

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**AUGUST 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, August 9, 2021, at 7:00 p.m. and was called to order at 7:01 by Mr. Elenbaas.

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

Absent: Mr. Vander Wall (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Chad Doornbos, Public Utilities Supervisor; Lydale Weaver, Human Resource Specialist; Shelly Kowalczyk, Safety; Corey Turner, Flies & VandenBrink; Adam DeYoung, Moore and Bruggink; and Greg DeJong, Ottawa County Commissioner.

Ms. Kraker pronounced the invocation.

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

BOT 21-136 Mr. Zeinstra moved to approve the agenda of today with the following amendments: add Chad Doornbos as guest speaker, correct Dewpointe West Phase 4 Preliminary Plat Approval to state Dewpointe West Phase 4 Tentative Preliminary Plat Approval. The motion passed.

BOT 21-137 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 26, 2021 Board of Trustees meeting.
2. To approve the Minutes of the July 26, 2021 Board of Trustees Closed Session meeting.
3. To approve the general claims in the amount of \$51,545.93 and the interim payments of \$47.88 as presented by the summary report for August 10, 2021. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

#### Items Received for Information

1. Financial Report
2. Minutes of the July 19, 2021 Planning Commission Meeting

#### Public Hearings – None

#### Public Comments and Communications - None

BOT 21-138 Mr. Elenbaas moved to close public comment. The motion passed.

#### Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update including: Port Sheldon land; Sheriff's Office loss of two canines to health problems. The community generously provided the department with replacement canines; Ottawa County Parks drone policy; Health Department Covid -19 updates including risk area of Ottawa County level upgrade to substantial risk area; Water Committee updates; and mental health awareness.

Lydale Weaver, Human Resource Specialist, provided an update on the Human Resource Department. Mr. Weaver indicated there have been twelve (12) employee transactions since January. Nine (9) transactions were new hires and three (3) transactions were promotions within the organization. He provided an update on the Novatime and BS&A projects.

Shelly Kowalczyk, Safety Department, presented an overview of the activities happening in the Safety Department including: numerous in-house trainings highlighting topics such as forklift safety, temporary traffic control education, and fire extinguisher training; equipping the new Public Utilities building to comply with OSHA standards; developing a new injury and illness procedure with Human Resources, and an overview of the ideas from the Safety Committee.

Chad Doornbos, Public Utilities Supervisor, provided the board an update on the Park Lift Station which is located near the water tower on the east side of the park. EGLE encourages the township to seek additional security measures

including fencing. Mr. Doornbos is looking to acquire an additional 20 feet of land to sustain the security fencing project as recommended. Bids and pricing have been submitted and are currently under review. Additional fencing to help protect neighboring homes from park activities, such as softball damage to property, are under consideration as well. Mr. Doornbos and Larry Haveman, Maintenance Director, are seeking to complete these projects all at once rather than requiring individual project contracts.

#### Action Items

Adam DeYoung, Moore and Bruggink, provided an overview of the Dewpointe Phase 4 development plan.

BOT 21-139 Mr. Zeinstra moved to grant tentative preliminary approval of Dewpointe Phase 4, as recommended by the Planning Commission including the conditions outlined in the report of the Planning Commission. The motion passed.

BOT 21-140 Mr. Elenbaas moved to approve the job description of the Assistant Administrator II as amended. The motion passed.

#### Discussion Items- None

#### Public Comments and Communications- None

BOT 21-141 Mr. Elenbaas moved to close public comment. The motion passed.

Kevin Yeomans, Project Coordinator, provided an update of the upcoming construction project of the park driveway. Bids for the project were \$466,000, which is less than the projected funds budgeted. Construction will begin on September 7, 2021 and is expected to be complete by November 1, 2021.

Several board members commented on how best to communicate the park driveway construction to the community.

#### Board Comments:

1. Ms. VanderVeen inquired if board members would be interested in revisiting the opportunity to host meet and greet sessions with the public approximately an hour before board meetings to provide time to allow residents to address any concerns, comments, or questions they may

have. She thanked Mr. Elenbaas for his hard work and for coordinating the department head updates.

2. Ms. Hansen informed the board she was researching the duties and the job description of the Human Resource Specialist. Specifically, she is assessing the job duties of Lydale Weaver. Ms. Hansen indicated Mr. Weaver may be outperforming the duties of the specialist and taking on tasks and assignments more in alignment with Human Resource Director responsibilities. She will report her findings to the board at a future meeting. She also informed the board that she and Elizabeth Szymanski, Deputy Clerk, along with guidance from Ottawa County Clerk's office, have been investigating a potential polling location on GVSU campus for precinct five. This is in the investigative stages and she will keep the board updated.
3. Ms. Kraker inquired as to safety training pertaining to active shooter education for our staff. Shelly Kowalczyk indicated there has been such training done at the township previously.
4. Mr. Elenbaas reminded the board that budget planning was coming soon. He also indicated that when we hire new employees, wages will start as what is outlined in the letter of recommendation. This will eliminate the previous practice of a lower wage during the 90-day probation period. This new practice does not eliminate the 90-day probation period.

BOT 21-142 Mr. Zeinstra moved to adjourn the meeting at 8:01 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