

Minutes of the Regular Board Meeting  
Held on Monday, January 8, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Kraker, Hoekstra, Zeinstra, VanderWall

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Greg DeJong, Janessa Smit, Bethany Nettleton, Todd Stuive,  
Rence Meredith, Chad Doornbos, Caitlin Kunst, Chole Williams, Hannah Sund

Elenbaas called the Meeting to order

- Invocation was given by Elenbaas
- Pledge of Allegiance
- **Approve Agenda**  
Motion by Zeinstra, seconded by Kraker to approve the agenda as amended with the addition of Census Point of Contact person under Discussion Items. Approved
- **Consent Agenda**  
Motion by Kraker, seconded by VanderWall to approve the consent agenda as presented. Approved  
Items on the consent agenda were:
  - Approval of the December 27, 2017 Regular Board Meeting Minutes
  - Bills
- For Information:
  - Financial Report
  - Planning Commission Minutes (Draft) of January 2, 2018 Meeting will be posted online
  - Minutes of the December 21, 2017 Library Board Meeting
  - December Fire Department Report
- **Interim Payments**  
Motion by Kraker, seconded by Zeinstra to approve the interim payment of \$123.96 as presented. Approved
- **Public Hearing None**
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**
  - County Commissioner Greg DeJong
- **Action Items**
  - Human Resources Information Module**  
Motion by Kraker, seconded by VanderWall to approve the purchase of BambooHR that was recommended by the HR Coordinator as presented. Approved

**-Recommendation to Hire Public Utilities Operator**

Motion by VanderWall, seconded by Zeinstra to hire Ryan VanderPloeg to fill the Public Utilities Operator position with a starting wage of \$19.00 per hour and a \$1.00 per hour increase upon a satisfactory completion of the 3 month probationary period. Approved

**-Recommendation to Hire Fourth of July Coordinator**

Motion by Kraker seconded by VanderWall to authorize legal counsel to write a contract to hire the Allendale Chamber of Commerce to coordinate and manage all the festivities of the Fourth of July for 2018 at a cost of \$5,000 and to execute the contract after review by Board members before signing. Approved

**-Policy for Winter Clothing**

No action taken. Revision will be provided at the January 16<sup>th</sup> Special Board Meeting

**-Final Preliminary Plat Approval for WoodView Estates**

Motion by Zeinstra, seconded by VanderWall to approve the final preliminary plat approval for Woodview Estates as presented. Approved

**-2018 SWAP Service Agreement**

Motion by Kraker, seconded by Zeinstra to approve the 2018 SWAP Agreement as presented. Approved

**-Resolution 2018-1: Streetlights for Farmview Dr**

Motion by Hoekstra, seconded by Kraker to approve Resolution 2018-1: Streetlights for Farmview Dr. as presented. Approved

**-Motion to pay Consumers Energy for Farmview Dr streetlights**

Motion by Kraker, seconded by Zeinstra to pay Consumers Energy \$582.40 for the installation of the streetlights on Farmview Dr. as presented. Approved

**-First Reading of Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process**

Elenbaas introduced Ordinance 2018-1: Zoning Text Amendment Ordinance to simplify the PUD Process for a first reading

**-Adopt Wage Study Ranges**

Motion by Elenbaas, seconded by VanderWall to approve the classification and compensation structure presented from the Pontifex wage study as the 2018 salary ranges. Approved

▪ **Discussion Items**

-MTA Spring Conference – April 23-26

▪ **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

▪ **Board Comments**

BS&A Software Purchase Order Quote

Planning Commission Laptops

Kraker has been appointed to the Senior Resources Board for Muskegon and Ottawa Counties

Good book to read – “The Customer Comes Second”

New sheriff Deputy to start Monday January 15, 2018

REU discussion with Steve Boss

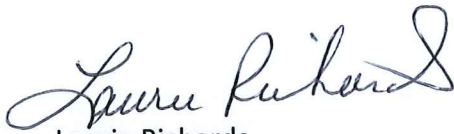
- **Future Agenda Items**

- -1/16: Special Meeting – Employee Handbook: Start with Training/Certificate Reimbursement & Overtime pay, introduction of new township deputy – Travis Schippers and Winter Clothing policy.

- **Adjournment**

Motion by Hoekstra, seconded by Zeinstra to adjourn the meeting at 8:30 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Tuesday, January 16, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, VanderWall, VanderVeen, Richards, Elenbaas, Hoekstra  
Kraker arrived at 8:00 pm

Members Absent:

Guests Present: Caitlin Kunst, Megan DeYoung, Chad Doornbos, Shelly Kowalczyk, Val Weiss,  
Chris Dill, Steve Kempker, Travis Schippers

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance

- Invocation was given by VanderWall
- **Approve Agenda**  
Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.  
Approved
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Action Items**  
-Approval of contract for new deputy  
Motion by VanderWall, seconded by Hoekstra to authorize the Supervisor and Clerk to sign the presented agreement for an additional Deputy with car and equipment.  
Approved
- **Guest Speaker**  
Sheriff Kempker: introduction of new deputy – Travis Schippers
- **Discussion Items**  
-Global Leadership Summit Conference  
August 9-10, 2018 at Life Stream Church  
-Employee Handbook
  - Policy for payment/reimbursement for training/certifications
  - Overtime policy
  - Safety toe shoe/boot policy to add to outerwear policyNext Special Meeting to work on the handbook is scheduled for January 29, 2018 at 7 pm.
- **Public Comments**  
-Caitlin Kunst – thankful for the opportunity to participate  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**  
Rates for the rental of the Pavilions, Auditorium and Band Shell  
Township information and Pictures need to be added on Facebook  
MTA Conference – April 23-26, 2018 in Traverse City.

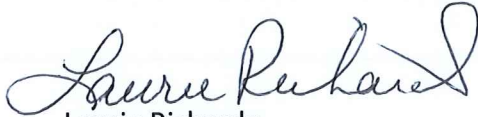


- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 8:30 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, January 22, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Zeinstra, Kraker, VanderVeen

Members Absent: Hoekstra, VanderWall

Guests Present: Bob Sullivan, Bruce Pindzia, Chad Doornbos, Cathy Runyon, Alexia Hipsher, Brianna Chick, Jared Morgan, Dylan Hayes, Jordan Kavorik, Bethany Nettleton, Melona Markham

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Kraker to approve the agenda as presented.  
Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the January 8, 2018 Regular Board Meeting Minutes
- Approval of the January 16, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission Minutes (Draft) of January 15, 2018 Meeting
- December Police Report
- Minutes from the January 11, 2018 Public Utilities Department Meeting
- Water and Sewer Rate Update Documentation (from 12/11/2017 Board packet)

- **Interim Payments**

Motion by Kraker, seconded by VanderVeen to approve the Interim Payments totaling \$1,111.02 as presented.      Approved

- **Public Hearing**

**-Superintendent Doornbos: Presentation of Water and Sewer Rate Adjustments Summary**

Elenbaas opened the Public Hearing at 7:10 pm.

**-Water and Sewer Rate Adjustments**

No comments were received from the public

Motion by Elenbaas, seconded by Zeinstra to close the public hearing at 7:11 pm.

Approved

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker - None**

- **Action Items**

- **-Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process**

- Motion by Zeinstra, seconded by Kraker to approve Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process as presented. Approved

- **-Ordinance 2018-2: 1<sup>st</sup> Reading – Update to Ordinance 2005-10 Industrial**

- **Pretreatment Program Modification Approval**

- Elenbaas introduced Ordinance 2018-2: Update to Ordinance 2005-10 Industrial Pretreatment Program Modification Approval for a first reading.

- **-Resolution 2018-2: DDA Appointment – Josh Thurkettle**

- Motion by VanderVeen, seconded by Kraker to approve Resolution 2018-2: DDA appointment of Josh Thurkettle as presented. Approved

- **-Role of the Board of Trustee's Liaison to the Library Board: Voting or Advisory member**

- Motion by Elenbaas, seconded by Kraker to have the Township Board Liaison to the Library Board be a voting member of the Library Board. Approved

- **Discussion Items**

- **-Rental Rates for Township Hall, Pavilion, Band Shell. Resident vs Non-Resident rate**

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments**

Wage Study to be presented in February

- **Future Agenda Items**

- -1/29: Special Meeting – Employee Handbook: Overtime pay, Training/Certification pay/reimbursement policies, read Caitlin's handout

Meeting starts at 7 pm

- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 7:36 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Monday, January 29, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Hoekstra, Kraker, VanderVeen, Elenbaas, Richards

Members Absent: VanderWall, Zeinstra

Guests Present: Chad Doornbos, Caitlin Kunst, Mike Keefe, Anna Szalay

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by Hoekstra, seconded by Kraker to approve the agenda as presented.  
Approved
- **Public Comments**  
Anna Szalay introduced herself  
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Discussion Items**
  - Employee Handbook
    - Policy for payment/reimbursement for training/certifications
    - Overtime policy
    - Eyeglass policy
    - Resume (chronological) review of handbook
- **Public Comments**  
Chad Doornbos asked for clarification on a time clock issue  
Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved
- **Board Comments - None**
- **Future Agenda Items - None**
- **Adjournment**  
Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:09 pm.  
Approved

  
Laurie Richards  
Allendale Charter Township Clerk

  
Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting  
Held on Tuesday, February 6, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Kraker, Elenbaas, Hoekstra, VanderVeen

Members Absent: Zeinstra, VanderWall

Guests Present: Chad Doornbos, Alyssa Thomas, Dwayne Thomas

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by Kraker, seconded by Hoekstra to approve the agenda as presented.  
Approved
- **For Information/Guest Speaker:**  
-Superintendent Doornbos: Answer Board questions and provide an update on the rate ordinances/resolutions
- **Public Comments**  
-Alyssa Thomas – crosswalk signage on Lake Michigan Dr.  
Motion by VanderVeen, seconded by Kraker to close public comment. Approved
- **Discussion Items**  
-Employee Handbook
  - Begin with PTO discussion
  - Resume review of handbook starting with Section IV, Part H: Salary-Exempt pay exemptions
- **Public Comments - none**  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**  
Resignation of the Children's Librarian, Library Board opening, comp time vs overtime pay, \$385,280 commitment or not on the City of Coopersville Municipal Water Project
- **Future Agenda Items**
- **Adjournment**  
Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:24 pm.  
Approved

  
Laurie Richards  
Allendale Charter Township Clerk

  
Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, February 12, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Kraker, Elenbaas, VanderWall, VanderVeen, Zeinstra

Members Absent: Hoekstra

Guests Present: Bob Sullivan, Mitchell Deemter, Haley Arsenault, Joel VanWyngharden, Daniela Garcia, Roger Victory, Greg DeJong, Ben VanDyken, Logan Muller, Jared Morgan, Tammy Walker, Kelli McGovern, Shelly Kowalczyk, Connor Galligan, Tyler Wolfe, Erika Durocher, Caitlin Kunst, Tim VanBennekom, Lily MacDwan, Kyle Garlanger, Mike Keefe

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the addition of Daniela Garcia and Greg DeJong as Guest Speakers and Mike Keefe – Fire Marshall position to be added under Action Items after approval of the Planning Commission Recording Secretary position. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the January 22, 2018 Regular Board Meeting Minutes
- Approval of the January 29, 2018 Special Board Meeting Minutes
- Approval of the February 6, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- January Police Report
- January Fire Department Report
- Meeting Minutes (Draft) of the February 5, 2018 Planning Commission Meeting

- **Interim Payments**

Motion by VanderWall, seconded by Zeinstra to approve the interim payments in the amount of \$62,942.33 as presented. Approved

- **Public Hearing - None**
- **Public Comments**



Daniela Garcia, 90<sup>th</sup> District State Representative gave an introduction of herself and her plans to run for State Senate.

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

▪ **Guest Speaker**

-Daniela Garcia – State Legislative update

-Greg DeJong – Ottawa County update

▪ **Action Items**

**-Ordinance 2018-3: Update to Water Rates** (1<sup>st</sup> reading was 12/11/2017)

Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-3: Update to Water Rates as presented. Approved

**-Resolution 2018-3: Water System Rate Schedule**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Water System Rate Schedule as presented. Approved

**-Ordinance 2018-4: Update to Sewer Rates** (1<sup>st</sup> reading was 12/11/2017)

Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-4: update to Sewer Rates as presented. Approved

**-Resolution 2018-4: Sewer System Rate Schedule**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Sewer Rate Schedule as presented. Approved

**-Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance**

Motion by Zeinstra, seconded by Kraker to approve Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance as presented. Approved

**-Extend Project Facilitator position to permanent position**

Motion by VanderVeen, seconded by VanderWall to approve making the Project Facilitator position a part-time long term position at a rate of \$28.00 per hour. Approved

**-Fill Open Planning Commission Recording Secretary Position:** Recommending Cynthia Wallentine

Motion by Elenbaas, seconded by Kraker to approve the hire of Cynthia Wallentine to fill the Planning Commission Recording Secretary position at the meeting rate of \$65.00 per meeting. Approved

**-Mike Keefe – Fire Marshall position**

Chief Keefe announced the resignation of Captain Dave Pelton with his last day being March 1, 2018. Motion by VanderWall, seconded by VanderVeen to approve the hire of Lieutenant Tony Dolce to temporarily fill the Fire Marshall position at a rate of \$23.80 per hour until a permanent candidate is selected. Approved

Motion by Elenbaas, seconded by VanderVeen to post the position internally for 2 weeks using the pay range from the wage study of 23.80 to 33.32. If internal candidate not found, an external posting will be done for 30 days. Approved

**-METRO Act Permit Approval: MCI metro/Verizon**

Motion by VanderWall, seconded by Kraker to approve the signing of the METRO Act permit for MCImetro/Verizon as presented. Approved

**-Resolution 2018-5: Update to Consumers Energy Standard Lighting Contract**

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2018-5: Update to Consumers Energy Standard Lighting Contract as presented. Approved

**-Agenda was modified to allow Roger Victory to address the board and give a legislative update.**

**-Wage Study Placement Results and Budget Impact**

Motion by VanderWall, seconded by Zeinstra to adopt the wage study placements as presented and include the modification of the Head Assessor wages and with an effective date of January 1, 2018. Approved Richards opposed

▪ **Discussion Items - None**

▪ **Public Comments**

Kelli McGovern – Thank you for the wage study

Shelly Kowalczyk – Thank you for the wage study

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

▪ **Board Comments**

VanderVeen – Fire Station process moving forward

Zeinstra – Wage study process

VanderWall – Wage study process

▪ **Future Agenda Items**

-Update to phone system

-Schedule Special Meetings to continue employee handbook review

New date is scheduled for Tuesday, February 27<sup>th</sup> at 6:30 pm

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:26 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, February 26, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, VanderWall, Richards, Kraker, Elenbaas, VanderVeen, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Dave Pelton, Gary Torno, David Smoes, Mitchell Feria, Joel VanWyngarden, Sarita Samora, Stormie Batitis, Chase DuShane, David Grean, Gary Tidd, Zach DeBoer, Luke Meerman, Sara Buist, Bethany Nettleton

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Kraker, seconded by Zeinstra to approve the agenda as amended with the addition of Allendale Public Schools as Guest Speaker. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the February 12, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Fire Department Annual Report
- Meeting Minutes (Draft) of the February 19, 2018 Planning Commission Meeting
- Meeting minutes (Draft) of the February 15, 2018 Library Board Meeting
- Minutes from the January 11, 2018 Public Utilities Department Meeting
- 68<sup>th</sup> Ave Bridge Closure

- **Interim Payments**

Motion by Zeinstra, seconded by Kraker to approve the interim payments as presented in the amount of \$2,342.50. Approved

- **Public Hearing None**

- **Public Comments**

- Joel VanWyngarden – New Library Director, current library environment
- Luke Meerman – 88<sup>th</sup> District State Representative Candidate on the ballot August 7



-Dave Pelton – 8 years employment and service to the Township. Leaving this week to work for Walker Fire Department.

-Gary Tidd – Library concerns, Leadership of the Library Director

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**

Allendale Public Schools – New Pre K – K Early Childhood Center plans. Completion expected fall of 2019.

- **Action Items**

- Resolution 2018-6: Update to Consumers Energy Standard Lighting Contract for Hidden Shores West Phase III**

Motion by VanderWall, seconded by Kraker to approve Resolution 2018-6: Update to Consumers Energy Standard Lighting Contract for Hidden Shores West Phase III as presented. Approved

- Consumers Energy contract for Hidden Shores West Phase III**

Motion by Hoekstra, seconded by Zeinstra to authorize the signing of the Consumers Energy contract for Hidden Shores West Phase III as presented. Approved

- Ordinance 2018-5: First Reading – Renewal of Consumers Energy Franchise Agreement**

Elenbaas introduced Ordinance 2018-5: Renewal of Consumers Energy Franchise Agreement for a first reading

- Motion to update Library liaison's voting status on the Library Board**

Motion by Elenbaas, seconded by VanderVeen to update the Library liaison's voting status on the Library Board to a non-voting member. Approved

- Library part time hours: Substitute or part-time help**

Motion by Kraker, seconded by Elenbaas to approve an additional circulation assistant for 20 hours per week and to post internally for a 2 week period. If an internal candidate is not selected, the posting would be posted externally for 30 days. If filled internally we would post for the vacated position. Approved

- Telephone system proposal**

No action taken. Additional information requested.

- Benefits: Start at hire, or after 30+ days**

No action taken. Additional information requested.

- 90 day Appraisal: Caitlin Kunst**

Motion by Elenbaas, seconded by VanderWall to approve the recommendation that Caitlin Kunst has successfully completed her probationary period. Approved

- 90 day Appraisal: Bethany Nettleton**

Motion by VanderVeen, seconded by Kraker to approve the recommendation that the 90 day probationary period be extended an additional 90 days for Library Director, Beth Nettleton. Approved

- **Discussion Items**

- Mural in park**

Board requested additional information. Will be discussed at the next meeting of the Parks and Recreation Committee on March 8 at 7 am.

**-Planter boxes on LMD**

Board members to gather additional information to establish guidelines to present at the next Board meeting on March 12.

**-FOIA Process**

Current process was reviewed.

▪ **Public Comments**

-Joel VanWyngarden – Library Staff vacation hours, Phone System

-Gary Tidd – Library special programs, financing of the Library, Phone system, Redacting of FOIA information

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

▪ **Board Comments**

-Adam: Ottawa County Groundwater Study Update

-Richards – status of 4<sup>th</sup> of July Contract

▪ **Future Agenda Items**

-401(a) and Voya 457

-Library founding documents and structure

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:25 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting  
Held on Tuesday, February 27, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Kraker, Elenbaas, Hoekstra, VanderVeen, Zeinstra, VanderWall

Members Absent:

Guests Present:

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

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

Approved

- **For Information - None**
- **Public Comments - None**

Motion by Elenbaas, seconded by Richards to close public comment. Approved

- **Discussion Items**

-Employee Handbook

- Resume review of handbook

- **Public Comments - none**

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments**

Dates for future Special Board Meeting to continue working on Employee Handbook.

March 13, 2018 at 6:30 pm and April 10, 2018 at 6:30 pm

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by Elenbaas to adjourn the meeting at 9:09 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Regular Board Meeting  
Held on Monday, March 12, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Elenbaas, Kraker, VanderVeen, Hoekstra

Members Absent: Zeinstra, VanderWall

Guests Present: Bob Sullivan, David Morren, Mike Keefe, Chad Doornbos, Bruce Pindzia, Shawn Bates, Cory Compagner, Rich Houtteman, Ihera Deverman, Hope Benninre, Dillan Reenders, Madalyn Butterfield, Bethany Nettleton, Joel Van Wyngarden, Jacob Diephouse, Jacob Koning, Ezekiel Chojnacki, Nick Grinzinger, Joe Amaya, Cathy Runyan, DavidVanGinghoven

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.  
Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the February 26, 2018 Regular Board Meeting Minutes
- Approval of the February 27, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Fire Department Annual Report
- Public Utilities Annual Report
- Meeting Minutes (Draft) of the March 5, 2018 Planning Commission Meeting
- Meeting minutes (Draft) of the March 1, 2018 Library Board Meeting
- February Police Report

- **Interim Payments**

Motion by Kraker, seconded by VanderVeen to approve the Interim payment of \$242.31 as presented. Approved

- **Public Hearing None**

- **Public Comments**

-Ezekiel Chojnacki- Speed Zones on 68th and 64th Avenues by the High School  
Motion by Elenbaas, seconded by Kraker to close public comment. Approved

▪ **Guest Speaker**

- County Commissioner Greg DeJong
- Rich Houtteman – Consumers Energy: Discuss Ordinance 2018-5
- Nick Grinzinger and Joe Amaya: Employee Retirement Plan information / answer questions
- David VanGinhoven and Corey Campagner: Answer Acentek phone system questions
- Chad Doornbos: Public Utilities Annual Report
- Bruce Pindzia and Shawn Bates – Fleis & Vandenbrink: Public Utilities project updates, capital improvements and capacity
- Mike Keefe: Fire Department Annual Report

▪ **Action Items**

**-Fire Department Staffing – Fire Marshal vacancy**

Motion by Elenbaas, seconded by Kraker to allow for the posting and hire of 2 full time Firefighters/Inspectors with a wage range of \$22.57 - \$31.60 and the presented Job Description. This will replace the Fire Marshall position that is currently vacant. Also the appropriate Budget Amendments are approved to cover the additional wages and benefits. Roll call vote: Yes: Hoekstra, VanderVeen, Elenbaas, Richards, Kraker

.....5 Minute Recess.....

**-Ordinance 2018-5: Renewal of Consumers Energy Franchise Agreement**

Motion by VanderVeen, seconded by Kraker to approve Ordinance 2018-5: Renewal of Consumers Energy Franchise Agreement as presented. Approved

**-Telephone system proposal**

Motion by Kraker, seconded by Hoekstra to approve the presented telephone system proposal in the amount not to exceed \$8,500 for the direct purchase of the phones. Approved

**-Fill Youth Services Librarian Vacancy**

Motion by Elenbaas, seconded by VanderVeen to approve the hire of Elizabeth Schab for the Youth Services Librarian with a starting wage of \$22.57 per hour and upon satisfactory completion of her 90 day probationary period her new wage would increase to \$23.13. Approved

**-Temporary Circulation Assistant position**

Motion by VanderVeen, seconded by Kraker to fill the temporary circulation assistant position at the Library with a direct hire for 4 to 6 weeks, pay range of \$11.00 to \$13.00 per hour, and 20 to 28 hours per week. Approved

Motion by Elenbaas, seconded by Kraker to allow the signing of a 4-6 week contract between manpower and the township if a direct hire is not found at the agreed upon rate of \$10.00 to \$12.00 per hour. Approved

**-Health Insurance Benefits: Start at hire date?**

Motion by Kraker, seconded by VanderVeen to approve that health insurance benefits be available to full time employees at the date of hire. Approved

**-Wage placement adjustment**

Motion by Kraker, seconded by VanderVeen to approve the wage placement adjustment for Paul Bussa as recommended.   Approved

▪ **Discussion Items**

-Auditorium and Pavilion rental rates

-Mural in park

-Planter boxes on LMD

-401(a) and Voya 457

-Fence damage at Mully's patio on 48<sup>th</sup> Ave

▪ **Public Comments**

-Beth Nettleton – Rotary Homegrown Hero recognition

Motion by Elenbaas, seconded by Kraker to close public comments.   Approved

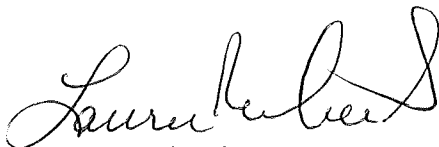
▪ **Board Comments - None**

▪ **Future Agenda Items**

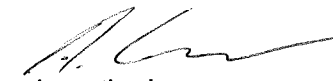
-Library founding documents and structure

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 10:05 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Tuesday, March 13, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Kraker, Elenbaas, Hoekstra, VanderVeen

Members Absent: Zeinstra, VanderWall

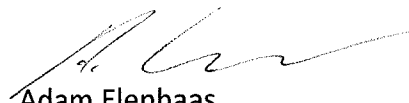
Guests Present:

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by VanderVeen, seconded by Kraker to approve the agenda as presented.  
Approved
- **For Information - None**
- **Public Comments - None**  
Public comments closed
- **Discussion Items**  
-Employee Handbook
  - Resume review of handbook
- **Public Comments - none**  
Public comments closed
- **Board Comments**  
Next date for Special Board Meeting is April 10, 2018 at 6:30 pm  
Master Plan with the Planning Commission
- **Future Agenda Items**
- **Adjournment**  
Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 8:35 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, March 26, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Kraker, VanderVeen, Zeinstra, Hoekstra

Members Absent: VanderWall

Guests Present: Bob Sullivan, Chad Doornbos, Joel VanWyngarden, Kim VanWyngarden, Beth Nettleton, Noah Conrad, Tyler Haveman, Riley Zuizema, Carter Allen, Josh VanHorn

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Zeinstra to approve the agenda with the addition of the Seasonal Public Utility Assistant Operator position be placed under discussion items with the ability to take action. Approved

- **Consent Agenda**

Motion by Kraker, seconded by VanderVeen to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the March 12, 2018 Regular Board Meeting Minutes
- Approval of the March 13, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the March 19, 2018 Planning Commission Meeting
- February Fire Department Report
- Public Utilities Staff Meeting Report

- **Interim Payments**

Motion by Zeinstra, seconded by Hoekstra to approve the interim payments totaling \$137,490.69 as presented. Approved

- **Public Hearing - None**

- **Public Comments**

Kim VanWyngarden - Termination

Motion by Zeinstra, seconded by Kraker to close public comment. Approved

- **Guest Speaker - None**

- **Action Items**

**-Resolution 2018-6: Resolution of Support to add the Village of Caledonia to the Grand Valley Metro Council**

Motion by Kraker, seconded by Hoekstra to approve Resolution 2018-6: Resolution of support to add the Village of Caledonia to the Grand Valley Metro Council as presented. Approved

**-Public Utilities Brush Hog Replacement**

Motion by VanderVeen, seconded by Kraker to approve the Brush Hog Replacement for the Public Utilities Department as recommended at a cost of \$2,112.00 from GreenMark Equipment. Approved

**-Second Temporary Circulation Assistant position**

Motion by VanderVeen, seconded by Zeinstra to approve a second temporary circulation assistant position for 4 -6 weeks to fill the vacancy of Kim VanWyngarden. Approved

**-2018 Dust Control**

Motion by Elenbaas, seconded by Kraker the use of SWB Enterprises LLC for the dust control application this year in the amount of \$7,840.00 per application with the option of 4 applications if needed. Approved

**-Office Furniture Bids**

Motion by Kraker, seconded by Zeinstra to approve the request to purchase Office Furniture from West Shore Services in the amount of \$1,987.00 as presented. Approved

**-Resolution 2018-7: Update to Consumers Energy Standard Lighting contract for Dewpointe West Phase 3**

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2018-7: Update to Consumers Energy Standard Lighting Contract for Dewpointe West Phase 3 as presented. Approved

**-Consumers Energy contract for Dewpointe West Phase 3**

Motion by Hoekstra, seconded by Kraker to approve the signing of the Consumers Energy contract for Dewpointe West Phase 3 as presented. Approved

**-Resolution 2018-8: Update to Consumers Energy Standard Lighting contract for Wood View Estates**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2018-8: Update to Consumers Energy Standard Lighting contract for Wood View Estates as presented. Approved

**-Consumers Energy contract for Wood View Estates**

Motion by Zeinstra, seconded by Hoekstra to approve the signing of the Consumers Energy contract for Wood View Estates as presented. Approved.

**-Completion of 90 day probationary period for Audrey Carlstrom**

Motion by Elenbaas, seconded by Kraker to approve the successful completion of the 90 day probationary period for Audrey Carlstrom and the wage increase to \$23.21 per hour. Approved

▪ **Discussion Items**

**-Auditorium and Pavilion Rental Rates**



**-Seasonal Public Utilities Assistant Operator**

Motion by Kraker, seconded by VanderVeen to approve the updated job description as presented. Approved

Motion by Zeinstra, seconded by Kraker to post the job on various sites. Approved

▪ **Public Comments - None**

Motion by VanderVeen, seconded by Kraker to close public comments. Approved

▪ **Board Comments**

-Elenbaas – April 12 at 1:30 pm Road Commission Meeting, Update in the Community Policing Department

-VanderVeen – Update on the 4<sup>th</sup> of July

-Hoekstra – update on the Library

-Kraker – Four Points Services in Allendale concerns, Pension process

▪ **Future Agenda Items**

-Library founding documents and structure

-April Board meeting dates are April 9<sup>th</sup> Regular Board Meeting, April 10 Special Board Meeting, and April 30<sup>th</sup> Regular Board Meeting

-MTA Conference week of April 23

▪ **Adjournment**

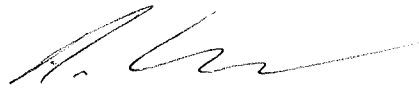
Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 7:48 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, April 9, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Richards, Zeinstra, VanderVeen, VanderWall, Elenbaas, Hoekstra

Members Absent: Kraker

Guests Present: Bob Sullivan, Beth Nettleton, Cal Keuning, Valerie Weiss, Greg DeJonge, Dave Morren, Bruce Pindzia, Nathan Friebe, Elijah Friebe, David VanderHeide, Tyler Wolfe, Kim VanWyngarden, Joel VanWyngarden, Gary Tidd

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Elenbaas, seconded by VanderVeen to approve the agenda with the amendments of adding Greg DeJonge under Guest Speaker and under Action Items adding Library Circulation Assistant position. Approved

- **Consent Agenda**

Motion by Zeinstra, seconded by VanderWall to approve the consent agenda with one correction on the presented bills, which is the removal of the \$3,525.47 payment to Rite Way Plumbing and Heating Inc. Approved

Items on the consent agenda were:

- Approval of the March 26, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the April 2, 2018 Planning Commission Meeting
- Recognition letter of Chief Keefe from National Guard

- **Interim Payments**

Motion by VanderWall, seconded by VanderVeen to approve the interim payments for a total of \$633.13 as presented. Approved

- **Public Hearing - None**
- **Public Comments**

Dave Morren – Tax Tribunal status

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker**

-Ottawa County Sheriff's Department: Introduction of Sgt. Keuning

- County Commissioner – Greg DeJonge
- Recognition of Tyler Wolfe – Michigan Advanced Assessing Officer

- **Action Items**

- Adopt updates to Standard Construction Requirements / Development Fee Estimates**

- Motion by Zeinstra, seconded by VanderWall to adopt the updates to Standard Construction Requirements/Development Fee Estimates as presented.    Approved

- Policy for number of hours for part-time and seasonal workers**

- Motion by VanderVeen, seconded by VanderWall to approve the Policy for number of hours for part-time and seasonal workers as presented to be used currently and included in the Employee Handbook upon adoption.    Approved

- Resolution 2018-9: Revision of Update to Consumers Energy Standard Lighting contract for Hidden Shores Phase 3**

- Motion by Hoekstra, seconded by Zeinstra to approve Resolution 2018-9: Revision of update to Consumers Energy Standard Lighting Contract for Hidden Shores Phase 3 as presented.    Approved

- Revision of Consumers Energy contract for Hidden Shores Phase 3**

- Motion by VanderWall, seconded by Hoekstra to approve the revision and signing of the Consumers Energy Contract for Hidden Shores Phase 3 as presented.    Approved

- Resolution 2018-10: Update to Consumers Energy Standard Lighting contract for Placid Waters Phase 2**

- Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2018-10: Update to Consumers Energy Standard Lighting Contract for Placid Waters Phase 2 as presented.    Approved

- Consumers Energy contract for Placid Waters Phase 2**

- Motion by VanderWall, seconded by Hoekstra to approve the signing of the Consumers Energy Contract for Placid Waters Phase 2 as presented.    Approved

- Library Circulation Assistant Position**

- Motion by Elenbaas, seconded by VanderVeen to approve Ashley Connor for the part-time Library Circulation Assistant position with hours not to exceed 28.5 hours per week and starting salary in the wage range of the Circulation Assistant job description.    Approved

- **Discussion Items**

- David VanderWall: Allendale Township Facilities Master Planning  
Gave an overview of what has happened this far.

- (Action item): GMB Facilities Master Planning Contract**

- Motion by VanderVeen, seconded by VanderWall to accept the presented proposal of \$6,250 from GMB Architecture and Engineering for professional services regarding master planning.    Approved

- MAAO (Level 3 Assessor) wage range  
Additional information is being gathered

- Food vendors in the Park on 4<sup>th</sup> of July  
Looking at current Township vendors ordinance

- **Public Comments**

Joel VanWyngarden – Sign in sheet, Library issues for future agenda item

Dave Morren – Fire Department study, requirement of 3 contract bids

Motion by Elenbaas, seconded by VanderVeen to close public comments.   Approved

- **Board Comments - None**

- **Future Agenda Items**

-Special Meeting: Work session 4/10/2018

Library and Fire Department Handbooks

- **Closed Session: Discuss possible land purchase**

Motion by VanderWall, seconded by VanderVeen to go into closed session at 8:15 pm, pursuant to and as defined in Section 2 (C) and 8 (D) of the Open Meetings Act to discuss possible land purchase. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Hoekstra   No: Richards   Approved

Motion by VanderVeen, seconded by VanderWall to go back into open session at 8:40 pm. Roll call vote: Yes: VanderVeen, Zeinstra, VanderWall, Elenbaas, Richards, Hoekstra.

- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:41 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Tuesday, April 10, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Kraker, Hoekstra, Zeinstra, VanderVeen, VanderWall

Members Absent:

Guests Present: Beth Nettleton, Rob Bristow, Joel VanWyngarden, Kim VanWyngarden

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by VanderVeen, seconded by Kraker to approve the agenda as presented.  
Approved
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Discussion Items**  
**-Employee Handbook Review: Library & Fire Department**
- **Public Comments - None**  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**  
**Future Special Meeting Dates – May 8, May 22 and June 5 at 6:30 pm to continue Handbook Review**
- **Future Agenda Items**
- **Adjournment**  
Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 9:04 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, April 30, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra, Kraker, Zeinstra

Members Absent: VanderWall

Guests Present: Bob Sullivan, Caitlin Kunst, Tyler Wolfe, Dave Rader, Beth Nettleton, Scott Harkes, Chad Doornbos, Mike Keefe, Tony Dolce, Kyle Garlanger, Randy Bosch, Troy Teller, Colin VanderWal, Tim Ratliff, Joe Flagstadt, Matthew Jones, Matt Hopwood, Eric Busscher, Cindi Hopwood, John Hopwood, Becky Hopwood, Don Hopwood, Sharon Hopwood, Joel VanWyngarden, Kim VanWyngarden

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by VanderVeen, seconded by Zeinstra to approve the consent agenda as amended with the removal of the bills. Approved

Items on the consent agenda were:

- Approval of the April 9, 2018 Regular Board Meeting Minutes
- Approval of the April 10, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the April 16, 2018 Planning Commission Meeting
- Public Utilities Staff Meeting (4/12/2018) Report
- February Fire Department Report

Motion by Kraker, seconded by Zeinstra to approve the bills as presented with the removal of a check payable to Mike Keefe for Fire Fighter Training in the amount of \$348.22. Approved

- **Interim Payments**

Motion by VanderVeen, seconded by Kraker to approve the interim payments in the amount of \$53,204.52 as presented. Approved

- **Public Hearing - None**

- **Public Comments - None**

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**

-Chief Mike Keefe: Presentation of helmet to Firefighter Hopwood

-MSgt/FF Matt Jones: Presentation of Award to Chief Keefe

- **Action Items**

- Fill Summer Seasonal Maintenance Positions**

Motion by Kraker, seconded by VanderVeen to hire Matt Borst with a starting wage of \$13.00 per hour and Tyler Bolig with a starting wage of \$11.75 for the Summer Seasonal Maintenance positions. Approved

- Fill Part-time Maintenance Position**

Motion by VanderVeen, seconded by Kraker to hire William Latham with a starting wage of \$14.00 for the part-time Maintenance position. Approved

- Completion of Ryan VanderPloeg 90 Day probationary period**

Motion by Kraker, seconded by Zeinstra to approve Ryan VanderPloeg to permanent Full Time status having successfully completed his 90 day probationary period with the adjusted wage of \$20.76 per hour as presented. Approved

- Authorize bringing on Evan Mize as a trainee firefighter**

Motion by VanderVeen, seconded by Zeinstra to bring on Evan Mize as a trainee firefighter as presented. Approved

- Fire/Rental Inspector 12-hour shift structure/holiday pay/vacation pay**

Motion by Kraker, seconded by VanderVeen to define the vacation and holiday pay as being however many hours you are scheduled to work. Holiday pay will be paid out at a double time rate. The shift is a 12 hour shift that includes a paid lunch time. This affects 3 full time 12 hour shift fire inspector positions. Approved

- Fill Fire Inspector positions**

Motion by Kraker, seconded by VanderVeen to hire Scott Harkes with a starting wage of \$25.00 per hour and Tony Dolce with a starting wage of \$26.80 for the firefighter positions as presented. Approved These 2 new positions will start with 2 weeks paid vacation this first year and the 90 day probationary period has been waived. They have identical job descriptions

- Purchase lawn mower**

Motion by Zeinstra, seconded by VanderVeen to purchase a Ferris lawn mower from Woodland Equipment at a cost of \$9,999.00 as presented. Approved

- Public Utilities Lawn Maintenance**

Motion by Kraker, seconded by Zeinstra to approve the contract for lawn maintenance for the Public Utilities Department to Zehns' Enterprise, LLC at a cost of \$12,750.00 as presented. Approved

- **Discussion Items**

- (Possible Action): **Extend HR Coordinator to 40 hours during the summer**

Motion by Elenbaas, seconded by Kraker to approve the HR Coordinator position to increase to 40 hours per week for the dates of May 1 through August 25, 2018 with

the full time benefits offered to all full time employees for the designated time period and at the current wage of \$23.40 per hour. Approved

**-Update on Allendale Library establishment documents**

Information was presented by Supervisor Elenbaas on the establishment of the Allendale Township Library

**-MAAO (Level 3 Assessor pay)**

Motion by Kraker, seconded by VanderVeen to approve a wage range of \$54,133 - \$75,786 presented from Pontifex for the MAAO Assessor Grade A7 position.

Approved

**-Assessing future planning**

Long term planning for the Assessing Department was discussed with the possible reduction in Dave VanderHeide's hours along with some internal overlap coverage of current staff.

**-Restructuring of Public Utilities Department**

Chad Doornbos presented a restructuring idea to accommodate the necessary capital improvements due to growth, aging plant and introduction of new technology.

- **Public Comments**

Joel VanWyngarden – Re-establishment of the Township Library

Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- **Board Comments**

MTA Conference update at the next Board Meeting

- **Future Agenda Items**

-Joint Meeting with Planning Commission – May 21, 2018 at 7:30 pm - Ground Water Study

-Special Meetings for handbook review – May 8 and May 22, 2018 at 6:30 pm

- **Adjournment**

Motion by Zeinstra, seconded by VanderVeen to adjourn the meeting at 9:52 pm.

Approved

- **Fire Department Year in Review Video**

Postponed for a later time



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Tuesday, May 8, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Kraker, Zeinstra, VanderVeen. Hoekstra arrived at 6:56 pm

Members Absent: Richards, VanderWall

Guests Present: Beth Nettleton, Caitlin Kunst

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Discussion Items**

**-Employee Handbook Review: Library & Fire Department**

- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

**Planning Commission Tablets**

- **Future Agenda Items**

- **Adjournment**

Motion by Kraker, seconded by Zeinstra to adjourn the meeting at 9:06 pm. Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, May 14, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra

Members Absent:

Guests Present: Chad Doornbos, Erika Durocher, Bob Sullivan, Kelli McGovern, Tyler Wolfe, Caitlin Kunst, Beth Nettleton, Gary Tidd, Ezekiel Chojnacki, Sammye Slinger, Mason Vanzien, Ramon Pena

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as amended with a change from Sewer Fact Sheet Charge to Water Fact Sheet Charge under Action Items and moving the Beth Nettleton probationary period evaluation discussion to Closed Session after the second Public Comment section. Approved

- **Consent Agenda**

Motion by VanderWall, seconded by Hoekstra to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the April 30, 2018 Regular Board Meeting Minutes
- Approval of the May 8, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- April Police Report

- **Interim Payments**

Motion by VanderWall, seconded by Kraker to approve the interim payment of \$3,464.31 to KCI as presented. Approved

- **Public Hearing None**

- **Public Comments**

Laurie Richards – FOIA request for wage formula information

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**

-Library Update- Beth Nettleton

- **Action Items**

-Update to Water Fact Sheet Charge

Motion by Zeinstra, seconded by Kraker to implement the update to the Water Fact Sheet Charge as presented. Approved

**-Approve Appraisal for Huntington Bank**

Motion by VanderWall, seconded by VanderVeen to have the Assessing Department choose between the remaining 2 submitted bids, after eliminating the Dave VanderHeide quote, for the appraisal of the Huntington Bank Property. Approved

**-Fire Department Scheduling/Pay Policies: Discussion and Adopt**

Motion by VanderWall, seconded by Kraker to approve the Fire Department Scheduling/pay policies with the clarification regarding lunch defined as paid ½ hour and the ability to combine the (2) 15 minute paid breaks with lunch at the employee's discretion creating a 1 hour lunch with no breaks. Approved

**-Fill Seasonal Public Utilities Position**

Motion by Kraker, seconded by VanderVeen to hire Scott VanderMolen as the Seasonal Assistant Public Utilities Operator at a starting rate of \$15.56 per hour as presented. Approved

**-Fill Part-time Library Circulation Assistant Position**

Motion by VanderVeen, seconded by Kraker to hire Elijah Lemkuil as the Part-time Library Circulation Assistant at a starting wage of \$11.85 with an increase to \$12.15 upon a satisfactory completion of the 90 day probationary period. Approved

**-Wage Recommendation from Personnel Committee: Kyle Garlanger – Fire Inspector**

Motion by Kraker, seconded by VanderWall to increase the wage of Kyle Garlanger to \$24.30 per hour and change his title to Fire Inspector. Approved

**-Wage Recommendations from Personnel Committee: Tyler Wolfe – MAAO Assessor**

Motion by VanderWall, seconded by VanderVeen to approve the wage recommendation of the personnel committee for Tyler Wolfe MAAO certified as \$28.45 per hour to be retroactive to the date of the License. Approved

**-MAAO (Level 3) Assessor pay**

No action taken

▪ **Discussion Items**

-Superintendent Doornbos: Restructuring of Public Utilities Department

-Office Phone System Status Update

-Policy for reviewing employee files

HR Coordinator to draft and review with Legal Counsel

-Beth Nettleton probationary period evaluation discussion

Moved to Closed Session after Public Comments

▪ **Public Comments**

Ezekiel Chojnacki – Tree Planting idea, Library Survey, Green Energy ideas

Kelli McGovern – Confidential information, New Phone system

Tyler Wolfe – Community connection, Office environment

David VanderWall – wage formula and implementation

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

▪ **Closed Session – Beth Nettleton probationary period evaluation discussion**

Motion by Elenbaas, seconded by Kraker to go into closed session at 8:55 pm with Beth Nettleton for the purpose of discussing her probationary period evaluation. Roll call vote: Yes: Hoekstra, Kraker, Richards, Elenbaas, VanderWall, VanderVeen, Zeinstra  
Approved

Out of Closed session at 10:28 pm

▪ **Board Comments**

**-MTA Conference Takeaways**

Discussion at a future Board Meeting

VanderVeen- new construction update

Hoekstra – budget update, agreement with Chamber of Commerce regarding the \$15,000 for the Business Directory, Water/Sewer fact sheets by resolution

Kraker – Disc Assessment

▪ **Future Agenda Items**

**-Joint Meeting with Planning Commission**

Meeting date is May 21, 2018 at 7:30 pm

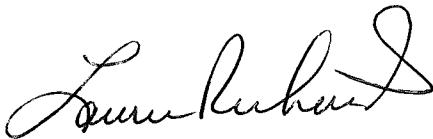
**-Special Meeting for handbook review**

Meeting date is May 22 at 6:30 pm

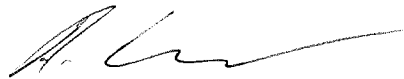
▪ **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 10:35 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Joint Meeting  
With the Township Board and the Planning Commission  
Held on Monday, May 21, 2018, 7:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Zeinstra, VanderVeen, Kraker, Hoekstra

Members Absent: VanderWall

Topic: Ottawa County Water Quality Presentation

Please refer to the Planning Commission Minutes for the detail of the meeting



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Special Board Meeting  
Held on Tuesday, May 22, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, Elenbaas, Richards, Kraker, Hoekstra, VanderVeen


Members Absent: VanderWall

Guests Present: Caitlin Kunst, Savannah DeHoop, Lauren Neumann

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.  
Approved
- **Public Comments - None**  
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Discussion Items**
  - Employee Handbook Review: Fire Department
  - PTO: How to accrue
- **Public Comments - None**  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**
  - June 7 Library Advisory Board meeting
  - June 27 MTA conference in Frankenmuth
- **Adjournment**  
Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:10 pm.  
Approved

  
Laurie Richards  
Allendale Charter Township Clerk

  
Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Tuesday, May 29, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderWall, Hoekstra, Zeinstra, VanderVeen, Kraker

Members Absent:

Guests Present: Bob Sullivan, Kyle Garlanger, Chad Doornbos, Gary Tidd, Caitlin Kunst, Rob Bristow, Kim VanWyngarden, Joel VanWyngarden, Jason Minier

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Zeinstra to approve the agenda as amended with the removal of the probationary period for Beth Nettleton under Action Items.

Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by VanderWall to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the May 14, 2018 Regular Board Meeting Minutes
- Approval of the May 21, 2018 Special Board Meeting Minutes
- Approval of the May 22, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
  - Meeting Minutes (Draft) of the May 7, 2018 Planning Commission Meeting
  - Meeting Minutes (Draft) of the May 21, 2018 Planning Commission Meeting
  - Meeting Minutes of the May 15, 2018 Downtown Development Authority Meeting
  - Public Utilities Staff Meeting Report for May 17, 2018
- Kraker noted a correction to be made on the Staff Meeting Report  
"Lack of Records" should read – "Organizing past records"

- **Interim Payments**

Motion by Kraker, seconded by VanderWall to approve the interim payment of \$20.00 as presented. Approved

- **Public Hearing None**

- **Public Comments**

Jason Minier – Running for State Representative

Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**

-Sgt. Kyle Garlanger: Rental Housing Update

- **Action Items**

- Appraisal for Huntington Bank**

Motion by VanderVeen, seconded by VanderWall to add A. VanStensel & Son, LLC to the list of appraisal services to be considered for the appraisal of the Huntington Bank property. Approved

-Ordinance 2018-6: Amendment to the Zoning Ordinance

Elenbaas introduced Ordinance 2018-6: Amendment to the Zoning Ordinance for first reading

- Ordinance 2018-7: Amendment to Subdivision Ordinance**

Elenbaas introduced Ordinance 2018-7: Amendment to the Subdivision Ordinance for first reading

- Moratorium on Development: Developments not connected to public utilities**

Elenbaas introduced Ordinance 2017-8: Moratorium on Developments: Developments not connected to public utilities for first reading

- Fill Part-time Library Circulation Assistant Positions**

Motion by Elenbaas, seconded by Kraker to hire Emily Berridge for a part-time Circulation Assistant position at a starting rate of \$11.85 and upon successfully completing the 90 day probationary period the new hourly rate would be \$12.21. This position is not to exceed 28.5 hours per week. In the event that Emily Berridge is unable to accept the position, the position will be offered to Katelyn Bosch at a starting wage of \$11.85 per hour and upon successful completion of a 90 day probationary period the new hourly wage would be \$11.98 per hour and not to exceed 28.5 hours per week. Approved

Motion by Elenbaas, seconded by VanderVeen to hire Rachel Smith for a part-time Circulation Assistant position to start in July after the resignation Hannah Ebeling at an hourly rate of \$11.85 with and increase to \$12.03 upon successful completion of the 90 day probationary period. This position is not to exceed 28.5 hour per week. In the event that Rachel Smith is unable to accept this position, the position would be offered to Katelyn Bosch at a starting wage of \$11.85 per hour and upon successful completion of a 90 day probationary period the new hourly wage would be \$11.98 per hour and not to exceed 28.5 hours per week. Approved

- Wage Recommendation from Personnel Committee: Scott Harkes – Fire Inspector**

Motion by VanderVeen, seconded by VanderWall to approve the wage recommendation from the Personnel Committee for Scott Harkes – Fire Inspector to \$26.63 per hour as presented. Approved

**-Township Hiring Process**

No action taken

**-Policy for Review of Personnel Files**

No action taken

- **Discussion Items - None**

- **Public Comments**

Gary Tidd – available Technology updates

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

MTA Conference Takeaways

- **Future Agenda Items**

-7/23 Library Guest Speakers – Clare Membiela , Michigan Library Law Consultant and Shirley Buursma

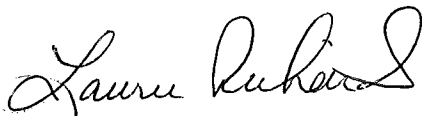
- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:30 pm.

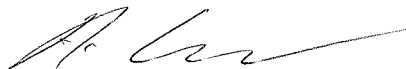
Approved

- **Fire Department Year in Review Video**

Send drop box link to Board members



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, June 11, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Zeinstra, VanderWall, Hoekstra

Members Absent: Kraker

Guests Present: Bob Sullivan, Greg DeJong, Bruce Pindzia, Chad Doornbos, Jay Knoper, Corey Turner, Bob Wilcox, Aaron Phelps, Curt Moran, Rich Sietsema, Curtis Moran

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen

- **Pledge of Allegiance**

- **Approve Agenda**

Motion by VanderWall, seconded by Zeinstra to approve the agenda as amended with moving the Action Item of Ordinance 2018-8: Moratorium on Developments not connected to public utilities to right after update public utilities job description.

Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the May 29, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the June 6, 2018 Planning Commission Meeting
- May Police Report
- April Fire Department Report
- May Fire Department Report

- **Interim Payments**

Motion by Zeinstra, seconded by VanderVeen to approve the interim payments totaling \$925.00 as presented. Approved

- **Public Hearing None**

- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker**

-County Commissioner Greg DeJong – update on Ottawa County issues

-Fleis & VandenBrink: Bob DeVries and Bruce Pindzia  
Presentation of the Wastewater Treatment Plant Feasibility Study

▪ **Action Items**

**-Approve feasibility Study for Waste Water Treatment Plant Expansion**

Motion by VanderWall, seconded by VanderVeen to approve the Wastewater Treatment Plant Feasibility Study as presented by Fleis and Vandenbrink in the amount of \$25,400 which is a budgeted item. Approved

**-Resolution 2018-11: Update Water Fact Sheet**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2018-11: Update Water Fact Sheet dated March 5, 2018. Approved

**-Resolution 2018-14: Update to Standard Construction Requirements**

Motion by VanderVeen, seconded by Zeinstra to approve Resolution 2018-14: Update to Standard Construction Requirements as presented. Approved

**-Bids for GVSU Trunk Sewer Lining**

Motion by Hoekstra, seconded by VanderVeen to approve the bid for the GVSU Trunk Sewer Lining project to IPR and Elite Pipeline in the amount of \$244,552.75 as presented which is a budgeted item. Approved

**-Updated Public Utilities Job Description**

Motion by VanderWall, seconded by VanderVeen to approve the Public Utilities Job Description for a Field Inspector as presented. Approved

**-Ordinance 2018-8: Moratorium on Development: Developments not connected to public utilities**

Motion by VanderWall, seconded by VanderVeen to table Ordinance 2018-8: Moratorium on Developments not connected to public utilities. Approved

**-Resolution 2018-13: Update to Consumers Energy Standard Streetlight Contract for Sunset Dr. / 68<sup>th</sup> Ave**

Motion by Hoekstra, seconded by Zeinstra to approve Resolution 2018-13: Update to Consumers Energy Standard Streetlight Contract for Sunset/68<sup>th</sup> Ave. as presented. Approved

**-Resolution 2018-15: Update to Consumers Energy Standard Streetlight Contract for Victoria Street**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2018-15: Update to Consumers Energy Standard Streetlight Contract for Victoria Street as presented. Approved

**-Consumers Energy contract for Victoria Street**

Motion by Zeinstra, seconded by VanderVeen to approve the Consumers Energy Contract for Victoria Street as presented. Approved

**-Pay installation of new streetlight at Victoria Street**

Motion by VanderWall, seconded by VanderVeen to pay the \$100.00 installation cost for the new street light at Victoria Street as presented. Approved

**-Ordinance 2018-6: Amendment to the Zoning Ordinance**

Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2018-6: Amendment to the Zoning Ordinance as presented. Approved



**-Ordinance 2018-7: Amendment to Subdivision Ordinance**

Motion by VanderVeen, seconded by Hoekstra to approve Ordinance 2018-7: Amendment to Subdivision Ordinance as presented. Approved

**-Fill Part-time Library Page Position**

Motion by VanderVeen, seconded by VanderWall to approve the hire of Tumaini Sango as the part-time Library Page with a starting wage of \$9.25 per hour and upon successful completion of the 90 day probationary period the new hourly rate would be \$9.30 per recommendation from the HR Coordinator. Should Tumaini Sango become unavailable, the offer would be extended to Marissa LaPorte with a starting wage of \$9.25 and upon successful completion of the 90 day probationary period the new hourly rate would be \$9.50 per the recommendation of the HR Coordinator. Approved

**-Interim Library Director**

Motion by Elenbaas, seconded by VanderVeen to name Elizabeth Schab as acting Interim Library Director until a new Director is hired. Her new temporary rate per hour would be \$23.80. Approved

**-Policy for Review of Personnel Files**

Motion by VanderWall, seconded by VanderVeen to approve the policy for Review of Personnel Files as presented. Approved

- **Discussion Items - None**

- **Public Comments**

Aaron Phelps – Ordinance 2018-13: Moratorium

Jay Knoper – Ordinance 2018-13: Moratorium

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

Zeinstra – Well and Septic issues

VanderVeen – M-45 pedestrian crossing issues, Library Minutes in next Board Packet

