

Minutes of the Regular Board Meeting
Held on Monday, December 11, 2017, 7:00 pm
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Rick Irvine, Bethany Nettleton, Haley Arsenault, Chad Doornbos, Xavier Waiser, Jeremy Wiersma, Trevor VanSpiell, Andy VanHasen

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

- Invocation was given by Hoekstra
- **Approve Agenda**
Motion by Elenbaas, seconded by VanderWall to approve the agenda with the addition under Action Items to establish a Fire Station exploratory committee. Approved
- **Consent Agenda**
Motion by Zeinstra, seconded by VanderWall to approve the consent agenda as presented. Approved
 - Items on the consent agenda were:
 - Approval of the November 27, 2017 Regular Board Meeting Minutes
 - Bills
 - For Information:
 - Financial Report
 - Letter from Supervisor re Sgt. Kyle Garlanger
 - Planning Commission Minutes (Draft) of November 6, 2017 Meeting
 - November Police Report
- **Interim Payments**
Motion by VanderWall, seconded by Kraker to approve the interim payments totaling \$817.97 as presented. Approved
- **Public Hearing - None**
- **Public Comments - None**
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Guest Speaker - None**
- **Action Items**
 - Ordinance 2017-13: Update to private road ordinance**
Motion by Zeinstra, seconded by VanderWall to approve Ordinance 2017-13 which is an update to the private road ordinance as presented. Approved
 - Recommendation to Hire WWTP Lab Technician**
Motion by VanderWall, seconded by VanderVeen to approve the hire of Audrey Carlstrom for the position of Lab Technician at the WWTP with a starting salary of up

to \$21.00 per hour with an increase of \$1.00 per hour upon completion of a successful 90 day probationary period. Approved

-Update to Public Utilities Operator Job Description

Motion by Zeinstra, seconded by VanderVeen to approve the updated job description for a Public Utilities Operator as presented. Approved

-Policy for Winter Clothing in the Public Utilities Dept.

Motion by VanderWall, seconded by VanderVeen to table this Action Item until additional information is able to be presented. Approved Hoekstra and Chad Doornbos will meet to discuss.

-2018 Health Insurance cost to employees

Costs were presented. No action taken at this time.

-Library Holiday hours

Motion by Elenbaas, seconded by VanderVeen to allow the Library Director to set the Library Hours with input from the Library Board. Approved

-Ordinance 2018- : 1st Reading – Update to Water Rates

Elenbaas introduced Ordinance 2018: – an Update to the Water Rates for a first reading.

-For information: Resolution 2018- : Water System Rate Schedule

The Water System Rate Schedule Resolution was presented for information

-Ordinance 2018- : 1st Reading – Update to Sewer Rates

Elenbaas introduced Ordinance 2018: – an update to the Sewer Rates for a first reading.

-For information: Resolution 2018- : Sewer System Rate Schedule

The Sewer System Rate Schedule Resolution was presented for information

-Resolution 2017-50: Supervisor’s 2018 Salary

Motion by Kraker, seconded by VanderWall to approve Resolution 2017-50: Supervisor’s 2018 Salary as presented. Approved

-Resolution 2017-51: Clerk’s 2018 Salary

Motion by Zeinstra, seconded by VanderVeen to approve Resolution 2017-51: Clerk’s 2018 Salary as presented. Approved

-Resolution 2017-52: Treasurer’s 2018 Salary

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-52: Treasurer’s 2018 Salary as presented. Approved

-Resolution 2017-53: Trustee’s 2018 Salary

Motion by VanderWall, seconded by Kraker to approve Resolution 2017-53: Trustee’s 2018 Salary as presented and to include the extra meeting per diem of \$37 be continued. Approved

-Resolution 2017-54: 2018 Legal Ads

Motion by Kraker, seconded by Zeinstra to approve Resolution 2017-54: 2018 Legal Ads as presented. Approved

-Resolution 2017-56: Poverty Guidelines

Motion by VanderWall, seconded by VanderVeen to approve Resolution 2017-56: Poverty Guidelines as presented. Approved

-Resolution 2017-57: 2018 Board Meeting Dates

Motion by VanderVeen, seconded by Hoekstra to approve Resolution 2017-57: 2018 Board Meeting Dates as presented. Approved

-Resolution 2017-61: Election Commission

Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-61: Election Commission to include the appointment of Kraker and VanderVeen as the two Board trustees required for the Election Commission. Approved

-Exploratory Fire Station Committee

Topic was discussed. No action taken

▪ **Discussion Items**

-Phones: New phone option/questions/answer/discussion; keep 895- phone number?

-4th of July Coordinator position

-Allendale Parks

▪ **Public Comments - None**

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

▪ **Board Comments**

Board Special Meeting Dates to continue working on the Handbook are scheduled for January 16 at 6:30pm, January 29 at 7:00pm, and February 6 at 6:30pm.

Township expenditures was discussed

▪ **Future Agenda Items**

-12/12 (Special Meeting): Wage Study Results

-12/27: End of year budget amendments, committee appointments

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 9:35 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor