

Agenda for the
Allendale Charter Township Board Meeting
Monday, September 27, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Ken Murillo
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the September 13, 2021 Regular Board Meeting Minutes
 - Approval of the September 13, 2021 Closed Session Meeting Minutes
 - Bills
 - Interim Bills
 - DDA M45 Booster Station Budget Amendment
 - Shredding Service
 - Library Copy Machine
 - Library Credit Card Processing
- For information
 - Financial Report
 - Minutes of the September 7, 2021 Planning Commission Meeting
 - August Sheriff Report
- Public Hearings
- Public Comments
- Guest Speakers
 - Department Update
 - Community Coordinator
 - Business Registration Update
 - 2022 Budget
- Action Items
 - Rental Housing Ordinance Update
 - Ordinance 2021-04 First Reading: Rental Housing Registration Amendment Ordinance
 - Library Furniture
 - 2022 Independence Day Fireworks
- Discussion Items

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

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- Account: ACT_Guest
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- File location: www.allendale-twp.org → Agendas and Minutes → Agendas: Township Board

**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER SESSION-1ST DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 13 2021, at 7:00 p.m. and was called to order at 7:01 by Mr. Elenbaas.

Present: Mr. Murillo; Ms. Hansen; Ms. Kraker; Mr. Vander Wall and Mr. Elenbaas. (5)

Absent: Ms. Vander Veen; and Mr. Zeinstra (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Tim VanBennekom, Finance Director; Lieutenant Kyle Garlanger, Fire Department; Chad Doornbos, Public Utilities Supervisor; and Greg DeJong, Ottawa County Commissioner.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-153 Mr. Vander Wall moved to approve the agenda of today with the following amendments: add Ordinance 2021-03, Great Lakes Energy Franchise, to the Action Items and remove Business Registration Program Update from Guest Speakers. The motion passed.

BOT 21-154 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 23, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$533,529.37 and the interim payments of \$38,838.14 as presented by the summary report for September 14, 2021. The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the August 16, 2021 Planning Commission Meeting
3. July Sheriff's Department Monthly Report
4. August Fire Department Monthly Report

Public Hearings

1. Truth in Taxation

Mr. Elenbaas opened the public hearing at 7:06 p.m.

No comments were received.

BOT 21-155 Mr. Elenbaas moved to close public comment. The motion passed.

Public Comments and Communications - None

BOT 21-156 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update, which included the following: David Van Ginhoven was honored at an Ottawa County Parks & Rec Foundation event. A trail located at Hemlock Crossings was named after him and a memorial was installed on said trail. The County Board of Commissioners has a board meeting tomorrow. Commissioner DeJong anticipates a high turnout of residents passionate about the current mask mandate issued by the Ottawa County Health Department. Commissioners have contacted independent attorneys to obtain an opinion on overriding the mandate. Commissioner DeJong indicated that both attorneys contacted concur that the Health Department's mandate cannot be overridden. Commissioner DeJong met with a few of our state representatives seeking assistance. They indicated they were looking into it. The Attorney General's office did not respond to Commissioners request for an opinion on the mask mandate matter. Commissioner DeJong continues to communicate as often as possible with residents that reach out to him.

Tim VanBennekorn, Finance Director, provided an overview of the mid-year budget amendment requests. He indicated the township is tentatively expecting \$50,000.00 to be reverted back to the general fund, assuming no unexpected issues arise.

Chad Doornbos, Public Utilities Supervisor, provided an overview on the Public Utilities budget amendment requests.

Action Items

- BOT 21-157 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-21: Truth in Taxation Millage Rate Resolution and to authorize appropriate township officials to complete and submit the County Checklist and 2021: L-4029 forms as necessary. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)
- BOT 21-158 Mr. Vander Wall moved to approve the Mid-Year Budget Amendments as presented. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)
- BOT 21-159 Mr. Elenbaas moved to update the position title currently held by Kevin Yeomans from Project Coordinator to Assistant Township Administrator and to approve the promotion of Kevin Yeomans to the position of Assistant Township Administrator at an annual salary of \$66,687.92 as outlined in the letter of recommendation presented. The motion passed.
- BOT 21-160 Ms. Hansen moved to update the position title from Human Resource Manager to Human Resource Director and to approve the promotion of Lydale Weaver from Human Resource Specialist to Human Resource Director at an annual salary of \$67,059.20 as outlined in the letter of recommendation presented. The motion passed.
- BOT 21-161 Ms. Kraker moved to update the position title from Assistant Assessor to Assessor Administrator and to approve the amended job description as presented. The motion passed.
- BOT 21-162 Mr. Vander Wall moved to approve the promotion of Connor Galligan from Assistant Assessor to Assessor Administrator at an annual salary of \$68,640.00 as outlined in the letter of recommendation presented. The motion passed.

BOT 21-163 Mr. Vander Wall moved to approve the Wage Transition Budget Amendments as presented. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

BOT 21-164 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2021-03: Great Lakes Energy Cooperative Franchise Ordinance; an ordinance to grant a franchise to conduct local electric, broadband and communication business in Allendale Charter Township. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

Discussion Items

Lieutenant Kyle Garlanger, Allendale Fire Department provided a brief history of the rental program in Allendale Township. He indicated historically the cost of inspecting rental properties fell to the township, which averaged over \$25,000.00 per year. After researching various options, the cost of rental inspections transitioned to the property owner through an established rental program designed to recoup costs. Lt. Garlanger indicated, due to various costs of business increases, our current fee schedule may not be sufficient to recoup current rental inspection costs. He introduced a proposed fee schedule to remedy this and introduced updated language to the proposed ordinance amendment. Several board members had questions and comments.

Public Comments and Communications

Comments were received from:

1. Kevin Yeomans, Courtland Township

BOT 21-165 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments: None

BOT 21-166 Ms. Kraker moved to go into closed session at 8:17 p.m. for the purpose of consulting the township legal counsel regarding trial strategy in connection with pending litigation, specifically the Griffin, Miller, Kahle and Huber matters. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

The board returned to open session at 8:57 p.m.

BOT 21-167 Mr. Vander Wall moved to adjourn the meeting at 8:57 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

Department: 000.000

BLAIR BUILDERS LLC	HOEZEE PRIVATE RD-84TH-BLAIR B	451.50	HOEZEE PRIVATE RD-84
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	683.08	COURT ORDER PAYABLE
OTTAWA COUNTY TREASURER	Due To County	253.50	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,014.00	Due To Schools
Total: 000.000		2,402.08	

Department: 101.000 Township Board

CARDMEMBER SERVICE	Miscellaneous	15.89	Miscellaneous
Total: 101.000 Township Board		15.89	

Department: 171.000 Supervisor

CARDMEMBER SERVICE	SEMINARS	159.00	SEMINARS
Total: 171.000 Supervisor		159.00	

Department: 209.000 EMPLOYEE INSURANCES

PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	16,522.28	EMPLOYERS HEALTH INS
Total: 209.000 EMPLOYEE INSURANCES		16,522.28	

Department: 215.000 CLERK

CARDMEMBER SERVICE	SEMINARS	266.27	SEMINARS
JODY HANSEN	MILEAGE	178.98	MILEAGE
Total: 215.000 CLERK		445.25	

Department: 248.000 ADMINISTRATION

AMAZON CAPITAL SERVICES	SUPPLIES	47.30	SUPPLIES
APPLIED IMAGING	Contracted Services	1,581.73	Contracted Services
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	675.35	COMPUTER CONTRACTED
CARDMEMBER SERVICE	SEMINARS	14.00	SEMINARS
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	276.90	COMPUTER CONTRACTED
OTTAWA CTY REGISTER OF DEEDS	COUNTY CONN. REGIS. FEE	30.00	COUNTY CONN. REGIS.
Total: 248.000 ADMINISTRATION		2,625.28	

Department: 257.000 ASSESSOR

CARDMEMBER SERVICE	SEMINARS	82.00	SEMINARS
Total: 257.000 ASSESSOR		82.00	

Department: 262.000 ELECTIONS

CARDMEMBER SERVICE	SUPPLIES	317.99	SUPPLIES
Total: 262.000 ELECTIONS		317.99	

Department: 265.000 BUILDING & GROUNDS

CINTAS CORPORATION #301	Contracted Services	204.96	CONTRACTED SERVICES
DTE ENERGY	Heating Fuel	229.37	Heating Fuel
EXXONMOBIL PROCESSING CENTER	FUEL	175.15	FUEL
MENARDS-HOLLAND INC	Maintenance	63.84	Maintenance
NAPA - GENUINE PARTS COMPANY	Tractor Maintenance	36.16	Tractor Maintenance
WOODLAND COMMERCIAL EQUIPMENT	Tractor Maintenance	384.05	Tractor Maintenance
Total: 265.000 BUILDING & GROUNDS		1,093.53	

Department: 266.000 ATTORNEY

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/15/2021 - 09/28/2021
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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SCHOLTEN FANT	Contracted Services	8,050.00	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	585.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	1,225.00	CONTRACTED SERVICES-
Total: 266.000 ATTORNEY		9,860.00	

Department: 336.000 FIRE DEPT

APOLLO FIRE EQUIPMENT COMPANY	Equipment Maintenance	996.25	Equipment Maintenance
CARDMEMBER SERVICE	MEDICAL SUPPLIES	67.75	MEDICAL SUPPLIES
CINTAS CORPORATION #301	UNIFORMS	60.72	UNIFORMS
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	98.47	Truck Maintenance
O'REILLY AUTOMOTIVE INC	Truck Maintenance	70.22	Truck Maintenance
WEST SHORE FIRE INC	TURNOUT REPLACEMENT	225.00	TURNOUT REPLACEMENT
Total: 336.000 FIRE DEPT		1,518.41	

Department: 371.000 INSPECTION DEPARTMENT

CARDMEMBER SERVICE	SEMINARS	160.00	SEMINARS
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	1,569.46	EMPLOYERS HEALTH INS
Total: 371.000 INSPECTION DEPARTMENT		1,729.46	

Department: 448.000 STREET LIGHTS

BILL PAYMENT CENTER	Electricity	19.04	Electricity
Total: 448.000 STREET LIGHTS		19.04	

Department: 449.000 HIGHWAY-M45

BILL PAYMENT CENTER	Electricity	40.93	Electricity
EXXONMOBIL PROCESSING CENTER	FUEL	254.25	FUEL
Total: 449.000 HIGHWAY-M45		295.18	

Department: 536.000 WATER

ALLENDALE FAMILY VISION LLC	SAFETY EQUIPMENT	87.50	SAFETY EQUIPMENT
ALLIED MECHANICAL SERVICES, INC.	Maintenance	300.00	Maintenance
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	22.90	OFFICE SUPPLIES
BERENDS HENDRICKS STUIT INS AGEN	INSURANCE	401.00	INSURANCE
BILL PAYMENT CENTER	Electricity	54.34	Electricity
CARDMEMBER SERVICE	SUPPLIES	49.67	SUPPLIES
CARDMEMBER SERVICE	SEMINARS	18.00	SEMINARS
CARDMEMBER SERVICE	DUES	(22.77)	DUES
CARDMEMBER SERVICE	Maintenance	15.98	Maintenance
CARDMEMBER SERVICE	SAFETY EQUIPMENT	75.96	SAFETY EQUIPMENT
CINTAS CORPORATION #301	Contracted Services	385.12	Contracted Services
COUNTRYSIDE GREENHOUSE	CAPITAL OUTLAY	40,000.00	CAPITAL OUTLAY
DTE ENERGY	Heating Fuel	244.47	Heating Fuel
DTE ENERGY	Heat - Metering Station	660.22	Heat - Metering Stat
EDWARD BAUDER	Contracted Services	100.00	Contracted Services
EJ USA INC	SUPPLIES	106.68	SUPPLIES
ETNA SUPPLY COMPANY	Meter Cost	13,012.50	Meter Cost
FLEIS & VANDENBRINK ENG'G INC	CAPITAL OUTLAY	285.60	CAPITAL OUTLAY
H2O TOWERS LLC	Maintenance	13,900.00	Maintenance
KUSTOM DEZINS LLC	SAFETY EQUIPMENT	80.00	SAFETY EQUIPMENT
MINER SUPPLY COMPANY INC	SUPPLIES	81.88	SUPPLIES
NOAH'S ARK LAWCARE	Maintenance	553.70	Maintenance
OTTAWA COUNTY PUBLIC UTILITIES	WATER COST	156,314.34	WATER COST
PLANGRID INC	Contracted Services	470.00	Contracted Services
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	5,692.90	EMPLOYERS HEALTH INS
SECURALARM LLC	Contracted Services	162.00	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	73.90	OFFICE SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	34.88	Truck Maintenance

Total: 536.000 WATER 233,160.77

Department: 537.000 SEWER

AAA LAWN CARE INC	GENERAL MAINTENANCE	1,143.00	GENERAL MAINTENANCE
ALLENDALE FAMILY VISION LLC	SAFETY EQUIPMENT	87.50	SAFETY EQUIPMENT
ALLIED MECHANICAL SERVICES, INC.	GENERAL MAINTENANCE	641.00	GENERAL MAINTENANCE
ALLIED MECHANICAL SERVICES, INC.	WRRF MAINTENANCE	1,072.50	WRRF MAINTENANCE
AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	116.90	SAFETY EQUIPMENT
BERENDS HENDRICKS STUIT INS AGEN	INSURANCE	401.00	INSURANCE
CARDMEMBER SERVICE	SUPPLIES	49.67	SUPPLIES
CARDMEMBER SERVICE	SEMINARS	18.00	SEMINARS
CARDMEMBER SERVICE	DUES	(22.78)	DUES
CARDMEMBER SERVICE	GENERAL MAINTENANCE	15.97	GENERAL MAINTENANCE
CARDMEMBER SERVICE	SAFETY EQUIPMENT	75.96	SAFETY EQUIPMENT
CINTAS CORPORATION #301	Contracted Services	385.11	CONTRACTED SERVICES
DTE ENERGY	Heating Fuel	187.28	Heating Fuel
EJ USA INC	SUPPLIES	55.59	SUPPLIES
ETNA SUPPLY COMPANY	SUPPLIES	318.22	SUPPLIES
FASTENAL COMPANY	COLLECTION SYSTEM MAINTENANCE	153.59	COLLECTION SYSTEM MA
KENDALL ELECTRIC INC	SUPPLIES	22.02	SUPPLIES
MINER SUPPLY COMPANY INC	SUPPLIES	81.88	SUPPLIES
NOAH'S ARK LAWCARE	GENERAL MAINTENANCE	553.70	GENERAL MAINTENANCE
PLANGRID INC	Contracted Services	470.00	Contracted Services
PLUMMER'S ENVIRONMENTAL SERVICE	SANITARY SEWER CLEANING/INSPEC	6,571.00	SANITARY SEWER CLEAN
POTLUCK PICK-UP INC	Trash	403.50	Trash
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	5,692.89	EMPLOYERS HEALTH INS
SCHOLTEN FANT	Contracted Services	120.00	Contracted Services
SECURALARM LLC	Contracted Services	162.00	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	73.90	OFFICE SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	34.88	Truck Maintenance
Total: 537.000 SEWER		18,884.28	

Department: 567.000 CEMETERY

EXXONMOBIL PROCESSING CENTER	FUEL	244.60	FUEL
Total: 567.000 CEMETERY		244.60	

Department: 672.000 SENIOR CITIZEN ACTIVITIES

CARDMEMBER SERVICE	SUPPLIES	45.22	SUPPLIES
Total: 672.000 SENIOR CITIZEN ACTIVITIES		45.22	

Department: 701.000 PLANNING & ZONING

CARDMEMBER SERVICE	Miscellaneous	24.55	Miscellaneous
Total: 701.000 PLANNING & ZONING		24.55	

Department: 751.000 RECREATION AND PARKS

EXXONMOBIL PROCESSING CENTER	FUEL	286.00	FUEL
MINER SUPPLY COMPANY INC	SUPPLIES	299.84	SUPPLIES
Total: 751.000 RECREATION AND PARKS		585.84	

Department: 790.000 LIBRARY

AMAZON	BOOKS PURCHASED	409.02	BOOKS PURCHASED
AMAZON	Childrens Books Purchased	332.37	CHILDRENS BOOKS PURC
AMAZON	SUPPLIES	359.62	SUPPLIES
AMAZON	SUMMER PROGRAM SUPPLIES	6.72	SUMMER PROGRAM SUPPL
AMAZON	PROGAMMING SUPPLIES	46.82	PROGAMMING SUPPLIES
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	75.00	Contracted Services

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INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/15/2021 - 09/28/2021
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BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	612.94	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	672.10	CHILDRENS BOOKS PURC
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	40.00	COMPUTER CONTRACTED
CARDMEMBER SERVICE	DUES	225.00	DUES
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED
HOWARD MILLER PUBLIC LIBRARY	BOOKS PURCHASED	39.95	BOOKS PURCHASED
MARY COOK	MILEAGE	49.73	MILEAGE
MENARDS-HOLLAND INC	Maintenance	71.64	Maintenance
MICROMARKETING LLC	BOOKS PURCHASED	103.49	BOOKS PURCHASED
UNIQUE MANAGEMENT SERVICES INC	Contracted Svcs - Collections	17.90	Contracted Svcs - Co
Total: 790.000 LIBRARY		<u>3,243.26</u>	

Department: 804.000 KNOWLTON HOUSE

DTE ENERGY	Heating Fuel	<u>12.56</u>	Heating Fuel
Total: 804.000 KNOWLTON HOUSE		12.56	

*** GRAND TOTAL ***	<u>293,286.47</u>
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Treasurer's report for Board Meeting dated Monday, September 27, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
9/16/2021	100588	\$287.00	T-Mobile	Wireless Wi-Fi Hotspot - August
9/16/2021	100589	\$47.54	Thomas Scientific LLC	Lab Supplies

\$334.54 TOTAL

General Fund Cash Balance at board meeting dated 9/27/2021

Checking Account	\$	4,382,140.00
Liquid Investment	\$	259,379.00
CD	\$	18.00
Total	\$	4,641,537.00

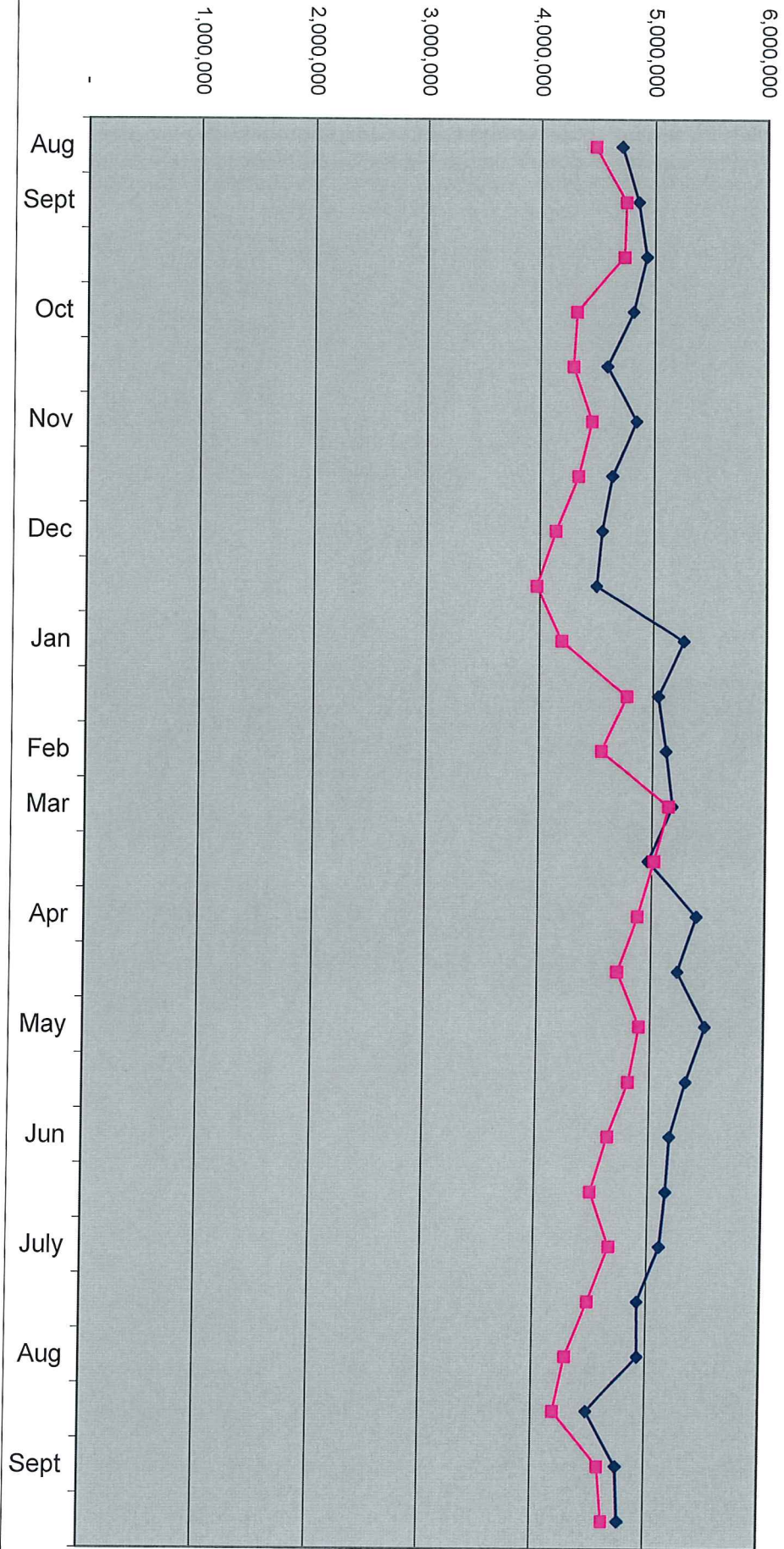
Note: Does not include today's Accounts Payable run

Last board meeting balances

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

Last year at this time the balance was \$ 4,774,131.00

2019 - 2021 GENERAL FUND BALANCES



Budget Amendment Request

Fund Name: DDA Date: 9/2/2021
 Department Number: N/A Budget Entry #: _____
 Department Name: N/A Amendment #: _____
 Requested by: _____

	Original Budget	Prior Amendments	This Amendment	Revised Budget
TAXES	\$1,792,603.00			
REAL PROPERTY TAXES				
PERSONAL PROPERTY TAXES				
DELQ PERSONAL PROP TAX				
PMT IN-LIEU OF TAXES				
INDUSTRIAL FACILITY TAX				
MISC INCOME				
Interest	\$5,000.00			
Reimbursement				
PPT LOSS REIMB	\$70,000.00			
Transfer In				
TOTAL REVENUES:	\$1,867,603.00	\$0.00	\$0.00	\$0.00
EXPENDITURES:				
AUDIT	\$5,000.00			\$5,000.00
SUPPLIES				\$0.00
Administration	\$40,299.00			\$40,299.00
Contracted Services	\$8,000.00			\$8,000.00
Printing & Publishing	\$400.00			\$400.00
Miscellaneous	\$100.00			\$100.00
Safe Routes to Schools				\$0.00
Fire needs assessment				\$0.00
GENERAL MARKETING	\$40,000.00	\$50,000.00		\$90,000.00
PROPERTY ENHANCEMENT PROGRAM	\$100,000.00			\$100,000.00
WINTER READINESS PROGRAM	\$150,000.00			\$150,000.00
Property Purchased				\$0.00
Fire Equipment				\$0.00
TRANSFER OUT				\$0.00
Contracted Services	\$4,000.00			\$4,000.00
ROAD MAINTENANCE	\$175,000.00			\$175,000.00
Median Maintenance				\$0.00
GATEWAY PROJECT				\$0.00
M45 Enhancement Projects				\$0.00
Towne Center				\$0.00
PARK IMPROVEMENT	\$395,000.00			\$395,000.00
Henry Street				\$0.00
64th-LMD project				\$0.00
Whispering Creek Sewer				\$0.00
Trader's Creek				\$0.00
INFRASTRUCTURE COSTS	\$275,000.00		\$125,000.00	\$400,000.00
Allendale Christian School Fields				\$0.00
Sidewalks	\$225,000.00	\$75,000.00		\$300,000.00
Principal Paid				\$0.00
INTEREST PAID				\$0.00
TOTAL EXPENDITURES:	\$1,417,799.00	\$125,000.00	\$125,000.00	\$1,667,799.00
Revenue Over/(Under) Expenditures	\$449,804.00			(\$1,667,799.00)

Description M45 Booster Station improvements were approved and started in 2020. However, the project was not completed in 2020. The \$125,000 requested in this amendment is the remaining cost of the project carrying over into 2021.

Other

Approved/Denied?

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

September 22, 2021

Township Board of Trustees:

Our organization has been in the process of reorganizing our files. This includes properly disposing those documents that are no longer under retention requirements as outlined by the State of Michigan. Our current on-site shredder is designed more for single use shredding. Shelly Kowalczyk has researched options that may better serve our organization and support our goal of ongoing proper documentation maintenance systems. I am attaching an overview of her findings. It should be noted there is no requirement of a contract or agreement.

I am requesting the following:

- Approval of the monthly services of on-site shredding from West Michigan Shredding.
- Large Executive console at a rate of \$45 every four weeks, with the approval to upgrade if needed.

Sincerely,



Jody Hansen
Allendale Township Clerk

Shredding Services Quotes

Company	contact	Ph#	address	Service Type	console size	Cost of Service	Pick Up Time Line	Other Services
West Michigan Shredding (Woman owned Company for over 20 years)	Scott Overweg (Great Customer Service!!!)	(616)662-8000	Jenison	On-Site Shredding	Lg Executive console Lg Executive console 64 Gal container	\$45 \$40 per p/u \$55	every 4 weeks every 2 weeks every 4 weeks	Will supply you with as many keys as requested Continually monitored video serveillance Staff background checked Cert document shredding at intervals of time Cert of destruction with every invoice 100% materials recycled *No extra fees*No monthly minimum invoice *Excellent Customer Service-quick to respond, helpful and friendly!
				Off-Site Shredding	Lg Executive console " " " 64 Gallon container Note: Lg Exec Console has appx. 120 lb. capacity. Scott recommends for our offices based on their experience 64 Gal tote has 225 lb. capacity.	\$35 \$45 per p/u \$45	every 4 weeks every 2 weeks once a month	
Shred-It	Dustin Outside sales rep. Recommend I call him as Cust Service is difficult to get ahold of.	cell(616)295-0206	4717 Broadmoor	On-Site Shredding	32 Gallon container	\$83	every 4 weeks	Secure locked console Staff uniformed security-trained personnel Secure chain of custody using scanner Cert of Destruction with every invoice Quarterly reviews of pick-up amts Assistance withFACTA compliance 100% materials recycled
				Off-Site Shredding	all pricing based on their 32 Gallon container They offer a 65 Gallon container but doesn't rcommend- unsightly- used in Walmart & Meijer Dist centers	\$72	every 4 weeks	
						\$63	every 2 weeks	
						\$63	once a week	
Vital Records Control(VRC)- (formerly Kent Record Mgt.)	Chris Annis	(877)898-7450	1950 Waldorf St NW	On-Site Shredding	Not available in our area			Secure locked consoles, staff background checked,secure chain of custody, *NAID certified,Cert of Destruction after service, 100% materials recycled *minimum monthly invoice of \$75 *offer weekly, bi-wkly, monthly pick-ups
				Off-Site Shredding	cabinet style (very small)	\$25 ea	per pick-up	
					deskside Units (holds less than 100 lbs)	\$8 ea	per pick-up	
					65 gal cart (holds 200 lbs)	\$35 ea	per pick-up	
Box cart (holds 500 lbs)	\$70 ea	per pick-up						
*FACTA -Fair and Accurate Credit Transaction Act. *NAID -Nat'l Assoc. of Information Destruction								

Allendale Charter Township

Board of Trustees

Monday, September 27, 2021 at 7pm

Issue Analysis: Library Printer/Copier Machine

Background Facts: A few weeks ago, I met with our Account Manager from Office Machines Company, Inc. This is the company we have been using to contract for our printer/copier needs. It came to my attention that our current copier is about 11 years old and no longer supported. Since the hardware is no longer supported, scanning to email is no longer secure for public or library use. Attached is a quote to purchase a refurbished printer/copier machine. Our current machine was also refurbished. If we purchase this machine now, we will also save on printing costs.

Currently pay: \$0.014080 for black and white and \$0.084430 for color

New rate: \$0.008 for black and white and \$0.049 for color

While this purchase was not planned for this year's budget there are still funds available in the New Equipment line for the library that could cover the cost of \$3600.

Recommendation: I recommend that we move forward with purchasing the new copier/printer to provide a machine that is supported and secure for the public and library to use.



Since 1947
231-726-2198

SHARP®

DIGITAL COLOR
iMAGER™

Print Equipment Proposal Allendale Township Library

Sharp MX-3050 Essentials Series Refurbished

- 30ppm B&W and Color**
- 100 Sheet Reversing Auto Document Feeder!**
- Paper up to 12x18 Full Duplex!**
- 4x550 Sheet Drawers**
- 10.1 Inch Color Touch Screen Interface!**
- Industry leading 10 second warmup!**
- Fast Scanning Speeds!**
- Powerful Multicore Print Processor**
- Super Low Cost Per Copy!**

\$0.008 B&W

\$0.049 Color

Cash Price: \$3600

FMV 60 Month Lease: \$65/month

Stapling Finisher Add: \$10/mo.

Fax Board Add: \$8/mo.



Allendale Charter Township

Board of Trustees

Monday, September 27, 2021 at 7pm

Issue Analysis: Credit Card Merchant

Background Facts: Recently, Tim VanBennekom, Finance Director, brought the library's credit card merchant fees to my attention. I discovered that the library's current credit card merchant has high monthly fees. Because our number of visitors has gone down due to the pandemic, we are at a point where our monthly deposits from credit card transactions are less than the total fees. I dug deeper and found out our account with the merchant was not PCI-compliant. Once I completed the PCI-compliance our deposits started to be more than the fees. However, we are still only keeping about 30% of the deposits by the time the fees are paid. Patrons have never paid for the transaction fees, but instead the library has covered those fees.

Knowing this information, I reached out to other libraries to see what they were using. Of the responses I received most are utilizing Square. After a consultation phone call with a Square representative, I learned they have no monthly or annual fees. Their transaction fees for chip, swipe, and tap are 2.6% plus \$0.10 for each transaction. Without monthly or annual fees, it makes sense to move away now from our current credit card merchant so we can make a higher percentage of revenue.

If we change to the new merchant, we would need to purchase a different terminal to run the transactions. The Square Terminal is similar in function to our current machine and the one-time initial costs are \$299.00. We do not need the extra hub or receipt rolls as mentioned on the following page. There are no fees associated with breaking away from our current credit card merchant since we are not under contract.

Recommendation:

- I recommend we move forward with Square as our new credit card merchant,
- I recommend purchasing the new Square Terminal out of the library – computer hardware budget, which has enough funds to cover the cost, and
- I recommend the library stops using our current credit card merchant once we are able to transition over to the new one.

In stock · Free shipping available

Square Terminal

The all-in-one credit card terminal for payments and receipts.

\$299.00 or \$27.00/mo with financing*

Do you need Hub for Square Terminal to connect to the internet via Ethernet and add USB accessories?

No, I don't need Hub for Square Terminal.

Yes, add Hub for Square Terminal **+\$39.00**

Do you need more receipt paper rolls?

No, I'll use the included roll.

Yes, add Square Terminal Printer Paper – 20 rolls **+\$20.00**

– | 1 | +

Add to cart • \$299.00



Same quick shipping, now carbon neutral.

As a part of our commitment to net-zero carbon emissions for operations by 2030, Square is offsetting all hardware shipping.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 7, 2021

7:00 p.m.

1. Meeting Called to Order
2. Roll Call
Present: Adams, Westerling, Schut, Zuniga, Zeinstra, Longcore
Absent: Kelley
Staff Present: Planner Greg Ransford
3. Received for Information: No information received
4. Motion by Schut to approve the August 16, 2021 Planning Commission Minutes as presented.
Seconded by Adams. **Approved 6-0**
5. Motion by Longcore to approve the September 7, 2021 Planning Commission Agenda as presented.
Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and he closed the public comment section.
7. Public Hearings: None
8. Site Plan Review:
 - A. M&S Storage – 5280 & 5240 Edgeway Dr.
 - Eight mini-storage buildings

Planner Ransford and the applicant introduced the project consisting of adding eight mini-storage buildings to the three-existing mini-storage buildings.

Mr. Schut brought up concerns regarding the fencing materials on the east side of the property that backs up to residential property and other Commissioners agreed that they would prefer that it would be vinyl for future appearances.

Mr. Zeinstra would like to see more evergreen trees to help screen the outdoor storage from the residential property next door.

Consensus between the applicant and the Commissioners is that the applicant will put vinyl fencing on the east side and chain link on the south side without slats and that all fencing will be 6 feet tall and well-maintained. Consensus was reached that east elevation of Building F was acceptable. In addition, the fence between the new and existing buildings should be removed from the plans; Building H setback should be changed from 10 feet to 15 feet from the north property line; the buildings' layouts should match between the site plan and the landscape plan and all tables should be updated accordingly; landscaping should be increased at the southeast corner; Black Hill Spruce or a similar evergreen should replace those proposed along the east property line so their mature height and width is not too great, and the evergreen trees should be grouped in three by each building light on the east side of Building F, shifting the maples accordingly; and a plan note that new electrical and phone lines shall be buried underground.

There was discussion between Planner Ransford and the Commissioners regarding the setback requirements.

Motion by Schut to postpone action for Site Plan Approval for M&S Storage pending the corrections to the site plan in regards to what was discussed. Seconded by Zuniga. **Approved 6-0**

9. Old Business:

A. Work Program – Items #2 and #9

Discussion amongst Commissioners regarding Item #2 on the Work Program - Draft language requiring major development to be located within the township sanitary sewer district. This is in response to a request from the Public Utilities Department. Consensus was reached that this is satisfied and can be removed from the Work Program.

Discussion regarding Item #9 on the Work Program - Allow General Commercial uses within the Industrial District. Direction was provided to Ransford to schedule a text amendment at the next appropriate meeting.

The Commission directed Planner Ransford to include open space developments and mining operations on the Work Program.

10. New Business: None

11. Public Comments:

Chairperson Longcore opened the public comment section. No comments were made, and he closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board approved a new cost recovery ordinance for emergency services, approved some property for a 10-year farmland preservation, and set a public hearing for Truth in Taxation.

13. Commissioner and Staff Comments

Planner Ransford informed the Commissioners that Metro Health tried to put a sign in an island on Becker Dr. in the right-of-way, but Zoning Administrator Steve Kushion saw the plans and checked with Planner Ransford to see if that was approved, which it wasn't, so he did not approve the sign application.

14. Adjourn

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

Next meeting September 20, 2021 at 7:00 p.m.





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: 09-13-2021

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (August 2021)

The Sheriff's Office during the month of August responded to 475 calls for service. Looking back at August 2020, the Sheriff's Office responded to 500 calls for service.

Allendale Township Basic EMT and MFR units, with assistance of general road patrol responded to 60 medicals and 2 personal injury accidents in Allendale Township. Looking back at August 2020, the Sheriff's Office responded to 45 medicals.

Deputies made a total of 66 traffic contacts and issued 88 total violations.

Back to School Event:

The Allendale back to school event was held at the Allendale Township Park. Around 400 people were estimated in attendance with 50 vendors. The sheriff's office and fire department worked together and gave away 134 Bell bicycle helmets to children.



Rise and Grind Coffee Time:

Community members came together at Jets Pizza for a Rise and Grind Coffee time. This event was sponsored by the Allendale Chamber of Commerce. During the event, community members discussed events happening around Allendale Township.



Allendale School News:

Football season started and Deputy Ortman is coaching the Allendale Middle School football team.

August was busy with open houses, orientations, and professional development days in different school buildings in preparation for school starting.

Youth Alcohol Enforcement:

Ottawa County Sheriff Deputies issued 39 citations to minors who were in possession of alcohol during patrols for youth alcohol enforcement. This enforcement patrol is a partnership with GVSU PD targeting underage drinking and parties both on and off campus.

Thank you

Sgt. Cal Keuning



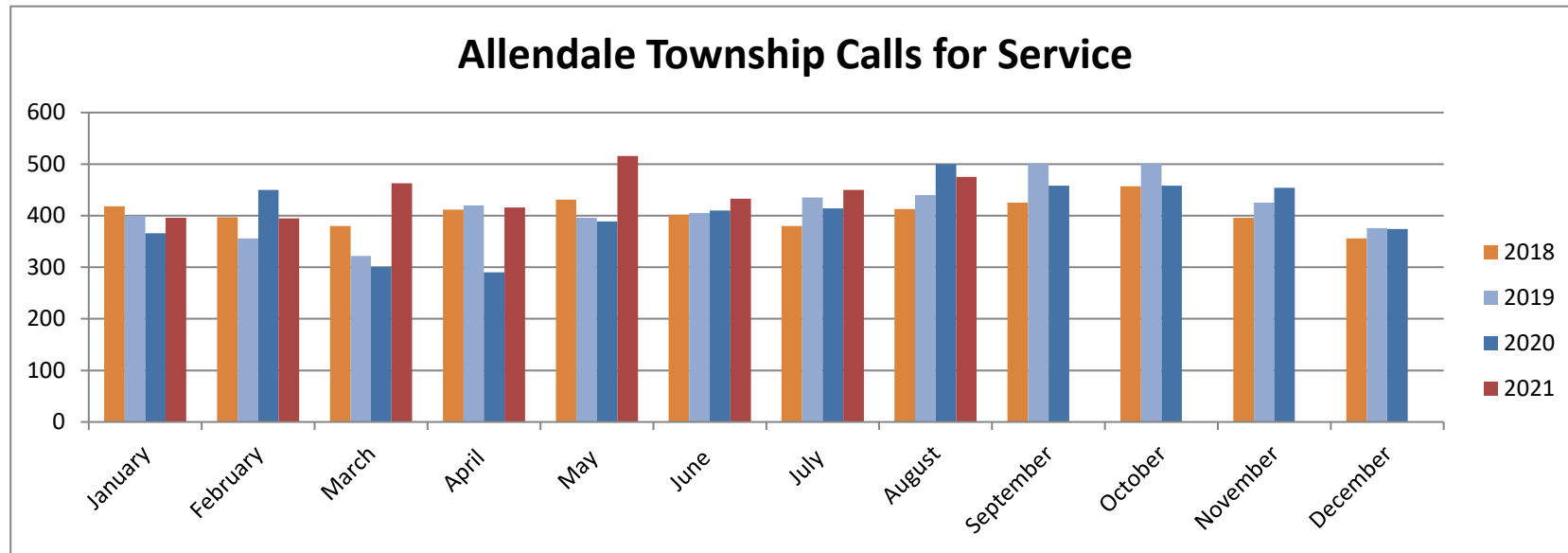
Allendale Township Community Policing

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

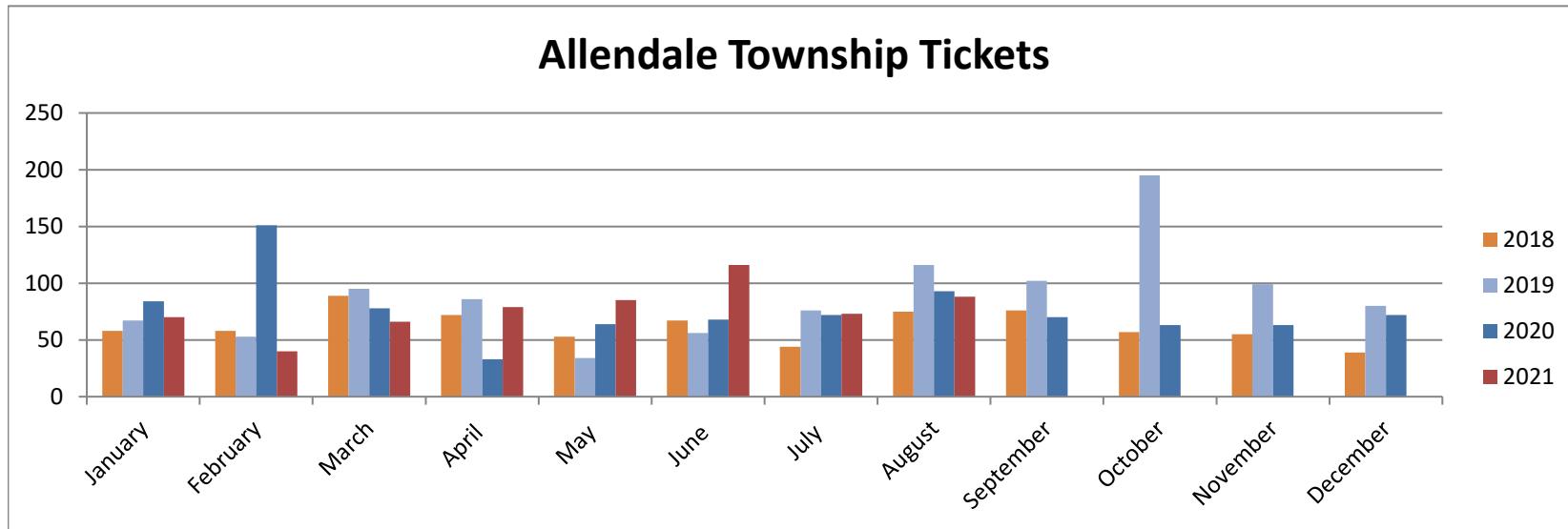
	January	February	March	April	May	June	July	August	September	October	November	December
2018	418	397	380	412	431	402	380	413	425	457	396	356
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475				



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

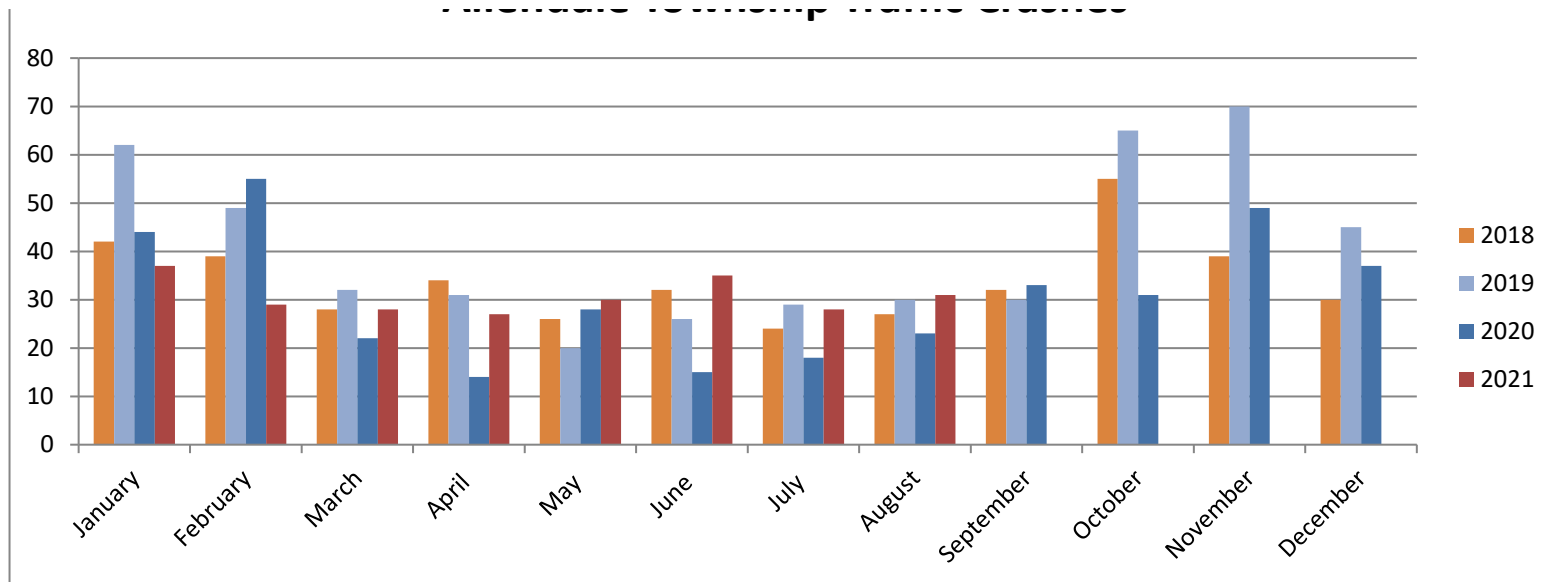
2019	67	53	95	86	34	56	76	116	102	195	99	80
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85	116	73	88				



Traffic Crashes

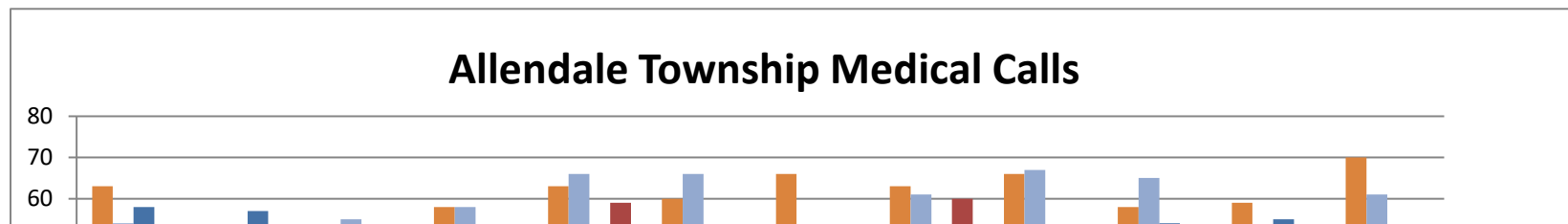
	January	February	March	April	May	June	July	August	September	October	November	December
2018	42	39	28	34	26	32	24	27	32	55	39	30
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31				

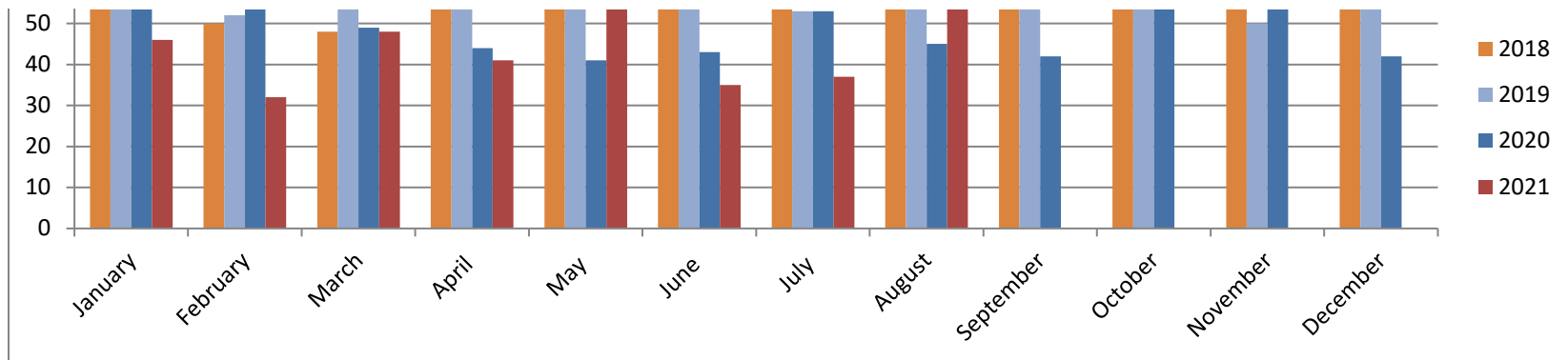
Allendale Township Traffic Crashes



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	60				





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	6				
Larcenies	8	6	6	9	12	8	7	12				
Shoplifting	0	1	1	1	0	2	0	1				
Mental	6	2	11	5	9	11	13	12				
Civil	6	11	8	8	6	12	10	9				
Assaults	4	6	3	1	3	4	6	2				
Domestic	28	22	26	15	27	31	23	14				
Animal	18	18	15	14	10	18	17	19				
Alarms	4	7	9	8	6	7	10	8				
Traffic	26	34	38	41	48	37	32	37				
Narcotics	3	2	3	1	2	8	2	3				

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

ALLENDALE CHARTER TOWNSHIP

ORDINANCE NO. 2021 - 04

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 Grand Rapids Press*, 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.

Jody Hansen, Clerk
Allendale Charter Township

Allendale Charter Township

Board of Trustees

Monday, September 27, 2021 at 7pm

Issue Analysis: Library Furniture

Background Facts: The library has some furniture that is in need of replacing. Recently we needed to dispose of some chairs due to staining and breakage. The computer chairs are part of what needs to be replaced. With the recommendation of the Maintenance Director, I connected with Modern Office and Interiors. During the process we have been able to see some samples and get some pricing on a few different items that would work well.

While this purchase was not planned for this year's budget there are still funds available in the New Equipment line for the library that could cover the cost of \$1462.80.

Recommendation: I recommend we move forward with accepting this quote to replace the computer chairs at the library.



www.modernofficeinteriors.com

Rick Barber
1354 West Randall
Coopersville MI 49519
PH. 616 997 8608
FAX. 616 997 7263

Quote #:

Expires: 9/29/2021

Allendale Charter Township
Allendale Charter Township
6676 Lake Michigan Dr.
Allendale MI 49401
PH.
FAX.

Materials & Finishes
- Frame/Legs: Black
- Poly Color: Light Gray
- Casters: Yes

LIBRARY STACK CHAIRS

Line #	Cat	Part Number	Part Description	Qty	Sell	Ext Sell
1	TSG	ZD470	ZADI MULTIPURPOSE CHAIR, POLY SEAT AND BACK, NO ARMS, CASTERS	12	\$ 116.90	\$ 1,402.80
		WARRANTY:	10 YEARS			
SUBTOTAL:						\$ 1,402.80
TOTAL						\$ 1,402.80
	FFF		MOI Delivery		\$ 60.00	\$ 60.00
			Sales Tax 6% - EXEMPT		\$ 0.00	\$ 0.00
GRAND TOTAL:						\$ 1,462.80

Respectfully Submitted by: Rick Barber

Date: 9/7/2021

rick.barber@modernofficeinteriors.com

Accepted by: _____

Date: _____

Terms: 50% Deposit on new customers with approved credit. Net 15 Days on approved accounts only. All other payments must be made in full prior to order process. Payment must be made by Company Check, Visa, Mastercard, Discover, or American Express. Finance Charges are based on a 1.5% monthly (18%APR) rate. To avoid paying finance charges, pay the total due. Modern Office Interiors retains a security interest in the above merchandise to secure payment (including interest, collection, and attorney's fees). **Returns:** Chairs & "Special Orders" are non-refundable and may not be cancelled. **Parts:** Replacement parts are non-refundable. No Merchandise may be returned for credit without prior authorization. Authorized returns will have a 30% restocking fee, less shipping. **Shipping:** Non-UPS residential deliveries subject to a Residential Delivery Fee. //

MELROSE PYROTECHNICS, INC.

AGREEMENT

This contract entered into this 20th Day of August, 2021 by and between MELROSE PYROTECHNICS, INC. of Kingsbury, Indiana and Allendale Independence Day Celebration (CUSTOMER) of City Allendale State Michigan.

Melrose Pyrotechnics, Inc. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the Customer (1) one Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer. Melrose Pyrotechnics, Inc. in its sole discretion shall be permitted to assign this Agreement. Said display to be given on the evening of July 4, 2022 Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within three (3) months of the original display date. If the show is rescheduled prior to our truck leaving the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. If the show is rescheduled after our trucks leave the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 40% of the total contract price for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Melrose Pyrotechnics, Inc. In the event the Customer does not choose to reschedule another date or cannot agree to a mutually convenient date, Melrose Pyrotechnics, Inc. shall be entitled to 50% of the contract price.

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in this agreement.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of \$20,000.00 (Twenty thousand and 00/100 dollars). A 50% deposit is due 90 days prior to the display date. A service fee of 1 ½% per month shall be added if account is not paid in full within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain Public Liability, Property Damage, Transportation and Workers Compensation Insurance. All those entities/individuals who are listed on the certificate of insurance will be deemed an additional insured on our liability policy.

CUSTOMER will timely secure and provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back distance of 420 feet at all points from the discharge area.
- (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the fireworks event.
- (c) Protection of the display area by roping-off or similar facility.
- (d) Adequate police protection to prevent spectators from entering display area.
- (e) Search of the fallout area at first light following a nighttime display.

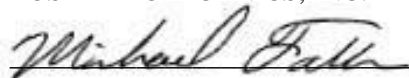
It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Melrose Pyrotechnics, Inc. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

MELROSE PYROTECHNICS, INC.

CUSTOMER

By



By

Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed: August 20, 2021

Date Signed _____
(PLEASE TYPE OR PRINT)

P.O. Box 302

1 Kingsbury Industrial Park

Kingsbury, IN 46345

(800) 771-7976

Name _____

Address _____

Phone _____

Email _____