

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

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

Members Absent: Kraker, VanderWall

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

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

- Invocation was given by Zeinstra

- **Approve Agenda**

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

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the January 23, 2017 Regular Board Meeting Minutes
- Approval of the January 30, 2017 Work Session Minutes
- Approval of the February 6, 2017 Work Session Minutes
- Bills

For Information:

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

- **Interim Payments**

Motion by Hoekstra, seconded by Zeinstra to approve the interim payments of \$20,233.94 as presented. Approved

- **Public Hearing - None**

- **Public Comments - None**

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

▪ **Guest Speaker**

County Commissioner, Greg DeJong gave an update on some events happening around the county.

Fire Chief Mike Keefe gave a presentation on the Allendale Township Fire Department Year End Review Report. Keefe also gave a presentation on the newly purchased MobileEyes Inspection software and the benefits this new software will bring to the rental inspection program.

Sergeant Kyle Garlanger is working on an update to Ordinance 2005-1 Property Maintenance Code.

Motion by Elenbaas, seconded by VanderVeen to add Roger Victory to the agenda under Guest speaker. Approved

Representative of the 88th District, Roger Victory gave some updates from Lansing. He shared his committee assignments for this next year. He is now in his final (3rd) term.

▪ **Action Items**

-Ordinance 2017-3 A Zoning Map Amendment to Rezone 70-09-23-100-007 from AG Agriculture to R-1 Low Density One-Family Residential Zoning District

Motion by Zeinstra, seconded by Hoekstra to approve Ordinance 2017-3 as presented.

Roll call vote: Yes: Elenbaas, Richards, VanderVeen, Hoekstra, Zeinstra Approved

-Life Insurance coverage for paid on call Fire Fighters: currently set at \$10,000

Motion by VanderVeen, seconded by Elenbaas to increase the coverage to \$20,000 for the paid on call firefighters making every employee that is eligible for life insurance having the same coverage. Roll call vote: Yes: Hoekstra, Richards, Elenbaas,

VanderVeen, Zeinstra Approved

▪ **Discussion Items**

-Deputy Riley re-assignment & medical training requirements for future officers

Deputy Riley is being re-assigned and his replacement will start on February 27, 2017.

The necessary/required level of medical training for future deputies was discussed.

-Form Committees for handbook updates and wage study

Elenbaas and Richards will appoint a committee to work on finishing the employee handbook, job descriptions and wage study.

-HR updates

2016 Employee Evaluations are completed. Raises will be retroactive to the beginning of 2017 and included in the next pay cycle.

Tammy Walker, in the water and sewer department, will be working part-time 5 days a week.

The Assessing Department will be hiring a Summer Intern (May – August) and a job description for that position will be presented at the next board meeting, February 27, 2017.

Steve Boss, Superintendent of Public Works, has expressed his desire to retire around February 2018. Restructuring of the Water and Sewer Department and succession planning talks have begun.

Allendale Township and the Chamber of Commerce are partnering to contract a 4th of July Coordinator for this year. Applications are being accepted.

- **Public Comments - None**

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

- **Board Comments**

VanderVeen shared an article about praise and recognition in the work force and the benefits.

- **Future Agenda Items - None**

- **Adjournment**

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

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor