

Minutes of the Regular Board Meeting  
Held on Monday, August 13, 2018, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Lizzie Schab, Chad Doornbos, Greg DeJong, David VanGinhoven, Bruce Pindzia, Josh Thurkettle, Tim Gerrits

Elenbaas called the Meeting to order

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

Motion by Hoekstra, seconded by VanderVeen to approve the agenda as amended with the addition of County Commissioner, Greg DeJong as a Guest Speaker and 4<sup>th</sup> of July Contracts as the final Action Item. Approved

- **Consent Agenda**

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

Items on the consent agenda were:

- Acknowledge/correct error on July 23 Agenda: Should have read "Approval of the **July 9**, 2018 Regular Board Meeting Minutes
- Approval of the July 23, 2018 Regular Board Meeting Minutes
- Bills

For Information:

- Financial Report
- June Fire Department Report
- July Fire Department Report
- Minutes of the July 12, 2018 Public Utilities Staff Meeting
- Meeting Minutes (Draft) of the July 16, 2018 Planning Commission Meeting

- **Interim Payments**

Motion by Zeinstra, seconded by VanderWall to approve the interim payments totaling \$5,012.17 as presented. Approved

- **Public Hearing - None**

- **Public Comments - None**

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

- **Guest Speaker**

- Greg DeJong – update from Ottawa County
- Tim Gerrits: Facilities Planning Update

- **Action Items**

- **-Approve Updated Assistant Operator Job Description**

- Motion by Kraker, seconded by Zeinstra to approve the updated Assistant Operator Job Description with the removal of the benefits, hours and wage range sentences in the first paragraph. Approved

- **-Hiring Process Procedure**

- Motion by VanderVeen, seconded by Kraker to approve the hiring process procedure dated 8/8/18 as presented with the wording change of hiring team to interview team as referenced in the presented document. Approved

- **-Tony Dolce 90-day Probationary Period**

- Motion by VanderWall, seconded by Kraker to approve the recommendation of the HR Coordinator that Tony Dolce has successfully completed his probationary period and is now moved to regular status with no wage increase at this time. Approved

- **-Fill Open Library Circulation Desk Position**

- Motion by VanderVeen, seconded by VanderWall to approve the hire of Allison Wells per the presented recommendation from the HR Coordinator and the Library Director with a starting wage of \$11.85 and after the successful completion of the probationary period the new wage would be \$12.62. In the event that this offer is not accepted, the offer would be extended to Marissa LaPorte with a starting wage of \$11.85 with an increase to \$12.07 upon successful completion of the probationary period. Approved

- **-Head Assessor Updated Employment Contract**

- No Action taken at this time regarding the updating of an employment contract for the Head Assessor

- **-Wood View Estates Final Plat Approval**

- Motion by VanderWall, seconded by VanderVeen to approve Wood View Estates final plat as presented with the conditions that the street trees and street lights be installed accordingly as represented on the preliminary plan. Approved

- **-Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities (Remove from Table; Motion for a vote to approve)**

- Motion by VanderWall, seconded by Kraker to remove the tabled Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities to take action. Approved

- Motion by VanderWall, seconded by VanderVeen to approve Ordinance 2018-8: Moratorium on Development: Developments not connected to Public Utilities as presented. Roll call vote: Yes: Zeinstra, Kraker, VanderWall, Elenbaas, Richards, VanderVeen, Hoekstra Approved

- **-Ordinance 2018-9: 11017 84<sup>th</sup> Ave Rezoning Request – Discussion and 1<sup>st</sup> Reading**  
Elenbaas presented for 1<sup>st</sup> reading Ordinance 2018-9: 11017 84<sup>th</sup> Ave Rezoning Request

- **-2019 Fourth of July Planning: Renew Agreement with Allendale Area Chamber of Commerce?**

- Motion by Elenbaas, seconded by VanderWall to renew the agreement with the Allendale Area Chamber of Commerce for the 2019 Fourth of July event. Approved

**-4<sup>th</sup> of July Contracts**

Motion by Kraker, seconded by VanderWall to authorize Elenbaas to sign the contract with Kramer Entertainment in the amount of \$6,925. on behalf of the township as presented. Approved

▪ **Discussion Items**

- Update from 7/23 Trail Discussion
- Personality Assessment Updates
- Library next steps
- Trustee Hoekstra: Outdoor Fitness Equipment

-Schedule Work Session Special Meetings for Handbook Review, Wage Range Movement

Special Board Meeting dates: September 11, 18, 27 at 6:30 pm

▪ **Public Comments**

Jeff Seaver comments were presented by Elenbaas regarding the Election polling location

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

▪ **Board Comments**

Elenbaas – Christmas Holiday schedule, Budget input regarding expenditure of DDA funds for resurfacing of subdivision roads, employee, trustee and Board Officer pay for 2019, Back to School participation next Tuesday at 5 pm

Hoekstra – Life EMS substation location, sidewalks along Pierce St from 78<sup>th</sup> to school

▪ **Future Agenda Items**

- Wage range movement, DDA Scope, Multi-use path

▪ **Adjournment**

Motion by VanderWall, seconded by Kraker to adjourn the meeting at 10:24 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor