

Due to COVID-19 members of the public are welcome to remotely join the Public Meetings of Allendale Charter Township's Public Bodies.

The remote participation information can be found on the following page.

Those wishing to contact Board or committee members prior to the meeting may do so via the Township website in the **"YOUR GOVERNMENT"** SECTION:

[www.allendale-twp.org](http://www.allendale-twp.org)

There will be opportunity for public comment during the meeting. The process for remote public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the Township Website (see above).

\*Please note that electronic comments need to be submitted prior to the meeting and are not able to be received by members during the meeting.

*Allendale Township Public Meetings  
Remote Participation Instructions*

You can join remotely in two different ways.

- A. For Video and Audio: Use a GoToMeeting App
- B. For Audio Only: Dial-In

## **Video and Audio Instructions**

Go to this site well before the meeting for detailed instructions:

<https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>

At the time of the meeting use this link and/or access code to join.

<https://www.gotomeet.me/Allendale/publicmeetings>

**Access Code:** 524-540-189

## **Audio Only Instructions**

**You can dial in using your phone.**

United States: +1 (872) 240-3311

- Callers are responsible for any charges that may apply through their phone plan.

**Access Code:** 524-540-189

For Individuals with disabilities you can use a relay service by dialing 711 first.

### **Dial-In Instructions:**

1. Dial into the number provided above.
2. You will be asked for an access code.
3. Enter the access code above.
4. Press # to confirm access code.
5. You will be asked for an audio pin. (There is no audio pin for this meeting.)
6. Press # to confirm you don't have an audio pin.

\*Once you enter the call you will be muted by the admin.

*Allendale Township Public Meetings*  
*Remote Participation Instructions*

**Public Comment:**

Please note that meetings are open to the public, but are not structured for public discussion to occur throughout the entire meeting. Instead, there are opportunities for members of the public to address the Board/committee members during specific points in the meeting.

**Public comment will be held during the times outlined in the attached agenda. Below are the procedures for remote public comment.**

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been “unmuted”
3. You will have 10 seconds to respond if you would like to speak.
  - If you confirm that you will like to speak you will be given “the floor” and a limited amount of time to speak to speak (The time to speak will be announced by the Township Supervisor).
  - If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Chair will move the meeting forward.

**Closing the Meeting:**

1. Closing of the meeting will proceed by motion of the body after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants. You should hear a brief chime and then the call will be disconnected.

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, January 11, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by David Vander Wall
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the December 28, 2020 Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - Financial Report
  - Minutes of the December 21, 2020 Planning Commission Meeting
  - WWTP Update
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
  - HRIS System
  - Fill Planning Commission Secretary Position
  - Resolution 2021-01: Hidden Forest Phase 4 Streetlights
- Discussion Items
  - Wage Study
  - Mileage Tracking
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

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

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

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, December 28, 2020, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Mr. Vander Wall, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (6)

Absent: Ms. Vander Veen (1)

Staff and Guest Present: Kevin Yeomans, Project Coordinator; Bob Sullivan, Legal Counsel; and Chad Doornbos, Public Utilities Supervisor.

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

Mr. Elenbaas pronounced the invocation.

Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 14, 2020 Board of Trustees meeting.
2. To approve the general claims in the amount of \$387,499.71 (there were no interim payments) as presented by the summary report for December 16, 2020 – December 29, 2020.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-39, appointing members to the following committees: Library Committee (2 seats), Zoning Board of Appeals (1 seat), and Parks and Recreation Committee (1 seat).
4. To approve the completion of probationary period for Lydale Weaver,

Human Resource Specialist, and authorize his wages to be calculated at \$27.74 per hour. The motion passed.

#### Items Received for Information

1. Financial Report
2. Minutes of the December 7, 2020 Planning Commission Meeting

#### Public Hearings- None

#### Public Comments and Communications- None

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

#### Guest Speakers

Chad Doornbos, Public Utilities Supervisor, provided an overview on the Water System Rate Schedule and Sewer System Rate Schedule. He also provided an update on some of the concerns around portions of the Water System and Sewer System Ordinance Amendments and the changes made to the ordinances remedying those concerns. Mr. Doornbos addressed several questions from board members.

#### Action Items

Ms. Hansen moved to approve the employment transition of Jim Harkes from seasonal to part-time Maintenance Assistant at the starting wage of \$19.16/hour. The motion passed.

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-36, approving certain amendments to budgets beginning January 1, 2020 and ending December 31, 2020. The motion passed as shown by the following votes:

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

NAYS: None (0)

Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2020-7: Water System Ordinance Amendment; An Ordinance to amend certain provisions of the Water System Ordinance, Ordinance No. 2019-12,

adopted by the Charter Township of Allendale, to restate the provision concerning water system connection fees payment terms, to add a provision with respect to lawn and garden irrigation and to provide for penalties for the violation of this Ordinance, administrative liability and the repeal of conflicting ordinances. The motion passed.

Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2020-8: Sewer System Ordinance Amendment; An Ordinance to amend certain provisions of the Sewer System Ordinance, Ordinance No. 2019-13, adopted by the Charter Township of Allendale, to restate the provision concerning sewer system connection fees payment terms, to provide for penalties for the violation of this Ordinance, administrative liability and the repeal of conflicting ordinances. The motion passed.

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-40, adopting standard construction requirements for watermain, sanitary sewer, storm sewer, pedestrian bridges, sidewalks and shared use path improvements for the purpose of advising developers, consulting engineers and contractors, of acceptable construction methods and materials to be utilized within the Township. The motion passed.

Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-37, adoption of Water System Rate Schedule. The motion passed as shown by the following votes:

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

NAYS: None (0)

Mr. Murillo moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-38, adoption of Sewer System Rate Schedule. The motion passed as shown by the following votes:

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

NAYS: None (0)

Mr. Vander Wall moved to approve the extension of the current Allendale Township 2020 Covid-19 Paid Time Off Policy, as outlined in the 2021 Covid-19 Paid Time Off Proposal, which extends the current policy set to expire on December 31, 2020 to March 31, 2021. The motion passed.

Discussion Items- None

### Public Comments and Communications

Comments were received from:

1. Kevin Yeomans
2. Bob Sullivan

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

### Board Comments:

1. Mr. Elenbaas: The process of a wage study will be coming soon. Events Coordinator, Andrea Wiggins, has resigned from her position. Mr. Elenbaas intends to postpone the posting of this position until MDHHS's mandated Covid-19 closures have subsided. He will monitor and revisit at a later date.
2. Ms. Hansen: Has received numerous calls and correspondence thanking the township for the beautiful lights displayed along M-45.

Various board members wished everyone a safe and Happy New Year.

Mr. Vander Wall moved to adjourn at 8:10 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

User: DENISE

EXP CHECK RUN DATES 01/12/2021 - 01/12/2021

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Department: 000.000

AFLAC	Misc Ins - Aflac	305.78	
AFLAC	Misc Ins - Aflac	412.14	
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	930.70	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	8,235.95	Pension
ALERUS RETIREMENT SOLUTIONS	Pension	102.77	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	87.50	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	370.01	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	581.92	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	3,937.53	Pension
FRESH COAST PLANNING LLC	FOX MEADOW/PIERCE ST CONDOS	33.00	FOX MEADOW/PIERCE ST
FRESH COAST PLANNING LLC	ALLENDALE BAPTIST CHURCH	55.00	ALLENDALE BAPTIST CH
FRESH COAST PLANNING LLC	ALLENDALE PLACE PUD	44.00	ALLENDALE PLACE PUD
FRESH COAST PLANNING LLC	M45 LLC GAS STATION	99.00	M45 LLC GAS STATION
FRESH COAST PLANNING LLC	MINI STORAGE DEPOT-64TH ST LLC	110.00	MINI STORAGE DEPOT-6
FRESH COAST PLANNING LLC	HIGHPOINT REAL ESTATE-METRO HE	484.00	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	11221 COMMERCE-AROY THAI ADDIT	198.00	11221 COMMERCE-AROY
ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	341.54	GARNISHMENTS
OTTAWA COUNTY TREASURER	Due To County	308.00	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,016.00	Due To Schools
Total: 000.000		17,652.84	

Department: 100.000 Water

ACENTEK	Telephone	76.85	TELEPHONE
ACTION INDUSTRIAL SUPPLY COMPANY	SUPPLIES-MISC	108.03	SUPPLIES-MISC
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES-MISC	283.00	SUPPLIES-MISC
AMBS CALL CENTER	Contracted Services	60.00	Contracted Services
CONSUMERS ENERGY	Electricity	536.14	Electricity
FAMILY FARM & HOME INC	SUPPLIES-MISC	107.59	SUPPLIES-MISC
H2O COMPLIANCE SERVICES INC	Contracted Services	1,151.85	Contracted Services
JON CURRIER	Dues	95.00	Dues
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	28.96	LIFE INSURANCE - EMP
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	92.41	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	549.48	EMPLOYERS HEALTH INS
POWER LINE SUPPLY	Maintenance	49.25	Maintenance
PREIN & NEWHOF PC INC	Contracted Services	90.00	Contracted Services
SMART BUSINESS SOURCE LLC	SUPPLIES-MISC	12.80	SUPPLIES-MISC
VERIZON WIRELESS	Telephone	255.92	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	87.62	Employers Health Ins
WEX BANK	Gas & Oil	290.42	Gas & Oil
Total: 100.000 Water		3,875.32	

Department: 101.000 Township Board

MODERN OFFICE INTERIORS	Miscellaneous	2,009.25	Miscellaneous
Total: 101.000 Township Board		2,009.25	

Department: 120.000 KNOWLTON HOUSE

CONSUMERS ENERGY	Electricity	35.02	Electricity
Total: 120.000 KNOWLTON HOUSE		35.02	

Department: 171.000 Supervisor

SMART BUSINESS SOURCE LLC	Supplies	11.38	Supplies
Total: 171.000 Supervisor		11.38	

Department: 200.000 Sewer

ACENTEK	Telephone	355.86	TELEPHONE
ACTION INDUSTRIAL SUPPLY COMPANY	SUPPLIES-MISC	108.03	SUPPLIES-MISC

User: DENISE

EXP CHECK RUN DATES 01/12/2021 - 01/12/2021

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

ALLENDALE TRUE VALUE HDWE INC	SUPPLIES-MISC	189.34	SUPPLIES-MISC
AMBS CALL CENTER	Contracted Services	60.00	Contracted Services
GRAINGER	WRRF MAINTENANCE	72.83	WRRF MAINTENANCE
JGM VALVE CORPORATION	WRRF MAINTENANCE	1,162.01	WRRF MAINTENANCE
JOHNSTONE MUSKEGON	WRRF MAINTENANCE	184.79	WRRF MAINTENANCE
MOTION INDUSTRIES INC	WRRF MAINTENANCE	69.92	WRRF MAINTENANCE
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	28.96	LIFE INSURANCE - EMP
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	92.42	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	549.48	EMPLOYERS HEALTH INS
MWEA	Seminars	100.00	Seminars
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	2,022.80	COLLECTION SYSTEM MA
POWER LINE SUPPLY	GENERAL MAINTENANCE	49.25	GENERAL MAINTENANCE
SMART BUSINESS SOURCE LLC	SUPPLIES-MISC	12.80	SUPPLIES-MISC
STATE SUPPLY COMPANY INC	WRRF MAINTENANCE	158.11	WRRF MAINTENANCE
THOMAS SCIENTIFIC LLC	LAB SUPPLIES	245.09	LAB SUPPLIES
VERIZON WIRELESS	Telephone	646.15	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	87.63	Employers Health Ins
WATER ENVIRONMENT FEDERATION MMB	Dues	217.00	Dues
WEX BANK	Gas & Oil	290.42	Gas & Oil
Total: 200.000 Sewer		6,702.89	

Department: 215.000 Clerk

MLIVE MEDIA GROUP	Printing & Publishing	95.46	PRINTING & PUBLISHIN
Total: 215.000 Clerk		95.46	

Department: 248.000 General Office

APPLIED IMAGING	Contracted Services	1,714.77	Contracted Services
ENGINE	Computer Maintenance	238.75	Computer Maintenance
FLEIS & VANDENBRINK ENG'G INC	INFRASTRUCTURE COSTS	101,835.00	INFRASTRUCTURE COSTS
KCI (KENT COMMUNICATIONS INC)	Postage	105.00	Postage
MAIN STREET PUB	WINTER READINESS PROGRAM	7,897.00	WINTER READINESS PRO
PITNEY BOWES GLOBAL FINANCIAL SE	Postage	2,130.92	Postage
PITNEY BOWES INC	Contracted Services	180.00	Contracted Services
SMART BUSINESS SOURCE LLC	Supplies	246.78	Supplies
US BANK EQUIPMENT FINANCE	Computer Maintenance	162.64	Computer Maintenance
VERIZON WIRELESS	CELL PHONE	48.83	CELL PHONE
VERIZON WIRELESS	Miscellaneous	5.92	Miscellaneous
Total: 248.000 General Office		114,565.61	

Department: 265.000 Building &amp; Grounds

ACENTEK	Telephone	844.35	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	Maintenance	167.53	
BRENDA BORST	Contracted Services	1,043.00	Contracted Services
CONSUMERS ENERGY	Electricity	1,019.57	Electricity
FAMILY FARM & HOME INC	Maintenance	368.86	Maintenance
MODERN OFFICE INTERIORS	Capital Outlay	7,810.26	Capital Outlay
REBECCA BENJAMIN	Contracted Services	200.00	Contracted Services
THE ARCHITECTURAL GROUP INC	BUILDING IMP-FIRE	24,045.00	BUILDING IMP-FIRE
THE ARCHITECTURAL GROUP INC	BUILDING IMP-MAINT BLDG	825.00	BUILDING IMP-MAINT B
VERIZON WIRELESS	Cell Phone	63.37	Cell Phone
Total: 265.000 Building & Grounds		36,386.94	

Department: 300.000 Administration

VISION SERVICE PLAN	Employers Health Insurance	9.77	Employers Health Ins
Total: 300.000 Administration		9.77	

Department: 336.000 Fire Dept.

ALLENDALE TRUE VALUE HDWE INC	Fire Fighting Supplies	56.61	Fire Fighting Suppli
ALLENDALE TRUE VALUE HDWE INC	Maintenance For 161	23.97	Maintenance For 161
ALLENDALE TRUE VALUE HDWE INC	Equipment Maintenance	41.98	Equipment Maintenanc
ALLENDALE TRUE VALUE HDWE INC	New Equipment	118.04	New Equipment
GRAINGER	Equipment Replacement	370.04	Equipment Replacemen
MENARDS-HOLLAND INC	Turnout Replacement	311.48	Turnout Replacement
MICHAEL KEEFE	Maintenance For 190	21.95	Maintenance For 190
OCCUPATIONAL HEALTH CENTERS OF M	Fire Fighter Medical	1,731.50	Fire Fighter Medical
TELE-RAD INC	UNIFORMS	197.16	UNIFORMS
ULTRA BRIGHT LIGHTZ	New Equipment	6,019.50	New Equipment
VERIZON WIRELESS	Cell Phone	72.83	CELL PHONE
WEST SHORE FIRE INC	Turnout Replacement	340.98	Turnout Replacement
WEX BANK	Fuel For 121	54.60	Fuel For 121
WEX BANK	Truck Fuel Truck 122	73.20	Truck Fuel Truck 122
WEX BANK	Fuel For 141	48.70	Fuel For 141
WEX BANK	Fuel For 161	30.18	Fuel For 161
WEX BANK	FUEL FOR 170	135.58	FUEL FOR 170
WEX BANK	Fuel For 171	101.66	Fuel For 171
WEX BANK	Fuel For 190	75.46	Fuel For 190
<hr/>			
Total: 336.000 Fire Dept.		9,825.42	

Department: 371.000 Inspection Department

MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	3.09	LIFE INSURANCE - EMP
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	5.10	DISABILITY INSURANCE
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	6.18	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	17.21	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	87.06	Employers Health Ins
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	33,025.50	Contracted Services
VISION SERVICE PLAN	Employers Health Insurance	14.37	Employers Health Ins
<hr/>			
Total: 371.000 Inspection Department		33,158.51	

Department: 400.000 Planning Commission

MLIVE MEDIA GROUP	Printing & Publishing	686.34	PRINTING & PUBLISHIN
<hr/>			
Total: 400.000 Planning Commission		686.34	

Department: 408.000 Planning & Zoning Department

FRESH COAST PLANNING LLC	Contracted Services	3,410.00	Contracted Services
MODERN OFFICE INTERIORS	Capital Outlay	2,009.25	Capital Outlay
<hr/>			
Total: 408.000 Planning & Zoning Department		5,419.25	

Department: 447.000 Highway M-45

ALLENDALE TRUE VALUE HDWE INC	Pole And Lights Maintenance	192.48	Pole And Lights Main
CONSUMERS ENERGY	Electricity	545.04	Electricity
TELE-RAD INC	Irrigation Maintenance	80.00	Irrigation Maintenanc
<hr/>			
Total: 447.000 Highway M-45		817.52	

Department: 448.000 Street Lights

CONSUMERS ENERGY	Electricity	7,656.44	Electricity
<hr/>			
Total: 448.000 Street Lights		7,656.44	

Department: 790.000 Library

ACENTEK	Telephone	43.47	TELEPHONE
ACENTEK	Computer Maintenance	218.95	COMPUTER MAINTENANCE
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	203.94	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	363.27	CHILDRENS BOOKS PURC
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED

01/08/2021 09:58 AM  
User: DENISE  
DB: ALLENDALE

INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 01/12/2021 - 01/12/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

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MICROMARKETING LLC	BOOKS PURCHASED	269.93	BOOKS PURCHASED
MIDWEST TAPE LLC	DIGITAL COLLECTION	985.22	DIGITAL COLLECTION
OFFICE MACHINES COMPANY INC	Copier Maintenance	82.76	Copier Maintenance
REBECCA BENJAMIN	Contracted Services	850.00	Contracted Services
THE LIBRARY NETWORK	Contracted Services	38.00	Contracted Services
T-MOBILE	Miscellaneous	287.00	Miscellaneous
Total: 790.000 Library		<u>3,523.50</u>	
Department: 852.000 Hospital Reimbursement			
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	1,568.62	EMPLOYERS HEALTH INS
VISION SERVICE PLAN	Employers Health Insurance	258.92	Employers Health Ins
Total: 852.000 Hospital Reimbursement		<u>1,827.54</u>	
Department: 853.000 Employee Life Insurance			
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	140.14	LIFE INSURANCE - EMP
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	409.73	DISABILITY INSURANCE
Total: 853.000 Employee Life Insurance		<u>549.87</u>	
*** GRAND TOTAL ***		<u>244,808.87</u>	

Treasurer's report for Board Meeting dated Monday, January 11, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
12/30/2020	99393	\$24,730.85	Priority Health	Health Insurance - January
12/30/2020	99394	\$3,480.00	Schippers Excavating Inc	Inspection Fees Reimbursement
1/8/2021	99396	\$451.13	Leprino Foods Company	MTT Interest Refund
		\$28,661.98	TOTAL	

General Fund Cash Balance at board meeting dated 1/11/2021

Checking Account	\$	3,672,813.00
Liquid Investment	\$	259,305.00
CD	\$	266,214.00
Total	\$	4,198,332.00

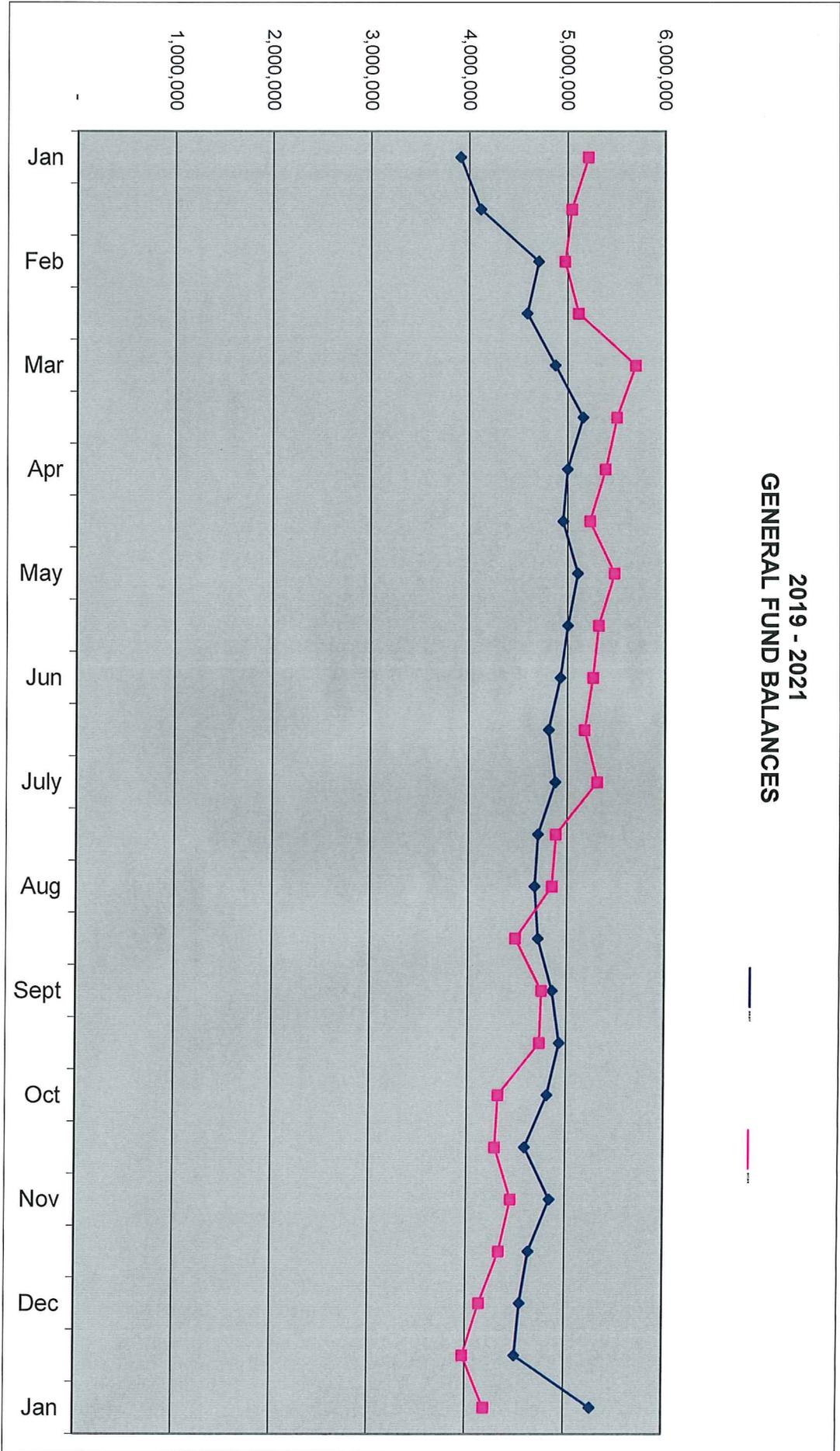
**Note: Does not include today's Accounts Payable run**

Last board meeting balances

Checking Account	\$	3,450,894.00
Liquid Investment	\$	259,287.00
CD	\$	266,214.00
Total	\$	3,976,395.00

Last year at this time the balance was \$ 5,270,653.00

2019 - 2021  
GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**December 21, 2020**

**7:00 p.m.**

**Via GoToMeeting Software**

1. Meeting called to order

2. Roll Call:

Present: Westerling, Adams, Schut, Zeinstra, Longcore

Absent: Kelley, Zuniga

Staff Present: Planner Greg Ransford (arrived at 7:08 p.m.)

3. Received for Information: None

4. Motion by Schut to approve the December 7, 2020 Planning Commission Minutes.  
Seconded by Adams. **Approved 5-0.**

5. Motion by Longcore to approve the December 21, 2020 Agenda. Seconded by Zeinstra.  
**Approved 5-0.**

6. Public Comments for *non-public hearing items*:

*Chairperson Longcore opened the public comment period.*

Lindsay Mohr, of Fresh Coast Planning, stated that Planner Greg Ransford would join the meeting shortly.

*Chairperson Longcore closed the public comment period.*

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Taco Bell – 4989 Lake Michigan Drive

- Minor vs Major determination for building addition

The Commissioners discussed their opinions on the determination. Both Adams and Zeinstra felt it was a minor determination. Mr. Schut felt the same with the exception of the effect this could have on the neighbors of Taco Bell.

He feels that the Commission should have input from the neighbors. He also stated that he had zoning questions for Mr. Ransford. Mr. Adams agreed with Mr. Schut regarding a request to view the building materials.

Chairperson Longcore asked Mr. Ransford if a zoning ordinance requires that the building materials match the existing materials. Mr. Ransford stated that the ordinance requires that all elevations of the building meet the requirements. The Commission and Planner Ransford discussed similar past building additions and the influence this decision could have on future additions.

Mr. Ransford asked Chairperson Longcore if the Commission is focused only on the addition or if this is also an opportunity to correct any antiquated parts of the building. Mr. Schut asked if the Zoning Department would be able to visit the site to find any concerns. Mr. Ransford replied that he will ensure this happens.

Consensus was reached that the review must return to the Commission with updated plans meeting the zoning ordinance provisions for the façade.

#### B. JMM Developers – Annual Mining Report

The applicant was not present at the meeting. Mr. Ransford said that there are no complaints on file and the applicant feels that excavation will be completed in 2021. They would like to return to the Commission and apply for an expansion to add additional land. Mr. Ransford confirmed the information in their annual report.

There were no comments from the Commissioners and the report was accepted as presented.

#### C. Master Plan – Appendix & Map

Mr. Ransford stated that they are nearing the end of the content for the Master Plan. There is information that is better suited in the Appendix rather than in the middle of the Master Plan. He would like the Commission to consider if any of the maps need to be updated. The Path and Greenway Master Plan Map was previously referenced in the Transportation Language, now known as Transportation Chapter. At the last meeting, it was proposed striking the Path and Greenway Master Plan Map to reference the Parks and Trail Master Plan Map which is in the Five Year Recreation Plan. Mr. Ransford said that they are closer to sending the Master Plan to the Board of Trustees.

Chairperson Longcore opened the discussion with the Commissioners about the Greenway Map. Mr. Zeinstra suggested postponing this discussion until Mr. Zuniga could be present because he is part of the Parks and Recreation

Committee. Chairperson Longcore said that the Greenway Map is meant to connect parks and schools in order to create a walkable community. Mr. Ransford said that the language of the current Master Plan indicates that when reviewing site plan proposals the Transportation Chapter states to consult the Trail Plan. The Commission discussed the Non-Motorized Trail Plan and potentially incorporating it with the Greenway map. The Commission viewed and discussed the Greenway Master Plan Map.

Mr. Ransford discussed the Future Land Use Map and the area of 84<sup>th</sup> Avenue and Lake Michigan Drive. The Commission discussed the lack of municipal water and sewer at the parcel and how the land should be categorized. They then discussed Springfield area, west of 52<sup>nd</sup> Avenue and the density of the area. Planner Ransford will check the zoning of this area to ensure that it matches the map. The Commissioners then agreed that the Town Center be changed to General Commercial and discussed the Public/Semi-Public classification on the Map. The Commissioners agreed that the survey will be left in the Master Plan.

Staff was directed to update the Master Plan map and Appendix accordingly and return it for further review by the Commission, once available.

#### D. Annual Work Program – updated

Mr. Ransford introduced the Annual Work Program. The Commissioners discussed the ranking of the items. Mr Schut suggested adding Section 24.06J as a discussion item with particular regard to the maximum glass provision. He also suggested moving 7, 9, and 10 down the list.

Staff will revise the Annual Work Program and return it to the Commission at a future meeting.

#### E. 2021 Meeting Schedule

Motion by Schut to approve the 2021 proposed Planning Commission Meetings dates with the change of omitting the meeting date of July 5, 2021. Seconded by Zeinstra. **Approved 5-0.**

### 11. Public Comments

*Chairperson Longcore opened and closed the public comment period due to no public comments.*

### 12. Township Board Reports

Mr. Zeinstra stated that the Township Board has appointed new members to some of the different committees.

13. Commissioner and Staff Comments

Mr. Ransford will be on vacation during the next meeting but Lindsay Mohr will be present. Kevin Yeomans stated that he is working with Township staff to facilitate future meetings if they continue to be held virtually.

14. Chairperson Longcore adjourned at 8:57pm.

**Next meeting Monday, January 4, 2021 at 7:00pm**



# MEMO



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**To:** Chad Doornbos, Superintendent of Public Utilities, Allendale Charter Township

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**From:** Mark A. Bratschi, PE

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**CC:** Allendale Charter Township: Adam Elenbaas, Gary Nestle  
OCRC: Pat Staskiewicz, PE  
F&V: Bob Wilcox PE, Mike Vander Ploeg PE, Corey Turner PE

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**Date:** January 6, 2021

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**Re:** Project Update through December 2020  
Allendale Wastewater Treatment System 2020 Improvements  
Project #1209

---

The purpose of this memo is to provide an update on the construction progress and project costs.

## **Construction Progress Update:**

### **General Comments:**

The Administration Building is being closed in and temporary heat will be installed and started up after January 1. Rough-in work is continuing, and the interior rooms are almost complete. The new roof panels are complete on the Maintenance Building and the walls should be finished up in January. The roof at the Equipment Storage Building is complete and the walls should be complete in January. Electrical rough in for the Equipment Storage Building is ongoing. The concrete floor slab was poured this month and the trench drains grating has been ordered. Watermain and sewer utilities have been completed and underground electrical installation will continue throughout January.

### **Work Completed this Period:**

- Administration and Lab Building:
  - Exterior CMU and brick walls complete
  - Roof trusses and singles complete
  - First round of concrete polishing is complete
  - Air handling unit moved inside
  - Wall rough in is ongoing
  - Site utilities have begun
  - Mechanical and electrical rough-in's ongoing
- Equipment Storage Building:
  - Floor slab poured
  - Roof panels are complete, walls panels to be installed in January
  - Electrical rough-in on going
- Maintenance Building
  - Roof replacement is complete
  - Wall replacement to begin in January

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.4400  
F: 616.977.4800  
www.fvcm.com

- Site
  - Watermain is complete
  - Sewer is on going
  - Utilities will be installed throughout January

**Work Scheduled for next Month:**

- Administration and Lab Building:
    - In attic fire protection (C9)
    - Mechanical and electrical rough in (C8 & C10)
    - Drywall ceiling under trusses with insulation (C4)
    - Mechanical ductwork and piping for HVAC system (C8)
  - Equipment Storage Building:
    - Install wall panels (C4a)
    - Continue mechanical and electrical installation (C8 & C10)
  - Maintenance Building
    - Install wall panels (C4a)
  - Site
    - Continue installation of site utilities (C1)
    - Continue site electrical (C10)
- The next Owner progress meeting is scheduled for Wednesday, February 3, 2020 at 9:00 AM via Zoom.

**Change Orders:**

Change Order No. 2, Contract 2 was processed adding the costs associated with increased foundation sizing, water-stop at the trench drains and additional holes for trench drain angle embed installation.

Change Order No. 3, Contract 4 was processed for additional costs from COVID impacts on lumber pricing.

Modifications under consideration for November include the following:

- Costs associated with windowsill pre-cast depth
- Additional brick cuts because of additional window framing

**Project Budget Update:**

See attached Project Budget Tracking Summary Through December 2020.

**Attachments:**

- Construction Photos
- Summary of Contingency Adjustments Through December 2020
- Project Budget Tracking Summary Through December 2020



Polished Concrete Floor Sample Approval



Maintenance Building Roof Installation (new roof panels on the left side)



Administration Building Overview Looking Northwest



Watermain Installation and Backfill



Training Room Windows and Sill Installation



Watermain Installation Running North Along Administration Building



Maintenance Building Roof Panels Being Installed

**Summary of Contingency Adjustments Through December 2020**

Job Name: Wastewater Treatment System 2020 Improvements  
 Location: Allendale Charter Township  
 Job Number: 1209  
 Description: Administration Building and Equipment Storage Building, Phase I



<u>Contract</u>	<u>Change Order Item</u>	<u>Source</u>	<u>Sub Price</u>	<u>Description</u>	<u>CM Contingency Allowance</u>	<u>Owner Change Order No. 3</u>	<u>Cost Savings Item</u>
1 - Site Work & Exc (Cutting Edge)			\$ - \$ -				
2 - Concrete (Jelsema)			\$ 1,050.00 \$ 798.00 \$ 560.00	Additional concrete at Equipment Storage Building. Provide RX water stop at trench drains. Drill holes in galvanized angle to install in trench drains.	\$ 1,050.00 \$ 798.00 \$ 560.00		
3 - Masonry (Masonry Arts)			\$ - \$ -				
4 - General Trades (Vander Kodde)			\$ 18,600.00 \$ -	Increase in material cost for lumber and trusses.	\$ 18,600.00		
4a - PEMB (BCI)			\$ - \$ -				
5 - Painting (Dave Cole)			\$ - \$ -				
6 - Flooring (Phoenix Interiors)			\$ - \$ -				
7 - Cabinetry (Duke)			\$ - \$ -				
8 - Plumbing & Mechanical (DHE)			\$ - \$ -				
9 - Fire Protection (Total Fire Protection)			\$ - \$ -				
10 & 11 - Electrical (Town & Country)			\$ - \$ -				
12 - Integrator (Windemuller)			\$ - \$ -				

<b>SubTotals =</b>	\$ 21,008.00	\$ -
<b>CM Fee =</b>	\$ -	\$ -
<b>Total =</b>	\$ 21,008.00	\$ -

<b>Original Contingency Allowance Amount =</b>	\$ 191,200.00	\$ 260,473.41
<b>Changes from Previous Change Orders =</b>	\$ (21,149.83)	\$ (10,543.64)
<b>Current Contingency Allowance Amount =</b>	\$ 170,050.17	\$ 249,929.77
<b>Contingency Adjustment this Change Order =</b>	\$ (21,008.00)	\$ -
<b>Updated Contingency Allowance Amount =</b>	\$ 149,042.17	\$ 249,929.77

## Project Budget Tracking Summary Through December 2020

Job Name: Wastewater Treatment System 2020 Improvements  
 Location: Allendale Charter Township  
 Job Number: 1209  
 Description: Administration Building and Equipment Storage Building, Phase I



<u>Trade Category</u>	<u>Subcontractor</u>	<u>Exhibit A Value</u>	<u>Contract Changes to Date</u>	<u>Adj. Contract Amount</u>
Contract 1 Site Work & Excavation	Cutting Edge Excavating   Hudsonville, MI	\$ 529,703.00	\$ 38,045.00	\$ 567,748.00
Contract 2 Concrete	Jelsema Concrete Construction   Kentwood, MI	\$ 215,000.00	\$ (2,092.00)	\$ 212,908.00
Contract 3 Masonry	Masonry Arts Company   Holland, MI	\$ 172,000.00	\$ (4,900.00)	\$ 167,100.00
Contract 4 General Trades	VanderKodde Construction Co.   Grand Rapids, MI	\$ 452,490.00	\$ 26,448.00	\$ 478,938.00
Contract 4a PEMB	BCI Construction LLC   Grand Rapids, MI	\$ 356,582.00	\$ -	\$ 356,582.00
Contract 5 Painting	Dave Cole Decorators, Inc.   Sparta, MI	\$ 44,600.00	\$ (3,900.00)	\$ 40,700.00
Contract 6 Flooring	Phoenix Interiors   Walker, MI	\$ 18,490.00	\$ -	\$ 18,490.00
Contract 7 Cabinetry	Duke Construction Corp.   Allendale, MI	\$ 98,400.00	\$ (883.17)	\$ 97,516.83
Contract 8 Plumbing & Mechanical	DHE Plumbing & Mechanical   Grandville, MI	\$ 479,100.00	\$ (1,504.36)	\$ 477,595.64
Contract 9 Fire Protection	Total Fire Protection   Grand Rapids, MI	\$ 77,120.00	\$ -	\$ 77,120.00
Contract 10&11 Electrical, Controls/ Comm, Data	Town & Country Group   Zeeland, MI	\$ 561,700.00	\$ 1,488.00	\$ 563,188.00
Contract 12 Owner's System Integrator	Windemuller   Wayland, MI	\$ 99,900.00	\$ -	\$ 99,900.00
Ottawa County Network Allowance		\$ 7,500.00	\$ -	\$ 7,500.00
Acentek Internet Service Allowance		\$ 3,500.00	\$ -	\$ 3,500.00
Gas Utility Allowance		\$ 6,000.00	\$ -	\$ 6,000.00
	<b>Total of Trades</b>	<b>\$ 3,122,085.00</b>	<b>\$ 52,701.47</b>	<b>\$ 3,174,786.47</b>
	<b>General Conditions</b>	<b>\$ 149,400.00</b>	<b>\$ -</b>	<b>\$ 149,400.00</b>
	<b>Sub Total</b>	<b>\$ 3,271,485.00</b>	<b>\$ 52,701.47</b>	<b>\$ 3,324,186.47</b>
	<b>CM Overhead &amp; Construction Management Fee (8.5%)</b>	<b>\$ 278,100.00</b>	<b>\$ -</b>	<b>\$ 278,100.00</b>
	<b>Sub Total</b>	<b>\$ 3,549,585.00</b>	<b>\$ 52,701.47</b>	<b>\$ 3,602,286.47</b>
	<b>FVC Basic Services</b>	<b>\$ 274,600.00</b>	<b>\$ -</b>	<b>\$ 274,600.00</b>
	<b>Sub Total of Construction Cost</b>	<b>\$ 3,824,185.00</b>	<b>\$ 52,701.47</b>	<b>\$ 3,876,886.47</b>
	<b>CM Contingency Allowance</b>	<b>\$ 191,200.00</b>	<b>\$ (42,157.83)</b>	<b>\$ 149,042.17</b>
	<b>Total FVC Budget Authorization</b>	<b>\$ 4,015,385.00</b>	<b>\$ 10,543.64</b>	<b>\$ 4,025,928.64</b>
	<b>Design Phase Engineering</b>	<b>\$ 313,800.00</b>	<b>\$ -</b>	<b>\$ 313,800.00</b>
	<b>Bid Phase Engineering</b>	<b>\$ 30,300.00</b>	<b>\$ -</b>	<b>\$ 30,300.00</b>
	<b>Construction Phase Engineering</b>	<b>\$ 121,200.00</b>	<b>\$ -</b>	<b>\$ 121,200.00</b>
	<b>Owner's Furnishings Allowance</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>
	<b>Owner's Contingency</b>	<b>\$ 260,473.41</b>	<b>\$ (10,543.64)</b>	<b>\$ 249,929.77</b>
	<b>Bond Issuance Cost</b>	<b>\$ 121,308.19</b>	<b>\$ -</b>	<b>\$ 121,308.19</b>
	<b>Total Project</b>	<b>\$ 4,952,466.60</b>	<b>\$ -</b>	<b>\$ 4,952,466.60</b>

To (Owner):	<b>County of Ottawa, Board of County Road Commissioner (on Behalf of Allendale Charter Township) 14110 Lakeshore Drive Grand Haven, MI 49417</b>	Project: <b>Wastewater Treatment System 2020 Improvements 11624 40th Avenue, Allendale, MI 49401</b>	Invoice No.: <b>1929</b>
			Application No.: <b>04</b>
			Application Date: <b>12/31/20</b>
CONSTRUCTION MANAGER:	<b>F&amp;V Construction Management, Inc. 2960 Lucerne Drive SE Grand Rapids, MI 49546</b>	ENGINEER: <b>Fleis &amp; VandenBrink Engineering, Inc. 2960 Lucerne Drive SE Grand Rapids, MI 49546</b>	Period to: <b>12/31/20</b>
Contract for:			FVC Proj No.: <b>1209</b> Contract Date: <b>August 26, 2020</b>

CONSTRUCTION MANAGER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

CHANGE ORDER SUMMARY

	ADDITIONS	DELETIONS	
Change Orders Approved			
Change Order No.1	\$ 15,385.00	\$ (12,337.00)	
Change Order No.2	\$ 9,750.00	\$ (2,254.36)	
<b>TOTALS</b>	<b>\$ 25,135.00</b>	<b>\$ (14,591.36)</b>	

Approved this Month

	ADDITIONS	DELETIONS	
Net Change by Change Orders	\$ 25,135.00	\$ (14,591.36)	
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Manager certifies to the Owner that to the best of the Manager's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Manager is entitled to payment of the AMOUNT CERTIFIED.

1. CURRENT CONTRACT SUM	\$	4,015,385.00
2. NET CHANGE BY CHANGE ORDERS	\$	10,543.64
3. CURRENT CONTRACT SUM TO DATE (Line 1 + Line 2)	\$	4,025,928.64
4. TOTAL COMPLETED & STORED TO DATE (Column G on continuation)	\$	1,770,503.14
5. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	1,224,978.94
6. CURRENT PAYMENT DUE	\$	545,524.20
7. BALANCE TO FINISH (Line 3 less Line 4)	\$	2,255,425.50

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)

**\$ 545,524.20**

MANAGER:

By: Robert W. Wilcox Date: 1/6/21

This Certification is not negotiable. The AMOUNT CERTIFIED is payable only to party named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Manager under this Contract.

APPROVALS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
ALLENDALE CHARTER TOWNSHIP

By: \_\_\_\_\_ Date: \_\_\_\_\_  
OTTAWA COUNTY ROAD COMMISSION

**Payment Application No. 04**

Allendale Charter Township | Wastewater Treatment System 2020 Improvements

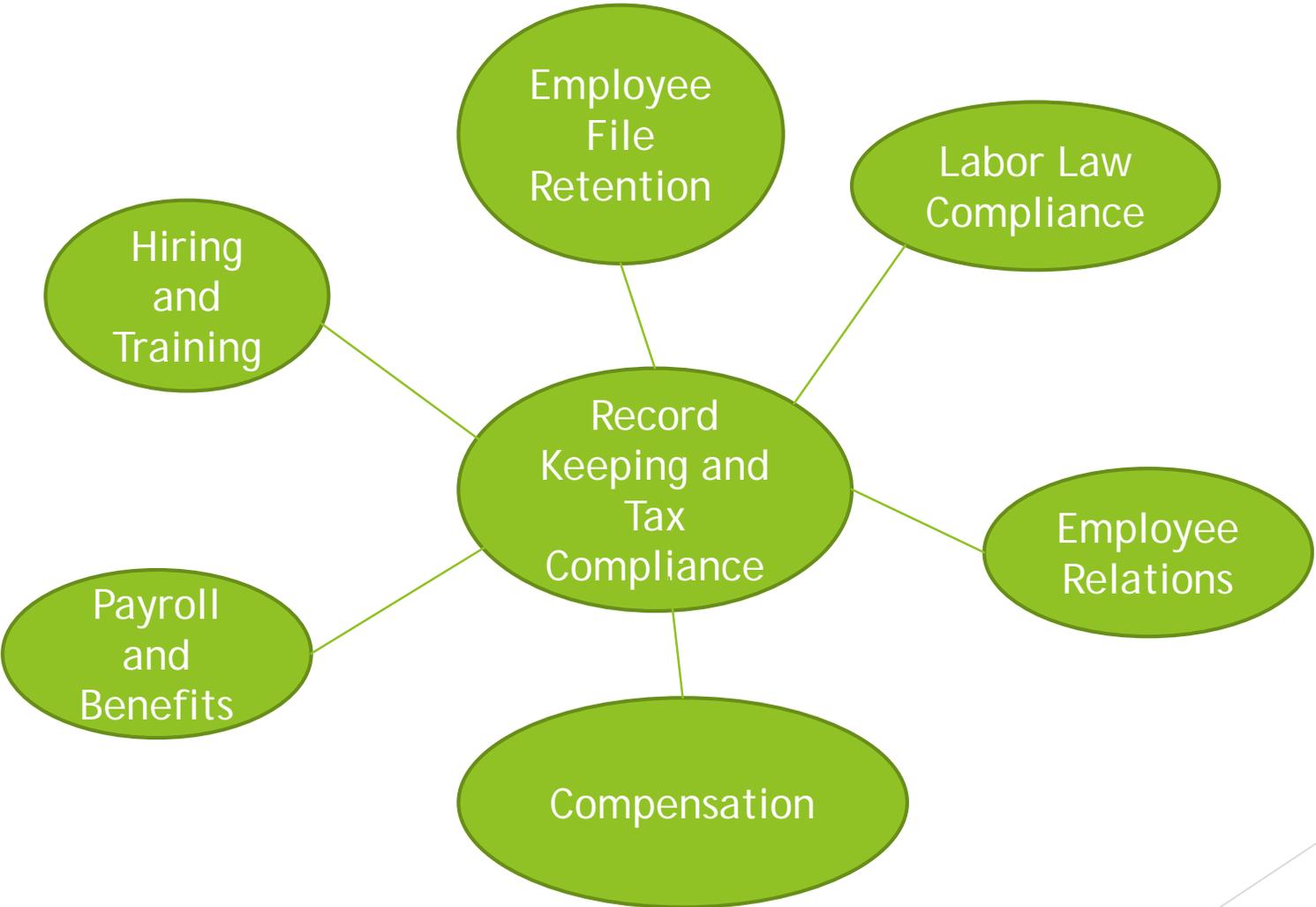
Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previous Invoice	Work Completed this Period	Total Complete to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 529,703.00	\$ 38,045.00	\$ 567,748.00	\$ 101,470.00	\$ 105,715.00	\$ 207,185.00	\$ 360,563.00	36%
C2	Concrete	\$ 215,000.00	\$ (2,092.00)	\$ 212,908.00	\$ 114,900.00	\$ 59,000.00	\$ 173,900.00	\$ 39,008.00	82%
C3	Masonry	\$ 172,000.00	\$ (4,900.00)	\$ 167,100.00	\$ 110,000.00	\$ 48,745.00	\$ 158,745.00	\$ 8,355.00	95%
C4	General Trades	\$ 452,490.00	\$ 26,448.00	\$ 478,938.00	\$ 170,246.00	\$ 86,038.00	\$ 256,284.00	\$ 222,654.00	54%
C4a	Pre-Engineered Metal Building	\$ 356,582.00	\$ -	\$ 356,582.00	\$ 258,001.00	\$ 20,000.00	\$ 278,001.00	\$ 78,581.00	78%
C5	Painting	\$ 44,600.00	\$ (3,900.00)	\$ 40,700.00	\$ -	\$ -	\$ -	\$ 40,700.00	0%
C6	Flooring	\$ 18,490.00	\$ -	\$ 18,490.00	\$ -	\$ -	\$ -	\$ 18,490.00	0%
C7	Cabinetry	\$ 98,400.00	\$ (883.17)	\$ 97,516.83	\$ -	\$ -	\$ -	\$ 97,516.83	0%
C8	Plumbing & Mechanical	\$ 479,100.00	\$ (1,504.36)	\$ 477,595.64	\$ 97,008.78	\$ 59,500.00	\$ 156,508.78	\$ 321,086.86	33%
C9	Fire Protection	\$ 77,120.00	\$ -	\$ 77,120.00	\$ 6,010.00	\$ -	\$ 6,010.00	\$ 71,110.00	8%
C10	Electrical, Instrumentation & Control, Communication & Data Systems	\$ 561,700.00	\$ 1,488.00	\$ 563,188.00	\$ 123,504.50	\$ 91,952.59	\$ 215,457.09	\$ 347,730.91	38%
C12	Owner's Systems Integrator	\$ 99,900.00	\$ -	\$ 99,900.00	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 91,900.00	8%
	Ottawa County Network Allowance	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00	0%
	Acentek Internet Service Allowance	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	0%
	Gas Utility Allowance	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	0%
	General Conditions	\$ 149,400.00	\$ -	\$ 149,400.00	\$ 44,162.72	\$ 949.19	\$ 45,111.91	\$ 104,288.09	30%
	Overhead & Profit Fee	\$ 278,100.00	\$ -	\$ 278,100.00	\$ 86,321.94	\$ 39,602.67	\$ 125,924.61	\$ 152,175.39	45%
	Basic Services	\$ 274,600.00	\$ -	\$ 274,600.00	\$ 113,354.00	\$ 26,021.75	\$ 139,375.75	\$ 135,224.25	51%
	Contingency Allowance	\$ 191,200.00	\$ (42,157.83)	\$ 149,042.17	\$ -	\$ -	\$ -	\$ 149,042.17	0%
	<b>Contract Total</b>	<b>\$ 4,015,385.00</b>	<b>\$ 10,543.64</b>	<b>\$ 4,025,928.64</b>	<b>\$ 1,224,978.94</b>	<b>\$ 545,524.20</b>	<b>\$ 1,770,503.14</b>	<b>\$ 2,255,425.50</b>	<b>44%</b>

# Human Resources Information System (HRIS) Transition

Prepared by Lydale Weaver

1/11/2021

# Human Resource Responsibilities



# Current State

- ▶ BS&A
  - ▶ Core Financial Database used by Township.\*
- ▶ Bamboo HR
  - ▶ Implemented Bamboo HR in 2018
    - ▶ Timesheet Administration
    - ▶ PTO Administration
    - ▶ Employee and Peer Assessments
  - ▶ Employees have appreciated...
    - ▶ Ease of clocking in
    - ▶ Ease of requesting Time-Off
  - ▶ It gave us a step up in administering PTO and timesheets.
  - ▶ However, some of the hope for benefits have not been fully realized.

# Current issues

- ▶ Bamboo does not integrate with BS&A
- ▶ PTO Administration is time-consuming and error prone.
- ▶ Not all Staff in Bamboo
- ▶ Do not have paid on call in Bamboo
- ▶ Payroll is 2-3 day process
- ▶ Manual payroll data entry
- ▶ Information within Bamboo is not all accurate

# Proposed Next Step

- ▶ Transition from Bamboo to BS&A HR + Novatime.
- ▶ Issue this will resolve.
  - ▶ Integration with BS&A Finance
- ▶ Outstanding Issues
  - ▶ All staff on one system
  - ▶ One system for employee record

# Cost

Implementation Costs (One-Time)	
BS&A HR	Novatime
\$10,000	\$8,284
Combined Implementation Cost: <b><u>\$18,284</u></b>	

Annual (Recurring) Cost			
Year	Bamboo	BS&A HR+Novatime	Difference in Price
2019	\$6,692.97 (actual)	\$0	-
2020	\$7,073.77 (actual)	\$0	-
2021	\$7,500.00 (projected)	\$6,165.00 (projected)	<b><u>\$1,335.00</u></b>
2022	\$7,500.00 (projected)	\$6,165.00 (projected)	<b><u>\$1,335.00</u></b>
2023	\$7,500.00 (projected)	\$6,165.00 (projected)	<b><u>\$1,335.00</u></b>

# BS&A and Novatime Benefits

- ▶ Customer Service
- ▶ Improved Record Retention
- ▶ Ability to administer employee numbers
- ▶ Integration with payroll and HR
- ▶ HR reports
- ▶ Dedicated HR system for all employees
- ▶ Easier overall payroll and human resources administration.
- ▶ Consistency with overall technology plan
- ▶ Employees retain most liked features of Bamboo.
- ▶ Easier and more error proof payroll administration.

# Questions



# Allendale

CHARTER TOWNSHIP

*"Where community is more than just a concept!"*

January 7, 2021

Township Board:

We have reviewed applicants for the Recording Secretary position posted for the Township. The Planning and Zoning Assistant, Human Resources Specialist, and Supervisor were all part of the process and collectively recommend Lora Richmond for the position.

Lora has been working with Pine Rest as an Administrative Assistant since 2019. She worked as an Office Assistant with Kentwood Baptist Church from 2018-2019. Additionally, Lora has worked as a Learning Developer and Graphic Designer from 1999-2008. Over the last three months Lora has been doing transcription work with Nederveld.

The interview team felt that Lora's well-rounded experience stood out above the other candidates. Before the interview Lora took the time to go to the Township's website to look at notes of previous Planning Commission meetings. She had questions in regards to the notes to understand what would be expected of her.

The Recording Secretary position is a per diem position paid at \$65 a meeting. I look forward to welcoming Lora Richmond to our staff here at Allendale Charter Township.

Sincerely,

Lydale Weaver  
Human Resource Specialist

**RESOLUTION 2021-01**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Charter Township of ALLENDALE, dated 6/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated 12/15/2020,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the Township Clerk and Supervisor be and are authorized to execute such authorization for change on the behalf of the Charter Township.

STATE OF MICHIGAN  
COUNTY OF Ottawa

I, Jody L. Hansen, Clerk, and Adam Elenbaas, Supervisor of the Charter Township of ALLENDALE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on January 11, 2021.

Dated: January 11, 2021

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Jody L. Hansen, Allendale Township Clerk

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Adam Elenbaas, Allendale Township Supervisor

Municipal Customer Type: Charter Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	Streetlight at the intersection of Barn Owl Ln and Wild Duck Ln
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	Streetlight on Wild Duck Ln
1	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	Streetlight at the end of Wild Duck Ln

MISS DIG System, Inc.  
1-800-482-7171



JOB PURPOSE  
INSTALL 3 STREETLIGHTS ON  
WILD DUCK LN PER REQUEST  
OF ALLENDALE TOWNSHIP

OTTAWA CO  
ALLENDALE TWP  
T07 R14 SEC.22

CONSUMERS ENERGY CONTACTS			
DEPARTMENT	NAME	NUMBER	ALTERNATE
DESIGNER	BROOKLYN TOBIAS	269-589-7033	
PROJECT COORD.	KRISTEN GREENWOOD	269-969-8521	269-886-7352

UNDERGROUND LEGEND

- Single-phase primary
- Open eye primary
- Three-phase primary
- Single-phase secondary
- Combination light and power secondary
- Three-phase power secondary
- Single-phase service
- Combination lighting and power service
- Three-phase power service
- Strengthening conductor (2/C-10 CU)
- Strengthening conductor (2/C-8 AL)
- Covered neutral conductor for ducts
- Strengthening conductor (3/C-1/0 AL)

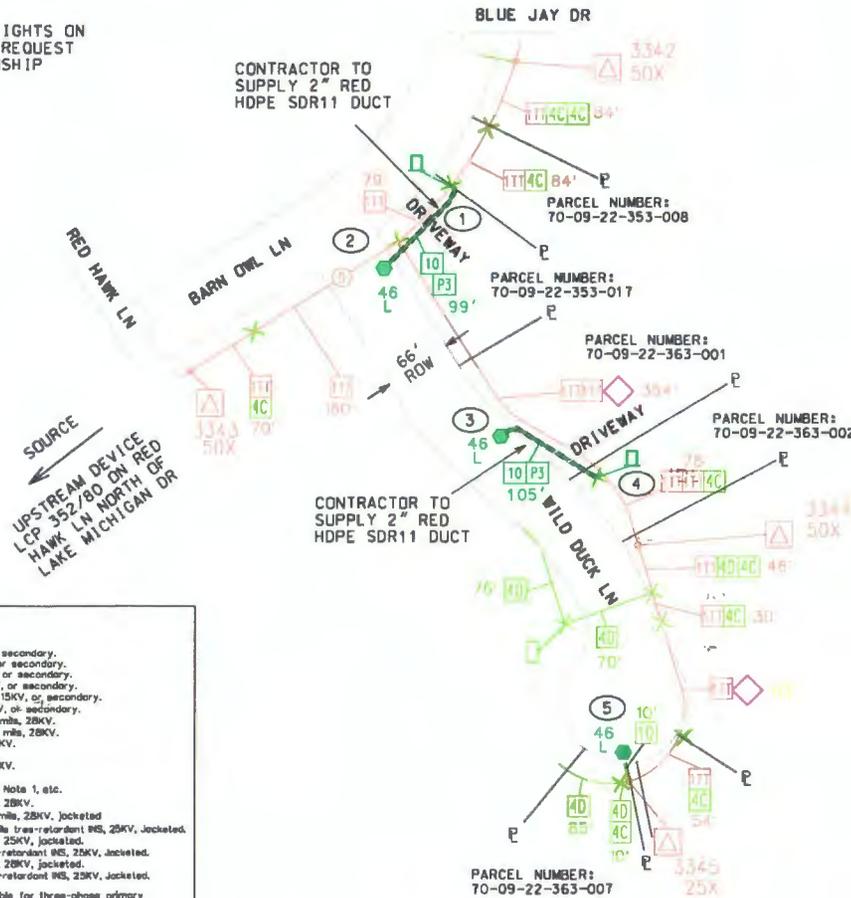
- CONDUIT
- P2 2" Plastic P3 3" Plastic P4 4" Plastic P6 6" Plastic
  - S2 2" Steel S3 3" Steel S4 4" Steel S5 5" Steel S6 6" Steel

- PROF. ELEC. CONDUCTORS ONLY
- PROF. ELEC. AND GAS LINES ONLY
- PROF. GAS LINE ONLY
- PROF. ELEC. GAS AND TELECOMMUNICATIONS
- EXIST. ELEC. CONDUCTORS ONLY
- EXIST. GAS LINE ONLY
- FUTURE ELECTRIC TRENCH

CABLE MATERIAL AND SIZE

- A. No 2 AL cable, 175 mils, 15KV, or secondary.
- B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
- C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
- D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
- E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
- F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
- G. No 1/0 stranded AL cable, 280 mils, 28KV.
- H. No 3/0 stranded AL cable, 280 mils, 28KV.
- I. 750 kcmil AL cable, 280 mils, 28KV.
- J. Cable joint.
- K. 350 kcmil AL cable, 280 mils, 28KV.
- M. Marker to locate cable
- N. Refer to Note on Drawing, N1 for Note 1, etc.
- R. No 1/0 AL, solid cable, 280 mils, 28KV.
- T. No 1/0 AL stranded cable, 280 mils, 28KV, jacketed.
- V. 350 kcmil AL, stranded, 280 mils, 25KV, jacketed.
- VT. 350 kcmil AL cable, 280 mils tree-retardant INS, 25KV, jacketed.
- W. 750 kcmil AL, stranded, 280 mils, 28KV, jacketed.
- WT. 750 kcmil AL cable, 280 mils tree-retardant INS, 28KV, jacketed.
- EX: [3R] No. 1/0 solid AL cable for three-phase primary
- [3C40] No. 1/0 AL cable for 3-phase primary and 350 AL cable for 1-phase secondary

CONDUCTOR CHANGE



(1) (4)  
INSTALL  
SECONDARY PEDESTAL  
4 MOLE  
FIGURE 64-40-1

(2) (3) (5)  
INSTALL  
18' FG BLACK POLE  
FIGURE 42-211-1  
LED 46W W/ PC  
TRADITIONAL POST TOP  
FIGURE 42-215-2

NOTE  
STREETLIGHTS TO BE  
LOCATED 6' OFF PAVED  
ROADWAY

LED NOTIFICATION: 1055086906

ORDER NUMBER

-CONSTRUCTION CERTIFICATION-

Work was constructed as Engineered or Changed as Indicated.  
All Salvageable Material Was Returned to Stores.

Signed \_\_\_\_\_ in Direct Charge of Work

Dates: Started \_\_\_\_\_ Completed \_\_\_\_\_

MISS DIG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

STAKED  YES  NO

TREES  YES  NO

TLM NUMBER # OF RODS OHMS  
07142233

**Consumers Energy**  
A CMS Energy Company ELECTRIC  
DESIGNED BY BTBIAS DATE 12/08/20  
APPROVED BY DATE  
SHEET 01 OF 01 SCALE NONE

BARN OWL LN AND WILD DUCK LN LED		CM NO. 100006149826	
For: ALLENDALE CHARTER TOWNSHIP		ORDER TYPE	MAINTENANCE ACTIVITY TYPE
BARN OWL LN AND WILD DUCK LN		ECNC	LED
DESIGN NUMBER	11203476	WD NO.	0227
SUBSTATION ALLENDALE	CIRCUIT RIVER	CKT NO. LCP NO.	01 352

ELECTRIC CAD TITLE BLOCK (11x17) 10-30-2008  
SHEET B

12/10/2020 4:29:05 PM C:\of\backp\wrod\ustn\dgn\11203476.001

DESIGN FILE NAME: 11203476.001  
T R S 07 14 22



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103030684759

Consumers Energy Company is authorized as of 12/15/2020, by the Charter Township of ALLENDALE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Charter Township of ALLENDALE, dated 6/1/2018.

Lighting Type:  
General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):  
1055086906

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 6/1/2018 shall remain in full force and effect.

Charter Township of ALLENDALE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Jody L. Hansen

\_\_\_\_\_  
Adam Elenbaas

\_\_\_\_\_  
Allendale Township Clerk

\_\_\_\_\_  
Allendale Township Supervisor

Date: January 11, 2021

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.