

Agenda for the
Allendale Charter Township Board Meeting
Monday, June 28, 2021, 7:00pm
Township Hall Auditorium

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Barb VanderVeen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the June 14, 2021 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the June 7, 2021 Planning Commission Meeting
 - Sheriff's Department May Monthly Report
- Public Hearings and Related Action Items
 - Metro Health Signage – University Park PUD Amendment
 - Resolution 2021-11
 - Mr. Burger – Walgreens PUD Amendment
 - Resolution 2021-12
- Public Comments (90 seconds)
- Guest Speakers
 - Department Head Update
 - Public Utilities
 - 2020 Annual Report
 - Student Project
- Action Items
 - Resolution 2021-13: Automated Clearing House (ACH) Policy
 - Resolution 2021-14: Credit Card Policy
 - Personnel Policy Updates
 - Fire Station Design and Bid Budget Amendment Request

- Intern Program Budget Amendments Request
- Allendale Chamber Membership Directory Budget Amendment Request
- Resolution 2021-15: Curry Drain Repairs
- Hiring Recommendation: Library Position
- Discussion Items
 - 1st Reading: Zoning Text Amendments – Tree Preservation, Waste Disposal Facilities and Building Appearance
 - Approve, Disapprove, Refer back to PC for edits
 - IT RFP Update/Recommendation
 - Rehmann Technology
 - Recurring Cost
 - 2021 Budget Amendment Request
 - Office 365 Transition Support
 - Summary
 - Quote
 - Budget Amendment Request
 - ACT Park Driveway Budget Amendment Request
 - Principles of Governance
- Public Comments (60 seconds)
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Park Bandstand, located at 6676 Lake Michigan Drive, on Monday, June 14, 2021, at 7:00 p.m. and was called to order at 7:06 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Jeanine Gasper; Joshua Dean; Dawn Southwick; Roberta Harrison; Terry VanDyken; Mark Dalman; Holly Huber; David Morren; Doris Meyle-Koenig; Jeff Seaver; Lynn Belke; Cathy Seaver; Dianne Rozema; Cathy Schmidt; Mitch Kahle; Emily Nisper; Christina Berna; Ezekiel Chojnacki; Betsy Groendyk; John Scheid; Michell Lentz; Jeff Berdyck; Jerry O'Neal; Doug Door; News 3; Fred Meyle; Colton Hyble; Natasha Shepard; Lisa Feurzey; Tumaini Sango; Dianne Rozema; Jessica VanBlaricum-Miller; Tony Miller; Frank Belke; Rebekka DiPiazza; Barry Deters; Tara DeKryger; Shanda Marie; Carina Freeman; Cristian Bartolo and several other news outlets and unidentified guests.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-095 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 21-096 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 24, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$212,241.67 and the interim payments of \$7,924.43 as presented by the summary report for

May 26, 2021 – June 15, 2021.

3. To approve the waiver of the one-day vendor license fees for Ice Box Brand Ice Cream Bars and Mike's Concessions for the 4th of July activities in the park.
4. To approve and authorize the Supervisor to sign and process the fireworks permit/application with the Michigan Department of Energy, Labor & Economic Growth- Bureau of Fire Services. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the May 17, 2021 Planning Commission Meeting
3. Construction Update Pubic Utilities- Wastewater Treatment Plant
4. May Fire Department Report
5. Zoning Text Amendments

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale
2. Jeanine Gasper, Allendale
3. Dawn Southwick, Allendale
4. Roberta Harrison, Allendale
5. Terry VanDyken, Allendale
6. Mark Dalman, Allendale
7. Holly Huber, Muskegon
8. David Morren, Allendale
9. Doris Meyle-Koenig, Allendale
10. Jeff Seaver, Allendale
11. Lynn Belke, Allendale
12. Cathy Seaver, Allendale
13. Dianne Rozema, Allendale

14. Cathy Schmidt, Allendale
15. Mitch Kahle, Muskegon
16. Emily Nisper, Grand Rapids
17. Christina Berna, Allendale
18. Ezekiel Chojnacki, Allendale
19. Betsy Groendyk, Allendale
20. John Scheid, Allendale
21. Michelle Lentz, Allendale
22. Jeff Berdyck, Allendale
23. Jerry O'Neal, Allendale
24. Doug Door, Allendale

BOT 21-097 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

Mr. Elenbaas provided an overview of the statue thus far, including clarification of the Resolution that was adopted last year. He outlined the three different recommendations that the Garden of Honor Committee presented last month to the board. The board engaged in conversation on what action should be taken with the statue. They provided their opinions and stance on the topic. After discussion the following motions were provided:

BOT 21-098 Ms. Vander Veen moved to keep the Civil War statue, but to move it to a different location, specifically the Knowlton House Museum; and to repair it; and add information that explains the artists intent and the history of the statue in a QR code format. The motion failed as shown by the following votes:

YEAS: Ms. Vander Veen and Mr. Elenbaas. (2)

NAYS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Zeinstra (5)

BOT 21-099 Mr. Murillo moved to keep the statue in its current location; and to have it repaired. The motion passed as shown by the following votes:

YEAS: Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra, Ms. Hansen and Mr. Murillo. (5)

NAYS: Ms. Vander Veen and Mr. Elenbaas. (2)

The board requested Mr. Elenbaas research costs associated with adding additional statues to the Garden of Honor.

Mr. Elenbaas called a ten-minute recess at 8:45 p.m.

The meeting resumed at 8:56 p.m.

Discussion Items- None

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale
2. Jerry O'Neal, Allendale
3. Ezekiel Chojnacki, Allendale
4. Lisa Feurzeig, Allendale
5. Cathy Seaver, Allendale
6. David Morren, Allendale
7. Michelle Lentz, Grand Haven
8. Jessica Miller, Allendale
9. Rebekka DiPiazza, Allendale
10. Barry Deters, Grand Haven
11. Emily Nisper, Grand Rapids
12. Holly Huber, Muskegon
13. Mitch Kahle, Muskegon
14. Tara DeKryger, Allendale
15. Shanda Marie, Allendale
16. Christina Berna, Allendale
17. Betsy Groendyk, Allendale
18. Cristian Bartolo, Allendale

BOT 21-100 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen clarified that her intent on the motion of moving the statue to the Knowlton House Museum was to have it out in the open and not to hide it (as was suggested during public comment).

BOT 21-101 Mr. Vander Wall moved to adjourn at 9:22 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 06/16/2021 - 06/29/2021
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Department: 000.000

FLEIS & VANDENBRINK ENG'G INC	JMM/46TH AVE SLU SAND MINING	116.25	JMM/46TH AVE SLU SAN
FLEIS & VANDENBRINK ENG'G INC	MINI STORAGE DEPOT-64TH ST LLC	27.00	MINI STORAGE DEPOT-6
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	48.37	HIGHPOINT REAL ESTAT
FLEIS & VANDENBRINK ENG'G INC	5015 WARNER SAND MINING	135.00	5015 WARNER SAND MIN
FLEIS & VANDENBRINK ENG'G INC	DEWPOINTE WEST 4	603.00	DEWPOINTE WEST 4
FLEIS & VANDENBRINK ENG'G INC	MR. BURGER-WALGREENS PUD	483.00	MR. BURGER-WALGREENS
FLEIS & VANDENBRINK ENG'G INC	ALLENDALE CHRISTIAN EXPANSION-	686.25	ALLENDALE CHRISTIAN
FLEIS & VANDENBRINK ENG'G INC	KENNEDY LAKES 2	193.75	KENNEDY LAKES 2
FLEIS & VANDENBRINK ENG'G INC	ESCROW-PLACID WATERS 3	27.00	ESCROW-PLACID WATERS
FLEIS & VANDENBRINK ENG'G INC	MAPLE POND/ALLENDALE PLACE PUD	162.00	MAPLE POND/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	M45 LLC GAS STATION	465.60	M45 LLC GAS STATION
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	96.74	HIGHPOINT REAL ESTAT
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	409.85	COURT ORDER PAYABLE
Total: 000.000		3,453.81	

Department: 100.000 Water

ACTION INDUSTRIAL SUPPLY COMPANY	Safety Equipment	82.25	Safety Equipment
AGILE SAFETY LLC	SUPPLIES-MISC	55.00	SUPPLIES-MISC
APPLIED IMAGING	Contracted Services	196.09	Contracted Services
BILL PAYMENT CENTER	Electricity	87.30	Electricity
CINTAS CORPORATION #301	Contracted Services	207.01	Contracted Services
CREATIVE IMAGE DESIGNERS LLC	OFFICE SUPPLIES	41.10	OFFICE SUPPLIES
DTE ENERGY	Heat - Metering Station	210.32	Heat - Metering Stat
ETNA SUPPLY COMPANY	Meter Cost	2,275.00	Meter Cost
EXXONMOBIL PROCESSING CENTER	Gas & Oil	98.13	
FAMILY FARM & HOME INC	SUPPLIES-MISC	80.21	SUPPLIES-MISC
FLEIS & VANDENBRINK ENG'G INC	Professional Services	1,082.00	Professional Service
FLEIS & VANDENBRINK ENG'G INC	Maintenance	2,066.50	Maintenance
FRESH COAST LABEL LLC	OFFICE SUPPLIES	114.75	OFFICE SUPPLIES
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	372.05	Truck Maintenance
KUSTOM DEZINS LLC	SUPPLIES-MISC	72.50	SUPPLIES-MISC
LEICA GEOSYSTEMS INC	New Equipment	4,139.25	New Equipment
NOAH'S ARK LAWCARE	Maintenance	553.70	Maintenance
OTTAWA COUNTY PUBLIC UTILITIES	Water Cost	96,741.39	Water Cost
PRIORITY HEALTH	Employers Health Insurance	4,908.16	Employers Health Ins
RALPH MEYERS EXCAVATING INC	SUPPLIES-MISC	172.20	SUPPLIES-MISC
SECURALARM SYSTEMS INC	Contracted Services	262.80	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	194.09	OFFICE SUPPLIES
SMART BUSINESS SOURCE LLC	Miscellaneous	259.50	Miscellaneous
SPEED WRENCH INC	Truck Maintenance	213.89	Truck Maintenance
Total: 100.000 Water		114,485.19	

Department: 200.000 Sewer

ACTION INDUSTRIAL SUPPLY COMPANY	Sludge tank equipment	82.24	Sludge tank equipmen
AGILE SAFETY LLC	SUPPLIES-MISC	280.00	SUPPLIES-MISC
APPLIED IMAGING	Contracted Services	196.10	Contracted Services
AVENTRIC TECHNOLOGIES LLC	WWTP EXPANSION PHASE 1	1,075.00	WWTP EXPANSION PHASE
CHAD DOORNBOS	Dues	95.00	Dues
CINTAS CORPORATION #301	Contracted Services	207.01	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	7,174.87	Electricity
CREATIVE IMAGE DESIGNERS LLC	OFFICE SUPPLIES	41.10	OFFICE SUPPLIES
DTE ENERGY	Heating Fuel	426.69	Heating Fuel
EJ USA INC	COLLECTION SYSTEM MAINTENANCE	1,611.88	COLLECTION SYSTEM MA
EXXONMOBIL PROCESSING CENTER	Gas & Oil	98.12	
FAMILY FARM & HOME INC	SUPPLIES-MISC	80.21	SUPPLIES-MISC
FLEIS & VANDENBRINK ENG'G INC	Professional Services	4,352.73	Professional Service
FRESH COAST LABEL LLC	OFFICE SUPPLIES	114.75	OFFICE SUPPLIES
HACH COMPANY	LAB SUPPLIES	359.10	LAB SUPPLIES
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	372.05	Truck Maintenance
HI-GRADE FASTENERS INC	SUPPLIES-MISC	36.00	SUPPLIES-MISC

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EXP CHECK RUN DATES 06/16/2021 - 06/29/2021
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IDEXX DISTRIBUTION INC	LAB SUPPLIES	2,208.32	LAB SUPPLIES
INFRASTRUCTURE ALTERNATIVES INC	COLLECTION SYSTEM MAINTENANCE	11,817.78	COLLECTION SYSTEM MA
KUSTOM DEZINS LLC	SUPPLIES-MISC	72.50	SUPPLIES-MISC
LEICA GEOSYSTEMS INC	New Equipment	4,139.25	New Equipment
NOAH'S ARK LAWN CARE	GENERAL MAINTENANCE	553.70	GENERAL MAINTENANCE
PRIORITY HEALTH	Employers Health Insurance	4,908.16	Employers Health Ins
SECURALARM SYSTEMS INC	Contracted Services	262.80	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	194.09	OFFICE SUPPLIES
SMART BUSINESS SOURCE LLC	Miscellaneous	259.50	Miscellaneous
SPEED WRENCH INC	Truck Maintenance	213.89	Truck Maintenance
Total: 200.000 Sewer		41,232.84	

Department: 201.000 Finance

MMTA	SEMINARS	359.00	SEMINARS
Total: 201.000 Finance		359.00	

Department: 210.000 Attorney

SCHOLTEN FANT	Contracted Services	4,247.50	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	540.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	1,161.25	CONTRACTED SERVICES-
Total: 210.000 Attorney		5,948.75	

Department: 215.000 Clerk

AMAZON CAPITAL SERVICES	Supplies	180.76	Supplies
NATASHA SHEPARD	Mileage	10.08	Mileage
Total: 215.000 Clerk		190.84	

Department: 248.000 General Office

APPLIED IMAGING	Contracted Services	1,200.68	CONTRACTED SERVICES
BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	3,400.00	COMPUTER CONTRACTED
FLEIS & VANDENBRINK ENG'G INC	Sidewalks	1,039.00	Sidewalks
NATASHA SHEPARD	Dues	10.00	Dues
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	362.10	COMPUTER CONTRACTED
PITNEY BOWES INC	Contracted Services	180.00	Contracted Services
Total: 248.000 General Office		6,191.78	

Department: 265.000 Building & Grounds

AUTOZONE STORES LLC	Truck Maintenance	39.99	Truck Maintenance
CINTAS CORPORATION #301	Contracted Services	208.12	CONTRACTED SERVICES
CREATIVE IMAGE DESIGNERS LLC	Miscellaneous	23.99	Miscellaneous
DTE ENERGY	Heating Fuel	212.34	Heating Fuel
EXXONMOBIL PROCESSING CENTER	Gas & Oil	134.21	Gas & Oil
MICHIGAN LABOR LAW POSTER SERVIC	Supplies	99.50	Supplies
NAPA - GENUINE PARTS COMPANY	Maintenance	27.16	Maintenance
TOLMAN'S AUTO TECH GROUP INC	Tractor Maintenance	22.00	Tractor Maintenance
WESTENBROEK MOWER INC	Tractor Maintenance	50.99	Tractor Maintenance
Total: 265.000 Building & Grounds		818.30	

Department: 276.000 Cemetery

EXXONMOBIL PROCESSING CENTER	Gas & Oil	230.50	Gas & Oil
TOLMAN'S AUTO TECH GROUP INC	Maintenance	140.00	Maintenance
TRUGREEN PROCESSING CENTER	Contracted Services	557.52	Contracted Services
Total: 276.000 Cemetery		928.02	

Department: 300.000 Administration

AGILE SAFETY LLC	Safety Training And Materials	1,500.00	Safety Training And
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	40.65	COMPUTER CONTRACTED
OTTAWA CTY REGISTER OF DEEDS	COUNTY CONN. REGIS. FEE	30.00	COUNTY CONN. REGIS.
Total: 300.000 Administration		1,570.65	

Department: 301.000 Police Officer

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	58,275.39	Contracted Services
Total: 301.000 Police Officer		58,275.39	

Department: 336.000 Fire Dept.

CINTAS CORPORATION #301	UNIFORMS	60.72	UNIFORMS
DINGES PARTNERS GROUP LLC	Equipment Replacement	252.64	Equipment Replacemen
GARRETT STOVER	Medical Training	271.71	Medical Training
NAPA - GENUINE PARTS COMPANY	MAINTENANCE FOR 122	28.61	MAINTENANCE FOR 122
NAPA - GENUINE PARTS COMPANY	Maintenance For 141	2.96	Maintenance For 141
NAPA - GENUINE PARTS COMPANY	Maintenance For 181	60.41	Maintenance For 181
NYE UNIFORM COMPANY	UNIFORMS	28.83	UNIFORMS
STRYKER SALES LLC	Equipment Maintenance	1,232.25	Equipment Maintenan
TELE-RAD INC	New Equipment	3,570.00	New Equipment
WEST SHORE FIRE INC	Maintenance For 141	213.65	Maintenance For 141
Total: 336.000 Fire Dept.		5,721.78	

Department: 371.000 Inspection Department

PRIORITY HEALTH	Employers Health Insurance	1,569.46	Employers Health Ins
Total: 371.000 Inspection Department		1,569.46	

Department: 408.000 Planning & Zoning Department

FLEIS & VANDENBRINK ENG'G INC	Contracted Services	745.75	Contracted Services
Total: 408.000 Planning & Zoning Department		745.75	

Department: 447.000 Highway M-45

BILL PAYMENT CENTER	Electricity	42.67	Electricity
CONSUMERS ENERGY	Electricity	30.02	Electricity
EXXONMOBIL PROCESSING CENTER	Gas & Oil	241.28	Gas & Oil
SPARTAN DISTRIBUTORS INC	Irrigation Maintenance	615.55	Irrigation Maintenan
Total: 447.000 Highway M-45		929.52	

Department: 448.000 Street Lights

BILL PAYMENT CENTER	Electricity	19.04	Electricity
Total: 448.000 Street Lights		19.04	

Department: 751.000 Recreation And Parks

EXXONMOBIL PROCESSING CENTER	Gas & Oil	268.10	Gas & Oil
TRUGREEN PROCESSING CENTER	Contracted Services	557.53	Contracted Services
VRIESLAND GROWERS CO-OP	Fertilizer	617.80	Fertilizer
Total: 751.000 Recreation And Parks		1,443.43	

Department: 790.000 Library

AMAZON	Supplies	364.92	SUPPLIES
AMAZON	Summer Reading Program	221.11	SUMMER READING PROGR
AMAZON	BOOKS PURCHASED	282.24	BOOKS PURCHASED
AMAZON	Childrens Books Purchased	93.06	CHILDRENS BOOKS PURC

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 06/16/2021 - 06/29/2021
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AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	100.93	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	355.33	
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	365.98	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	300.29	CHILDRENS BOOKS PURC
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED
CONSUMERS ENERGY	Electricity	640.21	Electricity
DTE ENERGY	Heating Fuel	67.86	Heating Fuel
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	37.48	BOOKS PURCHASED
LAKELAND LIBRARY COOPERATIVE	Supplies	15.10	Supplies
OFFICE MACHINES COMPANY INC	Copier Maintenance	146.79	
THE GRAND RAPIDS PRESS	BOOKS PURCHASED	232.79	BOOKS PURCHASED
Total: 790.000 Library		3,405.05	

Department: 806.000 Senior Citizen Activities

HOLIDAY COACH COMPANY	Contracted Services	1,000.00	Contracted Services
Total: 806.000 Senior Citizen Activities		1,000.00	

Department: 852.000 Hospital Reimbursement

PRIORITY HEALTH	Employers Health Insurance	13,811.37	Employers Health Ins
Total: 852.000 Hospital Reimbursement		13,811.37	

*** GRAND TOTAL ***

262,099.97

Treasurer's report for Board Meeting dated Monday, June 28, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
6/21/2021	100154	\$3,298.52	Cardmember Service	Credit Card Charges - May
6/21/2021	100157	\$2,068.96	Hansen-Dyke Automotive Inc	2002 Truck Front End Repair
6/21/2021	100158	\$10.00	State of Michigan (Notary)	Notary for Natasha Shepard

\$5,377.48 TOTAL

General Fund Cash Balance at board meeting dated 6/28/2021

Checking Account	\$	4,239,359.00
Liquid Investment	\$	259,365.00
CD	\$	18.00
Total	\$	4,498,742.00

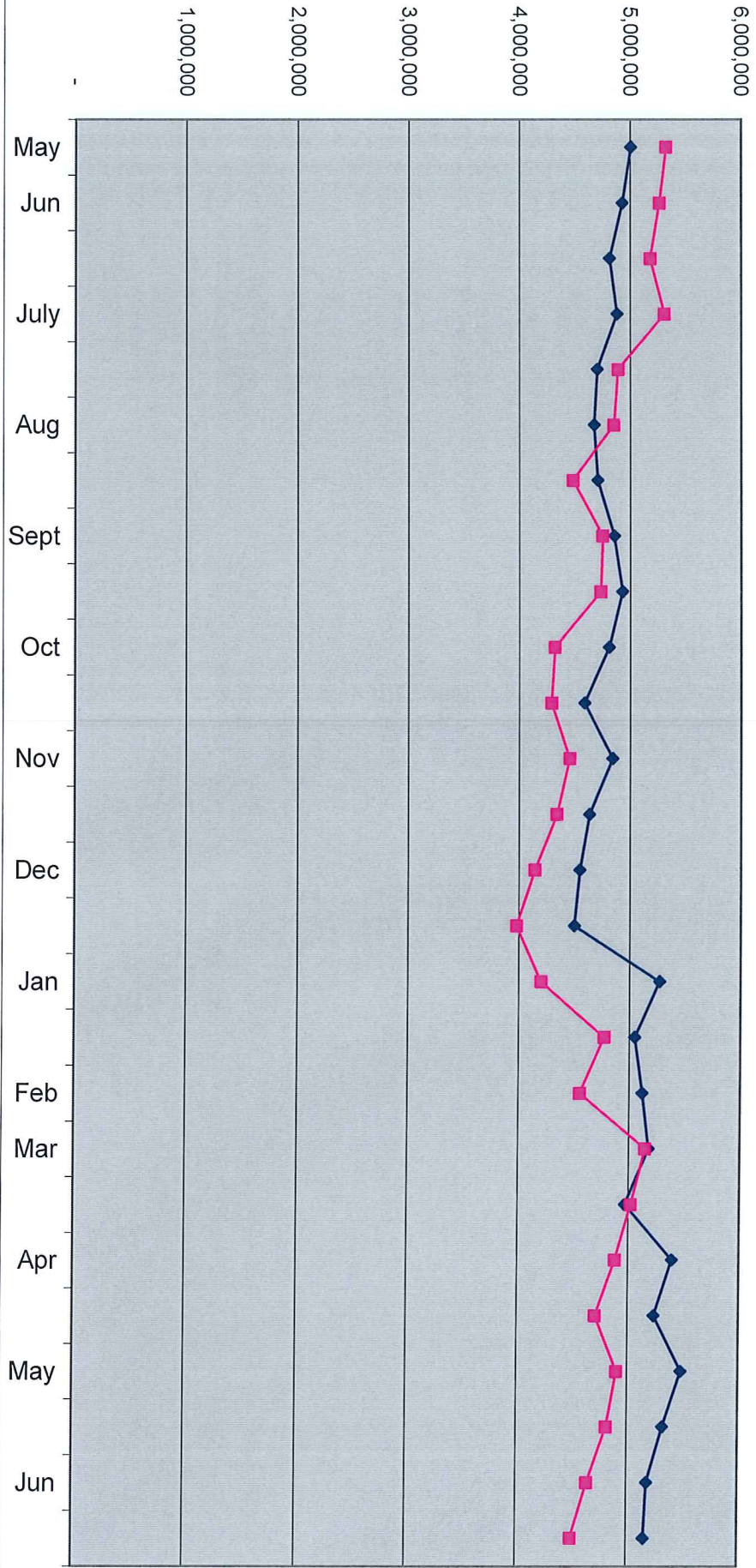
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,385,359.00
Liquid Investment	\$	259,365.00
CD	\$	18.00
Total	\$	4,644,742.00

Last year at this time the balance was \$ 5,152,859.00

2019 - 2021 GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 7, 2021

7:00 p.m.

- 1) Meeting called to order
- 2) Roll Call
Present: Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Absent: Westerling
Staff Present: Greg Ransford
Other Guests Present: Lynnelle Berkenpas, Chad Demers, Don De Groot, Merwyn Koster, Mitch Koster, Curtis Moran, Lora Richmond, Steve Witte
- 3) Received for information: Email received from the Township Engineer regarding traffic study for Allendale Christian School
- 4) Motion by Schut to approve the May 17, 2021, Planning Commission Meeting Minutes. Seconded by Adams. **Approved: 6-0**
- 5) Motion by Longcore to approve the June 7, 2021, Planning Commission Agenda. Seconded by Zeinstra. **Approved: 6-0**
- 6) Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. After comments were made, he closed the public comment section.
 1. Curtis Moran – Spoke regarding the mining location at Warner Street, requesting permission to screen topsoil like other locations in Allendale, due to finding more stone than anticipated. For noise reduction, stone would not be crushed. The Bliss Street operation would not be included, as the operation was almost complete, but requested consideration for Warner Street. Mr. Longcore indicated to Mr. Moran that this would likely require a major amendment due to an increased use involving increased noise. The Planning Commission agreed.
- 7) Public Hearings:
 - A. Allendale Christian School - Building Addition
Mr. Zeinstra recused himself from the hearing because he has been involved in the plans and the project. There were no objections from the other Commissioners.

Planner Ransford referred to a memo he had prepared explaining the Allendale Christian School proposed building addition of 12,870 square feet to include additional classrooms, office spaces and storage. The applicant met with the Commission in May to receive direction and feedback on their site plan. The Commission asked the applicant to screen some ground equipment on the north side of the property, remove some planned notes about future planned additions, and finalize a traffic assessment with the Township Traffic Engineer. That correspondence was received from the engineer, who was satisfied with the traffic study if the school followed what was agreed upon. The Commission also considered the dumpster remaining as is, and the light fixtures satisfactory as well. They discussed some deviation requests for the Commission pursuant to section 23.11 of the zoning ordinance.

Ms. Lynnelle Berkenpas, with Holland Engineering, representing Allendale Christian School explained plans to expand their building off their west wing, allowing them to expand to approximately 500 students from the prior plan of 400 students. Current enrollment is about 360 students, 270 are from the young 5 to 8th grade age range. The new addition would essentially add about 5 classrooms for their middle school.

Chairperson Longcore opened the floor to public comments. No comments were made, and he closed the public comment section and opened for Commissioner and Staff comments.

Mr. Schut asked for clarification about whether the new set of plans had been available to the public and then confirmed availability in the Allendale office.

Mr. Kelley sought confirmation of the removal of a comment regarding future building plans not under current review, and Mr. Ransford referenced the more current revision on Google Drive that was visible, along with the version referenced by Mr. Kelley.

Seeking clarification, Mr. Longcore asked about the anticipated height of the holly bush used for screening, which the applicant explained should roughly match the height of the equipment being screened.

When Mr. Schut questioned the email from the traffic engineer, Commissioner Ransford quoted from the email that stated, that they have reviewed the study and “there will be adequate queue in theory. It will be the school’s responsibility to ensure that this operation is implemented in practice.” Planner Ransford essentially indicated that having the plan in writing would allow for enforcement.

Mr. Schut further inquired about steps being taken to alleviate traffic. Ms. Berkenpas discussed two sets of double-lanes on the property where the traffic study indicated utilizing one lane. The recommendation for the north lot was utilizing the busses after the older students went to personal vehicles, starting in the afternoon hours. This would essentially flip the current plan of where the busses were utilized. Additionally, loading up a group of vehicles 10 at a time, prior to releasing vehicles and lining up students for the next group of vehicles, allowed for two lanes to run concurrently, since cars would not be moving until all 10 vehicles are loaded. Busses would be used in both lots, with busses going first in the west lot and last in the north lot.

The Commissioners discussed concerns about busses turning left onto 64th Avenue and the possible need for signs restricting a left turn by busses. Mr. Adams asked about pedestrian traffic along 64th Avenue to the school and if any discussion had occurred about extending the existing sidewalk to the 64th Avenue portion of the property. Ms. Berkenpas was not aware of any conversations relating to it, indicating foot traffic was thought to be light from that direction.

Regarding questions from the Commissioners if the applicant did not follow the proposed traffic plan, Planner Ransford stated the Commission’s ability to advise any applicant not in compliance, notification of non-compliance, and the special use permit would be subject to revocation if not brought into compliance.

Mr. Schut made a recommendation to approve the special use amendment as presented with a condition that Allendale Christian School will be responsible to implement policies and procedures to provide a safe and uncongested circulation of traffic entering and exiting the property; should it fail to do so, and traffic circulation does experience congestion backing up onto 64th Avenue, the site plan shall be modified to correct these circulation issues.” Any modification of the plan is required to return to the Planning

Commission for review and authorization. Seconded by Adams. **Approved 4-1, with Mr. Zuniga opposed.**

B. Kennedy Lake Site Condominium - Phase II and Private Road

Planner Ransford explained that Kennedy Lake was present for their second and final phase approval from their 2016 planned development, now including a modification the Commission approved to include a private street rather than public roadways discussed initially. This also included the site condominium application to create the sites. On the April 21st meeting the Commission determined permitting the private road second phase to match the first phase was a minor change to the PUD after the private road standards changed during the interim of the phases. There were no concerns raised by the Commission about traffic based on the 2016 during that approval, and all the master deed and private road documents were in order.

Commissioner Longcore opened the floor to public comments. No comments were made, and he closed the public comment section and opened for Commissioner and Staff comments.

Mr. Adams pointed out an area around the gutter that allowed too much standing water which needed to be addressed. Mr. Schut also noted a small gap on the south side where a sign interfered with the proposed sidewalk creating a small gap. The applicant agreed to resolve the issue.

Mr. Zeinstra made a motion to approve the Resolution as presented for Kennedy Lake Site Condominium Phase II and Private Road. Seconded by Schut. **Approved 6-0.**

8) No Site Plans to Review

9) Old Business

A. Master Plan - Complete Draft - Koster Classification Inquiry

Planner Ransford explained that the applicant is seeking a classification of moderate density residential similar with the R2 Zoning District within the Zoning Ordinance. In addition to narrower lots, there would be a little variation in the amount of potential density.

Mr. Don De Groot, with Exxel Engineering, addressed the Commission about the proposed future development of the property. Displaying the map of 57 acres for proposed development, he explained the location was at the west side of 52nd Avenue and north of Pierce Street. Approximately 43 acres are currently owned by the Kosters, with the option to purchase an additional 14 acres. The majority of surrounding existing development was designated either R1 or PUD with all of the single-family homes developed with minimum 80' wide lots and 10,000 square feet in total lot size. Due to the efforts of Allendale Township to amend their Master Plan, Mr. De Groot reiterated this plan and hoped the Township would view this particular property and the master plan appropriate to have the moderate density residential designation of 2.9 units per acre. He further explained the sites would need to be elevated due to the water table, thus there would be a water feature, both to fill and elevate the streets and serve as an amenity. Additionally, because of existing power lines and a county drain, they would be in the range of 2 units per acre. Ultimately more than the density per acre, the plan considered how the lots would be developed and their affordability. The recommendation to the Commission was a phased approach, mainly due to the sanitary sewer available for only a portion of the property, with about 2/3 of the property being able to be developed currently. Mr. De Groot noted larger parcels along the front of 56th Avenue with

recommendation for land divisions, as well as larger parcels on the north side, along 52nd Avenue, buffered by a church site, and designated for the medium density designation.

Mr. Longcore asked Planner Ransford what other potential development could happen if it were medium density. Planner Ransford explained from a development standpoint, they could be allowing more intense use if the applicant decided to sell. Current language of the master plan would not allow duplexes, but based on the current designations, he did not see any potential conflict.

Mr. Zeinstra recommended that all the R1 zoning areas, that no longer meet the current R1 zoning requirements because they have been approved at R-2 densities, be included as Moderate Density as well during the Master Plan update, and the Commissioners discussed points of this, as well as the process of updating the Master Plan and Zoning map. Planner Ransford agreeing from a visual perspective it would be beneficial. The consensus of the Commission was to update the draft Master Plan map in this regard as well as the Koster properties presented.

10) New Business

A. Lighthouse Community Church – Major v. Minor Determination

Mr. Steve Witte, with Nederveld, Inc. representing Lighthouse Community Church presented a brief history of the property, explaining it was zoned agricultural and covered 9.4 acres. The existing church building was approved in 2014, with Phase Two approval in 2017. The 2017 plans depicted a future addition (Phase Three) of approximately 21,460 square feet, and the parking area of Phase Two had been proposed and constructed. The total area of all phases had slightly decreased from 2017 to its current proposal, with the main difference being the addition being built on the north side. Mr. Witte explained the proposed addition was 10,877 square feet serving primarily as a gymnasium, with an additional four classrooms, and smaller storage area. No new parking was being proposed. Two sidewalks would be constructed on the north and west side of the building. The lighting specification sheets would match the lights on the existing building, and he hoped the Commission would approve the specification sheets as opposed to a creating a photo metric plan. He expressed concern that since the approval of the 2017 Phase Two plans, the updated ordinance required concrete curbing around the parking area. The current site does not have curbing, and Mr. Witte requested exemption from adding it. Lastly, he addressed the landscaping, noting previous plans had shown shrubbery in front of Lake Michigan Drive. The ordinance had been updated, and the church was willing to update any ornamental planting necessary but preferred to keep the east side as it was currently.

Mr. Longcore clarified that the Commission was essentially looking at a minor versus a major change, confirmed by Planner Ransford. The Commission discussed whether it was a major amendment, comparison of the size of the buildings and square footage, and the purpose of the building and how it related to parking needs. The consensus was it would be considered a minor change.

Regarding lighting, Mr. Schut and the Commission requested the photometric plans from 2017 for comparison, and Mr. Witte agreed to the request.

The consensus of the Commission was no additional parking was needed and installing concrete curbing would not be necessary on the existing parking lot. They were also in agreement with Mr. Witte that landscaping in front of the building was sufficient, with Mr. Schut requesting they meet the landscape buffer requirements.

Mr. Schut inquired about rooftop equipment, and Mr. Demers, a member of Lighthouse Community Church, informed the Commission there were two rooftop units, one hidden behind an existing screen, and the other one screened similar with the other building.

The question was posed by Mr. Schut regarding the previous traffic analysis on the site as a whole and not just the addition. Planner Ransford and Mr. Witte both confirmed they would gather further information.

11) Public Comments

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

12) Township Board Reports

Trustee Zeinstra gave reports on the Sheriff's Department, Human Resources, and Safety. They completed Allendale Baptist Church Resolutions and Ordinances, and new hires were introduced. Concerts in the Park were also discussed and approved.

13) Commissioner and Staff Comments

Mr. Zuniga addressed workmanship concerns regarding the Taco Bell, and Planner Ransford agreed inquire about inspection.

Planner Ransford received an inquiry from Mr. Moran asking if the Commission could schedule a public hearing. The Commission agreed to scheduling a hearing if all parameters had been met.

14) Adjourn – Chairperson Longcore adjourned the meeting at 9:26 p.m.

Next meeting Monday, June 21, 2021, at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



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

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

Date: 06-11-2021

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (May 2021)

The Sheriff's Office during the month of May responded to 516 calls for service. Looking back at May 2020, the Sheriff's Office responded to 389 calls for service.

Basic EMT and MFR units with assistance of general road patrol responded to 59 medicals and 0 personal injury accidents in Allendale Township. Looking back at May 2020, the Sheriff's Office responded to 41 medicals.

Deputies made a total of 85 traffic contacts and 85 total violations.

Allendale School News:

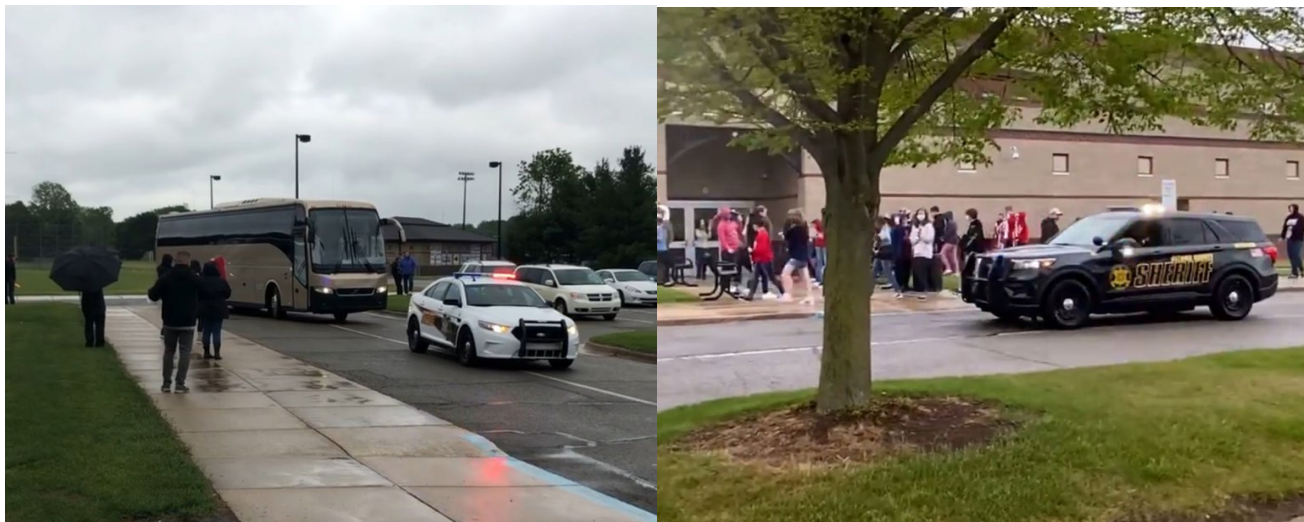
Six classes of TEAM (Teaching, Educating, and Mentoring) were finished at Allendale Christian School. Students were taught lessons on internet, cyber safety, friendship, and how to say no.

Four health classes were taught to the freshman students about drugs, alcohol, vaping, and using technology appropriately.

Seven different classes were taught to 5th graders about different amendments and how they fit into law.

Michigan State Track Finals:

Around 70 members of the Allendale girls and boys track team went to state finals. In Division 2, the boys team finished in 3rd place. The track team was given a police escort through the high school parking lot as they left for the state finals.



Bass River Recreation Area:

As you are driving around beautiful Allendale Township looking for a place to have a picnic, launch a boat, or just some quiet time, stop in at the Bass River Recreation Area. DNR recently placed a picnic table out there this year and for the past few years a dock has been in the water with a cement ramp for launching a watercraft. The Bass River Recreation Area is a hidden gem in Allendale Township for all to enjoy.




Two New Police Cruisers for Allendale Township:

Deputy Malkewitz and I recently received our new cruisers for Allendale Township. You may have already seen them patrolling around the township. The cruisers are black Ford Explorers with a new decal logo.



Thank you.

Sgt. Cal Keuning



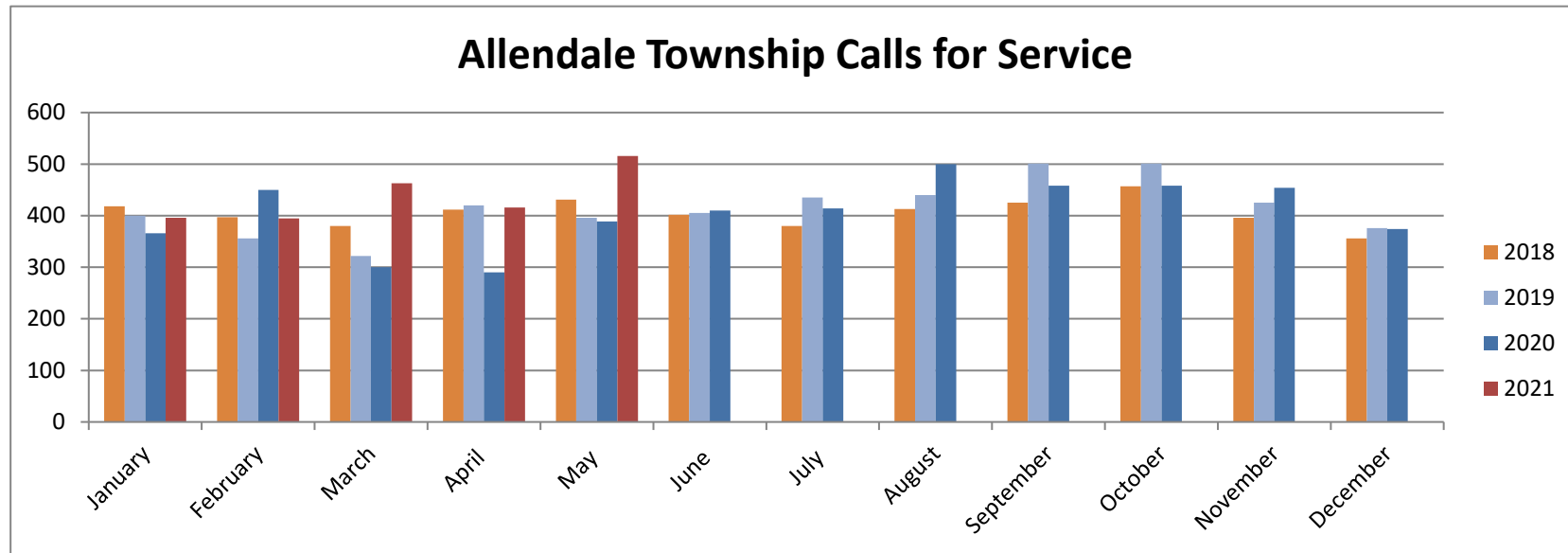
Allendale Township Community Policing

Sergeant Cal Keuning ckeuning@miOttawa.org	Deputy John Ortman jortman@miOttawa.org	Deputy Cameron Malkewitz cmalkewitz@miOttawa.org	Deputy Jon Smoes jsmoes@miOttawa.org
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For emergencies, dial 911. For non-emergencies, dial 1-800-249-0911.

Total Number of Calls

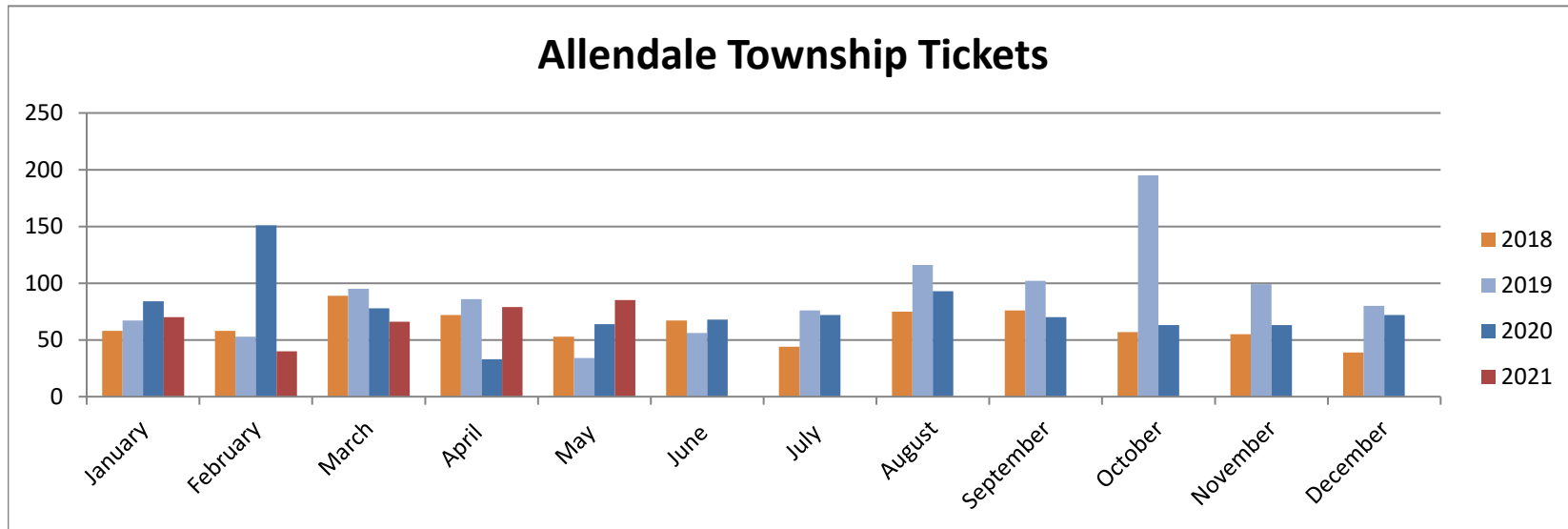
	January	February	March	April	May	June	July	August	September	October	November	December
2018	418	397	380	412	431	402	380	413	425	457	396	356
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516							



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2018	58	58	89	72	53	67	44	75	76	57	55	39

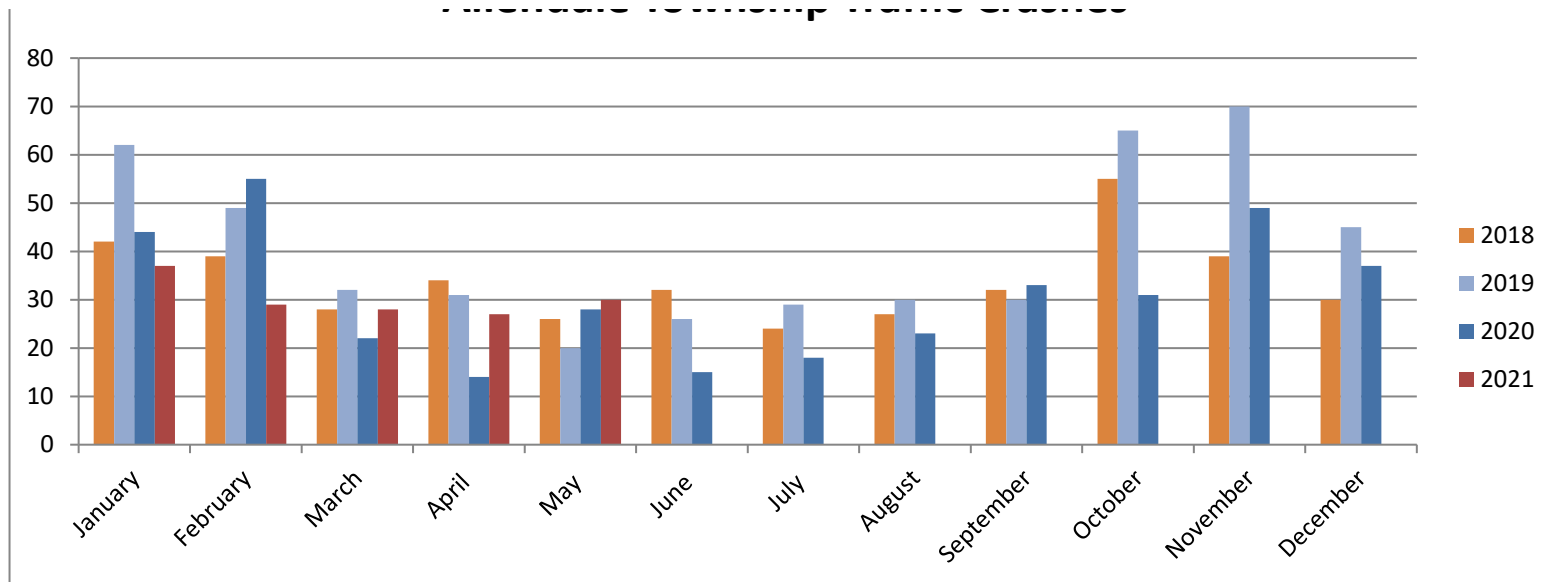
2019	67	53	95	86	34	56	76	116	102	195	99	80
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85							



Traffic Crashes

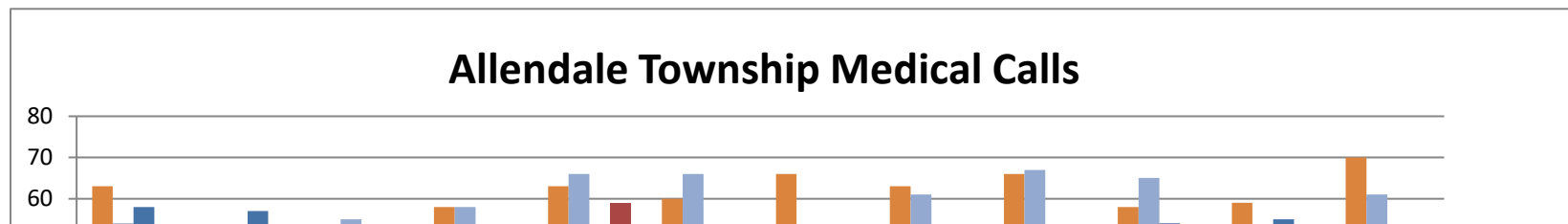
	January	February	March	April	May	June	July	August	September	October	November	December
2018	42	39	28	34	26	32	24	27	32	55	39	30
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30							

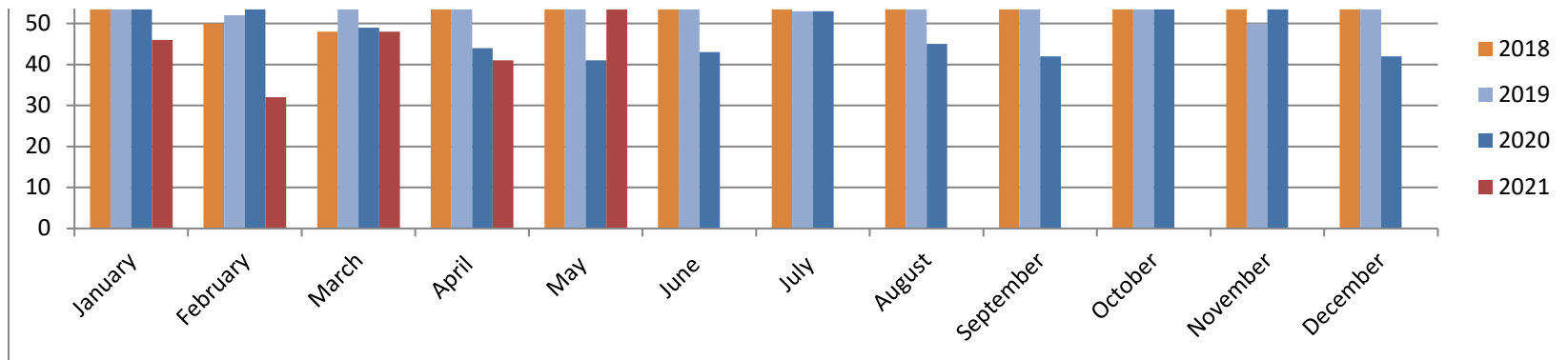
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2018	63	50	48	58	63	60	66	63	66	58	59	70
2019	54	52	55	58	66	66	53	61	67	65	50	61
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59							



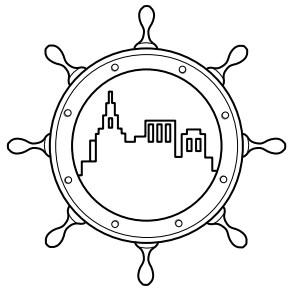


Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7	4	1	9	4							
Larcenies	8	6	6	9	12							
Shoplifting	0	1	1	1	0							
Mental	6	2	11	5	9							
Civil	6	11	8	8	6							
Assaults	4	6	3	1	3							
Domestic	28	22	26	15	27							
Animal	18	18	15	14	10							
Alarms	4	7	9	8	6							
Traffic	26	34	38	41	48							
Narcotics	3	2	3	1	2							

Calls of Interest 2020

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	2	1	2	1	5	3	2	10	3	3	2	6
Larcenies	6	6	2	7	9	8	12	14	18	19	15	8
Shoplifting	1	0	1	0	1	1	0	0	1	1	0	0
Mental	8	10	7	8	2	5	6	10	5	7	10	7
Civil	9	8	9	7	12	12	6	12	12	6	6	6
Assaults	4	3	2	4	2	4	4	3	1	7	0	0
Domestic	15	14	11	9	19	24	30	20	24	19	23	17
Animal	10	18	8	8	20	11	22	15	15	10	1	12
Alarms	6	8	7	12	6	7	8	6	6	14	8	6
Traffic	40	35	30	23	30	39	38	34	35	30	43	22
Narcotics	2	4	4	2	2	0	0	6	2	5	4	2



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Julie Lovelace
616-914-0922
julie@freshcoastplanning.com

Sara Moring-Hilt
586-850-8784
sara@freshcoastplanning.com

Hillary Taylor, MUP, MUD
248-545-2906
hillary@freshcoastplanning.com

Brian Werschem
231-206-4821
bwerschem@gmail.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees

From: Gregory L. Ransford, MPA

Date: June 19, 2021

Re: University Park Planned Unit Development Major Amendment – Metro Health Signage

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) from Steve Witte of Nederveld, Incorporated on behalf of Metro Health to allow signage beyond that which is currently permitted by the ACTZO, for only their site within the University Park PUD. The University Park PUD is located at the northwest corner of Lake Michigan Drive and 48th Avenue, including Becker Drive. As you may know, the ACTZO permits the following signage:

1. One ground mounted sign
2. A ground mounted sign shall not exceed a maximum area of 50 square feet
3. One wall sign on each wall that fronts upon a street
4. A wall sign shall not exceed a maximum area of 125 square feet plus 0.5 additional square feet of sign area for each lineal foot of building in excess of 100 feet

The applicant sought the following within their site, which exceed that permitted by the ACTZO:

1. A second ground sign
2. One ground sign of 105 square feet in area along Lake Michigan Drive
3. One wall sign of 231.4 square feet in area on the south elevation

No other modifications to the University Park Planned Unit Development are proposed. While the applicant requested the aforementioned and the related public hearing notice indicates the same, the applicant has reduced their request as a result of discussion with the Allendale Charter Township Planning Commission (ACTPC). The applicant now seeks the following:

1. One wall sign of 231.4 square feet in area on the south elevation

Planning Commission Actions

The ACTPC reviewed the Preliminary PUD Plan at their February 15, 2021 meeting, and subsequently reviewed the Final PUD Site Plan at their May 3, 2021 meeting, following public hearing. No public comment was provided.

Recommendation

The ACTPC provided a recommendation of approval of the Final PUD Site Plan through the attached resolution, by a unanimous vote of 6-0, with one member absent. The resolution is written to be adopted by the Board of Trustees. Therefore, a separate resolution of the Planning Commission was not drafted.

Board of Trustees Responsibilities

Review Procedures

Pursuant to Section 12.07E – Procedures, Step 5 Township Board Action and Public Hearing of the ACTZO, the Allendale Charter Township Board of Trustees (ACTBT) shall review the Final PUD Site Plan and the related PUD site plan resolution, as well as the proceedings and recommendation of the Planning Commission. The ACTBT shall make its findings based on the PUD standards for approval provided in Section 12.08 of the ACTZO. For your convenience, below is a copy of Section 12.08 as we provided it to the ACTPC.

Planned Unit Development Standards for Approval

As you are aware, Section 12.08 – Standards for Approval of the ACTZO provides your standards of review when deliberating regarding a Planned Unit Development (PUD) site plan application. Below is copy of said Standards of Approval. While we would ordinarily provide our comments in response, given that the PUD exists and the request is limited to signage, we do not believe our comments are necessary.

Section 12.08 STANDARDS FOR APPROVAL

A PUD shall be approved only if it complies with each of the following standards as applicable.

- A. The PUD complies with all qualifying conditions of this PUD ordinance
- B. The uses to be conducted within the PUD are substantially consistent with the Allendale Charter Township Master Plan OR based on the design of the PUD and the conditions imposed, the proposed uses are appropriate for the proposed location and are not likely to affect the recommendations of the Master Plan for the larger area where the PUD is to be located.
- C. The PUD is compatible with surrounding uses of property and the natural environment.
- D. The PUD will not result in significant adverse effects upon nearby or adjacent lands and will not significantly change the essential character of the surrounding area.
- E. The proposed development is consistent with the spirit of the PUD District, as described in this Article and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.
- F. The PUD preserves and maintains mature woodlands, fields, pastures, meadows and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.
- G. The individual lots, buildings, roadways, and open space areas within the PUD are designed to minimize the alteration of environmental site features.
- H. The PUD can be adequately served by public utilities such as police and fire protection or public or on-site community water or sanitary sewer.
- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to ensure the protection of natural resources and the health, safety, and welfare of the users of the PUD and the occupants of the surrounding area.

Public Hearing

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the request. A public hearing has been scheduled for your June 28, 2021 meeting. While a first and second reading would ordinarily occur as well, given that the PUD District already exists, neither of those readings are necessary.

Conditions of Approval

As a part of this process, the ACTBT can impose reasonable conditions upon its approval of the PUD pursuant to Section 12.07E3 of the ACTZO. A copy of said section is below for your convenience.

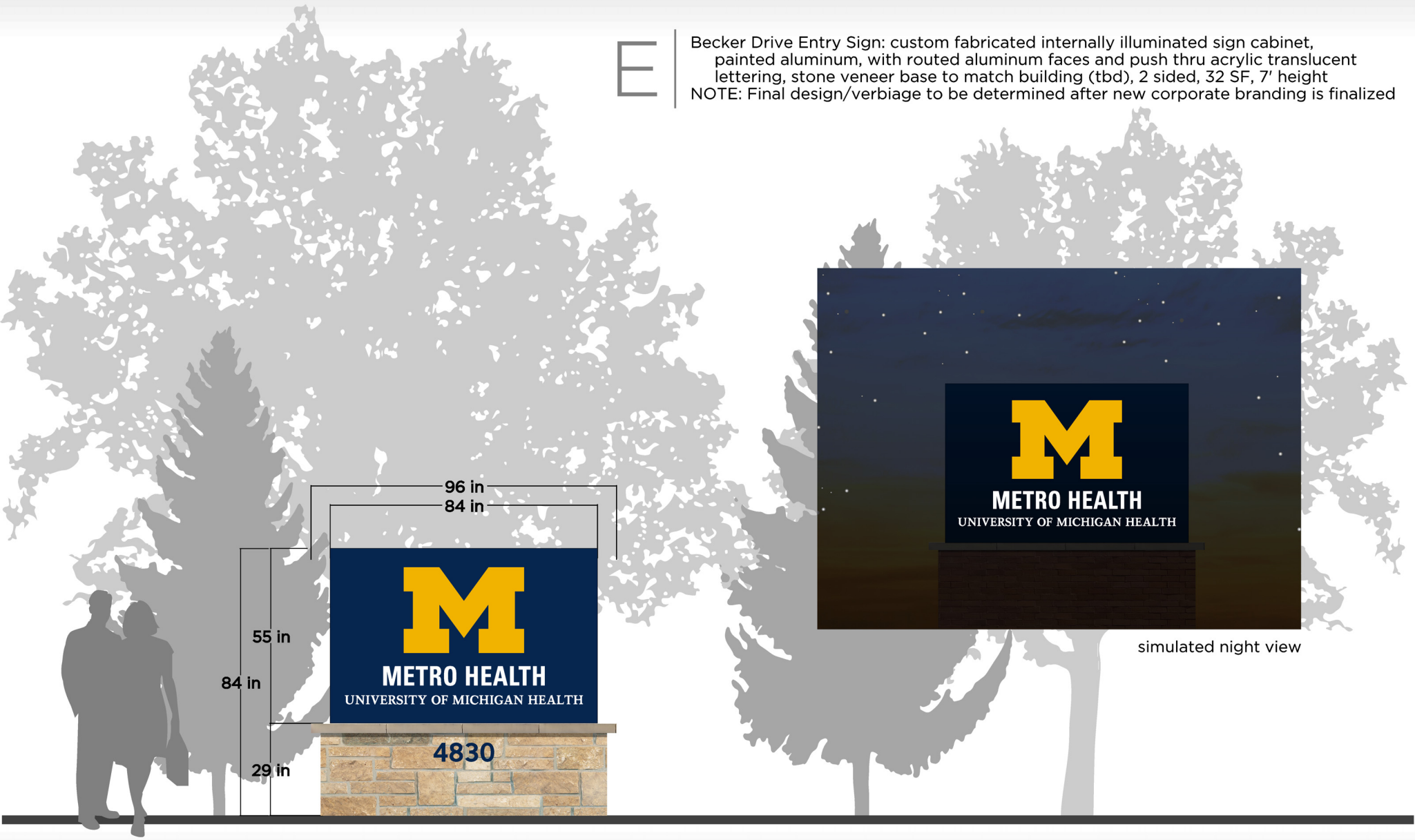
Section 12.07E3. The Township Board may impose reasonable conditions upon its approval of the PUD. Such condition may include conditions necessary to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of property in a socially and economically desirable manner.

As aforementioned, the application has been scheduled for a public hearing at your June 28, 2021 meeting. If you have any questions, please let us know.

GLR
Planner

Attachments

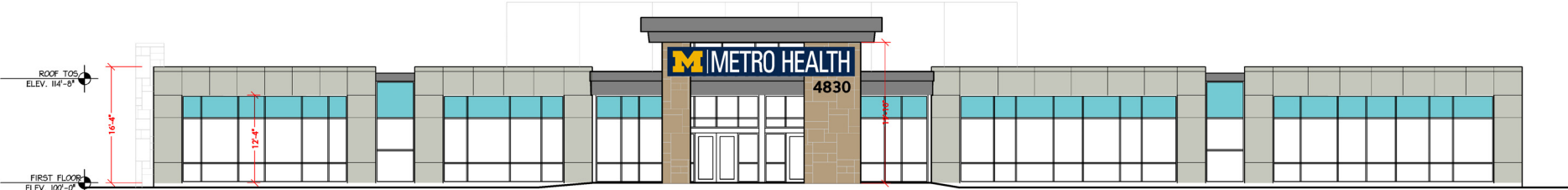
E Becker Drive Entry Sign: custom fabricated internally illuminated sign cabinet, painted aluminum, with routed aluminum faces and push thru acrylic translucent lettering, stone veneer base to match building (tbd), 2 sided, 32 SF, 7' height
NOTE: Final design/verbiage to be determined after new corporate branding is finalized



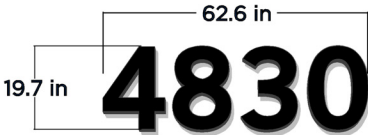
SIGNATURE:	DATE:	DRAWING: allendale exterior revD	MANAGER: M. Tiesma	DATE:	14.0
		PROJECT: MHUMH/4380 Becker Allendale	DESIGN: R. Sobota		

d

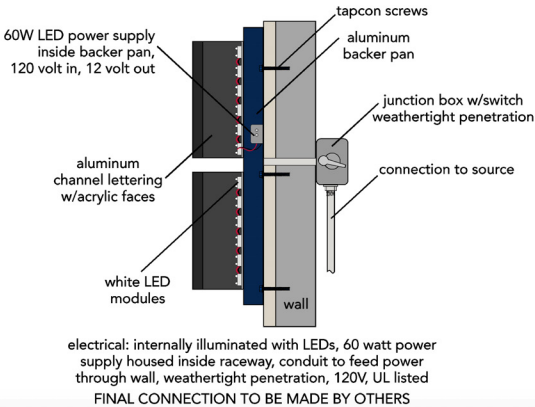
NORTH ELEVATION: custom fabricated internally illuminated 5" deep channel lettering with fabricated 3" deep aluminum backer pan to house electrical, installed to wall with masonry fasteners/anchors, as drawn 108.8 SF
NOTE: Final design/verbiage to be determined after new corporate branding is finalized



NORTH ELEVATION



2" deep fabricated aluminum address numbers, stud mounted, non-illuminated



SIGNATURE:	DATE:	DRAWING: allendale exterior revD	MANAGER: M. Tiesma	DATE:	14.0
		PROJECT: MHUMH/4830 Becker Allendale	DESIGN: R. Sobota		

e EAST ELEVATION: custom fabricated internally illuminated 5" deep channel lettering with fabricated 3" deep aluminum backer pan to house electrical, installed to wall with masonry fasteners/anchors, as drawn 128 SF
NOTE: Final design/verbiage to be determined after new corporate branding is finalized

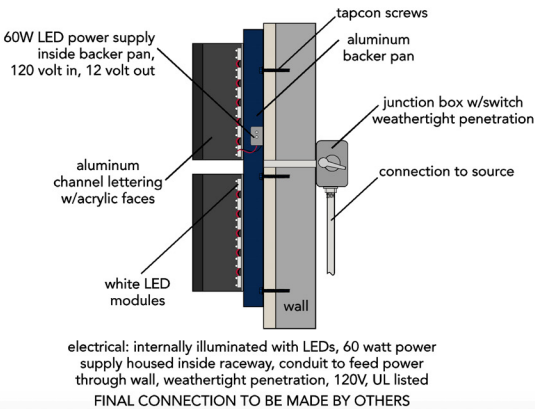


EAST ELEVATION

344 in



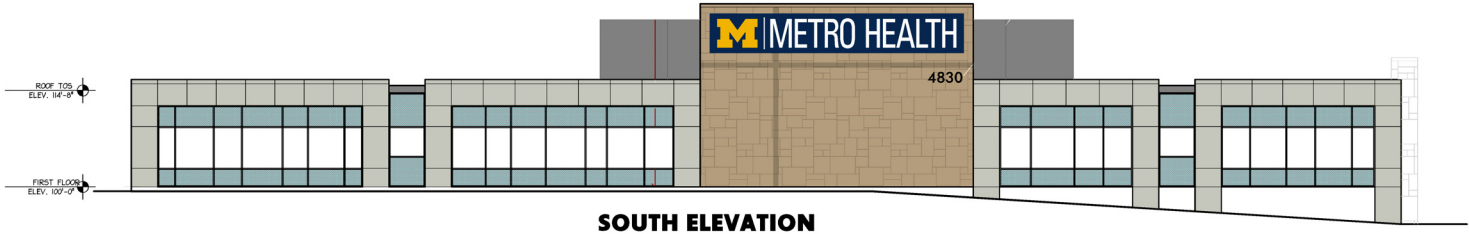
2" deep fabricated aluminum address numbers, stud mounted, non-illuminated



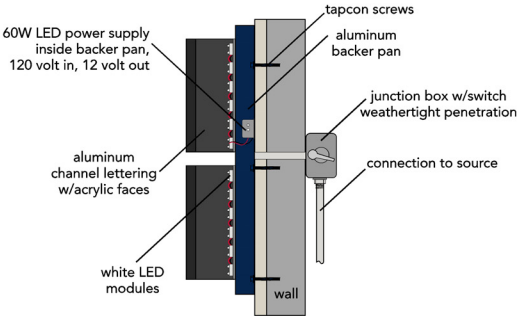
SIGNATURE:	DATE:	DRAWING: allendale exterior revD	MANAGER: M. Tiesma	DATE:	14.0
		PROJECT: MHUMH/4830 Becker Allendale	DESIGN: R. Sobota		

f

SOUTH ELEVATION: custom fabricated internally illuminated 5" deep channel lettering with fabricated 3" deep aluminum backer pan to house electrical, installed to wall with masonry fasteners/anchors, as drawn 231.4 SF
NOTE: Final design/verbiage to be determined after new corporate branding is finalized

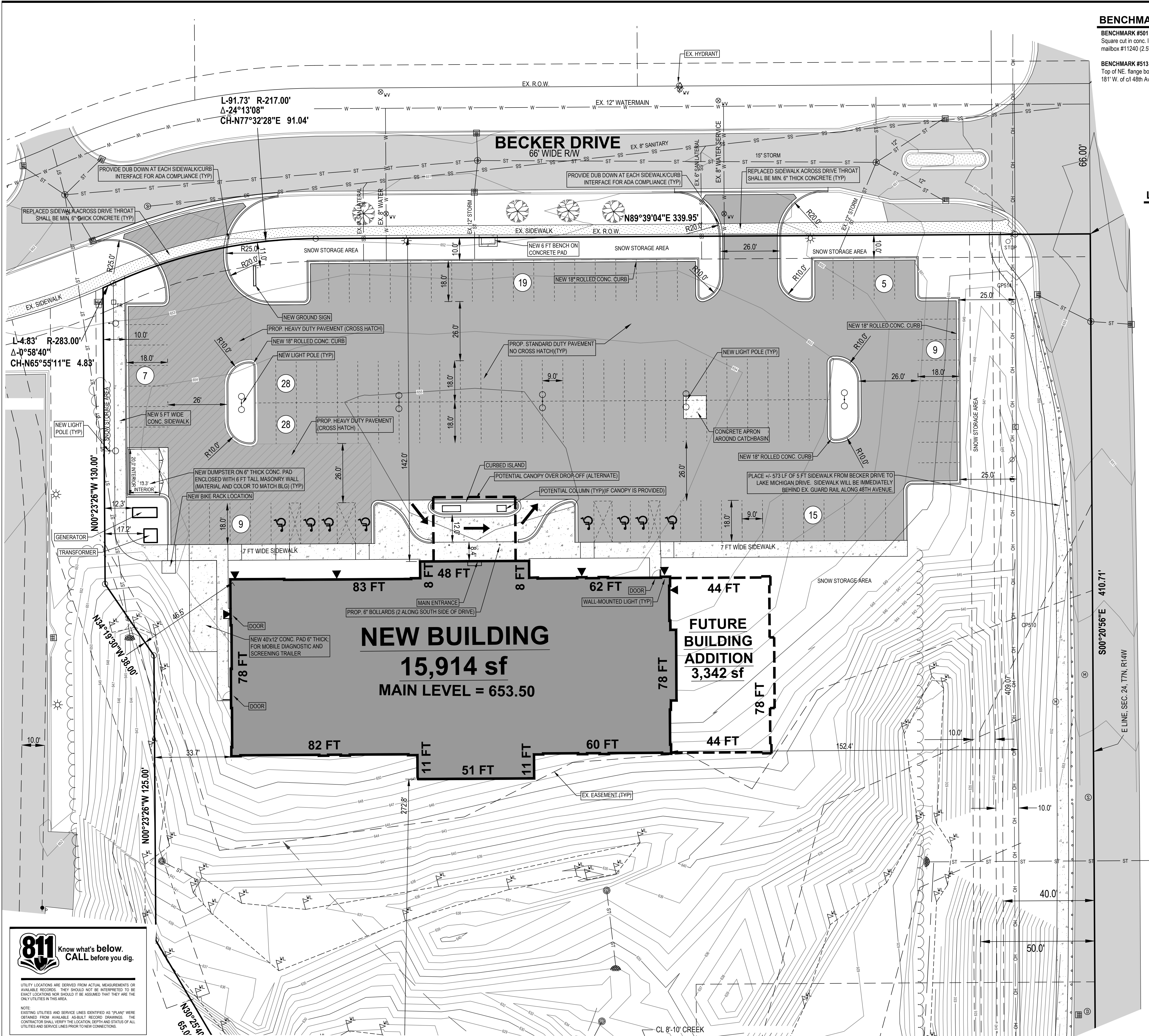


2" deep fabricated aluminum address numbers, stud mounted, non-illuminated



electrical: internally illuminated with LEDs, 60 watt power supply housed inside raceway, conduit to feed power through wall, weathertight penetration, 120V, UL listed
FINAL CONNECTION TO BE MADE BY OTHERS

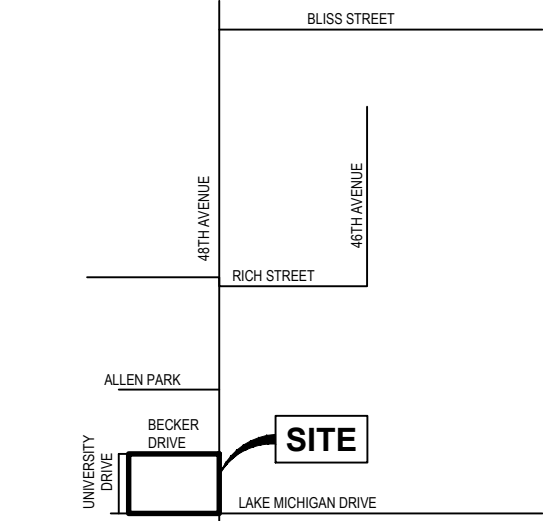
SIGNATURE:	DATE:	DRAWING: allendale exterior revD	MANAGER: M. Tiesma	DATE:	14.0
		PROJECT: MHUMH/4830 Becker Allendale	DESIGN: R. Sobota		



BENCHMARKS

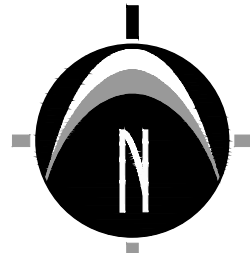
BENCHMARK #501 ELEV. = 655.08 (NAV88)
Square cut in conc. light pole base, 2' S. of back of walk & 15' S. of mailbox #11240 (2.5' above grade).

BENCHMARK #513 ELEV. = 652.93 (NAV88)
Top of NE. flange bolt on hydrant, under "M", 18' N. of back of curb & 18'1" W. of cl 48th Ave.



LOCATION MAP

NOT TO SCALE



0' 10' 20' 40'
SCALE: 1" = 20'

LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE
- PROPOSED BUILDING

GENERAL NOTES

- ZONING OF PROPERTY: UNIVERSITY PARK P.U.D.
PUB. ZONING REQUIREMENTS (FOLLOWING THE GC DISTRICT):
MINIMUM LOT AREA = 22,500 SF
MINIMUM LOT WIDTH = 150 FT
MAXIMUM ALLOWED BUILDING HEIGHT = 30 FT
MAXIMUM ALLOWED BUILDING COVERAGE = 60% (PER GC DISTRICT)
MINIMUM ALLOWED BUILDING SETBACKS:
FRONT YARD = 25 FT
SIDE YARD = 0 FT (10 FT IF NOT ON PROPERTY LINE)
REAR YARD = 5 FT
- SUMMARY OF LAND USE:
A) TOTAL ACRES = 4.09 ACRES (APPROX. 177,602 SF) (EXCLUDING ROAD R.O.W.)
= 4.39 ACRES (APPROX. 191,141 SF) (INCLUDING ROAD R.O.W.)
B) FOOTPRINT AREA OF NEW BUILDING = APPROXIMATELY 15,914 SF
C) FOOTPRINT AREA OF POSSIBLE FUTURE ADDITION = APPROXIMATELY 3,342 SF
D) PROPOSED BUILDING HEIGHT = APPROXIMATELY 30 FT (TWO FLOORS)
E) BUILDING LOT COVERAGE = APPROXIMATELY 10.8%
F) ON-SITE ASPHALT/CONCRETE AREA AFTER CONSTRUCTION = APPROXIMATELY 41,250 SF
G) TOTAL IMPERVIOUS PERCENTAGE = APPROXIMATELY 34.1% (60,565 SF)
H) THE BUILDING AND SITE WILL BE USED AS A MEDICAL OFFICE BUILDING.
I) ZONING OF SURROUNDING PARCELS:
NORTH, WEST = UNIVERSITY PARK PUD
SOUTH = P.U.D.
EAST = GC
- PARKING REQUIREMENTS:
A) TYPICAL PARKING SPACE = 9' x 18' (26' TWO-WAY DRIVE AISLES)
B) TYPICAL BARRIER FREE SPACE = 8' x 18' (WITH 8' WIDE VAN ACC. AISLES)
C) NUMBER OF SPACES REQUIRED = +/-80 (BASED ON 4 PER DOCTOR PLUS 1 PER EMPLOYEE) (APPROXIMATELY 10 PROVIDERS AND 40 STAFF)
D) NUMBER OF SPACES PROVIDED = 120 (METRO REQUIRES THIS NUMBER FOR THEIR BUSINESS)
E) MINIMUM ALLOWED PARKING SETBACK = NORMALLY 25' FRONT YARD, HOWEVER WITH MAIN STREET PUB. PARKING AT OR CLOSER THAN 10' OFF BECKER DRIVE/UNIVERSITY PARKWAY, A 10' FT PARKING SETBACK IS BEING REQUESTED OFF BECKER DRIVE, TO BE CONSISTENT.
F) PARKING SPACES SHALL BE STRIPED WITH 4" WIDE PAINT.
G) RAISED CURBING IS REQUIRED AROUND THE PERIMETER OF PAVED PARKING AREAS.
H) A PORTION OF THE PROJECT IS IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAPS. THE 100 YEAR FLOOD PLAIN ELEVATION IS APPROXIMATELY 631' PER THE FEMA MAP.
I) BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SILT FENCING, SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL, SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.
J) SIGNAGE SHALL COMPLY WITH THE SIGNAGE PACKAGE SUBMITTED AND APPROVED AS PART OF THE PUD APPROVAL.
K) ONE FREE STANDING SIGN ALONG BECKER DRIVE IS PERMITTED (32 SF IN SIZE).
L) NO FREE STANDING SIGN IS ALLOWED ALONG LAKE MICHIGAN DRIVE.
M) NORTH WALL SIGN = 108 SF (173 SF NORMALLY ALLOWED)
N) EAST WALL SIGN = 128 SF (173 SF NORMALLY ALLOWED)
O) SOUTH WALL SIGN = 231.4 SF (173 SF NORMALLY ALLOWED)
P) UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.
Q) CONTRACTOR TO FIELD VERIFY ALL UTILITIES.
R) ALL LIGHTING SHALL COMPLY WITH THE ALLENDALE TOWNSHIP ZONING ORDINANCE AND THE UNIVERSITY PARK P.U.D. ALL LIGHTING SHALL BE FULLY SHIELDED FROM ALL ADJACENT PROPERTIES.
S) LANDSCAPING SHALL COMPLY WITH THE REQUIREMENTS OF THE ALLENDALE TOWNSHIP ZONING ORDINANCE.
T) THE ADDRESS FOR THE SITE IS 4830 BECKER DRIVE.
U) THE CONSTRUCTION OF THE SITE WILL BEGIN PROMPTLY PENDING TOWNSHIP/AGENCY APPROVALS AND PERMITS. IT IS ANTICIPATED THAT THE PROJECT WILL BE COMPLETED IN 2021. THE PROJECT WILL BE COMPLETED IN ONE PHASE.
V) THE STORM WATER RUNOFF FROM THE SITE WILL BE COLLECTED BY CATCHBASIN AND STORM SEWER PIPES. REGIONAL STORM WATER HOLDING IS ALREADY PROVIDED FOR THE PROPERTY.
W) THE SITE SOIL IS PRIMARILY LEAN CLAY BASED ON SOIL BORINGS COMPLETED AT THE SITE.
X) ANYALL NEW POWER LINES AND RELATED UTILITIES WILL BE BURIED PER SECTION 24.09F OF THE ZONING ORDINANCE.
Y) PARAPET WALLS ARE PROVIDED TO SCREEN ANYALL ROOFTOP UNITS.
Z) THE MOBILE DIAGNOSTIC AND SCREENING UNIT THAT WILL BE LOCATED TO THE WEST OF THE BUILDING IS A MOBILE TRAILER UNIT THAT WILL ONLY BE AT THE SITE AS AND WHEN NEEDED. IT IS ANTICIPATED THAT THE TRAILER WILL BE PRESENT ONCE A WEEK FOR A DAY AT A TIME, BUT THE DURATION AND FREQUENCY OF VISITS WILL FLUCTUATE DEPENDING ON THE DEMAND FOR THE SERVICES.
AA) AS A MAXIMUM, PER A CONDITION OF THE PLANNING COMMISSION, THE MOBILE DIAGNOSTIC AND SCREENING UNIT TRAILER WILL NOT BE ON SITE FOR MORE THAN TWO BUSINESS DAYS PER WEEK WITHOUT PRIOR APPROVAL FROM THE TOWNSHIP.



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "P" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

NEDERVELD
www.nederveld.com
800.222.1868

GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190

ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:

Property Resources, Inc.
Attention: Matt Sikma
5500 Cascade Road SW
Suite 200
Grand Rapids, MI 49546
Phone: 616.957.1161

REVISIONS:

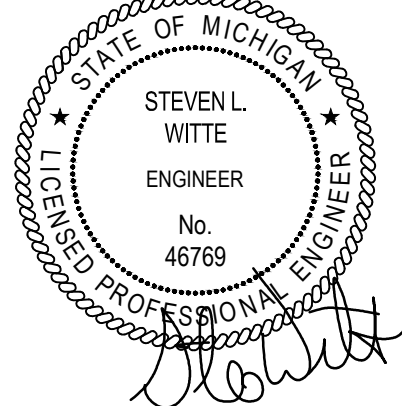
Title	Site Plan	Checked	SW	Date	01/22/21
Title	Addendum 01	Checked	SW	Date	02/03/21
Title	Post Bid Addendum 1	Checked	SW	Date	02/16/21
Title	Ex. Sanitary/Water Notes	Checked	SW	Date	3/4/21
Title	Bulletin No. 1	Checked	SW	Date	3/11/21
Title	Water Service Size	Checked	SW	Date	4/27/21
Title	Water Service Size	Checked	SW	Date	4/30/21
Title	Per Signage (Planning Commission on 05/03/21)	Checked	SW	Date	05/03/21
Title	Sign Notes per Planner Review	Checked	SW	Date	06/21/21

Metro Health

Site Layout Plan

4830 Becker Drive
PART OF THE SE 1/4 OF SECTION 24, T1N, R14W,
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:



PROJECT NO:
20200664

SHEET NO:
C-205

SHEET: 2 OF 6

CHARTER TOWNSHIP OF ALLENDALE
COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION #2021-11
Metro Health Sign- University Park PUD Amendment

At a regular meeting of the Board of Trustees of the Charter Township of Allendale, Ottawa County, Michigan, held at the Allendale Charter Township Hall located at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on the 28th day of June, 2021 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

It was moved by member _____ and supported by member _____ that the following Resolution be adopted.

WHEREAS, MHP Allendale, LLC (the "Applicant"), whose address is 5500 Cascade Road, SE, Suite 200, Grand Rapids, Michigan, 49546, applied to Allendale Charter Township (the "Township") for Planned Unit Development Major Amendment approval to the University Park Planned Unit Development pursuant to Article 12 of the Allendale Charter Township Zoning Ordinance (the "Zoning Ordinance"), to construct a second ground mounted sign also exceeding the maximum area permitted by the Zoning Ordinance as well as a wall sign exceeding the maximum area permitted by the Zoning Ordinance, as shown in the site plan submission titled Metro Health, prepared by Nederveld, dated 3/11/21 and as shown in the signage submission titled MHUMH, prepared by Midwest Signs, dated 2/17/2021 and one page dated 2/3/2021 (the "Development"), which includes;

1. A two (2) page PUD Application, dated March 29, 2021;

2. An undated legal description page, titled 4830 Becker Drive, #70-09-24-400-079;
3. Site Plan Sheets:
 - a. Metro Health – Existing Conditions and Demolition Plan, Project No. 20200664, Sheet No. C-201, 06/21/21, prepared by Nederveld;
 - b. Metro Health – Site Layout Plan, Project No. 20200664, Sheet No. C-205, dated 06/21/21, prepared by Nederveld;
4. Signage Sheets:
 - a. MHUMH – DRAWING: allendale exterior revD, PROJECT: MHUMH/4830 Becker Allendale, E, dated 5/5/2021, prepared by Midwest Sign Company;
 - b. MHUMH – DRAWING: allendale exterior revD, PROJECT: MHUMH/4830 Becker Allendale, d, dated 5/5/2021, prepared by Midwest Sign Company;
 - c. MHUMH – DRAWING: allendale exterior revD, PROJECT: MHUMH/4830 Becker Allendale, e, dated 5/5/2021, prepared by Midwest Sign Company;
 - d. MHUMH – DRAWING: allendale exterior revD, PROJECT: MHUMH/4830 Becker Allendale, f, dated 5/5/2021, prepared by Midwest Sign Company;and

WHEREAS, before providing a recommendation to approve the Development, it is necessary that the Planning Commission hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is

evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on May 3, 2021; and

WHEREAS, the Township Planning Commission found that the Development complies with the objectives of Section 12.01 of the Zoning Ordinance, the standards of Section 12.08 of the Zoning Ordinance, and the standards of Section 24.06 of the Zoning Ordinance and;

WHEREAS, before taking any action to approve or deny a request for approval of the Development, it is necessary that the Board of Trustees hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on June 28, 2021; and

WHEREAS, pursuant to Article 12 of the Zoning Ordinance, the Township Board of Trustees desires to approve the Development.

NOW, THEREFORE, BE IT RESOLVED THAT THE DEVELOPMENT IS APPROVED WITH THE FOLLOWING CONDITIONS:

1. The signage identified within the Development is only permitted within 4830 Becker Drive, parcel number 70-09-24-400-079.
2. All utilities shall be buried underground.
3. All resolutions, ordinances, or other approvals for the University Park Planned Unit Development prior to the proposed Development remain unchanged, except as provided herein.

4. These conditions shall be binding on the Applicant and all successor owners or parties in interest in the Development, or any portion of the Development.
5. Any violation of these conditions shall constitute a violation of the Zoning Ordinance and, in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Development.

Yeas:

Nays:

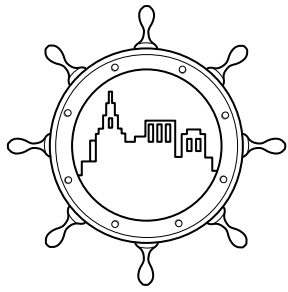
Resolution declared _____ on June 28, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 8th day of March, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township



Fresh Coast Planning

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hillary@freshcoastplanning.com

Brian Werschem
231-206-4821
bwerschem@gmail.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA 
Date: June 19, 2021
Re: Walgreen's Planned Unit Development Major Amendment – The Raymond Building

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) from Steve Witte of Nederveld, Incorporated on behalf of Allendale Property, LLC to construct a 5,414 square foot Mr. Burger drive-thru and sit down dining restaurant located at 6880 Lake Michigan Drive, parcel number 70-09-27-126-045, as well as related infrastructure, landscaping, and other site improvements within the existing Walgreens PUD. The PUD is located at the southwest corner of 68th Avenue and Lake Michigan Drive.

Planning Commission Actions

The Allendale Charter Township Planning Commission (ACTPC) reviewed the Preliminary PUD Plan at their April 5, 2021 meeting, and subsequently reviewed the Final PUD Site Plan at their May 3, 2021 meeting, following public hearing. Comment was received from the property owner located immediately west regarding berm construction along their common property line and trash that blows into his property from the Walgreens site. In response, the applicant indicated that the landscaping and berm along the property line was more robust than the previous site plan that prompted concern from the adjacent neighbor.

Significant Revision from the Original PUD Approval

It is important to note that the current (original) PUD approval prohibits drive-thrus, although during the Raymond Building site plan application to amend the Walgreens PUD within the same location, which was subsequently abandoned, the ACTPC noted that Walgreens contains a drive-thru. As a result of their deliberations, the ACTPC concluded that a drive-thru was reasonable and recommends allowing such as part of the proposed restaurant.

Recommendation

The ACTPC provided a recommendation of approval of the Final PUD Site Plan through the attached resolution, by a vote of 5-1, with one member absent. The resolution is written to be adopted by the Board of Trustees. Therefore, a separate resolution of the Planning Commission was not drafted.

Board of Trustees Responsibilities

Review Procedures

Pursuant to Section 12.07E – Procedures, Step 5 Township Board Action and Public Hearing of the ACTZO, the Allendale Charter Township Board of Trustees (ACTBT) shall review the Final PUD Site Plan and the related PUD site plan resolution, as well as the proceedings and recommendation of the Planning Commission. The ACTBT shall make its findings based on the PUD standards for approval provided in Section 12.08 of the ACTZO. For your convenience, below is a copy of Section 12.08 as we provided it to the ACTPC.

Planned Unit Development Standards for Approval

As you are aware, Section 12.08 – Standards for Approval of the Allendale Charter Township Zoning Ordinance (ACTZO) provides your standards of review when deliberating regarding a Planned Unit Development site plan application. It is worth noting that a major amendment to an existing PUD, such as proposed, shall be processed in the same manner as an original PUD application except that the PUD zoning shall remain in place. In that regard, below is copy of said Standards of Approval as well as our response to each in italic font in an effort to assist you with your review of the request.

Section 12.08 STANDARDS FOR APPROVAL

A PUD shall be approved only if it complies with each of the following standards as applicable.

A. The PUD complies with all qualifying conditions of this PUD ordinance

Section 12.03 of the ACTZO provides for two (2) qualifying conditions: Minimum Size and Common Ownership. The minimum size required for a PUD is three (3) acres unless the Board of Trustees approves a lesser acreage by finding the proposed project satisfies one or more standards. While the proposed parcel is only 2.88 acres, it was included in the original 2007 Walgreen's PUD approval, which includes the parcels immediately to the east, ultimately exceeding three (3) acres.

In regard to the qualifying condition concerning Common Ownership and given that the property within the PUD is under common ownership, it appears that this condition has been met. As a result, this overall standard appears to be met.

B. The uses to be conducted within the PUD are substantially consistent with the Allendale Charter Township Master Plan OR based on the design of the PUD and the conditions imposed, the proposed uses are appropriate for the proposed location and are not likely to affect the recommendations of the Master Plan for the larger area where the PUD is to be located.

The subject property is master planned with the General Commercial classification, which is consistent with the General Commercial Zoning District and accommodates Mr. Burger. While the use(s) of the southern building have yet to be identified, the draft resolution requires that the building returns to the Planning Commission for site plan approval and at that time, the use(s) should be addressed. Given this, it appears this standard has been met.

C. The PUD is compatible with surrounding uses of property and the natural environment.

We believe the use is compatible with the surrounding uses of property and the natural environment. Pending comments received at the public hearing, we anticipate that this standard will be met.

D. The PUD will not result in significant adverse effects upon nearby or adjacent lands and will not significantly change the essential character of the surrounding area.

Pending comments received at the public hearing, we believe this standard will be met.

E. The proposed development is consistent with the spirit of the PUD District, as described in this Article and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.

Based upon your preliminary review findings, it appears that this standard has been met.

- F. The PUD preserves and maintains mature woodlands, fields, pastures, meadows and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.

The PUD preserves the existing buffer along the southern and southwestern portion of the property, and additional buffer landscaping will be included in the development as well. Pending comments received at the public hearing, it appears this standard has been met.

- G. The individual lots, buildings, roadways, and open space areas within the PUD are designed to minimize the alteration of environmental site features.

The proposed development is designed to minimally impact the existing topographic site features. As a result, it appears that this standard has been met.

- H. The PUD can be adequately served by public utilities such as police and fire protection or public or on-site community water or sanitary sewer.

Given that all relevant Township Departments did not express any concerns in these regards and given that public water and sanitary sewer is proposed within the project, it appears that this standard has been met.

- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to ensure the protection of natural resources and the health, safety, and welfare of the users of the PUD and the occupants of the surrounding area.

While the proposed development indicates there may be a future building at its south end of approximately 8,250 square feet, no elevations, floor plan, or other related details were provided for your review. Therefore, and as you know, if the applicant decides to proceed with the construction of the future building, they will need to return to the Planning Commission and provide the documentation required for site plan review. However, in the event the applicant decides not to proceed with construction of the future building, the site layout contains all of the features necessary to meet the requirements of the ACTZO. As a result, it appears this standard has been met.

Public Hearing

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the request. A public hearing has been scheduled for your June 28, 2021 meeting. While a first and second reading would ordinarily occur as well, given that the PUD District already exists, neither of those readings are necessary.

Conditions of Approval

As a part of this process, the ACTBT can impose reasonable conditions upon its approval of the PUD pursuant to Section 12.07E3 of the ACTZO. A copy of said section is below for your convenience.

Section 12.07E3. The Township Board may impose reasonable conditions upon its approval of the PUD. Such condition may include conditions necessary to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, to protect the natural environment and conserve

natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of property in a socially and economically desirable manner.

As aforementioned, the application has been scheduled for a public hearing at your June 28, 2021 meeting. If you have any questions, please let us know.

GLR
Planner

Attachments

Reitberg Companies
Greg DeJong

3083 Washington Avenue, SW
Grandville, MI 49418
Phone: 616.538.9460

Title: Preliminary Site Plan		V. Date: 02/08/21
Drawn: SW	Checked: SW	S. Date: 02/08/21
Title: Site Plan		V. Date: 03/01/21
Drawn: SW	Checked: SW	S. Date: 03/01/21
Title: Site Plan Resubmittal (per Staff)		V. Date: 03/25/21
Drawn: SW	Checked: SW	S. Date: 03/25/21
Title: Per Planning Commission 05/03/21		V. Date: 05/07/21
Drawn: SW	Checked: SW	S. Date: 05/07/21

[illegible]

Mr. Burger

Existing Conditions and Demolition Plan

6880 Lake Michigan Drive.
PART OF THE NORTHWEST 1/4 OF SECTION 27, T7N, R14W,
ALLEDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

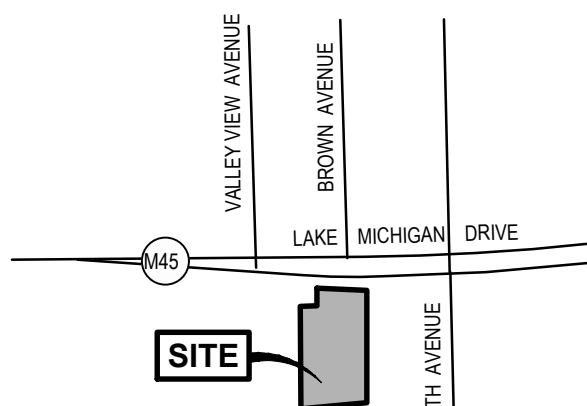
PROJECT NO:
21200247

C-201

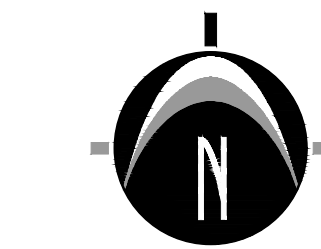
SHEET: 1 OF 5

BENCHMARK #168 ELEV. = 653.97 (NGVD29)
Top of flange bolt (under "E") to hydrant located on the S. side
of Lake Michigan Dr., 500' ± W. of C/L 68th Ave.

BENCHMARK #324 ELEV. = 653.75 (NGVD29)
Top of SW. flange bolt (under "USA") to hydrant located 140' S. of centerline of Lake Michigan Dr. & 68' W. of Walgreens.



NOT TO SCALE



0' 15' 30' 60'

SCALE: 1" = 30'

Storm Manhole #416

Storm Manhole #416
Rim Elev. = 651.84
12" CPP (E) = 643.72
12" CPP (NE) = 645.92
18" CPP (SW) = 643.82

Storm Manhole #445
Rim Elev. = 648.43
18" CPP (S) = 642.32
18" CPP (NE) = 643.61

Storm Manhole #614
Rim Elev. = 644.52
12" PVC (NE) = 637.72
18" CPP (S) = 637.72

	Benchmark		Post
	Catch Basin - Square		Sign
	Cable Riser		Stormwater Manhole
	Culvert		Transformer
	Deciduous Tree		Utility Pole
	Electric Meter		Water Valve
	Electric Riser		Overhead Utility
	Evergreen Tree		Storm
	Guy Anchor		Fence
	Hydrant		Tree
	Iron - Set		Tree stump
	Iron - Found		Asphalt
	Light Pole		Concrete
	Mailbox		Existing Building

That part of the NW 1/4 Section 27, T7N, R14W, Allendale Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of Section 27; thence N89°04'37" S 352.12 feet along the North line of said NW 1/4; thence S00°33'03" E 122.86 feet to the Southerly line of Lake Michigan Drive (Highway M-45) and the PLACE of BEGINNING of this description; thence S00°33'03" E 471.07 feet; thence S49°54'53" W 260.60 feet; thence N01°44'34" W 440.38 feet; thence S88°30'54" E 66.00 feet; thence N01°44'34" W 64.72 feet; thence Easterly along the Southerly line of Lake Michigan Drive 205.02 feet along a 5784.12 foot radius curve to the left, the chord of which bears S87°30'54" E 205.00 feet to the place of beginning. Subject to easements of record. This parcel contains 2.875 acres. (Description from survey by others).

- 1) THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AT LEAST THREE WEEKS PRIOR TO THE BEGINNING OF CONSTRUCTION OPERATIONS. THERE ARE EXISTING UNDERGROUND UTILITIES WHICH CROSS THE PROPOSED REPLACEMENT WORK AREAS. AS REQUIRED THEIR EXACT LOCATION CANNOT BE DETERMINED. IT IS KNOWN THESE UTILITIES ARE LOCATED WHERE THEY ARE LOCATED. THE CONTRACTOR SHALL CONDUCT THE REQUIRED EXCAVATION IN THESE AREAS WITH EXTREME CAUTION.
- 2) ALL EXISTING UTILITY INFORMATION SHOWN IS TAKEN FROM EXISTING RECORDS, AND FIELD VERIFIED WHERE ACCESSIBLE. ONLY INFORMATION OBTAINED FROM EXISTING RECORDS MAY NOT BE COMPLETE OR ACCURATE. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN DETERMINED FROM THE BEST INFORMATION AVAILABLE AND ARE NOT GUARANTEED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES FOR THEIR ACCURACY. THE CONTRACTOR SHALL FIELD VERIFY FOR ACCURACY, LOCATION AND CONDITION.
- 3) BEFORE ANY WORK IS STARTED ON THE PROJECT AND AGAIN BEFORE FINAL ACCEPTANCE BY THE CITY AND BY THE OWNER, REPRESENTATIVES OF THE CITY, THE OWNER AND THE CONTRACTOR SHALL MAKE AN INSPECTION OF THE EXISTING UTILITIES WITHIN THE PROJECT LIMITS WHICH ARE TO REMAIN IN SERVICE AND WHICH MAY BE AFFECTED BY THE WORK. THE CONDITION OF THE EXISTING UTILITIES AND THEIR APPURTEANCES SHALL BE DETERMINED FROM FIELD OBSERVATIONS AND EXISTING VIDEO TAPES. RECORDS OF THE INSPECTIONS SHALL BE KEPT IN WRITING BY THE CONTRACTOR.
- 4) THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED FOR DEMOLITION WORK.
- 5) ALL EXISTING UTILITIES, SEWERS AND WATER LINES ARE TO REMAIN UNDISTURBED UNLESS OTHERWISE NOTED ON THE PLANS. THE CONTRACTOR SHALL COORDINATE WITH ALL APPLICABLE UTILITY COMPANIES, MUNICIPALITIES AND AGENCIES BEFORE COMMENCING ANY WORK.
- 6) THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES REGARDING REMOVAL OF EXISTING POLES, OVERHEAD WIRES, UNDERGROUND UTILITIES, GUY WIRES, GAS LINES, ETC. ALL ADJUSTMENT OR RECONSTRUCTION WORK EXCEPT FOR THOSE STRUCTURES OTHERWISE NOTED ON THE PLANS, SHALL BE PERFORMED BY THE CONTRACTOR. EXCEPT FOR REMOVAL OF SUCH AS UTILITY POLES AND VALVES SUCH SHALL NOT BE DISTURBED BY THE CONTRACTOR DURING CONSTRUCTION.
- 7) THE CONTRACTOR SHALL MAINTAIN EXISTING UTILITY SERVICE TO ALL ADJOINING PROPERTIES.
- 8) ALL DEBRIS SHALL BE REMOVED FROM THE SITE, AND NO STOCKPILING ON SITE SHALL BE ALLOWED UNLESS APPROVED BY THE OWNER OR THEIR REPRESENTATIVES.
- 9) THE CONTRACTOR SHALL LIMIT SAWCUT AND PAVEMENT REMOVAL TO ONLY THOSE AREAS WHERE REQUIRED OR AS SHOWN. ALL PAVEMENTS TO BE REMOVED SHALL BE SAWCUT AND REMOVED TO FULL DEPTH AT ALL PAVEMENT LIMITS OR SKIN DEPTH AT ALL AREAS WHERE NOT SHOWN. IF REQUIRED TO EXCEED THE PROPOSED DEPTH, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ITS REMOVAL AND REPAIR AT NO ADDITIONAL COST TO ANYONE ELSE, INCLUDING THE CITY OR OWNER.
- 10) ASPHALT AREAS SHOWN TO BE SAWCUT AND REMOVED FULL DEPTH ARE ACTUAL CASE OF PROPOSED CURBS. IT WILL BE NECESSARY TO MAKE OFF-SET SAWCUTS TO PROVIDE CLEARANCE FOR PROPOSED CURBS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE EXCESS DEPTH REMOVAL. IF THE CONTRACTOR DEEMES IT APPROPRIATE, ADDITIONAL CUTS MAY BE DESIRED TO FACILITATE THE REMOVAL OF THE EXISTING PAVEMENT, BUT THERE WILL BE NO EXTRA PAYMENT FOR ADDITIONAL CUTS. PAVEMENT SHALL BE REMOVED WITHOUT DAMAGING OR UNDERMINING THE REMAINING PAVEMENT. IF ADJACENT PAVEMENT IS DAMAGED, THE CONTRACTOR SHALL MAKE ADDITIONAL FULL DEPTH SAWCUTS AND REMOVE THE DAMAGED AREAS AS NECESSARY.
- 11) ALL PAVEMENT REMOVAL AREAS SHALL BE FULL PAVEMENT CROSS-SECTION REMOVAL DOWN TO NATIVE SOIL LAYER IN ACCORDANCE WITH THE GEOTECHNICAL REPORT.
- 12) ALL TREES AND VEGETATION WITHIN THE GRADING LIMITS SHALL BE REMOVED UNLESS OTHERWISE NOTED.

- 1 REMOVE EXISTING TREE/VEGETATION
- 2 SAWCUT, REMOVE, AND REPLACE EDGE OF EXISTING ASPHALT AS NECESSARY FOR SMOOTH TRANSITION BETWEEN EX. AND PROPOSED.
- 3 REMOVE ALL EXISTING TREE STUMPS AND ROOTS FROM PROJECT AREA (TYP)
- 4 SAWCUT, REMOVE, AND REPLACE EXISTING SIDEWALK AS NECESSARY FOR SANITARY LATERAL/UTILITY CONSTRUCTION (TYP).
- 5 SAWCUT, REMOVE, AND REPLACE EXISTING ASPHALT CURBING, ETC. AS NECESSARY FOR CONSTRUCTION OF SANITARY LATERAL LATERAL EXTENSION. CONTRACTOR TO COORDINATE WORK WITH WALDGREENS.
- 6
- 7



UTILITY LOCATIONS AS SHOWN ON THE PLAN WERE OBTAINED FROM ACTUAL MEASUREMENTS OR AVAILABLE AS-BUILT RECORD DRAWINGS AS PROVIDED TO US. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE:
THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS
OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

Reitberg Companies
Greg DeJong

3083 Washington Avenue, SW
Grandville, MI 49418
Phone: 616.538.9460

Title: Preliminary Site Plan		V. Date: 02/08/21
Drawn: SW	Checked: SW	S. Date: 02/08/21
Title: Site Plan		V. Date: 03/01/21
Drawn: SW	Checked: SW	S. Date: 03/01/21
Title: Site Plan Resubmittal (per Staff)		V. Date: 03/25/21
Drawn: SW	Checked: SW	S. Date: 03/25/21
Title: Per Planning Commission 05/03/21		V. Date: 05/07/21
Drawn: SW	Checked: SW	S. Date: 05/07/21

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Mr. Burger

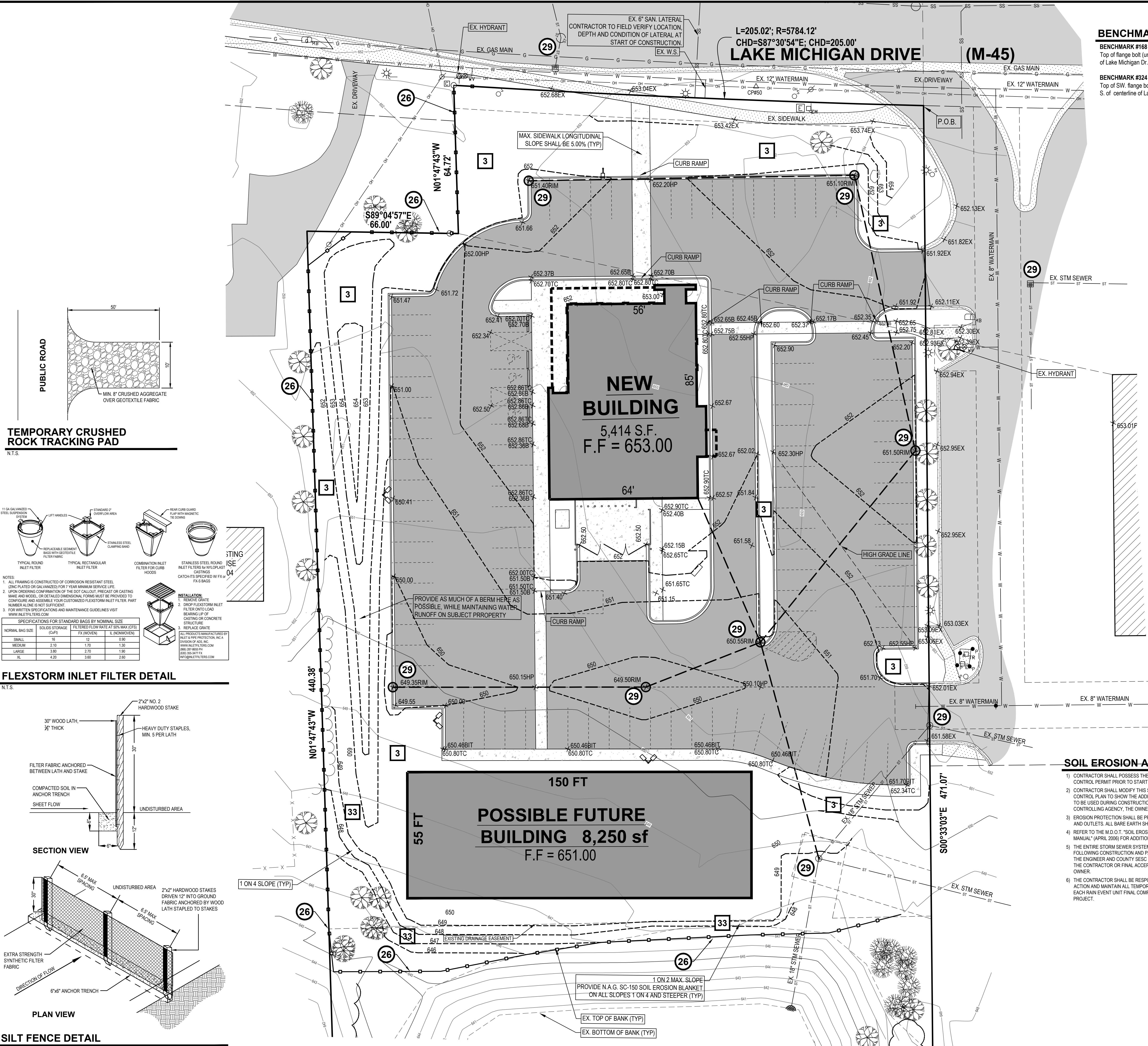
Grading and S.E.S.C. Plan

6880 Lake Michigan Drive.
PART OF THE NORTHWEST 1/4 OF SECTION 27, T7N, R14W,
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

PROJECT NO:
2120024

C-300

SHEET: 3 OF 5



— Land Planning — Landscape Architecture — Civil Engineering — Land Surveying — High Definition Scanning — Forensic Engineering — Fire Investigation

EX. STRUCTURE INFORMATION

Storm Manhole #416
Rim Elev. = 651.84
12" CPP (E) = 643.72
12" CPP (NE) = 645.92
18" CPP (SW) = 643.82

Storm Manhole #445
Rim Elev. = 648.43
18" CPP (S) = 642.32
18" CPP (NE) = 643.61

Storm Manhole #614
Rim Elev. = 644.52
12" PVC (NE) = 637.72
18" CPP (S) = 637.72

CONSTRUCTION NOTES

STORM SEWER

- ALL CATCH BASINS SHALL BE PROVIDED WITH A MINIMUM 7' SWAMP.
- ALL STORM SEWER SHALL BE SMOOTH LINE CORRUGATED POLYETHYLENE PIPE (SLCPP), WITH WATERTIGHT JOINTS MEETING THE REQUIREMENTS OF THE MICHIGAN PLUMBING CODE, AASHTO M-282 AND M-294, ASTM F2306, F2308, D-3212, F-477, F-747, F-747, D-350 AND F-1417, UNLESS OTHERWISE SPECIFIED. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS AND ASTM D-2321 OR CONCRETE PIPE MEETING THE REQUIREMENTS OF ASTM C-76 II UNLESS OTHERWISE NOTED.
- 6" UNDERDRAIN SHALL BE PERFORATED PIPE WITH SOCK MEETING THE REQUIREMENTS OF AASHTO M-282 AND THE GEOTEXTILE SHALL MEET AASHTO M-288 REQUIREMENTS.
- ALL FLARED END SECTIONS SHALL BE CONCRETE.
- ALL CATCH BASINS AND MANHOLES SHALL BE CONCRETE, CONFORMING TO ASTM C-478 WITH BUTYL RUBBER GASKETED JOINTS WITH BOOT TYPE PIPE CONNECTIONS CONFORMING TO ASTM C-923 FOR ALL PIPE CONNECTIONS 2" DIAMETER AND SMALLER.
- ALL CATCH BASINS ARE DRAWN AND WILL BE STAKED AT CENTER OF CASTING.

WATERMAIN AND SANITARY SEWER

- ALL WATERMAIN AND SANITARY SEWER CONSTRUCTION SHALL CONFORM TO THE TOWNSHIP STANDARD CONSTRUCTION SPECIFICATIONS, INCLUDING POST CONSTRUCTION VIDEO INSPECTION OF THE SANITARY SEWER SYSTEM.

GENERAL

- ALL CONSTRUCTION AND MATERIAL SPECIFICATIONS INCLUDED FOR THIS PROJECT SHALL BE IN ACCORDANCE WITH THE MOST CONSTRUCTION AND MATERIALS SPECIFICATIONS LATEST EDITION AND THE ORDINANCES OF THE TOWNSHIP, WHERE CONFLICTS OCCUR IN THE ABOVE, THE TOWNSHIP SHALL BE THE GOVERNING AUTHORITY.
- VARIATION IN EXISTING SOIL CONDITIONS MAY IMPACT THE EARTHWORK QUANTITIES IF UNUSABLE SOILS ARE ENCOUNTERED DURING CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGES TO THE EXISTING WATER AND SEWAGE SYSTEMS RESULTING FROM NONCONFORMANCE WITH THE APPLICABLE STANDARDS OR THROUGH GENERAL NEGLIGENCE.
- ALL WORK INCLUDING INSPECTIONS AND TESTING COST REQUIRED FOR REMOVAL, RELOCATION OR NEW CONSTRUCTION FOR PRIVATE OR PUBLIC UTILITIES, WILL BE DONE BY AND AT THE EXPENSE OF THE CONTRACTOR AND INCLUDED IN THE BID PRICE FOR THE VARIOUS WORK ITEMS UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL NECESSARY PERMITS FROM THE TOWNSHIP AND COUNTY AND ANY OTHER AGENCY FOR ALL WORK DONE BY THE CONTRACTOR.
- ANY DEFECTS IN THE CONSTRUCTION, INCLUDING MATERIALS OR WORKMANSHIP, SHALL BE REPLACED OR CORRECTED BY REMOVAL AND REPLACEMENT OR OTHER APPROVED METHOD PRIOR TO ACCEPTANCE BY THE TOWNSHIP OR OWNER WITHOUT ANY ADDITIONAL COST TO THE TOWNSHIP OR OWNER.
- ALL LAWN AREAS REMOVED OR DISTURBED SHALL BE REPLACED WITH TOPSOIL AND SOIL WHERE NEEDED AND SHALL BE RESEEDED AND MULCHED IF SATISFACTORY RESEEDING OF LAWN DOES NOT OCCUR.
- ALL PUNCH LIST AND DEFICIENCY WORK SHALL BE COMPLETED WITHIN 1 MONTH OF THE END OF CONSTRUCTION.
- THE CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT FROM THE MDOT AND/OR THE COUNTY BEFORE BEGINNING WORK WITHIN ANY PUBLIC STREET RIGHT-OF-WAY.
- THE CONTRACTOR SHALL MAINTAIN A CURRENT SET OF CONSTRUCTION DRAWINGS ON SITE AT ALL TIMES. THESE PLANS HAVE BEEN DEVELOPED FOR ELECTRONIC FIELD LAYOUT. DIMENSIONS SHOWN ARE FOR GRAPHIC PRESENTATION ONLY AND SHOULD NOT BE USED FOR LAYOUT. CONTACT THE ENGINEER IF ANY DISCREPANCIES BETWEEN THE PLAN AND ELECTRONIC DATA ARE DISCOVERED.
- THE WORK LIMITS SHOWN ON THESE PLANS ARE FOR PHYSICAL CONSTRUCTION ONLY. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY LIGHTS, BARRICADES, FLAGMEN, ETC., AS REQUIRED TO PERFORM THE REQUIRED WORK. THE INSTALLATION AND OPERATION OF ALL TEMPORARY TRAFFIC CONTROL AND TEMPORARY TRAFFIC CONTROL DEVICES AS REQUIRED SHALL BE PROVIDED BY THE CONTRACTOR WHETHER INSIDE OR OUTSIDE THESE WORK LIMITS. THE CONTRACTOR SHALL FURNISH, ERECT, MAINTAIN AND SUBSEQUENTLY REMOVE SUCH ADDITIONAL TRAFFIC CONTROL DEVICES LOCATED OUTSIDE THE LIMITS OF CONSTRUCTION AS ARE REQUIRED ON THOSE STREETS WHICH ARE USED AS DETOURS, INCLUDING ROAD CLOSED SIGNS AND BARRICADES AT THE POINT WHERE THE ROAD IS CLOSED TO THROUGH TRAFFIC.
- THE CONTRACTOR SHALL PROTECT LOCATION OF ALL PROPERTY PINS AND BENCHMARKS.
- ALL WORK CONTINGENT SHALL AT ALL TIMES BE SUBJECT TO THE DIRECT INSPECTION OF THE TOWNSHIP, OWNER AND THEIR REPRESENTATIVES. THE TOWNSHIP AND OWNER RESERVES THE RIGHT TO HALT ALL CONSTRUCTION ACTIVITY FOR NONCONFORMANCE OF PLANS, SPECIFICATIONS AND OTHER APPLICABLE STANDARDS OR REGULATIONS.
- PRICES BID PER FOOT FOR ALL PIPES IS COMPACTED IN PLACE REGARDLESS OF SOIL OR ROCK CONDITIONS. CONTRACTOR IS RESPONSIBLE FOR ALL SIGNS, BARRICADES AND SAFETY FENCES TO DETOUR PEOPLE FROM ENTERING THE WORK AREA AND FOR MAINTAINING AND PROTECTING THE FLOW OF VEHICULAR AND PEDESTRIAN TRAFFIC AROUND THE JOB SITE. TRAFFIC CONTROLS SHALL BE COORDINATED WITH THE POLICE DEPARTMENT AND THE TOWNSHIP.
- PRIOR TO ANY CONSTRUCTION OR GRADING, A PROTECTIVE BARRIER, FENCE, POST AND/OR SIGNS CLEARLY INDICATING LIMITS OF WORK/DISTURBANCE SHALL BE INSTALLED INDICATING NO TREE REMOVAL OR DISTURBANCES OUTSIDE LIMITS. THE TOWNSHIP AND OWNER SHALL BE CONTACTED UPON DETERMINATION OF LIMITS IN THE FIELD.
- ALL ROAD SURFACES, EASEMENTS OR RIGHT-OF-WAYS DISTURBED BY CONSTRUCTION OF ANY PART OF THIS IMPROVEMENT ARE TO BE RESTORED COMPLETELY TO THE SATISFACTION OF THE COUNTY, MDOT AND THE OWNER.
- NO PARKING OF CONTRACTOR OR CONTRACTOR EMPLOYEE'S VEHICLES ON ANY PUBLIC STREETS SHALL BE PERMITTED.
- ALL DISTURBED SIGNS, GUARDRAILS, MAIL BOXES, AND DRIVEWAYS SHALL BE REPAIRED OR REPLACED AS DIRECTED BY THE COUNTY, TOWNSHIP, AND THE OWNER.
- DUST CONTROL: THE CONTRACTOR SHALL SUPPLY ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY SUCH AS CALCIUM CHLORIDE, WATER OR A MOTORIZED DUST-FREE STREET SWEEPING MACHINE TO MAINTAIN ALL ROADWAYS BEING USED FOR ACCESS TO THE CONSTRUCTION SITE AND SHALL ADHERE TO ALL ORDINANCES OF THE TOWNSHIP, COUNTY, EOLE OR ANY OTHER GOVERNING AUTHORITY.
- ALL SEWERS, MANHOLES, JUNCTION CHAMBERS AND INLET BASINS MUST BE CLEANED BEFORE ACCEPTANCE BY THE TOWNSHIP AND OWNER.
- IF MUD, SOIL OR OTHER DEBRIS IS DEPOSITED ON ADJACENT STREETS, ROADS OR OTHER PROPERTY, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF SUCH AT THE END OF EACH WORK DAY OR AS REQUIRED DURING THE WORK DAY.
- ADJUST TO GRADE OR RECONSTRUCT TO GRADE WORK SHALL INCLUDE THE REMOVAL AND REPLACEMENT OF ANY EXISTING CONCRETE BLOCK/PAVEMENT DAMAGED/PAVED DOWN OR OTHER SUCH LOAD TRANSFERS DEVICES SHALL BE REPLACED AS DIRECTED BY THE COUNTY AND THE ENGINEER.
- ALL EXISTING CASTINGS FOR STRUCTURES TO BE ADJUSTED OR RECONSTRUCTED TO GRADE SHALL BE FIELD CHECKED AT THE TIME OF CONSTRUCTION AND MARKED SUITABLE FOR SALVAGE AND REUSE OR REPLACED. COMPACTED PREMIUM BACKFILL (MOT CLASS 5 SAND) WILL BE REQUIRED AT ALL FILL AREAS OR ANY STREETS WHERE REMOVAL AND REPLACEMENT OF PAVEMENT AND/OR ALL UNDERGROUND CONSTRUCTION UNDER ANY DRIVEWAY OR PAVEMENT INCLUDING THE 45 DEGREE ANGLE OF INFLUENCE FROM THE OUTSIDE EDGE OF PAVEMENT OR TOP OF CURB. COMPACTION TESTS SHALL BE REQUIRED EVERY 50 FEET UNDER PAVEMENT. PAVEMENT INCLUDES, BUT NOT LIMITED TO, ROADWAY SURFACES, SIDEWALKS, BIKE WAYS, DRIVEWAYS, SHOULDERS, BUILDINGS, ETC.
- NO BUILDING MATERIAL, EQUIPMENT, VEHICLES OR CHEMICALS SHALL BE STORED OR PLACED OUTSIDE LIMITS OF WORK/DISTURBANCE.
- STORMWATER POLLUTION PREVENTION ITEMS SHALL BE IN PLACE PRIOR TO COMMENCING CLEARING OPERATIONS, EARTHWORK GRADING, OR ANY OTHER TYPE OF CONSTRUCTION ACTIVITY.
- ROOF DRAINS, FOUNDATION DRAINS AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED.
- CONSTRUCTION NOISE SHALL BE KEPT TO A MINIMUM DURING NIGHTTIME HOURS AND MUST COMPLY WITH MUNICIPAL CODE REQUIREMENTS.
- ALL TREES AND VEGETATION WITHIN THE GRADING LIMITS SHALL BE REMOVED UNLESS OTHERWISE NOTED. CONTRACTOR TO FIELD VERIFY AND SCOPE EXISTING SANITARY SEWER LATERAL TO CONFIRM ELEVATION, SLOPE, CONDITION AND PHYSICAL CONNECTION TO PUBLIC SANITARY SEWER MAIN PRIOR TO CONNECTION OF NEW LATERAL SERVICE.
- EACH BUILDING IS REQUIRED TO HAVE A MASTER WATER METER AND RPZ VALVE.
- A GREASE TRAP SHALL BE PROVIDED FOR ANY TENANT SPACE FACILITY THAT HAS A KITCHEN, DEP FRYER, GRILL OR OTHER FOOD PREPARATION APPLIANCES. THE GREASE TRAP SHALL INTERCEPT FATS, OILS AND GREASES. IF A GREASE TRAP IS NOT PROVIDED, THEN THE TOWNSHIP RESERVES THE RIGHT TO RESCIND THE CERTIFICATE OF OCCUPANCY DEPENDING ON THE TENANT LEASING THE SUBJECT SPACE.

L=205.02'; R=5784.12'

CHD=S87°30'54"E; CHD=205.00'

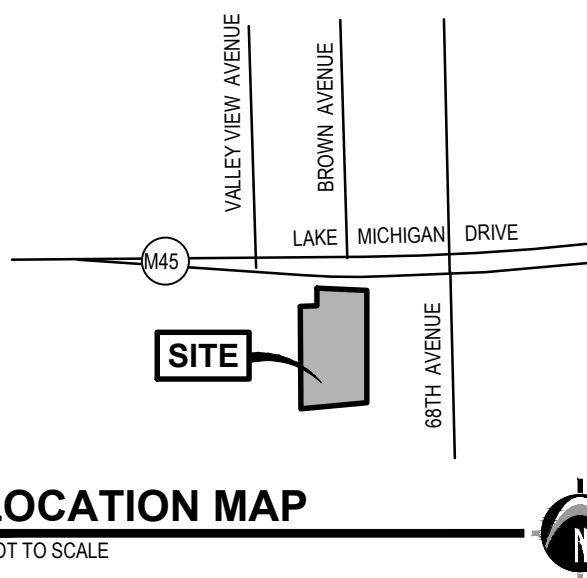
LAKE MICHIGAN DRIVE

(M-45)

BENCHMARKS

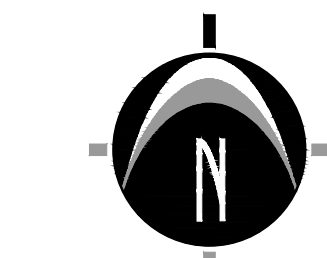
BENCHMARK #168 ELEV. = 653.97 (NGVD29)
Top of flange bolt (under "E") to hydrant located on the S. side of Lake Michigan Dr., 500' ± W. of C/L 68th Ave.

BENCHMARK #324 ELEV. = 653.75 (NGVD29)
Top of SW. flange bolt (under "USA") to hydrant located 140' ± S. of centerline of Lake Michigan Dr. & 68' W. of Walgreens.



LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE
- PROPOSED BUILDING



0' 10' 20' 40'
SCALE: 1" = 20'

NEW BUILDING
5,414 S.F.
F.F. = 653.00

56'
85'

64'

150 FT

55 FT

POSSIBLE FUTURE BUILDING 8,250 sf
F.F. = 651.00

150 FT

55 FT

POSSIBLE FUTURE BUILDING 8,250 sf
F.F. = 651.00

150 FT

55 FT

POSSIBLE FUTURE BUILDING 8,250 sf
F.F. = 651.00

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POSSIBLE FUTURE BUILDING 8,250 sf
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55 FT

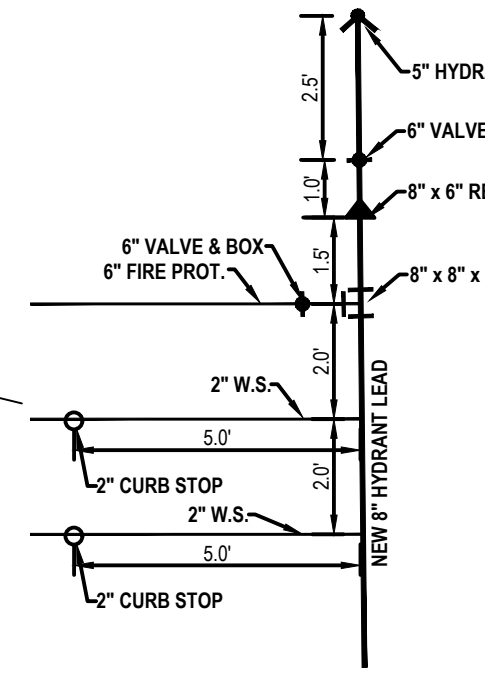
POSSIBLE FUTURE BUILDING 8,250 sf
F.F. = 651.00

150 FT

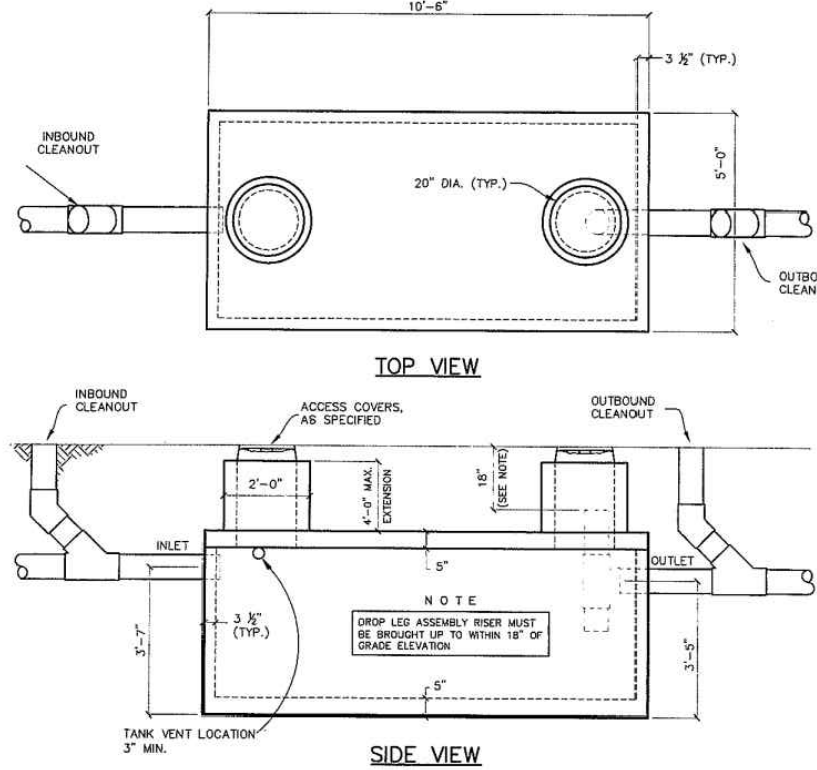
55 FT

POSSIBLE FUTURE BUILDING 8,250 sf
F.F. = 651.00

150 FT



HYDRANT DETAIL



- ADDITIONAL NOTES MUST BE PRINTED FOR UNDESIGNED TRAFFIC LOADS.
- CONNECTIONS TO TANK AND OUTFLOW MUST BE MADE WITH 100% BUTYL RUBBER GASKETS.
- THE TANK MUST HAVE A VENT ABOVE ALL TANK INVERTS AND MUST BE MADE WITH THE TANK INVERTS AND VENT HAVE BOOSED SEAL AT TANK INVERTS.
- MINIMUM LENGTH ON OUTFLOW PIPE.
- A SANITARY TEE MUST BE INCLUDED ON THE DROPLED ASSEMBLY.

1,000 GALLON OUTDOOR OIL & SAND SEPARATOR

N.T.S.

NEDERVELD
www.nederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190
ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:

Reitberg Companies
Greg DeJong

3083 Washington Avenue, SW
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REVISIONS:

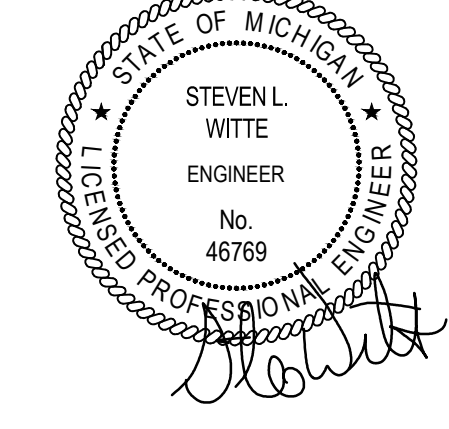
Title: Preliminary Site Plan	Checked: SW	V. Date: 02/08/21
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Title: Site Plan Resubmittal (per SWM)	Checked: SW	V. Date: 03/25/21
Drawn: SW	Checked: SW	S. Date: 03/25/21
Title: Per Planning Commission 05/03/21	Checked: SW	V. Date: 05/07/21
Drawn: SW	Checked: SW	S. Date: 05/07/21

Mr. Burger

Utility Plan

6880 Lake Michigan Drive
PART OF THE NORTHWEST 1/4 OF SECTION 27, T7N, R14W,
"ALLENDALE" TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:



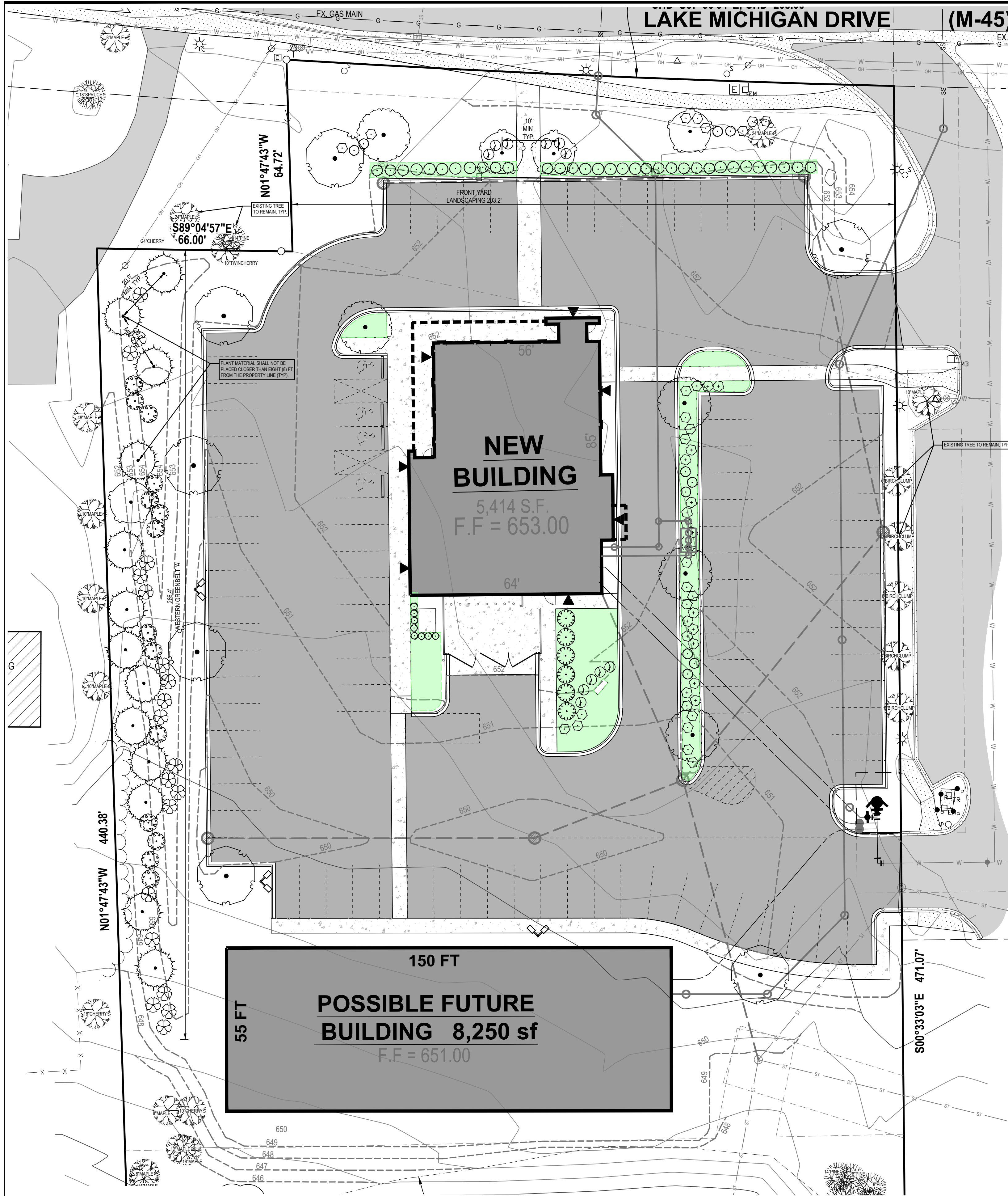
PROJECT NO:

21200247

SHEET NO:

C-400

SHEET: 4 OF 5



811 Know what's below. CALL before you dig.

UTILITY LOCATIONS AS SHOWN ON THE PLAN WERE OBTAINED FROM ACTUAL MEASUREMENTS OR AVAILABLE AS-BUILT RECORD DRAWINGS AS PROVIDED TO US. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

TYPICAL SHRUB / PERENNIAL / ORNAMENTAL GRASS PLANTING DETAIL

N.T.S.

FORM 2" SAUCER (CONTINUOUS)

TOPSOIL OR GOOD NATIVE SOIL THAT HAS BEEN AMENDED FOR PLANTING. (FREE FROM CLODS, ROCKS, STICKS, ETC.). PLACE SOIL IN 6 INCH LIFTS, LIGHTLY TAMP AND WATER AFTER EACH LIFT TO REMOVE AIR POCKETS.

EXCAVATE PLANT WELL 1 1/2 TIMES THE SIZE OF THE CONTAINER.

LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE
- PROPOSED BUILDING
- LANDSCAPE AREA

0' 10' 20' 40'

SCALE: 1" = 20'

LANDSCAPE REQUIREMENTS

FRONT YARD LANDSCAPING
FOR EACH 150 FT OF FRONTAGE: 2 DECIDUOUS OR EVERGREEN TREES, 2 ORNAMENTAL TREES, AND 5 SHRUBS REQUIRED

204 LF = 3 DECIDUOUS OR EVERGREEN TREES, 3 ORNAMENTAL TREES, AND 18 SHRUBS REQUIRED

LANDSCAPE PROVIDED: 3 DECIDUOUS TREES PROVIDED, 1 EXISTING TO REMAIN, 3 ORNAMENTAL TREES PROVIDED, 18 SHRUBS PROVIDED

PARKING LOT LANDSCAPING
20 SF OF LANDSCAPE AREA PER PARKING SPACE; 96 PARKING SPACES = 1,960 SF REQUIRED
1 CANOPY TREE PER PARKING ISLAND; 4 ISLANDS = 4 CANOPY TREES REQUIRED
1 CANOPY OR ORNAMENTAL TREE PER 20 PARKING SPACES; 96 SPACES = 5 TREES REQUIRED
CONTINUOUS LANDSCAPE HEDGE REQUIRED AT OFF-STREET PARKING

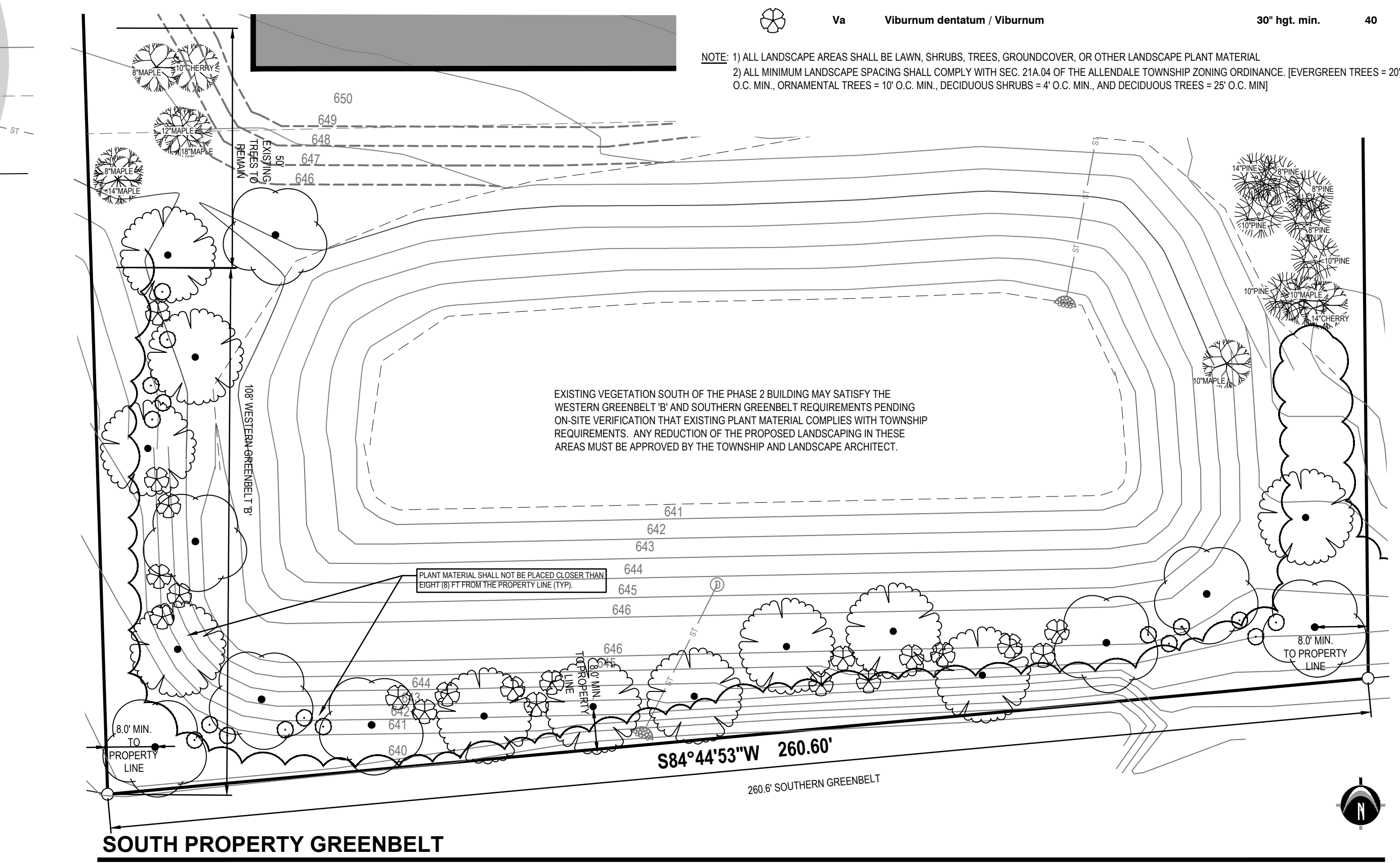
± 2,327 SF OF LANDSCAPE SPACE PROVIDED
4 CANOPY TREES IN PARKING ISLANDS PROVIDED
CONTINUOUS HEDGE (MIN. 24" HT.) ADJACENT TO FRONT YARD OFF-STREET PARKING PROVIDED (33 SHRUBS)

GREENBELT (MIN. 15 FT WIDE)
FOR EACH 20 LF: 1 TREE AND 2 SHRUBS (30" MIN. HT.) REQUIRED

WESTERN GREENBELT 'A': 267 LF = 14 TREES AND 34 SHRUBS PROVIDED
WESTERN GREENBELT 'B': 108 LF = 6 TREES AND 11 SHRUBS PROVIDED *
SOUTHERN GREENBELT: 280 LF = 13 TREES AND 26 SHRUBS PROVIDED *

LANDSCAPE NOTES

- PLANTING NOTES:**
- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO. 1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERMEN STANDARDS. DO NOT PLANT MATERIALS UNTIL DIRECTED BY OWNER, LANDSCAPE ARCHITECT, AND/OR CONSTRUCTION MANAGER. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL, FOR ANY REASON BEFORE OR AFTER IT IS INSTALLED.
 - SIZES SPECIFIED ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE INSTALLED.
 - ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE OWNER AND THE TOWNSHIP.
 - MAINTENANCE OF LANDSCAPING ITEMS, TREES, AND PLANTS SHALL BE PERFORMED BY THE PROPERTY OWNER OR A QUALIFIED PROFESSIONAL. ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE MUNICIPAL STANDARDS AND IN ACCORDANCE WITH CURRENT INDUSTRY STANDARDS IN A NEAT, HEALTHY AND WEED FREE CONDITION. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIALS ARE TO BE REPLACED IMMEDIATELY AFTER NOTIFIED TO DO SO.
 - PLANT TREES AND SHRUBS IN ACCORDANCE WITH PLANTING DETAILS. DIG TREE PITS PER DETAILS. PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN AT THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROX. 1/4 OF THE ROOT BALL ABOVE GRADE, AND BACKFILL TO TOP OF ROOT BALL.
 - REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. REMOVE THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE BURLAP FROM AROUND TRUNK.
 - FINELY SHREDDED HARDWOOD BARK MULCH, NATURAL COLOR (NON-COLORED), IS REQUIRED FOR ALL PLANTINGS AND PLANTING BEDS. MULCH PER PLANTING DETAILS. MULCH IN PLANT BEDS SHALL BE 3" THICK AT TIME OF INSPECTION AND AFTER COMPACTED BY RAIN OR IRRIGATION. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL LANDSCAPE EDGING.
 - LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL PRIVATE UNDERGROUND AND OVERHEAD UTILITIES. IF A CONFLICT WITH UTILITIES EXISTS, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING. THE SURFACE AREA IMMEDIATELY OVER PUBLIC UTILITIES SUCH AS WATER MAINS AND SANITARY SEWERS, SHALL REMAIN CLEAR AND FREE FROM LANDSCAPE PLANTINGS AND OTHER OBSTRUCTIONS FOR A MINIMUM DISTANCE OF TEN (10) FEET FROM EACH SIDE OF THE UTILITY INFRASTRUCTURE.
 - PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR AFTER PLANTING AND ACCEPTANCE.
 - DURING EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING, ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH.
 - ALL LAWN AREAS SHALL RECEIVE SOO OR HYDROSEED. TURF SHALL BE INSTALLED ON TOPSOIL UNLESS APPROVED OTHERWISE. DO NOT PLANT UNTIL ACCEPTANCE OF FINISH GRADE.
 - ALL PLANTING AREAS, LAWN AREAS AND LANDSCAPE ISLANDS SHOWN ARE TO HAVE A COMPLETE IRRIGATION SYSTEM. THE G.C. SHALL BE RESPONSIBLE FOR RETAINING A QUALIFIED FIRM FOR THE DESIGN OF THE IRRIGATION SYSTEM. THE DESIGN MUST SHOW HOW THE SYSTEM TIES INTO THE BUILDING AND MUST SHOW ALL OF THE NECESSARY EQUIPMENT FOR A COMPLETE SYSTEM. THE G.C. SHALL SUBMIT THE IRRIGATION SYSTEM DESIGN TO THE ARCHITECT/OWNER FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.
 - TO THE EXTENT FEASIBLE, THE APPROVED LANDSCAPING SHALL BE INSTALLED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF AUTHENTICITY.
 - LANDSCAPING SHALL BE INSTALLED WITHIN 180 DAYS OF OCCUPANCY OF THE BUILDING OR STRUCTURE UNLESS A LONGER PERIOD IS PERMITTED IN WRITING FROM THE ZONING ADMINISTRATOR.
 - LANDSCAPE PLANTINGS ARE PROHIBITED WITHIN ANY TOWNSHIP UTILITY EASEMENT.



TYPICAL TREE PLANTING DETAIL

N.T.S.

2 STRAND TWISTED 12 GAUGE GALVANIZED WIRE ENCASED IN 1" DIA. RUBBER HOSE (RUBBER HOSE AT BARK - TYP.) WIRE SHALL HAVE SOME SLACK IN IT TO ALLOW THE TRUNK TO SWAY SLIGHTLY, WHILE KEEPING THE ROOT SYSTEM STABILIZED. WHITE FLAG EACH GUY WIRE TO INCREASE VISIBILITY.

(3) 3 INCH X 2 INCH HARDWOOD STAKES DRIVEN (MIN. 18" FIRM) INTO SUBGRADE PRIOR TO BACKFILLING. NECESSARY, STAKE ABOVE FIRST BRANCHES FOR FIRM SUPPORT

FORM SAUCER OUT OF PREPARED SOIL (6 INCH MIN.) - TAMPED

GOOD NATIVE SOIL OR TOPSOIL, (FREE FROM CLODS, ROCKS, STICKS, ETC.) PLACE SOIL IN 6 INCH LIFTS, LIGHTLY TAMP AND WATER AFTER EACH LIFT TO REMOVE AIR POCKETS

PLACE ROOTBALL ON UNDISTURBED PEDESTAL TO PREVENT SETTLING. PLANT SO THAT TOP OF ROOT BALL IS EVEN WITH THE FINISHED GRADE.

IMPORTANT: FOR MULTI-STEMMED TREE PLANTING, TIE ALL MAJOR STEMS/BRANCHES TOGETHER WITH WIRE (USE RUBBER HOSE TO PROTECT EACH STEMBRANCH FROM THE WIRE)

KEEP MULCH AWAY FROM ROOT COLLAR

3" SHREDDED HARDWOOD MULCH

ROPES AT TOP OF BALL SHALL BE CUT. REMOVE TOP 1/3 OF BURLAP. CONTAINERS AND NON-BIODEGRADABLE MATERIAL SHALL BE TOTALLY REMOVED

TREE PITS SHALL BE A MINIMUM OF 3 TIMES THE DIAMETER OF THE TREE BALL CONTAINER, WITH THREE TO FOUR TIMES THE DIAMETER RECOMMENDED.

LOCATION MAP

NOT TO SCALE

VALLEY VIEW AVENUE
BROWN AVENUE
LAKE MICHIGAN DRIVE
88TH AVENUE

SITE

PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	SIZE	QTY
	Cr	Crataegus douglasii / Douglas Hawthorn	2" cal. min.	4
	Ns	Nyssa sylvatica / Sour Gum	2" cal. min.	8
	Pn	Pinus nigra / Austrian Black Pine	6' hgt. avg.	13
	Pa	Platanus x acerifolia / London Plane Tree	2" cal. min.	7
	Op	Quercus palustris / Pin Oak	2" cal. min.	11
	Tp	Thuja occidentalis 'Het' Wintergreen' / Het' Wintergreen Arborvitae	6' hgt. avg.	6
	Tb	Tilia americana 'Boulevard' / Boulevard American Linden	2" cal. min.	5
SHRUBS	CODE	BOTANICAL / COMMON NAME	SIZE	QTY
	Ca	Cornus sericea 'Arctic Fire' / Arctic Fire Dogwood	30" hgt. min.	27
	Hi	Hydrangea paniculata 'Limelight' / Limelight Panicle Hydrangea	30" hgt. min.	11
	Is	Ilex crenata 'Sky Pencil' / Sky Pencil Japanese Holly	30" hgt. min.	8
	Ig	Ilex glabra / Inkberry Holly	30" hgt. min.	15
	Ii	Ilex glabra 'Compacta' / Compact Inkberry	30" hgt. min.	16
	Jc	Juniperus chinensis / Juniper	30" hgt. min.	18
	Pl	Physocarpus opulifolius 'Little Devil' TM / Dwarf Ninebark	30" hgt. min.	27
	Va	Viburnum dentatum / Viburnum	30" hgt. min.	40

NOTE: 1) ALL LANDSCAPE AREAS SHALL BE LAWN, SHRUBS, TREES, GROUNDCOVER, OR OTHER LANDSCAPE PLANT MATERIAL.
2) ALL MINIMUM LANDSCAPE SPACING SHALL COMPLY WITH SEC. 21A.04 OF THE ALLENDALE TOWNSHIP ZONING ORDINANCE. [EVERGREEN TREES = 20' O.C. MIN., ORNAMENTAL TREES = 10' O.C. MIN., DECIDUOUS SHRUBS = 4' O.C. MIN., AND DECIDUOUS TREES = 25' O.C. MIN.]

NEDERVELD

www.nederveld.com
800.222.1868

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217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190

ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:
Reitberg Companies
Greg DeJong

3083 Washington Avenue, SW
Grandville, MI 49418
Phone: 616.538.9460

REVISIONS:

Title: Preliminary Site Plan	V. Date: 02/08/21	
Drawn: SW	Checked: SW	S. Date: 02/08/21
Title: Site Plan	V. Date: 03/01/21	
Drawn: SW	Checked: SW	S. Date: 03/01/21
Title: Site Plan Resubmittal (per Staff)	V. Date: 03/25/21	
Drawn: SW	Checked: SW	S. Date: 03/25/21
Title: Per Planning Commission 05/03/21	V. Date: 05/07/21	
Drawn: SW	Checked: SW	S. Date: 05/07/21

Mr. Burger

Landscape Plan

6880 Lake Michigan Drive
PART OF THE NORTHWEST 1/4 OF SECTION 27, T7N, R14W,
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN
DUSTIN CORR
LANDSCAPE ARCHITECT
No. 3901001645
REGISTERED LANDSCAPE ARCHITECT

PROJECT NO:
21200247

SHEET NO:
L-201

SHEET: 5 OF 5



Phone: (616) 532-7775
Fax: (616) 532-1414

Phone: (616) 532-7775
Fax: (616) 532-1414

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R
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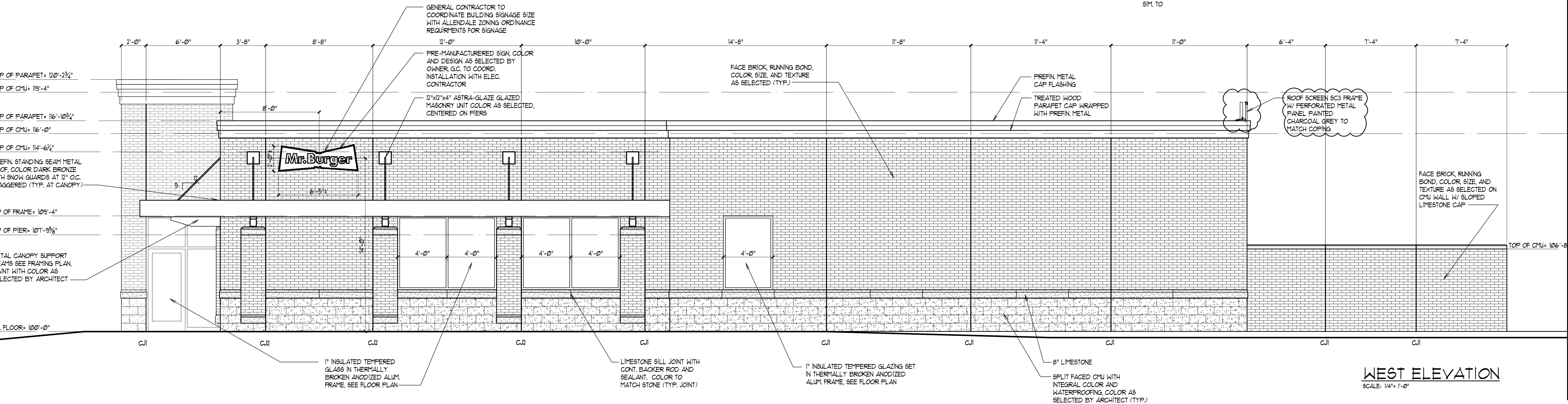
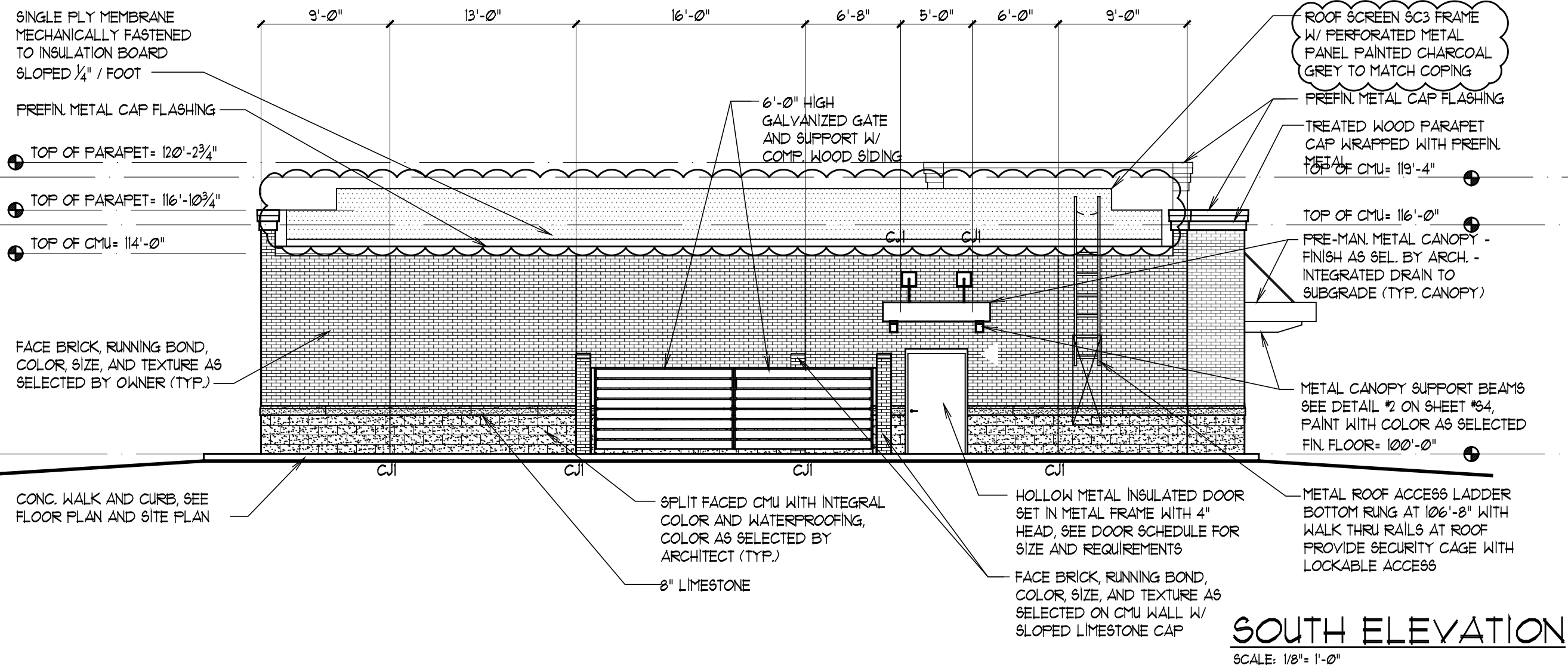
New Restaurant for:
Mr. Burger
6880 Lake Michigan Dr.
Allendale Township, Michigan 48001

21015

SHEET

A4.01

BUILDING ELEVATIONS



SCHEDULE									
LABEL	QTY	MANUFACTURER	CATALOG NUMBER	DESCRIPTION	LAMP	FILENAME	LUMENS	VATTAGE	DISTRIBUTION
A	7	Lithonia Lighting	DSX1 LED P2 40K T3M MVOLT	DSX1 LED P2 40K T3M MVOLT	LED	DSX1_LED_P2_40K_T3M_MVOLT.tif	8641	70	TYPE III, MEDIUM-BUG RATING 82° UP - 65°

STATISTICS		
DESCRIPTION	Avg	Max
SITE	0.3 Fc	3.7 Fc

GENERAL ELECTRICAL NOTES

- ALL ELECTRICAL WORK SHALL CONFORM TO THE LATEST REVISED EDITIONS OF THE 2017 EDITION OF THE NATIONAL ELECTRIC CODE LISTED IN MBC, LIFE SAFETY CODE, AND ALL APPLICABLE STATE AND LOCAL CODES AND ORDINANCES.
- THIS CONTRACTOR SHALL CONTACT THE UTILITY COMPANIES INVOLVED ON THE PROJECT AND COORDINATE HIS WORK WITH THEIRS BEFORE PROCEEDING. ALL UTILITY COMPANY BACK CHARGES SHALL BE PAID BY THIS CONTRACTOR AND INCLUDED IN HIS BID.
- THIS CONTRACTOR SHALL FURNISH AND INSTALL THE TEMPORARY ELECTRICAL SERVICE FOR CONSTRUCTION TRAILERS, POWER TOOLS, TEMPORARY LIGHTING, ETC., AS REQUIRED AND IN ACCORDANCE WITH ALL CODES AND STANDARDS.
- ALL WIRING SHALL BE RUN CONCEALED UNLESS SPECIFICALLY NOTED OTHERWISE.
- ELECTRICAL CONTRACTOR SHALL SUBMIT APPROVAL DRAWINGS FOR ALL PANELS, FIXTURES AND MOTOR CONTROL EQUIPMENT TO THE ENGINEER PRIOR TO ORDER OF PURCHASE. EIGHT (8) COPIES OF DRAWINGS SHALL BE SUBMITTED FOR APPROVAL.
- ALL MATERIALS FURNISHED AND /OR INSTALLED UNDER THIS CONTRACT SHALL BE NEW UNLESS SPECIFICALLY NOTED OTHERWISE AND BEAR THE LABEL OF UNDERWRITERS LABORATORIES, INC.
- FURNISH ALL LABOR, MATERIALS, TOOLS, ETC. TO PROVIDE A COMPLETE AND OPERABLE ELECTRICAL INSTALLATION AS SHOWN ON THE PLANS.
- ALL NECESSARY ELECTRICAL PERMITS SHALL BE OBTAINED BY THIS CONTRACTOR WITH COSTS INCLUDED IN THIS PROPOSAL.
- CONTRACTOR SHALL VISIT THE SITE AS TO SATISFY HIMSELF AS TO THE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED.
- ALL ELECTRICAL WORK SHALL BE INSPECTED AND APPROVED BY THE STATE BUILDING INSPECTION, OR THE LOCAL INSPECTION AGENCY HAVING JURISDICTION; FEES FOR SAME TO BE INCLUDED IN THE CONTRACTORS PROPOSAL AND A FINAL CERTIFICATE OF INSPECTION AND APPROVAL FORWARDED TO THE OWNER AND ENGINEER AT THE COMPLETION OF THE PROJECT.
- ALL ELECTRICAL EQUIPMENT SUCH AS PANELS, STARTERS, CONTROLS, JUNCTION BOXES, ETC. SHALL BE IDENTIFIED WITH ENGRAVED PHENOLIC, NAMEPLATES, SECURELY FASTENED TO THE EQUIPMENT.
- CONTRACTOR SHALL GUARANTEE HIS WORKMANSHIP AND ALL MATERIALS (EXCEPT LAMPS) FOR A PERIOD OF ONE (1) YEAR FROM DATE OF FINAL ACCEPTANCE.
- ALL RACEWAYS RUN EXPOSED OR INSTALLED IN EXTERIOR WALLS SHALL BE RIGID, GALVANIZED STEEL CONDUIT. CONDUITS BURIED IN EARTH OR CAST IN CONCRETE MAY BE PVC SCH. 40 CONDUIT WITH RIGID STEEL ELBOWS AND RISERS, 3/4" DIAMETER MINIMUM. A GROUND WIRE SHALL BE ADDED IN PVC CONDUIT RUNS.
- CONDUITS ABOVE SUSPENDED CEILINGS OR IN DRY EXTERIOR PARTITIONS MAY BE THINWALL (EMT) CONDUIT IN TRADE SIZES OF 1/2" DIAMETER THRU 2" DIAMETER.
- ALL CONDUCTORS NO. 2 AWG AND LARGER SHALL BE STRANDED COPPER CONDUCTORS WITH 600 VOLT, 75 DEG. C. RATED TYPE XHHW INSULATION.
- BRANCH CIRCUIT WIRING SHALL BE COPPER CONDUCTORS, NO. 12 AWG MINIMUM WITH 600 VOLT 75 DEG. C. RATED TYPE XHHW/THWN INSULATION. ALL CONDUCTORS NO. 12 AND LARGER SHALL BE STRANDED.
- SAFETY SWITCHES SHALL BE HEAVY DUTY, H.P. RATED, QUICK-MAKE, QUICK-BREAK SQUARE D CO. HD. OR EQUAL.
- THIS CONTRACTOR SHALL REMOVE DEBRIS CREATED BY THIS PORTION OF THE CONTRACT AND SHALL CLEAN ALL FIXTURES, PANELS, EQUIPMENT, ETC. AT THE COMPLETION OF THE PROJECT.
- ELECTRICAL CONTRACTOR SHALL REUSE EXISTING LIGHTS AS REQUIRED BY OWNER. DEMO NON USED LIGHTING.



Project
MR. BURGER

PART OF THE NORTHWEST
1/4 OF SECTION 21, T1N, R14W,
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MI

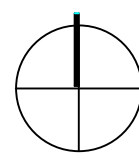
SITE LIGHTING PLAN

Issued
04/23/21

Project No.
21-836

Drawing No.

E3



SITE LIGHTING PLAN

LEGEND

	Benchmark		Stormwater Manhole
	Catch Basin - Round		Transformer
	Catch Basin - Square		Utility Pole
	Culvert		Welland Marker
	Deciduous Tree		Water Valve
	Hand Hole		Overhead Utility
	Hydrant		Sanitary
	Iron - Set		Storm
	Iron - Found		Watermain
	Light Pole		Fence
	Manhole		Guard Rail
	Post		Tree
	Phone Riser		Asphalt
	Stop Sign		Concrete
	Sanitary Sewer Manhole		Existing Building

BENCHMARKS

BENCHMARK #501 ELEV. = 655.08 (NAVD88)
Square cut in conc. light pole base, 2' S. of back of walk & 15' S. of mailbox #11240 (2.5' above grade).

BENCHMARK #513 ELEV. = 652.93 (NAVD88)
Top of NE flange bolt on hydrant, under "M", 18' N. of back of curb & 181' W. of cl 48th Ave.

TITLE INFORMATION

The Title Description and Schedule B items hereon are from First American Title Insurance Company Commitment No. 886191, dated April 29, 2020.

SCHEDULE B - SECTION II NOTES

- Terms and Conditions contained in Declaration of Roadway Easement as disclosed by instrument recorded in Liber 3199, page 432. Declaration of Roadway Easement recorded in Liber 4551, page 700. Amendment and Restatement of Easements and Maintenance Agreements recorded in Instrument No. 2014-0023169. Agreement Regarding Allocation of Common Area Expenses recorded in Instrument No. 20140023173. Agreement of Easements, Covenants and Restrictions recorded in Instrument No. 2016-0015594. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Declaration of Utility Easements as disclosed by instrument recorded in Liber 3199, page 451. Declaration of Utility Easements recorded in Liber 4551, page 704. Amendment and Restatement of Easements and Maintenance Agreements recorded in Instrument No. 2014-0023169. Agreement Regarding Allocation of Common Area Expenses recorded in Instrument No. 20140023173. Agreement of Easements, Covenants and Restrictions recorded in Instrument No. 2016-0015594. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Agreement for the Establishment of a County Drain and County Drainage District Pursuant to Section 433 of Act No. 40 of the Public Acts of 1959, as amended as disclosed by instrument recorded in Liber 3211, page 542. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Declaration of Utility Line Easement as disclosed by instrument recorded in Liber 3199, page 457. **The easement described in this document is shown on this survey.**
- Release of Right of Way in favor of the County of Ottawa and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 3199, page 449. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Declaration of Sidewalk Easement as disclosed by instrument recorded in Liber 3199, page 445. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Permanent Open Space Maintenance Agreement University Park as disclosed by instrument recorded in Liber 3199, page 442. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Perpetual Private Driveway Maintenance Agreement and Declaration of Restrictions as disclosed by instrument recorded in Liber 3199, page 437. Amendment and Restatement of Easements and Maintenance Agreements recorded in Instrument No. 2014-0023169. Agreement Regarding Allocation of Common Area Expenses recorded in Instrument No. 20140023173. Agreement of Easements, Covenants and Restrictions recorded in Instrument No. 2016-0015594. **The easement described in this document is shown on this survey.**
- Terms and Conditions contained in Easement Agreement as disclosed by instrument recorded in Liber 3166, page 315. Amendment and Restatement of Easements and Maintenance Agreements recorded in Instrument No. 2014-0023169. Agreement Regarding Allocation of Common Area Expenses recorded in Instrument No. 20140023173. Agreement of Easements, Covenants and Restrictions recorded in Instrument No. 2016-0015594. **The easement described in this document is not shown on this survey. Said easement is location is unspecified, or is not on, or does not touch, the surveyed property.**
- Right of Way in favor of Consumers Power Company and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 437, page 30. **The easement described in this document is shown on this survey.**
- Grading and Utility Easement in favor of County of Ottawa, a body corporate as authorized by the Constitution of the State of Michigan, acting by and through its Board of County Road Commissioners and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1279, page 99. Grading and Utility Easement recorded in Liber 1286, page 719. **The easement described in this document is shown on this survey.**
- Grading and Utility Easement in favor of County of Ottawa, a body corporate as authorized by the Constitution of the State of Michigan, acting by and through its Board of County Road Commissioners and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1279, page 104. Grading and Utility Easement recorded in Liber 1286, page 709. **The easement described in this document is shown on this survey.**
- Telephone Line Right-of-Way Easement in favor of Allendale Telephone Company and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 2306, page 347. **The location of said easement cannot be determined from the record document.**
- Easement in favor of the Board of County Road Commissioners, County of Ottawa, Michigan and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 522, page 618. **The location of the easement described in this document is not specified.**
- Oil, Gas and Mineral Lease in favor of Michigan Oil and Gas Brokerage Service, Inc., as disclosed by instrument dated April 26, 1983, and recorded in Liber 983, page 945, and Mesne Assignments thereof, if any. Ratification recorded in Liber 1053, page 50. Affidavit of Non-Production of Oil and Gas recorded in Instrument No. 2014-0013626. This exception does not constitute a statement as to the ownership of this interest or right. There may be leases, grants, exceptions or reservations of such interests that are not listed. **No survey items to depict from these documents.**
- Oil, Gas and Mineral Lease in favor of Michigan Oil and Gas Brokerage Service, Inc., as disclosed by instrument dated April 21, 1983, and recorded in Liber 983, page 945, and Mesne Assignments thereof, if any. Ratification recorded in Liber 1053, page 51. Affidavit of Non-Production of Oil and Gas recorded in Instrument No. 2014-0013626. This exception does not constitute a statement as to the ownership of this interest or right. There may be leases, grants, exceptions or reservations of such interests that are not listed. **No survey items to depict from these documents.**
- Easement for Electric Line in favor of Consumers Power Company and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1301, page 432. **The easement described in this document is shown on this survey.**
- Easement for Electric Line in favor of Consumers Power Company and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1296, page 25. **The easement described in this document is shown on this survey.**
- Easement in favor of the Board of County Road Commissioners, County of Ottawa, Michigan and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 524, page 396. **The easement described in this document is shown on this survey.**
- Utility Line Easement in favor of County of Ottawa, a body corporate as authorized by the Constitution of the State of Michigan, acting by and through its Board of County Road Commissioners and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1206, page 302. **The easement described in this document is not shown on this survey. Said easement is not on, or does not touch, the surveyed property.**

STRUCTURE INFORMATION

Catch basin #1025 Rim Elev. = 651.59 Water @ 645.1	Catch basin #1255 Rim Elev. = 650.05 12" CPP (NW) Inv. = 646.35
Catch basin #1032 Rim Elev. = 651.43 12" CPP (SW) Inv. = 646.64	Catch basin #1270 Rim Elev. = 649.48 Conc. (E) Inv. = 641.83
Storm MH #1036 Rim Elev. = 651.87 12" CPP (S) Inv. = 646.91 12" CPP (W) Inv. = 644.82 12" CPP (NW) Inv. = 644.98 12" CPP (N) Inv. = 645.03 12" CPP (NE) Inv. = 646.63 36" CPP (S) Inv. = 644.69	Catch basin #1281 Rim Elev. = 650.03 12" CPP (SW) Inv. = 646.18
Catch basin #1037 Rim Elev. = 651.53 12" CPP (N) Inv. = 646.68	Catch basin #1293 Rim Elev. = 649.27 12" CPP (E) Inv. = 644.47
Catch basin #1080 Rim Elev. = 650.57 12" CPP (N) Inv. = 645.52	Storm MH #1319 Rim Elev. = 651.32 12" CPP (NE) Inv. = 646.17 12" CPP (SE) Inv. = 646.17 12" CPP (N) Inv. = 646.14 15" CPP (W) Inv. = 646.17 12" CPP (S) Inv. = 646.17
Storm MH #1085 Rim Elev. = 651.21 12" CPP (S) Inv. = 645.37 36" CPP (W) Inv. = 645.37 12" CPP (N) Inv. = 645.37 15" CPP (E) Inv. = 645.23	Catch basin #1431 Rim Elev. = 638.85 12" CPP (S) Inv. = 633.10
Catch basin #1086 Rim Elev. = 650.71 12" CPP (S) Inv. = 645.30	Catch basin #1433 Rim Elev. = 632.76 12" CPP (S) Inv. = 630.26
Catch basin #1088 Rim Elev. = 650.71 12" CPP (S) Inv. = 645.30	Catch basin #1507 Rim Elev. = 643.37 24" CPP (SE) Inv. = 639.76

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UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO ANY CONNECTIONS.

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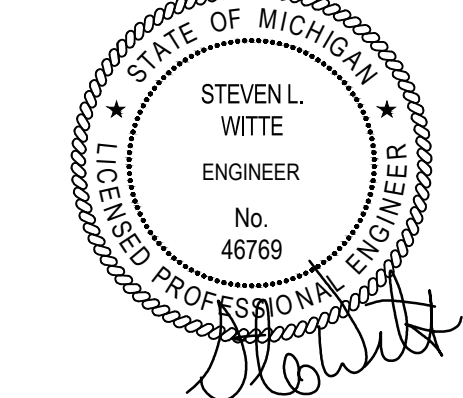
PREPARED FOR:
Property Resources, Inc.
Attention: Matt Sikma
5500 Cascade Road SW
Suite 200
Grand Rapids, MI 49546
Phone: 616.957.1161

REVISIONS:

Title	Site Plan	Drawn	SW	Checked	SW	Date	01/23/21
Title	Addendum 01	Drawn	SW	Checked	SW	Date	02/03/21
Title	Post Bid Addendum 1	Drawn	SW	Checked	SW	Date	02/16/21
Title	Ex. Sanitary/Water Notes	Drawn	SW	Checked	SW	Date	3/4/21
Title	Bulletin No. 1	Drawn	SW	Checked	SW	Date	3/11/21
Title	Water Service Size	Drawn	SW	Checked	SW	Date	4/27/21
Title	Water Service Size	Drawn	SW	Checked	SW	Date	4/30/21
Title	Per Signage (Planning Commission on 05/03/21)	Drawn	SW	Checked	SW	Date	05/03/21
Title	Sign Notes per Planner Review	Drawn	SW	Checked	SW	Date	06/21/21

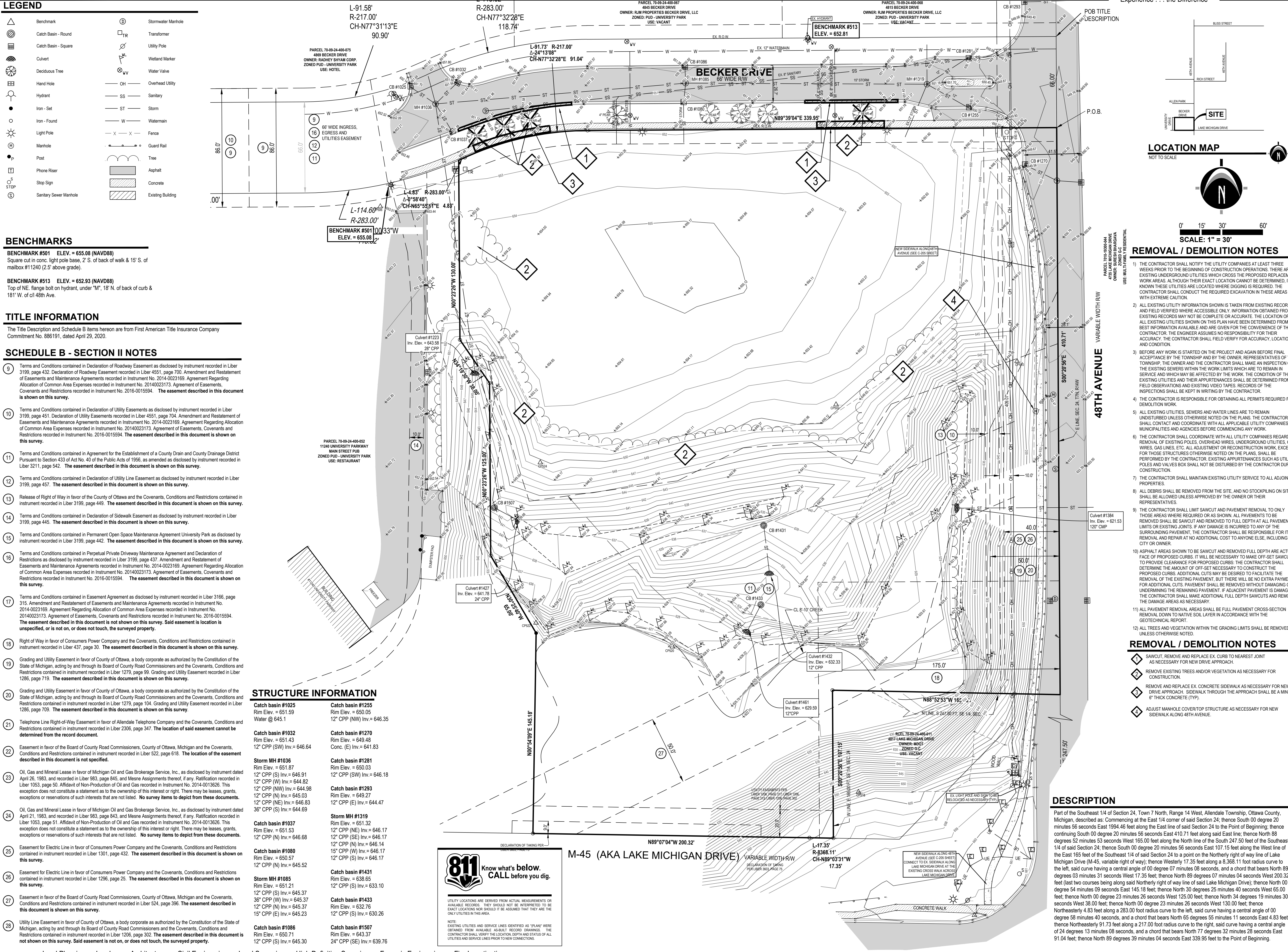
Metro Health
Existing Conditions And Demolition Plan

STAMP:



PROJECT NO:
20200664

SHEET NO:
C-201
SHEET: 1 OF 6



CHARTER TOWNSHIP OF ALLENDALE
COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION #2021-12
Mr. Burger- Walgreens PUD Amendment

At a regular meeting of the Board of Trustees of the Charter Township of Allendale, Ottawa County, Michigan, held at the Allendale Charter Township Hall located at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on the 28th day of June, 2021 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

It was moved by member _____ and supported by member _____ that the following Resolution be adopted.

WHEREAS, Allendale Property, LLC (the "Applicant"), whose address is 2101 Lake Michigan Drive, NW, Grand Rapids, Michigan, 49504, applied to Allendale Charter Township (the "Township") for Planned Unit Development Major Amendment approval to the Walgreens Planned Unit Development (PUD) pursuant to Article 12 of the Allendale Charter Township Zoning Ordinance (the "Zoning Ordinance"), to construct a 5,414 square foot Mr. Burger restaurant and drive-thru, as shown in the site plan submission titled Mr. Burger, prepared by Nederveld, dated 03/25/21 (the "Development"), which includes;

1. A two (2) page PUD Application, dated February 21, 2021;
2. An undated legal description page, titled 6880 Lake Michigan Drive, #70-09-27-126-045;

3. Site Plan Sheets:

- a. Mr. Burger – Existing Conditions and Demolition Plan, Project No. 21200247, Sheet No. C-201, dated 3/25/21, prepared by Nederveld;
 - b. Mr. Burger – Conceptual Site Layout Plan, Project No. 21200247, Sheet No. C-205, dated 3/25/21, prepared by Nederveld;
 - c. Mr. Burger – Grading and S.E.S.C. Plan, Project No. 21200247, Sheet No. C-300, dated 3/25/21, prepared by Nederveld;
 - d. Mr. Burger – Utility Plan, Project No. 21200247, Sheet No. C-400, dated 3/25/21, prepared by Nederveld;
 - e. Mr. Burger – Landscape Plan, Project No. 21200247, Sheet No. L-201, dated 3/25/21, prepared by Nederveld;
4. Site Lighting Plan, Mr. Burger, Project 21-836, dated 04/23/21, Drawing No. E3, prepared by MJW Consulting, LLC;
5. Floor Plan Sheet A1.01, titled New Restaurant for: Mr. Burger, Project number 21015, dated 03-03-2021, prepared by Omega Architects;
6. Elevation Sheet A4.01, titled New Restaurant for: Mr. Burger, Project number 21015, dated 04-23-2021, prepared by Omega Architects;
7. RoofScreen Product Data Sheet, SC3 Frame (Cantilevered Three-Member Frame), updated 01.25.21 (2 pages);
8. D-Series Size 1 LED Area Luminaire (8 pages);
9. Mr. Burger Trip Generation Analysis, undated, prepared by Nederveld (11 pages);
10. Drainage Calculations, dated 3/1/21, prepared by Nederveld (2 pages);

11. Agreement for Future Reciprocal Access and Use document, undated (8 pages);
12. Belden Brick – Tudor Blend photograph (1 page);
13. Ground mounted sign specification sheet, prepared by Potsema sign and graphics, undated (1 page); and

WHEREAS, before providing a recommendation to approve the Development, it is necessary that the Planning Commission hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on May 3, 2021; and

WHEREAS, the Township Planning Commission found that the Development complies with the objectives of Section 12.01 of the Zoning Ordinance, the standards of Section 12.08 of the Zoning Ordinance, and the standards of Section 24.06 of the Zoning Ordinance and;

WHEREAS, before taking any action to approve or deny a request for approval of the Development, it is necessary that the Board of Trustees hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on June 28, 2021; and

WHEREAS, pursuant to Article 12 of the Zoning Ordinance, the Township Board of Trustees desires to approve the Development.

NOW, THEREFORE, BE IT RESOLVED THAT THE DEVELOPMENT IS APPROVED WITH THE FOLLOWING CONDITIONS:

1. The terms and conditions provided in the April 9, 2007 PUD approval remain in effect, except as otherwise provided herein.
2. A drive-thru is permitted on the east end of the 5,414 square foot building identified in the Development.
3. Any speaker or other similar device used for the drive-thru shall not exceed 70 decibels.
4. The hours of operation for the entire building shall be limited from 6:00am to 11:00pm.
5. The existing vegetation identified in the 'South Property Greenbelt' on Sheet L-201 must be marked by the developer so that Township Staff can inspect and verify that sufficient landscaping is present prior to construction. In the event existing vegetation does not satisfy the greenbelt requirement of the ACTZO, the required greenbelt shall be installed as identified on the Plan, to the extent necessary in conjunction with existing vegetation, to comply with the ACTZO.
6. The site shall contain sufficient vegetation and or other means, compliant with the Zoning Ordinance, which prevents automobile headlights from shining into the property to the west.
7. The Agreement for Future Reciprocal Access and Use shall be found

satisfactory to the Township Legal Counsel, and recorded at the Ottawa County Register of Deeds prior to occupancy.

8. The "Possible Future Building 8,250 sf" identified on the Plan shall require site plan review by the Planning Commission pursuant to the ACTZO without further amendment to the PUD.
9. These conditions shall be binding on the Applicant and all successor owners or parties in interest in the Development, or any portion of the Development.
10. Any violation of these conditions shall constitute a violation of the Zoning Ordinance and, in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Development.

Yeas:

Nays:

Resolution declared _____ on June 28, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

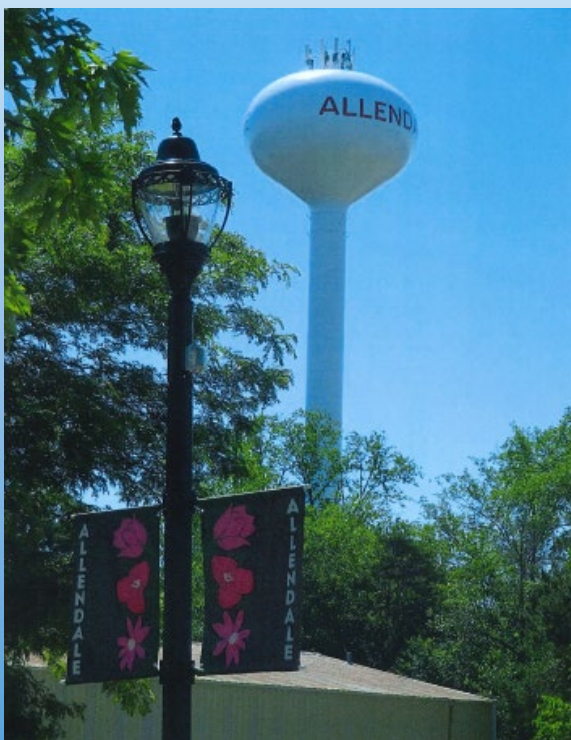
Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 8th day of March, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

ALLENDALE PUBLIC UTILITIES

2020 YEAR IN REVIEW



DEPARTMENT PERSONNEL



SUPERINTENDENT: Chad E. Doornbos

Licenses: Water Distribution "S-1"
Wastewater "B, C & D"



WATER SUPERVISOR: Garry Scholten, Jr.

Licenses: Water Distribution "S-2"
Wastewater "C & D"



WASTEWATER SUPERVISOR: Gary Nestle

Licenses: Water Distribution "S-4"
Wastewater "B,C,D"



OPERATOR: Payton Shelafoe

Licenses: Water Distribution "S-4"
Wastewater "C, D"



OPERATOR: Ryan Vander Ploeg

Licenses: Water Distribution "S-4"
Wastewater "D"



OPERATOR: Rob Lamb



OPERATOR: Cody Brow



UTILITY FIELD INSPECTOR: Jon Currier

Licenses: Water Distribution "S-4"



LAB TECHNICIAN: Tyler Vereeke



ASSISTANT MAINTENANCE TECHNICIAN: Sally Chase



CUSTODIAL ASSITANT: Brent Hotz

OPERATIONS

The wastewater treatment plant is staffed from the hours of 7:00am to 4:00pm Monday through Friday. The schedule for the part-time staff varies. On weekends, one operator is on call and works both Saturday and Sunday performing daily required work which includes lab tests, recording meter readings, and checking on the many automated functions of the wastewater plant to ensure proper operation. The operator is also available twenty-four (24) hours a day for emergency calls for the following week. These emergency call-outs/after hour events can range anywhere from a Miss Dig to a very complex issue such as a lift station failure or a watermain break. All of our critical points are monitored by an alarm system which will alert the on-call person via text and email to their phone.

There are five major components of the water and sewer department. They consist of the water distribution system, the wastewater treatment plant, the sewer collection system, construction projects and Miss Digs. I will discuss each of these in the following paragraphs in more detail.

First, the water distribution system consists of 68.9 miles of water main, the appurtenances, two water towers, two pumping stations and two pressure reducing valve buildings. Three times per month water samples from various distribution points are tested for chlorine residual and taken to the City of Grand Rapids Lake Michigan Filtration Plant for bacterial analysis. For our valve exercising and hydrant flushing program, we have broken the township into seven quadrants. Each year we attempt to complete one to two quadrants. This ensures that valves and hydrants are working in an emergency situation. We are also required by the EGLE to have a Lead and Copper and Cross Connection Control Program.

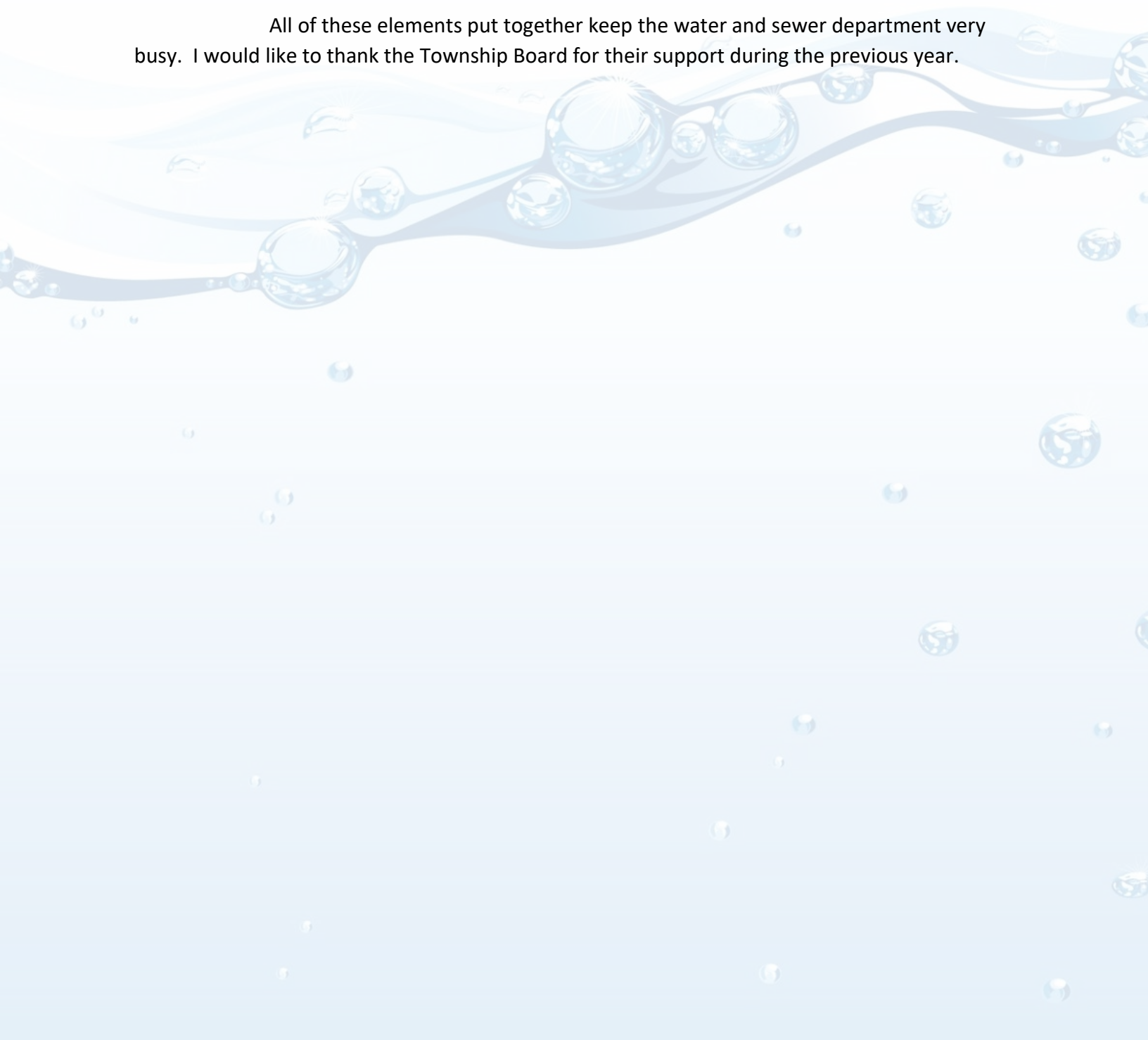
Second, is the wastewater side of the operations. There are many things that are going here also. We treat approximately 1.35 million gallons of sewage daily. This is no easy task considering all the equipment involved and the maintenance that goes along with it. In order for us to meet our discharge limits, we have to treat the sewage to limits set by EGLE. On a daily basis we test for chlorine residual, total coliforms, pH, dissolved oxygen, suspended and volatile solids, phosphates, and biochemical oxygen demand. As part of the treatment process, we also operate an Anerobic Digester. We are able to generate biogas through this process to reheat the digester. Along with this, there are two mandated programs from EGLE. First the Mercury Minimization which ensures that we are looking for sources of mercury so we can keep it out of our collection system and out of the receiving water. Second, the Industrial Pretreatment Program which helps us monitor industries on what they discharge to the WWTP.

A third component of our operations is the collection system for the sewage. We currently have seven lift stations. Each lift station has two pumps to give redundancy. There is also 49.7 miles of sewer main that we are responsible for. The Township is currently split into six quadrants and we inspect one quadrant per year. This helps us identify any problems that may be occurring within the pipes and manholes.

Fourth, there is the construction aspect of the department. We work alongside Fleis and Vandenbrink from the start of a project to the end of a project. The work that is performed here consists of reviewing projects so they will conform to the Allendale construction requirements, inspection as the project is being installed, and final completion inspections to ensure that the township does not have to go back and do repairs on sub-par construction practices.

And the fifth and final aspect of the department is the Miss-Digs. This is the marking of our utilities so they do not get hit in the excavation phase of construction. As part of this, there is the ongoing mapping of our water system. This is done through GPS to pinpoint our utilities and get them onto the GIS system that we will be transitioning to. Our sewer system is already in the GIS system thanks to the work done for the SAW Grant.

All of these elements put together keep the water and sewer department very busy. I would like to thank the Township Board for their support during the previous year.



ALLENDALE PUBLIC UTILITIES

2020 IN SUMMARY

2020 was a year of firsts for the public utility department. A worldwide pandemic ushered in a whole new way of operating the utility. From the rapid spread of the virus to the unknown's of how it would affect each individual led us down a path of separating our staff and having two teams that did not have contact with each other. Despite the struggles of operating in a two-team fashion, we remained strong and accomplished many things in the year 2020.

In 2019 we spent much time reviewing our asset management plan and in 2020 we acted on that plan. We lined two sections of sewer main that had become deformed and were on the verge of collapse. One section did collapse while we were cleaning it in preparation for the lining. Two other projects that we worked on were replacing the six-inch PVC watermain on Henry Street with twelve-inch ductile iron main and revamping the M-45 booster station with 2 new pumps, a new meter and new valves and check valves. The Henry street watermain project was completed, but due to a material issue with the M-45 booster station, the work will be completed in March 2021.

The water resource and recovery facility spent much of the year refining treatment processes and monitoring our supplies of PPE and chemicals. With the pandemic in full force, we have had to order our PPE far in advance to ensure we would have it when necessary. While looking at reducing the cost of our chemicals, we continued working with ferric chloride for our phosphorus removal. With just the use of ferric we continued having issues with our secondary clarifiers and the settling we were seeing. As a thought, we did a small pilot study using the poly aluminum chloride we were previously using. The result of this pilot was we were able to reduce the amount of ferric we were using and by adding the poly aluminum chloride in our secondaries as a polishing chemical, we were able to achieve a very desirable effluent to the river. Maintenance at the facility was generally routine with no major issues this year.

In the water distribution system, the big focus is still lead and copper. In previous years, we were required to collect 10 samples every three (3) years. As lead and copper has become a focal point, our sampling was updated to thirty (30) samples per year to be collected in the third quarter. Sampling during a pandemic has presented new challenges but we were able to come together as a team and accomplish the required sampling. As part of this program, we are required to do a service line inventory of our system. We started this program in 2019 with a mailer which had a fifty (50) percent response. This program is to be completed in 2025 and at fifty (50) percent response, we are well on our way. As the majority of our system was put in after 1986, we do not have any lead service lines in the ground but are required to do the program.

The public utilities depart has made some large strides in two of the software programs that we currently utilize. E.ris which was purchased at the end of 2018 has become an invaluable tool when it comes to the operation of the wastewater treatment plant. We are able to trend the performance of the WRRF and monitor our averages. This will help us see if the treatment is not working properly and give us some advanced warning to intervene before a permit violation. We have expanded the use of

the program by creating logbooks that cover everything from operation changes at the WRRF to emergency breaks in the water system. I would like to thank you for allowing us to purchase this program as it will greatly improve our records. The second application that we use is Esri and Arcgis. We are currently working on obtaining the GIS coordinates of all our assets in the township. As we were looking at the reliability of some of the programs that we were using it was brought to attention that the water meter database was on a standalone laptop and was not backed up anywhere. Also, the support for the program was no longer available. We reached out to Esri and talked with F&V to see if there were options in either program. They both responded and said yes. Ultimately, we went with F&V and at the end of 2020 we were in possession of a new meter data base that was cloud based and offered more options than what we previously had. This data based is now linked with our GIS program and we can see what homes are connected to the water system.

In 2020 as more funding was being made available through the State and the EPA, we wrote two grants. The first was the BRIC Grant through the EPA. This is an 80% grant for wastewater infrastructure. As we face continued erosion problems with the GVSU trunk sewer main, we would like to remove the main from the ravine and have it feed back to 48th Ave and enter the pressure sewer at that location. Two other grants that were written were the Drinking Water Asset Management and the Affordability and Planning grants through the State of Michigan. Both these grants are for drinking water infrastructure. If received, these grants would allow us to purchase more equipment and allow us to finish locating our drinking water assets in the field.

The Township purchases fully treated water from the City of Grand Rapids. This year we purchased 719 million gallons which is an 8.8% increase over the year 2019. See Appendix A. In all water systems there is a term known as leakage. This is water that is used and has not been billed for. This is mostly due to fire hydrant flushing, flushing of new water mains for construction projects, firefighting, small leaks in the system and older water meters that are slowing down and losing accuracy. As we retrofit our older meters, we are moving to meters with no moving parts. The national average for unmetered water is 10 -15%. The year, 2020 saw a 12.72% leakage value.

Of the 719 million gallons of water that was purchased, 419.1976 million gallons was returned and treated at the wastewater treatment plant. This reflects a 6.05% decrease from 2019. See Appendix A. The Stay Safe Stay Home order had a large impact on the sewer utility. With Grand Valley being closed, we did not see the typical increase in flow when the students would move back to campus and the commuters start commuting to Allendale for class. The months of March, April, September, October, November and December all saw a substantial decrease in the amount of sewage treated at the WRRF.

Appendix B shows our water purchased from the City of Grand Rapids since 2005, and then broke down to each month of the year. This trending shows our continued growth, but more represents the seasonal trending over the year. The year 2020 saw substantial increase in water purchased. In looking at the graph closer, the months of April and May saw a decrease in usage when the Stay Safe Stay Home order went into place.

Construction year 2020 saw a few projects wrapped up. The projects included: Meadow Lake, Trader's View, 56th Ave Aukeman Extension, Allendale ECD, Dales Phase III, Lincoln Street watermain and the replacement of Henry street watermain. Allendale Public Utilities is now responsible for the operation and maintenance of 68.93 miles of water main and 49.73 miles of sewer main. The chart shown in Appendix C reflects the annual developer contribution to the overall assets of the Public Utility Department.

In looking at the water meters and customer accounts, it was reported that the water department installed 99 new meters. With the pandemic at its peak, we were forced to suspend our retrofitting program for the safety of our customers and our staff. Every quarter after the readings are completed, we have meters that did not read so those must be fixed before we can get back to retrofitting.

In reviewing the financials for the department, the year 2020 saw an increase to our overall funds in the amount of \$1,543,000. The available cash on hand is \$5,635,256. This reflects a year of low maintenance, cashing in a CD and reimbursement for money spent in 2019 for Phase I of the WRRF improvements. See Appendix D. Given the projects that we have coming up, and the low percentage return on CD's, it made sense to cash it in when it came due. A good practice is to have one year's expenses in the bank. We are currently holding enough in the bank to meet this goal. At the end of 2020 the dept for water and sewer is \$8,446,353 million spread over four bonds. The M-45 water project that was bonded in 2000 was paid in full and we took out a bond for the WWTP Phase I in 2020.

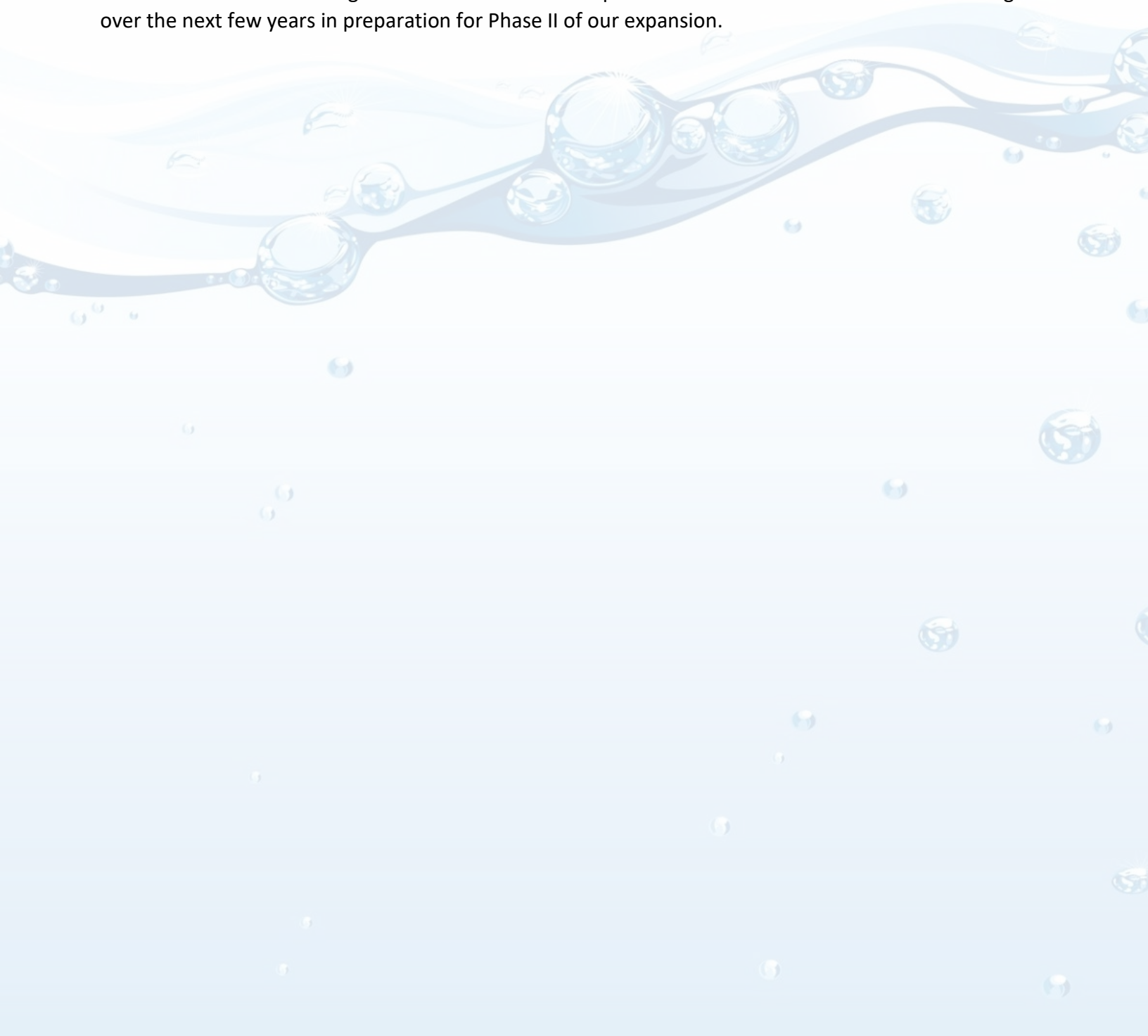
In closing out 2020, much planning has taken place for the expansion of the wastewater facility. We broke ground for Phase I of the facility in September and great progress has been made due to the mild winter. The new administrative and lab facility will give our staff a safe working environment away from chemical storage, give staff their own work space, and give an environment that is welcoming to the public. A rendering of the site can be seen in Appendix E.

As part of all this preparation, it was determined that we should perform a cost of service study to determine if our rates and financial stability would be able to support all the planning we are working on. In 2020, we solidified our five (5) year capital improvement plan and requested that Utility Financial Services analyze this in a new cost of service study. It was determined that the water utility was doing very well and a minimal increase would be needed. On the other hand, the sewer utility was still not pulling its weight. As the utility department operates under one fund, the water utility is supporting the sewer utility to some extent. As our projections were met from the 2019 COS study, and reanalyzing everything with the new capital improvement list, it was determined that we could adopt rates for two years. We will review our financials in 2022 to see if we are still on track.

The safety program is continuing to stay strong as we strive to make Allendale Township a safe place to work. We are satisfying all of the requirements for OSHA required safety trainings. In 2020 there were no reportable injuries. Thank you to all of those who set up our trainings, hold us to a higher expectation, and everyone who follows the safety rules to make Allendale Public Utilities a safe place to work.

The staff has also changed during the year 2020. We brought on Gary Nestle III to be our new Wastewater Supervisor. Cody Brow was also brought on to be our Assistant Operator. In late summer of 2020, Keegan VanDoorne, one of our operators left the utility department. As Cody had been showing interest in becoming an operator and demonstrating the qualities of a good operator, Cody was promoted to the position of Water and Sewer Operator in September 2020. With this promotion we were left with a vacancy for an Assistant Operator. Ryan Stautz had been working for us as our seasonal help for flushing hydrants. As he had been with us for two seasons, it was a natural progression to promote him to full time status as our new Assistant Operator.

Appendix F shows our current treatment process at the water resource recovery facility. The second picture in the appendix shows the different sampling points. Appendix G reflects the Nereda Process that we are working on for the new treatment process. We will continue to refine the design over the next few years in preparation for Phase II of our expansion.



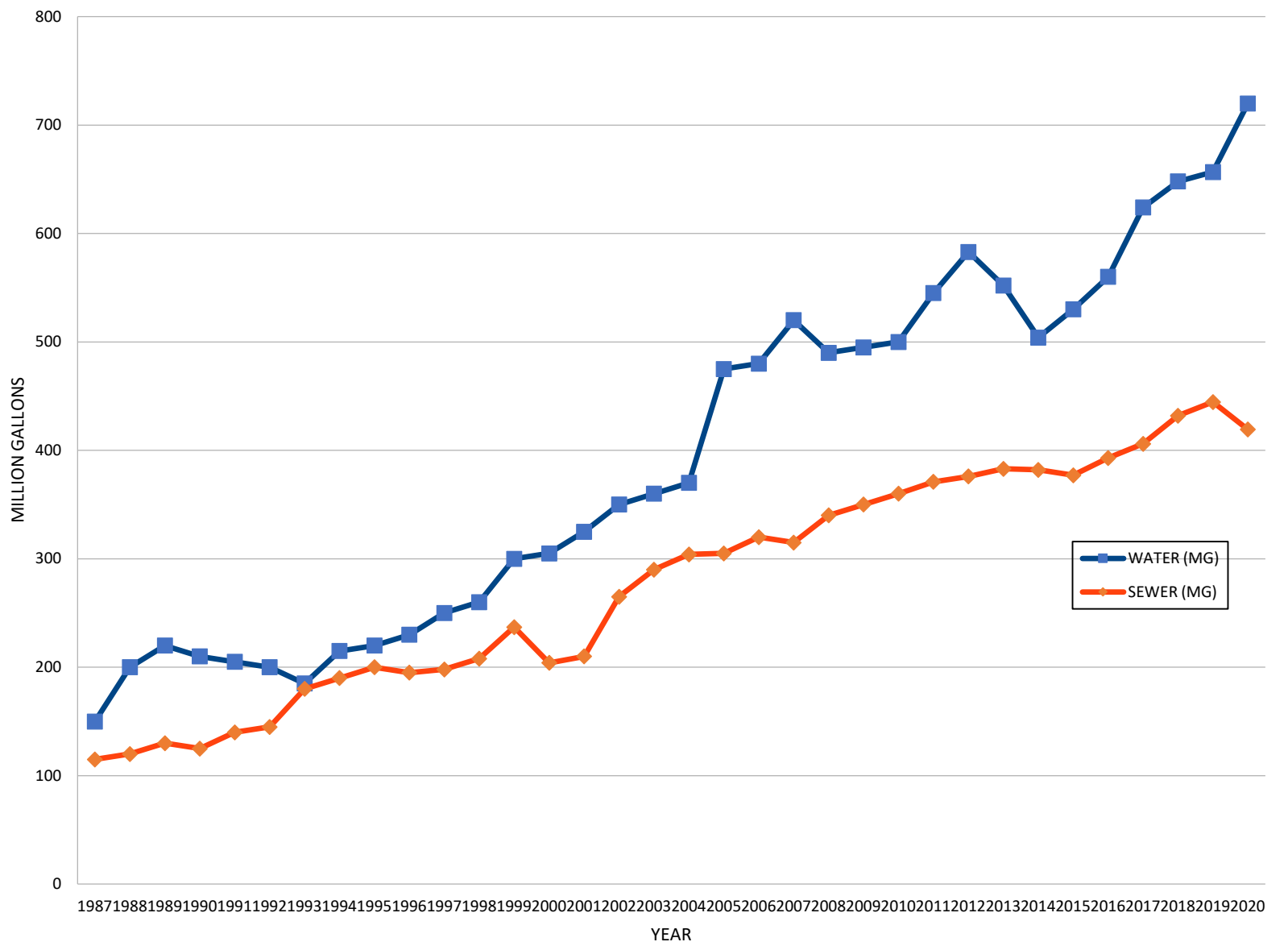


APPENDIX A

ALLENDALE WATER AND SEWER FLOWS

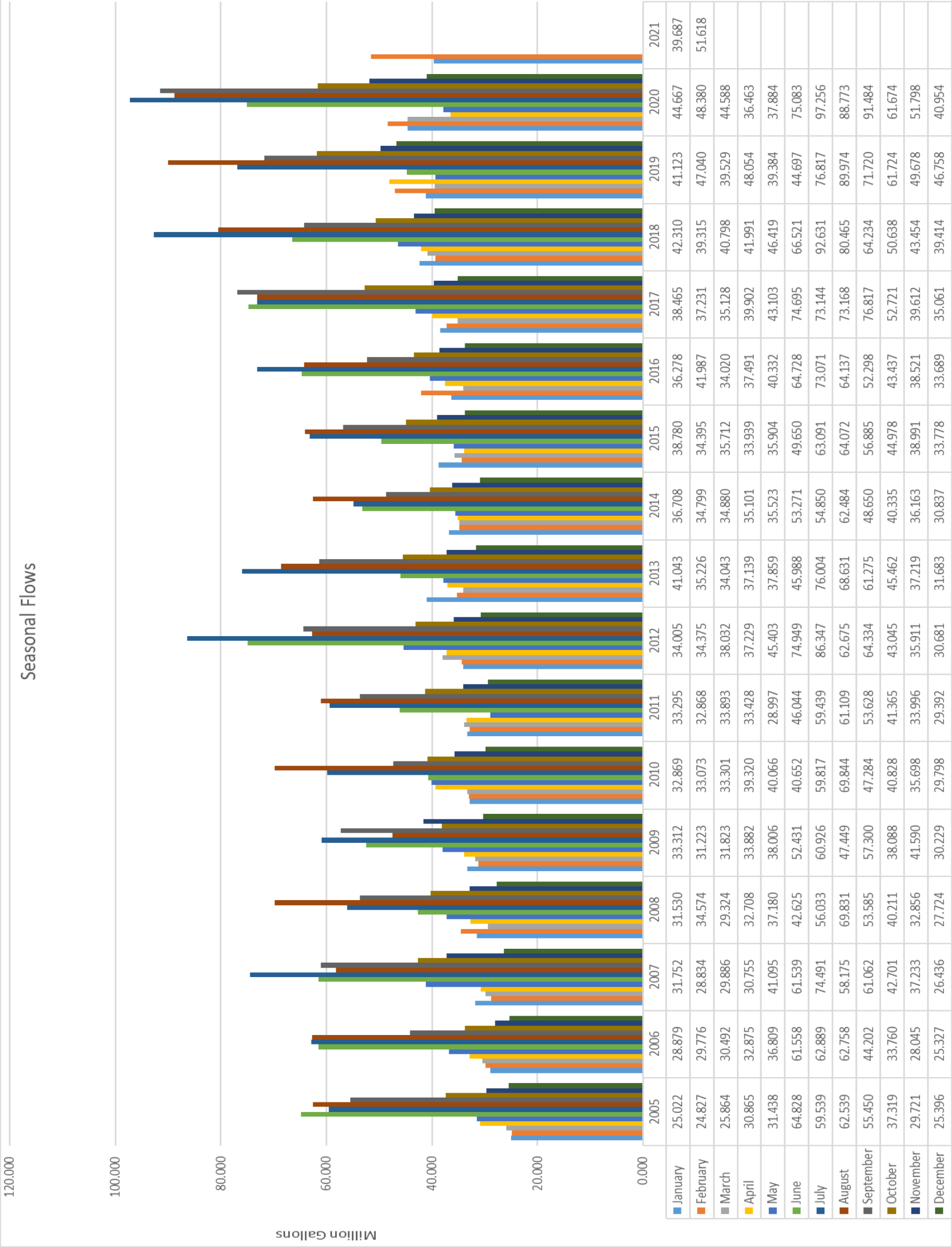
YEAR	WATER (MG)	SEWER (MG)
1987	150	115
1988	200	120
1989	220	130
1990	210	125
1991	205	140
1992	200	145
1993	185	180
1994	215	190
1995	220	200
1996	230	195
1997	250	198
1998	260	208
1999	300	237
2000	305	204
2001	325	210
2002	350	265
2003	360	290
2004	370	304
2005	475	305
2006	480	320
2007	520	315
2008	490	340
2009	495	350
2010	500	360
2011	545	371
2012	583	376
2013	552	383
2014	504	382
2015	530	377
2016	560	393
2017	624	406
2018	648	432
2019	656.607	444.5803
2020	719.944	419.1976

ALLENDALE WATER AND SEWER FLOWS (MG)





APPENDIX B



ALLENDALE PUBLIC UTILITIES

2020 Water and Sewer Main Installation Totals

2019 System Total:	Watermain	=	354,774	ft	67.19206696	Miles
	Sewer Main	=	261,777	ft	49.57899314	Miles

WATERMAIN

<u>Pipe Value per Foot</u>	8"=	\$70.00 /ft	10" =	\$90.00 /ft
	12"=	\$100.00 /ft	16" =	\$120.00 /ft

Project	8"	Value	12"	Value	16"	Value	Project Total
Meadow Lake	860	\$60,200.00					\$60,200.00
Traders View	2,688	\$188,160.00	2419	\$241,900.00			\$430,060.00
56th Aukeman Extension			530	\$53,000.00			\$53,000.00
Allendale ECD	1,011	\$70,770.00					\$70,770.00
Dales Phase III	720	\$50,400.00					\$50,400.00
Lincoln Street			943				\$0.00
	Totals:	5,279	\$369,530.00	3,892	\$294,900.00		\$664,430.00

SEWER MAIN

<u>Pipe Value per Foot</u>	8"=	\$80.00 /ft	15" =	\$130.00 /ft
	10" =	\$90.00 /ft	18" =	\$140.00 /ft
	12" =	\$110.00 /ft	21"=	\$155.00 /ft

Project	8"	Value	10"	Value	12"	Value	Project Total
Meadow Lake	799	\$63,920.00					\$63,920.00
	Totals:	799	\$63,920.00	0	\$0.00		\$63,920.00

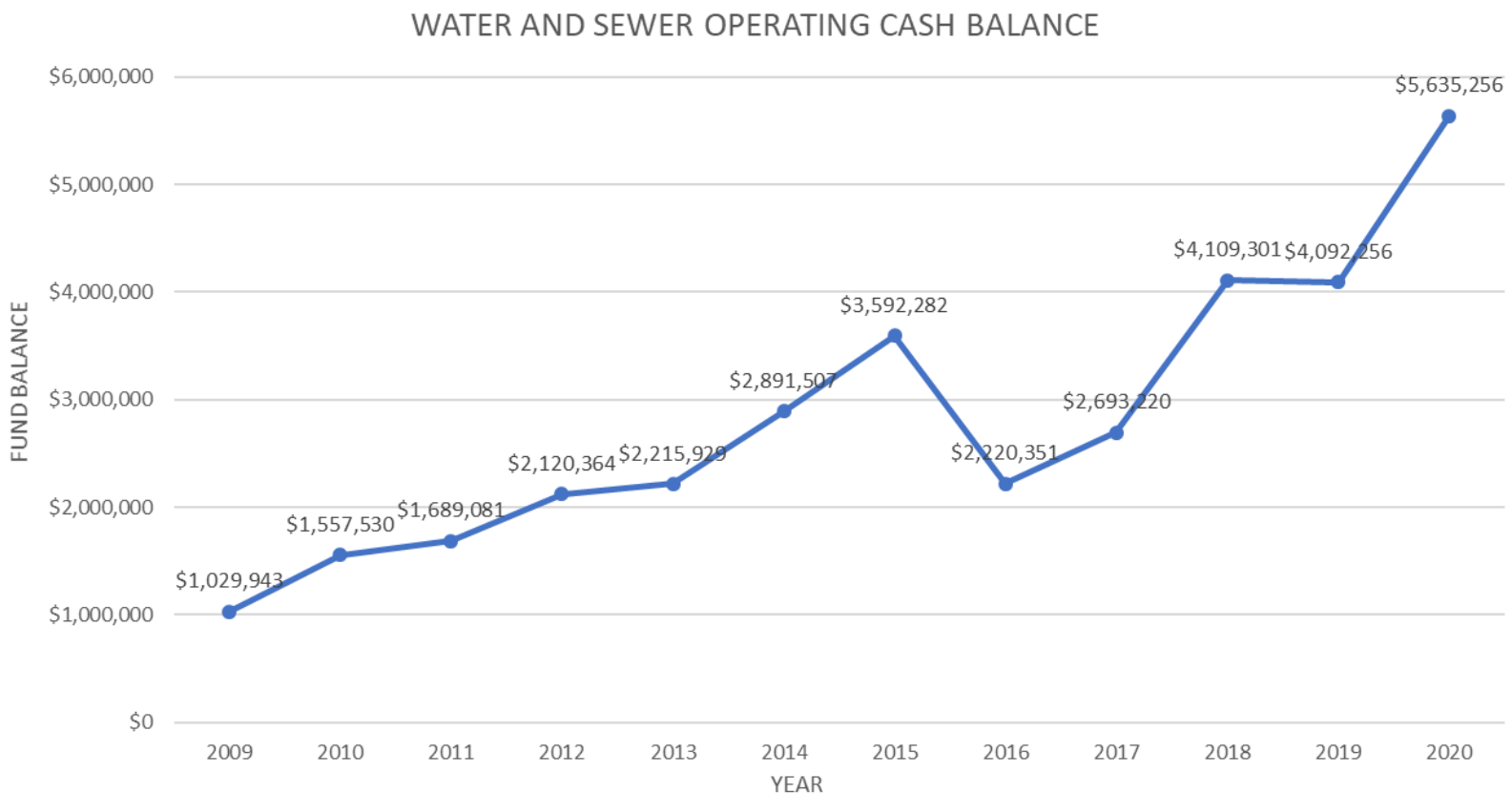
2020 System Total:	Watermain	=	363,945	ft	68.92899933	Miles
	Sewer Main	=	262,576	ft	49.73031894	Miles



APPENDIX D

WATER AND SEWER OPERATING CASH BALANCES

YEAR	BALANCE
2009	\$1,029,943
2010	\$1,557,530
2011	\$1,689,081
2012	\$2,120,364
2013	\$2,215,929
2014	\$2,891,507
2015	\$3,592,282
2016	\$2,220,351
2017	\$2,693,220
2018	\$4,109,301
2019	\$4,092,256
2020	\$5,635,256





APPENDIX E





APPENDIX F

Leprino Lagoon #1

Step 1. Flow enters the headworks bldg. where it is screened and grit is removed.

Step 2. The flow is measured at the Parshall flume and sampled at the Influent sampler. Ferric Chloride is added at this point. The flow then proceeds to the Primary Clarifiers

Primary Anaerobic Digester

Digester Mixer Bldg.

Secondary Digester. After digestion, residual biosolids are pumped and stored in either the West or East sludge lagoon.

Digester Boiler Bldg.

Digester Flare

Step 3. The flow is then split between 4 Primary Clarifiers. Primary sludge is sent to the anaerobic digesters

Step 4. After clarification a primary sample is taken

Step 5. Biological treatment through 4 trains of 2 RBC's

Step 6. Secondary Clarification. Secondary sludge is pumped to the headworks and settles with primary sludge

Step 7. A Secondary sample is taken

Step 8. Chlorination Chamber via stabilized 3" chlorine pucks

Step 11. At this point the flow is combined with the Leprino flow and directly discharges. It is sampled at the Combined Final Sampler and flow is monitored through a rectangular notch wier and then discharges to Outfall 001

Outfall Discharge To Grand River

Leprino Lagoon #2

Leprino Sampler Outfall

Sludge Lagoon Outfall

West Sludge Lagoon. This pond is clay lined and decant discharges to a wet well and is recycled to the front of the plant.

East Sludge Lagoon . This pond is clay lined and decant discharges to a wet well and is recycled to the front of the plant.

Dechlorination Pond

Step 10. The flow is dechlorinated with sodium bisulfite

Bypass dechlorination pond

Step 9. Chlorine contact

Leprino Parshall Flume

Legal Description
Parcel Number 70-10-20-100-013
Owner: Ottawa County Road Commission
PART OF W FRL 1/2 COM W
1/4 COR OF SEC, TH N 200
FT, E 400 FT, S 100 FT, E 250
FT, N 733 FT, TH E TO
WATERS OF GRAND RIVER,
TH SLY ALG WATERS EDGE
TO PT 550 FT S OF E & W
1/4 LINE, TH W TO PT 750
FT E OF W SEC LINE, TH N
550 FT, TH W 750 FT TO
BEG. SEC 20 T7N R13W

Biosolids Storage Lagoon
42.980900, -85.879414

Biosolids Storage Lagoon
42.980830, -85.880688

11622
100-013

Leprino Sample Monitoring Point
42.979608, -85.880211

Influent flow
42.979497, -85.881861

Raw Sample Monitoring Point
42.979411, -85.881842

Primary & Secondary Biosolids Treatment
Anaerobically Digested
Primary 42.979299, -85.881810
Secondary 42.979141, -85.881828

11622
300-021

Primary Sample Monitoring Point
42.979037, -85.881456

Secondary Sample Monitoring Point
42.978987, -85.881080

Combined Final Monitoring Point
Outfall Structure 001
42.979112, -85.879711

Flow leaves the plant
through an enclosed pipe

Discharge Location
Outfall where flow
discharges to Waters
of the State
42.979153, -85.876445

Overflow structure if there
is a problem with the pipe
42.979086, -85.879682

Bypass around Dechlorination Pond

11780
100-009

11624
100-010

11520
300-022





APPENDIX G

RESOLUTION 2021-13

Automated Clearing House (ACH) Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on June 28, 2021 at 7:00 pm.

Present: _____

Absent: _____

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to enact an Automated Clearing House (ACH) policy for Township operations.

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

RESOLUTION

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain financial transactions by using electronic transactions as described in the Act; and

WHEREAS, the Township Board determines that ACH transactions serve to implement best practice to update Township operations;

NOW, THEREFORE BE IT RESOLVED, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan as follows:

1. The Township adopts the Automated Clearing House (ACH) Policy, attached to the Resolution as "Exhibit A";
2. All resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

Yeas: _____

Nays: _____

Resolution declared adopted on June 28, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 28th day of June, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

Exhibit A

Allendale Charter Township

Automated Clearing House (ACH) Policy -Finance

The following policy shall govern the use of electronic transactions and ACH arrangements for the Allendale Charter Township:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds.

The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Board of Trustees shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the Township.

2. Responsibility for ACH Agreements.

The Treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the Board of Trustees documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the departments serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The Treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the Finance Director of those accounts to be paid by ACH or electronic transfers.
- b. Upon receipt of an invoice for payment for accounts paid by ACH, the Finance Director shall approve payment and notify the Treasurer of the date of debit to the Township accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Board of Trustees. All other invoices approved by the Finance Director and payable by ACH may be paid in that matter if deemed in the best interest of the Township, e.g. to avoid a late fee.
- c. For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established Electronic Federal Tax Payment System and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- e. All invoices shall be held by the Finance Director along with copies of payment advices.

RESOLUTION 2021-14

Credit Card Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on June 28, 2021 at 7:00 pm.

Present: _____

Absent: _____

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to authorize the implementation of a credit card policy for the Township.

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

RESOLUTION

WHEREAS, on January 8, 1996, the Governor of the State of Michigan approved Act No 266 of the Public Acts of 1995 authorizing the use of credit cards by officers and employees of the local government; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain Township financial transactions by using a credit card as described in the Act; and

WHEREAS, the Township Board believes that the use of credit cards is a method of best practice that will bring the Township up to date among similar government entities;

NOW, THEREFORE BE IT RESOLVED, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan as follows:

1. The Township adopts the Credit Card Policy, attached to the Resolution as "Exhibit A";
2. All resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

Yeas: _____

Nays: _____

Resolution declared adopted on June 28, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 28th day of June, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

Exhibit A

Allendale Charter Township

Credit Card Policy - Finance

For the convenience of certain purchases, Allendale Charter Township will maintain credit cards with a single copy for each of the following Township departments:

- Supervisor
- Clerk
- Finance
- Fire
- Facilities
- Library
- Senior Citizens
- Public Utilities

All credit cards shall be maintained under the designation of Allendale Charter Township. All credit cards will be held by the respective department director (or his\her designee when absent), except when the department director authorizes use by another officer or employee of the Township.

In order to ensure that proper controls are placed on the use of the card and to comply with the requirements of State Law (i.e., Act 266 of the Public Acts of 1995, as amended), the following written policies will be adhered to with regard to all credit card transactions:

1. The Finance Director is designated as being responsible for the Township's credit card issuance, accounting, monitoring, retrieval and general oversight compliance with the credit card policy.
2. The credit card may only be used by an officer or employee of the Township for the purchase of goods and services for the official business of the Township.
3. Credit card use can be applied to purchases from vendors not offering standard forms of credit or purchase orders. (If standard forms of credit or purchase orders are appropriate, these forms of purchase may be used by the Township, at the discretion of the Finance Director.)
4. Prior to the use of the credit card, a preliminary verbal request accompanied by a "Credit Card Transaction Form" shall be approved by the respective department director.

The "Credit Card Transaction Form" shall explain the goods or services to be purchased, the estimated costs of the purchase, the official or staff person using the card, the proposed date of the purchase, and the official business for which the purchase is to be used.

5. Final approval is granted when the "Credit Card Transaction Form" submitted is signed and dated by all appropriate parties.
6. At the completion of the transaction, the officer or employee who uses the credit card shall submit, as soon as possible, a copy of the vendor's credit card receipt (or an Internet receipt) attached to the "Credit Card Transaction Form" to the Finance Director or designee. The "Credit Card Transaction Form" shall include the chart of account number indicating the line item to which the transaction is to be charged.

7. Monthly credit card statements will be reviewed by the Finance Director and the Township Clerk to ensure that all Credit Card Transaction Forms and attached receipts reconcile with the credit card statement and that the purchases comply with this policy. Any transaction that appears on the statements that is not documented with a "Credit Card Transaction Form" shall be immediately investigated by the Township Supervisor (or his/her designee).
8. The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified. The balance, including any interest due on an extension of credit under the credit card arrangement shall be paid for within sixty days of the initial statement date, unless a charge is being challenged by the Township (e.g., an unauthorized or possible fraudulent charge).
9. Each officer or employee that is issued a credit card is solely responsible for the protection and custody of the credit card and shall keep the credit card within a secure location when not in use. (If absent for more than one day, the officer or employee shall ensure a card is available for use by either relinquishing custody of the card to his/her designee or providing his/her designee access to the card.) Any officer or employee of the Township, after authorized use of the credit card, shall immediately return the credit card within one business day after the transaction to the appropriate person.
10. If a credit card is lost or stolen, the officer or employee shall immediately notify the Finance Director (who is the Township's primary contact with the credit card company). In turn, he/she shall immediately notify the Township Supervisor.
11. Any officer or employee that is issued a credit card shall return the credit card upon termination of his or her employment or service in office with the Township to the Finance Director.
12. Credit card abuses in the form of unauthorized purchases will not be tolerated. At no time will an employee use a Township credit card for personal purchases. Any suspected credit card abuse shall be investigated by the Supervisor.
13. Use of a credit card in a manner contrary to this policy shall be subject to the disciplinary action(s), in accordance with Section 8.1 of the Personnel Policies and Procedures Manual.

Accrual Balances and Time Off Request

Original

The Township has elected to utilize ~~Bamboo HR~~ to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via the ~~Bamboo HR website or smart phone~~ application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads and the Township Supervisor reserve the right to deny PTO requests.

Amended

Accrual Balances and Time Off Requests

The Township has elected to utilize **time tracking system** to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via **the time tracking system** application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads and the Township Supervisor reserve the right to deny PTO requests.

Procedure for Requesting Time Off

Original

~~Procedure for Requesting Time Off:~~

- ~~1) Log into Bamboo HR at: <https://allendaletwp.bamboohr.com>~~
- ~~2) Choose "Request Time Off" from the home screen~~
- ~~3) Choose the type of time off request~~
- ~~4) Enter day(s) of request and hours of request if applicable~~
- ~~5) Include a note for the Department Head explaining the request~~

Amended

Time Off Request Particulars

Original

~~Bamboo HR will automatically deduct PTO used, and add PTO accrued to the balances shown on the time off tab. If an employee believes there is a discrepancy, they must contact Human Resources with information regarding the difference.~~

If a full-time employee does not request time off through ~~BambooHR~~, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Township Supervisor and Department Head may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in BambooHR to explain the modification of this policy.

Amended

If an employee believes there is a discrepancy with their PTO, they must contact Human Resources with information regarding the difference.

If a full-time employee does not request time off through **the tracking system**, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Township Supervisor and Department Head may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in BambooHR to explain the modification of this policy.

Jury Duty

Original

Employees must use ~~Bamboo HR~~ to indicate their need for jury duty leave. Their jury duty hours must be tracked and maintained in ~~BambooHR~~, and any discrepancies updated with their Department Head and Human Resources. For example, in the event an employee is relieved of jury duty earlier than anticipated, the employee must report directly to work to finish their regularly scheduled shift (provided their combined jury duty and work hours do not exceed the number of hours an employee would normally work during a day). The employee must then update their time off in ~~Bamboo HR~~ for accurate recordkeeping.

Amended

Employees must use the **time tracking system** to indicate their need for jury duty leave. Their jury duty hours must be tracked and maintained in **the time tracking system**, and any discrepancies updated with their Department Head and Human Resources. For example, in the event an employee is relieved of jury duty earlier than anticipated, the employee must report directly to work to finish their regularly scheduled shift (provided their combined jury duty and work hours do not exceed the number of hours an employee would normally work during a day). The employee must then update their time off in **the time tracking system** for accurate recordkeeping.

Township Credit Card Policy

Original

~~The Finance Director shall be responsible for issuing, monitoring, tracking, retrieving and generally overseeing compliance with this policy. The following policy shall govern the use of Township credit cards:~~

- ~~1) The Finance Director will maintain all credit cards in a secure lock box in the Finance Director's office. Employees who are authorized, and who need to use a credit card, may check it out from the Finance Director.
 - ~~a. Township employees who are not primarily located at the Township Hall may be permitted to keep their credit cards in a secure location outside of the Finance Directors office.~~~~
- ~~2) The Finance Director shall only issue cards to persons that the Township Board designates by resolution as authorized to use credit cards.~~
- ~~3) Township credit cards may be used only by a Township official or employee of the Township for the purchase of goods or services for the official business of the Township.~~
- ~~4) Township officials and employees who use a Township credit card shall, within a reasonable time, submit a copy of the vendor's credit card slip to the Township Treasurer. If no credit card slip is obtained that describes the transaction, the officer or employee making the transaction shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction and the official business that required the transaction.~~
- ~~5) A Township official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Finance Director must be notified immediately. The Finance Director shall be responsible to immediately notify the issuing bank to cancel the card.~~
- ~~6) A Township official or employee issued a credit card shall return the credit card to the Finance Director after use, or upon termination of their employment with the Township.~~
- ~~7) The Finance Director shall maintain a list of all credit cards issued to the Township, including the credit limit, expiration date, the name of the Township official or employee to whom the credit card has been issued, the date of issuance, and the date the card is returned to the Finance Director.~~
- ~~8) The Finance Director shall also review credit card statements as soon as possible after they become available for compliance with this provision. The Finance Director shall immediately investigate any transaction that appears on the statements that is not documented with a credit card slip or a signed voucher. After an investigation, transactions that violate the Township policy shall be reported to the Township Board.~~

Amended

The Finance Director is responsible for compliance with the Township's credit card policy. All Employees who use a credit card will be required to adhere to the Township's Credit Card policy.

Budget Amendment Request

Fund Name: General Fund Date: 6/15/2021
 Department Number: 265
 Department Name: Building & Grounds Amendment #: 1
 Mike Keefe, Larry Haveman,
 Requested by: Kevin Yeomans

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				
EXPENDITURES:				
Salaries	\$61,870.00			\$61,870.00
Employers Fica	\$4,733.00			\$4,733.00
EMPLOYER'S 401(A)	\$3,712.00			\$3,712.00
Supplies	\$4,000.00			\$4,000.00
Flowers/Shrubs/Trees	\$200.00			\$200.00
Fertilizer	\$0.00			\$0.00
Contracted Services	\$17,000.00			\$17,000.00
Insurance	\$15,000.00			\$15,000.00
Insurance - M45	\$0.00			\$0.00
Water Usage	\$1,700.00			\$1,700.00
Electricity	\$16,000.00			\$16,000.00
Telephone	\$9,000.00			\$9,000.00
Cell Phone	\$1,000.00			\$1,000.00
Heating Fuel	\$13,000.00			\$13,000.00
Trash	\$1,100.00			\$1,100.00
Maintenance	\$10,000.00			\$10,000.00
Gas & Oil	\$6,000.00			\$6,000.00
Truck Maintenance	\$3,000.00			\$3,000.00
Tractor Maintenance	\$5,000.00			\$5,000.00
Miscellaneous	\$500.00			\$500.00
Property Taxes	\$0.00			\$0.00
Capital Outlay	\$15,000.00			\$15,000.00
BUILDING IMP-FIRE	\$0.00		\$180,000.00	\$180,000.00
BUILDING IMP-MAINT BLDG	\$0.00			\$0.00
Property Purchased	\$0.00			\$0.00
Interest Paid	\$0.00			\$0.00
TOTAL EXPENDITURES:	\$187,815.00	\$0.00	\$180,000.00	\$367,815.00
Revenue Over/(Under)				
Expenditures	(\$187,815.00)			(\$367,815.00)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:	\$0.00	\$0.00	\$0.00	\$0.00

Description	In 2020, the ACT Board approved moving forward with the design of the fire station, but wanted to wait until a firm number was had before including the cost in the budget. Now that we have the firm number we'd like to draw \$180,000 from the General Fund Balance to cover the cost of the design and bid process for the construction of the fire station.
--------------------	--

Other	Current Projected General Fund Year End Balance: \$4,058,934
	Project General Fund Year End Balance After Amendment: \$3,878,934

Budget Amendment Request

Fund Name: General Fund Date: 6/16/2021
 Department Number: 248 Budget Entry #:
 Department Name: General Office Amendment #: 2
 Requested by: Kevin Yeomans, Tim VanBennekorn

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:

SALARIES	\$125,968.75		\$4,100.00	\$130,068.75
EMPLOYERS FICA	\$9,636.61			\$9,636.61
EMPLOYER'S 401(A)	\$7,558.13			\$7,558.13
POSTAGE	\$10,000.00			\$10,000.00
SUPPLIES	\$5,500.00			\$5,500.00
CONTRACTED SERVICES	\$13,000.00			\$13,000.00
SEMINARS	\$3,200.00			\$3,200.00
DUES	\$10,000.00			\$10,000.00
MILEAGE				\$0.00
CELL PHONE	\$500.00			\$500.00
MAINTENANCE				\$0.00
COMPUTER MAINTENANCE	\$45,000.00			\$45,000.00
COMPUTER REPLACEMENT	\$1,800.00			\$1,800.00
MISCELLANEOUS	\$5,000.00		(\$257.40)	\$4,742.60
SAFETY TRAINING AND MATERIALS	\$3,000.00			\$3,000.00
CAPITAL OUTLAY	\$1,800.00			\$1,800.00
TOTAL EXPENDITURES:	\$241,963.49			\$245,806.09
Revenue Over/(Under)				
Expenditures	(\$241,963.49)			(\$245,806.09)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:	\$0.00	\$0.00	\$0.00	\$0.00

Description Amend the budget to reconcile the cost of the internship program.

Other The intern has been taking on process and program improvement projects, making it appropriate to use the remaining process/program improvement budget to cover most of the cost of the program. Additionally, we'll move the remaining from the general office miscellaneous account to the salaries account.

Budget Amendment Request

Fund Name: General Fund Date: 6/16/2021
 Department Number: 171 Budget Entry #:
 Department Name: Supervisor Amendment #: 2
 Requested by: Kevin Yeomans, Tim VanBennekom

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:				
SALARIES & WAGES	\$82,000.00			\$82,000.00
PER DIEM	\$0.00			\$0.00
EMPLOYERS FICA	\$6,273.00			\$6,273.00
EMPLOYER'S 401(A)	\$4,920.00			\$4,920.00
SUPPLIES	\$100.00			\$100.00
SEMINARS	\$1,200.00			\$1,200.00
DUES	\$0.00			\$0.00
MILEAGE	\$500.00			\$500.00
CELL PHONE	\$0.00			\$0.00
MISCELLANEOUS	\$300.00			\$300.00
PROCESS/PROGRAM IMP	\$10,000.00		(\$3,842.60)	\$6,157.40
TOTAL EXPENDITURES:	\$105,293.00			\$101,450.40
Revenue Over/(Under)				
Expenditures	(\$105,293.00)			(\$101,450.40)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:	\$0.00	\$0.00	\$0.00	\$0.00

Description	Transfer out to General Office: Salaries to cover the cost of the internship program.
--------------------	---

Other	
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AACC
ALLENDALE AREA
CHAMBER OF COMMERCE

Allendale

2022 COMMUNITY PROFILE & MEMBERSHIP DIRECTORY

Here is a copy of an advertisement you have run in a past edition



TWO
EDITIONS
ONE PRICE



ALLENDALE TOWNSHIP OFFICE

6676 Lake Michigan Drive
Phone: 616.895.6295; fax: 616.895.6330
www.allendale-twp.org
Hours: Monday-Friday: 8AM-5PM

ALLENDALE TOWNSHIP LIBRARY

6175 Library Lane
Phone: 616.895.4178; fax: 616.895.5178
www.allendalelibrary.org
www.facebook.com/allendalelibrary
Hours: Monday, Tuesday & Thursday: 9AM-9PM
Wednesday: 1PM-9PM, Friday & Saturday: 9 AM-5PM

WASTEWATER TREATMENT PLANT

11624 40th Avenue
Phone: 616.895.5142; fax: 616.892.7320
After hours: 616.606.9710
www.allendale-twp.org/index.php/services/wastewater
Hours: Monday-Friday: 8AM-4:30PM

NAME

FIRM

ADDRESS

CITY

STATE ZIP

PHONE CELL

EMAIL WEB

SIGNED DATE

NOTES

RESERVE MY SPACE TODAY!

Please run my 1/2 page advertisement.

- ☐ Please upsize my ad for a 10% savings. SIZE
- ☐ Please repeat the advertisement you have on file.
- ☐ Please repeat the advertisement you have on file with the changes indicated.
- ☐ Our new advertisement is attached.

**SAVE
10%**
Upsize your ad to
the next size, earn a
10% discount and
FREE ad design

Enhance my digital presence with the following:

- ☐ Include a direct link to my website from my advertisement.
- ☐ Include a video or slideshow on my business.

Allendale Area Chamber of Commerce
2022 Community Profile & Membership Directory
221 Water Street, Boyne City, Michigan 49712
(231) 582-2814 Ext. 133 • FAX: (231) 582-3392
harbor@harborhouse.com
www.harborhouse.com/allendale

SUBMIT

Allendale

2022 COMMUNITY PROFILE & MEMBERSHIP DIRECTORY



PRINT

Used by your customers

- Well written, beautifully illustrated, full-color, magazine style
- Designed for easy use and readability
- One low cost gives you a full year of building brand retention and sales

Used by the Chamber of Commerce to

- Stimulate interest in the area and fulfill information requests
- Provide visitors and residents with a useful buyer's guide to local businesses
- Promote the area business community both inside and outside of the region
- As a business-to-business sales tool

Stimulates community interest and provides business information

- 3,000 high quality print copies as well as an interactive digital edition

DIGITAL

- Useful buyer's guide to local business and industry
- Chamber member listings appear in a detailed buyer's guide by business category
- This is THE tool used by the Chamber to promote business recruitment and retention

Extensive and highly targeted distribution

- Full Chamber membership
- Area professionals and business persons
- Governmental agencies
- Realtors and hotels
- Visitors
- Business prospects
- Information requests
- Digital edition available on the Chamber website



ALLENDALE AREA
CHAMBER OF COMMERCE

TWO EDITIONS
ONE PRICE

Year long
distribution
adds value and
exposure!

3,000 print copies,
in addition to thousands of
digital views per year



Geographic distribution of digital views.
Each pin represents a state or country.

Call **231-582-2814** Ext. 133 or Reserve your ad online
www.harborhouse.com/allendale

See rates on the reverse side

SUBMIT

Budget Amendment Request

Fund Name: General Fund Date: 5/24/2021
 Department Number: 101 Budget Entry #: _____
 Department Name: Township Board Amendment #: 6
 Requested by: Adam Elenbaas, Jody Hansen

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:

SALARIES & WAGES	\$16,683.00			\$16,683.00
PER DIEM	\$2,000.00			\$2,000.00
EMPLOYERS FICA	\$1,392.00			\$1,392.00
EMPLOYER'S 401(A)	\$0.00			\$0.00
CONTRACTED SERVICES	\$0.00			\$0.00
SEMINARS	\$10,000.00			\$10,000.00
DUES	\$4,500.00			\$4,500.00
MILEAGE	\$500.00			\$500.00
COMMUNITY PROMOTION	\$0.00			\$0.00
CLEAN UP DAY	\$0.00			\$0.00
PRINTING AND PUBLISHING	\$5,000.00		\$500.00	\$5,500.00
MISCELLANEOUS	\$2,000.00		(\$500.00)	\$1,500.00
TRANSFER OUT	\$0.00			\$0.00
BUILDING INSPECTION FUND REIMB.	\$0.00			\$0.00
ENCLAVE REIMBURSEMENTS	\$0.00			\$0.00
TOTAL EXPENDITURES:	\$42,075.00			\$42,075.00
Revenue Over/(Under) Expenditures	(\$42,075.00)			(\$42,075.00)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:				

Description	There is an opportunity to promote the Township in the Allendale Area Chamber of Commerce's upcoming directory. This is something the Township has done in the past. The ad will promote Allendale while also giving our business community the contact information necessary to reach out to the Township.
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Other	
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CURRY DRAIN BID TAB

IR: 17304	RTH Services	McGilley's Excavating	Randall G. Meyer Excavating
Tree and obstruction removal for 1,351 l.f.	\$6.96/l.f.	\$7.99/l.f.	\$9.1/l.f.
Total:	\$9,402.96	\$10,794.49	\$12,294.10
Tree and obstruction removal for 969 l.f.	\$6.96/l.f.	\$7.99/l.f.	\$9.1/l.f.
Total:	\$6,744.24	\$7,742.31	\$8,817.90
Grand Total:	\$16,147.20	\$18,536.80	\$21,112.00

MAINTENANCE PROPOSAL

SUBMIT TO: Chris Machiela
Ottawa County Water Resources Commissioner
12220 Fillmore Street, Room 141
West Olive, MI 49460
(616) 994-4530 or Fax (616) 994-4529

SUBMIT BY: 4:00 pm, Friday, June 4, 2021
DATE: May 26, 2021
JOB NAME: Curry Drain
TOWNSHIP: Allendale Twp.

COMPANY NAME:
ADDRESS:
CITY & STATE:

PTH

I hereby propose to furnish labor and materials complete in accordance with the below specifications and General Instructions. Please submit bid on a unit price basis for each item listed below.

Project Scope: **Remove trees, brush, and debris from drain in the locations shown on the plan. All Brush and trees to remain on site. No Sediment Removal**

		Unit Price	Total
1. Tree and obstruction removal.	1,351 lf	<u>6.96</u>	<u>9402.96</u>
2. Tree and obstruction removal.	969 lf	<u>6.96</u>	<u>6744.24</u>
PROPOSED START DATE:	<u>june 15 2021</u>	TOTAL	<u>16,147.20</u>

PROJECT TO BE SATISFACTORILY COMPLETED BY: **July 15, 2021**

Payable upon satisfactory completion and acceptance by the Water Resources Commissioner.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: ryan habers

Note: This proposal may be withdrawn by me if not accepted within 30 days.

Current insurance certificate must be on file or provided prior to working on project.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do this work as specified. Payment will be made as outlined above.

Accepted date: _____

Signature: _____

Ottawa County Water Resources Commissioner

MAINTENANCE PROPOSAL

SUBMIT TO: Chris Machiela
Ottawa County Water Resources Commissioner
12220 Fillmore Street, Room 141
West Olive, MI 49460
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		Unit Price	Total
1. Tree and obstruction removal.	1,351 lf	_____	_____
2. Tree and obstruction removal.	969 lf	_____	_____
PROPOSED START DATE: _____		TOTAL	_____

PROJECT TO BE SATISFACTORILY COMPLETED BY: **July 15, 2021**

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All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: _____

Note: This proposal may be withdrawn by me if not accepted within _____ days.

Current insurance certificate must be on file or provided prior to working on project.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do this work as specified. Payment will be made as outlined above.

Accepted date: _____

Signature: _____

Ottawa County Water Resources Commissioner

GENERAL INSTRUCTIONS

TO BE MADE A PART OF THE ORIGINAL CONTRACT:

Contractor Herein acknowledges familiarity with the Federal Occupational Safety and Health Act, (O.S.H.A) of 1972 and agrees to comply with all construction practices required by that law while engaged in fulfilling the terms of this contract and to hold Ottawa County Water Resources Commissioner harmless therefore. Any extra work that is done and is not called for in the contract or without written instruction from the Water Resources Commissioner will not be eligible for payment. No verbal agreement or conversation with any officer, agent or employee of the Water Resources Commissioner, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

Payment will not be issued until an inspection has been made by the Engineer/Drain Inspector.

Any arrangement with property owners must be in writing with a copy furnished to the Water Resources Commissioner.

Successful Bidder must be acquainted with rules and regulations of Act 451, Natural Resources & Environmental Protection Act, Public Acts of 1994, and take all steps needed to prevent silting down stream as well as following the Ottawa County Water Resources Commissioner's Drain Maintenance Policy.

Project is subject to Liquidated Damages which will be \$100.00 a day for work not completed by said due date.

All work not completed by November 1 of given year will be subject to 10 percent payment retainer until May 1 of next year to ensure all seeding and vegetation takes hold.

Trees growing in the bottom of the drain shall be completely removed including stumps; otherwise the stump shall be cut flush with the ground. In areas where banks are not to be disturbed, all brush and trees on the side banks **within 3 feet of touching the water or to top of bank if less than 3 feet** shall be cut to ground level. Healthy trees located near the top of bank in the level easement area shall remain as long as the root structure has not been undermined or is not in danger of being undermined by flow in the drain. All brush is to be cut from under spoil area. All tree trunks, stumps and brush are to be placed in neat piles. Tree trunks, stumps and brush may be placed in neat piles over spoil or as agreed in writing with property owners. Tree trunks, stumps or brush shall not be placed in cultivated areas or where lawns or other improvements exist.

All ditching work will be performed from side of ditch to help prevent a straight vertical slope cut and undermining of the drain bank. Straight line ditching or sitting in the drain will not be permitted.

Side ditches shall be dug back (without leaving the easement) to prevent cutting of ditch bottom and silting downstream. Breaks in the spoil shall be provided to adequately drain adjacent land.

When digging sediment out of the drain bottom side slopes shall not be disturbed. When necessary, disturbed side slopes shall be left no greater than 1v:3h, some instances may require side slopes to be left greater than 1v:3h in those instances an erosion control blanket or equivalent shall be used to stabilize the bank.

All raw or disturbed banks and spoil areas are to be seeded with recommended mixture. Ditch banks shall be scarified before seeding. Daily seeding and mulching shall be done. Sides slopes left greater than 1v:3h will require blanket or equivalent.

When tube or crossing elevations are to be changed Water Resources Commissioner must be notified when work is to be done, prior to final installation, for approval of depth, grade and location.

All fences that must be opened for room to excavate are to be replaced in as good or comparable condition as found.

Ottawa County Water Resources Commissioner construction specification shall govern.

Contractor shall obtain a Permit from the Ottawa County Road Commission when working within road right-of-way.

Contractor shall notify Miss Dig 1-800-482-7171 before doing any digging and comply with Act 53 of Public Acts of 1974.

Site inspection will be done weekly and after a rain fall event that cause runoff.

Any faults or deficiencies found in SESC measures will be repaired in 24 hours of notice.

Start date of project must be approved and inspection of BMP's before work begins.

Corrective Actions for all SESC measures will be handled as outlined in APA manual page 1.6

ALL soil erosion BMP's will be installed according to APA manual guide lines.

ALL drain work is to be done according to APA guide lines and DEQ part 91 requirements.

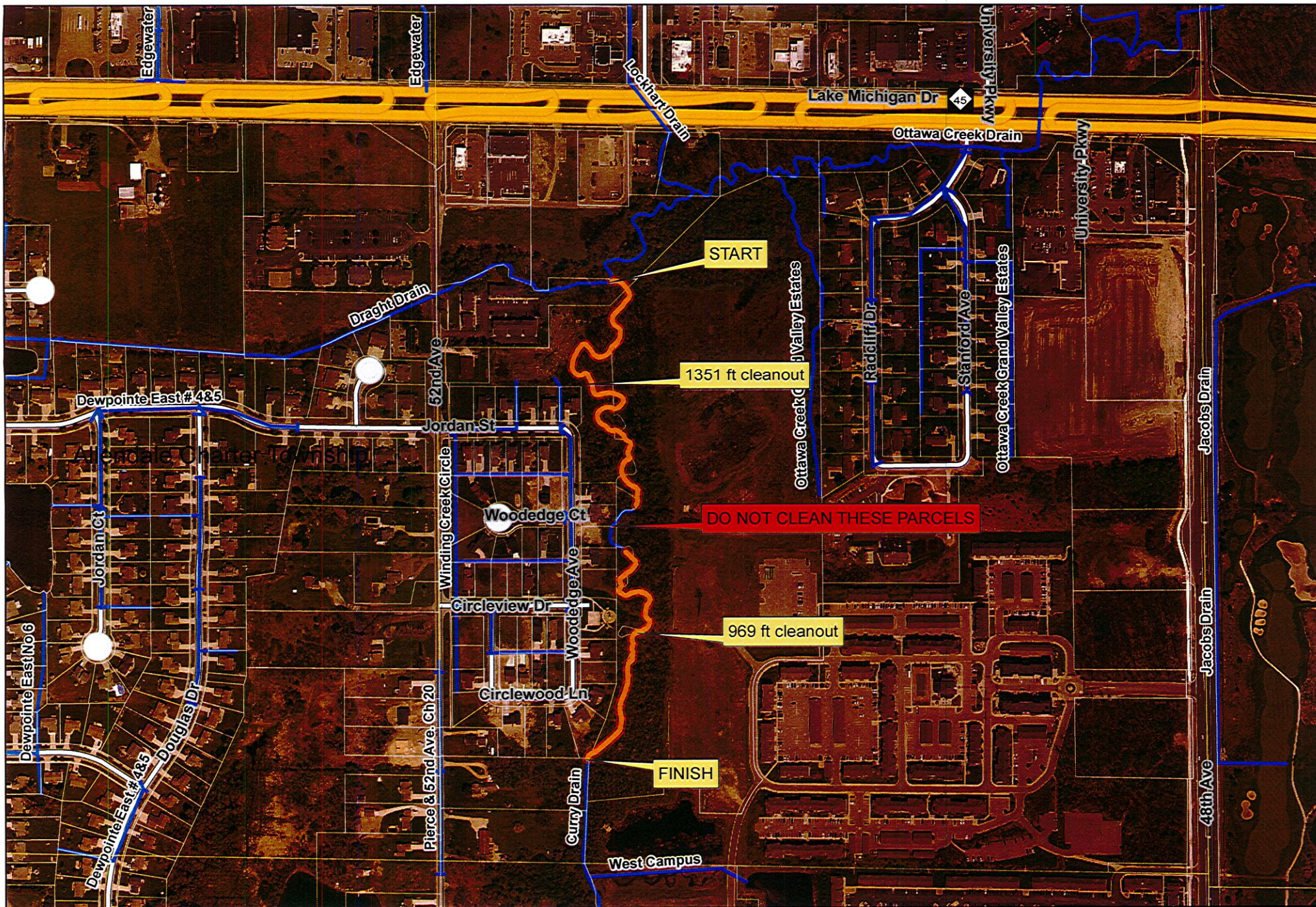
ANY work done in improved/finished yard/lawn area will be restored to the original state.

Brush and Debris requirements:

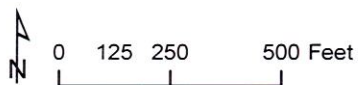
1. 8 inch or bigger wood/logs will be stacked in piles with lengths of 12 foot or shorter.
2. Smaller brush/wood 12 inch and below will be stacked in neat piles.
3. ALL piles/stacks of brush/wood will be limited to a size of 1 lead load (25 yards) per pile.
4. All garbage/trash will be hauled off site to an appropriate disposal site.

OVEREXCAVATION of DRAIN

The Contractor shall exercise care, Not to over-cut drain by more than 6 inches. The Contractor shall not over-cut drain bottom below design flow line for a distance of 100 feet upstream and downstream of any culvert. If, in the opinion of the Inspector/Engineer or his representative, the drain is over-cut by an excess amount, the contractor shall install rock riprap in the drain.



Ottawa County Water Resources Curry Drain Temporary 30ft Easement Request



- Drain Maintenance Lines
- PLSS Quarter Sections
- Easement
- Drain

CHARTER TOWNSHIP OF ALLENDALE
COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION #2021-15
Curry Drain

At a regular meeting of the Board of Trustees of the Charter Township of Allendale, Ottawa County, Michigan, held at the Allendale Charter Township Hall located at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on the 28th day of June, 2021 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

It was moved by member _____ and supported by member _____ that the following Resolution be adopted.

WHEREAS, the Ottawa County Water Resources Commissioner has advised the Township of Allendale Township Board that certain maintenance and repair is necessary to be performed on the Curry Drain; and

WHEREAS, the Ottawa County Water Resources Commissioner has authority to expend up to Five Thousand and 00/100 Dollars (\$5,000.00) per mile or fraction thereof of drain in any one year for the maintenance and repair of the Drain, and where it is estimated that expenditures in excess of Five Thousand and 00/100 Dollars (\$5,000.00) per mile or fraction thereof of drain are necessary, those amounts may not be expended until approved by Resolution of the governing body of each township, city and village affected by more than twenty (20%) percent of the cost when combining the at-large apportionment and the total apportionment of private lands within the township, city or village, pursuant to MCL

280.196(5); and

WHEREAS, the Township of Allendale is affected by more than 79.25% of the costs related to the Curry Drain; and

WHEREAS, the Ottawa County Water Resources Commissioner has advised the Township of Allendale Township Board that it will be necessary to expend funds in excess of Five Thousand and 00/100 Dollars (\$5,000.00) per mile or fraction thereof of drain for the maintenance of the Curry Drain.

NOW, THEREFORE BE IT RESOLVED by the Township of Allendale Township Board, that pursuant to Section 196 of the Drain Code, the Ottawa County Water Resource Commissioner is authorized to expend money for the maintenance and repair of the Curry Drain in excess of Five Thousand and 00/100 Dollars per mile or Fraction thereof and, to the extent that the drain fund for the Curry Drain contains insufficient funds for the payment of costs incurred for the maintenance or repair of the Curry Drain, then the Ottawa County Water Resources Commissioner is authorized to levy a special assessment, as allowed by law.

Yeas:

Nays:

Resolution declared _____ on June 28, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 8th day of March, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Substitute Library Page and Circulation Assistant Recommendation-Tawnee Szczepanek

Prepared by Lydale Weaver

On 6/28/2021

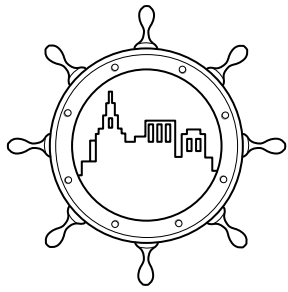
Board of Trustees:

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

Tawnee comes to us with several years of customer service, which will transition well working at the library. Her passion for the Allendale community is evident and inspiring. With these skills, we are confident Tawnee will be a great addition to the library.

We recommend a pay rate of \$12.06. We are excited to bring Tawnee aboard to the Allendale Charter Township team.

Respectfully,
Mary Cook and Lydale Weaver
Library Director and HR Specialist



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Julie Lovelace
616-914-0922
julie@freshcoastplanning.com

Sara Moring-Hilt
586-850-8784
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Hillary Taylor, MUP, MUD
248-545-2906
hillary@freshcoastplanning.com

Brian Werschem
231-206-4821
bwerschem@gmail.com

MEMORANDUM

To: Allendale Charter Township Planning Commission

From: Gregory L. Ransford, MPA

Date: May 3, 2021

Re: Proposed Text Amendments to the Allendale Charter Township Zoning Ordinance to (add) Section 3.19, Section 24.06H, and Section 24.04J

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide our synopsis regarding proposed text amendments to the ACTZO that were recommended for adoption by the Allendale Charter Township Planning Commission (ACTPC) at their April 19, 2021 meeting. The proposed amendments include the addition of Section 3.19 – Tree Preservation, and revisions to Section 24.06H – Waste Disposal Facilities, and Section 24.06J – Building Appearance.

As you are aware, the Board of Trustees is the approving authority of proposed text amendments.

Proposed Text Amendments

Section 3.19 – Tree Preservation

As you may know the ACTPC has recently expressed interest in tree preservation within development sites, such as residential neighborhoods, and within commercial and industrial properties. Following an adoption process of the same at Park Township, the ACTPC modeled Section 3.19, in part, on the efforts of Park Township. The ACTPC seeks to preserve trees for their aesthetic (rural character), biological, and environmental benefits by requiring buffer areas in development, preventing the clear cutting of a property, and requiring a minimum tree canopy, among other related provisions.

Through a vote of 7-0, Section 3.19 – Tree Preservation was recommended for adoption. While we would ordinarily provide a document identifying the changes from the current language, since Section 3.19 is entirely new, the Section is presented only as recommended.

Section 24.06H – Waste Disposal Facilities

As you are aware, Allendale Charter Township currently requires certain enclosure, location, and dimensional specifications for dumpsters within residential, commercial, and industrial development. The amendment to Section 24.06H – Waste Disposal Facilities proposed by the ACTPC will establish more detail regarding enclosures, with particular regard to bollard and gate placement and spacing within the enclosure, as well as to reduce the need for an enclosure under certain circumstances. Further, the ACTPC sought to require non-conforming dumpster enclosures to comply with the language of Section 24.06H, when appropriate.

Through a vote of 7-0, the revisions to Section 24.06H – Waste Disposal Facilities were recommended for adoption. For your convenience, attached is a document showing the proposed changes from the current ACTZO language.

Section 24.06J – Building Appearance

Simply, the ACTPC sought to create a minimum glass requirement of ten percent (10%) rather than a maximum requirement of forty percent (40%) for commercial building facades. In addition, the ACTPC sought to allow various types of glass so not to limit the requirement to a typical window.

Through a vote of 7-0, the revisions to Section 24.06J – Building Appearance were recommended for adoption. For your convenience, attached is a document showing the proposed changes from the current ACTZO language.

Public Hearing

No comments were received during the public hearing.

Recommendation

As aforementioned, the Planning Commission unanimously recommended adoption of the proposed text amendments by a vote of 7-0. Attached are the proposed amendments in the form of the necessary Zoning Text Amendment Ordinance.

If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN BY ADDING SECTION 3.19 – TREE PRESERVATION, BY AMENDING SECTION 24.06H – WASTE DISPOSAL FACILITIES AND; BY AMENDING SECTION 24.06J – BUILDING APPEARANCE, AND PROVIDING FOR REPEAL AND SEVERABILITY PROVISIONS AND THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN ORDAINS:

Section 1. Tree Preservation. Section 3.19 of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

- A. Purpose and Intent. Tree preservation is recognized as essential throughout the township to protect the health, safety, and general welfare of the natural environment, and the residents. The intent of this Section is to promote the aesthetic, biological, and environmental benefits of trees.

Further, the township seeks to implement the goals of preserving rural character, preserving the natural resources and water quality, and preserving open spaces and wooded lands within the Township, as encouraged by the Allendale Charter Township Master Plan, recognizing:

1. The natural beauty and rural character of the township are increased.
2. Tree-lined Streets are an asset to the character of the community, particularly along, but not necessarily limited to, residential areas.
3. Mature Trees create a spectacular Canopy along roadways and create shade.
4. New development should preserve Tree Stands.
5. Avoiding the loss of significant woodlots to disease and infestation is important.
6. Tree Canopy and health analysis, maintenance, and reforestation should regularly occur.

- B. Definitions. The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this section, except where the content clearly indicates a different meaning:

ARBORIST: A professional, who is both certified by the International Society of Arboriculture and is a registered member of the Arboriculture Society of Michigan, and who cultivates, manages, and studies trees, shrubs, vines, and other perennial woody plants in dendrology and horticulture.

BUFFER: A vegetative screening of mature trees, or planted trees, or a combination of both, that protects and enhances the existing natural beauty and is sufficient to reduce noise and visually screen abutting property from the impacts of the Project property.

CANOPY: The layer of tree leaves, branches, and stems that provide coverage of the ground when viewed from above.

CLEAR CUT or CLEAR CUTTING: The removal of any tree beyond that reasonably required to construct Project infrastructure and buildings.

DIAMETER BREAST HEIGHT: The measurement of a tree diameter at four and one half (4.5) feet above the ground.

FORESTER: A professional, who is registered with the State of Michigan Department of Natural Resources Registered Forester program, and who practices the science of ecological restoration and management of forests.

LANDSCAPE ARCHITECT: A professional, who is licensed with the State of Michigan Department of Licensing and Regulatory Affairs, or successor Department, and who practices the performance of design, preservation, or enhancement of natural land resources, ground cover and planting, and naturalistic and aesthetic values related to landscaping and trees.

MANAGEMENT OR MANAGEMENT PLAN: The sustainable practice of creating or improving a healthy biodiversity, carbon sequestration, and air quality equal to the original natural environment prior to the Project.

PROJECT: Any planned unit development, condominium, site condominium, plat, private road, site plan, or other application subject to review by the Planning Commission.

REFORESTATION: The intentional restocking of trees that have been removed.

TREE: A woody perennial plant with six (6) inches or greater of Diameter Breast Height, typically containing a single stem or trunk, and bearing lateral branches.

STANDS OF TREES (TREE STANDS): An aggregation of Trees or other growth occupying a specific area and sufficiently uniform in species composition, size, age, arrangement, and condition as to be distinguished from the forest or other growth on adjoining areas.

- C. Residential, Commercial, and Industrial Projects. Any Project with commercial use, industrial use, or a residential Project of two (2) or more residential building sites or units, shall be subject to the following:
1. Buffers. The designation of a Buffer along all Lot lines for a residential Project boundary, including the Street right-of-way, and along all side and rear Lot lines for commercial or industrial Project. The Planning Commission has the discretion to increase, decrease, or eliminate the Buffer in whole or in part, based upon a consideration of the following factors:
 - a. Whether Trees within or near the proposed Buffer are mature Trees;
 - b. Whether the Buffer contains or could contain Tree Stands;
 - c. The area of the proposed Buffer related to the area of the overall Project property;
 - d. The location and type of existing adjacent uses;
 - e. The type of permitted adjacent uses;
 - f. The density permitted by the underlying zoning district; and
 - g. The density permitted within a Planned Unit Development when a Project is sought pursuant to Article 12 of this ordinance.

Any Tree within a Buffer, where sufficient evidence can be provided that it is deceased or is dying, may be removed when authorized by the Planning Commission as part of Project approval.

2. Clear Cutting and Reforestation Plan. Clear Cutting is prohibited. Further, the cutting of any Tree prior to site plan approval is prohibited, unless it can be reasonably demonstrated to the Planning Commission that the Trees to be Clear Cut cannot be kept in a healthy state or safely maintained related to life or property within the Project site design. A reforestation plan of no less than twenty-five percent (25%) of the Trees removed at six (6) inches or greater in diameter measured at the Diameter Breast Height, which removal was necessary to construct the related Project infrastructure, including, but not necessarily limited to, any easements and physical improvements of internal roads, drives, public utilities, and storm water shall be provided. The reforestation plan shall be performed by a Forester, Landscape Architect, or other professional qualified to conduct a reforestation plan, and shall include a Management Plan for the entire Project property.
3. Tree Canopies. All Trees within the Project shall maintain a Canopy. A Canopy shall include all of the tree leaves, branches, and stems for any

tree without a building beneath the tree and the Canopy shall not be removed to a height more than eight (8) feet from ground level, when possible. A Canopy shall include all of the tree leaves, branches, and stems for any tree with a building beneath the tree in whole or in part and the Canopy shall not be removed to a height more than five (5) feet above the highest point of the building, when possible. Every Project property shall establish no less than twenty-five percent (25%) Tree Canopy coverage at maturity.

4. Tree Stands. Tree Stands shall be preserved to the extent practicable within any Project.
5. Health Analysis. The Planning Commission may require an inventory and general health analysis of all existing Trees of six (6) inches or greater in diameter measured at the Diameter Breast Height, performed by an Arborist. Any Tree, where sufficient evidence can be provided that it is deceased or is dying, may be removed without conducting a health analysis when authorized by the Planning Commission as part of Project approval.
6. Outside Agency Approvals. Final approval from the Ottawa County Road Commission, Ottawa County Environmental Health Department, Ottawa County Water Resources Commissioner, and any other pertinent government agency with jurisdiction over applicable approvals for the Project shall be obtained.

D. Appeals. In-lieu of Section 28.04 of this Ordinance, the Zoning Board of Appeals may grant relief from any provision of this Section and shall consider the following standards:

1. That strict compliance with this Section would render conformity with those restrictions unnecessarily burdensome
2. That the plight of the property owner/applicant is due to the unique circumstances of the property and not due to general conditions of the zoning district
3. In the case of a Project, whether appropriate Buffers can be adequately provided if the variance is granted
4. The location of buildings on adjoining properties
5. The size of the lot in question and the size of adjoining properties
6. The effect of construction on the lot in question on the view from adjoining properties
7. The potential effect of erosion

Section 2. Waste Disposal Facilities. Section 24.06H of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

A site plan shall identify the location of solid waste disposal facilities and provide details for each solid waste disposal facility showing compliance with the following requirements.

1. Dumpsters, Containers. All solid waste including recycling materials shall be placed in a dumpster or other appropriate container for pickup. Every dumpster or container shall be equipped with a lid or other top covering unless the enclosure adequately screens the contents above the dumpster opening.
2. Enclosures. All dumpsters and other appropriate containers shall be placed in an enclosure constructed as follows:
 - a. An enclosure shall be constructed with durable materials that compliment and match the materials used in the principal structure. Chain link with slats are prohibited.
 - b. An enclosure shall provide a solid visual screen on all four (4) sides. An enclosure containing separate pedestrian access from the gate opening shall ensure the same solid visual screen when viewed from a public or private street.
 - c. The front of the enclosure shall be gated and shall include proper hardware to secure the gate in a stationary position when open and closed. The bottom of the gate shall be installed at least six (6) inches above grade level. The gate shall be affixed to steel bump guard posts of no less than six (6) inches in diameter and which are completely filled with concrete.
 - d. The interior back wall of the enclosure shall be protected with steel bump guard posts located at least one (1) foot from the interior of the side and back walls. The bump guard posts shall be spaced three (3) feet apart. All steel bump guard posts shall be no less than six (6) inches in diameter and completely filled with concrete.
 - e. For any enclosure containing a dumpster or other appropriate container, the minimum interior width of the enclosure and its opening shall be ten (10) feet and shall be clear of obstructions, including the gate, its hinges, and steel bump guard posts. In addition, at least two (2) feet of clearance from the side walls of the enclosure shall be provided. Where enclosures contain more than one (1) dumpster or container, the minimum interior width shall equal the combined widths of the dumpster/container plus a minimum of two (2) feet clearance from each side. The minimum interior length for all enclosures containing a dumpster shall be at least two (2) feet greater than the length of the dumpster or dumpsters it contains.
 - f. Any enclosure constructed prior to the adoption of this language shall only be replaced pursuant to this Section and may not be restored or repaired in accordance with Section 26.04.

3. All enclosures shall be located in the rear yard or the side yard. When located within an approved outdoor storage area, any dumpster may be absent an enclosure only if the outdoor storage area achieves the same or greater visual screening on all four (4) sides of the dumpster and meets the provisions of Section 24.06H2d and Section 24.06H2e, as if an enclosure was present, and shall meet Section 24.06H4 through Section 24.06H6.
4. Access Lane. The site plan shall provide an open space as an access lane to an enclosure containing a dumpster. Such access lane shall be paved and shall be parallel with and the same width as the outside width of the enclosure extending for a length of sixty (60) feet from the front of the enclosure.
5. Turning Lane. The site plan shall also provide an open space connected to and more or less perpendicular to the access lane to provide an area in which waste hauling vehicles may maneuver to change direction in order that vehicles shall not back into or back out of the site from a road right-of-way. Such turning lane shall be paved and shall be a minimum of fourteen (14) feet in width and thirty five (35) feet in length.
6. Parking Restrictions. No parking spaces shall be permitted in the access lane or the turning lane.

Section 3. Building Appearance. Section 24.06J of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 24.06J. Building Appearance.

In granting site plan review approval, the Zoning Administrator or Planning Commission shall require certain designs, textures, colors, or architectural treatments for buildings or structures, which in its judgment produce a harmonious, substantial, distinctive, and inviting appearance with beauty of materials and architectural design creating a strong, sturdy, adaptable and lasting environment. The following materials represent and advance the intent and objective of the above descriptions.

1. Commercial and Mixed Use Buildings: That portion of the building which faces a public or private street, parking lot, or residential zoning district shall be finished with brick, architectural masonry block, stone, glass or a combination of these materials. A minimum of ten percent (10%) of the building which faces a public or private street or customer parking lot shall contain glass windows or a similar glass product, such as spandrel glass, or completely or partially opaque glass.
2. Residential: Brick, architectural masonry block, cement board and stone. These materials shall be used for a minimum of fifty (50%) percent of all exterior wall areas in combination with dryvit, stucco, vinyl, EFIS, metal with enclosed fasteners, and similar materials.

3. Industrial: A minimum of 50 percent of that portion of the building which faces a public or private street or a residential zoning district shall be finished with brick, architectural masonry block, cement board, glass, stone or combination of those materials.

The remaining exterior walls if not finished with the materials noted in the preceding paragraph shall be finished with stucco, EFIS, architectural metal panels consisting of a minimum of 24-gauge metal with a minimum rib height of 1¼ inches or a combination of these materials or similar materials. Exposed fasteners shall match the color of the metal finish.

4. In recognition of developing technologies in building materials, the Planning Commission may agree to approve other materials provided that they meet the intent of this Section, are compatible with surrounding properties, and further provided that such materials shall comply with the architectural, safety and other requirements of the Township building codes, fire code and other applicable Township Ordinances.

Section 4. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 5. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 6. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 20____, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 20____, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 20____, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas, Township Supervisor

Jody Hansen, Township Clerk

Section 24.06H. Waste Disposal Facilities.

A site plan shall identify the location of solid waste disposal facilities and provide details for each solid waste disposal facility showing compliance with the following requirements.

1. Dumpsters, Containers. All solid waste including recycling materials shall be placed in a dumpster or other appropriate container for pickup. Every dumpster or container shall be equipped with a lid or other top covering unless the enclosure adequately screens the contents above the dumpster opening.
2. Enclosures. All dumpsters and other appropriate containers shall be placed in an enclosure constructed as follows:
 - a. An enclosure shall be constructed with durable materials that compliment and match the materials used in the principal structure. Chain link with slats are prohibited.
 - b. An enclosure shall provide a solid visual screen on all four (4) sides. An enclosure containing separate pedestrian access from the gate opening shall ensure the same solid visual screen when viewed from a public or private street.
 - c. The front of the enclosure shall be gated and shall include proper hardware to secure the gate in a stationary position when open and closed. The bottom of the gate shall be protected with installed at least six (6) inches above grade level. The gate shall be affixed to steel bump guard posts at the front entrance area of no less than six (6) inches in diameter and which are completely filled with concrete.
 - d. The interior back wall of the enclosure shall be protected with steel bump guard posts located at least one (1) foot and six (6) inches in from the interior of the side and back walls. The bump guard posts shall be spaced three (3) feet on center apart. All steel bump guard posts shall be no less than six (6) inches in diameter and completely filled with concrete.
 - e. For any enclosure containing a single dumpster or other appropriate container, the minimum interior width of the enclosure and its opening shall be ten (10) feet and the minimum interior length shall be thirteen (13) feet. Enclosures containing clear of obstructions, including the gate, its hinges, and steel bump guard posts. . In addition, at least two (2) feet of clearance from the side walls of the enclosure shall be provided. Where enclosures contain more than one (1) dumpster or container shall have a minimum interior length of thirteen (13) feet and a, the minimum interior width shall equal to the combined widths of the dumpster/container plus a minimum of two (2) feet clearance from each side wall of the enclosure. The minimum interior length for all enclosures containing a dumpster shall be at least two (2) feet greater than the length of the dumpster or dumpsters it contains.
 - f. Any enclosure constructed prior to the adoption of this language shall only be replaced pursuant to this Section and may not be restored or repaired in accordance with Section 26.04.
3. All enclosures shall be located in the rear yard or the side yard. When located within an approved outdoor storage area, any dumpster may be absent an enclosure only if the outdoor storage area achieves the same or greater visual screening on all four (4) sides of the dumpster and meets the provisions of Section 24.06H2d and Section 24.06H2e, as if an enclosure was present, and shall meet Section 24.06H4 through Section 24.06H6.
4. Access Lane. The site plan shall provide an open space as an access lane to an enclosure containing a dumpster. Such access lane shall be paved and shall be parallel with and the same width as the outside width of the enclosure extending for a length of sixty (60) feet from the front of the enclosure.
5. Turning Lane. The site plan shall also provide an open space connected to and more or less perpendicular to the access lane to provide an area in which waste hauling vehicles may maneuver to change direction in order that vehicles shall not back into or back out of the site from a road right-of-way. Such turning lane shall be paved and shall be a minimum of fourteen (14) feet in width and thirty five (35) feet in length.
6. Parking Restrictions. No parking spaces shall be permitted in the access lane or the turning lane.

Section 24.06J. Building Appearance.

In granting site plan review approval, the Zoning Administrator or Planning Commission shall require certain designs, textures, colors, or architectural treatments for ~~any building~~buildings or structures, which in its judgment produce a harmonious, substantial, distinctive, and inviting appearance with beauty of materials and architectural design creating a strong, sturdy, adaptable and lasting environment. The following materials represent and advance the intent and objective of the above descriptions.

1. Commercial and Mixed Use Buildings: That portion of the building which faces a public or private street, parking lot, or residential zoning district shall be finished with brick, architectural masonry block, stone, glass or a combination of these materials. ~~No more than forty (40%)~~A minimum of ten percent of any wall (10%) of the building which faces a public or private street or customer parking lot shall be contain glass ~~windows or a similar glass product, such as spandrel glass, or completely or partially opaque glass.~~
2. Residential: Brick, architectural masonry block, cement board and stone. These materials shall be used for a minimum of fifty (50%) percent of all ~~exterior~~exterior wall areas in combination with dryvit, stucco, vinyl, EFIS, metal with enclosed fasteners, and similar materials.
3. Industrial: A minimum of 50 percent of that portion of the building which faces a public or private street or a residential zoning district shall be finished with brick, architectural masonry block, cement board, glass, stone or combination of those materials.

The remaining exterior walls if not finished with the materials noted in the preceding paragraph shall be finished with stucco, EFIS, architectural metal panels consisting of a minimum of 24-gauge metal with a minimum rib height of 1¼ inches or a combination of these materials or similar materials. Exposed fasteners shall match the color of the metal finish. *Updated 10-3-2016 Ord. No. 2016-13*

4. In recognition of developing technologies in building materials, the Planning Commission may agree to approve other materials provided that they meet the intent of this Section, are compatible with surrounding properties, and further provided that such materials shall comply with the architectural, safety and other requirements of the Township building codes, fire code and other applicable Township Ordinances.

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Dear Board of Trustees,

On May 12, 2021 Allendale Township posted a request for proposal (RFP) for IT managed services. The RFP was open for 23 days, closing at the end of business on June 4, 2021. In response to our RFP, we received four (4) proposals.

These proposals were reviewed by a multi-department committee representing a wide breadth of perspectives and technology needs throughout the Township. After reviewing and discussing the proposal the committee selected Rehmann as the company to recommend to the Board of Trustees.

We selected Rehmann because:

- They are able to meet all the requirements of the RFP,
- They had the 2nd lowest monthly cost,
- They are not charging an onboarding cost,
- The professionalism of the presentation of their proposal,
- Their communication during the RFP process,
- And the prior beneficial experience of working with Rehmann on previous projects.

We are confident that Rehmann will be able to meet the needs of the Township now and well into the future. We believe they will be a great partner in our continuous improvement efforts, helping us more efficiently and effectively serve the Allendale Community.

We look forward to hearing your decision on our recommendation.

Sincerely,



Kevin Yeomans

Allendale Charter Township

Project Coordinator

Rehmann

QUOTE

Rehmann.com

Quote Re

Framework Managed Offering

Quote To:

Allendale Charter Township
Kevin Yeomans
6676 Lake Michigan Dr.
PO Box 539

Ship To:

Allendale Charter Township
Kevin Yeomans
6676 Lake Michigan Dr.
PO Box 539

Quote #

TGIQ76785

Date

06/09/21

Account Mgr

Ken Zimmer

Support

email

ken.zimmer@rehmann.com

Acct Mgr Ph:

616-957-9803

Allendale MI 49401

Allendale MI 49401

Tel # (616) 895-6295

Order Contact

Fax # (616) 895-6330

Tel # Ship to Address

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
	Framework Managed Service Per Month - 12 month term		
1	Framework for Physical Servers - Fixed, 24x7, 1 Year	\$140.00	\$140.00
5	Framework for Servers - Fixed, 24x7, 1 Year	\$140.00	\$700.00
56	Framework for Workstations (per workstation) - Fixed, 6am-6pm, 1 Year	\$55.00	\$3,080.00
6	Framework for Network or Other Devices (per physical and virtual device) - Fixed, 6am-6pm, 1 Year	\$21.00	\$126.00
1	Framework for Firewalls\Routers\Other Edge Devices - Fixed, 6am-6pm, 1 Year	\$69.00	\$69.00
1	Relentless Service Bundle (Network Probe, Wattbox, Environmental Monitoring) - Fixed, 6am-6pm, 1 Year	\$50.00	\$50.00
1	Provides for the Management of up to Five (5) domains and up to Five (5) DNS Record additions or changes per month - Fixed, 6am-6pm, 1 Year		
1	Provides for the Management of up to 5 SSL Certificates and Certificate installation on up to 5 servers per year - Fixed, 24x7, 1 Year		
1	vCIO Services - 1 visit per year	\$155.00	\$155.00
	SubTotal per month for full Framework Support		\$4,320.00

Rehmann

QUOTE

Rehmann.com

Quote Re

Barracuda Total Email Protection

Quote To:	Ship To:	Quote #
Allendale Charter Township Kevin Yeomans 6676 Lake Michigan Dr. PO Box 539 Allendale MI 49401 Tel # (616) 895-6295 Fax # (616) 895-6330 <i>Here is the quote you requested.</i>	Allendale Charter Township Kevin Yeomans 6676 Lake Michigan Dr. PO Box 539 Allendale MI 49401 Order Contact Tel # Ship to Address	TGIQ78629 06/18/21 Ken Zimmer Fadia Taylor-Cline ken.zimmer@rehmann.com 616-957-9803

Qty	Description	Unit Price	Ext. Price
1	Barracuda Total Email Protection Edition, 49 Users, 12 Month New Subscription (Optional)	\$4,193.00	\$4,193.00
	-Or-		
1	Barracuda Total Email Protection Edition, 49 Users, 36 Month New Subscription (Optional)	\$3,899.00	\$3,899.00

6/1/2021

EMPOWER YOUR PURPOSE

MANAGED IT SERVICES PROPOSAL FOR
Allendale Charter Township
Kevin Yeomans, Project Coordinator

Submitted by:

Ken Zimmer, VP of Business Development – Principal
Ken.zimmer@rehmann.com

Statement of Confidentiality The information in this proposal is confidential and proprietary. It has been made available to the above stated company/person solely for their consideration in evaluation of this proposal. In no event shall all or any portion of this proposal be disclosed or disseminated by the above stated company/person without the express written permission of Rehmann. © 2020 Rehmann All Rights Reserved.

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A black and white portrait of Randy Rupp, CEO, wearing glasses, a suit, and a tie. A white diagonal line is positioned behind him.

“At Rehmann, we believe the experience you have working with us is as important as the services we deliver. Each day, our goal is to help you get the most out of your Rehmann Experience. Simply put, we want to exceed your expectations.”

RANDY RUPP, CPA
CEO

EXECUTIVE SUMMARY

OVERVIEW

Rehmann Technology Solutions (RTS) is pleased to provide Allendale Charter Township (ACT) our response to your request for Managed Information Technology Services. We would like to thank ACT for this opportunity.

In the enclosed proposal, we are recommending our Framework Managed Services and we have added some details on our Managed Security Solutions. We have listed all the Security Solutions in our suite for you, which can be chosen as needed ala carte, depending on your needs.

PROPOSED SOLUTIONS

Based on the needs expressed in this RFP, Rehmann Technology Solutions (RTS) proposes the following array of services:

- Framework Managed Services for servers
- Framework Managed Services for desktops, network devices and firewalls

IMPLEMENTATION OVERVIEW

We have developed a comprehensive on-boarding process that ensures success – meaning your organization gets top-notch IT support services and we are able to deliver world-class service in doing so. While shown in more detail under the **Solution Details** section, the key steps to the process are as follows:

- a. Key activities
- b. Timing
- c. Information/resource requirements from ACT
- d. Deliverables
- e. Key milestones, checkpoints, and other decision points

Key Activities:

Rehmann Technology Solutions will assign a project coordinator to your onboarding process to ensure that you have one point of contact for questions and concerns. The key activities will be managed by the project coordinator, and are as follows:

1. Welcome Phone Call/First Steps
2. Review of information needed from ACT
 - a. VIP/Critical Points of Contact
 - b. Previous IT Provider Contact and information
 - c. General IT Information
 - i. Internet Service Provider Information
 - ii. Domain/SSL Certificate Information (if applicable)
3. Assignment of a field engineer to visit onsite to assess onsite resources and environment and deploy the Relentless Service Bundle (management server and Outlet Controller Appliance)
4. Deployment of Framework Programs to covered devices and users:
 - a. Monitoring Agent Deployment
 - b. Antivirus Deployment
 - c. SPAM Filtering Deployment
 - d. Security Awareness Platform Deployment
5. Creation of secure documentation account for data and procedure retention
6. Team assignment to you
 - a. Service Alignment Engineer (SAE)
 - b. Virtual Chief Information Officer (VCIO)
 - c. Account Manager (AM)
7. Training on working with RTS and how to use the program
 - a. Assigned Team Overview
 - b. Understanding our communications
 - c. How to open a service ticket
 - d. How to escalate a service ticket, if needed
 - e. How to contact your assigned team
 - f. How to use the Client Portal to check on tickets and other information

Timing/Key Milestones:

Our goal at RTS is to have a new client onboarded for first support within two weeks of terms agreement/approval. There are many variances that can adjust this goal; however, RTS makes every effort to make this onboarding as smooth as possible. Our common timeline is as follows:

Week 1

Agreement to Contract
Assignment to Project Coordinator for Onboarding
Welcome Phone Call
Gathering Information
Onsite Field Engineer Deployment for environment review and Relentless Service
Bundle deployment
Team Assignment

Week 2

Documentation/Gathering Information
First Service Alignment Engineer Visit/Comprehensive Review
Verification of proper data for Day 1 Support
Day 1 Support date commitment and communication to you
Program Orientation provided by Project Coordinator and Program Guide
Security Awareness onboarding begins

Week 3

Continue documentation/information gathering
VCIO introduction call and scheduling VCIO visits
Security Awareness onboarding in progress/completed

Please note: RTS makes every diligent effort to gather documentation and acquire knowledge to provide the best support possible; It takes up to sixty (60) days to learn your environment by support experiences and examination of the environment.

Information Requirements:

The key to a strong support program is proper documentation and knowledge acquisition. RTS asks that clients share as much information on the IT environment as possible, but specifically:

1. Previous IT Provider Information
 - a. RTS will contact previous IT provider to gather information, if permissible
2. Network access and equipment credentials (may be obtained from previous IT Provider)
3. Contact List of Users, including email address and phone number
4. Identification of VIP and primary point of contact users, emergency contacts
5. Identification of users that have ticket portal access
6. Internet service provider information
7. Domain/SSL Certificate provider information
8. Any current diagrams, network topology documents, etc., if available

Deliverables:

Upon agreement to a managed solutions program, you will receive the following deliverables:

1. Orientation of Managed Solutions Program
2. Program Guide
3. Client Ticket Portal Access
4. Security Awareness Program
5. SPAM Filtering Program
6. Antivirus Program
7. Monthly Executive Reports outlining the health of your environment
8. Service Alignment Engineer Review Reports and Meetings
9. VCIO Business Review Reports and Meetings

SUMMARY

After more than 45 years of providing technology services, we are one of, if not the longest tenured company available to you. You can be assured that we not only have the experience and wisdom, but also the energy, vision and eye to the future, to be the most strategic partner to your organization. Knowing your time is precious, our pricing summary is in the very next section for your review, with all the solution details following in ensuing sections. Thank you for this opportunity to earn your business.

INVESTMENT SUMMARY

The following is a summary version of the pricing for our proposed solution. If further detail or a different form of presentation is required, we are happy to provide them.

RECURRING SERVICES AND FEES

DESCRIPTION	AMOUNT	COMMENT
Option 1: Framework Managed Services for 6 Servers, 56 Workstations, 6 Switches and a Firewall	\$4,320.00/Month	See attached for breakout
	OR	
Option 2: Framework (Variable) Managed Services for 6 Servers, 56 Workstations, 6 Switches and a Firewall	\$3,290.00/Month	Includes 17 hours per month as well as items labeled as included See attached for breakout

NON-RECURRING SERVICES AND FEES

DESCRIPTION	AMOUNT	COMMENT
Managed Service On-Boarding Fee	\$0	No additional charge – monthly billing starts on contract start date

RFP Requirements

1. Asset tracking (hardware/software)
2. Remote management tools
3. Antivirus/malware protection
4. Disk space/health checking
5. Simple network device monitoring
6. 24/7 critical/emergency event alerting
7. Microsoft and third-party automated patch deployment
8. In-depth reporting on system trends
9. Centralized management portal for PC's, servers, and SNMP devices
10. Major Linux distribution monitoring (limited functions)
11. End user security awareness training/testing
12. IT vendor management
13. Multi-tier help desk 24/7 support
14. Onsite support, as needed (when remote remediation is unsuccessful)
15. Spam filtering
16. Critical alert response and remediation
17. Virtual Chief Information Officer (vCIO) – Quarterly Business Reviews and monthly reporting
18. Service Alignment Engineer (SAE) – Monthly consultations for patching of systems and status reports
19. Documentation of client environment
20. Public web domain management
21. Regular, proactive maintenance on servers and infrastructure
22. Unlimited* support of defined applications and platforms
23. Level 1 support for proprietary/third-party applications
24. External and internal vulnerability scan and analysis
25. Environmental monitoring

If any exceptions in the above list that cannot be accomplished, please note the numbers below

RTS Response: Our proposal includes all the above-mentioned services without any exceptions.

PROPOSAL INFORMATION

COMPANY PROFILE:

- a) Years in business – Rehmann has been in business for 75 years with technology roots dating back to 1971
- b) Office location(s) – See attached
- c) Number of employees - ~900 firm wide with ~70 at Rehmann Technology Solutions

SUPPORT TEAM

- a) Number of employees available for support: ~40 in technical team Rehmann Technology Services
- b) Support Staff:
 - Ken Zimmer – VP of Business Development/Principal
 - Dez Mathiasz – Senior Account Manager
 - Jim Bruxvoort – Director of Service/Principal
 - Zack Keck – Client Satisfaction
 - SAE – TBD
 - VCIO – TBD
 - Help Desk Personnel

SERVICES TO BE PROVIDED

- a) Services to be included
 - a. Framework Managed Services
- b) Systems to be covered
 - a. All Servers, workstations, network switches and firewalls
- c) Software utilized.
 - a. Continuum, ConnectWise, WebRoot, KnowBe4, Auvik

COST OF SERVICES.

- a) Ongoing monthly services: Please see investment Summary for details
- b) Billable services: Advancements outside of standard maintenance that is included in the agreement.

REFERENCES (3):

Grand Haven Charter Township
Bill Cargo
13300 168th St.
Grand Haven, MI 49417
616-842-5988
bcargo@ght.org

City of St Louis
Bobbie Marr
300 N. Mill St.
St. Louis, MI 48880
989-681-6024
bmarr@stlouismi.com

City of Holland
Matt Van Dyken
2700 South River Ave.
Holland, MI 49423
616-355-1370
m.vandyken@cityofholland.com

PROPOSED MANAGED IT SERVICES

FRAMEWORK

Based on our findings and after internal discussions, our team recommends Managed IT Services, specifically the **Framework** solution. This feature-rich program monitors and keeps your data and applications safe and running with flexible, predictable and reliable support. We provide long-range planning and budgeting, ensuring your IT plans are aligned to your organizational goals. Additional fees would apply for upgrades and advancements. What's included:

24x7x365 Tech Support

Rehmann is staffed for technical support from 6:00am through midnight, EDT Monday-Friday. We remain on-call (minimum 6 team members on call at all times) to handle your critical after-hours support needs. We will strive to provide as much support remotely as possible – for the sake of efficiency and minimal interruption, but if on-site support is needed, we will be there.

Virtual CIO (vCIO)

Few organizations need a full-time management-level IT professional – and ones that actually understand business dynamics are rare. Rehmann has developed a team of professionals that help our clients thrive by taking over the strategy, management and routine governance of IT oversight. Our vCIO's will develop a 5-year budget, monitor system performance and security trends, make recommendations for, and oversee the implementation of best practices, inform you of technology advances and serve as your trusted advisor. Other companies tout a vCIO, but with the combined experience, diversity of education and training and daily success stories of our team, we are able to help you deliver outcomes. Your vCIO will meet with you at least once per year for a formal strategy session where system trends, budgets, roadmap and service needs are all reviewed

Technology and Proactive Maintenance

Operating system patches, firmware updates, 3rd party application updates – these are just some of the tasks that we will complete as part of our service. We will work with you to establish maintenance windows so that all your technology – laptops, desktops, servers, switches, routers, firewalls, applications – can be properly and proactively maintained. This is such a critical component of supporting technology that we have created a role called Service Alignment Engineer (SAE) whose sole focus is to proactively maintain your systems and reduce the need for reactive support!

Asset Tracking

Built into the toolset that monitors and manages the key technology components, is the ability to track hardware and software asset details. This information is essential to efficient support, insurance purposes, and loss prevention. With this data, we will also be able to show you how much support is required to maintain each piece of equipment, and the user that utilizes it

Business Intelligence and Reporting

As the Framework solution is a service that employs monitoring technology, data is collected that can be shared with you to inform key decisions such as capacity planning, budgeting, security implementations and vendor management. Thumbnails below give insight into the level of professional data presentation that is provided:



MANAGED SERVICES PRODUCT FEATURES

	Managed Essentials	Business Hours Support	24/7 Support	Managed Backup
Product Features	Foundation	Framework		Safevault
Asset tracking (hardware/software)	●	●	●	
Remote management tools	●	●	●	
Antivirus/malware protection	●	●	●	
Disk space/health checking	●	●	●	
Simple network device monitoring	●	●	●	
24/7 critical/emergency event alerting	●	●	●	
Microsoft and third-party automated patch deployment	●	●	●	
In-depth reporting on system trends	●	●	●	
Centralized management portal for PC's, servers, and SNMP devices	●	●	●	
Major Linux distribution monitoring (limited functions)	●	●	●	
End user security awareness training/testing	●	●	●	
IT vendor management	●	●	●	
Multi-tier help desk	24/7 support available	6am-6pm (M-F) support	24/7 support	
Onsite support, as needed (when remote remediation is unsuccessful)	24/7 support available	●	●	
Spam filtering**	Available	●	●	
Critical alert response and remediation		6am-6pm (M-F) support	24/7 support	
Virtual Chief Information Officer (vCIO) – Quarterly Business Reviews and monthly reporting		●	●	
Service Alignment Engineer (SAE) – Monthly onsite consultations for patching of systems and status reports		●	●	
Documentation of client environment		●	●	
Public web domain management		●	●	
Regular, proactive maintenance on servers and infrastructure		●	●	
Unlimited* support of defined applications and platforms		●	●	
Level 1 support for proprietary/third-party applications		●	●	
External and internal vulnerability scan and analysis		●	●	
Environmental monitoring		●	●	
Managed offsite backup with geodiverse data replication and monthly restores				●
Proactive remediation of any backup failures				●
Encryption at rest and over-the-wire				●
Daily reporting				●
Retention options				●
Nationwide data center for premium replication				●

*Unlimited unless variable support (up to X hours/month) is chosen. **Framework on both workstations and servers required; not included with variable support options.

OPTIONAL SOLUTIONS FOR MANAGED SECURITY SERVICES

MANAGED SECURITY

Organizations of all sizes encounter cyberthreats daily, making security a priority for everyone. But when organizations aren't prepared, an attack could be devastating.

Ranked globally as a [Top 250 Managed Security Services Provider \(MSSP\)](#), Rehmann provides a comprehensive suite of cyber risk management solutions to protect your organization from end to end—rapidly blocking, detecting and remediating even the most sophisticated threats.

Powered by best-of-breed tools and security best practices, Rehmann's defense-in-depth approach to managed security leverages multiple controls to frustrate and ultimately stop cyberattacks. Our security operations center (SOC) provides unlimited 24/7 support to eradicate known and unknown threats before they impact your bottom line, empowering you to focus on your core mission.

Today's threats demand a multi-layered response powered by next-gen solutions and industry-leading expertise. Let's examine the ways that Rehmann will guide you through your security journey.

Proud Member of the MSSP 250 (#106 MSSP in the World, 2020)



CyberReady™

Rehmann's CyberReady™ program is designed to cut through the complexity of cybersecurity governance and simplify development and implementation of security frameworks and related controls. Throughout this process, Rehmann will guide you in the evolution of your cybersecurity posture by:

- Providing a governance strategy;
- Identifying data in the organization and risks to that data;
- Identifying controls to protect the organization; and
- Building policies and procedures to govern the organization.

CyberResponsive™

Rehmann's CyberResponsive™ managed EDR solution combines best-of-breed endpoint detection and response technology with our 24/7 security operations center. CyberResponsive leverages advanced AI and machine learning to rapidly detect and halt known and unknown threats that antivirus miss, including ransomware, fileless, zero-day, and nation-grade attacks. By quarantining actions and taking monitored assets offline to prevent threats from moving laterally, we ensure the protection of clients' remaining network-connected assets. Our SOC reviews alerts for false positives, confirming malicious attacks and activating remediation steps as needed to keep your business up and running.

Best of all: When malicious behavior is detected, CyberResponsive can rapidly roll back files to previous safe versions and restore any affected devices to an acceptable risk state. Make dwell time a thing of the past by detecting and responding to threats in real time with CyberResponsive.

- AI and machine learning rapidly identify and stop the most sophisticated ransomware and other cyberattacks
- 24/7 SOC confirms malicious attacks and activates remediation steps
- Full rollback in the event of ransomware attacks
- Protects both server and workstation endpoints

COMPLIANCE-AS-A-SERVICE/DATA GOVERNANCE

Organizations subject to regulations like HIPAA and PCI rely on Compliance-as-a-Service from Rehmann to maintain compliance. Through alerting and reporting, this solution provides visibility as to who is accessing what data and what they are doing with it. For regulated organizations, Compliance-as-a-Service provides a detailed history of data access to satisfy even the most rigorous of audits. Many common regulatory controls are addressed with pre-populated reports to expedite your organization's ability to report on audit requirements and for validation of monitoring and management efforts.

Many unregulated businesses also benefit from this solution by understanding critical business data footprints and implementing ongoing monitoring and change control for true data governance. Compliance-as-a-Service improves organizations' security postures by protecting against data exfiltration and stopping the spread of malware through timely awareness of anomalous data behavior.

MULTI-FACTOR AUTHENTICATION (MFA)

The explosion of cloud applications and “work from anywhere” has expanded the concept of a perimeter security architecture. Users now require secure access to applications from anywhere on any device. Rehmann’s multi-factor authentication (MFA) solutions ensure that only the right users and protected devices have access to your organization’s applications and data.

Rehmann will work with you to understand your security and operability goals and customize flexible MFA tools to safeguard services such as Office 365 and VPN. Single sign-on functionality allows users to quickly and securely jump to line-of-business applications.

We offer four unique options based on your business’ secure access needs:

- Microsoft Office 365 MFA Basic
- Microsoft Office 365 MFA with P1
- Cisco Duo MFA
- Cisco Duo Access

We are so confident that you will see the value of MFA managed by Rehmann, we offer a 30-day money back guarantee on Duo MFA and Duo Access.

ANYWHERE DNS PROTECTION AND WEB CONTENT FILTERING

Firewalls secure users when they’re in the office, but what protects them everywhere else?

Anywhere DNS Protection and Web Content Filtering by Rehmann travels with your users, protecting them wherever they go in our “work from anywhere” world. Our cloud-based solution is ideal for confronting the expanded attack surface of today’s remote workforce by acting as a secure onramp to the Internet and delivering deep inspection and control to support compliance and provide effective threat protection. By enforcing security at the DNS and IP layers, Rehmann blocks command-and-control requests to malware, ransomware, phishing, and botnets before a connection is ever established, preventing data exfiltration and downtime. This solution unifies firewall, secure web gateway, DNS-layer security, cloud access security broker (CASB), and threat intelligence solutions into a single cloud service for organizations of all sizes.

- No hardware or software installations
- Predictive security enforcement
- Up to 100 categories of content filtering
- Policy control by user, group or network
- Flexible reporting—standard or custom reports
- DNS and IP layer protection
- Roaming and mobile user protection
- Active Directory (AD) integration
- Application discovery report

Not sure if this solution is right for you? We offer a free 30-day trial for Anywhere DNS Protection and Web Content Filtering!

YOUR REHMANN TEAM

The core service team will include individuals with extensive experience. These individuals not only have the experience providing the services outlined in this proposal, but they also represent management of our firm. Our service philosophy guarantees significant involvement of our executives as part of each client relationship.

CONSISTENT STAFFING

It is our policy to assign the same staff to continuing engagements each year, whenever possible. Promotions, new responsibilities, and circumstances beyond our control may necessitate the substitution of certain staff with associates of comparable experience over the course of a contract. However, we will not change our engagement executives without prior approval from the Company.

In addition, Rehmann is dedicated to controlling staff turnover because we recognize that efficient client service benefits both our clients and our firm. We take pride in offering our employees a progressive employment structure, including flexible work schedules and competitive compensation and benefit programs. Our commitment to attract and retain top talent minimizes the impact on our clients.

Biographical resumes of each of the key team members are included on the following pages.




“With Rehmann’s client service philosophy nothing is more important than a timely response to your questions and concerns. We will not keep you waiting.”



KEN ZIMMER

PRINCIPAL
Technology Solutions

 616.957.9803

 ken.zimmer@rehmann.com

“

I take great pride and satisfaction in having a career that allows me to help people on a daily basis. My client relationships and being of help is what makes my job so fulfilling.

CURRENT ROLE

A Rehmann principal, Ken leads business development efforts for Rehmann's technology solutions group. He serves as a trusted advisor to many clients, providing technology solutions to meet their unique needs. He focuses on staying connected with clients to develop an ongoing understanding of their needs, allowing him to bring proactive ideas to help them succeed.

SERVICE AREAS

- Business development
- Practice growth
- Product and service development
- Client ambassador
- Entrepreneurship
- Networking

EXPERIENCE

Ken has over 20 years of experience in the technology industry and has earned numerous technology certifications to help serve clients through a range of technology solutions. Throughout his career, he received frequent recognition as salesperson and employee of the month. Ken leverages his expertise to present on technology solutions and how to build an effective sales team.

A CLOSER LOOK

- Ken has helped numerous clients transition to managed IT services – from system cleanup to data migration and network infrastructure simplification.
- Continually expanding his professional network, Ken is an OPDA Technology Alliance Member and chair of the Kent Career Technical Center Technology Advisory Committee.
- Frequently, Ken leverages his expertise to present on technology solutions and how to build an effective sales team.
- Ken is actively involved in his community through volunteer work with local schools and sports teams, including Kent ISD Groundhog Shadow Day, helping students achieve their career goals.



JIM BRUXVOORT, ITIL FOUNDATIONS CERTIFIED

DIRECTOR OF PARTNERED TECHNOLOGY SERVICES
Technology Solutions

616.301.6309

jim.bruxvoort@rehmann.com

Central College
BA, computer science and business
management

Drake University
MBA

CURRENT ROLE

A principal in the technology solutions department, Jim's primary focus is on serving business professionals by applying technology to business needs to improve efficiency and create value. As the director of partnered technology services, he leads the product development and implementation of cloud and managed technology services. He also is responsible for the professional technology services delivered from three branch offices.

SERVICE AREAS

- Cloud technologies
- Managed services
- Network and communications solutions
- Data center solutions
- Technology consulting

EXPERIENCE

Jim is experienced in developing and managing cloud solutions in Microsoft Azure, regulated and compliant private cloud platforms and public cloud solutions. He has been developing technology solutions for 30 years ranging from application development to cloud to data communications and professional services. His experience has mostly been with the SMB marketplace serving a variety of business markets including healthcare, legal, manufacturing, distribution and government entities.

Prior to joining Trivalent Group in 2011 which later combined with Rehmann, Jim had 17 years and ownership in Alliance Technologies in Des Moines, IA. He also served as the director of IT for Kent District Library and the director of infrastructure for the international enterprise Tenon Global in Grand Rapids, MI.

A CLOSER LOOK

- Jim is involved in his community, serving on multiple boards including the local school board and property association board. He also is a graduate of Leadership Grand Rapids which equips leaders to give back to their communities through board leadership.
- Jim is prepared to help clients successfully identify and reach their business goals by leveraging technology, as he has recently accomplished for multiple clients as their primary technology advisor.

“Our primary goal is helping improve business by leveraging the value and application of technology.”



ANTHONY DESMOND MATHIASZ

SENIOR ACCOUNT MANAGER
Technology Solutions

📞 616.301.6361

✉️ dez.mathiasz@rehmann.com

🎓 **Ferris State University**
BSc, Information Security &
Intelligence (Magna Cum Laude)

“I help clients understand the use of technology in their business, to work with them to resolve any challenges faced, recommending technology, best practices and to keep data and networks secured.

CURRENT ROLE

Dez's primary focus is providing clients with managed security solutions. He has been named as a subject matter expert for cybersecurity, serving organizations with the best quality of service. As a senior account manager, he is not limited to only focus on security solutions, he is well-versed and experienced in delivering technology of all sorts to different industries, to help steer them in the best direction to accomplish their business objectives.

SERVICE AREAS

- Business development
- Information systems and technology
- Cybersecurity
- Managed IT services and managed networks

EXPERIENCE

Prior to joining Rehmann in the spring of 2019, Dez had nearly 25 years of technology experience, serving West Michigan clients for over 17 years. Dez was previously an employee of Trivalent Group, which combined with Rehmann in 2018. His consultative approach has enabled him to build strong, long-lasting relationships with his clients and peers alike. He has held positions as an outside sales representative, product manager, and a sales engineer for a leading technology integrator for 16 years. His knowledge and expertise have helped many clients achieve their objectives and successfully manage large projects through to completion.

A CLOSER LOOK

- Dez is involved in his community, serving as a church volunteer, where he helps outreach centers who serve over 500 families with their technology needs.
- Dez has presented at many technology tradeshow on VoIP technology, audio visual and collaboration technology solutions.
- Dez was born and raised in Sri Lanka, where he started his career in technology as an outside sales representative for NEC Singapore.

REFERENCES (ADDITIONAL)

BY SERVICE

Managed Services References

CentraCare
 Eagle Ridge Church of God
 Mid-Michigan Community Action Agency, Inc.
 Midland Area Chamber of Commerce
 Region 3B Area Agency on Aging
 The Employers' Association of Grand Rapids
 Urology Associates of Battle Creek P.C.
 Vredevoogd Heating & Cooling, Inc.

Cloud References

VML Inc
 SpendMend
 CatchMark Technologies
 Rec Boat Holdings, LLC

Professional Services References

Bandit Industries, Inc.
 CSI Employee Benefit Plans
 Phadia US Inc
 Post Consumer Brands
 Rockford Construction
 Vi-Chem Corp.

Managed Networks References

iOmni
 Norman Camera & Video
 Southwestern Michigan College
 Wyoming Public Schools

BY INDUSTRY

Healthcare

SpendMend
 CentraCare
 Cherry Health
 Dr. Bruce Sexton DDS
 Region 3B Area Agency on Aging
 Urology Associates of Battle Creek P.C.

Not-for-Profit

Eagle Ridge Church of God

Frey Foundation
 Mid-Michigan Community Action Agency, Inc.
 Midland Area Chamber of Commerce

Education/Government

Forest Hills Public Schools
 Grand Haven Area Schools
 Southwestern Michigan College
 Wyoming Public Schools

Manufacturing

Bandit Industries, Inc.
 iOmni
 Post Consumer Brands
 Rec Boat Holdings, LLC
 THI Incorporated
 Vi-Chem Corp.

Service/Professional Services

RoadOne Logistics
 Rockford Construction
 Forge Industrial Staffing
 Vredevoogd Heating & Cooling, Inc.

WHY PARTNER WITH REHMANN?

MISSION

We bring energy, focus and integrity to every interaction — relentlessly pursuing expertise to accelerate our clients' and associates' goals.

VISION

We will bring a bold new level of confidence, providing insights and solutions that maximize the potential of clients and associates.

CULTURE

We are the momentum behind what's possible. We focus on the business of business – allowing you to focus on what makes you extraordinary. We bring assurance to match your passion and energize your purpose. Ultra-dynamic yet focused. Charging at goals for companies and individuals that are shaping our world, and building our communities every day.

VALUES

Put People First.

At Rehmann, we believe that our long-term success depends first and foremost on people. By putting people first in everything we do, we develop and maintain high quality, mutually profitable relationships with our associates, clients, suppliers, strategic alliance partners and communities.

Be Obsessed with Client Success.

By always putting our clients' interests first, we develop a deep understanding of their business and personal goals. We provide proactive and creative business solutions that leverage the breadth and depth of expertise throughout Rehmann. Our clients value our counsel and trust our commitment to their success.

Cultivate Business Wisdom.

Business wisdom delivered is our value proposition; it is the promise we make as a company that sets us apart from our competitors. Business is discipline we practice; wisdom is the differentiated value we can provide our clients based on the vast talent and expertise we have as a company and can access from all other sources; delivered is the promise that we make to our clients to provide the value of business wisdom to them proactively, continuously, collaboratively and effectively.

Embrace an Entrepreneurial Spirit.

Rehmann is an entrepreneurial company, constantly seeking new ways to add value to our products and services for our clients. We willingly accept risk proportionate with the potential reward. We make the appropriate initial investment in new ventures, and emphasize long-term results over short-term profits.

Exhibit Unwavering Integrity.

Our business is built on trust. We work with the most confidential areas of our clients' lives and their finances, relationships and personal goals. To maintain the trust of our clients and our fellow associates, we never waver from the highest standards of integrity, respect and business ethics.

OUR COMMITMENT TO CLIENTS

Putting our clients, and the engagements that they invite Rehmann to be a part of, and our associates first is Rehmann's top priority – we mean it, and it shows. Rehmann has been recognized for providing superior service to clients and being one of the best places to work for our associates, among other industry-leading recognitions.



CERTIFICATIONS & REFERENCES

Rehmann invests annually in training, professional development and strategic event attendance. A certification list is available upon request, along with our references.

NEXT STEPS

Thank you for the opportunity to partner with Allendale Charter Township. Please contact us with any questions.

Ken Zimmer | Phone: 616.957.9803 | Email: ken.zimmer@rehmann.com

Rehmann Overview

OFFICE LOCATIONS

Ann Arbor, MI	734.761.2005
Battle Creek, MI	269.979.4316
Bonita Springs, FL	239.992.6211
Cheboygan, MI	231.627.3143
Detroit, MI	313.202.7400
East Lansing, MI	517.333.6540
Farmington Hills, MI	248.579.1100
Grand Rapids, MI	616.975.4100
Grandville, MI	616.222.9200
Jackson, MI	517.787.6503
Jupiter, FL	561.694.1040
Lansing, MI	517.316.2400
Muskegon, MI	231.739.9441
Saginaw, MI	989.799.9580
Stuart, FL	772.283.7444
Toledo, OH	419.865.8118
Traverse City, MI	231.946.3230
Troy, MI	248.952.5000
Vero Beach, FL	772.234.8484

At Rehmann, we combine our knowledge and experience to resolve the challenges our clients face. We provide forward-thinking solutions and immerse ourselves into our client's business. At the end of the day, we help our clients achieve their goals.

PROFESSIONAL SERVICE LINES

Advisory & Tax and Assurance

- Tax advisory, compliance and preparation
- Specialized tax focus (R&D, SALT, international, cost segregation, M&A, estate & trust)
- Assurance and financial reporting
- Strategic business planning and advisory

Managed Services and Outsourcing Solutions

- Finance and accounting solutions
- Technology solutions (managed security, IT, cloud and networks)
- Human resource solutions

Specialized Consulting

- Corporate investigations and security
- Business valuation
- Turnaround, restructuring and insolvency
- Litigation support

Wealth Management

- Asset management and financial planning
- Risk analysis and evaluation of insurance coverage
- Planning and analysis for retirement, estate and education savings

 Founded in
1941

130
Number of
principals



900+
Number of
associates



157 million
Total revenue in 2019

INDUSTRIES SERVED

Rehmann serves a wide range of clients. A full list of industries can be found on rehmann.com.

- Healthcare
- Individuals & Private Households
- Manufacturing
- Financial Services
- Construction
- Not-for-Profit
- Private Equity
- Commercial
- Government
- Education

INTERNATIONAL AFFILIATION

Rehmann is an independent member of Nexia International, a global affiliation of accounting and business services firms that enables members to provide clients with local knowledge in any overseas marketplace.

Rehmann

PEACE OF MIND
FORWARD-THINKING
CONFIDENCE
TRUSTWORTHY
GUIDANCE
COLLABORATION
BUSINESS SOLUTIONS
RELENTLESS SERVICE

EMPOWER YOUR PURPOSE

Introduction/Objectives:

Allendale Charter Township is seeking proposals from qualified IT service providers to provide ongoing IT systems monitoring and support to the Township. The objectives of this proposal include, but are not limited to, full managed services for the IT environment with key items to be included as follows:

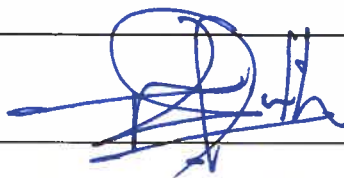
1. Asset tracking (hardware/software)
2. Remote management tools
3. Antivirus/malware protection
4. Disk space/health checking
5. Simple network device monitoring
6. 24/7 critical/emergency event alerting
7. Microsoft and third-party automated patch deployment
8. In-depth reporting on system trends
9. Centralized management portal for PC's, servers, and SNMP devices
10. Major Linux distribution monitoring (limited functions)
11. End user security awareness training/testing
12. IT vendor management
13. Multi-tier help desk 24/7 support
14. Onsite support, as needed (when remote remediation is unsuccessful)
15. Spam filtering
16. Critical alert response and remediation
17. Virtual Chief Information Officer (vCIO) – Quarterly Business Reviews and monthly reporting
18. Service Alignment Engineer (SAE) – Monthly consultations for patching of systems and status reports
19. Documentation of client environment
20. Public web domain management
21. Regular, proactive maintenance on servers and infrastructure
22. Unlimited* support of defined applications and platforms
23. Level 1 support for proprietary/third-party applications
24. External and internal vulnerability scan and analysis
25. Environmental monitoring

If any exceptions in the above list that cannot be accomplished, please note the numbers below
--

Our proposal includes everything listed above.
--

By signing the below, I am confirming that all of the above items are included in my base proposal
--

JEZ MATHIASZ



5/28/2021

Rehmann Overview

OFFICE LOCATIONS

Ann Arbor, MI	734.761.2005
Battle Creek, MI	269.979.4316
Bonita Springs, FL	239.992.6211
Cheboygan, MI	231.627.3143
Detroit, MI	313.202.7400
Farmington Hills, MI	248.579.1100
Grand Rapids, MI	616.975.4100
Grandville, MI	616.222.9200
Jackson, MI	517.787.6503
Jupiter, FL	561.694.1040
Lansing, MI	517.316.2400
Muskegon, MI	231.739.9441
Saginaw, MI	989.799.9580
Stuart, FL	772.283.7444
Toledo, OH	419.865.8118
Traverse City, MI	231.946.3230
Troy, MI	248.952.5000
Vero Beach, FL	772.234.8484

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PROFESSIONAL SERVICE LINES

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- Litigation support

Wealth Management

- Asset management and financial planning
- Risk analysis and evaluation of insurance coverage
- Planning and analysis for retirement, estate and education savings



Founded in

1941

146

Number of
principals



850+

Number of
associates



155 million

Total revenue in 2020

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- Private Equity
- Commercial
- Government
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FRAMEWORK SERVICES SCHEDULE

Framework Services (Business Hours Support) Schedule for Allendale Charter Township

This Framework Services Schedule dated June 18, 2021 ("Schedule") is attached by reference to the Managed (Networks and Services) Addendum to the Master Services Agreement between the Parties.

1.0 Purpose and Intent of Services

During the Term of this Schedule and subject to the terms and conditions set forth herein, Rehmann agrees to provide to Client managed IT and cybersecurity services ("Framework Services" or "Services") as listed in Exhibit A of this Schedule, including the remote support and onsite support, if necessary, thereof, as further defined herein ("Support"), during the hours of Support Coverage (as defined below) for the purpose of supporting Client's business technology.

2.0 Term

The Term of this Schedule shall commence on the first day of the month following the Effective Date (as defined below) and continue for a period of twelve (12) months. Thereafter, the Term shall automatically renew for an additional twelve (12) month Renewal Term at Rehmann's then current rates and this Schedule shall continue in effect on a year-to-year basis unless either Party provides the other Party with written notice of its intent not to renew this Schedule at least ninety (90) days prior to the end of the then current Term. The Effective Date for this Schedule shall be the first date upon which implementation of the Services has commenced.

3.0 Early Termination

Notwithstanding the terms of the "Early Termination" section of the Managed (Networks and Services) Addendum or Managed Services Addendum ("Addendum") between the Parties, if Client terminates this Schedule without cause or if Rehmann terminates the Services for cause prior to the expiration of the Term, then Client shall pay to Rehmann all charges then due plus an early termination fee, which shall be calculated as eighty percent (80%) of the average of the six (6) most recently invoiced monthly amounts for the Services prior to the month in which termination occurs multiplied by the number of months remaining in the Term, including the month in which termination occurs. If Client attempts to terminate the Services prior to the sixth (6th) month of the Term, Client shall pay to Rehmann an early termination fee equal to eighty percent (80%) of the average of all monthly amounts for the Services that were invoiced prior to the month in which termination occurs multiplied by the number of months remaining in the Term, including the month in which termination occurs. This section shall supersede the Early Termination section of the Addendum for the purposes of this Schedule.

4.0 Charges and Monthly In-Scope Support Hours**4.1 Monthly Recurring Charges**

As of the Effective Date, Client shall pay Rehmann in full the Initial Monthly Recurring Charges amount as listed below in consideration for Rehmann providing to Client the Services for the partial month from the Effective Date through the end of the month in which the Effective Date occurs.¹ Thereafter, in advance of each month of the Term, Client shall pay Rehmann Monthly Recurring Charges ("MRC") based on the included Services, actual quantities as of the first business day of such month (which quantities may vary from month to month), and unit prices as are listed in the attached Exhibit A or are later added to this Schedule if not included in Exhibit A as of the Effective Date. The Initial Monthly Recurring Charges, which shall be due and payable as of the Effective Date, are as follows:

Initial Monthly Recurring Charges	\$4,320.00
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4.2 Managed Security Awareness Training and Simulated Phishing Attacks

If "Managed Security Awareness Training and Simulated Phishing Attacks" is included as a Service in the attached Exhibit A, then (i) such Service is In-Scope hereunder according to the below-defined deliverables, which vary based on Client's then current size, and shall be provided during each month of the Term to Client's total quantity of Seats as of the first business day of such month (which quantities may vary from month to month); and (ii) Client hereby accepts and agrees to the terms and conditions of the KnowBe4 End User License Agreement, which is required by the vendor licensing the software for this Service, KnowBe4, and is located at www.rehmann.com/knowbe4-eula. Any

¹ If the Effective Date occurs on the first day of the month, the first payment shall be for the entire month but the Term shall not commence until the first day of the following month.

FRAMEWORK SERVICES SCHEDULE

Managed Security Awareness Training and Simulated Phishing Attack Service that is requested by Client above the below-defined deliverables (e.g., more than one (1) monthly managed phishing campaign or consultation) shall be Out-of-Scope hereunder and payable by Client at Rehmann's then current labor rates. "Seats" refers to the quantity of Client end users allowed access to the Services.

Service and Deliverables	Tier
Managed Security Awareness Training and Simulated Phishing Attacks - Includes one (1) monthly managed phishing campaign and reporting	25 or fewer Seats
Managed Security Awareness Training and Simulated Phishing Attacks - Includes one (1) monthly managed phishing campaign/reporting and follow-up consultation	26 or more Seats

The initial quantity of Seats for Managed Security Awareness Training and Simulated Phishing Attacks Services is as listed in Exhibit A.

4.2 Monthly Quantity of In-Scope Support Hours

During the hours of Support Coverage (as defined below) only, this Schedule shall include an unlimited quantity of help desk-based Support hours per month for In-Scope Services. Help desk Support performed outside of such hours of Support Coverage shall incur charges at Rehmann's then current labor rates.

5.0 Explanation of Services

The Services to be provided hereunder are Rehmann Framework Services which include specific services provided by Rehmann in support of Client's business technology and user environments. Framework Services hereunder are available 24 hours a day, 7 days a week, 365 days a year ("24/7").

A "Full Framework Environment" is a Client environment whereby Rehmann supports all of Client's servers/hosts and workstations/thin clients as evidenced by a corresponding Monthly Recurring Charge in Exhibit A hereunder.

Services for any system or device either indicated as Out-of-Scope or not explicitly provided hereunder as In-Scope or evidenced by a corresponding Monthly Recurring Charge hereunder are Out-of-Scope.

FRAMEWORK SERVICES SCHEDULE

5.1 Framework Basic Services

The In-Scope Services provided by Rehmann hereunder shall include the following Services² for Client's systems:

- Help desk-based remote technical Support for the Standard Applications and devices managed hereunder between the hours of 6:00AM and 6:00PM EDT Monday through Friday, excluding Rehmann-recognized holidays ("Support Coverage")³;
- Onsite Support performed during the hours of Support Coverage as needed⁴ for the Standard Applications and devices managed hereunder if an issue cannot be resolved remotely;
- Monthly Service Alignment Engineer (SAE) consultations for patching of systems and status reports;
- Network attached printer enablement and driver Support (software and functionality only; no hardware/supplies Support);
- Microsoft operating system patching for workstations and servers;
- Hardware and software asset tracking for monitored devices;
- Spam filtering of email (Full Framework Environments only);
- If Non-SafeVault Backup Management is included in Exhibit A, regular review of data backup success and, if remediation is explicitly included for Non-SafeVault Backup Management in Exhibit A, resolution of any failures of Rehmann-approved backup solutions;
- Performance, capacity, and services monitoring for Windows servers;
- Limited third-party application patching (limited to Adobe Acrobat/AIR/Flash Player/Reader/Shockwave Player, Java, Apple iTunes/QuickTime, and Mozilla Firefox);
- Spyware/Malware/Antivirus scan and removal via the capabilities of the standard Rehmann tools in place for workstations and servers;
- Up/down network interface monitoring for most devices that provide network connectivity; SNMP monitoring where available;
- Linux device monitoring for basic up/down status;
- Initial transfer and monthly management of up to five (5) Internet domains and up to five (5) DNS record changes per month (does not include the cost of the domain registration, which is Out-of-Scope); and
- SSL certificate management of up to five (5) SSL certificates and SSL certificate installation on up to five (5) servers per year for no charge (does not include the costs of the SSL certificates, which is Out-of-Scope)

² Data collection and reporting, asset tracking, and device monitoring capabilities may vary per device. Workstation and server agent installations are required for remote management and Support and therefore must be compatible with Client's system or device. Printer and switch monitoring capabilities vary across devices. SNMP device monitoring requires the use of the appropriate server agents or MIBs.

³ Support performed outside of the Support Coverage hereunder shall incur charges at Rehmann's then current labor rates.

⁴ Note that Trip Charges would still apply to any onsite In-Scope Services as provided herein.

FRAMEWORK SERVICES SCHEDULE

5.1.1 Documentation

Rehmann shall create and maintain a standard documentation set in order to provide Support for Client's environment. Client shall provide Rehmann with any information reasonably requested in order for Rehmann to complete such documentation. Upon request, Rehmann shall furnish Client with a copy of the documentation set. As an Out-of-Scope Service, Client may request additional documentation above the standard documentation set. Any labor required to complete such additional documentation shall incur Rehmann's then current labor rates.

Rehmann's standard documentation shall include the following Client information, as applicable:

- Existing issues and concerns
- Usernames and related information
- Credentials for all devices to which Rehmann has access
- Email system configuration information, credentials, and contacts
- Domain, DNS, and SSL information on record
- Network device configurations (router, switch, firewall, WAPs, etc.)
- UPS device configurations
- Applications list
- Any licensing information we have for your applications
- Server and workstation configurations, including any virtualization in use
- File sharing configuration, permissions, and restrictions
- Logical network drawing
- Data backup information and history, if managed hereunder
- Business hours
- Business type
- Physical site and access information
- Pictures of network devices and closets/racks (MDFs and IDFs)
- Basic floorplan drawing per site with IDFs and MDFs noted (where available)
- ISP information
- Website information (if available)
- Active Directory FISMO roles information
- LAN IP schema, DNS and DHCP information and wireless network settings
- Public IP schema information (if available)
- Vendor contact information
- Printing configuration
- Details on any forms of remote access that have been set up
- Details on any additional security measures that have been taken
- Configuration information which Rehmann may have for the phone system
- Documents regarding processes, checklists, forms, SOPs, etc. as needed

FRAMEWORK SERVICES SCHEDULE

5.2 Standard Applications

Rehmann shall provide application and administrative Support for the versions of the following applications⁵ that are supported by the applicable manufacturer as of the date Client requests Support (“Standard Applications”):

<p>Microsoft Domain Basic administration of Microsoft-centric networks Basic Exchange mailbox administration</p> <p>Operating Systems Microsoft Windows business-class systems Apple macOS</p> <p>Software Suites Microsoft Office business-class applications⁶</p> <p>Internet Browsers Native Microsoft browsers (Internet Explorer/Edge) Mozilla Firefox Google Chrome Apple Safari</p> <p>Email Clients Microsoft Outlook</p> <p>Graphics Microsoft PowerPoint Microsoft Visio Adobe Photoshop for PC</p> <p>Desktop Publishing Adobe Acrobat and Reader for PC</p>	<p>Citrix XenApp</p> <p>Database (backup and restore only) Microsoft Access SQL</p> <p>Antivirus Antivirus solutions provided hereunder as part of the Services</p> <p>PC and Network Network connectivity PC hardware diagnosis Printer drivers and queues Database connectivity ODBC connections</p> <p>Wireless Wireless connectivity for supported devices</p>
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5.2.1 Proprietary Applications

A Proprietary Application is any application not listed as a Standard Application for which vendor support is available to Client through a vendor support agreement or a through a per incident engagement with such vendor. Any vendor per incident charges incurred are Out-of-Scope and are separately billable to Client. For any Proprietary Application issue, Rehmann shall, in its sole discretion, either remediate the issue or escalate the incident to the applicable vendor to facilitate resolution.

5.2.2 Software Revisions and Version Changes

Software revision updates are In-Scope hereunder for Standard Applications which do not require hardware, operating system, or other updates. Software revision updates for Proprietary Applications may be performed without additional charges at Rehmann’s sole discretion. Software version updates for either Standard Applications or Proprietary Applications are Out-of-Scope, but Client may elect to have Rehmann perform these services at Rehmann’s then current labor rates.⁷

⁵ Application or operating system Support only includes Support for Standard Applications installed on the Client’s business systems as of the Effective Date. Support for certain applications may require that a third-party vendor support agreement be purchased by Client in order for Rehmann to have access to the applicable third-party vendor’s support system.

⁶ Application and administrative Support for Multi-Factor Authentication (MFA) native to Microsoft Office 365 or Azure is Out-of-Scope hereunder, and, if Client desires that Rehmann provide such service, shall be included in a Managed Security Schedule.

⁷ For example, a software upgrade from Revision 9.1 to Revision 9.2 that requires no other system modifications to implement would be In-Scope as a revision update, while a software upgrade that requires any system modification or an upgrade from Version 9.x to Version 10.x would be Out-of-Scope, the latter being a version upgrade.

FRAMEWORK SERVICES SCHEDULE

5.2.3 Vendor Support

Support for any application which does not fit the above definitions of Standard Application or Proprietary Application, including any third-party vendor charges related thereto, is Out-of-Scope.

5.3 Server and System Support Services

Rehmann shall provide hardware support for Microsoft Windows-based server system types from the following manufacturers:

- Dell
- Hewlett Packard Enterprise (HPE)
- Cisco
- IBM

For any supported server, Services relating to a component replacement shall be provided first by the manufacturer under its warranty provisions. If the manufacturer's warranty does not provide for component replacement labor coverage, then the labor for such replacement shall be In-Scope hereunder but the cost of the component parts shall be Out-of-Scope and paid by Client.

5.3.1 Potential Related Issues for Covered Systems and Devices

When an issue that may be related to a covered system or device arises, Rehmann shall perform reasonable and prudent troubleshooting steps to confirm the issue is related to such covered system or device. These steps may include, among others:

- Confirm that network connectivity to/from the device/system interface is error free
- Confirm that all services that should be running are running
- Confirm that Active Directory functionality is error-free
- Confirm that CPU and RAM resource usage levels are within normal ranges
- Confirm that storage free space and disk health statuses are normal
- Review and remediate any related Event Viewer or other error logs
- Confirm that server patch/update statuses are current

If, after the completion of the above steps and any other troubleshooting steps Rehmann may deem necessary, Rehmann cannot confirm the issue is related to a covered system or device and the issue reported is still unresolved, the issue shall be reviewed with a Client SPOC to determine if any further troubleshooting or remediation is required. If the issue does not relate to a covered system or device, it shall be Out-of-Scope hereunder and any further requested service by Rehmann shall be billable to Client at Rehmann's then current labor rates.

5.4 Backup Support Services

Non-SafeVault Backup Management Services, if included hereunder, are priced according to the Monthly Recurring Charges table in Exhibit A.⁸ The Non-SafeVault Backup Management Services provided under this Schedule include:

- Regular review of backup success or failure and monitoring
- Remediation of failed backups (if remediation is explicitly included in Exhibit A)
- Simple file restores

All other services related to backup remediation, configuration, setup, full system/server restores or other related services are Out-of-Scope hereunder and billable at Rehmann's then current labor rates. Any backup software or system which is end of life or no longer supported by the manufacturer shall not an approved backup system under this section under any circumstances. Support requested for any backup solution not specifically approved by Rehmann is Out-of-Scope hereunder.

⁸ Support for Rehmann SafeVault backup solutions is provided separately under a SafeVault Schedule.

FRAMEWORK SERVICES SCHEDULE

Upon Client's request at Rehmann's then current rates, Rehmann shall assist Client with the development of a backup solution that:

- Supports the Client's business technology environment;
- Minimizes or eliminates the potential for lost data;
- Has offsite data replication capabilities;
- Provides for an adequate retention period to support Client's business; and
- Conforms to industry standards.

5.5 Server Operating System Patching Services

Rehmann shall provide management of the operating systems installed on the servers supported hereunder. The installation of operating system software patches will typically not require server downtime or complete unavailability. However, in the event such patches do require server downtime, they shall not be implemented during Client's business hours without Client's prior approval but rather shall be implemented during a predefined maintenance window.

5.6 Workstations

For the purposes of this Schedule, Client's workstations are the desktops and laptops supported hereunder that are connected to the Client's network and are Client-owned and conform to Rehmann's deployment and support standards. For any workstation supported hereunder, labor relating to a component replacement shall be provided first by the manufacturer under its warranty provisions. If the manufacturer's warranty does not provide for component replacement labor coverage, then the labor for such replacement shall be In-Scope but the cost of the component parts shall be paid by Client.

5.7 Management Report Services

Each calendar month, Rehmann shall provide a set of standard reports to Client. At minimum, these reports shall include:

- Executive Summary – Snapshot View
- Executive Summary – System-Level Metrics

5.8 Remote and Onsite Services

During the hours of Support Coverage only, unlimited remote and onsite help desk-based Support for all In-Scope Services are In-Scope hereunder.⁹ Onsite Services are provided only for issues which cannot be resolved remotely.

⁹ Trip Charges shall apply for Onsite Services for which the distance travelled between the Rehmann and Client locations exceeds the thresholds set forth in Trip Charges for Onsite Services section hereunder.

FRAMEWORK SERVICES SCHEDULE

5.9 VCIO Services

VCIO Services provide for periodic visits by a Rehmann Virtual Chief Information Officer (VCIO), whose role is to assist Client by providing direction with managing Client's business technology. If included in Exhibit A, VCIO Services are provided only for the systems or devices that are evidenced by a Monthly Recurring Charge hereunder. Depending on Client's technology environment, VCIO Services may include the following:

- Development of a technology plan and corresponding budget
- Service ticket reviews
- Server performance reviews
- Network utilization analysis
- Capacity planning
- High availability planning
- Release management
- Strategic road-mapping for system improvements and replacements
- Technology asset management

The number of annual VCIO visits provided hereunder, if any, is as set forth in Exhibit A.

6.0 Service Center Operations

The function of the Rehmann Service Center is to assist Client's business and end users by serving as a single point of contact for all issues pertaining to the Services.

6.1 Contact Initiation and Support

Rehmann shall provide a contact phone number and email address to which Client's authorized users may submit requests for support. Only Client end users are permitted to make Service-related calls and inquiries to the Service Center. Rehmann shall provide support for all In-Scope issues/incidents at no additional charge. Support for Out-of-Scope issues/incidents is also available at Rehmann's then current labor rates.

6.2 Service Center Response

The Service Center shall record and track all Service incidents reported from initiation through resolution. Rehmann shall periodically provide updates regarding an incident as it progresses toward resolution. Incidents reported by Client's end users shall be assigned a unique incident ticket number for Client's reference. The Service Center shall perform initial diagnostics and resolve the incident remotely whenever possible. If an incident cannot be resolved remotely, an onsite support visit will be scheduled. When required, the Service Center will escalate an incident to the appropriate Rehmann or third-party technical resource.

In the case of an applied work-around, Rehmann shall continue to pursue a permanent solution for the underlying cause for the incident. Each incident reported shall be assigned one of the Severity Levels as described below. Upon advisement by the Service Center that an incident has been resolved, Client is responsible for verifying the resolution of the incident and sending confirmation to the Service Center that the incident has been resolved or sending a request for further assistance if the incident appears to be unresolved.

All Severity Level 1, 2, and 3 issues shall be initiated via telephone at the Rehmann-provided support number. Client shall use email for any Severity Level 4 or 5 issues. Email is NOT considered a first notification for any Severity Level 1, 2, or 3 issue and should not be used to communicate any such issue.

FRAMEWORK SERVICES SCHEDULE

6.3 Call Classification

The Service Center shall classify service incidents as follows:

Severity Level	Impact	Description
1	Severe Business Impact	An outage, severe performance degradation, or other failure of one or more critical systems, functions, or services that has a severe business impact across multiple users, prevents multiple end users from working, or affects a priority end user from working Examples: Outage affecting a server, router, or switch
2	High Business Impact	An outage, severe performance degradation, or other failure of one or more non-critical systems, functions, or services which prevents a single end user from using his or her workstation or substantially impairs that end user's ability to use his or her workstation Examples: Outage causing an end user's PC to be completely unavailable; network printer is down; or a phone handset is down.
3	Low Business Impact	Any Support Incident or breakdown that adversely affects an end user's ability to work and for which there is a reasonable and practical work-around with minimal or no loss of efficiency or functionality This Level refers to incidents where the end user(s) is still able to work but has lost some functionality and inquiries by an end user for information related to IT services. Examples: A "how to" question or failure of a peripheral device
4	Soft MACD	Any Move, Add, Change, or Delete to a system which can be accomplished remotely and is unrelated to any Severity Level 1, 2, or 3 issues
5	Hard MACD	Any Move, Add, Change, or Delete to a system which requires an onsite presence and is unrelated to any Severity Level 1, 2, or 3 issues

6.4 Hours of Coverage

Remote Support is available 24 hours a day, 7 days a week, and 365 days a year, provided that, for the Standard Applications and devices managed hereunder, this Schedule only includes, as In-Scope Services, Support Coverage from 6:00AM to 6:00PM EDT Monday through Friday, excluding Rehmann-recognized holidays. Certain situations may require onsite Services which are generally provided Monday through Friday from 8:00AM to 5:00PM EDT but are available during all other times for emergencies. Rehmann shall work with Client to schedule a date and time for any required onsite Services.

Client shall under no circumstances use email for reporting Severity Level 1, 2, or 3 issues outside of Rehmann's Business Hours (8:00AM to 5:00PM EDT Monday through Friday, excluding Rehmann-recognized holidays). Emails received by Rehmann outside of Rehmann's Business Hours shall be addressed in the next business day.

6.5 Incident Escalation

Depending on the Severity Level, the Service Center may need to escalate incidents for resolution to internal or external third-party technical teams. When escalation requires contacting Client, Rehmann shall use best efforts to timely contact the Client SPOCs, as defined herein. If the Client SPOCs are unavailable, the Service Center shall escalate the incident administratively within Rehmann and again attempt to contact the Client SPOCs, if necessary.

FRAMEWORK SERVICES SCHEDULE

6.6 Automated Alert Notification

Certain alerts regarding monitored devices are generated by the Framework monitoring system in the case of device failures or exceeded thresholds. During the onboarding process, the Client may select one of the two following options for alert handling:

Option 1: All alerts will go to the Rehmann Service Center and the Client distribution list. Under this option, Rehmann shall proactively remediate any and all events.

Option 2: All alerts will go to a Client distribution list but not to the Rehmann Service Center. Under this option, the Client MUST contact the Service Center via telephone in order to initiate remediation of the given incident.

7.0 Non-Controllability

Rehmann shall be held harmless for any support incident caused by the actions or inactions of Client or a third-party provider of services not engaged by Rehmann or as the result of force majeure. Additionally, Rehmann shall not be liable if the delivery of the Services is impaired because of problems with any of the following:

- The Internet or an end users' Internet browser software
- The unavailability of an end user required in order to remediate an incident
- Any other aspect of the end user's link to the Client site
- Failure of a Client or any of its end users to reply to the Service Center
- The absence of a third-party vendor support agreement

8.0 No Service Level Agreements (SLAs)

No service level agreements shall apply to this Schedule, and the Support provided by Rehmann hereunder shall be on a best efforts basis only.

9.0 Trip Charges for Onsite Services

Travel for onsite In-Scope Services to any Client location located within 100 miles from the Rehmann Technology Solutions, LLC¹⁰ office located nearest to the applicable Client location is included at no additional charge. Travel for onsite In-Scope Services to any Client location located more than 100 miles from the Rehmann Technology Solutions, LLC office located nearest to such Client location and travel for all onsite Out-of-Scope Services to any Client location shall result in a Trip Charge computed in accordance with the table below. Distances from Rehmann Technology Solutions, LLC offices to Client locations shall be computed using Google Maps or a similar program.

One-way driving distance from the nearest Rehmann office to Client location	Trip Charge for Onsite In-Scope Services	Trip Charge for Onsite Out-of-Scope Services
0-100 miles	\$0.00	\$100.00
Each additional 0-25 mile increment over 100 miles	Add \$25.00	Add \$25.00

10.0 Transition Period and Preexisting Issues**10.1 Transition Period**

The first ninety (90) calendar days after the Effective Date shall be considered a period of transition and discovery ("Transition Period").

¹⁰ Note that Rehmann Technology Solutions, LLC is a distinct entity from Rehmann, LLC, its parent company, and that offices of Rehmann, LLC and its affiliates/subsidiaries other than Rehmann Technology Solutions, LLC shall not apply in the calculation of distances between the Rehmann Technology Solutions, LLC and Client location for the purpose of determining Trip Charges hereunder.

FRAMEWORK SERVICES SCHEDULE

10.2 Critical Issues

Critical Issues are defined as issues which impact either the reliability or supportability of a Client's device or system. Critical Issues shall be defined and categorized as either Red Light Issues or Yellow Light Issues. Critical Issues shall be identified as they become known either prior to or at any time after the Effective Date. Critical Issues which exist prior to the Effective Date or within 30 days thereafter are deemed to be Preexisting Critical Issues. Client agrees to work with Rehmann toward the resolution of all Critical Issues in order to promote the reliability and supportability of Client's devices and systems.

10.3 Red Light Issues

Red Light Issues are issues that impact the reliability of a device or system. Red Light Issues shall be resolved by Client within ninety (90) days of notification by Rehmann. Support for any device or system associated with a Red Light Issue which has not been resolved within such 90-day period or within a period as specified in a mutually agreed upon remediation plan is Out-of-Scope.

10.4 Yellow Light Issues

Yellow Light Issues are issues that impact the supportability of a device or system. Yellow Light Issues shall be resolved by Client within twelve (12) months of notification by Rehmann. Support for any device or system associated with a Yellow Light Issue which has not been resolved within such 12-month period or within a period as specified in a mutually agreed upon remediation plan is Out-of-Scope.

10.5 Remediation of Critical Issues

The remediation of Preexisting Critical Issues is deemed to be project work and is Out-of-Scope. Client may engage Rehmann to remediate any such issues or their underlying cause(s) at Rehmann's then current labor rates.

11.0 Out-of-Scope Services

Out-of-Scope Services are each of the Services defined in this Schedule as Out-of-Scope and all other Services not specifically listed as In-Scope. Out-of-Scope Services are not included in the Monthly Recurring Charges hereunder. Client may request Rehmann to perform any Out-of-Scope Services at Rehmann's then current labor rates.

Out-of-Scope Services include, but are not limited to, the following:

- Support of any kind for operating systems other than manufacturer-supported versions of Microsoft Windows and Apple macOS;
- Support of any kind for applications other than Standard Applications;
- Support for time clocks, premise alarm systems, or other similar devices;
- Repair of any hardware other than workstation or server component replacement (e.g., graphic cards, hard drives, memory, CPU, motherboard);
- The cost of replacement of any system other than a Rehmann-owned system;
- Training for any kind of device or software;
- Support of personal or home systems not owned by or used primarily for your business;
- Support of any workstation, server, or other equipment which is an integral part of a manufacturing or machinery system;
- Any installation, configuration, or other such service for the addition of any software or device;
- Support in excess of 16 hours to resolve or remediate a single incident/support request;
- Support of Red Light Issues or Yellow Light Issues which have not been remediated under the terms of this Schedule; and
- Remediation of any cyberattack.

12.0 In-Scope Service Charges

All items defined as In-Scope Services are included in the Monthly Recurring Charges hereunder unless otherwise noted.

FRAMEWORK SERVICES SCHEDULE

13.0 Out-of-Scope Service Charges

Out-of-Scope Services shall incur charges in addition to the Monthly Recurring Charges in accordance with Rehmann's then current labor rates.

14.0 Client Contact

As part of the initial setup and onboarding process, Client shall provide the name(s) of its elected internal Single Point of Contact ("SPOC") and a Backup POC (collectively, the "Client POCs"), giving priority to the SPOC. The Client POCs serve as the points of contact for all information concerning Client's Service activities hereunder. The SPOC appointed by Client shall be the appropriate person to contact if Rehmann needs to communicate something or work with a dedicated employee of Client to coordinate any element of support for Client (e.g., onsite visit times or afterhours access to Client's facilities). The Client SPOCs also have authority to provide preapproval for certain types of support requests which may require approval prior to resolution (e.g., new user setups, user removals, or request for access to accounting or HR files).

15.0 Additions and Removals

In order to add or remove services from this Schedule and subject to this section, Rehmann shall accept either written or electronic authorizations by Client, so long as such preapproved authorizations include the quantity and type of the Services being added or removed and are sent or accepted by an authorized Client contact. Any additions or removals greater than \$300 in the aggregate shall require Rehmann's approval prior to being implemented.

16.0 Continuum-Required Provisions

This Section 16 is required by Continuum Managed Services Holdco, LLC ("Continuum"), Rehmann's provisioning vendor of the proprietary, hosted, remote IT infrastructure monitoring and management platform, as that platform may be modified by Continuum from time-to-time, which enables Rehmann to manage Client's workstations, servers, applications, and network devices via the Internet ("Software Agent"). Client shall indemnify, defend and hold harmless Rehmann for any liability arising from any third-party claims in connection with a breach of this Section by Client.

16.1 Software Agent License Grant

Rehmann hereby grants to Client a non-exclusive, non-assignable, worldwide right to install and use the Software Agent on supported devices during the Term. Except to the extent expressly permitted by applicable law without the possibility of contractual waiver, Client shall not: (i) copy, modify, transfer or distribute the Software Agent, (ii) reverse assemble, reverse engineer, reverse compile, attempt to discover the source code or underlying structure of, or otherwise translate any portion of the Software Agent, (iii) sublicense, sell, resell, rent, lease, time share, assign the license conveyed to Client herein, or otherwise commercially exploit or make the Software Agent available to any third party, (iv) access or use the Software Agent (or any part thereof) to build a competitive product or service, (v) use the Software Agent in violation of any applicable law or regulation, or (vi) use the Software Agent beyond the scope of the rights granted herein. Client shall not use the Software Agent to: (vii) send, upload or otherwise transmit any data that is unlawful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable; (viii) upload or otherwise transmit, display or distribute any data that infringes any trademark, trade secret, copyright or other proprietary or intellectual property rights of any person; (ix) upload or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment; (x) interfere with or disrupt the Software Agent or networks connected to the Software Agent; or (xi) violate any applicable law or regulation.

16.2 Client System Access

Provided that Rehmann and Continuum shall have no right hereunder to disclose any of Client's data to third parties other than on an aggregate and anonymized basis, Client hereby grants Rehmann and Continuum a royalty-free, worldwide, fully paid up, and nontransferable license and right to access Client servers and (a) copy, use, modify, distribute, display and disclose any data belonging to Client in connection with providing the Software Agent to Client, (b) copy, modify and use Client data in connection with internal operations and functions, including, but not limited to, operational analytics and reporting, internal financial reporting and analysis, audit functions and archival purposes and (c) copy, use, modify, distribute, display and disclose Client data on an aggregate and anonymized

FRAMEWORK SERVICES SCHEDULE

basis. For the avoidance of doubt, Continuum shall own data and information relating to the operation or performance of the Software Agent.

16.3 Nondisclosure

Client shall permit Continuum to collect and report information about the use of the Software Agent by Client for Continuum's research and marketing purposes.

FRAMEWORK SERVICES SCHEDULE

Exhibit A – Framework Monthly Recurring Charges

Service	Initial Quantity	Unit Price	Initial MRC
Framework for Workstations	56	\$55.00	\$3080.00
Managed Security Awareness Training and Simulated Phishing Attacks, per Seat per month (26 or more Seats) - Includes one (1) monthly managed phishing campaign/reporting and follow-up consultation	Client's total quantity of Seats	Included	\$0.00
Framework for On-Premise Hosts (Physical)	1	\$140.00	\$140.00
Framework for On-Premise Servers (Virtual)	5	\$140.00	\$700.00
Framework for Firewalls, Routers, and Other Edge Devices	1	\$69.00	\$69.00
Relentless Service Bundle (includes Framework for Probes and a Remotely Manageable Power-out Device)	1	\$50.00	\$50.00
Framework for Network Devices	6	\$21.00	\$126.00
Management of up to 5 SSL certificates and certificate installation on up to 5 servers per year	1	Included	\$0.00
Management of up to 5 domains and up to 5 DNS Record additions or changes per month	1	Included	\$0.00
VCIO Services, per visit per year	1	\$155.00	\$155.00
Total Initial Monthly Recurring Charges	\$4320.00		

MANAGED (NETWORKS AND SERVICES) ADDENDUM

Managed (Networks and Services) Addendum for Allendale Charter Township

This Managed (Networks and Services) Addendum dated June 18, 2021 ("Addendum") is attached by reference to the Master Services Agreement between the Parties.

1.0 Scope of Addendum

1.1 This Addendum sets forth the rights and responsibilities of the Parties with respect to the Managed Networks Services and Managed Services provided to Client by Rehmann.

2.0 Term

2.1 The Term of this Addendum shall commence on the Service Commencement Date and continue until terminated by the Parties and provided further, that with regard to any schedules attached hereto then outstanding, this Addendum shall continue to govern such schedules until such schedules have been fully performed or terminated.

2.2 Some schedules attached hereto may include the provision for one or more individual services. Each individual service provided under a schedule is billable upon the Service Commencement Date for that service.

3.0 Payments

3.1 Client shall pay Rehmann a monthly recurring charge for each service as provided in a schedule attached hereto.

3.2 Any applicable federal, state, or local use, excise, license, franchise, sales, or privilege taxes, duties, or similar liabilities chargeable to or against Rehmann because of any Managed Networks Services provided to Client shall be paid by Client.

4.0 Suspension or Termination of Service

4.1 In the event Rehmann has not received payment in full from Client on or before thirty (30) days following the invoice date, after having given Client ten (10) days' notice, Rehmann shall have the right to suspend all or any portion of the services provided to Client hereunder or, upon subsequent notice, all or any additional portion of the services provided to Client and, in either event, until such time as Client has paid in full all outstanding charges.

4.2 The services provided by Rehmann to Client are subject to the condition that they may not be used for any unlawful purpose or in any unlawful manner and may be terminated or suspended by Rehmann if any such unlawful use occurs.

5.0 Provision of Managed Networks Services

5.1 The parties acknowledge that Managed Networks Services provided to Client are subject to the terms and conditions of Rehmann's agreement with the provisioning telecommunications carrier and the availability of such services to Rehmann by the carrier.

5.2 Client acknowledges that Managed Networks Services ordered and provided hereunder are classified as "intrastate" in that the Percentage Interstate Usage ("PIU") is less than ten percent (10%), and unless otherwise specifically stated, are provided only so long as such services carry less than ten percent (10%) interstate traffic. In the event PIU is or becomes equal to or greater than ten percent (10%), the Managed Networks Services shall be provided in accordance with the appropriate interstate tariff or interstate agreement.

5.3 Certain backup, replication and telecommunication services use various communication lines, equipment and other technologies that are beyond Rehmann's control and while unlikely, data loss or corruption can occur as a result of transmission across these technologies. Where such technologies are outside of its control, Rehmann will be held harmless hereunder against the loss of data due to any such hardware, software or telecommunication failure. Where applicable, customer is advised to regularly use a verification processes to ensure the integrity of its transmitted data.

6.0 Software Licensing

6.1 Software provided with any Managed Service is provided by third parties. All such third-party-provided software is licensed to Client subject to the terms and conditions of an end user license agreement ("EULA") provided as either a document accompanying such software or as a "pop-up" screen during the initial use of such software. Client shall abide by the terms and conditions of the EULA associated with any such third-party software provided to Client.

6.2 Client and Rehmann recognize that pricing for software or licensing that is provided by Microsoft, VMware, Citrix, or any other providers as the "use of" service is subject to change. Any licensing cost increases by any such provider shall be passed on to the Client, along with Rehmann's standard markup for such services.

7.0 Network Abuse

7.1 Client shall comply in all material respects with all applicable provisions of Rehmann's policies and procedures, incorporated herein by this reference, including without limitation Rehmann's Network Abuse Policy.

7.2 Client shall comply with Rehmann's Network Abuse Policy as posted on Rehmann's website. Furthermore, Rehmann shall not be liable to Client for any action Rehmann takes to remove or restrict access to obscene, indecent, or offensive content made available by Client or for any action taken to restrict access to material made available in violation of any law, regulation, or rights of a third party, including, but not limited to, rights under copyright law and prohibitions on libel, slander and invasion of privacy.

MANAGED (NETWORKS AND SERVICES) ADDENDUM

8.0 System Maintenance

8.1 Rehmann represents that system maintenance normally will not result in interruptions and that, in the event that system maintenance should require any interruption of Service, to the extent possible it shall be completed only after prior notification to Client and within a reasonable time.

9.0 Limitation of Service

9.1 The Managed Networks Services provided by Rehmann hereunder shall not extend to any offering by Client to any other person or entity. The Managed Networks Services provided by Rehmann do not constitute a joint undertaking or venture with Client for the furnishing of any service to any other person or entity. Rehmann does not undertake to transmit messages or to offer any Managed Networks Services under this Addendum to any person or entity other than Client.

10.0 Statements of Work

10.1 In certain cases, Statements of Work ("SOWs") specify the general scope, location, deliverables, standards, requirements, and periods of performance for services to be provided by Rehmann to Client hereunder. The parties recognize and agree that the terms of any SOW may be changed by mutual agreement from time to time in order to provide the service deliverables defined in the SOW. The SOW is provided for project management purposes only and is not intended to define any contractual terms between Rehmann and Client.

11.0 Additional Provisions

11.1 Client shall fully comply with all applicable laws, rules, and regulations related to the export and privacy of data.

11.2 If the Managed Networks Services are provided in any manner which subjects them to regulation by federal or state authority, then Rehmann may in its sole discretion terminate this Addendum.

11.3 In the event of Client's bankruptcy, this Addendum gives Rehmann a first secured interest in any of Client's remaining assets up to and including the value of this Addendum.

11.4 Client may not sell its assets to remove responsibility of payment. In the event such an action occurs, Client agrees that this Addendum shall automatically be assigned to the entity purchasing the assets for full and complete payment by the purchasing entity and that no further authorization is required.

12.0 Named Points of Contact

12.1 As part of the delivery of any Managed Service that Rehmann is providing to Client, Client shall be required to provide two named points of contact ("POCs") within its organization who are authorized to request or direct Rehmann, its employees, agents, and affiliates to perform or do any act on Client's behalf, including but not limited to:

- Manage user accounts, groups, directories, and contacts;
- Change passwords;
- Remove, redirect, or restrict access from or to any resource, device, location, user account, etc.; and
- Perform any other service, function, or act.

12.2 For any request or directive by a Client's POC, Client agrees to RELEASE, WAIVE, DISCHARGE, TO NOT SUE, HOLD HARMLESS, and IDEMNIFY Rehmann and its officers, agents, affiliates, and employees ("Indemnatee(s)") from any and all liability, claims, demands, actions, and proceedings, whether civil, criminal, administrative, or investigative, including court costs and attorney's fees or other such related expenses incurred by Indemnatee(s) arising out of or related to any loss, damage, or injury that may be the direct or indirect result of an Indemnatee's performance of such request or directive by a Client's POC(s). Client further agrees to pay any and all expenses reasonably incurred by Indemnatee(s) in defense of any such claim or claims (including reasonable attorney's fees, court costs, and other costs of investigation or defense), as the same are incurred and in advance of the final disposition of any such claim or claims against Indemnatee(s).

GENERAL AUTHORIZATION FORM

This General Authorization Form contains the authorization for the below-listed agreements dated June 18, 2021 between Rehmann Technology Solutions, LLC ("Rehmann") and Allendale Charter Township ("Client").

Agreement Names:

1. Managed (Networks and Services) Addendum for Allendale Charter Township
2. Framework Services (Business Hours Support) Schedule for Allendale Charter Township
3. Quote# TGIQ76785

IN WITNESS WHEREOF, the Parties hereto have caused the above agreement(s) to be executed by their duly authorized corporate officers or representatives.

CLIENT:

Allendale Charter Township
Company Name

By:

Signature of Authorized Agent

Printed Name of Authorized Agent

Title of Authorized Agent

Date: _____

REHMANN:

Rehmann Technology Solutions, LLC
Company Name

By:

Signature of Authorized Agent

Printed Name of Authorized Agent

Title of Authorized Agent

Date: _____

Budget Amendment Request

Fund Name: <u>General Fund</u>	Date: <u>6/21/2021</u>
Department Number: <u>248</u>	Budget Entry #: _____
Department Name: <u>General Office</u>	Amendment #: <u>3</u>
Requested by: <u>Kevin Yeomans</u>	

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:

SALARIES	\$125,968.75	\$4,100.00		\$130,068.75
EMPLOYERS FICA	\$9,636.61			\$9,636.61
EMPLOYER'S 401(A)	\$7,558.13			\$7,558.13
POSTAGE	\$10,000.00			\$10,000.00
SUPPLIES	\$5,500.00			\$5,500.00
CONTRACTED SERVICES	\$13,000.00			\$13,000.00
SEMINARS	\$3,200.00			\$3,200.00
DUES	\$10,000.00			\$10,000.00
MILEAGE	\$0.00			\$0.00
CELL PHONE	\$500.00			\$500.00
MAINTENANCE	\$0.00			\$0.00
COMPUTER MAINTENANCE	\$45,000.00		\$29,819.00	\$74,819.00
COMPUTER REPLACEMENT	\$1,800.00			\$1,800.00
MISCELLANEOUS	\$5,000.00	(\$257.40)		\$4,742.60
SAFETY TRAINING AND MATERIALS	\$3,000.00			\$3,000.00
CAPITAL OUTLAY	\$1,800.00			\$1,800.00
TOTAL EXPENDITURES:	\$241,963.49			\$275,625.09
Revenue Over/(Under)				
Expenditures	(\$241,963.49)			(\$275,625.09)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:				

Description	Increase Computer Maintenance Budget to cover the increased cost of new IT managed services and improved back up of email and files. For 2022 and beyond IT managed services will be budgeted as part of the normal revenue/expenditure budgeting process and not dependent on general fund balance.
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Other	Current Project General Fund Year End Balance: \$3,878,934
	Projected General Fund Year End Balance After Amendment: \$3,849,115

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Dear Board of Trustees,

Over a year ago I began exploring how the Township could reduce cost and improve efficiency by looking into how we could reduce printing a.k.a. going "paper-less." This exploration led me to conversation with every department in the Township and nearly every employee. "Paper-less" quickly grew to encompass more than just printing less. It grew into what we now know as Project GRIFAAc or GReen Initiative For Access and Collaboration.

As part of Project GRIFAAc, we formed a cross-departmental committee that explored our current and desired future state. Through multiple meetings and conversations, we identified Office 365 as a keystone in building our desired future state. After identifying Office 365 as the goal of the project we began to research how we would implement the new operating system. Which led us to discovering that it would be a multi-stage process. The first step of which was to increase our managed IT Services budget and transition to a service provider that is better setup to managed our increased technology demands. The second step being to transition to Office 365 from our current operating system. With the final step being to work with our IT managed service provider to maintain our new setup.

Steps one and three of the process are a part of ongoing, regular operations that are covered by our service agreement with Rehmann. Step two however is a large one-time project that will require additional resources from Rehmann. These additional resources will support us by doing the necessary technical work to establish Office 365, as well as advising us on best practices and helping us build the framework we will use to collaborate and communicate internally and externally. The included budget amendment covers this project cost.

My request is for the board to continue to support Project GRIFAAc by approving the one-time budget amendment that will give us the funds necessary to build a solid framework we can build off for many years to come.

Sincerely,



Kevin Yeomans

Allendale Charter Township

Project Coordinator

Rehmann

QUOTE

Rehmann.com

Quote Re

Microsoft O365 / Barracuda Essentials

Quote To:	Ship To:	Quote #	TGIQ76660
Allendale Charter Township Kevin Yeomans 6676 Lake Michigan Dr. PO Box 539	Allendale Charter Township Kevin Yeomans 6676 Lake Michigan Dr. PO Box 539	Date	06/18/21
		Account Mgr	Ken Zimmer
		Support	Becky Peuler
		email	ken.zimmer@rehmann.com
		Acct Mgr Ph:	616-957-9803
Allendale MI 49401	Allendale MI 49401		
Tel # (616) 895-6295	Order Contact		
Fax # (616) 895-6330	Tel # Ship to Address		
Here is the quote you requested.			

Qty	Description	Unit Price	Ext. Price
	Microsoft O365 Monthly -		
49	Office 365 Enterprise E3 (Optional)	\$20.00	\$980.00
	Optional -		
49	Microsoft 365 Business Standard (Optional)	\$12.50	\$612.50
1	Microsoft 365 Business Basic - Monthly (Optional)	\$5.00	\$5.00
	MONTHLY SubTotal		
	Barracuda Complete Essentials - 1 and 3 Year Options		
1	Barracuda Essentials Complete Edition, 49 Users, 12 Months - New Subscription (Optional - SELECTED)	\$3,008.00	\$3,008.00
	V5		
1	Barracuda Essentials Complete Edition, 49 Users, 36 Months - New Subscription (Optional - SELECTED)	\$8,392.00	\$8,392.00
	Labor		

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Qty	Description	Unit Price	Ext. Price
65	<p>Engineering/Project Management - M-F - Standard Billing Hours - 6a-6p - Estimated time is 64 hours.</p> <p>Project Management Complete necessary preparatory work for the project Schedule and manage resources throughout the project. Change Management and control; issue resolution Periodic status reports and delivery of project completion documents Meetings (number of staff times number of meetings)</p> <p>O365 Hybrid Upgrade O365 licenses to G3 Setup base Windows server and assign static IP Assign Windows Licensing and apply updates Join server to domain Review Active Directory OUs and restructure if needed Add correct domain as UPN suffix and update user accounts Run IDFix and correct any issues Run hard matching scripts to link local accounts with O365 Install and configure AD Connect Test AD Connect and verify it is updating O365 Install Exchange 2016 and license for Hybrid Configure Exchange Hybrid server</p> <p>Barracuda Essentials Setup Barracuda account Activate license Create Barracuda Admin group in M365 and add users Configure Azure AD integration Assign permissions to synced Barracuda Admin group Configure Barracuda ESS (policies, notifications, etc.) Add domain to ESS Add Barracuda MX records Configure Azure AD sync in ESS Configure Barracuda Backup for Sharepoint, Email, OneDrive, groups Configure Barracuda Archive</p> <p>SharePoint Migration Plan Sharepoint Online structure using customers input Create site structure (max of 4 Sharepoint sites any more would be T&M) Configure site permissions</p> <p>Azure Security Enable Self-Service Password Reset Portal Test Self-Service Password Reset Configure banned password lists Configure smart lockout settings</p> <p>Workstation and User Setup (Optional) Update Microsoft Office Connect OneDrive to Team sites (per user)</p> <p>Documentation</p> <p>Administration Training Knowledge transfer and administration training ASSUMPTIONS O365 Hybrid -There is adequate server resources and licensing available</p> <p>SharePoint Migration -Data will be moved by client, only 4 SharePoint sites are needed</p> <p>Workstation and User Setup -RTS will be handling the upgrade of Office and the configuration of OneDrive on each machine</p>	\$185.00	\$12,025.00

Budget Amendment Request

Fund Name: <u>General Fund</u>	Date: <u>6/21/2021</u>
Department Number: <u>248</u>	Budget Entry #: _____
Department Name: <u>General Office</u>	Amendment #: <u>4</u>
Requested by: <u>Kevin Yeomans</u>	

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:

SALARIES	\$125,968.75	\$4,100.00		\$130,068.75
EMPLOYERS FICA	\$9,636.61			\$9,636.61
EMPLOYER'S 401(A)	\$7,558.13			\$7,558.13
POSTAGE	\$10,000.00			\$10,000.00
SUPPLIES	\$5,500.00			\$5,500.00
CONTRACTED SERVICES	\$13,000.00			\$13,000.00
SEMINARS	\$3,200.00			\$3,200.00
DUES	\$10,000.00			\$10,000.00
MILEAGE	\$0.00			\$0.00
CELL PHONE	\$500.00			\$500.00
MAINTENANCE	\$0.00			\$0.00
COMPUTER MAINTENANCE	\$45,000.00	\$29,819.00	\$12,025.00	\$86,844.00
COMPUTER REPLACEMENT	\$1,800.00			\$1,800.00
MISCELLANEOUS	\$5,000.00	(\$257.40)		\$4,742.60
SAFETY TRAINING AND MATERIALS	\$3,000.00			\$3,000.00
CAPITAL OUTLAY	\$1,800.00			\$1,800.00
TOTAL EXPENDITURES:	\$241,963.49			\$287,650.09
Revenue Over/(Under)				
Expenditures	(\$241,963.49)			(\$287,650.09)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:			
Transfers out to other funds:			
TOTAL ALL:			

Description	One time project cost. Cost will be for extra support from Rehmann to lead the Township's transition from current operating system to Office 365. Which will give the Township better tools to collaborate, communicate and access information from the field.
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Other	Current Project General Fund Year End Balance: \$3,849,115
	Projected General Fund Year End Balance After Amendment: \$3,837,090

Budget Amendment Request

Fund Name:	<u>General Fund</u>	Date:	<u>6/15/2021</u>
Department Number:	<u>265</u>		
Department Name:	<u>Building & Grounds</u>	Amendment #:	<u>5</u>
	Mike Keefe, Larry Haveman, Kevin Yeomans, Adam		
Requested by:	<u>Elenbaas</u>		

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				

EXPENDITURES:

Salaries	\$61,870.00			\$61,870.00
Employers Fica	\$4,733.00			\$4,733.00
EMPLOYER'S 401(A)	\$3,712.00			\$3,712.00
Supplies	\$4,000.00			\$4,000.00
Flowers/Shrubs/Trees	\$200.00			\$200.00
Fertilizer	\$0.00			\$0.00
Contracted Services	\$17,000.00			\$17,000.00
Insurance	\$15,000.00			\$15,000.00
Insurance - M45	\$0.00			\$0.00
Water Usage	\$1,700.00			\$1,700.00
Electricity	\$16,000.00			\$16,000.00
Telephone	\$9,000.00			\$9,000.00
Cell Phone	\$1,000.00			\$1,000.00
Heating Fuel	\$13,000.00			\$13,000.00
Trash	\$1,100.00			\$1,100.00
Maintenance	\$10,000.00			\$10,000.00
Gas & Oil	\$6,000.00			\$6,000.00
Truck Maintenance	\$3,000.00			\$3,000.00
Tractor Maintenance	\$5,000.00			\$5,000.00
Miscellaneous	\$500.00			\$500.00
Property Taxes	\$0.00			\$0.00
Capital Outlay	\$15,000.00			\$15,000.00
BUILDING IMP-FIRE	\$0.00	\$180,000.00	\$219,000.00	\$399,000.00
BUILDING IMP-MAINT BLDG	\$0.00			\$0.00
Property Purchased	\$0.00			\$0.00
Interest Paid	\$0.00			\$0.00
TOTAL EXPENDITURES:	\$187,815.00	\$180,000.00	\$219,000.00	\$586,815.00
Revenue Over/(Under)				
Expenditures	(\$187,815.00)			(\$586,815.00)

OTHER FINANCING SOURCES AND USES:

Transfers in from other funds:				
Transfers out to other funds:				
TOTAL ALL:	\$0.00	\$0.00	\$0.00	\$0.00

Description	As part of the construction a new driveway into the Township is necessary. The DDA is supporting some of these cost, but there were two items we didn't account for when budgeting for 2021. First, it makes more sense to do a little more of the new driveway in 2021 than originally planned. By doing more we will allow for a smoother transition for residents as well as a safer construction site in 2022. Second, included in the original plans there was a planned future parking lot on the westside of the Township Hall. By extending the driveway, we are also reducing the parking spaces available in front of the Township Hall. By adding the west parking lot now, we ensure that our fire fighters have a close place to park when responding to emergencies.
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Other	Current Projected General Fund Year End Balance: \$3,837,090
	Project General Fund Year End Balance After Amendment: \$3,618,090

Allendale Charter Township

Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

Adam Elenbaas, Supervisor

Candy Kraker, Trustee

Jody Hansen, Clerk

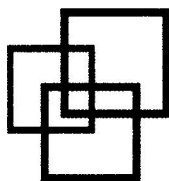
Ken Murillo, Trustee

David Vanderwall, Treasurer

Barb Vander Veen, Trustee

Bruce Zeinstra, Trustee

Date



**MICHIGAN
TOWNSHIPS
ASSOCIATION**