

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, August 9, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the July 26, 2021 Regular Board Meeting Minutes
  - Approval of the July 26, 2021 Closed Session Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - Financial Report
  - Minutes of the July 19, 2021 Planning Commission Meeting
- Public Hearings
- Public Comments
- Guest Speakers
  - County Commissioner Greg DeJong
  - Department Updates
    - Human Resources
    - Safety
- Action Items
  - Dewpointe West Phase 4 Preliminary Plat Approval
  - Job Description: Project Coordinator / Assistant Administrator
- Discussion Items
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

**Our Wi-Fi connection may be used to access the Board Information Packet:**

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

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 26, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

Present: Ms. Vander Veen; Mr. Murillo; Ms. Hansen; Ms. Kraker; Mr. Zeinstra; and Mr. Elenbaas. (6)

Absent: Mr. Vander Wall (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Colton Hyble, Township Intern; Chad Doornbos, Public Utilities Supervisor, Tyler Wolfe, Head Assessor; Connor Galligan, Assistant Assessor; Tim VanBennekomp, Finance Director; Mary Cook, Library Director; Margaret Wheeler, Library Advisory Board Member; Nathan Tenhave; Jeffrey Viraldo; Jasper Viraldo; Michael Morgan; Jason Morgan; and Jordan Morgan.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-127 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-128 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 12, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$432,466.89 and the interim payments of \$2,596.20 as presented by the summary report for July 14, 2021 – July 27, 2021.
3. To approve the waiver of the vendor license fees for business owners Kenneth Sall and Lauren D'Angelo for township hosted events: Movies in

the Park 2021, and Concerts in the Park 2021 Series.

4. To approve the corrected DDA budget amendment as presented in Budget Amendment Request #7-Corrected. The motion passed as shown by the following votes:

YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

#### Items Received for Information

1. Financial Report
2. Minutes of the June 21, 2021 Planning Commission Meeting
3. Fire Department Monthly Report- June 2021

#### Public Hearings – None

#### Public Comments and Communications - None

BOT 21-129 Mr. Elenbaas moved to close public comment. The motion passed.

#### Guest Speakers

Connor Galligan, Assistant Assessor, provided an update on the Assessing Department. He indicated the July Board of Review was completed last week. Next Board of Review will be held on December 14, 2021. The Assessing Department's new process of mailing short forms to property owners has helped response rates increase drastically. There has been a total of 91 new houses in 2021, which is 20 more than last year. Mr. Galligan provided an overview on the tax tribunal cases from 2020 and 2021.

Tim VanBennekom, Finance Director, provided a Finance Department update to the board. The annual audit has been completed. Overall, Allendale is doing a great job. Mr. VanBennekom informed the board that we need to file for American Rescue Plan Act (ARPA) funds. Allendale is estimated to receive approximately 2.8 million dollars. However, there are numerous provisions on what the money can be spent on. The Finance Department will soon start planning for the 2022 budget.

Colton Hyble, Intern, gave an overview of his time here at Allendale Township. He outlined the various projects he has been a part of as well as the take-aways, knowledge and experience gained through this intern program.

#### Action Items

BOT 21-130 Ms. VanderVeen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-17, adopting the Michigan Water/Wastewater Agency Response Network, Mutual Aid and Assistance Agreement (MiWARN). The motion passed as shown by the following votes:  
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, and Mr. Elenbaas. (6)  
NAYS: None (0)  
ABSENT: Mr. Vander Wall (1)

BOT 21-131 Mr. Zeinstra moved to support the supervisor in taking the necessary steps to apply for 100% of the funds available through the American Rescue Plan Act (ARPA). The motion passed.

BOT 21-132 Mr. Elenbaas moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-18, reestablishing the Public Library as allowed by MCL 42.13a, and to reappoint the Library Advisory Board. The motion passed as shown by the following votes:  
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, and Mr. Elenbaas. (6)  
NAYS: None (0)  
ABSENT: Mr. Vander Wall (1)

#### Discussion Items

Mr. Elenbaas, introduced a draft of a job description for the Project Coordinator. The draft version included: updates to specific job duties, additional duties, suggested title update of "Assistant Administrator" and increased salary suggestions.

#### Public Comments and Communications

Comments were received from:

1. Michael Morgan

BOT 21-133 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. VanderVeen inquired if board members would be interested in revisiting the opportunity to host meet and greet sessions with the public approximately an hour before board meetings to provide time to allow residents to address any concerns, comments, or questions they may have. She also highlighted some library updates including: Room Room revamps, Fines and Fees schedule is being updated, and the statewide reading of Women of Copper County.

BOT 21-134 Ms. Vander Veen moved to enter into closed session to discuss potential land purchase at 8:26 p.m. The motion passed as shown by the following votes:  
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, and Mr. Elenbaas. (6)  
NAYS: None (0)  
ABSENT: Mr. Vander Wall (1)

The board returned to open session at 9:02 p.m.

Several board members made general comments on various township activities.

BOT 21-135 Ms. Hansen moved to adjourn the meeting at 9:07 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

08/04/2021 10:19 AM  
User: Tim  
DB: Allendale

INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP  
POST DATES 08/10/2021 - 08/10/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AS OF 08/10/2021  
BANK CODE: M

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Department: 000.000

AFLAC	Misc Ins - Aflac	285.50	
AFLAC	Misc Ins - Aflac	412.14	
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	787.31	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	8,321.79	Pension
ALERUS RETIREMENT SOLUTIONS	Pension	107.68	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	86.03	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	425.07	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	625.45	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	4,290.77	Pension
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HEZ	50.48	HIGHPOINT REAL ESTATE
FLEIS & VANDENBRINK ENG'G INC	DEWPOINTE WEST 4	206.25	DEWPOINTE WEST 4
FLEIS & VANDENBRINK ENG'G INC	6138 LMD-PUD-SIGNATURE LAND DEV	206.25	6138 LMD-PUD-SIGNATUI
FLEIS & VANDENBRINK ENG'G INC	ALLENDALE CHRISTIAN EXPANSION-1	549.25	ALLENDALE CHRISTIAN 1
FLEIS & VANDENBRINK ENG'G INC	LIGHTHOUSE COMMUNITY CHURCH-PH7	312.00	LIGHTHOUSE COMMUNITY
FLEIS & VANDENBRINK ENG'G INC	M&S STORAGE PHASE 2	82.50	M&S STORAGE PHASE 2
FLEIS & VANDENBRINK ENG'G INC	MAPLE POND/ALLENDALE PLACE PUD	123.75	MAPLE POND/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	M45 LLC GAS STATION	41.25	M45 LLC GAS STATION
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HEZ	100.97	HIGHPOINT REAL ESTATE
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
Total: 000.000		17,355.98	

Department: 100.000 Water

AAA LAWN CARE INC	Maintenance	289.00	Maintenance
ACTION INDUSTRIAL SUPPLY COMPANY	Safety Equipment	260.40	Safety Equipment
AMBS CALL CENTER	Contracted Services	60.00	Contracted Services
ENVIRONMENTAL SYSTEMS RESEARCH INC	Contracted Services	762.60	Contracted Services
FAMILY FARM & HOME INC	SUPPLIES-MISC	28.98	SUPPLIES-MISC
FLEIS & VANDENBRINK ENG'G INC	Professional Services	4,389.36	Professional Service:
FRESH COAST LABEL LLC	OFFICE SUPPLIES	92.50	OFFICE SUPPLIES
H2O COMPLIANCE SERVICES INC	Contracted Services	437.50	CONTRACTED SERVICES
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	52.49	Truck Maintenance
KENT RUBBER SUPPLY	SUPPLIES-MISC	191.44	SUPPLIES-MISC
MICHIGAN RURAL WATER ASS'N	Seminars	310.00	
PREIN & NEWHOF PC INC	Contracted Services	54.00	Contracted Services
WEX BANK	Gas & Oil	655.27	Gas & Oil
Total: 100.000 Water		7,583.54	

Department: 120.000 KNOWLTON HOUSE

ALLENDALE TRUE VALUE HDWE INC	Supplies	27.98	Supplies
Total: 120.000 KNOWLTON HOUSE		27.98	

Department: 200.000 Sewer

AAA LAWN CARE INC	GENERAL MAINTENANCE	289.00	GENERAL MAINTENANCE
AMBS CALL CENTER	Contracted Services	60.00	Contracted Services
ENVIRONMENTAL SYSTEMS RESEARCH INC	Contracted Services	762.61	Contracted Services
FLEIS & VANDENBRINK ENG'G INC	Professional Services	4,457.45	Professional Service:
FRESH COAST LABEL LLC	OFFICE SUPPLIES	92.50	OFFICE SUPPLIES
HACH COMPANY	LAB SUPPLIES	102.90	LAB SUPPLIES
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	52.48	Truck Maintenance
HAVILAND PRODUCTS COMPANY	Chemicals	2,049.80	Chemicals
KENT RUBBER SUPPLY	SUPPLIES-MISC	78.00	SUPPLIES-MISC
MWEA	Seminars	250.00	Seminars
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	189.53	LAB SUPPLIES
PACE ANALYTICAL SERVICES LLC	Contracted Services	315.00	Contracted Services
PREIN & NEWHOF PC INC	Contracted Services	150.00	Contracted Services
THOMAS SCIENTIFIC LLC	LAB SUPPLIES	226.25	LAB SUPPLIES
WEX BANK	Gas & Oil	655.27	Gas & Oil
Total: 200.000 Sewer		9,730.79	

User: Tim

POST DATES 08/10/2021 - 08/10/2021

DB: Allendale

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AS OF 08/10/2021

BANK CODE: M

## Department: 209.000 Assessor

BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	1,382.00	COMPUTER CONTRACTED :
Total: 209.000 Assessor		1,382.00	

## Department: 248.000 General Office

FLEIS & VANDENBRINK ENG'G INC	Sidewalks	1,479.30	Sidewalks
FLEIS & VANDENBRINK ENG'G INC	Park Improvement	1,125.05	Park Improvement
PITNEY BOWES GLOBAL FINANCIAL SEF	Postage	1,955.29	
Total: 248.000 General Office		4,559.64	

## Department: 265.000 Building &amp; Grounds

ALLENDALE TRUE VALUE HDWE INC	Maintenance	70.94	Maintenance
WESTENBROEK MOWER INC	Tractor Maintenance	66.97	Tractor Maintenance
Total: 265.000 Building & Grounds		137.91	

## Department: 276.000 Cemetery

ALLENDALE TRUE VALUE HDWE INC	Gas & Oil	33.98	Gas & Oil
KERKSTRA PORTABLE RESTROOM	Contracted Services	95.00	Contracted Services
Total: 276.000 Cemetery		128.98	

## Department: 301.000 Police Officer

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	2,244.00	Contracted Services
Total: 301.000 Police Officer		2,244.00	

## Department: 336.000 Fire Dept.

ALLENDALE TRUE VALUE HDWE INC	Fire Fighting Supplies	15.30	Fire Fighting Supplies
ALLENDALE TRUE VALUE HDWE INC	Truck Maintenance	14.98	Truck Maintenance
ALLENDALE TRUE VALUE HDWE INC	Maintenance For 171	72.20	Maintenance For 171
ALLENDALE TRUE VALUE HDWE INC	Equipment Maintenance	13.28	Equipment Maintenance
GRAINGER	Equipment Maintenance	364.66	Equipment Maintenance
GRAINGER	Scba Maintenance	79.10	Scba Maintenance
GRAINGER	Equipment Replacement	24.93	Equipment Replacement
J&B MEDICAL SUPPLY INC	Medical Supplies	313.20	MEDICAL SUPPLIES
WEX BANK	Fuel For 121	103.81	Fuel For 121
WEX BANK	Truck Fuel Truck 122	183.13	Truck Fuel Truck 122
WEX BANK	Fuel For 141	213.11	Fuel For 141
WEX BANK	Fuel For 161	86.64	Fuel For 161
WEX BANK	FUEL FOR 170	228.84	FUEL FOR 170
WEX BANK	Fuel For 171	200.79	Fuel For 171
WEX BANK	Fuel For 181	43.18	Fuel For 181
WEX BANK	Fuel For 190	163.63	Fuel For 190
Total: 336.000 Fire Dept.		2,120.78	

## Department: 408.000 Planning &amp; Zoning Department

FLEIS & VANDENBRINK ENG'G INC	Contracted Services	1,380.33	Contracted Services
Total: 408.000 Planning & Zoning Department		1,380.33	

## Department: 447.000 Highway M-45

ALLENDALE TRUE VALUE HDWE INC	Irrigation Maintenance	16.51	Irrigation Maintenance
ALLENDALE TRUE VALUE HDWE INC	Pole And Lights Maintenance	28.78	Pole And Lights Maint
SPECTRUM HEALTH HOSPITALS	Miscellaneous	51.00	Miscellaneous
WESCO RECEIVABLES CORP.	Pole And Lights Maintenance	2,746.60	Pole And Lights Maint
Total: 447.000 Highway M-45		2,842.89	



08/04/2021 10:19 AM  
User: Tim  
DB: Allendale

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BANK CODE: M

Page: 3/3

Department: 751.000 Recreation And Parks

ALLENDALE TRUE VALUE HDWE INC	Flowers/Shrubs/Trees	203.94	Flowers/Shrubs/Trees
ALLENDALE TRUE VALUE HDWE INC	Maintenance	223.93	Maintenance
GRAINGER	Maintenance	120.96	Maintenance
Total: 751.000 Recreation And Parks		548.83	

Department: 790.000 Library

ALLENDALE TRUE VALUE HDWE INC	Maintenance	33.98	Maintenance
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	209.06	
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	353.08	CHILDRENS BOOKS PURCH
GRAINGER	Maintenance	148.21	Maintenance
LAKELAND LIBRARY COOPERATIVE	Supplies	14.43	Supplies
MENARDS-HOLLAND INC	Maintenance	117.46	Maintenance
MICROMARKETING LLC	BOOKS PURCHASED	35.99	BOOKS PURCHASED
MODERN OFFICE INTERIORS	Maintenance	590.07	Maintenance
Total: 790.000 Library		1,502.28	

\*\*\* GRAND TOTAL \*\*\*

51,545.93

Treasurer's report for Board Meeting dated Monday, August 9, 2021

Treasurer's report for Board Meeting dated Monday

8/9/2021

Interim Payments:

General Fund Cash Balance at board meeting dated

Date	Check #	Amount	Vendor	Description
7/27/2021	100377	\$47.88	United States Treasury	2021 PCORI Fee-Qtrly Fed Excise Tax Return

\$47.88 TOTAL

General Fund Cash Balance at board meeting dated 8/9/2021

Checking Account	\$	4,034,932.00
Liquid Investment	\$	259,375.00
CD	\$	18.00
Total	\$	4,294,325.00

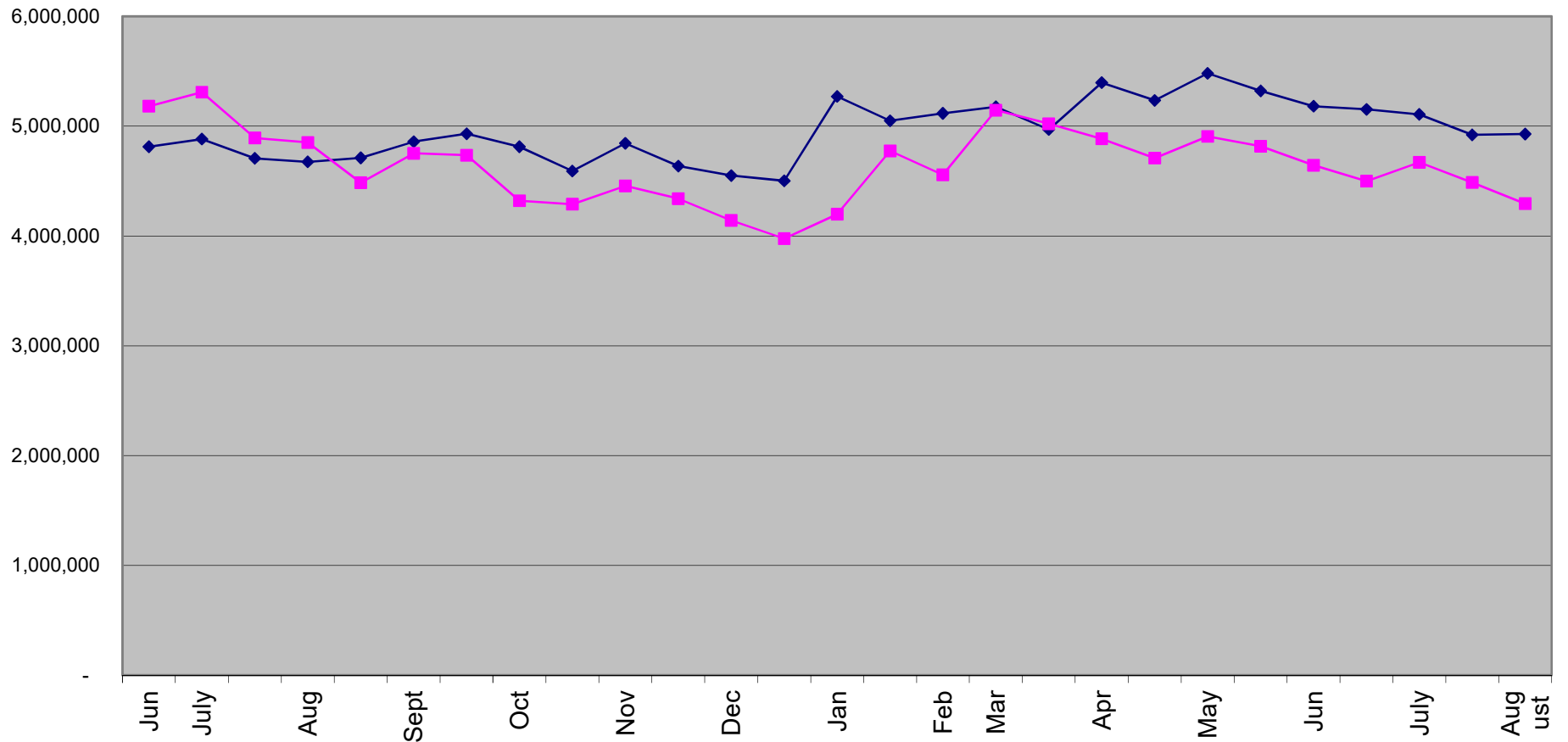
**Note: Does not include today's Accounts Payable run**

Last board meeting balances

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

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  
July 19, 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, Larry Haveman

Other Guests Present: Don Bump, Jana Bump, Mark Bushard

3. Received for information: No Information Received

4. Motion by Schut to approve the June 21, 2021 Planning Commission Minutes as presented. Seconded by Zuniga. **Approved: 7-0**

5. Motion by Longcore to approve the July 19, 2021 Planning Commission Agenda. Seconded by Zeinstra. **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:

A. Dewpointe West

- Tentative Preliminary Plat Phase 4

Mr. Ransford introduced the project for review and explained that the Road Commission does not want trees in the road right of way and some tree placements have been altered as a result of the Road Commission's review. The applicant is also requesting a street tree modification for multiple lots. Mr. Ransford noted that the Township Facilities Supervisor, Larry Haveman, inquired in his review about the pathway between lot 172 and 173, he would like a condition in the approval that the pathway be constructed at the same time as the road in order to avoid grading issues that arisen in previous phase due to the delayed construction of the pathway.

*Chairperson Longcore opened the public comment section for the public hearing.*

Several commenters inquired about drainage concerns and the amount of homes going in. The public also inquired about the entrance and whether or not there would be another entrance to the development. Other concerns expressed were regarding traffic and the stress on the existing water and sewer system. Residents also inquired about a possible bike path.

There was discussion between Zack Vought, representing the applicant, the Commission and a resident regarding the current situation where the pathway was built after a house was constructed and there is a need for a retaining wall due to the grading.

Common consensus between the Commissioners was to build the pathway between lots 172 and 173 at the same time as the street is constructed in order to avoid the issues that are being dealt with now.

Mr. Zeinstra asked for clarification on if they have to approve the trees and Mr. Ransford agreed that the Commission could or just approve the plans that are presented. Motion by Schut to recommend approval to the Township Board of Dewpointe West 4 Preliminary Plat with the following conditions:

- adding contours to pond number 3,
- pending Road Commission review and approval of the required entrances and exits to the entire PUD,
- relief from the number of trees as requested,
- and that the path between lots 172 and 173 be constructed at the time of road construction.

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

8. Site Plans to Review:

1. M&S Storage - 5280 & 5240 Edgeway Drive

- Eight mini-storage buildings

Owner introduces the project about adding additional self-storage buildings to the three existing self-storage buildings on the property.

Mr. Ransford reviewed his memo with the Commission concerning parking, traffic and materials labeled on the elevations. And suggests that when the applicant returns with final plans that the elevation materials are labeled.

Mr. Schut raised concern about the photometrics and light spilling over onto the neighboring property. The applicant replied that the lights will be pointing down and a building will be in the way so there will not be light spilling onto the neighboring property. Mr. Schut also inquired of Mr. Ransford what the setback for parking was in the Industrial District against the Residential District.

There was discussion between the applicant and Commissioners regarding curbing and drainage.

The applicant was directed to verify the height of the building, setback requirements, lighting, contours in the southwest corner by building G, and the maintenance agreement with the Public Utilities Department.

9. Old Business

10. New Business

11. Public Comments

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

12. Township Board Reports:

Mr. Zeinstra reported that there were a few more budget amendments dealing with the new fire department and that the Township is hiring Rehman to start doing the IT work for the Township.

13. Commissioner and Staff Comments

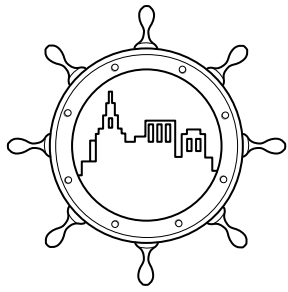
Happy Birthday to Commissioner Schut.

There was a brief discussion regarding the siding of the self-storage facility that is currently being constructed and if it was what was approved by the Commission.

14. Adjourn - Chairperson Longcore adjourned the meeting at 8:20 p.m.

Next meeting Monday, August 2, 2021, at 7:00 p.m.

*Minutes respectfully submitted by Kelli McGovern*



## Fresh Coast Planning

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

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

# MEMORANDUM

To: Allendale Charter Township Board of Trustees  
From: Gregory L. Ransford, MPA  
Date: August  
Re: Dewpointe West Phase 4 – Tentative Preliminary Plat

Pursuant to the Allendale Charter Township Subdivision Ordinance (ACTSO) and the State of Michigan Land Division Act, the Planning Commission recommended approval of the Tentative Preliminary Plat for Dewpointe West Phase 4, which is located north of Lake Michigan Drive, east of 64<sup>th</sup> Avenue. Below is a synopsis of the application, the action provided by the Planning Commission and the responsibility of the Allendale Charter Township Board of Trustees. In addition, pursuant to Section 3.2.2c of the ACTSO, attached is the Dewpointe West Phase 4 Tentative Preliminary Plat Report containing the recommendation of the Planning Commission.

### Application

As a result of previous Planned Unit Development approvals, the applicant is seeking to begin the platting process to establish the lots, streets, street trees, streetlights, and other related infrastructure to build Phase 4 of the development.

#### *Street Trees*

As you are aware, you recently adopted an amendment to the ACTSO to require evidence of approval from the Ottawa County Road Commission (OCRC) for the placement of street trees. As you will note within the attached submission, the applicant has identified a number of trees as front yard trees rather than street trees due to the requirements of the OCRC. The Planning Commission was comfortable with this proposal.

#### *Street Tree Modification Request*

As you will also note within the submission, the applicant requests relief from the minimum tree requirement for seven (7) lots. A request may be made pursuant to Section 5.3.1m(4) – Street Trees of the ACTSO. During your deliberation regarding the request, you shall consider the criteria identified therein, which the Planning Commission also considered. The Planning Commission concluded that the requests were appropriate. A copy of Section 5.3.1m(4) is below for your convenience.

#### Section 5.3.1m(4) – Street Trees

A modification of the number of trees required pursuant to subsection (3) above may be granted to the Township Board, upon the recommendation of the Planning Commission. During its review, the Planning Commission shall consider the following criteria to modify required street trees:

- a. Topography
- b. Existing trees
- c. The effect the trees would have on the proposed lot layout
- d. Whether modification would result in an increase in light pollution, noise

pollution or otherwise cause unnecessary adverse effects on adjoining land uses

### **Planning Commission Action**

#### *Public Hearing*

In accordance with Section 71 of the Michigan Planning Enabling Act, the Planning Commission held a public hearing on the tentative preliminary plat. Several comments were received from the public concerning drainage, road connections, traffic, and public utility capacities. As a result of the comments, the Planning Commission directed staff to confer with the Township Engineer regarding road connections related to the original Planned Unit Development (PUD) approval to ensure that the expected future road connections are accommodated. Following their recommendation, we did confirm that the PUD is maintaining those areas of connection.

#### *Recommendation*

The Planning Commission recommended approval of the request by a vote of 7-0. The approval was conditioned on a couple items outlined within the aforementioned Report of the Planning Commission.

### **Board of Trustees Responsibility**

Pursuant to Section 3.2.2d of the ACTSO, the Allendale Charter Township Board of Trustees shall tentatively approve and note its approval on the copy of the preliminary plat to be returned to the applicant or set forth its reasons for denial in writing and the requirements that must be met for tentative preliminary plat approval. Given that the Planning Commission determined the applicant met the requirements of the ACTSO with conditions, in the event the Board of Trustees provides approval of the project, approval confers upon the applicant approval of lot sizes, lot orientation and street layout for a period of one (1) year.

Subsequently, the applicant shall return for final preliminary plat approval to the Board of Trustees and provide evidence of approval from all relevant authorities (Ottawa County Road Commission, Ottawa County Water Resources Commissioner, Ottawa County Plat Board, Michigan Department of Environmental Quality (when applicable) and etcetera.

If you have any questions, please let us know.

GLR  
Planner

Attachment

**DEWPOINTE WEST PHASE IV TENTATIVE PRELIMINARY PLAT REPORT of the  
PLANNING COMMISSION of  
ALLENDALE CHARTER TOWNSHIP**

Pursuant to Section 3.2.2C of the Allendale Charter Township Subdivision Ordinance

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**EXECUTIVE SUMMARY**

On June 27, 2016, Allendale Charter Township adopted the Subdivision Ordinance for Allendale Township, Ottawa County, Michigan. The purpose of this Ordinance is to regulate the subdivision of land within the Township in order to promote the public health, safety and general welfare; to require and regulate the preparation and presentation of preliminary and final plats; to establish minimum plat requirements; to require minimum improvements to be made or guaranteed by the sub-divider and; to provide a procedure to be followed by the Allendale Charter Township Board and the Allendale Charter Township Planning Commission to regulate preliminary and final plats.

**SECTION 3.2.2C – PRELIMINARY PLAT**

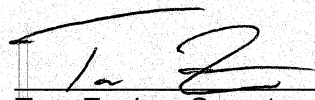
The Planning Commission shall review the preliminary plat and provide its report and recommendation to the Township Board not more than sixty (60) days from the date of filing of the preliminary plat.

**RECOMMENDATION**

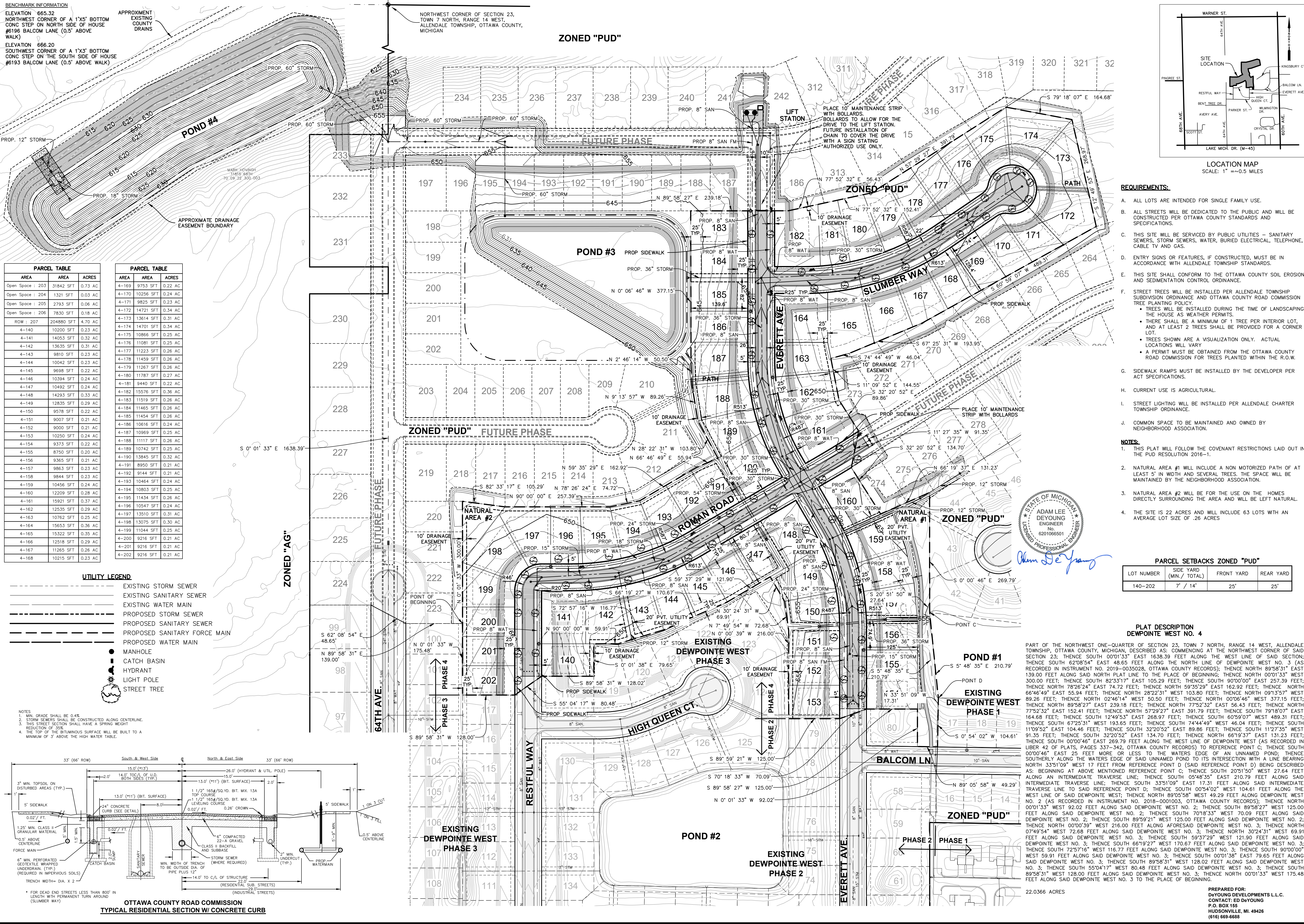
On behalf of the Allendale Charter Township Planning Commission, the following summary as well as the attached July 19, 2021 regular meeting minutes have been provided as our recommendation.

1. Review was conducted by the Township Engineer and completed without concerns.
2. Review was conducted by the Township Fire Department and completed without concerns.
3. Review was conducted by the Township Superintendent of Public Works without concerns.
4. Review was conducted by the Township Planner and completed without concerns.
5. The pathway between lots 172 and 173 shall be constructed at the same time as the adjacent road.
6. The contours to pond #3 shall be correct accordingly.

A recommendation of approval was provided by Schut and seconded by Adams and carried unanimously

  
\_\_\_\_\_  
Tom Zuniga, Secretary  
Planning Commission  
Allendale Charter Township





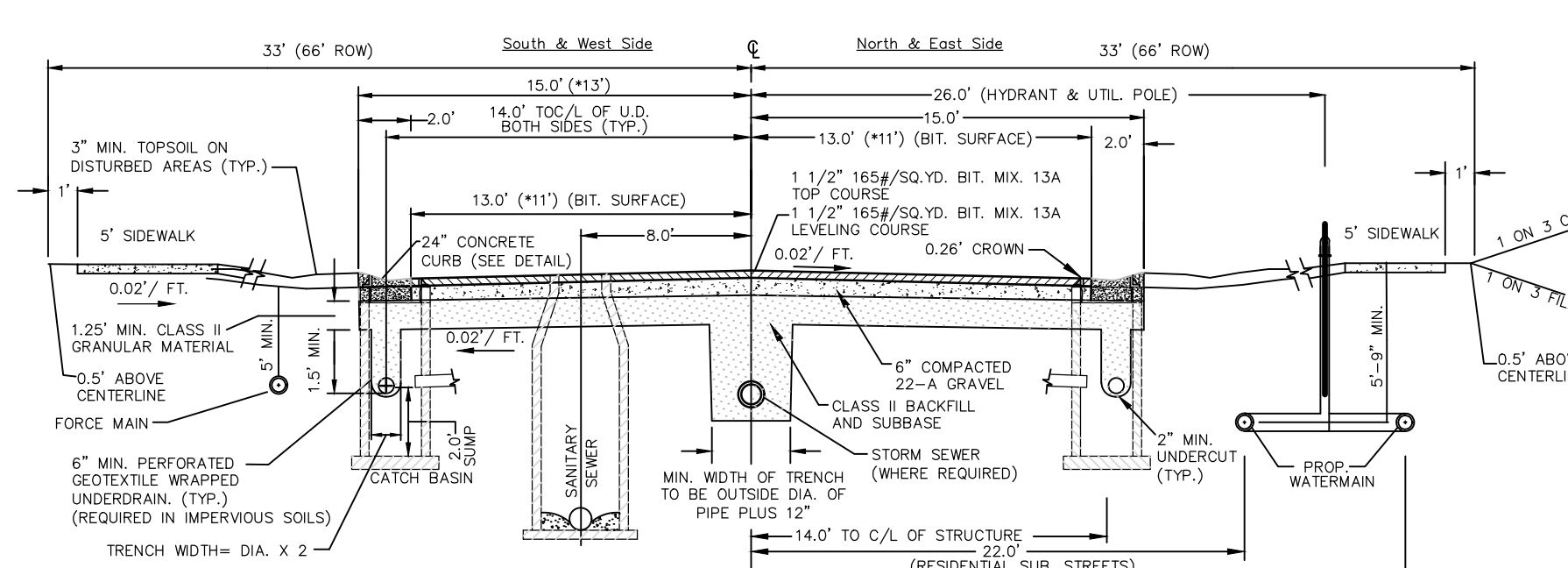
**BENCHMARK INFORMATION**  
 ELEVATION 665.32  
 NORTHWEST CORNER OF A 1'X5' BOTTOM CONC STEP ON NORTH SIDE OF HOUSE #6196 BALCOM LANE (0.5' ABOVE WALK)  
 ELEVATION 666.20  
 SOUTHWEST CORNER OF A 1'X3' BOTTOM CONC STEP ON THE SOUTH SIDE OF HOUSE #6193 BALCOM LANE (0.5' ABOVE WALK)

AREA	AREA	ACRES
Open Space : 203	31842 SFT	0.73 AC
Open Space : 204	1321 SFT	0.03 AC
Open Space : 205	2793 SFT	0.06 AC
Open Space : 206	7830 SFT	0.18 AC
ROW : 207	204880 SFT	4.70 AC
4-140	10200 SFT	0.23 AC
4-141	14053 SFT	0.32 AC
4-142	13635 SFT	0.31 AC
4-143	9810 SFT	0.23 AC
4-144	10042 SFT	0.23 AC
4-145	9698 SFT	0.22 AC
4-146	10394 SFT	0.24 AC
4-147	10492 SFT	0.24 AC
4-148	14293 SFT	0.33 AC
4-149	12835 SFT	0.29 AC
4-150	9578 SFT	0.22 AC
4-151	9007 SFT	0.21 AC
4-152	9000 SFT	0.21 AC
4-153	10250 SFT	0.24 AC
4-154	9373 SFT	0.22 AC
4-155	8750 SFT	0.20 AC
4-156	9365 SFT	0.21 AC
4-157	9863 SFT	0.23 AC
4-158	9844 SFT	0.23 AC
4-159	10456 SFT	0.24 AC
4-160	12209 SFT	0.28 AC
4-161	15921 SFT	0.37 AC
4-162	12535 SFT	0.29 AC
4-163	10762 SFT	0.25 AC
4-164	15653 SFT	0.36 AC
4-165	15322 SFT	0.35 AC
4-166	12518 SFT	0.29 AC
4-167	11265 SFT	0.26 AC
4-168	10215 SFT	0.23 AC

AREA	AREA	ACRES
4-169	9753 SFT	0.22 AC
4-170	10256 SFT	0.24 AC
4-171	9825 SFT	0.23 AC
4-172	14721 SFT	0.34 AC
4-173	13614 SFT	0.31 AC
4-174	14701 SFT	0.34 AC
4-175	10866 SFT	0.25 AC
4-176	11081 SFT	0.25 AC
4-177	11223 SFT	0.26 AC
4-178	11459 SFT	0.26 AC
4-179	11267 SFT	0.26 AC
4-180	11787 SFT	0.27 AC
4-181	9440 SFT	0.22 AC
4-182	15576 SFT	0.36 AC
4-183	11519 SFT	0.26 AC
4-184	11465 SFT	0.26 AC
4-185	11454 SFT	0.26 AC
4-186	10616 SFT	0.24 AC
4-187	10969 SFT	0.25 AC
4-188	11117 SFT	0.26 AC
4-189	10742 SFT	0.25 AC
4-190	13845 SFT	0.32 AC
4-191	8950 SFT	0.21 AC
4-192	9144 SFT	0.21 AC
4-193	10464 SFT	0.24 AC
4-194	10803 SFT	0.25 AC
4-195	11434 SFT	0.26 AC
4-196	10547 SFT	0.24 AC
4-197	13510 SFT	0.31 AC
4-198	13075 SFT	0.30 AC
4-199	11044 SFT	0.25 AC
4-200	9216 SFT	0.21 AC
4-201	9216 SFT	0.21 AC
4-202	9216 SFT	0.21 AC

- UTILITY LEGEND**
- EXISTING STORM SEWER
  - EXISTING SANITARY SEWER
  - EXISTING WATER MAIN
  - PROPOSED STORM SEWER
  - PROPOSED SANITARY SEWER
  - PROPOSED SANITARY FORCE MAIN
  - PROPOSED WATER MAIN
  - MANHOLE
  - CATCH BASIN
  - HYDRANT
  - LIGHT POLE
  - STREET TREE

- NOTES**
- MIN. GRADE SHALL BE 0.4%.
  - STORM SEWERS SHALL BE CONSTRUCTED ALONG CENTERLINE.
  - THIS STREET SECTION SHALL HAVE A SPRING WEIGHT REDUCTION OF 30%.
  - THE TOP OF THE BITUMINOUS SURFACE WILL BE BUILT TO A MINIMUM OF 3" ABOVE THE HIGH WATER TABLE.



**OTTAWA COUNTY ROAD COMMISSION**  
**TYPICAL RESIDENTIAL SECTION W/ CONCRETE CURB**

- REQUIREMENTS:**
- ALL LOTS ARE INTENDED FOR SINGLE FAMILY USE.
  - ALL STREETS WILL BE DEDICATED TO THE PUBLIC AND WILL BE CONSTRUCTED PER OTTAWA COUNTY STANDARDS AND SPECIFICATIONS.
  - THIS SITE WILL BE SERVICED BY PUBLIC UTILITIES - SANITARY SEWERS, STORM SEWERS, WATER, BURIED ELECTRICAL, TELEPHONE, CABLE TV AND GAS.
  - ENTRY SIGNS OR FEATURES, IF CONSTRUCTED, MUST BE IN ACCORDANCE WITH ALLENDALE TOWNSHIP STANDARDS.
  - THIS SITE SHALL CONFORM TO THE OTTAWA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE.
  - STREET TREES WILL BE INSTALLED PER ALLENDALE TOWNSHIP SUBDIVISION ORDINANCE AND OTTAWA COUNTY ROAD COMMISSION TREE PLANTING POLICY.
    - TREES WILL BE INSTALLED DURING THE TIME OF LANDSCAPING THE HOUSE AS WEATHER PERMITS.
    - THERE SHALL BE A MINIMUM OF 1 TREE PER INTERIOR LOT, AND AT LEAST 2 TREES SHALL BE PROVIDED FOR A CORNER LOT.
    - TREES SHOWN ARE A VISUALIZATION ONLY. ACTUAL LOCATIONS WILL VARY.
    - A PERMIT MUST BE OBTAINED FROM THE OTTAWA COUNTY ROAD COMMISSION FOR TREES PLANTED WITHIN THE R.O.W.
  - SIDEWALK RAMPS MUST BE INSTALLED BY THE DEVELOPER PER ACT SPECIFICATIONS.
  - CURRENT USE IS AGRICULTURAL.
  - STREET LIGHTING WILL BE INSTALLED PER ALLENDALE CHARTER TOWNSHIP ORDINANCE.
  - COMMON SPACE TO BE MAINTAINED AND OWNED BY NEIGHBORHOOD ASSOCIATION.

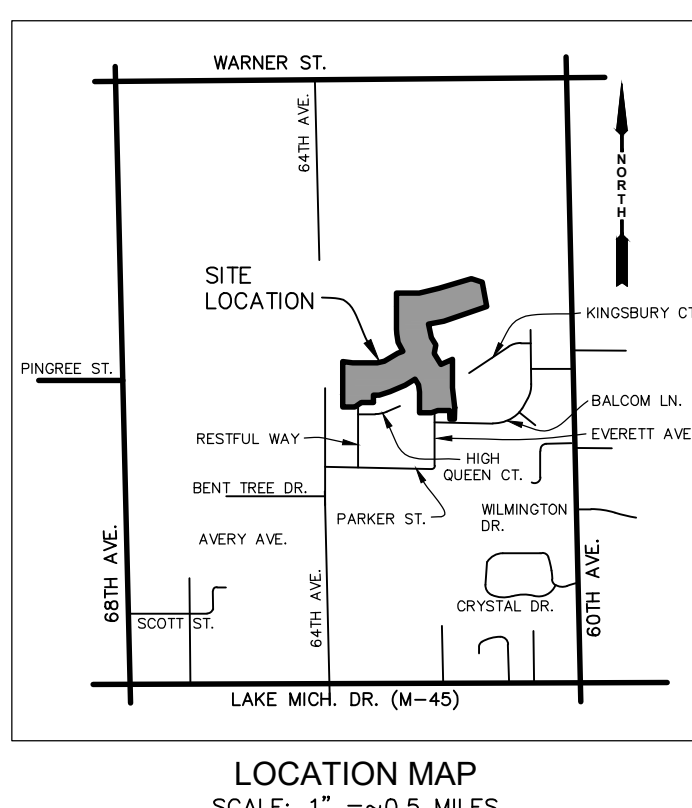
- NOTES:**
- THIS PLAT WILL FOLLOW THE COVENANT RESTRICTIONS LAID OUT IN THE PUD RESOLUTION 2016-1.
  - NATURAL AREA #1 WILL INCLUDE A NON MOTORIZED PATH OF AT LEAST 5' IN WIDTH AND SEVERAL TREES. THE SPACE WILL BE MAINTAINED BY THE NEIGHBORHOOD ASSOCIATION.
  - NATURAL AREA #2 WILL BE FOR THE USE OF THE HOMES DIRECTLY SURROUNDING THE AREA AND WILL BE LEFT NATURAL.
  - THE SITE IS 22 ACRES AND WILL INCLUDE 63 LOTS WITH AN AVERAGE LOT SIZE OF .26 ACRES

**PARCEL SETBACKS ZONED "PUD"**

LOT NUMBER	SIDE YARD (MIN./ TOTAL)	FRONT YARD	REAR YARD
140-202	7' / 14'	25'	25'

**PLAT DESCRIPTION**  
**DEWPOINTE WEST NO. 4**

PART OF THE NORTHWEST ONE-QUARTER OF SECTION 23, TOWN 7 NORTH, RANGE 14 WEST, ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 23; THENCE SOUTH 00°01'33" EAST 1638.39 FEET ALONG THE WEST LINE OF SAID SECTION; THENCE SOUTH 62°08'54" EAST 48.65 FEET ALONG THE NORTH LINE OF DEWPOINTE WEST NO. 3 (AS RECORDED IN INSTRUMENT NO. 2019-0035028, OTTAWA COUNTY RECORDS); THENCE NORTH 89°58'31" EAST 139.00 FEET ALONG SAID NORTH PLAT LINE TO THE PLACE OF BEGINNING; THENCE NORTH 00°01'33" WEST 300.00 FEET; THENCE SOUTH 82°33'17" EAST 105.29 FEET; THENCE SOUTH 90°00'00" EAST 257.39 FEET; THENCE NORTH 78°26'24" EAST 74.72 FEET; THENCE NORTH 59°35'29" EAST 162.92 FEET; THENCE NORTH 66°46'49" EAST 55.94 FEET; THENCE NORTH 28°22'31" WEST 103.80 FEET; THENCE NORTH 09°13'57" WEST 89.26 FEET; THENCE NORTH 02°46'14" WEST 50.50 FEET; THENCE NORTH 00°06'46" WEST 377.15 FEET; THENCE NORTH 89°58'27" EAST 239.18 FEET; THENCE NORTH 77°52'32" EAST 56.43 FEET; THENCE NORTH 77°52'32" EAST 152.41 FEET; THENCE NORTH 77°52'32" EAST 134.70 FEET; THENCE NORTH 66°19'37" EAST 131.23 FEET; THENCE SOUTH 00°00'46" EAST 269.79 FEET ALONG THE WEST LINE OF DEWPOINTE WEST (AS RECORDED IN LIBER 42 OF PLATS, PAGES 337-342, OTTAWA COUNTY RECORDS) TO REFERENCE POINT C; THENCE SOUTH 00°00'46" EAST 25 FEET MORE OR LESS TO THE WATERS EDGE OF AN UNNAMED POND; THENCE SOUTHERLY ALONG THE WATERS EDGE OF SAID UNNAMED POND TO ITS INTERSECTION WITH A LINE BEARING NORTH 33°51'09" WEST 17 FEET FROM REFERENCE POINT D (SAID REFERENCE POINT D) BEING DESCRIBED AS: BEGINNING AT ABOVE MENTIONED REFERENCE POINT C; THENCE SOUTH 20°51'50" WEST 27.64 FEET ALONG AN INTERMEDIATE TRAVERSE LINE; THENCE SOUTH 05°48'35" EAST 210.79 FEET ALONG SAID INTERMEDIATE TRAVERSE LINE; THENCE SOUTH 33°51'09" EAST 17.31 FEET ALONG SAID INTERMEDIATE TRAVERSE LINE TO SAID REFERENCE POINT D; THENCE SOUTH 00°04'02" WEST 104.61 FEET ALONG THE WEST LINE OF SAID DEWPOINTE WEST; THENCE NORTH 89°05'58" WEST 49.29 FEET ALONG DEWPOINTE WEST NO. 2 (AS RECORDED IN INSTRUMENT NO. 2018-0001003, OTTAWA COUNTY RECORDS); THENCE NORTH 00°01'33" WEST 92.02 FEET ALONG SAID DEWPOINTE WEST NO. 2; THENCE SOUTH 89°58'27" WEST 125.00 FEET ALONG SAID DEWPOINTE WEST NO. 2; THENCE SOUTH 70°18'33" WEST 70.09 FEET ALONG SAID DEWPOINTE WEST NO. 2; THENCE SOUTH 66°19'27" WEST 170.67 FEET ALONG SAID DEWPOINTE WEST NO. 3; THENCE SOUTH 72°57'16" WEST 116.77 FEET ALONG SAID DEWPOINTE WEST NO. 3; THENCE SOUTH 90°00'00" WEST 59.91 FEET ALONG SAID DEWPOINTE WEST NO. 3; THENCE SOUTH 89°58'31" WEST 128.02 FEET ALONG SAID DEWPOINTE WEST NO. 3; THENCE SOUTH 55°04'17" WEST 80.48 FEET ALONG SAID DEWPOINTE WEST NO. 3; THENCE SOUTH 89°58'31" WEST 128.00 FEET ALONG SAID DEWPOINTE WEST NO. 3 TO THE PLACE OF BEGINNING.



0 50 100  
 PLAN SCALE: 1" = 100'

Know what's below.  
 Call before you dig.

PLAN SET PHASE 4 REVISIONS 3/16/2021  
 PLAN SET PHASE 4 REVISIONS 6/30/2021

PRELIMINARY PLAT PLAN FOR  
**DEWPOINTE WEST NO. IV**  
 SECTION 23, TOWN 7 NORTH, RANGE 14 WEST  
 ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

FIELD SURVEY / DATE  
 M+B - 2019

PROJECT NO.  
 150143.05

DESIGN DRAWN BY:  
 MJK

DESIGNED BY:  
 ARM

CHECKED BY:  
 ALD

PLAN DATE:  
 NOVEMBER 13, 2020

SHEET NUMBER  
**1 OF 1**

**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801  
 mail@moorebruggink.com



### **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 be the Supervisor's designee on external committees or boards.**
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