- **Future Agenda Items**

-6/26 Financial Audit Results

-7/23 Library Guest Speakers

- **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 8:15 pm. Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, June 25, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Kraker, Richards, Elenbaas, VanderVeen, Zeinstra

Members Absent: Hoekstra, VanderWall

Guests Present: Bob Sullivan, Justin Roebuck, Tim VanBennekomp, Chad Doornbos, Caitlin Kunst, Joe Kuiper, Matt Sinnema

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the June 11, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the June 7, 2018 Library Advisory Board

- **Interim Payments**

Motion by Zeinstra, seconded by Kraker to approve the Interim Payments totaling \$875.59 as presented. Approved

- **Public Hearing - None**
- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker**

- County Clerk Justin Roebuck: New Voting Equipment
- Joe Kuiper and Matt Sinnema from Kiekoover, Scholma and Shumaker, PC: 2017 Township Financial Audit Report
- Caitlin: Update from SHRM Conference

- **Action Items**

- Workplace Profile Assessment**  
Information was presented. No action taken.
- Fill Library Advisory Board Member Vacancy**

Motion by Elenbaas, seconded by Kraker to offer Kristen Borgman the vacant position on the Library Advisory Board as recommended by the HR Coordinator. Approved

**-Public Utilities asphalt quotes**

Motion by Elenbaas, seconded by VanderVeen to accept the bid from A-1 Asphalt, Inc. for the price of \$9,596.00 to perform work at the Park Lift Station and repair holes at the WWTP as presented. Approved

**-Resolution 2018-16: Election Inspectors for 2018 Primary Election**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2018-16: Election Inspectors for the 2018 Primary Election as presented. Approved

**-Election Equipment Agreement**

Motion by Kraker, seconded by Richards to approve the Election Equipment Agreement between Ottawa County and Allendale Charter Township as presented. Approved

**-Variance from Sanitary Sewer Hookup Requirement for Parcel 70-09-23-100-061 (11725 60<sup>th</sup> Ave)**

Motion by Elenbaas, seconded by Zeinstra to have legal draft an agreement allowing the owner of the property an exemption from the requirement of having to connect to the public sewer system and allow for a private septic system. Approved

▪ **Discussion Items - None**

▪ **Public Comments**

Chad Doornbos – Disc Profile

Motion by Elenbaas, seconded by Kraker to close public comments. Approved

▪ **Board Comments**

Kraker – Not available for the July 9 Board Meeting

Elenbaas – Volunteers for the 4<sup>th</sup> of July Events, Budget Amendments at future Board Meeting

VanderVeen – Update on the Fire Station, timeline on the Personnel Handbook

▪ **Future Agenda Items**

- -7/23 Library Guest Speakers; pathway discussion

▪ **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:53 pm. Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, July 9, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Hoekstra, Richards, VanderVeen, Elenbaas, VanderWall, Zeinstra

Members Absent: Kraker

Guests Present: Bob Sullivan, Greg DeJonge, Amanda Price

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra

- **Pledge of Allegiance**

- **Approve Agenda**

Motion by Hoekstra, seconded by VanderWall to approve the agenda as presented.

Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the June 25, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the May 15, 2018 Downtown Development Authority
- June Police Report

- **Interim Payments**

Motion by VanderWall, seconded by VanderVeen to approve the interim payments totaling \$2,052.73 as presented. Approved

- **Public Hearing None**

- **Public Comments**

Jeff Seaver – 2 emails were submitted regarding voting location and zoning concerns

Elenbaas has responded back to Mr. Seaver

Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- **Guest Speaker**

County Commissioner Greg DeJonge

- **Action Items**

-Elizabeth Schab 90-day Probationary Period

Motion by Elenbaas, seconded by Richards to approve the successful completion of the 90 day probationary period for Elizabeth Schab with a new hourly rate of \$23.25 as Youth Services Librarian.       Approved

**-Recommendation to fill Library Director Position**

No action taken

**-Recommendation to hire Library Substitute**

Motion by VanderWall, seconded by VanderVeen to hire Marissa LaPorte for the on call substitute position at the Library at a rate of \$10.75 based on the established wage formula as recommended.   Since the position is on call, she would not be eligible for a 90 day pay adjustment.       Approved

**-Update to Fire Inspector Job Description**

Motion by VanderVeen, seconded by Zeinstra to approve the Fire Inspector/Fire Fighter Job Description dated June 29 Revision as presented.   Approved

▪ **Discussion Items**

-Workplace Profile Assessment

▪ **Public Comments**

Amanda Price – State Budget is complete

Motion by Elenbaas, seconded by Zeinstra to close public comments.   Approved

▪ **Board Comments**

VanderVeen – Update on employee retirement proposal

Elenbaas – Updates on Moratorium, MDOT meeting, Facilities, Personnel Policy, Movies in the Park.


▪ **Future Agenda Items**

-7/23 Library Guest Speakers; path discussion

▪ **Adjournment**

Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 8:43 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

  
Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, July 23, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: VanderVeen, Richards, Elenbaas, Hoekstra, Kraker, VanderWall

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Kristen Borgman, George Ebeling, Lizzie Schab, Elaine Ebeling, Leigh Rupinski, Margaret Wheeler, Parker Tiethof, Brad Tiethof, Chase Tiethof, Ray Statema, Chad Doornbos, Clare Membiela, Cathy Runyan, Janessa Smit, Carol Scholten, Steve Spriensma, Shirley Buursma, Joel VanWyngarden, Kim VanWyngarden

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by Kraker to approve the agenda as presented.  
Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the July 9, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report

- **Interim Payments**

Motion by VanderVeen, seconded by Kraker to approve the interim payments totaling \$96,562.68 as presented. Approved

- **Public Hearing - None**

- **Public Comments**

Janessa Smit – Allendale Trail Phase 1 support

Ray Statema – support of the Allendale Trails project

Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- **Guest Speaker**

-Clare Membiela (Library of Michigan) and Shirley Buursma (Kent District Library)

Motion by VanderVeen, seconded by VanderWall to amend the agenda. Approved

Motion by VanderVeen, seconded by Kraker to officially hire Lizzie Schab as the Library Director pending a favorable response concerning the approval of the waiver



of the Level 1 certification for 2 years beginning in 2020. The beginning salary will be \$52,017.60 effective immediately based on the favorable response. Approved  
-Janessa Smit (Allendale Area Chamber of Commerce): 4<sup>th</sup> of July Event Update

▪ **Action Items**

**-Fill Paid on Call Firefighter Trainee Openings**

Motion by Kraker, seconded by VanderWall to approve the hire of Garrett Strover, Derek Silveria, and Chris Bannister as paid on call firefighter trainees as presented. Approved

**-Approve updated Youth Services Librarian Job Description**

Motion by VanderVeen, seconded by Hoekstra to approve the updated Youth Services Librarian job description as presented. Approved

**-Hannah Hallifax position/wage correction**

Motion by VanderVeen, seconded by VanderWall to approve Hannah Hallifax to the position of Circulation Assistant with a wage of \$11.97 per hour retroactive back to April 23, 2018 when she began performing those duties. Approved

**-Wage update recommendation from Personnel Committee**

Motion by Elenbaas, seconded by VanderWall to approve the wage recommendation from the Personnel Committee for Kyle Garlanger to \$24.78 effective beginning the next pay period. Roll call vote: Yes: Elenbaas No: Kraker, VanderWall, Richards, VanderVeen, Hoekstra Motion failed

**-Public Utilities Staffing**

Motion by Kraker, seconded by VanderWall to start advertising for a full-time Assistant Operator and full-time Operator position for the Public Utilities Department. Approved

▪ **Discussion Items**

-Allendale multi-use path connection to Greenway River Trail

-Staff attendance at Leadership Conference

▪ **Public Comments**

Joel VanWyngarden – Library Re-establishment

Steve Spriensma – Greenway River Trail path plan

Leigh Rupinski – 1990 Letter to re-establish

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

▪ **Board Comments**

VanderVeen – Schedule special meetings to finish handbook, include emailed information in the Board Packet

Elenbaas – updates on personnel profile tests, HR recommendations, facilities planning meeting

▪ **Future Agenda Items**

-Wage Range

▪ **Adjournment**

Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 10:05 pm. Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, August 13, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Hoekstra, VanderVeen, Richards, Elenbaas, VanderWall, Kraker, Zeinstra

Members Absent:

Guests Present: Bob Sullivan, Lizzie Schab, Chad Doornbos, Greg DeJong, David VanGinhoven, Bruce Pindzia, Josh Thurkettle, Tim Gerrits

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Hoekstra, seconded by VanderVeen to approve the agenda as amended with the addition of County Commissioner, Greg DeJong as a Guest Speaker and 4<sup>th</sup> of July Contracts as the final Action Item. Approved

- **Consent Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Acknowledge/correct error on July 23 Agenda: Should have read "Approval of the **July 9**, 2018 Regular Board Meeting Minutes
- Approval of the July 23, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- June Fire Department Report
- July Fire Department Report
- Minutes of the July 12, 2018 Public Utilities Staff Meeting
- Meeting Minutes (Draft) of the July 16, 2018 Planning Commission Meeting

- **Interim Payments**

Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling \$5,012.17 as presented. Approved

- **Public Hearing - None**
- **Public Comments - None**

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**

- Greg DeJong – update from Ottawa County
- Tim Gerrits: Facilities Planning Update

▪ **Action Items**

**-Approve Updated Assistant Operator Job Description**

Motion by Kraker, seconded by Zeinstra to approve the updated Assistant Operator Job Description with the removal of the benefits, hours and wage range sentences in the first paragraph. Approved

**-Hiring Process Procedure**

Motion by VanderVeen, seconded by Kraker to approve the hiring process procedure dated 8/8/18 as presented with the wording change of hiring team to interview team as referenced in the presented document. Approved

**-Tony Dolce 90-day Probationary Period**

Motion by VanderWall, seconded by Kraker to approve the recommendation of the HR Coordinator that Tony Dolce has successfully completed his probationary period and is now moved to regular status with no wage increase at this time. Approved

**-Fill Open Library Circulation Desk Position**

Motion by VanderVeen, seconded by VanderWall to approve the hire of Allison Wells per the presented recommendation from the HR Coordinator and the Library Director with a starting wage of \$11.85 and after the successful completion of the probationary period the new wage would be \$12.62. In the event that this offer is not accepted, the offer would be extended to Marissa LaPorte with a starting wage of \$11.85 with an increase to \$12.07 upon successful completion of the probationary period. Approved

**-Head Assessor Updated Employment Contract**

No Action taken at this time regarding the updating of an employment contract for the Head Assessor

**-Wood View Estates Final Plat Approval**

Motion by VanderWall, seconded by VanderVeen to approve Wood View Estates final plat as presented with the conditions that the street trees and street lights be installed accordingly as represented on the preliminary plan. Approved

**-Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities (Remove from Table; Motion for a vote to approve)**

Motion by VanderWall, seconded by Kraker to remove the tabled Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities to take action. Approved

Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities as presented. Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra Approved

**-Ordinance 2018-9: 11017 84<sup>th</sup> Ave Rezoning Request – Discussion and 1<sup>st</sup> Reading**

Elenbaas presented for 1<sup>st</sup> reading Ordinance 2018-9: 11017 84<sup>th</sup> Ave Rezoning Request

**-2019 Fourth of July Planning: Renew Agreement with Allendale Area Chamber of Commerce?**

Motion by Elenbaas, seconded by VanderWall to renew the agreement with the Allendale Area Chamber of Commerce for the 2019 Fourth of July event. Approved

**-4<sup>th</sup> of July Contracts**

Motion by Kraker, seconded by VanderWall to authorize Elenbaas to sign the contract with Kramer Entertainment in the amount of \$6,925. on behalf of the township as presented. Approved

▪ **Discussion Items**

- Update from 7/23 Trail Discussion
- Personality Assessment Updates
- Library next steps
- Trustee Hoekstra: Outdoor Fitness Equipment

-Schedule Work Session Special Meetings for Handbook Review, Wage Range Movement

Special Board Meeting dates: September 11, 18, 27 at 6:30 pm

▪ **Public Comments**

Jeff Seaver comments were presented by Elenbaas regarding the Election polling location

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

▪ **Board Comments**

Elenbaas – Christmas Holiday schedule, Budget input regarding expenditure of DDA funds for resurfacing of subdivision roads, employee, trustee and Board Officer pay for 2019, Back to School participation next Tuesday at 5 pm

Hoekstra – Life EMS substation location, sidewalks along Pierce St from 78<sup>th</sup> to school

▪ **Future Agenda Items**

- Wage range movement, DDA Scope, Multi-use path

▪ **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:24 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

**Minutes of the Regular Board Meeting  
Held on Monday, August 27, 2018, 7:00 pm  
At the Allendale Charter Township Hall**

Members Present: Hoekstra (left at 8:20 pm), VanderVeen, Elenbaas, VanderWall, Kraker, Zeinstra

Member Absent: Richards

Guests Present: Bob Sullivan, Chad Doornbos, Matthew Jones, Doug Anderson, Eric Busscher, Austin Petroelje, Matt Hopwood, Mike Keefe, Randy Bosch, Tony Dolce, Bruce Nagelkirk, Nicole Jones, Doug Jones, Cheryl Jones, William O'Donnell, Bob Anderson, Lizzie Schab, Kris Anderson, Erin Anderson, Aidan Anderson

Elenbaas called the meeting to order

- Invocation was given by Elenbaas
- Pledge of Allegiance
- Approve agenda  
Motion made by VanderWall, seconded by Hoekstra, to approve the agenda as presented. Approved.
- Consent Agenda  
Motion made by Hoekstra, seconded by Zeinstra, to approve the consent agenda as presented.  
Approved.

Items on the consent agenda were:

- Approval of the August 13, 2018, Regular Board meeting minutes
- Bills

For information:

- Financial report
- Meeting minutes of the August 6, 2018, Planning Commission meeting
- Meeting minutes (draft) of the August 20, 2018, Planning Commission meeting
- Minutes of the August 16, 2018, Public Utilities Staff meeting
- July Community Policing report
- Interim payments  
Motion made by VanderWall, seconded by VanderVeen, to approve of the interim payments in the amount of \$7,375 as presented. Approved.
- Public hearings—none
- Public comments  
- Sharon Kleinjans encouraged the Board to be open to small “pocket” parks, and to accept donated property should that opportunity become available.
- Guests speakers  
- Mike Keefe presented Matthew Jones and Doug Anderson to the Board as they have been promoted to Sergeants. Elenbaas gave them the oath of office.

- Action items

- Ordinance 2018-9: 11017 84<sup>th</sup> Ave Rezoning Request**

- Motion made by Zeinstra, seconded by VanderVeen, to approve Ordinance 2018-9, which rezones property located at 11017 84th Avenue, per Planning Commission findings for evaluation factors. Approved. (copy attached)

- Fill Youth Services Librarian Position**

- Motion made by VanderVeen, seconded by Zeinstra, to hire Ashley Johnson as the Youth Services Librarian, at the hourly wage of \$22.97, with an increase to \$23.97 after successful completion of the orientation period, and starting with 2 weeks of vacation. Approved.

- End of Probationary Period for Scott Harkes**

- Motion made by VanderWall, seconded by VanderVeen, to remove Scott Harkes from probationary status upon successful completion of the orientation period. Approved.

- End of Probationary Period for William Latham**

- Motion made by VanderWall, seconded by VanderVeen, to remove William Latham from probationary status upon successful completion of the orientation period, increasing his hourly wage to \$14.00 per hour. Approved.

- Head Assessor Responsibilities: VanderHeide to Wolfe**

- Motion made by VanderWall, seconded by Zeinstra, to promote Tyler Wolfe to the position of Head Assessor, at the annual wage of \$72,400, and making him eligible for merit and cost of living increases as typically determined by the staff review process. Approved.

- Updated Head Assessor Employment Contract**

- Motion made by VanderWall, seconded by Kraker, to authorize the Supervisor and Clerk to sign an employment contract with Assessor David VanderHeide, with an amendment to Article 3.3 which limits the delayed compensation of \$5,000 for only the April 1, 2019, signing of the roll, and with an amendment to Article 5.2 to delete the last sentence of that paragraph. Approved.

- Discussion items

- 2019 Budget
  - 2018 Christmas/New Year's holiday schedule
  - Training opportunity of MCAT class for Finance and Planning/Zoning Departments.
  - Facility Planning
  - Wage range movement
  - Wage for Kyle Garlanger

- Public comments—none

- Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- Board comments

- Leadership Conference updates

- Future Agenda Items

- 2019 Budgets
  - Facility Planning
  - Wage range movement
  - Road paving

- Adjournment

- Motion made by VanderVeen, seconded by VanderWall, to adjourn at 8:48 pm.



Approved.

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 "Adam Elenbaas".

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, September 10, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, VanderWall, Kraker, Zeinstra, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Chad Doornbos, Joel VanWyngarden, Greg DeJong, Rick Ensing, Matt Ensing, Corey Chandler, Kian Barnes, Mikaila DeMyer, Rodrigo Torres, Rece Davis, Austin Knowles, Adam Cover

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by VanderWall, seconded by VanderVeen to approve the agenda as presented.  
Approved

- **Consent Agenda**  
Motion by VanderVeen, seconded by Zeinstra to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the August 27, 2018 Regular Board Meeting Minutes
- Completion of Emily Berridge 90 day Probationary Period
- Bills

For Information:

- Financial Report

- **Interim Payments**  
Motion by VanderWall, seconded by Zeinstra to approve the interim payment of \$449.34 as presented. Approved  
Motion by VanderWall, seconded by Zeinstra to amend the agenda to add the approval of Rochell Pahl as Election Specialist as an Action Item. Approved
- **Public Hearing**  
-Skyline Fall Protection PA 198 Tax Abatement  
Owner, Rick Ensing, explained the Skyline Fall Protection business. Elenbaas opened the public hearing at 7:15 pm. Question was asked as to why this abatement was necessary. Motion by VanderWall, seconded by Kraker to close the public hearing at 7:16 pm.  
Approved
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**

- County Commissioner – Greg DeJong

- **Action Items**

- Resolution 2018-17: Establishment of Industrial Development District**

- Motion by VanderWall, seconded by Kraker to approve Resolution 2018-17:

- Establishment of Industrial Development District for Skyline IDD located at 8528 Lake Michigan Dr.   Approved

- Recommendation to fill Public Utilities Operator Position**

- Motion by Kraker, seconded by Zeinstra to approve the hire of Robert Lamb to fill the Public Utilities Operator Position at a starting rate of \$20.53 as per the conditions outlined in the recommendation letter from the HR Coordinator.   Approved

- Recommendation to fill Public Utilities Assistant Operator Position**

- Motion by VanderVeen, seconded by VanderWall to approve the hire of Keegan VanDoorne for the Public Utilities Assistant Operator Position with a starting wage of \$17.51 per hour as recommended by the HR Coordinator.   Approved

- Resolution 2018-18: Establishment of Application Fee for Construction Board of Appeals**

- Motion by Kraker, seconded by Zeinstra to approve Resolution 2018-18: Establishment of Application Fee for the Construction Board of Appeals as presented.   Approved

- Motion by Zeinstra, seconded by VanderWall to amend the agenda to set a wage for the Construction Board of Appeals voting members.   Approved

- Motion by Kraker, seconded by VanderVeen to pay each voting member of the Construction Board of Appeals at a rate of \$65.00 per meeting.   Approved

- Approval of Rochell Prahll as Election Specialist**

- Motion by VanderWall, seconded by Zeinstra to approve Rochell Prahll to assist with election duties at a rate of \$14.00 per hour to work as contracted services with hours as needed determined at the discretion of the Clerk.   Approved

- This position will be reevaluated in October after registration for the November Election is closed.

- **Discussion Items**

- Questions regarding working from home

- **Public Comments**

- Joel VanWyngarden – Working from home

- Motion by Elenbaas, seconded by VanderVeen to close public comments.   Approved

- **Board Comments**

- Elenbaas – Township Participation in the Trick or Treat event with the Fire Department.
  - VanderVeen – Assessing reform bill, Posting of the cancelled special Board Meeting on 9/11/18

- Kraker – Fee schedule update

- **Future Agenda Items**

- Special Board meeting: 9/11/2018 – cancelled per Handbook materials not ready

Motion by VanderWall, seconded by Kraker to amend the agenda to have the board act to cancel the Special Board Meeting scheduled for Sept 11, 2018 and to cancel the meeting. Approved

Next scheduled Special Board Meetings are Tuesday, September 18, 2018 at 6:30 pm and also Thursday, September 27, 2018 at 6:30 pm.

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:10 pm.

Approved



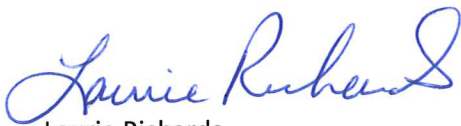
Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On Skyline Fall Protection  
PA 198 Tax Abatement  
Held at the Regular Meeting of the  
Allendale Charter Township Board held on September 10, 2018

- Elenbaas opened the Public Hearing at 7:15 pm
- One comment was given as to why the township needs to do this.
- Motion made by VanderWall, seconded by Kraker to close the Public Hearing.
- Public Hearing was closed at 7:16 pm



Laurie Richards  
Allendale Charter Township Clerk



Minutes of the Special Board Meeting  
Held on Tuesday, September 18, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Hoekstra, VanderVeen, Richards, Kraker arrived at 8:10

Members Absent: Zeinstra, VanderWall

Guests Present: Caitlin Kunst, Chad Doornbos, Emma Jaarsma

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by Hoekstra, seconded by VanderVeen to approve the agenda as presented.  
Approved
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Discussion Items**  
-Employee Handbook Review
- **Public Comments**  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**  
Thank you for all the work on the Handbook  
Next Special Meeting Scheduled for September 27, 2018 at 6:30 for Budget, handbook, wage ranges
- **Future Agenda Items**  
Money Handling Policy
- **Adjournment**  
Motion by Kraker, seconded by VanderVeen to adjourn the meeting at 9:45 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

  
Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, September 24, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Kraker, Elenbaas, VanderVeen, Richards, Hoekstra

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Lizzie Schab, Cathy Runyon, Caitlin Kunst, Kyle Dehning

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as amended with an addition of the September 18, 2018 Special Board Meeting Minutes under the Consent Agenda and the addition of Update to the Personnel Committee under Action Items.  
Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Kraker to approve the consent agenda as amended with the removal of the September 10, 2018 Regular Board Meeting Minutes.  
Approved

Items on the consent agenda were:

- Approval of the September 10, 2018 Regular Board Meeting Minutes
- Approval of the September 18, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Minutes of the September 4, 2018 Planning Commission Meeting
- August Police Report
- Library Advisory Board Meeting Minutes – Sept 20, 2018

- **Interim Payments**

Motion by Kraker, seconded by VanderVeen to approve the interim payments totaling \$105,048.10 as presented. Approved

- **Public Hearing None**

- **Public Comments - None**

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker - None**

- **Action Items**

**-Ordinance 2018-10: 1st Reading - Life Ambulance Conditional Rezoning**  
Mark Meijer from Life EMS presented the project



Elenbaas presented Ordinance 2018-10 –Life Ambulance Conditional Rezoning for a first reading

**-Ordinance 2018-11: Discussion and 1st Reading: Partial Rezoning 6209 Lake Michigan**

Elenbaas presented Ordinance 2018-11: Partial Rezoning 6209 Lake Michigan for a first reading

**-Resolution 2018-20: Pay Rate for Construction Board of Appeals**

No Action taken

**-Resolution 2018-19: Election Inspectors for November 6, 2018 General Election**

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2018-19:

Election Inspectors for the November 6, 2018 General Election as presented.

Approved

**-Resolution 2018-22: Health Insurance In-lieu Benefit**

Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2018-22: Health Insurance in-lieu Benefit with the additional clarification of changes when family status changes. Approved

**-Updates to the Personnel Committee**

Motion by Kraker, seconded by VanderVeen to add Tammy Walker and Ryan

VanderPloeg to the personnel Committee to replace Tyler Wolfe and Chad Doornbos. A representative from the Library will be appointed at a later date. Approved

- **Discussion Items**

- Movement within the wage ranges

- Oversight and handling of cash funds, credit card expenses

- WWI Resolution

- **Public Comments - None**

Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- **Board Comments**

VanderVeen - Library Staff Appreciation Day – October 15

Elenbaas – Facebook FOIA responsibility – Legal to follow up

- Gave update on Budget impact of the 2018 wage increases

- Library status update

- **Future Agenda Items**

- Special Board meeting: September 27, 2018 @ 6:30 pm – Employee Handbook, Wage Movement, Budget.

- **Adjournment**

Motion by Hoekstra, seconded by Kraker to adjourn the meeting at 9:17 pm. Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting  
Held on Thursday, September 27, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: VanderWall, Elenbaas, Hoekstra, Richards, VanderVeen

Members Absent: Kraker, Zeinstra

Guests Present: Caitlin Kunst, Larry Haveman, Tyler Wolfe, Tim VanBennekom

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Hoekstra, seconded by VanderVeen to approve the agenda as presented.  
Approved

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- **Discussion Items**

-2019 Budget Discussion  
-Employee Handbook Review

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments - None**

- **Future Agenda Items - None**

- **Adjournment**

Motion by VanderWall, seconded by Richards to adjourn the meeting at 9:25 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, October 8, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: VanderVeen, Richards, Elenbaas, Kraker, VanderWall, Zeinstra, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Jerry DeJong, Denise DeJong, Tamy Geerts, Mitchell Geerts, Tyler Wolfe, Chad Doornbos, Greg DeJong, Jacob VanderMolen, Steve Versluis, Lizzie Schab, David VanGinhoven, Cathy Runyon, Lena Prah, JR Prah, Rochell Prah, Chris Holmes, Doug Anderson, Kyle Garlanger, Cal Keuning, Val Weiss, Steve Kempker, Mike Keefe, Trevor Johnson, Brandon DeHaan, Jeff Stoll

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended with the removal of Resolution 2018-25 from the agenda. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the September 10, 2018 Regular Board Meeting Minutes
- Approval of the September 24, 2018 Regular Board Meeting Minutes
- Approval of the September 27, 2018 Special Board Meeting Minutes
- Tumaini Sango 90 day Probationary Period
- Bills

For Information:

- Minutes of the September 17, 2018 Planning Commission Meeting
- Minutes of the September 13, 2018 Public Utilities Staff Meeting
- Minutes of the September 26, 2018 Public Utilities Staff Meeting
- Kelli McGovern Conference Report
- Shelly Kowalczyk Conference Report
- September Fire Department Report
- Financial Report

- **Interim Payments**

Motion by VanderWall, seconded by VanderVeen to approve the interim payment of \$3,700 as presented. Approved

- **Public Hearing None**



- **Public Comments**

Steve Versluis- Engineering update on the lake at Placid Waters

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker**

-Sheriff Kempker: Presentation of Citizens Award to Tamy Geerts

-County Commissioner Greg DeJong- County wide update

-Tyler Wolfe: Assessing Update

-Budget Presentations: Lizzy Schab, Kyle Garlanger, Mike Keefe, Chad Doornbos

-Fire Committee Update / Next Steps

- **Action Items**

- Fire Station Architecture and Planning Proposal**

Motion by VanderVeen, seconded by VanderWall to accept the bid of TAG, The Architectural Group, Inc. for the Schematic Design of the Fire Station in the amount not to exceed \$10,000 with the conditions outlined in their proposal and to make a budget amendment from General Fund to cover the costs. Roll Call Vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra Approved

- Ordinance 2018-10: Life Ambulance Conditional Rezoning**

Motion by Hoekstra, seconded by VanderWall to approve Ordinance 2018-10: Life Ambulance Conditional Rezoning based on the recommendations from the Planning Commission. Roll Call Vote: Yes: Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra Approved

Motion by Kraker, seconded by Zeinstra to approve the Conditional zoning Agreement as presented and authorize the Township Supervisor and Clerk to sign the agreement. Approved

- Ordinance 2018-11: Partial Rezoning 6209 Lake Michigan Dr.**

Motion by VanderVeen, seconded by Hoekstra to approve Ordinance 2018-11: Partial Rezoning of 6209 Lake Michigan Dr. based on the conclusion of the Planning Commission with respect to the zoning factors. Roll Call Vote: Yes: VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra, Kraker Approved

- Resolution 2018-17: Establishment of Industrial Development District**

Motion by VanderWall, seconded by Kraker to remove Resolution 2018-17: Establishment of Industrial Development District from the agenda. Previously approved at a prior meeting. Approved

- Set Public Hearing for Skyline Fall Protection PA198 Tax Abatement Request**

Motion by VanderVeen, seconded by Zeinstra to set a public hearing date for Skyline Fall Protection PA 198 Tax Abatement for October 22, 2018. Approved

- Resolution 2018-20: Pay Rate for Construction Board of Appeals**

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-20: Pay Rate for Construction Board of Appeals as presented. Approved

- Resolution 2018-23: Update Members of Personnel Committee**

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2018-23: Update Members of the Personnel Committee as presented. Approved

**-Ordinance 2018-12: Review Site Plan and Site Plan Resolution, 1<sup>st</sup> Reading  
Springfield West PUD Zoning Map Amendment Ordinance**

Elenbaas introduced Ordinance 2018-12: Springfield West PUD Zoning Map Amendment for 1<sup>st</sup> reading

**-Resolution 2018-24: World War I Centennial**

Motion by VanderWall, seconded by Kraker to approve Resolution 2018-24: World War I Centennial as presented. Approved

- **Discussion Items**

- Moratorium Update

- **Public Comments**

- Richard (JR) Prael – Board performance and service to the community.

- Rochell Prael was introduced to the board.

- Motion by Elenbaas, seconded by VanderWall to close public comments. Approved

- **Board Comments**

- VanderVeen – Arrangement of the Agenda, Traffic Management Grant availability

- Elenbaas – Facebook FOIA Policy

- Kraker – absent at the next meeting (October 22), Capital Improvement as a future agenda item

- Zeinstra – Planning Commission working on Master Plan

- Richards – Board Handout

- **Future Agenda Items**

- Oct 22**

- In-Lieu Resolution

- PTO Transition

- Marijuana

- Budget

- Springfield West: Public Hearing and 2<sup>nd</sup> Reading – Ord 2018-12

- Grand Villages PUD Amendment Public Hearing

- Grand Villages Final PUD Site Plan

- Skyline Public Hearing and vote for abatement request

- Public Hearing for Traders View?

- Budget

- Set Public Hearing for Budget

- Facebook FOIA info/protection

- Clerk Assistant

- Approve Handbook

- Approve Handbook rollout items

- Library Substitute Job Description

- Future**

- In-Lieu Resolution 2018-25 (Updating Res 2018-22)

- Wage movement

Moratorium

Library establishment

Budget Public Hearing/vote

Facility Planning

Land purchase?

Updates to construction standards

Bike path discussion, local and county trail

401(a) comparison, waiting on MIRS and employee feedback

DDA Scope

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Policy for public comment

Former fee, with other fee schedules at end of year

Dept Head reports

Flow charts for work responsibilities / backups

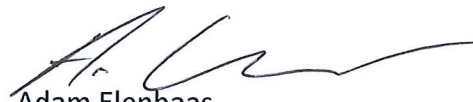
▪ **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 9:55 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Regular Board Meeting  
Held on Monday, October 22, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra, VanderWall

Members Absent: Kraker Zeinstra

Guests Present: Bob Sullivan, Ron VanSingel,, Cal Keuning, Sabrina VanWyk, Isaiah VanWyk, Ken Rizzio, Matt Ensing, Rick Ensing, Jack Barr, Tim VanBenekom

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended to move the Action Items of Ordinance 2018-12: Springfield West PUD Zoning Map Amendment and Grand Villages PUD Amendment of Site Plan/ Maintenance Agreement to right before Guest Speakers. Approved

- **Consent Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the October 8, 2018 Regular Board Meeting Minutes
- Marissa LaPorte Probationary Recommendation
- Bills

For Information:

- Financial Report
- Minutes of the October 1, 2018 Planning Commission Meeting
- Minutes of the October 12, 2018 Public Utilities Staff Meeting

- **Interim Payments**

Motion by VanderWall, seconded by VanderVeen to approve the interim payments totaling \$1,119.57 as presented. Approved

- **Public Hearing**

-Grand Villages PUD Amendment

Jack Barr from Nederveld explained the project. Elenbaas opened the public hearing at 7:07 pm. No comments were received. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:08 pm. Approved

-Springfield West PUD

Ron VanSingel, from the Merestone Group explained the project. Elenbaas opened the public hearing at 7:09 pm. No comments were received. Motion by Elenbaas, seconded by VanderVeen to close the public hearing at 7:10 pm. Approved

**-Skyline Fall Protection PA198 Abatement Request**

Rick Ensing presented the request for a PA198 Abatement for Skyline Fall Protection. Elenbaas opened the public hearing at 7:15 pm. No comments were received. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:16 pm. Approved

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- **Action Items**

**-Skyline Fall Protection PA198 Tax Abatement Request**

Motion by VanderWall, seconded by VanderVeen to approve the clerk to sign and accept the application for the PA198 Tax Abatement agreement in the amount of \$859,517 on the real property. Roll Call Vote: Yes: Hoekstra, VanderVeen, Richards, Elenbaas, VanderWall Approved

**-Resolution 2018-26: Skyline Fall Protection PA198 Tax Abatement**

Motion by VanderWall, seconded by Hoekstra to approve Resolution 2018-26: Skyline Fall Protection PA 198 Tax Abatement as presented. Approved

**-Ordinance 2018-12: Springfield West PUD Zoning Map Amendment Ordinance**

Motion by Hoekstra, seconded by VanderVeen to approve Ordinance 2018-12: Springfield West PUD Zoning Map Amendment based as presented. Approved

Motion by Hoekstra, seconded by VanderVeen to create and approve Resolution 2018-27 based on the conditions recommended by the Planning Commission. Approved

**-Grand Villages PUD Amended Site Plan / Maintenance Agreement**

Motion by VanderVeen, seconded by Hoekstra to approve the Grand Villages PUD Amended Site Plan per Planning Commission finding as presented and authorize the signing of the Maintenance Agreement. Approved

Motion by Hoekstra, seconded by VanderVeen to create and approve Resolution 2018-28 adopting the findings of the Planning Commission. Approved

- **Guest Speaker**

-Budget Presentations – Remaining Departments: Sgt. Keuning, Clerk, Treasurer, Supervisor, Deputy Treasurer

- **Action Items**

**-Schedule Public Hearing for 2019 Proposed Annual Budget**

Motion by Hoekstra, seconded by VanderVeen to schedule the public hearing for the 2019 Proposed Annual Budget for November 12, 2018. Approved

**-Engineering Agreement for Traders View**

Motion by Hoekstra, seconded by VanderWall to allow the supervisor to accept and sign the engineering agreement for Traders view as presented. Approved

**-Job Description for Library Substitute**

Motion by VanderWall, seconded by VanderVeen to approve the job description for library substitute as presented. Approved

- **Discussion Items**

-Recreational Marijuana Ordinance

-Social Media Policy

-Clerk Assistant

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comments.   Approved

- **Board Comments**

Elenbaas- ACT Christmas Tree Lighting Sponsor, IT Bidding to begin in January, Rezoning and use of driveway by J & H Mobil

Richards – Get facts and documentation

VanderVeen – update on Library Appreciation Day

Hoekstra – 52<sup>nd</sup> Ave sidewalks, completion of resolutions

- **Future Agenda Items**


-Schedule Special Meeting Work Session? In-lieu, Colors/DISC/PI Options, Wage Movement – Monday October 29 at 7:00 pm

Handbook approval November 12, 2018 or November 26, 2018 Meeting

See attached list

- **Adjournment**

Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 10:05 pm.  
Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

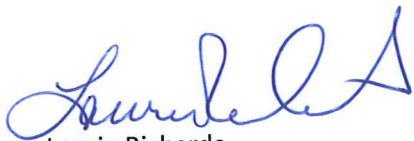


## Future Agenda Items

In-lieu Resolution 2018-25 (Updating Res 2018-22)  
Marijuana: set ordinance?  
Public Hearing for Traders View  
Facebook FOIA info/protection  
Clerk Assistant  
Approve Handbook  
401(a) comparison, waiting on MIRS and employee feedback  
DiSC/Colors/PI proposals (Ceglarek present?)  
Bidding IT support  
Wage movement  
Moratorium  
Library establishment  
Budget Public Hearing/vote  
Facility Planning  
Land purchase?  
Updates to construction standards  
Bike path discussion, local and county trail  
DDA Scope  
Task CIP to PC  
Procedure / list for charging non-profit organizations for facility use  
Policy for public comment  
Forner fee, with other fee schedules at end of year  
Dept Head reports  
Flow charts for work responsibilities / backups  
Hopp Library Lane driveway access

Public Hearing Minutes  
On Grand Villages PUD Amendment  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on October 22, 2018

- Elenbaas opened the Public Hearing at 7:07 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing.
- Public Hearing was closed at 7:08 pm



Laurie Richards  
Allendale Charter Township Clerk

Public Hearing Minutes

On Springfield West PUD

Held at the Regular Meeting of the

Allendale Charter Township Board

On October 22, 2018

- Elenbaas opened the Public Hearing at 7:09 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:10 pm



Laurie Richards  
Allendale Charter Township Clerk

Public Hearing Minutes

On Skyline Fall Protection PA198 Abatement Request

Held at the Regular Meeting of the

Allendale Charter Township Board

On October 22, 2018

- Elenbaas opened the Public Hearing at 7:15 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing.
- Public Hearing was closed at 7:16 pm



Laurie Richards  
Allendale Charter Township Clerk



Minutes of the Special Board Meeting  
Held on Monday, October 29, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Hoekstra, VanderVeen, Richards

Members Absent: Kraker, Zeinstra, VanderWall

Guests Present: Caitlin Kunst

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.

Approved

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Discussion Items**

-In-Lieu Insurance Benefit

-Wage Movement

-Colors/DISC/PI Assessment Options

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

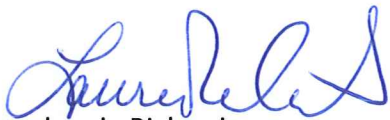
- **Board Comments**

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:51 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, November 12, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra, Kraker, VanderWall

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Greg DeJong, Curtis Moran, Kristen Borgman, Roman Hendriksen, Jaime Neibarger, Jarce Drent, Maddie Hovingh, Emma Rotman, Hannah Bekoits, Jenna Gerakinis, Sarah Brumels, Addison DeMott, Grace Perrin, Lizzie Schab, Elaine Ebeling, Jeffrey Staub, Rob Berends, Owen Burk, Valerie Rosema, Taylah Nesbitt, Kyha Price, Jay Knoper, Jayce Ellens, Caitlin Kunst, Margaret Wheeler, Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Kraker, seconded by VanderWall to approve the agenda as amended with moving the two action items regarding Traders View to the beginning of the Action Items section. Approved

- **Consent Agenda**

Motion by VanderWall, seconded by Hoekstra to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the October 22, 2018 Regular Board Meeting Minutes
- Approval of the October 29, 2018 Special Board Meeting Minutes
- Resolution 2108-27 (Springfield West PUD from October 22 meeting)
- Resolution 2018-28 (Grand Villages PUD from October 22 meeting)
- Bills

For Information:

- Financial Report
- October Fire Department Report

- **Interim Payments**

Motion by VanderVeen, seconded by VanderWall to approve the five interim payments for a total of \$4,671.58 as presented. Approved

- **Public Hearing**

**-Proposed 2019 Annual Budget**

Elenbaas opened the public hearing at 7:05 pm. No comments were received. Motion by Elenbaas, seconded by VanderVeen to close the public hearing at 7:06 pm. Approved

**-Traders View PUD**

Rob Berens with Nederveld presented the project.

Elenbaas opened the public hearing at 7:11 pm. Jay Knoper presented his opposition to the PUD. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:15 pm. Approved

- **Public Comments - None**

Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**

-County Commissioner – Greg DeJong

Update on events in Ottawa County

- **Action Items**

**-Review of Traders View PUD Documentation**

Concern of Mr. Knoper regarding the storm pipe location and septic systems was addressed.

**-Ordinance 2018-13: 1<sup>st</sup> Reading, Traders View PUD**

Elenbaas introduced Ordinance 2018-13: Traders View PUD for a 1<sup>st</sup> reading

**-Fill Library Substitute Position**

Motion by VanderWall, seconded by Kraker to approve the hire of Nazila Rahmani for the substitute library page and circulation assistant position with a starting wage of \$11.73 per the recommendation from the human resources coordinator. Approved

**-Library Advisory Board Bylaws**

No Action Taken

Richards requested to recuse herself from the discussion and vote on the In-lieu health insurance benefit due to a conflict of interest. Motion by Elenbaas, seconded by Hoekstra to allow Richards to recuse herself. Roll Call Vote: Yes: Kraker, VanderWall, Elenbaas, VanderVeen, Richards, Hoekstra. Approved  
Elenbaas appointed Kraker to act as temp clerk.

**-Resolution 2018-25: In-lieu Health Insurance Benefit (update to Res 2018-22)**

Motion by Elenbaas, seconded by VanderWall to approve Resolution 2018-25: In-Lieu Health Insurance Benefit (version 1) as presented. 2 voted in opposition. 3 approved. Approved

Richards resumed as Clerk

**-Resolution 2018-29: Movement within the Wage Ranges**

No action taken

**-BambooHR Employee Assessment Module**

Motion by VanderWall, seconded by VanderVeen to approve the purchase of the BambooHR Employee Assessment Module for the 12 month cost of \$1,867.20 as presented. Approved

**-Employee Handbook** (possible action, may push to 11/26 if discussion is needed)

No action taken

**-Colors/DISC/PI Workplace Assessment and Workshop Options**



Motion by VanderVeen, seconded by Kraker to approve the DISC proposal from Edgeline Resources for phase one and to include Department Heads and HR as well as Board Members and to exclude option two in phase two as presented. Approved

**-401a Retirement Plan Provider**

No action taken. Will have a representative from MERS come for a presentation

**-Ordinance 2018-14: Recreational and Medical Marihuana Ordinance** – Schedule Public Hearing and Introduce for 1<sup>st</sup> Reading

Elenbaas introduced Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments for a first reading

- **Discussion Items**

Moratorium Update

Vaping Ordinance for Minors

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments**

Hoekstra – Contracted Services for Christmas Event payable for \$750 to install and remove tree decorations and purchase of the Star.

VanderVeen – Largest mid-term election, very well run election, change in township hours, Diversity Forum on Friday November 16 at the Fillmore Complex 8:30 - 4

- **Future Agenda Items**

-Public Utility Job Descriptions; Clerk/Supervisor Job descriptions, compensation for statutory/non-statutory duties

-Construction Standards update

-Hepatitis Vaccine is being offered to Public Utilities Employees as well as Fire Fighter personnel

(See Attached List)

- **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:25 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

## **Future Agenda Items**

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties  
Budget Vote  
Marijuana: set ordinance?  
Social Media Policy  
Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b  
401(a) comparison, waiting on MIRS and employee feedback  
DiSC/Colors/PI proposals (Ceglarek present?)  
Wage movement  
Approve Handbook  
Moratorium  
Facebook FOIA info/protection  
Bidding IT support  
Library establishment  
Facility Planning  
Land purchase?  
Updates to construction standards  
Bike path discussion, local and county trail  
DDA Scope  
Task CIP to PC  
Procedure / list for charging non-profit organizations for facility use  
Policy for public comment  
Forner fee, with other fee schedules at end of year  
Dept Head reports  
Flow charts for work responsibilities / backups  
Hopp Library Lane driveway access  
Vaping Ordinance for Minors?  
Jan 28: Lakeshore Advantage

Public Hearing Minutes  
On the 2019 Annual Budget  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
On November 12, 2018

- Elenbaas opened the Public Hearing at 7:05 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:06 pm



Laurie Richards  
Allendale Charter Township Clerk

Public Hearing Minutes

On Traders View PUD

Held at the Regular Meeting of the

Allendale Charter Township Board

On November 12, 2018

- Elenbaas opened the Public Hearing at 7:11 pm
- Comment was received from Jay Knoper regarding his opposition to the PUD
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing. Approved
- Public Hearing was closed at 7:15 pm



Laurie Richards  
Allendale Charter Township Clerk



Minutes of the Regular Board Meeting  
Held on Monday, November 26, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: VanderVeen, Elenbaas, Richards, VanderWall, Kraker, Zeinstra

Members Absent: Hoekstra (present at 7:44 pm)

Guests Present: Bob Sullivan, Chad Doornbos, David VanGinhoven, Austin Adams, Caitlin Kunst, Mike Morrow

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the addition of the Jim Kubiak email added under Discussion Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the November 12, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Minutes of the November 5, 2018 Planning Commission Meeting
- September/October Police Report
- Minutes of the November 15, 2018 Public Utilities Staff Meeting

- **Interim Payments - None**
- **Public Hearing None**
- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- **Guest Speaker**

-David VanGinhoven / Michael Morrow

- **Action Items**

**-IT Support Recommendation**

Motion by Elenbaas, seconded by VanderVeen to transition the IT support to Ottawa County IT as recommended beginning in early January 2019. Approved

Motion by Elenbaas, seconded by Kraker to have the supervisor and the clerk sign the Agreement for Information Technology Services as presented. Approved

**-Ordinance 2018-13: Traders View PUD**

Motion by VanderVeen, seconded by VanderWall to approve Ordinance 2018-13: Traders View PUD as presented. Approved

**-Resolution 2018-30: Traders View PUD**

Motion by Zeinstra, seconded by Kraker to approve Resolution 2018-30: Traders View PUD as presented. Approved

**-Library Advisory Board Bylaws**

Motion by VanderVeen, seconded by Kraker to approve the Library Advisory Board Bylaws as presented. Approved

**-Updates to Township Development Agreement**

Motion by VanderWall, seconded by Zeinstra to approve the updates to the Township Development Agreement as presented and to follow up with a Resolution. Approved

**-Updates to Construction Standards**

Motion by VanderWall, seconded by Kraker to approve the updates to the Construction Standards as presented. Approved

**-Resolution 2018-31: 2019 Budget**

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-31: 2019 Budget to include the \$8.00 correction to the Enterprise charges for services as presented. Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen Approved

**-Resolution 2018-29: Movement within the Wage Ranges**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2018-29: Movement within the Wage Ranges as presented. Approved

**-Approval of Employee Handbook**

Motion by VanderVeen, seconded by Kraker to approve the handbook with the revisions that were discussed and with an effective date of January 1, 2019. Approved

**-Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments**

Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments as presented. Approved

**-Resolution 2018-32: Tax Administration Fee**

Motion by VanderWall, seconded by Kraker to approve Resolution 2018-32: Tax Administration Fee as presented. Approved

**-Ordinance 2018-16: 1<sup>st</sup> Reading – SEMCO Franchise Agreement**

Elenbaas introduced Ordinance 2018-16: SEMCO Franchise Agreement for a 1<sup>st</sup> reading

**-ArchiveSocial Social Media Archiving**

Motion by Elenbaas, seconded by Zeinstra to utilize ArchiveSocial for the township's social media archiving at the rate presented of \$2,388 per year. Approved

▪ **Discussion Items**

-Vaping Ordinance for Minors

-Email from resident regarding violations and enforcement of residential traffic and parking conditions

▪ **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

Poll for possible dates for DISC training

Diversity Training update and County Commissioner's meeting at GVSU update

Discussion regarding future plan for the Bagley house

- **Future Agenda Items**

See attached

- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:30 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

## **Future Agenda Items**

### **12/10**

Board wage adjustments

SEMCO 2<sup>nd</sup> Reading

Assessing resolution

Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b

Public Utility Job Descriptions

401a

### **Future**

Vaping Ordinance for Minors?

Committee Appointments

Resolution to Set Board meeting dates

Resolution for Poverty Guidelines

Resolution for Legal Ads

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Marijuana Zoning Ordinance

Social Media Policy

Moratorium

Facebook FOIA info/protection

Library establishment

Facility Planning

Land purchase?

Updates to construction standards

Bike path discussion, local and county trail

DDA Scope

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Policy for public comment

Forner fee, with other fee schedules at end of year

Dept Head reports

Flow charts for work responsibilities / backups

Hopp Library Lane driveway access

Consider updates to Twp Hall office hours

### **Jan 28**

Lakeshore Advantage



Minutes of the Regular Board Meeting  
Held on Monday, December 10, 2018, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra, Kraker

Members Absent: VanderWall

Guests Present: Bob Sullivan, Greg DeJong, Logan Heft, Jonny Moberly, Jorge Rolan, Josiah Cabrera, Isabelle Novak, Mackenna Schmuker, Sydney Shaw, Rosemy Reeder, Nic Sal, Nick Branden, Jazzmin Finney

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by Zeinstra, seconded by VanderVeen to approve the consent agenda as amended with the removal of Resolution 2018-39: Legal Ads. Approved

Items on the consent agenda were:

- Approval of the November 26, 2018 Regular Board Meeting Minutes
- Bills
- Resolution 2018-33: Supervisor's Salary
- Resolution 2018-34: Clerk's Salary
- Resolution 2018-35: Treasurer's Salary
- Resolution 2018-36: Trustee's Salary
- Resolution 2018-37: 2019 Board Meeting Dates
- Resolution 2018-38: Poverty Guidelines
- ~~-Resolution 2018-39: 2019 Legal Ads~~

For Information:

- Financial Report
- Minutes of the November 19, 2018 Planning Commission Meeting
- Minutes (Draft) of the December 3, 2018 Planning Commission Meeting
- November Fire Department Report

- **Interim Payments**

Motion by Hoekstra, seconded by VanderVeen to approve the 4 interim payments totaling \$1,015.10 as presented. Approved

- **Public Hearing None**
- **Public Comments- None**

Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**

-County Commissioner Greg DeJong gave an update on County issues

- **Action Items**

- Office Storage Cabinets**

Motion by Kraker, seconded by Zeinstra to approve the purchase for office improvements from West Michigan Office Interiors in the amount of \$3,474.52 as presented. Approved

- Ordinance 2018-16: SEMCO Franchise Agreement**

Motion by VanderVeen, seconded by Kraker to approve Ordinance 2018-16: SEMCO Franchise Agreement as presented. Approved

- Resolution 2018-40: Updates to Standard Construction Requirements**

Motion by Zeinstra, seconded by Hoekstra to approve Resolution 2018-40: Updates to the Standard Construction Requirements as presented. Approved

- Resolution 2018-41: Outdoor Fitness Court**

Motion by Kraker, seconded by Hoekstra to approve Resolution 2018-41: Outdoor Fitness Court as presented. Approved

- Resolution 2018-42: Township Fee Schedule**

No action taken

- Resolution 2018-43: Board of Review Committee Appointments**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2018-43: Board of Review Committee Appointments as presented. Approved

- Resolution 2018-44: Committee Appointments**

Motion by VanderVeen, seconded by Zeinstra to approve Resolution 2018-44: Committee Appointments as presented. Approved

- **Discussion Items**

Vaping Ordinance update

- **Public Comments - None**

Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

Treasurer Office Coverage during holiday

Cards for Committee Members

Library Sign damage

Public Notice advertisement on web page and in the announcer

84<sup>th</sup> Ave Dust Control and road maintenance

- **Future Agenda Items – see attached**

Employee 401 recommendation at next meeting

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 7:41 pm.  
Approved





Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Thursday, December 27, 2018, 8:00 am  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Zeinstra, VanderWall, Richards, VanderVeen, Hoekstra

Members Absent: Kraker

Guests Present: Brad Fisher, Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**

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

Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda with a correction to the date on Resolution 2018-39: Legal Ads.   Approved

Items on the consent agenda were:

- Approval of the December 10, 2018 Regular Board Meeting Minutes
- Bills
- Resolution 2018-39: Legal Ads

For Information:

- Financial Report
- Minutes (Draft) of the December 6, 2018 Library Advisory Board Meeting
- Minutes of the December 19, 2018 Public Utilities Staff Meeting
- November Police Report

- **Interim Payments**

Motion by VanderWall, seconded by Zeinstra to approve the interim payment of \$302.77 as presented.   Approved

- **Public Hearing**   None

- **Public Comments** - None

Motion by Elenbaas, seconded by VanderWall to close public comment.   Approved

- **Guest Speaker** - None

- **Action Items**

-**Resolution 2018-42: Township Fee Schedule**

Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2018-42: Township Fee Schedule with the addition of headers to Section b. and clarifying the wording on Section d.   Approved

**-401(a) Provider**

Motion by VanderWall, seconded by VanderVeen to approve MERS as the 401(a) provider for the Retirement Program and begin the transition in early 2019 as recommended by the HR Coordinator and the current VOYA 457 program that is in place shall remain.     Approved

**-Resolution 2018-45: Budget Amendments**

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-45: Budget Amendments as presented.     Approved

- **Discussion Items**

- Establishment of a Community Foundation Fund for the fitness court

- **Public Comments - None**

Motion by Elenbaas, seconded by VanderWall to close public comments.     Approved

- **Board Comments**

Elenbaas – First Meeting in January should include an update on the planning process for the fire station. VanderVeen requested a written report be sent out. Also for bonding purposes a Financial Advisor recommendation. For the second meeting in January – update from Lakeshore Advantage

VanderVeen – Would like all meeting dates for 2019 emailed to Board Members. DISC Meeting dates

Hoekstra – Evaluation questions and PTO rollout

- **Future Agenda Items – see attached**

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:43 pm.

Approved



Laurie Richards  
Allendale Charter Township Clerk



Adam Elenbaas  
Allendale Charter Township Supervisor

## **Future Agenda Items**

**1/14**

Fire Station Planning Update, PFM Financial Planner  
Liquor license

**1/28**

Lakeshore Advantage

### **Future**

Public Utility Job Descriptions

Assessing resolution

Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b

Vaping Ordinance for Minors?

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Marijuana Zoning Ordinance

Social Media Policy

Moratorium

Library establishment

Facility Planning

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

DDA Scope

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Policy for public comment

Dept Head reports

Flow charts for work responsibilities / backups

Hopp Library Lane driveway access

Consider updates to Twp Hall office hours

Retro Museum