

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 4<sup>th</sup> of July Event Coordinator position as presented. Approved

Motion by Elenbaas, seconded by VanderVeen to approve the posting for the 4<sup>th</sup> 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