

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
APRIL SESSION- 1ST 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, April 12, 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. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)

Absent: Mr. Zeinstra (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Administrative Assistant; Mike Keefe, Fire Chief; Jeff Wustman, Construction Simplified; Bob Wilcox, Fleis & VandenBrink; Chad Doornbos, Public Utilities Superintendent; Brent Gibson, Construction Simplified; Tim Vande Zande, TAG; Mike VanderPloeg, Fleis & VandenBrink; Mark Bratschi, Fleis & VandenBrink; Cathy Schmidt; and Jessica VanBlaricum-Miller

Mr. Elenbaas pronounced the invocation.

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

BOT 21-051 Ms. Kraker moved to approve the agenda of today with the following amendments: to move discussion item Fire Station/Construction Simplified as Owner's Rep to be discussed following the New Fire Station/Construction Simplified Update; and to add an Action Item regarding donations. The motion passed.

BOT 21-052 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 22, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$256, 294.79 as presented by the summary report for March 24, 2021 – April 13, 2021. There were no interim payments. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the March 15, 2021 Planning Commission Meeting
3. Deputy Clerk Notification and Appointment

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Grace Klimek, Allendale

BOT 21-053 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Chad Doornbos, Public Utilities Supervisor; with the assistance of representatives from Fleis & VandenBrink, presented a construction update on the new facility. The project is 76% complete with a final completion date still on track for June 22, 2021.

Fire Chief, Mike Keefe, presented the 2020 Fire Department year-end report to the board. The overview of this report included activities, accomplishments, insight and services of the fire department.

Fire Chief, Mike Keefe, with the assistance of representatives from Construction Simplified and TAG, provided an update on the status of the new fire station planning process. The construction plans are 95% complete. A breakdown of the budget as well as cost associated with the project were also presented.

Discussion Items

Construction Simplified provided discussion on the Fire Station and their role as the Owner's Rep. Several comments were made.

Action Items

BOT 21-054 Ms. Kraker moved to approve the hiring of Colton Hybel to fill the 13-week, 2021 township Intern position at a wage of \$12.00 per hour with the

appropriate budget amendments. The motion passed.

- BOT 21-055 Ms. Hansen moved to approve the hiring of Elizabeth Szymanski to fill the vacant Community Coordinator position at a starting salary of \$37,918.40 with the appropriate budget amendments. The motion passed.
- BOT 21-056 Ms. Kraker moved to amend the budget as appropriate and to approve and authorize the Clerk and/or Supervisor to sign the contract with General Code, for codification services, at an initial cost of \$7,642.00 and an annual maintenance cost of \$995.00. The motion passed.
- BOT 21-057 Ms. Hansen moved to approve the Administrative Assistant job description as presented. The motion passed.
- BOT 21-058 Ms. Kraker moved to approve the hiring of two (2) vacant Seasonal Maintenance Assistant positions; Ross Mango at a wage of \$14.39 per hour and Matt Borst at a wage of \$15.04 per hour. The motion passed.
- BOT 21-059 Mr. Elenbaas moved to establish a temporary moratorium, effective April 12, 2021 on gifts and donations to the township until all various donation programs have been examined, with the exclusion of the Veteran Garden of Honor Brick Program; and to instruct legal counsel to prepare a resolution codifying the moratorium. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (6)
NAYS: None (0)
ABSENT: Mr. Zeinstra (1)

Public Comments and Communications

Comments were received from:

1. Elizabeth Szymanski, Allendale
2. Mike Keefe, Wright Township
3. Kevin Yeomans, Courtland Township
4. Mike VanderPloeg, Allendale

- BOT 21-060 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Vander Wall thanked Chief Keefe for all of his hard work. He also thanked Kevin Yeomans and Elizabeth Szymanski for their part in helping to market appropriate community communications surrounding the new fire department facility.
2. Ms. Kraker thanked the township staff for all they do.
3. Ms. VanderVeen congratulated Elizabeth Szymanski on her new role at the township. She inquired about the resident correspondence that was received by the board regarding increased lighting requests for the tennis/pickleball court.
4. Mr. Elenbaas provided clarification for Ms. VanderVeen about the tennis/pickleball court lighting request.
5. Ms. Hansen congratulated Elizabeth Szymanski. She commended Denise Wiersma for all she has done while serving in capacity of Deputy Clerk . She also thanked Chad Doornbos, Public Utilities Supervisor and Mike Keefe, Fire Chief for all of their hard work on their projects.

BOT 21-061 Ms. VanderVeen moved to adjourn at 8:54 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale