

Agenda for the
Allendale Charter Township Board Meeting

Monday, October 25, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Jody Hansen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the October 11, 2021 Regular Board Meeting Minutes
 - Approval of the October 11, 2021 Closed Session Board Meeting Minutes
 - Bills
 - Interim Bills
 - Budget Amendment: Historical Society Plaque
 - Approval to pay Invoice: Historical Society Plaque
 - Budget Amendment: Veteran's Day Event
 - Committee Appointment: Parks and Recreation
- For information
 - Financial Report
 - Minutes of the October 4, 2021 Planning Commission Meeting
- Public Hearings
- Public Comments
- Action Items
 - Ordinance 2021-05: Zoning Map Amendment – Biltmore Rezoning
 - Hiring Recommendation: Substitute Library Page – Elizabeth Hill
 - Hiring Recommendation: Public Utilities Operator – Shawn Hoover
 - Pay Increase Recommendation: Public Utilities Assistant Operator – Mike Brummel
 - 2021-04 Rental Housing Registration Amendment Ordinance- 2nd Reading
 - Resolution 2021-23: Rental Housing Registration Fees
 - Public Utility Wages
- Budget Presentations
 - Rental Administration Fund
 - Library

- Finance
- Fire Department
- Facilities
- General Fund Summary/ARPA Update
- 5 min recess/pause/break
 - Public Utilities
 - Downtown Development Authority Fund
 - Building Department Fund
 - Road Fund
 - Historical Society
 - 2022 BUDGET RESOLUTION
- Discussion Items
 - COVID PTO
 - Wage Study Update
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

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

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 11, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Assistant Administrator; Tyler Wolfe, Head Assessor; Chad Doornbos, Public Utilities Supervisor; Mary Cook, Library Director; Bruce Pindzia, Fleis & VandenBrink; Don DeGroot, Exxel Engineering; and Betsy Groendyk.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-178 Mr. Zeinstra moved to approve the agenda of today with the following amendments: add "Approval of the September 27, 2021 Closed Session Meeting Minutes" to the Consent Agenda and to add "Closed Session-Discussion of Potential Land Purchase" after Future Agenda Items. The motion passed.

BOT 21-179 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 27, 2021 Board of Trustees meeting.
2. To approve the Minutes of the September 27, 2021 Closed Session meeting.
3. To approve the general claims in the amount of \$151,473.06 and the interim payments of \$190.00 as presented by the summary report for October 12, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the September 20, 2021 Planning Commission Meeting
3. September Fire Department Monthly Report

Public Hearings - None

Public Comments and Communications - None

BOT 21-180 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Kevin Yeomans, Assistant Administrator, presented a 2022 Budget Overview. He discussed changes to the format and budgeting process.

Tyler Wolfe, Head Assessor, presented the Assessing Department proposed budget.

Adam Elenbaas, Supervisor, presented proposed budgets for the following departments: Board of Trustees; Supervisor; Administration, Attorney, Police Officer, and Senior Citizen.

Kevin Yeomans, Assistant Administrator, presented proposed budgets for the following departments: Planning and Zoning; Zoning Board of Appeals; and Planning Commission.

Jody Hansen, Clerk, presented proposed budgets for the following departments: Clerk, Elections, and Community Promotions. She also introduced a request for funds to start a passport program for Allendale Township.

Action Items

BOT 21-181 Mr. Vander Wall moved to approve and authorize the Deputy Treasurer to close the checking and savings account currently held at Lake Michigan Credit Union and to move those remaining funds to the Property Tax bank account held at Macatawa Bank. The motion passed.

Mr. Don DeGroot, Exxel Engineering, provided a summary of the proposed Zoning Map Amendment Ordinance.

- BOT 21-182 Mr. Elenbaas introduced Ordinance 2021-05: Zoning Map Amendment Ordinance for it's first reading.

Discussion Items

Chad Doornbos, Public Utilities Supervisor, provided an overview on the recent wage study results pertaining to Public Utilities. Mr. Doornbos clarified that Allendale Charter Township Operators, Supervisors and Superintendent are dual disciplined. Mr. Doornbos proposes the following: adjust starting wage for a Utility Operator from \$21.60 per hour to \$23.00 per hour; increase current Utility Operators wages by 6%; increase Supervisors and Superintendent wages by 3%; and Utility Operators that are on call, eliminate the \$1.00 per hour additional on-call wage increase and replace it with an annual compensation of \$3,900.00 (to be paid bi-weekly). Mr. Doornbos explained the State of Michigan views these disciplines as two distinct arenas and licensing is required for each. Allendale Public Utilities has a high performing cross-trained team that can operate in both disciplines. He expressed that approval of the proposed wage increases allow Allendale Township Public Utilities Department to remain competitive in the market and will likely increase employee retention.

Public Comments and Communications - None

- BOT 21-183 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Vander Veen informed the board that an Ottawa County Veterans Coalition is forming. There is an upcoming meeting if anyone is interested.

Mr. Elenbaas thanked Grand Valley State University for their contributions to the new fire station.

Ms. Hansen invited the board to participate in Allendale Township's Veteran Day event.

Mr. Vander Wall reminded the board that we haven't had an increase in our millage rate in quite some time. He commended everyone for working hard to ensure we are operating within our means.

Ms. Kraker informed the board that she is unable to attend the next board meeting.

Mr. Zeinstra inquired as to how the township enforces ordinances.

BOT 21-184 Mr. Vander Wall moved to go into closed session at 8:52 p.m. for the purpose of discussing a potential land purchase. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

The board returned to open session at 9:06 p.m.

BOT 21-185 Mr. Vander Wall moved to adjourn the meeting at 9:07 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

BS&A SOFTWARE	Prepaid Expense	481.50	Prepaid Expense
BS&A SOFTWARE	Prepaid Expense	32.10	Prepaid Expense
BS&A SOFTWARE	Prepaid Expense	48.15	Prepaid Expense
BS&A SOFTWARE	Prepaid Expense	240.75	Prepaid Expense
FRESH COAST PLANNING LLC	PEPPINO'S/ALLENDALE MEADOWS PU	12.00	PEPPINO'S/ALLENDALE
FRESH COAST PLANNING LLC	HIGHPOINT REAL ESTATE-METRO HE	84.00	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	6138 LMD-PUD-SIGNATURE LAND DE	372.00	6138 LMD-PUD-SIGNATU
FRESH COAST PLANNING LLC	M&S STORAGE PHASE 2	408.00	M&S STORAGE PHASE 2
FRESH COAST PLANNING LLC	52ND & 56TH AVE REZONING	204.00	52ND & 56TH AVE REZO
FRESH COAST PLANNING LLC	CONIFER CREEK-BECKER DR	36.00	CONIFER CREEK-BECKER
GRAND VALLEY METRO COUNCIL	Prepaid Expense	8,784.00	Prepaid Expense
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
LAKELAND LIBRARY COOPERATIVE	Prepaid Expense	369.75	Prepaid Expense
OTTAWA COUNTY TREASURER	TAX ADMIN FEE	9.68	TAX ADMIN FEE
Total: 000.000		11,423.47	

Department: 101.000 Township Board

CARDMEMBER SERVICE	Miscellaneous	15.89	Miscellaneous
Total: 101.000 Township Board		15.89	

Department: 171.000 Supervisor

ADAM ELENBAAS	MILEAGE	197.91	MILEAGE
Total: 171.000 Supervisor		197.91	

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	SUPPLIES	119.99	SUPPLIES
CARDMEMBER SERVICE	SEMINARS	95.28	SEMINARS
ELIZABETH SZYMANSKI	MILEAGE	20.11	MILEAGE
JODY HANSEN	MILEAGE	115.81	MILEAGE
SMART BUSINESS SOURCE LLC	SUPPLIES	138.56	SUPPLIES
WMRCA	SEMINARS	20.00	SEMINARS
Total: 215.000 CLERK		509.75	

Department: 248.000 ADMINISTRATION

AMAZON CAPITAL SERVICES	SUPPLIES	16.99	SUPPLIES
BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	96.30	COMPUTER CONTRACTED
BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	48.15	COMPUTER CONTRACTED
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	675.35	COMPUTER CONTRACTED
CARDMEMBER SERVICE	Miscellaneous	74.21	Miscellaneous
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	276.90	COMPUTER CONTRACTED
DENISE WIERSMA	POSTAGE	1,082.16	POSTAGE
ELIZABETH SZYMANSKI	Miscellaneous	15.79	Miscellaneous
KCI (KENT COMMUNICATIONS INC)	POSTAGE	8.83	POSTAGE
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	279.61	COMPUTER CONTRACTED
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	7.50	COMPUTER CONTRACTED
REHMANN TECHNOLOGY SOLUTIONS LLC	COMPUTER CONTRACTED SERVICES	2,020.00	COMPUTER CONTRACTED
SMART BUSINESS SOURCE LLC	SUPPLIES	73.86	SUPPLIES
Total: 248.000 ADMINISTRATION		4,675.65	

Department: 257.000 ASSESSOR

CARDMEMBER SERVICE	SEMINARS	155.00	SEMINARS
TYLER WOLFE	MILEAGE	322.00	MILEAGE
Total: 257.000 ASSESSOR		477.00	

Department: 262.000 ELECTIONS

AMAZON CAPITAL SERVICES	SUPPLIES	7.44	SUPPLIES
CARDMEMBER SERVICE	SUPPLIES	10.00	SUPPLIES
Total: 262.000 ELECTIONS		17.44	

Department: 265.000 BUILDING & GROUNDS

CARDMEMBER SERVICE	Tractor Maintenance	236.00	Tractor Maintenance
CINTAS CORPORATION #301	Contracted Services	263.40	CONTRACTED SERVICES
CONSTRUCTION SIMPLIFIED	BUILDING IMP-FIRE	70,324.22	BUILDING IMP-FIRE
DTE ENERGY	Heating Fuel	220.41	Heating Fuel
EXXONMOBIL PROCESSING CENTER	FUEL	265.30	FUEL
MENARDS-HOLLAND INC	Maintenance	163.75	Maintenance
THE ARCHITECTURAL GROUP INC	BUILDING IMP-FIRE	41,127.64	BUILDING IMP-FIRE
Total: 265.000 BUILDING & GROUNDS		112,600.72	

Department: 266.000 ATTORNEY

SCHOLTEN FANT	Contracted Services	6,490.00	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	525.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	1,505.00	CONTRACTED SERVICES-
Total: 266.000 ATTORNEY		8,520.00	

Department: 301.000 POLICE OFFICER

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	38,890.79	Contracted Services
Total: 301.000 POLICE OFFICER		38,890.79	

Department: 336.000 FIRE DEPT

CARDMEMBER SERVICE	DUES	225.00	DUES
CARDMEMBER SERVICE	Miscellaneous	11.33	Miscellaneous
CARDMEMBER SERVICE	EQUIPMENT REPLACEMENT	36.02	EQUIPMENT REPLACEMEN
CINTAS CORPORATION #301	UNIFORMS	75.90	UNIFORMS
J&B MEDICAL SUPPLY INC	MEDICAL SUPPLIES	346.35	MEDICAL SUPPLIES
MENARDS-HOLLAND INC	FIRE SIMULATOR EXPENSES	623.68	FIRE SIMULATOR EXPEN
MICHAEL KEEFE	Maintenance For 190	21.95	Maintenance For 190
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	5.52	Truck Maintenance
WITMER PUBLIC SAFETY GROUP INC	UNIFORMS	118.97	UNIFORMS
Total: 336.000 FIRE DEPT		1,464.72	

Department: 371.000 INSPECTION DEPARTMENT

BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	6.42	COMPUTER CONTRACTED
BS&A SOFTWARE	COMPUTER CONTRACTED SERVICES	9.63	COMPUTER CONTRACTED
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	1,569.46	EMPLOYERS HEALTH INS
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	25,775.10	Contracted Services
Total: 371.000 INSPECTION DEPARTMENT		27,360.61	

Department: 446.000 ROADS

OTTAWA CTY ROAD COMMISSION	ROAD MAINTENANCE	474.31	ROAD MAINTENANCE
OTTAWA CTY ROAD COMMISSION	ROAD-CONTRACTED SERVICES	316.20	ROAD-CONTRACTED SERV
Total: 446.000 ROADS		790.51	

Department: 448.000 STREET LIGHTS

BILL PAYMENT CENTER	Electricity	19.19	Electricity
Total: 448.000 STREET LIGHTS		19.19	

Department: 449.000 HIGHWAY-M45

BILL PAYMENT CENTER	Electricity	40.00	Electricity
EXXONMOBIL PROCESSING CENTER	FUEL	210.75	FUEL
MENARDS-HOLLAND INC	Irrigation Maintenance	88.10	Irrigation Maintenance
Total: 449.000 HIGHWAY-M45		338.85	

Department: 536.000 WATER

ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	462.60	SUPPLIES
BILL PAYMENT CENTER	Electricity	63.87	Electricity
CARDMEMBER SERVICE	SEMINARS	65.28	SEMINARS
CARDMEMBER SERVICE	MAINTENANCE	15.98	MAINTENANCE
CINTAS CORPORATION #301	Contracted Services	373.27	Contracted Services
CONSUMERS ENERGY	Electricity	1,347.26	Electricity
DTE ENERGY	Heating Fuel	298.93	Heating Fuel
DTE ENERGY	Heat - Metering Station	261.78	Heat - Metering Station
FAMILY FARM & HOME INC	SUPPLIES	27.98	SUPPLIES
GARRY SCHOLTEN	SEMINARS	282.23	SEMINARS
NOAH'S ARK LAWN CARE	MAINTENANCE	553.70	MAINTENANCE
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	5,122.18	EMPLOYERS HEALTH INS
SCHOLTEN FANT	Contracted Services	217.50	Contracted Services
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	9.00	OFFICE SUPPLIES
WINDEMULLER ELECTRIC INC	MAINTENANCE	250.00	MAINTENANCE
Total: 536.000 WATER		9,351.56	

Department: 537.000 SEWER

AGILE SAFETY LLC	WRRF MAINTENANCE	1,240.00	WRRF MAINTENANCE
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	16.69	SUPPLIES
CARDMEMBER SERVICE	SEMINARS	195.28	SEMINARS
CARDMEMBER SERVICE	MAINTENANCE	15.97	MAINTENANCE
CINTAS CORPORATION #301	Contracted Services	373.27	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	5,389.03	Electricity
DTE ENERGY	Heating Fuel	685.13	Heating Fuel
GARRY SCHOLTEN	SEMINARS	282.23	SEMINARS
IDEXX DISTRIBUTION INC	LAB SUPPLIES	2,067.26	LAB SUPPLIES
NAPA - GENUINE PARTS COMPANY	WRRF MAINTENANCE	65.77	WRRF MAINTENANCE
NOAH'S ARK LAWN CARE	MAINTENANCE	553.70	MAINTENANCE
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	765.00	COLLECTION SYSTEM MA
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	5,122.17	EMPLOYERS HEALTH INS
SANISWEEP INC	MAINTENANCE	600.00	MAINTENANCE
SAWYER ENGINE & COMPRESSOR	WRRF MAINTENANCE	69.08	WRRF MAINTENANCE
SCHOLTEN FANT	Contracted Services	217.50	Contracted Services
WINDEMULLER ELECTRIC INC	COLLECTION SYSTEM MAINTENANCE	250.00	COLLECTION SYSTEM MA
Total: 537.000 SEWER		17,908.08	

Department: 567.000 CEMETERY

EXXONMOBIL PROCESSING CENTER	FUEL	348.25	FUEL
KERKSTRA PORTABLE RESTROOM	Contracted Services	95.00	Contracted Services
Total: 567.000 CEMETERY		443.25	

Department: 701.000 PLANNING & ZONING

FRESH COAST PLANNING LLC	Contracted Services	1,908.00	Contracted Services
Total: 701.000 PLANNING & ZONING		1,908.00	

Department: 751.000 RECREATION AND PARKS

EXXONMOBIL PROCESSING CENTER	FUEL	338.60	FUEL
Total: 751.000 RECREATION AND PARKS		338.60	

Department: 753.000 COMMUNITY PROMOTIONS

SMART BUSINESS SOURCE LLC	SUPPLIES	141.75	SUPPLIES
Total: 753.000 COMMUNITY PROMOTIONS		141.75	

Department: 753.002 COMMUNITY PROMOTIONS - VETERAN'S DAY

AMAZON CAPITAL SERVICES	Reception	7.43	Reception
Total: 753.002 COMMUNITY PROMOTIONS - VETERAN'S DAY		7.43	

Department: 753.004 COMMUNITY PROMOTIONS CONCERTS/MOVIES

ELIZABETH SZYMANSKI	MILEAGE	10.19	MILEAGE
Total: 753.004 COMMUNITY PROMOTIONS CONCERTS/MOVIES		10.19	

Department: 790.000 LIBRARY

AMAZON	BOOKS PURCHASED	330.32	BOOKS PURCHASED
AMAZON	Childrens Books Purchased	327.74	CHILDRENS BOOKS PURC
AMAZON	SUPPLIES	131.46	SUPPLIES
AMAZON	PROGAMMING SUPPLIES	268.07	PROGAMMING SUPPLIES
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	94.95	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	365.47	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	230.97	CHILDRENS BOOKS PURC
CARDMEMBER SERVICE	PROGAMMING SUPPLIES	75.05	PROGAMMING SUPPLIES
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	40.00	COMPUTER CONTRACTED
CARDMEMBER SERVICE	DUES	7.50	DUES
CENTER POINT LARGE PRINT	BOOKS PURCHASED	185.76	BOOKS PURCHASED
FINDAWAY WORLD LLC	BOOKS PURCHASED	419.97	BOOKS PURCHASED
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	68.67	BOOKS PURCHASED
IDENTISYS INC	SUPPLIES	1,532.72	SUPPLIES
LAKELAND LIBRARY COOPERATIVE	DIGITAL COLLECTION	450.00	DIGITAL COLLECTION
LAKELAND LIBRARY COOPERATIVE	Contracted Services	123.25	Contracted Services
LAKELAND LIBRARY COOPERATIVE	COMPUTER SUPPORT-LAKELAND	5,400.33	COMPUTER SUPPORT-LAK
MICROMARKETING LLC	BOOKS PURCHASED	103.49	BOOKS PURCHASED
MODERN OFFICE INTERIORS	Maintenance	1,462.80	Maintenance
NICHOLAS HEIMLER	COMPUTER CONTRACTED SERVICES	180.00	COMPUTER CONTRACTED
TIMOTHY HAUSTEN REYNOLDS TWP	BOOKS PURCHASED	15.95	BOOKS PURCHASED
Total: 790.000 LIBRARY		11,814.47	

Department: 901.000 DDA CONSTRUCTION

CARDMEMBER SERVICE	PARK IMPROVEMENT	582.22	PARK IMPROVEMENT
CONSTRUCTION SIMPLIFIED	PARK IMPROVEMENT	79,301.78	PARK IMPROVEMENT
DAVE COLE DECORATORS INC	PARK IMPROVEMENT	1,099.00	PARK IMPROVEMENT
SCHOLTEN FANT	INFRASTRUCTURE COSTS	877.50	INFRASTRUCTURE COSTS
Total: 901.000 DDA CONSTRUCTION		81,860.50	

*** GRAND TOTAL ***

347,608.61

Treasurer's report for Board Meeting dated Monday 1st Monday, October 25, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
10/14/2021	100727	\$1,108.00	Brenda Borst	Cleaning Services - September
10/19/2021	100728	\$240.00	US Postal Service	First Class Presort-PI-Permit #25

\$1,348.00 TOTAL

General Fund Cash Balance at board meeting dated 10/25/2021

Checking Account	\$	4,121,652.00
Liquid Investment	\$	259,384.00
CD	\$	18.00
Total	\$	4,381,054.00

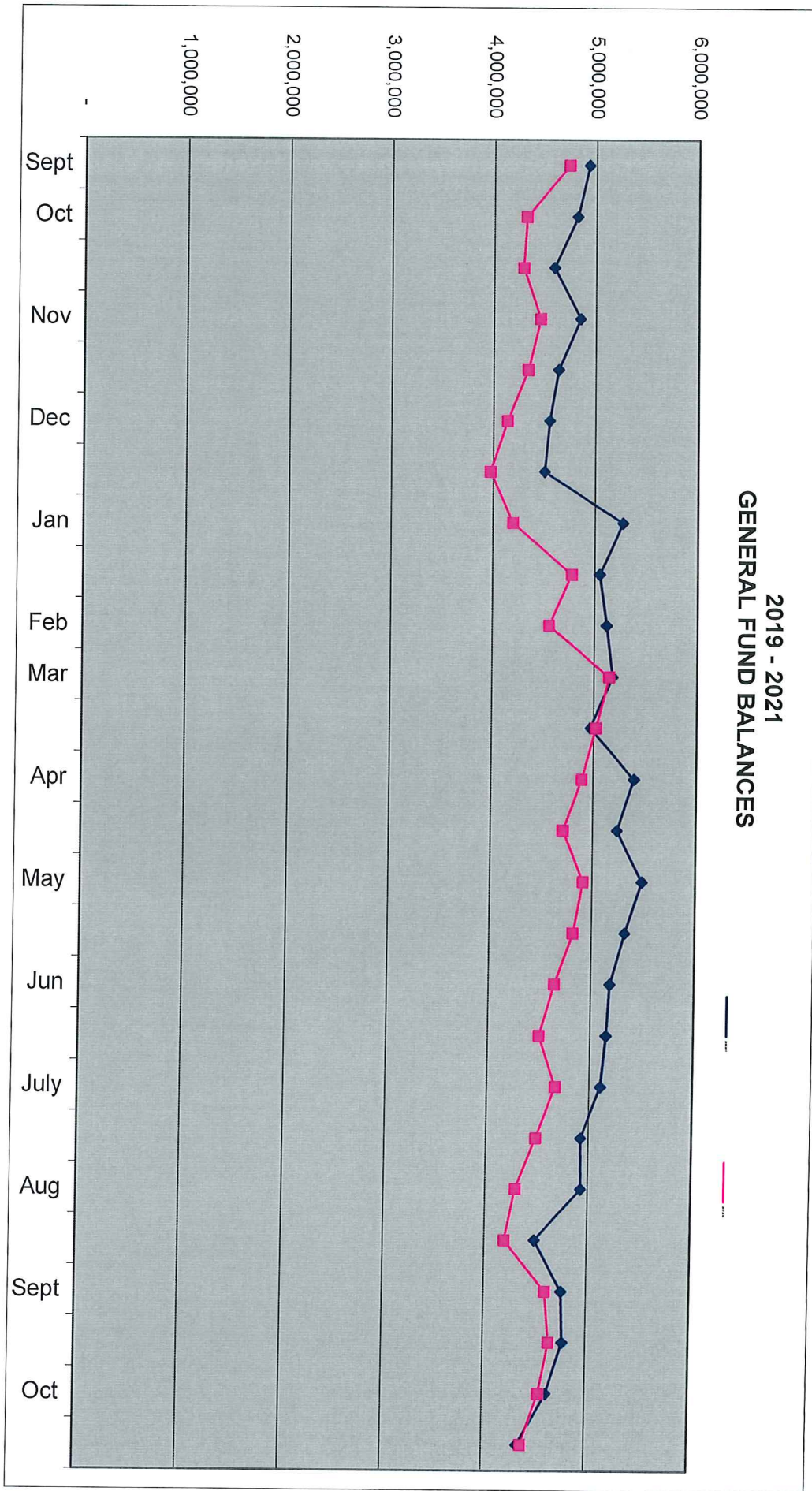
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,287,090.00
Liquid Investment	\$	259,384.00
CD	\$	18.00
Total	\$	4,546,492.00

Last year at this time the balance was \$ 4,343,855.00

2019 - 2021 GENERAL FUND BALANCES



Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

October 19, 2021

Township Board of Trustees:

The Historical Society is purchasing a sign to replace a deteriorated sign at the Knowlton House Museum. Specifically, it will hang from the Carriage House and say, "The Carriage House of History."

The funds of the Historical Society are held by the Township. Since this purchase was not included in the 2021 budget when we approved it at the end of 2020, the Township Board will need to approve a budget amendment and also approve the purchase of the sign.

This letter requests a budget amendment in the amount of \$504.00 to allocate dollars in the Historical Society Fund, and authorization the purchase of the sign through Creative Image Designers.

Respectfully Submitted,



Adam Elenbaas
Township Supervisor

Budget Amendment Request

Fund Name: Historical Society Date: 10/25/2021
 Department Number: 804 Budget Entry #: _____
 Department Name: Knowlton House Amendment #: 12
 Requested by: Betsy Groendyk

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

EXPENDITURES:

150TH BOOK SALES				\$0.00
ENDOWMENT FUND INTEREST				\$0.00
Private Donations				\$0.00
Fund Raisers				\$0.00
SUPPLIES		\$50.00		\$50.00
Electricity	\$725.00			\$725.00
Heating Fuel	\$600.00	\$200.00		\$800.00
Miscellaneous	\$100.00	\$100.00	\$504.00	\$704.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURES:	\$1,425.00	\$350.00	\$504.00	\$2,279.00
Revenue Over/(Under)				
Expenditures	(\$1,425.00)			(\$2,279.00)

Description Purchase a plaque for the Knowlton House

Other Current Projected Year End Fund Balance: \$7,863
Year End Fund Balance if Approved: \$7,359

Approved/Denied?

Creative Image Designers

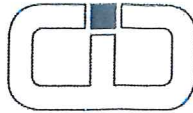
5425 Lake Michigan Dr

Allendale, MI 49401

(616) 892-4263

info@creativeimagedesigners.com

www.creativeimagedesigners.com


CREATIVE IMAGE DESIGNERS
 SIGNS | GRAPHICS | APPAREL | DIGITAL SERVICES
Invoice
 2021 Expense
 270-804-955
BILL TO
 Allendale Charter Township
 P.O. Box 539
 Allendale, MI 49401 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
9413	09/27/2021	\$504.00	10/01/2021	Due on receipt	

IN HANDS DATE

Standard

SALES REP

Kim/Chad

ORDER PLACED BY

Connie- Knowlton House

ACTIVITY	QTY	RATE	AMOUNT
CIDSIGN Custom Sign: Medallion sign- Double sided Size: 35" w x 22" h x 1" thick Material: 2903 Lamination: yes- Matte Substrate: White PVC Sign Material- to be routed Quantity: 1 Includes removal and painting of brackets as well as reattachment to sign.	1	459.00	459.00T
CIDDESIGN Design Charge	1	45.00	45.00
			Subtotal: 504.00
			Subtotal: 0.00
NEWPROJECT Contact Name: Connie Farber Contact Email: conlfarb@gmail.com In Hands Date: Standard Pick-up/Ship: Pick up Original File Location: D:\Dropbox\ CID Team Folder\ Customers\Allendale Charter Township\ Signs & Decals\Allendale Historical Society\Carriage house sign\Medallion art files\DP\Round 3 Project Details: Need to replace Carriage house sign. approx. 2' h x 3' w/ 1.25" thick. Will let us know what it should say. Will need to use existing hardware and paint that black.	1	0.00	0.00
			Subtotal: 0.00
The sign should say: The Carriage House of History			

Thank you for allowing us to serve your marketing needs. If you have any questions, please let us know.

Sincerely,

Creative Image Designers
SIGNS | GRAPHICS | APPAREL

SUBTOTAL	504.00
TAX	0.00
TOTAL	504.00
BALANCE DUE	\$504.00

Did you know? We offer the following categories, Signs, Graphics & Decals, Apparel, Promotional Products, Print Products & Design Services.

"Marketing You, It's What We Do!"

Budget Amendment Request

Fund Name: <u>General Fund</u>	Date: <u>10/25/2021</u>
Department Number: <u>753</u>	Budget Entry #: _____
Department Name: <u>Community Promo</u>	Amendment #: <u>13</u>
Requested by: <u>Jody Hansen</u>	

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

EXPENDITURES:

SUPPLIES	\$1,000.00	(\$1,000.00)		\$0.00
Contracted Services	\$15,000.00	(\$15,000.00)		\$0.00
Fireworks	\$20,000.00			\$20,000.00
CONTRACTED SERVICES-DIRECTOR				\$0.00
PRINTING, PUBLISHING, & POSTAGE	\$3,000.00	(\$3,000.00)		\$0.00
Reception	\$300.00		\$700.00	\$1,000.00
SUPPLIES	\$3,000.00			\$3,000.00
Contracted Services	\$1,500.00			\$1,500.00
SUPPLIES	\$100.00			\$100.00
CONTRACTED SERVICES-CONCERTS	\$3,200.00		(\$700.00)	\$2,500.00
CONTRACTED SERVICES-MOVIES	\$2,800.00			\$2,800.00
MILEAGE				\$0.00
PRINTING, PUBLISHING, & POSTAGE				\$0.00
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
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURES:	\$49,900.00	\$5,000.00	\$0.00	\$54,900.00
Revenue Over/(Under)				
Expenditures	(\$49,900.00)			(\$54,900.00)

Description Moving \$700.00 of the unused funds for concerts in the park to the Veteran's Day reception.

Other No impact on General Fund fund balance

Approved/Denied?

Resolution 2021-22
Committee Appointment- Parks & Recreation

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on October 25, 2021

Present:

Absent:

The following resolution was offered:

Motioned by XXXXXXXX and supported by XXXXXXXXXX.

BE IT RESOLVED that the following resident(s) be appointed to the following committees/boards to fill a partial term expiring on 12/31/2022:

Parks & Recreation Committee

Daniel Russell

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on October 25, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

October 4, 2021

7:00 p.m.

1. Meeting called to order
2. Roll Call: Present: Westerling, Adams, Zuniga, Schut, Zeinstra, Longcore
Staff Present: Mr. Ransford
Public: Resident
3. Received for information: *None*
4. Motion by Schut to approve the September 20, 2021 Planning Commission Minutes as presented.
Seconded by Adams. **Approved 6-0**
5. Motion by Longcore to approve the October 4, 2021 Planning Commission Agenda. Seconded by Zeinstra **Approved: 6-0**
6. Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items.
Resident concerned with the gravel pits, trucks traveling and ruining the roads.
Chairperson Longcore then closed the public comments section.
7. Public Hearings: *None*
8. Site Plan Review- *None*
9. Old Business
 - A. Master Plan-

Mr. Ransford went over modifications for finalizing the revised Master Plan map. Some of these modifications included, property revisions on the map, more consistent sized road labeling of names and their locations, also a wetland overlay on a separate master plan map. A table containing the land mass of the master plan classifications in the current 2013 map and the draft 2022 map. Was not able to put together the neighborhood density changes to LDR and MOD to ensure appropriate classification in time but did want everything else to move forward with the modification they could. Will continue to work on the verifications as time permits.

Mr. Ransford had also reached out to various departments including water and sewer, public utilities, and the fire department for feedback. Heard back from the departments and there were two words added to the utility chapter about plats from Mr. Doornbos finalizing the text from department staff.

Mr. Schut inquired about the Bike path. DDA will meet and discuss since they agreed to the funding. Mr. Ransford suggested pausing until Recreation Committee meets to look over the context of the text and the map. Ransford will wait for the Committee to get back with their suggested revisions and show the Planning Commission to continue forward.

B. Work Program –

Board members touched base on a few numbers on the list including 5, 12 and 16 and discussed reaching out to a couple owners on rezoning properties.

10. New Business – *None*

11. Public Comments -

Chairperson Longcore opened the public comment section for non-public hearing items.

Chairperson Longcore then closed the public comments section.

12. Township Board Reports -

- A. Community coordinator staff updated and business registration
- B. Updates 2022 budget
- C. First Reading on Rental house registration revisions

13. Commissioner and Staff Comments –

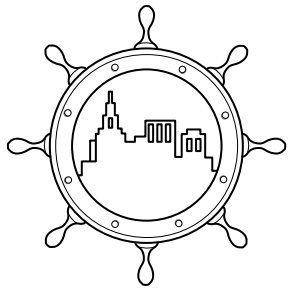
Discussion of residents non-public hearing concern with restrictions with the travel of gravel trucks on the roads. Ordinances being looked into.

Mr. Ransford will investigate into limitation rules, conditioned timing

14. Adjourn – *Chairperson Longcore adjourned the meeting at 7:59 p.m.*

Next meeting Monday, October 18, 2021, at 7:00 p.m.

Respectfully submitted by Natasha Shepard



Fresh Coast Planning

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

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

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

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

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

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

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA
Date: October 1, 2021
Re: Biltmore, LLC Zoning Map Amendment (Rezoning) Application

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide a synopsis of a map amendment (rezoning) request to the Zoning Ordinance Map. As you are aware, the Board of Trustees (BOT) is the approving body regarding map amendments.

Board Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a map amendment, each of which would occur at two separate meetings. Included with the application materials is the formal Zoning Map Amendment Ordinance for your consideration of adoption and is part of the first and second readings. As the BOT considers the request, your decision must be based on the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, which includes provisions from the Allendale Charter Township Master Plan (ACTMP), both of which we outline further below.

Request

Biltmore, LLC seeks to rezone vacant property located at 10681 52nd Avenue and 10460 56th Avenue, parcel numbers 70-09-25-300-050 and 70-09-25-300-060, respectively, from the Low Density One-Family Residential (R-1) Zoning District to the Medium Density One-and Two-Family Residential (R-2) Zoning District. Collectively, the properties are approximately 57 acres in area. The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption.

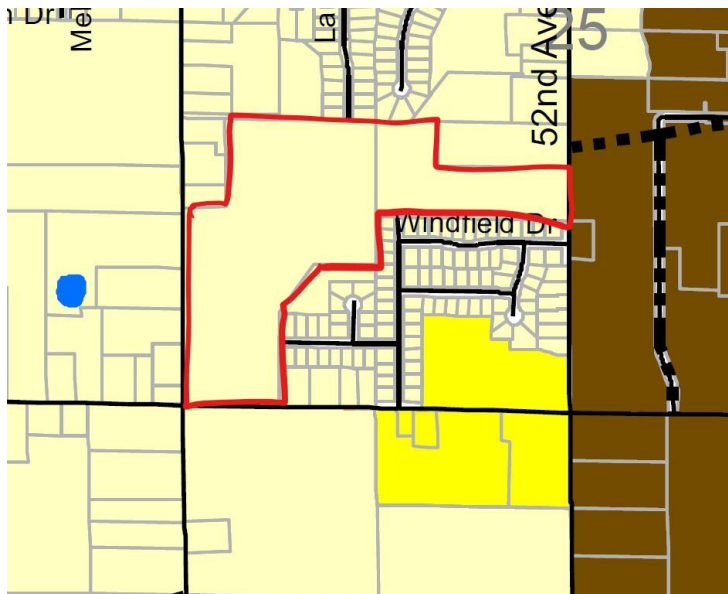
Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The ACTMP and its Map, adopted on July 22, 2013, provides for the subject property within the Low Density Residential (LDR) Classification, which is consistent with the corresponding R-1 Zoning District identified within the related Zoning Plan. The subject property is currently located within the R-1 Zoning District. Consequently, the property is currently zoned as intended by the Master Plan Map.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Legend: Tan = LDR, Yellow = Medium Density Residential, Brown = HDR, Red Outline = Subject Property)



Master Plan Text

Despite the property being currently zoned as the Master Plan Map intends, given that the applicant requests rezoning to the R-2 Zoning District, below we provide relevant provisions from both the LDR Classification (consistent with the R-1 Zoning District) as well as the MOD Classification (consistent with the R-2 Zoning District) to assist with your review.

LDR Low Density Residential Classification

Chapter 5 – Future Land Use, Low Density Residential (page 56) of the Master Plan provides:

- That LDR property should be located within the boundaries of the public water and sanitary sewer service areas.
 - According to Map 4 – Allendale Charter Township General Plan of Water System and Map 5 – Allendale Charter Township General Plan of Sanitary Sewer System of the ACTMP, both utilities are located adjacent to the subject property.
- That a minimum lot size of 15,000 square feet and a minimum width of 100 feet (2.9 units per acre) should be provided within this classification
 - Surrounding lots appear to be between 10,000 to 12,000 square feet in area
- That sidewalks should exist along streets and provide connection to adjoining subdivisions, both of which are present within adjacent developments
 - Given the requirements of the ACTZO for residential developments, sidewalks and streets will likely exist and connect with adjacent developments.

MOD Moderate Density Residential Classification

Chapter 5 – Future Land Use, Master Plan Concept (page 53) indicates that intensive land uses should be located within the boundaries of the water and sanitary sewer areas

- Again, according to Map 4 – Allendale Charter Township General Plan of Water System and Map 5 – Allendale Charter Township General Plan of Sanitary Sewer System of the ACTMP, both utilities are located adjacent to the subject property.

Chapter 5 – Future Land Use, Moderate Density Residential (page 57) of the Master Plan provides:

- That a minimum lot size of 10,000 square feet and a minimum width of 80 feet (4.35 units per acre) should be provided within this classification
- MOD property would be served by public water and sanitary sewer
 - Again, according to Map 4 – Allendale Charter Township General Plan of Water System and Map 5 – Allendale Charter Township General Plan of Sanitary Sewer System of the ACTMP, both utilities are located adjacent to the subject property.
- The MOD designation provides a choice in lot size, which equates directly to price
- The density and single-family houses are compatible with nearby LDR areas
 - The subject property is entirely adjacent to LDR areas, which consist of single-family dwellings on lots that appear to be between 10,000 to 12,000 square feet in area

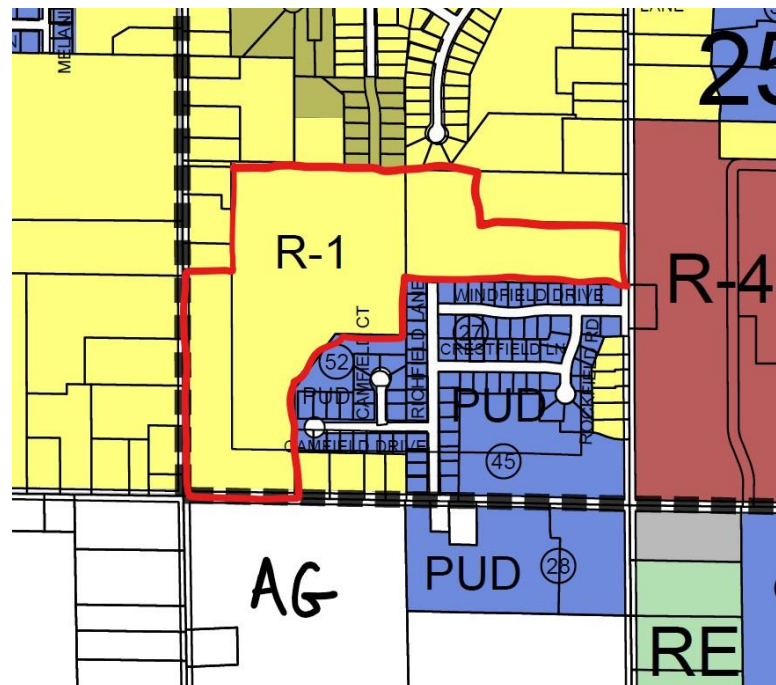
Zoning Ordinance Considerations

Surrounding Uses and Available Uses

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the R-2 Zoning District. The ACTPC found the property to be compatible with surrounding zoning districts and uses, and is capable to support the available uses.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: White = AG Agricultural and Rural District / Yellow = R-1 Low Density One-Family Residential District / Blue = PUD Planned Unit Development / Burgundy = R-4 Medium Density Multiple Family Residential Office / Green = RE Rural Estate / Red Outline = Subject Property)



Minimum Lot Area and Lot Width

The minimum lot area and minimum lot width allowed by the R-2 Zoning District is 10,000 square feet and the 80 feet, respectively, when served by public sewer. The ACTPC also considered these minimums prior to their recommendation.

Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, the applicant has responded to the standards contained therein. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.

Please see our Master Plan Considerations section above.

2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.

Please see our Zoning Ordinance Considerations section above

3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):

We believe the land is capable to support the uses permitted by the R-2 Zoning District given its area, road frontage, and public utility access.

- a. The existing transportation network.

The subject property abuts three main public roads as well as two road ends. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

As aforementioned, public utilities are available at the property. Given this, we believe the subject property will be adequately served by utilities.

- c. The environment.

We are not aware of any characteristics of the environment that would prevent the subject property from supporting the permitted uses. As a result, we believe the property will be adequately served by the environment.

- d. Other public improvements.

We believe the subject property will be adequately served by other public improvements such as electricity, cable, and etcetera.

- e. Relevant governmental agencies.

While the rezoning does not include a site plan, we anticipate that other governmental agencies, such as the Allendale Charter Township Fire Department, will be able to adequately serve the property at such time of application for development, particularly because those agencies are included in the review process.

Public Hearing

Several comments were provided from the public specific to the prohibition of two-family dwellings, future neighborhood design, the number of access points, and noise.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Kelley provided a motion to recommend adoption. Motion was seconded by Commissioner Schut and carried 7-0. If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. 2021-05

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP
ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE R-2
MEDIUM DENSITY ONE AND TWO FAMILY RESIDENTIAL ZONING
DISTRICT.

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

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the R-2 Medium Density One and Two Family Residential Zoning District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

PART OF SW 1/4 BEG SW SEC COR, TH N 1368.43 FT, E 299.9 FT, N 613 FT, S 88D 32M 42S E 1042.62 FT, S 0D 07M 52S E 994.8 FT, N 88D 31M 32S W 671.85 FT, S 0D 03M 29S E 994.66 FT, TH N 88D 30M 50S W 672.38 FT TO PT OF BEG, ALSO COM SW COR LOT 12 SPRINGFIELD WEST, TH N 89D 22M 55S W 20 FT & N 0D 42M 13S W 179.35 FT TO PT OF BEG, TH N 36D 11M 16S E 410.8 FT, S 89D 23M 40S W TO PT N 0D 42M 13S W OF BEG, TH S 0D 42M 13S E TO BEG. SEC 25 T7N R14W. 70-09-25-300-060

AND

PART OF SW 1/4 COM N 0D 48M 05S W 1326.78 FT FROM S 1/4 COR, TH N 89D 23M 54S W 1343.23 FT, N 0D 44M 10S W 663.17 FT, S 89D 24M 24S E 437.47 FT, S 0D 48M 05S E 300 FT, S 89D 24M 24S E 905 FT, TH S 0D 48M 05S E 363.38 FT TO BEG. SEC 25 T7N R14W 14.21 AC. 70-09-25-300-050

Section 2. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 2021, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2021, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2021, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the _____ as

required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas
Township Supervisor

Jody Hansen
Township Clerk

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Substitute Library Page and Circulation Assistant Recommendation-Elizabeth Hill

Prepared by Lydale Weaver

On 10/25/2021

Board of Trustees:

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

Elizabeth Hill comes to us with over 5 years of excellent customer service experience. She has a warm and approachable personality that will serve our patrons well. Her positive attitude and love for reading will be a great fit with the rest of the team, and her eagerness to learn new skills is exciting. We look forward to the great skills Elizabeth will bring to the Township and the Library.

We recommend a pay rate of \$11.33. We are excited to bring Elizabeth aboard to the Allendale Charter Township team.

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



"Where community is more than just a concept!"

Public Utilities Operator Recommendation-Shawn Hoover
Prepared by Lydale Weaver
On 10/25/2021

Board of Trustees:

We have reviewed applications for Public Utilities Operator. Chad Doornbos Superintendent of Public Utilities, Garry Scholten Public Utilities Water Supervisor, Gary Nestle Public Utilities Wastewater Supervisor, and HR Director Lydale Weaver were part of the process and we recommend Shawn Hoover for the position.

Shawn's passion for the field could be sensed through the interview process. The passion that was demonstrated was a big advantage above other candidates in the interview process. His experience working in the field in Colorado will help him as he moves to the position within the Township. Shawn also showed a willingness to gain licenses and continue to grow.

We recommend bringing Shawn at a rate of \$22.52. We are excited for Shawn to join the Allendale Charter Township team.

Respectfully,
Lydale Weaver
HR Director

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Public Utilities Operator Recommendation-Mike Brummel

Prepared by Lydale Weaver

On 10/25/2021

Board of Trustees:

We have reviewed applications for Public Utilities Operator. Chad Doornbos Superintendent of Public Utilities, Garry Scholten Public Utilities Water Supervisor, Gary Nestle Public Utilities Wastewater Supervisor, and HR Director Lydale Weaver were part of the process and we recommend Mike Brummel for the position.

Mike is a currently our Public Utilities Assistant Operator. Mike has showed a desired interest in the position and has been willing to learn from current operators. Since July when Mike was hired he has showed to be an asset to our team. Because of his impression Mike has made on the team he was looked at as a leading candidate.

We recommend increasing pay to \$22.08. We are excited for the continued growth of Mike with Allendale Charter Township.

Respectfully,
Lydale Weaver
HR Director

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 L. Hansen, Clerk
Allendale Charter Township

RESOLUTION 2021- 23
RENTAL HOUSING REGISTRATION FEES

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 25th day of October, 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 _____:

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.

YEAS: _____

NAYS: _____

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

Allendale Public Utilities

Board of Trustees,

Allendale Public Utilities is a unique organization in the fact we operate two utilities under one umbrella. When looking at Allendale's operation, the Operators, Supervisors and Superintendent are required to know two disciplines, wastewater treatment and water distribution. In the last wage study, it was determined that the majority of the surrounding utilities are single discipline.

I would like to propose the following to compensate our Utility Operators, Supervisors and Superintendent for being dual disciplined and on-call:

- ◆ The starting wage for a Utility Operator to be adjusted from \$21.60 to \$23.00. The top of the range would not be adjusted. This would create a category for dual disciplined Utility Operators under A5.
- ◆ For Current Utility Operators, adjust their pay by 6.0% to compensate for being dual disciplined.
- ◆ Adjust the Supervisors and Superintendents pay by 3.0% to compensate for being dual disciplined.
- ◆ For Utility Operators that are on-call, remove the \$1.00 adder to their base and replace it with a yearly compensation of \$3,900.00 for the year, paid bi-weekly.

The State views these as two distinct disciplines and has licenses for each. Allendale Public Utilities has a high performing cross-trained team that can operate in either arena. Utility Operators that are dual licensed are highly sought after. This wage adjustment allows us to remain competitive in the market and be more likely to retain our operators for their careers.

The wage study did not take into account the on-call compensation. The compensation for being on call has not changed since 1997 when I started with the Township. We are proposing a new method of compensation along with an increase in the on-call compensation.

It has been a great pleasure working for Allendale Charter Township since July of 1997. I would like to thank the board for taking the effort in the past few years to do a wage study to ensure that Allendale remains competitive in the market.

Thank you,



Chad E. Doornbos
Superintendent of Public Utilities
Allendale Charter Township

Rental Admin Fund Detail
Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 000.000		2021 Projected	2022 Requested
252-000.000-485.000	CERT OF COMPLIANCE	31,440	30,980
252-000.000-617.000	RENTAL INSPECTIONS	36,985	53,475
252-000.000-618.000	LANDLORD RENTAL FINES	200	100
252-000.000-665.000	Interest	100	10
252-000.000-699.000	Transfer In	15,000	
NET OF REVENUES		83,725	84,565
Dept 371.000 - INSPECTION DEPARTMENT		2021 Projected	2022 Requested
252-371.000-702.000	Salaries	53,235	57,018
	<i>LIEUTENANT 2</i>	30,282	
	<i>SAFETY COORDINATOR</i>	25,618	
	<i>2% ADJ</i>	1,118	
252-371.000-710.000	In Lieu Of Health Insurance	500	
252-371.000-715.000	Employers Fica	4,111	4,362
252-371.000-716.000	EMPLOYER'S 401(A)	3,194	3,421
252-371.000-717.000	LIFE INS	65	100
252-371.000-718.000	DISABILITY INS	250	250
252-371.000-720.000	EMPLOYERS HEALTH INSURANCE	15,000	18,240
252-371.000-720.020	EMPLOYEE HEALTH ASSISTANCE PROGRAM	4,000	3,000
252-371.000-721.000	PROFESSIONAL DEVELOPMENT		1,000
252-371.000-801.000	Administration	2,642	2,755
252-371.000-802.000	Contracted Services	1,500	2,200
252-371.000-811.000	COMPUTER CONTRACTED SERVICES	2,375	
252-371.000-816.000	SEMINARS	3,000	
252-371.000-863.000	FUEL	500	
252-371.000-955.000	Miscellaneous	300	300
NET OF APPROPRIATIONS		(90,672)	(92,646)
NET OF REVENUES/APPROPRIATIONS - FUND 252		(6,947)	(8,081)
BEGINNING FUND BALANCE		18,749	11,802
ENDING FUND BALANCE		11,802	3,721

Dept 790.000 - LIBRARY		2021 Projected	2022 Requested
101-790.000-702.000	Salaries	234,369	264,831
	LIBRARY DIRECTOR		66,154
	YOUTH SERVICES LIBRARIAN		58,968
	FULL TIME CIRCULATION ASSISTANT II		34,320
	PART TIME EMPLOYEES		99,000
	LIBRARY ADVISORY BOARD		1,200
	2% YEAR END ADJUSTMENT		5,189
101-790.000-715.000	Employers Fica	18,170	20,273
101-790.000-716.000	EMPLOYER'S 401(A)	7,185	9,758
101-790.000-721.000	PROFESSIONAL DEVELOPMENT	2,215	2,200
	SEMINARS	1,500	1,500
	MLA DUES LD		85
	ALA DUES		245
	ROTARY DUES		285
	MLA DUES: YL		85
	DUES	715	
101-790.000-732.000	SUPPLIES	53,000	51,750
	CLEANING SUPPLIES		2,500
	OFFICE SUPPLIES		500
	HEALTH & SAFETY SUPPLIES		750
	LIBRARY PROCESSING SUPPLIES		3,000
	BOOKS	30,000	24,000
	CHILDREN'S BOOKS	15,000	13,000
	A/V MATERIALS		8,000
101-790.000-802.000	Contracted Services	72,000	80,040
	CLEANER		10,500
	EPS		600
	AQUARIUM		1,100
	HOTSPOTS		3,600
	WINDOW CLEANING		300
	CARPET CLEANING		1,500
	DEMCO SOFTWARE		900
	COLLECTIONS		400
	LAKELAND LIBRARY COOPERATIVE	22,500	23,500
	TECHNOLOGY CONTRACTED SERVICES		7,480
	TELEPHONE	1,500	660
	DIGITAL COLLECTION	22,000	23,000
	COPIER MAINTENANCE	2,900	3,000
	BIBLIOTHECA		3,500
	COMPUTER CONTRACTED SERVICES	7,000	
101-790.000-802.040	Contracted Svcs - Collections	400	
101-790.000-807.000	COMMUNITY PROGRAMS	15,000	15,000
	SUMMER READING PROGRAM	5,000	6,000
	TAKE & MAKES		1,000
	EARLY LITERACY PROGRAM		1,000
	SCHOOL AGED		1,000
	FAMILY PROGRAMS		1,500
	TEEN		1,000
	COFFEE & CRAFTS		900
	ADULT BOOK DISCUSSIONS		1,000
	PRESENTERS/MISC		1,600
	PROGAMMING SUPPLIES	10,000	
101-790.000-815.000	INSURANCE	4,059	4,400
101-790.000-860.000	MILEAGE	550	800
101-790.000-900.000	PRINTING, PUBLISHING, & POSTAGE	100	100
101-790.000-926.000	UTILITIES	17,450	18,200
	ELECTRICITY	9,700	10,000
	HEATING FUEL	3,000	3,500
	TRASH	250	200
	WATER	4,500	4,500
101-790.000-930.000	Maintenance	10,000	1,000
	NEW BLINDS		1,000
101-790.000-955.000	Miscellaneous	5,500	1,000
101-790.000-971.000	CAPITAL OUTLAY	1,603	11,000
	LAPTOP FOR LIBRARY DIRECTOR		2,000
	TWO CIRCULATION COMPUTERS		3,000
	WEAR AND TEAR ON BUILDING		1,000
	LOUNGE SEATING		3,000
	NEW FIRWALL		2,000
	COMPUTER HARDWARE	5,000	
	NEW EQUIPMENT	7,000	
NET OF REVENUES/APPROPRIATIONS - 790.000 - LIBRARY		(456,501)	(480,352)

Dept 191.000 - FINANCE/ACCT		2021 Projected	2022 Requested
101-191.000-702.000	Salaries	138,551	123,170
	FINANCE/ACCT DIRECTOR		85,838
	ACCT ASST		34,917
	2% YE ADJ		2,415
101-191.000-715.000	Employers Fica	10,599	9,422
101-191.000-716.000	EMPLOYER'S 401(A)	4,801	5,150
101-191.000-721.000	PROFESSIONAL DEVELOPMENT		3,000
	SEMINARS	3,000	3,000
101-191.000-732.000	SUPPLIES	150	100
101-191.000-860.000	MILEAGE	200	200
101-191.000-955.000	Miscellaneous	1,600	
NET OF REVENUES/APPROPRIATIONS - 191.000 - FINANCE/ACCT		(158,901)	(141,042)
Dept 223.000 - AUDIT		2021 Projected	2022 Requested
101-223.000-805.000	Auditor Consultant	1,000	1,000
101-223.000-810.000	AUDIT	8,000	10,000
NET OF REVENUES/APPROPRIATIONS - 223.000 - AUDIT		(9,000)	(11,000)
Dept 253.000 - TREASURER		2021 Projected	2022 Requested
101-253.000-702.000	Salaries	5,669	6,010
	SALARY		5,892
	2% YE ADJ		118
101-253.000-715.000	Employers Fica	434	460
101-253.000-721.000	PROFESSIONAL DEVELOPMENT	785	850
	SEMINARS	600	600
	DUES	185	250
101-253.000-732.000	SUPPLIES	2,000	
101-253.000-802.000	Contracted Services		3,800
	BS&A		3,800
101-253.000-900.000	PRINTING, PUBLISHING, & POSTAGE	4,000	6,000
	TAX BILLS	4,000	6,000
101-253.000-955.000	Miscellaneous	3,800	
NET OF REVENUES/APPROPRIATIONS - 253.000 - TREASURER		(16,688)	(17,120)
Dept 209.000 - EMPLOYEE INSURANCES		2021 Projected	2022 Requested
101-209.000-710.000	In Lieu Of Health Insurance	45,000	45,000
101-209.000-715.000	Employers Fica	3,443	3,443
101-209.000-717.000	LIFE INS	3,000	2,000
101-209.000-718.000	DISABILITY INS	5,000	5,000
101-209.000-719.000	WORKER'S COMP INS	25,000	30,000
101-209.000-720.000	EMPLOYERS HEALTH INSURANCE	175,000	200,000
101-209.000-720.020	EMPLOYEE HEALTH ASSISTANCE PROGRAM	15,000	15,000
NET OF REVENUES/APPROPRIATIONS - 209.000 - EMPLOYEE INSURANCES		(271,443)	(300,443)
Dept 445.000 - DRAIN AT LARGE		2021 Projected	2022 Requested
101-445.000-930.000	Maintenance	43,023	55,681
NET OF REVENUES/APPROPRIATIONS - 445.000 - DRAIN AT LARGE		(43,023)	(55,681)
Dept 448.000 - STREET LIGHTS		2021 Projected	2022 Requested
101-448.000-920.000	Electricity	110,000	120,000
101-448.000-920.002	Henry St/Town Center Electricity	1,500	1,500
101-448.000-974.020	STREET LIGHT INSTALLATIONS	1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 448.000 - STREET LIGHTS		(112,500)	(122,500)

Dept 336.000 - FIRE DEPT

2021 Projected 2022 Requested

101-336.000-702.000	Salaries		505,096	530,596
		FIRE CHIEF		103,030
		CAPTAIN		66,263
		LIEUTENANT (1)		65,717
		LIEUTENANT (2)		30,282
		2% YEAR END ADJUSTMENT		5,305
		ON CALL PAY (\$20K/MONTH)		240,000
		ON CALL LONGEVITY		20,000
101-336.000-715.000	Employers Fica		38,640	40,591
101-336.000-716.000	EMPLOYER'S 401(A)		15,743	16,236
101-336.000-721.000	PROFESSIONAL DEVELOPMENT		25,000	17,100
		SEMINARS	600	600
		DUES	2,000	1,500
		FIRE FIGHTER TRAINING	4,200	5,000
		MEDICAL TRAINING	5,200	5,000
		FIRE SIMULATOR EXPENSES	13,000	5,000
101-336.000-732.000	SUPPLIES		6,100	6,100
		MISC	1,300	1,300
		MEDICAL	2,600	2,600
		FIRE FIGHTING	2,200	2,200
101-336.000-802.000	Contracted Services		36,900	15,800
		UNIFORMS	4,000	4,000
		MISC	100	100
		CELL PHONE	700	700
		FIRE FIGHTER MEDICAL PHYSICALS	22,000	6,000
		SOFTWARE/LICENSES	6,000	5,000
		MISC	4,100	
101-336.000-807.000	COMMUNITY PROGRAMS		1,000	1,000
		PUBLIC FIRE EDUCATION	1,000	1,000
101-336.000-815.000	INSURANCE		28,000	28,000
101-336.000-836.000	HAZ-MAT RESPONSE		2,100	2,200
101-336.000-863.000	FUEL		11,750	13,650
		MISC	150	150
		121	1400	1,400
		122	1400	1,400
		141	1400	1,400
		161	1000	1,000
		170	1900	2,200
		171	1900	1,900
		180	500	1,900
		181	500	500
		182	50	50
		183	50	50
		190	1500	1,700
101-336.000-900.000	PRINTING, PUBLISHING, & POSTAGE		500	200
101-336.000-926.000	UTILITIES			8,200
		PROJECTED NEW BUILDING HEAT		6,200
		PROJECTED NEW BUILDING WATER		2,000
101-336.000-930.000	Maintenance		17,700	20,200
		MISC EQUIPMENT	6,500	7,000
		SCBA	10,000	12,000
		RADIO	1,200	1,200
101-336.000-935.000	Truck Maintenance		39,100	33,500
		MISC	2,000	2,000
		121	5,500	5,000
		122	7,000	5,000
		141	5,000	5,000
		161	5,000	5,000
		170	3,000	3,000
		171	2,200	2,200
		180	3,000	3,000
		181	1,200	1,200
		182	200	200
		183		200
		190	5,000	1,700
101-336.000-944.000	Hydrant Rental		2,100	
101-336.000-955.000	Miscellaneous		1,000	1,000
101-336.000-971.000	CAPITAL OUTLAY		126,000	105,000
		TURN-OUT GEAR REPLACEMENT (CURRENT EXPIRES 2022)	15,000	83,000
		MISC EQUIPMENT REPLACEMENT	25,000	12,000
		MISC NEW EQUIPMENT	86,000	10,000
101-336.000-995.000	TRANSFER OUT		15,000	
NET OF REVENUES/APPROPRIATIONS - 336.000 - FIRE DEPT			(867,629)	(839,373)

Dept 449.000 - HIGHWAY-M45		2021 Projected	2022 Requested
101-449.000-702.000	Salaries	90,000	96,054
	MAINTENANCE OPERATOR (2) (80%)		40,967
	MAINTENANCE OPERATOR (3) (100%)		39,202
	SUMMER HELP		14,281
	2% YEAR END ADJUSTMENT		1,604
101-449.000-715.000	Employers Fica	6,885	7,229
101-449.000-716.000	EMPLOYER'S 401(A)	4,609	4,839
101-449.000-732.000	SUPPLIES	2,650	2,350
	MISC		150
	FLOWERS/SHRUBS/TREES	2,500	2,200
101-449.000-802.000	Contracted Services	4,000	4,000
	FERTILIZER	3,500	3,500
	MISC		500
101-449.000-815.000	INSURANCE	7,310	8,000
101-449.000-863.000	FUEL	1,690	2,000
101-449.000-926.000	UTILITIES	80,000	82,000
	ELECTRICITY	19,000	19,000
	WATER	61,000	63,000
101-449.000-930.000	Maintenance	6,000	10,000
	IRRIGATION	4,000	4,000
	POLE & LIGHT	2,000	6,000
101-449.000-955.000	Miscellaneous	5,000	2,500
NET OF REVENUES/APPROPRIATIONS - 449.000 - HIGHWAY-M45		(208,144)	(218,972)
Dept 446.000 - ROADS		2021 Projected	2022 Requested
101-446.000-861.000	Dust Control	38,400	30,720
	APPLICATION 1		7,680
	APPLICATION 2		7,680
	APPLICATION 3		7,680
	APPLICATION 4		7,680
101-446.000-995.000	TRANSFER OUT	50,000	
NET OF REVENUES/APPROPRIATIONS - 446.000 - ROADS		(88,400)	(30,720)
Dept 567.000 - CEMETERY		2021 Projected	2022 Requested
101-567.000-702.000	Salaries	29,622	33,132
	MAINTENANCE OPERATOR (1) (30%)		16,864
	2% YEAR END ADJUSTMENT		337
	SUMMER HELP		15,931
101-567.000-715.000	Employers Fica	2,300	2,559
101-567.000-716.000	EMPLOYER'S 401(A)	1,000	1,050
101-567.000-732.000	SUPPLIES	600	600
101-567.000-802.000	Contracted Services	2,000	2,000
101-567.000-815.000	INSURANCE	410	450
101-567.000-863.000	FUEL	2,000	2,000
101-567.000-926.000	UTILITIES	400	450
	ELECTRICITY	400	450
101-567.000-930.000	Maintenance	1,990	2,000
101-567.000-955.000	Miscellaneous	500	500
101-567.000-971.000	CAPITAL OUTLAY	7,000	
NET OF REVENUES/APPROPRIATIONS - 567.000 - CEMETERY		(47,822)	(44,741)

Dept 751.000 - RECREATION AND PARKS		2021 Projected	2022 Requested
101-751.000-702.000	Salaries	71,645	78,032
	FACILITIES SUPERVISOR (50%)		37,128
	MAINTENANCE OPERATOR (1) (40%)		22,495
	MAINTENANCE ASSISTANT (100%)		15,604
	2% YEAR END ADJUSTMENT		1,505
	PARK ADVISORY BOARD		1,300
101-751.000-715.000	Employers Fica	5,481	6,000
101-751.000-716.000	EMPLOYER'S 401(A)	3,600	3,780
101-751.000-732.000	SUPPLIES	1,000	3,000
	FLOWERS/SHRUBS/TREES	2,000	2,000
	CLEANING SUPPLIES		1,000
101-751.000-802.000	Contracted Services	1,500	4,500
	FERTILIZER	2,000	3,000
	MISC		1,500
101-751.000-815.000	INSURANCE	4,500	5,000
101-751.000-863.000	FUEL	4,000	4,000
101-751.000-920.000	Electricity	7,000	
101-751.000-925.000	WATER USAGE	5,000	
101-751.000-926.000	UTILITIES		12,500
	ELECTRICITY		7,500
	WATER		5,000
101-751.000-930.000	Maintenance	8,000	9,000
101-751.000-955.000	Miscellaneous	1,000	
NET OF REVENUES/APPROPRIATIONS - 751.000 - RECREATION AND PARKS		(116,726)	(125,812)
Dept 265.000 - BUILDING & GROUNDS		2021 Projected	2022 Requested
101-265.000-702.000	Salaries	61,870	66,047
	50% OF FACILITIES SUPERVISOR		37,128
	30% MAINT OPERATOR 1		16,871
	20% MAINT OPERATOR 2		10,753
	2% YE ADJ		1,295
101-265.000-715.000	Employers Fica	4,733	5,053
101-265.000-716.000	EMPLOYER'S 401(A)	3,712	3,963
101-265.000-732.000	SUPPLIES	4,000	4,300
	SUPPLIES		4,000
	FLOWERS/SHRUBS/TREES	320	300
101-265.000-802.000	Contracted Services	28,500	28,500
	CLEANING	17,000	17,000
	TELEPHONE	10,500	10,500
	CELL PHONE	1,000	1,000
101-265.000-815.000	INSURANCE	15,000	15,600
101-265.000-863.000	FUEL	6,000	6,000
101-265.000-926.000	UTILITIES	31,800	33,300
	ELECTRICITY	16,000	16,500
	HEATING FUEL	13,000	14,000
	TRASH	1,100	1,100
	WATER USAGE	1,700	1,700
101-265.000-930.000	Maintenance	18,000	18,000
	GENERAL MAINT	10,000	10,000
	TRUCK MAINT	3,000	3,000
	TRACTOR MAINT	5,000	5,000
101-265.000-955.000	Miscellaneous	1,500	1,500
101-265.000-971.000	CAPITAL OUTLAY	12,000	35,000
	SIDEWALK REPAIR		12,000
	WEST ENTRANCE		15,000
	CARD READER		8,000
101-265.000-971.020	BUILDING IMP-FIRE	399,000	
101-265.000-995.000	TRANSFER OUT		1,700,000
	FIRE STATION CAPITAL		1,700,000
NET OF REVENUES/APPROPRIATIONS - 265.000 - BUILDING & GROUNDS		(586,435)	(1,917,263)
		(187,435)	(217,263)

DEPARTMENT	DESCRIPTION	2022 Operating Budget	2022 Operating Budget	2022 Requested Budget
			+ Fire Station	(Includes ARPA)
000.000		4,317,007	4,317,007	4,424,510
101.000	Township Board	33,022	33,022	33,022
171.000	Supervisor	182,595	182,595	182,595
191.000	FINANCE/ACCT	141,042	141,042	141,042
209.000	EMPLOYEE INSURANCES	300,443	300,443	300,443
215.000	CLERK	123,877	123,877	123,877
223.000	AUDIT	11,000	11,000	11,000
247.000	BOARD OF REVIEW	4,530	4,530	4,530
248.000	ADMINISTRATION	205,673	205,673	205,673
253.000	TREASURER	17,120	17,120	17,120
257.000	ASSESSOR	226,936	226,936	226,936
262.000	ELECTIONS	78,553	78,553	78,553
265.000	BUILDING & GROUNDS	217,263	1,917,263	1,917,263
266.000	ATTORNEY	132,000	132,000	132,000
301.000	POLICE OFFICER	470,500	470,500	470,500
336.000	FIRE DEPT	839,373	839,373	839,373
445.000	DRAIN AT LARGE	55,681	55,681	55,681
446.000	ROADS	30,720	30,720	30,720
448.000	STREET LIGHTS	122,500	122,500	122,500
449.000	HIGHWAY-M45	218,972	218,972	218,972
567.000	CEMETERY	44,741	44,741	44,741
672.000	SENIOR CITIZEN ACTIVITIES	35,514	35,514	35,514
701.000	PLANNING & ZONING	113,046	113,046	113,046
702.000	ZONING BOARD OF APPEALS	2,603	2,603	2,603
704.000	PLANNING COMMISSION	17,226	17,226	17,226
751.000	RECREATION AND PARKS	125,812	125,812	125,812
753.000	COMMUNITY PROMOTIONS	85,652	85,652	85,652
790.000	LIBRARY	480,352	480,352	480,352
	ESTIMATED REVENUES - FUND 101	4,317,007	4,317,007	4,424,510
	APPROPRIATIONS - FUND 101	4,316,746	6,016,746	6,016,746
	NET OF REVENUES/APPROPRIATIONS - FUND 101	261	(1,699,739)	(1,592,236)
	BEGINNING FUND BALANCE	3,649,025	3,649,025	3,649,025
	ENDING FUND BALANCE	3,649,286	1,949,286	2,056,789

Water & Sewer Fund Detail
Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 248.000 - ADMINISTRATION		2021 Projected	2022 Requested
592-248.000-631.000	FINANCE AGREEMENT FEE	200	200
592-248.000-632.000	CONNECTION FEES-WATER	175,000	150,000
592-248.000-632.010	CONNECTIONS FINANCE-WATER	10,000	5,000
592-248.000-633.000	CONNECTION FEES-SEWER	250,000	210,000
592-248.000-633.010	CONNECTIONS FINANCE-SEWER	25,000	20,000
592-248.000-647.000	Penalties	15,000	25,000
592-248.000-665.000	Interest	32,000	3,000
592-248.000-665.010	Interest On Assessments	9,000	9,000
592-248.000-732.000	SUPPLIES	1,000	6,000
	GENERAL SUPPLIES		1,000
	SAFETY TRAINING & MATERIALS		5,000
592-248.000-801.000	Administration Reimbursed	146,348	126,304
	TWP SUPERVISOR		
	FINANCE/ACCT DIRECTOR		
	ACCT ASST		
	ADMIN ASST		
	ASST TWP ADMIN II		
592-248.000-802.000	Contracted Services		27,361
	REMANN IT SERVICES		20,736
	OFFICE 365		2,880
	ADOBE		1,085
	BARACUDA (FILE BACKUP & EMAIL PROTECTION)		1,560
	BAMBOO		1,100
592-248.000-808.030	COUNTY CONN. REGIS. FEE	90	100
592-248.000-810.000	AUDIT	11,000	8,000
592-248.000-811.000	COMPUTER CONTRACTED SERVICES	15,500	
592-248.000-813.000	POSTAGE	7,500	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	1,000	8,000
	PRINTING & PUBLISHING		1,000
	POSTAGE		7,000
592-248.000-955.000	Miscellaneous	1,600	1,000
592-248.000-962.030	Safety Training And Materials	5,250	
NET OF REVENUES/APPROPRIATIONS - 248.000 - ADMINISTRATION		326,912	245,435

Dept 536.000 - WATER

2021 Projected 2022 Requested

592-536.000-613.000	MISC INCOME	81,000	2,500
592-536.000-619.000	INSPECTIONS	5,000	4,000
592-536.000-620.000	WATER METER CHARGES	35,000	25,000
592-536.000-630.000	WATER HYDRANT USAGE	4,500	4,000
592-536.000-646.000	Utility Charges	2,800,000	2,925,000
592-536.000-667.020	ROBINSON TWP HYDRANT RENT	450	450
592-536.000-667.050	Rental-Water Tank-Omnipoint	15,000	15,500
592-536.000-702.000	Salaries	361,591	408,100
592-536.000-710.000	In Lieu Of Health Insurance	2,900	4,117
592-536.000-715.000	Employers Fica	27,662	29,130
592-536.000-716.000	EMPLOYER'S 401(A)	19,087	21,635
592-536.000-717.000	LIFE INS	250	255
592-536.000-718.000	DISABILITY INS	1,000	1,000
592-536.000-719.000	WORKER'S COMP INS	10,000	9,000
592-536.000-720.000	EMPLOYERS HEALTH INSURANCE	60,000	64,375
592-536.000-720.020	EMPLOYEE HEALTH ASSISTANCE PROGRAM	7,500	6,000
592-536.000-721.000	PROFESSIONAL DEVELOPMENT		13,000
	SEMINARS		8,000
	DUES		5,000
592-536.000-728.000	Service Laterals - Parts	2,600	
592-536.000-729.000	Meter Cost	145,000	
592-536.000-732.000	SUPPLIES	20,000	173,000
	SERVICE LATERAL PARTS		2,500
	METERS		145,000
	GENERAL SUPPLIES		21,000
	OFFICE SUPPLIES		2,500
	SAFETY WEARABLES		2,000
592-536.000-732.020	OFFICE SUPPLIES	2,000	
592-536.000-733.000	WATER COST	1,130,127	1,356,454
592-536.000-802.000	Contracted Services	27,000	29,300
	AMBS,LAB,SECURENET,H2O COMP,UNIFORMS		25,000
	TELEPHONE & CELL PHONES		4,300
592-536.000-803.000	Professional Services	100,000	75,000
592-536.000-808.000	Public Water System Fee	6,500	6,500
592-536.000-815.000	INSURANCE	13,500	14,000
592-536.000-816.000	SEMINARS	5,500	
592-536.000-817.000	DUES	4,250	
592-536.000-852.000	TELEPHONE	4,200	
592-536.000-860.000	MILEAGE	150	200
592-536.000-863.000	FUEL	7,400	7,500
592-536.000-920.000	Electricity	52,500	
592-536.000-922.000	Heating Fuel	600	
592-536.000-922.010	Heat - Metering Station	5,500	
592-536.000-925.000	WATER USAGE	3,250	
592-536.000-926.000	UTILITIES		87,500
	ELECTRICITY-20/80		75,000
	HEATING FUEL-50/50		3,000
	HEAT-METER STATION		5,500
	WATER USAGE-SPRINKLING		4,000
592-536.000-930.000	MAINTENANCE	153,000	125,000
592-536.000-935.000	Truck Maintenance	5,000	5,000
592-536.000-955.000	Miscellaneous	4,100	4,200
	GR HYDRANT BILLING		4,200
592-536.000-971.000	CAPITAL OUTLAY	182,146	30,000
	LMD AC		3,000
	NEW 3/4 TON TRUCK		17,000
	MISCELLANEOUS		10,000
592-536.000-972.000	EQUIPMENT REPLACEMENT	13,000	
592-536.000-974.000	NEW EQUIPMENT	10,500	
592-536.000-974.100	SAFETY EQUIPMENT	3,500	
NET OF REVENUES/APPROPRIATIONS - 536.000 - WATER		549,637	506,184

Dept 537.000 - SEWER

2021 Projected 2022 Requested

592-537.000-569.020	STATE GRANTS		15,000	15,000
	GRANT FOR COS STUDY		15,000	
592-537.000-613.000	MISC INCOME		1,500	2,000
592-537.000-619.000	INSPECTIONS		1,000	4,000
592-537.000-646.000	Utility Charges		2,039,670	2,404,771
592-537.000-646.010	Sewer Charges - Leprino		100,860	100,860
592-537.000-702.000	Salaries		387,572	431,500
592-537.000-710.000	In Lieu Of Health Insurance		2,900	4,117
592-537.000-715.000	Employers Fica		29,650	31,000
592-537.000-716.000	EMPLOYER'S 401(A)		19,087	21,500
592-537.000-717.000	LIFE INS		225	275
592-537.000-718.000	DISABILITY INS		1,000	1,000
592-537.000-719.000	WORKER'S COMP INS		8,000	5,500
592-537.000-720.000	EMPLOYERS HEALTH INSURANCE		60,000	64,375
592-537.000-720.020	EMPLOYEE HEALTH ASSISTANCE PROGRAM		5,000	6,000
592-537.000-721.000	PROFESSIONAL DEVELOPMENT			12,800
	SEMINARS		8,000	
	DUES		4,800	
592-537.000-731.000	Chemicals		86,000	
592-537.000-732.000	SUPPLIES		24,000	208,000
	GENERAL SUPPLIES		25,000	
	LAB SUPPLIES		38,500	
	OFFICE SUPPLIES		2,500	
	CHEMICALS		140,000	
	SAFETY WEARABLES		2,000	
592-537.000-732.010	LAB SUPPLIES		37,000	
592-537.000-732.020	OFFICE SUPPLIES		2,000	
592-537.000-802.000	Contracted Services		16,000	305,600
	AMBS, LABS, SECURENET, UNIFORMS		18,000	
	SEWER POND CLEANING		275,000	
	TELEPHONE & CELL PHONES		12,600	
592-537.000-803.000	Professional Services		130,000	75,000
592-537.000-808.040	SEWER POND CLEANING		265,000	
592-537.000-809.010	NPDES Discharge Permit & Expenses		7,306	5,700
592-537.000-815.000	INSURANCE		13,000	14,000
592-537.000-816.000	SEMINARS		8,000	
592-537.000-817.000	DUES		4,000	
592-537.000-852.000	TELEPHONE		12,500	
592-537.000-860.000	MILEAGE		150	200
592-537.000-863.000	FUEL		7,600	7,800
592-537.000-920.000	Electricity		96,000	
592-537.000-922.000	Heating Fuel		17,000	
592-537.000-923.000	Trash		2,750	
592-537.000-925.000	WATER USAGE		32,000	
592-537.000-926.000	UTILITIES			154,000
	ELECTRICITY		98,000	
	HEATING FUEL		18,500	
	TRASH		2,500	
	WATER USAGE		35,000	
592-537.000-930.000	MAINTENANCE		50,000	430,000
	GENERAL MAINTENANCE		30,000	
	WRRF MAINTENANCE		75,000	
	SANITARY SEWER CLEANING		75,000	
	COLLECTION SYSTEM MAINTENANCE		250,000	
592-537.000-930.001	WRRF MAINTENANCE		75,000	
592-537.000-930.002	SANITARY SEWER CLEANING/INSPECTION		75,000	
592-537.000-930.003	COLLECTION SYSTEM MAINTENANCE		250,000	
592-537.000-935.000	Truck Maintenance		5,000	5,500
592-537.000-971.000	CAPITAL OUTLAY		30,000	78,000
	REBUILD 60N LIFT STATION		51,000	
	NEW 3/4 TON TRUCK		17,000	
	MISCELLANEOUS		10,000	
592-537.000-971.030	WWTP EXPANSION PHASE 2			500,000
	ENGINEERING		500,000	
592-537.000-972.000	EQUIPMENT REPLACEMENT		5,000	
592-537.000-974.000	NEW EQUIPMENT		23,500	
592-537.000-974.100	SAFETY EQUIPMENT		3,500	
NET OF REVENUES/APPROPRIATIONS - 537.000 - SEWER			352,290	164,764

Dept 906.000 - DEBT		2021 Projected	2022 Requested
592-906.000-991.000	Principal Paid	450,000	470,000
592-906.000-993.000	INTEREST PAID	163,419	143,251
592-906.000-994.000	AGENT FEES	2,000	2,000
NET OF REVENUES/APPROPRIATIONS - 906.000 - DEBT		(615,419)	(615,251)
ESTIMATED REVENUES - FUND 592		5,600,180	5,925,281
APPROPRIATIONS - FUND 592		4,986,760	5,624,149
NET OF REVENUES/APPROPRIATIONS - FUND 592		613,420	301,132
BEGINNING FUND BALANCE		36,930,076	37,543,496
ENDING FUND BALANCE		37,543,496	37,844,628

Downtown Development Authority Fund Detail

Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 000.000		2021 Projected	2022 Requested
494-000.000-401.000	TAXES	1,792,603	
494-000.000-402.000	REAL PROPERTY TAXES		1,761,292
494-000.000-410.000	PERSONAL PROPERTY TAXES		75,175
494-000.000-437.000	INDUSTRIAL FACILITY TAX		4,011
494-000.000-665.000	Interest	5,000	2,000
494-000.000-678.000	PPT LOSS REIMB	70,000	70,000
NET OF REVENUES		1,867,603	1,912,478
Dept 223.000 - AUDIT		2021 Projected	2022 Requested
494-223.000-810.000	AUDIT	5,000	4,000
NET OF REVENUES/APPROPRIATIONS - 223.000 - AUDIT		(5,000)	(4,000)
Dept 248.000 - ADMINISTRATION		2021 Projected	2022 Requested
494-248.000-801.000	Administration	40,299	38,923
494-248.000-802.000	Contracted Services	8,000	6,000
	LAKESHORE ADVANTAGE (2/3 OF TOTAL COST)		6,000
494-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	400	4,500
	NEW TIF PLAN		4,500
494-248.000-955.000	Miscellaneous	100	100
494-248.000-971.044	GENERAL MARKETING	90,000	108,000
	NEW BANNERS LMD		18,000
	CHRISTMAS LIGHTS/DECORATIONS		40,000
	SUPPORT OF ALLENDALE AREA CHAMBER OF COMMERCE'S ALL IN CAMPAIGN		50,000
494-248.000-971.046	PROPERTY ENHANCEMENT PROGRAM	100,000	100,000
494-248.000-971.048	WINTER READINESS PROGRAM	150,000	
494-248.000-995.000	TRANSFER OUT		3,500,000
	FIRE STATION		3,500,000
NET OF REVENUES/APPROPRIATIONS - 248.000 - ADMINISTRATION		(388,799)	(3,757,523)
Dept 266.000 - ATTORNEY		2021 Projected	2022 Requested
494-266.000-802.000	Contracted Services	4,000	10,000
	LEGAL SERVICES AND WORK TOWARDS NEW TIF PLAN		10,000
NET OF REVENUES/APPROPRIATIONS - 266.000 - ATTORNEY		(4,000)	(10,000)
Dept 446.000 - ROADS		2021 Projected	2022 Requested
494-446.000-971.065	ROAD MAINTENANCE	175,000	140,000
	SUBDIVISION ROAD RESURFACING		140,000
NET OF REVENUES/APPROPRIATIONS - 446.000 - ROADS		(175,000)	(140,000)
Dept 901.000 - DDA CONSTRUCTION		2021 Projected	2022 Requested
494-901.000-971.038	PARK IMPROVEMENT	395,000	100,000
	Park Improvement Planning, Township Hall Improvement Planning		100,000
494-901.000-971.160	INFRASTRUCTURE COSTS	400,000	
494-901.000-976.000	Sidewalks	300,000	
NET OF REVENUES/APPROPRIATIONS - 901.000 - DDA CONSTRUCTION		(1,095,000)	(100,000)
ESTIMATED REVENUES - FUND 494		1,867,603	1,912,478
APPROPRIATIONS - FUND 494		1,667,799	4,011,523
NET OF REVENUES/APPROPRIATIONS - FUND 494		199,804	(2,099,045)
BEGINNING FUND BALANCE		4,450,909	4,650,713
ENDING FUND BALANCE		4,650,713	2,551,668

Building Department Fund Detail

Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 000.000		2021 Projected	2022 Requested
249-000.000-480.000	BUILDING PERMITS	85,000	170,000
249-000.000-481.000	Electrical Permits	45,000	68,000
249-000.000-482.000	PLUMBING PERMITS	30,000	50,000
249-000.000-483.000	Mechanical Permits	35,000	65,000
249-000.000-665.000	Interest	100	15
NET OF REVENUES		195,100	353,015
Dept 223.000 - AUDIT		2021 Projected	2022 Requested
249-223.000-810.000	AUDIT	500	500
NET OF APPROPRIATIONS		(500)	(500)
Dept 248.000 - ADMINISTRATION		2021 Projected	2022 Requested
249-248.000-801.000	Administration	12,181	12,405
NET OF APPROPRIATIONS		(12,181)	(12,405)
Dept 371.000 - INSPECTION DEPARTMENT		2021 Projected	2022 Requested
249-371.000-702.000	Salaries	14,004	14,851
249-371.000-710.000	In Lieu Of Health Insurance	2,300	2,300
249-371.000-715.000	Employers Fica	1,247	1,136
249-371.000-716.000	EMPLOYER'S 401(A)	840	891
249-371.000-717.000	LIFE INS	40	70
249-371.000-718.000	DISABILITY INS	60	
249-371.000-802.000	Contracted Services	175,590	319,100
	<i>PCI</i>		317,700
	<i>TECHNOLOGY SERVICES</i>		1,400
249-371.000-811.000	COMPUTER CONTRACTED SERVICES	1,500	
249-371.000-955.000	Miscellaneous	500	500
NET OF APPROPRIATIONS		(196,081)	(338,848)
ESTIMATED REVENUES - FUND 249		195,100	353,015
APPROPRIATIONS - FUND 249		208,762	351,753
NET OF REVENUES/APPROPRIATIONS - FUND 249		(13,662)	1,262
BEGINNING FUND BALANCE		27,849	14,187
ENDING FUND BALANCE		14,187	15,449

Road Fund Detail
Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 000.000		2021 Projected	2022 Requested
811-000.000-452.000	SPECIAL ASSESS-ROADS	27,744	25,000
811-000.000-665.000	Interest	1,500	100
811-000.000-665.010	Interest On Assessments	2,175	2,000
811-000.000-699.000	Transfer In	50,000	
NET OF REVENUES/APPROPRIATIONS - 000.000 -		81,419	27,100
Dept 223.000 - AUDIT		2021 Projected	2022 Requested
811-223.000-810.000	AUDIT	1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 223.000 - AUDIT		(1,000)	(1,000)
Dept 446.000 - ROADS		2021 Projected	2022 Requested
811-446.000-801.000	Administration	4,670	5,302
811-446.000-802.000	ROAD-CONTRACTED SERVICES	120,000	
811-446.000-862.000	Construction	100,000	100,000
NET OF REVENUES/APPROPRIATIONS - 446.000 - ROADS		(224,670)	(105,302)
ESTIMATED REVENUES - FUND 811		81,419	27,100
APPROPRIATIONS - FUND 811		225,670	106,302
NET OF REVENUES/APPROPRIATIONS - FUND 811		(144,251)	(79,202)
BEGINNING FUND BALANCE		461,118	316,867
ENDING FUND BALANCE		316,867	237,665

Allendale Historical Society Fund Detail
Prepared 10/18/2021

GL NUMBER	DESCRIPTION	2021 Projected	2022 Requested
Dept 248.000 - ADMINISTRATION		2021 Projected	2022 Requested
270-248.000-665.000	Interest	50	5
NET OF REVENUES/APPROPRIATIONS - 248.000 - ADMINISTRATION		50	5
Dept 804.000 - KNOWLTON HOUSE		2021 Projected	2022 Requested
270-804.000-732.000	SUPPLIES	50	
270-804.000-920.000	Electricity	725	700
270-804.000-922.000	Heating Fuel	800	850
270-804.000-955.000	Miscellaneous	200	
NET OF REVENUES/APPROPRIATIONS - 804.000 - KNOWLTON HOUSE		(1,775)	(1,550)
ESTIMATED REVENUES - FUND 270		50	5
APPROPRIATIONS - FUND 270		1,775	1,550
NET OF REVENUES/APPROPRIATIONS - FUND 270		(1,725)	(1,545)
BEGINNING FUND BALANCE		9,588	7,863
ENDING FUND BALANCE		7,863	6,318

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

COVID PTO Recommendation

October 21, 2021

Township Board of Trustees:

Our organization has been in the process of redeveloping our COVID PTO for 2022. This includes looking at how we can best serve our employees and still provide an outstanding service for the community. Our current COVID PTO for 2021 states that employees are granted two weeks leave for any COVID matter. Mary Cook, Chad Doornbos and Tyler Wolfe have been discussing COVID PTO for 2022 and what the best plan of action for our employees and their well-being. We understand and recognize how fortunate we have been with the current COVID PTO plan; however, we also recognize that removing it all together can create issues for our employees with the mandatory 10-day time frame, as not all of our employees have enough PTO to cover the 10-day mandatory leave. The recommendation outlined below allows for employees to start preparing themselves and their PTO bank for the scenario of needing to use PTO for COVID related situations.

We are recommending the following for 2022:

- Every employee receives 40hrs of COVID PTO starting January 1, 2022.
- Once 40hrs of COVID PTO is used then normal PTO will need to be used.
- Employees can use the COVID PTO for any related COVID situation involving themselves or immediate family member.
- If employee can work from home and department heads help facilitate this, then no COVID PTO is used.
- COVID PTO will end on December 31, 2022 and employees will begin using PTO for all leave of absences.

Sincerely,

Mary Cook

Mary Cook
Library Director

Chad Doornbos

Chad Doornbos
Public Utilities Superintendent

Tyler Wolfe

Tyler Wolfe
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