

Minutes of the Regular Board Meeting
Held on Monday, January 13, 2020, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Richards, VanderVeen, Kraker, Elenbaas, Hoekstra arrived at 8:17 pm

Members Absent: VanderWall, Zeinstra

Guests Present: Bob Sullivan, Greg DeJong, Chad Doornbos, Robert Buist, Amanda Murray, Ken Potgeter, Damon Jordan, Jay Knoper, Jody Hansen, Scott Rose, Kim Rose, Sue Beelen, Amy Vereeke, Dale Vereeke, Aaron TerBeek, Andrew Jakobic, Yumiko Jakobic, Carl Eefsting

Elenbaas called the Meeting to order

- **Invocation** was given by VanderVeen

- **Pledge of Allegiance**

- **Approve Agenda**

Motion by Kraker, seconded by VanderVeen to approve the agenda as presented.

Approved

- **Consent Agenda**

Motion by VanderVeen, seconded by Kraker to approve the consent agenda as presented. Approved

Items on the consent agenda were:

-Approval of the December 30, 2019 Regular Board Meeting Minutes

-Bills

-Interim Payments

For Information:

-Financial Report

-Fire Department December Monthly Report

- **Public Hearing**

-Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56th Ave

Elenbaas opened the public hearing at 7:09 pm. Amanda Murray from Lakeshore Advantage gave a presentation on the Site Readiness and Feasibility Study and explained the funding from the Community Development Block Grant. Comments from the public in attendance were traffic concerns, Zoning changes, truck route in residential area, water and sewer concerns, Ground water concerns regarding affect on the water levels and contamination of the ground water, Farmland Preservation Program, the long term affects to this area, and what is the next step. Motion by Elenbaas, seconded by VanderVeen to close the public hearing. Approved Public hearing was closed at 7:34 pm

- **Public Comments**

- Jody Hansen introduced herself announced that she is running for Township Clerk in August

- Motion by Elenbaas, seconded by VanderVeen to close public comment. Approved

- **Guest Speaker**

- County Commissioner Greg DeJong

- **Action Items**

- Resolution 2020-1: Application for Community Development Block Grant funding for Site Readiness and Feasibility Study for 11800 56th Ave**

- Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-1:

- Application for Community Development Block Grant Funding for Site Readiness and Feasibility Study for 11800 56th Ave as presented. Approved

- Recommendation to fill Public Utility Assistant Operator Position**

- Motion by Kraker, seconded by VanderVeen to fill the Public Utility Assistant Operator Position with Cody Brow at a starting wage of \$18.39 per hour and upon successful completion of his orientation period, increasing his wage to \$19.39. If unable to fill the position, the recommendation would be to extend the offer to Brett Billings at a starting wage of \$17.93 per hour and upon successful completion of his orientation period, increasing his wage to \$18.93 per hour. Approved

- Update Public Utility Water and Sewer Supervisor Job Descriptions**

- Motion by Kraker, seconded by VanderVeen to approve the Public Utility Water Supervisor Job Description as presented. Approved

- Motion by VanderVeen, seconded by Kraker to approve the Public Utility Sewer Supervisor Job Description as presented. Approved

- Project Coordinator Job Description**

- Motion by Kraker, seconded by VanderVeen to approve the Project Coordinator Job Description as presented. Approved

- Approval of Clerk and Supervisor Job Descriptions**

- Motion by Kraker, seconded by VanderVeen to approve the Elected Clerk Job Description as presented. Approved

- Motion by VanderVeen, seconded by Kraker to approve the Clerk-Office Manager Job Description as presented. Approved

- Motion by Kraker, seconded by VanderVeen to approve the Elected Supervisor Job Description as presented. Approved

- Motion by VanderVeen, seconded by Kraker to approve the Township Superintendent, in Addition to Supervisor Responsibilities Job Description as presented. Approved

- Resolution 2020-2: Supervisor's Salary, effective after November 2020 Election**

- Motion by VanderVeen, seconded by Kraker to approve Resolution 2020-2:

- Supervisor's Salary, effective after November 2020 Election as presented. Approved

- Resolution 2020-3: Clerk's Salary, effective after November 2020 Election**

- Motion by Kraker, seconded by VanderVeen to approve Resolution 2020-3: Clerk's Salary, effective after November 2020 Election as presented. Approved

-Ordinance 2020-1: 1st Reading – Cemetery Ordinance

Elenbaas introduced Ordinance 2020-1: Cemetery Ordinance for 1st reading

▪ **Discussion Items**

-Board Member Meeting Participation from Offsite

▪ **Public Comments - None**

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

▪ **Board Comments**

Elenbaas – Lobby Security update, required IT training clarification

Kraker – Shelly moving to full time update, petitions for township office due in April and requested a packet

VanderVeen – Web Site comment, use of Comment Cards, Farmland Preservation future agenda item

Richards – MTA Conference sign up and reservations

▪ **Future Agenda Items – See Attached**

Additions – Census and Expansion of WWTP

▪ **Adjournment**

Motion by VanderVeen, seconded by Kraker to adjourn the meeting at 8:49 pm.

Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor