

Minutes of the Regular Board Meeting  
Held on Monday, February 12, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Hoekstra

Guests Present: Bob Sullivan, Mitchell Deemter, Haley Arsenault, Joel VanWyngarden, Daniela Garcia, Roger Victory, Greg DeJong, Ben VanDyken, Logan Muller, Jared Morgan, Tammy Walker, Kelli McGovern, Shelly Kowalczyk, Connor Galligan, Tyler Wolfe, Erika Durocher, Caitlin Kunst, Tim VanBennekom, Lily MacDwan, Kyle Garlanger, Mike Keefe

Elenbaas called the Meeting to order

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

Motion by VanderWall, seconded by VanderVeen to approve the agenda as amended with the addition of Daniela Garcia and Greg DeJong as Guest Speakers and Mike Keefe – Fire Marshall position to be added under Action Items after approval of the Planning Commission Recording Secretary position. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Approval of the January 22, 2018 Regular Board Meeting Minutes
- Approval of the January 29, 2018 Special Board Meeting Minutes
- Approval of the February 6, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- January Police Report
- January Fire Department Report
- Meeting Minutes (Draft) of the February 5, 2018 Planning Commission Meeting

- **Interim Payments**

Motion by VanderWall, seconded by Zeinstra to approve the interim payments in the amount of \$62,942.33 as presented. Approved

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

Daniela Garcia, 90<sup>th</sup> District State Representative gave an introduction of herself and her plans to run for State Senate.

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

▪ **Guest Speaker**

-Daniela Garcia – State Legislative update

-Greg DeJong – Ottawa County update

▪ **Action Items**

**-Ordinance 2018-3: Update to Water Rates** (1<sup>st</sup> reading was 12/11/2017)

Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-3: Update to Water Rates as presented. Approved

**-Resolution 2018-3: Water System Rate Schedule**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Water System Rate Schedule as presented. Approved

**-Ordinance 2018-4: Update to Sewer Rates** (1<sup>st</sup> reading was 12/11/2017)

Motion by Kraker, seconded by VanderVeen to approve Ordinance 2018-4: update to Sewer Rates as presented. Approved

**-Resolution 2018-4: Sewer System Rate Schedule**

Motion by VanderWall, seconded by Zeinstra to approve Resolution 2018-4: Sewer Rate Schedule as presented. Approved

**-Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance**

Motion by Zeinstra, seconded by Kraker to approve Ordinance 2018-2: Amendment to the Revised and Amended Sewer Usage and Administration Ordinance as presented. Approved

**-Extend Project Facilitator position to permanent position**

Motion by VanderVeen, seconded by VanderWall to approve making the Project Facilitator position a part-time long term position at a rate of \$28.00 per hour. Approved

**-Fill Open Planning Commission Recording Secretary Position:** Recommending Cynthia Wallentine

Motion by Elenbaas, seconded by Kraker to approve the hire of Cynthia Wallentine to fill the Planning Commission Recording Secretary position at the meeting rate of \$65.00 per meeting. Approved

**-Mike Keefe – Fire Marshall position**

Chief Keefe announced the resignation of Captain Dave Pelton with his last day being March 1, 2018. Motion by VanderWall, seconded by VanderVeen to approve the hire of Lieutenant Tony Dolce to temporarily fill the Fire Marshall position at a rate of \$23.80 per hour until a permanent candidate is selected. Approved

Motion by Elenbaas, seconded by VanderVeen to post the position internally for 2 weeks using the pay range from the wage study of 23.80 to 33.32. If internal candidate not found, an external posting will be done for 30 days. Approved

**-METRO Act Permit Approval: MCImetro/Verizon**

Motion by VanderWall, seconded by Kraker to approve the signing of the METRO Act permit for MCImetro/Verizon as presented. Approved

**-Resolution 2018-5: Update to Consumers Energy Standard Lighting Contract**

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2018-5: Update to Consumers Energy Standard Lighting Contract as presented. Approved

**-Agenda was modified to allow Roger Victory to address the board and give a legislative update.**

**-Wage Study Placement Results and Budget Impact**

Motion by VanderWall, seconded by Zeinstra to adopt the wage study placements as presented and include the modification of the Head Assessor wages and with an effective date of January 1, 2018. Approved Richards opposed

▪ **Discussion Items - None**

▪ **Public Comments**

Kelli McGovern – Thank you for the wage study

Shelly Kowalczyk – Thank you for the wage study

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

▪ **Board Comments**

VanderVeen – Fire Station process moving forward

Zeinstra – Wage study process

VanderWall – Wage study process

▪ **Future Agenda Items**

-Update to phone system

-Schedule Special Meetings to continue employee handbook review

New date is scheduled for Tuesday, February 27<sup>th</sup> at 6:30 pm

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:26 pm.

Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor