Minutes of the Regular Board Meeting  
Held on Monday, January 28, 2019, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Hoekstra, VanderWall

Guests Present: Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderVeen, seconded by Zeinstra to approve the agenda with the modification to remove under Guest Speakers the Lakeshore Advantage: Amanda Murray & Angela Huesman and Action Item: Lakeshore Advantage Annual Agreement. 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 14, 2019 Regular Board Meeting Minutes
      - Bills

For Information:
- Financial Report
- Minutes of the January 7, 2019 Planning Commission Meeting
- Fire Department December Report
- Police Department December Report

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

- **Guest Speaker**
  - Lakeshore Advantage: Amanda Murray & Angela Huesman
  - Action Item: Lakeshore Advantage Annual Agreement
  - Public Utility Superintendent Chad Doornbos
    - Public Utility Upcoming Projects
    - Department Structure
    - Rate Study
Action Items

- Public Utilities Department Structure
  Motion by VanderVeen, seconded by Kraker to approve the Public Utilities Department Structure as presented.  Approved

- Public Utilities Job Descriptions
  Motion by Kraker, seconded by VanderVeen to approve the Public Utilities Water Supervisor job description as presented.  Approved
  Motion by Kraker, seconded by Zeinstra to approve the Public Utilities Waste Water Supervisor job description as presented.  Approved
  Motion by Kraker, seconded by Zeinstra to approve the Public Utilities Field Inspector job description as presented.  Approved

- Request to Accept Proposals for Public Utility Rate Study
  Motion by VanderVeen, seconded by Kraker to approve the request to send out packets for proposals for the Public Utility Rate Study as presented.  Approved

- Ordinance 2019-1: 1st Reading - Public Water Connection Requirements
  Elenbaas presented Ordinance 2019-1: Public Water Connection Requirements for a first reading.

- Ordinance 2019-2: 1st Reading - Extension of Moratorium for Developments not Connected to Public Utilities

- Action Item: Attorney for DDA Support
  Motion by Elenbaas, seconded by VanderVeen to table this Action Item: Attorney for DDA Support until the next Board Meeting.  Approved

- Formal Approval of Resolution 2019-1: Diggs Restaurant Liquor License
  Motion by Elenbaas, seconded by Kraker to approve Resolution 2019-1: Diggs Restaurant Liquor License Application as presented.  Approved

- Resolution 2019-2: Legal Ads – utilize Grand Rapids Press for Publication
  Motion by VanderVeen, seconded by Zeinstra to approve Resolution 2019-2: Legal Ads utilizing the Grand Rapids Press Sunday Edition for publications.  Approved

- Resolution 2019-3: Adoption the MERS Defined Contribution Plan (Retirement Plan)
  Motion by VanderVeen, seconded by Kraker to approve Resolution 2019-3: Adoption of the MERS Defined Contribution Retirement Plan as presented.  Roll Call Vote: Yes: Zeinstra, Elenbaas, Kraker, VanderVeen, Richards  Approved

- Resolution 2019-4: MERS Uniform 457 Supplemental Retirement Program
  Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2019-4: MERS Uniform 457 Supplemental Retirement Program as presented with the requirement that the current Voya 457 plan remain in place.  Roll Call Vote: Yes: Zeinstra, Elenbaas, Kraker, VanderVeen, Richards  Approved

- Resolution 2019-5: Establishment of Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
  Motion by Kraker, seconded by Zeinstra to approve Resolution 2019-5: Establishment of Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
as presented. Roll Call Vote: Yes: Zeinstra, Elenbaas, Kraker, VanderVeen, Richards
Approved

-Resolution 2019-6: Waiver of Property Transfer Affidavit Penalty Fee
Motion by Zeinstra, seconded by Kraker to approve Resolution 2019-6: Waiver of
Property Transfer Affidavit Penalty Fee as presented. Approved

-Resolution 2019-7: Update Poverty Guidelines
Motion by VanderVeen, seconded by Kraker to approve Resolution 2019-7: Update
Poverty Guidelines as presented. Approved

-Resolution 2019-8: Township-owned House at 11100 68th Ave
Motion by Kraker, seconded by Zeinstra to approve Resolution 2019-8: Township-
owned House at 11100 68th Ave as presented. Approved

- Discussion Items
  -Publication Requirement update / Publication of public notices on Township website
  -Michigan Fire Withholding Program
  -Sidewalk plowing on weekends

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

- Board Comments
  Elenbaas – Parking Violation updates, Park Master Plan update
  VanderVeen – Marihuana update, Future Agenda items, article in the Township Focus,
  4th of July Contract, MTA Spring Conference registration
  Richards- out of town for the February 11, 2019 Board Meeting

- Future Agenda Items – see attached

- Adjournment
Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:50 pm.
Approved