

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**FEBRUARY SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 12, 2024, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Smit (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; Abby Black, Library Director; Chief Mike Keefe, Fire Department; Chad Doornbos, Public Utilities Superintendent; Brant Mercer, Fleis & VandenBrink; and Sarah Matwiejczyk.

Ms. Kraker pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 24-016      Mr. Zeinstra moved to approve the agenda of today with the following correction: December Sheriff's Department Monthly Report should read January Sheriff's Department Monthly Report. The motion passed.

BOT 24-017      Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 22, 2024, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$732,729.45 and interim payments of \$950,955.26, as presented by the summary report for February 12, 2024.

The motion passed.

Items Received for Information

1. Planning Commission January 15, 2024, Meeting Minutes.
2. January Sheriff's Department Monthly Report.
3. January Fire Department Monthly Report.
4. Notice of Hire: Public Utilities Operator, Michael Carey at a wage of \$24.50 per hour.

Public Hearings- None

Public Comments

Comments were received from:  
Sarah Matwiejczyk, Jenison

BOT 24-018 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Abby Black, Library Director, introduced herself to the board and provided a brief overview of the proposed library website proposals.

Action Items

BOT 24-019 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign the website design project contract with Library Market, after corporate counsel has reviewed and deemed satisfactory, for an initial cost of \$15,000.00, and an annual maintenance cost of \$2,000.00. The motion passed.

BOT 24-020 Mr. Vander Wall moved to approve the Public Utility Operator I and II Job Descriptions as presented. The motion passed.

Ms. Schuitema left the meeting at 6:30 p.m.

BOT 24-021 Ms. Kraker moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Watermain North Loop and South Connector for a fee of \$270,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-022 Mr. Zeinstra moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Pierce St./56<sup>th</sup> Avenue Lift Station and Surrounding Sanitary Sewer Improvements for a fee of \$300,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-023 Mr. Vander Wall moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Sewer Master Plan Update for a fee of \$47,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-024 Ms. Hansen moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-04: Emergency Management Resolution; a resolution providing for the mitigation, preparedness, response and recovery from natural and human made disaster within the township by being part of the Ottawa County emergency management program, appointing the Townships Emergency Management Coordinator, Director, and Liaison; defining powers, duties, and rights; and establishing an effective date. The motion passed.

BOT 24-025 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor and appropriate township representatives to sign the Memorandum of Understanding for the Emergency Response Command Vehicle between Grand Valley State University and Allendale Fire Department. The motion passed.

Discussion Items

1. Chief Mike Keefe, Fire Department, provided some department updates to the board. He highlighted several accomplishments of his team members. He indicated that the annual Fire Department year-end report will be presented to the board in an upcoming meeting. He reminded the board that the fire department has several smoke detectors available to the community at no cost. The fire department will also install them at no cost.

Several board members had questions and comments.

Public Comments- None

BOT 24-026 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board the agreement for rental facilities is being reviewed and some updates may be coming soon.

Ms. Kraker informed the board that there are several historic books in the Knowlton House Museum, and she suggested that they be relocated to the library. She also stated that she likes the new township logo.

Ms. Hansen reminded the board that early voting for Ottawa County will begin Saturday, February 17, 2024. She also stated that a website update/presentation will be coming soon.

BOT 24-027 Mr. Vander Wall moved to adjourn the meeting at 7:04 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale