



Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

Township Board Meeting Agenda

Monday, January 26, 2026, 7:00 PM

1. Call To Order
2. Prayer For Guidance
 - 2.I. Jim Wierenga
3. Pledge Of Allegiance To The Flag
4. Roll Call
5. Approval Of Agenda
6. Citizen Award - Gary Danielson
7. John Teeples - Ottawa County Commissioner Update
8. Eric Deboer-Sheriff Department Update
9. Communications, Letters And Reports Received For Information
 - 9.I. January 12, 2026 Utilities Committee Meeting Minutes

Documents:

[UC260112MINUTES.PDF](#)
 - 9.II. Finance Committee Meeting Minutes Of January 19, 2026

Documents:

[FC260119.PDF](#)
 - 9.III. Fourth Quarter 2025 Investment Report

Documents:

[FOURTH QUARTER 2025 INVESTMENT REPORT.PDF](#)

9.IV. Ottawa County Sheriff's Department Report - December 2025

Documents:

[DECEMBER - EAST DISTRICT MONTHLY REPORT.PDF](#)

10. Public Comments For Action Items Remaining On The Agenda (Maximum Of Three Minutes Per Person)

11. Consent Agenda

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

11.I.i. Minutes Of The 1/7/2026 Special Joint Meeting Of The Township Board And Planning Commission

Documents:

[TB PC MINUTES 260107 JOINT MEETING.PDF](#)

11.I.ii. January 12, 2026 Township Board Meeting Minutes

Documents:

[TB260112.PDF](#)

11.I.iii. Closed Session Meeting Minutes Of January 12, 2026

11.II. Approval Of The Bills

11.II.i. Bills

[JANUARY 19, 2026 BILLS](#)

12. Resolution To Update The Charges For Connection To The Township's Public Sewer System

Moved by , seconded by , to approve the Resolution to Update the Charges for Connection to the Township's Public Sewer System as follows, as recommended by the Utilities Committee:

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. _____)**

At a regular meeting of the Township Board for the Charter Township of

Georgetown held at the Township offices on _____, 2026 at _____ p.m., this Resolution was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

A RESOLUTION TO UPDATE THE CHARGES FOR CONNECTION TO THE TOWNSHIP'S PUBLIC SEWER SYSTEM.

RECITALS

WHEREAS, the Code of Ordinances for Georgetown Charter Township (the "Township") permits the Township Board, by resolution, to set the rates and charges for property owners within the Township, and within Blendon Township and the City of Granville, to connect to the Township's public sewer system;

WHEREAS, the Township Board must occasionally review and update the charges assessed to property owners for making such connections, to reflect the increases in the cost of parts, equipment, and labor to complete such connections;

WHEREAS, the Township Board now wishes to update the charges assessed for connections to the Township's public sewer system.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated verbatim.
2. The Township Board hereby adopts the new schedule for sewer connection charges, as set forth in the attached "Exhibit A." Properties located within Georgetown Township are subject to the charges specific to Georgetown Township. Properties located within the City of Grandville or Blendon Township are subject to the respective charges for those municipalities, as set forth in Exhibit A hereto.
3. The charges set forth in "Table 1" to Exhibit A shall be effective upon the effective date of this Resolution. The charges set forth in "Table 2" to Exhibit A shall be effective beginning on July 1, 2026.
4. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

YEAS: _

NAYS: _

ABSENT/ABSTAIN: _

RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By:

Kelly Kuiper
Georgetown Charter
Township Clerk

12.I. Connection Charges

Documents:

[RESOLUTION FOR SEWER CONNECTION CHARGES \(UPDATED
12.31.2025\) AND ATTACHMENTS.PDF](#)
[EXHIBIT A CONNECTION CHARGES.PDF](#)

12.II. Roll Call

YEAS:

NAYS:

ABSTAINED:

13. Air Handler Repairs

Motion: To approve the quote of \$58,646.30 from Pleune Service Company for air handler repairs, as recommended by the Utilities Committee.

Documents:

[PLUENE QUOTE REVISED.PDF](#)

14. Local Civic Organization Request (Redeemed Mobile Boutique)

Motion: To approve the resolution recognizing Redeemed Mobile Boutique as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming license, as recommended by the Finance Committee.

Documents:

[CHARITABLE GAMING APPLICATION.PDF](#)
[REDEEMED MOBILE BOUTIQUE BYLAWS.PDF](#)
[RESOLUTION.PDF](#)

14.I. Roll Call

YEAS:

NAYS:

ABSTAINED:

15. Election Early Voting Printing And Mailing Services Contract

Motion: To approve the Election Early Voting Printing and Mailing Services Contract, as recommended by the Finance Committee.

Documents:

[ELECTION EARLY VOTING PRINTING AND MAILING SERVICES CONTRACT - 01.12.2026.PDF](#)

16. Election Printing Service Contract

Motion: To approve the Election Printing Service Contract, as recommended by the Finance Committee.

Documents:

[ELECTION PUBLISHING SERVICE CONTRACT.PDF](#)

17. Revision To Policy 2005-06, Bid And Quotation Requirements Policy

Motion: To approve the revision to Policy 2005-06, Bid Quotation Requirements Policy, as recommended by the Finance Committee.

Documents:

[POLICY 2005-06 REVISION - COMMITTEE REVISION.PDF](#)

18. Addition To Benefits Manual - Gym Memberships

Motion: To approve the addition of gym memberships for qualifying members of the Fire Department to the Georgetown Township Employee Benefits Manual, as recommended by the Finance Committee

Documents:

[PHYSICAL FITNESS PROGRAM-BENEFITS MANUAL 2026- COMMITTEE](#)

RECOMMENDATION.PDF

19. Second Public Comment (Maximum Of Three Minutes Per Person)
20. Discussion And General Information
21. Meeting Adjourned

**MINUTES OF THE REGULAR
GEORGETOWN TOWNSHIP UTILITIES COMMITTEE MEETING
HELD JANUARY 12, 2026**

- The meeting was called to order by Township Superintendent, Justin Stadt, at 8:38 p.m.
- Roll Call
 - Committee Members Present: Kevin Kelly, John Schwalm, Gary Veldink
 - Also Present: Chelsea Chandler (Deputy Clerk), Joel Hanenburg (Director of Public Works), Andy Rienstra (Township Assistant Superintendent), Justin Stadt (Township Superintendent)
 - Absent: None

#260112-01 – Approval of the Agenda

- Moved by Gary Veldink, seconded by Kevin Kelly, to approve the agenda as presented.
- MOTION CARRIED UNANIMOUSLY.

#260112-02 – Approval of the Minutes of the Previous Meeting

- Moved by Gary Veldink, seconded by Kevin Kelly, to approve the minutes of the [December 8, 2025](#) meeting.
- MOTION CARRIED UNANIMOUSLY.

#260112-03 – Communications, Letters, and Reports

- None.

#260112-04 – Geoff Croley Appeal

- Moved by Gary Veldink, seconded by John Schwalm, to deny Geoff Croley’s appeal to the Utilities Committee to have a shut off fee waived from his water/sewer account.

Attachments: [Letter](#) from Geoff Croley

- MOTION CARRIED UNANIMOUSLY.

#260112-05 – Faith PRC Appeal

- Moved by Gary Veldink, seconded by John Schwalm, to approve the Faith Protestant Reformed Church’s appeal to the Utilities Committee to “get some relief with the sewer portion of the [church’s water/sewer] bill for the last two billing [cycles] and the one to come” because of a water leak that was fixed in December 2025.

Attachments: [Letter](#) from Faith PRC

- MOTION CARRIED UNANIMOUSLY.

#260112-06 – 28th Ave. and Port Sheldon Intersection Conversion

- Moved by Kevin Kelly, seconded by John Schwalm, to deny any financial contributions to the Ottawa Area Intermediate School District’s accessibility upgrades to the crosswalk located at the 28th Ave. and Port Sheldon St. intersection in Georgetown Township.

Attachments: Request [letter](#)

- MOTION CARRIED UNANIMOUSLY.

#260112-07 – Air Handler Repairs

- Moved by Gary Veldink, seconded by John Schwalm, to recommend to the Township Board to approve the quote of \$58,646.30 from Pleune Service Company for air handler repairs.

Attachments: [Revised Quote](#)

- MOTION CARRIED UNANIMOUSLY.

#260112-08 – Orphan Drain Proposal Discussion

- Discussion took place between the committee members and Ken Bosma, a representative from Prein & Newhof, about possible ways to deal with orphan drains in Georgetown Township. Plans were made to discuss this topic during a future meeting as well.

Attachments: [Letter](#) from Prein & Newhof with Orphan Drain Proposal

#260112-09 – Resolution to Update the Charges for Connection to the Township’s Public Sewer System

- Moved by Gary Veldink, seconded by John Schwalm, to recommend to the Township Board to approve the Resolution to Update the Charges for Connection to the Township’s Public Sewer System as follows:

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. _____)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on _____, 2026 at _____ p.m., this Resolution was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

A RESOLUTION TO UPDATE THE CHARGES FOR CONNECTION TO THE TOWNSHIP’S PUBLIC SEWER SYSTEM.

RECITALS

WHEREAS, the Code of Ordinances for Georgetown Charter Township (the "Township") permits the Township Board, by resolution, to set the rates and charges for property owners within the Township, and within Blendon Township and the City of Granville, to connect to the Township's public sewer system;

WHEREAS, the Township Board must occasionally review and update the charges assessed to property owners for making such connections, to reflect the increases in the cost of parts, equipment, and labor to complete such connections;

WHEREAS, the Township Board now wishes to update the charges assessed for connections to the Township's public sewer system.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated verbatim.

2. The Township Board hereby adopts the new schedule for sewer connection charges, as set forth in the attached "Exhibit A." Properties located within Georgetown Township are subject to the charges specific to Georgetown Township. Properties located within the City of Grandville or Blendon Township are subject to the respective charges for those municipalities, as set forth in Exhibit A hereto.

3. The charges set forth in "Table 1" to Exhibit A shall be effective upon the effective date of this Resolution. The charges set forth in "Table 2" to Exhibit A shall be effective beginning on July 1, 2026.

4. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____
Kelly Kuiper

Georgetown Charter Township Clerk

[Exhibit A Connection Charges](#)

- MOTION CARRIED UNANIMOUSLY.

#260112-10 – Committee Goals Discussion

- The committee's goals were discussed briefly, including the Quarterly Reports from Ottawa County.

#260112-11 – Public Comment

- Members of the public were present; public comments were made by the following:
 - Pete Plowman, 6877 Creek Ridge Ct.

#260112-12 – Other Business

- None.

#260112-13 – Adjournment

- Moved by Gary Veldink, seconded by John Schwalm, to adjourn the meeting at 9:29 p.m.
- MOTION CARRIED UNANIMOUSLY.

**MINUTES OF THE REGULAR
GEORGETOWN TOWNSHIP FINANCE COMMITTEE MEETING
HELD JANUARY 19, 2026**

- The meeting was called to order by Township Superintendent, Justin Stadt, at 8:01 a.m.
- Roll Call
 - Committee Members Present: Gene DeWitt, John Schwalm, Jim Wierenga
 - Also Present: Chelsea Chandler (Deputy Clerk), Matt DeWitt (Fire Chief), Andy Rienstra (Township Assistant Superintendent), Justin Stadt (Township Superintendent)
 - Absent: None

#260119-01 – Approval of the Minutes of the Previous Meeting

- Moved by John Schwalm, seconded by Jim Wierenga, to approve the minutes of the [December 15, 2025 meeting](#).
- MOTION CARRIED UNANIMOUSLY.

#260119-02 – Communications, Letters, and Reports

- None.

#260119-03 – Local Civic Organization Request (Redeemed Mobile Boutique)

- Moved by Jim Wierenga, seconded by John Schwalm, to recommend to the Township Board to approve the resolution recognizing Redeemed Mobile Boutique as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.

Attachments: [Resolution](#)
[Redeemed Mobile Boutique Letter](#)
[Redeemed Mobile Boutique Bylaws](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-04 – Benefits Manual Addition Discussion – Gym Memberships

- Discussion took place about revising the addition to the Benefits Manual regarding gym memberships.
- Moved by Jim Wierenga, seconded by Gene DeWitt, to recommend to the Township Board to approve the revised addition to the Benefits Manual regarding gym memberships.

Attachments: [Benefits Manual Addition](#)
[Benefits Manual Addition – Revised](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-05 – Election Early Voting Printing and Mailing Services Contract

- Moved by John Schwalm, seconded by Gene DeWitt, to recommend to the Township Board to approve the Election Early Voting Printing and Mailing Services Contract.

Attachments: [Election Early Voting Printing and Mailing Services Contract](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-06 – Election Printing Service Contract

- Moved by Jim Wierenga, seconded by Gene DeWitt, to recommend to the Township Board to approve the Election Printing Service Contract.

Attachments: [Election Printing Service Contract](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-07 – Revision to Policy 2005-06, Bid and Quotation Requirements Policy

- Moved by Jim Wierenga, seconded by John Schwalm, to recommend to the Township Board to approve the revision to Policy 2005-06, Bid Quotation Requirements Policy.

Attachments: [Policy](#)
[Policy with Latest Revision](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-08 – Public Comments

- Members of the public were not present; no comments were made.

#260119-09 – Other Business

- Discussion took place about staffing changes at the Georgetown Township office, possible changes to the creation of committee meeting minutes, and the current progress of the Veterans Memorial Banner program.

#260119-10 – Adjournment

- Moved by John Schwalm, seconded by Jim Wierenga, to adjourn the meeting at 8:47 a.m.
- MOTION CARRIED UNANIMOUSLY.



**Georgetown Township
Investment Report for
Fourth Quarter of 2025**

Open Date	Maturity	Term	Rate	Amount
			MM Bal	\$31,778,126.80
			Total	\$31,778,126.80
Cemetery Perpetual Care Balance				\$2,197,406.61



OTTAWA COUNTY SHERIFF'S OFFICE

12220 Fillmore St West Olive, MI 49460

Eric J. DeBoer | Sheriff

David Kok | Undersheriff

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

DECEMBER 2025



December Around District 4

Overview

During December 2025, the Ottawa County Sheriff's Office responded to a total of 1,904 calls for service within the eastern district of Ottawa County.

Traffic Activity

- Deputies responded to 320 traffic crashes across the district.
- A total of 602 traffic contacts were made throughout the month.

School Outreach

- School Resource Officers continue to have a presence in their districts. They also enjoyed the Christmas break and spent more time in their respective townships and city.
- SRO Deputies Van Dis & Jonkman (JPS) and Deputies Davidson & Popma (HPS) organized Shop with a Sheriff for both Georgetown and Jamestown Meijer stores.

Community Engagement

- Deputies participated in the Shop with a Sheriff event, with the East District gathering at the Georgetown Twp Meijer on December 2nd & the Jamestown Meijer on December 11th. It was a great evening spent with students as they shopped for Christmas gifts for themselves and their families.
- With the weather changing, Deputies are spending more time policing crashes.
- No events on the calendar ahead.

