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

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

Members Absent: Zeinstra


Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by Kraker, seconded by VanderWall to approve the agenda as amended with moving the two action items regarding Traders View to the beginning of the Action Items 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 October 22, 2018 Regular Board Meeting Minutes
  - Approval of the October 29, 2018 Special Board Meeting Minutes
  - Resolution 2108-27 (Springfield West PUD from October 22 meeting)
  - Resolution 2018-28 (Grand Villages PUD from October 22 meeting)
  - Bills

  For Information:
  - Financial Report
  - October Fire Department Report

- **Interim Payments**
  Motion by VanderVeen, seconded by VanderWall to approve the five interim payments for a total of $4,671.58 as presented. Approved

- **Public Hearing**
  - Proposed 2019 Annual Budget
  Elenbaas opened the public hearing at 7:05 pm. No comments were received. Motion by Elenbaas, seconded by VanderVeen to close the public hearing at 7:06 pm. Approved
-Traders View PUD
Rob Berens with Nederveld presented the project.
Elenbaas opened the public hearing at 7:11 pm. Jay Knoper presented his opposition to the PUD. Motion by Elenbaas, seconded by VanderWall to close the public hearing at 7:15 pm. Approved

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

Guest Speaker
-County Commissioner – Greg DeLong
Update on events in Ottawa County

Action Items

-Review of Traders View PUD Documentation
Concern of Mr. Knoper regarding the storm pipe location and septic systems was addressed.

-Ordinance 2018-13: 1st Reading, Traders View PUD
Elenbaas introduced Ordinance 2018-13: Traders View PUD for a 1st reading

-Fill Library Substitute Position
Motion by VanderWall, seconded by Kraker to approve the hire of Nazila Rahmani for the substitute library page and circulation assistant position with a starting wage of $11.73 per the recommendation from the human resources coordinator. Approved

-Library Advisory Board Bylaws
No Action Taken

Richards requested to recuse herself from the discussion and vote on the In-lieu health insurance benefit due to a conflict of interest. Motion by Elenbaas, seconded by Hoekstra to allow Richards to recuse herself. Roll Call Vote: Yes: Kraker, VanderWall, Elenbaas, VanderVeen, Richards, Hoekstra. Approved
Elenbaas appointed Kraker to act as temp clerk.

-Resolution 2018-25: In-lieu Health Insurance Benefit (update to Res 2018-22)
Motion by Elenbaas, seconded by VanderWall to approve Resolution 2018-25: In-Lieu Health Insurance Benefit (version 1) as presented. 2 voted in opposition. 3 approved. Approved
Richards resumed as Clerk

-Resolution 2018-29: Movement within the Wage Ranges
No action taken

-BambooHR Employee Assessment Module
Motion by VanderWall, seconded by VanderVeen to approve the purchase of the BambooHR Employee Assessment Module for the 12 month cost of $1,867.20 as presented. Approved

-Employee Handbook (possible action, may push to 11/26 if discussion is needed)
No action taken

-Colors/DISC/PI Workplace Assessment and Workshop Options
Motion by VanderVeen, seconded by Kraker to approve the DISC proposal from Edgeline Resources for phase one and to include Department Heads and HR as well as Board Members and to exclude option two in phase two as presented. Approved

-401a Retirement Plan Provider
No action taken. Will have a representative from MERS come for a presentation

-Ordinance 2018-14: Recreational and Medical Marihuana Ordinance – Schedule Public Hearing and Introduce for 1st Reading
Elenbaas introduced Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments for a first reading

- Discussion Items
  Moratorium Update
  Vaping Ordinance for Minors

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

- Board Comments
  Hoekstra – Contracted Services for Christmas Event payable for $750 to install and remove tree decorations and purchase of the Star.
  VanderVeen – Largest mid-term election, very well run election, change in township hours, Diversity Forum on Friday November 16 at the Fillmore Complex 8:30 - 4

- Future Agenda Items
  -Public Utility Job Descriptions; Clerk/Supervisor Job descriptions, compensation for statutory/non-statutory duties
  -Construction Standards update
  -Hepatitis Vaccine is being offered to Public Utilities Employees as well as Fire Fighter personnel
  (See Attached List)

- Adjournment
Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:25 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Future Agenda Items

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Budget Vote
Marijuana: set ordinance?
Social Media Policy
Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b
401(a) comparison, waiting on MIRS and employee feedback
DiSC/Colors/PI proposals (Ceglarek present?)
Wage movement
Approve Handbook
Moratorium
Facebook FOIA info/protection
Bidding IT support
Library establishment
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
Former fee, with other fee schedules at end of year
Dept Head reports
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Vaping Ordinance for Minors?
Jan 28: Lakeshore Advantage
Public Hearing Minutes
On the 2019 Annual Budget
Held at the Regular Meeting of the
Allendale Charter Township Board
On November 12, 2018

- Elenbaas opened the Public Hearing at 7:05 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderVeen to close the Public Hearing.
- Public Hearing was closed at 7:06 pm

Laurie Richards
Allendale Charter Township Clerk
Public Hearing Minutes

On Traders View PUD

Held at the Regular Meeting of the
Allendale Charter Township Board
On November 12, 2018

- Elenbaas opened the Public Hearing at 7:11 pm
- Comment was received from Jay Knoper regarding his opposition to the PUD
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing. Approved
- Public Hearing was closed at 7:15 pm

Laurie Richards
Allendale Charter Township Clerk
Minutes of the Regular Board Meeting  
Held on Monday, November 26, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Hoekstra (present at 7:44 pm)

Guests Present: Bob Sullivan, Chad Doornbos, David VanGinhoven, Austin Adams, Caitlin Kunst, Mike Morrow

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the addition of the Jim Kubiak email added under Discussion Items. 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 November 12, 2018 Regular Board Meeting Minutes
  - Bills
  - Financial Report
  - Minutes of the November 5, 2018 Planning Commission Meeting
  - September/October Police Report
  - Minutes of the November 15, 2018 Public Utilities Staff Meeting

- **Interim Payments** - None
- **Public Hearing** - None
- **Public Comments** - None
  Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
- **Guest Speaker**
  - David VanGinhoven / Michael Morrow

- **Action Items**
  - **IT Support Recommendation**
    Motion by Elenbaas, seconded by VanderVeen to transition the IT support to Ottawa County IT as recommended beginning in early January 2019. Approved
  - **Ordinance 2018-13: Traders View PUD**
Motion by VanderVeen, seconded by VanderWall to approve Ordinance 2018-13: Traders View PUD as presented. Approved

-Resolution 2018-30: Traders View PUD
Motion by Zeinstra, seconded by Kraker to approve Resolution 2018-30: Traders View PUD as presented. Approved

-Library Advisory Board Bylaws
Motion by VanderVeen, seconded by Kraker to approve the Library Advisory Board Bylaws as presented. Approved

-Updates to Township Development Agreement
Motion by VanderWall, seconded by Zeinstra to approve the updates to the Township Development Agreement as presented and to follow up with a Resolution. Approved

-Updates to Construction Standards
Motion by VanderWall, seconded by Kraker to approve the updates to the Construction Standards as presented. Approved

-Resolution 2018-31: 2019 Budget
Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-31: 2019 Budget to include the $8.00 correction to the Enterprise charges for services as presented. Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen Approved

-Resolution 2018-29: Movement within the Wage Ranges
Motion by Kraker, seconded by VanderVeen to approve Resolution 2018-29: Movement within the Wage Ranges as presented. Approved

-Approval of Employee Handbook
Motion by VanderVeen, seconded by Kraker to approve the handbook with the revisions that were discussed and with an effective date of January 1, 2019. Approved

-Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments
Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2018-14: Prohibition of Marihuana Facilities/Establishments as presented. Approved

-Resolution 2018-32: Tax Administration Fee
Motion by VanderWall, seconded by Kraker to approve Resolution 2018-32: Tax Administration Fee as presented. Approved

-Ordinance 2018-16: 1st Reading – SEMCO Franchise Agreement
Elenbaas introduced Ordinance 2018-16: SEMCO Franchise Agreement for a 1st reading

-ArchiveSocial Social Media Archiving
Motion by Elenbaas, seconded by Zeinstra to utilize ArchiveSocial for the township’s social media archiving at the rate presented of $2,388 per year. Approved

- Discussion Items
  -Vaping Ordinance for Minors
  -Email from resident regarding violations and enforcement of residential traffic and parking conditions

- Public Comments - None
  Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
- **Board Comments**
  - Poll for possible dates for DISC training
  - Diversity Training update and County Commissioner’s meeting at GVSU update
  - Discussion regarding future plan for the Bagley house

- **Future Agenda Items**
  - See attached

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

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor
Future Agenda Items

12/10
Board wage adjustments
SEMCO 2\textsuperscript{nd} Reading
Assessing resolution
Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b
Public Utility Job Descriptions
401a

Future
Vaping Ordinance for Minors?
Committee Appointments
Resolution to Set Board meeting dates
Resolution for Poverty Guidelines
Resolution for Legal Ads
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Marijuana Zoning Ordinance
Social Media Policy
Moratorium
Facebook FOIA info/protection
Library establishment
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
Former fee, with other fee schedules at end of year
Dept Head reports
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Consider updates to Twp Hall office hours

Jan 28
Lakeshore Advantage
Minutes of the Regular Board Meeting  
Held on Monday, December 10, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Bob Sullivan, Greg DeJong, Logan Heft, Jonny Moberly, Jorge Rolan, Josiah Cabrera, Isabelle Novak, Mackenna Schmuker, Sydney Shaw, Rosemy Reeder, Nic Sal, Nick Branden, Jazzmin Finney

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 Zeinstra, seconded by VanderVeen to approve the consent agenda as amended with the removal of Resolution 2018-39: Legal Ads.  
  Approved
  Items on the consent agenda were:
  - Approval of the November 26, 2018 Regular Board Meeting Minutes
  - Bills
  - Resolution 2018-33: Supervisor’s Salary
  - Resolution 2018-34: Clerk’s Salary
  - Resolution 2018-35: Treasurer’s Salary
  - Resolution 2018-36: Trustee’s Salary
  - Resolution 2018-37: 2019 Board Meeting Dates
  - Resolution 2018-38: Poverty Guidelines
  - Resolution 2018-39: 2019 Legal Ads

For Information:
  - Financial Report
  - Minutes of the November 19, 2018 Planning Commission Meeting
  - Minutes (Draft) of the December 3, 2018 Planning Commission Meeting
  - November Fire Department Report

- **Interim Payments**
  Motion by Hoekstra, seconded by VanderVeen to approve the 4 interim payments totaling $1,015.10 as presented.  
  Approved

- **Public Hearing**  None

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

- **Guest Speaker**
  - County Commissioner Greg DeJong gave an update on County issues

- **Action Items**
  - **Office Storage Cabinets**
    Motion by Kraker, seconded by Zeinstra to approve the purchase for office improvements from West Michigan Office Interiors in the amount of $3,474.52 as presented. Approved
  - **Ordinance 2018-16: SEMCO Franchise Agreement**
    Motion by VanderVeen, seconded by Kraker to approve Ordinance 2018-16: SEMCO Franchise Agreement as presented. Approved
  - **Resolution 2018-40: Updates to Standard Construction Requirements**
    Motion by Zeinstra, seconded by Hoekstra to approve Resolution 2018-40: Updates to the Standard Construction Requirements as presented. Approved
  - **Resolution 2018-41: Outdoor Fitness Court**
    Motion by Kraker, seconded by Hoekstra to approve Resolution 2018-41: Outdoor Fitness Court as presented. Approved
  - **Resolution 2018-42: Township Fee Schedule**
    No action taken
  - **Resolution 2018-43: Board of Review Committee Appointments**
    Motion by Kraker, seconded by VanderVeen to approve Resolution 2018-43: Board of Review Committee Appointments as presented. Approved
  - **Resolution 2018-44: Committee Appointments**
    Motion by VanderVeen, seconded by Zeinstra to approve Resolution 2018-44: Committee Appointments as presented. Approved

- **Discussion Items**
  - Vaping Ordinance update

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

- **Board Comments**
  - Treasurer Office Coverage during holiday
  - Cards for Committee Members
  - Library Sign damage
  - Public Notice advertisement on web page and in the announcer
  - 84th Ave Dust Control and road maintenance

- **Future Agenda Items – see attached**
  Employee 401 recommendation at next meeting

- **Adjournment**
  Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 7:41 pm. Approved
Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Thursday, December 27, 2018, 8:00 am  
At the Allendale Charter Township Hall

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

Members Absent:  Kraker

Guests Present:  Brad Fisher, Chad Doornbos

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 presented.  
  Approved
- **Consent Agenda**
  Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda with a correction to the date on Resolution 2018-39: Legal Ads.  
  Approved
  
  Items on the consent agenda were:
  - Approval of the December 10, 2018 Regular Board Meeting Minutes
  - Bills
  - Resolution 2018-39: Legal Ads

For Information:
- Financial Report
- Minutes (Draft) of the December 6, 2018 Library Advisory Board Meeting
- Minutes of the December 19, 2018 Public Utilities Staff Meeting
- November Police Report

- **Interim Payments**
  Motion by VanderWall, seconded by Zeinstra to approve the interim payment of $302.77 as presented.  
  Approved

- **Public Hearing**  None

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

- **Guest Speaker**  None

- **Action Items**
  - Resolution 2018-42: Township Fee Schedule
    Motion by Hoekstra, seconded by VanderVeen to approve Resolution 2018-42:  
    Township Fee Schedule with the addition of headers to Section b. and clarifying the wording on Section d.  
    Approved
-401(a) Provider
Motion by VanderWall, seconded by VanderVeen to approve MERS as the 401(a) provider for the Retirement Program and begin the transition in early 2019 as recommended by the HR Coordinator and the current VOYA 457 program that is in place shall remain.  Approved

-Resolution 2018-45: Budget Amendments
Motion by VanderWall, seconded by VanderVeen to approve Resolution 2018-45: Budget Amendments as presented.  Approved

- Discussion Items
  - Establishment of a Community Foundation Fund for the fitness court

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

- Board Comments
Elenbaas – First Meeting in January should include an update on the planning process for the fire station.  VanderVeen requested a written report be sent out.  Also for bonding purposes a Financial Advisor recommendation.  For the second meeting in January – update from Lakeshore Advantage
VanderVeen – Would like all meeting dates for 2019 emailed to Board Members.  DISC Meeting dates
Hoekstra – Evaluation questions and PTO rollout

- Future Agenda Items – see attached

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

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor
Future Agenda Items

1/14
- Fire Station Planning Update, PFM Financial Planner
- Liquor license

1/28
- Lakeshore Advantage

Future
- Public Utility Job Descriptions
- Assessing resolution
- Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b
- Vaping Ordinance for Minors?
- Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
- Marijuana Zoning Ordinance
- Social Media Policy
- Moratorium
- Library establishment
- Facility Planning
- Should the Twp consider purchasing land?
- 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
- Dept Head reports
- Flow charts for work responsibilities / backups
- Hopp Library Lane driveway access
- Consider updates to Twp Hall office hours
- Retro Museum