

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, May 10, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the April 26, 2021 Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - Financial Report
  - Minutes of the April 19, 2021 Planning Commission Meeting
  - April Fire Department Monthly Report
  - Facility Rental Form Update
- Public Hearings
  - Allendale Baptist Church
- Public Comments (1 min: 30 sec time limit)
- Guest Speakers
  - Allendale Area Chamber of Commerce: All-In
    - Summer Rietsma
  - Department Head Update
    - Finance
    - Assessing
  - Intern Introduction
    - Colton Hyble
- Action Items
  - Contract with Construction Simplified as Fire Station Owners Representative
  - IT Managed Services Request for Proposals
  - Resolution 2021-08: 5 de Mayo Liquor License
  - M45 Public Utility Booster Station Repaving Request
  - 1<sup>st</sup> Reading Ordinance 2021-01: Allendale Baptist Church

- Resolution 2021-09: Facility Rental Fee
- Discussion Items
  - Automated Clearing House and Credit Card Policies
- Public Comments (1 min time limit)
- Board Comments
- Future Agenda Items
- Adjournment

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

- Account: ACT\_Guest
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**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
APRIL SESSION- 2<sup>nd</sup> 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, April 26, 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. Vander Wall; Ms. Kraker; Mr. Zeinstra and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Deputy Clerk/Community Coordinator; Deputy John Ortman, Ottawa County Sheriff's Department; Bill Franks, 5 de Mayo Legal Counsel; Kevin Yeomans, Project Coordinator; Alberto-Jose Torres, 5 de Mayo Manager; and Cathy Schmidt.

Mr. Vander Wall pronounced the invocation.

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

BOT 21-062 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-063 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 12, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$310,842.94 as presented by the summary report for April 14, 2021 – April 27, 2021. There were no interim payments.
3. To approve park rental fees be waived for Allendale High School's Rotaract Club, a non-profit organization, for the event they are hosting on May 1, 2021. The motion passed.

### Items Received for Information

1. Financial Report
2. Minutes of the April 5, 2021 Planning Commission Meeting
3. March Sheriff's Department Monthly Report
4. March Fire Department Monthly Report
5. Resolution 2021-XX: Public Liquor License- 5 de Mayo

### Public Hearings

1. Liquor License- 5 de Mayo

Mr. Elenbaas opened the public hearing at 7:12 p.m.

No comments were received.

BOT 21-064

Mr. Elenbaas moved to close the public hearing at 7:14 p.m. The motion passed.

### Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale

BOT 21-065

Mr. Elenbaas moved to close public comment. The motion passed.

### Guest Speakers

Deputy John Ortman provided an overview on his responsibilities as Allendale's School Resource Officer. He advised the board that his number one goal was safety. He spends most of his time in the schools making connections with students and teaching them about various topics. This position has allowed him to be a great resource and liaison for both the students and other deputies. Several board members thanked Deputy Ortman for his commitment to Allendale Schools and the community.

### Action Items

BOT 21-066

Ms. Hansen moved to approve the hiring of Tumaini Sango to fill the Library



Circulation Assistant position at a wage of \$12.55 per hour. The motion passed.

BOT 21-067 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-07, establishing a temporary moratorium on all gifts and donations, with the exclusion of the Veteran's Garden of Honor Brick Donation Program, until all various donation programs have been evaluated and reviewed by the Township Board. The motion passed as shown by the following votes:

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

NAYS: None (0)

#### Discussion Items

Kevin Yeomans, Project Coordinator, provided an overview of the technology needs of the township. After collaborating with Ottawa County IT, he indicated our rapid growth may require services outside the scope of those provided by the county. He introduced proposed RFP language and will have the final language reviewed by legal before going out for official bids.

#### Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale

BOT 21-068 Mr. Elenbaas moved to close public comment. The motion passed.

#### Board Comments:

1. Mr. Elenbaas provided an update on the status of the statue committee. He indicated the committee has two meetings left. Once those have completed, the committee plans to gather their notes and present to the board. A date for that presentation has not yet been established.

BOT 21-069 Ms. VanderVeen moved to adjourn at 7:55 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

Department: 000.000

AFLAC	Misc Ins - Aflac	468.60	
AFLAC	Misc Ins - Aflac	49.64	Misc Ins - Aflac
AFLAC	Misc Ins - Aflac	657.91	
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	1,085.24	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	11,919.87	Pension
ALERUS RETIREMENT SOLUTIONS	Pension	161.54	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	150.02	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	614.31	Pension
ALERUS RETIREMENT SOLUTIONS	Deferred Compensation	936.11	Deferred Compensation
ALERUS RETIREMENT SOLUTIONS	Pension	6,810.46	Pension
COUNTRYSIDE GREENHOUSE	Performance Deposits Payable-N	228,978.65	Performance Deposits
ERIK-DEANNA ENGELMAN	CERT OF COMPLIANCE	10.00	CERT OF COMPLIANCE
FRESH COAST PLANNING LLC	ALLENDALE BAPTIST CHURCH	588.00	ALLENDALE BAPTIST CH
FRESH COAST PLANNING LLC	PEPPINO'S/ALLENDALE MEADOWS PU	12.00	PEPPINO'S/ALLENDALE
FRESH COAST PLANNING LLC	JMM/46TH AVE SLU SAND MINING	132.00	JMM/46TH AVE SLU SAN
FRESH COAST PLANNING LLC	HIGHPOINT REAL ESTATE-METRO HE	312.00	HIGHPOINT REAL ESTAT
FRESH COAST PLANNING LLC	5015 WARNER SAND MINING	540.00	5015 WARNER SAND MIN
FRESH COAST PLANNING LLC	DEWPOINTE WEST 4	156.00	DEWPOINTE WEST 4
FRESH COAST PLANNING LLC	MR. BURGER-WALGREENS PUD	660.00	MR. BURGER-WALGREENS
FRESH COAST PLANNING LLC	ALLENDALE CHRISTIAN EXPANSION-	420.00	ALLENDALE CHRISTIAN
FRESH COAST PLANNING LLC	KENNEDY LAKES 2	432.00	KENNEDY LAKES 2
FRESH COAST PLANNING LLC	HOEZEE PRIVATE RD-84TH-BLAIR B	60.00	HOEZEE PRIVATE RD-84
FRESH COAST PLANNING LLC	LIGHTHOUSE COMMUNITY CHURCH-PH	36.00	LIGHTHOUSE COMMUNITY
ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	341.54	GARNISHMENTS
ROBINSON TOWNSHIP	Due to Robinson Township	150.00	Due to Robinson Town
THE HOP FAMILY LLC	J & H ADDITION	1,027.00	J & H ADDITION
Total: 000.000		256,708.89	

Department: 100.000 Water

AAA LAWN CARE INC	Maintenance	289.00	Maintenance
ACENTEK	Telephone	77.00	TELEPHONE
ALLIED MECHANICAL SERVICES, INC.	Maintenance	494.50	Maintenance
AMBS CALL CENTER	Contracted Services	66.48	Contracted Services
CONSUMERS ENERGY	Electricity	4,102.50	Electricity
ETNA SUPPLY COMPANY	Meter Cost	8,729.64	Meter Cost
FAMILY FARM & HOME INC	SUPPLIES-MISC	5.29	SUPPLIES-MISC
H2O COMPLIANCE SERVICES INC	Contracted Services	437.50	Contracted Services
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	523.70	Employers Health Ins
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	19.46	SUPPLIES-MISC
THOMAS SCIENTIFIC LLC	OFFICE SUPPLIES	245.38	OFFICE SUPPLIES
VERIZON WIRELESS	Telephone	317.26	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	84.25	Employers Health Ins
WEX BANK	Gas & Oil	624.07	Gas & Oil
WOLVERINE POWER SYSTEMS	Maintenance	743.50	Maintenance
Total: 100.000 Water		16,880.91	

Department: 120.000 KNOWLTON HOUSE

CONSUMERS ENERGY	Electricity	18.76	Electricity
Total: 120.000 KNOWLTON HOUSE		18.76	

Department: 171.000 Supervisor

VERIZON WIRELESS	Cell Phone	79.99	Cell Phone
Total: 171.000 Supervisor		79.99	

Department: 200.000 Sewer

AAA LAWN CARE INC	GENERAL MAINTENANCE	289.00	GENERAL MAINTENANCE
ACENTEK	Telephone	722.38	TELEPHONE
AGILE SAFETY LLC	GENERAL MAINTENANCE	290.00	GENERAL MAINTENANCE
ALLIED MECHANICAL SERVICES, INC.	GENERAL MAINTENANCE	494.50	GENERAL MAINTENANCE
AMBS CALL CENTER	Contracted Services	66.47	Contracted Services
CARLSON-DIMOND & WRIGHT INC	WRRF MAINTENANCE	1,016.25	WRRF MAINTENANCE
CONSUMERS ENERGY	Electricity	972.98	Electricity
EJ USA INC	COLLECTION SYSTEM MAINTENANCE	3,492.36	COLLECTION SYSTEM MA
ENVIRONMENTAL RESOURCE ASSOCIATE	LAB SUPPLIES	772.45	LAB SUPPLIES
HAVILAND PRODUCTS COMPANY	Chemicals	2,864.45	Chemicals
MOORE & BRUGGINK INC	NPDES Discharge Permit & Expen	1,536.44	NPDES Discharge Perm
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	523.70	Employers Health Ins
MWEA	Seminars	230.00	Seminars
PACE ANALYTICAL SERVICES LLC	Contracted Services	315.00	Contracted Services
PREIN & NEWHOF PC INC	Contracted Services	25.00	Contracted Services
RITE-WAY PLUMBING & HEATING INC	WRRF MAINTENANCE	3,472.00	WRRF MAINTENANCE
STATE SUPPLY COMPANY INC	COLLECTION SYSTEM MAINTENANCE	115.20	COLLECTION SYSTEM MA
VERIZON WIRELESS	Telephone	713.39	TELEPHONE
VISION SERVICE PLAN	Employers Health Insurance	84.25	Employers Health Ins
WEBB CHEMICAL SERVICE CORP	Chemicals	5,037.45	Chemicals
WEX BANK	Gas & Oil	624.06	Gas & Oil
Total: 200.000 Sewer		23,778.71	

Department: 209.000 Assessor

MUSKEGON COUNTY EQUALIZATION DEP	Seminars	140.00	Seminars
Total: 209.000 Assessor		140.00	

Department: 215.000 Clerk

MLIVE MEDIA GROUP	Printing & Publishing	1,089.86	PRINTING & PUBLISHIN
VERIZON WIRELESS	Miscellaneous	78.43	Miscellaneous
Total: 215.000 Clerk		1,168.29	

Department: 248.000 General Office

AMAZON CAPITAL SERVICES	Supplies	71.08	Supplies
BS&A SOFTWARE	Computer Maintenance	1,575.10	Computer Maintenance
FRESH COAST LABEL LLC	Supplies	40.00	Supplies
SPECTRUM HEALTH HOSPITALS	Miscellaneous	40.00	Miscellaneous
US BANK EQUIPMENT FINANCE	Computer Maintenance	162.64	Computer Maintenance
US POSTAL SERVICE	Postage	122.00	Postage
VERIZON WIRELESS	Miscellaneous	6.02	Miscellaneous
Total: 248.000 General Office		2,016.84	

Department: 253.000 Treasurer

BS&A SOFTWARE	Miscellaneous	3,547.80	Miscellaneous
Total: 253.000 Treasurer		3,547.80	

Department: 265.000 Building & Grounds

ACENTEK	Telephone	845.34	TELEPHONE
BRENDA BORST	Contracted Services	1,058.00	Contracted Services
CONSUMERS ENERGY	Electricity	1,365.62	Electricity
FAMILY FARM & HOME INC	Maintenance	128.69	Maintenance
MENARDS-HOLLAND INC	Maintenance	156.56	Maintenance
MINER SUPPLY COMPANY INC	Supplies	93.79	Supplies
OTTAWA CNTY WATER RES COMM OFFIC	BUILDING IMP-MAINT BLDG	30.00	BUILDING IMP-MAINT B
REBECCA BENJAMIN	Contracted Services	150.00	Contracted Services



VERIZON WIRELESS	Cell Phone	63.16	CELL PHONE
Total: 265.000 Building & Grounds		3,891.16	
Department: 276.000 Cemetery			
BS&A SOFTWARE	Contracted Services	562.00	Contracted Services
CONSUMERS ENERGY	Electricity	31.61	Electricity
FAMILY FARM & HOME INC	Maintenance	68.94	Maintenance
HERITAGE FLAG & BANNER INC	Supplies	437.00	Supplies
KERKSTRA PORTABLE RESTROOM	Contracted Services	95.00	Contracted Services
Total: 276.000 Cemetery		1,194.55	
Department: 300.000 Administration			
BS&A SOFTWARE	Computer Maintenance	2,761.10	Computer Maintenance
Total: 300.000 Administration		2,761.10	
Department: 336.000 Fire Dept.			
5 ALARM FIRE & SAFETY EQPMNT LLC	Scba Maintenance	6,779.95	Scba Maintenance
ALLENDALE TRUE VALUE HDWE INC	Maintenance For 161	63.09	Maintenance For 161
ALLENDALE TRUE VALUE HDWE INC	Equipment Maintenance	113.08	Equipment Maintenance
COMMUNITY GARAGE INC.	Maintenance For 190	4,180.51	Maintenance For 190
ELIZABETH SZYMANSKI	COMMUNICATIONS-NEW FIRE STATIO	8.40	COMMUNICATIONS-NEW F
L & L PRINTING OF COOPERSVILLE L	COMMUNICATIONS-NEW FIRE STATIO	766.06	COMMUNICATIONS-NEW F
MENARDS-HOLLAND INC	Equipment Replacement	149.00	Equipment Replacemen
TONY DOLCE	Dues	25.00	Dues
ULTRA BRIGHT LIGHTZ LLC	Equipment Replacement	459.92	Equipment Replacemen
VERIZON WIRELESS	Cell Phone	72.89	CELL PHONE
WEST SHORE FIRE INC	MAINTENANCE FOR 122	423.40	MAINTENANCE FOR 122
WEX BANK	Fuel For 121	93.99	Fuel For 121
WEX BANK	Truck Fuel Truck 122	182.89	Truck Fuel Truck 122
WEX BANK	Fuel For 141	136.01	Fuel For 141
WEX BANK	Fuel For 161	102.32	Fuel For 161
WEX BANK	FUEL FOR 170	258.36	FUEL FOR 170
WEX BANK	Fuel For 171	177.15	Fuel For 171
WEX BANK	Fuel For 181	27.12	Fuel For 181
WEX BANK	Fuel For 190	165.31	Fuel For 190
Total: 336.000 Fire Dept.		14,184.45	
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	174.12	Employers Health Ins
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	46,550.70	Contracted Services
VISION SERVICE PLAN	Employers Health Insurance	14.37	Employers Health Ins
Total: 371.000 Inspection Department		46,770.77	
Department: 400.000 Planning Commission			
MLIVE MEDIA GROUP	Printing & Publishing	3,843.65	PRINTING & PUBLISHIN
Total: 400.000 Planning Commission		3,843.65	
Department: 408.000 Planning & Zoning Department			
FRESH COAST PLANNING LLC	Contracted Services	2,712.00	Contracted Services
Total: 408.000 Planning & Zoning Department		2,712.00	

Department: 447.000 Highway M-45

CONSUMERS ENERGY	Electricity	395.42	Electricity
FAMILY FARM & HOME INC	Pole And Lights Maintenance	33.97	Pole And Lights Main
JAXSON WALKER	Miscellaneous	164.29	Miscellaneous
MENARDS-HOLLAND INC	Pole And Lights Maintenance	239.89	Pole And Lights Main
Total: 447.000 Highway M-45		833.57	

Department: 448.000 Street Lights

CONSUMERS ENERGY	Electricity	8,573.07	Electricity
CONSUMERS ENERGY	Henry St/Town Center Electrici	78.95	Henry St/Town Center
Total: 448.000 Street Lights		8,652.02	

Department: 751.000 Recreation And Parks

CONSUMERS ENERGY	Electricity	475.55	Electricity
MENARDS-HOLLAND INC	Maintenance	85.98	Maintenance
Total: 751.000 Recreation And Parks		561.53	

Department: 790.000 Library

ACENTEK	Telephone	44.79	TELEPHONE
ACENTEK	Computer Maintenance	218.95	COMPUTER MAINTENANCE
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	55.00	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	252.51	
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	90.02	CHILDRENS BOOKS PURC
BATTLE GRAND RAPIDS	Summer Reading Program	337.50	Summer Reading Progr
CREATIVE IMAGE DESIGNERS LLC	Supplies	23.99	Supplies
FINDAWAY WORLD LLC	Childrens Books Purchased	41.90	Childrens Books Purc
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	30.39	BOOKS PURCHASED
HOWARD MILLER PUBLIC LIBRARY	BOOKS PURCHASED	19.00	BOOKS PURCHASED
MARY COOK	Supplies	5.64	Supplies
MARY COOK	Mileage	9.97	Mileage
MIDWEST TAPE LLC	DIGITAL COLLECTION	1,000.05	DIGITAL COLLECTION
ODC NETWORK	PROGRAMMING	25.00	PROGRAMMING
OFFICE MACHINES COMPANY INC	Copier Maintenance	74.43	Copier Maintenance
REBECCA BENJAMIN	Contracted Services	850.00	Contracted Services
T-MOBILE	Miscellaneous	287.00	Miscellaneous
Total: 790.000 Library		3,366.14	

Department: 806.000 Senior Citizen Activities

HOLIDAY COACH COMPANY	Contracted Services	600.00	Contracted Services
Total: 806.000 Senior Citizen Activities		600.00	

Department: 852.000 Hospital Reimbursement

MUTUAL OF OMAHA INSURANCE COMPAN	Employers Health Insurance	1,359.00	Employers Health Ins
VISION SERVICE PLAN	Employers Health Insurance	257.19	Employers Health Ins
Total: 852.000 Hospital Reimbursement		1,616.19	

Department: 853.000 Employee Life Insurance

MUTUAL OF OMAHA INSURANCE COMPAN	Life Insurance - Employer	124.33	Life Insurance - Emp
MUTUAL OF OMAHA INSURANCE COMPAN	Disability Insurance	335.22	Disability Insurance
Total: 853.000 Employee Life Insurance		459.55	

\*\*\* GRAND TOTAL \*\*\*

395,786.87

Treasurer's report for Board Meeting dated Monday, May 10, 2021

Interim Payments:

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

General Fund Cash Balance at board meeting dated 5/10/2021

Checking Account	\$	4,646,882.00
Liquid Investment	\$	259,355.00
CD	\$	18.00
Total	\$	4,906,255.00

**Note: Does not include today's Accounts Payable run**

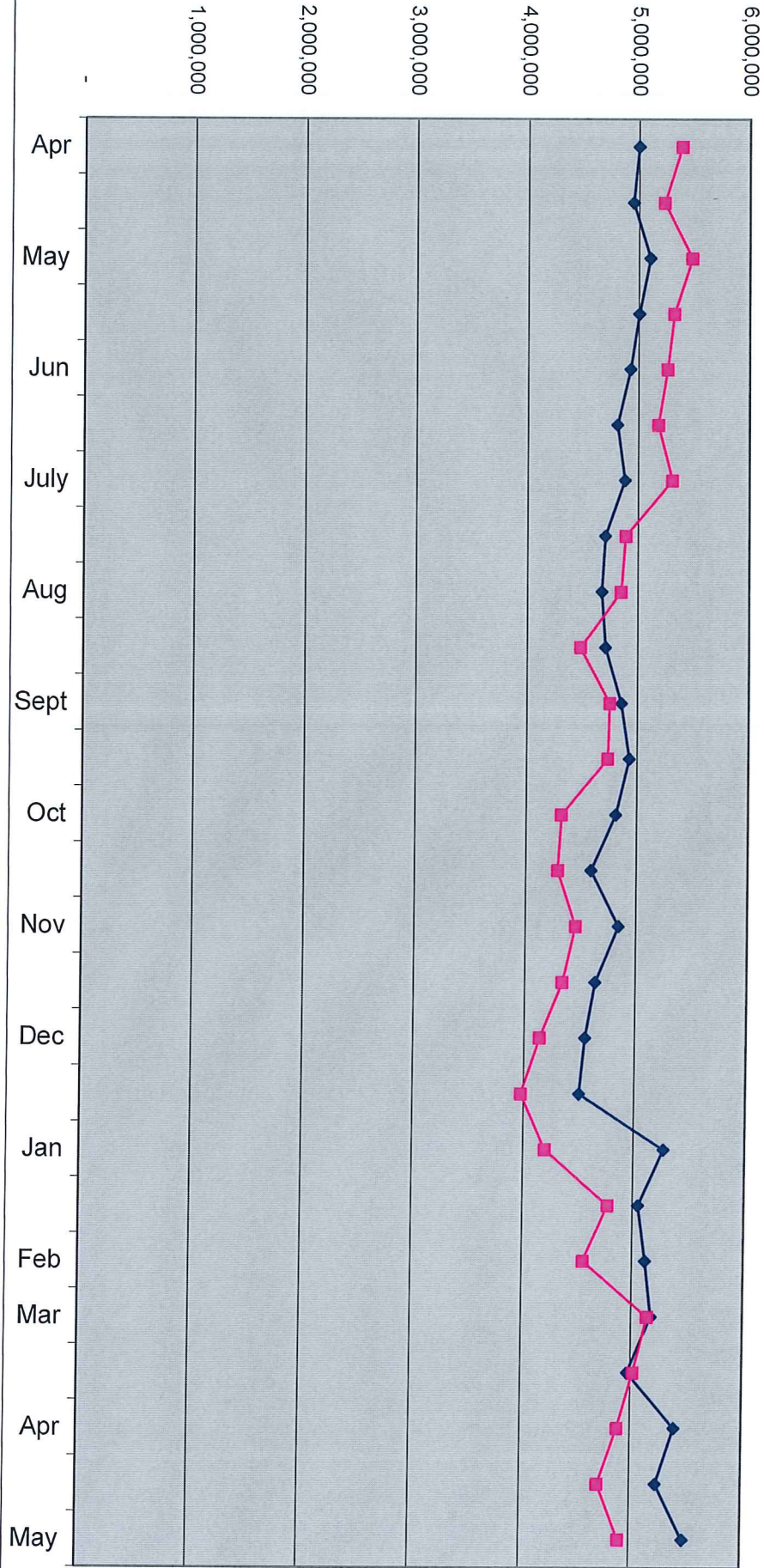
Last board meeting balances

Checking Account	\$	4,450,064.00
Liquid Investment	\$	259,344.00
CD	\$	18.00
Total	\$	4,709,426.00

Last year at this time the balance was	\$	5,480,831.00
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# 2019 - 2021 GENERAL FUND BALANCES



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

***April 19, 2021***

***7:00 p.m.***

***Via Zoom Software***

- 1) Meeting called to order
- 2) Roll Call  
Present: Westerling, Adams, Zuniga, Schut, Zeinstra, Longcore  
Absent: Kelley  
Staff Present: Greg Ransford  
Other Guests Present: Bill Amstutz, Jack Barr, Mindy Beck, Megan Beltman, Jeff Brinks, Aaron Byler, Gloria and Robert Curtis, Bruce DeVrue, Matt DeYoung, Mary and David Esther, Randy Feenstra, Jay Knoper, James Gerakinis, Mark Green, Curtis Moran, Kelli McGovern, Lora Richmond, Brian Sinnott, Dave Van Enk, Greg Yaklin
- 3) Received for information: An email regarding concerns received regarding mining applications set for public hearing.
- 4) Motion by Adams to approve the April 5, 2021 meeting minutes. Seconded by Zuniga.  
**Approval 6-0**
- 5) Motion by Longcore to approve the April 15, 2021 Planning Commission Agenda. Seconded by Zeinstra. **Approval 6-0**
- 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 callers, proceeding to participants using the web or app. Callers and participants were recognized and comments made were regarding the public hearings. Chairperson Longcore closed the public comment section.*
- 7) Public Hearings:
  - A. JMM Developers Mining Application  
Planner Ransford summarized his memorandum regarding the application to issue a special use permit to mine approximately 774,196 cubic yards of sand from the property on 46th Avenue. The applicant was seeking to expand construction for approximately 11 lots for future parcels and a larger body of water. At the conclusion of the excavation, modification could be sought under appropriate application processes if desired. The Commission met with the applicant in a prior Commission meeting, giving directions for making the necessary adjustments. A sample resolution for the project had been drafted. The Township had received complaints and concerns from neighbors about the road conditions for this site and a separate mining operation in the area. The Township attorney was present in the last meeting to help discuss those issues with the applicant and to strengthen the resolutions if they are adopted--to provide and make sure that road maintenance occurs and the problems do not persist, which was reflected in the draft resolution subject to the process and public hearing prior to consideration for possible adoption during the meeting.  
  
Mr. Jack Barr, with Nederveld, described the proposed change at the request of the Commission to add more character to the lake resulting in a kidney bean shape, as well as the berm on the north property line. Subsequent after the meeting, there was discussion with the Township, Road Commission, the excavator, and the applicant coming to an



agreement for road maintenance and who would finance it. Mr. Barr also mentioned much of the concern for the poor road condition was due to snow melt and that there was a plan moving forward to maintain it.

*Kelli McGovern opened the public hearing for comments and provided instructions for how to be recognized to make a comment. There were no comments made during the hearing. Chairman Longcore closed the public comment section and moved to Commissioner and Staff comments.*

Mr. Longcore discussed an emailed complaint involving a separate property asking if there had been any complaints about hours of operation or dust. Mr. Matt DeYoung, representing the contractor, stated he was unaware of any complaints about hours of operation, per the ordinance, or dust the site has generated. With permission from the Road Commission, ditches and swales were created for drainage to protect the road and are prepared to add slag to fill in potholes as needed. Additionally, a bond up to \$100,000 was in place to ensure meeting their obligations. The loader/operator would be present and observant for any road needs. In addition, a 25 MPH speed limit sign had been posted, and they would monitor and enforce speeds of the trucks to protect the road.

The Commissioners spoke favorably of the changes made to the proposed plan. Planner Ransford added that a minor change had been made to the language of the resolution to strengthen the Commissions ability to enforce it.

Mr. Zeinstra recommended a larger, separate temporary sign be added to make it easier to read from the roadway when the gate is open, and Mr. DeYoung clarified there were two separate signs, one on the gate and a larger one closer to the road.

Motion by Zeinstra to approve the resolution as presented for the proposed plan, seconded by Westerling. **Approved: 6-0**

#### B. 5015 Warner Mining Application

Planner Ransford summarized for the public that Mr. Curtis Moran was seeking to excavate about 252,006 cubic yards of sand at the rate of 50,000 cubic yards annually to complete the mining operation in a five-year period. This would result in two ponds and the proposal is generally similar with other mining operations. Due to smaller bodies of water, there would not be a hydrological study, but it was an option the Commission could require.

Mr. Curtis Moran addressed the road maintenance issues, explaining that after meeting with the public, the Road Commission, he believed they had a satisfactory solution. There were now daily checks on the road by the loader/operator to complete road maintenance as necessary to help avoid complaints. He added they had increased signage information for the public and have clear communication to the residents.

*Kelli McGovern opened the public hearing for comments and provided instructions for how to be recognized to make a comment. Participants and callers were recognized, and comments were made. Chairman Longcore closed the public comment section and moved to Commissioner and Staff comments.*

- 1) Jay Knoper: Concern regarding lots being landlocked and the private existing easement.
- 2) Bruce De Vrou: Concern regarding truck traffic using 48<sup>th</sup> Avenue and requested a hydrological study be completed.
- 3) Megan Beltman: Concern about the drainage tile and requested a hydrological study be completed.

- 4) Deanna: Opposed the original current mining operation being approved but asked since approved the operation be completed as soon as possible.

Mr. Moran addressed the comments, explaining one of the mining operations would be completed this summer. Regarding the water concerns, he explained many of the previous water issues were related to the Marshall Aquifer, and this mining operation was related to the Glacial Aquifer, which had no issues. Once the clay layer was reached, the digging stopped, and the ponds act as settling ponds for the storm water burden. The haul route was east to 48<sup>th</sup> Avenue and 48<sup>th</sup> Avenue to Lake Michigan Drive, thus dividing the traffic to help with the concentration of trucks. Regarding the easement, he clarified it was a county easement with public service, and an easement would be created to access the lots on the north side of the pond.

Mr. Schut raised concerns about the smaller size of the easement and general layout deficiencies involving the parcel splits and landlocked areas due to the two ponds. He also questioned the property's sales history relating to the insufficient size of the easement. Planner Ransford provided further background, explaining the proposal was shared with the Zoning Administrator and Assessor with the same concerns, and some communities prohibited property being bisected by water, however, Allendale's ordinances did not. Both the Zoning Administrator and Assessor indicated that the end use lots are compliant.

Mr. Longcore and Mr. Schut spoke about the private road ordinance in relation to the development and how the easement could potentially tie into it. In response, Mr. Moran discussed how they arrived at the current plan exceeding the 1:4 ratios with land division splits by having 8 in the plan.

Mr. Zeinstra referenced Item #6 in the Private Road Standards concerned that although they are not providing entry, they would still be providing access to two lots, as well as the County property behind the two houses which would likely require a private road. Planner Ransford agreed to verify with Ottawa County Road Commission about the property. Mr. Westerling mentioned that trespassing due to ice fishing could be a concern.

The Commissioners discussed concerns about not knowing enough about the use of the existing easement, whether it would be legal or not at the current size, its current purpose, and how Lots B, E, F, & G would have access to the rear of their properties. Direction was provided to Ransford to investigate the history of the area parcels and consult with the Township Attorney regarding construction of a private road.

Motion made by Zeinstra to table the proposal, seconded by Westerling.

**Approved 6 to 0.**

Responding to the Commission's decision, Mr. Moran asked if part of the future resolution could be the created easement with approval from both sides. In addition, he inquired about the properties being split and a more feasible way to develop the property. Mr. Zeinstra responded that his concern was how the existing easement would be used, whether it was legal or would need upgrading, and how residents would access the back of their properties. It was noted by Planner Ransford that legal counsel had not been asked to review the plans regarding this.

**C. Allendale Baptist Church – Planned Unit Development Site Plan**

Planner Ransford outlined a church building construction proposal by Allendale Baptist Church located on the south side of Lake Michigan Drive, east of Family Fare. The proposal came through the PUD process and included a concept for a possible future building without specific details on the site plan. It would be accessed by WJ Presley

Parkway connecting to Henry Street on the southwest toward Allendale Christian School. The plan included a parking lot for the church building, landscaping, utilities, water detention, a civic space near the front of the Lake Michigan property, and pathways connecting to the Lake Michigan Drive sidewalk. The Planning Commission was the reviewing body before making recommendation to the Board of Trustees because it was a PUD, as a requirement of the zoning ordinance, and the Township Board would also hold a public hearing as a requirement of statute.

The Planning Commission initially reviewed the site plan in February 2020 and provided the applicant direction. The Commission recently reviewed the site plan and discussed the cross structure along Lake Michigan Drive and having it lighted. Previously, the church considered abandoning the cross structure but desired the option to keep it included. The Commission had requested the photometrics for the lighting around the cross structure, but the applicant had encountered difficulties in producing the photometrics without ordering the structure or having it constructed. They planned to limit the light illumination, and to ensure it did not trespass into the right of way or adjacent properties. The way the resolution was proposed, the future building would not require a full PUD amendment rather just site plan approval if the current PUD process recognized something would go in the location, and the Commission agreed it to be appropriate for general commercial spaces similar with other site plans. The church hoped this could be the process for the future building addition. This would be a recommendation to the Board of Trustees if the Commission is ready after the public hearing.

Mr. Jeff Brinks with Venture Engineering discussed their efforts to try to obtain a photometric for the cross structure which could be produced later, prior to seeking approval and expressed his interest in answering any further questions.

*Kelli McGovern opened the public hearing for comments and provided instructions for how to be recognized to make a comment. Participants and callers were recognized, and a comment was made. Chairman Longcore closed the public comment section and moved to Commissioner and Staff comments.*

- 1) Aaron Byler – Pinnacle Construction, General Contractor for Allendale Baptist Church, requested the Commission consider approval for both Phase 1 and Phase II.

Mr. Longcore asked for any questions or comments, and Mr. Schut addressed the phasing of the project, having no issues with approving both phases of the church building now. The Commissioners agreed.

Mr. Adams sought clarification about increased parking spaces on the site plan, and Mr. Brinks explained the parking was sufficient for both the building as proposed and with the addition in the next phase. He also added for the Commissioner's reference, the Storm Water Management Facilities had been designed with future parking and building additions.

In response to Mr. Adams inquiry regarding an emergency overflow, Mr. Brinks explained it would not overflow on any public areas and was designed to hold overflow two times, 100-year storm events based on Ottawa County standards.

The Commissioners discussed the site plans for the cross structure and the lighting and agreeing they would like to review the plan again when more information was available. Planner Ransford mentioned that the cross structure could be authorized through the PUD process to allow it to remain where it was shown, but Mr. Schut preferred not to approve its location at the current time, with several Commissioners in agreement.

Planner Ransford followed-up by asking the Commission if they considered this structure a major or minor amendment, and how the applicant could better prepare for the future or whether it could be approved based on coming back to the Commission at a future time when ready to construct it.

There was discussion about the cross and whether another public hearing would be necessary. Mr. Schut recommended documentation for the future, and in response, Mr. Zeinstra advised more information was needed, including height, setback location, and the fall zone. The consensus among the Commissioners was standard site plan approval would be satisfactory for future construction.

Mr. Schut expressed concern that the rooftop equipment proposed renderings did not follow the standard parapets per the ordinance and questioned the consistency for future building approvals. Referring to previous notes, Planner Ransford pointed out the Commission had offered some flexibility, and the church had proceeded based on that flexibility. Mr. Schut and Mr. Adams suggested that perhaps having 3-D renderings might be helpful to presenting a clear presentation to the final sight lines of the building.

Mr. Brinks reiterated that comments and concerns from the February 2020 meeting had been addressed and felt they had submitted a final presentation accommodating those requirements and was able to locate some previous renderings to screenshare with the Commission. Viewing these, the Commissioners asked for clarification on the colors of the rooftop enclosures, and Mr. Byler confirmed the rooftop enclosures would match the look of the building allowing for a unified architectural presence.

The Commissioners discussed whether the applicant had met the special PUD requirements initially requested, with Mr. Schut expressing concern over the sight line and parapet wall. Mr. Zeinstra was not opposed to the renderings, but suggested future ordinance revisions regarding roof screenings, and that the renderings would need to be updated to say Phase I and Phase II as opposed to future site plans.

Motion was made by Schut to recommend to the Board the approval of the Allendale Baptist Church with the following exceptions:

- The cross structure would be presented for site plan approval before construction.
- The proposed building and future building addition be changed to Phase I and Phase II.
- The metal paneling to color match the background on the renderings.
- The future addition would not be required to come back for site plan approval.

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

D. Zoning Ordinance Text Amendments

- Section 3.19 – Tree Preservation
- Section 24.06H – Waste Disposal
- Section 24.06J – Building Appearance

Planner Ransford recapped proposed new language to three sections which have been available for public review. Section 3.19 involves tree preservation. Section 24.06H includes amendments to an existing section involving waste disposal areas and enclosures. Section 24.06J involves building appearance for commercial building façade which currently limits buildings to a maximum of 40% glass and proposes to have a 10% minimum of glass instead. Also, a canopy analysis was done on three properties involving approximately 8%, 15% and 33.5% canopy coverage at maturity.

*Kelli McGovern opened the public hearing for comments and provided instructions for how to be recognized to make a comment. There were no comments made during the hearing. Chairman Longcore closed the public comment section and moved to Commissioner and Staff comments.*

Mr. Zeinstra and Mr. Longcore discussed the removal of the phrase “exclusive of that required by article 21A” under item 3 for tree canopy to simply require 25% canopy coverage for the property not including the right of way.

Motion was made by Schut to recommend to the Board the text amendments to add 3.19, revise 24.06H, and revise 24.06J to be approved with changes and the removal of the phrase “exclusive of that required by 21A”. Seconded by Zeinstra. **Approved 6-0.**

8) New Business

A. Kennedy Lake Site Condominium - Phase II and Private Road

Mr. Ransford explained that Kennedy Lake was applying for their second and final phase of the authorized PUD from 2016. In 2017, Phase I was approved as a site condominium and private road application. Since that time, there were private road modifications to the ordinance, different from the time the road was originally constructed. Township Legal Counsel believed the Commission could grant permission to reduce the road requirements for phase 2 based on phase 1 construction as part of the PUD process, dependent on it if were determined as a major or minor change or hold the applicant to the current language. Planner Ransford noted a traffic assessment was provided by the applicant and had been submitted to the Township Engineer.

Mr. Randy Feenstra, the applicant confirmed there were no changes to the submission but expressed concern about the difference in the road ordinance language and requested that they could continue with their original design.

The consensus of the Commission was that to maintain the design and keep the continuity of the construction would be satisfactory. Mr. Longcore asked about requiring a cul-de-sac and Planner Ransford confirmed the Commission could require it. After discussion, the Commission felt it would not be necessary.

Planner Ransford confirmed the applicant was aware of the documents needed to prepare for a future public hearing. Mr. Feenstra was unable to respond due to technology issues, and Mr. Longcore moved ahead to the Public Comments.

9) Second Public Comment

*Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern announced there were no participants. Chairperson Longcore closed the public comment section.*

10) Township Board Reports

An intern was hired to help in the office and be the Community Coordinator, and another individual was hired to complete codification of the Township ordinances.

11) Commissioner and Staff Comments:

No comments were made.

12) Chairperson Longcore adjourned at 9:49 p.m.

**Next meeting Monday, May 3, 2021 at 7:00 p.m.**

*Planning Commission Minutes respectfully submitted by Lora Richmond*

<u>ALARM TYPE</u>	<u>MONTH</u>	<u>MAY</u>	<u>YEAR TO DATE</u>	<u>YEAR TO DATE</u>	<u>CHANGE</u>
	<u>APR</u>		<u>2021</u>	<u>2020</u>	<u>2020</u>
<b>MEDICAL EMERGENCIES</b>	44		168	113	55
Canceled Enroute	4		12	15	-2
Squad 172 Responses	28		106	106	EVEN
Asst. Amb.	20		80	114	-34
Lift Assist	1		8	4	4
<b>VEHICLE ACCIDENTS WITH INJURIES</b>	3		13	15	-2
Cancelled Enroute	0		0	0	EVEN
<b>PROPERTY DAMAGE ACCIDENTS</b>	1		4	5	-1
Canceled Enroute	0		2	3	-1
<b>SMOKE/ODOR INVESTIGATION</b>	1		8	6	2
Canceled Enroute	0		0	1	-1
<b>MEDICAL ALARM</b>	0		1	4	-3
Canceled Enroute	0		0	0	EVEN
<b>FIRE ALARM</b>	4		35	17	18
Canceled Enroute	0		8	2	6
<b>SERVICE CALL / LOCK-IN/OUT</b>	3		9	4	5
<b>MUTUAL AID/AUTOMATIC AID:</b>					
AUTOMATIC AID GIVEN:	2		9	11	-2
MUTUAL AID GIVEN:	3		12	3	9
AUTOMATIC AID RECEIVED:6					
MUTUAL AID RECEIVED: 1					
<b>BUILDING FIRES</b>	2		7	6	1
<b>GRASS, BRUSH, WOODS</b>	0		2	3	-1
<b>TRASH, REFUSE, DUMPSTER</b>	1		2	3	-1
<b>VEHICLE FIRES</b>	0		4	2	2
<b>CO ALARM</b>	1		6	2	4
<b>GAS LEAK / WIRE DOWN</b>	3		5	4	1
<b>NO DISPATCH</b>	1		2	1	1
<b>UNAUTHORIZED BURN</b>	1		3	9	-6
<b>TOTALS</b>	<b>95</b>		<b>400</b>	<b>347</b>	<b>47</b>
	<u>Month</u>		<u>2021 to Date</u>	<u>2020 To Date</u>	<u>21/20 Change</u>
Property Loss: (\$)	\$107,895.00		\$615,720.00	\$120,863.00	\$494,857.00
Property Saved (\$)	\$205,362		\$1,359,448	\$1,116,865	\$1,242,583.00
Man Hours on Alarms	478		2106.50	1381	725.5
Training Man Hours	92		514.25	263	251
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	191		956	494	462
Burning Permits Issued	12		90	107	-17
Grand Valley Alarms	5		31	18	13
Off-Campus Student Housing	15		57	23	34
Stonebridge Senior Housing	2		7	14	-7
Green Acres	1		13	5	8

## AFD - Training and Activities

## Report Filters

Activity/Training Start Date Time: is between '4/1/2021' and '4/30/2021'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Day Name	Activity/Training Event Name	Activity/Training Attendee Count
Activity/Training Event Type: Activity				
04/07/2021 06:00:00	04/07/2021 18:00:00	Wednesday	PART TIME SHIFT	1
04/07/2021 18:00:00	04/07/2021 20:30:00	Wednesday	FIRE OFFICER I	2
04/08/2021 06:00:00	04/08/2021 18:00:00	Thursday	PART TIME SHIFT	1
04/08/2021 15:55:00	04/08/2021 16:55:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	1
04/10/2021 09:00:00	04/10/2021 12:00:00	Saturday	EQUIPMENT CHECKS #1	5
04/10/2021 08:00:00	04/10/2021 17:00:00	Saturday	FIRE INSTRUCTOR 1	3
04/11/2021 08:00:00	04/11/2021 17:00:00	Sunday	FIRE INSTRUCTOR 1	3
04/16/2021 18:00:00	04/16/2021 22:30:00	Friday	EQUIPMENT CHECKS #2	5
04/13/2021 18:00:00	04/13/2021 22:00:00	Tuesday	FIRE ACADEMY	4
04/15/2021 18:00:00	04/15/2021 22:00:00	Thursday	FIRE ACADEMY	4
04/17/2021 08:00:00	04/17/2021 15:00:00	Saturday	FIRE ACADEMY	4
04/16/2021 15:00:00	04/16/2021 16:00:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	3
04/09/2021 08:00:00	04/09/2021 17:15:00	Friday	FIRE INSTRUCTOR 1	1
04/10/2021 08:00:00	04/10/2021 17:00:00	Saturday	FIRE INSTRUCTOR 1	1
04/11/2021 08:00:00	04/11/2021 17:00:00	Sunday	FIRE INSTRUCTOR 1	1
04/17/2021 08:00:00	04/17/2021 17:00:00	Saturday	FIRE INSTRUCTOR 1	1
04/18/2021 08:00:00	04/18/2021 16:15:00	Sunday	FIRE INSTRUCTOR 1	1
04/21/2021 14:30:00	04/21/2021 15:30:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	2
04/22/2021 18:00:00	04/22/2021 19:00:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
04/23/2021 18:00:00	04/23/2021 19:00:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
04/20/2021 14:30:00	04/20/2021 15:30:00	Tuesday	PROBATIONARY FIREFIGHTER	2

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
TRAINING				
04/20/2021 18:00:00	04/20/2021 22:00:00	Tuesday	FIRE ACADEMY	4
04/22/2021 18:00:00	04/22/2021 22:00:00	Thursday	FIRE ACADEMY	4
04/24/2021 09:00:00	04/24/2021 11:30:00	Saturday	EQUIPMENT CHECKS #3	6
04/24/2021 12:00:00	04/24/2021 13:00:00	Saturday	PUBLIC SERVICE	2
04/24/2021 13:00:00	04/24/2021 15:00:00	Saturday	PROBATIONARY FIREFIGHTER TRAINING	7
04/26/2021 16:00:00	04/26/2021 18:00:00	Monday	PART TIME SHIFT	1
04/27/2021 06:00:00	04/27/2021 18:00:00	Tuesday	PART TIME SHIFT	1
04/28/2021 19:00:00	04/28/2021 20:00:00	Wednesday	PROBATIONARY FIREFIGHTER TRAINING	2
04/29/2021 16:00:00	04/29/2021 17:00:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
04/28/2021 17:30:00	04/28/2021 20:30:00	Wednesday	FIRE OFFICER I	1
04/27/2021 18:00:00	04/27/2021 21:00:00	Tuesday	Fire Academy	4
04/29/2021 18:00:00	04/29/2021 22:00:00	Thursday	Fire Academy	4
04/01/2021 09:16:04	04/30/2021 09:16:15	Thursday	EMS COORDINATOR	1
04/01/2021 09:18:30	04/30/2021 09:18:41	Thursday	EMS REPORT AUDIT	1
04/30/2021 09:20:20	04/30/2021 09:20:26	Friday	CAPTAIN PAY	1
04/01/2021 09:22:02	04/30/2021 09:22:12	Thursday	OFFICER PAY LT.	5
04/01/2021 09:24:32	04/30/2021 09:24:46	Thursday	SEGEANT PAY	6
04/01/2021 09:27:47	04/30/2021 09:27:55	Thursday	OFFICER PAY D.C.	1
04/01/2021 08:00:00	04/01/2021 08:45:00	Thursday	PROBATIONARY FIREFIGHTER TRAINING	2
04/01/2021 18:00:00	04/01/2021 22:00:00	Thursday	FIRE ACADEMY	4
04/02/2021 06:00:00	04/02/2021 18:00:00	Friday	PART TIME SHIFT	2
04/02/2021 09:00:00	04/02/2021 10:30:00	Friday	PROBATIONARY FIREFIGHTER TRAINING	2
04/02/2021 18:00:00	04/02/2021 20:30:00	Friday	EQUIPMENT CHECKS #6	5
04/05/2021 06:00:00	04/05/2021 18:00:00	Monday	PART TIME SHIFT	1
Activity/Training Event Type: Training				
04/05/2021 18:45:00	04/05/2021 21:00:00	Monday	DRIVERS TRAINING - CLASSROOM	8



Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
REFRESHER				
04/05/2021 18:45:00	04/05/2021 21:00:00	Monday	HAZMAT OPERATIONS - REFRESHER	7
04/19/2021 18:45:00	04/19/2021 21:15:00	Monday	ADVANCED AERIAL OPERATIONS	10
04/19/2021 18:45:00	04/19/2021 21:00:00	Monday	MEDICAL - PT ASSESSMENT	9
04/19/2021 18:45:00	04/19/2021 20:45:00	Monday	COMMUNICATIONS	8

## NFIRS Run Data Report - Day of Week

Basic Shift Or Platoon (FD1.30)		Number of Runs
<b>Day of Week: 01 - Sunday</b>		
A - Shift 6P SUN / 6A FRI		6
C - Shift 6P FRI / 6P SUN		9
		<b>Total: 15</b>
<b>Day of Week: 02 - Monday</b>		
A - Shift 6P SUN / 6A FRI		8
B - Shift 6A MON / 6P FRI		8
		<b>Total: 16</b>
<b>Day of Week: 03 - Tuesday</b>		
A - Shift 6P SUN / 6A FRI		4
B - Shift 6A MON / 6P FRI		5
		<b>Total: 9</b>
<b>Day of Week: 04 - Wednesday</b>		
A - Shift 6P SUN / 6A FRI		2
B - Shift 6A MON / 6P FRI		13
		<b>Total: 15</b>
<b>Day of Week: 05 - Thursday</b>		
A - Shift 6P SUN / 6A FRI		8
B - Shift 6A MON / 6P FRI		6
		<b>Total: 14</b>
<b>Day of Week: 06 - Friday</b>		
A - Shift 6P SUN / 6A FRI		5
B - Shift 6A MON / 6P FRI		6
C - Shift 6P FRI / 6P SUN		4
		<b>Total: 15</b>
<b>Day of Week: 07 - Saturday</b>		
C - Shift 6P FRI / 6P SUN		15
		<b>Total: 15</b>
		<b>Total: 99</b>

## AFD Incident Type Report "Percent"

## Report Filters

Basic Incident Date Time: is between '4/1/2021' and '4/30/2021'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>	
111 - Building fire	10.10%
154 - Dumpster or other outside trash receptacle fire	1.01%
<b>Total:</b>	<b>11.11%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>	
3001 - Lift Assist, Medical	1.01%
311 - Medical assist, assist EMS crew	7.07%
321 - EMS call, excluding vehicle accident with injury	55.56%
322 - Motor vehicle accident with injuries	3.03%
324 - Motor vehicle accident with no injuries.	1.01%
<b>Total:</b>	<b>67.68%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>	
412 - Gas leak (natural gas or LPG)	3.03%
424 - Carbon monoxide incident	1.01%
<b>Total:</b>	<b>4.04%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>	
500 - Service call, other	2.02%
554 - Assist invalid	1.01%
571 - Cover assignment, standby, moveup	1.01%
<b>Total:</b>	<b>4.04%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>	
611 - Dispatched and cancelled en route	2.02%
6110 - Dispatched and cancelled en route (Medical)	3.03%
622 - No incident found on arrival at dispatch address	1.01%
631 - Authorized controlled burning	1.01%
<b>Total:</b>	<b>7.07%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>	
7001 - Dispatch Error (Never Dispatched)	1.01%
735 - Alarm system sounded due to malfunction	1.01%
745 - Alarm system activation, no fire - unintentional	2.02%
<b>Total:</b>	<b>4.04%</b>
<b>Incident Type Category (FD1.21): 8 - Severe Weather &amp; Natural Disaster</b>	
814 - Lightning strike (no fire)	1.01%
815 - Severe weather or natural disaster standby	1.01%
<b>Total:</b>	<b>2.02%</b>
<b>Total:</b>	<b>100.00%</b>

## AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	7
01:00:00 - 01:59:59	1
02:00:00 - 02:59:59	4
03:00:00 - 03:59:59	2
04:00:00 - 04:59:59	4
05:00:00 - 05:59:59	4
06:00:00 - 06:59:59	3
07:00:00 - 07:59:59	1
08:00:00 - 08:59:59	1
09:00:00 - 09:59:59	2
10:00:00 - 10:59:59	4
11:00:00 - 11:59:59	6
12:00:00 - 12:59:59	4
13:00:00 - 13:59:59	8
14:00:00 - 14:59:59	6
15:00:00 - 15:59:59	5
16:00:00 - 16:59:59	9
17:00:00 - 17:59:59	3
18:00:00 - 18:59:59	6
19:00:00 - 19:59:59	8
20:00:00 - 20:59:59	4
21:00:00 - 21:59:59	3
22:00:00 - 22:59:59	3
23:00:00 - 23:59:59	1
Total: 99	

## AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
21-0000315	12:36:48	C - Shift 6P FRI / 6P SUN	111 - Building fire	Mutual aid given	Wright-Tallmadge Fire Dept	
21-0000316	13:49:58	C - Shift 6P FRI / 6P SUN	111 - Building fire	Mutual aid given	Wright-Tallmadge Fire Dept	
21-0000321	02:05:45	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
21-0000336	10:12:18	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000361	16:24:52	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000361	16:19:15	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000361	16:24:52	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000361	16:24:52	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000361	16:24:52	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid received		
21-0000383	05:38:34	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid given	Robinson Township Fire Dept	
21-0000394	03:22:42	A - Shift 6P SUN / 6A FRI	154 - Dumpster or other outside trash receptacle fire	None		
						<b>Total: 0.00%</b>
<b>Count: 11</b>						
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
21-0000371	03:00:31	C - Shift 6P FRI / 6P SUN	3001 - Lift Assist, Medical	None		
21-0000308	00:50:46	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000313	11:12:27	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000351	22:30:38	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000366	04:24:52	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000372	04:58:12	C - Shift 6P FRI / 6P SUN	311 - Medical assist, assist EMS crew	None		
21-0000378	18:40:54	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000387	18:57:28	A - Shift 6P SUN / 6A FRI	311 - Medical assist, assist EMS crew	None		
21-0000309	04:56:13	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000310	17:32:43	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000311	20:26:34	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000312	00:35:02	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000318	19:41:24	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000323	10:46:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000326	18:56:41	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000327	19:08:39	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000329	00:31:06	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000331	11:35:08	B - Shift 6A MON	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6P FRI	vehicle accident with injury			
21-0000333	14:39:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000334	19:20:10	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000335	06:44:29	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000337	19:14:01	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000338	21:11:27	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000341	21:12:26	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000342	00:17:38	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000343	12:40:43	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000344	12:50:00	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000345	13:45:00	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000347	18:32:58	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000348	05:13:34	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000349	08:08:52	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000350	12:16:04	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000352	22:31:55	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000353	14:33:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000354	07:37:31	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000355	18:51:54	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000356	02:30:30	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000358	11:28:35	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000359	11:53:46	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000360	15:15:45	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000363	15:10:29	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000364	15:16:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000365	02:56:24	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000367	15:55:00	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000370	01:44:56	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000374	11:47:34	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000376	04:46:26	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000377	06:28:31	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000379	17:28:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
21-0000380	19:11:10	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000381	22:56:12	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000382	00:32:50	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000388	13:41:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000389	14:21:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000390	11:54:02	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000391	13:01:30	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000392	16:47:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000393	02:38:36	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000395	14:20:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000397	09:59:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000398	13:54:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000399	14:58:01	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
21-0000400	18:02:39	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
21-0000328	20:46:17	A - Shift 6P SUN / 6A FRI	322 - Motor vehicle accident with injuries	None		
21-0000369	19:42:57	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	None		
21-0000396	17:33:20	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
21-0000306	16:16:18	B - Shift 6A MON / 6P FRI	324 - Motor vehicle accident with no injuries.	None		
						<b>Total: 0.00%</b>
<b>Count: 67</b>						
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
21-0000307	19:41:44	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000319	21:29:09	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000385	20:27:37	A - Shift 6P SUN / 6A FRI	412 - Gas leak (natural gas or LPG)	None		
21-0000357	10:11:20	B - Shift 6A MON / 6P FRI	424 - Carbon monoxide incident	None		
						<b>Total: 0.00%</b>
<b>Count: 4</b>						
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
21-0000324	10:59:35	B - Shift 6A MON / 6P FRI	500 - Service call, other	None		
21-0000332	14:10:05	B - Shift 6A MON / 6P FRI	500 - Service call, other	None		
21-0000340	05:04:09	A - Shift 6P SUN / 6A FRI	554 - Assist invalid	None		
21-0000317	15:27:47	C - Shift 6P FRI / 6P SUN	571 - Cover assignment, standby, moveup	Mutual aid given	Wright-Tallmadge Fire Dept	
						<b>Total: 0.00%</b>
<b>Count: 4</b>						
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
21-0000314	06:15:04	C - Shift 6P FRI /	611 - Dispatched and	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		6P SUN	cancelled en route			
21-0000320	00:04:00	A - Shift 6P SUN / 6A FRI	611 - Dispatched and cancelled en route	Automatic aid given	Coopersville/Polkton Fire Dept.	
21-0000362	13:27:22	B - Shift 6A MON / 6P FRI	6110 - Dispatched and cancelled en route (Medical)	None		
21-0000368	16:23:18	B - Shift 6A MON / 6P FRI	6110 - Dispatched and cancelled en route (Medical)	None		
21-0000384	00:29:55	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
21-0000339	23:38:05	A - Shift 6P SUN / 6A FRI	622 - No incident found on arrival at dispatch address	None		
21-0000375	13:36:20	C - Shift 6P FRI / 6P SUN	631 - Authorized controlled burning	None		
						<b>Total: 0.00%</b>
<b>Count: 7</b>						
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
21-0000373	05:01:51	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		
21-0000322	09:28:22	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		
21-0000330	19:08:54	A - Shift 6P SUN / 6A FRI	745 - Alarm system activation, no fire - unintentional	None		
21-0000386	20:25:17	C - Shift 6P FRI / 6P SUN	745 - Alarm system activation, no fire - unintentional	None		
						<b>Total: 0.00%</b>
<b>Count: 4</b>						
<b>Incident Type Category (FD1.21): 8 - Severe Weather &amp; Natural Disaster</b>						
21-0000325	13:26:14	B - Shift 6A MON / 6P FRI	814 - Lightning strike (no fire)	Automatic aid received		
21-0000346	16:30:00	C - Shift 6P FRI / 6P SUN	815 - Severe weather or natural disaster standby	None		
						<b>Total: 0.00%</b>
<b>Count: 2</b>						
						<b>Total: 0.00%</b>
<b>Count: 99</b>						





### Facility Rental Agreement Form

Applicant name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Applicant email: \_\_\_\_\_  
Applicant address: \_\_\_\_\_  
Rental space requested: ☐ East Pavilion ☐ Auditorium ☐ Bandshell  
Date & Time Block Requested: \_\_\_\_\_  
Reason for rental: \_\_\_\_\_

The fees below are for a 4-hour block of time. Additional time for the auditorium is \$25 per hour and the east pavilion and bandshell is \$10 per hour. Facility rental blocks are between 8am-9pm. For outdoor facilities, rental ends at 9pm or dusk, whichever is earlier.

**Auditorium fee:** Allendale resident price: \$80; Non-resident price: \$160.

**Deposit:** A security deposit of \$50 for rental of the auditorium is required in addition to the fee. We prefer two separate checks for the fee and deposit. The deposit check will be shredded unless the renter requests it to be returned to the address below by providing the Township with a prepaid envelope. The deposit check will only be cashed if there are damages to the facility, and the renter will be notified prior to the cashing of the check.

**East Pavilion and Bandshell fee:** Allendale resident price: \$30; Non-resident price: \$50.

A block of time for the Township Auditorium, East Pavilion, and Bandshell will be reserved only after the cost of the rental is paid in full and the person or group renting the block signs this agreement provided by the Township. If the agreement form is submitted online or via email, the rental cannot be secured until payment is received. No time block shall be held without complete payment. Cancellation of the rental will be accepted up to 48 hours before the scheduled rental time.

After reading and agreeing to the attached rules and the Allendale Charter Township Park Rules and Regulations, please sign and return this page with payment to: Allendale Charter Township, P.O. Box 539, Allendale, MI 49401.

*By signing below the applicant agrees that to the fullest extent permitted by law, we agree to defend, pay in behalf of, and hold harmless Allendale Charter Township, its elected and appointed officials, employees and volunteers and all others working on behalf of Allendale Charter Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Allendale Charter Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Allendale Charter Township, and/or in any way connected or associated with this contract.*

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### OFFICE USE ONLY

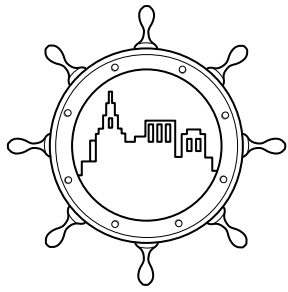
Payment amount: \_\_\_\_\_ Form of payment: \_\_\_\_\_ Deposit check number: \_\_\_\_\_  
Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6676 Lake Michigan Dr., P.O. Box 539, Allendale, MI 49401**

## **East Pavilion and Bandshell Rules and Regulations**

The following rules are a summary of posted park rules and Ordinance No. 1997-6, Amended with Ordinances 1997-6, 2000-13, 2008-16, 2012-5 and 2014-8, rather than the complete ordinance and should not be interpreted as a complete ordinance. If you would like to view the complete ordinance, a copy is available on our website or in the Township hall.

- (1) The hours of operation shall be between dawn and dusk; no deviations or use of lighting is permitted unless approved by the Township Supervisor.
- (2) No person may deface or disturb any tree, sapling, seedling, bush, flower, or the sod. No person may deface or destroy any monument, marker, building, sign, equipment, or other structure. No person may hunt, trap, catch, wound, kill, or treat cruelly any bird or animal. No person may distribute or place upon Township property any sign, banner, advertisement, circulate, etc., unless specifically approved in writing in advance by a Township official.
- (3) No person may consume alcoholic beverages on the premises with the exception of Section 10 of Ordinance No. 1997-6.
- (4) No person may bring into the Township park, or have in his/her possession, any type of firework, with the exception of Section 4. E. of Ordinance No. 1997-6.
- (5) While open fires are prohibited, the charcoal grills may be used. All fires within the grills must be completely extinguished upon leaving. All waste must be placed in refuse containers. Rental groups are responsible for cleaning up their waste. Please bring garbage bags and dispose of them in the dumpster area behind the wood fence north of the maintenance building.
- (6) No person may engage in indecent or obscene conduct. No person may sunbathe or swim in the nude. No person may make unreasonable or excessive noise or create a disturbance. No person may play any kind of sound producing device in a manner which is unreasonably loud, raucous, or a nuisance to others within the area of audibility. No person may urinate or defecate except in a restroom facility provided for that purpose. No person may be intoxicated or under the influence of a controlled substance. No person may commit an assault upon another. No person may disobey any authorized sign. No person may conduct gambling, except as permitted by State law.
- (7) Working leader and service dogs are permitted in all areas. The pet owner is responsible for immediate removal of any fecal matter deposited by his or her animal. In areas where animals are permitted, animals must be kept on a leash no greater than six feet in length. Animals found not in the possession of or under the control of their owner may be removed. All vehicles must operate on roadways or parking lots. Motorized bikes, snowmobiles, ATVs and similar vehicles are prohibited. The speed limit is 10mph through the park.



## Fresh Coast Planning

950 Taylor Avenue, Ste 200  
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**Brian Werschem**  
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# MEMORANDUM

To: Allendale Charter Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: May 3, 2021  
Re: Allendale Baptist Church Planned Unit Development – Final Site Plan Application

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) Site Plan from Allendale Baptist Church to construct a church building of approximately 13,446 square feet, with a possible addition of 4,079 square feet, along with parking, pedestrian pathways, storm water retention, and related improvements at 6262 Lake Michigan Drive, parcel number 70-09-26-100-083. The property is located within the R-1 Low Density One-Family Residential District.

### Planning Commission Actions

The Allendale Charter Township Planning Commission (ACTPC) reviewed the Preliminary PUD Plan at their February 4, 2019 meeting, and again at their February 17, 2020 meeting, and subsequently reviewed the Final PUD Site Plan at their April 19 2021 meeting. A public hearing was held during the April 19, 2021 meeting without public comment.

### *Recommendation*

The ACTPC provided a recommendation of adoption of the attached Zoning Map Amendment Ordinance to rezone the property to the PUD Zoning District as well as approval of the Final PUD Site Plan with conditions pursuant to the attached draft resolution, by a unanimous vote of 7-0.

### Board of Trustees Responsibilities

### *Review Procedure*

Pursuant to Section 12.07E – Procedures, Step 5 Township Board Action and Public Hearing of the ACTZO, the Allendale Charter Township Board of Trustees (ACTBT) shall review the Final PUD Site Plan, the Zoning Map Amendment Ordinance, the related PUD site plan resolution, as well as the proceedings and recommendation of the Planning Commission. The ACTBT shall make its findings based on the PUD standards for approval provided in Section 12.08 of the ACTZO. For your convenience, below is a copy of Section 12.08 as we provided it to the ACTPC. Our response to each standard is provided in italic font, in an effort to assist you with your review of the request.

### Planned Unit Development Standards for Approval

As you are aware, Section 12.08 – Standards for Approval of the Allendale Charter Township Zoning Ordinance (ACTZO) provides your standards of review when deliberating regarding a Planned Unit Development site plan application. In that regard, below is copy of said Standards for Approval as well as our response to each in italic font, in an effort to assist you with your review of the request.

## Section 12.08 STANDARDS FOR APPROVAL

A PUD shall be approved only if it complies with each of the following standards as applicable.

- A. The PUD complies with all qualifying conditions of this PUD ordinance.

*Section 12.03 of the ACTZO provides for two (2) qualifying conditions: Minimum Size and Common Ownership. The minimum size required for a PUD is three (3) acres unless the Board of Trustees approves a lesser acreage by finding the proposed project satisfies one or more standards. The subject property is 4.24 acres in area.*

*In regards to the qualifying condition concerning Common Ownership, the property is one parcel under common ownership of the church. As a result, it appears that this condition has been met. Given this, it appears this overall standard has been met.*

- B. The uses to be conducted within the PUD are substantially consistent with the Allendale Charter Township Master Plan OR based on the design of the PUD and the conditions imposed, the proposed uses are appropriate for the proposed location and are not likely to affect the recommendations of the Master Plan for the larger area where the PUD is to be located.

*The subject property is master planned with the General Commercial classification, which is consistent with the General Commercial Zoning District, where Churches are allowed by special use. Its location related to the transportation network, public utilities, and pedestrian access is also consistent with related master plan provisions. Given this, it appears this standard has been met.*

- C. The PUD is compatible with surrounding uses of property and the natural environment.

*We believe the use is compatible with the surrounding uses of property, which include commercial business, a house, and the Allendale Christian School. In addition, the proposed appears to be compatible with the natural environment, given that the site is generally flat and wooded without significant physical features. Given this, it appears this standard has been met.*

- D. The PUD will not result in significant adverse effects upon nearby or adjacent lands and will not significantly change the essential character of the surrounding area.

*We do not believe that the PUD will result in any adverse effects on nearby or adjacent lands nor change the essential character of the area. In fact, two churches already exist on Lake Michigan Drive and to our knowledge, have not adversely affected surrounding property. Nonetheless, pending comments received at the public hearing, we believe this standard has been met.*

- E. The proposed development is consistent with the spirit of the PUD District, as described in this Article and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.

*Based upon your preliminary review findings, it appears that this standard has been met.*

- F. The PUD preserves and maintains mature woodlands, fields, pastures, meadows and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.

*While the PUD does not retain significant woodlands, its location reduces the need for buffer to adjacent properties. That said, the site does include a proposed landscape buffer adjacent to the dwelling located to the northwest. Given this, it appears this standard has been met.*

- G. The individual lots, buildings, roadways, and open space areas within the PUD are designed to minimize the alteration of environmental site features.

*The proposed development will likely minimize impact to the existing topographic site features, except for the removal of trees. As a result, it appears that this standard has been met.*

- H. The PUD can be adequately served by public utilities such as police and fire protection or public or on-site community water or sanitary sewer.

*Given that all relevant Township Departments did not express any concerns in these regards and given that public water and sanitary sewer is proposed within the project, it appears that this standard has been met.*

- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to ensure the protection of natural resources and the health, safety, and welfare of the users of the PUD and the occupants of the surrounding area.

*While the proposed development identifies a future building at the northern portion of the site, the proposed church building meets the requirements of the ACTZO and is designed so that it contains the necessary features to ensure the protection of the health, safety, and welfare of the uses and natural resources without the future building. As a result, it appears this standard has been met.*

#### *Public Hearing & First Reading*

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the request. A public hearing, along with a first reading of the request, has been scheduled for your May 10, 2021 meeting.

#### *Second Reading & Conditions of Approval*

As a part of this process, the ACTBT can impose reasonable conditions upon its approval of the PUD pursuant to Section 12.07E3 of the ACTZO. A copy of said section is below for your convenience. The ACTBT final approval does not occur until after public hearing and the second reading, and a vote of the membership is held.

Section 12.07E3. The Township Board may impose reasonable conditions upon its approval of the PUD. Such condition may include conditions necessary to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of property in a socially and economically desirable manner.

#### **Resolution**

As aforementioned, the ACTPC recommended adoption of the draft resolution by the ACTBT. This should not be adopted until after your second reading.

If you have any questions, please let us know.

GLR  
Planner

Attachments

CHARTER TOWNSHIP OF ALLENDALE  
COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION # \_\_\_\_\_

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

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

It was moved by member \_\_\_\_\_ and supported by member \_\_\_\_\_ that the following Resolution be adopted.

WHEREAS, Allendale Baptist Church (the "Applicant"), a 501c3, whose address is P.O. Box 157, Allendale, Michigan, 49401, applied to Allendale Charter Township (the "Township") for Planned Unit Development approval pursuant to Article 12 of the Allendale Charter Township Zoning Ordinance (the "Zoning Ordinance"), to construct a 13,446 square foot Church use, as shown in the site plan submission titled Allendale Baptist Church – 6262 Lake Michigan Dr., prepared by Venture Engineering, LLC, dated 01/18/21 (the "Development"), which includes;

1. A two (2) page PUD Rezoning Application, dated received on 1-4-19;
2. An undated Allendale Baptist Church PUD Application Narrative (2 pages);
3. Site Plan Sheets:
  - a. Allendale Baptist Church – 6262 Lake Michigan Dr., Cover Sheet/Existing

Conditions, Sheet No. C0, Project No. 20144, dated 01/18/21, revised 04/14/21, prepared by Venture Engineering, PLLC;

- b. Allendale Baptist Church – 6262 Lake Michigan Dr., Site Layout Plan, Sheet No. C1, Project No. 20144, dated 01/18/21, revised 04/14/21, prepared by Venture Engineering, PLLC;
- c. Allendale Baptist Church – 6262 Lake Michigan Dr., Site Grading and SESC Plan, Sheet No. C2, Project No. 20144, dated 01/18/21, revised 04/14/21, prepared by Venture Engineering, PLLC;
- d. Allendale Baptist Church – 6262 Lake Michigan Dr., Site Utility Plan, Sheet No. C3, Project No. 20144, dated 01/18/21, revised 04/14/21, prepared by Venture Engineering, PLLC;
- e. Allendale Baptist Church – 6262 Lake Michigan Drive, Allendale Twp., Michigan, Proposed Landscape Plan, Sheet No. L-1, Drawing Number 20144, dated 021521, prepared by Design Scapes;
- f. Allendale Baptist photometrics, Dated 2/9/2021, 1 of 1;
- g. Allendale Baptist Church – 6262 Lake Michigan Drive, Allendale, Michigan, 49401, New Building For: First Floor Plan, Drawing A-3, Job# 201885, dated 12/29/2020;
- h. Allendale Baptist Church – 6262 Lake Michigan Drive, Allendale, Michigan, 49401, New Building For: Building Elevations, Drawing A-9, Job# 201885, dated 12-12-2019;
- i. Allendale Baptist Church – 6262 Lake Michigan Drive, Allendale, Michigan,



49401, New Building For: Dumpster Details, Drawing A-20, Job# 201885,  
dated 3/29/2021;

4. A one (1) page ground sign sheet, Drawing: Allendale BC main id, Project: Allendale Baptist Church, dated 3/5/2020;
5. A four (4) page exterior product brochure, Wall Panel Systems, PAC-CLAD Petersen;
6. A one (1) page Flush Panel cross section;
7. A two (2) page email from Jeff Brinks titled FW: Traffic Numbers, dated Monday, March 8, 2021 8:26 AM and;

WHEREAS, before taking any action to approve or deny a request for approval of the Development, it is necessary that the Planning Commission hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on April 19, 2021; and

WHEREAS, the Township Planning Commission found that the Development complies with the objectives of Section 12.01 of the Zoning Ordinance, the standards of Section 12.08 of the Zoning Ordinance, and the standards of Section 24.06 of the Zoning Ordinance and;

WHEREAS, before taking any action to approve or deny a request for approval of the Development, it is necessary that the Board of Trustees hold a public hearing on the proposed Final Planned Unit Development Site Plan and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on \_\_\_\_\_, 2021; and

WHEREAS, pursuant to Article 12 of the Zoning Ordinance, the Township Planning Commission desires to approve the Development.

NOW, THEREFORE, BE IT RESOLVED THAT THE DEVELOPMENT IS APPROVED WITH THE FOLLOWING CONDITIONS:

1. All utilities shall be buried underground.
2. The “Future Building Addition 4079 SF” identified within the Development Site Plan Sheets is authorized to be constructed at any time, as long as it complies with the Development Site Plan Sheets.
3. The “Cross Structure” and the “Future Building” identified within the Development Site Plan Sheets shall not be constructed without site plan review and approval by the Planning Commission in accordance with Article 24 of the Zoning Ordinance. An amendment to the Planned Unit Development is not necessary, regardless of the area of the proposed building or building addition at the time of application.
4. The “Future Building” shall only be occupied by uses allowed within the General Commercial Zoning District.
5. A Maintenance Agreement shall be executed between the Applicant and the Township for Presley Parkway, prior to the issuance of a building permit.
6. The Township Engineer, Township Fire Department, and Township Department

of Water and Sewer shall be satisfied with the Development, prior to the issuance of a building permit.

7. The Applicant shall obtain any required permit from the Michigan Department of Environment, Great Lakes, and Energy; the Ottawa County Road Commission; the Ottawa County Water Resources Commissioner; and any other regulatory agency having authority to require a permit.
8. These conditions shall be binding on the Applicant and all successor owners or parties in interest in the Development, or any portion of the Development.
9. Any violation of these conditions shall constitute a violation of the Zoning Ordinance and, in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Development.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED \_\_\_\_\_.

\_\_\_\_\_  
Jody Hansen, Clerk  
Allendale Charter Township  
Board of Trustees



## Assessing Office

In order to limit contact with the public the Allendale Township Assessing Office is sending out this questionnaire. Answering this questionnaire will replace the need for us to knock on doors and ask these questions in person. Someone from our office may still take pictures of your house from the road, and may conduct an aerial review using Ottawa County's GIS system. Completing this form will allow us to complete the 20% township reappraisal reviews per the State recommendation for Assessors. Thank you for completing this and helping us make sure your parcels data is correct.

## Audit Questionnaire

Owner or Renter? \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

---

Year Built: \_\_\_\_\_ Remodel Year(s): \_\_\_\_\_

Year Purchased: \_\_\_\_\_ Explanation of Remodel(s): \_\_\_\_\_

House Style (circle one):	Ranch	1.5 Story	2 Story	Bi-Level	Other
Exterior of Home (circle 1+):	Brick	Stone	Wood Siding	Alum/Vinyl	Other

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: Full Bath (Toilet, Sink, and Shower or Tub) \_\_\_\_\_ Half Bath (Toilet and Sink) \_\_\_\_\_  
With Double Sinks \_\_\_\_\_ With Separate Showers (separate shower and tub in same room) \_\_\_\_\_

Circle one: Public Water / Well Water and Public Sewer / Septic Tank

Do you have the following (circle Y or N):

Laundry Tub/Sink:	Y / N	Steam Room:	Y / N
Whirlpool Tub:	Y / N	Sauna:	Y / N
Hot Tub (interior):	Y / N	Kitchenette:	Y / N
Central Air:	Y / N		

Do you have a fireplace (circle all that apply – indicate the quantity if more than one):

Wood Burning:	Y / N	1 Story OR 2 Story
Wood Stove:	Y / N	1 Story OR 2 Story
Gas – Direct Vented:	Y / N	1 Story OR 2 Story
Raised Hearth:	Y / N	1 Story OR 2 Story
Pre-Fabricated:	Y / N	1 Story OR 2 Story
Exterior:	Y / N	1 Story OR 2 Story



## Assessing Office

Do you have a basement? Y / N

If yes, is it under the entire home? Y / N

If only part of the home is over a basement, what percentage of the home has basement below? \_\_\_\_\_

How much of the basement is finished living space? \_\_\_\_\_ (square feet or percentage)

If the basement is unfinished, do you have rough-in plumbing for future finish? Y / N

Do you have a walk-out door in the basement? Y / N

### Garage

Are the walls in your garage finished (drywall)? Y / N

Do you have storage or living space above the garage: Y / N Storage OR Living Approx. square feet: \_\_\_\_\_

Does the garage have floor drains: Y / N

Do you have basement area under the garage: Y / N

We will be in your neighborhood to update house photos from the street. If there is obstructed view,

May we pull into your driveway for a better picture? ☐yes ☐no

Signature: \_\_\_\_\_

Any additional comments or information:

---

*For office use only:*

*Date Received:* \_\_\_\_\_

*Date Processed:* \_\_\_\_\_

*Employee Initials:* \_\_\_\_\_

*PRE: Y/N*

# Allendale Charter Township, Michigan

April 21, 2021

Dear Managed Services provider:

Allendale Charter Township is seeking proposals for IT systems monitoring and related services. Detailed bid information is provided on the enclosed request for proposal. Interested parties must submit the required proposal information. All proposals must be received by **5:00 PM, June 4, 2021**. Complete timeline can be found in the request for proposal.

Main criteria for evaluation include:

1. Services that will be provided.
2. Technical expertise and experience in services requested.
3. Ability to provide onsite services.
4. Cost of the services.
5. References on similar projects.

All proposals will be subject to evaluation and approval by the Allendale Charter Township Board.

Allendale Charter Township reserves the right to accept or reject any or all proposals should they deem it to be in the best interest of the Township to do so and to waive any or all irregularities or deficiencies in the bidding process.

Feel free to contact Kevin Yeomans at (616) 892-3115 or [kevinyeomans@allendale-twp.org](mailto:kevinyeomans@allendale-twp.org) if you have any questions.

Sincerely,

Kevin Yeomans  
Project Coordinator  
Allendale Charter Township

Allendale Charter Township  
6676 Lake Michigan Drive • Allendale, Michigan 49401  
Telephone (616)-895-6295 Fax (616)-895-6330 [www.allendale-twp.org](http://www.allendale-twp.org)

## Introduction/Objectives:

Allendale Charter Township is seeking proposals from qualified IT service providers to provide ongoing IT systems monitoring and support to the Township. The objectives of this proposal include, but are not limited to, full managed services for the IT environment with key items to be included as follows:

1. Asset tracking (hardware/software)
2. Remote management tools
3. Antivirus/malware protection
4. Disk space/health checking
5. Simple network device monitoring
6. 24/7 critical/emergency event alerting
7. Microsoft and third-party automated patch deployment
8. In-depth reporting on system trends
9. Centralized management portal for PC's, servers, and SNMP devices
10. Major Linux distribution monitoring (limited functions)
11. End user security awareness training/testing
12. IT vendor management
13. Multi-tier help desk 24/7 support
14. Onsite support, as needed (when remote remediation is unsuccessful)
15. Spam filtering
16. Critical alert response and remediation
17. Virtual Chief Information Officer (vCIO) – Quarterly Business Reviews and monthly reporting
18. Service Alignment Engineer (SAE) – Monthly consultations for patching of systems and status reports
19. Documentation of client environment
20. Public web domain management
21. Regular, proactive maintenance on servers and infrastructure
22. Unlimited\* support of defined applications and platforms
23. Level 1 support for proprietary/third-party applications
24. External and internal vulnerability scan and analysis
25. Environmental monitoring

If any exceptions in the above list that cannot be accomplished, please note the numbers below
By signing the below, I am confirming that all of the above items are included in my base proposal

In addition to full managed services, the selected partner must be positioned and able to provide project services for the Township. The company selected to provide ongoing managed services to the Township must be able to lead a project that will move the Township's network out of the Ottawa County cloud and into either a hosted cloud, or premise-based solution. This will include some Microsoft 365 expertise and the ability to implement the 365 suite and offerings.

#### Environment:

The Allendale Charter Township IT infrastructure includes equipment contained at 3 physical addresses connected by fiber.

Township Hall - 6676 Lake Michigan Drive, Allendale, MI 49401

Library – 6175 Library Ln, Allendale, MI 49401

11624 40th Ave, Allendale, MI 49401

Ottawa County – XXXXXXXX

#### Hardware (complete details available upon request):

1. PCs: 56
2. Physical Servers: 1 (library)
3. Virtual Server Instances 5
4. Users Domain/Email: 42
5. Network Switches: 6
6. Firewalls: 1

#### Software/Environment (complete details available upon request):

1. Microsoft Active Directory
2. VMWare
3. Windows 10

#### Proposal Information:

##### Company Profile:

- a. Years in business
- b. Office location(s)
- c. Number of employees

##### Support team

- a. Number of employees available for support
- b. Key employees/contacts

##### Services to be provided:

- a. Services to be included.
- b. Systems to be covered.
- c. Software utilized.

##### Cost of Services.

- a. Ongoing monthly services.
- b. Billable services.



References (3):

- a. Company Name
- b. Company Contact Name
- c. Address
- d. Phone
- e. Email

Proposals may be submitted by email or delivered directly to our offices:

**Allendale Charter Township  
6676 Lake Michigan Drive  
Allendale, MI 49401  
Attn: Kevin Yeomans**

-

**Email: [kevinyeomans@allendale-twp.org](mailto:kevinyeomans@allendale-twp.org)**

RFP Event Timeline

Issuance of RFP	May 12, 2021
Deadline for Proposal Questions	May 26, 2021
Proposal Submission Deadline (RFP Opening)	June 4, 2021 5pm
Award of Proposal	June 18, 2021

Notices

Submitted proposals become the property of the Allendale Charter Township and will not be returned. No proposals will be accepted after the deadline date. There will not be a public bid opening. Results of the bid will be available upon request.

The Township reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Township also reserves the right to cancel or reissue the RFP. The Township reserves the right to request clarification of information from any vendor or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The Township reserves the right to revise any agreement deemed by the Township to be in its best interest. This RFP does not obligate the Township to accept or contract for any expressed or implied services. The Township reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items when determined to be in the best interest of the Township to do so. In the event of a material modification, all known and/or potential Contractors will be notified of an amendment to this RFP. If deemed necessary by the Township, Contractors will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

**RESOLUTION 2021-08**

**5 de Mayo Liquor License**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held virtually pursuant to MCL 15.263(a) on May 10, 2021 at 7:00 pm.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution recommending to the Michigan Liquor Control Commission approval of the application submitted on behalf of 5 de Mayo, Inc. #1.

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

**RESOLUTION**

**WHEREAS**, the Charter Township of Allendale is committed to enhancing dining experiences and options for its community members and guests; and

**WHEREAS**, there are a limited number of liquor licenses that may be issued within Allendale Charter Township; and

**WHEREAS**, the Applicant, 5 de Mayo, Inc. #1, has acquired commercial property located at 11221 Commerce Road, Allendale, MI 49401; and

**WHEREAS**, the Applicant, 5 de Mayo, Inc. #1, has requested the Charter Township of Allendale consider recommending approval for one (1) SDM Off Premise, Class C Liquor License, Sunday Sales Permit (PM), with Outdoor Service and Specific Purpose Permit- Food; and

**WHEREAS**, the Applicant, 5 de Mayo, Inc. #1, has completed all application requirements established by the Township as set forth in Ordinance No. 2002-11 and Resolution 2002-39. This included supplying appropriate supporting documentation, with the exception of the final approval of building inspection of the Allendale Fire Department which cannot be obtained until construction is completed; and

**WHEREAS**, Resolution 2002-39, section 5, authorizes the Township Board to grant tentative approval of the above-stated license subject to satisfaction of certain conditions; and

**WHEREAS**, the Charter Township of Allendale states in this Resolution that tentative approval

is granted contingent upon Resolution 2002-39 and satisfaction of the following condition:

- 1) Final approval of building inspection by the Allendale Fire Department

**NOW, THEREFORE BE IT RESOLVED,** BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF ALLENDALE, OTTAWA COUNTY, MICHIGAN AS FOLLOWS:

1. It is the consensus of the Township Board to recommend that the application of 5 de Mayo, Inc. #1 be considered for approval by the Michigan Liquor Control Commission, subject to passing the final building inspection conducted by the Allendale Township Fire Department upon completion of construction.
2. The Township Clerk is hereby authorized to prepare and submit the "Local Government Approval" form to the Liquor Control Commission.
3. All resolutions in conflict in whole or in part are hereby revoked to the extent of such conflict.

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Resolution declared adopted on May 10, 2021.

\_\_\_\_\_  
Jody L. Hansen  
Allendale Charter Township Clerk

\_\_\_\_\_  
Adam Elenbaas  
Allendale Charter Township Supervisor

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 10th day of May, 2021 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

\_\_\_\_\_  
Jody L. Hansen  
Clerk, Allendale Charter Township

Here at the Public Utility department we are requesting to schedule an asphalt tear out and replacement job at our meter station located at 4500 Lake Michigan Dr. The asphalt was not in good condition already last fall, but the overall condition got progressively worse when a contractor used the site to gain access to the golf course with big equipment so they could do a job for Consumers Power Co. without doing severe damage to the golf course grass. We received a check from the contractor for the increased damage to the parking lot in the amount of \$2,000.00. We got two bids for the work from local asphalt contractors. We are requesting to put the money received from the contractor towards the total cost of the job so we don't have to pay the full amount. After the asphalt is replaced, the life expectancy of the lot with proper maintenance should be about 20 years. We are asking to award the bid to A-1 Asphalt Inc. which come in as the lower bid. Thanks for considering this.

4634 Division Ave.  
Wayland, MI 49348

Proposal No: JO21-685  
Date: March 26, 2021

Allendale Charter Township  
PO Box 539  
Allendale, MI 49401

CONTACT: Garry Scholten  
PHONE: 616-262-3525  
CELL:  
FAX:  
E-MAIL: [garryscholten@allendale-twp.org](mailto:garryscholten@allendale-twp.org)

**Job Site: Pump Station Lot - 4500 Lake Michigan Dr., Allendale**

		QUANTITY	UNIT	UNIT PRICE	COST
Pave	Remove existing asphalt lot	2,331	sqft		\$7,892.00
	Fine grade and compact area				
	Install and compact 1.5" average of Commercial Base(or equivalent) Asphalt over approximately	2,331	sqft		
	Apply a bond coat for proper adhesion				
	Install and compact 1.5" average of 5E1(or equivalent) Top Asphalt over approximately	2,331	sqft		
<p>A-1 ASPHALT INC. IS NOT A SIGNATORY TO ANY UNION CONTRACT AND THEREFORE IN THE PERFORMANCE OF ITS WORK DOES NOT AGREE TO COMPLY WITH THE RATE, TERMS AND CONDITIONS AND FRINGE BENEFIT CONTRIBUTIONS OF ANY UNION AGREEMENT.</p> <p>QUANTITIES ABOVE ARE APPROXIMATELY ONLY      JOB SITE TO BE LEFT NEAT AND CLEAN</p>					
					\$7,892.00

This bid is good for 20 days due to the unstable liquid asphalt market.

**PAYMENT WILL BE AS FOLLOWS:**

Orders under \$1,500.00 must be fully prepaid. Orders over \$1,500.00 require a 10% down payment. Balance due upon completion. A 3% service charge will be assessed on credit card payments for orders of \$1,500.00 or more (including deposits). Deposits are non-refundable. We accept Visa, MasterCard, Discover and American Express.

**Note:** There will be a relocation fee of \$150.00 for a 2nd move.

Damages due to heavy equipment crossing concrete work are not covered.

A-1 Asphalt, Inc. is not responsible for landscape, restoration, sprinkler heads, etc. Any weed control, if required, must be applied by owner.

We cannot warranty against reflective cracking on overlay projects. Due to Michigan weather, we cannot warranty against concrete cracking.

Additional charges will apply if sub-base is found to be unsuitable and needs replacement. Any charges will be agreed upon in writing by the customer and A-1 Asphalt Inc. Additional charges will apply for any special insurance requirements such as Waiver of Subrogation or anything above our normal coverage.

Respectfully Submitted by: **Jason Olund**

### Acceptance of Proposal

Thank you for allowing A-1 Asphalt to submit this Proposal. The Customer hereby agrees and acknowledges that they have carefully reviewed this Proposal, fully understand all of its terms and conditions, including all those terms and conditions on the reverse side of this contract, and voluntarily and knowingly accept the proposal as specified herein. A-1 Asphalt is hereby authorized to perform the work as specified.

I have read, understand and agree to be bound by the terms of this contract, including the Standard Conditions appearing on page 2 (or the reverse side) of this contract, and incorporated by reference. Please sign/initial and date both pages.

By: \_\_\_\_\_  
Individually/Personally Guaranteed

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PH: 616-877-4400 • 800-871-4401 • Fax: 616-877-4630

**WWW.A1ASPHALTINC.COM**

COMMERCIAL ♦ INDUSTRIAL ♦ RESIDENTIAL ♦ MUNICIPAL

**Serving West Michigan since 1988**



#### STANDARD CONDITIONS

All terms and provisions as set forth below are accepted as part of this Contract.

1. Orders under \$1,500.00 must be fully prepaid (by check or credit card). Orders over \$1,500.00 require a 10% deposit with balance due upon completion. All deposits are non-refundable. Any invoice(s) not paid within 30 days or within the month received are subject to a time price differential of 1 1/2% per month, which the customer hereby agrees to pay. A-1 Asphalt Inc. accepts payment by credit card (Visa, MasterCard and Discover), so long as Customer agrees to pay a 3% handling charge for orders over \$1,500.00. No charge shall apply for orders under \$1,500.00.
2. Customer is responsible for all permits. A-1 Asphalt Inc. shall carry all necessary insurances, including workers' compensation insurance.
3. There are no warranties of merchantability, and there are no warranties which extend beyond the description contained on any invoice or sales agreement, other than as follows: All material is guaranteed for one (1) year as specified. All claims must be brought to the attention of A-1 Asphalt within 12 months of date of invoice
4. Any alteration or deviation from the above specifications/proposal which result in additional cost will be performed only upon a written change order signed by both A-1 Asphalt and Customer
5. A-1 Asphalt Inc. will not be liable for delays caused by labor disturbances, weather conditions, acts of God, and acts of environmental agencies, accidents, shortages of necessary materials and supplies or any other cause beyond our control.
6. Nothing contained in this agreement shall be construed as a waiver or modification of A-1 Asphalt Inc's statutory rights, which lien rights A-1 Asphalt Inc. will exercise if payment by the customer is not made promptly. If A-1 Asphalt Inc. finds it necessary to commence any type of collection proceedings to collect any balance due from the customer, the customer agrees to pay all cost of collection and all attorney fees incurred by A-1 Asphalt Inc., its successors and assigns.
7. A-1 Asphalt retains a security interest in all materials provided by A-1 Asphalt Inc. until payment in full and reserves the right to repossess any and all materials of any kind if all account balances are not paid in full within 30 days of the invoice date. Customer will be responsible for any costs of repossession.
8. Customer will bear responsibility for all work areas when A-1 Asphalt is not actively working.

#### CHOICE OF LAW

The customer agrees and acknowledges that this agreement is fully executed and performed within the State of Michigan and is to be governed and construed as to the laws of the State of Michigan. Customer hereby agrees to waive any objection to the venue of any action brought to collect amounts due and owing by the customer and also irrevocably waives their rights to a trial by jury in any lawsuit proceeding or counter-claim involving this Proposal/Contract.

#### ENTIRETY CLAUSE

This Agreement and the Attachments hereto constitute the entire agreement between the contracting parties concerning the subject matter hereof. All prior agreements, discussions, representations, warranties and covenants are merged herein. There are no warranties, representations, covenants or agreements, expressed or implied, between the parties except those expressly set forth in this agreement. Any amendments or modifications of this agreement shall be in writing and executed by the contracting parties.

#### CUSTOMER'S STATEMENT

Customer hereby asserts that all questions in this application have been fully and truthful answered. Customer agrees and understands that the above trade accounts may be contacted for credit information as well as an investigation conducted through credit bureaus. The customer hereby gives all of its creditors and bankers permission to give A-1 Asphalt Inc. information concerning the customer. The customer also gives A-1 Asphalt Inc. permission to give credit reporting agencies or other creditors information relating to any credit given to customer. The customer understands that the terms of the credit are payable upon receipt of invoice. The customer agrees to pay the time price differential in the amount of 1 1/2 % per month on any unpaid balances.

#### STATUTE OF LIMITATIONS

The parties agree that any action in relation to an alleged breach of this Agreement shall be commenced within one year of the date of the breach, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute.

#### FORCE MAJEURE

Any delay or failure in the performance by either party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricanes, sabotage, terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, other than those of Seller or its suppliers, that prevent seller from furnishing the materials or equipment and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a party's failure to perform its obligations under this agreement.

#### OVERRIDING AGREEMENT

These terms supersede and override any and all contractual terms and conditions of the other contracting party howsoever and whenever communicated.

#### LIMITATION OF LIABILITY

In no event will A-1 Asphalt Inc. be liable to the customer for any lost profits, lost savings or incidental, indirect, special or consequential damages, arising out of your use or inability to use the product or the breach of this agreement.

#### INDEMNIFICATIONS

Customer agrees to defend, indemnify and hold A-1 Asphalt Inc. harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by A-1 Asphalt Inc's performance of services hereunder, except for injury or loss caused by the negligence or willful misconduct of A-1 Asphalt Inc. These indemnities are subject to specific limitations provided for in this agreement.

INITIAL:

\_\_\_\_\_

DATE:

\_\_\_\_\_



**Office (616) 896-1560**  
Fax: 616-896-7491

Date: \_\_\_\_\_



NOV. 20, 2020





MARCH 4, 2021





April 12' 2021





ORDINANCE NO. 2021-01

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP  
ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE PUD  
PLANNED UNIT DEVELOPMENT ZONING DISTRICT.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF  
MICHIGAN, ORDAINS:

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the PUD – Planned Unit Development District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

PART OF NW 1/4 COM S 87D 49M 03S E 1058.17 FT, S 0D 07M 27S W 96.55 FT TO S LI OF M-45 R/W & N 87D 51M 11S W 53.02 FT FROM NW SEC COR, TH S 43D 51M 52S E 28.78 FT, S 0D 07M 27S W 434.26 FT, E'LY 33.01 FT ALG A 467 FT RAD CURVE TO RT (CHD BEARS N 89D 02M 34S E 33.01 FT), S 0D 07M 27S W 112.06 FT, N 87D 58M 41S W 396.21 FT, N 0D 04M 57S E 382.15 FT, S 87D 49M 03S E 130 FT, N 0D 04M 57S E TO S LI OF M-45 R/W, TH E ALG SD S LI TO BEG. SEC 26 T7N R14W. 70-09-26-100-083

Section 2. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on \_\_\_\_\_, 2021, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on \_\_\_\_\_, 2021, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, 2021, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the \_\_\_\_\_ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

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Adam Elenbaas  
Township Supervisor

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Jody Hansen  
Township Clerk

Resolution 2021-09  
Facility Rental Fee

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held virtually due to Michigan Department of Health and Human Services directives due to COVID-19, on May 10, 2021 at 7:00 pm.

Present:

Absent:

The following resolution was offered:

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that the following reservation fees for Allendale Facility rentals be revised as follows:

**Auditorium Fee-**

Allendale Resident: \$80 for 4 Hours

Non-Resident: \$160 for 4 Hours

Additional Hours: \$25 per hour

**East Pavilion Fee-**

Allendale Resident: \$30 for 4 Hours

Non-Resident: \$50 for 4 Hours

Additional Hours: \$10 per hour

**Bandshell Fee-**

Allendale Resident: \$30 for 4 Hours

Non-Resident: \$50 for 4 Hours

Additional Hours: \$10 per hour

YEAS:

NAYS:

Resolution declared adopted on May 10, 2021.

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Jody L. Hansen  
Allendale Charter Township Clerk

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Adam Elenbaas  
Allendale Charter Township Supervisor

## ACH Policy -Finance

The following policy shall govern the use of electronic transactions and ACH arrangements for the Allendale Charter Township:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds.  
The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Board of Trustees shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.  
An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.
2. Responsibility for ACH Agreements.  
The Treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the Board of Trustees documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the departments serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.
3. Internal Accounting Controls to Monitor Use of ACH Transactions
  - a. The Treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the Finance Director of those accounts to be paid by ACH or electronic transfers.
  - b. Upon receipt of an invoice for payment for accounts paid by ACH, the Finance Director shall approve payment and notify the Treasurer of the date of debit to the township accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Board of Trustees. All other invoices approved by the Finance Director and payable by ACH may be paid in that matter if deemed in the best interest of the township, e.g. to avoid a late fee.
  - c. For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
  - d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
  - e. All invoices shall be held by the Finance Director along with copies of payment advices.

## Credit Card Policy - Finance

For the convenience of certain purchases, Allendale Charter Township will maintain credit cards with a single copy for each of the following Township departments:

- Supervisor
- Clerk
- Finance
- Facilities
- Library
- Senior Citizens
- Public Utilities

All credit cards shall be maintained under the designation of Allendale Charter Township. All credit cards will be held by the respective department director (or his\her designee when absent), except when the department director authorizes use by another officer or employee of the Township.

In order to ensure that proper controls are placed on the use of the card and to comply with the requirements of State Law (i.e., Act 266 of the Public Acts of 1995, as amended), the following written policies will be adhered to with regard to all credit card transactions:

1. The Finance Director is designated as being responsible for the Township's credit card issuance, accounting, monitoring, retrieval and general oversight compliance with the credit card policy.
2. The credit card may only be used by an officer or employee of the Township for the purchase of goods and services for the official business of the Township.
3. Credit card use can be applied to purchases from vendors not offering standard forms of credit or purchase orders. (If standard forms of credit or purchase orders are appropriate, these forms of purchase may be used by the Township, at the discretion of the Finance Director.)
4. Prior to the use of the credit card, a preliminary verbal request accompanied by a "Credit Card Transaction Form" shall be approved by the respective department director.

The "Credit Card Transaction Form" shall explain the goods or services to be purchased, the estimated costs of the purchase, the official or staff person using the card, the proposed date of the purchase, and the official business for which the purchase is to be used.

5. Final approval is granted when the "Credit Card Transaction Form" submitted is signed and dated by all appropriate parties.
6. Completion of the transaction, the officer or employee who uses the credit card shall submit, as soon as possible, a copy of the vendor's credit card receipt (or an Internet receipt) attached to the "Credit Card Transaction Form" to the Finance Director or designee. The "Credit Card Transaction Form" shall include the chart of account number indicating the line item to which the transaction is to be charged.
7. Monthly credit card statements will be reviewed by the Finance Director and the Township Clerk to ensure that all Credit Card Transaction Forms and attached receipts reconcile with the credit card statement and that the purchases comply with this policy. Any transaction that appears on

the statements that is not documented with a "Credit Card Transaction Form" shall be immediately investigated by the Township Supervisor (or his/her designee).

8. The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified. The balance, including any interest due on an extension of credit under the credit card arrangement shall be paid for within not more than sixty days of the initial statement date, unless a charge is being challenged by the Township (e.g., an unauthorized or possible fraudulent charge).
9. Each officer or employee issued a credit card is solely responsible for the protection and custody of the credit card and shall keep the credit card within a secure location when not in use. (If absent for more than one day, the officer or employee shall ensure a card is available for use by either relinquishing custody of the card to his/her designee or providing his/her designee access to the card.) Any officer or employee of the Township, after authorized use of the credit card, shall immediately return the credit card within one business day after the transaction to the appropriate person.
10. If a credit card is lost or stolen, the officer or employee shall immediately notify the Finance Director (who is the Township's primary contact with the credit card company). In turn, he/she shall immediately notify the Township Supervisor.
11. Any officer or employee issued a credit card shall return the credit card upon termination of his or her employment or service in office with the Township to the Finance Director.
12. Credit card abuses in the form of unauthorized purchases will not be tolerated. At no time will an employee use a Township credit card for personal purchases. Any suspected credit card abuse shall be investigated by the Supervisor.
13. Use of a credit card in a manner contrary to this policy shall be subject to the disciplinary action(s), in accordance with Section 8.1 of the Personnel Policies and Procedures Manual.