

Minutes of the Regular Board Meeting
Held on Monday, January 8, 2018, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderVeen

Guests Present: Bob Sullivan, Greg DeJong, Janessa Smit, Bethany Nettleton, Todd Stuive, Rence Meredith, Chad Doornbos, Caitlin Kunst, Chole Williams, Hannah Sund

Elenbaas called the Meeting to order

- Invocation was given by Elenbaas
- Pledge of Allegiance
- **Approve Agenda**
Motion by Zeinstra, seconded by Kraker to approve the agenda as amended with the addition of Census Point of Contact person under Discussion 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 December 27, 2017 Regular Board Meeting Minutes
 - Bills
- For Information:
 - Financial Report
 - Planning Commission Minutes (Draft) of January 2, 2018 Meeting will be posted online
 - Minutes of the December 21, 2017 Library Board Meeting
 - December Fire Department Report
- **Interim Payments**
Motion by Kraker, seconded by Zeinstra to approve the interim payment of \$123.96 as presented. Approved
- **Public Hearing None**
- **Public Comments - None**
Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- **Guest Speaker**
-County Commissioner Greg DeJong
- **Action Items**
-**Human Resources Information Module**
Motion by Kraker, seconded by VanderWall to approve the purchase of BambooHR that was recommended by the HR Coordinator as presented. Approved

-Recommendation to Hire Public Utilities Operator

Motion by VanderWall, seconded by Zeinstra to hire Ryan VanderPloeg to fill the Public Utilities Operator position with a starting wage of \$19.00 per hour and a \$1.00 per hour increase upon a satisfactory completion of the 3 month probationary period. Approved

-Recommendation to Hire Fourth of July Coordinator

Motion by Kraker seconded by VanderWall to authorize legal counsel to write a contract to hire the Allendale Chamber of Commerce to coordinate and manage all the festivities of the Fourth of July for 2018 at a cost of \$5,000 and to execute the contract after review by Board members before signing. Approved

-Policy for Winter Clothing

No action taken. Revision will be provided at the January 16th Special Board Meeting

-Final Preliminary Plat Approval for WoodView Estates

Motion by Zeinstra, seconded by VanderWall to approve the final preliminary plat approval for Woodview Estates as presented. Approved

-2018 SWAP Service Agreement

Motion by Kraker, seconded by Zeinstra to approve the 2018 SWAP Agreement as presented. Approved

-Resolution 2018-1: Streetlights for Farmview Dr

Motion by Hoekstra, seconded by Kraker to approve Resolution 2018-1: Streetlights for Farmview Dr. as presented. Approved

-Motion to pay Consumers Energy for Farmview Dr streetlights

Motion by Kraker, seconded by Zeinstra to pay Consumers Energy \$582.40 for the installation of the streetlights on Farmview Dr. as presented. Approved

-First Reading of Ordinance 2018-1: Zoning Text Amendment Ordinance Simplifying the PUD Process

Elenbaas introduced Ordinance 2018-1: Zoning Text Amendment Ordinance to simplify the PUD Process for a first reading

-Adopt Wage Study Ranges

Motion by Elenbaas, seconded by VanderWall to approve the classification and compensation structure presented from the Pontifex wage study as the 2018 salary ranges. Approved

▪ **Discussion Items**

-MTA Spring Conference – April 23-26

▪ **Public Comments - None**

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

▪ **Board Comments**

BS&A Software Purchase Order Quote

Planning Commission Laptops

Kraker has been appointed to the Senior Resources Board for Muskegon and Ottawa Counties

Good book to read – “The Customer Comes Second”

New sheriff Deputy to start Monday January 15, 2018

REU discussion with Steve Boss

- **Future Agenda Items**

- -1/16: Special Meeting – Employee Handbook: Start with Training/Certificate Reimbursement & Overtime pay, introduction of new township deputy – Travis Schippers and Winter Clothing policy.

- **Adjournment**

Motion by Hoekstra, seconded by Zeinstra to adjourn the meeting at 8:30 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor