

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
FEBRUARY SESSION 1st DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 13, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: Mr. Vander Wall (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Lydale Weaver, Human Resources Director; Sylvia Rhodea, Ottawa County Commissioner; Justin Roebuck, Ottawa County Clerk/Register; Kelly Kuiper, Stillwater Capital; Roger Swets, Dickinson Wright; Eric DeYoung, Nederveld; Barbara VanderJagt; Dawn Judge; Glenda Eikenberry; Amber Ciesielski; Scott Cargill; and Donna Cargill.

Ms. Kraker pronounced the invocation.

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

BOT 23-017 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-018 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 23, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$872,383.22 and interim payments of \$118,369.29, as presented by the summary report for February 14, 2023.
3. To approve Budget Amendment 1; which authorizes an expenditure adjustment of \$75,000.00.

4. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-04: Library Advisory Board Appointments; a resolution approving the following committee appointments:

Library Advisory Board – 3 year Term

Sam Eiler, Term Ending 12/31/2025

The motion passed.

Items Received for Information

1. Minutes of the January 16, 2023, Planning Commission Meeting
2. Minutes of the January 17, 2023, Downtown Development Authority Meeting
3. Resolution: Intent to Issue Revenue Bonds for Water and Sewer Systems
4. January Sheriff Department Report

Public Hearings - None

Public Comments

Comments were received from:

1. Donna Cargill, Allendale
2. Scott Cargill, Allendale
3. Glenda Eikenberry, Allendale
4. Justin Roebuck, Ottawa County Clerk/Register

Mr. Elenbaas addressed road concerns and explained the roles and responsibilities of the Ottawa County Road Commission.

BOT 23-019 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner provided a county update. She informed the board that the Board of Commissioners is committed to continuing course correction for Ottawa County. She highlighted numerous changes that have been made such as new administrator, hiring a new legal counsel, and a new Public Health Director. She informed the board that the Diversity, Equity and Inclusion office has been closed and the county motto has been amended to “Where Freedom Rings”. Commissioner Rhodea provided an overview of the committees she serves on at the county.

Chad Doornbos, Public Utilities Superintendent and Roger Swets, Dickinson Wright Legal Counsel, provided a history and an overview of the proposed Resolution 2023-05; a resolution to purchase, acquire and construct

improvements to the water and sewer system and to publish notice of intent to issue revenue bonds.

Several board members had comments and questions.

BOT 23-020 Mr. Elenbaas moved to amend the agenda as follows: To add “Resolution 2023-05: a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds” to Action Items; and to change the title of “HR Policy and Procedures” to “Operations Manual” under Action Items. The motion passed.

Action Items

BOT 23-021 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-05; a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds. The motion passed.

BOT 23-022 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-01: Zoning Map Amendment- Stillwater 56th Avenue; an ordinance amending the Allendale Charter Zoning Ordinance, by rezoning certain land to the R-1 Low Density One-Family residential zoning district, and to provide severability, and to provide for repeal, and to establish an effective date. The motion passed as shown by the following votes:

YEAS: Ms. Schuitema; Ms. Hansen; Mr. Murillo; Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

BOT 23-023 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-02: Zoning Map Amendment- Suchowain 52nd Avenue; an ordinance to amend the Allendale Charter Township Zoning Ordinance by rezoning certain land to the R-4 Medium Density Multiple Family Residential/Office Zoning District, and provide for severability, and to provide for repeal, and to establish an effective date. The motion failed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (3)

NAYS: Ms. Schuitema; Ms. Hansen; and Mr. Murillo (3)

ABSENT: Mr. Vander Wall (1)

- BOT 23-024 Mr. Murillo moved to approve and authorize the Clerk and/or Supervisor to sign the 2023 Independence Day Fireworks Permit and/or contracts. The motion passed.
- BOT 23-025 Ms. Kraker moved to approve and authorize the addition of loan provisions to the current MERS agreement as outlined by Human Resources. The motion passed.
- BOT 23-026 Ms. Hansen moved to approve the Human Resources Operations Manual and Employee Handbook as presented. The motion passed.
- BOT 23-027 Ms. Hansen moved to increase the annual salary of Elizabeth Szymanski to \$52,000.00, effective February 13, 2023. Ms. Szymanski will remain eligible for the 2023 year-end wage increase as determined by performance review processes as outlined by the board. The motion passed.

Discussion Items

Mr. Elenbaas provided an overview of the strategic planning documents from the October 14, 2022, work session. He informed the board that he and Ms. Hansen were working on three strategic planning items which include: revising the township website, interior and exterior building updates, and increased police coverage for the township. Mr. Elenbaas outlined the next steps in moving forward with strategic planning efforts.

Public Comments -None

- BOT 23-028 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker asked Commissioner Rhodea to thank Ottawa County Administrator, John Gibbs, for providing regular administrator update emails. She also inquired as to what could be done to deter parking on Sunset Street.

Mr. Zeinstra requested that Public Hearing notices be posted to the township website under Public Notices.

Ms. Hansen thanked the board for supporting the wage evaluation and

increase for Ms. Szymanski.

BOT 23-029 Mr. Murillo moved to adjourn the meeting at 7:39 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale