

Minutes of the Regular Board Meeting
Held on Monday, January 14, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Chad Doornbos, Tim Vande Zande, Mike Keefe, Bruce Nagelkirk, Bruce Pindzia, David VanGinhoven, Toni Dolce, Randy Bosch, Chris Holmes, Glenn Turek, Tyler Johnson, Dave Marshall, Taylor Holthof, Brianna Bredeweg, Shawn Bates

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by Hoekstra to approve the agenda with one addition under Discussion Items – The Publication of Public Notices. 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 December 27, 2018 Regular Board Meeting Minutes
- Approval of completion of the 90 Day Probationary Period for Ashley Johnson
- Approval of completion of the 90 Day Probationary Period for Robert Lamb
- Approval of completion of the 90 Day Probationary Period for Keegan VanDoorne
- Bills

For Information:

- Financial Report
- Minutes of the December 17, 2018 Planning Commission Meeting

- **Interim Payments**

Motion by VanderWall, seconded by Zeinstra to approve the four interim payments totaling \$7,652.92 as presented. Approved

- **Public Hearing None**

- **Public Comments - None**

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

- **Guest Speaker**

--David VanGinhoven, Tim Vande Zande, Fire Committee Representatives: Fire Planning Update and Financial Advisor Recommendation

- **Action Items**

-Financial Advisor for Future Bonding

Motion by VanderWall, seconded by Kraker to engage the services of PFM Financial Advisors LLC as the Financial Planner for the Township. Approved

-Resolution 2019-1: Diggs Restaurant Liquor License

Motion by VanderWall, seconded by Hoekstra to approve the application for a Liquor License for Allendale Food and Beverage LLC dba Diggs. Approved

-2019 Swap Agreement with Ottawa County Sheriff's Office

Motion by Kraker, seconded by Zeinstra to approve the 2019 S.W.A.P. Service Agreement as presented. Approved

▪ **Discussion Items**

-Upcoming MTA Annual Conference

-Publication of Public Notices

▪ **Public Comments - None**

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

▪ **Board Comments**

-Elenbaas – Update on Library Legislation regarding the Charter Township Act

▪ **Future Agenda Items**

-See Attached

▪ **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 8:08 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

1/28

Assistant Fire Chief DuPilka Retirement Recognition
Lakeshore Advantage
401a Resolution
Public Utility Job Descriptions
DDA Legal Counsel

Future

Reappoint Board of Appeals
Wastewater Treatment Plant Feasibility Study Report
Small Cell Tower Legislation Updates
Assessing resolution
Resolution to waive penalties for non-filing of property transfer affidavits under MCL 211.27b
Vaping Ordinance for Minors?
Moratorium
Library establishment
Marijuana Zoning Ordinance
Dept Head reports
Policy for public comment
Facility Planning
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Social Media Policy
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Consider updates to Twp Hall office hours
Retro Museum

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

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

Members Absent: Hoekstra, VanderWall

Guests Present: Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Zeinstra to approve the agenda with the modification to remove under Guest Speakers the Lakeshore Advantage: Amanda Murray & Angela Huesman and Action Item: Lakeshore Advantage Annual Agreement.
Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the January 14, 2019 Regular Board Meeting Minutes
- Bills

For Information:

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

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

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

- **Guest Speaker**

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

▪ **Action Items**

-Public Utilities Department Structure

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

-Public Utilities Job Descriptions

Motion by Kraker, seconded by VanderVeen to approve the Public Utilities Water Supervisor job description as presented. Approved

Motion by Kraker, seconded by Zeinstra to approve the Public Utilities Waste Water Supervisor job description as presented. Approved

Motion by Kraker, seconded by Zeinstra to approve the Public Utilities Field Inspector job description as presented. Approved

-Request to Accept Proposals for Public Utility Rate Study

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

-Ordinance 2019-1: 1st Reading - Public Water Connection Requirements

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

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

Elenbaas presented Ordinance 2019-2: Extension of Moratorium for Developments not Connected to Public Utilities for first reading.

-Action Item: Attorney for DDA Support

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

-Formal Approval of Resolution 2019-1: Diggs Restaurant Liquor License

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

-Resolution 2019-2: Legal Ads – utilize Grand Rapids Press for Publication

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

-Resolution 2019-3: Adoption the MERS Defined Contribution Plan (Retirement Plan)

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

-Resolution 2019-4: MERS Uniform 457 Supplemental Retirement Program

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

-Resolution 2019-5: Establishment of Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

Motion by Kraker, seconded by Zeinstra to approve Resolution 2019-5: Establishment of Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

as presented. Roll Call Vote: Yes: Zeinstra, Elenbaas, Kraker, VanderVeen, Richards
Approved

-Resolution 2019-6: Waiver of Property Transfer Affidavit Penalty Fee

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

-Resolution 2019-7: Update Poverty Guidelines

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

-Resolution 2019-8: Township-owned House at 11100 68th Ave

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

- **Discussion Items**

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

- **Public Comments - None**

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

- **Board Comments**

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

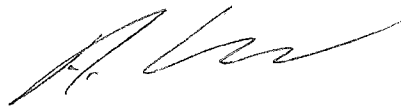
- **Future Agenda Items – see attached**

- **Adjournment**

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



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

2/11

Dust Control Bids
Small Cell Tower Legislation Update
Vaping Ordinance for Minors?
Public Utilities Department Structure
Parks/Rec Master Planning and Fitness Court Engineering

2/25

Assessing Dept Head Update
Wastewater Treatment Plant Feasibility Study Report

Future

Assistant Fire Chief DuPilka Retirement Recognition
Reappoint Board of Appeals
Moratorium
Library establishment
Marijuana Zoning Ordinance
Dept Head reports
Policy for public comment
Facility Planning
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Social Media Policy
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Consider updates to Twp Hall office hours

Minutes of the Regular Board Meeting
Held on Monday, February 11, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Richards

Guests Present: Bob Sullivan, Angela Huisman, Amanda Murray, Chad Doornbos, Damon Jordon, Emma Hayes

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Appoint Clerk**
Motion by Elenbaas, seconded by Zeinstra to appoint Kraker as temporary clerk for the purpose of taking minutes at this meeting. Approved
- **Approve Agenda**
Motion by VanderWall, seconded by Hoekstra to approve the agenda with the additional bills added under the consent agenda and add the 4th of July Event under Action Items. Approved
- **Consent Agenda**
Motion by Zeinstra, seconded by VanderVeen to approve the consent agenda as amended. Approved
Items on the consent agenda were:
 - Approval of the January 28, 2019 Regular Board Meeting Minutes
 - Bills
 - Additional billsFor Information:
 - Financial Report
 - Minutes of the January 21, 2019 Planning Commission Meeting
 - Fire Department Annual Report – posted on Township Website
- **Interim Payments**
Motion by VanderWall, seconded by Kraker to approve the three interim payments totaling \$2,327.94 as presented. Approved
- **Public Hearing None**
- **Public Comments**
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**
 - Lakeshore Advantage: Amanda Murray & Angela Huesman

-Action Item: Lakeshore Advantage Annual Agreement

Motion by VanderWall, seconded by VanderVeen to approve the Lakeshore Advantage Annual Agreement as presented. Approved

▪ **Action Items**

-4th of July Event

Motion by Zeinstra, seconded by VanderVeen to authorize the Supervisor to release the 4th of July Event to the Allendale Chamber of Commerce. Approved

-Library Cleaning Service

Motion by VanderVeen, seconded by Hoekstra to contract for the Library cleaning position with Amber Ward per recommendation from the HR Coordinator at a rate of \$600 per month. Approved

-Ordinance 2019-1: Public Water Connection Requirements

Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2019-1: Public Water Connection Requirements as presented. Approved

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

Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2019-2: Extension of Moratorium for Developments not Connected to Public Utilities as presented.

Approved

Motion by VanderVeen, seconded by VanderWall to remove from the table the Action Item: Attorney for DDA Support. Approved

-Attorney for DDA Support

Motion by Kraker, seconded by Zeinstra to retain the services of Roger Swets from Dickinson Wright as Attorney for DDA support and authorize the execution of contract as presented. Approved

-Attorney for Bond Counsel

Motion by VanderWall, seconded by Zeinstra to retain the services of Roger Swets from Dickinson Wright as Attorney for Bond Counsel and authorize the execution of contract as presented. Approved

-Resolution 2019-9: Voya Contributions

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2019-9: Voya Section 457 Plan as presented. Approved

-Ordinance 2019-3: Vaping Ordinance

Elenbaas introduced for first reading a revised version of Ordinance 2019-3: Vaping Ordinance.

-2019 Dust Control

Motion by VanderWall, seconded by Zeinstra to approve the bid from SWB Enterprises LLC for three yearly applications for dust control with the option for a fourth application and this agreement is for the next 3 years (2019-2021) at a cost of \$7,680 per application for the duration of the agreement. Approved

- **Discussion Items**

- Small Cell Tower Ordinance Update
- Status of Marijuana Zoning Ordinance

- **Public Comments**

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

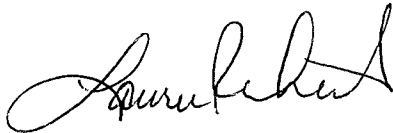
- **Board Comments**

Hoekstra - Employee Compensation regarding bad weather days
VanderVeen – Term of Office, Announcer information, Library minutes
Elenbaas – Library updates, Featured Employees

- **Future Agenda Items – See Attached**

- **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 8:54 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

2/25

Wastewater Treatment Plant Feasibility Study Report
Parks/Rec Master Planning and Fitness Court Engineering
Industrial Parking and Irrigation
Reappoint Board of Appeals
Board of Review pay rate

3/11

Public Utilities Water Supervisor

3/25

Assessing Dept Head Annual Report

Future

Assistant Fire Chief DuPilka Retirement Recognition
Small Cell Tower Ordinance Updates
Library establishment
Marijuana Zoning Ordinance, verify policy manual, update park signs?
Dept Head reports
Policy for public comment
Facility Planning
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Social Media Policy
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Flow charts for work responsibilities / backups
Hopp Library Lane driveway access
Consider updates to Twp Hall office hours
Moratorium (currently to June)
Smoking/Marijuana signs in the park

Minutes of the Regular Board Meeting
Held on Monday, February 25, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Chad Doornbos, Jeremy DeGlopper, William Ford, Bruce Pindzia, Mike VanderPloeg, Bob Wilcox, Tim VandeZande, Shawn Bates, Bennet Dozeman, Mike Keefe, Kyle Garlanger, Tony Dolce, Randy Bosch, Bruce Nagelkirk, Bill O'Donnell, Scott Harkes

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the addition of 4th of July Planning added at the end of the Action Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the February 11, 2019 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Minutes of the February 4, 2019 Planning Commission Meeting
- Fire Department January Report
- Sheriff's Department January Report

- **Interim Payments**

Motion by VanderWall, seconded by Hoekstra to approve the four interim payments totaling \$35,680.95 as presented. Approved

- **Public Hearing None**

- **Public Comments - None**

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

- **Guest Speaker**

- Tim Vande Zande: Fire Station Planning Update
- Fleis & VandenBrink – Bob Wilcox, Mike VanderPloeg, Bruce Pindzia: Wastewater Treatment Plant Feasibility Study Results

- **Action Items**

- Ordinance 2019-3: Vaping Ordinance

Motion by Kraker, seconded by VanderWall to approve Ordinance 2019-3: Vaping Ordinance as presented. Approved

-Ordinance 2019-4: 1st Reading – Update to Property Maintenance Code

Elenbaas presented Ordinance 2019-4: Update on Property Maintenance Code for first reading.

-Fill Public Utilities Water Supervisor Position

Motion by VanderWall, seconded by VanderVeen to approve Garry Scholten to the Public Utilities Water Supervisor Position at a rate of \$32.00 per hour. Approved

-Engineering Planning for Park Fitness Courts

Motion by VanderVeen, seconded by VanderWall to approve the presented cost from Prein & Newhof of \$2,750. for the engineering planning of the township park fitness courts. Approved

-Appointment of Board of Review

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2019-10: Appointment of the Board of Review as presented. Approved

-4th of July Planning

Motion by VanderWall, seconded by Kraker to approve a contract for a 2019 4th of July (Independence Day) Coordinator to plan the park activities for a cost of \$3,000 and the contract would include a list of expectations and responsibilities. Approved

- **Discussion Items**

- Board of Review and Election Worker Pay

- **Public Comments - None**

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

- **Board Comments**

- Elenbaas – Moving Interim payments to consent agenda, Library legislation update

- VanderVeen – form a 4th of July Committee, March 21 Library Meeting regarding organizing Friends of the Library

- Hoekstra – PTO review

- **Future Agenda Items – see attached**

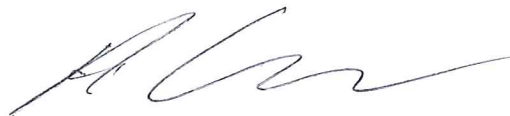
- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 10:10 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Future Agenda Items

3/11

PC Recommendation to Update Ordinance: Industrial Parking and Irrigation
Severe Weather PTO Policy

3/25

Assessing Dept Head Annual Report

Future

Assistant Fire Chief DuPilka Retirement Recognition
Small Cell Tower Ordinance Updates
Library establishment
Marijuana Zoning Ordinance, verify policy manual, update park signs (smoking/tobacco/etc)?
Dept Head reports
Policy for public comment
Facility Planning
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Social Media Policy
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Procedure / list for charging non-profit organizations for facility use
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Moratorium (currently to June)

Minutes of the Regular Board Meeting
Held on Monday, March 11, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Zeinstra, VanderWall, Hoekstra (arrived at 7:11pm)

Members Absent: VanderVeen, Kraker

Guests Present: Bob Sullivan, Greg DeJong, Chad Doornbos, Caitlin Kunst, Damon Jordan, Evelyn Apavicio, Dora Suarz, Brianna Martinez, Jessica Becema, Kyle Garlanger

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by VanderWall to approve the agenda as amended with the addition of Appointment to the Board of Review under Action Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the February 25, 2019 Regular Board Meeting Minutes
- Nazila Rahmani Completion of 90-day Probationary Period
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the February 18, 2019 Planning Commission Meeting
- Minutes of the February 26, 2019 Public Utilities Meeting
- February Police Monthly Report
- February Fire Department Monthly Report

- **Public Hearing None**
- **Public Comments**

-Damon Jordan from Luke Meerman's Office – Gas tax increase update, HB 4119 – Charter Township Libraries update

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

- **Guest Speaker**

-Commissioner Greg DeJong – information on the Ottawa County website

- **Action Items**

-Severe Weather Policy

No Action Taken

-Approval of Job Description for Planning Commission Recording Secretary

Motion by VanderWall, seconded by Zeinstra to approve the Job Description for the Planning Commission Recording Secretary as presented. Approved

-Ordinance 2019-4: Update to Property Maintenance Code

Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2019-4: Update to Property Maintenance Code as presented. Approved

-Ordinance 2019-5: 1st Reading – Industrial Parking and Irrigation

Elenbaas presented Ordinance 2019-5: Industrial Parking and Irrigation for first reading

-Resolution 2019-11: Water Rate Schedule

Motion by Hoekstra, seconded by Zeinstra to approve Resolution 2019-11: Water Rate Schedule with the date correction on Exhibit A. Approved

-Resolution 2019-12: Sewer Rate Schedule

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2019-12: Sewer Rate Schedule with the date correction on Exhibit A. Approved

-Resolution 2019-13: Springfield West Streetlight Agreement

Motion by Zeinstra, seconded by VanderWall approved Resolution 2019-13: Springfield West Streetlight Agreement as presented Approved

-Storage Facility use of Library Lane

No Action Taken

-Board of Review Appointments

Motion by VanderWall, seconded by Zeinstra to approve the appointment of Phyllis Klinge as Board of Review Member and Tammy Walker as alternate to the Board of Review and have a resolution prepared and presented for approval at the next board meeting on March 25, 2019. Approved

▪ **Discussion Items**

-Timing for Town Hall Meeting for Fire Station (How to pay? Timing?)

▪ **Public Comments - None**

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

▪ **Board Comments**

Zeinstra – requested the TAG finished programing to include more detail on interior and requirements

Richards – requested an update on the 4th of July

▪ **Future Agenda Items**

-Schedule Special Meeting for March 25, 2017 at 6:30 pm for Road Commission Project update. Regular Board meeting to follow at 7:00 pm.

-Board of Review Pay

▪ **Adjournment**

Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 9:37 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

3/25

Assessing Dept Head Annual Report

Fire Station follow up discussion

Board of Review Pay Rate

Future

Assistant Fire Chief DuPilka Retirement Recognition

Small Cell Tower Ordinance Updates

Library establishment

Marijuana Zoning Ordinance, verify policy manual, update park signs (smoking/tobacco/etc)?

Dept Head reports

Policy for public comment

Facility Planning

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Social Media Policy

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Moratorium (currently to June)

Community Promotions Position

Election Worker Pay Rate

Minutes of the Special Board Meeting
Held on Monday, March 25, 2019, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bret Laughlin, Betty Gajewski

Elenbaas called the Meeting to order

- **Approve Agenda**
Motion by Hoekstra, seconded by VanderVeen to approve the agenda as presented.
Approved
- **Public Comments - None**
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Guest Speaker**
-Ottawa County Road Commission Managing Director Brett Laughlin: Upcoming Road Improvement Projects
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderWall to close public comments. Approved
- **Board Comments - None**
- **Adjournment**
Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 6:55 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, March 25, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Tony Dolce, Scott Harkes, Bruce Nagelkirk, Nick Richards, Mike Keefe, Bill O'Donnell, Jeremy DeGlopper, Kyle Garlanger, Chris Holmes, David VanGinhoven, Karlie Grooters, Becca Blower, Libby Forner, Tyler Wolfe, Rochell Prah, Randy Bosch, David Marshall, Caitlin Kunst, Terry Vissers, Tim VandeZande

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by VanderVeen, seconded by Hoekstra to approve the consent agenda as modified. Approved

Items on the consent agenda were:

- Approval of the March 11, 2019 Regular Board Meeting Minutes
- Fireworks Display Permit
- ~~-Library Cleaning Position: Amber Ward Resignation and filling of position within existing candidate pool—Removed~~
- Approval to bring Chris Bannister back on as a Paid-on-Call Firefighter
- Approval for four Firefighter Trainees: Angel Perez, Kyle Landis, Nathan VanKampen, Patrick Looks
- Bills
- Interim Payments

- **For Information:**

- Financial Report
- Minutes (Draft) of the March 18, 2019 Planning Commission Meeting

- **Public Comment Policy**

Public Comment Policy was presented. No Action Taken

- **Set Fire Station Town Hall Meeting Date**

Motion by Hoekstra, seconded by VanderVeen to have a Fire Station Town Hall Meeting on Monday, April 29 to begin with an open house at 6:45 pm and official meeting at 7:00 pm. Approved

- **Public Hearing None**

- **Public Comments - None**

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

- **Guest Speakers**

-Tim Vande Zande & David VanGinhoven: Fire Station Planning Update

-Tyler Wolfe: Assessing Annual Update

- **Action Items**

- Board of Review Pay**

Motion by Kraker, seconded by VanderWall to approve a rate of \$30.00 per hour for the Board of Review pay beginning with the March 2019 pay cycle. Approved

- Resolution 2019-14: Board of Review Appointments (follow up to motion made on March 11, 2019)**

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2019-14: Board of Review Appointments as presented. Approved

- Resolution 2019-15: Appointment of Kristin Corner to the Parks and Recreation Committee and the Downtown Development Authority**

Motion by Hoekstra, seconded by VanderWall to approve Resolution 2019-15: Appointment of Kristin Corner to the Parks and Recreation Committee and the Downtown Development Authority as presented. Approved

- Ordinance 2019-5: Industrial Parking and Irrigation**

Motion by VanderWall, seconded by Kraker to approve Ordinance 2019-5: Industrial Parking and Irrigation as presented. Approved

- Severe Weather Policy**

Motion by Kraker, seconded by VanderVeen to approve the Severe Weather Policy as presented. Approved

- Announcer Ad for Claiming of Items in Blue Retro House**

Motion by VanderVeen, seconded by VanderWall to place a ¼ page Ad at a cost of \$225 in the May Edition of the Announcer for Claiming of Items in Blue Retro House. Approved

- Critter Barn Funding for 4th of July**

Motion by VanderVeen, seconded by Hoekstra to approve a contract with the Critter Barn for the 4th of July for the Ultimate package at a cost of \$900 provided that proof of insurance is obtained. Approved

- Summer Maintenance Position Pay Rate**

No Action Taken

- Summer Maintenance Job Description**

Motion by Kraker, seconded by VanderVeen to approve the Summer Maintenance Job Description as presented. Approved

- Public Utility Rate Study Consultant**

Motion by Kraker, seconded by VanderWall to approve Utility Financial Solutions, LLC as the Public Utility Rate Study Consultant for a cost of \$22,000 with the necessary budget

amendments. Roll call vote: Yes: Kraker, VanderWall, Elenbaas, Richards,
VanderVeen, Hoekstra Approved

BREAK 8:47 – 8:55

- **Discussion Items**

-4th of July Planning Update

Motion by VanderWall, seconded by VanderVeen to rescind the Board motion from the February 25, 2019 Board Meeting regarding approval of a contract for a 2019 4th of July (Independence Day) Coordinator to plan the park activities for a cost of \$3,000 and the contract would include a list of expectations and responsibilities. Approved

-MTA Board of Directors Request for Feedback Regarding the Option for Nonpartisan Township Offices

- **Public Comments - None**

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

- **Board Comments**

VanderVeen – Library Board Meeting update, organization of a friends group, Library survey results

Motion by VanderWall, seconded by Kraker to go into closed session for the evaluation of personnel – Caitlin Kunst at 9:11 pm. Roll call vote: Yes: VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra, Kraker Approved

- **Closed Session: Evaluation of Personnel – Caitlin Kunst**

- **Return to Open Session at 10:07 pm**

Motion by Hoekstra, seconded by VanderVeen to reimburse Caitlin Kunst for the difference between the single and double in lieu rate for the 2018 summer hours worked. Roll call vote: Yes: Hoekstra, VanderVeen, Richards, Elenbaas, VanderWall, Kraker Approved

- **Future Agenda Items - see attached**

- **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:16 pm.
Approved


Laurie Richards
Allendale Charter Township Clerk


Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

Future

Structure of Assessing Department

Assistant Fire Chief DuPilla Retirement Recognition

Small Cell Tower Ordinance Updates

Library establishment

Marijuana Zoning Ordinance, verify policy manual, update park signs (smoking/tobacco/etc)?

Dept Head reports

Policy for public comment

Facility Planning

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Social Media Policy

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Moratorium (currently to June)

Community Promotions Position

Election Worker Pay Rate

Minutes of the Regular Board Meeting
Held on Monday, April 8, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Hoekstra arrived at 7:34 pm

Members Absent:

Guests Present: Bob Sullivan, Kim Blum, Larry Haveman, Greg DeJong, Mike Keefe, Val Weiss, Tyler Wolfe, Connor Galligan, Steve Kempker, Cal Keuning, John Ortman, Krista Schippers, Travis Schippers, Toby VanEss, Josh Westrate, Mike Gavin, Scott Schoolcraft, Caitlin Kunst, Nick VanderVeen, Tyler Johnson

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the addition of Township facility rental fee for non-profits added under the Discussion Items section. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the March 25, 2019 Special Board Meeting Minutes
- Approval of the March 25, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Winans St Construction bid: Approval of Lodestar Construction

For Information:

- Financial Report
- Minutes (Draft) of the March 18, 2019 Planning Commission Meeting
- Library Advisory Board Meeting Minutes of March 21, 2019

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

- Sheriff Steve Kempker – Presentation of Lifesaving Award to Travis Schippers
- Commissioner Greg DeJong- County update, Grand River Dredging

- **Action Items**

- Seasonal Wage Information**

- No Action Taken

- Public Utilities Lab Technician Job Description**

- Motion by Kraker, seconded by Zeinstra to approve the updated Public Utilities Lab Technician Job Description as presented. Approved

- Assessing Department Structure: Connor Galligan MAAO and David VanderHeide contract**

- Motion by VanderWall, seconded by Kraker to move Connor Galligan to the A7 pay scale of \$27.31 per hour in recognition for his accomplishment of achieving his MAAO level of certification. Approved

- Motion by Hoekstra, seconded by VanderVeen to retain David VanderHeide as a part-time Assessor at a rate of \$43.83 per hour to perform at the direction of the Department Head. Approved

- Public Comment Policy**

- Motion by VanderVeen, seconded by VanderWall to approve the Public Comment Policy as presented with the use of comment cards. Approved

- **Discussion Items**

- MTA Board of Directors Request for Feedback Regarding the Option for Nonpartisan Township Offices

- Township facility rental fee for non-profits

- **Public Comments - None**

- Motion by Elenbaas, seconded by VanderWall to close public comments. Approved

- **Board Comments**

- Zeinstra – Fire Station update

- Elenbaas – Full-time HR position

- VanderVeen – 4th of July update, MTA conference update

- **Future Agenda Items – See Attached**

- **Adjournment**

- Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 8:15 pm. Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Future Agenda Items

Future

Assistant Fire Chief DuPilka Retirement Recognition

Small Cell Tower Ordinance Updates

Library establishment

Marijuana Zoning Ordinance, verify policy manual, update park signs (smoking/tobacco/etc)?

Dept Head reports

Facility Planning

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Social Media Policy

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Moratorium (currently to June)

Community Promotions Position

Election Worker Pay Rate

Minutes of the Regular Board Meeting
Held on Monday, April 22, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Larry Haveman, Chad Doornbos, Mike Keefe

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**

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

Approved

- **Consent Agenda**

Motion by Kraker, seconded by Hoekstra to approve the consent agenda with the correct spelling of Schippers on the April 8, 2019 Regular Boards Meeting Minutes.

Approved

Motion by Kraker, seconded by Hoekstra to remove the payable to Kyle Garlanger.

Approved

Motion by VanderWall, seconded by Kraker to approve the Interim Payments totaling \$12,065.98 as presented. Approved

Items on the consent agenda were:

- Approval of the April 8, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the April 1, 2019 Planning Commission Meeting
- Minutes (Draft) of the April 15, 2019 Planning Commission Meeting
- Fire Department March Report
- Police Department March Report
- Election Worker Pay (discuss details at future meeting)
- Public Utilities Annual Report (posted on the Township website)

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

-Fire Chief Mike Keefe (Action Item): Squad Vehicle Disposition

Motion by Hoekstra, seconded by VanderVeen to authorize Fire Chief Mike Keefe to buy back the Squad Vehicle per terms of the contract for \$1.00 and come back before the Board for approval of what to do with the vehicle. Approved

-Public Utilities Superintendent Chad Doornbos: Annual Report

▪ **Action Items**

-Wastewater Treatment Plant Next Steps / Direction

No Action

-Maintenance Department Staffing

Motion by VanderVeen, seconded by Kraker to move William Latham from part-time to full-time effectively immediately maintaining his hourly rate and include benefits.

Approved

Motion by VanderWall, seconded by Hoekstra to rehire Matt Borst as a Seasonal Maintenance Employee at a rate of \$13.65 per recommendation from our Human Resources Coordinator. Approved

-Park Planning: Sport and Fitness Court Improvements

Motion by Kraker, seconded by VanderVeen authorizing the Supervisor to sign the contract with Prein & Newhof for the planning of the Community Park as presented in the amount of \$44,000. Approved

-Parks & Recreation Master Plan

Motion by VanderWall, seconded by Kraker authorizing the Supervisor to sign the contract with Prein & Newhof for a 5 Year Parks & Recreation Master Planning as presented in the amount of \$13,900. Approved

-Planning Commission Recording Secretary Hiring Recommendation

Motion by VanderWall, seconded by Kraker to hire Elizabeth Szysmanski as the recording secretary for the Planning Commission at a rate of \$65 per meeting per recommendation from our Human Resources Coordinator. Approved

-HR Coordinator Hiring Recommendation

Motion by Kraker, seconded by VanderWall to approve the presented Job Description with the correction in the position title to Human Resources Department Manager and under Education Requirements change the Associates Degree in Human Resources from desired to Bachelor degree or equivalent is required. Approved

Motion by VanderVeen, seconded by Kraker to hire Caitlin Kunst as Human Resource Department Manager placing her in the S1 category with a yearly salary of \$55,500 for full time with benefits effective April 29, 2019. Approved

▪ **Discussion Items**

-MTA Annual Conference Comments from Attendees

-Full Time Elected Official Responsibilities / Job Descriptions

▪ **Public Comments - None**

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

▪ **Board Comments**

Kraker – Job Description review

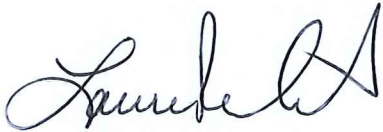
VanderVeen –Advertisement for the Zoning Map changes and Planning Commission Master Plan Review meeting

Elenbaas – Budget surplus allocation, April 29 – Special Board Meeting, Supervisor's Vlog on Facebook

- **Future Agenda Items – See attached**
- **Adjournment**

Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 9:05 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

5/13

Updates to Fireworks Ordinance

Public Utilities Staffing

Future

Election Worker Pay Rate

Library establishment

Dept Head reports

Assistant Fire Chief DuPilka Retirement Recognition

Small Cell Tower Ordinance Updates

Marijuana Zoning Ordinance, verify policy manual, update park signs (smoking/tobacco/etc)?

Facility Planning

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Social Media Policy

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Moratorium (currently to June)

Community Promotions Position

Minutes of the Town Hall Special Meeting
Of the Allendale Township Board
Held on Monday, April 29, 2019, 7:00 pm
At the Allendale Charter Township Hall

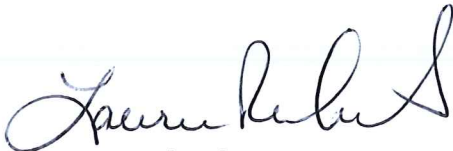
Members Present: Elenbaas, Richards, VanderWall, VanderVeen, Kraker, Hoekstra, Zeinstra

Members Absent:

Guests Present: David Kraker,, Erika Durocher, Greg DeJong, Anthony Venhuizen, David Morren, Kristin Corner, Jeremy Borgman, Steve LaBreque, Robert Chapin, Roger Rycenga, Pierson Roon, Amy Stover, Nicole Jones, Brent Clark, Carrie Lipinski, Mark Adams, David Marshall, Bruce Nagelkirk, Tim Ratliff, Eric Busscher, Kyle Garlanger, Steve Moskalewski, Garrett Stover, David Rader, Nick Richards, Chris Holmes, Jeremy DeGlopper, Scott Harkes, Jim Harkes, Terry Vissers, Tim VandeZande, David VanGinhoven, Mike Keefe, Randy Bosch,

Elenbaas called the Meeting to order

- Opening remarks given by Supervisor Adam Elenbaas
 - Hand out Public Comment Cards
- Guest Speakers:
 - Project Facilitator David VanGinhoven
 - Fire Chief Mike Keefe
 - Concept Planning/Design: Tim Vande Zande
- Public Comments - Facilitated by County Commissioner Greg DeJong
 - Please fill out Public Comment cards
 - Spoken comments: maximum 3 minutes per person
 - Comments given by Dave Morren, Bob Chapin, Roger Rycenga, Anthony Venhuizen
- **Adjournment**
 - Meeting adjourned at 8:30 pm



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, May 13, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Chad Doornbos, Doug Anderson, Randy Bosch, Dave Marshall, Jeremy DeGlopper, Tony Dolce, Bruce Nagelkirk, Austin Petroelje, Mike Keefe, Jeff Landers, Brian Hannon, Colin VanderWal, Cora Haywood, Sylvie Haywood, Stephanie Haywood, Bruce Pindzia, Celeste Haywood, Bryan Kloote, Emma Eding, Giselle Rico, Briana Martinez, Brooklyn Sweezer, Molly Casha, Megan Steck, Cameron Fess, Jaxon Walker, David VanGinHoven, Matt Jones, Bob Chapin, Kyle Garlanger, David Morren, Greg DeJong

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the addition of 4th of July Events added under Action Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the April 22, 2019 Regular Board Meeting Minutes
- Approval of the April 29, 2019 Special "Town Hall" Meeting Minutes
- Update to Seasonal Assistant Public Utility Operator Job Description
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the April 15, 2019 Planning Commission Meeting
- Fire Department April Report

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

- County Commissioner Greg DeJong
- Public Utilities Superintendent Chad Doornbos introduction of Brian Hannon and Jeff Landers of Moore & Bruggink

▪ **Action Items**

-Wastewater Treatment Plant Engineering Support: Moore & Bruggink

Motion by Elenbaas, seconded by VanderVeen to retain the services of Moore & Bruggink for the purpose of performing engineering, planning and design services for the Allendale Charter Township Wastewater Treatment plant expansion, as well as services related to the operation of the wastewater facility.

Approved

-Purchase of Public Utilities Vehicle

Motion by Kraker, seconded by VanderWall to approve the purchase of a 2019 Impala with the specs provided for the amount not to exceed \$22,000 and include the necessary budget amendments for this purchase. Roll call vote: Yes: Elenbaas, VanderWall, Kraker, Zeinstra, Hoekstra, VanderVeen, Richards. Approved

-Fill Seasonal Public Utility Position

Motion by Zeinstra, seconded by VanderWall to rehire Scott VanderMolen to the seasonal public utility position at a rate of \$16.33 per hour as recommended by the HR Department Manager. Approved

-Fire Station Planning / Request to Establish Construction Committee

Motion by Kraker, seconded by VanderWall to retain The Architectural Group, Inc., 3100 Prairie, Grandville, Michigan to finalize schematic design of a new or improved fire station for Allendale Charter Township for a fee not to exceed \$60,000 and to authorize the Supervisor and Clerk to execute documents necessary to initiate the project. This would also include any necessary budget amendments. Roll call vote: Yes: Elenbaas, VanderWall, Kraker, Zeinstra, Hoekstra, VanderVeen, Richards.

Approved

Motion by VanderVeen, seconded by Zeinstra to retain various vendors to provide engineering services as a part of the Township's future fire station project; specifically including civil engineering for site and work within the road right-of-way, for fees combined not to exceed \$40,000, and to authorize the Supervisor and Clerk to execute the necessary documents. This would also include any necessary budget amendments. Roll call vote: Yes: Elenbaas, VanderWall, Kraker, Zeinstra, Hoekstra, VanderVeen, Richards. Approved

Motion by Elenbaas, seconded by VanderVeen to approve the establishing of a Construction Committee as requested with the following members to serve on this committee: Adam Elenbaas, Supervisor, Bruce Zeinstra and David VanderWall, Board Liaisons, David VanGinhoven, Project Facilitator, Mike Keefe, Fire Chief, and Construction Advisor to be determined. Approved

-Resolution 2019-17: Placid Waters Phase 3 Streetlights

Motion by VanderWall, seconded by Kraker to approve Resolution 2019-17: Placid Waters Phase 3 Streetlights as presented. Approved

-Resolution 2019-18: Police Week Recognition

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2019-18: Police Week Recognition as presented. Approved

-Ordinance 2019-6: 1st Reading – Update to Fireworks Ordinance

Elenbaas introduced for 1st reading Ordinance 2019-6: Update to Fireworks Ordinance

-Front Desk Staffing for PTO Coverage

Motion by Zeinstra, seconded by VanderVeen to approve the use of Kathy Hanes, Senior Citizens Program Director for front desk staffing at her current rate of pay and hire Elizabeth Szymanski as substitute coverage for front desk staffing at a rate of \$12.86 per hour as recommended by the HR Department Manager. Approved

-4th of July Events

Update given. No action taken

▪ **Discussion Items**

-Dredging of Grand River

▪ **Public Comments**

David Morren – Fire Station planning - need vs want

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

▪ **Board Comments**

Elenbaas – Library Circulation Assistant posting, week of June 17 absence of coverage in the Finance Department

VanderVeen – Notification of County and Chamber events

Kraker – Legislative update on the Library issue

Next Board meeting is on Tuesday, May 28, 2019 due to Labor Day

▪ **Future Agenda Items – see attached**

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:49 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

5/28

Firefighter Retirement Recognition

Fill Seasonal Staffing

Marijuana Zoning Ordinance

Grease Trap Ordinance

Future

Election Worker Pay Rate

Library establishment

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Squad Vehicle Disposition

Dept Head reports

Assistant Fire Chief DuPilka Retirement Recognition

Small Cell Tower Ordinance Updates

Facility Planning

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Procedure / list for charging non-profit organizations for facility use

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Moratorium (currently to June)

Community Promotions Position

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

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

Members Absent: VanderVeen

Guests Present: Brad Fisher, Greg DeJong, Mike Keefe, Chad Doornbos, Lizzie Schab, Caitlin Kunst, Jessica Becerra, Karlie Grooters, Becca Blower, Angel Becerra, Holt Rader, Sandra Rader, Emily Denbow, Mr. and Mrs. Wayne Langschild, Randy Bosch, Kevin Kraker, Steve Wolbrink, Doug Anderson, Justin Dolce, Robin Dolce, Tim Ratliff, Harold Veldman, Eric Busscher, Austin Petroelje, Joseph Flagstadt, Kyle Garlanger, Jim Harkes, David Pelton, Jeremy DeGlopper, David Rader, Nick Richards, Colin VanderWall, Danielle Grose, Tracy Conse, Tyler Jones, Bruce Nagelkirk, Bill O'Donnell, Scott Harkes, Tony Dolce, Matt Hopwood

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by Kraker to approve the agenda as amended with the addition of IT Quote added to the Action Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the May 13, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the May 6, 2019 Planning Commission Meeting
- Police Department April Report

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

-Fire Chief Keefe: Retirement Recognition of Firefighter David Rader

- **Action Items**

-Ordinance 2019-6: Update to Fireworks Ordinance

Motion by Hoekstra, seconded by Kraker to approve Ordinance 2019-6: Update to the Fireworks Ordinance as presented. Approved

-Fill Library Circulation Desk Position

Motion by Elenbaas, seconded by VanderWall to approve the hire of Nazila Rahmani for the position at the Library Circulation Desk at a rate of \$13.39 per hour as recommended by the HR Department Manager. Approved

-Fill Seasonal Maintenance Assistant Position

Motion by Zeinstra, seconded by Kraker to approve the hire of Christian Hain for the Seasonal Maintenance Assistant position at a rate of \$13.00 per hour for up to six months from date of hire as recommended by the HR Department Manager.

Approved

-Fill Public Utilities Laboratory Technician Position

Motion by Kraker, seconded by VanderWall to approve the hire of Tyler Vereeke to the position of Public Utilities Laboratory Technician at a starting rate of \$22.80 per hour with an increase to \$23.38 upon a successful completion of his orientation period as recommended by the HR Department Manager. Approved

-Fill Seasonal Public Utility Assistant Operator Position (1 of 2)

Motion by Zeinstra, seconded by VanderWall to approve the hire of Ryan Stauz to fill the position of Seasonal Public Utility Assistant Operator at a rate of \$15.26 per hour until December 10, 2019 as recommended by the HR Department Manager.

Approved

-Fill Seasonal Public Utility Assistant Operator Position (2 of 2)

Motion by VanderWall, seconded by Kraker to approve the hire of Tyler Garvelink to fill the position of Seasonal Public Utility Assistant Operator at a rate of \$15.49 per hour until December 10, 2019 as recommended by the HR Department Manager.

Approved

-Update to Life Insurance for Paid on Call Firefighters

Motion by Hoekstra, seconded by Kraker to rescind the existing life insurance policies from Mutual of Omaha for Class 2 and 3 due to eligibility requirements and update current personnel manual to include retaining the current \$50,000 Life Insurance policy for paid on call firefighters through Provident Insurance. Approved

-Resolution 2019-19: Policy for Coin Payments

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2019-19: Policy for Coin Payments as presented. Approved

-Ordinance 2019-7: Grease Trap Ordinance

Elenbaas presented Ordinance 2019-7: Grease Trap Ordinance for 1st reading

-Ordinance 2019-8: Marijuana Zoning Ordinance

Elenbaas presented Ordinance 2019-8: Marijuana Zoning Ordinance for 1st reading

-IT Quote

Motion by VanderWall, seconded by Zeinstra to approve the IT Quote from Ottawa County to upgrade the WIFI equipment in the township office at a cost of \$1,904.32.

Roll call vote: Yes: Elenbaas, Richards, VanderWall, Kraker, Zeinstra, Hoekstra

Approved

- **Discussion Items**

- Use of Township Property for non-Township Uses

- **Public Comments**

Chad Doornbos – site visit to a Granular Sludge Treatment Facility in Rockford, Illinois
Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved

- **Board Comments**

Elenbaas – Business License for new businesses

Kraker – Rotary involvement

VanderWall – Don Druart

- **Future Agenda Items – see attached**

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:24 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

6/10

Election Worker Pay Rate

Future

Budget Amendment to allocate portion of budget surplus from 2017, 2018

Library establishment

Moratorium (currently to June)

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Squad Vehicle Disposition

Dept Head reports

Small Cell Tower Ordinance Updates

Facility Planning

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Stance on River Dredging

Minutes of the Regular Board Meeting
Held on Monday, June 10, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: VanderVeen, Richards, Elenbaas, VanderWall

Members Absent: Hoekstra, Zeinstra, Kraker

Guests Present: Bob Sullivan, Chad Doornbos, Greg DeJong, Damon Jordan

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
Motion by VanderWall, 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 May 28, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the May 20, 2019 Planning Commission Meeting
- Minutes of the May 30, 2019 Public Utilities Staff Meeting
- Minutes of the March 19, 2019 Downtown Development Authority Meeting
- Minutes (Draft) of the May 21, 2019 Downtown Development Authority Meeting
- Fire Department Monthly Report for May 2019

- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Guest Speaker**
-County Commissioner Greg DeJong
- **Action Items**
 - Ordinance 2019-7: Grease Trap Ordinance**
Motion by VanderVeen, seconded by VanderWall to approve Ordinance 2019-7: Grease Trap Ordinance as presented. Approved
 - Ordinance 2019-8: Marijuana Zoning Ordinance**

Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2019-8:
Marijuana Zoning Ordinance as presented. Approved

-Ordinance 2019-9: 1st Reading – Extension of Moratorium (specific to public sewer)

Elenbaas introduced Ordinance 2019-9: Extension of Moratorium for a first reading

-Resolution 2019-20: Reimbursement of Expenses

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2019-20:

Reimbursement of Expenses From Bond Proceeds as presented. Approved

- **Discussion Items - None**

- **Public Comments - None**

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

- **Board Comments**

VanderVeen – Blue House update, Library update, Dredging presentation, 4th of July
map, Bus line into Allendale update, DDA meetings

VanderWall – Election workers pay

Elenbaas – Financial Audit report in July, AMAR report, River Dredging update, 365
Evaluations, Consumers Energy Resolution, IDD application.

Sullivan – update of Forner appeals

- **Future Agenda Items – see attached**

- **Adjournment**

Motion by VanderVeen, seconded by VanderWall to adjourn the meeting at 7:53 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

Future

Budget Amendment to allocate portion of budget surplus from 2017, 2018

Business Registration Ordinance

Library establishment

Moratorium (currently to June)

Public Hearing for establishment of an Industrial Development District around Polymer Protective Packaging

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Squad Vehicle Disposition

Dept Head reports

Small Cell Tower Ordinance Updates

Facility Planning

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Stance on River Dredging

Minutes of the Regular Board Meeting
Held on Monday, June 24, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Kraker, Hoekstra (arrived at 7:30)

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Tim Cummings, Liam Cummings, Aiden Cummings

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the June 10, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the June 3, 2019 Planning Commission Meeting
- Minutes of the June 20, 2019 Library Advisory Board
- Sheriff's Department May Report

- **Public Hearing - None**
- **Public Comments - None**

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

- **Guest Speaker - None**
- **Action Items**

-Ordinance 2019-9: Extension of Moratorium (specific to public sewer)

Motion by Elenbaas, seconded by Kraker to approve Ordinance 2019-9: Extension of Moratorium (specific to public sewer) as presented. Approved

-Resolution 2019-21: Appoint Designee to Sign Consumers Energy Streetlight LED Conversion Approvals

Motion by Kraker, seconded by VanderVeen to approve Resolution 2019-21: Appoint Designee to Sign Consumers Energy Streetlight LED Conversion Approvals as presented. Roll call vote: Yes: Elenbaas, Kraker, VanderVeen, Richards Approved

-Proposed update to Employee Personnel Policy

Motion by Kraker, seconded by VanderVeen to approve the proposed update to the Employee Personnel Policy regarding the Drug-Free and Alcohol-Free Workplace Policy as presented. Approved

-Bids to Update Township Website

Motion by VanderVeen, seconded by Kraker to approve the proposal from Engine Web Development for the amount of \$5,874.00 to update the Township Website as recommended. Roll Call

Vote: Yes: Elenbaas, Kraker, Richards, VanderVeen Approved

-Office Hours on July 5, 2019

Motion by VanderVeen, seconded by Kraker to authorize the Supervisor to close the Township Office to the public on July 5, 2019, not as a paid day off for staff. Staff can come to work or have the day off using PTO. This will not affect the Fire Department scheduling. Approved

-Usage of Township Equipment for Upcoming Event

No Action Taken

▪ **Discussion Items**

-Residents Requests to Revive the Veterans Memorial Brick Program

▪ **Public Comments - None**

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

▪ **Board Comments**

Hoekstra – Park Plan update, Parks and Rec Committee Community Survey, Move of the Maintenance Building

VanderVeen – Reinstatement of the Library, American Legion event on Memorial Day at the Veterans Memorial, Zoning Ordinance regarding Natan Automotive

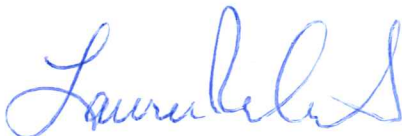
Richards – Absent the July 8th Board Meeting

Elenbaas – recognition of Payton Shelafoe and Ryan VanderPloeg on obtaining new licenses for the Public Utilities Department, future budget amendments, condition of roads in the township, re-gravel process for 92nd Ave north of Lake Michigan Dr., Round tables for the Auditorium, Windows 10 updates for township computers

▪ **Future Agenda Items –see attached**

▪ **Adjournment**

Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 7:56 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

Future

Budget Amendment to allocate portion of budget surplus from 2017, 2018

Business Registration Ordinance

Library establishment

Public Hearing for establishment of an Industrial Development District around Polymer Protective

Packaging

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Squad Vehicle Disposition

Dept Head reports

Small Cell Tower Ordinance Updates

Facility Planning

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Stance on River Dredging

Minutes of the Regular Board Meeting
Held on Monday, July 8, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Kraker, VanderVeen, Zeinstra, Hoekstra (at 7:15)

Members Absent: Richards, VanderWall

Guests Present: Bob Sullivan, Greg DeJong, Caitlin Kunst, Mike Barricklow, Shelly Kowalczyk, Matt Kowalczyk, Eric-John Szcapaniak, Mike VanderPloeg, Bruce Pindzia, Bob Wilcox, Carlo DeLeonardo, Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Appoint Kraker to take minutes**
- **Approve Agenda**

Motion by Zeinstra, seconded by VanderVeen to approve the agenda as amended with adding Library Position under Action Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the June 24, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the June 17, 2019 Planning Commission Meeting
- Fire Department June Report

- **Public Hearing**

-Establishment of Industrial Development District around Polymer Protective Packaging

Elenbaas opened the public hearing at 7:04 pm. No comments were received. Motion by Kraker, seconded by Zeinstra to close the public hearing at 7:06 pm. Approved

- **Public Comments**

-Eric Szczepaniak—GVSU student – voter precinct at GVSU

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

- **Guest Speaker**

-Public Utilities Assistant Superintendent Mike Barricklow: Presentation of Award to

Shelly Kowalczyk as Michigan Water Environment Association's 2019 Health and Safety Professional of the Year

-County Commissioner Greg DeJong

-Fleis & VandenBrink – Bob Wilcox, Bruce Pindzia, Mike VanderPloeg: Wastewater Plant Phase 1, Start Preliminary Design

▪ **Action Items**

-Wastewater Treatment Facility: Preliminary Design of Phase 1

Motion by VanderVeen, seconded by Zeinstra to approve the proposal from Fleis & Vandenbrink for the Preliminary Engineering Design of Phase 1 not to exceed \$87,900, with the necessary budget amendment and supervisor authorized to sign the agreement. Roll call vote: Yes: Zeinstra, Elenbaas, Kraker, VanderVeen, Hoekstra Approved

-Resolution 2019-22: Establishment of Industrial Development District around Polymer Protective Packaging

Motion by Kraker, seconded by VanderVeen to approve Resolution 2019-22: Establishment of Industrial Development District around Polymer Protective Packaging as presented. Approved

-Update to Construction Standards

Motion by Zeinstra, seconded by VanderVeen to approve the update to Construction Standards as presented. Approved

-Fill Substitute Library Position

Motion by VanderVeen, seconded by Zeinstra to approve the hire of Cierra Bakovka for the role of Substitute Circulation Assistant and Library Page at a wage of \$11.11 per hour as recommended by Caitlin Kunst, Human Resources Department Manager. Approved

-Open Library Position

Motion by Kraker, seconded by VanderVeen to approve Tumaini Sango for the position of Substitute Circulation Assistant at a rate of \$10.79 per hour as recommended by Caitlin Kunst, Human Resources Department Manager. Approved

▪ **Discussion Items**

Use or rental of township equipment

Public Comments

-Eric Szcapaniak – hosting a township board meeting at GVSU, opposition to the Grand River Dredging Project, urging GVSU Board of Trustees to comply with the open meetings act

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

▪ **Board Comments**

-VanderVeen – Movies and Concerts in the park is starting, thanks to Adam for all the work on the 4th and thanks to the Chamber

-Elenbaas – Fire Construction Committee meeting update, GVSU new president, River Dredging update, Road repair projects update, AACC Directory submission, employee

reviews, assessing mileage heads up, Deputy Trevor Johnson going to Holland, replacement is Deputy Cameron Malkewitz

- **Future Agenda Items – see attached**
- **Adjournment**

Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 8:08 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



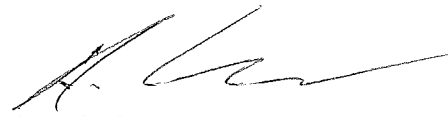
Adam Elenbaas
Allendale Charter Township Supervisor

Public Hearing Minutes
On Establishment of Industrial Development District
Around Polymer Protective Packaging
Held at the Regular Meeting of the
Allendale Charter Township Board
on July 8, 2019

- Elenbaas opened the Public Hearing at 7:04 pm
- No comments were received
- Motion made by Kraker, seconded by Zeinstra to close the Public Hearing.
- Public Hearing was closed at 7:06 pm



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

Future

Budget Amendment to allocate portion of budget surplus from 2017, 2018
Business Registration Ordinance
Library re-establishment
Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Squad Vehicle Disposition
Dept Head reports
Small Cell Tower Ordinance Updates
Facility Planning
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Community Promotions Position
Stance on River Dredging

Minutes of the Regular Board Meeting
Held on Monday, July 22, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Adam DeYoung, Chad Doornbos, Tim VanBennekom, Matt Sinnema

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by Kraker to approve the agenda as amended with the addition to the Consent Agenda the Approval of the July 8, 2019 Public Hearing Minutes and under Guest Speaker the addition of Chad Doornbos a Conference update.

Approved

- **Consent Agenda**

Motion by Hoekstra, seconded by VanderVeen to approve the consent agenda as amended. Approved

Items on the consent agenda were:

- Approval of the July 8, 2019 Regular Board Meeting Minutes
- Approval of the July 8, 2019 Public Hearing Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes of the July 1, 2019 Planning Commission Meeting
- Minutes of the July 15, 2019 Planning Commission Meeting
- Sheriff's Department June Report

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

-Results of 2018 Financial Audit: Matt Sinnema of Kiekoover, Scholma & Shumaker, PC

-Chad Doornbos – 2019 MWEA Conference highlights

- **Action Items**

- **-Dewpointe West Phase 3 Final Plat Approval**

- Motion by Kraker, seconded by VanderWall to approve the Dewpointe West Phase 3 Final Plat as presented. Approved

- **-Fill Library Page Position**

- Motion by VanderVeen, seconded by VanderWall to approve the hire of Jennifer Kushion as a Library Page at a starting wage of \$10.40 per hour and upon satisfactorily completing the 90 day probation period, the rate would increase to \$11.40 per hour per recommendation of the HR Department Manager. Approved

- **-Fill Seasonal Public Utilities Position**

- Motion by Kraker, seconded by VanderWall to hire Edward Ison for the Seasonal Public Utilities Position at a rate of \$16.85 per hour with seasonal defined as up to 6 months per recommendation of the HR Department Manager. Approved

- **-Disposition of Blow up Movie Screen and Accessory Blower**

- Motion by VanderWall, seconded by VanderVeen to follow the recommended method for disposition of the blow up movie screen and accessory blowers that were included in the board packet which stated \$40.00 for the one accessory blower and to place the blow up movie screen and the other blower on auction site. Approved

- **-Ordinance 2019-10: 1st Reading – Zoning Text Amendment for Curbing and Traffic Impact Study**

- Elenbaas introduced Ordinance 2019-10: Zoning Text Amendment for Curbing and Traffic Impact Study for a 1st Reading.

- **Discussion Items**

- Vehicle Log Sheets

- Steps Required to Restart the Memorial Brick Program at the Veterans Memorial

- **Public Comments - None**

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

- **Board Comments**

- VanderVeen – 4th of July Thank you to the Chamber, Advertise for Census Workers, Library policies regarding collection of money, not attending the next board meeting

- Elenbaas – River Dredging meeting update, DDA minutes will be in the next board packet, Band Shell banner update, Beer Tent application for the Fall Festival, re-zoning of Meadows Lake property, introduction of Deputy Cameron Malkewitz.

- **Future Agenda Items – see attached**

- **Adjournment**

- Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 8:18 pm. Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

8/12

Sheriff's Department Introductions: Captain Sparks and Deputy Malkewitz
Update from Construction Committee

Future

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties
Facility Planning
Meadow Lake Rezoning: Return to R-2 from PUD
River Dredging Presentations / Board Position?
Library re-establishment
8/26 or 9/9: Polymer Protective Packaging IFT Application
Budget Amendment to allocate portion of budget surplus from 2017, 2018
Business Registration Ordinance
Squad Vehicle Disposition
Dept Head reports
Small Cell Tower Ordinance Updates
Should the Twp consider purchasing land?
Bike path discussion, local and county trail
Task CIP to PC
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, August 12, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Jeff Blum, Kim Blum, Cal Keuning, Cam Malkewitz, Jake Sparks, Steve Kempker, Leah Bectel, Chad Doornbos

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderWall, seconded by Hoekstra to approve the agenda as amended with the correction under Guest Speakers from Undersheriff Valerie Weiss to Sheriff Steve Kempker for Introductions of Captain Sparks and Deputy Malkewitz. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the July 22, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes (Draft) of the July 16, 2019 Downtown Development Authority Meeting
- Minutes (Draft) of the August 1, 2019 Zoning Board of Appeals Meeting
- Fire Department July Report

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

-Sheriff Steve Kempker: Introductions of Captain Sparks and Deputy Malkewitz

- **Action Items**

-Resolution 2019-23: Application for Beer Tent for Allendale Fall Festival

Motion by Kraker, seconded by Hoekstra to approve Resolution 2019-23: Application for Beer Tent for Allendale Fall Festival as presented. Approved

-Ordinance 2019-10: Zoning Text Amendment for Curbing and Traffic

Impact Study

Motion by VanderWall, seconded by Zeinstra to approve Ordinance 2019-10: Zoning Text Amendment for Curbing and Traffic Impact Study as presented. Approved

-Updated Paid on Call Firefighter Job Description

Motion by VanderWall, seconded by Kraker to approve the updated paid on call firefighter job description as amended with the removal of the sentence regarding the starting pay rate is \$18.00 per hour. Approved

-Rehire Troy Teller as Paid-on-Call Firefighter (moved back to Allendale)

Motion by VanderWall, seconded by Zeinstra to approve the rehire of Troy Teller as a paid on call firefighter with a pay rate of \$21.40 per hour as presented per recommendation of the Human Resources Department Manager. Approved

-Fill Library Circulation Desk Assistant Position

Motion by Kraker, seconded by Hoekstra to approve the hire of Michelle DeVormer to fill the position of Library Circulation Assistant at a rate of \$12.33 and after successful completion of the 90 day probationary period the wage would increase to \$13.33 per hour per recommendation of the Human Resources Department Manager.

Approved

-Replace Break Room Table/Chair (with used)

Motion by Kraker, seconded by VanderWall to approve the replacement of the township office breakroom table and chairs for an amount not to exceed \$350.00 purchased through facilities. Approved

-Extension of AT&T Metro Act Agreement

Motion by Kraker, seconded by Zeinstra to approve the clerk to sign the extension of the AT&T Metro Act agreement as presented. Approved

-Extension of Frontier Communications Metro Act Agreement

Motion by Hoekstra, seconded by Zeinstra to approve the clerk to sign the extension of the Frontier Communications Metro Act agreement as presented. Approved

▪ Discussion Items

-Steps Required to Restart the Memorial Brick Program at the Veterans Memorial

▪ Public Comments

-Introduction of Leah Bectel on staff at Fleis and VandenBrink

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

▪ Board Comments

Kraker – Leadership Conference update, Community for a Lifetime program introduction

Richards – National Night Out

Hoekstra – requested a 4th of July update

Elenbaas – Concerts in the Park banner and sponsorship, DNR Dredging, Leadership Conference update

▪ Future Agenda Items – See attached

Public Utilities Rate Study Special Board Meeting dates

▪ Adjournment

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:35 pm.

Approved

A handwritten signature in black ink, appearing to read 'Laurie Richards', with a large, stylized initial 'L'.

Laurie Richards
Allendale Charter Township Clerk

A handwritten signature in black ink, appearing to read 'Adam Elenbaas', with a large, stylized initial 'A'.

Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

8/26

Update from Construction Committee

Clerk/Supervisor responsibilities, compensation for statutory/non-statutory duties

Budget Amendment to allocate portion of budget surplus from 2017, 2018

Future

River Dredging Presentations / Board Position?

8/26 or 9/9: Polymer Protective Packaging IFT Application

Business Registration Ordinance

Facility Planning

Meadow Lake Rezoning: Return to R-2 from PUD

Library re-establishment

Squad Vehicle Disposition

Dept Head reports

Small Cell Tower Ordinance Updates

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, August 26, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderVeen, Kraker, Hoekstra (arrived at 7:30)

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Chad Doornbos, Bruce Pindzia, Joel Pagel

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the August 12, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Completion of Tyler Vereeke Probationary Period

For Information:

- Financial Report
- Meeting Minutes (Draft) of the August 5, 2019 Planning Commission
- Police Department July Report

- **Public Hearing - None**
- **Public Comments**

-Joel Pagel Introduced himself as a member of the Grand Valley State University Student Senate and the Vice President of External Relations

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

- **Guest Speaker - None**
- **Action Items**

-Resolution 2019-24: Budget Amendment: Partial allocation of surplus funds from 2017/2018

Motion by VanderVeen, seconded by Kraker to approve Resolution 2019-24: Budget Amendment: Partial allocation of surplus funds from 2017/2018 as presented in Exhibit A. Roll Call Vote: Yes: Kraker, Elenbaas, VanderVeen, Richards Approved

-Update to Construction Standards: MDOT Sidewalk Updates

Motion by Kraker, seconded by VanderVeen to approve the update to the Construction Standards: MDOT sidewalk updates as presented. Approved

- **Discussion Items**

- Clerk/Supervisor responsibilities, updates to job descriptions, compensation for statutory/non-statutory duties

- **Public Comments - None**

- Motion by Elenbaas, seconded by Kraker to close public comments. Approved

- **Board Comments**


- VanderVeen – Veterans Memorial Brick advertise in the Announcer, Census information on Facebook, Use Public Comment cards

- Elenbaas – 4th of July Transition Committee meeting. Sept 17 with VanderWall, VanderVeen and Elenbaas attending, Special Board Meeting Thursday August 29 at 6:30 to review the new Rate Study, Construction Committee-Fire Station update coming at a future board meeting.

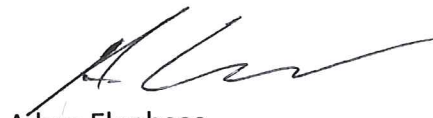
- **Future Agenda Items – see attached**

- **Adjournment**

- Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 8:00 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

8/29 Special Meeting

Rate Study Findings Presentation

9/9

Updates to Emergency Services Documentation

Update from Construction Committee

Future

River Dredging Presentations / Board Position?

Business Registration Ordinance

Facility Planning

Meadow Lake Rezoning: Return to R-2 from PUD

Library re-establishment

Squad Vehicle Disposition

Dept Head reports

Small Cell Tower Ordinance Updates

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Minutes of the Special Board Meeting
Held on Thursday, August 29, 2019, 6:30 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra, Hoekstra

Guests Present: Tim VanBennekom, Chad Doornbos, Garry Scholten, Jr., Leah Bectel, Michael Barricklow, Bruce Pindzia, Jeff Landers, Chris Lund

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.
Approved
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**
-Dawn Lund, Vice President Utility Financial Solutions, LLC: Rate Study Findings and Recommendations
- **Discussion Items**
-Rate Study Findings, Recommendations, Next Steps, Findings and/or other content related to the rate study
-Discussion to include, as applicable, comments from Township
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderWall to close public comments. Approved
- **Adjournment**
Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 8:14 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, September 9, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Greg DeJong, Nick Bonstell, Chad Doornbos, Tim VanBennekom, Mike Keefe, Jesper Dinesen

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by VanderVeen, seconded by Kraker to approve the agenda as amended with the addition of Announcer discussion under Discussion Items. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the August 26, 2019 Regular Board Meeting Minutes
- Approval of the August 29, 2019 Special Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Meeting Minutes of the August 19, 2019 Planning Commission
- Fire Department August Report
- Sheriff's Department August Report

- **Public Hearing - None**
- **Public Comments - None**

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

- **Guest Speaker**

- County Commissioner Greg DeJong – County updates
- Jesper Dinesen, Engine Web Design: Presentation of Website Update Direction

- **Action Items**

- Motion to approve design layout and move forward with website re-design
- Motion by VanderVeen, seconded by Kraker to approve the presented design layout and move forward with the presented website re-design. Approved

- **Guest Speakers:**

-Nick Bonstell, Director of Emergency Management – Ottawa County Sheriff's Office
Nick Bonstell gave a presentation of the Emergency Support Plan and the Emergency Management Resolution

-Mike Keefe, Chief of Allendale Fire Dept

Mike Keefe gave a presentation on the Emergency Services Mutual Aid Agreement

▪ **Action Items**

-Resolution 2019-25: Emergency Support Plan

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2019-25: Emergency Support Plan with \$30,000 inserted on page 6 in Section 603 h (2).
Approved

Motion by Zeinstra, seconded by Kraker authorizing the supervisor to sign the Emergency Operations Plan document. Approved

-Resolution 2019-26: Emergency Services Mutual Aid Agreement

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2019-26: Emergency Services Mutual Aid Agreement as presented and authorizing the supervisor to sign the resolution. Approved

-Fill Library Cleaning Position

Motion by VanderVeen, seconded by VanderWall to fill the Library Cleaning Position with Rebecca Benjamin as an Independent Contractor at a rate of \$50 per successful clean with a 1 year contract as recommended by the HR Department Manager.
Approved

Motion amended by VanderVeen, seconded by VanderWall to include the successful clean would be determined by the Library Director. Approved

-Ordinance 2019-11: 1st Reading – Updates to Zoning Ordinance regarding Small Cell Wireless Communication Facilities

Elenbaas introduced Ordinance 2019-11: Update to Zoning Ordinance regarding Small Cell Wireless Communication Facilities for 1st reading.

-Resolution 2019-27: Set Truth in Taxation Public Hearing

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2019-27: Set Truth in Taxation Public Hearing as presented and to affirm all the acts of township officials consistent with that resolution. Approved

▪ **Discussion Items**

-Public Utility Rate Study Results

-Clerk/Supervisor responsibilities, updates to job descriptions, compensation for statutory/non-statutory duties

-Announcer

▪ **Public Comments - None**

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

▪ **Board Comments**

-Zeinstra – wifi connection in auditorium

-Kraker - \$30,000 a line item in budget or out of General Fund

-Richards – Emails regarding cell towers

-VanderVeen – Land acquisition

-Elenbaas – GVSU Big Splash week Sept 15 event, vacancy on the Planning Commission, Coopersville water line agreement, shared police officer position, budget discussions, construction committee meeting tomorrow

- **Future Agenda Items – See Attached**

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:30 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

9/23

Truth in Taxation Hearing

Update from Construction Committee

Begin Budget Presentations: start with Supervisor (supervisor, attorney, planning/zoning, DDA) and Clerk (elections, clerk, board of trustees, cemetery)

Future

Department head budget presentations

Library re-establishment

Squad Vehicle Disposition

Business Registration Ordinance

Meadow Lake Rezoning: Return to R-2 from PUD

11/25: River Dredging Presentations

Should the Twp consider purchasing land?

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, September 23, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, Hoekstra (arrived at 7:45 pm)

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Damon Jordan, Scott Harkes, David Marshall, Nick Richards, Doug Anderson, Chris Holmes, Bruce Nagelkirk, Stephen Wolbrink, Tony Dolce, Mike Keefe, Mireya Bellrra, Starr Bryan, Kyle Garlanger, Matthew Jones, Randy Bosch, Leah Bectel, Mamina Mihelich, Devin Cook, Carissa Yeomans, William O'Donnell

Elenbaas called the Meeting to order

- **Invocation** was given by Zeinstra
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by Zeinstra, seconded by Kraker to approve the consent agenda with the addition of one interim payment as presented. Approved

Items on the consent agenda were:

- Approval of the September 9, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Meeting Minutes (Draft) of the September 3, 2019 Planning Commission

- **Public Hearing**

-Truth in Taxation Public Hearing

Elenbaas opened the Truth in Taxation Public Hearing at 7:04 pm.

No comments were received

Motion by Elenbaas, seconded by VanderWall to close the Public Hearing at 7:05 pm.
Approved

- **Public Comments - None**

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

- **Guest Speaker**

-Updates from Construction Committee

- **Action Items**

-Direction for Fire Station

Motion by VanderWall, seconded by Kraker to authorize the supervisor to proceed with plans for a new detached two-story fire station to be situated on the current Township property at 6676 Lake Michigan Drive which would include but not be limited to design development and securing necessary MDOT approval.

Approved

▪ **Guest Speakers**

-Department Heads – Budget Presentations: Clerk Richards, Supervisor Elenbaas

▪ **Action Items**

-Resolution 2019-28: Truth in Taxation

Motion by VanderWall, seconded by Kraker to approve Resolution 2019-28: Truth in Taxation as presented. Approved

-Ordinance 2019-11: Updates to Zoning Ordinance regarding Small Cell Wireless Communication Facilities

Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2019-11: Updates to Zoning Ordinance regarding Small Cell Wireless Communication Facilities as presented. Approved

-Fill Paid-On-Call Firefighter Trainee Positions

Motion by VanderWall, seconded by Hoekstra to approve the hire of Dillon Reeder, Bradley Snell, Francis Wildfong to fill the Paid-On-Call firefighter Trainee Positions as recommended contingent upon their background checks and physical screening.

Approved

-Funding for Youth Alcohol Prevention

Motion by Elenbaas, seconded by Zeinstra to approve funding for the Youth Alcohol Prevention Program in an amount of \$6,000 per recommendation of Supervisor Elenbaas to include the necessary budget amendment. Roll Call vote: Yes:

Elenbaas, Richards, VanderWall, Kraker, Hoekstra, Zeinstra Approved

-Bid Approval for Fitness Courts in the Park

Motion by Hoekstra, seconded by Zeinstra to approve the bid from Katerburg Verhage for the Community Park – 2019 Sport Court Construction for a total of \$395,630 as presented. Roll Call vote: Yes: Elenbaas, Richards, VanderWall, Kraker, Hoekstra, Zeinstra

Approved

▪ **Discussion Items**

-Should Allendale Advertise in the Grand Haven Area Visitors Guide

▪ **Public Comments - None**

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

▪ **Board Comments**

Elenbaas – Fall Festival Thank You note, Work session for Coopersville Water Contract, Future Land Purchase discussion, Revisit the Rate Study, Job Descriptions, Selling of the Red Cross truck update

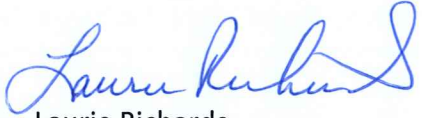
Kraker – 175th Anniversary of Allendale Township planning. (2023)

▪ **Future Agenda Items – See Attached**

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:46 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

10/14

Department head budget presentations
Job descriptions of elected officials
Should the Twp consider purchasing land?

Future

Library re-establishment
Squad Vehicle Disposition
Business Registration Ordinance
Meadow Lake Rezoning: Return to R-2 from PUD
11/25: River Dredging Presentations
Bike path discussion, local and county trail
Task CIP to PC
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, October 14, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Chad Doornbos, Greg DeJong, Bruce Pindzia, Jody Hansen, Cal Keuning, Mike Keefe, Margaret Wheeler, Elaine Ebeling, Lizzie Schab, Damon Jordan, Kyle Garlanger

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by Hoekstra to approve the agenda as amended with the addition of County Commissioner – Greg DeJong under Guest Speaker and a closed session regarding land purchase added after the second public comment section.

Approved

- **Consent Agenda**

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

Approved

Items on the consent agenda were:

- Approval of the September 23, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments
- Cierra Bakovka Completion of 90-day Probationary Period

For Information:

- Financial Report
- Meeting Minutes of the September 16, 2019 Planning Commission
- Meeting Minutes of the September 17, 2019 Downtown Development Authority
- Meeting Minutes of the September 12, 2019 Parks and Recreation Committee
- Meeting Minutes of the September 19, 2019 Library Advisory Board
- Fire Department September Report

- **Public Hearing - None**
- **Public Comments – None**

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

- **Guest Speaker**

- County Commissioner – Greg DeJong

- Department Heads – Budget Presentations: Lizzie Schab (Library), Cal Keuning (Police), Kyle Garlanger (Rental Housing), Mike Keefe (Fire Dept), Chad Doornbos (Public Utilities)

- **Action Items**

- Late Fines for Library Print Materials**

- Motion by VanderWall, seconded by Hoekstra to eliminate overdue fines for all print materials at the Township Library per recommendation from the Library Director and the Library Advisory Board. Approved

- Fill Library Page Position**

- Motion by Kraker, seconded by Zeinstra to approve the hire of Ashley Hull for the Library Page position at a starting rate of \$10.00 per hour with an increase to \$10.25 upon successful completion of the 90-day orientation period per recommendation from the Human Resources Department Manager. In the event that Ashley Hull is unavailable an offer would go out to Cooper Allers with a starting wage of \$10.00 per hour increasing to \$10.09 upon successful completion of the 90-day orientation period per recommendation from the Human Resources Department Manager.
Approved

- Contract with Ottawa County Sheriff Department for Police Services**

- Motion by VanderWall, seconded by Zeinstra to have the Supervisor and the Clerk sign the agreement between Allendale Township and the Ottawa County Sheriff Department as presented. Approved

- Discussion: Option for Addition of Partial Deputy**

- No Board action taken. Dependent on finalized budget numbers

- Public Utility Lab Information Management System Software**

- No Board action taken. Requested additional information

- Discussion Regarding Public Utility Rate Study and Scheduling of Public Hearing**

- Motion by Zeinstra, seconded by Kraker to set a public hearing date of November 25, 2019 for the Utility Rate Study. Approved

- Ordinance 2019-12: 1st Reading Water System Ordinance**

- Elenbaas introduced Ordinance 2019-12: Water System Ordinance for first reading

- Ordinance 2019-13: 1st Reading Sewer System Ordinance**

- Elenbaas introduced Ordinance 2019-13: Sewer System Ordinance for first reading

- Sponsorship of Independence Day Fireworks**

- Motion by Zeinstra, seconded by VanderWall for the township to underwrite the fireworks for Independence Day 2020 and sign a contract with Melrose Pyrotechnics, Inc. in the amount not to exceed \$20,000. Roll Call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, Hoekstra Approved

- Resolution 2019-29: Dales Phase 3 Streetlight Contract**

- Motion by Zeinstra, seconded by Kraker to approve Resolution 2019-29: Dales Phase 3 Streetlight Contract as presented. Approved

Motion by VanderWall, seconded by Zeinstra to have the supervisor sign the Consumers Energy Authorization for Change in Standard Lighting Contract as presented. Approved

-Approval of Dales Phase 3 Streetlight Assessment Contract

Motion by VanderWall, seconded by Kraker to authorize the Supervisor and the Clerk to sign the Street Light Assessment Contract and the Memorandum of Contract for the Dales Phase 3 as presented. Approved

-Planning Commissioner Job Description

No Board action taken

▪ **Discussion Items**

- Update on 4th of July Meeting with Chamber of Commerce
- Job Descriptions of Elected Officials
- Land Purchase Discussion
- GPS/Log Sheets for Vehicles
- Community Christmas Tree Lighting

▪ **Public Comments - None**

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

Motion by VanderWall, seconded by Kraker to go into Closed Session at 10:00 pm

Roll Call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, Hoekstra

Approved

▪ **Closed Session – Land Purchase Discussion**

Motion by Hoekstra, seconded by Zeinstra to go back into open session at 10:11 pm.

Roll Call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, Hoekstra

Approved

▪ **Board Comments**

- Elenbaas – Lobby Glass and interior door security update, sale of fire truck

▪ **Future Agenda Items – See Attached**

▪ **Adjournment**

Motion by Zeinstra, seconded by Hoekstra to adjourn the meeting at 10:25 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

10/28/2019

BizStream IFT Request
CDBG Grant presentation for development readiness
Department head budget presentations
Job descriptions of elected officials
Construction Committee update – maintenance building
Public Utility Org structure updates

Future

Should the Twp consider purchasing land?
Library re-establishment
Business Registration Ordinance
Meadow Lake Rezoning: Return to R-2 from PUD
11/25: River Dredging Presentations
Bike path discussion, local and county trail
Task CIP to PC
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Community Promotions Position

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

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

Members Absent: VanderWall

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

Elenbaas called the Meeting to order

- **Invocation** was given by Hoekstra
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by Hoekstra to approve the agenda as presented.
Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the October 14, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

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

- **Public Hearing**

-Industrial Facilities Tax (IFT) Exemption Abatement Application for BizStream

Elenbaas opened the public hearing at 7:07 pm. No Comments were received.

Motion by Elenbaas, seconded by Zeinstra to close the public hearing. Approved Public Hearing was closed at 7:08 pm

- **Public Comments - None**

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

- **Guest Speaker**

-Amanda Murray Lakeshore Advantage

-2019 Economic Update

-MEDC Site Readiness Grant Application for 56th Ave Property

- **Action Item**

- Resolution 2019-32: BizStream IFT Application

- Motion by Kraker, seconded by Hoekstra to approve Resolution 2019-32: BizStream IFT Application as presented contingent upon the signing of the 198 Agreement. Roll Call Vote: Yes: Zeinstra, Kraker, Elenbaas, Richards, VanderVeen, Hoekstra Approved

- **Guest Speakers**

- Department Heads – Budget Presentations: Tyler Wolfe (Assessing, Board of Review), Larry Haveman (Building and Grounds, M-45, Parks), Caitlin Antuma (Human Resources, Insurance, Office), Tim VanBennekom (Finance, Audit, Office, Treasurer, Streetlights General Revenue/Expense/Budget)

- Supervisor: Recognition of Employee Accomplishment – Tim VanBennekom received his Michigan Certified Professional Treasurers Certification.

- **Action Items**

- Set Public Hearing Date for Proposed 2020 Budget: November 25, 2019**

- Motion by VanderVeen, seconded by Zeinstra to set the public hearing date for the Proposed 2020 Budget on November 25, 2019 as presented. Approved

- Potential Addition of Partial Deputy**

- No Board action taken

- Planning Commissioner Job Description**

- Motion by Kraker, seconded by Zeinstra to approve the Planning Commissioner Job Description with added amendments regarding compensation and term of commitment. Approved

- Public Utilities Department Staffing**

- No Board action taken

- Public Utilities Custodial Assistant**

- Motion by VanderVeen, seconded by Kraker to approve the job description for the Public Utilities Custodial Assistant with the recommended amendments as presented and being placed in the A2 Grade pay scale. Approved

- Public Utility Lab Information Management System Software**

- Motion by Kraker, seconded by Hoekstra to purchase the e.RIS Lab Information Management System Software from Eramosa at a cost not to exceed \$28,950 as presented. Approved

- Proposal from Moore & Bruggink to Further Explore NEREDA Treatment Technology**

- Motion by Zeinstra, seconded by VanderVeen to approve the proposal from Moore & Bruggink to perform the Task 1 services regarding NEREDA Conceptual Designs Treatment Technology for a cost not to exceed \$10,000 as presented. Approved

- Ordinance 2019-14 – 1st Reading: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning**

- Elenbaas introduced Ordinance 2019-14: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning for first reading

-Ordinance 2019-15 – 1st Reading: Wireless Communication Tower and Antenna Zoning Ordinance Amendment

Elenbaas introduced Ordinance 2019-15: Wireless Communication Tower and Antenna Zoning Ordinance Amendment for first reading

▪ **Discussion Items**

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

▪ **Public Comments - None**

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

▪ **Board Comments**

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

▪ **Future Agenda Items – See attached**

▪ **Adjournment**

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

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Public Hearing Minutes
On Industrial Facilities Tax (IFT) Exemption Abatement Application
for BizStream
Held at the Regular Meeting of the
Allendale Charter Township Board
on October 28, 2019

- Elenbaas opened the Public Hearing at 7:07 pm
- No comments were received
- Motion made by Elenbaas, seconded by Zeinstra to close the Public Hearing.
- Public Hearing was closed at 7:08 pm



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

11/11/2019

CDBG Grant presentation for development readiness

11/25/2019

Public Hearing: Proposed 2020 Budget

Public Hearing: Public Utility Rates

CDBG Grant for Industrial Land Readiness

River Dredging Presentations

Construction Committee update – maintenance building

12/9/2019

Approve 2020 Budget

Future

Should the Twp consider purchasing land?

Coopersville Water Line Contract

Library re-establishment

Business Registration Ordinance

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

Minutes of the Regular Board Meeting
Held on Monday, November 11, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Richards, Elenbaas, VanderVeen, Kraker, VanderWall,
Hoekstra- arrived at 7:40 pm

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Chad Doornbos, Garry Scholten Jr., Lizzie Schab,
Mike VanderPloeg, Sean Bates, Shelly Kowalczyk, Jody Hansen, Terry Jackson

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen
- **Pledge of Allegiance**
- **Approve Agenda**

Motion by Zeinstra, seconded by VanderWall to approve the agenda as amended with the addition of an Action Item: Recommendation to fill vacancy at the front desk and the removal of Guest Speaker: County Commission Greg DeJong. 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 October 28, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Meeting Minutes of the October 21, 2019 Planning Commission
- Fire Department October Monthly Report

- **Public Hearing None**
- **Public Comments - None**

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

- **Guest Speaker**

- Library Director Lizzie Schab
- Supervisor: Recognition of Employee Accomplishment – Chad Doornbos MPSI Certification

- **Action Items**

- Updates to 2020 proposed budget

No Action Taken

- Front Desk Administrative Assistant Job Description

Motion by Zeinstra, seconded by Kraker to approve the Front Desk Administrative Job Description as presented. Approved

-Recommendation to fill the Front Desk Vacancy

Motion by Kraker, seconded by VanderWall to extend the offer to Elizabeth Szymanski to fill the position of Front Desk Administrative Assistant at a starting rate of \$12.86 and upon successful completion of the probationary period the rate would increase to \$13.44 as recommended by the HR Department Manager. Approved

-Fire Prevention Specialist Job Description

Motion by Kraker, seconded by VanderVeen to approve the Fire Prevention Specialist Job Description as amended to include compensation would be a monthly stipend. Approved

Motion by VanderWall, seconded by Kraker to amend the agenda by removing "1st Reading" from the following two Ordinances on the agenda. Approved

-Ordinance 2019-14 —1st Reading: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning

Motion by VanderVeen, seconded by Zeinstra to approve Ordinance 2019-14: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning as presented. Approved

-Ordinance 2019-15 —1st Reading: Wireless Communication Tower and Antenna Zoning Ordinance Amendment

Motion by Zeinstra, seconded by VanderVeen to approve Ordinance 2019-15: Wireless Communication Tower and Antenna Zoning Ordinance Amendment as presented. Approved

-Public Utilities Department Staffing

Motion by Kraker, seconded by VanderWall to approve the transition of Garry Scholten to a salary position as of January 1, 2020 with a salary of \$70,543.00, pending any additional increase from year-end performance appraisals per recommendation from the HR Department Manager. Approved

Motion by Zeinstra, seconded by Kraker to approve the move of Keegan VanDoorne to the full time Operator position at a rate of \$20.83 per hour effective November 11, 2019. Approved

Motion by Zeinstra, seconded by VanderVeen to approve an internal posting for the Assistant Operator position vacated by Keegan VanDoorne for 2 weeks and if unsuccessful approval to post externally. Approved

Motion by VanderWall, seconded by Kraker to post both internally and externally for the part time 10 -15 hours per week, Custodial Assistant position as recommended by both the HR Department Manager and the Superintendent of Public Works.

Approved

-Wastewater Treatment Plant Phase 1 Updates

No Action Taken

- **Discussion Items**

- Personnel Committee Recommendations

- **Public Comments - None**

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

- **Board Comments**

Elenbaas-Ground Water update

Hoekstra-Internal Posting Process, process for filling front desk position

Zeinstra-Internal Posting Process, Impala Logo, Assessing shirts from Cintas

Kraker – Announcer – awards of Chad Doornbos and Shelly Kowalczyk

- **Future Agenda Items- See Attached**

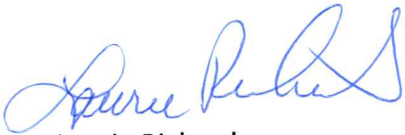
Update on the Grand River Dredging project to be addressed in the spring.

Special Board meeting next Monday, November 17, 2020 at 5:30 pm

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:40 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Future Agenda Items

11/25/2019

Public Hearing: Proposed 2020 Budget

Public Hearing: Public Utility Rates

CDBG Grant for Industrial Land Readiness

Construction Committee update – maintenance building

Annual Resolution for Admin Fee

12/9/2019

Approve 2020 Budget

Future

Should the Twp consider purchasing land?

Coopersville Water Line Contract

Library re-establishment

Business Registration Ordinance

Bike path discussion, local and county trail

Task CIP to PC

Flow charts for work responsibilities / backups

Consider updates to Twp Hall office hours

Community Promotions Position

River Dredging Presentations

Minutes of the Special Board Meeting
Held on Monday, December 2, 2019, 5:30 pm
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra, VanderWall

Guests Present: Jody Hansen

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Approve Agenda**
Motion by Hoekstra, seconded by Kraker to approve the agenda as presented.
Approved
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved
- **Discussion Items**
 - Discuss Results of Board Survey
 - Job Descriptions of Elected Officials: Township Clerk and Supervisor
 - Pay Rates for New Elected Official Job Descriptions
- **Public Comments - None**
Motion by Elenbaas, seconded by Hoekstra to close public comments. Approved
- **Adjournment**
Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 6:59 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, November 25, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, Hoekstra, VanderVeen, Zeinstra, VanderWall, Kraker
arrived at 7:15 pm

Members Absent:

Guests Present: Bob Sullivan, Greg DeJong, Bruce Pindzia, Mr. and Mrs. Scott Rose, Tim
VanBennekom, Chad Doornbos, Tim Vande Zande, Terry Jackson

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the November 11, 2019 Regular Board Meeting Minutes
- Approval of the November 18, 2019 Special Board Meeting Minutes
- Bills
- Interim Payments
- Shelly DeVormer Completion of 90-day Probationary Period

For Information:

- Financial Report
- Minutes of the November 4, 2019 Planning Commission Meeting
- Minutes (Draft) of the November 19, 2019 Downtown Development
Authority Meeting
- Sheriff's Department October Monthly Report

- **Public Hearing**

-2020 Annual Budget

Elenbaas opened the public hearing for the 2020 Annual Budget at 7:05 pm. No
comments were received. Motion by Elenbaas, seconded by Zeinstra to close the
public hearing. Approved. Public hearing was closed at 7:06 pm.

-Public Utility Cost of Service: Rate and Fee Structures

Elenbaas opened the public hearing for the Public Utility Cost of Service: Rate and Fee
Structures at 7:07 pm. No comments were received. Motion by Elenbaas, seconded

by VanderWall to close the public hearing. Approved Public hearing was closed at 7:08 pm.

▪ **Public Comments - None**

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

▪ **Guest Speaker**

-County Commissioner Greg DeJong

-Construction Committee and Tim Vande Zande from The Architectural Group:
Maintenance building Layout and Preliminary Design

▪ **Action Items**

-Ordinance 2019-12: Water System Ordinance

Motion by VanderVeen, seconded by VanderWall to approve Ordinance 2019-12:

Water System Ordinance as presented. Roll call vote: Yes: Zeinstra, Elenbaas,

VanderWall, Kraker, Richards, VanderVeen, Hoekstra Approved

-Resolution 2019-30: Water System Rate Schedule

No action taken

-Ordinance 2019-13: Sewer System Ordinance

Motion by Kraker, seconded by Zeinstra to approve Ordinance 2019-13: Sewer

System Ordinance as presented. Roll call vote: Yes: Zeinstra, Elenbaas, VanderWall,

Kraker, Richards, VanderVeen, Hoekstra Approved

-Resolution 2019-31: Sewer System Rate Schedule

No action taken

-Resolution 2019-33: Administration Fee

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2019-33:

Administrative Fee as presented. Approved

-Resolution 2019-34: Planning Commissioner Appointment

Motion by Elenbaas, seconded by Zeinstra to approve Resolution 2019-34: Planning

Commission Appointment of Ryan Kelley to fill a vacancy that expires 12/31/2019 as presented. Approved

-Office Desks/Cabinets for Finance and HR Offices

Motion by VanderWall, seconded by VanderVeen to approve the quotes from West

Michigan Office Interiors totaling \$7,427.51 for office desks/cabinets for the finance

and HR offices with the appropriate amendments to the General Fund under General

Office expenses. Roll call vote: Yes: Zeinstra, Elenbaas, VanderWall, Kraker, Richards,
VanderVeen, Hoekstra Approved

-Personnel Committee Recommendation: Township Holiday Schedule for Christmas Eve

Motion by Vander Wall, seconded by Kraker to amend the employee handbook to

include a full day vacation on Christmas eve effective immediately as recommended

by the personnel committee. Roll call vote: Yes: VanderWall, Elenbaas, VanderVeen,

Kraker No: Hoekstra, Zeinstra, Richards Approved

-Personnel Committee Recommendation: Update Health and Safety Section of the Employee Personnel Policy

Motion by VanderVeen, seconded by Kraker to approve the recommendation of the personnel committee to update the health and safety section of the employee personnel policy as presented. Approved

- **Discussion Items**

- Compensation of Elected Officials for Fiscal Year 2020

- Advertisement Banners Along 48th Ave

- **Public Comments - None**

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

- **Board Comments**

- Hoekstra – Allendale Township Sports Park sponsorship flyer has gone out

- VanderVeen – Census tool kit, citizen comments on the park project

- Elenbaas – 4% increase for Planning Commission, Zoning Board of Appeals, Library Advisory Board, Board of Review, Parks and Recreation Board, and Construction Board of Appeals.

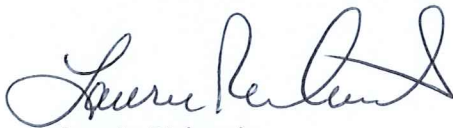
- **Future Agenda Items**

December 2, 2019 5:30 pm Special Board Meeting

- **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:49 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Future Agenda Items

12/2/2019

Board Special Meeting Work Session: Board survey results discussion
Elected Official Job Descriptions / Compensation (for post-2020 election);

12/9/2019

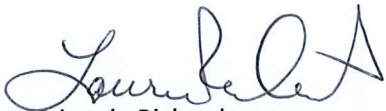
Approve 2020 Budget
F&V Presentation of WWTP Phase 1 Costs
End of year resolutions: Elected Official Salaries, 2019 Meeting Dates, Poverty Guidelines, Legal Ads

Future

Should the Twp consider purchasing land?
CDBG Grant for Industrial Land Readiness
Coopersville Water Line Contract
Library re-establishment
Business Registration Ordinance
Bike path discussion, local and county trail
Task CIP to PC
Flow charts for work responsibilities / backups
Consider updates to Twp Hall office hours
Community Promotions Position
River Dredging Presentations

Public Hearing Minutes
On 2020 Annual Budget
Held at the Regular Meeting of the
Allendale Charter Township Board
on November 25, 2019

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



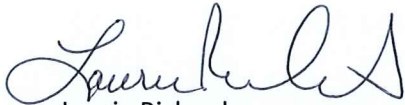
Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Public Hearing Minutes
On Public Utility Cost of Service: Rate and Fee Structures
Held at the Regular Meeting of the
Allendale Charter Township Board
on November 25, 2019

- Elenbaas opened the Public Hearing at 7:07 pm
- No comments were received
- Motion made by Elenbaas, seconded by VanderWall to close the Public Hearing.
- Public Hearing was closed at 7:08 pm



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Special Board Meeting
Held on Monday, November 18, 2019, 5:30 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Jodi Hansen, Terry Jackson

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Public Comments**

Terry Jackson introduced himself as a member of Student Senate at GVSU and he is working on having a public forum for community issues.

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

- **Discussion Item**

-Job Descriptions of Elected Officials: Township Clerk and Supervisor

- **Public Comments**

Jodi Hansen- appreciated being allowed to be at this meeting, would like the job descriptions to include that they are voting members of the Board and include an organizational chart.

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


A Special Board Meeting is scheduled for December 2, 2019 at 5:30 pm

- **Adjournment**

Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 8:13 pm.
Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, December 9, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

VanderVeen arrived at 7:34 pm

Members Absent:

Guests Present: Bob Sullivan, Jody Hansen, Damon Jordan, Mike VanderPloeg, Shawn Bates, Bruce Pindzia, Bob Wilcox, Roger Swets, Craig Nicely, Cal Keuning, Jon Smoes, Mike Keefe, Eric Busscher, Austin Petroelje, Jeremy DeGlopper, Robin Dolce, Justin Dolce, Tony Dolce, Abigail Mize, Evan Mize, Kyle Garlanger, Matt Hopwood, Chad Doornbos, Nick Richards

Elenbaas called the Meeting to order

- **Invocation** was given by VanderWall
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

Motion by Kraker, seconded by Hoekstra to approve the consent agenda as amended with the removal of Resolution 2019-40: Poverty Guidelines from the Consent Agenda and moved under Action Items after Resolution 2019-38. Approved

Items on the consent agenda were:

- Approval of the November 25, 2019 Regular Board Meeting Minutes
- Approval of the December 2, 2019 Special Board Meeting Minutes
- Bills
- Interim Payments
- Resolution 2019-35: Supervisor's Salary
- Resolution 2019-36: Clerk's Salary
- Resolution 2019-37: Treasurer's Salary
- Resolution 2019-39: 2020 Board Meeting Dates
- ~~-Resolution 2019-40: Poverty Guidelines~~
- Resolution 2019-41: 2019 Legal Ads
- Resolution 2019-44: Committee Compensation Adjustment

For Information:

- Financial Report
- Minutes (DRAFT) of the November 18, 2019 Planning Commission Meeting
- Fire Department November Monthly Report

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

- County Commissioner Greg DeJong – Not present

- Clerk Richards and Fire Chief Keefe: Swear in Firefighter Evan Mize as Full Member of the Fire Department

- Fire Chief Keefe: Presentation of Lifesaving Award to Tony Dolce, Austin Petroelje, Eric Busscher, Scott Harkes and Chief Mike Keefe

- Sheriff's Department Sergeant Keuning: Introduction of Deputy Jon Smoes

- **Action Items**

- Recommendation to fill Fire Prevention Specialist Position**

- Motion by VanderWall, seconded by Kraker to fill the Fire Prevention Specialist position with Matt Hopwood, currently a paid on- call firefighter, at a rate of \$1,100 annually. Approved

- Wastewater Treatment Plant Phase 1 Design and Project Costs**

- Motion by Kraker, seconded by VanderWall to authorize Fleis and VandenBrink to proceed with the final design of Phase 1 at a cost of \$225,900 as provided in the presented proposal. Roll Call Vote: Yes: Hoekstra, VanderVeen, Richards, Zeinstra, Kraker, VanderWall, Elenbaas Approved

- Resolution 2019-30: Water System Rate Schedule**

- Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2019-30: Water System Rate Schedule as presented. Approved

- Resolution 2019-31: Sewer System Rate Schedule**

- Motion by Zeinstra, seconded by VanderWall to approve Resolution 2019-31: Sewer System Rate Schedule as presented. Approved

- Resolution 2019-38: Trustee's Salary**

- Motion by VanderWall, seconded by Kraker to approve Resolution 2019-38: Trustee's Salary using the 4% increase in the per diem rate as presented. Approved

- Resolution 2019-40: Poverty Guidelines**

- Motion by Kraker, seconded by VanderVeen to approve Resolution 2019-40: Poverty Guidelines as presented to include the chart provided for 2020 by the State Tax Commission. Approved

- Resolution 2019-42: 2020 Budget**

- Motion by VanderWall, seconded by Zeinstra to approve Resolution 2019-42: 2020 Budget as presented. Roll Call Vote: Yes: Hoekstra, VanderVeen, Richards, Zeinstra, Kraker, VanderWall, Elenbaas Approved

-Resolution 2019-43: Committee Appointments

Motion by Zeinstra, seconded by Hoekstra to approve Resolution 2019-43:

Committee Appointments as presented. Approved

-Resolution 2019-45: Draught Drain Maintenance

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2019-45:

Draught Drain Maintenance as presented. Approved

-Resolution 2019-46: Treasurer Appointees for Tax Collection

Motion by VanderWall, seconded by Kraker to approve Resolution 2019-46:

Treasurer Appointees for Tax Collection as presented to include This Authorization shall only be for tax payments that are received at the township office during scheduled office hours. Approved

-Finalize Elected Official Job Descriptions for MTA and Legal Review

No formal action taken

▪ **Discussion Items**

-Elected Official Statutory/Non-Statutory Compensation Amounts

Motion by VanderWall, seconded by VanderVeen to assign a salary of \$25,000 without benefits to the Supervisor's statutory duties, \$55,000 to the non-statutory duties without benefits and if working full time to include both the statutory and the non-statutory duties the salary would be \$80,000 and include benefits. Also assign a salary of \$40,000 and include benefits for the Clerk's statutory duties, \$30,000 for the non-statutory duties without benefits and if combining both the statutory and the non-statutory duties the salary would increase to \$70,000 with benefits. Approved with Kraker and Zeinstra voting in opposition. Resolution to follow.

-Board Survey

▪ **Public Comments - None**

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

▪ **Board Comments**

VanderVeen – Security Training request from Ottawa County, Election date for March Election, available Safety Grants, Census update at future meeting

Elenbaas – David VanGinhoven to retire at the end of the year

▪ **Future Agenda Items – See attached**

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:43 pm.

Approved



Laurie Richards

Allendale Charter Township Clerk



Adam Elenbaas

Allendale Charter Township Supervisor

Minutes of the Regular Board Meeting
Held on Monday, December 30, 2019, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Chad Doornbos, Tim VanBennekom

Elenbaas called the Meeting to order

- **Invocation** was given by Kraker
- **Pledge of Allegiance**
- **Approve Agenda**

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the December 9, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:

- Financial Report
- Minutes (DRAFT) of the December 16, 2019 Planning Commission Meeting
- Sheriff's Department November Monthly Report

- **Public Hearing - None**
- **Public Comments - None**

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

- **Guest Speaker - None**
- **Action Items**

-Resolution 2019-47: Board of Review Compensation Adjustment

Motion by VanderVeen, seconded by VanderWall to approve Resolution 2019-47: Board of Review Compensation adjustment as presented. Approved

-Resolution 2019-48: 2019 End of Year Budget Amendments

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2910-48: End of Year Budget Amendments as amended with a corrected Exhibit A. Roll call

Vote: Yes: VanderWall, Kraker, Zeinstra, Hoekstra, VanderVeen, Richards, Elenbaas
Approved

-Acentek / Ace Communications Franchise Agreement

Motion by Hoekstra, seconded by Zeinstra to approve the Franchise Agreement for Acentek/Ace Communication as presented and authorize the supervisor to sign the agreement. Approved

-SWAP Agreement with Ottawa County

Motion by Zeinstra, seconded by Kraker to approve the SWAP agreement with Ottawa County as presented. Approved

▪ **Discussion Items - None**

Public Comments - None

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

▪ **Board Comments**

Elenbaas – MTA Conference April 27-30 in Traverse City, Bonding resolution for WWTP

VanderVeen – Staff Breakfast date, Face Time meetings

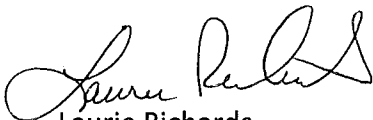
Richards – as needed Election staff help

▪ **Future Agenda Items – see attached**

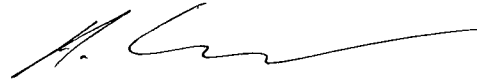
▪ **Adjournment**

Motion by Zeinstra, seconded by VanderWall to adjourn the meeting at 7:35 pm.

Approved



Laurie Richards
Allendale Charter Township Clerk



Adam Elenbaas
Allendale Charter Township Supervisor