

Please note that this meeting is being audio recorded!

Agenda for the
Allendale Charter Township Board Meeting
Monday, January 13, 2020, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Bruce Zeinstra
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the December 30, 2019 Regular Board Meeting Minutes
 - Bills
 - Interim Payments
- For information:
 - Financial Report
 - Fire Department December Monthly Report
- Public Hearings
 - Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56th Ave
- Public Comments (maximum 3 minutes per person)
- Guest Speakers
 - County Commissioner Greg DeJong
- Action Items

- Resolution 2020-1: Application for Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56th Ave
- Recommendation to fill Public Utility Assistant Operator Position
- Update Public Utility Water and Sewer Supervisor Job Descriptions
- Project Coordinator Job Description
- Approval of Clerk and Supervisor Job Descriptions
- Resolution 2020-2: Supervisor's Salary, effective after November 2020 Election
- Resolution 2020-3: Clerk's Salary, effective after November 2020 Election
- Ordinance 2020-1: 1st Reading – Cemetery Ordinance
- Discussion Items
 - Board Member Meeting Participation from Offsite
- Public Comments (maximum 3 minutes per person)
- Board Comments
- Future Agenda Items – see attached
- Adjournment

Our WiFi connection may be used to access the Board Information Packet:

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

Future Agenda Items

1/27/2020

Census

Recommendation to fill Public Utility Custodial Assistant position

Future

Should the Twp consider purchasing land?

Coopersville Water Line Contract

Library re-establishment

Business Registration Ordinance

Bike path discussion, local and county trail

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, December 30, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: VanderVeen, Zeinstra, Hoekstra, Kraker, Richards, Elenbaas

Members Absent:

Guests Present: Chad Doornbos, Tim VanBennekom

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by Hoekstra to approve the agenda as presented.
Approved

- **Consent Agenda**

Motion by Zeinstra, seconded by Kraker to approve the consent agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the December 9, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes (DRAFT) of the December 16, 2019 Planning Commission Meeting
- Sheriff's Department November Monthly Report

- **Public Hearing - None**
- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker - None**
- **Action Items**

-Resolution 2019-47: Board of Review Compensation Adjustment

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2019-47:
Board of Review Compensation adjustment as presented. Approved

-Resolution 2019-48: 2019 End of Year Budget Amendments

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2910-48:
End of Year Budget Amendments as amended with a corrected Exhibit A. Roll call
Vote: Yes: VanderWall, Kraker, Zeinstra, Hoekstra, VanderVeen, Richards, Elenbaas
Approved

-Acentek / Ace Communications Franchise Agreement

Motion by Hoekstra, seconded by Zeinstra to approve the Franchise Agreement for Acentek/Ace Communication as presented and authorize the supervisor to sign the agreement. Approved

-SWAP Agreement with Ottawa County

Motion by Zeinstra, seconded by Kraker to approve the SWAP agreement with Ottawa County as presented. Approved

▪ **Discussion Items - None**

Public Comments - None

Motion by Elenbaas, seconded by VanderWall to close public comments. Approved

▪ **Board Comments**

Elenbaas – MTA Conference April 27-30 in Traverse City, Bonding resolution for WWTP

VanderVeen – Staff Breakfast date, Face Time meetings

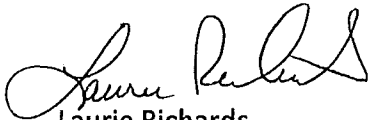
Richards – as needed Election staff help

▪ **Future Agenda Items – see attached**

▪ **Adjournment**

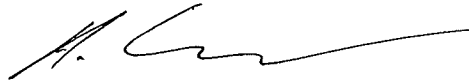
Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 7:35 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Department: 000.000

AFLAC	Misc Ins - Aflac	305.78	Misc Ins - Aflac
AFLAC	Misc Ins - Aflac	311.06	
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	603.59	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	7,430.02	Pension
ALERUS RETIREMENT SOLUTIONS	Pension	140.46	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	85.73	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	181.09	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	100.00	Deferred Compensatio
ALERUS RETIREMENT SOLUTIONS	Pension	3,261.62	Pension
ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	349.48	GARNISHMENTS
OTTAWA COUNTY TREASURER	Due To County	333.00	Due To County
SHARON KLEINJANS	Hall Rental Income	130.00	Hall Rental Income
SHIFT PROPERTY MANAGEMENT	CERT OF COMPLIANCE	20.00	CERT OF COMPLIANCE
Total: 000.000		13,251.83	

Department: 100.000 Water

ACENTEK	Telephone	79.12	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES-MISC	62.10	SUPPLIES-MISC
AMBS CALL CENTER	Contracted Services	57.50	Contracted Services
APPLIED IMAGING	Contracted Services	115.42	Contracted Services
CINTAS CORPORATION #301	Contracted Services	211.11	Contracted Services
CONNAN INC	Capital Outlay	4,105.00	Capital Outlay
CONSUMERS ENERGY	Electricity	4,325.61	Electricity
EJ USA INC	SUPPLIES-MISC	513.20	SUPPLIES-MISC
ETNA SUPPLY COMPANY	Meter Cost	60.00	Meter Cost
FLEIS & VANDENBRINK ENG'G INC	Professional Services	23,569.99	Professional Service
FOUR RIVERS HOLDING LLC	OFFICE SUPPLIES	27.81	OFFICE SUPPLIES
H2O COMPLIANCE SERVICES INC	Contracted Services	437.50	Contracted Services
LOWE'S BUSINESS ACCOUNT	SUPPLIES-MISC	179.03	SUPPLIES-MISC
MCDONALD PLUMBING INC	Maintenance	4,521.95	Maintenance
MINER SUPPLY COMPANY INC	SUPPLIES-MISC	40.52	SUPPLIES-MISC
MISS DIG SYSTEM, INC.	Dues	1,516.12	Dues
OTTAWA CTY ROAD COMMISSION	Maintenance	100.00	Maintenance
PURITY CYLINDER GASES INC	SUPPLIES-MISC	77.76	SUPPLIES-MISC
T BOSGRAAF HOMES LLC	Utility Charges	350.80	Water
WINDEMULLER ELECTRIC INC	Maintenance	3,415.86	Maintenance
Total: 100.000 Water		43,766.40	

Department: 101.000 Township Board

ALLENDALE AREA CHAMBER OF COMMER	Printing & Publishing	4,500.00	Printing & Publishin
Total: 101.000 Township Board		4,500.00	

Department: 120.000 KNOWLTON HOUSE

CONSUMERS ENERGY	Electricity	33.86	Electricity
Total: 120.000 KNOWLTON HOUSE		33.86	

Department: 191.000 Elections

FOUR RIVERS HOLDING LLC	Supplies	6.08	Supplies
OTTAWA COUNTY FISCAL SERVICES	Equipment Maintenance	1,023.33	Equipment Maintenanc
OTTAWA COUNTY FISCAL SERVICES	Capital Outlay	2,750.00	Capital Outlay
Total: 191.000 Elections		3,779.41	

Department: 200.000 Sewer

ACENTEK	Telephone	410.53	TELEPHONE
AGILE SAFETY LLC	Maintenance	1,665.00	MAINTENANCE
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES-MISC	304.33	SUPPLIES-MISC

AMBS CALL CENTER	Contracted Services	57.50	Contracted Services
APPLIED IMAGING	Contracted Services	115.41	Contracted Services
CINTAS CORPORATION #301	Contracted Services	211.10	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	1,948.03	Electricity
FLEIS & VANDENBRINK ENG'G INC	Professional Services	33,671.41	Professional Service
FLEIS & VANDENBRINK ENG'G INC	WWTP EXPANSION	13,633.42	WWTP EXPANSION
FOUR RIVERS HOLDING LLC	OFFICE SUPPLIES	27.82	OFFICE SUPPLIES
HACH COMPANY	Maintenance	2,286.12	Maintenance
MINER SUPPLY COMPANY INC	SUPPLIES-MISC	40.52	SUPPLIES-MISC
MISS DIG SYSTEM, INC.	Dues	1,516.12	Dues
MWEA	Dues	77.00	Dues
OTTAWA CTY ROAD COMMISSION	Maintenance	100.00	Maintenance
PLUMMER'S ENVIRONMENTAL SERVICE	Sanitary Sewer Cleaning	210.00	Sanitary Sewer Clean
POTLUCK PICK-UP INC	Trash	543.50	Trash
PURITY CYLINDER GASES INC	SUPPLIES-MISC	77.76	SUPPLIES-MISC
STATE OF MICHIGAN	Discharge Permit	5,500.00	Discharge Permit
VERIZON WIRELESS	Telephone	345.61	Telephone
WATER ENVIRONMENT FEDERATION MMB	Dues	217.00	Dues
WEBB CHEMICAL SERVICE CORP	Chemicals	4,720.95	Chemicals
WINDEMULLER ELECTRIC INC	Maintenance	5,251.67	
Total: 200.000 Sewer		72,930.80	

Department: 202.000 Audit

KIEKOVER SCHOLMA & SHUMAKER PC	Auditor Consultant	300.00	Auditor Consultant
Total: 202.000 Audit		300.00	

Department: 209.000 Assessor

CONNOR GALLIGAN	Mileage	29.58	Mileage
SCHREUR PRINTING & MAILING	Contracted Services	366.35	Contracted Services
TYLER WOLFE	Mileage	63.22	Mileage
Total: 209.000 Assessor		459.15	

Department: 210.000 Attorney

SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	3,210.00	CONTRACTED SERVICES-
Total: 210.000 Attorney		3,210.00	

Department: 215.000 Clerk

FOUR RIVERS HOLDING LLC	Supplies	(44.20)	Supplies
MLIVE MEDIA GROUP	Printing & Publishing	707.42	PRINTING & PUBLISHIN
Total: 215.000 Clerk		663.22	

Department: 248.000 General Office

CCS TECHNOLOGIES INC	Computer Maintenance	98.00	Computer Maintenance
FLEIS & VANDENBRINK ENG'G INC	Sidewalks	228.13	Sidewalks
FLEIS & VANDENBRINK ENG'G INC	INFRASTRUCTURE COSTS	10,435.55	INFRASTRUCTURE COSTS
FOUR RIVERS HOLDING LLC	Supplies	141.71	Supplies
FOUR RIVERS HOLDING LLC	Miscellaneous	59.40	Miscellaneous
KATERBERG VERHAGE	Park Improvement	68,157.90	Park Improvement
KCI (KENT COMMUNICATIONS INC)	Postage	75.00	Postage
PITNEY BOWES GLOBAL FINANCIAL SE	Postage	39.68	Postage
PREIN & NEWHOF PC INC	Park Improvement	3,298.80	Park Improvement
US BANK EQUIPMENT FINANCE	Computer Maintenance	162.64	Computer Maintenance
VERIZON WIRELESS	Miscellaneous	5.77	Miscellaneous
Total: 248.000 General Office		82,702.58	

Department: 253.000 Treasurer

OTTAWA CO TREASURERS ASSOC	Dues	35.00	Dues
Total: 253.000 Treasurer		35.00	

Department: 265.000 Building & Grounds

ACENTEK	Telephone	841.07	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	Maintenance	112.21	
BRENDA BORST	Contracted Services	1,403.00	Contracted Services
CINTAS CORPORATION #301	Contracted Services	180.60	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	1,350.52	Electricity
FAMILY FARM & HOME INC	Maintenance	133.60	Maintenance
THE ARCHITECTURAL GROUP INC	BUILDING IMP-FIRE	13,623.86	BUILDING IMP-FIRE
THE ARCHITECTURAL GROUP INC	BUILDING IMP-MAINT BLDG	15,329.83	BUILDING IMP-MAINT B
VERIZON WIRELESS	Cell Phone	31.68	CELL PHONE
Total: 265.000 Building & Grounds		33,006.37	

Department: 276.000 Cemetery

CONSUMERS ENERGY	Electricity	57.14	Electricity
Total: 276.000 Cemetery		57.14	

Department: 301.000 Police Officer

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	36,019.01	Contracted Services
Total: 301.000 Police Officer		36,019.01	

Department: 336.000 Fire Dept.

ACENTEK	Telephone	(218.05)	TELEPHONE
ALLENDALE FIRE FIGHTERS ASS'N	Fire Fighting Supplies	20.94	Fire Fighting Suppli
ALLENDALE FIRE FIGHTERS ASS'N	New Equipment	149.40	New Equipment
ALLENDALE TRUE VALUE HDWE INC	Fire Fighting Supplies	14.99	Fire Fighting Suppli
ALLENDALE TRUE VALUE HDWE INC	FIRE SIMULATOR EXPENSES	58.83	FIRE SIMULATOR EXPEN
CINTAS CORPORATION #301	UNIFORMS	60.00	UNIFORMS
FAMILY FARM & HOME INC	Fire Fighting Supplies	73.92	Fire Fighting Suppli
IMAGE TREND INC	Computer Maintenance	1,793.05	Computer Maintenance
J&B MEDICAL SUPPLY INC	Medical Supplies	67.98	Medical Supplies
KUSTOM DEZINS LLC	UNIFORMS	420.00	UNIFORMS
O'REILLY AUTOMOTIVE INC	Maintenance For 171	90.72	Maintenance For 171
Total: 336.000 Fire Dept.		2,531.78	

Department: 371.000 Inspection Department

FOUR RIVERS HOLDING LLC	Miscellaneous	23.89	Miscellaneous
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	10,736.10	Contracted Services
Total: 371.000 Inspection Department		10,759.99	

Department: 400.000 Planning Commission

MLIVE MEDIA GROUP	Printing & Publishing	403.12	PRINTING & PUBLISHIN
PREIN & NEWHOF PC INC	Contracted Services	3,711.40	Contracted Services
Total: 400.000 Planning Commission		4,114.52	

Department: 408.000 Planning & Zoning Department

FLEIS & VANDENBRINK ENG'G INC	Contracted Services	9,873.29	Contracted Services
Total: 408.000 Planning & Zoning Department		9,873.29	

Department: 447.000 Highway M-45

CONSUMERS ENERGY	Electricity	1,996.88	Electricity
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WESCO RECEIVABLES CORP.	Pole And Lights Maintenance	3,815.90	Pole And Lights Main
Total: 447.000 Highway M-45		5,812.78	

Department: 448.000 Street Lights

CONSUMERS ENERGY	Electricity	7,850.09	Electricity
CONSUMERS ENERGY	Henry St/Town Center Electrici	171.20	Henry St/Town Center
Total: 448.000 Street Lights		8,021.29	

Department: 751.000 Recreation And Parks

ALLENDALE TRUE VALUE HDWE INC	Maintenance	44.82	Maintenance
CONSUMERS ENERGY	Electricity	716.62	Electricity
Total: 751.000 Recreation And Parks		761.44	

Department: 790.000 Library

ACENTEK	Telephone	156.24	Telephone
ACENTEK	Computer Maintenance	109.95	Computer Maintenance
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	179.72	
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	406.53	CHILDRENS BOOKS PURC
CENTER POINT LARGE PRINT	BOOKS PURCHASED	560.88	BOOKS PURCHASED
CONSUMERS ENERGY	Electricity	590.87	Electricity
CORINNE ROBERTS	PROGRAMMING	90.00	PROGRAMMING
DEMCO INC	Supplies	117.60	Supplies
DEMCO INC	Contracted Services	416.75	Contracted Services
ENGINEERED PROTECTION SYSTEMS IN	Contracted Services	123.60	Contracted Services
LAKELAND LIBRARY COOPERATIVE	DIGITAL COLLECTION	500.00	DIGITAL COLLECTION
LAKELAND LIBRARY COOPERATIVE	Computer Maintenance	672.12	Computer Maintenance
LAKELAND LIBRARY COOPERATIVE	Computer Support - Lakeland	5,425.75	Computer Support - L
MIDWEST TAPE LLC	DIGITAL COLLECTION	865.32	DIGITAL COLLECTION
OFFICE MACHINES COMPANY INC	Copier Maintenance	158.61	Copier Maintenance
REBECCA BENJAMIN	Contracted Services	550.00	Contracted Services
THE GRAND RAPIDS PRESS	BOOKS PURCHASED	102.40	BOOKS PURCHASED
Total: 790.000 Library		11,026.34	

*** GRAND TOTAL ***

347,616.20

Treasurer's report for Board Meeting dated Monday, January 13, 2020

Interim Payments:

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
12/30/2019	97587	\$222.75	Super Fleet Mastercard	Fuel Charges
1/6/2020	97655	\$190.00	Michigan Assessors Association	Membership Fees
1/6/2020	97656	\$40.00	Mid Michigan Ass'n of Assessing Officers	Membership Fees
1/6/2020	97657	\$60.00	Ottawa County Assessors Ass'n	Membership Fees
		\$512.75	TOTAL	

General Fund Cash Balance at board meeting dated 8/12/2019

Checking Account	\$	3,919,376.00
Liquid Investment	\$	257,583.00
CD	\$	1,038,043.00
Total	\$	5,215,002.00

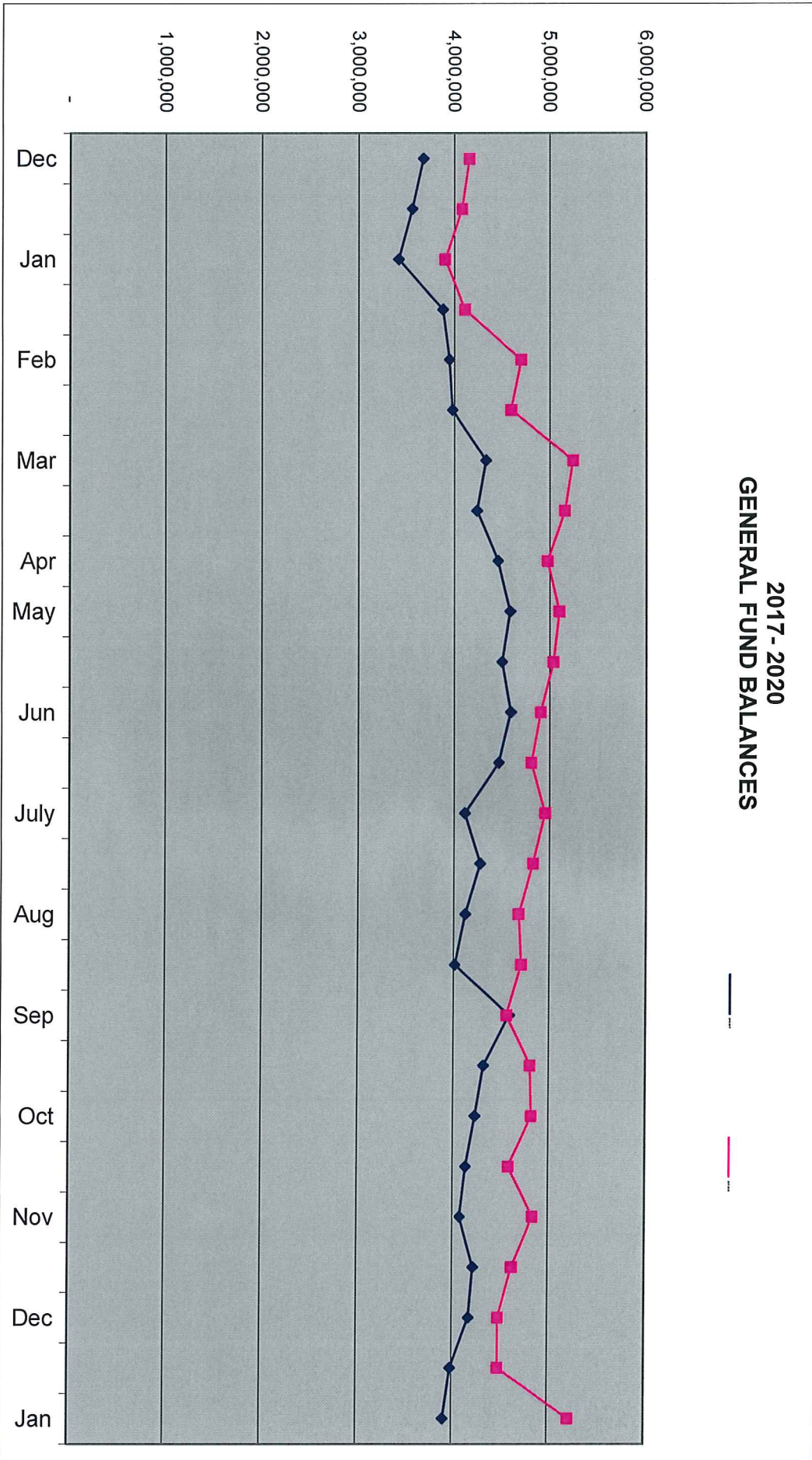
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	3,191,790.00
Liquid Investment	\$	257,185.00
CD	\$	1,038,043.00
Total	\$	4,487,018.00

Last year at this time the balance was	\$	3,909,035.00
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2017 - 2020 GENERAL FUND BALANCES



ALARM TYPE	MONTH	MAY	YEAR TO DATE	YEAR TO DATE	CHANGE
	Dec		2019	2018	2019
MEDICAL EMERGENCIES	41		430	435	-5
Canceled Enroute	2		72	99	-27
Squad 172 Responses	37		350	348	2
Asst. Amb.	20		351	379	-28
Lift Assist	3		24		
VEHICLE ACCIDENTS WITH INJURIES	8		46	53	-7
Cancelled Enroute	0		2	0	2
PROPERTY DAMAGE ACCIDENTS	1		11	3	8
Canceled Enroute	0		4	2	2
SMOKE/ODOR INVESTIGATION	1		21	25	-4
Canceled Enroute	0		0	1	-1
MEDICAL ALARM	0		4	13	-9
Canceled Enroute	0		1	0	1
FIRE ALARM	3		86	62	24
Canceled Enroute	1		16	8	8
SERVICE CALL / LOCK-IN/OUT	1		41	58	-17
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	4		37	32	5
MUTUAL AID GIVEN:	1		23	11	12
AUTOMATIC AID RECEIVED: 17					
MUTUAL AID RECEIVED: 0					
BUILDING FIRES	0		10	7	3
GRASS, BRUSH, WOODS	0		4	8	-4
TRASH, REFUSE, DUMPSTER	0		4	3	1
VEHICLE FIRES	1		6	7	-1
CO ALARM	1		6	12	-6
GAS LEAK / WIRE DOWN	3		45	32	13
NO DISPATCH	0		22	26	-4
UNAUTHORIZED BURN	1		23	8	15
TOTALS	92		1289	1284	5
	<u>Month</u>		<u>2019 to Date</u>	<u>2018 To Date</u>	
Property Loss: (\$)	\$3,500.00		\$1,107,792.00	\$311,005	\$796,787.00
Property Saved (\$)	\$0		\$5,944,892	\$298,850	\$5,646,042.00
Man Hours on Alarms	364		5,123	5,468	-345
Training Man Hours	215		1,600	1,694	94
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	144		2,111	2,193	-82
Burning Permits Issued	59		172	180	-8
Grand Valley Alarms	3		110	135	-25
Off-Campus Student Housing	3		122	121	1
Stonebridge Senior Housing	9		68	57	11
Green Acres	3		42	30	12

AFD - Training and Activities

Report Filters

Activity/Training Start Date Time: is between '12/1/2019' and '12/31/2019'

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				
12/04/2019 14:30:00	12/04/2019 19:00:00	Wednesday	HAZMAT	1
12/03/2019 18:30:00	12/03/2019 22:00:00	Tuesday	MFR-Class	2
12/05/2019 18:30:00	12/03/2019 22:00:00	Thursday	MFR Class	2
12/06/2019 17:45:00	12/06/2019 18:45:00	Friday	EQUIPMENT CHECKS #5	5
12/10/2019 18:30:00	12/10/2019 22:00:00	Tuesday	MFR Class	2
12/11/2019 06:00:00	12/11/2019 18:00:00	Wednesday	PART TIME SHIFT	1
12/12/2019 06:00:00	12/12/2019 18:00:00	Thursday	PART TIME SHIFT	1
12/12/2019 18:45:00	12/12/2019 20:30:00	Thursday	HAZMAT	3
12/13/2019 06:00:00	12/13/2019 16:45:00	Friday	PART TIME SHIFT	1
12/13/2019 06:00:00	12/13/2019 18:00:00	Friday	PART TIME SHIFT	1
12/14/2019 08:30:00	12/14/2019 10:30:00	Saturday	EQUIPMENT CHECKS #6	6
12/09/2019 14:00:00	12/09/2019 16:00:00	Monday	ACTIVE SHOOTER	3
12/23/2019 06:00:00	12/23/2019 18:00:00	Monday	PART TIME SHIFT	1
12/21/2019 08:45:00	12/21/2019 12:00:00	Saturday	EQUIPMENT CHECKS #1	5
12/21/2019 14:00:00	12/21/2019 15:30:00	Saturday	PUBLIC SERVICE EVENT	4
12/27/2019 18:00:00	12/27/2019 21:00:00	Friday	EQUIPMENT CHECKS #2	5
12/01/2019 08:17:43	12/31/2019 08:17:49	Sunday	EMS COORDINATOR	1
12/01/2019 08:19:45	12/31/2019 08:19:50	Sunday	EMS REPORT AUDIT	1
12/01/2019 08:21:30	12/31/2019 08:21:34	Sunday	OFFICER PAY D.C.	1
12/01/2019 08:23:09	12/31/2019 08:23:13	Sunday	OFFICER PAY LT.	5
12/01/2019 08:25:46	12/31/2019 08:25:51	Sunday	SERGEANT PAY	5
12/03/2019 19:00:00	12/03/2019 20:30:00	Tuesday	NEOFC MEETING	3
12/16/2019 06:00:00	12/16/2019 18:00:00	Monday	PART TIME SHIFT	1
Activity/Training Event Type: Training				

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
12/16/2019 18:45:00	12/16/2019 21:00:00	Monday	HAZMAT OPS. REFRESHER	28
12/02/2019 18:45:00	12/02/2019 20:00:00	Monday	FIRE CAUSE & DETERMINATION	29
12/15/2019 16:30:00	12/15/2019 22:30:00	Sunday	ACTIVE ASSAILANT TRAINING	17

NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)	Number of Runs
Day of Week: 01 - Sunday	
A - Shift 6P SUN / 6A FRI	4
C - Shift 6P FRI / 6P SUN	10
Total: 14	
Day of Week: 02 - Monday	
	1
A - Shift 6P SUN / 6A FRI	2
B - Shift 6A MON / 6P FRI	10
Total: 13	
Day of Week: 03 - Tuesday	
	1
A - Shift 6P SUN / 6A FRI	7
B - Shift 6A MON / 6P FRI	8
Total: 16	
Day of Week: 04 - Wednesday	
A - Shift 6P SUN / 6A FRI	4
B - Shift 6A MON / 6P FRI	10
Total: 14	
Day of Week: 05 - Thursday	
A - Shift 6P SUN / 6A FRI	5
B - Shift 6A MON / 6P FRI	7
Total: 12	
Day of Week: 06 - Friday	
	1
A - Shift 6P SUN / 6A FRI	3
B - Shift 6A MON / 6P FRI	10
C - Shift 6P FRI / 6P SUN	3
Total: 17	
Day of Week: 07 - Saturday	
C - Shift 6P FRI / 6P SUN	6
Total: 6	
Total: 92	

AFD Incident Type Report "Percent"

Report Filters

Basic Incident Date Time: Is between '12/1/2019' and '12/31/2019'

Report Criteria

Incident Type (FD1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	1.09%
114 - Chimney or flue fire, confined to chimney or flue	1.09%
Total:	2.17%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
311 - Medical assist, assist EMS crew	2.17%
321 - EMS call, excluding vehicle accident with injury	66.30%
322 - Motor vehicle accident with injuries	6.52%
324 - Motor vehicle accident with no injuries.	2.17%
Total:	77.17%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	1.09%
424 - Carbon monoxide incident	1.09%
444 - Power line down	3.26%
Total:	5.43%
Incident Type Category (FD1.21): 5 - Service Call	
522 - Water or steam leak	1.09%
551 - Assist police or other governmental agency	1.09%
554 - Assist invalid	1.09%
561 - Unauthorized burning	1.09%
Total:	4.35%
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	2.17%
6110 - Dispatched and cancelled en route (Medical)	1.09%
6111 - Dispatched and cancelled en route (Fire Alarm)	1.09%
622 - No incident found on arrival at dispatch address	1.09%
651 - Smoke scare, odor of smoke	1.09%
Total:	6.52%
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
711 - Municipal alarm system, malicious false alarm	1.09%
735 - Alarm system sounded due to malfunction	1.09%
743 - Smoke detector activation, no fire - unintentional	1.09%
745 - Alarm system activation, no fire - unintentional	1.09%
Total:	4.35%
Total:	100.00%

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
19-0001267	02:39:10	C - Shift 6P FRI / 6P SUN	111 - Building fire	Automatic aid given	Blendon Township Fire Dept	1.09%
19-0001261	09:16:01	B - Shift 6A MON / 6P FRI	114 - Chimney or flue fire, confined to chimney or flue	Automatic aid given	Wright-Tallmadge Fire Dept	1.09%
Count: 2						Total: 2.17%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
19-0001202	03:34:31	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		1.09%
19-0001280	21:56:27	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		1.09%
19-0001200	17:31:11	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001204	09:40:09	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001205	11:18:59	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001206	08:04:22		321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001207	14:39:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001210	13:22:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001211	09:43:58	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001212	10:15:14	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001213	16:51:40	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001215	10:00:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001216	10:13:58	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001217	12:58:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001218	13:35:43	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001219	16:59:37		321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001221	13:59:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001222	09:04:59	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001223	09:22:55	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001224	09:25:40	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001225	14:35:16		321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001226	17:03:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001228	22:26:57	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001229	04:29:17	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001230	05:36:48	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001231	07:02:44	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001232	07:15:34	B - Shift 6A MON	321 - EMS call, excluding	None		1.09%

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			
19-0001235	14:26:00	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001236	15:18:49	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001237	21:44:15	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001238	04:35:45	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001239	23:16:20	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001240	09:22:18	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001242	15:46:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001245	10:12:06	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	Mutual aid given	Wright-Tallmadge Fire Dept	1.09%
19-0001246	14:07:37	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001248	20:51:19	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001250	15:33:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001251	13:13:12	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001256	14:13:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001257	14:46:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001258	20:37:15	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001259	01:05:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001262	14:11:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001263	15:23:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001264	00:54:32	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001265	22:02:56	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001266	22:43:35	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001268	16:55:51	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001269	07:11:52	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001272	16:38:50	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001273	18:45:23	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001274	00:59:27	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001275	16:41:21	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001277	09:32:11	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001278	13:45:45	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001279	14:32:33	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001281	04:21:50	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%

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
19-0001283	23:07:20	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001285	19:03:00	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001286	11:48:57	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001287	14:04:18	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001288	21:03:42	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		1.09%
19-0001208	15:11:39	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		1.09%
19-0001214	05:57:32	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		1.09%
19-0001220	02:52:34	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		1.09%
19-0001227	17:52:36	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		1.09%
19-0001233	07:52:01	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		1.09%
19-0001234	17:58:20	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		1.09%
19-0001253	06:23:51	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		1.09%
19-0001254	07:42:27	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		1.09%
Total: 77.17%						
Count: 71						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
19-0001247	20:25:35	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		1.09%
19-0001201	20:08:25	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		1.09%
19-0001198	00:38:53	C - Shift 6P FRI / 6P SUN	444 - Power line down	None		1.09%
19-0001199	01:49:00	C - Shift 6P FRI / 6P SUN	444 - Power line down	None		1.09%
19-0001255	13:56:54	B - Shift 6A MON / 6P FRI	444 - Power line down	None		1.09%
Total: 5.43%						
Count: 5						
Incident Type Category (FD1.21): 5 - Service Call						
19-0001282	16:04:58	C - Shift 6P FRI / 6P SUN	522 - Water or steam leak	None		1.09%
19-0001203	08:10:39	B - Shift 6A MON / 6P FRI	551 - Assist police or other governmental agency	None		1.09%
19-0001271	00:30:31	A - Shift 6P SUN / 6A FRI	554 - Assist invalid	None		1.09%
19-0001270	20:08:42	A - Shift 6P SUN / 6A FRI	561 - Unauthorized burning	None		1.09%
Total: 4.35%						
Count: 4						
Incident Type Category (FD1.21): 6 - Good Intent Call						
19-0001243	17:54:30	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	Automatic aid given	Georgetown Township Fire Dept.	1.09%
19-0001244	01:28:30	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		1.09%
19-0001260	02:51:39	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		1.09%
19-0001284	06:08:38	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		1.09%

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
19-0001249	13:38:30	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		1.09%
19-0001252	18:26:24	A - Shift 6P SUN / 6A FRI	651 - Smoke scare, odor of smoke	Automatic aid given	Coopersville/Polkton Fire Dept.	1.09%
						Total: 6.52%
Count: 6						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
19-0001289	23:47:39	A - Shift 6P SUN / 6A FRI	711 - Municipal alarm system, malicious false alarm	None		1.09%
19-0001241	14:42:52	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		1.09%
19-0001209	12:57:02	B - Shift 6A MON / 6P FRI	743 - Smoke detector activation, no fire - unintentional	Automatic aid received		1.09%
19-0001276	00:14:18	A - Shift 6P SUN / 6A FRI	745 - Alarm system activation, no fire - unintentional	None		1.09%
						Total: 4.35%
Count: 4						
						Total: 100.00%
Count: 92						

Resolution No. 2020-1

Approving an Application for Michigan Community Development
Block Grant (CDBG) funding for Property Site Readiness & Feasibility Study.

At a regular meeting of the Township Board of Allendale Charter Township, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Michigan, 49401 on January 13th, 2020, at 7:00 PM or later, the following resolution was offered by _____ and supported by _____.

WHEREAS, Allendale Charter Township is applying to the State of Michigan for a Community Development Block Grant (CDBG) program; and

WHEREAS, Allendale Charter Township's application proposes using \$70,000 in CDBG funds to conduct a site evaluation of 189 acres of property located at 11800 56th Avenue in Allendale Charter Township, Ottawa County and its potential for industrial development in accordance with the Michigan Economic Development Corporation's vetted site criteria standards; and

WHEREAS, before acting on said application, Allendale Charter Township held a public hearing on January 13th, 2020, at the Allendale Charter Township Hall at 6676 Lake Michigan Drive, Allendale, Michigan, 49401 at 7:00 PM or later, at which hearing the public was given written notice and afforded an opportunity to be heard on said application; and

WHEREAS, the proposed project will benefit at least 51% low-to-moderate income persons and no individuals will be displaced as a result of the proposed activities; and

WHEREAS, the proposed project is consistent with Allendale Charter Township's community development plan as described in the application.

NOW, THEREFORE, BE IT RESOLVED BY the Township Board of Allendale Charter Township that:

1. The Allendale Charter Township Board approves the submission of the Michigan CDBG Application.
2. The Township Supervisor and Township Clerk for Allendale Charter Township are authorized to sign and execute the application and all necessary

documents, agreements, attachments, and payment disbursements related to receiving and using the awarded CDBG funds.

3. No project costs will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the designated CDBG Project Manager.

YES: _____

NO: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Allendale Charter Township Board, Allendale, Michigan, 49401, at a regular meeting held at 7:00 PM or later, on January 13th, 2020.

Laurie Richards, Clerk

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

January 9, 2019

Township Board:

We have reviewed applications and held interviews for the open Assistant Operator position in the Public Utilities Department. Chad Doornbos, Garry Scholten, and I took part in the recruiting and interview process and we collectively recommend Cody Brow for the role.

Cody has numerous certifications through Grand Valley State University in environmental remote sensing, sustainable and urban planning, and geographic information systems and is a graduate of Allendale High School. He is a lifelong resident of Allendale and served in the United States Army for 4 years as an infantryman. He has worked for over 12 years for a local excavating company as a heavy equipment operator installing water, sewer, and storm sewer mains. His certifications have trained him to utilize GPS equipment in his job and he has also done sampling and pressure testing on job-sites which makes him an excellent fit for this open role as he is already familiar with many of the functions of our Water and Wastewater departments.

Cody not only has the industry related experience we are looking for, but he also is a great problem solver and enjoys streamlining and improving processes through troubleshooting. He is mechanically minded and enjoys fixing equipment, as well as repairing hydraulic and gas operated systems. He prides himself on being punctual and getting a job completed in an efficient manner. He enjoys leading by example and helping others learn while completing the job to the highest of standards. Cody is an avid fisherman and enjoys hunting and helping out his friends and family when he is not at work. Cody's work and life experience will be of great value to the Township and we look forward to the opportunity to bring him on board.

The starting wage for this position is \$17.67 per hour. His prior relevant experience outlined in the included resume adds \$1.72 to the minimum. This brings his total calculated rate to \$19.39 per hour. We recommend bringing him in at \$18.39 per hour, and upon successful completion of his orientation period, increasing his wage to the total calculated rate of \$19.39 per hour. If Cody is unable to accept our offer we would like to recommend Brett Billings at a starting rate of \$17.93, moving to \$18.93 after successful completion of his orientation period.

We are excited to welcome Cody to the Township!

Best regards,



Caitlin Antuma
Human Resources Manager
Allendale Charter Township

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

Updates to JD 1/9/20

Allendale Charter Township

Public Utilities Wastewater Supervisor

* trains *

Under guidance of the Superintendent of Public Utilities, manages and works alongside wastewater treatment plant employees to effectively maintain and enhance the functioning of public utilities in Allendale Township. Grade A7 wage range.

working supervisor

Essential job functions:

* Quarterly AMBS updates *

- ✓ 1. Supervise Public Utilities employees; specifically Wastewater Treatment Plant employees
 - Delegate work assignments
 - Manage building and grounds maintenance
- ✓ 2. Assist the Superintendent of Public Utilities with the operation and maintenance of the sewer collection system and the Wastewater Treatment Plant
3. Collaborate with the Public Utilities Water Supervisor in the management and operation of the entire system
4. Assist with employee relations and employee performance evaluations
5. Work within budgetary constraints, prepare yearly and monthly reports, and special projects as assigned (- put reporting requirements up here)
6. Manage the Mercury Minimization Program
7. Maintain operations and maintenance manuals and maintenance database for the wastewater plant and lift stations
- ✓ 8. Manage purchasing procedures for the Wastewater Treatment Plant
- ✓ 9. Oversee all required sampling and reporting per the Department of Environmental Quality EGL
10. Maintain cleaning and televising schedule for the collection system
- 10-11. Work with Engineering firms on Asset Management Plan and other projects as required

mnt. * on-call/avail. for staff after hours
Work alongside operators when necessary *

* Attend board mtgs
; prepare proposals

* Manage

Grease trap ordinance program

Knowledge/Skill Requirements:

1. Leadership skills with continuous development in managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a formal presentation basis
3. Skill in drafting, editing and formatting of correspondence and reports
4. Expertise in research, organization, and analysis
5. Proficiency in meeting deadlines
6. Ability to keep up with new technology and continuously learn about advancements in the field

* project management *

* responsible for safe work environment w/ monthly inspections *

Allendale Charter Township

Ability Requirements:

1. Ability to operate equipment necessary for the maintenance and operation of the Wastewater Treatment Plant and the Water Distribution System
2. Ability to follow written and oral instructions and communicate effectively, both verbally and in writing
3. Ability to operate a computer and learn job-specific programs
4. Ability to drive, with a valid driver's license
5. Ability to lift up to 50lbs without assistance
6. Ability to comprehend and perform job-specific math
7. Ability to walk on uneven ground and on construction sites
8. Ability to dig with hand tools

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years of college level credits including college level math, chemistry, and biology
4. State of Michigan Sewage Treatment Works Operator B License, *at minimum*
municipal

Additional Information:

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

No dates on JD

Reporting Requirements

- ☒ Mercury Sample (quarterly) Influent/Effluent
- ☒ 6 month IPP report and quarterly report to Leprino
- ☒ DMR Monthly Report (Discharge Monthly Operating Report) 20th of every month
- ☒ Mercury minimization status report (due by March 31)
- ☒ IPP report to state by April 1, IPP samples (sludges, anterior quest, leprino, influent, combined final)

Updated 1/23/19

All know/do reporting according to parameters set forth in discharge permit

Allendale Charter Township

- DMRQA Study Samples ordering and reporting
- Sample Anterior Quest for IPP program
- X When required, Whole Effluent Toxicity Testing (WET Testing) and reporting
- X Ammonia sampling/reporting (summer months)
 - ~~Enter AMBS~~
 - ~~UCMR4~~ *Gamy*
- X Asset Management Plan updates due July 1
 - Leprino Inspections
 - Biosolids reporting due October 30



Public Utilities Wastewater Supervisor

Under guidance of the Superintendent of Public Utilities, manages, trains, and works alongside Wastewater Treatment Plant employees to effectively maintain and enhance the functioning of The Public Utilities department at Allendale Charter Township. This is a full-time salaried position with benefits, which include; health, dental and vision insurance as well as a generous retirement plan and paid time off. Grade A7

Essential job functions:

1. Supervise Public Utilities employees; specifically, Wastewater Treatment Plant employees, by delegating work assignments and personally assisting in daily operations as a working supervisor
2. Assist the Superintendent of Public Utilities with the operation and maintenance of the following;
 - a. Sewer Collection System
 - b. Wastewater Treatment Plant (including Laboratory)
 - c. Buildings and Grounds
3. Complete and/or manage all required sampling, testing, and reporting according to the parameters set forth in the discharge permit issued by EGLE
4. Collaborate with the Public Utilities Water Supervisor in the management and operation of the entire system
5. Gather information, prepare proposals, and present to the Superintendent of Public Utilities and the Township Board when required
6. Assist management with employee relations, payroll, timekeeping, scheduling, and employee performance evaluations
7. Work within budgetary constraints, manage purchasing procedures for the WWTP, and prepare yearly and monthly reports
- ~~8. Manage the Mercury Minimization Program~~
9. Foster and maintain a safe work environment and manage completion of monthly safety inspections
10. Maintain operations, maintenance, and training manuals/information, and maintain the maintenance database for the Wastewater Treatment Plant and lift stations
11. Manage the grease trap ordinance program
12. Manage the cleaning and televising schedule for the collection system
13. Work with engineering firms and contractors on asset management plans and other projects as required
14. Provide after-hours support to on-call staff members by remaining available for phone calls and assist in-person for emergency situations when required

Knowledge/Skill Requirements:

1. Leadership skills with a desire for continuous development in regards to managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a



formal presentation basis

3. Skill in drafting, editing and formatting of correspondence and reports
4. Strong project management experience
5. Expertise in research, organization, and analysis
6. Proficiency in meeting deadlines
7. Ability to pick up on new technology and continuously learn about new advancements in the field

Ability Requirements:

1. Ability to operate equipment necessary for the maintenance and operation of the Wastewater Treatment Plant and the Water Distribution System
2. Ability to follow written and oral instructions and communicate effectively, both verbally and in writing
3. Ability to operate a computer and learn job-specific programs
4. Ability to drive, with a valid driver's license
5. Ability to lift up to 50lbs without assistance
6. Ability to comprehend and perform job-specific math
7. Ability to walk on uneven ground and on construction sites
8. Ability to dig with hand tools

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years of college level credits including college level math, chemistry, and biology
4. State of Michigan Municipal Sewage Treatment Works Operator B License, at minimum

Additional Information:

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

* Add general from WW to W JD *

Allendale Charter Township

Public Utilities Water Supervisor

* Trains *

Under guidance of the Superintendent of Public Utilities, manages and works alongside water distribution system employees to effectively maintain and enhance the functioning of public utilities in Allendale Township. Grade A7 wage range.

Essential job functions:

1. Supervise Public Utilities employees; specifically Water System employees
 - o Delegate work assignments
 - o Manage building and grounds maintenance
2. Assist the Superintendent of Public Utilities with the operation and maintenance of the Water Distribution System and other facilities as required
3. Collaborate with the Public Utilities Wastewater Supervisor in the management and operation of the entire system
4. Assist with employee relations and employee performance evaluations
5. Work within budgetary constraints, prepare yearly and monthly reports, and special projects as assigned
6. Organize and maintain the lead and copper testing program
7. Organize and maintain the cross-connection control program
8. Maintain operations and maintenance manuals and maintenance database for the water distribution system
9. Manage purchasing procedures for the Water Distribution System
10. Manage valve exercising and hydrant flushing program
11. Manage sampling for the Water Distribution System
12. Oversee Miss Dig operations

* Maintaining/supervising meter reading equipment *

Knowledge/Skill Requirements:

1. Leadership skills with continuous development in managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a formal presentation basis
3. Skill in drafting, editing and formatting of correspondence and reports
4. Expertise in research, organization, and analysis
5. Proficiency in meeting deadlines
6. Ability to keep up with new technology and continuously learn about advancements in the field

Allendale Charter Township

Ability Requirements:

1. Ability to operate equipment necessary for maintenance and operation of the Wastewater Treatment Plant
2. Ability to follow written and oral instructions and communicate effectively, both verbally and in writing
3. Ability to operate a computer and learn job-specific programs
4. Ability to drive, with a valid driver's license
5. Ability to lift up to 50lbs without assistance
6. Ability to comprehend and perform job-specific math
7. Ability to walk on uneven ground and on construction sites
8. Ability to dig with hand tools

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years college level credits including college level math, chemistry, and biology
4. Waterworks System Operator "S-2" License

↖ municipal distribution

Additional Information:

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

Reporting Requirements

- Water Samples Manage the process (22 different samples throughout the month)
- Water quality parameter and distribution samples
- Disinfection byproduct testing (quarterly)
- Cross Connection reporting to state by March 31
- Unregulated Contaminant Monitoring Rule testing/reporting
- Assist with Consumer Confidence Report as required

- lead and Copper reporting



Public Utilities Water Supervisor

Under guidance of the Superintendent of Public Utilities, manages, trains, and works alongside Water Distribution System employees to effectively maintain and enhance the functioning of the Public Utilities department at Allendale Charter Township. This is a full-time salaried position with benefits, which include; health, dental and vision insurance as well as a generous retirement plan and paid time off. Grade A7

Essential job functions:

1. Supervise Public Utilities employees; specifically, Water Distribution System employees, by delegating work assignments and personally assisting in daily operations as a working supervisor
2. Assist the Superintendent of Public Utilities with the operation and maintenance of the Water Distribution System and other facilities as required
3. Collaborate with the Public Utilities Wastewater Supervisor in the management and operation of the entire system
4. Assist management with employee relations, payroll, timekeeping, scheduling, and employee performance evaluations
5. Work within budgetary constraints, prepare yearly and monthly reports, and special projects as assigned
6. Organize and maintain the lead and copper testing program
7. Organize and maintain the cross-connection control program
8. Foster and maintain a safe work environment and manage completion of monthly safety inspections
9. Maintain operations, maintenance, and training manuals/information, and maintain the maintenance database for the Water Distribution System
10. Work within budgetary constraints, manage purchasing procedures for the Water Distribution System, and prepare yearly and monthly reports
11. Manage valve exercising and hydrant flushing program
12. Manage sampling for the Water Distribution System
13. Maintain and oversee meter reading equipment
14. Oversee Miss Dig operations
15. Lead and copper reporting and any other reporting requirements as assigned
16. Work with engineering firms and contractors on asset management plans and other projects as required
17. Provide after-hours support to on-call staff members by remaining available for phone calls and assist in-person for emergency situations when required

Knowledge/Skill Requirements:

1. Leadership skills with a desire for continuous development in regards to managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a



formal presentation basis

3. Skill in drafting, editing and formatting of correspondence and reports
4. Strong project management experience
5. Expertise in research, organization, and analysis
6. Proficiency in meeting deadlines
7. Ability to pick up on new technology and continuously learn about new advancements in the field

Ability Requirements:

1. Ability to operate equipment necessary for the maintenance and operation of the Wastewater Treatment Plant and the Water Distribution System
2. Ability to follow written and oral instructions and communicate effectively, both verbally and in writing
3. Ability to operate a computer and learn job-specific programs
4. Ability to drive, with a valid driver's license
5. Ability to lift up to 50lbs without assistance
6. Ability to comprehend and perform job-specific math
7. Ability to walk on uneven ground and on construction sites
8. Ability to dig with hand tools

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years college level credits including college level math, chemistry, and biology
4. Municipal Waterworks Distribution System Operator "S-2" License, at minimum

Additional Information:

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



Project Coordinator ~~Facilitator~~

The Project ~~Facilitator~~ Coordinator is responsible for the completion of a variety of tasks, as assigned by the Township Supervisor. Tasks range in scope from day to day correspondence on behalf of the Township Supervisor; data collection and research; coordination of construction projects; planning and coordinating municipal improvements, such as sidewalks, trails, building and technology improvements, and public utilities, program implementation, etc. ~~and~~ This position involves working with the public, internal and external government entities, contracted firms and engineers, and department managers, among other stakeholders. As such, this position requires a professional individual that is organized, detail oriented, and communicates at a high level with the ability to establish relationships in order to complete projects in a timely, effective manner. ~~well.~~

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This person will be working on individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to ~~and the ability to motivate and lead discussion that moves projects forward.~~ work well with their peers. They must be adaptive, flexible and responsive to challenges.

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~~The~~ challenges.

~~The~~ Project ~~Facilitator~~ Coordinator will interact ~~also interacts~~ with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be organized, technical-minded and capable of handling multiple tasks simultaneously.

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Essential Functions:

1. Planning, Coordination, and execution of projects as assigned by the Township Supervisor
2. Day-to-day correspondence and telephone calls related to all projects under coordination
3. Create project timelines, budgets, and plans, as well as provide updates, and coordinate various teams and firms in project and program implementation.
4. Manage ~~Help facilitate~~ and complete development projects as assigned by the Township Supervisor with input from the Township Board and other stakeholders
5. Maintain a working knowledge of all applicable Township zoning and general law ordinances, as well as applicable statutes and codes, in order to interact with the public, contractors, and engineers
6. Work with cross-functional teams, including engineering, finance, assessing and other municipal departments on various projects as required
7. Work with cross-functional firms, including Township planner/plan reviewer, zoning enforcement administrator, building, plumbing, electrical and mechanical inspectors, and the Township attorney to maintain compliance and carry out effective strategic planning

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- 5-8. Prepare reports and present to the Township Board as requested
6. Maintain working knowledge of all applicable statutes and codes
- 7-9. Work with organizations outside of the Township such as the Ottawa County Road Commission and Water Resources Commission
8. Planning, coordination and execution of projects such as sidewalks/trails, public utilities and streetlights
9. Assist engineering with technical projects
10. Track project timelines and milestones
11. Attend meetings as requested
12. Data collection and research
13. Answer telephone calls and email correspondence

Knowledge/Skill Requirements:

- Experience with planning, management and execution planning, managing, and executing of short and long-term projects is required.
- Strong problem solving, budgeting, and schedule coordination skills, with the ability to provide advice, solve conflicts, negotiate, and plan strategically for the future
- Knowledge of building, electrical, mechanical and plumbing trades is required.
- Continuous learner, with the desire to attend workshops, classes, and meetings as required to further education and experience.
- Strong multi-tasking abilities, with the This position requires the capacity to work on multiple projects simultaneously.
- Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees by explaining issues and procedures and sharing information related to the strategic goals of the project.
- This position requires strong problem solving, budgeting and scheduling skills.
- This position requires much contact with the public, responding to questions, sharing information, explaining issues and procedures.
- This position requires providing advice, conflict resolution, visioning, negotiating, problem solving, communication with other units of government, businesses, community groups, etc.
- Superior administrative and organizational skills are necessary to meet the goals and deadlines of multiple projects. Time management skills are essential to a successful Project Coordinator.
- Must have very strong time management skills and be able to meet deadlines.
- This position requires heavy use of logic, intuition, analysis and judgement and the ability to communicate these effectively with all stakeholders.
- This position requires a willingness to acquire additional training.
- All candidates and employees must be able to pass a background check and drug screen.

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Ability Requirements:

- Ability to meet interact with others the public and communicate well effectively through use of telephone and computer/email correspondence
- ~~Ability to speak clearly on the telephone~~
- ~~Ability to use a computer and communicate effectively via email~~
- Ability to walk from place to place and the ability to sit for extended periods of time when required
- Ability to read and perform math functions
- Ability to lift up to 25lbs occasionally and to kneel, bend, and stoop when required

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Education Requirements:

- A college degree in public administration, a governmental, business or finance, engineering, construction management or a related technical field is preferred required, or an equivalent amount of experience in a related field.
- Previous project management experience is required and ~~field experience is required.~~

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Last Updated: 9/12/2017

Additional Information

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

Project Coordinator

The Project Coordinator is responsible for the completion of a variety of tasks, as assigned by the Township Supervisor. Tasks range in scope from day to day correspondence on behalf of the Township Supervisor; data collection and research; coordination of construction projects; planning and coordinating municipal improvements such as sidewalks, trails, building and technology improvements, public utilities, program implementation, etc. This position involves working with the public, internal and external government entities, contracted firms and engineers, and department managers, among other stakeholders. As such, this position requires a professional individual that is organized, detail oriented, and communicates at a high level with the ability to establish relationships in order to complete projects in a timely, effective manner.

This person will be working on individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to lead discussion that moves projects forward. They must be adaptive, flexible and responsive to challenges.

The Project Coordinator also interacts with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be technical-minded and capable of handling multiple tasks simultaneously.

This is a full-time position expected to work 40 hours per week. Health, dental, vision and supplemental insurance is offered for this position along with a retirement plan and paid time off. Grade A6.

Essential Functions:

1. Planning, Coordination, and execution of projects as assigned by the Township Supervisor
2. Day-to-day correspondence and telephone calls related to all projects under coordination
3. Create project timelines, budgets, and plans, as well as provide updates, and coordinate various teams and firms in project and program implementation
4. Help facilitate and complete development projects as assigned by the Township Supervisor with input from the Township Board and other stakeholders
5. Maintain a working knowledge of all applicable Township zoning and general law ordinances, as well as applicable statutes and codes, in order to interact with the public, contractors, and engineers
6. Work with cross-functional teams, including engineering, finance, assessing and other municipal departments on various projects as required
7. Work with cross-functional firms, including Township planner/plan reviewer, zoning enforcement administrator, building, plumbing, electrical and mechanical inspectors, and the Township attorney to maintain compliance and carryout effective strategic planning
8. Prepare reports and present to the Township Board as requested
9. Work with organizations outside of the Township such as the Ottawa County Road Commission and Water Resources Commission

Knowledge/Skill Requirements:

1. Experience with planning, managing, and executing short and long-term projects is required
2. Strong problem solving, budgeting, and schedule coordination skills, with the ability to provide advice, solve conflicts, negotiate, and plan strategically for the future
3. Knowledge of building, electrical, mechanical and plumbing trades is required
4. Continuous learner, with the desire to attend workshops, classes, and meetings as required to further education and experience
5. Strong multi-tasking abilities, with the capacity to work on multiple projects simultaneously
6. Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees by explaining issues and procedures and sharing information related to the strategic goals of the project
7. Superior administrative and organizational skills are necessary to meet the goals and deadlines of multiple projects. Time management skills are essential to a successful Project Coordinator
8. This position requires heavy use of logic, intuition, analysis and judgement and the ability to communicate these effectively with all stakeholders

Ability Requirements:

1. Ability to interact with others and communicate effectively through use of telephone and computer/email correspondence
2. Ability to walk from place to place and the ability to sit for extended periods of time when required
3. Ability to read and perform math functions
4. Ability to lift up to 25lbs occasionally and to kneel, bend, and stoop when required

Education Requirements:

1. A college degree in public administration, business or finance, engineering, or a related field is required, or an equivalent amount of experience in a related field
2. Previous project management experience is required

Additional Information

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

DRAFT

Allendale Charter Township

Position: Elected Clerk

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

STATUTORY Part time, with benefits, unless in conjunction with additional non-statutory duties found in the "Clerk - Office Manager" job description. Compensation set by the Board of Trustees.

Perform the following duties:

- Serve as custodian for all records, books, and papers of the Township
- File and retain certificates of oaths
- Keep an account with the Township Treasurer, to include the signing of checks
- Maintain accurate records and an organized filing system of Township contract, resolutions, ordinances, and other special proceedings
- Coordinate and oversee all facets of elections
- Submit to Supervisor an itemized estimate for the budget

Board meeting responsibilities:

- Attend Township board meetings
- Take minutes during Board meetings and prepare and maintain meeting minutes
- Publish and/or post required Board minutes, notices, etc.
- Maintain files of Board and Township related materials

Voter registration responsibilities:

- Maintenance of the State Qualified Voter File
- Prepare necessary report for County and State offices
- Register voters

Elections responsibilities:

- Coordinate, conduct and oversee all elections
- Publish necessary elections notices
- Chair the Election Commission, which includes the hiring and training of election workers
- Coordinate schedules, classes, meetings, information packets, inspection manuals, etc., for election inspectors
- Work closely with County and State offices
- Prepare and process absent voter ballots and related materials

- Prepare test ballots
- Receive, process, and record nominating petitions and related forms
- Chair the Election Commission

Appoint and train Deputy Clerk to fill the duties of the Clerk in the Clerk's absence.

DRAFT

Allendale Charter Township

Position: Clerk - Office Manager

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

NON-STATUTORY With these additional duties the position becomes full time, with additional compensation. However, this portion of the job description is at will, meaning if all the work listed below is not done or not done correctly by the Clerk, the duties will be reassigned by the Township Board to another employee, and the Clerk will fill the statutory responsibilities only. Compensation is set by the Board of Trustees.

Board Meeting Responsibilities

- Compile and distribute meeting agendas as required by the Board of Trustees
- Prepare Resolutions and Ordinances

Cemetery

- Maintain cemetery computer program
- Meet with the public and/or funeral home representatives to sell graves, arrange for burials, etc and coordinate with the maintenance department
- Serve as the Cemetery Registrar

Community Information

- Maintain township web site and keep up to date
- Maintain electronic sign content and keep up to date
- Prepare monthly Township information for the Chamber of Commerce newsletter
- Prepare annual Township information for the Chamber of Commerce Business Guide

Census Coordination

- Work with the Census Bureau to complete census documentation
- Coordinate mid-decade census if requested by the Township Board

Freedom of Information Coordination

- Receive, process, and maintain records of Freedom of information Act requests and coordinate with parties responsible for completing requests not pertaining to Clerk records
- Work with Township Attorneys as needed

Liquor/Solicitation Licenses

- Receive, process, and maintain records of liquor licenses
- Work with applicants, attorneys, etc., as needed

Notary Services

- Oversee Township notary services: Receive, process, and maintain records of all notaries
- Serve as a notary

Office Responsibilities

- Office Hours Monday thru Friday, 8:00am – 5:00pm
- Manager/Supervisor of the following personnel. Personnel may change, as assigned by the Township Board
 - Human Resources
- Order and maintain supplies for office use, and special requests as needed

Liaison to Committees and Departments – if Board Trustee is not assigned

- Serve as the main contact person
- Serve on the Committee and organize meetings, set the agendas, etc. as needed
- Serve as a Board Liaison to specific departments as assigned by the Board of Trustees

Streetlight Assessments

- Work with Consumers Energy to create necessary contract amendments and resolutions to update streetlight agreements
- Work with Developers to create streetlight assessment contracts
- Prepare the resolutions and contracts for approval by the Board of Trustees
- File the paperwork with the County, internally with the Finance Director, with Consumers and the Developer
- Work with the Finance Director to set up the assessment district

Serve as Secondary Contact Person for:

- Residents
- Township Board and Staff
- Chamber of Commerce
- Lakeshore Advantage

Represent the Township at the following meetings:

- Ottawa County Clerks Association
- West Michigan Regional Clerks Association
- Michigan Townships Association
- Others as requested by the Township Board and/or the Clerk

Attend meetings and seminars as assigned by Township Board.

DRAFT Rev 1/9/2020

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Allendale Charter Township

Position: Elected Supervisor

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

STATUTORY Part time, no benefits, unless in conjunction with additional non-statutory duties found in the "Superintendent" job description. Compensation set by the Board of Trustees.

Perform the following duties:

- Act as the Township's legal agent
- Maintain records of the Supervisor's office
- Develop Township budget
- Appoint Planning Commissioners and DDA members. Recommend appointments to additional Township committees and boards. (Appointments are all subject to Board approval.)
- See that all laws and Township ordinances are enforced
- Be an ex-officio member of all committees of the Township Board
- May appoint a Deputy

Board meeting responsibilities:

- Attend Township Board meetings
- Conduct meetings and public hearings as Chairperson
- Evaluate issues and make recommendations to the Township Board

Downtown Development Authority

- Serve as a Member

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Allendale Charter Township

Position: Township Superintendent, in Addition to Supervisor Responsibilities

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

NON-STATUTORY With these additional duties the position of the elected Supervisor becomes full time with additional compensation, including benefits. However, this portion of the job description is at will, meaning if all the work listed below is not done or not done correctly by the Supervisor, the duties will be reassigned by the Township Board to another employee, making the Supervisor position part time. Compensation set by the Board of Trustees.

Board meeting responsibilities:

- Attend township board meetings
- Set the agenda
- Participate in the preparation of meeting agendas
- Review resolutions and ordinances
- Schedule guests for board meetings
- Recommend to the Township Board adoption of measures that are deemed necessary or expedient
- Provide legislative updates to the Township Board

Serve as main contact person, with the ability to assign a designee, for:

- Residents
- Media
- Township Board
- Township staff
- Law enforcement
- Attorneys
- Engineers/consultants
- Developers
- County, State and Local agencies
- Downtown Development Authority
- Grand Valley State University

Perform the following duties by overseeing, advising, consulting with professionals, and designating responsibilities as needed:

- The efficient administration of all departments of the Township, unless otherwise specified by the Township Board
- The day to day operations of the Township, and all Departments specified by the Township Board
- See that all laws and Township ordinances are enforced
- Manage and supervise all public improvements, works and undertakings of the township
- See that all terms and conditions imposed in favor of the Township or its inhabitants in any public utility franchise or in any contract are faithfully kept and performed
- Act as the purchasing agent for the Township, or delegate such duties
- Sales of personal property that the Township board authorizes to be sold
- Create and maintain capital improvement plan
- Lead the strategic management of projects related to public improvements, construction, and public utilities
- Oversee the operation of all township utilities
- All duties listed in MCL 42.10: The Charter Township Act – Act 359 of 1947

Office Responsibilities and Personnel:

- Office Hours Monday thru Friday, 8:00am – 5:00pm
- Engage with Human Resources in the process of interviewing, hiring, evaluating, etc. Township personnel
- Serve as the direct supervisor of all Department Heads for the following departments, as well as departments and employees not assigned elsewhere:
 - Assessing
 - Building
 - Finance
 - Fire Department
 - Front Desk
 - Library
 - Maintenance, Grounds and Facilities
 - Planning
 - Public Utilities
 - Rental Housing
 - Safety
 - Senior Programming
 - Zoning
- Meet with department heads to advise and direct operations and work to develop their professional, leadership, and managerial skills
- Conduct Department Head and Staff meetings

Downtown Development Authority:

- Serve as a Member

- Prepare meeting agendas
- Oversee preparation of resolutions
- Oversee preparation of annual budget
- Evaluate issues and make recommendations
- Oversee DDA activities
- Attend DDA meetings

Represent the Township at public events as requested and represent the Township at the following meetings, with the ability to assign a designee as needed:

- Michigan Townships Association
- Ottawa County Townships Association
- Grand Valley Metro Council
- Central Dispatch
- Ottawa County Economic Development
- Ottawa County Road Commission
- Lakeshore Advantage
- Ottawa County Townships Association
- Chamber of Commerce
- Grand Valley State University
- Legislative updates at the County and State levels
- Ottawa County Groundwater Task Force

Write and evaluate policies, documents, etc., with the Executive Committee and/or staff.

Attend meetings and seminars to develop professional skills and leadership abilities.

*In a full-time capacity, the Supervisor oversees the day to day operations, as well as the long-term planning of the township. This job description contains some of the duties of the office of the Supervisor. The Supervisor regularly responds to, or oversees, items that are not specified, but are still brought to the township by residents or other individuals that have questions/concerns/etc., related to Allendale Charter Township.

DRAFT Rev 1/9/2020

Resolution 2020-2

Supervisor's Salary

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan, on January 13, 2020.

Present:

Absent:

The following resolution was offered by _____ and seconded by _____.

BE IT RESOLVED that the Allendale Charter Township Board, Ottawa County, Michigan, assigns a salary of \$25,000 without benefits to the Supervisor's statutory duties. If the Supervisor fulfills the additional non-statutory duties, as assigned by the Township Board, the Supervisor will be compensated an additional salary of \$55,000 for those non-statutory duties and be offered benefits. The salary for the combined statutory and non-statutory duties would total \$80,000 and include benefits.

This resolution will take affect at noon, November 20, 2020.

Yes:

No:

Resolution declared adopted on January 13, 2020.

Laurie Richards
Allendale Charter Township Clerk

Resolution 2020-3

Clerk's Salary

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan, on January 13, 2020.

Present:

Absent:

The following resolution was offered by _____ and seconded by _____.

BE IT RESOLVED that the Allendale Charter Township Board, Ottawa County, Michigan, assigns a salary of \$40,000 and includes benefits for the Clerk's statutory duties. If the Clerk fulfills the additional non-statutory duties, as assigned by the Township Board, the Clerk will be compensated an additional salary of \$30,000 for those non-statutory duties. The salary for the combined statutory and non-statutory duties would total \$70,000 and include benefits.

This resolution takes affect at noon, November 20, 2020.

Yes:

No:

Resolution declared adopted on January 13, 2020.

Laurie Richards
Allendale Charter Township Clerk

ORDINANCE NO. 2020 - 1

CEMETERY ORDINANCE

An ordinance to protect the public health, safety and general welfare by establishing regulations relating to the ownership, operation, repair, maintenance, control and management of cemeteries for human remains which are owned by the Charter Township of Allendale, Ottawa County, Michigan, to provide penalties for the violation of this ordinance, and to repeal all ordinances or parts of ordinances in conflict herewith.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, MICHIGAN, ORDAINS.

SEC. 1 TITLE

This ordinance shall be known and cited as the Allendale Charter Township Cemetery Ordinance.

SEC. 2 DEFINITIONS

- (a) Assignee - Any person to whom any Grave Lot or Grave Site has been assigned by the Township. Any and all rights of an Assignee shall be as defined in this Ordinance and by all laws, rules, regulations, ordinances and orders of any governmental agency having jurisdiction.
- (b) Cemetery - Any cemetery owned and operated by the Township. This definition shall also include the Township, the Township Board, the Registrar and all Township officers, employees and agents when referring to matters pertaining to the ownership, operation, repair, maintenance, control and management of a cemetery.
- (c) Foundation - A concrete slab used as a footing for a Monument.
- (d) Grave Lot - An area of four (4) to eight (8) Grave Sites.
- (e) Grave Site - An area for one (1) burial.
- (f) Immediate Family - Parents, spouse and children, including adopted children and stepchildren.
- (g) Interment - The permanent disposition of the remains of a deceased person by entombment or burial.
- (h) Memorial - A monument, marker, tablet, headstone, private mausoleum or tomb for family or individual use, tombstone, coping, enclosure, surface, burial vault, urn, crypt or niche plate.

- (i) Monument - A tombstone or memorial of granite, or other stone of equivalent durability approved by the Registrar, which shall extend above the surface of the ground. Any action required or allowed by the Registrar may also be accomplished by his/her duly authorized agent.
- (j) Registrar - The Township Clerk.
- (k) Removal - The removal of the remains of a deceased person.
- (l) Township - Allendale Charter Township, Ottawa County, Michigan.

SEC. 3 INTERMENTS AND REMOVALS

- (a) Subject to laws - In addition to the provisions of this Ordinance, all Interments and Removals shall be subject to all laws, rules, regulations, ordinances and orders of the Township and any other governmental agency having jurisdiction.
- (b) Holidays - No Interments, Removal or Interment service shall be permitted on Sundays or holidays (New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day) or when the holidays mentioned fall or are legally observed on Saturday or Monday, except by prior approval of the Registrar.
- (c) Notice - The Registrar shall have the right to require at least thirty six (36) hours notice prior to any Interment and at least one (1) week notice prior to any Removal.
- (d) Burials - Only one (1) person may be buried in a Grave Site with the exception of
 - 1) a parent and an infant buried at the same time,
 - 2) two (2) children buried, each buried in burial boxes under four (4) feet in length,
 - 3) four (4) cremated remains.Any other combination must have prior written approval of the Registrar.
- (e) Lots previously given to Township Residents - Those Grave Lots and/or Grave Sites previously given to Township residents are identified in the Township records. These Grave Lots and Grave Sites are to be used only by the Assignee and/or his/her/their Immediate Family. The remaining unused Grave Lots and Grave Sites shall revert back to the Township.
- (f) Interment boxes - Earth Interments shall be enclosed in a concrete box or a box constructed with a metal of equivalent durability approved by the Registrar, provided, however, that a hard plastic box may be used for the Interment of infants.
- (g) Interment of cremated remains - Cremated remains sent or delivered to the Township shall be permanently interred within a period of four (4) weeks after receipt. If arrangements are not made for permanent Interment within this time period, the

Township shall in no way be liable or responsible for the damage or loss of cremated remains or the container holding the remains.

- (h) Authorization to use Assignee's Grave Sites - The Registrar shall have the right to make an Interment of any member of the Immediate Family in any one of the Assignee's Grave Sites. No other person may be interred in any Grave Site without written consent of all Assignees of the Grave Site who are recorded as such in the Cemetery records.
- (i) Location of Interment space - When specific instructions regarding the location of an Interment space in a Grave Lot cannot be obtained or are indefinite, or when for any reason the Interment space requested cannot be conveniently utilized, the Registrar may, in his/her discretion, select an Interment space in such location in the Grave Lot as he/she deems best and proper. The Cemetery shall not in any event be liable for Interment decisions made pursuant to this subsection.
- (j) Orders given by telephone - The Cemetery shall not be liable for any action taken in reliance upon instructions given by telephone, or for any mistakes occurring from the want of precise and proper instructions as to the particular space, size and location in a Grave Lot where Interment is desired. Orders given by the funeral director for the opening of a grave will be construed as orders from the Assignee or heir(s).
- (k) Correction of errors - The Registrar shall have the right to correct any errors made either in making Interments or Removals, or errors made in the description, transfer or assignment of any Grave Lot or Grave Site. Corrections may be made by cancelling the assignment and substituting and conveying in lieu thereof another Grave Lot or Grave Site in a similar location, insofar as reasonably possible, or in an alternate location selected by the Registrar or, in the sole discretion of the Registrar, by refunding the amount of money paid. In the event any such error shall involve the Interment of the remains, the Registrar shall have the right to remove and/or transfer such remains so interred to a new Grave Site in a similar location, insofar as reasonably possible, as may be substituted and conveyed in lieu thereof.
- (l) Delays of Interments - The Cemetery shall be in no way liable for any delay in the Interment of remains where a protest to the Interment has been made, or where there is a failure to comply with this Ordinance or any law, rule, regulation, ordinance or order of any governmental agency having jurisdiction. The Township reserves the right, under such circumstances, to place the remains in a receiving vault until all disputed matters have been resolved and there is compliance with this Ordinance and all other

applicable ordinances, laws, rules, regulations or orders. The Township shall be under no duty to recognize any protest of an Interment unless it is in writing and filed with the Registrar. Furthermore, the Cemetery shall be in no way liable for any delay in completing an Interment due to conditions beyond its reasonable control, such as weather conditions or illness of Cemetery staff.

- (m) Burial boxes - Burial boxes over four (4) feet in length will be classed as adult size; burial boxes under four (4) feet in length will be classed as child size.
- (n) Grave Sites - The number of Grave Sites assigned will be recorded on the deed when Grave Sites are assigned.
- (o) Care in removal - The Cemetery shall exercise due care in making a Removal, but it shall have no liability for damage caused to any casket, burial box or urn in making a Removal.
- (p) Funeral procession - No funeral procession shall enter the Cemetery unless authorized by the Registrar. Once in the Cemetery, a duly authorized funeral procession shall proceed according to and be under the direction of the Registrar until completion. Funeral directors must present the necessary burial or transit permit as required by state law.

SEC. 4 SALE AND PURCHASE OF GRAVE SITES

- (a) Grave Sites per family - A maximum of four (4) Grave Sites per family may be purchased in advance. Additional Grave Sites for a family shall be sold on an as needed and as available basis.
- (b) Charges and costs - The charges and costs for the purchase of Grave Lots, Grave Sites, grave openings/closings and all other Cemetery services shall be established from time to time by resolution by the Township Board. All charges and costs shall be payable to the Township. No other person is authorized to accept any monies in payment of any charge or cost. Any person tendering payment to any other person does so at his own risk. No Township employee may solicit or accept any form of payment or gratuity for work or services rendered. Township employees at the Cemetery are not permitted to do any work for Grave Lot or Grave Site owners or interested parties except upon the direct order of the Registrar.
- (c) Reserving Grave Sites - No Grave Site or Grave Lot may be reserved until it has been paid for in full.
- (d) Transfer of Grave Sites - No Grave Site or Grave Lot can be transferred to another person without prior written approval of the Registrar, after receiving a written request for

transfer from the Assignee. No Grave Site or Grave Lot shall be purchased or sold or rights transferred for speculative purposes. No Grave Site or Grave Lot shall be used for any other purpose than for the burial of the human dead.

- (e) Descent of Grave Sites and Grave Lots - Ownership of a Grave Site or a Grave Lot shall descend as directed by will or other suitable document signed by the Assignee or, in the absence of such will or other suitable document, the Grave Site or Grave Lot shall descend as personal property under the applicable statutes of the State of Michigan.

SEC. 5 GENERAL SUPERVISION OF TOWNSHIP PROPERTIES

- (a) Record keeping - The Registrar shall keep a record of all Grave Sites, alphabetically and numerically, and shall also maintain a complete record of all assignments, receipts, burial records and other matters affecting the Cemetery.

SEC. 6 CONTROL OF WORK AT THE CEMETERY

- (a) Work done in the Cemetery - All grading, foundation, installations, landscaping, fertilizing or improvements of any kind, the mowing of the grass, and the maintenance of all grass, trees, shrubs and herbage shall be done by the Cemetery staff. All Interments and Removals shall be made only by the Cemetery staff under the direction of the Registrar.
- (b) Maintenance of the turf - Cutting into or otherwise disturbing the turf by anyone except the Cemetery staff is prohibited. Any violation of this subsection shall release the Township from any obligation to re-sod or reseed the damaged area.
- (c) Construction - All Cemetery work of any description being conducted in the general area of a funeral shall cease while the funeral is being conducted. All trucks and workers shall withdraw a reasonable distance from the location of the funeral. The Registrar shall have the authority and discretion to enforce this section as he/she deems necessary.

SEC. 7 DECORATION OF GRAVE SITES

- (a) Floral regulations - Flowers from funeral services may remain on the Grave Site for one (1) week. All flowers must be planted in movable containers with handles. The Cemetery shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the Cemetery as soon as, in the judgment of the Registrar, they become unsightly, dangerous, detrimental or diseased, or when they do not conform to the general character or appearance of the landscaping within the Cemetery. The Cemetery shall not be liable for floral pieces, baskets or frames in which or to which such floral pieces are attached, beyond the acceptance of such floral

pieces for funeral services to be held in the Cemetery. The Cemetery shall not be liable for lost, misplaced or broken floral containers. The Cemetery shall not be liable for damage due to the elements, thieves, vandals, or by other causes beyond its reasonable control. The Cemetery reserves the right to regulate the method of decorating Grave Lots and/or Grave Sites so that a uniform appearance can be maintained.

- (b) Plantings on grave sites - All trees planted on or removed from any Grave Site shall be done by the Cemetery.
- (c) Objects on grave sites - No stones, colored stones, wire stems, glass containers, mausoleums, tombs, fences, railings, copings, walls, hedges, or enclosures of any kind or nature shall be placed or erected around or on any Grave Site.
- (d) Removals of offensive structures, etc. - If any monument, effigy or other structure placed upon any Grave Site shall be determined by the Registrar to be indecent, profane, pornographic or otherwise offensive to the Township community, it shall be removed by the Cemetery staff after five (5) days prior written notice by mail to the address of the Grave Site Assignee as shown on the Cemetery records.
- (e) Cemetery clean up - The Cemetery shall remove all wreaths and flowers in late fall and again in early spring.

SEC. 8 ROADWAYS AND REPLANTING

- (a) Right to replant, regrade and use property - The right to enlarge, reduce, replant and/or change the boundaries or grading of the Cemetery or any part thereof, including the right to modify and/or change the locations of or remove or regrade roads, drives and/or walks, or any part thereof, is expressly exclusively reserved to the Cemetery. The right to lay, maintain and operate, or alter or change pipe lines and/or gutters for sprinkling systems, drainage, lakes, etc., is also expressly exclusively reserved to the Cemetery, as well as is the right to use Cemetery property, not assigned to individual Grave Lot or Grave Site Assignees, for Cemetery purposes including the interring and preparing for Interment of remains, or for anything necessary, incidental or convenient thereto. The Cemetery reserves a perpetual right of ingress and egress over Grave Lots for the purpose of passage to and from other Grave Lots.
- (b) No right granted in alleyways - No easement or right of Interment is granted to any Grave Lot or Grave Site owner in any road or walk within the Cemetery, but such road, drive, alley or walk may be used as a means of access to the Cemetery or buildings as long as the Cemetery devotes it to that purpose.

SEC. 9 CONDUCT OF PERSONS WITHIN THE CEMETERY

- (a) Road use - Persons within the Cemetery grounds shall travel within the Cemetery using only the established roads and walks except that a person may carefully walk upon or cross Grave Lots or Grave Sites or lawns when necessary to gain access to a Grave Site. No person shall enter the Cemetery except through a permitted point of entry.
- (b) Trespassers on Grave Sites - Only Assignees, their relatives and invited friends and guests shall be permitted on a Grave Site. Any other person thereon shall be considered as a trespasser. Loitering in the Cemetery is prohibited.
- (c) Children in the Cemetery - Children under eighteen (18) years of age shall not be permitted within the Cemetery unless they are either 1) accompanied by one or more adults who are responsible for them, or 2) have permission to visit the Cemetery from their parents or guardians.
- (d) Damaging plant life - Persons in the Cemetery are prohibited from picking flowers (wild or cultivated), damaging trees, shrubbery, grass or plants, or feeding or disturbing birds, fish or any other animal life. No person may write on, deface or destroy any Memorial or any other structure. No person may destroy or otherwise disturb the birds or other animal life within the Cemetery if not authorized by the Registrar.
- (e) Refreshments - No person shall consume food or beverages in the Cemetery, or carry the same into the Cemetery.
- (f) Lounging on Cemetery grounds - No person shall be permitted to sit or to lounge on any of the grounds, graves or monuments in the Cemetery, or in any Cemetery building.
- (g) Loud talking - Loud talking or any other noise disturbance shall not be permitted in the Cemetery within hearing distance of funeral services.
- (h) Rubbish - The throwing of rubbish or debris on the Cemetery grounds or otherwise littering in the Cemetery is prohibited.
- (i) Smoking - Smoking within any Cemetery building is prohibited.
- (j) Motor vehicles - Motor vehicles must always keep on the right hand side of a Cemetery road. Motor vehicles are not allowed to park or to come to a full stop in front of an open grave unless the occupants of the motor vehicle are in attendance at the funeral. Motor vehicles shall not:
 - Drive off a Cemetery road unless permission is given by the Registrar;
 - Drive a motor vehicle in such a manner as to damage any grass, tree, shrubbery or plant in the Cemetery;
 - Make a U-turn on a Cemetery road;

- Park a motor vehicle or leave a motor vehicle in such a location as to prevent any other motor vehicle from passing. Any motor vehicle parked in such a manner may be ordered removed by the Registrar, and the owner and/or operator shall be responsible for all costs;
 - Operate a vehicle in the Cemetery for recreation purposes;
 - Use a Cemetery road as a public thorough-fare; or
 - Operate at a speed in excess of 10 MPH.
- (k) Peddling or soliciting - Peddling of flowers or plants or soliciting the sale of any commodity, other than by Cemetery staff, is prohibited within the Cemetery.
- (l) Firearms - No firearms shall be permitted within the Cemetery, except by permission of the Registrar, and except for a duly authorized law enforcement officer or a duly authorized military escort for a veteran's funeral or memorial service.
- (m) Notices and advertisements - No signs or notices or advertisements of any kind shall be allowed in the Cemetery, unless placed by the Cemetery.
- (n) Pets - Pets shall not be allowed on the Cemetery grounds or in any of the Cemetery buildings.
- (o) Proper conduct - It is of the utmost importance that proper conduct is observed on the Cemetery grounds. The Cemetery shall not be used as a place for recreational activity. The Registrar shall have the power to remove from the Cemetery any person who conducts himself or herself in a disrespectful manner or without proper decorum.
- (p) Enforcement - The Registrar shall have the authority to enforce this Ordinance and to exclude from the Cemetery any person who violates this Ordinance. The Registrar shall have charge of the grounds and buildings, and at all times shall have supervision and control of all persons in the Cemetery, including the conduct of funerals, traffic, employees, Assignees and visitors. The Registrar is authorized to make temporary rules and regulations which he or she deems necessary to meet emergencies not covered by this Ordinance.

SEC. 10 LIABILITY

- (a) The Cemetery shall not be held responsible for damages by the elements, acts of God, common enemies, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or the order of any military or civil authority, whether the damages be direct or collateral.
- (b) All non-Township employees working in the Cemetery shall be fully responsible for any damage done by them or their agents. Upon completing their work, such non-Township

employees must immediately remove all tools, equipment and debris from the Cemetery, and they must repair any damage they do to the Cemetery grounds.

SEC. 11 RULES FOR MEMORIAL WORK

- (a) Memorials. - All permanent Memorials to be erected or placed in the Cemetery must be stone or other equally durable composition approved by the Registrar.
- (b) Foundations - Any large upright Memorials must be located upon a suitable foundation to maintain the Memorial in an upright position. All foundations for Memorials shall be erected by the Cemetery staff upon such type and size of foundation as shall be specified by the Registrar. The Cemetery charges for a foundation shall be paid by the Assignee. These charges shall be established from time to time by Township Board resolution.
- (c) Memorial specifications - No person shall erect or place a Memorial in the Cemetery unless the plans and specifications therefor shall have been submitted to and approved in writing by the Registrar.
- (d) Memorial - No more than one (1) upright Memorial shall be allowed above the ground or at ground level on any one (1) Grave Site.
- (e) Excavation, grading, etc. - All excavations, grading or removal of earth or rubbish shall be excavated, graded or removed in such a manner as the Registrar may direct. No Grave Site, Grave Lot or other area of the Cemetery drive shall be graded in shape, or in any manner altered from the general plan of the Cemetery.

SEC. 12 HOURS

The Cemeteries will be open daily from dawn to dusk. Any person who gains entrance or is found in the Cemetery between dusk and dawn shall be treated as a trespasser and prosecuted as such.

SEC. 13 EXCEPTIONS

Special cases may arise in which the literal enforcement of a provision of this Ordinance may impose an undue and unnecessary hardship. Notwithstanding any such provision to the contrary, the Registrar, after due consideration, may make such exceptions, suspensions or modifications of any applicable provision as he/ she shall deem appropriate. Any such exception, suspension or modification shall not be construed as affecting the general application or the intent of the provisions of this Ordinance.

SEC. 14 PENALTIES

In addition to any other charges, fines or penalties for which a person may be liable under other applicable law or local ordinances, any person who shall violate a provision of this

Ordinance, or who shall fail to comply with any of the requirements hereof, shall be responsible for a municipal civil infraction and be subject to the enforcement procedures set forth in the Municipal Civil Infraction Ordinance adopted by the Township, and a fine of fifty dollars (\$50.00), plus costs and other sanctions, for each infraction. Each day during which any violation continues after due notice has been served shall be deemed a separate and distinct offense. Increased civil fines may be imposed for repeated violations of this Ordinance; a repeat violation means a second or subsequent municipal civil infraction violation committed by a person within any twelve (12) month period and for which a person admits responsibility or is determined to be responsible. The increased civil fine for a repeat violation shall be as follows:

(a) The fine for any offense which is a first repeat offense shall be \$250.00, plus costs and other sanctions; and

(b) The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be \$500.00, plus costs and other sanctions.

The Registrar, members of the Ottawa County Sheriff's Department assigned to the Township, members of the Ottawa County Sheriff's Department whose services are contracted by the Township and any other individuals who may from time to time be appointed by resolution of the Township Board, are hereby designated as the authorized Township officials to issue municipal civil infraction citations (directing alleged violators to appear in court) or municipal civil infraction notices (directing alleged violators to appear at the Allendale Charter Township Municipal Ordinance Violations Bureau) as provided in the Municipal Civil Infractions Ordinance adopted by the Township.

SEC. 15 SEVERABILITY AND CAPTIONS

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

SEC. 16 ADMINISTRATIVE LIABILITY

No officer, agent or employee of the Charter Township of Allendale, or a member of the Charter Township of Allendale Board, shall be rendered liable for any damage that may occur to any person as a result of any act, decision or other consequence or occurrence arising out of the discharge of his or her duties and responsibilities pursuant to this Ordinance.

SEC. 17 REPEAL

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

SEC. 18 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _____, 2019, after introduction and a first reading on _____, 2019, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2019.

Township Supervisor

Township Clerk

CERTIFICATE

We, Adam Elenbaas and Laurie Richards, the Supervisor and the Clerk respectively, for the Charter Township of Allendale, Ottawa County, Michigan, do hereby certify that the foregoing Allendale Charter Township Cemetery Ordinance was adopted at a _____ meeting of the Allendale Charter Township Board held on _____, 2019. The following members of the Township Board were present at that meeting: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in opposition. The Ordinance was published in Sunday Edition of the Grand Rapids Press on _____, 2019.

Adam Elenbaas, Supervisor

Laurie Richards, Clerk

supervisor

From: Clerk
Sent: Tuesday, January 7, 2020 8:39 AM
To: Bob Sullivan (bsullivan@scholtenfant.com)
Cc: supervisor
Subject: FW: Participation in Board Meetings from a remote Location
Attachments: letter to Jerry Alkema - 4-23-15 (00214496xB95FA) (2).pdf; 202001060840.pdf

Bob,
I also found this in the files. We do have a Board Policy.

Laurie Richards

Allendale Charter Township Clerk
6676 Lake Michigan Dr.
Allendale, MI 49401
616 892-3111
clerk@allendale-twp.org



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From: supervisor
Sent: Tuesday, January 7, 2020 8:31 AM
Cc: Sullivan, Bob <bsullivan@scholtenfant.com>
Subject: FW: Participation in Board Meetings from a remote Location

Board of Trustees:

Bob Sullivan looked into our question about remote participation in board meetings. The email below gives his response. I have this on our Jan 13 agenda for discussion.

Adam Elenbaas
Allendale Charter Township Supervisor
6676 Lake Michigan Drive
Allendale, MI 49401-0539
(616) 892-3110

From: Sullivan, Bob <bsullivan@scholtenfant.com>
Sent: Monday, January 6, 2020 5:32 PM
To: supervisor <supervisor@allendale-twp.org>

Cc: Tapp, Kimberly <ktapp@scholtenfant.com>

Subject: RE: Participation in Board Meetings from a remote Location

Adam:

I have had an opportunity to review this issue. Unfortunately, I do not believe that the OMA is really any clearer now than it was when I drafted my earlier letter on remote participation in a board meeting. I have not been able to find any direct guidance as to whether members of public bodies may participate electronically at public meetings.

According to several sources, the best guidance comes from a 1987 Michigan Court of Appeals decision which ruled that participation at a hearing was allowable as long as the public was able to hear comments made by absent members using speaker phones.

There were efforts in the legislature to specifically prohibit remote participation. Bills came close to passage during the 2011-2012 and 2013-2014 sessions of the legislature. As noted in my earlier letter, there was also work on this issue in 2015. That bill was not reconciled and submitted for signature. Accordingly, there remains no specific direction on the issue from the OMA.

The Attorney General's OMA handbook basically assumes that remote participation is allowed. The AG recommends that if members are participating remotely, votes should be taken by roll call so that it is clear how all members voted.

If remote participation is going to be permitted a policy should be adopted by the Board outlining the conditions for participation. This should include a requirement that at least a quorum of members should be physically present at the meeting. In addition, the concerns raised in my 2015 letter concerning issues such as closed sessions would still be an issue.

If I have not addressed the questions you have raised, or if you would like to discuss this further, please do not hesitate to let me know. Thanks. Bob

Robert E. Sullivan
SCHOLTEN FANT
100 North Third Street
PO Box 454
Grand Haven, Michigan 49417
(616) 842-3030



From: supervisor <supervisor@allendale-twp.org>

Sent: Thursday, January 2, 2020 3:35 PM

To: Sullivan, Bob <bsullivan@scholtenfant.com>

Subject: FW: Participation in Board Meetings from a remote Location

[EXTERNAL]

Bob,

A question about remote meeting participation was brought up at our board meeting Monday night. With some of our board being retired and traveling, a question was asked if they can participate in board meetings when traveling? I believe laws have been updated since the last time the Allendale board discussed this. (Reference the attached document.)

Can you please look into this to let us know if remote participation is an option? Under what circumstances? If this is an option, what does the board need to do to create a policy for this?

Thank you,

Adam Elenbaas
Allendale Charter Township Supervisor
6676 Lake Michigan Drive
Allendale, MI 49401-0539
(616) 892-3110

From: Clerk

Sent: Tuesday, December 31, 2019 11:23 AM

To: Barbara Vander Veen <barbara_vv@yahoo.com>; Barb VanderVeen <barbvanderveen@allendale-twp.org>; supervisor <supervisor@allendale-twp.org>; candykraker@gmail.com; Candy Kraker <candykraker@allendale-twp.org>; Marcia Hoekstra <mhoekstra.trustee@gmail.com>; Marcia Hoekstra <marciahoekstra@allendale-twp.org>; Bruce Zeinstra <brucezeinstra@allendale-twp.org>; Dave Vander Wall <davidvanderwall@allendale-twp.org>

Subject: Participation in Board Meetings from a remote Location

Attached is a document that was provided when a board member in the past inquired about attending Board meeting remotely. I am sure that there may be changes since this was provided. This is only for reference.

Laurie Richards

Allendale Charter Township Clerk
6676 Lake Michigan Dr.
Allendale, MI 49401
616 892-3111
clerk@allendale-twp.org



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Scholten Fant
Attorneys

Over 50 Years of Service

Robert E. Sullivan • rsullivan@scholtenfant.com • 616.842.3030 • Fax 616.846.6621
100 North Third Street, P.O. Box 454, Grand Haven, MI 49417
www.scholtenfant.com

April 23, 2015

Allendale Charter Township
Attn: Jerry Alkema, Supervisor
6676 Lake Michigan Dr.
Allendale, MI 49401

Re: Participation in Board Meetings From a Remote Location

Dear Mr. Alkema:

You have requested information concerning the participation of an absent board member in board matters when such board member is in the military service and not physically present due to his military service. This inquiry is made as we understand it as a result of Mr. Modderman's service in the Armed Forces. After researching the issue, we have concluded that the Township Board may choose to allow Mr. Modderman to participate remotely, but is not obligated to do so. In making that determination, there are several issues outlined below that should be considered.

Michigan law states that a township "board shall determine its own rules and order of business and shall keep a journal of its proceedings in the English language. . . ." MCL 42.7(6). This implies that if the Allendale Charter Township Board wishes to allow Mr. Modderman to attend using Skype, or some other electronic means, that the Township Board could decide to do so without violating the Open Meetings Act. It should be noted that there is pending legislation which would modify the Open Meetings Act. The proposed modification adds the requirement of physical presence of a board member at a meeting. A meeting would not be considered open to the public under the terms of the proposed legislation "if a member of the public body casts his or her vote on a decision without being physically present at the meeting." House Bill 4363. Accordingly, while there is some movement against allowing meeting attendance in any way other than physical presence, the strength of the support for the bill is unknown. The bill has been in committee since May, 2013 of this year with no recent action.

If a decision is made to permit participation by remote access, the Township Board should consider how remote participation may impact closed meetings. If a member is permitted to participate by remote access, it cannot be guaranteed that no one else would be in the room overhearing what is being said when the member has open communication with the Township Board from the remote site. In instances where there is an attorney-client privilege, if there is someone other than the members of the board in the room it may constitute a waiver of such privilege.

Another point that the Township Board should consider specifically relates to Mr. Modderman's position as Township Treasurer. As you are aware, a township treasurer must perform his or her duties as required by state law. See MCL 42.9. A township board can create additional officers as needed to administer township affairs, but in no case can the office of township treasurer be abolished or can the duties or responsibilities be diminished. *Id.* It should therefore be considered to what extent Mr. Modderman's duties as treasurer can be conducted remotely. Pursuant to MCL 41.76, a township treasurer is to "receive and take charge of money belonging to the township, or that is by law required to be paid into the township treasury, and shall pay over and account for the money, according to the order of the township board, or the authorized officers of the township." While Mr. Modderman may be able to attend meetings remotely, discuss issues, and vote under current law, it may be difficult for him to conduct the important duties required of his position from outside the area.

Finally, the Township Board will need to consider the logistics of remote participation. If a board member is permitted to participate remotely, the provisions of the Open Meetings Act will still need to be enforced. The remote access site will need to be posted and it will need to be in a place that is open to the public. In essence, the remote location will need to be treated as if it were situated in Allendale and, therefore, comply with the requirements of the Open Meetings Act.

In summary, it is our opinion that the Township Board does have the authority to grant Mr. Modderman the ability to participate in Township Board matters remotely. If the Township Board makes such a decision, it will need to formulate procedures to address the issues set forth above. If we can be of assistance in drafting such procedures, please let us know.

Please review the information set forth above and advise us to any additional questions you may have.

Very truly yours,

SCHOLTEN FANT

A handwritten signature in blue ink, appearing to read "Robert E. Sullivan", is written over the typed name.

Robert E. Sullivan

RES/kat

Allendale Charter Township, Ottawa County, Michigan
Meeting Policy and Procedure Statement Regarding
Participation in Board Meetings from a Remote Location

I. Participation in Board Meetings from a Remote Location

The purpose of this Policy and Procedure Statement is to inform the citizens of Allendale Charter Township of the Township Board's public meeting policy concerning participation by Board members in Township meetings from locations other than the Township Hall.

A. Meeting Notice

Notice of the meeting must be properly issued by posting at the place where the meeting is to occur, and should include the location of those attending from a remote location utilizing telecommunication devices. Similar notice must also be posted at the remote location of the telecommuter.

B. Meeting Attendance

The public shall have the right to attend the meeting at either location and participate in the meeting in accordance with the direction of the chair.

C. Meeting Minutes

Minutes of the meeting must be kept and should include those physically present at the meeting and those participating through telecommunication. The location of those not physically present should also be included in the minutes.

D. Participation in Meetings

The Board Member may participate in the Township Board Meeting using a speaker phone, Skype or other similar electronic communication device. The telecommunication device utilized must afford the public an opportunity to listen and to participate in the meeting at both locations.

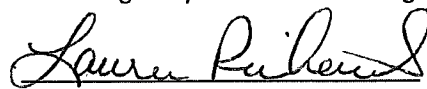
E. Board Approval

A Board member requesting the opportunity to participate in Board meetings from a remote location shall be required to obtain the consent of the Board. The request must be submitted to the Board at least one meeting prior to the anticipated absence requiring remote participation.

II. Adoption

This policy was adopted by the Township Board at a regularly scheduled meeting conducted on May 26, 2015.

5/27/15
Dated


Laurie Richards, Allendale Township Clerk