



Agenda for the  
Allendale Charter Township Board Meeting  
Monday, June 22, 2026, 6:00 p.m.  
6676 Lake Michigan Dr., Allendale MI, 49401

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Jody Hansen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the June 8, 2026, Regular Board Meeting Minutes
  - Bills
  - Interim Payments
- For information
  - Minutes of the May 4, 2026, Planning Commission Meeting
  - Minutes of the May 18, 2026, Planning Commission Meeting
  - May Sheriff's Department Monthly Report
- Public Hearings
- Public Comments
- Guest Speakers
  - Public Utilities Superintendent Chad Doornbos
- Action Items
  - Public Utility Operator Request
  - County-Designated Assessor Agreement
  - Ordinance 2026-08: Parking Restrictions on Lodge Dr and West Campus Dr
  - Resolution 2026-10: Establishment of No Parking Zones Fee
- Discussion Items
  - Open Space Property
  - Traffic Light Funding
  - Town Center Next Steps Committee Description
- 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  
JUNE 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, June 8, 2026, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Elenbaas; Ms. Hansen; Mr. Zeinstra; Ms. Schuitema; Mr. Smit; and Mr. Vander Wall; (6)

Absent at Roll Call: Mr. MacDonald (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Gail Roelofs; Joel Roelofs; Marcia Hoekstra; Aislynn VanDommelen; and Eric Johnson.

Mr. Smit pronounced the invocation.

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

BOT 26-085 Mr. Zeinstra with support from Mr. Smit moved to approve the agenda of today as amended by removing "Resolution 2026-10" from Action Items and moving it to Discussion Items. The motion passed.

BOT 26-086 Ms. Schuitema with support from Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 26, 2026, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$647,750.26 and interim payments of \$148,658.77, as presented by the summary report for June 8, 2026.

The motion passed.

Items Received for Information

1. May Fire Department Report.
2. MiPMC Level 2 Certification Notice from Michigan Association of Municipal Clerks for Jody Hansen.

Public Hearings- None

Public Comments- None

BOT 26-087 Mr. Elenbaas with support from Mr. Vander Wall moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 26-088 Mr. Smit with support from Mr. Vander Wall moved to approve and authorize the Clerk/Supervisor to sign Ordinance 2026-07: Township Moratorium Ordinance; an ordinance to protect the public health, safety, and welfare by establishing regulations relating to a limited moratorium on considering applications for data centers, battery storage facilities, large scale solar farms; and wind farms in Allendale Charter Township while the township completes a study of ordinances and regulations pertaining thereto; to provide for severability; to repeal ordinances or parts of ordinances in conflict therewith; and to provide for an effective date. The motion passed.

BOT 26-089 Mr. Elenbaas introduced Ordinance 2026-08: Vehicles and Traffic Ordinance Amendment; an ordinance to amend chapter 440 of the Code of Ordinances concerning vehicles and traffic, and to provide for a new Article IV, and to provide for an effective date, for its first reading.

Discussion Items

Mr. Elenbaas introduced a proposed fee resolution, Resolution 2026-10, that is TIE BAR with Ordinance 2026-08. The resolution would establish a \$95.00 civil fine for a violation Section 440, Article IV of the Code of Ordinances.

Several board members had questions and comments.

Public Comments

Comments were received from:

1. Marcia Hoekstra, Allendale, Mi.
2. Gail Roelofs, Allendale, Mi.

BOT 26-090 Mr. Elenbaas with support from Ms. Schuitema moved to close public comment. The motion passed.

Board Comments

Mr. Vander Wall congratulated Ms. Hansen on earning her Level 2 MiPMC Certification and reminded the Board that a moratorium does not constitute an outright prohibition of the various applications outlined in the ordinance.

Ms. Hansen thanked Gail and Joel Roelofs for volunteering as election inspectors and expressed appreciation to Mr. Elenbaas for proactively drafting and presenting the proposed Moratorium Ordinance for Board consideration.

Mr. Elenbaas provided clarification on the moratorium process and sought general Board direction regarding a proposed open space park.

BOT 26-091 Ms. Schuitema, with support from Mr. Zeinstra moved to adjourn the meeting at 6:48 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

UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-231.030		AFLAC	JUNE BILL	285.50	
101-000.000-284.259	SPRINGFIELD NORTH 2	SCHOLTEN FANT	MAY STATEMENT	180.00	
101-000.000-284.272	WESCO 48TH AVE	SCHOLTEN FANT	MAY STATEMENT	60.00	
Total For Dept 000.000 REVENUE				525.50	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	204.29	
101-248.000-802.000	Contracted Services	ALCOGARE LLC	SCANNING PROJECT	3,604.80	
101-248.000-802.000	CONTRACTED SERVICES	APPLIED INNOVATION	COPY MACHINE 6/4-9/3/26	1,161.96	
101-248.000-802.000-ITMONTH	CONTRACTED SERVICES	VC3 INC	JUNE IT	5,613.90	
Total For Dept 248.000 ADMINISTRATION				10,584.95	
Dept 257.000 ASSESSOR					
101-257.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	279.00	
Total For Dept 257.000 ASSESSOR				279.00	
Dept 262.000 ELECTIONS					
101-262.000-802.000	Contracted Services	KCI (KENT COMMUNICATIONS 1	VOTER ID CARDS	397.50	
101-262.000-802.000	Contracted Services	KCI (KENT COMMUNICATIONS 1	BALLOT ENVELOPES	1,565.32	
Total For Dept 262.000 ELECTIONS				1,962.82	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	CONTRACTED SERVICES	CINTAS CORPORATION #301	4272314519 & 4271577625	110.52	
101-265.000-863.000	FUEL	WEX BANK-EXXON MOBIL	MAY STATEMENT	400.00	
101-265.000-926.000-ELECTRI	UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	1,280.03	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	124.68	
101-265.000-930.000	Maintenance	VRIESLAND GROWERS CO-OP		10.00	
Total For Dept 265.000 BUILDING & GROUNDS				1,925.23	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	MAY STATEMENT	1,990.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	MAY STATEMENT	765.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNAL	SCHOLTEN FANT	MAY TAX APPEAL	1,487.50	
Total For Dept 266.000 ATTORNEY				4,242.50	
Dept 336.000 FIRE DEPT					
101-336.000-732.000	SUPPLIES	AXES & IRONS	RED LEATHER BOOTS	320.00	
101-336.000-802.000	Contracted Services	BIO-CARE INC	FIREFIGHTER MEDICAL TESTING	3,484.66	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	4272314519 & 4271577625	38.88	
101-336.000-802.000	Contracted Services	NORTH EAST OTTAWA FIREFIGH	CHALLENGE COINS	900.00	
101-336.000-802.000-ITMONTH	Contracted Services	AT&T MOBILITY	MAY BILLING	77.46	
101-336.000-926.000	UTILITIES	WOLVERINE POWER SYSTEMS	MAINTENANCE	575.00	
101-336.000-926.000-ELECTRI	UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	2,406.17	
101-336.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	38.99	
101-336.000-930.000	Maintenance	O'REILLY AUTOMOTIVE INC	MAINTENANCE	23.96	
101-336.000-930.000	Maintenance	WOODLAND COMMERCIAL EQUIPM	MAINT	7.23	
101-336.000-935.000	Truck Maintenance	3RD COAST UPFITTING	TRUCK MAINT	431.00	
101-336.000-935.000	Truck Maintenance	3RD COAST UPFITTING	TRUCK MAIN	529.00	
101-336.000-935.000	Truck Maintenance	3RD COAST UPFITTING	TRUCK MAIN	2,535.85	
101-336.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COMP	INV 907990 & 911089	115.22	
101-336.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	18.99	
101-336.000-955.000	Miscellaneous	COREWELL HEALTH WEST OCCP	FIREFIGHTER AHEARN	174.69	
101-336.000-955.000	Miscellaneous	COREWELL HEALTH WEST OCCP	FIREFIGHTER AHEARN	43.26	

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DB: Allendale

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
Total For Dept 336.000 FIRE DEPT				11,720.36	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	ELECTRICITY	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	10,628.85	
101-448.000-920.000	ELECTRICITY	GREAT LAKES ENERGY COOPER	MAY STREETLIGHTS	28.22	
101-448.000-920.002	HENRY ST/TOWN CENTER ELECTRICITY	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	83.75	
Total For Dept 448.000 STREET LIGHTS				10,740.82	
Dept 449.000 HIGHWAY-M45					
101-449.000-863.000	FUEL	WEX BANK-EXXON MOBIL	MAY STATEMENT	605.00	
101-449.000-926.000-ELECTRI	UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	1,425.28	
101-449.000-926.000-ELECTRI	UTILITIES	GREAT LAKES ENERGY COOPER	MAY STREETLIGHTS	60.14	
101-449.000-930.000	Maintenance	REINDERS, INC	SUPPLIES	477.75	
Total For Dept 449.000 HIGHWAY-M45				2,568.17	
Dept 567.000 CEMETERY					
101-567.000-863.000	FUEL	WEX BANK-EXXON MOBIL	MAY STATEMENT	576.00	
101-567.000-926.000-ELECTRI	UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	38.80	
Total For Dept 567.000 CEMETERY				614.80	
Dept 701.000 PLANNING & ZONING					
101-701.000-900.000	PRINTING, PUBLISHING, & POSTAGE	ELECTION SOURCE	PC MINUTE BOOK PAPER	265.51	
Total For Dept 701.000 PLANNING & ZONING				265.51	
Dept 751.000 RECREATION AND PARKS					
101-751.000-863.000	FUEL	WEX BANK-EXXON MOBIL	MAY STATEMENT	831.02	
101-751.000-926.000-ELECTRI	UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	1,105.25	
101-751.000-930.000	Maintenance	AUTOZONE STORE	STARTER BUTTON	12.47	
Total For Dept 751.000 RECREATION AND PARKS				1,948.74	
Dept 790.000 LIBRARY					
101-790.000-732.000-AVMATER	SUPPLIES	MICROMARKETING LLC	BOOKS ON CD	45.99	
101-790.000-732.000-AVMATER	SUPPLIES	MICROMARKETING LLC	BOOK ON CD	45.95	
101-790.000-732.000-AVMATER	SUPPLIES	MIDWEST TAPE LLC	CD COLLECTION	46.41	
101-790.000-732.000-AVMATER	SUPPLIES	MIDWEST TAPE LLC	DVD & CD COLLECTION	74.16	
101-790.000-732.000-AVMATER	SUPPLIES	MIDWEST TAPE LLC	DVD & CD COLLECTION	44.19	
101-790.000-732.000-BOOKSXX	SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	459.79	
101-790.000-732.000-BOOKSXX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT COLLECTION	200.16	
101-790.000-732.000-BOOKSXX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	195.89	
101-790.000-732.000-BOOKSXX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	24.00	
101-790.000-732.000-BOOKSXX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	292.79	
101-790.000-732.000-BOOKSXX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	23.20	
101-790.000-732.000-BOOKSXX	SUPPLIES	THE GRAND RAPIDS PRESS	THROUGH 9/14/26	150.83	
101-790.000-732.000-CHILDBC	SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	738.50	
101-790.000-732.000-GENSUPF	SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	43.54	
101-790.000-802.000-AQUARIU	Contracted Services	AQUA BLUE AQUARIUM SOLUTIO	MAY AQUARIUM MAINT	75.00	
101-790.000-802.000-COLLECT	Contracted Services	UNIQUE MANAGEMENT SERVICES	COLLECTION FEES	9.85	
101-790.000-802.000-DIGITAL	Contracted Services	MIDWEST TAPE LLC	MAY HOOPLA MONTHLY	1,699.72	
101-790.000-802.000-HOTSPOT	Contracted Services	T-MOBILE	MAY HOT SPOTS	258.30	
101-790.000-802.000-ITMONTH	Contracted Services	ELITE FUND INC	E-RATE CATEGORY 2 FEE	119.00	
101-790.000-807.000-ADULTPF	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	16.99	
101-790.000-807.000-SUMMERR	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	41.99	
101-790.000-860.000	MILEAGE	ASHLEY JOHNSON	APRIL TO JUNE MILEAGE	232.65	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-926.000	ELECTRI UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	826.13	
101-790.000-930.000	Maintenance	FIRE FIGHTER SALES & SERVICE	RESET DRY VALVE	392.00	
101-790.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	313.37	
Total For Dept 790.000 LIBRARY				6,370.40	
Total For Fund 101 General Fund				53,748.80	
Fund 404 CAPITAL/ONE-TIME PROJECTS FUND					
Dept 336.000 FIRE DEPT					
404-336.000-971.000	CAPITAL OUTLAY	RAAP SIGNS INC	TRUCK 172 GRAPHICS	1,285.00	
Total For Dept 336.000 FIRE DEPT				1,285.00	
Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND				1,285.00	
Fund 490 WWTP BUILDING FUND					
Dept 537.000 SEWER					
490-537.000-971.000	GVSUTRU CAPITAL OUTLAY	F&V CONSTRUCTION MGMT INC	GVSU TRUCK CONSTRUCTION	345,059.00	
490-537.000-971.000	WWTPPHA CAPITAL OUTLAY	MOORE & BRUGGINK INC	WWTP CONSTRUCTION PROJECT	13,131.00	
490-537.000-971.000	WWTPPHA CAPITAL OUTLAY	RK DAVIS INC	WWTP PHASE II CONSTRUCTION	11,024.61	
Total For Dept 537.000 SEWER				369,214.61	
Total For Fund 490 WWTP BUILDING FUND				369,214.61	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.030		AFLAC	JUNE BILL	117.28	
Total For Dept 000.000 REVENUE				117.28	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000	Contracted Services	LMEC LLC	WICKED PROJECT SUITE ANNUAL	1,950.00	
592-248.000-802.000	ITMONTH CONTRACTED SERVICES	VC3 INC	JUNE IT	3,742.60	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PACK ROOM LLC	DELIVERY TO POWER LINE SUPPLY	20.34	
Total For Dept 248.000 ADMINISTRATION				5,712.94	
Dept 536.000 WATER					
592-536.000-646.000	WATER USE	KEHR, MICHELLE	UB refund for account: 7746	124.87	
592-536.000-646.000	WATER USE	NOBLE, AMANDA	UB refund for account: 7726	41.09	
592-536.000-646.000	WATER USE	SPRIGGS, JAMES	UB refund for account: 6987	102.01	
592-536.000-721.000	DUESXXX PROFESSIONAL DEVELOPMENT	MICHIGAN RURAL WATER ASS'N	COMMUNITY MEMBERSHIP	1,000.00	
592-536.000-732.000	SUPPLIES	HD SUPPLY INC	NOZZELS	335.71	
592-536.000-732.000	SUPPLIES	HD SUPPLY INC	HYDRANT PRIMER	94.48	
592-536.000-732.000	GENSUPF SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	(9.97)	
592-536.000-732.000	GENSUPF SUPPLIES	EJ USA INC	REPAIR CLAMP	1,880.43	
592-536.000-732.000	METERSX SUPPLIES	ETNA SUPPLY COMPANY	ANGLE VALVES	9,000.00	
592-536.000-732.000	SERVIPA SUPPLIES	ETNA SUPPLY COMPANY	PLASTIC INSERTS	165.60	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTIL	WATER BILL	93,148.75	
592-536.000-802.000	MULTIPI Contracted Services	APPLIED INNOVATION	MAINTENANCE 6/4-9/3/26	133.86	
592-536.000-802.000	MULTIPI Contracted Services	CINTAS CORPORATION #301	4272314519 & 4271577625	109.11	
592-536.000-802.000	MULTIPI Contracted Services	SECURALARM LLC	MAY MONITORING AND CLOUD STORAGE	237.00	
592-536.000-926.000	ELECTRI UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	6,451.02	
592-536.000-926.000	ELECTRI UTILITIES	GREAT LAKES ENERGY COOPER	MAY STREETLIGHTS	81.51	
592-536.000-930.000	GENMAIN MAINTENANCE	CARTER'S CUTS LAWN CARE & I	MAY LAWN SERVICE	200.00	
592-536.000-930.000	GENMAIN MAINTENANCE	CARTER'S CUTS LAWN CARE & I	MAY LAWN SERVICE	200.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-930.000	GENMAIN MAINTENANCE	CARTER'S CUTS LAWN CARE & IMAY LAWN SERVICE		350.00	
592-536.000-930.000	SYSTEM MAINTENANCE	VAN MANEN PETROLEUM GROUP OIL		1,068.21	
592-536.000-930.000	SYSTEM MAINTENANCE	VAN MANEN PETROLEUM GROUP OIL		2,189.17	
592-536.000-971.000	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT INC CONSTRUCTION AND MANAGEMENT		220,055.00	
Total For Dept 536.000 WATER				336,957.85	
Dept 537.000 SEWER					
592-537.000-732.000	SUPPLIES	HD SUPPLY INC	LAB CONSUMABLES	5,758.79	
592-537.000-732.000	SUPPLIES	HD SUPPLY INC	NOZZELS	335.71	
592-537.000-732.000	GENSUPP SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	(9.97)	
592-537.000-732.000	LABSUPP SUPPLIES	AMAZON CAPITAL SERVICES	MULTIPLE INVOICES	407.47	
592-537.000-802.000	MULTIPI Contracted Services	APPLIED INNOVATION	MAINTENANCE 6/4-9/3/26	133.86	
592-537.000-802.000	MULTIPI Contracted Services	CINTAS CORPORATION #301	4272314519 & 4271577625	109.11	
592-537.000-802.000	MULTIPI Contracted Services	SECURALARM LLC	MAY MONITORING AND CLOUD STORAGE	237.00	
592-537.000-803.000	PROFESSIONAL SERVICES	SCHOLTEN FANT	MAY STATEMENT	75.00	
592-537.000-926.000	ELECTRI UTILITIES	CONSUMERS ENERGY	MAY BILLS DUE IN JUNE	16,669.08	
592-537.000-926.000	TRASHXX UTILITIES	ARROWASTE INC	JUNE TRASH	290.68	
592-537.000-930.000	COLLECM MAINTENANCE	GFL ENVIRONMENTAL SERVICES	LIFT STATION CLEANING	3,878.00	
592-537.000-930.000	COLLECM MAINTENANCE	MERSINO DEWATERING LLC	PUMP MOVE AND RENTAL KNOLLWOOD	32,340.30	
592-537.000-930.000	GENMAIN MAINTENANCE	CARTER'S CUTS LAWN CARE & IMAY LAWN SERVICE		160.00	
592-537.000-930.000	SANITAF MAINTENANCE	GFL ENVIRONMENTAL SERVICES	CLEANING AND INSPECT	8,255.93	
592-537.000-930.000	SANITAF MAINTENANCE	GFL ENVIRONMENTAL SERVICES	WARRANTY INSPECTION	1,712.25	
592-537.000-930.000	WRRFMAI MAINTENANCE	FIXALL ELECTRIC MOTOR SERV	HYDROMATIC PUMP	150.00	
592-537.000-930.000	WRRFMAI MAINTENANCE	FLIER'S QUALITY WATER SYS	RO WATER SERVICE	342.32	
592-537.000-971.000	GVSUTRU CAPITAL OUTLAY	SCHOLTEN FANT	MAY STATEMENT	150.00	
592-537.000-971.000	PIERCE5 CAPITAL OUTLAY	F&V CONSTRUCTION MGMT INC CONSTRUCTION AND MANAGEMENT		590,078.00	
Total For Dept 537.000 SEWER				661,073.53	
Total For Fund 592 Water & Sewer				1,003,861.60	

UNJOURNALIZED  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	53,748.80
Fund 404 CAPITAL/ONE-TIM	1,285.00
Fund 490 WWTP BUILDING I	369,214.61
Fund 592 Water & Sewer	1,003,861.60

Total For All Funds:	<u>1,428,110.01</u>
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**INTERIM PAYMENTS**  
**Board Meeting: 06/22/26**

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>
6/18/2026	EFT	\$ 82,225.03	EMPLOYEES	Bi-Weekly Payroll
6/18/2026	EFT	\$ 27,275.38	FEDERAL GOV'T	Payroll IRS Tax Payment
6/11/2026	EFT	\$ 235.66	City of Grand Rapids	May payroll tax withholdings
6/11/2026	EFT	\$ 85.50	City of Muskegon	May payroll tax withholdings
6/11/2026	EFT	\$ 118.69	City of Walker	May payroll tax withholdings
6/16/2026	EFT	\$ 21,275.02	Empower	May withholdings
6/16/2026	EFT	\$ 3,133.57	Empower	May 457
6/16/2026	EFT	\$ 310.35	Ottawa County	Delq Taxes
6/16/2026	EFT	\$ 240.18	State of Michigan	Unclaimed checks escheated to State
		<hr/>		
		<b>\$ 134,899.38</b>		

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*May 4, 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, Ray Nadda, Joe Jacquot, Bruce Zeinstra and Tom Zuniga  
Absent: None  
Staff and Guests Present: Greg Ransford
3. Communications and Correspondence: Traders Creek map
4. Approval of the Agenda. Motion to approve agenda as is by Mark Adams, Seconded by Tom Zuniga, **Approved 7-0**
5. Motion to Amend April 20, 2026 Planning Commission minutes by Todd Bronson, Seconded by Tom Zuniga, **Approved 7-0**
6. Motion to Approve April 27, 2026 Joint meeting with the Board and DDA minutes by Joe Jacquot, Seconded by Rick Westerling, **Approved 7-0**
7. Public Comments for *non-public hearing item*: Mike Rodibaugh presented the Planning Commission with a map of land, approximately 30-50 acres, he would consider selling to the township for a park.
8. Public Hearings: None
9. Site Plan Review: None
10. New Business:
  - A. Text Amendment Discussion – Outdoor Wood Boilers in the Industrial and Commercial Districts  
The PC had conversation surrounding the possibility of amending the ordinance. Strike the “prohibited on commercial or industrial use” from 470-23.22. The wording between articles D, E, and F were thoroughly examined and could be combined. Minimum setback will be 100’ from every property line and chimney height should be 15’ from the ground. Public hearing will be needed. Mr. Ransford to draft text amendment and public hearing notice.
11. Old Business:
  - A. Section 12.11 – Existing Approved PUD’s  
The question was asked. “Is the township going to be the one implementing the change? Is the township paying the dollar for the amendment?” This is being pursued by the township, not the developer. Township-driven. Mr. Ransford to draft the notice, get attorney’s approval and to schedule a hearing.
12. Public Comment: None
13. Township Board Reports: Approved Emerald Springs Phase 2 Final Plat as well as the first reading of Water System Ordinance
14. Commissioner and Staff Comments: Concerns about follow-up from Tommy’s Car Wash public comments. Bruce Zeinstra to mention the park offer to the Township Board.
15. Adjourn: 7:31 PM

**Next meeting May 18, 2026 at 7:00 p.m.**  
Minutes respectfully submitted by Katie Glynn



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*May 18, 2026*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Todd Bronson, Rick Westerling, Joe Jacquot, and Bruce Zeinstra  
Absent: Tom Zuniga, Mark Adams, and Ray Nadda  
Staff and Guests Present: Greg Ransford, JJ Westgate, Matt Cole, and Tom Miedema
3. Election of Temporary Chairperson: Given that all officers are absent, Bruce Zeinstra nominated Joe Jacquot to serve as Chairperson. Motion was seconded by Todd Bronson and carried unanimously.
4. Communications and Correspondence: None
5. Approval of the Agenda. Motion to approve agenda as is by Joe Jacquot, Seconded by Bruce Zeinstra, **Approved 4-0**
6. Motion to table approval of the May 4, 2026 Planning Commission minutes by Joe Jacquot, Seconded by Bruce Zeinstra, **Approved 4-0**
7. Public Comments for *non-public hearing item*: None
8. Public Hearings:
  - A. Zoning Text Amendments
    - i. Section 470-3.14O3 – Condominium Project Approval
    - ii. Section 470-4.01M – Zoning Districts
    - iii. Section 470-4.01N – Zoning Districts
    - iv. Section 470-5.03U, V, W, and X – Uses Requiring Special Approval
    - v. Section 470-7.03G – Uses Requiring Special Approval
    - vi. Section 470-12.05D – Development Requirements for All PUD’s, Sidewalks
    - vii. Section 470-12.11 – Existing Approved PUD’s
    - viii. Section 470-14.03S – Uses Requiring Special Approval
    - ix. Section 470-16.03T - Uses Requiring Special Approval
    - x. Article 17 – TC Town Center Overlay District
    - xi. Section 470-23.12(A)(9) – General Provisions
    - xii. Section 470-23.12(C) – AG Agricultural and Rural Zoning District
    - xiii. Section 470-23.26 – Tiny Home Developments
  - B. Zoning Map Amendment
    - i. TC Town Center Overlay District
  - C. Subdivision Text Amendment
    - i. Section 405-23A(14) – Required Improvements

Chairperson Jacquot opened the public hearing. There being no comments, Chairperson Jacquot closed the public hearing. General discussion was held.

Joe Jacquot provided a motion to recommend adoption of the zoning text amendments, zoning map amendment, and subdivision text amendments to the Board. Bruce Zeinstra seconded the motion and it carried unanimously **4-0**.

D. Wesco – Seeking 5,970 square foot gas station and retail store with drive through

Commissioner Zeinstra recused himself due to a conflict of interest where his firm represents Wesco locations in the State.

Chairperson Jacquot opened the public hearing. There being no comments, Chairperson Jacquot closed the public hearing.

Matt Cole presented the plans.

Ransford noted the only item was the reciprocal document review from the Township Legal Counsel regarding any mortgage on the property. JJ Westgate noted there is no mortgage on the property.

Discussion was held regarding the Traffic Impact Study and illegal U-turns.

Commissioner Bronson provided a motion to approve the site plan as presented, finding that the proposed site plan meets the special use standards of Section 20.06 and the site plan review standards of Section 24.06 of the Allendale Charter Township Zoning Ordinance. The site plan includes:

- An undated two page Planning Commission Site Plan Review Application;
- Site Plan Set – Wesco Inc. Wesco Store #32 Allendale – Project No. 251107, dated April 28, 2026, prepared by Roosien & Associates, which includes:
  - Site Analysis Plan, C-100;
  - Existing Conditions and Removals Plan, C-101;
  - Site Layout Plan, C-102;
  - Site Utility Plan, C-103;
  - Site Grading and SESC Plan, C-104;
  - Detail Plan, C-501;
  - Detail Plan, C-502;
  - Wesco Store #32 landscape plan, drawing date 031926, Sheet Number L-101 (pending replacement to match the site plan)
- Wesco, Inc – Store #32 building elevations prepared by Concept Design Studio, project # 1660-26, which includes;
  - Exterior Elevations, Sheet No. A3.01;
  - Exterior Elevations & Dumpster Enclosure, Sheet No. A3.02;
  - Preliminary Floor Plan, Sheet No. A1.01
- Wesco 32 Photometrics, prepared by E3M Solutions, dated 03/10/26, which includes:
  - Electrical Legend & Symbols, Sheet number E001;
  - Electrical Specifications, Sheet number E002;
  - Electrical Lighting Plan, Sheet number E101;
  - Electrical Site Photometric Plan, Sheet number E201
- Canopy and Fuel Dispensers sheet, undated (1 page);
- Dri-design Wall Panel System catalog (49 pages);
- Mast Mini Barns of Fremont Michigan photos on a sheet (1 page);
- GPX Driverless Linear G&G Industrial Lighting specification sheets (27 pages);
- Great Lakes Specifications (Raven) specification sheets (13 pages);
- Postema Signs sign rendering, undated (1 sheet)

with the following conditions:

1. The roadway network can support the proposed use as outlined by the Ottawa County Road Commission and the Township Engineer related to the Traffic Impact Study.
2. The landscape plan shall match the site plan.

Motion was seconded by Commissioner Westerling and carried unanimously **3-0**.

Commissioner Zeinstra returned to the meeting.

9. Site Plan Review:

A. 4900 Allen Park Drive – Seeking 20,966 square foot industrial incubator building

Tom Miedema presented the plans and the update from the previous meeting. General discussion was held.

Commissioner Westerling provided a motion to approve the site plan as presented, finding that the proposed site plan meets the site plan review standards of Section 24.06 of the Allendale Charter Township Zoning Ordinance. The site plan includes:

- Site Plan Set – 4900 Allen Park Drive – File No. 231267E, dated 4/21/26, prepared by Exxel Engineering, which includes:
  - Topographical Survey, Sheet 1 of 4;
  - Site Development and Improvement Plan, Sheet 2 of 4;
  - Site Utility Plan, Sheet 3 of 4;
  - Site Grading and Soil Erosion Control Plan, Sheet 4 of 4;
  - Proposed Building landscape plan, project number 120925, drawing date 03/13/26, Sheet Number L-101;
  - Pipe Sizing Map, Sheet 4 of 4
- 4900 Allen Park Dr. Luminaire Schedule, dated 5.19.2023, designer Jen Yonkers, Sheet 2;
- Truck Turning Template #1 (1 page);
- Truck Turning Template #2 (1 page);
- Truck Turning Template #3 (1 page);
- Garbage Turning Template #4 (1 page);
- East elevation (undated or named) (1 page);
- North elevation (undated or named) (1 page);
- Northwest elevation (undated or named) (1 page);
- South elevation (undated or named) (1 page);
- West elevation (undated or named) (1 page);
- 48<sup>th</sup> Ave and Allen Park Vicinity Map (1 page);
- 4900 Allen Park Drive, File #: 231267E, date: February 27, 2026 (1 page);
- Best Block 8x8x16 Split Face Block, Product No. 803000100 (2 pages);
- Insulated Metal Panel Systems, Product Showcase, Falk (15 pages);
- Falk Base Detail – Wall Vertical, Detail No. WV-BD-001 (25 pages);
- Ottawa County Parcel Report (1 page);
- 4900 Allen Park Dr, Photometric Plan prepared by Crites, Tidey, & Assoc, Inc., dated 5.19.2023, revisions 2242026, Sheet 1 and Sheet 2
- Allen Park Floor Plan (undated and unlabeled) (1 page);

with the following condition:

- Review and approval are required from the Ottawa County Water Resources Commissioner's Office prior to construction. In the instance that the review by the OCWRC Office alters the site layout, the applicant shall return to the Planning Commission for revised approval.

Motion was seconded by Commissioner Bronson and carried unanimously **4-0**.

10. New Business: None

11. Old Business: None

12. Public Comment: None
13. Township Board Reports: Passed a water system ordinance, first reading of codification documents, addressed student housing emergency access concerns, and discussed the Town Center.
14. Commissioner and Staff Comments: Ransford noted that Bridget's House has a property in partnership at a different location in Allendale where he concluded they could propose a PUD to accomplish the community center and tiny home campus they desire. Given this, Ransford asked if he should work on any amendment to the Support Services Residence language for tiny homes. The Planning Commission concluded it was not necessary at this time.
15. Adjourn: 7:23 PM

**Next meeting June 1, 2026 at 7:00 p.m.**  
Minutes respectfully submitted by Katie Glynn





# OTTAWA COUNTY SHERIFF'S OFFICE

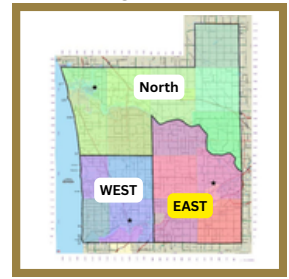
12220 Fillmore St West Olive, MI 49460

Eric J. DeBoer | Sheriff

David Kok | Undersheriff

Allendale Charter Township \* Blendon Township \* City of Hudsonville \* Georgetown Charter Township \*  
Jamestown Charter Township \* Zeeland Charter Township

May 2026



## May Around District 4

### Overview

During May 2026, the Ottawa County Sheriff's Office responded to a total of 2,022 calls for service within the Eastern District of Ottawa County.

### Traffic Activity

- Deputies responded to 193 traffic crashes across the district.
- A total of 866 traffic contacts were made throughout the month.

### School Outreach

- School Resource Officers continued to maintain an active presence within their assigned districts.

### Training

- The Critical Response Team, Dive Team, and Drone Team completed their monthly training sessions.

Respectfully submitted,  
Lieutenant Derek Gerencer  
Ottawa County Sheriff's Office  
Desk: 616-662-6019  
Email: dgerencer@miottawa.org



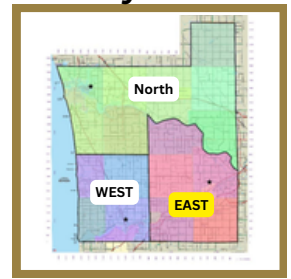
# OTTAWA COUNTY SHERIFF'S OFFICE

12220 Fillmore St West Olive, MI 49460

Eric J. DeBoer | Sheriff

David Kok | Undersheriff

May 2026



Allendale Charter Township \* Blendon Township \* City of Hudsonville \* Georgetown Charter Township \*  
Jamestown Charter Township \* Zeeland Charter Township

<u>Georgetown Township</u>	May. 26	April. 26
Calls	886	835
Enforcement	393	368
Crashes	84	74
Medicals	161	172

<u>City of Hudsonville</u>	May. 26	April. 26
Calls	221	223
Enforcement	183	132
Crashes	22	20
Medicals	27	33

<u>Zeeland Township</u>	May. 26	April. 26
Calls	240	251
Enforcement	66	146
Crashes	24	22
Medicals	22	25

<u>Allendale Township</u>	May. 26	April. 26
Calls	411	444
Enforcement	95	118
Crashes	28	30
Medicals	67	47

<u>Blendon Township</u>	May. 26	April. 26
Calls	96	86
Enforcement	23	31
Crashes	14	13
Medicals	8	10

<u>Jamestown Township</u>	May. 26	April. 26
Calls	168	165
Enforcement	106	75
Crashes	21	14
Medicals	21	15

# Allendale Public Utilities

June 17, 2026

Subject: Staffing Plan

Board of Trustees,

First and foremost, I would like to take a moment to thank you for the support that you have given the Public Utility Department.

As a Township we have seen continued growth as reflected in my annual report for new water and sewer accounts within the township. As a department, we have seen the expansion of our water resource recovery facility (WRRF), the addition of multiple lift stations, and the continued growth of our pipe infrastructure. With all of this growth, our responsibilities continue to increase with Miss-digs, water system maintenance, collection system maintenance and WRRF operations and maintenance. We also have State mandated programs that we must comply with such as our Industrial Pretreatment Program (IPP), Cross-Connection Control Program and the Complete Distribution System Material Inventory.

At this time, I would like to request the addition of a sixth Operator to our staffing plan. In addition to the items noted above, it is a notable impact when we have staff that take PTO or are at trainings. The Operators have been very intentional on scheduling their PTO time to avoid any overlaps if possible, but it does not always work out, and at times there are trainings that coincide with vacations or staff calling in sick. The addition of this one Operator would make a notable difference.

I would once again like to take the opportunity to say thank you for your support for the department over the past years and I would like the opportunity to answer any questions that you may have for me.

Thank you,



Chad Doornbos

Superintendent of Public Utilities

**Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Ottawa County, a majority of the assessing districts in Ottawa County, and the individual put forth as the proposed Designated Assessor. Ottawa County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

**RECITALS**

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Ottawa, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**A. Background Information**

1. Ottawa County proposes that Brian Busscher (R-8823), in his capacity as Equalization Director serve as the Designated Assessor for the following assessing districts within Ottawa County; Allendale Charter Township, Blendon Township, Chester Township, Crockery Township, Georgetown Charter Township, Grand Haven Charter Township, Holland Charter Township, Jamestown Charter Township, Olive Township, Park Township, Polkton Charter Township, Port Sheldon Township, Robinson Township, Spring Lake Township, Tallmadge Charter Township, Wright Township, Zeeland Charter Township, Coopersville City, Ferrysburg City, Grand Haven City, Holland City, Hudsonville City, Zeeland City, constituting

the complete roster of assessing districts within the geographic and political boundaries of Ottawa County.

2. Included as an addendum to this AGREEMENT are the Ottawa County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.
3. Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:

Ottawa County Equalization Department  
12220 Fillmore Street  
West Olive, MI 49460

4. The Parties further agree that specific hours will be negotiated in the event an assessing district is subject to the designated assessor process.
5. If Brian Busscher leaves the employment of Ottawa County, the designation of Brian Busscher as designated assessor is voided, and a new Interlocal Agreement must be executed. This agreement will stay in effect until such a time.

**B. Qualifications of Proposed Designated Assessor:**

1. Included as an addendum to this AGREEMENT, the Ottawa County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:
  - a. Resume providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor of Ottawa County.
  - b. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
2. It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and, when required to serve as the Designated Assessor for an assessing district in Ottawa County, shall act as the Assessor of Record for that assessing district. When acting as the Assessor of record for an assessing district. When acting as the Assessor of Record for an assessing

district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

3. Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Assessment Rolls*.

### **C. DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR AND OF OTTAWA COUNTY AND ASSESING DISTRICTS WITHIN OTTAWA COUNTY**

1. The Parties agree to the following duties and responsibilities:
  - a. The Designated Assessor will receive the assistance of Ottawa County Equalization Department staff.
  - b. The Designated Assessor will satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
  - c. Within days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.
  - d. The Designated Assessor will do all of the following; Correct all deficiencies found in the State Tax Commission audit. Classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. Process accurately all assessable personal property that is in the Assessing District. Use the methods prescribed by the Michigan State Tax Commission Audit. Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Ottawa County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
  - e. All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.

- f.** The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- g.** The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in Section 1(o) of this Agreement.
- h.** The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- i.** The master file shall be the property of the Assessing District. Ottawa County will maintain the master file at the Ottawa County Fillmore Complex with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located in the Equalization Department office.
- j.** All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations should be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.
- k.** It will be the obligation of local unit staff to collect the mail, and collect any assessing department-related forms, letters etc. brought in to the local unit. It is not the intention of the Designated Assessor to use local unit staff in the performance of his duties, other than those specified above. Existing local unit staff may be hired by Ottawa County to assist the Designated Assessor in the performance of his duties.
- l.** When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing District on the computer equipment owned by Ottawa County will be coordinated with a representative of the Innovation and Technology Department of the County to avoid conflicts in configuration and application issues.

- m.** It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- n.** The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- o.** The Designated Assessor will attend Board of Review meetings. Staff may assist the Designated Assessor in preparing for, conducting and implementing any changes resulting from the required meeting of the Boards of Review.
- p.** The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor, shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- q.** Ottawa County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information should adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- r.** The Designated Assessor and the Assessing district shall utilize Ottawa County's geographical information system in implementing this Agreement. An independent agreement with Ottawa County may govern this function
- s.** Non-exclusivity of assessing services. The Designated Assessor may serve as the assessor of record for other assessing districts.

- t. At all times and for all purposes under this Agreement, the relationship of the designated assessor, through Ottawa County, to the Assessing District shall be that of an independent contractor. All employees of Ottawa County, who perform services under this Agreement, shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.
  - u. Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
  - v. The Assessing District will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the Assessing District and its officers, employees and agents as additional named insureds on a policy of insurance for all risks or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide workers' compensation coverage on its employees. Written proof of the existence of such insurances will be supplied by the Assessing District and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the Assessing District may reasonably require.<sup>2</sup>
2. The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.

**D. Cost and Compensation for Designated Assessor:**

**1. Payment for Services Provided:**

- a) The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- b) Payment for Designated Assessor services shall be paid to Ottawa County as provided under this agreement. Except as otherwise provided, payment for Designated Assessor services shall be set at \$32 per parcel for 2027 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, ad-valorem, special acts and exempt. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2027 with 5% per year increases through the life of this contract. The County will submit monthly invoices on the first day of each month.

The monthly invoices from the County will be processed and paid for by the Assessing District in accordance with standard Assessing District procedures.

- c) Upon completion of the first two years of Designated Assessor Services, payments provided under this Agreement shall be reviewed. From this review, the per parcel cost referenced in D1. b) above may be reduced to a level sufficient to cover the County's costs.
- d) Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- e) The Designated Assessor will not charge an annual retainer for Designated Assessor Services to Ottawa County Assessing Districts. Charges will only be incurred once an Assessing District turns over Assessment Administration duties to the Designated Assessor.
- f) This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
- g) Brian Busscher's annual salary, as paid by Ottawa County, will be considered compensation for Designated Assessor services.
- h) The State Tax Commission may revoke the Designated Assessor and provide for an interim Designated Assessor if the Designated Assessor dies, becomes incapacitated, or is otherwise not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

**2) Other expenses:**

- a) The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to the Designated Assessor. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

**3) Miscellaneous:**

- a. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and

this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

- c. In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- d. All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. This Agreement may be executed in any number of counterparts, and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. This Agreement does not create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

**Signature of the Designated Assessor, the County Board of Commissioners, Township Supervisors and City Mayors within Ottawa County**

**IN WITNESS WHEREOF**, the authorized representatives of the Parties hereto have fully executed this instrument.

**DESIGNATED ASSESSOR**

\_\_\_\_\_  
Brian Busscher, Equalization Director

\_\_\_\_\_  
Date

**COUNTY OF OTTAWA**

\_\_\_\_\_  
Josh Brugger, Chairperson  
Ottawa County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin F. Roebuck, County Clerk/Register

\_\_\_\_\_  
Date

**ALLENDALE CHARTER TOWNSHIP**

\_\_\_\_\_  
Adam Elenbaas, Supervisor

\_\_\_\_\_  
Date

**BLENDON TOWNSHIP**

\_\_\_\_\_  
Don Vander Kuyl, Supervisor

\_\_\_\_\_  
Date

**CHESTER TOWNSHIP**

\_\_\_\_\_  
Troy Goodno, Supervisor

\_\_\_\_\_  
Date,

**CROCKERY TOWNSHIP**

\_\_\_\_\_  
Erik Erhorn, Supervisor

\_\_\_\_\_  
Date

**GEORGETOWN CHARTER TOWNSHIP**

\_\_\_\_\_  
Jim Wierenga, Supervisor

\_\_\_\_\_  
Date

**GRAND HAVEN CHARTER TOWNSHIP**

\_\_\_\_\_  
Mark Reenders, Supervisor

\_\_\_\_\_  
Date

**HOLLAND CHARTER TOWNSHIP**

\_\_\_\_\_  
Russell TeSlaa, Supervisor

\_\_\_\_\_  
Date

**JAMESTOWN CHARTER TOWNSHIP**

\_\_\_\_\_  
Laurie VanHaitsma, Supervisor

\_\_\_\_\_  
Date

**OLIVE TOWNSHIP**

\_\_\_\_\_  
Al Nienhuis, Supervisor

\_\_\_\_\_  
Date

**PARK TOWNSHIP**

\_\_\_\_\_  
Steve Spoelhof, Supervisor

\_\_\_\_\_  
Date

**POLKTON CHARTER TOWNSHIP**

\_\_\_\_\_  
Ted Costigan, Supervisor

\_\_\_\_\_  
Date

**PORT SHELDON TOWNSHIP**

\_\_\_\_\_  
Mike Sabatino, Supervisor

\_\_\_\_\_  
Date

**ROBINSON TOWNSHIP**

\_\_\_\_\_  
Adam MacMillan, Supervisor

\_\_\_\_\_  
Date

**SPRING LAKE TOWNSHIP**

\_\_\_\_\_  
Jerry Rabideau, Supervisor

\_\_\_\_\_  
Date

**TALLMADGE CHARTER TOWNSHIP**

\_\_\_\_\_  
Mark Bennett, Supervisor

\_\_\_\_\_  
Date

**WRIGHT TOWNSHIP**

\_\_\_\_\_  
Steve VanTimmeren, Supervisor

\_\_\_\_\_  
Date

**ZEELAND CHARTER TOWNSHIP**

\_\_\_\_\_  
Kerri Bosma, Supervisor

\_\_\_\_\_  
Date

**CITY OF COOPPERSVILLE**

\_\_\_\_\_  
Brian Mooney, Mayor

\_\_\_\_\_  
Date

**CITY OF FERRYSBURG**

\_\_\_\_\_  
Richard Carlson, Mayor

\_\_\_\_\_  
Date

**CITY OF GRAND HAVEN**

\_\_\_\_\_  
Robert Monetza, Mayor

\_\_\_\_\_  
Date

**CITY OF HOLLAND**

\_\_\_\_\_  
Nathan Bocks, Mayor

\_\_\_\_\_  
Date

**CITY OF HUDSONVILLE**

\_\_\_\_\_  
Mark Northrup, Mayor

\_\_\_\_\_  
Date

**CITY OF ZEELAND**

\_\_\_\_\_  
Richard Van Dorp III, Mayor

\_\_\_\_\_  
Date

## **Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027**

### **Addendum A:**

#### **1. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each assessing district:**

##### **(A.) Real Property SEV, as of 2026 March BOR:**

- Agricultural Real--1,098,014,300; 4,183 Parcels
- Commercial Real--3,337,931,525; 5,354 Parcels
- Industrial Real-- 1,581,384,200; 1,669 Parcels
- Residential Real--21,033,391,857; 101,689 Parcels
- Timber-Cutover--None Classified
- Developmental-- None Classified

##### **(B.) Personal Property, as of 2026 March BOR:**

- Agricultural Personal--0; 0 Parcels
- Commercial Personal-- 232,830,700; 8,023 Parcels
- Industrial Personal-- 344,958,900; 592 Parcels
- Residential Personal--None Classified
- Utility Personal-- 409,399,200; 208 Parcels.

##### **(C.) Equivalent SEV of Special Acts as of 2026 March BOR:**

- Industrial Facilities Exemption (Act 198 of 1974)-- 402,968,000; 326 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)—25,048,500; 33 Parcels
- Commercial Redevelopment Act Roll (PA 255 of 1978)—1,089,100; 2 Parcels
- Obsolete Property Rehabilitation Act (P.A. 146 of 2000) –664,200; 4 Parcels
- Neighborhood Enterprise Zone Act (PA 147 of 1992)-- 8,069,400; 11 Parcels
- Residential Housing Facilities Act (P.A. 237 of 2022)—269,800; 1 Parcel
- DNR-PILT Rolls-- 36,299,000; 57 Parcels

#### **2. List of any unique, complex or high value properties within the County:**

- Consumers Energy-Generating Station-Zeeland City-425 N Fairview St
- Consumers Energy-Generating Station-Port Sheldon Township-7700 Margaret Ave.
- ARC Holland Real Estate Holdings-Freedom Village Senior Living Center-Holland City-145 Columbia Ave.
- Gentex Corp-Manufacturing-Zeeland City-600 Centennial St.
- CS Facilities-Continental Dairy-Coopersville City-999 Randall St.
- Mead Johnson & Company-Manufacturing of Baby Food-Zeeland City-725 E. Main Ave.
- Herman Miller Inc-Manufacturing-Zeeland City-855 E. Main Ave.
- Alden GV Owner LLC-Student Housing-Allendale Township-10897 48<sup>th</sup> Ave.

# **Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027**

## **Addendum B:**

### **Qualifications of Proposed Designated Assessor:**

Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Ottawa County.

#### **1. Current assessor certification level and number:**

Michigan Master Assessing Officer R-8823

#### **2. Identification of current employment status and specific assessing or equalization Responsibilities:**

The herein named Designated Assessor, Brian L. Busscher, is currently employed by Ottawa County as the Equalization Director. The division provides assessing services for the following local units:

- Blendon Township
- Crockery Township
- Georgetown Township
- Polkton Township
- Coopersville City
- Grand Haven City
- Hudsonville City

#### **3. Description of prior local unit assessing experience of the proposed Designated Assessor:**

In addition to serving as assessor of record for the units outlined in item #2 above, prior assessing work includes local unit reappraisal services to various townships in Allegan County. Also currently serve as Assessor of Campbell Township in Ionia County and Monterey Township in Allegan County.

#### **3. Conflict of interest disclosures:**

None in contract as written.

**ORDINANCE NO. 2026-08**

**ALLENDALE CHARTER TOWNSHIP VEHICLES AND TRAFFIC  
ORDINANCE AMENDMENT**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES ADOPTED BY ALLENDALE CHARTER TOWNSHIP, COUNTY OF OTTAWA, STATE OF MICHIGAN, AMENDING CHAPTER 440 CONCERNING VEHICLES AND TRAFFIC, TO PROVIDE FOR A NEW ARTICLE IV, AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

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

**Section 1. Amendment of Chapter 440.** Chapter 440 of the Code of Ordinances adopted by Allendale Charter Township, Ottawa County, State of Michigan is hereby amended to add a new Article IV entitled "Establishment of No Parking Zones" which shall state in its entirety as follows:

**ARTICLE IV – NO PARKING ZONES**

**Section 440-27. Definitions.** The following words and terms are defined for the purposes of the use in this article. Any word or term not defined in this article shall be considered to be defined in accordance with its common or standard definition.

**MOPED**

A two or three wheeled vehicle which operates with operable peddles, which is equipped with a motor that does not exceed 50 cubic centimeters piston displacement, produces 1.5 break horsepower or less, and cannot propel the vehicle at a speed greater than 25 miles per hour on a level surface; provided, however, that the term "Moped" shall not include a front wheel drive power assisted bicycle.

**MOTOR VEHICLE**

A vehicle which is self-propelled.

**MOTORCYCLE**

A motor vehicle having a saddle or seat for the use of a rider and designed to travel on not more than three wheels in contact with the ground.

**TOWNSHIP**

The Charter Township of Allendale.

**VEHICLE**

A device in, upon, or by which any person or property is or may be transported or drawn upon a highway, accepting devices exclusively moved by human power.

**Section 440-28. No Parking Zones.** No parking zones are hereby established within the Township, prohibiting the stopping or parking of vehicles within the road right-of-way. Appropriate signage may be erected consistent with this section. The no parking zones shall consist of the following:

<b>Name of Street</b>	<b>Location</b>
Lodge Drive	From Pierce Street North to West Campus Drive
West Campus Drive	Lodge Drive to 48 <sup>th</sup> Avenue

**Section 440.29. Parking Prohibited.** The stopping or parking of vehicles, including motor vehicles, motorcycles and mopeds, is prohibited in the no parking zones established by this article.

**Section 440.30. Special Permits.** The Township Supervisor, or their designated representative, shall have the authority to grant written permit to park in special cases which would otherwise be in violation of the provisions of this Article. Such permits, however, shall not be given for more than a one day event. Said permit shall describe the hours during which parking may occur. The Township Board, may, by resolution, set a fee for special permits.

**Section 440-31. Signs.** The Township shall post or have posted appropriate signs along the designated no parking zones as required by the laws of the State of Michigan.

**Section 440-32. Violation and Penalties.** In addition to any charges, fines or penalties for which a person may be liable under other applicable law or local ordinances, any person who violates, disobeys, omits, neglects or refuses to comply with, or resists enforcement of this article within the boundaries of the Township shall be responsible for a municipal civil infraction, subject to Chapter 35, Municipal Civil Infractions. The civil fine for violation of the article shall be established by resolution of the Township Board.

**Section 2. Administrative Liability.** No officer, agent, or employee of the Township shall be personally liable for any damages the Township may accrue to any person as a result of any act required or permitted in the discharge of duties under and in the enforcement of this Ordinance.

**Section 3. Severability and Captions.** This Ordinance and its various sections, subsections, sentences, phrases, and clauses are declared to be severable. If any section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall not be affected. Captions appearing at the

beginning of any section shall not be deemed as part of this Ordinance and shall have no independent significance.

**Section 4. Repeal.** All ordinances or parts of ordinances which are in conflict in whole or in part with any of the provisions of this Ordinance as of its effective date are repealed to the extent of such conflict.

**Section 5. Effective Date.** The foregoing Allendale Charter Township Vehicles and Traffic Ordinance Amendment was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan, on \_\_\_\_\_, 2026, after introduction of first reading on \_\_\_\_\_, 2026, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective immediately upon publication on \_\_\_\_\_, in \_\_\_\_\_ newspaper having general circulation in the Township.

ALLENDALE CHARTER TOWNSHIP

Dated: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Adam Elenbaas  
Its: Supervisor

By: \_\_\_\_\_  
Jody Hansen  
Its: Clerk

**CERTIFICATE**

I, Jody Hansen, the Clerk for Allendale Charter Township, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Vehicles and Traffic Ordinance Amendment was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 2026. The following members of the Township Board were present at that meeting: \_\_\_\_\_  
\_\_\_\_\_. The following members of the Township Board were absent: \_\_\_\_\_.  
\_\_\_\_\_. The Ordinance was adopted by the Township Board with \_\_\_\_\_ members of the \_\_\_\_\_ voting in favor and members of the Board \_\_\_\_\_ voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Rapids Press* on \_\_\_\_\_, 2026.

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

**EXCERPT OF MINUTES**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 at 7:00 p.m. local time.

Present:

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Absent:

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The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution establishing civil fines for violation of the no parking zones established pursuant to Chapter 440, Article IV.

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

**RESOLUTION 2026-10**

**WHEREAS**, the Township Board of Allendale Charter Township, Ottawa County, Michigan having adopted an amendment of Chapter 440 of the Code of Ordinances adding a new Article IV entitled Establishment of No Parking Zones; and

**WHEREAS**, the Section 440-32 of the Ordinance requires the civil fine for a violation of the article to be established by resolution of the Township Board.

**NOW, THEREFORE BE IT RESOLVED** as follows:

1. The civil fine for a violation of Chapter 440, Article IV, of the Code of Ordinances is hereby established to be \$95.00.
2. All resolutions, orders or parts thereof which are in conflict in whole or in part with any of the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Yeas:

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Nays:

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Resolution declared adopted on \_\_\_\_\_, 2026.

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

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

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

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

Looking for individuals to serve on a Town Center Next Steps Committee.

Allendale intends to build a town center at Lake Michigan Dr and 60<sup>th</sup> Ave. We're looking for people to serve on a committee that will define what the next steps are in the process of moving toward a town center.

Ideal candidates for consideration will have some of the following backgrounds/attributes:

- Background in Land development
- Planning
- Contact with communities that have been through the process of developing a town center
- Construction management? (might be too soon for this)
- We are looking for a variety of age ranges and perspectives

While the purpose of the committee is to determine what the next steps are in the process of planning an Allendale town center, it may also be helpful to define what the committee is not. The committee is not designing the town center or coming up with concepts. It is not surveying the community to determine what is wanted or needed. It is not working with developers/planners/engineers/architects at this stage. These may be tasks that are identified as "next steps" in the committee's discussions, but are not the focus of the committee.