

Minutes of the Regular Board Meeting
Held on Monday, October 9, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Greg DeJong, Larry Haveman, Chad Doornbos, Sherry Kuyt, Mike Barricklow, Josh Ligon, Mike Keefe, Dave Pelton, Kyle Garlanger, Troy Teller, Bruce Nagelkirk, Austin Petroelje, Doug Anderson, Joe Flagstadt, Eric Busscher, Colin VanderWal, Heather Kane, Katie Busscher, Jennifer Teller and family, Andy VanDyke

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance

- Invocation was given by Kraker
- **Approve Agenda**
Motion by Kraker, seconded by VanderWall to approve the agenda as amended with the addition of Personnel Expenses added to Action Items. Approved
- **Consent Agenda**
Motion by VanderWall, seconded by Kraker to approve the consent agenda as presented. Approved
Items on the consent agenda were:
 - Approval of the September 25, 2017 Regular Board Meeting Minutes
 - Approval of the September 26, 2017 Board Work Session Meeting Minutes
 - Approval of the October 3, 2017 Board Work Session Meeting Minutes
 - Bills
- For Information:
 - Financial Report
 - Planning Commission Minutes (Draft) of October 2, 2017 Meeting
 - September 28, 2017 Public Works Staff Meeting Notes
 - September Fire Department Report
- **Interim Payments**
Motion by VanderWall, seconded by Zeinstra to approve the interim payments totaling \$375.00 as presented. Approved
- **Public Hearing**
 - Allendale Crossings/O'Reilly PUD**
Josh Ligon representing Hutton Development presented the project.
Elenbaas opened the public hearing on the Allendale Crossing/O'Reilly PUD at 7:15 pm.
No comments were received. Motion by Elenbaas, seconded by Hoekstra to close the public hearing at 7:16 pm. Approved

- **Public Comments - None**

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

- **Guest Speaker**

- Allendale Fire Department: Presentation of firefighters – Eric Busscher, Troy Teller and Colin VanderWal**

- Swearing in Ceremony for Eric Busscher, Troy Teller and Colin VanderWal to firefighter status.

- County Commissioner –Greg DeJong**

- Update on Ottawa County Events

- **Budget Discussion**

- Larry Haveman –Maintenance
 - Mike Keefe – Fire Department
 - Kyle Garlanger – Rental Inspections
 - Supervisor

- **Action Items**

- Ordinance 2017-11: First Reading of Allendale Crossing / O’Reilly Auto Parts PUD**

- Elenbaas introduced Ordinance 2017-11 for a first reading

- Resolution 2017-45: Schedule Public Hearing to create Industrial Development District**

- Motion by VanderWall, seconded by Kraker to approve Resolution 2017-45: to schedule a public hearing to create an Industrial Development District. Public Hearing is scheduled for October 23, 2017. Approved

- Resolution 2017-46: Schedule Public Hearing for Constructive Sheet Metal’s Industrial Facilities Exemption District Application**

- Motion by VanderWall, seconded by Richards to approve Resolution 2017-46: to schedule a public hearing for Constructive Sheet Metal’s Industrial Facilities Exemption District Application. Public Hearing date is set for October 23, 2017. Approved

- Approve description of Personnel Committee**

- Motion by VanderVeen, seconded by Kraker to approve the description of the personnel committee as presented. Approved

- Resolution 2017-47: Appoint Personnel Committee**

- Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-47: Appointments to the Personnel Committee effective immediately as presented. Approved

- Approve job descriptions**

- Motion by VanderVeen, seconded by Kraker to approve the 2017 job descriptions that were sent in an email on 10/9/2017 as consolidated 2017 Job Descriptions. Approved

- Outsource wage study (include budget amendment**

- Motion by VanderWall, seconded by VanderVeen to accept the proposal from Pontifex to conduct a compensation study to include benefits for a total cost

of \$8,500 and to make a budget amendment to cover this cost. This study is to be completed by the end of this year. Roll call vote: Yes: Elenbaas, VanderWall, Zeinstra, VanderVeen, Kraker, Hoekstra, Richards. Approved

-Library Director

The resignation of Rob Bristow as Allendale Library Director as of November 3, 2017 was announced. This position will be posted immediately for both internal and external candidates.

-Contract Agency Service Agreement for Project Facilitator Posting

Motion by Kraker, seconded by VanderVeen to have Adam Elenbaas, Supervisor sign the presented agreement on behalf of the Township with JBL Resources as presented. Approved

-Personnel Expenses

Procedures to be followed for personnel expenses will be addressed in the personnel handbook

▪ **Discussion Items - None**

• **Public Comments - None**

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

▪ **Board Comments**

Retirement recognition

Fire Department – Trunk or Treat/Fire Prevention – October 26 5-8 pm

Christmas Holiday Office Hours – Closed all day Friday December 22, 2017, Monday December 25, 2017 and Monday January 1, 2018

Advertise an opportunity for donations to township park

▪ **Future Agenda Items**

Safety Training Classes

▪ **Adjournment**

Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 9:40 pm. Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor