

Agenda for the
Allendale Charter Township Board Meeting
Monday, April 11, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Adam Elenbaas
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the March 28, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the March 21, 2022 Planning Commission Meeting
 - Minutes of the March 15, 2022 Meeting of the Downtown Development Authority
 - Springfield North Estates Memo
- Public Hearings
- Public Comments
- Guest Speakers
 - Allendale Public Utilities Update: Public Utilities Superintendent Chad Doornbos
- Action Items
 - Library Community Room Reservation Agreement
 - First Reading: Alderink Rezoning – 5713 Lake Michigan Drive
 - First Reading: Marcusse Rezoning – 5630 Lake Michigan Drive
 - Concerts in the Park: Band/Performers Contracts
- Discussion Items
 - Financial Policy Updates: Minimum Fund Balance Target & Capital and Special Projects Fund
 - Finance Director Tim VanBennekomp: American Rescue Plan Act Update
 - Paid Time Off Policy Update

- Holiday Policy Update
- MTA Scholarship Resolution Request
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

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

**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MARCH SESSION 2nd DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 28, 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; Ms. Vander Veen and Mr. Elenbaas. (5)

Absent: Mr. Murillo and Mr. Vander Wall (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Mary Cook, Library Director; Don DeGroot, Exxel Engineering; Terry VanDyken; and Lorraine Busman

Ms. Kraker pronounced the invocation.

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

BOT 22-045 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to correct the name of Churchside Estates Preliminary Plat: Tentative Approval to Springfield North Preliminary Plat: Tentative Approval under Action Items. The motion passed.

BOT 22-046 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 14, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$215,838.00 and interim payments of \$66.85, as presented by the summary report for March 29, 2022.

The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the March 7, 2022, Planning Commission Meeting

3. Sheriff Department February Monthly Report

Public Hearings- None

Public Comments and Communications - None

BOT 22-047 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 22-048 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022-02; Local Governing Body Non-Profit Recognition for Charitable Gaming License for the 2022 Senior Class Parent Committee. The motion passed.

BOT 22-049 Mr. Zeinstra moved to tentatively approve Phase I of Springfield North Preliminary Plat. The motion passed.

BOT 22-050 Ms. Vander Veen moved to approve the Volunteer Handbook and Applications with the recommended edits, which include adding parent/guardian language and amending Violence Free Workplace section to reflect the same language as what is in the Employee Handbook. The motion passed.

Discussion Items

Mary Cook, Library Director reviewed the proposed Library Meeting Room Use Agreement. She outlined the proposed rules and regulations that will govern the use of the meeting room

Mary Cook, Library Director presented proposed Library Advisory Board By-Laws. She clarified various proposed language updates.

Ms. Hansen provided an update on the status of the Schoolhouse Preservation Committee. She indicated that the Library Advisory Board voted 6:0 to not support the placement of the VanWestenburg Schoolhouse on library property. Ms. Hansen sought direction from the board in how to proceed going forward.

Several board members had questions and comments.

BOT 22-051 Mr. Zeinstra moved to amend the agenda by adding "Schoolhouse Preservation Committee" to the Action Items. The motion passed.

Action Items

BOT 22-052 Mr. Zeinstra moved to dissolve the Schoolhouse Preservation Committee. The motion passed.

Public Comments and Communications

Public comments were received from:

1. Terry VanDyken
2. Lorraine Busman

BOT 22-053 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra inquired about the Strategic Planning Work Session.

Ms. Hansen thanked the Schoolhouse Preservation Committee for their hard work and hopes they continue with their efforts of finding a home for the VanWestenburg Schoolhouse somewhere within the community.

Ms. Vander Veen inquired on board meeting dates.

BOT 22-054 Mr. Zeinstra moved to adjourn the meeting at 7:26 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	DOG LICENSES - MARCH	150.00	
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	1,493.23	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	14,443.98	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - MARCH	285.50	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CONIFER CREEK-BECK	321.75	
101-000.000-284.219	CONIFER CREEK-BECKER DR	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	432.00	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CENTENNIAL FARMS	270.75	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	240.00	
101-000.000-284.223	BILTMORE PLAT-CHURCHSIDE ESTATE	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CHURCHSIDE ESTATES	25.50	
101-000.000-284.223	BILTMORE PLAT-CHURCHSIDE ESTATE	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	480.00	
101-000.000-284.224	STATION 45-2022 SLU	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	180.00	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - WENDY'S	451.50	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	468.00	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	132.00	
101-000.000-284.225	WENDY'S-WM LIMITED PARTNERSHIP	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	252.00	
101-000.000-284.226	ALDERINK REZONE	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	144.00	
101-000.000-284.227	MARCUSSE REZONE	RECREATIONAL DEVELOPMENT	AUDITORIUM RENTAL REFUND	100.00	
101-000.000-667.000	Hall Rental Income				
Total For Dept 000.000 REVENUE				19,870.21	
Dept 171.000 Supervisor					
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	48.76	
Total For Dept 171.000 Supervisor				48.76	
Dept 191.000 FINANCE/ACCT					
101-191.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	LASER POINTER	14.59	
Total For Dept 191.000 FINANCE/ACCT				14.59	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	141.11	
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	447.70	
101-209.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	1,789.86	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - APRIL	325.19	
Total For Dept 209.000 EMPLOYEE INSURANCES				2,703.86	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	WMRCA	2022 SPRING WORKSHOP REGISTRATION - H	20.00	
101-215.000-860.000	MILEAGE	JODY HANSEN	MILEAGE REIMBURSEMENT	163.92	
101-215.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - MARCH	735.05	
101-215.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	48.76	
Total For Dept 215.000 CLERK				967.73	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	GBS INC	REAM ENDURO PAPER	171.10	
101-248.000-732.000	SUPPLIES	STAPLES	BLACK TONER	28.19	
101-248.000-802.000	Contracted Services	US BANK EQUIPMENT FINANC	RICOH COPIER CONTRACT - APRIL	162.64	
101-248.000-802.000-ITMONT	Contracted Services	OTTAWA COUNTY FISCAL SER	I/T REIMBURSEMENT - FEBRUARY	13.80	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	1,278.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - MARCH	1,344.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEB & MAR CREDIT	(132.00)	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES AGREEMENT - SERVER SECUR	52.80	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	MAIL PICKUP FEE FOR JAN; FEB; MAR	135.00	
101-248.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE SERVICES - MARCH	5.85	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 248.000 ADMINISTRATION					
Dept 257.000 ASSESSOR				3,059.38	
101-257.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	NEW LAPTOPS (2)	2,008.00	
				2,008.00	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	BRENDA BORST	CLEANING SERVICES - MARCH	1,476.00	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	48.76	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE SERVICES - MARCH	12.19	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MARCH	839.19	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	1,326.17	
101-265.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	71.21	
101-265.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	95.95	
101-265.000-930.000	Maintenance	PREMIER ROOFING & EXTERI	REPAIR / PATCH 5 SPOTS ON FIRE DEPT R	1,600.00	
				5,469.47	
Dept 336.000 FIRE DEPT					
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	58.76	
101-336.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	64.94	
				123.70	
Dept 448.000 STREET LIGHTS					
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	74.81	
				74.81	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	426.50	
				426.50	
Dept 567.000 CEMETERY					
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	31.24	
101-567.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	36.98	
				68.22	
Dept 672.000 SENIOR CITIZEN ACTIVITIES					
101-672.000-802.000	Contracted Services	HOLIDAY COACH COMPANY	LIFELONG LEARNERS - TURKEYVILLE DAY T	981.55	
				981.55	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	PROFESSIONAL SERVICES - FEBRUARY	1,906.03	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	2,772.00	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	336.00	
				5,014.03	
Dept 704.000 PLANNING COMMISSION					
101-704.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - MARCH	1,066.89	
				1,066.89	
Dept 751.000 RECREATION AND PARKS					
101-751.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	445.31	
101-751.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	8.98	
				454.29	

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	14.97	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	18.00	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	78.00	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	9.48	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	13.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	19.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	8.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	23.95	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	54.63	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AV MATERIAL	44.99	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	300.30	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	31.39	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	321.56	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	31.19	
101-790.000-732.000-BOOKSX	SUPPLIES	GARY BYKER MEMORIAL LIBR	LOST & PAID MATERIALS	50.96	
101-790.000-732.000-BOOKSX	SUPPLIES	POPULAR SUBSCRIPTION SER	BOOKS	845.31	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILD BOOKS	114.37	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILD BOOKS	17.07	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILD BOOKS	154.02	
101-790.000-802.000	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - MARCH	850.00	
101-790.000-802.000-DIGITA	Contracted Services	LAKELAND LIBRARY COOPERA	QTRLY BILLING : APRIL - JUNE / DIGITA	450.00	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	DIGITAL COLLECTION	1,099.48	
101-790.000-802.000-EPSSEC	Contracted Services	ENGINEERED PROTECTION SY	VIDEO SERVICE AGREEMENT - MAY - JULY	123.60	
101-790.000-802.000-HOTSPO	Contracted Services	T-MOBILE	WIRELESS WI-FI HOTSPOTS	258.30	
101-790.000-802.000-LAKELA	Contracted Services	LAKELAND LIBRARY COOPERA	QTRLY BILLING: APRIL - JUNE / ADM SER	5,377.09	
101-790.000-802.000-TECHNO	Contracted Services	ACENTEK	TELEPHONE CHARGES - MARCH	218.95	
101-790.000-802.000-TECHNO	Contracted Services	NICHOLAS HEIMLER	COMPUTER EQUIPMENT UPGRADES	308.97	
101-790.000-802.000-TECHNO	Contracted Services	NICHOLAS HEIMLER	I/T CONSULTING SERVICES	240.00	
101-790.000-802.000-TECHNO	Contracted Services	NICHOLAS HEIMLER	INTERNAL BROADBAND SERVICES - APRIL -	285.00	
101-790.000-802.000-TELEPH	Contracted Services	SANILAC COMPUTER PRODUCT	ANNUAL SUPPORT	220.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	ACENTEK	TELEPHONE CHARGES - MARCH	44.99	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	ADULT PROGRAMS	15.69	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	87.23	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	50.87	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	10.10	
101-790.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	538.57	
101-790.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	74.49	
101-790.000-971.000	CAPITAL OUTLAY	REHMANN TECHNOLOGY SOLUT	NEW LAPTOPS (2)	2,008.00	
Total For Dept 790.000 LIBRARY				14,414.46	
Total For Fund 101 General Fund				56,766.45	
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
249-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	167.66	
Total For Dept 000.000 REVENUE				167.66	
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	3.09	
249-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	8.17	
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - MARCH	50,580.00	
Total For Dept 371.000 INSPECTION DEPARTMENT				50,591.26	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 249 Building Department Fund					
Fund 252 RENTAL ADMINISTRATION				50,758.92	
Dept 000.000 REVENUE					
252-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	150.03	
252-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	643.88	
252-000.000-485.000	RENTAL REGISTRATION	JESSICA ARRASMITH	RENTAL REGISTRATION REFUND	10.00	
Total For Dept 000.000 REVENUE				803.91	
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	6.18	
252-371.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	21.74	
252-371.000-720.000-DENTAL EMPLOYERS HEALTH INSURANCE		MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	174.12	
252-371.000-720.000-VISION EMPLOYERS HEALTH INSURANCE		VISION SERVICE PLAN	HEALTH INSURANCE - APRIL	14.37	
Total For Dept 371.000 INSPECTION DEPARTMENT				216.41	
Total For Fund 252 RENTAL ADMINISTRATION				1,020.32	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	CONSTRUCTION SIMPLIFIED	OWNER'S REP SERVICES - MARCH	4,125.00	
403-901.000-971.000	CAPITAL OUTLAY	KERKSTRA ENVIRONMENTAL S	VAC OIL/WATER SEPARATOR	700.00	
403-901.000-971.000	CAPITAL OUTLAY	NORSTAR INDUSTRIES	FIRE STATION DRAINS	25,886.38	
403-901.000-971.000	CAPITAL OUTLAY	THE ARCHITECTURAL GROUP	ARCHITECTURAL SERVICES-FIRE STATION -	9,631.42	
Total For Dept 901.000 CONSTRUCTION				40,342.80	
Total For Fund 403 FIRE STATION BUILDING FUND				40,342.80	
Fund 494 Dda Development Fund					
Dept 266.000 ATTORNEY					
494-266.000-802.000	Contracted Services	DICKINSON WRIGHT PLLC	ATTORNEY SERVICES - FEBRUARY	69.00	
Total For Dept 266.000 ATTORNEY				69.00	
Total For Fund 494 Dda Development Fund				69.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	1,602.94	
592-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - MARCH	7,482.63	
592-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - MARCH	117.28	
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT - LAMB	341.54	
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT - LAMB	341.54	
592-000.000-284.189	MAPLE POND/ALLENDALE PLACE PUD	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - MAPLE POND	41.36	
592-000.000-284.205	HIGHPOINT REAL ESTATE-METRO HEA	FRESH COAST PLANNING LLC	PLANNING SERVICES - MARCH	12.00	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST - P	165.00	
592-000.000-284.213	KENNEDY LAKES 2	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - KENNEDY LAKES - PH	66.75	
592-000.000-284.216	M&S STORAGE PHASE 2	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - M&S STORAGE	41.25	
Total For Dept 000.000 REVENUE				10,212.29	
Dept 248.000 ADMINISTRATION					
592-248.000-732.000-SAFETY SUPPLIES		JAMES R STROBRIDGE CIH L	LOCKOUT TRAINING	625.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	852.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - MARCH	896.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEB & MAR CREDIT	(88.00)	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES AGREEMENT - SERVER SECUR	52.80	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 248.000 ADMINISTRATION					
592-248.000-808.030	COUNTY CONN. REGIS. FEE	OTTAWA CTY REGISTER OF D	RECORDING FEE FOR 9263 DAKOTA DRIVE	30.00	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PACK ROOM LLC	SHIPPING CHARGES	18.94	
Total For Dept 248.000 ADMINISTRATION				2,386.74	
Dept 536.000 WATER					
592-536.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	32.49	
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	119.96	
592-536.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	635.15	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - APRIL	101.39	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	ANNUAL CONFERENCE - DOORNBOS	275.00	
592-536.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WATER DEPT	412.18	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FIRST AID SUPPLIES FOR NEW TRUCK	23.66	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PHONE CASES - BRUMMEL & HOOVER	39.56	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FIRST AID KIT SUPPLIES	9.50	
592-536.000-732.000	SUPPLIES	KUSTOM DEZINS LLC	NEW TRUCK DECALS	10.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	1" WATER METERS	3,360.00	
592-536.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY NUMBER	60.00	
592-536.000-802.000	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION CONTROL MGMT - MARCH	877.50	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MARCH	39.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	260.57	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	PROFESSIONAL SERVICES - FEBRUARY	4,531.52	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONVERTING DATA BASE INTO GIS - FEBRU	400.00	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	AMP UPDATE - COMPLETE	360.00	
592-536.000-863.000	FUEL	WEX BANK	FUEL CHARGES	657.81	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	3,768.78	
592-536.000-930.000	MAINTENANCE	ALLENDALE HEATING CO INC	UNIT HEATER PARTS FOR PUMP ROOM UNIT	369.94	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	REPAIR CURBSTOP @ 4677 LAKE MICHIGAN	3,915.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	NEW TIRE RIM	81.02	
Total For Dept 536.000 WATER				20,340.98	
Dept 537.000 SEWER					
592-537.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	32.49	
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	119.95	
592-537.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - APRIL	635.15	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - APRIL	101.39	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	ANNUAL CONFERENCE - DOORNBOS	275.00	
592-537.000-732.000	SUPPLIES	AGILE SAFETY LLC	SAFETY SUPPLIES	174.30	
592-537.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES / DECHLOR BLDG REWIRE - WAST	512.87	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FIRST AID SUPPLIES FOR NEW TRUCK	23.66	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PHONE CASES - BRUMMEL & HOOVER	39.56	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FIRST AID KIT SUPPLIES	9.49	
592-537.000-732.000	SUPPLIES	KUSTOM DEZINS LLC	NEW TRUCK DECALS	10.00	
592-537.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY NUMBER	60.00	
592-537.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	WASTE WATER SAMPLES	90.00	
592-537.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - MARCH	396.53	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	260.56	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONES SERVICES - MARCH	40.01	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MACHINE TO MACHINE ACTIVITY - MARCH	817.53	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	PROFESSIONAL SERVICES - FEBRUARY	8,654.97	
592-537.000-863.000	FUEL	WEX BANK	FUEL CHARGES	657.81	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	994.59	
592-537.000-930.000-WRRFMA	MAINTENANCE	ALLENDALE TRUE VALUE HDW	SUPPLIES / DECHLOR BLDG REWIRE - WAST	500.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	SAWYER ENGINE & COMPRESS	AIR COMPRESSOR MAINTENANCE	95.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	NEW TIRE RIM	81.02	
592-537.000-972.000	EQUIPMENT REPLACEMENT	WINDEMULLER ELECTRIC INC	REPLACE MODEMS @ L.S.'S LABOR	7,050.00	
		Total For Dept 537.000 SEWER		21,631.88	
		Total For Fund 592 Water & Sewer		54,571.89	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General Fund	56,766.45	
			Fund 249 Building Depa	50,758.92	
			Fund 252 RENTAL ADMINI	1,020.32	
			Fund 403 FIRE STATION	40,342.80	
			Fund 494 Dda Developme	69.00	
			Fund 592 Water & Sewer	54,571.89	
			Total For All Funds:	203,529.38	

Treasurer's report for Board Meeting dated 4/11/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
------	---------	--------	--------	-------------

\$0.00 TOTAL

General Fund Cash Balance at board meeting dated 4/11/2022

Checking Account	\$	2,863,158.00
Liquid Investment	\$	259,490.00
CD	\$	-
Total	\$	3,122,648.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

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

Last year at this time the balance w \$ 4,882,224.00

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 21, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Westerling, Adams, Zuniga, Nadda, Zeinstra
Absent: Chapla
Staff and Public Present: Planner Greg Ransford, David and Nancee Kraker
3. Received for Information:
4. Motion by Nadda to approve the March 7, 2022 Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 6-0**
5. Motion by Longcore to approve the March 21, 2022 Planning Commission Agenda as presented. Seconded by Adams. **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:
 - A. Map Amendment Applications
 - Philip Alderink – 5713 Lake Michigan Drive
 - Seeking rezoning from R-1 to GC

Planner Ransford reviewed the project for the Planning Commission and the public.

Chairperson Longcore opened the public comment section for this public hearing item.

David Kraker, a resident of Allendale and neighbor to the property in question, is against rezoning this property to GC citing traffic issues and potential effect on property value as concerns. Mr. Kraker also had questions regarding setbacks for buildings, parking lots and dumpsters to adjacent property lines, and what type of visual barrier would be required between GC and residential lots.

Alan Supran, a resident of Allendale, has questions regarding lighting that would go on this GC property. Mr. Supran also concurred with Mr. Kraker regarding traffic issues.

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

Chairperson Longcore addressed the comments regarding traffic and crosswalks stating that those items are out of the Planning Commission's jurisdiction, those fall under MDOT's jurisdiction. Lighting is regulated and in the site plan process applicants would have to provide a photometric plan to show that lighting would not spill out onto neighboring properties. Planner Ransford spoke regarding the setbacks and stated that parking lots would have to be 30 feet from any property line which abuts a residential property. There would be buffering required between the properties in the form of a greenbelt with various plantings and the Commission could also require a fence or other visual barrier. Planner Ransford clarified that the barrier typically goes from the start of the front yard setback.

Commissioners discussed the best use of this property and agreed that Commercial was the best use and that the Commission is very diligent in reviewing site plans and trying to protect

neighboring properties. They also encouraged the public to come to the meetings to voice their opinions when a new project is proposed.

Motion by Adams to recommend approval of the rezoning of 5713 Lake Michigan Dr. from R-1 to General Commercial to the Board based on Section 29.01D of the Zoning Ordinance.

Seconded by Westerling. **Approved 6-0**

- Klynt Marcusse – 5630 Lake Michigan Dr.
 - Seeking rezoning from R-2 & R-3 to GC

Mr. Klynt Marcusse and Planner Ransford introduced the project for public hearing.

Chairperson Longcore opened the public comment section for this public hearing item.

A resident asked about the parcel that was seeking rezone. Mr. Marcusse clarified the dimensions of the property. The resident also asked about lighting, traffic, height of a building, and setbacks for the future use of the property and Mr. Marcusse clarified that those concerns would be addressed during site plan review by the Planning Commission when a specific project is brought to them.

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

Planner Ransford stated that 35 feet would be the tallest the building could be.

Motion by Westerling to recommend approval of the rezoning of 5630 Lake Michigan Dr. from R-2 & R-3 to General Commercial to the Board based on Section 29.01D of the Zoning Ordinance. Seconded by Zeinstra. **Approved 6-0**

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Tentative Preliminary Plat Application

- Springfield North (Churchside Estates) – 70-09-25-300-050 & 70-09-25-300-060
 - Seeking Phase 1 of a total of 30 single family residential lots

Due to water and sewer constraints, the applicant is back to get approval for phasing of the project. There are no other changes to the project.

Motion by Zeinstra to recommend approval of Phase 1 of the Springfield North Tentative Preliminary Plat as outlined in the Tentative Preliminary Plat Planning Commission Report to the Board. Seconded by Zuniga. **Approved 6-0**

B. Master Plan

Commissioners concurred that the changes proposed by Township legal counsel were acceptable.

Commissioners discussed moving ahead with the process and swapping out Census data when the most current becomes available and opined that this would be acceptable to keep the process moving forward.

Motion by Adams to recommend to the Board the distribution of the 2022 Draft Master Plan for Allendale Charter Township. Seconded by Zuniga. **Approved 6-0**

11. Public Comments

Chairperson Longcore opened the public comment section and seeing no comments closed the public comment section.

12. Township Board Reports

Mr. Zeinstra reported that the Board approved the Independence Day Fireworks application.

13. Commissioner and Staff Comments

Planner Ransford reported that the awnings for Hungry Howie's and the surrounding tenants in the strip mall have been ordered, but because of supply chain issues they are delayed. He also reported that staff is still working through the Penske truck issue at True Value. Commissioners and Planner Ransford discussed the history of the True Value site and if the renting of the trucks was approved or allowed on that site.

14. Chairperson Longcore adjourned the meeting at 7:54 p.m.

Next meeting April 4, 2022 at 7:00 p.m.



Downtown Development Authority Meeting - Minutes March 15, 2022 – 7:30am

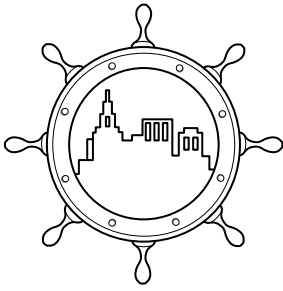
Present: Jeremy Borgman, Pierce Roon, Adam Elenbaas, Steve Spriensma, Kristin Corner, Rence Meredith, Robert Chapin, Kellen Brusveen.

Not Present: David VanderWall, Tom Zuniga, Ross Stevens

Guests: Summer Rietsema, Rebecca Wildeboer, Kyle Hardy, Ellis Luchies

Agenda

1. Opportunity for public comment – None Present
2. Approval of the January 18, 2022 meeting minutes: Motion – Borgman, Support – Brusveen. Motion Passes
3. Enhancement Program Application: Starbase Enterprises (Star Crane): Board was presented with an application for a matching grant for updates to the façade, specifically windows, of the Star Crane headquarter building. This location is within the DDA, the application was analyzed and vetted by Meredith and Corner, who recommended the DDA agree to match the requested funds per the application. Motion – Meredith: DDA to match funds \$11,945 for the update as requested by Starbase Enterprises. Support – Roon. Motion Passes.
4. Winter Ready Update: Board was informed that Trail Point Brewery is in the process of purchasing the igloos & heaters as was anticipated. We have not yet received a response from Main St. Pub.
5. Chamber of Commerce All In Program: Chamber re-capped the “Allendale All In” marketing program and introduced the new Chamber of Commerce director Rebecca Wildeboer. Board was informed that all but \$2000 of the committed funding for 2021 from the DDA was used. The outstanding commitment for the marketing plan still owed is \$10,105.65. Motion – Meredith to approve the requested payment for the outstanding amount of \$10,105.65. Support – Borgman. Motion Passes.
6. Board was informed by Elenbaas that anticipated expense for the section of sidewalk on the west side of 48th Avenue north of M-45 will cost more than expected. The owner, Metro Health, would like feedback as to whether a request for additional financial contribution from the DDA would be supported. The Board discussed and no request was made to have the applicant return to the DDA.
7. Public comment – None Present
8. Next meeting: May 17, 2022 at 7:30am
9. Adjourn: Motion – Chapin, Support- Spriensma. Meeting Adjourned.



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 27, 2022
Re: Springfield North Tentative Preliminary Plat – Phase One

Pursuant to the Allendale Charter Township Subdivision Ordinance (ACTSO) and the State of Michigan Land Division Act, the Planning Commission recommended approval of Phase One of the Tentative Preliminary Plat for Springfield North, 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. The plat was originally intended to be sought in its entirety but was required to be split into phases until such time a lift station is constructed to complete the project. Given this, phase one is that portion connecting from 52nd Avenue to Richfield Lane.

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 Springfield North 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 30 single-family lots through the construction of an unnamed road, connecting from 52nd Avenue to Richfield Lane.

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 the proposed unnamed road and Richfield Lane that cannot be planted pursuant to the OCRC requirements. The Planning Commission was comfortable with this proposal.

Blocks – Future Phase(s)

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 to the future extension of Lance Lane 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. While this request is relevant to the future phase(s) of the project, it is warranted to address their request during this application in order to provide them with expectations for design of the remainder of the development. 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 at the time of submission.

If you have any questions, please let us know.

GLR
Planner

Attachments

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, vaping, gambling, raffles, lotteries, the use of alcoholic beverages ~~and~~ /drugs tobacco products, 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.
- Exceptions to these rules and regulations may be made at the discretion of the library director.

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.

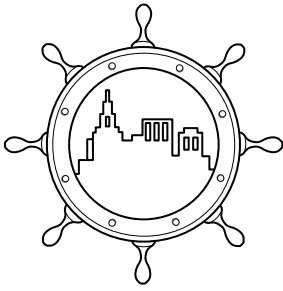
Contact Printed Name/Signature

Date

Organization Name

Contact Phone #

Contact Email



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 26, 2022
Re: Alderink Map Amendment (Rezoning) Application

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

Board Responsibility

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

Request

Philip Alderink seeks to rezone 5713 Lake Michigan Drive, parcel number 70-09-23-400-092 from the Low Density One-Family Residential District (R-1) to the General Commercial Zoning District (GC). The subject property proposed for rezoning contains approximately 1.97 acres in area and is currently vacant.

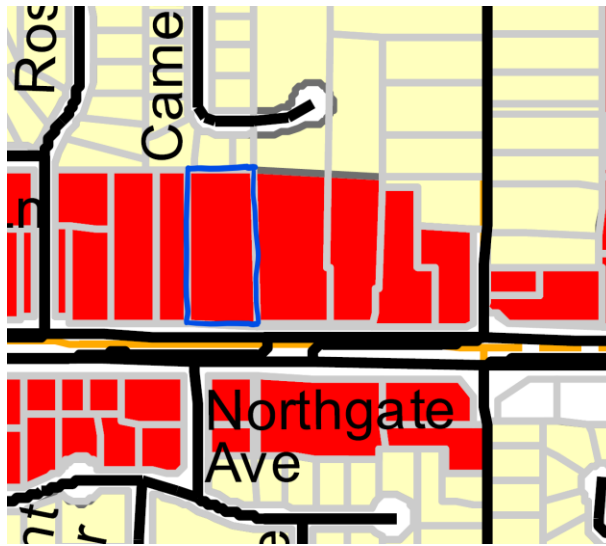
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the General Commercial Classification, which is consistent with the GC Zoning District, as requested by the applicant. Given this, we provide relevant provisions from the General Commercial Classification below to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Red = General Commercial (GC), Blue Outline = Subject Property)



Master Plan Text

General Commercial Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Promote the development, redevelopment, and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
 - As a result of the subject property location on Lake Michigan Drive and that it is master planned for the equivalent of the GC District, as well as the availability of public utilities at the property, it appears this property is ripe for commercial development.
- Strategy 1: Review existing land uses along M-45 especially between 56th and 64th (on) M-45 and determine appropriate locations for commercial development taking into consideration the impact on adjoining residential uses.
 - While the property proposed for rezoning is located on Lake Michigan Drive, it is adjacent to residential uses to the west and north.

Chapter 5 – Future Land Use, General Commercial (page 62) of the Master Plan provides:

- That GC property will front on Lake Michigan Drive.
 - As you will note in the application materials and as aforementioned, the property proposed for rezoning fronts on Lake Michigan Drive.
- The Master Plan also recommends that those parcels with frontage on M-45 between 56th Avenue and 60th Avenue be planned for Commercial and Office use to the depth of these parcels.
 - As you will note within the application materials, the property is located between 56th Avenue and 60th Avenue.

Zoning Ordinance Considerations

Surrounding Uses and Available Uses

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the GC Zoning District. The subject property is adjacent to single family dwellings to the north, south across Lake Michigan Drive, and to the west. Vacant property exists to the east. The property contains sufficient road frontage and acreage. Given his, the

ACTPC found the property to be compatible with surrounding zoning districts and uses, and is capable to support the available uses.

Permitted and Special Uses within the GC Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted.

Sec. 14.02. PERMITTED USES – Land and/or buildings in the GC District may be used for the following purposes by right:

- A. Any generally recognized retail business that supplies commodities on the premises within a completely enclosed building.
- B. Personal service establishments conducting services on the premises, such as barber and beauty shops, shoe repair, tailoring and dry cleaning, health and fitness establishments, and other similar uses.
- C. Office uses.
- D. Medical, optical, dental, chiropractic, physical therapy and similar clinics and services.
- E. Banks, credit unions, and similar financial businesses, including those with drive-through facilities.
- F. Restaurants, delicatessens, coffee houses including sit-down and carryout establishments excluding those with drive in or with drive through facilities. Outdoor dining is permitted where such dining does not encroach upon a minimum of five feet of unobstructed sidewalk space adjacent to the curb. Outdoor dining may be separated from the sidewalk only with movable planters, fencing or similar non-fixed barriers provided they do not exceed a height of 36 inches including plant material. Any outdoor dining activity proposed for a public side walk or elsewhere in a road right of way must first be approved by the Allendale Township Board.
- G. Coin operated laundries.
- H. Dancing, art and music studios.
- I. Libraries, museums, public parks and similar public uses.
- J. Pharmacies including those with a drive-up window.
- K. Catering establishments.
- L. Retail building supply and equipment stores provided there is no outdoor storage or display of merchandise.
- M. Retail nurseries and garden centers provided there is no outdoor storage or display of merchandise.
- N. Pet shop including grooming services.
- O. Establishments serving alcoholic beverages including establishments which make and sell their own alcoholic beverages on site. Live music is permitted subject to any applicable State of Michigan regulations.
- P. Veterinary clinics including those which provide kennel services except that outdoor runs are prohibited.
- Q. Shops or stores for carrying on the trade of electricians, decorators, painters, upholsterers, photographers, similar artisans except metal workers.
- R. Ambulance service establishments.
- S. Funeral home/Mortuary.
- T. The repair or assembly of products sold by a permitted use in this district provided the repair or assembly does not constitute the principal use and all such work is performed inside. Repair of motorized vehicles is prohibited as a permitted use.
- U. Indoor recreation establishments and facilities such as bowling alleys, video gaming establishments, skating rinks, indoor rock climbing, theaters, swimming pools, auditoriums and other similar indoor recreation uses as may be regulated by Section 23.10 herein

excepting those indoor recreation uses which are specifically listed elsewhere in this Ordinance.

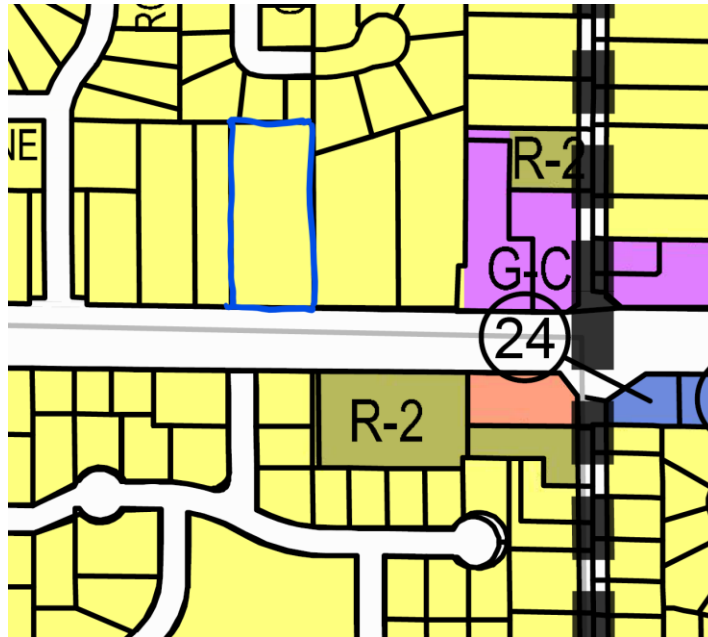
- V. Utility and public service buildings including fire and police stations without storage yards.
- W. Dwelling units may be permitted as an accessory use within a building of two stories or greater subject to the following conditions:
 - 1. A dwelling unit shall not be located on the ground floor or in a basement.
 - 2. The dwelling unit shall comply with the minimum floor area requirements of the R-4 zoning district.
 - 3. Access to a dwelling unit shall be separate from the access used by the business located in the same building.
 - 4. One off-street parking space per bedroom in addition to the requirements for the principal use shall be provided onsite in accordance with the applicable requirements of Article 21 herein.
 - 5. A building permit shall be obtained to establish a dwelling unit in order to ensure compliance with the requirements of this section and also with the Township building and fire code and the requirements of the Ottawa County Health Department. The entire building containing the dwelling unit shall also comply with or shall be brought into compliance with the Township Building and fire code before an occupancy permit is issued for the dwelling.

Sec. 14.03 USES REQUIRING SPECIAL APPROVAL – The following uses may be authorized by the Planning Commission subject to the procedures and standards established for special use permits in Article 20 of this Ordinance.

- A. Vehicle wash establishments both drive through and self-serve if per Section 23.03.E
- B. Vehicle repair shop or garage which performs minor and major such services as tire sales and installation; oil changes; brake, shocks and exhaust work; engine analysis and tune-ups; front end alignments; heating and air conditioning repair, collision and painting work and similar vehicle repair services per Section 23.03.B.
- C. Open air businesses including but not limited to: the sale of motor vehicles, farm implements, lawn and garden equipment sales and service, motor homes, mobile homes, mobile or modular homes, including building materials, supplies, and similar uses.
- D. Restaurants with drive through facilities as regulated by Section 23.04.B. Outdoor dining is permitted per Section 14.02.F.
- E. Retail building supply and equipment stores which have outdoor storage or display of merchandise.
- F. Retail nurseries and garden centers which have outdoor storage or display of merchandise.
- G. Outdoor recreation establishments such as athletic and recreational facilities, marinas, golf courses, golf driving ranges, miniature golf, go cart tracks, batting cages and similar outdoor facilities subject to the applicable requirements of Section 23.10 herein.
- H. Indoor gun and archery ranges.
- I. Gas stations with or without restaurants or convenience stores per the requirements of Sections 23.03.A herein.
- J. Hotels and motels.
- K. Kennels.
- L. Churches, synagogues, mosques and similar places of religious worship.
- M. Public or private clubs, lodges, and banquet halls or similar places of assembly.
- N. Housing for the elderly including retirement housing, assisted living and nursing facilities.
- O. Mini-warehouse and self-storage facilities.
- P. Business or trade schools.
- Q. Establishments for the repair of small engines, appliances and similar equipment. All such items shall be kept indoors or outdoors in an area screened from view.
- R. Adult and Child Day Care Facility/Child Care Center.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Salmon = Low Density Multiple Family Residential (R-3), Blue = Planned Unit Development (PUD), Yellow = Low Density One-Family Residential (R-1), Purple = General Commercial (GC), Blue Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

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

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

Please see our Master Plan Considerations section above.

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

Please see our Zoning Ordinance Considerations section above

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

The minimum lot area and width required by the GC Zoning District is 22,500 square feet and 150 feet at the front setback line, respectively. The subject parcel is slightly smaller than two acres in area and contains approximately 200 feet of frontage along Lake

Michigan Drive. Given its size and width, as well as access to public utilities, we believe the land is capable to support the uses permitted by the GC Zoning District.

- a. The existing transportation network.

The subject property abuts Lake Michigan Drive. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

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

- c. The environment.

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

- d. Other public improvements.

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

- e. Relevant governmental agencies.

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

Public Hearing

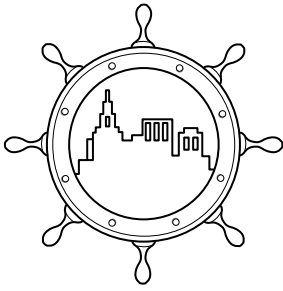
Two public comments were received expressing opposition to the request. Concerns were raised regarding setbacks for potential parking, a dumpster, the extent of a visual barrier for a future use, and traffic.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Adams provided a motion to recommend adoption. Motion was seconded by Commissioner Westerling and carried 6-0, with member Chapla absent. If you have any questions, please let us know.

GLR
Planner

Attachments



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 26, 2022
Re: Marcusse Map Amendment (Rezoning) Application

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

Board Responsibility

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

Request

Klynt Marcusse seeks to rezone 5630 Lake Michigan Drive, parcel number 70-09-26-227-037 from the Medium Density One and Two-Family Residential District (R-2) as well as the Low Density Multiple Family Residential Zoning District (R-3) to the General Commercial Zoning District (GC). The subject property proposed for rezoning contains approximately one acre in area and is currently vacant. The applicant seeks to rezone the property to the GC Zoning District as a result of the ACTMP Map indicating that properties fronting along Lake Michigan Drive between 56th Avenue and 60th Avenue should be rezoned to the GC District. The applicant also indicates their interest to subsequently construct an office building.

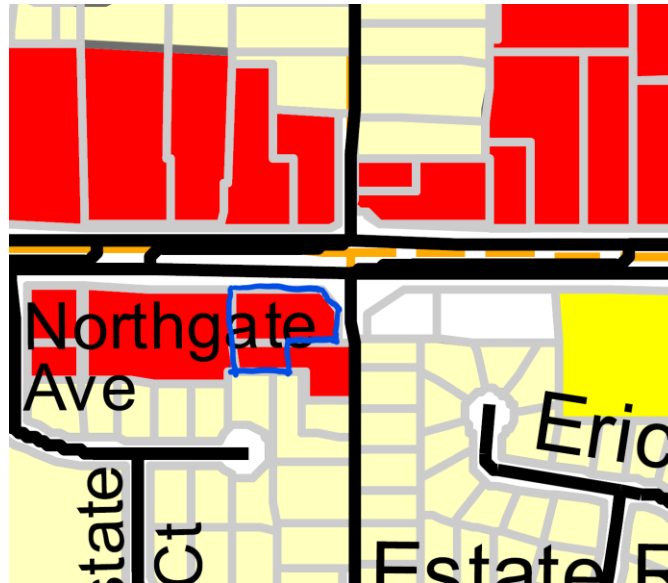
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the General Commercial Classification, which is consistent with the GC Zoning District, as requested by the applicant. Given this, we provide relevant provisions from the General Commercial Classification below to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Yellow = Medium Density Residential (MDR), Red = General Commercial (GC), White = Agriculture (AG) although likely an error on the map, Blue Outline = Subject Property)



Master Plan Text

General Commercial Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Promote the development, redevelopment, and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
 - As a result of the subject property location on Lake Michigan Drive and that it is master planned for the equivalent of the GC District, as well as the availability of public utilities at the property, it appears this property is ripe for commercial development.
- Strategy 1: Review existing land uses along M-45 especially between 56th and 64th (on) M-45 and determine appropriate locations for commercial development taking into consideration the impact on adjoining residential uses.
 - While the property proposed for rezoning is located on Lake Michigan Drive, it is adjacent to residential uses to the west and south.

Chapter 5 – Future Land Use, General Commercial (page 62) of the Master Plan provides:

- That GC property will front on Lake Michigan Drive.
 - As you will note in the application materials and as aforementioned, the property proposed for rezoning fronts on Lake Michigan Drive. It is important to note that it appears to contain a driveway apron on 56th Avenue, which will likely provide access for a future use.
- The Master Plan also recommends that those parcels with frontage on M-45 between 56th Avenue and 60th Avenue be planned for Commercial and Office use to the depth of these parcels.
 - As you will note within the application materials, the property is located between 56th Avenue and 60th Avenue.

Zoning Ordinance Considerations

Surrounding Uses and Available Uses

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the GC Zoning District. The subject

property is adjacent to residential uses to the west and south. To the east across 60th Avenue are commercial uses with Plantenga's Cleaners and Fresh Start Restoration, and to the north across Lake Michigan Drive is a vacant lot and used auto sales companies. The property contains sufficient road frontage and acreage. Given this, the ACTPC found the property to be compatible with surrounding zoning districts and uses, and is capable to support the available uses.

Permitted and Special Uses within the GC Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted.

Sec. 14.02. PERMITTED USES – Land and/or buildings in the GC District may be used for the following purposes by right:

- A. Any generally recognized retail business that supplies commodities on the premises within a completely enclosed building.
- B. Personal service establishments conducting services on the premises, such as barber and beauty shops, shoe repair, tailoring and dry cleaning, health and fitness establishments, and other similar uses.
- C. Office uses.
- D. Medical, optical, dental, chiropractic, physical therapy and similar clinics and services.
- E. Banks, credit unions, and similar financial businesses, including those with drive-through facilities.
- F. Restaurants, delicatessens, coffee houses including sit-down and carryout establishments excluding those with drive in or with drive through facilities. Outdoor dining is permitted where such dining does not encroach upon a minimum of five feet of unobstructed sidewalk space adjacent to the curb. Outdoor dining may be separated from the sidewalk only with movable planters, fencing or similar non-fixed barriers provided they do not exceed a height of 36 inches including plant material. Any outdoor dining activity proposed for a public side walk or elsewhere in a road right of way must first be approved by the Allendale Township Board.
- G. Coin operated laundries.
- H. Dancing, art and music studios.
- I. Libraries, museums, public parks and similar public uses.
- J. Pharmacies including those with a drive-up window.
- K. Catering establishments.
- L. Retail building supply and equipment stores provided there is no outdoor storage or display of merchandise.
- M. Retail nurseries and garden centers provided there is no outdoor storage or display of merchandise.
- N. Pet shop including grooming services.
- O. Establishments serving alcoholic beverages including establishments which make and sell their own alcoholic beverages on site. Live music is permitted subject to any applicable State of Michigan regulations.
- P. Veterinary clinics including those which provide kennel services except that outdoor runs are prohibited.
- Q. Shops or stores for carrying on the trade of electricians, decorators, painters, upholsterers, photographers, similar artisans except metal workers.
- R. Ambulance service establishments.
- S. Funeral home/Mortuary.
- T. The repair or assembly of products sold by a permitted use in this district provided the repair or assembly does not constitute the principal use and all such work is performed inside. Repair of motorized vehicles is prohibited as a permitted use.

- U. Indoor recreation establishments and facilities such as bowling alleys, video gaming establishments, skating rinks, indoor rock climbing, theaters, swimming pools, auditoriums and other similar indoor recreation uses as may be regulated by Section 23.10 herein excepting those indoor recreation uses which are specifically listed elsewhere in this Ordinance.
- V. Utility and public service buildings including fire and police stations without storage yards.
- W. Dwelling units may be permitted as an accessory use within a building of two stories or greater subject to the following conditions:
 1. A dwelling unit shall not be located on the ground floor or in a basement.
 2. The dwelling unit shall comply with the minimum floor area requirements of the R-4 zoning district.
 3. Access to a dwelling unit shall be separate from the access used by the business located in the same building.
 4. One off-street parking space per bedroom in addition to the requirements for the principal use shall be provided onsite in accordance with the applicable requirements of Article 21 herein.
 5. A building permit shall be obtained to establish a dwelling unit in order to ensure compliance with the requirements of this section and also with the Township building and fire code and the requirements of the Ottawa County Health Department. The entire building containing the dwelling unit shall also comply with or shall be brought into compliance with the Township Building and fire code before an occupancy permit is issued for the dwelling.

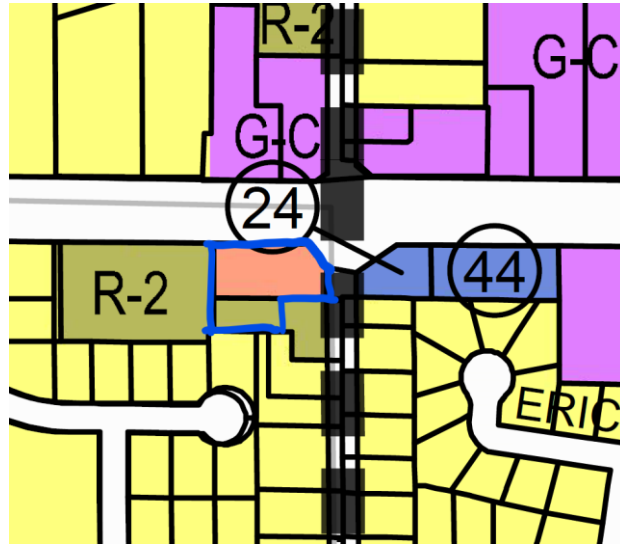
Sec. 14.03 USES REQUIRING SPECIAL APPROVAL – The following uses may be authorized by the Planning Commission subject to the procedures and standards established for special use permits in Article 20 of this Ordinance.

- A. Vehicle wash establishments both drive through and self-serve if per Section 23.03.E
- B. Vehicle repair shop or garage which performs minor and major such services as tire sales and installation; oil changes; brake, shocks and exhaust work; engine analysis and tune-ups; front end alignments; heating and air conditioning repair, collision and painting work and similar vehicle repair services per Section 23.03.B.
- C. Open air businesses including but not limited to: the sale of motor vehicles, farm implements, lawn and garden equipment sales and service, motor homes, mobile homes, mobile or modular homes, including building materials, supplies, and similar uses.
- D. Restaurants with drive through facilities as regulated by Section 23.04.B. Outdoor dining is permitted per Section 14.02.F.
- E. Retail building supply and equipment stores which have outdoor storage or display of merchandise.
- F. Retail nurseries and garden centers which have outdoor storage or display of merchandise.
- G. Outdoor recreation establishments such as athletic and recreational facilities, marinas, golf courses, golf driving ranges, miniature golf, go cart tracks, batting cages and similar outdoor facilities subject to the applicable requirements of Section 23.10 herein.
- H. Indoor gun and archery ranges.
- I. Gas stations with or without restaurants or convenience stores per the requirements of Sections 23.03.A herein.
- J. Hotels and motels.
- K. Kennels.
- L. Churches, synagogues, mosques and similar places of religious worship.
- M. Public or private clubs, lodges, and banquet halls or similar places of assembly.
- N. Housing for the elderly including retirement housing, assisted living and nursing facilities.
- O. Mini-warehouse and self-storage facilities.
- P. Business or trade schools.

- Q. Establishments for the repair of small engines, appliances and similar equipment. All such items shall be kept indoors or outdoors in an area screened from view.
- R. Adult and Child Day Care Facility/Child Care Center.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Olive Green = Medium Density One and Two-Family Residential (R-2), Salmon = Low Density Multiple Family Residential (R-3), Blue = Planned Unit Development (PUD), Yellow = Low Density One-Family Residential (R-1), Purple = General Commercial (GC), Blue Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

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

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

Please see our Master Plan Considerations section above.

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

Please see our Zoning Ordinance Considerations section above

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

The minimum lot area and width required by the GC Zoning District is 22,500 square feet and 150 feet at the front setback line, respectively. The subject parcel is slightly larger

than one acre in area and contains over 200 feet of frontage along Lake Michigan Drive as well as approximately 110 feet of frontage along 56th Avenue. Given its size and width, as well as access to public utilities, we believe the land is capable to support the uses permitted by the GC Zoning District.

- a. The existing transportation network.

The subject property abuts Lake Michigan Drive as well as 56th Avenue as described above. In addition, as aforementioned, the site contains a driveway apron on 56th Avenue, which is appropriately positioned directly across from an existing commercial apron. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

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

- c. The environment.

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

- d. Other public improvements.

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

- e. Relevant governmental agencies.

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

Public Hearing

One public comment was received asking for clarification on the location of the property, lighting, traffic, height of a building within the GC Zoning District, and setbacks for a future use.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Westerling provided a motion to recommend adoption. Motion was seconded by Commissioner Zeinstra and carried 6-0, with member Chapla absent. If you have any questions, please let us know.

GLR
Planner

Attachments

2022 SUMMER CONCERTS IN THE PARK PERFORMANCE AGREEMENT

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April 2022, between **Allendale Charter Township** of 6676 Lake Michigan Drive, Allendale, Michigan 49401 (the "Township"), and **Blue Water Ramblers** whose address is 644 Hawthorne St NE Grand Rapids, MI 49503, hereinafter referred to as (the "Artist(s)").

WITNESSETH, the Township contracts for the services of Artist(s) as an independent contractor, not as an employee, on the terms and conditions set forth below. Artist(s) agree to render to the Township services as follows:

Name of Artist(s): Blue Water Ramblers

Date of Event: August 2, 2022

Location: Allendale Township Park/Band Shell, 6676 Lake Michigan Drive, Allendale, Michigan 49401.

Type of Show/Event: Concert

Hours of Performance: 6:00p.m. – 8:00p.m.

Compensation:

Compensation/Agreement: \$600.00 (the "Fee") will be paid at completion of performance.

Payment Agreement:

Check to be issued to:

Name: _____

Address: _____

Phone Contact(s): _____

Email: _____

Social Security Number or Federal ID Number: _____

1. Artist(s) Expenses. The Artist(s) agrees that the Fee is inclusive of all expenses, accommodations, traveling expenses to and from the venue, and covers any costs incurred by the Artist(s), except as expressly provided in this agreement. The Artist(s) shall be responsible to supply all necessary equipment specifically including, but not limited to microphones, instruments, etc. The Township shall supply electricity.

2. Force Majeure. Neither the Artist(s) nor the Township will be liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: regulations of public authorities, inclement weather, epidemic, acts of God, or any other legitimate cause beyond the reasonable control of the parties.

3. Indemnification. The Artist(s) is responsible only for its own conduct. The Artist(s) will be compensated by the Township for any and all damage done to the Artist(s) equipment by the Township, its agents or guests. The Artist(s) shall indemnify and hold the Township harmless from any and all property damage or personal injury directly related to the conduct of the Artist(s).

4. Governing Law. This Agreement will be governed by and construed in accordance with, the laws of the State of Michigan. The Artist(s) and the Township each submit to the jurisdiction of the Courts in the State of Michigan for the enforcement of this Agreement.

5. Acknowledgment. The Artist(s) acknowledges that they have received an executed copy of this Agreement and will be sensitive to the commonly accepted local standards of civility and conduct incidental to their performances.

6. Binding Agreement. In the event any of the provisions of this Agreement are rendered to be invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties hereby agree and accept the foregoing terms and provisions of this Agreement and each of the parties have authorized their official representatives to execute on the date as shown herein.

Performer Printed Name

Township Official Printed Name

Performer Signature

Township Official Signature

Date: _____

2022 SUMMER CONCERTS IN THE PARK PERFORMANCE AGREEMENT

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April 2022, between **Allendale Charter Township** of 6676 Lake Michigan Drive, Allendale, Michigan 49401 (the "Township"), and **The 6-Pak** whose address is 4526 Bekinshire Dr NW Comstock Park, MI 49321, hereinafter referred to as (the "Artist(s)").

WITNESSETH, the Township contracts for the services of Artist(s) as an independent contractor, not as an employee, on the terms and conditions set forth below. Artist(s) agree to render to the Township services as follows:

Name of Artist(s): The 6-Pak

Date of Event: July 12, 2022

Location: Allendale Township Park/Band Shell, 6676 Lake Michigan Drive, Allendale, Michigan 49401.

Type of Show/Event: Concert

Hours of Performance: 6:00p.m. – 8:00p.m.

Compensation:

Compensation/Agreement: \$600.00 (the "Fee") will be paid at completion of performance.

Payment Agreement:

Check to be issued to:

Name: _____

Address: _____

Phone Contact(s): _____

Email: _____

Social Security Number or Federal ID Number: _____

1. Artist(s) Expenses. The Artist(s) agrees that the Fee is inclusive of all expenses, accommodations, traveling expenses to and from the venue, and covers any costs incurred by the Artist(s), except as expressly provided in this agreement. The Artist(s) shall be responsible to supply all necessary equipment specifically including, but not limited to microphones, instruments, etc. The Township shall supply electricity.

2. Force Majeure. Neither the Artist(s) nor the Township will be liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: regulations of public authorities, inclement weather, epidemic, acts of God, or any other legitimate cause beyond the reasonable control of the parties.

3. Indemnification. The Artist(s) is responsible only for its own conduct. The Artist(s) will be compensated by the Township for any and all damage done to the Artist(s) equipment by the Township, its agents or guests. The Artist(s) shall indemnify and hold the Township harmless from any and all property damage or personal injury directly related to the conduct of the Artist(s).

4. Governing Law. This Agreement will be governed by and construed in accordance with, the laws of the State of Michigan. The Artist(s) and the Township each submit to the jurisdiction of the Courts in the State of Michigan for the enforcement of this Agreement.

5. Acknowledgment. The Artist(s) acknowledges that they have received an executed copy of this Agreement and will be sensitive to the commonly accepted local standards of civility and conduct incidental to their performances.

6. Binding Agreement. In the event any of the provisions of this Agreement are rendered to be invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties hereby agree and accept the foregoing terms and provisions of this Agreement and each of the parties have authorized their official representatives to execute on the date as shown herein.

Performer Printed Name

Township Official Printed Name

Performer Signature

Township Official Signature

Date: _____

2022 SUMMER CONCERTS IN THE PARK PERFORMANCE AGREEMENT

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April 2022, between **Allendale Charter Township** of 6676 Lake Michigan Drive, Allendale, Michigan 49401 (the "Township"), and **The Bob Marshall Band** whose address is 3368 Breezewood Ct. Ortonville, MI 48462, hereinafter referred to as (the "Artist(s)").

WITNESSETH, the Township contracts for the services of Artist(s) as an independent contractor, not as an employee, on the terms and conditions set forth below. Artist(s) agree to render to the Township services as follows:

Name of Artist(s): The Bob Marshall Band

Date of Event: July 26, 2022

Location: Allendale Township Park/Band Shell, 6676 Lake Michigan Drive, Allendale, Michigan 49401.

Type of Show/Event: Concert

Hours of Performance: 6:00p.m. – 8:00p.m.

Compensation:

Compensation/Agreement: \$1,200.00 (the "Fee") will be paid at completion of performance.

Payment Agreement:

Check to be issued to:

Name: _____

Address: _____

Phone Contact(s): _____

Email: _____

Social Security Number or Federal ID Number: _____

1. Artist(s) Expenses. The Artist(s) agrees that the Fee is inclusive of all expenses, accommodations, traveling expenses to and from the venue, and covers any costs incurred by the Artist(s), except as expressly provided in this agreement. The Artist(s) shall be responsible to supply all necessary equipment specifically including, but not limited to microphones, instruments, etc. The Township shall supply electricity.

2. **Force Majeure.** Neither the Artist(s) nor the Township will be liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: regulations of public authorities, inclement weather, epidemic, acts of God, or any other legitimate cause beyond the reasonable control of the parties.

3. **Indemnification.** The Artist(s) is responsible only for its own conduct. The Artist(s) will be compensated by the Township for any and all damage done to the Artist(s) equipment by the Township, its agents or guests. The Artist(s) shall indemnify and hold the Township harmless from any and all property damage or personal injury directly related to the conduct of the Artist(s).

4. **Governing Law.** This Agreement will be governed by and construed in accordance with, the laws of the State of Michigan. The Artist(s) and the Township each submit to the jurisdiction of the Courts in the State of Michigan for the enforcement of this Agreement.

5. **Acknowledgment.** The Artist(s) acknowledges that they have received an executed copy of this Agreement and will be sensitive to the commonly accepted local standards of civility and conduct incidental to their performances.

6. **Binding Agreement.** In the event any of the provisions of this Agreement are rendered to be invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties hereby agree and accept the foregoing terms and provisions of this Agreement and each of the parties have authorized their official representatives to execute on the date as shown herein.

Performer Printed Name

Township Official Printed Name

Performer Signature

Township Official Signature

Date: _____

2022 SUMMER CONCERTS IN THE PARK PERFORMANCE AGREEMENT

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April 2022, between **Allendale Charter Township** of 6676 Lake Michigan Drive, Allendale, Michigan 49401 (the "Township"), and **The Stone Soul Rhythm Band** whose address is 8725 Pierce St. Allendale, MI 49401, hereinafter referred to as (the "Artist(s)").

WITNESSETH, the Township contracts for the services of Artist(s) as an independent contractor, not as an employee, on the terms and conditions set forth below. Artist(s) agree to render to the Township services as follows:

Name of Artist(s): The Stone Soul Rhythm Band

Date of Event: July 19, 2022

Location: Allendale Township Park/Band Shell, 6676 Lake Michigan Drive, Allendale, Michigan 49401.

Type of Show/Event: Concert

Hours of Performance: 6:00p.m. – 8:00p.m.

Compensation:

Compensation/Agreement: \$500.00 (the "Fee") will be paid at completion of performance.

Payment Agreement:

Check to be issued to:

Name: _____

Address: _____

Phone Contact(s): _____

Email: _____

Social Security Number or Federal ID Number: _____

1. Artist(s) Expenses. The Artist(s) agrees that the Fee is inclusive of all expenses, accommodations, traveling expenses to and from the venue, and covers any costs incurred by the Artist(s), except as expressly provided in this agreement. The Artist(s) shall be responsible to supply all necessary equipment specifically including, but not limited to microphones, instruments, etc. The Township shall supply electricity.

2. Force Majeure. Neither the Artist(s) nor the Township will be liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: regulations of public authorities, inclement weather, epidemic, acts of God, or any other legitimate cause beyond the reasonable control of the parties.

3. Indemnification. The Artist(s) is responsible only for its own conduct. The Artist(s) will be compensated by the Township for any and all damage done to the Artist(s) equipment by the Township, its agents or guests. The Artist(s) shall indemnify and hold the Township harmless from any and all property damage or personal injury directly related to the conduct of the Artist(s).

4. Governing Law. This Agreement will be governed by and construed in accordance with, the laws of the State of Michigan. The Artist(s) and the Township each submit to the jurisdiction of the Courts in the State of Michigan for the enforcement of this Agreement.

5. Acknowledgment. The Artist(s) acknowledges that they have received an executed copy of this Agreement and will be sensitive to the commonly accepted local standards of civility and conduct incidental to their performances.

6. Binding Agreement. In the event any of the provisions of this Agreement are rendered to be invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties hereby agree and accept the foregoing terms and provisions of this Agreement and each of the parties have authorized their official representatives to execute on the date as shown herein.

Performer Printed Name

Township Official Printed Name

Performer Signature

Township Official Signature

Date: _____

**2022 INDEPENDENCE DAY CONCERT IN THE PARK PERFORMANCE
AGREEMENT**

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April 2022, between **Allendale Charter Township** of 6676 Lake Michigan Drive, Allendale, Michigan 49401 (the "Township"), and **Wyatt & Shari Knapp** whose address is 2151 18 Mile Road NE, Cedar Springs, MI 49319, hereinafter referred to as (the "Artist(s)").

WITNESSETH, the Township contracts for the services of Artist(s) as an independent contractor, not as an employee, on the terms and conditions set forth below. Artist(s) agree to render to the Township services as follows:

Name of Artist(s): Wyatt & Shari Knapp

Date of Event: July 4, 2022

Location: Allendale Township Park/Band Shell, 6676 Lake Michigan Drive, Allendale, Michigan 49401.

Type of Show/Event: Concert

Hours of Performance: 12:00p.m. – 2:00p.m.

Compensation:

Compensation/Agreement: \$400.00 (the "Fee") will be paid at completion of performance.

Payment Agreement:

Check to be issued to:

Name: _____

Address: _____

Phone Contact(s): _____

Email: _____

Social Security Number or Federal ID Number: _____

1. Artist(s) Expenses. The Artist(s) agrees that the Fee is inclusive of all expenses, accommodations, traveling expenses to and from the venue, and covers any costs incurred by the Artist(s), except as expressly provided in this agreement. The

Artist(s) shall be responsible to supply all necessary equipment specifically including, but not limited to microphones, instruments, etc. The Township shall supply electricity.

2. Force Majeure. Neither the Artist(s) nor the Township will be liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: regulations of public authorities, inclement weather, epidemic, acts of God, or any other legitimate cause beyond the reasonable control of the parties.

3. Indemnification. The Artist(s) is responsible only for its own conduct. The Artist(s) will be compensated by the Township for any and all damage done to the Artist(s) equipment by the Township, its agents or guests. The Artist(s) shall indemnify and hold the Township harmless from any and all property damage or personal injury directly related to the conduct of the Artist(s).

4. Governing Law. This Agreement will be governed by and construed in accordance with, the laws of the State of Michigan. The Artist(s) and the Township each submit to the jurisdiction of the Courts in the State of Michigan for the enforcement of this Agreement.

5. Acknowledgment. The Artist(s) acknowledges that they have received an executed copy of this Agreement and will be sensitive to the commonly accepted local standards of civility and conduct incidental to their performances.

6. Binding Agreement. In the event any of the provisions of this Agreement are rendered to be invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties hereby agree and accept the foregoing terms and provisions of this Agreement and each of the parties have authorized their official representatives to execute on the date as shown herein.

Performer Printed Name

Township Official Printed Name

Performer Signature

Township Official Signature

Date: _____

RESOLUTION 2022-XX

General Fund Unrestricted Fund Balance Target Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on June 28, 2022 at 6:00 pm.

Present: _____

Absent: _____

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to authorize the implementation of a general fund unrestricted fund balance target policy for the Township.

After discussion, the following resolution was offered by: _____ and supported by _____.

RESOLUTION

WHEREAS, Allendale Charter Township is a community with a rich rural character and a history of fiscal prudence and as one the fastest growing municipalities in Michigan, faces many risks and opportunities; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain the Township is financially stable in the short and long-term; and

WHEREAS, the Township Board recognizes the importance of maintaining an appropriate unrestricted fund balance ("Unrestricted Fund Balance"), and that the use of an Unrestricted Fund Balance target is the best tool available to direct staff and ensure oversight by the Board;

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

1. After evaluating the Township's operating characteristics, tax base, reliability of non-property tax revenue sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency risks, and other contingent issues, the Township establishes a goal of maintaining a General Fund Unrestricted Fund Balance target of 40% of the Township's operating expenses of the last audited fiscal year.

2. The Finance Director will be required to provide a monthly fund balance report to the Township Board.
3. If the Unrestricted Fund Balance falls below 25% the Township Board will be notified at the next Township Board meeting.
4. If the Unrestricted Fund Balance falls below 20% the Township Board will be notified immediately, and all non-essential expenditures will be denied until guidance can be given by the Township Board.
5. This resolution has been adopted by the Township to recognize the financial importance of a stable and sufficient level of the Unrestricted Fund Balance. However, the Township reserves the right to appropriate funds from the unrestricted fund balance for emergencies and other requirements the Township believes to be in the best interest of the Township.
6. Once the Township achieves its goal of an appropriate level of Unrestricted Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, including, without limitation additional capital improvement needs or tax rate stabilization or reduction purposes. For example, by utilizing excess fund balances for capital improvements the Township will reduce the need to incur long term debt and will avoid creating an operating fund gap for subsequent fiscal years.
7. All resolutions in conflict, in whole or in part, with this Resolution shall be repealed or revoked to the extent of any such conflict.

Yeas: _____

Nays: _____

Resolution declared adopted on _____, 2022.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the _____ day of _____, 2022 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township



"Where community is more than just a concept!"

Holiday and PTO Proposed Updates

Prepared by Lydale Weaver

On 4/11/2022

Board of Trustees:

Tim VanBennekom and Lydale Weaver met with the personnel committee in regards to some proposed changes to holiday and PTO. Below are the highlights of proposed changes.

- Martin Luther King Jr added as observed holiday 8 hours for full time. Township Hall will close for the full day
- New Year's Eve changing from 4 hours to 8 hours for full time staff. Township Hall will close for the full day
- Increased total PTO hours in year 1 from 88 hours to 104 hours. Included in that 104 hours is 40 hours of PTO added to the employee's PTO bank upon completion of their orientation period. The employee will accrue the other 64 hours over the course of their first year assuming they reach 40 paid hours each week.

We opened it up for questions and clarification from the committee. After all the questions were answered the committee felt that the proposed changes should move forward for the Township. We are proposing these changes to update immediately upon approval.

Respectfully,

Lydale Weaver

HR Director

Start here

X. TIME OFF

The Township recognizes that its employees both need and deserve time off from work. As such, it will be provided according to this policy.

Holidays

Regular full and part-time employees are eligible for the following paid holidays:

- 1) New Year's Day
- 2) Martin Luther King Jr Day
- 3) Memorial Day
- 4) Independence Day
- 5) Labor Day
- 6) Thanksgiving Day
- 7) Friday after Thanksgiving
- 8) Christmas Eve
- 9) Christmas Day
- 10) New Year's Eve

Commented [TV1]: Added Martin Luther King Jr day as an observed holiday. The office will close.

Commented [TV2]: Changed New Year's Eve to a full holiday as opposed to a half holiday. The office currently closes for a half day. It will now close for a full day.

To be eligible for a paid holiday, the employee must work the employee's last scheduled work day before the holiday as well as the first scheduled work day after the holiday.

Holiday pay shall be computed at the employee's regular rate of pay for the number of hours that the employee would normally have been scheduled to work.

Full-time Fire Department Personnel may be scheduled to work on a holiday. In this case, the employee would be paid at two times their regular rate for their regularly scheduled hours on that holiday. If the full-time Fire Department employee is not scheduled to work on the holiday, they will not be compensated according to this paid holiday schedule and will receive no pay.

Full-time Public Utilities personnel may be scheduled to work on a holiday in order to adhere to lab work for Leprino Foods. The employee required to work will receive 8.0 hours at the greater the Leprino contract hourly rate OR the employee's OT rate. The employee will also receive 8.0 hours of holiday pay.

If any other department CHOOSES to be open on a Township observed holiday, the employee(s) required to work will receive their normal hourly rate for any hours worked plus the employee's allotted amount of holiday pay for the observed holiday. The employee will be expected to reduce their work hours during the week of the observed holiday by the amount of their holiday hours in order to NOT create a budgetary issue.

Unless otherwise specified or directed by the Township in its discretion, holidays which fall on a Saturday will generally be observed on the immediately preceding Friday, and holidays which fall on a Sunday will generally be observed on the immediately following Monday.

Employees on layoff or an unpaid leave of absence will not receive holiday pay.

Paid Time Off (PTO)

The Township recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Accordingly, the Township has instituted a Paid Time Off Policy, as described below, for these needs as they arise. This Paid Time Off policy, or PTO policy, is intended to compensate employees as an alternative to using separate banks for sick, vacation, and personal time.

Full-Time Employees

PTO benefits shall be calculated and awarded to full-time employees at the end of each pay period based on the employee's annual accrual amount divided by the number of pay periods in the calendar year. Below is the table at which full-time employees will accrue PTO in a typical 26 pay period calendar year. *First year employees will be given 40 hours of their annual PTO upon successful completion of their orientation period. This is detailed in the "New Employees PTO Accrual" section of this handbook.

Accrual Table

Level	During Year(s)	Hours Given After Orientation period (New Hires)	Add'l Accrual Hours Possible (Yearly)	Add'l Accrual Days Possible (Yearly)	Bi-weekly Accrual Rate	Maximum Bank
1	1	40	64	8	2.46	156
2	2		128	16	4.92	192
3	3		144	18	5.54	216
4	4		168	21	6.46	252
5	5-9		176	22	6.77	264
6	10-19		208	26	8.00	312
7	20+		248	31	9.54	372

Commented [TV3]: Increased total PTO hours in year 1 from 88 hours to 104 hours. Included in that 104 hours is 40 hours of PTO added to the employee's PTO bank upon completion of their orientation period. The employee will accrue the other 64 hours over the course of their first year assuming they reach 40 paid hours each week.

*Full-time employees must be paid a minimum of 40 non-OT hours each week. The employee's department head will be responsible for adding PTO to an employee's timesheet for weeks the full-time employee has not reached 40 non-OT hours. If the employee does not have PTO hours to supplement a shortage of weekly non-OT hours, the employee's bi-weekly PTO accrual will be prorated accordingly.

Part-Time Employees

PTO benefits shall be calculated and awarded to part-time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period **EXCLUDING** over-time hours. Below is the table at which part-time employees will accrue PTO.

Accrual Table

Level	During Year(s)	Accrual Hours Possible	Accrual Days Possible	Hourly Accrual Rate	Maximum Bank
1	1	104	13	0.0500	156
2	2	128	16	0.0615	192
3	3	144	18	0.0692	216
4	4	168	21	0.0808	252
5	5-9	176	22	0.0846	264
6	10-19	208	26	0.1000	312
7	20+	248	31	0.1192	372

Part-time employees will not earn the same number of days/hours as their full-time counterparts, however they will earn a corresponding number of PTO hours based on the hours they are paid each pay period **EXCLUDING** over-time hours.

At an employee's anniversary date, their accrual rate will be adjusted if they are moving to a different level.

New Employees PTO Accrual

New part and full-time employees will begin accruing PTO starting the first day of hire. Upon successful completion of their orientation period, full-time employees will receive 40 hours of their annual PTO. The full-time employee will accrue the remainder of their PTO throughout their first year of employment.

New employees with pre-planned vacations or appointments during their orientation period may be allowed to take unpaid time off at the discretion of their supervisor. Upon successful completion of the new employee's orientation period, PTO can begin to be used.

Guidelines for Accrual

- 1) PTO benefits may not be used before they are accrued or given (new full-time hires will receive 40 additional PTO hours once their orientation period is completed).
- 2) Employees may discuss unpaid time off with their Department Head or Township Supervisor if they do not have any PTO available, however, an abuse of unpaid time off may result in disciplinary action, up to and including termination.
- 3) All employees who are actively at work or using PTO will continue to accrue paid-leave benefits provided by the Township.
- 4) Employees on unpaid leave are not eligible to continue accruing PTO benefits. This includes employees who are receiving income replacement benefits from a source other than the Township, such as; short-term disability, long-term disability, or workers' compensation insurance.
- 5) Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are not eligible for PTO accrual
- 6) Employees who are granted unpaid leave by the Township Supervisor or their Department Head will not accrue PTO while they are on leave.

END

7) Employees on layoff are not eligible for PTO accrual.

here

Accrual Balances and Time Off Requests

The Township has elected to utilize time tracking system to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via the time tracking system application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads and the Township Supervisor reserve the right to deny PTO requests.

Time Off Request Particulars:

If an error is made, or if the employee uses more leave or less leave than originally requested, the employee must edit their time off request. An employee is only able to edit the request (pending or approved) until the end of the day in which they took the leave. If the employee does not edit the request in time, the employee must email the Human Resource Coordinator and copy their Department Head, so that they may edit the time off entry and adjust payroll as required.

If an employee believes there is a discrepancy with their PTO, they must contact Human Resources with information regarding the difference.

If a full-time employee does not request time off through the tracking system, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Township Supervisor and Department Head may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in BambooHR to explain the modification of this policy.

Part-time employees may be able to take unpaid time off without using PTO at the Department Head's discretion.

If a paid holiday falls within an employee's PTO, the day will be treated as a holiday and not as PTO.

PTO and Termination from Employment

Upon termination of employment, employees (except for Township Officials) shall be eligible to be compensated for any accrued, but unused PTO benefits, provided the employee has completed at least 12 months of employment with the Township, was not let go for cause, and did not resign in lieu of termination.

Medical Appointments

To be flexible and accommodating with the Township's workforce, hourly employees may, with their Department Head's prior permission, take time away from their job for medical appointments.

Full-time employees are required to request the time off through BambooHR under the "Doctor or Dentist Appointment" category. The employee must indicate in the notes field when they would like to leave, when they expect to return, and when they plan on making up the time. Acceptable options for making up the time include; working late, coming in early, adjusting lunch hour, etc.

The Robert R. Robinson Memorial Scholarship Fund



Robert R. Robinson
(1920-1987)

Supervisor, Meridian Charter Township
(1959-1969)

Michigan Townships Association Legislative Director
(1969-1975)

MTA Executive Director
(1975-1983)

MTA Associate Director
(1983-1984)

Cofounder and Board Member
National Association of Towns and Townships
(1977-1984)

NATaT President
(1978-1980)

The Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the Association. The purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration.

The scholarship will be awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Submit application materials to:

Robert R. Robinson Memorial Scholarship Fund
Michigan Townships Association
P.O. Box 80078, Lansing, Michigan 48908-0078
(517) 321-6467 Fax (517) 321-8908
julie@michigantownships.org

**In order to be considered by the Robert R. Robinson
Memorial Scholarship Fund Board of Directors,
applications must be received no later than May 31.**

Eligibility Requirements

- Scholarship recipients are selected from nominees submitted by a Michigan township board that is a member in good standing of the Michigan Townships Association.
- Scholarship applicants must be a junior, senior or graduate student enrolled in a Michigan college or university; pursuing a degree in public administration; and must be considering a career in local government administration.
- The scholarship is awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Application Specifications

- Scholarship applicants must submit the following information, as applicable:
 - name
 - home address and email address
 - school address
 - college or university where enrolled
 - cumulative grade point average
 - declared major
 - expected graduation date
 - home community activities
 - school community activities
 - school extracurricular activities
 - career goals in local government
- Scholarship applicants must also submit:
 - a letter of recommendation from a professor or instructor
 - a copy of a resolution of support from an MTA-member township board in good standing (resolutions from other types of entities or from individual public officials are not sufficient)
 - a short essay on an important issue facing local government

The Robert R. Robinson Memorial Scholarship Fund

Supporting Grassroots Leadership Education



The Michigan Townships Association promotes the interests of Michigan townships by fostering strong, vibrant communities; advocating legislation to meet 21st century challenges; developing knowledgeable, township officials and enthusiastic supporters of township government; and encouraging ethical practices of elected officials who uphold the traditions and unique characteristics of township government and the values of the people of Michigan.



Application Information

A tax-deductible scholarship fund for Michigan students administered by the Michigan Townships Association

**RESOLUTION OF SUPPORT FOR MICHIGAN TOWNSHIPS ASSOCIATION'S
ROBERT R. ROBINSON SCHOLARSHIP APPLICATION**

WHEREAS, the Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the association; and

WHEREAS, the purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration; and

WHEREAS, the scholarship is awarded on a competitive basis to a junior, senior or graduate student enrolled in a Michigan college or university, who is pursuing a degree in public administration and considering a career in local government administration, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration; and

WHEREAS, _____ (*student's name*), currently a _____ (*junior, senior or graduate student*) at _____ (*Michigan college or university*), has demonstrated academic achievement with a ____ grade point average; and

WHEREAS, _____ (*include any other relevant achievements or information*); and

WHEREAS, the scholarship application requires a resolution of support from an MTA-member Michigan township board;

THEREFORE BE IT RESOLVED, the _____ Township Board supports the application of _____ Township resident _____ for the Robert R. Robinson Memorial Scholarship.

The Robert R. Robinson Memorial Scholarship Fund Application

Name: Serena Kruithoff

Dear Michigan Township Association,

I hope that you are all doing well today. Just a little bit about myself, I am currently a junior here at Grand Valley State University. My current grade point average is 3.88. My degree is in Public and Nonprofit Administration, with a Business minor. My area of emphasis in this major is Community Development and Planning. My expected graduation date is next winter (April 2023). My home community, school community, and extracurricular activities include the following: Volunteering for the church nursery and events, Adopt-A-Highway, Mel Trotter Ministries, The Other Way Ministries, as well as Students Leaving a Mark here at Grand Valley State University.

Recently, I was able to go to Biloxi, Mississippi with the student organization mentioned above. On this service trip, we volunteered with many nonprofit organizations. One of the nonprofits that we worked with directly was Loaves and Fishes. On this particular day, we helped this organization clear out a new building so that they can use this location to further their mission. However, we also worked with American Red Cross, 34th Street Community Garden, and Lynn Meadows. Overall, I really enjoyed this trip and working hard to make a difference within the Biloxi community.

My future career goals in the local government community would be to one day be on a board of directors for a local nonprofit. However, I also have the goal of becoming a leader within a company and using my Public Administration degree to do so. Whether that is within a nonprofit or some sort of city management position.

Thank you for taking me into consideration for this scholarship. I greatly appreciate your time.

Respectfully,

Serena Kruithoff

Issues Facing the Local Government in Grand Rapids

I have lived in Michigan my entire life, and I think that it is an amazing city. Nonetheless, like every city, there are many different issues that our local government is currently facing/can

face in the future. I think that a huge current issue that our local government is facing is the recurring issue of Redlining. This is an issue where certain areas are taxed more than others, making it really hard for minorities to ever move out of certain neighborhoods. I was never aware of this issue until I took classes at Grand Valley. Through my public and nonprofit classes, I was taught more about this issue. However, I think it is a huge issue that the rest of the public is oblivious to. Detroit suffers the most from Redlining, but I think it is an issue that Grand Rapids still suffers from daily, and it needs to be resolved. Not only do I think this is an issue that our city of Grand Rapids faces, but I also think that there is just a housing crisis issue in general. Due to this housing crisis homeless number continues to increase as well (which overall creates another issue for the local government).

Despite the issue of Redlining, another issue that I think our local government faces is the lack of funding for small nonprofits. Since I am a nonprofit and public administration major, this issue weighs heavily on my heart. There are a lot of nonprofits located in Grand Rapids. I think that the most well-known nonprofit is The Young Men's Christian Association (YMCA). Therefore, people are more likely to donate their money to this organization due to the fact that it is so well known. This nonprofit is amazing and it does a lot of good for the local community. However, since they get so much funding I think that it takes away funding from smaller nonprofits that are in need of donations. The YMCA is just one of the larger nonprofits, there are many others that receive large donations as well. For example, I think that a local nonprofit that could receive more funding is The Other Way Ministries. I briefly volunteered with this organization during COVID-19. This organization strives to better the community through their community garden, which helps provide food for their food kitchen, as well as through education courses for children. This is just one of the many small nonprofits in Grand Rapids that could be expanded through more local government funding.

Like every other city, Grand Rapids is not perfect by any means. Despite this, it is still capable of changing for the better. Although I believe Redlining is prominent and small nonprofits do not receive the funding that they deserve, does not mean that I believe this local government does not love its residents. In fact, I would argue that Grand Rapids strives to be a loving and acceptable community. However, I still believe that the issues mentioned above can be resolved. As mentioned previously, I was unaware of these issues until I took classes at GVSU that mentioned these problems. Therefore, I think these are just two issues that the public could be more educated on. This way the whole community can come together to help resolve these issues and better the future of our local government.



Geography and Sustainable Planning Department

**Mackinac Hall B4-105, 1 Campus Drive
Allendale, MI 49401 USA
+1-616-331-3065**

March 30, 2022

Elena Lioubimtseva, Professor of Geography and Sustainable Planning

To Whom It May Concern

Dear Selection Committee Members,

I am writing to enthusiastically support the application of Serena Kruithoff for the Robert R. Robinson Memorial Scholarship. I have known Serena as a student in my Global Climate and Environmental Change class and am very impressed by the breadth of her interests, her dedication to community engagement, and scholarly curiosity. Serena is currently working with me on a research project titled "Climate Crisis and its Effects on the Great Lakes and Health", which she would present publicly April 13 at GVSU Student Scholar Day 2022. She has excellent research, critical thinking, communication, and analytical skills.

Serena's performance as a student has been excellent. Being a Public and Non-Profit Administration major and Business minor, she maintains GPA is 3.88 and is very active in her community and at GVSU being involved in a variety of extra-curricular activities and civic projects.

I am very confident that Serena would do many great things in her life and career. She has excellent goals and is already well equipped with many skills to achieve them. She has very strong credentials qualifying her for the Robert R. Robinson Memorial Scholarship. I hope the Committee gives her a very strong consideration.

Please, do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to be 'E. Lioubimtseva', written over a light blue horizontal line.

Elena Lioubimtseva, she/her

Professor of Geography and Sustainable Planning
Grand Valley State University, Mackinac Hall B4202, 1 Campus Drive, Allendale, MI 49401