



PARK TOWNSHIP

REGULAR BOARD MEETING

January 11, 2018

- ART 1. CALL TO ORDER  
Supervisor Hunsburger called to order the regular meeting of the Park Township Board held on January 11, 2018 at 6:30 p.m. at the Park Township Office, 52-152nd Ave., Holland, MI 49424.
- Present were Supervisor Hunsburger, Clerk Skip Keeter, Treasurer Steggerda and Trustees Dan DeLeeuw, Jim Gerard and George Jacob and Manager Howard Fink and Attorney Dan Martin.
- Absent with notice – Trustee Nestel
- ART 2. INVOCATION - Hunsburger
- ART 3. PLEDGE OF ALLEGIANCE
- ART 4. APPROVAL OF AGENDA (Additions to or Deletions from Agenda)  
At the request of the Manager, Hunsburger removed item 9a from the agenda.
- MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Steggerda to approve the agenda as amended. (6-0)
- ART 5. APPROVAL OF CONSENT AGENDA
- a Approval of Minutes: December 14, 2017
  - b Payment of Bills
- MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Jacob and supported by Keeter to approve the consent agenda. (6-0)
- ART 6. PUBLIC COMMENT  
Hunsburger opened the public comment period:  
2 people spoke at the public comment period.  
Hunsburger closed the public comment period.

ART 7.

DEPARTMENT REPORTS

- a Fire Department – no questions were asked of Chief Gamby
- b Sheriff's Office- no questions were asked of Sgt. VanderPloeg
- c Park Township Public Airport – no questions were asked regarding happenings at the Park Township Public Airport
- d Ottawa County Fairgrounds – no questions were asked regarding happenings at the Fairgrounds.
- e Finance – no questions were asked from the Board regarding finance
- f Building and Zoning – no questions from the Board were asked regarding building and zoning

ART. 8

PRESENTATION

- a. Beth Higgs, Reserve-A-MAX Bus Service  
Higgs reported ridership statistics in Park Township. She also outlined other services the Reserve-A-MAX offers.

ART 9.

ACTION ITEMS

- ~~a. Approval of Keppel Forest Bid~~
- b. Approval of Winstrom Park Bid  
Fink stated he would like to remove the tennis court add on and approve the low bid contractor. The Township is committed to improving the tennis courts at Winstrom but still reviewing the best options.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Steggerda to accept the low bid offer from Denny's Excavating for Winstrom Park with a base bid of \$267,000 including the pickle ball add on for \$11,403, with the contract subject to approval by legal counsel. (6-0)

- c. Credit Card Authorization Resolution  
Hunsburger explained the resolution and the policy that must be accepted prior to the resolution.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Steggerda and supported by Gerard to adopt the Credit Card Policy as presented. (6-0)

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Steggerda to approve the Credit Card Authorization Resolution as presented. (6-0)

- d. Manager's Evaluation and Contract, Recommendations from Committee  
The Supervisor explained the process.
  - 1. Review Consensus
  - 2. Contract changes, including compensation recommendation

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Jacob and supported by Keeter to approve a change to the

Manager's contract to reflect an incremental increase in compensation on April 1 \$6,400 and on October 1 another increase of \$3,200 as recommended by the Manager Evaluation Committee. (6-0)

This phased wage increase has a budget impact in 2018-2019 of \$8,000 or 7.68% on the salary line item.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Gerard and supported by Steggerda to approve the Manager's contract as presented, eliminating the bi-annual evaluation and add language offered by the Manager to live in the township throughout his employment. (6-0)

ART. 9 DISCUSSION ITEMS

- a. Budget Assumptions for 2018-2019  
Fink explained the budget assumptions mainly concerning revenue sharing, cable franchise fees, salaries and capital projects.

ART. 10 MANAGER'S REPORT

Fink gave a brief report of the items he is working on in the Manager's office. The items included budget preparation, IT, Lakewood Blvd. retaining wall and rapid flashing beacons on Ottawa Beach Road to name a few.

ART. 11 PUBLIC COMMENT

Hunsburger opened the public comment period:  
1 person spoke at the public comment period.  
Hunsburger closed the public comment period.

ART. 12 BOARD COMMENTS AND COMMITTEE/AGENCY REPORTS

Board members reviewed the committee meetings they attended.

ART. 13 ADJOURN

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Steggerda to adjourn at 8:17pm. (6-0)

Respectfully Submitted by Clerk Skip Keeter

Daniele Dykens  
Recording Secretary