



## Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

**Township Board Meeting Agenda**

**May 9, 2016, 7:30 p.m.**

1. Call To Order
2. Prayer For Guidance
  - 2.I. D. Dale Mohr
3. Pledge Of Allegiance To The Flag
4. Roll Call
5. Approval Of Agenda
6. Presentation About Elections
  - 6.I. Election Presentation
    - Documents: [ELECTION PRESENTATION 3.PDF](#)
7. Communications, Letters And Reports Received For Information
  - 7.I. Ottawa County Road Commission Newsletter May 2016
    - Documents: [OCRC NEWSLETTER MAY 2016.PDF](#)
  - 7.II. Finance Committee Meeting Minutes Of May 5, 2016
    - Documents: [FC160505MINUTES.PDF](#)
  - 7.III. Services Committee Minutes Of May 5, 2016
    - Documents: [SC160505MINUTES.PDF](#)
8. Public Comments For Items On The Agenda ONLY (Maximum Of Three Minutes Per Person)
9. Consent Agenda

9.I. Approval Of The Minutes Of The Previous Meeting

9.II. Approval Of The Bills

9.II.i. Bills And Utility Bills

Documents: [160506 BILLS.PDF](#), [160430 UTILITY BILLS.PDF](#)

9.III. Hager Pointe Street Light Installation

Approval of the installation of four lights by Consumers Energy in the Hager Pointe plat for a cost of \$846.20, as recommended by the Utilities Committee.

9.IV. Macatawa Bank Investment Policy Statement For Cemetery Perpetual Care Fund

Approval of the policy statement, as recommended by the Finance Committee.

Documents: [MACATAWA BANK IPS FOR CEMETERY PERPETUAL CARE FUND.PDF](#)

9.V. Roof Estimates For DPW Building

Approval of the bid from Miedema for roof estimate for DPW Building, as recommended by the Services Committee.

Documents: [J K COATINGS.PDF](#), [MIEDEMA.PDF](#), [WOLVERINE.PDF](#)

10. Payless Shoe Source Purchase Agreement Two Week Extension Request

Motion: To approve the two week extension request to the purchase agreement, as recommended by the Finance Committee

11. Fire Department Request For Equipment

Motion: To approve the request from the Fire Department for a John Deer Gator (ATV) in the amount of \$10,262 from Greenmark Equipment, as recommended by the Services Committee. Note that funds are in the 2016 fire budget.

Documents: [FIRE DEPARTMENT REQUESTS AND BIDS.PDF](#)

12. Second Public Comment (Maximum Of Three Minutes Per Person)

13. Discussion And General Information

13.I. PUBLIC NOTICE NOTICE TO ALL RESIDENTS OF GEORGETOWN CHARTER TOWNSHIP AND OTHER INTERESTED PERSONS NOTICE IS HEREBY GIVEN That Georgetown Township Has MOVED The Township Board Meeting Scheduled For Monday, May 23, 2016 At 7:30 P.m. From 1515 Baldwin Street, Jenison, Michigan, To The Grand Ravines North Park, 9920 42nd Ave., Jenison. Richard VanderKlok, Clerk Posted Tuesday, May 3, 2016, At 6:45 A.m.

14. Meeting Adjourned

# ELECTION PRESENTATION



An election is like a Christmas holiday. Many people spend a lot of money and time planning and preparing for it and then it is over in one day. It seems like it is hardly over and we begin preparing for the next one. Much planning and preparation goes into each elections.

# ELECTIONS THIS YEAR

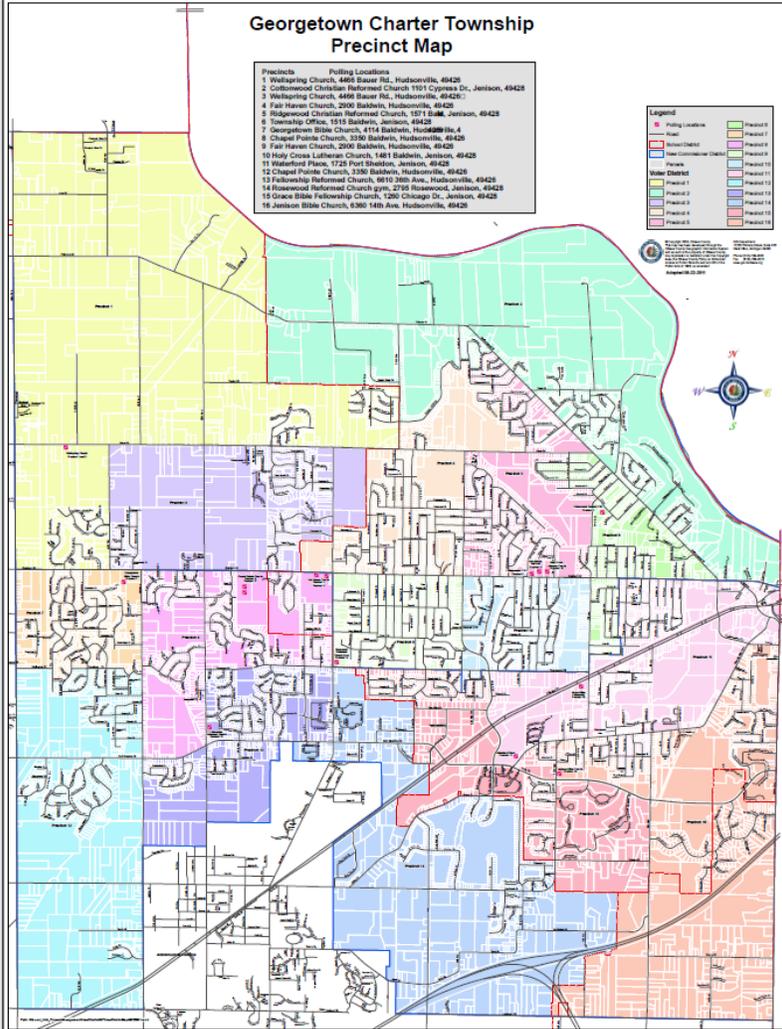
- The **March 8, 2016 Presidential Primary** with all 16 precincts and an AVCB which is a separate precinct that processes absentee ballots (**47.31% turnout in Georgetown**);
- The **May 3, 2016 Special School Election** with all 16 precincts and an AVCB (overall 19.22% turnout with **24.8% turnout for Jenison Public School voters**);
- The **August 2, 2016 State Primary** with all 16 precincts and an AVCB; and
- The **November 8, 2016 State General Election** with all 16 precincts and an AVCB.

# POINTS OF HISTORY

- 2010 laptop computers as electronic poll books.
- 2011 new precinct map.

- In 2010, the Township entered into an agreement with the State of Michigan for a grant to purchase laptops to be used as electronic poll books. Then the Township began partnering with the local high schools and colleges by recruiting students with computer skills to be electronic poll workers in the precincts because the students easily learn the process of the e-poll book and do a great job.
- Another big point in history includes the 2010 census. After the results of the census were available to the Township, the task of revamping precinct lines was begun. The process took a quite a while. When you look at the map, you may wonder what crazy person drew these lines. Well, there are reasons for the way the lines were drawn.

# 2011 New Precinct Map



- The goals with redrawing the lines were as follows:
- To **reduce the number of precincts from 20 to 16** while still maintaining the number of registered voters per precinct below the maximum number of 2,999 as stipulated in Election Law. The reason for the reduction was to reduce costs and work associated with each precinct. **With less precincts, the number of workers decreases, plus less materials and less time traveling to the precincts for equipment delivery and pickup and personnel checking the work at each precinct.**

- **To keep the number of registered voters per precinct as equal as possible** in order to not overwhelm one precinct with a large number of voters.
- To have **precinct lines follow the county commissioner district lines** to eliminate multiple ballot styles to accommodate different commissioner districts. This not only reduces costs, but also reduces work and possibilities of errors.
- To have **precinct lines follow school district lines**, as much as possible, to eliminate multiple ballot styles to accommodate different school districts. This not only reduces costs, but also reduces work and possibilities of errors.
- To **have voting locations within the precinct lines**, or as close as possible, so voters are able to access their voting locations with as little driving as possible, as well as to have facilities that are easily accessible.

With those goals in mind, a draft was created. Then a trip to Ottawa County GIS provided the Township with the exact number of registered voters per house on each street. Therefore, the final draft, while not perfect and maybe looking a little odd, **best met the stated goals.** Finally the new map was adopted August 22, 2011 by the Township Board.

- After the new precinct map was created, the next step was to find **accessible polling locations** either within the boundaries of a precinct or close to it. Below is a list of polling locations. Although most are churches, the Township also uses Waterford, because it meets the criteria of election law.
- The Bureau of Elections urged municipalities to move away from using schools for the safety of the students. Three locations house two precincts. As per election law, up to 6 may be located at one facility. It is convenient to have two voting location in one facility for equipment delivery and for help during election days. In those facilities, for the bigger elections, an additional worker, with a laptop computer with a list of voters and precincts, is assigned for the convenience of the voter to help determine which precinct they go to vote. The Township is fortunate to have great places that offer the use of their facilities to voters.
- As a side note, another consideration was to place Waterford within its own precinct for the convenience of those who live at the housing development.

# Polling Locations

- Precinct #1 and #3  
Wellspring Church, 4466 Bauer Road Hudsonville 49426
- Precinct #2  
Cottonwood Heights CRC, 1101 Cypress Dr. Jenison 49428
- Precinct #4 and #9  
Fair Haven Church, 2900 Baldwin St. Hudsonville 49426
- Precinct #5  
Ridgewood CRC, 1571 Baldwin St. Jenison 49426
- Precinct #6  
Georgetown Township Office, 1515 Baldwin St. Jenison 49428
- Precinct #7  
Georgetown Bible Church, 4114 Baldwin St. Hudsonville 49426
- Precinct #8 and #12  
Chapel Pointe, 3350 Baldwin St. Hudsonville 49426
- Precinct #10  
Holy Cross Church, 1481 Baldwin St. Jenison 49428
- Precinct #11  
Waterford Place, 1725 Port Sheldon St. Jenison 49428
- Precinct #13  
Fellowship Reformed Church, 6600 36<sup>th</sup> Ave. Hudsonville 49426
- Precinct #14  
Rosewood Church (Gym), 2795 Rosewood St. Jenison 49428
- Precinct #15  
Grace Bible Fellowship Church, 1260 Chicago Dr. Jenison 49428
- Precinct #16  
Jenison Bible Church, 6360 14<sup>th</sup> Ave. Hudsonville 49426

In regard to the precincts, the Township obtains signed agreements for the use of the facilities. For each election, the facilities are contacted to remind them of the election dates and to schedule equipment delivery and pickup and to obtain emergency contact people in case of emergencies

# Fair Haven Church



# Fair Haven Church, Precincts 4 and 9



# Chapel Pointe, Precinct 8 and 12



# ELECTION WORKERS AND EDUCATION



The Township is fortunate to have a great team of workers who have other daily jobs at the payment counter, Building/Zoning Department, Parks Department, Fire Department, Library, to name a few, who all come together to complete all the necessary tasks for an election.

A huge component of running successful elections is education. First, Township officials must be **trained to run an election and trained to be able to train the workers.**

# Online Training from Bureau of Elections

Welcome Mannette to the Michigan Elections eLearning Center.



Overdue Reports



News Update Newsletter



Calendar



Help Documents



Resources for Election Officials



Contact Us



Items Not Loading/Opening?



Low Audio or Courses Not Advancing?



## My Transcript (Click here for more)

	Type	Due Date	Status	Action
May 2016 Provisional Ballot /Not in Possession of ID Online Form	Forms	None	Registered	<a href="#">Launch</a>   <a href="#">Mark Complete</a>
Submitted Presidential Primary Provisional Ballot / Not in Possession of ID Reports	Documents	None	Registered	<a href="#">Launch</a>   <a href="#">Mark Complete</a>
PRINT ONLY Worksheet City/Township Reimbursement for 2016 Presidential Primary	Documents	None	Registered	<a href="#">Launch</a>   <a href="#">Mark Complete</a>
Conducting a Post-Election Audit	Online Class	None	In Progress	<a href="#">Launch</a>



## My Certifications (Click titles for details)

	Due Date	Expiration
2014-2015 Continuing Education for City and Township Election Officials	1/31/2016	
Accreditation Certification	1/31/2016	



## Featured Content (Click here for more)

2016 Michigan Election Dates Booklet

Michigan Elections eLearning...

Registering for Certifications:

Election Official Accreditation and Continuing Education



## Browse by Subject (Click here for more)

- Reimbursement
- Help with eLearning Center
- Classes
- Polling Place Accessibility
- MOVE Military and Overseas Civilian Voters
- Provisional Ballots
- Absentee Voting
- Accreditation
- Audits
- Ballots

Search



The Township works closely with the **Ottawa County Clerk's Office** and the **Bureau of Elections** throughout the process of conducting an election, including support and training. The Bureau of Elections requires that a person must be certified to run an election in the State of Michigan. Rich and I have attended the certification class and passed the test and are certified to run an election. In addition, **continuing education** is required and is provided by the State through in-person training, as well as through a website with training programs.

The **Ottawa County Clerk's Office** also provides training, some required, and provides **support** to the Township with information when needed. Through these sessions, we learn the requirements of the Election Law, as well as any changes, along with processes which may change depending on the type of election.

In addition, Election Law provides that municipalities with a population of over 10,000 have the **authority to certify and train election inspectors** to work an election. This works well for the Township because the workers can come to the Township office rather than go to the County. Plus, they can be trained in the processes used by the Township.

In order to be eligible to train election workers, I have attended and passed a “Train the Trainer” Course. This must be completed every two years to maintain this eligibility. Rich VanderKlok is also involved with the training sessions. Consequently, the Township trains all election workers in every aspect of the work they will do.

Training is made available to the election workers at their convenience. Sessions are planned with normally no more than 10 people so that they can have a “**hands on**” **experience**. Jeanne has taken the responsibility to schedule the workers to work an election and to schedule the workers for training. This is a huge endeavor to plan times that work for people in their busy schedules. Plus, if workers are not available during scheduled times, Township staff **accommodates every need** and will schedule an individual training to accommodate a worker. For example, students may only be available after school hours or when they are home from college. The following training is provided at the Township:

For an election day, the many workers are needed and are specifically trained.

**Election Inspectors in the precinct**, anywhere from 4 to 8 election inspectors per each of the 16 precincts, depending on the election (totaling from 64 to 128). Each precinct has a chairperson, co-chair person, two to three e-poll book workers, in addition to the workers who perform the other jobs.

# ELECTION WORKERS



# **Election Inspector Certification**

- Every election inspector must be certified every two years.
- About 300 election workers.
- Started in November 2015 for the 2016 election cycle.

**Election Inspector Certification** must be completed **every two years and must be completed for each election worker**. No one can work an election without being certified. The Township maintains these records and is periodically audited by the State (through the Ottawa County Clerk's office).

The certification training actually began in November 2015 in preparation for the 2016 election cycle. There are approximately 300 election workers that must be certified in order to have enough workers to cover all the aspects of each of the elections and having replacements if needed. In addition, for any given election, many of these workers may be unavailable.

For example, for the March 8 election, many workers were living in Florida for the winter and many of the e-poll book workers (high school students) will be attending band camp the first week of August and will be unavailable to work the August election. Plus at the last minute, normally a few workers become unavailable due to family issues, sickness or emergencies. On occasion, even on Election Day a worker may not show up and preparations must be made to have others available to step in. These types of things require that many additional workers be trained and ready to work even if they were not originally scheduled to.

# Chairperson Training



**Chairperson training** is held for the 16 precinct chair people prior to **each** election. These sessions provide information regarding the running of the election in the precinct including opening the polls, circumstances which may occur during the day such as if an envelope ballot or challenged ballot must be issued, closing the polls, and individual circumstances that relate to each election. For example, for the March 8 Presidential Primary, the voter was required to complete an Application to Vote and to pick either a Democratic, Republican ballot or a no party ballot with the County proposal only.

**Manuals have been prepared** for the chairperson covering all aspects of their requirements for running the election, including events which may occur on Election Day. These manuals are constantly updated for changes in the law, changes in the interpretation of the law, or changes in procedures.

In addition, for each election, chairs are given a **memo** with information pertinent to this election, along with a **checklist** for opening and closing the polls with relevant information for each election. For example, procedures may be altered such as memory cards being picked up by runners to be brought back to the Township office in order to have results ready quicker for candidates.

# E-Poll Book Training



**E-poll book training** is conducted for the two to three workers for each precinct prior to **each** election. Training is necessary before each election because their processes change. For example, for the March Presidential Primary, when the voter chose a party, the worker had to issue the ballot for that particular party and the ballot number did not automatically increment. Each ballot number had to be individually entered. At the end of the night, the workers had to reconcile the ballot numbers for each ballot style (there were three-Democrat, Republican and no party for the County Mental Health proposal). For the school election, two precincts had two ballot styles and the workers had to learn to issue each and to complete the ballot summary.

Since beginning to use e-poll books in 2010, the Township has partnered with the local high schools and colleges. Working with students has been a huge success story and voters and other election workers love working with the students. Using the electronic poll books has been good for the elections too because it has helped shorten the time it takes to issue a ballot and, since for most elections the ballot numbers automatically increment forward, has also helped to reduce mistakes.

The recruiting process is ongoing because the students grow up, go to college and get jobs. Some of these former students, now full-time workers, still return and work the elections and even take vacation time to do it. Others who are unable to take time off during the day will return to work in the evening on the Receiving Board.

Taylor VanDuin was one of the first recruits from JPS when he was a junior. He now has graduated from college and still works.

**Election Inspectors in Absentee Voter Counting Board precinct** which has between 1 to 6 tabulators to process the absentee ballots for all of the 16 precincts. Anywhere from 10 to 30 workers are needed, depending on the volume of AV ballots. The number of ballots can vary from around 3,000 to pushing 8,000 for a presidential election. There is a Counting Board for each election. The reason is because if these were to be processed in the polling location, it would hold up the in-person voting because each ballot would have to be recorded as received in the e-poll book and fed into the tabulator. We are very thankful to the AVCB workers because they are the ones that deal with all the wrinkled and coffee stained ballots and do the duplicating when necessary

# RECEIVING BOARD



**Receiving Boards** have two members per board (one Democrat and one Republican). There are normally 8 receiving boards, plus one more for the AV County Board, totaling 18. However, for the August election, there is an additional Receiving Board to process the Precinct Delegates. Using a checklist that is individually prepared for each election, these are the people who review all the work of the inspectors in the precinct and verify that everything is correct. If changes are needed, for example, the ballot container was not sealed correctly, they are made at this point.

# Receiving Board



**Receiving Board** training is conducted prior to **each** election for the 20 workers who examine the election materials after the polls close to determine that all is correct. These people are charged with reviewing the paper poll books, including that all required elements have been signed and the sealing of the ballot container was done correctly. There is also a special Receiving Board that only reviews the results of the **Absentee Counting Board** which is a precinct in the lower level that process all absentee ballots. After the election, the Board of County Canvassers reviews each precinct of each municipality. Thanks to the Receiving Boards, mistakes are caught and corrected prior to the materials being delivered to the County. Because of the great efforts of the precinct workers and the Receiving Boards, Georgetown has a great record of no or very few errors.

**Equipment delivery people** use rented trailers to bring the equipment to the polling locations the day before the election and pick it up the day after the election. These people include the Parks and Property Director and his staff, along with the SWAP group from the Ottawa County Sheriff's Department.

**Equipment people for election night** use carts and meet the chair people and the opposite party person in the parking lot and bring their materials into the Township office and to the Receiving Boards. After the review is completed, these people bring the materials to the lower level for storage. These people include DPW, Parks and Fire personnel.

**Runners during Election Day run** all day long from precinct to precinct helping to open at 6:00 a.m. in the morning and helping to close after the polls close at 8:00 p.m. They also run all day long to help with problems and questions. There are normally between 6 and 12 runners, depending on the election. Most of these runners are experienced election workers who know the process in the precinct as well as know how to work the e-poll book.

**Staff** on Monday before an election day after 4:00 p.m. downloads the e-poll book information from the State Qualified Voter File and uploads to the e-poll book. There are normally between 5 and 6 people. In order for the voting to be conducted correctly in the precinct, it is critical that this information is entered into the laptops correctly.

**Staff at night** emails the results to Ottawa County and prints the reports from the e-poll book flash drive to be inserted into the paper poll book. There are normally between 4 and 7 people.

# ELECTION EQUIPMENT



## **ELECTION EQUIPMENT**

Ottawa County actually owns the election equipment and provides maintenance and service. Some of the equipment, like tabulators and automarks, were replaced with old refurbished equipment after the flood. But this equipment is still in rough shape. In addition, the old voting booths were not replaced after the flood and now are difficult to assemble. There were hard enough before and now are worse. In addition, the County programs the equipment for each election and does the testing.

Last year, Rich VanderKlok, and a few Township staff attended a meeting hosted by Ottawa County where new election equipment was presented for review and comments. The State's initial intention had been to have new election equipment (with some pretty cool bells and whistles) ready for implementation for the 2016 election cycle. However, due to errors in the RFP, this entire process has to be completed again and the hope is that this new equipment will be available in 2017.

## **PREPARATION**

In order to organize this diverse group of people to accomplish the myriad of tasks involved with an election, an outline is followed in order to complete tasks in a timely manner and so that nothing is forgotten.

The Township is fortunate to have a great staff that operates as a cohesive team for elections. Although many municipalities have staff totally dedicated to an election department, Georgetown has staff that work in many areas, including payment counter, Building/Zoning, DPW, Parks, and even the Library Director that all come together and work an election, as well as maintaining their own individual responsibilities. It is because of the great staff we have that the Township is able to process all the different areas necessary to hold an election.

Temporary help is occasionally enlisted to help with election jobs at the Township office, mainly to process absentee ballots.

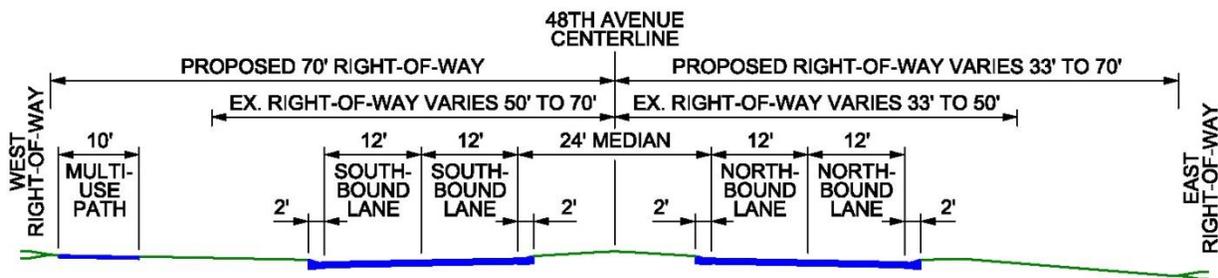


The Road Newsletter, Volume 6, Issue 5

May 2016

## Boulevard Improvements to Start

The widening of 48th Avenue to a four-lane boulevard from Pierce Street north to M-45 (Lake Michigan Drive) will start in early May. The boulevard will include four 12-foot lanes, concrete curb and gutter on the outside and the median side, and a 24-foot wide median. It also includes a ten-foot concrete multi-use path adjacent to 48th Avenue on the western side of the corridor. (See the typical cross-section below.)



Dedicated right-turn lanes and indirect left-turn lanes will be provided for northbound and southbound movements at the Pierce Street, West Campus Drive, and M-45 intersections. The indirect left-turns south of Pierce Street and north of West Campus Drive will be constructed with a “truck loon”, a space to accommodate a trucks turning movement, in order to provide access to those streets for trucks.

The project will be constructed in two phases. **Phase I** will have a complete closure of 48<sup>th</sup> Avenue from south of Pierce Street to M-45. Phase I will involve the construction of the storm sewer system, southbound roadway, county drain relocation, multi-use path, intersections, restoration, and some permanent signage. It has a completion date of August 12, 2016. **Phase II** will be open to southbound traffic only. It will consist of the northbound roadway construction, permanent signage, and pavement markings with a completion date of September 30, 2016. Project detour information can be found on our website at [www.ottawacorc.com](http://www.ottawacorc.com).

The project received \$2,062,500 in federal and state funds for both road and multi-use path improvements and was competitively bid on April 1. A low bid amount of \$3,352,173 was received by Schippers Excavating, Inc. The Road Commission and Allendale Charter Township have partnered to provide the construction cost balance for the roadway and multi-use path improvements respectively.

## Wet Paint

Pavement markings have important functions in providing guidance and information to drivers. With many materials to choose from, the choice depends on cost, durability, retro-reflectivity, pavement surface, temperature, and drying time. The Road Commission primarily uses paint.



While thermoplastic materials have become more popular, paint still remains the most inexpensive of all pavement marking materials. Traffic paints are the oldest and most widely used pavement marking materials in existence. Paint types:

**Water**-based paint is the most commonly used pavement marking. It is low cost with a short drying time.

**Oil**-based paint is used when air and pavement temperatures are below 50°F.

A specially equipped truck is used to spray the paint onto the road surface. Glass beads are also placed during the painting process to provide reflectivity of the paint line for night driving. Paint adheres to the pavement surface through mechanical bonding within the pores of the pavement surface. As a rule of thumb, the optimal speed of a striping truck applying 15-mil markings is 10–12 mph. Paints are often applied at a thickness ranging from 15–25 mils.

Winter maintenance operations and high traffic volumes tend to wear the pavement marking and reduce the life. Typically, primary road pavement markings are repainted every year (some twice) and local roads every other year. The Road Commission contracts the painting of 700 to 750 miles of roads annually.

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## Winter Savings a Warm Welcome



The 2015/2016 winter season has ended and the Road Commission is pleased to announce that the light winter has provided some savings from the budgeted winter maintenance figures. The Road Commission maintains over 426 miles of primary roads and 1261 miles of local roads. The budget for winter maintenance is developed based on average historical costs. The following summarizes this past season savings:

### Primary Road

Budget = \$1,200,000

Actual = \$ 900,000

**Savings = \$ 300,000**

### Local Road

Budget = \$1,400,000

Actual = \$1,045,000

**Savings = \$ 355,000**

The total winter maintenance savings was **\$655,000**.

The Road Commission Board will look to utilize these savings to make improvements to county roads. Culvert replacements, re-graveling, bituminous resurfacing, and other surface treatments are just some items that will be considered.

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## Road/Stream Crossing Inventory Grant

The Department of Environmental Quality (DEQ) and the Great Lakes Commission (GLC) recently announced that the Macatawa Area Coordinating Council (MACC) received a \$7,496.93 grant to perform local water quality monitoring work under the Michigan Clean Water Corps (MiCorps) Program. The MiCorps Program was established to assist the state's volunteer water quality organizations with water quality assessments, protection, and stewardship of Michigan's lakes and rivers. These volunteer-dependent monitoring groups further expand the existing network of committed citizens who are working hard to monitor water quality in Michigan.

The grant was awarded to MACC through the DEQ's MiCorps Volunteer Stream Monitoring Program to provide training and support for volunteers. This grant supports the DEQ's work to collect quality data on the state's water resources. The grant will also provide up to 13 months of support to assist volunteer monitoring groups in visiting and assessing the condition of stream crossings to protect and enhance streams throughout a targeted watershed. The volunteer monitoring work will consist of conducting road/stream crossing inventory of 58 sites throughout the Lake Macatawa watershed in Ottawa and Allegan counties to quantify pollutant loads, prioritize remediation or replacement of problematic crossings, and reduce erosion and sediment delivery to Lake Macatawa.



The photo is from 64<sup>th</sup> Ave at Drenthe Creek in Zeeland Township, which flows to Black Creek in the Macatawa Watershed. The outfall has bank erosion on the left side, and the culvert is slightly perched and heavily rusted. With the dual culverts reaching their life expectancy, they will be replaced this year with a single pipe arch recessed below stream bottom which will improve stream flow and function.

The grant will help the Road Commission in identifying and prioritizing culvert replacements in the Lake Macatawa Watershed that have either reached their life expectancy or have erosion issues along the road embankment.

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## Safe Roads for Everyone

### Can a roadside ditch be filled in?

If there is a ditch along the road in front of your property, you should not fill it in, even if it does not drain water to a positive outlet. The purpose of most roadside ditches is to prevent water from pooling on the roadway during or after a storm, and to lower the water table beneath the roadbed. Filling in even a fairly shallow roadside ditch can cause serious damage to the road and pavement from frost heave, and increases the chance that water and ice will build up on the road and create a hazard to motorists.

If an open ditch is not desired, a property owner can obtain a permit to enclose the ditch with storm sewer to ensure proper roadside drainage. To inquire about getting a permit, please call our office directly at (616) 842-5400 and ask for the Special Services Department, or utilize the online permit request form located on our website at [www.ottawacorc.com](http://www.ottawacorc.com).

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## Important Dates

Thursday – May 12, 2016 | 9AM | Board Meeting

Thursday – May 26, 2016 | 9AM | Board Meeting



14110 Lakeshore Drive  
PO Box 739  
Grand Haven, Michigan 49417  
616-842-5400  
Office Hours: Monday-Friday; 7:30AM-4PM



STAY CONNECTED. SUBSCRIBE:

The Ottawa County Road Commissioners: Tom Bird | Tom Elhart | Betty Gajewski | Tim Grifhorst | Jim Miedema  
Managing Director: Brett Laughlin

***Who manages the roads and how are they funded?*** The Ottawa County Road Commission manages the roads--not the Ottawa County Board of Commissioners or County staff. The Ottawa County Road Commission is primarily funded by fuel taxes and vehicle registrations. Concerns about roads should be directed to the Ottawa County Road Commission. Questions? [Contact Us](#)

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This email was sent to [balaughlin@ottawacorc.com](mailto:balaughlin@ottawacorc.com) using GovDelivery, on behalf of: Ottawa County, Michigan - 12220 Fillmore Street - West Olive, MI 49460

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**MINUTES OF THE GEORGETOWN TOWNSHIP FINANCE COMMITTEE MEETING HELD THURSDAY, MAY 5, 2016**

The meeting was called to order at 7:30 a.m.

Present: D. Dale Mohr, Richard VanderKlok and Chad Tuttle, members; Daniel Carlton, Township Superintendent

Absent: None

**#160505-01 - Finance Committee Minutes of April 21, 2016**

Moved by Richard VanderKlok, seconded by Chad Tuttle, to approve the Finance Committee minutes as presented.

MOTION CARRIED UNANIMOUSLY.

**#160505-02 – Macatawa Bank Investment Policy Statement for Cemetery Perpetual Care Fund**

Moved by Richard VanderKlok, seconded by D. Dale Mohr, to recommend to the Township Board to approve the [policy statement](#).

MOTION CARRIED UNANIMOUSLY.

**#160505-03 – Payless Shoe Source Purchase Agreement Two Week Extension Request**

Moved by D. Dale Mohr, seconded by Chad Tuttle, to recommend to the Township Board to approve the two week extension request to the purchase agreement.

MOTION CARRIED UNANIMOUSLY.

**#160505-04 – Communications, Letters and Reports**

**#160505-05 – Public Comments**

No members of the public were present and there were no comments.

**#160505-06 – Other Business**

**#160505-07 – Adjournment**

Moved by Richard VanderKlok, seconded by Chad Tuttle, to adjourn at 8:00 a.m.

MOTION CARRIED UNANIMOUSLY.

**MINUTES OF THE GEORGETOWN TOWNSHIP SERVICES COMMITTEE MEETING HELD THURSDAY, MAY 5, 2016**

The meeting was called to order at 4:00 p.m.

Present: Carol Scholma, John Schwalm, Chad Tuttle, members; Daniel Carlton, Superintendent  
Absent: None

**#160505-01 - Approval of the minutes of the April 21, 2016 Services Committee meeting.**

Moved by Chad Tuttle, seconded by Carol Scholma, to approve the Services Committee minutes as presented.

MOTION CARRIED UNANIMOUSLY.

**#160505-02 –Fire Department Request for Equipment**

Moved by John Schwalm, seconded by Carol Scholma, to recommend to the Township Board to approve the [request](#) from the Fire Department for a John Deere Gator (ATV) in the amount of \$10,262 from Greenmark Equipment. Note that funds are in the 2016 budget.

MOTION CARRIED UNANIMOUSLY.

**#160505-03 – Roof Estimates for DPW Building**

Moved by Chad Tuttle, seconded by Carol Scholma, to recommend to the Township Board to approve the bid from Miedema.

Bids: [Wolverine](#), [Miedema](#), [JK Coatings](#)

MOTION CARRIED UNANIMOUSLY.

**#160505-04 – Public Comment**

Members of the public were present and public comments were made.

**#160505-05 – Communications, Letters and Reports**

**#160505-06 - Other Business**

The Superintendent asked the members to review the painting conditions of the museum. A request was reviewed for an easement and the determination was to deny because it is park property.

**#160505-07 – Adjournment**

The meeting was adjourned at 4:45 p.m.

Vendor Code	Vendor Name	Description	Amount
A & B RENT	A & B RENTAL		
	01-0922669-04	3/8 ELECTION TRAILER	202.50
TOTAL FOR: A & B RENTAL			202.50
AMMESSAG	AMERICAN MESSAGING		
	Z2509307QE	PAGERS	66.52
TOTAL FOR: AMERICAN MESSAGING			66.52
AQUATIC DO	AQUATIC DOCTORS LAKE MANAGEMENT, IN		
	11431	WOODCREST PARK POND	115.00
	11468	GEORGETOWN PARK POND, MAPLEWOOD PARK POND	375.00
TOTAL FOR: AQUATIC DOCTORS LAKE MANAGEMENT, IN			490.00
KEN AUTO	AUTO WARES		
	509-690845	AEROAVANTAGE BLAD	17.38
TOTAL FOR: AUTO WARES			17.38
BEST BARK	BEST BARK & STONE LLC		
	8975	DOUBLE SHREDDED HARDWOOD, TOP SOIL, PLAY SAFE PLAY	889.00
TOTAL FOR: BEST BARK & STONE LLC			889.00
BORGMAN	BORGMAN FORD		
	15011129	CREDIT - CORE CHARGE - 2013 F150	(50.00)
	16007051	2013 F-150 OIL CHANGE - DPW	526.99
TOTAL FOR: BORGMAN FORD			476.99
BRICKMARK	BRICKMARKERS USA		
	42393	BRICKS	3,258.00
TOTAL FOR: BRICKMARKERS USA			3,258.00
BRIGADE	BRIGADE FIRE PROTECTION		
	S4433	INSPECTION - TOWNSHIP OFFICE	250.00
	S4434	INSPECTION - LIBRARY	120.00
	S4439	INSPECTION - FIRE STATION 2	120.00
	S4440	INSPECTION - FIRE STATION 1	120.00
	S4442	INSPECTION - FIRE STATION 3	120.00
	S4443	INSPECTION - ICE CENTER	240.00
TOTAL FOR: BRIGADE FIRE PROTECTION			970.00
BS & A	BS & A SOFTWARE		
	106355	DELINQUENT PERSONAL PROPERTY	560.00
TOTAL FOR: BS & A SOFTWARE			560.00
GCT	CAROL SCHOLMA		
	160501	PARK ATTENDANTS STARTUP 2016 - 10 BAGS - PETTY CAS	1,000.00
TOTAL FOR: CAROL SCHOLMA			1,000.00
CENTRON	CENTRON DATA SERVICE CO		
	1-19505	NEW BILL MESSAGE	50.00
	1-19638	1337 UNITS BILLED	176.44
TOTAL FOR: CENTRON DATA SERVICE CO			226.44
MISC	CONCENTRA		
	710837696	DOT PHYSICAL - D. FIFIELD	75.50
TOTAL FOR: CONCENTRA			75.50
WILSOND	DENNIS WILSON		
	160430	APRIL CLEANING SERVICES	345.00
TOTAL FOR: DENNIS WILSON			345.00

Vendor Code	Vendor Name	Description	Amount
MISC	DYKEMA,CARL&Gallagher Bassett		
	05/06/2016	Refund	4,365.00
TOTAL FOR: DYKEMA,CARL&Gallagher Bassett			4,365.00
EBI	ENVIRONMENTAL BIOTECH INTERNATIONAL		
	15980	DIPSTICKS, CARRYING CASE, CLEANING BRUSH	419.90
TOTAL FOR: ENVIRONMENTAL BIOTECH INTERNATIONAL			419.90
FARMERS	FARMERS CO-OP ELEVATOR CO		
	134306	2 GAL HOME & GARDEN CHAPIN SPRAYER	41.00
TOTAL FOR: FARMERS CO-OP ELEVATOR CO			41.00
FRIENDS	FRIENDS OF MICHIGAN LIBRARIES		
	160501	FRIENDS OF MICHIGAN LIBRARIES MEMBERSHIP	15.00
TOTAL FOR: FRIENDS OF MICHIGAN LIBRARIES			15.00
GEM	GEMMEN'S		
	714412	JACKET LINED SHIRT - M. MARKS	47.99
	715414	TOWEL, PAINT BRUSHES, PIPE THREAD STICK, RUSTSAFE	161.70
	715805	POLISHING COMPOUND, KEY CUT, NUTS, SCREWS, BOLTS	30.70
	715871	BATTERIES, WORKFORCE GLOVES	31.02
	716265	STEP LADDER	38.69
	716669	BRUSH WHEELS, HITCH, PULL PIN	72.32
	717006	RUST SAFE PAINT, 200' CHANNELLOCK REEL	194.33
	717097	RETURN BRUSH WHEELS, BLACK SPRAY, OIL, CRIMP WIRE	3.14
TOTAL FOR: GEMMEN'S			579.89
GTWN SENIO	GEORGETOWN SENIORS		
	160421	OFFICE CHAIRS	212.00
TOTAL FOR: GEORGETOWN SENIORS			212.00
GRAND OFF	GRAND OFFICE SUPPLY		
	0184968-001	GENERAL SUPPLIES	60.48
	0185952-001	GENERAL SUPPLIES	102.09
TOTAL FOR: GRAND OFFICE SUPPLY			162.57
GR PRESS	GRAND RAPIDS PRESS		
	160501	MAGAZINES & PERIODICALS	88.62
TOTAL FOR: GRAND RAPIDS PRESS			88.62
GRWILBERT	GRAND RAPIDS WILBERT VAULT		
	26949	2 - FOUNDATIONS - SPECIAL ORDER	68.40
	26984	9 - FOUNDATIONS 28 X 14	333.00
TOTAL FOR: GRAND RAPIDS WILBERT VAULT			401.40
BAJEMA	HAROLD BAJEMA		
	160430	SUPPLEMENT REIMBURSEMENT	209.57
TOTAL FOR: HAROLD BAJEMA			209.57
JOHNBALL	JOHN BALL ZOO		
	160501	LIBRARY PROGRAMS (SRP16)	111.80
TOTAL FOR: JOHN BALL ZOO			111.80
JOHNSTONE	JOHNSTONE SUPPLY		
	S3896630.001	KEY PLEATS, SP8 PLT FILTER	478.08
TOTAL FOR: JOHNSTONE SUPPLY			478.08

Vendor Code	Vendor Name	Description	Amount
HASENJAEGJ	JOSEPH HASENJAEGER		
	160505	YOUTH HOCKEY REFFING - 3ON3	60.00
TOTAL FOR: JOSEPH HASENJAEGER			60.00
KENDALL	KENDALL ELECTRIC		
	S104600126.003	LIGHTS CHICAGO DR LANDSCAPING PROJECT	497.87
	S104700545	STRUT FIBERGLASS B-LINE	(112.49)
	S104700545.001	STRUT FIBERGLASS B-LINE (10)	112.49
	S104700545.002	B-LINE S STEEL STRUT	133.93
	S104750718.001	TELEPHONE DATA SPLICE & REPAIR KIT	29.70
	S104750926.001	NEW LIGHTING FOR TOWNSHIP OFFICE	135.24
	S104750926.002	NEW LIGHTING FOR TOWNSHIP OFFICE	270.48
TOTAL FOR: KENDALL ELECTRIC			1,067.22
KSS ENT	KSS ENTERPRISES		
	976573	13" NYLON SCRUB BRUSHES	314.95
TOTAL FOR: KSS ENTERPRISES			314.95
LKWOODCON	LAKWOOD CONSTRUCTION, INC		
	PARK LAKE WALKWAY PARK LAKE WALKWAY APP #1		95,014.00
	SR CTR #8	CONSTRUCTION ON SR CENTER - APP #8	150,243.00
TOTAL FOR: LAKEWOOD CONSTRUCTION, INC			245,257.00
VENEMANL	LAURENE VEENEMAN		
	160430	SUPPLEMENT REIMBURSEMENT	142.50
TOTAL FOR: LAURENE VEENEMAN			142.50
LEE'S	LEE'S TRENCHING INC		
	105737	4387 BAUER RD	2,236.50
	105743	7472 MAIN ST - NEW VETERAN'S PARK	2,366.85
	105747	TOPSOIL	490.00
	105748	672 CHICAGO DRIVE - RAISE MANHOLE, SET NEW CASTING	1,291.00
	105752	TOWNSHIP OFFICE RAISE MANHOLE	1,140.00
	105753	7765 STEELE AVE - 1" WATER SERVICE INSTALL	1,315.00
	105754	7057 8TH AVE - WM REPAIR	602.50
	105755	6086 REGAL DR	2,870.00
	105756	135 CHICAGO DR - WATER SERVICE REPAIR	3,351.50
TOTAL FOR: LEE'S TRENCHING INC			15,663.35
MCMASTER	MCMASTER-CARR SUPPLY CO		
	54875798	AEROSOL MARKING PAINT	56.12
	55119583	U-BOLT WITH MOUNTING PLATE, SS THREAD PIPE NIPPLE,	44.26
	55351065	BRASS THREADED PIPE NIPPLE, PIN-REMOVAL PUNCH, SS	71.64
	56510415	1/4" SLOTTED SCREWDRIVER, CENTER MARKING PUNCH, ST	69.71
	57100729	SCREWDRIVER, PUSH NUTS, NYLON CABLE TIES	169.89
	57531848	CREDIT - SCREWDRIVER	(8.22)
TOTAL FOR: MCMASTER-CARR SUPPLY CO			403.40
MEYERS	MEYERS CLEANING SERVICE INC.		
	36899	APRIL CLEANING	1,360.00
	37129	MAY CLEANING	1,360.00
TOTAL FOR: MEYERS CLEANING SERVICE INC.			2,720.00
RIOSUPPLY	MICHIGAN METER TECHNOLOGY, INC		
	97210	METERS	11,813.10
	97231	VALVE COPPERHORN	3,884.40
TOTAL FOR: MICHIGAN METER TECHNOLOGY, INC			15,697.50
HATKOWSKIM	MIKE HATKOWSKI		
	160430	APRIL EXPENSES AND MILEAGE	96.24
TOTAL FOR: MIKE HATKOWSKI			96.24

Vendor Code	Vendor Name	Description	Amount
MISC	MUNICIPAL ADVISORY COUNCIL OF MI		
	905820F	OVERLAPPING DEBT REPORT	100.00
TOTAL FOR: MUNICIPAL ADVISORY COUNCIL OF MI			100.00
NAS	NORTHERN ANALYTICAL SERVICES, LLC		
	2015-311	62 MILLS STREET - ASBESTOS SURVEY	850.00
	2015-312	60 BALDWIN STREET - ASBESTOS SURVEY	775.00
	2016-100	4776 BAUER RD - ASBESTOS SURVEY	1,200.00
TOTAL FOR: NORTHERN ANALYTICAL SERVICES, LLC			2,825.00
OC PU	OTTAWA CO PUBLIC UTILITIES		
	10021	MARCH WATER	113,286.79
TOTAL FOR: OTTAWA CO PUBLIC UTILITIES			113,286.79
OC T	OTTAWA CO TREASURER		
	160430	COUNTY PERSONAL PROPERTY PAYMENTS	650.03
TOTAL FOR: OTTAWA CO TREASURER			650.03
HVERDINK	PAM HVERDINK		
	160430	APRIL EXPENSE FORM	125.97
TOTAL FOR: PAM HVERDINK			125.97
PMYERS	PAMELA MYERS		
	160229	MILEAGE/EXPENSES	115.04
TOTAL FOR: PAMELA MYERS			115.04
PER GRAVE	PGVC		
	439	FOUNDATIONS	200.00
TOTAL FOR: PGVC			200.00
PLEUNE	PLEUNE SERVICE COMPANY INC		
	98241	SERVICE HVAC, FILTERS	345.00
	98324	SERVICE HVAC, BELTS	175.94
TOTAL FOR: PLEUNE SERVICE COMPANY INC			520.94
PLUMMER'S	PLUMMER'S ENVIRONMENTAL SERVICE		
	1625320	SANITARY TV	43,098.59
	1628451	SANITARY TV	3,265.94
TOTAL FOR: PLUMMER'S ENVIRONMENTAL SERVICE			46,364.53
PREIN	PREIN & NEWHOF		
	33963	PORT SHELDON WM REPLACEMENT (M121 TO 18TH AVE)	7,711.75
	33990	22ND AVE MDOT TAP APP & NONMOTORIZED PATHWAY DESIG	10,343.92
	33992	22ND AVE 2017 TAP GRANT APPLICATION	116.00
	33993	RUSH CREEK PATHWAY	3,323.25
	69323	MAPLEWOOD LAKE	150.00
TOTAL FOR: PREIN & NEWHOF			21,644.92
PREMIERPAI	PREMIER PAINTING OF WEST MICHIGAN		
	125	8TH AVE PARK PAINTING	3,820.00
TOTAL FOR: PREMIER PAINTING OF WEST MICHIGAN			3,820.00
PRIESTENT	PRIEST ENTERPRISES LLC		
	8538	LAWN SERVICE	5,098.13
TOTAL FOR: PRIEST ENTERPRISES LLC			5,098.13
PCI	PROFESSIONAL CODE INSPECTIONS		
	2447	APRIL INSPECTIONS	31,300.95
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			31,300.95

Vendor Code	Vendor Name	Description	Amount
PURITY CYL	PURITY CYLINDER GASES INC.		
	00986603	HI-LO TEST & INSPECTION	77.81
TOTAL FOR: PURITY CYLINDER GASES INC.			77.81
WELLSR	ROBERT WELLS		
	160504	ANNOUNCING/SCOREKEEPING FOR HS HOCKEY TOURNAMENT	120.00
TOTAL FOR: ROBERT WELLS			120.00
ALBERDAR	ROSS ALBERDA		
	160504	ANNOUNCING/SCOREKEEPING - HS HOCKEY TOURNAMENT	120.00
TOTAL FOR: ROSS ALBERDA			120.00
SCHINDLER	SCHINDLER ELEVATOR CORPORATION		
	8104268153	MAY - JULY QUARTERLY BILLING - INSPECTION	211.95
TOTAL FOR: SCHINDLER ELEVATOR CORPORATION			211.95
ST OF MI	STATE OF MICHIGAN		
	160429	UNEMPLOYMENT REIMBURSEMENT	68.07
TOTAL FOR: STATE OF MICHIGAN			68.07
LIGHTBULB	THE LIGHT BULB CO		
	00303052	48" 32 WATT 835 WESTINGHOUSE	169.00
TOTAL FOR: THE LIGHT BULB CO			169.00
TMOBILE	T-MOBILE		
	160516	MOBILE HOTSPOT WS DEPT	20.00
TOTAL FOR: T-MOBILE			20.00
VARNUM	VARNUM RIDDERING SCHMIDT & HOWLETT		
	971847	LEGAL SERVICES - KMART PROPERTY	3,234.50
TOTAL FOR: VARNUM RIDDERING SCHMIDT & HOWLETT			3,234.50
WMHRA	WEST MICHIGAN HOCKEY REFEREES ASSOC		
	2739	ADULT LEAGUE REFS	1,380.00
	2740	JV HOCKEY TOURNAMENT REFS	840.00
TOTAL FOR: WEST MICHIGAN HOCKEY REFEREES ASSOC			2,220.00
NYBURGW	WILMA NYBURG		
	160429	ELECTION WORK	327.50
TOTAL FOR: WILMA NYBURG			327.50
TOTAL - ALL VENDORS			529,705.45

User: act1  
DB: Bsa Ap

CHECK DATE FROM 04/01/2016 - 04/30/2016

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank EBank E-Banking Items					
04/01/2016	EBank	10870	PRIORITY	PRIORITY HEALTH	22,376.06
04/01/2016	EBank	10871	CON EN	CONSUMERS ENERGY	166.74
04/01/2016	EBank	10872	CON EN	CONSUMERS ENERGY	187.33
04/01/2016	EBank	10873	CON EN	CONSUMERS ENERGY	22.71
04/01/2016	EBank	10874	CON EN	CONSUMERS ENERGY	517.38
04/01/2016	EBank	10875	CON EN	CONSUMERS ENERGY	76.86
04/01/2016	EBank	10876	CON EN	CONSUMERS ENERGY	32.99
04/01/2016	EBank	10877	CON EN	CONSUMERS ENERGY	52.42
04/01/2016	EBank	10878	CON EN	CONSUMERS ENERGY	289.08
04/01/2016	EBank	10879	CON EN	CONSUMERS ENERGY	167.93
04/01/2016	EBank	10880	CON EN	CONSUMERS ENERGY	1,053.80
04/01/2016	EBank	10881	CON EN	CONSUMERS ENERGY	49.51
04/01/2016	EBank	10882	CON EN	CONSUMERS ENERGY	129.19
04/01/2016	EBank	10883	CON EN	CONSUMERS ENERGY	24.39
04/01/2016	EBank	10884	CON EN	CONSUMERS ENERGY	22.71
04/01/2016	EBank	10885	CON EN	CONSUMERS ENERGY	307.97
04/01/2016	EBank	10886	CON EN	CONSUMERS ENERGY	287.40
04/01/2016	EBank	10887	CON EN	CONSUMERS ENERGY	23.87
04/01/2016	EBank	10888	CON EN	CONSUMERS ENERGY	217.27
04/01/2016	EBank	10889	CON EN	CONSUMERS ENERGY	115.28
04/01/2016	EBank	10890	CON EN	CONSUMERS ENERGY	2,027.31
04/01/2016	EBank	10891	CON EN	CONSUMERS ENERGY	235.96
04/01/2016	EBank	10892	CON EN	CONSUMERS ENERGY	266.83
04/01/2016	EBank	10893	CON EN	CONSUMERS ENERGY	212.43
04/01/2016	EBank	10894	CON EN	CONSUMERS ENERGY	33.64
04/01/2016	EBank	10895	CON EN	CONSUMERS ENERGY	518.10
04/01/2016	EBank	10896	CON EN	CONSUMERS ENERGY	1,126.18
04/07/2016	EBank	10902	ELEMENTPAY	VANTIV INTEGRATED PAYMENT SOLUTIONS	388.13
04/11/2016	EBank	10900	FUEL MGMT	FUEL MANAGEMENT SYSTEM	854.18
04/28/2016	EBank	10903	FUEL MGMT	FUEL MANAGEMENT SYSTEM	881.80
04/29/2016	EBank	10904	COMCAST	COMCAST	1,299.50

EBANK TOTALS:

Total of 31 Checks:	33,964.95
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	<u>33,964.95</u>

**Investment Policy Statement  
Georgetown Township  
Cemetery Perpetual Care Fund**

**A. Purpose and Scope:**

This Investment Policy Statement governs the investments associated with the Georgetown Township Cemetery Perpetual Care Fund.

**B. Definition of Duties:**

- a. The Finance Committee of the Board of Trustees has oversight responsibility for investment of the assets of the Cemetery Perpetual Care Fund and will delegate investment authority to external investment advisers who may be retained by approval of the Finance Committee. The Finance Committee will periodically ratify and review the Investment Policy Statement.
- b. The external investment advisor shall be responsible for selecting and implementing assets that conform to State of Michigan regulations and the Investment Policy Statement of the Cemetery Perpetual Care Fund of Georgetown Township.

**C. Objectives**

The investment objective is to generate stable income and to protect the principal value of the Cemetery Perpetual Care Fund.

**D. Strategic asset allocation framework**

- a. Factors and Constraints:
  - i. Timeframe: Given the perpetual nature of Cemetery Trusts, the investment time frame is long (excess of ten years)
  - ii. Tax Issues: There are no tax issues to be considered.
  - iii. Liquidity Needs: Quarterly income distributions.
  - iv. Legal/Regulatory Factors: Cemetery Perpetual Care Fund is subject to PA 215, Section 128.1 (effective May 16, 2016)
- b. Strategic Asset Allocation Policy:
 

Subject to existing bond maturities and market conditions over the next eighteen months, the following allocations and weights apply:

Broad Class	Allocation	Target	Minimum	Maximum
<b>Equity (Return Oriented)</b>		<b>55%</b>	<b>40%</b>	<b>60%</b>
	US Core Equity	19.3	15.0	25.0
	Int'l Core Equity	11.0	10.0	15.0
	Equity Long/Short	5.5	3.0	6.0
	Emerging Mkt Equity	2.8	0	3.0
	Emerging Mkt Debt	2.8	0	3.0
	High Yield Debt	2.8	0	3.0
	Global REIT	2.8	0	3.0
	Intl Small Cap	2.8	0	3.0
	Equity Market Neutral	2.8	0	3.0
	Global Macro	2.8	0	3.0
<b>Fixed Income (Risk Managing)</b>		<b>45%</b>	<b>40.0</b>	<b>60.0</b>
	Treasury Bonds	20.0	40.0	60.0
	GNMA Bonds	15.0	10.0	20.0
	Investment Grade Bonds	10.0	5.0	15.0

**E. Rebalancing and Spending Policy**

- a. The portfolio shall be rebalanced when actual investment positions exceed allowable ranges. The external investment advisor is free to rebalance within the allowable ranges as they deem appropriate, taking into account market conditions and a pending distributions from the Cemetery Perpetual Care Fund.
- b. Spending Policy: Income is to be distributed quarterly to a bank disbursement account, authorized by Georgetown Township.

**F. Monitoring and review process:**

- a. The investment advisor shall provide monthly statements to the Georgetown Township Superintendent, or his/her designee.
- b. The investment advisor shall at the request of the Finance Committee appear before them to discuss/review investment issues and performance as it relates to the Cemetery Perpetual Care Fund.
- c. Investment performance shall be computed using generally accepted standards for doing so and furnished to Georgetown Township at their request.
- d. The investment advisor shall provide an annual letter, attesting that the investments in the Cemetery Perpetual Care Fund are allowable by law and that no 'prohibited transactions' occurred during the previous calendar year.

On behalf of Georgetown Township: \_\_\_\_\_ . Dated \_\_\_\_\_

On behalf of Macatawa Bank: \_\_\_\_\_ . Dated \_\_\_\_\_

From: [K Nyhof](#)  
To: [Rod Deemter](#)  
Subject: roof quote  
Date: Tuesday, March 15, 2016 4:29:15 PM

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# Proposal

J & K Coatings  
5523  
4126 48<sup>th</sup> Street  
Holland, MI 49423

616-836-

NAME Georgetown charter TWP.	Phone 616-893-9005	Date 3-15-16
Street 6921 28th Ave.	City Hudsonville MI	ZIP 49426

## WORK TO BE COMPLETED:

Seal fasteners and coat roof with Lucas 6000

**Total:           \$14,112.00**

Payment to be made as follows: 35% at signing, remainder 10 days after job is completed. 1.5% per month FINANCE CHARGE (18% ANNUAL PERCENTAGE RATE) will be added from the 1<sup>st</sup> of the month following completion of work on overdue accounts.

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days

Acceptance of Proposal. The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified. Payment will be made as outlined above.

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

Signature:

Date of Acceptance: \_\_\_\_\_



3309 Hudson Trails drive - Hudsonville, MI 49426

www.mmbsinfo.com

Steel building specialist  
phone 616-896-1700 - fax 616-896-9300

March 30, 2016

Georgetown Charter Township  
6921 28<sup>th</sup> Ave  
Hudsonville, MI 49426

SCOPE OF ESTIMATE:  
60' x 180' roof area:

Furnish and install a 1 ½" thick foam (R=5.5) flute filler. This will go in the low area of the roof panel and sloped to the existing corrugations.

Furnish and install 3" unfaced insulation under the roof panel, above the foam insulation. This would add an addition R value = 10.

Furnish and install a 24 gauge galvalume, standing seam, mechanically seamed roof panel. This will be a two piece panel from eave to ridge with a lap at 30'.

Furnish and install a new gable trim on the endwalls.

Furnish and install new gutters and downspouts (downspouts approximately every 25') on the sidewalls.

Total for material, tax, and labor -----\$50,714.00

GENERAL CONDITIONS:

I have included a \$1,000.00 allowance for plans, permit and inspections from Zeeland city. This price is good for 30 days. Soil grade and grass repair not included. We will use all terrain equipment around the site this may damage the existing grass and grade. We will try to keep this to a minimum.

THANKS FOR THE OPPORTUNITY TO QUOTE THIS PROJECT; I LOOK FORWARD TO WORKING WITH YOU IN THE FUTURE.

Jake Miedema  
MMBS Inc.

*Committed to West Michigan, we build by design with quality and integrity, while developing lifelong relationships utilizing our God given talents and resources.*



Job Cost Summary  
**Georgetown Charter Township**

6921 128th Ave; Hudsonville, MI 49426

April 27, 2016

Architectural Plans and Engineering			\$150.00
Supervision (Working Supervisor)			\$1,740.00
Equipment use for Construction			\$4,000.00
Clean-up and Dumpster Fees			\$503.00
General Conditions			\$3,870.25
Roofing Materials & Accessories			\$32,010.00
Labor to install roof			\$28,952.00
Insulation between existing roof flutes			\$4,620.00
	Sub-Total		\$75,845.25
	Overhead	5.00%	\$3,792.26
	Profit	5.00%	\$3,792.26
	<b>Grand Total</b>		<b><u>\$83,429.78</u></b>

**Scope of Work**

- Demo Existing Gutter and Downspouts
- Secure any existing fasteners as needed
- Install 1-1/2" rigid foam between existing metal roof flutes
- Install 10,080 SF of 24 GA Annealed Galvalume roof panels (no intermediate splices)
- Install 590 LF of closure strip on all perimeter to encapsule existing roof
- Install 360 LF of gutter at the eaves
- Install 10 new down spouts (5 each side)
- Install new boots around (11) existing roof penetrations

Prepared by Mike Beuschel 4/27/2016

**PROBLEM SOLVER AND INNOVATOR IN THE CONSTRUCTION INDUSTRY SINCE 1939**



## GEORGETOWN FIRE DEPARTMENT

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TO: Dr. D. Dale Mohr, *Supervisor*

FROM: Chief Hamming

DATE: April 18, 2016

SUBJECT: Fire Department Requests

CC: Township Board Members  
Dan Carlton, Township Manager

- 1.) Approve the estimate from Greenmark Equipment in the amount of \$10,262.00 for a John Deere Gator (ATV). Funds are in the 2016 fire budget.

**Quote 1**

Greenmark Equipment \$10,262.00

**Quote 2**

Westenbroek Mower \$11,249.15

**Quote 3**

Fox Motorsports \$7,684.60

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Daniel J. Hamming  
Fire Chief

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*Daniel J. Hamming, Fire Chief*

Office of the Fire Chief, 1515 Baldwin, P.O. Box 769, Jenison, MI 49428  
Phone 616-457-2690 ext. 247 • Fax 616-457-3670 • Email dhamming@georgetown-mi.gov



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**Quote Summary**

**Prepared For:**  
Georgetown Fire Department  
MI

**Prepared By:**  
Josh Hoffman  
Greenmark Equipment, Inc.  
2040 Chicago Drive  
Jenison, MI 49428  
Phone: 616-669-2000  
jhoffman@greenmarkequipment.com

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**Quote Id:** 12850810  
**Created On:** 26 February 2016  
**Last Modified On:** 26 February 2016  
**Expiration Date:** 04 March 2016

<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE HPX Gas Green & Yellow (MY16)	\$ 11,921.65	\$ 10,262.00 X	1 =	\$ 10,262.00
<b>Equipment Total</b>				<b>\$ 10,262.00</b>

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<b>Quote Summary</b>	
Equipment Total	\$ 10,262.00
SubTotal	\$ 10,262.00
Total	\$ 10,262.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 10,262.00</b>

**Salesperson : X** \_\_\_\_\_

**Accepted By : X** \_\_\_\_\_



# Selling Equipment

Quote Id: 12850810

<b>JOHN DEERE HPX Gas Green &amp; Yellow (MY16)</b>				<b>Suggested List</b>
<b>Hours:</b>				\$ 11,921.65
<b>Stock Number:</b>				<b>Selling Price</b>
				\$ 10,262.00
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
986AM	HPX Gas Green & Yellow (MY16)	1	\$ 9,739.00	\$ 9,739.00
<b>Standard Options - Per Unit</b>				
001A	US/Canada	1	\$ 0.00	\$ 0.00
1011	High-Performance All-Purpose (HPAP) Tires	1	\$ 0.00	\$ 0.00
2006	Bench Seat Yellow	1	\$ 0.00	\$ 0.00
3120	Cargo Box Manual Lift with Prop Rod	1	\$ 0.00	\$ 0.00
4000	OPS with Nets	1	\$ 0.00	\$ 0.00
4049	Less Black Poly Roof and Rear Screen with Headrests	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 0.00</b>
<b>Dealer Attachments</b>				
BM19972	1.25 In. (38 mm) Front Receiver Hitch	1	\$ 69.66	\$ 69.66
BM24590	Brake / Tail Light Kit	1	\$ 164.79	\$ 164.79
BM24442	Warn Winch (3000 Lb.)	1	\$ 892.39	\$ 892.39
BM21392	Winch Accessories Kit	1	\$ 134.81	\$ 134.81
<b>Dealer Attachments Total</b>				<b>\$ 1,261.65</b>
<b>Other Charges</b>				
	Setup	1	\$ 921.00	\$ 921.00
<b>Other Charges Total</b>				<b>\$ 921.00</b>
<b>Suggested Price</b>				<b>\$ 11,921.65</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -1,659.65</b>	<b>\$ -1,659.65</b>
<b>Total Selling Price</b>				<b>\$ 10,262.00</b>

# Q U O T A T I O N

PAGE: 1

Westenbroek Outdoor Power Equipment  
7670 Cottonwood  
Jenison, MI 49428  
Phone #: (616)667-5700  
Fax #: (616)667-2453

PHONE #: (616)893-9005 Ext: ROD      DATE: 2/25/2016  
CELL #:                                      ORDER #: 279709  
ALT. #: (616)893-5694 Ext: MATI      CUSTOMER #: 20947  
P.O.#: CHIEF DANIEL                      CP: JP  
TERMS: Net 30                              LOCATION: 2  
SALES TYPE: Quote                         STATUS: Active

**BILL TO 20947**

GEORGETOWN CHARTER TOWNSHIP  
P.O.BOX 769  
JENISON, MI 49429 U.S.A.

**SHIP TO**

GEORGETOWN CHARTER TOWNSHIP

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
TOR	UTV700	TORO UTILITY VEHICLE 700CC EFI 4X4	1	\$11,999.00	\$10,599.15	\$10,599.15
****	DEALER OPTION	DISTINATION FEE	1	\$650.00	\$650.00	\$650.00
****	BID	BID/FLEET PRICING-tracking number only	1	\$0.00	\$0.00	\$0.00

Prices reflected on this quote are valid for 30 days.  
Exceptions may apply due to Manufactures Promotional Dates.  
Please verify with your Sales Rep.  
Special orders will have freight charges applied.  
Demo/Rental units must be returned filled with gas/diesel or charges of \$5.00 per gal will be applied.  
No returns on special orders. Any returnable product will have a 20% restocking fee applied and must be in original packaging.

SUBTOTAL:            **\$11,249.15**  
TAX:                    **\$0.00**  
ORDER TOTAL:       **\$11,249.15**

Authorized By: \_\_\_\_\_