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

Members Present: Elenbaas, Richards, Kraker, Hoekstra, Zeinstra, VanderWall  
Members Absent: VanderVeen  
Guests Present: Bob Sullivan, Greg DeJong, Janessa Smit, Bethany Nettleton, Todd Stuive,  
Renc Meredith, Chad Doornbos, Caitlin Kunst, Chole Williams, Hannah Sund

Elenbaas called the Meeting to order

- Invocation was given by Elenbaas  
- Pledge of Allegiance

- Approve Agenda  
  Motion by Zeinstra, seconded by Kraker to approve the agenda as amended with the  
  addition of Census Point of Contact person under Discussion Items.  
  Approved

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

- For Information:
  -Financial Report  
  -Planning Commission Minutes (Draft) of January 2, 2018 Meeting will be  
  posted online  
  -Minutes of the December 21, 2017 Library Board Meeting  
  -December Fire Department Report

- Interim Payments  
  Motion by Kraker, seconded by Zeinstra to approve the interim payment of $123.96 as  
  presented.  
  Approved

- Public Hearing None

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

- Guest Speaker  
  -County Commissioner Greg DeJong

- Action Items
  -Human Resources Information Module  
  Motion by Kraker, seconded by VanderWall to approve the purchase of BambooHR  
  that was recommended by the HR Coordinator as presented.  
  Approved
- Recommendation to Hire Public Utilities Operator
  Motion by VanderWall, seconded by Zeinstra to hire Ryan VanderPloeg to fill the Public Utilities Operator position with a starting wage of $19.00 per hour and a $1.00 per hour increase upon a satisfactory completion of the 3 month probationary period. Approved

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

- Policy for Winter Clothing
  No action taken. Revision will be provided at the January 16th Special Board Meeting

- Final Preliminary Plat Approval for WoodView Estates
  Motion by Zeinstra, seconded by VanderWall to approve the final preliminary plat approval for Woodview Estates as presented. Approved

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

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

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

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

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

- Discussion Items
  - MTA Spring Conference – April 23-26

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

- Board Comments
  BS&A Software Purchase Order Quote
  Planning Commission Laptops
  Kraker has been appointed to the Senior Resources Board for Muskegon and Ottawa Counties
  Good book to read – “The Customer Comes Second”

New sheriff Deputy to start Monday January 15, 2018
REU discussion with Steve Boss

- **Future Agenda Items**

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

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

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

Adjournment

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

Approved

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Hoekstra, VanderWall

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

Elenbaas called the Meeting to order

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

- **Consent Agenda**
  Motion by Kraker, seconded by Zeinstra to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the January 8, 2018 Regular Board Meeting Minutes
  - Approval of the January 16, 2018 Special Board Meeting Minutes
  - Bills

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

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

- **Public Hearing**
  -Superintendent Doornbos: Presentation of Water and Sewer Rate Adjustments Summary
  Elenbaas opened the Public Hearing at 7:10 pm.
- Water and Sewer Rate Adjustments
  No comments were received from the public.
  Motion by Elenbaas, seconded by Zeinstra to close the public hearing at 7:11 pm.
  Approved

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

- Guest Speaker - None

- Action Items
  - Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process
    Motion by Zeinstra, seconded by Kraker to approve Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process as presented. Approved
  - Ordinance 2018-2: 1st Reading – Update to Ordinance 2005-10 Industrial Pretreatment Program Modification Approval
  - Resolution 2018-2: DDA Appointment – Josh Thurkettle
    Motion by VanderVeen, seconded by Kraker to approve Resolution 2018-2: DDA appointment of Josh Thurkettle as presented. Approved
  - Role of the Board of Trustee’s Liaison to the Library Board: Voting or Advisory member
    Motion by Elenbaas, seconded by Kraker to have the Township Board Liaison to the Library Board be a voting member of the Library Board. Approved

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

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

- Board Comments
  Wage Study to be presented in February

- Future Agenda Items
  - 1/29: Special Meeting – Employee Handbook: Overtime pay, Training/Certification pay/reimbursement policies, read Caitlin’s handout
    Meeting starts at 7 pm

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall, Zeinstra

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

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Hoekstra, seconded by Kraker to approve the agenda as presented.  
  Approved
- **Public Comments**
  Anna Szalay introduced herself  
  Motion by Elenbaas, seconded by Kraker to close public comment.  
  Approved
- **Discussion Items**
  - Employee Handbook  
    - Policy for payment/reimbursement for training/certifications  
    - Overtime policy  
    - Eyeglass policy  
    - Resume (chronological) review of handbook

- **Public Comments**
  Chad Doornbos asked for clarification on a time clock issue  
  Motion by Elenbaas, seconded by VanderVeen to close public comments.  
  Approved

- **Board Comments - None**
- **Future Agenda Items - None**
- **Adjournment**
  Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:09 pm.  
  Approved

[Signatures]

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent: Zeinstr, VanderWall

Guests Present: Chad Doornbos, Alyssa Thomas, Dwayne Thomas

Elenbaas called the Meeting to order

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Hoekstra


Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the addition of Daniela Garcia and Greg DeJong as Guest Speakers and Mike Keefe
  - Fire Marshall position to be added under Action Items after approval of the Planning Commission Recording Secretary position. Approved
- **Consent Agenda**
  Motion by Zeinstra, seconded by Kraker to approve the consent agenda as presented. Approved
  
  Items on the consent agenda were:
  - Approval of the January 22, 2018 Regular Board Meeting Minutes
  - Approval of the January 29, 2018 Special Board Meeting Minutes
  - Approval of the February 6, 2018 Special Board Meeting Minutes
  - Bills

For Information:

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

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

- **Public Hearing - None**
- **Public Comments**
Daniela Garcia, 90th District State Representative gave an introduction of herself and her plans to run for State Senate.
Motion by Elenbaas, seconded by Zeinstra to close public comment.  Approved

- **Guest Speaker**
  - Daniela Garcia – State Legislative update
  - Greg DeJong – Ottawa County update

- **Action Items**
  - **Ordinance 2018-3: Update to Water Rates** *(1st reading was 12/11/2017)*
    Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-3: Update to Water Rates as presented.  Approved
  - **Resolution 2018-3: Water System Rate Schedule**
    Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Water System Rate Schedule as presented.  Approved
  - **Ordinance 2018-4: Update to Sewer Rates** *(1st reading was 12/11/2017)*
    Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-4: update to Sewer Rates as presented.  Approved
  - **Resolution 2018-4: Sewer System Rate Schedule**
    Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Sewer Rate Schedule as presented.  Approved
  - **Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance**
    Motion by Zeinstra, seconded by Kraker to approve Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance as presented.  Approved
  - **Extend Project Facilitator position to permanent position**
    Motion by VanderVeen, seconded by VanderWall to approve making the Project Facilitator position a part-time long term position at a rate of $28.00 per hour.  Approved
  - **Fill Open Planning Commission Recording Secretary Position**
    Recommending Cynthia Wallentine
    Motion by Elenbaas, seconded by Kraker to approve the hire of Cynthia Wallentine to fill the Planning Commission Recording Secretary position at the meeting rate of $65.00 per meeting.  Approved
  - **Mike Keefe – Fire Marshall position**
    Chief Keefe announced the resignation of Captain Dave Pelton with his last day being March 1, 2018.  Motion by VanderWall, seconded by VanderVeen to approve the hire of Lieutenant Tony Dolce to temporarily fill the Fire Marshall position at a rate of $23.80 per hour until a permanent candidate is selected.  Approved
    Motion by Elenbaas, seconded by VanderVeen to post the position internally for 2 weeks using the pay range from the wage study of 23.80 to 33.32.  If internal candidate not found, an external posting will be done for 30 days.  Approved
  - **METRO Act Permit Approval: MCI/metro/Verizon**
Motion by VanderWall, seconded by Kraker to approve the signing of the METRO Act permit for MCImetro/Verizon as presented.  Approved

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

-Agenda was modified to allow Roger Victory to address the board and give a legislative update.
-Wage Study Placement Results and Budget Impact
Motion by VanderWall, seconded by Zeinstra to adopt the wage study placements as presented and include the modification of the Head Assessor wages and with an effective date of January 1, 2018.  Approved Richards opposed

- Discussion Items - None
- Public Comments
  Kelli McGovern – Thank you for the wage study
  Shelly Kowalczyk – Thank you for the wage study
Motion by Elenbaas, seconded by Zeinstra to close public comments.  Approved

- Board Comments
  VanderVeen – Fire Station process moving forward
  Zeinstra – Wage study process
  VanderWall – Wage study process

- Future Agenda Items
  -Update to phone system
  -Schedule Special Meetings to continue employee handbook review
    New date is scheduled for Tuesday, February 27th at 6:30 pm

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

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent:


Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Kraker, seconded by Zeinstra to approve the agenda as amended with the addition of Allendale Public Schools as Guest Speaker. Approved
- **Consent Agenda**
  Motion by VanderWall, seconded by Zeinstra to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the February 12, 2018 Regular Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report
  - Fire Department Annual Report
  - Meeting Minutes (Draft) of the February 19, 2018 Planning Commission Meeting
  - Meeting minutes (Draft) of the February 15, 2018 Library Board Meeting
  - Minutes from the January 11, 2018 Public Utilities Department Meeting
  - 68th Ave Bridge Closure

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

- **Public Hearing** None
- **Public Comments**
  - Joel VanWyngarden – New Library Director, current library environment
  - Luke Meerman – 88th District State Representative Candidate on the ballot August 7
- Dave Pelton – 8 years employment and service to the Township. Leaving this week to work for Walker Fire Department.

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

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

- **Guest Speaker**


- **Action Items**


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

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

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

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

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

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

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

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

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

  - **Telephone system proposal**

    No action taken. Additional information requested.

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

    No action taken. Additional information requested.

  - **90 day Appraisal: Caitlin Kunst**

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

  - **90 day Appraisal: Bethany Nettleton**

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

- **Discussion Items**

  - **Mural in park**

    Board requested additional information. Will be discussed at the next meeting of the Parks and Recreation Committee on March 8 at 7 am.
- Planter boxes on LMD
  Board members to gather additional information to establish guidelines to present at the next Board meeting on March 12.
- FOIA Process
  Current process was reviewed.
  
  - Public Comments
    - Joel VanWyngarden – Library Staff vacation hours, Phone System
    - Gary Tidd – Library special programs, financing of the Library, Phone system, Redacting of FOIA information
  
  Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved
  
  - Board Comments
    - Adam: Ottawa County Groundwater Study Update
    - Richards – status of 4th of July Contract
  
  - Future Agenda Items
    - 401(a) and Voya 457
    - Library founding documents and structure
  
  - Adjournment
    Motion by VanderWall, seconded by Zeinstrra to adjourn the meeting at 9:25 pm.
    Approved
  
  Laurie Richards  
  Allendale Charter Township Clerk

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

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

Members Absent:

Guests Present:

Elenbaas called the Meeting to order

- Invocation was given by Richards
- Pledge of Allegiance
- Approve Agenda
  Motion by Zeinstra, seconded by Kraker to approve the agenda as presented.  
  Approved
- For Information - None
- Public Comments - None  
  Motion by Elenbaas, seconded by Richards to close public comment.  
  Approved
- Discussion Items
  - Employee Handbook  
    • Resume review of handbook
- Public Comments - none
  Motion by Elenbaas, seconded by VanderVeen to close public comments.  
  Approved
- Board Comments
  Dates for future Special Board Meeting to continue working on Employee Handbook.  
  March 13, 2018 at 6:30 pm and April 10, 2018 at 6:30 pm
- Future Agenda Items
- Adjournment
  Motion by VanderVeen, seconded by Elenbaas to adjourn the meeting at 9:09 pm.  
  Approved

[Signatures]

Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent: Zeinstra, VanderWall


Elenbaas called the Meeting to order

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

  Items on the consent agenda were:
  - Approval of the February 26, 2018 Regular Board Meeting Minutes
  - Approval of the February 27, 2018 Special Board Meeting Minutes
  - Bills

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

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

- **Public Hearing** None

- **Public Comments**
  - Ezekiel Chojnacki- Speed Zones on 68th and 64th Avenues by the High School
  Motion by Elenbaas, seconded by Kraker to close public comment. Approved
Guest Speaker
- County Commissioner Greg DeJong
- Nick Grinzinger and Joe Amaya: Employee Retirement Plan information / answer questions
- David VanGinhoven and Corey Campagner: Answer Acentek phone system questions
- Chad Doornbos: Public Utilities Annual Report
- Bruce Pindzia and Shawn Bates – Fleis & Vandenbrink: Public Utilities project updates, capital improvements and capacity
- Mike Keefe: Fire Department Annual Report

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

5 Minute Recess

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

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

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

Temporary Circulation Assistant position
Motion by VanderVeen, seconded by Kraker to fill the temporary circulation assistant position at the Library with a direct hire for 4 to 6 weeks, pay range of $11.00 to $13.00 per hour, and 20 to 28 hours per week. Approved
Motion by Elenbaas, seconded by Kraker to allow the signing of a 4-6 week contract between manpower and the township if a direct hire is not found at the agreed upon rate of $10.00 to $12.00 per hour. Approved

Health Insurance Benefits: Start at hire date?
Motion by Kraker, seconded by VanderVeen to approve that health insurance benefits be available to full time employees at the date of hire. Approved
-Wage placement adjustment
Motion by Kraker, seconded by VanderVeen to approve the wage placement adjustment for Paul Bussa as recommended. Approved

▪ Discussion Items
- Auditorium and Pavilion rental rates

-Mural in park

-Planter boxes on LMD

-401(a) and Voya 457

-Fence damage at Mully's patio on 48th Ave

▪ Public Comments
- Beth Nettleton – Rotary Homegrown Hero recognition
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

▪ Board Comments - None

▪ Future Agenda Items
- Library founding documents and structure

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Zeinstra, VanderWall

Guests Present:

Elenbaas called the Meeting to order

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:  VanderWall

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

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderVeen, seconded by Zeinstra to approve the agenda with the addition of the Seasonal Public Utility Assistant Operator position be placed under discussion items with the ability to take action.  Approved

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

  Items on the consent agenda were:
  - Approval of the March 12, 2018 Regular Board Meeting Minutes
  - Approval of the March 13, 2018 Special Board Meeting Minutes
  - Bills

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

- **Interim Payments**
  Motion by Zeinstra, seconded by Hoekstra to approve the interim payments totaling $137,490.69 as presented.  Approved

- **Public Hearing - None**
- **Public Comments**
  Kim VanWyngarden - Termination
  Motion by Zeinstra, seconded by Kraker to close public comment.  Approved

- **Guest Speaker - None**
- **Action Items**
-Resolution 2018-6: Resolution of Support to add the Village of Caledonia to the Grand Valley Metro Council
Motion by Kraker, seconded by Hoekstra to approve Resolution 2018-6: Resolution of support to add the Village of Caledonia to the Grand Valley Metro Council as presented. Approved

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

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

-2018 Dust Control
Motion by Elenbaas, seconded by Kraker the use of SWB Enterprises LLC for the dust control application this year in the amount of $7,840.00 per application with the option of 4 applications if needed. Approved

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

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

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

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

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

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

- Discussion Items
  - Auditorium and Pavilion Rental Rates
- Seasonal Public Utilities Assistant Operator
  Motion by Kraker, seconded by VanderVeen to approve the updated job description as presented. Approved
- Public Comments - None
  Motion by VanderVeen, seconded by Kraker to close public comments. Approved
- Board Comments
  - Elenbaas – April 12 at 1:30 pm Road Commission Meeting, Update in the Community Policing Department
  - VanderVeen – Update on the 4th of July
  - Hoekstra – update on the Library
  - Kraker – Four Points Services in Allendale concerns, Pension process
- Future Agenda Items
  - Library founding documents and structure
  - April Board meeting dates are April 9th Regular Board Meeting, April 10 Special Board Meeting, and April 30th Regular Board Meeting
  - MTA Conference week of April 23
- Adjournment
  Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 7:48 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Kraker


Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**
  - Motion by Elenbaas, seconded by VanderVeen to approve the agenda with the amendments of adding Greg DeJonge under Guest Speaker and under Action Items adding Library Circulation Assistant position. **Approved**
- **Consent Agenda**
  - Motion by Zeinstra, seconded by VanderWall to approve the consent agenda with one correction on the presented bills, which is the removal of the $3,525.47 payment to Rite Way Plumbing and Heating Inc. **Approved**
  - Items on the consent agenda were:
    - Approval of the March 26, 2018 Regular Board Meeting Minutes
    - Bills
  - **For Information:**
    - Financial Report
    - Meeting Minutes (Draft) of the April 2, 2018 Planning Commission Meeting
    - Recognition letter of Chief Keefe from National Guard
- **Interim Payments**
  - Motion by VanderWall, seconded by VanderVeen to approve the interim payments for a total of $633.13 as presented. **Approved**
- **Public Hearing - None**
- **Public Comments**
  - Dave Morren – Tax Tribunal status
  - Motion by Elenbaas, seconded by Zeinstra to close public comment. **Approved**
- **Guest Speaker**
  - Ottawa County Sheriff’s Department: Introduction of Sgt. Keuning
- County Commissioner – Greg DeJonge
- Recognition of Tyler Wolfe – Michigan Advanced Assessing Officer

**Action Items**

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

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

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

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

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

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

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

**Discussion Items**

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

- **(Action item): GMB Facilities Master Planning Contract**
  Motion by VanderVeen, seconded by VanderWall to accept the presented proposal of $6,250 from GMB Architecture and Engineering for professional services regarding master planning.  Approved

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

- **Food vendors in the Park on 4th of July**
  Looking at current Township vendors ordinance
- **Public Comments**
  Joel VanWyngarden – Sign in sheet, Library issues for future agenda item
  Dave Morren – Fire Department study, requirement of 3 contract bids
  Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments - None**

- **Future Agenda Items**
  - Special Meeting: Work session 4/10/2018
  - Library and Fire Department Handbooks

- **Closed Session: Discuss possible land purchase**
  Motion by VanderWall, seconded by VanderVeen to go into closed session at 8:15 pm, pursuant to and as defined in Section 2 (C) and 8 (D) of the Open Meetings Act to discuss possible land purchase. Roll call vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Hoekstra No: Richards Approved
  Motion by VanderVeen, seconded by VanderWall to go back into open session at 8:40 pm. Roll call vote: Yes: VanderVeen, Zeinstra, VanderWall, Elenbaas, Richards, Hoekstra.

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

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Laurie Richards  
Allendale Charter Township Clerk

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

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

Members Absent:

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

Elenbaas called the Meeting to order

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall

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

Elenbaas called the Meeting to order

- Invocation was given by Hoekstra
- Pledge of Allegiance
- Approve Agenda
  Motion by Kraker, seconded by Zeinstra to approve the agenda as presented. Approved
- Consent Agenda
  Motion by VanderVeen, seconded by Zeinstra to approve the consent agenda as amended with the removal of the bills. Approved
  Items on the consent agenda were:
  - Approval of the April 9, 2018 Regular Board Meeting Minutes
  - Approval of the April 10, 2018 Special Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report
  - Meeting Minutes (Draft) of the April 16, 2018 Planning Commission Meeting
  - Public Utilities Staff Meeting (4/12/2018) Report
  - February Fire Department Report

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

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

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

- **Guest Speaker**
  - Chief Mike Keefe: Presentation of helmet to Firefighter Hopwood
  - MSGt/FF Matt Jones: Presentation of Award to Chief Keefe

- **Action Items**
  - **Fill Summer Seasonal Maintenance Positions**
    Motion by Kraker, seconded by VanderVeen to hire Matt Borst with a starting wage of $13.00 per hour and Tyler Bolig with a starting wage of $11.75 for the Summer Seasonal Maintenance positions. Approved
  - **Fill Part-time Maintenance Position**
    Motion by VanderVeen, seconded by Kraker to hire William Latham with a starting wage of $14.00 for the part-time Maintenance position. Approved
  - **Completion of Ryan VanderPloeg 90 Day probationary period**
    Motion by Kraker, seconded by Zeinstra to approve Ryan VanderPloeg to permanent Full Time status having successfully completed his 90 day probationary period with the adjusted wage of $20.76 per hour as presented. Approved
  - **Authorize bringing on Evan Mize as a trainee firefighter**
    Motion by VanderVeen, seconded by Zeinstra to bring on Evan Mize as a trainee firefighter as presented. Approved
  - **Fire/Rental Inspector 12-hour shift structure/holiday pay/vacation pay**
    Motion by Kraker, seconded by VanderVeen to define the vacation and holiday pay as being however many hours you are scheduled to work. Holiday pay will be paid out at a double time rate. The shift is a 12 hour shift that includes a paid lunch time. This affects 3 full time 12 hour shift fire inspector positions. Approved
  - **Fill Fire Inspector positions**
    Motion by Kraker, seconded by VanderVeen to hire Scott Harkes with a starting wage of $25.00 per hour and Tony Dolce with a starting wage of $26.80 for the firefighter positions as presented. Approved These 2 new positions will start with 2 weeks paid vacation this first year and the 90 day probationary period has been waived. They have identical job descriptions
  - **Purchase lawn mower**
    Motion by Zeinstra, seconded by VanderVeen to purchase a Ferris lawn mower from Woodland Equipment at a cost of $9,999.00 as presented. Approved
  - **Public Utilities Lawn Maintenance**
    Motion by Kraker, seconded by Zeinstra to approve the contract for lawn maintenance for the Public Utilities Department to Zehns’ Enterprise, LLC at a cost of $12,750.00 as presented. Approved

- **Discussion Items**
  - **(Possible Action): Extend HR Coordinator to 40 hours during the summer**
    Motion by Elenbaas, seconded by Kraker to approve the HR Coordinator position to increase to 40 hours per week for the dates of May 1 through August 25, 2018 with
the full time benefits offered to all full time employees for the designated time period and at the current wage of $23.40 per hour. Approved

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

-MAAO (Level 3 Assessor pay)
Motion by Kraker, seconded by VanderVeen to approve a wage range of $54,133 - $75,786 presented from Pontifex for the MAAO Assessor Grade A7 position. Approved

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

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

- Public Comments
Joel VanWyngarden – Re-establishment of the Township Library
Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- Board Comments
MTA Conference update at the next Board Meeting

- Future Agenda Items
-Joint Meeting with Planning Commission – May 21, 2018 at 7:30 pm - Ground Water Study
-Special Meetings for handbook review – May 8 and May 22, 2018 at 6:30 pm

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

- Fire Department Year in Review Video

Postponed for a later time

Laurie Richards
Allendale Charter Township Clerk

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

Members Present: Elenbaas, Kraker, Zeinstra, VanderVeen. Hoekstra arrived at 6:56 pm
Members Absent: Richards, VanderWall
Guests Present: Beth Nettleton, Caitlin Kunst

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Kraker, seconded by Zeinstra to approve the agenda as presented. Approved
- **Public Comments - None**
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Discussion Items**
  - **Employee Handbook Review: Library & Fire Department**
- **Public Comments - None**
  Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
- **Board Comments**
  - **Planning Commission Tablets**
- **Future Agenda Items**
- **Adjournment**
  Motion by Kraker, seconded by Zeinstra to adjourn the meeting at 9:06 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Kraker, seconded by VanderVeen to approve the agenda as amended with a change from Sewer Fact Sheet Charge to Water Fact Sheet Charge under Action Items and moving the Beth Nettleton probationary period evaluation discussion to Closed Session after the second Public Comment section.  Approved

- **Consent Agenda**
  Motion by VanderWall, seconded by Hoekstra to approve the consent agenda as presented.  Approved
  Items on the consent agenda were:
  - Approval of the April 30, 2018 Regular Board Meeting Minutes
  - Approval of the May 8, 2018 Special Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report
  - April Police Report

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

- **Public Hearing None**
- **Public Comments**
  Laurie Richards – FOIA request for wage formula information
  Motion by Elenbaas, seconded by Kraker to close public comment.  Approved

- **Guest Speaker**
  - Library Update- Beth Nettleton

- **Action Items**
  - Update to Water Fact Sheet Charge
Motion by Zeinstra, seconded by Kraker to implement the update to the Water Fact Sheet Charge as presented. Approved

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

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

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

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

-Wage Recommendation from Personnel Committee: Kyle Garlanger – Fire Inspector
Motion by Kraker, seconded by VanderWall to increase the wage of Kyle Garlanger to $24.30 per hour and change his title to Fire Inspector. Approved

-Wage Recommendations from Personnel Committee: Tyler Wolfe – MAAO Assessor
Motion by VanderWall, seconded by VanderVeen to approve the wage recommendation of the personnel committee for Tyler Wolfe MAAO certified as $28.45 per hour to be retroactive to the date of the License. Approved

-MAAO (Level 3) Assessor pay
No action taken

- Discussion Items
  -Superintendent Doornbos: Restructuring of Public Utilities Department
  -Office Phone System Status Update
  -Policy for reviewing employee files
  -HR Coordinator to draft and review with Legal Counsel
  -Beth Nettleton probationary period evaluation discussion
  Moved to Closed Session after Public Comments

- Public Comments
  Ezekiel Chojnacki – Tree Planting idea, Library Survey, Green Energy ideas
  Kelli McGovern – Confidential information, New Phone system
  Tyler Wolfe – Community connection, Office environment
  David VanderWall – wage formula and implementation
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

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

Out of Closed session at 10:28 pm

- **Board Comments**
  - **MTA Conference Takeaways**
    Discussion at a future Board Meeting
    VanderVeen- new construction update
    Hoekstra – budget update, agreement with Chamber of Commerce regarding the $15,000 for the Business Directory, Water/Sewer fact sheets by resolution
    Kraker – Disc Assessment

- **Future Agenda Items**
  - **Joint Meeting with Planning Commission**
    Meeting date is May 21, 2018 at 7:30 pm
  - **Special Meeting for handbook review**
    Meeting date is May 22 at 6:30 pm

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Topic: Ottawa County Water Quality Presentation

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: VanderWall

Guests Present: Caitlin Kunst, Savannah DeHoop, Lauren Neumann

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

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent:

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

Elenbaas called the Meeting to order

- Invocation was given by VanderWall
- Pledge of Allegiance
- Approve Agenda
  Motion by VanderVeen, seconded by Zeinstra to approve the agenda as amended with the removal of the probationary period for Beth Nettleton under Action Items.
  Approved
- Consent Agenda
  Motion by VanderVeen, seconded by VanderWall to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the May 14, 2018 Regular Board Meeting Minutes
  - Approval of the May 21, 2018 Special Board Meeting Minutes
  - Approval of the May 22, 2018 Special Board Meeting Minutes
  - Bills

For Information:
- Financial Report
- Meeting Minutes (Draft) of the May 7, 2018 Planning Commission Meeting
- Meeting Minutes (Draft) of the May 21, 2018 Planning Commission Meeting
- Meeting Minutes of the May 15, 2018 Downtown Development Authority Meeting
- Public Utilities Staff Meeting Report for May 17, 2018
Kraker noted a correction to be made on the Staff Meeting Report “Lack of Records” should read – “Organizing past records”
- **Interim Payments**
  Motion by Kraker, seconded by VanderWall to approve the interim payment of $20.00 as presented.  Approved

- **Public Hearing**  None

- **Public Comments**
  Jason Minier – Running for State Representative
  Motion by Elenbaas, seconded by VanderVeen to close public comment.  Approved

- **Guest Speaker**
  - Sgt. Kyle Garlanger: Rental Housing Update

- **Action Items**
  - **Appraisal for Huntington Bank**
    Motion by VanderVeen, seconded by VanderWall to add A. VanStensel & Son, LLC to the list of appraisal services to be considered for the appraisal of the Huntington Bank property.  Approved
  - **Ordinance 2018-6: Amendment to the Zoning Ordinance**
    Elenbaas introduced Ordinance 2018-6: Amendment to the Zoning Ordinance for first reading
  - **Ordinance 2018-7: Amendment to Subdivision Ordinance**
    Elenbaas introduced Ordinance 2018-7: Amendment to the Subdivision Ordinance for first reading
  - **Moratorium on Development: Developments not connected to public utilities**
    Elenbaas introduced Ordinance 2017-8: Moratorium on Developments: Developments not connected to public utilities for first reading
  - **Fill Part-time Library Circulation Assistant Positions**
    Motion by Elenbaas, seconded by Kraker to hire Emily Berridge for a part-time Circulation Assistant position at a starting rate of $11.85 and upon successfully completing the 90 day probationary period the new hourly rate would be $12.21. This position is not to exceed 28.5 hours per week. In the event that Emily Berridge is unable to accept the position, the position will be offered to Katelyn Bosch at a starting wage of $11.85 per hour and upon successful completion of a 90 day probationary period the new hourly wage would be $11.98 per hour and not to exceed 28.5 hours per week.  Approved
    Motion by Elenbaas, seconded by VanderVeen to hire Rachel Smith for a part-time Circulation Assistant position to start in July after the resignation Hannah Ebeling at an hourly rate of $11.85 with and increase to $12.03 upon successful completion of the 90 day probationary period. This position is not to exceed 28.5 hour per week. In the event that Rachel Smith is unable to accept this position, the position would be offered to Katelyn Bosch at a starting wage of $11.85 per hour and upon successful completion of a 90 day probationary period the new hourly wage would be $11.98 per hour and not to exceed 28.5 hours per week.  Approved
  - **Wage Recommendation from Personnel Committee: Scott Harkes – Fire Inspector**
Motion by VanderVeen, seconded by VanderWall to approve the wage recommendation from the Personnel Committee for Scott Harkes – Fire Inspector to $26.63 per hour as presented. Approved

-Township Hiring Process
No action taken

-Policy for Review of Personnel Files
No action taken

- Discussion Items - None

- Public Comments
  Gary Tidd – available Technology updates
  Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- Board Comments
  MTA Conference Takeaways

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

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

- Fire Department Year in Review Video
  Send drop box link to Board members

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Kraker

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

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderWall, seconded by Zeinstra to approve the agenda as amended with moving the Action Item of Ordinance 2018-8: Moratorium on Developments not connected to public utilities to right after update public utilities job description. Approved
- **Consent Agenda**
  Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the May 29, 2018 Regular Board Meeting Minutes
  - Bills

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

- **Interim Payments**
  Motion by Zeinstra, seconded by VanderVeen to approve the interim payments totaling $925.00 as presented. Approved

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

- **Guest Speaker**
  - County Commissioner Greg DeJong – update on Ottawa County issues
- Fleis & VandenBrink: Bob DeVries and Bruce Pindzia
Presentation of the Wastewater Treatment Plant Feasibility Study

- **Action Items**

  - **Approve feasibility Study for Waste Water Treatment Plant Expansion**
    Motion by VanderWall, seconded by VanderVeen to approve the Wastewater Treatment Plant Feasibility Study as presented by Fleis and Vandenbrink in the amount of $25,400 which is a budgeted item. Approved

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

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

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

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

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

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

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

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

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

  - **Ordinance 2018-6: Amendment to the Zoning Ordinance**
    Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2018-6: Amendment to the Zoning Ordinance as presented. Approved
-Ordinance 2018-7: Amendment to Subdivision Ordinance
Motion by VanderVeen, seconded by Hoekstra to approve Ordinance 2018-7: Amendment to Subdivision Ordinance as presented. Approved

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

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

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

- Discussion Items - None

- Public Comments
  Aaron Phelps — Ordinance 2018-13: Moratorium
  Jay Knoper — Ordinance 2018-13: Moratorium
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- Board Comments
  Zeinstra – Well and Septic issues
  VanderVeen – M-45 pedestrian crossing issues, Library Minutes in next Board Packet

- Future Agenda Items
  -6/26 Financial Audit Results
  -7/23 Library Guest Speakers

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

Laurie Richards  
Allendale Charter Township Clerk

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

Members Present: Kraker, Richards, Elenbaas, VanderVeen, Zeinstra  
Members Absent: Hoekstra, VanderWall  
Guests Present: Bob Sullivan, Justin Roebuck, Tim VanBennekom, Chad Doornbos, Caitlin Kunst, Joe Kuiper, Matt Sinnema

Elenbaas called the Meeting to order

- Invocation was given by Zeinstra  
- Pledge of Allegiance  
- Approve Agenda  
  Motion by Kraker, seconded by Zeinstra to approve the agenda as presented.  
  Approved  
- Consent Agenda  
  Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented.  
  Approved  
  Items on the consent agenda were:  
  -Approval of the June 11, 2018 Regular Board Meeting Minutes  
  -Bills  
  For Information:  
  -Financial Report  
  -Meeting Minutes (Draft) of the June 7, 2018 Library Advisory Board

- Interim Payments  
  Motion by Zeinstra, seconded by Kraker to approve the Interim Payments totaling $875.59 as presented.  
  Approved  
- Public Hearing - None  
- Public Comments - None  
  Motion by Elenbaas, seconded by Zeinstra to close public comment.  
  Approved  
- Guest Speaker  
  -County Clerk Justin Roebuck: New Voting Equipment  
  -Joe Kuiper and Matt Sinnema from Kiecover, Scholma and Shumaker, PC:  
    2017 Township Financial Audit Report  
  -Caitlin: Update from SHRM Conference

- Action Items  
  -Workplace Profile Assessment  
    Information was presented. No action taken.  
  -Fill Library Advisory Board Member Vacancy
Motion by Elenbaas, seconded by Kraker to offer Kristen Borgman the vacant position on the Library Advisory Board as recommended by the HR Coordinator. Approved

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

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

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

- **Variance from Sanitary Sewer Hookup Requirement for Parcel 70-09-23-100-061 (11725 60th Ave)**
  Motion by Elenbaas, seconded by Zeinstra to have legal draft an agreement allowing the owner of the property an exemption from the requirement of having to connect to the public sewer system and allow for a private septic system. Approved

- **Discussion Items - None**

- **Public Comments**
  Chad Doornbos – Disc Profile
  Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- **Board Comments**
  Kraker – Not available for the July 9 Board Meeting
  Elenbaas – Volunteers for the 4th of July Events, Budget Amendments at future Board Meeting
  VanderVeen – Update on the Fire Station, timeline on the Personnel Handbook

- **Future Agenda Items**
  - 7/23 Library Guest Speakers; pathway discussion

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

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor