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

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

Members Absent:  Kraker

Guests Present:  Bob Sullivan, Greg DeJonge, Amanda Price

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**  
  Motion by Hoekstra, seconded by VanderWall to approve the agenda as presented.  
  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 June 25, 2018 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Meeting Minutes (Draft) of the May 15, 2018 Downtown Development Authority
  - June Police Report

- **Interim Payments**  
  Motion by VanderWall, seconded by VanderVeen to approve the interim payments totaling $2,052.73 as presented.  
  Approved

- **Public Hearing  None**

- **Public Comments**
  Jeff Seaver – 2 emails were submitted regarding voting location and zoning concerns  
  Elenbaas has responded back to Mr. Seaver

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

- **Guest Speaker**
  County Commissioner Greg DeJonge

- **Action Items**  
  - Elizabeth Schab 90-day Probationary Period
Motion by Elenbaas, seconded by Richards to approve the successful completion of the 90 day probationary period for Elizabeth Schab with a new hourly rate of $23.25 as Youth Services Librarian.  Approved

-Recommendation to fill Library Director Position
No action taken

-Recommendation to hire Library Substitute
Motion by VanderWall, seconded by VanderVeen to hire Marissa LaPorte for the on call substitute position at the Library at a rate of $10.75 based on the established wage formula as recommended.  Since the position is on call, she would not be eligible for a 90 day pay adjustment.  Approved

-Update to Fire Inspector Job Description
Motion by VanderVeen, seconded by Zeinstra to approve the Fire Inspector/Fire Fighter Job Description dated June 29 Revision as presented.  Approved

- Discussion Items
  -Workplace Profile Assessment

- Public Comments
  Amanda Price – State Budget is complete
  Motion by Elenbaas, seconded by Zeinstra to close public comments.  Approved

- Board Comments
  VanderVeen – Update on employee retirement proposal
  Elenbaas – Updates on Moratorium, MDOT meeting, Facilities, Personnel Policy, Movies in the Park.

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

- Adjournment
  Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 8:43 pm.  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Monday, July 23, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Kristen Borgman, George Ebeling, Lizzie Schab, Elaine Ebeling, Leigh Rupinski, Margaret Wheeler, Parker Tiethof, Brad Tiethof, Chase Tiethof, Ray Statema, Chad Doornbos, Clare Membela, Cathy Runyan, Janessa Smit, Carol Scholten, Steve Spriensma, Shirley Buursma, Joel VanWyngarden, Kim VanWyngarden

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**  
  Motion by VanderWall, seconded by Kraker 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 July 9, 2018 Regular Board Meeting Minutes  
  - Bills  
  For Information:  
  - Financial Report
- **Interim Payments**  
  Motion by VanderVeen, seconded by Kraker to approve the interim payments totaling $96,562.68 as presented. Approved
- **Public Hearing - None**
- **Public Comments**  
  Janessa Smit – Allendale Trail Phase 1 support  
  Ray Statema – support of the Allendale Trails project  
  Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**  
  - Clare Membela (Library of Michigan) and Shirley Buursma (Kent District Library)  
  Motion by VanderVeen, seconded by VanderWall to amend the agenda. Approved
  Motion by VanderVeen, seconded by Kraker to officially hire Lizzie Schab as the Library Director pending a favorable response concerning the approval of the waiver
of the Level 1 certification for 2 years beginning in 2020. The beginning salary will be $52,017.60 effective immediately based on the favorable response. Approved
-Janessa Smit (Allendale Area Chamber of Commerce): 4th of July Event Update

- **Action Items**
  - **Fill Paid on Call Firefighter Trainee Openings**
    Motion by Kraker, seconded by VanderWall to approve the hire of Garrett Strover, Derek Silveria, and Chris Bannister as paid on call firefighter trainees as presented. Approved
  - **Approve updated Youth Services Librarian Job Description**
    Motion by VanderVeen, seconded by Hoekstra to approve the updated Youth Services Librarian job description as presented. Approved
  - **Hannah Hallifax position/wage correction**
    Motion by VanderVeen, seconded by VanderWall to approve Hannah Hallifax to the position of Circulation Assistant with a wage of $11.97 per hour retroactive back to April 23, 2018 when she began performing those duties. Approved
  - **Wage update recommendation from Personnel Committee**
    Motion by Elenbaas, seconded by VanderWall to approve the wage recommendation from the Personnel Committee for Kyle Garlanger to $24.78 effective beginning the next pay period. Roll call vote: Yes: Elenbaas No: Kraker, VanderWall, Richards, VanderVeen, Hoekstra Motion failed
  - **Public Utilities Staffing**
    Motion by Kraker, seconded by VanderWall to start advertising for a full-time Assistant Operator and full-time Operator position for the Public Utilities Department. Approved

- **Discussion Items**
  - Allendale multi-use path connection to Greenway River Trail
  - Staff attendance at Leadership Conference

- **Public Comments**
  - Joel VanWyngarden – Library Re-establishment
  - Steve Spiensma – Greenway River Trail path plan
  - Leigh Rupinski – 1990 Letter to re-establish
  - Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- **Board Comments**
  - VanderVeen – Schedule special meetings to finish handbook, include emailed information in the Board Packet
  - Elenbaas – updates on personnel profile tests, HR recommendations, facilities planning meeting

- **Future Agenda Items**
  - Wage Range

- **Adjournment**
  Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 10:05 pm. Approved
Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, August 13, 2018, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Lizzie Schab, Chad Doornbos, Greg DeJong, David VanGinhoven, Bruce Pindzia, Josh Thurkettle, Tim Gerrits

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Hoekstra, seconded by VanderVeen to approve the agenda as amended with the addition of County Commissioner, Greg DeJong as a Guest Speaker and 4th of July Contracts as the final Action Item. Approved
- **Consent Agenda**
  Motion by VanderWall, seconded by VanderVeen to approve the consent agenda as presented. Approved

  Items on the consent agenda were:
  - Acknowledge/correct error on July 23 Agenda: Should have read "Approval of the July 9, 2018 Regular Board Meeting Minutes"
  - Approval of the July 23, 2018 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - June Fire Department Report
  - July Fire Department Report
  - Minutes of the July 12, 2018 Public Utilities Staff Meeting
  - Meeting Minutes (Draft) of the July 16, 2018 Planning Commission Meeting

- **Interim Payments**
  Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling $5,012.17 as presented. Approved

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

- **Guest Speaker**
  - Greg DeJong – update from Ottawa County
  - Tim Gerrits: Facilities Planning Update
Action Items

- Approve Updated Assistant Operator Job Description
  Motion by Kraker, seconded by Zeinstra to approve the updated Assistant Operator
  Job Description with the removal of the benefits, hours and wage range sentences in
  the first paragraph. Approved

-Hiring Process Procedure
  Motion by VanderVeen, seconded by Kraker to approve the hiring process procedure
  dated 8/8/18 as presented with the wording change of hiring team to interview team
  as referenced in the presented document. Approved

-Tony Dolce 90-day Probationary Period
  Motion by VanderWall, seconded by Kraker to approve the recommendation of the
  HR Coordinator that Tony Dolce has successfully completed his probationary period
  and is now moved to regular status with no wage increase at this time. Approved

-Fill Open Library Circulation Desk Position
  Motion by VanderVeen, seconded by VanderWall to approve the hire of Allison Wells
  per the presented recommendation from the HR Coordinator and the Library Director
  with a starting wage of $11.85 and after the successful completion of the
  probationary period the new wage would be $12.62. In the event that this offer is not
  accepted, the offer would be extended to Marissa LaPorte with a starting wage of
  $11.85 with an increase to $12.07 upon successful completion of the probationary
  period. Approved

-Head Assessor Updated Employment Contract
  No Action taken at this time regarding the updating of an employment contract for
  the Head Assessor

-Wood View Estates Final Plat Approval
  Motion by VanderWall, seconded by VanderVeen to approve Wood View Estates final
  plat as presented with the conditions that the street trees and street lights be
  installed accordingly as represented on the preliminary plan. Approved

-Ordinance 2018-8: Moratorium on Development: Developments not connected to
  Public Utilities (Remove from Table; Motion for a vote to approve)
  Motion by VanderWall, seconded by Kraker to remove the tabled Ordinance 2018-8:
  Moratorium on Development: Developments not connected to Public Utilities to take
  action. Approved
  Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2018-8:
  Moratorium on Development: Developments not connected to Public Utilities as
  presented. Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards,
  VanderVeen, Hoekstra Approved

-Ordinance 2018-9: 11017 84th Ave Rezoning Request – Discussion and 1st Reading
  Elenbaas presented for 1st reading Ordinance 2018-9: 11017 84th Ave Rezoning
  Request

-2019 Fourth of July Planning: Renew Agreement with Allendale Area Chamber of
  Commerce?
  Motion by Elenbaas, seconded by VanderWall to renew the agreement with the
  Allendale Area Chamber of Commerce for the 2019 Fourth of July event. Approved
-4th of July Contracts
Motion by Kraker, seconded by VanderWall to authorize Elenbaas to sign the contract with Kramer Entertainment in the amount of $6,925. on behalf of the township as presented.  Approved

- Discussion Items
- Update from 7/23 Trail Discussion
- Personality Assessment Updates
- Library next steps
- Trustee Hoekstra: Outdoor Fitness Equipment

-Schedule Work Session Special Meetings for Handbook Review, Wage Range Movement
Special Board Meeting dates: September 11, 18, 27 at 6:30 pm

- Public Comments
Jeff Seaver comments were presented by Elenbaas regarding the Election polling location
Motion by Elenbaas, seconded by Zeinstra to close public comments.  Approved

- Board Comments
Elenbaas – Christmas Holiday schedule, Budget input regarding expenditure of DDA funds for resurfacing of subdivision roads, employee, trustee and Board Officer pay for 2019, Back to School participation next Tuesday at 5 pm
Hoekstra – Life EMS substation location, sidewalks along Pierce St: from 78th to school

- Future Agenda Items
- Wage range movement, DDA Scope, Multi-use path

- Adjournment
Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:24 pm.  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, August 27, 2018, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Hoekstra (left at 8:20 pm), VanderVeen, Elenbaas, VanderWall, Kraker, Zeinstra

Member Absent: Richards


Elenbaas called the meeting to order

- Invocation was given by Elenbaas
- Pledge of Allegiance
- Approve agenda
  Motion made by VanderWall, seconded by Hoekstra, to approve the agenda as presented. Approved.
- Consent Agenda
  Motion made by Hoekstra, seconded by Zeinstra, to approve the consent agenda as presented. Approved.
  Items on the consent agenda were:
  - Approval of the August 13, 2018, Regular Board meeting minutes
  - Bills

  For information:
  - Financial report
  - Meeting minutes of the August 6, 2018, Planning Commission meeting
  - Meeting minutes (draft) of the August 20, 2018, Planning Commission meeting
  - Minutes of the August 16, 2018, Public Utilities Staff meeting
  - July Community Policing report
- Interim payments
  Motion made by VanderWall, seconded by VanderVeen, to approve of the interim payments in the amount of $7,375 as presented. Approved.
- Public hearings—none
- Public comments
  - Sharon Kleinjans encouraged the Board to be open to small “pocket” parks, and to accept donated property should that opportunity become available.
- Guests speakers
  - Mike Keefe presented Matthew Jones and Doug Anderson to the Board as they have been promoted to Sergeants. Elenbaas gave them the oath of office.
• Action items
  - Ordinance 2018-9: 11017 84th Ave Rezoning Request
    - Motion made by Zeinstra, seconded by VanderVeen, to approve Ordinance 2018-9, which rezones property located at 11017 84th Avenue, per Planning Commission findings for evaluation factors.  Approved.  (copy attached)
  - Fill Youth Services Librarian Position
    - Motion made by VanderVeen, seconded by Zeinstra, to hire Ashley Johnson as the Youth Services Librarian, at the hourly wage of $22.97, with an increase to $23.97 after successful completion of the orientation period, and starting with 2 weeks of vacation.  Approved.
  - End of Probationary Period for Scott Harkes
    - Motion made by VanderWall, seconded by VanderVeen, to remove Scott Harkes from probationary status upon successful completion of the orientation period.  Approved.
  - End of Probationary Period for William Latham
    - Motion made by VanderWall, seconded by VanderVeen, to remove William Latham from probationary status upon successful completion of the orientation period, increasing his hourly wage to $14.00 per hour.  Approved.
  - Head Assessor Responsibilities: VanderHeide to Wolfe
    - Motion made by VanderWall, seconded by Zeinstra, to promote Tyler Wolfe to the position of Head Assessor, at the annual wage of $72,400, and making him eligible for merit and cost of living increases as typically determined by the staff review process.  Approved.
  - Updated Head Assessor Employment Contract
    - Motion made by VanderWall, seconded by Kraker, to authorize the Supervisor and Clerk to sign an employment contract with Assessor David VanderHeide, with an amendment to Article 3.3 which limits the delayed compensation of $5,000 for only the April 1, 2019, signing of the roll, and with an amendment to Article 5.2 to delete the last sentence of that paragraph.  Approved.
• Discussion items
  - 2019 Budget
  - 2018 Christmas/New Year’s holiday schedule
  - Training opportunity of MCAT class for Finance and Planning/Zoning Departments.
  - Facility Planning
  - Wage range movement
  - Wage for Kyle Garlanger
• Public comments—none
  - Motion by Elenbaas, seconded by VanderWall to close public comment.  Approved
• Board comments
  - Leadership Conference updates
• Future Agenda Items
  - 2019 Budgets
  - Facility Planning
  - Wage range movement
  - Road paving
• Adjournment
  Motion made by VanderVeen, seconded by VanderWall, to adjourn at 8:48 pm.
Approved.

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, September 10, 2018, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Chad Doornbos, Joel VanWyngarden, Greg DeJong, Rick Ensing, Matt Ensing, Corey Chandler, Kian Barnes, Mikaila DeMyer, Rodrigo Torres, Rece Davis, Austin Knowles, Adam Cover

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderWall, seconded by VanderVeen to approve the agenda as presented. Approved
- **Consent Agenda**
  Motion by VanderVeen, seconded by Zeinstra to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the August 27, 2018 Regular Board Meeting Minutes
  - Completion of Emily Berridge 90 day Probationary Period
  - Bills

  For Information:
  - Financial Report
- **Interim Payments**
  Motion by VanderWall, seconded by Zeinstra to approve the interim payment of $449.34 as presented. Approved
  Motion by VanderWall, seconded by Zeinstra to amend the agenda to add the approval of Rochell Prahl as Election Specialist as an Action Item. Approved
- **Public Hearing**
  - Skyline Fall Protection PA 198 Tax Abatement
  Owner, Rick Ensing, explained the Skyline Fall Protection business. Elenbaas opened the public hearing at 7:15 pm. Question was asked as to why this abatement was necessary.
  Motion by VanderWall, seconded by Kraker to close the public hearing at 7:16 pm. Approved
- **Public Comments - None**
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Guest Speaker**
  - County Commissioner – Greg DeJong

- **Action Items**
  - **Resolution 2018-17: Establishment of Industrial Development District**
    Motion by VanderWall, seconded by Kraker to approve Resolution 2018-17: Establishment of Industrial Development District for Skyline IDD located at 8528 Lake Michigan Dr.  Approved
  - **Recommendation to fill Public Utilities Operator Position**
    Motion by Kraker, seconded by Zeinstra to approve the hire of Robert Lamb to fill the Public Utilities Operator Position at a starting rate of $20.53 as per the conditions outlined in the recommendation letter from the HR Coordinator.  Approved
  - **Recommendation to fill Public Utilities Assistant Operator Position**
    Motion by VanderVeen, seconded by VanderWall to approve the hire of Keegan VanDoorne for the Public Utilities Assistant Operator Position with a starting wage of $17.51 per hour as recommended by the HR Coordinator.  Approved
  - **Resolution 2018-18: Establishment of Application Fee for Construction Board of Appeals**
    Motion by Kraker, seconded by Zeinstra to approve Resolution 2018-18: Establishment of Application Fee for the Construction Board of Appeals as presented.  Approved
    Motion by Zeinstra, seconded by VanderWall to amend the agenda to set a wage for the Construction Board of Appeals voting members.  Approved
    Motion by Kraker, seconded by VanderVeen to pay each voting member of the Construction Board of Appeals at a rate of $65.00 per meeting.  Approved
  - **Approval of Rochell Prahl as Election Specialist**
    Motion by VanderWall, seconded by Zeinstra to approve Rochell Prahl to assist with election duties at a rate of $14.00 per hour to work as contracted services with hours as needed determined at the discretion of the Clerk.  Approved
    This position will be reevaluated in October after registration for the November Election is closed.

- **Discussion Items**
  - Questions regarding working from home

- **Public Comments**
  - Joel VanWyngarden – Working from home
    Motion by Elenbaas, seconded by VanderVeen to close public comments.  Approved

- **Board Comments**
  - Elenbaas – Township Participation in the Trick or Treat event with the Fire Department.
  - VanderVeen – Assessing reform bill, Posting of the cancelled special Board Meeting on 9/11/18
    Kraker – Fee schedule update

- **Future Agenda Items**
  - Special Board meeting: 9/11/2018 – cancelled per Handbook materials not ready
Motion by VanderWall, seconded by Kraker to amend the agenda to have the board act to cancel the Special Board Meeting scheduled for Sept 11, 2018 and to cancel the meeting. Approved
Next scheduled Special Board Meetings are Tuesday, September 18, 2018 at 6:30 pm and also Thursday, September 27, 2018 at 6:30 pm.

- Adjournment
  Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:10 pm.
  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Public Hearing Minutes
On Skyline Fall Protection
PA 198 Tax Abatement
Held at the Regular Meeting of the
Allendale Charter Township Board held on September 10, 2018

- Elenbaas opened the Public Hearing at 7:15 pm
- One comment was given as to why the township needs to do this.
- Motion made by VanderWall, seconded by Kraker to close the Public Hearing.
- Public Hearing was closed at 7:16 pm

Laurie Richards
Allendale Charter Township Clerk
Minutes of the Special Board Meeting  
Held on Tuesday, September 18, 2018, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Hoekstra, VanderVeen, Richards, Kraker arrived at 8:10

Members Absent: Zeinstra, VanderWall

Guests Present: Caitlin Kunst, Chad Doornbos, Emma Jaarsma

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**  
  Motion by Hoekstra, seconded by VanderVeen 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
- **Public Comments**  
  Motion by Elenbaas, seconded by Kraker to close public comments. Approved
- **Board Comments**  
  Thank you for all the work on the Handbook  
  Next Special Meeting Scheduled for September 27, 2018 at 6:30 for Budget, handbook, wage ranges
- **Future Agenda Items**  
  Money Handling Policy
- **Adjournment**  
  Motion by Kraker, seconded by VanderVeen to adjourn the meeting at 9:45 pm.  
  Approved
Minutes of the Regular Board Meeting
Held on Monday, September 24, 2018, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:   VanderWall, Zeinstra

Guests Present:  Bob Sullivan, Lizzie Schab, Cathy Runyon, Caitlin Kunst, Kyle Dehning

Elenbaas called the Meeting to order

- Invocation was given by Kraker
- Pledge of Allegiance
- Approve Agenda
  Motion by Kraker, seconded by VanderVeen to approve the agenda as amended with an addition of the September 18, 2018 Special Board Meeting Minutes under the Consent Agenda and the addition of Update to the Personnel Committee under Action Items. Approved
- Consent Agenda
  Motion by VanderVeen, seconded by Kraker to approve the consent agenda as amended with the removal of the September 10, 2018 Regular Board Meeting Minutes. Approved

  Items on the consent agenda were:
  - Approval of the September 10, 2018 Regular Board Meeting Minutes
  - Approval of the September 18, 2018 Special Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Minutes of the September 4, 2018 Planning Commission Meeting
  - August Police Report
  - Library Advisory Board Meeting Minutes – Sept 20, 2018

- Interim Payments
  Motion by Kraker, seconded by VanderVeen to approve the interim payments totaling $105,048.10 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 2018-10: 1st Reading - Life Ambulance Conditional Rezoning
  Mark Meijer from Life EMS presented the project
Elenbaas presented Ordinance 2018-10 – Life Ambulance Conditional Rezoning for a first reading

-Ordinance 2018-11: Discussion and 1st Reading: Partial Rezoning 6209 Lake Michigan
Elenbaas presented Ordinance 2018-11: Partial Rezoning 6209 Lake Michigan for a first reading

-Resolution 2018-20: Pay Rate for Construction Board of Appeals
No Action taken

-Resolution 2018-19: Election Inspectors for November 6, 2018 General Election
Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2018-19: Election Inspectors for the November 6, 2018 General Election as presented. Approved

-Resolution 2018-22: Health Insurance In-lieu Benefit
Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2018-22: Health Insurance in-lieu Benefit with the additional clarification of changes when family status changes. Approved

-Updates to the Personnel Committee
Motion by Kraker, seconded by VanderVeen to add Tammy Walker and Ryan VanderPloeg to the personnel Committee to replace Tyler Wolfe and Chad Doornbos. A representative from the Library will be appointed at a later date. Approved

- Discussion Items
  - Movement within the wage ranges
  - Oversight and handling of cash funds, credit card expenses
  - WWI Resolution

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

- Board Comments
VanderVeen - Library Staff Appreciation Day – October 15
Elenbaas – Facebook FOIA responsibility – Legal to follow up
  - Gave update on Budget impact of the 2018 wage increases
  - Library status update

- Future Agenda Items
  - Special Board meeting: September 27, 2018 @ 6:30 pm – Employee Handbook, Wage Movement, Budget.

- Adjournment
Motion by Hoekstra, seconded by Kraker to adjourn the meeting at 9:17 pm. Approved
Laurie Richards
Allendale Charter Township Clerk

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

Members Present: VanderWall, Elenbaas, Hoekstra, Richards, VanderVeen  
Members Absent: Kraker, Zeinstra  
Guests Present: Caitlin Kunst, Larry Haveman, Tyler Wolfe, Tim VanBennekom

Elenbaas called the Meeting to order  
- Invocation was given by Hoekstra  
- Pledge of Allegiance  
- Approve Agenda  
  Motion by Hoekstra, seconded by VanderVeen to approve the agenda as presented.  
  Approved
- Public Comments - None  
  Motion by Elenbaas, seconded by VanderWall to close public comment.  
  Approved
- Discussion Items  
  -2019 Budget Discussion  
  -Employee Handbook Review
- Public Comments - None  
  Motion by Elenbaas, seconded by VanderVeen to close public comments.  
  Approved
- Board Comments - None  
- Future Agenda Items - None  
- Adjournment  
  Motion by VanderWall, seconded by Richards to adjourn the meeting at 9:25 pm.  
  Approved

Laurie Richards  
Allendale Charter Township Clerk  

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

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

Members Absent:


Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended with the removal of Resolution 2018-25 from the agenda. 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 September 10, 2018 Regular Board Meeting Minutes
  - Approval of the September 24, 2018 Regular Board Meeting Minutes
  - Approval of the September 27, 2018 Special Board Meeting Minutes
  - Tumaini Sango 90 day Probationary Period
  - Bills

  For Information:
  - Minutes of the September 17, 2018 Planning Commission Meeting
  - Minutes of the September 13, 2018 Public Utilities Staff Meeting
  - Minutes of the September 26, 2018 Public Utilities Staff Meeting
  - Kelli McGovern Conference Report
  - Shelly Kowalczyk Conference Report
  - September Fire Department Report
  - Financial Report

- **Interim Payments**
  Motion by VanderWall, seconded by VanderVeen to approve the interim payment of $3,700 as presented. Approved

- **Public Hearing** None
- **Public Comments**
  Steve Versluis- Engineering update on the lake at Placid Waters
  Motion by Elenbaas, seconded by Zeinstra to close public comment.  Approved

- **Guest Speaker**
  - Sheriff Kemper: Presentation of Citizens Award to Tamy Geerts
  - County Commissioner Greg DeJong- County wide update
  - Tyler Wolfe: Assessing Update
  - Budget Presentations: Lizzy Schab, Kyle Garlanger, Mike Keefe, Chad Doornbos
  - Fire Committee Update / Next Steps

- **Action Items**
  - **Fire Station Architecture and Planning Proposal**
    Motion by VanderVeen, seconded by VanderWall to accept the bid of TAG, The Architectural Group, Inc. for the Schematic Design of the Fire Station in the amount not to exceed $10,000 with the conditions outlined in their proposal and to make a budget amendment from General Fund to cover the costs.  Roll Call Vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra  Approved
  
  - **Ordinance 2018-10: Life Ambulance Conditional Rezoning**
    Motion by Hoekstra, seconded by VanderWall to approve Ordinance 2018-10: Life Ambulance Conditional Rezoning based on the recommendations from the Planning Commission.  Roll Call Vote: Yes: Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra  Approved
    Motion by Kraker, seconded by Zeinstra to approve the Conditional zoning Agreement as presented and authorize the Township Supervisor and Clerk to sign the agreement.  Approved
  
  - **Ordinance 2018-11: Partial Rezoning 6209 Lake Michigan Dr.**
    Motion by VanderVeen, seconded by Hoekstra to approve Ordinance 2018-11: Partial Rezoning of 6209 Lake Michigan Dr. based on the conclusion of the Planning Commission with respect to the zoning factors.  Roll Call Vote: Yes: VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra, Kraker  Approved
  
  - **Resolution 2018-17: Establishment of Industrial Development District**
    Motion by VanderWall, seconded by Kraker to remove Resolution 2018-17: Establishment of Industrial Development District from the agenda. Previously approved at a prior meeting.  Approved
  
  - **Set Public Hearing for Skyline Fall Protection PA198 Tax Abatement Request**
    Motion by VanderVeen, seconded by Zeinstra to set a public hearing date for Skyline Fall Protection PA 198 Tax Abatement for October 22, 2018.  Approved
  
  - **Resolution 2018-20: Pay Rate for Construction Board of Appeals**
    Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-20: Pay Rate for Construction Board of Appeals as presented.  Approved
  
  - **Resolution 2018-23: Update Members of Personnel Committee**
    Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2018-23: Update Members of the Personnel Committee as presented.  Approved
Ordinance 2018-12: Review Site Plan and Site Plan Resolution, 1st Reading
Springfield West PUD Zoning Map Amendment Ordinance
Elenbaas introduced Ordinance 2018-12: Springfield West PUD Zoning Map Amendment for 1st reading
- Resolution 2018-24: World War I Centennial
  Motion by VanderWall, seconded by Kraker to approve Resolution 2018-24: World War I Centennial as presented. Approved

- Discussion Items
  - Moratorium Update

- Public Comments
  Richard (JR) Prahl – Board performance and service to the community.
  Rochell Prahl was introduced to the board.
  Motion by Elenbaas, seconded by VanderWall to close public comments. Approved

- Board Comments
  VanderVeen – Arrangement of the Agenda, Traffic Management Grant availability
  Elenbaas – Facebook FOIA Policy
  Kraker – absent at the next meeting (October 22), Capital Improvement as a future agenda item
  Zeinstra – Planning Commission working on Master Plan
  Richards – Board Handout

- Future Agenda Items
  Oct 22
  In-Lieu Resolution
  PTO Transition
  Marijuana
  Budget
  Springfield West: Public Hearing and 2nd Reading – Ord 2018-12
  Grand Villages PUD Amendment Public Hearing
  Grand Villages Final PUD Site Plan
  Skyline Public Hearing and vote for abatement request
  Public Hearing for Traders View?
  Budget
  Set Public Hearing for Budget
  Facebook FOIA info/protection
  Clerk Assistant
  Approve Handbook
  Approve Handbook rollout items
  Library Substitute Job Description

- Future
  In-Lieu Resolution 2018-25 (Updating Res 2018-22)
  Wage movement
Moratorium
Library establishment
Budget Public Hearing/vote
Facility Planning
Land purchase?
Updates to construction standards
Bike path discussion, local and county trail
401(a) comparison, waiting on MIRS and employee feedback
DDA Scope
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Policy for public comment
Former fee, with other fee schedules at end of year
Dept Head reports
Flow charts for work responsibilities / backups

* Adjournment
Motion by VanderWall, seconded by Kraker to adjourn the meeting at 9:55 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

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

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

Members Absent: Kraker Zeinstra

Guests Present: Bob Sullivan, Ron VanSingel, Cal Keuning, Sabrina VanWyk, Isaiah VanWyk, Ken Rizzio, Matt Ensing, Rick Ensing, Jack Barr, Tim VanBenekom

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended to move the Action Items of Ordinance 2018-12: Springfield West PUD Zoning Map Amendment and Grand Villages PUD Amendment of Site Plan/ Maintenance Agreement to right before Guest Speakers. Approved

- **Consent Agenda**
  Motion by VanderWall, seconded by VanderVeen to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the October 8, 2018 Regular Board Meeting Minutes
  - Marissa LaPorte Probationary Recommendation
  - Bills

- **Interim Payments**
  Motion by VanderWall, seconded by VanderVeen to approve the interim payments totaling $1,119.57 as presented. Approved

- **Public Hearing**
  - Grand Villages PUD Amendment
    Jack Barr from Nederveld explained the project. Elenbaas opened the public hearing at 7:07 pm. No comments were received. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:08 pm. Approved
  - Springfield West PUD
    Ron VanSingel, from the Merestone Group explained the project. Elenbaas opened the public hearing at 7:09 pm. No comments were received. Motion by Elenbaas, seconded by VanderVeen to close the public hearing at 7:10 pm. Approved
Skyline Fall Protection PA198 Abatement Request
Rick Ensing presented the request for a PA198 Abatement for Skyline Fall Protection. Elenbaas opened the public hearing at 7:15 pm. No comments were received. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:16 pm. Approved

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

- **Action Items**
  - **Skyline Fall Protection PA198 Tax Abatement Request**
    - Motion by VanderWall, seconded by VanderVeen to approve the clerk to sign and accept the application for the PA198 Tax Abatement agreement in the amount of $859,517 on the real property. Roll Call Vote: Yes: Hoekstra, VanderVeen, Richards, Elenbaas, VanderWall. Approved
  - **Resolution 2018-26: Skyline Fall Protection PA198 Tax Abatement**
    - Motion by VanderWall, seconded by Hoekstra to approve Resolution 2018-26: Skyline Fall Protection PA 198 Tax Abatement as presented. Approved
  - **Ordinance 2018-12: Springfield West PUD Zoning Map Amendment Ordinance**
    - Motion by Hoekstra, seconded by VanderVeen to approve Ordinance 2018-12: Springfield West PUD Zoning Map Amendment based as presented. Approved
    - Motion by Hoekstra, seconded by VanderVeen to create and approve Resolution 2018-27 based on the conditions recommended by the Planning Commission. Approved
  - **Grand Villages PUD Amended Site Plan / Maintenance Agreement**
    - Motion by VanderVeen, seconded by Hoekstra to approve the Grand Villages PUD Amended Site Plan per Planning Commission finding as presented and authorize the signing of the Maintenance Agreement. Approved
    - Motion by Hoekstra, seconded by VanderVeen to create and approve Resolution 2018-28 adopting the findings of the Planning Commission. Approved

- **Guest Speaker**
  - Budget Presentations – Remaining Departments: Sgt. Keuning, Clerk, Treasurer, Supervisor, Deputy Treasurer

- **Action Items**
  - **Schedule Public Hearing for 2019 Proposed Annual Budget**
    - Motion by Hoekstra, seconded by VanderVeen to schedule the public hearing for the 2019 Proposed Annual Budget for November 12, 2018. Approved
  - **Engineering Agreement for Traders View**
    - Motion by Hoekstra, seconded by VanderWall to allow the supervisor to accept and sign the engineering agreement for Traders View as presented. Approved
  - **Job Description for Library Substitute**
    - Motion by VanderWall, seconded by VanderVeen to approve the job description for library substitute as presented. Approved

- **Discussion Items**
  - Recreational Marijuana Ordinance
  - Social Media Policy
- Clerk Assistant

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

• Board Comments
  Elenbaas- ACT Christmas Tree Lighting Sponsor, IT Bidding to begin in January, Rezoning and use of driveway by J & H Mobil
  Richards – Get facts and documentation
  VanderVeen – update on Library Appreciation Day
  Hoekstra – 52nd Ave sidewalks, completion of resolutions

• Future Agenda Items
  - Schedule Special Meeting Work Session? In-lieu, Colors/DiSC/PI Options, Wage Movement – Monday October 29 at 7:00 pm
  Handbook approval November 12, 2018 or November 26, 2018 Meeting
  See attached list

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

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Future Agenda Items

In-lieu Resolution 2018-25 (Updating Res 2018-22)
Marijuana: set ordinance?
Public Hearing for Traders View
Facebook FOIA info/protection
Clerk Assistant
Approve Handbook
401(a) comparison, waiting on MIRS and employee feedback
DISC/Colors/PI proposals (Ceglarek present?)
Bidding IT support
Wage movement
Moratorium
Library establishment
Budget Public Hearing/vote
Facility Planning
Land purchase?
Updates to construction standards
Bike path discussion, local and county trail
DDA Scope
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Policy for public comment
Forner fee, with other fee schedules at end of year
Dept Head reports
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Public Hearing Minutes
On Grand Villages PUD Amendment
Held at the Regular Meeting of the
Allendale Charter Township Board
on October 22, 2018

- Elenbaas opened the Public Hearing at 7:07 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing.
- Public Hearing was closed at 7:08 pm

Laurie Richards
Allendale Charter Township Clerk
Public Hearing Minutes
On Springfield West PUD
Held at the Regular Meeting of the
Allendale Charter Township Board
On October 22, 2018

- Elenbaas opened the Public Hearing at 7:09 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:10 pm

Laurie Richards
Allendale Charter Township Clerk
Public Hearing Minutes

On Skyline Fall Protection PA198 Abatement Request

Held at the Regular Meeting of the
Allendale Charter Township Board

On October 22, 2018

• Elenbaas opened the Public Hearing at 7:15 pm

• No comments were received

• Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing.

• Public Hearing was closed at 7:16 pm

Laurie Richards
Allendale Charter Township Clerk
Minutes of the Special Board Meeting
Held on Monday, October 29, 2018, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Hoekstra, VanderVeen, Richards

Members Absent: Kraker, Zeinstra, VanderWall

Guests Present: Caitlin Kunst

Elenbaas called the Meeting to order

- Invocation was given by Hoekstra
- Pledge of Allegiance
- Approve Agenda
  Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.
  Approved
- Public Comments - None
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- Discussion Items
  - In-Lieu Insurance Benefit
  - Wage Movement
  - Colors/DISC/PI Assessment Options
- Public Comments - None
  Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved
- Board Comments
- Future Agenda Items
- Adjournment
  Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 8:51 pm.
  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor