

Agenda for the
Allendale Charter Township Board Meeting
Monday, March 28, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the March 14, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the March 7, 2022 Planning Commission Meeting
 - Sheriff's Department February Monthly Report
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
 - Resolution 2022-02: Local Governing Body Non-Profit Recognition for Charitable Gaming License 2022 Senior Class Parent Committee
 - Churchside Estates Preliminary Plat: Tentative Approval
 - Volunteer Application
- Discussion Items
 - Library Community Room Reservation Agreement
 - Library Advisory Board Bylaws
 - Schoolhouse Preservation Update
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 14, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent: Ms. Vander Veen and Mr. Vander Wall (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Garry Scholten, Public Utilities Water Supervisor; Greg DeJong, Ottawa County Commissioner; John Tenpas, Driesenga & Associates; Greg King, Lakeshore Advantage; Dave Ash, Lakewood Construction; John Behers, and Debbie Culbertsen.

Mr. Elenbaas pronounced the invocation.

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

BOT 22-037 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to remove Resolution 2022-02; Local Governing Body Non-Profit Recognition for Charitable Gaming License 2022 Senior Class Parent Committee and Churchside Estates Preliminary Plat: Tentative Approval from the Action Items. The motion passed.

BOT 22-038 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 28, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$206,120.46 and no interim payments, as presented by the summary report for March 15, 2022.

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the February 21, 2022, Planning Commission Meeting
3. Fire Department February Monthly Report
4. Assessing Laptop Budget Amendment #5 Request- Internally Approved
5. Library Laptop Budget Amendment #6 Request- Internally Approved

Public Hearings

1. Michigan Community Development Block Grant (CDBG)

Greg King; Lakeshore Advantage provided a brief overview of the CDBG process from 2019- current. He indicated that the purpose of the grant was to assess site readiness for the 189 acres located on the NE corner of Rich and 56th Avenue. The purpose of this public hearing is not to decide on proceeding with the potential site proposals, but rather to close out the grant process.

John Tenpas; Driesenga & Associates presented a review of the site study findings which included: 2019 Feasibility Study, 2020 Topo/Boundary Map, 2020 Geotechnical Report, 2020 Phase I Environmental Site Assessment, 2021 Site Readiness Narrative, and 2022 Traffic Study. Mr. Tenpas provided the board with proposed site development ideas which included a 17 site Industrial Park with buildings ranging from 72,000 sq. ft. to 150,000 sq. ft. and a 7 site Industrial Park with buildings ranging from 72,000 sq. ft. to 500,000 sq. ft. He gave an overview of various improvements that would be required before proceeding with any development of the site. These include: road improvements on sections of 48th and Rich Street, utility improvements, water and sewer main extensions, and an upgrade to existing drains. Improvement costs are estimated at \$22,000,000.00.

Several board members had comments and questions.

Mr. Elenbaas opened the public hearing at 6:42 p.m.

Comments were received from:

1. Greg DeJong, Allendale

BOT 22-039 Mr. Elenbaas moved to close the public hearing at 6:44 p.m. The motion passed.

Public Comments and Communications - None

BOT 22-040 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update including: Sheriff Kempker recognized deputies for life saving awards; new County Administrator announcement should be coming around March 24, 2022; Departments have begun presenting the annual presentations to the board. Commissioner DeJong encourages everyone to see the annual reports on the county website. They outline all the great things that have been done at Ottawa County; and the 2nd County Newsletter should be mailed out in a couple of months. If you have any suggestions on content, please contact Commissioner DeJong.

Action Items

BOT 22-041 Ms. Kraker moved to approve and authorize the Supervisor to sign and submit the Independence Day Fireworks Permit Application. The motion passed.

Garry Scholten, Public Utilities Water Supervisor provided an overview of the Allendale Public Utilities Bid for Additional Vehicle proposal. Mr. Scholten outlined the concerns of vehicle to employee ratios and the need for an additional vehicle. A new vehicle has been planned for in the 2022 budget. If approved, the purchase would utilize discounts through the state MiDeals program.

BOT 22-042 Mr. Zeinstra moved to approve and authorize the Public Utilities Superintendent to purchase a new Public Utility vehicle as outlined in the Allendale Public Utilities Bid for Additional Vehicle proposal at a budgeted cost of \$32,279.00. The motion passed.

Discussion Items

Mr. Elenbaas informed the board that Kent County Administrator, Al Vanderberg has graciously agreed to facilitate a strategic planning session for the Board of Trustees. Several potential dates were set, and Mr. Elenbaas will contact Mr. Vanderberg to finalize.

Public Comments and Communications

Public comments were received from:

1. Cal Keuning, Sheriff Department

BOT 22-043 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas sought direction from the board regarding the Parks & Recreation By-Laws. It was determined the best course of action is to send the drafted by-laws to the Parks and Recreation Committee for edits and feedback and then to bring those proposals to the board at an upcoming meeting. He also informed the board that Lydale Weaver, Human Resource Director has been evaluating the holiday schedule and will propose recommended changes at a future meeting.

Mr. Zeinstra recently attended a conference and was reminded of the importance of checking the expiration on Automated External Defibrillators (AED) devices.

Ms. Hansen thanked and gave kudos to Shelly Kowalczyk for ensuring our township safety devices are up to date and finding ways to continuously keep our team safe.

BOT 22-044 Mr. Zeinstra moved to adjourn the meeting at 7:10 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - FEBRUARY	255.00	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	DOG LICENSES - FEBRUARY	114.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - FEBRUARY	1,020.00	
101-000.000-284.181	PLACID WATERS 3	RECREATIONAL DEVELOPMENT	ESCROW ACCOUNT REFUND - PLACID WATERS	500.00	
101-000.000-284.205	HIGHPOINT REAL ESTATE-METRO HEA	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	48.00	
101-000.000-284.210	6138 LMD-PUD-SIGNATURE LAND DEV	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	36.00	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	72.00	
101-000.000-284.221	CENTENNIAL FARM-REZONING	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	12.00	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	72.00	
101-000.000-284.223	BILTMORE PLAT-CHURCHSIDE ESTATE	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	336.00	
101-000.000-284.223	BILTMORE PLAT-CHURCHSIDE ESTATE	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	409.00	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	888.00	
101-000.000-284.226	ALDERINK REZONE	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	144.00	
101-000.000-284.227	MARCUSSE REZONE	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	240.00	
Total For Dept 000.000 REVENUE				4,146.00	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	8.00	
Total For Dept 191.000 FINANCE/ACCT				8.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - APRIL	18,725.04	
Total For Dept 209.000 EMPLOYEE INSURANCES				18,725.04	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	350.00	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	195.00	
101-215.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	60.00	
Total For Dept 215.000 CLERK				605.00	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	TONER CARTRIDGES	235.78	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	TAPE & DISPENSER	13.99	
101-248.000-732.000	SUPPLIES	STAPLES	OFFICE SUPPLIES	38.92	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	ANNUAL POSTAGE MACHINE CONTRACT	764.04	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	POSTAGE MACHINE RENTAL - 04/01-06/30/	180.00	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE - 03/16/22	45.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,026.50	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	21.67	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVER PROJECT	1,330.38	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVER PROJECT	3,829.40	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	138.05	
101-248.000-955.000	Miscellaneous	FLEX ADMINISTRATORS INC	ANNUAL RENEWAL FEE	60.00	
Total For Dept 248.000 ADMINISTRATION				7,683.73	
Dept 257.000 ASSESSOR					
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	CENTRON DATA SERVICES IN	ASSESSMENT NOTICES 2022	1,593.53	
Total For Dept 257.000 ASSESSOR				1,593.53	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - FEBRUARY	204.96	
101-265.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	961.21	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	2,115.44	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 BUILDING & GROUNDS					
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	35.93	
101-265.000-930.000-TRUCKT	Maintenance	BURNIPS EQUIPMENT COMPAN	TRUCK/TRACTOR SUPPLIES	213.88	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	215.34	
101-265.000-930.000-TRUCKT	Maintenance	NAPA - GENUINE PARTS COM	OIL & OIL FILTERS	76.26	
101-265.000-930.000-TRUCKT	Maintenance	NAPA - GENUINE PARTS COM	ELECTRICAL CONNECTOR	11.67	
101-265.000-930.000-TRUCKT	Maintenance	O'REILLY AUTOMOTIVE INC	AIR FILTER	51.57	
101-265.000-930.000-TRUCKT	Maintenance	O'REILLY AUTOMOTIVE INC	CAPSULE	95.49	
Total For Dept 265.000 BUILDING & GROUNDS				3,981.75	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	4,210.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	1,091.00	
Total For Dept 266.000 ATTORNEY				5,301.00	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MARCH	3,754.42	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MARCH	35,136.37	
Total For Dept 301.000 POLICE OFFICER				38,890.79	
Dept 336.000 FIRE DEPT					
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	316.92	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	165.40	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - FEBRUARY	60.72	
101-336.000-815.000	INSURANCE	BERENDS HENDRICKS STUIT	RENEWAL OF PROVIDENT FF A&H POLICY	1,798.00	
101-336.000-930.000	Maintenance	GRAINGER	BATTERIES	32.20	
101-336.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COM	TRUCK MAINTENANCE SUPPLIES	13.68	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	TRUCK MAINTENANCE SUPPLIES	975.33	
Total For Dept 336.000 FIRE DEPT				3,362.25	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	20.37	
Total For Dept 448.000 STREET LIGHTS				20.37	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	39.88	
101-449.000-955.000	Miscellaneous	WESCO RECEIVABLES CORPOR	LIGHT POLES (3)	6,467.52	
Total For Dept 449.000 HIGHWAY-M45				6,507.40	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	2,508.00	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - FEBRUARY	456.00	
101-701.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	660.00	
Total For Dept 701.000 PLANNING & ZONING				3,624.00	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	PYROTECNICO FIREWORKS IN	FIREWORKS DISPLAY - 50% DEPOSIT	10,000.00	
Total For Dept 753.000 COMMUNITY PROMOTIONS				10,000.00	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	5.11	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	59.94	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	45.99	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	38.50	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	19.50	
101-790.000-732.000	SUPPLIES	AMAZON	AV MATERIALS	58.94	
101-790.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	14.82	
101-790.000-732.000	SUPPLIES	AMAZON	AV MATERIAL	51.91	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIAL	17.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIAL	14.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIAL	7.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	19.96	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	115.97	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	26.99	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	39.99	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	29.99	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	342.65	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	315.10	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	18.74	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	257.70	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	302.22	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - MARCH	75.00	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	8.95	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	COPY MACHINE CONTRACT - MARCH	73.42	
101-790.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1.03	
101-790.000-802.000-TECHNO	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	336.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON	ADULT PROGRAMMING	15.69	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	19.79	
101-790.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	686.92	
Total For Dept 790.000 LIBRARY				3,021.73	
Total For Fund 101 General Fund				107,470.59	
Fund 249 Building Department Fund					
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - FEBRUARY	16,718.58	
Total For Dept 371.000 INSPECTION DEPARTMENT				16,718.58	
Total For Fund 249 Building Department Fund				16,718.58	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH EMPLOYERS HEALTH INSURANCE		PRIORITY HEALTH	HEALTH INSURANCE - APRIL	1,624.41	
Total For Dept 371.000 INSPECTION DEPARTMENT				1,624.41	
Total For Fund 252 RENTAL ADMINISTRATION				1,624.41	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	CONSTRUCTION SIMPLIFIED	FIRE STATION PROJECT - FEBRUARY	2,925.00	
403-901.000-971.000	CAPITAL OUTLAY	THE ARCHITECTURAL GROUP	FIRE STATION PROJECT - FEBRUARY	7,087.10	
Total For Dept 901.000 CONSTRUCTION				10,012.10	
Total For Fund 403 FIRE STATION BUILDING FUND				10,012.10	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION	GENERAL MARKETING	ALLENDALE AREA CHAMBER O	ALL-IN CAMPAIGN	10,105.65	
494-248.000-971.044		Total For Dept 248.000 ADMINISTRATION		10,105.65	
Dept 901.000 CONSTRUCTION					
494-901.000-971.160	INFRASTRUCTURE COSTS	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPRVMENTS - APP #5	7,824.75	
		Total For Dept 901.000 CONSTRUCTION		7,824.75	
		Total For Fund 494 Dda Development Fund		17,930.40	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT - LAMB	341.54	
592-000.000-266.000		Total For Dept 000.000 REVENUE		341.54	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	303.07	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	202.04	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	855.42	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	3.10	
592-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVER PROJECT	1,330.37	
592-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVER PROJECT	3,829.40	
592-248.000-808.030	COUNTY CONN. REGIS. FEE	OTTAWA CTY REGISTER OF D	RECORDING FEE FOR WATER CONNECTION -	30.00	
592-248.000-955.000	Miscellaneous	FLEX ADMINISTRATORS INC	ANNUAL RENEWAL FEE	40.00	
		Total For Dept 248.000 ADMINISTRATION		6,593.40	
Dept 536.000 WATER					
592-536.000-646.000	Utility Charges	HOLMES, CHRIS-JENNIFER	UB refund for account: JORD-005337-00	38.30	
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - APRIL	6,246.60	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	417.96	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	10.00	
592-536.000-732.000	SUPPLIES	EJ USA INC	HYDRANT	2,389.33	
592-536.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	62.84	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	WATER METERS	2,820.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	CURB STOP VALVE	530.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	CURB STOP VALVE STREET 90	1,164.00	
592-536.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - FEBRUARY	218.99	
592-536.000-802.000	Contracted Services	SECURALARM LLC	ALARM MONITORING FIRE - 04/01-06/30/2	162.00	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - MARCH	163.07	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - MARCH	1,431.21	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	981.25	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	920.71	
592-536.000-930.000	MAINTENANCE	ALLIED MECHANICAL SERVIC	HVAC PREVENTATIVE MAINTENANCE	684.00	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	162.34	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.98	
592-536.000-930.000	MAINTENANCE	ETNA SUPPLY COMPANY	REPAIR PARTS	352.50	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	FIRE HYDRANT REPAIR @ WARNER ST	2,885.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE / TIRE REPAIR	46.93	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE	35.77	
592-536.000-971.000	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPRVMENTS - APP #5	2,330.50	
592-536.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	NEW TRUCK SUPPLIES	860.50	
592-536.000-972.000	EQUIPMENT REPLACEMENT	AMAZON CAPITAL SERVICES	EMERGENCY EYEWASH STATION @ 68TH M.S.	259.08	
592-536.000-974.100	SAFETY EQUIPMENT	TRUCK & VAN SPECIALTIES	NEW TRUCK SUPPLIES	498.90	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
Total For Dept 536.000 WATER				25,687.76	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - APRIL	6,246.60	
592-537.000-732.000	SUPPLIES	AGILE SAFETY LLC	HOOD RESPIRATOR	2,387.90	
592-537.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	62.83	
592-537.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - FEBRUARY	218.99	
592-537.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	2,218.53	
592-537.000-802.000	Contracted Services	SECURALARM LLC	ALARM MONITORING FIRE - 04/01-06/30/2	162.00	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - MARCH	12,880.89	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - MARCH	1,843.89	
592-537.000-926.000-TRASHX	UTILITIES	POTLUCK PICK-UP INC	TRASH / RECYCLE SERVICE	480.00	
592-537.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.97	
592-537.000-930.000-GENMAI	MAINTENANCE	ALLIED MECHANICAL SERVIC	HVAC PREVENTATIVE MAINTENANCE	684.00	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	162.34	
592-537.000-930.000-WRRFMA	MAINTENANCE	MERLE BOES INC	OIL FOR MAINTENANCE	1,152.08	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE / TIRE REPAIR	46.93	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	OIL CHANGE	35.77	
592-537.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	NEW TRUCK SUPPLIES	860.50	
Total For Dept 537.000 SEWER				29,459.22	
Total For Fund 592 Water & Sewer				62,081.92	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 03/29/2022 - 03/29/2022
UNJOURNALIZED
OPEN

03/22/2022 02:05 PM
User: DENISE
DB: ALLENDALE

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
	Fund 101 General Fund			107,470.59	
	Fund 249 Building Depa			16,718.58	
	Fund 252 RENTAL ADMINI			1,624.41	
	Fund 403 FIRE STATION			10,012.10	
	Fund 494 Dda Developme			17,930.40	
	Fund 592 Water & Sewer			62,081.92	
	Total For All Funds:			215,838.00	

Treasurer's report for Board Meeting dated 3/28/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
3/21/2022	101448	\$66.85	MUSKEGON FIRE EQUIPMENT INC	Fire Extinguisher Inspection

\$66.85 TOTAL

General Fund Cash Balance at board meeting dated 3/28/2022

Checking Account	\$	3,045,511.00
Liquid Investment	\$	259,429.00
CD	\$	18.00
Total	\$	3,304,958.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	2,964,351.00
Liquid Investment	\$	259,429.00
CD	\$	18.00
Total	\$	3,223,798.00

Last year at this time the balance was \$ 5,009,262.00

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 7, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Zuniga, Chapla, Nadda, Zeinstra
Absent: Westerling
Staff and Guests Present: Planner Greg Ransford, Kevin Yeomans, Mark Kidd, Ana Pelhank
3. Received for Information:
4. Motion by Zeinstra to approve the February 21, 2022 Planning Commission Minutes as presented.
Seconded by Nadda. **Approved 6-0**
5. Motion by Longcore to approve the March 7, 2022 Planning Commission Agenda as presented.
Seconded by Zuniga. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Chairperson Longcore opened the public comment section for non-public hearing items. No comments were made, and Chairperson Longcore closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Site Plans
 - Conifer Creek – 4815 Becker Drive
 - Seeking 12 unit and 35 bed multi-family housing

Steve Witte from Nederveld, representing the applicant, introduced the project and read a letter from the applicant who could not attend the meeting. He also addressed items in Planner Ransford's memo.

Planner Ransford reviewed his memo and noted that the next step, if the Commission was ready to move forward, would be a public hearing.

Commissioners and Mr. Witte discussed the turn radius for the garbage truck and whether the proposed dumpster location would be suitable and allow for easy access. Mr. Witte was asked to either change the dumpster access or double check that the turning radius will work.

Mr. Witte explained that the landscaping has been moved at the request of the DPW to keep any plantings from being on top of a utility line.

Commissioners discussed if the project meets the standards of the University Park PUD. Consensus was that it does, and they directed Planner Ransford to schedule the public hearing.
10. Old Business:
 - A. Special Use Application
 - Wendy's Restaurant – 4755 Lake Michigan Drive
 - Seeking 2,163 square foot sit-down and drive-through restaurant

Steve Witte from Nederveld, representing the applicant, introduced the proposed Wendy's restaurant to be located at 4755 Lake Michigan Drive. Mr. Witte reviewed the items that the Planning Commissioners had discussed at the previous meeting when the Wendy's project was introduced.

Commissioners discussed with Mr. Witte the pedestrian walk and trying to minimize possible conflicts between pedestrian traffic and vehicle traffic entering off of Lake Michigan Drive.

Commissioners discussed the existing trees and whether to require an inventory of the existing trees to enforce the replacement of trees in the event of trees dying off or a storm knocking them down. Mr. Witte suggested that he put a note on the plans the required number of trees and shrubs and if any of the existing trees and shrubs die or are knocked down the developer would have to replace to the required amount stated on the plans. Commissioners agreed that this would be acceptable.

Commissioners would like to see stone or brick on the bottom of the building to match other buildings along the Lake Michigan Drive corridor. Commissioners also noted that the material proposed for the freezer/cooler is acceptable as well as the front yard landscaping.

Commissioners directed Planner Ransford to schedule the public hearing.

B. Text Amendments

- Section 23.20 – Renewable Energies

Planner Ransford reviewed his memo and his conversations with the Township Legal Counsel.

Commissioners discussed the changes.

Mr. Zeinstra inquired if there is any state regulation to the renewable energy sources. Planner Ransford will check to see if there is any available. Planner Ransford will draft a second version incorporating the discussion of the Commissioners.

- Mini-warehouses and self-storage facilities discussion

Planner Ransford reviewed his memo and Mr. Yeomans discussed the history of why this is being discussed.

Commissioners discussed the different options for where they thought these facilities would be appropriate, and if these facilities are appropriate uses in the General Commercial Zoning District.

C. Work Program – Section 36 Industrial Zoning District properties

Planner Ransford stated that he reached out to the property owners and explained what the Planning Commission was looking at and how that would affect their property. There is one property that the owners would like to remain Industrial. Planning Commissioners decided to take no action and leave the properties as they are currently zoned.

11. Public Comments

Chairperson Longcore opened the public comment section.

Seeing no comments, Chairperson Longcore closed the public comment section.

12. Township Board Reports

Mr. Zeinstra reported that at the last Township Board meeting, they approved the Centennial Farm rezoning, the moratorium for self-storage facilities, and the amendments for zero-yard setbacks. And that the Planning and Zoning Department is looking at fees and escrows

13. Commissioner and Staff Comments

Mr. Adams asked about the follow-up about the Penske trucks. Mr. Yeomans stated that Steve Kushion, our Zoning Administrator is looking into that.

Mr. Zuniga asked about the canopies around Hungry Howie's that are tattered and if there is anything that can be done about that.

Mr. Yeomans reported that the fire station project is moving forward.

14. Chairperson Longcore adjourned the meeting at 9:12 p.m.

Next meeting March 21, 2022 at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Kelli McGovern





County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration

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

Correctional Facility

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

Date: 03-11-2022

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (February 2022)

The Sheriff's Office during the month of February responded to 399 calls for service. Looking back at February 2021, the Sheriff's Office responded to 395 calls for service.

Allendale Township Basic EMT and MFR units, with assistance of general road patrol responded to 50 medicals and 2 personal injury accidents. Looking back at February 2021, the Sheriff's Office responded to 32 medicals.

Traffic contacts during the month of February, deputies issued 104 total tickets.

Allendale School News:

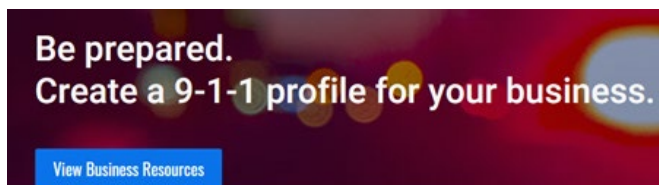
Deputy Ortman presented Civilian Response to Active Shooter Events (C.R.A.S.E.) training to staff at Oakwood Elementary.

Deputy Ortman assisted with coaching the Allendale High School wrestling team. Six wrestling players, 3 boys and 3 girls, qualified to go to the individual state championship at the Ford Field in Detroit.

Off Campus Owners / Managers Meeting:

We had our monthly meeting with the off-campus apartment owners and managers. We discussed the up-coming youth alcohol enforcement patrol for St. Patrick's Day and weekend. This is a combined patrol with the Ottawa County Sheriff's Office and GVSU PD targeting underage drinking and parties on the GVSU campus and the off-campus area.

The apartment owners and managers were asked to update their business profile with Ottawa County Central Dispatch. The Allendale Area Chamber of Commerce also assisted by sending out the business profile with instructions to all the chamber business members in the Allendale community. Updating your business profile assists police, fire, and EMS with after hour contacts or other special instructions for the apartment complex or business.

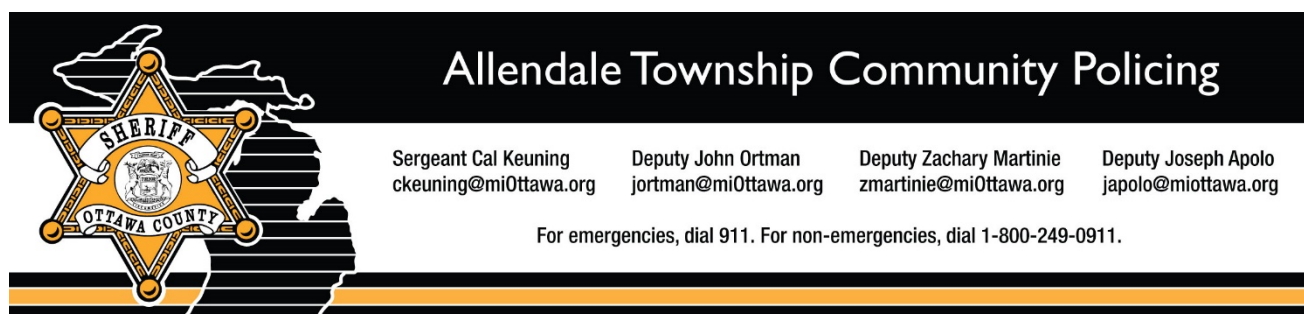


Civilian Response to Active Shooter Events (C.R.A.S.E.):

Deputy Ortman presented C.R.A.S.E. to the Allendale Township employees in the board room at the township office. Deputy Ortman will be presenting a second C.R.A.S.E. class to the township employees on March 31st in the board room.

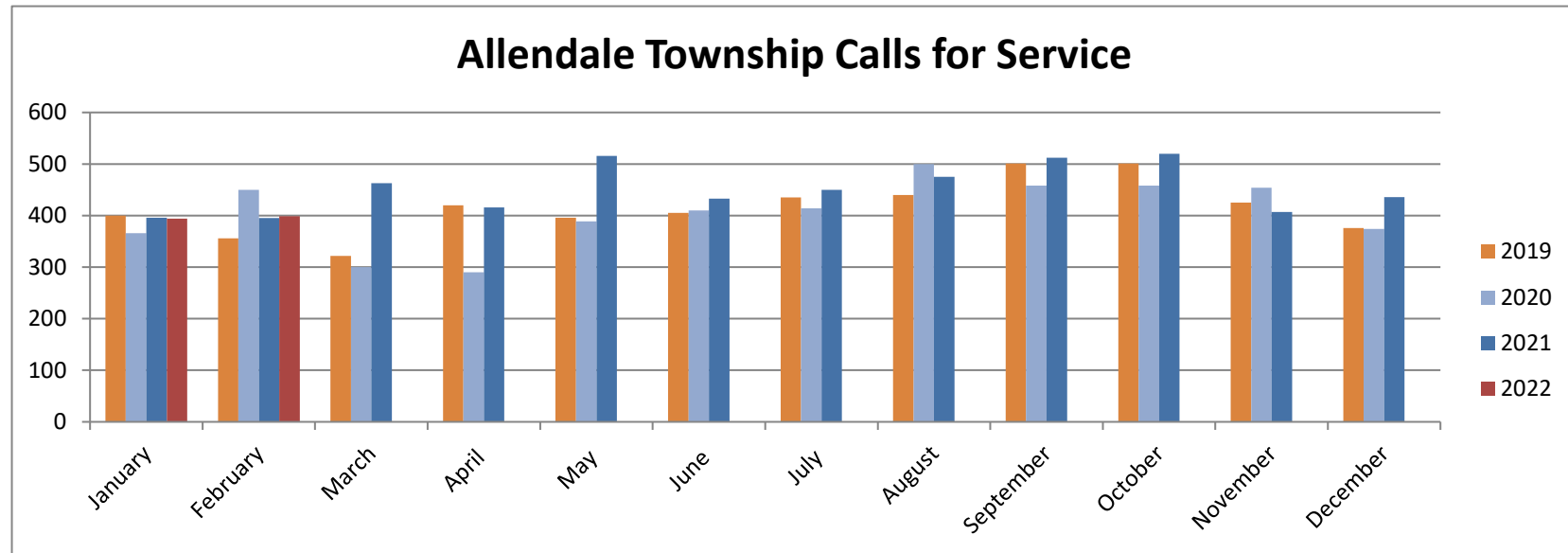
Thank you

Sgt. Cal Keuning



Total Number of Calls

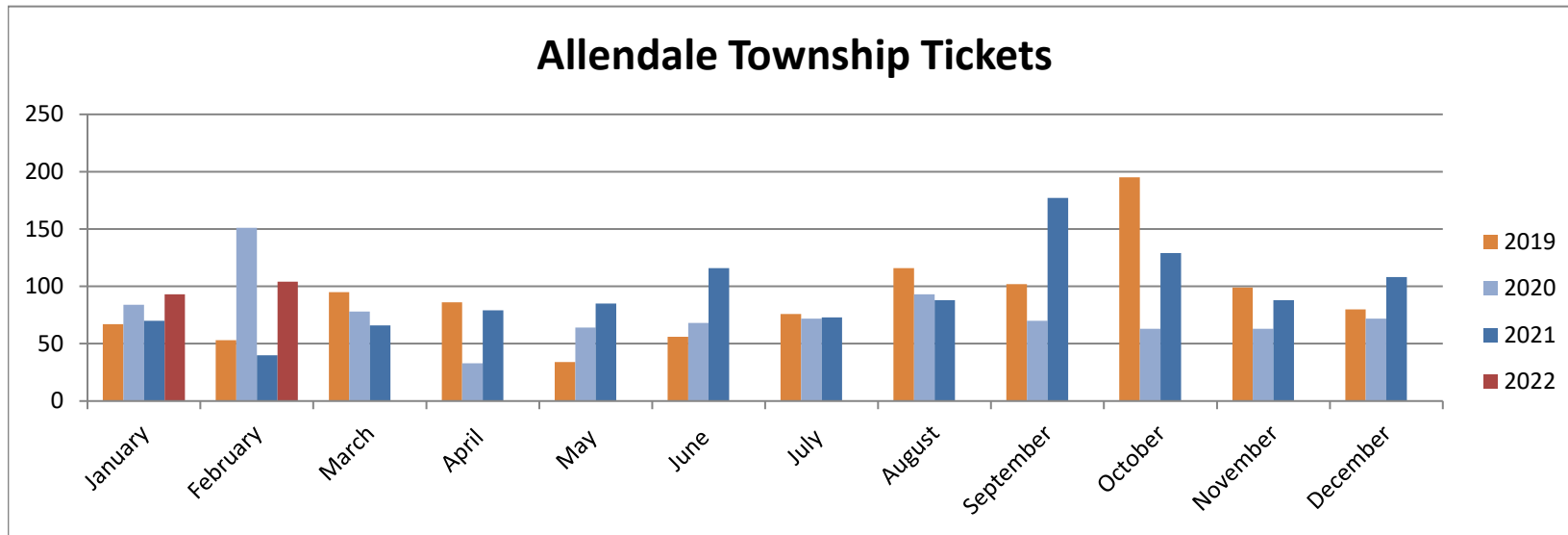
	January	February	March	April	May	June	July	August	September	October	November	December
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399										



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2019	67	53	95	86	34	56	76	116	102	195	99	80

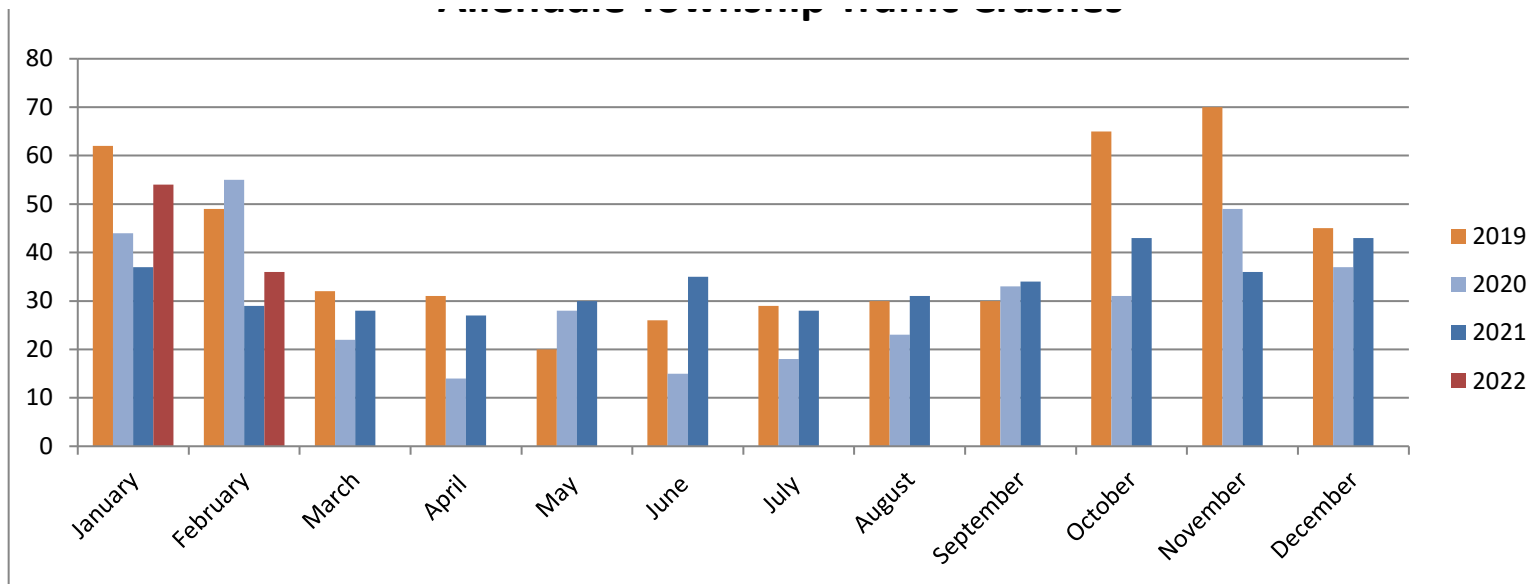
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70	40	66	79	85	116	73	88	177	129	88	108
2022	93	104										



Traffic Crashes

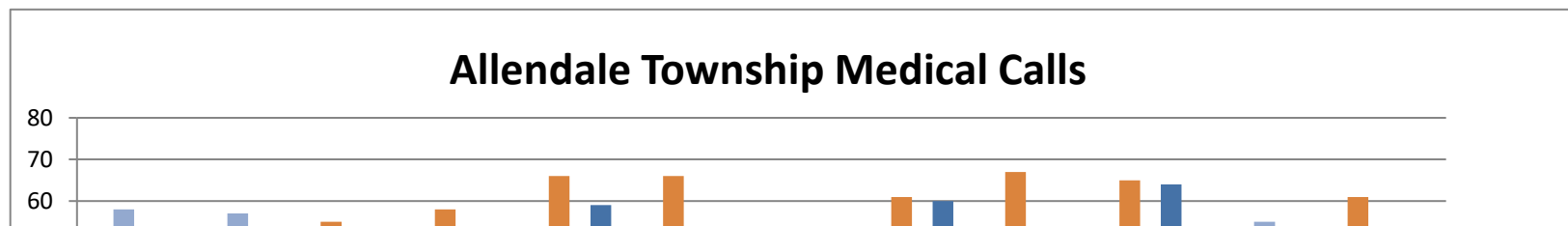
	January	February	March	April	May	June	July	August	September	October	November	December
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36										

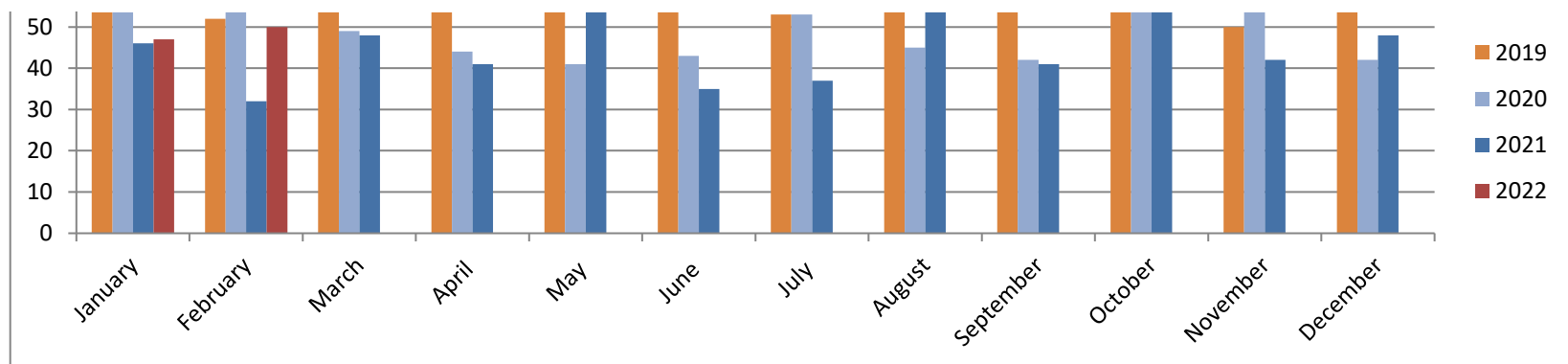
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2019	54	52	55	58	66	66	53	61	67	65	50	61
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59	35	37	60	41	64	42	48
2022	47	50										





Calls of Interest 2022

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	1	3										
Larcenies	7	19										
Shoplifting	0	1										
Mental	7	6										
Civil	11	11										
Assaults	5	5										
Domestic	26	13										
Animal	8	16										
Alarms	9	6										
Traffic	19	33										
Narcotics	2	0										

Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7	4	1	9	4	1	5	6	5	9	5	2

Larcenies	8	6	6	9	12	8	7	12	18	13	10	12
Shoplifting	0	1	1	1	0	2	0	1	1	0	1	0
Mental	6	2	11	5	9	11	13	12	7	13	11	12
Civil	6	11	8	8	6	12	10	9	9	11	2	8
Assaults	4	6	3	1	3	4	6	2	4	5	2	4
Domestic	28	22	26	15	27	31	23	14	29	23	17	26
Animal	18	18	15	14	10	18	17	19	16	13	9	18
Alarms	4	7	9	8	6	7	10	8	5	13	9	15
Traffic	26	34	38	41	48	37	32	37	35	41	32	45
Narcotics	3	2	3	1	2	8	2	3	6	3	5	1



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

Resolution 2022-02

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name AHS Parent Committee 2022			
Organization Physical Street Address 10760 68th Ave			
City Allendale	State MI	Zip Code 49401	County Ottawa
Organization Mailing Address			<input checked="" type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Telephone Number			

2. ORGANIZATION PURPOSE


Briefly describe the purpose of your organization.

This is a parent committee for the graduating class of 2022 at Allendale High School.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a ☐ Bingo ☒ Raffle ☐ Charity Game Ticket license
Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Jeanine		Last Name Gaspar		Position/Role with Organization President	
Mailing Address 12312 White Pine Dr.				City Allendale	
State Michigan	Zip Code 49401	Telephone Number (Day) 6165580911		Telephone Number (Evening)	
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature 				Date 3/21/2022	
Print Authorized Contact Name and Title Jeanine Gaspar, President AHS Parent Committee					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





EDUCATIONAL ORGANIZATION QUALIFICATION REQUIREMENTS

Public schools, nonprofit charter schools, and school districts can qualify for licensing and generally do not need to submit qualification information.

Private schools can qualify for licensing and shall submit the following information in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
5. A letter from the Michigan Department of Education stating the organization complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.

Note: School teams, classes, clubs, and other groups sponsored by the school or school district generally do not qualify for licensing. Applications in support of these functions should be submitted in the name of the school or school district. Also, college fraternities and sororities are specifically prohibited under Act 382 of the Public Acts of 1972, as amended, from conducting gambling activities in Michigan.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines an educational organization as "an organization in this state that is organized not for pecuniary profit, whose primary purpose is educational in nature and designed to develop the capabilities of individuals by instruction in any public or private elementary or secondary school that complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or any private or public college or university that is organized not for pecuniary profit and that is approved by the state board of education."

Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45202

Department of the Treasury

Date: **APR 16 2015**

Allendale Parent & Booster Organizations
C/o Scott Powers
10505 Learning Lane
Allendale MI 49401

Employer Identification Number:
27-1827410
Person to Contact and ID Number:
Michelle A Glutz - 0203085
Toll Free Contact Number:
(877) 829-5500
Addendum Applies
No

Dear Sir or Madam:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c)(3) of the Code.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a)(2) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than \$50,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall

Letter 2419
Rev. 7-15-2011

not exceed \$50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them.

For tax periods beginning after December 31, 2006, and before December 31, 2010, organizations with gross receipts of \$25,000 or less must file an annual electronic notice, Form 990-N. For tax periods after December 31, 2010, the gross receipts limit changed from \$25,000 to \$50,000. Organizations included in a group return are excepted from this requirement. Alternatively, organizations with gross receipts of \$50,000 or less may file a complete Form 990 Package.

Your subordinates are required to make their annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You and your subordinates are also required to make available for public inspection your group exemption application, any supporting documents and this exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

As of January 1, 1984, each of your subordinates is liable for social security taxes under the Federal Insurance Contributions Act on remuneration of \$100 or more they pay to each of their employees during a calendar year. Your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP codes), actual addresses if different, and employer identification numbers of subordinates that, since your previous report:
 - a. Changed names or address;
 - b. Were deleted from your roster; or
 - c. Were added to your roster.
3. For subordinates to be added, attach:
 - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;

- b. A statement that each has given you written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
 - e. The street address of each subordinate whose mailing address is a P.O. Box; and
 - f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule B, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
4. If applicable, a statement that your group exemption roster did not change since your previous report.

Please mail the information requested in this letter to the following address:

Internal Revenue Service
Ogden UT 84201

Your Group Exemption Number is 6073. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

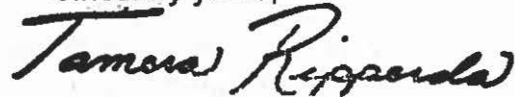
For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, *Compliance Guide for 501(c)(3) Public Charities*, which describes your recordkeeping, reporting, and disclosure requirements.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it for your records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Director, Exempt Organizations

Subordinate / Affiliate groups operating under the APBO and included in the group exemption:

Allendale Middle School PTO, Tax ID#: 27.4498647

Allendale Elementary PTO, Tax ID#: 27.4498231

Allendale Music Boosters, Tax ID #: 27.2556145

Allendale HS Senior All Nighter, Tax ID#: 27.4498413

Allendale (High School) Athletic Boosters, Tax ID#: 27.4497993

Date	Description	Bank	Deposit	Debit	Balance	Receipt - ME	
Aug. 6, 2021	Deposit - Jeanine Craft Show	x	\$1,615.00		\$1,615.00		
Aug.17	8th Gr. Celebration#148288	x	\$1,693.35		\$3,308.35	x	
Aug.27	Pop Can Drive - Kim	x	\$279.05		\$3,587.40	x	
Aug.21	Deposit - Jeanine Craft Show	x	\$620.00		\$4,207.40		
Aug. 31	Deposit - Jeanine Craft Show	x	\$1,110.00		\$5,317.40		
Aug. 30	W/D - Concessions at MS	x		-\$50.00	\$5,267.40	x	
Aug. 30	Venmo Payment - Kim	x		-\$10.00	\$5,257.40		Stmt Bal OK
Sept.3	Ck # 84740048 259799	x		-\$1,200.00	\$4,057.40		
Sept.7	Ck # 19551032 403544	x		-\$1,425.00	\$2,632.40		
Sept. 8	Peppinos Pizza (concessions)	x		\$46.42	\$2,585.98	x	
Sept. 9	Peppinos Pizza (concessions)	x		\$52.95	\$2,533.03	x	
Sept.10	Target	x		\$65.12	\$2,467.91	x	
Sept. 15	Peppinos Pizza (concessions)	x		\$43.42	\$2,424.49	x	
Sept. 14	deposit	x	\$813.25		\$3,237.74	x	
Sept.16	W/D	x		\$50.00	\$3,187.74		
Sept. 17	paid Onnilie cash	x		\$580.00	\$2,607.74	x	
Sept.17	Peppinos Pizza (concessions)	x		\$48.72	\$2,559.02	x	
Sept. 20	Deposit - Concessions	x	\$621.75		\$3,180.77	x	
Sept.27	Deposit - Concessions	x	\$637.20		\$3,817.97	x	
Sept.20	Peppinos Pizza (concessions)	x		\$62.48	\$3,755.49	x	
Sept. 30	Deposit	x	\$80.55		\$3,836.04	x	
Sept. 30	paid Onnilie cash	x		\$120.00	\$3,716.04	x	
Oct. 1	deposit	x	\$299.72		\$4,015.76	x	
Oct.2	Peppinos Pizza (concessions)	x		\$33.89	\$3,981.87		
Sept. 30	Peppinos Pizza (concessions)	x		\$43.42	\$3,938.45		
Oct.2	Target	x		\$100.88	\$3,837.57	x	
Oct. 5	Deposit - Concessions	x	\$430.33		\$4,267.90	x	
Oct. 12	Deposit - Concessions	x	\$221.25		\$4,489.15	x	
Oct.18	Deposit - Concessions	x	\$764.00		\$5,253.15	x	
Oct.19	Deposit - Vendors, pop can, & Painting parking lot	x	\$2,077.00		\$7,330.15	x	
Oct. 27	deposit	x	\$323.00		\$7,653.15	x	
Oct. 18	Family Fare	x		\$28.76	7624.39	x	
Oct. 18	Peppinos Pizza (concessions)	x		\$43.42	7580.97		
Oct. 20	Insurance	x		\$160.00	7420.97		
Oct. 18	Peppinos Pizza (concessions)	x		\$52.95	\$7,368.02	x	Stmt Bal OK
Nov. 19	deposit- Vendors, popcans, & all nighter	x	\$2,100.00		\$9,468.02	x	
Nov. 19	withdrawal - cash for bake sale	x		\$100.00	\$9,368.02	x	
Nov. 22	Deposit - Craft Show vendors & bake sale	x	\$552.59		\$9,920.61	x	
Nov. 4	GVSU	x		\$375.00	\$9,545.61		Stmt Bal Ok
Dec. 1	Limo	x		\$120.00	\$9,425.61		
Dec. 1	Affordable Limo	x		\$375.00	\$9,050.61		
Dec.8	Matrix Edutain	x		\$520.00	\$8,530.61		
Dec.22	deposit	x	\$373.00		\$8,903.61		Stmt Bal OK
Jan.12	deposit - Venmo aka Debbie?	x	\$3,685.00		\$12,588.61	x	Stmt Bal OK
Feb. 28	Statement	x			\$12,588.61	x	Stmt Bal OK
Mar. 2	Deposit		737.91		\$13,326.52		
Mar. 4	Deposit		\$500.00		\$13,826.52		

**BYLAWS
OF
ALLENDALE PARENT & BOOSTER ORGANIZATIONS
Allendale High School Senior All Nighter**

ARTICLE I

OFFICES

Section 1. Principal Office. The principal office of the Allendale Parent & Booster Organizations (the “Corporation”) shall be at such place within the State of Michigan as the Board of Directors may determine from time to time.

Section 2. Registered Office. The Corporation will have and continuously maintain a registered office and registered agent. The registered office may be, but need not be, identical with the principal office and the address of the registered office may change from time to time by the Board of Directors.

ARTICLE II

AFFILIATE ORGANIZATIONS

Section 1. Affiliation. The Corporation intends to qualify as a central organization that has one or more subordinate organizations (to be known as affiliated organizations) under its general supervision or control as defined by the Internal Revenue Service per Publication 4573 (Group Exemptions). An affiliated organization may authorize the Corporation to include it in an application for a group exemption letter by submitting to the Corporation Articles of Affiliation signed by a duly authorized officer of the affiliated organization. An affiliated organization shall provide the Corporation with written notice of any change of name or address.

Section 2. Financial Matters. Each affiliated organization shall comply with the requirements and rules of the Articles of Affiliation as adopted, repealed or revised by the Board of Directors of the Corporation from time to time. Said requirements and rules shall require a minimum that each and every organization shall comply with the following:

- (a) the affiliated organizations Article of Incorporation and Bylaws shall be consistent with the purposes of the Corporation and these Bylaws;
- (b) the fiscal year of the affiliated organization, for tax and financial accounting purposes, shall be the same as the fiscal year of the Corporation;
- (c) the affiliated organization shall provide periodic reports of fund raising activities, receipts and disbursements, and assets and liabilities to the Corporation. The reports shall be provided monthly, as requested by the Corporation, and shall be provided in a form established by the Corporation for this purpose; and
- (d) the affiliated organization shall provide the Corporation with funds for the payment of sales, use, and other tax liabilities attributable to the organization at least three business days before the tax liabilities are due and payable. The affiliated organization shall indemnify the Corporation for all loss and expense (including legal and account expenses) resulting from its tax liabilities.

Section 3. Relationship to Corporation. Affiliated organizations of the Corporation are autonomous organizations, with the exception that their Articles of Incorporation and Bylaws must be consistent with those of the Corporation. The Corporation shall have no legal responsibility for the financial status of an affiliated organization. The Corporation shall withdraw affiliated status if an affiliated organization violates any provisions of the Corporation's purposes or these Bylaws.

Section 4. Affiliate Group Procedures & Documentation. In addition to the requirements and rules highlighted in the Articles of Affiliation, the Board of Directors will provide the following documentation to all affiliate groups:

- (a) Document Retention and Destruction Policy
- (b) Whistleblower Policy
- (c) Gifts & Bequests Guidelines/Policy
- (d) Ethics Policy
- (e) Conflict of Interest Policy
- (f) Fundraising Policy

ARTICLE III

MEMBERS

Section 1. Organization. The Corporation shall have no members within the meaning of Section 108(1) of the Michigan Nonprofit Corporation Law. Persons associated with the Corporation may, however, be referred to as honorary members of the Corporation upon the adopting by the Board of Directors of a resolution providing for one more classes of honorary members. The Board of Directors may, by resolution, confer upon any such class or classes of honorary members some or all of the rights of a member under the Michigan Nonprofit Corporation Law other than the right to vote to:

- (a) amend the Articles of Incorporation;
- (b) adopt and agreement of merger or consolidations
- (c) amend the Bylaws of the Corporation;
- (d) fix compensation of the Directors for serving on the Board of Directors or on a committee;
- (e) sell, lease, or exchange all or substantially all the Corporation's property and assets;
- (f) affect dissolution of the Corporation or a revocation of dissolution; or
- (g) fill vacancies in the Board of Directors.

Such voting rights are vested exclusively in the Board of Directors.

Section 2. Eligibility for Honorary Membership To be eligible for honorary membership in the Corporation, a prospective member must have an interest in furthering the purpose and objectives of the

Corporation. The Board of Directors may establish different types of honorary membership; for example, individual, couple, students and seniors, lifetime friend, etc.

Section 3. Admission of Honorary Members Honorary members will be admitted by the payment of dues established by the Board of Directors.

Section 4. Termination of Honorary Membership The Board of Directors may terminate the honorary membership of any member who fails to pay annual dues established by the Board of Directors within 90 days of the due date or who becomes ineligible for honorary membership under Section 2 of this Article.

ARTICLE IV

DIRECTORS

Section 1. Powers. The affairs of the Corporation shall be managed by the Board of Directors. The Board of Directors is empowered on behalf of the Corporation to do and perform all acts reasonably necessary, appropriate or incident to the accomplishment of the purposes of the Corporation, as determined by the Board of Directors in its sole discretion.

Section 2. Number. The Corporation shall have as many Directors as determined by the majority vote of Directors; however, the total number of Directors shall at all times be not less than five.

Section 3. Selection. Each Affiliate group Board President is automatically a Director of the Corporation Board. Any other affiliate group Board Member/Director and/or any parent with a student attending Allendale Public Schools interested in serving on the Corporation Board may join via the majority vote of the acting Directors. All affiliate President Directors shall serve as long as they serve as President of their affiliate group board. All other Directors shall serve until such time they resign per Section 4 of this Article IV or are removed per Section 6 of the Article IV. Additional Directors shall be nominated and appointed by the majority vote of the acting Directors and shall hold office until the next annual meeting and until a successor has been designated and qualified.

Section 4. Resignation. Any Director may resign at any time by providing written notice to the Corporation. The resignation shall be effective upon receipt of the notice or at a later time designated by the notice. A successor shall be appointed as provided in Section 6 of this Article IV.

Section 5. Removal. Any Director may be removed with or without cause by a majority vote of the Directors.

Section 6. Board Vacancies. A vacancy may be filled with a person selected by the remaining Directors, though less than a quorum of the Board, unless filled by proper action of an affiliated organization. Each person so elected shall be a Director for a term per Section 3 of the Article IV.

Section 7. Annual Meeting. An annual meeting for the election of Directors shall be held each year during the second week of March. If an annual meeting is not held at that time, the Board of Directors shall cause the meeting to be held as soon thereafter as is conveniently possible.

Section 8. Regular Meetings. Regular meetings of the Board may be held at the time and place as determined by resolution of the Board without notice other than the resolution.

Section 9. Special Meetings. Special meetings of the Board may be called by the President and shall be called by the President at the written request of any two Directors. The request shall state the purpose(s) of the

proposed meeting. Notice of the time and place of the special meeting shall be given to each Director in any manner at least three days before the meeting.

Section 10. Waiver of Notice. Notice of the time and place of any special meeting of the Board of Directors may be waived in writing either before or after the meeting has been held. If all the Directors waive notice of the meeting, no notice of same shall be required. Attendance of a Director at a special meeting shall constitute a waiver of notice of its meeting, except where the Director attends the special meeting for the purpose of objecting to the transition of any business because the meeting is not lawfully called or convened.

Section 11. Meeting by Telephone or Similar Equipment. A Director may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

Section 12. Quorum. A majority of the Directors then in office constitutes a quorum for the transaction of any business at a meeting of the Board. Actions voted on by a majority of the Directors present at the meeting where a quorum is present shall constitute authorized actions of the Board.

Section 13. Consent to Corporate Actions. Any action required or permitted to be taken pursuant to authorization of the Board may be taken without a meeting if, before or after the action, all Directors consent to the action in writing. Written consents shall be filed with the minutes of the Board's proceedings.

ARTICLE V

COMMITTEES

Section 1. General Powers. The Board of Directors, by resolution adopted by a vote of a majority of its Directors, may designate one or more committees, each committee consisting of at least one Director. The Board of Directors may also designate one or more Directors as alternate committee members who may replace an absent or disqualified Director at a committee meeting. If a committee member is absent or disqualified from voting, then members present at the meeting who are not disqualified from voting may, whether or not they constitute a quorum, unanimously appoint an alternate committee member to act at the committee meeting in place of the absent or disqualified Director. All committees designated by the Board of Directors, and all members of those committees, shall serve at the pleasure of the Board.

A committee designated by the Board of Directors may exercise any powers of the Board of Directors in managing the Corporation's business and affairs, to the extent provided by resolution of the Board of Directors. However, no committee shall have the power to:

- (a) amend the Articles of Incorporation;
- (b) adopt an agreement of merger or consolidation;
- (c) amend the Bylaws of the Corporation;
- (d) fix compensation of the Directors for Serving on the Board of Directors or on a committee;
- (e) sell, lease, or exchange all or substantially all the Corporations property and assets;
- (f) affect dissolution of the Corporation or a revocation of dissolution; or
- (g) fill vacancies in the Board of Directors.

Section 2. Meetings. Committees shall meet as directed by the Board of Directors, and their meetings shall be governed by the rules provided in Article IV for the Board of Directors. Minutes shall be recorded at each committee meeting and shall be presented to the Board of Directors.

Section 3. Consent to Committee Actions. Any action required or permitted to be taken pursuant to authorization of a committee may be taken without a meeting if, before or after the action, all members of the committee consent to the action in writing. Written consents shall be filed with the minutes of the committee's proceedings.

ARTICLE VI

OFFICERS

Section 1. Number. The officers of the Corporation shall be appointed by the Board of Directors. The officers shall be a President, a Secretary, and a Treasurer. The President shall be a voting member of the Board of Directors. There may also be a Chairperson, Vice Present and other such officers as the Board of Directors deems appropriate. Two or more offices may be held by the same person, but such person shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or by the President or by the Board of Directors to be executed, acknowledged, or verified by two or more officers.

Section 2. Election. The officers of the Corporation shall be chosen annually by the Board of Directors at the annual meeting. Each officer shall hold office for a term of one (1) year and until his or her successor shall have been duly elected or qualified, or until his or her earlier death, resignation or removal. A person may hold the same office for up to three (3) full one (1) year terms in succession. Following the third consecutive one (1) year term, the person shall not be eligible for election for that office until one (1) full year from the end of his or her last term. Service for a partial term shall not count against the term limit.

Section 3. Removal/Resignation. The Board of Directors may remove any officer, with or without cause, whenever its judgment the best interests of the Corporation will be served by removal. Any officer may resign his or her office at any time, and the resignation shall take effect upon receipt of the written notice of resignation by the Corporation or at a later date specified in the notice of resignation.

Section 4. Vacancies. The Board of Directors may fill a vacancy occurring in any office, for any reason, for the unexpired portion of the term of office.

Section 5. President. The President shall be the chief executive officer of the Corporation and shall have authority over the general control and management of the business and affairs of the Corporation. The President shall have power to appoint or discharge employees, agents, or independent contractors, and to determine their duties. The President may also recommend to the Board of Directors compensation levels for employees, agents, and independent contractors. The President shall sign all corporate documents and agreements on behalf of the Corporation, unless the President or the Board of Directors instructs that the signing be done by some other officer, agent, or employee. The President shall see that all actions taken by the Board of Directors are executed and shall perform all other duties incident to the office. This is subject, however, to the President's right and the right of the Board of Directors to delegate a specific power to any other officer of the Corporation.

Section 6. Vice President. The Vice President, if any, shall have the power to perform duties that may be assigned by the President or the Board of Directors. If the President is absent or unable to perform his or her duties, the Vice President shall perform the President's duties until the Board of Directors directs otherwise. The Vice President shall perform all duties incident to the office.

Section 7. Secretary. The Secretary shall (a) keep minutes of the Board of Directors' meetings; (b) be responsible for providing notice to each Director as required by law, the Articles of Incorporation, or these Bylaws; (c) be the custodian of corporate records; (d) keep a register of all the names and addresses of each honorary member, officer and Director; and (e) perform all duties incident to the office and other duties as assigned by the President or the Board of Directors.

Section 8. Treasurer. The Treasurer shall (a) have charge and custody over corporate funds and securities; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the Corporation at such depositories in the Corporation's name that may be designated by the Board of Directors; (d) complete all required corporate filings; and (e) perform all duties incident to the office and other duties as assigned by the President or the Board of Directors.

Section 9. Chairperson. The chairperson, if elected, shall preside at all Board meetings. The chairperson shall have the power to perform duties as may be assigned by the Board. If the President is absent or unable to perform his or her duties, the chairperson shall perform the President's duties until the Board directs otherwise. The chairperson shall perform all duties incident to the office.

Section 10. Other Officers. All other officers whom the Board of Directors may appoint from time to time pursuant to this Article shall perform the duties and exercise the authority that the Board of Directors shall prescribe.

Section 11. Absence of Officers. In the case of the absence of any officer, or for any other reasons that the Board may consider sufficient, the Board may delegate for the time being the powers or duties of that officer to any other officer or to any Director.

ARTICLE VII

CORPORATE DOCUMENT PROCEDURE

Section 1. Execution of Instruments. All corporate documents shall not be signed by any officer, designated agent, or attorney-in-fact unless authorized by the Board or these Bylaws. Signatures of the treasurer and one other member of the Board of Directors shall be required on all checks.

Section 2. Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of each officer and Director. All books and records of the Corporation may be inspected by any Director or officer, or his or her agent or attorney, for any proper purpose at any reasonable time.

Section 3. Examination of Books. A qualified firm of certified public accountants may be designated as auditors by the Board of Directors prior to the Corporation's close of business for each fiscal year to examine books of account for the Corporation, and to certify and report in writing to the Board of Directors the annual balances and condition of such books as prepared at the close of the fiscal year under the direction of the Treasurer. The compensation of the auditor shall be determined by written agreement between the Corporation and the accounting firm at the time of its employment and the terms of the employment, including compensation.

Section 4. Fund Management

(a) Subject to the limitations of applicable law, the Board of Directors may delegate, to the extent it considers desirable or necessary, any portion of its authority to manage, control, and conduct the current business of the Corporation, to any standing or special committee of the Corporation or to any officer, employee, or agent.

(i) The Board of Directors may authorize the payment of compensation for management or other services so delegated, except for such services as are performed by persons who are the current Directors of the Corporation.

(ii) Notwithstanding any delegation of authority that the Board of Directors may make hereunder, it shall exercise general supervision over the committees, officers, employees and agents of the Corporation.

(b) In exercising its authority to manage funds and the property of the Corporation, the Board of Directors may, subject to specific limitations set forth in any applicable gift instrument, do the following:

(i) retain property contributed by a donor for as long as the Board considers advisable,

(ii) include all or part of the Corporation's assets in a pooled or common fund maintained by an institution.

(c) No gift, devise, or bequest to the Corporation shall be accepted by the Corporation unless and until it has first been approved by the Board of Directors.

(d) With the written consent of a donor, the Board of Directors may release, in whole or in part, a restriction imposed by the applicable gift instrument on the use or investment of property acquired by the Corporation by gift. If written consent of the donor cannot be obtained by reason of death, disability, legal incapacity, unavailability or anonymity, the Board of Directors may apply in the name of the Corporation to a court of competent jurisdiction for the release of restriction imposed by the applicable gift instrument on the use or investment of property acquired by the Corporation by gift. The Attorney General of the State of Michigan shall be notified whenever such application for a release of restriction on gift property is made.

(e) The Board shall not be required to accept or receive any money or property of any kind if less than one-half of that money or property is ultimately designated for the use of the benefit of the Corporation.

ARTICLE VIII

INDEMNIFICATION

Section 1. Nonderivative Actions. Subject to all of the other provisions of this Article, the Corporation shall indemnify and person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding. This includes any civil, criminal, administrative, or investigative proceeding, whether formal or informal (other than an action by or in the right of the Corporation). Such indemnification shall apply only to a person who was or is a Director or officer of the Corporation, or who was or is serving at the request of the Corporation as a Director, officer, partner, trustee, employee, or agent of another foreign or domestic Corporation, partnership, joint venture, trust or other enterprise, whether for profit or not for profit. The person shall be indemnified and held harmless against expenses (including attorney fees), judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation. With respect to any criminal action or proceeding, the person must have had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent, shall not by itself create a presumption that (a) the person did not act in good faith and in a manner that the person reasonably believed to be in or not opposed to the best interests of the Corporation or its Directors or (b) with respect to any criminal action or proceeding, the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. Derivative Actions. Subject to all the provisions of this Article, the Corporation shall indemnify any person who was or is a party to, or is threatened to be made a party to, any threatened, pending, or completed action or suit by or in the right of the Corporation to procure a judgment in its favor because (a) the person was or is a Director or officer of the Corporation or (b) the person was or is serving at the request of the Corporation as a Director, officer, partner, trustee, employee, or agent of another foreign or domestic Corporation partnership, joint venture, trust, or other enterprise, whether or not for profit. The person shall be indemnified and held harmless against expenses (including actual and reasonable attorney fees) and amounts paid in settlement incurred by the person in connection with such action or suit if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation. However, indemnification shall not be made for any claim, issue, or matter in which such person has been found liable to the Corporation unless and only to the extent that the court in which such action or suit was brought has determined on application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnification for the expenses which the court considers proper.

Section 3. Expenses of Successful Defense. To the extent that a person has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 or 2 of this Article, or in the defense of any claim, issue, or matter of the action, suit or proceeding, the person shall be indemnified against expenses (including actual and reasonable attorney fees) incurred in connection with the action and in any proceeding brought to enforce the mandatory indemnification provided by this Article.

Section 4. Contract Right; Limitation on Indemnity. The right to indemnification conferred in this Article shall be a contract right and shall apply to services of a Director or officer as an employee or agent of the Corporation as well as in such person's capacity as a Director or officer. Except as provided in Section 3 of this Article, the Corporation shall have no obligations under this Article to indemnify a person in connection with any proceeding, or part thereof, initiated by such person without authorization by the Board of Directors.

Section 5. Determination That Indemnification Is Proper. Any indemnification under Sections 1 or 2 of this Article (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case. The Corporation must determine that indemnification of the person is proper in the circumstances because the person has met the applicable standard of conduct set forth in Sections 1 or 2, whichever is applicable. Such determination shall be made in any of the following ways:

(a) By a majority vote of a quorum of the Board of Directors consisting of Directors who were not parties to such action, suit or proceeding.

(b) If the quorum described in clause (a) above is not obtainable, then by a committee of Directors who are not parties to the action. The committee shall consist of not less than two disinterested Directors.

(c) By independent legal counsel in a written opinion.

Section 6. Proportionate Indemnity. If a person is entitled to indemnification under Sections 1 or 2 of this Article for a portion of expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount, the Corporation shall indemnify the person for the portion of expenses, judgments, penalties, fines, or amounts paid in settlement for which the person is entitled to be indemnified.

Section 7. Expense Advance. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Section 1 or 2 of this Article may be paid by the Corporation in advance of the final disposition of the action, suit, or proceeding on receipt of an undertaking by or on behalf of the person involved to repay the expenses, if it is ultimately determined that the person is not entitled to be indemnified by the Corporation. The undertaking shall be an unlimited general obligation of the person on whose behalf advances are made but need not be secured.

Section 8. Non-exclusivity of Rights. The indemnification or advancement of expenses provided under this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under a contractual arrangement with the Corporation. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking the indemnification or advancement of expenses.

Section 9. Indemnification of Employees, Non-Director Volunteers and Agents of the Corporation. The Corporation may, to the extent authorized from time to time by the Board of Directors, grant rights to indemnification and to the advancement of expenses to any employee, non-Director volunteer or agent of the Corporation to the fullest extent of the provisions of this Article with respect to the indemnification and advancement of expenses of Directors and officers of the Corporation.

Section 10. Former Directors and Officers. The indemnification provided in this Article continues for a person who has ceased to be a Director or officer and shall inure to the benefit of heirs, executors, and administration of that person.

Section 11. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who (a) was or is a Director, officer, employee, or agent of the Corporation or (b) was or is serving at the request of the Corporation as a Director, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise. Such insurance may protect against any liability asserted against the person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have power to indemnify against such liability under this Article or the laws of the State of Michigan.

Section 12. Changes in Michigan Law. If there are any changes in the Michigan statutory provisions applicable to the Corporation and relating to the subject matter of this Article, then the indemnification to which any person shall be entitled shall be determined by such changed provisions, but only to the extent that any such change permits the Corporation to provide broader indemnification rights than such provisions permitted the Corporation to provide before any such change.

ARTICLE IX

COMPENSATION

When authorized by the Board, a person shall be reasonably compensated for services rendered to the Corporation as an officer, Director, employee, agent, or independent contractor, except as prohibited by these Bylaws.

ARTICLE X

FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June each year.

ARTICLE XI

NON-PROFIT VOLUNTEER DIRECTORS

No member of the Board of Directors of the Corporation who is a volunteer Director, as that term is defined by the Michigan Nonprofit Corporation Act or a volunteer officer shall be personally liable to this

Corporation or its members for monetary damages for a breach of the Director's or officer's fiduciary duty; provided that this provision shall not eliminate or limit the liability of a Director or officer for any of the following:

1. a breach of the Director's or officer's duty of loyalty to the Corporation;
2. acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of the law;
3. a violation of section 551(1) of the Act;
4. a transaction from which the Director or officer derived an improper personal benefit;
5. an act or omission occurring before the filing of the Articles of Incorporation; or
6. an act or omission that is grossly negligent.

The Corporation assumes all liability to any person, other than the Corporation, for all acts or omissions of a Director who is a volunteer Director, as defined in the Act, or a volunteer officer incurred in the good faith performance of the Director's or officer's duties. However, the Corporation shall not be considered to have assumed any liability to the extent that such assumption is inconsistent with the status of the Corporation as an organization described in IRC 501c3 or the corresponding section of any future federal code.

Article XII

Amendments

The Board of Directors at any regular or special meeting may amend or repeal these Bylaws by vote of two-thirds of the Directors, if notice setting forth the terms of the proposal have been given to all Directors at least (3) days before the meeting in the manner required for notices of special meetings in Article III above. These Bylaws may also be amended or repealed by unanimous written consent of all the Directors then in office, acting without a meeting.

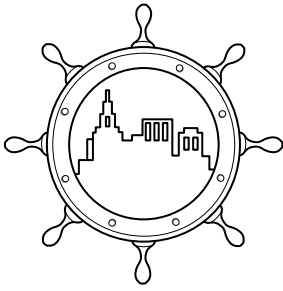
Dated: 9/1/2021

By: Jeanine Gasper

Signature:



Title: President, Allendale High School Senior All Nighter Group



Fresh Coast Planning

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

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

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

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

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA
Date: March 2, 2022
Re: Churchside Estates Tentative Preliminary Plat

Pursuant to the Allendale Charter Township Subdivision Ordinance (ACTSO) and the State of Michigan Land Division Act, the Planning Commission recommended approval of the Tentative Preliminary Plat for Churchside Estates, which is located on the west side of 52nd Avenue, north of Pierce Street, with proposed street connections to Lance Avenue, Richfield Lane, and Camfield Drive. Below is a synopsis of the application, the action provided by the Planning Commission, and the responsibility of the Allendale Charter Township Board of Trustees. In addition, pursuant to Section 3.2.2c of the ACTSO, attached is the Churchside Estates Tentative Preliminary Plat Report containing the recommendation of the Planning Commission.

Application

As you know, you recently rezoned the subject property to the Medium Density One-and Two-Family Residential (R-2) Zoning District, which allows for lots of 80 feet in width and 10,000 square feet in area, which is generally consistent throughout the proposed development. The applicant seeks 57 single-family lots through the construction of Churchside Drive, connecting from 52nd Avenue and Richfield Lane, and extending Lance Lane to the south.

Street Trees

As you are aware, you recently adopted an amendment to the ACTSO to require evidence of approval from the Ottawa County Road Commission (OCRC) for the placement of street trees. As you will note within the attached submission, the applicant has identified some trees at the corner of Churchside Drive and Richfield Lane that cannot be planted pursuant to the OCRC requirements. The Planning Commission was comfortable with this proposal.

Blocks

The ACTSO limits street blocks to a maximum length of 1,000 feet for residential blocks within plats pursuant to Section 4.6(3) – Blocks of the ACTSO. However, pursuant to said section, an exception to the maximum may be granted by the Allendale Charter Township Board of Trustees. Given this, the applicant formally requested that exemption and the Allendale Charter Township Planning Commission agreed with their request and provide a recommendation to provide relief in that regard. In advance of their consideration of the request, we inquired with the Allendale Charter Township Fire Department (ACTFD) regarding whether any concerns would result in the instance of an exception. According to Captain and Fire Inspector Tony Dolce, the ACTFD has no concerns. For your convenience, below is a copy of Section 4.6(3) of the ACTSO.

Section 4.6(3) – Blocks, Maximum Length

The maximum length allowed for residential blocks shall be one thousand (1,000) feet long from center of street to center of street. An exception to this limitation may be granted by the Township Board upon recommendation of the Planning Commission.

Planning Commission Action

Public Hearing

In accordance with Section 71 of the Michigan Planning Enabling Act, the Planning Commission held a public hearing on the tentative preliminary plat. Two comments were received from the public concerning drainage and traffic. Both concerns were generally resolved during the meeting.

Recommendation

The Planning Commission recommended approval of the request by a vote of 6-0 with one member absent. The approval was conditioned on a couple items outlined within the aforementioned Report of the Planning Commission.

Board of Trustees Responsibility

Pursuant to Section 3.2.2d of the ACTSO, the Allendale Charter Township Board of Trustees shall tentatively approve and note its approval on the copy of the preliminary plat to be returned to the applicant or set forth its reasons for denial in writing and the requirements that must be met for tentative preliminary plat approval. Given that the Planning Commission determined the applicant met the requirements of the ACTSO with conditions, in the event the Board of Trustees provides approval of the project, approval confers upon the applicant approval of lot sizes, lot orientation and street layout for a period of one (1) year.

Subsequently, the applicant shall return for final preliminary plat approval to the Board of Trustees and provide evidence of approval from all relevant authorities (Ottawa County Road Commission, Ottawa County Water Resources Commissioner, Ottawa County Plat Board, Michigan Department of Environmental Quality (when applicable) and etcetera.

If you have any questions, please let us know.

GLR
Planner

Attachment

SPRINGFIELD NORTH PHASE ONE TENTATIVE PRELIMINARY PLAT REPORT of the PLANNING COMMISSION of ALLENDALE CHARTER TOWNSHIP

Pursuant to Section 3.2.2C of the Allendale Charter Township Subdivision Ordinance

EXECUTIVE SUMMARY

On June 27, 2016, Allendale Charter Township adopted the Subdivision Ordinance for Allendale Township, Ottawa County, Michigan. The purpose of this Ordinance is to regulate the subdivision of land within the Township in order to promote the public health, safety and general welfare; to require and regulate the preparation and presentation of preliminary and final plats; to establish minimum plat requirements; to require minimum improvements to be made or guaranteed by the subdivider and; to provide a procedure to be followed by the Allendale Charter Township Board and the Allendale Charter Township Planning Commission to regulate preliminary and final plats.

SECTION 3.2.2C – PRELIMINARY PLAT

The Planning Commission shall review the preliminary plat and provide its report and recommendation to the Township Board not more than sixty (60) days from the date of filing of the preliminary plat.

RECOMMENDATION

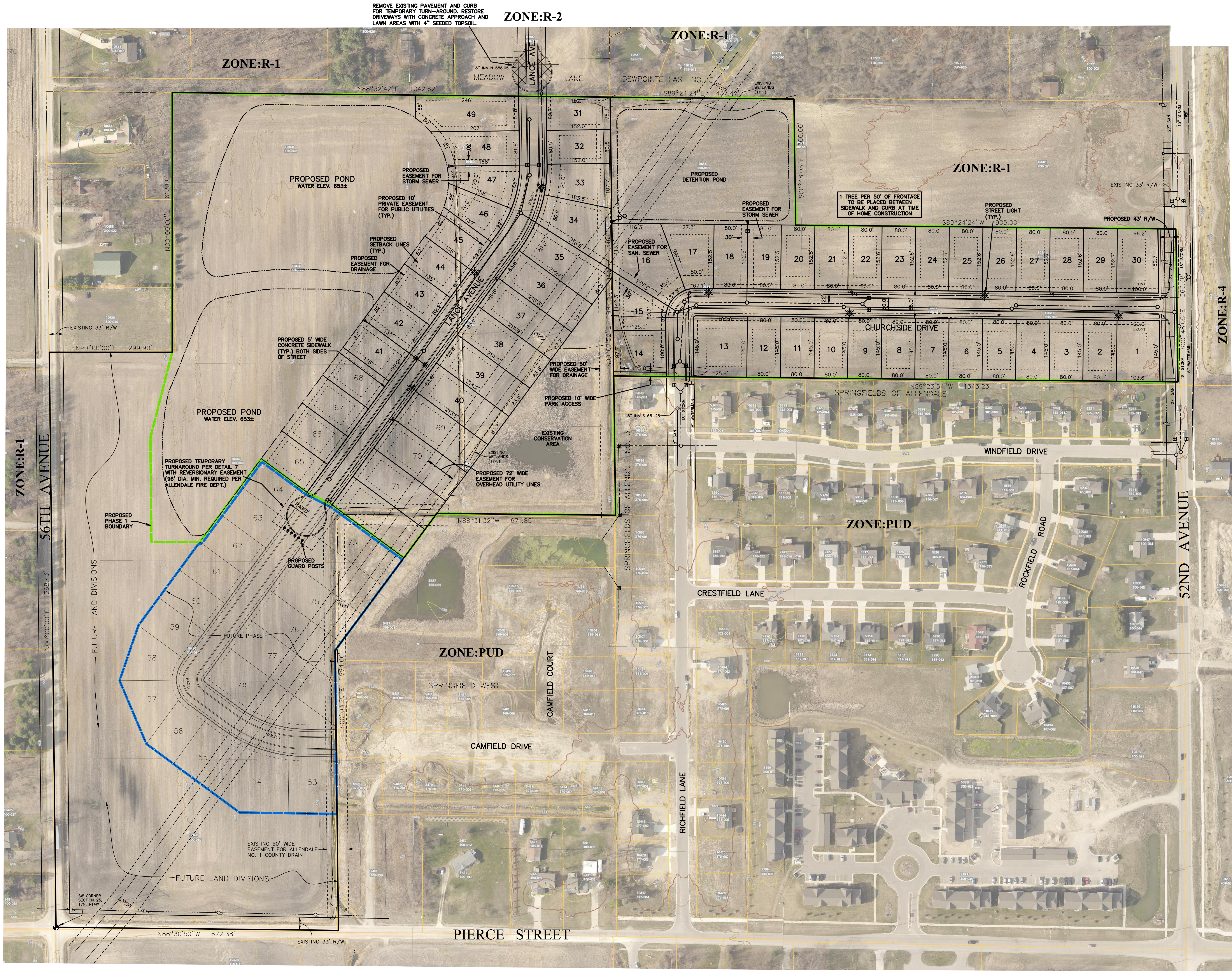
On behalf of the Allendale Charter Township Planning Commission, the following summary as well as the attached March 21, 2022 regular meeting minutes have been provided as our recommendation. This recommendation and Report rescinds our previous Churchside Estates Tentative Preliminary Plat Report.

1. Review was conducted by the Township Engineer and should be conditioned as outlined in his letter dated January 27, 2022, excluding comment number 4 regarding land divisions.
2. Review was conducted by the Township Fire Department and completed without concerns.
3. Review was conducted by the Township Superintendent of Public Works and should be conditioned as outlined in his letter dated January 4, 2022.
4. Review was conducted by the Township Planner and completed without concerns.
5. Street trees shall be provided as shown on the proposed Tentative Preliminary Plat Plan and the Churchside Estates Tree & Sight Distance Worksheet, 201894E, dated 02/16/22, as approved by the Ottawa County Road Commission
6. The Master Deed and Covenants shall be found satisfactory by the Township Legal Counsel prior to construction of any portion of plat.
7. An exception shall be provided from Section 4.6(3) of the ACTSO for the proposed blocks.
8. All agency permits shall be provide in accordance with the Allendale Charter Township Subdivision Ordinance, including but not limited to, the Michigan Department of Environment, Great Lakes, and Energy, the Ottawa County Road Commission, and the Ottawa County Water Resources Commissioner.

A recommendation of approval was provided by Zeinstra, seconded by Zuniga, and carried 6-0 with Chapla absent.



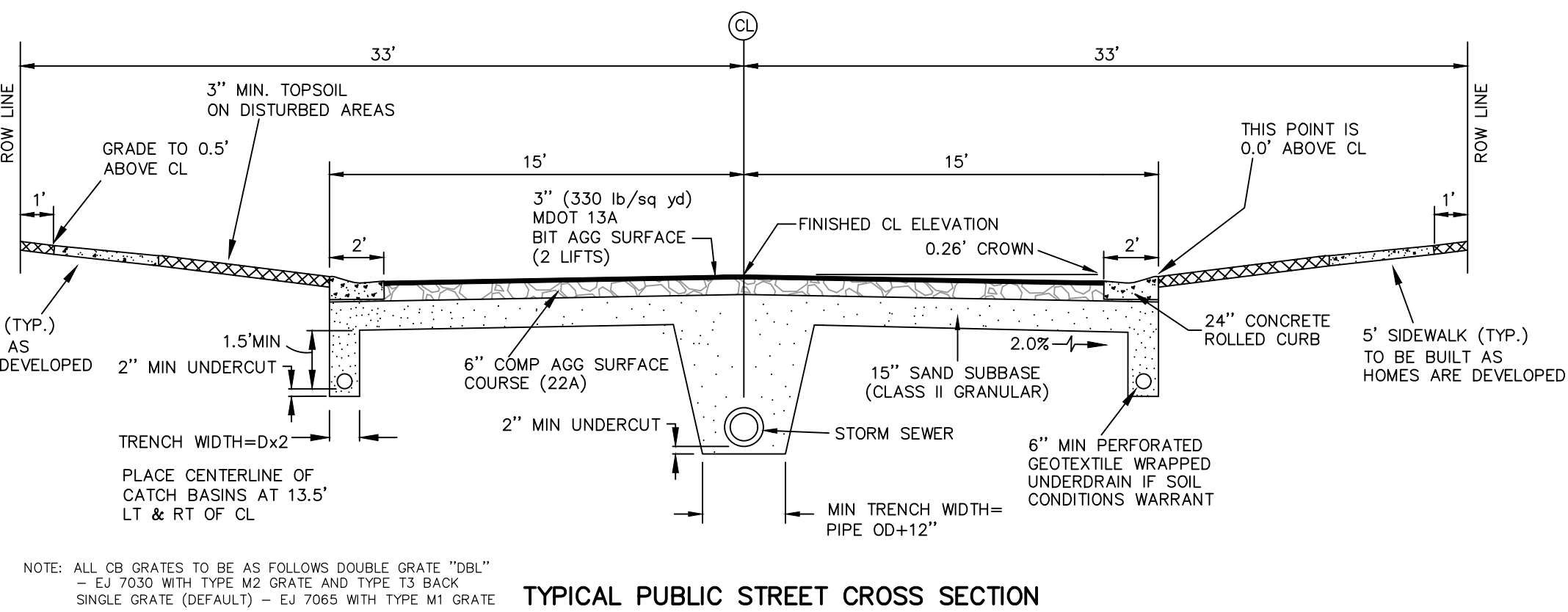
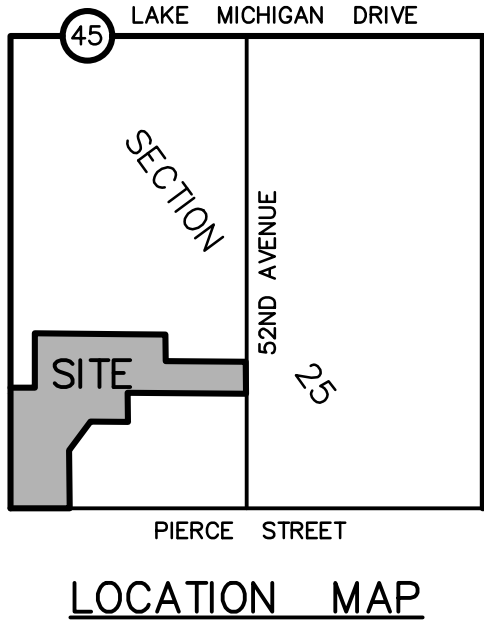
Tom Zuniga, Secretary
Planning Commission
Allendale Charter Township



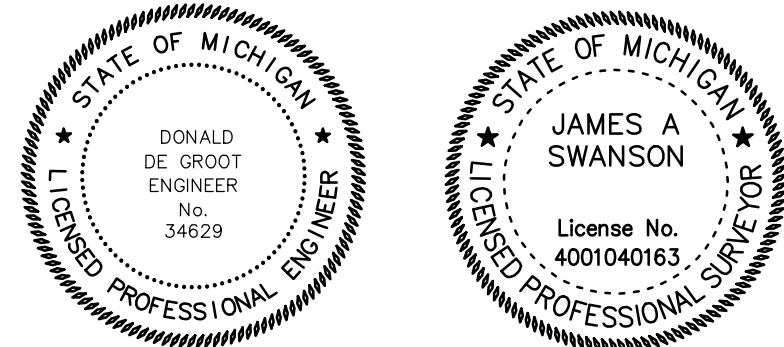
- GENERAL NOTES**
- LEGAL DESCRIPTION PER TAX RECORDS:
PART OF SW 1/4 BEG SW SEC COR, TH N 1368.43 FT, E 299.9 FT, N 613 FT, S 880 32M 42S E 1042.62 FT, S 0D 07M 52S E 994.8 FT, N 860 31M 32S W 671.95 FT, S 0D 03M 29S E 994.66 FT, TH N 880 30M 50S W 672.38 FT TO PT OF BEG. ALSO COM SW COR LOT 12 SPRINGFIELD WEST, TH N 89D 22M 55S W 20 FT & N 0D 42M 13S W 179.35 FT TO PT OF BEG, TH N 36D 11M 16S E 410.8 FT, S 89D 23M 40S W TO PT N 0D 42M 13S W OF BEG, TH S 0D 42M 13S E TO BEG. SEC 25 7N R14W.
AND
PART OF SW 1/4 COM N 0D 48M 05S W 1326.78 FT FROM S 1/4 COR, TH N 89D 23M 54S W 1343.23 FT, N 0D 44M 10S W 663.17 FT, S 89D 24M 24S E 437.47 FT, S 0D 48M 05S E 300 FT, S 89D 24M 24S E 905 FT, TH S 0D 48M 05S E 363.38 FT TO BEG. SEC 25 17N R14W.
 - EXISTING ZONING: R-2 (MEDIUM DENSITY ONE- AND TWO-FAMILY RESIDENTIAL).
 - THIS PLAT IS INTENDED FOR THE CONSTRUCTION OF SINGLE-FAMILY HOMES.
 - STATISTICAL SUMMARY:

	PHASE 1	ENTIRE PLAT
NUMBER OF LOTS	49	78
TOTAL ACRES	38.6	46.3
LENGTH OF STREET	2460'	935'
NET RESIDENTIAL AREA	17.95 ACRES (781,902 SQFT)	24.30 ACRES (1,058,508 SQFT.)
NET DENSITY	2.72 LOTS/AC	3.21 LOTS/AC
 - R-2 ZONING REQUIREMENTS:
FRONT YARD SETBACK: 30' MIN. (50' WHEN ADJACENT TO PRIMARY STREET)
SIDE YARD SETBACK: 25' TOTAL (10' MIN.)
SIDE YARD SETBACK FOR CORNER LOTS: 30' ON STREET SIDE
REAR YARD SETBACK: 25' MIN.
LOT WIDTH: 80' MIN. (100' FOR CORNER LOT)
LOT AREA: 10,000 SQ.FT. (12,000 SQ.FT. FOR CORNER LOT)
 - PUBLIC UTILITIES: THE FRONT 10' OF EACH LOT WILL BE RESERVED FOR POWER AND TELEPHONE LINES (AND OTHER APPROVED UTILITIES TO SERVICE THE SITE).
 - THIS PLAT WILL CONFORM TO THE OTTAWA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE AND THE NPDES PERMIT PROCESS.
 - ROAD CONSTRUCTION SHALL CONFORM TO THE OTTAWA COUNTY ROAD COMMISSION STANDARDS AND BE DEDICATED AS PUBLIC STREETS.
 - THIS PLAT IS NOT INFLUENCED BY A 100 YEAR FLOOD PLAIN PER FEMA MAPPING.
 - SIDEWALKS TO BE INSTALLED ON EACH LOT PER TOWNSHIP SUBDIVISION ORDINANCE - ARTICLE 5, SECTION 5.3 (3)(i) AT THE TIME OF HOUSE CONSTRUCTION.
EXCEPTION: AROUND TEMPORARY TURNAROUND PER OCRC.
 - STREET LIGHTS WILL BE PROVIDED PER TOWNSHIP SUBDIVISION ORDINANCE - ARTICLE 5, SECTION 5.3 (3)(i).
 - STREET TREES WILL BE PROVIDED PER TOWNSHIP SUBDIVISION ORDINANCE - ARTICLE 5, SECTION 5.3 (3)(ii) AT THE TIME OF HOME CONSTRUCTION
- A MINIMUM OF ONE (1) TREE SHALL BE PLANTED FOR EVERY FIFTY (50) FEET OF FRONTAGE ALONG EACH SIDE OF THE STREET. THERE SHALL BE A MINIMUM OF ONE TREE PER INTERIOR LOT AND AT LEAST TWO TREES SHALL BE PROVIDED FOR A CORNER LOT.
- TREES WILL BE PLANTED 25' FROM CENTERLINE PER OCRC TREE PLANTING POLICY.
 - EXISTING SITE IS AN ACTIVE FARM FIELD.
 - NO PERMANENT SUBDIVISION SIGNAGE IS PROPOSED.

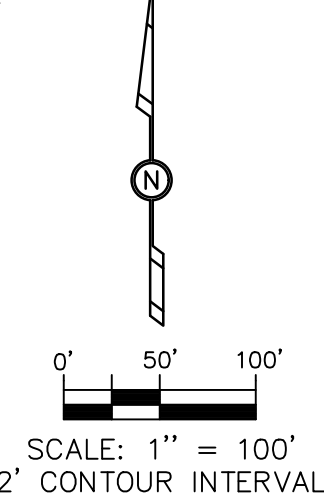
LOT AREA					
Area		Area		Area	
Lot No.	Sq.Feet	Lot No.	Sq.Feet	Lot No.	Sq.Feet
1	14757	18	12201	35	18636
2	11600	19	12202	36	17693
3	11600	20	12203	37	17690
4	11600	21	12204	38	17999
5	11600	22	12205	39	17968
6	11600	23	12206	40	17937
7	11600	24	12207	41	11093
8	11600	25	12208	42	11093
9	11600	26	12209	43	11093
10	11600	27	12210	44	11096
11	11600	28	12211	45	11182
12	11600	29	12212	46	10998
13	18452	30	14981	47	12062
14	12393	31	11994	48	14984
15	12804	32	12237	49	20198
16	23043	33	14020		
17	14968	34	18953		



- PROPOSED UTILITIES LEGEND**
- REPRESENTS PROPOSED WATERMAIN
 - REPRESENTS PROPOSED SAN SEWER
 - REPRESENTS PROPOSED STORM SEWER
 - UTILITY POLE & OVERHEAD WIRES



EXISTING CONTOURS AND PHOTO
DERIVED FROM OTTAWA COUNTY
GIS DATA DATED 2018.



TENTATIVE PRELIMINARY PLAT

FOR: BILTMORE LLC
ATTN: MITCH KOSTER
6410 LAKE MICHIGAN DRIVE
ALLEDALE, MI 49401
PART OF THE SW 1/4, SECTION 25, 7N, R14W, ALLEDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

DATE		REVISION		BY		FILE NO.		DATE		SHEET	
										1 of 1	



DRAWN BY: JBR
APPROVED BY: DDG
PROJ. SURV.: 201894E
DATE: 11/22/2021



VOLUNTEER HANDBOOK

Allendale Charter Township

6676 Lake Michigan Drive

Allendale, MI 49401

Phone: (616) 895-6295

Fax: (616) 895-6330

www.allendale-twp.org

www.allendalelibrary.org

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Nothing contained in this handbook is intended to create, nor shall be construed as creating, a contract of employment or guarantee of volunteer placement, either express or implied, for any term or for any specific procedures. There is no contract of employment between the Township and any one or all its employees or volunteers.

Welcome

Dear Volunteer:

On behalf of the Allendale Charter Township, its staff, and our community members, thank you for your interest and willingness to devote your skills, talents, knowledge, experience, time, and energy to the Township. Your contribution assists the Township in creating a welcoming place for all to enjoy.

We will provide you with training on different tasks depending on the area of your volunteering within the Township. Please be sure to ask questions during your training session(s) and even afterwards as they arise.

Being active in your community, gaining experience, learning new skills, and meeting new people are just some of the many benefits we hope you will experience as a volunteer.

We look forward to having you help better serve our community. Thank you!

Very truly yours,

Adam Elenbaas
Township Supervisor

Mary Cook
Library Director

Elizabeth Szymanski
Community Coordinator

How to Become a Volunteer

All volunteers must be accepted and enrolled by the Township prior to any assigned tasks being given. Below is a general description of the volunteer selection and placement process:

1. Complete and submit the Volunteer Application Form.
2. Complete a brief in-person interview.
3. Volunteers are selected from applicants according to the needs of the Township.
4. If a minor, obtain and submit a valid work permit.
5. Complete an orientation which will include a tour of the building, introduction to staff, and a review of the Volunteer Handbook.
6. Complete training.

Please note the Township reserves the right to deviate from all or any of the foregoing processes as individual situations and the needs of the Township warrant.

Duties and Benefits of Becoming a Volunteer

Volunteers can bring many skills and talents to our community. Volunteers often become strong and enthusiastic advocates of their communities. All volunteers have the right to be given meaningful tasks, the right to effective supervision, and the right to be recognized for their contributions to the Township.

VOLUNTEER DUTIES

Volunteers will not be utilized to fill paid staff positions; their work supplements and does not replace that of paid employees. Depending on your volunteering location, some tasks may include, but are not limited to, any or all of the following:

For Library Volunteers:

- Shelving and straightening of library materials
- Dusting shelves
- Cleaning puzzles and different toys
- Helping with inventory of supplies
- Organizing supplies
- Indoor and outdoor cleaning
- Watering indoor plants
- Hospitality (greeting and welcoming patrons)
- Creating scrap paper and craft preparation
- Assisting with special events at the library
- Shredding documents

For Special Events Volunteers (e.g., Fourth of July Events; Movies in the Park; Concerts in the Park):

- Putting up signs and equipment
- Tearing down equipment
- Monitoring activities in the park
- Serving refreshments
- Handing out flyers or other items
- Monitoring equipment
- Removal of garbage
- General cleanup

The foregoing is a non-exhaustive list of the types of duties that may be assigned to volunteers. The Township reserves the right to assign additional duties to volunteers from time to time as circumstances warrant.

VOLUNTEER BENEFITS

As noted above, there are many rewarding benefits of serving as a volunteer for the Township, including, but not limited to, the following:

- ▶ Resumé Building: Volunteers can list their volunteer service on their resumé, which may assist the individual in locating other volunteer, academic, and job placement opportunities.
- ▶ References: A volunteer's immediate supervisor may be listed as a reference when needed for applications for school, employment, or other volunteer opportunities.
- ▶ Gain Confidence: Volunteering can help you gain confidence by giving you the chance to try something new and build a real sense of achievement.
- ▶ People: Volunteering can help you meet different kinds of people and make new friends.
- ▶ Skill Building: In addition to learning new skills, volunteering can also help you build upon skills you already have and use them to benefit the greater community.
- ▶ Community Impact: Volunteering allows you to connect to your community and make it a better place, while also helping you feel part of something outside your family and friends.

Volunteer Eligibility Criteria

Volunteers at the Allendale Charter Township will be expected to:

- Complete and submit an online volunteer application. Paper applications will be available upon request.
- All volunteers must be 14 years of age or older. Volunteers between the ages of 14 and 17 years old must have parent approval and a valid work permit on file.
- Attend our volunteer orientation program. If under the age of 18, a parent or legal guardian is also expected to attend the volunteer orientation program.
- Fill out and submit a **Volunteer Liability Waiver**. If under 18 years old, a parent or legal guardian will need to also sign the Volunteer Liability Waiver.
- For individuals volunteering in the Township's Library, agree to follow the Michigan Library Privacy Act, MCL 397.601, *et seq.*
- Pass an ICHAT background check.
- Serve without expectation or contemplation of any compensation or benefits.
- Follow all guidelines set forth in this Volunteer Handbook, and as otherwise required by the Township.

Applicants will be approved to become volunteers at the discretion of the Township. Volunteers serve at will and may be discharged with or without cause or notice by the Township at any time.

If there is no suitable volunteer match with the applicant's skills and interests or schedule requests, the applicant will be notified.

Expectations for Volunteers

Volunteers are recognized by the public as representatives of the Township and shall be guided by the same work and behavior code as Township employees. This will include, but not be limited to:

1. Be courteous, professional, and helpful to Township visitors, staff, and other volunteers at all times.
2. Timely report for all scheduled shifts and notify your immediate supervisor in advance if you will be late or absent.
3. Wear appropriate clothing to present a positive image of the Township.
4. Wear a volunteer nametag to help individuals recognize your role.
5. Eat only in designated areas and keep your personal items in a safe place.
6. Make sure volunteer time is properly recorded.
7. Refer all questions, including policy questions, to a staff member.
8. Each volunteer will have an immediate supervisor. If any problems or questions arise, they should be discussed with the volunteer's supervisor.
9. In accordance with the Michigan Library Privacy Act, never reveal to anyone any information about a patron learned while volunteering. This includes any materials looked at, referenced, or checked out by a patron, as well as questions asked by Library patrons.
10. Immediately report any injuries to yourself or others to a staff member. Any potential hazard should also be reported. Volunteers are not covered by Worker's Compensation.
11. Township owned equipment and supplies are for business use only.
12. When leaving the volunteer program, notify your supervisor by giving written notice with the effective date.
13. In accordance with local ordinances, all Township buildings are smoke-free.
14. Follow all policies and rules while performing volunteer work. Volunteers are subject to the same policies as employees.

Volunteers who violate any of these requirements are subject to dismissal from the Township's volunteer program.

Important Policies and Guidelines

EQUAL EMPLOYMENT OPPORTUNITY

We support an environment of equal employment opportunities and will maintain and conduct all practices relating to recruitment, hiring, compensation, benefits, termination, and all other terms and conditions of your volunteer services in a manner which does not discriminate on the basis of race, color, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other characteristic protected by law. Please contact the Township's Human Resources Manager if you have concerns regarding equal employment opportunity.

ANTI-HARASSMENT AND NON-DISCRIMINATION

All our employees and volunteers have the right to work in an environment that is free of inappropriate discrimination and harassment. Harassment and discrimination can occur based on an individual's race, color, religion, national origin, age, weight, height, disability (actual and perceived), marital status, sex, sexual orientation or other characteristics protected by law. The Township prohibits, and will not tolerate, any such discrimination or harassment based upon these factors.

Any applicant or volunteer who believes he or she has been discriminated against, harassed, or has witnessed discrimination or harassment toward others must immediately report the incident to his or her direct supervisor or the Township's Human Resources Manager. If either of these individuals are contributing to the problem or the perception of the problem, or if your concern or complaint is not resolved by either of these individuals within a reasonable period of time, the individual should address such concerns or file his or her complaint with the Township's Supervisor. For further information regarding the types of harassment, examples of actions that constitute harassment or discrimination, and the reporting of any perceived unlawful conduct, please see the Township's Human Resources Manager.

The Township prohibits retaliation against any individual who in good faith reports discrimination or harassment, or against any individual who participates in an investigation of such reports. Any agent of the Township who, after investigation, has been found to have retaliated against any individual for reporting unacceptable behavior, or for participating in an investigation, will be, in the discretion of the Township, subject to appropriate discipline, up to and including discharge.

REASONABLE ACCOMMODATIONS

The Township is committed to complying with the Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Civil Rights Act. Accordingly, all employment practices and activities, including volunteer placement, are conducted on a non-discriminatory basis. The Township does not discriminate against any qualified applicant or volunteer regarding any terms or conditions of employment because of such individual's disability, so long as the applicant or volunteer can perform the essential functions of the job, with or without a reasonable accommodation, unless doing so would result in an undue hardship, safety risk, or health risk. If an applicant or volunteer believes that accommodation of a disability is necessary to perform the essential functions of a position, he or she must notify us of this need in writing within 182 days after he or she knows or reasonably should have known of the need for accommodation. All requests for reasonable accommodation must be referred to the Township's Human Resources Manager.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The Township is committed to providing a safe, efficient, and productive work environment for all volunteers, employees, and other individuals that is free from the effects of drug and alcohol abuse. The Township will not tolerate any abuse of drugs or alcohol that imperils the health or well-being of its volunteers, employees, or guests, or threatens or compromises the safety of the services it provides.

While on Township property or while performing Township business, volunteers and employees are prohibited from the use of, abuse of, involvement in the manufacturing of, distribution of, possession of, or dispensation of illegal drugs or alcohol. Volunteers and employees are also prohibited from using alcohol to the extent that it violates laws, negatively affects Township activities, or adversely affects the reputation of the Township. Any volunteer who engages in this type of prohibited conduct will be subject to dismissal from the volunteer program.

VIOLENCE-FREE WORKPLACE

To ensure that the Township maintains a safe workplace free of violence for all individuals, the Township prohibits the possession or use of weapons or ammunition, of any kind, on the Township's property, or while conducting business on behalf the Township. This prohibition applies even if the volunteer is licensed to carry the weapon, concealed or otherwise.

Further, verbal threats, physical threats, abusive behavior, or acts of violence against other volunteers, employees, visitors, customers, or other individuals will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Township property will be removed from the premises as quickly as safety permits and will remain off the premises pending the outcome of an investigation.

Violations of this policy will lead to disciplinary action, up to and including dismissal and/or referral to appropriate law enforcement agencies for arrest and prosecution.

CONFIDENTIALITY; LIBRARY PRIVACY ACT

The Township is engaged in a business which requires a strict code of confidentiality of information be maintained. During your volunteer service with the Township, you will have access to confidential or otherwise personal or privileged information and records. Such information may include, but is not limited to, Library patrons' reading histories, materials borrowed, resources reviewed, or services used at the Library.

It is imperative that these types of confidential information be protected by refraining from keeping or distributing any of this confidential information. As such, volunteers may not access, review, reproduce, retain, disclose, disseminate, or otherwise use or transmit any such confidential information or records except as needed to perform their assigned volunteer responsibilities and/or as may otherwise be duly authorized.

During orientation, volunteers will learn more about Michigan's Library Privacy Act, and the other types of information, in general, which the Township considers confidential and should be safeguarded. If at any point during your volunteer service with the Township you have questions regarding the confidential nature of data, immediately contact your direct supervisor for clarification.

Volunteers will be subject to dismissal from the volunteer program for knowingly or unknowingly revealing information of a confidential nature.



Volunteer Handbook Acknowledgment Form

By signing below, I acknowledge that I have received a copy of the Allendale Charter Township's Volunteer Handbook (the "**Handbook**"), which I understand provides general, non-exclusive guidelines on the policies, procedures, and programs affecting my participation in the volunteer program with the Township. I also acknowledge that I have had an opportunity to have any questions I have related to the Handbook answered by the Township, and that I fully understand the Handbook's contents. I accept responsibility for familiarizing myself with the information in the Handbook, and for following the Township's rules and guidelines during my volunteer service. I also agree to consult with my direct supervisor or a representative of the Township if I have any future questions that are not answered in this Handbook.

Further, I understand that my volunteer service with the Allendale Charter Township is at-will and may be subject to termination at any time, with or without notice and with or without cause, at the discretion of the Township or myself.

APPLICANT:

_____(Print)
_____(Signature)
_____(Date)

PARENT/GUARDIAN:

Required if Applicant is Under 18

_____(Print)
_____(Signature)
_____(Date)

For Office Use Only:

Received by: _____

Date: _____



ADULT VOLUNTEER APPLICATION

ALLENDALE CHARTER TOWNSHIP
ATTN: Human Resources Department
6676 Lake Michigan Drive
Allendale, MI 49401
Phone: (616) 895-6295

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

Please complete each line by printing in blue ink or typing. The application must be fully completed to be considered for volunteer placement. **Please note we do not currently offer volunteer opportunities to individuals seeking court-ordered community service.**

PERSONAL INFORMATION

Last Name	First Name	M.I.
Street Address and/or Mailing Address		
City	State	Zip Code
Home Telephone Number: _____ Preferred Contact No.: <input type="checkbox"/> Home <input type="checkbox"/> Cellular		
Cellular Telephone Number: _____ Preferred Contact Time: _____		
Email Address: _____		

GENERAL INFORMATION

Are you 18 years of age or older? ☐ Yes ☐ No

Highest level of education completed: ☐ High School / GED ☐ Vocational ☐ Technical ☐ Associate
☐ Bachelor ☐ Master ☐ Doctorate ☐ Professional

Current Employer: _____ Position: _____

VOLUNTEER POSITION

Identify the volunteer opportunities that interest you:

☐ Library ☐ Township Events ☐ Library and Township Events
(4th of July, Movies in the Park, Concerts in the Park, etc.)

If you marked Library above, please identify the possible assignments that interest you most:

☐ Shelving and straightening of library materials
☐ Dusting shelves
☐ Cleaning puzzles and toys
☐ Helping with inventory of supplies and organizing supplies
☐ Indoor and outdoor cleaning / watering indoor plants
☐ Hospitality (greeting and welcoming patrons)
☐ Creating scrap paper and craft preparation
☐ Assisting with special events at the library
☐ Shredding documents

AVAILABILITY

When can you begin volunteering? _____

What is your availability? ☐ Regular Shifts ☐ Regular Shifts + Special Events ☐ Special Events Only

What is your preferred number of volunteer hours per week? _____

Please indicate the days and times that best fit into your schedule for volunteering:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							

Volunteer candidates for the Allendale Charter Township's Library are generally asked to commit to a minimum of 6 months of continuous service for each volunteer period. If selected as a Library volunteer, can you make this commitment?

☐ Yes ☐ No ☐ Not Applicable. I do not wish to volunteer in the Library.

Notwithstanding the foregoing, volunteers serve at the will of the Township and may be discharged, with or without cause and with or without notice, at any time.

GENERAL SKILLS AND QUALIFICATIONS

What special interests, skills, or qualifications do you have that may help us match you with the best volunteer assignment? *(Attach additional pages if necessary.)*

PREVIOUS VOLUNTEER EXPERIENCE

Please summarize your previous volunteer experience. *(Attach additional pages if necessary.)*

PURPOSE FOR VOLUNTEERING

Why are you interested in volunteering for the Allendale Charter Township? *(Attach additional pages if necessary.)*

REFERENCES

Please identify two individuals, who are not related to you, who have knowledge of your experience, qualifications, and/or character. **Employment, school, previous volunteer references are preferred.**

1	Name:	Phone:
	Relationship:	Email:
2	Name:	Phone:
	Relationship:	Email:

CONVICTIONS

Have you ever been convicted of, or pleaded guilty or nolo contendere to, a crime that has not been expunged or pardoned, other than a minor traffic violation? ☐ Yes ☐ No

Note: Convictions are not an automatic bar to volunteer placement but are reviewed in relation to the duties you might perform. This information will be used only for volunteer-related purposes and only to the extent permitted by law. We do not currently offer volunteer opportunities to individuals seeking court-ordered community service. Untruthful answers will result in the candidate no longer being considered.

EMERGENCY CONTACTS	
Emergency Contact #1:	Relationship:
Home Phone:	Work Phone:
Emergency Contact #2:	Relationship:
Home Phone:	Work Phone:

CERTIFICATION AND ACKNOWLEDGMENT

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Allendale Charter Township (the “**Township**”) from any liability for supplying such information.

I understand that the Township reserves the right to screen volunteers, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Township. I also understand that volunteer opportunities are available on a limited basis.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the Township. I also understand that I am not entitled to workers’ compensation or group benefits in the event of an injury.

I understand that the Township reserves the right to evaluate volunteer performance and the right to terminate my volunteer service at any time, for any reason and with or without notice.

APPLICANT:

_____ (Print Name)

_____ (Signature)

_____ (Date)

<p>For Office Use Only:</p> <p>Received by: _____</p> <p>Date: _____</p>



Consent to Background Check and Release

As a present or prospective volunteer of the Allendale Charter Township (the “**Township**”), I understand it is the Township’s policy to secure criminal background information as part of the screening process, using the information provided below:

Name: _____
Last First M.I.

Aliases: _____

Address: _____
Street City State Zip

Date of Birth: _____ Sex: ☐ Male
☐ Female

Social Security Number: _____

I authorize the Township to make inquiries as to my employment, education, experience, and character and to confirm that all statements made on this application are true. I authorize the Township to obtain information about my criminal history record, which may include information about arrests, convictions, plea bargains, and deferred adjudications. I acknowledge that the Township may use this and other information to determine my eligibility for volunteer positions with the Township. I understand that as long as I am a volunteer, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that a procedure is available to me to obtain clarification from the appropriate reporting agency if I dispute the record as received.

APPLICANT:

_____ (Print Name)

_____ (Signature)

_____ (Date)

For Office Use Only:

Received by: _____

Date: _____

Volunteer Liability Waiver

I offer to volunteer my services without compensation to the Allendale Charter Township (the "Township").

I release the Township, and their officers, directors, agents, patrons, employees, and volunteers from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my volunteer work for the Township.

I agree to hold harmless the Township against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses, and other consultants) which may be imposed upon, incurred by, or assessed against the Township by reasons of any negligent or wrongful act on my part, or any failure by me to perform volunteer work.

I agree to abide by all directions, procedures, and guidelines applicable to volunteers, to treat Township's staff, volunteers, and visitors with courtesy and respect, and to be a cooperative and considerate representative of the Township.

I understand that there are occasions where pictures may be taken while I am a volunteer and I further understand that these pictures may be used for promotional purposes by the Township. I have no expectation of payment for the use of my pictures and agree to release the Township of any obligations or responsibility of such pictures being used.

I accept the Township's right to dismiss me for poor performance of my duties, for poor attendance, for the lack of need for my services, or for any other reason permitted by law.

APPLICANT:

_____ (Print Name)

_____ (Signature)

_____ (Date)

For Office Use Only:

Received by: _____

Date: _____

Workplace Accommodations Notice

The Allendale Charter Township (collectively, the “**Township**”) provide equal employment opportunity for all persons regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or any other classification protected by federal, state, or local law.

The Township will make reasonable accommodations for known physical or mental disabilities of an applicant, volunteer, or employee, as well as known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees, volunteers, and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the Township will **not**:

- Deny volunteer opportunities on the basis of a need for reasonable accommodation;
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship;
- Take an adverse employment action, discriminate, or retaliate because the applicant or volunteer has inquired about, requested, or used a reasonable accommodation;
- Require an applicant or an employee to accept an accommodation that is unnecessary; or

Disabled applicants, volunteers, and employees may request an accommodation by notifying the Township of the need for accommodation within 182 days of the date the person knows or should know that an accommodation is needed. Failure to properly notify the Township will preclude any claim that the Township failed to accommodate the disabled individual. To request an accommodation or to discuss concerns or questions about this notice, please send an email to hr@allendale-twp.org.

By signing below, I affirm that I have read and understand this Workplace Accommodations Notice, including the proper procedure for requesting an accommodation.

APPLICANT:

(Print Name)
(Signature)
(Date)

For Office Use Only:

Received by: _____
Date: _____



Drug-Free and Alcohol-Free Workplace Notice

The Allendale Charter Township (the “**Township**”) is committed to providing a healthy, safe, drug-free and alcohol-free workplace for all employees and other individuals in our workplace. We recognize that alcohol or marijuana use, and the use of illegal drugs, could pose a threat to these goals.

In furtherance of the Township’s goals, the Township strictly prohibits the illicit use, possession, dispensation, distribution, or manufacture of alcohol and controlled substances in the workplace under its Drug-Free and Alcohol-Free Workplace Policy. Any volunteer who violates this policy will be subject to disciplinary action, including suspension or termination of his or her volunteer placement.

By signing below, I certify that I have received, read, and understand this Drug-Free and Alcohol-Free Workplace Notice; have had the opportunity to have it explained to me; and that I agree to adhere to this policy.

APPLICANT:

_____ (Print)

_____ (Signature)

_____ (Date)

For Office Use Only:

Received by: _____

Date: _____



TEEN VOLUNTEER APPLICATION

Note: This form is for teens, ages 14 to 17. Teens must be at least 14 years old on the date of application.

ALLENDALE CHARTER TOWNSHIP
ATTN: Human Resources Department
6676 Lake Michigan Drive
Allendale, MI 49401
Phone: (616) 895-6295

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

Please complete each line by printing in blue ink or typing. The application must be fully completed to be considered for volunteer placement. **Please note we do not currently offer volunteer opportunities to individuals seeking court-ordered community service.**

PERSONAL INFORMATION

Last Name	First Name	M.I.
<hr/>		
Street Address and/or Mailing Address		
<hr/>		
City	State	Zip Code
<hr/>		
Home Telephone Number:	<hr/>	Preferred Contact No.: <input type="checkbox"/> Home <input type="checkbox"/> Cellular
Cellular Telephone Number:	<hr/>	Preferred Contact Time: <hr/>
Email Address: <hr/>		

GENERAL INFORMATION

Are you 14 years of age or older? ☐ Yes ☐ No **(WORK PERMIT REQUIRED FOR ALL VOLUNTEERS UNDER 18.)**

School Currently Attending:

Current Grade: ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th

VOLUNTEER POSITION

Identify the volunteer opportunities that interest you:

☐ Library ☐ Township Events ☐ Library and Township Events
(4th of July, Movies in the Park, Concerts in the Park, etc.)

If you marked Library above, please identify the possible assignments that interest you most:

☐ Shelving and straightening of library materials
☐ Dusting shelves
☐ Cleaning puzzles and toys
☐ Helping with inventory of supplies and organizing supplies
☐ Indoor and outdoor cleaning / watering indoor plants
☐ Hospitality (greeting and welcoming patrons)
☐ Creating scrap paper and craft preparation
☐ Assisting with special events at the library
☐ Shredding documents

AVAILABILITY

When can you begin volunteering? _____

What is your availability? ☐ Regular Shifts ☐ Regular Shifts + Special Events ☐ Special Events Only

What is your preferred number of volunteer hours per week? _____

Please indicate the days and times that best fit into your schedule for volunteering:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							

Due to state law, teen volunteers cannot be scheduled more than 6 days in 1 week, or during school hours. MCL 409.111.

Volunteer candidates for the Allendale Charter Township's Library are generally asked to commit to a minimum of 6 months of continuous service for each volunteer period. If selected as a Library volunteer, can you make this commitment?

☐ Yes ☐ No ☐ Not Applicable. I do not wish to volunteer in the Library.

Notwithstanding the foregoing, volunteers serve at the will of the Township and may be discharged, with or without cause and with or without notice, at any time.

GENERAL SKILLS AND QUALIFICATIONS

What special interests, skills, or qualifications do you have that may help us match you with the best volunteer assignment? *(Attach additional pages if necessary.)*

PREVIOUS VOLUNTEER EXPERIENCE

Please summarize your previous volunteer experience. *(Attach additional pages if necessary.)*

PURPOSE FOR VOLUNTEERING

Why are you interested in volunteering for the Allendale Charter Township? *(Attach additional pages if necessary.)*

Is this an assignment for school? ☐ Yes ☐ No

If your answer to the question above is "yes", please answer the following:

Number of hours you are required to complete: _____

Deadline to complete hours for assignment/project: _____

Course or organization in which assignment was assigned: _____

Note: Please keep in mind that the Township cannot guarantee to have enough volunteer hours available for you to complete your project.

REFERENCES

Please identify two individuals, who are not related to you, who have knowledge of your experience, qualifications, and/or character. **Employment, school, previous volunteer references are preferred.**

1	Name:	Phone:
	Relationship:	Email:
2	Name:	Phone:
	Relationship:	Email:

CONVICTIONS

Have you ever been convicted of, or pleaded guilty or nolo contendere to, a crime that has not been expunged or pardoned, other than a minor traffic violation? ☐ Yes ☐ No

Note: Convictions are not an automatic bar to volunteer placement but are reviewed in relation to the duties you might perform. This information will be used only for volunteer-related purposes and only to the extent permitted by law. We do not currently offer volunteer opportunities to individuals seeking court-ordered community service. Untruthful answers will result in the candidate no longer being considered.

EMERGENCY CONTACTS

Emergency Contact #1:	Relationship:
Home Phone:	Work Phone:
Emergency Contact #2:	Relationship:
Home Phone:	Work Phone:

CERTIFICATION AND ACKNOWLEDGMENT

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Allendale Charter Township (the "**Township**") from any liability for supplying such information.

I understand that the Township reserves the right to screen volunteers, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Township. I also understand that volunteer opportunities are available on a limited basis.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the Township. I also understand that I am not entitled to workers' compensation or group benefits in the event of an injury.

I understand that the Township reserves the right to evaluate volunteer performance and the right to terminate my volunteer service at any time, for any reason and with or without notice.

APPLICANT:

_____(Print Name)
_____(Signature)
_____(Date)

PARENT/GUARDIAN:

_____(Print Name)
_____(Signature)
_____(Date)

Parent/Guardian signature is required.

For Office Use Only:

Received by: _____
Date: _____



Consent to Background Check and Release

As a present or prospective volunteer of the Allendale Charter Township (the "**Township**"), I understand it is the Township's policy to secure criminal background information as part of the screening process, using the information provided below:

Name: _____
Last First M.I.

Aliases: _____

Address: _____
Street City State Zip

Date of Birth: _____ Sex: ☐ Male
☐ Female

Social Security Number: _____

I authorize the Township to make inquiries as to my employment, education, experience, and character and to confirm that all statements made on this application are true. I authorize the Township to obtain information about my criminal history record, which may include information about arrests, convictions, plea bargains, and deferred adjudications. I acknowledge that the Township may use this and other information to determine my eligibility for volunteer positions with the Township. I understand that as long as I am a volunteer, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that a procedure is available to me to obtain clarification from the appropriate reporting agency if I dispute the record as received.

APPLICANT:

(Print Name)

(Signature)

(Date)

PARENT/GUARDIAN:

(Print Name)

(Signature)

(Date)

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Received by: _____
Date: _____

Volunteer Liability Waiver

I offer to volunteer my services without compensation to the Allendale Charter Township (the "Township").

I release the Township, and their officers, directors, agents, patrons, employees, and volunteers from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my volunteer work for the Township.

I agree to hold harmless the Township against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses, and other consultants) which may be imposed upon, incurred by, or assessed against the Township by reasons of any negligent or wrongful act on my part, or any failure by me to perform volunteer work.

I agree to abide by all directions, procedures, and guidelines applicable to volunteers, to treat Township's staff, volunteers, and visitors with courtesy and respect, and to be a cooperative and considerate representative of the Township.

I understand that there are occasions where pictures may be taken while I am a volunteer and I further understand that these pictures may be used for promotional purposes by the Township. I have no expectation of payment for the use of my pictures and agree to release the Township of any obligations or responsibility of such pictures being used.

I accept the Township's right to dismiss me for poor performance of my duties, for poor attendance, for the lack of need for my services, or for any other reason permitted by law.

APPLICANT:

_____ (Print Name)

_____ (Signature)

_____ (Date)

PARENT/GUARDIAN:

_____ (Print Name)

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_____ (Date)

Parent/Guardian signature is required.

For Office Use Only:

Received by: _____

Date: _____

Workplace Accommodations Notice

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The Township will make reasonable accommodations for known physical or mental disabilities of an applicant, volunteer, or employee, as well as known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees, volunteers, and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the Township will **not**:

- Deny volunteer opportunities on the basis of a need for reasonable accommodation;
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship;
- Take an adverse employment action, discriminate, or retaliate because the applicant or volunteer has inquired about, requested, or used a reasonable accommodation;
- Require an applicant or an employee to accept an accommodation that is unnecessary; or

Disabled applicants, volunteers, and employees may request an accommodation by notifying the Township of the need for accommodation within 182 days of the date the person knows or should know that an accommodation is needed. Failure to properly notify the Township will preclude any claim that the Township failed to accommodate the disabled individual. To request an accommodation or to discuss concerns or questions about this notice, please send an email to hr@allendale-twp.org.

By signing below, I affirm that I have read and understand this Workplace Accommodations Notice, including the proper procedure for requesting an accommodation.

APPLICANT:

_____(Print Name)
_____(Signature)
_____(Date)

PARENT/GUARDIAN:

_____(Print Name)
_____(Signature)
_____(Date)

Parent/Guardian signature is required.

For Office Use Only:

Received by: _____
Date: _____



Drug-Free and Alcohol-Free Workplace Notice

The Allendale Charter Township (the “**Township**”) is committed to providing a healthy, safe, drug-free and alcohol-free workplace for all employees and other individuals in our workplace. We recognize that alcohol or marijuana use, and the use of illegal drugs, could pose a threat to these goals.

In furtherance of the Township’s goals, the Township strictly prohibits the illicit use, possession, dispensation, distribution, or manufacture of alcohol and controlled substances in the workplace under its Drug-Free and Alcohol-Free Workplace Policy. Any volunteer who violates this policy will be subject to disciplinary action, including suspension or termination of his or her volunteer placement.

By signing below, I certify that I have received, read, and understand this Drug-Free and Alcohol-Free Workplace Notice; have had the opportunity to have it explained to me; and that I agree to adhere to this policy.

APPLICANT:

_____ (Print Name)

_____ (Signature)

_____ (Date)

PARENT/GUARDIAN:

_____ (Print Name)

_____ (Signature)

_____ (Date)

Parent/Guardian signature is required.

For Office Use Only:

Received by: _____

Date: _____

Allendale Library Meeting Room Use Agreement

The meeting room at the Allendale Township Library is available without charge for library/township related groups and local non-profit/service organizations and at a charge of \$50 for 4 hours for other organizations and individuals.

The following rules and regulations will govern the use of the meeting room:

- Availability of the room, as well as requests for its use, can be found at our website www.allendalelibrary.org. All reservations must be approved by library personnel before reservation is considered final.
- The room is available during library hours. Meetings must conclude 30 minutes prior to library closing.
- Full room (up to 80 occupants) or 2 half rooms (up to 40 occupants each) are available for use. Some technology equipment is available for use depending on room reservation.
- If the room is to be used by minors, a request must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Activities sponsored or co-sponsored by the library shall take preference in the use of the room.
- Light refreshments are permitted. The user may not serve red drink in the meeting room. The user is responsible for all supplies, preparation, and cleanup. The user is responsible for setting up chairs, tables, furniture, and equipment prior to the meeting and for returning all library property to the designated storage location upon termination of the meeting. The user will not use displays, decorations, or additional furniture that will be destructive to the premises. The room must be left in a clean and orderly condition. Future use may be denied if this is not observed.
- Smoking, gambling, raffles, lotteries, the use of alcoholic beverages and drugs, and the use of open flames are forbidden.
- Groups must comply with the safety regulations, state laws, and building regulations.
- Cost of damages to the building, furnishings, and equipment beyond normal wear must be paid by the group scheduled at the time of use. The library/township will be reimbursed for any damage to the premises, building, or equipment.
- The user may not assign, transfer, sublet, or charge a fee to others for the use of the room.
- These regulations may be altered or added to at the discretion of the Township or Library Boards.
- Groups may not publicize their activities in such a way as to imply library sponsorship.
- Payment is due one (1) week prior to the event and may be made at the library circulation desk. If payment is not received the reservation will not be confirmed and the room will be made available to rent to another group. Payment for requests made less than one (1) week prior to the event must be made at the time of the request. There will be no refund for any confirmed reservation that is cancelled less than seven (7) days prior to the schedule use.

Permission to use the community room does not imply Allendale Library or Township endorsement of the goals, policies, or activities of any group or organization. The Township and/or its agents assume no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facilities. The Township and/or its agents are indemnified against all liability to persons or property on the premises. The user holds the Township harmless of any and all fines, forfeitures, and penalties arising out of the violation of the law.

I hereby verify that I have read the meeting room policy and agree to abide by the rules set forth above.

Contact Printed Name/Signature

Date

Organization Name

Contact Phone #

Contact Email

Allendale Township Library Advisory Board Bylaws

~~Adopted by the Library Advisory Board November 1, 2018~~
~~Approved by the Allendale Board of Trustees November 26, 2018~~

Commented [MC1]: Moved to end of document for better tracking

Article I Name

The Allendale Township Library Advisory Board, hereafter known as the Advisory Board, is established by the Allendale Charter Township. The Advisory Board is appointed by the Allendale Board of Trustees.

Article II Purpose

The Advisory Board will advise the Library Director, ~~providing~~ provide expertise, guidance, insight and a forum to discuss operations, opportunities and challenges.

The Advisory Board will be consulted by the Director regarding changes in library policies and programming.

~~The Advisory Board will be a voting body on decisions needed for Lakeland Cooperative, Allendale Township, and for large purchases, major changes, and decisions within or for the Library.~~

The Advisory Board will vote on recommendations needed for Lakeland Cooperative, Allendale Township Board, and the Library Director for decisions relating to large purchases, major changes, and decisions within or for the Library.

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Article III Membership

The Advisory Board will consist of 6 residents of Allendale Township who will act as voting members. ~~Tallmadge Township will appoint a resident who will serve as a representative of the township and who will act as a voting member. Advisory Board members will serve three year terms, and may be appointed for additional terms.~~

The members are appointed by the Allendale Township Board of Trustees. In addition, one representative from the Allendale Township Board of Trustees ~~and one representative from Tallmadge Township will be appointed~~ will serve as a liaison and is

~~a non-voting member. These representatives will serve as township liaisons and are non-voting members.~~

Advisory Board members provide opinion, support and expertise to the Director as needed, but do not have governing authority.

Board member responsibilities shall include but are not limited to:

- Review existing policies and recommend new ones to govern the operation and program of the library.
- Assist in strategic planning.
- Provide opinion, guidance and review as appropriate for special issues to include but not be limited to, programs, new services, operations, facilities, budget, and the performance evaluation of the library director.
- Assist in interpreting the policies and functions of the library to the public.

Article IV

Officers

The Advisory Board will elect a chairperson, vice chairperson and secretary each year at the January meeting. They each are elected for one year and may be re-elected. In the event of the resignation or incapacity of the chairperson, the vice chairperson shall become the chairperson for the unexpired portion of the term. Vacancies of officers other than the chairperson shall be filled for the unexpired terms by special election.

~~The Advisory Board will elect a chairperson, vice chairperson and secretary to serve a two year term. Elections of the chairperson and secretary will be held on even numbered years at the regularly scheduled meeting in January. The election of the vice chairperson will be held on odd numbered years at the January meeting. At the end of the chairperson's term the vice chairperson will assume the role of chairperson. In the event of the resignation or incapacity of the chairperson, the vice chairperson shall become the chairperson for the unexpired portion of the term. Vacancies of officers other than the chairperson shall be filled for the unexpired terms by special election.~~

Commented [MC2]: Delete paragraph and replace with above paragraph.

The duties of the officers include but are not limited to:

Chairperson:

- Preside at all meetings.
- Represent the Advisory board at appropriate public functions.

- Appoint standing, special or ad hoc committees.
- Assist the library director in establishing the agenda for each meeting. Agenda items requested by any board member will be included.

Vice chairperson:

- Assist the chairperson in directing the affairs of the board and act in the chairperson's absence.

Secretary:

- Responsible for the accuracy and submission of the minutes of the Advisory Board meeting to the Allendale Township Clerk and the Library Director and to bring any corrections to the attention of the Advisory Board at its next meeting.

Article V

Meetings

The meetings of the Advisory Board will be conducted using Robert's Rules of Order as a general guide. The Advisory Board will meet on the third Thursday of each yearly quarter at 7:00 pm in the Roon Room of the library (January, ~~March~~April, ~~June~~July, ~~September~~October) and will meet no less than every three months. Special meetings may be called by the Advisory Board, the Chairperson or the Director. Seven days notice of the special meeting must be given to all Advisory Board members and the notice must be posted on the Library and Township websites 7 days in advance. A quorum shall consist of a simple majority of voting members. A quorum must be present to conduct any voting. If a voting member is unable to attend a meeting it is their responsibility to contact the Advisory Board Chairman and or the Library Director prior to the meeting. If the current meeting agenda requires a majority vote and a majority is unable to attend, the Advisory Board will postpone the vote or select an alternative date for a special meeting to hold the vote.

The meeting agenda will include, but not be limited to, the following:

- Call to order / roll call
- Approval of the agenda
- Approval of the previous meeting minutes
- Directors report
- Old business
- New business
- Public comments

- Adjournment

In compliance with the Michigan Open Meetings Act the public is welcome to attend all Advisory Board meetings and may address the Advisory Board during the Public Comments Section of the Agenda.

Article VI

Amendments

These bylaws may be amended by a two thirds vote at any regular or specially called meeting providing all members have been notified of the proposed amendments at least 7 days prior to the meeting. Such amendments would then be subject to approval by the Allendale Township Board.

Resources

Lakeland Library Cooperative Directors. (Phone Interviews). 2017.

Moreland, Kurt. Professor of Organizational Communication, Cedarville University. (Phone Interview). 2017.

Richardson, Ellen. "*Bylaws for Public Library Boards*." Library of Michigan. 2006.

Riley, Randy, State Librarian. "*Michigan Public Library Trustee Manual*." Library of Michigan. 2017.

Seurynck, Anne M. and Werner, Lance M. "*Michigan Library Laws Handbook*." Library of Michigan. 2013.

Todaro, Julie. "*Public Library Advisory Board Handbook*." Texas State Library and Archives Commission. 2012.

[Adopted by Library Advisory Board November 1, 2018](#)

[Approved by Allendale Township Board November 26, 2018](#)

[Reviewed and Updated by Library Advisory Board October 7, 2021](#)

[Approved by Allendale Township Board Pending](#)