Training

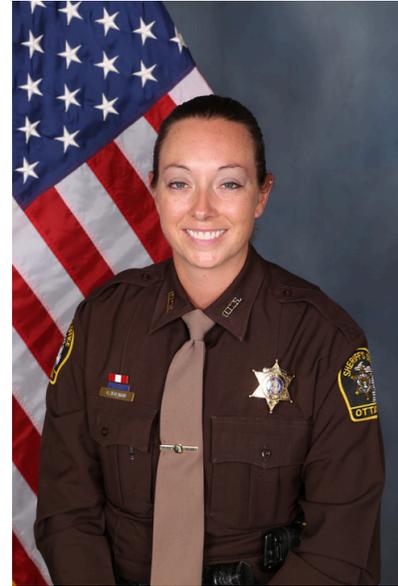
- The Critical Response Team, Dive Team and Drone Team completed their monthly training sessions.
- Several online trainings were completed by staff. These trainings will assist staff as they prepare for January in-service.

Night-Time Road Patrol Supervision

I would also like to introduce the East District's night-time road patrol supervision team. Sergeant Cassie Tolman is assigned to A Squad, and Sergeant Alex DeJong is assigned to B Squad. You may see Cassie or Alex visiting your township or city, they are available to assist with any questions or concerns if I am unavailable.

Respectfully Submitted,

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



Sergeant Cassie Tolman
ctolman@miottawa.org
616-928-4515



Sergeant Alex DeJong
adejong@miottawa.org
616-218-6960



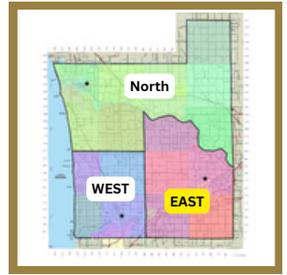
OTTAWA COUNTY SHERIFF'S OFFICE

12220 Fillmore St West Olive, MI 49460

Eric J. DeBoer | Sheriff

David Kok | Undersheriff

DECEMBER 2025



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

<u>Georgetown Township</u>	Dec. 25	Nov. 25
Calls	793	808
Enforcement	321	558
Crashes	138	87
Medicals	184	154

<u>City of Hudsonville</u>	Dec. 25	Nov. 25
Calls	202	206
Enforcement	113	133
Crashes	27	24
Medicals	35	24

<u>Zeeland Township</u>	Dec. 25	Nov. 25
Calls	235	253
Enforcement	60	49
Crashes	47	35
Medicals	23	43

<u>Allendale Township</u>	Dec. 25	Nov. 25
Calls	403	464
Enforcement	50	162
Crashes	49	37
Medicals	56	37

<u>Blendon Township</u>	Dec. 25	Nov. 25
Calls	121	118
Enforcement	30	24
Crashes	35	18
Medicals	15	13

<u>Jamestown Township</u>	Dec. 25	Nov. 25
Calls	150	185
Enforcement	28	38
Crashes	24	28
Medicals	20	16

Minutes of the Special Joint Meeting of the Georgetown Township Board and Planning Commission, held Wednesday, January 7, 2026

Meeting called to order by Supervisor Jim Wierenga at 7:00 p.m.

Present:

Board members: Jim Wierenga, Kelly Kuiper, Gene DeWitt, Gary Veldink, Amy Grasman, Kevin Kelly

Planning Commissioners: Josiah Samy, Jeannine Bolhouse, Gary Veldink, Geoff Brown, Goris Passchier, Tom Healy

Also present: Justin Stadt, Township Superintendent; Andy Rienstra, Assistant Superintendent; Ryan Schab, Zoning Administrator (ZA); Tanya DeOliveira, Williams and Works

Absent: John Schwalm, Jessica Ulberg

#260107-01 – Overview of meeting from Supervisor Jim Wierenga

Jim Wierenga opened the meeting. He stated the Township Board was hoping to have a better understanding of items the Planning Commission is wrestling with currently and items possibly coming down the road. He was hoping that a dialog between the two groups would provide a better understanding between the Board and Commission about goals for the township.

#260107-02 – Overview of meeting from Planning Commission Chairman Josiah Samy

Josiah Samy informed the Board of where the Planning Commission was currently at in the Master Plan process and that they were starting to take the information from the survey and pop-up events and develop a set of goals for the township's future. He stated he felt it was a good idea to make sure both the Board and the Commission were on the same page about goals for the township.

#260107-03 – Approval of the Special Joint Meeting of the Georgetown Township Board and Planning Commission Agenda for [January 7, 2026](#)

Moved by Gary Veldink, seconded by Amy Grasman to approve the agenda of the [January 7, 2026](#) meeting as presented.

#260107-04 – Master Plan Discussion with Tanya DeOliveira, Williams & Works

Jim Wierenga asked Tanya DeOliveira to provide an overview of the Master Plan process thus far. She explained they have updated informational chapters about the township's demographics, natural features, and community facilities. She stated this fall they held two pop-up events where residents could participate in activities where they give their feedback about land use and development. The results of these events and the survey were compiled in a community engagement report which she encouraged the Board to read if they have not already. From that report, objectives will be developed by the Planning Commission. She stated once the draft of the Master Plan is created, there is a period of 63 days where the public is allowed to give feedback on it before the Planning Commission recommends it to the Township Board for adoption.

Jim Wierenga asked what step comes next in the Master Plan process.

Tanya DeOliveira stated the Master Plan the township currently has only has one goal. She stated she wanted the Planning Commission to develop more goals for different themes like transportation, housing, and community development. She stated the goal statements they develop will be used to inform decision making by the Board and Commission.

Jim Wierenga asked the Planning Commission members to comment on the Master Plan process thus far, and if they were looking to make big changes or smaller changes.

Tanya DeOliveira wanted to interject briefly to say usually large broad changes are not successful for different reasons. She stated usually change is incremental and happens over periods of time.

Geoff Brown stated he was impressed by the number of people who responded to the survey, showing how much the township's residents care about their community. He agreed with Tanya DeOliveira's statement that large sweeping changes were not a good idea, but felt there were areas of the current Master Plan where they need to change goals more than simply refine them.

Jim Wierenga asked Tom Healy what he thought about participation in the survey and how it impacts the view of the Commission on what direction they may head.

Tom Healy stated he felt the process has gone very well. The survey results were interesting to him, especially the comments on housing, which seemed almost contradictory in that the results called for more single-family homes, but also no new housing. He stated that contradiction may signify a divergence with the population, though he clarified the survey was not scientific [meaning those who took the survey were not a group selected to accurately represent the township's demographics; anyone could have taken the survey and anyone could have taken it more than once]. He brought up the fact that some of the grievances in the survey [like the issue of a lack of sidewalks] might be attributed to how certain entities do not need to be held to local ordinance, like public schools or renewable energy systems.

Jim Wierenga asked Jeannine Bolhouse if she thought the issue of schools not being subject to the ordinance changes the trajectory of the Master Plan, and if the township can defensively plan around the ability for schools to ignore local ordinance.

Jeannine Bolhouse stated one thing she has taken away from the process was that more communication and collaboration is necessary between the township and surrounding organizations. She stated when a community isolates itself, it has less input in what's happening around it. She stated she's been on the Planning Commission for almost twenty years, and she can't recall the Master Plan incorporating any major changes in goals, nor does she recall making any clear, concrete goals and objectives. She stated one thing they frequently notice in their discussions on the Planning Commission is how important it is that the commissioners have different backgrounds and opinions. She stated if board members and commissioners are only an echo chamber of their own opinions, that does not mean the entire community feels the same way. She went on to say there is usually no perfect answer, and aspirational goals do not mean definitive changes will be made. She stated everyone will not agree on everything, but that's a good thing as the township has different demographics which have different needs. She stated if a

plan or a goal meets the needs of every board member and commissioner, it's probably not meeting the needs of most residents.

Jim Wierenga asked Josiah Samy what aspirational goals he felt have emerged so far from the Master Plan process.

Josiah Samy equated the Master Plan process to his profession in the mortgage world. He stated it's like when an inspector comes to a home for sale and says that the home is great, but could benefit from small changes to make it even better. He stated the Planning Commission is excited to get started on the Master Plan goal-setting. He stated as far the comments they've been receiving, there is clearly a demographic shift in the township where there are two large camps; one that does not want change and one that does want variation in housing types, lot sizes, and less restrictions on buildings. He stated their goals are going to be less aligned with what they personally would like to see and more aligned with what the community as a whole will need over the next couple of decades. Their goal is to make the township stronger and to protect some areas of farmland. He stated they also discussed bringing in businesses so that residents do not have to leave the township for goods and services, which contributes to traffic congestion.

Jim Wierenga asked if there were specific areas or ideas that the commissioners all felt were important and goals could be formed around those ideas.

Tom Healy stated that one of the issues they were having as a commission is they don't know where the Board stands on some items. He cited renewable energy ordinances, development in the northwest quadrant of the township, mixed use developments, building heights, Planned Unit Developments (PUDs), and parking ordinances. He cited the recent Eastbrook Homes PUD (Loving Woods) that was denied where detached garages seemed to be an issue to the Board. He stated a PUD allows for deviation from the ordinance, but he asked if there were items the Board was not willing to hear deviations for.

Josiah Samy stated he also hoped to hear feedback from the Board about commercial sites, citing the old K-Mart property at Main Street and Chicago Drive.

Jim Wierenga asked Gary Veldink what his perspective was on what the Planning Commission is trying to accomplish with the Master Plan review.

Gary Veldink stated he felt the number of people who responded to the survey was so small compared to how many people actually live in the township. He stated he was concerned about making changes to the Master Plan based on the feedback of just those few people. He stated he felt it may not be fair to current residents to change ordinances to accommodate different groups of people to come in. Regarding the northwest quadrant of the township, he stated it would be an expensive process to get utilities to the area. He stated he hoped to develop a plan for the northwest quadrant to prevent Grand Valley State University from taking over more land there, as they are also an entity that does not have to adhere to local ordinance.

Jim Wierenga asked the commissioners to offer any ideas they've had about specific areas of the township or specific ideas for improvements that they would like to see. He asked them to imagine the Township Board was not a factor and to explain what changes they want to make.

Josiah Samy stated they haven't sat down and come up with a list of ideas yet. He stated they have identified certain areas thanks to the survey that are important to look at like the northwest quadrant, the old K-Mart site, and issues with Baldwin Street. He stated there may be areas where they can allow for higher density or taller building heights

Tanya DeOliveira stated part of her process is to help commissions and boards to get thinking about questions they may have never considered. She stated she asks questions to facilitate discussion, not because she wants to lead change, but because she wants discussion to occur between the commissioners.

Jim Wierenga stated in his line of work, and in Jeannine Bolhouse's line of work, mediators can be an important objective third party in a discussion. He stated he felt her feedback would be helpful in these discussions.

Tanya DeOliveira stated one of the things she does is compile a goals and objectives worksheet for the Planning Commission where she comes up with questions based on some of the conversations the commissioners are having. She stated the questions she adds to the worksheet are intended to spark discussion. She stated they are not at the part of the process where they are making specific plans yet.

Josiah Samy stated he was hoping to hear from the Board areas of excitement and concern when it came to the survey results or the worksheet.

Jim Wierenga stated he was hoping to hear more about what the commissioners were thinking in terms of what changes or goals they want to implement and did not realize they weren't there in the process yet.

Kelly Kuiper stated, more so to the Board members, that the Master Plan is a goal document and not a plan for concrete change necessarily. She stated certain goals in the Master Plan may not be able to take shape until the zoning ordinance is changed to allow it. The zoning ordinance is the ultimate legal document that regulates development; the Master Plan is a goal document.

Jim Wierenga asked if the Master Plan has an influence on the ability to change the zoning ordinance. He gave the example of PUDs, and he thought the Master Plan had an impact on the zoning ordinance when it came to PUDs.

Kelly Kuiper stated it can, but from a legal standing, a Master Plan is not a legally binding document; it is a goal setting document. She stated the PUD ordinance in the zoning ordinance is worded to suggest PUDs should relate to the Master Plan. She stated rezoning ordinances also refer to the Master Plan when it asks if the rezoning is compatible with the township's future land use plan. She wanted to make clear that just because the Board doesn't agree with every item in the Master Plan, that does not mean they will all come to fruition. She stated the Board has to approve any ordinance changes recommended by the Planning Commission. She went on to comment about how the Master Plan cannot be this particular Board's plan. It is the community's plan and the plan for the Board that will be sitting here in ten to twenty years. She commented on the Commission's question about the current parking ordinance and how it came to be and she believed that when parking ordinances were written decades ago, there were only a few attorneys who wrote them and many municipalities got the same parking ordinance. She also commented on some of the language in the current Master Plan which can be vague or cookie-cutter. Another

thing she was hoping to see in the new Master Plan is that it should be more than a vision for future land use, citing the example of interconnectivity of the township's parks. She stated the township doesn't have a separate strategic plan, and the Master Plan will act as a catch-all plan.

Tom Healy asked if the Planning Commission had the authority to require things like park connectivity in future developments.

Kelly Kuiper stated she thinks that's why it should be written into the Master Plan. If creating easements or park connectivity is important and it's documented in the Master Plan, the Commission can then initiate an ordinance change in the PUD chapter, for example, about requiring those connections if available.

Tanya DeOliveira stated the implementation chapter functions as a to-do list which the Board and Planning Commission may or may not get to.

Kelly Kuiper stated she was hoping to have sub-area goals. She stated a major issue that needs to be addressed is traffic on Baldwin Street. Businesses often have multiple access points to Baldwin Street and it is dangerous at busy times of day. She was not sure how much control the township had over closing extra access points, but by working it into the Master Plan, the township can create implementation strategies.

Tanya DeOliveira asked if the Road Commission has an access management plan.

Kelly Kuiper stated she was not sure if the Road Commission and township had access management reviews.

Tom Healy related the issue of access management to lot sizes. He stated at the end of Baldwin Street [near the I-196 entrance/exit] each lot has its own access point. He stated lot sizes also drive what type of businesses can go into a lot. He stated there are so many auto parts stores, fast food restaurants, and oil change shops at that end of Baldwin Street, because fewer stores can fit on those lots [due to ordinance requirements for setbacks and building size/height].

Kelly Kuiper stated in response to Tom Healy's comments, she believed it was the City of Grand Rapids that also wanted to decrease the number of driveways and fast food restaurants in their municipality so they strengthened the criteria for businesses to be able to go into certain locations. She stated the township can strengthen its ordinance to help solve some of these issues too.

Geoff Brown stated the commission was hoping to know what the Township Board wanted as the Master Plan is coming together so that the Planning Commission wouldn't be taking a shot in the dark as they draft the Master Plan.

Jim Wierenga stated he does not have specific ideas, but has more general thoughts. One of his concerns was how congested the township is. He stated the township has 56,000 people and he does not want their quality of life to go down. He stated he is concerned with more development in the northwest quadrant. He wished there were more entrance/exit points to the township, like another crossing the river, but there are so few, with Baldwin Street being a major point of exit for people in the northwest quadrant headed east.

Kevin Kelly stated he also wanted to have a different exit out of the township. He stated he realized the Ottawa County Road Commission has more power there to make changes than the township can, but also would like to another exit over the river. He stated he would like to see the township as a place residents can call home instead of work. He was concerned about housing prices, stating it's impossible to build a house for \$180,000 and rent can be \$2,500 a month. He stated he would love to see the township continue to grow residentially but admitted that is difficult to do when there are 55,000 residents all crammed into one area.

Tom Healy asked Kevin Kelly if he had any ideas for congestion in the northwest quadrant.

Kevin Kelly stated he did not know. He stated 48th Avenue did not have an effect on Grand Valley State University traffic as they hoped it would. He stated in general, Grand Valley students live right on campus [or just off it], but when they go grocery shopping, they come to the Jenison Meijer. He reiterated the importance of another bridge over the river. He stated his sister lived in Hawaii for a number of years and they had traffic control machines that changed the number of inbound and outbound traffic lanes depending on the time of day. He stated the township almost needs a system like that on Baldwin Street.

Josiah Samy stated the Planning Commission had discussed traffic calming techniques at a previous meeting.

Geoff Brown stated the issue of traffic on Baldwin Street was one of the most common concerns on the Master Plan survey.

Jim Wierenga stated when he is opposed to certain ideas about housing, it is less so about whether he would like a development, but how it is increasing a given problem. He stated he cannot control there being a bridge over the river out of the township, but he can control growth.

Amy Grasman stated she agreed about prioritizing park connectivity. She stated traffic is also a concern of hers, particularly around Jenison High School. She stated people will run red lights at Cottonwood Drive and Baldwin Street to avoid sitting there. She believed it would be best if the Ottawa County Sheriff sat at that light and started ticketing people until the accidents calm down.

Josiah Samy asked if the township had any control over the amount of enforcement the Ottawa County Sheriff provides for the township.

Justin Stadt stated he could ask, but ultimately it comes down to availability. As the township continues to grow, the calls for service to the Sheriff's Department grows too.

Kevin Kelly agreed that calls for service to a traffic accident or a domestic call will be more important than writing traffic tickets. He brought up that the Cottonwood Drive and Baldwin Street intersection made a list of the top worst intersections in the state of Michigan.

Kelly Kuiper stated that the data which made up that list reflected that over a third of the accidents were simply trucks running into things, not actual vehicle accidents.

Amy Grasman stated she would like to see more restaurants as well so residents don't have to drive to Grandville or Grand Rapids. She cited Chicago Drive as being a potential location for new restaurants.

Jeannine Bolhouse asked the Board if they have had any dialogue with the Road Commission.

Jim Wierenga stated he hoped to some day have representation on the Road Commission board, but have not yet. He encouraged the Planning Commission to have a Road Commission representative come to their meeting to ask questions.

Tom Healy asked who makes determinations about roundabouts.

Tanya DeOliveira stated the Road Commission makes those determinations.

Justin Stadt said there were three roundabouts coming to the area.

Tanya DeOliveira stated in her experience, someone needs to be a polite, but persistent, squeaky wheel when it comes to speaking to the Road Commission. She said regardless of if the intersection makes a list of worst intersections in the state, the township's residents are asking for change there. She stated while the traffic issues in Georgetown are important, so are the other traffic issues that get brought to the Road Commission. As a county agency, they have limited resources to spend over the entire county.

Jim Wierenga stated he felt like Georgetown was a sleeping giant. It runs quietly and smoothly so when there is money for projects, it does not flow this way.

Geoff Brown stated persistence is key. He related a story of when he was on the Jenison School Board and for a long time there were no flashing lights or safety measures, until a student got knocked over by a car while riding their bike. The child was fine, but it was an incident that sparked the installation of traffic lights to prevent future accidents.

Jim Wierenga stated there seemed to be a commonality of thought that the Board fears more congestion and doesn't want to make the condition worse.

Kelly Kuiper stated they also cannot make decisions in a vacuum. She stated there is also a concern about affordability in the township, but the reality of today's market is that the only way to get affordability is through higher density projects. She stated it would be wise to identify pockets of the township where high density developments could be constructed, and then identify physical characteristics or design goals for those developments.

Tom Healy stated sometimes one way to get the Road Commission to respond to traffic concerns is to increase population and traffic. He stated density drives change in these situations. He believed that's what drove adding an entrance/exit onto Baldwin Street to I-196.

Gene DeWitt stated he wanted to give the Planning Commission a lot of credit for approaching their agenda items having done research and asking questions. He stated he thought the Board needed to stand behind the Planning Commission as much as possible since they are doing 80% of the background work on agenda items. He stated the Planning Commission has a diverse group and they don't always agree with each other, but they can always come to a conclusion or compromise. He stated the commissioners all have their own opinions and as a board, they have to respect that.

Justin Stadt reiterated with the Road Commission, persistence is important and appealing to them in person can help, though their offices are in Grand Haven, which makes it difficult for Georgetown staff and officials.

Josiah Samy asked if the Road Commission responsibilities could be kept in-house.

Justin Stadt said they could look into that at Board direction.

Josiah Samy asked if the tax dollars Georgetown gives to the Road Commission get funneled out to other municipalities.

Justin Stadt confirmed that the tax dollars stay in Georgetown and are not getting spent in other municipalities.

Gary Veldink gave an example of Road Commission funding being repurposed in Charlevoix County after the ice storm they had last year. Since the money was spent in disaster repairs, they did not have money leftover to do road maintenance.

The Zoning Administrator encouraged Board members to come to Planning Commission meetings, read the Planning Commission meeting minutes, and have a conversation with him about questions they may have.

Geoff Brown stated it was good to hear about the Board's thoughts on the Master Plan as it sounded like they shared many of the concerns the Commission had. He stated the concerns about congestion reminded him of the Eastbrook Homes development that the Commission approved, but the Board denied. He stated one of the reasons why the Commission approved the development was because it was going to have 43 fewer homes. When the Board denied the alterations, it then brought the development back to the original plan to have 43 more homes, contributing to congestion. He stated the units in that development would have been for higher income households and it would have been good for the tax base.

Jim Wierenga stated the denial was not about the garages, but about health, safety, and welfare.

Geoff Brown said quality of life and congestion were taken into consideration when the Planning Commission approved the plan, which had been reviewed by the Fire Department for safety. He stated there will be compromises on how they accomplish achieving a good quality of life and minimizing congestion.

Tom Healy stated one of the things the Planning Commission wants to do is be defensible in its decision making so they can say, "The fire inspector approved it and it meets the fire code, who are we to change that?" He stated he understood the concern for health, safety, and welfare, but they also need to be concerned about being able to defend decisions.

Josiah Samy stated discussions at Planning Commission meetings go late sometimes because when they discuss changing one thing, it affects so many other things. He gave the example of wanting the township to be more of a bedroom community, but that leads to more congestion. He stated every meeting, the Planning Commission wrestles with how they can best benefit the community. He stated there was a big demand for more restaurants, but they are very costly and he stated that's where high density or mixed use comes into play to offset those costs.

Geoff Brown stated that every resident and business owner is concerned with their taxes. By eliminating the ability to be an attractive location for business, the township is eliminating a commercial tax base. The City of Grandville is benefiting greatly from their commercial tax base. He stated Georgetown residents take their money and spend it in Grandville.

Jim Wierenga stated he thought the City of Grandville just raised their millage by one mill. He stated he didn't get the impression they had a surplus of money. He then asked for Tanya DeOliveira to give a final comment before he opened the meeting to Public Comment.

Tanya DeOliveira stated she felt the Board and Commission had common goals, some of which is high quality of life and less congestion. She stated it's not something she always sees in other municipalities.

Jim Wierenga agreed that all board members and planning commissioners love where they live.

#260107-05 – Public Comments

Pete Plowman, 6877 Creek Ridge Dr., stated he agreed with the idea of defending against Grand Valley State University buying up more property which would then be non-taxable. He also agreed with the idea of rewriting some ordinances to allow for more businesses to use different lot sizes so there aren't as many fast food places or oil change places. He stated it would be a good idea for the Planning Commission and Board to meet more often. He stated the Eastbrook Homes development is a huge amount of units and would further burden the township infrastructure in that area. He stated he understood it was Eastbrook's property and can do what they want with it, but they shouldn't be allowed to do anything they want with it. He stated the Board should have the authority to deny a plan the Planning Commission approves, but that they should work together. He thinks the township should remain a low-density bedroom community.

Randy Koetje, 547 Baldwin St., stated he was hoping to start a development in the northwest quadrant near 48th Avenue and Bauer Road, which would be single-family residential. He stated he likes building in Georgetown because it's well run and the application process always goes smoothly. He's hoping to have two or three developments started between the Georgetown and Blendon townships. He stated he's hoping to get some smaller homes back in the game, but admits it is the reality of the present day that a 1,100 square foot ranch home costs \$450,000.

Shawn Haff, 1482 Winifred St., suggested having elected officials or commissioners take turns going to the Road Commission to be the "squeaky wheel" to hopefully get traffic issues resolved, since that's what it seems to take. He stated he realized the Board members and commissioners all have busy lives and they all work outside of their township responsibilities, but if they take turns, and possibly residents could get involved, they may accomplish some traffic goals.

#260107-06 – Adjournment

Moved by Kevin Kelly, seconded by Amy Grasman to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY.

The meeting was adjourned at 9:04 p.m.

**MINUTES OF THE REGULAR MEETING
OF THE GEORGETOWN CHARTER TOWNSHIP BOARD
HELD JANUARY 12, 2026**

- The meeting was called to order by Supervisor, Jim Wierenga, at 7:01 p.m.
- Prayer for guidance by Trustee, John Schwalm
- Pledge of Allegiance to the Flag of the United States of America
- Roll Call
 - Members present: Gene DeWitt (Treasurer), Amy Grasman (Trustee), Kevin Kelly (Trustee), Kelly Kuiper (Clerk), John Schwalm (Trustee), Gary Veldink (Trustee), Jim Wierenga (Supervisor)
 - Also present: Chelsea Chandler (Deputy Clerk), Andy Rienstra (Assistant Superintendent), Justin Stadt (Superintendent)
 - Absent: None

#260112-01 – Update from Michigan State Representative for the 85th District, Brad Slagh

- Brad Slagh gave a general update about proceedings in the 85th District, which includes Georgetown Township, that occurred at the end of 2025.

#260112-02 – Approval of Agenda as Presented for January 12, 2026

- Moved by Gary Veldink, seconded by Amy Grasman, to approve the agenda as presented.
- MOTION CARRIED UNANIMOUSLY.

#260112-03 – Fire Department Monthly Update

- Fire Chief, Matt DeWitt, gave a general update about the Fire Department and its activities during December 2025.

#260112-04 – Communications, Letters, and Reports Received for Information to be Filed

- a. Services Committee Meeting Minutes of [December 29, 2025](#)
- b. Sheriff's Department [Report - November 2025](#)
- c. Jenison Historical Association [Winter Newsletter](#)
- d. December 2025 CRR Fire [Officer Report](#)
- e. December 2025 Fire [Maintenance Report](#)
- f. December 2025 Fire Inspector [Report](#)
- g. [December 15, 2025](#) Finance Committee Meeting Minutes
- h. [December 8, 2025](#) Utilities Committee Meeting Minutes
- i. [November GL and Balance Sheet](#)

#260112-05 – Public Hearing and Resolution to Terminate the Industrial District at 1765 Chicago Dr., 6722 18th Ave., and 1725 Port Sheldon St.

- Moved by Gary Veldink, seconded by Kevin Kelly, to open the public hearing.

- MOTION CARRIED UNANIMOUSLY.
- Members of the public were present. Comments were made by the following:
 - Pete Plowman, 6877 Creek Ridge Ct.
- Moved by Gary Veldink, seconded by Amy Grasman, to close the public hearing.
- MOTION CARRIED UNANIMOUSLY.

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. 260112-05)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on January 12, 2026, at 7:00 p.m., this Resolution was offered for adoption by Township Board Member, Gary Veldink, and was seconded by Township Board Member, Kevin Kelly:

A RESOLUTION TO TERMINATE THE INDUSTRIAL DEVELOPMENT DISTRICT FOR THE PROPERTIES LOCATED AT 1765 CHICAGO DRIVE, JENISON, MICHIGAN; 6722 18th AVENUE, JENISON, MICHIGAN; AND 1725 PORT SHELDON STREET, JENISON, MICHIGAN.

RECITALS

WHEREAS, Georgetown Charter Township (the “Township”) has previously established an industrial development district (the “Development District”) for the properties in the Township commonly known as 6722 18th Avenue, Jenison, Michigan 49428 (PPN: 70-14-22-400-037); 1675 Chicago Drive, Jenison, Michigan 49428 (PPN: 70-14-22-400-038); and 1725 Port Sheldon Street, Jenison, Michigan 49428 (PPN: 70-14-22-400-042) (with these three parcel collectively referred to herein as the “Properties”), pursuant to the Michigan Plant Rehabilitation and Industrial Development Districts Act, PA 198 of 1974 (hereinafter, “PA 198”), as amended;

WHEREAS, the Township Board recognizes that there are no longer any industrial facilities exemption certificates remaining in effect for the Properties as of the date of this Resolution;

WHEREAS, due to the expiration of all previous industrial facilities exemption certificates, the Township Board no longer believes that it is necessary to maintain the Development District for the Properties and wishes to terminate it in accordance with Section 4 of PA 198;

WHEREAS, a public hearing has been held on the issue of the proposed termination of the Development District for the Properties, and written notice of the public hearing was provided by certified mail to the current owner(s) of the Properties, at least 14 days prior to the date of the public hearing.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated herein verbatim.

2. The Township Board finds that the Development District located at 6722 18th Avenue, Jenison, Michigan 49428 (PPN: 70-14-22-400-037); 1675 Chicago Drive, Jenison, Michigan 49428 (PPN: 70-14-22-400-038); and 1725 Port Sheldon Street, Jenison, Michigan 49428 (PPN: 70-14-22-400-042), meets the legal qualifications to permit the Township Board to terminate the Development District for the Properties.

3. Having considered all of the comments presented at the public hearing on the proposed termination of the Development District, the Development District located at 6722 18th Avenue, Jenison, Michigan 49428 (PPN: 70-14-22-400-037); 1675 Chicago Drive, Jenison, Michigan 49428 (PPN: 70-14-22-400-038); and 1725 Port Sheldon Street, Jenison, Michigan 49428 (PPN: 70-14-22-400-042), is hereby terminated.

4. The Township Superintendent, or his/her designee, is hereby authorized to take any and all further reasonable action required to termination of the Development District for the Properties, as specified in this Resolution.

5. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga
Nays: None
Absent: None
Abstained: None

MOTION CARRIED AND RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____
Kelly Kuiper
Georgetown Charter Township Clerk

#260112-06 – Public Hearing and Resolution to Terminate the Industrial District at 2700 Chicago Dr.

- Moved by Gary Veldink, seconded by Amy Grasman, to open the public hearing.
- MOTION CARRIED UNANIMOUSLY.
- Members of the public were present; no comments were made.
- Moved by Gary Veldink, seconded by Amy Grasman, to close the public hearing.
- MOTION CARRIED UNANIMOUSLY.

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. 260112-06)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on January 12, 2026, at 7:00 p.m., this Resolution was offered for adoption by Township Board Member, Gary Veldink, and was seconded by Township Board Member, Amy Grasman:

**A RESOLUTION TO TERMINATE THE INDUSTRIAL DEVELOPMENT
DISTRICT FOR THE PROPERTY LOCATED AT 2700 CHICAGO DRIVE,
HUDSONVILLE, MICHIGAN.**

RECITALS

WHEREAS, Georgetown Charter Township (the “Township”) has previously established an industrial development district (the “Development District”) for the property in the Township commonly known as 2700 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-28-400-072) (hereinafter, the “Property”), pursuant to the Michigan Plant Rehabilitation and Industrial Development Districts Act, PA 198 of 1974 (hereinafter, “PA 198”), as amended;

WHEREAS, the Township Board recognizes that there are no longer any industrial facilities exemption certificates remaining in effect for the Property as of the date of this Resolution;

WHEREAS, due to the expiration of all previous industrial facilities exemption certificates, the Township Board no longer believes that it is necessary to maintain the Development District for the Property and wishes to terminate it in accordance with Section 4 of PA 198;

WHEREAS, a public hearing has been held on the issue of the proposed termination of the Development District for the Property, and written notice of the public hearing was provided by certified mail to the current owner(s) of the Property, at least 14 days prior to the date of the public hearing.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated herein verbatim.

2. The Township Board finds that the Development District located at 2700 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-28-400-072), meets the legal qualifications to permit the Township Board to terminate the Development District for the Property.

3. Having considered all of the comments presented at the public hearing on the proposed termination of the Development District, the Development District located at 2700 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-28-400-072), is hereby terminated.

4. The Township Superintendent, or his/her designee, is hereby authorized to take any and all further reasonable action required to termination of the Development District for the Property, as specified in this Resolution.

5. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga

Nays: None

Absent: None

Abstained: None

MOTION CARRIED AND RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____
Kelly Kuiper
Georgetown Charter Township Clerk

[Published notice](#)

#260112-07 – Public Hearing and Resolution to Terminate the Industrial District at 4101 Chicago Dr.

- Moved by Gary Veldink, seconded by Amy Grasman, to open the public hearing.
- MOTION CARRIED UNANIMOUSLY.
- Members of the public were present; no comments were made.

- Moved by Gary Veldink, seconded by Amy Grasman, to close the public hearing.
- MOTION CARRIED UNANIMOUSLY.

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. 260112-07)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on January 12, 2026, at 7:00 p.m., this Resolution was offered for adoption by Township Board Member, Gary Veldink, and was seconded by Township Board Member, Amy Grasman:

**A RESOLUTION TO TERMINATE THE INDUSTRIAL DEVELOPMENT
DISTRICT FOR THE PROPERTY LOCATED AT 4101 CHICAGO DRIVE,
HUDSONVILLE, MICHIGAN.**

RECITALS

WHEREAS, Georgetown Charter Township (the “Township”) has previously established an industrial development district (the “Development District”) for the property in the Township commonly known as 4101 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-31-400-057) (hereinafter, the “Property”), pursuant to the Michigan Plant Rehabilitation and Industrial Development Districts Act, PA 198 of 1974 (hereinafter, “PA 198”), as amended;

WHEREAS, the Township Board recognizes that there are no longer any industrial facilities exemption certificates remaining in effect for the Property as of the date of this Resolution;

WHEREAS, due to the expiration of all previous industrial facilities exemption certificates, the Township Board no longer believes that it is necessary to maintain the Development District for the Property and wishes to terminate it in accordance with Section 4 of PA 198;

WHEREAS, a public hearing has been held on the issue of the proposed termination of the Development District for the Property, and written notice of the public hearing was provided by certified mail to the current owner(s) of the Property, at least 14 days prior to the date of the public hearing.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated herein verbatim.
2. The Township Board finds that the Development District located at 4101 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-31-400-057), meets the legal qualifications to permit the Township Board to terminate the Development District for the Property.
3. Having considered all of the comments presented at the public hearing on the proposed termination of the Development District, the Development District located at 4101 Chicago Drive, Hudsonville, Michigan 49426 (PPN: 70-14-31-400-057), is hereby terminated.

4. The Township Superintendent, or his/her designee, is hereby authorized to take any and all further reasonable action required to termination of the Development District for the Property, as specified in this Resolution.

5. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga

Nays: None

Absent: None

Abstained: None

MOTION CARRIED AND RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____
Kelly Kuiper
Georgetown Charter Township Clerk

Published notice

#260112-08 – Public Hearing and Resolution to Terminate the Industrial District at 6778 18th Ave.

- Moved by Gary Veldink, seconded by Amy Grasman, to open the public hearing.
- MOTION CARRIED UNANIMOUSLY.
- Members of the public were present; no comments were made.
- Moved by Gary Veldink, seconded by Amy Grasman, to close the public hearing.
- MOTION CARRIED UNANIMOUSLY.

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. 260112-08)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on January 12, 2026, at 7:00 p.m., this Resolution was offered for adoption by Township Board Member, Gary Veldink, and was seconded by Township Board Member, Amy Grasman:

**A RESOLUTION TO TERMINATE THE INDUSTRIAL DEVELOPMENT
DISTRICT FOR THE PROPERTY LOCATED AT 6778 18th AVENUE, JENISON,
MICHIGAN.**

RECITALS

WHEREAS, Georgetown Charter Township (the “Township”) has previously established an industrial development district (the “Development District”) for the property in the Township commonly known as 6778 18th Avenue, Jenison, Michigan 49428 (PPNs: 70-14-22-400-029; 70-14-22-400-030) (hereinafter, collectively the “Property”), pursuant to the Michigan Plant Rehabilitation and Industrial Development Districts Act, PA 198 of 1974 (hereinafter, “PA 198”), as amended;

WHEREAS, the Township Board recognizes that there are no longer any industrial facilities exemption certificates remaining in effect for the Property as of the date of this Resolution;

WHEREAS, due to the expiration of all previous industrial facilities exemption certificates, the Township Board no longer believes that it is necessary to maintain the Development District for the Property and wishes to terminate it in accordance with Section 4 of PA 198;

WHEREAS, a public hearing has been held on the issue of the proposed termination of the Development District for the Property, and written notice of the public hearing was provided by certified mail to the current owner(s) of the Property, at least 14 days prior to the date of the public hearing.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated herein verbatim.
2. The Township Board finds that the Development District located at 6778 18th Avenue, Jenison, Michigan 49428 (PPNs: 70-14-22-400-029; 70-14-22-400-030), meets the legal qualifications to permit the Township Board to terminate the Development District for the Property.
3. Having considered all of the comments presented at the public hearing on the proposed termination of the Development District, the Development District located at 6778 18th Avenue, Jenison, Michigan 49428 (PPNs: 70-14-22-400-029; 70-14-22-400-030), is hereby terminated.
4. The Township Superintendent, or his/her designee, is hereby authorized to take any and all further reasonable action required to termination of the Development District for the Property, as specified in this Resolution.

5. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga

Nays: None

Absent: None

Abstained: None

MOTION CARRIED AND RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____
Kelly Kuiper
Georgetown Charter Township Clerk

Published notice

#260112-09 – Public Comments for Items Remaining on the Agenda

- Members of the public were present. Comments were made by the following:
 - Pete Plowman, 6877 Creek Ridge Ct.

#260112-10 – Consent Agenda

- Moved by Gary Veldink, seconded by Amy Grasman, to grant the following:
 - a. Approval of the minutes of the previous meeting on [December 8, 2025](#)
 - b. Approval of the [bills](#) for December 19, 2025
 - c. Approval of the [bills](#) for January 9, 2026
 - d. Approval of the utility [bills](#) for December 2025
 - e. Approval of the publishing of the Senior [Transportation Notice](#)
- MOTION CARRIED UNANIMOUSLY

#260112-11 – Front Office Remodel

- Moved by Gary Veldink, seconded by Amy Grasman, to approve the quote from Interphase Interiors for \$60,925.39 for remodeling the front office, as recommended by the Utilities Committee.

Attachments: [Quote](#)
[Concept](#)
[MiDeal Info](#)
[MiDeal Program Overview Video](#)

- MOTION CARRIED UNANIMOUSLY

#260112-12 – Lawn Care Package Bid

- Moved by Gary Veldink, seconded by Amy Grasman, to approve all five of the mowing, trimming, and fertilizing contracts for 2026-2028 with Priest Enterprises LLC, as recommended by the Services Committee.

Attachments: [Cemetery Trimming Bid Tab](#)
[Fertilizing Bid Tab](#)
[Mowing Package 1 Bid Tab](#)
[Mowing Package 2 Bid Tab](#)
[Property Maintenance Bid Tab](#)
[Bid Package 1](#) (maps only)
[Bid Package 2](#) (maps only)
[Location list](#) (for lawn RFPs)

- Moved by Gene DeWitt, seconded by Kelly Kuiper, to amend the motion to approve all the contracts except for the fertilizing contract and to refer the fertilizing contract back to the Services Committee before approval.
- MOTION TO AMEND CARRIED UNANIMOUSLY.
- MOTION AS AMENDED CARRIED UNANIMOUSLY.

#260112-13 – Port Sheldon Sewer Main Repair

- Moved by Gary Veldink, seconded by Kevin Kelly, to contract with Plummer's Environmental for \$111,700 for sewer main repairs on Port Sheldon St. and Oakland Dr., as recommended by the Utilities Committee.

Attachments: [Bid Tab](#)
[Innovaliner Bid](#)
[Plummer's Bid](#)

- MOTION CARRIED UNANIMOUSLY.

#260112-14 – Public Comment

- Members of the public were present; comments were made by the following:
 - Robert Vanderveen, 8282 Hardwood Dr.
 - Pete Plowman, 6877 Creek Ridge Ct.
 - Shawn Haff, 1482 Winifred St.

#260112-15 – Discussion and General Information

- Discussion took place including the comments from members of the public and committee meeting minutes.

#260112-16 – Closed Session for Property Acquisition Under MCL 12.268(D)

- Moved by Gary Veldink, seconded by Amy Grasman, to go to closed session for Property Acquisition Under MCL 12.268(D) at 8:09 p.m.

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga

Nays: None

Absent: None

Abstained: None

- MOTION CARRIED UNANIMOUSLY.

The Board members went into closed session in the conference room.

#260112-17 – Open Session

Moved by Gary Veldink, seconded by John Schwalm, to go to open session at 8:32 p.m.

Yeas: Gene DeWitt, Amy Grasman, Kevin Kelly, Kelly Kuiper, John Schwalm, Gary Veldink, Jim Wierenga

Nays: None

Absent: None

Abstained: None

- MOTION CARRIED UNANIMOUSLY.

#260112-18 – Meeting Adjourned

- Moved by Gary Veldink, seconded by John Schwalm, to adjourn the meeting at 8:34 p.m.
- MOTION CARRIED UNANIMOUSLY

Jim Wierenga, Supervisor

Kelly Kuiper, Clerk

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. _____)**

At a regular meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on _____, 2026 at ____ p.m., this Resolution was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

**A RESOLUTION TO UPDATE THE CHARGES FOR CONNECTION TO
THE TOWNSHIP'S PUBLIC SEWER SYSTEM.**

RECITALS

WHEREAS, the Code of Ordinances for Georgetown Charter Township (the "Township") permits the Township Board, by resolution, to set the rates and charges for property owners within the Township, and within Blendon Township and the City of Granville, to connect to the Township's public sewer system;

WHEREAS, the Township Board must occasionally review and update the charges assessed to property owners for making such connections, to reflect the increases in the cost of parts, equipment, and labor to complete such connections;

WHEREAS, the Township Board now wishes to update the charges assessed for connections to the Township's public sewer system.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated verbatim.
2. The Township Board hereby adopts the new schedule for sewer connection charges, as set forth in the attached "Exhibit A." Properties located within Georgetown Township are subject to the charges specific to Georgetown Township. Properties located within the City of Grandville or Blendon Township are subject to the respective charges for those municipalities, as set forth in Exhibit A hereto.
3. The charges set forth in "Table 1" to Exhibit A shall be effective upon the effective date of this Resolution. The charges set forth in "Table 2" to Exhibit A shall be effective beginning on July 1, 2026.
4. This Resolution is effective immediately, and it shall supersede any prior inconsistent resolutions of the Township Board.

The vote to adopt this Resolution was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____

Kelly Kuiper
Georgetown Charter Township Clerk

EXHIBIT A

Water & Sewer Connection Rates

TABLE 1

Georgetown Township and Blendon Township
Commercial Sewer Connection Charges

Meter			2,700	1,800				
Size			Georgetown	Grandville	Total	Blendon	Grandville	Total
5/8	20	1.00	2,700	1,800	4,500	3,310	1,800	5,110
¾	30	1.50	4,050	2,700	6,750	4,965	2,700	7,665
1	50	2.50	6,750	4,500	11,250	8,275	4,500	12,775
1 1/2	100	5.00	13,500	9,000	22,500	16,550	9,000	25,550
2	160	8.00	21,600	14,400	36,000	26,480	14,400	40,880
3	350	17.50	47,250	31,500	78,750	57,925	31,500	89,425
4	700	35.00	94,500	63,000	157,500	115,850	63,000	178,850
6	1400	70.00	189,000	126,000	315,000	231,700	126,000	357,700

TABLE 2

Georgetown Township and Blendon Township
Commercial Sewer Connection Charges
Effective as of July 1, 2026

Meter Size	GPM	REU's	Georgetown	Grandville	Total	Blendon Twp.	Grandville	Total
5/8	20	1.00	2,700	2,000	4,700	3,310	2,000	5,310
¾	30	1.50	4,050	3,000	7,050	4,965	3,000	7,965
1	50	2.50	6,750	5,000	11,750	8,275	5,000	13,275
1 1/2	100	5.00	13,500	10,000	23,500	16,550	10,000	26,550
2	160	8.00	21,600	16,000	37,600	26,480	16,000	42,480
3	350	17.50	47,250	35,000	82,250	57,925	35,000	92,925
4	700	35.00	94,500	70,000	164,500	115,850	70,000	185,850
6	1400	70.00	189,000	140,000	329,000	231,700	140,000	371,700

EXHIBIT A

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1 1/2	100	5.00	13,500	9,000	22,500	16,550	9,000	25,550
2	160	8.00	21,600	14,400	36,000	26,480	14,400	40,880
3	350	17.50	47,250	31,500	78,750	57,925	31,500	89,425
4	700	35.00	94,500	63,000	157,500	115,850	63,000	178,850
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1 1/2	100	5.00	13,500	10,000	23,500	16,550	10,000	26,550
2	160	8.00	21,600	16,000	37,600	26,480	16,000	42,480
3	350	17.50	47,250	35,000	82,250	57,925	35,000	92,925
4	700	35.00	94,500	70,000	164,500	115,850	70,000	185,850
6	1400	70.00	189,000	140,000	329,000	231,700	140,000	371,700



Main: (616) 243-6374
 Customer Support: (616) 243-5434

**SERVICE
 REPAIR/REPLACEMENT
 PROPOSAL**

DATE: 01/07/2026

Pleune Service Company excludes any work connected or associated with hazardous materials including but not limited to any pollutant, asbestos-containing materials, mercury, lead or mold. Customer shall be solely responsible for the presence of any hazardous materials at the worksite and shall indemnify and defend PSC and its subcontractors from any claims, damages, losses and expenses, including attorney fees, arising out of the presence of any hazardous materials on Customer's premises, except that Customer is not responsible to the extent that any claim, damage, loss or expense is caused directly by the negligent acts of PSC.

QUOTE ID:	20256	CONTACT:	JUSTIN STADT
SERVICE LOCATION:	GEORGETOWN CHARTER TWP OFFICES		Ph:(616) 457-2340
			Fax:(616) 457-3670
STREET:	1515 BALDWIN ST		jstadt@georgetown-mi.gov
CITY:	JENISON, MI 49429	DATE SUBMITTED:	01/07/2026
		PREPARED BY:	DRAYTON, HARRISON

DESCRIPTION:

2026 Updated: Condenser and Coil Replacement for Air Handlers #3 and #4

SCOPE OF WORK:

Pleune Service Company is pleased to provide this quote to replace the Air Conditioning side of Air Handlers #3 and #4. This includes the indoor Evaporator Coil and outdoor Condensing Unit. This quote includes the following materials and scope of work.

- We will remove and dispose of the 10ton and 15ton Condensers and Coils.
- We will install new Evaporator Coils in each of the Air Handlers listed and we will replace the existing Expansion Valves and Solenoids.
- We will install new Condensing units that will be connected to each of the new Evaporators and we will replace the Liquid Line Dryers.
- Copper piping between both systems will be cleaned and pressure tested prior to re-connection.
- We will replace any tattered piping insulation.
- We will reconnect the system to the existing condensate piping, electrical, and controls.
- We will perform the initial start-up of the equipment and check it for proper operation.
- This quote is figured with all work being done during normal business hours.
- Please note that there is a 3-4 business day lead time on the equipment. The equipment quoted is based on stock availability, today.

Exclusions: Prevailing wage and state granted work requirements. This quote does not include any engineering or load calculations, the new unit sizing is based off of the existing unit information. Also, this quote does not include any cost for prints or plan review, if these items are required by the inspector it would be at an added cost to the project. Unless noted in the quote all existing items will be reused. This quote does not include any cost for repairs or modifications due to existing code violations if any are found, this includes any safety rails and access ladders. Credit / Debit payments not accepted.

Thank you for the opportunity to bid this project. If you have any questions please call me.

Harrison Drayton | Service Replacement Sales
 C. (616) 430-3082 | hdrayton@pleuneservice.com

ITEM	TOTAL
Total	\$58,646.30

SIGNATURE

PRINT NAME

DATE

This proposal is a binding contract.

The above specifications, terms and conditions are satisfactory and (I) (we) hereby authorize the performance of this work.

Please sign and return this contract as authorization to commence work. Please email to dispatch@pleuneservice.com.

Prices are subject to change after 7 days from the date the original proposal was sent, unless otherwise noted in the body of this quote.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

REDEEMED MOBILE BOUTIQUE
C/O HOLLY GORT
3539 STEPHANIE DRIVE
HUDSONVILLE, MI 49426

Date:
01/24/2023
Employer ID number:
[REDACTED]
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
December 13, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
[REDACTED]

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



State of Michigan
 Michigan Gaming Control Board
 Millionaire Party Licensing
 3062 W. Grand Blvd, Suite L-700
 Detroit, MI 48202-6062
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103a(i)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be
 considered for _____.
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted
 by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

Organization Information: _____
Organization Mailing address

_____ Org Principal Officer Name and Title _____ Org Phone Number

NON-PROFIT BYLAWS OF REDEEMED MOBILE BOUTIQUE

PREAMBLE

The following bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Michigan and the Articles of Incorporation of Redeemed Mobile Boutique. In the event of a direct conflict between the herein-contained provisions of these bylaws and the mandatory provisions of the Non-Profit Corporation Act of Michigan, and the Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these bylaws which shall be controlling.

ARTICLE 1- NAME

The legal name of the Non-Profit Corporation/Organization shall be known as Redeemed Mobile Boutique, and shall herein be referred to as the "Organization."

ARTICLE 2 - PURPOSE

The general purposes for which this Organization has been established are as follows:

The purpose for which the Non-Profit Corporation is formed is set forth in the attached Articles of Incorporation.

The Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code and shall be operated exclusively for poverty reduction through a traveling boutique designed to assist women, of unplanned pregnancy, trafficking, and abuse to step into their tomorrow.

In addition, this Organization has been formed for the purpose of performing all things incidental to, or appropriate in, foregoing specific and primary purposes. However, the Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of Michigan and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Organization. At no time and in no event shall the Organization participate in any activities which have not been permitted to be carried out by an Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the "Code").

ARTICLE 3 - OFFICES

The principal office of the Organization shall be located at 3539 Stephanie Dr. Hudsonville, MI 49426.

The Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Organization may find a need for from time to time.

ARTICLE 4 - DEDICATION OF ASSETS

The properties and assets of the Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Organization. On liquidation or dissolution, all remaining properties and assets of the Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

ARTICLE 5 - BOARD OF DIRECTORS

General Powers and Responsibilities

The Organizations shall be governed by a Board of Directors (the "Board"), which shall have all the rights, power, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of Michigan. The Board shall establish policies and directives governing business and programs of the Organization and shall delegate to the Executive Director and Organization staff, subject to the provisions of these bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

Number and Qualifications

The Board shall have up to 7, but no fewer than 3, Board members. The number of Board members may be increased beyond 7 members or decreased to less than 3 members by the affirmative vote of a simple majority of the then-serving Board of Directors. A Board member need not be a resident of the State of Michigan.

In addition to the regular membership of the Board, representatives of such other organizations or individuals as the Board may deem advisable to elect shall be *Ex-Officio Board Members*, which will have the same rights and obligations, including voting power, as the other directors.

Board Compensation

The board shall receive no compensation other than for reasonable expenses. However, provided the compensation structure complies with Section relating to "Contracts Involving Board Members and/or Officers" as stipulated under these bylaws, nothing in these bylaws shall be construed to preclude any Board member from serving the Organization in any other capacity and receiving compensation for services rendered.

Board Elections

The Governance Committee shall present nominations for new and renewing Board members preceding the beginning of the next fiscal year. Recommendations for the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by a majority of those Board members at a Board meeting at which a quorum is present.

Term of Board

All appointments to the Board shall be for a term of 3 years. No person shall serve more than 3 consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board member for 2 additional years. No person shall serve more than **12** consecutive years. After serving the maximum total number of consecutive terms on the Board, a member may be eligible for reconsideration as a Board member after **1 term** has passed since the conclusion of such Board member's service.

Vacancies

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- A. The death, resignation, or removal of any director;
- B. The declaration by resolution of the Board of vacancy in the office of a director who has been declared of unsound mind by a final order of the court, convicted of a felony, found by final order or judgment if any court to have breached a duty pursuant to the to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director, or has missed 3 consecutive meetings of the Board of Directors, or a total of 3 meetings of the Board during any one calendar year;
- C. An increase in the authorized number of directors; or
- D. The failure of the directors, at any annual or other meetings of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of an affirmative vote of a majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5- Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of the Organization, the secretary of the Organization, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of Michigan is first notified, no director may resign when the Corporation/Organization would then be left without a duly elected director in charge of its affairs.

Any vacancy on the Board may be filled by vote of all of the directors then in office, whether or not the number of directors then in office is less than a quorum, or vote of a sole remaining director. No reduction of the authorized number of directors shall have

the effect of removing any director before that director's term of office expires. A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Resignation

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

Removal

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative to make it effective.

Meetings

The Board's regular meetings may be held at such time and place shall be determined by the Board. The Chair of the Board or any 3 regular Board members may call a special meeting of the Board with 7 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.

Minutes

The Secretary shall be responsible for the recording of all the minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary or the individual appointed to act as Secretary shall prepare the minutes of the meetings, which shall be delivered to the Corporation/Organization to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via either regular mail, hand-delivered, emailed, or faxed within 5 business days after the close of each Board meeting.

Action by Written Consent

Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all Board members. The number of directors in office must constitute a quorum for an action taken by unanimous written consent. Such consent shall be placed in the minute book of the Organization and shall have the same force and effect as a unanimous vote of the Board taken at an actual meeting. The Board members' written consent may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures and electronic signatures or other electronic "consent click" acknowledgments shall be effective as original signatures.

Quorum

At each meeting of the Board of Directors or Board Committees, the presence of 3 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

Voting

Each Board member shall only have one vote.

Proxy

Board members shall not be allowed to vote by written proxy.

Board Member Attendance

An elected Board Member who is absent from 3 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Organization. The Board may deem a Board member who has missed 3 consecutive meetings without such a reevaluation with the Chair to have resigned from the Board.

ARTICLE 6 - OFFICERS

Officers and Duties

The Board shall elect officers of the Organization which shall include a Chair of the Board (Chief Executive Officer), President (Executive Director), a Secretary, a Treasurer (Chief Financial Officer), and such other officers as the Board may designate by resolution. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board or the President. In addition to other duties in accordance with the Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these bylaws, subject to the control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at its annual meeting and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under a contract of employment, any officer may be removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or Secretary of the

Organization, without bias or predisposition to all rights, if any, of the Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance to the herein-prescribed bylaws for regular appointments to such office. The compensation, if any, of the officers shall be fixed or determined by resolution of the Board of Directors.

Chair of the Board (Chief Executive Officer)

It shall be the responsibility of the Chair of the Board, when present, to preside over all meetings of the Board of Directors and Executive Committee. The Chair of the Board is authorized to execute, in the name of the Organization, any and all contracts or other documents which may be authorized, either generally or specifically, by the Board to be executed by the Organization, except when required by law that the President's signature must be provided.

President (Executive Director)

It shall be the responsibility of the President, in general, to supervise and conduct all activities and operations of the Corporation/Organization, subject to the control, advice and consent of the Board of Directors. The President shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of the Organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Directors may place the President under a contract of employment where appropriate. The President shall be empowered to act, speak for, or otherwise represent the Organization between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies which may be adopted and implemented by the Board. The President, at all times, is authorized to contact, receive, deposit, disburse, and account for all funds of the Organization, to execute in the name of the Organization all contracts and other documents authorized either generally or specifically by the Board to be executed by the Organization, and to negotiate any and all material business transactions of the Organization. The president is a non-voting member of the Board and executive committee.

Secretary

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Organization, which are required to be kept at the principal office of the Organization, and shall act as Secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. S/he shall attend to the giving and serving of all notices of the Organization and shall see that the seal of the Organization, if any, is affixed to all documents, the execution of

which on behalf of the Organization under its seal is duly authorized in accordance with the provisions of these bylaws.

Treasurer (Chief Financial Officer)

It shall be the responsibility of the Treasurer to keep and maintain, or cause to be kept and maintain, adequate and accurate accounts of all the properties and business transactions of the Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

The Treasurer shall be responsible for ensuring the deposit of, or cause to be deposited, all money and other valuables as may be designated by the Board of Directors. Furthermore, the Treasurer shall disburse, or cause to be disbursed, the funds of the Organization, as may be ordered by the Board of Directors, and shall render to the Chair of the Board, President, and directors, whenever they request it, an account of all the Treasurer's transactions as treasurer and of the financial condition of the Organization.

The Treasurer shall give the Organization a bond, if so requested and required by the Board of Directors, in the amount and with the surety or sureties specified by the Board for the faithful performance of the duties of the Treasurer's office and for restoration to the Organization of all its books, papers, vouchers, money and other property of every kind in the Treasurer's possession or under the Treasurer's control upon the Treasurer's death, resignation, retirement, or removal from office. The Organization shall pay the cost of such a bond.

ARTICLE 7 - COMMITTEES

Committees of Directors

The Board of Directors may, by resolution adopted by a majority of the directors then in office, provided that a quorum is present, designate one or more committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these bylaws. Each such committee shall consist of two (2) or more directors, and may also include persons who are not on the Board but whom the directors believe to be reliable and competent to serve at the specific committee. However, committees exercising any authority of the Board of Directors may not have non-director members. The Board may designate one or more alternative members of any committee who may replace any absent members of a committee requires the vote of a majority if the directors then in office, provided that a quorum is present. The Board of Directors may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

- A. Approve of any action that, pursuant to applicable Law, would also require the affirmative vote of the members of the Board if this were a membership vote.
- B. Fill vacancies on, or remove the members of, the Board of Directors or any committee that has the authority of the Board.
- C. Fix compensation of the directors serving on the Board or on any committee.

- D. Amend or repeal the Articles of Incorporation or bylaws or adopt new bylaws.
- E. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or replaceable.
- F. Appoint any other committees of the Board of Directors or their members.
- G. Approve a plan of merger, consolidation, voluntary dissolution, bankruptcy, or reorganization; or a plan for the sale, lease, or exchange of all or considerably all the property and assets of the Organization otherwise than in the usual and regular course of its business; or revoke any such plan.
- H. Approve any self-dealing transaction, except as provided pursuant to law.

Unless otherwise authorized by the Board of Directors, no committee shall compel the Organization in a contract or agreement or expand Organization funds.

Meetings and Actions of Committees

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 5 - Board of Directors of these bylaws concerning meetings and actions of the directors, with such changes in the context of those bylaws as are necessary to substitute the committee and its member for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the Corporation/Organization records. The Board of Directors may adopt rules not consistent with the provisions of these bylaws for the governance of any committee.

If a director relies on information prepared by a committee of the Board on which the director does not serve, the committee must be composed exclusively of any or any combination of (a) directors, (b) directors or employees of the Corporation/Organization whom the director believes to be reliable and competent matters presented, or (c) counsel, independent accountants or other persons as to matters which the director believes to be within that person's professional or expert competence.

Executive Committee

Pursuant to Article 7 - Committee of Directors, the Board may appoint an Executive Committee composed of a minimum of 3 directors, one of whom shall be the Chair of the Board and another shall be either the Secretary, or the Treasurer, to serve on the Executive Committee of the Board. The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Organization between meetings of the Board, provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article 7 - Committee of Directors. The Secretary of the Organization shall send to each director a summary report of the business conducted in any meeting of the Executive Committee.

ARTICLE 8 - STANDARD OF CARE

General

A director shall perform all the duties of a director, including, but not limited to, duties as a member of any committee of the Board on which the director may serve, in such a manner as the director deems to be in the best interest of the Organization and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- A. One or more officers or employees of the Organization whom the director deems to be reliable and competent in the matters presented;
- B. Counsel, independent accountants, or other persons, as to the matters which the director deems to be within such person's professional or expert competence; or
- C. A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director deems merit confidence,

So long as in any such case the director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation/Organization, or assets held by it, are dedicated.

Loans

The Organization shall not make any loan of money or property to, or guarantee the obligation of, any director or officer, unless approved by the Michigan Attorney General; provided, however, that the Organization may advance money to a director or officer of the Organization or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

Conflict of Interest

The purpose of the Conflict of Interest policy is to protect the Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to

nonprofit and charitable corporations/organizations and is not intended as an exclusive statement of responsibilities.

Restriction on Interested Directors

Not more than 0% (percent) of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person currently being compensated but the Organization for services rendered within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director; and (2) any brother, sister, parent, ancestor, decedent, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the interested person.

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors who are considering the proposed transaction or arrangement.

Establishing a Conflict of Interest

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

Addressing a Conflict of Interest

In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

- A. Any interested person may render a request or report at the Board meeting, but upon completion of the said request or report the individual shall be excused while the Board discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- B. The Chair of the Board shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C. After exercising due diligence, the Board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Organization, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

Violations of Conflict of Interest Policy

Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Procedures and Records

All minutes of the Board Meetings, when applicable, shall contain the following information

- A. The names of all the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action is taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

Acknowledgment of Conflict of Interest Policy

Each director, principal officer, and member if a committee with Board delegated powers shall be required to sign a statement which affirms that such person:

- A. Has received a copy of the conflict of interest policy;
- B. Has read and understands the policy;
- C. Has agreed to comply with the policy; and
- D. Understands that the Corporation/Organization is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Violation of Loyalty - Self-Dealing Contracts

A self-dealing contract is any contract or transaction (i) between this Organization and one or more of its Directors or between this Organization and any corporation, firm, or association in which one or more of the Directors has a material financial interest ("Interested Director") or (ii) between this Organization and a corporation, firm, or association of which one or more of its directors are Directors of this Corporation/Organization. Said self-dealing shall not be void or voidable because such Director(s) of corporations, firms, or associations are parties or because said Director(s) are present at the meeting of the Board of Directors or committee which authorizes, approves, or ratifies the self-dealing contract, if:

- A. All material facts are fully disclosed to or otherwise known by the members of the Board and the self-dealing contract is approved by the Interested Director in good faith (without including the vote of any membership owned by said interested Director(s));
- B. All materials facts are fully disclosed to or otherwise known by the Board of Directors or committee, and the Board of Directors or committee authorizes, approves, or ratifies the self-dealing contract in good faith—without counting the vote of the interest Director(s) — and the contract is just reasonable as to the Corporation/Organization at the time it is authorized, approved, or ratified; or
- C. As to contracts not approved as provided in above sections (a) and/or (b), the person asserting the validity of the self-dealing contract sustains the burden of proving that the contract was just and reasonable as to the Organizations at the time it was authorized, approved, or ratified.

Interested Director(s) may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof, which authorizes, approves, or ratifies a contract or transaction as provided for and contained in this section.

Indemnification

To the fullest extent permitted by law, the Organization shall indemnify its “agents,” as described by law, including its directors, employees, and volunteers, and including persons formerly occupying any such position, and their heirs, executors, and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” and including any actions by or in the right of the Corporation/Organization, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may entitle apart from this Article.

The Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Organization, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent’s status as such, or to give other indemnification to the extent permitted by law.

ARTICLE 9 - EXECUTION OF CORPORATE INSTRUMENTS

Execution of Corporate Instruments

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate names without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the Organization.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of the Organization, promissory notes, deeds of trust, mortgages, other evidence of indebtedness of the Organization, other organization instruments or documents, memberships in other organizations, and certificates of

share of stock owned by the Organization shall be executed, signed, and/or endorsed by the President, Secretary, Treasurer.

All checks and drafts are drawn on banks or other depositories on funds to the credit of the Organization, or in special accounts of the Organization, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

Loans and Contracts

No loans or advances shall be contracted on behalf of the Organization and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors. Without the express and specific authorization of the Board, no officer or other agent of the Organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization.

ARTICLE 10 - RECORDS AND REPORTS

Maintenance and Inspection of Articles and Bylaws

The Organization shall keep at its principal office the original or a copy of its Articles of Incorporations and bylaws as amended to date, which shall be open to inspection by the directors at all reasonable times during office hours.

Maintenance and Inspection of Federal Tax Exemption Applications and Annual Information Returns

The Organization shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

Maintenance and Inspection of Other Corporate Records

The Organization shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Organization shall turn over to his or her successor or the Chair of the Board or President, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or other property of the Organization as have been in the custody of such officer, employee, or agent during his or her term in office.

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Organization

and each of its subsidiary corporations/organizations. The inspection may be made in person or by an agent, or attorney, and shall include the right to copy and make extracts of documents.

Preparation of Annual Financial Statements

The Organization shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be suited by an independent certified public accountant, in conformity with generally accepted accounting standards. The Corporation/Organization shall make these financial statements available to the Michigan Attorney General and members of the public for inspection no later than 30 days after the close of the fiscal year to which the statements relate.

Reports

The Board shall ensure an annual report is sent to all directors within 90 days after the end of the fiscal year of the Organization, which shall contain the following information:

- A. The asset and liabilities, including trust funds, of this corporation at the end of the fiscal year.
- B. The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- C. The expenses or disbursements of the Organization for both general and restricted purposes during the fiscal year.
- D. The information required by Non-Profit Corporation Act concerning certain self-dealing transactions involving more than \$50,000 or indemnifications involving more than \$10,000 which took place during the fiscal year.

The report shall be accompanied by the pertinent report from an independent accountant or if there is no such report, the certificate of an authorized officer of the Corporation/Organization that such statements were prepared without audit from the books and records of the Corporation/Organization.

ARTICLE 11 - FISCAL YEAR

The fiscal year for this Organization shall end on December 31st.

ARTICLE 12 - AMENDMENTS AND REVISIONS

These bylaws may be adopted, amended, or repealed by the vote of a simple majority of the directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these bylaws. If any provision of these bylaws requires the vote of a larger portion of the Board than otherwise required by law, that provision may not be altered, amended, or repealed by the greater vote.

ARTICLE 13 - CORPORATE/ORGANIZATIONAL SEAL

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of the Organization. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

ARTICLE 14 - CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular numbers include the plural number includes the singular, and the term "person" included an Organization as well as a natural person. If any component court of law shall deem any portion of these bylaws invalid or inoperative, then so fas as in reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effective shall be given to the intent manifested by the portion deemed invalid or inoperative.

CERTIFICATE OF SECRETARY

I, <NAME>, certify that I am currently elected and acting Secretary of the benefit Organization, and the above bylaws are the bylaws of this Organization as adopted by the Board of Directors on <DATE> and that they have not been amended or modified since the above.

EXECUTED on this day of _____, in the County of Kent in the State of Michigan.

(Duly Elected Secretary)



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103a(i)(ii))

At a regular meeting of the Georgetown Township Board
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Redeemed Mobile Boutique of Hudsonville,
NAME OF ORGANIZATION CITY

county of Ottawa, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R4/24)

AGREEMENT FOR EARLY VOTING PRINTING AND MAILING SERVICES

This Agreement is made as of January 1, 2026, by the City/Township Clerk of _____, a Michigan municipal corporation, _____ (“the City/Township Clerk”) and the County of Ottawa, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“Ottawa County”), with reference to the following facts and circumstances:

- A. City/Township Clerk, pursuant to Michigan Compiled Laws [MCL168.662(10)], is required to provide actual notice to every registered elector, as to where and when early voting will be conducted in their jurisdiction.
- B. City/Township Clerk, pursuant to Michigan Compiled Laws (MCL 68.720h), must file their early voting plan with the County Clerk. One requirement of the early voting plan includes the communication strategy, including how they will inform and notice each elector of the opportunity for early voting, including where early voting will occur, along with the dates and hours of operation of each early voting site.
- C. The City/Township Clerk has requested that the Ottawa County Clerk provide assistance in printing and mailing notices for the early voting site(s) (as described and defined in this Agreement) and has agreed to reimburse Ottawa County for these services as provided in this Agreement.
- D. Pursuant to the Urban Cooperation Act, MCL 124.501 et seq, Ottawa County is willing to assist the City/Township Clerk by providing the requested early voting printing and mailing services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledge, the City/Township Clerk and Ottawa County agree as follows:

- 1. **General Agreement:** Ottawa County, through the Ottawa County Clerk/Register’s Office (“County Clerk”) agrees to notice all households of each registered elector for each early voting site, for those cities and townships that enter into an Agreement for Early Voting Printing and Mailing Services with Ottawa County. The printing and mailing of the notice will be administered by the County Clerk, through its current Kent Communications Inc. (“KCI”) Contract, who will organize, design, approve, and monitor the notice requirements, in consultation with, the City/Township Clerk. Ottawa County agrees to perform the following services through its employees, and to provide the materials set forth herein:
 - A. **Scope of Service:** The County Clerk, through its employees, agrees to administer and mail, according to the laws of the State of Michigan, a printed notice specifying the location and hours of operation of the early voting site

for each day early voting is offered and to each registered elector's household, for the City/Township Clerk and the other City/Township Clerks within Ottawa County which are parties to this Agreement, starting January 2, 2026, and concluding its services December 31, 2027.

- B. **The Jurisdictions (“Jurisdictions”) that may enter such Early Voting Printing and Mailing Services Agreement with Ottawa County are:** Allendale Charter Township; Blendon Township; Chester Township; City of Coopersville; Crockery Township; City of Ferrysburg; City of Grand Haven; Grand Haven Charter Township; Georgetown Charter Township; Holland Charter Township; City of Holland (including those parts of the City of Holland within Allegan County); City of Hudsonville; Jamestown Charter Township; Olive Township; Park Township; Polkton Charter Township; Port Sheldon Township; Robinson Township; Spring Lake Township; Tallmadge Charter Township; Wright Township; Zeeland Charter Township; City of Zeeland; Ottawa County.
- C. **Design and Approval of the Notices:** The County Clerk will be responsible for working collaboratively with KCI to design the notice template for each jurisdiction. Upon receipt of the design or proof, the County Clerk shall forward the proof to the applicable City/Township Clerk for review and approval. The County Clerk shall provide the City/Township Clerk with a review period of no less than one (1) week, and may as specified in the transmittal, allow additional review time when feasible. Following receipt of approval, or deemed approval as provided herein, from the City/Township Clerk, the County Clerk shall notify KCI of any required corrections or authorize the notice for final printing and mailing.
- D. **Early Voting Site Notices:** The County Clerk will be responsible for providing notice, no later than forty-five (45) days before the applicable election, specifying the location of the approved early voting sites and the hours of operation of the early voting sites for each day early voting is offered, to each registered elector entitled to vote at these early voting sites. The County Clerk must provide notice by mail to each registered elector's household. A notice is not required for the November General Election, if an early voting site is established in addition to one or more early voting sites that remain in effect for which notice was previously provided to each elector's household.

If there is a temporary change to an early voting site, no later than 21 days before the first day of early voting for an early voting site, the County Clerk will be responsible for providing notice, no later than twenty-one (21) days before the first day of early voting as to the new early voting site, to each registered elector's household by mail.

- E. **Process for Withdrawing from Agreement:** Ottawa County or the City/Township Clerk may withdraw from this Agreement by providing at least

thirty (30) days' written notice to the other, except during the statutory blackout period described below. Written notice of withdrawal must be sent to the County Clerk, Corporate Counsel of Ottawa County at 12220 Fillmore Street Room 130, West Olive, MI 49464, and to all participating City/Township Clerk's that are parties to an existing Agreement for Early Voting Printing and Mailing Services with Ottawa County. If Ottawa County withdraws from this Agreement, written notice shall likewise be sent to the City/Township Clerk and all other participating City/Township Clerks that have entered an existing Agreement for Early Voting Printing and Mailing Services with Ottawa County.

The parties agree that no withdrawal may occur during the period beginning one hundred fifty (150) days before the statewide August Primary Election in an even-numbered year and ending upon the completion of the county canvass for the statewide November General Election in that same even-numbered year (the "Blackout Period").

Upon receiving written notice of withdrawal, and provided that the notice is submitted outside the Blackout Period and satisfies the thirty (30) day requirement, the County Clerk will issue an approval letter acknowledging the withdrawal, with similar copies to all other participating City/Township Clerks. In such circumstances, the Agreement will expire thirty (30) days from the date of delivery of the notice of withdrawal.

If a notice of withdrawal is submitted during the Blackout Period, the County Clerk will issue a letter rejecting the attempted withdrawal, and the jurisdiction shall continue to perform all responsibilities outlined in this Agreement.

2. **Responsibilities of the City/Township Clerk:** The City/Township Clerk agrees to perform the following services through its employees, and to provide the materials set forth herein:

A. **Review and Approval of Notice:** The City/Township Clerk is responsible for reviewing, proofreading, and approving the notice upon receipt of a proof copy from the County Clerk. The City/Township Clerk's review shall include, but not be limited to, accuracy, completeness, formatting, and compliance with applicable laws, policies, and standards.

The City/Township Clerk shall provide written approval or requested revisions within the established review period, as defined by the timeframe communicated by the County Clerk at the time the proof is transmitted, to not be less than one (1) week. If no written response is received within that period, the notice shall be deemed approved. No notice shall be finalized, printed, and mailed until written approval is received or approval is deemed granted pursuant to this section.

- B. **Payment:** The City/Township Clerk is responsible for paying its portion of Ottawa County's actual expenses for the services estimated in **Exhibit A**. Ottawa County will bill the City/Township Clerk after the County Clerk has paid its invoice to KCI, and the City/Township Clerk will pay Ottawa County within thirty (30) days following its receipt of the invoice.
- C. **Change to Early Voting Site:** In the event of a temporary change to an early voting site, the City/Township Clerk shall, no later than twenty-one (21) days prior to the commencement of early voting at such site, provide notice of the change to the County Clerk as expeditiously as practicable, so as to enable the County Clerk to comply with the statutory twenty-one (21) day notice requirement.

In addition, the City/Township Clerk, or designated staff, shall be responsible for posting, at the former early voting site, a notice identifying the new early voting site, in accordance with the requirements set forth in MCL 168.662(8)(b).

In the event of a temporary change to an early voting site, within 20 days before the start of early voting, the City/Township Clerk, or designated staff shall provide notice in accordance with the requirements set forth in MCL 168.662(11)(a-c).

- 3. **Independent Contractor:** At all times and for all purposes under this Agreement, the relationship of Ottawa County and the City/Township Clerk shall be that of independent contractors. All employees of Ottawa County who perform services under this Agreement shall be and remain employees of Ottawa County. They shall be subject to the discipline, supervision, direction, policies, and control of Ottawa County and the County Clerk. All employees or agents of the City/Township Clerk who perform services under this Agreement shall be and remain employees or agents of the City/Township Clerk, subject to the discipline, supervision, direction, policies and control of the City/Township Clerk.
- 4. **Indemnification and Hold Harmless:** Each party to this Agreement shall defend, indemnify and hold the other parties, and their officers, employees, agents, and assigns, harmless from claims and any liability which arise out of and/or are the result of an alleged error, mistake, negligence, or intentional act or omission of the indemnifying party, its officers, employees, agents, and assigns.
- 5. **Insurance:** The City/Township Clerk will include Ottawa County, the Ottawa County and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance. The required insurance policy shall have commercial general liability policy limits of not less than \$1,000,000. Ottawa County will include the City/Township Clerk and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy or coverage will have commercial general liability policy limits of not

less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the City/Township Clerk and Ottawa County to each other as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the City/Township Clerk may reasonably require per this agreement.

6. **Term of Agreement:** The effective date of this Agreement shall be January 1, 2026. This Agreement shall continue in effect from the effective date through December 31, 2027. This Agreement may be renewed thereafter for three (3) additional two (2) year terms, by mutual written agreement of the parties, entered into no later than one hundred fifty (150) days before the first regularly scheduled statewide or federal election in 2028, 2030 and 2032.

7. **Miscellaneous:**

- A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect of the language in those sections.
- B. **Severability.** If any one (1) or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions of this Agreement. Any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, which shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- C. **Entire Agreement and Amendment.** In conjunction with matters covered by this Agreement, the Agreement contains the entire understanding and agreement of the parties. There have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth in this Agreement. The parties acknowledge that terms within this Agreement may be altered, amended or modified as a result of impending legislation, but only by an instrument in writing, executed by the parties to this Agreement. Each party to this Agreement waives its future right to claim or assert that this Agreement has been modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.
- D. **Successors and Assigns.** All representations, covenants, and warranties set forth in the Agreement, by or on behalf of or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of any or all such parties, and their successors and assigns.
- E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against any party considered to be the drafter of this Agreement.

F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts; all such counterparts shall for all purposes be deemed to be an original. All such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one (1) and the same instrument.

G. **Individuality of Contractual Relationship.** Although multiple local units may enter into this agreement with the Ottawa County, each particular contract shall be individual between the County and the particular local unit that approves and executes it. Stated differently, this Agreement creates no contractual obligations among the local units executing it and each agreement stands on its own relative to the County.

In witness whereof the parties have executed this Agreement as of the indicated date (s).

City/Township Clerk:

By: _____

Its: _____

Dated: _____

COUNTY OF OTTAWA:

By: _____

Josh Brugger, Chairperson

Its: Board of Commissioners

By: _____

Justin F. Roebuck

Its: County Clerk/Register of Deeds

Dated: _____

EXHIBIT A - ESTIMATED COSTS

Description	Charge	Org & Object	Detail	Allendale	Blendon	Chester	City of Coopersville	City of Holland-Allegan	City of Holland-Ottawa	City of Hudsonville	City of Zeeland	Crockery	Georgetown	Holland	Jamestown	Olive	Park	Polkton	Port Sheldon	Tallmadge	Wright	Zeeland	Total	
			Households pulled from QVF on 11/18/2025	7646	2811	812	1732	3391	10095	3074	2410	1995	19988	14341	3740	1877	7720	948	2281	3618	1223	4226	93928	
ELEC1	Printing - Postcard	10114511-676000	\$0.05	\$ 371.36	\$ 136.53	\$ 39.44	\$ 84.12	\$ 164.70	\$ 490.31	\$ 149.30	\$ 117.05	\$ 96.90	\$ 970.80	\$ 696.53	\$ 181.65	\$ 91.16	\$ 374.95	\$ 46.04	\$ 110.79	\$ 175.72	\$ 59.40	\$ 205.25	\$ 4,562.00	
ELEC1	Load File	10114511-676000	\$55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 1,045.00
ELEC1	Programming	10114511-676000	12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.11	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 230.00
ELEC1	NCOA Full Service	10114511-676000	0.00345	\$ 26.38	\$ 9.70	\$ 2.80	\$ 5.98	\$ 11.70	\$ 34.83	\$ 10.61	\$ 8.31	\$ 6.88	\$ 68.96	\$ 49.48	\$ 12.90	\$ 6.48	\$ 26.63	\$ 3.27	\$ 7.87	\$ 12.48	\$ 4.22	\$ 14.58	\$ 324.05	
ELEC1	Digital Addressing	10114511-676000	0.017	\$ 129.98	\$ 47.79	\$ 13.80	\$ 29.44	\$ 57.65	\$ 171.62	\$ 52.26	\$ 40.97	\$ 33.92	\$ 339.80	\$ 243.80	\$ 63.58	\$ 31.91	\$ 131.24	\$ 16.12	\$ 38.78	\$ 61.51	\$ 20.79	\$ 71.84	\$ 1,596.78	
ELEC1	Pre-Press	10114511-676000	18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.94	\$ 18.94	\$ 18.94	\$ 18.94	\$ 18.94	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 18.95	\$ 360.00
ELEC1	Sort & Mail	10114511-676000	0.015	\$ 114.69	\$ 42.17	\$ 12.18	\$ 25.98	\$ 50.87	\$ 151.43	\$ 46.11	\$ 36.15	\$ 29.93	\$ 299.82	\$ 215.12	\$ 56.10	\$ 28.16	\$ 115.80	\$ 14.22	\$ 34.22	\$ 54.27	\$ 18.35	\$ 63.39	\$ 1,408.92	
ELEC1	Prepare Forms	10114511-676000	0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.78	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 15.00
ELEC1	Postage	10114511-676000	0.178	\$ 1,360.99	\$ 500.36	\$ 144.54	\$ 308.30	\$ 603.60	\$ 1,796.91	\$ 547.17	\$ 428.98	\$ 355.11	\$ 3,557.86	\$ 2,552.70	\$ 665.72	\$ 334.11	\$ 1,374.16	\$ 168.74	\$ 406.02	\$ 644.00	\$ 217.69	\$ 752.23	\$ 16,719.18	
			Total	\$ 2,090.25	\$ 823.39	\$ 299.61	\$ 540.67	\$ 975.35	\$ 2,731.92	\$ 892.29	\$ 718.31	\$ 609.57	\$ 5,324.08	\$ 3,844.46	\$ 1,066.79	\$ 578.65	\$ 2,109.63	\$ 335.23	\$ 684.51	\$ 1,034.83	\$ 407.29	\$ 1,194.13	\$ 26,260.93	



3901 East Paris SE
 Grand Rapids, MI 49512
 616.957.2120 phone
 616.957.3026 fax
 kentcommunications.com

Proposal

Renee Kuiper
Ottawa County
 12220 Fillmore St.
 PO BOX 310
 West Olive, MI 46460
Ph: 616-994-4776

Fax:

Proposal 243734.
Date November 20, 2025

Project
 2026 Early Voting Postcard – Color

Variable Color Digital Print & Address 4x6 Postcard on 100# White Coated Cover, Trim to Bleed, Sort & Mail NonProfit

Components
 Postcard

Quantity of 105,000

Services	Quantity	Setup	Minimum	Rate	per	Price
**Printing - Postcard	105,000			\$48.57	/m	\$5,099.76
Load File	19		\$55.00	\$55.00	ea	\$1,045.00
Programming for Digital Print	2		\$115.00	\$115.00	ea	\$230.00
NCOA Full Service	105,000		\$225.00	\$3.45	/m	\$362.25
Digital Addressing	105,000		\$115.00	\$17.00	/m	\$1,785.00
Pre-Press	8	\$40.00		\$40.00	ea	\$360.00
Sort & Mail	105,000		\$90.00	\$15.00	/m	\$1,575.00
Prepare Forms/Verify and/or Del. to PO	1		\$15.00	\$15.00	ea	\$15.00

Total Cost for Services **\$10,472.01**

Estimated Postage	Pieces	Rate	Postage
Std-Reg (Non-Profit)/5-Digit	105,000	0.17800	\$18,690.00000

Total Estimated Postage **\$18,690.00000**

Total Estimated Project Cost **\$29,162.01**

Postage must be paid in advance or on deposit with the Post Office.

Thank you for the opportunity to quote on this project.

Ericka Wujkowski

Account Manager
Phone: 616-957-2120
Fax: 616-957-3026
Email: erickaw@kentcommunications.com

Accepted :

Ottawa County ('CLIENT')

By _____

Name _____

Title _____

Date _____

THIS PROPOSAL CONSISTS OF THIS PAGE AND PARAGRAPH 1-18 ON THE BACK SIDE

MAIL INDUSTRY TRADE CUSTOMS

- 1. PROPOSALS:** Proposals are subject to acceptance within 90 days. Proposals are based on the cost of labor and materials on the date of the proposal. If changes occur in cost of materials, labor, or other costs prior to acceptance, or if the customer requires changes in the mailing schedule subsequent to acceptance, the right is reserved to change the price quoted. Subsequent orders will be subject to price revision if required. Proposals do not include applicable taxes, shipping costs or deliveries unless specifically stated. Postage included on proposals is an estimate only. Proposals are only valid when in writing.
- 2. CANCELLATION:** Orders may be canceled by the customer at any time by notice in writing or via e-mail with the understanding that Kent Communications Inc. (KCI) will be compensated in full for any work or services performed prior to cancellation, plus the cost of any goods or services purchased for the order.
- 3. ALTERATIONS/SPECIFICATIONS:** Prices quoted are based upon our understanding of the specifications submitted. If there is a change in specifications or instructions resulting in additional costs, the work performed will be billed at the current rates, and the mailing date may be delayed.
- 4. VERBAL ORDERS:** Written or e-mail orders are strongly recommended. KCI may accept verbal orders; however such orders are subject to KCI's acceptance of the written final specifications which customer shall deliver to KCI by fax or mail prior to the commencement of the work.
- 5. POSTAGE:** Proposals include estimated postage only. The customer is responsible for the payment of all postage, whether or not included in the proposals. KCI will notify the customer in writing, by e-mail or verbally by telephone call as soon as reasonably possible after the actual amount of postage is known and will notify the customer of the date when the postage is needed in order to complete the mailing prior to the agreed upon mailing date. KCI will make reasonable efforts to provide the customer with an accurate estimate of required postage; however, the customer, and not KCI, is responsible for additional postage charges if the rate of postage changes for any reason including the design of the mail piece. Payment of postage in advance is required on all orders and is the responsibility of the customer. KCI reserves the right to hold mailings for which sufficient postage has not been paid or until postage payment has been verified. The customer will provide the postage payment in adequate time for KCI to complete the mailing prior to the previously agreed upon mail date. The customer is responsible for all additional postage and or shipping charges assessed by the Post Office or any other shipping agent after the mailing has been mailed.
- 6. ACCEPTANCE OF ORDER:** The customer agrees that KCI may refuse at any time to mail any copy, photographs or illustrations of any kind that in the management's sole judgement believes is an invasion of privacy, is degrading, libelous, unlawful, profane, obscene, pornographic, tends to ridicule or embarrass, or is in bad taste, or which in the management's sole judgement is an infringement on a trade mark, or trade name, or service mark, or copyright belonging to others.

The Customer also agrees to defend and hold KCI harmless in any suit, claim, or court action brought against KCI for alleged or actual damages, costs, expenses (including reasonable attorney's fees), liabilities or losses of any kind or nature resulting from the mailing for the customer, including circumstances where KCI, acting as the customer's agent, uses copy, photographs, or illustrations that are or believed by others to be degrading, libelous or harmful to their reputations, images, or standing in the community or an infringement on a trade mark, trade name, service mark, or copyright belonging to others, or in a suit or court action brought against KCI for actions of the customer's employees which may occur as a result of any mailing.

- 7. MAILING LISTS:** Customer's mailing list(s) in KCI's possession for storage or otherwise, is the exclusive property of the customer and shall be used only at the customer's instructions. KCI shall provide reasonable protection against the loss of a customer's list. It is the customer's sole responsibility to maintain a duplicate list or have the source material from which the list was compiled. KCI shall pay for the cost of replacing such lists in the event of its systems failure, loss by fire, vandalism, theft or other such causes on KCI's premises (excluding destruction of the list due to the customer's negligence or willful misconduct), provided that the customer has a duplicate list or has the source material from which the list was compiled, and then only to the extent of the costs involved in replacing the lost list. KCI shall not be liable for compiling such lists nor for an intangible or special value attached thereto.

KCI is not responsible for the accuracy or integrity of lists or other data supplied by the customer or list broker. Unless otherwise specified in writing in advance, all rented mailing lists are provided on a one-time use basis.

- 8. MATERIALS:** KCI assumes in all proposals that all material provided will permit efficient handling on automated equipment, and meets equipment manufacturer's published specifications. Materials furnished that are within manufacturer's specifications, but which are not up to acceptable operational standards due to poor folding, facing, trimming, packing, sticking together of material, insufficient leeway between enclosures and envelopes, square envelope flaps or other causes, will be subject to pricing at special rates. The customer will be notified when a deficiency is discovered and approval will be obtained for handling at special rates before proceeding with work, and a new delivery schedule may result.

KCI is not responsible for identifying errors in preprinted copy on customer-furnished materials and assumes no liability for damages resulting from the mailing of materials which contain erroneous information. When performing mailings for not-for-profit customers, KCI is not responsible for content in mailed materials which causes a customer to lose their Nonprofit Status.

All direct mail handling and processing involves spoilage. Allowances for spoilage should be taken into consideration in ordering material. Spoilage of up to three (3) percent of customer's materials is typical. KCI will make reasonable efforts to handle customer's material to prevent undue spoilage. Nevertheless, KCI is not responsible for shortages of material as a result of spoilage in processing. All stock and materials belonging to a customer will be held and stored only at the customer's risk, and the customer shall be responsible for insurance on its stock and material.

Printer delivery tickets must accompany the materials delivered, and should show the number of skids or cartons, the quantity per skid or carton, and the total delivery quantity. Each incoming carton or skid must bear an identity, item code, quantity and a sample clearly visible. Each skid shall have only one material version, unless clearly marked and separated. Multiple items shall not be included within a single carton, skid or container unless noted thereon and on accompanying paperwork. KCI will apply a surcharge for any rework necessary for materials received not meeting these specifications.

KCI accepts and may rely upon printers' count until processing, and assumes no responsibility for shortages discovered at that time. Additional charges will apply if the customer requires the mailer to verify printer's counts prior to processing. Customer shall provide KCI with sufficient inventory or adequate sources of supply to meet anticipated demand. Cost for back orders, delay notices, canceled orders and increased customer service resulting from out of stock conditions is to be paid by, and will be billed to customer.

Collect shipment will be accepted only if clearance is obtained in advance, and a service charge will be added to the actual freight charges. KCI is not responsible for the condition of shipped overs, unless customer has been billed for packing and/or shipping.

The customer retains title to and the insurable interest in its materials. Customer shall obtain its own insurance for loss or damage to its materials. Customer releases, discharges, and holds KCI harmless from any loss or damage to customer's material that is or should have been covered by the insurance to be provided by customer, as provided above. KCI may carry insurance to protect itself against acts of negligence on the part of its employees in the normal course of business. If specific additional insurance coverage is desired by customer, such coverage must be specified by agreement in writing with KCI and customer shall then provide and pay for such additional coverage by separate insurance or rider. In such instances, the liability of KCI for losses will be limited to the insurance coverage provided.

9. LABELS: Labels must be within equipment manufacturers' published specifications for labeling equipment. For paper labels as well as those which are electronically generated, quoted prices assume that label placement will be in the position most advantageous to production speed, or additional charges will be billed.

10. INSERTING SEQUENCE: Effort will be made to insert material in the sequence and facing the direction the customer requests, but quoted prices assume the most advantageous production speeds, and specified sequence or facing may result in additional charges being billed.

11. OVERAGES: The customer must advise KCI, in advance of the performance of the order, of the disposition of overs (leftover mail pieces). Overs may be returned to the customer, stored, or destroyed. If items are stored or returned, applicable storage and delivery charges will be added. Additionally, at KCI's option and without liability to KCI, material may be automatically destroyed after 60 days if customer has failed to respond to a disposition request or failed to pay for storage starting 30 days after the mail date. Premium storage rates may be applied to old materials or materials for which disposition has not been designated. KCI is not responsible for the condition of shipped overs.

12. DELIVERY SCHEDULES: KCI will make reasonable efforts to meet scheduled delivery and mailing date(s), but is not liable for failure to meet any requested delivery dates. In addition, KCI has no control over U.S. Postal Service, United Parcel Service or common carriers' delivery schedules and cannot guarantee when the mail or shipments deposited with or released to these carriers will be delivered. The date which mail or shipments are deposited by KCI with or released to these carriers is the date of delivery for purposes of this contract.

KCI is not responsible or liable due to delays, and all orders are accepted contingent upon, fire, accident, act of God, mechanical breakdown or other causes beyond KCI's control. Since the time element is an integral part of KCI's business, quoted prices are based upon a specific set of time schedules for completion. Any requested deviation from the schedules described or agreed upon by both parties at the time the order is placed may alter the quoted price. Late delivery of material may delay the completion date of the order by a greater degree than the actual elapsed time the material is late.

13. ERRORS IN MAILING: In the event of an error or mistake by KCI resulting in an erroneous mailing, KCI, at its expense, shall re-mail that portion of the mailing that was in error, as soon as is reasonably possible after notification in writing by customer of the error or mistake. Notwithstanding KCI's error or mistake, the customer shall pay the postage for all such remailings. The remailing is the exclusive and sole remedy of customer against KCI for such error or mistake, and is in substitution for all other remedies or damages, including loss of business, postage, or other consequential or incidental damages.

14. DELINQUENT INVOICES: If customer fails to timely pay KCI, KCI may, at its option, along with all other remedies available to KCI, retain the customer's list or printing or other property until paid in full or sell the customer's property and apply the proceeds against payment of delinquent invoices. "Delinquent" is defined as "past the agreed or specified payment date." After suitable credit has been established, unless otherwise specified in writing by KCI, terms are net with interest as allowed by law applied to delinquent invoices. Customer is responsible for any related collection costs, legal fees and interest.

15. BROKER/AD AGENCY/RESELLER: When contracting with an intermediary such as a broker, ad agency or reseller for work on behalf of their customers, the intermediary, as well as the customer is fully responsible to KCI for timely payment of invoices and for related collection costs, legal fees and interest. The intermediary's responsibility for payment to KCI is without regard to whether the intermediary has been paid by its customer for services rendered.

16. TAXES: All amounts due for taxes and assessments will be added to the customer's invoice and are the responsibility of the customer. No tax exemption will be granted unless official proof of the customer's exemption is on file with KCI or such documentation accompanies the order. If, after the customer has paid the invoice, it is determined that more tax is due, the customer shall promptly remit the required taxes to the taxing authority or immediately reimburse KCI for any additional taxes paid by KCI.

17. SOLE AND EXCLUSIVE REMEDY: The Sole and exclusive remedy of customer for the breach of this agreement by KCI or any express or implied warranties pertaining to the mailing purchased by customer pursuant to this agreement, shall be remailing as provided in paragraph 13 above. Alternatively KCI may, at its opinion, provide a full refund of the invoice price. Customer shall notify KCI by written notice of any defect in the mailing within the period of 60 days immediately following the mailing. Failure by customer to notify KCI within this 60 day period shall relieve KCI from any liability to customer as a result of the defective mailing. The remedy here provided by KCI as to remailing, shall be customer's sole and exclusive remedy and is expressly made in substitution of any and all remedies otherwise provided under the Uniform Commercial Code as enacted in the state of Michigan or any other state or jurisdiction. Under no circumstances shall KCI be liable to customer or any other person for any consequential, incidental, economic, direct, indirect, general or specific damages arising out of any breach of warranty, express or implied, under the agreement.

18. STATE OF MICHIGAN: This agreement shall be interpreted in accordance with the laws of, and enforced within the jurisdiction of, the state of Michigan. Any suit against KCI involving this agreement shall be brought in a court of competent jurisdiction within the county of Kent and the state of Michigan.

AGREEMENT FOR ELECTION PUBLISHING SERVICES

This Agreement is made as of January 1, 2026, by the City/Township Clerk, a Michigan municipal corporation, _____ (“the City/Township Clerk”) and the County of Ottawa, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“Ottawa County”), with reference to the following facts and circumstances:

- A. City/Township Clerk, pursuant to Michigan Compiled Laws (MCL 168.498, MCL 168.653(a) & MCL 168.798) is required to provide public notice by publication in a newspaper of general circulation, three separate election related notices (Registration, Election and Public Accuracy Test).
- B. City/Township Clerk, pursuant to Michigan Compiled Laws (MCL 168.498(3) & MCL 168.653(a)(2)), may enter into an agreement with the County Clerk to jointly publish the notices required.
- C. The City/Township Clerk has requested that the Ottawa County Clerk provide assistance in publishing three notices for each election (as described and defined in this Agreement) and has agreed to reimburse Ottawa County for these services as provided in this Agreement.
- D. Pursuant to the Urban Cooperation Act, MCL 124.501 et seq, Ottawa County is willing to assist the City/Township Clerk by providing the requested election publishing services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City/Township Clerk and Ottawa County agree as follows:

- 1. **General Agreement:** Ottawa County, through the Ottawa County Clerk/Register’s Office (“County Clerk”) agrees to publish three (3) notices for each election, for those cities and townships that enter into an Agreement for Election Publishing Services with Ottawa County. The publishing will be administered by the County Clerk, utilizing a newspaper of general circulation within each jurisdiction in accordance with Michigan law. The County Clerk will organize, design, approve, and monitor the publishing requirements, in consultation with, the City/Township Clerk. Ottawa County agrees to perform the following services through its employees, and to provide the materials set forth herein:
 - A. **Scope of Service:** The County Clerk, through its employees, agrees to administer and publish during every election, according to the laws of the State of Michigan, a Registration, Election and Public Accuracy Test Notice in a newspaper of general circulation in the cities and townships listed in the notice, for the City/Township Clerk and the other City/Township Clerks within

Ottawa County which are parties to this Agreement, starting January 1, 2026, and concluding its services December 31, 2028.

- B. **The City/Township Clerks in the following jurisdictions may enter such Election Publishing Services Agreement with Ottawa County are:** Allendale Charter Township; Blendon Township; Chester Township; City of Coopersville; Crockery Township; City of Ferrysburg; City of Grand Haven; Grand Haven Charter Township; Georgetown Charter Township, Holland Charter Township; City of Holland (including those parts of the City of Holland within Allegan County); City of Hudsonville; Jamestown Charter Township; Olive Township; Park Township; Polkton Charter Township; Port Sheldon Township; Robinson Township; Spring Lake Township; Tallmadge Charter Township; Wright Township; Zeeland Charter Township; City of Zeeland; Ottawa County.
- C. **Provide Proofs of Publication to City/Township Clerk:** The County Clerk will be responsible for providing a proof of publication to the City/Township Clerk for review and approval. The County Clerk shall provide the City/Township Clerk with an initial review period of no less than three (3) days, and may as specified in the transmittal, allow additional review time when feasible. Following receipt of approval, or deemed approval as provided herein, from the City/Township Clerk, The County Clerk will publish the notice utilizing a newspaper of general circulation within each jurisdiction in accordance with Michigan Law.
- D. **Public Notice for Receiving Registrations:** The County Clerk will be responsible for publishing notice, no later than thirty (30) days before the applicable election, specifying the location and the hours of operation of the City/Township Clerk's Office, for the purpose of receiving registrations before an election. The notice must include the offices to be filled that will appear on the ballot and a brief caption or description of any ballot proposals that will appear on the ballot, and where an elector can obtain the full text of the ballot proposal.
- E. **Public Notice of Election:** The County Clerk will be responsible for publishing notice, no later than seven (7) days before the election, specifying the location and the time at which the election is to be held, the offices to be filled, and the proposals to be submitted to the voters. The notice must include a caption or brief description of the proposal or proposals along with the location where an elector can obtain the full text of the proposal or proposals. If certain offices or proposals are to be voted on in less than all of the precincts, the notice shall specify the townships or cities that shall vote on only those offices or proposals.
- F. **Public Notice of Public Accuracy Testing:** The County Clerk will be responsible for publishing notice, no later than forty-eight (48) hours before

the testing of electronic tabulating equipment, specifying the location and the time at which the test will be held.

- G. **Process for Withdrawing from Agreement:** Ottawa County or the City/Township Clerk may withdraw from this Agreement by providing at least thirty (30) days' written notice to the other. Any City/Township Clerk withdrawing from the Agreement must send written notice of its withdrawal to the following parties: the County Clerk, Corporate Counsel of Ottawa County at 12220 Fillmore Street Room 130, West Olive, MI 49464, and any other participating City/Township Clerk that has entered an existing Agreement for Election Publishing Services with Ottawa County. If Ottawa County withdraws from this Agreement, written notice of its withdrawal shall be sent to the City/Township Clerk and all other participating City/Township Clerks that have entered an existing Agreement for Election Publishing Services with Ottawa County. The City/Township Clerk and Ottawa County agree that they may not withdraw from this Agreement during the period beginning sixty (60) days before an Election.

Upon receiving written notice of withdrawal, and if the thirty (30) day notice described above has been met, the County Clerk will send the City/Township Clerk an approval letter acknowledging the withdrawal, with simultaneous copies to all other parties to the Agreement. The Agreement will expire thirty (30) days from the date of delivery of the notice of withdrawal if all deadlines are satisfied. If the withdrawal falls within the sixty (60) days before an Election, the County Clerk will send the City/Township Clerk a letter rejecting the termination of the Agreement; the City/Township Clerk then will continue to perform all responsibilities as outlined in this Agreement.

2. **Responsibilities of the City/Township Clerk:** The City/Township Clerk agrees to perform the following services through its employees, and to provide the materials set forth herein:

- A. **Review and Approval of Publication:** The City/Township Clerk is responsible for reviewing, proofreading, and approving all publications prior to release. The City/Township Clerk's review shall include, but not be limited to, accuracy, completeness, formatting, and compliance with applicable laws, policies and standards.

The City/Township Clerk shall provide written approval or requested revisions within the established initial review period, as defined by the timeframe communicated by the County Clerk at the time the proof of publication is transmitted. If no written response is received within that period, the notice shall be deemed approved. No publication shall be finalized or published until written approval is received or approval is deemed granted pursuant to this section.

- B. **Payment:** The City/Township Clerk is responsible for paying its portion of Ottawa County's actual expenses for the services provided. Ottawa County will bill the City/Township Clerk after each election, and the City/Township Clerk will pay Ottawa County within thirty (30) days following its receipt of the invoice.
- C. **Other Notices:** In the event that notice is required outside of publication in a newspaper, the City/Township Clerk shall be responsible for posting all written or printed notices.
3. **Independent Contractor:** At all times and for all purposes under this Agreement, the relationship of Ottawa County and the City/Township Clerk shall be that of independent contractors. All employees of Ottawa County who perform services under this Agreement shall be and remain employees of Ottawa County. They shall be subject to the discipline, supervision, direction, policies, and control of Ottawa County and the County Clerk. All employees or agents of the City/Township Clerk who perform services under this Agreement shall be and remain employees or agents of the City/Township Clerk, subject to the discipline, supervision, direction, policies and control of the City/Township Clerk.
4. **Indemnification and Hold Harmless:** Each party to this Agreement shall defend, indemnify and hold the other parties, and their officers, employees, agents, and assigns, harmless from claims and any liability which arise out of and/or are the result of an alleged error, mistake, negligence, or intentional act or omission of the indemnifying party, its officers, employees, agents, and assigns.
5. **Insurance:** The City/Township Clerk will include Ottawa County, the Ottawa County and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance. The required insurance policy shall have commercial general liability policy limits of not less than \$1,000,000. Ottawa County will include the City/Township Clerk and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy or coverage will have commercial general liability policy limits of not less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the City/Township Clerk and Ottawa County to each other as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the City/Township Clerk may reasonably require per this agreement.
6. **Term of Agreement:** The effective date of this Agreement shall be January 1, 2026. This Agreement shall continue in effect from the effective date through December 31, 2028. This Agreement may be renewed thereafter for three (3) additional 4-year renewals, by mutual written agreement of the parties, entered into no later than December 31 of the previous year.

7. **Miscellaneous:**

- A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect of the language in those sections.
- B. **Severability.** If any one (1) or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions of this Agreement. Any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, which shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- C. **Entire Agreement and Amendment.** In conjunction with matters covered by this Agreement, the Agreement contains the entire understanding and agreement of the parties. There have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth in this Agreement. The parties acknowledge that terms within this Agreement may be altered, amended or modified as a result of impending legislation, but only by an instrument in writing, executed by the parties to this Agreement. Each party to this Agreement waives its future right to claim or assert that this Agreement has been modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.
- D. **Successors and Assigns.** All representations, covenants, and warranties set forth in the Agreement, by or on behalf of or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of any or all such parties, and their successors and assigns.
- E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against any party considered to be the drafter of this Agreement.
- F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts; all such counterparts shall for all purposes be deemed to be an original. All such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one (1) and the same instrument.
- G. **Individuality of Contractual Relationship.** Although multiple local units may enter into this agreement with the Ottawa County, each particular contract shall be individual between the County and the particular local unit that approves and executes it. Stated differently, this Agreement creates no contractual obligations among the local units executing it and each agreement stands on its own relative to the County.

In witness whereof the parties have executed this Agreement as of the indicated date (s).

City/Township Clerk:

By: _____

Its: _____

Dated: _____

COUNTY OF OTTAWA:

By: _____

Josh Brugger, Chairperson

Its: Board of Commissioners

By: _____

Justin F. Roebuck

Its: County Clerk/Register of Deeds

Dated: _____

Policy 2005-06
Bid and Quotation Requirements Policy
Adopted 9-26-05 with motion #050927-09
Revised March 23, 2009 with motion #090323-04
Revised November 23, 2015 with motion #151123-04
Revised March 24, 2025 with motion #250324-13

Revised _____ with motion # _____

The Board will obtain a minimum of three (3) price quotations on all purchases exceeding \$20,000 except (1) in cases of emergency; (2) when the materials purchased are of such a nature that price negotiations would not result in a savings to the Township; or (3) when despite its solicitation for bids the Township is unable to persuade sufficient contractors to bid.

All supplies, materials, and equipment shall be purchased by the Superintendent or his/her designee. In general, the Superintendent or his/her designee is authorized to proceed with purchases as set forth in the budget adopted by the Board. However, purchases of an item or group of items in a single transaction costing \$20,000 or more will require that competitive bids be obtained and approved by the Board prior to purchase.

Exceptions to the competitive bid requirement may be permitted in order to standardize items which will result in a lower long term cost to the Township, or if there is only one supplier of a particular item. **The MiDeal Program run through the State of Michigan meets the criteria of obtaining three bids.**

In the event of an emergency, the Superintendent or his/her designee shall have the authority to purchase capital equipment needed to keep the facilities of the Township operational. Any such purchases shall be approved by the Board at a special or regular meeting as soon as appropriate after the purchase is made.

Such purchases shall not be made so as to circumvent the purposes of the competitive bid procedure.

The Superintendent or his/her designee will establish rules and regulations which will implement the provision of this policy.

1.17 Physical Fitness Program – Benefits Manual

To promote employee health, wellness, fitness for duty, and overall productivity within its workforce, Georgetown Charter Township will offer reimbursement for gym memberships to qualifying members of the Georgetown Township Fire Department. To be eligible for this benefit, members of the Georgetown Township Fire Department must personally enroll at an approved gym facility. Each member will be eligible for a reimbursement of up to \$40.00 per month for each month in which the member completes and documents at least six (6) visits to their approved gym facility. It is the responsibility of each member to document and report on his/her approved gym facility visits, on a form approved by the Township. The reimbursements are intended to cover only the Fire Department member's membership fees and not the membership fees for any family members or dependents.

Each December, the Township will review the records submitted by each member and determine the month(s) for which the member has qualified for the reimbursements provided by this policy. Members must submit all documentation before the close of the Township's last pay period each December. Members will not receive reimbursement for any month for which the member has not submitted timely paperwork. The Township maintains the sole discretion to approve gym facilities for purposes of applying this benefit (including capping the monthly benefit offered by this reimbursement), and the Township maintains the discretion to determine when a member has satisfied the requirements to receive the reimbursement provided by this policy. All reimbursement payments are taxable, and the Township will report reimbursement payments as wages on the member's annual W-2 form.