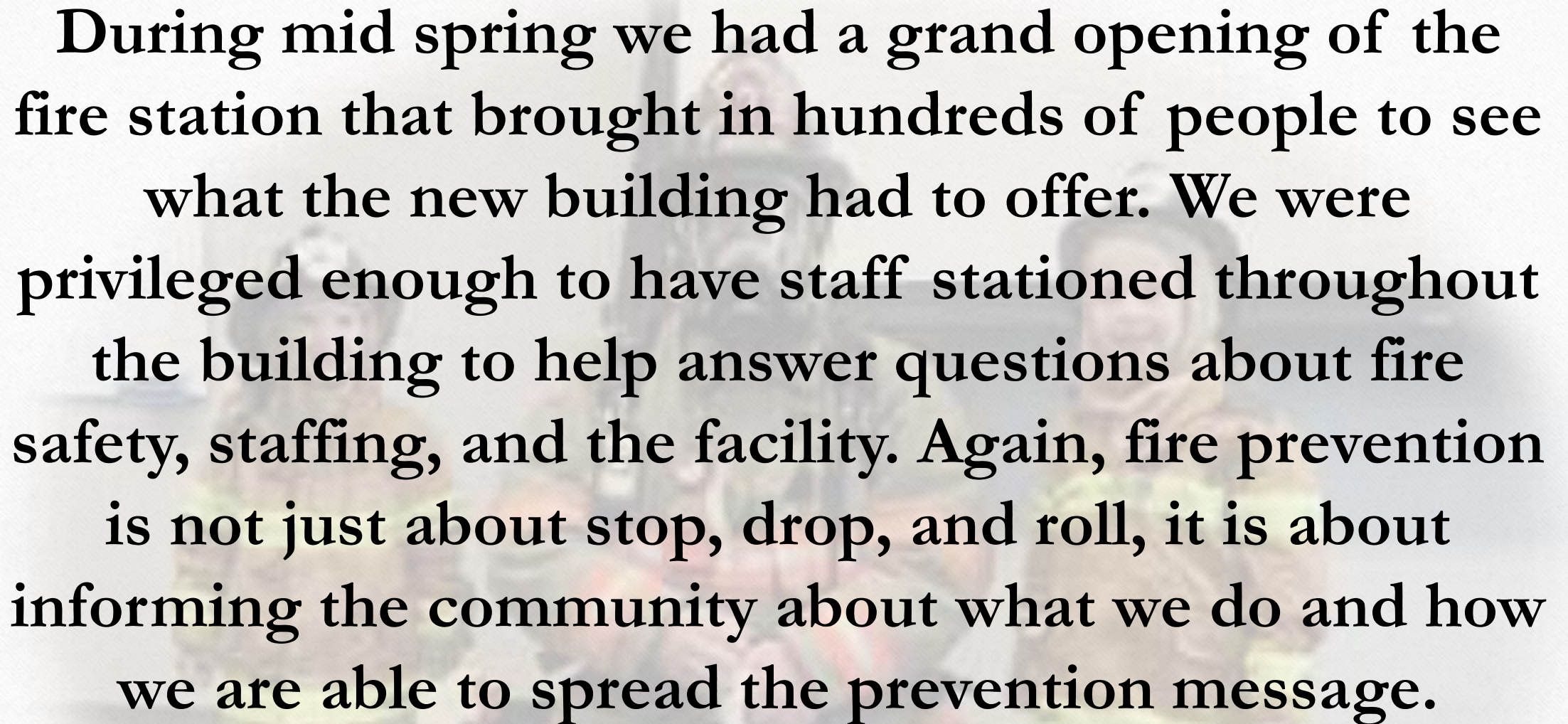


Over the past calendar year Allendale Fire had the benefit of moving into a new fire station, which would not have happened without the overwhelming support from our community. Being able to function out of such a wonderful facility gives us the opportunity to continue our goal of educating all walks of life about fire safety and as well as good safety habits that carry over into everyday life.



Beginning in March and through April we had the privilege of having students from multiple schools come through our new station and learn all about fire safety through storytelling and group participation in games and even a tour of our trucks and facility. Lots of great questions were asked and we had a lot of fun interacting with some of the youth in our community.



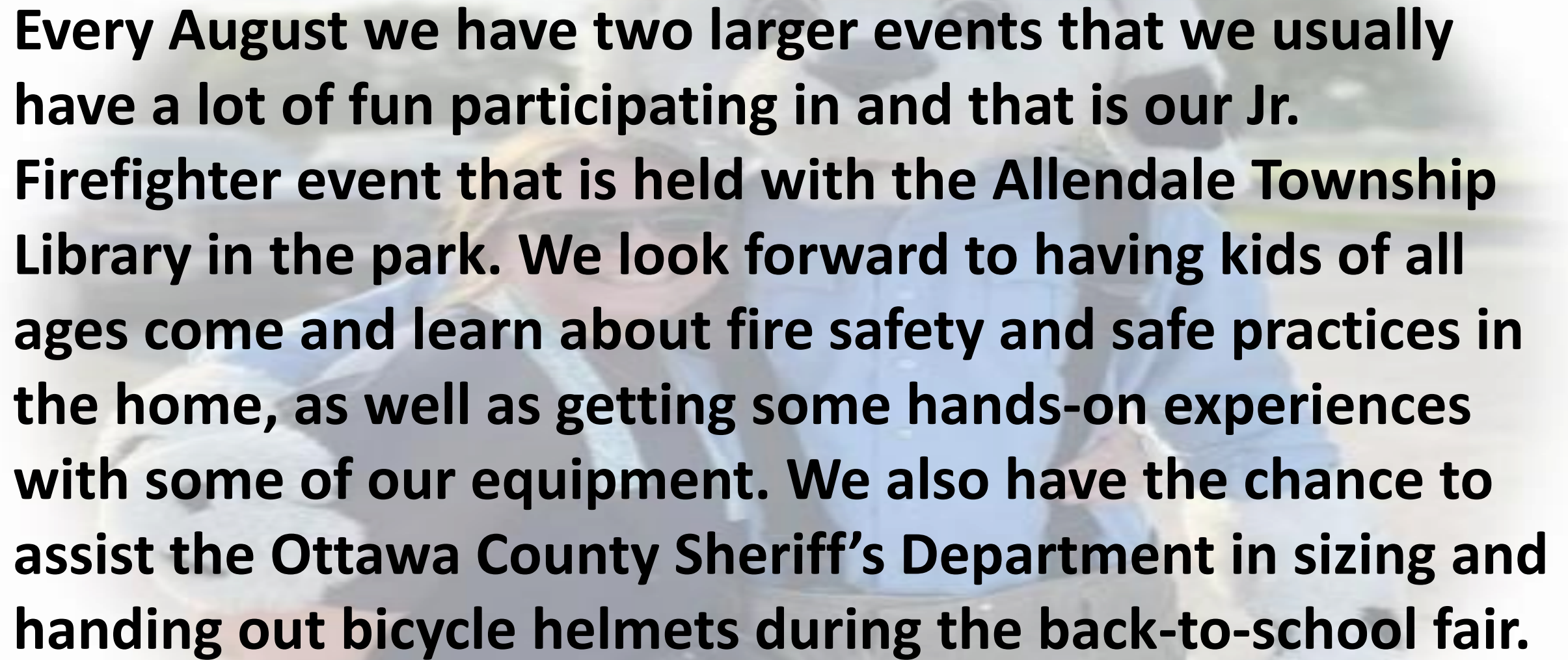


During mid spring we had a grand opening of the fire station that brought in hundreds of people to see what the new building had to offer. We were privileged enough to have staff stationed throughout the building to help answer questions about fire safety, staffing, and the facility. Again, fire prevention is not just about stop, drop, and roll, it is about informing the community about what we do and how we are able to spread the prevention message.

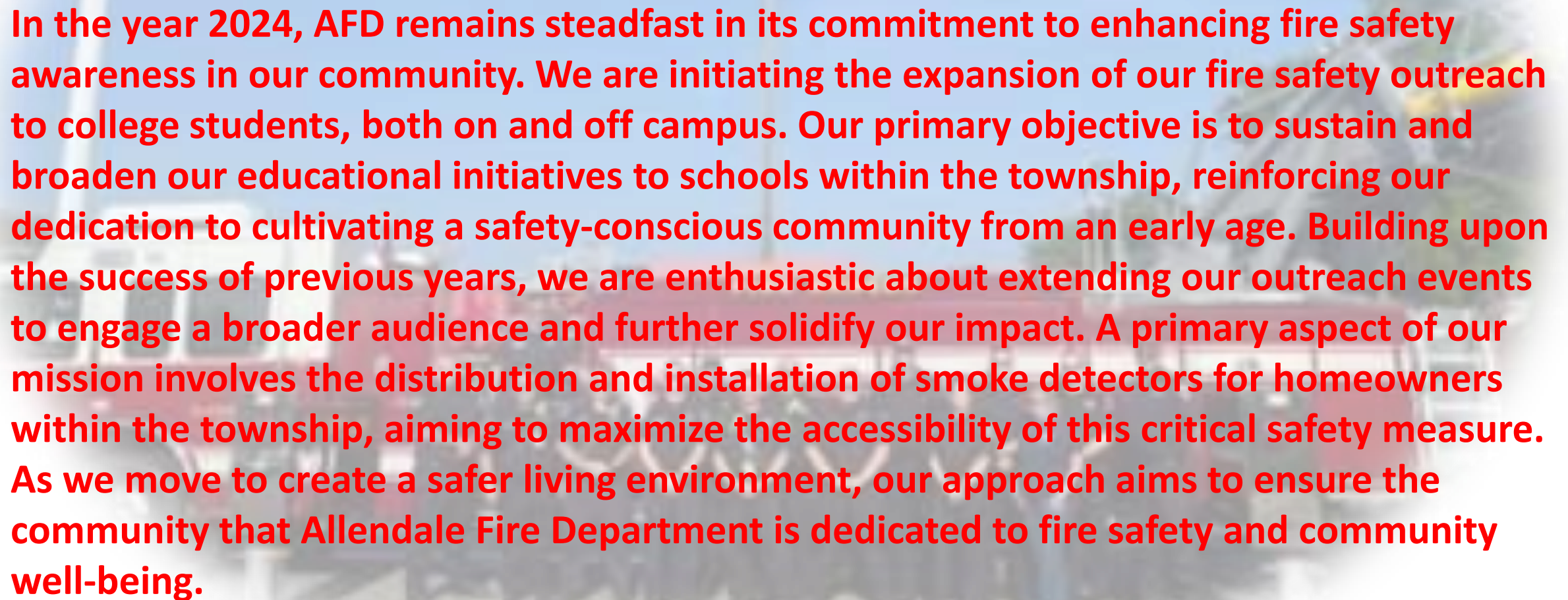
A favorite, long-time Allendale Fire tradition is spending the afternoon at Grand Valley State University with athletes from the Mary Free Bed Wheelchair Sports Camp. This event is something that many members look forward to each year. If you ever have the opportunity to attend this event, you should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








**Every August we have two larger events that we usually have a lot of fun participating in and that is our Jr. Firefighter event that is held with the Allendale Township Library in the park. We look forward to having kids of all ages come and learn about fire safety and safe practices in the home, as well as getting some hands-on experiences with some of our equipment. We also have the chance to assist the Ottawa County Sheriff's Department in sizing and handing out bicycle helmets during the back-to-school fair.**

The background of the image is a blurred photograph. On the left, a white street lamp is visible. In the center and right, a red fire truck is partially visible, parked on a street. The scene is set outdoors with trees and a clear sky in the background.

In the year 2024, AFD remains steadfast in its commitment to enhancing fire safety awareness in our community. We are initiating the expansion of our fire safety outreach to college students, both on and off campus. Our primary objective is to sustain and broaden our educational initiatives to schools within the township, reinforcing our dedication to cultivating a safety-conscious community from an early age. Building upon the success of previous years, we are enthusiastic about extending our outreach events to engage a broader audience and further solidify our impact. A primary aspect of our mission involves the distribution and installation of smoke detectors for homeowners within the township, aiming to maximize the accessibility of this critical safety measure. As we move to create a safer living environment, our approach aims to ensure the community that Allendale Fire Department is dedicated to fire safety and community well-being.



A portrait of Captain Tony Dolce, a middle-aged man with a mustache and glasses, wearing a dark blue fire department uniform. He is smiling slightly. To his left is a flag with red and white stripes and a gold fringe. The background is a plain, light-colored wall.

**In 2023 Allendale  
inspectors worked to  
ensure the safety of  
Allendale's residents  
and business. The  
limited violations  
show business in  
Allendale are making  
safety a priority.**

**Captain Tony Dolce  
Business Fire Inspector**

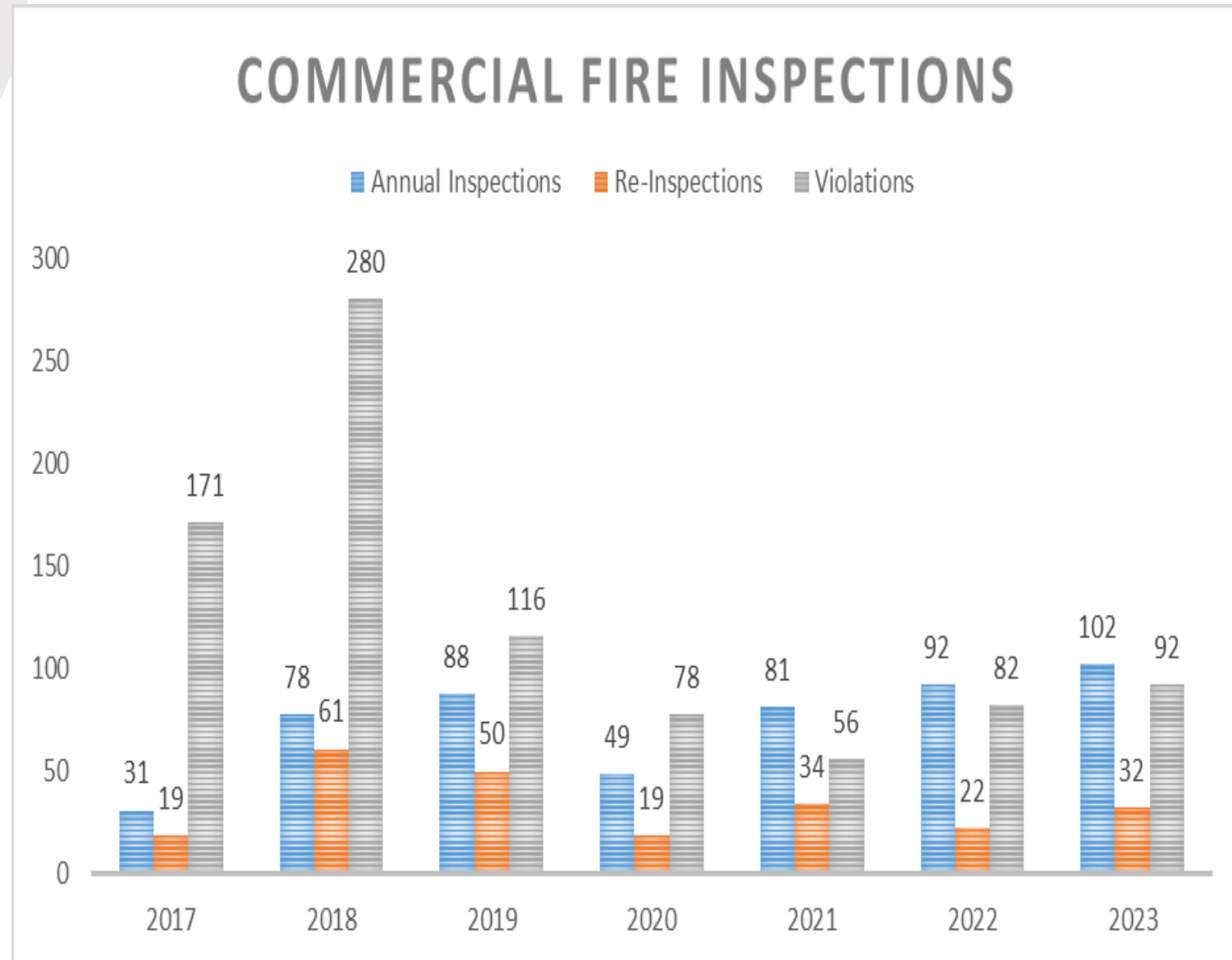


In 2023 Allendale Fire elected to upgrade to the 2021 International Fire Code with the Allendale Twp Board approval. Allendale Fire was using the 2012 International Fire Code. Two big reasons for the change to the new code are.

1. **Safety Improvements:** Newer versions of building codes often incorporate lessons learned from past events, technological advancements, and research. The 2021 IFC includes updates to how we handle things like lithium battery storage and usage.
2. **Legal and Regulatory Changes:** Changes in law, regulations or legal standards may prompt new codes. These changes could be driven by local, state, or federal authorities. Since the last code cycles marijuana has become legal in MI and we now have codes on how and where this product can be stored or grown. After Covid we have also struggled with code to enforce problems with outside eating areas. The 2021 code helps with outdoor propane heaters.



• During 2023, ten plan reviews were completed on commercial buildings. Six subdivisions went thru the plan review process totaling 160 possible new single-family home lots to be added in 2024. Plan review was done for three possible single family rental projects to be built in Allendale. Plan review continues to be very important to ensure new projects are safe for the community and Firefighter.





# **RENTAL INSPECTOR LT. KYLE GARLANGER**

## **2023 Rental Inspection Program Review**




As Allendale continues to grow, so does our need to identify more efficiencies in our programs. This past year, our rental housing department streamlined registration, invoicing, and inspections under one platform. Though we had a few hiccups along the way, the updates to the program will significantly benefit us in the long run.

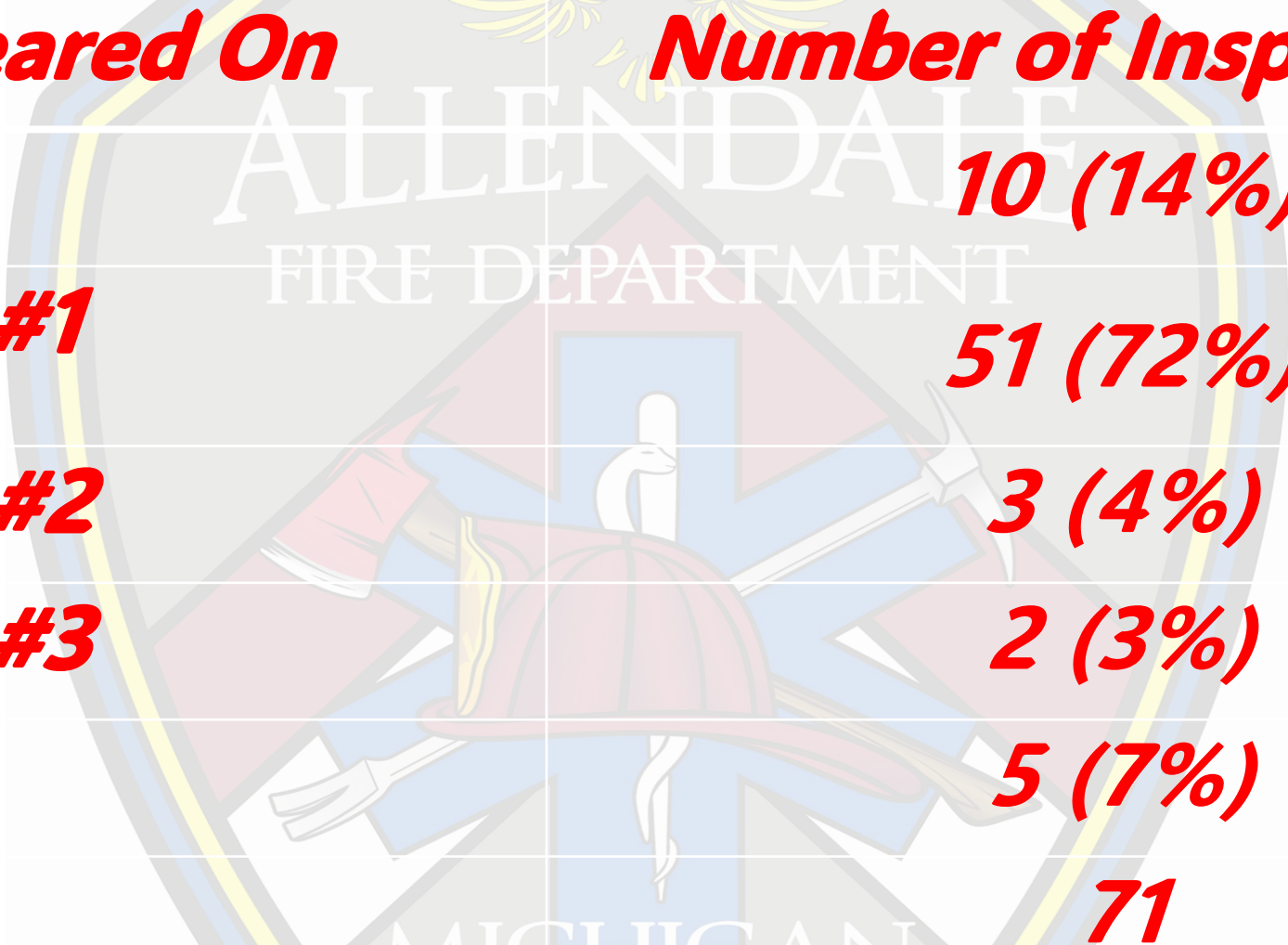


Over the past few years, we've made considerable changes to the rental housing program. During these times we've benefitted not only from our strongly committed team, but also the backing of our community. Without that kind of support, we would have not reached our goals set for 2023. As we move into 2024, we continue to strive for nothing less than excellence and will continue to evolve with the needs of the township.

Total number of Initial Inspections	Total number of Units Inspected
71	761

Violation Category		Total number of violations cleared
Smoke Alarm	118	
Electrical	140	
Structural	64	
Other	144	
TOTAL	466	

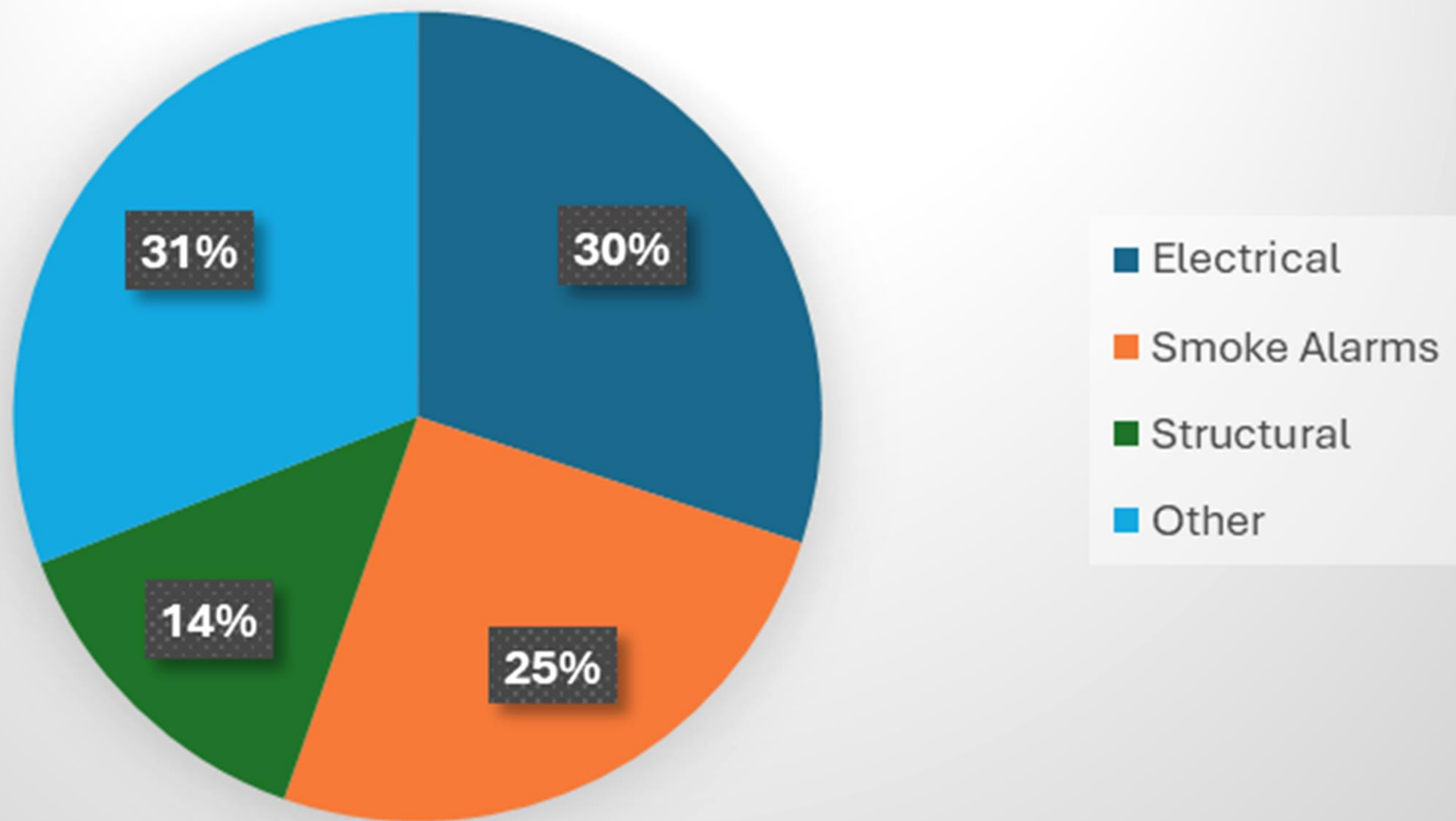




<i><b>Violations Cleared On</b></i>	<i><b>Number of Inspections</b></i>
<i><b>Original Visit</b></i>	<i><b>10 (14%)</b></i>
<i><b>Reinspection #1</b></i>	<i><b>51 (72%)</b></i>
<i><b>Reinspection #2</b></i>	<i><b>3 (4%)</b></i>
<i><b>Reinspection #3</b></i>	<i><b>2 (3%)</b></i>
<i><b>Open*</b></i>	<i><b>5 (7%)</b></i>
<i><b>TOTAL</b></i>	<i><b>71</b></i>

**\*Open due to weather pending repairs or Certificate of Compliance is being held.**

# 2023 Violations

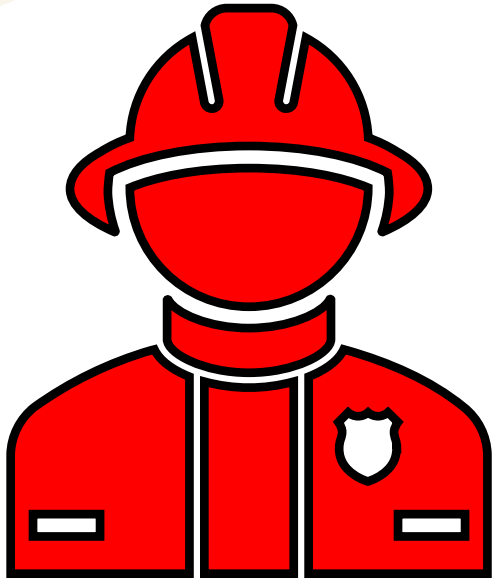


# 2023 Training Report



## LT. Scott Harkes



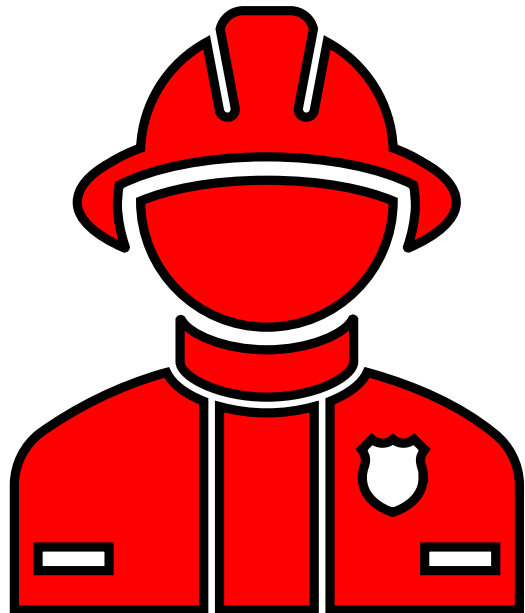


**Allendale Fire Department has always put training as its highest priority. Our department continually sees the effects of this training with our performance on emergency incidents. It is important for a department to have a high-quality training program to prepare its members for any type of emergency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

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



Allendale hosted the Ottawa Co. Fire Academy again in 2023. Students from 16 different departments around the county took part in the 295-hour course. Allendale Fire Department had two students in the 2023 Fire Academy. A large benefit to hosting the Fire Academy is that it still allowed for several of our members to teach and brush up on their basic firefighting skills.



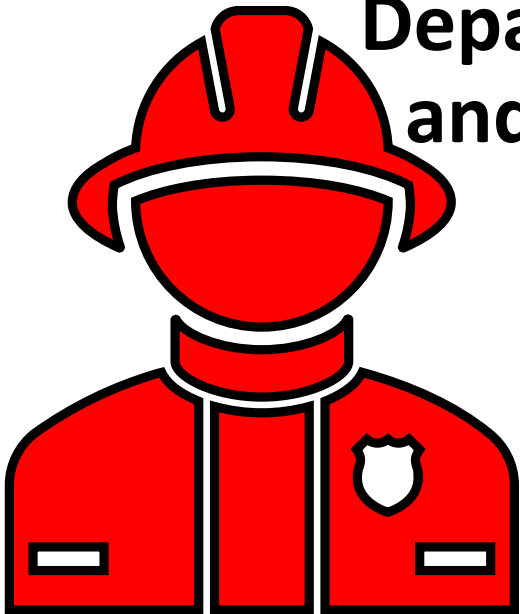
In October of 2022, the Michigan Firefighter Training Council (MFFTC) approved Continuing Education Credits for all Firefighters, Fire Officer, and Fire Instructors. Every three years, Firefighters must complete a minimum of 30 hours of continuing credits ranging from all topics covered in firefighting. Fire Officers must complete an additional 15 hours of Officer Training, along with Fire Instructors an additional 15 hours of teaching. This adds a great deal of documentation for the department, along with time for all our members.

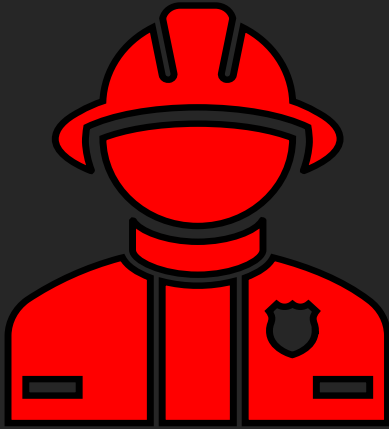
During the year we trained not only in refreshing our basic firefighting and medical skills, but also learning new techniques as well. On a larger scale, members participated in a Mass Casualty incident with several other local departments at GVSU. Members also took part in the annual active assailant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

**Allendale hosted several local fire departments throughout the spring and early summer in the “Live Fire” training center.**

**Departments from various departments in Muskegon, Kent and Ottawa Co. came out to use the training center. Our**

**members hosted these events, which is a great way for us to help, and work with our local mutual aid departments.**





In 2024 the department is working on adding improvements to the Training Center. We are looking to diversify the building to have it meet more of our training needs as getting a real building to work with is becoming more difficult. We also have several new members who will be completing their Probationary Fire Training and becoming full members. We are adapting to the changes from the MFFTC and look forward to the training opportunities ahead.

## Regular Department Training Sessions

**Fire**

701.75 hrs.

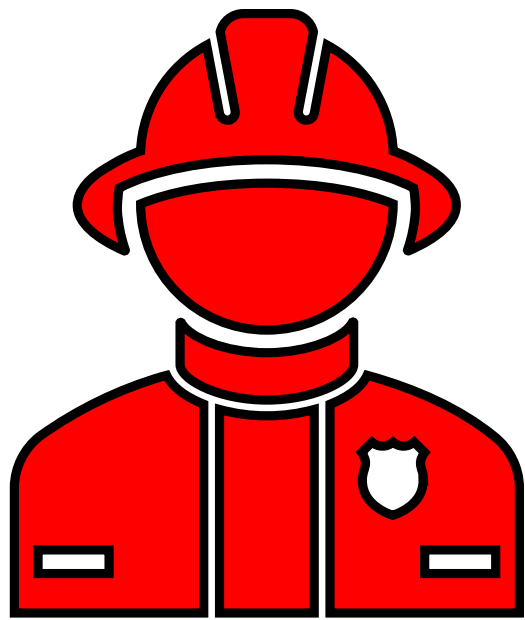
**Medical**

391 hrs.

**TOTAL**

1,092.75 hrs.

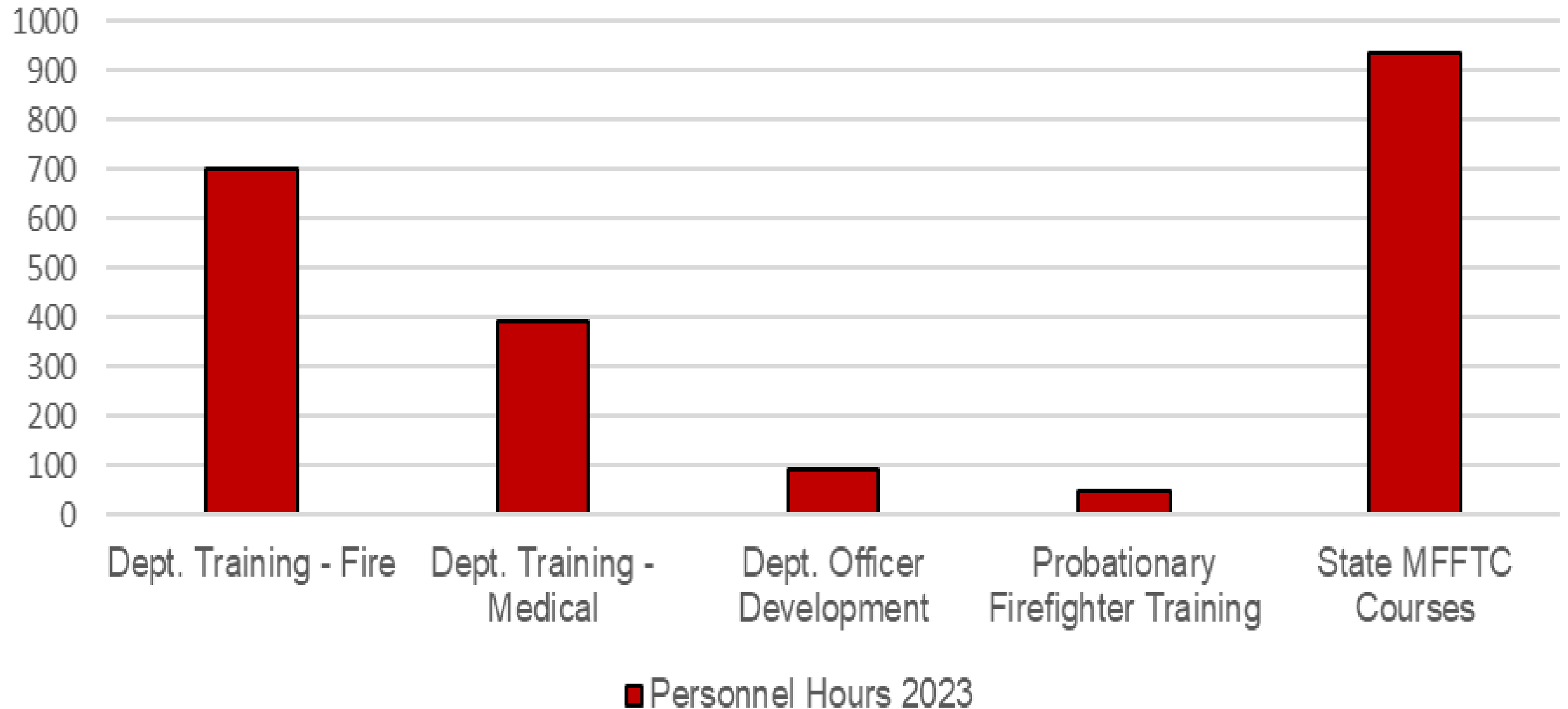
Department Officer & Trainee Training	
Officer Development	92.5 hrs.
Probationary Firefighter Training	48.0 hrs.
TOTAL	140.5 hrs.



State MFFTC Courses	
Fire Academy	606 hrs.
Medical (MFR & EMT)	0 hrs.
Fire Officer & Instructor	210.5 hrs.
Other	118 hrs.
TOTAL	934.5 hrs.
2023 TOTAL – 1,115.5 hrs.	



# 2023 Training Hours by Training Type



# FREQUENTLY ASKED QUESTIONS & ANSWERS

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

**You will have to file FOIA request with the Township Clerk. FOIA request forms can be found on the township web page at. <https://www.allendale-twp.org/index.php/how-do-i-submit/freedom-of-information-act-request>**

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

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

# FREQUENTLY ASKED QUESTIONS & ANSWERS

- How do I get a burn Permit?

Homeowner permits are only issued for the months of December, January, and February. Permit valid for up to four (4) consecutive days starting on the stated intended day of burn. NO PERMITS may be issued more than three (3) days in advance.

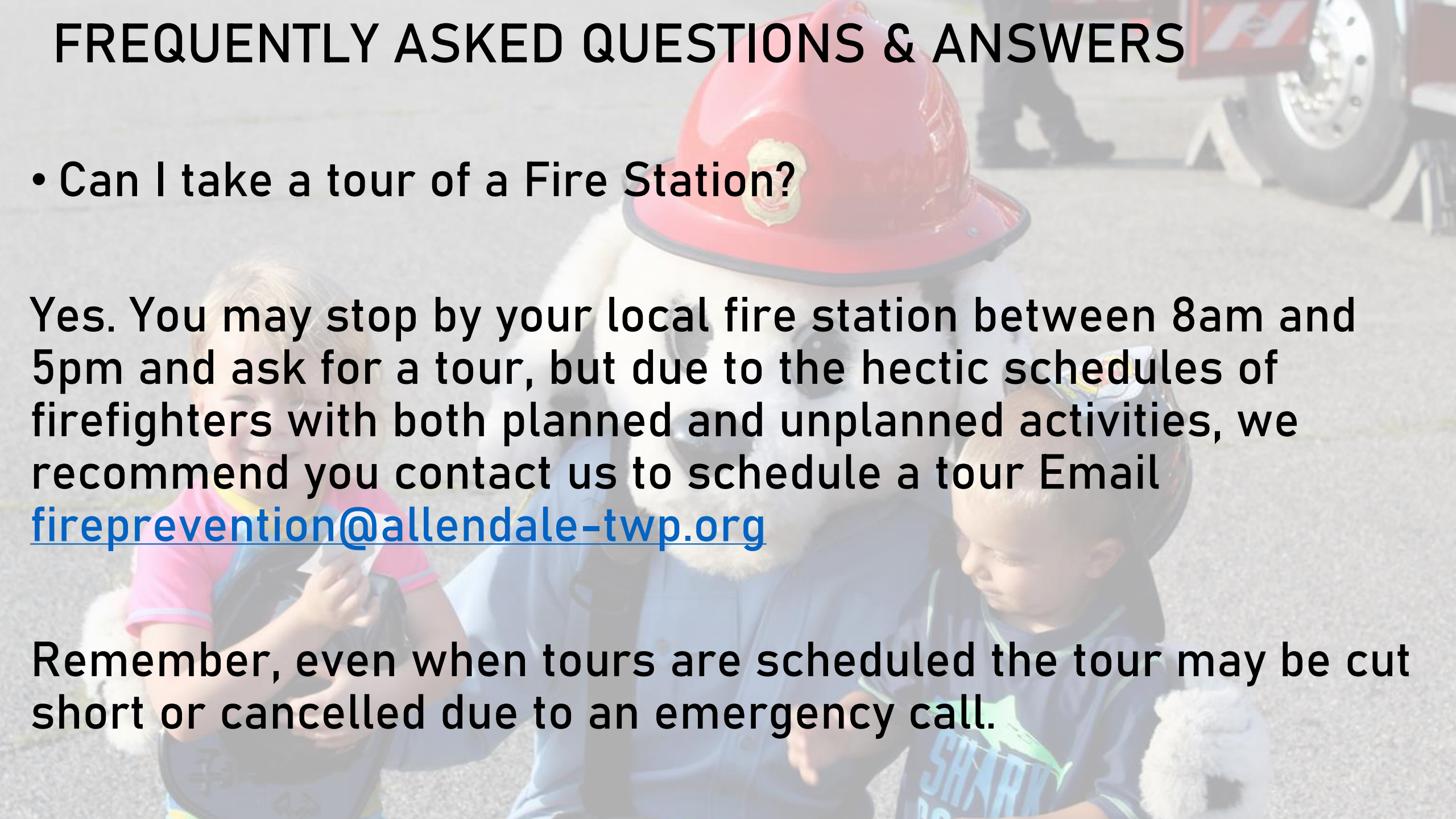
Permits MUST be issued before actual burning. Walk in permits are available Monday through Friday during normal business hours, 8am to 5pm.

Electronic permits may be filled out any time. If you would like a permit for holidays and weekends, the form must be completed by 3:00pm on the Friday before. ALL PERMITS submitted electronically MUST be signed by the Fire Chief or his designee prior to burning.

An approved paper copy must be on hand during burning. Failure to comply with burn permit rules, you may be subject to a civil infraction as described in Ordinance 1996-2 amended with Ordinance 1997-9



# FREQUENTLY ASKED QUESTIONS & ANSWERS



- Can I take a tour of a Fire Station?

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

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



# FREQUENTLY ASKED QUESTIONS & ANSWERS

- Do you need a Smoke or Co detector?

The fire department will come check everything out in your home. We will give guidance to where detectors should be located within your home.

We will install the proper needs for your home while on site

It only takes a little paperwork to do this. The best part is we do this for FREE and the detectors are FREE

Contact [fireprevention@allendale-twp.org](mailto:fireprevention@allendale-twp.org)

# FREQUENTLY ASKED QUESTIONS & ANSWERS

- How can I ask a question of the fire department?
- 

If you have a question for the department, fire, emergency medical safety, smoke detectors, open burning or anything else that we may be able to assist you with, I encourage you to call us at 616-892-3121 email Chief Keefe at

[mikekeefe@allendale-twp.org](mailto:mikekeefe@allendale-twp.org)



**Resolution 2024-06**  
**LIBRARY FEE SCHEDULE**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on March 25, 2024.

Present:

Absent:

The following resolution was offered:

Motion by xx supported by xx

WHEREAS: Fee Schedules are set by the Allendale Charter Township Board of Trustees; and

WHEREAS: the Township Board of Trustees deems it advisable to adopt, by resolution, the revised Library Fee Schedule.

NOW THEREFORE BE IT RESOLVED that the Library Fee Schedule as prescribed is repealed.

BE IT FURTHER RESOLVED that the Library Fee Schedule attached hereto as Exhibit A is hereby adopted. The effective date of the Library Fee Schedule is March 25, 2024; and shall remain in effect until it is amended or replaced.

YEAS:

NAYS:

ABSENT:

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

Resolution declared adopted on March 25, 2024.

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Jody L. Hansen  
Allendale Charter Township Clerk

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Adam Elenbaas  
Allendale Charter Township Supervisor

## Fines and Fees Schedule

Updated: March 2024



### Print Materials

<u>Item</u>	<u>Loan Period</u>	<u>Fine/Day</u>	<u>Maximum Fee</u>	<u>Replacement Cost</u>	<u>Limit/Card</u>	<u>Renew</u>	<u>Reservable</u>
Books	3 weeks	Fine Free	Fine Free	Cost of item	100	Yes	Yes
Book Club in a Bag	3 weeks	Fine Free	Fine Free	Cost of items	none	Yes	Yes
Lakeland Interloan Book	3 weeks	\$ 0.15	\$ 4.95	Cost of item	100	Yes	Yes
MeL Interloan Book	3 weeks	\$ 0.15	\$ 4.95	\$ 100.00	none	Yes	Yes
Periodicals	1 week	Fine Free	Fine Free	Cost of item	none	Yes	Yes

### Media Materials

<u>Item</u>	<u>Loan Period</u>	<u>Fine/Day</u>	<u>Maximum Fee</u>	<u>Replacement Cost</u>	<u>Limit/Card</u>	<u>Renew</u>	<u>Reservable</u>
Audiobooks	3 weeks	\$ 0.15	\$ 4.95	Cost of item	15	Yes	Yes
CD	3 weeks	\$ 0.15	\$ 4.95	Cost of item	15	Yes	Yes
DVD/Blu-Ray	1 week	\$ 0.15	\$ 4.95	Cost of item	15	Yes	Yes
DVD/Blu-Ray (NEW)	1 week	\$ 1.00	\$ 10.00	Cost of item	15	Yes	Yes
Video Game	1 week	\$ 0.15	\$ 4.95	Cost of item	15	Yes	Yes
Video Game (NEW)	1 week	\$ 1.00	\$ 10.00	Cost of item	15	Yes	Yes
Hoopla	Varying	N/A	N/A	N/A	5 per month	No	No
OverDrive/Libby	2 weeks	N/A	N/A	N/A	10	Yes	Yes

### Special Collections - May only be checked out on adult library card

<u>Item</u>	<u>Loan Period</u>	<u>Fine/Day</u>	<u>Maximum Fee</u>	<u>Replacement Cost</u>	<u>Limit/Card</u>	<u>Renew</u>	<u>Reservable</u>
All Items	1 week	\$ 1.00	\$ 10.00	Cost of item	1	No	No

Including but not limited to: game consoles, projector, record player, karaoke player, microscope, Cricut, Wi-Fi Hotspots

Launchpads	1 week	\$ 1.00	\$ 10.00	Cost of item	1	No	No
GRCM Pass	1 day	\$0.15	\$ 4.95	Cost of item	1	No	No

### Kits and Games

<u>Item</u>	<u>Loan Period</u>	<u>Fine/Day</u>	<u>Maximum Fee</u>	<u>Replacement Cost</u>	<u>Limit/Card</u>	<u>Renew</u>	<u>Reservable</u>
Juvenile Kits	Jun-Aug 7 1 week; Sept-May 3 week	\$ 0.15	\$ 4.95	Cost of item	No	Yes	Yes
Board Games	Jun-Aug 7 1 week; Sept-May 3 week	\$ 0.15	\$ 4.95	Cost of item	No	Yes	Yes

### Other Fees

Replacement Card	\$ 2.00
Missing Barcode/Security	\$ 1.00
Processing Fee	\$ 3.00
Non-Resident Card	\$ 25.00 per year
Fax	\$ 1.00 per page

### Case Replacements

DVD/Video/CD	\$2.00
Audiobooks	\$5.00

### Copy/Print B&W

Letter/Legal Single-Sided	\$ 0.15 per page
Letter/Legal Double-Sided	\$ 0.20 per page
11x17 Single-Sided	\$ 0.50 per page
11x17 Double-Sided	\$ 0.75 per page

### Copy/Print Color

Letter/Legal Single-Sided	\$ 0.25 per page
Letter/Legal Double-Sided	\$ 0.30 per page
11x17 Single-Sided	\$ 0.75 per page
11x17 Double-Sided	\$ 1.00 per page

Approved 10-7-21 at Library Advisory Board

Approved at Township Board 12-29-21

Approved at Township Board 3-25-2024