

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**JANUARY SESSION- 1<sup>ST</sup> DAY**

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, January 11, 2021, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

Present: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (6)

Absent: Mr. Vander Wall (1)

Staff and Guest Present: Kevin Yeomans, Allendale Project Coordinator; Bob Sullivan, Legal Counsel; Lydale Weaver, Human Resource Specialist; Chad Doornbos, Public Utilities Supervisor; Holly Huber; Mitch Kahle; Cathy Seaver; Jefferson Seaver; Corina Freeman; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; and Cathy Schmidt

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

Mr. Elenbaas pronounced the invocation.

BOT 21-001 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-002 Ms. Hansen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 28, 2020 Board of Trustees meeting.
2. To approve the general claims in the amount of \$244,808.87 and the interim payments of \$28,661.98 as presented by the summary report for December 30, 2020 – January 12, 2021. The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the December 21, 2020 Planning Commission Meeting
3. Waste Water Treatment Plant Update Report

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Cathy Schmidt, Allendale
3. Jeanine Gasper, Allendale
4. Jefferson Seaver, Allendale
5. Joel Paauwe, Allendale
6. Josh Dean, Allendale
7. Holly Huber, Muskegon
8. Mitch Kahle, Muskegon
9. Michelle Lents, Grand Haven
10. Carina Freeman, West Olive
11. A few other members of the public who did not disclose name and resident information.

BOT 21-003 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

BOT 21-004 Mr. Zeinstra moved to approve the purchase of a new Human Resource payroll program, BS&A HR + Novatime, for an initial purchase price of \$18,284.00. The motion passed as shown by the following votes:  
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Elenbaas. (6)  
NAYS: None (0)

BOT 21-005 Ms. Hansen moved to approve the hiring of Lora Richmond to fill the vacant Planning Commission Secretary position at a per diem rate of \$65.00 per meeting. The motion passed.

BOT 21-006 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-01, authorizing a change to the Standard Lighting Contract with Consumers Energy to add Hidden Forest Phase 4 Streetlight

District. The motion passed as shown by the following votes:

YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker,  
Mr. Elenbaas. (6)

NAYS: None (0)

#### Discussion Items

1. Mr. Elenbaas gave an overview of the previous wage study that was conducted approximately two years ago. He indicated the study recommended wage considerations were revisited every two years. The review, conducted by Pontifax, would cost approximately \$5,000.00 and will help ensure wages are aligned appropriately.
2. Ms. Hansen inquired as to the intent and purpose of the Mileage Tracking sheets that have been collected. She indicated nothing appears to be done with the data gathered. After discussion, the board felt the need to continue with the mileage tracking was unnecessary, prompting the following motion:

BOT 21-007 Mr. Murillo moved to discontinue the use of the mileage tracking sheets for township vehicles. The motion passed.

#### Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Cathy Schmidt, Allendale
3. Jeanine Gasper, Allendale
4. Joel Paauwe, Allendale
5. Josh Dean, Allendale
6. Mitch Kahle, Muskegon
7. Carina Freeman, West Olive
8. Holly Huber, Muskegon
9. A few other members of the public who did not disclose name and resident information.

BOT 21-008 Mr. Elenbaas moved to close public comment. The motion passed.

Kevin Yeomans provided an update on project GRIFAaC. With the implementations adopted thus far, the benefits have already been noticed by staff and efficiency has increased. In addition, Mr. Yeomans indicated the GIS platform has increased efficiency in numerous departments. He thanked the board for their continued support.

Board Comments:

1. Ms. Vander Veen: thanked the staff for their continued commitment to our community. She also inquired on the steps for the process of adopting the final Master Plan and informed the board that the MTA online conference/training was very informative.

BOT 20-009 Mr. Zeinstra moved to adjourn at 8:22 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