



Agenda for the  
Allendale Charter Township Board Meeting  
Monday, January 26, 2026, 6:00 p.m.

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by David Vander Wall
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the January 12, 2026, Regular Board Meeting Minutes
  - Bills
  - Interim Payments
- For information
  - January 5, 2026, Planning Commission Meeting Minutes
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
  - Resolution 2026-01: Township Investment Policy
  - Township Park Improvements: Survey, Design and Bid Agreement with Fleis & VandenBrink Engineering
  - Resolution 2026-02: Resident Relocation in Conjunction with Sanitary Sewer Project
  - Resident Relocation Agreement
  - 2026 Independence Day Fireworks Contract
- Discussion Items
  - Town Center Components and Concepts
- Public Comments
- Board Comments
- Adjournment

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

- Account: ACT\_Guest Password: ACTguest
- Agenda and Packet file location: [www.allendalemi.gov](http://www.allendalemi.gov) → Boards & Committees → Board of Trustees → Minutes & Agendas

**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 12, 2026, at 6:00 p.m. and was called to order at 6:02 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. MacDonald; Ms. Hansen; Ms. Schuitema; Mr. Zeinstra; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Vander Wall; and Mr. Smit (2)

Staff and Guests Present: Chad Doornbos, Public Utilities Superintendent; Joe Bush, Ottawa County Water Resource Commissioner; Sylvia Rhodea, Ottawa County Commissioner; and Michael Carey.

Mr. Elenbaas pronounced the invocation.

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

BOT 26-001 Mr. Zeinstra with support from Mr. MacDonald moved to approve the agenda of today as amended by adding Joe Bush, Ottawa County Water Resource Commissioner to "Guest Speakers". The motion passed.

BOT 26-002 Ms. Schuitema with support from Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 22, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$319,182.48 and interim payments of \$206,065.89, as presented by the summary report for January 12, 2026.

The motion passed.

Items Received for Information

1. Planning Commission December 15, 2025, meeting minutes.
2. December Fire Department Report.

3. Public Utility Operator Bryan Campos Completion of his S-2 Water Distribution License.
4. Public Utility Operator Ryan Vander Ploeg Completion of his S-2 Water Distribution License.
5. Deputy Clerk/Election Coordinator, Elizabeth Szymanski Completion of her Level 2 MiPMC Certification.
6. Notice of Hire: Sarah Kenny, Youth Paraprofessional Librarian at a wage of \$18.50 per hour.
7. 2025 Internal Budget Amendments: Amendment 30, a \$0 expenditure change to the Board of Trustee budget; Amendment 34, a \$0 expenditure change to the Fire budget; Amendment 35, a \$0 expenditure change to the DDA budget; and Amendment 35, a \$0 expenditure change to the Water budget.

Public Hearings- None

Guest Speakers

Commissioner Sylvia Rhodea provided the following county updates: Information on PA 233, small home designs, and Community Mental Health funding.

Joe Bush, Ottawa County Water Resources Commissioner thanked Allendale Township for their partnership, provided groundwater updates, PA 233 potential impacts on groundwater, and provided Allendale Township with an updated drain map.

Public Comments

Comments were received from:

1. Michael Carey, Allendale

BOT 26-003      Mr. Elenbaas with support from Mr. Zeinstra moved to close public comment. The motion passed.

Action Items

BOT 26-004      Ms. Schuitema with support from Mr. MacDonald moved to approve and authorize the following budget amendments: Amendment 31 with an expenditure change of \$253.00 to the Finance/Accounting budget; Amendment 32 with an expenditure change of \$5,300.00 to the Clerk budget; and Amendment 33 with an expenditure change of (\$5,300.00) to the Elections budget.

The motion passed as shown by the following votes:

YEAS: Mr. MacDonald; Ms. Hansen; Ms. Schuitema; Mr. Zeinstra; and Mr. Elenbaas. (5)

NAYS: None (0)

ABSENT: Mr. Smit; and Mr. Vander Wall (2)

Discussion Items

The Board held a brief discussion on whether to take a stance on matters or requests that fall outside the Township's jurisdiction. After discussion, no action was taken.

Public Comments- None

BOT 26-005 Mr. Elenbaas with support from Mr. MacDonald moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra sought clarification on safety standards being prioritized.

Ms. Hansen informed the board that the HR Department has a safety coordinator, and the role is continuing to evolve, and she attends several various training courses.

Mr. Elenbaas informed the board that the team has been fielding several concerned calls about road conditions. Please forward any residents concerns to him. He is meeting with the Road Commission this week to address these issues.

BOT 26-006 Ms. Schuitema, with support from Mr. MacDonald moved to adjourn the meeting at 7:15 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

01/22/2026 11:32 AM  
User: DENISE  
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 01/14/2026 - 01/27/2026  
UNJOURNALIZED  
OPEN

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	1,384.59	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	11,400.65	
101-000.000-231.020	401A LOAN PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	129.98	
101-000.000-266.000	WAGE GARNISHMENT PAYABLE	MICHIGAN STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	2.07	
			Total For Dept 000.000 REVENUE	12,917.29	
Dept 171.000 Supervisor					
101-171.000-721.000	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	55.42	
101-171.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	27.20	
101-171.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	21.19	
			Total For Dept 171.000 Supervisor	103.81	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA CO TREASURERS ASS	2026 MEMBERSHIP DUES - BONTER	20.00	
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	399.00	
101-191.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CANON WIRELESS LASER PRINTER	170.99	
			Total For Dept 191.000 FINANCE/ACCT	589.99	
Dept 215.000 CLERK					
101-215.000-721.000	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	22.90	
101-215.000-721.000	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	68.77	
101-215.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	50.00	
101-215.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	235.00	
			Total For Dept 215.000 CLERK	376.67	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	NOTEBOOK	19.95	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	56.26	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	ARTIFICIAL CHRISTMAS TREE	131.98	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	WALL CALENDAR	15.07	
101-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL INVESTMENT/CONTRIBUTION	2,500.00	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE/PURGE @ 01/1	240.00	
101-248.000-802.000-ITMONT	Contracted Services	SMARSH INC	FACEBOOK ARCHIVE CAPTURE	1,569.55	
			Total For Dept 248.000 ADMINISTRATION	4,532.81	
Dept 257.000 ASSESSOR					
101-257.000-721.000	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	1,010.00	
101-257.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	70.33	
101-257.000-802.000	Contracted Services	MASS APPRAISAL PROFESSIO	APPRAISAL OF 75 PARCELS	1,275.00	
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	PERSONAL PROPERTY STATEMENTS	676.24	
			Total For Dept 257.000 ASSESSOR	3,031.57	
Dept 262.000 ELECTIONS					
101-262.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	1,823.20	
101-262.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	ELECTION EQUIPMENT MAINTENANCE FEE -	1,376.67	
			Total For Dept 262.000 ELECTIONS	3,199.87	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	453.59	
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	215.20	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM & CELL PHONE CHARGES - D	12.10	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JANUARY	2,160.05	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	DRIVE BELT	109.99	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 General Fund</b>					
<b>Dept 265.000 BUILDING &amp; GROUNDS</b>					
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	TIRES; FLAGS	394.10	
101-265.000-930.000	Maintenance	AUTOZONE STORE	RETURN CREDIT	(22.79)	
101-265.000-930.000	Maintenance	AUTOZONE STORE	LIGHT BULBS	24.67	
101-265.000-930.000	Maintenance	BURNIPS EQUIPMENT COMPAN	MAINTENANCE SUPPLIES	442.95	
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	40.00	
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	219.94	
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	451.03	
101-265.000-930.000	Maintenance	FIRE FIGHTER SALES & SER	SPRINKLER SYSTEM/FIRE EXTINGUISHER IN	265.06	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	PREMIUM CAPSULES / BATT CABLE TERMINA	46.84	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	HYDRAULIC FLUID	26.98	
101-265.000-930.000	Maintenance	WOODLAND COMMERCIAL EQUI	CHUTE DEFLECTOR / 21" BLADE	144.38	
<b>Total For Dept 265.000 BUILDING &amp; GROUNDS</b>				<b>4,984.09</b>	
<b>Dept 266.000 ATTORNEY</b>					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	2,240.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	135.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	THREE J INVESTMENTS LLC 2025 TAX APPE	577.50	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	DEJONG LEASING LLC 2025 TAX APPEAL	472.50	
<b>Total For Dept 266.000 ATTORNEY</b>				<b>3,425.00</b>	
<b>Dept 270.000 HUMAN RESOURCES</b>					
101-270.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	450.00	
<b>Total For Dept 270.000 HUMAN RESOURCES</b>				<b>450.00</b>	
<b>Dept 301.000 POLICE OFFICER</b>					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	4,648.52	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	56,426.72	
<b>Total For Dept 301.000 POLICE OFFICER</b>				<b>61,075.24</b>	
<b>Dept 336.000 FIRE DEPT</b>					
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	62.11	
101-336.000-732.000	SUPPLIES	ALLENDALE ACE HOME CENTE	SUPPLIES - FIRE DEPT	140.54	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BLOOD GLUCOSE TEST STRIPS	19.00	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	25.46	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BLACK TONER CARTRIDGE	64.12	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	EMT FIRST AID TOOLS	32.32	
101-336.000-732.000	SUPPLIES	J&B MEDICAL SUPPLY INC	MEDICAL SUPPLIES	229.14	
101-336.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	307.84	
101-336.000-802.000	Contracted Services	ALLENDALE ACE HOME CENTE	UNIFORMS / TRUCK MAINTENANCE	18.10	
101-336.000-802.000	Contracted Services	AMAZON CAPITAL SERVICES	WIRELESS TOUCH TV KEYBOARD	24.99	
101-336.000-802.000	Contracted Services	AMAZON CAPITAL SERVICES	MINI DESKTOP PC	179.00	
101-336.000-802.000	Contracted Services	AMAZON CAPITAL SERVICES	MINI DESKTOP PC	179.00	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	94.50	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	20.00	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	13.99	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	20.00	
101-336.000-802.000-ITMONT	Contracted Services	VC3 INC	WATCHGUARD SECURITY LICENSE	4,955.00	
101-336.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES - DECEMBER - FIRE DEPT	998.84	
101-336.000-926.000	UTILITIES	AMAZON CAPITAL SERVICES	REPLACEMENT WATER FILTERS	69.84	
101-336.000-926.000	UTILITIES	ENGINEERED PROTECTION SY	SYSTEM MONITORING - FEB THRU APR 2026	192.84	
101-336.000-926.000	UTILITIES	FIRE FIGHTER SALES & SER	SPRINKLER SYSTEM/FIRE EXTINGUISHER IN	272.00	
101-336.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JANUARY	2,834.77	
101-336.000-930.000	Maintenance	ENVIRONMENTAL DOOR INC	REPAIR OVERHEAD DOOR / CANS OF LUBE	264.30	

## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
101-336.000-935.000	Truck Maintenance	ALLENDALE ACE HOME CENTE	UNIFORMS / TRUCK MAINTENANCE	70.17	
101-336.000-935.000	Truck Maintenance	AMAZON CAPITAL SERVICES	IPAD PROTECTIVE CASE	54.98	
101-336.000-935.000	Truck Maintenance	AMAZON CAPITAL SERVICES	METAL DRILL BASE TABLET MOUNT	45.00	
101-336.000-935.000	Truck Maintenance	AMAZON CAPITAL SERVICES	REVERSE WARNING BEEPER	17.09	
101-336.000-935.000	Truck Maintenance	AMAZON CAPITAL SERVICES	ELBOW JOINT EXTENSION	14.99	
101-336.000-935.000	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	35.95	
101-336.000-935.000	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	80.73	
101-336.000-935.000	Truck Maintenance	NATAN AUTOMOTIVE	TRUCK MAINTENANCE - 2021 DODGE DURANG	73.09	
101-336.000-935.000	Truck Maintenance	NATAN AUTOMOTIVE	TRUCK MAINTENANCE - 2025 CHEVY SILVER	95.35	
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			Total For Dept 336.000 FIRE DEPT	11,505.05	
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Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - JANUARY	28.22	
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			Total For Dept 448.000 STREET LIGHTS	28.22	
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Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR UTILITIES		GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - JANUARY	60.44	
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			Total For Dept 449.000 HIGHWAY-M45	60.44	
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Dept 567.000 CEMETERY					
101-567.000-930.000	Maintenance	PACK ROOM LLC	CEMETERY SIGN INFO ADDITION	20.00	
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			Total For Dept 567.000 CEMETERY	20.00	
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Dept 672.000 LIFELONG LEARNERS					
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	85.14	
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	65.28	
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	25.72	
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			Total For Dept 672.000 LIFELONG LEARNERS	176.14	
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Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE - BLDG SYS	1,681.00	
101-701.000-802.000	Contracted Services	GENERAL CODE LLC	CODIFICATION	2,012.50	
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			Total For Dept 701.000 PLANNING & ZONING	3,693.50	
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Dept 790.000 LIBRARY					
101-790.000-732.000-AVMATE SUPPLIES		AMAZON CAPITAL SERVICES	MICROSCOPE SLIDES	9.98	
101-790.000-732.000-AVMATE SUPPLIES		AMAZON CAPITAL SERVICES	VIDEO GAME COLLECTION	48.74	
101-790.000-732.000-AVMATE SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH AV MATERIALS	102.32	
101-790.000-732.000-AVMATE SUPPLIES		AMAZON CAPITAL SERVICES	VIDEO GAME COLLECTION	86.97	
101-790.000-732.000-AVMATE SUPPLIES		MIDWEST TAPE LLC	DVD COLLECTION	56.19	
101-790.000-732.000-AVMATE SUPPLIES		MIDWEST TAPE LLC	DVD COLLECTION	88.41	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	8.93	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	16.49	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	15.95	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	41.99	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	138.27	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	62.69	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	16.99	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	64.60	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	15.92	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	14.85	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	5.29	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	41.43	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 01/14/2026 - 01/27/2026  
 UNJOURNALIZED  
 OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 General Fund</b>					
Dept 790.000 LIBRARY					
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	15.95	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	134.13	
101-790.000-732.000-BOOKSX SUPPLIES		AMAZON CAPITAL SERVICES	ADULT COLLECTION	65.98	
101-790.000-732.000-BOOKSX SUPPLIES		CENTER POINT LARGE PRINT	LARGE PRINT COLLECTION	200.16	
101-790.000-732.000-BOOKSX SUPPLIES		GALE/CENGAGE LEARNING IN	LARGE PRINT COLLECTION	32.79	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	59.10	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	327.41	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	231.39	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	35.43	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	188.61	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	25.98	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	127.94	
101-790.000-732.000-CHILDB SUPPLIES		AMAZON CAPITAL SERVICES	YOUTH COLLECTION	116.04	
101-790.000-732.000-GENSUP SUPPLIES		AMAZON CAPITAL SERVICES	NAME TAGS	5.99	
101-790.000-732.000-GENSUP SUPPLIES		AMAZON CAPITAL SERVICES	TAPE & TISSUES	69.29	
101-790.000-732.000-GENSUP SUPPLIES		DEMCO INC	BOOK PROCESSING SUPPLIES	109.44	
101-790.000-732.000-GENSUP SUPPLIES		MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	74.22	
101-790.000-802.000-COLLEC Contracted Services		UNIQUE MANAGEMENT SERVIC	PLACEMENTS / COLLECTIONS FEE	49.25	
101-790.000-802.000-COPIER Contracted Services		OFFICE MACHINES COMPANY	COPY MACHINE CONTRACT - JANUARY	132.09	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	CRAFTED CHAOS SUPPLIES	37.96	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	HOT GLUE STICKS	19.29	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	29.25	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	82.93	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLY - BOOK CLUB	11.27	
101-790.000-807.000-ADULTP COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	RETURN CREDIT	(37.99)	
101-790.000-807.000-SUMMER COMMUNITY PROGRAMS		ASHLEY JOHNSON	SUMMER READING PROGRAM REIMBURSEMENT	5.96	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	20.30	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		AMAZON CAPITAL SERVICES	RETURN CREDIT	(9.89)	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		ASHLEY JOHNSON	EXAM CRAM REIMBURSEMENT	22.93	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	21.36	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	11.99	
101-790.000-807.000-YOUTH P COMMUNITY PROGRAMS		CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	11.99	
101-790.000-926.000-HEATFU UTILITIES		DTE ENERGY	HEATING FUEL USAGE - JANUARY	728.27	
101-790.000-930.000 Maintenance		FIRE FIGHTER SALES & SER	SPRINKLER SYSTEM/FIRE EXTINGUISHER I	415.00	
<b>Total For Dept 790.000 LIBRARY</b>				<b>4,207.82</b>	
<b>Total For Fund 101 General Fund</b>				<b>114,377.51</b>	
<b>Fund 404 CAPITAL/ONE-TIME PROJECTS FUND</b>					
Dept 790.000 LIBRARY					
404-790.000-971.000 CAPITAL OUTLAY			EDUCATIONAL FURNITURE LT FURNITURE FOR PROGRAM ROOM	12,738.60	
<b>Total For Dept 790.000 LIBRARY</b>				<b>12,738.60</b>	
<b>Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND</b>				<b>12,738.60</b>	
<b>Fund 490 WWTP BUILDING FUND</b>					
Dept 537.000 SEWER					
490-537.000-971.000-GVSUTR CAPITAL OUTLAY		F&V CONSTRUCTION MGMT IN	CONSTRUCTION ENGINEERING - APP # 33	173,992.00	
490-537.000-971.000-WWTPPH CAPITAL OUTLAY		MOORE & BRUGGINK INC	WRRF ENGINEERING & INSPECTION - DECEM	29,175.00	
490-537.000-971.000-WWTPPH CAPITAL OUTLAY		RK DAVIS INC	WRRF PLANT DESIGN & CONSTRUCTION - DE	101,079.97	
<b>Total For Dept 537.000 SEWER</b>				<b>304,246.97</b>	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 490 WWTP BUILDING FUND			Total For Fund 490 WWTP BUILDING FUND	304,246.97	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	ANNUAL INVESTMENT/CONTRIBUTION	5,000.00	
			Total For Dept 248.000 ADMINISTRATION	5,000.00	
			Total For Fund 494 Dda Development Fund	5,000.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	1,179.55	
592-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	6,713.06	
592-000.000-231.020	401A LOAN PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - DECEMBER	315.74	
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	MICHIGAN STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	332.64	
			Total For Dept 000.000 REVENUE	8,540.99	
Dept 248.000 ADMINISTRATION					
592-248.000-632.000	CONNECTION FEES-WATER	RJM PROPERTY INVESTMENTS	REFUND FOR W/S CONNECTION FEES @ 5500	2,639.00	
592-248.000-633.000	CONNECTION FEES-SEWER	RJM PROPERTY INVESTMENTS	REFUND FOR W/S CONNECTION FEES @ 5500	4,975.00	
592-248.000-808.030	COUNTY CONN. REGIS. FEE	OTTAWA CTY REGISTER OF D	RECORDING FEE - SEWER CONNECTION - 60	30.00	
			Total For Dept 248.000 ADMINISTRATION	7,644.00	
Dept 536.000 WATER					
592-536.000-620.000	WATER METER CHARGES	RJM PROPERTY INVESTMENTS	REFUND FOR W/S CONNECTION FEES @ 5500	1,418.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	159.35	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	AIR FRESHENERS	12.49	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PARTS FOR PUMPS	28.49	
592-536.000-732.000-GENSUP	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	303.43	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	NOTEBOOKS	14.24	
592-536.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	8.85	
592-536.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	21.74	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE/SYSTEM MAINTENANCE - DECEMB	83,507.63	
592-536.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE - BLDG SYS	514.00	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	342.23	
592-536.000-803.000	Professional Services	SCHOLLEN FANT	ATTORNEY SERVICES - DECEMBER	202.50	
592-536.000-926.000-ELECTR	UTILITIES	GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - JANUARY	186.32	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JANUARY	2,387.02	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JANUARY	1,251.47	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	16.98	
592-536.000-930.000-GENMAI	MAINTENANCE	MICHIGAN DEPT OF LABOR	BOILER INSPECTIONS	125.00	
592-536.000-930.000-SYSTEM	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR ISSUES	277.00	
592-536.000-935.000	Truck Maintenance	AUTOZONE STORE	JOHN DEERE BATTERY	50.49	
592-536.000-935.000	Truck Maintenance	AUTOZONE STORE	CABIN AIR FILTER	17.50	
592-536.000-935.000	Truck Maintenance	AUTOZONE STORE	JOHN DEERE STARTER	126.72	
			Total For Dept 536.000 WATER	90,971.45	
Dept 537.000 SEWER					
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	159.35	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	CHEMICALS - CHLORINE TABS	2,436.92	
592-537.000-732.000-CHEMIC	SUPPLIES	WEBB CHEMICAL SERVICE CO	CHEMICALS - FERRIC	10,317.46	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	AIR FRESHENERS	12.49	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PARTS FOR PUMPS	28.48	
592-537.000-732.000-GENSUP	SUPPLIES	AUTOZONE STORE	TIRE GAUGES	28.78	
592-537.000-732.000-GENSUP	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	303.43	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	BUCHNER FUNNEL	11.41	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	BUCHNER FUNNEL	11.41	
592-537.000-732.000-LABSUP	SUPPLIES	THOMAS SCIENTIFIC LOCKBO	FILTERING FLASK	87.17	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	COFFEE FILTERS	13.99	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	NOTEBOOKS	14.23	
592-537.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	8.86	
592-537.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	21.73	
592-537.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE - BLDG SYS	514.00	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	342.22	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM & CELL PHONE CHARGES - D	499.05	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	142.50	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - JANUARY	6,823.50	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - DECEMBER	16.97	
592-537.000-930.000-GENMAI	MAINTENANCE	ENVIRONMENTAL DOOR INC	REPAIR COIL CORD - STORAGE BARN/NORTH	129.00	
592-537.000-930.000-GENMAI	MAINTENANCE	MICHIGAN DEPT OF LABOR	BOILER INSPECTIONS	125.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	HACH COMPANY	REPLACE SAMPLE FRIDGE	10,010.10	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR ISSUES	277.00	
592-537.000-935.000	Truck Maintenance	AUTOZONE STORE	JOHN DEERE BATTERY	50.48	
592-537.000-935.000	Truck Maintenance	AUTOZONE STORE	JOHN DEERE STARTER	126.71	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	847.50	
<hr/>					
Total For Dept 537.000 SEWER					
<hr/>					
Total For Fund 592 Water & Sewer					
<hr/>					
140,516.18					
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01/22/2026 11:32 AM

User: DENISE

DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 01/14/2026 - 01/27/2026  
UNJOURNALIZED  
OPEN

Page: 7/7

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General Fund	114,377.51	
			Fund 404 CAPITAL/ONE-T	12,738.60	
			Fund 490 WWTP BUILDING	304,246.97	
			Fund 494 Dda Developme	5,000.00	
			Fund 592 Water & Sewer	140,516.18	
			Total For All Funds:	576,879.26	

**INTERIM PAYMENTS**  
**Board Meeting: 01/26/26**

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>
1/15/2026	EFT	\$ 88,352.63	EMPLOYEES	Bi-Weekly Payroll
1/15/2026	EFT	\$ 27,454.66	FEDERAL GOV'T	Payroll IRS Tax Payment
1/20/2026	108145	\$ 1,406.00	ARROWASTE INC	Trash/Recycling Services
1/22/2026	108146	\$ 986.55	WEX BANK-EXXON MOBIL	Fuel Charges - December
<hr/>				
<b>\$ 118,199.84</b>				

**ALLENDALE CHARTER TOWNSHIP**  
**PLANNING COMMISSION MEETING**  
**January 5<sup>th</sup>, 2026**  
**7:00 p.m.**  
***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Todd Bronson, Bruce Zeinstra, Ray Nadda, Joe Jacquot, and Tom Zuniga

Absent:

Staff and Guests Present: Greg Ransford, Eric DeYoung, Merwyn Koster

3. Communications and Correspondence: None

4. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Bruce Zeinstra, **Approved 7-0**

5. Motion to Approve July 21, 2025 Planning Commission minutes until next meeting by Ray Nadda, Seconded by Bruce Zeinstra, **Approved 7-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. Springfield North Preliminary Planned Unit Development Plan - Seeking 37 single-family lots and 20 two-family buildings. Greg Ransford restated memo provided to the Planning Commission about amount of single family units and two-family duplex units. Mr. Ransford let the Planning Commission know that they are looking for feedback on the submitted plan. Eric DeYoung of Nederveld went before the board restating that they are looking for feedback in the preliminary review and questions around the two family units. The two family unit is not the primary use of the land, compatible with the surrounding land uses and is in line with the master plan. Discussion around building phases and some of the obstacles they would face. Planning Commission discussed that since the duplexes are not rentals, they would be acceptable in the area they are to be built. Planning Commission raised some concerns about the drainage and wetland areas and walking path in the green space area and if there are any restrictions on developing it. Planning Commission asked about the Camfield Drive cul-de-sac improvement. This issue will be addressed in later meetings. Applicant agreed to accommodate a beach and or gazebo or similar feature adjacent to the pond, or a trail down the powerlines. The applicant also agreed to place deed restrictions prohibiting renting the two unit buildings. The Planning Commission directed Ransford to schedule the final PUD plan for public hearing when the materials have been submitted and found complete.

B. Election of Officers

Motion to keep officials as is by Rick Westerling, Seconded by Joe Jacquot, **Approved 7-0**

10. Old Business:

A. Text Amendment Discussion

i. Town Center – Mr. Ransford went over the revisions made to the draft language along with drawings. Discussion on the language provided by Mr. Ransford. Direction was

provided to Ransford to revise, have legal counsel review, and prepare for a future public hearing.

- ii. Tiny Homes – Continued conversation on the allowance and ordinances. Planning Commission decided to make Tiny Homes a separate article. Mr. Ransford will bring a written example in future meetings.
- iii. Private roads in the Agricultural and Rural District – Mr. Ransford restated what has been talked about in the previous meetings and what the current ordinance is. Planning Commission discussed different scenarios that would and would not be allowed in Allendale per our ordinances and possible changes to the ordinances. Ransford will revise language as directed and return it to the Commission for review.

11. Public Comment: None

12. Township Board Reports: 2025 Budget Amendments

13. Commissioner and Staff Comments: None

14. Adjourn: 8:35 PM

**Next meeting January 19, 2026 at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



DRAFT

**RESOLUTION 2026-01**  
**INVESTMENT POLICY**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on Monday, January 26, at 6:00 p.m., local time.

PRESENT:

ABSENT:

After certain matters of business were completed, the Township Supervisor stated the next order of business was the consideration of a proposed resolution authorizing the Allendale Charter Township Investment Policy.

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

**RESOLUTION**

**Investment Policy**

It is the policy of The Charter Township of Allendale (“the Township”) to invest public funds in a manner that will provide preservation of capital, meet the daily liquidity needs of the Township, diversify the Township’s investments, conform to all local and state statutes governing the investment of public funds, and generate market rates of return. It is also the policy of the Township Treasurer to invest public funds with banks, investment firms, and other financial institutions that comply with all laws, reporting obligations, disclosures, fair practice standards and other regulatory agencies requirements.

Funds of the Township shall be invested in accordance with PA 20 of the Public Acts of 1943, as amended, being sections 129.21 through 129.93 of the Michigan Compiled Laws, PA 367 of 1982, these policies and any written administrative procedures.

This investment Policy addresses the methods, procedures and practice which must be exercised to ensure effective and judicious fiscal and investment management of the Township’s funds. It replaces any previous investment policy or investment procedures of the Township.

**SCOPE**

The Investment Policy applies to all financial assets of the Township except for its employee pension funds and for retiree health care which are organized and administered separately under the Michigan Employee Retirement System.

The following Township funds are subject to the terms of this Investment Policy:

- General Fund
- Special Revenue Funds
- Capital Project Funds

- Enterprise Funds
- Trust and Agency Funds
- Debt Services Funds
- Internal Service Funds
- Downtown Development Authority Funds
- Any new fund created by the Township, unless specifically exempted by the Township Board of Trustees

All cash may be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio.

#### **INVESTMENT OBJECTIVES**

The Township's funds shall be invested in accordance with all applicable Township policies, Michigan statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.
3. Diversification to avoid incurring unreasonable market risks.
4. Attainment of a market rate of return.

#### **DELEGATION OF AUTHORITY**

In accordance with MLC 41.76, the Township Treasurer is the Investment Officer. As such, the Treasurer is vested with responsibility for managing the Township's investment program and for implementing the Investment Policy. No person may engage in an investment transaction except as expressly provided by the Treasurer under the terms of this Investment Policy.

The Deputy Treasurer, as duly appointed by the Treasurer, may act in the Treasurer's absence to initiate and perform all the actions permitted or required hereunder, pursuant to MCL 41.77 et seq.

The Treasurer shall establish written procedures and internal controls for the operation of the Township's investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation and imprudent actions.

#### **PRUDENCE**

The standard of prudence to be used for managing the Township's assets is the Michigan Prudent Investor Rule, found in Section 700.1502 of Act 386 of 1998. It states that "A fiduciary shall invest and manage assets held in a fiduciary capacity as a prudent investor would, taking into account the purposes, terms, distribution requirements expressed in the governing instrument, and other circumstances of the fiduciary estate. To satisfy this standard, the fiduciary must exercise reasonable care, skill, and caution."

## ETHICS AND CONFLICTS OF INTEREST

The Treasurer shall refrain from personal business activity that could conflict with proper execution of the Township's investment program or that could impair or create the appearance of an impairment of their ability to make impartial investment decisions.

## AUTHORIZED SECURITIES AND TRANSACTIONS

Investments for the Township shall be made in accordance with Act 20 of 1943 as amended, MCL 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932, as amended, MCL 129.12, Depositories for Public Moneys. Any revisions or extensions of these statutes will be assumed to be part of this Investment Policy immediately upon being enacted.

The Investment Policy further restricts the investment of Township funds to the following types of securities and transactions:

1. Bonds, securities, and other obligations of the United States of an agency or instrumentality of the United States.
2. Certificates of Deposit, savings accounts, deposit accounts or depository receipts of a financial institution, but only if the financial institution complies with subsection (2).
3. Commercial Paper with an original maturity of 270 days or less from the date of trade settlement that is rated at least A1+ or the equivalent at the time of purchase by at least two Nationally Recognized Statistical Rating Organizations (NRSROs). If the commercial paper issuer has senior debt outstanding, it must be rated, at the time of purchase at least AA- or the equivalent by each NRSRO that rates the issuer.
4. Repurchase agreements consisting of instruments listed in subdivision (a).
5. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
6. Mutual Funds registered under the investment company act of 1940, title I of chapter 686, 54, Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - i. The purchase of securities on a when-issued or delayed delivery basis.
  - ii. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - iii. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
7. Eligible Banker's Acceptances with maturities not exceeding 180 days from the date of trade settlement issued by FDIC insured state or national banks with combined capital and surplus of at least \$250 million. Banker's acceptances shall be rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs. If the issuing bank has senior long-term debt outstanding, it must be rated, at the time of purchase at least AA- or the equivalent by each NRSRO that rates the bank.

8. Joint Interlocal Investment Ventures organized under Act 7 of 1967, MCL 124.501 to 124.512, Urban Cooperation Act of 1967 (Ex Sess.), that are “no-load”; have a constant net asset value per share of \$1.00; limit assets of the fund to securities authorized in MCL 129.91 as legal investments; and have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940.
9. Investment Pools organized under Act 367 of 1982, MCL 129.111 to 129.118, Surplus Funds Investment Pool Act, that are “no-load”; have a constant net asset value per share of \$1.00; limit assets of the fund to securities authorized in MCL 129.91 as legal investments; and have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940.
10. Investment Pools organized under Act 121 of 1985, MCL 129.141 to 129.150, Local Government Investment Pool Act that are “no-load”; have a constant net asset value per share of \$1.00; limit assets of the fund to securities authorized in MCL 129.91 as legal investments; and have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940.
11. Money Market Mutual Funds registered under the Investment Company Act of 1940 that: 1) are “no-load” (no commission or fee shall be charged on purchases or sales of shares); 2) have a constant net asset value of \$1.00 per share; 3) limit assets of the fund to securities authorized in MCL 129.91 as legal investments; and 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940.

It is the intent of the Township that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Township Board of Trustees.

#### **INVESTMENT DIVERSIFICATION**

It is the intent of the Township Treasurer to diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. The asset allocation in the portfolio should be flexible depending upon the outlook for the economy, the securities markets and the Township’s anticipated cash flow needs.

#### **INVESTMENT MATURITY AND LIQUIDITY**

The portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. To the extent possible, investments shall be matched with anticipated cash flows and known future liabilities. Investments shall be limited to maturity not exceeding four years from the date of trade settlement.

#### **SELECTION OF BROKER/DEALERS**

Per Section 129.96 of Michigan’s Act 20 of 1943, before executing an order to purchase or trade the funds of the Township, a financial intermediary broker, or dealer shall be provided with a copy of the Township’s investment policy and shall do all of the following:

1. Audited Financial Statements

2. Proof of NASD certification or FDIC insurance
3. Proof of state registration
4. Certification of having read, understood and agreement to comply with the Allendale Charter Township Investment Policy

### **SAFEKEEPING AND CUSTODY**

The Treasurer shall approve one or more investment institutions to provide safekeeping and custodial services for the Township. A Township approved safekeeping agreement shall be executed with each custodian bank. To be eligible, a bank must be eligible to be a depository of funds belonging to the State of Michigan.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the Township. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investments shall be evidences by a safekeeping receipt or a customer confirmation issued to the Township by the custodian institution stated that the securities are held in the Federal Reserve System in a Customer Account for the custodian bank which will name the Township as "customer."

### **PERFORMANCE BENCHMARKS**

The Township's investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the Township's portfolio, all fees involved with managing the portfolio shall be included in the computation of the portfolio's rate of return net of fees.

### **REPORTING**

The Treasurer shall submit to the Township Board a report of the Township's investment program and investment activity at least quarterly.

### **TERMINATION FOR ACTIONS CONTRARY TO INVESTMENT POLICY OR UNFAIR BUSINESS PRACTICES**

Should the Treasurer become aware of any bank, investment firm, broker/dealer or other financial institution engaging in activities or omissions contrary to the Township's Investment Policy, including, but not limited to, violations of any laws or engaging in unfair business practices as acknowledged by the appropriate regulatory agency, the Treasurer shall notify the Township Board of such information and take whatever actions are deemed appropriate by the Treasurer, including, but not limited to, terminating the Township's relationship with the individual or entity.

### **INVESTMENT POLICY ADOPTION AND REVISIONS**

This Investment Policy shall be adopted by resolution of the Township Board. It shall be reviewed periodically by the Treasurer and may be amended by the Township Board as conditions warrant.

Amended and Approved by Township Board \_\_\_\_\_, 2026  
Allendale Charter Township Investment Policy \_\_\_\_\_, 2026

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

---

Jody L. Hansen  
Allendale Charter Township Clerk

---

Adam Elenbaas  
Allendale Charter Township Supervisor

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 26<sup>th</sup> day of January, 2026. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

---

Jody L. Hansen  
Allendale Charter Township Clerk

December 16, 2025

*Via email: lhaveman@allendalemi.gov*

Larry Haveman  
Allendale Township  
6676 Lake Michigan Drive  
Allendale, MI 49401

**RE: Allendale Community Park Design Engineering – Phase 1**

Dear Larry:

It has been our pleasure to help create the conceptual plan for improvements to some of the southern portion of Allendale Community Park. Now that the conceptual plan is complete, we look forward to assisting you through the final design and construction process. Our scope of work below outlines how we can best assist you.

## SCOPE OF SERVICES

### Task A - Topographic Survey

To properly prepare the construction documents, a topographical survey will be needed for the areas where all park improvements are to be made.

- We will prepare surveys in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
  - It will be necessary to obtain existing utility information for electric, gas, telephone and cable TV.

### Task B- Final Design Documents

We will utilize input gathered from meetings with Township staff to incorporate into the final engineering plans for the project area.

- Complete final design and prepare final construction drawings including layout plan, grading plan, details, landscape plan, and specifications for the extreme fitness course and the skate park in accordance with Township review comments.
- Prepare preliminary specifications, list of bid items, and final quantities.
- Prepare updated estimate of probable construction cost and bid quantities.
- Meet with the Township staff to review final plans and specifications.
- Submit plans and specifications for department reviews.
- Provide copy of final plans and specifications to Township staff for authorization to bid.



*October 2025 Master Plan*

## Task C - Bidding

Once construction drawings and project manual are completed and approved by Township, we will

- Distribute bidding documents to potential bidders
- Maintain a current record of all plan holders
- Answer questions from contractors during the bidding period
- Prepare and issue addenda to all registered plan holders as needed
- Attend a bid opening and compile a tabulation of bids
- Evaluate the bids and prepare a Recommendation of Award for Township review
- Prepare a Notice of Award for Township review
- Prepare Conform to Contract documents once construction agreement is finalized and distribute to all parties

## Task D - Construction Administration – Office

Once a Construction Agreement with a Contractor is in place, we can provide a complete scope of services and fee for the administration for the project. This portion of work also includes close out tasks upon completion of the project. We will:

- Coordinate and attend a pre-construction meeting with the contractor, Township, and utility companies, and prepare and distribute meeting minutes.
- Organize and lead regular progress meetings with the contractor, Township, and utility representatives.
- Review Contractor submittals and RFIs
- Evaluate contractor pay applications and submit payment recommendations to the Township.
- Prepare contract change orders when necessary and present them to the Township for formal approval.
- Conduct a final walk-through of the contractor's work with the Township and Contractor. Prepare a comprehensive punch list of remaining items and provide on-site follow-up to verify completion of all punch list tasks.
- Prepare record drawings reflecting as-constructed dimensions and completed project details.

## Task E - Construction Administration – RPR Field

Our Resident Project Representative (RPR) will act as the Township's on-site representative, overseeing construction progress, ensuring compliance with plans, and facilitating communication to maintain quality, schedule, and budget. The RPR will have the following responsibilities:

- Perform part-time on-site observation throughout the active construction phase of the project.
- Maintain weekly records of construction activities and promptly report any defective work to the Township.
- Respond to and assist in resolving construction-related complaints received by the Township in a timely manner.

Another option the Township may want to consider, is a designer-led Construction Management Approach, delivered via our Fleis and VandenBrink Construction group (FVC). Through FVC, we have assisted our clients in implementing their projects ranging in size from \$100,000 to over \$10 million. Our typical project ranges between \$2- and \$3-million and we've completed over 100 projects throughout Michigan.

Construction management (CM) provides the owner with oversight of the project schedule, budget, staffing, coordination and quality from start to finish. We assemble under one roof, the specialized multidiscipline teams based on total project needs. Our clients find this single source accountability to be favorable to the more common project forming of multi-company teaming relationships among operators, engineers and contractors.



F&V Construction (FVC) provides open book CM services to give our clients a complete view of the costs associated with their project. This includes access to trade costs, expenses, fees, contingencies, and our labor and overhead. If the Township has an interest in exploring the CM approach, we can discuss this in greater detail prior to the bidding phase

## SCHEDULE

The remainder of the project schedule is generalized below. It is our understanding that the Township's goal is to competitively bid the project in the early summer of 2026 and begin construction in the mid-summer of 2026. As the final design process progresses, we can refine this schedule with input from Township staff.

PHASE / TASK / MILESTONE	Jan	Feb	Mar	Apr	May	June	July
Task 1 – Survey		➡					
Final Design Documents Initial Phase			➡	➡	➡		
City/DDA Review						◆	

## PROFESSIONAL FEES

We propose to deliver the services outlined above for the following lump sum fees:

SCOPE ITEM	Lump Sum Fee
Task A - Topographic Survey	9,500
Task B – Final Design Engineering	67,000
Task C - Bidding	5,000
<b>TOTAL:</b>	<b>\$81,500</b>

OPTIONAL SERVICES	Lump Sum Fee
Task D - Construction Administration - Office	To be determined
Task E - Construction Administration RPR/Field	To be determined

We have the capacity to start on your project immediately. Your authorization can be given by signing below and returning to me. Should you have any questions, please feel free to contact me at (616) 600-3483

Sincerely,

### FLEIS & VANDENBRINK



Marlena O'Connell

Marlena O'Connell, PLA  
Landscape Architect



Brian Sinnott

Brian Sinnott, PE  
Development & Enhancement Group Manager

**Authorization to Proceed:**

Authorization to proceed is given for the above scope of work under the terms and conditions of our existing professional services agreement between F&V and Allendale Charter Township dated February 25, 1993.

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Allendale Township  
Authorizing Signature

Date

---

Printed Name



January 7, 2026

Via email: [lhaveman@allendalemi.gov](mailto:lhaveman@allendalemi.gov)

Larry Haveman  
Allendale Township  
6676 Lake Michigan Drive  
Allendale, MI 49401

**RE: Allendale Community Park Design Engineering**

Dear Larry:

It has been our pleasure to help create the conceptual plan for improvements to some of the southern portion of Allendale Community Park. Now that the conceptual plan is complete, we look forward to assisting you through the final design and construction process. Our scope of work below outlines how we can best assist you.

## SCOPE OF SERVICES

### Task A - Topographic Survey

To properly prepare the construction documents, a topographical survey will be needed for the areas where all park improvements are to be made.

- We will prepare surveys in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls. It will be necessary to obtain existing utility information for electric, gas, telephone and cable TV.
- Coordinate geotechnical borings at pavilion and shade structure locations. Obtain 2 borings at 40 feet total depth and geotechnical engineering report.

### Task B- Final Design Documents

We will utilize input gathered from meetings with Township staff to incorporate into the final engineering plans for the project area.

- Complete final design and prepare final construction drawings including layout plan, grading plan, details, landscape plan, and specifications for the extreme fitness course, skate park, pavilion and walkways, inclusive play equipment, and parking lot addition in accordance with Township review comments.
- Prepare preliminary specifications, list of bid items, and final quantities.
- Prepare updated estimate of probable construction cost and bid quantities.
- Meet with the Township staff to review final plans and specifications.
- Submit plans and specifications for department reviews.
- Provide copy of final plans and specifications to Township staff for authorization to bid.



*October 2025 Master Plan*

## Task C - Bidding

Once construction drawings and project manual are completed and approved by Township, we will

- Distribute bidding documents to potential bidders
- Maintain a current record of all plan holders
- Answer questions from contractors during the bidding period
- Prepare and issue addenda to all registered plan holders as needed
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- Evaluate the bids and prepare a Recommendation of Award for Township review
- Prepare a Notice of Award for Township review
- Prepare Conform to Contract documents once construction agreement is finalized and distribute to all parties

## Task D - Construction Administration – Office

Once a Construction Agreement with a Contractor is in place, we can provide a complete scope of services and fee for the administration for the project. This portion of work also includes close out tasks upon completion of the project. We will:

- Coordinate and attend a pre-construction meeting with the contractor, Township, and utility companies, and prepare and distribute meeting minutes.
- Organize and lead regular progress meetings with the contractor, Township, and utility representatives.
- Review Contractor submittals and RFIs
- Evaluate contractor pay applications and submit payment recommendations to the Township.
- Prepare contract change orders when necessary and present them to the Township for formal approval.
- Conduct a final walk-through of the contractor's work with the Township and Contractor. Prepare a comprehensive punch list of remaining items and provide on-site follow-up to verify completion of all punch list tasks.
- Prepare record drawings reflecting as-constructed dimensions and completed project details.

## Task E - Construction Administration – RPR Field

Our Resident Project Representative (RPR) will act as the Township's on-site representative, overseeing construction progress, ensuring compliance with plans, and facilitating communication to maintain quality, schedule, and budget. The RPR will have the following responsibilities:

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- Maintain weekly records of construction activities and promptly report any defective work to the Township.
- Respond to and assist in resolving construction-related complaints received by the Township in a timely manner.

Another option the Township may want to consider, is a designer-led Construction Management Approach, delivered via our Fleis and VandenBrink Construction group (FVC). Through FVC, we have assisted our clients in implementing their projects ranging in size from \$100,000 to over \$10 million. Our typical project ranges between \$2- and \$3-million and we've completed over 100 projects throughout Michigan.

Construction management (CM) provides the owner with oversight of the project schedule, budget, staffing, coordination and quality from start to finish. We assemble under one roof, the specialized multidiscipline teams based on total project needs. Our clients find this single source accountability to be favorable to the more common project forming of multi-company teaming relationships among operators, engineers and contractors.



F&V Construction (FVC) provides open book CM services to give our clients a complete view of the costs associated with their project. This includes access to trade costs, expenses, fees, contingencies, and our labor and overhead. If the Township has an interest in exploring the CM approach, we can discuss this in greater detail prior to the bidding phase

## SCHEDULE

The remainder of the project schedule is generalized below. It is our understanding that the Township's goal is to competitively bid the project in the early summer of 2026 and begin construction in the mid-summer of 2026. As the final design process progresses, we can refine this schedule with input from Township staff.

PHASE / TASK / MILESTONE	Jan	Feb	Mar	Apr	May	June	July
Task A – Survey & Borings		→					
Task B- Final Design Documents			→				
Task C- Bidding							◆

## PROFESSIONAL FEES

We propose to deliver the services outlined above for the following lump sum fees:

SCOPE ITEM	Lump Sum Fee
Task A - Topographic Survey & Borings	18,800
Task B – Final Design Engineering	118,000
Task C - Bidding	8,500
<b>TOTAL:</b>	<b>\$144,500</b>

OPTIONAL SERVICES	Lump Sum Fee
Task D - Construction Administration - Office	To be determined
Task E - Construction Administration RPR/Field	To be determined

We have the capacity to start on your project immediately. Your authorization can be given by signing below and returning to me. Should you have any questions, please feel free to contact me at (616) 600-3483

Sincerely,

### FLEIS & VANDENBRINK

  
Marlena O'Connell, PLA  
Landscape Architect

  
Brian Sinnott, PE  
Development & Enhancement Group Manager

**Authorization to Proceed:**

Authorization to proceed is given for the above scope of work under the terms and conditions of our existing professional services agreement between F&V and Allendale Charter Township dated February 25, 1993.

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Allendale Township  
Authorizing Signature

Date

---

Printed Name



RESOLUTION 2026-02  
RELOCATION

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on January 26, 2026, at 6:30 p.m., local time.

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

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

After certain matters of business were completed, the Supervisor stated the next order of business was the consideration of a proposed resolution for the relocation of Ms. Cassandra Hinzman in conjunction with the Sun Knollwood Mobile Home Park sanitary sewer project. After discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**RESOLUTION**

WHEREAS, Allendale Charter Township (the “**Township**”) maintains a sanitary sewer system providing services within the Township, including services to Grand Valley State University (“**GVSU**”) and Sun Knollwood LLC c/k/a Knollwood Mobile Home Park, of 4595 Knollwood Dr, Allendale Charter Twp, MI 49401 (the “**Park**”), and

WHEREAS, that portion of the sanitary sewer providing services to GVSU, the Park, and neighboring properties (the “**System**”) is aging and has experienced a variety of expensive repairs in recent years, and

WHEREAS, the Township, in conjunction with the Township’s engineers, has determined that it is necessary and essential to the public health, safety and welfare to abandon the 12-inch pressure sewer that currently serves GVSU, the Park, and several other sewer customers in the Township, and replace components of the System with a sanitary sewer lift station within the Park, a 4-inch force sanitary sewer main, and 8-inch gravity sewer (the “**Project**”), and

WHEREAS, Township Resolution 2025-15 addresses issues related to Project, including without limitation obtaining title to the subject property necessary for the Project via eminent domain, and relocation of the occupants of the real properties affected, including without limitation provision of such financial assistance and comparable replacement dwelling as may be necessary and required under Michigan law, and

WHEREAS, construction of the Project requires the relocation of Park resident Cassandra Hinzman and her family (“**Hinzman**”) from Lot 61 of the Park (“**Lot 61**”), and

WHEREAS, it is necessary to obtain a comparable replacement dwelling for Hinzman, and that such replacement dwelling be decent, safe, sanitary, and functionally equivalent to her existing home on Lot 61.

WHEREAS, that after Township consultation with Hinzman, the parties located a comparable replacement dwelling for Hinzman located at 5067 Mt. Moritz, Allendale, MI 49401 (the "Relocation Property"), and

WHEREAS, that in lawful furtherance of the Project, it is necessary to acquire the Relocation Property at a cost not to exceed \$80,000, satisfy all of Hinzman's outstanding financial obligations associated with Lot 61 at a cost not to exceed \$25,000, and relocate Hinzman to the Relocation Property at the Township's expense at a cost not to exceed \$10,000.

NOW, THEREFORE BE IT RESOLVED, by virtue of the authority vested by law, Allendale Charter Township, Ottawa County, Michigan, a Michigan charter township:

1. DECLARER AND DETERMINES that it is necessary to obtain a comparable replacement dwelling for Hinzman, and that such replacement dwelling be decent, safe, sanitary, and functionally equivalent to her existing residence.

2. IT IS FURTHER DECLARED AND DETERMINED that after Township consultation with Hinzman, the parties located a comparable replacement dwelling for Hinzman located at 5067 Mt. Moritz, Allendale, MI 49401 (the "Relocation Property.")

3. IT IS FURTHER DECLARED AND DETERMINED that in lawful furtherance of the Project, it is necessary to acquire the Relocation Property at a cost not to exceed \$80,000, satisfy all of Hinzman's outstanding financial obligations associated with Lot 61 at a cost not to exceed \$25,000, and relocate Hinzman to the Relocation Property at the Township's expense at a cost not to exceed \$10,000.

4. IT IS FURTHER DECLARED AND DETERMINED the Township Supervisor and Clerk are authorized to take all actions necessary to effect such relocation of Ms. Hinzman, including without limitation entering agreements for acquisition of the Relocation Property, acquiring Lot 61, moving Hinzman to the Relocation Property, and the Township paying all costs associated with the same.

5. IT IS FURTHER DECLARED AND DETERMINED THAT the Township shall take all actions required by Michigan law to provide for relocation of the occupants of the real properties affected, including without limitation provision of such financial assistance and comparable replacement dwelling as may be necessary and required under Michigan law.

6. IT IS FURTHER DECLARED AND DETERMINED THAT all resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

---

Jody L. Hansen

Allendale Charter Township Clerk

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Adam Elenbaas

Allendale Charter Township Supervisor

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 26<sup>th</sup> day of January, 2026. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

---

Jody L. Hansen

Allendale Charter Township Clerk

## RELOCATION AGREEMENT

**THIS RELOCATION AGREEMENT**, entered effective January 27, 2026 (the “**Agreement**”), is by and between Allendale, Charter Township, of 6676 Lake Michigan Drive, Allendale, MI, 49441 (the “**Township**”), and **Cassandra Hinzman**, whose address is 4430 Knollwood Drive, Lot 61, Allendale, MI 49401 (“**Hinzman**”); and is based upon the following facts and circumstances:

### BACKGROUND FACTS:

WHEREAS, Allendale Charter Township (the “**Township**”) maintains a sanitary sewer system providing services within the Township, including services to Grand Valley State University (“**GVSU**”) and Sun Knollwood LLC c/k/a Knollwood Mobile Home Park, of 4595 Knollwood Dr, Allendale Charter Twp, MI 49401 (the “**Park**”).

WHEREAS, that portion of the sanitary sewer providing services to GVSU, the Park, and neighboring properties (the “**System**”) is aging and has experienced a variety of expensive repairs in recent years.

WHEREAS, the Township, in conjunction with the Township’s engineers, has determined that it is necessary and essential to the public health, safety and welfare to abandon the 12-inch pressure sewer that currently serves GVSU, the Park, and several other sewer customers in the Township, and replace components of the System with a sanitary sewer lift station within the Park, a 4-inch force sanitary sewer main, and 8-inch gravity sewer (the “**Project**”).

WHEREAS, Township Resolution 2025-15 addresses issues related to Project, including without limitation obtaining title to the subject property necessary for the Project via eminent domain, and relocation of the occupants of the real properties affected, including without limitation provision of such financial assistance and comparable replacement dwelling as may be necessary and required under Michigan law.

WHEREAS, construction of the Project requires the relocation of Park resident Cassandra Hinzman and her family (“**Hinzman**”) from Lot 61 of the Park (“**Lot 61**”).

WHEREAS, the manufactured home located on Lot 61 is insured for a dwelling limit coverage of \$27,000 and is worth approximately that amount.

WHEREAS, it is necessary to obtain a comparable replacement dwelling for Hinzman, and that such replacement dwelling be decent, safe, sanitary, and functionally equivalent.

WHEREAS, that after Township consultation with Hinzman, the parties located a comparable replacement manufactured home for Hinzman located at 5067 Mt. Moritz, Allendale, MI 49401 (the “**Relocation Property**.”)

WHEREAS, the Relocation Property has a fair market value of \$64,995.

WHEREAS, Hinzman has had an opportunity to personally inspect the Relocation Property and agrees it is decent, safe, sanitary, and functionally equivalent to her existing home on Lot 61.

WHEREAS, that in lawful furtherance of the Project, it is necessary to acquire the Relocation Property, satisfy all of Hinzman's outstanding financial obligations associated with Lot 61, and relocate Hinzman to the Relocation Property, all at the Township's expense.

NOW, THEREFORE, in accordance with the terms and conditions of this Agreement, it is agreed as follows:

1. General Agreement, Township Obligations. Township will take all of the following actions to relocate Hinzman from Lot 61 to the Relocation Property:

- a. Acquire the manufactured home at the Relocation Property at Township expense, titled in the name of Hinzman.
- b. Upon transfer of the manufactured home located on Lot 61 to Township, and execution by Hinzman of those documents and waivers described in the subsequent paragraphs of this agreement, Township will pay-off Hinzman's debt on her existing manufactured home on Lot 61, which debt totals \$18,925.40 as of January 14, 2026.
- c. Pay for a third-party moving service of Township's selection to move Hinzman's personal property from Lot 61 to the Relocation Property.

2. General Agreement, Hinzman Obligations. In consideration of all the obligations described in this Agreement, Hinzman hereby agrees to the following and will take all of the following actions:

- a. Transfer title to the manufactured home located on Lot 61 to Township.
- b. Waive any and all rights of appraisal and/or valuation of the manufactured home located on Lot 61.
- c. Agree the manufactured home located at the Relocation Property is decent, safe, sanitary, functionally equivalent, and of a value exceeding the manufactured home on Lot 61.
- d. Assume all ongoing obligations and costs of occupancy for the Relocation Property, including insurance and lot rent, as of the date Township purchases the Relocation Property.
- e. Pay all ongoing costs of occupancy for Lot 61 until such time as she vacates Lot 61 and signs those documents described below.

3. Mutual Obligations and Timing. The parties acknowledge and agree that they will work together in good faith to accomplish the transfers and relocation described in this agreement.

4. Closing. The parties shall conduct a closing to effectuate the above-described obligations on a date and time as is mutually agreeable to the parties after Hinzman has vacated Lot 61 and commenced occupancy of the Relocation Property, (the “**Closing Date**”) provided, however, that closing will occur not later than March 31, 2026. At that closing, the parties will sign all documents necessary to transfer titles to the subject manufactured homes, and sign waivers of just compensation, appraisal, and relocation rights.

5. Possession. Hinzman may occupy the Relocation Property prior to closing. Hinzman will deliver possession and title to the manufactured home on Lot 61 to Township on the Closing Date.

6. Inspections. Hinzman acknowledges she is receiving the Relocation Property “as-is”, “where-is” without any warranties from Township. Hinzman is solely responsible for conducting her own inspections and, at her option and cost, may purchase a Home Protection Plan insurance policy if available.

7. Hinzman's Default. In the event of material default by the Hinzman under this Agreement, Township's remedies will include but not be limited to specific performance of this agreement, suit for money damages, and recovery of its reasonable court costs and attorney fees in conjunction with the same.

8. Township's Default. In the event of material default by Township under this Agreement, Hinzman's sole and exclusive remedy will be specific performance of this agreement.

9. Binding Agreement. This Agreement will bind and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties.

10. Time of the Essence. Time is of the essence of this Agreement, but Hinzman may waive this provision for the purpose of curing title defects.

11. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No amendment, alteration, or change can be made except by written instrument signed by all of the parties.

12. Facsimiles of Signatures. The parties agree that signatures on this Agreement may be delivered by facsimile in lieu of an original signature, and the parties agree to treat such signatures as original signatures and will be bound thereby.

13. Survey. Hinzman at her sole cost, may have a survey performed.

14. No Realtors, Brokers, or Payment of Commissions. Both parties represent and warrant that they have not utilized the services of a realtor or broker for the purchase of the Relocation Property. The parties agree to hold harmless and indemnify the other for any claim brought by any person claiming a commission for the sale of the Premises.

15. Miscellaneous. This Agreement may be executed in several counterparts, each of

which will be deemed an original but all of which will constitute one and the same. Nouns and pronouns will be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person or persons may in the context require.

IN WITNESS WHEREOF, the parties have executed this agreement effective the date first given above.

**Allendale Charter Township, a Michigan charter township**

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**Adam Elenbaas, Supervisor**

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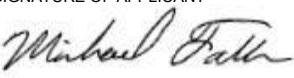
**Jody Hansen, Clerk**

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**Cassandra Hinzman**

# 2026 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.		
<b>TYPE OF PERMIT(S) (Select all applicable boxes)</b> <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes			
<b>NAME OF APPLICANT</b> Pyrotecnico Fireworks, Inc.		<b>ADDRESS OF APPLICANT</b> 299 Wilson Rd, New Castle, PA 16101	<b>AGE OF APPLICANT 18 YEARS OR OLDER</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER</b> Stephen Vitale		<b>ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER</b> 299 Wilson Rd, New Castle, PA 16101	
<b>IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)</b> Michael Falk		<b>ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)</b> 4369 E Summit Woods Dr NE, Rockford, MI 49341	<b>TELEPHONE NUMBER</b> 616.427.0377
<b>NAME OF PYROTECHNIC OPERATOR</b> Alexandra Stephens		<b>ADDRESS OF PYROTECHNIC OPERATOR</b> 4369 E Summit Woods Dr NE, Rockford, MI 49341	<b>AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>NO. YEARS EXPERIENCE</b> 8 years	<b>NO. DISPLAYS</b> 30 displays	<b>WHERE</b> Michigan	
<b>NAME OF ASSISTANT</b> Chris Redlin		<b>ADDRESS OF ASSISTANT</b> 4369 E Summit Woods Dr NE, Rockford, MI 49341	<b>AGE OF ASSISTANT 18 YEARS OR OLDER</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>NAME OF OTHER ASSISTANT</b> Michael Gleason		<b>ADDRESS OF OTHER ASSISTANT</b> 4369 E Summit Woods Dr NE, Rockford, MI 49341	<b>AGE OF OTHER ASSISTANT 18 YEARS OR OLDER</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>EXACT LOCATION OF PROPOSED DISPLAY</b> Allendale Public Schools, 10455 Timberline Dr., Allendale MI 49401			
<b>DATE OF PROPOSED DISPLAY</b> July 4, 2026		<b>TIME OF PROPOSED DISPLAY</b> Approx. 10:15 pm	
<b>MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 &amp; 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT</b>			
No storage necessary, delivered on date of display			
<b>AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)</b> \$10,000,000.00		<b>NAME OF BONDING CORPORATION OR INSURANCE COMPANY</b> Acrisure Great Lakes Partners Insurance Services	
<b>ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY</b> 223 West Grand River Ave #1, Howell MI 48843			
<b>NUMBER OF FIREWORKS</b>		<b>KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)</b>	
Approximately 2000		Aerial display shells ranging in size from 1 1/4 inches to 6 inches in diameter	
<b>SIGNATURE OF APPLICANT</b> 		<b>DATE</b> January 20, 2026	

Bureau of Fire Services  
 P.O. Box 30700  
 Lansing, MI 48909  
 (517) 241-8847

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

*This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.*

Issued To Pyrotecnico Fireworks, Inc.	Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford, MI 49341	
Name of Organization, Group, Firm, or Corporation Allendale Charter Township	
Address PO Box 539, Allendale MI 49401	
Number and Types of Fireworks  Approximately 2000 aerial display shells ranging in size from 1 1/4 inches to 6 inches in diameter.	
Exact Location of Display Allendale Public Schools, 10455 Timberline Dr., Allendale MI 49401	
City, Village, Township Allendale Charter Township, MI	Date July 4, 2026
Time Approx 10:15 pm	
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount \$10,000,000.00	

Issued by action of the Legislative Body of the

City    Village    Township of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2026  
 (Name of City, Village, Township)

\_\_\_\_\_  
 (Signature and Title of Legislative Body Representative)

## **Instructions for Application for Fireworks Other Than Consumer or Low Impact**

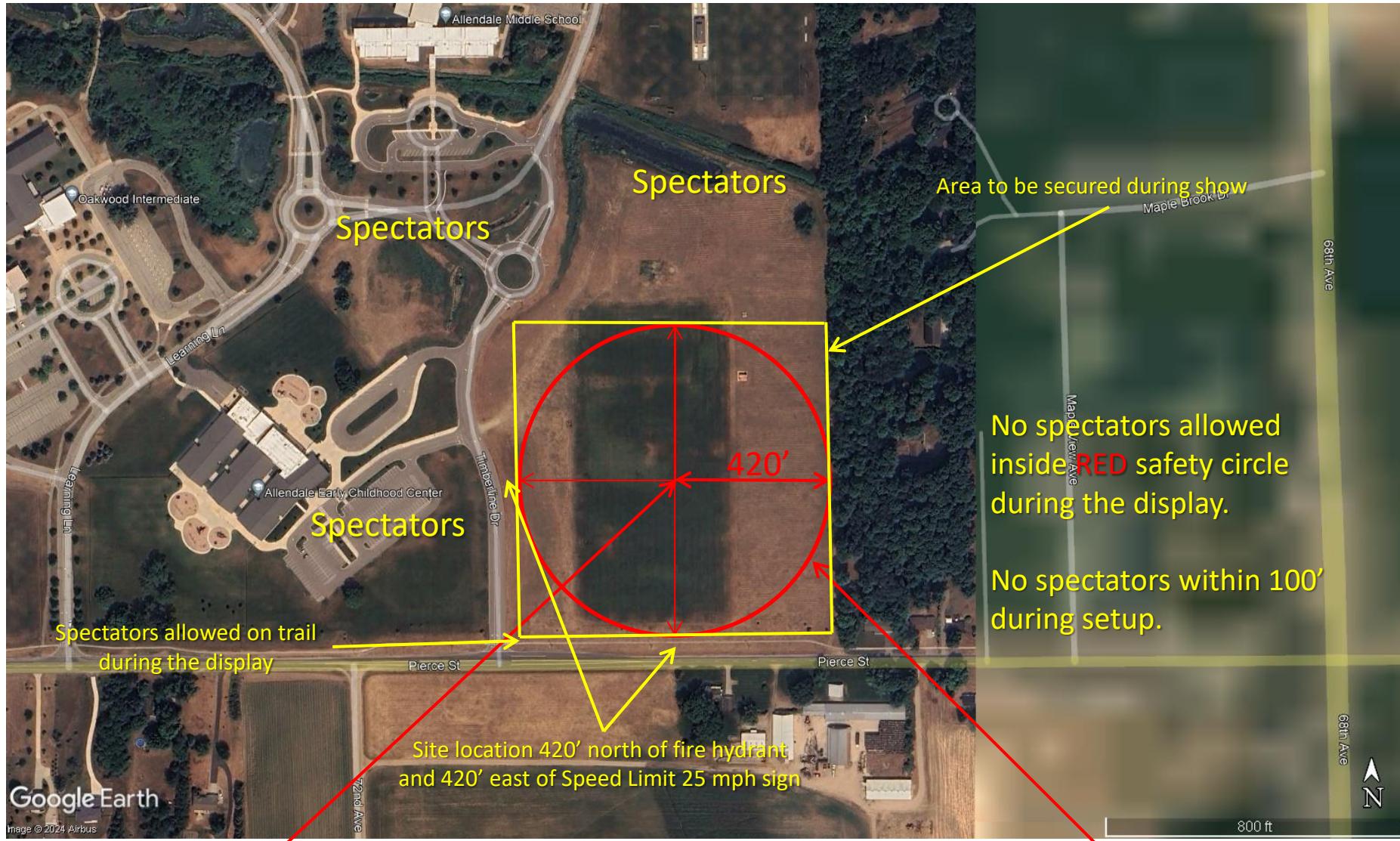
Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
  - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
  - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
  - Display Fireworks – 1.3G fireworks for professional use only
  - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
  - Public Display – a fireworks display that is open to all persons for viewing.
  - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the [Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16](#).
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

Allendale Public Schools  
10455 Timberline Dr., Allendale MI 49401

Pyrotecnico Fireworks Inc.  
3/29/2024 Michael Falk



Launch Location

Setup area: 50' X 50'

Radius from setup area: 420'



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843		NAME: PHONE (A/C, No, Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
		E-MAIL ADDRESS: info@brittongallagher.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Constitution Insurance Company	NAIC # 32190
INSURED 2299 Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103		INSURER B: Texas Insurance Company	16543
		INSURER C: Continental Indemnity Company	28258
		INSURER D: Allianz Global Corporate & Specialty SE	7617
		INSURER E: HDI GLOBAL SPECIALTY SE	1340041
		INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 1145286906

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
B	GENERAL LIABILITY	Y	Y	BESGLPTPA011501_171145_01	11/28/2025	11/28/2026	EACH OCCURRENCE \$ 1,000,000				
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$				
	<input type="checkbox"/>						PERSONAL & ADV INJURY \$ 1,000,000				
	<input type="checkbox"/>						GENERAL AGGREGATE \$ 2,000,000				
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000				
							\$				
C	AUTOMOBILE LIABILITY	Y	Y	BESCRMNPA011501_171145_01	11/28/2025	11/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000				
	X ANY AUTO						BODILY INJURY (Per person) \$				
	ALL OWNED AUTOS						<input type="checkbox"/>	SCHEDULED AUTOS	BODILY INJURY (Per accident) \$		
	X HIRED AUTOS						<input type="checkbox"/>	NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$		
									\$		
D	UMBRELLA LIAB	Y	Y	25ABEX0231	11/28/2025	11/28/2026	EACH OCCURRENCE \$ 1,000,000				
	X EXCESS LIAB						<input type="checkbox"/> OCCUR	AGGREGATE \$ 1,000,000			
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> CLAIMS-MADE	\$			
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N	N / A	82-872096-04-44 (MI)	10/14/2025	10/14/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTH-ER			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
E	Excess Liability #2			18HX3645 25ABHX0050 18HX3646	11/28/2025 11/28/2025 11/28/2025	11/28/2026 11/28/2026 11/28/2026	Each Occ/ Aggregate Each Occ/Aggregate Each Occ/Aggregate	\$3,000,000 \$1,000,000 \$4,000,000			

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

DISPLAY DATE: July 4, 2026

LOCATION: Allendale Public Schools, Allendale, Michigan

ADDITIONAL INSURED: Allendale Charter Township Board & Officers; Allendale Public Schools and Employees; Allendale Public School Board and Officers; Allendale Charter Township; Allendale Township Employees

## CERTIFICATE HOLDER

## CANCELLATION

Allendale Independence Day Celebration P.O. Box 539 6676 Lake Michigan Drive Allendale MI 49401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
	AUTHORIZED REPRESENTATIVE 	

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