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

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

Members Absent:


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

- Invocation was given by Kraker
- **Approve Agenda**
  Motion by VanderWall, seconded by Kraker to approve the agenda as amended. 
  Approved
- **Consent Agenda**
  Motion by Kraker, seconded by Zeinstra to approve the consent agenda as presented. 
  Approved
  Items on the consent agenda were:
  - Approval of the July 24, 2017 Regular Board Meeting Minutes
  - Approval of the July 25, 2017 Special Board Meeting Minutes
  - Bills
- For Information:
  - Financial Report
  - 2017 Hazard Mitigation Plan – emailed separately
  - June Fire Department Report
  - June Sheriff’s Department Report
  - July 27, 2017 Public Works Staff Meeting Notes
- **Interim Payments**
  Motion by VanderWall, seconded by Zeinstra to approve the interim payments totaling $20,153.29 as presented. 
  Approved
- **Public Hearing**
  Elenbaas opened the hearing on the 64th Ave Road Improvements Special Assessment District at 6:35 pm. No comments were received. Motion by VanderWall, seconded by Kraker to close the public hearing. Public hearing was closed at 6:37 pm.
Elenbaas opened the hearing on the Pierce St. Streetlight Special Assessment District at 6:37 pm. No comments were received. Motion by VanderVeer, seconded by Hoekstra to close the public hearing. Public hearing was closed at 6:38 pm.

- **Public Comment - None**
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**
  - Allendale Fire Department: Presentation of Fire Fighters Austin Petroelje and Joe Flagstad
  - Beth Thomas: Ottawa County Hazard Mitigation Plan
  - County Commissioner Greg DeJong

- **Board Discussion Item**
  - Interim Water and Sewer Superintendent discussion with Mike Barricklow

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

  - **64th Ave Special Assessment District: Road Improvements**
    Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-33: to Establish the 64th Ave Special Assessment District as presented. Motion by Hoekstra, seconded by VanderVeen to table the motion. Approved
    Motion by Hoekstra, seconded by Zeinstra to have Elenbaas recuse himself from voting on all matters on the 64th Ave issues. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Richards, Elenbaas, Kraker, Hoekstra. Approved
    Motion by Hoekstra, seconded by Zeinstra to remove the tabled motion off the table for action. Approved
    Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-33 a Resolution to establish the 64th Ave Special Assessment District as presented. Approved
    Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-34: Establish Public Hearing for the 64th Ave assessment roll as presented. Approved

  - **Pierce Street Special Assessment District: Street Lights**
    Motion by Zeinstra, seconded by Kraker to approve Resolution 2017-35: Establish Pierce St Streetlight Special Assessment District as presented. Approved
    Motion by VanderVeen, seconded by VanderWall to approve Resolution 2017-36: Establish Public Hearing for the Pierce St Assessment roll as presented. Approved

  - **Hidden Shores West Phase 2 Street Lights**
    Motion by Kraker, seconded by VanderWall to authorize the Supervisor and the Clerk to sign the presented Street Light Assessment Contract and the Memorandum of Contract between Allendale Charter Township and Grand Valley Developers, LLC for the Install/Operation cost of street lights in Hidden Shores West Phase 2.
Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-38: Update to Consumer’s Energy Lighting Contract after the signing of the Street Light Assessment Contract and Memorandum of Contract and confirmation of required payment from the developer. Approved

- **HR: Pay range updates**
  Motion by VanderWall, seconded by VanderVeen that the Board will be looking at pay ranges for staff by the 1st of the year. Approved

- **Discussion Items**
  - Township Staffing – Project Manager

- **Public Comments - None**
  Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments**
  Work session dates

- **Future Agenda Items**

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall

Guests Present: Dave Morren

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

- Invocation was given by Richards

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

- Public Comments - None
  Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- Discussion Item
  -Possible changes in legal counsel due to changes at current legal firm Scholten -Fant

- Action Items
  -Changes in legal counsel
  No action was taken. Additional information requested

- Public Comments
  Dave Morren – Tax Tribunal, Employee performance, Legal Counsel
  Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- Adjournment
  Motion by Zeinstra, seconded by VanderVeen to adjourn the meeting at 6:30 am.
  Approved

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Dave Morren, Sherry Kuyt

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

- Invocation was given by Elenbaas

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

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

  Items on the consent agenda were:
  - Approval of the August 14, 2017 Regular Board Meeting Minutes
  - Approval of the August 23, 2017 Special Board Meeting Minutes
  - Bills

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

- Interim Payments
  Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling $755.00 as presented. Approved

- Public Hearing - None

- Public Comments - None
  Motion by Elenbaas, seconded by Hoekstra to close public comment. Approved

- Guest Speaker - None

- Action Items
  - Approval of ACD Metro Act Application
    Motion by VanderWall, seconded by Zeinstra to approve the ACD Metro Act application as presented. Approved

  - Recommendation to Hire Assistant Assessor
    Motion by Elenbaas, seconded by VanderWall to hire Connor Galligan to the Assistant Assessor position at a wage of $20.58 based on his certification level of MCAO. His
effective date of hire is 8/29/17. Roll call vote: Yes: Zeinstra, VanderWall, Elenbaas, Richards, Kraker, Hoekstra  Approved

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

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

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

- Discussion Items
  - Township Staffing – Project Manager
    The Water/Sewer Superintendent position will be posted
  - HR: Pay Ranges
  - Department Head cell phones

- Public Comments
  Dave Morren – changes at the water/sewer plant during interim period, discussion regarding 6 am meeting last week
  Motion by Elenbaas, seconded by VanderWall to close public comments.  Approved

- Board Comments
  Raftels water rate study is due September 8, 2017

- Future Agenda Items

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall, Zeinstra

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

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

- Invocation was given by Elenbaas
- Approve Agenda
  Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.
  Approved
- Consent Agenda
  Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented.
  Approved
  Items on the consent agenda were:
  -Approval of the August 28, 2017 Regular Board Meeting Minutes
  -Bills
  For Information:
  -Financial Report

- Interim Payments
  Motion by VanderVeen, seconded by Kraker to approve the interim payment of $410.00 as presented.
  Approved

- Public Hearing
  -Proposed Special Assessment Roll: 64th Ave Paving
    Elenbaas opened the hearing on the 64th Ave Road Improvements Special Assessment District at 7:05 pm. Comments were received. Motion by Kraker, seconded by VanderVeen to close the public hearing. Public hearing was closed at 7:09 pm.
  -Proposed Special Assessment Roll: Pierce St. Streetlights
    Elenbaas opened the hearing on the Pierce St. Streetlight Special Assessment District at 7:09 pm. No Comments were received. Motion by VanderVeen, seconded by Kraker to close the public hearing. Public hearing was closed at 7:10 pm.

- Public Comments - None
  Motion by Elenbaas, seconded by Kraker to close public comment.
  Approved

- Guest Speaker
- Introduction of the New Library Board Members — Margaret Wheeler and Leigh Rupinski

- County Commissioner — Greg DeJong: Update on what is going on around Ottawa County, Speeding Ticket money goes back to public libraries

- John Scholtz: Update on County Trail Project

- Steve Spriensma: County Trail path and considerations

- Roger Modderman: Information for the Board on PA 281 of 2016 (Medical Marihuana Facilities Licensing Act) from an Allendale resident

- Action Items

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

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

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

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

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

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

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

- Discussion Items

- Public Comments

  o Dave Morren – Trail system concerns, Marihuana concerns, and Government support
  o John Schultz – Trail system clarification
- Andrew Hendrickson – Trail system concerns, Marihuana concerns
- Nate Holstege – Trail system concerns
- Aaron Bodbyl-Mast – MDOT funding for the trail system clarification
- Joe Bush – County Drain Commission update

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

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

- Future Agenda Items
  Work Session – 9/12/17  6:30 pm.

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

Laurie Richards  
Allendale Charter Township Clerk

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

Members Present: Elenbaas, Richards, VanderWall, Kraker Hoekstra

Members Absent: VanderVeen, Zeinstra

Guests Present: Chad Doornbos

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

- Invocation was given by VanderWall

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

- Public Comments - None
  Motion by Kraker, seconded by VanderWall to close public comment. Approved

- Guest Speaker - None

- Action Items
  - Motion for official pay range and job description of Water/Sewer Superintendent
    Motion by Kraker, seconded by Hoekstra to set the official pay range for the Water/Sewer Superintendent position at $69,000 to $88,000. Approved
    Motion by VanderWall, seconded by Kraker to approve the job description of the Water/Sewer Superintendent as amended. Approved

- Discussion Items
  - HR: Positions/Job Descriptions: Zoning, HR
    Approval of HR and Recording Secretary positions will be on the September 25, 2017 agenda
    - Wage Study: continue in-house or outsource?
      Get Quotes from outside source

- Public Comments - None

- Board Comments

- Future Agenda Items
  - Raftellis Rate Study
  - Budget Work Session in October
  - Bids for Legal Council

- Adjournment
  Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 8:29 pm. Approved
Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

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

- Invocation was given by VanderVeen
- Kraker was appointed as temporary Clerk

- Approve Agenda
  Motion by Elenbaas, seconded by VanderVeen to approve the agenda as amended.
  Approved

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

  Items on the consent agenda were:
  - Approval of the September 11, 2017 Regular Board Meeting Minutes
  - Approval of the September 12, 2017 Board Work Session Meeting Minutes
  - Bills

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

- Interim Payments
  Motion by VanderWall, seconded by VanderVeen to approve the interim payments of
  $1,129.75 as presented. Approved

- Public Hearing
  - JIMDI Plastics PA198 tax exemption
    Elenbaas opened the hearing on the JIMDI Plastics PA 198 Tax Exemption at 7:13 pm.
    No comments were received. Motion by Zeinstra, seconded by VanderVeen to close the
    public hearing. Public hearing was closed at 7:14 pm.
- Public Comments
  Motion by Elenbaas, seconded by VanderWall to close public comment. Approved

- Guest Speaker -None

- Action Items
  - Resolution 2017-42: JIMDI Plastics Industrial Facilities Exemption Certificate
    Motion by VanderWall, seconded by Kraker to approve Resolution 2017-42: JIMDI Plastics Industrial Facilities Exemption Certificate as presented. Approved
  - Motion to sign 198 Agreement with JIMDI Plastics
    Motion by VanderWall, seconded by VanderVeen to authorize the signing of the 198 Agreement with JIMDI Plastics as presented. Approved
  - Ordinance 2017-10: Second Reading
    Note: Sections 2 and 4 were removed and sent back to the Planning Commission
    Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2017-10 as presented with the removal of sections 2 & 4. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra  Approved
  - Set Matthysse PUD Public Hearing date
    Motion by VanderVeen, seconded by Zeinstra to set the public hearing date for the Matthysse PUD to October 23rd and the first reading also on the date. Approved
  - Planning Commission Secretary Posting
    Motion by Kraker, seconded by VanderWall to create and post for the position of Planning Commission Secretary with compensation the same as the planning commission members meeting amount. Approved
  - HR Coordinator Posting
    Motion by VanderVeen, seconded by Kraker to approve the position, job description as presented and approve posting for this position with salary range at $17.00 - $20.00 per hour for 20 hours per week. Approved
  - Rental Housing late invoice fee
    No action taken. Additional information requested
  - Set Public Hearing date for 2018 Budget
    Motion by Elenbaas, seconded by VanderVeen to set the Public Hearing date on the 2018 Budget for October 23, 2017 at 7:00 pm. Approved

- Discussion Items
  - Medical Marijuana
    Not opting in at this time
  - Multi-use Trail
    Needing a Strategic Plan for Allendale Township. Requesting $50,000 now for phase one but do not want to be obligated to a contribution for phase two.

- Public Comments
  Mike Barricklow – Ottawa County Trails
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

Board Comments

Future Agenda Items
- Work Session on 9/26

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: 

Guests Present: Mike Barricklow

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

- Invocation was given by Zeinstra

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

- Public Comments - None

  Elenbaas closed public comments.

- Guest Speaker - None

- Action Items

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

  - Dewpointe West Phase 2 Street Lights
    - Resolution 2017-43: Authorization for change to Consumers Street Light Contract
      
      Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-43: Authorization for change to Consumers Street Light Contract as presented. Approved
      - Approve signing of Street Light Assessment Contract for Dewpointe West phase 2
    
    Motion by Hoekstra, seconded by VanderVeen to approve the signing of the Street Light Contract for Dewpointe West phase 2 as presented. Approved

- Project Facilitator

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

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

- **Public Comments - None**
  Elenbaas closed public comments.

- **Board Comments**
  Good Pizza

- **Future Agenda Items**
  2018 Budget – October 3 meeting date

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

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Laurie Richards
Allendale Charter Township Clerk

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

Members Present: VanderVeen, Kraker, Hoekstra, VanderWall, Zeinstra, Richards
Members Absent: Elenbaas
Guests Present: Rob Bristow, Chris Dill, Kyle Garlanger, Tim VanBennekom

VanderWall called the Meeting to order and opened with the Pledge of Allegiance
  ▪ Invocation was given by Hoekstra
Motion by Richards, seconded by Zeinstra to appoint VanderWall as the President Pro Temp for this meeting. Approved
  ▪ Approve Agenda – No Change as not all members are present
  ▪ For Information - None
  ▪ Public Comments - None
    Motion by Zeinstra, seconded by Kraker to close public comments. Approved
  ▪ Guest Speaker - None
  ▪ Action Items - None
  ▪ Discussion Items
    -2018 Budget with Department Heads
      o Overview, Revenue from Treasurer and Finance/Accounting Director
      o Rob Bristow
        o Library
        o Library Capital Improvement Fund
        o Concerts in the Park
      o Sgt Dill
        o Law Enforcement
      o Clerk
        o Trustees
        o Elections
        o Clerk
        o Insurance
        o Cemetery Improvement Fund
      o Tim VanBennekom
        o Finance
        o Audit
        o Treasurer
        o Drain at Large
  -Status update on open positions
Kraker reported 11 applicants for the Superintendent of Public Works position and 1 applicant for the part-time HR position

- **Public Comments - None**
  VanderWall closed public comments.

- **Board Comments**

- **Future Agenda Items**
  2018 Budget – October 3 meeting date
  Safety Professional

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

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent:  

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

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

- Invocation was given by Kraker  
- **Approve Agenda**  
  Motion by Kraker, seconded by VanderWall to approve the agenda as amended with the addition of Personnel Expenses added to Action Items. Approved  
- **Consent Agenda**  
  Motion by VanderWall, seconded by Kraker to approve the consent agenda as presented. Approved  
  Items on the consent agenda were:  
  - Approval of the September 25, 2017 Regular Board Meeting Minutes  
  - Approval of the September 26, 2017 Board Work Session Meeting Minutes  
  - Approval of the October 3, 2017 Board Work Session Meeting Minutes  
  - Bills  
  
  For Information:  
  - Financial Report  
  - Planning Commission Minutes (Draft) of October 2, 2017 Meeting  
  - September 28, 2017 Public Works Staff Meeting Notes  
  - September Fire Department Report  

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

- **Public Hearing**  
  - Allendale Crossings/O’Reilly PUD  
  Josh Ligon representing Hutton Development presented the project.  
  Elenbaas opened the public hearing on the Allendale Crossing/O’Reilly PUD at 7:15 pm. No comments were received. Motion by Elenbaas, seconded by Hoekstra to close the public hearing at 7:16 pm. Approved
- Public Comments - None
  Motion by Elenbaas, seconded by Hoekstra to close public comment. Approved

- Guest Speaker
  -Allendale Fire Department: Presentation of firefighters -- Eric Busscher, Troy Teller and Colin VanderWal
  Swearing in Ceremony for Eric Busscher, Troy Teller and Colin VanderWal to firefighter status.

- County Commissioner -- Greg DeJong
  Update on Ottawa County Events

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

- Action Items
  - Ordinance 2017-11: First Reading of Allendale Crossing / O’Reilly Auto Parts PUD
    Elenbaas introduced Ordinance 2017-11 for a first reading
  - Resolution 2017-45: Schedule Public Hearing to create Industrial Development District
    Motion by VanderWall, seconded by Kraker to approve Resolution 2017-45: to schedule a public hearing to create an Industrial Development District. Public Hearing is scheduled for October 23, 2017. Approved
  - Resolution 2017-46: Schedule Public Hearing for Constructive Sheet Metal’s Industrial Facilities Exemption District Application
    Motion by VanderWall, seconded by Richards to approve Resolution 2017-46: to schedule a public hearing for Constructive Sheet Metal’s Industrial Facilities Exemption District Application. Public Hearing date is set for October 23, 2017. Approved
  - Approve description of Personnel Committee
    Motion by VanderVeen, seconded by Kraker to approve the description of the personnel committee as presented. Approved
  - Resolution 2017-47: Appoint Personnel Committee
    Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-47: Appointments to the Personnel Committee effective immediately as presented. Approved
  - Approve job descriptions
    Motion by VanderVeen, seconded by Kraker to approve the 2017 job descriptions that were sent in an email on 10/9/2017 as consolidated 2017 Job Descriptions. Approved
  - Outsource wage study (include budget amendment)
    Motion by VanderWall, seconded by VanderVeen to accept the proposal from Pontifex to conduct a compensation study to include benefits for a total cost
of $8,500 and to make a budget amendment to cover this cost. This study is
to be completed by the end of this year. Roll call vote: Yes: Elenbaas,
VanderWall, Zeinstra, VanderVeen, Kraker, Hoekstra, Richards. Approved

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

- Contract Agency Service Agreement for Project Facilitator Posting
Motion by Kraker, seconded by VanderVeen to have Adam Elenbaas, Supervisor
sign the presented agreement on behalf of the Township with JBL Resources as
presented. Approved

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

- Discussion Items - None
- Public Comments - None
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- Board Comments
Retirement recognition
Fire Department – Trunk or Treat/Fire Prevention – October 26 5-8 pm
Christmas Holiday Office Hours – Closed all day Friday December 22, 2017, Monday
December 25, 2017 and Monday January 1, 2018
Advertise an opportunity for donations to township park

- Future Agenda Items
Safety Training Classes

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

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

- Invocation was given by Richards

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

- Public Comments - None
  Elenbaas closed public comment.

- Action Items
  - Contract Agency Service Agreement for Project Facilitator posting
    Motion by Zeinstra, seconded by VanderVeen to authorize the Supervisor to sign the presented agreement with AeroTek.  
    Approved

- Discussion Items
  - 2018 Budget with Department Heads
    o Adam Elenbaas
      o Assessing
      o Law Enforcement Update
    o Steve Boss
      o Rate Study Results
      o Water/Sewer

  - Community Promotions Position
    Will have a Job Description to present to the Board at the next Meeting

  - Contracting Safety Classes
    Will gather more information to present at a future Board Meeting

- Public Comments
  - Chad Doornbos – clarification on the role and responsibility of the newly appointed Personnel Committee
  Elenbaas closed public comment

- Board Comments
  - Elenbaas – requested update on the Showcase seminar. Hoekstra to present at a future Board Meeting
- **Future Agenda Items**
  2018 Budget Public Hearing on October 23, 2017

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

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall

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

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

- Invocation was given by Elenbaas

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

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

  Items on the consent agenda were:
  - Approval of the October 9, 2017 Regular Board Meeting Minutes
  - Approval of the October 17, 2017 Board Work Session Meeting Minutes
  - Bills

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

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

- Public Hearing  
  - Establishment of an Industrial Development District for Constructive Sheet Metal  
    Tad DeJonge gave an introduction of his Constructive Sheet Metal Company.  
    Elenbaas opened the public hearing on the Establishing of an Industrial Development District for Constructive Sheet Metal at 7:08 pm. No comments were received. Motion
by VanderVeen, seconded by Zeinstra to close the public hearing at 7:09 pm.
Approved

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

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

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

- Public Comments
  o Herm Kloosterman – MKD Amendment clarification
Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved

- Guest Speaker - none

- Action Items
  -Ordinance 2017-12: First Reading – MKD Funeral Home / Daycare Amendment to PUD
Elenbaas introduced Ordinance 2017-12: MKD Funeral Home/Daycare PUD Amendment for a first reading

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

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

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

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

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

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

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

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

-Authorization to release asset information to State of MI for Governor’s Asset Management Pilot Program
Motion by Zeinstra, seconded by Kraker to authorize the signing of the Data Sharing Agreement for the Governor’s Asset Management Pilot Program as presented. Approved

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

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

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

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

- Discussion Items
  -Proposed 2018 budget
  Board action at the November 13 Board Meeting

  -Contract for Steve Boss to consult
  Nothing at this time

  -2018 Board salaries
  Proposed 2% Cost of Living increase

  -Work Session dates
  November 7 and 14 at 6:30 pm

- Public Comments - none
Motion by Kraker, seconded by Richards to close public comments. Approved
- **Board Comments**
  Elenbaas – Ottawa County MTA Christmas Dinner – November 28, 2017 Spring Lake County Club, emails and phone numbers on township web site, opening on the Library Board
  VanderVeen – report on attended conference, GVSU assault, fire authority.

- **Future Agenda Items**

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

Laurie Richards  
Allendale Charter Township Clerk

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

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

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

Submitted by Candy Kraker, Trustee

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

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

Members Absent:

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

Elenbaas called the Meeting to order

- Invocation was given by VanderVeen
- Pledge of Allegiance

Approve Agenda

Motion by VanderWall, seconded by Zeinstra to approve the agenda as amended with the addition under Action Items the approval of a trainee firefighter. Approved

Consent Agenda

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

Items on the consent agenda were:
- Approval of the October 23, 2017 Regular Board Meeting Minutes
- Approval of the November 7, 2017 Special Board Meeting Minutes
- Bills

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

Interim Payments

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

Public Hearing None

Public Comments
- Herm Kloosterman – rezoning of MKD property
- Eric Deuel – MKD PUD change
- Tim Ratliff – MKD/Daycare Proposal
Steve Witte – MKD rezoning
Motion by Elenbaas, seconded by Kraker to close public comment. Approved

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

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

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

The motion to deny the proposed amendment is approved.
-Resolution 2017-58: Approval of 2018 Budget
Motion by Kraker, seconded by VanderWall to approve Resolution 2017-58 – 2018 Budget as presented. Approved

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

-Job Description/Posting Update: Approve Lab Technician job description update for backfill of Chad Doornbos position
Motion by Elenbaas, seconded by Kraker to approve the job description of the Lab Technician as presented with a pay range of $19 to $25 per hour based on qualifications and approval to post immediately. Approved

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

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

- Discussion Items
-Work session dates
Add Tuesday December 5 and 12, 2017 at 6:30 pm as Special Board Meetings

-Brittany Nuland pay
Waiting for completion of the Wage Study

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

- Public Comments
  o Herm Kloosterman – Thank you to the Board for the action at tonight’s meeting
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- Board Comments
Planning Commission need 4 more tablets preferably with a larger screen that the ones previously purchased.
Retirement Open House for Steve Boss is this Thursday from 5:30 to 7:30 pm
Project Facilitator, David Vanginhuoven starts tomorrow, Library Director, Bethany Nettleton and HR Coordinator, Caitlin Kunst will both start on November 27, 2017.
- **Future Agenda Items**
  - Employee Handbook
  - Rate Study and updates to the affected Ordinances

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

Laurie Richards  
Allendale Charter Township Clerk

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

Members Present: VanderWall, Elenbaas, Richards, Hoekstra, VanderVeen, Kraker
Members Absent: Zeinstra
Guests Present: Chad Doornbos, Abe Rzycki, Drew Rhoda

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

Elenbaas called the Meeting to order

- Invocation was given by Zeinstra
- Pledge of Allegiance
- Approve Agenda
  Motion by VanderWall, seconded by Zeinstra to approve the agenda as amended with adding the Annual Administration Fee Resolution to Actions Items.  Approved
- Consent Agenda
  Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented.  Approved
  Items on the consent agenda were:
  -Approval of the November 13, 2017 Regular Board Meeting Minutes
  -Approval of the November 14, 2017 Special Board Meeting Minutes
  -Bills
  For Information:
  -Financial Report
  -Christmas Tree Lighting Ceremony

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

- Public Hearing - None
- Public Comments - None
  Motion by Elenbaas, seconded by Kraker to close public comment.  Approved

- Guest Speaker - None

- Action Items
  -Resolution 2017-60: Support for Coopersville water line grant
    Pat Staskiewicz from Ottawa County Road Commission Public Utilities Department presented the project. Very little supporting information was provided.
    Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2017-60: Support for the Coopersville water line grant as amended to include that Allendale Charter Township commits to supporting the use of local funds in the amount, not to
exceed $385,280. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra No: Kraker Approved
As this project progresses, the Board has asked that a better alternative for Allendale be considered.
-Ordinance 2017-13: Update to private road ordinance
Elenbaas offered Ordinance 2017-13: an update to the private road ordinance for first reading.
-Motion to sign contract for Kennedy Lake Streetlights
Motion by Kraker, seconded Zeinstra to authorize the signing of the contract for Kennedy Lake Streetlights as presented. Approved
-Resolution 2017-61: Consumers Energy Agreement for Kennedy Lake Streetlights
Motion by VanderWall, seconded by Kraker to approve Resolution 2017-61: Consumers Energy Agreement for Kennedy Lake Streetlights as presented. Approved
-Wood View Estates: Tentative Preliminary Plat Approval
Todd Stuive from Exxcell Engineering presented the Wood View Estates Plat. Motion by Zeinstra, seconded by VanderWall to approve the tentative Preliminary Plat for Wood View Estates as presented. Approved
-Resolution 2017-55 - Administration Fee
Motion by VanderVeen, seconded by VanderWall to approve Resolution 2017-55 – Administration Fee which is the imposition of a property tax administration fee of .5% as amended. Approved
This will take effect for all taxes levied that have a due date in 2018 and thereafter until revoked or rescinded by resolution of the Township Board.

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

- Public Comments
  - Josh Thurkettle – Promote Business Growth
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- Board Comments
  Hours of HR Coordinator, Census, Library Board Opening

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

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

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

- Invocation was given by Hoekstra

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

- Consent Agenda  
  Motion by Zeinstra, seconded by VanderWall to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the November 27, 2017 Regular Board Meeting Minutes
  - Bills

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

- Interim Payments  
  Motion by VanderWall, seconded by Kraker to approve the interim payments totaling $817.97 as presented. Approved

- Public Hearing - None

- Public Comments - None  
  Motion by Elenbaas, seconded by Kraker to close public comment. Approved

- Guest Speaker - None

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

- Recommendation to Hire WWTP Lab Technician  
  Motion by VanderWall, seconded by VanderVeen to approve the hire of Audrey Carlstrom for the position of Lab Technician at the WWTP with a starting salary of up
to $21.00 per hour with an increase of $1.00 per hour upon completion of a successful 90 day probationary period. Approved

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

**Policy for Winter Clothing in the Public Utilities Dept.**
Motion by VanderWall, seconded by VanderVeen to table this Action Item until additional information is able to be presented. Approved Hoekstra and Chad Doornbos will meet to discuss.

**2018 Health Insurance cost to employees**
Costs were presented. No action taken at this time.

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

**Ordinance 2018- : 1st Reading – Update to Water Rates**
Elenbaas introduced Ordinance 2018: an Update to the Water Rates for a first reading.

**For information: Resolution 2018- : Water System Rate Schedule**
The Water System Rate Schedule Resolution was presented for information

**Ordinance 2018- : 1st Reading – Update to Sewer Rates**
Elenbaas introduced Ordinance 2018: an update to the Sewer Rates for a first reading.

**For information: Resolution 2018- : Sewer System Rate Schedule**
The Sewer System Rate Schedule Resolution was presented for information

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

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

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

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

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

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

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

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

-Exploratory Fire Station Committee
Topic was discussed. No action taken

- Discussion Items
-Phones: New phone option/questions/answer/discussion; keep 895- phone number?
-4th of July Coordinator position
-Allendale Parks

- Public Comments - None
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

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

- Future Agenda Items
-12/12 (Special Meeting): Wage Study Results
-12/27: End of year budget amendments, committee appointments

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

Laurie Richards
Allendale Charter Township Clerk

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

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

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

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

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

- For Information - Nothing

- Public Comments - None
  - Motion by Elenbaas, seconded by Zeinstra to close public comment.  
  - Approved

- Action Items - None

- Discussion Items
  - Pontifex Presentation of Wage Study

- Public Comments
  - Kyle Garlanger – How jobs are graded  
  - Motion by Elenbaas, seconded by Kraker to close public comments.  
  - Approved

- Board Comments
  - January 3, 2018 Registration for the MTA Annual Conference
  - Consider having a Holiday Open House
  - May 28, 2018 approved Board meeting date is Memorial Day
  - Motion by Elenbaas, seconded by Hoekstra to amend the agenda to add an Action Item  
    of correcting the May 28th Board Meeting date.  
    - Approved
  - Motion by VanderWall, seconded by VanderVeen to move the May 28, 2018 Board  
    Meeting date to May 29, 2019.  
    - Approved

- Future Agenda Items - None

- Adjournment
  - Motion by VanderWall, seconded by Kraker to adjourn the meeting at 8:27 pm.  
  - Approved

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent:

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

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance
  - Invocation was given by Richards
  - Approve Agenda
    Motion by VanderWall, seconded by Kraker to approve the agenda as presented. Approved
  - Consent Agenda
    Motion by Hoekstra, seconded by VanderWall to approve the consent agenda as presented. Approved
    Items on the consent agenda were:
    - Approval of the December 11, 2017 Regular Board Meeting Minutes
    - Approval of the December 12, 2017 Special Board Meeting Minutes
    - Bills
    For Information:
    - Financial Report
    - December 14, 2017 Public Utilities Staff Meeting Notes
    - November Fire Department Report
  - Interim Payments
    Motion by Zeinstra, seconded by Kraker to approve the interim payment of $1,166 as presented. Approved
  - Public Hearing None
  - Public Comments - None
    Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
  - Guest Speaker
    - Introduction of new staff members
      Caitlin Kunst – Human Resources Coordinator
      Audrey Carlstrom – Public Utilities Lab Technician
      David VanGinhoven – Project Facilitator
      Bethany Nettleton – Library Director
  - Action Items
-Resolution 2017-64: End of year budget amendments
Motion by VanderWall, seconded by Hoekstra to approve Resolution 2017-64: End of year budget amendments as amended.  Approved

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

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

- Discussion Items
  -Certification/licensing testing costs
  -Wage Study – how to handle employee placement

- Public Comments - None
Motion by Elenbaas, seconded by Zeinstra to close public comments.  Approved

- Board Comments
  Hoekstra – New Community Policing Officer to start January 14
  VanderWall – Looking into the BS&A Purchasing Module
  VanderVeen – MTA Conference registration reminder

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

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