

Agenda for the
Allendale Charter Township Board Meeting
Monday, April 12, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Adam Elenbaas
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the March 22, 2020 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the March 15, 2020 Planning Commission Meeting
 - Deputy Clerk Notification and Appointment
- Public Hearings
- Public Comments
- Guest Speakers
 - Department Head Update
 - Public Utilities
 - New Facilities Update
 - Department Head Update
 - Fire
 - 2020 Year End Report
 - New Fire Station Update
 - Construction Simplified
- Action Items
 - Intern Hiring Recommendation
 - Community Coordinator Hiring Recommendation
 - Codification Services
 - Administrative Assistant Job Description
 - Seasonal Team Member Recommendations
- Discussion Items

- Fire Station/Construction Simplified as Owner's Rep
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, March 22, 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; Margaret Wheeler, Library Advisory Board Member; Garry Murphy, Rotary Club Member; Kim Blum, Rotary Club Member; Cathy Schmidt; Jessica VanBlaricum-Miller; Mitch Kahle; Holly Huber; Jeanine Gasper; and Elaine Ebeling.

Ms. Hansen pronounced the invocation.

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

BOT 21-039 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-040 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 8, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$258,438.21 as presented by the summary report for March 10, 2021 – March 23, 2021. There were no interim payments. The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the March 1, 2021 Planning Commission Meeting
3. February Fire Activity Report
4. February Sheriff's Office Report
5. Deputy of the Year: Deputy John Ortman
6. Sheriff's Emerging Leaders: Detective Schickinger
7. Life Saving Award: Deputy Travis Schippers

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Jessica VanBlaricum-Miller, Allendale
2. Holly Huber, Muskegon
3. Mitch Kahle, Muskegon
4. Jeanine Gasper, Allendale
5. Several other members of the public who did not disclose name and resident information.

BOT 21-041 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Garry Murphy, Rotary Club Member; and Kim Blum, Rotary Club Member; provided an overview of the planning for Concerts in the Park for the 2021 season. Rotary requests an increase from six to ten concerts as long as the established budget of \$3200.00 allows. They introduced different ideas of coordinating 50/50 Raffle, Rotary donation box, and inviting food trucks to be available during the concerts. Some board members indicated they would like to investigate sponsorship opportunities to financially support Concerts in the Park rather than it being funded by the township in the future. Several board members had various questions. Board members indicated their support for the increased number of concerts as long as the cost complies with the approved budget. Rotary will continue with booking the entertainment and Ms. Hansen will update the board on Concert in the Park planning progress at future board meetings.

Action Items

- BOT 21-042 Ms. Vander Veen moved to approve the hiring of Mary Cook to fill the vacant Library Director position at a starting salary of \$63,000.00. The motion passed.
- BOT 21-043 Ms. Hansen moved to approve the hiring of Jaxon Walker to fill the vacant Maintenance Operator position at a starting wage of \$16.95 per hour, which will increase to \$17.95 per hour after a successful orientation period. The motion passed.
- BOT 21-044 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-05, authorizing the petition for maintenance and improvement of the Sevey Drain. 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 21-045 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-06, adopting the parameters of the Veteran Garden of Honor Brick Donation Program with the suggested edits. 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 21-046 Mr. Vander Wall moved to approve the 2021 COVID PTO Extension and Revision. The motion passed.
- BOT 21-047 Mr. Vander Wall moved to approve the Deputy Clerk and Community Coordinator job descriptions with the suggested edits. The motion passed.
- BOT 21-048 Ms. Kraker moved to approve the Deputy Clerk and Community Coordinator salaries as outlined in said job descriptions. The motion passed.

Discussion Items

Ms. Hansen provided the board an overview of the proposed codification

services. She explained what codification is and the benefits it will provide constituents of the township and the residents.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jessica VanBlaricum-Miller, Allendale
3. Holly Huber, Muskegon
4. Mitch Kahle, Muskegon

BOT 21-049 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Vander Wall congratulated Deputy Ortman and Deputy Schippers for their Ottawa County Sheriff Office Awards.
2. Mr. Murillo inquired about bricks that do not meet stipulations outlined in Resolution 2021-06 that are already installed in the Veterans Garden of Honor. Mr. Elenbaas clarified that Resolution 2021-06 does not apply to those bricks.
3. Mr. Elenbaas addressed the public inquiry of federal stimulus funds that are to be issued to the township and explained it is likely the funds will not be received. He provided an update of the upcoming Internship interviews.

BOT 21-050 Mr. Murillo moved to adjourn at 9:09 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

User: DENISE

EXP CHECK RUN DATES 03/24/2021 - 04/13/2021

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Department: 000.000

AFLAC	Misc Ins - Aflac	312.40	
AFLAC	Misc Ins - Aflac	33.09	Misc Ins - Aflac
AFLAC	Misc Ins - Aflac	438.61	Misc Ins - Aflac
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	790.88	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	9,033.93	Pension
ALERUS RETIREMENT SOLUTIONS	Pension	107.70	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	100.00	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	403.97	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	625.63	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	4,562.44	Pension
AUKEMAN DEVELOPMENT COMPANY	MEADOW LAKE SITE CONDO/AUKEMAN	478.00	MEADOW LAKE SITE CON
COUNTRYSIDE GREENHOUSE	COUNTRYSIDE SAND MINING SLU	425.00	COUNTRYSIDE SAND MIN
CURT MORAN BUILDERS, INC.	TRADER'S VIEW-SIETSEMA FARM FE	112.00	TRADER'S VIEW-SIETSE
FLEIS & VANDENBRINK ENG'G INC	ALLENDALE BAPTIST CHURCH	77.50	ALLENDALE BAPTIST CH
FLEIS & VANDENBRINK ENG'G INC	PEPPINO'S/ALLENDALE MEADOWS PU	247.75	PEPPINO'S/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	JMM/46TH AVE SLU SAND MINING	402.50	JMM/46TH AVE SLU SAN
FLEIS & VANDENBRINK ENG'G INC	MINI STORAGE DEPOT-64TH ST LLC	38.75	MINI STORAGE DEPOT-6
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	547.88	HIGHPOINT REAL ESTAT
FLEIS & VANDENBRINK ENG'G INC	5015 WARNER SAND MINING	647.00	5015 WARNER SAND MIN
FLEIS & VANDENBRINK ENG'G INC	DEWPOINTE WEST 4	1,305.05	DEWPOINTE WEST 4
FLEIS & VANDENBRINK ENG'G INC	6138 LMD-PUD-SIGNATURE LAND DE	1,658.25	6138 LMD-PUD-SIGNATU
FLEIS & VANDENBRINK ENG'G INC	ESCROW-PLACID WATERS 3	942.75	ESCROW-PLACID WATERS
FLEIS & VANDENBRINK ENG'G INC	MAPLE POND/ALLENDALE PLACE PUD	378.00	MAPLE POND/ALLENDALE
FLEIS & VANDENBRINK ENG'G INC	M45 LLC GAS STATION	748.75	M45 LLC GAS STATION
FLEIS & VANDENBRINK ENG'G INC	HIGHPOINT REAL ESTATE-METRO HE	1,112.37	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	HIDDEN SHORES WEST-PHASE 3	60.00	HIDDEN SHORES WEST-P
FRESH COAST PLANNING LLC	ALLENDALE BAPTIST CHURCH	600.00	ALLENDALE BAPTIST CH
FRESH COAST PLANNING LLC	PEPPINO'S/ALLENDALE MEADOWS PU	24.00	PEPPINO'S/ALLENDALE
FRESH COAST PLANNING LLC	JMM/46TH AVE SLU SAND MINING	300.00	JMM/46TH AVE SLU SAN
FRESH COAST PLANNING LLC	J & H ADDITION	36.00	J & H ADDITION
FRESH COAST PLANNING LLC	M45 LLC GAS STATION	36.00	M45 LLC GAS STATION
FRESH COAST PLANNING LLC	BLISS ST MINING POND	60.00	BLISS ST MINING POND
FRESH COAST PLANNING LLC	HIGHPOINT REAL ESTATE-METRO HE	132.00	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	11221 COMMERCE-AROY THAI ADDIT	36.00	11221 COMMERCE-AROY
FRESH COAST PLANNING LLC	5015 WARNER SAND MINING	756.00	5015 WARNER SAND MIN
FRESH COAST PLANNING LLC	DEWPOINTE WEST 4	24.00	DEWPOINTE WEST 4
FRESH COAST PLANNING LLC	MR. BURGER-WALGREENS PUD	1,044.00	MR. BURGER-WALGREENS
FRESH COAST PLANNING LLC	ALLENDALE CHRISTIAN EXPANSION-	504.00	ALLENDALE CHRISTIAN
FRESH COAST PLANNING LLC	KENNEDY LAKES 2	348.00	KENNEDY LAKES 2
ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	341.54	GARNISHMENTS
MANGO, COREY-LINDA	Special Assessments (Roads)	87.15	Special Assessments
OTTAWA COUNTY TREASURER	Due To County	442.50	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,014.00	Due To Schools
ROSEMARY NULAND	VETERAN'S MEMORIAL BRICKS	75.00	VETERAN'S MEMORIAL B
VANDERMOLLEN, KORYN	ESCROW-VANDERMOLLEN KENNEL	271.00	ESCROW-VANDERMOLLEN K
Total: 000.000		31,721.39	

Department: 100.000 Water

ACENTEK	Telephone	77.00	TELEPHONE
ACTION INDUSTRIAL SUPPLY COMPANY	Safety Equipment	60.79	Safety Equipment
AMERICAN WATER WORKS ASS'N	Dues	444.00	Dues
AVENTRIC TECHNOLOGIES LLC	Safety Equipment	64.50	Safety Equipment
CONSUMERS ENERGY	Electricity	4,684.70	Electricity
DTE ENERGY	Heat - Metering Station	701.57	Heat - Metering Stat
ETNA SUPPLY COMPANY	Meter Cost	6,208.12	Meter Cost
MINER SUPPLY COMPANY INC	OFFICE SUPPLIES	76.61	OFFICE SUPPLIES
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	28.96	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	92.42	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	488.88	Employers Health Ins
VERIZON WIRELESS	Telephone	261.81	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	84.25	Employers Health Ins

WARD, JEFF-DAWN	Utility Charges	168.83	Water
WOLVERINE POWER SYSTEMS	Maintenance	100.00	Maintenance
Total: 100.000 Water		13,542.44	

Department: 120.000 KNOWLTON HOUSE

CONSUMERS ENERGY	Electricity	24.90	Electricity
DTE ENERGY	Heating Fuel	142.67	Heating Fuel
Total: 120.000 KNOWLTON HOUSE		167.57	

Department: 200.000 Sewer

ACENTEK	Telephone	399.84	TELEPHONE
ACTION INDUSTRIAL SUPPLY COMPANY	Safety Equipment	60.80	Safety Equipment
AVENTRIC TECHNOLOGIES LLC	Safety Equipment	64.50	Safety Equipment
CONSUMERS ENERGY	Electricity	969.58	Electricity
DTE ENERGY	Heating Fuel	1,772.22	Heating Fuel
FRANKLIN HOLWERDA COMPANY	WRRF MAINTENANCE	2,375.00	WRRF MAINTENANCE
FREDRICKSON SUPPLY LLC	New Equipment	6,899.00	New Equipment
GALLOUP COMPANY	WRRF MAINTENANCE	538.76	WRRF MAINTENANCE
HACH COMPANY	LAB SUPPLIES	3,007.03	LAB SUPPLIES
METTLER-TOLEDO LLC	WRRF MAINTENANCE	377.18	WRRF MAINTENANCE
MINER SUPPLY COMPANY INC	OFFICE SUPPLIES	76.61	OFFICE SUPPLIES
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	28.96	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	92.42	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	488.88	Employers Health Ins
PROFLOW PUMPING SOLUTIONS	WRRF MAINTENANCE	643.12	WRRF MAINTENANCE
THOMAS SCIENTIFIC LLC	LAB SUPPLIES	696.14	LAB SUPPLIES
VERIZON WIRELESS	Telephone	656.28	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	84.25	Employers Health Ins
WEBB CHEMICAL SERVICE CORP	Chemicals	5,137.43	Chemicals
WOLVERINE POWER SYSTEMS	COLLECTION SYSTEM MAINTENANCE	1,244.36	COLLECTION SYSTEM MA
Total: 200.000 Sewer		25,612.36	

Department: 210.000 Attorney

SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	1,627.50	CONTRACTED SERVICES-
Total: 210.000 Attorney		1,627.50	

Department: 215.000 Clerk

AMAZON CAPITAL SERVICES	Supplies	462.68	Supplies
Total: 215.000 Clerk		462.68	

Department: 248.000 General Office

AMAZON CAPITAL SERVICES	Supplies	24.99	Supplies
APPLIED IMAGING	Contracted Services	1,684.65	Contracted Services
FLEX ADMINISTRATORS INC	Miscellaneous	50.00	Miscellaneous
KCI (KENT COMMUNICATIONS INC)	Postage	125.00	Postage
MAIN STREET PUB	WINTER READINESS PROGRAM	2,076.76	WINTER READINESS PRO
OTTAWA COUNTY FISCAL SERVICES	Computer Maintenance	729.42	Computer Maintenance
PITNEY BOWES INC	Contracted Services	944.04	Contracted Services
US BANK EQUIPMENT FINANCE	Computer Maintenance	162.64	Computer Maintenance
VERIZON WIRELESS	CELL PHONE	(44.93)	CELL PHONE
VERIZON WIRELESS	Miscellaneous	6.00	Miscellaneous
Total: 248.000 General Office		5,758.57	

Department: 265.000 Building & Grounds

ACENTEK	Telephone	978.15	TELEPHONE
ALLENDALE TRUE VALUE HDWE INC	Maintenance	260.18	Maintenance

AVENTRIC TECHNOLOGIES LLC	Miscellaneous	1,555.00	Miscellaneous
BRENDA BORST	Contracted Services	1,058.00	Contracted Services
CONSUMERS ENERGY	Electricity	944.78	Electricity
DTE ENERGY	Heating Fuel	2,284.54	Heating Fuel
FAMILY FARM & HOME INC	Maintenance	61.53	Maintenance
KP TREE & NURSERY LLC	Flowers/Shrubs/Trees	320.00	Flowers/Shrubs/Trees
MENARDS-HOLLAND INC	Supplies	39.54	Supplies
MINER SUPPLY COMPANY INC	Supplies	68.31	Supplies
REBECCA BENJAMIN	Contracted Services	200.00	Contracted Services
VERIZON WIRELESS	Cell Phone	61.22	CELL PHONE
Total: 265.000 Building & Grounds		7,831.25	

Department: 276.000 Cemetery

CONSUMERS ENERGY	Electricity	31.71	Electricity
KERKSTRA PORTABLE RESTROOM	Contracted Services	95.00	Contracted Services
Total: 276.000 Cemetery		126.71	

Department: 300.000 Administration

FLEX ADMINISTRATORS INC	Miscellaneous	50.00	Miscellaneous
OTTAWA COUNTY FISCAL SERVICES	Computer Maintenance	2.50	Computer Maintenance
Total: 300.000 Administration		52.50	

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.

ALLENDALE FIRE FIGHTERS ASS'N	Fire Fighting Supplies	218.52	Fire Fighting Suppli
BERENDS HENDRICKS STUIT INS AGEN	Insurance	1,798.00	Insurance
ENVIRONMENTAL DOOR INC	Equipment Maintenance	213.00	Equipment Maintenanc
FAMILY FARM & HOME INC	Miscellaneous	85.95	Miscellaneous
IMAGE TREND INC	Computer Maintenance	1,846.91	Computer Maintenance
J&B MEDICAL SUPPLY INC	Medical Supplies	145.37	Medical Supplies
KLEYN MOBILE REPAIR LLC	Maintenance For 121	4,291.53	Maintenance For 121
MARK'S BODY SHOP	MAINTENANCE FOR 122	118.75	MAINTENANCE FOR 122
MUSKEGON FIRE EQUIPMENT INC.	Maintenance For 141	86.50	Maintenance For 141
NYE UNIFORM COMPANY	UNIFORMS	570.00	UNIFORMS
OTTAWA COUNTY FISCAL SERVICES	Equipment Replacement	525.00	Equipment Replacemen
SCHNEIDER TIRE OUTLET INC	Maintenance For 190	677.60	Maintenance For 190
VAN KEMPEN ELECTRIC INC	FIRE SIMULATOR EXPENSES	4,460.00	FIRE SIMULATOR EXPEN
VERIZON WIRELESS	Cell Phone	72.88	CELL PHONE
WOLBRINK EDUCATION LLC	Medical Supplies	224.00	Medical Supplies
Total: 336.000 Fire Dept.		15,334.01	

Department: 371.000 Inspection Department

MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	3.09	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	5.10	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	6.18	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	17.21	Disability Insurance
MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	87.06	Employers Health Ins
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	48,021.07	Contracted Services
VISION SERVICE PLAN	Employers Health Insurance	14.37	Employers Health Ins
Total: 371.000 Inspection Department		48,154.08	

Department: 408.000 Planning & Zoning Department

FRESH COAST PLANNING LLC	Contracted Services	3,644.00	Contracted Services
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LAKESWOOD CONSTRUCTION	Miscellaneous	34,415.00	Miscellaneous
Total: 408.000 Planning & Zoning Department		38,059.00	

Department: 447.000 Highway M-45

ALLENDALE TRUE VALUE HDWE INC	Irrigation Maintenance	27.56	Irrigation Maintenance
ALLENDALE TRUE VALUE HDWE INC	Pole And Lights Maintenance	17.44	Pole And Lights Main
CONSUMERS ENERGY	Electricity	1,482.72	Electricity
MENARDS-HOLLAND INC	Pole And Lights Maintenance	79.98	Pole And Lights Main
MENARDS-HOLLAND INC	Miscellaneous	479.76	Miscellaneous
MICHIGAN WOOD FIBERS LLC	Flowers/Shrubs/Trees	1,855.00	Flowers/Shrubs/Trees
SPECTRUM HEALTH HOSPITALS	Miscellaneous	51.00	Miscellaneous
Total: 447.000 Highway M-45		3,993.46	

Department: 448.000 Street Lights

CONSUMERS ENERGY	Electricity	9,054.07	Electricity
CONSUMERS ENERGY	Henry St/Town Center Electrici	76.18	Henry St/Town Center
Total: 448.000 Street Lights		9,130.25	

Department: 751.000 Recreation And Parks

CONSUMERS ENERGY	Electricity	498.18	Electricity
FAMILY FARM & HOME INC	Maintenance	18.26	Maintenance
GRAINGER	Maintenance	40.32	Maintenance
MENARDS-HOLLAND INC	Maintenance	331.93	Maintenance
Total: 751.000 Recreation And Parks		888.69	

Department: 790.000 Library

ACENTEK	Telephone	44.03	TELEPHONE
ACENTEK	Computer Maintenance	218.95	COMPUTER MAINTENANCE
ALLENDALE ROTARY CLUB	Dues	187.00	Dues
ALLENDALE TRUE VALUE HDWE INC	Maintenance	81.16	MAINTENANCE
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	55.00	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	187.43	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	458.49	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	652.02	CHILDRENS BOOKS PURC
CONSUMERS ENERGY	Electricity	511.51	Electricity
DEMCO INC	Supplies	584.60	Supplies
DTE ENERGY	Heating Fuel	467.44	Heating Fuel
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	30.39	BOOKS PURCHASED
LAKELAND LIBRARY COOPERATIVE	DIGITAL COLLECTION	1,215.63	DIGITAL COLLECTION
LAKELAND LIBRARY COOPERATIVE	Computer Support - Lakeland	4,929.08	Computer Support - L
MENARDS-HOLLAND INC	Maintenance	10.87	Maintenance
MIDWEST TAPE LLC	DIGITAL COLLECTION	1,015.41	DIGITAL COLLECTION
NICHOLAS HEIMLER	Computer Maintenance	735.00	Computer Maintenance
OFFICE MACHINES COMPANY INC	Copier Maintenance	145.94	Copier Maintenance
OVERDRIVE INC	DIGITAL COLLECTION	1,129.79	DIGITAL COLLECTION
POPULAR SUBSCRIPTION SERVICE	BOOKS PURCHASED	986.33	BOOKS PURCHASED
REBECCA BENJAMIN	Contracted Services	900.00	Contracted Services
SANILAC COMPUTER PRODUCTS	Contracted Services	220.00	Contracted Services
T-MOBILE	Miscellaneous	287.00	Miscellaneous
Total: 790.000 Library		15,053.07	

Department: 852.000 Hospital Reimbursement

MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	1,394.51	Employers Health Ins
VISION SERVICE PLAN	Employers Health Insurance	228.44	Employers Health Ins
Total: 852.000 Hospital Reimbursement		1,622.95	

Department: 853.000 Employee Life Insurance

MUTUAL OF OMAHA INSURANCE COMPAN Life Insurance - Employer	154.35	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN Disability Insurance	354.39	Disability Insurance
Total: 853.000 Employee Life Insurance	508.74	
*** GRAND TOTAL ***	256,294.79	

Treasurer's report for Board Meeting dated Monday, April 12, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
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\$0.00 TOTAL

General Fund Cash Balance at board meeting dated 4/12/2021

Checking Account	\$	4,625,091.00
Liquid Investment	\$	259,344.00
CD	\$	7.00
Total	\$	4,884,442.00

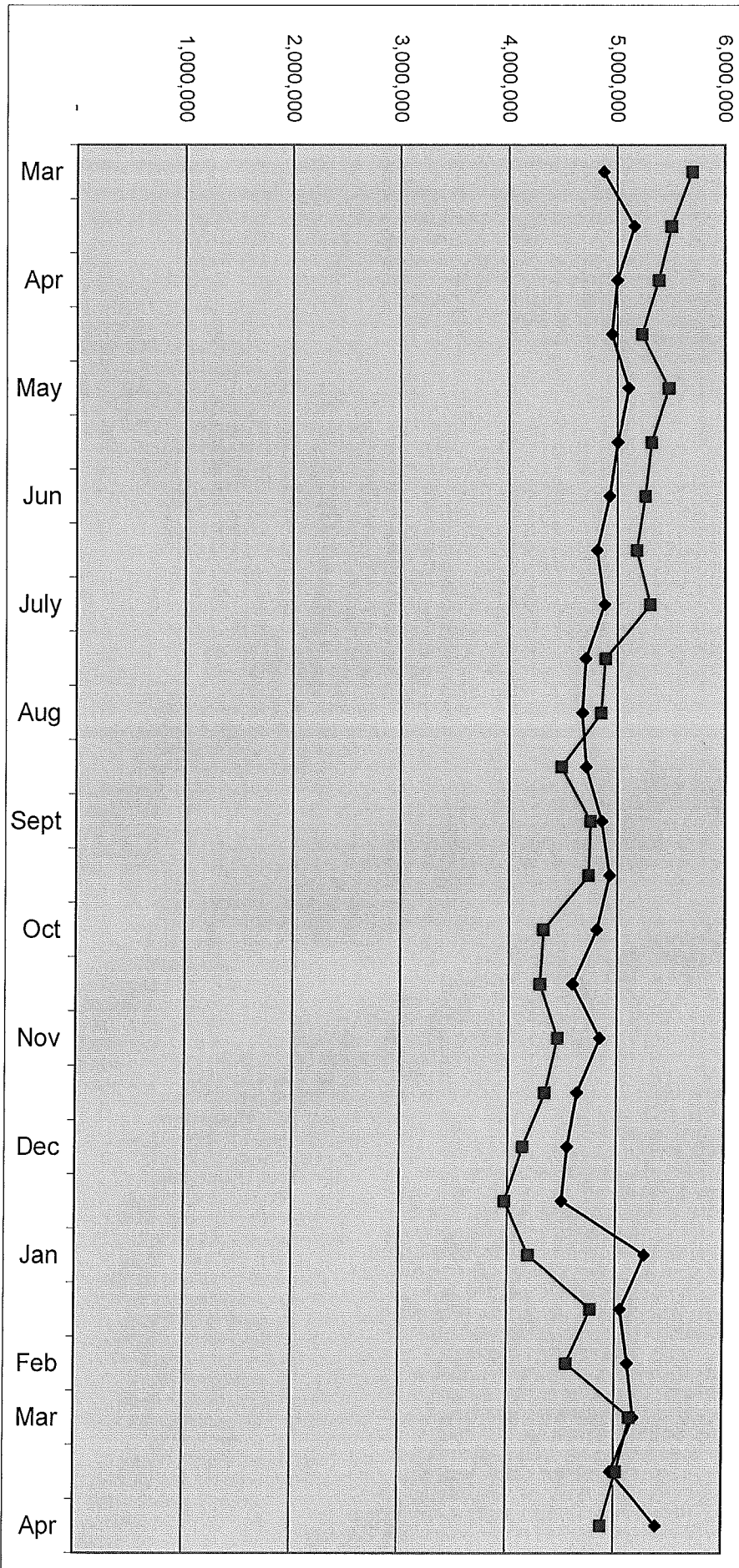
Note: Does not include today's Accounts Payable run

Last board meeting balances

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

Last year at this time the balance was	\$	5,395,307.00
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2019 - 2021 GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 15, 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: Sara-Moring Hilt, Curtis Moran, Kelli McGovern, Kelly Kuiper, Miles Ulberg, Lora Richmond
3. Received for information: No information received.
4. Motion by Kelley to approve the March 1, 2021 meeting minutes. Seconded by Westerling.
Approval 7-0
5. Motion by Longcore recommending switching the order of new business and old business and to approve the March 15, 2021 Planning Commission Agenda. 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 public comments were made. Chairperson Longcore closed the public comment section.
7. Public Hearings: no public hearings were scheduled.
8. New Business:
 - a. 5015 Warner – Mining Application – 70-09-13-200-006
Kelly Kuiper with Nederveld, on behalf of operator, Mr. Curtis Moran, briefed the Commission regarding the project of two small ponds, each 4.9 acres with a total sand volume of over 250,000 cubic yards mined through traditional methods. The proposed time frame and request for the project is five years. Ms. Kuiper also reiterated that the haul route was as close as possible to the proposed truck haul route.

Ms. Kuiper stated they would be addressing some clerical errors from a previous Township memo and brought two items before the Commission needing approval:

- Proposal of 50 ft of crushed concrete vs. asphalt at the construction access road.
- Deferment on a sidewalk until the road is paved.

In addition, Ms. Kuiper referred to the Road Commission letter of credit or performance bond previously recommended by Mr. Jody Carter for a performance bond in the amount of \$40,000 per mile. Ms. Kuiper noted there would be 1-1/4 miles until they reached the pavement. She stated that Mr. Moran and Mr. Carter were currently working on a permitting mechanism concerning mining operations on dirt roads to ensure there would be a way to satisfactorily maintain the road.

Mr. Adams inquired about the ground water being managed during excavation, and Mr. Moran explained the water shed sloping downward and water running into the bayou, as well as the clay layer with the moorings. He assured the Commission that they would have adequate means to excavate and provide ample soil for future construction. In addition, he addressed how the County was working with the applicant. He also addressed the miscommunication that led to noise concerns of starting up equipment too early along the road and explained they have requested the trucks not to line up until 7:10 a.m. on weekdays and 8:10a.m. on weekends. He also agreed to amend the posted sign indicating to call the specified number for dispatch to handle any complaints immediately.

Ms. Kuiper addressed Ms. Vandenberg's letter discussing that the rear and behind the lots was not accessible unless a private drive was provided along the easement in addition to the access at the road, which was something that could be completed.

Mr. Schut maintained his concern about the layout of the development and the splits of the lots and opposed setting a public hearing,

Chairperson Longcore recommended scheduling a public hearing barring there were no anticipated major changes to the site plans. Ms. Kuiper confirmed any possible changes would be minor.

Discussion occurred among the Commissioners regarding methods of public notice, and it was determined that there was ample notification to the public according to the Township ordinances. Commissioners agreed a public hearing could be set, and Chairperson Longcore thanked the applicants.

9. Old Business:

A. Work Program

1. Section 3.19 – Tree Preservation Language

Planner Ransford summarized for the public an ordinance adopted by Park Township in Ottawa County that the Commission was reviewing for third draft revisions on five points made in the last meeting to the language for Allendale Township. He mentioned that a tree canopy analysis was in the process of being completed for the purpose of determining what percentage to maintain as a minimum canopy coverage within the revision.

Mr. Schut questioned the definition of tree size being 6" or greater in diameter, and the Commissioners agreed that the language adopted by Park Township was sufficient. He also recommended to the Commissioners that the tree canopy language apply to all projects. The initial consensus was that the clear cutting and tree canopy language should be drafted to be applied to any project prior to site plan approval.

Chairperson Longcore recommended adding language to section three to potentially include "further, the cutting of any tree within a project prior to a site plan approval." The Commissioners discussed whether the language should keep the 25% canopy coverage or create a range with Mr. Schut voicing concern that 25% was not enough.

Planner Ransford explained that he had reviewed three recent site plans and hoped to have example site plans for a point of comparison in the coming weeks, and the Commissioners agreed they would review those when received.

Mr. Zeinstra suggested replacing the first part entirely with “the Planning Commission may require an inventory” which was agreed upon by the Commissioners.

Planner Ransford agreed to make the updates and added that he was also waiting to hear from Mr. Sullivan regarding the recent proposed language and would review any changes.

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

Planner Ransford recapped the previous discussion of the changes for the third draft revisions.

Mr. Schut pointed out that item 2d should indicate “no more than” rather than “at least three feet apart.” Planner Ransford agreed to prepare revisions to the language for the Commission to review based on comments provided. Mr. Schut also requested dropping the “13 feet” space requirement. Mr. Zeinstra concurred, and consensus was reached with direction provided to Ransford.

3. Section 24.06 J. - Standards for Approval on Building Appearance.

Planner Ransford summarized the two items of revision from the prior review: to not apply the minimal glass requirement adjacent to residential areas and to parking areas except for customer parking.

The Commissioners agreed the revisions had progressed and although Counsel Sullivan would still be reviewing the revisions, they did not anticipate there would be significant changes, thus a Public Hearing could be set.

B. Master Plan – Map

Planner Ransford recapped the work on the existing base map and the six changes the Commission had requested. Relative to the November 2020 meeting, he had worked on clarification to the master plan classification and zoning ordinance district table. He concluded this could only be done through amending the zoning district names which would prove difficult. He explained once the Master Plan was finalized, the plan and supporting documents could be reviewed and a decision made to make those amendments if necessary.

The Commissioners agreed that the map met the overall expectations. Mr. Zuniga noted some areas with possible re-zoning changes. The Commissioners discussed these and clarified the changes needing to be updated. Direction was provided to Ransford to revise the map accordingly and proceed with the next step in the process. Ransford indicated that he would bundle all of the text together with the maps and return the entire draft document to the Planning Commission for further review.

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 public comments were made. Chairperson Longcore closed the public comment section.

11. Township Board Reports

Mr. Zeinstra reported updates to Department Heads in Assessing, Finance, and Human Resources. The Board also approved a new Township Business Registration for maintaining all new businesses and contact information, as well as the PUD Amendment for Hidden Shores West.

12. Commissioner and Staff Comments

Mr. Zuniga asked for clarification about the use of decorative blocks for sidewalks per the Township ordinance, and Planner Ransford confirmed it was permissible.

13. Chairperson Longcore adjourned at 8:20 p.m.

Next meeting Monday, April 5, 2021 at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

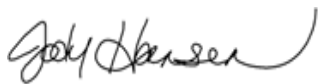
Deputy Clerk Notification

Dear Board of Trustees,

I would like to once again sincerely thank you for the approval of the full-time hybrid position of Deputy Clerk/Community Coordinator. I am writing this letter to inform you that the current Deputy Clerk, Denise Wiersma, has declined the offer of the full-time Deputy Clerk/Community Coordinator position.

During my time here, Denise has been a tremendous help. Her diligent work ethic and sincere willingness to help wherever she can have been a blessing. I could not have done it without her! I am so grateful for all of her assistance during our time working in the Clerk's office together. It is with deep regret that I inform you Denise will be stepping down from her appointment as Deputy Clerk effective April 13, 2021. She will continue to serve the citizens of Allendale in her role in the Finance Department.

Sincerely,



Jody Hansen
Allendale Township Clerk



"Where community is more than just a concept!"

Deputy Clerk Appointment Notification

Dear Board of Trustees,

I am pleased to announce, effective April 13, 2021, Elizabeth Szymanski will be appointed as Allendale Township Deputy Clerk.

Elizabeth has been working at Allendale Township for almost two years in the capacity of Administrative Assistant. Since my time here, I have witnessed her dedication to helping our community. Her passion to serve is evident in her work ethic and caring attention to detail. In her role as Deputy Clerk, Ms. Szymanski will assist in ensuring the Clerk's office is as efficient and effective as possible. Day to day operations will include assisting with: record maintenance; ensuring accurate townships voter files- which exceed 10,000; election coordination, publications, meeting minutes, special notices, assisting customers and much more. I am very fortunate and excited to welcome Elizabeth to this new role. I look forward to working with her and developing a strong partnership as we continue to serve Allendale Township.

Sincerely,

A handwritten signature in black ink, appearing to read "Jody Hansen", with a stylized flourish at the end.

Jody Hansen
Allendale Township Clerk



ALLENDALE FIRE DEPARTMENT

YEAR END REPORT 2020



ALLENDALE FIRE DEPARTMENT - 6676 LAKE MICHIGAN DR. ALLENDALE, MI 49401

PHONE: 616-895-6295

EMAIL: mikekeefe@allendale-twp.org

Allendale's Fire Department's 2020 Annual Report

Our report presents an overview of the activities and accomplishments of the department as well as some insight into the services that we provide to our great community of Allendale.

The 2020 Annual Report has been prepared to provide information and statistics on the activities of the department during the past year and comparison data from previous years, where available.

A fire department is a valuable community asset providing emergency and essential services to residents, businesses and visitors. Regardless of the size of the community, many people will never need the emergency services the fire department provides.

The fire department made 1,165 calls in 2020. As you look through the report this was a considerable drop from years past. It is not shocking at all considering other departments in Kent, Muskegon and Ottawa Counties all saw a deficit in calls from anywhere from 100 to 150 calls. We all contribute this to COVID 19.

As the department continued to operate during the pandemic we had to find new ways to actually operate, train and actually hire probationary firefighters. We were successful in doing it all. There were some trying times for all but, we persisted and moved on. We were successful with help from a lot of outside organizations not normally utilized by Allendale.

The exceptional personnel of the Allendale Fire Department are proud to serve the Township. Allendale is an outstanding community to live in, work in, and visit because of our dedicated personnel, reliable citizen support, and vigilant elected officials.

Please take the time to thoroughly look over this report, and feel free to follow up with any questions, comments or concerns that you may have.

Sincerely

A handwritten signature in black ink that reads "Michael J. Keefe". The signature is written in a cursive style with a large, stylized 'M' and 'K'.

Fire Chief

Allendale Fire Department

Organizational Components

MISSION STATEMENT

To provide effective, coordinated and regulated fire suppression and medical rescue to the limits and expectations of our resources.

VISION STATEMENT

A dedicated, professional organization striving to achieve a level of service, viewed as a benchmark in fire service. A knowledgeable department dedicated to education of the public to promote life safety. A diverse organization that adjusts to changing needs of the community. A department of integrity, and compassion, known for professional service to the community.

VALUE STATEMENT

The Allendale Fire Department is committed to:

Dedication

Selfless devotion and commitment to serving our community

Diversity

Composed of differing elements and qualities in all in a group or organization

Professionalism

Holding each other accountable to the spirit of respect and character while exuding professional standards and quality

Knowledge

Staying skilled and up to date on the best practices of our profession to provide timely delivery of our services

Compassion

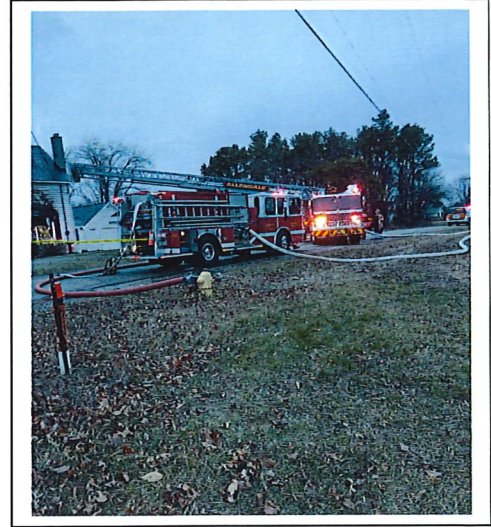
Sympathetic consciousness of others' distress together with a desire to alleviate it

Integrity

Serving with a caring attitude amid the highest level of ethical and moral standards

2020 Statistics Reports

After the 2019 Year End Report went out and 2020 started we thought for sure we would surpass 2019 very easily. As we maintained close numbers to 2019 through March that all came to a halt. We actually saw a decline in numbers as we dealt with COVID. Most departments saw a decline in numbers also. As we continued through 2020 we never saw the surge that we expected. It was a different year now that we look at it. There has been a lot of changes to the department in how we respond. The good thing is Allendale Fire never stopped responding.



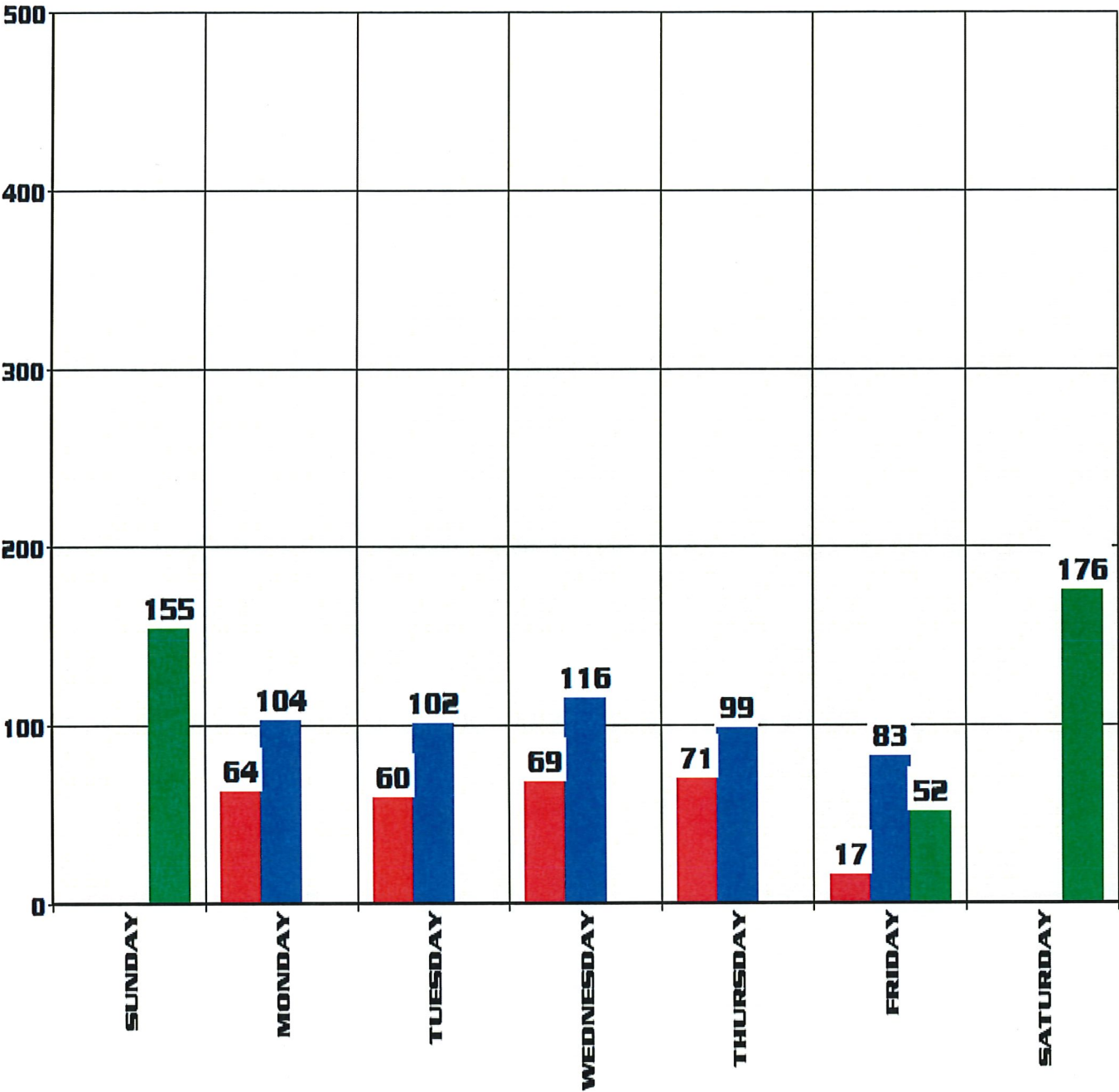
We hope you find this area interesting and it should put things into perspective. Within this section of the report you will find many interesting facts, data, response statistics, hourly reports, Mutual & Automatic Aid and other services that our Fire Department provided in the 2020 calendar year.

As 2020 rolled on, one of our members secured a shipment of surgical masks, 500,000 to be exact. The Allendale Firefighters Association elected to make sure that all high risk areas in the township received a case to protect themselves. 500,000 masks actually filled a grey container that we have on site.



RUNS PER SHIFT 2020

■ A-Shift 6P SUN / 6A FRI ■ B-Shift 6A MON / 6P FRI ■ C-Shift 6P FRI / 6P SUN

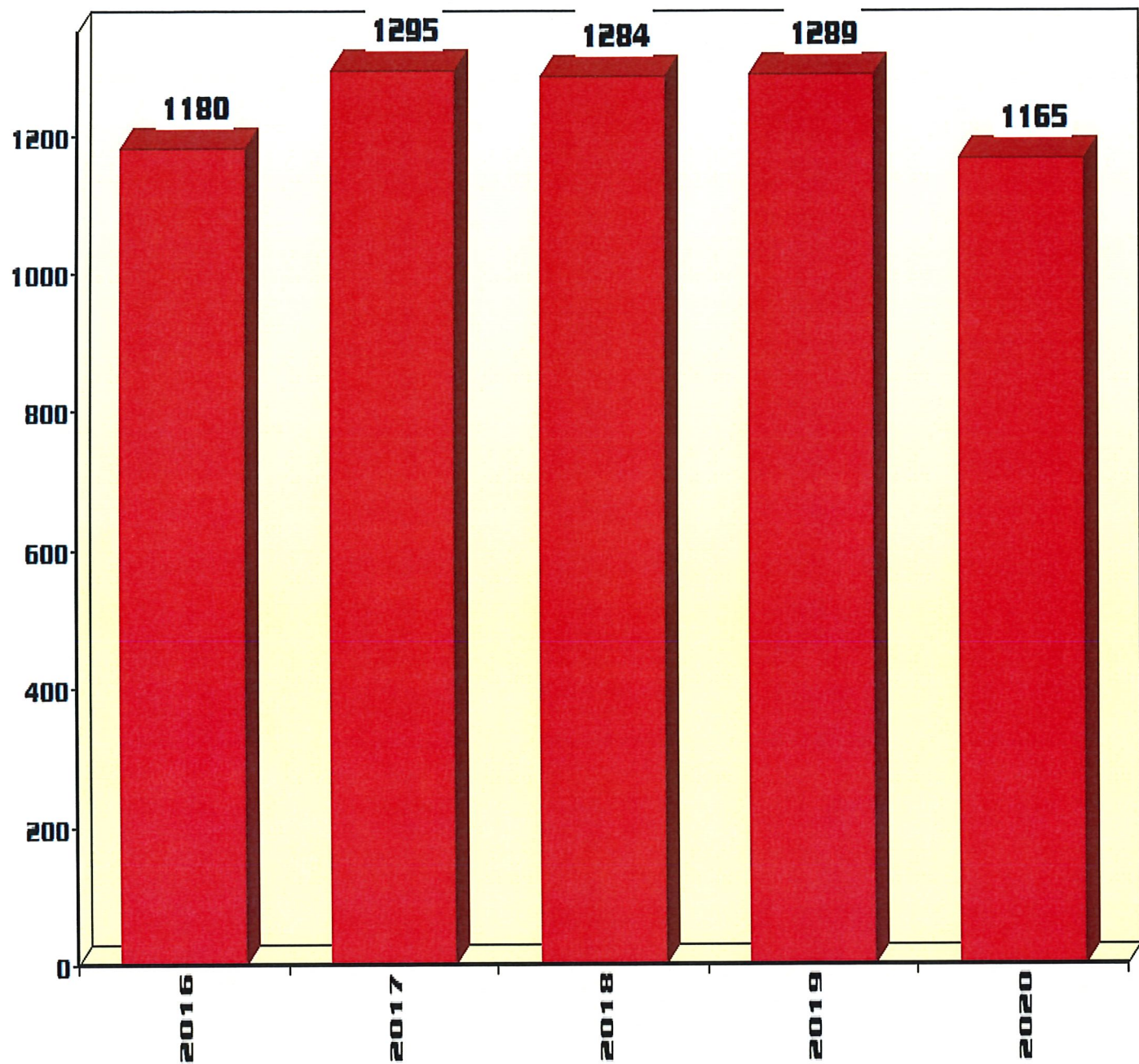


A- Shift is the scheduled time that the Paid on Call firefighters are covering the fire department.

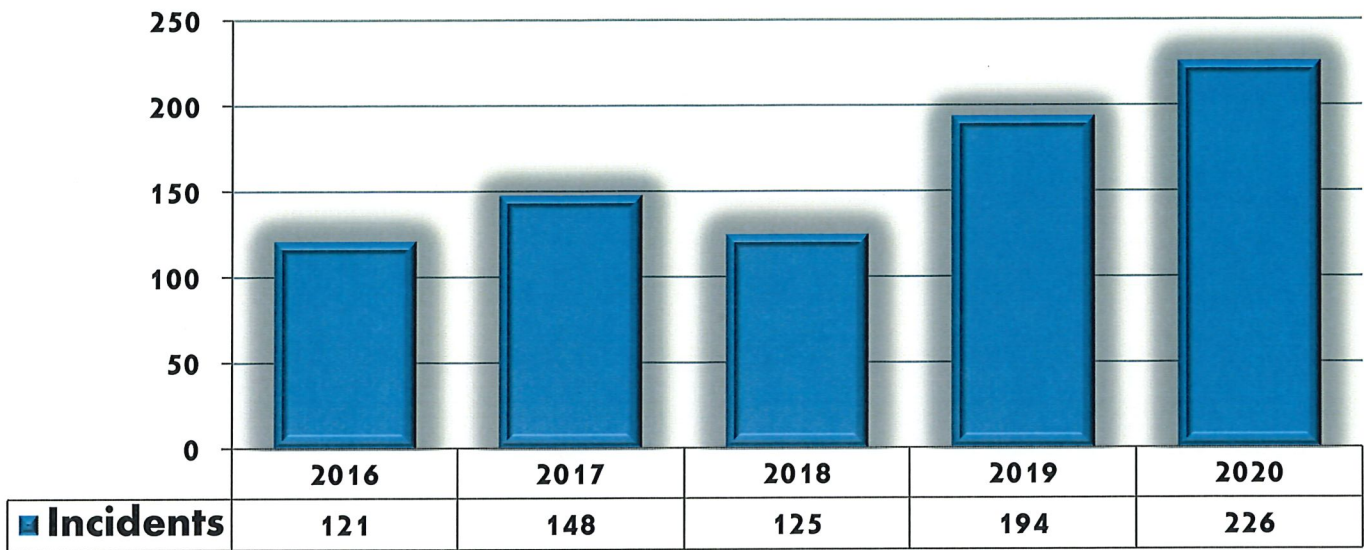
B- Shift is the scheduled hours of the Full Time staff; the B- Shift continues to be the busiest shift we have during the week days.

C- Shift is when the firefighters are filling their duty times during the weekends.

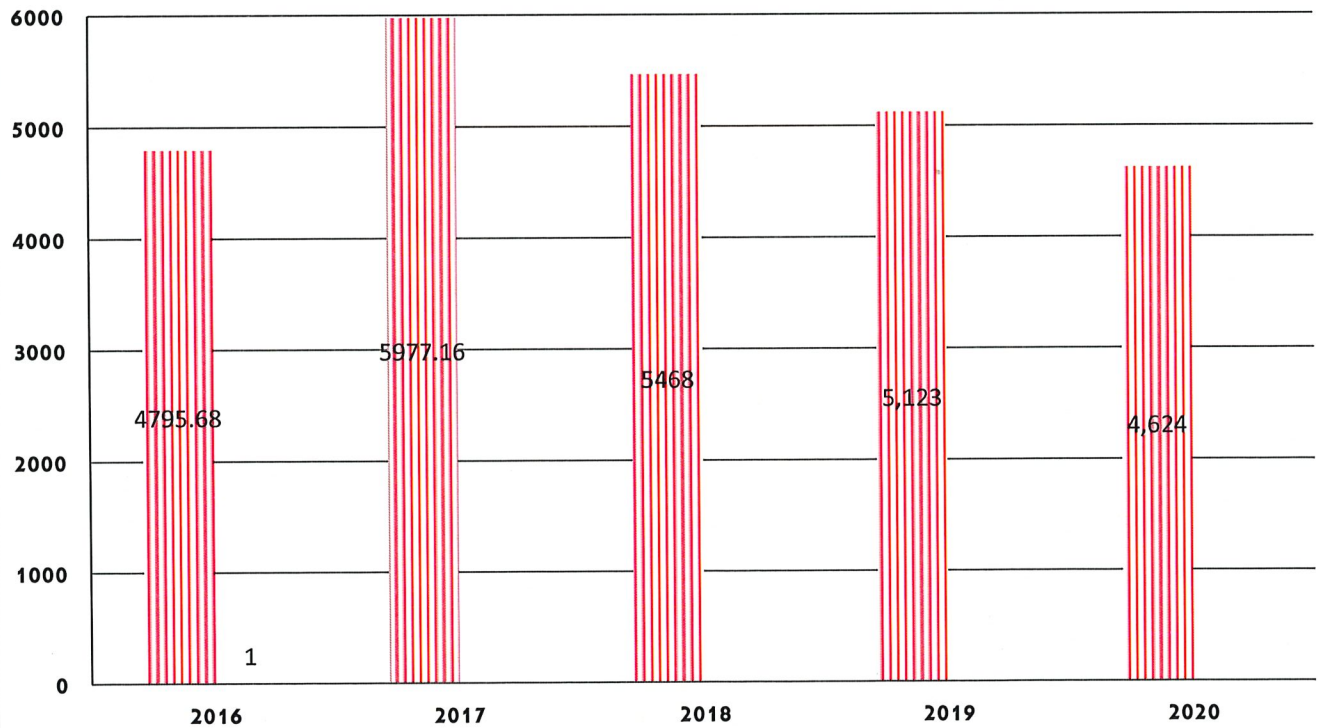
ALLENDALE FIRE DEPARTMENT RUNS 2016 - 2020



Overlapping Incidents 2020



Man Hours on Alarms 2020

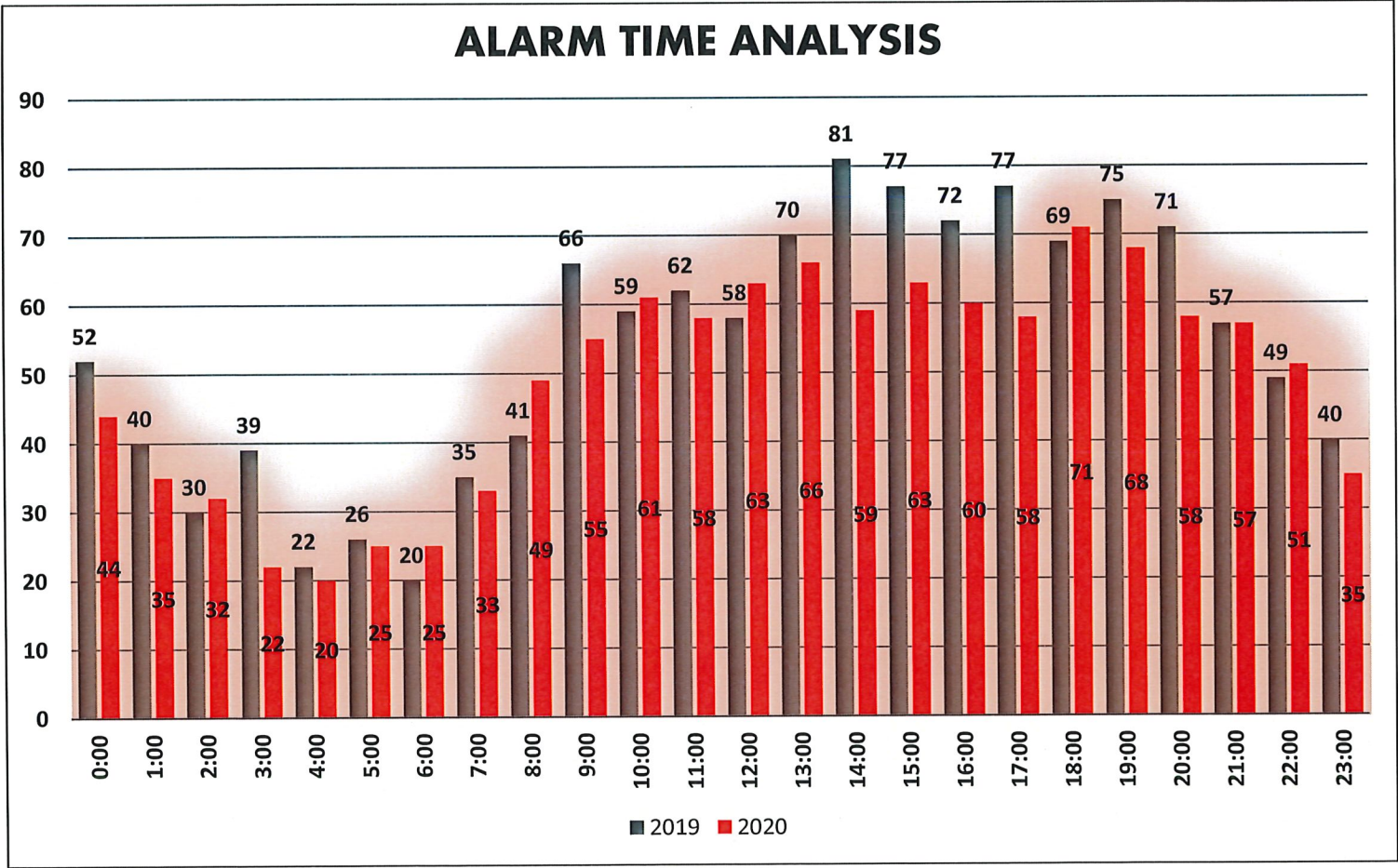
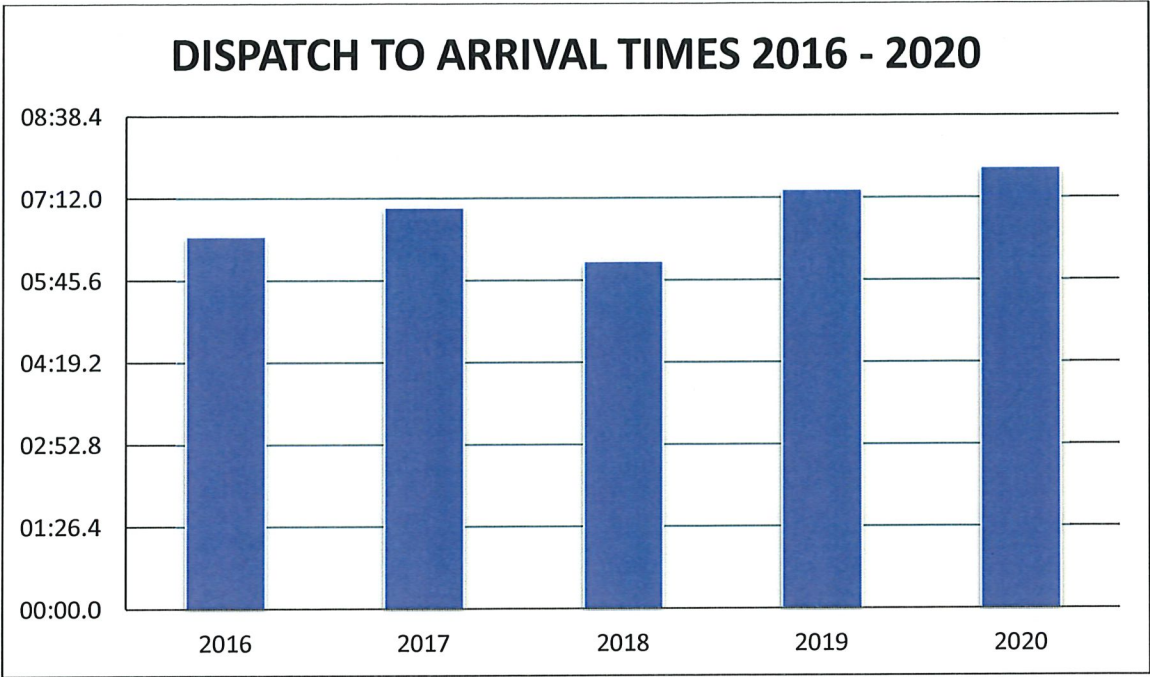


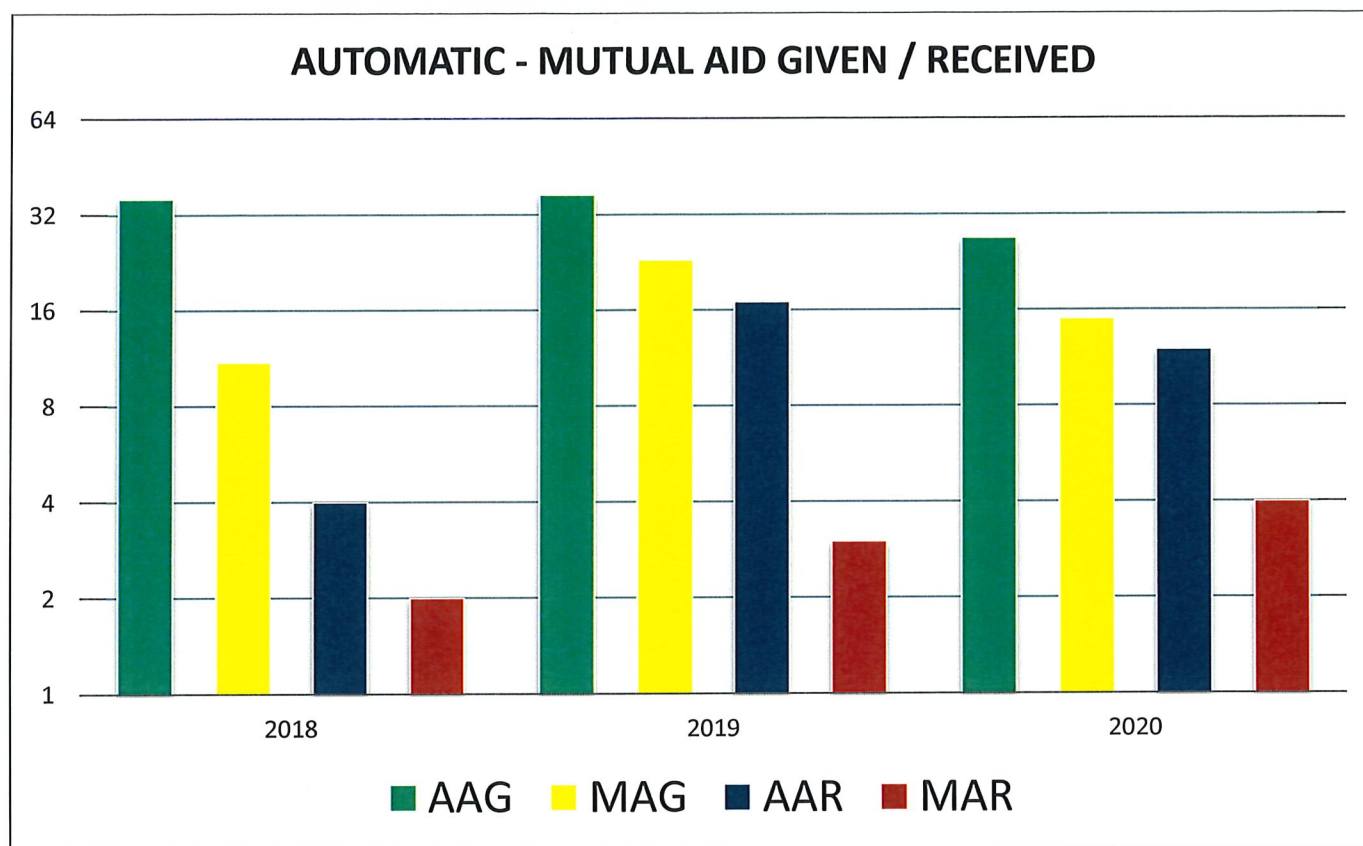
Incident Type Code And Description	Total Percent of Incidents
Incident Type Category: 1 - Fire	
100 - Fire, other	0.17%
111 - Building fire	2.06%
1111 - Apt fire	0.26%
113 - Cooking fire, confined to container	0.94%
115 – Incinerator overload or malfunction, fire contained	0.09%
118 - Trash or rubbish fire, contained	0.17%
122 - Fire in motor home, camper, recreational vehicle	0.17%
131 - Passenger vehicle fire	0.17%
132 – Road freight or transportation vehicle fire	0.09%
140 – Natural vegetation fire, other	0.09%
141 - Forest, woods or wildland fire	0.17%
142 - Brush or brush-and-grass mixture fire	0.34%
143 - Grass fire	0.09%
150 - Outside rubbish fire, other	0.09%
151 - Outside rubbish, trash or waste fire	0.09%
154 - Dumpster or other outside trash receptacle fire	0.17%
164 – Outside mailbox fire	0.09%
Total: 5.23%	

Incident Type Code And Description	Total Percent of Incidents
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
300 – Rescue, EMS incident, other	0.17%
3001 - Lift Assist, Medical	0.17%
311 - Medical assist, assist EMS crew	2.32%
320 - Emergency medical service, other	0.26%
321 - EMS call, excluding vehicle accident with injury	61.06%
322 - Motor vehicle accident with injuries	4.12%
324 - Motor vehicle accident with no injuries.	0.86%
350 – Extrication, rescue, other	0.17%
381 - Rescue or EMS standby	0.60%
Total: 69.90%	
Incident Type Category: 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	0.77%
424 – Carbon monoxide incident	0.60%
440 - Electrical wiring/equipment problem, other	0.26%
442 - Overheated motor	0.43%
444 - Power line down	0.86
445 - Arcing, shorted electrical equipment	0.17%
451 – Biological hazard, confirmed or suspected	0.09%
461 –Building or structure weakened or collapsed	0.09%
Total: 3.26%	

Incident Type Code And Description	Total Percent of Incidents
Incident Type Category: 5 - Service Call	
500 - Service call, other	0.17%
510 - Person in distress, other	0.09%
522 - Water or steam leak	0.09%
531 - Smoke or odor removal	0.17%
542 - Animal rescue	0.09%
550 - Public service assistance, other	0.26%
551 - Assist police or other governmental agency	0.69%
552 - Police Matter	0.17%
553 - Public service	0.17%
554 - Assist invalid	0.51%
561 - Unauthorized burning	2.06%
571 - Cover assignment, standby, moveup	0.09%
	Total: 4.55%
Incident Type Category: 6 - Good Intent Call	
600 - Good intent call, other	0.26%
611 - Dispatched and cancelled en route	3.26%
6110 - Dispatched and cancelled en route (Medical)	2.57%
6111 - Dispatched and cancelled en route (Fire Alarm)	1.63%
622 - No incident found on arrival at dispatch address	0.60%
631 - Authorized controlled burning	0.17%
651 - Smoke scare, odor of smoke	0.86%

Incident Type Code And Description	Total Percent of Incidents
Total: 9.35%	
Incident Type Category: 7 - False Alarm & False Call	
700 - False alarm or false call, other	0.69%
7001 - Dispatch Error (Never Dispatched)	0.94%
710 - Malicious, mischievous false call, other	0.09%
715 - Municipal alarm system, malicious false alarm	0.09%
733 - Smoke detector activation due to malfunction	0.86%
735 - Alarm system sounded due to malfunction	1.46%
736 - CO detector activation due to malfunction	0.09%
740 - Unintentional transmission of alarm, other	1.11%
741 - Sprinkler activation, no fire - unintentional	0.09%
743 - Smoke detector activation, no fire - unintentional	0.51%
745 - Alarm system activation, no fire - unintentional	0.94%
746 - Carbon monoxide detector activation, no CO	0.43%
Total: 7.29%	
Incident Type Category: 8 - Severe Weather & Natural Disaster	
815 - Severe weather or natural disaster standby	0.43%
Total: 0.43%	
Total: 100.00%	





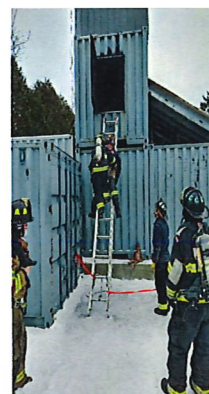
2020 Fire Department Training Program Review By Training Officer: Lt. Scott Harkes

The way a fire department trains, directly effects the departments performance during emergencies. It is important for a department to have a high-quality training program to prepare its members for any type of emergency they might encounter. A successful training program must rely on coordination, consistency, and timely communications, along with the ability to accomplish the emergency tasks. A strong, quality training program is beneficial in the recruitment and retention of its personnel.

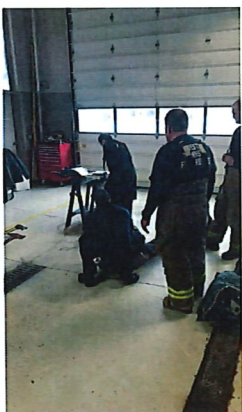


Allendale Fire Department utilizes the Full-Time Lieutenant in the roll of Training Officer. (This is in addition to the assigned responsibilities as Inspector, safety officer and public education assignments). The Training Officer provides assignments and direction to the instructors, along with conducting a significant number of the training sessions himself. Department training sessions are held twice per month, but additional training is often provided as evidence by the training hours listed below. Department training sessions are conducted on evenings and occasional weekends and are generally two hours in duration.

2020 was a year of adapting as it was for everyone. The year started off "normal" with members continuing to advance their skills in both the fire and medical field. With the arrival of COVID-19, we quickly needed to adjust not only the way we trained, but some of the topics our personnel were being trained on. In Mid-March, we moved our training to virtual and began educating our personnel on the medical challenges and new protocols that were happening with COVID-19. We also adjusted our typical in-person fire training so we could present this information virtually. While there is no substitute to in-person fire training, our member adapted well, and made the best of the situation.



Allendale also hosted one of the fire academies for Ottawa Co in 2020. Seventeen students from five departments in Northeastern Ottawa Co. took part in the six-month course. The academy also had to overcome some of the changes that came with COVID-19, however the students and instructors adapted and overcame these obstacles. All students from the academy passed both their written and practical exams including four members from the Allendale



During the summer we were able to return to in-person training. Staff took extra precautions, splitting the department into smaller groups, and having them rotate through the different training topics at each training. Members trained on the newly acquired ATV, Pump Operations on our Apparatus, Driver's Training, along with refreshing their skills on multiple other firefighting tasks.

We had to move our training back to virtual in the late fall as a safety precaution. We continued to train on additional medical and protocol updates along with adjusting our annual Active Shooter training with GVSU/Ottawa Co. Sherriff Dept. to virtual. The officer/sergeant staff was a huge help in continuing our department's training program through all of these changes. I was a true team effort.

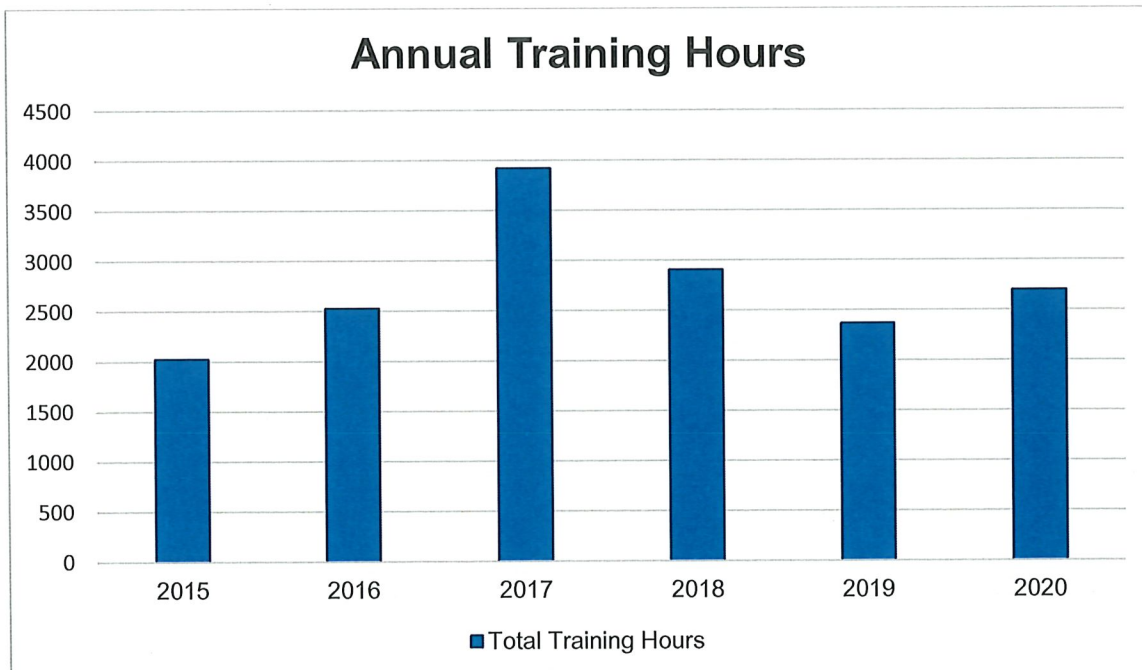
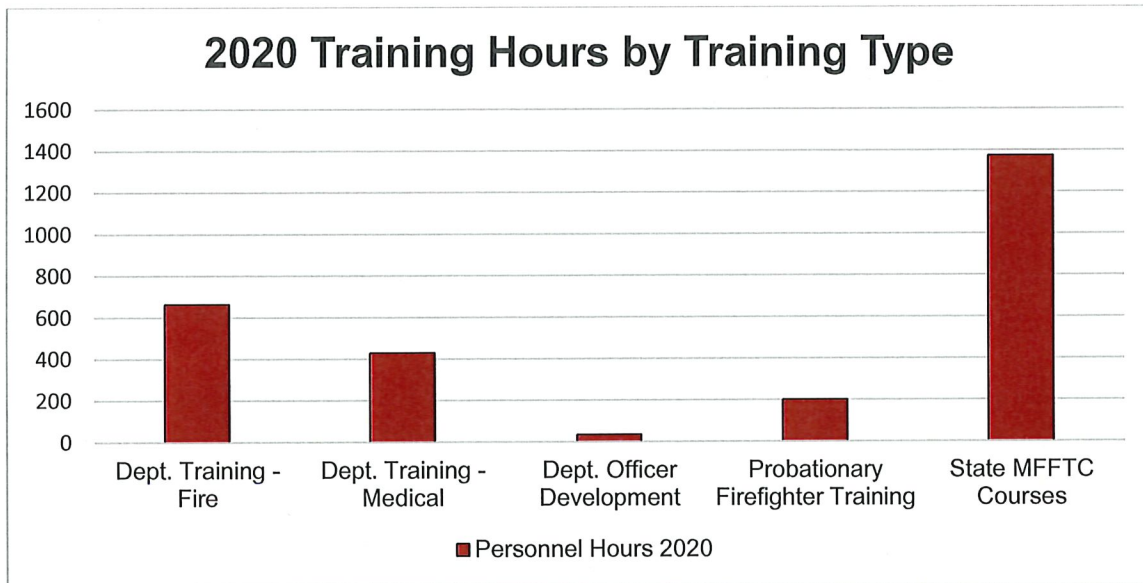
2021 will be a year of more changes coming from the Michigan Firefighter Training Council. The council is working on a system where each firefighter will need to earn continuing education credits in order to keep their Firefighting certificates. Council hopes to put these changes into effect in 2021, which will increase the number of training hours for every department. Training staff have been closely monitoring these changes over the past few year, and have already began adapting the department's training program to in preparation.

2020 Training Hours by Training Type

Regular Department Training Sessions	
Fire	663.25 hrs.
Medical	428.25 hrs.
TOTAL	1091.5 hrs.

Department Officer & Trainee Training	
Officer Development	33.25 hrs.
Probationary Firefighter Training	200.5 hrs.
TOTAL	233.75 hrs.

State MFFTC Courses	
Fire Academy	1,180 hrs.
Medical First Responder	146.5 hrs.
Advanced Fire Dynamics	24 hrs.
Other	22.5 hrs.
TOTAL	1,373 hrs.
2020 TOTAL – 2,697.5 hrs.	



2020 Fire Prevention and Junior Firefighters Program Review

By Fire Prevention Specialist: Matt Hopwood

Introduction:

This document is intended to provide information on the Allendale Fire Department's Fire Prevention and Junior Firefighters program's pandemic challenges, community support activities and accomplishments in 2020. This document will also discuss future goals and milestones that will be established in 2021.

2020 in Review:

The 2020 calendar year brought many new challenges within the Fire Prevention program. In February, we were able to host over 35 children from the Allendale Christian Schools for several Fire Prevention classes before the COVID restriction began. With new COVID restrictions in-place, old fire prevention lesson plans were redesigned to enable safe community involvement while maintaining social distancing during community activities. However, during the summer, COVID restriction prevented the Fire Prevention and safety classes that are typically held in June, July and August of 2020 and are normally attended by more than 60 community members and local youth. Although we were not able to provide our normal summer program at the library, we were able to adapt and overcome restriction of; no station tours, no truck tours, masks required and social distancing challenges



We developed a new and energetic Fire Prevention program curriculum that was informative and entertaining. This program was held outside with a roped-off area to maintain social distancing between the firefighter and the students. The newly developed lesson plan was shortened to 20 mins, but provided a high energy program that involved numerous fire prevention tips. In the new COVID restricted program we taught, lighter safety, stop, drop and roll procedures, smoke detector use, what to do in a fire, how to use a fire extinguisher and fire dynamics. We also demonstrated firefighter search and rescue tactics and the fire engine pumping water to a firefighter on a hose-line. This new COVID safe program was attended by a "record high", 14 classes from Allendale Public Schools reaching 130 plus children within our local community. It was one of the only programs in the county to continue to provide essential fire prevention education to our youth.

Finally, we continued to adapt and over-come to new COVID restrictions by providing a safe community event at the Boulder Ridge's Open House and the Project Light-up the Night at the Helen DeVos Children's hospital. During these events we provide fire safety education and supported hundreds of children by showing our never ending support during their time of need.



Vision for 2021:

The Allendale Fire Prevention and Jr. Firefighters vision for 2021 is simple, to provide a safe environment while expanding our audience and enhancing our curriculum to incorporate additional groups into the fire prevention program. We will accomplish this goal by being flexible to our ever changing environment. In early 2021, we have already scheduled 4 new classes at Allendale Christian Schools, doubling our attendance from 2020.

2020 Commercial Fire Inspection Program Review

By Commercial Fire Inspector: Captain Tony Dolce

In 2020 Allendale inspectors inspected during limited months due to a government shutdown. Allendale Fire inspected business with a higher risk between shut downs. Inspections were put on hold for several months during 2020 to protect Fire Department staff and business's staff. March 1, 2021 commercial and rental inspections will be back in full swing. Business owners in Allendale have embraced annual inspections to keep their business safe for the public and their employees. During inspections we continue to offer fire extinguisher training to any business open to teaching extinguisher training and safety to their employees.



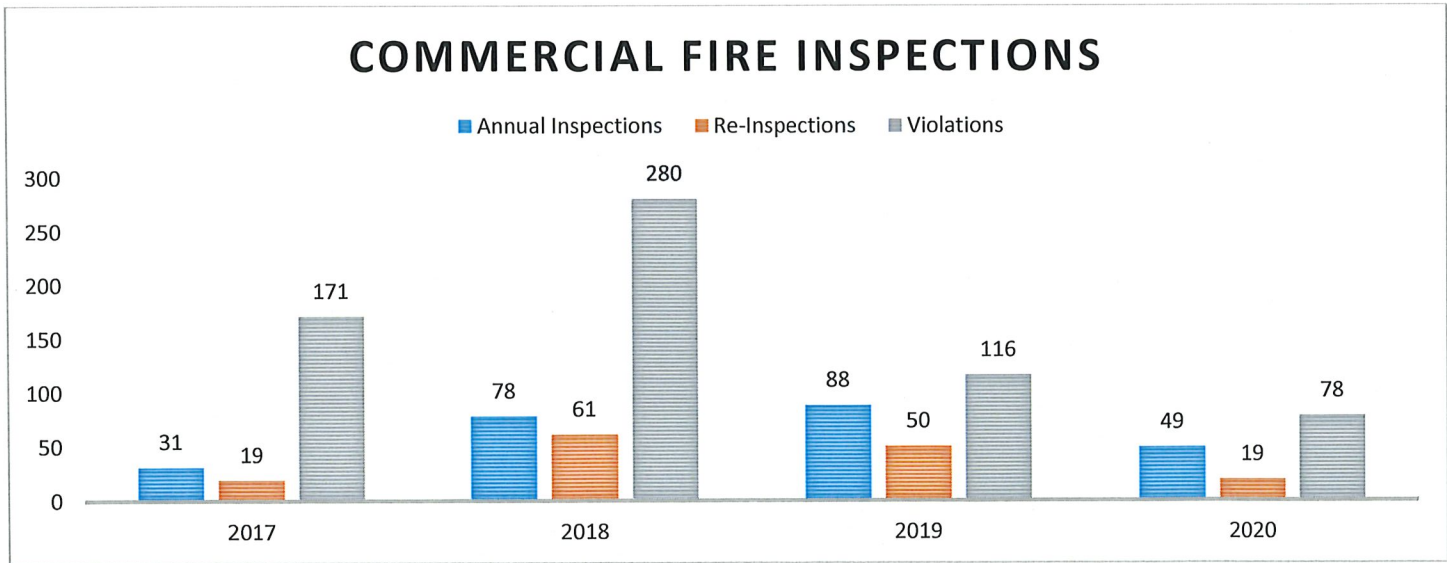
In 2020 Allendale inspectors inspected during limited months due to a government shutdown. Allendale Fire inspected business with a higher risk between shut downs. Inspections were put on hold for several months during 2020 to protect Fire Department staff and business's staff. March 1 2021 commercial and rental inspections will be back in full swing. Business owners in Allendale have embraced annual inspections to keep their business safe for the public and their employees. During inspections we continue to offer fire extinguisher training to any business open to teaching extinguisher training and safety to their employees.

In May of 2020 an audit of all Knox boxes on GVSU campus was conducted. This consisted of checking all keys in 76 Knox boxes. Knox boxes are keyed for allowing Fire Dept access into buildings throughout the township. Knox boxes can only be opened by Fire Department personnel and contain keys inside to access buildings.

During 2020 twelve plan reviews were completed on commercial buildings. Three subdivisions went thru the plan review process totaling 72 possible new single-family home lots to be added in 2021.

Allendale Fire worked with Allendale public school in the fall to prepare new evacuation and tornado safety plans for several of their buildings.

Allendale Fire worked with department heads from the township to develop a business registration for Allendale Township to better track current business in Allendale and new business starts. The business registration is currently being reviewed by the Township board and we are looking forward to seeing it implemented in 2021.



2020 Rental Inspection Program Review

By Rental Inspector: Lieutenant Kyle Garlanger

The 2020 rental inspection season had its ups and downs throughout the year while battling the restrictions set forth due to COVID-19. Keeping the health of our team and the community we serve in mind we decided to take a step back at the beginning of the pandemic. We as a rental department did not perform an inspection from the middle of March to late June. Once June arrived and the COVID-19 numbers seemed to be going down we reached out to our rental communities for feedback on resuming inspections. With having a safety plan in place, a majority of our rental properties agreed to allow for the continuation of inspections. The week of June 29th we hit the ground running completing 27 of our 40 inspections from June 29th to July 27th. Throughout the remainder of the year, we were able to wrap up the 2020 inspections season in the middle January 2021. Though 2020 produced a plethora of obstacles as a team and a strong growing community we were able continue to keep Allendale a safe place to live. We look forward to what we will accomplish in 2021.

Below are some of the statistics for 2020:

Total number of Inspections	Total number of Units Inspected
40	504

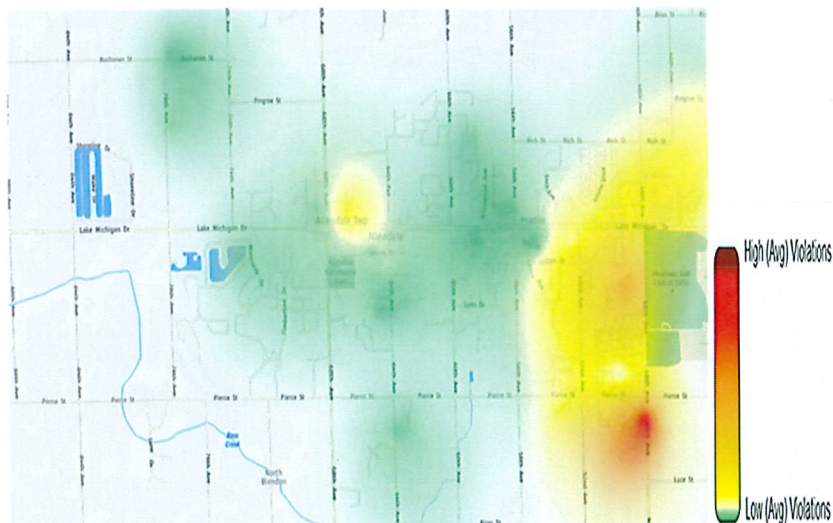
Violation Category	Total number of violations cleared
Smoke Alarm*	200
Electrical	139
Structural	52
Other	113
TOTAL	504

*Three of the top five violations found were smoke alarm related violations. The number one violation found was outdated smoke alarms. Smoke alarm related issues accounted for 40% of total violations.

Violations Cleared On	Number of Inspections
Original Visit	8 (20%)
Reinspection #1	22 (55%)
Reinspection #2	7 (15.5%)
Reinspection #3	3 (7.5%)
TOTAL	40 (100%)

This chart indicates on which visit violations were cleared on. For example, 55% of our inspections had no violations found after the first reinspection inspection. This has seemed to follow the trend of 2019 with roughly 75% of properties having violations corrected without requiring a second re-inspection

This heat map indicates areas where there is a higher violation average. You can see that a majority is near GVSU. This is because the bulk of our rental housing is located within a mile of Grand Valley's campus.



Frequently Asked Questions & Answers

How do I get a copy of a Fire or Medical report?

Call the Fire Department at 616-895-6295, during our regular business hours of 8:00AM-4:00PM Monday thru Friday, for proper procedures to obtain a report. Normal fire is about 15-20 pages and is \$1.00 per page.

If my Carbon Monoxide detector activates, what should I do?

Carbon Monoxide (ALSO KNOWN AS THE SILENT KILLER) is a colorless/odorless gas that is created by the incomplete combustion of carbon based fuels. It also connects to blood cells at a rate 200 times faster than oxygen. It is recommended that you install a Carbon Monoxide detector on each level of your home and if a detector activates, call 911 and leave your home. The fire department will come to your home and check the level of Carbon Monoxide (if any)

Why do firefighters cut holes in the roof and break windows of a building on fire?

This is called "VENTILATION". There are two basic reasons for ventilating a structure. The first is removal of dangerous gases, heat, and dark smoke that accumulate in a burning building reducing visibility and greatly impeding rescue and firefighting efforts. Second, ventilation allows firefighters to relieve the structure of superheated gases and smoke which spread fire and contribute to dangerous situations like flashover and backdraft explosion.

What is a "Knox Box" & where can I obtain one?

A Knox Box is a secured locked box that is placed on the front of a building/house and contains keys to the building or residence. The fire department keeps a key that opens the Knox Box locked and secured on their vehicles. This allows the fire department easy access to a home or business even when the building may be secured, i.e. after hours or when occupants have limited mobility. Information to purchase a "Knox Box" can be obtained by calling the Allendale Township Fire Department at 616-895-6295.

How do I get a burn Permit?

Home owner permits are only issued for the months of December, January, and February. Permit valid for up to four (4) consecutive days starting on the stated intended day of burn. NO PERMITS may be issued more than three (3) days in advance. Permits MUST be issued before actual burning. Walk in permits are available Monday through Friday during normal business hours, 8am to 5pm. Electronic permits may be filled out any time. If you would like a permit for holidays and weekends, the form must be completed by 3:00pm on the Friday before. ALL PERMITS submitted electronically MUST be signed by the Fire Chief or his designee prior to burning. An approved paper copy must be on hand during burning. Failure to comply with burn permit rules, you may be subject to a civil infraction as described in Ordinance 1996-2 amended with Ordinance 1997-9

Why do your fire trucks use lights and sirens, even in the middle of the night when there is no traffic?

The purpose of emergency warning equipment is to let drivers and pedestrians know that an emergency vehicle is on the way to an emergency. By Michigan State Law, we do have certain privileges extended to us. Those being, to carefully proceed through controlled intersections and travel against the designated flow of traffic. These privileges have rules that the legislation and department policy put on the drivers of these emergency vehicles. The main rule is that we cannot do these things unless there are lights flashing and sirens going. Even in the middle of the night.

Why do firefighters get upset when you drive over fire hoses?

The fire hose is the lifeline of a firefighter when fighting a fire. If you drive over it, the hose can be damaged, and any firefighter at the end of a nozzle will have the water interrupted -- possibly causing injury or death.

Can I take a tour of a Fire Station?

Yes. You may stop by your local fire station between 8am and 5pm and ask for a tour, but due to the hectic schedules of firefighters with both planned and unplanned activities, we recommend you contact us to schedule a tour Email fireprevention@allendale-twp.org

Remember, even when tours are scheduled the tour may be cut short or cancelled due to an emergency call.

Why do you block traffic lanes at car accidents, sometimes more lanes than necessary?

We block traffic lanes for the safety of our personnel and our patients. Blocking extra lanes keep our personnel safe when they go back to our apparatus to get more equipment and help protect the victim we are trying to stabilize. Over 25 firefighters are killed or injured each year while working at incidents on streets and highways.

How can I ask a question of the fire department?

If you have a question in regards to your fire or emergency medical safety, smoke detectors, open burning or anything else that we may be able to assist you with, I encourage you to call us at 616-895-6295 x 1116 or email Chief Keefe at mikekeefe@allendale-twp.org

Web Page

Please feel free to visit our web page allendalefirerescue.net or like our Facebook page "Allendale Fire"

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Township Internship Recommendation- Colton Hyble

Prepared by Lydale Weaver

On 4/6/2021

Board of Trustees:

We have reviewed applications for the Internship position posted within the Township. The panelist involved in the interview process included: Adam Elenbaas, Township Supervisor; Jody Hansen, Township Clerk; Kevin Yeoman, Project Coordinator; and Lydale Weaver, HR Specialist. The hiring panel unanimously recommends Colton Hyble for the 13 week internship position.

Mr. Hyble brings impressive leadership experience to Allendale, including a recent election on the Leadership Council for GVSU Football. His drive for success is evident in various honors and awards earned such as: Dean's List, Grand Valley State University; GLIAC Academic Excellence Honoree, GVSU Football; Valedictorian- Sacred Heart Academy, and many more. His previous work experience provided him a well- rounded skill set including customer service skills, time management expertise, and team collaboration. Mr. Hyble currently attends Frederik Meijer Honors College, Grand Valley State University and is a member of the GVSU Football team.

We recommend bringing Mr. Hyble on board at the starting wage of \$12.00 per hour. We look forward to welcoming Colton Hyble to our team here at Allendale Charter Township.

Respectfully,
Lydale Weaver
HR Specialist

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Community Coordinator- Elizabeth Szymanski

Prepared by Lydale Weaver

On 4/5/2021

Board of Trustees:

An internal hiring announcement for the Community Coordinator position was posted.

After careful consideration, we recommend Elizabeth Szymanski for the position.

Ms. Szymanski has served the citizens of Allendale for over 23 months in the capacity of Administrative Assistant. Her genuine smile and helpful demeanor have greeted numerous guests of the township. Ms. Szymanski has proven time and again that she is always willing to go above and beyond in her role. She has tackled many projects outside the scope of her job description to help streamline processes and assist her teammates. Her love of this community and dedication to our citizens make her the perfect candidate as Community Coordinator.

With her internal experience as the township Administrative Assistant, office support skills, exceptional organization and prioritization skills, and diligently care for our guest, we recommend bringing Ms. Szymanski on board at the starting salary of \$37,918.40. We look forward to welcoming Elizabeth Szymanski into her new role as Allendale Township's Community Coordinator.

Respectfully,
Lydale Weaver
HR Specialist



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)

Table of Contents

Executive Summary	2
General Code, America’s Next-Generation Codifier	4
The General Code Recommended Solution and Process.....	5
Project Materials.....	9
Investment Details and Options	10
Performance and Payment Schedule	12
Authorization and Agreement	13
Appendix	14
Michigan Communities We Serve.....	14
Municipal Contacts.....	15
eCode360 Platform	16
Additional Online Services	19
Formatting & Style	20
Ongoing Code Maintenance.....	22

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

Nottawaseppi 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





Administrative Assistant- Front Desk

JOB TITLE:	Administrative Assistant- Front Desk
DEPARTMENT:	Administration
REPORTS TO:	Township Supervisor
POSITION TYPE:	Full-Time; Hourly: \$13.85 -\$17.08; Salary: \$28, 808 - \$35,526.40
EFFECTIVE DATE:	April ____, 2021

SUMMARY:

The Township's Administrative Assistant provides coverage at the front customer service desk. This position will report to the Township Supervisor and will support the community members visiting the Township Hall through excellent customer service as well as other administrative support and technical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives payments for taxes, utility bills, assessments, etc. at the front desk while providing excellent customer service;
- Assist walk-in customers by fulfilling or directing their requests to the appropriate person;
- Answer all telephone calls to the general customer service line and transfer calls as necessary;
- Assist with maintenance of the Township's social media accounts as needed;
- Process water and sewer payment agreements;
- Assist with mailings, publications, notices, etc. and create and edit letters, reports, forms, permits and other documents as assigned;
- Oversees pavilion rental and auditorium rental, including: scheduling, receiving payments, returning deposit checks, maintaining and updating the calendar;
- Prepare outgoing mail, sort incoming mail, and distribute as necessary;
- Maintain electronic door locking system;
- Update shared calendars as necessary;
- Process burn permits and temporary use of fire hydrant permits;
- Update the outdoor bulletin board frequently with new content throughout the year;
- Maintain the front lobby and display literature about the community and its offerings;
- Empty the drop box daily and distribute materials appropriately;
- Create and distribute board/committee meeting date list;
- Oversee maintenance of copy and fax machines, may assist in ordering stock supplies;
- Serve as a notary public (obtain certification within first year if not already a notary when hired);
- Process dog licenses
- Digital retention projects of various township documents;
- May process voter registration;
- Serve as a Passport Agent (obtain certification within first year if not already an agent when hired);
- Serve as support staff for all Departments within the Township;

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

REQUIRED SKILLS / ABILITIES:

The ideal candidate must be committed to providing excellent customer service. The candidate must also be efficient and utilize excellent time management, have strong written and verbal communication, organizational skills, detail oriented and excel at prioritization. Critical thinking, conflict resolution and problem-solving skills highly preferred. Must be self-motivated and able to self-direct with the ability to handle a variety of situations simultaneously.

MINIMUM QUALIFICATIONS:

Education:	A high school diploma or GED is required. College level computer, accounting, typing and word processing desired.
Experience:	Prior customer service or administrative work experience required. Payment processing experience and cash handling preferred.
Licenses:	A valid Michigan's Driver License.

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, working Monday- Friday 8:00 a.m. – 5:00 p.m.

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:

Very 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: _____

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Seasonal Maintenance Assistant Recommendation-Ross Mango and Matt Borst

Prepared by Lydale Weaver

On 4/12/2021

Board of Trustees:

We are looking to bring back two Seasonal Maintenance Assistants from last year. Ross Mango and Matt Borst are both interested in coming back in a seasonal capacity. Both made solid contributions last year and the team would like to see them back this year. Ross and Matt will be with us for six months from their start date.

We recommend bringing Ross on at \$14.39 and Matt on at \$15.04. I look forward to having Ross and Matt for the season with Allendale Charter Township.

Respectfully,
Lydale Weaver
HR Specialist