

Agenda for the
Allendale Charter Township Board Meeting
Monday, September 13, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Bruce Zeinstra
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the August 23, 2021 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the August 16, 2021 Planning Commission Meeting
 - July Sheriff's Department Monthly Report
- Public Hearings
 - Truth in Taxation
- Public Comments
- Guest Speakers
 - Ottawa County Update- Commissioner Greg DeJong
 - Business Registration Program Update
 - Mid-year Budget Amendments
- Action Items
 - Resolution 2021-21: Truth in Taxation: Millage Rate Resolution
 - County Checklist
 - 2021 L-4029
 - Mid-year Budget Amendments
 - Assistant Township Administrator
 - Human Resources Director
 - MAAO Assessor
 - Wage Transition Budget Amendments
- Discussion Items
 - Rental Housing Ordinance & Fee Schedule Update

- Public Comments
- Board Comments
- Future Agenda Items
- Closed Session – Discussion of Pending Litigation with Legal Counsel
- Adjournment

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**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
AUGUST SESSION-2nd DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 23, 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; Mary Cook, Library Director; and Greg DeJong, Ottawa County Commissioner.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-143 Ms. Vander Veen moved to approve the agenda of today with the following amendments: add Commissioner Greg DeJong as guest speaker, eliminate "First Reading" from Ordinance 2021-02: Emergency Services Cost Recovery Ordinance Action Item. The motion passed.

BOT 21-144 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 9, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$591,859.88 and the interim payments of \$9,253.66 as presented by the summary report for August 23, 2021. 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)

Items Received for Information

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

Public Hearings

1. Ordinance 2021-02: Emergency Services Cost Recovery Ordinance

Mr. Elenbaas opened the public hearing at 7:04 p.m.

No comments were received.

BOT 21-145

Mr. Elenbaas moved to close public comment. The motion passed.

Public Comments and Communications - None

BOT 21-146

Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an update regarding the Ottawa County Public Health mandates, including his stance on the mask requirement orders. Commissioner DeJong distributed a written statement titled "Where I Stand on the Ottawa County Mask Mandate" some of which stated: "Who knows their child better than their parents, guardian or your child's pediatrician? Regarding wearing of masks, every parent should have the right to protect their child and I support that. Equally, if you don't feel good about your child wearing a mask, you should have that right, and I support that also. I believe in respecting parents' rights no matter what their point of view is regarding this issue. We need to find middle ground, compromise, respect for each other, and show some common decency for each other."

Several Board members had questions and comments.

Mary Cook, Library Director, provided an update on the Library including: a brief introduction and background of herself; June 1st the library opened up after a long bout of limited services due to Covid; modified hours; patron counts; circulation stats; program participation; Library Advisory Board meetings overview; and fines and fees schedule.

Several Board members had questions and comments.

Action Items

- BOT 21-147 Mr. Vander Wall moved to adopt and authorize the Clerk and Supervisor to sign Ordinance 2021-02: Emergency Services Cost Recovery Ordinance; an ordinance to protect the public health, safety and general welfare of persons and property within Allendale Charter Township, through the assessment and recovery of the expenses incurred in providing emergency assistance for fire services. The motion passed.
- BOT 21-148 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-19: Emergency Services Cost Recovery Resolution; establishing charges for Fire Department Services as outlined in Ordinance 2021-02. The motion passed.
- BOT 21-149 Ms. Hansen moved to approve and authorize the Clerk to prepare and sign four (4) Farmland and Open Space Preservation Program applications, commonly known as PA 116, submitted by H. Walcott Family Farms, for parcel numbers: 70-09-19-300-018, 70-09-20-100-013; 70-09-32-200-005, and 70-09-32-200-006. The motion passed.
- Mr. Elenbaas introduced Ordinance 2021-03: Great lakes Franchise Agreement for its first reading.
- BOT 21-150 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-20: Schedule Truth in Taxation Public Hearing; establishment of a public hearing date to consider a proposed increase of 0.0598 mills in the operating tax millage rate to be levied. The motion passed.

Discussion Items

Ms. Hansen presented the board with the current job description for the Human Resource Manager position. She indicated Lydale Weaver, Human Resource Specialist, has been fulfilling many of the duties of the Human Resource Manager for numerous months. She highlighted many accomplishments Mr. Weaver has achieved in his time here as well as upcoming goals. Ms. Hansen is requesting the board to consider supporting a promotion for Mr. Weaver. She will be bringing a letter of recommendation to the board at the next meeting.

Mr. Elenbaas informed the board of the increased police needs for our

community. He is investigating ways to increase the policing staff for the township. Statistics show many of the calls for police services fall within the parameters of student housing jurisdictions. Mr. Elenbaas is researching the possibility of establishing a special assessment tax for student housing jurisdictions to help alleviate the costs of adding the necessary additional police officers.

Public Comments and Communications- None

BOT 21-151 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas informed the board that the Knowlton House Museum is seeking to add a historical sign and to possibly update landscaping around the museum. The Knowlton House has designated funds they plan to use to accomplish this.
2. Ms. Vander Veen thanked everyone who contributed to the very successful 2021 Concert in the Park Series.

BOT 21-152 Mr. Vander Wall moved to adjourn the meeting at 8:19 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 08/25/2021 - 09/14/2021

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Department: 000.000

AFLAC	Misc Ins - Aflac	285.50	Misc Ins - Aflac
AFLAC	Misc Ins - Aflac	412.14	
ALERUS RETIREMENT SOLUTIONS	DEFERRED COMP PAYABLE	821.80	DEFERRED COMP PAYABL
ALERUS RETIREMENT SOLUTIONS	401A PAYABLE	8,721.08	401A PAYABLE
ALERUS RETIREMENT SOLUTIONS	401A PAYABLE	107.68	401A PAYABLE
ALERUS RETIREMENT SOLUTIONS	DEFERRED COMP PAYABLE	100.00	DEFERRED COMP PAYABL
ALERUS RETIREMENT SOLUTIONS	401A PAYABLE	458.16	401A PAYABLE
ALERUS RETIREMENT SOLUTIONS	DEFERRED COMP PAYABLE	624.02	DEFERRED COMP PAYABL
ALERUS RETIREMENT SOLUTIONS	401A PAYABLE	4,285.54	401A PAYABLE
COUNTRYSIDE GREENHOUSE	Performance Deposits Payable-N	100,000.00	Performance Deposits
FLEIS & VANDENBRINK ENG'G INC	ALLENDALE BAPTIST CHURCH	423.75	ALLENDALE BAPTIST CH
FLEIS & VANDENBRINK ENG'G INC	JMM/46TH AVE SLU SAND MINING	229.50	JMM/46TH AVE SLU SAN
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	26.60	HIGHPOINT REAL ESTAT
FLEIS & VANDENBRINK ENG'G INC	5015 WARNER SAND MINING	51.00	5015 WARNER SAND MIN
FLEIS & VANDENBRINK ENG'G INC	DEWPOINTE WEST 4	435.75	DEWPOINTE WEST 4
FLEIS & VANDENBRINK ENG'G INC	6138 LMD-PUD-SIGNATURE LAND DE	206.25	6138 LMD-PUD-SIGNATU
FLEIS & VANDENBRINK ENG'G INC	M&S STORAGE PHASE 2	327.75	M&S STORAGE PHASE 2
FLEIS & VANDENBRINK ENG'G INC	MAPLE POND/ALLENDALE PLACE PUD	669.05	MAPLE POND/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	26.60	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	ALLENDALE BAPTIST CHURCH	12.00	ALLENDALE BAPTIST CH
FRESH COAST PLANNING LLC	MAPLE POND/ALLENDALE PLACE PUD	36.00	MAPLE POND/ALLENDALE
FRESH COAST PLANNING LLC	PEPPINO'S/ALLENDALE MEADOWS PU	12.00	PEPPINO'S/ALLENDALE
FRESH COAST PLANNING LLC	JMM/46TH AVE SLU SAND MINING	36.00	JMM/46TH AVE SLU SAN
FRESH COAST PLANNING LLC	M45 LLC GAS STATION	264.00	M45 LLC GAS STATION
FRESH COAST PLANNING LLC	5015 WARNER SAND MINING	252.00	5015 WARNER SAND MIN
FRESH COAST PLANNING LLC	DEWPOINTE WEST 4	72.00	DEWPOINTE WEST 4
FRESH COAST PLANNING LLC	6138 LMD-PUD-SIGNATURE LAND DE	420.00	6138 LMD-PUD-SIGNATU
FRESH COAST PLANNING LLC	MR. BURGER-WALGREENS PUD	36.00	MR. BURGER-WALGREENS
FRESH COAST PLANNING LLC	ALLENDALE CHRISTIAN EXPANSION-	48.00	ALLENDALE CHRISTIAN
FRESH COAST PLANNING LLC	M&S STORAGE PHASE 2	312.00	M&S STORAGE PHASE 2
FRESH COAST PLANNING LLC	52ND & 56TH AVE REZONING	348.00	52ND & 56TH AVE REZO
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
OTTAWA COUNTY TREASURER	Due To County	461.00	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,016.00	Due To Schools
SLAPD ENTERPRISES INC	GET THE SCOOP-SLAPD ENTERPRISE	1,272.00	GET THE SCOOP-SLAPD
Total: 000.000		123,150.71	

Department: 171.000 Supervisor

VERIZON WIRELESS	CELL PHONE	38.89	CELL PHONE
Total: 171.000 Supervisor		38.89	

Department: 209.000 EMPLOYEE INSURANCES

MICHIGAN MUNICIPAL LEAGUE	WORKER'S COMP INS	100.00	WORKER'S COMP INS
MUTUAL OF OMAHA INSURANCE COMPAN	LIFE INS	130.51	LIFE INS
MUTUAL OF OMAHA INSURANCE COMPAN	DISABILITY INS	382.27	DISABILITY INS
MUTUAL OF OMAHA INSURANCE COMPAN	EMPLOYERS HEALTH INSURANCE	1,615.75	EMPLOYERS HEALTH INS
VISION SERVICE PLAN	EMPLOYERS HEALTH INSURANCE	296.44	EMPLOYERS HEALTH INS
Total: 209.000 EMPLOYEE INSURANCES		2,524.97	

Department: 215.000 CLERK

MLIVE MEDIA GROUP	Printing & Publishing	1,920.12	Printing & Publishin
VERIZON WIRELESS	Miscellaneous	38.89	Miscellaneous
Total: 215.000 CLERK		1,959.01	

Department: 248.000 ADMINISTRATION

AMAZON CAPITAL SERVICES	Contracted Services	125.30	Contracted Services
AMAZON CAPITAL SERVICES	Contracted Services	53.70	Contracted Services

CREATIVE IMAGE DESIGNERS LLC	SUPPLIES	454.95	SUPPLIES
MICHIGAN MUNICIPAL LEAGUE	WORKER'S COMP INS	100.00	WORKER'S COMP INS
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	128.25	COMPUTER CONTRACTED
OTTAWA COUNTY FISCAL SERVICES	COMPUTER REPLACEMENT	1,145.00	COMPUTER REPLACEMENT
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	93.75	COMPUTER CONTRACTED
OTTAWA CTY REGISTER OF DEEDS	COUNTY CONN. REGIS. FEE	30.00	COUNTY CONN. REGIS.
REHMANN TECHNOLOGY SOLUTIONS LLC	COMPUTER CONTRACTED SERVICES	8,219.00	COMPUTER CONTRACTED
SMART BUSINESS SOURCE LLC	SUPPLIES	29.28	SUPPLIES
SOCIETY FOR HUMAN RESOURCE MGMT	DUES	131.40	DUES
US BANK EQUIPMENT FINANCE	COMPUTER CONTRACTED SERVICES	162.64	COMPUTER CONTRACTED
VERIZON WIRELESS	Miscellaneous	6.02	Miscellaneous
Total: 248.000 ADMINISTRATION		10,679.29	

Department: 262.000 ELECTIONS

MODERN OFFICE INTERIORS	CAPITAL OUTLAY	2,463.52	CAPITAL OUTLAY
OTTAWA COUNTY FISCAL SERVICES	Miscellaneous	1,376.67	Miscellaneous
Total: 262.000 ELECTIONS		3,840.19	

Department: 265.000 BUILDING & GROUNDS

ACENTEK	TELEPHONE	844.70	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	Maintenance	49.48	Maintenance
BRENDA BORST	Contracted Services	1,058.00	Contracted Services
CONSUMERS ENERGY	Electricity	3,744.72	Electricity
FAMILY FARM & HOME INC	Maintenance	65.72	Maintenance
FAMILY FARM & HOME INC	Tractor Maintenance	68.94	Tractor Maintenance
LARRY HAVEMAN	Maintenance	47.00	Maintenance
REBECCA BENJAMIN	Contracted Services	150.00	Contracted Services
VERIZON WIRELESS	CELL PHONE	60.93	CELL PHONE
WESTENBROEK OUTDOOR POWER EQ.	Tractor Maintenance	210.95	Tractor Maintenance
Total: 265.000 BUILDING & GROUNDS		6,300.44	

Department: 336.000 FIRE DEPT

5 ALARM FIRE & SAFETY EQPMNT LLC	Scba Maintenance	491.27	Scba Maintenance
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	74.69	SUPPLIES
ERIC BUSSCHER	DUES	25.00	DUES
GRAINGER	Truck Maintenance	29.61	Truck Maintenance
MICHAEL KEEFE	Maintenance For 190	21.95	Maintenance For 190
MICHIGAN ASS'N OF FIRE CHIEFS	Fire Fighter Training	120.00	Fire Fighter Trainin
NAPA - GENUINE PARTS COMPANY	MAINTENANCE FOR 170	92.95	MAINTENANCE FOR 170
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	1,145.00	COMPUTER CONTRACTED
RJ WOODWORKING INC	NEW EQUIPMENT	2,120.00	NEW EQUIPMENT
VERIZON WIRELESS	CELL PHONE	72.89	CELL PHONE
WEST SHORE FIRE INC	EQUIPMENT REPLACEMENT	1,508.90	EQUIPMENT REPLACEMEN
WEST SHORE FIRE INC	TURNOUT REPLACEMENT	450.00	TURNOUT REPLACEMENT
WEX BANK	FUEL	58.11	FUEL
WEX BANK	FUEL FOR 121	144.56	FUEL FOR 121
WEX BANK	FUEL FOR 122	146.24	FUEL FOR 122
WEX BANK	FUEL FOR 141	152.11	FUEL FOR 141
WEX BANK	FUEL FOR 161	140.31	FUEL FOR 161
WEX BANK	FUEL FOR 170	241.96	FUEL FOR 170
WEX BANK	FUEL FOR 171	201.55	FUEL FOR 171
WEX BANK	FUEL FOR 181	21.05	FUEL FOR 181
WEX BANK	FUEL FOR 190	249.43	FUEL FOR 190
Total: 336.000 FIRE DEPT		7,507.58	

Department: 371.000 INSPECTION DEPARTMENT

MUTUAL OF OMAHA INSURANCE COMPAN LIFE INS	3.09	LIFE INS
MUTUAL OF OMAHA INSURANCE COMPAN DISABILITY INS	5.10	DISABILITY INS
MUTUAL OF OMAHA INSURANCE COMPAN LIFE INS	6.18	LIFE INS

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
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MUTUAL OF OMAHA INSURANCE COMPAN DISABILITY INS	17.21	DISABILITY INS
MUTUAL OF OMAHA INSURANCE COMPAN EMPLOYERS HEALTH INSURANCE	174.12	EMPLOYERS HEALTH INS
PROFESSIONAL CODE INSPECTIONS IN Contracted Services	58,037.40	Contracted Services
VISION SERVICE PLAN EMPLOYERS HEALTH INSURANCE	14.37	EMPLOYERS HEALTH INS
Total: 371.000 INSPECTION DEPARTMENT	58,257.47	

Department: 446.000 ROADS

SWB ENTERPRISES LLC	Dust Control	7,680.00	Dust Control
Total: 446.000 ROADS		7,680.00	

Department: 448.000 STREET LIGHTS

CONSUMERS ENERGY	Electricity	17,461.91	Electricity
CONSUMERS ENERGY	Henry St/Town Center Electrici	153.40	Henry St/Town Center
Total: 448.000 STREET LIGHTS		17,615.31	

Department: 449.000 HIGHWAY-M45

CONSUMERS ENERGY	Electricity	1,132.44	Electricity
SPARTAN DISTRIBUTORS INC	Irrigation Maintenance	40.86	Irrigation Maintenan
Total: 449.000 HIGHWAY-M45		1,173.30	

Department: 536.000 WATER

AAA LAWN CARE INC	Contracted Services	39.00	Contracted Services
ACENTEK	TELEPHONE	39.95	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	338.60	SUPPLIES
ALLENDALE TRUE VALUE HDWE INC	EQUIPMENT REPLACEMENT	139.99	EQUIPMENT REPLACEMEN
AMAZON CAPITAL SERVICES	Maintenance	20.10	Maintenance
AMBS CALL CENTER	Contracted Services	71.39	Contracted Services
BRAUNSCHNEIDER, AARON	Utility Charges	184.38	Water
CAPITAL ONE TRADE CREDIT	Maintenance	36.35	Maintenance
CONSUMERS ENERGY	Electricity	10,339.18	Electricity
DANNER, SUZANNE	Utility Charges	12.82	Water
DEYOUNG & ULBERG DEVELOPMENT	Utility Charges	43.14	Water
EJ USA INC	SUPPLIES	1,373.51	SUPPLIES
FAMILY FARM & HOME INC	SUPPLIES	10.98	SUPPLIES
FISH WINDOW CLEANING	Maintenance	75.00	Maintenance
FLEIS & VANDENBRINK ENG'G INC	Professional Services	3,306.30	Professional Service
FLEIS & VANDENBRINK ENG'G INC	CAPITAL OUTLAY	6,503.19	CAPITAL OUTLAY
H2O COMPLIANCE SERVICES INC	Contracted Services	437.50	Contracted Services
HOLMAN, JON	Utility Charges	69.48	Water
KLUTH, HENRY-MARYANN	Utility Charges	96.14	Water
LOUGH, COREY	Utility Charges	142.10	Water
MAC'S HEATING & COOLING, INC.	Maintenance	154.00	Maintenance
MINER SUPPLY COMPANY INC	SUPPLIES	39.57	SUPPLIES
MUTUAL OF OMAHA INSURANCE COMPAN	LIFE INS	32.49	LIFE INS
MUTUAL OF OMAHA INSURANCE COMPAN	DISABILITY INS	101.51	DISABILITY INS
MUTUAL OF OMAHA INSURANCE COMPAN	EMPLOYERS HEALTH INSURANCE	697.81	EMPLOYERS HEALTH INS
MWEA	DUES	38.50	DUES
NOAH'S ARK LAWNCARE	Maintenance	553.70	Maintenance
OTTAWA COUNTY FISCAL SERVICES	EQUIPMENT REPLACEMENT	773.00	EQUIPMENT REPLACEMEN
OTTAWA COUNTY PUBLIC UTILITIES	WATER COST	132,217.99	WATER COST
PREIN & NEWHOF PC INC	Contracted Services	306.00	Contracted Services
REHMANN TECHNOLOGY SOLUTIONS LLC	EQUIPMENT REPLACEMENT	3,708.00	EQUIPMENT REPLACEMEN
SECURALARM LLC	Contracted Services	52.50	Contracted Services
SOCIETY FOR HUMAN RESOURCE MGMT	DUES	43.80	DUES
SPECTRUM HEALTH HOSPITALS	Contracted Services	25.50	Contracted Services
SPENCER, KYLE	Utility Charges	107.27	Water
SYSWERDA, JOHN-JEAN	Utility Charges	110.98	Water
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	28.81	Truck Maintenance
VERIZON WIRELESS	TELEPHONE	261.02	TELEPHONE

VISION SERVICE PLAN	EMPLOYERS HEALTH INSURANCE	113.04	EMPLOYERS HEALTH INS
WENDY PETRELLA	Utility Charges	386.08	Utility Charges
WEX BANK	FUEL	877.94	FUEL
Total: 536.000 WATER		163,908.61	

Department: 537.000 SEWER

AAA LAWN CARE INC	Contracted Services	39.00	Contracted Services
ACENTEK	TELEPHONE	399.31	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	128.76	SUPPLIES
ALLENDALE TRUE VALUE HDWE INC	NEW EQUIPMENT	159.99	NEW EQUIPMENT
AMAZON CAPITAL SERVICES	COLLECTION SYSTEM MAINTENANCE	20.11	COLLECTION SYSTEM MA
AMBS CALL CENTER	Contracted Services	71.38	Contracted Services
CAPITAL ONE TRADE CREDIT	WRRF MAINTENANCE	36.35	WRRF MAINTENANCE
CONSUMERS ENERGY	Electricity	1,819.68	Electricity
FISH WINDOW CLEANING	GENERAL MAINTENANCE	75.00	GENERAL MAINTENANCE
FLEIS & VANDENBRINK ENG'G INC	Professional Services	3,353.63	Professional Service
IDEXX DISTRIBUTION INC	LAB SUPPLIES	2,059.30	LAB SUPPLIES
JOHN DEERE FINANCIAL	GENERAL MAINTENANCE	74.20	GENERAL MAINTENANCE
LEE'S TRENCHING SERVICE INC	SANITARY SEWER CLEANING/INSPEC	1,045.00	SANITARY SEWER CLEAN
MINER SUPPLY COMPANY INC	SUPPLIES	39.56	SUPPLIES
MODERN OFFICE INTERIORS	WWTP EXPANSION PHASE 1	734.32	WWTP EXPANSION PHASE
MOORE & BRUGGINK INC	NPDES Discharge Permit & Expen	808.26	NPDES Discharge Perm
MOORE & BRUGGINK INC	WWTP EXPANSION PHASE 2	9,223.66	WWTP EXPANSION PHASE
MUTUAL OF OMAHA INSURANCE COMPAN	LIFE INS	32.49	LIFE INS
MUTUAL OF OMAHA INSURANCE COMPAN	DISABILITY INS	101.51	DISABILITY INS
MUTUAL OF OMAHA INSURANCE COMPAN	EMPLOYERS HEALTH INSURANCE	697.81	EMPLOYERS HEALTH INS
MWEA	DUES	38.50	DUES
NEO SOLUTIONS INC	Chemicals	20,092.80	Chemicals
NOAH'S ARK LAWCARE	GENERAL MAINTENANCE	553.70	GENERAL MAINTENANCE
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	322.86	LAB SUPPLIES
OTTAWA COUNTY FISCAL SERVICES	EQUIPMENT REPLACEMENT	773.00	EQUIPMENT REPLACEMEN
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	6,527.80	COLLECTION SYSTEM MA
PREIN & NEWHOF PC INC	Contracted Services	30.00	Contracted Services
SECURALARM LLC	Contracted Services	52.50	Contracted Services
SOCIETY FOR HUMAN RESOURCE MGMT	DUES	43.80	DUES
SPECTRUM HEALTH HOSPITALS	Contracted Services	25.50	Contracted Services
THOMAS SCIENTIFIC LLC	LAB SUPPLIES	14.88	LAB SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	28.81	Truck Maintenance
VERIZON WIRELESS	TELEPHONE	657.00	TELEPHONE
VISION SERVICE PLAN	EMPLOYERS HEALTH INSURANCE	112.96	EMPLOYERS HEALTH INS
WEX BANK	FUEL	877.94	FUEL
Total: 537.000 SEWER		51,071.37	

Department: 567.000 CEMETERY

CONSUMERS ENERGY	Electricity	68.25	Electricity
KERKSTRA PORTABLE RESTROOM	Contracted Services	95.00	Contracted Services
Total: 567.000 CEMETERY		163.25	

Department: 701.000 PLANNING & ZONING

FRESH COAST PLANNING LLC	Contracted Services	2,556.00	Contracted Services
Total: 701.000 PLANNING & ZONING		2,556.00	

Department: 751.000 RECREATION AND PARKS

ALLENDALE TRUE VALUE HDWE INC	Maintenance	42.72	Maintenance
CONSUMERS ENERGY	Electricity	1,374.54	Electricity
FAMILY FARM & HOME INC	Maintenance	52.66	Maintenance
LARRY HAVEMAN	Maintenance	60.00	Maintenance
Total: 751.000 RECREATION AND PARKS		1,529.92	

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 08/25/2021 - 09/14/2021
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Department: 790.000 LIBRARY

ACENTEK	COMPUTER CONTRACTED SERVICES	218.95	COMPUTER CONTRACTED
ACENTEK	TELEPHONE	43.67	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	Maintenance	17.99	MAINTENANCE
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	290.12	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	726.19	CHILDRENS BOOKS PURC
CONSUMERS ENERGY	Electricity	1,010.56	Electricity
CREATIVE IMAGE DESIGNERS LLC	SUPPLIES	24.47	SUPPLIES
FISH WINDOW CLEANING	Contracted Services	146.00	Contracted Services
GRAND RAPIDS CHILDREN'S MUSEUM	PROGAMMING SUPPLIES	250.00	PROGAMMING SUPPLIES
LARRY HAVEMAN	Maintenance	65.00	Maintenance
MIDWEST TAPE LLC	DIGITAL COLLECTION	974.96	DIGITAL COLLECTION
OFFICE MACHINES COMPANY INC	Copier Maintenance	109.77	Copier Maintenance
OVERDRIVE INC	DIGITAL COLLECTION	421.50	DIGITAL COLLECTION
REBECCA BENJAMIN	Contracted Services	850.00	Contracted Services
Total: 790.000 LIBRARY		5,149.18	

Department: 804.000 KNOWLTON HOUSE

ALLENDALE TRUE VALUE HDWE INC	Miscellaneous	9.99	Miscellaneous
CONSUMERS ENERGY	Electricity	170.96	Electricity
Total: 804.000 KNOWLTON HOUSE		180.95	

Department: 901.000 DDA CONSTRUCTION

FLEIS & VANDENBRINK ENG'G INC	PARK IMPROVEMENT	6,254.93	PARK IMPROVEMENT
HANSEN CONCRETE	PARK IMPROVEMENT	61,988.00	PARK IMPROVEMENT
Total: 901.000 DDA CONSTRUCTION		68,242.93	
*** GRAND TOTAL ***		533,529.37	

Treasurer's report for Board Meeting dated Monday, September 13, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
8/30/2021	100499	\$505.45	Kal-Blue Inc	Print Head Cartridges
8/30/2021	100500	\$1,107.40	Noah's Ark Lawncare	Lift Stations Lawn Mowing
8/30/2021	100501	\$36,030.28	Plummer's Environmental Service Inc	Cleaning & Inspection / Manhole Scans
9/7/2021	100502	\$1,195.01	Amazon	Books; Supplies; Programming

\$38,838.14 TOTAL

General Fund Cash Balance at board meeting dated 9/13/2021

Checking Account	\$	4,337,524.00
Liquid Investment	\$	259,379.00
CD	\$	18.00
Total	\$	4,596,921.00

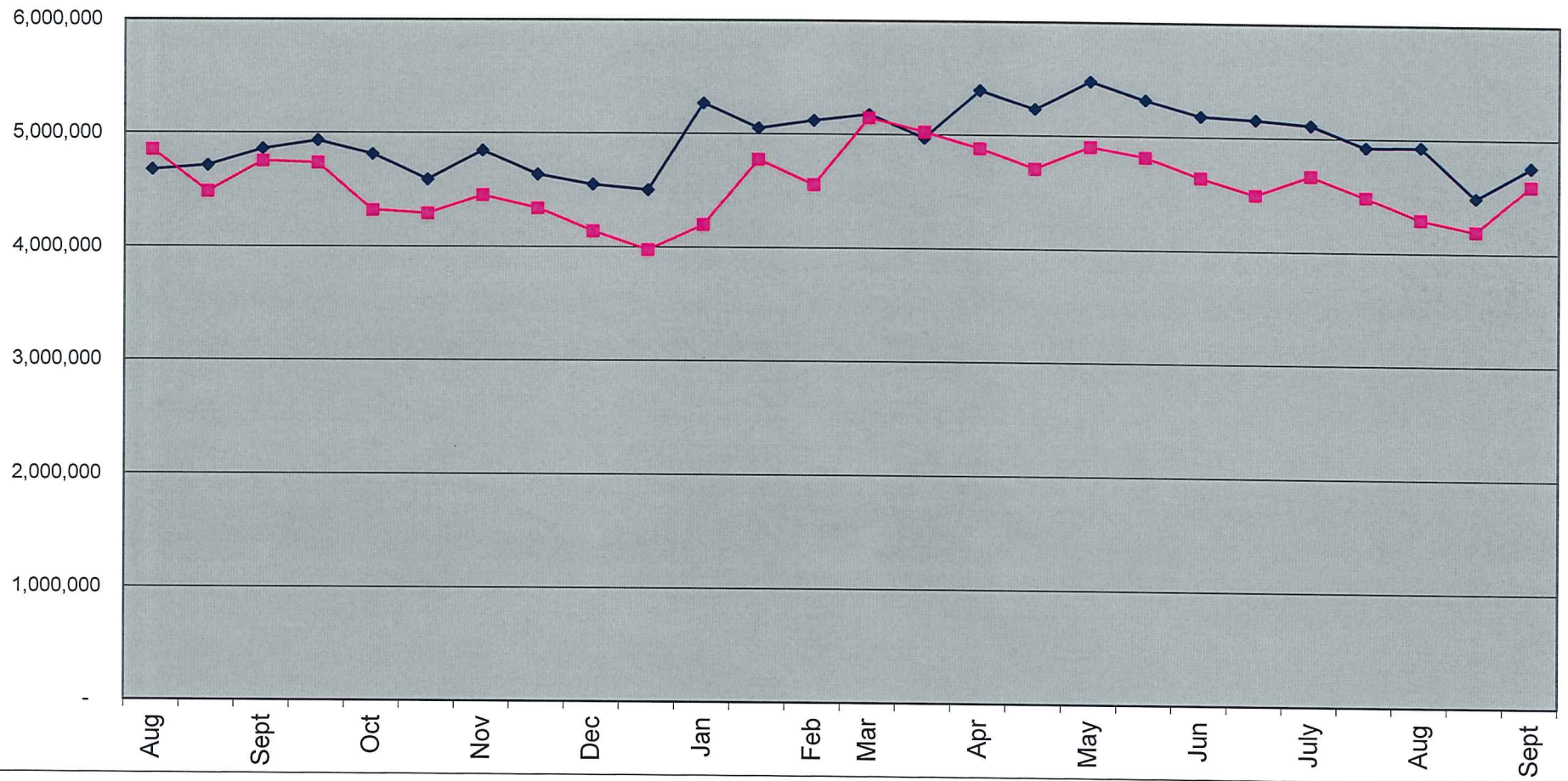
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	3,935,885.00
Liquid Investment	\$	259,375.00
CD	\$	18.00
Total	\$	4,195,278.00

Last year at this time the balance was \$ 4,755,272.00

2019 - 2021
GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

August 16, 2021

7:00 p.m.

1) Meeting called to order

2) Roll Call

Present: Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore

Absent: Westerling

Staff Present: Greg Ransford

Other Guests Present: Merwyn Koster, Don De Groot

3) Received for information: No information received

4) Motion by Mr. Zuniga to approve the August 02, 2021, Planning Commission Meeting Minutes with the correction to clarify under item 7B that Chairman Longcore did not speak to the bank, that it was the applicant who had spoken to the bank. Seconded by Zeinstra. **Approved: 6-0**

5) Motion by Mr. Longcore to switch items 9 and 10 on the agenda for the convenience of those present and approve the August 02, 2021, Planning Commission Agenda. Seconded by Mr. Schut. **Approved: 6-0**

6) Public Comments for non-public hearing items:

Mr. 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 - None

8) Site Plans to Review - None

9) New Business

A. Biltmore LLC/ 52nd and 56th Avenue Map Amendment Request- Seeking to rezone 70-09-25-300-050 & 70-09-25-300-060 from R-1 to R2

Mr. De Groot introduced the request to rezone the property located at 10460 56th Avenue and 10681 52nd from an R1 to R2.

Mr. De Groot acknowledged that the developments to the North and South of the subject parcel have been developed with lot sizes and lot widths similar to the R-2 zone, impact to neighboring properties will be compatible.

Mr. Ransford, for the record, briefly explained where they were at in this process. He expressed that it is not illegal to recommend something contrary to the Master Plan, of course there is more to it than just the map that comes into play. Mr. Ransford proceeded to say they have noted in their first memorandum and highlighted a couple bullet points for low density that corresponds for the R1 zone, and the moderate residential density corresponds with the requested R2 zone. The applicant has already responded to the rezoning criteria.

Mr. Longcore asked what are the densities of the properties to the North and South and what the proposed density of this plan is. Mr. De Groot replied that it looks to be about the same. That he had put together a conceptual plan and is less than 2 units per acre, moderate density has a max of 2.9 so they are under the allowed space. It is very comparable to the surrounding areas. Mr. Ransford clarified that Medium Density has a maximum density of 4.35 units per acre and low density has a maximum of 2.9. Consensus of the Commissioners was that this request makes sense and would fit with the surrounding area. The Commission directed Mr. Ransford to schedule the public hearing upon receipt of the density revisions from Mr. De Groot.

10) Old Business

A. Master Plan

Mr. Ransford reviewed some of the changes that had been made to the Master Plan Documents and Future Land Use Map.

Mr. Longcore brought up on the map the southeast corner of LMD and 60th. He expressed how there is already a bank, auto zone and dentist office and that area should be red for General Commercial. Country View Dr. should remain consistent with residential all along the street. 68th and LMD to the West Walgreens and the soon to be Mr. Burger should also be commercial.

Commissioners discussed adding more Moderate Density to the Future Land Use Map to align with neighboring properties. They also stated that in order to do this they would need to confer with DPW regarding future plans for water and sewer. Specifically, consensus was that from Valley View to 74th Ave could be Moderate Density.

Commissioners would like to see the Rural Estate zone along 78th south of Lake Michigan Dr. connected along 78th to the Rural Estate zone north of Buchannan.

Mr. Zeinstra spoke on the mobile home park at the end of Pingree and how part of it has been turned into moderate density and suggested to keep it all yellow for Medium Density. Mr. Zuniga brought up wanting to also change the Future addition of the mobile home park to yellow as well, Mr. Zeinstra agreed. Mr. Ransford then expressed wanting to double check the dash line does in fact represent the expansion of the park, and if it does not then he will keep it white designating the Agricultural Zone, Commissioners agreed with that statement.

Mr. Adams asked Mr. Ransford if there was a percentage overall, based on this version of the map, of each one of the zonings or classifications in the Township. Mr. Ransford replied that we don't have that right now, but the county can run that and get the numbers. Mr. Adams then asked Mr. Ransford about planning tools, where should the township be at for percentages, etc. Mr. Ransford answered that there used to be that mindset but with technology changing and growing it is not really desired or as necessary as once thought. What you shape your community into is up to you. Commissioners would like to know the percentages of commercial, residential and industrial, etc.

Rich Street was pointed out in the Industrial Zone to connect the zone from 56th to 48th and having them all designated gray. It was also brought up on how to designate the pump station and the Waste Water Treatment Plant as they are, at the moment located in residentially zoned districts.

Mr. Zeinstra inquired about a bike trail map and asked on whether or not it would be included in the Master Plan.

Direction was provided to Planner Ransford to update the master plan map according to the suggestions provided by the Commissioners.

11) Public Comments

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

12) Township Board Reports

Mr. Zeinstra reported that the Board received information from the Human Resources Department, Safety Department and the DPW. The Board approved the request to modify the job description for the project coordinator to an assistant administrator and the Tentative Preliminary Plat for Dewpointe West.

13) Commissioner and Staff Comments

Mr. Ransford reported on the question of a development going in without approval and had received an email from Steve Kushion that is was excavation of a pond for grandkids to fish out of, and that there were no alarms for this project.

Mr. Schut had a question about Kennedy Lake sidewalk in the wrong spot and if they looked into that yet and Mr. Ransford responded that he has reached out to the Zoning Administrator, but has not heard back yet.

14) Adjourn

Mr. Longcore adjourned the meeting at 8:16 p.m.

Next meeting Tuesday, September 07, 2021, at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Natasha Shepard



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration

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

Correctional Facility

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

Date: 08-23-2021

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (July 2021)

The Sheriff's Office during the month of July responded to 450 calls for service. Looking back at July 2020, the Sheriff's Office responded to 414 calls for service.

Allendale Township Basic EMT and MFR units, with the assistance of general road patrol responded to 37 medicals and 6 personal injury accidents in Allendale Township. Looking back at July 2020, the Sheriff's Office responded to 53 medicals.

Deputies made a total of 55 traffic contacts and issued 73 total violations.

July 4th Parade and Fireworks:

The parade moved to the Allendale Public School Campus this year off Pierce St. Starting from the administrative building, the parade route went past several schools and ended near Pine Valley Dr. The fireworks were also held at the same location on the 4th.



Allendale Summer School at the Middle School:

Deputy Ortman and Sgt. Keuning brought their police cars to the Allendale Summer School event and discussed with the students and teachers what a police officer does and the education it takes to become a police officer. The students and teachers tried on equipment, sat in the cruiser, and a show and tell with a teacher being “arrested”. The students and teachers asked many questions about the law enforcement profession. Allendale Fire Department also took part in one of the days where the students enjoyed spraying water from the fire hose.



Thank you

Sgt. Cal Keuning



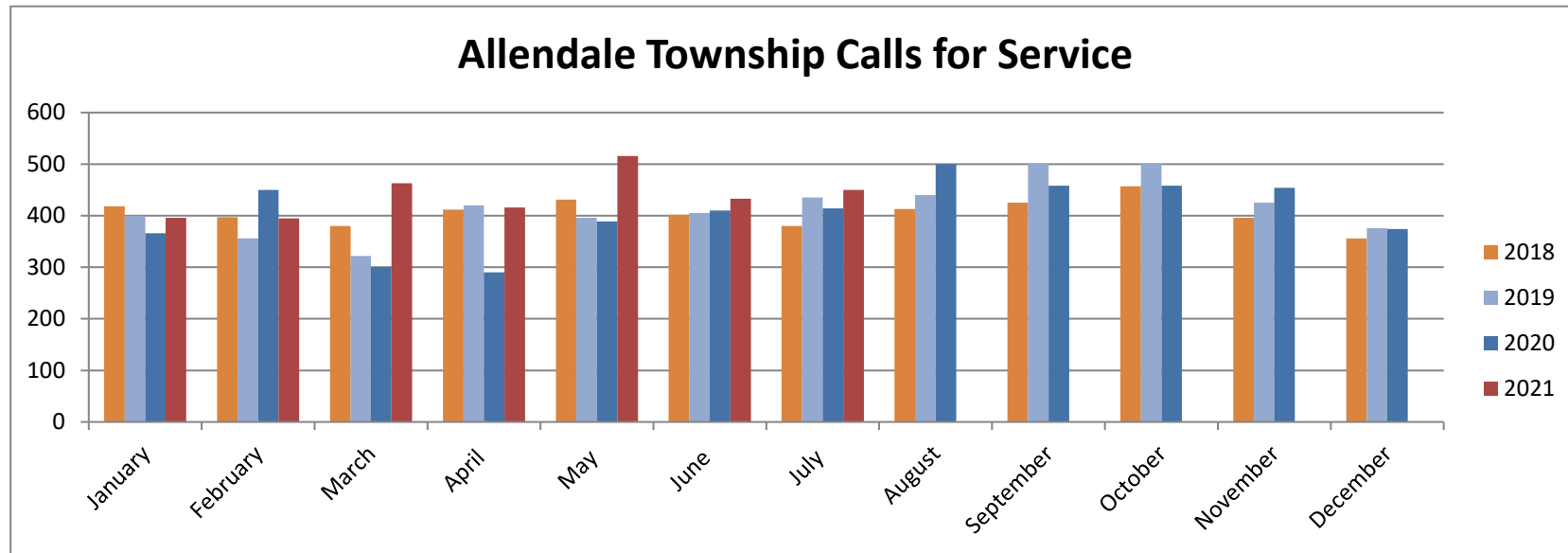
Allendale Township Community Policing

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

Total Number of Calls

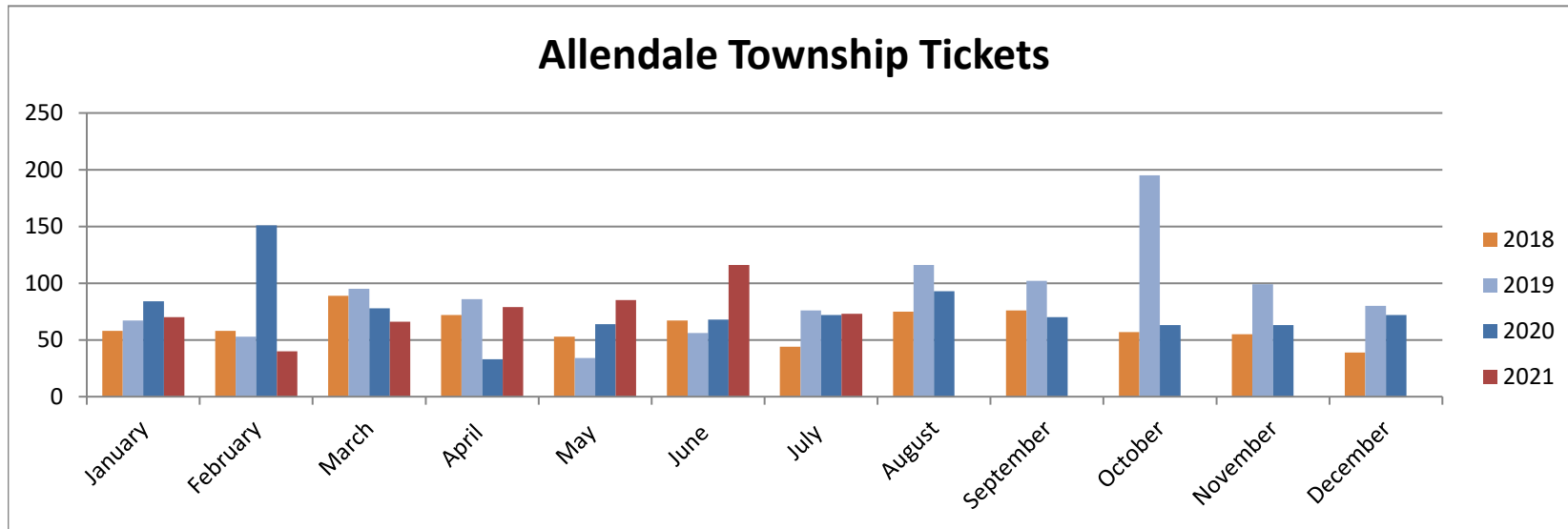
	January	February	March	April	May	June	July	August	September	October	November	December
2018	418	397	380	412	431	402	380	413	425	457	396	356
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450					



Total Tickets by Month

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

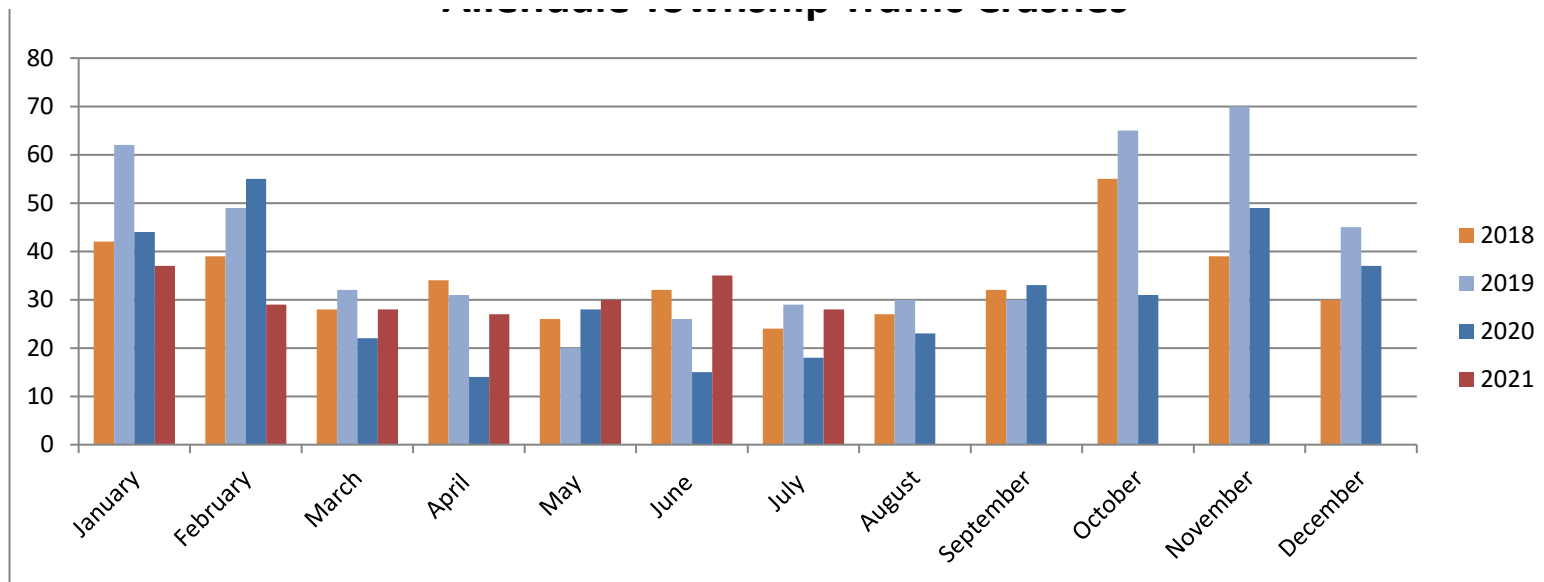
2019	67	53	95	86	34	56	76	116	102	195	99	80
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85	116	73					



Traffic Crashes

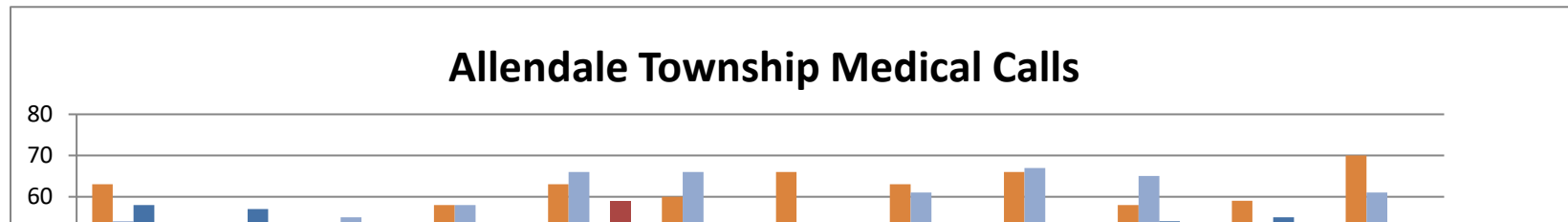
	January	February	March	April	May	June	July	August	September	October	November	December
2018	42	39	28	34	26	32	24	27	32	55	39	30
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28					

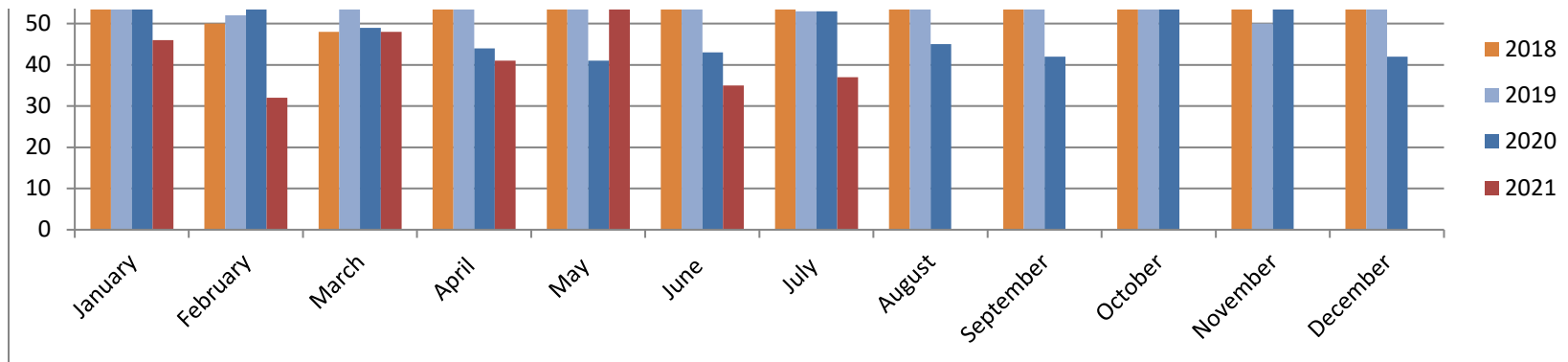
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2018	63	50	48	58	63	60	66	63	66	58	59	70
2019	54	52	55	58	66	66	53	61	67	65	50	61
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59	35	37					





Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7	4	1	9	4	1	5					
Larcenies	8	6	6	9	12	8	7					
Shoplifting	0	1	1	1	0	2	0					
Mental	6	2	11	5	9	11	13					
Civil	6	11	8	8	6	12	10					
Assaults	4	6	3	1	3	4	6					
Domestic	28	22	26	15	27	31	23					
Animal	18	18	15	14	10	18	17					
Alarms	4	7	9	8	6	7	10					
Traffic	26	34	38	41	48	37	32					
Narcotics	3	2	3	1	2	8	2					

Calls of Interest 2020

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

<u>ALARM TYPE</u>	<u>MONTH</u>	<u>MAY</u>	<u>YEAR TO DATE</u>	<u>YEAR TO DATE</u>	<u>CHANGE</u>
	<u>Aug</u>		<u>2021</u>	<u>2020</u>	<u>2020</u>
MEDICAL EMERGENCIES	77		377	281	96
Canceled Enroute	1		20	23	-3
Squad 172 Responses	39		229	212	17
Asst. Amb.	13		142	207	-65
Lift Assist	3		13	8	5
VEHICLE ACCIDENTS WITH INJURIES	2		30	29	1
Cancelled Enroute	0		1	1	EVEN
PROPERTY DAMAGE ACCIDENTS	1		9	8	1
Canceled Enroute	1		7	4	3
SMOKE/ODOR INVESTIGATION	2		15	12	3
Canceled Enroute	0		0	1	-1
MEDICAL ALARM	0		6	5	1
Canceled Enroute	0		0	0	EVEN
FIRE ALARM	2		53	47	6
Canceled Enroute	5		25	10	15
SERVICE CALL / LOCK-IN/OUT	6		25	12	13
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	2		20	16	4
MUTUAL AID GIVEN:	0		16	11	5
AUTOMATIC AID RECEIVED	0		10	7	3
MUTUAL AID RECEIVED:	0		1	0	1
BUILDING FIRES	1		11	8	3
GRASS, BRUSH, WOODS	1		6	9	-3
TRASH, REFUSE, DUMPSTER	0		4	7	-3
VEHICLE FIRES	1		6	5	1
CO ALARM	3		12	6	6
GAS LEAK / WIRE DOWN	2		16	14	2
NO DISPATCH	2		12	8	4
UNAUTHORIZED BURN	2		8	13	-5
TOTALS	127		834	745	89
	<u>Month</u>		<u>2021 to Date</u>	<u>2020 To Date</u>	<u>21/20 Change</u>
Property Loss: (\$)	\$27,000.00		\$1,006,040.00	\$229,113.00	\$776,927.00
Property Saved (\$)	\$0		\$1,718,448	\$1,177,708	\$540,740.00
Man Hours on Alarms	413.75		4019.75	2914.05	1105.7
Training Man Hours	230		1066.5	661.25	405
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	331.05		1889.1	1204.5	684.6
Burning Permits Issued	11		132	107	25
Grand Valley Alarms	11		56	25	31
Off-Campus Student Housing	6		93	71	22
Stonebridge Senior Housing	1		16	31	-15
Green Acres	5		25	15	10

AFD - Training and Activities

Report Filters

Activity/Training Start Date Time: is between '8/1/2021' and '8/31/2021'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
08/04/2021 18:00:00	08/04/2021 19:30:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	2
08/11/2021 09:00:00	08/11/2021 11:15:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	3
08/11/2021 06:00:00	08/11/2021 18:00:00	Wednesday	PART TIME SHIFT	1
08/12/2021 18:45:00	08/12/2021 19:45:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
08/12/2021 19:00:00	08/12/2021 21:00:00	Thursday	HAZMAT MONTHLY	3
08/13/2021 09:00:00	08/13/2021 11:15:00	Friday	PROFICIENCY TESTING	3
08/13/2021 10:15:00	08/13/2021 11:00:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
08/13/2021 06:00:00	08/13/2021 18:00:00	Friday	PART TIME SHIFT	1
08/13/2021 18:00:00	08/13/2021 19:00:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
08/14/2021 09:00:00	08/14/2021 11:45:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	4
08/13/2021 16:00:00	08/13/2021 18:00:00	Friday	EQUIPMENT CHECKS #1	5
08/15/2021 09:00:00	08/15/2021 10:00:00	Sunday	PART TIME SHIFT	2
08/16/2021 06:00:00	08/16/2021 18:00:00	Monday	PROBATIONARY FIREFIGHTER TRAINING	1
08/17/2021 06:00:00	08/17/2021 18:00:00	Tuesday	PART TIME SHIFT	1
08/12/2021 18:00:00	08/12/2021 21:30:00	Thursday	HAZMAT/TECH RESCUE	5
08/17/2021 16:00:00	08/17/2021 18:00:00	Tuesday	PROBATIONARY FIREFIGHTER TRAINING	2
08/17/2021 15:30:00	08/17/2021 17:30:00	Tuesday	PROFICIENCY TESTING	3
08/18/2021 16:00:00	08/18/2021 17:30:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	2

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
08/19/2021 13:30:00	08/19/2021 15:30:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
08/20/2021 06:00:00	08/20/2021 18:00:00	Friday	PART TIME SHIFT	1
08/20/2021 09:00:00	08/20/2021 12:15:00	Friday	PROFICIENCY TESTING	4
08/20/2021 14:00:00	08/20/2021 15:30:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
08/20/2021 18:00:00	08/20/2021 20:30:00	Friday	EQUIPMENT CHECKS #2	5
08/23/2021 18:30:00	08/23/2021 20:00:00	Monday	OFFICERS MEETING	12
08/24/2021 09:45:00	08/24/2021 11:45:00	Tuesday	PUBLIC SERVICE	3
08/19/2021 16:30:00	08/19/2021 19:30:00	Thursday	PUBLIC SERVICE	9
08/24/2021 17:15:00	08/24/2021 20:00:00	Tuesday	PROFICIENCY TESTING	2
08/26/2021 09:00:00	08/26/2021 12:00:00	Thursday	PROFICIENCY TESTING	3
08/27/2021 14:30:00	08/27/2021 18:00:00	Friday	PART TIME SHIFT	1
08/28/2021 11:30:00	08/28/2021 12:30:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	2
08/28/2021 08:30:00	08/28/2021 11:30:00	Saturday	EQUIPMENT CHECKS #3	5
08/31/2021 11:15:00	08/31/2021 12:15:00	Tuesday	PART TIME SHIFT	1
08/30/2021 18:30:00	08/31/2021 20:30:00	Monday	PROBATIONARY FIREFIGHTER TRAINING	9
08/21/2021 10:30:00	08/21/2021 12:00:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	3
08/01/2021 11:30:25	08/31/2021 11:30:33	Sunday	CAPTAIN PAY	1
08/01/2021 11:31:55	08/31/2021 11:32:01	Sunday	OFFICER PAY D.C.	1
08/01/2021 11:35:13	08/31/2021 11:35:20	Sunday	OFFICER PAY LT.	5
08/01/2021 11:41:57	08/31/2021 11:42:03	Sunday	SERGEANT PAY	6
08/01/2021 11:44:30	08/31/2021 11:44:34	Sunday	EMS COORDINATOR	1
08/01/2021 11:50:28	08/31/2021 11:50:32	Sunday	EMS REPORT AUDIT	1
08/04/2021 10:00:00	08/04/2021 13:00:00	Wednesday	EMT CLASS	1
08/04/2021 17:30:00	08/04/2021 19:30:00	Wednesday	PUBLIC SERVICE	5
08/06/2021 16:00:00	08/06/2021 17:30:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	1
08/06/2021 10:00:00	08/06/2021 11:30:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	1

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
08/06/2021 06:00:00	08/06/2021 18:00:00	Friday	PART TIME SHIFT	1
08/06/2021 18:00:26	08/06/2021 19:30:28	Friday	PROBATIONARY FIREFIGHTER TRAINING	1
08/06/2021 18:00:37	08/06/2021 19:30:38	Friday	EQUIPMENT CHECKS #6	5
08/02/2021 10:00:00	08/02/2021 15:00:02	Monday	PART TIME SHIFT	1
08/02/2021 15:44:44	08/02/2021 16:44:59	Monday	PROBATIONARY FIREFIGHTER TRAINING	1
08/02/2021 10:00:00	08/02/2021 14:00:00	Monday	EMT CLASS	1
08/03/2021 14:00:00	08/03/2021 15:15:00	Tuesday	PROBATIONARY FIREFIGHTER TRAINING	2
Activity/Training Event Type: Training				
08/02/2021 18:45:00	08/02/2021 20:45:00	Monday	PUMPING OPERATIONS	7
08/02/2021 18:45:00	08/02/2021 21:00:00	Monday	VEHICLE EXTRICATION	7
08/02/2021 18:45:00	08/02/2021 21:15:00	Monday	BUILDING TOURS	8
08/07/2021 07:30:00	08/07/2021 13:00:00	Saturday	HOUSE BURN/VENTILATION/FF SURVIVAL	20
08/16/2021 18:45:00	08/16/2021 21:30:00	Monday	PUMPING OPERATIONS	9
08/16/2021 18:45:00	08/16/2021 21:30:00	Monday	VEHICLE EXTRICATION	9
08/16/2021 18:45:00	08/16/2021 21:30:00	Monday	BUILDING TOURS	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	7
C - Shift 6P FRI / 6P SUN	15
	Total: 22
Day of Week: 02 - Monday	
A - Shift 6P SUN / 6A FRI	10
B - Shift 6A MON / 6P FRI	13
	Total: 23
Day of Week: 03 - Tuesday	
A - Shift 6P SUN / 6A FRI	12
B - Shift 6A MON / 6P FRI	15
C - Shift 6P FRI / 6P SUN	1
	Total: 28
Day of Week: 04 - Wednesday	
A - Shift 6P SUN / 6A FRI	4
B - Shift 6A MON / 6P FRI	9
	Total: 13
Day of Week: 05 - Thursday	
A - Shift 6P SUN / 6A FRI	3
B - Shift 6A MON / 6P FRI	8
	Total: 11
Day of Week: 06 - Friday	
A - Shift 6P SUN / 6A FRI	2
B - Shift 6A MON / 6P FRI	10
C - Shift 6P FRI / 6P SUN	5
	Total: 17
Day of Week: 07 - Saturday	
C - Shift 6P FRI / 6P SUN	13
	Total: 13
	Total: 127

AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	4
01:00:00 - 01:59:59	3
02:00:00 - 02:59:59	4
03:00:00 - 03:59:59	4
04:00:00 - 04:59:59	2
05:00:00 - 05:59:59	2
06:00:00 - 06:59:59	5
07:00:00 - 07:59:59	5
08:00:00 - 08:59:59	4
09:00:00 - 09:59:59	6
10:00:00 - 10:59:59	6
11:00:00 - 11:59:59	6
12:00:00 - 12:59:59	6
13:00:00 - 13:59:59	8
14:00:00 - 14:59:59	7
15:00:00 - 15:59:59	8
16:00:00 - 16:59:59	4
17:00:00 - 17:59:59	8
18:00:00 - 18:59:59	5
19:00:00 - 19:59:59	4
20:00:00 - 20:59:59	13
21:00:00 - 21:59:59	4
22:00:00 - 22:59:59	4
23:00:00 - 23:59:59	5
Total: 127	

AFD Incident Type Report "Percent"

Report Filters

Basic Incident Date Time: is between '8/1/2021' and '8/31/2021'

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	0.79%
123 - Fire in portable building, fixed location	0.79%
131 - Passenger vehicle fire	0.79%
142 - Brush or brush-and-grass mixture fire	0.79%
Total: 3.15%	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
3001 - Lift Assist, Medical	0.79%
311 - Medical assist, assist EMS crew	10.24%
3111 - Driver for Ambulance Service	0.79%
321 - EMS call, excluding vehicle accident with injury	59.84%
322 - Motor vehicle accident with injuries	0.79%
324 - Motor vehicle accident with no injuries.	1.57%
331 - Lock-in (if lock out , use 511)	0.79%
Total: 74.80%	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
411 - Gasoline or other flammable liquid spill	0.79%
412 - Gas leak (natural gas or LPG)	0.79%
444 - Power line down	0.79%
451 - Biological hazard, confirmed or suspected	0.79%
Total: 3.15%	
Incident Type Category (FD1.21): 5 - Service Call	
500 - Service call, other	0.79%
554 - Assist invalid	0.79%
561 - Unauthorized burning	1.57%
Total: 3.15%	
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	1.57%
6110 - Dispatched and cancelled en route (Medical)	0.79%
6111 - Dispatched and cancelled en route (Fire Alarm)	3.94%
622 - No incident found on arrival at dispatch address	0.79%
651 - Smoke scare, odor of smoke	1.57%
Total: 8.66%	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
7001 - Dispatch Error (Never Dispatched)	1.57%
735 - Alarm system sounded due to malfunction	0.79%
736 - CO detector activation due to malfunction	1.57%
744 - Detector activation, no fire - unintentional	0.79%
746 - Carbon monoxide detector activation, no CO	0.79%
Total: 5.51%	
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster	
815 - Severe weather or natural disaster standby	1.57%
Total: 1.57%	
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						
21-0000751	04:05:25	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid given	Coopersville/Polkton Fire Dept.	
21-0000721	08:55:31	B - Shift 6A MON / 6P FRI	123 - Fire in portable building, fixed location	None		
21-0000762	06:15:15	C - Shift 6P FRI / 6P SUN	131 - Passenger vehicle fire	None		
21-0000784	15:48:18	B - Shift 6A MON / 6P FRI	142 - Brush or brush-and-grass mixture fire	None		
Count: 4						Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
21-0000758	06:25:59	C - Shift 6P FRI / 6P SUN	3001 - Lift Assist, Medical	None		
21-0000708	14:09:39	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000724	19:45:00	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000726	09:37:07	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000727	09:40:40	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000728	22:27:15	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000729	02:20:38	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000730	11:39:28	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000736	01:01:37	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000737	01:13:56	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000790	23:32:07	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000794	19:43:50	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000795	00:41:25	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000814	10:45:01	B - Shift 6A MON / 6P FRI	311 - Medical assist, assist EMS crew	None		
21-0000735	23:57:15	A - Shift 6P SUN / 6A FRI	3111 - Driver for Ambulance Service	None		
21-0000709	18:15:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000711	14:12:23	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000715	21:54:02	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000718	18:06:36	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000722	09:00:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000725	04:05:31	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000731	12:05:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000732	12:14:16	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	Mutual aid received		
21-0000733	19:15:57	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000738	17:24:25	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			
21-0000740	20:49:34	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000741	20:54:44	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000743	03:39:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000745	17:16:44	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000748	15:26:05	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000750	23:31:29	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000752	12:50:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000753	17:19:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000754	23:35:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000755	11:57:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000756	16:26:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000757	00:42:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000760	12:00:43	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000763	07:18:30	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000764	07:38:39	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000765	13:46:17	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000766	20:41:24	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000767	06:56:20	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000768	08:47:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000770	15:59:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000771	20:14:14	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000772	20:45:52	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000775	14:55:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000777	17:33:05	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000778	18:54:06	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000780	07:00:45	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000781	13:05:39	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000782	16:27:09	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000783	07:56:45	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000785	11:17:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000786	15:47:43	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
21-0000787	17:14:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000789	21:24:07	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000792	09:04:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000793	10:39:10	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000796	16:38:34	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000798	07:49:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000799	12:33:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000800	14:57:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000802	22:33:14	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000803	02:14:10	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000804	08:00:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000805	08:38:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000806	12:33:59	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000807	14:48:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000808	21:46:53	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000809	05:48:42	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000810	13:13:23	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000811	02:47:45	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000812	05:17:01	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000813	06:11:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000815	13:32:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000816	14:32:34	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000817	15:45:42	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000818	21:44:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000819	00:23:37	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000820	01:29:50	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000823	11:27:30	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000824	13:41:55	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000825	15:18:23	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000826	20:46:29	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000827	11:01:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000828	17:05:21	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			
21-0000830	10:04:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000831	10:48:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000832	15:33:47	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000822	09:32:09	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
21-0000713	17:43:36	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
21-0000761	02:46:21	C - Shift 6P FRI / 6P SUN	324 - Motor vehicle accident with no injuries.	None		
21-0000769	10:45:43	B - Shift 6A MON / 6P FRI	331 - Lock-in (if lock out , use 511)	None		
						Total: 0.00%
Count: 95						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
21-0000723	20:39:05	A - Shift 6P SUN / 6A FRI	411 - Gasoline or other flammable liquid spill	Mutual aid given	Ferrysburg Fire Dept	
21-0000774	11:45:48	B - Shift 6A MON / 6P FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000747	22:51:13	A - Shift 6P SUN / 6A FRI	444 - Power line down	None		
21-0000833	09:06:45	B - Shift 6A MON / 6P FRI	451 - Biological hazard, confirmed or suspected	None		
						Total: 0.00%
Count: 4						
Incident Type Category (FD1.21): 5 - Service Call						
21-0000734	18:57:00	A - Shift 6P SUN / 6A FRI	500 - Service call, other	Mutual aid given	Coopersville/Polkton Fire Dept.	
21-0000773	03:57:36	A - Shift 6P SUN / 6A FRI	554 - Assist invalid	None		
21-0000720	10:40:39	B - Shift 6A MON / 6P FRI	561 - Unauthorized burning	None		
21-0000779	20:48:50	A - Shift 6P SUN / 6A FRI	561 - Unauthorized burning	None		
						Total: 0.00%
Count: 4						
Incident Type Category (FD1.21): 6 - Good Intent Call						
21-0000710	13:54:24	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	Automatic aid given	Blendon Township Fire Dept	
21-0000739	20:27:12	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	None		
21-0000834	20:52:47	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
21-0000712	14:41:25	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000716	13:34:36	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000776	16:32:02	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000801	19:52:36	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000821	13:41:44	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000714	18:03:34	A - Shift 6P SUN / 6A FRI	622 - No incident found on arrival at dispatch address	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
21-0000744	17:17:46	B - Shift 6A MON / 6P FRI	651 - Smoke scare, odor of smoke	None		
21-0000788	20:56:00	C - Shift 6P FRI / 6P SUN	651 - Smoke scare, odor of smoke	Automatic aid received		
Count: 11						Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
21-0000719	23:32:49	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
21-0000759	06:23:05	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
21-0000717	15:33:06	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		
21-0000742	03:36:13	A - Shift 6P SUN / 6A FRI	736 - CO detector activation due to malfunction	None		
21-0000829	00:53:54	A - Shift 6P SUN / 6A FRI	736 - CO detector activation due to malfunction	None		
21-0000797	20:10:29	A - Shift 6P SUN / 6A FRI	744 - Detector activation, no fire - unintentional	None		
21-0000791	03:51:36	C - Shift 6P FRI / 6P SUN	746 - Carbon monoxide detector activation, no CO	None		
Count: 7						Total: 0.00%
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
21-0000746	22:00:19	A - Shift 6P SUN / 6A FRI	815 - Severe weather or natural disaster standby	None		
21-0000749	20:24:54	A - Shift 6P SUN / 6A FRI	815 - Severe weather or natural disaster standby	None		
Count: 2						Total: 0.00%
Count: 127						Total: 0.00%

RESOLUTION 2021-21
TRUTH IN TAXATION: MILLAGE RATE- 2021

WHEREAS, the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held a public hearing on September 13, 2021 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.0598 mills, pursuant to the Resolution of the Township Board, dated August 23, 2021; and

WHEREAS, the Township Board's resolution of August 23, 2021 was duly published by the Township Clerk in accordance with the requirements of the Truth in Taxation Law; and

WHEREAS, it appears to be in the best interest of the Township to levy an additional millage rate of 0.0598 mills.

NOW, THEREFORE, be it hereby resolved that the Township Board of Allendale Charter Township, Ottawa County, Michigan does hereby approve the levy of an additional millage rate of 0.0598 mills, pursuant to the requirements of the Truth in Taxation Law and does hereby establish the 2021 Allendale Charter Township millage rate as follows:

1. Allocated, Operating Millage – 2.7422 and as delineated on the attached L-4029 2021 Tax Rate Request Form, pursuant to the requirements of State law, and instructs Supervisor Elenbaas and Clerk Hansen to sign the aforementioned form.

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on _____, 2021

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 13th day of September 2021. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available by said act.

Dated: September 13, 2021

Jody L. Hansen, Township Clerk

OTTAWA COUNTY 2021 CERTIFICATE OF COMPLIANCE

Our Tax Authority **has completed** the following steps as required by M.C.L. 211.24e (Truth in Taxation)

- ☐ A separate Truth-in-Taxation hearing is **not necessary**. Our Tax Authority complies with Sec. 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size must conform to stated requirements. (M.C.L. 141.412)

and

Our meeting was completed by October 1st. *Date of meeting was _____.

OR

- ☒ Our Board, or Commission, or Council has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)

and

Our Board, or Commission, Council or Authority has published a hearing notice and posted the same at the principal office of our taxing unit. This notice contained the proposed additional millage rate, the percentage increase in operating revenue and the percentage increase over the preceding year if not approved which would be generated from permitted ad valorem tax levies and the Notice was published at least 6 days before the hearing date. (M.C.L. 211.24e, subsections 6 & 9)

and

Our Board, or Commission, Council or Authority held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6) *Date of meeting was September 13, 2021.

and

Not more than 10 days after the public hearing, our Board or Commission or Council has passed a resolution adopting additional millage which does not exceed that which appeared in the notice published at least 7 days earlier. (M.C.L. 211.24e, subsection 8).

OR

- ☐ Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding fiscal year for operating purposes.

OR

- ☐ A Truth-in-Taxation hearing was not necessary because we will not be levying an operating levy which is larger than the base tax rate.

Our Taxing Authority has verified any Debt Levy being requested on the Tax Rate Request Form(L4029)

- ☐ We are not requesting a debt levy
- ☐ We are requesting a debt levy, and have included a report or other document showing the amount of principle and interest that the requested debt levy is intended to retire.

• NAME OF TAX UNIT ALLENDAL CHARTER TOWNSHIP

• BOARD, COUNCIL OR COMMISSION:
Clerk or Secretary (Signature) _____

Print or Type Name JODY HANSEN

• Chairperson, Mayor,
President or Supervisor (Signature) _____

Print or Type Name ADAM ELENBAAS

• Dated this 14th day of September, 2021.

Please return to the Ottawa County Equalization Director with the L-4029 form.

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Ottawa County	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 667,166,090
Local Government Unit Requesting Millage Levy Allendale Charter Township	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CHARTER	OPERATING	8/72	5.0000	3.3715	0.9919	3.3441	1.0000	3.3441	0.0000	2.7422	NONE

Prepared by TYLER WOLFE	Telephone Number (616) 892-3119	Title of Preparer ASSESSOR	Date 09/14/2021
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		JODY HANSEN	09/14/2021
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		ADAM ELENBAAS	09/14/2021

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Instructions For Completing Form 614 (L-4029) 2021 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2021 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2020 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2020** permanently reduced rate can be found in column 7 of the **2020** Form L-4029. For operating millage approved by the voters after April 30, 2020, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2021 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2021 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2021. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2021 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2021 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2021. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2021 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2021. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Budget Amendment Request

Fund Name: Allendale Historical Society Fund

Date:

Department Number: N/A

Budget Entry #:

Department Name: N/A

Amendment #:

Requested by:

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Garden Club - Plant Sales	\$0.00			\$0.00
Private Donations	\$0.00			\$0.00
Door Entrance Donations	\$0.00			\$0.00
Fund Raisers	\$0.00			\$0.00
Fund Raiser - Furnace	\$0.00			\$0.00
Donations - Garden Club	\$0.00			\$0.00
Dues	\$0.00			\$0.00
Transfer In	\$0.00			\$0.00
TOTAL REVENUES:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES:				
150Th Book Sales				\$0.00
Interest	\$50.00			\$50.00
Endowment fund interest				\$0.00
Private Donations				\$0.00
Fund Raisers				\$0.00
Dues				\$0.00
Transfer In				\$0.00
Postage				\$0.00
Supplies				\$0.00
Printing & Publishing				\$0.00
Miscellaneous				\$0.00
150Th Book Sales				\$0.00
ENDOWMENT FUND INTEREST				\$0.00
Private Donations				\$0.00
Fund Raisers				\$0.00
Dues				\$0.00
Postage				\$0.00
Supplies			\$50.00	\$50.00
Contracted Services				\$0.00
Printing & Publishing				\$0.00
Electricity	\$725.00			\$725.00
Heating Fuel	\$600.00		\$200.00	\$800.00
Miscellaneous	\$100.00		\$100.00	\$200.00
150Th Book Sales				\$0.00
Interest				\$0.00
ENDOWMENT FUND INTEREST				\$0.00
Private Donations				\$0.00
Fund Raisers				\$0.00
Dues				\$0.00
Transfer In				\$0.00
Postage				\$0.00
Supplies				\$0.00
Contracted Services				\$0.00
Water Cost				\$0.00
Seminars				\$0.00
Dues				\$0.00
Printing & Publishing				\$0.00
Electricity				\$0.00
Heating Fuel				\$0.00
Maintenance				\$0.00
Miscellaneous				\$0.00
New Equipment				\$0.00
Garden Club - Plant Sales				\$0.00
Interest				\$0.00
Private Donations				\$0.00
Transfer In				\$0.00
Salaries				\$0.00
Employers Fica				\$0.00
Supplies				\$0.00
Contracted Services				\$0.00
Miscellaneous				\$0.00
New Equipment				\$0.00
Transfer Out				\$0.00
TOTAL EXPENDITURES:	\$1,475.00	\$0.00	\$350.00	\$1,825.00
Revenue Over/(Under) Expenditures	(\$1,475.00)	\$0.00	(\$350.00)	(\$1,825.00)

Description

Other

Approved/Denied?

Budget Amendment Request

Fund Name: Cemetery Improvement Fund

Date:

Department Number: N/A

Budget Entry #:

Department Name: N/A

Amendment #:

Requested by:

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Cemetery Lots	\$5,000.00		\$8,000.00	\$13,000.00
Interest	\$350.00			\$350.00
Property Rental	\$200.00			\$200.00
Transfer In				\$0.00
TOTAL REVENUES:	\$5,550.00	\$0.00	\$8,000.00	\$13,550.00
EXPENDITURES:				
Audit	\$250.00			\$250.00
Contracted Services				\$0.00
Supplies				\$0.00
Administration	\$10.00			\$10.00
Cemetery Computer Mapping				\$0.00
Miscellaneous				\$0.00
Property Purchased				\$0.00
Capital expenditures				\$0.00
Principal Paid				\$0.00
Interest Paid				\$0.00
TOTAL EXPENDITURES:	\$260.00	\$0.00	\$0.00	\$260.00
Revenue Over/(Under) Expenditures	\$5,290.00	\$0.00	\$8,000.00	\$13,290.00

Description

Other

Approved/Denied?

Budget Amendment Request

Fund Name: Rental Administration Fund

Date:

Department Number: N/A

Budget Entry #:

Department Name: N/A

Amendment #:

Requested by:

	Original Budget	Prior Amendments	This Amendment	Revised Budget
RENTAL INSPECTIONS	\$36,985.00			\$36,985.00
CERT OF COMPLIANCE	\$31,440.00			\$31,440.00
LANDLORD RENTAL FINES	\$200.00			\$200.00
Interest	\$100.00			\$100.00
Transfer In	\$15,000.00			\$15,000.00
TOTAL REVENUES:	\$83,725.00	\$0.00	\$0.00	\$83,725.00
EXPENDITURES:				
Salaries	\$53,235.00			\$53,235.00
Life Insurance - Employer	\$65.00			\$65.00
Disability Insurance	\$120.00		\$130.00	\$250.00
In Lieu Of Health Insurance	\$500.00			\$500.00
Employers Fica	\$4,111.00			\$4,111.00
EMPLOYER'S 401(A)	\$3,194.00			\$3,194.00
Employers Health Insurance	\$15,000.00			\$15,000.00
MPLOYEE HEALTH ASSISTANCE PROGRAM	\$4,000.00			\$4,000.00
Postage				\$0.00
Administration	\$2,642.00			\$2,642.00
Contracted Services	\$1,500.00			\$1,500.00
Seminars	\$3,000.00			\$3,000.00
Gas & Oil	\$500.00			\$500.00
COMPUTER CONTRACTED SERVICES	\$2,375.00			\$2,375.00
Miscellaneous	\$300.00			\$300.00
Capital Outlay				\$0.00
TOTAL EXPENDITURES:	\$90,542.00	\$0.00	\$130.00	\$90,672.00
Revenue Over/(Under) Expenditures	(\$6,817.00)	\$0.00	(\$130.00)	(\$6,947.00)

Description

Other

Approved/Denied?

Budget Amendment Request

Fund Name: General Fund Date: 5/24/2021
 Department Number: _____ Budget Entry #: _____
 Department Name: ALL Amendment #: _____
 Requested by: _____

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Liquor License			\$750.00	\$750.00
Zoning Compliance Permits	\$1,000.00		\$200.00	\$1,200.00
Special Use Permits	\$500.00		\$1,000.00	\$1,500.00
Charge For Zoning Change	\$1,000.00		\$600.00	\$1,600.00
OTHER FEDERAL GRANTS			\$14,560.00	\$14,560.00
Other Grants			\$70,000.00	\$70,000.00
Metro Act	\$11,000.00		\$261.00	\$11,261.00
Tallmadge Library Contribution	\$105,000.00		\$2,762.00	\$107,762.00
Miscellaneous Reimbursements			\$2,300.00	\$2,300.00
Misc. Income	\$1,000.00		\$331.00	\$1,331.00
Charge For Site Plan Review			\$1,000.00	\$1,000.00
Grave Openings	\$15,000.00		\$5,000.00	\$20,000.00
Ordinance Fines	\$5,000.00		(\$3,900.00)	\$1,100.00
Interest	\$20,000.00		(\$18,000.00)	\$2,000.00
Hall Rental Income	\$3,000.00		(\$2,000.00)	\$1,000.00
PAVILION RENTAL	\$1,000.00		\$700.00	\$1,700.00
Sale Of Assets			\$9,000.00	\$9,000.00
Veteran's Day			(\$75.00)	(\$75.00)
Donations - Park			\$1,800.00	\$1,800.00
DONATIONS - SUMMER READING PGM	\$500.00		(\$500.00)	\$0.00
Reimbursement Fire Protection	\$60,000.00		\$30,000.00	\$90,000.00
Grants/Foundations			\$207.00	\$207.00
TOTAL REVENUES:		\$0.00	\$115,996.00	

EXPENDITURES:

Township Board

Contracted Services			2,800.00	2,800.00
Seminars	\$10,000.00		(2,800.00)	7,200.00
Printing & Publishing	\$4,500.00	500.00		5,000.00
Miscellaneous	\$1,500.00	(500.00)		1,000.00
Seminars	\$1,200.00		(320.00)	880.00
Cell Phone			320.00	320.00
PROCESS/PROGRAM IMP	\$10,000.00	(3,842.60)		6,157.40
Salaries	\$37,000.00		(36,000.00)	1,000.00
Auditor Consultant	\$2,000.00		(1,000.00)	1,000.00
Audit	\$10,000.00		(2,000.00)	8,000.00
Contracted Services	\$80,000.00		(60,000.00)	20,000.00
Dues	\$1,200.00		(510.00)	690.00
COMPUTER CONTRACTED SERVICES	\$7,000.00		(2,868.00)	4,132.00
Deputy Clerk	\$6,500.00		500.00	7,000.00
Salaries	\$125,969.00	4,100.00		130,069.00
Contracted Services	\$13,000.00		3,000.00	16,000.00
COMPUTER CONTRACTED SERVICES	\$45,000.00	41,844.00		86,844.00
Miscellaneous	\$5,000.00	(257.40)	(3,000.00)	1,742.60
Flowers/Shrubs/Trees	\$200.00		120.00	320.00
Telephone	\$9,000.00		1,500.00	10,500.00
Miscellaneous	\$500.00		1,000.00	1,500.00
Capital Outlay	\$15,000.00		(3,000.00)	12,000.00

Buildings & Grounds

Buildings & Grounds

	BUILDING IMP-FIRE		399,000.00		399,000.00
Cemetery					
	Insurance	\$400.00		10.00	410.00
	Maintenance	\$2,000.00		(10.00)	1,990.00
Fire Department					
	Fire Fighter Medical	\$24,000.00		(2,000.00)	22,000.00
	Fuel for 180			500.00	500.00
	COMPUTER CONTRACTED SERVICES	\$7,000.00		(1,000.00)	6,000.00
	Maintenance For 121	\$5,000.00		500.00	5,500.00
	MAINTENANCE FOR 122	\$5,000.00		2,000.00	7,000.00
	Maintenace for 180			3,000.00	3,000.00
	Maintenance For 190	\$1,700.00		3,300.00	5,000.00
	FIRE SIMULATOR EXPENSES	\$2,700.00		10,300.00	13,000.00
	Fire Fighter Training	\$5,200.00		(1,000.00)	4,200.00
Planning Commission					
	Contracted Services			100.00	100.00
	Printing & Publishing			10,000.00	10,000.00
	Miscellaneous	\$3,000.00		(2,000.00)	1,000.00
Planning & Zoning					
	Contracted Services	\$42,000.00		30,000.00	72,000.00
	Miscellaneous	\$200.00		90,000.00	90,200.00
Highway M-45					
	Insurance	\$7,000.00		310.00	7,310.00
	Gas & Oil	\$2,000.00		(310.00)	1,690.00
Community Promotions: Independence Day					
	Supplies	\$1,000.00		(1,000.00)	0.00
	Contracted Services	\$15,000.00		(15,000.00)	0.00
	Printing & Publishing	\$3,000.00		(3,000.00)	0.00
Community Promotions: Concerts/Movies in the Park					
	Supplies	\$100.00		400.00	500.00
Community Promotions: Administration					
	Salaries			21,000.00	21,000.00
	Employers Fica			1,700.00	1,700.00
	EMPLOYER'S 401(A)			1,300.00	1,300.00
Recreation & Parks					
	Supplies	\$2,000.00		(1,000.00)	1,000.00
	Maintenance	\$5,000.00		3,000.00	8,000.00
	Capital Outlay	\$5,000.00		(5,000.00)	0.00
Library					
	Salaries	\$237,510.00		(3,141.00)	234,369.00
	Insurance	\$4,000.00		59.00	4,059.00
	Dues	\$300.00		415.00	715.00
	Heating Fuel	\$2,500.00		500.00	3,000.00
	Miscellaneous	\$5,000.00		500.00	5,500.00
	Capital Outlay			1,603.00	1,603.00
Lifelong Learners					
	Contracted Services	\$12,000.00		(7,000.00)	5,000.00
Hospital Reimbursement					
	Employers Health Insurance	\$160,000.00		15,000.00	175,000.00
	TOTAL EXPENDITURES:		440,844.00	51,778.00	
	Revenue Over/(Under) Expenditures		(440,844.00)	64,218.00	

SUMMARY BY DEPARTMENT		With Fire Station		Excluding Fire Station	
		Expenditures	Revenues	Expenditures	Revenues
	Township Board	\$0.00		\$0.00	
	Supervisor	(\$3,842.60)		(\$3,842.60)	
	Elections	(\$36,000.00)		(\$36,000.00)	
	Audit	(\$3,000.00)		(\$3,000.00)	
	Assessor	(\$63,378.00)		(\$63,378.00)	
	Clerk	\$500.00		\$500.00	
	General Office	\$45,686.60		\$45,686.60	
	Buildings & Grounds	\$398,620.00		(\$380.00)	
	Cemetery	\$0.00		\$0.00	

<i>Fire Department</i>	\$15,600.00		\$15,600.00	
<i>Planning Commission</i>	\$8,100.00		\$8,100.00	
<i>Planning & Zoning</i>	\$120,000.00		\$120,000.00	
<i>Highway M-45</i>	\$0.00		\$0.00	
<i>Community Promotions: Independence Day</i>	(\$19,000.00)		(\$19,000.00)	
<i>Community Promotions: Concerts/Movies in the Park</i>	\$400.00		\$400.00	
<i>Community Promotions: Administration</i>	\$24,000.00		\$24,000.00	
<i>Recreation & Parks</i>	(\$3,000.00)		(\$3,000.00)	
<i>Library</i>	(\$64.00)		(\$64.00)	
<i>Lifelong Learners</i>	(\$7,000.00)		(\$7,000.00)	
<i>Hospital Reimbursement</i>	\$15,000.00		\$15,000.00	
TOTAL ALL:	492,622.00	\$115,996.00	\$93,622.00	115,996.00
<i>Planned Surplus</i>	26,591.00		26,591.00	
Net Impact on Fund Balance:	(350,035.00)		\$48,965.00	

Description	Projected Year End Fund Balance (Jan. 1, 2021):	\$ 4,058,934.00
	Projected Year End Fund Balance (Current):	\$ 3,618,090.00
	Projected Year End Fund Balance (After this Amendment):	\$ 3,682,308.00

Other	
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Approved/Denied?	
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Budget Amendment Request

Fund Name: Public Utilities Fund

Date:

Department Number: N/A

Budget Entry #:

Department Name: N/A

Amendment #:

Requested by:

Water

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Inspections	\$5,000.00			\$5,000.00
Misc. Income	\$2,000.00		\$79,000.00	\$81,000.00
Water-Meter Charges	\$35,000.00			\$35,000.00
Utility Charges	\$2,535,750.00		\$264,250.00	\$2,800,000.00
Water-Service Laterals				\$0.00
Water-Hydrant Usage	\$4,500.00			\$4,500.00
Robinson Twp Hydrant Rentals	\$450.00			\$450.00
Interest				\$0.00
Rental-Water Tank-Omnipoint	\$15,000.00			\$15,000.00
CAPITAL CONTRIB-DDA				\$0.00
Sale Of Assets				\$0.00
DEVELOPER CONTRIBUTIONS				\$0.00
Equipment Replacement Transfer				\$0.00
TOTAL REVENUES:	\$2,597,700.00	\$0.00	\$343,250.00	\$2,940,950.00
EXPENDITURES:				
Salaries	\$361,591.00			\$361,591.00
Life Insurance - Employer	\$250.00			\$250.00
Disability Insurance			\$1,000.00	\$1,000.00
Workmans Comp - Employer	\$10,000.00			\$10,000.00
In Lieu Of Health Insurance	\$2,900.00			\$2,900.00
Employers Fica	\$27,662.00			\$27,662.00
EMPLOYER'S 401(A)	\$19,087.00			\$19,087.00
Hospital Reimb. Besteman				\$0.00
Hospital Reimb. Boss				\$0.00
Hospital Reimb. Scholten				\$0.00
Hospital Reimb. Doornbos				\$0.00
Hospital Reimb. Vanderjagt				\$0.00
Hospital Reimb. Currier				\$0.00
Hospital Reimb. VenHuizen				\$0.00
INSURANCE DEDUCTABLE				\$0.00
Employers Health Insurance	\$60,000.00			\$60,000.00
HSA Contribution				\$0.00
Birth Control				\$0.00
EMPLOYEE HEALTH ASSISTANCE PROGRAM	\$7,500.00			\$7,500.00
ASSISTANCE - BESTEMAN				\$0.00
ASSISTANCE - BOSS				\$0.00
ASSISTANCE - SCHOLTEN				\$0.00
ASSISTANCE - DOORNBOS				\$0.00
ASSISTANCE - VANDERJAGT				\$0.00
ASSISTANCE - CURRIER				\$0.00
ASSISTANCE - BRISTOL				\$0.00
UNEMPLOYMENT				\$0.00
SUPPLIES-MISC	\$20,000.00			\$20,000.00
OFFICE SUPPLIES	\$2,000.00			\$2,000.00
Service Laterals				\$0.00
Service Laterals - Parts			\$2,600.00	\$2,600.00
Meter Cost	\$145,000.00			\$145,000.00
Contracted Services	\$27,000.00			\$27,000.00
Professional Services	\$100,000.00			\$100,000.00
Public Water System Fee	\$6,500.00			\$6,500.00
G.R. Water Service Charges				\$0.00
BACKFLOW INSPECTIONS				\$0.00
BACKFLOW CONTAINMENT				\$0.00
Water Cost	\$1,130,127.00			\$1,130,127.00
Insurance	\$13,500.00			\$13,500.00
Seminars	\$5,500.00			\$5,500.00
Dues	\$4,250.00			\$4,250.00
Mileage	\$150.00			\$150.00
Water Usage	\$3,250.00			\$3,250.00
Electricity	\$52,500.00			\$52,500.00
Telephone	\$4,200.00			\$4,200.00
Heating Fuel			\$600.00	\$600.00
Heat - Metering Station	\$5,500.00			\$5,500.00
Maintenance	\$153,000.00			\$153,000.00
Gas & Oil	\$7,400.00			\$7,400.00
Copier Maintenance				\$0.00
Truck Maintenance	\$5,000.00			\$5,000.00
Equipment Replacement	\$13,000.00			\$13,000.00
Metering Station - County				\$0.00
Rentals & Contract				\$0.00
Miscellaneous	\$4,100.00			\$4,100.00
Contingency				\$0.00
New Equipment	\$10,500.00			\$10,500.00
Safety Equipment	\$3,500.00			\$3,500.00
Capital Outlay			\$182,146.00	\$182,146.00
CAPITAL ASSETS COSTS CAPITALIZED				\$0.00
Transfer Out				\$0.00
TOTAL EXPENDITURES:	\$2,204,967.00	\$0.00	\$186,346.00	\$2,391,313.00
Revenue Over/((Under) Expenditures		\$0.00	\$156,904.00	

Description

Other

Approved/Denied?

Sewer

	Original Budget	Prior Amendments	This Amendment	Revised Budget
STATE GRANTS				\$0.00
Inspections	\$5,000.00		(\$4,000.00)	\$1,000.00
Misc. Income	\$1,500.00			\$1,500.00
Utility Charges	\$2,039,670.00			\$2,039,670.00
Sewer Charges - Leprino	\$100,860.00			\$100,860.00
Sewer Laterals				\$0.00
Interest				\$0.00
CAPITAL CONTRIB-DDA				\$0.00
Sale Of Assets				\$0.00
REAL PROPERTY SOLD-PRINCIPAL				\$0.00
REAL PROPERTY SOLD-INTEREST				\$0.00
DEVELOPER CONTRIBUTIONS				\$0.00
Contributions-Treatmt Plnt Exp				\$0.00
Equipment Replacement Transfer				\$0.00
TOTAL REVENUES:	\$2,147,030.00	\$0.00	(\$4,000.00)	\$2,143,030.00
EXPENDITURES:				
Salaries	\$387,572.00			\$387,572.00
Life Insurance - Employer	\$225.00			\$225.00
Disability Insurance			\$1,000.00	\$1,000.00
Workmans Comp - Employer	\$8,000.00			\$8,000.00
In Lieu Of Health Insurance	\$2,900.00			\$2,900.00
Employers Fica	\$29,650.00			\$29,650.00
EMPLOYER'S 401(A)	\$19,087.00			\$19,087.00
Hospital Reimb. Besteman				\$0.00
Hospital Reimb. Boss				\$0.00
Hospital Reimb. Scholten				\$0.00
Hospital Reimb. Doornbos				\$0.00
Hospital Reimb. Vanderjagt				\$0.00
Hospital Reimb. Currier				\$0.00
Hospital Reimb. VenHuizen				\$0.00
INSURANCE DEDUCTABLE				\$0.00
Employers Health Insurance	\$60,000.00			\$60,000.00
HSA Contribution				\$0.00
Birth Control				\$0.00
EMPLOYEE HEALTH ASSISTANCE PROGRAM	\$5,000.00			\$5,000.00
ASSISTANCE - BESTEMAN				\$0.00
ASSISTANCE - BOSS				\$0.00
ASSISTANCE - SCHOLTEN				\$0.00
ASSISTANCE - DOORNBOS				\$0.00
ASSISTANCE - VANDERJAGT				\$0.00
ASSISTANCE - CURRIER				\$0.00
ASSISTANCE - BRISTOL				\$0.00
UNEMPLOYMENT				\$0.00
SUPPLIES-MISC	\$24,000.00			\$24,000.00
LAB SUPPLIES	\$37,000.00			\$37,000.00
OFFICE SUPPLIES	\$2,000.00			\$2,000.00
Service Laterals				\$0.00
Chemicals	\$86,000.00			\$86,000.00
Contracted Services	\$15,000.00		\$1,000.00	\$16,000.00
Professional Services	\$130,000.00			\$130,000.00
SAW GRANT EXPENSES				\$0.00
SEWER POND CLEANING	\$265,000.00			\$265,000.00
Discharge Permit				\$0.00
NPDES Discharge Permit & Expenses	\$5,800.00		\$1,506.00	\$7,306.00
Mercury Program Costs				\$0.00
Insurance	\$13,000.00			\$13,000.00
Seminars	\$8,000.00			\$8,000.00
Dues	\$4,000.00			\$4,000.00
Mileage	\$150.00			\$150.00
Water Usage	\$30,000.00		\$2,000.00	\$32,000.00
Electricity	\$96,000.00			\$96,000.00
Telephone	\$12,500.00			\$12,500.00
Heating Fuel	\$17,000.00			\$17,000.00
Trash	\$2,750.00			\$2,750.00
Sludge Removal				\$0.00
GENERAL MAINTENANCE	\$50,000.00			\$50,000.00
WRRF MAINTENANCE	\$75,000.00			\$75,000.00
SANITARY SEWER CLEANING/INSPECTION	\$75,000.00			\$75,000.00
COLLECTION SYSTEM MAINTENANCE	\$220,000.00		\$30,000.00	\$250,000.00
Gas & Oil	\$7,600.00			\$7,600.00
Copier Maintenance				\$0.00
Truck Maintenance	\$5,000.00			\$5,000.00
Equipment Replacement	\$5,000.00			\$5,000.00
Miscellaneous				\$0.00
Contingency				\$0.00
New Equipment	\$23,500.00			\$23,500.00
Safety Equipment	\$3,500.00			\$3,500.00
Sludge tank equipment				\$0.00
Capital Outlay			\$30,000.00	\$30,000.00
WWTP EXPANSION PHASE 1				\$0.00
WWTP EXPANSION PHASE 2				\$0.00
CAPITAL ASSETS COSTS CAPITALIZED				\$0.00
CAPITAL TRANSFER OUT				\$0.00
TOTAL EXPENDITURES:	\$1,725,234.00	\$0.00	\$65,506.00	\$1,790,740.00
Revenue Over/(Under) Expenditures		\$0.00	(\$69,506.00)	

Description

Other

Approved/Denied?

Administration

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Misc. Income				\$0.00
Chg For Site Plan Review & Field Testing				\$0.00
Construction Requirement Books				\$0.00
Connection Regis. Fee	\$200.00			\$200.00
CONNECTIONS FEES (WATER)	\$90,000.00		\$85,000.00	\$175,000.00
CONNECTIONS FEES (SEWER)	\$120,000.00		\$130,000.00	\$250,000.00
Penalties	\$15,000.00			\$15,000.00
Interest	\$32,000.00			\$32,000.00
INTEREST ON LAND CONTRACT				\$0.00
Interest On Assessments	\$9,000.00			\$9,000.00
CONNECTIONS FINANCED (WATER)	\$10,000.00			\$10,000.00
CONNECTIONS FINANCED (SEWER)	\$25,000.00			\$25,000.00
WS Debt Reduction Assessment-Allendale				\$0.00
Transfer In				\$0.00
TOTAL REVENUES:	\$301,200.00	\$0.00	\$215,000.00	\$516,200.00

EXPENDITURES:

Salaries				\$0.00
Life Insurance - Employer				\$0.00
Disability Insurance				\$0.00
Workmans Comp - Employer				\$0.00
In Lieu Of Health Insurance				\$0.00
Employers Fica				\$0.00
EMPLOYER'S 401(A)				\$0.00
Hospital Reimb. Alkema				\$0.00
Employers Health Insurance				\$0.00
HSA Contribution				\$0.00
EMPLOYEE HEALTH ASSISTANCE PROGRAM				\$0.00
ASSISTANCE - ALKEMA				\$0.00
Postage	\$6,750.00		\$750.00	\$7,500.00
Supplies	\$1,000.00			\$1,000.00
Administration Reimbursed	\$146,348.00			\$146,348.00
Contracted Services				\$0.00
COUNTY CONN. REGIS. FEE			\$90.00	\$90.00
Audit	\$11,000.00			\$11,000.00
Seminars				\$0.00
Mileage				\$0.00
Printing & Publishing	\$1,000.00			\$1,000.00
Cell Phone				\$0.00
COMPUTER CONTRACTED SERVICES	\$11,000.00		\$4,500.00	\$15,500.00
Equipment Replacement				\$0.00
Rentals & Contract				\$0.00
Miscellaneous	\$1,600.00			\$1,600.00
Contingency				\$0.00
Safety Training And Materials	\$5,250.00			\$5,250.00
LOSS ON DISPOSAL OF ASSETS				\$0.00
Capital Outlay				\$0.00
Agent Fees				\$0.00
Interest Paid				\$0.00
Bond Payment				\$0.00
Transfer Out				\$0.00
TOTAL EXPENDITURES:	\$183,948.00	\$0.00	\$5,340.00	\$189,288.00
Revenue Over/(Under) Expenditures		\$0.00	\$209,660.00	

Description

Other

Approved/Denied?

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Assistant Township Administrator- Kevin Yeomans

Board of Trustees:

At our recent board meetings we discussed and approved the job description for the role of Assistant Township Administrator. Additionally, we have discussed the transition of Kevin Yeoman's existing role from an hourly employee to a salaried employee. I am bringing these two subjects together to make the following recommendations to the Board of Trustees with a request for your approval:

1. To update the position title currently held by Kevin Yeomans from Project Coordinator to Assistant Township Administrator. This update addresses many needs we have in our growing township, and creates additional bandwidth to better provide our residents with the level of service they expect and deserve. Additionally, it better encompasses the job duties that Mr. Yeomans has already started to fill within his current position.
2. To approve the promotion of Kevin Yeomans to the position of Assistant Township Administrator. Mr. Yeomans has already begun to fulfill the duties listed in the new job description. He has played a key role in capital improvement planning and in the budget process while continuing to play a critical role in managing projects for the Township.

With the experience Mr. Yeomans brings to the Township, and the value that he has already added during the past year and half of his employment, we recommend an annual salary of \$66,687.92, effective September 13, 2021. Given the close proximity of annual reviews, Mr. Yeomans' 2021 year-end review process will not encompass a wage adjustment, as this promotion satisfies that segment of the annual review process. We look forward to the leadership, value, and level of service that Mr. Yeomans will continue to bring to our organization and community.

Sincerely,



Adam Elenbaas

Allendale Township Supervisor

6676 Lake Michigan Drive | P.O. Box 539 | Allendale MI 49401
Phone: 616-895-6295 Fax: 616-895-6670 or 616-895-6330
www.al/endale-twp.org

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Human Resource Director- Lydale Weaver

Board of Trustees:

An internal assessment regarding the job duties for the Human Resource Manager position was conducted; including the job performance of Lydale Weaver, Human Resource Specialist. After careful evaluation, approval for the following recommendations are being requested:

1. To update the position title from Human Resource Manager to Human Resource Director.
This adjustment will help relate the job title with the expected job duties and will create job title continuity within our organization.
2. To approve the promotion of Lydale Weaver from Human Resource Specialist to Human Resource Director. Mr. Weaver has been fulfilling many of the job responsibilities of the Human Resource Director for numerous months including: employee relations, strategic planning, ensuring legal obligation adherence and compliance, a multitude of recruiting processes, onboarding responsibilities, payroll and compensation management, overseeing personnel records and HRIS Administration duties, and training and development.

With his internal experience and growth as the Human Resource Specialist, his 20 years of expertise in the profession of HR, and his genuine passion for providing exceptional service to our team members, candidates, and community members, we recommend an annual salary of \$67,059.20, effective September 13, 2021. Given the close proximity of annual reviews, Mr. Weaver's 2021 year-end review process will not encompass a wage adjustment, as this promotion satisfies that segment of the annual review process. We look forward to the leadership and the outstanding HR development strategies and service that Mr. Weaver will continue to bring to our organization.

Sincerely,



Jody Hansen

Allendale Township Clerk

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Assessor Administrator- Connor Galligan

Board of Trustees:

An internal assessment regarding the job duties for the Assessor Administrator with MAAO license was conducted; including the job performance of Connor Galligan, MAAO Licensed Assessor. After careful evaluation, approval for the following recommendations are being requested:

1. To update the position title from Assistant Assessor to Assessor Administrator. This adjustment will help relate the job title with the expected job duties and will create job title continuity within our organization.
2. To approve the promotion of Connor Galligan from Assistant Assessor to Assessor Administrator. Mr. Galligan has been fulfilling many of the job responsibilities of the Assessor Administrator for the past 2 years including: overseeing and completing all residential reviews, overseeing and making decisions for the Assessing Department when the Head Assessor is out of the office, review and prepare for Michigan Tax Tribunal cases, oversee and prepare for Board of Review meetings, handle and input all paperwork and mailings the Assessing Department receives, as well as many other jobs in our department and around the office.

With his internal experience and growth as an Assessor, his 4.5 years of expertise in the profession of Assessing, and his genuine passion for providing exceptional service to our community and staff, we recommend an annual salary of \$68,640, which is within the parameters of paygrade A7, effective September 13, 2021. Given the close proximity of annual reviews, Mr. Galligan's 2021 year-end review process will not encompass a wage adjustment, as this promotion satisfies that segment of the annual review process. We look forward to the continued success and the outstanding work and service that Mr. Galligan will continue to bring to our organization and community.

Sincerely,



Tyler Wolfe

Allendale Township Head Assessor

6676 Lake Michigan Drive | P.O. Box 539 | Allendale MI 49401
Phone: 616-895-6295 Fax: 616-895-6670 or 616-895-6330
www.allendale-twp.org

ALLENDALE CHARTER TOWNSHIP

Position: Assessor Administrator with MAAO License

Immediate Supervisor: Head Assessor / Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not constructed to be an exhaustive list of all job duties performed by personnel so classified. Grade A7.

Essential Functions:

- Oversee and make decisions in regards to day to day operations and functions of the department when the Head Assessor is out of the office
 - Work independently with limited supervision on day to day operations
 - Communicate and work with the County and State on various projects
 - Research, report and advise the Head Assessor on matters relating to property appraisals and assessments
- Oversee, direct and participate in appraisal of Residential / Agricultural / Commercial / Industrial / Personal properties.
 - Maintain a current record of real property within the township
 - Monitor real estate transactions, conduct sales studies and monitor building construction to determine trends in property values; supervise and participate in the appraisal of new or remodeled residential, commercial and industrial buildings; inspect buildings; evaluate specifications
 - Supervise and conduct periodic field inspections of property to locate unrecorded changes and reappraise as needed
 - Help review and prepare for MTT and Small Claims court cases
- Participate in the compilation of township assessment rolls
- Conduct field inspections and appraisals of new construction and modifications of existing commercial and industrial properties
- Meet with the property owners regarding assessment determination, answer questions, respond to complaints and explain appeal procedures
- Participate preparing the materials for the Board of Review, and presenting the information as needed
- Attend meetings as requested by the Head Assessor and Supervisor

Knowledge/Skill Requirements:

- Knowledge of professional principles and techniques of real and personal property appraisal is necessary, as well as knowledge of laws, regulations and rules governing the assessment of real and personal property in the State of Michigan

- Thorough knowledge of local government finance and property tax administration in Michigan, the Michigan General Property Tax Act as amended and related statutes, the Michigan tax calendar, assessment administration and public relations, equalization, real property descriptions, and vacant land valuation.
- Ability to prepare and present coherent, accurate testimony before the Board of Review, Michigan Tax Tribunal, court of Law or other official commission concerning real and personal property appraisal.
- Considerable knowledge of the use of personal computers and related software.
- Good oral and written communication skills
- This position requires providing advice, conflict resolution, problem solving and communication as a representative of the Township
- Ability to interact positively and professionally with property owners, accountants, third-party tax preparers, community and business representatives, real estate professionals, local assessors, other local government employees and members of the general public from a wide range of cultural and socio-economic backgrounds.
- Oversee and complete all Residential Re-appraisals and meeting the recommended 20% visits by the State annually
- Oversee and input all PRE, PTA's, RPPE, and Personal Property forms received by the Township.
- Aid in the completion of the State of Michigan's Audit of Minimum Assessing Requirements (AMAR) required every 5 years

Physical Requirements:

- Must possess sufficient mobility with or without assistive devices to access all-natural features, structures and/or improvements on developed and undeveloped agricultural, residential, commercial, industrial and timber cutover parcels being appraised.
- Must have sufficient mobility with or without assistive devices to access all features of structures located on parcels being appraised.
- Must have sufficient visual acuity with or without corrective lenses to visually inspect property being appraised.
- Must be able to descend to and ascend from ground/floor level to take measurements and to inspect soil and geological land features; building foundations and other structural features, and other features of land and structures being appraised.
- Must be able to tolerate exposure to inclement weather conditions.
- Must be able to access and move tax rolls, maps and other items weighing up to 25 lbs.

Required Training, Education and experiences

- Must have a minimum of three years of progressively responsible experience as a local unit assessor or assistant assessor with a municipality/local government. Bachelor's degree in Business or Public Administration, Finance, Accounting, Management, or similar degree, or possession of state certified Real Estate Appraiser Designation from the State Board of Real Estate Appraisers is strongly preferred.

Required Certifications and Licenses:

- Must possess and maintain certification as a Michigan Advanced Assessing officer by the Michigan State Tax Commission.
- Valid Michigan Driver's License

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.

Updated 9-9-2021

ALLENDALE CHARTER TOWNSHIP

Position: Assistant Assessor with MCAO or MCAT License

Immediate Supervisor: Assessor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not constructed to be an exhaustive list of all job duties performed by personnel so classified.

Essential Functions:

- Conduct field inspections of new construction and modifications of existing residential properties to collect data to assist in the appraisal of properties
- Meet with the property owners regarding assessment determination, answer questions, respond to complaints and explain appeal procedures
- Maintain residential property files
- Draw floor plans on assessing records
- Maintain and update homestead affidavit files
- Perform maintenance and annual computation of personal property files
- Identify properties and land values that need additional documentation or updated price structures
- Review documents, records and computer input and output data to identify errors and make corrections
- Access and update assessment data, generate various related reports and data spreadsheets, including drawing floor plans
- Maintain files for the Board of Review
- Maintain deed files and transfer affidavit files
- Assist with the maintenance of property cards
- Prepare mailings, publications, notices, etc
- Attend meetings as requested by the Head Assessor or Supervisor

Knowledge/Skill Requirements:

- An MCAT or MCAO level assessing license is required for this position
- Knowledge of procedures and practices for the compilation and processing of regular and special assessment roles
- This position requires logic, intuition, analysis, judgement, research and organizational skills
- Working knowledge of blueprints preferred
- Considerable knowledge of the use of personal computers and related software.
- Good oral and written communication skills

- This position requires providing advice, conflict resolution, problem solving and communication as a representative of the Township
- Ability to interact positively and professionally with property owners, accountants, third-party tax preparers, community and business representatives, real estate professionals, local assessors, other local government employees and members of the general public from a wide range of cultural and socio-economic backgrounds.
- Ability to oversee and supervise all Residential Re-appraisals and meeting the recommended 20% visits by the State.
- Ability to oversee and input all PRE, PTA's, RPRE, and Personal Property forms received by the Township.
- Ability to work outdoors, walk and stand throughout the majority of the work day
- Ability to work in an office environment
- The position requires research and organizational skills
- Valid driver's license, clean driving record and ability to pass a background check and drug screen

Physical Requirements:

- Must possess sufficient mobility with or without assistive devices to access all-natural features, structures and/or improvements on developed and undeveloped agricultural, residential, commercial, industrial and timber cutover parcels being appraised.
- Must have sufficient mobility with or without assistive devices to access all features of structures located on parcels being appraised.
- Must have sufficient visual acuity with or without corrective lenses to visually inspect property being appraised.
- Must be able to descend to and ascend from ground/floor level to take measurements and to inspect soil and geological land features; building foundations and other structural features, and other features of land and structures being appraised.
- Must be able to tolerate exposure to inclement weather conditions.
- Must be able to access and move tax rolls, maps and other items weighing up to 25 lbs.

Required Certifications and Licenses:

- MCAT or MCAO Assessing License preferred
- Valid Michigan Driver's License

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.

Updated 1-21-2020

Budget Amendment Request

Fund Name: General Fund Date: _____
 Department Number: 248 Budget Entry #: _____
 Department Name: General Office Amendment #: _____
 Requested by: _____

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				\$0.00

EXPENDITURES:

Salaries	\$125,969.00	\$4,100.00	\$10,500.00	\$140,395.00
Employers Fica	\$9,637.00		\$1,200.00	\$10,740.00
EMPLOYER'S 401(A)	\$7,558.00		\$1,000.00	\$8,424.00
Postage	\$10,000.00			\$10,000.00
Supplies	\$5,500.00			\$5,500.00
Contracted Services	\$13,000.00	\$3,000.00		\$16,000.00
Seminars	\$3,200.00			\$3,200.00
Dues	\$10,000.00			\$10,000.00
CELL PHONE	\$500.00			\$500.00
Maintenance				\$0.00
COMPUTER CONTRACTED SERVICES	\$45,000.00	\$41,844.00		\$86,844.00
Computer Replacement	\$1,800.00			\$1,800.00
Miscellaneous	\$5,000.00	(\$3,257.40)		\$1,742.60
Safety Training And Materials	\$3,000.00			\$3,000.00
Capital Outlay	\$1,800.00			\$1,800.00
TOTAL EXPENDITURES:	\$241,964.00	\$45,686.60	\$10,800.00	\$298,450.60
Revenue Over/(Under) Expenditures	(\$241,964.00)			(\$298,450.60)

OTHER FINANCING SOURCES AND USES:

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

Description

Other

Approved/Denied?

Budget Amendment Request

Fund Name: General Fund Date: _____
Department Number: 209 Budget Entry #: _____
Department Name: Assessing Amendment #: _____
Requested by: _____

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:				\$0.00

EXPENDITURES:

Salaries	\$156,439.00		(\$6,000.00)	\$150,439.00
Employers Fica	\$11,968.00			\$11,968.00
EMPLOYER'S 401(A)	\$9,386.00			\$9,386.00
Supplies	\$200.00			\$200.00
Contracted Services	\$80,000.00	(\$60,000.00)		\$20,000.00
Seminars	\$4,000.00			\$4,000.00
Dues	\$1,200.00	(\$510.00)		\$690.00
Mileage	\$1,500.00			\$1,500.00
MPUTER CONTRACTED SERVICES	\$7,000.00	(\$2,868.00)		\$4,132.00
Miscellaneous	\$2,500.00			\$2,500.00
Capital Outlay	\$500.00			\$500.00
TOTAL EXPENDITURES:	\$274,693.00	(\$63,378.00)	(\$6,000.00)	\$205,315.00
Revenue Over/(Under)				
Expenditures	(\$274,693.00)			(\$205,315.00)

OTHER FINANCING SOURCES AND USES:

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

Description

Other

Approved/Denied?

ALLENDALE CHARTER TOWNSHIP

ORDINANCE NO. 2021 - _____

RENTAL HOUSING REGISTRATION AMENDMENT ORDINANCE

AN ORDINANCE to amend Ordinance No. 2017-4, which provides for the registration and regulation of rental housing located within the Charter Township of Allendale; to allow inspections; to provide penalties for violations; to repeal conflicting ordinances; and to provide for the effective date of this Ordinance.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, MICHIGAN
ORDAINS AS FOLLOWS:

Section 1. Amendment of Ordinance No. 2017-4. The following provisions of the rental housing registration ordinance adopted by Allendale Charter Township, Ordinance No. 2017-4, shall be amended as follows:

A. Amendment of Section 3: Section 3(b)(2) shall be amended to state in its entirety as follows:

- (2) An Owner shall apply for a new certificate of compliance for the Rental Unit prior to the current certificate of compliance expiration. If the Owner fails to obtain a new certificate of compliance for the Rental Unit before the current certificate of compliance expires, the Rental Unit will need to be re-inspected before a new certificate of compliance can be issued.

B. Amendment of Section 4: Section 4(b) shall be amended to state in its entirety as follows:

(b) Inspection Procedures.

- (1) An inspection shall be valid for a period of up to four years, unless there is a sufficient basis for re-inspection pursuant to this Ordinance or if the certificate of compliance is revoked by the Township for noncompliance with this Ordinance.
- (2) If, upon completion of an inspection, the Rental Unit or surrounding Premises are found to be in violation of a Township ordinance or applicable State law, the Township shall provide the Owner with written notice of such violations. The Township shall set a re inspection date before which such violation shall be corrected.
- (3) If a complaint is filed with the Township regarding a Rental Unit, the Owner will be notified. An inspection will ensue if the Township believes such

action is necessary. The Township may also choose to accept written verification that the violation has been corrected.

- (4) Where a re-inspection must be made to ensure conformity with this Ordinance, the Township may charge a separate inspection fee for each subsequent inspection.
- (5) If an inspection is scheduled and the Owner fails to appear, an inspection fee shall be assessed against the Owner.
- (6) The Owner or Tenants shall provide any information as requested by the Township to assist with the investigation of a potential violation of this Ordinance.

Section 2. Severability and Captions.

This Ordinance and the various parts, sections, subsections, sentences, phrases, and clauses thereof are hereby declared to be severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby. The captions included at the beginning of each section are for convenience only and shall not be considered a part of this Ordinance.

Section 3. Repeal.

All resolutions, ordinances, orders or parts thereof in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Administrative Liability.

No officer, agent, employee or member of the Township shall render himself or herself personally liable for any damage that may occur to any person or entity as a result of any act or decision performed in the discharge of his or her duties and responsibilities pursuant to this Ordinance.

Section 5. Effective Date.

This Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan, on _____, 2021, after introduction and a first reading on _____, 2021, and publication after first reading as required by Act 359 of the Michigan Public Acts of 1947, as amended. This Ordinance shall be effective immediately upon publication on _____, 2021, in *The Ottawa Advance*, a newspaper having general circulation in the Township.

Adam Elenbaas, Township Supervisor

Jody L. Hansen, Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Rental Housing Registration Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2021. The following members of the Township Board were present at that meeting:

_____.

The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and members of the Board _____ voting in opposition. The Ordinance or a summary of the Ordinance was published in the _____ on _____, 2021. A certified copy of the Ordinance was sent to the Ottawa County Clerk, by first-class mail with postage pre-paid on _____, 2021.

Jody Hansen, Clerk
Allendale Charter Township

EXCERPTS OF MINUTES

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

PRESENT: _____

ABSENT: _____

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was the discussion of the Rental Housing Registration Fees. After completion of this discussion, the following Resolution was offered by _____ and supported by _____:

RESOLUTION 2021-_____ RENTAL HOUSING REGISTRATION FEES

WHEREAS, the Township Board adopted the Rental Housing Registration Ordinance No. 2016-16 which was restated by Ordinance No. 2017-4 adopted on March 13, 2017, and amended by Ordinance No. 2021-____ adopted on _____, 2021 (the "Ordinance"); and

WHEREAS, the Ordinance provides that the Township is to establish the appropriate fees for registration and inspection of rental units by resolution of the Township Board; and

WHEREAS, the Housing Law of Michigan, Act 167 of 1917, MCL 125.401 *et seq.*, authorizes the Township to establish and charge reasonable fees for inspections and a \$10 fee for a certificate of compliance; and

WHEREAS, the following fees are established to offset the Township's costs of registration and inspection for its rental housing program;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF ALLENDALE, OTTAWA COUNTY, MICHIGAN, AS FOLLOWS:

1. That a \$10 fee for a certificate of compliance shall be collected per rental unit prior to issuance of the certificate of compliance.
2. That the following inspection fee schedule shall be implemented:

	Single-Family Rental Unit	Two-Family Rental Unit	Multi-Family Rental Unit
Initial Inspection	\$125	\$75	\$75
1 st Re-inspection	\$0	\$0	\$0
2 nd Re-inspection	\$50	\$50	\$50
Subsequent Inspections	\$50	\$50	\$50

3. That the cost for failing to present for a scheduled inspection or cancelling the scheduled inspection with less than 24 hours' notice shall be \$40.

4. That all fees pursuant to this Resolution shall be collected by the owner of the rental unit, as defined in the Ordinance.

5. That all resolutions in conflict with this Resolution are hereby revoked to the extent of such conflict.

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

Dated: _____, 2021

Jody L. Hansen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting of the Township Board held on the _____ day of _____, 2021. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jody L. Hansen, Township Clerk