

**Minutes of the Regular Board Meeting
Held on Monday, January 12, 2015, 7:30 pm
At the Allendale Charter Township Hall**

Members Present: Alkema, Richards, Modderman, Door, Murphy, Zeinstra

Members Absent: Hoekstra

Guests Present: Bob Sullivan, Greg DeJong, Chris Dill, Mike Keefe, Steve Bos, Dave Pelton,
Pam Yuhas, Adam Elenbaas, Colten Niergarth, Jeremy DeGlopper,
K VanderWal, Ron Cochran, Chris Holmes, Tony Dolce, Scott Harkes,
Randy Bosch, Bruse Nagelkirk, Steve Wolbrink

Art 1 Alkema called the meeting to order and opened with the Pledge of Allegiance.

Art 2 Invocation was given by Alkema

Art 3 Motion made by Door, seconded by Alkema, to approve the consent agenda with the removal of the Yard Restoration Agreement to be placed on the January 26th meeting's agenda. Motion approved.

Items on the consent agenda were:

- Minutes of the December 18, 29 and 31, 2014 meetings
- Public Hearing Date for a liquor license request of Trail Point Brewing – January 26, 2015
 - For Information:
 - Thank you letter to Candy Kraker
 - Fire Department Report
 - Police Department Report
 - Planning Commission 2014 Annual Report and 2015 Work Program

Art 4 Modderman presented the financial report

Art 5 Public comments:

- Chris Dill presented a handout for information regarding the Ottawa County Citizen Police Academy .
- Ron Cochran commented on contacting the Liquor Control Commission regarding the placement of a liquor dispensing establishment.

Art 6

Committee Reports

-Greg DeJong gave an update from the Ottawa County Board of Commissioners
Community Promotions – Winterfest handout – January 24, 2015

Township Staff – Alkema presented an action plan regarding the employee survey results.

Motion made by Door, seconded by Zeinstra to have monthly meetings with staff and one board member of their choosing with the following: Township Staff, Water & Sewer staff, Maintenance staff, Library staff and Fire Department staff.

Roll call vote: yes – Murphy, Alkema, Modderman, Door, Zeinstra, Richards
Hoekstra absent.

Alkema will be looking into:

- HR consultants
- MTA Classes
- Strategic Planning Classes

Water and Sewer – Steve Bos gave an update on the Mass Headworks Loading Study that was started and not completed. Murphy made a motion, seconded by Zeinstra, to finish the study for a cost of \$9,200.

Roll Call vote: yes – Murphy, Modderman, Door, Zeinstra, Alkema, Richards
Hoekstra absent.

Motion made by Alkema, seconded by Murphy, to approve the amended bid of \$17,135 from Michigan Ornamental Iron to include MIOSHA required plate guard around the perimeter and also a third rail in the railing. Approved

Steve Bos also gave an update on the Safety Program and the training that has taken place since August 2014.

Art 7

Motion made by Murphy, seconded by Door to approve paying for the MTA Convention registration fee for Fred Hilliker at a cost of \$334.00

Art 8

Public Comments

-Greg DeJong recommended the board have an action plan in reference to the recent employee survey.

-Pam Yuhas commented on the township survey

Art 9 Motion made by Murphy, seconded by Modderman to approve the payments as presented. Approved.

Art 10 Alkema adourned the meeting at 9:15 pm.

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Laurie Richards
Allendale Charter Township Clerk

A handwritten signature in cursive script, appearing to read "Jerry Alkema".
Jerry Alkema

Allendale Charter Township Supervisor

**Minutes of the Regular Board Meeting
Held on Monday, January 26, 2015, 7:30 pm
At the Allendale Charter Township Hall**

Members Present: Alkema, Richards, Modderman, Door, Murphy, Zeinstra, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Steve Boss, Adam Elenbaas, Lucy Evans, Gary Evans, Liz Knoblock, Jeff Knoblock, Hannah Mayo, Morgan Avist, Carla Lieffers, Ryan VanderGraaf, Eric Jones, Dave Morren

Art 1 Alkema called the meeting to order and opened with the Pledge of Allegiance.

Art 2 Invocation was given by Door

Art 3 Motion made by Zeinstra, seconded by Door, to approve the consent agenda as presented. Motion approved.

Items on the consent agenda were:

- Minutes of the January 12, 2015 regular board meeting
 - Yard Restoration Agreement – Mr. & Mrs. Espinoza
- For Information:
- Ottawa County Road Commission Newsletter
 - Parks and Recreation Committee Meeting Minutes
 - Library Board Meeting Minutes
 - Historical Society Board Meeting Minutes
 - Planning Commission Meeting Minutes

Art 4 Modderman presented the financial report
Motion made by Alkema, seconded by Modderman to approve the interim payments as presented. Motion Approved.

Art 5 Public Hearings:
Alkema opened the public hearing for the Trail Point Brewing liquor license request at 7:35 pm. Jeff Knoblock explained the project. The application complies with the requirements. One public comment was a concern regarding the distance from a church building. This is regulated on the state level, not the local level. Motion by Murphy to close the public hearing, seconded by Modderman. Motion was approved. Public hearing was closed at 7:42 pm.

Motion made by Alkema, seconded by Modderman to approve the Liquor License request of Resolution 2015-3. Roll call vote yes –Zeinstra, Modderman, Door, Murphy, Hoekstra, Alkema, Richards. Approved (Copy attached)

Art 6 Public Comments:

-Dave Morren questioned the approval of Fred Hilliker's expense to attend the MTA Conference at Taxpayer's expense and if this opportunity was offered to everyone serving on the various committees. The Board should have a policy in place to address this issue.

Art 7 Motion made by Door, seconded by Hoekstra to table the Road Right of Way Agreement with Frontier until agreement was complete. No map was provided.

Roll call vote: Yes –Hoekstra, Door. No—Alkema, Richards, Zeinstra, Modderman, Murphy. Not Approved

Motion made by Alkema, seconded by Modderman to approve the Road Right of Way Agreement with Frontier subject to verification of the appropriate map being provided. Roll call vote: yes – Murphy, Alkema, Modderman, Door, Zeinstra, Hoekstra, Richards. Approved

Discussion was held on Ordinance 2015-1 Sand Mining Amendment. Several issues were discussed for clarification. This will be brought back to the board at a later date with changes addressing the concerns.

Alkema introduced for first reading the rezoning ordinance for Conifer Creek West and RJM Properties.

Discussion was held on the Zoning Ordinance Amendments to Allow Single Family Dwellings in the R3 zone for clarification and direction for the planning commission.

Motion made by Modderman, seconded by Murphy to approve the R3 Ordinance as written. Roll call vote: yes –Zeinstra, Modderman No – Door, Alkema, Murphy, Hoekstra, Richards Not Approved.

Motion made by Hoekstra, seconded by Door to bring the ordinance back to the Planning Commission to address some of the Boards concerns. Motion Approved.

Discussion was held regarding issues requiring All subdivisions to hook up to municipal water and making it available and also requirements as to the paving of roads and the cost options.

Motion by Alkema, seconded by Zeinstra to direct Legal Counsel to prepare an ordinance that would require municipal water in any development of a cluster or higher density development.

Roll Call vote: yes – Door, Hoekstra, Alkema, Zeinstra

No – Modderman, Murphy, Richards Approved

Motion by Alkema, seconded by Zeinstra to have Legal Counsel draft a revision to the subdivision ordinance requiring future paving of gravel roads.

Roll call vote: yes – Hoekstra, Murphy, Alkema, Richards, Door, Zeinstra

No – Modderman Approved

Alkema mentioned going to attend a “Good Neighbors Committee” meeting set up by Grand Valley to improve relations between Allendale and the Grand Valley Community. 500 new beds coming to campus with groundbreaking in April 2015.

Motion by Alkema, seconded by Door to accept the lowest bid for a new web site for the Library from BizStream in the amount of \$4,000. Approved

Motion by Zeinstra, seconded by Hoekstra for Legal Counsel to revise the current ordinance for the Shared Use Pathway requiring a new map prepared by Ottawa County and addressing that funding regarding these pathways be determined by the board at their discretion. Roll call vote: yes – Murphy, Alkema, Door, Zeinstra, Hoekstra, Richards. No – Modderman Approved

Update on the Band Shelter was requested. Alkema will look into the status and give an update at the next meeting.

Motion by Alkema, seconded by Murphy to appoint Eric Westerling to the Zoning Board of Appeals, Fred Hilliker to the Planning Commission, Ryan VanderGraaf to the DDA, and Steve Spriensma to the DDA. Roll call vote: yes – Alkema, Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards Approved

Motion by Alkema, seconded by Modderman to approve the purchase of a Trimble and Command Link from Etna Supply at a cost of \$2,000. Approved

Motion by Modderman, seconded by Door to approve the request from Jack Hagedorn to attend the MMTA Conference at a cost of \$520-\$550. Approved

Art 8

Public Comments:

-Ryan VanderGraaf stated that he was excited to serve on the DDA.

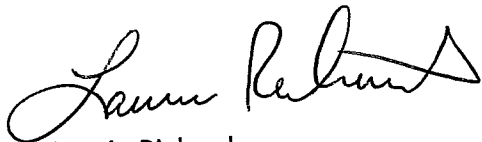
-Dave Morren made comment regarding information he saw on the Ottawa County Road Commission web site regarding 68th Ave becoming a boulevard, Student housing issues, trail map concerns, water well issues, Gravel road concerns and Educational opportunities being made available to all.

Art 9

Motion made by Murphy, seconded by Door to approve the payments as presented. Approved.

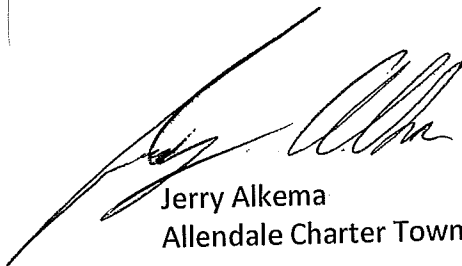
Art 10

Alkema adjourned the meeting at 10:50 pm.



Laurie Richards

Allendale Charter Township Clerk

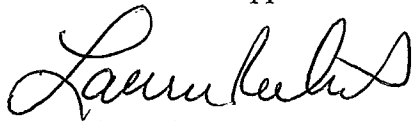


Jerry Alkema

Allendale Charter Township Supervisor

Public Hearing for the
Trail Point Brewing Liquor License
at a regular meeting of the
Allendale Charter Township Board held on January 26, 2015, at 7:30 pm

- Art. 1 Alkema opened the public hearing for the Trail Point Brewing Liquor License at 7:35 pm.
- Art. 2 Jeff Knoblock explained the project as a Micro Brewery serving craft beer.
- Art. 3 Public comment was a concern regarding the distance from a church building requirement, Liquor being served by the glass, not adhering to the 50% of food sales requirement and that there appears to be no committee to monitor all licenses to require everyone to follow the rules
- Art. 4 Motion by Murphy, seconded by Modderman to close the Public Hearing at 7:42 pm. Approved
- Art. 5 Motion made by Alkema, seconded by Modderman, to approve of Resolution 2015-3 which approves the Liquor License request. Roll call vote, yes—Zeinstra, Door, Modderman, Alkema, richards, Murphy, Hoekstra.
Approved.



Laurie Richards
Allendale Charter Township Clerk

**Minutes of the Regular Board Meeting
Held on Monday, February 9, 2015, 7:30 pm
At the Allendale Charter Township Hall**

Members Present: Alkema, Richards, Modderman, Door, Murphy, Zeinstra, Hoekstra

Members Absent:

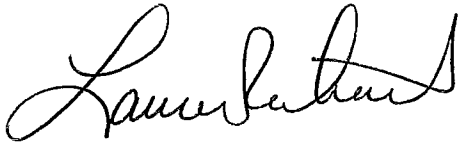
Guests Present: Bob Sullivan, Steve Boss, Adam Elenbaas, Eric Jones, Steve Witte, Christopher McMullin, Roger Modderman Jr., Shirlene Armstrong, Chris Dill, Josiah Bausake, Parker Stevens, Isaac VanSlooten, Tessa Covele, Troy Avink, Seth Dagen, Bryce Millward, Karen Millward, Savannah Tubergan, Abby Allen, Alex Bistay, Cameron Westmoreland, Trevor Sidebotham

- Art 1 Alkema called the meeting to order and opened with the Pledge of Allegiance.
- Art 2 Invocation was given by Hoekstra
- Art 3 Motion made by Murphy, seconded by Door, to approve the consent agenda as presented. Motion approved.
- Items on the consent agenda were:
- Minutes of the January 26 2015 regular board meeting
- For Information: Police Department Report
Planning Commission Minutes
- Art 4 Modderman presented the financial report
Motion made by Modderman, seconded by Alkema to approve the interim payments as presented. Motion Approved.
- Art 5 Public Comments: NONE
- Art 6 Committee Reports:
- Ottawa County Commissioner, Greg DeJong, reported on the county's strategic planning meeting, participating in the Walk for Warmth in Zeeland, MI and the decision to re-install the Hager Park sign.
- Art 7 Motion made by Zeinstra, seconded by Murphy to adopt Ordinance 2015-4 which rezones the property at 4820 Allen Park Dr. known as Conifer Creek West to an R-4 zone as recommended by the Planning Commission. Roll Call vote –

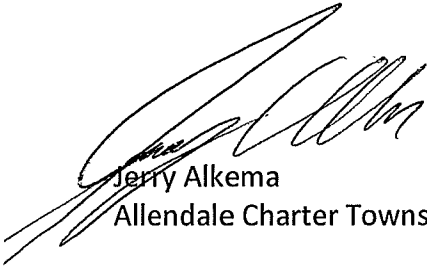
Art 8	Motion made by Murphy, seconded by Alkema to adopt Ordinance 2015-3 which rezones property at 5500 Lake Michigan Dr. and 5440 Lake Michigan Dr. from R-3 to C-2 as recommended by the Planning Commission. Roll Call vote – yes – Murphy, Alkema, Door, Zeinstra, Hoekstra, Richards Modderman – abstained Approved (copy Attached)
Art 9	Motion made by Hoekstra, seconded by Door to proceed with terminating the lease agreement with OCEDO. Motion Approved.
Art 10	Motion made by Zeinstra, seconded by Modderman to accept the bid from Nederveld Engineering-GEOTECH INC for \$4,800 in regards to doing an Arc-Flash study for the WWTP. Motion Approved.
Art 11	Motion made by Zeinstra, seconded by Hoekstra to give the Supervisor and the Clerk authority to sign an Interconnection Contract between Ottawa County, Coopersville, Allendale and Polkton. Motion Approved.
Art 12	Motion made by Alkema, seconded by Modderman to approve the training by BS&A on the Special Assessment.net program at a cost not to exceed \$600.00. Motion Approved.
Art 13	Motion made by Modderman, seconded by Zeinstra to approve the Second Amendment to the Lease Agreement for T-Mobile. Roll Call vote – yes – Zeinstra, Modderman, Alkema, Murphy, Hoekstra, Richards. No – Door. Motion Approved.
Art 14	Public Comments: Adam Elenbaas requested that a schedule of meetings with the staff regarding the employee survey be included on the agenda of the next board meeting.
Art 15	Discussion was held regarding the MTA Conference, MTA Classes offered March 30-31, 2015, HR Consultant, Assessing Department hiring update with a formal proposal coming at the February 23 rd Meeting, Kiddie Snowmobile weekend at the township park, use of Facebook for township information, Union dues, Senior Citizens Director office location, and setting Board Goals and procedures. Board Members requested that they receive the board packets on the Thursday afternoon prior to the Monday meeting. Information needs to be submitted to the Clerk by noon on that Thursday. Items not on the agenda will not be discussed and will be included on the next meeting's agenda. The board is setting the 3 rd Tuesday of every month at 7:00 pm as a workshop meeting.

Art 16 Motion made by Richards, seconded by Hoekstra to approve the payments as presented. Approved.

Art 17 Alkema adourned the meeting at 9:00 pm.

A handwritten signature in cursive script, appearing to read "Laurie Richards".

Laurie Richards
Allendale Charter Township Clerk

A handwritten signature in cursive script, appearing to read "Jerry Alkema".

Jerry Alkema
Allendale Charter Township Supervisor

**Minutes of the Regular Board Meeting
Held on Monday, February 23, 2015, 7:30 pm
At the Allendale Charter Township Hall**

Members Present: Alkema, Richards, Modderman, Door, Murphy, Zeinstra, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Christopher McMullin, Chris Dill, Dave Morren, Steven Woodworth, Caitlin Woodworth, Connor Galligan, Ryan Galligan, Cathy Runyon, Roger Victory

Art 1 Alkema called the meeting to order and opened with the Pledge of Allegiance.

Art 2 Invocation was given by Murphy

Art 3 Motion made by Door, seconded by Alkema, to approve the consent agenda as amended with the removal of the Four Pointes Letter for continued funding for 2015. Motion approved.

Items on the consent agenda were:

- Minutes of the February 9, 2015 regular board meeting
- Approval of Resolution 2015-5 – which allows residents to protest assessments in writing

For Information: Fire Department 2014 Year End Report
Fire Department January Report
Planning Commission Minutes – February 16, 2015

Art 4 Modderman presented the financial report

Art 5 Public Comments: NONE

Art 6 Committee Reports:

Chamber of Commerce – Murphy shared the recognition given to Dick and Wanda Ponshair.

Park and Recreation – Hoekstra shared that Larry Haveman is working to coordinate a meeting to discuss the Trails in Allendale Township and also to discuss the status on the band shell issue.

Roads – Modderman mentioned that MTA has given \$100,000 in support of the May 5 Election. Roger Victory also spoke on the road funding issues and a legislative update regarding other funding issues. The Issue of MTA's support will be placed on the next meeting agenda, March 9, 2015.

Senior Citizens – Discussion was held regarding the Four Pointes Letter for continued funding for 2015. Motion by Zeinstra, seconded by Hoekstra to approve the funding to Four Pointes for the 2015 year of \$5000, same amount that was given in 2014. Roll Call vote – yes – Zeinstra, Door, Alkema, Hoekstra, Richards No – Modderman, Murphy Approved

Township Staff – Motion made by Alkema, seconded by Modderman to approve the hire of David VanderHeide as Property Tax Assessor. Roll Cal vote – yes – Door, Modderman, Alkema, Murphy, Hoekstra, Richards, Zeinstra Approved

Discussion was had regarding the recommendation to hire an HR consultant firm and clarification as to what items they would be expected to address. There will be a presentation to the entire Board at a future Board meeting by the 3 top candidates.

Employee Survey was also discussed. Board members have had staff meetings and will continue to do so. The Board is having a work session on March 17, 2015 at 7:00 pm for further discussion.

Water and Sewer – Alkema presented the Standard Construction Requirements for Developments for discussion.

Art 7 Public Comments:

Chris McMullin - Action plan of the employee survey

Adam Elenbaas - HR Consultants and employee survey

Dave Morren – Road funding, Chamber of Commerce Office, Police presence at meetings

Art 8 Discussion to have only one bank for processing General Fund and Tax monies for convenience for the Finance Dept. was given for information only.

Art 9 Motion made by Murphy, seconded by Richards to approve the payments as presented. Approved.

Art 10 Alkema adjourned the meeting at 9:45 pm.

Minutes of the Regular Board Meeting
Held on Monday, March 9, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Door, Modderman, Alkema, Richards, Murphy, Hoekstra

Members Absent:

Guests Present: Brad Fisher, Chris Dill, J. Allan Fawcett, Amy Kraal, Greg De Jong, John Gillis, Diane Zandstra, Tad Gleason, Brendan Schwenk, Hank Sysler, Andrew Bush, John Sanford, Steven Boss, Adam Elenbaas, Edgar Vugo, Cesar Armando, and Lugo Garcia

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra
- Motion made by Door, seconded by Murphy to approve the Consent Agenda as presented. Approved

Items on the consent agenda were:

-Minutes of the February 23, 2015 - Regular Board Meeting

-For information: Fire Department Report
Police Department Report
DDA Minutes – February 17, 2015 Meeting

- Modderman presented the Financial Report
- Public Hearings: None
- Public Comments: None
- Guest Speaker: There were three presentations from Human Resource Consultants. They were HR Solutions, AccessPoint and Axios, Inc. Motion made by Modderman, seconded by Murphy to approve the hiring of Axios, Inc. to do an assessment and develop an action plan. Roll call vote – yes: Zeinstra, Modderman, Alkema, Murphy. No: Door, Hoekstra, Richards Approved
- Committee Reports
 - Ottawa County Commissioner – Greg DeJong gave an update on what is happening at the county level
 - Township Attorney – Bob Sullivan
 - Outdoor Vendor License Ordinance Amendment was discussed.
 - Library – Pat Door will be having a meeting with the library staff on Wednesday
 - Parks and Recreation Motion was made by Alkema, seconded by Richards to prepare a resolution of approval to Crockery Township to support The Michigan Natural Resources Trust Fund Application for a Grant to develop Phase 2 of the North Bank Trail . Approved Modderman opposed.

Band Shell update was discussed.

There is an opening on the Parks and Rec committee due to Candy Kraker's vacancy. The opening will be posted on the township's web site.

- Roads – Discussion was had regarding the Dust Control Provider that was used last year and putting this service out for bids. Alkema reported that there was only one provider in this area that did well brine. Alkema will get prices and bring that information to the board at a later date.

- Senior Citizens – Marcia Hoekstra has been in contact with Four Pointe regarding better communication with the township's senior citizens director and Four Points so we can keep our residents up to date on services offered.

- Township Property – Motion made by Modderman, seconded by Murphy to approve the purchase of the Chevy truck from Berger for a price of \$24,736.03. Approved

Alkema was going to contact MTA regarding clarification of their contribution to the May 5 Election

- Township Staff - Alkema presented the posting for an Assistant Assessing position. Motion made by Murphy, seconded by Modderman to approve the posting as presented. Roll call vote – yes: Murphy, Alkema, Modderman, Zeinstra. No: Hoekstra, Richards, Door Approved

- Water and Sewer – Steve Boss gave a presentation on the 2015 Version of the Standard Construction Requirements for Developments with his concerns regarding the installation of the rubber seal in the water main. Motion made by Hoekstra, seconded by Zeinstra to approve the 2015 Version of the Standard Construction Requirement Resolution with the changes recommended which states that the installation of the water main will not be allowed when the temperature is 20 degrees F. or less or with township approval. Roll call vote – yes: Murphy, Richards, Alkema, Door, Zeinstra, Hoekstra. No: Modderman Approved

▪ Public Comments

Adam Elenbaas – HR Companies, Rubber Seal, and Dust control

Tad Gleason – Education requirements and hourly rate for Assistant Assessor position

John Sanford – Thankful for the opportunity to serve the Allendale Township

▪ Miscellaneous

Discussion to give Howard Feyen the township's interim assessor additional compensation was to be placed on the next meetings' agenda.

Additional money for the annual Fireworks display will also be placed on the next meetings' agenda.

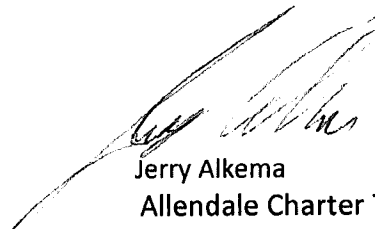
▪ Motion made by Murphy, seconded by Richards to approve the payments as presented. Approved

▪ Alkema adjourned the meeting at 9:47 pm.



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Work Session
Of the Allendale Charter Township Board
Held Tuesday, March 17, 2015 at 7:00 pm

Members Present: Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra

Members Absent: Modderman

Guests Present: John Sanford, Axios, Inc.

Public Comment: None

An update was given on the employee staff meetings that board members attended. Several Employee Survey Comments were discussed.

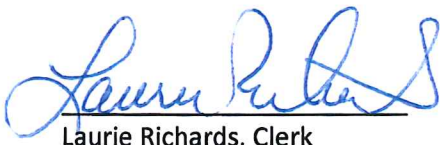
We need to look at the employee handbook to see if it is necessary to update policy and procedures.

Discussion was had regarding Communication and improvements that can be implemented and also how the presentation needs to improve to have a more effective affect.

HR assessment will start this week.

Next Work Session is scheduled for April 21, 2015 at 7:00 pm

Meeting Adjourned at 9:30 pm



Laurie Richards, Clerk



Jerry Alkema, Supervisor

Minutes of the Regular Board Meeting
Held on Monday, March 23, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Modderman, Alkema, Richards, Murphy, Hoekstra

Members Absent: Door

Guests Present: Bob Sullivan, Chris Dill, Adam Elenbaas, Tad Gleason, George Ebeling, Elaine Ebeling, Corbin Ebeling, George Ebeling, Mike Keefe

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- Motion made by Murphy, seconded by Alkema to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

- Minutes of the March 9, 2015 - Regular Board Meeting
- Minutes of the March 17, 2015 – Board Work Session
- Approval of the fireworks permit with Melrose Pyrotechnics for the 4th of July
 - For information: Planning Commission Minutes – March 3, 2015 and March 16, 2015
- Modderman presented the Financial Report
 - Motion made by Modderman, seconded by Alkema to approve the interim payments as presented.
Approved.
- Public Hearings: None
- Public Comments: Tad Gleason – HR Company, Prayer at public meetings, Roberts Rules of Order and Parliamentary Procedure
- Guest Speaker: None
- Committee Reports
 - **Fire Department** – Mike Keefe presented a cost estimate for charges for Fire Department services based on the Allendale Cost Recovery Ordinance 1995-16 and 2014-7. Motion was made by Modderman, seconded by Murphy to support the rate system presented by Mike. Roll call vote –yes: no: Zeinstra, Modderman, Alkema, Richards, Murphy, Hoekstra. Not Approved.

Motion by Alkema, seconded by Modderman to adopt the proposal as presented with the exception to charge legal non-profit entities \$40.00 for the first hour and \$20.00 per hour for every hour after. Roll call vote – yes: Alkema, Zeinstra. no: Modderman, Richards, Murphy, Hoekstra Not Approved

Motion by Zeinstra, seconded by Alkema to charge every event \$40.00 for the first hour and \$20.00 per hour for every hour after. Roll call vote – yes: Alkema, Murphy, Hoekstra, Zeinstra. no: Richards, Modderman. Approved

- **Parks and Recreation**- There is a meeting on Thursday, March 26, 2015 at 7:00 pm

- **Roads** –Dust Control Provider is out for bids

- **Township Property** – Motion made by Zeinstra, seconded by Modderman to approve the Farm Lease Agreement with C. Mohr Farms regarding the property behind the cemetery. Approved

George Ebeling gave a presentation on his Eagle Scout Project on property by the Allendale Library called “Walk Around Michigan” Nature Trail.

Motion made by Alkema, seconded by Murphy to approve the Eagle Scout Project of George Ebeling as presented. Approved

- **Township Staff** - Motion made by Alkema, seconded by Modderman to approve giving Howard Feyen, Interim Assessor, the \$5,000 that was approved for the Head Assessor position upon completion of the yearly tax roll. Roll call vote – yes: Murphy, Alkema, Modderman, Zeinstra, Richards. No: Hoekstra. Approved

▪ **Public Comments**

Adam Elenbaas – Fire Department Fee policy

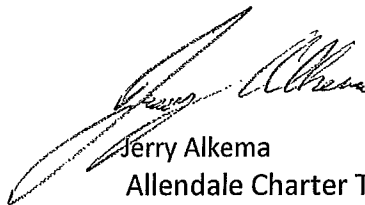
Tad Gleason – Roberts Rules and Parliamentary Procedure, Fire Department Fee policy

- Motion made by Zeinstra, seconded by Alkema to approve the payments as presented and to include the Priority Health bill of \$14,311.23. Approved

- Alkema adjourned the meeting at 9:08 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, April 13, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Modderman, Alkema, Richards, Door, Hoekstra

Members Absent: Murphy

Guests Present: Bob Sullivan, Chris Dill, Adam Elenbaas, Dave Morren, Steve Boss, Greg DeJong, Molly Casha, Megan Steck, Krissa Harrauld, Emily Cummings, Madison Springer, Kali Steck, Nanette Casha, Annie Cummings

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Hoekstra
- Motion made by Modderman, seconded by Alkema to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

-Minutes of the March 23, 2015 - Regular Board Meeting

-For information: Police Department Report
Fire Department Report
Minutes of the Parks and Recreation Committee Meeting – March 26, 2015
Resolution from Ottawa County Commissioners in support of the Proposal
to increase the sales tax by 1%
Planning Commission Minutes – April 7, 2015

- Modderman presented the Financial Report

-Motion made by Modderman, seconded by Zeinstra to approve the interim payments as presented.
Approved.

- Public Hearings: None
- Public Comments: Adam Elembaas – Ottawa County Commissioners Resolution
- Guest Speaker: None
- Committee Reports

-**Ottawa County Commissioner** – Greg DeJong answered questions regarding the Resolution from the Commissioners. Greg presented information on Ottawa County's 211 program which is the Mobile Food Pantry, the March housing seminar he attended, the regional MTA Meeting, and the Annual Road Commission Meeting coming up on April 29th at 6:30 pm.

-Township Attorney – Zeinstra introduced for 1st reading the revision of Ordinance 2103-13 to amend Section 3 of the Outdoor Vendors License Ordinance.

- Fire Department – Motion was made by Zeinstra, seconded by Alkema to amend the motion that was passed at the last board meeting to include charging for services where EMS is requested and do not charge for Public Education events. Roll call vote –yes: Hoekstra, Zeinstra, Door, Alkema, Richards no: Modderman Murphy absent Approved.

- Roads –Modderman requested discussion from the board regarding support or opposition for the proposal on the May 5, 2015 Special Election.

- Township Property – Motion made by Zeinstra, seconded by Modderman to support the Ottawa County Road Commission Project Estimate of 48th Avenue: M-45 to Pierce Street as presented. Roll call vote—yes: Zeinstra, Modderman, Alkema, Hoekstra. No: Richards, Door Murphy absent Approved

Dust Control bids were reviewed. Motion by Modderman, seconded by Alkema to approve SWB Enterprises LLC 's bid of \$7,140.00 per application to include a 4th application if needed. Approved

Acrobat X software purchase for the Assessing Department was discussed. More information was requested.

Water and Sewer – Motion by Alkema, seconded by Door to approve the bid by Cascoat of \$6,405.00 for the refinishing and painting of the Lab cabinets.

Steve Boss presented the Allendale Public Works 2014 Annual Report.

Motion by Alkema, seconded by Modderman to post a position for a GIS Intern at \$10.00/ hour and for 40 hours a week. Roll call vote – yes: Modderman, Alkema, Hoekstra, Zeinstra, Door no: Richards Approved A written proposal of the job description will be presented at the next meeting.

An increase in the REU charges was discussed. A new fact sheet and effective date will be presented at the next board meeting.

▪ **Public Comments**

Adam Elenbaas – Fire Department Fee policy, Dust Control, Resolution regarding Proposal on ballot for May 5, 2015 Election

Dave Morren – Microphones in the auditorium, Non-motorized pathway along 48th Ave, comments regarding the Proposal on the ballot for May 5, 2015 Election.

Girl Scout Troop 3238 – proposal to place a Little Free Library in the Township Park. Construction to begin March- April of 2016.

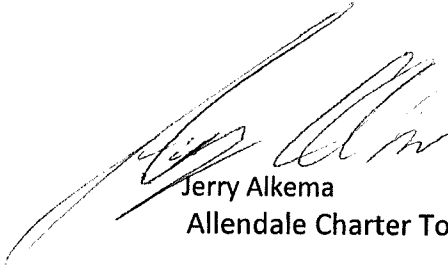
- **Miscellaneous Sale of the Blue Ford Tractor, purchase of an additional Golf Cart, Posting of Summer Maintenance Position, Band Shell Discussion, HR Update coming April 27 Meeting, Seek proposals for a Sound System upgrade, Review of Public Participation sign in sheet, RJ Modderman's leave of absence from the board from May 2, 2015 to October 26, 2015, Capital Improvement and Fee Schedule discussion for next meeting.**

- Motion made by Richards, seconded by Alkema to approve the payments as presented. Approved

- Alkema adjourned the meeting at 10:00 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Work Session
Of the Allendale Charter Township Board
Held Tuesday, April 21, 2015 at 7:00 pm

Members Present: Zeinstra, Door, Alkema, Murphy, Hoekstra

Members Absent: Modderman, Richards

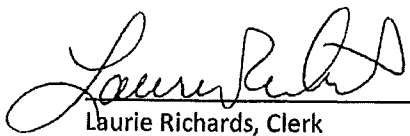
Guests Present: John Sanford, Axios, Inc.

Public Comment:

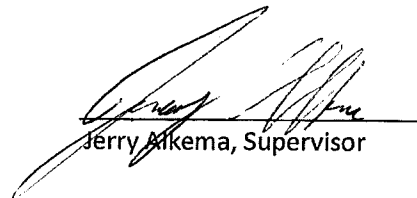
John Sanford presented the findings of his evaluation regarding Township compliance and present recordkeeping. John also mentioned Leadership Roles, Training and the proper use of the job descriptions and performance reviews. The current employee handbook needs updating and we should consider "Exit" interviews and "Stay" interviews. Axios's Cost proposal was presented. The Board had discussion on these topics.

Next Work Session is scheduled for May 19, 2015 at 7:00 pm

Meeting Adjourned at 9:00 pm



Laurie Richards, Clerk



Jerry Alkema, Supervisor

Minutes of the Regular Board Meeting
Held on Monday, April 27, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Modderman, Alkema, Richards, Door, Hoekstra, Murphy

Members Absent:

Guests Present: Bob Sullivan, Chris Dill, Adam Elenbaas, Steve Boss, Joe Kuiper, Emil Sabolish, Denise Wiersma, John Sanford, Andy Obrien, Chris McMullin, Ken Smit

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Modderman
- Motion made by Modderman, seconded by Door to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

-Minutes of the April 13, 2015 - Regular Board Meeting

-For information: DDA Meeting Minutes of April 21, 2015
Library Board Meeting Minutes of April 16, 2015
Ottawa County Road Commission Newsletter

- Modderman presented the Financial Report
- Motion made by Modderman, seconded by Richards to approve the interim payment as presented.
Approved.

- Public Hearings: None
- Public Comments: Ken Smit – Hidden Shores West PUD and the paving of 78th Ave
- Guest Speaker: Joe Kuiper presented the Annual 2014 Financial Audit findings
- Committee Reports

-**Township Attorney** – Motion by Alkema, seconded by Zeinstra to approve the revision of Ordinance 2103-13 to amend Section 3 of the Outdoor Vendors License Ordinance. Roll call vote – yes: Zeinstra, Alkema, Hoekstra. No: Door, Modderman, Richards, Murphy Motion Failed

Motion made by Murphy, seconded by Alkema to permit participation in Board Meetings from a remote location by Skype or Electronic means, not to include Closed Sessions, with proper notification posted at remote site. Roll call vote – yes: Door, Modderman, Alkema, Richards, Murphy, Hoekstra, Zeinstra. Approved

- **Fire Department** – There was discussion on the currently adopted Event Policy. Alkema will get input from the Fire Chief and the Event policy will be put on the agenda at the next meeting

- **Township Property** – Motion made by Murphy, seconded by Zeinstra to execute a contract with Axios, Inc., a Human Resource Consulting firm with the monthly retainer of \$5,113.33 which includes up to 8 hours of HR consultant on-site time per week and up to 4 hours of Senior HR consultant on-site time per week and authorizing the township supervisor to approve additional hours as needed. Roll call vote—yes: Murphy, Hoekstra, Zeinstra, Door, Modderman, Alkema. No: Richards Approved Supervisor and Clerk to sign the agreement.

Motion by Richards, seconded by Murphy to approve the proposal of the Girl Scout Troop 3238 to place a Little Free Library in the Township Park. Location to be determined at a later date.

Motion made by Modderman, seconded by Zeinstra to approve the job description of the GIS Intern and the recommended to hire Mitchell Wensman. This is for a summer internship at \$10.00/hr and working 40 hrs/week. Roll Call vote – yes: Alkema, Richards, Murphy, Hoekstra, Zeinstra, Door, Modderman Approved

Motion by Door, seconded by Modderman to approve the hire of Matthew Shaw and John Thoe for summer help in the maintenance department for up to 40 hours per week upon the checking of their references. Approved Hoekstra opposed.

Motion by Zeinstra, seconded by Richards to approve the low bid by Redline Excavating of \$147,522.70 for the 2015 Sidewalk Improvements – M-45 and 56th Ave. Approved

Alkema gave an update on the Assistant Assessor posting. 2 interviews last week and 3 this week.

-**Township Staff** – Motion by Alkema, seconded by Murphy to approve Resolution 2015-8 which approves the election inspectors for the May 5 Election. Approved

Water and Sewer – Motion by Alkema, seconded by Modderman to approve the bid by Rike's Lawn Care of \$11,985.00 for bark, weeding, mowing and trimming for the year at the Public Works properties. Approved

Motion made by Modderman, seconded by Door to approve the Roof Replacement bid by The Roof Doctor for \$7,321 to replace the roof on the east storage building at the WWTP. Approved

Motion made by Hoekstra, seconded by Modderman to approve the bid of RiteWay Plumbing for \$6,550 to repair the lift station at the WWTP.

An increase in the REU charges was discussed. A resolution for this increase will be presented at the next Board Meeting for approval.

The current deferred water frontage charge was discussed. Steve will write a proposal to recommend any changes that should be considered.

▪ Public Comments

Adam Elenbaas – Adam requested clarification on the Resolution for approval of Election Inspectors for the May 5, 2015 Election

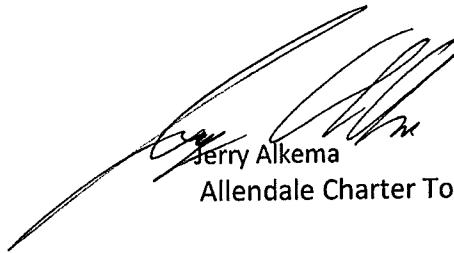
- Miscellaneous:

Memorial Day weekend in the park events, Interviews for the Parks and Rec committee opening, Projector update, Road Paving of 78th Ave.

- Motion made by Murphy, seconded by Door to approve the payments as presented. Approved
- Alkema adjourned the meeting at 10:20 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, May 11, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Door, Hoekstra, Murphy

Members Absent: Zeinstra, Modderman

Guests Present: Bob Sullivan, Chris Dill, Adam Elenbaas, Steve Boss, Tony Dolce, Ken Rizzio, Mike Keefe, Madison Dean, Samantha Huerta, Carah Campione, Zack Vugteveen, Rachel Gohn, and Kaleb Fisk

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- Motion made by Door, seconded by Murphy to approve the Consent Agenda as presented. Approved

Items on the consent agenda were:

- Minutes of the April 27, 2015 - Regular Board Meeting
- Minutes of the April 21, 2015 – Board Work Session

-For information: Fire Department Monthly Report - April
Police Department Monthly Report - April
Planning Commission Minutes – April 20, 2015
Letters from Auditor – Kiekover, Scholma & Shumaker

- Alkema presented the Financial Report
- Public Hearings: None
- Public Comments: Adam Elenbaas – inability to SKYPE with Modderman
- Guest Speaker: None
- Committee Reports

-**Township Attorney** – Motion by Murphy, seconded by Alkema to approve the presented contract with Property Solutions for Reappraisals. Approved

Attorney Sullivan introduced the Amendments to the Subdivision Ordinance to require that Plats be served by public water and be located on paved streets. Also introduced was a Zoning Ordinance Amendment to require that Site Condominiums be located on a paved street and be served by public water.

- **Fire Department** – Fire Chief, Mike Keefe said the new 141 Fire Engine was here and on display. Training has started and should be in service by mid-June. Motion by Alkema, seconded by Door to approve the promotion of Tony Dolce to Lieutenant. Approved

-**Parks and Recreation** – Interview will be this week for the committee member opening.

- **Township Property** – The 78th Avenue road paving proposal and petition language was discussed. Motion made by Alkema, seconded by Door to allow Marcia Hoekstra to abstain from voting on the 78th Ave issues. Approved

Motion made by Murphy, seconded by Alkema to approve the petition language for the paving and creating a special assessment district for 78th Ave from Pierce to Lake Michigan Dr. for circulation to residents with a 30 day response deadline. Signed petitions must be returned to the Township Office

by June 15 or earlier. Roll call vote—yes: Door, Alkema, Richards, Murphy Hoekstra abstained
Approved.

Motion made by Richards, seconded by Alkema to approve the cost of an additional \$100,000 to bring 78th Ave to an all season road classification with the developer to pay 1/3 and the township 2/3 of this cost. Roll call vote – yes: Alkema, Richards, Murphy, Door Hoekstra abstained. Approved

Motion by Murphy, seconded by Door to approve the Engineer's Opinion of cost of \$15,150.00 for the resurfacing of 74th avenue at M-45 (entrance to Hidden Shores) . Roll call vote – yes: Richards, Murphy, Hoekstra, Door, Alkema. Approved

-Township Staff - Alkema gave an update on the Assistant Assessor posting. Reposting the position.

-Water and Sewer – Motion by Murphy, seconded by Richards to approve Resolution 2015-9 of support for the proposed needed public water system improvement project with the City of Coopersville's submittal of a grant application. Roll call vote – yes: Alkema, Murphy, Hoekstra, Door, Richards
Approved

Motion made by Richards, seconded by Alkema to approve Resolution 2015-10 for the 2015 Water and Sewer Fact Sheets (attached) with effective date of July 1, 2015. Roll call vote – yes: Hoekstra, Murphy, Door, Alkema, Richards Approved


Steve Boss presented a proposal to eliminate front foot charges and adopt a standard charge for hooking up water and sewer.

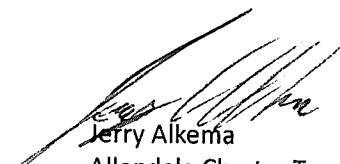
- New Business

Agenda for the May 19, 2015 work session will be capital improvements, 5 yr projections and Board goal setting.

- Motion made by Hoekstra, seconded by Murphy to approve the payments as presented. Approved

- Alkema adjourned the meeting at 9:58 pm.


Laurie Richards
Allendale Charter Township Clerk


Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Work Session of
Allendale Charter Township Board
Tuesday, May 19, 2015, 7:00 pm

Members Present: Zeinstra, Richards, Alkema, Hoekstra

Members Absent: Door, Modderman, Murphy

Guests Present: Cathy Runyan

- Meeting was called to order by Alkema

Alkema presented a spread sheet of Capital Improvement projects and those were reviewed.

Alkema presented a sample of a Board Mission Statement for discussion

- Public Comment Runyan – purpose of these meetings

Richards – Appointment of Deputy Treasurer in Modderman's absence

- Adjournment at 9:08 pm



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Tuesday, May 26, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Zeinstra, Alkema, Richards, Door, Hoekstra, Murphy (arrived at 9:30 pm),
Modderman by Skype

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Greg DeYoung, Steve Witte, Chris McMullin

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- Motion made by Door, seconded by Zeinstra to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

- Minutes of the May 11, 2015 - Regular Board Meeting
- Minutes of the May 19, 2015 – Board Work Session

-For information: Zoning Board of Appeals Minutes – May 7, 2015
Planning Commission Minutes – May 5, 2015
DDA Minutes – May 19, 2015
Ottawa County Road Commission Newsletter – June 2015

- Financial Report: Motion made by Modderman, seconded by Alkema to approve the interim payments of \$4,086.61 as presented. Approved
- Public Hearings: None
- Public Comments: Steve Witte explained and accepted questions on the Richland Development rezoning from PID to R-4 on the agenda for 1st Reading.
- Guest Speaker: None
- Committee Reports
 - Ottawa County Commissioner** – Greg DeYoung gave an update on County issues
 - Township Attorney** – Attorney Sullivan presented a Written Policy and Procedure Statement Regarding Participation in Board Meetings from a Remote Location. Motion made by Zeinstra,

seconded by Door to approve the policy with the addition of section E. Board Approval.
Approved

-Planning Commission – Zeinstra introduced for 1st Reading the Zoning Map Ordinance Amendment for Richland from PID to R – 4 and the Zoning Ordinance Amendment to establish the Hidden Shores West PUD Zoning District.

Alkema introduced for 1st Reading the Amendment to the Subdivision Ordinance that requires Plats to be served by public water and a separate Amendment to the Subdivision Ordinance to require Plats to be located on paved streets.

Alkema introduced for 1st Reading the Zoning Ordinance Amendment to add Section 3.14 P to require Site Condominiums to be served by public water and sewer and a separate Zoning Ordinance Amendment to ADD Section 3.14 (a) to require Site Condominiums to be located on a paved street.

Motion made by Alkema, seconded by Zeinstra to hold a Public Hearing on the Amendments to the Subdivision Ordinances and the Zoning Ordinance Amendments regarding Site Condominiums. Roll call vote: Yes: Door, Modderman, Zeinstra, Alkema, Richards, Hoekstra. Murphy absent. Approved

Public Hearing date is set for June 22, 2015 at 7:30 pm.

- Cemetery – Richards wanted to Thank the Allendale Webelo Pack 3039 for placing the veteran markers and flags at the cemetery for Memorial Day.

-Parks and Recreation – Motion made by Hoekstra, seconded by Door to approve the interview committee's recommendation to hire Nicole Jones as the new Parks and Rec member. Roll call vote: yes: Zeinstra, Modderman, Door, Richards, Hoekstra. No: Alkema Murphy absent. Approved.

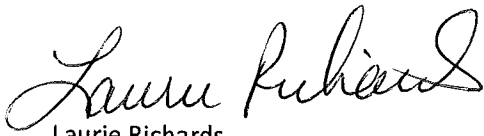
-Roads – Alkema stated that petitions were sent out regarding the paving of 78th Ave from Pierce to Lake Michigan Dr. to residents

- Township Property – Alkema gave an update on Axios, Inc. Alkema presented information on Electronic upgrades for the auditorium.

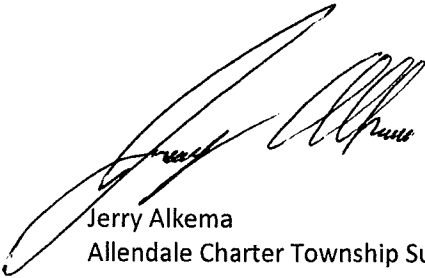
-Township Staff – Motion by Alkema, seconded by Zeinstra to approve the hire of Michael Hines for the Assistant Assessor full-time position with the pay scale adjusted to only the 5 steps. Roll call vote: yes: Hoekstra, Zeinstra, Alkema, Modderman. No: Door, Richards Murphy absent. Approved

-Water and Sewer – The elimination of Front Foot Charges for water and sewer hook-ups and an alternative method of a standard charge per user was discussed. The Board requested more information be available for the next Board meeting.

- Public Comments: Adam Elenbaas requested clarification on the proposed Subdivision ordinance change regarding paved streets.
- Motion made by Hoekstra, seconded by Murphy to approve the payments as presented.
Approved
- Alkema adjourned the meeting at 10:07 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, June 8, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Door, Murphy, Hoekstra (arrived at 8:30 pm)

Members Absent: Zeinstra, Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Greg DeYoung, Steve Witte, Chris McMullin, Chris Dill, John Sanford, Alyssa Kelava, Summer Berens, Michael Kelava, Avery Irish, Matthew Tomlin, Ted Parrish, Kala Parrish, Joe Bush

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- Motion made by Door, seconded by Murphy to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

-Minutes of the May 26, 2015 - Regular Board Meeting

-For information: Fire Department Monthly Report – May, 2015
Police Department Monthly Report – May, 2015
DDA Minutes – May 19, 2015
Historical Society Minutes – May 19, 2015

- Financial Report: Alkema presented the Financial Report
- Public Hearings: None
- Public Comments: Steve Witte – Rezoning of Richland Development and Pierce Place
Joe Bush, Ottawa County Drain Commissioner – update on County Drains in Allendale Township
- Guest Speaker: None
- Committee Reports
-**Ottawa County Commissioner** – Greg DeYoung gave an update on County issues

-Planning Commission – Steve Witte gave a presentation on the rezoning of Richland Development. Witte decided to table the rezoning approval until next meeting to allow more board members to be present for the vote.

Motion made by Alkema, seconded by Door to approve Ordinance 2015-10 – A Zoning Ordinance Amendment to Establish the Hidden Shores West PUD Zoning District. Roll call vote: yes: Door, Alkema, Richards, Murphy. Hoekstra absent. Approved (Copy Attached)

Motion made by Richards, seconded by Door to approve Resolution 2015-11 – Approval of the Hidden Shores West PUD. Roll call vote: Yes: Alkema, Richards, Murphy, Door.

Hoekstra absent. Approved (Copy Attached)

Alkema introduced for First Reading - Ordinance 2015-11- A Zoning Ordinance Amendment to establish the Pierce Place PUD Zoning District.

-Water and Sewer – Alkema presented for information only the proposal of \$8,600 to update the Operations and Maintenance manual for the WWTP.

Motion by Murphy, seconded by Alkema to have Legal Counsel write a Settlement Agreement and Release of Claims consistent with the Vissers agreement in the amount of \$6,041.44. Roll call vote: Yes: Murphy, Richards, Alkema, Door Hoekstra absent Approved

-Grand Valley State University – Alkema said that the Township did receive a check from GVSU for \$150,000 as their agreed upon portion for the new Fire Department platform truck.

-Parks and Recreation – Hoekstra said the committee is still waiting on the drawings for the Band Shell.

-Roads – Motion by Alkema, seconded by Murphy to approve Resolution 2015-12 which allows for Special Assessment proceedings. Roll call vote: Yes: Alkema, Door, Murphy, Richards Hoekstra abstained. Approved

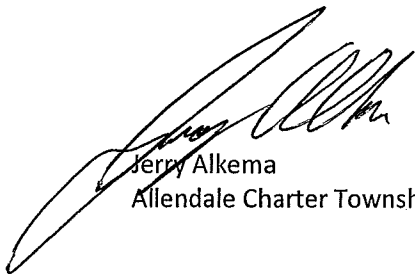
-Township Staff – We have a Full time opening for an Assistant Assessor again. Michael Hines quit.

- Public Comments: None
- Miscellaneous: Richards asked if any other Board Members were getting complaints regarding the look of the median with all the vegetation being removed. Discussion was had regarding whether or not the vegetation was going to be replaced. Motion by Alkema, seconded by Hoekstra to remove the overgrown bushes along M-45 and to replace with grass only. All trees to stay. Roll call vote: Yes: Alkema, Murphy, Hoekstra No: Richards, Door Approved
- Motion made by Murphy, seconded by Richards to approve the payments as presented. Approved

- Alkema adjourned the meeting at 9:10 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Work Session of
Allendale Charter Township Board
Tuesday, June 16, 2015, 7:00 pm

Members Present: Zeinstra, Alkema, Richards, Door Murphy, Hoekstra

Members Absent: Modderman

Guests Present: John Sanford, Mary Carlson

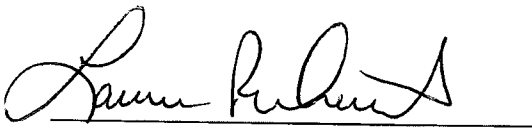
- Meeting was called to order by Alkema

Presentation from Axios

– John And Mary gave an update on the scope and progress of their work so far. It has been approximately 6 weeks into it.

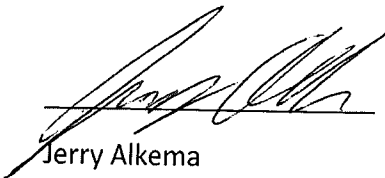
Landscaping – Issues regarding the median landscaping was discussed for clarification.

- Public Comment - None
- Adjournment at 8:30 pm



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, June 22, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Door, Murphy, Zeinstra, Modderman, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Greg DeYoung, Steve Witte, Chris McMullin, Steve Boss, Greg Bol, Bruce Visser, Simon Morgan, Rod Morgan

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Murphy
- Motion made by Door, seconded by Murphy to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

-Minutes of the June 8, 2015 - Regular Board Meeting

-Minutes of the June 16, 2015 – Work Session

-For information: Planning Commission Minutes – June 2 and June 15, 2015

DDA Minutes – June 16, 2015

Historical Society Minutes – June 9, 2015

July 2015 Ottawa County Road Commission Newsletter

- Financial Report: Motion made by Modderman, seconded by Alkema to approve the interim payments of \$4,091.48 as presented. Approved
- Public Hearings: Alkema opened the public hearing for Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats be served by Public Water at 7:35 pm. Elenbaas requested clarification on the numbering of the Ordinance. No further questions. Hoekstra made a motion, seconded by Zeinstra to close the public hearing. Public Hearing closed at 7:37 pm. Ordinance was tabled and Legal Council was directed to review regulations on cluster developments.

Alkema opened the public hearing for Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats to be on Paved Streets at 7:40 pm. No comments were made. Motion by

Zeinstra, seconded by Murphy to close the public hearing. Public Hearing closed at 7:42 pm. Motion made by Zeinstra, seconded by Alkema to approve Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats be on Paved Streets. Roll call vote - yes: Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra, Modderman Approved (Copy attached)

Alkema opened the public hearing for Ordinance 2015-7 to Amend the Zoning Ordinance to require that Site Condominiums be served by Public Water and Sewer at 7:43 pm. No comments were made. Motion made by Door, seconded by Richards to close the public hearing. Public Hearing closed at 7:44 pm. Ordinance 2015-7 was tabled and legal counsel was directed to review regulations on cluster developments.

Alkema opened the public hearing for Ordinance 2015-8 to Amend the Zoning Ordinance to require that Site Condominiums to be located on Paved Streets at 7:44 pm. No comments were made. Motion by Door, seconded by Alkema to close the public hearing. Public hearing was closed at 7:45 pm. Motion made by Murphy, seconded by Alkema to approve Ordinance 2015-8 to Amend the Zoning Ordinance to require that Site Condominiums be located on Paved Streets. Roll call vote – yes: Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra, Modderman
Approved (Copy attached)

- Public Comments: Steve Witte – Rezoning of Richland Development
- Guest Speaker: None
- Committee Reports
 - Planning Commission** – Steve Witte gave a presentation on the rezoning of Richland Development. Motion made by Richards, seconded by Modderman to approve Ordinance 2015-9 – Richland Residential LLC rezoning from PID to R-4. Roll call vote – yes: Modderman, Zeinstra, Door, Richards, Hoekstra. No: Alkema, Murphy Approved

Motion made by Alkema, seconded by Zeinstra to set a public hearing date for Placid Waters PUD for July 27, 2015. Hoekstra requested clarification on a pending law suit. Roll call vote - yes: Door, Alkema, Richards, Murphy, Hoekstra, Modderman, Zeinstra. Approved
Public Hearing date was set for Hidden Shores West PUD for July 13, 2015.

Public Hearing requirements and procedures were reviewed. Hearing dates will be set upon recommendation from the planning commission and not wait until the next Board meeting to set the date. This is to expedite the process for publication.

-Water and Sewer – Motion by Alkema, seconded by Zeinstra to approve the Settlement Agreement and Release of Claims for 10911 Creekside as amended. Approved

Front Footage Charges for Water and Sewer hookup was discussed. Legal Council was asked to draft an amendment to the Water and Sewer Ordinance to eliminate the front footage charges and replace it with a flat fee per user.

-Township Property – Motion made by Alkema, seconded by Murphy to approve Resolution 2015-16 which approves the 78th Ave Paving Special Assessment District and to set a public hearing date. Approved Public Hearing date is set for July 27, 2015.

Quotes were received from two vendors on Audio Visual Systems for the auditorium. After further discussion, the board requested that an item by item cost be submitted for further review.


Discussion was had regarding the use and necessity of an edger to do the edging of the sidewalks and also the median on M45. It was recommended to first rent an edger before buying one.

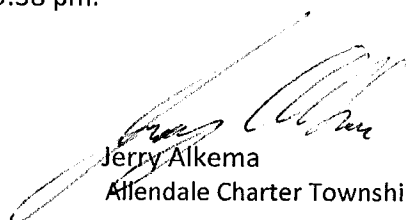
-Parks and Recreation – Hoekstra said the committee is still waiting on the drawings for the Band Shell.

-Township Staff – Motion by Murphy, seconded by Richards to approve Resolution 2015-13 a resolution to adopt FOIA Procedures and Guidelines and the Public Summary as required. Approved New FOIA Guideline go into effect July 1, 2015.

Motion by Alkema, seconded by Murphy to approve the hire of Adam Gray for the position of Assistant Assessor with the same pay scale that was previously approved. Approved
Modderman absent.

- Public Comments: None
- Miscellaneous: anonymous letter regarding the boulevard. Volunteers for the 4th of July
- Motion made by Murphy, seconded by Zeinstra to approve the payments as presented. Approved
- Alkema adjourned the meeting at 9:38 pm.


Laurie Richards
Allendale Charter Township Clerk


Jerry Alkema
Allendale Charter Township Supervisor

Public Hearing for
Ordinance 1997-4 Amendment
At a regular meeting of the
Allendale Charter Township Board held on June 22, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats be on paved streets at 7:40 pm.
- There were no comments or questions from the public or the board.
- Motion made by Zeinstra, seconded by Murphy to close the public hearing at 7:42 pm.
Approved
- Motion made by Zeinstra, seconded by Alkema to approve Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats be on paved streets. Roll call vote: yes – Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra, Modderman. Approved



Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
Ordinance 1997-4 Amendment
At a regular meeting of the
Allendale Charter Township Board held on June 22, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 1997-4 to Amend the Subdivision Ordinance to require Plats be served by public water at 7:35 pm.
- There were no comments or questions from the public or the board.
- Motion made by Hoekstra, seconded by Zeinstra to close the public hearing at 7:37 pm.
Approved
- Ordinance was tabled and Legal Council was directed to review regulations on Cluster Developments.



Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
Ordinance 2015-7 Amendment
At a regular meeting of the
Allendale Charter Township Board held on June 22, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 2015-7 to Amend the Zoning Ordinance to require that Site Condominiums be served by Public Water and Sewer at 7:43 pm.
- There were no comments or questions from the public or the board.
- Motion made by Door, seconded by Richards to close the public hearing at 7:44 pm.
Approved
- Ordinance 2015-7 was tabled and Legal Council was directed to review regulation on Cluster Developments



Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
Ordinance 2015-8 Amendment
At a regular meeting of the
Allendale Charter Township Board held on June 22, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 2015-8 to Amend the Zoning Ordinance to require that Site Condominiums be located on paved streets at 7:45 pm.
- There were no comments or questions from the public or the board.
- Motion made by Door, seconded by Alkema to close the public hearing at 7:45 pm.
Approved
- Motion made by Murphy, seconded by Alkema to approve Ordinance 2015-8 to Amend the Zoning Ordinance to require that Site Condominiums be located on paved streets.
Roll call vote: yes – Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra, Modderman.
Approved



Laurie Richards

Allendale Charter Township Clerk

Minutes of the Regular Board Meeting
Held on Monday, July 13, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra

Members Absent: Modderman, Door

Guests Present: Bob Sullivan, Adam Elenbaas, Greg DeYoung, Chris McMullin, Steve Boss, Chris Dill, Scott Daling, Doug Snyder, Susan Lukaart, Steve Eckert, Jack Barr, Jason Hitchcock, Jessica Hitchcock, Rosemary Nuland, Becky Kortman Cota, Michael Keefe, Megan Hall, Noel Christoff, Brian Grzybowski, Nancy Miller, Suzanne Bremer, Harold Bremer

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Hoekstra
Zeinstra, seconded by Murphy to approve the Consent Agenda as amended. Approved
Items on the consent agenda were:
 - Minutes of the June 22, 2015 - Regular Board Meeting
 - Approval of a new computer for Accounting/Water Sewer not to exceed \$2,000
 - For information: Fire Department - June 2015 Report
 - Ottawa County Road Commission Newsletter – August 2015 Issue
- Financial Report: Motion made by Hoekstra, seconded by Alkema to approve the interim payment of \$950.00 for 4th of July Pony Rides as presented. Approved
- Public Hearings: Motion made by Alkema, seconded by Murphy to excuse Hoekstra from the discussion on the Hidden Shores Issues due to possible conflict of interest.

Alkema opened the public hearing for Ordinance 2015-10 A Zoning Ordinance Amendment to establish The Hidden Shores West PUD Zoning District at 7:38 pm. Jack Barr explained the project. Comments were received. Zeinstra made a motion, seconded by Murphy to close the public hearing. Approved. Public Hearing closed at 8:15 pm. Ordinance and Resolution will be presented for approval at the next board meeting on July 27, 2015.

Alkema opened the public hearing for Ordinance 2015-11 A Zoning Ordinance Amendment to establish The Pierce Place PUD Zoning District at 8:17 pm. Jack Barr explained the project.

hearing. Approved Public Hearing closed at 8:21 pm. Ordinance and Resolution will be presented for approval at the next board meeting on July 27, 2015.

- Public Comments: None
- Guest Speaker: None
- Committee Reports

-Ottawa County Commissioner – Greg DeYoung gave an update on projects happening in Ottawa County.

-Township Attorney – The rate study for water and sewer hook-ups was discussed. Our last study was done in 2006. Attorney Sullivan suggested that a more current rate study would be recommended before making the changes that the board approved at the last meeting to a flat per user fee be adopted. Alkema will get prices on obtaining a new study. Motion by Alkema, seconded by Zeinstra to have legal council write up ordinance changes to change the rate for water and sewer hookups to charge for the initial 100 feet of road frontage and to defer the remaining of the footage charge. Roll call vote: yes – Zeinstra, Alkema, Murphy, Hoekstra. No – Richards Approved. The board will hold a public hearing on this ordinance change at the August 10, 2015 regular Board Meeting.

-Planning Commission – Zeinstra introduced for 1st reading the rezoning request of Stone Creek Allendale, LLC from R-1 to C-2.

-Fire Department – Chief Keefe made a presentation on the need to train the 2 Ottawa County Deputies assigned to Allendale Township in MFR, Firefighter I & II, and EMT. Motion made by Alkema, seconded by Zeinstra to train the 2 deputies in MFR, Firefighter I & II, and EMT and to upgrade the vehicles and equipment and to agree on a 5 year commitment from the Ottawa County Sheriff Department for these trained deputies that upon receiving training these deputies would remain in Allendale Township. Roll Call vote: yes – Alkema, Murphy, Zeinstra. No – Richards, Hoekstra Approved

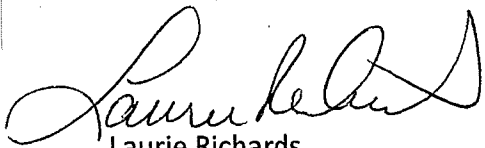
-Parks and Recreation – Hoekstra gave an update on the Band Shell project and Non-Motorized pathways through Allendale Township.

-Township Property – Motion by Alkema, seconded by Murphy to approve up to \$1,000 for the purchase of a conference table. Approved.

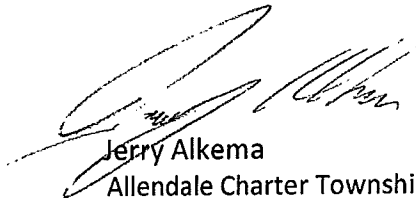
Motion by Alkema, seconded by Murphy to approve the low bid of VanderKolk for \$27,835 for the painting of the Knowlton House Museum. Alkema was also instructed to get a bid for painting the carriage house and include that if the bid is reasonable.

–**Water and Sewer** – Steve Boss presented for information the Hidden Shores West Utility Extensions report.

- Public Comments: Steve Wolbrink – Tiered Response for MFR
- Miscellaneous: Responding to anonymous letters. Removal of the Employee Survey from the web site. Mid-decade Census
- Motion made by Murphy, seconded by Hoekstra to approve the payments as presented.
Approved
- Alkema adjourned the meeting at 10:20 pm.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Public Hearing for
Ordinance 2015-10 Amendment
At a regular meeting of the
Allendale Charter Township Board held on July 13, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 2015-10 to Amend the Zoning Ordinance to establish the Hidden Shores West PUD Zoning District at 7:38 pm.
- Jack Barr explained the project
- Comments were received from several members of the public.
Concerns were sand mining issues, water table concerns, traffic issues, construction noise, speed limits, buffers, sidewalks along 78th.
- Motion made by Zeinstra, seconded by Murphy to close the public hearing at 8:15 pm.
Approved
- Ordinance and Resolution will be presented for approval at the next board meeting on July 27, 2015.



Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
Ordinance 2015-11 Amendment
At a regular meeting of the
Allendale Charter Township Board held on July 13, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 2015-11 to Amend the Zoning Ordinance to establish the Pierce Place PUD Zoning District at 8:17 pm.
- Jack Barr explained the project
- Comments were received from the public.
Concerns were supply and demand regarding college housing.
- Motion made by Zeinstra, seconded by Murphy to close the public hearing at 8:21 pm.
Approved
- Ordinance and Resolution will be presented for approval at the next board meeting on July 27, 2015.



Laurie Richards

Allendale Charter Township Clerk

Minutes of the Work Session of
Allendale Charter Township Board
Tuesday, July 21, 2015, 7:00 pm

Members Present: Zeinstra, Alkema, Richards, Door Murphy, Hoekstra

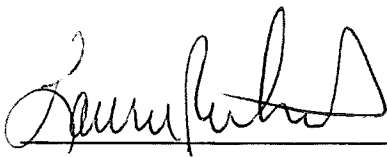
Members Absent: Modderman

Guests Present:

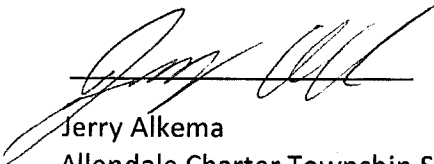
- Meeting was called to order by Alkema

Zeinstra presented information from an MTA Class he attended on Board Agendas, Board Member Responsibilities, How to become an effective Board Member and Board "Rules of Engagement"

- Public Comment - None
- Adjournment at 9:06 pm



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, July 27, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra, Door

Members Absent: Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Chris McMullin, Jack Barr, Karl De Loof, Randy Sheldon, Connie Sheldon, Barbara Talsma, Roger Talsma, Bob Sorensen, Bruce Visser, Martin Spees, Steve Cooper, Elaine Cooper, Mitch Koster, Merwyn Koster, Bryan Brinks, Arla Brinks, Brian Grzybowski, Gary Torno, Al Torno, Carlos DeLeonardo

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra
- **Consent Agenda**
Motion by Murphy, seconded by Hoekstra to approve the Consent Agenda as amended.
Approved
Items on the consent agenda were:
 - Approval of Minutes of the July 13, 2015 - Regular Board Meeting
 - Approval of Minutes of the July 21, 2015 – Board Work Session
 - Approval of the presented bills and Interim Payments
 - For information: Police Department Report
 - Planning Commission Minutes – July 7, 2015
 - Parks and Recreation Committee Minutes – July 7, 2015
 - DDA Minutes – July 21, 2015
 - Acceptance of Sharon Kleinjans Resignation – Thank You Letter
- **Approve Agenda**
Motion by Door, seconded by Zeinstra to approve the Board Agenda. Approved
- **Public Hearings**
Alkema opened the public hearing on the issue of Establishing a Special Assessment District for the paving of 78th Avenue at 7:35 pm. No Comments were received. Motion by Door, seconded by Zeinstra to close the public hearing. Approved. Public Hearing closed at 7:36 pm. on July 27, 2015.

Alkema opened the public hearing for Ordinance 2015-12 A Zoning Ordinance Amendment to Amend Ordinance 2005-6 of Placid Waters PUD to allow additional uses and additional development standards at 7:37 pm. Martin Spees explained the project. Comments were received. Motion by Door, seconded by Hoekstra to close the public hearing. Approved Public Hearing closed at 7:55 pm.

- **Public Comments:** Brian Grzybowski – Mining Issues, Construction Buffer, Wells Drying up.
Heather Gulgin – Water/Sewer Charges
Letter from David and Sonja Rodgers

- **Guest Speaker:** None

- **Action Items**

-Motion by Alkema, seconded by Murphy to exclude Hoekstra from discussion and voting on the 78th Ave Special Assessment Roll. Roll Call vote: Yes – Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Zeinstra, seconded by Murphy to approve Resolution 2015-17 approving the 78th Ave Project and directing the Supervisor to complete a special Assessment Roll. Roll call vote: yes - Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Door, seconded Alkema to approve Resolution 2015-18 to set a date for a Public Hearing of Objection on the Special Assessment Roll. Date of Public Hearing will be August 24, 2015. Roll call vote: Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Approval of Resolution 2015-19 which is a 2015 Amendment of the Ottawa County Solid Waste Management Plan was discussed. It was requested that Steve Whitney – Environmental Health Supervisor of the Ottawa County Waste Program be available at the next Board meeting further discussion and clarification on issues.

-Motion by Zeinstra, seconded by Alkema to Approve Ordinance 2015-13 which is a Zoning Map Ordinance Amendment of Stone Creek Allendale, LLC from R-1 to C-2. Roll call vote: yes - Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Door, seconded by Alkema to approve Ordinance 2015-11 which is a Zoning Ordinance Amendment to Establish the Pierce Place PUD Zoning District. Roll call vote: yes- Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

- Motion by Alkema, seconded by Door to approve Resolution 2015-15 - Pierce Place PUD Project. Roll call vote: yes - Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Murphy, seconded by Zeinstra to approve Ordinance 2015-10 which is a Zoning Ordinance Amendment to Establish the Hidden Shores West PUD Zoning District. Jack Barr addressed previous concerns. Roll call vote: yes - Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Zeinstra, seconded by Door to approve Resolution 2015-11 – Hidden Shores West PUD project with the additions to section G. Mineral Mining Operation – 16. Mining driveway to be located appropriately on 78th Ave as discussed per approval of the Township Planner and 17. Topsoil shall be bermed along active excavation area along 78th Ave. not to exceed 8 foot tall . Roll call vote: yes - Murphy, Richards, Alkema, Door, Zeinstra. No – Hoekstra Approved

-Zeinstra introduced for 1st reading, Ordinance 2015-14 – a Zoning Ordinance Amendment to revise the requirements for parking space dimensions.

-Motion by Zeinstra, seconded by Richards to approve Ordinance 2015-12 which is a Zoning Ordinance Amendment to Amend Ordinance 2005-6 of Placid Waters PUD to allow additional uses and additional development standards. Roll call vote: yes - Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Murphy, seconded by Alkema to approve Resolution 2015-14 the Placid Waters PUD Final Development Plan. Alkema addressed concerns. Roll call vote: yes - Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra. Approved

-Motion by Murphy, seconded by Alkema to approve the Budget Amendments as presented. Approved

▪ **Discussion Items**

-Safety Report, Assessing Department update, regular Office hours of Kirk Scharphorn, Jr.,

▪ **Public Comments:** none

▪ **Future Agenda Items**

-Assisted Living – August 24 Public Hearing

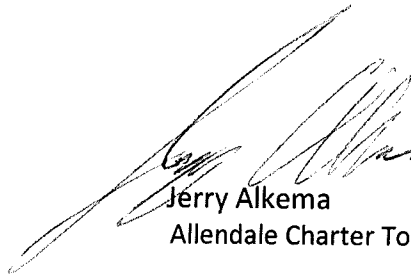
-Sound System – update to be presented at August 24th Meeting

- Budget Hearing date
- Staff Report for the Water and Sewer Department
- Rain Sensor followup
- Sidewalk update
- Water Rates
- Capital Improvements

- Motion by Hoekstra, seconded by Alkema to adjourn the meeting at 9:35 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Public Hearing for
Establishing a Special Assessment District for the Paving of 78th Ave.
At a regular meeting of the
Allendale Charter Township Board held on July 27, 2015 at 7:30 pm

- Alkema opened the Public Hearing on the issue of Establishing a Special Assessment District for the paving of 78th Avenue at 7:35 pm.
- No Comments were received.
- Motion made by Door, seconded by Zeinstra to close the public hearing at 7:36 pm.
Approved

A handwritten signature in cursive script, appearing to read "Laurie Richards", written in black ink.

Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
Ordinance 2015-12

At a regular meeting of the
Allendale Charter Township Board held on July 27, 2015 at 7:30 pm

- Alkema opened the Public Hearing for Ordinance 2015-12 – A zoning Ordinance Amendment to Amend Ordinance 2005-6 of Placid Waters PUD to allow additional uses and additional development standards at 7:37 pm.
- Martin Spees explained the project.
- Comments were received.
- Motion made by Door, seconded by Hoekstra to close the public hearing at 7:55 pm.
Approved



Laurie Richards

Allendale Charter Township Clerk

Minutes of the Regular Board Meeting
Held on Monday, August 10, 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra, Door, Modderman

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Pelton, Dave Morren, Greg DeJong, Valerie Weiss, Mike Keefe, Randy Bosch, Steve Wolbrink, Chris Holmes, Scott Harkes, Jordan Haitsma, Denis Johnson

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- **Approve Agenda**

Motion by Door, seconded by Hoekstra to approve the agenda with the changes of moving from the consent agenda the update on the community policing position to discussion items, and moving from action items to discussion items the Finance position and the BSA Inspection software. Approved

- **Consent Agenda**

Motion by Hoekstra, seconded by Door to approve the Consent Agenda as amended. Approved

Items on the consent agenda were:

-Approval of Minutes of the July 27, 2015 - Regular Board Meeting

-Approval of the presented bills - No Interim Payments

-For information: Financial Report

Information on Green Acres

Hydrant and Meter replacement update

Memo from Assessing

- **Public Hearings - NONE**
- **Public Comments:**

Steve Wolbrink – Officer Coverages on the Fire Department

Dave Morren – Attorney Bills regarding Farmer on the road, Audio System, Marijuana Moratorium and the growing of marijuana on 64th Ave

▪ **Guest Speaker:**

Denis Johnson gave a presentation on the Proposed Green Acres Development. There is a public hearing scheduled for August 24th, 2015.

▪ **Action Items**

-Zeinstra introduced for 1st reading, Ordinance 2015-16 – a Water System Amendment Ordinance pertaining to the frontage charge assessed to water customers of the township. This change is only intended to be during the interim until the rate study is completed.

▪ **Discussion Items**

-Val Weiss and Mike Keefe presented an update on the Community policing position being trained as fire fighters. By Mid- January, Allendale Charter Township should have a road patrol Deputy assigned to the township that is also a trained fire fighter.

-The hiring of a fulltime Finance Position was discussed and the qualification required for this position. Depending on the qualifications of applicants, Jacks hours will be adjusted. It was suggested that the Auditor be consulted as to their opinion on desired qualifications such as CPA Degree and have them review the current Job Description before posting. The proposal of a yearly bonus was not agreed upon. Motion by Modderman, seconded by Alkema to post the Finance Position. Roll call vote: Yes – Murphy, Alkema, Zeinstra, Modderman. No – Richards, Hoekstra, Door Approved

- BSA Inspection Software. More information was requested before any decision was to be made regarding the entering of information into the BSA Building Program.

-Auditorium Sound System was discussed. The presented proposals were reviewed. Motion by Alkema, seconded by Murphy to get bids for the Audio system, Document Camera, one ceiling mounted projector and 2 72" LCD TV/Monitors with protective cabinets. Approved

-Richards introduced for 1st reading Ordinance 2015-1 – A Zoning Ordinance Amendment to revise the requirements for mineral mining.

▪ **Public Comments:**

Steve Wolbrink – CPA requirement for the Finance Position, Green Acres being a good location, Firefighter Deputy position

Jordan Haisma- Expense for training the Road Patrol Deputies and the long Range Plan.

Greg DeJong – Moving Forward with the Technology improvements

Val Weiss – Paramedic Deputy, new proposal from the Sheriff's office

Mike Keefe – responded to comments from his officers present and will have further discussion at their officers meeting.

Dave Morren – Who authorized the payment of Attorney Bills in reference to farmers on roads

▪ **Future Agenda Items**

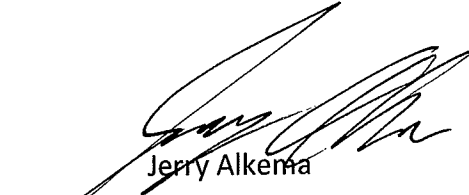
Allendale Charter Township Budget will be the topic for discussion at the Work session scheduled for August 18, 2015 at 7:00 pm.

- Motion by Door, seconded by Zeinstra to adjourn the meeting at 9:30 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Work Session of
Allendale Charter Township Board
Tuesday, August 18, 2015, 7:00 pm

Members Present: Alkema, Richards, Door Murphy

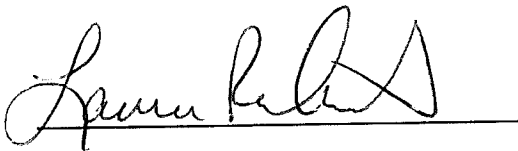
Members Absent: Modderman, Hoekstra, Zeinstra

Guests Present:

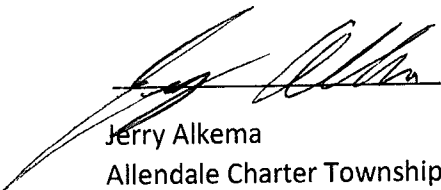
- Meeting was called to order by Alkema

Alkema presented the Capital Improvement Plan. The band shell was going to be added.
The 2016 Budget was reviewed.

- Public Comment - None
- Adjournment at 9:20 pm



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, August 24 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra

Members Absent: Door, Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Denis Johnson, Candy Kraker, Stew Whitney, Debbie Nurmi, Doug Maas, Robert Beelen, Stacy Suboski, Jeff Suboski, Chris Dill

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Approve Agenda**
Motion by Zeinstra, seconded by Alkema to approve the agenda with the change of adding the Planning Commission Minutes of August 17, 2015. Approved
- **Consent Agenda**
Motion by Alkema, seconded by Hoekstra to approve the Consent Agenda as amended.
Approved

Items on the consent agenda were:

- Approval of the Minutes of the August 10, 2015 - Regular Board Meeting
- Approval of the Minutes of the August 18, 2015 – Work Session
- Approve Interim Payments
- Approve Bills
- For information: -Financial Report
 - Planning Commission Minutes of July 20, 2015, August 4, 2015, and August 17, 2015
 - DDA Minutes of August 18, 2015
 - Library Report
 - Community Policing Report
 - Fire Department Report
 - Ottawa County Road Commission Newsletter

- **Public Hearings -**

Alkema opened the public hearing at 7:40 pm on the "Hearing of Objections" for the 78th Ave Special Assessment District. No comments were received. Motion by Murphy, seconded by Hoekstra to close the public hearing. Approved. Public hearing closed at 7:42 pm.

Alkema opened the public hearing at 7:43 pm on the Green Acres PUD. Denis Johnson gave a brief presentation on the project. Comments were received. Motion by Zeinstra, seconded by Alkema to close the public hearing. Approved. Public hearing was closed at 7:45 pm.

▪ **Public Comments:**

Candy Kraker – Staffing Concerns, Planning and Community Development and Finance Department staffing issues, Staff Survey on Web site, Issues regarding Allendale Chamber of Commerce, Adult Softball issues, Axios progress report, pending FOIA request.

Dave Morren –Staffing concerns in the absence of the Treasurer

▪ **Action Items**

Motion by Alkema, seconded by Richards to allow Hoekstra to abstain from voting on Resolution 2015-20 regarding the Special Assessment District of 78th Ave Paving.
Motion by Zeinstra, seconded by Alkema to approve Resolution 2015-20 for the Special Assessment District of 78th Ave. Paving. Roll call vote: Yes – Zeinstra, Alkema, Murphy, Richards Approved

No Action was taken on Ordinance 2015-15 and Resolution 2015-21 regarding the Final PUD site plan of Allendale Professional Office Park. Motion by Alkema, seconded by Murphy to have Legal Council make the changes that were discussed and update the resolution to be approved at another Board Meeting. Approved

Stew Whitney presented the Ottawa County Solid Waste Management Plan and answered questions. Motion by Zeinstra, seconded by Hoekstra to approve Resolution 2015-19 which is a 2015 Amendment of The Ottawa County Solid Waste Management Plan. Roll Call Vote: yes – Zeinstra, Alkema, Richards, Murphy, Hoekstra. Approved

Ordinances 2015-7 and 2015-17 regarding Plats and Site Condominiums being served by Public Water will be on the agenda for the next Board Meeting scheduled for September 14, 2015 when updated information is available.

Motion by Alkema, seconded by Richards to approve Resolution 2015-22 to add Nelson Township and the Village of Sparta as members of the Grand Valley Metro Council.
Approved

Motion made by Murphy, seconded by Zeinstra to approve Ordinance 2015-1 – A Zoning Ordinance Amendment to revise the requirements for Mineral Mining, Roll call Vote: yes – Zeinstra, Murphy, Hoekstra, Richards. No – Alkema Approved

Motion made by Murphy, seconded by Alkema to approve Ordinance 2015-16 – A water System Amendment Ordinance pertaining to the frontage charge for water hookup. Approved

BSA Software – Building Module was introduced and was decided to have this discussion when Door was present.

Motion by Zeinstra, seconded by Hoekstra to set a Public Hearing Date for the 2016 General Fund Budget on September 14, 2015 at 7:30 pm. Approved

A FOIA request was discussed. Motion by Zeinstra, seconded by Murphy to direct Scholten & Fant to provide an estimate of hours to complete the redaction of the information based on a quick review, which hours are then multiplied by \$48.90 per hour rate for contracted services and that estimate be provided to the FOIA requestor for approval and payment and deposit. Upon approval, Scholten & Fant will redact to the greatest extent provided by the law. Roll call vote: Yes – Hoekstra, Murphy, Alkema, Zeinstra. No - Richards

▪ **Discussion Items**

Alkema addressed the concerns that were brought to the board at the last regular Board Meeting by Mr. Morren.

▪ **Public Comments:**

Dave Morren – Police support at this board meeting, the duties of the elected Treasurer in his absence, his FOIA request.

Candy Kraker – proper procedures to be followed by the governing body

▪ **Future Agenda Items**

Future Agenda Items were reviewed

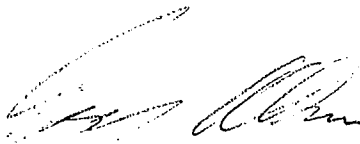
▪ **Adjournment**

Motion by Zeinstra, seconded by Alkema to adjourn the meeting at 9:40 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

NOTICE OF PUBLIC HEARING
ON ALLENDALE CHARTER TOWNSHIP
2016 GENERAL FUND BUDGET

ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN

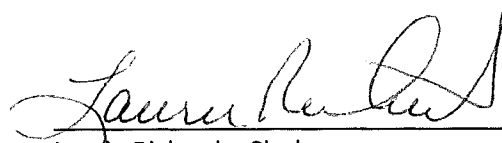
Notice is hereby given that there will be a public hearing by the Allendale Charter Township Board on the proposed 2016 general fund budget of Allendale Charter Township on September 14, 2015 at 7:30 p.m., local time, at the Allendale Charter Township Hall, 6676 Lake Michigan Drive, Allendale, Michigan. A copy of the proposed budget is available for public inspection during regular office hours, 8:00 am to 5:00 pm, Monday through Friday, at the Allendale Charter Township Offices at 6676 Lake Michigan Drive, Allendale, Michigan.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET
WILL BE A SUBJECT OF THIS HEARING**

The Charter Township of Allendale will provide necessary and reasonable auxiliary aids and services at this hearing, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually-impaired upon five (5) days prior notice. Individuals with disabilities requiring auxiliary aids or services should contact Allendale Charter Township in writing or calling Laurie Richards, Clerk, 6676 Lake Michigan Drive, Allendale, Michigan 49401, telephone (616) 895-6295.

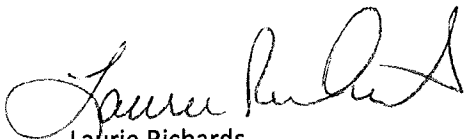
THIS NOTICE IS GIVEN BY ORDER OF THE TOWNSHIP BOARD

Dated: August 24, 2015


Laurie Richards, Clerk

Public Hearing for
The 78th Ave Special Assessment District
At a regular meeting of the
Allendale Charter Township Board held on August 24, 2015 at 7:30 pm

- Alkema opened the Public Hearing for A Hearing of Objection for the 78th Ave Special Assessment District
- No Comments were received.
- Motion made by Murphy, seconded by Hoekstra to close the public hearing. Approved
- Public Hearing was closed at 7:42 pm.

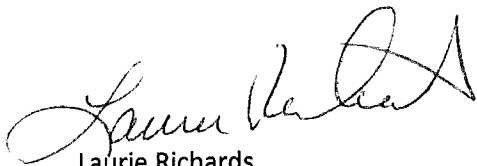


Laurie Richards

Allendale Charter Township Clerk

Public Hearing for
The Green Acres PUD
At a regular meeting of the
Allendale Charter Township Board held on August 24, 2015 at 7:30 pm

- Alkema opened the Public Hearing on the Green Acres PUD
- Presentation on the project was given by Denis Johnson
- Comments were received.
- Motion made by Zeinstra, seconded by Alkema to close the public hearing. Approved
- Public Hearing was closed at 7:45 pm.

A handwritten signature in black ink, appearing to read 'Laurie Richards', with a stylized, cursive script.

Laurie Richards
Allendale Charter Township Clerk

Minutes of the Regular Board Meeting
Held on Monday, September 14 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra, Door

Members Absent: Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Candy Kraker, Chris Dill, Sharon Kleinjans, Greg DeJong, John Sanford, Chris McMullin, Pete Moss, Mike Sullivan, Emily Rodgers, Lauren Powell, Joe Emmert, Alden Carrell, Sam Cammenga, Brooke Modderman, Allison Coffey, Rylee Guerreno, Malakhai Huff

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Richards

- **Consent Agenda**

Motion by Murphy, seconded by Alkema to approve the Consent Agenda as amended.
Approved

Items on the consent agenda were:

- Approval of the Minutes of the August 24, 2015 - Regular Board Meeting
- Approve Interim Payments
- Approve Bills
- For information: -Financial Report
- Community Policing Report
- Cross Connection Report

- **Approve Agenda**

Motion by Zeinstra, seconded by Murphy to approve the agenda with the change of adding a Letter from Candy Kraker to Discussion Items. Approved

- **Public Hearings -**

Alkema opened the public hearing at 7:35 pm on the 2016 Budget. No comments were received. Motion by Alkema, seconded by Murphy to close the public hearing. Approved.
Public hearing closed at 7:36 pm.

- **Public Comments:**

Candy Kraker – DDA – Public Act 197 and the operating procedures, Removal of Staff Survey from the web site, Update on Axios and their involvement, issues regarding the Allendale Chamber of Commerce and the DDA, Continuation of GIS Intern position.
Motion by Zeinstra, seconded by Alkema to continue the summer internship of Mitchell Wensman for up to 24 hours per week at \$10.00 per hour with the current job description until

the Planning and Community Development position is filled. Roll call vote: yes- Zeinstra, Alkema, Richards, Murphy, Hoekstra. No – Door Approved

Sharon Kleinjans – DDA and the operating procedures, Removal of more bushes in the median on Lake Michigan Dr.

Dave Morren –Request to be put on the agenda for the next regular board meeting which is September 28, 2015 regarding FOIA information, DDA operating procedures.

▪ **Guest Speaker**

County Commissioner, Greg DeJong, gave an update on what is happening at the county level and the County Budget.

▪ **Action Items**

No action was taken on the Sound System. We will discuss when Dave Pelton is available.

Motion by Zeinstra, seconded by Alkema to only input necessary information into the BSA software Building Module that is needed to generate reports by all departments. Documents will be scanned into the system for future reference and backup. Roll call vote: yes – Zeinstra, Alkema, Richards, Murphy, Hoekstra, Door Approved

Motion made by Zeinstra, seconded by Alkema to remove the reference to the Employee Survey from the web site. Roll call vote: yes – Zeinstra, Murphy, Alkema No – Richards, Hoekstra, Door Not Approved

▪ **Discussion Items**

The Parks and Recreation recommendation for the non- motorized pathway was discussed. Clarification needs to be made regarding which side of the road that these pathways are to be constructed. The parks and rec committee will submit their recommendation to the board at the next regular meeting.

The Parks and Recreation recommendation for the Band Shell was discussed. Location and Funding are the primary concerns. The Parks and Rec committee will come to the next Board meeting with a park map with the recommended sites and prices for the entire project so there can be discussion on the sources for funding.

2016 Budget was discussed briefly. A 3% increase was used for employee wages. Further discussion will take place at the work session, scheduled for September 15, 2015 at 7:00 pm.

Water and Sewer Budget Highlights will also be discussed at the work session.

Items in the letter that was presented at the last regular board meeting from Candy Kraker were addressed. The issue of Allendale Soft Ball Association being required to provide financial statements to the Township is not part of the agreement that the township requires to be signed every year. It was discussed and a consensus of the board was that since both the Adult

and Little League are not supported financially by township funds nor governed by Allendale Charter Township, it would not be necessary to have the financial balance sheets submitted to the Township.

Allendale Township's participation with the Chamber of Commerce was discussed. We support the Chambers' Business Directory. Issues with the enhancement grant were discussed.

Finance Position update: Interviews should begin the first of October.

▪ **Public Comments:**

Candy Kraker – Not posting the Planning and Community Development Job, DDA issues needing to be resolved

Dave Morren – Maintaining the Boulevard issues, placement of the Band Shell, Non- motorized pathway uses and placement of those along Pierce St., FOIA official appeal.

▪ **Future Agenda Items**

Future Agenda Items were reviewed.

Additional items to be added:

DDA concerns regarding Public Act 197

Allendale Township Server

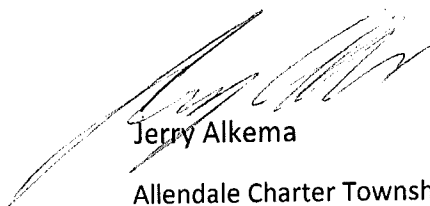
▪ **Adjournment**

Motion by Door, seconded by Zeinstra to adjourn the meeting at 9:10 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the
Public Hearing for
The 2016 Budget
At a regular meeting of the
Allendale Charter Township Board held on September 14, 2015 at 7:30 pm

- Alkema opened the Public Hearing for the 2016 Budget at 7:35 pm.
- No Comments were received.
- Motion made by Alkema, seconded by Murphy to close the public hearing. Approved
- Public Hearing was closed at 7:36 pm.


Laurie Richards
Allendale Charter Township Clerk

Minutes of the Work Session of
Allendale Charter Township Board
Tuesday, September 15, 2015, 7:00 pm

Members Present: Alkema, Richards, Door Murphy, Hoekstra, Zeinstra

Members Absent: Modderman

Guests Present: John Sanford, Dave Morren

Meeting was called to order by Alkema

- **Public Comment**

Dave Morren – Supervisor's external hard drive

- **Axios Update**

John Sanford gave an update to the Board on the progress that has been made and what they are currently working on. They will be adding notes to the survey summary.

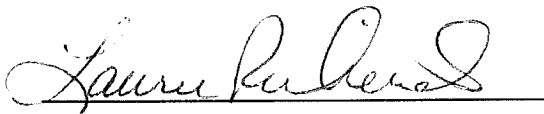
A second survey was discussed regarding the use of Calvin College again and the time of year to do the second survey.

- **2016 Budget**

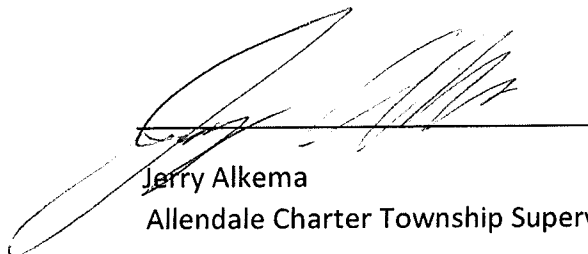
Alkema presented the 2016 Budget for review.

- **Adjournment**

Motion by Murphy, seconded by Door to adjourn the meeting at 9:40 pm. Approved.



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 28 2015, 7:30 pm
At the Allendale Charter Township Hall and
Via tele-communications at 161 Nuchols St. Unit 6187
Goodfellow AFB, TX 76908-3358

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra, Door

Members Absent: Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Candy Kraker, John Sanford, Tom Antonides, Dave Pelton, Mike Keefe, Bruce Pindzia, Jennifer Bajema, Drake Puni, Chris Kohut

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Murphy

- **Consent Agenda**

Motion by Zeinstra, seconded by Door to approve the Consent Agenda as amended with the addition of payables. Approved

Items on the consent agenda were:

- Approval of the Minutes of the September 14, 2015 - Regular Board Meeting
- Approval of the Minutes of the September 15, 2015 – Work Session
- Approve Interim Payments
- Approve Payables

For information: -Financial Report

-Fire Department Report

-Planning Commission Minutes – September 1 and 21, 2015

-DDA Minutes – September 15, 2015

- **Approve Agenda**

Motion by Alkema, seconded by Murphy to approve the agenda with the change of adding an approval of Job Description for On-Call Part Time Maintenance Assistant and DDA Issues to Discussion Items. Approved

- **Public Comments:**

Candy Kraker – DDA – Public Act 197 and the operating procedures, Payroll Issues

- **Guest Speaker**

Bruce Pindzia introduced himself as the Fleis and Vandenbrink Engineer assigned to Allendale.

- **Action Items**

FOIA Appeal – Mr. Morren explained his appeal, stating that the redaction process that was done by Scholten and Fant was a failure. Three individual's social security numbers were

released, wants his money refunded from his FOIA request, Jack's use of a private email account, Jerry's use of an external hard drive instead of backing up on the township's server. Motion by Hoekstra, seconded by Murphy for Mr. Morren to give a partial list of the items he feels is missing and information that he feels was released to him that should not have been in his FOIA request by October 5, 2015, allowing the Board to then have 10 days to respond to both of his appeals. Roll call vote: yes – Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra Approved

Alkema explained his use of the passport external hard drive that was set up by Karen at Coopersville Computers when he got his new computer in 2012. Jerry stated that there is not enough space on the township's server for his volume of emails so he chose to back up on his private passport external hard drive. He says that he takes this external hard drive home every night. Hoekstra requested that Coopersville Computers, Karen and Ryan both, be put on the agenda for the October 26th meeting to explain this use and to answer questions.

Sound System – Dave Pelton presented the bids received on the upgrading of the sound system in the Auditorium. Motion by Murphy, seconded by Zeinstra to accept the bid from Central Interconnect, INC. for \$49,278.81 with the change in placement of the Document Scanner to be behind the Board partition. Roll call vote: yes – Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra Approved

▪ Discussion Items

Alkema introduced Ordinance 2015-18 Amendment to the Burning Ordinance for a first reading. Fire Chief, Mike Keefe went over the proposed changes for discussion.

The map regarding the Parks and Recreation committee recommendation for the non-motorized pathway was presented for discussion. Pathway on Fillmore vs Pierce Street. Concerns regarding funding of this pathway were discussed. Is there grant money available? What is the Township's expected financial participation?

The Parks and Recreation Committee presented several Band Shell placement locations for discussion. Motion by Murphy, seconded by Richards to place the band shell in the open space that is along the south property line of the township property between ball field 3 and 4. Roll call vote: yes – Door, Alkema, Richards, Murphy, Hoekstra, Zeinstra. Approved

The Parks and Recreation Committee will work with GMB to finalize a cost package to determine necessary funding. To date there is approximately \$47,000 available and designated for the project.

Motion by Alkema, seconded by Zeinstra to approve the presented job description for a Zoning and Clerical Assistant. Approved This is being posted as a full time position with an hourly wage of \$12.00.

Motion by Zeinstra, seconded by Alkema to approve the presented job description of the On-Call Part Time Maintenance Assistant. Approved

Bob Sullivan clarified some of the concerns regarding DDA operating procedures according to Act 197.

2016 Budget – recap. The township Board gave direction to change the Pension plan to a 5% contribution from the employer. This will be worked into the budget for review at a later date.

Water and Sewer budget highlights will be discussed at the next Board Meeting.

Motion by Alkema, seconded by Zeinstra to approve the new revised Ottawa County Road Commission Project Estimate for the 78th Ave paving from Pierce St. to M45 for a cost of \$865,000. Roll call Vote: yes – Alkema, Murphy, Hoekstra, Zeinstra, Richards, Door.
Approved

▪ **Public Comments:**

Jennifer Bajema – the DDA issues are on the agenda for discussion at the next DDA meeting.

Candy Kraker – Give Mr. Morren his \$400 back from his FOIA request, have Karen from CCS Technologies address email issues

Dave Morren –Non- motorized pathway uses and placement of those along Pierce St. , use of Township funds for “Allendale- Opoly”, Mr. RJ Modderman’s involvement in Township Treasurer functions

▪ **Future Agenda Items**

Future Agenda Items were reviewed.


▪ **Adjournment**

Motion by Murphy, seconded by Richards to adjourn the meeting at 10:40 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 12 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door

Members Absent: Modderman, Hoekstra

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Candy Kraker, John Sanford, Bob Chapin, Chris McMullin, Greg DeJong, Chris Dill

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra

- **Consent Agenda**

Motion by Alkema, seconded by Door to approve the Consent Agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the Minutes of the September 28, 2015 - Regular Board Meeting
- Approve Interim Payments
- Approve Payables

For information: -Financial Report

-Fire Department Report

-Adam Gray resignation

-Water main update

-Parks and Recreation Minutes – October 8, 2015

-Zoning Board of Appeals Minutes – September 3, 2015

- **Approve Agenda**

Motion by Zeinstra, seconded by Alkema to approve the agenda with the change of removing the Zimmer Appeal from Action Items, adding Update on the Finance Director position to Discussion Items, and adding a Closed Session on Zimmer Appeal to after Future Agenda Items.
Approved

- **Public Comments:**

Candy Kraker – Township Office Staff openings, Mid-Decade Census, Payroll Issue, refund of FOIA payment, FOIA release of information.

- **Guest Speaker**

Greg DeJong gave an update of the County Commissioners Conference, the 2030 Master Plan for the City of Hudsonville, the opening of M231 Bypass and the money raised at the Bypass Run, opening of the new County Dog Park, Central Dispatch update, and Ottawa County's Water Quality Forum on November 13, 2015 from 8-4.

▪ **Action Items**

Motion by Zeinstra, seconded by Door to confirm the recommendation to appoint Ray Nadda as the Zoning Board of Appeals Alternate Member. Approved

Motion by Zeinstra, seconded by Murphy to approve amending the Burning Ordinance 2015-18 with the changing of Section 3, Item 1 to state that the fire is no larger than 4 feet or less in diameter and 3 feet or less in height. Roll call vote: yes – Zeinstra, Door, Alkema, Richards, Murphy. Approved.

Motion by Zeinstra, seconded by Alkema to post the Assistant Assessor position for 30 days. Approved.

FOIA Appeal – Township Attorney Bob Sullivan addressed the FOIA appeal. He presented to the board documents in support of the redacting process. Mr. Morren was given a copy of the documents that Mr. Sullivan gave to the board with board approval. Motion by Door, seconded by Richards to refund Mr. Morren the \$400.00 that he spent on his FOIA request. Roll call vote: No – Zeinstra, Door, Alkema, Richards, Murphy. Not Approved.

In following the motion of the previous meeting, Mr. Morren gave a partial list of the items he felt was missing and information that he felt was released to him that should not have been in his FOIA request, on October 5. The Board has 10 days which is October 16, 2015 to respond to both of his appeals.

▪ **Discussion Items**

48th Ave improvements were presented for information and review.

Park Resolution 1993-5 was presented for information. The Parks and Recreation Committee will be looking at this resolution at a future meeting to recommend any necessary revisions. Use Agreements for the ball fields, pavilion and vendor license will also be reviewed.

Server backup and Email exchange quotes were presented for information. CCS Technologies will be on the agenda for the October 26 meeting to present backup recommendations.

Memo from Amber Howes clarifying the 401a benefits for Township employees was reviewed.

Funding of the non-motorized pathway was discussed. The township will pay for the upgrades if residents give easements.

2016 Budget will be on the agenda for the October 20, 2015 work session.

Finance Director Position up date was given. Three interviews were conducted today.

- **Public Comments:**

Chris McMullin – Axios – What do they do?, Township Board Bylaws regarding the number of meetings that a Board member is allowed to miss.

- **Future Agenda Items**

Future Agenda Items were reviewed. Rate Study was added.

Motion by Zeinstra, seconded by Door to go into **closed session** at 9:20 pm to review the opinion of Legal Counsel regarding pending litigation. Roll call vote: yes – Alkema, Richards, Murphy, Zeinstra, Door. Approved After discussion, motion by Door, seconded by Murphy to go back into open session at 10:00 pm. Roll call vote: yes – Door, Alkema, Richards, Murphy, Zeinstra. Approved

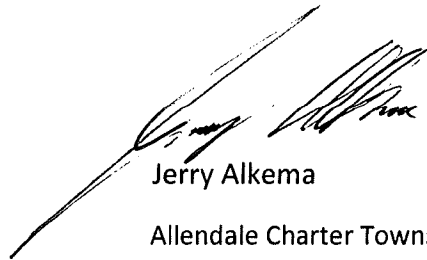
- **Adjournment**

Motion by Zeinstra, seconded by Murphy to adjourn the meeting at 10:05 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 26, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door, Modderman, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, John Sanford, Ron VanSingel, Ryan McMillen, Karen Strickland, David Morren, Karen Huyser, Candy Kraker, Chris McMullin, Sharon Kleinjans, Jack Vredevoogd, Cory Compagner, Julia Koczara, Doug Ulberg, Adam DeYoung

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- **Consent Agenda**

Motion by Zeinstra, seconded by Modderman to approve the Consent Agenda as presented. Approved.

Items of the Consent Agenda were:

- Approval of the Minutes of the October 12, 2015 - Regular Board Meeting
- Approval of the Minutes of the October 20, 2015 – Board Work Session Meeting
- Motion by Alkema, seconded by Modderman to approve the Interim Payment of \$4,197.14 payable to the State of Michigan for September Income Tax Withholding. Approved
- Bills

For information: -Financial Report
-Sheriff's Report
- Library Report
- Updated Pavilion Rental

- **Approve Agenda**

Motion by Alkema, seconded by Murphy to approve the agenda with the change of moving the Zimmer Appeal from action items to discussion items. Approved

- **Public Comments:**

- Adam Elenbaas-Clarification of the process of the paving of 64th Ave
- Chris McMullin-Exit Interview of Adam Gray
- Candy Kraker-Employee retention, Exit Interview comments of Adam Gray, Payroll-Pension-Interest issues, DDA Election of Officers

- **Guest Speaker**

Corey Compagner from Acentec presented what they have been working on in bringing fiber optics in the Allendale area. He explained the benefits, advantages and how it works.

- **Action Items**

- Spring Fields of Allendale Preliminary Plat #3

Ron VanSingel gave a presentation on Phase 3 of the Spring Fields of Allendale for review. Motion by Modderman, seconded by Alkema to approve the Spring Fields of Allendale Preliminary Plat #3. Approved

- Green Acres PUD

Motion by Richards, seconded by Door to approve Ordinance 2015-15 – A Zoning Ordinance Amendment to Allendale Professional Office Park PUD District to Allow Additional Uses and Additional Development Standards as presented. Approved

Motion by Richards, seconded by Alkema to approve Resolution 2015-21 for the Allendale Professional Office Park Planned Unit Development District as presented. Approved

- Server back up

Ryan McMillen from CCS Technologies presented a proposal for the storage of Emails using AppRiver Exchange and a proposal for using E-Folder for backup of the server entirely and not just data files. No decision was made.

- Assessing policy

Formal Policy regarding the availability, production and viewing of record cards was presented for review. The board would like to see specific guidelines regarding the charging of the proposed fees. More information is requested regarding how often these type of requests are made.

- 64th Petition

Motion by Alkema, seconded by Zeinstra for approval to go forward with the petition for the paving of 64th Ave and include 42 parcels in this petition. Approved

Motion by Alkema, seconded by Zeinstra that Allendale Charter Township does agree to continue with their prior commitment for the cost share of the road improvements on 64th Ave. Approved

- Library Credit Card Policy

The Library's request for offering the use of credit/debit cards for paying overdue fees was discussed. The fee schedule was reviewed. Legal Counsel is looking at whether or not the township can absorb the fees charged for using cards.

- FOIA Appeal

Update on Mr. Morren's FOIA request and his FOIA Appeal was given. Motion by Richards, seconded by Door to refund Mr. Morren his \$400.00 that he paid since there were over 1,000 emails that were not released to him in his first FOIA request. Roll call vote: Yes – Richards, Hoekstra. No – Zeinstra, Door, Modderman, Alkema, Murphy Not Approved

-Wage Data for Finance and Assessing Positions

Motion by Alkema, seconded by Zeinstra to approve the presented wage scale for the fulltime Finance Position and the wage scale for the Finance Director position. Roll call vote: yes – Door, Modderman, Alkema, Richards, Murphy, Zeinstra No – Hoekstra Approved

- **Discussion Items**

-Rate study update

Alkema presented the amounts of the 2 bid proposals that were received. Using the SAW Grant for the rate study was discussed. It was requested by the Board to review both bids for comparison to identify the differences in bid amounts.

-Zimmer Appeal

There is no direction or discussion at this time.

- **Public Comments**

- Adam Elenbaas – Requested clarification of the 64th Ave petition and paving process time frame.
- Candy Kraker – Get the Server issues of the past resolved, staff should have only one email used for township business
- Sharon Kleinjans – Availability of SAW Grant money. Don't borrow against it before getting the money.
- Dave Morren – FOIA request process very disappointing, learned a lot. A Letter was signed stating that all emails were released but that was not true. Jerry refused to follow the law and thousands of dollars were spent. Robert's Rules followed only when convenient, Township affairs should be controlled by the entire board – not one person. Jerry should take direction from the Board. Has contacts available to help with backing up the server if needed.

- **Future Agenda Items**

2016 Budget

Non-Motorized Pathway map, funding and asphalt vs concrete according to the Construction Ordinance.

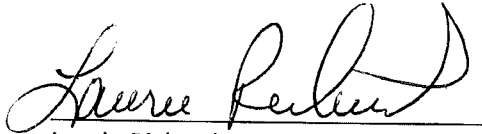
Second Survey to be done in February with Calvin College

No further work sessions scheduled unless necessary. If necessary, we will post as a special meeting.

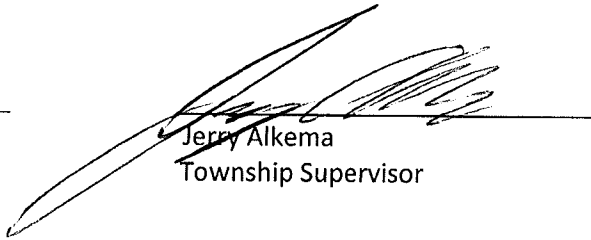
Staff coverage and filling vacancies options were discussed

- **Adjournment**

Motion by Murphy, seconded by Richards to adjourn the meeting at 9:36 pm

A handwritten signature in cursive script, appearing to read "Laurie Richards", written over a horizontal line.

Laurie Richards
Township Clerk

A handwritten signature in cursive script, appearing to read "Jerry Alkema", written over a horizontal line.

Jerry Alkema
Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 9, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door, Modderman, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, John Sanford, Candy Kraker, Sharon Kleinjans, Mike Keefe, Dave Pelton, Chris Dill, Bruce Pindzia, Noel Loveless, Jewel Haji, Kathleen Morris, Alexis Awdziejczyk, Amanda Simmons, Bridget Augustyn, Samantha Stimac, Virginia Jenkins, Brooke Bednar, Olivia Scott, Karen DeLorenzo, Ellary Neil, Samantha Souza, Megan McNamara, Sherry McNamara, Jarod Gulker, Carrington Buist, Shawn Burgdorfer, Jasmin Cook, Anna Lockwood, Andrea Photicu

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Modderman
- **Consent Agenda**
Motion by Murphy, seconded by Modderman to approve the Consent Agenda with the change of moving the Bills to Action Items. Approved.

Items of the Consent Agenda were:

- Approval of the Minutes of the October 26, 2015 - Regular Board Meeting
- Recommendation for Snow Plow
- Bills

For information: - Financial Report
- Community Policing Report
- DDA Minutes from October 20, 2015
- Planning Commission Minutes – October 19, 2015
-MTA Christmas Party Invitation

- **Approve Agenda**
Motion by Murphy, seconded by Door to approve the agenda with the change of adding Zimmer Development to Action Items. Approved
- **Public Comments:**
 - Noel Loveless – The need for Lighting and Sidewalks on 52nd and Pierce Street
 - Lexi Awdziejczyk – Accidents on 52nd and Pierce St. Area very dark and dangerous.
 - Sharon Kleinjans – SAW Grant, money being spent before the actual funds are in hand. As a former employee, has her pension error been corrected? She has not received any correspondence.
 - Candy Kraker – DDA Minutes of October 20, 2015 are incorrect. Public Comment was never allowed. Appointment of the Finance Position. Morale of the part time employees in the office

▪ **Action Items**

-Fire Department Budget

Mike Keefe gave a presentation on the need for an additional full time fire fighter to allow for additional day time coverage and to assist with additional tasks that are needing to be done. Board action will be taken when approving the 2016 Budget.

-Clerical and Zoning Position

Motion by Modderman, seconded by Alkema to approve the hire of Meredith Shearer for the Clerical and Zoning Assistant position. Approved

-Clerical/Front Desk and Clerical/Zoning Assistant Job Descriptions

Motion by Door, seconded by Modderman to approve both job descriptions as presented. Approved with Hoekstra voting against the motion.

-Full time Finance Position

Motion by Alkema, seconded by Murphy to approve the hire of Tim VanBennekomp for the Finance Position with the starting salary of \$20.00 per hour. Roll call vote: Yes – Zeinstra, Modderman, Alkema, Murphy. No – Door, Richards, Hoekstra Approved

-Assessing policy

Motion by Modderman, seconded by Alkema to approve the Assessing Policy and Procedure for viewing or receiving copies of record cards as presented with the change to "there shall be a charge of \$25.00" for generating a query delineating the desired information. Roll call vote: yes – Murphy, Alkema, Modderman, Door, Zeinstra, Hoekstra. No – Richards Approved

-SAW Grant – Professional Service Agreement

Bruce Pindzia from Fleis and VandenBrink gave a presentation on Allendale Township's SAW Grant Award. The township will be receiving this grant over a 3 year period to prepare a waste water asset management plan. The total SAW Grant project is in the amount of \$936,036, with \$842,454 being the grant amount and a local match of \$93,606.

Motion by Hoekstra, seconded by Door to approve the Professional Services Agreement as presented and have Supervisor, Jerry Alkema sign the agreement on behalf of the Township. Roll Call vote: yes – Richards, Alkema, Modderman, Door, Zeinstra, Hoekstra, Murphy. Approved

-Master Plan Update

Motion by Richards, seconded by Murphy to approve the Proposed Update to the 2013 Master Plan as presented. Approved.

-Bills

Motion by Zeinstra, seconded by Alkema to approve the bills as presented. Roll call vote: yes – Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema Approved

-Zimmer Development

Bob Sullivan presented the changes to settle the litigation. Motion by Alkema, seconded by Murphy to have Legal Counsel sign the prepared Consent Judgment (Copy Attached) as

presented. Roll call vote: yes – Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema. Approved

-Budget Items

Motion by Hoekstra, seconded by Alkema to approve the request for \$1.00 per hour increases for both Shelly Kowalczyk and Tammy Walker effective January 1, 2016 in place of the annual inflation and merit increases. Roll call vote: yes – Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema. Approved

- **Discussion Items**

Hoekstra gave an update on the Senior Citizens. Director Kathy Hanes has been appointed to the Ottawa/Muskegon Senior Resources Board. This is a 2 year appointment.

Bob Sullivan gave a handout with information regarding the Township's Authority to accept Credit Card payments. This needs to be done by Resolution.

Bob Sullivan also provided information on the open meetings act and e-mail communication.

- **Public Comments**

- Dave Pelton – The Audio system will be installed next week
- Sharon Kleinjans – Importance of the new Finance Position and the Board should support the recommendations of the Auditor. Urged the Board to listen to the concerns of the Fire Department regarding the need for additional staff.

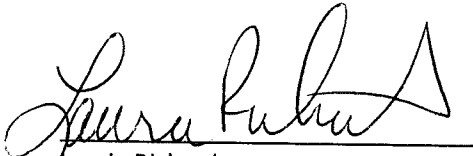
- **Future Agenda Items**

2016 Budget will be discussed at the next Board Meeting


Hoekstra requested a list of things that have not had time to get done in the Finance Department as follow up on comment made during the meeting.

- **Adjournment**

Motion by Door, seconded by Alkema to adjourn the meeting at 10:21 pm.



Laurie Richards
Township Clerk



Jerry Alkema
Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 23, 2015, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door, Modderman, Hoekstra

Members Absent:

Guests Present: Brad Fisher, John Sanford, Candy Kraker, Sharon Kleinjans, Mike Keefe, Dave Pelton, Chris McMullin.

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Modderman

- **Consent Agenda**

Motion by Zeinstra, seconded by Hoekstra to approve the Consent Agenda with the change of moving the approval of the November 9, 2015 Regular Board Meeting Minutes to Action Items. Approved.

Items of the Consent Agenda were:

-Bills

For information: - Financial Report
 - Fire Department Report
 - DDA Minutes from November 17, 2015 – MOVED to
 Discussion Item Section
 - Planning Commission Minutes – November 3, 2015

- **Approve Agenda**

Motion by Murphy, seconded by Door to approve the agenda with the change of moving the approval of the November 9, 2015 Regular Board Meeting Minutes to Action Items and the DDA Minutes of the November 16, 2015 moved to Discussion Items.
Approved

- **Public Comments:**

- Candy Kraker – New Sound System big improvement, Christmas Lights look beautiful. October DDA Meeting Minutes are incorrect, filling the positions of Zoning Assistant and Finance Position, Nothing being done regarding the Survey Results, Jerry's leadership, 1 year to keep afloat.

- Sharon Kleinjans – Opening of her personal mail. Requesting again if her pension error has been corrected. She has not received any correspondence regarding this issue.

▪ **Action Items**

-Approval of the Minutes of the November 9, 2015 – Regular Board Meeting

Motion by Door, seconded by Alkema to correct and amend the minutes under Zimmer Development to attach the Consent Judgment and reference Paragraph 3.b for correct wording of intent. Roll Call vote: yes – Zeinstra, Door, Modderman, Alkema, Richards, Murphy, Hoekstra. Approved

-General Commercial – Public Hearing Notice

Zeinstra introduced Ordinance 2015-19 for first reading. This is an Amendment to Article 14 to change the C-2, General Business District to GC, General Commercial District and delete the C-1 Zone.

-Clerical and Zoning Position - Recommendation

Motion made by Modderman, seconded by Hoekstra to approve the recommendation to hire Kelli McGovern for the full time Clerical and Zoning Position. Starting salary is \$12.00 per hour. Approved.

-Internship

Motion by Alkema, seconded by Zeinstra to increase the pay per hour for the current GIS Intern to \$12.00. This position will be going to one day a week sometime in January. Roll Call vote: yes: Modderman, Alkema, Richards, Murphy Zeinstra. no: Door, Hoekstra Approved

-Assistant Assessor Position – Recommendation

Motion by Alkema, seconded by Richards to approve the recommendation to hire Tyler Wolfe for the Assistant Assessor Position. Starting salary is \$16.00 per hour. Approved.

-Budget Items

Pay rate adjustments were discussed. Motion by Hoekstra, seconded by Murphy to set a standard that all new regularly scheduled employees, hired in the last 3 months of each year, following their 3 month probationary period will have the option to get \$1.00 per hour increase based on satisfactory performance and will be eligible for the annual cost of living increase at that time. Roll Call vote: yes: Richards, Murphy, Hoekstra, Door. No: Alkema, Modderman, Zeinstra Approved

Included in the 2016 Budget is a 3% salary increase for employees broken down as a 2% cost of Living allowance and up to a 1% merit increase.

Motion by Alkema, seconded by Murphy to increase the Employer's share of the 401 contribution from 4% to 6% and increase the Employee's share of their contribution from 3% to 4%. Roll Call vote: yes: Alkema, Murphy, Hoekstra, Zeinstra, Modderman. No: Richards, Door Approved.

Included in the 2016 Budget is \$865,000 for 78th Ave. paving, \$365,000 from the General Fund and \$500,000 from the Road Fund.

Motion by Alkema, seconded by Hoekstra to keep the \$20,000 for Community Promotions in the General Office Budget and put Community Promotions as a future agenda item for further discussion.

Roll Call vote: yes: Richards, Murphy, Hoekstra, Zeinstra, Door, Modderman, Alkema Approved

Axios's performance was discussed. There is \$30,000 in the 2016 Budget. HR expectations will also be added to future agenda items.

A grounds Keeper for the cemetery is included in the 2016 Budget

64th Ave sewer project of \$403,200 from the revolving fund is included in the 2016 budget

Additional Full time Fire fighter position was discussed. A proposal was made to get clarification on some concerns that were expressed. Discussion on this item will be at the next board meeting and a decision on whether to move forward with this position or not will be at that time.

Increase in pay for elected Officials was presented. A 6% increase was proposed.

□ Discussion Items

-DDA Minutes from November 17, 2015

Item 9. 64th Sewer and Road Improvements were discussed. Concerns were the priorities for sidewalks in Allendale such as 64th Ave over 52nd Ave. It was explained that it is most cost effective to do at the same time as the sewer and road improvements are being done.

-DDA Minutes from October 20, 2015

Minutes showed a time for Public Comment but Public Comment was never offered.

Training schedules and priorities were discussed regarding the job responsibilities of the new employees and employees that are requested to do training.

- **Public Comments** ○ 3 Student from Grand Valley – Safety on 52nd Ave and Pierce St area. Inadequate Lighting and no sidewalks. Very dangerous and needs to be a top priority. Show of support for the additional Fire fighter position.
 - Sharon Kleinjans – Axios needs to handle the issues and do what they were hired for. Nothing has changed regarding the issues that were brought forth in the employee survey.

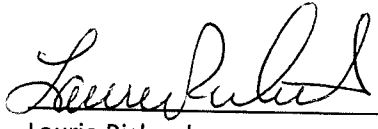
- Candy Kraker – Life is priceless. Priorities are messed up. Do not open private Mail. It is a Federal Offence. Having inappropriate office conversations need to be addressed.
- Chris McMullin – Clarification on GVSU Student issues, the township has conflicting priorities, role of Axios
- John Sanford – Wishing everyone a Happy Thanksgiving ○ Dave Pelton – Checking out the new Audio System

▪ **Future Agenda Items**

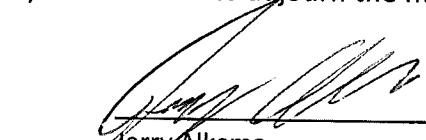
HR Expectations was added to the list

▪ **Adjournment**

Motion by Hoekstra, seconded by Modderman to adjourn the meeting at 10:20 pm.



Laurie Richards
Township Clerk



Jerry Alkema
Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, December 14, 7:30 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Door, Modderman, Hoekstra

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Dave Pelton, Ed DeYoung, Jack Vredevoogd, Peggy Vredevoogd, Virginia Jenkins, Randy Bosch, Bruce Nagelkirk, Mike Keefe, Scott Harkes, Jorden Haisma, Tony Dolce, Justin Platt, Roger Gritters, Nolan Selk, Eric Bauder, Christian Johnson, Ann Malarik, Paul Malarik, Christopher Mc Mullin, Adam Elenbaas, Adam DeYoung, John Sanford, Chris Dill, Chris Holmes

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Consent Agenda**

Motion by Modderman, seconded by Murphy to approve the Consent Agenda with the change of moving the hire of Jasmine Wells – Library Page and the sale of the maintenance vehicle to the consent agenda. Approved

Items on the consent agenda were:

- Approval of the Minutes of the November 23, 2015 - Regular Board Meeting
- Approve Payables
- Sale of the Maintenance Vehicle
- Hire of Jasmine Wells – Library Page

For information: -Financial Report
-Police Report
-Fire Department Report

Motion by Modderman, seconded by Alkema to approve the interim payments totaling \$939.54 as presented. Approved

- **Approve Agenda**

Motion by Murphy, seconded by Modderman to approve the agenda with the change of adding the sale of the Ladder truck to Action Items, Park Rules and Regulations and Open Meeting Act memo to Discussion Items. Approved

■ **Public Comments:**

- Adam Elenbaas – DewPointe West PUD Amendment-concerns with the proposed open space, Lot size and setting precedence with not following the Ordinances, Support for the full-time Firefighter position.
- Virginia Jenkins – DewPointe West PUD Amendment-concerns that the Ordinance in not being followed, compromises are being made, Open Space requirements are not being followed. Requested a timeline for the Dew Pointe West project.

■ **Action Items**

-DewPointe West PUD

Adam DeYoung gave a presentation on the project. Motion by Modderman, seconded by Alkema to set the Public Hearing date for January 11, 2016.

Approved

-General Commercial

Approval of Ordinance 2015-19 was moved to the January 11, 2016 agenda for further discussion when all Board members are present.

-Fulltime Fire Department position

Presentation and questions were answered by Fire Chief Keefe. Motion by Door, seconded by Alkema to allow public comment on this topic at this time.

Approved.

- Chris Holmes – Neglected Equipment Maintenance, position justified, don't rely on Police Department.
- Chris McMullin – Raises for Township Board, Axios cost, concerns for public safety.
- Dave Pelton – Need for additional position on the fire department for emergency response and help administratively, equipment checks, fire prevention education, etc.
- Tony Dolci – Thanked the Board for listening to the firefighters, respect the Fire Chief for his education and training and experience.
- Jordan Haisma – Staffing is necessary during the day time shift.
- Scott Harkes – Police and Fire are two different responsibilities and when you combine those services the level of service to the public is compromised.
- Bruce Nagelkirk – Agrees with the proposal. Additional staff is needed, there is not enough coverage during the day time.

- Randy Bosch – Identified the growth in the township to the increased number of calls each year and stated that this growth is projected to continue. The fire department needs this additional position to improve current services and to provide for the demand on services due to the continued and projected growth.
- Virginia Jenkins – Very Impressed with the presentation at the last meeting by the Fire Chief.
- Jack Vredevoogd – Importance of the Fire Department and having paramedics available
- Lisa Pohl – Numbers support the addition of 2 more firefighters.
- Greg DeJong – Proud of the people of Allendale standing up for the Fire Department. Township Board needs to be pro-active. The growth in this community is huge.
- Adam Elembaas – Thank you for opening up public comment on this topic. Frustrated that this issue has gone on this long
- Roger Gritters – Supports the need for a new firefighter position

Motion by Hoekstra, seconded by Modderman to close Public Comment.
Approved

Motion by Hoekstra, support by Alkema to approve the Budget funding of the fire department that includes a new fire fighter position and requesting the development of a Strategic Plan be completed by March 1, 2016 to include consideration of Paramedics and a millage request on the August 2016 Election Ballot. Roll Call vote: yes: Murphy, Hoekstra, Door, Modderman, Alkema, Richards Approved

Motion by Murphy, seconded by Door to accept the offer for the sale of Ladder Truck 141 to Shelby-Benona for \$72,000.00. Roll call vote: yes: Hoekstra, Door, Modderman, Alkema, Richards Murphy Approved

Motion by Alkema, seconded by Murphy to approve Resolution 2015-23 – Board Meeting Dates for 2016 as presented. Approved

Motion by Richards, seconded by Hoekstra to approve Resolution 2015-24 – Committee Appointments as presented. Approved

Motion by Alkema, seconded by Richards to approve Resolution 2015-25 – Poverty Guidelines for 2016 as presented. Approved

Motion by Murphy, seconded by Door to approve Resolution 2016-26 – 2016 Administration Fee as presented. Approved

Motion by Alkema, seconded by Modderman to approve Resolution 2015-27 – 2016 Supervisor's Salary of \$67,498. Approved

Motion by Door, seconded by Hoekstra to approve Resolution 2015-28 – 2016 Clerk's Salary to \$63,690. Roll call vote: yes: Door, Hoekstra, Richards. No: Modderman, Alkema, Murphy Not Approved

Motion by Modderman, seconded by Murphy to approve Resolution 2015-28 – 2016 Clerk's Salary of \$61,835. Roll call vote: yes: Modderman, Alkema, Richards, Murphy, Hoekstra, Door. Approved

Motion by Modderman, seconded by Alkema to approve Resolution 2015-29 - 2016 Treasurer's Salary of \$4,892. Roll call vote: yes: Alkema, Richards, Murphy, Hoekstra, Door, Modderman Approved

Motion by Alkema, seconded by Modderman to approve Resolution 2015-30 – 2016 Trustee's Salary of \$3,816 as presented. Roll call vote: yes: Door, Modderman, Alkema. No: Hoekstra, Murphy, Richards Not Approved

Motion by Murphy, seconded by Door to approve Resolution 2015-30 – 2016 Trustee's Salary of \$3,600. Approved

Motion by Alkema, seconded by Door to approve Resolution 2015-31 – 2016 Legal Ads as presented (See Exhibit A). Approved

Motion by Alkema, seconded by Modderman to approve Resolution 2015-33 – Pension Changes as presented. Roll call vote: yes: Door, Modderman, Alkema, Murphy. No: Hoekstra, Richards Approved

Motion by Murphy, seconded by Door to approve Resolution 2015-32 – 2016 Budget Resolution as presented. Approved

▪ **Discussion Items**

-64th Ave.

Paving petition failed.

-Park Rules and Regulations

There is a difference in the Township's Ordinance 2014-8 and the currently used Use Agreement. The Ordinance reads differently than the Board approved Pavilion Use Agreement. They need to be reviewed and corrected to be the same. The Ordinance needs to be updated. Resolution to approve Winterfest will be on the December 28, 2015 agenda. Updated use agreement needs to be on the web site.

-Open Meetings Act Memo

Bob Sullivan handed out a Memorandum regarding the Open Meetings Act and Interview Practice for information.

▪ **Public Comments:**

- Adam Elenbaas – Dew Pointe West PUD Amendments not following the township's Ordinance regarding open space requirements, Lot sizes are very small.
- Chris Mc Mullin – Leave the new Fire Fighter position in the budget
- Matt Murphy – The width of the lots in the proposed Dew Pointe West PUD Amendment plan is very small but does create affordable housing.

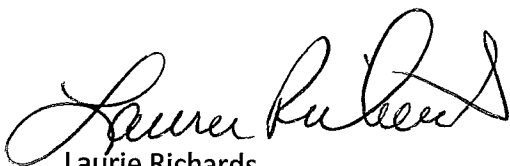
Motion by Murphy, seconded by Door to close public comments. Approved

▪ **Future Agenda Items**

Future Agenda Items were reviewed. Strategic Plan for the township including the Fire Department with deadline of March 1, 2016 was added. Items on the list currently that need to be addressed are Board Goals and Board Mission Statement.

▪ **Adjournment**

Motion by Alkema, seconded by Murphy to adjourn the meeting at 10:17 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, December 28, 2015, 8:00 am
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra

Members Absent: Door, Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, John Sanford, Mike Keefe, Chris Dill, Dave Pelton

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Consent Agenda**

Motion by Alkema, seconded by Murphy to approve the Consent Agenda with a correction on the Approval of the Minutes of the December 14, 2015 – Regular Board Meeting. Approved

Motion by Alkema, seconded by Zeinstra to approve the minutes of the December 14, 2015 – Regular Board Meeting with the correction under Actions Items, section Full Time fire fighter position to remove the wording of “ that includes a new fire fighter position” and to add a bullet point of public comment there also. The original Motion made by Hoekstra at the December 14, 2016 meeting was to approve the Budget Funds authorizing the new firefighter position and requesting the development of a Strategic Plan by March 1, 2016 to include consideration of paramedics and a millage request on the August 2016 Election Ballot. The Motion on the December 14, 2015 minutes would read as follows - Motion by Hoekstra, seconded by Alkema to approve the budget funding of the Fire Department and requesting the development of a Strategic Plan be completed by March 1, 2016 to include consideration of Paramedics and a millage request on the August 2016 Election Ballot.

Roll call vote: yes: Zeinstra, Alkema, Murphy. No: Richards, Hoekstra.
Approved

Items on the consent agenda were:

- Approval of the Minutes of the December 14, 2015 - Regular Board Meeting
- Approve Payables

For information: -Financial Report

Approve Agenda

Motion by Zeinstra, seconded by Alkema to approve the agenda as presented.
Approved

▪ **Public Comments:**

- Mike Keefe – A proper Strategic Plan for the Township cannot be completed by March 1st. There is still the need for an additional full-time fire fighter position. Daily requirements of the fire department are getting behind.

▪ **Action Items**

-Resolution 2015-34 – 2015 Budget Amendments

Motion by Alkema, seconded by Zeinstra to approve Resolution 2015-34 with the elimination of line item of \$150,000.00 for DDA Maintenance of the M45 Blvd. Approved

-HR update

John Sanford from Axios prepared a handout for review of the Project and Consulting work they have been working on since they started with Allendale Charter Township May 1, 2015. Job Descriptions should be finished by the end of January, final draft of the Township Handbook should be available for review by the end of February, and a follow-up employee relations survey scheduled for February/March 2016 with Calvin College facilitating the process.

-Resolution 2015-35 – Winterfest Activity

Motion by Alkema, seconded by Murphy to approve Resolution 2015-35 as amended. (Resolution attached) Approved

▪ **Public Comments:**

- Dave Pelton stated the need to hire the additional firefighter now. Money is being spent for the HR firm and the additional firefighter position is not being supported. Public safety should be a primary concern.

▪ **Future Agenda Items**

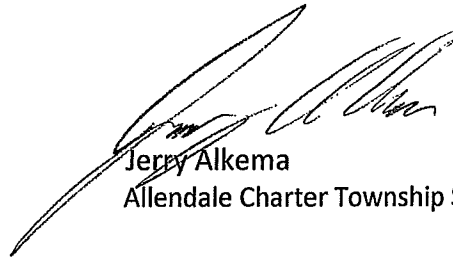
Future Agenda Items will be placed on the agendas in 2016.

▪ **Adjournment**

Meeting adjourned at 9:05 am.

A handwritten signature in cursive script, appearing to read "Laurie Richards".

Laurie Richards
Allendale Charter Township Clerk

A handwritten signature in cursive script, appearing to read "Jerry Alkema".

Jerry Alkema
Allendale Charter Township Supervisor