

Minutes of the Regular Board Meeting  
Held on Monday, January 13, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Richards, VanderVeen, Kraker, Elenbaas, Hoekstra arrived at 8:17 pm

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Greg DeJong, Chad Doornbos, Robert Buist, Amanda Murray, Ken Potgeter, Damon Jordan, Jay Knoper, Jody Hansen, Scott Rose, Kim Rose, Sue Beelen, Amy Vereeke, Dale Vereeke, Aaron TerBeek, Andrew Jakobic, Yumiko Jakobic, Carl Eefsting

Elenbaas called the Meeting to order

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

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the December 30, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Fire Department December Monthly Report

- **Public Hearing**

-Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56<sup>th</sup> Ave

Elenbaas opened the public hearing at 7:09 pm. Amanda Murray from Lakeshore Advantage gave a presentation on the Site Readiness and Feasibility Study and explained the funding from the Community Development Block Grant. Comments from the public in attendance were traffic concerns, Zoning changes, truck route in residential area, water and sewer concerns, Ground water concerns regarding affect on the water levels and contamination of the ground water, Farmland Preservation Program, the long term affects to this area, and what is the next step. Motion by Elenbaas, seconded by VanderVeen to close the public hearing. Approved Public hearing was closed at 7:34 pm

- **Public Comments**

-Jody Hansen introduced herself announced that she is running for Township Clerk in August

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

- **Guest Speaker**

-County Commissioner Greg DeJong

- **Action Items**

- Resolution 2020-1: Application for Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56<sup>th</sup> Ave**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-1:

Application for Community Development Block Grant Funding for Site Readiness and Feasibility Study for 11800 56<sup>th</sup> Ave as presented. Approved

- Recommendation to fill Public Utility Assistant Operator Position**

Motion by Kraker, seconded by VanderVeen to fill the Public Utility Assistant Operator Position with Cody Brow at a starting wage of \$18.39 per hour and upon successful completion of his orientation period, increasing his wage to \$19.39. If unable to fill the position, the recommendation would be to extend the offer to Brett Billings at a starting wage of \$17.93 per hour and upon successful completion of his orientation period, increasing his wage to \$18.93 per hour. Approved

- Update Public Utility Water and Sewer Supervisor Job Descriptions**

Motion by Kraker, seconded by VanderVeen to approve the Public Utility Water Supervisor Job Description as presented. Approved

Motion by VanderVeen, seconded by Kraker to approve the Public Utility Sewer Supervisor Job Description as presented. Approved

- Project Coordinator Job Description**

Motion by Kraker, seconded by VanderVeen to approve the Project Coordinator Job Description as presented. Approved

- Approval of Clerk and Supervisor Job Descriptions**

Motion by Kraker, seconded by VanderVeen to approve the Elected Clerk Job Description as presented. Approved

Motion by VanderVeen, seconded by Kraker to approve the Clerk-Office Manager Job Description as presented. Approved

Motion by Kraker, seconded by VanderVeen to approve the Elected Supervisor Job Description as presented. Approved

Motion by VanderVeen, seconded by Kraker to approve the Township Superintendent, in Addition to Supervisor Responsibilities Job Description as presented. Approved

- Resolution 2020-2: Supervisor's Salary, effective after November 2020 Election**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2020-2:

Supervisor's Salary, effective after November 2020 Election as presented. Approved

- Resolution 2020-3: Clerk's Salary, effective after November 2020 Election**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-3: Clerk's Salary, effective after November 2020 Election as presented. Approved

**-Ordinance 2020-1: 1<sup>st</sup> Reading – Cemetery Ordinance**

Elenbaas introduced Ordinance 2020-1: Cemetery Ordinance for 1<sup>st</sup> reading

- **Discussion Items**

- Board Member Meeting Participation from Offsite

- **Public Comments - None**

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

- **Board Comments**

- Elenbaas – Lobby Security update, required IT training clarification

- Kraker – Shelly moving to full time update, petitions for township office due in April and requested a packet

- VanderVeen – Web Site comment, use of Comment Cards, Farmland Preservation future agenda item

- Richards – MTA Conference sign up and reservations

- **Future Agenda Items – See Attached**

- Additions – Census and Expansion of WWTP

- **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 8:49 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On the Community Development Block Grant funding  
for Site Readiness and Feasibility Study for 11800 56<sup>th</sup> Ave  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on January 13, 2020

- Elenbaas opened the Public Hearing at 7:09 pm
- Comments were received.

Comments from the public in attendance were traffic concerns, Zoning changes, truck route in residential area, water and sewer concerns, Ground water concerns regarding affect on the water levels and contamination of the ground water, Farmland Preservation Program, the long term affects to this area, and what is the next step

- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:34 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, January 27, 2020, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Chad Doornbos, Lee Fisher

Elenbaas called the Meeting to order

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

Motion by VanderWall, seconded by Kraker to approve the agenda as amended removing the first three Action Items regarding bonding. 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 January 13, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the January 6, 2020 Planning Commission Meeting
- Minutes (Draft) of the January 21, 2020 Downtown Development Authority Meeting
- Sheriff's Department December Monthly Report
- Ashley Hull's Completion of 90 day Probationary Period

- **Public Hearing - None**

- **Public Comments**

-Lee Fisher introduced himself and announced he is running for the office of Prosecutor for Ottawa County

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

- **Guest Speaker - None**

- **Action Items**

~~-Wastewater Treatment system Improvement Contract with Ottawa County~~

~~-Resolution 2020-4: Wastewater System Bond Contract with Ottawa County~~

~~-Notice of Adoption of Resolution 2020-4~~

**-Recommendation to fill Planning Commission Recording Secretary Position**

Motion by VanderWall, seconded by VanderVeen to approve Lyra Galle for the Planning Commission Recording Secretary position at the \$65.00 per meeting rate.  
Approved

**-Recommendation to fill Public Utility Custodial Assistant Position**

Motion by VanderVeen, seconded by Kraker to hire Chawntez Moss for the Public Utility Custodial Assistant position at a starting rate of \$12.09 per hour and increasing to \$12.15 per hour upon successful completion of the 90day orientation period.  
Approved

**-Ordinance 2020-1: Cemetery Ordinance**

Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2020-1: Cemetery Ordinance with the effective year being 2020. Approved

**-Board Member Remote Participation in Board Meetings**

Motion by VanderVeen, seconded by Hoekstra to approve the presented Meeting Policy and Procedure Statement Regarding Participation in Board Meetings from a Remote Location as presented with the correction of the Adoption date to be January 27, 2020. Approved

- **Discussion Items**

- Shelly Kowalczyk Rental / Safety Position to Full Time
  - Planning/Completion of 2020 Census

- **Public Comments - None**

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

- **Board Comments**

VanderVeen – Update from the Library Advisory Board Meeting, Retirement for Ron Frantz, State of the Township presentation to the Life Long Learners  
Hoekstra – February 27 Open House for the Parks and Rec Master Plan

- **Future Agenda Items – See Attached**

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:00 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, February 10, 2020, 7:00 pm  
At the Allendale Charter Township Hall

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

Hoekstra arrived at 7:30 pm

Members Absent:

Guests Present: Bob Sullivan, Chad Doornbos, Lizzie Schab, Dawn Noon-Southwick, Damon Jordan, Jessica O'Neal, Nathan Friebel, Elijah Friebel, Pete Moss, Kim Blum, Jeff Blum, Larry Doran, Greg DeJong

Elenbaas called the Meeting to order

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

Motion by VanderVeen, seconded by Zeinstra to approve the agenda as amended with the correction of the date of the meeting being February 10, 2020. 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 January 27, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the January 20, 2020 Planning Commission Meeting
- 2019 Annual Report of the Planning Commission of Allendale Charter Township
- Minutes (Draft) of the January 23, 2020 Library Advisory Board Meeting
- 2019 Annual Library Statistics
- Fire Department December Monthly Report

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

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

- **Guest Speaker**

-County Commissioner Greg DeJong-updates from Ottawa County were presented

-Library Director Lizzie Schab – Library Updates

- **Action Items**

- Recommendation to fill vacant Firefighter Sergeant Position**

- Motion by VanderWall, seconded by Zeinstra to approve filling the vacant Firefighter Sergeant Position as recommended by Chief Keefe with Joe Flagstadt. Approved

- Recommendation to fill Public Utility Wastewater Supervisor Position**

- Motion by VanderVeen, seconded by Kraker to fill the Public Utility Wastewater Supervisor position with Gary Nestle following the recommendations from Human Resources as presented. Approved

- Shelly Kowalczyk Rental / Safety Position to Full Time**

- Motion by Zeinstra, seconded by VanderWall to transition Shelly Kowalczyk into full time employment as outlined in letter from Supervisor Elenbaas. Approved

- Recommendation to fill Project Coordinator Position**

- Motion by Kraker, seconded by VanderWall to fill the Project Coordinator Position with Kevin Yeomans following the presented recommendations outlined from Human Resources with the necessary 2020 budget amendments. Approved

- **Discussion Items**

- Rotary/Township Partnership for Summer Concerts in the Park

- Motion by VanderWall, seconded by VanderVeen to authorize Supervisor Elenbaas to work with the Rotary to provide a letter of understanding regarding clarification on issues pertaining to the Summer Concerts in the Park series and that Elenbaas would copy the Board on his final product for comments but begin moving forward on this immediately. Approved

- 4<sup>th</sup> of July / Future Community Promotions Position?

- Planning/Completion of 2020 Census

- **Public Comments**

- Jeff Blum – Community Promotions, 4<sup>th</sup> of July

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

- **Board Comments**

- Hoekstra - Community Promotions position

- Kraker - Census ad in the Announcer

- Elenbaas – Election worker pay

- **Future Agenda Items – See Attached**

- **Adjournment**

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



Minutes of the Regular Board Meeting  
Held on Monday, February 24, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, VanderWall, Richards, Kraker, Hoekstra, Elenbaas,  
VanderVeen (Remote Location)

Members Absent:

Guests Present: Bob Sullivan, Shelly Kowalczyk, Roger Swets, Rob and Hattie Austin, Nicholas Rank, Damon Jordan, Will Thayer, Morgan Weurding, Karri Rozema, David Rozema, Bill Aukeman, Jayda Groot, Colton Hyma, Domenic Wyllys, Chad Doornbos, Tim Vande Zande, Pat Staskiewicz

Elenbaas called the Meeting to order

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

Motion by Kraker, seconded by VanderWall to approve the agenda with the approval of the remote participation of Barb VanderVeen.      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 February 10, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the February 3, 2020 Planning Commission Meeting

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

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

- **Guest Speaker**

-Shelly Kowalczyk: Safety and Rental Housing Department Updates

- **Action Items**

**-Maintenance Building Construction Manager Selection**

Motion by VanderWall, seconded by Kraker to approve the selection of Lakewood Construction as the Construction Manager of the Maintenance Building at an amount not to exceed \$975,000.    Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, Hoekstra, VanderVeen    Approved

**-Wastewater Treatment system Improvement Contract with Ottawa County**

Motion by VanderWall, seconded by Zeinstra to execute the contract with Ottawa County for the Wastewater Treatment System 2020 Improvements as presented in the amount of \$5,355,000. Roll call vote: Yes: : Kraker, VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra, VanderVeen Approved

**-Resolution 2020-4: Wastewater System Bond Contract with Ottawa County and Notice of Adoption**

Motion by Hoekstra, seconded by Kraker to approve Resolution 2020-4: Wastewater System Bond Contract with Ottawa County and Notice of adoption as presented. Roll call vote: Yes: : VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra, Kraker, VanderVeen Approved

**-Meadow Lake Site Condominium Plan**

Motion by Zeinstra, seconded by VanderWall to approve the Meadow Lake Site Condominium Plan as presented to include the conditions imposed by the Planning Commission. Approved

**-Ordinance 2020-2: 1<sup>st</sup> Reading – Updates to Zoning Ordinance Regarding Kennels**

Elenbaas introduced Ordinance 2020-2: Updates to Zoning Ordinance Regarding Kennels for 1<sup>st</sup> reading.

**-Recommendation to fill Public Utilities Custodial Assistant Position**

Motion by Zeinstra, seconded by Kraker to hire Brent Hotz for the position of Public Utilities Custodial Assistant as indicated in the recommendation letter from Human Resources. Approved

- **Discussion Items**

- Future Community Promotions Position?

- **Public Comments**

- David Rozema – comments on Kennel Ordinance

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

- **Board Comments**

- Kraker – Cost of rent in the state

- VanderVeen – Thanks for allowing remote participation

- Elenbaas – Emergency Management Meeting updates

- **Future Agenda Items – See Attached**

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:34 pm. Approved

Minutes of the Regular Board Meeting  
Held on Monday, March 9, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Kraker, Zeinstra, Hoekstra, VanderVeen (remotely)

Members Absent: Richards, VanderWall

Guests Present: Bob Sullivan, Chad Doornbos, Greg DeJong, Vern Helder, David and Kari Rozema, Nicholas Raak, Kristen Borgman, John Riley, Joel Pagel

Elenbaas called the Meeting to order

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

Motion by Zeinstra, 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 February 24, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Elizabeth Szymanski Completion of 90-Day Probationary Period

For Information:

- Financial Report
- Minutes of the February 17, 2020 Planning Commission Meeting
- Fire Department February Monthly Report
- Sheriff's Department February Monthly Report

- **Trustee / Parks and Rec Chair Marcia Hoekstra: Update on Parks and Rec Master Planning Process and Community Input**
- **Public Hearing**
  - Parks and Recreation Master Plan**Public Hearing was opened at 7:10 pm. No comments were received.  
Motion by Elenbaas, seconded by Zeinstra to close the public hearing at 7:12 pm
- **Public Comments**
  - Vern Helder introduced himself. He is running for District Court Judge.Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- **Guest Speaker**
  - County Commissioner Greg DeJong
  - John Riley of Gentle Response Foundation
- **Action Items**
  - Resolution 2020-5: Recognition of Gentle Response as a Non-Profit Organization  
Motion by Kraker, seconded by Hoekstra to approve Resolution 2020-5: Recognition of Gentle Response as a Non-Profit Organization as presented.   Approved
  - Ordinance 2020-2: Updates to Zoning Ordinance Regarding Kennels  
Motion by Zeinstra, seconded by Hoekstra to approve Ordinance 2020-2: Updates to Zoning Ordinance Regarding Kennels as presented.   Approved
  - HR Manager Job Description  
Motion by Zeinstra, seconded by Kraker to approve the updated job description of the HR Manager as presented.   Approved
  - Motion by Hoekstra, seconded by Kraker to send the HR job description to Pontifex to complete the wage study.   Approved
- **Discussion Items**
  - Community Promotions Position  
Motion by Hoekstra, seconded by Zeinstra to approve the Township Events Coordinator job description as revised.   Approved
  - 4<sup>th</sup> of July Planning
- **Public Comments**
  - Greg DeJong
  - GVSU Student Senate  
Motion by Elenbaas, seconded by Zeinstra to close public comments.   Approved
- **Board Comments**
  - Hoekstra -New Park Development Kick Off ideas
- **Future Agenda Items – See Attached**
- **Adjournment**
  - Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:21 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On the Parks and Recreation Master Plan  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on March 9, 2020

- Elenbaas opened the Public Hearing at 7:10 pm
- No comments were received.
- Motion made by Elenbaas, seconded by Zeinstra to close the Public Hearing.
- Public Hearing was closed at 7:12 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting  
Held on Saturday, March 14, 2020, 8:00am  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Hoekstra, VanderWall, Zeinstra, Kraker,  
VanderVeen (Remotely)

Members Absent:

Guests Present: Mike Keefe, Randy Bosch, Caitlin Antuma

Elenbaas called the Meeting to order

- Invocation given by Elenbaas
- Approve Agenda  
Motion by Zeinstra, seconded by Kraker to approve the agenda as presented.  
Approved
- Township Operations in regards to COVID-19  
Discussion on the Township Operations in regards to COVID-19 was held
- Public Comments  
Randy Bosch – Take care of Employees  
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- Board Comments  
VanderVeen – National Day of Prayer is Sunday
- Adjournment  
Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 9:18 am.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, March 23, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, Kraker, Elenbaas, Richards, VanderWall, VanderVeen (Remotely)

Members Absent: Hoekstra

Guests Present: Chad Doornbos, Caitlin Antuma, Juanita Bocanegra

Elenbaas called the Meeting to order

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

Motion by Zeinstra, seconded by VanderWall to approve the agenda as presented with approval of the remote participation of VanderVeen. 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 March 9, 2020 Regular Board Meeting Minutes
- Approval of the March 14, 2020 Special Board Meeting Minutes
- Bills
- Interim Payments
- Matt Borst & Jim Harkes: Seasonal Maintenance Department Employees

For Information:

- Financial Report
- Minutes of the March 2, 2020 Planning Commission Meeting

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

-Juanita Bocanegra – introduction as candidate for the 58<sup>th</sup> District Court Judge position

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

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

**-Independence Day Fireworks Bond**

Motion by Zeinstra, seconded by Kraker to approve the Independence Day Fireworks Bond in the amount of \$5,000,000 with Melrose Pyrotechnics, Inc as presented. Approved

**-Purchase of truck for Public Utilities**

Motion by VanderWall, seconded by Zeinstra to approve the purchase of a 2020 Chevrolet Silverado 1500 4WD Work Truck as presented in the amount of \$29,436.50 with a necessary budget amendment. Roll call vote: Yes: VanderWall, Kraker, Zeinstra, Elenbaas, Richards, VanderVeen. Approved

- **Discussion Items**

- Coronavirus / COVID-19

- Motion by VanderWall, seconded by VanderVeen to approve an additional one week of PMLA coverage paid for by the township to be used after the two weeks PLMA approved by the Federal Government for a total of three weeks of full pay coverage. Approved

- **Public Comments - None**

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

- **Board Comments**

- Elenbaas – Update on the Census

- Zeinstra – Appreciate Staff

- Richards – May Elections will be vote by mail only

- **Future Agenda Items – See Attached**

- **Adjournment**

- Motion by VanderVeen, 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 Regular Board Meeting  
Held on Monday, April 13, 2020, 7:00 pm  
Via Conference Call due to COVID-19 Restrictions

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

Members Absent:

Guests Present: Bob Sullivan, Caitlin Antuma, Tyler Wolfe, Kevin Yeomans

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Approve Agenda**  
Motion by Kraker, seconded by Zeinstra to approve the agenda as presented. Roll call vote: Yes: Hoekstra, VanderVeen, Kraker, Elenbaas, VanderWall, Zeinstra, Richards  
Approved
- **Consent Agenda**  
Motion by VanderVeen, seconded by VanderWall to approve the consent agenda as presented. Roll call vote: Yes: Elenbaas, VanderWall, Zeinstra, Hoekstra, Kraker, VanderVeen, Richards  
Approved  
Items on the consent agenda were:
  - Approval of the March 23, 2020 Regular Board Meeting Minutes
  - Approval of the March 14, 2020 Special Board Meeting Minutes
  - Bills
  - Interim Payments
  - Cody Brow Completion of 90 Day Probationary PeriodFor Information:
  - Financial Report
  - Fire Department March Monthly Report
- **Public Hearing - None**
- **Public Comments - None**  
Motion by Elenbaas, seconded by Kraker to close public comment. Roll call vote: Yes: Elenbaas, VanderWall, Zeinstra, Hoekstra, Kraker, VanderVeen, Richards  
Approved
- **Guest Speaker - None**
- **Action Items**
  - Resolution 2020-6: Policy for Temporary Post Audit of Bill Payments due to COVID-19**  
Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2020-6: Policy for Temporary Post Audit of Bill Payments due to COVID-10 as amended. . Roll call

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

**-Public Utilities Lawn Care Contract**

Motion by Zeinstra, seconded by VanderWall to approve the Public Utilities Lawn Care Contract for \$13,112 to Noahs Ark as presented. Roll call vote: Yes: Zeinstra, VanderWall, Kraker, Elenbaas, Hoekstra, Richards, VanderVeen. Approved

- **Discussion Items**

- Coronavirus / COVID-19

- **Public Comments**

- Kevin Yeomans

- Motion by Elenbaas, seconded by Zeinstra to close public comments. Roll call vote: Yes: Richards, Elenbaas, VanderWall, Zeinstra, Hoekstra, Kraker, VanderVeen  
Approved

- **Board Comments**

- Hoekstra – Census update

- Kraker – Petitions are due soon- April 21

- Richards – Call and make an appointment to turn in petitions

- Elenbaas – MTA remote meetings

- **Future Agenda Items**

- Nothing new added

- **Adjournment**

- Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 7:55 pm.

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

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, April 27, 2020, 7:00 pm  
Via Conference Call due to COVID-19 Restrictions

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

Members Absent:

Guests Present: Bob Sullivan, Kevin Yeomans, Diane Vissers

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Approve Agenda**  
Motion by Kraker, seconded by VanderWall to approve the agenda as presented.  
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 April 13, 2020 Regular Board Meeting Minutes
  - Bills
  - Interim PaymentsFor Information:
  - Financial Report
  - Sheriff's Department March Monthly Report
- **Public Hearing - None**
- **Public Comments - None**  
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker - None**
- **Action Items**
  - Resolution 2020-7: Policy for Temporary Post Audit of Bill Payments**  
Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-7: Policy for Temporary Post Audit of Bill Payments as presented. Approved
  - Seasonal Maintenance Positions**  
Motion by Zeinstra, seconded by VanderWall to approve the hire of Ross Mango and Jaxon Walker for six months at \$12.00 per hour in the Seasonal Maintenance Position as presented. Approved
- **Discussion Items**
  - Coronavirus / COVID-19  
Order was extended until May 15
- **Public Comments - None**  
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- **Board Comments**

Hoekstra – update on the construction in the park, Parks and Rec Meeting for next week is cancelled.

Kraker – Status on PCI

Elenbaas – Planning Commission meeting on May 4 will be via Conference Call

- **Future Agenda Items**

Nothing new added

- **Adjournment**

Motion by Hoekstra, seconded by VanderWall to adjourn the meeting at 7:23 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, May 11, 2020, 7:00 pm  
Via Video Stream due to COVID-19 Restrictions

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

Members Absent:

Guests Present: Bob Sullivan, Kevin Yeomans, Kristen Borgman, Chad Doornbos, Shelly Kowalczyk, Jody Hansen, Bob Wilcox, Mike VanderPloeg, Caitlin Antuma, Jessica O'Neal, Josh Ensing, Bruce Pindzia

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas

- **Approve Agenda**

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

Approved

- **Consent Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the consent agenda as amended with the removal of the bill to Prein & Newhof PC Inc for \$801.00. Approved

Items on the consent agenda were:

-Approval of the April 27, 2020 Regular Board Meeting Minutes

-Bills

-Interim Payments

For Information:

-Financial Report

-Fire Department April Monthly Report

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

Fleis & VandenBrink: Updates on Phase 1 Design of Water Resource Recovery Facility

-Progress Update on Phase 1 Design

-Proceed to the Bidding Process

- **Action Items**

**-Fleis & VandenBrink Proposal to Proceed with the WRRF Phase 1 Bidding Process**

Motion by VanderWall, seconded by Kraker to approve the Fleis & VandenBrink proposal to proceed with the WRRF Phase 1 Bidding Process in the amount of \$32,300 as presented Roll Call Vote: Yes: Zeinstra, VanderWall, Elenbaas, Hoekstra, VanderVeen, Kraker, Richards Approved

**-Resolution 2020-8: Submission for Par Plan Health and Safety Grant**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2020-8: Submission for the Par Plan Health and Safety Grant as presented.     Approved

**-Fill Seasonal Public Utility Assistant Operator Position**

Motion by Zeinstra, seconded by VanderWall to fill the Seasonal Public Utility Assistant Operator Position with Ryan Stautz for a wage of \$16.02 per hour for the duration of six months from hire as presented.     Approved

**-Fill Township Event Coordinator Position**

No Action Taken

▪ **Discussion Items**

- Coronavirus / COVID-19 Updates: Current timing and Re-introduction of Staff
- Potential Future Land Purchase

▪ **Public Comments**

- Josh Ensing – Wanting an update on the projects in the Park

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

▪ **Board Comments**

- Elenbaas – Park projects update, Maintenance building update, 4<sup>th</sup> of July (Independence Day) update
- Zeinstra – Cemetery and Veterans Memorial clean up
- Hoekstra- planning of the Park completion celebration.
- Kraker – Christmas Light are finally removed on Lake Michigan Dr.
- VanderWall – support to continue with at least the fireworks on the 4<sup>th</sup> of July
- VanderVeen – support to continue with at least the fireworks on the 4<sup>th</sup> of July and also some use of the Band Shell
- Richards – Election changes for August and November

▪ **Future Agenda Items**

Next meeting is Tuesday, May 26 due to Memorial Day

▪ **Adjournment**

Motion by VanderVeen, seconded by Hoekstra adjourn the meeting at 8:55 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, May 26, 2020, 7:00 pm  
Via Video Stream due to COVID-19 Restrictions

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

Members Absent: VanderWall

Guests Present: Bob Sullivan, Kevin Yeomans, Kristen Borgman, Chad Doornbos, Jody Hansen, Caitlin Antuma, Tim Vande Zande, Mike Keefe, Diane Vissers, Dave Morren, Leah Bectel, Holly Visser

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas

- **Approve Agenda**

Motion by VanderVeen, 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 May 11, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Gary Nestle Completion of 90 day Probationary Period
- Kevin Yeomans Completion of 90 day Probationary Period

For Information:

- Financial Report
- Minutes of the May 4, 2020 Planning Commission Meeting
- Sheriff's Department April Monthly Report

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

-Chief Mike Keefe & Tim Vande Zande: Fire Station Updates

- **Clerk Update**

-Student Voting

- **Action Items**

**-Fill Township Event Coordinator Position**

Motion by Kraker, seconded by VanderVeen to approve the hire of Andrea Wiggins for the Events Coordinator position at a rate of \$16.43 per hour and moving to \$17.43 upon successful completion of the 90 day Probationary Period and starting

approximately June 17<sup>th</sup> per recommendation from the HR Department Manager.  
Approved

- **Discussion Items**

- Kevin Yeomans: Potential Township Intern Program
- Coronavirus / COVID-19 Updates: Current timing and Re-introduction of Staff
- 2020 Independence Day Park Activities and Fireworks

- **Public Comments**

- Dave Morren – Update on Fire department expenditures, response times, cost of proposed new fire station, new maintenance building costs, Sewer plant improvement costs, office remodel plans and plan to pay for all of this

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

- **Board Comments**

- Elenbaas – Partial response to Dave Morren’s questions
- Richards – Concerts in the Park for 2020 update

- **Future Agenda Items**

- **Adjournment**

Motion by Zeinstra, seconded by Kraker adjourn the meeting at 8:55 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Regular Board Meeting  
Held on Monday, June 8, 2020, 7:00 pm  
Via Video Stream due to COVID-19 Restrictions

Members Present: Elenbaas, Richards, Kraker, Zeinstra, VanderWall, VanderVeen (joined 7:23)

Members Absent: Hoekstra

Guests Present: Bob Sullivan, Kevin Yeomans, Kristen Borgman, Chad Doornbos, Jody Hansen, Caitlin Antuma, Leah Bectel, Phil Forner, Bruce Pindzia

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas

- **Approve Agenda**

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

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 May 26, 2020 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Brent Hotz Completion of 90 day Probationary Period

For Information:

- Financial Report
- Minutes of the May 18 2020 Planning Commission Meeting
- Fire Department May Activity Report

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

-Chad Doornbos, Superintendent of Public Utilities: SRF Update

- **Action Items - None**

- **Discussion Items**

-Kevin Yeomans, Project Coordinator: Potential Township Intern Program Update

-Caitlin Antuma, HR Department Manager: Coronavirus / COVID-19 Updates: Re-introduction of Staff

-Adam Elenbaas, Township Supervisor: 2020 Independence Day/4<sup>th</sup> of July Update

- **Public Comments - None**

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

- **Board Comments**

- Zeinstra, Kraker, VanderWall, – Appreciate the plans to reopen the office
- Richards – Application for absentee ballots are being mailed this week
- Elenbaas – Audio equipment in the Auditorium has been repaired, June 22 Board Meeting will be held in person.

- **Future Agenda Items**

- Staff Updates

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra adjourn the meeting at 8:45 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, June 22, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, VanderWall, Zeinstra, Richards, VanderVeen, Hoekstra (on phone – arrived at 7:11 pm)

Members Absent: Kraker

Guests Present: Bob Sullivan, Kate Lyzenga-Dean, Josh Dean, Robert Kamps, Brennen Nagtzaam, Liam Reynolds, Curt Bergsma, Bill Espinoza, Frank Gort, A. James Ankney, Homer Kohn, Peggy Knight, Audrey Hendricks, Laura Potgeter, Steve Buzun, Terry VanDyken, Max Riekse, Cheryl Kooistra, Daniel Grable, Matt Allen, Peter Agnew, Jose' A Amoro's, Joseph Driesenga, Brent Clark, Austin Pixley, Christine Berna, Carl Eefsting, Barb Glass, Tara DeKryger, Tom Donald, Gale Donald, Jonathan Juell, Jeffrey J. Dupilka, Randy Bosch, Amanda Porterfield, David Broene, Rochell Prah, Richard Prah, Banashee Cadreau, Gabriel Unick, Mitch Kahle, Holly Huber, Tina Benson, Dawn VanDyken, Yvonne Scholten, Robert Koning, Lorie DeYoung, Brent Mundwiler, Jodi Mundwiler, Jody Hansen, Aaron Passeghan, Dino K, Del Cable, Diana Cable, Ron Wind, Lorraine Busman, Frank Salisbury, Dave Rozema, Karri Rozema, Alan Rycenga, Julie Rycenga, Julius "Cork" Horvath, Diane Vissers, Emma Allen, Kim Cannata, Dawn Noonan-Southwick, Gwen Luban, Kacy Vrugink, Ken Murillo, David Morren, Betsy Groendyk, Doug Door, Ty Volpo, Ken Potgeter, Shirley Potgeter, Roger Rycenga, Linda Rose, Tyler Rose, Mark Sperlik, Vickie DeVries, Mike DeVries, Travis Ernst, Patrick Muir, Stan Wolbrink, Cheryl Wolbrink, Diane Rosema, John Westra, Jodi Hillerick, Chet Lampen, Tina Benson, Caitlin Antuma

Elenbaas called the Meeting to order

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

Motion by Zeinstra, seconded by Hoekstra to approve the agenda as amended with the removal of the Public Hearing section and add Guest Speaker – Caitlin Antuma.

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 June 8, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the June 1, 2020 Planning Commission Meeting  
Sheriff's Office Allendale May Report  
HR Manager Job Description

- **Guest Speaker – Caitlin Antuma**

- **Public Comments**

Several comments were received from guests that were present

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

Meeting took a brief recess at 9:28 pm

Meeting back in session at 9:40 pm

- **Action Items**

- HR Manager Wage Range**

Motion by VanderWall, seconded by VanderVeen to approve the wage range for the HR Department Manager to the A7 grade as presented. Approved

- Parks and Recreation Committee Appointment**

Motion by Zeinstra, seconded by Hoekstra to approve the appointment of Linda Mango to the Parks and Recreation Committee as recommended. Approved

- 2020 Intern Program**

Motion by VanderWall, seconded by VanderVeen to approve the 2020 Public Administration Intern job description as presented with a wage of \$12.00, as part time, and in the A2 pay grade scale. Approved

- **Discussion Items**

Veteran Memorial

- **Public Comments**

Several comments were received from guests that were present

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

Meeting took a brief recess at 11:00 pm

Meeting back in session at 11:05 pm

Motion by Hoekstra, seconded by VanderVeen to go into closed session at 11:05 pm for the discussion of a potential land purchase. Roll call vote: Elenbaas, Zeinstra, VanderWall, Hoekstra, VanderVeen, Richards Approved

Motion by Zeinstra, seconded by Hoekstra to go back into open session at 11:35 pm.

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

- **Potential Action Item**

- Potential Land Purchase

No action taken on land purchase

- **Public Comments**

Dave Morren – Statue

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

- **Board Comments**

VanderVeen – schedule a Special Board Meeting to act on a resolution pertaining to the statue. Meeting is scheduled for June 30, 2020 at 7:00 pm at the Township Hall.

Hoekstra – Have a common events calendar, August celebration for the completion of the township park fitness court, basketball court, pickleball court, picnic shelter and sidewalks.

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 11:52 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting  
Held on Tuesday, June 30, 2020, 7:00 pm  
At the Allendale Charter Township Band Shell

Members Present: Elenbaas, VanderWall, Zeinstra, Richards, Hoekstra, Kraker, VanderVeen (by video conference)

Members Absent:

Guests Present: Bob Sullivan, Mike Keefe, Tony Dolce, Kevin Yeomans, Kyle Garlanger, Troy Teller, Cal Keuning, John Ortman, Tina Benson, Josh Dean, John Sheid, Al Willis, Dave Morren, Wenda Fore, Cathy Seaver, Susan Jackson, Bill Merchut, Doug Door, Abigail VanMalsen, Robert Buist, Ken Murillo, Phil Pleune, Dawn Southwick, Lanae Monera, Tyler Biggins, Matt Allen, Kristen Green, Damian Martinez, Mitch Kale, Jess Paauwe, Jeff DuPilka, Ruth Fridsma, Joel Paauwe, Marilyn DeMann, Jesse Bernal, Jeanine Gasper, Kim Canata, Peggy Knight, Barb Glass, Jim Perkins, PJ Agnew, Jeff Seaver, Dianne Rozema, Phoebe Risk, Jessica Griffin, Michelle Lentz, Caroline Murray, Betsy Groendyk, Tom Donald, Sylvia Rhodea, Tara DeKryger, Marjie Viveen, Faith Kuipers, Trent Woodman, Maddie Burkler, Gabriel Unick, Catherine Parker, Emilee Bond, Ruth Van Hoven, Christina Berna, David Staublin, Joyce Hulbert-Barreto, Susan Norder, John Norder, Lorraine Busman, Rick Westerling, Lindsey Breneld, Kaleigh Weber, Maria Mekee, Josh Vrugink, Drew Placzek, Ryan Kelley, Stan Wolbrink, Cheryl Wolbrink, Anne Vrugink, Tami DeFouw, Kari Couture, Johnny Hufford, Jaden Russell, Debbie Culbertson, Heather Hamm, Chris Hamm, Holly Palaczek, Rochell Prah, Jr Prah, Lena Prah, Lanae Maners, Sheri Bronkema, Brian Bronkema, Renee Gregory, Kathy Gregory, Sam Gregory, Phil Pleune, Nathan Friebel, John Evans, Steven Lloyd, Alyssa Bey, Justine Olson, Jon Juell, Justine Robinson

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Approve Agenda**  
Motion by Hoekstra, seconded by Kraker to approve the agenda as presented with the remote participation of VanderVeen. Approved
- **Public Comments**  
Several comments were received from guests that were present  
Motion by Elenbaas, seconded by Richards to close public comment. Approved
- **Action Items**  
**-Veteran Memorial: Resolution 2020-9**  
Motion by Kraker, seconded by VanderWall to approve Resolution 2020-9: Veterans Memorial Statue and Master Plan of the Garden of Honor
- **Public Comments**  
Several comments were received from guests that were present  
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

Elenbaas received envelope from Ryan Kelly

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 10:00 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, July 13, 2020, 7:00 pm  
At the Allendale Community Park Bandshell

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

Members Absent: VanderWall, Hoekstra

Guests Present: Bob Sullivan, Chad Doornbos, Kevin Yeomans, Garry Scholten, Monica Paauwe, Jess Paauwe, Abigail VanMalsen, Helen Brinkman, Mitch Kale, Joshua Green, Deonde Jones, Banashee Cadreaul, Christena Berna, Kristen Green, Katherine Parker, Maggie, Paul Berna, Dawn Southwick, Josh Dean, Michelle Lentz, Nathaniel Fryer, Maggie Buckler, Al Willis, Elaine Thompson, Lindsay Bronold, Carina, Jessica Griffin

Elenbaas called the Meeting to order

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

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

- **Consent Agenda**

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

Items on the consent agenda were:

Approval of the June 22, 2020 Regular Board Meeting Minutes  
Approval of the June 30, 2020 Special Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the June 15, 2020 Planning Commission Meeting  
Allendale Fire Department June Report  
Supervisor's Update on Veteran Memorial Committee

- **Public Hearing**

**Clean Water State Revolving Fund (CWSRF): Phase 2**

Elenbaas opened the public hearing for the Clean Water State Revolving Fund (CWSRF): Phase 2 at 7:24 pm. No comments were received. Motion by Elenbaas, seconded by VanderVeen to close the public hearing. Approved. Public hearing was closed at 7:25 pm.

**Raymond Building**



Elenbaas opened the public hearing for the Raymond Building at 7:28 pm. Comments were received from Patrick Marks (adjacent property owner). Motion by Elenbaas, seconded by Zeinstra to close the public hearing. Approved. Public Hearing was closed at 7:35 pm.

- **Guest Speakers**

Flies & Vandenbrink: Bob Wilcox & Mike VanderPloeg: Construction Management Contract & Bid results for Phase 1 of the Wastewater Treatment System 2020 Improvements

- **Public Comments**

Several comments were received from guests that were present.

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

- **Action Items**

**Resolution 2020-11 Adoption of Final Project Plan for Wastewater System Improvements**

Motion by Zeinstra, seconded by Kraker to approve Resolution 2020-11: Adoption of Final Project Plan for Wastewater System as presented. Approved

**Fleis & VandenBrink Construction Management Agreement**

Motion by VanderVeen, seconded by Kraker to allow the Supervisor to sign the Fleis & VandenBrink Construction Management Agreement as presented. Approved

**Recommendation to fill Library Page position**

Motion by VanderVeen, seconded by Zeinstra to approve Melissa Schmitt to fill the Library Page position per recommendation from Lizzie Schab, Library Director. Approved

**Resolution 2020-10 Walgreens PUD Amendment**

Motion by VanderVeen, seconded by Zeinstra to table the approval of Resolution 2020-10: Walgreens PUD Amendment. Approved

- **Discussion Items**

Potential Action Items

First Responder Hazard Pay Premiums Program Application

- **Adjournment**

Motion by Zeinstra, seconded by Kraker to adjourn the meeting at 8:20 pm. Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On the Clean Water State Revolving Fund (CWSRF): Phase 2  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on July 13, 2020

- Elenbaas opened the Public Hearing at 7:24 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:25 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On the Raymond Building  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on July 13, 2020

- Elenbaas opened the Public Hearing at 7:28 pm
- Comments were received from Patrick Marks (Adjacent Property Owner)
- Motion made by Elenbaas, seconded by Zeinstra to close the Public Hearing.
- Public Hearing was closed at 7:35 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, July 27, 2020, 7:00 pm  
At the Allendale Charter Township Hall and Remote Call-in

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

Members Absent:

Guests Present: Kevin Yeomans, Bob Sullivan, Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Approve Agenda**  
Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the change under Action Items the HR Manager Recommendation from a manager position to specialist and adding Chad Doornbos – Comments from the Public Utilities Superintendent. 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 July 13, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the July 6, 2020 Planning Commission Meeting  
Minutes of the July 21, 2020 Downtown Development Authority Board Meeting  
Sheriff's Office Allendale June Report  
Statue Committee Update from Supervisor Adam Elenbaas

- **Public Hearing None**
- **Guest Speaker**  
Chad Doornbos: Public Utilities Operator Succession and Comments
- **Public Comments by Remote Call-in**  
Several comments were made using the remote call-in process.  
Motion by VanderVeen, seconded by Hoekstra to close public comment. Approved
- **Action Items**  
**Approval of Wastewater Treatment System 2020 Improvements Proposal**  
Motion by Zeinstra, seconded by Kraker to approve the Wastewater Treatment System 2020 Improvement Proposal as presented authorizing Supervisor Elenbaas to sign the agreement with Fleis & Vandenbrink. Approved

**HR Manager/Specialist Recommendation**

No action taken

**Resolution 2020-10: Raymond Building Resolution**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2020-10: Raymond Building Resolution as presented with the updated landscaping plan dated 7/27/2020.

Approved

- **Discussion Items - None**

- **Board Comments**

VanderVeen – Election update

Hoekstra -August 11 6 pm date for the ribbon cutting of the Allendale Charter Township Sports Court Park

- **Public Comments**

Josh Dean – Ryan Kelley

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

- **Future Agenda Items**

- **Adjournment**

Motion by Hoekstra, seconded by Zeinstra 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, August 10, 2020, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Chad Doornbos, Connor Galligan

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra

- **Approve Agenda**

Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the correction of Ordinance 2020-13 which should be 2020-3 and under the Consent Agenda the Consumer's Energy Contract should be changed to Consumer's Energy Invoice for the Maintenance Building. Approved

- **Consent Agenda**

Motion by Hoekstra, seconded by Kraker to approve the consent agenda with the corrections as amended. Approved

Items on the consent agenda were:

Approval of the July 27, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills  
Consumer's Energy ~~Contract~~ Invoice for Maintenance Building  
Consumer's Energy Easement for Maintenance Building

For Information:

Financial Report  
Minutes of the July 20, 2020 Planning Commission Meeting  
Fire July Activity Report  
Personnel Policy Amendment

- **Public Hearing - Allendale Place**

Steve Hansen explained the Allendale Place PUD project

Elenbaas opened the public hearing at 7:22 pm and then re-opened it at 7:27 pm due to technical difficulties. Comments were received. Motion by Elenbaas, seconded by Hoekstra to close the public hearing. Approved Public Hearing was closed at 7:35 pm.

- **Public Comments**

Several comments were made using the remote call in process.

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

- **Guest Speaker**

Chad Doornbos: Public Utilities Superintendent – Public Utilities Update

- **Action Items**

- Ordinance 2020-13 3: 1<sup>st</sup> reading: Allendale Place**

- Elenbaas introduced Ordinance 2020-3: Allendale Place for a first reading

- Sell 1999 F-150 Pickup from Public Utilities**

- Will post for 30 days

- Accepting Sealed Bids only

- Motion by VanderVeen, seconded by Kraker to list the 1999 F-150 Ford Pickup from the Public Utilities Department for sale for 30 days and accept sealed bids. Approved

- Human Resources Job Posting**

- Motion by Kraker, seconded by Hoekstra to approve the Human Resources Specialist Job Description as presented. Approved

- Motion by VanderVeen, seconded by Kraker to post the Human Resources Specialist position immediately. Approved

- **Discussion Items**

- Update on Statue Committee

- Signage for Civil War Statue

- Employee Discussion

- **Public Comments**

- Several comments were made using the remote call in process.

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

- **Board Comments**

- VanderVeen – Community/Board public discussions, Pledge of Allegiance at Board Meetings, Clarification of Section F from the Planning Commission, update on the BBQ on Saturday.

- Hoekstra – Signage to be added to the Sports Park this week, Ribbon Cutting date not yet set.

- Richards – Clarification regarding the Human Resources Specialist Job Description, 6 Pac Concert cancelled, Transition of the clerk position in November.

- **Future Agenda Items**

- **Adjournment**

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

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On Allendale Place PUD  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on August 10, 2020

- Elenbaas opened the Public Hearing at 7:22 pm Due to technical difficulties the public hearing was re-opened at 7:27 pm
- Comments were received.
- Motion made by Elenbaas, seconded by Hoekstra to close the Public Hearing.
- Public Hearing was closed at 7:35 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor



Minutes of the Regular Board Meeting  
Held on Monday, August 24, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, Elenbaas, Richards, Kraker, VanderVeen, VanderWall by call in

Members Absent: Hoekstra

Guests Present: Bob Sullivan, Kevin Yeomans, Chad Doornbos

Elenbaas called the Meeting to order

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

Motion by VanderVeen, seconded by Kraker to approve the agenda as presented.  
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 August 10, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the August 3, 2020 Planning Commission Meeting  
Sheriff's Office Allendale July Report

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

One call in comment was received

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

- **Guest Speaker**

Kevin Yeomans: ACT Project Coordinator - Project GRIFAAC

- **Action Items**

**Ordinance No. 2020-3: Allendale Place PUD**

Motion by Zeinstra, seconded by Kraker to approve Ordinance 2020-3: Allendale Place PUD as presented. Roll Call Vote: Yes: Elenbaas, Kraker, Zeinstra, VanderVeen, Richards, VanderWall Approved

**Public Utilities: Award of Roof Repair Contract**

Motion by VanderWall, seconded by VanderVeen to award the roof repair contract for the M-45 Booster Station to MasterTech Roof Management at a cost of \$4,030 to

include the appropriate budget amendment. Roll call vote: Yes: Kraker, Zeinstra, VanderVeen, VanderWall, Richards, Elenbaas                      Approved

**Library Page Recommendation**

Motion by VanderVeen, seconded by Kraker to approve the hire of Elizabeth Ludema for the Library Page position as recommended by the Library Director.    Approved

**Cody Brow to Operator**

Motion by Zeinstra, seconded by VanderWall to approve the move of Cody Brow to the Operator position as recommended by the Superintendent of Public Works.    Approved

**Ryan Stautz to Assistant Operator**

Motion by Kraker, seconded by Zeinstra to move Ryan Stautz into the Assistant Operator position per recommendation from the Superintendent of Public Works.    Approved

**Signage for Civil War Statue**

No Motion at this time

- **Discussion Items**

Internship Program

- **Public Comments**

Several call in comments were received

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

- **Board Comments**

Elenbaas – Budget Season

VanderWall – Census update

Richards – Community Statue support

VanderVeen – Clarification on the Handout and Ryan Kelley

- **Future Agenda Items**

- **Adjournment**

Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 8:24 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, September 14, 2020, 7:00 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Kraker, Hoekstra, VanderVeen, Zeinstra, VanderWall by  
call in

Members Absent:

Guests Present: Bob Sullivan, Kevin Yeomans, Tyler Wolfe, Tim VanBennekom

Elenbaas called the Meeting to order

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

Motion by Zeinstra, 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 24, 2020 Regular Board Meeting Minutes

Bills

Interim Bills

For Information:

Financial Report

Minutes of the August 17, 2020 Planning Commission Meeting

Sheriff's Office Allendale August Report

Fire Report

- **Public Hearing - Allendale Crossings**

Elenbaas opened the public hearing at 7:06 pm.

No Comments were received.

Motion by Elenbaas, seconded by VanderVeen to close the public hearing. Approved

Public Hearing was closed at 7:14 pm.

- **Action Item**

**Resolution 2020-15: Allendale Crossings**

Motion by Zeinstra, seconded by Hoekstra to approve Resolution 2020-15: Allendale Crossings as presented. Approved

- **Public Comments**

Several comments were made using the remote call in process.

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

- **Guest Speakers**

Assessing: Tyler Wolfe

Township Supervisor: Adam Elenbaas

Clerk: Laurie Richards

- **Action Items**

- **Recommendation to fill HR Specialist position**

- Motion by Kraker, seconded by Zeinstra to offer Lydale Weaver the HR specialist position per the recommendation letter submitted by Kevin Yeomans pending satisfactory background check, drug screen and checking of references. Approved

- **Resolution 2020-13: Update to Board Meeting Start Times**

- Motion by VanderWall, seconded by VanderVeen to approve Resolution 2020-13: Update to Board Meeting Start Times as presented. Approved

- **Resolution 2020-14: Truth in Taxation**

- Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2020-14: Truth in Taxation as amended with the corrected Board starting time as 6:30 pm on September 28, 2020. Approved

- **Resolution 2020-16: Formation/Appointment of Statue Committee**

- Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2020-16: Formation/Appointment of Statue Committee as amended. Approved

- **Temporary Signage for Civil War Statue**

- Motion by Kraker, seconded by VanderVeen to approve the Temporary Signage for the Civil War Statue as amended. Approved

- **Discussion Items - None**

- **Public Comments**

- Several comments were made using the remote call in process.

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

- **Board Comments**

- Elenbaas – Handling of written comments to the Board

- Hoekstra – Sept 29 at 6:00 pm Ribbon Cutting for the fitness park and Concert to follow

- **Future Agenda Items**

- Budget

- **Adjournment**

- Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:00 pm.

- Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On Allendale Crossings  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on September 14, 2020

- Elenbaas opened the Public Hearing at 7:06 pm
- No Comments were received.
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:14 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, September 28, 2020, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Zeinstra, Kraker, Richards, Elenbaas, VanderVeen, Hoekstra,  
VanderWall by call in

Members Absent:

Guests Present: Bob Sullivan, Kevin Yeomans, Lizzie Schab, Larry Haveman

Elenbaas called the Meeting to order

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

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

- **Consent Agenda**

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

Items on the consent agenda were:

Approval of the September 14, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the September 8, 2020 Planning Commission Meeting  
DDA Minutes

- **Public Hearing - Truth in Taxation**

Elenbaas opened the Public Hearing at 6:35 pm

No comments were received

Motion by Elenbaas, seconded by Hoekstra to close the Public Hearing. Approved  
Public Hearing as closed at 6:39 pm

- **Public Comments**

Several comments were made using the remote call in process.

Elenbaas gave each board member that was present a written comment to read.

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

- **Guest Speaker**

Budget 2021

Lizzie Schab: Library Director

Larry Haveman: Facilities Supervisor

Tim VanBennekom: Finance Director  
Adam Elenbaas: Township Supervisor

- **Action Items**

- **Ordinance 2020-4 First Reading: Zoning Text Amendment Ordinance**

- Elenbaas introduced for a first reading Ordinance 2020-4: Zoning Text Amendment

- **Ordinance 2020-5 First Reading: Zoning Text Amendment Ordinance**

- Elenbaas introduced for a first reading Ordinance 2020-5: Zoning Text Amendment

- **Ordinance 2020-6 First Reading: Subdivision Zoning Amendment**

- Elenbaas introduced for a first reading Ordinance 2020-6: Subdivision Zoning Amendment

- **Resolution 2020-17: Millage Resolution**

- Motion by VanderWall, seconded by Hoekstra to approve Resolution 2020-17: Millage Rate Resolution as presented. Roll Call Vote: Yes: Hoekstra, VanderVeen, Elenbaas, Kraker, Zeinstra, VanderWall, Richards Approved

- **Interlocal Assessing Agreement**

- Motion by VanderVeen, seconded by Kraker to engage Brian Busscher, MMAO, Ottawa County Deputy Director as the proposed designated assessor pursuant to contract. Approved

- **2021 Independence Day Fireworks Contract**

- Motion by VanderVeen, seconded by Kraker to approve the 2021 Independence Day Fireworks Contract as presented. Approved

- **Fire Fighter COVID Hazard Pay Distribution**

- Motion by VanderVeen, seconded by VanderWall to grant hazard pay to the Allendale Charter Township full time and paid on call firefighters of \$1,000 each via the Fire Responder Hazard Pay Premiums Program due to Covid-19. Approved

- **Discussion Items**

- Township of Excellence

- Fitness Court Lighting

- Motion by VanderVeen, seconded by Kraker to amend the agenda to add a second Public Comments section. Approved

- **Public Comments**

- One comment was received using the remote call in process

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

- **Board Comments**

- Richards – Public test is on October 1 at 8:00 am., need to schedule an Election Commission meeting, Awarded an Election grant

- VanderVeen – No Ribbon cutting this October, requested Committee meeting dates

- Elenbaas – Halloween is 5:30 pm to 8:00 pm on October 31, update on the multi-use trail system through Ottawa County, FOIA emails – Elenbaas informed the Board that there had been FOIA requests that had been granted. Elenbaas received response

emails with the word appeal in them. The Supervisor is addressing them in accordance with the Township's published FOIA guidelines. The Township Board did not request any additional direction to be taken.

- **Future Agenda Items**

**Next Board Meeting is October 12 at 6:30 pm**

- **Adjournment**

Motion by Hoekstra, seconded by VanderVeen to adjourn the meeting at 8:00 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor



Public Hearing Minutes  
On Truth in Taxation  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on September 28, 2020

- Elenbaas opened the Public Hearing at 6:35 pm
- No Comments were received.
- Motion made by Elenbaas, seconded by Hoekstra to close the Public Hearing.
- Public Hearing was closed at 6:39 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, October 12, 2020, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Bob Sullivan, David Morren, Mitch Kahle, Joel Paauwe, Jess Paauwe, Sophia Hamilton, Kristen Green, Joshua Green, Michelle Lentz, Lindsey Brown, Chris Hamm, Madelen Mendez, Joe Cadreau, Lynnette Veen, Joshua Dean, Tina Benson, Dawn Southwick, Bill Westerman, Holly Huber, Carina Freeman, Jeanine Gasper, Maddie Buckler, Cathy Schmidt, Ben Elenbaas, Aly Brown, Jessica Miller, Mark Elenbaas, JR Prah, Tony Dolce, Kyle Garlanger, Mike Keefe, Tim VanBennekum, Kevin Yeomans, Chad Doornbos, Debbie Culbertson

Elenbaas called the Meeting to order

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

Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the removal of First Readings on the three Ordinances under Action Items, add a Discussion Item of Statement regarding Violence, Racism, and Terrorism, and add a second Public Comment to follow Discussion Items and before Board Comments.  
Approved

Board Meeting went to a recess at 6:45 to move the meeting outside. Meeting resumed at 7:15pm at the Township Pavilion.

- **Consent Agenda**

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

Items on the consent agenda were:

Approval of the September 28, 2020 Regular Board Meeting Minutes  
Bills  
Interim Bills

For Information:

Financial Report  
Minutes of the September 21, 2020 Planning Commission Meeting  
Waste Water Treatment Plant Construction Progress Update

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

Several comments were received

Motion by Elenbaas, seconded by Hoekstra to close Public Comments. Approved

- **Guest Speakers**

- Budget 2021

- Public Utilities

- Finance

- HR

- Planning and Zoning

- Rental

- Fire

- ACT Fire, Chief Mike Keefe: Fire Station Plans Update

- **Action Items**

- Set Public Hearing for 2021 Budget: October 26, 2020**

- Motion by VanderVeen, seconded by Kraker to approve October 26, 2020 at 6:30 pm as the date for the Public Hearing for the 2021 Budget as presented.

- Approved

- Coopersville Water Transmission Line Contract**

- Motion by Zeinstra, seconded by Kraker to approve the signing of the Coopersville Water Transmission Line Contract as presented. Roll call vote:

- Yes: Hoekstra, Kraker, VanderVeen, Zeinstra, Elenbaas, Richards

- Approved

- MERS update**

- Motion by Hoekstra, seconded by Zeinstra to approve the MERS update as presented. Approved

- Ordinance 2020-4 ~~First Reading:~~ Zoning Text Amendment Ordinance**

- Motion by Kraker, seconded by Zeinstra to approve Ordinance 2020-4: Zoning Text Amendment as presented. Approved

- Ordinance 2020-5 ~~First Reading:~~ Zoning Text Amendment Ordinance**

- Motion by VanderVeen, seconded by Hoekstra to approve Ordinance 2020-5: Zoning Text Amendment as presented. Approved

- Ordinance 2020-6 ~~First Reading:~~ Subdivision Zoning Amendment**

- Motion by Zeinstra, seconded by Kraker to approve Ordinance 2020-6: Subdivision Zoning Ordinance as presented. Approved

- Resolution 2020-18: Parks and Recreation Master Plan**

- Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2020-18: Parks and Recreation Master Plan as presented. Approved

- Motion by Hoekstra, seconded by Kraker to release the \$50,000 from the 2020 budget to Ottawa County Parks and Recreation that was allocated for Allendale's portion of this project. Approved

- 60<sup>th</sup> and 61<sup>st</sup> Avenues Re-Graveling**

- Motion by Zeinstra, seconded by Hoekstra to approve the signing of the re-graveling project agreement with the Ottawa County Road Commission for 60<sup>th</sup> Avenue and 61<sup>st</sup> Avenue as presented with the estimated cost of \$8,000.

- Approved

- **Discussion Items**

Funds for Allendale Portion of Idema Explorers Trail

Statement on Violence, Racism and Terrorism

VanderVeen, Elenbaas, Hoekstra will be the committee to formulate a statement to reflect the Board's stand regarding the tolerance of Violence, Racism and Terrorism in our community.

- **Public Comments**

Several comments were received

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

- **Board Comments**

Richards – I do not support White Supremacy, Terrorism, Racism, and what is going on in Allendale. Was not aware of plans on October 24

Hoekstra, Elenbaas and Kraker voiced similar comments

- **Future Agenda Items**

- **Adjournment**

Motion by Kraker, seconded by Zeinstra to adjourn the meeting at 9:12 pm.   Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, October 26, 2020, 6:32 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra, VanderWall by call in

Members Absent: Kraker

Guests Present: Brad Fisher, Kevin Yeomans, Elizabeth Szymanski, Mike Keefe, Chad Doornbos

Elenbaas called the Meeting to order

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

Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.  
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 October 12, 2020 Regular Board Meeting Minutes

Bills

Interim Bills

For Information:

Financial Report

Minutes of the October 5, 2020 Planning Commission Meeting

Fire Report

- **Public Hearing 2021 Budget**

Elenbaas opened the Public Hearing at 6:41 pm.

One Comment was received

Motion by Elenbaas, seconded by Hoekstra to close the Public Hearing. Approved

The Public Hearing was closed at 6:46 pm

- **Public Comments**

Several comments were made using the call-in process

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

- **Guest Speaker**

Fire Chief, Mike Keefe – Budget and Fire Station Update

- **Action Items**

**Resolution 2020-19: Rescission of PA 116 on Buist Property**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2020-19: Rescission of PA 116 on Buist Property as presented. Approved

**Resolution 2020-20: Township Board Statement Condemning Racism**

Elenbaas introduced Resolution 2020-20: Township Board Statement Condemning Racism for a first reading.

**Participation in Community Christmas Tree Walk**

No action taken regarding Participation in Community Christmas Tree Walk

- **Discussion Items**

Construction Simplified

- **Public Comments**

Several comments were made using the call-in process.

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

- **Board Comments**

VanderVeen – List of Future Agenda Items, Ottawa County Diversity Forum update

Richards – Board Meetings time gong back to 7 pm

Elenbaas – Garden of Honor meeting update, Maintenance Building completion, clarification on comments regarding Ryan Kelly’s appointment to the Planning Commission, final meeting for this current board is November 9, 2020.

- **Future Agenda Items**

- **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:27 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Public Hearing Minutes  
On 2021 Budget  
Held at the Regular Meeting of the  
Allendale Charter Township Board  
on October 26, 2020

- Elenbaas opened the Public Hearing at 6:41 pm
- One Comment was received.
- Motion made by Elenbaas, seconded by Hoekstra to close the Public Hearing. Approved
- Public Hearing was closed at 6:46 pm

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting  
Held on Monday, November 9, 2020, 7:02 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Kraker

Zeinstra, VanderVeen, VanderWall, Hoekstra by call in

Members Absent:

Guests Present: Bob Sullivan, Connor Galligan, Kevin Yeomans, Bob Chapin, Betsy Groendyk,  
Lydale Weaver, Jody Hansen, Ken Murillo

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker

- **Pledge of Allegiance**

- **Approve Agenda**

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

Approved

- **Consent Agenda**

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

Approved

Items on the consent agenda were:

Approval of the October 26, 2020 Regular Board Meeting Minutes

Bills

Interim Bills

For information

Financial Report

Minutes of the October 19, 2020 Planning Commission Meeting

Sheriff's Office Allendale Report

- **Public Hearing None**

- **Public Comments**

KenMurillo – new board member introduction

Several Comments were received using the call-in process

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

- **Guest Speaker**

Allendale Historical Society

Lydale Weaver: HR Specialist – Introduction to the Board

- **Action Items**

**Construction Simplified Plan Review**

Motion by VanderWall, seconded by Zeinstra to sign a contract with Construction

Simplified for the plan review of the proposed fire station for an amount not to exceed



\$2,000 and to include the necessary budget amendment. Roll call vote: Yes: Kraker, Elenbaas, VanderVeen, Zeinstra, VanderWall, Richards, Hoekstra Approved

**Resolution 2020-24: Permit Outdoor Dining by Administrative Approval**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2020-24: Permit Outdoor Dining by Administrative Approval as presented with amending the date to May 3, 2021 as the temporary waiver expiration date. Approved

**Resolution 2020-25: Temporarily Allow for the Administrative Regulation of Temporary Signs**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2020-25: Temporarily Allow for the Administrative Regulation of Temporary Signs as presented with amending the date to May 3, 2021 as the temporary waiver expiration date. Approved

**Resolution 2020-20: Township Board Statement Condemning Racism**

Motion by VanderVeen, seconded by Kraker to approve Resolution 2020-20: Township Board Statement Condemning Racism as presented. Approved

**Resolution 2020-21: 2021 Township Budget**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2020-21: 2021 Township Budget as presented. Roll call vote: Yes: Kraker, Elenbaas, Richards, Zeinstra, VanderWall, VanderVeen, Hoekstra Approved

**Resolution 2020-22: PA 152 Annual Health Insurance Contribution**

Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-22: PA 152 Annual Health Insurance Contribution as presented. Approved

**Resolution 2020-23: Meadow Lake Street Lights**

Motion by Zeinstra, seconded by VanderWall to approve Resolution 2020-23: Meadow Lake Street Lights as presented. Approved

Motion by VanderWall, seconded by Zeinstra authorizing the supervisor to sign the street light contract with Consumers Energy as presented. Approved

- **Discussion Items - None**

- **Public Comments**

Jody Hansen – Election comment

Several Comments were received using the call-in process.

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

- **Board Comments**

VanderVeen, VanderWall, Zeinstra, Kraker, Elenbaas – Thanks you to the out going Board Members

Richards – Election update

- **Future Agenda Items**

- **Adjournment**

Motion by Richards, seconded by Elenbaas to adjourn the meeting at 8:36 pm. Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**NOVEMBER SESSION- 2<sup>ND</sup> DAY**

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, November 24, 2020, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Mr. Vander Wall, Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Kevin Yeomans, Allendale Project Coordinator; Mitch Kahle; Cathy Seaver; Jeanine Gasper; Josh Dean; and Cathy Schmidt

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 9, 2020 Board of Trustees meeting.
2. To approve the general claims in the amount of \$327,451.85 and the interim payments of \$1,031.98 as presented by the summary report for November 11, 2020 – November 24, 2020.
3. To approve the MERS Defined Contribution plan: Adoption Agreement Addendum. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the November 11, 2020 Planning Commission Meeting

3. Ottawa County Sheriff's Office Allendale Township October Report
4. Allendale Township Fire Department October Report
5. Public Utilities Construction Update

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Mitch Kahle, Muskegon
2. Cathy Seaver, Allendale
3. Jeanine Gasper, Allendale
4. Josh Dean, Allendale

Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Kevin Yeomans, Allendale Township Project Coordinator, provided the board with an update on the Internship Project. Due to Covid-19 complications, the program is being postponed until spring. He also updated the board on project GRIFAaC (a paperless implementation project) and introduced Project Wyld Stallyns (a technology project which enhances team collaboration through the use of advanced software programs).

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign [Resolution 2020-26](#), waiving the reservation fee for the Holiday Lights Parade hosted by the Allendale Rotary on December 5, 2020. The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (7)

NAYS: None (0)

Discussion Items- None

Public Comments and Communications

Comments were received from:

1. Mitch Kahle, Muskegon

2. Cathy Schmidt, Allendale

Board Comments:

1. Ms. Vander Veen: clarification questions on statue/committee, and trustee training. Welcome to new board members and expressed thanks to staff.
2. Mr. Vander Wall: Planning Commission minutes clarification/suggestion.
3. Mr. Elenbaas: statue update, future Board Meetings and agenda items. Also, Mr. Elenbaas informed the Board that a FOIA request had been made, was granted and the requestor has appealed stating that all information had not been provided. Mr. Elenbaas informed the board that no information was denied to the requestor and all information had been provided. The Board did not request any additional direction to be taken.

Mr. Vander Wall moved to adjourn at 7:55 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
DECEMBER SESSION- 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, December 14, 2020, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Mr. Vander Wall, Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Kevin Yeomans, Project Coordinator; Bob Sullivan, Legal Counsel; Lydale Weaver, Human Resource Specialist; Mike Keefe, Fire Chief; Chad Doornbos, Public Utilities Supervisor; and Denise Wiersma.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

Ms. Vander Veen pronounced the invocation.

Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 23, 2020 Board of Trustees meeting.
2. To approve the general claims in the amount of \$393,672.48 and the interim payments of \$1,583.14 as presented by the summary report for November 25, 2020 – December 15, 2020.
3. To approve the completion of probationary period for Elisabeth Ludema and authorize her wages to be calculated at \$11.15 per hour, effective December 7, 2020.
4. To approve and authorize the Clerk and Supervisor to sign Resolution

2020-27, adopting the guidelines for poverty exemptions.

5. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-28, designating the Sunday Edition of the Grand Rapids Press to be used for legal ads for the year 2021.
6. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-29, establishing the Supervisor Salary for 2021.
7. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-30, establishing the Clerk Salary for 2021.
8. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-31, establishing the Treasurer Salary for 2021.
9. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-32, establishing the Trustee Salaries for 2021.
10. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-33, establishing the Township Board Meeting Dates for 2021. The motion passed.

#### Items Received for Information

1. Financial Report
2. Minutes of the November 16, 2020 Planning Commission Meeting
3. Ottawa County Sheriff's Office Allendale Township November Report
4. Allendale Township Fire Department November Report

#### Public Hearings- None

#### Public Comments and Communications- None

Mr. Elenbaas moved to close public comment. The motion passed.

#### Guest Speakers

Lydale Weaver, Allendale Township Human Resource Specialist, introduced a HR System within the existing BS&A program. The initial start up fee would be \$18,284.00 with an annual cost of \$6,165.00. The annual cost is \$1,335.00 less than the annual fees from the current HR program (Bamboo). He indicated the BS&A HR program would better suit the needs of the township. Mr. Weaver answered various questions from the board.

Chad Doornbos, Public Utilities Supervisor, outlined some proposed changes made in the Water System Ordinance Amendment, Sewer System Ordinance Amendment, Construction Standards Update, Copper Lines Enforcement Policy, and Utility Rates. Mr. Doornbos addressed several questions and concerns from board members.

2020-7 Water System Ordinance Amendment was introduced for first reading.  
2020-8 Sewer System Ordinance Amendment was introduced for first reading.

#### Action Items

Mr. Zeinstra moved to approve the purchase of Office 365, and Adobe DC Business, both of which are part of Project GRIFAaC, at an annual software cost of approximately \$10,240.00. This is an increase of approximately \$5,240.00 of the projected annual software costs. The motion passed.

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-34, appointing members to the following committees: Planning Commission (2 seats), Construction Board of Appeals (4 seats), Zoning Board of Appeals (1 seat), and Downtown Development Authority (3 seats). The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr.

Zeinstra, Ms. Kraker, Mr. Elenbaas. (7)

NAYS: None (0)

Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-35, appointing members to the Board of Review (4 seats). The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr.

Zeinstra, Ms. Kraker, Mr. Elenbaas. (7)

NAYS: None (0)

Mr. Vander Wall moved to authorize the Fire Chief to begin the purchase of two fire response vehicles at a cost of \$61,910.00, which is designated as a 2021 expense. The motion passed.



### Discussion Items

Lydale Weaver, Human Resource Specialist, presented an appeal received from a previous employee requesting a vacation payout. In 2014, the employee transitioned from hourly employment to an elected position. Ms. Vander Veen supports this appeal. Legal Counsel reiterated their opinion which concluded that the request for the vacation payout should have been done in 2014 when the transition originally took place. General discussion was had. No action taken.

### Public Comments and Communications- None

### Board Comments:

1. Ms. Kraker: clarification questions on what type of business is being built on 48<sup>th</sup> and Lake Michigan Drive. Mr. Elenbaas indicated it was going to be a gas station.
2. Ms. Hansen: Informed the board she is researching some new ideas on how to best handle FOIA requests. She will keep the Board posted, but to expect some changes. She thanked the township staff for welcoming her onboard and being so helpful as she gets settled in.
3. Mr. Elenbaas: The statue committee is scheduled to meet again in January. They have two meetings left, but have been delayed due to Covid-19. He gave an overview of the Family First Covid Response Act and suggested he may bring this topic to a future meeting for the Board to consider a possible extension into 2021.
4. Ms. Vander Veen: Requests agendas be emailed separately from board packet and would like the Clerk to send a copy of Resolution 2020-34 and 2020-35 to her. She would like to help support the over/under crossing idea that was highlighted in the Planning Commission minutes.

Mr. Vander Wall moved to adjourn at 9:54 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
DECEMBER SESSION- 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, December 28, 2020, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Mr. Vander Wall, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (6)

Absent: Ms. Vander Veen (1)

Staff and Guest Present: Kevin Yeomans, Project Coordinator; Bob Sullivan, Legal Counsel; and Chad Doornbos, Public Utilities Supervisor.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

Mr. Elenbaas pronounced the invocation.

Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 14, 2020 Board of Trustees meeting.
2. To approve the general claims in the amount of \$387,499.71 (there were no interim payments) as presented by the summary report for December 16, 2020 – December 29, 2020.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2020-39, appointing members to the following committees: Library Committee (2 seats), Zoning Board of Appeals (1 seat), and Parks and Recreation Committee (1 seat).
4. To approve the completion of probationary period for Lydale Weaver,

Human Resource Specialist, and authorize his wages to be calculated at \$27.74 per hour. The motion passed.

#### Items Received for Information

1. Financial Report
2. Minutes of the December 7, 2020 Planning Commission Meeting

#### Public Hearings- None

#### Public Comments and Communications- None

Mr. Elenbaas moved to close public comment. The motion passed.

#### Guest Speakers

Chad Doornbos, Public Utilities Supervisor, provided an overview on the Water System Rate Schedule and Sewer System Rate Schedule. He also provided an update on some of the concerns around portions of the Water System and Sewer System Ordinance Amendments and the changes made to the ordinances remedying those concerns. Mr. Doornbos addressed several questions from board members.

#### Action Items

Ms. Hansen moved to approve the employment transition of Jim Harkes from seasonal to part-time Maintenance Assistant at the starting wage of \$19.16/hour. The motion passed.

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-36, approving certain amendments to budgets beginning January 1, 2020 and ending December 31, 2020. The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (6)  
NAYS: None (0)

Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2020-7: Water System Ordinance Amendment; An Ordinance to amend certain provisions of the Water System Ordinance, Ordinance No. 2019-12,

adopted by the Charter Township of Allendale, to restate the provision concerning water system connection fees payment terms, to add a provision with respect to lawn and garden irrigation and to provide for penalties for the violation of this Ordinance, administrative liability and the repeal of conflicting ordinances. The motion passed.

Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2020-8: Sewer System Ordinance Amendment; An Ordinance to amend certain provisions of the Sewer System Ordinance, Ordinance No. 2019-13, adopted by the Charter Township of Allendale, to restate the provision concerning sewer system connection fees payment terms, to provide for penalties for the violation of this Ordinance, administrative liability and the repeal of conflicting ordinances. The motion passed.

Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-40, adopting standard construction requirements for watermain, sanitary sewer, storm sewer, pedestrian bridges, sidewalks and shared use path improvements for the purpose of advising developers, consulting engineers and contractors, of acceptable construction methods and materials to be utilized within the Township. The motion passed.

Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-37, adoption of Water System Rate Schedule. The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker,  
Mr. Elenbaas. (6)  
NAYS: None (0)

Mr. Murillo moved to approve and authorize the Clerk and Supervisor to sign Resolution 2020-38, adoption of Sewer System Rate Schedule. The motion passed as shown by the following votes:

YEAS: Mr. Vander Wall, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker,  
Mr. Elenbaas. (6)  
NAYS: None (0)

Mr. Vander Wall moved to approve the extension of the current Allendale Township 2020 Covid-19 Paid Time Off Policy, as outlined in the 2021 Covid-19 Paid Time Off Proposal, which extends the current policy set to expire on December 31, 2020 to March 31, 2021. The motion passed.

Discussion Items- None

### Public Comments and Communications

Comments were received from:

1. Kevin Yeomans
2. Bob Sullivan

Mr. Elenbaas moved to close public comment. The motion passed.

### Board Comments:

1. Mr. Elenbaas: The process of a wage study will be coming soon. Events Coordinator, Andrea Wiggins, has resigned from her position. Mr. Elenbaas intends to postpone the posting of this position until MDHHS's mandated Covid-19 closures have subsided. He will monitor and revisit at a later date.
2. Ms. Hansen: Has received numerous calls and correspondence thanking the township for the beautiful lights displayed along M-45.

Various board members wished everyone a safe and Happy New Year.

Mr. Vander Wall moved to adjourn at 8:10 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale