



Agenda for the
Allendale Charter Township Board Meeting
Monday, October 12, 2026, 6:00 p.m.

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Ken Smit
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the September 28, 2026, Regular Board Meeting Minutes
 - Bills
 - Interim Payments
- For information
 - September 21, 2026, Planning Commission Meeting Minutes – Cancelled
 - Passport Program Update
- Public Hearings
 - Dewpointe West – PUD Amendment
- Public Comments
- Guest Speakers
 - County Commissioner Sylvia Rhodea
- Action Items
 - Public Utilities Supervisors Job Descriptions
 - Ordinance 2026-13- First Reading: Dewpointe West – PUD Amendment
 - Resolution 2026-16 Designation of Newspaper for Legal Notices
 - 2027 Independence Day Fireworks Contract
 - Bond Documents for Public Utility 56th Ave Project
 - Property Assessment Solutions Contract
- Discussion Items
 - 2027 Budget Presentations
 - Town Center Work Group Updates
- 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 → Boards & Committees → Board of Trustees
→ Minutes & Agendas

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 28, 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; Mr. Zeinstra; Mr. MacDonald; Ms. Hansen; Mr. Vander Wall; and Ms. Schuitema (6)

Absent at Roll Call: Mr. Smit (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Chief Mike Keefe, Fire Department; Deputy Chief Randy Bosch, Fire Department; Mollie Bonter, Finance Director; Joe Bush, Ottawa County Water Resource Commissioner; Precious Parchman; and Raeshon Parchman.

Ms. Schuitema pronounced the invocation.

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

BOT 26-151 Mr. MacDonald with support from Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 26-152 Mr. Vander Wall with support from Mr. MacDonald moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 14, 2026, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$483,940.36 and interim payments of \$124,372.36, as presented by the summary report for September 28, 2026.

The motion passed.

Items Received for Information

1. August Fire Department Report

2. Oak View Drain District Resolution

Public Hearings- None

Public Comments- None

BOT 26-153 Mr. Elenbaas with support from Mr. MacDonald moved to close public comment. The motion passed.

Chief Mike Keefe presented the proposed 2027 Fire Department Budget.

Guest Speakers

Joe Bush, Ottawa County Water Resource Commissioner, identified several orphan drains in Allendale and provided an overview of the Oak View Abandoned Drain Resolution.

Chad Doornbos, Public Utilities Superintendent, presented various job descriptions updates.

Several board members had questions and comments.

Action Items

BOT 26-154 Mr. Vander Wall with support from Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2026-12: Sewer Amendment Ordinance; an ordinance to amend Chapter 351, Section 351-80(B)(2), concerning fees to connect to the sewer system, to the code of ordinances. The motion passed.

BOT 26-155 Ms. Schuitema with support from Mr. MacDonald moved to approve the Dewpointe West Phase 5 tentative preliminary plat. The motion passed.

BOT 26-156 Mr. Vander Wall with support from Mr. MacDonald moved to approve the Joal St. sidewalk installation at a budgeted cost of \$285,000.00. The motion passed as shown by the following votes:
YEAS: Mr. Zeinstra; Mr. MacDonald; Mr. Vander Wall; Mr. Elenbaas; and Ms. Schuitema (5).
NAYS: Ms. Hansen (1)
ABSENT: Mr. Smit (1)

Discussion Items

Jody Hansen, Clerk; Mollie Bonter, Finance Director; Chad Doornbos, Public Utilities Superintendent; and Adam Elenbaas, Supervisor, presented several proposed 2027 budgets.

Public Comments

Comments were received from:

1. Raeshon and Precious Parchman, Allendale Mi.

BOT 26-157 Mr. Elenbaas with support from Ms. Schuitema moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas sought direction regarding the park capital improvement project, specifically the budget requirements for connecting the two parking lots. The Board directed that funding for this portion of the project be included in the 2027 General Fund budget.

BOT 26-158 Ms. Schuitema, with support from Mr. Zeinstra moved to adjourn the meeting at 8:27 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

10/06/2026 02:03 PM
User: DENISE
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/30/2026 - 10/13/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/5

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - SEPTEMBER	254.50	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	DOG LICENSES - SEPTEMBER	102.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - SEPTEMBER	1,018.00	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - SEPTEMBER	285.50	
Total For Dept 000.000 REVENUE				1,660.00	
Dept 171.000 Supervisor					
101-171.000-732.000	SUPPLIES	MODERN OFFICE INTERIORS	SUPPLIES - SUPERVISOR / GLYNN	1,319.00	
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	40.72	
101-171.000-860.000	MILEAGE	KATHARINE GLYNN	MILEAGE REIMBURSEMENT	23.56	
Total For Dept 171.000 Supervisor				1,383.28	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MMTA	MEMBERSHIP RENEWAL - VANDERWALL & BON	198.00	
Total For Dept 191.000 FINANCE/ACCT				198.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	DISABILITY INSURANCE - OCTOBER	552.28	
101-209.000-719.000	WORKER'S COMP INS	MICHIGAN MUNICIPAL LEAGU	ANNUAL MEMBERSHIP RENEWALS/DUES	112.50	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	VISION HEALTH INSURANCE - OCTOBER	347.31	
Total For Dept 209.000 EMPLOYEE INSURANCES				1,012.09	
Dept 215.000 CLERK					
101-215.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	81.44	
101-215.000-807.000	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	9.49	
Total For Dept 215.000 CLERK				90.93	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	17.94	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 09/23/26	45.00	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	MAIL PICKUP FEE - JUL; AUG; & SEPT	135.00	
Total For Dept 248.000 ADMINISTRATION				197.94	
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	53.88	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT INSTRUCTIONS - GENERAL ELECTIO	224.98	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	SECRECY SLEEVES	240.00	
Total For Dept 262.000 ELECTIONS				518.86	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - SEPTEMBER	164.45	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM; JET PACK & CELL PHONE C	12.08	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	40.72	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	920.95	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	257.94	
Total For Dept 265.000 BUILDING & GROUNDS				1,396.14	
Dept 270.000 HUMAN RESOURCES					
101-270.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	23.99	
Total For Dept 270.000 HUMAN RESOURCES				23.99	
Dept 336.000 FIRE DEPT					
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	ALLENDALE ACE HOME CENTE	MISCELLANEOUS ITEMS - FIRE DEPT	106.67	
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	ROCKFORD AMBULANCE INC	EMT FALL 2026 COURSE	1,950.00	

10/06/2026 02:03 PM
User: DENISE
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/30/2026 - 10/13/2026
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 2/5

		OPEN			
GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
101-336.000-732.000	SUPPLIES	ALLENDALE ACE HOME CENTE	MISCELLANEOUS ITEMS - FIRE DEPT	81.95	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	147.75	
101-336.000-732.000	SUPPLIES	J&B MEDICAL SUPPLY INC	MEDICAL SUPPLIES	130.92	
101-336.000-802.000	Contracted Services	AT&T MOBILITY	FIRSTNET MOBILE UNIT IPADS - SEPTEMBE	4.00	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - SEPTEMBER	77.76	
101-336.000-802.000	Contracted Services	TARGET SOLUTIONS LEARNIN	ANNUAL RENEWAL TSCHECK SOFTWARE	2,215.69	
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	50.49	
101-336.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	142.32	
101-336.000-807.000	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	164.82	
101-336.000-926.000	UTILITIES	FISH WINDOW CLEANING	WINDOW CLEANING @ FIRE DEPARTMENT	875.00	
101-336.000-930.000	Maintenance	ALLENDALE ACE HOME CENTE	MISCELLANEOUS ITEMS - FIRE DEPT	7.18	
101-336.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	35.98	
101-336.000-935.000	Truck Maintenance	COMMUNITY GARAGE INC.	TRUCK MAINTENANCE - #141	9,118.73	
101-336.000-955.000	Miscellaneous	VERIZON WIRELESS	MIRAKI MODEM; JET PACK & CELL PHONE C	6.04	
101-336.000-972.000	EQUIPMENT REPLACEMENT	CHROUCH COMMUNICATIONS I	MINITOR 7 VHF VOICE PAGER & PROGRAMMI	3,426.00	
Total For Dept 336.000 FIRE DEPT				18,541.30	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-802.000	Contracted Services	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	191.23	
Total For Dept 672.000 LIFELONG LEARNERS				191.23	
Dept 751.000 RECREATION AND PARKS					
101-751.000-930.000	Maintenance	VORTEX AQUATIC STRUCTURE	MAINTENANCE SUPPLIES	1,595.20	
Total For Dept 751.000 RECREATION AND PARKS				1,595.20	
Dept 790.000 LIBRARY					
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	LIBRARY OF THINGS MATERIALS	15.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	DVD REQUEST & PAPER TOWEL	48.20	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	VIDEO GAME COLLECTION	205.88	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	SWITCH ADAPTER	34.88	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	BOOK ON CD	49.99	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	CD COLLECTION	11.97	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD & CD COLLECTION	122.10	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	10.19	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	1,166.33	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT COLLECTION	32.80	
101-790.000-732.000-BOOKSX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	172.00	
101-790.000-732.000-BOOKSX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	67.18	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	1,225.17	
101-790.000-732.000-CHILDB	SUPPLIES	GALE/CENGAGE LEARNING IN	YOUNG ADULT LARGE PRINT COLLECTION	22.50	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	TAPE DISPENSER	3.90	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES	353.33	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	BATTERIES & TAPE	20.26	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - SEPTEMBER	150.00	
101-790.000-802.000-DIGITA	Contracted Services	LAKE LAND LIBRARY COOPERA	QTRLY OVERDRIVE - LIBBY @ OCT-DEC 202	610.72	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	HOOPLA SERVICES - SEPTEMBER	1,700.72	
101-790.000-802.000-DIGITA	Contracted Services	OVERDRIVE INC	LIBBY ADVANTAGE COLLECTION	95.00	
101-790.000-802.000-LAKELA	Contracted Services	LAKE LAND LIBRARY COOPERA	QTRLY BILLING @ OCT THRU DEC 2026	7,228.75	
101-790.000-802.000-TECHNO	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	209.95	
101-790.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	46.75	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	6.99	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	SRP HALFWAY PRIZES	1,169.45	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	SCHOLASTIC INC	SRP PRIZES	50.65	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	SCHOLASTIC INC	SRP PRIZES	3,092.95	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	WRP PRIZES	47.97	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	857.30	
101-790.000-860.000	MILEAGE	ABBY BLACK	MILEAGE REIMBURSEMENT	45.60	
101-790.000-860.000	MILEAGE	ASHLEY JOHNSON	MILEAGE REIMBURSEMENT	187.19	
101-790.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	11.39	
101-790.000-930.000	Maintenance	FIRE FIGHTER SALES & SER	EXTINGUISHER INSPECTIONS	382.75	
Total For Dept 790.000 LIBRARY				19,456.80	
Total For Fund 101 General Fund				46,265.76	
Fund 249 Building Department Fund					
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - SEPTEMBER	39,552.75	
Total For Dept 371.000 INSPECTION DEPARTMENT				39,552.75	
Total For Fund 249 Building Department Fund				39,552.75	
Fund 404 CAPITAL/ONE-TIME PROJECTS FUND					
Dept 262.000 ELECTIONS					
404-262.000-971.000	CAPITAL OUTLAY	LISA MILLER	CIMS PROGRAM	620.00	
Total For Dept 262.000 ELECTIONS				620.00	
Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND				620.00	
Fund 490 WWTP BUILDING FUND					
Dept 537.000 SEWER					
490-537.000-971.000-GVSUTR	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	CONSTRUCTION ENGINEERING - APP #40	106,369.00	
490-537.000-971.000-WWTTPH	CAPITAL OUTLAY	MOORE & BRUGGINK INC	WRRF ENGINEERING & INSPECTION - AUGUS	13,965.32	
490-537.000-971.000-WWTTPH	CAPITAL OUTLAY	RK DAVIS INC	WRRF PLANT DESIGN & CONSTRUCTION - AU	64,901.47	
Total For Dept 537.000 SEWER				185,235.79	
Total For Fund 490 WWTP BUILDING FUND				185,235.79	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - SEPTEMBER	117.28	
592-000.000-231.090	UNION DUES	UTILITY WORKERS UNION OF	UNION DUES - SEPTEMBER	165.00	
Total For Dept 000.000 REVENUE				282.28	
Dept 248.000 ADMINISTRATION					
592-248.000-660.000	BANK DENIAL FEE	INVOICE CLOUD INC	BANK DENIAL FEE	50.70	
Total For Dept 248.000 ADMINISTRATION				50.70	
Dept 536.000 WATER					
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	DISABILITY INSURANCE - OCTOBER	168.24	
592-536.000-719.000	WORKER'S COMP INS	MICHIGAN MUNICIPAL LEAGU	ANNUAL MEMBERSHIP RENEWALS/DUES	56.25	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	VISION HEALTH INSURANCE - OCTOBER	95.03	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MWEA	MEMBERSHIP DUES - SCHOLTEN	115.00	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ROBERT LAMB	S-3 LICENSE RENEWAL	95.00	
592-536.000-732.000-GENSUP	SUPPLIES	ALLENDALE ACE HOME CENTE	SUPPLIES - WATER DEPT	78.19	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	17.39	
592-536.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	RAIN DEFENDER SWEATSHIRT - BLYTHIN	37.50	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	78.91	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-732.000-SAFESU	SUPPLIES	FAMILY FARM & HOME INC	COVERALLS	119.99	
592-536.000-732.000-TOOLSX	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	12.48	
592-536.000-732.000-TOOLSX	SUPPLIES	FAMILY FARM & HOME INC	SHOVEL / T-POSTS	19.99	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - SEPTEMBER	233.18	
592-536.000-802.000-MULTIP	Contracted Services	PREIN & NEWHOF PC INC	MONTHLY SAMPLING	590.00	
592-536.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ WWTP @ 09/	25.00	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	69.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	178.92	
592-536.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	736.97	
592-536.000-930.000-GENMAI	MAINTENANCE	FIRE FIGHTER SALES & SER	EXTINGUISHER INSPECTIONS	91.50	
592-536.000-930.000-SYSTEM	MAINTENANCE	ALLENDALE FIRE FIGHTERS	HYDRANTS (55) MAINTENANCE	3,575.00	
592-536.000-930.000-SYSTEM	MAINTENANCE	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	82.92	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	2020 CHEVY SILVERADO - BRAKES	571.09	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	2019 CHEVY IMPALA - MAINTENANCE	957.04	
592-536.000-971.000-NORTHS	CAPITAL OUTLAY	FLEIS & VANDENBRINK ENG'	WATER MAIN NORTH LOOP CE/RPR - AUGUST	41,473.94	
592-536.000-971.000-NORTHS	CAPITAL OUTLAY	GEORGETOWN CONSTRUCTION	NORTH WATER MAIN LOOP @ 60TH AVENUE -	178,808.30	
Total For Dept 536.000 WATER				228,287.78	
Dept 537.000 SEWER					
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	DISABILITY INSURANCE - OCTOBER	168.23	
592-537.000-719.000	WORKER'S COMP INS	MICHIGAN MUNICIPAL LEAGU	ANNUAL MEMBERSHIP RENEWALS/DUES	56.25	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	VISION HEALTH INSURANCE - OCTOBER	95.03	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	OPERATIONS SEMINAR - NESTLE	185.00	
592-537.000-732.000-GENSUP	SUPPLIES	ALLENDALE ACE HOME CENTE	ROPE; PADLOCKS; FLARE PIT SUMP PUMP -	174.49	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	35.37	
592-537.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	SHOVEL / T-POSTS	31.74	
592-537.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	RAIN DEFENDER SWEATSHIRT - BLYTHIN	37.50	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	GLASSWARE & CONSUMABLES	1,193.22	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	GLASSWARE	388.88	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	78.91	
592-537.000-732.000-TOOLSX	SUPPLIES	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	12.47	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - SEPTEMBER	233.17	
592-537.000-802.000-MULTIP	Contracted Services	PREIN & NEWHOF PC INC	MONTHLY SAMPLING	100.00	
592-537.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ WWTP @ 09/	25.00	
592-537.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - OCTOBER	793.51	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MIRAKI MODEM; JET PACK & CELL PHONE C	596.07	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - SEPTEMBER	178.92	
592-537.000-803.000	Professional Services	MOORE & BRUGGINK INC	ENGINEERING SERVICES - MISC 2026	3,075.23	
592-537.000-803.000	Professional Services	MOORE & BRUGGINK INC	WRRF HEADWORKS LOADING STUDY - SEPTEM	5,400.03	
592-537.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	736.97	
592-537.000-930.000-COLLEC	MAINTENANCE	AMAZON CAPITAL SERVICES	CHARGES - 09/01/26 - 09/30/26	82.92	
592-537.000-930.000-GENMAI	MAINTENANCE	JAV CONCRETE LLC	LIFT STATION CONCRETE & TREE REMOVAL	12,964.69	
592-537.000-930.000-WRRFMA	MAINTENANCE	ALLENDALE ACE HOME CENTE	ROPE; PADLOCKS; FLARE PIT SUMP PUMP -	161.99	
592-537.000-930.000-WRRFMA	MAINTENANCE	MAVERICK MECHANICAL SERV	RAILS FOR SUPERNATANT LIFT STATION	15,025.00	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	2020 CHEVY SILVERADO - BRAKES	571.09	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	2019 CHEVY IMPALA - MAINTENANCE	957.03	
592-537.000-971.000	CAPITAL OUTLAY	MOORE & BRUGGINK INC	ASSET MGMT - CMMS/WATERLY INTEGRATION	4,684.08	
592-537.000-971.000-PIERCE	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	PIERCE STREET LIFT STATION IMPROVEMEN	82,955.00	
Total For Dept 537.000 SEWER				130,997.79	
Total For Fund 592 Water & Sewer				359,618.55	

10/06/2026 02:03 PM
User: DENISE
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/30/2026 - 10/13/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 5/5

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 General Fund	46,265.76
Fund 249 Building Depa	39,552.75
Fund 404 CAPITAL/ONE-T	620.00
Fund 490 WWTP BUILDING	185,235.79
Fund 592 Water & Sewer	359,618.55

Total For All Funds:	631,292.85
----------------------	------------------

INTERIM PAYMENTS
Board Meeting: 10/12/26

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
9/3/2026	EFT	\$ 22,635.16	EMPOWER	401A AND 457
9/24/2026	109523	\$ 46,505.64	PRIORITY HEALTH	Health Insurance - October
9/24/2026	109524	\$ 19,817.20	VC3 INC	Monthly Billing - August & September
10/8/2026	EFT	\$ 95,278.77	EMPLOYEES	Bi-Weekly Payroll
10/8/2026	EFT	\$ 26,888.25	FEDERAL GOV'T	Payroll IRS Tax Payment
		\$ 211,125.02		



Allendale
CHARTER TOWNSHIP

10/7/2026

Dear Board of Trustees,

I am pleased to provide an update on the Allendale Township Passport Facility and the results of our recent inspection by the U.S. Department of State. In May 2026, our passport facility was inspected by a representative from the U.S. Department of State. The inspection was conducted with Elizabeth Szymanski, Passport Manager and Facility Manager, and Zachary Fields, Passport Agent. Mr. Fields was presented with hypothetical situations that may arise during the passport acceptance process and demonstrated how our office handles various circumstances. Following the inspection, our facility was deemed compliant.

The Department of State representative also commended our office for being very organized and knowledgeable. A written inspection report was provided following the inspection acknowledging our success.

Our passport program has experienced significant growth since we began accepting applications in July 2024. During our first six months, we accepted 60 applications. In 2025, our first full calendar year, we received 481 applications—a 701.7 percent increase. This growth demonstrates the community's use of and interest in the service, as well as the success of our efforts to promote the program.

We have also maintained a strong level of accuracy. From May 4, 2025, through May 4, 2026, we processed 422 applications. Only six required follow-up from the Department of State or contained an error, resulting in a 1.4 percent follow-up/error rate. The Department of State representative noted that this is a very low rate, particularly for a newer passport acceptance facility. I have reviewed these instances with our passport agents to help ensure continued accuracy and compliance.

The passport program also serves as a revenue source for the organization. In 2025, we collected \$15,890.00 in execution fees and paid \$3,328.08 in shipping costs, resulting in \$12,561.92 after shipping expenses. As of October 1, 2026, we have collected \$14,161.00 in execution and photo fees and paid \$2,479.52 in shipping costs, resulting in \$11,681.48 year-to-date after shipping expenses. These figures do not include minimal supply costs such as paper, staples, and photo supplies.

Overall, I am proud of what our passport team has accomplished. In less than two years, we have established a well-utilized community service, experienced significant growth, maintained a very low rate of application issues, and successfully completed our Department of State inspection.

We will continue to focus on accuracy, compliance, staff training, and providing professional and convenient passport acceptance services to the Allendale Township community. Thank you for your continued support of this service.

Sincerely,

Elizabeth Szymanski, Deputy Clerk/Election Coordinator



PASSPORT FACILITY UPDATE



OCTOBER 2026 | ELIZABETH SZYMANSKI, DEPUTY CLERK



INSPECTION SUCCESS

Our passport facility was inspected by the U.S. Department of State on May 19, 2026. The facility was deemed compliant, with the representative specifically noting that the office is organized and knowledgeable.



APPLICATION GROWTH

60

APPLICATIONS IN 2024
(FIRST 6 MONTHS OF
OPERATION)

481

APPLICATIONS IN 2025
(FIRST FULL CALENDAR
YEAR)



ACCURACY & QUALITY

May 4, 2025 – May 4, 2026
(365-day period)



481 applications processed



6 required follow-up from
the U.S. Department of
State or contained an error

1.4% FOLLOW-UP RATE

TAKE-AWAYS



Community Impact

The increase in applications shows the service is needed, well-received, and valued by our residents.



State Compliance

We remain fully compliant with U.S. Department of State requirements.



Ongoing Commitment

We will continue to focus on accuracy, compliance, staff training, and providing professional and convenient passport services.



Revenue Generation

The program generates revenue for the Township. The program generated \$12,561.92 in net revenue in 2025 and \$11,581.48 year-to-date in 2026 after shipping expenses.

Allendale Charter Township

Public Utilities Wastewater Supervisor

Under guidance of the Superintendent of Public Utilities, manages and works alongside wastewater treatment plant employees to effectively maintain and enhance the functioning of public utilities in Allendale Township. Grade A7 wage range.

Essential job functions:

1. Supervise Public Utilities employees; specifically Wastewater Treatment Plant employees
 - Delegate work assignments
 - Manage building and grounds maintenance
2. Assist the Superintendent of Public Utilities with the operation and maintenance of the sewer collection system and the Wastewater Treatment Plant
3. Collaborate with the Public Utilities Water Supervisor in the management and operation of the entire system
4. Assist with employee relations and employee performance evaluations
5. Work within budgetary constraints, prepare yearly and monthly reports, and special projects as assigned
6. Manage the Mercury Minimization Program
7. Maintain operations and maintenance manuals and maintenance database for the wastewater plant and lift stations
8. Manage purchasing procedures for the Wastewater Treatment Plant
9. Oversee all required sampling and reporting per the Department of Environmental Quality
10. Maintain cleaning and televising schedule for the collection system

Knowledge/Skill Requirements:

1. Leadership skills with continuous development in managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a formal presentation basis
3. Skill in drafting, editing and formatting of correspondence and reports
4. Expertise in research, organization, and analysis
5. Proficiency in meeting deadlines
6. Ability to keep up with new technology and continuously learn about advancements in the field

Allendale Charter Township

Ability Requirements:

7. Leadership skills with continuous development in managing a team and making forward thinking decisions
8. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a formal presentation basis
9. Skill in drafting, editing and formatting of correspondence and reports
10. Expertise in research, organization, and analysis
11. Proficiency in meeting deadlines
12. Ability to keep up with new technology and continuously learn about advancements in the field

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years of college level credits including college level math, chemistry, and biology
4. State of Michigan Sewage Treatment Works Operator B License

Additional Information:

Allendale Charter Township is an “at-will,” equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance (blood, urine and/or hair) samples. We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Public Utilities Wastewater Supervisor

JOB TITLE:	Public Utilities Wastewater Supervisor
DEPARTMENT:	Public Utilities
REPORTS TO:	Superintendent of Public Utilities
FLSA STATUS:	Exempt
POSITION TYPE:	Full-Time Salary 40-hour work week
SALARY RANGE:	
EFFECTIVE DATE:	

SUMMARY:

Under guidance of the Superintendent of Public Utilities, the Wastewater Supervisor is responsible for the day-to-day operations of the Water Resource Recovery Facility (WRRF) and the collection system. This position is responsible for the supervision and performance of WRRF operators, equipment, and processes. This position reports directly to the Superintendent of Public Utilities and will inform them of any operational concerns and capital project needs to keep the facility in compliance with its NPDES permit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand all facets of the WRRF operations, equipment, and collection system to run the facility effectively in the day-to-day operations.
- Represents the Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Responsible for ensuring compliance with the WRRF NPDES Permit. This includes managing various programs and conducting sampling events required by these programs and submitting reports as necessary.
- Assist the Superintendent of Public Utilities in interviewing, training, and managing the successful performance of the WRRF operations staff.
- Supervise Public Utilities staff, specifically wastewater staff
 - Work directly with staff in planning and coordinating special projects
 - Coordinate with WRRF staff to ensure equipment is functioning properly and preventative maintenance is performed as scheduled
 - Perform employee evaluations
 - Mentoring staff
- Covers supervisory responsibilities of the Water Supervisor in their absence.
- Collaborate with the Public Utilities Water Supervisor in the management and operation of the entire system.
- Maintain operations and maintenance manuals and the maintenance database for the WRRF and lift stations.
- Ensure purchasing procedures for the WRRF are followed.
- Maintain Asset Management Program.



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

REQUIRED SKILLS / ABILITIES:

- Leadership skills with continuous development in managing a team and making forward thinking decisions.
- Ability to maintain effective communication with other units of government, businesses, community groups, etc., as a representative of the Township, sometimes on a formal presentation basis.
- Skills in drafting, editing, and formatting correspondence and reports.
- Expertise in research, organization, and analysis.
- Proficiency in meeting deadlines.
- Ability to keep up with new technology and continuously learn about advancements in the field.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component
Experience:	Five (5) years' public utility experience required
Licenses:	• Michigan Municipal Wastewater Treatment Plant Operator Certification Level B and a Michigan Municipal Water Distribution Operator Certification Level S-3 • Possession of a valid, Michigan motor vehicle operator's license
Miscellaneous:	• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar • Collaboration and communication with other employees • Logic, intuition, analysis, research, organization, and judgment skills

SUPERVISORY RESPONSIBILITIES:

Yes

WORKING CONDITIONS:

This position is mainly an office position but the ability to work outside for extended periods of time may be required

PHYSICAL REQUIREMENTS:

- Ability to operate equipment and involved in the maintenance of the facility.
- Ability to lift and carry 50lbs.
- Ability and working knowledge of how to use hand tools.



TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

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

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

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

APPLICANT:

Name (Print)

Signature

Date

For Office Use Only:

Received by: _____

Date: _____

Allendale Charter Township

Public Utilities Water Supervisor

Under guidance of the Superintendent of Public Utilities, manages and works alongside water distribution system employees to effectively maintain and enhance the functioning of public utilities in Allendale Township. Grade A7 wage range.

Essential job functions:

1. Supervise Public Utilities employees; specifically Water System employees
 - Delegate work assignments
 - Manage building and grounds maintenance
2. Assist the Superintendent of Public Utilities with the operation and maintenance of the Water Distribution System and other facilities as required
3. Collaborate with the Public Utilities Wastewater Supervisor in the management and operation of the entire system
4. Assist with employee relations and employee performance evaluations
5. Work within budgetary constraints, prepare yearly and monthly reports, and special projects as assigned
6. Organize and maintain the lead and copper testing program
7. Organize and maintain the cross-connection control program
8. Maintain operations and maintenance manuals and maintenance database for the water distribution system
9. Manage purchasing procedures for the Water Distribution System
10. Manage valve exercising and hydrant flushing program
11. Manage sampling for the Water Distribution System
12. Oversee Miss Dig operations

Knowledge/Skill Requirements:

1. Leadership skills with continuous development in managing a team and making forward thinking decisions
2. Ability to maintain effective communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township; sometimes on a formal presentation basis
3. Skill in drafting, editing and formatting of correspondence and reports
4. Expertise in research, organization, and analysis
5. Proficiency in meeting deadlines
6. Ability to keep up with new technology and continuously learn about advancements in the field

Allendale Charter Township

Ability Requirements:

1. Ability to operate equipment necessary for maintenance and operation of the Wastewater Treatment Plant
2. Ability to follow written and oral instructions and communicate effectively, both verbally and in writing
3. Ability to operate a computer and learn job-specific programs
4. Ability to drive, with a valid driver's license
5. Ability to lift up to 50lbs without assistance
6. Ability to comprehend and perform job-specific math
7. Ability to walk on uneven ground and on construction sites
8. Ability to dig with hand tools

Education and Experience Requirements:

1. Five (5) years of public utilities experience
2. High School Diploma or GED
3. 2 years college level credits including college level math, chemistry, and biology
4. Waterworks System Operator "S-2" License

Additional Information:

Allendale Charter Township is an "at-will," equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance (blood, urine and/or hair) samples. We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Public Utilities Water Supervisor

JOB TITLE:	Public Utilities Water Supervisor
DEPARTMENT:	Public Utilities
REPORTS TO:	Superintendent of Public Utilities
FLSA STATUS:	Exempt
POSITION TYPE:	Full-Time Salary 40-hour work week
SALARY RANGE:	
EFFECTIVE DATE:	

SUMMARY:

Under guidance of the Superintendent of Public Utilities, the Water Supervisor is responsible for the day-to-day operations of the Water Distribution System. This position is responsible for the supervision and performance of water operators, equipment, and processes. This position reports directly to the Superintendent of Public Utilities and will inform them of any operational concerns and capital project needs to keep the system in compliance with the Department of Environment, Great Lakes and Energy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand all facets of the drinking water operations, equipment, and distribution system to run the utility effectively in the day-to-day operations.
- Represents the Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Responsible for ensuring compliance with the Safe Drinking Water Act and the Department of Environment, Great Lakes and Energy. This includes managing various programs and conducting sampling events required by these programs and reports as necessary.
- Assist the Superintendent of Public Utilities with interviewing, training, and managing the successful performance of the drinking water operations staff.
- Supervise Public Utilities staff, specifically water staff
 - Work directly with staff in planning and coordinating special projects
 - Coordinate with staff to ensure equipment is functioning properly and preventative maintenance is performed as scheduled
 - Perform employee evaluations
 - Mentoring staff
- Covers the responsibilities of the Wastewater Supervisor in their absence.
- Collaborate with the Public Utilities Wastewater Supervisor in the management and operation of the entire system.
- Maintain operations and maintenance manuals and the maintenance database for the water distribution system.
- Ensure purchasing procedures for the drinking water system are followed.
- Maintain Asset Management Program.
- Responsible for Miss Dig operations.



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

REQUIRED SKILLS / ABILITIES:

- Leadership skills with continuous development in managing a team and making forward thinking decisions.
- Ability to maintain effective communication with other units of government, businesses, community groups, etc., as a representative of the Township, sometimes on a formal presentation basis.
- Skills in drafting, editing, and formatting correspondence and reports.
- Expertise in research, organization, and analysis.
- Proficiency in meeting deadlines.
- Ability to keep up with new technology and continuously learn about advancements in the field.

MINIMUM QUALIFICATIONS:

Education:	Minimum two (2) years college credit to include math, biology, and chemistry course with lab component
Experience:	Five (5) years' public utility experience required
Licenses:	• Michigan Municipal Water Distribution Operator Certification Level S-2 Michigan Municipal Wastewater Treatment Plant Operator Certification Level C and a • Possession of a valid, Michigan motor vehicle operator's license
Miscellaneous:	• Basic reading and writing skills, with knowledge of spelling, punctuation, and grammar • Collaboration and communication with other employees • Logic, intuition, analysis, research, organization, and judgment skills

SUPERVISORY RESPONSIBILITIES:

Yes

WORKING CONDITIONS:

This position is mainly an office position but the ability to work outside for extended periods of time may be required

PHYSICAL REQUIREMENTS:

- Ability to operate equipment and involved in the maintenance of the facility.
- Ability to lift and carry 50lbs.
- Ability and working knowledge of how to use hand tools.



TRAVEL REQUIREMENTS:

Minimal (Conferences and Training Seminars)

OTHER DUTIES:

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

Allendale Charter Township is an "at-will", equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance samples (e.g., blood, urine, and/or hair). We consider applicants for all positions without regard to race, color, creed, religion, genetic information, gender, gender identity, sexual orientation, national origin, veteran status, age, disability, marital status, height, weight, or any other legally protected status under local, state, or federal law.

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

APPLICANT:

Name (Print)

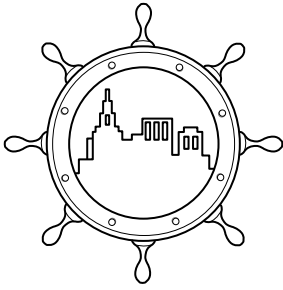
Signature

Date

For Office Use Only:

Received by: _____

Date: _____



Fresh Coast Planning

119 1/2 Washington Avenue, Studio B
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Kevin Yeomans
616-349-0223
kevin@freshcoastplanning.com

Alexis Gulker
616-773-4638
alexis@freshcoastplanning.com

Aaron Bigelow
616-919-2370
aaron@freshcoastplanning.com

Andrea Goodell
616-313-9333
andrea@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA
Date: September 16, 2026
Re: Dewpointe West Planned Unit Development – Major Amendment

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) application from DeYoung Developments, LLC to expand the existing Dewpointe West PUD by adding approximately 3.2 acres of land to accommodate four lots, located along 60th Avenue.

As you know, you recently adopted an amendment to Article 12 of the ACTZO to accommodate amendments to PUDs when a PUD is proposed for expansion through additional property and when the expansion has an element that is for the benefit of the public good. In those instances, the expansion may be exempted from any of the requirements and procedures of Article 12, as determined by the Allendale Charter Township Board of Trustees (ACTBT). As you further know, the Township has held discussions with the applicant to locate necessary utility infrastructure on the subject property as part of the PUD process. As a result, the applicant is seeking the proposed lots without further PUD elements pursuant to the newly adopted language.

The subject property is currently located within the Agricultural and Rural Zoning District.

Observations and Findings

Given the simplicity of the request and the benefit for the public good, we do not have any observations or findings to present.

Planning Commission Action

The Allendale Charter Township Planning Commission (ACTPC) reviewed the Final PUD Plan at their September 8, 2026, meeting and held the required public hearing. Said public hearing resulted in two public comments with particular concern regarding vehicular traffic as a result of the proposed lots. Please refer to the related meeting minutes for details of those comments, which are attached for your convenience.

Recommendation

The ACTPC provided a recommendation of adoption of the attached Zoning Map Amendment Ordinance to rezone the property to the PUD Zoning District as well as approval of the Final PUD Site Plan pursuant to the draft ACTBT Resolution, by a vote of 5-2. A copy of the resolution is also attached.

Board of Trustees Responsibilities

Review Procedure

Pursuant to Section 470-12.08E – Procedures, Step 5 Township Board Action and Public Hearing of the ACTZO, the ACTBT shall review the Final PUD Site Plan, the Zoning Map Amendment Ordinance, the related PUD site plan resolution, as well as the proceedings and recommendation of the Planning Commission. The ACTBT shall make its findings based on the

PUD standards for approval provided in Section 470-12.09 of the ACTZO. For your convenience, below is a copy of Section 470-12.08 as we provided it to the ACTPC.

Further below is a copy of Section 470-24.06 – Standards for Approval of the ACTZO as we provided it to the ACTPC, which provides for your standards of review when deliberating regarding a site plan application.

For both Section 470-12.09 and Section 470-24.06, while we would ordinarily provide our response to each in an effort to assist you with your review of the request, given the arrangement of the public utility system infrastructure and your expected approval for the same, we have excluded our response to each standard. While we have not provided our response to each standard, the TCTBT should nonetheless base their decision on these standards.

Planned Unit Development Standards for Approval

As you are aware, Section 470-12.09 – Standards for Approval of the Allendale Charter Township Zoning Ordinance (ACTZO) provides your standards of review when deliberating regarding a Planned Unit Development site plan application. In that regard, below is copy of said Standards for Approval as well as our response to each in italic font, in an effort to assist you with your review of the request.

Section 470-12.09 STANDARDS FOR APPROVAL

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

- A. The PUD complies with all qualifying conditions of this PUD ordinance.
- B. The uses to be conducted within the PUD are substantially consistent with the Allendale Charter Township Master Plan OR based on the design of the PUD and the conditions imposed, the proposed uses are appropriate for the proposed location and are not likely to affect the recommendations of the Master Plan for the larger area where the PUD is to be located.
- C. The PUD is compatible with surrounding uses of property and the natural environment.
- D. The PUD will not result in significant adverse effects upon nearby or adjacent lands, and will not significantly change the essential character of the surrounding area.
- E. The proposed development is consistent with the spirit of the PUD District, as described in this Article and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.
- F. The PUD preserves and maintains mature woodlands, fields, pastures, meadows and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.
- G. The individual lots, buildings, roadways, and open space areas within the PUD are designed to minimize the alteration of environmental site features.
- H. The PUD can be adequately served by public utilities such as police and fire protection or public or on-site community water or sanitary sewer.
- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to insure the protection of natural resources and

the health, safety and welfare of the users of the PUD and the occupants of the surrounding area.

Site Plan Review Standards

In addition to your PUD standards provided by Section 47-12.09 of the ACTZO, as you are aware, Section 470-24.06 – Standards for Approval of the ACTZO provides your standards of review when deliberating regarding a site plan application and while we would ordinarily provide our response to each in an effort to assist you with your review of the request, given the arrangement of the public utility system infrastructure and your expected approval for the same, we have excluded our response to each standard. While we have not provided our response to each standard, the ACTBT should nonetheless base their decision on these standards. As you are further aware, each standard is very lengthy and provides guidance and authority to the ACTBT. Rather than providing the entirety of each standard within this memorandum, we have only included the subtitle. If you require the entirety of any standard, please let us know and we will provide it to you.

Section 470-24.06 STANDARDS FOR APPROVAL

Prior to approving a site plan, the Planning Commission shall require that the following standards and requirements be satisfied. If these standards and all other requirements of applicable Township ordinances are met, the site plan shall be approved.

- A. General Access Requirements
- B. Environmental Considerations
- C. Sidewalks and Pedestrian Circulation
- D. Landscaping and Buffering
- E. Lighting
- F. Utility Service
- G. Outdoor Features
- H. Waste Disposal Facilities
- I. The location and dimensions of all existing and proposed structures on the subject property
- J. Building Appearance
- K. Site plans shall conform to all applicable requirements of County, State and Federal statutes and approval may be conditioned on the applicant receiving necessary County, State and Federal permits before final site plan or an occupancy permit is granted
- L. Traffic Impact Study

Rezoning Evaluation Factors

In accordance with Section 470-29.01D – Rezoning Evaluation Factors of the ACTZO, the ACTBT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section without our

comments to each standard given our aforementioned expectation of adoption. Nonetheless, the ACTBT should base their decision on these factors.

Section 470-29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.
2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.
3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):
 - a. The existing transportation network.
 - b. Utilities.
 - c. The environment.
 - d. Other public improvements.
 - e. Relevant governmental agencies.

Board of Trustees Actions and Considerations

Public Hearing & First Reading

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the requested PUD Zoning District. A public hearing, along with a first reading of the request, has been scheduled for your October 12, 2026, meeting.

Second Reading & Conditions of Approval

As a part of this process, the ACTBT can impose reasonable conditions upon its approval of a PUD pursuant to Section 470-12.08E3 of the ACTZO. A copy of said section is below for your convenience. The ACTBT final approval does not occur until after public hearing and the second reading, and a vote of the membership is held.

Section 470-12.08E3

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

In the instance approval is favorable, the ACTBT shall hold its second reading and adoption of the proposed PUD Zoning District and approval of the Final PUD Site Plan. Following both readings, publication and posting of the Zoning Map Amendment Ordinance authorizing the PUD Zoning District is required.

Resolution & Zoning Map Amendment Ordinance

As aforementioned, the draft resolution of the ACTBT and the Zoning Map Amendment Ordinance are attached for your review and consideration of adoption. These cannot be adopted until after your second reading.

Considerations

As the ACTBT deliberates regarding the proposed development, we offer the following for your consideration. They are listed in no particular order.

- Public comment
- The content of the draft Resolution
- PUD Standards provided in Section 470-12.09
- Site Plan Review Standards provided in Section 470-24.06
- Rezoning Evaluation Factors in Section 470-29.01D

As aforementioned, the application has been scheduled for a public hearing and first reading at your October 12, 2026, meeting. Following said meeting, a second reading at a subsequent meeting must occur to complete the rezoning and approval of the overall PUD.

If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. 2026-13

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP ZONING ORDINANCE, CHAPTER 470 OF THE CODE OF ORDINANCES, BY ZONING CERTAIN LAND TO INCLUDE THE PUD PLANNED UNIT DEVELOPMENT DISTRICT, TO PROVIDE FOR SEVERABILITY, TO PROVIDE FOR REPEAL AND, TO ESTABLISH AN EFFECTIVE DATE.

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

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in Chapter 470 of the Code of Ordinances for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be zoned to include the Planned Unit Development District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and is described as follows:

Part of the Northwest 1/4 of Section 23, Town 7 North, Range 14 West, Allendale Township, Ottawa County, Michigan, described as: Beginning at the North 1/4 corner of said Section; thence S00°00'00"E 389.51 feet along the North-South 1/4 line of said Section; thence N89°20'10"W 356.81 feet; thence N00°00'00"W 389.51 feet along the West line of the East 357 feet of the of the Northeast 1/4 of the Northwest 1/4 of said Section; thence S89°20'10"E 356.81 feet along the North line of said Section to the Point of Beginning. Contains 3.19 acres. Subject to easements, restrictions and rights-of-way of record. Also subject to highway right-of-way for 60th Avenue over the most Easterly 33.00 feet thereof. 70-09-23-100-066 PT

Section 2. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. Effective Date. This amendment to Chapter 470 of the Code of Ordinances of Allendale Charter Township was approved and adopted by the Township Board of Allendale

Charter Township, Ottawa County, Michigan on _____, 2026, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2026, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2026, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas
Township Supervisor

Jody Hansen
Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Zoning Map Amendment Ordinance 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 Board _____

_____ voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the Ordinance was published in the _____ on _____, 2026.

Jody Hansen, Clerk
Allendale Charter Township

CHARTER TOWNSHIP OF ALLENDALE
COUNTY OF OTTAWA
STATE OF MICHIGAN

RESOLUTION # _____

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

PRESENT: _____

ABSENT: _____

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

WHEREAS, DeYoung Developments, LLC (the "Applicant"), a Michigan limited liability company, whose address is PO Box 155, Hudsonville, Michigan, 49426, applied to Allendale Charter Township (the "Township") for Planned Unit Development approval pursuant to Article 12 of the Allendale Charter Township Zoning Ordinance (the "Zoning Ordinance") to establish four (4) single-family residential lots, sidewalk, street trees, street lights, and the like, as shown in the site plan submission titled Dewpointe West PUD Amendment, prepared by Nederveld, Incorporated, dated 04/6/26 (the "Development"), which includes;

1. A one (1) page project narrative entitled, "Dewpointe West PUD Amendment;"
2. Illustrative Site Plan – PUD Amendment dated March 19, 2026;
3. Dewpointe West PUD Amendment plan set, prepared by Nederveld, Project No.

25202024, dated 04/6/26, including:

a. Existing Site Conditions Plan, Sheet C-201;

b. Site Layout Plans, Sheet C-205; and

WHEREAS, before providing a recommendation to approve the Development, it is necessary that the Planning Commission hold a public hearing on the proposed Final Planned Unit Development Site Plan and the Site Condominium, and give notice as required by Michigan Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan and Site Condominium having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on September 8, 2026; and

WHEREAS, the Township Planning Commission found that the Development complies with the objectives of Section 470-12.01 of Chapter 470 of the Code of Ordinances, the standards of Section 470-12.09 of Chapter 470 of the Code of Ordinances, and the standards of Section 470-24.06 of Chapter 470 of the Code of Ordinances and;

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

WHEREAS, proper notice of the public hearing on the Final Planned Unit Development Site Plan and Site Condominium having been given as is required by Michigan Act 110 of 2006, as amended, as is evidenced by the Affidavits of Publication and Mailing on file in the office of the Township Clerk and the public hearing having been held on _____, 2026; and

WHEREAS, pursuant to Article 12 and Section 470-3.14 of Chapter 470 of the Code of

Ordinances, the Township Board of Trustees desires to approve the Development.

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

1. All required State and local agency permits are obtained prior to construction of the Development.
2. [INSERT CONDITION]
3. [INSERT CONDITION]
4. These conditions shall be binding on the Applicant and all successor owners or parties in interest in the Development, or any portion of the Development.
5. Any violation of these conditions shall constitute a violation of Chapter 470 of the Code of Ordinances, in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Development.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED _____.

Jody Hansen, Clerk
Allendale Charter Township
Board of Trustees

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 8, 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, Tom Zuniga, Todd Bronson, Ray Nadda, Rick Westerling, Bruce Zeinstra, Joe Jacquot
Absent: None
Staff and Guests Present: Greg Ransford, Meegan Zickus, Mike Rodibaugh, Jim & Chris Scott, Larry & Sally Kravat, Randy Dyke and Rick Pulaski with Nederveld
Communications and Correspondence: Letter from Mike Knoper
 3. Motion to adjust the agenda and remove the Special Use Application (Part C. of New Business) as Great Lakes Excavating Service is not in attendance. Motion by Mark Adams, Seconded by Bruce Zeinstra, **Approved 7-0**
 4. Motion to Approve July 6, 2026 Planning Commission minutes with the typo corrections by Ray Nadda, Seconded by Joe Jacquot, **Approved 7-0**
 5. Public Comments for *non-public hearing item*:
 - A. Meegan Zickus – 78th Ave – Running for House of Representatives in 89th District; Three C's campaign Cost, Care, and Class
 6. Public Hearings:
 - A. Dewpointe West Tentative Preliminary Plat Phase 5 – Seeking 58 Single Family residential lots
 - i. Rick Pulaski with Nederveld, engineer for Dewpointe West, presenting the Preliminary Plat on behalf of Ed DeYoung
 - ii. The underlying PUD has been approved for years; All roads will be public roads; the Ottawa County Road Commission has reviewed and approved cul-de-sac and intersections; Ottawa County Water Resources Commissioner has approved all stormwater and drains
 - iii. Greg Ransford provided a summary of next steps for the Planning Commission
- COMMENT:
1. Chris Scott – 60th Ave – clarification on the location of Dewpointe West regarding 60th Ave; clarification on the location of four additional lots on 60th Ave; the four additional lots zoning agricultural vs PUD residential
 2. Larry Kravat – 60th Ave – Where is phase 5 located? Water mitigation for future phases of the Dewpointe West is a concern
 3. Randy Dyke – 60th Ave – Experiencing drainage issues every spring and fall without the additional homes from Dewpointe West, requesting storm drain or water mitigation system
 4. Mike Rodibaugh – 64th Ave – Where is the green space to the north of Dewpointe West? Is there a definitive line that could be upheld? The pond to the northwest is a concern. Some

day it might let loose and our home and others downstream along Traders Creek will be flooded. Who oversees that retention pond and ensuring that it does not cause a flood?

5. Rick Pulaski – clarified the locations of the PUD and additional four lots; Storm sewer will be in place for Phase 5 and the four additional lots; Rain run-off will be capture and directed into the Storm sewer system; Ottawa County Water Resources Commissioner is responsible for the maintenance of the northeastern drainage pond; Slightly more green space on the plans for Phase 5 than what was previously approved for Phase 4

- iv. Motion to Recommend the Approval of Dewpointe West Tentative Preliminary Plat Phase 5 and its related site plan as presented by the Dewpointe West Phase 5 report to the Planning Commission of Allendale Charter Township by Todd Bronson, Seconded by Rick Westerling, **Approved 7-0**

B. Dewpointe West Planned Unit Development Major Amendment (Expansion) – Seeking to add 3.2 acres to the existing PUD for four lots

- i. Rick Pulaski with Nederveld elaborated on the location of the four lots; Allendale Charter Township approached Mr. DeYoung about placing a pressure-reducing valve system on the southeast-most corner of the four parcels, which will be part of the new water main system; Ottawa County Road Commission has been consulted and has required shared driveways onto 60th Ave; Public Water and Sewer will eventually be run to those four lots
- ii. Greg Ransford provided a summary of next steps for the Planning Commission

COMMENT:

1. Mike Rodibaugh – 64th Ave – sightline issues will be an issue pulling onto 60th
2. Jim Scott – 60th Ave – there are no shoulders on 60th Ave, there's a line-of-sight problem when cyclists, walkers, electric scooters and ATVs travel this road; the frequency of 18-wheelers travelling this route is concerning: Speed Limit is 55mph and the number of accidents is a concern for public safety.
3. Rick Pulaski – spoke to the location of low spot on 60th Ave previously mentioned; The shared drives will be on the rising side of the profile;
- iii. Motion to Recommend the Approval of Dewpointe West Planned Unit Development Major Amendment site plan as presented by way of content of draft resolution by Joe Jacquot, Seconded by Bruce Zeinstra, Opposed by Todd Bronson and Ray Nadda, **Approved 5-2**

7. Site Plan Review: None

8. New Business:

A. Emerald Springs Planned Unit Development – Major vs Minor determination

- i. Was previously approved for 99 lots and has since increased the lot size therefore decreasing the number of lots.
- ii. The Planning Commission has determined this to be a Minor adjustment

B. Zoning Map Amendment Application (Bruce has left the Chamber)

- i. Gary Zeinstra – 8783 Lake Michigan Drive – seeking to rezone from the AG Agricultural and Rural Zoning District to the C-3 Commercial Zoning District
- ii. Was zoned commercial in 1989 when his father owned it, but it had changed to AG

- iii. There may be issues with trying to insure the home on/near their commercial lots
- iv. The Planning Commission has no issues with changing the zoning classification to C-3, and it moves forward to a future-date Public Hearing
- v. Bruce has returned to the Chamber

9. Old Business: None

10. Public Comment: None

11. Township Board Reports: Township hired a new Head Assessor, Ashley Larrison; Looking to hire a Field Appraiser; Sept 19 M45 Fest

12. Commissioner and Staff Comments: Strip Mall Maintenance between the veterinary and the Gas Station is in decline. Complaint was filed about grass trimming and cigarette butts everywhere.

13. Adjourn: 8:23 PM

Next meeting September 21, 2026 at 7:00 p.m.

Minutes respectfully submitted by Katie Glynn



Resolution 2026-16
DESIGNATION OF NEWSPAPER FOR LEGAL NOTICES

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 October 12, 2026.

Present:

Absent:

The following resolution was offered:

WHEREAS, Michigan law requires certain Township notices and official matters to be published in a newspaper, and MCL 691.1051 defines a newspaper for such purposes as a qualifying print publication; and

WHEREAS, the Allendale Charter Township Board has historically designated the Grand Rapids Press, published by MLive Media Group, for the publication of legal notices; and

WHEREAS, MLive Media Group has announced that the Grand Rapids Press will transition to an entirely digital format effective December 1, 2026, and will no longer be published in print; and

WHEREAS, the Township Board desires to ensure continued compliance with applicable statutory publication requirements and has determined that the Grand Haven Tribune, a qualifying print publication, is available to serve as the Township's newspaper for required legal notices.

NOW, THEREFORE, BE IT RESOLVED, that the Allendale Charter Township Board hereby designates the Grand Haven Tribune as the newspaper for publication of legal notices, ordinances, proceedings, and other official notices for which publication in a newspaper is required by Michigan law, effective December 1, 2026.

BE IT FURTHER RESOLVED, that the Township Clerk, or their designee is authorized and directed to take the necessary actions to implement this designation and ensure compliance with applicable statutory publication requirements.

YEAS:

NAYS: ABSENT:

Resolution declared adopted on October 12, 2026.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor



PYROTECNICO FIREWORKS INC.

This Fireworks Display Agreement ("Agreement") entered into this on 10/05/2026 by and between PYROTECNICO FIREWORKS, INC. ("Pyrotecnico") and Allendale Charter Township (CUSTOMER).

Pyrotecnico, for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER Fireworks Display(s) and related services ("Fireworks Display"), including the services of Pyrotecnico's on-site representative to take charge of and perform the Fireworks Display under the supervision and direction of the CUSTOMER. The Firework Display to be given on 07/03/2027 (the "Display Date"), weather permitting.

The offer contained in this Agreement is only valid if it is signed and returned to Pyrotecnico by 12/01/2026 ("Expiration Date"). Pricing and availability are only guaranteed as long as Pyrotecnico receives the signed Agreement by the Expiration Date. Customer agrees to pay Pyrotecnico the sum of \$23,000.00 (the "Contract Price"). Pyrotecnico will invoice CUSTOMER a deposit of \$11,500.00 due 04/03/2027 and the final balance shall be due Net 10 from the Display Date. A service fee of 1 1/2% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotecnico for any amount due under this Agreement. The Contract Price is based on the regulations and laws in effect at the time of execution of this Agreement. If any change in law (including, but not limited to, new or increased tariffs, duties, taxes, import restrictions, or other governmental regulations) materially increases the cost of the Fireworks Display, Pyrotecnico shall have the right to adjust the Contract Price to reflect such increased costs. Pyrotecnico shall provide CUSTOMER with written notice of any such adjustment, including reasonable documentation supporting the increased costs. CUSTOMER shall have five (5) days from receipt of such notice to accept the revised Contract Price. If CUSTOMER does not accept the revised Contract Price within this period, Pyrotecnico may, at its sole discretion, suspend performance of the Fireworks Display until the parties negotiate, in good faith, reasonable adjustments to the Contract Price or or revise the Fireworks Display to account for the increased costs. Nothing in this provision shall obligate Pyrotecnico to absorb any increased costs resulting from changes in law, tariffs, or other governmental actions beyond its control.

Pyrotecnico and CUSTOMER agree that should inclement weather prevent the performance of the Fireworks Display on the Display Date, the parties shall agree to a mutually convenient alternate date, within three (3) months of the Display Date. If the show is rescheduled prior to Pyrotecnico's truck leaving the facility, CUSTOMER shall remit to Pyrotecnico an additional \$3,450.00 for additional expenses in presenting the Fireworks Display on an alternate date. If the show is rescheduled after Pyrotecnico's truck leaves the facility, CUSTOMER shall remit to Pyrotecnico an additional \$9,200.00 for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Pyrotecnico. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, Pyrotecnico shall be entitled to \$11,500.00. Pyrotecnico agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in the Contract Price.

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of 400 FEET at all points from the discharge area, as reflected in the attached site plan, and that this discharge area shall not have any unauthorized personnel or vehicles; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate personnel protection to prevent spectators from entering display area; (e) Directly secure, confirm, and pay for 24-hour security of the set-up and discharge areas at the Display Site, if required, beginning upon the arrival of Pyrotecnico's fireworks product through the completion of the Fireworks Display; (f) Search of the fallout area at first light following a nighttime display; and (g) Provide credit as "Fireworks by Pyrotecnico" in all advertising and marketing materials.

Pyrotecnico will maintain general liability, property damage, transportation and workers compensation insurance. All those entities/individuals who are listed on the certificate of insurance, provided by Pyrotecnico, will be deemed to be an additional insured on such policy. This insurance coverage specifically does not include coverage for any independent acts of negligence of any additional insured.

CUSTOMER shall indemnify, defend and hold harmless Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable attorneys' fees) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the negligence or willful misconduct of CUSTOMER or its employees, agents, contractors or representatives, (b) the failure of CUSTOMER to comply with its obligations under this Agreement, or (c) any claims or actions arising out of Pyrotecnico's use of the show site. This Agreement contains the entire agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated in writing, executed by the Party against which enforcement is asserted. The parties hereto do mutually and severally guarantee terms, conditions, and obligations under this Agreement to be binding upon the parties, themselves, their successors and assigns.

SIGNATURES TO FOLLOW ON NEXT PAGE

PYROTECNICO :

CUSTOMER:

By (sign): _____

Name: _____

Title: _____

Date: _____

Address: 299 Willson Road

New Castle PA 16101

Phone: (724) 652-9555

By (sign)_: _____

Name: _____

Title: _____

Date: _____

Address: _____

Phone: _____

Email: : _____



Pyrotecnico
299 Wilson Road
NEW CASTLE, PA
16100 854-4705

270703 ALLENDALE CHARTER TOWNSHIP

Allendale Public Schools
10455 Timberline Dr
Allendale, Michigan 49401

Site Plan Created: 10-02-2026 2:46 PM | By: MF

SAFETY DISCLAIMER

All site conditions, distances, measurements, and fallout radius calculations shown in this diagram are for planning purposes only and shall be verified by qualified personnel prior to implementation. The ultimate responsibility for safety compliance rests with onsite pyrotechnicians and the authority having jurisdiction (AHJ). All measurements and safety distances must be confirmed on-site by qualified professionals familiar with applicable local, state, and federal regulations, including but not limited to NFPA standards. This diagram does not constitute a safety inspection or guarantee of regulatory compliance.



Since 1911

Ottawa County Road Commission

14110 Lakeshore Drive
Grand Haven, Michigan 49417
(616) 842-5400
info@ottawacorc.com

MEMORANDUM

To: Adam Elenbaas, Allendale Township Supervisor

From: Pat Staskiewicz, Public Utilities Director

Date: 10-2-26

Re: Allendale Township Bond Issue

As directed by the Township, we have been working on the financing documents required for the proposed bond sale with Ottawa County to fund water and sewer improvements along Pierce Street.

The next step is for the Township to consider a resolution that approves the bond contract with Ottawa County. I have attached a copy of the resolution along with a copy of the 2027 Improvements Contract. After the resolution is approved by Allendale Township, a notice needs to be published in the paper. The publishing date is the start of the 45-day referendum period, so the notice should be published as soon as possible after board approval. After the referendum period has expired, the Ottawa County Board of Commissioners will approve the 2027 Improvements Contract, as will the Ottawa County Board of Road Commissioners. When all approvals are obtained, we will circulate the 2027 Improvements Contract for signatures.

Attached is a draft schedule for the bond issue. We are also providing financing for Georgetown Township, so you will notice their schedule is in alignment with Georgetown's schedule. The benefit to both townships will be that the cost of obtaining a credit rating for this bond issue can be shared, as the same rating can be used for both bond issues.

I am available to assist you in presenting this information to your Township Board. Please let me know if you have any questions.

Resolution 2026-__

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held on October 12, 2026.

PRESENT: _____

ABSENT: _____

The Clerk presented to the Township Board a form of contract dated as of January 1, 2027, between the County of Ottawa, acting through its Board of County Road Commissioners, as County Agency (hereinafter referred to as the "County"), and the Charter Township of Allendale (hereinafter referred to as the "Township") relative to the acquisition, construction and financing of water supply and sewage disposal systems extensions and improvements, including, without limitation, extensions of the water system, sewer collection system and stormwater system along and intersecting with Pierce Street within the Township, as well as all work, related street paving, equipment and appurtenances necessary or incidental to such improvements, to serve the Township (the "Project") and a form of notice.

After discussion of the contract and the notice, the following resolution was offered by _____ and seconded by _____:

BE IT RESOLVED:

1. The Township Board hereby approves the Ottawa County Allendale Charter Township 2027 Water Supply and Sewage Disposal Systems Improvements Contract to be dated as of January 1, 2027, between the County and the Township, in respect to the acquisition,

construction and financing of the Project, which contract provides, among other things, (i) that the County will issue its bonds (the "County Bonds") to defray the cost of the Project not being paid from other sources in anticipation of payments to be made by the Township which payments will be sufficient to pay the principal of and interest on the County Bonds, and (ii) that for the making of all such payments the Township will pledge its full faith and credit. Taxes levied by the Township will be subject to constitutional and statutory tax limitations.

2. The Supervisor and the Clerk are authorized and directed to execute and deliver the contract for and on behalf of the Township (in such number of counterparts as may be desirable); *provided*, however, that the contract shall not become effective until the expiration of 45 days after publication of the notice presented to this Board at this meeting, if within such 45-day period a petition requesting a referendum upon contract, signed by at least 10% or 15,000, whichever is the lesser, of the registered electors residing in the Township, shall have been filed with the Clerk, then the contract shall not become effective until approved by a majority vote of the qualified electors of the Township voting thereon at a general or special election.

3. The Clerk is authorized and directed to publish the notice presented on this date in the *Grand Haven Tribune* so as to be prominently displayed therein. This Board finds and declares that such newspaper is a qualified newspaper of general circulation in the Township and that the notice contains information which is sufficient to inform adequately all interested persons as to the nature and extent of the obligations of the Township under the contract and as to the right to petition for a referendum thereon and the consequences of failure to exercise such right. A copy of the notice shall be attached to the minutes of this meeting.

4. A copy of the contract presented on this date and herein approved and authorized to be executed and delivered shall be attached to the minutes of this meeting and made a part

thereof and shall be placed on file with the Clerk and made available for examination by any interested person during normal business hours.

5. The Clerk is authorized to approve the circulation of a preliminary and final official statement for the County Bonds, if necessary, to cause the preparation of those portions of the preliminary and final official statement that pertain to the Township, and to do all other things necessary for compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule"). The Supervisor and the Clerk are each authorized to execute and deliver such certificates and to do all other things that are necessary to effectuate the sale and delivery of the County Bonds.

6. The Clerk is authorized to execute a certificate of the Township, if necessary, constituting an undertaking to provide ongoing disclosure about the Township for the benefit of the holders of the County Bonds as required under paragraph (b)(5) of the Rule, and amendments to such certificate from time to time in accordance with the terms of the certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The Township covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

7. All resolutions and parts of resolutions, insofar as they are in conflict with the provisions of this resolution, are hereby rescinded

YEAS: _____
NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan at a regular meeting duly called and held on October 12, 2026, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the open meetings act.

Clerk
Charter Township of Allendale

COUNTY OF OTTAWA
ALLENDALE CHARTER TOWNSHIP
2027 WATER SUPPLY AND SEWAGE DISPOSAL
SYSTEMS EXTENSIONS AND IMPROVEMENTS CONTRACT

THIS CONTRACT, made as of December 1, 2027, by and between the COUNTY OF OTTAWA, a Michigan county corporation (hereinafter called the "County") by and through its Board of County Road Commissioners, and the CHARTER TOWNSHIP OF ALLENDALE, a charter township located in the County (hereinafter called the "Township");

W I T N E S S E T H:

WHEREAS, the Board of Commissioners of the County of Ottawa heretofore has established the Ottawa County Water Supply and Sewage Disposal System to provide water supply and sewage disposal services to areas in the County pursuant to Act 342, Public Acts of Michigan, 1939, as amended (hereinafter sometimes referred to as "Act 342"), all as appears from the resolution adopted by said Board of Commissioners on January 9, 1961; and

WHEREAS, the Board of County Road Commissioners (hereinafter sometimes referred to as the "County Agency") has been designated by the County Board of Commissioners as the agency of the County in connection with the establishment, maintenance and operation of water supply and sewage disposal systems within the County; and

WHEREAS, it is necessary for the public health to acquire and construct water supply and sewage disposal systems extensions and improvements to serve the Township; and

WHEREAS, by the terms of Act 342, the County and the Township are authorized to enter into a contract for the acquisition, construction and financing of the aforementioned extensions and improvements and for the payment of the cost thereof by the Township, with

interest, over a period of not exceeding forty (40) years, and the County is then authorized, pursuant to appropriate action of its Board of Commissioners, to issue its bonds to provide the funds therefor, secured primarily by the full faith and credit contractual obligation of the Township and, if the bond resolution so provides, secured secondarily by the full faith and credit of the County; and

WHEREAS, the Township and the County have agreed to utilize the provisions of Act 342 to acquire the water supply and sewage disposal systems extensions and improvements necessary for the public health and welfare of the residents of the County within the Township; and

WHEREAS, plans and estimates of the cost and the period of usefulness of the extensions and improvements to be acquired and constructed have been prepared by Prein & Newhof, the consulting engineers; and

WHEREAS, in order to issue such bonds, it is necessary that the County and the Township enter into this contract.

NOW, THEREFORE, in consideration of the premises and the covenants of each other, the parties hereto agree as follows:

1. The County and the Township hereby approve and agree to the acquisition, construction and financing of water supply and sewage disposal systems extensions and improvements to serve the Township under and pursuant to Act 342 and approve the designation of "Allendale Charter Township 2027 Water Supply and Sewage Disposal Systems Extensions and Improvements" as the name of the project. The Allendale Charter Township 2027 Water Supply and Sewage Disposal Systems Extensions and Improvements are hereinafter sometimes referred to as the "Project." The Township, by way of compliance with Section 29, Article VII,

Michigan Constitution of 1963, consents and agrees to the establishment and location of the Project and any extension, improvement or enlargement thereof within its corporate boundaries and to the use by the County of its streets, highways, alleys, lands, rights-of-way or other public places for the purpose and facilities of the Project and any improvement, enlargement or extension thereof, and the Township further agrees that, in order to evidence and effectuate the foregoing agreement and consent, it will execute and deliver to the County such grants of easement, right-of-way, license, permit or consent as may be requested by the County.

2. The Project shall consist of the water supply and sewage disposal systems extensions and improvements described and specified on Exhibit A, which is hereunto attached and which is made a part hereof, and as are more particularly set forth in the plans prepared by the consulting engineers, which plans are on file with the County Agency. The Project shall be acquired and constructed substantially in accordance with the said plans and in accordance with final plans and specifications to be prepared and submitted by the consulting engineers, but variations therefrom that do not materially change the location, capacity or overall design of the Project and that do not require an increase in the total estimated cost of the Project may be permitted on the authority of the Township. Other variations or changes may be made if approved by the County Agency and by resolution of the governing body of the Township and if provisions required by paragraph 5 hereof are made for payment or financing of any resulting increase in the total estimated cost. The estimate of cost of the Project and the estimate of period of usefulness thereof as set forth on Exhibit B are approved and adopted.

3. The County Agency shall take or cause to be taken all actions required or necessary, in accordance with Act 342, to procure the issuance and sale of bonds by the County, in one or more series (the "Bonds"), in whatever aggregate principal amount is necessary to be so financed to defray that portion of the cost of the Project not paid from other sources (the "municipal cost"). The Bonds shall be issued in anticipation of and be payable from the

payments to be made by the Township to the County as provided in this contract, and the Bonds shall be payable in annual maturities the last of which shall be not more than forty years from the date thereof.

4. The County Agency shall proceed to take construction bids for the Project and, subject to the sale and delivery of the Bonds, enter into construction contracts with the lowest responsible bidder or bidders, procure from the contractors all necessary and proper bonds, cause the Project to be constructed within a reasonable time and do all other things required by this contract and the laws of the State of Michigan. All certificates for required payments to contractors shall be approved by the consulting engineers before presentation to the County Agency and the latter shall be entitled to rely on such approval in making payment. Acquisition of the Project shall be deemed to include reimbursement of the Township for funds which have been expended by the Township in connection with the acquisition and construction of the Project.

5. In the event that it shall become necessary to increase the estimated municipal cost of the Project for any reason, or if the actual municipal cost of the Project shall exceed the estimated municipal cost, whether as the result of variations or changes made in the approved plans or otherwise, then the County Agency shall not be obligated to pay such increased or excess municipal costs unless the governing body of the Township shall have adopted a resolution approving such increase or excess and agreeing that the same (or such part thereof as is not available from other sources) shall be defrayed by the issuance of increased or additional Bonds in anticipation of increased or additional payments agreed to be made by the Township to the County in the manner hereinafter provided; provided, however, that the adoption of such resolution by the governing body of the Township shall not be required prior to or as a condition precedent to the issuance of additional Bonds by the County, if the County has previously issued or contracted to sell Bonds to pay all or part of the municipal cost of the Project, and the issuance

of the additional Bonds is necessary (as determined by the County) to pay such increased, additional or excess costs as are essential to completion of the Project according to the plans as last approved prior to the time when the previous Bonds were issued or contracted to be sold.

6. The Township shall pay to the County the entire municipal cost of the Project. All or part of the municipal cost of the Project will be defrayed by the issuance of the Bonds as provided in paragraphs 3 and 5 hereof. The Township covenants and agrees to pay the principal of and interest on the Bonds and all paying agency and transfer fees and other expenses and charges (including the County Agency's administrative expenses) that are payable on account of the Bonds (such fees, expenses and charges being herein called "bond service charges"). Such payments shall be made to the County in annual installments that shall be due and payable at least thirty days prior to the day of the month specified in the Bonds as the annual principal maturity date thereof. Such annual installments shall be so paid in each year if any principal or noncapitalized interest on the Bonds falls due during the twelve-month period beginning on such principal maturity date in said year, and the aggregate amount of the installments so due and payable shall be at least sufficient to pay all principal and interest thus falling due and all bond service charges then due and payable. The County Agency, within thirty days after delivery of the Bonds to the purchaser, shall furnish the treasurer of the Township with a schedule of the principal of and interest on the Bonds, and the County Agency also, at least thirty days before each payment is due to be made by the Township, shall advise the treasurer of the amount payable to the County on such date. If the Township fails to make any payment to the County when due, the same shall be subject to a penalty of 1% thereof for each month or fraction thereof that such amount remains unpaid after due. Failure of the County Agency to furnish the schedule or give the notice as above required shall not excuse the Township from the obligation to make payment when due. Payments shall be made by the Township when due whether or not the Project has then been completed or placed in operation. The foregoing obligations shall apply to all Bonds issued by the County to defray the municipal cost of the Project.

7. If the Township shall pay the municipal cost of the Project, or any portion thereof, prior to the issuance of the Bonds, the obligations of the Township shall be adjusted accordingly. The Township may pay in advance of maturity all or any part of an annual installment due the County on the Bonds by surrendering to the County Bonds issued hereunder of a like principal amount maturing in the same calendar year.

8. The proceeds of sale of the Bonds shall be used solely and only to pay the municipal cost of the Project, and after completion thereof and payment of all costs in connection therewith, any surplus remaining from the sale of the Bonds shall be (1) used to purchase the Bonds on the open market or (2) retained by the County Agency as a reserve for the payment of the Bond principal and interest maturities next falling due, and in such event the contract obligation of the Township in respect to the Bonds or such maturities shall be reduced by the principal amount of Bonds so purchased or of said reserve, said reduction, in case of the purchase of Bonds, to be applied as to year in accordance with the year of the maturity of the Bonds so purchased. Any Bonds so purchased shall be canceled. In the alternative, such surplus may be used, on request of the Township and approval by the County Agency, to provide additional water supply or sewage disposal facilities in the Township.

9. The Township, pursuant to the authorization of Section 5a of Act 342, hereby pledges its full faith and credit for the prompt and timely payment of its obligations expressed in this contract and each year shall levy a tax in an amount that, taking into consideration estimated delinquencies in tax collections, will be sufficient to pay its obligations under this contract becoming due before the time of the following year's tax collections; Provided, however, that the annual tax levy may be reduced by the amount of special assessment installments, principal and interest, and water supply and sewage disposal systems revenues reasonably anticipated to be collected and available for the payment of such obligations and by the amount of cash or other funds that the Township has on hand (or to its credit in the hands of the County) and available

for the payment of such obligations. The governing body of the Township each year, at least 90 days prior to the final date provided by law or charter for the making of the annual tax levy, shall submit to the County Agency a written statement setting forth the amount of its obligations to the County that become due and payable under this contract prior to the time of the next following year's tax collections, the amount of the funds that the Township has or will have on hand (or to its credit in the hands of the County) that are or will be available for payment of its obligations to the County and the amount of the taxes next proposed to be levied for the purpose of raising money to meet the obligations. The County Agency shall review such statement promptly and, if it finds that the proposed tax levy is insufficient after taking into account such other available funds, it shall so notify the governing body, and the Township covenants and agrees that it will increase its levy to such extent as may be required by the County Agency. Taxes levied by the Township for the payment of its obligations to the County pursuant to this contract shall be subject to applicable charter, statutory and constitutional tax limitations.

10. In the event that the Township shall fail for any reason to pay to the County Agency at the times herein specified the amounts herein required to be paid, the state treasurer or other official charged with the disbursement of unrestricted state funds returnable to the Township pursuant to the Michigan constitution hereby is authorized to withhold sufficient funds to make up any default or deficiency in funds. In addition to the foregoing, the County shall have all other rights and remedies provided by law to enforce the obligations of the Township to make payments in the manner and at the times required by this contract. It is specifically recognized by the Township that the payments required to be made by it pursuant to the terms of this contract are to be pledged for the payment of the principal of and interest on the Bonds, and the Township covenants and agrees that it will make its required payments to the County promptly and at the times herein specified, without regard as to whether the Project herein contemplated is actually completed or placed in operation; provided, only that nothing herein

contained shall limit the obligation of the County to perform in accordance with the covenants contained herein.

11. No change in the jurisdiction over territory in the Township shall in any manner impair the obligations of this contract. In the event all or any part of the territory of the Township is incorporated as a new municipality or is annexed to or becomes a part of the territory of another municipality, the municipality into which such territory is incorporated or to which such territory is annexed, shall assume the proper proportionate share of the contractual obligations and right to have water supply and sewage disposal service from the project for the territory that is taken, based upon a division determined by the County Agency that shall make such determination after taking into consideration all factors necessary to make the division equitable, and in addition, prior to such determination, shall receive a written recommendation as to proper division from a committee composed of one representative designated by the governing body of the Township from which the territory is taken, one designated by the governing body of the new municipality or the municipality annexing such territory, and one independent registered engineer appointed by the County Agency. The Township and the municipality shall appoint their representatives within fifteen (15) days after being notified to do so by the County Agency and within a like time the County Agency shall appoint the engineer third member. If either the Township or the municipality shall fail to appoint its representative within the time above provided, the County Agency may proceed without the recommendation. If the committee shall not make its recommendation within forty-five (45) days after its appointment or within any extension thereof by the County Agency, the County Agency may proceed without a recommendation of the committee.

12. The County shall not be obligated to acquire or construct any facilities other than those described in paragraph 2 hereof. The responsibility for providing any additional facilities as may be needed shall be that of the Township which shall have the right to cause to be

constructed and maintained, either directly or through the County, such necessary additional facilities.

13. After completion, the operation and maintenance of the Project shall be in accordance with applicable agreements pertaining to the operation and maintenance of water supply and sewage disposal facilities in the Township. The parties agree that all premises located within the service area of the Project will be served on an equal and ratable basis and no preference shall be given to one portion of the service area over any other portion of the service area. The parties agree that the Project will be operated in a manner which will assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

14. The parties hereto agree that the costs and expenses of any lawsuits arising directly or indirectly out of this contract or the construction or financing of the Project, to the extent that such costs and expenses are chargeable against the County or the County Agency, shall be deemed to constitute a part of the cost of the Project and shall be paid by the Township in the same manner as herein provided with respect to other costs of the Project. In the event of such litigation, the County Agency shall consult with the Township and shall retain legal counsel agreeable to the County and the Township to represent the County; provided that if the County and the Township cannot agree as to such representation within a reasonable time, the County Agency shall exercise its discretion as to the retention of such counsel. This paragraph 14 shall not apply to a lawsuit instituted by the Township to enforce its rights under this contract.

15. If the Bonds are not sold to finance the acquisition and construction of the Project within three years from the date of this contract through no fault of the County or if the Project is abandoned for any reason, the Township shall pay all engineering, legal and other costs and expenses incurred by the County Agency in connection with the Project and the Township shall

be entitled to all plans, specifications and other engineering data and materials. The provisions of this Section 15 may be waived or extended, either before or after the expiration of the three year period, by resolutions of the governing body of the Township and the Board of Commissioners of the County.

16. All powers, duties and functions vested by this contract in the County shall be exercised and performed by the County Agency, for and on behalf of the County, unless otherwise provided by law or in this contract. The County Agency, prior to the submission of County financial information to a rating agency, shall consult with the Controller/Administrator and the County Treasurer with respect to the accuracy of such information.

17. In the event that any one or more of the provisions of this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof, and this contract shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

18. The County and the Township recognize that the holders from time to time of the Bonds issued by the County under the provisions of Act 342, and secured by the full faith and credit pledge of the Township to the payment of the principal of and interest on the Bonds as set forth in this contract, will have contractual rights in this contract, and it is covenanted and agreed by each of them that so long as any of the Bonds shall remain outstanding and unpaid, the provisions of this contract shall not be subject to any alteration or revision that would affect adversely either the security for the Bonds or the prompt payment of the principal of or interest on the Bonds. The right to make changes in this contract, by amendment, supplemental contract or otherwise, nevertheless is reserved insofar as the same do not have such adverse affect. The Township and the County Agency further covenant and agree that they will comply with their respective duties and obligations under the terms of this contract promptly, at the times and in

the manner herein set forth and will not suffer to be done any act that would in any way impair the Bonds, the security therefor or the prompt payment of the principal thereof and the interest thereon. It is declared that the terms of this contract, insofar as they pertain to the security of any Bonds, shall be deemed to be for the benefit of the holders of the Bonds.

19. This contract shall become effective after its execution by each party hereto and the expiration of 45 days after the date of publication of the notice required by Section 5b of Act 342; Provided, however, that if, within the 45-day period, a proper petition is filed with the Township Clerk of the Township in accordance with the provisions of Section 5b of Act 342, this contract shall not become effective until approved by the vote of a majority of the electors of the Township qualified to vote and voting thereon at a general or special election. This contract shall terminate forty (40) years from its date or on such earlier date when the Township is not in default hereunder and the principal, interest and bond service charges on the Bonds issued as hereinabove described are fully paid and discharged. This contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing herein contained, however, shall require the County to finance the Project if it is unable to sell the Bonds to finance the same. This contract may be executed in any number of counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed and delivered by their respective duly authorized officers, all as of the day and year first above written.

COUNTY OF OTTAWA

By: Its Board of County Road Commissioners as
County Agency

By: _____

Chairman

And: _____

Secretary

CHARTER TOWNSHIP OF ALLENDALE

By: _____

Supervisor

And: _____

Township Clerk

EXHIBIT A

ALLENDALE CHARTER TOWNSHIP 2027 WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS EXTENSIONS AND IMPROVEMENTS PROJECT DESCRIPTION

The Project consists of the acquisition and construction of water supply and sewage disposal systems extensions and improvements, including, without limitation, of extensions of the water system, sewer collection system and stormwater system along and intersecting with Pierce Street within the Township, as well as all work, related street paving, equipment and appurtenances necessary or incidental to such improvements, and consisting of the following major components:

1. Approximately 900 ft of watermain on 60th Avenue from the dead end located at 10528 60th Avenue through the intersection of Pierce and 60th to 5984 60th Avenue;
2. Approximately 2,600 ft of watermain along Pierce Street between the west end of 60th Avenue and 56th Avenue.;
3. Approximately 2,500 ft of sanitary sewer along Pierce Street between 60th Avenue and 56th Avenue;
4. Approximately 1,900 ft of storm sewer along Pierce Street between 60th Avenue and 56th Avenue; and
5. Approximately 2,625 feet of roadway paving from the west side of the intersection at 60th and Pierce along Pierce Street to the west side of the intersection at Pierce and 56th Avenue.

EXHIBIT B

**ALLENDALE CHARTER TOWNSHIP 2027 WATER SUPPLY AND
SEWAGE DISPOSAL SYSTEMS EXTENSIONS AND IMPROVEMENTS
PROJECT COST ESTIMATE**

Construction Cost	\$3,379,157.00
Contingency	169,000.00
Engineering	154,000.00
Bond Costs of Issuance	<u>84,154.00</u>
Project Total	\$3,786,311.00
Funds on hand	(\$261,311)
Total Amount of Bonds to be Issued	\$3,525,000.00

The period of usefulness for the Project is estimated to be twenty (20) years and upwards.

4899-3331-6303 v1 [9232-208]

CHARTER TOWNSHIP OF ALLENDALE
OTTAWA COUNTY, MICHIGAN

NOTICE OF ADOPTION OF RESOLUTION BY
TOWNSHIP BOARD AUTHORIZING EXECUTION OF
A CONTRACT PLEDGING THE FULL FAITH AND CREDIT AND
TAXING POWER OF THE TOWNSHIP AND NOTICE OF
RIGHT TO PETITION FOR REFERENDUM UPON THE CONTRACT

TO ALL ELECTORS AND TAXPAYERS OF THE
CHARTER TOWNSHIP OF ALLENDALE AND
OTHER INTERESTED PERSONS:

NOTICE IS HEREBY GIVEN, that on October 12, 2026, the Township Board of the Charter Township of Allendale adopted a resolution approving and authorizing the execution and delivery of a contract between the Charter Township of Allendale and the County of Ottawa pursuant to the provisions of Act 342, Public Acts of Michigan, 1939, as amended, relative to the acquisition, construction and financing of water supply and sewage disposal systems extensions and improvements to serve the Charter Township of Allendale.

PURPOSE OF CONTRACT

The contract has for its purpose and provides for the acquisition and construction of water supply and sewage disposal systems extensions and improvements (the "Project") to serve the Charter Township of Allendale at an estimated cost of \$3,380,000 and for the issuance of bonds by the County of Ottawa in the estimated principal amount of \$3,525,000 to defray all or part of the cost of acquiring and constructing the Project. The Project consists generally of extensions of the water system, sewer collection system and stormwater system along and intersecting with Pierce Street within the Township, as well as all work, related street paving, equipment and

appurtenances necessary or incidental to such improvements, to serve the Township. The balance of the cost of the Project, if any, will be paid by the Charter Township of Allendale from funds on hand. The amount of bonds to be issued by the County of Ottawa may be increased if the cost of the Project exceeds the current estimate. The bonds to be issued will be secured primarily by the obligation of the Charter Township of Allendale to pay the principal of and interest on the bonds when due.

TOWNSHIP'S CONTRACTUAL OBLIGATION AND SOURCE OF PAYMENT

The bonds to be issued by the County of Ottawa will bear interest at a rate of not to exceed 7% per annum and will mature serially over a period not exceeding 21 years from the date of issuance of the bonds. The full faith and credit of the Charter Township of Allendale have been pledged in the contract for the making of payments to the County in amounts sufficient to pay the principal amount of the bonds actually issued and interest thereon as the same shall become due and for the payment of bond service charges incurred by the County. Taxes levied by the Township for the payment of its obligations to the County will be subject to applicable charter, statutory and constitutional tax limitations.

RIGHT TO PETITION FOR REFERENDUM ON CONTRACT

This notice is given by order of the Township Board to and for the benefit of the electors and taxpayers of the Charter Township of Allendale and any other interested persons in order to inform them of their right to petition for a referendum upon the contract. The contract will not become effective until the expiration of 45 days after the publication of this notice. If, within said 45-day period, a petition signed by 10% or 15,000, whichever is the lesser, of the registered electors residing within the Township is filed with the Township Clerk requesting a referendum

upon the contract, the contract will not become effective until approved by a majority of the electors of the Township qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the subject matter of the contract and this notice, including the description and location of the Project, may be secured at the office of the Township Clerk where a copy of the contract is available for examination during normal business hours.

This notice is given pursuant to the provisions of Section 5b of Act 342, Public Acts of Michigan, 1939, as amended.

Township Clerk
Charter Township of Allendale

County of Ottawa

Allendale Charter Township Improvements and Georgetown Charter Township Improvements

BOND FINANCING TIMETABLE

as of September 17, 2026

October '26							November '26							December '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January '27							February '27							March '27						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

<u>Date</u>	<u>Action</u>	<u>Member</u>
10/12/26	Allendale Charter Township & Georgetown Charter Township adopt Notice of Intents	L
10/15/26	Road Commission meets to approve and submit Resolution to County Board of Commissioners	
10/17/26	Townships publish Notice of Intents and start of 45 day referendum period	L
11/17/26	MFCI requests information from the County and Townships to draft the Preliminary Official Statement (POS)	MA
12/01/26	Anticipated expiration of Referendum period for the Townships	
12/01/26	County and Townships returns data to MFCI	I
	Bond Counsel Drafts Bond Authorizing Resolution for County	BC
12/08/26	County Finance Committee recommends to County Board of Commissioners approval of Contract and Bond Authorizing Resolution (BAR)	
12/15/26	County Board of Commissioners approves the Contracts and adopts the BAR	
12/18/26	MFCI distributes draft Preliminary Official Statements (POS) for comments	MA
12/28/26	MFCI requests Moody's rating	MA
01/08/27	Comments due to MFCI on POSs	All
01/15/27	¹ MFCI and County prepare for rating calls	I, MA
01/18/27	¹ Rating conference call with Moody's, MFCI and County	I, MA
01/25/27	¹ Due diligence call with County, MFCI, Bond Counsel and Underwriter	I, BC, MA
01/28/27	MFCI receives rating from Moody's	MA
02/02/27	MFCI distributes POS	MA
02/03/27	Bond Counsel publishes Notice of Sales	I, BC, MA
02/10/27	Competitive Sale at 11:00 am Georgetown and 11:30 am Allendale	I, BC, MA
02/11/27	MFCI distributes draft Final Official Statement (FOS) and closing letters	MA
02/16/27	Comments due from working group to MFCI on FOSs and closing letters	All
02/17/27	MFCI distributes FOSs	MA
03/10/27	Bond closings and delivery	All

¹Week of

I- Issuer
 BC- Bond Counsel
 MA- Municipal Advisor

County of Ottawa
 Dickinson Wright PLLC
 MFCI, LLC

property assessment solutions

PROVIDING LOCAL GOVERNMENT WITH PROPERTY TAX ASSESSMENT SERVICES

AGREEMENT FOR CONTRACT SERVICES WITH ALLENDALE CHARTER TOWNSHIP

- PROPERTY TAX ASSESSMENT & ADMINISTRATION SERVICES –

This Agreement for Contract Services (the “Agreement”) is prepared on October 7th, 2026, by and between **Allendale Charter Township**, a Michigan township, with offices located at 6676 Lake Michigan Drive, Allendale, MI, 49401 (the “Township”), and **Property Assessment Solutions LLC**, a limited liability company, whose address is 1752 Plummer Drive, Byron Center, MI 49315 (“the Contractor”). Barry DeGraaf, or a successor employee provided by Property Assessment Solutions LLC, shall be (the “Assessor’s Assistant”).

Recitals:

WHEREAS, the Township desires to have the Contractor provide property tax assessment services, under the direction of the Township Assessor. The Assessor, as separately employed by the Township, will maintain authority and control of the assessment roll, and provide guidance, direction, and ultimate responsibility for the additional services provided by the Contractor and the Assessor’s Assistant. **This contract is intended to cover the scope of work provided to the Township and the compensation provided for labor services of the Contractor.** Additional costs and services will be separately supported by the Township, such as use of office space at the Town Hall, computers and internet access, appraisal software programs, printings, mailings, defense of assessment disputes, township support staff, etc. In consideration of these premises, it is hereby agreed as follows:

Article 1 Scope of Services

1.1 In consideration of the Michigan State Tax Commission’s guidance on *Supervising Preparation of the Assessment Roll*, the Township Assessor will perform all mandatory duties.

The Contractor will assist with some of those duties as it pertains to property site visits (“field work”) as well as data entry of those visits in the Township’s computer-aided mass appraisal “CAMA”) software system (“BS&A”).

1.2 The Contractor will implement a review process, whereby properties are visited on site for appraisal and assessment consideration. This includes speaking with property owners, inventorying property improvements, measuring buildings and other structures, taking exterior photographs, and any other professional requirements necessary to develop accurate property assessments.

A visit for a building permit review will include a comprehensive parcel review at that same time, as a courtesy effort to assist the Assessor in his/her separate requirement of the annual 20% Review process.

In the unusual event that property access is denied or presents a challenge, the Contractor will discuss with the Assessor the best process for review of the subject property on a case-by-case basis (aerial photography review, roadside audit, phone interview with property owner, etc.).

1.3 The Contractor will be working out in the community and at the Township Hall on a flexible schedule each week, based on the work volume and at the discretion of the Township Assessor.

1.4 The Contractor shall perform the services, duties and obligations hereunder in a good, workmanlike, and professional manner and to the satisfaction of the Township. The Contractor shall maintain the qualifications necessary to perform the Services.

Article 2

Independent Contractor

2.1 The Contractor is an independent contractor of the Township and shall not be considered an employee of the Township. The Township shall have no responsibility for, and the Contractor shall not be entitled to worker’s compensation insurance, unemployment insurance, health and/or accident insurance, public liability insurance, or for any withholding for social security, federal or state income taxes or otherwise by or from the Township.

2.2 Throughout the term of this Agreement, the Contractor shall maintain appropriate liability insurance in an amount at least equal to the amount of liability insurance maintained by the Township; shall insure that any Contractor employee used to provide services per this Agreement has a valid Michigan driver’s license; and shall insure that any Contractor employee and any motor vehicle used to provide services per this Agreement will have comprehensive automobile liability insurance.

Article 3

Compensation

3.1 The Contractor shall be paid on a monthly basis, after submission of an invoice around the end of the month or shortly after. In the Assessing profession, the work volume fluctuates throughout the year, and the majority of the on-site visits take place between April and December. Thus, the monthly invoicing may fluctuate based on the work assigned to The Contractor by The Assessor and also by the flexible nature of the individual property visits.

The Contractor shall be paid \$60.00 per parcel visited and completed

(parcel on-site visit followed by BS&A computer updates of the assessment)

3.2 The compensation shall be re-evaluated around April 1st each year, based on inflationary changes in the cost of living, derived from the Michigan State Tax Commission's calculation of the Consumer Price Index ("CPI") annual change.

3.3 The Contractor will provide all personal transportation and not require reimbursement for such normal workday expenses (gas mileage, vehicle maintenance, etc.). Additional compensation may be reimbursed for atypical or extraordinary expenses such as assessment appeal hearings, work conferences, township retreats, team events, or unforeseen circumstances.

3.4 The Contractor will be given access to share the office space, computers, software, IT support, and tools of the Township Assessor and/or Township staff, as needed and when available. Additional resources may be provided by the Township at their discretion, such as support staff services, legal services, mailings, secondary work stations, or additional peripheral equipment.

Article 4

Term of Agreement

4.1 The intent of the Terms of Agreement are to create a fruitful and longstanding relationship between the Contractor and the Township, whereby occasional scope of work and compensation changes may be taken into consideration, to the benefit of all parties.

4.2 The term of this Agreement is from October 7th, 2026 (the "Commencement Date") through and including February 28th, 2027, unless terminated earlier pursuant to Section 4.2.

It is anticipated that the Contractor's work would be completed around the end of the calendar year, but the Contract may extend for additional property visits or assistance, as needed and as directed by the Township Assessor.

4.3 Notwithstanding Section 4.1, this Agreement may be terminated by either party upon 60 days prior written notice to the other party mailed to the address first listed above.

4.4 With the hope and expectation of a successful partnership between the Township and Contractor, additional renewal and extension of this Agreement can be made between the parties at any time.

Article 5
Miscellaneous

5.1 The captions or headings of the various Articles and Sections of the agreement are for convenience only and they shall be ignored in interpreting this Agreement.

5.2 This Agreement shall be deemed to have been made in Ottawa County, Michigan, and shall be governed by, and construed in accordance with, the laws of the State of Michigan.

5.3 Each party warrants and represents that it has authority to enter into this Agreement.

IN WITNESS WHEREOF the Township and the Contractor, by its duly authorized officers, have each executed this Agreement as of the date and year first written above.

TOWNSHIP – ALLENDALE CHARTER TOWNSHIP:

_____ Township Supervisor/Manager	_____ Date
_____ Township Clerk	_____ Date

CONTRACTOR – PROPERTY ASSESSMENT SOLUTIONS, LLC:

<u>Tyler A. Tacoma</u> Owner Tyler A. Tacoma	<u>10/7/26</u> Date
_____ Staff Member / Assessor’s Assistant	_____ Date