Minutes of the Regular Board Meeting
Held on Monday, November 11, 2019, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Zeinstra, Richards, Elenbaas, VanderVeen, Kraker, VanderWall, Hoekstra- arrived at 7:40 pm

Members Absent:

Guests Present: Bob Sullivan, Bruce Pindzia, Chad Doornbos, Garry Scholten Jr., Lizzie Schab, Mike VanderPloeg, Sean Bates, Shelly Kowalczyk, Jody Hansen, Terry Jackson

Elenbaas called the Meeting to order

- Invocation was given by VanderVeen
- Pledge of Allegiance
- Approve Agenda
  Motion by Zeinstra, seconded by VanderWall to approve the agenda as amended with the addition of an Action Item: Recommendation to fill vacancy at the front desk and the removal of Guest Speaker: County Commission Greg DeJong. 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 October 28, 2019 Regular Board Meeting Minutes
  - Bills
  - Interim Payments
  For Information:
  - Financial Report
  - Meeting Minutes of the October 21, 2019 Planning Commission
  - Fire Department October Monthly Report

- Public Hearing None
- Public Comments - None
  Motion by Elenbaas, seconded by VanderWall to close public comment. Approved
- Guest Speaker
  - Library Director Lizzie Schab
  - Supervisor: Recognition of Employee Accomplishment – Chad Doornbos MPSI Certification
- Action Items
  - Updates to 2020 proposed budget
    No Action Taken
  - Front Desk Administrative Assistant Job Description
Motion by Zeinstra, seconded by Kraker to approve the Front Desk Administrative Job Description as presented. Approved

-Recommendation to fill the Front Desk Vacancy
Motion by Kraker, seconded by VanderWall to extend the offer to Elizabeth Szymanski to fill the position of Front Desk Administrative Assistant at a starting rate of $12.86 and upon successful completion of the probationary period the rate would increase to $13.44 as recommended by the HR Department Manager. Approved

-Fire Prevention Specialist Job Description
Motion by Kraker, seconded by VanderVeen to approve the Fire Prevention Specialist Job Description as amended to include compensation would be a monthly stipend. Approved

Motion by VanderWall, seconded by Kraker to amend the agenda by removing “1st Reading” from the following two Ordinances on the agenda. Approved

-Ordinance 2019-14 – 1st Reading: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning
Motion by VanderVeen, seconded by Zeinstra to approve Ordinance 2019-14: Return Undeveloped Meadow Lake PUD Zoning to Residential Zoning as presented. Approved

-Ordinance 2019-15 – 1st Reading: Wireless Communication Tower and Antenna Zoning Ordinance Amendment
Motion by Zeinstra, seconded by VanderVeen to approve Ordinance 2019-15: Wireless Communication Tower and Antenna Zoning Ordinance Amendment as presented. Approved

-Public Utilities Department Staffing
Motion by Kraker, seconded by VanderWall to approve the transition of Garry Scholten to a salary position as of January 1, 2020 with a salary of $70,543.00, pending any additional increase from year-end performance appraisals per recommendation from the HR Department Manager. Approved

Motion by Zeinstra, seconded by Kraker to approve the move of Keegan VanDoorne to the full time Operator position at a rate of $20.83 per hour effective November 11, 2019. Approved

Motion by Zeinstra, seconded by VanderVeen to approve an internal posting for the Assistant Operator position vacated by Keegan VanDoorne for 2 weeks and if unsuccessful approval to post externally. Approved

Motion by VanderWall, seconded by Kraker to post both internally and externally for the part time 10 -15 hours per week, Custodial Assistant position as recommended by both the HR Department Manager and the Superintendent of Public Works. Approved

-Wastewater Treatment Plant Phase 1 Updates
No Action Taken

- Discussion Items
  -Personnel Committee Recommendations

- Public Comments - None
  Motion by Elenbaas, seconded by Zeinstra to close public comments. Approved
• **Board Comments**
  Elenbaas-Ground Water update
  Hoekstra-Internal Posting Process, process for filling front desk position
  Zeinstra-Internal Posting Process, Impala Logo, Assessing shirts from Cintas
  Kraker – Announcer – awards of Chad Doornbos and Shelly Kowalczyk

• **Future Agenda Items- See Attached**
  Update on the Grand River Dredging project to be addressed in the spring
  Special Board meeting next Monday, November 17, 2020 at 5:30 pm

• **Adjournment**
  Motion by VanderWall, seconded by Zeinstra to adjourn the meeting at 9:40 pm.
  Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor