

Minutes of the Work Session of the
Allendale Charter Township Board held on
Wednesday, January 4, 2017, 7:00 pm at
The Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Greg Ransford, Tom Zuniga

- 2017 Budget – Several line items in the 2017 Budget were reviewed. Community Promotions position was discussed. A job description will be presented at a future Board meeting for approval.
- Employee Raises (Cost of Living allowance and Merit) – Employee compensation for 2017 was discussed. A recommendation was made to give an increase not to exceed 2% based on Merit at the Department Head's recommendation.
- Annual Evaluations forms were reviewed. The current evaluation form will be used this year.
- Employee Handbook – The Employee handbook will be discussed at the February 6, 2017 Board work session.

▪ Public Comment

-Tom Zuniga – Happy for the opportunity to attend the work session

▪ Adjournment

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

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, January 9, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Greg DeJong, Sherry Kuyt, Chad Akins, Chance Bennett, Dylan Dehning, Michael Conflitti, Meghan Burri, Eric Birtles, Jack Snyder, Hannah Mikkelsen, Ethan Walser

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

- Invocation was given by VanderWall

- **Approve Agenda**

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

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 December 28, 2016 Regular Board Meeting Minutes
- Approval of the January 4, 2017 Board Work Session Minutes
- Bills

For Information:

- Financial Report
- Annual Library Report

- **Interim Payments - None**

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

County Commissioner, Greg DeJong is the new chair of the Commission for the next year. Commissioner DeJong is very passionate about serving and plans to attend our Board meetings monthly to stay connected and give county updates. He would like to recognize Rob Bristow as very good communicator and does a great job.

- **Action Items**

-2017 Budget Amendment – Fire Department: Repair/upgrade pump on Tanker Truck

Motion by VanderWall, seconded by Kraker to amend the 2017 Budget for the repair/upgrade on the Tanker Truck as presented by the Fire Department. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Approved

-Approve employee wage increase for 2017

Motion by Kraker, seconded by VanderWall to approve an employee wage increase for 2017 as a combination of the cost of living and merit increase not to exceed 2% based on the employees evaluation and the Department Head's discretion. Roll call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

-Ordinance Amendment 2017-1 – 1st Reading: An Amendment to Combine PID and Light Industrial Zoning Districts

Motion by Hoekstra, seconded by Elenbaas to take this Ordinance off the table for action. Approved Motion by Hoekstra, seconded by Zeinstra to present Ordinance Amendment 2017-1 – An Amendment to Combine PID and Light Industrial Zoning Districts for 1st reading. Approved

-Ordinance Amendment 2017-2 – 1st Reading: Update Zoning Map

Motion by Richards, seconded by Kraker to take this ordinance off the table for action. Approved Motion by Zeinstra, seconded by Kraker to present Ordinance 2017-2 – Zoning Map Ordinance Amendment for 1st reading. Approved

-Ordinance Amendment: Sign Ordinance 2016-18

Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2016-18 – Amendments to Article 22, Sign and Billboards as presented. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

-Front Desk Position

Motion by Elenbaas, seconded by Richards to recommend Erika Durocher for the position of Administrative Assistant/ Front Desk at a rate of \$12.00 per hour for the 90 day probationary period with close monitoring of the attendance expectations. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

▪ **Discussion Items**

-Former Ordinance Suggestions

The suggested changes were reviewed. The Board gave direction on changes to the current fee schedule and for the preparation of a resolution to reflect those changes to be prepared for approval.

-Non-Motorized Path System

The current plan with Ottawa County and the Township was reviewed to understand what is to be accomplished and the proposed time frame. Discussion will continue.

▪ **Public Comments:**

- Ethan Walser – Questions on widening 68th Ave
- Dylan Dehning – Pot Holes on 68th Ave in front of the High School
- Roger Victory – State of the State Address, 21st Century Infer-structure, Necessary Preventative Maintenance, 7cents gas tax and use of those funds.

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

- **Future Agenda Items - none**
- **Closed Session: Legal Matters**

Motion by Elenbaas, seconded by Hoekstra to go into closed session at 8:09 pm to discuss pending litigation. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

Motion by Hoekstra, seconded by Zeinstra to come out of closed session at 8:25 pm. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

- **Action Items**

-Actions related to Closed Session Discussion

Motion by Hoekstra, seconded by Kraker to have Craig Nolan execute the Stipulated Order of Dismissal Document as presented to settle the law suit. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

- **Adjournment**

Motion by Zeinstra, seconded by Kraker 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 23, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Greg DeJong, Dave Pelton, Ryan Malone, Cody Malone, Morgan Avink, George Berridge, Dylan Sweezer, Evan Morren

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

- Invocation was given by VanderVeen

- **Approve Agenda**

Motion by VanderWall, seconded by Kraker to approve the agenda as presented.
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 9, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission minutes of January 3 and 16, 2017
- Police Report
- Library Board Meeting Minutes of January 19, 2017

- **Interim Payments**

Motion by Kraker, seconded by Zeinstra to approve the interim payments of \$14,500.26 as presented. Approved

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

County Commissioner, Greg DeJong presented his vision for Allendale Charter Township's 4th of July Parade for this year. The theme of the parade would be to Welcome Home the Veterans of the Vietnam War.

- **Action Items**

- **-Ordinance 2017-1 Amendment to combine the PID and the Light Industrial Zoning Districts**

- Motion by Hoekstra, seconded by Zeinstra to approve Ordinance 2017-1 as presente.
Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra Approved

- **-Ordinance 2017-2 A Zoning Map Ordinance Amendment**

- Motion by Hoekstra, seconded by Zeinstra to approve Ordinance 2017-2 as presented.
Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra Approved

- **-Ordinance 2017 -3 1st Reading: A Zoning Map Amendment to Rezone 70-09-23-100-007 from AG Agriculture to R-1 Low Density One-Family Residential Zoning District**

- Elenbaas presented Ordinance 2017-3 for first reading

- **-Resolution 2017- 1 Ballot Language for referendum on Ordinance 2016-17**

- Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-1 for the approval of the ballot language to be placed on the ballot at the May2, 2017 Special Election as presented. Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra Approved

- **-Update the list of individuals on the Township's Bank Accounts**

- Motion by Elenbaas, seconded by VanderVeen to update the following contracts and authorizations on all accounts, investments and communication for the following Financial Institutions: Lake Michigan Credit Union, Old National Bank, Mercantile Bank, Chemical Bank, and Independent Bank to remove Jerry Alkema, Roger Modderman III, and Jack Hagedorn and add Adam Elenbaas, David VanderWall, and Tim VanBennekorn.
Approved

- **Discussion Items**

- **-Necessity of Medical Marijuana Ordinance in response to Michigan Legislation**

- The Ottawa County Sheriff's Office will host a Medical Marijuana legal update meeting on March 9, 2017 from 3:30 to 5:00 pm. Everyone is invited to attend. Please RSVP

- **Public Comments - None**

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

- **Closed Session: Pending Litigation**

- Motion by Elenbaas, seconded by VanderVeen to go into closed session at 7:36 pm to discuss pending litigation. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, VanderVeen Approved

- Motion by VanderVeen, seconded by Kraker to come out of closed session at 7:49 pm.
Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWal, VanderVeen. Approved

- **Action Items**

- **-Actions related to Closed Session Discussion**

- There was no action taken at this time regarding the pending litigation

- **Board Comments**

Hoekstra commented on the paving of 78th Ave and the turning lane, the original traffic study and the Road Commission.

Elenbaas commented that the Planning Commission have moved their meetings to the first and third Mondays of the month. Board work session on January 30th will be on the budget and the Finance Director will be in attendance. The February 6 work session will be on the employee handbook.

Kraker will be absent from the February 6 work session and the February 13th Board Meeting.

- **Future Agenda Items - None**

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:00 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Work Session of the
Allendale Charter Township Board held on
Monday, January 30, 2017, 7:00 pm at
The Allendale Charter Township Hall

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

Members Absent:

Guests Present: Tim VanBennekom, Chuck Gass

- 2017 Budget – Several line items in the 2017 Budget were reviewed.
- Public Comment – None

Next Board Work Session is February 6, 2017 at 7:00 pm to finish the discussion on the 2017 Budget

- Adjournment

Motion by Kraker, seconded by VanderWall to adjourn the meeting at 9:27 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Work Session of the
Allendale Charter Township Board held on
Monday, February 6, 2017, 7:00 pm at
The Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra

Members Absent: Kraker, VanderWall, Zeinstra

Guests Present: Mike Keefe, Steve Boss, Larry Haveman, Sherry Kuyt

- 2017 Budget – Several line items in the 2017 Budget were reviewed.
- Public Comment – None
Motion by VanderVeen, seconded by Richards to close public comment. Approved
- Adjournment
Motion by VanderVeen, seconded by Richards to adjourn the meeting at 10:20 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, February 13, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Kraker, VanderWall

Guests Present: Bob Sullivan, Greg DeJong, Bruce Nagelkirk, Kyle Garlanger, Mike Keefe, Sherry Kuyt, Tony Dolci, Chris Dill, Roger Victory, Ernie Rotman, Melanie Rotman, Sharon Oesch, Megan Grzelakowski, Jessica Johnson

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

- Invocation was given by Zeinstra
- **Approve Agenda**
Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.
Approved
- **Consent Agenda**
Motion by Hoekstra, seconded by Zeinstra to approve the consent agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the January 23, 2017 Regular Board Meeting Minutes
- Approval of the January 30, 2017 Work Session Minutes
- Approval of the February 6, 2017 Work Session Minutes
- Bills

For Information:

- Financial Report
- Planning Commission minutes of January 16 and February 2, 2017
- Public Works Staff Meeting minutes of February 2, 2017
- Public Officials Conference: March 15, 2017
- MCOLES Survey
- Police Report
- Fire Department Report
- Fire Department Annual Report

- **Interim Payments**
Motion by Hoekstra, seconded by Zeinstra to approve the interim payments of \$20,233.94 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 gave an update on some events happening around the county.

Fire Chief Mike Keefe gave a presentation on the Allendale Township Fire Department Year End Review Report. Keefe also gave a presentation on the newly purchased MobileEyes Inspection software and the benefits this new software will bring to the rental inspection program.

Sergeant Kyle Garlanger is working on an update to Ordinance 2005-1 Property Maintenance Code.

Motion by Elenbaas, seconded by VanderVeen to add Roger Victory to the agenda under Guest speaker. Approved

Representative of the 88th District, Roger Victory gave some updates from Lansing. He shared his committee assignments for this next year. He is now in his final (3rd) term.

▪ **Action Items**

-Ordinance 2017-3 A Zoning Map Amendment to Rezone 70-09-23-100-007 from AG Agriculture to R-1 Low Density One-Family Residential Zoning District

Motion by Zeinstra, seconded by Hoekstra to approve Ordinance 2017-3 as presented.

Roll call vote: Yes: Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra Approved

-Life Insurance coverage for paid on call Fire Fighters: currently set at \$10,000

Motion by VanderVeen, seconded by Elenbaas to increase the coverage to \$20,000 for the paid on call firefighters making every employee that is eligible for life insurance having the same coverage. Roll call vote: Yes: Hoekstra, Richards, Elenbaas,

VanderVeen, Zeinstra Approved

▪ **Discussion Items**

-Deputy Riley re-assignment & medical training requirements for future officers

Deputy Riley is being re-assigned and his replacement will start on February 27, 2017.

The necessary/required level of medical training for future deputies was discussed.

-Form Committees for handbook updates and wage study

Elenbaas and Richards will appoint a committee to work on finishing the employee handbook, job descriptions and wage study.

-HR updates

2016 Employee Evaluations are completed. Raises will be retroactive to the beginning of 2017 and included in the next pay cycle.

Tammy Walker, in the water and sewer department, will be working part-time 5 days a week.

The Assessing Department will be hiring a Summer Intern (May – August) and a job description for that position will be presented at the next board meeting, February 27, 2017.

Steve Boss, Superintendent of Public Works, has expressed his desire to retire around February 2018. Restructuring of the Water and Sewer Department and succession planning talks have begun.

Allendale Township and the Chamber of Commerce are partnering to contract a 4th of July Coordinator for this year. Applications are being accepted.

- **Public Comments - None**

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

- **Board Comments**

VanderVeen shared an article about praise and recognition in the work force and the benefits.

- **Future Agenda Items - None**

- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 9:05 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, February 27, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Hoekstra, Richards

Guests Present: Crystal Bultje, David Pelton, Kyle Garlanger, Mike Keefe, Shelly Kowalczyk,
Noah Tameling, Chris Dill, Derek Christensen, Trevor Johnson, Chance Bennett

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

- Invocation was given by Elenbaas

Kraker was appointed as temporary clerk for the purpose of taking the minutes for the meeting.

- **Approve Agenda**

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

Approved

- **Consent Agenda**

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

Approved

Items on the consent agenda were:

- Approval of the February 13, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission minutes of February 20, 2017
- Letter from Cpt. Christensen regarding MFR, EMT, Paramedic Licensure

- **Interim Payments - None**

- **Public Hearing - None**

- **Public Comments**

An email was read by Elenbaas from Gail and Joel Roelofs regarding concerns on the Fox Meadows Development, a subdivision on Pierce St between 64th and 60th Ave.

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

- **Guest Speaker**

-Ottawa County Sheriff's Department: Introduction of Deputy Johnson

Captain Christensen introduced Allendale's new Deputy that replaced Andy Riley. It is now Deputy Johnson.

-Sergeant Garlanger: updates to Rental Housing Inspection Program

Sergeant Kyle Garlanger presented the changes to the rental housing inspection program and gave the necessary reasons for these changes.

- **Action Items**

- **-1st Reading of Ordinance 2017-4: Updates to Rental Housing Registration Ordinance**

- Elenbaas introduced Ordinance 2017-4 – Updates to Rental Housing Registration Ordinance for a first reading

- **-Washing Machine purchase for the Fire Department**

- Motion by VanderWall, seconded by Kraker to approve the purchase of a washing machine at the cost of \$6,928 from Great Lakes Laundry and make the necessary budget amendment. Approved

- **-Approval of Library self-checkout machine**

- Motion by VanderVeen, seconded by VanderWall to purchase a self-check machine for the library from Biblioteca/3M at a cost of \$11,170.08. Approved

- **-Approval of Assessing Department Intern job description and 30 day posting**

- Motion by Kraker, seconded by Zeinstra to approve the presented job description with a wage of \$10.00 per hour and the internship ending on September 1, 2017. Employment will also include the possession of a valid drivers license, clean driving record and the ability to pass the background check. Approved

- **Discussion Items**

- **-Softball Association Insurance Requirements**

- The Board had discussion on the different opportunities for insurance coverage for the Adult Softball Association. No decision was made at this time as to how to move forward on this situation.

- **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 Zeinstra to adjourn the meeting at 8:00 pm. Approved

Candy Kraker
Temporary Clerk/Recording Secretary

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, March 13, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Crystal Bultje, Greg DeJong, Dave Pelton, Mike Keefe, Shelly Kowalczyk, Kyle Garlanger, Jacob Bylsma, Jared Koekkoek, Heath Thielen

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

- Invocation was given by Hoekstra
- **Approve Agenda**
Motion by Zeinstra, seconded by Hoekstra to approve the agenda with the changes of adding to Action Items the retirement of Barb VanderJagt on June 30, 2017 and Jim Harkes on March 17, 2017. Approved
- **Consent Agenda**
Motion by Elenbaas, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the February 27, 2017 Regular Board Meeting Minutes
- Approval to interview Matthew Hopwood for an open paid on call position with the Fire Department. Applicant will be a trainee, pending the interview process and physical.
- Bills

For Information:

- Financial Report
- Planning Commission minutes of March 6, 2017
- Police Report
- Fire Department February Activity Report
- Minutes from Public Works staff meeting on March 9, 2017

- **Interim Payments**
Motion by Zeinstra, seconded by Kraker to approve the payment of the presented interim payment of \$5,411.03. Approved
- **Public Hearing – None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Richards to close public comment. Approved

- **Guest Speaker**

-County Commissioner – Greg DeJong gave an update on things happening around Ottawa County such as the Grand Haven Town Hall meeting with Bill Huizenga, workshop on March 30 with GVSU Student Senate, Ottawa County Farm Bureau breakfast meeting on March 24 at Country Side Greenhouse, a technology forum on April 28 at the Fillmore Complex, and the 3 Ottawa County Deputies that were recently honored.

- **Action Items**

- Resolution 2017-4 – Support of the 2017 Independence Day Parade “Welcome Home to the Veterans of the Vietnam War”**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-4 – 2017 Independence Day Parade theme will be “Welcome Home to the Veterans of the Vietnam War”. Roll call vote: Yes: Zeinstra, VanderVeen, Elenbaas, Richards, Kraker, Hoekstra. Approved

- Ordinance 2017-4: Rental Housing Registration Ordinance Restatement**

Motion by Kraker, seconded by Hoekstra to approve Ordinance 2017-4 as amended to include the corrections of a typo and elimination of extra wording. Roll call vote: Yes: VanderVeen, Zeinstra, Elenbaas, Richards, Kraker, Hoekstra. Approved

- Resolution 2017-2: Rental Housing Registration Fees**

Motion by Kraker, seconded by Richards to approve Resolution 2017-2 with the corrected language to include that the fees be revisited in one year after implementation. Roll call vote: Yes: Elenbaas, Richards, Kraker, Hoekstra, VanderVeen
No: Zeinstra Approved

- Resolution 2017-3: Rental Housing Department Enforcement Authority**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-3 as presented. Roll call vote: Yes: Richards, Kraker, Hoekstra, Elenbaas, Zeinstra, VanderVeen
Approved

- Retirement of Jim Harkes on March 17, 2017**

Motion by Elenbaas, seconded by Zeinstra to approve the posting of a part-time Maintenance position with a pay range of \$12.00 to \$15.00 with starting pay to be determined at the discretion of the Department Head. Approved

- Retirement of Barb VanderJagt on June 30, 2017**

The possible reorganization of duties in the Public Works Department was discussed. At the next board meeting a job description will be presented with a pay range for the position posting.

- **Discussion Items**

- Softball Association Insurance**

Hoekstra presented the concerns on insurance coverage for the Adult Softball League. Motion by VanderVeen, seconded by Kraker to table this discussion and come back to it later tonight. Approved

- **Public Comments**

Greg DeJong expressed his appreciation for the Board's support for the theme of the Independence Day Parade and the passing of the resolution tonight.

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

- **Discussion Items**

Motion by VanderVeen, seconded by Kraker to bring the discussion on softball association insurance back to the table. Approved

More information will be researched before taking any further action.

- **Board Comments**

-VanderVeen would like to have the Township Board acknowledge community accomplishments in some way.

-Elenbaas informed the Board that Greg Ransford, Allendale Township Planner, has formed an LLC under the name of Fresh Coast Planning LLC.

A petition for the paving of 64th Ave will be going out to residents in the near future

- **Future Agenda Items**

John Schultz will be at the next board meeting to present the Ottawa County Park Trail plan.

Community promotion position

Handout for the Independence Day celebration

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:00 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, April 10, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Kyle Garlanger, Greg DeJong

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

- Invocation was given by Elenbaas
- **Approve Agenda**
Motion by Hoekstra, seconded by Kraker to approve the agenda as amended by adding Commissioner Greg DeJong as a Guest Speaker. 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 March 27, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission (Draft) minutes of April 3, 2017
- DDA Minutes (Draft) minutes of March 21, 2017
- Fire Department March Activity Report

- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments**
No public comments were offered
Motion by Elenbaas, seconded by Hoekstra to close public comments. Approved
- **Guest Speaker**
Commissioner Greg DeJong gave an update on some events that will be happening in Ottawa County.
- **Action Items**
Motion by Zeinstra, seconded by Kraker to approve **Ordinance 2017-5** A Zoning Map Amendment to rezone parcel 70-09-26-201-024 owned by VanMor to G-C, General Commercial Zoning District as presented. Roll call vote: Yes: Elenbaas, Richards, VanderWall, Zeinstra, Kraker, Hoekstra Approved

Motion by Kraker, seconded by VanderWall to approve **Ordinance 2017-6** A Property Maintenance Code Restatement Ordinance to adopt the 2015 edition of the International Property Maintenance Code as presented. Roll call vote: Yes: Elenbaas, Richards, VanderWall, Zeinstra, Kraker, Hoekstra Approved

Motion by Zeinstra, seconded by Richards to approve **Resolution 2017-7**: An update of Resolution 2015-20 on the Special Assessment District as presented. Approved

Motion by Kraker, seconded by Hoekstra to approve **Resolution 2017-8**: Fireworks display for the Independence Day Celebration as presented. Approved

Motion by Kraker, seconded by VanderWall to approve **Resolution 2017-9**: Developments approved prior to the effective date of Ordinances 2006-25 and 2006-26 on water/sewer fee updates as presented. Approved

Motion by Hoekstra, seconded by VanderWall to approve **Resolution 2017-10**: Election Inspectors for the May 2, 2017 Special Election as presented. Approved

Motion by Elenbaas, seconded by Zeinstra to accept the bid from SWB Enterprises for dust control for 2017 in the amount of \$7,840 per application for 3 applications and approving a 4th application if necessary at the discretion of the township supervisor. which will cover 24.5 miles of unpaved roads. Approved

Motion by Elenbaas, seconded by VanderWall to purchase a replacement copy machine from Applied Imaging for an annual cost saving of \$2,047.66 as presented. Approved

▪ **Discussion Items**

- Tablets/laptops for Planning Commission
- Tablet for Assessing field work

• **Public Comments**

Elenbaas is working on a policy regarding public comments

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

▪ **Board Comments**

- Hoekstra is requesting a report from the Assessing Department on the status and the progress regarding the last state audit, the status of the 20% reappraisal requirement each year, and a list of expectations for Tyler Wolfe when Dave VanderHeide is not there.
- Kraker stated that studying is not to be allowed on township time.
- Elenbaas stated that Erika Durocher is doing an excellent job and will be completing her probationary period next week.

- **Future Agenda Items**

- Assessing position
- DDA feasibility study

- **Adjournment**

Motion by Elenbaas, seconded by Zeinstra 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, April 24, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall, VanderVeen

Guests Present: Crystal Bultje, Steve Boss, Jordyn Agnew, Lynette Agnew

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

- Invocation was given by Elenbaas
- **Approve Agenda**
Motion by Kraker, seconded by Zeinstra 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 April 10, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- March Police Report
- Minutes from Public Works Staff Meeting of April 13, 2017
- Planning Commission (Draft) Minutes of April 17, 2017

- **Interim Payments**
Motion by Hoekstra, seconded by Zeinstra to approve the interim payments of \$854.00 as presented. Approved
- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Richards to close public comment. Approved
- **Guest Speaker**
Steve Boss: Public Works Annual Report
- **Action Items**
 - Recommendation to hire Assessing InternMotion by Elenbaas, seconded by Zeinstra to hire Connor Galligan for the Assessing summer intern position with a starting wage of \$10.00 per hour, 40 hours per week for the months of May through August. Approved

-Recommendation to hire part-time Maintenance position
Motion by Elenbaas, seconded by Kraker to hire Troy Teller for the Summer Part-time Maintenance position with a starting wage of \$13.00 per hour for approximately 3 days a week with an ending date not to exceed November 1, 2017. Approved

-Township policy for waiving fees for non-profit organizations
Motion by Kraker, seconded by Elenbaas to waive the \$30.00 fee for a Home Occupation Permit as requested by a non-profit organization. Roll call vote: Yes: Zeinstra, Hoekstra, Kraker, Richards, Elenbaas Approved

▪ **Discussion Items**

-Lawn care for WWTP Lift Stations
11 properties are involved. We will look into this further to do a cost analysis for out-sourcing this vs doing this in-house.

▪ **Public Comments - None**

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

▪ **Board Comments**

Tablets for the Planning Commission was discussed
Paving of 64th Avenue and sidewalk was discussed
Arranging a joint meeting with the board and the Chamber of Commerce Board on "Development Ready Communities"

▪ **Future Agenda Items**

-Budget Resolution
-Board compensation: Salary vs Per Diem
-Employee Handbook

▪ **Adjournment**

Motion by Richards, seconded by Kraker 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, May 8, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Greg DeJong, Dave Morren, Larry Haveman, Tim VanBennekom, Adam DeYoung, Jacob VanderMate

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

- Invocation was given by VanderVeen
- **Approve Agenda**
Motion by Hoekstra, seconded by Kraker to approve the agenda as amended with the addition of Dave Morren and Greg DeJong under Guest Speaker and moving Tablets for Planning Commission to the last item under Action Items. Approved
- **Consent Agenda**
Motion by Kraker, seconded by Hoekstra to approve the consent agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the April 24, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- April Police Report
- Minutes from Library Board Meeting of April 20, 2017
- Planning Commission (Draft) Minutes of May 1, 2017
- Fire Department April Activity Report

- **Interim Payments**
Motion by Zeinstra, seconded by VanderVeen to approve the interim payments of \$71,194.00 as presented. Approved
- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Guest Speaker**
 - Dave Morren – Tax Assessment change
 - County Commissioner Greg DeJong – County update

▪ **Action Items**

-Dewpointe West Phase 3 Tentative Preliminary Plat approval

Motion by Elenbaas, seconded by Kraker to give tentative preliminary plat approval of phase 3 of Dewpointe West as presented, with the conditions imposed by the Planning Commission. Approved

-1st Reading of Ordinance 2017-17: Zoning Text Amendment

Elenbaas introduced for 1st reading, Ordinance 2017-17, a Zoning Text Amendment.

-Water and Sewer Lawn Care

Motion by Kraker, seconded by VanderVeen to approve Ryke's Lawn Care and Scaping bid at a yearly cost not to exceed \$12,875 to be billed monthly. Approved

-Summer Maintenance position for lawn care (seasonal)

Motion by Elenbaas, seconded by Zeinstra to approve posting for 2 positions for seasonal summer maintenance help for 40 hours per week each, no benefit package with a starting wage between \$10-\$12 per hour to be determined at the discretion of the Department Head with an end date of no later than September 15. Approved

-Resolution 2017-11: Budget Amendment Resolution

Motion by Elenbaas, seconded by Kraker to approve Resolution 2017-11: Budget Amendments as presented. Approved

-Trustee mileage bill, after approval of funds in Resolution 2017-11

Motion by Elenbaas, seconded by Zeinstra to approve the mileage reimbursement submitted by a trustee as presented. Approved

-Appointment to Planning Commission and Zoning Board of Appeals

Motion by Kraker, seconded by Zeinstra to approve the appointment of Sharon Kleinjans to the Planning Commission and the Zoning Board of Appeals for the terms stated in Resolution 2017-12. Approved

-Tablets for the Planning Commission

No action at this time was taken. Still gathering more information.

▪ **Discussion Items**

-Future scope of DDA

Future discussion will be when Treasurer VanderWall, is present. Capital Improvement Plan was also discussed.

-Board Compensation: Salary vs per diem

Future discussion will be when Treasurer VanderWall is present. Legal Council will provide additional information

-Policy for Public Comment

Not ready for discussion

▪ **Public Comments**

- Dave Morren – requested additional information be added to the monthly Police Report

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

- **Board Comments**

- Congressman Huizenga is planning to be at our 4th of July Celebration.

- 2 openings on the Library Board

-

Update on the Forner litigation

- **Future Agenda Items**

- Acentec Metro Act Application has been submitted and being reviewed by Legal Council.

- **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 Regular Board Meeting
Held on Monday, May 22, 2017, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Kraker, Vander Veen, Vander Wall, Richards, Elenbaas, Zeinstra

Members Absent: Hoekstra

Guests Present: Bob Sullivan, David Pelton, Jason Staub, Quinten DeMyer, Kyle Garlanger, Tyler Driesenga, Mike Keefe, Sophia Mendoza, Gabe Bailey, Makenna Kuncaitis, Greg Engbers

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

- Invocation was given by VanderWall
- **Approve Agenda**
Motion by Vander Veen, seconded by Kraker to approve the agenda as amended with the addition of 64th Ave. Easement purchase under Action Items. Approved
- **Consent Agenda**
Motion by Vander Wall, seconded by Zeinstra to approve the consent agenda as presented. Approved
Items on the consent agenda were:
 - Approval of the May 8, 2017 Regular Board Meeting Minutes
 - BillsFor Information:
 - Financial Report
 - DDA (Draft) Minutes of May 16, 2017
- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Guest Speaker**
Sergeant Garlanger: LUCAS Medical Device
- **Action Items**
 - Budget Amendment: Funding for LUCAS Medical Device
Motion by Elenbaas, seconded by Kraker to amend the budget for the purchase of the LUCAS Medical Device in the amount of \$9,200 and have the Fire Chief authorize the purchase. Roll Call Vote: Yes: Zeinstra, Vander Veen, Vander Wall, Elenbaas, Richards, Kraker Approved
 - Resolution 2017-14: Commercial Inspection Policy
Motion by Kraker, seconded by Vander Wall to approve Resolution 2017-14: Commercial Inspection Policy as presented. Approved

-Resolution 2017-13: Consolidate Precincts for the August 8, 2017 Special Election
Motion by VanderWall, seconded by Vander Veen to approve Resolution 2017-13:
Consolidate Precincts for the August 8, 2017 Special Election as presented. Approved

-Ordinance 2017-7: Zoning Text Amendment Ordinance
Motion by VanderWall, seconded by Elenbaas to approve Ordinance 2017-7: Zoning
Text Amendment Ordinance as presented. Roll Call Vote: Yes: Kraker, Richards,
Elenbaas, Vander Wall, Vander Veen, Zeinstra Approved

-Acentek METRO Act Application Approval
Motion by Vander Wall, seconded by Kraker to approve the Acentek METRO Act
Application as presented and authorize the Supervisor to sign the application.
Approved

-T-mobile Antenna Lease Renewal
Motion by Elenbaas, seconded by Zeinstra to approve the T-Mobile Antenna Lease
renewal as presented. Approved

-Petition for paving of 64th Ave north of Lake Michigan Dr.
Elenbaas gave an update on the project. No Board action taken at this time.

-Resolution 2017-15: Uniform Policy
Motion by Elenbaas, seconded by Vander Veen to approve Resolution 2017-15:
Uniform Policy as presented with the addition of effective date of July 1, 2017 and the
safety footwear be an annual allowance with the amount being determined by the
Township Board. Approved

-Resolution 2017-16: Return of Township Issued Clothing and Equipment
Motion by Vander Wall, seconded by Vander Veen to approve Resolution 2017-16:
Return of Township Issued Clothing and Equipment as presented. Approved

-Resolution 2017- 17: Direct Deposit
Motion by Vander Wall, seconded by Vander Veen to approve Resolution 2017-17:
Direct Deposit as presented with the addition of an effective date of July 1, 2017.
Approved

-Resolution 2017-18: Certificate Bonuses
Motion by Kraker, seconded by Vander Wall to approve Resolution 2017-18:
Certificate Bonuses as presented. Approved

-Tablets for Planning Commission
Motion by Vander Wall, seconded by Kraker to table any action on this topic until
further information is obtained. Approved

-Appointment of a personnel committee

Board gave direction to the committee working on the Employee Handbook to include references in the Handbook to a personnel committee and to define in the handbook the purpose, function and makeup of the personnel committee.

-64th Ave. Easement for lift station

Motion by Elenbaas, seconded by Kraker to direct Legal Counsel to prepare an agreement between Allendale Charter Township and the property owner to purchase an easement in the amount \$25,000 and authorize the Supervisor to execute the document upon completion. Roll Call Vote: Yes: Elenbaas, Vander Wall, Vander Veen, Zeinstra, Kraker, Richards Approved

▪ **Discussion Items**

-Future scope of DDA

-Board Compensation: Salary vs per Diem

Public Comments - None

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

▪ **Board Comments**

-Hacking

-Data Encrypting

-Cyber Insurance

-Water/Sewer Plant Tour

-School Board Meeting Dates

-Township Board of Excellence

-Former Litigation

▪ **Future Agenda Items**

- Joint Meeting with Chamber of Commerce with presentation on Redevelopment Ready Communities

Meeting is scheduled for June 26, 2017 at 5:30 to 6:45 pm

-Breakfast on the Farm is June 24, 2017

▪ **Adjournment**

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

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, June 12, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Kraker

Guests Present: Bob Sullivan, Greg DeJong, Ken Rizzio, Dave Pelton, Mike Keefe, Chad Doornbos, Jon Currier, Adam DeYoung, Ed DeYoung

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

- Invocation was given by VanderVeen
- **Approve Agenda**
Motion by Elenbaas, seconded by Hoekstra to approve the agenda as amended.
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 2, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- May Police Report
- Fire Department May Activity Report
- Planning Commission (Draft) Minutes of June 5, 2017

Interim Payments

Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling \$27,367.43 as presented. Approved

- **Public Hearing None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Guest Speaker**
Commissioner Greg DeJong
Ken Rizzio from Lakeshore Advantage
- **Action Items**
-Resolution 2017-26: Approval of the submittal of a grant application by the City of Coopersville and Allendale Charter Township
Motion by Elenbaas, seconded by VanderVeen to approve Resolution 2017-26 as amended. Approved

-Site Plan Approval: Fire Department Training Facility

Motion by VanderWall, seconded by VanderVeen to approve the site plan for the Fire Department Training Facility as presented. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Zeinstra, VanderVeen, VanderWall. Approved

-Dewpointe West Phase 2 Final Plat Approval

Motion by Zeinstra, seconded by VanderWall to approve the final plat of Dewpointe West phase 2 to include the recommendations from the Planning Commission. Approved

-Recommendation to hire a Water and Sewer Operator

Motion by Elenbaas, seconded by VanderWall to hire Payton Shelafoe for the full-time position of Water and Sewer Operator at a starting wage of \$19.00 per hour. Approved

-Water and Sewer Assistant Operator Position

Motion by VanderWall, seconded by VanderVeen to create the position of Assistant Operator for the Water and Sewer Department and waive the normal requirement of posting. Roll Call vote: Yes: VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra Approved

Motion by Elenbaas, seconded by VanderWall to extend the offer for the Assistant Operator position at the Water and Sewer Department to Jacob Rodman at an hourly rate of \$18.00. If declined, the offer would be extended to Trevor Rose with the same terms. Roll Call vote: Yes: VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra Approved

-Everstream METRO Act Application Approval

Motion by VanderVeen, seconded by Zeinstra to approve the permit application pending the submittal of the insurance verification and to authorize the supervisor to sign the METRO Act application on behalf of the Board. Approved

-Resolution 2017-24: Election Inspectors for the August 8, 2017 Special Election

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-24 as presented. Approved

-Resolution 2017-19: Class C Liquor License Application

Motion by VanderWall, seconded by Hoekstra to approve Resolution 2017-19 as presented. Approved

-MTA's Principles of Governance

Motion by Hoekstra, seconded by VanderWall to adopt MTA's Principles of Governance as an official policy for the Allendale Charter Township Board. Approved.

-Resolution 2017-20: Employee Appearance and Dress Standards

-Resolution 2017-21: Reimbursement of Employee Expenses

-Resolution 2017-22: Identification Cards

-Resolution 2017-23: Identification Placards for Personal Car Use

Motion by VanderWall, seconded by VanderVeen to table Resolutions 2017-20 through 23. Approved

-Tablets for Planning Commission

Motion by VanderWall, seconded by Zeinstra to approve the purchase of up to 6 touch screen laptops or 2 in 1 laptops with cases and windows 10 operating system for an amount not to exceed \$650.00 each. Approved

▪ **Discussion Items**

-Township in-service day

-Board Compensation: Salary vs Per Diem

Public Comments

-Jon Currier

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

▪ **Board Comments**

68th Ave Paving

Board Work Session

▪ **Future Agenda Items**

-Annual Financial Audit Report Presentation

-Pierce Streetlights

-Joint Meeting with Chamber of Commerce with presentation on Redevelopment Ready Communities – Summer 2017

▪ **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 9:17 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, June 26, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Crystal Bultje, Deb Bosch, Dave VanderHeide, Tyler Wolfe, Jon Currier, Tim VanBennekom, Matt Sinnema, Joe Kuiper, Adam DeYoung, Lynsey Marshall, Pierce Marshall, Nick Richards, William O'Donnell, Chris Holmes, Tony Dolce, Mike Keefe, Kyle Garlanger, Bruce Nagelkirk, Troy Teller, David Pelton, Steve Wolbrink, Jeffrey DuPilka, Randy Bosch, Dave Marshall, Scott Harkes

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

- Invocation was given by Zeinstra

- **Approve Agenda**

Agenda is amended to remove Everstream METRO Act application, add as the last Action Item Water and Sewer Lining proposal, and move Assistant Assessor position before the Rotary Club application approval

Motion by Hoekstra, seconded by Zeinstra to approve the agenda as amended.

Approved

- **Consent Agenda**

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

Approved

Items on the consent agenda were:

- Approval of the June 12, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Minutes from Public Works Staff Meeting of June 16, 2017
- Planning Commission (Draft) minutes of June 19, 2017

- **Interim Payments - None**

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

-Chief Keefe: Sergeant Dave Marshall was promoted to Lieutenant for the Allendale Township Fire Department

-Presentation of 2016 Financial Audit results by Joe Kuiper and Matt Sinnema

- **Action Items**

- **-Recommendation to hire Library Page**

- Motion by Elenbaas, seconded by Kraker to hire Ashley Connor as a Library Page at the Allendale Township Library at a starting wage of \$8.90 per hour for 14 hours per week. Her starting date is June 28, 2017. Roll call vote: Yes: Zeinstra, VanderWall, Elenbaas, Richards, Kraker, Hoekstra Approved

- **-Dewpointe West Phase 3 Preliminary Plat Approval**

- Motion by Elenbaas, seconded by Zeinstra to approve the Dewpointe West Phase 3 Preliminary Plat as presented noting the need to fulfill the recommendation of the County Clerk's Office, Water Resources Commission and the County Road Commission prior to final Plat approval. Approved

- **-Assistant Assessor position**

- After discussion, no motion was made.

- **-Water and Sewer Lining Project: Campus-view/ Radcliff Dr.**

- Motion by Elenbaas, seconded by Kraker to accept the bid from Insituform Technologies USA for \$75,100 as presented for this project. Approved

- **-Rotary Club application for beer tent at Concerts in the Park series**

- Motion by Kraker, seconded by Hoekstra to approve Resolution 2017-27. Approved

- **-Charter Franchise Agreement**

- Motion by Zeinstra, seconded by VanderWall to approve the Charter Franchise Agreement as presented. Approved

- **-First Reading: Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas**

- Elenbaas introduced Ordinance 2017-9 for a first reading.

- **Discussion Items**

- Township Staffing

- **Public Comments - None**

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

- **Board Comments**

- Audit

- Road Work Payments

- Wage Study

- Uniforms

- 2 in 1 Laptop Purchase

- **Future Agenda Items**

- Demonstration of LUCAS Device

▪ **Adjournment**

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

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, July 10, 2017, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra present at 7:13 pm

Members Absent: Kraker, VanderWall, Zeinstra

Guests Present: Bob Sullivan, Greg DeJong, Steve Boss, Rich Houtteman, David Pelton, Bruce Nagelkirk, William O'Donnell, Jeffrey DuPilka, Scott Harkes, Steve Wolbrink, David Marshall, Tony Dolce, Nick Richards, Kyle Garlanger, Troy Teller, Sherry Kuyt

Elenbaas opened with the Pledge of Allegiance

- Invocation was given by Elenbaas
- County Commissioner Greg DeJong offered his appreciation for the great 4th of July celebration and everyone's hard work.
- Allendale Fire Department gave a demonstration of the new LUCAS Device

Elenbaas called the meeting to order at 7:15 pm

- **Approve Agenda**

Agenda was amended to remove the Allendale Fire Department: LUCAS Device Demonstration from Guest Speakers and Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas from Action Items. Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the June 26, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report

- **Interim Payments**

Motion by VanderVeen, seconded by Hoekstra to approve the interim payments totaling \$234.00 as presented. Approved

- **Public Hearing - None**

- **Public Comments**

Tony Dolce – 4th of July Concessions fundraiser for the Fire Department

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

- **Guest Speaker**

--Steve Boss – Leprino Foods Contract History

-Rich Houtteman from Consumers Energy– Streetlights along Pierce: 48th Ave to 52nd Ave

- **Action Items**

-Resolution 2017-28: Intent to establish 64th Ave Special Assessment District for road paving, schedule Public Hearing
Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-28 as presented. Approved

- **Discussion Items**

-Township Staffing, Assistant Operator position

- **Public Comments**

Dave Pelton – Countywide Cooperative safety training
Motion by Richards, seconded by Elenbaas to close public comments. Approved

- **Board Comments**

Board work session on July 25 at 7:30 pm

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:15 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, July 24, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Danell Smith, David Pelton, Troy Teller

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

- Invocation was given by Hoekstra
- **Approve Agenda**
Motion by VanderVeen, seconded by Kraker to approve the agenda as presented.
Approved
- **Consent Agenda**
Motion by Hoekstra, seconded by VanderWall to approve the consent agenda as presented. Approved
Items on the consent agenda were:
 - Approval of the July 10, 2017 Regular Board Meeting Minutes
 - BillsFor Information:
 - Financial Report
 - June Fire Department Report
 - June Sheriff's Department Report
- **Interim Payments**
Motion by Zeinstra, seconded by Kraker to approve the interim payments totaling \$19,167.21 as presented. Approved
- **Public Hearing None**
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**
-Linda Falstad: Farmland Preservation Program
- **Action Items**
 - Resolution 2017-29: Add Fire Department Inspection to Commercial Inspection/Signoff**
Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-29: Add Fire Department Inspection to Commercial and Multi-family Residential Inspection/Signoff
Approved

-64th Ave Improvements: Authorize bid

Motion by VanderWall, seconded by Zeinstra to award the contract to Schippers Excavating, Inc. for Option B (Sewer and Road Improvements) in the amount of \$1,177,353.85 for the 64th Ave Improvements contingent upon the completion of the SAD. If the SAD is not approved, Option A (Sewer only) is to be awarded to Schippers Excavating, Inc. in the amount of \$868,429.40. Approved

-Authorize bid to install 10574 52nd Ave sidewalk

Motion by Elenbaas, seconded by VanderWall to approve the installation of sidewalk at 10574 52nd Ave and award the bid to Rob Gemmen Contracting in the amount of \$5,197.00. Approved

-Assessing Position

Motion by Elenbaas, seconded by VanderVeen to create the position for a full time Assistant Assessor with starting pay range of \$16.00-\$20.58 depending on qualifications and to post the position for 30 days. Approved

-Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas

Motion by VanderWall, seconded by Kraker to approve Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas as presented. Approved

-Pierce St. Streetlights

Resolution 2017-30: Obtain plans and quotes for streetlights for a proposed special assessment district

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-30: Obtain plans and quotes for streetlights for a proposed special assessment district as presented. Approved

Resolution 2017- 31: Intent to establish Pierce Street Special Assessments District for Streetlights

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-31: Intent to establish Pierce Street Special Assessment District for Streetlights as presented. Approved

Motion: Budget Amendment for Pierce Streetlight installation cost

Motion by VanderWall, seconded by Kraker to approve a budget amendment in the amount of \$9,689.00 for the Pierce Streetlight Installation cost as quoted. Roll Call

Vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra
Approved

Motion: Pay Pierce streetlight invoice for installation

Motion by VanderWall, seconded by Kraker to approve payment of \$9,689.00 to Consumers Energy (Invoice #9308954145) for installation as presented. Approved

Resolution 2017-32: Amend contract with Consumers to add Pierce Streetlights

Motion by Kraker, seconded by VanderWall to approve Resolution 2017-32:

Amending the contract with Consumers Energy to add Pierce St. Streetlights as presented. Approved

- **Discussion Items**

- Staff in-service day: CRASE Training / Date

- Date to be determined

- Township Staffing

- **Public Comments - None**

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

- **Board Comments**

- Community Promotions position, Metro Act application received, City Manager Position, Attending Allendale School Board Meetings, Announcer information

- **Future Agenda Items**

- Farmland Preservation Program

- 52nd Ave sidewalk funds

- **Adjournment**

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

- Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Allendale Charter Township Board Work Session
Held on Tuesday, July 25, 2017, 7:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Dave Morren, Blair Selover, Bruce Pindzia, Garry Scholten, Chad Doornbos

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

- Invocation was given by Kraker
- **Approve Agenda**
Motion by Zeinstra, seconded by Kraker to approve the agenda as presented.
Approved
- **Public Comments - None**
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Guest Speaker**
-Bruce Pindzia and Blair Selover from Fleis and VandenBrink
- **Action Items - None**
- **Discussion Items**
-Future job opening for Public Works Superintendent
To include possible discussion of the Assistant Superintendent position
- **Public Comments**
Dave Morren presented his concerns
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
- **Adjournment**
Motion by Hoekstra, seconded by Kraker to adjourn the meeting at 9:14 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, August 14, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Beth Thomas, Bob Sullivan, Greg DeJong, Randy Bosch, Mike Keefe, Tony Dolci, Chad Doornbos, Troy Teller, Mike Barricklow, Amanda Price, Sherry Kuyt, Bill O'Donnell, Joe Flagstadt, Austin Petroelje, Bruce Nagelkirk, Matt Jones, Kyle Garlanger, Jeremy DeGlopper, Doug Anderson, Eric Busscher, Dave Rader, Harold Veldman, Jack Boers, Tim Ratliff, Bernard Zost, Tammy Zost

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

- Invocation was given by Kraker
- **Approve Agenda**
Motion by VanderWall, seconded by Kraker to approve the agenda as amended.
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 July 24, 2017 Regular Board Meeting Minutes
- Approval of the July 25, 2017 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- 2017 Hazard Mitigation Plan – emailed separately
- June Fire Department Report
- June Sheriff's Department Report
- July 27, 2017 Public Works Staff Meeting Notes

- **Interim Payments**
Motion by VanderWall, seconded by Zeinstra to approve the interim payments totaling \$20,153.29 as presented. Approved
- **Public Hearing**
Elenbaas opened the hearing on **the 64th Ave Road Improvements Special Assessment District** at 6:35 pm. No comments were received. Motion by VanderWall, seconded by Kraker to close the public hearing. Public hearing was closed at 6:37 pm.

Elenbaas opened the hearing on the **Pierce St. Streetlight Special Assessment District** at 6:37 pm. No comments were received. Motion by VanderVeen, seconded by Hoekstra to close the public hearing. Public hearing was closed at 6:38 pm.

- **Public Comment - None**

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

- **Guest Speaker**

- Allendale Fire Department: Presentation of Fire Fighters Austin Petroelje and Joe Flagstadt

- Beth Thomas: Ottawa County Hazard Mitigation Plan

- County Commissioner Greg DeJong

- **Board Discussion Item**

- Interim Water and Sewer Superintendent discussion with Mike Barricklow

- **Action Items**

- Library Board Appointments**

- Motion by Zeinstra, seconded by VanderVeen to appoint Margaret Wheeler and Leigh Rupinski to the Library Board for a 2 year term expiring December 31, 2019.

- Approved

- 64th Ave Special Assessment District: Road Improvements**

- Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-33: to Establish the 64th Ave Special Assessment District as presented.

- Motion by Hoekstra, seconded by VanderVeen to table the motion. Approved

- Motion by Hoekstra, seconded by Zeinstra to have Elenbaas recuse himself from voting on all matters on the 64th Ave issues. Roll call vote: Yes: Zeinstra,

- VanderVeen, VanderWall, Richards, Elenbaas, Kraker, Hoekstra Approved

- Motion by Hoekstra, seconded by Zeinstra to remove the tabled motion off the table for action. Approved

- Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-33 a Resolution to establish the 64th Ave Special Assessment District as presented. Approved

- Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-34:

- Establish Public Hearing for the 64th Ave assessment roll as presented.

- Approved

- Pierce Street Special Assessment District: Street Lights**

- Motion by Zeinstra, seconded by Kraker to approve Resolution 2017-35: Establish Pierce St Streetlight Special Assessment District as presented. Approved

- Motion by VanderVeen, seconded by VanderWall to approve Resolution 2017-36:

- Establish Public Hearing for the Pierce St Assessment roll as presented. Approved

- Hidden Shores West Phase 2 Street Lights**

- Motion by Kraker, seconded by VanderWall to authorize the Supervisor and the Clerk to sign the presented Street Light Assessment Contract and the Memorandum of Contract

- between Allendale Charter Township and Grand Valley Developers, LLC for the

- Install/Operation cost of street lights in Hidden Shores West Phase 2.

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-38:
Update to Consumer's Energy Lighting Contract after the signing of the Street Light
Assessment Contract and Memorandum of Contract and confirmation of required
payment from the developer. Approved

-HR: Pay range updates

Motion by VanderWall, seconded by VanderVeen that the Board will be looking at pay
ranges for staff by the 1st of the year. Approved

- **Discussion Items**

-Township Staffing – Project Manager

- **Public Comments - None**

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

- **Board Comments**

Work session dates

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 9:53 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting
Held on Wednesday, August 23, 2017, 6:00 am
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Dave Morren

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

- Invocation was given by Richards
- **Approve Agenda**
Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.
Approved
Public Comments - None
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Discussion Item**
-Possible changes in legal counsel due to changes at current legal firm Scholten -Fant
- **Action Items**
-Changes in legal counsel
No action was taken. Additional information requested
- **Public Comments**
Dave Morren – Tax Tribunal, Employee performance, Legal Counsel
Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Adjournment**
Motion by Zeinstra, seconded by VanderVeen to adjourn the meeting at 6:30 am.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, August 28, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Dave Morren, Sherry Kuyt

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

- Invocation was given by Elenbaas
- **Approve Agenda**
Motion by VanderWall, seconded by Kraker to approve the agenda as presented.
Approved
- **Consent Agenda**
Motion by Kraker, seconded by Hoekstra to approve the consent agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the August 14, 2017 Regular Board Meeting Minutes
- Approval of the August 23, 2017 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Minutes (Draft) of the August 7, 2017 Planning Commission Meeting
- Minutes (Draft) of the August 21, 2017 Planning Commission Meeting
- August 17, 2017 Public Works Staff Meeting Notes

- **Interim Payments**
Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling \$755.00 as presented. Approved
- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Hoekstra to close public comment. Approved
- **Guest Speaker - None**
- **Action Items**
 - Approval of ACD Metro Act Application**
Motion by VanderWall, seconded by Zeinstra to approve the ACD Metro Act application as presented. Approved
 - Recommendation to Hire Assistant Assessor**
Motion by Elenbaas, seconded by VanderWall to hire Connor Galligan to the Assistant Assessor position at a wage of \$20.58 based on his certification level of MCAO. His

effective date of hire is 8/29/17. Roll call vote: Yes: Zeinstra, VanderWall, Elenbaas, Richards, Kraker, Hoekstra Approved

-Resolution 2017-37: Hazard Mitigation Plan

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-37: Hazard Mitigation Plan as presented. Approved

-First Reading of Ordinance 2017-10: Zoning Text Amendment regarding Home Occupations; private roads; procedural updates

Elenbaas introduced Ordinance 2017-10: Zoning Text Amendment regarding Home Occupations; private roads; procedural updates for first reading. Sections 2 and 4 referencing private roads were removed to be sent back to the Planning Commission for further review. Section 1 and 3 referencing Home Occupations and procedural changes were presented for first reading.

-Zimmer Lodge Street Light Contract

Motion by Kraker, seconded by Zeinstra to authorize the supervisor and the clerk to sign the Zimmer Lodge Street Light Contract as presented. Approved

▪ **Discussion Items**

-Township Staffing – Project Manager

The Water/Sewer Superintendent position will be posted

-HR: Pay Ranges

-Department Head cell phones

▪ **Public Comments**

Dave Morren – changes at the water/sewer plant during interim period, discussion regarding 6 am meeting last week

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

▪ **Board Comments**

Raftelis water rate study is due September 8, 2017

▪ **Future Agenda Items**

▪ **Adjournment**

Motion by Hoekstra, seconded by Kraker to adjourn the meeting at 8:23 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 11, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, David Morren, Aaron Bodbyl-Mast, Scott Bylsma, Margaret Wheeler, Carol Modderman, Carissa Modderman, Mike Morrow, Steve Namenye, Roger Modderman Jr., Nate and Courtney Holstege, Leigh Rupinski, Josh Modderman, Patricia Door, Charise Johnson, Gary Kleinjans, Joe Bush, Andrew Hendrickson, Dave Chase

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

- Invocation was given by Elenbaas
- **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 August 28, 2017 Regular Board Meeting Minutes
 - BillsFor Information:
 - Financial Report
- **Interim Payments**
Motion by VanderVeen, seconded by Kraker to approve the interim payment of \$410.00 as presented. Approved
- **Public Hearing**
 - Proposed Special Assessment Roll: 64th Ave Paving**
Elenbaas opened the hearing on the 64th Ave Road Improvements Special Assessment District at 7:05 pm. Comments were received. Motion by Kraker, seconded by VanderVeen to close the public hearing. Public hearing was closed at 7:09 pm.
 - Proposed Special Assessment Roll: Pierce St. Streetlights**
Elenbaas opened the hearing on the Pierce St. Streetlight Special Assessment District at 7:09 pm. No Comments were received. Motion by VanderVeen, seconded by Kraker to close the public hearing. Public hearing was closed at 7:10 pm.
- **Public Comments - None**
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Guest Speaker**

- Introduction of the new Library Board Members** – Margaret Wheeler and Leigh Rupinski
- County Commissioner – Greg DeJong:** Update on what is going on around Ottawa County, Speeding Ticket money goes back to public libraries
- John Scholtz:** Update on County Trail Project
- Steve Spriensma:** County Trail path and considerations
- Roger Modderman:** Information for the Board on PA 281 of 2016 (Medical Marihuana Facilities Licensing Act) from an Allendale resident

▪ **Action Items**

-**Approval to sign Fiber Optic agreement with Ottawa County**

Motion by Kraker, seconded by VanderVeen to authorize the supervisor to sign the agreement with Ottawa County regarding Fiber Optic. Approved

-**Resolution 2017-39: 64th Ave Improvements Special Assessment Roll**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-39 regarding the 64th Ave. Improvements Special Assessment Roll as presented. Approved

-**Resolution 2017-40: Pierce St. Streetlights Special Assessment Roll**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-40 regarding the Pierce St. Streetlights Special Assessment District as presented. Approved

-**Resolution 2017-38: Set public hearing for JIMDI's Industrial Facilities Exemption District application**

Motion by Hoekstra, seconded by Kraker to approve Resolution 2017-38 which set the date for a public hearing for JIMDI's Industrial Facilities Exemption District application. That date is set for September 25, 2017. Approved

-**Resolution 2017-41: MDOT Agreement for permit requests**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-41: MDOT Agreement for permit requests as presented. Approved

-**2018 Independence Day Contract with Kramer Entertainment**

Motion by VanderVeen, seconded by Hoekstra to authorize the supervisor to sign the contract for the 2018 Independence Day celebration entertainment with Kramer Entertainment Agency, Inc. Approved

-**2018 Independence Day Contract with Melrose Pyrotechnics**

Motion by Kraker, seconded by VanderVeen to authorize the supervisor to sign the contract for the 2018 Independence Day celebration fire works with Melrose Pyrotechnics. Approved

▪ **Discussion Items**

▪ **Public Comments**

- Dave Morren – Trail system concerns, Marihuana concerns, and Government support
- John Schultz – Trail system clarification

- Andrew Hendrickson – Trail system concerns, Marihuana concerns
- Nate Holstege – Trail system concerns
- Aaron Bodbyl-Mast – MDOT funding for the trail system clarification
- Joe Bush – County Drain Commission update

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

▪ **Board Comments**

- Elenbaas – Guest Speakers allotted time on the agenda, procedure for Board comments regarding public comments, Budget updates being worked on, update on the Active Shooter Training for staff on September 8.
- Kraker – Community Promotions position, Attorney bid package update
- Hoekstra – using of township vehicles when available
- VanderVeen – Identify sidewalks future plans, appreciate the water and sewer department meeting updates, safety on 56th Ave as referenced in the Planning Commission minutes

▪ **Future Agenda Items**

Work Session – 9/12/17 6:30 pm.

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:00 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Work Session Board Meeting
Held on Tuesday, September 12, 2017, 6:30 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderWall, Kraker Hoekstra

Members Absent: VanderVeen, Zeinstra

Guests Present: Chad Doornbos

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

- Invocation was given by VanderWall
- **Approve Agenda**
Motion by VanderWall, seconded by Hoekstra to approve the agenda as presented.
Approved
- **Public Comments - None**
Motion by Kraker, seconded by VanderWall to close public comment. Approved
- **Guest Speaker - None**
- **Action Items**
 - Motion for official pay range and job description of Water/Sewer Superintendent**
Motion by Kraker, seconded by Hoekstra to set the official pay range for the Water/Sewer Superintendent position at \$69,000 to \$88,000. Approved
Motion by VanderWall, seconded by Kraker to approve the job description of the Water/Sewer Superintendent as amended. Approved
- **Discussion Items**
 - HR: Positions/Job Descriptions: Zoning, HR
Approval of HR and Recording Secretary positions will be on the September 25, 2017 agenda
 - Wage Study: continue in-house or outsource?
Get Quotes from outside source
- **Public Comments - None**
- **Board Comments**
- **Future Agenda Items**
 - Raftellis Rate Study
 - Budget Work Session in October
 - Bids for Legal Council
- **Adjournment**
Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 8:29 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 25, 2017, 7:00 pm At
the Allendale Charter Township Hall

Members Present: Elenbaas, Kraker, Hoekstra, Zeinstra, VanderVeen, VanderWall, Richards
arrived at 7:10 pm

Members Absent:

Guests Present: Bob Sullivan, Sherry Kuyt, Ken Rizzio, Gary Stroven, Michael Barricklow

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

- Invocation was given by VanderVeen
- Kraker was appointed as temporary Clerk
- **Approve Agenda**
Motion by Elenbaas, seconded by VanderVeen to approve the agenda as amended.
Approved
- **Consent Agenda**
Motion by Hoekstra, seconded by Kraker to approve the consent agenda as presented.
Approved

Items on the consent agenda were:

- Approval of the September 11, 2017 Regular Board Meeting Minutes
- Approval of the September 12, 2017 Board Work Session

Meeting Minutes -Bills

For Information:

- Financial Report
- Planning Commission Minutes (Draft) of 9/19/2017 Meeting
- June Fire Department Report
- June Sheriff's Department Report
- Coffee with Cops
- JIMDI Plastics IFT Application
- IFT Application Affidavit of Fees

- **Interim Payments**
Motion by VanderWall, seconded by VanderVeen to approve the interim payments of \$1,129.75 as presented. Approved
- **Public Hearing**
-JIMDI Plastics PA198 tax exemption
Elenbaas opened the hearing on the JIMDI Plastics PA 198 Tax Exemption at 7:13 pm.
No comments were received. Motion by Zeinstra, seconded by VanderVeen to close the public hearing. Public hearing was closed at 7:14 pm.

- **Public Comments**

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

- **Guest Speaker -None**

- **Action Items**

- Resolution 2017-42: JIMDI Plastics Industrial Facilitates Exemption Certificate**

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-42: JIMDI Plastics Industrial Facilities Exemption Certificate as presented. Approved

- Motion to sign 198 Agreement with JIMDI Plastics**

Motion by VanderWall, seconded by VanderVeen to authorize the signing of the 198 Agreement with JIMDI Plastics as presented. Approved

- Ordinance 2017-10: Second Reading**

Note: Sections 2 and 4 were removed and sent back to the Planning Commission

Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2017-10 as

presented with the removal of sections 2 & 4. Roll call vote: Yes: Zeinstra,

VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra Approved

- Set Matthyse PUD Public Hearing date**

Motion by VanderVeen, seconded by Zeinstra to set the public hearing date for the Matthyse PUD to October 23rd and the first reading also on the date. Approved -

- Planning Commission Secretary Posting**

Motion by Kraker, seconded by VanderWall to create and post for the position of Planning Commission Secretary with compensation the same as the planning commission members meeting amount. Approved

- HR Coordinator Posting**

Motion by VanderVeen, seconded by Kraker to approve the position, job description as presented and approve posting for this position with salary range at \$17.00 - \$20.00 per hour for 20 hours per week. Approved

- Rental Housing late invoice fee**

No action taken. Additional information requested

- Set Public Hearing date for 2018 Budget**

Motion by Elenbaas, seconded by VanderVeen to set the Public Hearing date on the 2018 Budget for October 23, 2017 at 7:00 pm. Approved

- **Discussion Items**

- Medical Marijuana**

Not opting in at this time

- Multi-use Trail**

Needing a Strategic Plan for Allendale Township. Requesting \$50,000 now for phase one but do not want to be obligated to a contribution for phase two.

- **Public Comments**

Mike Barricklow – Ottawa County Trails

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

Board Comments

New Bills report, W/S Superintendent applicants, Sidewalks, DDA, Current part-time postings, Township Facebook page.

▪ **Future Agenda Items**

-Work Session on 9/26

▪ **Adjournment**

Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 8:35 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Board Work Session
Held on Tuesday, September 26, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Mike Barricklow

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

- Invocation was given by Zeinstra

- **Approve Agenda**

Motion by Kraker, seconded by VanderWall to approve the agenda with the addition of the nepotism policy under Action Items. Kraker withdrew motion. Motion by Hoekstra, seconded by Richards to move the Project Facilitator to Discussion Items and add the Nepotism policy to Action Items. Roll call vote: Yes: Zeinstra, Hoekstra, Richards No: Kraker, Elenbaas, VanderWall, VanderVeen Motion Failed

Motion by VanderVeen, seconded by VanderWall to add Nepotism policy to Action Items and approve agenda as amended. Roll call vote: Yes: Elenbaas, VanderWall, VanderVeen, Zeinstra, Kraker, Hoekstra, Richards Approved

- **Public Comments - None**

Elenbaas closed public comments.

- **Guest Speaker - None**

- **Action Items**

- Nepotism Policy**

Motion by VanderWall, seconded by VanderVeen to update the current Nepotism policy to reflect the paid on call or reserve paid on call firefighters be exempt. Approved

- Dewpointe West Phase 2 Street Lights**

- Resolution 2017-43: Authorization for change to Consumers Street Light Contract

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-43:

Authorization for change to Consumers Street Light Contract as presented. Approved

- Approve signing of Street Light Assessment Contract for Dewpointe West phase 2

Motion by Hoekstra, seconded by VanderVeen to approve the signing of the Street Light Contract for Dewpointe West phase 2 as presented. Approved

- Project Facilitator**

Motion by VanderVeen, seconded by Kraker to approve the job description of the Project Facilitator as presented. Approved

Motion by Kraker, seconded by VanderVeen to authorize the advertising for a temporary part-time project facilitator for 3 months for 20-28 hours per week with a pay range of \$24 to \$30 per hour based on qualifications and authorize the supervisor to pursue a 3rd party to contract for a full time/temporary (3 month) position to full fill the project manager job description. Approved

- **Discussion Items**

- **-Personnel Handbook**

- PTO versus vacation/sick pay
 - Do we want to require a pre-employment physical/drug screening
 - Make recommendations for appointments to the Personnel Committee
 - What process do we want to use for the Board and Employees to review the Personnel Policy

- **Public Comments - None**

- Elenbaas closed public comments.

- **Board Comments**

- Good Pizza

- **Future Agenda Items**

- 2018 Budget – October 3 meeting date

- **Adjournment**

- Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:57 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Board Work Session
Held on Tuesday, October 3, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent: Elenbaas

Guests Present: Rob Bristow, Chris Dill, Kyle Garlanger, Tim VanBennekom

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

- Invocation was given by Hoekstra

Motion by Richards, seconded by Zeinstra to appoint VanderWall as the President Pro Tem for this meeting. Approved

- **Approve Agenda – No Change as not all members are present**
- **For Information - None**
- **Public Comments - None**

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

- **Guest Speaker - None**
- **Action Items - None**
- **Discussion Items**

-2018 Budget with Department Heads

- Overview, Revenue from Treasurer and Finance/Accounting Director
- Rob Bristow
 - Library
 - Library Capital Improvement Fund
 - Concerts in the Park
- Sgt Dill
 - Law Enforcement
- Clerk
 - Trustees
 - Elections
 - Clerk
 - Insurance
 - Cemetery Improvement Fund
- Tim VanBennekom
 - Finance
 - Audit
 - Treasurer
 - Drain at Large

-Status update on open positions

Kraker reported 11 applicants for the Superintendent of Public Works position and 1 applicant for the part-time HR position

- **Public Comments - None**

VanderWall closed public comments.

- **Board Comments**

- **Future Agenda Items**

2018 Budget – October 3 meeting date

Safety Professional

- **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 8:40 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 9, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Greg DeJong, Larry Haveman, Chad Doornbos, Sherry Kuyt, Mike Barricklow, Josh Ligon, Mike Keefe, Dave Pelton, Kyle Garlanger, Troy Teller, Bruce Nagelkirk, Austin Petroelje, Doug Anderson, Joe Flagstadt, Eric Busscher, Colin VanderWal, Heather Kane, Katie Busscher, Jennifer Teller and family, Andy VanDyke

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

- Invocation was given by Kraker
- **Approve Agenda**
Motion by Kraker, seconded by VanderWall to approve the agenda as amended with the addition of Personnel Expenses added to Action Items. Approved

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

Items on the consent agenda were:

- Approval of the September 25, 2017 Regular Board Meeting Minutes
- Approval of the September 26, 2017 Board Work Session Meeting Minutes
- Approval of the October 3, 2017 Board Work Session Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission Minutes (Draft) of October 2, 2017 Meeting
- September 28, 2017 Public Works Staff Meeting Notes
- September Fire Department Report

- **Interim Payments**
Motion by VanderWall, seconded by Zeinstra to approve the interim payments totaling \$375.00 as presented. Approved

- **Public Hearing**
-Allendale Crossings/O'Reilly PUD
Josh Ligon representing Hutton Development presented the project.
Elenbaas opened the public hearing on the Allendale Crossing/O'Reilly PUD at 7:15 pm.
No comments were received. Motion by Elenbaas, seconded by Hoekstra to close the public hearing at 7:16 pm. Approved

- **Public Comments - None**

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

- **Guest Speaker**

-Allendale Fire Department: Presentation of firefighters – Eric Busscher, Troy Teller and Colin VanderWal

Swearing in Ceremony for Eric Busscher, Troy Teller and Colin VanderWal to firefighter status.

-County Commissioner –Greg DeJong

Update on Ottawa County Events

- **Budget Discussion**

- Larry Haveman –Maintenance
- Mike Keefe – Fire Department
- Kyle Garlanger – Rental Inspections
- Supervisor

- **Action Items**

-Ordinance 2017-11: First Reading of Allendale Crossing / O'Reilly Auto Parts PUD

Elenbaas introduced Ordinance 2017-11 for a first reading

-Resolution 2017-45: Schedule Public Hearing to create Industrial Development District

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-45: to schedule a public hearing to create an Industrial Development District. Public Hearing is scheduled for October 23, 2017. Approved

-Resolution 2017-46: Schedule Public Hearing for Constructive Sheet Metal's Industrial Facilities Exemption District Application

Motion by VanderWall, seconded by Richards to approve Resolution 2017-46: to schedule a public hearing for Constructive Sheet Metal's Industrial Facilities Exemption District Application. Public Hearing date is set for October 23, 2017. Approved

-Approve description of Personnel Committee

Motion by VanderVeen, seconded by Kraker to approve the description of the personnel committee as presented. Approved

-Resolution 2017-47: Appoint Personnel Committee

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-47: Appointments to the Personnel Committee effective immediately as presented. Approved

-Approve job descriptions

Motion by VanderVeen, seconded by Kraker to approve the 2017 job descriptions that were sent in an email on 10/9/2017 as consolidated 2017 Job Descriptions. Approved

-Outsource wage study (include budget amendment

Motion by VanderWall, seconded by VanderVeen to accept the proposal from Pontifex to conduct a compensation study to include benefits for a total cost

of \$8,500 and to make a budget amendment to cover this cost. This study is to be completed by the end of this year. Roll call vote: Yes: Elenbaas, VanderWall, Zeinstra, VanderVeen, Kraker, Hoekstra, Richards. Approved

-Library Director

The resignation of Rob Bristow as Allendale Library Director as of November 3, 2017 was announced. This position will be posted immediately for both internal and external candidates.

-Contract Agency Service Agreement for Project Facilitator Posting

Motion by Kraker, seconded by VanderVeen to have Adam Elenbaas, Supervisor sign the presented agreement on behalf of the Township with JBL Resources as presented. Approved

-Personnel Expenses

Procedures to be followed for personnel expenses will be addressed in the personnel handbook

▪ **Discussion Items - None**

• **Public Comments - None**

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

▪ **Board Comments**

Retirement recognition

Fire Department – Trunk or Treat/Fire Prevention – October 26 5-8 pm

Christmas Holiday Office Hours – Closed all day Friday December 22, 2017, Monday

December 25, 2017 and Monday January 1, 2018

Advertise an opportunity for donations to township park

▪ **Future Agenda Items**

Safety Training Classes

▪ **Adjournment**

Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 9:40 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Board Work session Meeting
Held on Tuesday, October 17, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Chad Doornbos, Mike Barricklow, Steve Boss, Bruce Pindzia, Tim
VanBennekom

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

- Invocation was given by Richards
- **Approve Agenda**
Motion by Hoekstra, seconded by Zeinstra to approve the agenda as presented.
Approved
- **Public Comments - None**
Elenbaas closed public comment.
- **Action Items**
 - Contract Agency Service Agreement for Project Facilitator posting**
Motion by Zeinstra, seconded by VanderVeen to authorize the Supervisor to sign the
presented agreement with AeroTek. Approved
- **Discussion Items**
 - 2018 Budget with Department Heads**
 - Adam Elenbaas
 - Assessing
 - Law Enforcement Update
 - Steve Boss
 - Rate Study Results
 - Water/Sewer
 - **Community Promotions Position**
Will have a Job Description to present to the Board at the next Meeting
 - Contracting Safety Classes**
Will gather more information to present at a future Board Meeting
- **Public Comments**
 - Chad Doornbos** – clarification on the role and responsibility of the newly appointed
Personnel Committee
Elenbaas closed public comment
- **Board Comments**
 - Elenbaas** – requested update on the Showcase seminar. Hoekstra to present at a
future Board Meeting

- **Future Agenda Items**

2018 Budget Public Hearing on October 23, 2017

- **Adjournment**

Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 8:56 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 23, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Herm Kloosterman, Pam Kloosterman, Don Knoper, Chad Doornbos, Tab DeJonge, Bob Sullivan, Steve Witte, Greg DeJong, Eric Westerling, Tim Ratliff, Bruce Pinzia, Jon Currier, Jackie Betts, Tim VanRhee, Jodie VanRhee, John Kuiper

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

- Invocation was given by Elenbaas

- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as modified with the addition of the hiring recommendations of a substitute Librarian and a Water/Sewer Superintendent added under action items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the October 9, 2017 Regular Board Meeting Minutes
- Approval of the October 17, 2017 Board Work Session Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission Minutes (Draft) of October 16, 2017 Meeting
- October 12, 2017 Public Works Staff Meeting Notes
- Constructive Sheet Metal Application for Industrial Facilities Tax Exemption
- IFT Application Affidavit of Fees (no changes from previous application)

- **Interim Payments**

Motion by Hoekstra, seconded by Kraker to approve the interim payment of \$842.34 as presented. Approved

- **Public Hearing**

-Establishment of an Industrial Development District for Constructive Sheet Metal

Tad DeJonge gave an introduction of his Constructive Sheet Metal Company.

Elenbaas opened the public hearing on the Establishing of an Industrial Development District for Constructive Sheet Metal at 7:08 pm. No comments were received. Motion

by VanderVeen, seconded by Zeinstra to close the public hearing at 7:09 pm.

Approved

-Constructive Sheet Metal Industrial Facilities Tax Exemption

Elenbaas opened the public hearing on the Constructive Sheet Metal Industrial Facilities Tax Exemption at 7:10 pm. No comments were received. Motion by Kraker, seconded by Hoekstra to close the public hearing at 7:11 pm. Approved

-MKD Funeral Home / Little Tykes Daycare Proposed PUD Amendment

Steve Witte from Nederveld presented the project.

Elenbaas opened the public hearing on the MKD Funeral Home/Little Tykes Daycare Proposed PUD Amendment at 7:15 pm. Comments were received. Motion by Kraker, seconded by VanderVeen to close the public hearing at 7:35 pm. Approved

-Proposed 2018 Annual budget

Elenbaas opened the public hearing on the 2018 Proposed Annual Budget at 7:40 pm. No comments were received. Motion by VanderVeen, seconded by Kraker to close the public hearing at 7:41 pm. Approved

▪ **Public Comments**

- Herm Kloosterman – MKD Amendment clarification

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

▪ **Guest Speaker - none**

▪ **Action Items**

-Ordinance 2017-12: First Reading – MKD Funeral Home / Daycare Amendment to PUD

Elenbaas introduced Ordinance 2017-12: MKD Funeral Home/Daycare PUD Amendment for a first reading

-Ordinance 2017-11 Second Reading of Allendale Crossing / O'Reilly Auto Parts Amendment to PUD

Motion by Zeinstra, seconded by VanderVeen to approve Ordinance 2017-11: PUD Amendment of Allendale Crossing/O'Reilly Auto Parts as presented. Approved

-Resolution 2017-43: Establish Industrial Development District: CSM Development

Motion by Kraker, seconded by Richards to approve Resolution 2017-43 to Establish an Industrial Development District for Constructive Sheet Metal as presented. Approved

-Resolution 2017-44: Constructive Sheet Metal Industrial Facilitates Exemption Certificate

Motion by VanderVeen, seconded by Zeinstra to approve Resolution 2017-44 for the Industrial Facilities Tax Exemption Certificate for Constructive Sheet Metal as presented. Approved

-Motion to sign 198 Agreement with Constructive Sheet Metal

Motion by Kraker, seconded by VanderVeen to authorize the signing of the 198 Agreement with Constructive Sheet Metal as presented. Approved

-Resolution 2017-48: Update to Consumers Lighting Contract – Add Lodge Dr (18 streetlights)

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-48: Update to Consumers Lighting Contract to add 18 streetlights to Lodge Dr. as presented.

Approved

-Motion to sign Zimmer Lodge Streetlight agreement with Consumers

Motion by VanderVeen, seconded by Hoekstra to authorize the signing of the Zimmer Lodge Streetlight agreement with Consumers as presented. Approved

-Approve updated full-time Fire Fighter job descriptions

Motion by Richards, seconded by Kraker to approve the updated Job Descriptions of the full-time Firefighters as presented. Approved

-Authorization for Evolve student housing appraisal

Motion by Zeinstra, seconded by VanderVeen to authorize Adams & Associates, Real Estate Appraisers and Consultants, to appraise the property of the Evolve Student Housing at 4967 Pierce St. for a cost of \$4,000 to be completed by December 31, 2017 as presented. Approved

-Authorization to release asset information to State of MI for Governor's Asset Management Pilot Program

Motion by Zeinstra, seconded by Kraker to authorize the signing of the Data Sharing Agreement for the Governor's Asset Management Pilot Program as presented.

Approved

-Fourth of July Coordinator Position

Motion by Kraker, seconded by VanderVeen to approve the job description for the 4th of July Event Coordinator position as presented. Approved

Motion by Elenbaas, seconded by VanderVeen to approve the posting for the 4th of July Event Coordinator as a contract position with a payment range of \$3,000 -\$5,000 for the event. Approved

-Substitute Librarian

Motion by VanderVeen, seconded by Hoekstra to approve the hire of Hannah Hallifax for the substitute Librarian position at a rate of \$10.00 per hour. Approved

-Superintendent of Public Works

Motion by Elenbaas, seconded by Zeinstra to promote Chad Doornbos to the position of Superintendent of Public Works with an annual salary of \$70,000 effective November 1, 2017. Approved

▪ **Discussion Items**

-Proposed 2018 budget

Board action at the November 13 Board Meeting

-Contract for Steve Boss to consult

Nothing at this time

-2018 Board salaries

Proposed 2% Cost of Living increase

-Work Session dates

November 7 and 14 at 6:30 pm

▪ **Public Comments - none**

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

- **Board Comments**

Elenbaas – Ottawa County MTA Christmas Dinner – November 28, 2017 Spring Lake County Club, emails and phone numbers on township web site, opening on the Library Board

VanderVeen – report on attended conference, GVSU assault, fire authority.

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 9:05 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

**Minutes of the Board Special Meeting
Tuesday, November 7, 2017, 6:30 pm
Allendale Charter Township Hall**

Members Present: Elenbaas, Hoekstra, Kraker, VanderVeen, Zeinstra
Members Absent: Richards, VanderWall
Guests Present: Elaine Ebeling, Carol Scholten, Beth Nettleton, Steve Wolbrink, Joel VanWyngarden,
Pete Freeman, Leigh Rupinski, Margaret Wheeler

- Elenbaas called the meeting to order and opened with the Pledge of Allegiance and an invocation.
- Motion made by Elenbaas, seconded by VanderVeen, to appoint Kraker to take minutes for the meeting. Approved.
- Public comment
No public comments.
- Motion made by Elenbaas, seconded by Kraker, to hire Bethany Nettleton for the full time position of Library Director, at the salary of \$55,000, with a 90 day probation period. Approved.
- Motion made by VanderVeen, seconded by Kraker, to appoint Brittany Nuland as Interim Director of the Library, until Bethany Nettleton starts. Approved.
- Motion made by Elenbaas, seconded by VanderVeen, to hire Caitlin Kunst for the part time position of Human Resource Coordinator at the hourly wage of \$18, with a 90 day probation period, with an increase of \$1 per hour upon completion of a positive 90 day probation period. Approved.
- Motion made by Elenbaas, seconded by Zeinstra, to hire David Vanginhoven for the temporary part time position of Project Facilitator at the hourly wage of \$27, with the understanding that the position will be reviewed by the Township Board in 3 months, with an increase of \$1 per hour upon completion of a positive 90 day probation period if the position is extended. Approved.
- Public comment
Joel VanWyngarden mentioned that the township web site showed the meeting started at 7 pm.
- Motion made by Zeinstra, seconded by VanderVeen, to adjourn at 7:16 pm. Approved.

Submitted by Candy Kraker, Trustee

Laurie Richards
Allendale Charter Township Clerk

Minutes of the Regular Board Meeting
Held on Monday, November 13, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Sherry Kuyt, Chad Doornbos, Kendra Gorney, Abby DeSmith, Greg DeJong, Bethany Nettleton, Tim Ratliff, Herm Kloosterman, Pam Kloosterman, Eric Westerling, Emily Spigner, Jonny VanderMolen, Ryan Smoes, Jodie VanRhee, Jackie Betts, Kelsey VanRhee, Chad Haskin, Eric Deuel, Steve Witte

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 the addition under Action Items the approval of a trainee firefighter. 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 October 23, 2017 Regular Board Meeting Minutes
- Approval of the November 7, 2017 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Planning Commission Minutes (Draft) of November 6, 2017 Meeting
- October Police Report
- October Fire Department Report
- Minutes from the November 9, 2017 Public Utilities Department Meeting

- **Interim Payments**

Motion by VanderWall, seconded by Kraker to approve the interim payment of \$135.00 as presented. Approved

- **Public Hearing None**

- **Public Comments**

- Herm Kloosterman – rezoning of MKD property
- Eric Deuel – MKD PUD change
- Tim Ratliff – MKD/Daycare Proposal

- Steve Witte – MKD rezoning

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

- **Guest Speaker**

County Commissioner, Greg DeJong gave an update on what is happening in Ottawa County

- **Action Items**

- **-Ordinance 2017-12: Second Reading – MKD Funeral Home / Daycare Amendment to PUD**

Motion by VanderWall, seconded by VanderVeen, to deny the amendment to the existing Matthyse Kuiper Degraaf Funeral Home Planned Unit Development Ordinance, Ordinance 2017-12, based on actions and issues discussed in reference to memorandum from Township Planner, Greg Ransford, dated October 16, 2017. Pursuant to Section 12.08 of the Allendale Charter Township Zoning Ordinance, planned unit developments must comply with all of the provisions of Section 12.08 to be approved. The motion to deny approval is based on the fact that the proposed amendment does not satisfy the following provisions of Section 12.08:

- (1) 12.08(A) which requires compliance with Subsection 12.03(A) (3) – The proposed amendment will not result in a living environment which is more or equally desirable than if the PUD were to be built on a site of three or more acres on the basis that the site does not have sufficient space to accommodate the vehicular traffic and parking required for the proposed uses;
- (2) 12.08(C) – The proposed amendment is not compatible with surrounding uses of property and the natural environment which is primarily residential in nature. The amount of vehicular traffic which will be generated by the development, the number of individuals who are likely to make use of the property on a daily basis, as well as the fencing required for the proposed activity, are not uses compatible with the residential character of the surrounding neighborhood;
- (3) 12.08(D) – The proposed amendment will result in significant adverse effects upon nearby or adjacent lands, and will significantly change the essential character of the surrounding area. The number of individuals that will be involved in the day care operation, coupled with the existing use of the property, will create significant disruption to the neighborhood and therefore change the essential character of the surrounding property which is not consistent with the Township's Master Plan or in the best interests of the Township as a whole.

Roll call Vote: Yes: Elenbaas, VanderWall, VanderVeen, Hoekstra, Kraker, Richards. No: Zeinstra.

The motion to deny the proposed amendment is approved.

-Resolution 2017-58: Approval of 2018 Budget

Motion by Kraker, seconded by VanderWall to approve Resolution 2017-58 – 2018 Budget as presented. Approved

-Resolution 2017-59: Update Resolution 2017-39 dates to reflect updated paving timing

Motion by Zeinstra, seconded by Kraker to approve Resolution 2017-59 – Update of Resolution 2017-39 an update of paving dates for 64th Ave. Approved

-Job Description/Posting Update: Approve Lab Technician job description update for backfill of Chad Doornbos position

Motion by Elenbaas, seconded by Kraker to approve the job description of the Lab Technician as presented with a pay range of \$19 to \$25 per hour based on qualifications and approval to post immediately. Approved

-Request from Superintendent to update Public Utilities Operator posting from part-time to full time

Motion by Kraker, seconded by VanderVeen to update the Public Utilities Operator job posting to include variable shifts for hours and change from part-time to full-time and post immediately. Approved

Motion by Elenbaas, seconded by VanderVeen to remove the currently posted part-time Public Utilities Operator position. Approved

-Approval of a new trainee Firefighter

Motion by Elenbaas, seconded by Hoekstra to approve the addition of Blues Heintzelman as a new trainee firefighter. Approved

▪ **Discussion Items**

-Work session dates

Add Tuesday December 5 and 12, 2017 at 6:30 pm as Special Board Meetings

-Brittany Nuland pay

Waiting for completion of the Wage Study

-Payment of Additional Bills

Motion by VanderWall, seconded by Zeinstra to approve the additional bills present for payment added on Monday. Approved Future cut off for bills will be noon on the Friday before the Board Meeting.

▪ **Public Comments**

- Herm Kloosterman – Thank you to the Board for the action at tonight's meeting

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

▪ **Board Comments**

Planning Commission need 4 more tablets preferably with a larger screen than the ones previously purchased.

Retirement Open House for Steve Boss is this Thursday from 5:30 to 7:30 pm

Project Facilitator, David Vanginhoven starts tomorrow, Library Director, Bethany

Nettleton and HR Coordinator, Caitlin Kunst will both start on November 27, 2017.

- **Future Agenda Items**

- Employee Handbook

- Rate Study and updates to the affected Ordinances

- **Adjournment**

- Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:21 pm.

- Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting
Held on Tuesday, November 14, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Chad Doornbos, Abe Rzycki, Drew Rhoda

Elenbaas called the Meeting to order

- Invocation was given by VanderWall
- **Approve Agenda**
Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.
Approved
- **Public Comments - None**
Elenbaas closed public comment.
- **Action Items - None**
- **Discussion Items**
-Updates to the Employee Personnel Policy
- **Public Comments - None**
Elenbaas closed public comment
- **Board Comments**
-Seek out additional training for Planning Commission members
- **Future Agenda Items**
- **Adjournment**
Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 9:44 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 27, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Pat Staskiewicz, Todd Stuive, Rebecca Smallegan, Tiffany Hulin, Georgia Hagan, Ethan Potinsky, Trevor Fish, Chad Doornbos, Kyle Garlanger, Josh Thurkettle

Elenbaas called the Meeting to order

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

Motion by VanderWall, seconded by Zeinstra to approve the agenda as amended with adding the Annual Administration Fee Resolution to Actions Items. 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 November 13, 2017 Regular Board Meeting Minutes
- Approval of the November 14, 2017 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Christmas Tree Lighting Ceremony

- **Interim Payments**

Motion by Hoekstra, seconded by Kraker to approve the interim payment of \$192,096.00 as presented.

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

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

- **Guest Speaker - None**
- **Action Items**

-Resolution 2017-60: Support for Coopersville water line grant

Pat Staskiewicz from Ottawa County Road Commission Public Utilities Department presented the project. Very little supporting information was provided.

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2017-60: Support for the Coopersville water line grant as amended to include that Allendale Charter Township commits to supporting the use of local funds in the amount, not to

exceed \$385,280. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra No: Kraker Approved

As this project progresses, the Board has asked that a better alternative for Allendale be considered.

-Ordinance 2017-13: Update to private road ordinance

Elenbaas offered Ordinance 2017-13: an update to the private road ordinance for first reading.

-Motion to sign contract for Kennedy Lake Streetlights

Motion by Kraker, seconded Zeinstra to authorize the signing of the contract for Kennedy Lake Streetlights as presented. Approved

-Resolution 2017-61: Consumers Energy Agreement for Kennedy Lake Streetlights

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-61:

Consumers Energy Agreement for Kennedy Lake Streetlights as presented. Approved

-Wood View Estates: Tentative Preliminary Plat Approval

Todd Stuive from Exxcell Engineering presented the Wood View Estates Plat.

Motion by Zeinstra, seconded by VanderWall to approve the tentative Preliminary Plat for Wood View Estates as presented. Approved

-Resolution 2017-55 - Administration Fee

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2017-55 – Administration Fee which is the imposition of a property tax administration fee of .5% as amended. Approved

This will take effect for all taxes levied that have a due date in 2018 and thereafter until revoked or rescinded by resolution of the Township Board.

▪ **Discussion Items**

- How to advertise update to water and sewer rates
- Community Promotions position

▪ **Public Comments**

- Josh Therkettle – Promote Business Growth

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

▪ **Board Comments**

Hours of HR Coordinator, Census, Library Board Opening

▪ **Future Agenda Items**

- 12/5 (Special Meeting) has been cancelled
- 12/12 (Special Meeting): Wage Study Results
- 12/11 & 12/27: End of year resolutions, 1st reading of water/sewer rate updates
- Need to set Special Meeting dates for January to work on Handbook

▪ **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 9:17 pm.
Approved

Minutes of the Regular Board Meeting
Held on Monday, December 11, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Rick Irvine, Bethany Nettleton, Haley Arsenault, Chad Doornbos, Xavier Waiser, Jeremy Wiersma, Trevor VanSpriell, Andy VanHasen

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

- Invocation was given by Hoekstra

- **Approve Agenda**

Motion by Elenbaas, seconded by VanderWall to approve the agenda with the addition under Action Items to establish a Fire Station exploratory committee. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the November 27, 2017 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Letter from Supervisor re Sgt. Kyle Garlanger
- Planning Commission Minutes (Draft) of November 6, 2017 Meeting
- November Police Report

- **Interim Payments**

Motion by VanderWall, seconded by Kraker to approve the interim payments totaling \$817.97 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 2017-13: Update to private road ordinance**

Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2017-13 which is an update to the private road ordinance as presented. Approved

- Recommendation to Hire WWTP Lab Technician**

Motion by VanderWall, seconded by VanderVeen to approve the hire of Audrey Carlstrom for the position of Lab Technician at the WWTP with a starting salary of up

to \$21.00 per hour with an increase of \$1.00 per hour upon completion of a successful 90 day probationary period. Approved

-Update to Public Utilities Operator Job Description

Motion by Zeinstra, seconded by VanderVeen to approve the updated job description for a Public Utilities Operator as presented. Approved

-Policy for Winter Clothing in the Public Utilities Dept.

Motion by VanderWall, seconded by VanderVeen to table this Action Item until additional information is able to be presented. Approved Hoekstra and Chad Doornbos will meet to discuss.

-2018 Health Insurance cost to employees

Costs were presented. No action taken at this time.

-Library Holiday hours

Motion by Elenbaas, seconded by VanderVeen to allow the Library Director to set the Library Hours with input from the Library Board. Approved

-Ordinance 2018- : 1st Reading – Update to Water Rates

Elenbaas introduced Ordinance 2018: – an Update to the Water Rates for a first reading.

-For information: Resolution 2018- : Water System Rate Schedule

The Water System Rate Schedule Resolution was presented for information

-Ordinance 2018- : 1st Reading – Update to Sewer Rates

Elenbaas introduced Ordinance 2018: – an update to the Sewer Rates for a first reading.

-For information: Resolution 2018- : Sewer System Rate Schedule

The Sewer System Rate Schedule Resolution was presented for information

-Resolution 2017-50: Supervisor's 2018 Salary

Motion by Kraker, seconded by VanderWall to approve Resolution 2017-50: Supervisor's 2018 Salary as presented. Approved

-Resolution 2017-51: Clerk's 2018 Salary

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2017-51: Clerk's 2018 Salary as presented. Approved

-Resolution 2017-52: Treasurer's 2018 Salary

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-52: Treasurer's 2018 Salary as presented. Approved

-Resolution 2017-53: Trustee's 2018 Salary

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-53: Trustee's 2018 Salary as presented and to include the extra meeting per diem of \$37 be continued. Approved

-Resolution 2017-54: 2018 Legal Ads

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-54: 2018 Legal Ads as presented. Approved

-Resolution 2017-56: Poverty Guidelines

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-56: Poverty Guidelines as presented. Approved

-Resolution 2017-57: 2018 Board Meeting Dates

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-57: 2018 Board Meeting Dates as presented. Approved

-Resolution 2017-61: Election Commission

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-61: Election Commission to include the appointment of Kraker and VanderVeen as the two Board trustees required for the Election Commission. Approved

-Exploratory Fire Station Committee

Topic was discussed. No action taken

- **Discussion Items**

- Phones: New phone option/questions/answer/discussion; keep 895- phone number?

- 4th of July Coordinator position

- Allendale Parks

- **Public Comments - None**

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

- **Board Comments**

Board Special Meeting Dates to continue working on the Handbook are scheduled for January 16 at 6:30pm, January 29 at 7:00pm, and February 6 at 6:30pm.

Township expenditures was discussed

- **Future Agenda Items**

- 12/12 (Special Meeting): Wage Study Results

- 12/27: End of year budget amendments, committee appointments

- **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:35 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting
Held on Tuesday, December 12, 2017, 6:30 pm
At the Allendale Charter Township Hall

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

Guests Present: Tim VanBennekom, Garry Scholten, Jr., Jon Currier, Michael Barricklow, Kelli McGovern, Shelly Kowalczyk, Tammy Walker, Erika Durocher, Connor Galligan, Tyler Wolfe, Bethany Nettleton, Chad Doornbos, Kyle Garlanger

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

- Invocation was given by Kraker
- **Approve Agenda**
Motion by Zeinstra, seconded by Kraker to approve the agenda as presented.
Approved
- **For Information - Nothing**
- **Public Comments - None**
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Action Items - None**
- **Discussion Items**
 - Pontifex Presentation of Wage Study
- **Public Comments**
 - Kyle Garlanger – How jobs are gradedMotion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**
 - January 3, 2018 Registration for the MTA Annual Conference
 - Consider having a Holiday Open House
 - May 28, 2018 approved Board meeting date is Memorial DayMotion by Elenbaas, seconded by Hoekstra to amend the agenda to add an Action Item of correcting the May 28th Board Meeting date. Approved
Motion by VanderWall, seconded by VanderVeen to move the May 28, 2018 Board Meeting date to May 29, 2019. Approved
- **Future Agenda Items - None**
- **Adjournment**
Motion by VanderWall, seconded by Kraker to adjourn the meeting at 8:27 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Wednesday, December 27, 2017, 8:00 am
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Caitlin Kunst, Audrey Carlstrom, David VanGinhoven, Bethany Nettleton, Kelli McGovern, Chris Dill, Tim VanBennekom

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

- Invocation was given by Richards
- **Approve Agenda**
Motion by VanderWall, seconded by Kraker to approve the agenda as presented.
Approved

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

Items on the consent agenda were:

- Approval of the December 11, 2017 Regular Board Meeting Minutes
- Approval of the December 12, 2017 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- December 14, 2017 Public Utilities Staff Meeting Notes
- November Fire Department Report

- **Interim Payments**
Motion by Zeinstra, seconded by Kraker to approve the interim payment of \$1,166 as presented. Approved
- **Public Hearing None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Guest Speaker**
 - Introduction of new staff members
 - Caitlin Kunst – Human Resources Coordinator
 - Audrey Carlstrom – Public Utilities Lab Technician
 - David VanGinhoven – Project Facilitator
 - Bethany Nettleton – Library Director
- **Action Items**

-Resolution 2017-64: End of year budget amendments

Motion by VanderWall, seconded by Hoekstra to approve Resolution 2017-64: End of year budget amendments as amended. Approved

-Resolution 2017-63: Township Committee Appointments

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-63: Township Committee Appointments as presented. Approved

-Policy for Winter Clothing in the Public Utilities Dept.

No action taken to approve the policy for winter clothing in the Public Utilities Department. After taking inventory, we will purchase the necessary winter clothing for 2 employees. Policy will be presented at a future Board meeting for approval.

- **Discussion Items**

- Certification/licensing testing costs

- Wage Study – how to handle employee placement

- **Public Comments - None**

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

- **Board Comments**

Hoekstra – New Community Policing Officer to start January 14

VanderWall – Looking into the BS&A Purchasing Module

VanderVeen – MTA Conference registration reminder

- **Future Agenda Items**

Next Special Board Meeting date to continue with HR items is January 16, 2018 at 6:30 pm

- **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 9:13 am.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor