

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MAY 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, May 10, 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; Mr. Zeinstra and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Deputy Clerk/Community Coordinator; Connor Galligan, Assistant Assessor; Tyler Wolfe, Head Assessor; Colton Hyble, Allendale Township Intern; Summer Rietsma, Allendale Area Chamber of Commerce Director; Tim VanBennekom, Finance Director; Mark Green, Pastor Allendale Baptist Church; Cathy Schmidt; Bill Amstutz; Cindy Buekema; Greg Yaklin; Jeff Brinks, John Hays, and Brian Sinnott.

Ms. Kraker pronounced the invocation.

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

BOT 21-070 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-071 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 26, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$395,786.87 as presented by the summary report for April 28, 2021 – May 11, 2021. There were no interim payments. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the April 19, 2021 Planning Commission Meeting
3. April Fire Department Monthly Report
4. Facility Rental Form Update

Public Hearings

1. Allendale Baptist Church

Mr. Elenbaas opened the public hearing at 7:14 p.m.

No comments were received.

BOT 21-072 Mr. Elenbaas moved to close the public hearing at 7:16 p.m. The motion passed.

Public Comments and Communications

None

BOT 21-073 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Summer Rietsma, Allendale Area Chamber of Commerce Director, introduced the All-In, a new campaign initiative headed by AACC. All-In is intended to help revive the community and uplift spirits after this challenging past year. The pandemic has been impactful, and this initiative is a great opportunity to showcase the positives in this community.

Tim VanBennekom, Finance Director, provided a Finance Department update to the board. Mr. VanBennekom gave a brief overview on the Coronavirus State and Local Fiscal Recovery Funds. Dates and specific have not been determined by the state at this time. Mr. VanBennekom will monitor this closely. He also indicated the audit has been conducted and it went very well. He gave a special thank you to everyone for helping, especially Tammy Walker and Denise Wiersma for all of their hard work assisting with this process.

Tyler Wolfe gave an overview of the Assessing Department. He thanked Assistant Assessor, Connor Galligan, who has developed a more efficient process of

obtaining internal information of properties. After much research, Mr. Galligan established a short form to send out to property owners in lieu of postcards and in person visits. Utilizing this new process will likely increase return rates of up to 70%. This streamlined process will also save on mileage and fuel costs. In addition, the Assessing Department has embraced the GRIFAAc green initiative, which allows for increased technology use when doing reviews and minimizes the need of hard copy record cards.

Colton Hyble, Allendale Township Intern introduced himself to the board. Mr. Hyble will be spending time in various departments and learning numerous aspects of township government while assisting the team. His main project will be working on the Library Reestablishment project.

Action Items

- BOT 21-074 Mr. Vander Wall moved to approve the proposal for Construction Simplified as Fire Station Owners Representative, and to authorize the supervisor to sign the contract and to make necessary budget adjustments. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-075 Ms. Vander Veen moved to approve the IT Managed Services Request for Proposal form and to authorize Kevin Yeomans, Project Manager to seek proposals. The motion passed.
- BOT 21-076 Mr. Zeinstra requested approval to abstain from voting on Resolution 2021-08; 5 de Mayo Liquor License due to a potential conflict of interest. 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)
ABSTAINED: Mr. Zeinstra (1)
- BOT 21-077 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-08; recommendation of the Township Board that the liquor license application of 5 de Mayo, Inc. #1 be considered for approval by the Michigan Liquor Control Commission, subject to passing the final building inspection conducted by the Allendale Fire Department upon completion of construction and authorize the Clerk to prepare and submit the Local

Government Approval form to the Liquor Control Commission. 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)

ABSTAINED: Mr. Zeinstra (1)

BOT 21-078 Mr. Zeinstra moved to amend the budget as appropriate and to approve and authorize Public Utilities to accept the bid proposal with A1 Asphalt for resurfacing services at the M45 Public Utility Booster Station at a cost of \$7,892.00. The motion passed as shown by the following votes:

YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra and Mr. Elenbaas. (7)

NAYS: None (0)

BOT 21-079 Ordinance 2021-01: Allendale Baptist Church was introduced for 1st Reading.

BOT 21-080 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-09, revising rental reservation fees for Allendale facilities including: The Township Auditorium, East Pavilion and Bandshell.

Discussion Items

Mr. Elenbaas introduced draft language of Automated Clearing House and Credit Card Policies. He indicated these policies will be brought to a future board meeting for approval.

Public Comments and Communications

None

BOT 21-081 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen informed Mr. Elenbaas that she was tentative RSVP'ing for the June 11th Ottawa County Road Commission Open House. She also thanked him for incorporating the department head updates into the board meetings.
2. Ms. Kraker inquired as to the outcome of the Census numbers. She also

requested clarification on the Maintenance Building Open House event being held next week.

3. Mr. Elenbaas provided clarification to Ms. Kraker's inquiries. He provided an update on the status of the statue committee indicating the last of their five meetings would be completed this week. The statue committee is slated to present to the board on May 24, 2021 with their recommendations. Mr. Elenbaas informed the Board that FOIA request 2021-046F had been processed. The FOIA requestor sent an email to the Clerk to appeal the Township's response. Mr. Elenbaas explained the appeal to the Board. The Board specified the following action item:

BOT 21-082 Mr. Vander Wall moved to confirm the appeal for FOIA 2021-046F has been considered and denied. The motion passed.

4. Ms. Hansen informed the board that Human Resources was considering various avenues in streamlining hiring processes. One consideration was to eliminate the 90-day probationary wage period. She will bring this to a future board meeting for approval.

BOT 21-083 Ms. Vander Veen moved to adjourn at 8:32 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale