

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

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

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

www.allendale-twp.org

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

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

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

*Allendale Township Public Meetings
Remote Participation Instructions*

You can join remotely in two different ways.

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

Video and Audio Instructions

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

<https://zoom.us/j/99160590637?pwd=SUVqVDFxTHdFY3JDd09ISGlVd5QT09>

Passcode: aGxD76

Audio Only Instructions

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

You can dial in using your phone.

Dial: 1-929-205-6099

Meeting ID: 991 6059 0637

Participant ID: *Not Needed for callers.*

Passcode: 880426

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

Dial-In Instructions:

1. Dial into the number provided above.
2. You will be asked for a Meeting ID.
3. Enter 991 6069 0637.
4. Press # to confirm Meeting ID.
5. You will be asked for a Participant ID. (Callers do not need a Participant ID.)
6. Press # to confirm you don't have a Participant ID.
7. You will be asked to enter a passcode.
8. Enter 880426.
9. Press # to confirm passcode.

*Once you enter the call you will be muted.

Allendale Township Public Meetings
Remote Participation Instructions

Public Comment:

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

Public comment will be held during the times outlined in the attached agenda.

Below are the procedures for remote public comment.

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

Closing the Meeting:

1. Closing of the meeting will proceed by motion of the body after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants.

Agenda for the
Allendale Charter Township Board Meeting
Monday, February 8, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

SPECIAL NOTE: The Garden of Honor Memorial Committee is preparing their recommendations for the Board, and will be presenting their recommendations at the February 22nd, 2021 Board meeting.

Meeting called to order

- Invocation given by Bruce Zeinstra
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the January 25, 2021 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the January 18, 2021 Planning Commission Meeting
 - Public Utilities Construction Update
- Public Hearings
- Public Comments
- Guest Speakers
 - Department Head Update:
 - Sheriff's Department: Sergeant Cal Keuning
- Action Items
 - Wage Study
 - Committee/Liaison Assignments
 - Public Utilities Mutual Aid Agreement
- Discussion Items
 - Resolution 2021-02: Allendale Township Business Registration
- Public Comments
- Board Comments
 - Fire Station Plans Update
- Future Agenda Items
 - Sevey Drain Extension

- 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
JANUARY SESSION- 2ND DAY**

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, January 25, 2021, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Mr. Vander Wall, Ms. Kraker, Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Captain Tony Dolce, Fire Inspector; Chad Doornbos, Public Utilities Supervisor; Larry Haveman, Maintenance Director; Elizabeth Szymanski, Administrative Assistant; Holly Huber; Mitch Kahle; Cathy Seaver; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; Cathy Schmidt; Zachary Harmon; Brian Malkowski; Mark Elenbaas; Debbie Culbertson; Arpan Lobo; Marisa Obere; Maddie Buckler; Nick Raak; Kim Cannata; Greg Evans; WOOD TV 8; Aaron Haight; Michael Wilterdink; Marshall Battani; Will Bohnia; FOX 17; Heidi Zuninga; Mike Krafcik; Michelle Caulkins; Deanna Hunter; Michael Hunter; Jessica Miller; Dawn Southwick; Andrew Minegar; Timothy Blyston; and WWMT.

Ms. Kraker pronounced the invocation.

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

BOT 21-010 Ms. VanderVeen moved to approve the agenda of today as presented. The motion passed.

BOT 21-011 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 11, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$404,496.91 and the interim payments of \$101,945.00 as presented by the summary report for

December 31, 2020 – January 26, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 4, 2021 Planning Commission Meeting
3. Fire Monthly Report for December 2020
4. Sheriff Monthly Report for December 2020
5. Planning Commission 2021 Work Program
6. 2021 Road Report

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Cathy Schmidt, Allendale
3. Jeanine Gasper, Allendale
4. Joel Paauwe, Allendale
5. Josh Dean, Allendale
6. Holly Huber, Muskegon
7. Mitch Kahle, Muskegon
8. Michelle Lentz, Grand Haven
9. Mark Elenbaas, Allendale
10. Debbie Culbertson, Allendale
11. Maddie Buckler, Grandville
12. Kim Cannata, Allendale
13. Greg Evans, Allendale
14. Aaron Haight, Allendale
15. Michelle Caulkins, Allendale
16. Deanna Hunter, Allendale
17. Phoebe Risk, Allendale
18. Michael Hunter, Allendale
19. Jessica Miller, Allendale
20. Dawn Southwick, Allendale

BOT 21-012 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Mr. Haveman gave an update from the Maintenance Department. He provided an overview of the new maintenance building, and outlined some finishing touches that they are still working on for the building. He thanked the board from the team for their support and answered a few questions from board members.

Mr. Doornbos gave an update from the Public Utilities Department. He provided some insight into the culture of the team, grant updates, lab preparedness overview, and a synopsis on various projects they are working on.

Captain Dolce introduced the board to a proposed Business Registration form and its intended purpose. He indicated this would support collaboration of data collection that is happening between numerous departments. Mr. Sullivan clarified the distinction of adopting this as an ordinance verse a resolution. Captain Dolce and Mr. Sullivan answered various questions from board members.

Mr. Doornbos outlined the Public Utility Mutual Aid Agreement. The intent of this agreement is to help each other out in the event there is a need for assistance from surrounding municipalities and vice-versa. He explained how this would benefit the Allendale community as well as surrounding communities.

Action Items- None

Discussion Items

1. Mr. Elenbaas proposed the following appointments and department liaisons:

Committees/Commissions

Planning Commission- Mr. Zeinstra

Library Advisory Board- Ms. VanderVeen

Parks and Recreation Committee- Mr. Murillo

Downtown Development Authority- Mr. Vander Wall

Department Liaisons

Fire Department- Ms. Hansen or Mr. Murillo

Public Utilities- Ms. Kraker

Personnel Committee- Ms. Kraker and Mr. Vander Wall

The board had no objections. Mr. Elenbaas will present formal assignments at a future board meeting.

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Cathy Schmidt, Allendale
3. Jeanine Gasper, Allendale
4. Joel Paauwe, Allendale
5. Josh Dean, Allendale
6. Holly Huber, Muskegon
7. Jessica Miller, Allendale
8. Representative Luke Meerman, Coopersville
9. Aaron Haight, Allendale
10. Greg Evans, Allendale
11. Maddie Buckler, Grandville
12. Mark Elenbaas, Allendale
13. Michelle Lentz, Grand Haven
14. Deanna Hunter, Allendale
15. A few other members of the public who did not disclose name and resident information.

BOT 21-013 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen would like to prioritize the Bliss Street road conditions that were discussed during public comment. She also inquired on other topics that derived from public comment, including legal clarification on what actions could or could not be imposed on a member of an appointed commission if certain circumstances were applicable. Although she may not condone certain actions of individuals, she feels unproven accusations should not be conveyed during public comment.
2. Mr. Murillo thanked Mr. Elenbaas for the proposed appointment to the Parks and Recreation Committee and is very willing to be the liaison to the Fire Department. He also asked for the community's patience as the board works through the topics at hand.
3. Ms. Hansen informed the board that the MTA handbooks are outdated and is ordering an updated book. If any board members would like her to order one to let her know. She expressed her thanks to everyone for taking the time to make public comment and requested that they allow

the board time to follow through with the processes that are currently in motion.

4. Mr. Elenbaas gave an update on the Garden of Honor Memorial Committee. He ensured the public that he has been looking over the correspondence and videos that have been sent to him. He asked Mr. Sullivan to clarify the legal processes and permissible action pertaining to the removal of an appointed commission member. Mr. Sullivan gave the board an overview of various statutes pertaining to the subject.

BOT 21-014 Mr. Zeinstra moved to adjourn at 9:10 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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INVOICE REGISTER REPORT FOR ALLENDALE CHARTER TOWNSHIP

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POST DATES 12/31/2020 - 12/31/2020

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: M

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2035694841							
81280	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.010	12/29/2020 Tim CHILDRENS BOOKS PURCHASED	02/09/2021	179.22 179.22	179.22	Open	N 12/31/2020
1543105							
81205	DICKINSON WRIGHT PLLC DDA ATTORNEY SERVICES-DECEMBER 494-210.000-802.000	12/31/2020 Tim Contracted Services	02/09/2021	115.00 115.00	115.00	Open	N 12/31/2020
57939A							
81210	FLEIS & VANDENBRINK ENG'G INC SITE PLAN REVIEW-FIRE STATION-THRU 101-265.000-970.020	12/31/2020 Tim BUILDING IMP-FIRE	02/09/2021	395.76 395.76	395.76	Open	N 12/31/2020
57939B							
81211	FLEIS & VANDENBRINK ENG'G INC SITE PLAN REVIEW-COMMERCE DR ARROY 101-000.000-284.206	12/31/2020 Tim 11221 COMMERCE-AROY THAI ADDITON	02/09/2021	210.00 210.00	210.00	Open	N 12/31/2020
57939C							
81212	FLEIS & VANDENBRINK ENG'G INC CONSTRUCTION PHASE-MINI-STORAGE DEPT 101-000.000-284.203	12/31/2020 Tim MINI STORAGE DEPOT-64TH ST LLC	02/09/2021	259.50 259.50	259.50	Open	N 12/31/2020
57939D							
81213	FLEIS & VANDENBRINK ENG'G INC SITE PLAN REVIEW-BP GAS STATION THRU 101-000.000-284.200	12/31/2020 Tim M45 LLC GAS STATION	02/09/2021	996.25 996.25	996.25	Open	N 12/31/2020
57939E							
81214	FLEIS & VANDENBRINK ENG'G INC SITE PLAN REVIEW-METRO HEALTH THRU 101-000.000-284.205	12/31/2020 Tim HIGHPOINT REAL ESTATE-METRO HEALTH	02/09/2021	1,132.85 1,132.85	1,132.85	Open	N 12/31/2020
57939F							
81215	FLEIS & VANDENBRINK ENG'G INC SITE PLAN REVIEW-92ND AVE WATERMAIN 592-000.000-284.201	12/31/2020 Tim COUNTRY SIDE-92ND AVE WATERMAIN	02/09/2021	259.50 259.50	259.50	Open	N 12/31/2020
57941							
81216	FLEIS & VANDENBRINK ENG'G INC ENGINEERING SERVICES-M45 BOOSTER 494-248.000-970.160	12/31/2020 Tim INFRASTRUCTURE COSTS	02/09/2021	1,786.50 1,786.50	1,786.50	Open	N 12/31/2020
57940							
81217	FLEIS & VANDENBRINK ENG'G INC GENERAL CONSULTATION THRU 12/31/20 592-100.000-803.000 592-100.000-938.000	12/31/2020 Tim Professional Services Equipment Replacement	02/09/2021	57,182.13 5,928.33 6,600.00	57,182.13	Open	N 12/31/2020

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BANK CODE: M

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	592-200.000-803.000	Professional Services		11,645.00			
	101-408.000-802.000	Contracted Services		33,008.80			
57920							
81219	FLEIS & VANDENBRINK ENG'G INC	12/31/2020	02/09/2021	19,148.76	19,148.76	Open	N
	CONSTRUCTION INSPECTION-HENRY ST	Tim					12/31/2020
	494-248.000-970.160	INFRASTRUCTURE COSTS		3,475.62			
	592-100.000-970.000	Capital Outlay		15,673.14			
2016528							
81253	OTTAWA CNTY WATER RES COMM OFFICE	12/31/2020	02/09/2021	312.50	312.50	Open	N
	FROST LINE DRAIN MAINT SPLIT 50/50	Tim					12/31/2020
	101-445.000-930.000	Maintenance		312.50			
101755							
81251	OTTAWA COUNTY FISCAL SERVICES	12/31/2020	02/09/2021	4,484.62	4,484.62	Open	N
	IT REIMBURSEMENT-DECEMBER	Tim					12/31/2020
	101-248.000-932.000	Computer Maintenance		330.75			
	592-300.000-932.000	Computer Maintenance		16.90			
	101-408.000-970.000	Capital Outlay		689.49			
	249-371.000-970.000	Capital Outlay		689.50			
	101-209.000-970.000	Capital Outlay		1,378.99			
	101-248.000-970.000	Capital Outlay		1,378.99			
12287							
81254	OTTAWA COUNTY PUBLIC UTILITIES	12/31/2020	02/09/2021	64,385.19	64,385.19	Open	N
	OTTAWA COUNTY WATER-DECEMBER	Tim					12/31/2020
	592-100.000-814.000	Water Cost		64,385.19			
216939							
81255	PRINTING SYSTEMS INC	10/14/2020	02/09/2021	93.83	93.83	Open	N
	ELECTION FORMS-VOTER ID CARDS	Tim					12/31/2020
	101-191.000-726.000	Supplies		93.83			
28407							
81270	WEST SHORE SERVICES INC	12/31/2020	02/09/2021	1,400.00	1,400.00	Open	N
	FIRE SIM	Tim					12/31/2020
	101-336.000-936.000	FIRE SIMULATOR EXPENSES		1,400.00			
# of Invoices:	16	# Due:	16	Totals:	152,341.61	152,341.61	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				152,341.61	152,341.61		

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BANK CODE: M

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - General Fund			41,766.93	41,766.93		
	249 - Building Department Fund			689.50	689.50		
	494 - Dda Development Fund			5,377.12	5,377.12		
	592 - Water & Sewer			104,508.06	104,508.06		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 -			2,858.10	2,858.10		
	100.000 - Water			92,586.66	92,586.66		
	191.000 - Elections			93.83	93.83		
	200.000 - Sewer			11,645.00	11,645.00		
	209.000 - Assessor			1,378.99	1,378.99		
	210.000 - Attorney			115.00	115.00		
	248.000 - General Office			6,971.86	6,971.86		
	265.000 - Building & Grounds			395.76	395.76		
	300.000 - Administration			16.90	16.90		
	336.000 - Fire Dept.			1,400.00	1,400.00		
	371.000 - Inspection Department			689.50	689.50		
	408.000 - Planning & Zoning Depart			33,698.29	33,698.29		
	445.000 - Drain At Large			312.50	312.50		
	790.000 - Library			179.22	179.22		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
203664-1							
81271	5 ALARM FIRE & SAFETY EQPMNT LLC TURN REPLACE 101-336.000-938.030	01/21/2021 Tim Turnout Replacement	02/09/2021	137.67 137.67	137.67	Open	N 02/09/2021
11783037							
81293	ACENTEK PHONE 101-790.000-921.000 101-790.000-932.000	02/01/2021 Tim TELEPHONE COMPUTER MAINTENANCE	02/09/2021	263.88 44.93 218.95	263.88	Open	N 02/09/2021
51600							
81202	AFLAC AFLAC-JANUARY 101-000.000-231.030 592-000.000-231.030 252-000.000-231.030	01/12/2021 Tim Misc Ins - Aflac	02/09/2021	784.10 312.40 438.61 33.09	784.10	Open	N 02/09/2021
56251							
81233	AGILE SAFETY LLC RESPIRATOR TRAINING 592-300.000-962.030	02/01/2021 Tim Safety Training And Materials	02/09/2021	800.00 800.00	800.00	Open	N 02/09/2021
STATEMENT							
81267	ALERUS RETIREMENT SOLUTIONS 401A & 457 CONTRIBUTIONS-JANUARY 101-000.000-231.010 249-000.000-231.010 252-000.000-231.010 592-000.000-231.010 101-000.000-231.000 252-000.000-231.000 592-000.000-231.000	01/31/2021 Tim Pension Pension Pension Pension Deferred Compensation Deferred Compensation Deferred Compensation	02/09/2021	15,048.12 8,683.38 105.30 367.52 4,504.24 701.98 70.00 615.70	15,048.12	Open	N 02/09/2021
4							
81239	ALLENDALE FAMILY VISION LLC SAFETY GLASSES 592-100.000-967.100 592-200.000-967.100	02/01/2021 Tim Safety Equipment Safety Equipment	02/09/2021	145.00 72.50 72.50	145.00	Open	N 02/09/2021
608							
81296	ALLENDALE ROTARY CLUB 2021 MEMBER DUES-JODY HANSEN 101-215.000-828.000	01/29/2021 Tim Dues	02/09/2021	187.00 187.00	187.00	Open	N 02/09/2021
STATEMENT							
81234	ALLENDALE TRUE VALUE HDWE INC GENERAL SUPPLIES 592-200.000-726.000	01/31/2021 Tim SUPPLIES-MISC	02/09/2021	162.09 162.09	162.09	Open	N 02/09/2021

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
STATEMENT							
81235	ALLENDALE TRUE VALUE HDWE INC GENERAL SUPPLIES 592-100.000-726.000	01/31/2021 Tim SUPPLIES-MISC	02/09/2021	132.33 132.33	132.33	Open	N 02/09/2021
STATEMENT							
81276	ALLENDALE TRUE VALUE HDWE INC MAINT SUPPLIES 101-265.000-930.000 101-447.000-955.000 101-790.000-930.000	01/31/2021 Tim Miscellaneous MAINTENANCE	02/09/2021	205.94 161.82 4.99 39.13	205.94	Open	N 02/09/2021
23205 81218	ALLIED MECHANICAL SERVICES, INC. PAY APP #2-M45 BOOSTER STATION 494-248.000-970.160	01/21/2021 Tim INFRASTRUCTURE COSTS	02/09/2021	64,485.00 64,485.00	64,485.00	Open	N 02/09/2021
210111361 81237	AMBS CALL CENTER EMERGENCY NUMBER 592-100.000-802.000 592-200.000-802.000	02/01/2021 Tim Contracted Services Contracted Services	02/09/2021	120.00 60.00 60.00	120.00	Open	N 02/09/2021
4408496828 81225	AUTOZONE STORES LLC TRUCK HEADLIGHT 592-100.000-935.000	01/21/2021 Tim Truck Maintenance	02/09/2021	25.98 25.98	25.98	Open	N 02/09/2021
2035700290 81281	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.000	01/04/2021 Tim BOOKS PURCHASED	02/09/2021	319.56 319.56	319.56	Open	N 02/09/2021
2035715321 81282	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.000	01/12/2021 Tim BOOKS PURCHASED	02/09/2021	321.63 321.63	321.63	Open	N 02/09/2021
2035724610 81283	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.000	01/19/2021 Tim BOOKS PURCHASED	02/09/2021	169.93 169.93	169.93	Open	N 02/09/2021
2035700636 81284	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.010	01/05/2021 Tim CHILDRENS BOOKS PURCHASED	02/09/2021	327.55 327.55	327.55	Open	N 02/09/2021

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BANK CODE: M

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2035706051 81285	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.010	01/05/2021 Tim CHILDRENS BOOKS PURCHASED	02/09/2021	514.40 514.40	514.40	Open	N 02/09/2021
2035700581 81286	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.000	01/05/2021 Tim BOOKS PURCHASED	02/09/2021	138.56 138.56	138.56	Open	N 02/09/2021
2035728266 81287	BAKER & TAYLOR BOOKS LLC BOOKS 101-790.000-730.010	01/19/2021 Tim CHILDRENS BOOKS PURCHASED	02/09/2021	209.83 209.83	209.83	Open	N 02/09/2021
281423 81268	CAMP & CRUISE INC 170 MAINTENANCE 101-336.000-935.170	01/22/2021 Tim MAINTENANCE FOR 170	02/09/2021	280.00 280.00	280.00	Open	N 02/09/2021
1-51840 81203	CENTRON DATA SERVICES INC POSTAGE-ASSESSMENT NOTICES 2021 101-209.000-802.000	01/27/2021 Tim Contracted Services	02/09/2021	2,431.00 2,431.00	2,431.00	Open	N 02/09/2021
1901909715 81227	CINTAS CORPORATION #301 GLOVES FOR LAB 592-200.000-726.010	01/21/2021 Tim LAB SUPPLIES	02/09/2021	240.58 240.58	240.58	Open	N 02/09/2021
1901919577 81228	CINTAS CORPORATION #301 GLOVES FOR LAB 592-200.000-726.010	01/26/2021 Tim LAB SUPPLIES	02/09/2021	332.50 332.50	332.50	Open	N 02/09/2021
8377 81204	CREATIVE IMAGE DESIGNERS LLC ENVELOPES 101-248.000-726.000	01/26/2021 Tim Supplies	02/09/2021	243.78 243.78	243.78	Open	N 02/09/2021
6895708 81292	DEMCO INC SUPPLIES 101-790.000-726.000	01/19/2021 Tim Supplies	02/09/2021	171.41 171.41	171.41	Open	N 02/09/2021
110210006366 81232	EJ USA INC LOCKING SEWER LIDS 592-200.000-930.003	02/01/2021 Tim COLLECTION SYSTEM MAINTENANCE	02/09/2021	856.06 856.06	856.06	Open	N 02/09/2021

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21-389 81295	ELECTION SOURCE CLERK SUPPLIES 101-215.000-726.000	02/02/2021 Tim Supplies	02/09/2021	404.29 404.29	404.29	Open	N 02/09/2021
70195 81206	ENVIRONMENTAL DOOR INC REPAIR GARAGE DOOR 592-100.000-930.000 592-200.000-930.000	01/21/2021 Tim Maintenance GENERAL MAINTENANCE	02/09/2021	1,606.00 803.00 803.00	1,606.00	Open	N 02/09/2021
S103858739.001 81207	ETNA SUPPLY COMPANY ANGLE VALVES 592-100.000-729.000	01/18/2021 Tim	02/09/2021	1,216.00 1,216.00	1,216.00	Open	N 02/09/2021
S103867645.001 81208	ETNA SUPPLY COMPANY REPAIR HYDRANT 592-100.000-729.000	01/22/2021 Tim	02/09/2021	688.00 688.00	688.00	Open	N 02/09/2021
S103870871.001 81209	ETNA SUPPLY COMPANY METER INSTALL PARTS 592-100.000-729.000	01/25/2021 Tim	02/09/2021	302.00 302.00	302.00	Open	N 02/09/2021
S103848814.001 81223	ETNA SUPPLY COMPANY METER REGISTER 592-100.000-729.000	01/27/2021 Tim	02/09/2021	415.00 415.00	415.00	Open	N 02/09/2021
026646/B 81240	FAMILY FARM & HOME INC WRENCHES 592-100.000-726.000 592-200.000-726.000	02/02/2021 Tim SUPPLIES-MISC SUPPLIES-MISC	02/09/2021	30.72 15.36 15.36	30.72	Open	N 02/09/2021
STATEMENT 81273	FAMILY FARM & HOME INC MAINT SUPPLIES 101-265.000-930.000 101-790.000-930.000	02/01/2021 Tim Maintenance Maintenance	02/09/2021	360.17 232.21 127.96	360.17	Open	N 02/09/2021
961151 81229	FERGUSON SUPPLY CO NEW FAUCET FOR LAB 592-200.000-930.000	01/19/2021 Tim GENERAL MAINTENANCE	02/09/2021	18.60 18.60	18.60	Open	N 02/09/2021

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1135 81224	FRESH COAST PLANNING LLC PLANNING SERVICES-JANUARY	02/01/2021 Tim	02/09/2021	3,872.00	3,872.00	Open	N 02/09/2021
	101-408.000-802.000	Contracted Services		814.00			
	101-000.000-284.135	FOX MEADOW/PIERCE ST CONDOS		66.00			
	101-000.000-284.152	HIDDEN SHORES WEST-PHASE 3		275.00			
	101-000.000-284.192	MEADOW LAKE SITE CONDO/AUKEMAN		22.00			
	101-000.000-284.193	JMM/46TH AVE SLU SAND MINING		374.00			
	101-000.000-284.205	HIGHPOINT REAL ESTATE-METRO HEALTH		143.00			
	101-000.000-284.204	BLISS ST MINING POND		44.00			
	101-000.000-284.183	ALLENDALE CROSSING-SELF STORAGE		55.00			
	101-000.000-284.206	11221 COMMERCE-AROY THAI ADDITON		176.00			
	101-000.000-284.200	M45 LLC GAS STATION		143.00			
	101-000.000-284.203	MINI STORAGE DEPOT-64TH ST LLC		55.00			
	101-000.000-284.190	PEPPINO'S/ALLENDALE MEADOWS PUD		55.00			
	101-408.000-802.000	Contracted Services		1,650.00			
9776505456 81269	GRAINGER SCBA MAINT	01/18/2021 Tim	02/09/2021	32.00	32.00	Open	N 02/09/2021
	101-336.000-937.010	Scba Maintenance		32.00			
00007454 81236	H2O COMPLIANCE SERVICES INC CCCP MANAGEMENT	02/01/2021 Tim	02/09/2021	437.50	437.50	Open	N 02/09/2021
	592-100.000-802.000	CONTRACTED SERVICES		437.50			
108938 81230	HANSEN-DYKE AUTOMOTIVE INC OIL CHANGE	01/26/2021 Tim	02/09/2021	49.52	49.52	Open	N 02/09/2021
	592-100.000-935.000	Truck Maintenance		24.76			
	592-200.000-935.000	Truck Maintenance		24.76			
382437 81226	HAVILAND PRODUCTS COMPANY SODIUM BISULFITE	01/29/2021 Tim	02/09/2021	621.30	621.30	Open	N 02/09/2021
	592-200.000-731.000	Chemicals		621.30			
184128 81241	HI-GRADE FASTENERS INC THREADED ROD/NUT-GRIT DRIVE	01/11/2021 Tim	02/09/2021	21.76	21.76	Open	N 02/09/2021
	592-200.000-930.001	WRRF MAINTENANCE		21.76			
STATEMENT 81242	ILLINOIS STATE DISBURSEMENT UNIT LAMB-FOC GARNISHMENT	02/09/2021 Tim	02/09/2021	341.54	341.54	Open	N 02/09/2021
	592-000.000-231.085	GARNISHMENTS		341.54			

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27661 81256	INFRASTRUCTURE ALTERNATIVES, INC. INSPECT 60TH SOUTH WET WELL 592-200.000-930.003	01/18/2021 Tim	02/09/2021	985.00 985.00	985.00	Open	N 02/09/2021
622952 81243	KENNEDY INDUSTRIES INC REPLACED OLD HIDDEN SHORES LIFT STA 592-200.000-930.003	01/18/2021 Tim	02/09/2021	22,325.00 22,325.00	22,325.00	Open	N 02/09/2021
2021-0134 81277	MAGNUM LAKES INC. 121 MAINT 101-336.000-935.121	01/18/2021 Tim	02/09/2021	235.71 235.71	235.71	Open	N 02/09/2021
837274 81288	MICROMARKETING LLC BOOKS 101-790.000-730.000	01/21/2021 Tim	02/09/2021	39.99 39.99	39.99	Open	N 02/09/2021
836849 81289	MICROMARKETING LLC BOOKS 101-790.000-730.000	01/19/2021 Tim	02/09/2021	75.00 75.00	75.00	Open	N 02/09/2021
838281 81290	MICROMARKETING LLC BOOKS 101-790.000-730.010	01/28/2021 Tim	02/09/2021	61.98 61.98	61.98	Open	N 02/09/2021
99967169 81294	MIDWEST TAPE LLC DIGITAL MEDIA 101-790.000-730.020	01/31/2021 Tim	02/09/2021	999.55 999.55	999.55	Open	N 02/09/2021
522565 81238	MINER SUPPLY COMPANY INC CAN LINERS 592-100.000-726.000 592-200.000-726.000	01/26/2021 Tim	02/09/2021	87.90 43.95 43.95	87.90	Open	N 02/09/2021
MI30-276290 81244	MOTION INDUSTRIES INC GRIT PARTS 592-200.000-930.001	01/12/2021 Tim	02/09/2021	19.25 19.25	19.25	Open	N 02/09/2021
MI30-276401 81245	MOTION INDUSTRIES INC GRIT PARTS 592-200.000-930.001	01/12/2021 Tim	02/09/2021	19.90 19.90	19.90	Open	N 02/09/2021

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46434 81252	NEO SOLUTIONS INC POLY ALUM 592-200.000-731.000	01/22/2021 Tim CHEMICALS	02/09/2021	17,296.00 17,296.00	17,296.00	Open	N 02/09/2021
101932 81246	OTTAWA COUNTY FISCAL SERVICES 2021 ANNUAL GIS MAINT FEE 101-209.000-932.000	01/27/2021 Tim Computer Maintenance	02/09/2021	3,437.00 3,437.00	3,437.00	Open	N 02/09/2021
12301 81247	OTTAWA COUNTY PUBLIC UTILITIES 2006 WATER EXPANSION BONDS 592-000.000-300.000 592-910.000-995.000 592-910.000-992.000	01/29/2021 Tim Bonds Payable Interest Paid Agent Fees	02/09/2021	80,358.13 70,000.00 9,808.13 550.00	80,358.13	Open	N 02/09/2021
12302 81248	OTTAWA COUNTY PUBLIC UTILITIES 2007 WATER EXPANSION BONDS 592-000.000-300.000 592-910.000-995.000 592-910.000-992.000	01/29/2021 Tim Bonds Payable Interest Paid Agent Fees	02/09/2021	145,639.66 135,000.00 10,539.66 100.00	145,639.66	Open	N 02/09/2021
12303 81249	OTTAWA COUNTY PUBLIC UTILITIES 2012 WWTP IMPROVEMENT BONDS 592-000.000-300.000 592-910.000-995.000 592-910.000-992.000	01/29/2021 Tim Bonds Payable Interest Paid Agent Fees	02/09/2021	71,912.50 60,000.00 11,812.50 100.00	71,912.50	Open	N 02/09/2021
12304 81250	OTTAWA COUNTY PUBLIC UTILITIES 2020 WWTP IMPROVEMENT BONDS 592-910.000-995.000 592-910.000-992.000	01/29/2021 Tim Interest Paid Agent Fees	02/09/2021	56,000.00 55,900.00 100.00	56,000.00	Open	N 02/09/2021
2150158943 81220	PACE ANALYTICAL SERVICES LLC MERCURY SAMPLING 592-200.000-802.000	01/28/2021 Tim Contracted Services	02/09/2021	315.00 315.00	315.00	Open	N 02/09/2021
92414 81221	PREIN & NEWHOF PC INC MERCURY SAMPLING 592-200.000-802.000	01/27/2021 Tim Contracted Services	02/09/2021	1,254.00 1,254.00	1,254.00	Open	N 02/09/2021
55053 81263	SAWYER ENGINE & COMPRESSOR RBC BLOWER OIL	01/21/2021 Tim	02/09/2021	500.50	500.50	Open	N 02/09/2021

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	592-200.000-930.001	WRRF MAINTENANCE		500.50			
OE-35161-1 81259	SMART BUSINESS SOURCE LLC SUPPLIES 101-248.000-726.000	01/28/2021 Tim Supplies	02/09/2021	8.29 8.29	8.29	Open	N 02/09/2021
OE-35160-1 81260	SMART BUSINESS SOURCE LLC SUPPLIES 101-248.000-726.000	01/28/2021 Tim Supplies	02/09/2021	16.18 16.18	16.18	Open	N 02/09/2021
683200 81258	SPECTRUM HEALTH HOSPITALS RICHMOND-DRUG SCREENING 101-408.000-802.000	01/19/2021 Tim Contracted Services	02/09/2021	51.00 51.00	51.00	Open	N 02/09/2021
1722614 81257	SUPERIOR BUSINESS SOLUTIONS ADDITIONAL 2020 W-2 FORMS 101-248.000-726.000 249-371.000-726.000 592-300.000-726.000	01/26/2021 Tim Supplies Supplies Supplies	02/09/2021	135.60 67.80 6.78 61.02	135.60	Open	N 02/09/2021
1721959 81261	SUPERIOR BUSINESS SOLUTIONS 2020 1099-NEC FORMS 101-248.000-726.000 249-371.000-726.000 592-300.000-726.000	01/19/2021 Tim Supplies Supplies Supplies	02/09/2021	130.70 65.35 6.54 58.81	130.70	Open	N 02/09/2021
STATEMENT 81291	T-MOBILE PHONE 101-790.000-955.000	01/25/2021 Tim Miscellaneous	02/09/2021	287.00 287.00	287.00	Open	N 02/09/2021
144695 81231	TOLMAN'S AUTO TECH GROUP INC TIRES FOR IMPALA 592-100.000-935.000 592-200.000-935.000	01/29/2021 Tim Truck Maintenance Truck Maintenance	02/09/2021	740.72 370.36 370.36	740.72	Open	N 02/09/2021
434696688 81262	US BANK EQUIPMENT FINANCE COPY MACHINE CONTRACT-FEBRUARY 101-248.000-932.000	01/27/2021 Tim Computer Maintenance	02/09/2021	162.64 162.64	162.64	Open	N 02/09/2021
738657 81274	WESTENBROEK MOWER INC BLADE 101-265.000-935.010	01/27/2021 Tim Tractor Maintenance	02/09/2021	131.94 131.94	131.94	Open	N 02/09/2021

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738989 81275	WESTENBROEK MOWER INC ROLLER, SPACER, SPANNER 101-265.000-935.010	02/01/2021 Tim Tractor Maintenance	02/09/2021	116.91 116.91	116.91	Open	N 02/09/2021
69915855 81222	WEX BANK FUEL 592-100.000-931.000 592-200.000-931.000	01/31/2021 Tim Gas & Oil Gas & Oil	02/09/2021	770.65 385.33 385.32	770.65	Open	N 02/09/2021
69896112 81278	WEX BANK FUEL 101-336.000-931.190 101-336.000-931.170 101-336.000-931.122 101-336.000-931.121 101-336.000-931.171 101-336.000-931.141 101-336.000-931.181 101-336.000-931.161	01/31/2021 Tim Fuel For 190 FUEL FOR 170 Truck Fuel Truck 122 Fuel For 121 Fuel For 171 Fuel For 141 Fuel For 181 Fuel For 161	02/09/2021	581.46 67.33 161.26 74.90 49.83 146.60 30.93 18.72 31.89	581.46	Open	N 02/09/2021
REIMB 81279	WILL LATHAM REIMBURSEMENT FOR BOOTS 101-447.000-955.000	01/23/2021 Tim Miscellaneous	02/09/2021	95.39 95.39	95.39	Open	N 02/09/2021
20768 81264	WOODLAND COMMERCIAL EQUIPMENT OIL CHANGE SUPPLIES 101-265.000-935.010	01/20/2021 Tim Tractor Maintenance	02/09/2021	85.06 85.06	85.06	Open	N 02/09/2021
20813 81265	WOODLAND COMMERCIAL EQUIPMENT OIL FILTER 101-265.000-935.010	01/25/2021 Tim Tractor Maintenance	02/09/2021	14.90 14.90	14.90	Open	N 02/09/2021
20770 81266	WOODLAND COMMERCIAL EQUIPMENT AIR FILTER 101-265.000-935.010	01/20/2021 Tim Tractor Maintenance	02/09/2021	40.92 40.92	40.92	Open	N 02/09/2021
20853 81272	WOODLAND COMMERCIAL EQUIPMENT BLADE 101-265.000-935.010	01/27/2021 Tim Tractor Maintenance	02/09/2021	74.10 74.10	74.10	Open	N 02/09/2021

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	79	# Due:	79	Totals:	504,475.83	504,475.83
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					504,475.83	504,475.83

--- TOTALS BY FUND ---

101 - General Fund	26,936.53	26,936.53
249 - Building Department Fund	118.62	118.62
252 - RENTAL ADMINISTRATION	470.61	470.61
494 - Dda Development Fund	64,485.00	64,485.00
592 - Water & Sewer	412,465.07	412,465.07

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	282,581.76	282,581.76
100.000 - Water	4,992.07	4,992.07
200.000 - Sewer	46,742.79	46,742.79
209.000 - Assessor	5,868.00	5,868.00
215.000 - Clerk	591.29	591.29
248.000 - General Office	65,049.04	65,049.04
265.000 - Building & Grounds	857.86	857.86
300.000 - Administration	919.83	919.83
336.000 - Fire Dept.	1,266.84	1,266.84
371.000 - Inspection Department	13.32	13.32
408.000 - Planning & Zoning Depart	2,515.00	2,515.00
447.000 - Highway M-45	100.38	100.38
790.000 - Library	4,067.36	4,067.36
910.000 - Debt Service	88,910.29	88,910.29

Treasurer's report for Board Meeting dated Monday, February 8, 2021

Interim Payments:

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
1/28/2021	99524	\$5,964.00	Plummer's Environmental Service Inc	Sewer Cleaning & Inspection @ WWTP
1/28/2021	99525	\$5,212.70	Webb Chemical Service Corp	Chemicals

\$11,176.70 TOTAL

General Fund Cash Balance at board meeting dated 2/8/2021

Checking Account	\$	4,486,465.82
Liquid Investment	\$	259,321.08
CD	\$	7.00
Total	\$	4,745,793.90

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,573,951.83
Liquid Investment	\$	259,305.00
CD	\$	7.00
Total	\$	4,833,263.83

Last year at this time the balance was \$ 5,032,137.09

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 18, 2021

7:00 p.m.

Via GoToMeeting Software

1. Meeting called to order
2. Roll Call
Present: Westerling, Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Staff Present: Greg Ransford
3. Received for information: no information received
4. Moved approval of January 4, 2021 meeting minutes to the first meeting in February
5. Motion by Longcore to approve the January 20, 2021 Planning Commission Agenda as presented. Seconded by Zeinstra. **Approval 7-0**
6. Public Comments for *non-public hearing items*:
Chairperson Longcore opened and closed the public comment section for non-public hearing items due to no comments.
7. Public Hearings: no public hearings were scheduled.
8. Site Plan Review: no site plans were scheduled for review.
9. Old Business:
 - a. Metro Health Signage—4830 Becker Drive
Planner Ransford briefed the Commission from a memo he created regarding the applicant's proposed Metro Health signage. Ransford shared that the University Park PUD does not have provisions for signage, so the general commercial provisions apply. Ransford outlined which signs complied and were prohibited.
 - The applicant is only allowed one ground sign, but they are proposing two signs.
 - Both ground mounted signs exceed the 50 square feet of maximum area and 10 feet in height: Sign A is about 150 square feet and Sign C is 75 square feet.
 - The pole sign that is proposed is prohibited.
 - The maximum area for a wall sign is 232 square feet. The proposed south sign is 343 square feet, not the 248 square feet stated previously.
 - The north and east wall signs proposed both comply.
 - The west wall sign would be prohibited by the ordinance.
 - Planner Ransford listed two options for the board to consider in reference to the applicant's proposal:
 - Option 1: an amendment to the PUD
 - Option 2: seek a variance for those signs that do not comply

Mr. Steve Witte, representative of the applicant and the developer, was joined by Mr. Brett Butler and Mr. Patrick Morrow of Metro Health, and Mr. Matt Sigma of MHP Allendale, LLC. Mr. Witte summarized their request for larger signs and their preference to seek an amendment to the PUD due to the flexibility available to the Planning Commission rather than the alternative of seeking a variance from the Zoning Board of

Appeals. He also emphasized that the purpose of the signs is for wayfinding and identification. Mr. Witte summarized the request as follows:

- Four wall signs, including the southern sign at 343 square feet.
- A primary concern for the applicant is to have more than one monument sign on the property for a few different reasons:
 1. This property effectively has three front yards with frontage on Lake Michigan Drive, 48th Avenue and Becker, so the applicant believes one sign is not sufficient.
 2. The purpose of the signs is more for wayfinding.
 3. There are sign limitations due to the amount of green space and the placement of the signs further from the roadways.
- The requested two signs on Becker could potentially be reduced to one sign.

Mr. Butler emphasized that they went with wayfinding signage rather than advertising signs and explained what their advertising signs look like at other locations. He further elaborated on the concern that the building and signs will be a great distance from the roadways.

Mr. Adams agreed with Mr. Witte that the second sign on the west side would not be required but wanted to see a rendering of the south sign, both a smaller and larger version of the sign from an elevation view because it could probably be seen from M-45.

Mr. Schut asked if an amendment to the PUD would require another public hearing. Mr. Ransford stated that it depended on the Planning Commission's conclusion on whether it was a major or minor amendment and reiterated that the University Park PUD did not establish sign sizes.

Mr. Witte addressed the idea that the Commission could set a distinction in a PUD amendment that makes it clear that the amendment is specific to the lot terrain and its use.

Mr. Zeinstra would not be opposed to looking at the language for a potential amendment that would address the proposed larger sign on the south side.

Mr. Ransford highlighted that section 12.05a identifies seven different standards that need to be reviewed when considering flexibility in the amendments language which the applicant would need to address.

Mr. Schut raised concerns about the view from Lake Michigan Drive and the sign being disconnected from the building and a concern about raising the height of the sign to fifteen feet. He was not opposed to the larger wall sign but did not want to see other signs go beyond the ordinance.

Mr. Westerling concurred with Mr. Schut and was concerned about creating a precedent.

Mr. Witte stated that the applicant is permitted one free-standing sign which would allow them to choose whether they place it on Lake Michigan Drive or Becker. However, Mr. Witte was not aware of which they would choose if only allowed one sign.

Mr. Kelley inquired about the pole sign and where it would be located. The applicant expressed that based on the preference of the Commission they were no longer interested in the pole sign.

Mr. Longcore raised the issue that Spectrum Health in a more challenging location has never raised a request for larger signage other than directional signs other than ones indicating which way to travel to the office and that the applicant will have a larger intersection with a light in addition to a known presence in the community from their current building.

Mr. Butler explained how their current, well-established location is only roughly 30 feet off the highway rather than 300 feet in the new facility and reiterated their request for the signage to help people find the clinic as quickly and effectively as possible. He also discussed a survey that was conducted demonstrating that the second vehicle in traffic would not be able to see their sign because it would be obscured by the first vehicle going northbound, so they raised the parapet for this reason.

In response, Mr. Adams asked about a wayfinding sign structure on 48th and Becker and inquired if that was an option for a sign. Mr. Schut concurred and mentioned that there were two locations.

Mr. Witte advised that the information on the specifics of the sign structure was still being sought, but the placards that would fit the structure were small and the applicant would still like to continue with their request of larger signs.

Mr. Butler discussed how the placards for that sign are small and would not change their request if allowed to use them.

Mr. Longcore discussed the use of the placards by other businesses.

Mr. Butler asked which items are more acceptable and which were less acceptable.

Mr. Zuniga expressed his desire to see a what a rendering would look like if it met code. Mr. Kelley, Mr. Schut, and Mr. Longcore agreed.

Mr. Witte asked for clarification regarding the need for a plan that meets compliance but with two compliant ground mounted signs rather than just one.

Mr. Longcore confirmed the request of the Commission.

b. Hidden Shores West Planned Unit Major Amendment

Mr. Ransford reviewed his memo about the wetland that was constructed without amending the PUD and was found to be a major change, the applicant was directed to relocate the play structure and complete their trail plan through the wetland. The applicant has submitted revised plans based on direction from the Planning Commission during an August 2020 meeting. The applicant has submitted revised plans based on direction from the Planning Commission during an August 2020 meeting.

Mr. Barr explained the new location chosen for the play structure which will now be in a more central location. Some of the trails were dead ending into some backyards as well.

The homeowner's association agreed with the amended changes to the trails to correct the issue.

Motion by Mr. Schut to recommend to the Board the approval of the Hidden Shores West Planned Unit Major Amendment, as presented. Seconded by Zuniga. Opposed by Mr. Adams.

Approval 6-1

10. New Business

a. Annual Report

- Mr. Ransford summarized the template of the annual report.
- Discussion of report

Motion by Zeinstra to approve the 2020 Annual Report, seconded Zuniga. **Approval 7-0**

b. Election of Planning Commission Officers

Motion by Westerling to retain the officers in their current positions, seconded by Zeinstra. **Approval 7-0**

11. Second Public Comment

Chairperson Longcore opened and closed public comment section due to no public comments.

12. Township Board Reports

Mr. Zeinstra advised that they took care of some general business and also hired a new Planning Commission Recording Secretary.

13. Commissioner and Staff Comments

Mr. Westerling thanked those serving as President, Vice President and Secretary. Mr. Adams expressed his gratitude as well.

14. Chairperson Longcore adjourned at 8:08 p.m.

MEMO



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

From: Mark A. Bratschi, PE

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

Date: February 2, 2021

Re: Project Update through January 2021
Allendale Wastewater Treatment System 2020 Improvements
Project #1209

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

Construction Progress Update:

General Comments:

- Administration and Lab Building drywall is complete, temporary heat has been installed and continued work on the electrical, mechanical, HVAC and plumbing
- Equipment Storage Building electrical, mechanical, plumbing and fire suppression are almost complete

Work Completed this Period:

- Administration and Lab Building:
 - Interior wall rough in complete and drywall finishes started
 - Insulation is complete
 - Laboratory hood exhaust fan installed
 - Fire protection sprinkler system piping has been installed
 - Mechanical ductwork has begun
 - Plumbing rough in is complete
 - Electrical rough in is complete
 - Electrical wiring and cabling started
 - Air handling unit has been installed
- Equipment Storage Building:
 - Exterior is complete
 - Mechanical and electrical finishes are being installed
- Maintenance Building:
 - Roof replacement is complete
 - New door on the north wall has been framed in
- Site:
 - Site utilities continue to be installed

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

Work Scheduled for next Month:

- Administration and Lab Building:
 - Drywall finishes (C4)
 - Electrical finish work and IT cabling (C10)
 - Mechanical ductwork and piping for HVAC system (C8)
- Equipment Storage Building:
 - Install trim and overhead doors (C4a)
 - Finish mechanical and electrical installation (C8 & C10)
- Maintenance Building:
 - Install wall panels (C4a)
 - Finish electrical modifications (C10)
- Site:
 - Continue installation of site utilities and lift station (C1)
 - Continue site electrical (C10)
 - Pour generator and air conditioner pads (C2)
 - Install generator (C10)
- The next Owner progress meeting is scheduled for Wednesday, March 3, 2021 at 9:00 AM via Zoom.

Change Orders:

- Change Order No. 3, Contract 1 was processed for storm sewer modifications.
- Change Order No. 2, Contract 3 was processed for installation of deeper concrete windowsills and additional brick cuts around the doors and windows.
- Change Order No. 4, Contract 4 was processed to lower soffit to match building height, adding ceiling access panel, and relocating door 110A.
- Change Order No. 2, Contract 7 was processed to add in-wall blocking for wall mounted cabinets and lockers.
- Change Order No. 2, Contract 10 was processed adding power to automatic sinks and toilets.

Modifications under consideration for February include the following:

- Entrance gate improvements
- Installation of sand interceptor in wash bay
- New chemical storage cabinet

Project Budget Update:

See attached Project Budget Tracking Summary Through January 2021.

Attachments:

- Construction Photos
- Summary of Contingency Adjustments Through January 2021
- Project Budget Tracking Summary Through January 2021



Main corridor in Admin Building looking North



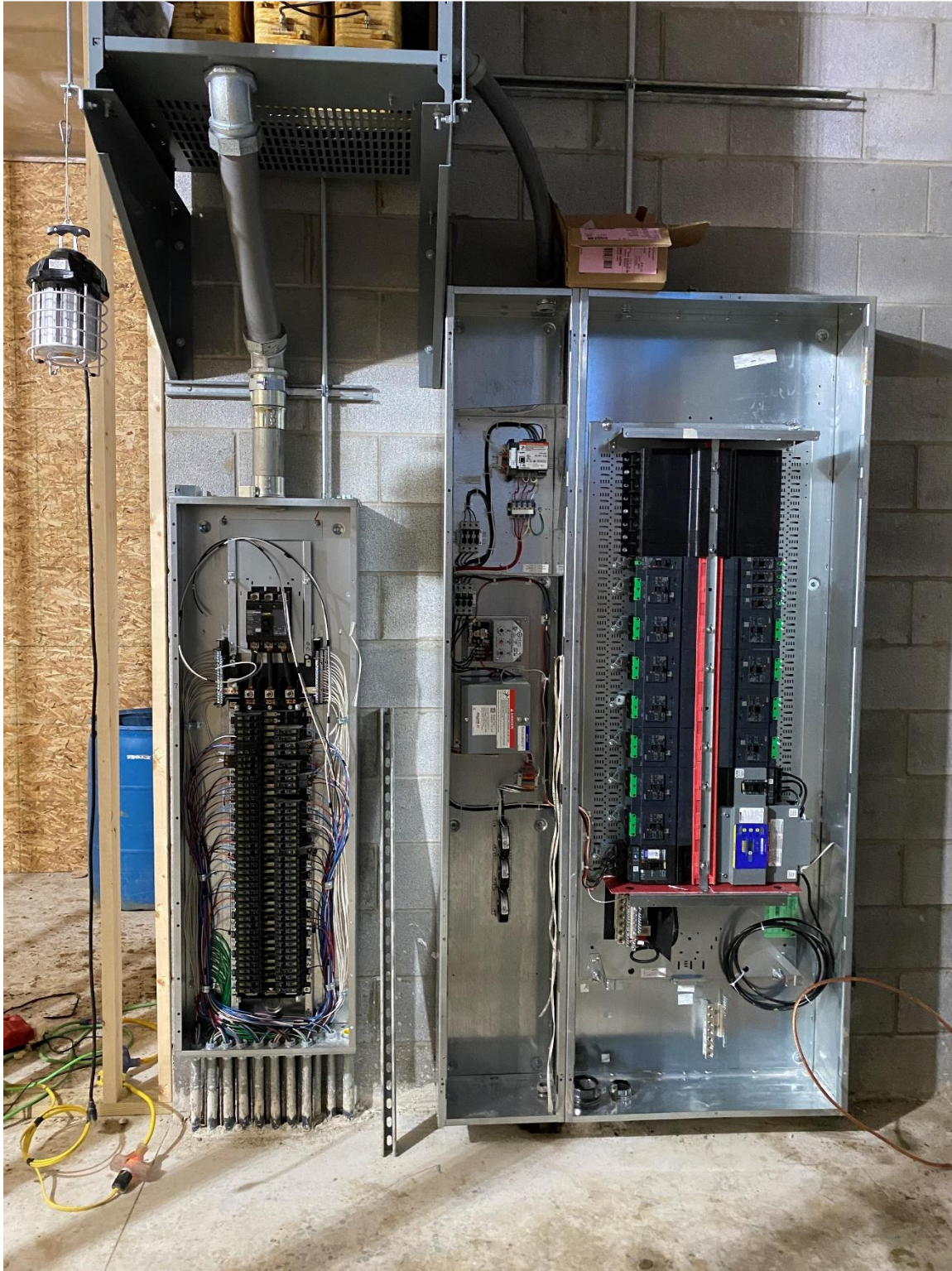
Equipment Storage building interior looking North East



Equipment Storage Building, South Face



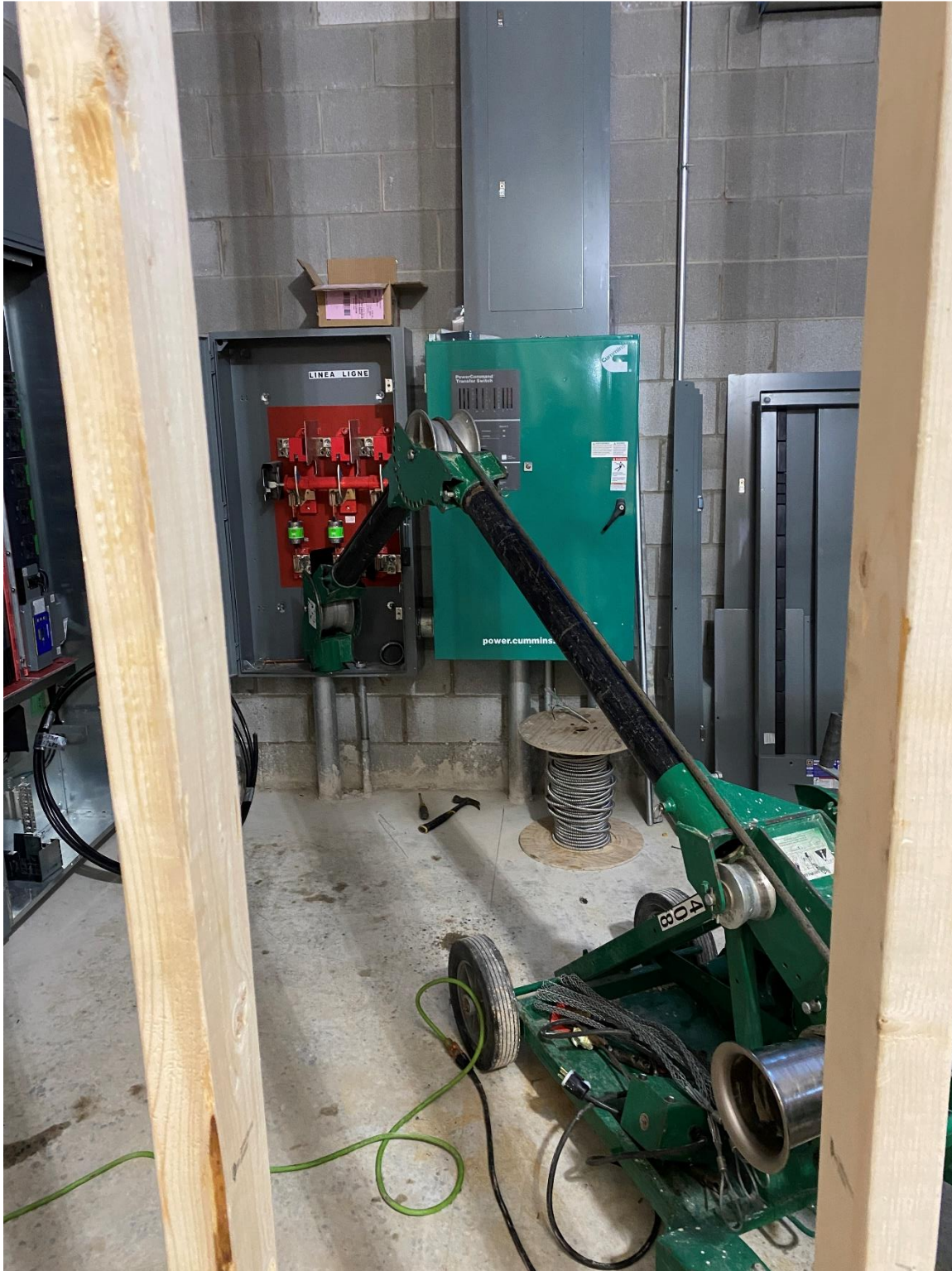
Administration Building looking Northwest



Administration Building electrical feed installation



Equipment Storage Building heater installation



Administration Building electrical installation



Administration Building lab hood exhaust system installation



Men's Shower enclosure installation



Mechanical ductwork installation

Summary of Contingency Adjustments Through January 2021

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



<u>Contract</u>	<u>Change Order Item</u>	<u>Source</u>	<u>Sub Price</u>	<u>Description</u>	<u>CM Contingency Allowance</u>	<u>Owner Contingency</u>	<u>Cost Savings Item</u>
1 - Site Work & Exc (Cutting Edge)			\$ 2,300.00 \$ -	Storm sewer modifications	\$ 2,300.00		
2 - Concrete (Jelsema)			\$ - \$ -				
3 - Masonry (Masonry Arts)			\$ 3,900.00 \$ 2,900.00	Increasing the depth of the concrete sill under the windows. Additional cuts around doors and windows.	\$ 3,900.00 \$ 2,900.00		
4 - General Trades (Vander Kodde)			\$ 792.00 \$ 129.00 \$ 495.00	Lowering soffit to match building height. Adding ceiling access panel. Relocating door 110A.	\$ 792.00 \$ 129.00 \$ 495.00		
4a - PEMB (BCI)			\$ - \$ -				
5 - Painting (Dave Cole)			\$ - \$ -				
6 - Flooring (Phoenix Interiors)			\$ - \$ -				
7 - Cabinetry (Duke)			\$ 1,579.05 \$ -	In-wall blocking for wall mounted cabinets and lockers.	\$ 1,579.05		
8 - Plumbing & Mechanical (DHE)			\$ - \$ -				
9 - Fire Protection (Total Fire Protection)			\$ - \$ -				
10 & 11 - Electrical (Town & Country)			\$ 1,890.00 \$ -	Toilet and sink electrical.	\$ 1,890.00		
12 - Integrator (Windemuller)			\$ - \$ -				

SubTotals =	\$ 13,985.05	\$ -
CM Fee =	\$ -	\$ -
Total =	\$ 13,985.05	\$ -

Original Contingency Allowance Amount =	\$ 191,200.00	\$ 260,473.41
Changes from Previous Change Orders =	\$ (42,157.83)	\$ (10,543.64)
Current Contingency Allowance Amount =	\$ 149,042.17	\$ 249,929.77
Contingency Adjustment this Change Order =	\$ (13,985.05)	\$ -
Updated Contingency Allowance Amount =	\$ 135,057.12	\$ 249,929.77

Project Budget Tracking Summary Through January 2021

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



Trade Category			Subcontractor	Exhibit A Value	Contract Changes to Date	Adj. Contract Amount
Contract	1	Site Work & Excavation	Cutting Edge Excavating Hudsonville, MI	\$ 529,703.00	\$ 40,345.00	\$ 570,048.00
Contract	2	Concrete	Jelsema Concrete Construction Kentwood, MI	\$ 215,000.00	\$ (2,092.00)	\$ 212,908.00
Contract	3	Masonry	Masonry Arts Company Holland, MI	\$ 172,000.00	\$ 1,900.00	\$ 173,900.00
Contract	4	General Trades	VanderKodde Construction Co. Grand Rapids, MI	\$ 452,490.00	\$ 27,864.00	\$ 480,354.00
Contract	4a	PEMB	BCI Construction LLC Grand Rapids, MI	\$ 356,582.00	\$ -	\$ 356,582.00
Contract	5	Painting	Dave Cole Decorators, Inc. Sparta, MI	\$ 44,600.00	\$ (3,900.00)	\$ 40,700.00
Contract	6	Flooring	Phoenix Interiors Walker, MI	\$ 18,490.00	\$ -	\$ 18,490.00
Contract	7	Cabinetry	Duke Construction Corp. Allendale, MI	\$ 98,400.00	\$ 695.88	\$ 99,095.88
Contract	8	Plumbing & Mechanical	DHE Plumbing & Mechanical Grandville, MI	\$ 479,100.00	\$ (1,504.36)	\$ 477,595.64
Contract	9	Fire Protection	Total Fire Protection Grand Rapids, MI	\$ 77,120.00	\$ -	\$ 77,120.00
Contract	10&11	Electrical, Controls/ Comm, Data	Town & Country Group Zeeland, MI	\$ 561,700.00	\$ 3,378.00	\$ 565,078.00
Contract	12	Owner's System Integrator	Windemuller Wayland, MI	\$ 99,900.00	\$ -	\$ 99,900.00
Ottawa County Network Allowance				\$ 7,500.00	\$ -	\$ 7,500.00
Acentek Internet Service Allowance				\$ 3,500.00	\$ -	\$ 3,500.00
Gas Utility Allowance				\$ 6,000.00	\$ -	\$ 6,000.00
Total of Trades				\$ 3,122,085.00	\$ 66,686.52	\$ 3,188,771.52
General Conditions				\$ 149,400.00	\$ -	\$ 149,400.00
Sub Total				\$ 3,271,485.00	\$ 66,686.52	\$ 3,338,171.52
CM Overhead & Construction Management Fee (8.5%)				\$ 278,100.00	\$ -	\$ 278,100.00
Sub Total				\$ 3,549,585.00	\$ 66,686.52	\$ 3,616,271.52
FVC Basic Services				\$ 274,600.00	\$ -	\$ 274,600.00
Sub Total of Construction Cost				\$ 3,824,185.00	\$ 66,686.52	\$ 3,890,871.52
CM Contingency Allowance				\$ 191,200.00	\$ (56,142.88)	\$ 135,057.12
Total FVC Budget Authorization				\$ 4,015,385.00	\$ 10,543.64	\$ 4,025,928.64
Design Phase Engineering				\$ 313,800.00	\$ -	\$ 313,800.00
Bid Phase Engineering				\$ 30,300.00	\$ -	\$ 30,300.00
Construction Phase Engineering				\$ 121,200.00	\$ -	\$ 121,200.00
Owner's Furnishings Allowance				\$ 90,000.00	\$ -	\$ 90,000.00
Owner's Contingency				\$ 260,473.41	\$ (10,543.64)	\$ 249,929.77
Bond Issuance Cost				\$ 121,308.19	\$ -	\$ 121,308.19
Total Project				\$ 4,952,466.60	\$ (0.00)	\$ 4,952,466.60



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration

12220 Fillmore Street

West Olive, Michigan 49460

(616) 738-4000 or (888) 731-1001

Fax: (616) 738-4062

Correctional Facility

12130 Fillmore Street

West Olive, Michigan 49460

(616) 786-4140 or (888) 731-1001

Fax: (616) 738-4099

Date: 02-04-2021

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (January 2021)

The Sheriff's Office during the month of January responded to 396 calls for service. Looking back at January 2020, the Sheriff's Office responded to 366 calls for service.

Basic EMT and MFR units with assistance of general road patrol responded to 46 medicals and 1 personal injury crash in Allendale Township last month. Looking back at January 2020, the Sheriff's Office responded to 58 medicals.

Deputies made a total of 91 traffic contacts and cited 70 violations.

Michigan State Police Traffic Crash Reporting System:

Ottawa County Sheriff's Office Traffic Sgt. Mike VanDenBosch sent an email to the department advising of high crash intersections within the county. For the year 2020, Allendale Township had one intersection on the list and that intersection is Lake Michigan Dr. and 56th Ave. There was a total of 15 traffic crashes at that intersection for 2020.

As with this intersection and other intersections and roads around the township, we will continue to enforce speed, red light, stop light, and seat belt violations to help reduce the number of traffic crashes and injuries.

School News:

Deputy Ortman taught 4 health and safety classes last month to the freshman class.

Deputy Ortman advised that wrestling has started back up at Allendale High School. Currently at practice, only weightlifting and conditioning is allowed. There is still a no contact rule between the wrestlers at practice.

GVSU and Off-Campus Apartment Updates:

On January 19th, GVSU started again with in person class. The classes are a mixture of in-person, hybrid and online.

I have been reaching out to the owners and managers of the off-campus apartments regarding a possible up-coming class involving Crime Free Multi Housing (CFMH). The class is a three-phase certification program. In the program, the student will understand crime prevention and how to reduce criminal activity at their rental property. We are looking to start a CFMH class sometime in May of 2021.

Thank you.

Sgt. Cal Keuning



Allendale Township Community Policing

Sergeant Cal Keuning
ckeuning@miOttawa.org

Deputy John Ortman
jortman@miOttawa.org

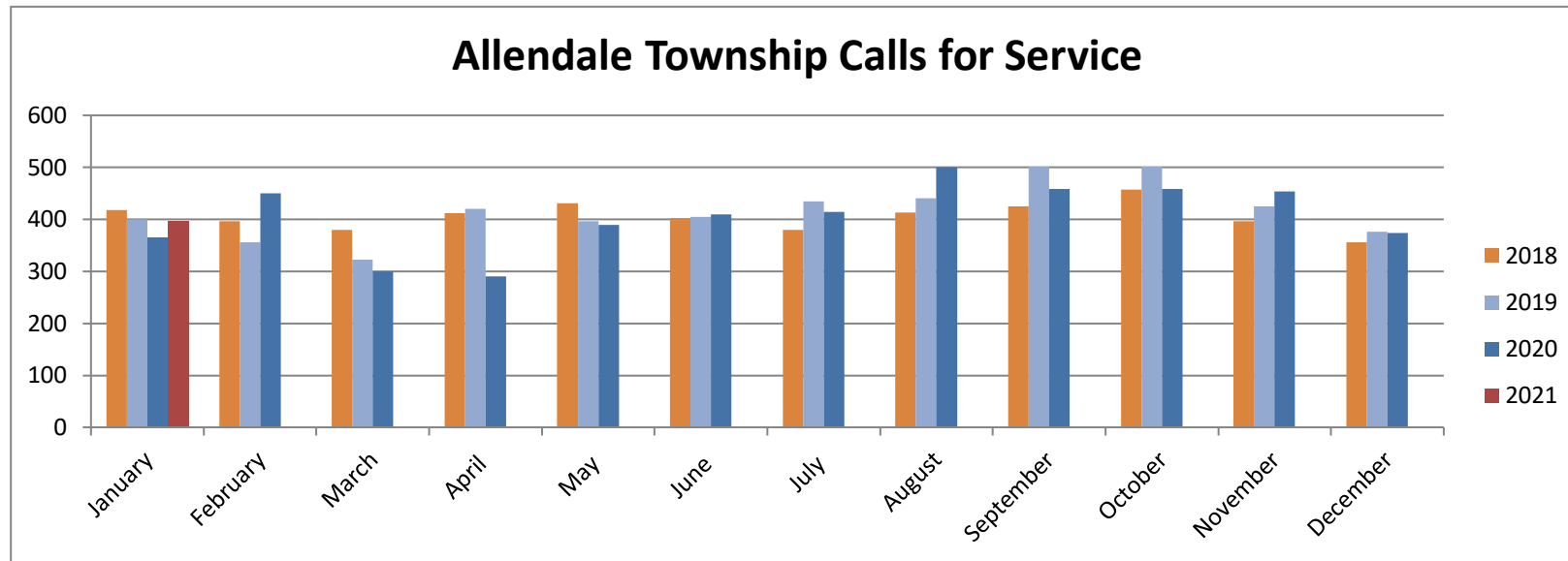
Deputy Cameron Malkewitz
cmalkewitz@miOttawa.org

Deputy Jon Smoes
jsmoes@miOttawa.org

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

Total Number of Calls

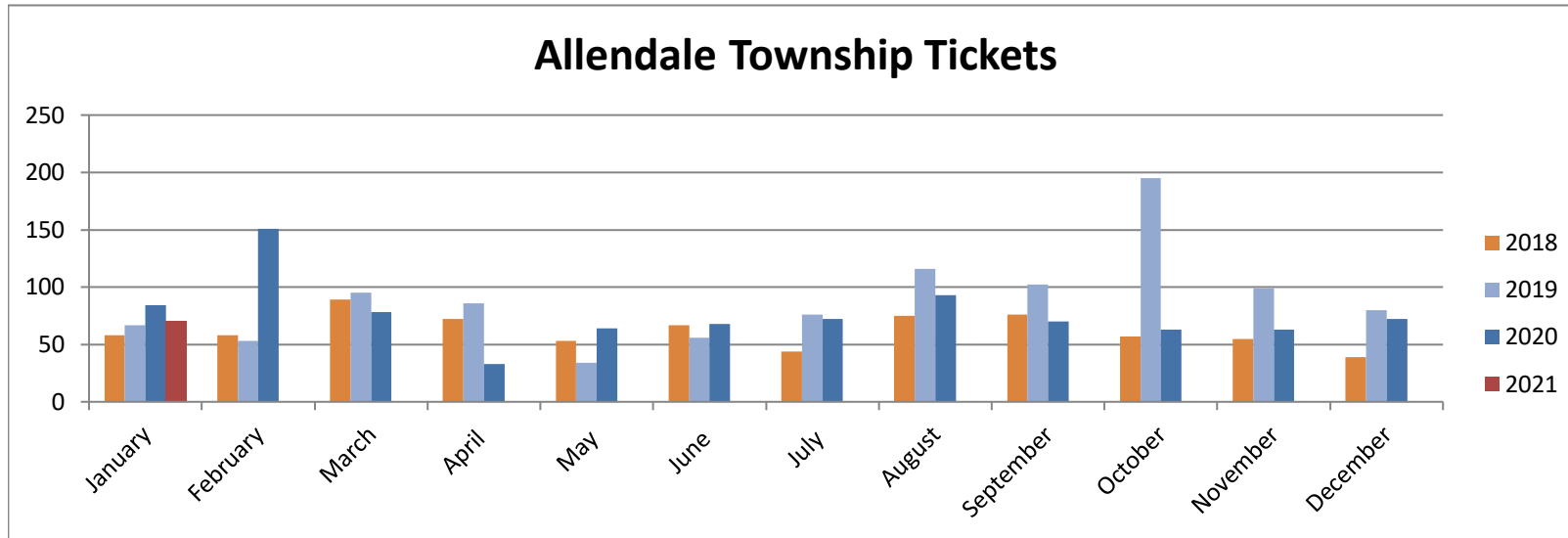
	January	February	March	April	May	June	July	August	September	October	November	December
2018	418	397	380	412	431	402	380	413	425	457	396	356
2019	400	356	322	420	396	405	435	440	501	501	425	376
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396											



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2018	58	58	89	72	53	67	44	75	76	57	55	39
2019	67	53	95	86	34	56	76	116	102	195	99	80

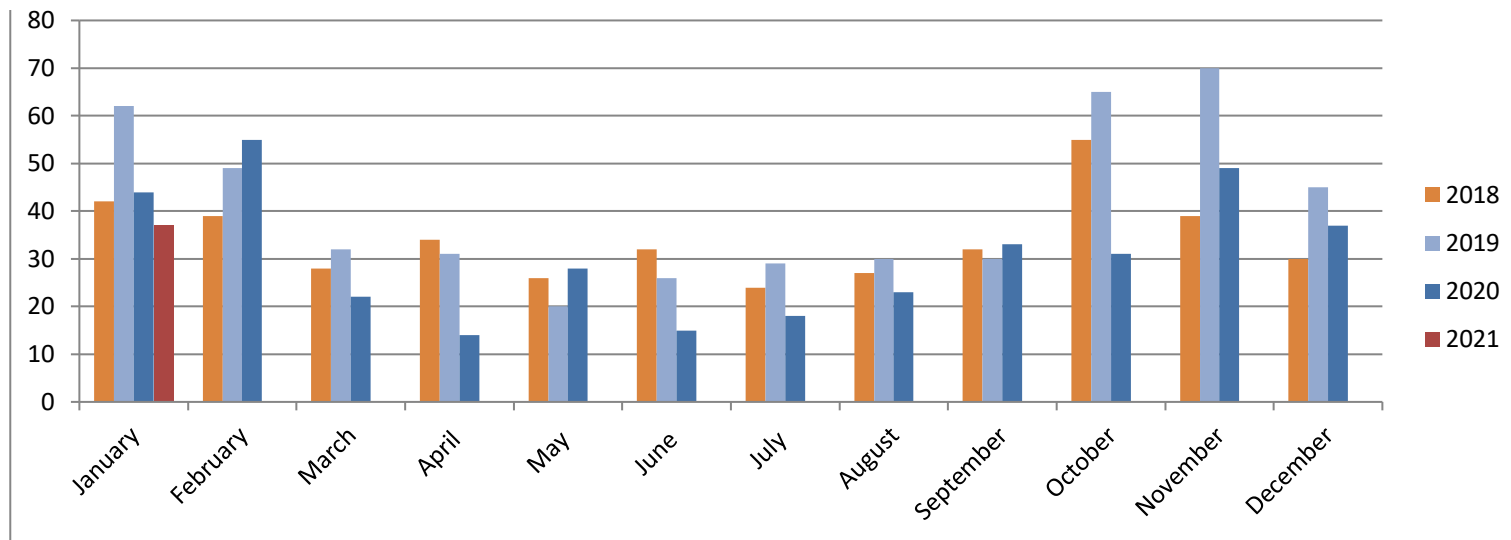
2020	84	151	78	33	64	68	72	93	70	63	63	72
2021	70											



Traffic Crashes

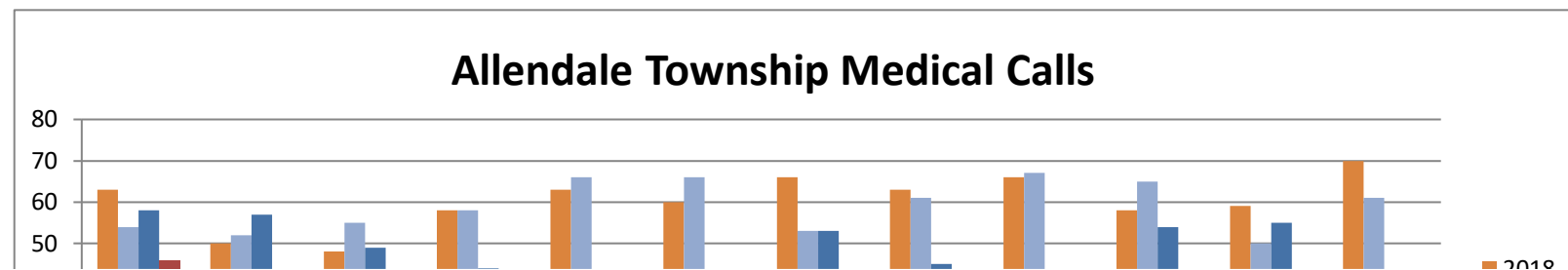
	January	February	March	April	May	June	July	August	September	October	November	December
2018	42	39	28	34	26	32	24	27	32	55	39	30
2019	62	49	32	31	20	26	29	30	30	65	70	45
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37											

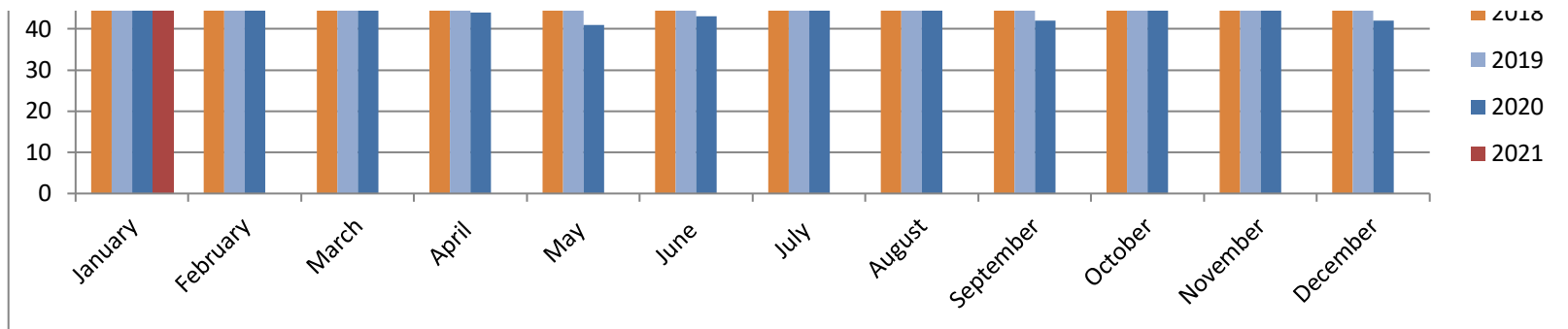
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2018	63	50	48	58	63	60	66	63	66	58	59	70
2019	54	52	55	58	66	66	53	61	67	65	50	61
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46											





Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7											
Larcenies	8											
Shoplifting	0											
Mental	6											
Civil	6											
Assaults	4											
Domestic	28											
Animal	18											
Alarms	4											
Traffic	26											
Narcotics	3											

Calls of Interest 2020

January	February	March	April	May	June	July	August	September	October	November	December
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B & E's	2	1	2	1	5	3	2	10	3	3	2	6
Larcenies	6	6	2	7	9	8	12	14	18	19	15	8
Shoplifting	1	0	1	0	1	1	0	0	1	1	0	0
Mental	8	10	7	8	2	5	6	10	5	7	10	7
Civil	9	8	9	7	12	12	6	12	12	6	6	6
Assaults	4	3	2	4	2	4	4	3	1	7	0	0
Domestic	15	14	11	9	19	24	30	20	24	19	23	17
Animal	10	18	8	8	20	11	22	15	15	10	1	12
Alarms	6	8	7	12	6	7	8	6	6	14	8	6
Traffic	40	35	30	23	30	39	38	34	35	30	43	22
Narcotics	2	4	4	2	2	0	0	6	2	5	4	2



"Where community is more than just a concept!"

2021 Wage Study Overview
Prepared by Lydale Weaver
On 2/8/2021

In 2017, we worked with the company Pontifex for a wage and classification study for Allendale Charter Township. This study helped the Township establish wage ranges and classifications for employee positions. Allowing us to make sure our compensation was relevant compared to other municipal and private employers.

With us being 3 years removed from that study we would like to perform another wage study. A new wage study will allow us to make sure we are still aligned with the market. Because we already did much of the heavy lifting in 2017, our classifications are still consistent and we only need to update our wage study.

The cost of the wage study will be \$5,000 to conduct and will take 3-4 weeks to complete. Once we have the wage study, we will look at each position in regards to wage ranges and bring an update to the Board.

Respectfully,
Lydale Weaver
HR Specialist

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

January 4, 2021

Township Board of Trustees:

Members of the Township Board of Trustees fill roles on Township committees and in various departments. Below is the proposal from the Township Supervisor to assign members of the Board to these positions:

Planning Commission	Bruce Zeinstra
Library Advisory Board	Barb Vander Veen
Parks and Recreation Committee	Ken Murillo
Downtown Development Authority	David Vander Wall
Fire Department Liaison	Ken Murillo
Public Utilities Liaison	Candy Kraker
Personnel Committee	Candy Kraker & David Vander Wall

Please note that these can be updated during the current term if needed.

Suggestion motion: Assign members of the Board of Trustees to committee and department liaison positions as outlined in the letter from the Township Supervisor.

Regards,



Adam Elenbaas
Township Supervisor

MICHIGAN WATER/WASTEWATER AGENCY RESPONSE NETWORK

Mutual Aid and Assistance Agreement

RECITALS

WHEREAS, certain Michigan water, wastewater and public works agencies (the “Members”), have formed the “Michigan Water/Wastewater Agency Response Network,” (Michigan WARN or MiWARN), to share resources and to assist each other in the form of personnel, equipment, materials and supplies in the event of emergencies that disrupt utility services; and

WHEREAS, the Urban Cooperation Act of 1967, being MCL 124.501 et seq. (the “Act”) permits a public bodies and private entities to work together to provide mutual aid and assistance to both public and private water and wastewater utilities in need of emergency assistance caused by natural or man-made disasters.

WHEREAS, the Members have agreed to enter into this “Michigan Water/Wastewater Agency Response Network Mutual Aid and Assistance Agreement,” (“Agreement”), to describe the terms and conditions under which emergency assistance may be requested and provided; and

WHEREAS, by executing the Agreement, the Parties express their intent to participate in a program of mutual aid and assistance within the State of Michigan.

NOW, THEREFORE, in consideration of the promises and the mutual undertakings contained in this Agreement, the Members of the Michigan WARN, as agreed upon, and authorized by, their respective legislative authorities mutually agree as follows:

AGREEMENT

This Agreement is made and entered into by public and private Water and Wastewater Utilities and Public Works Agencies that have, by executing this Agreement, manifested their intent to participate in an Intrastate Program for Mutual Aid and Assistance.

ARTICLE I. PURPOSE

The water/wastewater mutual aid program was established to provide a method whereby water/wastewater utilities together with public works agencies sustaining physical damage from natural or manmade disasters may obtain emergency assistance, in the form of personnel, equipment, and materials and other associated services necessary, from other water/wastewater utilities and public works agencies. This Agreement hereby establishes within the State of Michigan an intrastate program for mutual aid and assistance. Through the Michigan WARN Program, Members shall coordinate voluntary response activities and shall share voluntary resources during emergencies and other events, as described in this Agreement.

ARTICLE II. DEFINITIONS

A. Agreement - The Michigan Water/Wastewater Agency Response Network Mutual Aid and Assistance Agreement.

B. Authorized Official - An employee, agent, or official of a Member who is authorized by the Member's governing board or management to request assistance and/or offer assistance under this agreement.

C. Emergency - A natural or manmade event that is, or is likely to be, beyond the control of the available services, personnel, equipment, and facilities of a mutual aid and assistance program member. The request for aid does not require an official declaration of an emergency by the local or state agencies, and the aid may be provided during the emergency response or recovery phases.

D. Member - Any public body or political subdivision or private water and/or wastewater utility and/or public works agency or its principals that execute this Agreement.

E. Requesting Member - A Member who requests assistance in accordance with the terms and conditions of this Agreement and the mutual aid and assistance program.

F. Responding Member - A Member that responds to a request for assistance under the Mutual Aid and Assistance Program.

G. National Incident Management System (NIMS) – A national, standardized approach to incident management and response created by the federal Department of Homeland Security that sets uniform processes and procedures for emergency response operations to prepare for, protect against, respond to and recover from emergency events.

H. Period of Assistance - A specified period of time during which a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from a Responding Member's facility and ends when the resources are returned to its facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

I. Steering Committee – A committee consisting of representatives from Members and other agencies that may have a role to play in the mutual aid and assistance program (e.g., MIAWWA, APWA-Mi, MDEQ, MWEA, RCAP,

MRWA, WEF, MSPEMHS, public health, water and wastewater utility organizations), that shall administer the MiWARN program for the State of Michigan.

K. Work or Work Related Period - Any Period of time in which either the personnel or equipment of the Responding Member are being used by the Requesting Member to provide assistance. Specifically included within such period of time are rest breaks when the personnel of the Responding Member will return to active work within a reasonable time. Also, included is mutually agreed-upon rotation of personnel and equipment.

ARTICLE III. ADMINISTRATION

The mutual aid and assistance program shall be administered through Regional Committee and, as needed, a Steering Committee. The purpose of the Regional Committee is to provide local coordination of the mutual aid and assistance program, before, during and after an emergency event. The purpose of a Steering Committee is to provide coordination on a statewide basis of the mutual aid and assistance program before, during and after an emergency. The Steering Committee, under the leadership of an elected Chair, shall meet at least annually to address mutual aid and assistance program issues and to review emergency preparedness and response procedures. Under the leadership of the Chair, the Steering Committee members shall plan and coordinate emergency response planning and response activities for the mutual aid and assistance program.

The Steering Committee, upon being formed and authorized, shall adopt by-laws to govern the administration of the Steering and Regional Committees, and the implementation of this Agreement. The by-laws for the Regional Committees shall be uniform and subject to changes or amendments only by the Steering Committee.

ARTICLE IV. PROCEDURES

The Steering Committee shall develop operational and planning procedures for the MI WARN Program. These procedures shall be reviewed at least annually and updated as needed.

It is the responsibility of each Member to develop its own operational and planning procedures in accordance and consistent with the procedures adopted by the Steering Committee, to identify the critical components of its own infrastructure and its emergency response resources.

ARTICLE V. REQUESTS FOR ASSISTANCE

A. Member Responsibility – Within forty-eight (48) hours after execution of this Agreement, Members shall identify an Authorized Official and alternates; provide contact information, including 24-hour access; and maintain resource information made available for mutual aid and assistance response.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a Member. Requests for assistance can be made orally or in writing via the website. When made orally, the request for assistance shall be prepared in writing as soon as practicable after the oral request. Requests for assistance shall be directed to the Authorized Official of a Member. Specific protocols for requesting aid are set forth in the operational and planning procedures referenced in Article IV, above.

B. Response to a Request for Assistance – After a Member receives a request for assistance, the Authorized Official shall evaluate whether resources are available to respond to the request for assistance. As soon as possible after completing the evaluation, the Authorized Official shall inform the Requesting Member whether it has the resources to respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

C. Discretion of Responding Member's Authorized Official – Each Member recognizes and agrees that execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have absolute discretion as to the ability of that Member to respond to a request for assistance. An Authorized Official's decisions on the availability of resources shall be final.

ARTICLE VI. RESPONDING MEMBER PERSONNEL

A. National Incident Management System (NIMS) - When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under NIMS.

NIMS provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds. To be eligible for federal emergency management assistance, water and wastewater mutual aid and assistance programs must meet NIMS standards for emergency preparedness and response.

B. Control - Personnel sent by a Responding Member shall remain under the direct supervision and control of the Responding Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Members(s). Whenever practical, Responding Member's personnel must be self-sufficient for up to 72 hours.

C. Food and Shelter - The Requesting Member shall supply reasonable food and shelter for the Responding Member's personnel. If the Requesting Member fails to provide food and shelter for Responding Member's personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. The cost for such resources must not exceed the per diem rates established

by the State of Michigan for that area. The Requesting Member remains responsible for reimbursing Responding Member for all costs associated with providing food and shelter, if such resources are not provided.

D. Communication - The Requesting Member shall provide Responding Member's personnel with radio equipment as available, or radio frequency information to facilitate communications with local responders and utility personnel.

E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.

F. Licenses & Permits - To the extent permitted by law, the Responding Member's personnel who hold licenses, certifications or permits issued by the State of Michigan evidencing professional, mechanical or other skills and when such assistance is sought by the Requesting Member, shall be allowed to carry out activities and tasks relevant to their respective credentials during the specified Period of Assistance.

G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as possible. Notice of withdrawal can be made orally or in writing and is within the complete discretion of the Responding Member. When made orally, the notice of withdrawal shall be prepared and submitted in writing as soon as practicable after the oral notice.

H. No Waiver of Governmental Immunity – All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules which apply to the activity of officers, agents and employees of public bodies, including, but not limited to counties, cities, townships, and villages, shall apply to the same degree and extent to the performance of such functions and duties of Members extraterritorially under the provision of this Agreement. No provision of this Agreement is intended to, nor shall any provision of the Agreement be construed as a waiver by any governmental entity, its agents, employees or officials, of any governmental immunity as provided by Public Act 170 of 1964, the "Governmental Immunity Act," as set forth in MCL 691. 1401, et seq.

I. Independent Contractor - The Members agree that at all times and for all purposes under the terms of this Agreement each Member's relationship to any other Member shall be that of an independent contractor. No liability, right or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Member as a result of this Agreement. Personnel dispatched to aid a Member are entitled to receive benefits and/or compensation to which they are otherwise entitled under the Michigan Workers' Disability Compensation Act of 1969, any pension law, or any act of Congress.

Members, as independent contractors are not authorized to enter into or sign any agreements on behalf of other Members or to make any representations to third parties that are binding upon other Members.

J. Liability. Each Member will be solely responsible for the acts of its own employees, agents, and subcontractors, the costs associated with those acts and the defense of those acts. The Members shall not be responsible for any liability or costs associated with those acts and the defense of those acts for Members outside of their political jurisdictions. It is agreed that none of the Members shall be liable for failure to respond for any reason to any request for assistance or for leaving the scene of an Emergency with proper notice after responding to a Request for Assistance.

K. Insurance. Each Member shall be responsible for insuring its activities as they relate to MiWARN. MiWARN may choose to require each Member to provide Certificates of Insurance or Self-Insurance demonstrating the Member's proper coverage and limits. In the event any Member has a lapse in proper insurance coverage, as determined by the Steering Committee, the Member may be suspended from participation in MiWARN.

L. Confidential Information. To the extent permitted by law, Members shall maintain the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any confidential information relating to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543a to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, including but not limited to confidential information relating to the plans, specifications and location of water and wastewater facilities provided to it by another Member pursuant to this Agreement. If any Member or third party requests or demands by subpoena or otherwise, that Member shall immediately notify the owner of the confidential information and shall take all reasonable steps necessary to prevent the disclosure of any confidential information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding related thereto.

ARTICLE VII. COST REIMBURSEMENT

Unless otherwise mutually agreed in whole or in part, the Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred while providing aid and assistance during the specified Period of Assistance.

A. Personnel - Responding Member's personnel are to be paid for work completed during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Re-requesting Member reimbursement to the Responding

Member must consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect but necessary costs.

B. Equipment - The Requesting Member shall reimburse the Responding Member for the use of equipment during a specified Period of Assistance. At a minimum, rates for equipment use must be based on the FEMA Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, The Responding Member must provide such rates in writing to the Requesting Member's Authorized Official prior to supplying resources. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. In the event the Responding Member's equipment is damaged during the Period of Recovery that is not caused by carelessness, negligence or operator error on the part of the Responding Member, the Requesting Member shall reimburse the Responding Member for the repair or replacement of the damaged equipment. Damage must be reasonably attributed to the specific response and taking into consideration normal wear and tear.

C. Materials and Supplies - The Responding Member shall be reimbursed for all materials and supplies furnished by it and used or damaged during the Period of Assistance, unless such damage is caused by negligence of the Responding Member or their utility personnel. The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. Handling charges shall be as set forth in the by-laws or resolution of the Steering Committee. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned as soon as practicable to the Responding Member in clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies for the purposes of cost reimbursement. Requesting Members shall be given the option of providing the supplies need or used by the Responding Member.

D. Incidental Costs - Other reasonably related incidental costs that are accrued by the Responding Member during the specified Period of Assistance shall be paid by the Requesting Member. Incidental costs include travel costs to deploy personnel to the Requesting Member's location, shipping costs to transport equipment, etc.

E. Payment Period - The Responding Member must provide an itemized bill to the Requesting Member, listing the services provided, the dates services were provided, and the amount of payment due for all expenses it

incurred as a result of providing assistance under this Agreement. The Responding Member shall send the itemized bill not later than ninety (90) days following the end of the Period of Assistance. The requesting Member must pay the bill in full on or before the sixtieth (60th) day following the billing date. The Requesting Member shall return any invalid or incomplete invoice to the Responding Member within thirty (30) days after the Requesting Member receives the invoice. An explanation will accompany the invoice that states the reason for the return and any information needed to correct the invoice. Unpaid bills become delinquent upon the sixty-first (61st) day following the billing date unless alternate payment agreement between parties can be reached. Once a bill is determined to be delinquent, it shall accrue interest at the rate of prime plus two percent (2%) per annum as reported by the Wall Street Journal.

F. Disputed Billings - Those undisputed portions of a bill shall be paid under the payment plan specified above. Only the disputed portions should be sent to arbitration under Article VIII.

ARTICLE VIII. DISPUTE RESOLUTION

If any controversy or claim arises out of or relates to the Agreement, including but not limited to an alleged breach of the Agreement, the disputing Member may agree in writing, if authorized by the Member's governing body, to arbitration of the matter in accordance with the rules of the American Arbitration Association. This provision does not waive any right of any party to file the claim in appropriate court having jurisdiction.

ARTICLE IX. SIGNATORY INDEMNIFICATION

In the event of a liability, claim demand, action or proceeding of whatever kind or nature arising out of a specified event of Assistance, the Requesting and Responding Members who receive and provide assistance shall indemnify and hold harmless those non-responding Members whose involvement in the transaction or occurrence that is the subject of such claim, demand, or other proceeding is limited to execution of this Agreement.

In the event of a claim for property damage or bodily injury by a non-party hereto, arising from an event of assistance neither the Responding Member nor the Requesting Member will be deemed to indemnify, defend or hold harmless the other from any act or omission of the other Member's officers, employees, agents, contractors or volunteers acting under this Agreement.

ARTICLE X. WORKER'S COMPENSATION CLAIMS

Each Member is responsible for providing worker's compensation benefits and administering worker's compensation for its own personnel as it would in the normal course of business.

ARTICLE XI. NOTICE

A Member who becomes aware of a claim or suit that in any way, directly or indirectly contingently or otherwise, affects or might affect other Members of this Agreement shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XII. EFFECTIVE DATE

This Agreement shall be effective on the date of full execution of the Agreement. The date of full execution of this Agreement shall be the last date on which this agreement has been signed by a party to this Agreement. The Steering Committee shall maintain a list of all Members.

ARTICLE XIII. DURATION, WITHDRAWAL, AND TERMINATION OF AGREEMENT

A. **Duration.** This Agreement shall commence on the Effective Date and continues until terminated in accordance with Section C, below.

B. **Withdrawal by a Member.** Any Member may withdraw, at any time, from this Agreement for any reason, or for no reason at all, upon seven (7) days written notice to the Steering Committee. The withdrawal of any Member shall not terminate or have any effect upon the provisions of this Agreement so long as MiWARN remains composed of at least two (2) Members.

C. **Termination.** The MiWARN shall continue until terminated by the first to occur of the following:

- (a) MiWARN consists of less than two (2) Members; or
- (b) A unanimous vote of termination by the total membership of MiWARN.

ARTICLE XIV. MODIFICATION

No provision in this Agreement may be modified, altered, or rescinded by individual parties to the Agreement. Modification to this Agreement may be due to programmatic operational changes to support the Agreement. Modifications require a simple majority vote of Members. The Chair of the Steering Committee must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Members.

ARTICLE XV. ASSIGNMENT OF RIGHTS/DUTIES

Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

ARTICLE XVI. PRIOR AGREEMENTS

Nothing within this Agreement shall prohibit a Member from participating in other mutual aid agreements and this Agreement shall not supersede prior Agreements between Members unless the prior Agreement is terminated.

ARTICLE XVII. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no person or entity may have any rights under this Agreement as a third-Member beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect. Any Member may be removed from participation in this Mutual Aid Agreement by majority vote of the Members of the applicable Regional Committee, or Steering Committee, with adequate notice and a right to be heard at a regular or special meeting.

ARTICLE XVIII. INTRASTATE & INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members of MiWARN shall participate in Mutual Aid and Assistance activities conducted under the State of Michigan Intrastate Mutual Aid and Assistance Program and Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for water and wastewater utilities and public works agencies through this Agreement if such a Program were established.

ARTICLE XIX. RECORDS, DOCUMENTS AND SENSITIVE INFORMATION

All records, documents, writings or other information produced or used by the parties to this Agreement, which, under the laws of the State of Michigan, are classified as public or privileged, will be treated as such by the other parties to this Agreement. The parties to this Agreement shall not use any information, systems or records made available to them for any purpose other than to fulfill their contractual duties specified in this Agreement. Both Requesting and Responding Members acknowledge that they will have access to sensitive information of others that may be considered sensitive or protected under the laws of the State of Michigan. If a Member receives a request to provide information of another Member or a third party, the Member receiving such request shall notify the other Member and they shall jointly agree upon what documentation is to be released, subject to applicable laws, ordinances and regulations.

ARTICLE XX. MISCELLANEOUS

A. This Agreement sets forth the entire agreement between the parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Member. The parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement.

B. **Severability of Provisions.** If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.

C. **Governing Law/Consent to Jurisdiction and Venue.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan.

D. **Captions.** The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

E. **Terminology.** All terms and words used in this Agreement, regardless of the numbers or gender in which they are used, are deemed to include any other number and any other gender as the context may require.

F. **Recitals.** The Recitals shall be considered an integral part of this Agreement.

G. **Amendment.** The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement and approval of the governing bodies of all parties, except an amendment to remove a Member shall not require agreement or approval of the governing body of the Member being removed. Upon an Amendment to this Agreement being adopted, a copy, certified by the secretary of the Steering Committee, shall be furnished to all Members.

H. **Compliance with Law.** MiWARN shall comply with all federal and State laws, rules, regulations, and orders applicable to this Agreement.

I. **No Third Party Beneficiaries.** Except as expressly provided herein, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of subrogation as to any party's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity

J. **Counterpart Signatures.** This Agreement may be signed in counterpart. The counterparts taken together shall constitute one (1) agreement.

K. Permits and Licenses. Each Member shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees/and/or agents necessary to perform all its obligations under this Agreement. Upon request, a Member shall furnish copies of any permit, license, certificate or governmental authorization to the requesting Member.

L. No Implied Waiver. Absent a written waiver, no fact, failure, or delay by a party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by any party shall subsequently affect its right to require strict performance of this Agreement.

NOW, THEREFORE, in consideration of the covenants and obligations contained herein, the participating utilities listed here, as a Participating Member duly executes this Water/Wastewater Mutual Aid Agreement this ____ day of _____, 2014.

Water/Wastewater Utility or Public Works Agency Authorized Official(s):

By: _____

By: _____

Title: _____

Title: _____

Name of Participating Member: _____

(Please note: Attach a copy of your MiWARN resolution to this document when you submit it. Thank You.

RESOLUTION 2021 - 02

BUSINESS REGISTRATION

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on February 22, 2021, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The Township Supervisor advised the Township Board that the next order of business was a consideration of a resolution concerning business registration. After discussion the following resolution was offered by _____ and supported by _____:

RESOLUTION

WHEREAS, the Charter Township of Allendale has various departments that collect information from business owners; and

WHEREAS, the Charter Township of Allendale wishes to reduce the administrative burden placed on business owners by establishing a business registration program; and

WHEREAS, the purpose of the business registration program is to minimize the number of contacts individual businesses have with Township departments, enable Township departments better access to the information collected, and to more efficiently serve the needs of business owners and residents of the Township; and

WHEREAS, the Township has established a business registration program and developed the "Business Registration Form" attached as Exhibit "A" to this Resolution; and

WHEREAS, the Charter Township of Allendale will review the program and Form six months after the passing of this Resolution to consider whether any changes to the program and/or the Form are appropriate.

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

1. The Township establishes the business registration program and adopts the Business Registration Form attached as Exhibit "A" to the Resolution.
2. The Township establishes that there will be no fee associated with the business

registration program or the filing of the Business Registration Form.

ROLL CALL VOTE:

YES:_____

NO:_____

ABSENT:_____

RESOLUTION DECLARED ADOPTED.

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 22nd day of February, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody Hansen
Clerk, Allendale Charter Township

Allendale Charter Township

Business Registration Form

6676 Lake Michigan Drive, Allendale, MI 49401

Phone: 616-895-6295 **Fax:** 616-895-6330

Email: frontdesk@allendale-twp.org

This form needs to be updated if/when any contact info changes or if the business changes hands or uses.

Business Info

Business/Facility Name: _____ Business Type: _____
Start date in Township: _____
Street Address: _____ City / Township: _____
Business Phone#: _____ After Hours Phone#: _____ Fax#: _____
Alarm Company: _____ Alarm Company Phone#: _____
Key or Lock/Knox Box Location (if applicable): _____
Email address where Fire Inspection report can be sent: _____
Description of Business: _____
Other Locations: _____

Emergency Contact Info

This information is used in the case of an emergency that would require your immediate attention and would be the primary contact for this business/facility.

Primary Emergency Contact

Name: _____ Email: _____
Address: _____ Cell Phone: _____ Home: _____

<u>Name/Position</u>	<u>Cell Phone</u>	<u>Home Phone</u>
1)		
2)		
3)		

Building Information

Is the building Owned or Leased?

Building Owner Name: _____ Cell Phone: _____ Home Phone: _____

Email: _____

AED on Site?

If yes, location? _____

Fire Sprinkler System Installed?

Additional Building Information

List potential hazards to responders or additional information regarding the facility.

Business Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Owner Email: _____

Manager Information

Manager Name: _____

Manager Address: _____

Manager Phone: _____

Manager Email: _____

Signature

Name and Title: _____

Signature: _____

Date: _____

Township Approvals

Fire Inspector: _____

Date: _____

Assessor: _____

Date: _____

Public Utilities: _____

Date: _____

Clerk: _____

Date: _____