

Minutes of the Regular Board Meeting  
Held on Monday, May 14, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Chad Doornbos, Erika Durocher, Bob Sullivan, Kelli McGovern, Tyler Wolfe, Caitlin Kunst, Beth Nettleton, Gary Tidd, Ezekiel Chojnacki, Sammye Slinger, Mason Vanzien, Ramon Pena

Elenbaas called the Meeting to order

- **Invocation** was given by Richards
- **Pledge of Allegiance**
- **Approve Agenda**  
Motion by Kraker, seconded by VanderVeen to approve the agenda as amended with a change from Sewer Fact Sheet Charge to Water Fact Sheet Charge under Action Items and moving the Beth Nettleton probationary period evaluation discussion to Closed Session after the second Public Comment section. Approved
- **Consent Agenda**  
Motion by VanderWall, seconded by Hoekstra to approve the consent agenda as presented. Approved  
Items on the consent agenda were:
  - Approval of the April 30, 2018 Regular Board Meeting Minutes
  - Approval of the May 8, 2018 Special Board Meeting Minutes
  - BillsFor Information:
  - Financial Report
  - April Police Report
- **Interim Payments**  
Motion by VanderWall, seconded by Kraker to approve the interim payment of \$3,464.31 to KCI as presented. Approved
- **Public Hearing None**
- **Public Comments**  
Laurie Richards – FOIA request for wage formula information  
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Guest Speaker**  
-Library Update- Beth Nettleton
- **Action Items**  
-Update to Water Fact Sheet Charge

Motion by Zeinstra, seconded by Kraker to implement the update to the Water Fact Sheet Charge as presented. Approved

**-Approve Appraisal for Huntington Bank**

Motion by VanderWall, seconded by VanderVeen to have the Assessing Department choose between the remaining 2 submitted bids, after eliminating the Dave VanderHeide quote, for the appraisal of the Huntington Bank Property. Approved

**-Fire Department Scheduling/Pay Policies: Discussion and Adopt**

Motion by VanderWall, seconded by Kraker to approve the Fire Department Scheduling/pay policies with the clarification regarding lunch defined as paid ½ hour and the ability to combine the (2) 15 minute paid breaks with lunch at the employee's discretion creating a 1 hour lunch with no breaks. Approved

**-Fill Seasonal Public Utilities Position**

Motion by Kraker, seconded by VanderVeen to hire Scott VanderMolen as the Seasonal Assistant Public Utilities Operator at a starting rate of \$15.56 per hour as presented. Approved

**-Fill Part-time Library Circulation Assistant Position**

Motion by VanderVeen, seconded by Kraker to hire Elijah Lemkuil as the Part-time Library Circulation Assistant at a starting wage of \$11.85 with an increase to \$12.15 upon a satisfactory completion of the 90 day probationary period. Approved

**-Wage Recommendation from Personnel Committee: Kyle Garlanger – Fire Inspector**

Motion by Kraker, seconded by VanderWall to increase the wage of Kyle Garlanger to \$24.30 per hour and change his title to Fire Inspector. Approved

**-Wage Recommendations from Personnel Committee: Tyler Wolfe – MAAO Assessor**

Motion by VanderWall, seconded by VanderVeen to approve the wage recommendation of the personnel committee for Tyler Wolfe MAAO certified as \$28.45 per hour to be retroactive to the date of the License. Approved

**-MAAO (Level 3) Assessor pay**

No action taken

▪ **Discussion Items**

-Superintendent Doornbos: Restructuring of Public Utilities Department

-Office Phone System Status Update

-Policy for reviewing employee files

HR Coordinator to draft and review with Legal Counsel

-Beth Nettleton probationary period evaluation discussion

Moved to Closed Session after Public Comments

▪ **Public Comments**

Ezekiel Chojnacki – Tree Planting idea, Library Survey, Green Energy ideas

Kelli McGovern – Confidential information, New Phone system

Tyler Wolfe – Community connection, Office environment

David VanderWall – wage formula and implementation

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

▪ **Closed Session – Beth Nettleton probationary period evaluation discussion**

Motion by Elenbaas, seconded by Kraker to go into closed session at 8:55 pm with Beth Nettleton for the purpose of discussing her probationary period evaluation. Roll call vote: Yes: Hoekstra, Kraker, Richards, Elenbaas, VanderWall, VanderVeen, Zeinstra  
Approved

Out of Closed session at 10:28 pm

- **Board Comments**

- **-MTA Conference Takeaways**

- Discussion at a future Board Meeting

- VanderVeen- new construction update

- Hoekstra – budget update, agreement with Chamber of Commerce regarding the \$15,000 for the Business Directory, Water/Sewer fact sheets by resolution

- Kraker – Disc Assessment

- **Future Agenda Items**

- **-Joint Meeting with Planning Commission**

- Meeting date is May 21, 2018 at 7:30 pm

- **-Special Meeting for handbook review**

- Meeting date is May 22 at 6:30 pm

- **Adjournment**

- Motion by VanderVeen, seconded by Zeinstra to adjourn the meeting at 10:35 pm.

- Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor