

Agenda for the
Allendale Charter Township Board Meeting
Monday, January 22, 2024, 6:00pm

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 January 8th, 2024, Regular Board Meeting Minutes
 - Bills
 - Interim Bills
 - Budget Amendment 2024-1: Replacement Computer for the Finance Director
- For information
 - Planning Commission- no meeting January 1, 2024
 - Notice of hire: Library Director, Abby Black
 - December Sheriffs Department Monthly Report
 - December Fire Department Monthly Report
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
 - Resolution 2024-03 Authorization for the Purchase of Real Estate Located at 11147 60th Ave
 - Public Utility Operator Job Descriptions
- Discussion Items
 - Engineering Proposal: Watermain North Loop and Southern Connector
 - Engineering Proposal: Pierce St / 56th Ave Lift Station and Surrounding Sanitary Sewer Improvements
 - Engineering Proposal: Sewer Master Plan Update
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 8, 2024, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Smit; Mr. Vander Wall (2)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; Greg DeJong; Nick Lilly; Steve VanDyken; Joshua Warners; Sharon Shaffer; James Christopoulos; and Andrew Christopoulos.

Mr. Elenbaas pronounced the invocation.

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

BOT 24-001 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 24-002 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 27, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$119,156.53 and interim payments of \$121,906.17, as presented by the summary report for January 8, 2024.

The motion passed.

Items Received for Information

1. Minutes of the December 18, 2023, Planning Commission Meeting.
2. Planning Commission 2023 Annual Report
3. Planning Commission 2024 Work Program

Public Hearings- None

1. Proposed Amendments to the Walgreens PUD- Raymond Building

Mr. Elenbaas opened the public hearing at 6:04 p.m.

Comments were received from:

1. James Christopoulos

BOT 24-003 Mr. Elenbaas moved to close the public hearing at 6:08 p.m. The motion passed.

Public Comments- None

BOT 24-004 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 24-005 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-01 as amended: Amendment to the Walgreens PUD-Raymond Building; a resolution amending the PUD as shown in the site plan titled The Raymond Building as amended by removing item "I- Catering Establishments" from the requested allowable list uses for Parcel C of the Walgreens PUD, prepared by Nederveld, Inc. dated 12/05/2023, Project No. 21201161. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Kraker; Ms. Hansen; Ms. Schuitema; and Mr. Elenbaas (5)

NAYS: None (0)

ABSENT: Mr. Smit; and Mr. Vander Wall (2)

BOT 24-006 Mr. Zeinstra moved to approve the Emerald Springs Tentative Preliminary Plat Approval. The motion passed.

BOT 24-007 Ms. Schuitema moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-02: 2024 Board Meeting Dates Corrected; a resolution correcting the Board of Trustee meeting dates for 2024; specifically amending the May 27, 2024, date and changing it to May 28, 2024. The motion passed.

Discussion Items- None

Public Comments- None

BOT 24-008 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that the Road Commission is seeking to place a proposal on the August ballot. They are seeking support on this initiative from all local jurisdictions. Mr. Elenbaas sought directive from the board on how to proceed. He also informed the board that Sam Eiler has resigned from the Library Advisory Board. Mr. Elenbaas is working with Human Resources to have the open seat posted on the township website.

BOT 24-009 Ms. Kraker moved to adjourn the meeting at 6:41 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 01/10/2024 - 01/23/2024
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - DECEMBER	256.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - DECEMBER	1,024.00	
101-000.000-284.210	EMERALD SPRINGS-PUD-SIGNATURE L	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - EMERALD SPRINGS PU	285.25	
101-000.000-284.252	RAYMOND BLDG-PUD 68TH AVE	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - RAYMOND BLDG	2,415.00	
101-000.000-284.253	DOLLAR GENERAL-10955 48TH AVE	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DOLLAR GENERAL	1,075.47	
101-000.000-284.253	DOLLAR GENERAL-10955 48TH AVE	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DOLLAR GENERAL	1,881.50	
101-000.000-284.254	JEFFY LUBE-5195 LMD	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - JEFFY LUBE	2,256.58	
101-000.000-284.254	JEFFY LUBE-5195 LMD	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - JEFFY LUBE	81.50	
101-000.000-284.255	ALLIED INSTALLATIONS-11500 56TH	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - ALLIED INSTALLATIO	123.35	
101-000.000-659.000	LIBRARY FINES/MISC	LAUREN SWARTZ	LOST & FOUND BOOKS REFUND	31.98	
Total For Dept 000.000 REVENUE				9,430.63	
Dept 101.000 Township Board					
101-101.000-900.000	PRINTING, PUBLISHING, & POSTAGE	ALLENDALE AREA CHAMBER O	ANNOUNCER ADVERTISING - 2024	4,500.00	
Total For Dept 101.000 Township Board				4,500.00	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MMTA	TREASURER-TO-TREASURER ANNUAL BUNDLE	99.00	
Total For Dept 191.000 FINANCE/ACCT				99.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	19,291.11	
Total For Dept 209.000 EMPLOYEE INSURANCES				19,291.11	
Dept 215.000 CLERK					
101-215.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA COUNTY CLERK'S AS	MEMBERSHIP DUES - HANSEN; SZYMANSKI	160.00	
101-215.000-955.000	Miscellaneous	REHMANN TECHNOLOGY SOLUT	FOIA I/T CHARGES	682.50	
Total For Dept 215.000 CLERK				842.50	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FILE FOLDERS	33.96	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SPACE HEATER	53.99	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	47.18	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	99.84	
101-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL FINANCIAL CONTRIBUTION	2,500.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	LAPTOP ENDPOINT MANAGEMENT	504.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - JANUARY	2,925.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY & BACKUP - JANUARY	580.20	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MANAGED WIFI ENDPOINTS - JANUARY	580.80	
101-248.000-802.000-ITMONT	Contracted Services	SMARSH INC	2024 ARCHIVING - SMG & FACEBOOK	1,333.50	
Total For Dept 248.000 ADMINISTRATION				8,658.47	
Dept 253.000 TREASURER					
101-253.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA CO TREASURERS ASS	MEMBERSHIP DUES - VANBENNEKOM; VANDER	35.00	
Total For Dept 253.000 TREASURER				35.00	
Dept 257.000 ASSESSOR					
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	PERSONAL PROPERTY STATEMENTS - PRINTII	351.20	
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MICHIGAN ASSESSORS ASSOC	JOB POSTING ADVERTISEMENT	300.00	
Total For Dept 257.000 ASSESSOR				651.20	
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SCISSORS; FLOOR STICKERS; CAMERA	232.03	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SHELVES; FLOOR STICKERS; FOLDERS	603.92	
101-262.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	ELECTION EQUIPMENT MAINTENANCE	1,376.67	
Total For Dept 262.000 ELECTIONS				2,212.62	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	308.82	
101-265.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	SEMI ANNUAL TRASH SERVICES - TWSP HAL	942.00	
101-265.000-930.000	Maintenance	AUTOZONE PARTS	MASS AIR FLOW SENSOR	11.15	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	REPLACEMENT LENS	4.02	
101-265.000-930.000-TRUCKT	Maintenance	WESTENBROEK MOWER INC	GUARD SEALS	9.98	
Total For Dept 265.000 BUILDING & GROUNDS				1,275.97	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	1,145.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	1,170.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	ALDEN GV OWNER/WEST 48 2023 TAX APPEA	1,172.50	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	PINNACLE VENTURES 2023 TAX APPEAL	140.00	
Total For Dept 266.000 ATTORNEY				3,627.50	
Dept 336.000 FIRE DEPT					
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	COLOR TONER CARTRIDGES	188.10	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	GAS DETECTOR - EQUIPMENT REPLACEMENT	450.00	
101-336.000-732.000	SUPPLIES	GRAINGER	BATTERIES	40.58	
101-336.000-732.000	SUPPLIES	MACQUEEN EMERGENCY	NEW EQUIPMENT	107.00	
101-336.000-732.000	SUPPLIES	MACQUEEN EMERGENCY	EQUIPMENT REPLACEMENT	2,127.08	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	69.12	
101-336.000-802.000	Contracted Services	COREWELL HEALTH WEST OCC	FIRE FIGHTER PHYSICAL	596.00	
101-336.000-802.000	Contracted Services	IMAGE TREND INC	ANNUAL FEE / ELITE RESCUE SAAS	2,018.09	
101-336.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES - FIRE DEPT	1,005.22	
101-336.000-926.000	UTILITIES	ENGINEERED PROTECTION SY	SECURITY SERVICES - FEB THRU APR	185.40	
101-336.000-930.000	Maintenance	MUSKEGON FIRE EQUIPMENT	MAINTENANCE	666.50	
101-336.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES - FIRE DEPT	79.91	
101-336.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	NETWORK CONVERTER	15.46	
Total For Dept 336.000 FIRE DEPT				7,548.46	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	22.30	
Total For Dept 448.000 STREET LIGHTS				22.30	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	42.26	
Total For Dept 449.000 HIGHWAY-M45				42.26	
Dept 567.000 CEMETERY					
101-567.000-732.000	SUPPLIES	HERITAGE FLAG & BANNER I	MILITARY GRAVE MARKERS	352.50	
Total For Dept 567.000 CEMETERY				352.50	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	14.99	
Total For Dept 672.000 LIFELONG LEARNERS				14.99	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTING SERVICES - NOVEMBER	3,980.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 701.000 PLANNING & ZONING					
		Total For Dept 701.000 PLANNING & ZONING		3,980.00	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	SESAC	MUSIC PERFORMANCE LICENSE - 2024	1,159.00	
		Total For Dept 753.000 COMMUNITY PROMOTIONS		1,159.00	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PAPER CUTTER	44.68	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BATHROOM TRASH BAGS	8.99	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	AV CLEANING SUPPLIES	49.90	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	6.99	
101-790.000-732.000	SUPPLIES	COLLER INDUSTRIES INC	STAFF NAME TAGS	42.28	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH VIDEO GAMES	59.98	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	CARD GAME	29.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	DVD	29.21	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	DVD	24.99	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AUDIO BOOK	50.00	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVDS	203.76	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOK	20.99	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	190.56	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT MATERIAL	31.99	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT MATERIAL	20.24	
101-790.000-802.000	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - DECEMBER	700.00	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	19.70	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	COPIER CONTRACT - DECEMBER	66.37	
101-790.000-802.000-ITMONT	Contracted Services	NICHOLAS HEIMLER	I/T CONSULTING SERVICES - JAN THRU MA	285.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	C & C SUPPLIES	47.35	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CREDIT MEMO	(25.98)	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CREDIT MEMO	(12.99)	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE SUPPLIES	20.44	
101-790.000-807.000-YOUTHHP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE SUPPLIES	17.98	
101-790.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	TRASH SERVICES - LIBRARY	51.00	
101-790.000-955.000	Miscellaneous	COREWELL HEALTH WEST OCC	DRUG SCREENING - NEW EMPLOYEE	55.00	
		Total For Dept 790.000 LIBRARY		2,038.42	
		Total For Fund 101 General Fund		65,781.93	
Fund 249 Building Department Fund					
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - DECEMBER	34,170.30	
		Total For Dept 371.000 INSPECTION DEPARTMENT		34,170.30	
		Total For Fund 249 Building Department Fund		34,170.30	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	1,811.31	
		Total For Dept 371.000 INSPECTION DEPARTMENT		1,811.31	
		Total For Fund 252 RENTAL ADMINISTRATION		1,811.31	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL FINANCIAL CONTRIBUTION	5,000.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-971.060	Property Purchased	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	660.00	
Total For Dept 248.000 ADMINISTRATION				5,660.00	
Total For Fund 494 Dda Development Fund				5,660.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST 4	793.43	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST 4	616.00	
592-000.000-284.241	HIDDEN SHORES WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - HIDDEN SHORES WEST	232.50	
592-000.000-284.241	HIDDEN SHORES WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - HIDDEN SHORES WEST	459.00	
592-000.000-284.241	HIDDEN SHORES WEST 4	PREIN & NEWHOF PC INC	CONSTRUCTION SAMPLES	120.00	
Total For Dept 000.000 REVENUE				2,451.70	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	LAPTOP ENDPOINT MANAGEMENT	336.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - JANUARY	1,950.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY & BACKUP - JANUARY	386.80	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MANAGED WIFI ENDPOINTS - JANUARY	387.20	
Total For Dept 248.000 ADMINISTRATION				3,060.00	
Dept 536.000 WATER					
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	8,169.22	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	MISS DIG PAINT - BLUE	85.63	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK FIRST-AID SUPPLIES	18.66	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK FIRST-AID SUPPLIES	52.87	
592-536.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	LYSOL WIPES; BATTERIES	20.43	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	WATER METERS & HORNS	14,840.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	ANGLE VALVES	1,495.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	ANGLE VALVES	1,035.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	ANGLE VALVES	920.00	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	COAT RACK & DOCKING STATION	87.49	
592-536.000-732.000-TOOLSX	SUPPLIES	NAPA - GENUINE PARTS COM	TOOL REPLACEMENT - CAB SCREWDRIVER	5.18	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	240.03	
592-536.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	97.50	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	146.29	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - REPAIRS	1,092.18	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE - IMPALA	39.91	
592-536.000-955.000	Miscellaneous	COREWELL HEALTH WEST OCC	DRUG SCREENING - NEW EMPLOYEE	27.50	
592-536.000-971.000	CAPITAL OUTLAY	GSM PROPERTIES II LLC	WATERMAIN OVERSIZING AGRMNT - PROJECT	15,930.00	
Total For Dept 536.000 WATER				44,302.89	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	8,169.22	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MWEA	MEMBERSHIP DUES - KOWALCZYK	95.00	
592-537.000-732.000-CHEMIC	SUPPLIES	NEO SOLUTIONS INC	CHEMICALS	28,535.00	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	MISS DIG PAINT - BLUE	85.62	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK FIRST-AID SUPPLIES	18.67	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK FIRST-AID SUPPLIES	52.87	
592-537.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	LYSOL WIPES; BATTERIES	20.43	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	4,977.29	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	EPTIPS	62.36	

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	COAT RACK & DOCKING STATION	87.50	
592-537.000-802.000-MULTIP	Contracted Services	CAPITAL ONE TRADE CREDIT	FREE SHIPPING PROGRAM	39.99	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	240.02	
592-537.000-802.000-MULTIP	Contracted Services	PREIN & NEWHOF PC INC	CHLORIDE & SULFATE TESTING	60.00	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	ADJUST GATE TIMES	67.50	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTING SERVICES - NOVEMBER	57.00	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	97.50	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	TRASH SERVICE @ WWTP	253.00	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	40 YD TRASH SERVICE @ WWTP	495.00	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	40 YD TRASH SERVICE @ WWTP	495.00	
592-537.000-930.000-COLLEC	MAINTENANCE	PLUMMER'S ENVIRONMENTAL	LOCATE LATERAL @ COUNTRYVIEW DRIVE	939.90	
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	AUTOMATION	1,425.83	
592-537.000-930.000-WRRFMA	MAINTENANCE	GELOCK HEAVY MOVERS	REMOVE AND REPLACE RBC @ WWTP	15,576.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	OUDBIER INSTRUMENT CO.	FLOW METER CALIBRATION	1,351.09	
592-537.000-930.000-WRRFMA	MAINTENANCE	WINDEMULLER ELECTRIC INC	AUTOMATION	2,851.67	
592-537.000-930.001	WRRF MAINTENANCE	VELTING CONTRACTORS INC	DEMO OF BROKEN RBC DRUM	1,635.00	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - REPAIRS	1,092.19	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE - IMPALA	39.91	
592-537.000-955.000	Miscellaneous	COREWELL HEALTH WEST OCC	DRUG SCREENING - NEW EMPLOYEE	27.50	
592-537.000-971.000	CAPITAL OUTLAY	GSM PROPERTIES II LLC	SEWER OVERSIZING AGRMNT - PROJECT COM	19,384.75	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	1,852.50	
Total For Dept 537.000 SEWER				90,085.31	
Total For Fund 592 Water & Sewer				139,899.90	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:		
Fund 101 General Fund	65,781.93	
Fund 249 Building Depa	34,170.30	
Fund 252 RENTAL ADMINI	1,811.31	
Fund 494 Dda Developme	5,660.00	
Fund 592 Water & Sewer	139,899.90	
Total For All Funds:	247,323.44	

INTERIM PAYMENTS
Board Meeting: 1/22/2024

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
1/11/2024	104723	\$ 44,030.26	GSM PROPERTIES II LLC	Development Fee Escrow Acct Refund & Performance Deposit Refund
1/11/2024	104724	\$ 15,457.90	PEARLINE CENTENNIAL FARMS LLC	Development Fee Escrow Acct Refund
1/12/2024	EFT	\$ 2,181.50	PRIORITY HEALTH	HRA Payment
1/16/2024	104725	\$ 437.45	WEX BANK-EXXON MOBIL	Fuel Charges
1/16/2024	104726	\$ 24,608.06	CONSUMERS ENERGY	Electric Usage - January
1/18/2024	EFT	\$ 74,088.33	EMPLOYEES	Bi-Weekly Payroll
1/18/2024	EFT	\$ 22,332.59	FEDERAL GOV'T	Payroll IRS Tax Payment
1/19/2024	EFT	\$ 228.05	PRIORITY HEALTH	HRA Payment
	EFT		State of Michigan	January State payroll withholdings
		\$ 183,364.14		

Budget Amendment Request

Fund Name: <u>General Fund</u>	Requested by: <u>Tim VanBennekokm</u>
Department Name: <u>Finance/Acct</u>	Date: <u>1/18/2024</u>
Fund/Dept Number: <u>101-191</u>	Amendment #: <u>1</u>
Year: <u>2024</u>	

	Current Budget	This Amendment	Revised Budget
TOTAL REVENUES:			\$0.00

EXPENDITURES:			GL Number:	
Miscellaneous	\$0.00	\$2,400.00	\$2,400.00	101-191.000-955.000
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
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			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL EXPENDITURES:	\$0.00	\$2,400.00	\$2,400.00	
Revenue Over/(Under) Expenditures	\$0.00		(\$2,400.00)	
		Expenditure Change to Department	\$2,400.00	

Revenue change explanation

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Expenditure change explanation

The Finance/Acct Director's computer has been acting up and is almost 5 years old.

Approved/Denied?

--

Library Director

Notice of Hire- Abby Black

Prepared by Lydale Weaver

On 1/5/2024

Board of Trustees:

We have reviewed applications for the Library Director position. The panelists involved in the interview process included: Adam Elenbaas, Township Supervisor; Jody Hansen, Township Clerk; Ashley Johnson, Youth Services Librarian and Interim Director; Patti Walcott, Library Advisory Board Member; and Lydale Weaver, Director of Human Resources. The hiring panel unanimously recommends Abby Black for the position of Library Director.

Abby brings experience from both the public and private sector and has progressive experience working with both small and large libraries in the surrounding area. She also holds a requisite Level 1 Certification with the Library of Michigan. Importantly, her passion for customer service came through during the interview. She was passionate about having a high level of quality customer service while making sure the library is relevant to those it serves. She came across as very community-minded and collaborative, and her real-world experience will be helpful to our library team and their service to the community. We think she is a great candidate to work with our team and serve local residents.

Given her level of experience, Abby will be starting at an annual salary of \$64,000. We are ecstatic for Abby to join Allendale Charter Township and look forward to her growth in the position.

Respectfully,

Adam Elenbaas and Lydale Weaver

Township Supervisor and HR Director



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration

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

Correctional Facility

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

Date: 01-05-2024

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (December 2023)

The Sheriff's Office during the month of December responded to 395 calls for service.

Allendale Township Basic EMT and MFR units, with the assistance of general road patrol, responded to 72 medicals and 1 personal injury accident.

Traffic contacts during the month of December, deputies issued 69 total tickets.

Allendale School News:

Deputy Ortman presented to the 3rd grade classrooms at Allendale Christian School about being a police officer and serving the community.

Deputy Ortman continued staying busy teaching multiple TEAM classes to the 4th and 5th grade classes. TEAM stands for Teaching, Educating, and Mentoring. Topics included "how to say no" and "picking good friends". Other topics included gateway drugs and legal effects.

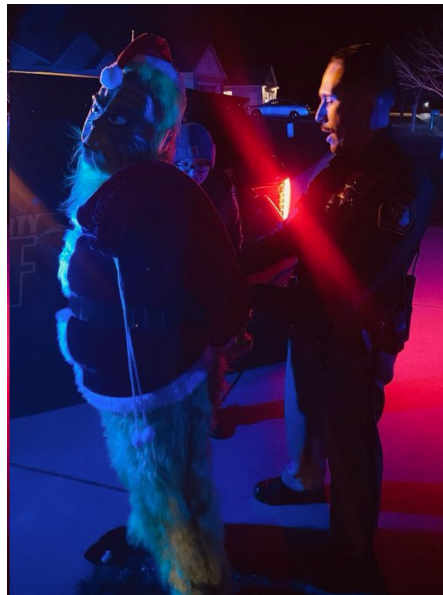
In the 7th and 9th grade classes, presentations were on drugs, vapes, tobacco, and appropriate use of technology.

While on patrol during a 6th grade recess, Deputy Ortman stopped and arrested an elf (Principle Plain), for not having proper paperwork at school. Thanks for keeping the kids safe Deputy Ortman.



Stuff the Fire Truck:

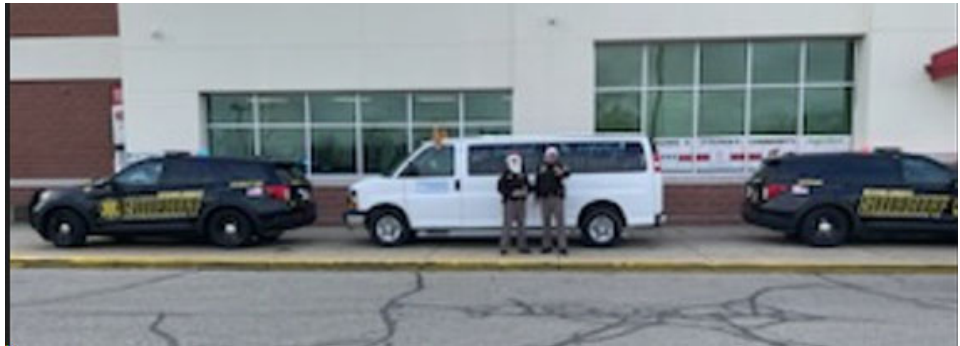
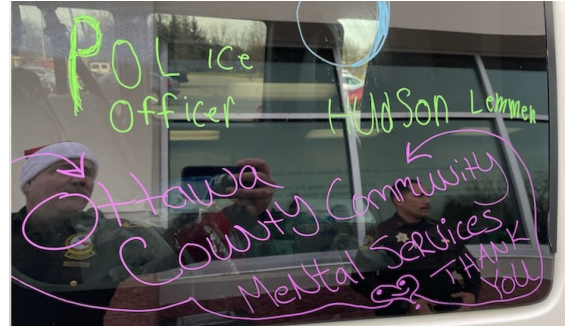
Deputy Apolo and Deputy J. Miller assisted with Stuff the Fire Truck. Deputies, and an old fire truck from Engine House #5, made numerous stops around Allendale Township collecting can goods and non perishable goods for local charities. Deputy Apolo also assisted in apprehending the Grinch who showed up at one of the stops trying to steal Christmas.



Cram the Cruiser:

Deputy Apolo, Sgt. Keuning, Family Life Center, and Family Fare teamed up for a Cram the Cruiser event at Family Fare. Nonperishables were donated and “stuffed” into our police cars for Family Life Center.

Family Life Center staff brought their van and people could come up and write on the van what they were thankful for. Numerous people showed up to this event to donate and write what they were thankful for.



Thank you.

Sgt. Cal Keuning



Allendale Township Community Policing

Sergeant Cal Keuning
ckeuning@miOttawa.org

Deputy John Ortman
jortman@miOttawa.org

Deputy Jordan Miller
jmiller@miOttawa.org

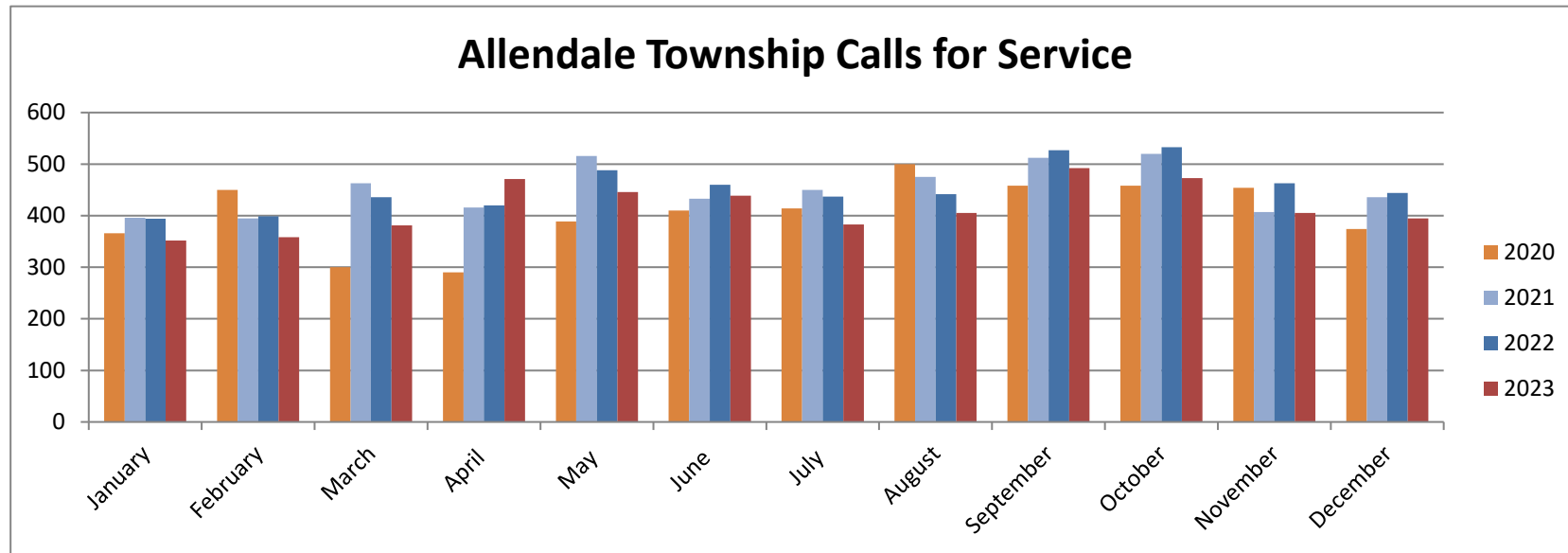
Deputy Joseph Apolo
japolo@miottawa.org

Deputy Joshua DeHoag
jdehoag@miottawa.org

For emergencies, dial 911. For non-emergencies, dial 1-800-249-0911.

Total Number of Calls

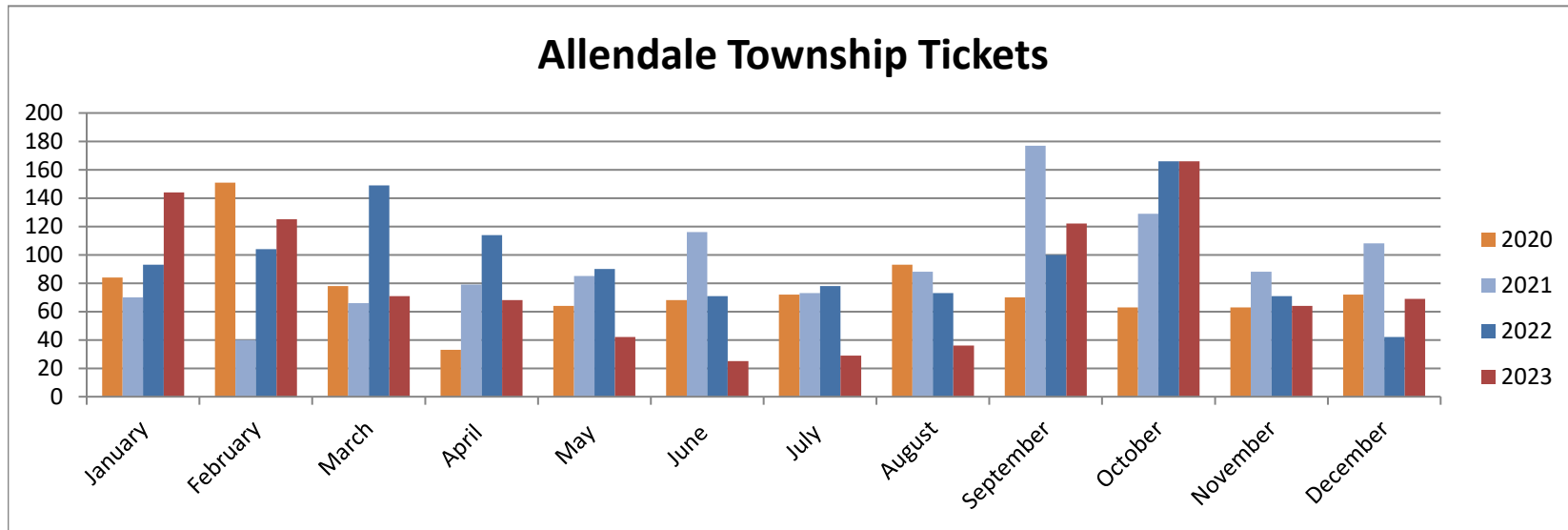
	January	February	March	April	May	June	July	August	September	October	November	December
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420	488	460	437	442	527	533	463	444
2023	352	358	381	471	446	439	383	405	492	473	405	395



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2020	84	151	78	33	64	68	72	93	70	63	63	72

2021	70	40	66	79	85	116	73	88	177	129	88	108
2022	93	104	149	114	90	71	78	73	100	166	71	42
2023	144	125	71	68	42	25	29	36	122	166	64	69

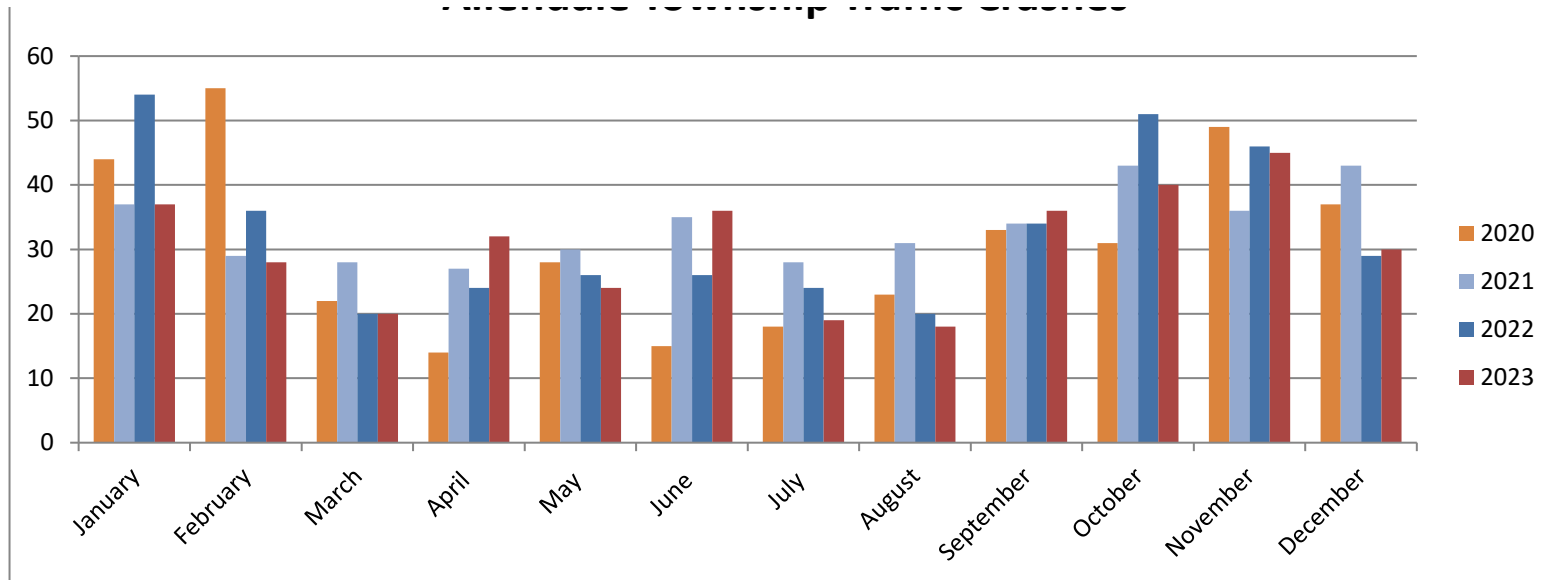


Traffic Crashes

	January	February	March	April	May	June	July	August	September	October	November	December
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24	26	26	24	20	34	51	46	29
2023	37	28	20	32	24	36	19	18	36	40	45	30

Allendale Township Traffic Crashes

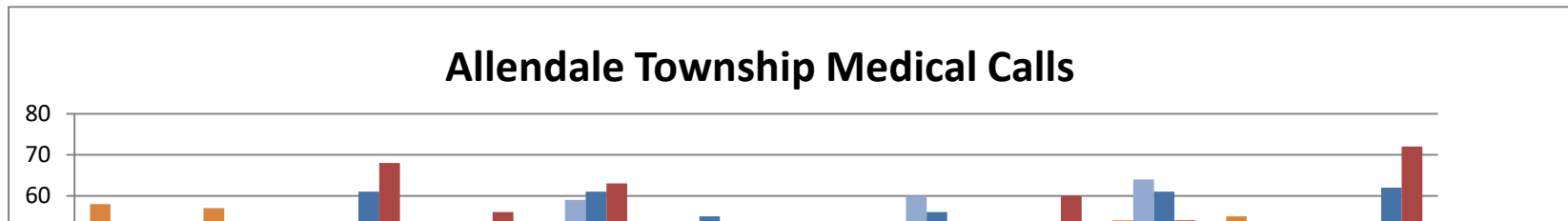
Allendale Township Traffic Crashes

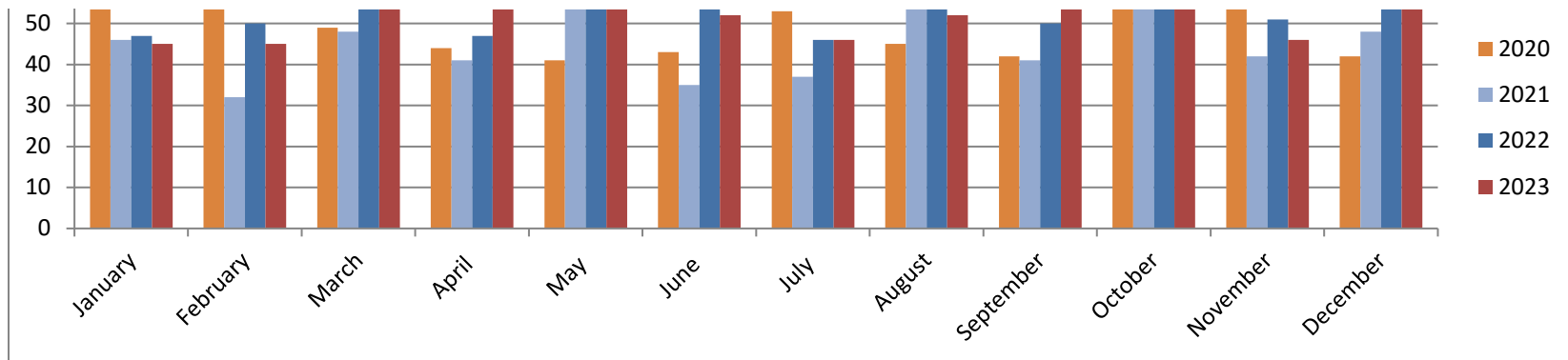


Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59	35	37	60	41	64	42	48
2022	47	50	61	47	61	55	46	56	50	61	51	62
2023	45	45	68	56	63	52	46	52	60	54	46	72

Allendale Township Medical Calls





Calls of Interest 2023

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	0	2	1	4	2	5	0	1	4	5	1	0
Larcenies	5	5	5	17	4	6	15	9	8	23	7	10
Shoplifting	2	1	0	0	2	0	2	0	1	0	0	1
Mental	6	10	9	12	15	13	8	5	5	3	4	3
Civil	7	10	12	6	6	10	8	12	15	11	11	10
Assaults	3	4	3	4	7	3	2	2	2	0	5	4
Domestic	29	20	33	23	35	22	18	22	18	31	25	18
Animal	9	14	16	12	12	23	16	21	10	11	12	19
Alarms	5	10	7	13	10	6	5	7	8	11	8	15
Traffic	20	20	18	31	37	43	31	25	45	27	30	18
Narcotics	3	4	2	5	5	0	1	3	4	8	1	1
Weapons	<u>1</u>	<u>1</u>	0	2	2	2	2	2	2	0	0	1

Calls of Interest 2022

January	February	March	April	May	June	July	August	September	October	November	December
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B & E's	1	3	3	2	4	1	6	3	3	3	2	3
Larcenies	7	19	15	6	7	18	11	15	12	6	8	9
Shoplifting	0	1	0	0	4	1	1	1	2	0	0	0
Mental	7	6	5	15	10	15	9	6	11	15	14	8
Civil	11	11	8	12	5	8	11	14	10	11	11	13
Assaults	5	5	3	5	3	4	4	2	7	9	3	4
Domestic	26	13	17	20	21	25	25	18	27	37	22	27
Animal	8	16	14	18	30	28	24	15	24	15	14	10
Alarms	9	6	7	5	7	8	12	3	8	5	7	14
Traffic	19	33	35	34	40	39	31	31	41	37	30	33
Narcotics	2	0	3	1	0	1	2	3	2	2	4	3
Weapons	<u>0</u>	<u>1</u>	4	7	3	4	2	2	1	3	2	1

<u>ALARM TYPE</u>	<u>MONTH</u> December	<u>MAY</u> 2023	<u>YEAR TO DATE</u> 2023	<u>YEAR TO DATE</u> 2022	<u>CHANGE</u> 2023
MEDICAL EMERGENCIES	91		865	803	62
Canceled Enroute	5		56	54	2
Squad 172 Responses	36		426	389	37
Asst. Amb.	11		129	154	-25
Lift Assist	0		25	16	9
VEHICLE ACCIDENTS WITH INJURIES	1		38	56	-18
Cancelled Enroute	0		1	0	1
PROPERTY DAMAGE ACCIDENTS	1		14	18	-4
Canceled Enroute	1		8	4	4
SMOKE/ODOR INVESTIGATION	1		24	21	3
Canceled Enroute	0		2	1	1
MEDICAL ALARM	1		8	10	-2
Canceled Enroute	0		2	3	-1
FIRE ALARM	8		101	103	-2
Canceled Enroute	0		24	26	-2
SERVICE CALL / LOCK-IN/OUT	1		44	46	-2
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	2		22	20	2
MUTUAL AID GIVEN:	1		37	36	1
AUTOMATIC AID RECEIVED	0		14	21	-7
MUTUAL AID RECEIVED	1		18	21	-3
BUILDING FIRES	1		3	15	-12
GRASS, BRUSH, WOODS	0		10	5	5
TRASH, REFUSE, DUMPSTER	0		1	4	-3
VEHICLE FIRES	0		7	6	1
CO ALARM	2		18	18	EVEN
GAS LEAK / WIRE DOWN	2		35	33	2
NO DISPATCH	4		34	25	9
UNAUTHORIZED BURN	1		17	16	1
TOTALS	134		1525	1493	
	<u>Month</u>		<u>2023 to Date</u>	<u>2022 to Date</u>	
Property Loss: (\$)	\$75,436.00		\$158,142.00	\$1,051,846.00	-\$893,704.00
Property Saved (\$)	\$845,236		\$1,469,328	\$4,325,565	-\$2,856,237.00
Man Hours on Alarms	590.25		6,245	6,424	-179
Training Man Hours	135.5		1,185.22	1,071.75	113
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	87.75		3,952.40	2,962.43	989.97
Burning Permits Issued	45		182	162	20
Grand Valley Alarms	14		173	138	35
Off-Campus Student Housing	11		152	174	-22
Stonebridge Senior Housing	9		65	53	12
Green Acres	4		44	72	-28
Atrium of Allendale	17		103	121	-18

Report Filters

Activity/Training Start Date Time: is between '12/1/2023' and '12/31/2023'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
12/01/2023 16:00:00	12/01/2023 20:30:00	Friday	EQUIPMENT CHECKS #1	5
12/04/2023 10:00:00	12/04/2023 16:08:24	Monday	PART TIME SHIFT	1
12/01/2023 17:30:00	12/01/2023 20:30:00	Friday	PUBLIC SERVICE	2
12/09/2023 08:00:00	12/09/2023 10:30:00	Saturday	EQUIPMENT CHECKS #2	5
12/09/2023 09:00:00	12/09/2023 11:30:00	Saturday	CARTER KIT TRAINING	5
12/16/2023 09:00:00	12/16/2023 12:00:00	Saturday	EQUIPMENT CHECKS #3	5
12/14/2023 19:00:00	12/14/2023 21:00:00	Thursday	HAZMAT MONTHLY	1
12/01/2023 17:27:20	12/31/2023 17:27:30	Friday	CAPTAIN PAY	1
12/01/2023 17:29:32	12/31/2023 17:29:42	Friday	EMS COORDINATOR	1
12/01/2023 17:31:34	12/31/2023 17:31:45	Friday	EMS REPORT AUDIT	1
12/01/2023 17:33:57	12/31/2023 17:34:04	Friday	OFFICER PAY D.C.	1
12/01/2023 17:40:08	12/31/2023 17:40:19	Friday	OFFICER PAY LT.	5
12/01/2023 17:43:52	12/31/2023 17:44:00	Friday	SERGEANT PAY	6
12/23/2023 08:00:00	12/23/2023 09:30:00	Saturday	EQUIPMENT CHECKS #4	5
12/30/2023 13:30:00	12/30/2023 16:30:00	Saturday	EQUIPMENT CHECKS #5	4
Activity/Training Event Type: Training				
12/30/2023 18:00:00	12/30/2023 21:00:00	Saturday	MEDICAL CONTROL UPDATES	29
12/18/2023 18:30:00	12/18/2023 21:00:00	Monday	MEDICAL	11
12/18/2023 18:30:00	12/18/2023 20:30:00	Monday	FIREFIGHTER HEATH AND SAFETY	12

NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)		Number of Runs
Day of Week: 01 - Sunday		
		1
	A - Shift 6P SUN / 6A FRI	5
	C - Shift 6P FRI / 6P SUN	16
		Total: 22
Day of Week: 02 - Monday		
	A - Shift 6P SUN / 6A FRI	7
	B - Shift 6A MON / 6P FRI	8
		Total: 15
Day of Week: 03 - Tuesday		
	A - Shift 6P SUN / 6A FRI	6
	B - Shift 6A MON / 6P FRI	16
		Total: 22
Day of Week: 04 - Wednesday		
	A - Shift 6P SUN / 6A FRI	3
	B - Shift 6A MON / 6P FRI	4
		Total: 7
Day of Week: 05 - Thursday		
		2
	A - Shift 6P SUN / 6A FRI	11
	B - Shift 6A MON / 6P FRI	9
		Total: 22
Day of Week: 06 - Friday		
	A - Shift 6P SUN / 6A FRI	3
	B - Shift 6A MON / 6P FRI	6
	C - Shift 6P FRI / 6P SUN	8
		Total: 17
Day of Week: 07 - Saturday		
	C - Shift 6P FRI / 6P SUN	31
		Total: 31
		Total: 136

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
23-000BigFire	12:59:18		100 - Fire, other	None		
23-0001406	16:40:09	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
23-0001412	09:32:50	B - Shift 6A MON / 6P FRI	111 - Building fire	Mutual aid given	Coopersville/Polkton Fire Dept.	
23-0001490	21:54:13	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
23-0001505	11:52:19	B - Shift 6A MON / 6P FRI	111 - Building fire	Mutual aid received		
23-0001507	13:41:23	B - Shift 6A MON / 6P FRI	113 - Cooking fire, confined to container	None		
						Total: 0.00%
Count: 6						
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
23-0001486	14:19:04	B - Shift 6A MON / 6P FRI	3001 - Lift Assist, Medical	None		
23-0001408	23:06:48	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
23-0001487	14:26:15	B - Shift 6A MON / 6P FRI	311 - Medical assist, assist EMS crew	None		
23-0001488	17:54:17	B - Shift 6A MON / 6P FRI	311 - Medical assist, assist EMS crew	None		
23-0001393	02:43:19	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001394	05:11:37	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001396	17:20:06	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001398	18:58:36	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001399	19:25:58	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001401	09:37:44	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001402	14:57:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001403	15:11:39	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001404	17:03:11		321 - EMS call, excluding vehicle accident with injury	None		
23-0001405	02:00:35	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001407	18:52:00	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001409	00:36:44	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001410	05:22:06	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001411	09:35:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001413	11:50:59	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001414	12:49:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001415	16:03:27	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001416	17:37:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001417	03:48:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
23-0001418	08:26:42	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001419	12:01:47	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001421	20:16:42	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001422	23:11:49	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001424	12:42:38	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001425	16:44:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001426	19:17:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001427	20:49:17	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001428	21:07:24	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001429	22:53:49	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001430	08:09:36	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001431	17:43:55	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001432	17:52:59	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001434	20:09:22	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001437	04:46:40	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001438	05:40:47	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001439	06:44:07	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001440	10:20:53	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001442	14:21:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001445	15:00:33	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001446	15:15:42	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001447	18:42:16	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001448	22:07:48	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001449	02:40:00	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001450	07:21:00	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001451	09:57:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001452	15:28:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001453	16:15:05	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001454	16:19:36	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001456	03:29:39	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001457	12:55:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001458	08:53:39	B - Shift 6A MON	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6P FRI	vehicle accident with injury			
23-0001459	22:37:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001460	18:25:13	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001461	18:26:18	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001462	19:05:19	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001463	21:17:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001464	00:18:04	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001465	00:19:17	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001466	17:27:22	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001468	09:59:34	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001470	11:17:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001473	20:21:52	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001475	05:46:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001477	21:50:15	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001478	04:29:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001479	06:52:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001480	14:22:33	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001481	17:28:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001482	19:20:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001483	21:44:21	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001484	03:30:27	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001493	03:24:44	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001496	22:31:08	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001497	00:32:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001498	04:30:12	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001499	08:24:18	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001500	09:56:41	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001502	17:49:01	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001503	20:28:17	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001504	07:00:05	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001510	21:32:37	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001511	08:37:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
23-0001512	12:05:21	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001513	18:24:25	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001514	02:34:37	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001515	11:53:39	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001516	13:56:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001517	14:05:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001518	18:48:38	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001519	19:06:39	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001520	00:06:19	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001521	00:39:58	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001522	07:50:52	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001524	13:17:01	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
23-0001525	18:25:50	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
23-0001467	22:34:15	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	Mutual aid received		
23-0001489	18:31:33	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
23-0001492	01:40:02	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
23-0001472	17:23:29	C - Shift 6P FRI / 6P SUN	324 - Motor vehicle accident with no injuries.	None		
						Total: 0.00%
Count: 103						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
23-0001485	11:49:37	B - Shift 6A MON / 6P FRI	412 - Gas leak (natural gas or LPG)	None		
23-0001474	01:27:06	A - Shift 6P SUN / 6A FRI	440 - Electrical wiring/equipment problem, other	None		
						Total: 0.00%
Count: 2						
Incident Type Category (FD1.21): 5 - Service Call						
23-0001444	07:03:13	C - Shift 6P FRI / 6P SUN	550 - Public service assistance, other	None		
23-0001508	16:41:25	B - Shift 6A MON / 6P FRI	561 - Unauthorized burning	None		
						Total: 0.00%
Count: 2						
Incident Type Category (FD1.21): 6 - Good Intent Call						
23-0001392	00:21:21	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
23-0001397	18:18:08	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
23-0001435	00:00:36	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
23-0001400	21:22:53	C - Shift 6P FRI / 6P SUN	6110 - Dispatched and cancelled en route (Medical)	None		
23-0001433	19:15:51	C - Shift 6P FRI / 6P SUN	6110 - Dispatched and cancelled en route (Medical)	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
23-0001436	02:04:45	C - Shift 6P FRI / 6P SUN	6110 - Dispatched and cancelled en route (Medical)	None		
23-0001443	15:02:31	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
23-0001494	17:08:27	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
23-0001523	11:22:10	C - Shift 6P FRI / 6P SUN	622 - No incident found on arrival at dispatch address	None		
						Total: 0.00%
Count: 9						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
23-0001423	10:28:11	B - Shift 6A MON / 6P FRI	700 - False alarm or false call, other	None		
23-0001420	18:33:30	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
23-0001469	10:07:48	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
23-0001495	17:04:14	B - Shift 6A MON / 6P FRI	7001 - Dispatch Error (Never Dispatched)	None		
23-0001501	09:56:43	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
23-0001441	13:42:29	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		
23-0001491	21:59:20	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
23-0001506	13:35:56	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
23-0001476	07:56:13	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		
23-0001471	11:21:10	C - Shift 6P FRI / 6P SUN	736 - CO detector activation due to malfunction	None		
23-0001395	14:05:19	C - Shift 6P FRI / 6P SUN	740 - Unintentional transmission of alarm, other	None		
23-0001509	17:14:12	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
23-0001455	16:56:57	B - Shift 6A MON / 6P FRI	746 - Carbon monoxide detector activation, no CO	None		
						Total: 0.00%
Count: 13						
						Total: 0.00%
Count: 135						

Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
Basic Shift Or Platoon (FD1.30): (None)					
23-0001404	12/03/2023 17:04:37	171, 170	Sunday	190	8
	12/21/2023 15:49:34	E1	Thursday		1
	12/28/2023 12:59:17	E1	Thursday		0
					Avg: 2.91
Basic Shift Or Platoon (FD1.30): A - Shift 6P SUN / 6A FRI					
23-0001484	12/21/2023 03:31:48	171, 170	Thursday	121	6
23-0001510	12/26/2023 21:34:02	170, 171	Tuesday	190	12
23-0001503	12/24/2023 20:29:41	170, 171	Sunday	121	8
23-0001491	12/21/2023 22:01:03	121	Thursday	140	12
23-0001490	12/21/2023 21:55:51	122, 161, 195	Thursday	OUT	4
23-0001492	12/22/2023 01:40:45	170, 171	Friday	190	14
23-0001493	12/22/2023 03:25:48	170, 171	Friday	128	10
23-0001482	12/19/2023 19:22:45	171, 170	Tuesday	190	11
23-0001483	12/20/2023 21:45:03	171, 170	Wednesday	190	8
23-0001473	12/17/2023 20:26:04	171, 170	Sunday	128	7
23-0001475	12/18/2023 05:46:54	170, 171	Monday	120	7
23-0001474	12/18/2023 01:31:46	199	Monday	141	18
23-0001478	12/19/2023 04:30:15	171, 170	Tuesday	120	9
23-0001477	12/18/2023 21:51:05	170, 171	Monday	190	7
23-0001513	12/28/2023 18:26:55	171, 170	Thursday	194	7
23-0001514	12/29/2023 02:36:22	171, 170	Friday	128	9
23-0001489	12/21/2023 18:31:46	122, 121, 170	Thursday	120	8
23-0001525	12/31/2023 18:27:32	170, 171	Sunday	170	6
23-0001405	12/04/2023 02:01:29	190, 170, 171, 121, 181	Monday	180	12
23-0001408	12/04/2023 23:08:06	171, 170	Monday	190	8
23-0001409	12/05/2023 00:37:59	171, 170	Tuesday	190	11
23-0001410	12/05/2023 05:23:55	171, 170	Tuesday	192	10
23-0001427	12/07/2023 20:51:31	170, 171	Thursday	121	6
23-0001429	12/07/2023 22:56:23	170, 171	Thursday	191	8
23-0001428	12/07/2023 21:09:21	181, 170, 171	Thursday	190	7
	12/05/2023 18:48:56	171	Monday		3
23-0001421	12/06/2023 20:18:57	170, 171	Wednesday	141	7
23-0001422	11/22/2023 23:12:57	171, 170	Thursday	120	9
23-0001417	12/06/2023 03:52:00	171, 170	Wednesday	141	11
23-0001426	12/07/2023 19:20:32	192, 122	Thursday	140	5
23-0001448	12/10/2023 22:09:46	170, 171	Sunday	100	13
23-0001447	12/10/2023 18:45:44	170, 171	Sunday	164	8
23-0001449	12/11/2023 02:40:43	170, 171	Monday	107	8
23-0001456	12/12/2023 03:30:30	170, 171	Tuesday	180	13
23-0001459	12/14/2023 22:39:15	171, 170	Thursday	141	9
					Avg: 8.84
Basic Shift Or Platoon (FD1.30): B - Shift 6A MON / 6P FRI					
23-0001455	12/11/2023 16:58:35	171	Monday	120	0
23-0001452	12/11/2023 15:30:36	171	Monday	110	34
23-0001454	12/11/2023 16:20:09	171, 199, 190	Monday	190	8
23-0001457	12/12/2023 12:57:46	170	Tuesday	128	4
23-0001458	12/13/2023 08:54:36	170	Wednesday	190	6
23-0001453	12/11/2023 16:17:24	171	Monday	180	6
23-0001431	12/08/2023 17:45:15	171	Friday	140	6
23-0001420	12/06/2023 18:36:10		Wednesday	OUT	5
	12/11/2023 10:06:02	190	Monday	121	0

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
	12/11/2023 07:21:00	171	Monday	120	5
23-0001424	12/07/2023 12:44:23	171	Thursday	190	8
23-0001425	12/07/2023 16:46:40	171	Thursday	190	6
23-0001416	12/05/2023 17:38:22	171	Tuesday	100	5
23-0001419	12/06/2023 12:03:33	170	Wednesday	192	6
23-0001418	12/06/2023 08:30:16	171	Wednesday	140	7
23-0001423	12/07/2023 10:29:54	122, 190	Thursday	160	8
23-0001411	12/05/2023 09:37:59	171	Tuesday	140	7
23-0001412	12/05/2023 09:34:16	121, 190	Tuesday	OUT	6
23-0001415	12/05/2023 16:06:13	190, 171	Tuesday	120	4
23-0001430	12/08/2023 08:12:41	171	Friday	180	7
23-0001406	12/04/2023 16:40:58	161, 122, 121, 190	Monday	OUT	9
23-0001413	12/05/2023 11:52:48	171	Tuesday	192	6
23-0001414	12/05/2023 12:51:59	171	Tuesday	121	4
23-0001515	12/29/2023 11:54:42	171	Friday	190	2
23-0001516	12/29/2023 13:59:13	171	Friday	120	7
23-0001479	12/19/2023 06:54:37	171	Tuesday	100	10
	12/19/2023 14:24:36	171	Tuesday		7
23-0001476	12/18/2023 07:58:54	171	Monday	120	3
23-0001485	12/21/2023 11:50:17	190, 122	Thursday	120	0
23-0001481	12/19/2023 17:31:40	171	Tuesday	190	6
23-0001488	12/21/2023 17:55:46	171	Thursday	120	6
23-0001494	12/22/2023 17:10:45	122, 141	Friday	120	10
23-0001504	12/26/2023 07:01:49	171	Tuesday	190	6
23-0001507	12/26/2023 13:43:01	141, 121, 196, 122	Tuesday	190	7
23-0001506	12/26/2023 13:36:50	122	Tuesday	140	0
23-0001495	12/22/2023 17:05:59	195	Friday	OUT	12
23-0001509	12/26/2023 17:15:17	141, 122	Tuesday	140	10
23-0001487	12/21/2023 14:28:47	170, 190	Thursday	120	3
23-0001486	12/21/2023 14:21:13	171, 170	Thursday	120	5
23-0001508	12/26/2023 16:43:53	196	Tuesday	120	5
23-0001505	12/26/2023 11:55:05	122, 196, 141, 121	Tuesday	140	8
23-0001511	12/28/2023 08:37:48	171	Thursday	190	7
23-0001512	12/28/2023 12:06:32	171	Thursday	120	7
					Avg: 6.49
Basic Shift Or Platoon (FD1.30): C - Shift 6P FRI / 6P SUN					
23-0001497	12/23/2023 00:34:54	171, 170	Saturday	140	9
23-0001498	12/23/2023 04:32:31	170, 171	Saturday	140	11
23-0001499	12/23/2023 08:26:26	170, 171	Saturday	120	6
23-0001500	12/23/2023 09:58:26	170, 171	Saturday	170	3
23-0001501	12/23/2023 09:59:15		Saturday	0611	7
23-0001502	12/23/2023 17:51:28	171, 170	Saturday	190	6
23-0001496	12/22/2023 22:32:38	171, 170	Friday	190	10
23-0001518	12/30/2023 18:50:39	171, 170	Saturday	160	8
23-0001519	12/30/2023 19:08:31	170, 171	Saturday	100	9
23-0001517	12/30/2023 14:07:09	170, 171	Saturday	190	5
23-0001521	12/31/2023 00:41:40	171	Sunday	128	5
23-0001520	12/31/2023 00:09:34	171, 170	Sunday	100	8
23-0001524	12/31/2023 13:17:17	171, 170	Sunday	192	10
23-0001523	12/31/2023 11:23:59	122, 194	Sunday	180	13
23-0001522	12/31/2023 07:54:29	170, 171	Sunday	190	12
23-0001392	12/02/2023 00:23:28	171, 170	Saturday	180	

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
23-0001403	12/03/2023 15:12:06	170, 171	Sunday	192	4
23-0001402	12/03/2023 14:58:49	171, 170	Sunday	170	5
23-0001393	12/02/2023 02:45:04	171, 170	Saturday	140	10
23-0001394	12/02/2023 05:13:24	170, 171	Saturday	190	9
23-0001395	12/02/2023 14:07:42	121, 198	Saturday	180	14
23-0001396	12/02/2023 17:21:46	170, 171	Saturday	120	5
23-0001397	12/02/2023 18:18:53	171, 170	Saturday	110	
23-0001398	12/02/2023 19:01:01	170, 171	Saturday	171	9
23-0001399	12/02/2023 19:27:22	171, 170	Saturday	121	7
23-0001400	12/02/2023 21:23:33	170, 171	Saturday	180	7
23-0001401	12/03/2023 09:41:02	170, 171	Sunday	192	5
23-0001433	12/08/2023 19:18:30	170, 171	Friday	101	
23-0001432	12/08/2023 17:54:56	170	Friday	190	8
23-0001434	12/08/2023 20:11:15	170, 171	Friday	196	4
23-0001435	12/09/2023 00:01:27	170	Saturday	141	
23-0001436	12/09/2023 02:05:40	170	Saturday	180	
23-0001437	12/09/2023 04:47:14	171, 170	Saturday	192	10
23-0001441	12/09/2023 13:44:21	122, 141, 197	Saturday	190	12
23-0001440	12/09/2023 10:22:00	170, 171	Saturday	191	5
23-0001439	12/09/2023 06:44:24	171, 170	Saturday	140	10
23-0001438	12/09/2023 05:45:28	170, 171	Saturday	121	8
23-0001443	12/09/2023 15:04:51	122, 170	Saturday	180	
23-0001442	12/09/2023 14:24:42	170, 171	Saturday	141	6
	12/10/2023 07:04:15	197	Sunday	120	0
23-0001446	12/10/2023 15:16:01	171	Sunday	170	7
23-0001445	12/10/2023 15:02:08	171, 170	Sunday	161	8
23-0001460	12/15/2023 18:28:03	170	Friday	100	8
23-0001462	12/15/2023 19:08:39	170, 171	Friday	180	7
23-0001461	12/15/2023 18:30:50	171	Friday	141	8
23-0001463	12/15/2023 21:20:55	171, 170	Friday	100	9
23-0001464	12/16/2023 00:19:32	170	Saturday	180	13
23-0001465	12/16/2023 00:22:17	171	Saturday	192	11
23-0001466	12/16/2023 17:29:39	170, 171	Saturday	191	7
23-0001467	12/16/2023 22:34:37	170, 121, 181, 122	Saturday	170	6
23-0001470	12/17/2023 11:19:31	171, 170	Sunday	170	5
23-0001471	12/17/2023 11:24:42	192	Sunday	100	9
23-0001469	12/17/2023 10:09:55		Sunday	OUT	5
23-0001468	12/17/2023 10:02:38	171, 170	Sunday	180	7
23-0001472	12/17/2023 17:24:23	192	Sunday	140	8
					Avg: 7.73
					Avg: 7.51

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '12/01/2023' and '12/31/2023'

AFD Aid Given/Received Report

Incident Number	Basic Incident Date Time	Basic Incident Day Name (FD1.3)	Basic Incident Full Address	Aid Given Or Received	Automatic Aid Received Departments	Basic Incident Type Code (FD1.21)
Department Name: (None)						
23-0001467	12/16/2023 22:34:15	Saturday	LAKE MICHIGAN Drive and ROSEWOOD AVE Allendale MI 49401	Mutual aid received	Blendon Township Fire Dept	322
23-0001505	12/26/2023 11:52:19	Tuesday	10295 48TH Avenue M106 Allendale MI 49401	Mutual aid received	Robinson Township Fire Dept, Georgetown Township, Wright-Tallmadge Fire Dept, Blendon Township Fire Dept	111
				Count: 2		
Department Name: Coopersville/Polkton Fire Dept.						
23-0001412	12/05/2023 09:32:50	Tuesday	5991 ROOSEVELT Street Allendale MI 49401	Mutual aid given		111
				Count: 1		
Department Name: Wright-Tallmadge Fire Dept						
23-0001406	12/04/2023 16:40:09	Monday	2220 WINANS Street Grand Rapids MI 49534	Automatic aid given		111
23-0001490	12/21/2023 21:54:13	Thursday	4361 LEONARD Street Eastmanville MI 49404	Automatic aid given		111
				Count: 2		
				Count: 5		

AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	8
01:00:00 - 01:59:59	2
02:00:00 - 02:59:59	5
03:00:00 - 03:59:59	4
04:00:00 - 04:59:59	3
05:00:00 - 05:59:59	4
06:00:00 - 06:59:59	2
07:00:00 - 07:59:59	5
08:00:00 - 08:59:59	5
09:00:00 - 09:59:59	7
10:00:00 - 10:59:59	3
11:00:00 - 11:59:59	7
12:00:00 - 12:59:59	6
13:00:00 - 13:59:59	5
14:00:00 - 14:59:59	7
15:00:00 - 15:59:59	6
16:00:00 - 16:59:59	7
17:00:00 - 17:59:59	13
18:00:00 - 18:59:59	11
19:00:00 - 19:59:59	6
20:00:00 - 20:59:59	5
21:00:00 - 21:59:59	8
22:00:00 - 22:59:59	5
23:00:00 - 23:59:59	2
Total: 136	

RESOLUTION 2024-03

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 January 22, 2024, at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

RESOLUTION AUTHORIZING PURCHASE OF REAL ESTATE (11147 60th Avenue, Allendale MI)

WHEREAS, the MOST REVEREND DAVID J. WALKOWIAK, BISHOP OF THE ROMAN CATHOLIC DIOCESE OF GRAND RAPIDS, MICHIGAN, IN TRUST FOR ST. LUKE UNIVERSITY PARISH – ALLENDALE owns real property commonly known as 11147 60th Avenue, Allendale, MI 49401, PPN 70-09-26-100-073 (the “**Subject Property**”),

WHEREAS, the Township desires to purchase the Subject Property,

WHEREAS, the parties have entered a purchase agreement for the Subject Property, which is attached hereto as **Exhibit A**, (the “**Purchase Agreement**”); and

WHEREAS, the parties have obtained the necessary title work, environmental assessments, and related information necessary to complete the transaction.

NOW, THEREFORE BE IT RESOLVED, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan as follows:

1. The Allendale Charter Township Board hereby approves the purchase of the Subject Property for the sum of **One Million Five Hundred Fifty Thousand and 00/100 Dollars (\$1,550,000.00)** in accordance with the terms of the Purchase Agreement, and directs the Treasurer and/or finance manager to tender all sums due under the terms of the Purchase Agreement and related due diligence to the required parties.
2. The Allendale Charter Township Board hereby grants authority to the Township Supervisor and the Township Clerk to take all actions necessary to purchase the Subject Property pursuant to the terms of the Purchase Agreement, including without limitation signing all closing documents on behalf of the Township at any scheduled closing.
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YEAS:

NAYS: ABSENT:

Resolution declared adopted on January 22, 2024.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

REAL ESTATE PURCHASE AGREEMENT

THIS AGREEMENT ("**Agreement**"), effective as of that date the last party signs this Agreement ("**Effective Date**"), is by and between **MOST REVEREND DAVID J. WALKOWIAK, BISHOP OF THE ROMAN CATHOLIC DIOCESE OF GRAND RAPIDS, MICHIGAN, IN TRUST FOR ST. LUKE UNIVERSITY PARISH - ALLENDALE**, whose address is 360 Division Ave. S., Grand Rapids, Michigan, 49503, hereinafter called the "**Seller**," and **ALLENDALE CHARTER TOWNSHIP, a Michigan charter township**, of 6676 Lake Michigan Drive, Allendale, Michigan, 49401, hereinafter called the "**Buyer**" and based on the following facts and circumstances:

Seller owns the certain realty commonly known as 11147 60th Avenue, Allendale, MI 49401, PPN 70-09-26-100-073 and legally described on the attached **Exhibit A**, consisting of approximately 14.41 acres, together with all improvements, fixtures, easements, division rights, tenements, hereditaments and appurtenances thereunto (including Seller's mineral, oil/gas, utility, and riparian rights) belonging or in any way appertaining (collectively, "**Premises**"); and

Seller desires to sell the Premises, and Buyer desires to purchase the Premises, in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement and other valuable consideration, the parties to this Agreement hereby agree as follows:

1. **Purchase Price; Payment.** The Purchase Price to be paid for the Premises shall be the sum of **One Million Five Hundred Fifty Thousand and 00/100 Dollars (\$1,550,000.00)** ("**Purchase Price**"). The Purchase Price shall be paid at Closing (defined herein) in immediately available funds, less any other adjustments and prorations detailed herein. Upon payment of all amounts due Seller under this Agreement, Seller shall convey title to the Premises to Buyer, by a warranty deed, subject to easements, restrictions, interests and reservations of record, taxes and assessments not yet due and payable, and any matters that would be shown by an accurate land title survey prepared in accordance with the latest standards approved by the American Land Title Association and the National Society of Professional Surveyors ("**Deed**").

2. **Closing.** The closing of the sale and purchase of the Premises ("**Closing**") will take place on a date and time as is mutually agreeable to the parties, provided, however, that Closing will occur no earlier than January 1, 2024. The Closing shall be held at a place mutually agreed upon by the parties, but in the absence of such agreement, at the offices of the Title Company (defined herein). In the event that the Closing does not occur on or before February 29, 2024, either Seller or Buyer may terminate this Agreement by providing written notice of such termination to the other party.

2.1. At the Closing, Seller shall execute and deliver: (i) the Deed; (ii) a real estate transfer tax valuation affidavit; (iii) a closing statement setting forth the Purchase Price and closing adjustments; (iv) an affidavit of just compensation reasonably acceptable to Seller; (v) a commercially reasonable Owner's affidavit(s) in the form reasonably prescribed by the Title Company for the removal of its standard exceptions and to furnish (as modified by Seller); (vi) nonforeign affidavit; (vii) an ALTA (defined herein) title insurance policy, which shall insure Buyer's title as required by this Agreement; (viii) actual physical possession of the Premises, free of all tenants or other occupants (but subject to the matters described in the Deed) and (ix) other documents reasonably necessary or legally required to evidence the transaction contemplated by this Agreement. Buyer acknowledges that the Premises may require repairs or maintenance and Buyer agrees to accept the Premises in its present "AS IS" condition, with no warranties concerning its condition or permitted use.

2.2. At Closing, Buyer shall execute and deliver: (i) the Purchase Price; (ii) a closing statement setting forth the Purchase Price and closing adjustments and proration; and (iii) any other documents reasonably necessary or legally required to evidence the transaction contemplated by this Agreement.

At Closing, Seller shall pay the title insurance premium for Buyer's title insurance policy as required by Paragraph 4 (but Buyer shall be responsible for and shall pay all costs and charges associated with any endorsements to such policy desired by Buyer), the County and State transfer taxes, and any real estate commission due to Seller's agent. Buyer shall pay for the cost of any lender's policy of title insurance (if any) and the recording of the warranty deed. Seller and Buyer shall each pay one-half of any closing fee charged by the Title Company closing agent, but otherwise be responsible for their own closing costs, including attorney fees. Buyer shall be responsible for any costs associated with Buyer's due diligence.

3. **Conditions to Closing.** Buyer's obligation to close the transactions contemplated by this Agreement shall be subject to, and conditioned upon the following at the time of Closing: (i) Buyer is satisfied, in its sole discretion, that the Premises are in compliance with all applicable governmental orders, regulations, statutes, and ordinances; (ii) Buyer's satisfaction, in its sole discretion, with the status of title, Survey, and inspections of and to the Premises; (iii) all representations and warranties of Seller set forth in this Agreement being true as of the Closing; and (iv) Buyer has obtained necessary approvals from its Board. If one or more of the contingencies is not satisfied, and Buyer is not willing to waive such contingencies, Buyer may terminate this Agreement by written notice to Seller and neither party shall have any further liability to the other under this Agreement (except as described in Paragraph 5).

4. **Title.** Seller shall promptly arrange to furnish to Buyer a commitment for an American Land Title Association ("ALTA") owner's title insurance policy for the Premises from Sun Title (c/o Lawrence Duthler (616) 317-4220, lduthler@suntitle.com) ("**Title Company**"); such commitment shall be in the amount of the Purchase Price, show title in Seller (collectively, "**Title Commitment**"). If an objection is made, Seller may, at their expense, to correct any defects in title; however, if Seller is unable or unwilling to correct these defects in title prior to Closing, Buyer may rescind this Agreement and neither party shall have any further liability to the other under this Agreement (except as described in Paragraph 5). Buyer shall have the right to notify the

Title Company issuing the Title Commitment of any matters affecting title to the Premises which have not been disclosed by the Title Commitment and which come to the attention of Buyer. Notwithstanding anything in this Paragraph 4 to the contrary, Buyer may waive any or all defects in title.

5. **Buyer's Right of Inspection.** Buyer and its agents shall be entitled to investigate, to Buyer's satisfaction and at Buyer's expense, the condition of the Premises as well as any matter pertaining to the Premises including, its appearance, environmental condition, zoning classification, tax classification, and any required inspection of a septic system by Ottawa County or its agents. The costs of all such inspections shall be borne by Buyer; notwithstanding, within five days from the date of this Agreement, Seller shall endeavor to furnish Buyer with true copies of any prior inspection reports in the possession or control of Seller. If Buyer notifies Seller on or before Closing that this condition precedent is not fulfilled to the satisfaction of Buyer, Buyer may, at Buyer's sole discretion, terminate this Agreement and neither party shall have any further liability to the other under this Agreement (except as described in Paragraph 5). Buyer will indemnify and hold Seller harmless from any claims or damage arising solely from any such inspections. Buyer will also reimburse Seller for any third party costs and liabilities incurred by Seller arising from Buyer's inspections and activity on the Premises. Buyer's obligations under this paragraph shall survive the Closing. Buyer acknowledges that Buyer has had the opportunity to investigate all matters of interest pertinent to the Premises, including, without limitation, its environmental condition and history.

6. **Survey.** Buyer may arrange for a survey of the Premises ("**Survey**") at Buyer's expense, and Seller agrees to cooperate with the same, including, by the Seller endeavoring to deliver a copy of any surveys of the Premises in their possession to Buyer. If Buyer elects to order a Survey, Buyer must object to any matters disclosed in the Survey prior to Closing. If no such objection is made prior to Closing, Buyer shall be deemed to have waived all objections to the Survey. If such an objection is made and Seller does not remedy the same, at Seller's expense and in a manner reasonably satisfactory to Buyer, prior to Closing, Buyer may, at Buyer's sole option (and as Buyer's sole remedy), either accept the Survey or terminate this Agreement, in which case neither party shall have any further liability to the other under this Agreement (except as described in Paragraph 5). Buyer hereby releases Seller from all responsibility, claims, obligations, and liability arising from or associated with (i) the presence or release of any hazardous substance or solid or hazardous waste (as those terms are defined in applicable federal and state environmental protection laws and regulations); and (ii) any environmental matters associated with or arising from the condition or use of the Premises prior to, on or after the Closing.

7. **Representations and Warranties of Seller.** Seller represents and warrants to Buyer, which shall all be true on and as of the date of this Agreement and through to and on the date of Closing, that:

7.1. Except as may be disclosed in writing to Buyer prior to the Closing, Seller has not received written notice of any material violation of any federal, state, and local laws, rules, regulations, orders, decrees, regulations, ordinances, or requirements in any way involving or affecting the Premises.

7.2. Except as may be disclosed in writing to Buyer prior to the Closing, at all times that Seller has owned title to the Premises, it has enjoyed exclusive possession of the same (subject to the matters set forth in the Deed).

7.3. Except as may be disclosed in writing to Buyer prior to the Closing, Seller has not received written notice of any pending or threatened claims, litigation, or condemnation proceedings, affecting all or any part of the Premises;

7.4. Seller has the full power and authority to enter into this Agreement and to assume and perform all of Seller's obligations under this Agreement.

The foregoing representations and warranties shall survive the Closing for one year. Seller shall hold Buyer harmless, indemnify, and at Buyer's option, defend Buyer from and against any loss, including attorney's fees and litigation expenses, incurred by reason of Seller's breach of any of any then surviving foregoing representations and warranties.

8. **Disclosures**. The Premises being vacant land, no Seller's Disclosure Statement or Lead-Based Paint Disclosure form are provided by Seller. Seller shall promptly disclose to Buyer in writing any matter of which Seller has actual knowledge or notice that would make the representations contained in Section 7 inaccurate as of the date of Closing.

9. **Real Estate Taxes and Assessments; Prorations**. Seller shall pay in full all general real estate taxes billed against the Premises prior to Closing, if any, and shall furnish adequate proof of payment to Buyer at or prior to Closing. Seller shall pay in full all outstanding special taxes and assessments, if any, against the Premises at or prior to Closing; however, if such an assessment is payable in installments, Seller shall only be responsible for such installments billed prior to Closing. Real estate taxes billed during calendar year of Closing shall be pro-rated between the parties on a calendar year basis, with Buyer receiving a credit from Seller for the part of the calendar year of Closing expired as of Closing, based upon most recent available information. For purposes of this paragraph, it is understood and agreed that all real estate taxes billed during a calendar year are real estate taxes for that calendar year. Further, Seller shall pay all utility bills through the day before Closing based on meter or other readings taken on the date of Closing.

10. **Condemnation**. Seller shall promptly notify Buyer of any impending or actual condemnation proceedings against the Premises or any portion of the Premises of which Seller has actual notice. If any material portion of the Premises shall be threatened to be condemned, Buyer shall have the right (i) to terminate this Agreement, and in such event neither party shall have any further liability under this Agreement (except as described in Paragraph 5), or (ii) to proceed to Closing, agreeing to take the Premises in its then-current condition and be entitled to receive all condemnation proceeds. If an immaterial portion of the Premises shall be threatened to be condemned or be condemned, Buyer shall proceed to Closing and be entitled to receive all condemnation proceeds.

11. **Successors**. This Agreement shall be binding upon and the benefits hereof shall inure to the parties hereto and their respective successors and assigns. Neither party may assign

this Agreement without the written consent of the other, except that the Buyer may assign this Agreement without the consent of Seller to any entity Buyer forms for the purpose of owning the Premises.

12. **Governing Law; Severability.** This Agreement, and the rights and obligations of the parties hereunder, shall be governed by the internal laws of the State of Michigan, without reference to any applicable conflict of laws provisions. The invalidation of one or more of the terms of this Agreement shall not affect the validity of the remaining terms.

13. **Notice.** Any notice given pursuant to this Agreement shall be served by United States mail, certified, return receipt requested or by FedEx or UPS at the addresses set forth herein and deemed received two days after placement in the United States mail or one business day after deposit with FedEx or UPS.

14. **Counterparts; Electronic Signatures.** This Agreement may be executed in separate counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. The parties agree that evidence of signatures on this Agreement, and all other documents or agreements referenced, or necessary to evidence or close the transactions contemplated, may be delivered by facsimile or electronic mail in lieu of an original signature, and the parties agree to treat such signatures as original signatures and shall be bound.

15. **Construction; Interpretation.** The headings of each Paragraph are for convenience only and are not intended to affect the interpretation or construction of this Agreement. The recitals to this Agreement are hereby incorporated by reference, ratified, and confirmed as part of this Agreement. The definitions and pronouns contained in this Agreement are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as the feminine and neuter genders of such terms. The use of the word "including" herein shall mean "including, without limitation." The words "hereof," "herein," and words of similar import, when used in this Agreement, shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The word "or" when used herein shall be in the inclusive sense. All references to "\$" and dollars in this Agreement shall mean United States dollars unless otherwise specifically provided. The word "shall" denotes a directive and obligation, and not an option. All representations, warranties, covenants, and agreements of Seller shall survive the consummation of the transactions contemplated by this Agreement and not be deemed merged into any deed of conveyance. Except as otherwise specified, whenever any action must be taken on or by a day that is not a business day, then such action may be validly taken on or by the next day that is a business day. When used herein, "business day(s)" means each day during which nationally chartered banks in Michigan are open for normal and customary business.

16. **Default.** If Buyer defaults in Buyer's obligations so that the purchase described herein is not timely closed, then Seller may terminate this Agreement by notice to Buyer. If Seller defaults in Seller's obligations under this Agreement so that the purchase described herein is not timely closed, then Buyer may terminate this Agreement by notice to Seller. Alternatively, either party may elect to have specific performance of this Agreement or claim against the defaulting party for actual damages.

17. **Miscellaneous.** Time is of the essence of this Agreement. If the date for Closing, for the delivery of a document, or for giving of a notice falls on a Saturday, Sunday, or bank holiday, then it shall be automatically deferred to the next day that is not a Saturday, Sunday, or bank holiday. Seller and Buyer recognize that the law firm of Warner Norcross + Judd LLP ("**Legal Counsel**") is representing the Seller in the purchase described herein. Buyer has either hired independent legal counsel or knowingly elected not to hire independent counsel to represent it in the transaction contemplated by this Agreement. All notices, requests, consents and other communications required by this Agreement must be in writing and shall be delivered to Seller and Buyer at their respective addresses set forth above, or at another place designated by like notice to one another. Notice shall be effective upon receipt, if personally delivered, or upon mailing, if mailed. Delivery of a notice by recognized overnight delivery service shall also be sufficient. The headings and captions of the various subdivisions of this Agreement are for convenience of reference only and shall in no way modify or affect the meaning or construction of any of the terms or provisions of this Agreement. Notice shall be effective upon receipt, if personally delivered, or upon mailing, if mailed. This Agreement may be signed in one or more counterparts, and by different parties to this Agreement on separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures. In the event of a dispute arising out of this Agreement, the prevailing party will be entitled to actual attorney fees and costs.


18. **Entire Agreement; Amendment.** This Agreement, including all exhibits and any schedules and addenda, express the entire understanding between Seller and Buyer with respect to the transaction contemplated thereby. All prior communications concerning this transaction are merged in and superseded by this Agreement. No amendment, alteration, or modification to this Agreement shall be made except by written instrument signed by all the parties hereto.

Signatures Contained on the Following Page

The parties have executed and delivered the above Agreement as of the date first referenced above.

SELLER:


Date: 12/1/23


MOST REVEREND DAVID J. WALKOWIAK,
BISHOP OF THE ROMAN CATHOLIC
DIOCESE OF GRAND RAPIDS, MICHIGAN, IN
TRUST FOR ST. LUKE UNIVERSITY PARISH -
ALLENDALE

BUYER:

ALLENDALE CHARTER TOWNSHIP,
a Michigan charter township

Date: 11/28/2023


By: Adam Elenbaas
Its: Supervisor

Date: 11-27-2023



By: Jody L. Hansen
Its: Clerk

EXHIBIT A

LEGAL DESCRIPTION

E 618 FT OF N 1208.38 FT OF NE 1/4 OF NW 1/4, EXC M-45 R/W. SEC 26 T7N R14W

PPN: 70-09-26-100-073.

[Legal Description to be confirmed by Title Commitment]



JOB TITLE:	Public Utilities Operator I
DEPARTMENT:	Public Utilities
REPORTS TO:	Water and Wastewater Supervisors
FLSA STATUS:	Non-exempt
POSITION TYPE:	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
SALARY RANGE:	A-5U License Incentive: Michigan <u>Municipal Water Distribution Operator</u> S-4, S-3 Water Distribution License and Michigan Wastewater Operates License <u>Treatment Plant Operator Class Certification</u> C and D will receive a (\$0.25) hourly increase <u>per license</u> to the wage upon certification.
EFFECTIVE DATE:	

SUMMARY:

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, ~~MI~~Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

Benefits include: health, dental, vision, generous 401(a) retirement program, short-term and long-term disability, life insurance, paid time off, and other insurance ~~options—as desired~~offerings. This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.
- Communicate with Public Utilities team regarding status of equipment and samples.

- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

REQUIRED SKILLS, ABILITIES and ~~KNOWLEDGE~~ KNOWLEDGE:

- ~~Possession of a Michigan S-4 and D Operator License from the State of Michigan is required within five (5) years of hiring.~~
- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

Special Requirements: Employee must obtain a Michigan S-4 Water Distribution Certificate and Michigan Wastewater Treatment Operator Class D Certificate through Michigan's Department of Environment, Great Lakes, and Energy within five (5) years of date of hire. Applicants must be eligible to obtain such certifications at the time of hire.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component, or equivalent.
Experience:	Previous public utility experience desired.
Licenses:	<ul style="list-style-type: none"> • <u>Possession of a valid, Michigan motor vehicle operator's license.</u> • The <u>See Special Requirements noted above. Applicants must have the</u> desire to continue learning wastewater treatment and water distribution principles as licensing is required through Michigan Department of Environment, Great Lakes, and Energy, and be eligible to obtain such certifications at the time of hire. • □ Possession of a valid, Michigan motor vehicle operator's license.
Miscellaneous:	<ul style="list-style-type: none"> • Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar. • Collaboration and communication with other employees. • Logic, intuition, analysis, research, organization, and judgment skills.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

General working conditions are outside. Employees must be willing to work in all weather conditions, including adverse weather conditions.

PHYSICAL REQUIREMENTS:

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:



PUBLIC UTILITIES OPERATOR I

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____

JOB TITLE:	Public Utilities Operator I
DEPARTMENT:	Public Utilities
REPORTS TO:	Water and Wastewater Supervisors
FLSA STATUS:	Non-exempt
POSITION TYPE:	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
SALARY RANGE:	A-5U License Incentive: Michigan Municipal Water Distribution Operator S-4, S-3 and Michigan Wastewater Treatment Plant Operator C and D will receive a (\$0.25) hourly increase per license to the wage upon certification.
EFFECTIVE DATE:	

SUMMARY:

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

Benefits include: health, dental, vision, generous 401(a) retirement program, short-term and long-term disability, life insurance, paid time off, and other insurance offerings. This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.
- Communicate with Public Utilities team regarding status of equipment and samples.
- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.

PUBLIC UTILITIES OPERATOR I

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

REQUIRED SKILLS, ABILITIES and KNOWLEDGE:

- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

Special Requirements: Employee must obtain a Michigan S-4 Water Distribution Certificate and Michigan Wastewater Treatment Operator Class D Certificate through Michigan's Department of Environment, Great Lakes, and Energy within five (5) years of date of hire.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component, or equivalent.
Experience:	Previous public utility experience desired.
Licenses:	<ul style="list-style-type: none">• Possession of a valid, Michigan motor vehicle operator's license• See Special Requirements noted above. Applicants must have the desire to continue learning wastewater treatment and water distribution principles
Miscellaneous:	<ul style="list-style-type: none">• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.• Collaboration and communication with other employees.• Logic, intuition, analysis, research, organization, and judgment skills.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

General working conditions are outside. Employees must be willing to work in all weather conditions, including adverse weather conditions.

PHYSICAL REQUIREMENTS:

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:

Name (Print)

Signature

Date**For Office Use Only:**

Received by: _____

Date: _____



ALLENDALE CHARTER TOWNSHIP

Human Resource Department
6676 Lake Michigan Drive
Allendale, MI 49401
hr@allendale-twp.org

**We are an Equal Opportunity
Employer and committed to
Excellence through diversity.**

Please complete each line by printing in blue ink or typing.

OPERATOR LICENSE REQUIREMENT ACKNOWLEDGEMENT

Congratulations on your employment with Allendale Charter Township. The daily work of the Public Utilities Department is divided between the water operations and sewer operations. The Superintendent, Wastewater Supervisor, Water Supervisor, and the Operators all have the ability to handle the responsibility for the entire water and sewer system if need arises. This demands that all personnel be well trained and certified.

The position of **Public Utilities Operator I** requires that the employee, within five (5) years of his or her hire date, acquire the following certifications, through the Michigan Department of Environment, Great Lakes, and Energy:

1. Michigan S-4 Water Distribution Certificate; and
2. Michigan Wastewater Treatment Operator Class D Certificate.

Additional details can be found at the following links:

[Drinking Water Operator Certification Information](#)

[Municipal Wastewater Treatment Plant Operator Certification Information](#)

Employee Acknowledgement:

I, _____ [Print Name], an employee of Allendale Charter Township, acknowledge that I have been informed and understand that, as a condition of my employment at Allendale Charter Township (the "**Township**"), I am required to obtain and maintain the above-referenced certifications through Michigan's Department of Environment, Great Lakes, and Energy.

I understand that these certifications are a fundamental requirement for the performance of my duties and responsibilities as outlined in my job description for the position of **Public Utilities Operator I**. I acknowledge that it is my responsibility to acquire these certifications within the agreed-upon timeframe of **five (5) years** from the date of my hire.

I am aware that failure to acquire the specified certifications within the specified timeframe, or to maintain such certifications thereafter, will result in consequences, up to and including termination of my employment.

I acknowledge that the Township has provided sufficient notice regarding the acquisition and upkeep of the required certifications. Furthermore, I understand that the Township may provide support, resources, or financial assistance to help me obtain the required certification. I will actively engage in pursuing these certifications and utilize any available resources to fulfill this requirement.

I will take necessary steps to obtain the certifications within the specified timeframe, as communicated by the Township. I further agree to keep the Township informed of any changes in my certification status and understand that any expenses related to obtaining or renewing this certification are my responsibility except as otherwise stated in a Township policy or agreement.

I understand that although I may have up to five (5) years to obtain the required certifications for this position, nothing herein shall be construed as creating a contract for employment for any definite period of time and that I remain an at-will employee of the Township.

I acknowledge that I have read, understood, and agreed to comply with the Township's policy regarding the acquisition and maintenance of the specified certifications.

Employee Signature

Date

Employee's Printed Name

I confirm that I have discussed these certification requirements with the employee and provided necessary information and support regarding the acquisition of the specified certifications.

Supervisor's Signature

Date

HR Representative's Signature

Date

For Office Use Only:

Received by: _____

Date: _____

Date of Hire: _____

Req. Certification Date: _____



PUBLIC UTILITIES OPERATOR II

JOB TITLE:	Public Utilities Operator II
DEPARTMENT:	Public Utilities
REPORTS TO:	Water and Wastewater Supervisors and Superintendent
FLSA STATUS:	Non-exempt
POSITION TYPE:	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
SALARY RANGE:	A-6 after three (3) years with the Utility Department <u>A-6 after three (3) years with the Utility Department and the appropriate licensing level. A one (1) dollar increase from the hourly rate of Public Utilities Operator I, no license incentive.</u>
EFFECTIVE DATE:	

SUMMARY:

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, ~~MI~~Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

Benefits include: health, dental, vision, generous 401(a) retirement program, short-term and long-term disability, life insurance, paid time off, and other insurance ~~offerings options as desired. The wage range for this position is _____ per hour.~~ This position performs tasks involved in the operation, maintenance and repair of equipment and machinery in the Water Distribution System and Water Resource Recovery Facility. Within prescribed limits, the operation and laboratory work is performed with considerable independence and without close supervision.

Employees in this class will exercise leadership within their immediate work group and are responsible for performing highly technical work in operations of the water distribution system and water resource recovery facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily operation of public utilities, including but not limited to, maintenance of motors, pumps, treatment systems, vehicles, equipment at the water resource recovery facility, the collection system and distribution system, and sample collection.
- Operate and maintain meter stations, lift stations, water storage tanks, mains, and services.
- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.



PUBLIC UTILITIES OPERATOR II

- Communicate with Public Utilities team regarding status of equipment and samples.
- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.
- Gathers data and assists in the preparation of a variety of complex records and reports as required which include but are not limited to those required by the State of Michigan or Utilities management.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

REQUIRED SKILLS, ABILITIES and KNOWLEDGE:

- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component.
Experience:	<ul style="list-style-type: none">• Previous public utility experience required.• 3 years at Allendale Charter Township.
Licenses:	<ul style="list-style-type: none">• Michigan Municipal Wastewater Treatment Plant Operator Certification Level B <u>and</u> a Michigan Municipal Water Distribution Operator Certification Level S-4.• <u>Or</u>• Michigan Municipal Water Distribution Operator Certification Level S-2 <u>and</u> a Michigan Municipal Wastewater Treatment Plant Operator Certification Level D.• Possession of a valid, Michigan motor vehicle operator's license.
Miscellaneous:	<ul style="list-style-type: none">• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.• Collaboration and communication with other employees.• Logic, intuition, analysis, research, organization, and judgment skills.

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SUPERVISORY RESPONSIBILITIES:

May supervise employees of a lower classification including, but not limited to Utility Plant Operator II, and seasonal employees.

WORKING CONDITIONS:



PUBLIC UTILITIES OPERATOR II

General working conditions are outside with increased office responsibilities. Employee must be willing to work in all weather conditions, including adverse weather conditions.

PHYSICAL REQUIREMENTS:

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____

JOB TITLE:	Public Utilities Operator II
DEPARTMENT:	Public Utilities
REPORTS TO:	Water and Wastewater Supervisors and Superintendent
FLSA STATUS:	Non-exempt
POSITION TYPE:	Full time 7:00am-3:30pm, Rotating weekend/on-call schedule
SALARY RANGE:	A-6 after three (3) years with the Utility Department and the appropriate licensing level. A one (1) dollar increase from the hourly rate of Public Utilities Operator I, no license incentive.
EFFECTIVE DATE:	

SUMMARY:

This is a full-time position with Allendale Charter Township that requires some flexibility in working hours as overtime is required for mandatory rotating weekend shift. This position involves working with a team of approximately 5-8 other public utilities employees at the plant in Allendale, Michigan, as well as working offsite as required. Licensing is available through the Michigan Department of Environment, Great Lakes, and Energy.

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- Inspect and assist with the repair of drinking water and sewerage transmission mains and services.
- General maintenance of facility and grounds.
- Perform lab analysis and make necessary calculations and records results.
- Rotating week-end schedule and be on call for emergencies.
- Install and repair water meters, exercise hydrants and valves, as well as flushing hydrants.
- Read water meters.
- Work variable hours for water meter retrofitting.
- Communicate with Public Utilities team regarding status of equipment and samples.

PUBLIC UTILITIES OPERATOR II

- Monitors a control station, levels, and other instruments to make necessary adjustments using a Supervisory Control and Data Acquisition (SCADA) interface.
- Gathers data and assists in the preparation of a variety of complex records and reports as required which include but are not limited to those required by the State of Michigan or Utilities management.

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- Ability to use computers with a working knowledge of Microsoft Office Suite.
- Ability to work independently.
- Ability to comprehend blueprints.
- Ability to follow safety procedures to ensure a safe working environment.
- Ability to communicate effectively on the telephone, text, and public settings.
- Possession of good powers of observation and mechanical aptitude.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component.
Experience:	<ul style="list-style-type: none">• Previous public utility experience required.• 3 years at Allendale Charter Township
Licenses:	<ul style="list-style-type: none">• Michigan Municipal Wastewater Treatment Plant Operator Certification Level B <u>and</u> a Michigan Municipal Water Distribution Operator Certification Level S-4 Or Michigan Municipal Water Distribution Operator Certification Level S-2 <u>and</u> a Michigan Municipal Wastewater Treatment Plant Operator Certification Level D.• Possession of a valid, Michigan motor vehicle operator's license.
Miscellaneous:	<ul style="list-style-type: none">• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar.• Collaboration and communication with other employees.• Logic, intuition, analysis, research, organization, and judgment skills.

SUPERVISORY RESPONSIBILITIES:

May supervise employees of a lower classification including, but not limited to Utility Plant Operator I, and seasonal employees.

WORKING CONDITIONS:

General working conditions are outside with increased office responsibilities. Employee must be willing to work in all weather conditions, including adverse weather conditions.

PHYSICAL REQUIREMENTS:

- Ability to operate equipment involved in the maintenance of the facility.
- Ability to lift and carry 50 lbs.
- Ability and working knowledge of how to use hand tools.

TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

Please note this job description is intended to describe the general nature and level of work performed in this job. It is not intended to provide an exhaustive list of all skills required in this job, nor is it intended to limit the authority of the Township Supervisor or any Township manager or supervisor to assign or direct the activities of employees under his or her direction. Duties, responsibilities, and activities may change, or new requirements may be assigned, at any time, with or without notice.

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

By signing below, I affirm that I have received a copy of this job description, read it, and had an opportunity to have the job requirements, essential functions, and duties of this position explained to me.

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____



December 29, 2023

Via email: chaddoorbos@allendale-twp.org

Mr. Chad Doornbos, Superintendent of Public Utilities
Allendale Charter Township
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401

RE: Design Engineering Proposal – Watermain North Loop and South Connector

Dear Chad,

We have prepared a work plan and proposal to complete the design engineering for the Township's planned water system improvements known as the North Loop and South Connector.

Project Understanding

The proposed project involves 12" watermain extension and looping in both the northern and southern water districts of the township. The Northern Loop includes the extension of the water system on 60th Ave from Comfort St., north approx. 6,800 feet to Lincoln St, then west approx. 5,400 feet on Lincoln St. to 68th Ave, then south approx. 2,800 feet on 68th Ave to Warner St. The water system may require the installation of a pressure reducing valve(s) and building. These water system improvements will allow for some of the Township's northern water district residents to be removed from the Coopersville transmission line.

The Southern Connector includes the extension of the water system on Pierce St. from 68th Ave., east approx. 9,400 feet to Richfield Lane. This will provide the water system trunkline and future improvements will include connections to Pierce St. from the existing dead ends on 64th, 60th, and 56th Avenues.

Proposed Work Plan

Preliminary Design Phase

1. Meet with Township staff to review project requirements, work scope, and overall schedule.
2. Request mapping of private utilities in the right of way and evaluate the impact of the project on gas, electric, telephone and cable television facilities to American Society of Civil Engineers Subsurface Utility Engineering Level C.
3. Utilize topographic survey of the project area previously collected through Township and F&V Agreement executed on December 2, 2022.
4. Obtain soil borings needed for design. We anticipate two soil borings every mile.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

5. Perform localized water modeling to evaluate need for Pressure Reducing Valves (PRV).
6. Complete preliminary design of the proposed water improvements noted above and PRV building.
7. Meet with Township & Village to review preliminary design. Incorporate comments and draft preliminary design and details on construction drawings.
8. Prepare specifications, list of bid items, quantities and estimate of construction costs.
9. Send plans to utility companies for their information and review.

Final Design Phase:

1. Complete final design and prepare final construction drawings and specifications in accordance with Township standards.
2. Prepare updated estimate of probable construction cost.
3. Prepare permit applications and submit to the various agencies, expected to be EGLE and Ottawa County Road Commission.
4. Revise plans per permitting agency comments, if necessary.
5. Meet with Township to review final plans and specifications and make final revisions incorporating Township comments.
6. Provide a complete set of construction documents including detailed drawings and specifications.

Following delivery of the Construction Documents, we will provide a proposed Scope of Services and Budget for bidding and construction phase services. Additionally, if the Township wishes that F&V Construction provide construction management services for this project, we will prepare and provide a DBIA contract, familiar to the Township, at the appropriate time.

Fee & Schedule

We propose to provide the Scope of Services outlined above for a **Lump Sum Fee of \$270,000**. We are prepared to begin design services within two weeks of authorization to proceed. It is estimated that design will take 6 to 7 months to complete, including agency reviews.

The project delivery method and financing method will determine the bidding and construction schedule. We will work closely with you and the Township's financial advisors throughout final design process to develop the construction timeline and help deliver a successful project.

Authorization to proceed with this work under our existing Engineering Services Agreement dated February 25, 1993, can be given by returning a copy of this proposal signed where indicated.

We appreciate the opportunity to be of service to Allendale Charter Township. If you have any questions or comments, please do not hesitate to contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC



Brant Mercer, P.E.
Project Manager



Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink (F&V) is hereby authorized to perform Services as detailed in this proposal and authorized under the Professional Services Agreement with F&V dated February 25, 1993.

Chad Doornbos, Superintendent of Public Utilities
Allendale Charter Township

Date



December 29, 2023

Via email: chaddoorbos@allendale-twp.org

Mr. Chad Doornbos, Superintendent of Public Utilities
Allendale Charter Township
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401

RE: Design Services Proposal – 56th Avenue Lift Station Improvements

Dear Chad,

Thank you for your request for a proposal to provide design engineering for the 56th Avenue Lift Station and associated infrastructure. We have prepared a work plan and proposal to complete the engineering services for the Township's planned sanitary sewer, lift station, and roadway improvements along Pierce St.

Project Understanding

It is understood that the lift station construction and sanitary sewer expansion will be necessary to accommodate further development along the Township's Pierce St corridor. The roadway and sewer improvements proposed are a vital component to serving the Township's growing population and need.

Scope of Services

The following is our understanding of the design scope of the project:

1. Design the sanitary sewer collection system running along Pierce Street from 60th Avenue to Richfield Lane (4,200 LF).
2. Perform a flow analysis through the southern sewer district of the Township in conjunction with the Sanitary Sewer Master Plan to determine proposed lift station design and future flows.
3. Design the lift station and site to occupy the NE corner of the 56th Ave and Pierce St. intersection.
 - a. Select a prefabricated building to house the electrical controls.
 - b. Design pumps and generator for projected wastewater flows.
 - c. Assist the Township with easement descriptions and sketches.
4. Design the forcemain from the lift station to an existing manhole near Richfield Lane on Pierce St (1,500 LF).
5. Design Pierce St. roadway improvements from current asphalt limits near Mystic Woods to 60th Ave. curb returns (3,700 LF).
6. Utilize water main design from the Watermain South Connector project to service the proposed lift station.

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Grand Rapids, MI 49546
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www.fveng.com

7. Design restoration and landscaping improvements to the site similar to existing Township lift station screenings.
8. Develop a construction management plan with the Township to build the project.

Proposed Work Plan

Preliminary Design Phase

1. Meet with the Township staff to review project requirements, work scope, and overall schedule.
2. Request mapping of private utilities in the right-of-way and evaluate the impact of the project on gas, electric, telephone and cable television facilities to American Society of Civil Engineers Subsurface Utility Engineering Level C.
3. Utilize topographic survey of the project area previously collected. Collect additional topographic survey for the new lift station 150 Ft x 200 Ft site and along Pierce for necessary roadway improvements.
4. Obtain soil borings needed for design. We anticipate six soil borings, four along Pierce St and two at the lift station site.
5. Design improvements as stated above in the Scope of Work.
6. Conduct three work sessions with staff to review design progress and develop details.
7. Prepare a project manual of construction specifications for bidding purposes.
8. Prepare and submit EGLE Part 41 for Sewer, Ottawa County Road Commission, and Ottawa County Water Resources Commission permit applications.
9. Revise plans per permitting agency comments, if necessary.
10. Provide a complete set of construction documents including detailed drawings and specifications.

Following delivery of the Construction Documents, we will provide a proposed Scope of Services and Budget for bidding and construction phase services. Additionally, we will prepare and provide a DBIA construction management contract to construct the improvements similar to other F&V Construction project deliveries in the Township.

Schedule

We are prepared to begin design services within two weeks of authorization to proceed. It is estimated that final design will take 6 to 9 months to complete, including agency reviews.

The project delivery method and financing method will determine the bidding and construction schedule. We will work closely with you and the Township's financial advisors throughout final design process to develop the construction timeline and help deliver a successful project.

Budget

We propose to complete the Scope of Services outlined above for a **Lump Sum Fee of \$300,000**. A separate budget for construction management and administration can be provided after the design is complete.

Authorization to proceed with this work under our existing Engineering Services Agreement dated February 25, 1993, can be given by returning a copy of this proposal signed where indicated.

Please contact us if you have any questions. We look forward to working with you on this important project.

Sincerely,

FLEIS & VANDENBRINK



Brant Mercer, P.E.
Project Manager



Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink (F&V) is hereby authorized to perform Services as detailed in this proposal and authorized under the Professional Services Agreement with F&V dated February 25, 1993.

Chad Doornbos, Superintendent of Public Utilities
Allendale Charter Township

Date



December 29, 2023

Mr. Chad Doornbos
Superintendent of Public Utilities
Allendale Charter Township
6676 Lake Michigan Drive
Allendale, MI 49401

RE: Sanitary Sewer Master Plan Proposal

Dear Chad,

Thank you for the opportunity to propose updating the Township's Master Plan for the sanitary sewer district. Such planning provides a foundation for your capital improvement plans as well as offering budget guidance for the future. This letter provides some background information as well as outlines our approach to master plan your sewage collection system.

Project Understanding

Allendale's sewer collection master plan was created by Fleis & VandenBrink (F&V) in 2003. It consisted of a service district map and corresponding spreadsheet of flow calculations. This information served as the basis for planning updates of various local areas within said district. Over the years, many improvements have been made and the district boundaries have evolved. Growth trends within the Township over the last 19 years have identified areas where new improvements are anticipated to increase the sewage flows to the Water Resource Recovery Facility (WRRF). For future planning purposes, it has become necessary to update the overall master plan and computations.

Scope of Services

The following services are proposed:

1. Conduct a kick-off meeting to identify the decision makers of the plan, and review mapping requirements and analysis needs of the Department of Public Utilities.
2. Develop a new overall map based upon the existing system.
3. Identify a service district boundary based on the needs and anticipated growth of the Township.
4. Update all calculations within a spreadsheet based on current flow data available as well as anticipated growth within the Township. Calculations will also consider projects currently under way and those in design such as the Phase 2 collection system upgrades and Pierce/56th Ave Lift Station.
5. Anticipated growth will be considered within the district boundaries.
6. Conduct one progress meeting at the 75% stage of completion.
7. Perform a quality assurance and quality control review.
8. Present deliverables to the Township consisting of new maps and computations.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Timeline

We plan to initiate work on the project within two weeks of your authorization to proceed. We expect to complete our work in conjunction with the Pierce/56th Ave. Lift Station design and be completed in 2024.

Budget

We propose to complete the above outlined scope of services for a lump sum fee of **\$47,000**.

Authorization to proceed with this work can be given by returning a copy of this proposal signed where indicated. Please contact us if you have any questions. We look forward to working with you on this important project.

Sincerely,

FLEIS & VANDENBRINK



Brant Mercer, PE
Project Manager



Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this proposal under the existing General Consultation Professional Services Agreement with F&V dated February 25, 1993.

ALLENDALE CHARTER TOWNSHIP

Chad Doornbos, Superintendent of Public Utilities
Allendale Charter Township

Date