

Minutes of the Regular Board Meeting
Held on Monday, January 11, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Hoekstra, Door, Modderman

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Mike Keefe, Chris Dill, Dave Pelton, Chris McMullin, Sharon Kleinjans, Dave Morren, Candy Kraker, Paul Steck, Anthony VenHuizen, Tony Dolci, Scott Harkes, Jorden Haisma, Chris Holmes, Randy Bosch, Deb Bosch, Jordan Smith, Jeremy DeGlopper, Bruce Nagelkirk, Curt Vrugink, Sally Vrugink, Dirk Kraai, Jim Harkes, Roger Gritters, Jean Constantine, Don Sauyer, Nicole Jones, Allison Jasperse, Bekah VanderHelm, Becca Jones, Stephen Wolbrink, David Rader, Adam DeYoung, Ed DeYoung, Steve Witte, Virginia Jenkins, Ann Malarik, Paul Malarik, Justin Platt, Jack Boers, David Chase, Pam Chase

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Richards
- **Consent Agenda**

Motion by Door, seconded by Modderman to approve the Consent Agenda with the change of moving the approval of the Minutes of the December 28, 2015 – Regular Board Meeting to under Action Items. Approved

Items on the consent agenda were:

-Approve Payables

For information: -Financial Report

-Fire Report

-Police Report

-December 21, 2015 – Planning Commission Minutes

-December 15, 2015 – DDA Minutes

- **Approve Agenda**

Motion by Modderman, seconded by Murphy to approve the agenda as amended. Approved

- **Public Hearing**

Alkema opened the public hearing for discussion on the Dew Pointe West PUD at 7:08 pm. Adam DeYoung presented the project. Comments were received. Motion by Door, seconded by Modderman to close the public hearing. Approved. Public Hearing closed at 7:25 pm.

▪ **Public Comments:**

- Adam Elenbaas – Concerns of the paving of 64th Ave, the R-1 Classification of the DewPointe West Property, Number of the proposed housing, Growth in the community, support of the Hiring of a full time firefighter.
- Virginia Jenkins – Enforcement of the phases of the development of DewPointe West PUD such as no more than 75 building permits to be issued for both phase 1 and 2 and no additional phases approved unless a public street is constructed to connect with 64th Ave, Location of that public street, open space agreement and establishment of the neighborhood association.
- Anthony VenHuizen – Support of the hiring of the additional full time firefighter
- Tony Dolci – Support for the hiring of the additional full time firefighter. What changed between the December 14th meeting and the December 28th Board Meeting. Request that the Board representative attend the Fire Department Meetings.
- Jordan Haisma - Support for the hiring of the additional full time firefighter.
- Jeremy DeGlopper – Need another fire fighter full time on staff.
- Steve Wolbrink – Make a decision and stick with it, if you don't want another fire fighter, stop letting more people move into Allendale. Two full time firefighters are not enough. The Board representative needs to attend Fire Department meetings.
- Dave Morren – Did not receive his tax bills so could not be paid on time. When they inquired about not receiving tax bills, he was told the balance was zero and then he received his bills late. Medical Marijuana Ordinance not being enforced. No Home Occupation Permit taken out for this address. How is the Township Board allowed to change the Minutes regarding the December 14 and December 28 Meetings.
- Jim Harkes – Survey based on population shows the need for an additional full time fire fighter. Money is there – Need is there – why not proceed.
- Curt Vrugink – the additional new homes in these new developments provide the need to hire the additional full time firefighter

Motion by Hoekstra, seconded by Zeinstra to close public comments.

Approved

▪ **Guest Speaker**

County Commissioner Greg DeJong gave an update on the Mental Health Millage on the March 8, 2016 ballot, his meeting with the student senate at GVSU, Michigan Works Job Fair, Ottawa County Planning Commission's Ordinance on Drones, and the Community Action House Walk for Warmth on February 13 at 8:30am.

▪ **Action Items**

-Ordinance 2016-1 – A Zoning Ordinance Amendment to establish The Dew Pointe West PUD Zoning District

Motion by Modderman, seconded by Zeinstra to approve Ordinance 2016-1 as presented. Road paving was discussed. Roll Call vote: yes: Alkema, Modderman, Zeinstra, Hoekstra, Murphy, Richards No: Door Approved

-Resolution 2016-1 – DewPointe West PUD Resolution

Motion by Hoekstra, seconded by Murphy to table Resolution 2016-1 until the funding for the road paving is clarified. Roll call vote: yes: Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema No: Modderman

-Approval of the Minutes of the December 28, 2015 – Regular Board Meeting
Hoekstra requested that her original motion be included in the December 28, 2015 Minutes. Motion by Hoekstra, seconded by Door to approve the December 28, 2015 Regular Board Meeting Minutes after amending the minutes to include the original motion made regarding the full time firefighter position under the Consent Agenda Section. Roll call vote: yes: Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema, Modderman Approved

-Fire Department – Position Request

Motion by Door, seconded by Richards to approve the posting and the hiring of the new position of a full time fire fighter. Roll call vote: yes: Door, Hoekstra, Murphy, Richards, Modderman No: Alkema, Zeinstra Approved

-48 West PUD extension request

Jean Constantine said they are seeking clarification on this PUD document regarding an extension of the expiration date of the project. She is now requesting that this be tabled and moved to the next meeting agenda.

-Credit Card Resolution

Motion by Door, seconded by Murphy to approve Resolution 2016-2 that authorizes the Township to accept payments by financial transaction devices for certain payments as listed in the Resolution. Approved

-General Commercial – Ordinance 2016-2 to Amend Article 14 to change the C-2, General Business District to GC, General Commercial and Delete the C-1 Zone
Motion by Alkema, seconded by Zeinstra to approve Ordinance 2016-2 as presented. Roll call vote: yes: Zeinstra, Hoekstra, Murphy, Richards, Alkema, Door No: Modderman Approved

-Recommendation for Front desk/zoning position
Motion by Alkema, seconded by Modderman to approve the hire of Erika Durocher for the position of Front Desk and Zoning Assistant. Approved

-R-4 Conditional Rezoning
Motion by Alkema, seconded by Door to approve the direction of the road for Zimmer Development going south from West Campus Dr. to Pierce Street.
Approved

▪ **Discussion Items**

-Parks and Rec Information
Marcia Hoekstra presented Minutes of the January 7, 2016 Parks and Rec Committee Meeting for information. She also handed out By Laws for the Parks and Rec Committee for review and a checklist to be used for the Rental/Reservation of the Allendale Charter Township Park.

-Non-Motorized Pathway
Ordinance 2016-3 was discussed and the attached map was reviewed.

▪ **Public Comments:**

- Adam Elenbaas – good Board Meeting, Supported the Firefighter position
- Chris Holmes – Thanks for the Board support regarding the full time firefighter position and listening to the Fire Chief
- Jordan Haisma – Thank you for the support of the Board for the new Fire Fighter position

- Dave Morren – The DDA Minutes state that the funding for the M45 Blvd maintenance has been removed from the DDA Budget. It is now being taken out of the General Fund Budget.
- Randy Bosch – Thanks for the Board support for the Fire Department. Encouraging the Board Members to come talk to the fire fighters if we have any questions or concerns.
- Steve Wolbrink – The Library now has a Defibrillator and the Library staff has been trained to use it.

▪ **Future Agenda Items**

Back up of Township Computers

Evaluations Complete – Pat Door would like to see copies

Update on the Union Contract negotiations. Next Meeting on January 22, 2016

▪ **Adjournment**

Motion by Alkema, seconded by Murphy to adjourn the meeting. Meeting adjourned at 10:05 pm.

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Public Hearing for
The DewPointe West PUD
At a regular meeting of the
Allendale Charter Township Board held on January 11, 2016 at 7:00 pm

- Alkema opened the Public Hearing on the DewPointe West PUD
- Presentation on the project was given by Adam DeYoung
- Comments were received.

The concerns mentioned were not following the density and green space restrictions that are in the current Ordinance. The Township needs to follow what is in place and enforce those Ordinances or update the Ordinances if they are no longer relevant. Follow the Master Plan. Traffic Concerns on 64th Ave.

- Motion made by Door, seconded by Modderman to close the public hearing.
Approved
- Public Hearing was closed at 7:25 pm.

Laurie Richards
Allendale Charter Township Clerk

Minutes of the Regular Board Meeting
Held on Monday, January 25, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door

Members Absent: Hoekstra, Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Mike Keefe, Virginia Jenkins, Jack Boers, Robert Koning, Grant Bosch, Captain Val Weiss, Sheriff Gary Rosema

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Murphy
- **Consent Agenda**
Motion by Door, seconded by Zeinstra to approve the Consent Agenda with the change of adding the names of guests present at the meeting that were omitted from the minutes of the January 11, 2016 – Regular Board Meeting. Approved

Items on the consent agenda were:

- Approval of the Minutes of the January 11, 2016 – Regular Board Meeting
- Approve Payables

For information: -Financial Report
-Ottawa County Road Commission Newsletter
-Library Report
-Ottawa County Sheriff Report

- **Approve Agenda**
Motion by Murphy, seconded by Richards to approve the agenda as amended.
Approved
- **Interim Payments**
Motion by Alkema, seconded by Richards to approve the Interim payments in the amount of \$1,896.74 as presented. Approved
- **Public Hearing - NONE**
- **Public Comments:**
 - Virginia Jenkins –Paving of 64th Ave, current residents should not have to pay for paving 64th Ave. residents in that area do not feel that their concerns have been listened to, at the January 11, 2016 Board

Meeting it was given the appearance that that decision was decided upon before that actual meeting.

▪ **Guest Speaker**

Captain Valerie Weiss made a presentation on the Law Enforcement Services that are currently being offered by the Ottawa County Sheriff's Department. General Department Information, Current Partnerships and Contracts and the Community Policing Philosophy was explained.

▪ **Action Items**

-Resolution 2016-3 – March 8, 2016 Election Workers

Motion by Alkema, seconded by Door to approve Resolution 2016-3 – Election Inspectors for the March 8, 2016, Presidential Primary Election. Approved

-Low Bid for Overhead Doors

Motion made by Zeinstra, seconded by Door to approve the bid of \$10,300 made by Environmental Door to replace the 3 front overhead doors on the Fire Station. Approved

-Getting bids for Band Shell

Getting bids for the Band Shell will be placed on the next Board meeting agenda when Hoekstra is present for discussion. Information regarding the availability of Grant money will be presented at that time.

-Park and Recreation – Checklist

A Park and Recreation Checklist was presented and will be placed on the next Board meeting agenda when Hoekstra is present for discussion.

-Parks and Recreation Bylaws

Bylaws of the Parks and Recreation Committee were presented and will be placed on the next Board meeting agenda when Hoekstra is present for discussion.

-Street Light Assessment

Motion by Murphy, seconded by Alkema to approve the Street Light Contract presented between Allendale Charter Township and Grand Valley State University subject to verification of the legal description. Roll call vote: yes: Murphy, Zeinstra, Alkema, Richards No: Door

Motion by Alkema, seconded by Richards to approve Resolution 2016-4 which changes the standard lighting contract between Consumers Energy and Allendale Charter Township to include 6 additional streetlights between Pierce St east of 48th Ave and authorize the township Clerk to sign the documents. Roll call vote: yes: Zeinstra, Alkema, Richards, Murphy No: Door Approved

▪ **Discussion Items**

-Non-Motorized Pathway

Discussion was had regarding the approval of Ordinance 2016-3 which is a Zoning Ordinance Amendment to allow the Planning Commission to require a Non-Motorized Pathway in order to implement the Township's Non-Motorized Pathways Plan. Possible changes to the map were discussed. A Public Hearing will be held at a future Board Meeting in February.

-Public Safety Plan

Future discussion regarding a plan will be taking place at future Board Meetings.

-Mid decade Census

Discussion regarding conducting a mid-decade census was held. Concerns regarding the cost of conducting the census were if this expense is in the budget, getting a written commitment from the state for guaranteed funding, and the time frame for conducting the census

▪ **Public Comments:** NONE

▪ **Future Agenda Items**

MTA Yearly Conference will now be held in April and in Lansing.

▪ **Adjournment**

Motion by Alkema, seconded by Murphy to adjourn the meeting. Meeting adjourned at 18:15 pm.

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, February 8, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Modderman

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Pelton, Dave Morren, Greg DeJong, Mike Keefe, Randy Bosch, Steve Wolbrink, Anthony VenHuizen, Scott Harkes, Jordan Haisma, Tony Dolci, Bruce Nagelkirk, Sharon Kleinjans, Candy Kraker, Ray Nadda, Becky Visser, Sierra Visser, Robin Dolci, Barb VanderVeen, Nick VanderVeen

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Hoekstra
- **Approve Consent Agenda**
Motion by Modderman, seconded by Hoekstra to approve the consent agenda with the correction of the adjournment time to be 8:15 pm on the January 25, 2016 Minutes of the Regular Board Meeting.
Approved
Items on the consent agenda were:
 - Approval of the Minutes of the January 25, 2016 – Regular Board Meeting
 - Bills
 - For Information:
 - Financial Report
 - Safety Report
 - Library Report
 - County Sheriff Report
 - DDA Minutes of January 19, 2016 Meeting
 - Planning Commission Minutes of January 18, 2016
 - Fire Department Report
 - Resignation of Fred Hilliker from the Planning Commission and the Zoning Board of Appeals
- **Approve Agenda**
Motion by Modderman, seconded by Murphy to approve the Agenda as presented. Approved
- **Interim Payments**
Motion by Alkema, seconded by Modderman to approve the two interim payments totaling \$1,200 as presented. Approved
- **Public Hearing: Non-Motorized Pathway**
Alkema opened the public hearing on the Non-Motorized Pathway Zoning Ordinance 2016-3 Amendment at 7:05 pm. No comments were received. Public hearing was closed at 7:07 pm.

▪ **Public Comments**

- Vern Helder – Introduced himself. He is running for the office of District Court Judge.
- Sharon Kleinjans – Fire Department issues on the agenda again, McGrath study was in 2008 and is probably outdated, township growth, listen to the residents and firefighter opinions, safety first.
- Dave Morren – Define uses allowed for bike paths, Fire Department report well written, job of the Supervisor to supply facts to enable the 7 Board members to make educated decisions

▪ **Guest Speaker:**

County Commissioner, Greg DeJong, gave an update on what has been going on throughout Ottawa County – Ribbon cutting of the Enclave, Walk for Warmth February 13, 2016, Award to Joe Bush, Water Resources Commissioner and input on the County's Strategic Plan.

▪ **Action Items**

-Alkema introduced for 1st reading an amendment to the Pierce Place PUD

-Non-Motorized Pathway Ordinance 2016-3

Discussion on the ordinance included the funding source for this and the map showing the location, asphalt vs concrete, millage request, and to be done in phases.

-Band Shell Bid Package

Motion by Murphy, seconded by Richards to proceed with the bid package request, not to exceed \$5,000 with funds being used from the Community Foundation. Approved

-Parks and Recreation – Township Park Rental/Reservation Checklist

The presented checklist was reviewed. Additional information was requested for further review

-Parks and Recreation Advisory Committee Bylaws

Motion by Hoekstra, seconded by Alkema to approve the Allendale Charter Township Parks and Recreation Board Bylaws as presented that included the modifications and inclusions recommended by legal counsel. Approved

-Street Light Assessment – Dales Development and at 46th Ave and Pingree

Motion by Alkema, seconded by Richards to approve the Street Lighting Contracts for the Dales and at 46th Ave and Pingree and to amend the contract with Consumers Energy to reflect those changes.
Approved

-Employee Survey

Motion by Murphy, seconded by Door to authorize the employee survey to go out to every employee except elected officials. Roll call vote: yes: Door, Modderman, Alkema, Richards, Murphy, Hoekstra
Approved

▪ **Discussion Items**

-Public Safety Plan

Discussion was held on the Strategic Plan of the Fire Department and the Township's Strategic plan with the involvement of the Ottawa County Police and update of the McGrath report.

▪ **Public Comments:**

- Candy Kraker – Amount of time Mr. Alkema spent on his 7 page report, read the Ordinance on Non-Motorized pathways that is currently in place, Bike paths, Audio system is not working properly, willing to give a gift from the Jim Kraker fund at the Community Foundation if needed to fund the completion of the band shell bid package.
- Sharon Kleinjans – the 2008 McGrath study showed a need for an additional fire station at the corner of 52nd Ave and Lake Michigan Dr.

▪ **Future Agenda Items**

Motion by Murphy, seconded by Door for approval of an engine breaking sign to be placed at 56th Ave. Approved

▪ **Adjournment**

Motion by Murphy, seconded by Modderman to adjourn the meeting at 8:45 pm. Approved

Laurie Richards

Allendale Charter Township Clerk

Jerry Alkema

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, February 22, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra

Members Absent: Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Mike Keefe, Anthony VenHuizen, Scott Harkes, Jordan Haisma, Tony Dolci, Bruce Nagelkirk, Candy Kraker, Evan Verburg, Dave Chase, Virginia Jenkins, Jack Boers, Jack Vredevoogd, Amy Koning, Ed De Young, Adam De Young, John Sanford, Roger Victory, Dan Martin

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra
- **Approve Consent Agenda**
Motion by Hoekstra, seconded by Zeinstra to approve the consent agenda with the correction of removing the Not Approved under the Action Item of Non-Motorized Pathway Ordinance 2016-3 on the February 8, 2016 Minutes of the Regular Board Meeting and moving the Four Points Letter to Discussion Items. Approved
Items on the consent agenda were:
 - Approval of the Minutes of the February 8, 2016 – Regular Board Meeting
 - Bids for Dump Trailer – Corn Pro at \$6,095.00
 - Four Pointe Letter
 - Dust Control – SWB Enterprises LLC \$7,140.00 each application
 - Bills
 - For Information:
 - Financial Report
 - Planning Commission 2015 Report
 - Planning Commission Minutes of February 2, 2016
 - PotHole Flyer from the Ottawa County Road Commission
- **Approve Agenda**
Motion by Alkema, seconded by Murphy to approve the Agenda as amended with the Four Pointe Letter moved to Discussion Items. Approved
- **Interim Payments**
Motion by Alkema, seconded by Zeinstra to approve the two interim payments totaling \$10,842.24 as presented. Approved
- **Public Hearing:** NONE
- **Public Comments**
 - Dan Martin – Introduced himself. He is running for the office of Circuit Court Judge.

- Adam Elenbaas – No resolution to the road paving of 64th Ave, Clarification on paving 64th as referenced in Section 7 c of Resolution 2016 – 1.
- Jack Boers – Question regarding the 2020 date in Resolution 2016-1 Dew Pointe West PUD, Clarification if sidewalks will still be put in if the road is not going to be paved, paving of 64th should be the responsibility of the township and the developer, Mud issues on 64th Ave.
- Dave Chase – Neighbors should not have to pay for the paving of 64th Ave. Should be the developers obligation.

▪ **Guest Speaker:**

Roger Victory, State Representative, gave us an update on things that he has been working on. He mentioned the State's School Bond Loan Fund and the savings of 5 million dollars to Allendale Public School, the DEQ has a new Director and federal funding for the Laker Line.

▪ **Action Items**

-Jacobs Drain – Drain District

Motion by Alkema, seconded by Zeinstra to approve the petition for maintenance and improvement of the Jacobs Drain. Roll Call Vote: Yes: Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra Approved

-Dew Pointe West – PUD Resolution

Motion by Zeinstra, seconded by Alkema to approve Resolution 2016-1 Dewpointe West PUD with the changes presented. Roll Call Vote: Yes Alkema, Murphy, Hoekstra, Zeinstra.

No: Door, Richards Approved

-Recommendation to hire Chad Doornbos to the Fire Department

Motion by Alkema, seconded by Door to approve the hire of Chad Doornbos as a full member to the Fire Department.

Approved

-POC staffing recommendation

Motion by Alkema, seconded by Murphy to include in the Monthly Fire Department to the Board, the number of paid on call firefighters, the fire department is to establish standard operating procedures for recruiting firefighters and to update the job description for a full time firefighter position. Roll Call

Vote: Yes: Murphy, Hoekstra, Richards, Alkema, Zeinstra No: Door Approved

-Appointments to Strategic Planning

The Fire Department's strategic planning process was discussed.

-McGrath Fire Department Proposal

Motion by Alkema, seconded by Door to revisit the proposal of the McGrath Consulting Group to update the Allendale Charter Township Fire Department Assessment and Future Master Plan Study after the Strategic Plan has been presented to the Board. Approved

-Parks and Recreation Ordinance

Ordinance 2014-8 Parks Rules and Regulations was discussed. Legal Counsel was instructed to review this ordinance for compliance

-Server Back up and Email Exchange

The bids were reviewed and it was suggested that we contact a consultant to evaluate the presented bids for comparison.

-Lakeshore Advantage Agreement

Motion by Alkema, seconded by Hoekstra to sign the agreement that was presented for Economic Development Services through Lakeshore Advantage. Approved

-Band Shell – Grant

Motion by Alkema, seconded by Murphy to pursue the writing of the DNR E Grant or other similar grants for the purpose of funding the Band Shell. Approved

-Band Shell – Concert Series

Motion by Murphy, seconded by Richards to approve funding, not to exceed \$5,000 for the 2016 Season, for a summer concert series and raise funds for the construction of the band shell.
Approved

-Four Pointe Letter

Hoekstra is setting up a meeting with the new Director to look at services before acting on the request for funding.

▪ **Discussion Items**

-Non-Motorized Pathway

Placement of the Non-Motorized Path was presented for review.

-Rate Study

Recommendations for a front foot feasibility study was discussed. Bids to do this study will be presented at a future Board meeting

▪ **Public Comments:**

- Dave Morren – Email Back up and server issues. Integrity issues with the county doing this and misinformation from CCS's proposal. All employee emails should be backed up in the same place and the same way. All emails are public documents.

▪ **Future Agenda Items**

None

▪ **Adjournment**

Motion by Door, seconded by Zeinstra to adjourn the meeting at 9:45 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, March 14, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Door, Hoekstra

Members Absent: Zeinstra, Modderman,

Guests Present: Bob Sullivan, Greg DeJong, John Stellema, Donna Stellema, Dave Pelton, Steve Wolbrink, Tony Dolci, Adam Elenbaas, Candy Kraker, Val Weiss, Andy Riley, Mike Keefe, Sharon Kleinjans, John Sanford, Steve Boss, Mike Barricklow, Jon Currier, Rich Pulaski

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- **Consent Agenda**
Motion by Door, seconded by Alkema to approve the Consent Agenda as presented. Approved

Items on the consent agenda were:

- Approval of the Minutes of the February 22, 2016 - Regular Board Meeting
- Posting for Summer Maintenance Assistant
- Posting for GIS Internship Position
- Bills
- Approval of hiring Doug Anderson as Fire Department Trainee
- Department Head 2016 wages

For information: -Financial Report
-Fire Department Report
-Sheriff's Report
-Parks and Recreation Minutes of March 10, 2016
-Planning Commission Minutes of March 1, 2016

- **Approve Agenda**
Motion by Hoekstra, seconded by Alkema to approve the agenda as presented.
Approved
- **Interim Payments**
Motion by Alkema, seconded by Door to approve the interim payment of \$7,093.16 payable to the Ottawa County Treasurer as presented. Approved

▪ **Public Hearing:** Pierce Place PUD

Alkema opened the public hearing for discussion on the Pierce Place PUD at 7:10 p.m. Rich Pulaski presented the project and explained the changes. No public comments were received. Motion by Hoekstra, seconded by Murphy to close the public hearing. Approved. Public Hearing closed at 7:15 pm.

▪ **Public Comments**

- Candy Kraker – Building plans can never be destroyed, Steve Boss did a wonderful presentation at the Chamber of Commerce Luncheon on the water quality in Allendale.

▪ **Guest Speaker**

Captain Val Weiss introduced Andy Riley as the new Community Policing Officer assigned to Allendale. Andy is also on the Allendale Township Fire Department.

County Commissioner Greg DeJong gave an update on what is happening around Ottawa County such as the annual strategic planning meeting this week, Ottawa County Technology Forum in April, update on the Walk for Warmth Campaign held mid-February, Parks Millage to be on the ballot in November, Farm Bureau Breakfast and the presentation given by Steve Boss at the Chamber Luncheon.

▪ **Action Items**

Pierce Place PUD -

Motion by Murphy, seconded by Alkema to have Tim Johnson prepare the resolution in support of the Major Amendment to the Pierce Place PUD as presented. Approved

Master Plan update –

Motion by Alkema, seconded by Door to approve the proposed update to the 2013 Allendale Charter Township Master Plan as presented. Approved

Accessory Buildings -

Alkema introduced for first reading the Zoning Ordinance Amendment to revise the requirements for Accessory Buildings in the AG and RE districts.

PID Building Size –

Alkema introduced for first reading the Zoning Ordinance Amendment to revise the requirements for special use permits in the PID Zone.

Main Street Planning Service Agreement –

Motion by Alkema, seconded by Murphy to provide notice to Wade Trim to cancel the current service agreement and sign the presented agreement with Main Street Planning with removing the last sentence under Mileage. Roll call Vote: Yes: Hoekstra, Murphy, Alkema, Door. No: Richards Approved
Motion by Hoekstra, seconded by Richards to put out for bids this position for services to the township for planning and zoning. Approved

Library position –

Motion by Alkema, seconded by Door to approve the position of the Substitute Librarian for posting. Approved

Library Updates –

Motion by Door, seconded by Richards to approve the bids for new carpet, painting and moving services for the Library as presented to Library Design Associates (Carpet and Moving) and Loeffers Painting LLC. Approved

78th Ave Sidewalk/Non-motorized Pathway –

Motion by Alkema, seconded by Murphy to complete the grading for the sidewalks on the east side of 78th Ave except for the farm field areas pending approval of actual cost. Approved

GVMC Consortium –

Motion by Door, seconded by Murphy to sign the DAS Tower Consortium Agreement as presented. Roll Call Vote: Murphy, Richards, Alkema, Door, Hoekstra . Approved

HR Update –

Moved to March 28, 2016 Board Meeting Agenda

78TH Ave Update –

There is a sidewalk and public hearing scheduled for Wednesday, March 23 at 6 pm here at the Allendale Township Hall.

Fire Department –

Motion by Hoekstra, seconded by Richards to approve the updated full time fire fighter job description and the policy regarding the procedure for recruiting and employment of Paid on Call Firefighter personnel as presented. Role Call Vote: Richards, Alkema, Door, Hoekstra, Murphy Approved

Posting for Water/Sewer Operator –

Job Description for a Public Works Technician was presented. Discussion followed as to the need to fill this position now and it was the recommendation of the Superintendent of Public Works that this issue be examined further as to the possible restructuring of the Waste Water Treatment Facility staffing and the funding source for this position.

▪ **Discussion Items**

Department Structure –

Staffing and the need for specialized operators at the Waste Water Treatment Facility was discussed. Planning has begun regarding the possibility of splitting the water and the sewer operations into two departments.

Band Shell – Grant –

\$10,000 is necessary to prepare the Band Shell Grant by April 1.

Band Shell – Bid Package –

The bid package is being prepared

▪ **Public Comments:**

- Mike Keefe –Wednesday at 6:30 pm there is a meeting with the paramedics on the Fire Department to discuss having paramedic services on the department.
- Dave Pelton – Thanked the Board for all the support for the Fire Department in the past and being good stewards of township funds.
- Jerry Alkema – Changes in the Building Energy Code, Water and Sewer issues, upcoming paramedic meeting to discuss EMT vs Paramedics.
- Pat Door – create a Flyer for the band shell

▪ **Future Agenda Items**

Nothing was discussed

▪ **Adjournment**

Motion by Door, seconded by Alkema to adjourn the meeting at 9:00 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, March 28, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Zeinstra, Door, Modderman, Hoekstra

Members Absent:

Guests Present: Bob Sullivan, Toni Dolce, Anthony VenHuizen, Matt Jones, Mike Keefe, Randy Bosch, Dave Pelton, Jordan Smith, Jordan Haisma, Bruce Nagelkirk, David VanderWall, Chris McMullin, Adam Elenbaas, Barb VanderVeen, Kurt SAcharphorn Jr., Dave Morren, Alexandra Gemmen, Adam Reeder

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Modderman
- **Consent Agenda**
Motion by Murphy, seconded by Alkema to approve the Consent Agenda as Amended with the Approval of the Minutes of the March 14, 2016 – Regular Board Meeting moved to Action Items. Approved

Items on the consent agenda were:

- Approval of the Minutes of the March 14, 2016 - Regular Board Meeting
- Summer Maintenance Position – rehire John Thoe
- Bills

For information: -Financial Report

- **Approve Agenda**
Motion by Hoekstra, seconded by Door to approve the agenda with the change of removing under Action Items, the Updated Firefighter Job Description. Roll Call Vote: Yes: Hoekstra, Murphy, Richards, Door. No: Zeinstra, Alkema, Modderman. Approved
- **Interim Payments**
Motion by Modderman, seconded by Door to approve the interim payments presented totaling \$8,055.00. Approved

▪ **Public Comments:**

- Jordan Haisma – 4 month battle regarding firefighter hiring and job description, paramedic program, Alkema's meeting with the Fire Department.
- Anthony Ven Huizen – Thanks for Clarification and support for the Fire Fighter position, Core Values of the Fire Department
- Adam Elenbaas – Nice to see the good job Allendale's Fire Department did at Life Stream Church.

▪ **Guest Speaker - none**

▪ **Action Items**

Pierce Place – PUD Resolution and Ordinance

Motion by Alkema, seconded by Zeinstra to approve Resolution 2016-8 and Ordinance 2016-6 on Pierce Place PUD District to Allow an Additional Dwelling Unit and Bedroom. Approved

Accessory Buildings –

Ordinance 2016-4 – Zoning Ordinance Amendment to Revise the Requirements for Accessory Buildings was present for discussion. Ordinance is being sent back to the Planning Commission to put the recommended changes into the Ordinance for approval.

PID Building Size –

Motion by Modderman, seconded by Door to approve Ordinance 2016-5 An Amendment to Revise the Requirements for Special Use Permits in the PID Zone as presented. Approved

78th Ave Sidewalk/Non-Motorized Pathway -

Discussion was held regarding the 78th Ave Sidewalk proposal. Motion by Zeinstra, seconded by Alkema to approve the extension of both culverts on 78th Ave for an amount not to exceed \$31,000. Roll Call Vote. Yes: Door, Modderman, Richards, Murphy, Hoekstra, Zeinstra Approved

Motion by Hoekstra, seconded by Richards to allow the Road Commission to do grading for pathway pending Homeowner support. Roll Call Vote. Yes: Alkema, Hoekstra, Zeinstra. No: Modderman, Richards, Murphy, Door Failed
Approval from the Homeowners along 78th Ave need to be given before proceeding. Accurate information needs to be presented regarding the placement of the pathway and the proposed width and the amount of the easement needed for the pathway.

Approval of the Minutes of the March 14, 2016 – Regular Board Meeting-
Motion by Alkema, seconded by Door to approve the Minutes as presented.
Approved

▪ **Discussion Items**

Bond Schedule –

The current Bond Schedules were presented for review. The payoff of the bond for Pierce and 52nd was discussed.

Capital Improvement Plan-

The Capital Improvement Plan was presented for review.

▪ **Public Comments:**

- Jordan Haisma – Clarification on the issue regarding paramedics for the Fire Department
- Adam Elenbaas – Non Motorized path on 78th Ave, Grant funding for the pathway along 48th Ave, 10 ft vs 12 ft wide
- Dave Morren – Agenda order should be followed, Accessory Building Ordinance changes, spend taxpayer money wisely.

▪ **Future Agenda Items**

Future Agenda Items were reviewed. Next Meeting Agenda – April 11, 2016 should include Axios update, Employee survey results and Finance Director Position

▪ **Adjournment**

Motion by Alkema, seconded by Murphy to adjourn the meeting at 8:15 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, April 11, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra

Members Absent: Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Pelton, Dave Morren, Greg DeJong, Mike Keefe, Randy Bosch, Steve Wolbrink, Scott Harkes, Jordan Haisma, Tony Dolci, Bruce Nagelkirk, Candy Kraker, Barb VanderVeen, David VanderWall, John Sanford, Chris McMullin, Cathy Runyon, Chris Holmes, Janessa Smit, John Currier, Ron VanSingle

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Consent Agenda**

Motion by Zeinstra, seconded by Door to approve the consent agenda as presented.

Approved

Items on the consent agenda were:

- Approval of the Minutes of the March 28, 2016 – Regular Board Meeting
- Ottawa County Road Commission Newsletter
- Resignation of Anthony VenHuizen from the Fire Department
- Sale of 122 Fire Truck
- Letter of Appreciation from Georgetown Fire Department
- Fire Department Report
- Bills

-For Information:

-Financial Report

- **Approve Agenda**

Motion by Alkema, seconded by Murphy to approve the Consent Agenda as presented. Approved

- **Interim Payments - None**

- **Public Hearing:** - None

- **Public Comments - None**

- **Guest Speaker:**

County Commissioner, Greg DeJong, commented on the spectacular look of the median with the edging and what a nice job the maintenance staff is doing.

- **Action Items**

-Employee Survey

The 2016 Employee Survey was presented by John Stanford from Axios. Motion by Murphy, seconded by Alkema to have a Board Workshop on May 2, 2016 at 7:00 pm to discuss the survey results, future HR needs and develop a plan of action to address some unresolved issues. Approved

-Tim VanBennekom – Board Approval for Signatures

Motion by Murphy, seconded by Alkema to add Tim Van Bennekom as authorized signer on Township Financial Accounts. Approved

-Hidden Forest PUD Ordinance – Set a Public Hearing Date

Ron VanSingle presented the information on the Hidden Forest PUD Ordinance. Motion by Alkema, seconded by Richards to set April 25, 2016 at 7:00 pm as the date for the Public Hearing. Approved

-Budget Amendment for Reserve Fire Truck - \$50,000

Motion by Alkema, seconded by Murphy to amend the Fire Department Budget , New Equipment line item to increase by the amount needed to purchase a reserve Fire Truck not to exceed \$50,000. Approved

▪ Discussion Items

-Water and Sewer Annual Report

Steve Boss presented the Annual Water and Sewer Report. The report indicated that it should be 15 years before there is a need to expand the Water/Sewer plant. The payoff of the 2005 Bond is expected to be by October 1, 2016.

-Sidewalks Requirements

The installation of sidewalks policy was discussed. Legal Counsel was requested to look into options regarding filling in the gaps between developed and undeveloped property.

▪ Public Comments:

- -Barb VanderVeen – Is the Work Session a public Meeting, the Township should consider a suggestion Box, Is there a written sidewalk Policy defining the placing of sidewalks that is followed (response – There is no written policy, only a standing rule and understanding), everyone should introduce themselves when at the podium, the Board should have handouts to distribute to the audience when discussing items on the agenda, \$2,500 cost for this latest survey, How many employees of Allendale Charter Township got the survey, MTA has Job descriptions, what is the Fiscal year of the Township, there has been no action steps accomplished since the first survey.
- -Candy Kraker – 52nd Ave sidewalks promised 2 years ago, Calvin College should have presented the Survey, Job Descriptions and Personnel Policies were completed and reviewed by the township attorney just a few years ago , Part-time HR staff person would be a great idea, Staff Communication is the responsibility of the Supervisor, When is Jack's last day, Lead water issue from Steve Boss
- -Dave Morren – Questioned if there is any Township correspondence from his attorney on His FOIA request filed with the Township

- **Future Agenda Items**

- Finance Director to be placed on the April 25, 2016 Board Agenda

- Motion by Zeinstra, seconded by Murphy to adjourn the meeting at 8:37 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, April 25, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra, Modderman

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Bruce Nagelkirk, Barb VanderVeen, Chris McMullin, Ron VanSingle, Sharon Kleinjans, Steve Boss, Amando Torno, Bridget Levander, David VanderWaal, Maxine Smith, David Smith

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Richards
- **Consent Agenda**
 - Motion by Zeinstra, seconded by Door to approve the consent agenda with the correction of moving the Approval of the Minutes of the April 11, 2016 – Regular Board Meeting to under Action Items. Approved
 - Items on the consent agenda were:
 - Bills
 - For Information:
 - Financial Report
 - Community Policing Report
 - Planning Commission Minutes of April 5, 2016
 - Board of Determination – Jacobs Drain
- **Approve Agenda**
 - Motion by Alkema, seconded by Modderman to approve the Agenda with the correction of adding the new Library hire under Action Items. Approved
- **Interim Payments**
 - Motion by Modderman, seconded by Door to approve the payment of the Interim Payments in the amount of \$1,748.42 as presented. Approved
- **Public Hearing**
 - Alkema opened the public hearing on the Hidden Forest PUD at 7:05 pm. Ron VanSingle from the Merestone Group representing DeYoung and Ulberg, LLC presented the project. No comments were received. Motion by Modderman, seconded by Murphy to close the public hearing. Approved
 - Public Hearing was closed at 7:13 pm.
- **Public Comments**
 - Dave Morren – How much taxpayer money has been spent on the “AllendaleOpoly” venture
- **Guest Speaker - None**

▪ **Action Items**

-Server Backup

Motion by Alkema, seconded by Modderman to approve CCS Technologies for the server backup proposal as presented. Roll call vote: Yes: Zeinstra, Murphy, Alkema, Modderman, Door. No: Hoekstra, Richards. Approved

-Email Exchange

Motion by Alkema, seconded by Door to accept the bid of VW IT Services in the amount of \$4,927.20 for Office 365 Exchange. Roll call vote: Yes: Hoekstra, Murphy, Richards, Alkema, Modderman, Door, Zeinstra Approved

-Hidden Forest PUD Ordinance 2016-7

Motion by Alkema, seconded by Modderman to approve Ordinance 2016-7 on the Hidden Forrest PUD Zoning District as presented. Approved

-Hidden Forest PUD Resolution 2016-9

Motion by Modderman, seconded by Murphy to approve Resolution 2016-9 on Hidden Forest PUD as presented. Approved

-Mutual Aid Agreement – GVSU

Motion by Richards, seconded by Door to authorize Fire Chief Mike Keefe to sign the mutual aid agreement between Allendale Fire Department and GVSU that was presented. Approved

-Placid Waters-Street Light Assessment – Resolution 2016-10

Motion by Zeinstra, seconded by Murphy to approve Resolution 2016-10 which amends the Consumers Energy Agreement between Allendale Township and Consumers Energy for installing a street light at Placid Waters Development.

-Bond Payoff

Motion by Murphy, seconded by Modderman to pay off the 2005 issued Bond. Approved

-Memorial Day Weekend Ball Tournament

Motion by Zeinstra, seconded by Alkema to approve the renting of the ball fields in the township park to Love, Inc on May 28 and 29 and June 11 and 12, 2016. Roll call vote: Yes: Murphy, Alkema, Modderman, Door, Zeinstra. No: Richards, Hoekstra. Approved

-Cemetery Farm Lease

Motion by Murphy, seconded by Zeinstra to authorize the township Supervisor and Clerk to sign the presented Farm Lease Agreement with Terry Vissers for the 9 acres of vacant property owned by the township cemetery. Approved

-Recommendations for Summer Maintenance

Motion by Alkema, seconded by Modderman to hire Jake Carroll and Brandon Czowski for the summer maintenance positions starting May 2, 2016. Approved

-Recommendations for GIS Intern

Motion by Alkema, seconded by Zeinstra to approve Jeff Garner for the position of GIS Intern from May through August. Approved

-Recommendation for Substitute Librarian position

Motion by Alkema, seconded by Door to hire Brittany Nuland for the substitute Librarian position to fill in for staff vacations and illnesses. Approved

-Water/ Sewer Department Hydrant Flusher position

Motion by Alkema, seconded by Modderman to allow Steve Boss to hire the person he would recommend after completing the interviews. This person would be able to start April 29, 2016. Approved. Steve has chosen to hire Samuel Kelly

-Approval of the Minutes of the April 11, 2016 – Regular Board Meeting

Motion by Door, seconded by Alkema to approve the minutes as amended with removal of the sentence under Discussion Items – Sidewalk Requirements that stated “Currently there is no written policy, only a standing rule and understanding as to where and how sidewalks are installed.” This sentence is to be moved under Public Comments - Barb VanderVeen. Approved

▪ **Discussion Items**

-Water Sewer Department

Discussion about splitting the water and sewer department into two separate departments was presented by Steve Boss Supervisor of the Water and Sewer Department. This is in the long term plan being considered but still being researched and would not be considered for 4 -5 years.

-Finance Position update

Marcia Hoekstra met with the individuals in the Finance Department and gave an update on the progress of the training for Tim VanBennokom. She will be meeting monthly with that department to continue to monitor the progress. Waiting for the 2015 Audit report to be available for evaluation.

▪ **Public Comments:**

- Sharon Kleinjans - The email all board members received from her attorney is very self-explanatory. She is requesting this issue be put on the next meeting's agenda.

Motion by Modderman, seconded by Hoekstra to close the public comment portion of the agenda. Approved

▪ **Future Agenda Items**

The May 2, 2016 Board work session agenda was discussed and Axios's involvement in that meeting. Motion by Alkema, seconded by Modderman to renew the contract of Axios as presented with the reduced hours. Roll call vote: Yes: Alkema, Modderman, Zeinstra. No: Murphy, Richards, Door, Hoekstra. Not Approved

Wages of Elected Officials was requested to be placed on a future agenda.

▪ **Adjournment**

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

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Work Session of
Allendale Charter Township Board
Monday, May 2, 2016 at 7:00 pm

Members Present: Zeinstra, Modderman, Door, Richards, Murphy, Alkema, Hoekstra

Members Absent:

Guests Present: John Stellema, Donna Stellema, Barb VanderVeen, Dave Morren, Pamela Yuhas, David Bailey – TV 13

Meeting was called to order by Alkema

- **Public Comment – None**

- **HR/Employee Survey**

The 2016 Allendale Charter Township Employee Survey Results were discussed. The expectations of Axios and the work performance that has been accomplished was reviewed. The plan of action in moving forward with or without Axios's involvement was discussed. Motion by Murphy, seconded by Modderman to have John Sanford from Axios as a guest speaker at the next regular board meeting scheduled for May 9, 2016 at an hourly rate of \$125.00 per hour to have Axios's work product presented to the township board for review and discussion. . Roll call vote: Yes: Alkema, Murphy, Modderman, Zeinstra. No: Door, Richards, Hoekstra Approved

- **Adjournment**

Motion by Murphy, seconded by Modderman to adjourn the meeting at 8:07 pm. Approved

Laurie Richards, Clerk

Jerry Alkema, Supervisor

Minutes of the Regular Board Meeting
Held on Monday, May 9, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Modderman

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Bruce Nagelkirk, Chris McMullin, Sharon Kleinjans, Steve Boss, David VanderWall, Greg De Jong, Pam Yuhas, Candy Kraker, Mike Keefe, Dave Pelton, Nick Richards, Kyle Garlanger, Jeremy DeGlopper, Steve Wolbrink, Tony Dolce, Lindsey Burns, Sue G., Karen Miedema, Judy Mulder, Janis Johnson, Sean O'Melia, Nate Umlor, Luisangel Linares, Shelby Deleon, Becca Longo

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Murphy
- **Consent Agenda**
 - Motion by Door, seconded by Modderman to approve the consent agenda as presented. Approved
 - Items on the consent agenda were:
 - Approval of the Minutes of the April 25, 2016 – Regular Board Meeting
 - Approval of the Minutes of the May 2, 2016 – Special Board Meeting
 - Bills
 - For Information:
 - Financial Report
 - Fire Department Report
 - Planning Commission Minutes of April 18, 2016
 - Road Commission Newsletter
- **Approve Agenda**
 - Motion by Murphy, seconded by Door to approve the Agenda with the correction of omitting the Public Hearing of Hidden Forest PUD and adding Band Shell under Discussion Items. Approved
- **Interim Payments – None**
- **Public Comments**
 - Pam Yuhas – unhappy with the state of affairs of the Township, Hired Axios to help with the results of the 2014 employee survey and the 2016 employee survey is still showing similar problems, opposed to paying Axios to come to the meeting tonight.

- Candy Kraker – Axios should not be paid to come to the meeting tonight
- Karen Miedema – is running for 20th Circuit Court Judge
- Judy Mulder – is running for 58th District Court Judge

Motion by Modderman, seconded by Alkema to close public comment. Approved

▪ **Guest Speaker – John Sanford**

John Sanford from Axios was unable to attend.

Greg DeJong – Ottawa County Commissioner gave an update on what has been happening at the county level in Ottawa County. He mentioned the Housing Next Project to make more affordable housing opportunities, Holland Chamber Minority Luncheon, the GVSU Report on the amount of money brought into Ottawa County because of GVSU being here, Al Vandenberg's State of the County and that those reports are available online. Also there was a Bar Association workshop at Jenison High School for 1300 student hosted by Supreme Court Judges that was a very worthwhile event.

▪ **Action Items**

-Recommendation to hire Kyle Garlanger for the Full-time firefighter position
Motion by Alkema, seconded by Murphy to hire Kyle Garlanger for the full-time firefighter position at the recommended starting wage of \$16.50 per hour as presented. Approved

-DeKlein Properties, LLC

Motion by Richards, seconded by Door to refund the \$9,000 Sewer Connection Charge to DeKlein Properties LLC and also the amount paid by Tim Hortons for a Sewer Connection Charge. Motion by Richards, seconded by Door to table the motion until additional information is available to the Board. Roll call vote: Yes: Hoekstra, Murphy, Richards, Alkema, Modderman, Door Approved

-Planning Service Bids

Motion by Alkema, seconded by Door to amend the previous agreement between Allendale Charter Township and Main Street Planning Company to continue to use them for the Planning Service for Allendale Charter Township. Approved

▪ **Discussion Items**

-Water Sewer Department – Debt Component
The impact of the 2005 Bond payoff was discussed.

-Malware Protection

A proposal from CCS Technologies was discussed regarding Malware and Breach Protection. We will wait until after Office 365 is up and running to discuss the need for this.

-Sidewalk Options

Motion by Hoekstra, seconded by Door to have legal counsel draft a letter for deferring the Assessment for sidewalks to present to property owners along 52nd Ave. Approved

-Band Shell

The bid package will be presented to the Board at the next meeting on May 23, 2016.

▪ **Public Comments:**

- Jerry Alkema – Before he took office as Supervisor, ordinances were not followed. He is often put in positions that are difficult to enforce.
- David VanderWall – Urge the Board to follow the Ordinances and amend the ordinance of only 3 people are affected. On the agenda under discussion items, do not ask for a motion at that meeting.
- Chris McMullin – Miss communication with Axios and not showing up at this meeting. Do not renew their contract.
- Candy Kraker – Steve Boss told the truth, support him for doing that. Good ol' Boys statement should not be used, Marshall Chase has not taken out a building permit to double the size of his building.
- Pam Yuhas – Ask Axios to provide a summary of the work that was performed.
- Dave Morren – Regarding the DeKlein Property issue – make it right for everyone, follow the ordinances as written equally and fair to everyone, money has not been spent equally regarding sidewalks on both sides of this town.

▪ **Future Agenda Items**

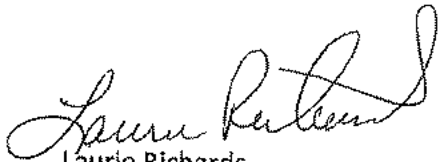
Motion by Alkema, seconded by Modderman to have John from Axios at the May 23, 2016 Board Meeting as Guest Speaker at a cost of \$125.00 per hour to present the HR findings and review. Roll call vote: Yes: Alkema, Modderman, Murphy . No: Richards, Door, Hoekstra. Not Approved

The Fire Department Strategic Plan will be presented at the next Board Meeting on May 23, 2016.

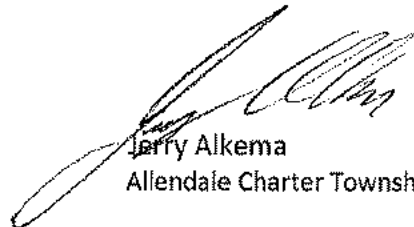
DDA funding of the resurfacing of Northgate and surrounding streets be placed on the May 23, 2016 agenda under Action Items.

▪ **Adjournment**

Motion by Door, seconded by Murphy to adjourn the meeting at 9:10 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, May 23, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Modderman

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Sharon Kleinjans, Steve Boss, Sarah Westerman, Sean O'Melia, Andrew Corner, Nate Wilson, Marcus Thompson

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Hoekstra
- **Consent Agenda**

Motion by Murphy, seconded by Alkema to approve the consent agenda as presented.

Approved

Items on the consent agenda were:

-Approval of the Minutes of the May 9, 2016 – Regular Board Meeting

-Bills

-For Information:

-Financial Report

-Ottawa County Road Commission Newsletter

-Community Policing Report

-Planning Commission Minutes of May 3, 2016 and May 16, 2016

-DDA Minutes of May 17, 2016

-Thank you letter from Georgetown Township

- **Approve Agenda**

Motion by Alkema, seconded by Modderman to approve the Agenda with the addition of adding Summons and Complaint under Discussion Items. Approved

- **Interim Payments**

Motion by Modderman, seconded by Alkema to approve the interim payment of \$300.00 to Ottawa County Road Commission as presented. Approved

- **Public Hearing:** - None

- **Public Comments** - None

- **Guest Speaker** - None

- **Action Items**

-Water and Sewer Rate Resolution 2016-11

Motion by Modderman, seconded by Murphy to approve Resolution 2016-11 as presented.

This Resolution approves the 2016 Water and Sewer Fact Sheets. (See Attached) Approved

-Sharon Kleinjans – request to waive fees

Motion by Alkema, seconded by Modderman to bring the motion that was tabled at the May 9, 2016 Regular Board Meeting off the table for action. After further discussion, motion by Door, seconded by Hoekstra to table the motion to refund the \$9,000 Sewer connection charge to DeKlein Properties LLC and also the amount paid by Tim Hortons (\$5,400.00) for a Sewer connection charge. Roll call vote: Yes: Richards, Door, Hoekstra. No: Alkema, Murphy, Modderman. Not Approved.

Motion by Richards to withdraw the motion to refund the money at this time.

Motion by Alkema, seconded by Modderman to request BIDS be sent out for a Rate Study to include the elimination of front footage charges as currently required in the Township Ordinance. Approved

-Sale of Fire Truck

Truck was advertised on craigslist for the past 30 days. Bids that were received were below the minimum bid of \$500.00. We will advertise in other ways with bids to be submitted by June 9, 2016 and minimum bid remaining at \$500.00.

-Love Inc. sponsored Ball Tournaments

Motion by Richards, seconded by Murphy to deny the request to waive the field rental fees in the amount of \$585.00 each for both tournaments held on May 27-29, 2016 and June 10-12, 2016. Roll call vote: Yes: Richards, Hoekstra, Murphy. No: Alkema, Modderman, Door. Not Approved.

Motion by Modderman, seconded by Alkema to waive the requested field rental fees in the amount of \$585.00 each for both tournaments. Roll call vote: Yes: Alkema, Modderman, Door No: Hoekstra, Murphy, Richards Not Approved

▪ Discussion Items

-Road Resurfacing

Motion by Hoekstra, seconded by Richards to hold off the repaving project of Northgate Street for this year. Roll call vote: Yes: Door, Hoekstra, Richards No: Modderman, Murphy, Alkema Not Approved Discussion on sidewalk policy and funding issues followed.

Motion by Alkema, seconded by Murphy to approach Grand Valley State University to consider partnering with Allendale Charter Township to pay ½ of the cost for installing sidewalks along the north side of Pierce St. between 42nd and 48th Ave. Roll call vote: Yes: Door, Hoekstra, Murphy, Richards, Alkema, Modderman Approved

-HR Options

Ideas for handling various HR related responsibilities were discussed and how to address some of the needs of the township.

Motion by Alkema, seconded by Modderman to pay the current GIS Intern at a rate of \$12.00 per hour. Motion by Alkema, seconded by Modderman to table the motion to gather additional supporting information. Roll call vote: Yes: Hoekstra, Murphy, Richards, Alkema, Modderman, Door Approved

-Band Shell

The band shell information was presented for review. Motion by Hoekstra, seconded by Modderman to request GMB to put the Band Shell project out for bids with bid opening June 24, 2016 and presentation to the board at the June 27, 2017 Regular Board Meeting. Roll call vote: Yes: Richards, Alkema, Modderman, Door, Hoekstra, Murphy Approved

-Summons and Complaint

Legal Counsel gave an update regarding the Summons and Complaint received regarding the 2015 FOIA of Mr. Dave Morren. It is in the process of evaluation.

▪ **Public Comments:**

- -Jerry Alkema – Jack Hagedoorn is going to one day a week. Next Board Meeting he will provide a follow up on Tim's progress in the Finance Department.
- Steve Boss – New musical fountain concept
- -Dave Morren – 3 years to get the band shell moving forward, not the townships jurisdiction on any roads, Boards role to be good stewards of the taxpayers money, hoping for big changes in November.
- Shawn – GVSU Student Senate – Axios and Zeinstra not at the meeting, supportive of the sidewalk on Pierce St. between 42nd Ave and 48th Ave, interested in bidding on the Fire Truck that is for sale.

▪ **Future Agenda Items**

Wages for Elected Officials be placed on the June 13, 2016 Agenda

- Motion by Alkema, seconded by Modderman to adjourn the meeting at 9:40 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, June 13, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra, Modderman

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Barb VanderVeen, Mike Keefe, Joe Kuiper, Garry Scholten, Greg DeJong, 3 GVSU Students

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- **Consent Agenda**

Motion by Murphy, seconded by Door to approve the consent agenda with the change of moving the Bids for Water/Sewer Truck to under Action Items. Approved

Items on the consent agenda were:

- Approval of the May 23, 2016 Regular Board Meeting Minutes
- Fire Truck bids – Engine House #5 - \$652.00
- Fire Fighter Applicants – Colin VanderWal, Austin Petroelje and Nicholas Anderson
- Bills

-For Information:

- Financial Report
- Community Policing Report
- Fire Department Report
- Planning Commission Minutes of June 7, 2016
- Parks and Recreation Committee Minutes – June 9, 2016

- **Approve Agenda**

Motion by Alkema, seconded by Modderman to approve the Agenda with the correction of adding Water/Sewer Rates under Discussion Items. Approved

- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments - None**

- **Guest Speaker**

Greg DeJong, Ottawa County Commissioner, gave an update on things happening in the County. He reported on the GVSU Solar Garden, Lincoln Day Dinner with Governor Snyder, Ottawa County Road Commission web page and the Water Resource Commission.

Joe Kuiper, Lead Auditor from Kiekover, Scholma & Shumaker, PC, presented the 2015 Annual Financial Report.

▪ **Action Items**

-Bid for Water/Sewer Truck

Motion by Modderman, seconded by Alkema to approve the low bid from Berger Chevrolet of \$24,413.90 for the truck and from Hoekstra Equipment of \$8,221.50 for the Utility Body.

Roll call vote: Yes: Zeinstra, Murphy, Alkema, Modderman, Door, Hoekstra, Richards.

Approved

-Lagoon Cleaning Contract

Motion by Modderman, seconded by Murphy to authorize Jerry Alkema to sign the presented contract with Synagro Central, LLC for the Removal, Transportation, Land Application and Agronomic Management of Wastewater Bio solids regarding the cleaning of a lagoon at the wastewater treatment plant. Approved

-Accessory Building

Ordinance 2016-4 – Zoning Ordinance Amendment to revise the requirements for Accessory Buildings was discussed. Changes were recommended. This Ordinance will be placed on the agenda of the June 27th Board Meeting for approval.

-Polling Location

Polling Locations to consider for the November 2016 Presidential Election was discussed.

Additional information will be gathered for discussion at the next Board Meeting on June 27th.

-Resolution of Elected Officials Compensation

Motion by Door, seconded by Hoekstra to ~~prepare resolutions for~~ give the elected official's salaries using a 6% increase with an effective date of January 1, 2017. Roll call vote: Yes: Door, Zeinstra, Richards, Murphy, Hoekstra No: Alkema, Modderman Approved

-78th Ave Paving

Motion by Alkema, seconded by Modderman to accept the lowest bid of \$945,888.83 from Al's Excavating for the improvements to 78th Ave from Pierce St to M-45. Roll call vote. Yes: Alkema, Modderman, Door, Zeinstra, Murphy, Hoekstra, Richards Approved

-Fiber Optic - ISD

Motion by Modderman, seconded by Alkema to hire Western Tel-Com, Inc. to install a fiber optic connection to the Allendale Township Office at a cost of \$5,425.00. Roll call vote: Yes: Hoekstra, Murphy, Alkema, Modderman, Door, Zeinstra No: Richards Approved

-Park Special Use Permit – Band Shell

A park special use permit has been filled out. The Planning Commission will review the plan and hold a public hearing.

-Letter for sidewalk assessment

Nothing was ready to present

▪ **Discussion Items**

-Water Sewer Rates

A request for proposals for a water and sewer connection fee study was presented. Bids will be accepted until Thursday, July 7, 2016 at 10:00 am.

-Fire Department Strategic Plan

Fire Chief, Mike Keefe, presented the Strategic Plan for the Allendale Fire Department prepared by a GVSU Strategic Management Class. The plan was developed by township board members, DDA members, citizens of the community, and fire fighters using the Ten-Step Strategic Planning Process by John M Bryson.

-HR Options

Our Liability Insurance Company has resources available for training purposes such as harassment in the workplace.

Alkema recommended a team building workshop and presented information.

-Road Resurfacing

Questions on the priorities of road resurfacing was discussed.

-Dust Control

Alkema clarified that 4 applications may be useful this year for dust control.

-Escrow Policy

Current escrow policy was discussed for clarification.

▪ **Public Comments:**

- GVSU Student wanted an update on the 10 foot pathway proposed on the north side of Pierce St. between 42 and 48 Avenue. Alkema said that the meeting with GVSU went well and GVSU is willing to split the cost 50/50 with the township. Pricing for this project is now being gathered.

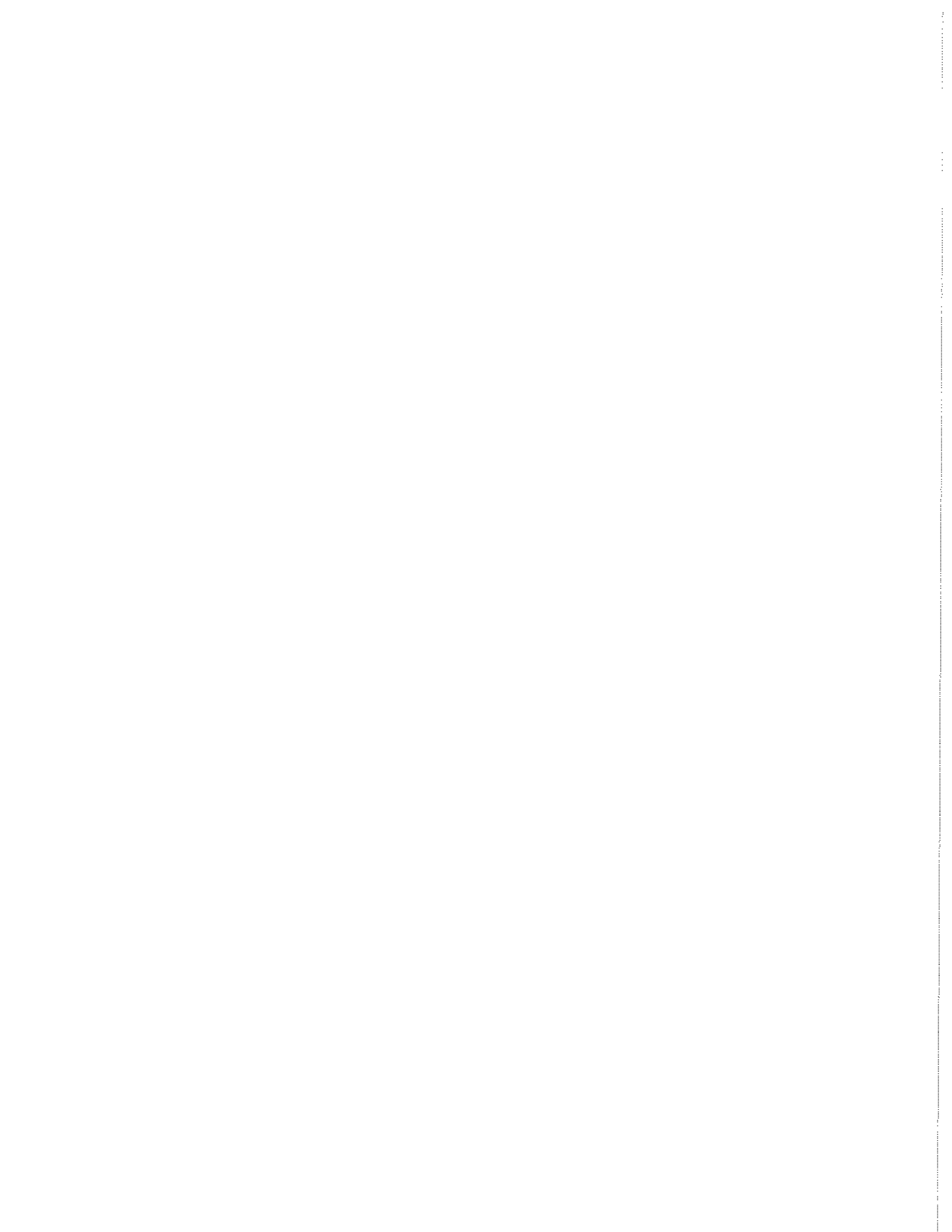
▪ **Future Agenda Items**

Approve several old Ordinances

Update of the pending Law suit currently still under review by our Insurance Company

▪ **Adjournment**

Motion by Alkema, seconded by Modderman to adjourn the meeting at 9:43 pm. Approved



Minutes of the Regular Board Meeting
Held on Monday, June 27, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra, Modderman

Members Absent:

Guests Present: Bob Sullivan, Adam Elenbaas, Mike Keefe, Steve Wolbrink, Bruce Pindzia, Dave Bluhm, Dave Morren, Steve Boss, Sean O'Melia, Kevin Chui

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra
- Motion by Zeinstra, seconded by Door to move to approve the agenda to before the approval of the consent agenda.
- **Approve Agenda**
Motion by Zeinstra, seconded by Door to approve the agenda with the change of moving the Elected Officials Salary Resolutions under For Information Approved
- **Consent Agenda**
Motion by Zeinstra, seconded by Alkema to approve the consent agenda with the change of correcting the Regular Board Meeting Minutes of June 13, 2016 regarding the motion made under Resolution of Elected Officials Compensation. Approved
Items on the consent agenda were:
 - Approval of the June 13, 2016 Regular Board Meeting Minutes
 - Bills
 - For Information:
 - Financial Report
 - Downtown Development Authority meeting minutes of June 21, 2106
 - Road Commission Newsletter
 - Planning Commission Minutes of June 20, 2016
 - Resolution 2016-12 Supervisor's Salary
 - Resolution 2016-13 Clerk's Salary
 - Resolution 2016-14 Treasurer's Salary
 - Resolution 2016-15 Trustee's Salary
- **Interim Payments - None**
- **Public Hearing**
Alkema opened the public hearing on Ordinance 2016-8 – An amendment to require that Site Condominiums be served by Public Water and Sewer and Ordinance 2016-9 –An amendment to the Subdivision Ordinance to require that plats be served by Public Water and Sewer at 7:15 pm. No comments were received. Motion by Alkema, seconded by Zeinstra to close the public hearing. Approved Public Hearing was closed at 7:16 pm.

▪ **Public Comments - None**

▪ **Guest Speaker**

Bruce Pindzia from Fleis and VandenBrink gave an update on the SAW Grant. We are 6 months into the project with about 15 – 20 months until completion. All is going well so far.

▪ **Action Items**

-Fire Department Strategic Plan

Nothing to take action on at this time. Mike Keefe will let us know when update are in place for Board approval.

-Ordinance 2016-8 An Amendment to require that Site Condominiums be served by public water and sewer.

Motion by Zeinstra, seconded by Alkema to approve Ordinance 2016-8 as presented. Roll call vote: Yes: Zeinstra, Hoekstra, Murphy, Alkema No: Richards, Modderman, Door
Approved

-Ordinance 2016-9 An Amendment to the Allendale Township Subdivision Ordinance to require that Plats be served by public water and sewer.

Motion by Zeinstra, seconded by Door to approve Ordinance 2016-9 with the change to include additional language under Proposed Language section (2) Water System Public water shall be provided to every residential and non-residential plat with an average density greater than one dwelling unit per acre, with the exception of those properties developed under the Residential Open Space provisions of the Zoning Ordinance. In such instances, the public water shall be provided to every residential and non-residential development regardless of density. Roll call vote: Yes: Door, Zeinstra, Hoekstra, Murphy, Alkema No: Modderman, Richards Approved

-Ordinance 2016-4 An Amendment to revise the requirements for Accessory Buildings.

Motion by Door, seconded by Richards to approve Ordinance 2016-4 as presented. Roll call vote: Yes: Door, Zeinstra, Hoekstra, Murphy, Richards, Modderman, Alkema Approved

-Polling Location

Motion by Hoekstra, seconded by Murphy to change the polling location to Life Stream at 6561 Lake Michigan Dr. beginning with the November 8 , 2016 Presidential Election. Roll call vote: Yes: Richards, Modderman, Door, Hoekstra, Murphy, Zeinstra No: Alkema Approved

-Resolution 2016-16 Election Workers for the August 2, 2016 Election

Motion by Alkema, seconded by Modderman to approve Resolution 2016-16 as presented.
Approved

-Starting pay

Discussion was held regarding starting wage for new employees. No decision was made.

-Letter for sidewalk assessment

Motion by Alkema, seconded by Modderman to approve the Sidewalk Agreement as presented with the additional wording in the heading to include for undeveloped property. Approved

-Request from Word and Deed for park fees to be waived.

Motion by Alkema, seconded by Modderman to waive the \$475.00 fees for the rental of the ball fields on July 30, 2016 from 8:00 am to 3:00 pm upon verification of the required insurance coverage. Roll call vote: Yes: Hoekstra, Alkema, Modderman, Door, Zeinstra No: Murphy, Richards Approved

▪ **Discussion Items**

-Water Sewer Escrow

Steve Boss presented a Construction Project Cost Analysis for review by the Board. Steve will continue to work on this and come to the next Board Meeting with a proposal.

Motion by Alkema, seconded by Zeinstra to amend the agenda to add new Planning Commission Member, Mark Adams. Approved Motion by Modderman, seconded by Richards to approve the appointment of Mark Adams to the Planning Commission. Approved

-Personnel Policy

The revised version of the personnel policy was discussed. Several issues were discussed. Additions still need to be included. Alkema will work on those additions and present to the Board for approval at a later date.

-Joal Street Sidewalk

Board discussed the need for a sidewalk there and would like to do a traffic count study this fall when school is in session. Funding options were also discussed.

-Audio Recording

Board discussed the current retention schedule that is being followed for the retention of the audio recorded meetings. At this time we will be keeping with that retention schedule.

-Band Shell Bids

The Band Shell project went out for bids and the bids came back very high. Larry Haveman is looking into other options to present to the board.

▪ **Public Comments:**

- Jerry Alkema – Update on the GVSU sidewalk project on Pierce St between 42nd Ave and 48th Ave, Audio recordings, Park Use Agreement.
- Dave Bluhm – Water and Sewer fees, township's working relationship with Fleis and Vandenbrink.
- Dave Morren – Why 78th Ave is being a Class A road and who pays for the additional upgrade, the Board Agenda always changing.
- Kevin Chui – Liability of leaving property while on the clock.
- Shawn O'Melia – November Elections at Life Stream Church
- Laurie Richards – Auditorium use for Meet the Candidates on July 18, 2016

▪ **Future Agenda Items**

Audio

Park Use Agreement

▪ **Adjournment**

Motion by Modderman, seconded by Murphy to adjourn the meeting at 9:15 pm. Approved

Minutes of the Regular Board Meeting
Held on Monday, July 11, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Modderman

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Adam Elenbaas, Dave Morren, Candy Kraker, Greg DeJong, Brad Slagh, Fred Meyer, Kathy Meyer, Cathy Runyon, Doug Door, Sharon Kleinjans, Doug Carlon, Cindy Carlon, Dave Pelton, Laurie Nyenhuis, Mike Thurkettle, Michelle Thurkettle, Jeremy VanKampen, Doug Kleyn, Larry Thurkettle, Chad Thurkettle, Barb Thurkettle, Rachel Travis

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Approve Agenda**
Motion by Alkema, seconded by Hoekstra to approve the agenda as amended with the change of adding under Action Items – Employee Consideration Approved
- **Consent Agenda**
Motion by Hoekstra, seconded by Modderman to approve the consent agenda as presented. Approved
 Items on the consent agenda were:
 - Approval of the June 27, 2016 Regular Board Meeting Minutes
 - Bills For Information:
 - Financial Report
 - Assessor's Report
- **Interim Payments**
Motion by Alkema, seconded by Modderman to approve the payment of the interim payments as presented in the amount of \$273.87. Approved
- **Public Hearing**
Alkema opened the public hearing on Ordinance 2016-10 – An Amendment to allow the Planning Commission to require a Non-Motorized Pathway in order to implement the Township's Non-Motorized Pathways Plan at 7:10 pm. Comments were received. Residents concerns were placement of the pathway, waste of money, not necessary, loss of trees. Motion by Door, seconded by Hoekstra to close the public hearing.
Approved Public hearing was closed at 7:20 pm.

Alkema opened the public hearing on Ordinance 2016-11 – An Amendment to revise the requirements for Parking Space Dimensions at 7:20 pm. No comments were received. Motion by Door, seconded by Modderman to close the public hearing. Approved Public hearing was closed at 7:21 pm.

▪ **Public Comments**

- Doug Kleyn – recognition to Rob Bristow for his contribution to the community.
- Doug Door – Questioned the method for notifying the residents regarding the Non-motorized pathway issue.

▪ **Guest Speaker**

Brad Slagh – Ottawa County Treasurer gave a presentation on the foreclosure process done by the County.

Greg DeJong – Ottawa County Commissioner gave an update on things happening around Ottawa County. On August 2 the renewal of the Ottawa County Parks Millage, October 1st the 231 bypass race, Water Resource Commission update, Thanks to Brad Slagh for his good work as Co. Treasurer, His candidate endorsement for the August 2 Primary Election.

▪ **Action Items**

-Employee Consideration

Motion by Alkema, seconded by Murphy to make Kyle Garlanger a non-probationary employee, effective immediately based on his previous 3 years of employment with Allendale Charter Township Fire Department. Approved

-Ordinance 2016-10 An Amendment to allow the Planning Commission to require a Non-Motorized Pathway in order to implement the Township's Non-Motorized Pathways Plan.

No Action taken on this Ordinance at this time. Board did recommend that a public hearing date be set and notices must be sent to affected residents along 68th Ave between M-45 and the river in Eastmanville for the proposed Non-Motorized Pathway.

-Ordinance 2016-11 An Amendment to revise the requirements for Parking Space Dimensions

Motion by Alkema, seconded by Modderman to approve Ordinance 2016-11 as presented. Approved

-Four Pointes

Motion by Alkema, seconded by Hoekstra to approve the annual contribution of \$5,000 to Four Pointes – Center for Successful Aging. Roll call vote: Yes: Alkema, Hoekstra, Door, Richards No: Modderman, Murphy Approved

▪ **Discussion Items**

-Joal Street Sidewalk

The Parks and Rec Committee will work on recommendations to create a sidewalk policy. Engaging the affected property owners needs to be a priority.

-Band Shell

The Band Shell project was presented with other options. Cost presented was \$90,528.00.

Additional options are being considered.

-Paving of County Line Roads

Motion by Alkema, seconded by Modderman to prepare a Resolution for the paving of County Line Roads in Allendale Township to include the Township's 2/3 payment portion. Approved

▪ **Public Comments:**

- Adam Elenbaas – Regarding Ordinance 2016-10, letters be sent out to affected property owners and hold another public hearing for residents to voice concerns.
- Dave Morren – Non-Motorized Pathway would bring people out onto his property, who pays for these bike paths/ sidewalks, when developers have to pay for sidewalks you often have sidewalks to nowhere, sidewalks should be kept in the road right of way, consider the additional bike lane attached to the paved roads.

▪ **Future Agenda Items**

Sign Ordinance was discussed. Motion by Murphy, seconded by Modderman to send the current Sign Ordinance to the Planning Commission with the recommendation to eliminate the sign ordinance. Roll call vote: Yes: Modderman, Door, Murphy No: Richards, Hoekstra, Alkema Not Approved

▪ **Adjournment**

Motion by Murphy, seconded by Modderman to adjourn the meeting at 8:30 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, July 25, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Murphy, Hoekstra, Door, Zeinstra

Members Absent: Modderman

Guests Present: Bob Sullivan, Dave Morren, Cathy Runyon, Sharon Kleinjans, Ray Nadda, Barb VanderVeen, Mike Keefe, Craig Jenison, Ron Van Single, Kim Nagy, Jim Ankney

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Approve Agenda**
Motion by Zeinstra, seconded by Door to approve the agenda as amended with the change of adding under Discussion Items – Senior Program Update Approved
- **Consent Agenda**
Motion by Alkema, seconded by Murphy to approve the consent agenda with the correction of moving the approval of the June 27, 2016 Regular Board Meeting Minutes to Action Items. Approved
 Items on the consent agenda were:
 - Approval of the July 11, 2016 Regular Board Meeting Minutes
 - Bills For Information:
 - Financial Report
 - Fire Department Report
- **Interim Payments**
Motion by Alkema, seconded by Zeinstra to approve the payment of the interim payment as presented in the amount of \$777.12. Approved
- **Public Hearing - None**
- **Public Comments**
 - Craig Jenison – introduced himself as a candidate running for the 58th Court Judgeship
 - Kim Nagy – introduced herself as running for State Representative for the 88th District Motion by Door, seconded by Alkema to close public comment. Approved

- **Guest Speaker – None**

- **Action Items**

- Approval of the July 11, 2016 Regular Board Meeting Minutes**

- Motion by Alkema, seconded by Zeinstra to approve the minutes after including in the minutes under Action Items – Non-Motorized Pathways Plan that a public hearing date be set and notices must be sent to affected residents along 68th Ave between M-45 and the River in Eastmanville for the Non-Motorized pathway proposed. Approved

- Springfields of Allendale PUD NO.3 Final Plat Approval**

- Ron Van Single, representing the Merestone Group presented the project and answered questions. Motion by Alkema, seconded by Zeinstra to approve the Springfields of Allendale PUD NO.3 Final Plat. Approved

- Resolution 2016-17 Establishing 2/3 cost share for Paving Roads**

- Discussion on this resolution that was presented was that the wording on certain roads be defined as primary roads and to include wording based on availability of funding for requested road paving projects. Legal Counsel will rewrite and present to the board at a future Board Meeting.

- Water/Sewer Rate Study**

- Motion by Zeinstra seconded by Door to hire Raftelis Financial Consultants, Inc (RFC) to do the Rate and Connection Fee Study that was presented. Roll call vote: Yes: Alkema, Hoekstra, Door, Richards, Murphy, Zeinstra Approved

- Reserve Fire Truck Purchase**

- Motion by Door, seconded by Murphy to approve the purchase of the replacement reserve fire truck – 1996 E-One as presented for a cost not to exceed \$51,683.51. Roll Call vote: Yes: Door, Zeinstra, Hoekstra, Murphy, Alkema, Richards Approved

- Fire Department Trainees – new hires**

- Motion by Alkema, seconded by Hoekstra to approve to interview and hire two additional Paid on Call Firefighters. Mr. William Uksas is trained in Firefighter I & ii and EMT and Mr. Troy Teller has no previous training. Approved

- Band Shell**

- Motion by Hoekstra, seconded by Door to proceed with ordering the band shell package with the black metal accents in the amount not to exceed \$16,000 from Poligon. Roll Call vote: Yes: Hoekstra, Murphy, Richards, Alkema, Door, Zeinstra Approved

- **Discussion Items**

- Senior Program update**

- Hoekstra gave an update of a meeting that she had with the new director of Four Pointes and Kathy Hanes, Allendale Senior Program Director. Four Pointes has 2

positions open on their Board which meets the 3rd Thursday of every month at 5pm. It would be nice to have Allendale represented.

▪ **Public Comments:**

- Cathy Runyon – Please speak into the microphones, it is still hard to hear.
- Jim Ankney – clarification of the sidewalk proposal along 68th Ave

Motion by Zeinstra, seconded by Murphy to close public comment. Approved

▪ **Future Agenda Items**

Budget Items for 2017

Update on both pending Law Suits

Job Descriptions and Employee Handbook

▪ **Adjournment**

Motion by Murphy, seconded by Alkema to adjourn the meeting at 8:00 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, August 8, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Door

Members Absent: Modderman, Murphy, Zeinstra

Guests Present: Bob Sullivan, Sharon Kleinjans, Val Weiss, David Vander Wall, Greg DeJong, Chris Dill, Adam Elenbaas, Sean O'Melia, Beth Hopkins, John Ortman

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Richards
- **Approve Agenda**
Motion by Alkema, seconded by Hoekstra to approve the agenda as amended with the change of adding under For Information – Planning Commissions Minutes of August 2, 2016. Approved
- **Consent Agenda**
Motion by Door, seconded by Alkema to approve the consent agenda as presented.
Approved
 Items on the consent agenda were:
 - Approval of the July 25, 2016 Regular Board Meeting Minutes
 - BillsFor Information:
 - Financial Report
 - Fire Department Report
 - Police Report
 - Planning Commission Minutes of August 2, 2016
- **Interim Payments – None**
- **Public Hearing - None**
- **Public Comments – None**
- **Guest Speaker**

Captain Val Weiss introduced Officer John Ortman as the new assigned School Officer for Allendale Public Schools. Ottawa County will be hosting a Church Security Training Class at Spring Valley on September 13 and 20, 2016.

Commissioner Greg DeJong gave an update on things happening in Ottawa County such as the M231 Run (14 Miles) to be held on October 1, 2016, Ottawa County's IT Department awarded as the Best Web Site in the Country, The passage of the Parks Millage on August 2, The William VanRegenmorter Memorial Garden, and on August 10 from 6 to 9 an Active Shooter Class at the Fillmore Complex.

- **Action Items**

- **-First Reading – Rezoning for W.S. Smith Development – 60th and Lake Michigan Dr**

- Alkema introduced for first reading the rezoning request from W.S. Smith Development to rezone a parcel containing 14.66 acres from R-1, Low Density One Family Residential District to GC, General Commercial District. The parcel is located at 11147 60th Ave, which is on the southwest corner of Lake Michigan Dr. and 60th Ave.

- **-Resolution 2016-17 – Establishing 2/3 cost share for paving Roads**

- Motion by Alkema, seconded by Door to approve Resolution 2016-17 as presented. Roll Call vote: Yes: Alkema No: Door, Hoekstra, Richards Motion Failed

- **-Finance Director Report**

- Motion by Alkema to move Tim Van Bennekom to the Finance Director position with a salary of \$52,000 per year. No support of the motion. Motion Failed

- **Discussion Items - None**

- **Public Comments:**

- Jerry Alkema – GVSU is still willing to partner with the Township on the sidewalk along Pierce St. between 48th Ave and 42nd Ave. GVSU is considering adding lighting to the area also at their expense.
 - Pat Door – Pat stated that she has enjoyed her 4 years of serving on the Township Board. Pat also wondered if notices have been sent to residents along the proposed non-motorized pathway along 68th Ave.

- **Future Agenda Items**

- Job Descriptions are to be sent to Hoekstra, Alkema, and Door
 - Township emails for Hoekstra and Door need to be fixed

- **Adjournment**

- Motion by Alkema, seconded by Door to adjourn the meeting at 7:35 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, August 22, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Door, Zeinstra

Members Absent: Modderman, Murphy,

Guests Present: Bob Sullivan, Sharon Kleinjans, David Vander Wall, Greg DeJong, Chris Dill, Adam Elenbaas, Ron VanSingel, Candy Kraker, Mike Keefe, Barb VanderVeen, Mary Anne Rosely, David Morren, Erika Durocher, Kyle Durocher, Shelly Kowalczyk, Ted Droski, Steve Witte, John VanFossen, Sid Smith

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Alkema
- **Approve Agenda**
Motion by Alkema, seconded by Door to approve the agenda as presented.
Approved
- **Consent Agenda**
Motion by Door, seconded by Zeinstra to approve the consent agenda as presented.
Approved
 - Items on the consent agenda were:
 - Approval of the August 8, 2016 Regular Board Meeting Minutes
 - Bills
 - For Information:
 - Financial Report
 - DDA Meeting Minutes for the August 16, 2016 Meeting
- **Interim Payments – None**
- **Public Hearing - None**
- **Public Comments**
 - Sharon Kleinjans – Clarification on Kennedy Lakes PUD Zoning District proposal
 - Pond/ Lake Board, No sidewalk requirements, Sidewalks should be required to be on Warner St. just like any other developer has had to pay for, on site sanitary sewer system documentation. Erika Durocher – no documentation of disciplinary issues in personnel file, good comments from outside the office about working with Erika, Difficult working with Jerry, There should be a hiring freeze until the next Board takes over.
 - Candy Kraker – Personnel file of Erika Durocher has no documentation on probation and evaluations, employee handbook is not being followed. Recommending a freeze on all personnel issues until new board is in place.

- Greg DeJong – Retirement of Gerald Walt from Tallmadge Township.
- Erika Durocher – Probation issue, no plan of action, no 3 month appraisal, she has MS, no response to emails, Jerry claims that he makes no exceptions for anyone.
- Sharon Kleinjans – Jerry challenged her Doctor's opinion on her diagnosis when she was employed here at the township. She gave approval to release her medical file to anyone on the Board upon request.
- Dave Morren – For the past 8 years he has learned very disturbing things about Allendale. The Law should be followed, He challenged the Board to take care of it's employees. Current leadership has a track record with issues. He is very disappointed that this drama still continues even after the election and the desire of the people was made clear through this last election. Operating in Gray areas means looking to deceive.
- **Guest Speaker - None**
- **Action Items**
 - Allendale Athletic Boosters – Gaming Approval**
Motion by Alkema, seconded by Zeinstra to approve the Resolution for a Charitable Gaming License for the Allendale High School Athletic Boosters. Approved
 - Kennedy Lakes PUD – First Reading**
Alkema introduced for first reading the Kennedy Lakes PUD. Motion by Zeinstra, seconded by Richards to set a public hearing date for September 12, 2016. Approved
 - Final Plat approval for Springfields of Allendale No.3**
Ron Van Singel presented the Springfields of Allendale No. 3 Plat for approval. Motion by Alkema, seconded by Zeinstra to approve the Springfields of Allendale No. 3 Plat as presented. Approved
 - Rezoning for W.S. Smith Development 60th and Lake Michigan Drive**
Steve Witte presented the rezoning request for W.S. Smith Development to rezone property at 11147 60th Ave. from R-1, Low Density One-Family Residential District to GC, General Commercial District. Motion by Alkema, seconded by Zeinstra to approve Ordinance 2016-12 a Zoning Map Ordinance Amendment to rezone parcel number 70-09-26-100-073 at 11147 60th Ave. from R1, Low Density One-Family Residential District to GC, General Commercial District. Roll call vote: Yes: Door, Zeinstra, Hoekstra, Richards, Alkema Approved
 - Fire Department Extrication Equipment**
Motion by Alkema, seconded by Door to approve the purchase of Hurst Power E-Draulic Tools as presented and recommended by the Fire Department at a cost of \$38,500. We will be receiving a credit for turning in our broken Amkus equipment. Roll call vote: Yes: Zeinstra, Hoekstra, Richards, Alkema, Door Approved

-Amendment for Exterior Building Materials – First Reading

Alkema introduced Ordinance 2016-13 – A Zoning Ordinance Amendment to revise the exterior building material requirements for Industrial Buildings for first reading. Zeinstra stated that this Ordinance has the full support of the Planning Commission.

-Probation Period

The issue of the probation period for Erika Durocher was introduced. Erika waived her option to go into Closed Session. Alkema read a letter from Matt Murphy. (See Attached Letter). Alkema also presented to the Board an email from Mary Carlson from Axios, a Human Resource Company hired at the time by the township. (see attached email). Richards read a letter from co-worker Kelli McGovern. (See Attached Letter). Upon further discussion with the Board, it is noted that there has been no documentation in her personnel file of the meetings or if there have been any reprimands, either verbal or written, documented and placed in her personnel file. ~~as stated as procedure in the personnel manual.~~ Motion by Hoekstra, seconded by Door to have an evaluation completed by Alkema, her Supervisor, on August 23, 2016 and placed in her personnel file. The employee will have another evaluation completed again in 30 days. Her tardiness will be monitored for the next 30 days and presented to the Board on September 26 for further review. Roll call vote: Yes: Hoekstra, Richards, Door, Zeinstra No: Alkema Approved

▪ Discussion Items - None

▪ Public Comments:

- David Vander Wall - Regarding the tardiness issue, concerned about not following the written policy as in the employee handbook
- Candy Kraker – All staff should have their time sheets checked for tardiness concerns
- Sharon Kleinjans – Concerned that accommodations were not done when requested for medical reasons.
- Dave Morren – The Township should not be run as a dictatorship. The Board is made up of 7 people elected to govern this Township with equal authority. Disappointed that Murphy was not here to answer concerns about his meetings with Erika and be held accountable for his recommendation. The Supervisor is a servant of the people and the employees and is responsible to help everyone do their job. Everyone should evaluate the Supervisor. Very disappointing.
- Adam Elenbaas – Thank you for the good discussion on a difficult topic tonight.

Motion by Zeinstra, seconded by Door to close public hearing. Approved

▪ Future Agenda Items

Upcoming Budget Hearing

Tablets for the Planning Commission Members - \$700.00 each

Finance Director

Road Funding

▪ **Adjournment**

Motion by Alkema, seconded by Zeinstra to adjourn the meeting at 8:17 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 12, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Door, Zeinstra, Modderman, Murphy

Members Absent:

Guests Present: Bob Sullivan, Greg DeJong, Adam Elenbaas, Mike Keefe, Barb VanderVeen, David Morren, Denise Wiersma, Tammy Walker, Curtis Moran, Andy Van Dyke, Dave Hanko, Dave Rhode, Chris Holmes, Grayson DeJong, Tayler Krale, Neal Pitsch

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Murphy
- **Approve Agenda**
Motion by Zeinstra, seconded by Door to approve the agenda with the correction of adding the Mobilitie, LLC METRO Act Permit Application to Action Items, moving the approval of the August 22, 2016 Regular Board Meeting Minutes to Action Items, moving the Hidden Shores Street light contract-approve Amendment to Consumers Contract to Action Items, adding personnel issue of Erika Durocher to Action Items and to add Closed Session to discuss pending litigation before adjournment. Approved
- **Consent Agenda**
Motion by Alkema, seconded by Modderman to approve the consent agenda.
Approved
 Items on the consent agenda were:
 -Bills
 For Information:
 -Financial Report
 -Planning Commission Minutes from August 15, 2016 Meeting
 -Memo from David VanderHeide
 -Road Commission Newsletter
 -Fire Department Report
- **Interim Payments**
Motion by Modderman, seconded by Door to approve the interim payments of \$3,731.39 as presented. Approved
- **Public Hearing**
Alkema opened the public hearing on the **2017 proposed budget** at 7:06 pm.
Comments were received regarding new lift stations at 56th and Pierce St and on 64th Ave – North of Lake Michigan Dr. Motion by Modderman, seconded by Murphy to close the public hearing. Public hearing was closed at 7:10 pm.

Alkema opened the public hearing on **Kennedy Lakes PUD** at 7:14 pm. Presentation on the project was given by Dave Hanco from Feenstra and Associates. Comments were received regarding Lot 13. Motion by Alkema, seconded by Modderman to close the public hearing. Public hearing was closed at 7:19 pm.

▪ **Public Comments – None**

Motion by Alkema, seconded by Modderman to close public comments.

▪ **Guest Speaker**

Greg DeJong, Ottawa County Commissioner gave an update of things happening around Ottawa County. He attended the GVSU Welcoming Back to Students event and the graduation of the Police Academy, Rapid Bus meeting, County staff picnic, Coopersville new housing project, Long term planning meeting with Love, Inc., Ottawa County drug court and Breakfast on the farm event. September 16 at 4 pm is the ribbon Cutting for the Spoonville Trail that runs along North Cedar Dr. to Leonard Rd. September 13 and 27 is a training session for Church safety at Spring Valley beginning at 6 pm. Greg also shared information from Lakeshore Advantage and the growth in manufacturing in west Michigan. The unemployment rate in Ottawa County is currently at 3.5%.

▪ **Action Items**

-Fire Department – Deputy Chief

Motion by Door, seconded by Modderman to approve the promotion of Captain Randy Bosch to Deputy Fire Chief as presented. Roll call vote: Yes: Alkema, Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards Approved.

Motion by Zeinstra, seconded by Richards to hire 2 additional paid on-call fire fighters. Approved

-Kennedy Lakes PUD Ordinance 2016 - 14

Motion by Modderman, seconded by Alkema to approve Ordinance 2016 - 14 that amends the zoning map to rezone a portion of section 14 from AG and Rural District to PUD to approve a final site plan for the development of the land and to specify the permitted uses and other conditions of approval. Roll call vote: Yes: Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema Approved

-Kennedy Lakes PUD Resolution 2016 - 18

Motion by Zeinstra, seconded by Murphy to approve Resolution 2016 - 18 as presented. Roll call vote: Yes: Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema, Modderman Approved

-Amendment for Exterior Building Materials Ordinance 2016 - 13

Motion by Alkema, seconded by Door to approve Ordinance 2016 – 13 which is an Amendment to revise the Exterior Building Material Requirements for Industrial Buildings. Approved

-Finance Director Position

Motion by Hoekstra, seconded by Door to increase the wage of Tim VanBennekum to \$24.00 per hour which is \$49,920 per year and evaluate him again upon completion of a

satisfactory audit in June 2017. Roll call vote: Yes: Hoekstra, Richards, Door No: Alkema, Zeinstra, Murphy, Modderman Not Approved

Motion by Alkema, seconded by Modderman to approve Tim Van Bennekom as the Finance Director and following the approved wage scale of \$52,000 per year. Roll call vote: Yes: Hoekstra, Murphy, Richards, Alkema, Modderman, Door, Zeinstra Approved

-Road Paving Resolution 2016 - 17

Motion by Modderman, seconded by Alkema to approve Resolution 2016 – 17 which is a policy of Allendale Charter Township that the cost incurred to pave primary roads within the Township shall be allocated between the Township and the residents who own property on the roads to be paved as 2/3 of said cost paid for by the Township and 1/3 of said cost by the residents who own property on said road. Roll call vote: Yes: Murphy, Richards, Alkema, Modderman, Door, Zeinstra, Hoekstra Approved

-Library Hire – Hanna Ebeling

Motion by Alkema, seconded by Door to approve the hire of Hanna Ebeling for the position of Circulation Assistant to replace Ariel Knapp. Starting wage is \$10.00 per hour and 16-20 hours per week. Roll call vote: Yes: Richards, Alkema, Modderman, Door, Zeinstra, Hoekstra, Murphy Approved

-Mobilitie, LLC METRO Act Permit Application

Motion by Murphy, seconded by Zeinstra to have Supervisor, Jerry Alkema sign the permit application that was presented. Approved

-Approval of the August 22, 2016 Regular Board Meeting Minutes

Motion by Zeinstra, seconded by Door to remove in the minutes under the section Probation Period the wording “ as stated as procedure in the personnel manual”. Approved

-Hidden Shores Street Light Contract – Approve Amendment to Consumers Contract

Motion by Door, seconded by Murphy to approve the Street Light Assessment Contract and the Memorandum of Contract between Allendale Charter Township and Grand Valley Developers LLC subject to review and approval of legal counsel. Approved
Motion by Zeinstra, seconded by Door to approve the change in Standard Lighting Contract with Consumers Energy as presented. Approved

-Personnel Issue of Erika Durocher

Motion by Door, seconded by Hoekstra to remove Jerry Alkema as Erika’s direct supervisor and make Laurie Richards her supervisor. Roll call vote: Yes: Door, Hoekstra, Richards No: Alkema, Modderman, Zeinstra, Murphy Not Approved

-GIS Intern

Motion by Zeinstra, seconded by Alkema to have Jeff Gardner, the GIS Intern stay on until the end of November or until he quits. Approved

▪ **Discussion Items**

-2017 Proposed Budget

Several line items were discussed.

▪ **Public Comments:**

- Dave Morren – The personnel policy handbook has a purpose and function and should be followed. The minutes of the meetings should not be allowed to be altered by those not in attendance of the meeting and should be as the meeting happened. Very disappointing.

Motion by Alkema, seconded by Zeinstra to close public comments. Approved

▪ **Future Agenda Items**

Sidewalk Policy

Motion by Richards, seconded by Modderman to go into closed session at 9:25 pm to discuss Litigation. Roll call vote: Yes: Alkema, Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards Approved After discussion, motion by Door, seconded by Hoekstra to go back into open session at 9:40 pm. Roll call vote: Yes: Modderman, Door, Zeinstra, Hoekstra, Murphy, Richards, Alkema Approved

▪ **Adjournment**

Motion by Murphy, seconded by Door to adjourn the meeting at 9:41 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 26, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Zeinstra, Murphy

Members Absent: Door, Modderman

Guests Present: Bob Sullivan, Adam Elenbaas, Mike Keefe, Barb VanderVeen, David Morren, Candy Kraker, Kyle Durocher, Adeline Steele, Zach DeBoor, Jon Hess, Ted Stolk

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Hoekstra
- **Approve Agenda**
Motion by Alkema, seconded by Zeinstra to approve the agenda with the changes of adding the Consumers Energy Street Light Contract change to Action Items, adding Education Funds for Assistant Assessor position to Action Items, and moving the Fire Truck – update to closed session right after second public comment section. Approved
- **Consent Agenda**
Motion by Richards, seconded by Murphy to approve the consent agenda. Approved
Items on the consent agenda were:
 - Approval of the September 12, 2016 Regular Board Meeting Minutes
 - Authorize appointment to Western Fire Chief Association
 - BillsFor Information:
 - Financial Report
 - Planning Commission Minutes from September 6 and 19, 2016 Meeting
 - Minutes of the DDA Meeting of September 20, 2016
 - Community Policing Report
 - Minutes of the Parks and Recreation Meeting of September, 15, 2016
- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments – None**
- **Guest Speaker - None**
- **Action Items**
 - Amendment of Consumers Energy Street Light Contract – Hidden Forest**
Motion by Alkema, seconded by Zeinstra to amend the Consumers Energy Standard Lighting Contract to allow for street lights in Hidden Forrest. Approved

-Full-time Library Position

Motion by Zeinstra, seconded by Murphy to approve changing the position of Children's Librarian from part-time to full-time with a starting salary of \$33,280 (\$16.00/hour) upon the retirement Joy Bos at the end of the year. Roll call vote: Yes: Zeinstra, Hoekstra, Murphy, Richards, Alkema Approved

-Resolution 2016-19 Election workers for November 8, 2016 General Election

Motion by Alkema, seconded by Murphy to approve Resolution 2016 - 19 Election workers for the November 8, 2016 General Election as presented. Approved

-48th Ave Street Light District

Motion by Murphy, seconded by Zeinstra to move forward with the petition process from the property owners along 48th Ave and allow Legal Counsel to provide a resolution to support said motion that based on 51% support of property owners along said road, a street light assessment district would be created. Approved
Alkema to contact GVSU for their consideration of being included.

-Remove Landscape Architect requirement

Motion by Hoekstra, seconded by Zeinstra to request that the Planning Commission review the requirement of the Landscape Architect Seal with the suggestion of removing the requirement and replacing the requirement with a review by professional Nursery personnel. Roll call vote: Yes: Murphy, Richards, Hoekstra, Alkema, Zeinstra Approved

-Extended Probation Period

Motion by Hoekstra, seconded by Murphy that effective immediately, Erika Durocher be removed from her employment as Zoning/Clerical Assistant with Allendale Charter Township. Roll call vote: Yes: Murphy, Alkema, Zeinstra, Hoekstra No: Richards Approved

-Assistant Assessor Education Funding

Motion by Hoekstra, seconded by Richards that if having to take the MCAO certification exam a 3rd time to pass, the cost would have to be paid for by the employee with reimbursement of the cost of the exam only upon achieving the certification. Motion by Alkema, seconded by Zeinstra to table this motion to gather more information and continue discussion at the next Board Meeting on October 10, 2016. Roll call vote: Yes: Alkema, Zeinstra, Murphy No: Richards, Hoekstra Approved

▪ **Discussion Items**

-2017 Proposed Budget – over-time/seminars – wages

Reviewed the presented information. Alkema offered a workshop to the new board members.

▪ **Public Comments:**

- Candy Kraker – Request that the new Boards Members be included to the budget workshop. Alkema stated that there was not a workshop scheduled.

Motion by Zeinstra, seconded by Hoekstra to close public comments.
Approved

Motion by Zeinstra, seconded by Murphy to go into closed session at 8:42 pm to discuss potential litigation. Roll call vote: Yes: Alkema, Zeinstra, Hoekstra, Murphy, Richards
Approved

After discussion, motion by Murphy, seconded by Zeinstra to go back into open session at 8:55 pm. Roll call vote: Yes: Zeinstra, Hoekstra, Murphy, Richards, Alkema Approved

-Fire Truck – Update

Motion by Murphy, seconded by Zeinstra to contact B and B Equipment and try to negotiate a fair resolution and if unable, proceed with litigation to enforce the signed contract. Roll call vote: Yes: Zeinstra, Hoekstra, Murphy, Richards, Alkema

▪ **Future Agenda Items**

2017 Budget

▪ **Adjournment**

Motion by Murphy, seconded by Alkema to adjourn the meeting at 9:00 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 10, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Zeinstra, Murphy, Door, Modderman

Members Absent:

Guests Present: Adam Elenbaas, Mike Keefe, Barb VanderVeen, David Morren, Steve Boss,
Brad Fisher, Kyle Garlanger, Dave Pelton, Rich Houtteman, Roger Morgenstern, Tim Thimmesch

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Zeinstra
- **Approve Agenda**
Motion by Alkema, seconded by Modderman to approve the agenda as presented.
Approved
- **Consent Agenda**
Motion by Modderman, seconded by Alkema to approve the consent agenda as presented. Approved
Items on the consent agenda were:
 - Approval of the September 26, 2016 Regular Board Meeting Minutes
 - BillsFor Information:
 - Financial Report
 - Fire Department Report
 - Ottawa County Road Commission News Letter
- **Interim Payments**
Motion by Alkema, seconded by Murphy to approve the interim payments totaling \$26,837.71 as presented.
- **Public Hearing - None**
- **Public Comments – None**
- **Guest Speaker**
Steve Boss presented a Water and Sewer Department update. They have been replacing water meters and radio ascending units and to date are about 40% done. The East Lagoon is in the process of having the sludge removed. They have 19 construction projects that are almost completed. The Water and Sewer rate study should have preliminary finding available in the next 2 months.
- **Action Items**
 - Assistant Assessor Testing
Motion by Alkema, seconded by Modderman to vote on the motion that was tabled at the September 26, 2016 Board Meeting. Hoekstra withdrew her motion. No action

taken. Motion by Alkema, seconded by Modderman to approve education expenses of \$3,000 per year for 3 years for the Assistant Assessor position to obtain a Level 2 (MCAO) Certification, this amount is included in the Assessing Budget of \$5,000, and then re-evaluate. Roll Call vote: Alkema, Modderman, Zeinstra, Murphy No: Hoekstra, Door, Richards Approved

-Hanenburg General Commercial rezoning

Alkema introduced for first reading Ordinance 2016-15 A Zoning Map Ordinance Amendment to rezone parcel 70-09-26-100-071 at 6138 Lake Michigan Dr. from R-1, Low Density One-Family Residential District to GC, General Commercial District

-Warning Sirens maintenance agreement

Motion by Alkema, seconded by Modderman to approve the Warning Siren Maintenance Agreement as presented. Approved

-48th Ave Street light district Resolution #1 and #2

Motion by Alkema, seconded by Modderman to approve Resolution 2016-22 (#1) as presented. Roll call vote: Yes: Murphy, Richards, Hoekstra, Alkema, Zeinstra, Door, Modderman Approved

Motion by Alkema, seconded by Modderman to approve Resolution 2016-23 (#2) which sets the public hearing date of October 24, 2016. Roll call vote: Yes: Door, Zeinstra, Murphy, Alkema, Modderman No: Hoekstra, Richards Approved

-2017 Budget Resolution

Motion by Alkema, seconded by Modderman to approve the 2017 Budget Resolution 2016-21 as presented. Roll call vote: Yes: Murphy, Alkema, Zeinstra, Modderman No: Richard, Hoekstra, Door Approved

-Rental Registration Ordinance

Alkema introduced for first reading Ordinance 2016-16 A reinstatement of Rental Registration Ordinance 2004-15.

▪ **Discussion Items - none**

▪ **Public Comments:**

- Dave Morren – In 2010, there was information present to the Township Board regarding police protection in Allendale

Motion by Alkema, seconded by Murphy to close public comments. Approved

▪ **Future Agenda Items - none**

▪ **Adjournment**

Motion by Murphy, seconded by Richards to adjourn the meeting at 8:15 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, October 24, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Zeinstra, Murphy, Door

Members Absent: Modderman

Guests Present: Adam Elenbaas, Barb VanderVeen, David Morren, Kyle Garlanger, Dave Pelton, Rich Houtteman, Roger Morgenstern, Tim Thimmesch, Bob Sullivan, Mark Alderink, Steve Witte, Crystal Bultje, Candy Kraker, Alan Hoffman, Greg DeJong, David VanderWall, Chris Dill, Erica Jourden, Remington Bont, James Boutwell, Sarah Boutwell, Tim Gifford, Jess Hodge, Jee Hodge, Jee Park, Madeline Taylor, Ronald Taylor, Dan Ziegenfelder, Emma Hans, Lucas Groenink, Ron Brouwer, Nancy Gooden, Steve VanderHelm, Joseph Schmuker

- Alkema called the Meeting to order and opened with the Pledge of Allegiance
- Invocation was given by Door
- **Approve Agenda**
Motion by Alkema, seconded by Door to approve the agenda as presented. Approved
- **Consent Agenda**
Motion by Zeinstra, seconded by Murphy to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the October 10, 2016 Regular Board Meeting Minutes
- Rob Bristow resignation from Community Promotions
- Bills

For Information:

- Financial Report
- Planning Commission Meeting minutes of October 4 and 17, 2016
- Police Report
- DDA Meeting Minutes of October 18, 2016

- **Interim Payments**
Motion by Alkema, seconded by Zeinstra to approve the interim payment of \$789.57 to the US Postal Service as presented.
- **Public Hearing**
Alkema opened the Hearing of Necessity for the Street Light District on 48th Ave. at 7:05 pm. No comments were received. Motion by Murphy, seconded by Zeinstra to close the public hearing. Public Hearing was closed at 7:08 pm.
- **Public Comments**
 - Greg DeJong – Meet Congressman Huizenga this week Wednesday at 7 pm at the Township Library.

- Candy Kraker – Fees of the Rental Registration Program. Conflict of interest for members of the township board that own rental property. Supervisors request for paid vacation time.
- Dave Morren – Water issues that were discussed at the last DDA Meeting regarding the new development on Pierce St was omitted from the minutes.

Motion by Zeinstra, seconded by Murphy to close public comment. Approved

▪ **Guest Speaker - None**

▪ **Action Items**

-48th Ave Street Light Resolution 2016-24 (#3)

Motion by Alkema, seconded by Murphy to approve Resolution 2016-24 (#3) for 48th Ave. street lights as presented Approved

-Report of Supervisor – 48th Ave. Street Light Assessment Roll

Alkema signed the Report of Supervisor and Certificate was notarized.

-48th Ave Street Light Resolution 2016-25 (#4)

Motion by Alkema, seconded by Zeinstra to approve Resolution 2016-25 (#4) as presented. Approved

-Approval of agreement for modifications of Electric Facilities – 48th Ave. lights

Motion by Door, seconded by Zeinstra to have Supervisor Alkema sign the Agreement for Modifications of Electric Facilities as presented in the amount of \$60,336.00 (nonrefundable) for service on 48th Ave. between Lake Michigan Dr. and Pierce St.. Roll call vote: Yes: Zeinstra, Door, Alkema, Richards, Murphy, Hoekstra Approved

-Approval of Resolution 2016-26 – Amending the Consumers Energy Contract – 48th Ave. light

Motion by Alkema, seconded by Murphy to approve Resolution 2016-26 as presented. Approved

-DAS – Metro Act

Crystal Bultje presented the Metro Act application process to construct wireless facilities within the Township's right of ways and potential problems the township needs to address. Motion by Zeinstra, seconded by Alkema to approve Metro Act applications with conditions regarding structures. Approved Motion by Alkema, seconded by Zeinstra that the Planning Commission review the site plan and follow appropriated procedures regarding each request. Approved Motion by Alkema, seconded by Murphy to have township staff seek a qualified engineer to assist with establishing guidelines for these future requests and get quotes for these engineering services. Approved

-Resolution 2016-27 – Amending the Consumer Energy Contract – Hidden Forest

Motion by Murphy, seconded by Alkema to approve Resolution 2016-27 for 4 lights in Hidden Forest. Approved

-Cost share agreement for Pierce Street Sidewalk improvements.

Motion by Murphy, seconded by Zeinstra to have Supervisor Alkema sign the presented cost sharing agreement with GVSU for lighting on 48th Ave in the amount not to exceed

\$188,000 and Pierce Street sidewalk in the amount not to exceed \$288,000. These amount represent 50% of the cost. Pierce Street sidewalk will be completed in 2017.

Roll call vote: Door, Alkema, Richards, Murphy, Hoekstra, Zeinstra Approved

-Hanenburg R-3 rezoning – first reading

Alkema introduced for first reading Ordinance 2016-17 An Ordinance to rezone a portion of 6138 Lake Michigan Drive from R-1, Low Density One-Family Residential to R-3, Low Density Multiple Family Residential.

-Hanenburg General Commercial

Motion by Zeinstra, seconded by Murphy to approve Ordinance 2016-15 to rezone a portion of 6138 Lake Michigan Dr. from R-1, Low Density One-Family Residential to GC, General Commercial. Roll call vote: Yes: Alkema, Richards, Murphy, Hoekstra, Zeinstra, Door. Approved

-Forner Interpretation

At the August 11, 2016, Zoning Board of Appeals meeting, a motion was made by Chapin, and supported by Kronlein to table the request of Mr. Forner and ask the Planning Commission for clarification of “residential occupancy” and an update of “recreational vehicle” as stated in Section 3.11 A.7. The Township Board has requested that at the next meeting of the Zoning Board of Appeals, this motion be taken off the table so that future action can be taken on Mr. Forner’s request.

-Rental Registration Ordinance 2016-16

Ordinance 2016-16 A reinstatement of Rental Registration Ordinance 2004-15 was discussed with some changes that are still necessary. Legal Counsel will be making those changes and will be brought before the board at a future board meeting.

-Rental Fees Resolution 2016-28

Discussion was held on the proposed changes to the rental fee schedule in Resolution 2016-28. No action was taken at this time. Several issues need to be addressed before ready for approval.

-Resolution 2016-29 Street Lighting

Motion by Alkema, seconded by Zeinstra to approve Resolution 2016-29 The process for installing and maintaining street lights within the Township. Approved

-Vacation time

Alkema has requested to be paid 3 weeks of earned unused vacation time per personnel policy upon leaving office. Further investigation into this request is being done and will be discussed at a future meeting.

Discussion Items - none

▪ **Public Comments:**

- Dave Pelton – Looking for reference to the State Law regarding the changes in Rental Housing
- Dave Morren – Metro Act clarification

Motion by Alkema, seconded by Murphy to close public comments. Approved

- **Future Agenda Items**

Water Line on Pierce Street – Jerry to contact developer

Lift Station on 56 & Pierce

Board laptops

Planner Tim Johnson's resignation as of the end of November – RFPs will be sent out regarding this vacancy.

- **Adjournment**

Motion by Door, seconded by Hoekstra to adjourn the meeting at 9:35 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 14, 2016, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Alkema, Richards, Hoekstra, Murphy, Door, Modderman

Members Absent: Zeinstra

Guests Present: Adam Elenbaas, Barb VanderVeen, David Morren, Kyle Garlanger, Dave Pelton, Bob Sullivan, Steve Witte, Candy Kraker, David VanderWall, Ron Brouwer, Nancy Gooden, Joe Schmuker, Linda Hildreth, Brandon Hildreth, Richard Barber, Carla Loeffers, Sarah Boutwell, James Boutwell, Nancy Nelson, Jeff Nelson, Tim Stauffer, Curt Jenison, Mike Keefe, Lucas Groenink, Sheryl Groenink, Patrick Roth, Bryanna Peterson, Morgan Wilson, Jee Park, Brie Achatemef, Sharon Kleinjans, Ron Borst, Cindy Borst, Roger Victory, Curt Hansen, Carol Hansen

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

- Invocation was given by Modderman

- **Approve Agenda**

Motion by Alkema, seconded by Modderman to approve the agenda as presented.

Approved

- **Consent Agenda**

Motion by Modderman, seconded by Murphy to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the October 24, 2016 Regular Board Meeting Minutes
- Letter from Steve Boss regarding payback for Sewer
- Bills

For Information:

- Financial Report
- Planning Commission Meeting minutes of November 1, 2016
- Zoning Board of Appeals Meeting minutes of November 11, 2016
- Police Report
- Fire Department Report
- Road Commission Newsletter
- Josh Thurkettle resignation from the ZBA
- MTA Christmas party invitation
- Sheriff Rosema – Open House

- **Interim Payments**

Motion by Modderman, seconded by Alkema to approve the interim payments of \$25,592.92 as presented. Approved

- **Public Hearing**

Alkema opened the Hearing of Objections for the Street Light District on 48th Ave. at 7:05 pm. No comments were received from those present. Alkema read a letter from Glenn Turek, managing member of Meadows Crossing in opposition of the Special Assessment. Motion by Modderman, seconded by Murphy to close the public hearing. Public Hearing was closed at 7:08 pm.

▪ **Public Comments**

- Roger Victory, 88th District Representative – compliment for the nice tribute to veterans and the veterans day lunch hosted by Allendale Public School, acknowledgement of the Fire Chief, Mike Keefe coverage at the GVSU rally for Hillary Clinton and that Republicans still have the majority in the House so he does not see any real changes in this lame duck process.
- Richard Barber – Precinct 5 voting lines and the 2 hour wait to vote. Suggestions for future elections
- Sharon Kleinjans – Lighting on Lake Michigan Dr and 48th Ave. No action should be taken at this time on the Rental Fees Resolution. Listen to the residents on the R-3 re-zoning.

Motion by Modderman, seconded by Murphy to close public comment. Approved

▪ **Guest Speaker - None**

▪ **Action Items**

-48th Ave Street Light Resolution 2016-30 (#5)

Motion by Alkema, seconded by Modderman to approve Resolution 2016-30 (#5) for 48th Ave. street lights as presented Approved

-Ordinance 2016-17, An Ordinance to rezone a portion of 6138 Lake Michigan Dr. from R – 1, Low Density One-Family Residential District to R – 3, Low Density Multiple Family Residential Zoning District

Steve Witte from Nederveld gave a presentation on the 35.6 acres to be rezoned.

Motion by Door, seconded by Hoekstra to table approval of the Ordinance until more information from the Planning Commission was available. Roll call vote: Yes: Door, Hoekstra, Richards No: Alkema, Modderman, Murphy Motion Failed

Motion by Alkema, seconded by Modderman to approve Ordinance 2016-17 that rezones the 35.6 Acres from R-1 to R-3. Roll call vote: Yes: Modderman, Hoekstra, Murphy, Alkema No: Door, Richards Approved

-Resolution 2016-31 Amending the Consumers Energy contract – Springfields #3

Motion by Alkema, seconded by Modderman to approve Resolution 2016-31 as presented. Approved

-Ordinance 2016-16 Rental Registration

Motion by Alkema, seconded by Modderman to approve Ordinance 2016-16 as presented. Roll call vote: Yes: Door, Alkema, Richards, Murphy, Hoekstra, Modderman Approved

-Resolution 2016-28 – Rental Registration Fees

Motion by Richards, seconded by Door to have Alkema abstain from voting on this Resolution due to a conflict of interest. Roll call vote: Yes: Hoekstra, Richards, Door No: Murphy, Modderman, Alkema Motion Failed

Motion by Alkema, seconded by Modderman to approve Resolution 2016-28 as presented. Roll call vote: Yes: Alkema, Murphy, Modderman No: Richards, Door, Hoekstra Motion Failed

-Rental Registration Form

The Rental Registration Form was presented for information

-Township purchased Laptops for Township Board Trustees and Treasurer

Discussion was had on the value of these 5 laptops purchased from Aspen Computers on 9/3/2013 for a price of \$409.99 each. Since the township does not have a policy for reselling township property, the laptops will be turned in to Allendale Township upon end of term.

-Children's Librarian – Brittany Nuland

Motion by Alkema, seconded by Modderman to approve the hire of Brittany Nuland as the new Children's Librarian. Roll call vote: Yes: Richards, Alkema, Modderman, Door, Hoekstra, Murphy Approved

-Sign Ordinance – first reading

Alkema introduced for a first reading Ordinance 2016-18 Amendments to Article 22, Sign and Billboards.

-Budget Amendments

Resolution 2016-32 was presented showing budget amendments to the 2016 Budget. The resolution was not approved pending verification and clarification on several listed items.

Discussion Items

-Forner – General Law Ordinance

Bob Sullivan gave an update

▪ **Public Comments:**

- Ron Borst – Explanation on the motion made regarding the rezoning from R-1 to R-3.
- Nancy Gooden – Residents did not get a voice on the rezoning issue and were not adequately informed, concerns regarding the rezoning – increased traffic and crime, rental vs ownership issues, would like the Master Plan revisited and decision deferred until that was looked into, very disappointed that resident's concerns were not considered.
- Dave Morren – Addressed the Referendum process
- Sharon Kleinjans – Rezoning to R-3 is a violation of the student overlay zone currently in place. PUD process would be better
- Jerry Alkema – Tyler Wolfe passed his assessing certification. He is now MCAO certified.

Motion by Alkema, seconded by Modderman to close public comments. Approved

- **Future Agenda Items - none**

- **Adjournment**

Motion by Alkema, seconded by Murphy to adjourn the meeting at 8:12 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Jerry Alkema
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 28, 2016, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Kyle Garlanger, Dave Pelton, Bob Sullivan, Sharon Kleinjans, Lorraine Busman, Nancy Torno, Al Torno, Jerry VanDyken, Joanne VanDyken, Dawn VanDyken, Terry VanDyken, Betsy Groendyk, Larry Haveman, Jeffrey Duplika, Tim Gifford, Jim Molyneux, Teresa Molyneux, Kathy Hanes, John Hanes, Connie Farber, Elaine Venema, Mike Keefe, Greg DeJonge

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

- Invocation was given by Elenbaas
- Welcome the new Board
- **Approve Agenda**

Motion by Richards, seconded by VanderWall to approve the agenda as amended with the addition of Guest Speaker – Elaine Venema from Fleis & Vandenbrink, Elected Officials insurance coverage as Action Item and Closed Session for Legal Matters before adjournment. Approved

- **Consent Agenda**

Motion by VanderWall, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

- Approval of the November 14, 2016 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- DDA Meeting minutes of November 15, 2016
- Sheriff Rosema – Open House

- **Interim Payments - None**
- **Public Hearing - None**
- **Public Comments**

- Adam Elenbaas – read an email from Denise Bartholomew, representative from a bill board company regarding the Sign Ordinance.
- Al Torno – Culver is plugged at 84th Ave and Lake Michigan Dr.

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

- **Guest Speaker**

-Elaine Venema from Fleis & Vandenbrink gave a progress report on the SAW Grant. It is about 24% completed.

-Terry VanDyken present to the Board a Historical One Room School House to be preserved and relocated from Coopersville to Allendale as a possible addition to the township park.

▪ **Action Items**

-Tyler Wolfe pay grade for MCAO completion

Motion by VanderVeen, seconded by VanderWall to approve the presented increase to \$21.58 per hour which does include the \$500 per year Certification bonus. Roll call

Vote: Yes: Elenbaas, VanderWall, VanderVeen, Hoekstra, Richards. No: Kraker

Approved

-Open Clerical/Zoning Assistant position: extend intern Jeff Gardner through December 30, 2016

Motion by Richards, seconded by Kraker to extend the employment of Jeff Gardner through December 30, 2016. Roll call vote: Yes: Hoekstra, Richards, VanderWall, Kraker, Elenbaas, VanderVeen Approved

-Loader for the Maintenance Department

Motion by Hoekstra, seconded by Kraker to approve the low bid of a CAT Compact Loader for \$47,383 instead of the tractor that is included in the 2016 Budget. Roll call vote: Yes: Richards, Hoekstra, Elenbaas, VanderWall, Kraker, VanderVeen. Approved

-Ordinance 2016-18 - Signs & Billboards approval

Motion by VanderVeen, seconded by Elenbaas to table the approval of Ordinance 2016-18 Amendments to Article 22, Signs & Billboards as presented. Approved

-Elected Officials Insurance Coverage

Motion by VanderWall, seconded by VanderVeen to begin the insurance coverage for the newly elected supervisor on December 1, 2016. Approved

▪ **Discussion Items**

-Band Shell Update

Larry Haveman gave an update on the band shell. Structure is completed and next step is the brick work and electrical which is still to be done this winter. Donations have begun to come in.

-Board Work session

The Board has several items that need to be worked on, so work sessions are scheduled for January 4, January 30 and February 6, 2017 at 7 pm at the Township Office.

-MTA Training opportunities

MTA flyer was circulated for upcoming board training opportunities. Contact the Clerk if you would like to be scheduled to attend any of the classes.

-Board Liaison Assignments

The following Board Liaison assignments were agreed upon:

Parks and Rec – Hoekstra

Fire Department – VanderWall

Library – VanderVeen
DDA – VanderWall
Planning Commission – Zeinstra
Water/Sewer Department – Kraker

▪ **Grand Valley Metro Council**

The Board appointed Supervisor, Elenbaas as representative to the Grand Valley Metro Council.

▪ **Public Comments:**

- Greg DeJong – Reminder of Gary Rosema’s retirement open house on December 14, 2016. Welcome and support of the newly elected Board.
- Sharon Kleinjans –Commented on the sign Ordinance, the desire to keep Billboards out and the one room school house is a great idea. Assessing Department must be behind in their work, still waiting for a combination of her property and a drawing of her house is not online.

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

▪ **Future Agenda Items**

- a. Looking for direction from the board in filling the vacancies of Community Promotions Director, Township Planner, and clerical assistant/zoning department.
- b. Rental Registration Fees – proposal from the Fire Department to cover costs.
- c. Conflict of interest Policy
- d. Certification Bonus Policy
- e. Lift Station Policy
- f. Future direction of the Adult Softball League

Closed Session – Legal Matters

Motion by Elenbaas, seconded by Kraker to go into closed session at 8:35 pm to discuss legal matters of the township. Roll call vote: Yes: Elenbaas, VanderVeen, Richards, Hoekstra, VanderWall, Kraker. Approved

After discussion, motion by Hoekstra, seconded by Richards to go back into open session at 8:55 pm. Roll call vote: Yes: Hoekstra, Richards, Elenbaas, VanderWall, Kraker, VanderVeen. Approved

▪ **Adjournment**

Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 9:08 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, December 12, 2016, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Dave Pelton, Bob Sullivan, Sharon Kleinjans, Mike Keefe, Sherry Kuyt, Jeff Ducharme

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 amended with the addition of Closed Session to discuss Legal Matters before adjournment. 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 28, 2016 Regular Board Meeting Minutes
- Bills

For Information:

- Planning Commission minutes of December 6, 2016
- Fire Department Report
- Car Seat Inspections
- Police Report
- Sheriff Rosema – Open House
- Ottawa County Road Commission Newsletter
- Financial Report
- Liaison Report Public Works

- **Interim Payments**
Motion by VanderWall, seconded by Kraker to approve the interim payments totaling \$1,848.11 as presented. Approve
- **Public Hearing - None**
- **Public Comments**
 - Sharon Kleinjans – Straight zoning is going back in time. PID zoning is moving forward and allows for creativity. Industrial properties are hard to sell. Wait on this zoning change until new planner is hired.

Motion by Richards, seconded by Kraker to close public comment. Approved

- **Guest Speaker - None**

- **Action Items**

- Budget Amendment: MOBILEeyes Software for Rental Housing Inspections**

- Motion by Elenbaas, seconded by Kraker to amend the budget and approve the purchase of this presented expense of \$12,191 for the software, 2 mobile devices and training. Approved

- Resolution 2016-32: End of year Amendments to 2016 Budget**

- Motion by Kraker, seconded by VanderWall to approve the end of year amendments to the 2016 Budget as presented in Resolution 2016-32. Approved

- Resolution 2016-33: Advertisement of Legal Ads**

- Motion by Elenbaas, seconded by Zeinstra to approve Resolution 2016-33 that designated the use of the Advance Newspapers for Legal Ads for the year 2017. Approved

- Resolution 2016-34 Administration Fee**

- Motion by Kraker, seconded by Zeinstra to approve and authorize the imposition of a property tax administration fee of .25% to be applied to the property tax levy for both Winter 2017 and Summer 2018 taxes. Approved

- Resolution 2016-35: Poverty Guidelines**

- Motion by Richards, seconded by Hoekstra to approve the poverty guidelines as presented. Approved

- Resolution 2016-36: 2017 Board Meeting Dates**

- Motion by Kraker, seconded by VanderWall to approve the board meeting dates for 2017 as presented. Approved

- Resolution 2016-37: Election Commission Appointment**

- Motion by VanderWall, seconded by Hoekstra to appoint VanderVeen and Kraker to the Election Commission along with Laurie Richards the Township Clerk. Approved

- Ordinance 2016-19 – Non-Conforming Lots**

- Motion by Kraker, seconded by VanderWall to introduce Ordinance 2016-19 – Amendment for Non-Conforming Lots as presented. Approved

- Ordinance 2016-20 – Amendment to combine PID and Industrial Zoning Districts**

- Motion by Kraker, seconded by VanderWall to table this introduction of first reading until a later Board meeting while additional information is provided. Approved

- Ordinance 2016-21 – Amendment to the Zoning Map for the purpose of rezoning the PID, Planned Industrial District, and I-1, Light Industrial District to I, Industrial Zoning District**

- Motion by Kraker, seconded by VanderWall to table this introduction of first reading until a later Board meeting. Approved

- **Discussion Items**

- Work Session Topics**

For the Board work session scheduled on January 4 at 7 pm, the topic of discussion will be the Community Promotions vacant position and Employee Handbook. Future topics will be budget, staffing needs, job descriptions, evaluations, Rental Registration Fees and various other policies.

-Sign Ordinance 2016-18

Still under review

-Board Liaison Assignments

An additional Board Liaison assignment to the Police Department - Hoekstra

▪ **Public Comments: None**

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

▪ **Future Agenda Items**

- a. Resolution 2016-38: Board of Review Committee Appointments
- b. Resolution 2016-39: Committee Appointments
- c. Township Planner
- d. Paving of Roads

Closed Session – Legal Matters

Motion by Elenbaas, seconded by VanderWall to go into closed session at 8:05 pm to discuss legal matters of the township. Roll call vote: Yes: Elenbaas, Zeinstra, Richards, Hoekstra, VanderWall, Kraker. Approved

After discussion, motion by Hoekstra, seconded by Zeinstra to go back into open session at 8:20 pm. Roll call vote: Yes: Hoekstra, Richards, Elenbaas, VanderWall, Kraker, Zeinstra. Approved

▪ **Adjournment**

Motion by Richards, seconded by VanderWall to adjourn the meeting at 8:21 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Wednesday, December 28, 2016, 8:00 am
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Mike Keefe, Sherry Kuyt, Steve Boss, Ryan McMillen

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

- Invocation was given by Kraker

- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.

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 December 12, 2016 Regular Board Meeting Minutes

-Bills

For Information:

-Financial Report

- **Interim Payments - None**

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker - None**

- **Action Items**

-Ordinance 2016-19 – Amendment for Non-Conforming Lots

Motion by Hoekstra, seconded by Zeinstra to approve Ordinance 2016-19 – An Amendment for Non-Conforming Lots as presented. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, VanderVeen. Approved

-Fire Department: Acquire a Brush Vehicle from the State of Michigan/DNR and re-purpose the F350 for Duty Officer Response

Fire Chief, Mike Keefe presented his proposal to receive surplus equipment from the DNR to be converted into a new brush truck and make our current brush truck into a daily driver for the fire department and for use doing rental inspections. Motion by Kraker, seconded by VanderWall to approve the acquisition of the DNR Vehicle and the conversion of both the new vehicle and the current brush truck at a cost not to exceed

\$13,055 as presented. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, VanderVeen. Approved

-Resolution 2016-38 Board of Review Committee Appointments

Motion by Kraker, seconded by Zeinstra to approve Resolution 2016-38 as presented. Approved

-Resolution 2016-39 Committee Appointments

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2016-39 as presented. Approved

-Recommendation to hire a Township Planner

Elenbaas presented the information and the process that pertained to the recommendation to hire Gregory Ransford, MPA as the new Planner for Allendale Charter Township. Motion by Kraker, seconded by VanderVeen approved the hire of Gregory Ransford as the Allendale Charter Township Planner at an hourly rate of \$100.00 and to authorize Elenbaas and/or Richards to sign the contract. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Vanderveen.. Approved

-Interview/Hire for open Receptionist/Zoning Assistant position

Motion by Elenbaas, seconded by Zeinstra to approve the hire of Laura Baker for the position of Receptionist/Administrative Assistant with starting wage of \$12.00 and an increase of \$1.00 per hour upon successfully completing the probationary period. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Vanderveen. Approved

-SWAP Agreement with Ottawa County Sheriff Department

Motion by Hoekstra, seconded by Kraker to approve the 2017 SWAP agreement as presented. Approved

-Anti-virus renewal options/Firewall & Content Filtering

Motion by Hoekstra, seconded by VanderWall to approve the purchase and installation of Pro-Vent software as a solution for anti-virus, content filtering, and remote management and audit tool at a cost of \$419.99 per month plus installation and authorize the supervisor and/or clerk to sign that agreement with CCS Technologies. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Vanderveen. Approved

-Web Hosting Rates

Motion by VanderVeen, seconded by Kraker to approve CCS Technologies's web hosting rate increase to \$49.00 per month as presented. Roll Call vote: Yes: Elenbaas, Richards, Hoekstra, Kraker, Zeinstra, VanderWall, Vanderveen. Approved

▪ **Discussion Items**

-Upcoming MTA Training

VanderVeen and VanderWall will be attending the Newly Elected Officials training on January 18, 2017 in Muskegon and Elenbaas will be attending the same session on the

19th in Kalamazoo. The dates for the Spring Conference is April 10, 11, and 12, 2017 and is in Lansing this year.

-Ordinance Amendment to combine PID and Industrial – 1st Reading

1st reading will be presented at the next Board Meeting in January

-Ordinance Amendment: Zoning Map – 1st Reading

1st reading will be presented at the next Board Meeting in January

-2017 Raises

Topic was brought up for discussion and Board direction on salary ranges, raises and evaluations. The Township Board will have a work session on January 4 to review 2017 Budget and discuss wages.

▪ **Public Comments: None**

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

▪ **Future Agenda Items**

- a. Sign Ordinance 2016-18
- b. Eagle Scout projects – Coordinator

▪ **Former Litigation**

2012 Lawsuit ruled in favor of the Township

▪ **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 10:10 am.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

