Minutes of the Work Session of the
Allendale Charter Township Board held on
Wednesday, January 4, 2017, 7:00 pm at
The Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Greg Ransford, Tom Zuniga

- 2017 Budget – Several line items in the 2017 Budget were reviewed. Community Promotions position was discussed. A job description will be presented at a future Board meeting for approval.
- Employee Raises (Cost of Living allowance and Merit) – Employee compensation for 2017 was discussed. A recommendation was made to give an increase not to exceed 2% based on Merit at the Department Head’s recommendation.
- Annual Evaluations forms were reviewed. The current evaluation form will be used this year.
- Employee Handbook – The Employee handbook will be discussed at the February 6, 2017 Board work session.

■ Public Comment

-Tom Zuniga – Happy for the opportunity to attend the work session

■ Adjournment
Motion by Kraker, seconded by Richards to adjourn the meeting at 9:17 p.m. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, January 9, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Greg DeJong, Sherry Kuyt, Chad Akins, Chance Bennett, Dylan Dehning, Michael Conflitti, Meghan Burri, Eric Birtles, Jack Snyder, Hannah Mikkelson, Ethan Walser

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

- Invocation was given by VanderWall
- **Approve Agenda**
  Motion by Hoekstra, seconded by Kraker to approve the agenda as presented.
  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 December 28, 2016 Regular Board Meeting Minutes
  - Approval of the January 4, 2017 Board Work Session Minutes
  - Bills
  For Information:
  - Financial Report
  - Annual Library Report

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

- **Guest Speaker**
  County Commissioner, Greg DeJong is the new chair of the Commission for the next year. Commissioner DeJong is very passionate about serving and plans to attend our Board meetings monthly to stay connected and give county updates. He would like to recognize Rob Bristow as very good communicator and does a great job.

- **Action Items**
  - 2017 Budget Amendment – Fire Department: Repair/upgrade pump on Tanker Truck
Motion by VanderWall, seconded by Kraker to amend the 2017 Budget for the repair/upgrade on the Tanker Truck as presented by the Fire Department. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Approved

-Approve employee wage increase for 2017
Motion by Kraker, seconded by VanderWall to approve an employee wage increase for 2017 as a combination of the cost of living and merit increase not to exceed 2% based on the employees evaluation and the Department Head’s discretion. Roll call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

-Ordinance Amendment 2017-1 – 1st Reading: An Amendment to Combine PID and Light Industrial Zoning Districts
Motion by Hoekstra, seconded by Elenbaas to take this Ordinance off the table for action. Approved Motion by Hoekstra, seconded by Zeinstra to present Ordinance Amendment 2017-1 – An Amendment to Combine PID and Light Industrial Zoning Districts for 1st reading. Approved

-Ordinance Amendment 2017-2 – 1st Reading: Update Zoning Map
Motion by Richards, seconded by Kraker to take this ordinance off the table for action. Approved Motion by Zeinstra, seconded by VanderWall to present Ordinance 2017-2 – Zoning Map Ordinance Amendment for 1st reading. Approved

-Ordinance Amendment: Sign Ordinance 2016-18
Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2016-18 – Amendments to Article 22, Sign and Billboards as presented. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

-Front Desk Position
Motion by Elenbaas, seconded by Richards to recommend Erika Durocher for the position of Administrative Assistant/ Front Desk at a rate of $12.00 per hour for the 90 day probationary period with close monitoring of the attendance expectations. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

Discussion Items
-Former Ordinance Suggestions
The suggested changes were reviewed. The Board gave direction on changes to the current fee schedule and for the preparation of a resolution to reflect those changes to be prepared for approval.

-Non-Motorized Path System
The current plan with Ottawa County and the Township was reviewed to understand what is to be accomplished and the proposed time frame. Discussion will continue.

Public Comments:
- Ethan Walser – Questions on widening 68th Ave
- Dylan Dehning – Pot Holes on 68th Ave in front of the High School
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Future Agenda Items - none**

- **Closed Session: Legal Matters**
  Motion by Elenbaas, seconded by Hoekstra to go into closed session at 8:09 pm to discuss pending litigation. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved
  Motion by Hoekstra, seconded by Zeinstra to come out of closed session at 8:25 pm.
  Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

- **Action Items**
  - **Actions related to Closed Session Discussion**
    Motion by Hoekstra, seconded by Kraker to have Craig Nolan execute the Stipulated Order of Dismissal Document as presented to settle the law suit. Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall Approved

- **Adjournment**
  Motion by Zeinstra, seconded by Kraker 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 23, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:


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

- Invocation was given by VanderVeen

- **Approve Agenda**
  Motion by VandeWall, seconded by Kraker to approve the agenda as presented.
  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 9, 2017 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Planning Commission minutes of January 3 and 16, 2017
  - Police Report
  - Library Board Meeting Minutes of January 19, 2017

- **Interim Payments**
  Motion by Kraker, seconded by Zeinstra to approve the interim payments of $14,500.26 as presented.
  Approved

- **Public Hearing - None**

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

- **Guest Speaker**
  County Commissioner, Greg DeJong presented his vision for Allendale Charter Township’s 4th of July Parade for this year. The theme of the parade would be to Welcome Home the Veterans of the Vietnam War.
Action Items
- Ordinance 2017-1  Amendment to combine the PID and the Light Industrial Zoning Districts
  Motion by Hoekstra, seconded by Zeinstra to approve Ordinance 2017-1 as presented.
  Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra  Approved
- Ordinance 2017-2  A Zoning Map Ordinance Amendment
  Motion by Hoekstra, seconded by Zeinstra to approve Ordinance 2017-2 as presented.
  Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra  Approved
- Ordinance 2017 -3  1st Reading: A Zoning Map Amendment to Rezone 70-09-23-100-007 from AG Agriculture to R-1 Low Density One-Family Residential Zoning District
  Elenbaas presented Ordinance 2017-3 for first reading
- Resolution 2017- 1  Ballot Language for referendum on Ordinance 2016-17
  Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-1 for the approval of the ballot language to be placed on the ballot at the May 2, 2017 Special Election as presented.  Roll call vote: Yes: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra  Approved
- Update the list of individuals on the Township’s Bank Accounts
  Motion by Elenbaas, seconded by VanderVeen to update the following contracts and authorizations on all accounts, investments and communication for the following Financial Institutions: Lake Michigan Credit Union, Old National Bank, Mercantile Bank, Chemical Bank, and Independent Bank to remove Jerry Alkema, Roger Modderman III, and Jack Hagedorn and add Adam Elenbaas, David VanderWall, and Tim VanBennekom.  Approved

Discussion Items
- Necessity of Medical Marijuana Ordinance in response to Michigan Legislation
  The Ottawa County Sheriff’s Office will host a Medical Marijuana legal update meeting on March 9, 2017 from 3:30 to 5:00 pm.  Everyone is invited to attend. Please RSVP

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

Closed Session: Pending Litigation
  Motion by Elenbaas, seconded by VanderVeen to go into closed session at 7:36 pm to discuss pending litigation.  Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, VanderVeen  Approved
  Motion by VanderVeen, seconded by Kraker to come out of closed session at 7:49 pm.
  Roll call Vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWal, VanderVeen  Approved

Action Items
- Actions related to Closed Session Discussion
  There was no action taken at this time regarding the pending litigation
Board Comments
Hoekstra commented on the paving of 78th Ave and the turning lane, the original traffic study and the Road Commission.
Elenbaas commented that the Planning Commission have moved their meetings to the first and third Mondays of the month. Board work session on January 30th will be on the budget and the Finance Director will be in attendance. The February 6 work session will be on the employee handbook.
Kraker will be absent from the February 6 work session and the February 13th Board Meeting.

Future Agenda Items - None

Adjournment
Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:00 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Work Session of the
Allendale Charter Township Board held on
Monday, January 30, 2017, 7:00 pm at
The Allendale Charter Township Hall

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

Members Absent:

Guests Present:  Tim VanBennekom, Chuck Gass

- 2017 Budget – Several line items in the 2017 Budget were reviewed.

- Public Comment – None

Next Board Work Session is February 6, 2017 at 7:00 pm to finish the discussion on the 2017 Budget

- Adjournment
  Motion by Kraker, seconded by VanderWall to adjourn the meeting at 9:27 pm.  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Work Session of the
Allendale Charter Township Board held on
Monday, February 6, 2017, 7:00 pm at
The Allendale Charter Township Hall

Members Present:  Elenbaas, Richards, VanderVeen, Hoekstra

Members Absent: Kraker, VanderWall, Zeinstra

Guests Present:  Mike Keefe, Steve Boss, Larry Haveman, Sherry Kuyt

- 2017 Budget – Several line items in the 2017 Budget were reviewed.

- Public Comment – None
  Motion by VanderVeen, seconded by Richards to close public comment.  Approved

- Adjournment
  Motion by VanderVeen, seconded by Richards to adjourn the meeting at 10:20 pm.  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Monday, February 13, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Kraker, VanderWall

Guests Present: Bob Sullivan, Greg DeJong, Bruce Nagelkirk, Kyle Garlanger, Mike Keefe, Sherry Kuyt, Tony Dolci, Chris Dill, Roger Victory, Ernie Rotman, Melanie Rotman, Sharon Oesch, Megan Grzelakowski, Jessica Johnson

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

- Invocation was given by Zeinstra

- **Approve Agenda**
  Motion by VanderVeen, seconded by Hoekstra to approve the agenda as presented.
  Approved

- **Consent Agenda**
  Motion by Hoekstra, seconded by Zeinstra to approve the consent agenda as presented.
  Approved
  
  Items on the consent agenda were:
  - Approval of the January 23, 2017 Regular Board Meeting Minutes
  - Approval of the January 30, 2017 Work Session Minutes
  - Approval of the February 6, 2017 Work Session Minutes
  - Bills

- **For Information:**
  - Financial Report
  - Planning Commission minutes of January 16 and February 2, 2017
  - Public Works Staff Meeting minutes of February 2, 2017
  - Public Officials Conference: March 15, 2017
  - MCOLES Survey
  - Police Report
  - Fire Department Report
  - Fire Department Annual Report

- **Interim Payments**
  Motion by Hoekstra, seconded by Zeinstra to approve the interim payments of $20,233.94 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 gave an update on some events happening around the county.
  Fire Chief Mike Keefe gave a presentation on the Allendale Township Fire Department Year End Review Report. Keefe also gave a presentation on the newly purchased MobileEyes Inspection software and the benefits this new software will bring to the rental inspection program.
  Sergeant Kyle Garlanger is working on an update to Ordinance 2005-1 Property Maintenance Code.
  Motion by Elenbaas, seconded by VanderVeen to add Roger Victory to the agenda under Guest speaker. Approved
  Representative of the 88th District, Roger Victory gave some updates from Lansing. He shared his committee assignments for this next year. He is now in his final (3rd) term.

- **Action Items**
  - **Ordinance 2017-3** A Zoning Map Amendment to Rezone 70-09-23-100-007 from AG Agriculture to R-1 Low Density One-Family Residential Zoning District
    Motion by Zeinstra, seconded by Hoekstra to approve Ordinance 2017-3 as presented.
    Roll call vote: Yes: Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra   Approved
  - **Life Insurance coverage for paid on call Fire Fighters: currently set at $10,000**
    Motion by VanderVeen, seconded by Elenbaas to increase the coverage to $20,000 for the paid on call firefighters making every employee that is eligible for life insurance having the same coverage. Roll call vote: Yes: Hoekstra, Richards, Elenbaas, VanderVeen, Zeinstra   Approved

- **Discussion Items**
  - **Deputy Riley re-assignment & medical training requirements for future officers**
    Deputy Riley is being re-assigned and his replacement will start on February 27, 2017. The necessary/required level of medical training for future deputies was discussed.
  - **Form Committees for handbook updates and wage study**
    Elenbaas and Richards will appoint a committee to work on finishing the employee handbook, job descriptions and wage study.
  - **HR updates**
    2016 Employee Evaluations are completed. Raises will be retroactive to the beginning of 2017 and included in the next pay cycle.
    Tammy Walker, in the water and sewer department, will be working part-time 5 days a week.
    The Assessing Department will be hiring a Summer Intern (May – August) and a job description for that position will be presented at the next board meeting, February 27, 2017.
Steve Boss, Superintendent of Public Works, has expressed his desire to retire around February 2018. Restructuring of the Water and Sewer Department and succession planning talks have begun.
Allendale Township and the Chamber of Commerce are partnering to contract a 4th of July Coordinator for this year. Applications are being accepted.

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

- **Board Comments**
  VanderVeen shared an article about praise and recognition in the work force and the benefits.

- **Future Agenda Items - None**

- **Adjournment**
  Motion by VanderVeen, seconded by Zeinstr a to adjourn the meeting at 9:05 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Monday, February 27, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Hoekstra, Richards

Guests Present: Crystal Bultje, David Pelton, Kyle Garlanger, Mike Keefe, Shelly Kowalczyk, Noah Tameling, Chris Dill, Derek Christensen, Trevor Johnson, Chance Bennett

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Elenbaas

Kraker was appointed as temporary clerk for the purpose of taking the minutes for the meeting.

- **Approve Agenda**  
  Motion by Zeinstra, seconded by VanderWall to approve the agenda as presented.  
  Approved

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

  Items on the consent agenda were:
  - Approval of the February 13, 2017 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Planning Commission minutes of February 20, 2017
  - Letter from Cpt. Christensen regarding MFR, EMT, Paramedic Licensure

- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments**
  An email was read by Elenbaas from Gail and Joel Roelofs regarding concerns on the Fox Meadows Development, a subdivision on Pierce St between 64th and 60th Ave.  
  Motion by Elenbaas, seconded by Zeinstra to close public comment.  
  Approved

- **Guest Speaker**
  - **Ottawa County Sheriff’s Department: Introduction of Deputy Johnson**  
    Captain Christensen introduced Allendale’s new Deputy that replaced Andy Riley. It is now Deputy Johnson.

  - **Sergeant Garlanger: updates to Rental Housing Inspection Program**  
    Sergeant Kyle Garlanger presented the changes to the rental housing inspection program and gave the necessary reasons for these changes.
- **Action Items**
  - **1st Reading of Ordinance 2017-4: Updates to Rental Housing Registration Ordinance**
    Elenbaas introduced Ordinance 2017-4 – Updates to Rental Housing Registration Ordinance for a first reading
  - **Washing Machine purchase for the Fire Department**
    Motion by VanderWall, seconded by Kraker to approve the purchase of a washing machine at the cost of $6,928 from Great Lakes Laundry and make the necessary budget amendment. Approved
  - **Approval of Library self-checkout machine**
    Motion by VanderVeen, seconded by VanderWall to purchase a self-check machine for the library from Biblioteca/3M at a cost of $11,170.08. Approved
  - **Approval of Assessing Department intern job description and 30 day posting**
    Motion by Kraker, seconded by Zeinstra to approve the presented job description with a wage of $10.00 per hour and the internship ending on September 1, 2017. Employment will also include the possession of a valid driver's license, clean driving record and the ability to pass the background check. Approved

- **Discussion Items**
  - **Softball Association Insurance Requirements**
    The Board had discussion on the different opportunities for insurance coverage for the Adult Softball Association. No decision was made at this time as to how to move forward on this situation.
  - **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 Zeinstra to adjourn the meeting at 8:00 pm.
    Approved

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Candy Kraker  
Temporary Clerk/Recording Secretary

Adam Elenbaas  
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, March 13, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Crystal Bultje, Greg DeJong, Dave Pelton, Mike Keefe, Shelly Kowalczyk, Kyle Garlanger, Jacob Bylsma, Jared Koekkoek, Heath Thielen

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

- Invocation was given by Hoekstra
- Approve Agenda
  Motion by Zeinstra, seconded by Hoekstra to approve the agenda with the changes of adding to Action Items the retirement of Barb VanderJagt on June 30, 2017 and Jim Harkes on March 17, 2017. Approved
- Consent Agenda
  Motion by Elenbaas, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:
  - Approval of the February 27, 2017 Regular Board Meeting Minutes
  - Approval to interview Matthew Hopwood for an open paid on call position with the Fire Department. Applicant will be a trainee, pending the interview process and physical.
  - Bills

For Information:
  - Financial Report
  - Planning Commission minutes of March 6, 2017
  - Police Report
  - Fire Department February Activity Report
  - Minutes from Public Works staff meeting on March 9, 2017

- Interim Payments
  Motion by Zeinstra, seconded by Kraker to approve the payment of the presented interim payment of $5,411.03. Approved

- Public Hearing – None

- Public Comments - None
  Motion by Elenbaas, seconded by Richards to close public comment. Approved
Guest Speaker
- County Commissioner – Greg DeJong gave an update on things happening around Ottawa County such as the Grand Haven Town Hall meeting with Bill Huizenga, workshop on March 30 with GVSU Student Senate, Ottawa County Farm Bureau breakfast meeting on March 24 at Country Side Greenhouse, a technology forum on April 28 at the Fillmore Complex, and the 3 Ottawa County Deputies that were recently honored.

Action Items
- Resolution 2017-4 – Support of the 2017 Independence Day Parade “Welcome Home to the Veterans of the Vietnam War”
  Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-4 – 2017 Independence Day Parade theme will be “Welcome Home to the Veterans of the Vietnam War”. Roll call vote: Yes: Zeinstra, VanderVeen, Elenbaas, Richards, Kraker, Hoekstra. Approved
- Ordinance 2017-4: Rental Housing Registration Ordinance Restatement
  Motion by Kraker, seconded by Hoekstra to approve Ordinance 2017-4 as amended to include the corrections of a typo and elimination of extra wording. Roll call vote: Yes: VanderVeen, Zeinstra, Elenbaas, Richards, Kraker, Hoekstra. Approved
- Resolution 2017-2: Rental Housing Registration Fees
  Motion by Kraker, seconded by Richards to approve Resolution 2017-2 with the corrected language to include that the fees be revisited in one year after implementation. Roll call vote: Yes: Elenbaas, Richards, Kraker, Hoekstra, VanderVeen No: Zeinstra Approved
- Resolution 2017-3: Rental Housing Department Enforcement Authority
  Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-3 as presented. Roll call vote: Yes: Richards, Kraker, Hoekstra, Elenbaas, Zeinstra, VanderVeen Approved
- Retirement of Jim Harke on March 17, 2017
  Motion by Elenbaas, seconded by Zeinstra to approve the posting of a part-time Maintenance position with a pay range of $12.00 to $15.00 with starting pay to be determined at the discretion of the Department Head. Approved
- Retirement of Barb VanderJagt on June 30, 2017
  The possible reorganization of duties in the Public Works Department was discussed. At the next board meeting a job description will be presented with a pay range for the position posting.

Discussion Items
- Softball Association Insurance
  Hoekstra presented the concerns on insurance coverage for the Adult Softball League. Motion by VanderVeen, seconded by Kraker to table this discussion and come back to it later tonight. Approved
• Public Comments
  Greg DeJong expressed his appreciation for the Board’s support for the theme of the Independence Day Parade and the passing of the resolution tonight.
  Motion by Elenbaas, seconded by Richards to close public comments.  Approved

• Discussion Items
  Motion by VanderVeen, seconded by Kraker to bring the discussion on softball association insurance back to the table.  Approved
  More information will be researched before taking any further action.

• Board Comments
  - VanderVeen would like to have the Township Board acknowledge community accomplishments in some way.
  - Elenbaas informed the Board that Greg Ransford, Allendale Township Planner, has formed an LLC under the name of Fresh Coast Planning LLC.
  A petition for the paving of 64th Ave will be going out to residents in the near future

• Future Agenda Items
  John Schultz will be at the next board meeting to present the Ottawa County Park Trail plan.
  Community promotion position
  Handout for the Independence Day celebration

• Adjournment
  Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:00 pm.
  Approved

Laurie Richards  Adam Elenbaas
Allendale Charter Township Clerk  Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Monday, March 27, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent:


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

- Invocation was given by Laurie Richards
- Approve Agenda  
  Motion by VanderVeen, seconded by VanderWall 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 March 13, 2017 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Planning Commission minutes of March 20, 2017
  - Minutes of the Parks and Rec meeting of March 2, 2017

- Interim Payments  
  Motion by Hoekstra, seconded by VanderVeen to approve the 2 interim payments totaling $70.00 as presented.  
  Approved
- Public Hearing - None
- Public Comments
  - Sharon Kleinjans – Winding Creek Crossing and DeKlein Properties payment for front footage charges paid to Allendale Township in 2015  
  Motion by Elenbaas, seconded by Hoekstra to close public comment.  
  Approved
- Guest Speaker
  - John Scholtz: Ottawa County Grand River Greenway Trail System  
  Mr. Scholtz presented the plan of the Ottawa County Parks and Recreation Commission for a Grand River Greenway trail and the intent to partner with Allendale Township for a connection between Robinson Township and Georgetown Township. The projects would begin in 2019 and 2020 and cost approximately $2.23 million. They are looking for support of $670,000 from Allendale Township.
**Action Items**

-Sewer hookup fee for 5150 Lake Michigan Dr.
Steve Boss presented the background on this issue and explained how developers pay for hookup fees. He also explained that there was an Ordinance change after this property had been approved and development had started. Development projects that were approved prior to October 2016 were grandfathered by the previous regulations and Winding Creek Crossing should have been handled as such. There are several developments that have been approved prior to October 2016 Ordinance change and should be grandfathered in also as they become developed. They are Allendale Crossing, Allendale Meadows, Allen park, Winding Creek Crossings, and University Park. Motion by VanderVeen, seconded by VanderWall to refund the front footage charge, in the amount of $9,000 to DeKlein Properties, LLC based on the development at 5150 Lake Michigan Dr. being in progress prior to the passing of Ordinance 2006-26. Roll Call Vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra. Approved

-Budget Amendment: Public Works manhole inspection camera
Motion by Kraker, seconded by VanderVeen to approve the purchase and make the budget amendment for the manhole inspection camera for the Public Works Department in the amount of $14,650 to Bell Equipment as presented. Roll Call Vote: Yes: VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra, Zeinstra Approved

-Public Works Operator job posting
Motion by VanderWall, seconded by Kraker to approved the presented Job Description for a Public Works Operator and post this position for 30 days. Approved  This opening is because Barb VanderJagt is retiring June 30th, 2017.

-1st reading of Ordinance 2017-5: VanMor Zoning update
Elenbaas introduced for 1st reading Ordinance 2017-5: a Zoning Map Ordinance to rezone certain lands to the G-C General Commercial Zoning District

Elenbaas introduced for 1st reading Ordinance 2017-6: Property Maintenance Code Restatement Ordinance

-Resolution 2017-5: Support of grant application for Library Security Cameras
Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-5 for support of the Michigan Township Par Plan Risk Reduction Grant Program for security cameras for the Township Library.  Approved

-Resolution 2017-6: Appoint Rence Meredith to the DDA
Motion by VanderWall, seconded by VanderVeen to approve the appointment of Lawrence Meredith to the Downtown Development Authority Committee for a term expiring on 12/31/2018 filling a vacancy of Roger Rycenga.  Approved
Discussion Items - none

Public Comments
- Dave Morren – Issues at the Water/Sewer Department need to take priority and be addressed. In the past, charges have been inconsistent and should be equitable for all. DDA funds are being spent for development and money collected for hookup fees then go into water and sewer accounts instead of reimbursing DDA. Bike path funding is not good use of funds at this time. Lots of other issues should take priority. Will be at the next board meeting to discuss property assessments.

Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

Board Comments
- Zeinstra – Tablets for the Planning Commission
- VanderVeen – Explanation of what is Par Plan. The Michigan Township Participating Plan is a unique and proven, member-driven system that has effectively provided affordable, tailored property and casualty coverages to Michigan public entities for many years. VanderVeen has also enjoyed the minutes of the Water/Sewer Plant Meeting submitted by Kraker.
- Elenbaas – MTA Conference starts April 10 with the next Board meeting that night. He is working on a new Job Description for the Safety/Rental Housing position to include some changes which will be presented at a future Board meeting.
- Kraker – Expressed her concern for a Capital Improvement Plan and also a desire for a Strategic Plan for the Township

Future Agenda Items - none

Adjournment
Motion by Elenbaas, seconded by VanderWall to adjourn the meeting at 8:20 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting  
Held on Monday, April 10, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Kyle Garlanger, Greg DeJong

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

- Invocation was given by Elenbaas

- **Approve Agenda**
  Motion by Hoekstra, seconded by Kraker to approve the agenda as amended by adding Commissioner Greg DeJong as a Guest Speaker. 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 March 27, 2017 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - Planning Commission (Draft) minutes of April 3, 2017
  - DDA Minutes (Draft) minutes of March 21, 2017
  - Fire Department March Activity Report

- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments**
  No public comments were offered
  Motion by Elenbaas, seconded by Hoekstra to close public comments. Approved

- **Guest Speaker**
  Commissioner Greg DeJong gave an update on some events that will be happening in Ottawa County.

- **Action Items**
  Motion by Zeinstra, seconded by Kraker to approve **Ordinance 2017-5** A Zoning Map Amendment to rezone parcel 70-09-26-201-024 owned by VanMor to G-C, General Commercial Zoning District as presented. Roll call vote: Yes: Elenbaas, Richards, VanderWall, Zeinstra, Kraker, Hoekstra Approved
Motion by Kraker, seconded by VanderWall to approve Ordinance 2017-6 A Property Maintenance Code Restatement Ordinance to adopt the 2015 edition of the International Property Maintenance Code as presented. Roll call vote: Yes: Elenbaas, Richards, VanderWall, Zeinstra, Kraker, Hoekstra  Approved

Motion by Zeinstra, seconded by Richards to approve Resolution 2017-7: An update of Resolution 2015-20 on the Special Assessment District as presented.  Approved

Motion by Kraker, seconded by Hoekstra to approve Resolution 2017-8: Fireworks display for the Independence Day Celebration as presented.  Approved

Motion by Kraker, seconded by VanderWall to approve Resolution 2017-9: Developments approved prior to the effective date of Ordinances 2006-25 and 2006-26 on water/sewer fee updates as presented.  Approved

Motion by Hoekstra, seconded by VanderWall to approve Resolution 2017-10: Election Inspectors for the May 2, 2017 Special Election as presented.  Approved

Motion by Elenbaas, seconded by Zeinstra to accept the bid from SWB Enterprises for dust control for 2017 in the amount of $7,840 per application for 3 applications and approving a 4th application if necessary at the discretion of the township supervisor. which will cover 24.5 miles of unpaved roads.  Approved

Motion by Elenbaas, seconded by VanderWall to purchase a replacement copy machine from Applied Imaging for an annual cost saving of $2,047.66 as presented.  Approved

- Discussion Items
  - Tablets/laptops for Planning Commission
  - Tablet for Assessing field work

- Public Comments
  Elenbaas is working on a policy regarding public comments
  Motion by Elenbaas, seconded by Hoekstra to close public comments.  Approved

- Board Comments
  - Hoekstra is requesting a report from the Assessing Department on the status and the progress regarding the last state audit, the status of the 20% reappraisal requirement each year, and a list of expectations for Tyler Wolfe when Dave VanderHeide is not there.
  - Kraker stated that studying is not to be allowed on township time.
  - Elenbaas stated that Erika Durocher is doing an excellent job and will be completing her probationary period next week.
- Future Agenda Items
  - Assessing position
  - DDA feasibility study
- Adjournment
  Motion by Elenbaas, seconded by Zeinstra 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, April 24, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderWall, VanderVeen

Guests Present: Crystal Bultje, Steve Boss, Jordyn Agnew, Lynette Agnew

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance
  ▪ Invocation was given by Elenbaas
  ▪ Approve Agenda
    Motion by Kraker, seconded by Zeinstra 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 April 10, 2017 Regular Board Meeting Minutes
    -Bills
    For Information:
    -Financial Report
    -March Police Report
    -Minutes from Public Works Staff Meeting of April 13, 2017
    -Planning Commission (Draft) Minutes of April 17, 2017

  ▪ Interim Payments
    Motion by Hoekstra, seconded by Zeinstra to approve the interim payments of $854.00 as presented.  Approved
  ▪ Public Hearing - None
  ▪ Public Comments - None
    Motion by Elenbaas, seconded by Richards to close public comment.  Approved
  ▪ Guest Speaker
    Steve Boss:  Public Works Annual Report
  ▪ Action Items
    -Recommendation to hire Assessing Intern
    Motion by Elenbaas, seconded by Zeinstra to hire Connor Galligan for the Assessing summer intern position with a starting wage of $10.00 per hour, 40 hours per week for the months of May through August.  Approved
-Recommendation to hire part-time Maintenance position
Motion by Elenbaas, seconded by Kraker to hire Troy Teller for the Summer Part-time Maintenance position with a starting wage of $13.00 per hour for approximately 3 days a week with an ending date not to exceed November 1, 2017.  Approved
-Township policy for waiving fees for non-profit organizations
Motion by Kraker, seconded by Elenbaas to waive the $30.00 fee for a Home Occupation Permit as requested by a non-profit organization. Roll call vote: Yes:
Zeinstra, Hoekstra, Kraker, Richards, Elenbaas  Approved

- Discussion Items
- Lawn care for WWTP Lift Stations
11 properties are involved. We will look into this further to do a cost analysis for outsourcing this vs doing this in-house.

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

- Board Comments
Tablets for the Planning Commission was discussed
Paving of 64th Avenue and sidewalk was discussed
Arranging a joint meeting with the board and the Chamber of Commerce Board on “Development Ready Communities”

- Future Agenda Items
- Budget Resolution
- Board compensation: Salary vs Per Diem
- Employee Handbook

- Adjournment
Motion by Richards, seconded by Kraker 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, May 8, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Greg DeJong, Dave Morren, Larry Haveman, Tim VanBennekom, Adam DeYoung, Jacob VanderMate

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

- Invocation was given by VanderVeen

- Approve Agenda
  Motion by Hoekstra, seconded by Kraker to approve the agenda as amended with the addition of Dave Morren and Greg DeJong under Guest Speaker and moving Tablets for Planning Commission to the last item under Action Items. Approved

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

  Items on the consent agenda were:
  - Approval of the April 24, 2017 Regular Board Meeting Minutes
  - Bills

  For Information:
  - Financial Report
  - April Police Report
  - Minutes from Library Board Meeting of April 20, 2017
  - Planning Commission (Draft) Minutes of May 1, 2017
  - Fire Department April Activity Report

- Interim Payments
  Motion by Zeinstra, seconded by VanderVeen to approve the interim payments of $71,194.00 as presented. Approved

- Public Hearing - None

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

- Guest Speaker
  - Dave Morren – Tax Assessment change
  - County Commissioner Greg DeJong – County update
**Action Items**
- Dewpointe West Phase 3 Tentative Preliminary Plat approval
  Motion by Elenbaas, seconded by Kraker to give tentative preliminary plat approval of phase 3 of Dewpointe West as presented, with the conditions imposed by the Planning Commission. Approved
- 1st Reading of Ordinance 2017-17: Zoning Text Amendment
  Elenbaas introduced for 1st reading, Ordinance 2017-17, a Zoning Text Amendment.
- Water and Sewer Lawn Care
  Motion by Kraker, seconded by VanderVeen to approve Ryke’s Lawn Care and Scaping bid at a yearly cost not to exceed $12,875 to be billed monthly. Approved
- Summer Maintenance position for lawn care (seasonal)
  Motion by Elenbaas, seconded by Zeinstra to approve posting for 2 positions for seasonal summer maintenance help for 40 hours per week each, no benefit package with a starting wage between $10-$12 per hour to be determined at the discretion of the Department Head with an end date of no later than September 15. Approved
- Resolution 2017-11: Budget Amendment Resolution
  Motion by Elenbaas, seconded by Kraker to approve Resolution 2017-11: Budget Amendments as presented. Approved
- Trustee mileage bill, after approval of funds in Resolution 2017-11
  Motion by Elenbaas, seconded by Zeinstra to approve the mileage reimbursement submitted by a trustee as presented. Approved
- Appointment to Planning Commission and Zoning Board of Appeals
  Motion by Kraker, seconded by Zeinstra to approve the appointment of Sharon Kleinjans to the Planning Commission and the Zoning Board of Appeals for the terms stated in Resolution 2017-12. Approved
- Tablets for the Planning Commission
  No action at this time was taken. Still gathering more information.

**Discussion Items**
- Future scope of DDA
  Future discussion will be when Treasurer VanderWall is present. Capital Improvement Plan was also discussed.
- Board Compensation: Salary vs per diem
  Future discussion will be when Treasurer VanderWall is present. Legal Council will provide additional information.
- Policy for Public Comment
  Not ready for discussion

**Public Comments**
- Dave Morren – requested additional information be added to the monthly Police Report
  Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
Board Comments
- Congressman Huizenga is planning to be at our 4th of July Celebration.
- 2 openings on the Library Board

Update on the Former litigation

Future Agenda Items
- Acentec Metro Act Application has been submitted and being reviewed by Legal Council.

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

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, May 22, 2017, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Kraker, Vander Veen, Vander Wall, Richards, Elenbaas, Zeinstra

Members Absent: Hoekstra

Guests Present: Bob Sullivan, David Pelton, Jason Staub, Quinten DeMyer, Kyle Garlander, Tyler Driesenga, Mike Keefe, Sophia Mendoza, Gabe Bailey, Makenna Kuncaitis, Greg Engbers

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

- Invocation was given by Vander Wall
- Approve Agenda
  Motion by Vander Veen, seconded by Kraker to approve the agenda as amended with the addition of 64th Ave. Easement purchase under Action Items. Approved
- Consent Agenda
  Motion by Vander Wall, seconded by Zeinstra to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the May 8, 2017 Regular Board Meeting Minutes
  - Bills
  - Financial Report
  - DDA (Draft) Minutes of May 16, 2017
- Interim Payments - None
- Public Hearing - None
- Public Comments - None
  Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- Guest Speaker
  Sergeant Garlander: LUCAS Medical Device
- Action Items
  - Budget Amendment: Funding for LUCAS Medical Device
    Motion by Elenbaas, seconded by Kraker to amend the budget for the purchase of the LUCAS Medical Device in the amount of $9,200 and have the Fire Chief authorize the purchase. Roll Call Vote: Yes: Zeinstra, Vander Veen, Vander Wall, Elenbaas, Richards, Kraker Approved

- Resolution 2017-14: Commercial Inspection Policy
  Motion by Kraker, seconded by Vander Wall to approve Resolution 2017-14: Commercial Inspection Policy as presented. Approved
Resolution 2017-13: Consolidate Precincts for the August 8, 2017 Special Election
Motion by VanderWall, seconded by Vander Veen to approve Resolution 2017-13:
Consolidate Precincts for the August 8, 2017 Special Election as presented.  Approved

Ordinance 2017-7: Zoning Text Amendment Ordinance
Motion by VanderWall, seconded by Elenbaas to approve Ordinance 2017-7: Zoning
Text Amendment Ordinance as presented.  Roll Call Vote: Yes: Kraker, Richards,
Elenbaas, Vander Wall, Vander Veen, Zeinstra  Approved

Acentek METRO Act Application Approval
Motion by Vander Wall, seconded by Kraker to approve the Acentek METRO Act
Application as presented and authorize the Supervisor to sign the application.  
Approved

T-mobile Antenna Lease Renewal
Motion by Elenbaas, seconded by Zeinstra to approve the T-Mobile Antenna Lease
renewal as presented.  Approved

Petition for paving of 64th Ave north of Lake Michigan Dr.
Elenbaas gave an update on the project.  No Board action taken at this time.

Resolution 2017-15: Uniform Policy
Motion by Elenbaas, seconded by Vander Veen to approve Resolution 2017-15:
Uniform Policy as presented with the addition of effective date of July 1, 2017 and the
safety footwear be an annual allowance with the amount being determined by the
Township Board.  Approved

Resolution 2017-16: Return of Township Issued Clothing and Equipment
Motion by Vander Wall, seconded by Vander Veen to approve Resolution 2017-16:
Return of Township Issued Clothing and Equipment as presented.  Approved

Resolution 2017-17: Direct Deposit
Motion by Vander Wall, seconded by Vander Veen to approve Resolution 2017-17:
Direct Deposit as presented with the addition of an effective date of July 1, 2017.
Approved

Resolution 2017-18: Certificate Bonuses
Motion by Kraker, seconded by Vander Wall to approve Resolution 2017-18:
Certificate Bonuses as presented.  Approved

Tablets for Planning Commission
Motion by Vander Wall, seconded by Kraker to table any action on this topic until
further information in obtained.  Approved
-Appointment of a personnel committee
Board gave direction to the committee working on the Employee Handbook to include references in the Handbook to a personnel committee and to define in the handbook the purpose, function and makeup of the personnel committee.

-64th Ave. Easement for lift station
Motion by Elenbaas, seconded by Kraker to direct Legal Counsel to prepare an agreement between Allendale Charter Township and the property owner to purchase an easement in the amount $25,000 and authorize the Supervisor to execute the document upon completion. Roll Call Vote: Yes: Elenbaas, Vander Wall, Vander Veen, Zeinstra, Kraker, Richards   Approved

• Discussion Items
  -Future scope of DDA
  -Board Compensation: Salary vs per Diem

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

• Board Comments
  -Hacking
  -Data Encrypting
  -Cyber Insurance
  -Water/Sewer Plant Tour
  -School Board Meeting Dates
  -Township Board of Excellence
  -Forner Litigation

• Future Agenda Items
  - Joint Meeting with Chamber of Commerce with presentation on Redevelopment Ready Communities
  Meeting is scheduled for June 26, 2017 at 5:30 to 6:45 pm
  -Breakfast on the Farm is June 24, 2017

• Adjournment
Motion by Zeinstra, seconded by Richards to adjourn the meeting at 9:40 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, June 12, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Guests Present: Bob Sullivan, Greg DeJong, Ken Rizzio, Dave Pelton, Mike Keefe, Chad Doornbos, Jon Currier, Adam DeYoung, Ed DeYoung

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by VanderVeen
- Approve Agenda
  Motion by Elenbaas, seconded by Hoekstra to approve the agenda as amended.
  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 2, 2017 Regular Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report
  - May Police Report
  - Fire Department May Activity Report
  - Planning Commission (Draft) Minutes of June 5, 2017
- Interim Payments
  Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling $27,367.43 as presented.
  Approved
- Public Hearing None
- Public Comments - None
  Motion by Elenbaas, seconded by Zeinstra to close public comment.
  Approved
- Guest Speaker
  Commissioner Greg DeJong
  Ken Rizzio from Lakeshore Advantage
- Action Items
  - Resolution 2017-26: Approval of the submittal of a grant application by the City of Coopersville and Allendale Charter Township
  Motion by Elenbaas, seconded by VanderVeen to approve Resolution 2017-26 as amended.
  Approved
- Site Plan Approval: Fire Department Training Facility
Motion by VanderWall, seconded by VanderVeen to approve the site plan for the Fire Department Training Facility as presented. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Zeinstra, VanderVeen, VanderWall. Approved

-Dewpointe West Phase 2 Final Plat Approval
Motion by Zeinstra, seconded by VanderWall to approve the final plat of Dewpointe West phase 2 to include the recommendations from the Planning Commission. Approved

-Recommendation to hire a Water and Sewer Operator
Motion by Elenbaas, seconded by VanderWall to hire Payton Shelafoe for the full-time position of Water and Sewer Operator at a starting wage of $19.00 per hour. Approved

-Water and Sewer Assistant Operator Position
Motion by VanderWall, seconded by VanderVeen to create the position of Assistant Operator for the Water and Sewer Department and waive the normal requirement of posting. Roll Call vote: Yes: VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra. Approved
Motion by Elenbaas, seconded by VanderWall to extend the offer for the Assistant Operator position at the Water and Sewer Department to Jacob Rodman at an hourly rate of $18.00. If declined, the offer would be extended to Trevor Rose with the same terms. Roll Call vote: Yes: VanderVeen, VanderWall, Elenbaas, Richards, Hoekstra, Zeinstra. Approved

-Everstream METRO Act Application Approval
Motion by VanderVeen, seconded by Zeinstra to approve the permit application pending the submittal of the insurance verification and to authorize the supervisor to sign the METRO Act application on behalf of the Board. Approved

-Resolution 2017-24: Election Inspectors for the August 8, 2017 Special Election
Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-24 as presented. Approved

-Resolution 2017-19: Class C Liquor License Application
Motion by VanderWall, seconded by Hoekstra to approve Resolution 2017-19 as presented. Approved

-MTA's Principles of Governance
Motion by Hoekstra, seconded by VanderWall to adopt MTA's Principles of Governance as an official policy for the Allendale Charter Township Board. Approved.

-Resolution 2017-20: Employee Appearance and Dress Standards
-Resolution 2017-21: Reimbursement of Employee Expenses
-Resolution 2017-22: Identification Cards
-Resolution 2017-23: Identification Placards for Personal Car Use
Motion by VanderWall, seconded by VanderVeen to table Resolutions 2017-20 through 23. Approved

-Tablets for Planning Commission
Motion by VanderWall, seconded by Zeinstrra to approve the purchase of up to 6 touch screen laptops or 2 in 1 laptops with cases and windows 10 operating system for an amount not to exceed $650.00 each. Approved

- Discussion Items
  -Township in-service day
  -Board Compensation: Salary vs Per Dlem

Public Comments
-Jon Currier
Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved

- Board Comments
  68th Ave Paving
  Board Work Session

- Future Agenda Items
  -Annual Financial Audit Report Presentation
  -Pierce Streetlights
  -Joint Meeting with Chamber of Commerce with presentation on Redevelopment Ready Communities – Summer 2017

- Adjournment
  Motion by VanderVeen, seconded by Zeinstrra to adjourn the meeting at 9:17 pm. Approved
Minutes of the Regular Board Meeting  
Held on Monday, June 26, 2017, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Crystal Bultje, Deb Bosch, Dave VanderHeide, Tyler Wolfe, Jon Currier, Tim VanBennekom, Matt Sinnema, Joe Kuiper, Adam DeYoung, Lynsey Marshall, Pierce Marshall, Nick Richards, William O'Donnell, Chris Holmes, Tony Dolce, Mike Keefe, Kyle Garlanger, Bruce Nagelkirk, Troy Teller, David Pelton, Steve Wolbrink, Jeffrey DuPilka, Randy Bosch, Dave Marshall, Scott Harkes

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

□ Invocation was given by Zeinstra

□ Approve Agenda
  Agenda is amended to remove Everstream METRO Act application, add as the last Action Item Water and Sewer Lining proposal, and move Assistant Assessor position before the Rotary Club application approval
  Motion by Hoekstra, seconded by Zeinstra to approve the agenda as amended.
  Approved

□ Consent Agenda
  Motion by Kraker, seconded by Hoekstra to approve the consent agenda as presented.
  Approved
  Items on the consent agenda were:
  -Approval of the June 12, 2017 Regular Board Meeting Minutes
  -Bills
  For Information:
  -Financial Report
  -Minutes from Public Works Staff Meeting of June 16, 2017
  -Planning Commission (Draft) minutes of June 19, 2017

□ Interim Payments - None

□ Public Hearing - None

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

□ Guest Speaker
  -Chief Keefe: Sergeant Dave Marshall was promoted to Lieutenant for the Allendale Township Fire Department

  -Presentation of 2016 Financial Audit results by Joe Kuiper and Matt Sinnema
Action Items

- **Recommendation to hire Library Page**
  Motion by Elenbaas, seconded by Kraker to hire Ashley Connor as a Library Page at the Allendale Township Library at a starting wage of $8.90 per hour for 14 hours per week. Her starting date is June 28, 2017. Roll call vote: Yes: Zeinstra, VanderWall, Elenbaas, Richards, Kraker, Hoekstra  Approved

- **Dewpointe West Phase 3 Preliminary Plat Approval**
  Motion by Elenbaas, seconded by Zeinstra to approve the Dewpointe West Phase 3 Preliminary Plat as presented noting the need to fulfill the recommendation of the County Clerk’s Office, Water Resources Commission and the County Road Commission prior to final Plat approval.  Approved

- **Assistant Assessor position**
  After discussion, no motion was made.

- **Water and Sewer Lining Project: Campus-view/ Radcliff Dr.**
  Motion by Elenbaas, seconded by Kraker to accept the bid from Insituform Technologies USA for $75,100 as presented for this project.  Approved

- **Rotary Club application for beer tent at Concerts in the Park series**
  Motion by Kraker, seconded by Hoekstra to approve Resolution 2017-27.  Approved

- **Charter Franchise Agreement**
  Motion by Zeinstra, seconded by VanderWall to approve the Charter Franchise Agreement as presented.  Approved

- **First Reading: Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas**
  Elenbaas introduced Ordinance 2017-9 for a first reading.

Discussion Items

- **Township Staffing**

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

Board Comments

Audit
Road Work Payments
Wage Study
Uniforms
2 in 1 Laptop Purchase

Future Agenda Items

- **Demonstration of LUCAS Device**
- Adjournment
  Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 9:40 pm.
  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, July 10, 2017, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Hoekstra present at 7:13 pm

Members Absent: Kraker, VanderWall, Zeinstra


Elenbaas opened with the Pledge of Allegiance
- Invocation was given by Elenbaas
- County Commissioner Greg DeJong offered his appreciation for the great 4th of July celebration and everyone’s hard work.
- Allendale Fire Department gave a demonstration of the new LUCAS Device

Elenbaas called the meeting to order at 7:15 pm

- **Approve Agenda**
  Agenda was amended to remove the Allendale Fire Department: LUCAS Device Demonstration from Guest Speakers and Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas from Action Items.
  Motion by VanderVeen, seconded by Hoekstra to approve the agenda as amended. Approved

- **Consent Agenda**
  Motion by Hoekstra, seconded by VanderVeen to approve the consent agenda as presented. Approved
  Items on the consent agenda were:
  - Approval of the June 26, 2017 Regular Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report

- **Interim Payments**
  Motion by VanderVeen, seconded by Hoekstra to approve the interim payments totaling $234.00 as presented. Approved

- **Public Hearing - None**

- **Public Comments**
  Tony Dolce – 4th of July Concessions fundraiser for the Fire Department
  Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**
  --Steve Boss – Leprino Foods Contract History
-Rich Houtteman from Consumers Energy– Streetlights along Pierce: 48th Ave to 52nd Ave

- **Action Items**
  - Resolution 2017-28: Intent to establish 64th Ave Special Assessment District for road paving, schedule Public Hearing
  - Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-28 as presented. Approved

- **Discussion Items**
  - Township Staffing, Assistant Operator position

- **Public Comments**
  - Dave Pelton – Countywide Cooperative safety training
  - Motion by Richards, seconded by Elenbaas to close public comments. Approved

- **Board Comments**
  - Board work session on July 25 at 7:30 pm

- **Future Agenda Items**

- **Adjournment**
  - Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:15 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Regular Board Meeting
Held on Monday, July 24, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Danell Smith, David Pelton, Troy Teller

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

- Invocation was given by Hoekstra

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

- **Consent Agenda**
  Motion by Hoekstra, seconded by VanderWall to approve the consent agenda as presented.
  Approved
  Items on the consent agenda were:
  - Approval of the July 10, 2017 Regular Board Meeting Minutes
  - Bills
  For Information:
  - Financial Report
  - June Fire Department Report
  - June Sheriff’s Department Report

- **Interim Payments**
  Motion by Zeinstraa, seconded by Kraker to approve the interim payments totaling $19,167.21 as presented.
  Approved

- **Public Hearing None**

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

- **Guest Speaker**
  - Linda Falstad: Farmland Preservation Program

- **Action Items**
  - **Resolution 2017-29: Add Fire Department Inspection to Commercial Inspection/Signoff**
    Motion by Kraker, seconded by VanderVeen to approve Resolution 2017-29: Add Fire Department Inspection to Commercial and Multi-family Residential Inspection/Signoff
    Approved
-64th Ave Improvements: Authorize bid
Motion by VanderWall, seconded by Zeinstra to award the contract to Schippers Excavating, Inc. for Option B (Sewer and Road Improvements) in the amount of $1,177,353.85 for the 64th Ave Improvements contingent upon the completion of the SAD. If the SAD is not approved, Option A (Sewer only) is to be awarded to Schippers Excavating, Inc. in the amount of $868,429.40.    Approved

-Authorize bid to install 10574 52nd Ave sidewalk
Motion by Elenbaas, seconded by VanderWall to approve the installation of sidewalk at 10574 52nd Ave and award the bid to Rob Gemmen Contracting in the amount of $5,197.00.    Approved

-Assessing Position
Motion by Elenbaas, seconded by VanderVeen to create the position for a full time Assistant Assessor with starting pay range of $16.00-$20.58 depending on qualifications and to post the position for 30 days.    Approved

-Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas
Motion by VanderWall, seconded by Kraker to approve Ordinance 2017-9: Update to Article 25 of the Zoning Ordinance – Wireless Communication Towers and Antennas as presented.    Approved

-Pierce St. Streetlights
Resolution 2017-30: Obtain plans and quotes for streetlights for a proposed special assessment district
Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-30: Obtain plans and quotes for streetlights for a proposed special assessment district as presented.    Approved
Resolution 2017-31: Intent to establish Pierce Street Special Assessments District for Streetlights
Motion by VanderWall, seconded by Kraker to approve Resolution 2017-31: Intent to establish Pierce Street Special Assessment District for Streetlights as presented.    Approved
Motion: Budget Amendment for Pierce Streetlight installation cost
Motion by VanderWall, seconded by Kraker to approve a budget amendment in the amount of $9,689.00 for the Pierce Streetlight Installation cost as quoted.    Roll Call Vote: Yes: Zeinstra, VanderVeen, VanderWall, Elenbaas, Richards, Kraker, Hoekstra
Approved
Motion: Pay Pierce streetlight invoice for installation
Motion by VanderWall, seconded by Kraker to approve payment of $9,689.00 to Consumers Energy (Invoice #9308954145) for installation as presented.    Approved
Resolution 2017-32: Amend contract with Consumers to add Pierce Streetlights
Motion by Kraker, seconded by VanderWall to approve Resolution 2017-32: Amending the contract with Consumers Energy to add Pierce St. Streetlights as presented.    Approved
- Discussion Items
  - Staff in-service day: CRASE Training / Date
    Date to be determined
  - Township Staffing
- Public Comments - None
  Motion by Elenbaas, seconded by Richards to close public comments. Approved
- Board Comments
  Community Promotions position, Metro Act application received, City Manager Position,
  Attending Allendale School Board Meetings, Announcer information
- Future Agenda Items
  - Farmland Preservation Program
  - 52nd Ave sidewalk funds

- Adjournment
  Motion by VanderWall, seconded by Kraker to adjourn the meeting at 9:25 pm.
  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor
Minutes of the Allendale Charter Township Board Work Session
Held on Tuesday, July 25, 2017, 7:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Dave Morren, Blair Selover, Bruce Pindzia, Garry Scholten, Chad Doornbos

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance
  ▪ Invocation was given by Kraker
  ▪ Approve Agenda
    Motion by Zeinstra, seconded by Kraker to approve the agenda as presented.
    Approved
  ▪ Public Comments - None
    Motion by Elenbaas, seconded by Zeinstra to close public comment. Approved
  ▪ Guest Speaker
    -Bruce Pindzia and Blair Selover from Fleis and VandenBrink
  ▪ Action Items - None
  ▪ Discussion Items
    -Future job opening for Public Works Superintendent
      To include possible discussion of the Assistant Superintendent position
  ▪ Public Comments
    Dave Morren presented his concerns
    Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
  ▪ Adjournment
    Motion by Hoekstra, seconded by Kraker to adjourn the meeting at 9:14 pm.
    Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor