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

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

Members Absent: VanderWall

Guests Present: Bob Sullivan, Jodi Hansen, Tyler Wolfe, Chad Doornbos, Caitlin Antuma, Joel Pagel, Sam Jacobs, Amanda Murray, Mark Schmidt, Tim VanBennekom, Larry Haveman

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**  
  Motion by Zeinstra, seconded by Hoekstra 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 October 14, 2019 Regular Board Meeting Minutes
  - Bills
  - Interim Payments

  For Information:
  - Financial Report
  - Meeting Minutes of the October 7, 2019 Planning Commission
  - Police Department September Report
  - BizStream 198 Agreement with Terms and Conditions
  - MEDC Site Readiness Grant (Industrial Property) Information from Lakeshore Advantage

- **Public Hearing**  
  - Industrial Facilities Tax (IFT) Exemption Abatement Application for BizStream
  Elenbaas opened the public hearing at 7:07 pm. No Comments were received. Motion by Elenbaas, seconded by Zeinstra to close the public hearing. Approved

  Public Hearing was closed at 7:08 pm
- **Public Comments - None**  
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Guest Speaker**  
  - Amanda Murray Lakeshore Advantage  
    - 2019 Economic Update
    - MEDC Site Readiness Grant Application for 56th Ave Property
- **Action Item**
  - Resolution 2019-32: BizStream IFT Application
    Motion by Kraker, seconded by Hoekstra to approve Resolution 2019-32: BizStream IFT Application as presented contingent upon the signing of the 198 Agreement. Roll Call Vote: Yes: Zeinstra, Kraker, Elenbaas, Richards, VanderVeen, Hoekstra   Approved

- **Guest Speakers**
  - Department Heads – Budget Presentations: Tyler Wolfe (Assessing, Board of Review), Larry Haveman (Building and Grounds, M-45, Parks), Caitlin Antuma (Human Resources, Insurance, Office), Tim VanBennekom (Finance, Audit, Office, Treasurer, Streetlights General Revenue/Expense/Budget)
  - Supervisor: Recognition of Employee Accomplishment – Tim VanBennekom received his Michigan Certified Professional Treasurers Certification.

- **Action Items**
  - **Set Public Hearing Date for Proposed 2020 Budget: November 25, 2019**
    Motion by VanderVeen, seconded by Zeinstra to set the public hearing date for the Proposed 2020 Budget on November 25, 2019 as presented.   Approved
  - **Potential Addition of Partial Deputy**
    No Board action taken
  - **Planning Commissioner Job Description**
    Motion by Kraker, seconded by Zeinstra to approve the Planning Commissioner Job Description with added amendments regarding compensation and term of commitment.   Approved
  - **Public Utilities Department Staffing**
    No Board action taken
  - **Public Utilities Custodial Assistant**
    Motion by VanderVeen, seconded by Kraker to approve the job description for the Public Utilities Custodial Assistant with the recommended amendments as presented and being placed in the A2 Grade pay scale.   Approved
  - **Public Utility Lab Information Management System Software**
    Motion by Kraker, seconded by Hoekstra to purchase the e.RIS Lab Information Management System Software from Eramosa at a cost not to exceed $28,950 as presented.   Approved
  - **Proposal from Moore & Bruggink to Further Explore NEREDA Treatment Technology**
    Motion by Zeinstra, seconded by VanderVeen to approve the proposal from Moore & Bruggink to perform the Task 1 services regarding NEREDA Conceptual Designs Treatment Technology for a cost not to exceed $10,000 as presented.   Approved
  - **Ordinance 2019-14 – 1st Reading: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning**
    Elenbaas introduced Ordinance 2019-14: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning for first reading
- Ordinance 2019-15 – 1st Reading: Wireless Communication Tower and Antenna Zoning Ordinance Amendment
  Elenbaas introduced Ordinance 2019-15: Wireless Communication Tower and Antenna Zoning Ordinance Amendment for first reading

- Discussion Items
  - Christmas Eve & New Year’s Eve Holiday Schedule
  - Board Survey
  - Job Descriptions of Elected Officials

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

- Board Comments
  - VanderVeen – Department Heads regularly report at Board Meetings
  - Hoekstra – Education reimbursement
  - Elenbaas – IFT Documentation

- Future Agenda Items – See attached

- Adjournment
  Motion by Zeinstra, seconded by VanderVeen to adjourn the meeting at 11:37 pm.  Approved

Laurie Richards  Adam Elenbaas
Allendale Charter Township Clerk  Allendale Charter Township Supervisor