

Agenda for the
Allendale Charter Township Board Meeting
Monday, July 26, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Adam Elenbaas
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the July 12, 2021 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
 - Vendor Fee Waivers
 - Corrected DDA Budget Amendment
- For information
 - Financial Report
 - Minutes of the June 21, 2021 Planning Commission Meeting
 - Fire Department Monthly Report- June 2021
- Public Hearings
- Public Comments
- Guest Speakers
 - Department Head Update
 - Assessing
 - Connor Galligan
 - Finance
 - Tim VanBennekom
 - Intern Program
 - Colton Hyble
- Action Items
 - MiWarn Resolution 2021-17
 - ARPA Funds Application
 - Library Reestablishment Resolution 2021-18
 - Colton Hyble, Mary Cook, Supervisor Adam Elenbaas
- Discussion Items
 - Job Description: Project Coordinator / Assistant Administrator
- Public Comments
- Board Comments
- Future Agenda Items

- Closed Session: Potential Land Purchase
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Park Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 12, 2021, at 7:00 p.m. and was called to order at 7:01 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Colton Hyble, Township Intern; Chad Doornbos, Public Utilities Supervisor, Chief Mike Keefe, Allendale Fire Chief; and Greg DeJong, Ottawa County Commissioner.

Ms. Hansen pronounced the invocation.

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

BOT 21-117 Mr. Zeinstra moved to approve the agenda of today as presented with the amendment of adding Commissioner DeJong as a guest speaker. The motion passed.

BOT 21-118 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 28, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$286,504.19 and the interim payments of \$18,631.60 as presented by the summary report for June 30, 2021 – July 13, 2021.
3. To approve the DDA budget amendments as presented in Budget Amendment Request #7. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

Items Received for Information

1. Financial Report
2. Minutes of the June 21, 2021 Planning Commission Meeting
3. Sheriff's Department June Monthly Report
4. MiWarn Agreement

Public Hearings – None

Public Comments and Communications - None

BOT 21-119 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Greg DeJong, Ottawa County Commissioner, provided an update on the happenings of Ottawa County including: State funds for Ottawa County Parks; An overview of the parks system; Alan Vanderberg, County Administrator, last day with Ottawa County is August 24, 2021; American Rescue Plan funds to Ottawa County; Sheriff's Department; Water Resource Committee; Scrap tire collection at the Holland location Ottawa County Road Commission is being held on July 31, 2021; and Census data in Ottawa County.

Chief Mike Keefe, Fire Chief, provided a department update including: Annual statistic numbers; Monday morning newsletter; County Firefighter Academy, with a 95% pass rate, was hosted by Allendale Township Fire Department; and Allendale Township is the 2nd busiest fire department in Ottawa County. He thanked the Township board for moving forward with the new fire station.

Action Items

BOT 21-120 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-16, authorizing Designees of the Treasurer to collect/receive property tax payments. The motion passed as shown by the

following votes:

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

NAYS: None (0)

ABSENT: None (0)

BOT 21-121 Ms. Kraker moved to approve the hiring of Mike Brummel to fill the Public Utilities Assistant Operator position at a wage of \$19.66 per hour. The motion passed.

BOT 21-122 Mr. Zeinstra moved to approve and authorize the Supervisor to sign the Rehmann IT Managed Services Contract and Office 365 Contract and to approve respective budget amendments as presented in Budget Amendment Requests #3 and #4. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

BOT 21-123 Ms. Vander Veen moved to approve the Township Park Driveway Budget Amendment Request as outlined in Budget Amendment Requests #5. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

BOT 21-124 Ms. Kraker moved to adopt the Allendale Charter Township Principles of Governance, which guide the Township's service to its residents. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

Discussion Items

Chief Mike Keefe, Allendale Fire Chief, introduced a draft of an ordinance and a resolution pertaining to Emergency Services Cost Recovery. He explained the

need for these language updates including the need of reimbursement. He will bring the final draft of the proposed resolution and ordinance to a future meeting for final consideration.

Public Comments and Communications- None

BOT 21-125 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas made comments including: Costs analysis; Concerts in the park beginning on July 20th; Library Reestablishment presentation and resolution; and the growth of the Project Coordinator position.
2. Ms. Kraker inquired about the American Rescue Plan funds. Mr. Elenbaas clarified.

BOT 21-126 Ms. Vander Veen moved to adjourn at 8:28 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

User: DENISE

EXP CHECK RUN DATES 07/14/2021 - 07/27/2021

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Department: 000.000

FLEIS & VANDENBRINK ENG'G INC	ALLENDALE BAPTIST CHURCH	41.25	ALLENDALE BAPTIST CH
FLEIS & VANDENBRINK ENG'G INC	MINI STORAGE DEPOT-64TH ST LLC	27.75	MINI STORAGE DEPOT-6
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	70.93	HIGHPOINT REAL ESTAT
FLEIS & VANDENBRINK ENG'G INC	5015 WARNER SAND MINING	27.75	5015 WARNER SAND MIN
FLEIS & VANDENBRINK ENG'G INC	DEWPOINTE WEST 4	711.00	DEWPOINTE WEST 4
FLEIS & VANDENBRINK ENG'G INC	6138 LMD-PUD-SIGNATURE LAND DE	27.75	6138 LMD-PUD-SIGNATU
FLEIS & VANDENBRINK ENG'G INC	MR. BURGER-WALGREENS PUD	27.75	MR. BURGER-WALGREENS
FLEIS & VANDENBRINK ENG'G INC	ALLENDALE CHRISTIAN EXPANSION-	591.87	ALLENDALE CHRISTIAN
FLEIS & VANDENBRINK ENG'G INC	HOEZEE PRIVATE RD-84TH-BLAIR B	184.50	HOEZEE PRIVATE RD-84
FLEIS & VANDENBRINK ENG'G INC	LIGHTHOUSE COMMUNITY CHURCH-PH	992.50	LIGHTHOUSE COMMUNITY
FLEIS & VANDENBRINK ENG'G INC	M&S STORAGE PHASE 2	690.75	M&S STORAGE PHASE 2
FLEIS & VANDENBRINK ENG'G INC	ESCROW-PLACID WATERS 3	27.75	ESCROW-PLACID WATERS
FLEIS & VANDENBRINK ENG'G INC	MAPLE POND/ALLENDALE PLACE PUD	312.75	MAPLE POND/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	M45 LLC GAS STATION	277.50	M45 LLC GAS STATION
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	142.07	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	ALLENDALE BAPTIST CHURCH	12.00	ALLENDALE BAPTIST CH
FRESH COAST PLANNING LLC	PEPPINO'S/ALLENDALE MEADOWS PU	24.00	PEPPINO'S/ALLENDALE
FRESH COAST PLANNING LLC	JMM/46TH AVE SLU SAND MINING	48.00	JMM/46TH AVE SLU SAN
FRESH COAST PLANNING LLC	M45 LLC GAS STATION	180.00	M45 LLC GAS STATION
FRESH COAST PLANNING LLC	HIGHPOINT REAL ESTATE-METRO HE	264.00	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	11221 COMMERCE-AROY THAI ADDIT	24.00	11221 COMMERCE-AROY
FRESH COAST PLANNING LLC	5015 WARNER SAND MINING	180.00	5015 WARNER SAND MIN
FRESH COAST PLANNING LLC	DEWPOINTE WEST 4	372.00	DEWPOINTE WEST 4
FRESH COAST PLANNING LLC	6138 LMD-PUD-SIGNATURE LAND DE	216.00	6138 LMD-PUD-SIGNATU
FRESH COAST PLANNING LLC	ALLENDALE CHRISTIAN EXPANSION-	276.00	ALLENDALE CHRISTIAN
FRESH COAST PLANNING LLC	KENNEDY LAKES 2	228.00	KENNEDY LAKES 2
FRESH COAST PLANNING LLC	HOEZEE PRIVATE RD-84TH-BLAIR B	96.00	HOEZEE PRIVATE RD-84
FRESH COAST PLANNING LLC	LIGHTHOUSE COMMUNITY CHURCH-PH	444.00	LIGHTHOUSE COMMUNITY
FRESH COAST PLANNING LLC	M&S STORAGE PHASE 2	444.00	M&S STORAGE PHASE 2
FRESH COAST PLANNING LLC	GET THE SCOOP-SLAPD ENTERPRISE	228.00	GET THE SCOOP-SLAPD
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
Total: 000.000		7,531.41	

Department: 100.000 Water

BILL PAYMENT CENTER	Electricity	66.63	Electricity
CARDMEMBER SERVICE	SUPPLIES-MISC	190.03	SUPPLIES-MISC
CARDMEMBER SERVICE	Maintenance	15.98	Maintenance
CINTAS CORPORATION #301	Contracted Services	206.22	Contracted Services
CONSUMERS ENERGY	Electricity	1,438.54	Electricity
CORRPRO COMPANIES INC	Maintenance	22,750.00	Maintenance
DRIESEN & ASSOCIATES INC	Maintenance	747.50	Maintenance
DTE ENERGY	Heat - Metering Station	125.30	Heat - Metering Stat
FLEIS & VANDENBRINK ENG'G INC	Professional Services	2,169.25	Professional Service
LEICA GEOSYSTEMS INC	New Equipment	4,139.25	New Equipment
MBA DISTRIBUTING INC	Maintenance	105.87	Maintenance
MINER SUPPLY COMPANY INC	SUPPLIES-MISC	35.53	SUPPLIES-MISC
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	18.00	SUPPLIES-MISC
PRIORITY HEALTH	Employers Health Insurance	4,908.16	Employers Health Ins
SANISWEEP INC	Maintenance	150.00	Maintenance
SECURALARM LLC	Contracted Services	78.75	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	18.59	OFFICE SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	26.41	Truck Maintenance
WEST SHORE FIRE INC	SUPPLIES-MISC	250.00	SUPPLIES-MISC
Total: 100.000 Water		37,440.01	

Department: 101.000 Township Board

CARDMEMBER SERVICE	Miscellaneous	15.89	Miscellaneous
Total: 101.000 Township Board		15.89	

Department: 200.000 Sewer

ACENTEK	Telephone	43.90	Telephone
CARDMEMBER SERVICE	SUPPLIES-MISC	190.01	SUPPLIES-MISC
CARDMEMBER SERVICE	GENERAL MAINTENANCE	15.97	GENERAL MAINTENANCE
CHAD DOORNBOS	Seminars	725.00	Seminars
CINTAS CORPORATION #301	Contracted Services	206.22	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	5,754.15	Electricity
DTE ENERGY	Heating Fuel	346.01	Heating Fuel
FLEIS & VANDENBRINK ENG'G INC	Professional Services	2,945.00	Professional Service
HACH COMPANY	LAB SUPPLIES	248.31	LAB SUPPLIES
HD SUPPLY FACILITIES MAINTENANCE	WRRF MAINTENANCE	112.09	WRRF MAINTENANCE
HD SUPPLY FACILITIES MAINTENANCE	COLLECTION SYSTEM MAINTENANCE	101.60	COLLECTION SYSTEM MA
INFRASTRUCTURE ALTERNATIVES INC	COLLECTION SYSTEM MAINTENANCE	470.00	COLLECTION SYSTEM MA
LEICA GEOSYSTEMS INC	New Equipment	4,139.25	New Equipment
MINER SUPPLY COMPANY INC	SUPPLIES-MISC	35.54	SUPPLIES-MISC
MODERN OFFICE INTERIORS	WWTP EXPANSION PHASE 1	3,432.60	WWTP EXPANSION PHASE
MWEA	Seminars	77.00	Seminars
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	19.06	SUPPLIES-MISC
NORTH CENTRAL LABORATORIES	WWTP EXPANSION PHASE 1	649.18	WWTP EXPANSION PHASE
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	11,680.00	COLLECTION SYSTEM MA
PRIORITY HEALTH	Employers Health Insurance	4,908.16	Employers Health Ins
RITE-WAY PLUMBING & HEATING INC	WRRF MAINTENANCE	487.50	WRRF MAINTENANCE
SANISWEEP INC	WRRF MAINTENANCE	150.00	WRRF MAINTENANCE
SECURALARM LLC	Contracted Services	78.75	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	18.59	OFFICE SUPPLIES
TMI COMPRESSED AIR SYSTEMS INC	WRRF MAINTENANCE	656.95	WRRF MAINTENANCE
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	26.40	Truck Maintenance
Total: 200.000 Sewer		37,517.24	

Department: 210.000 Attorney

SCHOLTEN FANT	Contracted Services	7,847.32	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	75.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	1,572.50	CONTRACTED SERVICES-
Total: 210.000 Attorney		9,494.82	

Department: 248.000 General Office

ALLENDALE AREA CHAMBER OF COMMER	GENERAL MARKETING	39,008.60	GENERAL MARKETING
AMAZON CAPITAL SERVICES	Supplies	83.79	Supplies
CARDMEMBER SERVICE	Supplies	20.00	Supplies
CARDMEMBER SERVICE	Dues	50.00	Dues
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	897.43	COMPUTER CONTRACTED
FLEIS & VANDENBRINK ENG'G INC	Sidewalks	1,562.00	Sidewalks
FRESH COAST LABEL LLC	Supplies	20.00	Supplies
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	191.40	COMPUTER CONTRACTED
OTTAWA CTY ROAD COMMISSION	Road Maintenance	112,775.54	Road Maintenance
SMART BUSINESS SOURCE LLC	Supplies	93.29	Supplies
Total: 248.000 General Office		154,702.05	

Department: 253.000 Treasurer

CENTRON DATA SERVICES INC	Postage	(178.45)	Postage
CENTRON DATA SERVICES INC	Supplies	1,074.18	Supplies
Total: 253.000 Treasurer		895.73	

Department: 265.000 Building & Grounds

CARDMEMBER SERVICE	Supplies	61.25	Supplies
CARDMEMBER SERVICE	Maintenance	21.19	Maintenance
CARDMEMBER SERVICE	Miscellaneous	12.99	Miscellaneous
CINTAS CORPORATION #301	Contracted Services	204.96	CONTRACTED SERVICES

DTE ENERGY	Heating Fuel	145.65	Heating Fuel
EXXONMOBIL PROCESSING CENTER	Gas & Oil	147.79	Gas & Oil
FAMILY FARM & HOME INC	Maintenance	74.37	Maintenance
FAMILY FARM & HOME INC	Tractor Maintenance	59.98	Tractor Maintenance
MINER SUPPLY COMPANY INC	Supplies	265.38	Supplies
NAPA - GENUINE PARTS COMPANY	Maintenance	2.49	Maintenance
Total: 265.000 Building & Grounds		996.05	

Department: 276.000 Cemetery

EXXONMOBIL PROCESSING CENTER	Gas & Oil	328.30	Gas & Oil
Total: 276.000 Cemetery		328.30	

Department: 300.000 Administration

CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	286.95	COMPUTER CONTRACTED
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	25.05	COMPUTER CONTRACTED
SMART BUSINESS SOURCE LLC	Safety Training And Materials	31.08	Safety Training And
Total: 300.000 Administration		343.08	

Department: 301.000 Police Officer

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	36,647.57	Contracted Services
Total: 301.000 Police Officer		36,647.57	

Department: 336.000 Fire Dept.

AMAZON CAPITAL SERVICES	Truck Maintenance	123.29	Truck Maintenance
CINTAS CORPORATION #301	UNIFORMS	60.72	UNIFORMS
DILLON REEDER	Medical Training	200.00	Medical Training
EMERGENCY SERVICES	New Equipment	6,140.33	New Equipment
FAMILY FARM & HOME INC	MAINTENANCE FOR 170	79.99	MAINTENANCE FOR 170
GARRETT STOVER	Medical Training	48.83	Medical Training
LIFE EMS AMBULANCE	Medical Training	1,750.00	Medical Training
MICHAEL KEEFE	Maintenance For 190	21.95	Maintenance For 190
MICHAEL KEEFE	Equipment Replacement	29.67	Equipment Replacemen
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	31.98	Truck Maintenance
NAPA - GENUINE PARTS COMPANY	Maintenance For 141	2.96	Maintenance For 141
O'REILLY AUTOMOTIVE INC	Truck Maintenance	32.45	Truck Maintenance
RAAP SIGNS INC	New Equipment	645.00	New Equipment
SUPREME SHINE AUTO DETAILING LLC	MAINTENANCE FOR 170	200.00	MAINTENANCE FOR 170
Total: 336.000 Fire Dept.		9,367.17	

Department: 371.000 Inspection Department

PRIORITY HEALTH	Employers Health Insurance	1,569.46	Employers Health Ins
SMART BUSINESS SOURCE LLC	Miscellaneous	31.08	Miscellaneous
Total: 371.000 Inspection Department		1,600.54	

Department: 408.000 Planning & Zoning Department

FLEIS & VANDENBRINK ENG'G INC	Contracted Services	2,378.41	Contracted Services
FRESH COAST PLANNING LLC	Contracted Services	2,232.00	Contracted Services
Total: 408.000 Planning & Zoning Department		4,610.41	

Department: 446.000 ROADS

OTTAWA CTY ROAD COMMISSION	ROAD-CONTRACTED SERVICES	75,183.69	ROAD-CONTRACTED SERV
SWB ENTERPRISES LLC	Dust Control	7,680.00	Dust Control
Total: 446.000 ROADS		82,863.69	

Department: 447.000 Highway M-45

BILL PAYMENT CENTER	Electricity	42.67	Electricity
EXXONMOBIL PROCESSING CENTER	Gas & Oil	345.80	Gas & Oil
TRUGREEN PROCESSING CENTER	Fertilizer	1,291.50	Fertilizer
Total: 447.000 Highway M-45		1,679.97	

Department: 448.000 Street Lights

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

Department: 560.001 Community Promotions - 4th of July

MELROSE PYROTECHNICS INC	Fireworks	20,000.00	Fireworks
Total: 560.001 Community Promotions - 4th of July		20,000.00	

Department: 560.004 CONCERTS/MOVIES IN THE PARK

ELIZABETH SZYMANSKI	Mileage	10.19	Mileage
PACK ROOM LLC	CONTRACTED SERVICES-MOVIES	96.00	CONTRACTED SERVICES-
Total: 560.004 CONCERTS/MOVIES IN THE PARK		106.19	

Department: 751.000 Recreation And Parks

CARDMEMBER SERVICE	Maintenance	339.19	Maintenance
EXXONMOBIL PROCESSING CENTER	Gas & Oil	405.20	Gas & Oil
FAMILY FARM & HOME INC	Maintenance	195.14	Maintenance
MENARDS-HOLLAND INC	Maintenance	413.95	Maintenance
Total: 751.000 Recreation And Parks		1,353.48	

Department: 790.000 Library

AMAZON	Supplies	154.14	SUPPLIES
AMAZON	Summer Reading Program	438.23	SUMMER READING PROGR
AMAZON	BOOKS PURCHASED	299.66	BOOKS PURCHASED
AMAZON	Childrens Books Purchased	341.77	CHILDRENS BOOKS PURC
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	55.00	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	793.58	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	1,168.55	CHILDRENS BOOKS PURC
CARDMEMBER SERVICE	Summer Reading Program	10.00	Summer Reading Progr
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	40.00	COMPUTER CONTRACTED
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED
COLLER INDUSTRIES INC	Supplies	59.37	Supplies
CONSUMERS ENERGY	Electricity	820.72	Electricity
DTE ENERGY	Heating Fuel	119.27	Heating Fuel
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	37.48	BOOKS PURCHASED
MICROMARKETING LLC	BOOKS PURCHASED	62.98	BOOKS PURCHASED
NICHOLAS HEIMLER	COMPUTER CONTRACTED SERVICES	285.00	COMPUTER CONTRACTED
OFFICE MACHINES COMPANY INC	Copier Maintenance	234.24	Copier Maintenance
SPRING BROOK SUPPLY INC	Maintenance	183.13	Maintenance
UNIQUE MANAGEMENT SERVICES INC	Contracted Svcs - Collections	8.95	Contracted Svcs - Co
Total: 790.000 Library		5,293.03	

Department: 852.000 Hospital Reimbursement

PRIORITY HEALTH	Employers Health Insurance	19,661.22	Employers Health Ins
Total: 852.000 Hospital Reimbursement		19,661.22	

*** GRAND TOTAL ***

432,466.89

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

July 16, 2021

Township Board of Trustees:

We have secured the services of two additional food vendors for the events: Movies in the Park and Concerts in the Park. These services will be provided by business owners Kenneth Sall and Lauren D'Angelo. In the past the Township Board has waived vendor fees for events hosted by the township. The vendor licenses that will be issued will be a special permit which will be valid only for Movies in the Park or Concert in the Park 2021 Series events.

As you are aware, the Board of Trustees needs to approve the waiver of these fees. I am requesting that the Board of Trustees waive these vendor fees as outlined above.

Sincerely,



Jody Hansen
Allendale Township Clerk

Budget Amendment Request

Fund Name: DDA Development	Date: 6/29/2021
Department Number: N/A	Budget Entry #: 7
Department Name: N/A	Amendment #: _____
Requested by: DDA Board	

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:	\$1,867,603.00			\$1,867,603.00

EXPENDITURES:

AUDIT	\$5,000.00			\$5,000.00
ATTORNEY CONTRACTED SERVICES	\$4,000.00			\$4,000.00
SUPPLIES	\$0.00			\$0.00
ADMINISTRATION	\$40,299.00			\$40,299.00
CONTRACTED SERVICES	\$8,000.00			\$8,000.00
PRINTING AND PUBLISHING	\$400.00			\$400.00
MISCELLANEOUS	\$100.00			\$100.00
SIDEWALKS	\$225,000.00		\$75,000.00	\$300,000.00
GATEWAY PROJECT	\$0.00			\$0.00
M45 ENHANCEMENT PROJECTS	\$0.00			\$0.00
TOWNE CENTER	\$0.00			\$0.00
PARK IMPROVEMENT	\$395,000.00			\$395,000.00
HENRY STREET	\$0.00			\$0.00
64TH-LMD PROJECT	\$0.00			\$0.00
SAFE ROUTES TO SCHOOLS	\$0.00			\$0.00
FIRE NEEDS ASSESSMENT	\$0.00			\$0.00
GENERAL MARKETING	\$90,000.00		\$50,000.00	\$140,000.00
MEDIAN MAINTENANCE	\$0.00			\$0.00
PROPERTY ENHANCEMENT PROGRAM	\$100,000.00			\$100,000.00
WHISPERING CREEK SEWER	\$0.00			\$0.00
WINTER READINESS PROGRAM	\$150,000.00			\$150,000.00
PROPERTY PURCHASED	\$0.00			\$0.00
ROAD MAINTENANCE	\$175,000.00			\$175,000.00
FIRE EQUIPMENT	\$0.00			\$0.00
INFRASTRUCTURE COSTS	\$275,000.00			\$275,000.00
ALLENDALE CHRISTIAN SCHOOL FIELDS	\$0.00			\$0.00
TRANSFER OUT	\$0.00			\$0.00
PRINCIPAL PAID	\$0.00			\$0.00
INTEREST PAID	\$0.00			\$0.00
TOTAL EXPENDITURES:	\$1,467,799.00			\$1,592,799.00
Revenue Over/(Under) Expenditures	\$399,804.00			\$274,804.00

OTHER FINANCING SOURCES AND USES:

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

Description (1) \$75,000 in support of new sidewalk along 48th ave as part of metro healths new building (50% of cost, not to exceed \$75,000). (2) \$50,000 in support of Allendale Area Chamber of Commerce's All-In Campaign.

Other	Current Projected DDA Development Fund Balance: \$4,850,713
	Projected DDA Development Fund Balance After Amendment: \$4,725,713

Approved/Denied? _____

Budget Amendment Request

Fund Name: DDA Development	Date: 6/29/2021
Department Number: N/A	Budget Entry #: 7- Corrected
Department Name: N/A	Amendment #:
Requested by: DDA Board	

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:	\$1,867,603.00			\$1,867,603.00

EXPENDITURES:

AUDIT	\$5,000.00			\$5,000.00
ATTORNEY CONTRACTED SERVICES	\$4,000.00			\$4,000.00
SUPPLIES	\$0.00			\$0.00
ADMINISTRATION	\$40,299.00			\$40,299.00
CONTRACTED SERVICES	\$8,000.00			\$8,000.00
PRINTING AND PUBLISHING	\$400.00			\$400.00
MISCELLANEOUS	\$100.00			\$100.00
SIDEWALKS	\$225,000.00		\$75,000.00	\$300,000.00
GATEWAY PROJECT	\$0.00			\$0.00
M45 ENHANCEMENT PROJECTS	\$0.00			\$0.00
TOWNE CENTER	\$0.00			\$0.00
PARK IMPROVEMENT	\$395,000.00			\$395,000.00
HENRY STREET	\$0.00			\$0.00
64TH-LMD PROJECT	\$0.00			\$0.00
SAFE ROUTES TO SCHOOLS	\$0.00			\$0.00
FIRE NEEDS ASSESSMENT	\$0.00			\$0.00
GENERAL MARKETING	\$40,000.00		\$50,000.00	\$90,000.00
MEDIAN MAINTENANCE	\$0.00			\$0.00
PROPERTY ENHANCEMENT PROGRAM	\$100,000.00			\$100,000.00
WHISPERING CREEK SEWER	\$0.00			\$0.00
WINTER READINESS PROGRAM	\$150,000.00			\$150,000.00
PROPERTY PURCHASED	\$0.00			\$0.00
ROAD MAINTENANCE	\$175,000.00			\$175,000.00
FIRE EQUIPMENT	\$0.00			\$0.00
INFRASTRUCTURE COSTS	\$275,000.00			\$275,000.00
ALLENDALE CHRISTIAN SCHOOL FIELDS	\$0.00			\$0.00
TRANSFER OUT	\$0.00			\$0.00
PRINCIPAL PAID	\$0.00			\$0.00
INTEREST PAID	\$0.00			\$0.00
TOTAL EXPENDITURES:	\$1,467,799.00			\$1,542,799.00
Revenue Over/(Under) Expenditures	\$399,804.00			\$324,804.00

OTHER FINANCING SOURCES AND USES:

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

Description (1) \$75,000 in support of new sidewalk along 48th ave as part of metro healths new building (50% of cost, not to exceed \$75,000). (2) \$50,000 in support of Allendale Area Chamber of Commerce's All-In Campaign.

Other	Current Projected DDA Development Fund Balance: \$4,900,713
	Projected DDA Development Fund Balance After Amendment: \$4,775,713

Approved/Denied?

Treasurer's report for Board Meeting dated Monday, July 26, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
7/19/2021	100300	\$200.00	Tamara Andrews	Concerts in the Park
7/19/2021	100301	\$200.00	Ronald Beatty	Concerts in the Park
7/19/2021	100302	\$250.00	Robert Butcher	Concerts in the Park
7/19/2021	100303	\$450.00	Ruth Ann Scott	Concerts in the Park
7/19/2021	100304	\$500.00	Uneven Ground	Concerts in the Park
7/19/2021	100305	\$996.20	Denise Wiersma	Water/Sewer Bills Postage - 2021 2nd Qtr

\$2,596.20 TOTAL

General Fund Cash Balance at board meeting dated 7/26/2021

Checking Account	\$	4,227,372.00
Liquid Investment	\$	259,371.00
CD	\$	18.00
Total	\$	4,486,761.00

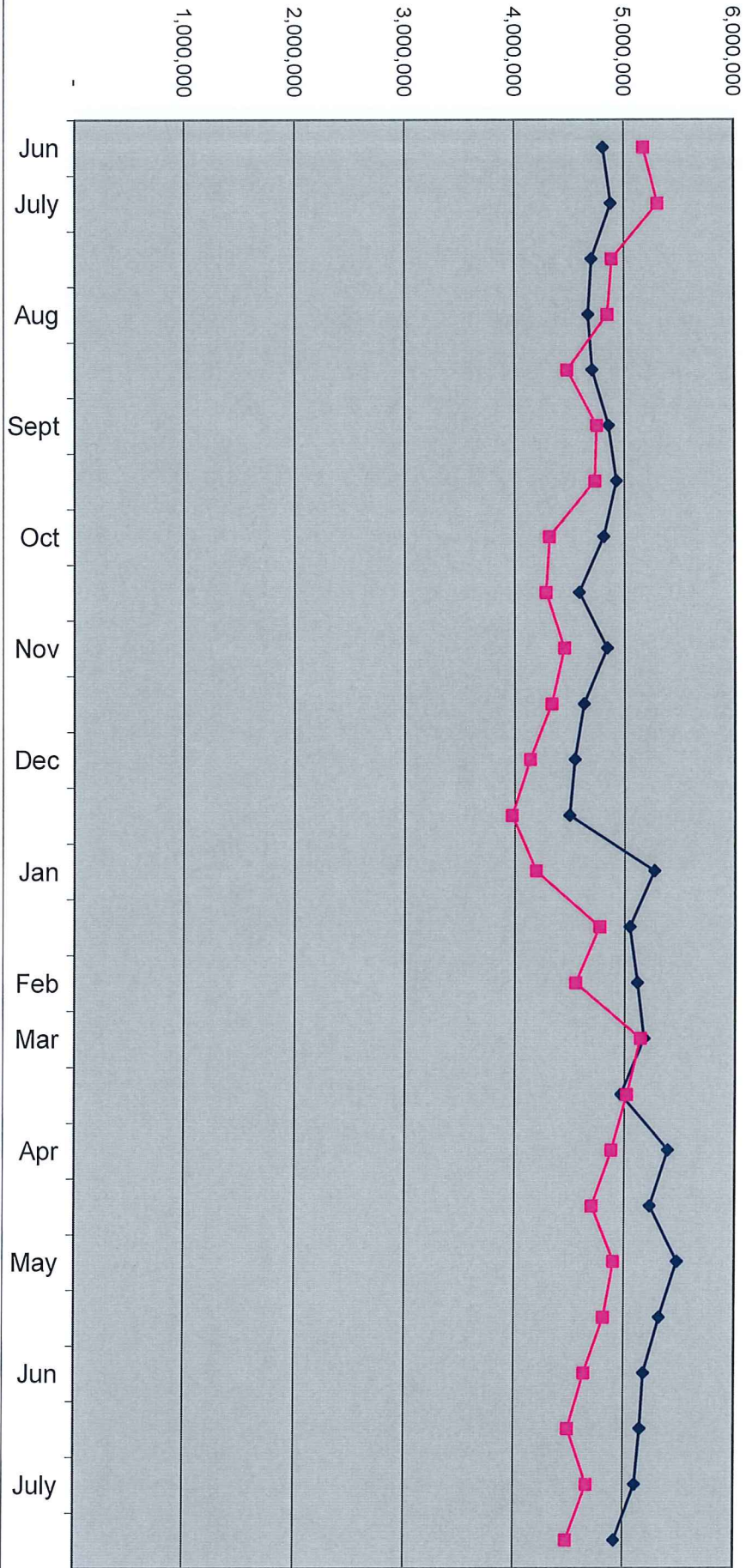
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,410,502.00
Liquid Investment	\$	259,371.00
CD	\$	18.00
Total	\$	4,669,891.00

Last year at this time the balance was	\$	4,920,705.00
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2019 - 2021 GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 21, 2021

7:00 p.m.

- 1) Meeting called to order
- 2) Roll Call
Present: Westerling, Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Staff Present: Greg Ransford
Other Guests Present: Chad Demers, Lora Richmond
- 3) Received for information: Allendale Township Supervisor, Adam Elenbaas was present to update the Planning Commission on the financials and timelines of the Fire Station project. Email received from Lighthouse Community Church of discussion items.
- 4) Motion by Zuniga to approve the June 7, 1021, Planning Commission Meeting Minutes based on a correction being made to Section 7, regarding Allendale Christian School; requesting the incorrect opposed vote naming Mr. Zuniga be changed to Mr. Kelley. Seconded by Adams.
Approved: 7-0
- 5) Motion by Longcore to approve the June 21, 2021, Planning Commission Agenda. Seconded by Kelley. **Approved: 7-0**
- 6) Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and he closed the public comment section.
- 7) Public Hearings
- 8) Site Plans to Review
 - A. Lighthouse Community Church – Building Addition

Mr. Chad Demers, a representative of Lighthouse Community Church briefed the Commission regarding the proposed Phase Three, which includes a multi-purpose room, four classrooms, and a storage room. He reiterated the space would not be used as worship space. He indicated he had not been able to obtain any photometrics from the previous or current plans to share with the Commission.

Mr. Longcore inquired about the parapet screens, and Mr. Demers explained there currently two different screens, one 78 inches tall from the roof deck to the top. The other screen was eight feet tall and would not be added to, but rather they one of the RTU's would be placed behind it, thus only one screened rooftop unit would be added and would match the existing unit. The Commissioners discussed and agreed it was satisfactory.

Other items discussed were the greenbelt on the west side and the traffic study. The Commission noted some trees that would need to be transplanted near the parking lot to the greenbelt area, and Mr. Demers agreed that would be completed. Mr. Demers addressed the traffic study explaining there had been no traffic issues, and if a future parking lot were to be added, there would need to be an additional study. Planner Ransford confirmed the future parking lot was not part of the current plans for approval.

Mr. Longcore asked for clarification regarding the approval being for a minor amendment. Planner Ransford confirmed that to be the case and indicated the Commission would be approving the minor amendment, due to Phase Three differing slightly from previous approval in 2015.

Mr. Zeinstra made the motion to approve Phase Three as minor amendment to the special use and the Phase Three site plan. Seconded by Westerling. **Approved: 7-0**

- 10) Old Business
- 11) New Business
- 12) 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.
- 13) Township Board Reports
Trustee Zeinstra updated the Commission stating the park statue had been voted on and would remain in the park.
- 14) Commissioner and Staff Comments
- 15) Adjourn – Chairperson Longcore adjourned the meeting at 7:39 p.m.

Next meeting Monday, July 19, 2021, at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond

<u>ALARM TYPE</u>	<u>MONTH</u>	<u>MAY</u>	<u>YEAR TO DATE</u>	<u>YEAR TO DATE</u>	<u>CHANGE</u>
	<u>JUNE</u>		<u>2021</u>	<u>2020</u>	<u>2020</u>
MEDICAL EMERGENCIES	30		246	182	64
Canceled Enroute	2		17	20	-3
Squad 172 Responses	20		160	160	EVEN
Asst. Amb.	11		118	162	-44
Lift Assist	1		10	7	7
VEHICLE ACCIDENTS WITH INJURIES	6		22	25	-3
Cancelled Enroute	0		1	0	1
PROPERTY DAMAGE ACCIDENTS	2		6	8	-2
Canceled Enroute	0		6	3	3
SMOKE/ODOR INVESTIGATION	2		12	10	2
Canceled Enroute	0		0	1	-1
MEDICAL ALARM	4		5	4	1
Canceled Enroute	0		0	0	EVEN
FIRE ALARM	9		46	33	13
Canceled Enroute	8		17	6	11
SERVICE CALL / LOCK-IN/OUT	4		14	8	6
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	2		11	15	-4
MUTUAL AID GIVEN:	2		16	7	9
AUTOMATIC AID RECEIVED	0		10	5	5
MUTUAL AID RECEIVED:	0		1	0	1
BUILDING FIRES	0		10	7	3
GRASS, BRUSH, WOODS	0		5	4	1
TRASH, REFUSE, DUMPSTER	1		3	4	-1
VEHICLE FIRES	0		6	3	3
CO ALARM	0		7	5	2
GAS LEAK / WIRE DOWN	5		12	9	3
NO DISPATCH	3		8	8	EVEN
UNAUTHORIZED BURN	1		5	11	-6
TOTALS	93		603	542	
	<u>Month</u>		<u>2021 to Date</u>	<u>2020 To Date</u>	<u>21/20 Change</u>
Property Loss: (\$)	\$120.00		\$975,040.00	\$134,113.00	\$840,927.00
Property Saved (\$)	\$259,000		\$1,718,448	\$1,967,185	-\$248,737.00
Man Hours on Alarms	454		3088.50	2193.8	897.7
Training Man Hours	118		775	428.25	347
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	130		1289	798	491
Burning Permits Issued	11		108	107	1
Grand Valley Alarms	7		40	22	18
Off-Campus Student Housing	10		79	50	29
Stonebridge Senior Housing	5		15	19	-4
Green Acres	3		18	10	8

AFD - Training and Activities

Report Filters

Activity/Training Start Date Time: is between '6/1/2021' and '6/30/2021'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
06/09/2021 10:00:00	06/09/2021 18:00:00	Wednesday	EMT CLASS	1
06/10/2021 13:00:00	06/10/2021 18:00:00	Thursday	PART TIME SHIFT	1
06/11/2021 15:00:00	06/11/2021 18:00:00	Friday	PART TIME SHIFT	1
06/11/2021 18:15:00	06/11/2021 20:30:00	Friday	EQUIPMENT CHECKS #4	5
06/14/2021 10:00:00	06/14/2021 18:00:00	Monday	EMT CLASS	1
06/16/2021 10:00:00	06/16/2021 18:00:00	Wednesday	EMT CLASS	1
06/17/2021 18:00:00	06/17/2021 19:00:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
06/18/2021 17:30:00	06/18/2021 21:00:00	Friday	EQUIPMENT CHECKS #5	4
06/21/2021 10:00:00	06/21/2021 18:00:00	Monday	EMT CLASS	1
06/22/2021 08:00:00	06/22/2021 11:30:00	Tuesday	PART TIME SHIFT	1
06/23/2021 09:00:00	06/23/2021 11:00:00	Wednesday	FIRE PREVENTION	1
06/23/2021 10:00:00	06/23/2021 18:00:00	Wednesday	EMT CLASS	1
06/26/2021 08:00:03	06/26/2021 09:45:30	Saturday	EQUIPMENT CHECKS #6	6
06/28/2021 16:30:00	06/28/2021 18:00:00	Monday	PART TIME SHIFT	1
06/28/2021 10:00:00	06/28/2021 18:00:00	Monday	EMT CLASS	1
06/29/2021 07:40:00	06/29/2021 10:10:00	Tuesday	PART TIME SHIFT	1
06/28/2021 18:30:00	06/28/2021 21:00:00	Monday	OFFICER / SERGEANT MEETING	14
06/02/2021 10:00:00	06/02/2021 12:00:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	3
06/02/2021 17:00:00	06/02/2021 18:00:00	Wednesday	PROBATIONARY TRAINING	2
06/02/2021 10:00:00	06/02/2021 18:00:00	Wednesday	EMT CLASS	1
06/04/2021 14:00:00	06/04/2021 15:00:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
06/01/2021 21:00:00	06/01/2021 22:00:00	Tuesday	PART TIME SHIFT	1

Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
	06/27/2021 10:46:19	C - Shift 6P FRI / 6P SUN	Sunday	OUT	0.00	0
	06/28/2021 15:51:39	C - Shift 6P FRI / 6P SUN	Monday	OUT	434.00	7
21-0000511	06/01/2021 06:40:06	B - Shift 6A MON / 6P FRI	Tuesday	180	124.00	2
21-0000512	06/01/2021 13:19:46	B - Shift 6A MON / 6P FRI	Tuesday	120	34.00	
21-0000513	06/01/2021 14:29:11	B - Shift 6A MON / 6P FRI	Tuesday	100	511.00	9
21-0000514	06/01/2021 15:03:01	B - Shift 6A MON / 6P FRI	Tuesday	120	525.00	9
21-0000515	06/01/2021 15:41:32	B - Shift 6A MON / 6P FRI	Tuesday	OUT	713.00	12
21-0000516	06/02/2021 16:34:56	B - Shift 6A MON / 6P FRI	Wednesday	190	364.00	6
21-0000517	06/02/2021 18:54:21	A - Shift 6P SUN / 6A FRI	Wednesday	120	424.00	7
21-0000518	06/04/2021 06:30:56	B - Shift 6A MON / 6P FRI	Friday	190	364.00	6
21-0000519	06/04/2021 19:40:54	C - Shift 6P FRI / 6P SUN	Friday	OUT	73.00	1
21-0000520	06/05/2021 02:21:48	C - Shift 6P FRI / 6P SUN	Saturday	140	564.00	9
21-0000521	06/05/2021 21:45:36	C - Shift 6P FRI / 6P SUN	Saturday	120	483.00	8
21-0000522	06/05/2021 22:38:10	C - Shift 6P FRI / 6P SUN	Saturday	190	384.00	6
21-0000523	06/07/2021 00:20:55	A - Shift 6P SUN / 6A FRI	Monday	120	375.00	6
21-0000524	06/07/2021 06:42:28	B - Shift 6A MON / 6P FRI	Monday	190	342.00	6
21-0000525	06/07/2021 17:24:16	B - Shift 6A MON / 6P FRI	Monday	120	362.00	6
21-0000526	06/07/2021 17:36:39	B - Shift 6A MON / 6P FRI	Monday	140	453.00	8
21-0000527	06/08/2021 08:07:46	B - Shift 6A MON / 6P FRI	Tuesday	160	352.00	6
21-0000528	06/08/2021 08:44:46	B - Shift 6A MON / 6P FRI	Tuesday	140		
21-0000529	06/08/2021 09:34:12	B - Shift 6A MON / 6P FRI	Tuesday	140	160.00	3
21-0000530	06/08/2021 23:16:47	A - Shift 6P SUN / 6A FRI	Tuesday	180		
21-0000531	06/09/2021 05:55:09	A - Shift 6P SUN / 6A FRI	Wednesday	140	564.00	9
21-0000532	06/09/2021 20:44:05	A - Shift 6P SUN / 6A FRI	Wednesday	190	564.00	9
21-0000533	06/09/2021 22:01:12	A - Shift 6P SUN / 6A FRI	Wednesday	190	280.00	5
21-0000534	06/09/2021 23:15:40	A - Shift 6P SUN / 6A FRI	Wednesday	140	458.00	8
21-0000535	06/10/2021 06:16:39	B - Shift 6A MON / 6P FRI	Thursday	180		
21-0000536	06/14/2021 10:19:39	B - Shift 6A MON / 6P FRI	Thursday	OUT	0.00	0
21-0000537	06/10/2021 11:00:27	B - Shift 6A MON / 6P FRI	Thursday	190	282.00	5
21-0000538	06/10/2021 18:44:22	A - Shift 6P SUN / 6A FRI	Thursday	OUT	704.00	12
21-0000539	06/11/2021 21:25:33	C - Shift 6P FRI / 6P SUN	Friday	OUT	1147.00	

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
21-0000540	06/11/2021 23:05:19	C - Shift 6P FRI / 6P SUN	Friday	180		
21-0000541	06/12/2021 05:41:14	C - Shift 6P FRI / 6P SUN	Saturday	120	604.00	10
21-0000542	06/12/2021 07:31:11	C - Shift 6P FRI / 6P SUN	Saturday	120		
21-0000543	06/12/2021 08:37:00	C - Shift 6P FRI / 6P SUN	Saturday	120		
21-0000544	06/14/2021 07:10:07	B - Shift 6A MON / 6P FRI	Monday	120	317.00	5
21-0000545	06/14/2021 08:38:42	B - Shift 6A MON / 6P FRI	Monday	160	266.00	5
21-0000546	06/14/2021 13:46:39	B - Shift 6A MON / 6P FRI	Monday	190	330.00	6
21-0000547	06/14/2021 22:45:37	A - Shift 6P SUN / 6A FRI	Monday	120	633.00	11
21-0000548	06/15/2021 05:27:27	A - Shift 6P SUN / 6A FRI	Tuesday	190	660.00	11
21-0000549	06/15/2021 07:31:42	B - Shift 6A MON / 6P FRI	Tuesday	190	574.00	10
21-0000550	06/15/2021 13:34:20	B - Shift 6A MON / 6P FRI	Tuesday	190	359.00	6
21-0000551	06/15/2021 23:42:42	A - Shift 6P SUN / 6A FRI	Tuesday	180	887.00	15
21-0000552	06/16/2021 17:00:38	B - Shift 6A MON / 6P FRI	Wednesday	100	846.00	14
21-0000553	06/17/2021 14:02:33	B - Shift 6A MON / 6P FRI	Thursday	120	259.00	4
21-0000554	06/17/2021 17:35:56	B - Shift 6A MON / 6P FRI	Thursday	190	429.00	7
21-0000555	06/18/2021 06:13:03	B - Shift 6A MON / 6P FRI	Friday	190	599.00	10
21-0000556	06/18/2021 07:13:00	B - Shift 6A MON / 6P FRI	Friday	100	639.00	11
21-0000557	06/18/2021 08:47:28	B - Shift 6A MON / 6P FRI	Friday	120	283.00	5
21-0000558	06/18/2021 09:40:27	B - Shift 6A MON / 6P FRI	Friday	OUT	1042.00	59
21-0000559	06/18/2021 11:33:03	B - Shift 6A MON / 6P FRI	Friday	140	313.00	5
21-0000560	06/18/2021 14:31:17	B - Shift 6A MON / 6P FRI	Friday	140	353.00	6
21-0000561	06/18/2021 17:34:37	B - Shift 6A MON / 6P FRI	Friday	190	155.00	3
21-0000562	06/18/2021 19:28:47	C - Shift 6P FRI / 6P SUN	Friday	190	417.00	7
21-0000563	06/19/2021 08:52:48	C - Shift 6P FRI / 6P SUN	Saturday	120	278.00	5
21-0000564	06/19/2021 21:32:04	C - Shift 6P FRI / 6P SUN	Saturday	120	530.00	9
21-0000565	06/20/2021 00:25:47	C - Shift 6P FRI / 6P SUN	Sunday	180	692.00	12
21-0000566	06/20/2021 02:01:02	C - Shift 6P FRI / 6P SUN	Sunday	160	538.00	9
21-0000567	06/21/2021 16:06:50	B - Shift 6A MON / 6P FRI	Monday	180	118.00	2
21-0000568	06/21/2021 17:05:01	B - Shift 6A MON / 6P FRI	Monday	160	274.00	5
21-0000569	06/22/2021 06:25:34	B - Shift 6A MON / 6P FRI	Tuesday	100	488.00	8
21-0000570	06/22/2021 10:09:35	B - Shift 6A MON / 6P FRI	Tuesday	110	371.00	6
21-0000571	06/22/2021	B - Shift 6A	Tuesday	140	337.00	6

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
	14:28:40	MON / 6P FRI				
21-0000572	06/23/2021 16:23:17	B - Shift 6A MON / 6P FRI	Wednesday	120	232.00	4
21-0000573	06/23/2021 16:55:02	B - Shift 6A MON / 6P FRI	Wednesday	120	178.00	
21-0000574	06/23/2021 18:51:08	A - Shift 6P SUN / 6A FRI	Wednesday	120	323.00	5
21-0000575	06/24/2021 05:34:22	A - Shift 6P SUN / 6A FRI	Thursday	120	338.00	6
21-0000576	06/24/2021 09:34:10	B - Shift 6A MON / 6P FRI	Thursday	160	444.00	7
21-0000577	06/24/2021 12:22:15	B - Shift 6A MON / 6P FRI	Thursday	160	265.00	4
21-0000578	06/24/2021 13:50:41	B - Shift 6A MON / 6P FRI	Thursday	164	402.00	7
21-0000579	06/24/2021 16:09:03	B - Shift 6A MON / 6P FRI	Thursday	120	374.00	6
21-0000580	06/24/2021 22:46:06	A - Shift 6P SUN / 6A FRI	Thursday	191	661.00	11
21-0000581	06/25/2021 11:57:19	B - Shift 6A MON / 6P FRI	Friday	120	184.00	3
21-0000582	06/25/2021 12:42:32	B - Shift 6A MON / 6P FRI	Friday	191	247.00	4
21-0000583	06/25/2021 14:17:59	B - Shift 6A MON / 6P FRI	Friday	190	261.00	4
21-0000584	06/25/2021 22:25:46	C - Shift 6P FRI / 6P SUN	Friday	192	640.00	11
21-0000585	06/26/2021 12:16:33	C - Shift 6P FRI / 6P SUN	Saturday	121	507.00	8
21-0000586	06/26/2021 18:04:11	A - Shift 6P SUN / 6A FRI	Saturday	120	588.00	10
21-0000587	06/27/2021 01:19:54	C - Shift 6P FRI / 6P SUN	Sunday	140		
21-0000588	06/27/2021 04:48:23	C - Shift 6P FRI / 6P SUN	Sunday	160	515.00	9
21-0000589	06/27/2021 07:22:49	C - Shift 6P FRI / 6P SUN	Sunday	140	446.00	7
21-0000590	06/27/2021 10:34:27	C - Shift 6P FRI / 6P SUN	Sunday	120	810.00	14
21-0000592	06/27/2021 23:24:11	A - Shift 6P SUN / 6A FRI	Sunday	140	862.00	14
21-0000593	06/28/2021 15:56:16	B - Shift 6A MON / 6P FRI	Monday	160	385.00	6
21-0000595	06/28/2021 20:03:19	A - Shift 6P SUN / 6A FRI	Monday	OUT	387.00	6
21-0000596	06/28/2021 20:21:27	A - Shift 6P SUN / 6A FRI	Monday	120	12.00	
21-0000597	06/29/2021 07:12:04	B - Shift 6A MON / 6P FRI	Tuesday	180	518.00	9
21-0000598	06/29/2021 18:48:02	A - Shift 6P SUN / 6A FRI	Tuesday	120	390.00	7
21-0000599	06/30/2021 01:46:28	A - Shift 6P SUN / 6A FRI	Wednesday	190	852.00	14
21-0000600	06/30/2021 11:25:06	B - Shift 6A MON / 6P FRI	Wednesday	140	310.00	5
21-0000601	06/30/2021 14:27:18	B - Shift 6A MON / 6P FRI	Wednesday	140	261.00	4
21-0000602	06/30/2021 15:52:47	B - Shift 6A MON / 6P FRI	Wednesday	140	651.00	11
21-0000603	06/30/2021 18:14:48	A - Shift 6P SUN / 6A FRI	Wednesday	160	329.00	5
					Avg: 430.27	Avg: 7.76

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
06/04/2021 10:00:00	06/04/2021 17:00:00	Friday	EMT CLASS	1
06/04/2021 18:00:00	06/04/2021 18:30:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	1
06/05/2021 08:00:00	06/05/2021 09:15:00	Saturday	FIRE OFFICER I	2
06/04/2021 18:00:00	06/04/2021 20:45:00	Friday	EQUIPMENT CHECKS #3	5
06/07/2021 10:00:00	06/07/2021 18:00:00	Monday	EMT CLASS	1
06/29/2021 18:30:00	06/29/2021 20:00:00	Tuesday	PROBATIONARY FIREFIGHTER TRAINING	3
06/30/2021 09:00:00	06/30/2021 11:15:00	Wednesday	FIRE PREVENTION	3
06/30/2021 10:00:00	06/30/2021 18:00:00	Wednesday	EMT CLASS	1
06/01/2021 07:55:27	06/30/2021 07:55:36	Tuesday	CAPTAIN PAY	1
06/01/2021 07:57:11	06/30/2021 07:57:13	Tuesday	EMS COORDINATOR	1
06/01/2021 07:58:35	06/30/2021 07:58:36	Tuesday	EMS REPORT AUDIT	1
06/01/2021 08:00:16	06/30/2021 08:00:20	Tuesday	OFFICER PAY LT.	5
06/01/2021 08:03:13	06/30/2021 08:03:20	Tuesday	OFFICER PAY D.C.	1
06/01/2021 08:05:15	06/30/2021 08:05:17	Tuesday	SERGEANT PAY	6
Activity/Training Event Type: Training				
06/07/2021 18:45:00	06/07/2021 21:45:00	Monday	DUTY TEAM CHALLENGE	19
06/07/2021 18:45:00	06/07/2021 20:45:00	Monday	ACTIVE SHOOTER TRIAGE	6
06/21/2021 18:30:00	06/21/2021 20:30:00	Monday	ACTIVE SHOOTER TRIAGE	15
06/21/2021 18:30:00	06/21/2021 21:00:00	Monday	DUTY TEAM CHALLENGE	7

NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)	Number of Runs
Day of Week: 01 - Sunday	
A - Shift 6P SUN / 6A FRI	1
C - Shift 6P FRI / 6P SUN	7
	Total: 8
Day of Week: 02 - Monday	
A - Shift 6P SUN / 6A FRI	4
B - Shift 6A MON / 6P FRI	9
C - Shift 6P FRI / 6P SUN	1
	Total: 14
Day of Week: 03 - Tuesday	
A - Shift 6P SUN / 6A FRI	4
B - Shift 6A MON / 6P FRI	14
	Total: 18
Day of Week: 04 - Wednesday	
A - Shift 6P SUN / 6A FRI	8
B - Shift 6A MON / 6P FRI	7
	Total: 15
Day of Week: 05 - Thursday	
A - Shift 6P SUN / 6A FRI	3
B - Shift 6A MON / 6P FRI	9
	Total: 12
Day of Week: 06 - Friday	
B - Shift 6A MON / 6P FRI	11
C - Shift 6P FRI / 6P SUN	5
	Total: 16
Day of Week: 07 - Saturday	
A - Shift 6P SUN / 6A FRI	1
C - Shift 6P FRI / 6P SUN	9
	Total: 10
	Total: 93

AFD Incident Type Report "Percent"

Report Filters

Basic Incident Date Time: is between '6/1/2021' and '6/30/2021'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	2.15%
113 - Cooking fire, confined to container	1.08%
118 - Trash or rubbish fire, contained	1.08%
Total: 4.30%	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
311 - Medical assist, assist EMS crew	4.30%
321 - EMS call, excluding vehicle accident with injury	41.94%
322 - Motor vehicle accident with injuries	7.53%
324 - Motor vehicle accident with no injuries.	2.15%
Total: 55.91%	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	2.15%
444 - Power line down	3.23%
Total: 5.38%	
Incident Type Category (FD1.21): 5 - Service Call	
500 - Service call, other	1.08%
561 - Unauthorized burning	2.15%
Total: 3.23%	
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	5.38%
6111 - Dispatched and cancelled en route (Fire Alarm)	4.30%
622 - No incident found on arrival at dispatch address	1.08%
651 - Smoke scare, odor of smoke	1.08%
671 - HazMat release investigation w/no HazMat	1.08%
Total: 12.90%	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
700 - False alarm or false call, other	2.15%
7001 - Dispatch Error (Never Dispatched)	2.15%
733 - Smoke detector activation due to malfunction	5.38%
735 - Alarm system sounded due to malfunction	2.15%
740 - Unintentional transmission of alarm, other	3.23%
743 - Smoke detector activation, no fire - unintentional	1.08%
744 - Detector activation, no fire - unintentional	1.08%
Total: 17.20%	
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster	
815 - Severe weather or natural disaster standby	1.08%
Total: 1.08%	
Total: 100.00%	

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
21-0000519	19:40:34	C - Shift 6P FRI / 6P SUN	111 - Building fire	Mutual aid given	KC-Walker Department of Public Safety	
21-0000538	18:44:07	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid given	Coopersville/Polkton Fire Dept.	
21-0000563	08:52:44	C - Shift 6P FRI / 6P SUN	113 - Cooking fire, confined to container	None		
21-0000593	15:55:37	B - Shift 6A MON / 6P FRI	118 - Trash or rubbish fire, contained	None		
						Total: 0.00%
Count: 4						
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
21-0000547	22:42:53	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000584	22:22:42	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000586	18:02:37	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000592	23:23:07	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000514	15:02:00	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000516	16:32:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000517	18:50:43	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000518	06:28:19	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000520	02:19:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000522	22:35:47	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000523	00:20:45	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000524	06:41:15	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000527	08:06:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000532	20:41:10	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000534	23:13:35	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000537	11:00:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000541	05:40:32	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000544	07:08:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000546	13:44:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000550	13:32:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000553	13:59:24	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000554	17:33:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000557	08:46:05	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000559	11:32:57	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000560	14:31:02	B - Shift 6A MON	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6P FRI	vehicle accident with injury			
21-0000561	17:31:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000564	21:31:19	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000566	02:00:39	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		
21-0000568	17:03:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000570	10:07:41	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000571	14:25:08	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000576	09:31:19	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000577	12:20:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000578	13:48:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000579	16:07:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000580	22:42:21	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000581	11:54:03	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000582	12:40:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000583	14:17:36	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000599	01:43:32	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000600	11:23:11	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000602	15:52:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000603	18:12:43	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000515	15:41:22	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	Mutual aid given	Wright-Tallmadge Fire Dept	
21-0000526	17:35:38	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000533	22:00:56	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
21-0000545	08:38:26	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000588	04:47:49	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
21-0000594	15:51:05	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
21-0000601	14:26:42	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000511	06:39:34	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
21-0000589	07:22:43	C - Shift 6P FRI / 6P SUN	324 - Motor vehicle accident with no injuries.	None		
						Total: 0.00%
Count: 52						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
21-0000531	05:53:47	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000565	00:24:44	C - Shift 6P FRI / 6P SUN	412 - Gas leak (natural gas or LPG)	None		
21-0000525	17:23:34	B - Shift 6A MON	444 - Power line down	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6P FRI				
21-0000567	16:06:40	B - Shift 6A MON / 6P FRI	444 - Power line down	None		
21-0000569	06:24:46	B - Shift 6A MON / 6P FRI	444 - Power line down	None		
						Total: 0.00%

Count: 5

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

21-0000558	09:40:19	B - Shift 6A MON / 6P FRI	500 - Service call, other	Mutual aid given	Holland City Fire Dept	
21-0000512	13:38:17	B - Shift 6A MON / 6P FRI	561 - Unauthorized burning	None		
21-0000595	20:02:04	A - Shift 6P SUN / 6A FRI	561 - Unauthorized burning	Automatic aid given	Wright-Tallmadge Fire Dept	
						Total: 0.00%

Count: 3

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

21-0000528	08:44:33	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
21-0000535	06:15:25	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
21-0000562	19:28:22	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
21-0000587	01:17:29	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
21-0000597	07:09:20	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
21-0000530	23:16:00	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000540	23:04:17	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000542	07:30:35	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000543	08:36:32	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000513	14:28:44	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
21-0000521	21:44:34	C - Shift 6P FRI / 6P SUN	651 - Smoke scare, odor of smoke	Automatic aid received		
21-0000539	21:25:19	C - Shift 6P FRI / 6P SUN	671 - HazMat release investigation w/no HazMat	None		
						Total: 0.00%

Count: 12

Incident Type Category (FD1.21): 7 - False Alarm & False Call

21-0000572	16:21:37	B - Shift 6A MON / 6P FRI	700 - False alarm or false call, other	None		
21-0000573	16:54:16	B - Shift 6A MON / 6P FRI	700 - False alarm or false call, other	None		
21-0000536	10:19:38	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
21-0000591	10:36:34	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
21-0000549	07:30:37	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
21-0000556	07:12:23	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
21-0000575	05:33:34	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
21-0000590	10:33:01	C - Shift 6P FRI /	733 - Smoke detector	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		6P SUN	activation due to malfunction			
21-0000598	18:47:44	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
21-0000548	05:27:16	A - Shift 6P SUN / 6A FRI	735 - Alarm system sounded due to malfunction	None		
21-0000551	23:42:08	A - Shift 6P SUN / 6A FRI	735 - Alarm system sounded due to malfunction	None		
21-0000529	09:33:57	B - Shift 6A MON / 6P FRI	740 - Unintentional transmission of alarm, other	None		
21-0000574	18:50:40	A - Shift 6P SUN / 6A FRI	740 - Unintentional transmission of alarm, other	None		
21-0000585	12:15:11	C - Shift 6P FRI / 6P SUN	740 - Unintentional transmission of alarm, other	None		
21-0000552	17:00:28	B - Shift 6A MON / 6P FRI	743 - Smoke detector activation, no fire - unintentional	None		
21-0000555	06:12:06	B - Shift 6A MON / 6P FRI	744 - Detector activation, no fire - unintentional	None		
						Total: 0.00%
Count: 16						
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
21-0000596	20:21:22	A - Shift 6P SUN / 6A FRI	815 - Severe weather or natural disaster standby	None		
						Total: 0.00%
Count: 1						
						Total: 0.00%
Count: 93						

AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	2
01:00:00 - 01:59:59	2
02:00:00 - 02:59:59	2
04:00:00 - 04:59:59	1
05:00:00 - 05:59:59	4
06:00:00 - 06:59:59	6
07:00:00 - 07:59:59	6
08:00:00 - 08:59:59	6
09:00:00 - 09:59:59	3
10:00:00 - 10:59:59	4
11:00:00 - 11:59:59	4
12:00:00 - 12:59:59	3
13:00:00 - 13:59:59	5
14:00:00 - 14:59:59	5
15:00:00 - 15:59:59	5
16:00:00 - 16:59:59	5
17:00:00 - 17:59:59	6
18:00:00 - 18:59:59	6
19:00:00 - 19:59:59	2
20:00:00 - 20:59:59	3
21:00:00 - 21:59:59	3
22:00:00 - 22:59:59	5
23:00:00 - 23:59:59	5
Total: 93	

CHARTER TOWNSHIP OF ALLENDALE
Resolution 2021-17
Michigan Water/Wastewater Agency Response Network
Mutual Aid and Assistance Agreement

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at 6676 Lake Michigan Dr, Allendale, MI 49401 on July 26, 2021 at 7:00 p.m. local time.

Present:

Absent:

The Township Supervisor advised the Township Board that the next order of business was a consideration of a resolution regarding the Michigan Water/Wastewater Agency Response Network Mutual Aid and Assistance Agreement. After discussions the following resolution was offered by _____ and seconded by _____:

RESOLUTION

WHEREAS, the Township Board determines that participating in the Michigan Water/Wastewater Agency Response Network serves to implement the best practice for emergency assistance from participating municipalities.

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

1. The Township adopts the Michigan Water/Wastewater Agency Response Network, Mutual Aid and Assistance Agreement, attached to the Resolution as "Appendix A";
2. All Resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

Yeas: _____

Nays: _____

Resolution declared _____ on _____.

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 ____ day of _____ pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1967.

Jody L. Hansen

Clerk, Allendale Charter Township

Appendix A

MICHIGAN WATER/WASTEWATER AGENCY RESPONSE NETWORK

Mutual Aid and Assistance Agreement

RECITALS

WHEREAS, certain Michigan water, wastewater and public works agencies (the “Members”), have formed the “Michigan Water/Wastewater Agency Response Network,” (Michigan WARN or MiWARN), to share resources and to assist each other in the form of personnel, equipment, materials and supplies in the event of emergencies that disrupt utility services; and

WHEREAS, the Urban Cooperation Act of 1967, being MCL 124.501 et seq. (the “Act”) permits a public bodies and private entities to work together to provide mutual aid and assistance to both public and private water and wastewater utilities in need of emergency assistance caused by natural or man-made disasters.

WHEREAS, the Members have agreed to enter into this “Michigan Water/Wastewater Agency Response Network Mutual Aid and Assistance Agreement,” (“Agreement”), to describe the terms and conditions under which emergency assistance may be requested and provided; and

WHEREAS, by executing the Agreement, the Parties express their intent to participate in a program of mutual aid and assistance within the State of Michigan.

NOW, THEREFORE, in consideration of the promises and the mutual undertakings contained in this Agreement, the Members of the Michigan WARN, as agreed upon, and authorized by, their respective legislative authorities mutually agree as follows:

AGREEMENT

This Agreement is made and entered into by public and private Water and Wastewater Utilities and Public Works Agencies that have, by executing this Agreement, manifested their intent to participate in an Intrastate Program for Mutual Aid and Assistance.

ARTICLE I. PURPOSE

The water/wastewater mutual aid program was established to provide a method whereby water/wastewater utilities together with public works agencies sustaining physical damage from natural or manmade disasters may obtain emergency assistance, in the form of personnel, equipment, and materials and other associated services necessary, from other water/wastewater utilities and public works agencies. This Agreement hereby establishes within the State of Michigan an intrastate program for mutual aid and assistance. Through the Michigan WARN Program, Members shall coordinate voluntary response activities and shall share voluntary resources during emergencies and other events, as described in this Agreement.

ARTICLE II. DEFINITIONS

A. Agreement - The Michigan Water/Wastewater Agency Response Network Mutual Aid and Assistance Agreement.

B. Authorized Official - An employee, agent, or official of a Member who is authorized by the Member's governing board or management to request assistance and/or offer assistance under this agreement.

C. Emergency - A natural or manmade event that is, or is likely to be, beyond the control of the available services, personnel, equipment, and facilities of a mutual aid and assistance program member. The request for aid does not require an official declaration of an emergency by the local or state agencies, and the aid may be provided during the emergency response or recovery phases.

D. Member - Any public body or political subdivision or private water and/or wastewater utility and/or public works agency or its principals that execute this Agreement.

E. Requesting Member - A Member who requests assistance in accordance with the terms and conditions of this Agreement and the mutual aid and assistance program.

F. Responding Member - A Member that responds to a request for assistance under the Mutual Aid and Assistance Program.

G. National Incident Management System (NIMS) – A national, standardized approach to incident management and response created by the federal Department of Homeland Security that sets uniform processes and procedures for emergency response operations to prepare for, protect against, respond to and recover from emergency events.

H. Period of Assistance - A specified period of time during which a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from a Responding Member's facility and ends when the resources are returned to its facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

I. Steering Committee – A committee consisting of representatives from Members and other agencies that may have a role to play in the mutual aid and assistance program (e.g., MIAWWA, APWA-Mi, MDEQ, MWEA, RCAP,

MRWA, WEF, MSPEMHSD, public health, water and wastewater utility organizations), that shall administer the MiWARN program for the State of Michigan.

K. Work or Work Related Period - Any Period of time in which either the personnel or equipment of the Responding Member are being used by the Requesting Member to provide assistance. Specifically included within such period of time are rest breaks when the personnel of the Responding Member will return to active work within a reasonable time. Also, included is mutually agreed-upon rotation of personnel and equipment.

ARTICLE III. ADMINISTRATION

The mutual aid and assistance program shall be administered through Regional Committee and, as needed, a Steering Committee. The purpose of the Regional Committee is to provide local coordination of the mutual aid and assistance program, before, during and after an emergency event. The purpose of a Steering Committee is to provide coordination on a statewide basis of the mutual aid and assistance program before, during and after an emergency. The Steering Committee, under the leadership of an elected Chair, shall meet at least annually to address mutual aid and assistance program issues and to review emergency preparedness and response procedures. Under the leadership of the Chair, the Steering Committee members shall plan and coordinate emergency response planning and response activities for the mutual aid and assistance program.

The Steering Committee, upon being formed and authorized, shall adopt by-laws to govern the administration of the Steering and Regional Committees, and the implementation of this Agreement. The by-laws for the Regional Committees shall be uniform and subject to changes or amendments only by the Steering Committee.

ARTICLE IV. PROCEDURES

The Steering Committee shall develop operational and planning procedures for the MI WARN Program. These procedures shall be reviewed at least annually and updated as needed.

It is the responsibility of each Member to develop its own operational and planning procedures in accordance and consistent with the procedures adopted by the Steering Committee, to identify the critical components of its own infrastructure and its emergency response resources.

ARTICLE V. REQUESTS FOR ASSISTANCE

A. Member Responsibility – Within forty-eight (48) hours after execution of this Agreement, Members shall identify an Authorized Official and alternates; provide contact information, including 24-hour access; and maintain resource information made available for mutual aid and assistance response.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a Member. Requests for assistance can be made orally or in writing via the website. When made orally, the request for assistance shall be prepared in writing as soon as practicable after the oral request. Requests for assistance shall be directed to the Authorized Official of a Member. Specific protocols for requesting aid are set forth in the operational and planning procedures referenced in Article IV, above.

B. Response to a Request for Assistance – After a Member receives a request for assistance, the Authorized Official shall evaluate whether resources are available to respond to the request for assistance. As soon as possible after completing the evaluation, the Authorized Official shall inform the Requesting Member whether it has the resources to respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

C. Discretion of Responding Member's Authorized Official – Each Member recognizes and agrees that execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have absolute discretion as to the ability of that Member to respond to a request for assistance. An Authorized Official's decisions on the availability of resources shall be final.

ARTICLE VI. RESPONDING MEMBER PERSONNEL

A. National Incident Management System (NIMS) - When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under NIMS.

NIMS provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds. To be eligible for federal emergency management assistance, water and wastewater mutual aid and assistance programs must meet NIMS standards for emergency preparedness and response.

B. Control - Personnel sent by a Responding Member shall remain under the direct supervision and control of the Responding Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Members(s). Whenever practical, Responding Member's personnel must be self-sufficient for up to 72 hours.

C. Food and Shelter - The Requesting Member shall supply reasonable food and shelter for the Responding Member's personnel. If the Requesting Member fails to provide food and shelter for Responding Member's personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. The cost for such resources must not exceed the per diem rates established

by the State of Michigan for that area. The Requesting Member remains responsible for reimbursing Responding Member for all costs associated with providing food and shelter, if such resources are not provided.

D. Communication - The Requesting Member shall provide Responding Member's personnel with radio equipment as available, or radio frequency information to facilitate communications with local responders and utility personnel.

E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.

F. Licenses & Permits - To the extent permitted by law, the Responding Member's personnel who hold licenses, certifications or permits issued by the State of Michigan evidencing professional, mechanical or other skills and when such assistance is sought by the Requesting Member, shall be allowed to carry out activities and tasks relevant to their respective credentials during the specified Period of Assistance.

G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as possible. Notice of withdrawal can be made orally or in writing and is within the complete discretion of the Responding Member. When made orally, the notice of withdrawal shall be prepared and submitted in writing as soon as practicable after the oral notice.

H. No Waiver of Governmental Immunity – All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules which apply to the activity of officers, agents and employees of public bodies, including, but not limited to counties, cities, townships, and villages, shall apply to the same degree and extent to the performance of such functions and duties of Members extraterritorially under the provision of this Agreement. No provision of this Agreement is intended to, nor shall any provision of the Agreement be construed as a waiver by any governmental entity, its agents, employees or officials, of any governmental immunity as provided by Public Act 170 of 1964, the "Governmental Immunity Act," as set forth in MCL 691. 1401, et seq.

I. Independent Contractor - The Members agree that at all times and for all purposes under the terms of this Agreement each Member's relationship to any other Member shall be that of an independent contractor. No liability, right or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Member as a result of this Agreement. Personnel dispatched to aid a Member are entitled to receive benefits and/or compensation to which they are otherwise entitled under the Michigan Workers' Disability Compensation Act of 1969, any pension law, or any act of Congress.

Members, as independent contractors are not authorized to enter into or sign any agreements on behalf of other Members or to make any representations to third parties that are binding upon other Members.

J. Liability. Each Member will be solely responsible for the acts of its own employees, agents, and subcontractors, the costs associated with those acts and the defense of those acts. The Members shall not be responsible for any liability or costs associated with those acts and the defense of those acts for Members outside of their political jurisdictions. It is agreed that none of the Members shall be liable for failure to respond for any reason to any request for assistance or for leaving the scene of an Emergency with proper notice after responding to a Request for Assistance.

K. Insurance. Each Member shall be responsible for insuring its activities as they relate to MiWARN. MiWARN may choose to require each Member to provide Certificates of Insurance or Self-Insurance demonstrating the Member's proper coverage and limits. In the event any Member has a lapse in proper insurance coverage, as determined by the Steering Committee, the Member may be suspended from participation in MiWARN.

L. Confidential Information. To the extent permitted by law, Members shall maintain the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any confidential information relating to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543a to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, including but not limited to confidential information relating to the plans, specifications and location of water and wastewater facilities provided to it by another Member pursuant to this Agreement. If any Member or third party requests or demands by subpoena or otherwise, that Member shall immediately notify the owner of the confidential information and shall take all reasonable steps necessary to prevent the disclosure of any confidential information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding related thereto.

ARTICLE VII. COST REIMBURSEMENT

Unless otherwise mutually agreed in whole or in part, the Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred while providing aid and assistance during the specified Period of Assistance.

A. Personnel - Responding Member's personnel are to be paid for work completed during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Re-requesting Member reimbursement to the Responding

Member must consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect but necessary costs.

B. Equipment - The Requesting Member shall reimburse the Responding Member for the use of equipment during a specified Period of Assistance. At a minimum, rates for equipment use must be based on the FEMA Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, The Responding Member must provide such rates in writing to the Requesting Member's Authorized Official prior to supplying resources. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. In the event the Responding Member's equipment is damaged during the Period of Recovery that is not caused by carelessness, negligence or operator error on the part of the Responding Member, the Requesting Member shall reimburse the Responding Member for the repair or replacement of the damaged equipment. Damage must be reasonably attributed to the specific response and taking into consideration normal wear and tear.

C. Materials and Supplies - The Responding Member shall be reimbursed for all materials and supplies furnished by it and used or damaged during the Period of Assistance, unless such damage is caused by negligence of the Responding Member or their utility personnel. The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. Handling charges shall be as set forth in the by-laws or resolution of the Steering Committee. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned as soon as practicable to the Responding Member in clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies for the purposes of cost reimbursement. Requesting Members shall be given the option of providing the supplies need or used by the Responding Member.

D. Incidental Costs - Other reasonably related incidental costs that are accrued by the Responding Member during the specified Period of Assistance shall be paid by the Requesting Member. Incidental costs include travel costs to deploy personnel to the Requesting Member's location, shipping costs to transport equipment, etc.

E. Payment Period - The Responding Member must provide an itemized bill to the Requesting Member, listing the services provided, the dates services were provided, and the amount of payment due for all expenses it

incurred as a result of providing assistance under this Agreement. The Responding Member shall send the itemized bill not later than ninety (90) days following the end of the Period of Assistance. The requesting Member must pay the bill in full on or before the sixtieth (60th) day following the billing date. The Requesting Member shall return any invalid or incomplete invoice to the Responding Member within thirty (30) days after the Requesting Member receives the invoice. An explanation will accompany the invoice that states the reason for the return and any information needed to correct the invoice. Unpaid bills become delinquent upon the sixty-first (61st) day following the billing date unless alternate payment agreement between parties can be reached. Once a bill is determined to be delinquent, it shall accrue interest at the rate of prime plus two percent (2%) per annum as reported by the Wall Street Journal.

F. Disputed Billings - Those undisputed portions of a bill shall be paid under the payment plan specified above. Only the disputed portions should be sent to arbitration under Article VIII.

ARTICLE VIII. DISPUTE RESOLUTION

If any controversy or claim arises out of or relates to the Agreement, including but not limited to an alleged breach of the Agreement, the disputing Member may agree in writing, if authorized by the Member's governing body, to arbitration of the matter in accordance with the rules of the American Arbitration Association. This provision does not waive any right of any party to file the claim in appropriate court having jurisdiction.

ARTICLE IX. SIGNATORY INDEMNIFICATION

In the event of a liability, claim demand, action or proceeding of whatever kind or nature arising out of a specified event of Assistance, the Requesting and Responding Members who receive and provide assistance shall indemnify and hold harmless those non-responding Members whose involvement in the transaction or occurrence that is the subject of such claim, demand, or other proceeding is limited to execution of this Agreement.

In the event of a claim for property damage or bodily injury by a non-party hereto, arising from an event of assistance neither the Responding Member nor the Requesting Member will be deemed to indemnify, defend or hold harmless the other from any act or omission of the other Member's officers, employees, agents, contractors or volunteers acting under this Agreement.

ARTICLE X. WORKER'S COMPENSATION CLAIMS

Each Member is responsible for providing worker's compensation benefits and administering worker's compensation for its own personnel as it would in the normal course of business.

ARTICLE XI. NOTICE

A Member who becomes aware of a claim or suit that in any way, directly or indirectly contingently or otherwise, affects or might affect other Members of this Agreement shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XII. EFFECTIVE DATE

This Agreement shall be effective on the date of full execution of the Agreement. The date of full execution of this Agreement shall be the last date on which this agreement has been signed by a party to this Agreement. The Steering Committee shall maintain a list of all Members.

ARTICLE XIII. DURATION, WITHDRAWAL, AND TERMINATION OF AGREEMENT

A. **Duration.** This Agreement shall commence on the Effective Date and continues until terminated in accordance with Section C, below.

B. **Withdrawal by a Member.** Any Member may withdraw, at any time, from this Agreement for any reason, or for no reason at all, upon seven (7) days written notice to the Steering Committee. The withdrawal of any Member shall not terminate or have any effect upon the provisions of this Agreement so long as MiWARN remains composed of at least two (2) Members.

C. **Termination.** The MiWARN shall continue until terminated by the first to occur of the following:

- (a) MiWARN consists of less than two (2) Members; or
- (b) A unanimous vote of termination by the total membership of MiWARN.

ARTICLE XIV. MODIFICATION

No provision in this Agreement may be modified, altered, or rescinded by individual parties to the Agreement. Modification to this Agreement may be due to programmatic operational changes to support the Agreement. Modifications require a simple majority vote of Members. The Chair of the Steering Committee must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Members.

ARTICLE XV. ASSIGNMENT OF RIGHTS/DUTIES

Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

ARTICLE XVI. PRIOR AGREEMENTS

Nothing within this Agreement shall prohibit a Member from participating in other mutual aid agreements and this Agreement shall not supersede prior Agreements between Members unless the prior Agreement is terminated.

ARTICLE XVII. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no person or entity may have any rights under this Agreement as a third-Member beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect. Any Member may be removed from participation in this Mutual Aid Agreement by majority vote of the Members of the applicable Regional Committee, or Steering Committee, with adequate notice and a right to be heard at a regular or special meeting.

ARTICLE XVIII. INTRASTATE & INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members of MiWARN shall participate in Mutual Aid and Assistance activities conducted under the State of Michigan Intrastate Mutual Aid and Assistance Program and Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for water and wastewater utilities and public works agencies through this Agreement if such a Program were established.

ARTICLE XIX. RECORDS, DOCUMENTS AND SENSITIVE INFORMATION

All records, documents, writings or other information produced or used by the parties to this Agreement, which, under the laws of the State of Michigan, are classified as public or privileged, will be treated as such by the other parties to this Agreement. The parties to this Agreement shall not use any information, systems or records made available to them for any purpose other than to fulfill their contractual duties specified in this Agreement. Both Requesting and Responding Members acknowledge that they will have access to sensitive information of others that may be considered sensitive or protected under the laws of the State of Michigan. If a Member receives a request to provide information of another Member or a third party, the Member receiving such request shall notify the other Member and they shall jointly agree upon what documentation is to be released, subject to applicable laws, ordinances and regulations.

ARTICLE XX. MISCELLANEOUS

A. This Agreement sets forth the entire agreement between the parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Member. The parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement.

B. **Severability of Provisions.** If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.

C. **Governing Law/Consent to Jurisdiction and Venue.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan.

D. **Captions.** The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

E. **Terminology.** All terms and words used in this Agreement, regardless of the numbers or gender in which they are used, are deemed to include any other number and any other gender as the context may require.

F. **Recitals.** The Recitals shall be considered an integral part of this Agreement.

G. **Amendment.** The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement and approval of the governing bodies of all parties, except an amendment to remove a Member shall not require agreement or approval of the governing body of the Member being removed. Upon an Amendment to this Agreement being adopted, a copy, certified by the secretary of the Steering Committee, shall be furnished to all Members.

H. **Compliance with Law.** MiWARN shall comply with all federal and State laws, rules, regulations, and orders applicable to this Agreement.

I. **No Third Party Beneficiaries.** Except as expressly provided herein, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of subrogation as to any party's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity

J. **Counterpart Signatures.** This Agreement may be signed in counterpart. The counterparts taken together shall constitute one (1) agreement.

K. Permits and Licenses. Each Member shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees/and/or agents necessary to perform all its obligations under this Agreement. Upon request, a Member shall furnish copies of any permit, license, certificate or governmental authorization to the requesting Member.

L. No Implied Waiver. Absent a written waiver, no fact, failure, or delay by a party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by any party shall subsequently affect its right to require strict performance of this Agreement.

NOW, THEREFORE, in consideration of the covenants and obligations contained herein, the participating utilities listed here, as a Participating Member duly executes this Water/Wastewater Mutual Aid Agreement this ____ day of _____, 2014.

Water/Wastewater Utility or Public Works Agency Authorized Official(s):

By: _____

By: _____

Title: _____

Title: _____

Name of Participating Member: _____

(Please note: Attach a copy of your MiWARN resolution to this document when you submit it. Thank You.

Coronavirus Local Fiscal Recovery Fund (CLFRF) Non-Entitlement Unit of Local Government (NEU) Funding Election and Budget Certification

Completed and signed form must be uploaded in the [ELITE System](#).

PART 1: NON-ENTITLEMENT UNIT OF LOCAL GOVERNMENT INFORMATION			
Local Unit Name Allendale Charter Township		Local Unit County Name Ottawa County	
Local Unit Municipal Code 70-1010		Contact Email Address timv@allendale-twp.org	
Contact Name Tim VanBennekom	Contact Title Finance/Acct Director	Contact Telephone Number (616) 892-3112	Extension
PART 2: ELECTION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) FUNDING			
<p>Select one of the options below indicating the CLFRF funding option your local unit elects. The selected option will apply to both the 2021 and 2022 CLFRF funding distributions. A local unit cannot change the elected option once this form is submitted to the Michigan Department of Treasury.</p> <p><input checked="" type="checkbox"/> Option One: NEU accepts the CLFRF funding and requests payment from the State of Michigan. Complete the remainder of the form.</p> <p><input type="checkbox"/> Option Two: NEU declines the CLFRF funding allocation for the NEU and requests the funds be transferred to the State of Michigan. The NEU must complete and sign the U.S. Treasury Notice of Transferring CLFRF Funds to the State. Complete Parts 3 and 5 and skip Part 4.</p> <p><input type="checkbox"/> Option Three: NEU declines the CLFRF funding by selecting neither Option One or Option Two; and therefore, the NEU's CLFRF funds will be distributed proportionately to NEUs that elected Option One. For U.S. Treasury purposes, the NEU will be classified as "non-responsive." Skip Parts 3 and 4 and complete Part 5.</p>			
PART 3: CERTIFIED TOP-LINE BUDGET TOTAL			
An NEU that elected Option One or Option Two in Part 2 must enter the NEU's Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) as of January 27, 2020.		Top-Line Budget \$ 8,935,857.00	
PART 4: REQUIRED NOTIFICATION			
<p>NEUs that elected Option One in Part 2, accepting the CLFRF funding, will be required to report and upload the documents below as part of the NEU's first reporting to the U.S. Treasury. The first report is due October 31, 2021.</p> <ul style="list-style-type: none">Copy of signed Award Terms and Conditions AgreementCopy of signed Assurances of Compliance with Title VI of the Civil Rights Act of 1964Copy of actual budget documents validating the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount provided to the State of Michigan in Part 3 above			
PART 5: CERTIFICATION			
<p>The undersigned Chief Administrative Officer, following approval by the governing board where applicable, of the local unit indicated in Part 1 hereby certifies to the Michigan Department of Treasury the following:</p> <ol style="list-style-type: none">The Chief Administrative Officer elected an Option in Part 2 to either accept or decline the Coronavirus Local Fiscal Recovery Fund (CLFRF) funding. Acknowledges that this election is a one-time election and cannot be modified for future CLFRF distributions.The Chief Administrative Officer reviewed the federal and state guidance related to the determination and calculation of the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5), and certifies to the Michigan Department of Treasury that the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount as of January 27, 2020, provided in Part 3 above, is accurate.The Chief Administrative Officer read the information provided in Part 4 above and acknowledges and understands the documents that will be required to be provided to the U.S. Treasury as part of the first federal reporting due October 31, 2021.			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Adam Elenbaas	
Title Township Supervisor		Date 07/26/2021	

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: [Recipient to provide]	DUNS Number: [Recipient to provide] Taxpayer Identification Number: [Recipient to provide] Assistance Listing Number: 21.027
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

Authorized Representative:

Title:

Date signed:

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Recipient

Date

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

RESOLUTION 2021-18

Library Reestablishment

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on July 26, 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 reestablish the Public Library and reappoint the Library Advisory Board

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

RESOLUTION

RECITALS:

1. The Allendale Charter Township Library ("Library") was established as a public library by the Township Board on March 14, 1966, under the provisions of Public Act No. 269 of 1955, and since that time has been under the control of the Township Board that has been the governing board of the Library.
2. Effective January 13, 1977, Public Act No. 269 of 1955 was repealed and replaced by the Revised School Code, which no longer included the provisions under which the Library was established, operating, and being maintained, MCL 340.1 - MCL 340.984.
3. Effective June 18, 2019, Public Act No. 24 of 2019 amended Section 13a of the Charter Township Act, MCL 42.13a, to allow a charter township to reestablish and maintain a free public library that was established as a township library under a repealed act, such as Public Act No. 269 of 1955.
4. Although notwithstanding the repeal of Public Act No. 269 of 1955, and in light of the lack of legislative guidance for 1955 PA 269 libraries, the Library of Michigan has considered the Library to be legally established for purposes of State Aid and Penal Fines distribution. With the new authorization option for free public libraries in charter townships under the amended MCL 42.13a, it has encouraged the Township to take formal action necessary to establish or reestablish the Library under an existing Michigan statute.

5. The Township Board has determined to reestablish and maintain its free public library as now allowed by MCL 42.13a.

IT IS THEREFORE RESOLVED that the Library shall continue and is hereby reestablished and shall be maintained as a free public library as authorized by MCL 42.13a.

IT IS FURTHER RESOLVED that the Township Board shall continue to serve as the governing board for the Library with final authority over all Library matters.

IT IS FURTHER RESOLVED that the Township Board hereby appoints the following current Library Advisory Board members to serve as the seven (7) member Library Advisory Committee required by MCL 42.13a for the remainder of their Library Advisory Board terms as indicated, with all subsequent terms to be for three (3) years. The Township Board may fill vacancies on the Library Advisory Board and may remove a member with or without cause.

Kristen Borgman, Term Ending 12/31/2023

Elaine Ebeling, Term Ending 12/31/2021

Leigh Rupinski, Term Ending 12/31/2022

Carol Scholten, Term Ending 12/31/2023

Tallmadge Township Representative, Appointed by Tallmadge Township

Patti Walcott, Term Ending 12/31/2021

Margaret Wheeler, Term Ending 12/31/2022

Barb VanderVeen, Allendale Township Board Liaison, Serving as a non-voting member

IT IS FURTHER RESOLVED that the Library Advisory Committee shall advise the Township Board with regards to development, operation, and maintenance of the Library.

IT IS FURTHER RESOLVED that policies and procedures currently followed in the operation of the Library are established as rules and regulations for the reestablished Library, including but not limited to the following:

1. All persons who are residents of Allendale Charter Township shall be entitled to the privileges of the Library.
2. All residents of Tallmadge Township shall be entitled to the privileges of the library for the duration of the time that it supports the Library by means of a Tallmadge Township Millage, effective since October 1, 2006.
3. The Library is a department of the Allendale Charter Township government, and as such, all actions relating to the Library for recovery of any penalties shall be brought in the name of the Township.

4. Whenever any legal action is taken or becomes necessary concerning the Library, the Township Clerk shall be the representative of the Library to work with the Township's Attorney.

5. The existing library fund shall continue as the separate and dedicated library fund required by MCL 42.13a, and the Township Treasurer shall apply for and receive from the proper authorities all moneys appropriated for the Library, maintain the separate and dedicated library fund, and pay out such library moneys on the order of the Township Board.

6. The librarian appointed by the Township Board to serve as Director of the Library shall be responsible to the Township Board for the impartial enforcement of all rules and regulations lawfully established in relation to the Library.

IT IS FURTHER RESOLVED that this Resolution replaces the earlier established resolution adopted March 14, 1966, which is hereby rescinded.

CERTIFICATION

Yeas: _____

Nays: _____

Resolution declared adopted on July 26, 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 26th day of July, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Allendale Charter Township Clerk

Project Coordinator

The Project Coordinator is responsible for the completion of a variety of tasks, as assigned by the Township Supervisor. Tasks range in scope from day to day correspondence on behalf of the Township Supervisor; data collection and research; coordination of construction projects; planning and coordinating municipal improvements such as sidewalks, trails, building and technology improvements, public utilities, program implementation, etc. This position involves working with the public, internal and external government entities, contracted firms and engineers, and department managers, among other stakeholders. As such, this position requires a professional individual that is organized, detail oriented, and communicates at a high level with the ability to establish relationships in order to complete projects in a timely, effective manner.

This person will be working on individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to lead discussion that moves projects forward. They must be adaptive, flexible and responsive to challenges.

The Project Coordinator also interacts with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be technical-minded and capable of handling multiple tasks simultaneously.

This is a full-time position expected to work 40 hours per week. Health, dental, vision and supplemental insurance is offered for this position along with a retirement plan and paid time off. Grade A6.

Essential Functions:

1. Planning, Coordination, and execution of projects as assigned by the Township Supervisor
2. Day-to-day correspondence and telephone calls related to all projects under coordination
3. Create project timelines, budgets, and plans, as well as provide updates, and coordinate various teams and firms in project and program implementation
4. Help facilitate and complete development projects as assigned by the Township Supervisor with input from the Township Board and other stakeholders
5. Maintain a working knowledge of all applicable Township zoning and general law ordinances, as well as applicable statutes and codes, in order to interact with the public, contractors, and engineers
6. Work with cross-functional teams, including engineering, finance, assessing and other municipal departments on various projects as required
7. Work with cross-functional firms, including Township planner/plan reviewer, zoning enforcement administrator, building, plumbing, electrical and mechanical inspectors, and the Township attorney to maintain compliance and carryout effective strategic planning
8. Prepare reports and present to the Township Board as requested
9. Work with organizations outside of the Township such as the Ottawa County Road Commission and Water Resources Commission

Knowledge/Skill Requirements:

1. Experience with planning, managing, and executing short and long-term projects is required
2. Strong problem solving, budgeting, and schedule coordination skills, with the ability to provide advice, solve conflicts, negotiate, and plan strategically for the future
3. Knowledge of building, electrical, mechanical and plumbing trades is required
4. Continuous learner, with the desire to attend workshops, classes, and meetings as required to further education and experience
5. Strong multi-tasking abilities, with the capacity to work on multiple projects simultaneously
6. Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees by explaining issues and procedures and sharing information related to the strategic goals of the project
7. Superior administrative and organizational skills are necessary to meet the goals and deadlines of multiple projects. Time management skills are essential to a successful Project Coordinator
8. This position requires heavy use of logic, intuition, analysis and judgement and the ability to communicate these effectively with all stakeholders

Ability Requirements:

1. Ability to interact with others and communicate effectively through use of telephone and computer/email correspondence
2. Ability to walk from place to place and the ability to sit for extended periods of time when required
3. Ability to read and perform math functions
4. Ability to lift up to 25lbs occasionally and to kneel, bend, and stoop when required

Education Requirements:

1. A college degree in public administration, business or finance, engineering, or a related field is required, or an equivalent amount of experience in a related field
2. Previous project management experience is required

Additional Information

Allendale Charter Township is an “at-will,” equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance (blood, urine and/or hair) samples. We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Assistant Township Administrator II

The **Assistant Administrator** reports directly to the Township Supervisor and is responsible for the completion of a variety of tasks. Tasks range in scope from day to day correspondence on behalf of the Township Supervisor; coordination of internal and external projects; planning and coordinating municipal improvements; **as well as participation in the strategic planning of the Township**. This position involves working with the public, internal and external government entities, contracted firms and engineers, and department managers, among other stakeholders. As such, this position requires a professional individual that is organized, detail oriented, and communicates at a high level with the ability to establish relationships in order to complete projects in a timely, effective manner.

This person will be working on group and individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to lead discussion that moves projects forward. They must be adaptive, flexible and responsive to challenges.

The **Assistant Administrator** also interacts with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be technical-minded and capable of handling multiple tasks simultaneously.

This is a **salaried** full-time position. Health, dental, vision and supplemental insurance is offered for this position along with a retirement plan and paid time off. Grade **A7**.

Essential Functions:

1. Carry out policies adopted by the Township Board
2. Planning, Coordination, and execution of projects as assigned by the Township Supervisor
3. Create project timelines, budgets, and plans, as well as provide updates, and coordinate various teams and firms in project and program implementation
4. **Work with internal and external individuals, teams and organizations – including, but not limited to engineering, legal, planning, finance, building, zoning, and County/State departments – on various projects to maintain compliance, carry out strategic planning and drive improvements**
5. Help facilitate and complete development projects as assigned by the Township Supervisor with input from the Township Board and other stakeholders
6. Maintain a working knowledge of all applicable Township zoning and general law ordinances, as well as applicable statutes and codes, in order to interact with the public, contractors, and engineers
7. **May be assigned to represent the township on committees, boards and commissions**
8. **Assist in the preparation of Township Board meeting agendas and packets**
9. Prepare reports and present to the Township Board as requested
10. **Assist in the preparation of the Township budget, Capital Improvement Plans, and periodic amendments**

11. Involved in the development and achievement of long-range plans with guidance from township officials

12. Other duties as assigned

Knowledge/Skill Requirements:

1. Experience with planning, managing, and executing short and long-term projects is required
2. Strong problem solving, budgeting, and schedule coordination skills, with the ability to provide advice, solve conflicts, negotiate, and plan strategically for the future
3. Expected to attend workshops, classes, and seminars as required to further education and experience
4. Strong multi-tasking abilities, with the capacity to work on multiple projects simultaneously
5. Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees by explaining issues and procedures and sharing information related to the strategic goals of the project
6. Superior administrative and organizational skills are necessary to meet the goals and deadlines of multiple projects. Time management skills are essential
7. This position requires heavy use of logic, intuition, analysis and judgement and the ability to communicate these effectively with all stakeholders
8. The ability to apply for and administer state, federal and private grants is desired.

Ability Requirements:

1. Ability to interact with others and communicate effectively through use of telephone and computer/email correspondence
2. Ability to walk from place to place and the ability to sit for extended periods of time when required
3. Ability to read and perform math functions
4. Ability to lift up to 25lbs occasionally and to kneel, bend, and stoop when required

Education Requirements:

1. A college degree in public administration, business or finance, engineering, or a related field is required, or an equivalent amount of experience in a related field
2. Previous project management and administration experience is required

Additional Information

Allendale Charter Township is an "at-will," equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance (blood, urine and/or hair) samples. We consider applicants for all positions without regard to race, color, creed,



religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

DRAFT: 7/21/2021

DRAFT