

Minutes of the Board Work Session  
Held on Tuesday, September 26, 2017, 6:30 pm  
At the Allendale Charter Township Hall

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

Members Absent:

Guests Present: Mike Barricklow

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

- Invocation was given by Zeinstra

- **Approve Agenda**

Motion by Kraker, seconded by VanderWall to approve the agenda with the addition of the nepotism policy under Action Items. Kraker withdrew motion. Motion by Hoekstra, seconded by Richards to move the Project Facilitator to Discussion Items and add the Nepotism policy to Action Items. Roll call vote: Yes: Zeinstra, Hoekstra, Richards No: Kraker, Elenbaas, VanderWall, VanderVeen Motion Failed

Motion by VanderVeen, seconded by VanderWall to add Nepotism policy to Action Items and approve agenda as amended. Roll call vote: Yes: Elenbaas, VanderWall, VanderVeen, Zeinstra, Kraker, Hoekstra, Richards Approved

- **Public Comments - None**

Elenbaas closed public comments.

- **Guest Speaker - None**

- **Action Items**

- Nepotism Policy**

- Motion by VanderWall, seconded by VanderVeen to update the current Nepotism policy to reflect the paid on call or reserve paid on call firefighters be exempt. Approved

- Dewpointe West Phase 2 Street Lights**

- Resolution 2017-43: Authorization for change to Consumers Street Light Contract

- Motion by VanderVeen, seconded by Kraker to approve Resolution 2017-43: Authorization for change to Consumers Street Light Contract as presented. Approved

- Approve signing of Street Light Assessment Contract for Dewpointe West phase 2

- Motion by Hoekstra, seconded by VanderVeen to approve the signing of the Street Light Contract for Dewpointe West phase 2 as presented. Approved

- Project Facilitator**

- Motion by VanderVeen, seconded by Kraker to approve the job description of the Project Facilitator as presented. Approved

Motion by Kraker, seconded by VanderVeen to authorize the advertising for a temporary part-time project facilitator for 3 months for 20-28 hours per week with a pay range of \$24 to \$30 per hour based on qualifications and authorize the supervisor to pursue a 3<sup>rd</sup> party to contract for a full time/temporary (3 month) position to full fill the project manager job description. Approved

▪ **Discussion Items**

-**Personnel Handbook**

- PTO versus vacation/sick pay
- Do we want to require a pre-employment physical/drug screening
- Make recommendations for appointments to the Personnel Committee
- What process do we want to use for the Board and Employees to review the Personnel Policy

▪ **Public Comments - None**

Elenbaas closed public comments.

▪ **Board Comments**

Good Pizza

▪ **Future Agenda Items**

2018 Budget – October 3 meeting date

▪ **Adjournment**

Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 8:57 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor