

Minutes of the Regular Board Meeting
Held on Monday, April 30, 2018, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent: VanderWall

Guests Present: Bob Sullivan, Caitlin Kunst, Tyler Wolfe, Dave Rader, Beth Nettleton, Scott Harkes, Chad Doornbos, Mike Keefe, Tony Dolce, Kyle Garlanger, Randy Bosch, Troy Teller, Colin VanderWal, Tim Ratliff, Joe Flagstadt, Matthew Jones, Matt Hopwood, Eric Busscher, Cindi Hopwood, John Hopwood, Becky Hopwood, Don Hopwood, Sharon Hopwood, Joel VanWyngarden, Kim VanWyngarden

Elenbaas called the Meeting to order

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

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

- **Consent Agenda**

Motion by VanderVeen, seconded by Zeinstra to approve the consent agenda as amended with the removal of the bills. Approved

Items on the consent agenda were:

- Approval of the April 9, 2018 Regular Board Meeting Minutes
- Approval of the April 10, 2018 Special Board Meeting Minutes
- Bills

For Information:

- Financial Report
- Meeting Minutes (Draft) of the April 16, 2018 Planning Commission Meeting
- Public Utilities Staff Meeting (4/12/2018) Report
- February Fire Department Report

Motion by Kraker, seconded by Zeinstra to approve the bills as presented with the removal of a check payable to Mike Keefe for Fire Fighter Training in the amount of \$348.22. Approved

- **Interim Payments**

Motion by VanderVeen, seconded by Kraker to approve the interim payments in the amount of \$53,204.52 as presented. Approved

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

-Chief Mike Keefe: Presentation of helmet to Firefighter Hopwood

-MSgt/FF Matt Jones: Presentation of Award to Chief Keefe

- **Action Items**

- Fill Summer Seasonal Maintenance Positions**

Motion by Kraker, seconded by VanderVeen to hire Matt Borst with a starting wage of \$13.00 per hour and Tyler Bolig with a starting wage of \$11.75 for the Summer Seasonal Maintenance positions. Approved

- Fill Part-time Maintenance Position**

Motion by VanderVeen, seconded by Kraker to hire William Latham with a starting wage of \$14.00 for the part-time Maintenance position. Approved

- Completion of Ryan VanderPloeg 90 Day probationary period**

Motion by Kraker, seconded by Zeinstra to approve Ryan VanderPloeg to permanent Full Time status having successfully completed his 90 day probationary period with the adjusted wage of \$20.76 per hour as presented. Approved

- Authorize bringing on Evan Mize as a trainee firefighter**

Motion by VanderVeen, seconded by Zeinstra to bring on Evan Mize as a trainee firefighter as presented. Approved

- Fire/Rental Inspector 12-hour shift structure/holiday pay/vacation pay**

Motion by Kraker, seconded by VanderVeen to define the vacation and holiday pay as being however many hours you are scheduled to work. Holiday pay will be paid out at a double time rate. The shift is a 12 hour shift that includes a paid lunch time. This affects 3 full time 12 hour shift fire inspector positions. Approved

- Fill Fire Inspector positions**

Motion by Kraker, seconded by VanderVeen to hire Scott Harkes with a starting wage of \$25.00 per hour and Tony Dolce with a starting wage of \$26.80 for the firefighter positions as presented. Approved These 2 new positions will start with 2 weeks paid vacation this first year and the 90 day probationary period has been waived. They have identical job descriptions

- Purchase lawn mower**

Motion by Zeinstra, seconded by VanderVeen to purchase a Ferris lawn mower from Woodland Equipment at a cost of \$9,999.00 as presented. Approved

- Public Utilities Lawn Maintenance**

Motion by Kraker, seconded by Zeinstra to approve the contract for lawn maintenance for the Public Utilities Department to Zehns' Enterprise, LLC at a cost of \$12,750.00 as presented. Approved

- **Discussion Items**

- (Possible Action): Extend HR Coordinator to 40 hours during the summer**

Motion by Elenbaas, seconded by Kraker to approve the HR Coordinator position to increase to 40 hours per week for the dates of May 1 through August 25, 2018 with

the full time benefits offered to all full time employees for the designated time period and at the current wage of \$23.40 per hour. Approved

-Update on Allendale Library establishment documents

Information was presented by Supervisor Elenbaas on the establishment of the Allendale Township Library

-MAAO (Level 3 Assessor pay)

Motion by Kraker, seconded by VanderVeen to approve a wage range of \$54,133 - \$75,786 presented from Pontifex for the MAAO Assessor Grade A7 position.
Approved

-Assessing future planning

Long term planning for the Assessing Department was discussed with the possible reduction in Dave VanderHeide's hours along with some internal overlap coverage of current staff.

-Restructuring of Public Utilities Department

Chad Doornbos presented a restructuring idea to accommodate the necessary capital improvements due to growth, aging plant and introduction of new technology.

▪ **Public Comments**

Joel VanWyngharden – Re-establishment of the Township Library

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

▪ **Board Comments**

MTA Conference update at the next Board Meeting

▪ **Future Agenda Items**

-Joint Meeting with Planning Commission – May 21, 2018 at 7:30 pm - Ground Water Study

-Special Meetings for handbook review – May 8 and May 22, 2018 at 6:30 pm

▪ **Adjournment**

Motion by Zeinstra, seconded by VanderVeen to adjourn the meeting at 9:52 pm.
Approved

▪ **Fire Department Year in Review Video**

Postponed for a later time

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor