

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, March 22, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Jody Hansen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the March 8, 2021 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the March 1, 2021 Planning Commission Meeting
 - February Fire Activity Report
 - February Sheriff's Office Report
 - Deputy of the Year: John Ortman
 - Sheriff's Emerging Leaders: Detective Schickinger
 - Life Saving Award: Deputy Travis Schippers
- Public Hearings
- Public Comments
- Guest Speakers
 - Rotary: Concerts in the Park
- Action Items
 - Recommendation to fill vacant Library Director Position
 - Recommendation to fill vacant Maintenance Operator Position
 - Resolution 2021-05 Sevey Drain Extension
 - Resolution 2021-06 Veteran's Garden of Honor Brick Donation Program
 - 2021 COVID PTO Extension and Revision
 - Deputy Clerk/Community Coordinator Job Description
 - Deputy Clerk/Community Coordinator Salary
- Discussion Items
 - Codification Services

- Public Comments
- Board Comments
 - Internship Update
- Future Agenda Items
- Adjournment

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

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

**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MARCH SESSION- 1ST 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, March 8, 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; and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Administrative Assistant; Tim VanBennekum, Finance Director/Deputy Treasurer; Tyler Wolfe, Head Assessor; Lydale Weaver, Human Resource Specialist; Joe Bush, Ottawa County Water Resource Commissioner; Cathy Seaver; Cathy Schmidt; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; Tara DeKryger; Malachi Barrett; and Conner Stacy.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-031 Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 21-032 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 22, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$174,983.54 and the interim payments of \$4,500.00 as presented by the summary report for February 24, 2021 – March 9, 2021. The motion passed.
3. To appoint Kevin Yeomans to fill the vacancy of the Allendale Area Chamber of Commerce Board of Directors position for a three-year term.

Items Received for Information

1. Financial Report
2. Minutes of the February 15, 2021 Planning Commission Meeting
3. Hidden Shores West PUD Amendments Supporting Documentation

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Jessica VanBlaricum-Miller, Allendale
3. Conner Stacy, Allendale
4. Several other members of the public who did not disclose name and resident information.

BOT 21-033 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Joe Bush, Ottawa County Water Resource Commissioner, provided the board an overview of a proposed extension to the Sevey Drain. The residents of Woodcrest are having water and flooding issues. This is because the Sevey Drain stops just shy of their community. Ottawa County Water Resource Commissioner Office requests the board to consider adopting a resolution which will allow his office to petition residents to maintain and improve the drain- including extending the Sevey Drain. If the resolution is adopted, the petition is drafted and distributed by the county. Commissioner Bush answered several questions from the board.

Tyler Wolfe, Head Assessor, gave an overview and update on the Assessing Department including: 2021 State Inflation Rates, 2020 Minimum Assessing Audit results, overall valuation projected for real property in 2021, land splits within Allendale, State recommended reappraisal percentages, upcoming Michigan Tax Tribunal Cases, and Board of Review updates. The board had several questions and comments.

Tim VanBennekorn, Financial Director/Deputy Treasurer, provided the board with an update on the Finance Department including: overall cash balance, tax collection status, delinquent tax collections processes, and upcoming projects for

the Finance Department. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, gave an update on the Human Resource Department including: BS&A and Novatime transition updates, creation of new job application and job description templates, development of onboarding and orientation processes, filing reorganization project, performance reviews for 2020 status, and open enrollment completion. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, on behalf of Shelly Kowalczyk, Safety Coordinator, presented an update including: OSHA training requirements have been met, policy rewrites, increased efficiency and on-site opportunities the new laptop and Adobe program has provided her department, positive impact briefings with Public Utilities team, and upcoming goals for the year.

Action Items

- BOT 21-034 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-02, authorizing the establishment of the Allendale Charter Township Business Registration Program and authorizing the use of the Business Registration Form. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-035 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-04, approving the amendments to the Hidden Shores West PUD. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-036 Ms. Vander Veen moved to approve the interim employment transition of Ashley Johnson to Library Director, increasing Ms. Johnson's wage to \$28.35 per hour, effective March 15, 2021, until the position of Library Director has been filled. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)

Discussion Items

Mr. Elenbaas informed the board that the DiSC program has not lost momentum, it has just been in a “hold” status. Kevin Yeomans, Project Coordinator, will oversee the program. Human Resources has been tracking new employees that still need DiSC training and will coordinate with Mr. Yeomans to ensure they receive the training. Several board members made comments.

Mr. Elenbaas asked the board to consider extending the Covid PTO policy for an additional two weeks for 2021. Mr. Elenbaas provided details on what PTO was needed for last year.

Ms. Hansen introduced a proposed hybrid job description encompassing job responsibilities of the Deputy Clerk, Events Coordinator and additional responsibilities. Ms. Hansen asked the board to consider approving a hybrid full time Deputy Clerk/Community Coordinator position that would be appointed by the Clerk. She will provide a final combined hybrid description with wage recommendation at an upcoming meeting. Several board members made comments.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Cathy Seaver, Allendale

BOT 21-037 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen endorses Conner Stacy’s suggestion of looking into adding a skate park to Allendale Township. She thanked Adam for coordinating Department Head updates into board agendas and finds them very helpful. Ms. Vander Veen thanked Elizabeth Szymanski for facilitating the Zoom board meetings. She inquired of the Bliss Street gravel pits update. Mr. Elenbaas provided an update.
2. Ms. Kraker indicated there was a skateboard park layout already drafted. She recommended the Clerk pull those records and use them as a good starting point for Conner Stacy’s suggestion.
3. Mr. Vander Wall appreciates the Department Head updates and is looking forward to meeting Lydale in person once board meetings

resume an in-person format.

4. Ms. Hansen reminded the board of the upcoming MTA conference and asked if any board member would like her to register them to let her know by tomorrow. She informed the board she has been elected to serve as the Ottawa County Clerk's Association secretary. She is honored to have been elected and thankful to be a part of such a great association. Ms. Hansen informed the board that she received a brick donation for someone who is not a veteran. She was under the impression that the brick donations were designated for veterans only. After doing some research she discovered the intent of the previous board was to open brick donations, keeping them specific to veterans. She asked the board how to proceed. The board gave verbal direction to continue keeping brick donations available only to those who have served in the armed forces. Ms. Hansen informed the board she will draft written policy, revamp donation forms, and create letter/communication templates for the Garden of Honor Brick Donation Program. Mr. Elenbaas and Ms. Hansen will also draft language for a resolution for the board to consider as well. She will present these to the board soon for approval. Ms. Hansen also thanked Conner Stacy for the courage to come and present his idea to the board and she is in support of looking into a skate park for the community.
5. Mr. Murillo completely supports the skate park idea introduced by Conner Stacy. As a member of the Parks and Recreation Committee he intends to bring this topic to them for consideration.

BOT 21-038 Mr. Vander Wall moved to adjourn at 9:31 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

Department: 000.000

ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	341.54	GARNISHMENTS
OTTAWA COUNTY TREASURER	Due To County	253.50	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,014.00	Due To Schools
Total: 000.000		1,609.04	

Department: 100.000 Water

AGILE SAFETY LLC	SUPPLIES-MISC	15.00	SUPPLIES-MISC
ALLENDALE TOWING & WRECKER SERVI	Truck Maintenance	36.50	Truck Maintenance
BILL PAYMENT CENTER	Electricity	150.15	Electricity
CARDMEMBER SERVICE	SUPPLIES-MISC	166.21	SUPPLIES-MISC
CINTAS CORPORATION #301	Contracted Services	204.07	Contracted Services
CONSUMERS ENERGY	Electricity	4,873.93	Electricity
ETNA SUPPLY COMPANY	Meter Cost	1,296.00	Meter Cost
GRAINGER	Service Laterals - Parts	191.77	Service Laterals - P
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	24.23	Truck Maintenance
INTERSTATE BILLING SERVICES INC	Truck Maintenance	55.87	Truck Maintenance
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	36.44	SUPPLIES-MISC
OTTAWA COUNTY PUBLIC UTILITIES	Water Cost	88,311.20	Water Cost
PREIN & NEWHOF PC INC	Contracted Services	470.00	Contracted Services
PRIORITY HEALTH	Employers Health Insurance	4,594.27	Employers Health Ins
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	3.53	OFFICE SUPPLIES
TRANS SERVICE PLUS INC	Truck Maintenance	88.24	Truck Maintenance
WOLVERINE POWER SYSTEMS	Maintenance	160.00	Maintenance
Total: 100.000 Water		100,677.41	

Department: 101.000 Township Board

CARDMEMBER SERVICE	Miscellaneous	324.79	Miscellaneous
Total: 101.000 Township Board		324.79	

Department: 120.000 KNOWLTON HOUSE

CONSUMERS ENERGY	Electricity	38.93	Electricity
Total: 120.000 KNOWLTON HOUSE		38.93	

Department: 171.000 Supervisor

CARDMEMBER SERVICE	Seminars	49.00	Seminars
Total: 171.000 Supervisor		49.00	

Department: 200.000 Sewer

ACENTEK	Telephone	43.90	Telephone
AGILE SAFETY LLC	SUPPLIES-MISC	15.00	SUPPLIES-MISC
ALLENDALE TOWING & WRECKER SERVI	Truck Maintenance	36.50	Truck Maintenance
CARDMEMBER SERVICE	SUPPLIES-MISC	166.21	SUPPLIES-MISC
CINTAS CORPORATION #301	Contracted Services	204.07	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	8,072.24	Electricity
GPE CONTROLS INC	WRRF MAINTENANCE	534.77	WRRF MAINTENANCE
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	24.22	Truck Maintenance
INTERSTATE BILLING SERVICES INC	Truck Maintenance	55.86	Truck Maintenance
JGM VALVE CORPORATION	SUPPLIES-MISC	8,182.63	SUPPLIES-MISC
KENDALL ELECTRIC INC	COLLECTION SYSTEM MAINTENANCE	41.78	COLLECTION SYSTEM MA
KERR PUMP & SUPPLY INC	WRRF MAINTENANCE	54.67	WRRF MAINTENANCE
MCMaster-CARR SUPPLY COMPANY	WRRF MAINTENANCE	14.67	WRRF MAINTENANCE
MENARDS-HOLLAND INC	SUPPLIES-MISC	357.00	SUPPLIES-MISC
MERLE BOES INC	Gas & Oil	725.59	Gas & Oil
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	35.63	SUPPLIES-MISC
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	1,968.10	COLLECTION SYSTEM MA
POTLUCK PICK-UP INC	Trash	403.50	Trash

PRIORITY HEALTH	Employers Health Insurance	4,594.27	Employers Health Ins
SHORELINE POWER SERVICES INC	WRRF MAINTENANCE	919.98	WRRF MAINTENANCE
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	3.52	OFFICE SUPPLIES
TRANS SERVICE PLUS INC	Truck Maintenance	88.25	Truck Maintenance
VERIZON WIRELESS	Telephone	354.43	Telephone
WALKER PROCESS EQUIPMENT	WRRF MAINTENANCE	513.43	WRRF MAINTENANCE
WOLVERINE POWER SYSTEMS	COLLECTION SYSTEM MAINTENANCE	650.00	COLLECTION SYSTEM MA

Total: 200.000 Sewer	28,060.22
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Department: 209.000 Assessor

CENTRON DATA SERVICES INC	Contracted Services	1,658.22	Contracted Services
Total: 209.000 Assessor	1,658.22		

Department: 210.000 Attorney

SCHOLTEN FANT	Contracted Services	5,080.00	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	825.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	2,108.75	CONTRACTED SERVICES-
Total: 210.000 Attorney	8,013.75		

Department: 215.000 Clerk

CARDMEMBER SERVICE	Supplies	31.87	Supplies
CARDMEMBER SERVICE	Seminars	25.00	Seminars
CARDMEMBER SERVICE	Miscellaneous	100.00	Miscellaneous
CREATIVE IMAGE DESIGNERS LLC	Printing & Publishing	23.99	Printing & Publishin
Total: 215.000 Clerk	180.86		

Department: 248.000 General Office

CARDMEMBER SERVICE	Computer Maintenance	813.90	Computer Maintenance
CARDMEMBER SERVICE	Miscellaneous	61.95	Miscellaneous
KCI (KENT COMMUNICATIONS INC)	Postage	6.65	Postage
MENARDS-HOLLAND INC	WINTER READINESS PROGRAM	381.00	WINTER READINESS PRO
SMART BUSINESS SOURCE LLC	Supplies	80.19	Supplies
STATE OF MICHIGAN (DMB)	Dues	230.00	Dues
Total: 248.000 General Office	1,573.69		

Department: 265.000 Building & Grounds

CARDMEMBER SERVICE	Maintenance	16.32	Maintenance
CARDMEMBER SERVICE	Miscellaneous	12.99	Miscellaneous
CINTAS CORPORATION #301	Contracted Services	190.05	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	1,345.78	Electricity
EXXONMOBIL PROCESSING CENTER	Gas & Oil	690.08	Gas & Oil
MENARDS-HOLLAND INC	Maintenance	542.94	Maintenance
REBECCA BENJAMIN	Contracted Services	200.00	Contracted Services
Total: 265.000 Building & Grounds	2,998.16		

Department: 276.000 Cemetery

CONSUMERS ENERGY	Electricity	31.32	Electricity
Total: 276.000 Cemetery	31.32		

Department: 300.000 Administration

CARDMEMBER SERVICE	Computer Maintenance	163.48	Computer Maintenance
Total: 300.000 Administration	163.48		

Department: 301.000 Police Officer

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	36,647.57	Contracted Services
Total: 301.000 Police Officer		36,647.57	

Department: 336.000 Fire Dept.

CARDMEMBER SERVICE	Seminars	180.00	Seminars
CARDMEMBER SERVICE	Miscellaneous	155.97	Miscellaneous
CINTAS CORPORATION #301	UNIFORMS	60.78	UNIFORMS
Total: 336.000 Fire Dept.		396.75	

Department: 371.000 Inspection Department

CARDMEMBER SERVICE	Seminars	150.00	Seminars
PRIORITY HEALTH	Employers Health Insurance	784.73	Employers Health Ins
Total: 371.000 Inspection Department		934.73	

Department: 445.000 Drain At Large

OTTAWA COUNTY TREASURER	Maintenance	43,022.59	Maintenance
Total: 445.000 Drain At Large		43,022.59	

Department: 447.000 Highway M-45

BILL PAYMENT CENTER	Electricity	43.31	Electricity
CARDMEMBER SERVICE	Pole And Lights Maintenance	33.91	Pole And Lights Main
CONSUMERS ENERGY	Electricity	1,490.05	Electricity
Total: 447.000 Highway M-45		1,567.27	

Department: 448.000 Street Lights

BILL PAYMENT CENTER	Electricity	19.04	Electricity
CONSUMERS ENERGY	Electricity	8,802.13	Electricity
CONSUMERS ENERGY	Henry St/Town Center Electrici	77.06	Henry St/Town Center
Total: 448.000 Street Lights		8,898.23	

Department: 751.000 Recreation And Parks

CONSUMERS ENERGY	Electricity	493.21	Electricity
Total: 751.000 Recreation And Parks		493.21	

Department: 790.000 Library

ACENTEK	Telephone	44.05	TELEPHONE
ACENTEK	Computer Maintenance	218.95	COMPUTER MAINTENANCE
AMAZON	Supplies	269.65	SUPPLIES
AMAZON	Summer Reading Program	530.84	SUMMER READING PROGR
AMAZON	BOOKS PURCHASED	225.70	BOOKS PURCHASED
AMAZON	Childrens Books Purchased	70.36	CHILDRENS BOOKS PURC
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	618.35	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	666.84	CHILDRENS BOOKS PURC
CARDMEMBER SERVICE	Supplies	336.00	Supplies
CARDMEMBER SERVICE	Summer Reading Program	131.91	Summer Reading Progr
CARDMEMBER SERVICE	Computer Maintenance	40.00	Computer Maintenance
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED
CONSUMERS ENERGY	Electricity	511.68	Electricity
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	60.78	BOOKS PURCHASED
GALE/CENGAGE LEARNING INC	Childrens Books Purchased	37.48	Childrens Books Purc
MENARDS-HOLLAND INC	Maintenance	358.00	Maintenance
MUSKEGON FIRE EQUIPMENT INC.	Maintenance	2,237.00	Maintenance
OFFICE MACHINES COMPANY INC	Copier Maintenance	161.26	Copier Maintenance

03/18/2021 03:59 PM
User: DENISE
DB: ALLENDALE

INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 03/23/2021 - 03/23/2021
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 4/4

REBECCA BENJAMIN	Contracted Services	850.00	Contracted Services
T-MOBILE	Miscellaneous	287.00	Miscellaneous
UNIQUE MANAGEMENT SERVICES INC	Contracted Svcs - Collections	35.80	Contracted Svcs - Co
Total: 790.000 Library		<u>7,872.61</u>	

Department: 852.000 Hospital Reimbursement

PRIORITY HEALTH	Employers Health Insurance	<u>13,226.38</u>	Employers Health Ins
Total: 852.000 Hospital Reimbursement		<u>13,226.38</u>	

*** GRAND TOTAL ***	<u>258,438.21</u>
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Treasurer's report for Board Meeting dated Monday, March 22, 2021

Interim Payments:

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
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\$0.00 TOTAL

General Fund Cash Balance at board meeting dated 3/22/2021

Checking Account	\$	4,764,331.00
Liquid Investment	\$	258,646.00
CD	\$	7.00
Total	\$	5,022,984.00

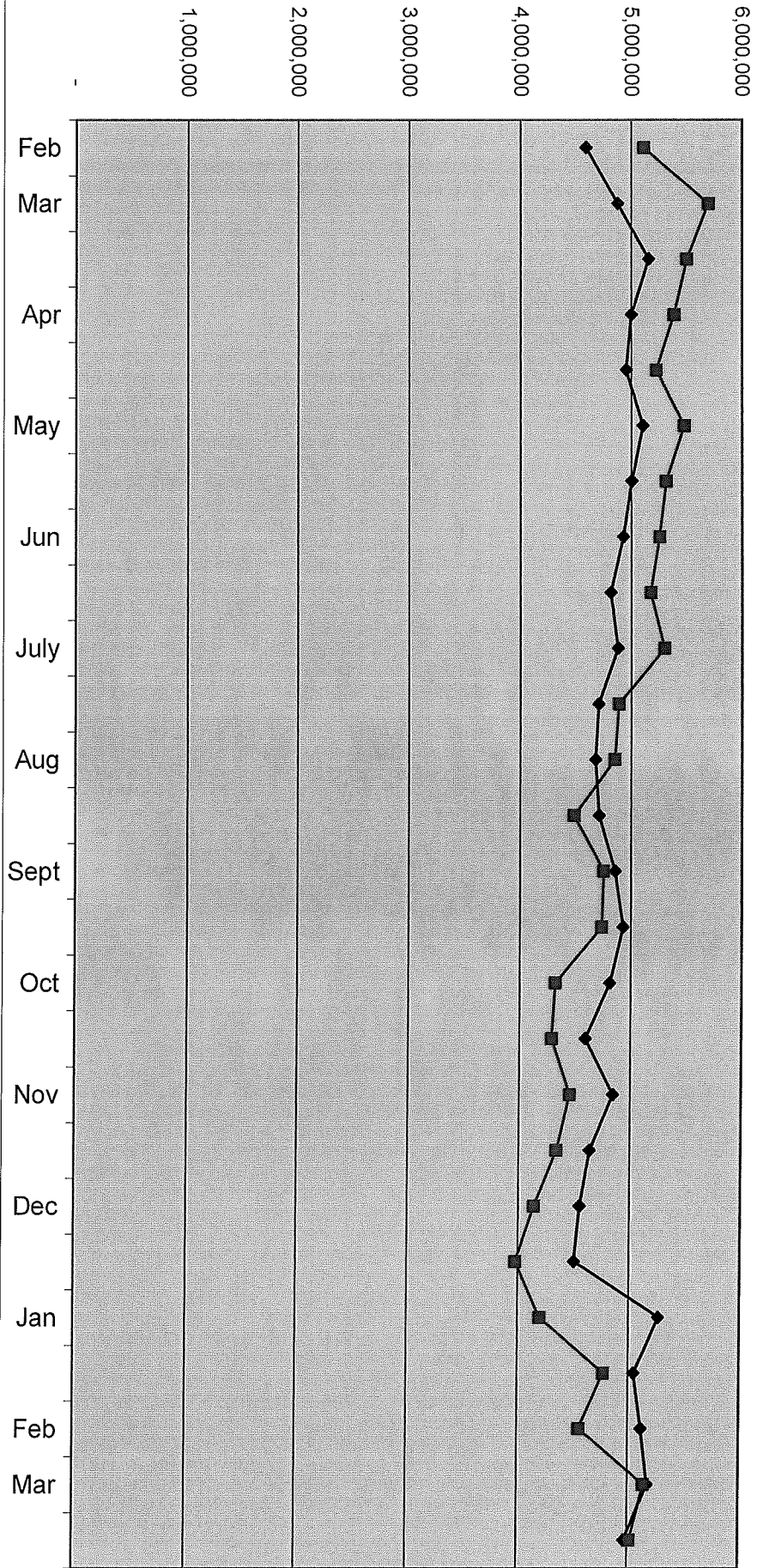
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,885,770.00
Liquid Investment	\$	259,333.00
CD	\$	7.00
Total	\$	5,145,110.00

Last year at this time the balance was	\$	4,969,077.00
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2019 - 2021 GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 1, 2021

7:00 p.m.

Via Zoom Software

1. Meeting called to order
2. Roll Call
Present: Westerling, Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Staff Present: Greg Ransford
Other Guests Present: Miles Ulberg, Jack Barr, Matt DeYoung, Kelli McGovern, Lora Richmond, Bob Sullivan, Josh Vrugink
3. Received for information: Several emails were received referencing mining operations on 46th Avenue and Bliss Street relative to JMM Development agenda discussion.
4. Motion by Schut to approve the February 15, 2021 meeting minutes. Seconded by Kelley.
Approval 7-0
5. Motion by Longcore to approve the March 1, 2021 Planning Commission Agenda as presented. Seconded by Zeinstra. **Approval 7-0**
6. Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments beginning with the callers, proceeding to participants using the web or app. Callers and participants were recognized, but no comments were made. Chairperson Longcore closed the public comment section.
7. Public Hearings: no public hearings were scheduled.
8. Site Plan Review:
 - a. JMM Developers Mining Application
Planner Ransford briefed the Commission that JMM Developers had received approval in the fall of 2019 for a mining operation of 280,000 cubic yards. They are requesting to expand their excavation to approximately 774,00 cubic yards resulting in a body of water with a surface area of about 18 ½ acres. Their intent was to complete the project in eight years. Current mining permits expire after five years, but certain review standards could allow a one-time five-year extension, covering the eight-year time frame. He noted that the Commission would first review this before scheduling a public hearing where comments could be received for the proposed site plan.

Chairperson Longcore announced that Bob Sullivan, Counsel for Allendale Township was present to clarify and answer any legal questions. Mr. Jack Barr, Mr. Miles Ulberg, and Mr. Matt DeYoung with JMM Developers were also present. Mr. Barr explained their proposal to expand their operation and to make the present pond larger. He noted with the initial smaller pond size the original permit was sufficient, but that expansion would now require an EGLE permit and a hydrogeological study to be conducted. He also clarified that the current project was not proposing de-watering, so surrounding wells would not be affected.

Chairperson Longcore noted the Commission had received several complaints about road conditions on 46th Avenue and Bliss Street, as well as neighborhood complaints about the mining operation. Mr. Barr commented he was not aware of any complaints received. Mr. DeYoung stated he had indirectly heard about some complaints, and the roads had been smoothed as feasibly possible given the freezing and thawing weather conditions. He noted complaints received regarding Bliss Street were unrelated to the JMM mining operation but affirmed they would do their best to work with the Road Commission, possibly reinforcing the roads if necessary. Chairperson Longcore thanked them for their cooperation and asked if there were any other comments.

Mr. Zeinstra asked if any consideration had been given to creating a vegetative berm behind the neighborhood. Mr. DeYoung explained that had been the initial plan, but there were conflicting statements from the neighbors. It was suggested by Mr. Zeinstra that a temporary berm to block construction noise might be advisable but was not overly concerned so long as JMM Developers were willing to work with the neighbors and notify them when a public hearing was scheduled. Chairperson Longcore concurred.

Mr. Schut described his recent observations of the rough road condition with Mr. Josh Vrugink, part of the excavation team, discussing recent heavy traffic leading to the road conditions and his desire to attend to the road. Mr. Schut felt a solution was needed to avoid this in the future. In relation to the permit, he offered the option of completing the work in approval phases of three years, and Mr. DeYoung explained they were on target complete their project in four years but had factored in a market slowdown as well. He felt if the project time frame was unacceptable, they might modify the plan and add a private drive on the south. If the market were to collapse, they would change course to 10-12 acres with a road on the south headed east and add lots. He added the goal was to complete the project within a five-year time frame for the EGLE permit.

Planner Ransford responded to Chairperson Longcore's clarification of issuing five-year permits with the right to renewal stating the only extension was the option of a five-year period.

Based on additional comments relating to the pond shape from the Commissioners, Mr. Barr agreed to create and present a new drawing of the pond before the public hearing.

Mr. Kelley asked about potential berms, and Mr. DeYoung reiterated there were conflicting requests with one resident requesting a berm and another not wanting one. Surrounding areas were industrial, so the consensus was to leave the area open but gently sloped.

Mr. Sullivan suggested voluntarily working with the entities as well as checking to see if the zoning ordinance had been violated, allowing for enforcement with that language potentially being added to the resolution.

Mr. DeYoung agreed to be proactive and to maintain the road without the need for legal enforcement and requested to be notified of any complaints. He also agreed with Mr.

Zeinstra's suggestions to work with the Road Commission finding a solution to rebuilding and reinforcing the road.

Chairperson Longcore asked Mr. Sullivan whether they should wait for the EGLE permit or base the renewal on conditions. Mr. Sullivan felt either way would be satisfactory. Mr. Barr explained the process to obtain an EGLE permit could take several weeks to months. Mr. DeYoung added that by spring or early summer the applicant might need a determination by the Commission depending on how things progress over the next several weeks.

The consensus of the Commission was getting preliminary approval would be accepted. Mr. Westerling noted he wanted to be sure there would not be any issues between the two mining operations and the road conditions. Mr. DeYoung assured him that would not be the case.

Chairperson Longcore questioned Mr. Sullivan if language could be added to grant a temporary permit.

Planner Ransford was confident they could draft a resolution for the public hearing.

Chairperson Longcore asked Commissioners if the suggested 50 feet of crushed concrete to maintain the road was sufficient. The consensus was any amount needed to maintain the roads would be appropriate. Fencing around the site and deferring the site around 46th avenue was addressed, and the Commissioners agreed to both points. The Commissioners also agreed to renew the permit, and reiterated a plan was needed for road maintenance. Mr. DeYoung again agreed to contact the Road Commission and create an action plan for standard maintenance before the public hearing.

The Commission agreed with modifications to plans discussed and confirmed with Planner Ransford that a public hearing should be scheduled following updated plans and a submission of a plan for road maintenance from the applicant. Mr. Schut also asked Planner Ransford to confirm that zoning would inspect the site checking on proper signage and road conditions, to which Planner Ransford confirmed he would do so.

Chairperson Longcore again thanked JMM Developers for their cooperation.

9. Old Business:

a. Work Program – Tree Preservation Language

Planner Ransford summarized for the public an ordinance adopted by Park Township in Ottawa County, and the Commission was reviewing second draft revisions on five points made in the last meeting to the language for Allendale Township.

The Commissioners deferred to Mr. Sullivan regarding the language and explained that while he understood the intent behind flexible language, he felt it might create extra work for the Commission due to reviewing and making the decisions for applicants. Ultimately, he felt the choice could be left to the Commission.

The Commissioners discussed the proposed language and how to incorporate flexibility within the language and deferred to Mr. Sullivan to address “practical vs. possible.” He did not see distinction, but rather preference. Planner Ransford added that if the Commission chose flexibility in the language, it would be likely applicants would seek exceptions in various situations.

Mr. Zeinstra recommended consistent language of reforestation, clear cutting, and tree canopy by creating a standard percentage for any type of project. The Commission agreed that would be a good solution and that 25% tree canopy coverage would be a good starting point after reviewing previous plans as a reference point.

Additional discussion involved the health analysis language with Planner Ransford confirming the language could be streamlined. Under site plan approval and landscaping, the consensus of the Commission was to ensure that site plans were somehow identified with the certification of a qualified professional.

Planner Ransford agreed to prepare revisions to the language for the Commission to review based on the comments provided.

b. Section 24.06H – Standards for Approval of Waste Disposal Facilities

Planner Ransford recapped the previous discussion for the bollards to be filled completely with concrete and for the ability of someone with outdoor storage to utilize the area essentially with the same type of screening installing a dumpster and the general approach area to be defined with bollards.

Mr. Zeinstra commented that he had communicated with a local garbage service. They had explained to Mr. Zeinstra they felt the 10’ width was too small with the hinges inside and asked to increase the measurement to 11’. They also suggested that gates be 6” ground clearance and whether dumpster lids needed to be required if already in enclosures.

Mr. Schut agreed with most points but felt the 10’ was sufficient. He also addressed his suggested revisions including moving language involving slats in fencing being moved to the applicable section; also, allowing a small opening to be allowed without needing to open a gate. He recommended removing language requiring steel bump posts in front of the enclosure and suggested that the interior bump posts should be 1’ from the interior wall and should be a minimum of 3’ apart rather than 3’ on center. He also recommended that truck access way should also be present for the storage areas that contain dumpsters to prevent trucks from having to back into a roadway.

The Commissioners discussed the various measurements and wording and agreed the gates should hang on the 6” posts, protecting the front wall. They consented to add language that clarified that hinges should be on the outside of the gates to ensure the width was a true 10’ unobstructed with a 2’ clearance around each dumpster, 1’ on either side.

Planner Ransford agreed to prepare revisions to the language for the Commission to review based on comments provided.

c. Section 24.06 J. - Standards of Approval on Building Appearance.

Mr. Ransford explained the Planning Commission had made a note in months past to this work program about the maximum of 40% glass for a commercial building, a current provision in the zoning ordinance. Commissioners had decided to change the language to a minimum of 10% for commercial buildings and including the provision that the use of Spandrel glass or similar material was acceptable, rather than requiring a genuine window.

Mr. Schut questioned whether 10% glass toward residential district was necessary. Mr. Zeinstra agreed. Chairperson Longcore cited examples of business butting up to residential, and not necessarily needing 10% glass on the backside. Further discussion involved concerns of parking being limited and the intent of trying to utilize parking in the back behind the building, thus deciding what amount of glass would be necessary.

Planner Ransford agreed to prepare revisions to the language for the Commission to review based on comments provided.

10. Second Public Comment

Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments beginning with the callers, proceeding to participants using the web or app. Callers and participants were recognized, but no comments were made. Chairperson Longcore closed the public comment section.

11. Township Board Reports

Mr. Zeinstra reported at the last meeting a presentation had been made by the Statue Committee for the Garden of Honor with updates to solutions and approval for five additional meetings. A PUD Public Hearing was held for Hidden Shores West.

12. Commissioner and Staff Comments:

No comments were made.

13. Chairperson Longcore adjourned at 8:53 p.m.

Next meeting Monday, March 15, 2021 at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond

ALARM TYPE	MONTH	MAY	YEAR TO DATE	YEAR TO DATE	CHANGE
	FEB		2021	2020	2020
MEDICAL EMERGENCIES	32		82	63	19
Canceled Enroute	2		3	10	-7
Squad 172 Responses	19		54	66	-12
Asst. Amb.	16		35	64	-29
Lift Assist	3		5	0	5
VEHICLE ACCIDENTS WITH INJURIES	3		5	14	-9
Cancelled Enroute	0		0	0	EVEN
PROPERTY DAMAGE ACCIDENTS	1		3	4	-1
Canceled Enroute	1		1	3	-2
SMOKE/ODOR INVESTIGATION	0		4	3	1
Canceled Enroute	0		0	1	-1
MEDICAL ALARM	0		1	2	-1
Canceled Enroute	0		0	0	EVEN
FIRE ALARM	9		23	12	11
Canceled Enroute	4		6	1	5
SERVICE CALL / LOCK-IN/OUT	4		5	1	4
MUTUAL AID/AUTOMATIC AID:					
AUTOMATIC AID GIVEN:	3		4	5	-1
MUTUAL AID GIVEN:	0		3	1	2
AUTOMATIC AID RECEIVED: 3					
MUTUAL AID RECEIVED: 1					
BUILDING FIRES	0		3	2	1
GRASS, BRUSH, WOODS	0		0	0	EVEN
TRASH, REFUSE, DUMPSTER	0		1	2	-1
VEHICLE FIRES	2		2	1	1
CO ALARM	4		5	1	4
GAS LEAK / WIRE DOWN	1		2	1	1
NO DISPATCH	0		1	0	1
UNAUTHORIZED BURN	0		2	1	1
TOTALS	85		196	192	4
	<u>Month</u>		<u>2021 to Date</u>	<u>2020 To Date</u>	
Property Loss: (\$)	\$11,500.00		\$381,500.00	\$72,000.00	\$309,500.00
Property Saved (\$)	\$525		\$875,725	\$240,000	\$635,725.00
Man Hours on Alarms	494.75		1109.75	643	466.75
Training Man Hours	106.25		242.5	174.75	68
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	161.75		534.5	276.75	257.75
Burning Permits Issued	24		68	101	-33
Grand Valley Alarms	10		17	17	EVEN
Off-Campus Student Housing	11		28	13	15
Stonebridge Senior Housing	1		4	10	-6
Green Acres	3		10	4	6

AFD - Training and Activities

Report Filters

Activity/Training Start Date Time: is between '2/1/2021' and '2/28/2021'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
02/17/2021 15:30:00	02/17/2021 16:30:00	Wednesday	PROFICIENCY TRAINING	4
02/02/2021 18:00:00	02/02/2021 22:00:00	Tuesday	FIRE ACADEMY	4
02/04/2021 18:00:00	02/04/2021 22:00:00	Thursday	FIRE ACADEMY	4
02/06/2021 08:00:00	02/06/2021 16:30:00	Saturday	FIRE ACADEMY	4
02/09/2021 18:00:00	02/09/2021 22:00:00	Tuesday	FIRE ACADEMY	4
02/11/2021 18:00:00	02/11/2021 22:00:00	Thursday	FIRE ACADEMY	4
02/16/2021 18:00:00	02/16/2021 22:00:00	Tuesday	FIRE ACADEMY	4
02/17/2021 18:00:00	02/17/2021 20:00:00	Wednesday	FIRE OFFICER I	2
02/19/2021 18:00:58	02/19/2021 20:15:17	Friday	EQUIPMENT CHECKS #6	5
02/18/2021 18:00:00	02/18/2021 22:00:00	Thursday	FIRE ACADEMY	4
02/20/2021 08:00:00	02/20/2021 15:30:00	Saturday	FIRE ACADEMY	4
02/23/2021 14:30:00	02/23/2021 16:00:00	Tuesday	PART TIME SHIFT	1
02/24/2021 18:00:00	02/24/2021 19:30:00	Wednesday	FIRE OFFICER I	2
02/23/2021 18:00:00	02/23/2021 22:00:00	Tuesday	FIRE ACADEMY	4
02/25/2021 18:00:00	02/25/2021 22:00:00	Thursday	FIRE ACADEMY	4
02/26/2021 09:15:34	02/26/2021 12:45:46	Friday	PUBLIC SERVICE	3
02/26/2021 16:45:00	02/26/2021 17:45:00	Friday	PART TIME SHIFT	2
02/12/2021 08:00:00	02/12/2021 10:00:00	Friday	PUBLIC SERVICE	1
02/22/2021 18:30:00	02/22/2021 20:30:00	Monday	OFFICER/SERGEANT MEETING	15
02/27/2021 09:00:00	02/27/2021 11:30:00	Saturday	EQUIPMENT CHECKS #1	7
02/27/2021 12:00:00	02/27/2021 14:00:00	Saturday	PROFICIENCY TRAINING	5
02/05/2021 06:00:00	02/05/2021 18:00:00	Friday	PART TIME SHIFT	1
02/06/2021 08:15:00	02/06/2021 10:45:00	Saturday	EQUIPMENT CHECKS #4	5
02/07/2021 14:30:00	02/07/2021 15:30:00	Sunday	PROFICIENCY TRAINING	2

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
02/10/2021 18:00:00	02/10/2021 19:30:00	Wednesday	PROFICIENCY TRAINING	2
02/11/2021 19:00:00	02/11/2021 21:00:00	Thursday	HAZMAT	3
02/12/2021 17:45:00	02/12/2021 18:45:00	Friday	PUBLIC SERVICE	3
02/12/2021 17:30:00	02/12/2021 20:30:00	Friday	EQUIPMENT CHECKS #5	4
02/10/2021 16:00:00	02/10/2021 17:00:00	Wednesday	FIRE OFFICER I	2
02/13/2021 08:00:00	02/13/2021 15:30:00	Saturday	FIRE ACADEMY	4
Activity/Training Event Type: Training				
02/15/2021 18:45:00	02/15/2021 20:30:00	Monday	BLUE CARD OPERATIONS (ICS)	12
02/15/2021 18:45:00	02/15/2021 20:15:00	Monday	COLD WEATHER & ROADWAY OPERATIONS	8
02/15/2021 18:45:00	02/15/2021 20:45:00	Monday	MEDICAL - CPR	8
02/01/2021 18:45:00	02/01/2021 20:30:00	Monday	BLUE CARD OPERATIONS (ICS)	11
02/01/2021 18:45:00	02/01/2021 20:15:00	Monday	COLD WEATHER & ROADWAY OPERATIONS	12
02/01/2021 18:45:00	02/01/2021 20:45:00	Monday	MEDICAL - CPR	10

NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)	Number of Runs
Day of Week: 01 - Sunday	
	1
A - Shift 6P SUN / 6A FRI	2
C - Shift 6P FRI / 6P SUN	15
Total: 18	
Day of Week: 02 - Monday	
A - Shift 6P SUN / 6A FRI	5
B - Shift 6A MON / 6P FRI	7
Total: 12	
Day of Week: 03 - Tuesday	
A - Shift 6P SUN / 6A FRI	2
B - Shift 6A MON / 6P FRI	5
Total: 7	
Day of Week: 04 - Wednesday	
A - Shift 6P SUN / 6A FRI	6
B - Shift 6A MON / 6P FRI	10
Total: 16	
Day of Week: 05 - Thursday	
A - Shift 6P SUN / 6A FRI	4
B - Shift 6A MON / 6P FRI	6
Total: 10	
Day of Week: 06 - Friday	
	1
A - Shift 6P SUN / 6A FRI	3
B - Shift 6A MON / 6P FRI	6
C - Shift 6P FRI / 6P SUN	2
Total: 12	
Day of Week: 07 - Saturday	
	2
C - Shift 6P FRI / 6P SUN	9
Total: 11	
Total: 86	

Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
		Sunday		32.00	1
21-0000112	B - Shift 6A MON / 6P FRI	Monday	180		
21-0000113	B - Shift 6A MON / 6P FRI	Monday	110		
21-0000114	A - Shift 6P SUN / 6A FRI	Monday	190	765.00	13
21-0000115	A - Shift 6P SUN / 6A FRI	Monday	190	789.00	13
21-0000116	B - Shift 6A MON / 6P FRI	Tuesday	120	282.00	5
21-0000117	A - Shift 6P SUN / 6A FRI	Wednesday	140	739.00	12
21-0000118	B - Shift 6A MON / 6P FRI	Wednesday	120		
21-0000119	B - Shift 6A MON / 6P FRI	Wednesday	180	248.00	4
21-0000120	B - Shift 6A MON / 6P FRI	Thursday	100	519.00	9
21-0000121	B - Shift 6A MON / 6P FRI	Thursday	190	769.00	13
21-0000122	A - Shift 6P SUN / 6A FRI	Thursday	180	358.00	6
21-0000123	A - Shift 6P SUN / 6A FRI	Thursday	190	697.00	12
21-0000124	A - Shift 6P SUN / 6A FRI	Friday	190	970.00	16
21-0000125	A - Shift 6P SUN / 6A FRI	Friday	140	1199.00	22
21-0000126	C - Shift 6P FRI / 6P SUN	Saturday	190	432.00	7
21-0000127	C - Shift 6P FRI / 6P SUN	Saturday	140	620.00	10
21-0000128	C - Shift 6P FRI / 6P SUN	Saturday	160	1110.00	19
21-0000129	C - Shift 6P FRI / 6P SUN	Sunday	160	760.00	13
21-0000130	C - Shift 6P FRI / 6P SUN	Sunday	120	839.00	14
21-0000131	C - Shift 6P FRI / 6P SUN	Sunday	120	447.00	7
21-0000132	A - Shift 6P SUN / 6A FRI	Monday	110	887.00	15
21-0000133	B - Shift 6A MON / 6P FRI	Monday	160	523.00	9
21-0000134	B - Shift 6A MON / 6P FRI	Monday	140		
21-0000135	A - Shift 6P SUN / 6A FRI	Tuesday	190	929.00	15
21-0000136	B - Shift 6A MON / 6P FRI	Tuesday	120		
21-0000137	A - Shift 6P SUN / 6A FRI	Wednesday	140	926.00	15
21-0000138	A - Shift 6P SUN / 6A FRI	Wednesday	120	775.00	13
21-0000139	B - Shift 6A MON / 6P FRI	Wednesday	180		
21-0000140	B - Shift 6A MON / 6P FRI	Wednesday	180	465.00	8
21-0000141	B - Shift 6A MON / 6P FRI	Wednesday	OUT	0.00	0

CAD Basic Incident Number	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
21-0000142	B - Shift 6A MON / 6P FRI	Thursday	120	274.00	5
21-0000143	B - Shift 6A MON / 6P FRI	Thursday	180	455.00	8
21-0000144	A - Shift 6P SUN / 6A FRI	Thursday	140	656.00	11
21-0000145	B - Shift 6A MON / 6P FRI	Friday	100	680.00	11
21-0000146	B - Shift 6A MON / 6P FRI	Friday	160	764.00	13
21-0000147	B - Shift 6A MON / 6P FRI	Friday	120	279.00	5
21-0000148	C - Shift 6P FRI / 6P SUN	Friday	140	496.00	8
21-0000149	C - Shift 6P FRI / 6P SUN	Saturday	190	797.00	13
21-0000150	C - Shift 6P FRI / 6P SUN	Saturday	190	677.00	11
21-0000151	C - Shift 6P FRI / 6P SUN	Saturday	120	546.00	9
21-0000152	C - Shift 6P FRI / 6P SUN	Sunday	190	778.00	13
21-0000153	C - Shift 6P FRI / 6P SUN	Sunday	180	648.00	11
21-0000154	C - Shift 6P FRI / 6P SUN	Sunday	180	982.00	16
21-0000155	C - Shift 6P FRI / 6P SUN	Sunday	180	105.00	2
21-0000156	A - Shift 6P SUN / 6A FRI	Sunday	190	722.00	12
21-0000157	B - Shift 6A MON / 6P FRI	Monday	OUT	569.00	9
21-0000158	A - Shift 6P SUN / 6A FRI	Monday	OUT	693.00	12
21-0000159	A - Shift 6P SUN / 6A FRI	Tuesday	140		
21-0000160	B - Shift 6A MON / 6P FRI	Tuesday	120	484.00	8
21-0000161	A - Shift 6P SUN / 6A FRI	Wednesday	190	868.00	14
21-0000162	A - Shift 6P SUN / 6A FRI	Wednesday	100	593.00	10
21-0000163	B - Shift 6A MON / 6P FRI	Wednesday	190	668.00	11
21-0000164	B - Shift 6A MON / 6P FRI	Wednesday	120	400.00	7
21-0000165	B - Shift 6A MON / 6P FRI	Wednesday	140	423.00	7
21-0000166	A - Shift 6P SUN / 6A FRI	Wednesday	190	510.00	9
21-0000167	B - Shift 6A MON / 6P FRI	Thursday	120	276.00	5
21-0000168	A - Shift 6P SUN / 6A FRI	Thursday	120	680.00	11
21-0000169	A - Shift 6P SUN / 6A FRI	Friday	140	880.00	15
21-0000170	B - Shift 6A MON / 6P FRI	Friday	160	283.00	5
21-0000171	B - Shift 6A MON / 6P FRI	Friday	120	264.00	4
21-0000172	C - Shift 6P FRI / 6P SUN	Friday	140	627.00	10
21-0000173	C - Shift 6P FRI /	Saturday	120	477.00	8

CAD Basic Incident Number	Basic Shift Or Platoon (FD1.30)	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Average Dispatch To Arrival	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
	6P SUN				
21-0000174	C - Shift 6P FRI / 6P SUN	Sunday	140	874.00	15
21-0000175	C - Shift 6P FRI / 6P SUN	Sunday	180		
21-0000176	C - Shift 6P FRI / 6P SUN	Sunday	190	581.00	10
21-0000177	C - Shift 6P FRI / 6P SUN	Sunday	OUT	546.00	9
21-0000178	A - Shift 6P SUN / 6A FRI	Sunday	110	951.00	16
21-0000179	A - Shift 6P SUN / 6A FRI	Monday	100	848.00	14
21-0000180	B - Shift 6A MON / 6P FRI	Monday	140	456.00	8
21-0000181	B - Shift 6A MON / 6P FRI	Monday	120	390.00	7
21-0000182	B - Shift 6A MON / 6P FRI	Tuesday	180	686.00	11
21-0000183	B - Shift 6A MON / 6P FRI	Tuesday	120	417.00	7
21-0000184	B - Shift 6A MON / 6P FRI	Wednesday	140	382.00	7
21-0000185	B - Shift 6A MON / 6P FRI	Wednesday	140	562.00	9
21-0000186	B - Shift 6A MON / 6P FRI	Thursday	120	418.00	7
21-0000187	C - Shift 6P FRI / 6P SUN	Friday	190	862.00	14
21-0000188	B - Shift 6A MON / 6P FRI	Friday	120	201.00	3
21-0000189	C - Shift 6P FRI / 6P SUN	Saturday	120	443.00	7
21-0000190	C - Shift 6P FRI / 6P SUN	Saturday	140	760.00	13
21-0000191	C - Shift 6P FRI / 6P SUN	Saturday	170	338.00	6
21-0000192	C - Shift 6P FRI / 6P SUN	Saturday	120		
21-0000193	C - Shift 6P FRI / 6P SUN	Sunday	120		
21-0000194	C - Shift 6P FRI / 6P SUN	Sunday	140	513.00	9
21-0000195	C - Shift 6P FRI / 6P SUN	Sunday	120	372.00	6
21-0000196	C - Shift 6P FRI / 6P SUN	Sunday	160	316.00	5
				Avg: 586.18	Avg: 9.80

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '2/1/2021' and '2/28/2021'

AFD Incident Type Report "Percent"

Report Filters

Basic Incident Date Time: is between '2/1/2021' and '2/28/2021'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	4.65%
131 - Passenger vehicle fire	2.33%
Total: 6.98%	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
3001 - Lift Assist, Medical	2.33%
311 - Medical assist, assist EMS crew	4.65%
321 - EMS call, excluding vehicle accident with injury	51.16%
322 - Motor vehicle accident with injuries	3.49%
324 - Motor vehicle accident with no injuries.	1.16%
353 - Removal of victim(s) from stalled elevator	1.16%
Total: 63.95%	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	1.16%
424 - Carbon monoxide incident	3.49%
440 - Electrical wiring/equipment problem, other	1.16%
Total: 5.81%	
Incident Type Category (FD1.21): 5 - Service Call	
520 - Water problem, other	1.16%
552 - Police matter	1.16%
554 - Assist invalid	1.16%
Total: 3.49%	
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	5.81%
6110 - Dispatched and cancelled en route (Medical)	1.16%
6111 - Dispatched and cancelled en route (Fire Alarm)	5.81%
622 - No incident found on arrival at dispatch address	1.16%
Total: 13.95%	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
733 - Smoke detector activation due to malfunction	2.33%
743 - Smoke detector activation, no fire - unintentional	1.16%
744 - Detector activation, no fire - unintentional	1.16%
745 - Alarm system activation, no fire - unintentional	1.16%
Total: 5.81%	
Total: 100.00%	

AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire						
21-0000147	14:20:57		111 - Building fire	None		
21-0000157	06:52:45	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid given	Coopersville/Polkton Fire Dept.	
21-0000158	23:27:18	A - Shift 6P SUN / 6A FRI	111 - Building fire	Mutual aid given	Wright-Tallmadge Fire Dept	
21-0000177	17:04:27	C - Shift 6P FRI / 6P SUN	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
21-0000145	13:40:52	B - Shift 6A MON / 6P FRI	131 - Passenger vehicle fire	None		
21-0000196	13:03:43	C - Shift 6P FRI / 6P SUN	131 - Passenger vehicle fire	None		
						Total: 0.00%
Count: 6						
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
21-0000142	14:06:05	B - Shift 6A MON / 6P FRI	3001 - Lift Assist, Medical	None		
21-0000183	14:17:00	B - Shift 6A MON / 6P FRI	3001 - Lift Assist, Medical	None		
21-0000132	04:55:17	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000173	14:04:48	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000174	02:57:39	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000178	21:04:23	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000114	18:02:45	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000115	23:52:32	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000117	02:21:57	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000119	09:22:59	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000121	16:39:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000123	21:28:59	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000124	01:42:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000125	05:25:11	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000126	08:19:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000127	15:22:58	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000129	00:02:54	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000130	10:09:38	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000131	13:28:20	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000133	06:50:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000138	03:00:31	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000140	12:19:13	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000144	19:22:39	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
21-0000146	14:39:57	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000147	15:27:08	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000148	21:13:06	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000149	04:17:03	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000150	12:54:25	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000151	18:09:08	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000152	00:08:17	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000156	22:54:30	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000160	08:38:11	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000161	00:34:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000163	06:38:28	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000164	10:28:00	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000166	19:35:05	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000167	17:21:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000169	03:35:26	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000170	09:00:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000171	15:44:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000176	15:43:32	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000179	05:36:58	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000181	12:56:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000184	14:30:51	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000185	21:09:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000186	14:59:19	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000187	00:41:51		321 - EMS call, excluding vehicle accident with injury	None		
21-0000188	14:05:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000191	08:19:43	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000194	11:13:48	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000120	16:40:21	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000172	23:43:19	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
21-0000180	06:22:39	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000122	19:56:39	A - Shift 6P SUN / 6A FRI	324 - Motor vehicle accident with no injuries.	None		
21-0000182	10:42:37	B - Shift 6A MON	353 - Removal of victim(s)	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6P FRI	from stalled elevator			Total: 0.00%
Count: 55						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
21-0000137	00:04:46	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000128	19:08:59	C - Shift 6P FRI / 6P SUN	424 - Carbon monoxide incident	None		
21-0000162	00:51:39	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		
21-0000168	21:33:48	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		
21-0000154	01:42:21	C - Shift 6P FRI / 6P SUN	440 - Electrical wiring/equipment problem, other	None		
						Total: 0.00%
Count: 5						
Incident Type Category (FD1.21): 5 - Service Call						
21-0000165	12:00:44	B - Shift 6A MON / 6P FRI	520 - Water problem, other	None		
21-0000116	10:15:23	B - Shift 6A MON / 6P FRI	552 - Police matter	None		
21-0000135	04:49:20	A - Shift 6P SUN / 6A FRI	554 - Assist invalid	None		
						Total: 0.00%
Count: 3						
Incident Type Category (FD1.21): 6 - Good Intent Call						
21-0000134	12:55:41	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
21-0000136	12:14:28	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
21-0000155	11:49:57	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
21-0000175	04:18:54	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
21-0000193	05:38:36	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
21-0000159	01:01:58	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
21-0000112	12:23:21	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000113	12:28:13	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000118	07:22:04	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000139	11:00:40	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000192	15:41:46	C - Shift 6P FRI / 6P SUN	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
21-0000141	16:07:44	B - Shift 6A MON / 6P FRI	622 - No incident found on arrival at dispatch address	None		
						Total: 0.00%
Count: 12						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
21-0000153	07:07:40	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		
21-0000195	12:56:58	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
21-0000190	03:58:15		743 - Smoke detector activation, no fire - unintentional	None		
21-0000189	03:49:03		744 - Detector activation, no fire - unintentional	None		
21-0000143	17:46:38	B - Shift 6A MON / 6P FRI	745 - Alarm system activation, no fire - unintentional	None		
						Total: 0.00%
Count: 5						
Count: 86						Total: 0.00%

AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	6
01:00:00 - 01:59:59	3
02:00:00 - 02:59:59	2
03:00:00 - 03:59:59	4
04:00:00 - 04:59:59	4
05:00:00 - 05:59:59	3
06:00:00 - 06:59:59	4
07:00:00 - 07:59:59	2
08:00:00 - 08:59:59	3
09:00:00 - 09:59:59	2
10:00:00 - 10:59:59	4
11:00:00 - 11:59:59	3
12:00:00 - 12:59:59	9
13:00:00 - 13:59:59	3
14:00:00 - 14:59:59	8
15:00:00 - 15:59:59	5
16:00:00 - 16:59:59	3
17:00:00 - 17:59:59	3
18:00:00 - 18:59:59	2
19:00:00 - 19:59:59	4
21:00:00 - 21:59:59	5
22:00:00 - 22:59:59	1
23:00:00 - 23:59:59	3
Total: 86	



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration

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

Correctional Facility

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

Date: 03-06-2021

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (February 2021)

The Sheriff's Office during the month of February responded to 395 calls for service. Looking back at February 2020, the Sheriff's Office responded to 450 calls for service.

Basic EMT and MFR units with assistance of general road patrol responded to 32 medicals and 3 personal injury crashes in Allendale Township last month. Looking back at February 2020, the Sheriff's Office responded to 57 medicals.

Deputies made a total of 83 traffic contacts and cited 40 violations.

Ottawa County Sheriff's Office Law Enforcement Division Deputy of the Year-2020

Deputy John Ortman

Deputy of the Year – 2020 Deputy John Ortman



Deputy John Ortman – Deputy of the Year for 2020:

Allendale's very own Deputy John Ortman was selected for the 2020 deputy of the year award. Besides being a great deputy, Deputy Ortman volunteers many hours outside of his work time for the Allendale school system. Deputy Ortman volunteers as a football and wrestling coach for Allendale High School. Deputy Ortman also officiates shotput and disk throwing at track meets. Deputy Ortman can be seen volunteering his time at both basketball and baseball meets. Congratulations Deputy Ortman, job well done.

Emerging Leaders Program:

Congratulations to Detective Bridget Schickinger for graduating from Ottawa County's Emerging Leaders Program. Detective Schickinger is the primary detective for Allendale Township. The Emerging Leaders program is designed to prepare leaders who aspire to move into supervisory roles in Ottawa County. Congratulations Detective Schickinger.

Life Saving Award:

Deputy Travis Schippers was awarded the Ottawa County Sheriff's Office Life Saving Award for saving a homeowner in a house fire. Even though Deputy Schippers is now working the Spring Lake Twp. area, many of you may remember his time here in Allendale Twp. It was during his time here in Allendale when he responded to a house fire saving the homeowner. Congratulations to Deputy Schippers.



Crime Free Multi-Housing Program:

I'm working with the off-campus owners and managers to attend an up-coming Crime Free Multi-Housing training. The Crime Free Multi-Housing Program is a program designed to reduce crime, drugs, and gangs throughout apartment properties.



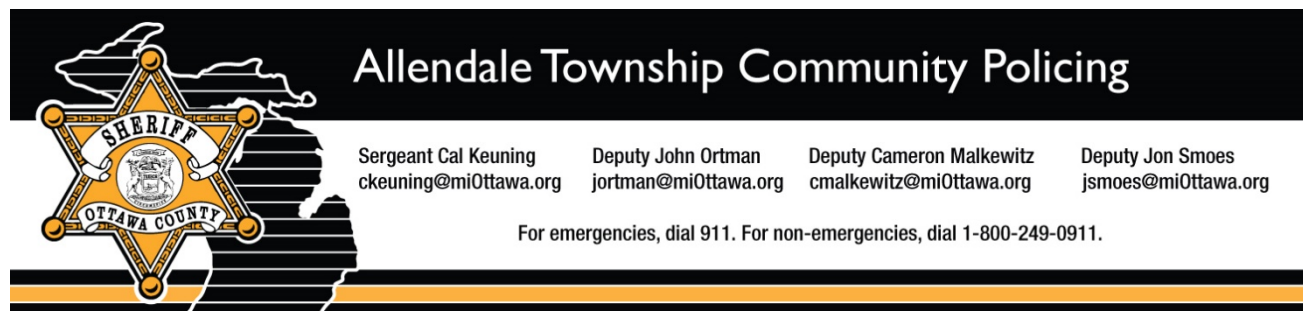
School News:

Deputy Ortman spent two days in Government classes teaching different amendments and how they relate to law enforcement.

Deputy Ortman assisted with multiple lock down drills and fire drills at all the Allendale school buildings.

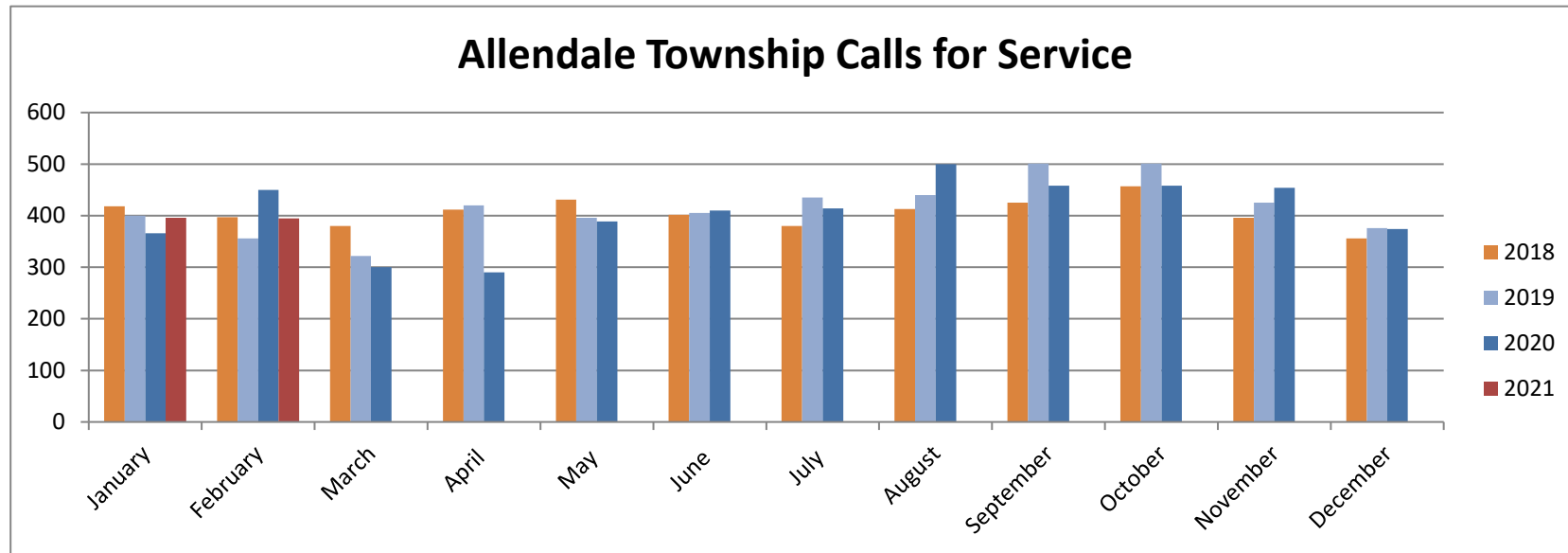
Thank you.

Sgt. Cal Keuning



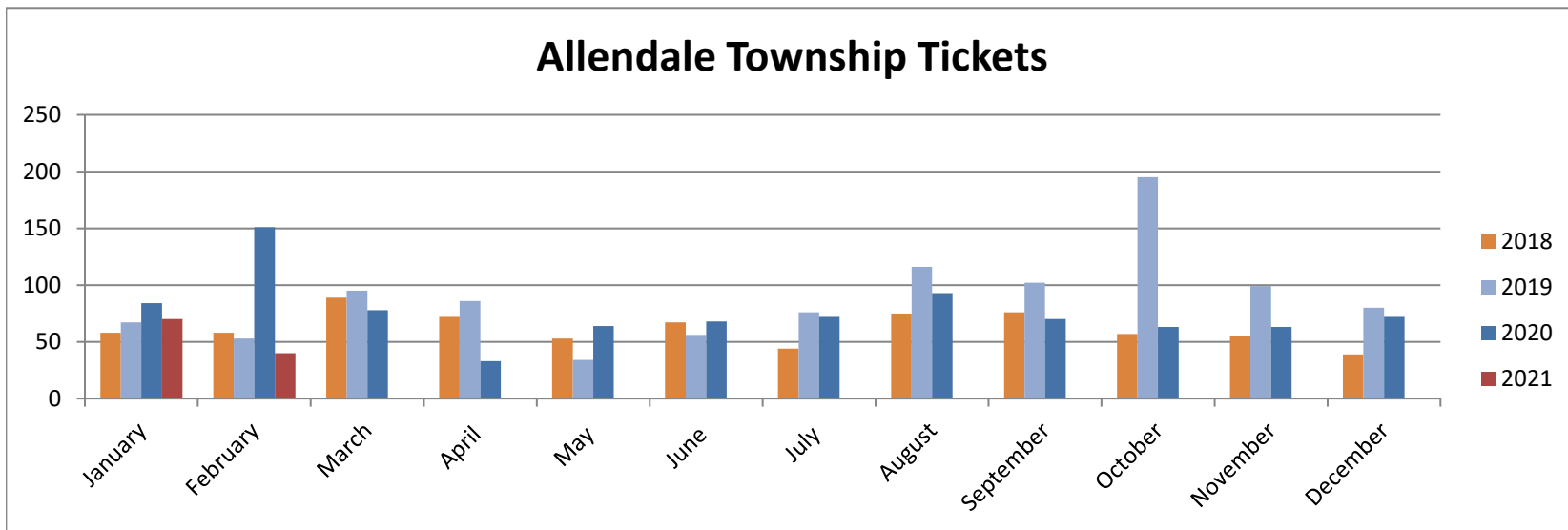
Total Number of Calls

	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	395										



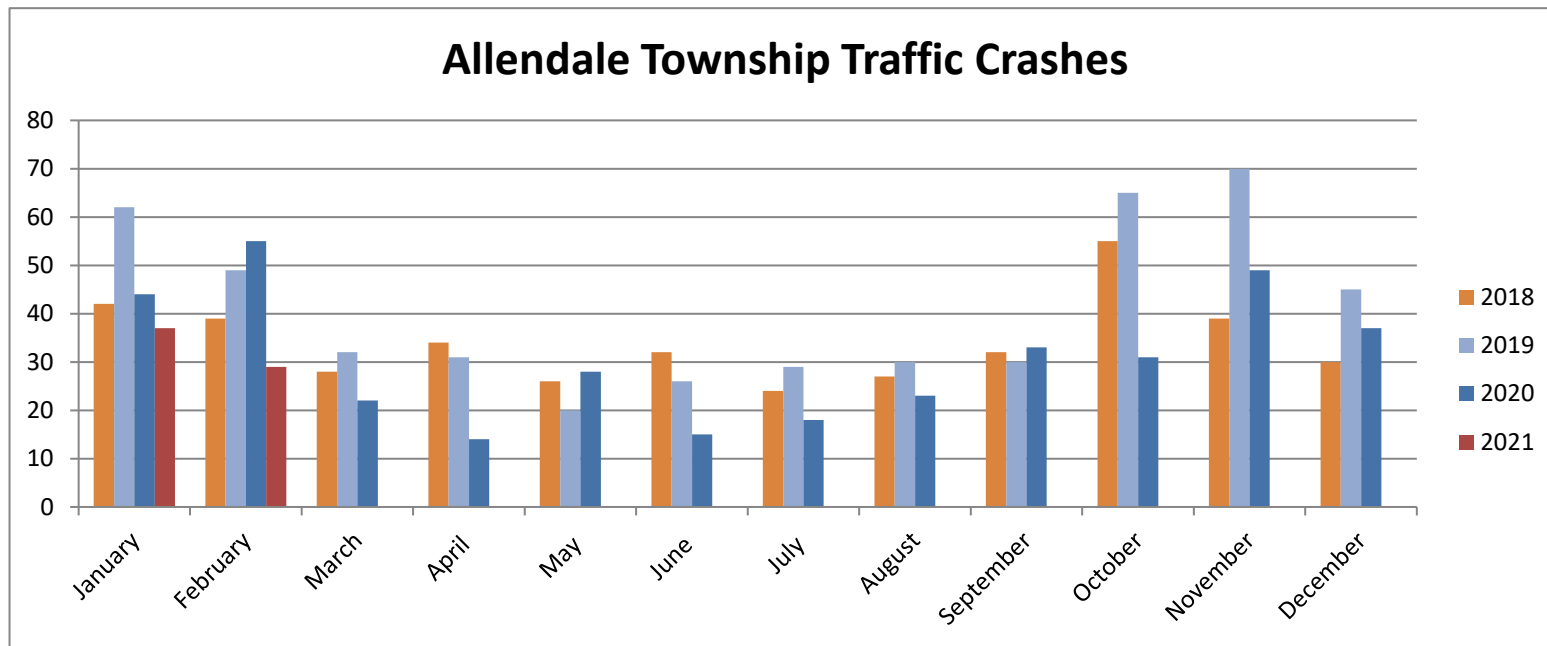
Total Tickets by Month

	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	40										



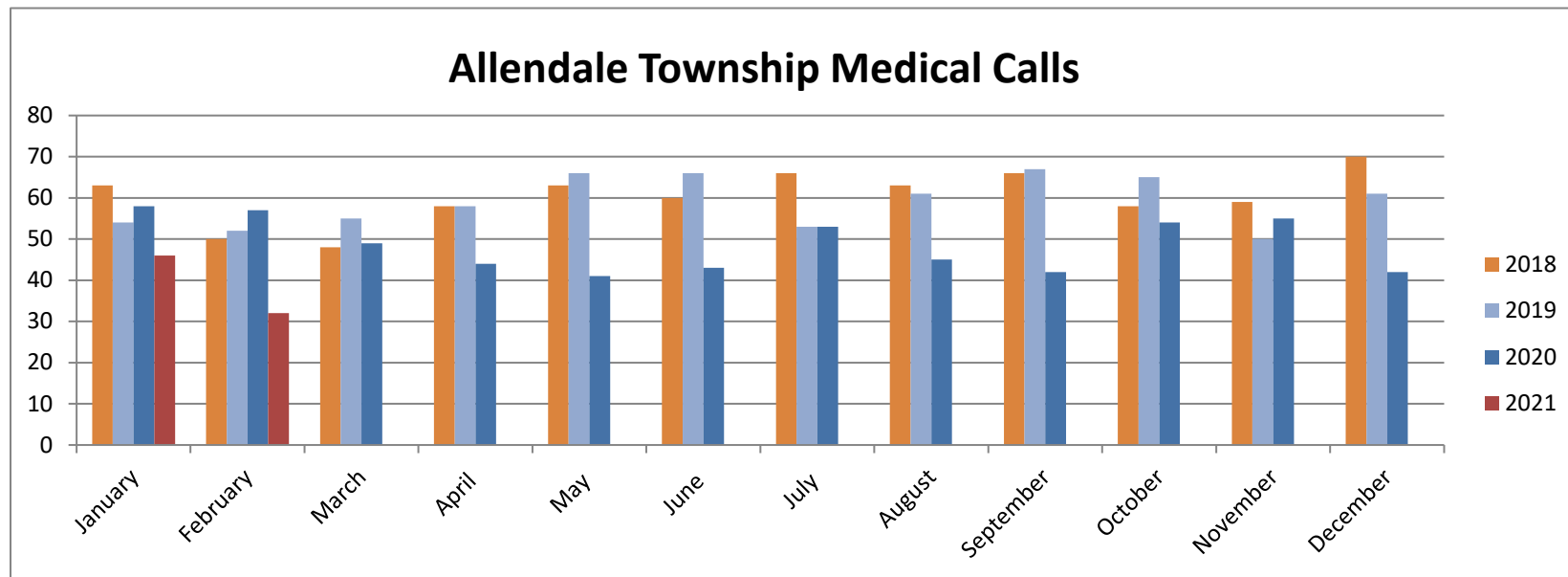
Traffic Crashes

	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	29										



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	32										



Calls of Interest 2021

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	7	4										
Larcenies	8	6										
Shoplifting	0	1										
Mental	6	2										
Civil	6	11										
Assaults	4	6										
Domestic	28	22										
Animal	18	18										
Alarms	4	7										
Traffic	26	34										
Narcotics	3	2										

Calls of Interest 2020

	January	February	March	April	May	June	July	August	September	October	November	December
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



Ottawa County Sheriff's Office
Law Enforcement Division
Deputy of the Year – 2020
Deputy John Ortman

Deputy of the Year – 2020

Deputy John Ortman



Emerging Leaders Program

- Allison Anderson
- Keith Biros
- Shaun Greiner
- Bridget Schickinger
- Sean Stevenson





Ottawa County Sheriff's Office Life Saving Award Recipients

Deputy Travis Schippers – (House fire, home owner saved)

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Library Director Recommendation- Mary Cook

Prepared by Lydale Weaver

On 3/19/2021

Board of Trustees:

We have reviewed applications for the Library Director position posted within the Township. The panelist involved in the interview process included: Adam Elenbaas, Township Supervisor; Jody Hansen, Township Clerk; Margaret Wheeler, Library Board Member; Ashley Johnson, Youth Services Librarian and Interim Director; and Lydale Weaver, HR Specialist. The hiring panel unanimously recommends Mary Cook for the position of Library Director.

Ms. Cook brings over 15 years of public library experience to Allendale, including over 6 years of progressive Library Management expertise. Her dedication to excellent customer service, as well as her passion for advancing community through library programs and materials make her the perfect candidate to lead our team. Her management skills and leadership style align well with our culture, vision and mission here at Allendale Township.

With her extensive experience we recommend bringing Ms. Cook on board at the starting salary of \$63,000. We look forward to welcoming Mary Cook to our team here at Allendale Charter Township.

Respectfully,
Lydale Weaver
HR Specialist



"Where community is more than just a concept!"

Maintenance Operator Recommendation-Jaxon Walker
Prepared by Lydale Weaver
On 3/11/2021

Board of Trustees:

We have reviewed applications for the Maintenance Operator position posted within the Township. The Facilities Supervisor, HR Specialist, and Maintenance team were all part of the process and we recommend Jaxon Walker for the position.

Jaxon worked in a seasonal capacity in the Maintenance department last year. In his time working in the capacity staff were impressed with his work ethic. Jaxon also fit in well with our current staff in that short time period. Because of his previous work with the Township and connection with staff we felt Jaxon was best candidate for the position.

The starting wage for a Maintenance Operator is \$17.84 per hour, and we recommend bringing Jaxon on board at the starting rate of \$16.95 with an increase to \$17.95 after a successful orientation period.

I look forward to welcoming Jaxon Walker to our staff here at Allendale Charter Township.

Respectfully,
Lydale Weaver
HR Specialist

RESOLUTION 2021-05
PETITION FOR MAINTENANCE AND IMPROVEMENT OF A DRAIN
ALLENDALE CHARTER TOWNSHIP
SEVEY DRAIN

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held virtually due to Michigan Department of Health and Human Services directives due to COVID-19, on March 22, 2021.

Present:

Absent:

The following resolution was offered:

Motioned by _____ and supported by _____.

WHEREAS, the Township requests the maintenance and improvement of a drain, known as the Sevey drain (the “Drain”), located in Ottawa County, pursuant to Chapter 8 of Public Act 40 of 1956, as amended; and

WHEREAS, the Township has determined that the maintenance and improvement of the Drain benefits the public health in the Township; and

WHEREAS, the Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance and improvement.

NOW, THEREFORE BE IT RESOLVED THAT, the Township Board does authorize the filing of a petition for maintenance and improvement of the Drain.

BE IT FURTHER RESOLVED THAT the Supervisor is authorized to execute the petition for maintenance and improvement of the Drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the petition for maintenance and improvement of the Drain.

Yeas:

Nays:

Abstain:

Absent:

Resolution declared adopted on March 22, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 22nd day of March, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

ALLENDALE CHARTER TOWNSHIP

**PETITION FOR MAINTENANCE
AND IMPROVEMENT OF A DRAIN**

SEVEY DRAIN

To the Ottawa County Water Resources Commissioner:

The undersigned is Allendale Charter Township, Ottawa County, Michigan. This petition has been duly authorized by the governing body of Allendale Charter Township and requests that the Sevey Drain be maintained and improved as provided in Chapter 8 of Public Act 40 of 1956, as amended, to alleviate drainage issues in the Drainage District.

The Sevey Drain is located in Allendale Charter Township, Ottawa County, Michigan.

The proposed maintenance and improvement is necessary for the public health, convenience or welfare and benefits the public health in Allendale Charter Township.

Allendale Charter Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance and improvement.

Dated: _____, 2021

By: Adam Elenbaas
Its: Supervisor

By: Jody Hansen
Its: Clerk

Sevey Drain Extension for Woodcrest Subdivision Summary
Prepared for Allendale Charter Township Board of Trustees
By Kevin Yeomans (Allendale Project Coordinator) and Josiah Timmermans (Ottawa County Water
Resources Deputy Commissioner)
1/25/2021

Project Summary:

This drain extension is being done to benefit the residents of the Woodcrest Subdivision in Allendale. These residents have been faced with poor drainage and excessive (flooding/water levels/other). As this project does not benefit the whole Township, we are looking for Board direction on how to proceed. That being said dependent on the cost of the project there are many different ways the Township and Ottawa County Water Resource Commissioner can handle the cost of the project. At this time a total cost of the project has not been determined.

Precedent:

The last drain extension in Allendale was Jacob's Drain the petition was started by the Township on February 23, 2016 and was signed by Supervisor Jerry Alkema and Clerk Laurie Richards. The project was completed in 2017 for a total cost of \$45,474.88. The Township covered \$11,368 or 25% of the project cost. With cost being equally shared with GVSU, Ottawa County and the Road Commission.

While there are similarities between the Jacobs project and the proposed Sevey project I would argue that the Jacobs project had more of an impact on a larger portion of the community. Where the Sevey project is to address a much more specific neighborhood within the Township.

Options for Board Action:

The Township may choose to initiate a petition for the Sevey Drain, or they may choose to pass on petitioning. If the Township passes on petitioning, the residents may elect go through the petition process on their own. Regardless of who initiated the petition, the following steps would occur:

1. Completed petition is delivered to Ottawa County Water Resources Commissioners' Office
2. OC Water Resources Commissioner convenes a Board of Determination (BOD)
3. BoD considers whether the project is necessary and conducive to public health, convenience, or welfare, and votes to either: A. continue the project, or B. cease action on the project
4. If BoD finds the project is necessary, the OC Water Resources Commissioner will determine scope of work and project cost
5. Once costing is finalized the Drain Commissioner will prepare an 'Assessment Roll' which allocates the project costs between all involved parties
6. The Assessment Roll is presented to all involved parties at the Day of Review (DOR)

Some important considerations for the assessment roll process:

- The OC Water Resources Commissioner (Joe Bush) is responsible, by drain code law, to set the assessment allocations. An assessed party has legal recourse through the Circuit Court to appeal the assessment allocation, not the project cost.
- The OC Water Resources Commissioner works closely with all involved parties (i.e. Townships, MDOT, County, Road Commission, etc.) to arrive at an equitable distribution of project costs. However, the final determination of assessment allocations is the responsibility of the Drain Commissioner.

Sevey Drain Extension for Woodcrest Subdivision Summary
Prepared for Allendale Charter Township Board of Trustees
By Kevin Yeomans (Allendale Project Coordinator) and Josiah Timmermans (Ottawa County Water
Resources Deputy Commissioner)
1/25/2021

- Regardless of the origination of the petition (Township or Residents) the assessment allocation will be set by the OC Water Resources Commissioner. While allocations to the Township do vary project to project depending on their specific circumstances, the Township should expect to receive an assessment.

RESOLUTION 2021 - 06

VETERAN GARDEN OF HONOR BRICK DONATION PROGRAM

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held virtually due to Michigan Department of Health and Human Services directives due to COVID-19, on March 22, 2021 at 7:00 pm.

Present:

Absent:

The following resolution was offered by:

_____ and supported by _____:

RESOLUTION

WHEREAS, the Charter Township of Allendale Board of Trustees reestablished on August 12, 2019 the Veterans Garden of Honor Brick Program; and

WHEREAS, it's necessary to clarify the parameters of said program.

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

1. Memorial bricks donated for the Veteran's Garden of Honor are reserved for those who have served in one of the U.S. Department of Defense Armed or Reserved Forces.
2. Content is limited to combinations of the following:
 - a. Name of Veteran
 - b. Branch of Service
 - c. Dates of Service
 - d. Name of War or Conflict
 - e. Location of Service
 - f. Rank
 - g. Unit
 - h. Specialty
 - i. Medals/Awards
 - j. POW/MIA Status

3. The Township reserves the right to edit content to comply with the requirements established in item two (2). If original content is edited, the Township will inform the donor of said edits prior to proceeding.
4. Upon approval from the donor of the final content, the donation becomes non-refundable and the property of Allendale Township.
5. Brick donations made between August 12, 2019 and the adoption of this resolution that do not meet these guidelines will be refunded.
6. Any other agreement, verbal or non-verbal, made between August 12, 2019 and the adoption of this resolution to the extent of such conflict are hereby repealed.
7. All resolutions in conflict herewith, in whole or in part, are hereby revoked to the extent of such conflict.

Yeas:

Nays:

Absent:

Resolution declared adopted on March 22, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 22nd day of March, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Jody L. Hansen
Clerk, Allendale Charter Township

Proposed Amendment to 2021 COVID-19 Paid Time Off Policy
3/22/21

On March 23, 2020, the Allendale Charter Township Board of Trustees passed a motion that approved an additional week of paid time off to support employees who needed to take time off due to COVID-19 related reasons. This supplemental COVID-19 leave was available to employees who exhausted their leave entitlements under the Families First Coronavirus Response Act (FFCRA). The supplemental COVID-19 leave, as well as the employee's leave entitlements under the FFCRA, expired on December 31, 2020. Many employees have already exhausted their leave entitlements under both types of leave.

Because many employees had already exhausted their leave entitlements under both types of leave prior to December 31, 2020 and because COVID-19 was still affecting our community and staff, the Township Board later approved a 2021 COVID -19 PTO Policy (the COVID -19 PTO Policy") on December 28th 2020, which provided employees with two weeks (80 hours) of paid time off for certain COVID-19 related reasons, to be used between January 1, 2021 and March 31, 2021. Under this COVID-19 PTO Policy, additional paid time off would be available if employees were unable to work, or telework, for certain enumerated reasons (as defined below).

Unfortunately, in opposition to everyone's hopes, COVID-19 is still affecting our community and staff. In order to further protect our staff, and to ensure smooth continuous operations and stable service to our community, the Board is asked to approve This proposed amendment to the Township's current COVID-19 PTO Policy, which is currently set to expire on March 31, 2021. Pursuant to this amendment, the time for employees to use additional paid time off under the Township's current COVID-19 PTO policy would be extended from March 31, 2021 to December 31, 2021, and would be subject to the same terms and conditions as set forth in the Township's current leave policy, which would state as follows (as amended):

Leave Pay Rates and Qualifying Reasons: The leave pay rates, which vary based on the nature of the employee's absence, are as follows:

Employees will be paid at **100%** of their regular rate when that employee is unable to work, or telework, because he/she:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Employees will be paid at **2/3** their regular rate when that employee is unable to work, or telework, because he/she:

4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Availability of COVID-19 PTO: The COVID-19 PTO will be available to employees beginning January 1, 2021 through December 31, 2021.

Proposed Amendment to 2021 COVID-19 Paid Time Off Policy

3/22/21

Other Requirements: Leave taken pursuant to this COVID-19 PTO Policy will be subject to the same certification and other requirements, and daily and aggregate maximums, as set forth in the Township's current policies.

Amendments and Termination: If other Federal or State support becomes available, an employee will be required to exhaust those resources first. The Township Board will also retain the right to terminate or revise this COVID-19 PTO Policy at any time, in its discretion, such as in the event that the Township Board declares the situation is no longer an emergency.

Suggested Motion

Motion to approve the 2021 COVID-19 Paid Time Off Proposal dated 3/22/2021.

JOB TITLE:	Deputy Clerk
DEPARTMENT:	Clerk's Office
REPORTS TO:	Township Clerk
POSITION TYPE:	Part-Time (Approximately 8-10 hours per week) Hybrid Option
HOURLY WAGE / SALARY:	Hybrid Salary A3 - A4
EFFECTIVE DATE:	March __, 2021

POSITION SUMMARY:

The Deputy Clerk provides a wide range of clerical and administrative support functions under the supervision of the Township Clerk. Responsibilities of the Deputy Clerk include, but are not limited to, maintenance of official Township records; assistance in voter registration and all aspects of administration of elections; preparation of meeting agendas and materials for the Township Board; taking and transcribing minutes; acting on behalf of the Township Clerk in his or her absence, sickness, death, or other disability; and performing related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as an assistant custodian for all records, books, and papers of the Township;
- Assists with maintaining the Township's general ledger;
- Assists with preparing warrants for Township checks;
- Assists with preparing financial statements;
- Assists in recording and maintaining Township Board meeting minutes;
- Assists in publishing Board meeting minutes and special meeting notices;
- Assists in maintaining accurate records of Township contracts, resolutions, and ordinances;
- Assists with coordination of elections as assigned by the Clerk;
- Assists with maintaining the State Qualified Voter File and Master File; and
- Assists with delivering tax certificates.

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

REQUIRED SKILLS / ABILITIES:

The ideal candidate must be able to interact positively and professionally with various community engagement groups, candidates, elected officials, department heads, and the general public. The candidate must also be efficient and utilize excellent time management, have strong written and verbal communication skills, be extremely organized, and work well individually and as part of a team. The abilities to be proficient in website maintenance, using social media and Microsoft Office programs are highly preferred.

MINIMUM QUALIFICATIONS:

Education:	A high school diploma or GED is required.
Experience:	One (1) year of progressively responsible office assistant or office management experience.
Licenses:	Must become a notary public within 60 days of hire.
Certifications:	Upon hire, various state election certifications are required, including Qualified Voter File (QVF) State Program certification and election worker accreditation.
Miscellaneous:	Must be willing to work flexible hours during election cycles and perform all duties of the Clerk in the case of the absence, sickness, death, or other disability of the Clerk. Must also take an oath of office prior to performing duties of office.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

WORKING CONDITIONS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. The majority of work for this position is performed in a normal office environment.

PHYSICAL REQUIREMENTS:

Typical sitting/standing for the duration of shifts while using computers/blue light electronics, some lifting of various office supplies and equipment.

TRAVEL REQUIREMENTS:

Minimal travel requirements, mostly local and within Ottawa County.

OTHER DUTIES:

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

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

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____

JOB TITLE:	Community Coordinator
DEPARTMENT:	Clerk's Office
REPORTS TO:	Clerk
POSITION TYPE:	Full-Time (Approximately 30 – 32 hours per week)- Hybrid Option
HOURLY WAGE / SALARY:	Hybrid Salary A3 - A4
EFFECTIVE DATE:	March __, 2021

POSITION SUMMARY:

The Township's Events Coordinator – Program Manager provides administration, coordination, and support to the Township through coordinating, planning, and overseeing various community events, including but not limited to 4th of July activities, Veteran's Day events, "Movies in the Park", and Township Anniversary Celebrations. This position is also responsible for coordinating various programs and services offered and administered through the Township, such as the cemetery computer program, Passport Services, and liquor licensing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and leads event planning meetings to develop project plans for each event;
- Recruits vendors for events and sells sponsorship packages;
- Creates and implements marketing campaigns tailored to each event or activity;
- Works with local media and publications to promote events;
- Creates content for local publications outlining the quarterly schedule of events and activities;
- Builds and maintains relationships with organizations, community members, and business sponsors;
- Manages event logistics and delegates responsibilities to personnel and volunteers;
- Develops and maintains budgets for each event or activity based on allocated Township funds;
- Oversees volunteer engagement and training;
- Applies for and writes grant proposals to support events and activities;
- Prepares and presents proposals to the Township Board as requested;
- Prepares mailings, notices, and other written content related to events and activities;
- Prepares, sorts, processes, and files a variety of form documents and records in relation to the events;
- Assists with maintaining the cemetery computer program, provides customer service to the public and funeral home representatives, and coordinates burials with the Maintenance Department;
- Assists with maintenance of the Township web site, electronic sign content, monthly Township newsletter, and annual reports/publications;
- Establishes and maintains Passport Services for the Township;
- Assists the National Passport Agency (NPA) with annual audits, and ensures agents' certification remains current, distributes NPA communication to Township passport agents as needed, and trains all passport agents;
- Assists with the processing and maintenance of records of liquor licenses, and provides customer service to applicants, attorneys, state officials, etc.; and
- Provides exceptional customer service at front window as needed.

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

REQUIRED SKILLS / ABILITIES:

The ideal candidate must be able to interact positively and professionally with various community engagement groups, candidates, elected officials, department heads, business owners, volunteers, and the general public. The candidate must also be efficient and utilize excellent time management, have strong written and verbal communication and planning skills, be extremely organized, have strong attention to detail, and work well individually and have the ability to lead and motivate teams. The abilities to be proficient in website maintenance, using social media and Microsoft Office programs are highly preferred.

MINIMUM QUALIFICATIONS:

Education:	A high school diploma or GED is required. An Associate Degree or Bachelor's Degree in Marketing, Communications, Hospitality, Promotions, General Business, or another related field, is preferred.
Experience:	Prior experience with event coordination, budgeting (or a demonstrated ability to effectively manage a budget), and fundraising is required.
Licenses:	Must become a notary public within 60 days of hire and have a valid Michigan Driver License.
Certifications:	Passport agent authorization; program manager license

SUPERVISORY RESPONSIBILITIES:

Responsible for motivating, leading, and supervising vendors, individuals, and volunteers assigned to work at various Township events.

WORKING CONDITIONS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. The majority of work for this position is performed in a normal office environment, with mandatory attendance at each event.

PHYSICAL REQUIREMENTS:

Typical sitting/standing for the duration of shifts while using computers/blue light electronics, some lifting of various office supplies and equipment.

TRAVEL REQUIREMENTS:

Minimal travel requirements, mostly local and within Ottawa County.

OTHER DUTIES:

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

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

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____



Proposal for Codification Services

PREPARED FOR:

Charter Township of Allendale, Michigan

PREPARED BY:

MARCIA CLIFFORD, ESQ.
CODIFICATION ACCOUNT MANAGER
mclifford@generalcode.com
800.836.8834

DATE:

March 16, 2021
(Valid for six months)

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Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Charter Township of Allendale's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Charter Township achieve its goals.

Situation Analysis

The Charter Township of Allendale has not yet codified its legislation. As a result, your community may not be able to easily find the Charter Township's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant state statutes.

It is our understanding that the Charter Township would like to codify its legislation, including a comprehensive review, to include all legislation of a general and permanent nature to Ordinance No. 2020-8. This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Charter Township would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

Our Solution

Our comprehensive codification solution for Allendale includes:

- > **Create a Code**
General Code will provide the Charter Township with a Code that is clear and easy for your community to access and use.
- > **An Editorial and Legal Analysis**
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with state statutes.
- > **An online Code housed on our innovative *eCode360* platform**
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **1 custom printed Code book, with an option for additional printed volumes**
We will provide you with 1 fully customized print copy of your new Code, with additional copies as requested.

Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Allendale's Code enforceable
3. Improve transparency with constituents
4. Save Allendale's staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

Allendale's Investment

The price of General Code's recommended solution will be \$7,642.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 9.

General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At General Code, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

Our Experience

For over 55 years, General Code has worked with more than 3,200 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 15 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With General Code, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, General Code provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

The General Code Recommended Solution and Process

Below is an outline of the process for completing your codification project.

Project Launch

General Code will consult with Allendale's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Charter Township. To begin the project, the Charter Township shall provide the source materials for the new Code. For more detail, see the source materials listed on page 9.

Organizational Analysis

We will prepare an Organizational Analysis of your legislation for the Charter Township to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Charter Township will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

Editorial and Legal Analysis with Manuscript

We will prepare a Manuscript using the materials provided by the Charter Township. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Charter Township officials, including the Charter Township Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Michigan statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Your Responsibilities

The Charter Township will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Charter Township officials and the Charter Township Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code. Our staff attorney, Marcia Clifford, is available to meet with the Charter Township to discuss the Editorial and Legal Analysis at no charge, upon request by the Charter Township.

eCode360 Code Review

eCode360 Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, General Code will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *eCode360 Code Review* is considered the first posting of *eCode360*.

Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

Using *Code Review*, General Code will submit a Draft of the Code for final review by the Charter Township. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Charter Township requires any additional changes, further charges will apply.

Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**

We will provide you with an index that is designed to let you quickly and easily locate information in the Code

- > **A Disposition List**

Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

- > **Code Adoption Legislation**

We will prepare adoption legislation for the proposed Code and give it to the Charter Township Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Charter Township and establish the Code as the permanent enforceable system of law in the Charter Township. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, General Code will make your eCode360 site available to the public. eCode360 is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, eCode360 will provide Allendale's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—eCode360 is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your eCode360 site with each supplement to your Code.

A trusted, “go-to” resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

eCode360 Service Level included in this Project: **Standard**

	eCode360 Lite	Standard eCode360	Premium eCode360
Annual Maintenance Fee	\$695	\$995	\$1,195
New Laws	x	x	x
Easy and Flexible Searching	x	x	x
Dynamic Table of Contents	x	x	x
Email or Share Links	x	x	x
Printing	x	x	x
Bookmarking Searches	x	x	x
Archive View	x	x	x
"Sticky" Table Headers	x	x	x
Administrative Tools	x	x	x
Translate	x	x	x
eCode360 Search App	x	x	x
Linked New Laws		x	x
Public and Private Notes		x	x
Sample Legislation (Multicode Search)		x	x
Download to Word		x	x
Download to PDF			x
New Laws Indicator			x
Advanced Search			x
Customizable Titles			x
eAlert			x
Public Documents Module			x

For more information about eCode360 and the service levels we offer, see page 16.

Publish a Custom Printed Code

General Code will publish 1 printed copy of your Code in a high-quality, custom-imprinted post binder. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the Charter Township's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Charter Township keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

For more information about General Code's Supplementation Services, see page 22.

Project Materials

Source Materials

The Charter Township of Allendale has provided General Code with the following documents, which will be used as the source materials for the recodification project:

- > Uncodified legislation adopted from Ordinance No. 1995-1 to Ordinance No. 2020-8
- > Uncodified 1988 Zoning Ordinance, Articles 1 through 33, as updated through Ordinance No. 2020-5 (*inclusion of this legislation in the Codification project is optional*)

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Allendale set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

Special Considerations

General Code has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- > Please note that inclusion of the Zoning Ordinance is optional. If the Zoning Ordinance is not included, we will include a reference page in the printed Code book, indicating that the legislation is on file in the Clerk's office, and will include a link on eCode360 to the uncodified Zoning Ordinance (if applicable).
- > Please note that if the Charter Township decides to include the Zoning Ordinance, the Charter Township will need to provide General Code the original JPEG file of the image in Article 24.

Investment Details and Options

Codification Project Price

\$7,642

Services included with the codification project:

- > eCode360 Code Review Webinar
- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 2020-8
- > Editorial Work
- > Proofreading
- > Shipping

Initial deliverables included with the codification project:

- > Organizational Analysis
- > eCode360 Code Review
- > Editorial and Legal Analysis
- > Manuscript
- > Draft

Final deliverables included with the codification project:

- > Standard eCode360
- > eCode360 Search App
- > Publication of 1 Code Volume in a Standard Imprinted Post Binder
- > Comprehensive Index
- > Disposition List
- > Customizable Tabs
- > Code Adoption Legislation

Administrative Fees

\$0

General Code does not charge administrative fees; you will only pay for products and services you actually use

Optional Components

The following is available to you at an additional charge:

- | | |
|---------|---|
| \$3,842 | Codification of Zoning Ordinance |
| \$(300) | Substitute eCode360 Lite instead of Standard eCode360
<i>Annual Maintenance: \$695</i> |
| \$200 | Upgrade to Premium eCode360, Including PubDocs Module
<i>Annual Maintenance: \$1,195</i> |

Please note: Code books in addition to the 1 Code book included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.

Ongoing Services

Standard eCode360 Annual Maintenance

\$995

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Charter Township budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

Future Supplementation Services

General Code will provide supplementation services at a rate of \$18.00 per page for a period of three years from date of publication.

Tables Graphics and Charts \$10.00 per change

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
New Code Project Launch	Within 30 days of contract signing	20% of total project price due
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Charter Township has 30 days for review	20% of total project price due
Submission of the Editorial and Legal Analysis with Manuscript	Within 180 days of receipt of the responses to the Organizational Analysis; the Charter Township has 100 days for review	30% of total project price due
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Charter Township has 45 days to review	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

Authorization and Agreement

The Charter Township of Allendale, Codification, March 16, 2021

Codification Project Price

\$7,642

Optional Components

___ Codification of Zoning Ordinance	\$3,842
___ Substitute eCode360 Lite instead of Standard eCode360 <i>Annual Maintenance: \$695</i>	\$(300)
___ Upgrade to Premium eCode360, Including PubDocs Module <i>Annual Maintenance: \$1,195</i>	\$200

Total Investment

Including all of the options selected above, the total project price will be: \$

The Charter Township of Allendale, Michigan, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Charter Township of Allendale, Ottawa County, Michigan

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Allendale for its records.

Scan and email the completed form to contracts@generalcode.com. You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

Appendix

Michigan Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 54 municipalities in Michigan that have trusted General Code to codify their laws:

Berrien County

Charter Township of Watervliet
City of Bridgman
City of New Buffalo
Three Oaks Township
Township of Buchanan
Village of Baroda
Village of Michiana
Village of Stevensville

Branch County

City of Coldwater

Calhoun County

Nottawasippi Huron Band of the
Potawatomi

Cass County

Village of Cassopolis

Eaton County

Village of Bellevue

Grand Traverse County

Grand Traverse Band

Ingham County

Charter Township of Meridian

Jackson County

Blackman Charter Township
Township of Spring Arbor

Kalamazoo County

City of Kalamazoo
Village of Richland
Village of Vicksburg

Kent County

Cascade Charter Township
Township of Cannon

Lapeer County

City of Lapeer

Livingston County

Township of Putnam

Macomb County

Charter Township of Chesterfield
City of Roseville
Village of New Haven

Midland County

Charter Township of Midland

Monroe County

City of Monroe

Muskegon County

Township of Blue Lake

Oakland County

Charter Township of Oakland
City of Royal Oak

Ottawa County

City of Holland
Township of Park
Village of Spring Lake

Roscommon County

Township of Denton

Saginaw County

Charter Township of Buena Vista

Shiawassee County

City of Corunna

St. Clair County

City of Port Huron
Township of East China

Van Buren County

Township of Lawrence
Township of Paw Paw

Washtenaw County

Charter Township of Pittsfield

Wayne County

Charter Township of Huron
City of Rockwood
Township of Grosse Ile
Township of Northville

Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

City of Holland, Michigan

Kathy Grimm, Clerk

616-355-1301

k.grimm@cityofholland.com

eCode360: <http://www.ecode360.com/HO3221>

City of Bridgman, Michigan

Allyson Holm, Clerk

269-465-5144

aholm@bridgman.org

eCode360: <http://www.ecode360.com/BR3850>

City of Kalamazoo, Michigan

Scott Borling, Clerk

269-337-8792

borlings@kalamazoo-city.org

eCode360: <http://www.ecode360.com/KA2666>

Township of Paw Paw, Michigan

Rebecca Payne, Deputy Clerk

269-657-4340

dclerk@pawpawtownship.org

eCode360: <http://www.ecode360.com/PA3846>

Township of New Buffalo, Michigan

Judith Zabicki, Clerk

269-469-1011

jhzabicki@newbuffalotownship.org

eCode360: <http://www.ecode360.com/NE4155>

eCode360 Platform

Our eCode360 platform is designed specifically to house codified laws and municipal information. eCode360's intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance-free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

eCode360 Service Levels

eCode360 Lite includes the following features:	
New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Standard eCode360 includes all of the above Lite features plus:	
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium eCode360 includes all of the above Lite and Standard features plus:	
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens

1 Custom Banner

2 Public and Private Notes

3 View Archived Codes

4 Public Documents Portal

5 Multicode

6 New Laws

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 82
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 85
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 85

Additional Online Services

MapLink™ powered by ZoningHub™

MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Charter Township, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Charter Township only has one set of printed books.

For more information on our additional online services please contact us at
sales@generalcode.com

Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Charter Township's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Charter Township will have the opportunity to review and approve the organization of the Code.

Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Printed Code Sample Page

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 204-1

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Chapter 204

INSURANCE

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

§ 204-3

ARTICLE I

Fire Damage Claims

§ 204-1. Enforcement authority.

§ 204-2. Claim payment restrictions.

§ 204-3. Payment procedure.

§ 204-4. Regulatory authority.

[HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

ARTICLE I

Fire Damage Claims

[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]

§ 204-1. Enforcement authority.

For precision of reference, section titles are repeated as headings in the text.

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.¹

§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,² the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

Editor's Notes provide supplementary information for the Code user.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

The dateline indicates when the page was printed.

1. Editor's Note: See 40 P.S. § 638.

2. Editor's Note: See 40 P.S. § 638.

204:1

Publication, Nov 2019

Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the Charter Township can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Charter Township. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Allendale. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Charter Township. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Charter Township prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Allendale, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions





CODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Allendale Township, Michigan

March 4, 2021- Valid for 90 days



Tracy Stevanov

Legal Account Executive

Phone 800-262-2633 ext. 7105

Direct: 828-280-2219

Email tstevanov@municode.com

PO Box 2235 Tallahassee, FL 32316



GovTech Top 100 Innovators

Annually since 2016!



LETTER OF INTEREST

March 4, 2021

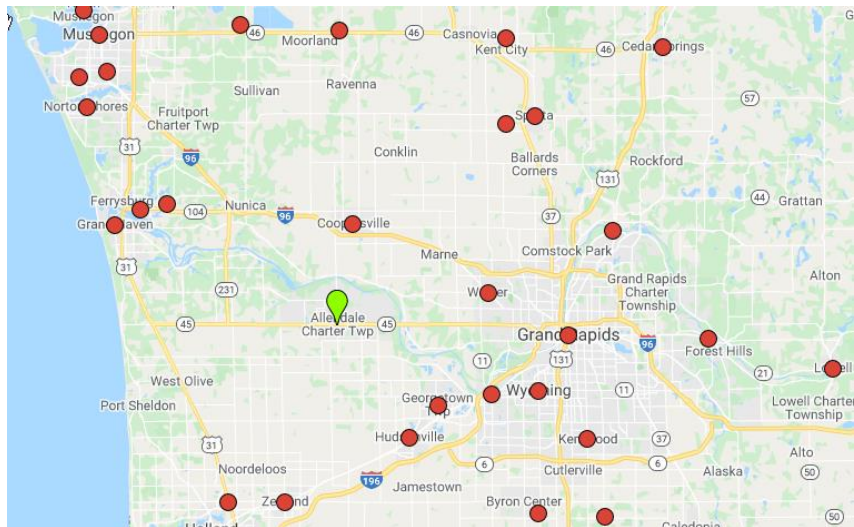
Mr. Kevin Yeomans
Project Coordinator
PO Box 539
Allendale, MI, 49401

via email: kevinyeomans@allendale-twp.org

Mr. Yeomans:

Thank you for your interest in Municode's codification services. The goal of the codification process is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion; in conformity with the laws of the State of Michigan and readily accessible to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States and host over 3,700 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at <https://www.municode.com/> to explore our full suite of government services.



Municode provide Code publishing services to 308 municipalities in Michigan, including several near Allendale Charter Township.

In addition to codification services, we provide a “circle of governance” that offers website design, meetings management and document archival tools in one seamless experience.

Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Please contact Legal Account Executive Tracy Stevanov (tstevanov@municode.com, 828-280-2219) if you have any questions regarding this proposal!

Sincerely,



A handwritten signature in blue ink, appearing to read 'B Geiger'.

Bob Geiger
Vice President of Sales
Phone: 850-692-7132
bgeiger@municode.com

EXECUTIVE SUMMARY

Codification, Supplementation and Online Code Hosting Services

Logic: Organize your legislation into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.

- ★ **Codification**\$16,100¹
Timeline 10-12 months

The codification base cost of \$16,100 is based on a 700-page, single column 10-point code. Additional format and font options are provided on the following page.

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index (if elected); create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate)..... \$19
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

- ★ **Online hosting = MunicodeNEXT!** 3 months at no charge, then \$450²
The online code is only \$450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,195 annually. First 90 days no charge under either option!

¹ Please see page 3 for additional pricing details.
² Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

CODIFICATION QUOTATION SHEET

Codification base cost, including Zoning

\$16,100³

- ★ 700 single column 10-point font pages, excluding construction standards
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
 - ★ Preparation of legal memorandum by a Municode attorney
- ★ Teleconference with attorney⁴
- ★ Implementation of approved legal findings
 - ★ Updating State Law references
 - ★ Editorial preparation, proofreading and formatting
 - ★ Indexing
- ★ Tables⁵, Graphics⁶ & tabular matter⁷
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 5 copies, to include 3-post stamped binders and tabs
- ★ Sample adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: ☐ 10-point (700) ☐ 11-point (791) ☐ 12-Point (875)

Binder Selection:

Binder Color: ☐ Semi-Bright Black ☐ Dark Blue ☐ Green ☐ Burgundy

Ink Stamping Color:

☐ Gold ☐ Silver

Optional Services

- ☐ Gender Neutralization of Code **\$700**
- ☐ Archival OrdBank⁸, per ordinance **\$10**

Items not included in base cost

- ★ Pages over 700 10-point, single column pages per page (or equivalent) **\$24**
- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

Payments for codification project - Your project can be budgeted over two fiscal years

- ★ Execution of Agreement **\$5,630**
- ★ Submission of the Legal Memorandum **\$4,020**
- ★ Submission of Draft Code **\$4,020**
- ★ Delivery **Balance**

³ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a Proof update fee, if applicable.

⁴ For the initial 3-hour session, then \$150 per hour thereafter. On-site conference available upon request. Will include attorney time, travel, lodging, and per diem.

⁵ The following tables are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁶ Includes printing all copies.

⁷ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁸ Add historical ordinances to your online OrdBank repository going back as far in time as you would like. Archival ordinances will be stored in annual folders alongside the Code, with each ordinance hyperlinked to the Code's history notes. Enrollment in the OrdBank service (see page 5) is required to use this service.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁹

Page Format	Base Page Rate
Single Column	\$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you¹⁰
- ★ Updating electronic versions¹¹ and online code
- ★ Printing 5 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics¹² & tabular¹³ matter, each
- ★ MyMunicode or online code

**Actual
If applicable
\$10
Selections on page 5**

Electronic media options for Code of Ordinances (sent via download)¹⁴

- | | |
|---|--|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

⁹ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

¹⁰ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹¹ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹² Includes printing of all copies.


¹³ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹⁴ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.





ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 4,000 codes on MunicodeNEXT [here](#). Please check the appropriate box (es) to indicate your selection:

STANDARD ONLINE CODE HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  **First 90 days no charge** **\$450**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.


OPTIONAL SERVICES

- ☐ **CodeBank** annually  **\$150**
Permanent online collection of previous versions of the code.
- ☐ **CodeBank Compare + eNotify¹⁵** annually **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **OrdBank** annually (or per ordinance)  **\$450**
(\$35)
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$600**
(\$60)
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- ☐ **MuniPRO** Service annually (*sample Ordinance Service*)  **\$295**
Search nearly 4,000 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs¹⁶** annually, upgraded self-loading capabilities  **\$350¹⁷**
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- ☐ **MyMunicode** annually. **First 90 days no charge** **\$1,195¹⁸**
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**
- ☐ Add **OrdLink** to the MyMunicode bundle for only **\$150** annually!

RECOMMENDED ADDITIONAL SERVICES (See Additional Services)

- ☐ **MunicodeMEETINGS**, annually  **(\$4,800 if bundled with other Municode services)** **\$5,000**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁵ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁶ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁷ Includes up to 25GB data storage. Quote for additional document storage is available upon request.

¹⁸ Total value if each item were to be purchased a la carte would be approximately \$1,595 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees. Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in

Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.

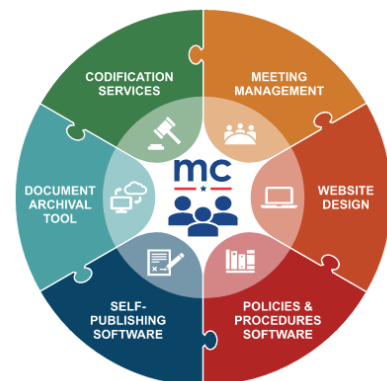


Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES

Codification & Publication Summary

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code related material in order to produce a Code of Ordinances that it is free from conflicts and inconsistencies and conforms to the laws of the State of Michigan. Your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the codification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the codification project is within **10 to 12 months**, excepting any delays occasioned by your submission of the material or return of the draft Code. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and published. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Codification & Publication of the code is anticipated to be as follows:

Codification and Publication

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly codified code.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Online Code Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features

simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery also available in Word, PDF and Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,700 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** will enable you to upload a wide variety of documents to browse and search alongside the code, simply by dragging and dropping the document into the upload dialog box on the administrator dashboard. You can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more, all of which are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



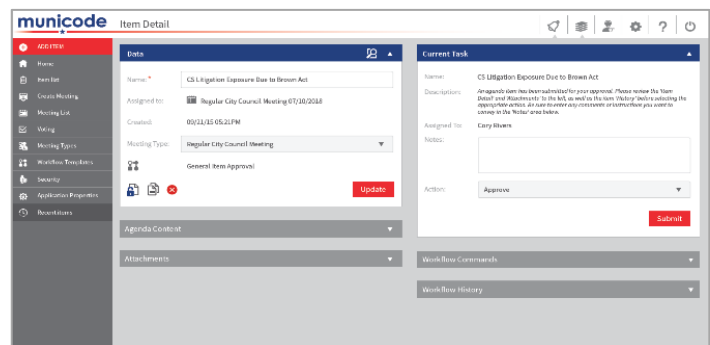
 [Request MunicodeWEB Demo/Proposal](#)

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our “single click publishing” will provide you with automatic agenda and packet creations.



 [Request MunicodeMEETINGS Demo/Proposal \(see pricing page 5\)](#)

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

☐ **Request Point and Pay Demo/Proposal**

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

☐ **Request MCCi Demo/Proposal**

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



☐ **Request enCodePlus™ Demo/Proposal**

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and Allendale Charter Township, Michigan.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and continue for a period of three (3) years. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer:  _____

Title: Bob Geiger, Vice President of Sales

Date: March 4, 2021

Accepted by:

ALLENDALE CHARTER TOWNSHIP, MICHIGAN

Signature: _____

Printed Name: _____

Title: _____

Date: _____



ATTACHMENT A

MunicodeNEXT Standard & Premium Features



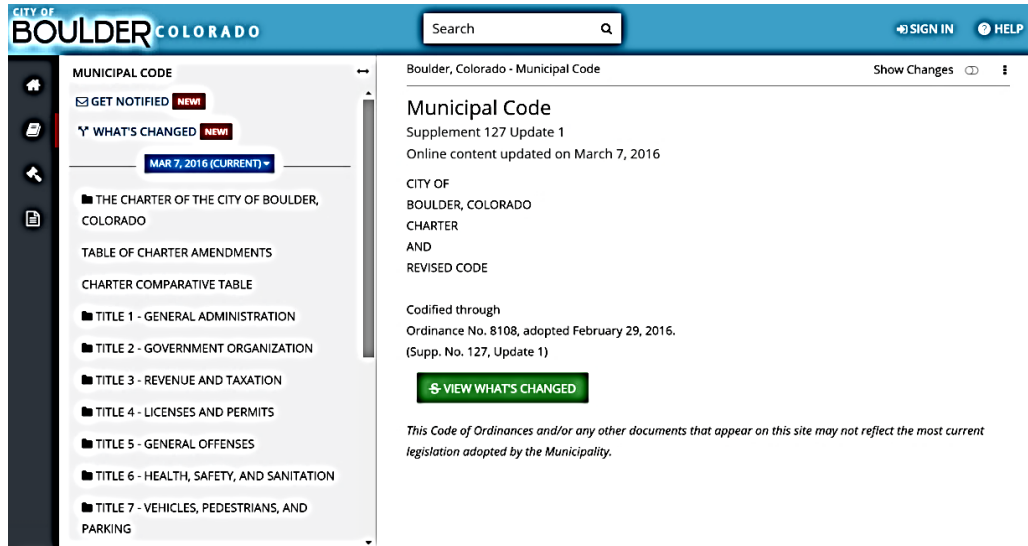
GovTech Top 100 Innovators

Annually since 2016!

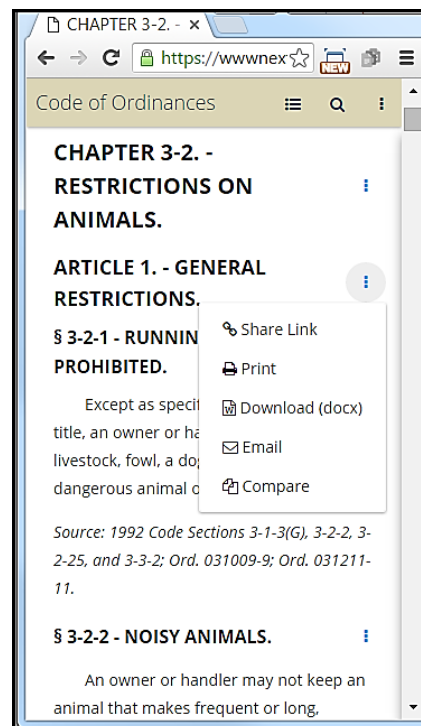


Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



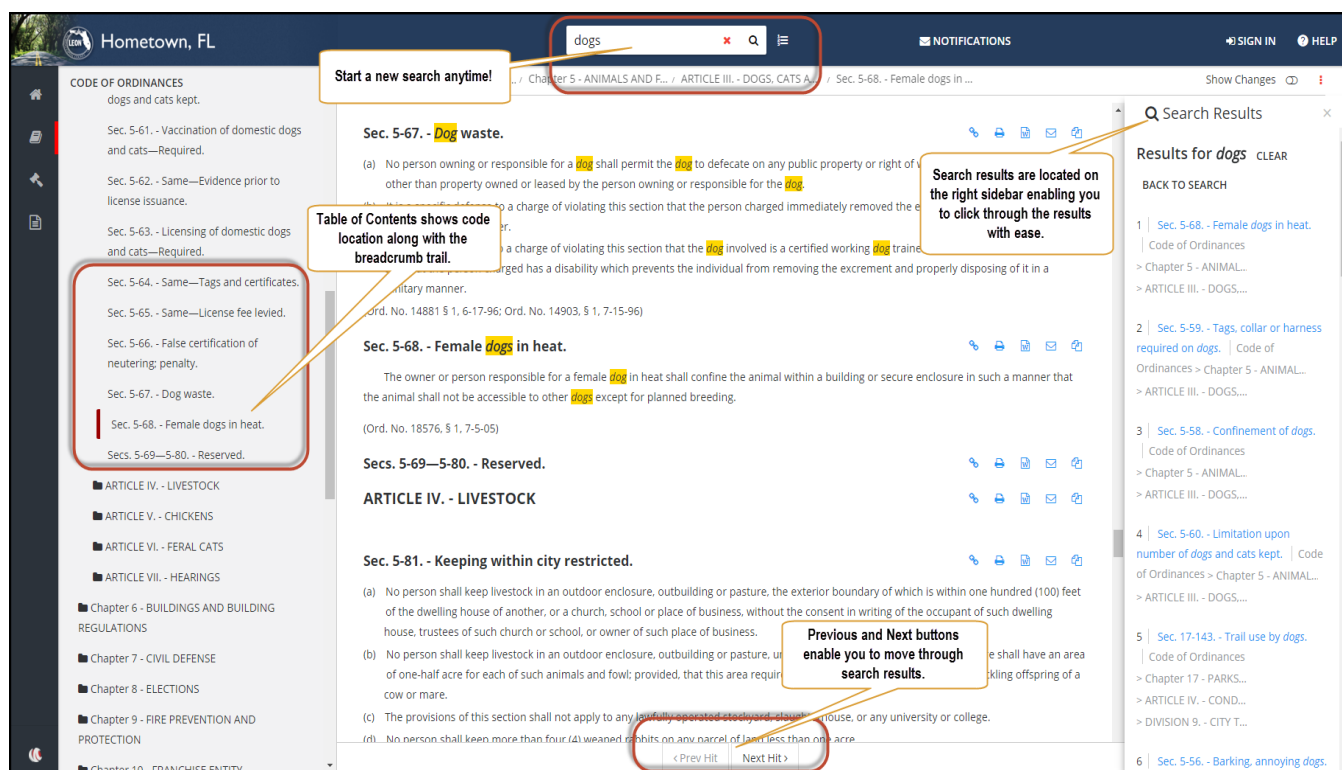
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Standard Features of MunicodeNEXT

Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

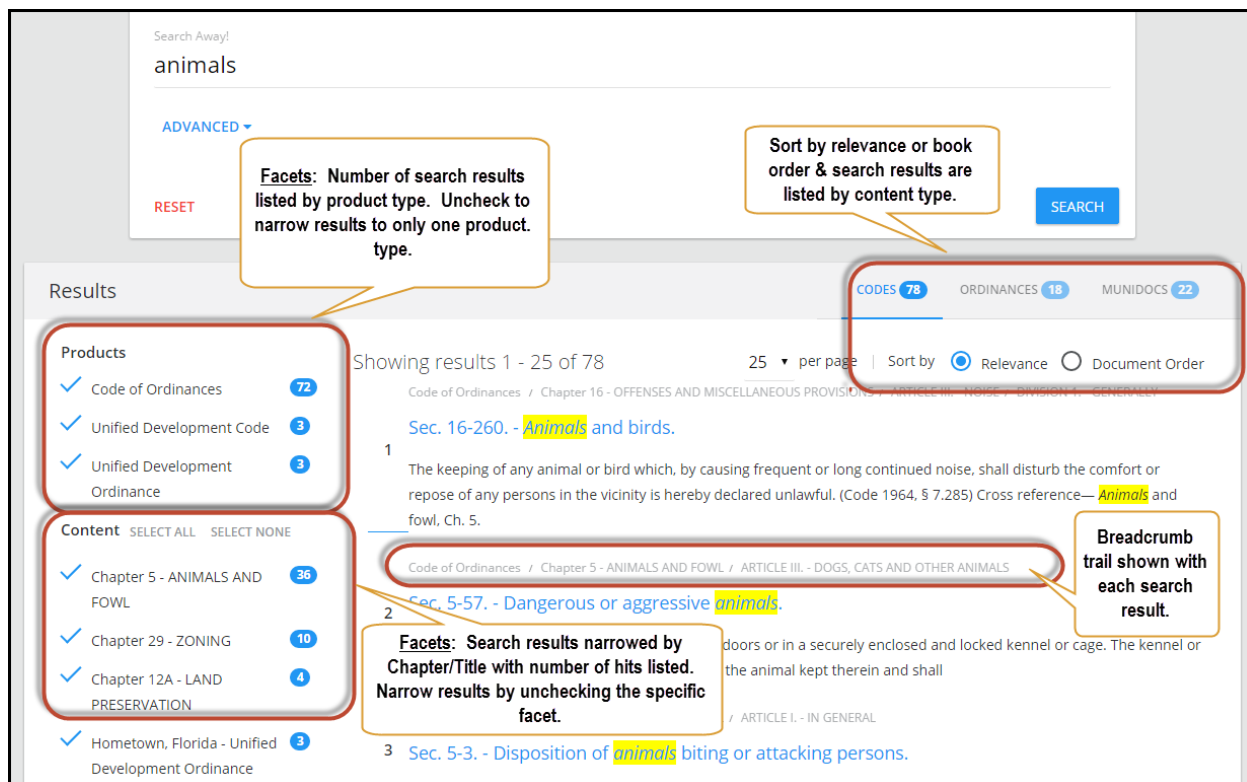
Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

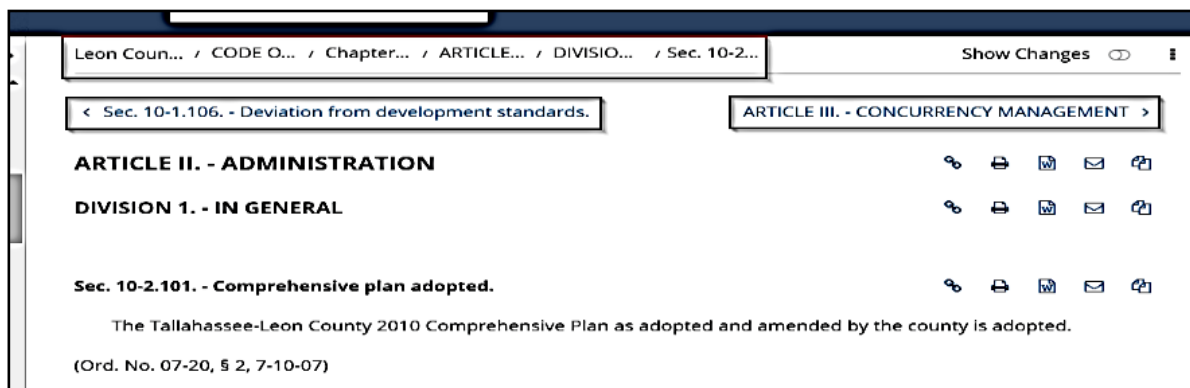
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.

Standard Features of MunicodeNEXT



Search enhancements provided with our latest website upgrade include (see screenshot above):

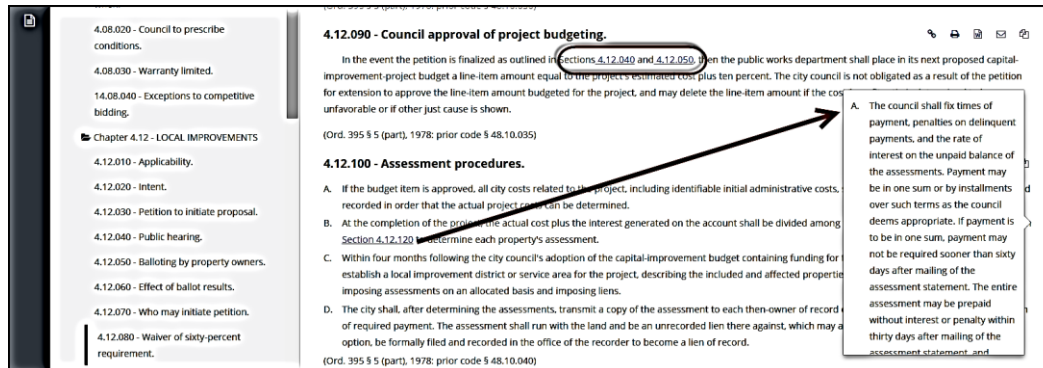
Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Public Notes - One of our newest additions to MunicodeNEXT is the ability to post public notes or documents within the online Code to inform your citizens about current issues pertinent to any specific section of your Code.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

Hyperlinked ordinance in text

The screenshot displays the City of Arvada's Code of Ordinances website. The left sidebar shows a tree view of the Code of Ordinances, with 'DIVISION 6. - WATER FEES AND RATES' selected. The main content area shows the text of Ordinance 102-161. A red box highlights a section of the text that lists various ordinances, including 'Ord. No. 4027, § 1, 10-16-2006; Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008; Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010; Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011; Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013; Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014; Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016)'. The text is hyperlinked, allowing users to click on the ordinance number to view the full ordinance.

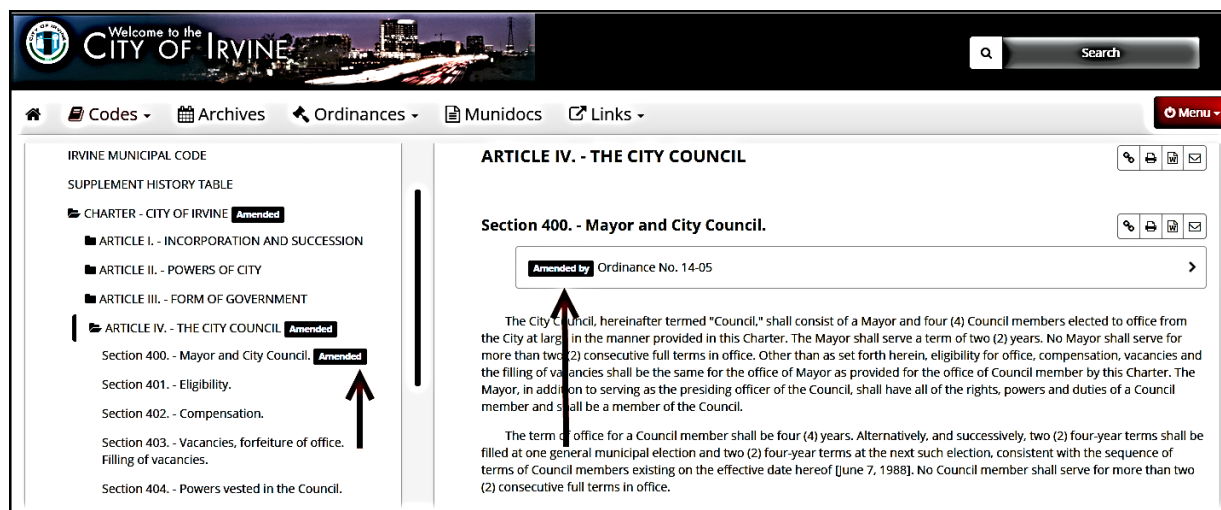
(One-Click access to the original ordinance in the OrdBank Repository)

The screenshot displays the City of Arvada's Code of Ordinances website, showing a PDF document of an ordinance. The left sidebar shows a tree view of the Code of Ordinances, with 'Ordinance No. 4099' selected. The main content area shows the PDF document of Ordinance No. 4099, titled 'COUNCIL BILL NO. 07-038 ORDINANCE NO. 4099'. The document is titled 'AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 102, UTILITIES, OF THE ARVADA CITY CODE PERTAINING TO WATER, WASTEWATER AND STORMWATER TAP FEES AND USERS RATES'. The document is dated 'BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:'. The document contains a table of fees for residential facilities within the corporate limits of the city. The table lists the following fees:

Type of Residence	Amount per Unit
a. Single-family	\$10,920.00
b. Duplex	\$6,190.00
c. Multifamily	

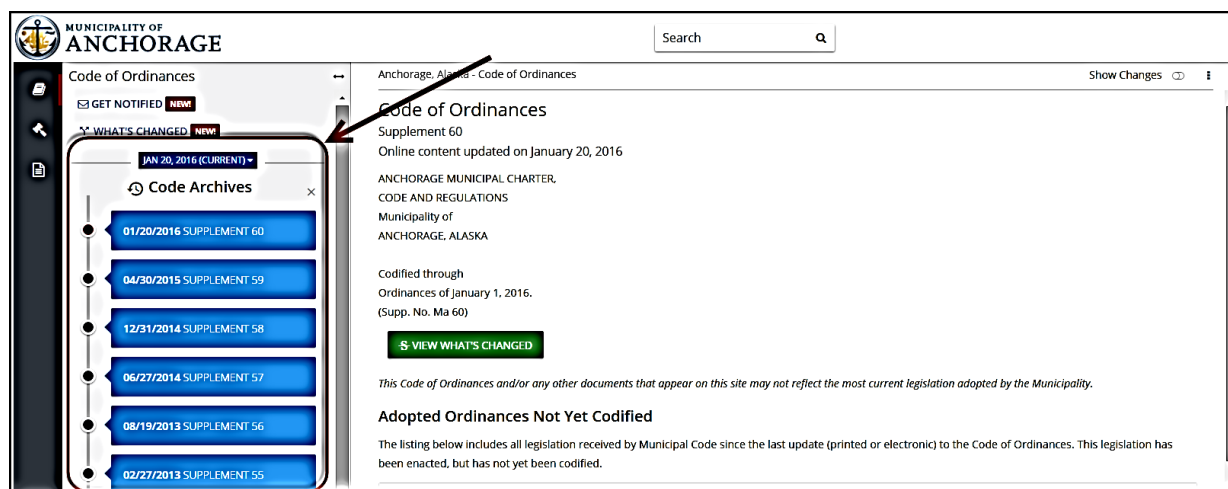
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update. **eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

The screenshot shows a 'Get Notified' form with the following elements:

- Get Notified** (header with a close button)
- Text: "Filling out this form will allow you to receive an email notification every time select publications are updated."
- Note**: "If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email."
- Email** field: "Enter email" (An arrow points to this field with the text: "Sign up to be notified for all publications or narrow notifications to only one product.")
- Profession** dropdown: "Select One"
- Codes** section (highlighted with a red box):
 - ☐ Unified Development Code
 - ☐ Unified Development Ordinance
 - ☒ Code of Ordinances

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

The screenshot displays the 'Municipality of ANCHORAGE' Code of Ordinances page. The left sidebar shows a 'Table of Contents' with '2.30.030 - Meetings' highlighted. The main content area shows the text of the ordinance with several changes highlighted in yellow. A 'Show Changes' button is visible in the top right. The right sidebar shows a 'Table of Contents' with 'TITLE 2 - LEGISLATIVE BRANCH' highlighted.

(Show changes button and a custom banner are shown below)

The screenshot displays the 'City of Bonita Springs Florida' Code of Ordinances page. The left sidebar shows a 'Table of Contents' with 'ARTICLE I. - [IN GENERAL]' highlighted. The main content area shows the text of the ordinance with a 'Show Changes' button in the top right. A custom banner at the bottom reads: "This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality."

Premium Features of MunicodeNEXT

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Ahoskie > Minutes

Name	Sort Date
Ord_2018-105 (4)	

UPLOAD FILES

NEW FOLDER

Upload files

Drop file(s) here or click to upload

Supported file types

.doc, .docx, .pdf

Max file size

10 MB

Success! All files uploaded.

RESET

BACK TO DASHBOARD

Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

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Premium Features of MunicodeNEXT

MuniPRO. MuniPRO Searching allows you to search the over 3,700 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

