Minutes of the Regular Board Meeting  
Held on Monday, April 22, 2019, 7:00 pm  
At the Allendale Charter Township Hall

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

Members Absent: Zeinstra

Guests Present: Bob Sullivan, Larry Haveman, Chad Doornbos, Mike Keefe

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
  Motion by VanderWall, seconded by Kraker to approve the agenda as presented.  
  Approved
- **Consent Agenda**
  Motion by Kraker, seconded by Hoekstra to approve the consent agenda with the correct spelling of Schippers on the April 8, 2019 Regular Boards Meeting Minutes.  
  Approved
  Motion by Kraker, seconded by Hoekstra to remove the payable to Kyle Garlanger.  
  Approved
  Motion by VanderWall, seconded by Kraker to approve the Interim Payments totaling $12,065.98 as presented.  
  Approved

Items on the consent agenda were:
- Approval of the April 8, 2019 Regular Board Meeting Minutes
- Bills
- Interim Payments

For Information:
- Financial Report
- Minutes of the April 1, 2019 Planning Commission Meeting
- Minutes (Draft) of the April 15, 2019 Planning Commission Meeting
- Fire Department March Report
- Police Department March Report
- Election Worker Pay (discuss details at future meeting)
- Public Utilities Annual Report (posted on the Township website)

- **Public Hearing** None
- **Public Comments - None**
  Motion by Elenbaas, seconded by VanderVeen to close public comment.  
  Approved
- **Guest Speaker**
  - Fire Chief Mike Keefe (Action Item): Squad Vehicle Disposition
Motion by Hoekstra, seconded by VanderVeen to authorize Fire Chief Mike Keefe to buy back the Squad Vehicle per terms of the contract for $1.00 and come back before the Board for approval of what to do with the vehicle.  Approved

-Public Utilities Superintendent Chad Doornbos: Annual Report

■ Action Items

- Wastewater Treatment Plant Next Steps / Direction
  No Action

- Maintenance Department Staffing
  Motion by VanderVeen, seconded by Kraker to move William Latham from part-time to full-time effectively immediately maintaining his hourly rate and include benefits. Approved
  Motion by VanderWall, seconded by Hoekstra to rehire Matt Borst as a Seasonal Maintenance Employee at a rate of $13.65 per recommendation from our Human Resources Coordinator. Approved

- Park Planning: Sport and Fitness Court Improvements
  Motion by Kraker, seconded by VanderVeen authorizing the Supervisor to sign the contract with Prein & Newhof for the planning of the Community Park as presented in the amount of $44,000. Approved

- Parks & Recreation Master Plan
  Motion by VanderWall, seconded by Kraker authorizing the Supervisor to sign the contract with Prein & Newhof for a 5 Year Parks & Recreation Master Planning as presented in the amount of $13,900. Approved

- Planning Commission Recording Secretary Hiring Recommendation
  Motion by VanderWall, seconded by Kraker to hire Elizabeth Szysmanski as the recording secretary for the Planning Commission at a rate of $65 per meeting per recommendation from our Human Resources Coordinator. Approved

- HR Coordinator Hiring Recommendation
  Motion by Kraker, seconded by VanderWall to approve the presented Job Description with the correction in the position title to Human Resources Department Manager and under Education Requirements change the Associates Degree in Human Resources from desired to Bachelor degree or equivalent is required. Approved
  Motion by VanderVeen, seconded by Kraker to hire Caitlin Kunst as Human Resource Department Manager placing her in the S1 category with a yearly salary of $55,500 for full time with benefits effective April 29, 2019. Approved

■ Discussion Items

- MTA Annual Conference Comments from Attendees
- Full Time Elected Official Responsibilities / Job Descriptions

■ Public Comments - None

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

■ Board Comments

Kraker – Job Description review
VanderVeen – Advertisement for the Zoning Map changes and Planning Commission Master Plan Review meeting
Elenbaas – Budget surplus allocation, April 29 – Special Board Meeting, Supervisor’s Vlog on Facebook

- Future Agenda Items – See attached
- Adjournment
  Motion by VanderWall, seconded by VanderVeen to adjourn the meeting at 9:05 pm. Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor