

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY 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, 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.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY SESSION- 2ND 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 25, 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, Mr. Vander Wall, Ms. Kraker, Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Captain Tony Dolce, Fire Inspector; Chad Doornbos, Public Utilities Supervisor; Larry Haveman, Maintenance Director; Elizabeth Szymanski, Administrative Assistant; Holly Huber; Mitch Kahle; Cathy Seaver; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; Cathy Schmidt; Zachary Harmon; Brian Malkowski; Mark Elenbaas; Debbie Culbertson; Arpan Lobo; Marisa Obere; Maddie Buckler; Nick Raak; Kim Cannata; Greg Evans; WOOD TV 8; Aaron Haight; Michael Wilterdink; Marshall Battani; Will Bohnia; FOX 17; Heidi Zuninga; Mike Krafcik; Michelle Caulkins; Deanna Hunter; Michael Hunter; Jessica Miller; Dawn Southwick; Andrew Minegar; Timothy Blyston; and WWMT.

Ms. Kraker pronounced the invocation.

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

BOT 21-010 Ms. VanderVeen moved to approve the agenda of today as presented. The motion passed.

BOT 21-011 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 11, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$404,496.91 and the interim payments of \$101,945.00 as presented by the summary report for

December 31, 2020 – January 26, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 4, 2021 Planning Commission Meeting
3. Fire Monthly Report for December 2020
4. Sheriff Monthly Report for December 2020
5. Planning Commission 2021 Work Program
6. 2021 Road 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. Joel Paauwe, Allendale
5. Josh Dean, Allendale
6. Holly Huber, Muskegon
7. Mitch Kahle, Muskegon
8. Michelle Lentz, Grand Haven
9. Mark Elenbaas, Allendale
10. Debbie Culbertson, Allendale
11. Maddie Buckler, Grandville
12. Kim Cannata, Allendale
13. Greg Evans, Allendale
14. Aaron Haight, Allendale
15. Michelle Caulkins, Allendale
16. Deanna Hunter, Allendale
17. Phoebe Risk, Allendale
18. Michael Hunter, Allendale
19. Jessica Miller, Allendale
20. Dawn Southwick, Allendale

BOT 21-012 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Mr. Haveman gave an update from the Maintenance Department. He provided an overview of the new maintenance building, and outlined some finishing touches that they are still working on for the building. He thanked the board from the team for their support and answered a few questions from board members.

Mr. Doornbos gave an update from the Public Utilities Department. He provided some insight into the culture of the team, grant updates, lab preparedness overview, and a synopsis on various projects they are working on.

Captain Dolce introduced the board to a proposed Business Registration form and its intended purpose. He indicated this would support collaboration of data collection that is happening between numerous departments. Mr. Sullivan clarified the distinction of adopting this as an ordinance verse a resolution. Captain Dolce and Mr. Sullivan answered various questions from board members.

Mr. Doornbos outlined the Public Utility Mutual Aid Agreement. The intent of this agreement is to help each other out in the event there is a need for assistance from surrounding municipalities and vice-versa. He explained how this would benefit the Allendale community as well as surrounding communities.

Action Items- None

Discussion Items

1. Mr. Elenbaas proposed the following appointments and department liaisons:

Committees/Commissions

Planning Commission- Mr. Zeinstra

Library Advisory Board- Ms. VanderVeen

Parks and Recreation Committee- Mr. Murillo

Downtown Development Authority- Mr. Vander Wall

Department Liaisons

Fire Department- Ms. Hansen or Mr. Murillo

Public Utilities- Ms. Kraker

Personnel Committee- Ms. Kraker and Mr. Vander Wall

The board had no objections. Mr. Elenbaas will present formal assignments at a future board meeting.

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. Holly Huber, Muskegon
7. Jessica Miller, Allendale
8. Representative Luke Meerman, Coopersville
9. Aaron Haight, Allendale
10. Greg Evans, Allendale
11. Maddie Buckler, Grandville
12. Mark Elenbaas, Allendale
13. Michelle Lentz, Grand Haven
14. Deanna Hunter, Allendale
15. A few other members of the public who did not disclose name and resident information.

BOT 21-013 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen would like to prioritize the Bliss Street road conditions that were discussed during public comment. She also inquired on other topics that derived from public comment, including legal clarification on what actions could or could not be imposed on a member of an appointed commission if certain circumstances were applicable. Although she may not condone certain actions of individuals, she feels unproven accusations should not be conveyed during public comment.
2. Mr. Murillo thanked Mr. Elenbaas for the proposed appointment to the Parks and Recreation Committee and is very willing to be the liaison to the Fire Department. He also asked for the community's patience as the board works through the topics at hand.
3. Ms. Hansen informed the board that the MTA handbooks are outdated and is ordering an updated book. If any board members would like her to order one to let her know. She expressed her thanks to everyone for taking the time to make public comment and requested that they allow

the board time to follow through with the processes that are currently in motion.

4. Mr. Elenbaas gave an update on the Garden of Honor Memorial Committee. He ensured the public that he has been looking over the correspondence and videos that have been sent to him. He asked Mr. Sullivan to clarify the legal processes and permissible action pertaining to the removal of an appointed commission member. Mr. Sullivan gave the board an overview of various statutes pertaining to the subject.

BOT 21-014 Mr. Zeinstra moved to adjourn at 9:10 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
FEBRUARY 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, February 8, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Supervisor; Elizabeth Szymanski, Administrative Assistant; Sgt. Cal Keuning, Ottawa County Sheriff's Department; Cathy Seaver; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; Cathy Schmidt; Brian Malkowski; Debbie Culbertson; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; and Dawn Southwick.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-015 Ms. VanderVeen moved to approve the agenda of today as presented. The motion passed.

BOT 21-016 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 25, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$504,475.83 and the interim payments of \$11,176.70 as presented by the summary report for January 27, 2021 – February 9, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 18, 2021 Planning Commission Meeting
3. Public Utilities Construction Update

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jeanine Gasper, Allendale
3. Joel Paauwe, Allendale
4. Josh Dean, Allendale
5. Michelle Lentz, Grand Haven
6. Aaron Haight, Allendale
7. Jessica VanBlaricum-Miller, Allendale
8. A few other members of the public who did not disclose name and resident information.

BOT 21-017 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sergeant Keuning gave an update from the Sheriff's Department. He provided some insight into classes Deputy Ortman has been conducting at the school, and he indicated the patrol units have been very busy. Sgt. Keuning provided an overview of a crash report for various intersections within Ottawa County. The report indicated 56th Avenue and Lake Michigan Drive intersection was rated within the top 20 for most crash sites. In an effort to minimize this, they will continue patrolling that area.

Action Items

BOT 21-018 Ms. Kraker moved to approve the contracted services with Pontifex to conduct a wage study at a cost of \$5,000.00. The motion passed.

BOT 21-019 Mr. Vander Wall moved to approve the following committee appointments and department liaisons. The motion passed.

Committees/Commissions

Planning Commission- Mr. Zeinstra

Library Advisory Board- Ms. VanderVeen
Parks and Recreation Committee- Mr. Murillo
Downtown Development Authority- Mr. Vander Wall

Department Liaisons

Fire Department- Mr. Murillo
Public Utilities- Ms. Kraker
Personnel Committee- Ms. Kraker and Mr. Vander Wall

BOT 21-020 Mr. Vander Wall moved to approve and authorize the Supervisor and the Public Utilities Superintendent to sign the MiWarn Mutual Aid Agreement. The motion passed.

Discussion Items

1. Mr. Elenbaas presented proposed Resolution 2021-02, which outlines the Allendale Township Business Registration. Several board members provided feedback on some elements within the resolution that they would like to see added.

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. Jessica VanBlaricum-Miller, Allendale
6. Dawn Southwick, Allendale
7. A few other members of the public who did not disclose name and resident information.

BOT 21-021 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas informed the board that fire station plans update will be presented at an upcoming board meeting.
2. Mr. Vander Wall indicated he is looking forward to hearing from the Statue Committee at the next board meeting.

3. Ms. Vander Veen inquired with legal counsel as to the proper classification of Mr. Kelley's type of employment with the township. Mr. Sullivan provided clarification. She also inquired of the public comment which suggested there may be a requirement of the use of video footage of board members during meetings when utilizing Zoom software. She was provided with clarification. Ms. Vander Veen requested clarification of some public comment concerns regarding whose protection Allendale Township is under. She was assured we are under no contract for protective services other than those provided by Ottawa County Sheriff's Department. Ms. Vander Veen inquired as to the requirement of stating names and resident location prior to making public comment. Mr. Sullivan clarified this is policy, and that the Open Meetings Act indicates such policy is acceptable for those wishing to participate in a meeting. Ms. Vander Veen requested Mr. Elenbaas follow up with the Southwick family concerns. Mr. Elenbaas indicated he already has and will do so again. Ms. Vander Veen stated she does not condone Mr. Kelley's actions and does hope he resigns soon.

BOT 21-022 Mr. Zeinstra moved to adjourn at 8:16 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
FEBRUARY SESSION- 2nd 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, February 22, 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; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Supervisor; Elizabeth Szymanski, Administrative Assistant; Cathy Seaver; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; Cathy Schmidt; Brian Malkowski; Debbie Culbertson; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; Holly Huber; Mitch Kahle; FOX 17; Holland Sentinel; Josh Blanchard; Joel Pagel; Justin Burns; Kary Love; Marshall Battani; Michael Kransz; Nick Raak; Pete Walsh; Steve Versluis; Karen Amisi; Kellen Voss; Donna Pennington; Matt Gard; and Donna Pennington.

Mr. Murillo pronounced the invocation.

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

BOT 21-023 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-024 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 8, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$232,170.51 and the interim payments of \$61,066.54 as presented by the summary report for February 10, 2021 – February 23, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the February 1, 2021 Planning Commission Meeting
3. Hidden Shores West PUD Amendments

Public Hearings

1. Hidden Shore West PUD Amendments

Mr. Elenbaas opened the public hearing at 7:11 p.m.
No comments were received.

BOT 21-025 Mr. Elenbaas moved to close the public hearing at 7:14 p.m. The motion passed.

Guest Speakers

The Garden of Honor Committee: Jon Donald, Member; Susan Jackson, Member; Tumaini Sango, Member; Carina Freeman, Member; Christina Berna, Member; Terry VanDyken, Member; Lisa Feurzeig, Member; and Dave Vermilye, Committee Facilitator introduced themselves and provided a brief background. Collectively, they presented an update of the progress of the initial five committee meetings thus far. The committee has narrowed their recommendations to three target areas which include: potential signage, diversity considerations- which may include expansion to the Garden of Honor, and possible modifications to the Civil War statue. The committee requested the board allow them five more sessions which will provide them an opportunity to clearly define ideas and present the board with more thorough recommendations.

Several board members thanked the committee for their time, dedication and work on the Garden of Honor. Many stated they would favor an additional five meetings, as requested, to allow the committee time to finish what they started.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jeanine Gasper, Allendale
3. Joel Paauwe, Allendale
4. Josh Dean, Allendale
5. Michelle Lentz, Grand Haven

6. Aaron Haight, Allendale
7. Jessica VanBlaricum-Miller, Allendale
8. Karen Amisi, Allendale
9. Kim Canata, Allendale
10. Holly Huber, Muskegon
11. Mitch Kahle, Muskegon
12. Cathy Seaver, Allendale
13. Several other members of the public who did not disclose name and resident information.

BOT 21-026 Mr. Elenbaas moved to close public comment. The motion passed.

Action Items

BOT 21-027 Ms. Vander Veen moved to approve the Garden of Honor Memorial Committee to meet for an additional five meetings, with the established membership that was outlined in Resolution 2020-16, and utilize Edgeline Resources to moderate those meetings at a cost of \$2,250.00. The motion passed as shown by the following votes:

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

NAYS: None (0)

BOT 21-028 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-03, authorizing the Board of Review to receive letters of protest regarding assessments from resident taxpayers from the first day in February until said board adjourns from the public hearings for which it meets to hear such protests. The motion passed as shown by the following votes:

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

NAYS: None (0)

Discussion Items- None

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jeanine Gasper, Allendale
3. Joel Paauwe, Allendale

4. Josh Dean, Allendale
5. Michelle Lentz, Grand Haven
6. Aaron Haight, Allendale
7. Jessica VanBlaricum-Miller, Allendale
8. Kim Canata, Allendale
9. Mitch Kahle, Muskegon
10. Cathy Seaver, Allendale
11. Several other members of the public who did not disclose name and resident information.

BOT 21-029 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen asked for clarification on a couple of concerns made during public comment. She also stated she feels the loving choice for the outcome of the Civil War statue is to have it replaced.
2. Ms. Kraker thanked Mr. Elenbaas for all of his hard work involving the statue and the creation of the statue committee.
3. Mr. Elenbaas clarified Ms. Vander Veen's aforementioned inquiries.

BOT 21-030 Mr. Vander Wall moved to adjourn at 9:06 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MARCH 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, March 8, 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; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Administrative Assistant; Tim VanBennekum, Finance Director/Deputy Treasurer; Tyler Wolfe, Head Assessor; Lydale Weaver, Human Resource Specialist; Joe Bush, Ottawa County Water Resource Commissioner; Cathy Seaver; Cathy Schmidt; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; Tara DeKryger; Malachi Barrett; and Conner Stacy.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-031 Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 21-032 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 22, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$174,983.54 and the interim payments of \$4,500.00 as presented by the summary report for February 24, 2021 – March 9, 2021. The motion passed.
3. To appoint Kevin Yeomans to fill the vacancy of the Allendale Area Chamber of Commerce Board of Directors position for a three-year term.

Items Received for Information

1. Financial Report
2. Minutes of the February 15, 2021 Planning Commission Meeting
3. Hidden Shores West PUD Amendments Supporting Documentation

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Jessica VanBlaricum-Miller, Allendale
3. Conner Stacy, Allendale
4. Several other members of the public who did not disclose name and resident information.

BOT 21-033 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Joe Bush, Ottawa County Water Resource Commissioner, provided the board an overview of a proposed extension to the Sevey Drain. The residents of Woodcrest are having water and flooding issues. This is because the Sevey Drain stops just shy of their community. Ottawa County Water Resource Commissioner Office requests the board to consider adopting a resolution which will allow his office to petition residents to maintain and improve the drain- including extending the Sevey Drain. If the resolution is adopted, the petition is drafted and distributed by the county. Commissioner Bush answered several questions from the board.

Tyler Wolfe, Head Assessor, gave an overview and update on the Assessing Department including: 2021 State Inflation Rates, 2020 Minimum Assessing Audit results, overall valuation projected for real property in 2021, land splits within Allendale, State recommended reappraisal percentages, upcoming Michigan Tax Tribunal Cases, and Board of Review updates. The board had several questions and comments.

Tim VanBennekom, Financial Director/Deputy Treasurer, provided the board with an update on the Finance Department including: overall cash balance, tax collection status, delinquent tax collections processes, and upcoming projects for

the Finance Department. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, gave an update on the Human Resource Department including: BS&A and Novatime transition updates, creation of new job application and job description templates, development of onboarding and orientation processes, filing reorganization project, performance reviews for 2020 status, and open enrollment completion. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, on behalf of Shelly Kowalczyk, Safety Coordinator, presented an update including: OSHA training requirements have been met, policy rewrites, increased efficiency and on-site opportunities the new laptop and Adobe program has provided her department, positive impact briefings with Public Utilities team, and upcoming goals for the year.

Action Items

- BOT 21-034 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-02, authorizing the establishment of the Allendale Charter Township Business Registration Program and authorizing the use of the Business Registration Form. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-035 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-04, approving the amendments to the Hidden Shores West PUD. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-036 Ms. Vander Veen moved to approve the interim employment transition of Ashley Johnson to Library Director, increasing Ms. Johnson's wage to \$28.35 per hour, effective March 15, 2021, until the position of Library Director has been filled. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)

Discussion Items

Mr. Elenbaas informed the board that the DiSC program has not lost momentum, it has just been in a “hold” status. Kevin Yeomans, Project Coordinator, will oversee the program. Human Resources has been tracking new employees that still need DiSC training and will coordinate with Mr. Yeomans to ensure they receive the training. Several board members made comments.

Mr. Elenbaas asked the board to consider extending the Covid PTO policy for an additional two weeks for 2021. Mr. Elenbaas provided details on what PTO was needed for last year.

Ms. Hansen introduced a proposed hybrid job description encompassing job responsibilities of the Deputy Clerk, Events Coordinator and additional responsibilities. Ms. Hansen asked the board to consider approving a hybrid full time Deputy Clerk/Community Coordinator position that would be appointed by the Clerk. She will provide a final combined hybrid description with wage recommendation at an upcoming meeting. Several board members made comments.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Cathy Seaver, Allendale

BOT 21-037 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen endorses Conner Stacy’s suggestion of looking into adding a skate park to Allendale Township. She thanked Adam for coordinating Department Head updates into board agendas and finds them very helpful. Ms. Vander Veen thanked Elizabeth Szymanski for facilitating the Zoom board meetings. She inquired of the Bliss Street gravel pits update. Mr. Elenbaas provided an update.
2. Ms. Kraker indicated there was a skateboard park layout already drafted. She recommended the Clerk pull those records and use them as a good starting point for Conner Stacy’s suggestion.
3. Mr. Vander Wall appreciates the Department Head updates and is looking forward to meeting Lydale in person once board meetings

resume an in-person format.

4. Ms. Hansen reminded the board of the upcoming MTA conference and asked if any board member would like her to register them to let her know by tomorrow. She informed the board she has been elected to serve as the Ottawa County Clerk's Association secretary. She is honored to have been elected and thankful to be a part of such a great association. Ms. Hansen informed the board that she received a brick donation for someone who is not a veteran. She was under the impression that the brick donations were designated for veterans only. After doing some research she discovered the intent of the previous board was to open brick donations, keeping them specific to veterans. She asked the board how to proceed. The board gave verbal direction to continue keeping brick donations available only to those who have served in the armed forces. Ms. Hansen informed the board she will draft written policy, revamp donation forms, and create letter/communication templates for the Garden of Honor Brick Donation Program. Mr. Elenbaas and Ms. Hansen will also draft language for a resolution for the board to consider as well. She will present these to the board soon for approval. Ms. Hansen also thanked Conner Stacy for the courage to come and present his idea to the board and she is in support of looking into a skate park for the community.
5. Mr. Murillo completely supports the skate park idea introduced by Conner Stacy. As a member of the Parks and Recreation Committee he intends to bring this topic to them for consideration.

BOT 21-038 Mr. Vander Wall moved to adjourn at 9:31 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MARCH SESSION- 2nd 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, March 22, 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; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Administrative Assistant; Margaret Wheeler, Library Advisory Board Member; Garry Murphy, Rotary Club Member; Kim Blum, Rotary Club Member; Cathy Schmidt; Jessica VanBlaricum-Miller; Mitch Kahle; Holly Huber; Jeanine Gasper; and Elaine Ebeling.

Ms. Hansen pronounced the invocation.

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

BOT 21-039 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-040 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 8, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$258,438.21 as presented by the summary report for March 10, 2021 – March 23, 2021. There were no interim payments. The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the March 1, 2021 Planning Commission Meeting
3. February Fire Activity Report
4. February Sheriff's Office Report
5. Deputy of the Year: Deputy John Ortman
6. Sheriff's Emerging Leaders: Detective Schickinger
7. Life Saving Award: Deputy Travis Schippers

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Jessica VanBlaricum-Miller, Allendale
2. Holly Huber, Muskegon
3. Mitch Kahle, Muskegon
4. Jeanine Gasper, Allendale
5. Several other members of the public who did not disclose name and resident information.

BOT 21-041 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Garry Murphy, Rotary Club Member; and Kim Blum, Rotary Club Member; provided an overview of the planning for Concerts in the Park for the 2021 season. Rotary requests an increase from six to ten concerts as long as the established budget of \$3200.00 allows. They introduced different ideas of coordinating 50/50 Raffle, Rotary donation box, and inviting food trucks to be available during the concerts. Some board members indicated they would like to investigate sponsorship opportunities to financially support Concerts in the Park rather than it being funded by the township in the future. Several board members had various questions. Board members indicated their support for the increased number of concerts as long as the cost complies with the approved budget. Rotary will continue with booking the entertainment and Ms. Hansen will update the board on Concert in the Park planning progress at future board meetings.

Action Items

- BOT 21-042 Ms. Vander Veen moved to approve the hiring of Mary Cook to fill the vacant Library Director position at a starting salary of \$63,000.00. The motion passed.
- BOT 21-043 Ms. Hansen moved to approve the hiring of Jaxon Walker to fill the vacant Maintenance Operator position at a starting wage of \$16.95 per hour, which will increase to \$17.95 per hour after a successful orientation period. The motion passed.
- BOT 21-044 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-05, authorizing the petition for maintenance and improvement of the Sevey Drain. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-045 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-06, adopting the parameters of the Veteran Garden of Honor Brick Donation Program with the suggested edits. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-046 Mr. Vander Wall moved to approve the 2021 COVID PTO Extension and Revision. The motion passed.
- BOT 21-047 Mr. Vander Wall moved to approve the Deputy Clerk and Community Coordinator job descriptions with the suggested edits. The motion passed.
- BOT 21-048 Ms. Kraker moved to approve the Deputy Clerk and Community Coordinator salaries as outlined in said job descriptions. The motion passed.

Discussion Items

Ms. Hansen provided the board an overview of the proposed codification

services. She explained what codification is and the benefits it will provide constituents of the township and the residents.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jessica VanBlaricum-Miller, Allendale
3. Holly Huber, Muskegon
4. Mitch Kahle, Muskegon

BOT 21-049 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Vander Wall congratulated Deputy Ortman and Deputy Schippers for their Ottawa County Sheriff Office Awards.
2. Mr. Murillo inquired about bricks that do not meet stipulations outlined in Resolution 2021-06 that are already installed in the Veterans Garden of Honor. Mr. Elenbaas clarified that Resolution 2021-06 does not apply to those bricks.
3. Mr. Elenbaas addressed the public inquiry of federal stimulus funds that are to be issued to the township and explained it is likely the funds will not be received. He provided an update of the upcoming Internship interviews.

BOT 21-050 Mr. Murillo moved to adjourn at 9:09 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
APRIL SESSION- 2nd 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 26, 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; Deputy John Ortman, Ottawa County Sheriff's Department; Bill Franks, 5 de Mayo Legal Counsel; Kevin Yeomans, Project Coordinator; Alberto-Jose Torres, 5 de Mayo Manager; and Cathy Schmidt.

Mr. Vander Wall pronounced the invocation.

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

BOT 21-062 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-063 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 12, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$310,842.94 as presented by the summary report for April 14, 2021 – April 27, 2021. There were no interim payments.
3. To approve park rental fees be waived for Allendale High School's Rotaract Club, a non-profit organization, for the event they are hosting on May 1, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the April 5, 2021 Planning Commission Meeting
3. March Sheriff's Department Monthly Report
4. March Fire Department Monthly Report
5. Resolution 2021-XX: Public Liquor License- 5 de Mayo

Public Hearings

1. Liquor License- 5 de Mayo

Mr. Elenbaas opened the public hearing at 7:12 p.m.

No comments were received.

BOT 21-064

Mr. Elenbaas moved to close the public hearing at 7:14 p.m. The motion passed.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale

BOT 21-065

Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Deputy John Ortman provided an overview on his responsibilities as Allendale's School Resource Officer. He advised the board that his number one goal was safety. He spends most of his time in the schools making connections with students and teaching them about various topics. This position has allowed him to be a great resource and liaison for both the students and other deputies. Several board members thanked Deputy Ortman for his commitment to Allendale Schools and the community.

Action Items

BOT 21-066

Ms. Hansen moved to approve the hiring of Tumaini Sango to fill the Library

Circulation Assistant position at a wage of \$12.55 per hour. The motion passed.

BOT 21-067 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-07, establishing a temporary moratorium on all gifts and donations, with the exclusion of the Veteran's Garden of Honor Brick Donation Program, until all various donation programs have been evaluated and reviewed by the Township Board. 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)

Discussion Items

Kevin Yeomans, Project Coordinator, provided an overview of the technology needs of the township. After collaborating with Ottawa County IT, he indicated our rapid growth may require services outside the scope of those provided by the county. He introduced proposed RFP language and will have the final language reviewed by legal before going out for official bids.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale

BOT 21-068 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas provided an update on the status of the statue committee. He indicated the committee has two meetings left. Once those have completed, the committee plans to gather their notes and present to the board. A date for that presentation has not yet been established.

BOT 21-069 Ms. VanderVeen moved to adjourn at 7:55 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
MAY SESSION-2nd 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 24, 2021, at 7:00 p.m. and was called to order at 7:05 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; Colton Hyble, Allendale Township Intern; Chad Doornbos, Public Utilities Supervisor; Lydale Weaver, Human Resources Specialist; Shelly Kowalczyk, Rental & Safety Administrative Assistant; Jon Donald, Garden of Honor Committee Member; Susan Jackson, Garden of Honor Committee Member; Tumaini Sango, Garden of Honor Committee Member; Carina Freeman, Garden of Honor Committee Member; Terry VanDyken, Garden of Honor Committee Member; Lisa Feurzeig, Garden of Honor Committee Member; and Dave Vermilye, Garden of Honor Committee Facilitator; Bill Amstutz; Greg Yaklin; Carissa Foura; Holland Sentinel; Jason Heeres; Jessica VanBlaricum-Miller; Karen Amisi; Kellen Voss; Mark Green; Michael Kransz; Sarah Shepp; Wood TV8; Fox 17; Josh Dean; Mitch Kahle; Marshall Battani; Holly Huber; Peter Walsh; Aaron Haight; Debbie Culbertson and Michelle Lentz.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-084 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-085 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 10, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$357,673.16 and the interim payments of \$492.29 as presented by the summary report for May 12, 2021 – May 25, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the May 3, 2021 Planning Commission Meeting
3. Sheriff's Department April Monthly Report

Public Hearings- None

Garden of Honor Memorial Committee

The Garden of Honor Committee: Jon Donald, Member; Susan Jackson, Member; Tumaini Sango, Member; Carina Freeman, Member; Terry VanDyken, Member; Lisa Feurzeig, Member; and Dave Vermilye, Committee Facilitator collectively presented their recommendations pertaining to the Garden of Honor Memorial. The committee has narrowed their recommendations to three potential suggestions for the board to consider. They include:

1. Adding additional statues to represent the wars that are currently missing from the Garden of Honor. The three wars the committee highlighted were: The War of 1812, The Mexican-American War and the Global War on Terror. They suggest when adding additional statues that they are created with four (4) different guidelines, which include people-based statues, anonymous and not specific to any one person, be diverse and sensitive in terms of ethnicity and gender, and to consult with those that have a vested interest in how the statue is depicted.
2. Adopting signage for the Garden. Specifically, the committee suggested having a sign at the entrance encouraging visitors to look for QR Codes within the Garden. Using a smartphone or tablet, these QR Codes would bring visitors to a webpage which could contain historical information specific to the war each statue represents, interesting stories and anecdotes, connections to Allendale, artists thoughts and interpretations when creating each statue. The committee feels this idea is a good teaching opportunity.

3. Replacing the existing Civil War statue with a revised version of representation of the Civil War. The committee provided a vision of what the new statue could look like. They recommend creating a statue of three (3) soldiers standing side by side. The soldiers would be inspired by Hiram Knowlton; Benjamin Jones; and Louis “Little Feather” Miskogoon. The committee feels the inspiration of the three (3) different soldiers provide an opportunity to represent diverse backgrounds while portraying unity.

The committee clarified they do not have a specific recommendation on what to do with the existing statue if the board chooses to remove it. However, they touched on possibly donating it to a historical society or museum. They also indicated they unanimously agreed they do not recommend the board destroy the current statue, nor do they recommend donating it to a private citizen.

Several board members had questions and thanked the committee for their time, dedication and hard work on these well thought out recommendations.

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale
2. Mitch Kahle, Muskegon
3. Holly Huber, Muskegon
4. Aaron Haight, Allendale
5. Jessica VanBlaricum-Miller, Allendale
6. Michelle Lentz, Grand Haven

BOT 21-086 Mr. Elenbaas moved to close public comment. The motion passed.

Mr. Murillo exited the meeting at 8:19 p.m.

Guest Speakers

Lydale Weaver, Human Resource Specialist, provide an update to the HR Department. Mr. Weaver indicated there have been ten (10) employee transitions/hires since January. He has been very busy with interviews and orientations. He provided a status update on the Novatime project as well as BS&A.

Shelly Kowalczyk, gave an overview of both the Rental and Safety Departments. Ms. Kowalczyk indicated of the 200 rental properties, 199 have already submitted their registrations. The Rental Department has 716 inspections to accomplish and

anticipates completing these by early to mid-fall. Some highlights pertaining to the Safety Department included: the initiation of the respirator program, AED in the maintenance building, and a blood-born spill kit. Ms. Kowalczyk indicated the new laptop has provided a wealth of flexibility. It allows her to work directly with more employees as she can now travel to various locations when needed. Specifically, she has held safety briefings during tail-gate team meetings. The employees appreciate this as well. In addition, she has continued with the monthly safety trainings during Covid-19, but has transitioned them to online to comply with MDHHS directives. In-person trainings are scheduled to resume in June.

Action Items

- BOT 21-087 Mr. Zeinstra moved to and authorize the Clerk and Supervisor to sign Ordinance 2021-01; a zoning map amendment to accommodate the Allendale Baptist Church development project. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra and Mr. Elenbaas. (6)
NAYS: None (0)
ABSENT: Mr. Murillo (1)
- BOT 21-088 Ms. Hansen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-10; outlining the development approval conditions for Allendale Baptist Church. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra and Mr. Elenbaas. (6)
NAYS: None (0)
ABSENT: Mr. Murillo (1)
- BOT 21-089 Ms. Vander Veen moved to approve the hiring of Betsy Ludema to fill the Substitute Library Page and Circulation Assistant position at a wage of \$12.06 per hour. The motion passed.
- BOT 21-090 Ms. Hansen moved to approve the hiring of Natasha Shepard to fill the Administrative Assistant position at a wage of \$14.82 per hour. The motion passed.
- BOT 21-091 Mr. Vander Wall moved to approve the hiring of Charles Thompson to fill the

Public Utilities Assistant Operator Seasonal position at a wage of \$15.49 per hour. The motion passed.

- BOT 21-092 Mr. Vander Wall moved to approve the dates and accept the list of bands for the 2021 Summer Concerts in the Park and to authorize the Clerk to execute appropriate contracts for each band. The motion passed.

Discussion Items

Mr. Elenbaas introduced draft language of Fire Cost Recovery Ordinance and Resolution updates. He indicated these policies will be brought to a future board meeting for approval.

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale

- BOT 21-093 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas clarified the intent of the June 14, 2021 meeting was to bring the Garden of Honor Committee recommendations back to the board for further discussion and potential action. In addition, he indicated the hope was to be back to in-person meetings starting with the June 14, 2021 meeting.
2. Mr. Zeinstra thanked the Garden of Honor Committee and requested for Mr. Elenbaas to extend an invitation for the committee to attend the meeting on June 14, 2021.

- BOT 21-094 Mr. Vander Wall moved to adjourn at 9:12 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Park Bandstand, located at 6676 Lake Michigan Drive, on Monday, June 14, 2021, at 7:00 p.m. and was called to order at 7:06 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; Kevin Yeomans, Project Coordinator; Jeanine Gasper; Joshua Dean; Dawn Southwick; Roberta Harrison; Terry VanDyken; Mark Dalman; Holly Huber; David Morren; Doris Meyle-Koenig; Jeff Seaver; Lynn Belke; Cathy Seaver; Dianne Rozema; Cathy Schmidt; Mitch Kahle; Emily Nisper; Christina Berna; Ezekiel Chojnacki; Betsy Groendyk; John Scheid; Michell Lentz; Jeff Berdyck; Jerry O'Neal; Doug Door; News 3; Fred Meyle; Colton Hyble; Natasha Shepard; Lisa Feurzey; Tumaini Sango; Dianne Rozema; Jessica VanBlaricum-Miller; Tony Miller; Frank Belke; Rebekka DiPiazza; Barry Deters; Tara DeKryger; Shanda Marie; Carina Freeman; Cristian Bartolo and several other news outlets and unidentified guests.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-095 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 21-096 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 24, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$212,241.67 and the interim payments of \$7,924.43 as presented by the summary report for

May 26, 2021 – June 15, 2021.

3. To approve the waiver of the one-day vendor license fees for Ice Box Brand Ice Cream Bars and Mike's Concessions for the 4th of July activities in the park.
4. To approve and authorize the Supervisor to sign and process the fireworks permit/application with the Michigan Department of Energy, Labor & Economic Growth- Bureau of Fire Services. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the May 17, 2021 Planning Commission Meeting
3. Construction Update Pubic Utilities- Wastewater Treatment Plant
4. May Fire Department Report
5. Zoning Text Amendments

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale
2. Jeanine Gasper, Allendale
3. Dawn Southwick, Allendale
4. Roberta Harrison, Allendale
5. Terry VanDyken, Allendale
6. Mark Dalman, Allendale
7. Holly Huber, Muskegon
8. David Morren, Allendale
9. Doris Meyle-Koenig, Allendale
10. Jeff Seaver, Allendale
11. Lynn Belke, Allendale
12. Cathy Seaver, Allendale
13. Dianne Rozema, Allendale

14. Cathy Schmidt, Allendale
15. Mitch Kahle, Muskegon
16. Emily Nisper, Grand Rapids
17. Christina Berna, Allendale
18. Ezekiel Chojnacki, Allendale
19. Betsy Groendyk, Allendale
20. John Scheid, Allendale
21. Michelle Lentz, Allendale
22. Jeff Berdyck, Allendale
23. Jerry O'Neal, Allendale
24. Doug Door, Allendale

BOT 21-097 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

Mr. Elenbaas provided an overview of the statue thus far, including clarification of the Resolution that was adopted last year. He outlined the three different recommendations that the Garden of Honor Committee presented last month to the board. The board engaged in conversation on what action should be taken with the statue. They provided their opinions and stance on the topic. After discussion the following motions were provided:

BOT 21-098 Ms. Vander Veen moved to keep the Civil War statue, but to move it to a different location, specifically the Knowlton House Museum; and to repair it; and add information that explains the artists intent and the history of the statue in a QR code format. The motion failed as shown by the following votes:

YEAS: Ms. Vander Veen and Mr. Elenbaas. (2)

NAYS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Zeinstra (5)

BOT 21-099 Mr. Murillo moved to keep the statue in its current location; and to have it repaired. The motion passed as shown by the following votes:

YEAS: Ms. Kraker, Mr. Vander Wall, Mr. Zeinstra, Ms. Hansen and Mr. Murillo. (5)

NAYS: Ms. Vander Veen and Mr. Elenbaas. (2)

The board requested Mr. Elenbaas research costs associated with adding additional statues to the Garden of Honor.

Mr. Elenbaas called a ten-minute recess at 8:45 p.m.

The meeting resumed at 8:56 p.m.

Discussion Items- None

Public Comments and Communications

Comments were received from:

1. Josh Dean, Allendale
2. Jerry O'Neal, Allendale
3. Ezekiel Chojnacki, Allendale
4. Lisa Feurzeig, Allendale
5. Cathy Seaver, Allendale
6. David Morren, Allendale
7. Michelle Lentz, Grand Haven
8. Jessica Miller, Allendale
9. Rebekka DiPiazza, Allendale
10. Barry Deters, Grand Haven
11. Emily Nisper, Grand Rapids
12. Holly Huber, Muskegon
13. Mitch Kahle, Muskegon
14. Tara DeKryger, Allendale
15. Shanda Marie, Allendale
16. Christina Berna, Allendale
17. Betsy Groendyk, Allendale
18. Cristian Bartolo, Allendale

BOT 21-100 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen clarified that her intent on the motion of moving the statue to the Knowlton House Museum was to have it out in the open and not to hide it (as was suggested during public comment).

BOT 21-101 Mr. Vander Wall moved to adjourn at 9:22 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JUNE SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Park Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 28, 2021, at 7:00 p.m. and was called to order at 7:00 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; Colton Hyble, Township Intern; Tim VanBennekomp, Finance Director; Gary Nestle, Public Utilities Wastewater Supervisor, Gary Scholten, Public Utilities Water Supervisor; Allison Romanski, Grand Valley University Research Assistant; Bruce Pindzia, Fleis & VandenBrink; Steve Witte, Nederveld; Patrick Morrow, Metro Health; James Christopollos; Peter Christopollos; Steve VanDyken; Patrick Marks; Mitch Johnson and several other unidentified guests.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-102 Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 21-103 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 14, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$262,099.97 and the interim payments of \$5,377.48 as presented by the summary report for June 16, 2021 – June 29, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the June 7, 2021 Planning Commission Meeting
3. Sheriff's Department May Monthly Report

Public Hearings

1. Metro Health Signage-University Park PUD Amendment

Mr. Elenbaas opened the public hearing at 7:12 p.m.

No comments were received.

BOT 21-104 Mr. Elenbaas moved to close the public hearing at 7:13 p.m. The motion passed.

BOT 21-105 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-11, with established edits, allowing construction of a Metro Health wall sign exceeding the maximum area permitted by the Zoning Ordinance. 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)

2. Mr. Burger- Walgreen's PUD Amendment

Mr. Elenbaas opened the public hearing at 7:19 p.m.

Public Hearing comments were received from:

Patrick Marks

BOT 21-106 Mr. Elenbaas moved to close the public hearing at 7:22 p.m. The motion passed.

BOT 21-107 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-12, allowing construction of a 5,414 square foot Mr. Burger restaurant and drive-thru, as outlined in the "Mr. Burger" site plan.

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)

Public Comments and Communications

Comments were received from:

1. Mitch Johnson, Allendale

BOT 21-108 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Chad Doornbos, Public Utilities Superintendent, presented the 2020 Annual Report/Year in Review highlighting various topics such as: Coronavirus and its financial impact to operations, new administration building, new construction in Allendale, new water and sewer mains, grant funds, upcoming RFP needs, and a financial overview. Public Utilities is investigating the potential of hosting an open house for their new facilities.

Gary Nestle, Public Utilities Wastewater Supervisor, provided an introduction of the Grand River Watershed Project, a clean water initiative and an overview of the 1972 Clean Water Act. He introduced Ms. Allison Romanski, a Research Assistant from Grand Valley State University. Ms. Romanski presented an update of the Grand Valley Research project. The goal of this project is to assess the overall quality of the Grand River. GVSU researchers have partnered with Allendale Wastewater Treatment Plant including utilizing the lab. Ms. Romanski thanked Allendale Township and Public Utilities for their continued partnership, stating this has provided them opportunities they otherwise would not have had. Several board members thanked Ms. Romanski for her presentation and indicated they would like to have her come back to present GVSU final research findings on this project.

Action Items

BOT 21-109 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-13, adopting an Automated Clearing House (ACH) Policy. 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)

BOT 21-110 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-14, adopting a Credit Card Policy. 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)

BOT 21-111 Ms. Kraker moved to approve the Personnel Policy updates as presented. The motion passed.

BOT 21-112 Mr. Zeinstra moved to approve the Fire Station Design and Bid Budget Amendment Request, the Intern Program Budget Amendment Request, and the Allendale Chamber Membership Directory Budget Amendment Request as outlined in Budget Amendment Requests 1, 2 and 6. 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)

BOT 21-113 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-15, authorizing Ottawa County Water Resource Commissioner to expend money for the maintenance and repair of the Curry Drain. 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)

BOT 21-114 Ms. Hansen moved to approve the hiring of Tawnee Szczepanek to fill the Substitute Library Page and Circulation Assistant position at a wage of \$12.06 per hour. The motion passed.

Discussion Items

Three proposed Zoning Text Amendments were presented to the board including: Tree Preservation, Waste Disposal Facilities and Building Appearance. Discussion was had on these items. A few clarifying edits were suggested. The board requested the language surrounding Waste Disposal Facilities be referred back to the Planning Commission for edits. A few members of the board expressed concerns pertaining to Waste Disposal Facility repair restrictions outlined in the text language.

Kevin Yeomans, Project Coordinator, provided an overview of IT service proposal recommendations. Mr. Yeomans suggested the board consider accepting the bid from Rehmann Technology. Should the board consider approving this bid, there will be necessary budget amendments. Mr. Yeomans will submit this to the board for final consideration at an upcoming meeting.

Kevin Yeomans provided an update of Office 365 program upgrades. Mr. Yeoman's suggests that Rehmann Technology oversee the final transition to this software program. Should the board consider approving this recommendation, there will be necessary budget amendments. Mr. Yeomans will submit this to the board for final consideration at an upcoming meeting.

Mr. Elenbaas called a ten-minute recess at 9:32 p.m.

The meeting resumed at 9:41 p.m.

Mr. Yeomans introduced a draft of the ACT Park Driveway Budget Amendment Request. He explained the need for this amendment coincides with the Fire Station Construction. The construction of the driveway and parking lot is needed sooner in the timeline of the project to help with preparing the park for the upcoming closure of driveway access once construction begins. Mr. Yeomans will bring the final draft of the proposed budget amendment to a future meeting for final consideration.

Mr. Elenbaas and Ms. Hansen presented the board with an overview of Principles of Governance. This includes actions needed in achieving MTA's "Township of Excellence", while enhancing a "Golden Rule" culture for our organization that emphasizes excellent Customer Service.

Public Comments and Communications- None

BOT 21-115 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen inquired to the gravel legislation. Mr. Elenbaas clarified.

BOT 21-116 Ms. Vander Veen moved to adjourn at 10:24 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Park Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 12, 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; Mr. Vander Wall and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Colton Hyble, Township Intern; Chad Doornbos, Public Utilities Supervisor, Chief Mike Keefe, Allendale Fire Chief; and Greg DeJong, Ottawa County Commissioner.

Ms. Hansen pronounced the invocation.

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

BOT 21-117 Mr. Zeinstra moved to approve the agenda of today as presented with the amendment of adding Commissioner DeJong as a guest speaker. The motion passed.

BOT 21-118 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 28, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$286,504.19 and the interim payments of \$18,631.60 as presented by the summary report for June 30, 2021 – July 13, 2021.
3. To approve the DDA budget amendments as presented in Budget Amendment Request #7. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

Items Received for Information

1. Financial Report
2. Minutes of the June 21, 2021 Planning Commission Meeting
3. Sheriff's Department June Monthly Report
4. MiWarn Agreement

Public Hearings – None

Public Comments and Communications - None

BOT 21-119 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Greg DeJong, Ottawa County Commissioner, provided an update on the happenings of Ottawa County including: State funds for Ottawa County Parks; An overview of the parks system; Alan Vanderberg, County Administrator, last day with Ottawa County is August 24, 2021; American Rescue Plan funds to Ottawa County; Sheriff's Department; Water Resource Committee; Scrap tire collection at the Holland location Ottawa County Road Commission is being held on July 31, 2021; and Census data in Ottawa County.

Chief Mike Keefe, Fire Chief, provided a department update including: Annual statistic numbers; Monday morning newsletter; County Firefighter Academy, with a 95% pass rate, was hosted by Allendale Township Fire Department; and Allendale Township is the 2nd busiest fire department in Ottawa County. He thanked the Township board for moving forward with the new fire station.

Action Items

BOT 21-120 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-16, authorizing Designees of the Treasurer to collect/receive property tax payments. The motion passed as shown by the

following votes:

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

NAYS: None (0)

ABSENT: None (0)

BOT 21-121 Ms. Kraker moved to approve the hiring of Mike Brummel to fill the Public Utilities Assistant Operator position at a wage of \$19.66 per hour. The motion passed.

BOT 21-122 Mr. Zeinstra moved to approve and authorize the Supervisor to sign the Rehmann IT Managed Services Contract and Office 365 Contract and to approve respective budget amendments as presented in Budget Amendment Requests #3 and #4. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

BOT 21-123 Ms. Vander Veen moved to approve the Township Park Driveway Budget Amendment Request as outlined in Budget Amendment Requests #5. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

BOT 21-124 Ms. Kraker moved to adopt the Allendale Charter Township Principles of Governance, which guide the Township's service to its residents. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Zeinstra, Mr. Vander Wall and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

Discussion Items

Chief Mike Keefe, Allendale Fire Chief, introduced a draft of an ordinance and a resolution pertaining to Emergency Services Cost Recovery. He explained the

need for these language updates including the need of reimbursement. He will bring the final draft of the proposed resolution and ordinance to a future meeting for final consideration.

Public Comments and Communications- None

BOT 21-125 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas made comments including: Costs analysis; Concerts in the park beginning on July 20th; Library Reestablishment presentation and resolution; and the growth of the Project Coordinator position.
2. Ms. Kraker inquired about the American Rescue Plan funds. Mr. Elenbaas clarified.

BOT 21-126 Ms. Vander Veen moved to adjourn at 8:28 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JULY SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 26, 2021, at 7:00 p.m. and was called to order at 7:00 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; Colton Hyble, Township Intern; Chad Doornbos, Public Utilities Supervisor, Tyler Wolfe, Head Assessor; Connor Galligan, Assistant Assessor; Tim VanBennekorn, Finance Director; Mary Cook, Library Director; Margaret Wheeler, Library Advisory Board Member; Nathan Tenhave; Jeffrey Viraldo; Jasper Viraldo; Michael Morgan; Jason Morgan; and Jordan Morgan.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-127 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-128 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 12, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$432,466.89 and the interim payments of \$2,596.20 as presented by the summary report for July 14, 2021 – July 27, 2021.
3. To approve the waiver of the vendor license fees for business owners Kenneth Sall and Lauren D'Angelo for township hosted events: Movies in

the Park 2021, and Concerts in the Park 2021 Series.

4. To approve the corrected DDA budget amendment as presented in Budget Amendment Request #7-Corrected. 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 June 21, 2021 Planning Commission Meeting
3. Fire Department Monthly Report- June 2021

Public Hearings – None

Public Comments and Communications - None

BOT 21-129 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Connor Galligan, Assistant Assessor, provided an update on the Assessing Department. He indicated the July Board of Review was completed last week. Next Board of Review will be held on December 14, 2021. The Assessing Department's new process of mailing short forms to property owners has helped response rates increase drastically. There has been a total of 91 new houses in 2021, which is 20 more than last year. Mr. Galligan provided an overview on the tax tribunal cases from 2020 and 2021.

Tim VanBennekom, Finance Director, provided a Finance Department update to the board. The annual audit has been completed. Overall, Allendale is doing a great job. Mr. VanBennekom informed the board that we need to file for American Rescue Plan Act (ARPA) funds. Allendale is estimated to receive approximately 2.8 million dollars. However, there are numerous provisions on what the money can be spent on. The Finance Department will soon start planning for the 2022 budget.

Colton Hyble, Intern, gave an overview of his time here at Allendale Township. He outlined the various projects he has been a part of as well as the take-aways, knowledge and experience gained through this intern program.

Action Items

BOT 21-130 Ms. VanderVeen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-17, adopting the Michigan Water/Wastewater Agency Response Network, Mutual Aid and Assistance Agreement (MiWARN). 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)

BOT 21-131 Mr. Zeinstra moved to support the supervisor in taking the necessary steps to apply for 100% of the funds available through the American Rescue Plan Act (ARPA). The motion passed.

BOT 21-132 Mr. Elenbaas moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-18, reestablishing the Public Library as allowed by MCL 42.13a, and to reappoint the Library Advisory Board. 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)

Discussion Items

Mr. Elenbaas, introduced a draft of a job description for the Project Coordinator. The draft version included: updates to specific job duties, additional duties, suggested title update of "Assistant Administrator" and increased salary suggestions.

Public Comments and Communications

Comments were received from:

1. Michael Morgan

BOT 21-133 Mr. Elenbaas moved to close public comment. The motion passed.

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 also highlighted some library updates including: Room Room revamps, Fines and Fees schedule is being updated, and the statewide reading of Women of Copper County.

BOT 21-134 Ms. Vander Veen moved to enter into closed session to discuss potential land purchase at 8:26 p.m. 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)

The board returned to open session at 9:02 p.m.

Several board members made general comments on various township activities.

BOT 21-135 Ms. Hansen moved to adjourn the meeting at 9:07 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
AUGUST SESSION-1st 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.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
AUGUST SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 23, 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; Mr. Vander Wall and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Mary Cook, Library Director; and Greg DeJong, Ottawa County Commissioner.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-143 Ms. Vander Veen moved to approve the agenda of today with the following amendments: add Commissioner Greg DeJong as guest speaker, eliminate "First Reading" from Ordinance 2021-02: Emergency Services Cost Recovery Ordinance Action Item. The motion passed.

BOT 21-144 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 9, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$591,859.88 and the interim payments of \$9,253.66 as presented by the summary report for August 23, 2021. The motion passed as shown by the following votes:

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

NAYS: None (0)

Items Received for Information

1. Financial Report
2. Minutes of the August 2, 2021 Planning Commission Meeting
3. Fire Department- July Monthly Report

Public Hearings

1. Ordinance 2021-02: Emergency Services Cost Recovery Ordinance

Mr. Elenbaas opened the public hearing at 7:04 p.m.

No comments were received.

BOT 21-145

Mr. Elenbaas moved to close public comment. The motion passed.

Public Comments and Communications - None

BOT 21-146

Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an update regarding the Ottawa County Public Health mandates, including his stance on the mask requirement orders. Commissioner DeJong distributed a written statement titled "Where I Stand on the Ottawa County Mask Mandate" some of which stated: "Who knows their child better than their parents, guardian or your child's pediatrician? Regarding wearing of masks, every parent should have the right to protect their child and I support that. Equally, if you don't feel good about your child wearing a mask, you should have that right, and I support that also. I believe in respecting parents' rights no matter what their point of view is regarding this issue. We need to find middle ground, compromise, respect for each other, and show some common decency for each other."

Several Board members had questions and comments.

Mary Cook, Library Director, provided an update on the Library including: a brief introduction and background of herself; June 1st the library opened up after a long bout of limited services due to Covid; modified hours; patron counts; circulation stats; program participation; Library Advisory Board meetings overview; and fines and fees schedule.

Several Board members had questions and comments.

Action Items

- BOT 21-147 Mr. Vander Wall moved to adopt and authorize the Clerk and Supervisor to sign Ordinance 2021-02: Emergency Services Cost Recovery Ordinance; an ordinance to protect the public health, safety and general welfare of persons and property within Allendale Charter Township, through the assessment and recovery of the expenses incurred in providing emergency assistance for fire services. The motion passed.
- BOT 21-148 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-19: Emergency Services Cost Recovery Resolution; establishing charges for Fire Department Services as outlined in Ordinance 2021-02. The motion passed.
- BOT 21-149 Ms. Hansen moved to approve and authorize the Clerk to prepare and sign four (4) Farmland and Open Space Preservation Program applications, commonly known as PA 116, submitted by H. Walcott Family Farms, for parcel numbers: 70-09-19-300-018, 70-09-20-100-013; 70-09-32-200-005, and 70-09-32-200-006. The motion passed.
- Mr. Elenbaas introduced Ordinance 2021-03: Great lakes Franchise Agreement for its first reading.
- BOT 21-150 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-20: Schedule Truth in Taxation Public Hearing; establishment of a public hearing date to consider a proposed increase of 0.0598 mills in the operating tax millage rate to be levied. The motion passed.

Discussion Items

Ms. Hansen presented the board with the current job description for the Human Resource Manager position. She indicated Lydale Weaver, Human Resource Specialist, has been fulfilling many of the duties of the Human Resource Manager for numerous months. She highlighted many accomplishments Mr. Weaver has achieved in his time here as well as upcoming goals. Ms. Hansen is requesting the board to consider supporting a promotion for Mr. Weaver. She will be bringing a letter of recommendation to the board at the next meeting.

Mr. Elenbaas informed the board of the increased police needs for our

community. He is investigating ways to increase the policing staff for the township. Statistics show many of the calls for police services fall within the parameters of student housing jurisdictions. Mr. Elenbaas is researching the possibility of establishing a special assessment tax for student housing jurisdictions to help alleviate the costs of adding the necessary additional police officers.

Public Comments and Communications- None

BOT 21-151 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas informed the board that the Knowlton House Museum is seeking to add a historical sign and to possibly update landscaping around the museum. The Knowlton House has designated funds they plan to use to accomplish this.
2. Ms. Vander Veen thanked everyone who contributed to the very successful 2021 Concert in the Park Series.

BOT 21-152 Mr. Vander Wall moved to adjourn the meeting at 8:19 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER SESSION-1ST DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 13 2021, at 7:00 p.m. and was called to order at 7:01 by Mr. Elenbaas.

Present: Mr. Murillo; Ms. Hansen; Ms. Kraker; Mr. Vander Wall and Mr. Elenbaas. (5)

Absent: Ms. Vander Veen; and Mr. Zeinstra (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Project Coordinator; Tim VanBennekom, Finance Director; Lieutenant Kyle Garlanger, Fire Department; Chad Doornbos, Public Utilities Supervisor; and Greg DeJong, Ottawa County Commissioner.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-153 Mr. Vander Wall moved to approve the agenda of today with the following amendments: add Ordinance 2021-03, Great Lakes Energy Franchise, to the Action Items and remove Business Registration Program Update from Guest Speakers. The motion passed.

BOT 21-154 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 23, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$533,529.37 and the interim payments of \$38,838.14 as presented by the summary report for September 14, 2021. The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the August 16, 2021 Planning Commission Meeting
3. July Sheriff's Department Monthly Report
4. August Fire Department Monthly Report

Public Hearings

1. Truth in Taxation

Mr. Elenbaas opened the public hearing at 7:06 p.m.

No comments were received.

BOT 21-155 Mr. Elenbaas moved to close public comment. The motion passed.

Public Comments and Communications - None

BOT 21-156 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update, which included the following: David Van Ginhoven was honored at an Ottawa County Parks & Rec Foundation event. A trail located at Hemlock Crossings was named after him and a memorial was installed on said trail. The County Board of Commissioners has a board meeting tomorrow. Commissioner DeJong anticipates a high turnout of residents passionate about the current mask mandate issued by the Ottawa County Health Department. Commissioners have contacted independent attorneys to obtain an opinion on overriding the mandate. Commissioner DeJong indicated that both attorneys contacted concur that the Health Department's mandate cannot be overridden. Commissioner DeJong met with a few of our state representatives seeking assistance. They indicated they were looking into it. The Attorney General's office did not respond to Commissioners request for an opinion on the mask mandate matter. Commissioner DeJong continues to communicate as often as possible with residents that reach out to him.

Tim VanBennekom, Finance Director, provided an overview of the mid-year budget amendment requests. He indicated the township is tentatively expecting \$50,000.00 to be reverted back to the general fund, assuming no unexpected issues arise.

Chad Doornbos, Public Utilities Supervisor, provided an overview on the Public Utilities budget amendment requests.

Action Items

- BOT 21-157 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-21: Truth in Taxation Millage Rate Resolution and to authorize appropriate township officials to complete and submit the County Checklist and 2021: L-4029 forms as necessary. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)
- BOT 21-158 Mr. Vander Wall moved to approve the Mid-Year Budget Amendments as presented. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)
- BOT 21-159 Mr. Elenbaas moved to update the position title currently held by Kevin Yeomans from Project Coordinator to Assistant Township Administrator and to approve the promotion of Kevin Yeomans to the position of Assistant Township Administrator at an annual salary of \$66,687.92 as outlined in the letter of recommendation presented. The motion passed.
- BOT 21-160 Ms. Hansen moved to update the position title from Human Resource Manager to Human Resource Director and to approve the promotion of Lydale Weaver from Human Resource Specialist to Human Resource Director at an annual salary of \$67,059.20 as outlined in the letter of recommendation presented. The motion passed.
- BOT 21-161 Ms. Kraker moved to update the position title from Assistant Assessor to Assessor Administrator and to approve the amended job description as presented. The motion passed.
- BOT 21-162 Mr. Vander Wall moved to approve the promotion of Connor Galligan from Assistant Assessor to Assessor Administrator at an annual salary of \$68,640.00 as outlined in the letter of recommendation presented. The motion passed.

BOT 21-163 Mr. Vander Wall moved to approve the Wage Transition Budget Amendments as presented. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

BOT 21-164 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2021-03: Great Lakes Energy Cooperative Franchise Ordinance; an ordinance to grant a franchise to conduct local electric, broadband and communication business in Allendale Charter Township. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

Discussion Items

Lieutenant Kyle Garlanger, Allendale Fire Department provided a brief history of the rental program in Allendale Township. He indicated historically the cost of inspecting rental properties fell to the township, which averaged over \$25,000.00 per year. After researching various options, the cost of rental inspections transitioned to the property owner through an established rental program designed to recoup costs. Lt. Garlanger indicated, due to various costs of business increases, our current fee schedule may not be sufficient to recoup current rental inspection costs. He introduced a proposed fee schedule to remedy this and introduced updated language to the proposed ordinance amendment. Several board members had questions and comments.

Public Comments and Communications

Comments were received from:

1. Kevin Yeomans, Courtland Township

BOT 21-165 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments: None

BOT 21-166 Ms. Kraker moved to go into closed session at 8:17 p.m. for the purpose of consulting the township legal counsel regarding trial strategy in connection with pending litigation, specifically the Griffin, Miller, Kahle and Huber matters. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Ms. Vander Veen; Mr. Zeinstra (2)

The board returned to open session at 8:57 p.m.

BOT 21-167 Mr. Vander Wall moved to adjourn the meeting at 8:57 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 27, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Deputy Clerk/Community Coordinator, Kevin Yeomans, Assistant Administrator; Tim VanBennekom, Finance Director; and Captain Tony Dolce, Fire Department.

Mr. Murillo pronounced the invocation.

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

BOT 21-168 Mr. Zeinstra moved to approve the agenda of today with the following amendments: add bike trail map under Discussion Items. The motion passed.

BOT 21-169 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 13, 2021 Board of Trustees meeting.
2. To approve the Minutes of the September 13, 2021 Closed Session meeting.
3. To approve the general claims in the amount of \$293,286.47 and the interim payments of \$334.54 as presented by the summary report for September 28, 2021.
4. To approve the DDA M45 Booster Station Budget Amendment as presented.

5. To approve the monthly on-site shredding services from West Michigan Shredding at a cost of \$45.00 every four (4) weeks.
6. To approve the purchase of the copier/printer machine for the Library at a cost of \$3600.00, and copy costs of \$0.008 per black/white copies and \$0.049 per color copies.
7. To approve the credit card merchant services of Square for the Library at a cost of 2.6% plus \$0.10 per transaction and the initial purchase of a new credit card terminal at a cost of \$299.00. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the September 7, 2021 Planning Commission Meeting
3. August Sheriff's Department Monthly Report

Public Hearings - None

Public Comments and Communications - None

BOT 21-170 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Elizabeth Szymanski, Deputy Clerk/Community Coordinator, gave an update on two items: communications and township events. She stated that the township phone tree would be updated to provide better customer service. This will be implemented in the coming weeks. She then gave an update on township events. She stated that the township had a successful Independence Day, Concerts in the Park, and Movies in the Park events. The township is hosting a Halloween-themed Movie in the Park on October 8, 2021 and a Veterans Day event on November 11, 2021. She invited the Township Board to attend both events.

Captain Tony Dolce, Fire Department, gave an update about the business registration program. He stated why it is important to have this registration on file. He mailed 270 registration forms. Fifty (50) forms were returned to the township and marked "undeliverable," while 62 business submitted their forms to the township as requested. The Board suggested that Captain Dolce attend Chamber of Commerce meetings and coordinate with them to send out registration forms with annual mailings. The Board also suggested creating a

fillable PDF form and educate the businesses with videos and other forms of marketing.

Tim VanBennekom, Finance Director, presented a 2022 Budget timeline. He discussed the budget, including projected revenues, and changes to the format and budgeting process; how to utilize BS&A software for spreadsheets; and informed the board that ARPA funds were approved. He provided a brief overview of the 2020 Census and the influence it had on any funds.

Action Items

- BOT 21-171 Mr. Elenbaas introduced Ordinance 2021-04: Rental Housing Registration Amendment Ordinance for its first reading.
- BOT 21-172 Mr. Vander Wall moved to approve the purchase of Library furniture at a cost of \$1,462.80 as presented in the quote from Modern Office Interiors. The motion passed.
- BOT 21-173 Mr. Zeinstra moved to approve and authorize the Supervisor to sign the agreement with Melrose Pyrotechnics, Inc. for services of the 2022 Independence Day Fireworks at a cost of \$20,000.00 as presented. The motion passed.

Discussion Items

On behalf of the Planning Commission, Mr. Zeinstra inquired of the existence of a map of the Master Plan Bike Trails. The Planning Commission is concerned with any possible development along the planned trails. They want to ensure developments comply with the specifications of installing a bike path rather than traditional sidewalks. The clerk will verify the correct plan is up to date on the website.

Public Comments and Communications - None

- BOT 21-174 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra suggested that the township website contain site plans from the time public notices are published.

Ms. Hansen thanked the Board for welcoming Ms. Szymanski in joining the meeting tonight and for providing the opportunity for her to take minutes and learn the role of clerking this evening. She also thanked the Board for approving her position and highlighted how valuable Ms. Szymanski is to the Clerk's office and the organization. Ms. Hansen and Kevin Yeomans provided an update on the codification process. She thanked Mr. Yeomans for his help in this process.

Mr. Elenbaas-provided an update on the Pontifex wage study. He indicated Department Heads were planning appropriately for potential wage increases for performance reviews and cost of living increase guidelines. He provided a brief update of the potential land purchase that is still slated to be completed this fiscal year. Mr. Elenbaas informed the board that the township is planning to contract with Shine for our township lights display again this holiday season. He sent a letter to residents and business owners along M-45 and invited them to join in the township efforts on spreading some holiday cheer by putting lights of their own up in conjunction with the township. The lights are scheduled to be on display beginning the week of Thanksgiving through the first of the year (2022).

- BOT 21-175 Ms. Vander Veen moved to go into closed session at 8:20 p.m. for the purpose of consulting the township legal counsel regarding trial strategy in connection with pending litigation, specifically the Griffin, Miller, Kahle and Huber matters. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Ms. Vander Veen, Mr. Zeinstra, and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

The board returned to open session at 8:57 p.m.

- BOT 21-176 Mr. Vander Wall moved to direct legal counsel to submit the appropriate paperwork to dismiss charges for pending litigation in the matters of the Griffin, Miller, Kahle, and Huber cases. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Ms. Vander Veen, Mr. Zeinstra, and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

BOT 21-177 Mr. Zeinstra moved to adjourn the meeting at 9:00 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 11, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Assistant Administrator; Tyler Wolfe, Head Assessor; Chad Doornbos, Public Utilities Supervisor; Mary Cook, Library Director; Bruce Pindzia, Fleis & VandenBrink; Don DeGroot, Exxel Engineering; and Betsy Groendyk.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-178 Mr. Zeinstra moved to approve the agenda of today with the following amendments: add "Approval of the September 27, 2021 Closed Session Meeting Minutes" to the Consent Agenda and to add "Closed Session-Discussion of Potential Land Purchase" after Future Agenda Items. The motion passed.

BOT 21-179 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 27, 2021 Board of Trustees meeting.
2. To approve the Minutes of the September 27, 2021 Closed Session meeting.
3. To approve the general claims in the amount of \$151,473.06 and the interim payments of \$190.00 as presented by the summary report for October 12, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the September 20, 2021 Planning Commission Meeting
3. September Fire Department Monthly Report

Public Hearings - None

Public Comments and Communications - None

BOT 21-180 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Kevin Yeomans, Assistant Administrator, presented a 2022 Budget Overview. He discussed changes to the format and budgeting process.

Tyler Wolfe, Head Assessor, presented the Assessing Department proposed budget.

Adam Elenbaas, Supervisor, presented proposed budgets for the following departments: Board of Trustees; Supervisor; Administration, Attorney, Police Officer, and Senior Citizen.

Kevin Yeomans, Assistant Administrator, presented proposed budgets for the following departments: Planning and Zoning; Zoning Board of Appeals; and Planning Commission.

Jody Hansen, Clerk, presented proposed budgets for the following departments: Clerk, Elections, and Community Promotions. She also introduced a request for funds to start a passport program for Allendale Township.

Action Items

BOT 21-181 Mr. Vander Wall moved to approve and authorize the Deputy Treasurer to close the checking and savings account currently held at Lake Michigan Credit Union and to move those remaining funds to the Property Tax bank account held at Macatawa Bank. The motion passed.

Mr. Don DeGroot, Exxel Engineering, provided a summary of the proposed Zoning Map Amendment Ordinance.

BOT 21-182 Mr. Elenbaas introduced Ordinance 2021-05: Zoning Map Amendment Ordinance for it's first reading.

Discussion Items

Chad Doornbos, Public Utilities Supervisor, provided an overview on the recent wage study results pertaining to Public Utilities. Mr. Doornbos clarified that Allendale Charter Township Operators, Supervisors and Superintendent are dual disciplined. Mr. Doornbos proposes the following: adjust starting wage for a Utility Operator from \$21.60 per hour to \$23.00 per hour; increase current Utility Operators wages by 6%; increase Supervisors and Superintendent wages by 3%; and Utility Operators that are on call, eliminate the \$1.00 per hour additional on-call wage increase and replace it with an annual compensation of \$3,900.00 (to be paid bi-weekly). Mr. Doornbos explained the State of Michigan views these disciplines as two distinct arenas and licensing is required for each. Allendale Public Utilities has a high performing cross-trained team that can operate in both disciplines. He expressed that approval of the proposed wage increases allow Allendale Township Public Utilities Department to remain competitive in the market and will likely increase employee retention.

Public Comments and Communications - None

BOT 21-183 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Vander Veen informed the board that an Ottawa County Veterans Coalition is forming. There is an upcoming meeting if anyone is interested.

Mr. Elenbaas thanked Grand Valley State University for their contributions to the new fire station.

Ms. Hansen invited the board to participate in Allendale Township's Veteran Day event.

Mr. Vander Wall reminded the board that we haven't had an increase in our millage rate in quite some time. He commended everyone for working hard to ensure we are operating within our means.

Ms. Kraker informed the board that she is unable to attend the next board meeting.

Mr. Zeinstra inquired as to how the township enforces ordinances.

BOT 21-184 Mr. Vander Wall moved to go into closed session at 8:52 p.m. for the purpose of discussing a potential land purchase. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

The board returned to open session at 9:06 p.m.

BOT 21-185 Mr. Vander Wall moved to adjourn the meeting at 9:07 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
OCTOBER SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 25, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

Present: Ms. Hansen; Mr. Vander Wall (via phone conference); Ms. Vander Veen; Mr. Zeinstra; and Mr. Elenbaas. (5)

Absent: Mr. Murillo; and Ms. Kraker; (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Kevin Yeomans, Assistant Administrator; Chad Doornbos, Public Utilities Superintendent; Mary Cook, Library Director; Tim VanBennekomp, Finance Director; Lieutenant Kyle Garlanger, Fire Department; Larry Haveman, Maintenance Supervisor; Chief Mike Keefe, Fire Department; Leah Bectel; Shane Peterson; Merwyn Koster; and Corey Turner, Flies & Vanden Brink.

Ms. Hansen pronounced the invocation.

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

BOT 21-186 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-187 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 11, 2021 Board of Trustees meeting.
2. To approve the Minutes of the October 11, 2021 Closed Session meeting.
3. To approve the general claims in the amount of \$347,608.61 and the interim payments of \$1,348.00 as presented by the summary report for October 26, 2021.
4. To approve the Historical Society budget amendment as presented in Budget Amendment Request #12.

5. To approve the purchase of Historical Society Plaque in the amount of \$504.00.
6. To approve the Veteran Day Budget amendment as presented in Budget Amendment Request #13.
7. To approve the following committee appointment:

Parks & Recreation Committee

Daniel Russell

Items Received for Information

1. Financial Report
2. Minutes of the October 4, 2021 Planning Commission Meeting

Public Hearings - None

Public Comments and Communications - None

BOT 21-188 Mr. Elenbaas moved to close public comment. The motion passed.

Action Items

BOT 21-189 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2021-05: Zoning Map Amendment Ordinance- Biltmore Rezoning; a zoning map amendment to accommodate the Biltmore Rezoning request of vacant land located at 10681 52nd Avenue and 10460 56th Avenue consisting of approximately 57 acres. The motion passed as shown by the following votes:

YEAS: Ms. Vander Veen, Ms. Hansen, Mr. Zeinstra, Mr. Vander Wall, and Mr. Elenbaas. (5)

NAYS: None (0)

ABSENT: Mr. Murillo; and Ms. Kraker (2)

BOT 21-190 Ms. Vander Veen moved to approve the hiring of Elizabeth Hill to fill the Substitute Library Page position at a wage of \$11.33 per hour. The motion passed.

- BOT 21-191 Ms. Vander Veen moved to approve the hiring of Shawn Hoover to fill the Public Utilities Operator position at a wage of \$22.52 per hour. The motion passed.
- BOT 21-192 Mr. Vander Wall moved to approve the promotion of Mike Brummel to fill the Public Utilities Operator position at a wage of \$22.08 per hour. The motion passed.
- BOT 21-193 Ms. Hansen moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2021-04: Rental Housing Registration Amendment Ordinance; an ordinance to amend Ordinance 2017-4, which provides for the registration and regulation of rental housing located within the Charter Township of Allendale; to allow inspections; to provide penalties for violations; to repeal conflicting ordinances; and to provide for the effective date of this ordinance. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Ms. Hansen, Mr. Zeinstra, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Mr. Murillo; and Ms. Kraker (2)
- BOT 21-194 Ms. Hansen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-23: Rental Housing Registration Fees; establishing appropriate fees for registration and inspection of rental units. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Ms. Hansen, Mr. Zeinstra, Mr. Vander Wall, and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Mr. Murillo; and Ms. Kraker (2)
- BOT 21-195 Ms. Vander Veen moved to approve the wage increases, effective January 1, 2022, and as outlined in the recommendation letter submitted by Chad Doornbos, Public Utilities Superintendent. Specifically: adjust the starting wage for a Utility Operator from \$21.60 per hour to \$23.00 per hour; increase current Utility Operators wages by 6%; increase Supervisors and Superintendent wages by 3%; and Utility Operators that are on call, eliminate the \$1.00 per hour additional on-call wage increase and replace it with an annual compensation of \$3,900.00 (to be paid bi-weekly). The motion passed.

Budget Presentations

Tim VanBennekom, Finance Director, presented a 2022 Budget Overview and highlighted the proposed budget is a balanced budget.

Lieutenant Kyle Garlanger, Fire Department presented the Rental Administration Fund proposed budget.

Mary Cook, Library Director, presented the Library proposed budget.

Tim VanBennekom, Finance Director, presented proposed budgets for the following accounts: Finance and Accounting, Audit, Treasurer, Employee Insurances, Drain at Large and Street Lights.

Chief Mike Keefe, Fire Department, presented the Fire Department proposed budget.

Larry Haveman, Maintenance Supervisor, presented proposed budgets for the following accounts: Highway/M-45, Roads, Cemetery, Parks and Recreation, and Buildings and Grounds.

Tim VanBennekom, Finance Director, provided a summary of the General Fund Balance. He indicated revenue vs. expenditures were good for 2022, however, forecasted projections specify the board will need to strategically plan to help ensure balanced budgets in the coming years. Mr. VanBennekom provided an update on ARPA funds.

The board moved to recess at 8:20 p.m.

The board reconvened at 8:30 p.m.

Chad Doornbos, Public Utilities Superintendent, presented the proposed budgets for the following accounts for Water and Sewer Fund: Administration, Water, Sewer and Debt.

Adam Elenbaas, Supervisor, presented proposed budgets for the following accounts for Downtown Development Authority Fund: Audit, Administration, Attorney, Roads, and DDA Construction.

Kevin Yeomans, Assistant Administrator, presented proposed budgets for the following accounts for the Building Department Fund: Audit, Administration, and Inspection Department.

Adam Elenbaas, Supervisor, presented proposed budgets for the following accounts for Road Fund: Audit and Roads.

Adam Elenbaas, Supervisor, presented proposed budgets for the following accounts for Historical Society Fund: Administration and Knowlton House.

Tim VanBennekom, Finance Director, presented the draft language for the 2020 Budget Resolution. He explained the budget approval would be an activity/department-based budget, rather than a line item budget approval. This change in resolution language will provide oversight through the Chief Administrative Officer, streamline processes, and will ensure the board remains informed on all financial activities that would impact budget totals.

Discussion Items

Adam Elenbaas provided an overview on the proposed Covid-PTO recommendation for 2022. The recommendation, which was provided by a sub-committee of several department heads is as follows:

- Every employee receives 40 hours of Covid-PTO effective January 1, 2022.
- Once 40 hours of Covid-PTO has been used the employee will need to utilize regular PTO.
- Employees can use the Covid-PTO for any related Covid situation involving themselves or immediate family member.
- If employee can work from home and department heads help facilitate this, then no Covid-PTO is used.
- Covid-PTO will end on December 31, 2022 and employees will begin using PTO for all leave of absences.

Several board members had questions and comments.

Mr. Elenbaas presented a summary of the wage study that was performed by Pontifax. The overall findings indicate the employees are aligning within market expectations. Pontifax did recommend a slight increase to the top end of the wage range. This would extend potential growth opportunities. In addition, a slight increase to the bottom of the wage scale will assist with attracting new talent to the organization.

Public Comments and Communications

Comments were received from:

1. Corey Turner, Flies & VandenBrink

BOT 21-196 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Vander Veen informed the board that the next Ottawa County Veterans Coalition meeting is November 10, 2021, from 12:30 p.m. – 3:30 p.m. The meeting will be held at the Ottawa County Filmore Complex, Main Conference Room.

BOT 21-197 Mr. Zeinstra moved to adjourn the meeting at 10:02 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday November 8, 2021, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Kevin Yeomans, Assistant Administrator; Chad Doornbos, Public Utilities Superintendent; Tim VanBennekum, Finance Director; Sergeant Cal Keuning, Sheriff Department; and Greg DeJong, Ottawa County Commissioner.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-198 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-199 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 25, 2021, Board of Trustees meeting.
2. To approve the general claims in the amount of \$325,014.74 and the interim payments of \$145.00 as presented by the summary report for November 9, 2021.

Items Received for Information

1. Financial Report
2. Minutes of the October 18, 2021, Planning Commission Meeting

3. Fire Department September Monthly Report

Public Hearings

1. 2022 Budget

Mr. Elenbaas opened the public hearing at 7:08 p.m.

No comments were received.

BOT 21-200 Mr. Elenbaas moved to close the public hearing at 7:09 p.m. The motion passed.

Public Comments and Communications - None

BOT 21-201 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update, which included the following: Ottawa Sands Park received a \$2.5 million dollar donation to develop the new park. The 231 Race was well attended and raised \$8,000.00 for the Idema Trail. The Health Department removed the mask mandate in schools effective January 3, 2022. The Ottawa County Board of Commissioners adopted a resolution opposing vaccine mandates. Though vaccines remain encouraged. The Sheriff's Office purchased a new jail body scanner at a cost of \$146,000. The County Board meetings are live streamed. They are beginning to live stream with some committee meetings as well. The County Board will be analyzing results from the annual citizen survey at their next meeting.

Sergeant Cal Keuning, Sheriff Department updated the board on his revised hours. He is helping to fill shifts until the open position is filled. He indicated October was an extremely busy month with 520 calls.

Action Items

BOT 21-202 Mr. Zeinstra moved to approve the wage ranges as presented by the Pontifex Wage Study recommendations, with the 2022 annual 1% adjustment. The motion passed as shown by the following votes:
YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Ms. Vander Veen; Mr. Zeinstra; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 21-203 Ms. Vander Veen moved to approve the wage adjustment for any employee that falls below the new 2022 Wage Range minimum, and to be placed at the same percentage on the Wage Scale as where they were on the previous Wage Scale. These employees remain eligible for an annual performance review wage adjustment for 2022. The motion passed as shown by the following votes:

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

NAYS: Ms. Hansen (1)

ABSENT: None (0)

BOT 21-204 Mr. Vander Wall moved to approve the 2022 Covid-PTO recommendations as specified in the recommendation letter submitted by the Covid-PTO Subcommittee; and is outlined below:

- Every employee receives 40 hours of Covid-PTO effective January 1, 2022.
- Once 40 hours of Covid-PTO has been used the employee will need to utilize regular PTO.
- Employees can use the Covid-PTO for any related Covid situation involving themselves or immediate family member.
- If an employee can work from home and department heads help facilitate this, then no Covid-PTO is used.
- Covid-PTO will end on December 31, 2022, and employees will begin using PTO for all leave of absences.

The motion passed.

BOT 21-205 Mr. Elenbaas introduced 2021-06 Zoning Text Amendment Ordinance; an ordinance amending text to Section 16.02A- Permitted Uses; for its first reading.

BOT 21-206 Ms. Vander Veen moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-24; a resolution to purchase property located at 6138 Lake Michigan Drive; with the following amendments: add “using approved DDA funds”; and to direct the Clerk and Supervisor to execute all necessary documentation to finalize the purchase of the property. The motion passed as shown by the following votes:

YEAS: Mr. Murillo, Ms. Hansen, Ms. Kraker, Mr. Vander Wall, Ms. Vander

Veen; Mr. Zeinstra; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

Discussion Items

Mr. Elenbaas provided a recap of the 2022 budget resolution.

Kevin Yeomans, Assistant Administrator, introduced a strategic planning presentation.

Several board members had questions and comments.

Public Comments and Communications

Comments were received from:

1. Kevin Yeomans, Courtland Township

BOT 21-207 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas gave an overview of the Eastbrook Developments documents. He informed the board that he has received requests to keep the holiday lights lit longer for 2022. They are currently scheduled to be on from the end of November to the beginning of January.

Ms. Hansen reminded the board of the Veteran's Day Reception being hosted at the Allendale Township Hall on Thursday, November 11, 2021, from 7:30 a.m. – 9:00 a.m.

BOT 21-208 Ms. Vander Veen moved to adjourn the meeting at 9:30 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
NOVEMBER SESSION-2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday November 22, 2021, at 7:00 p.m. and was called to order at 7:00 p.m. by Mr. Elenbaas.

Present: Ms. Vander Veen; Mr. Zeinstra; Ms. Kraker; Ms. Hansen and Mr. Elenbaas. (5)

Absent: Mr. Vander Wall; and Mr. Murillo (2)

Staff and Guest Present: Kevin Yeomans, Assistant Administrator; Sergeant Cal Keuning, Sheriff Department; Kathy Hanes, Lifelong Learners Program Director; Mick McGraw, Eastbrook Homes; Brian Papke, Eastbrook Homes; Terry VanDyken; Lorraine Busman; Terry Vissers; Jeanne VanDyken; Gerard VanDyken; Tim Gifford; Dawn VanDyken; Steve VanderHelm; Lindsay Bidwell; Rick Bidwell; Len Podleski; Craig Bleckley; and Jana Avntz.

Mr. Elenbaas pronounced the invocation.

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

BOT 21-209 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 21-210 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 8, 2021, Board of Trustees meeting.
2. To approve the general claims in the amount of \$438,846.05 and no interim payments, as presented by the summary report for November 23, 2021.
3. To approve Resolution 2021-25; Recommendation to appoint the following to fill the Library Advisory Board and Planning Commission partial term vacancies:

Library Advisory Board

Karen Amisi- to fill a partial term ending 12/31/2023

Planning Commission

Rick Chapla- to fill a partial term ending 12/31/2022

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the November 1, 2021, Planning Commission Meeting
3. Sheriff's Department October Monthly Report
4. License Agreement- Satellite Clerk's Office at GVSU

Public Hearings

1. 6138 Lake Michigan Drive PUD

Mr. Elenbaas opened the public hearing at 7:05 p.m.

Mick McGraw from Eastbrook Homes provided a brief overview of the proposed PUD. Several board members had comments and questions.

Comments were received from:

1. Tim Gifford, Allendale
2. Steve VanderHelm, Allendale

BOT 21-211 Mr. Elenbaas moved to close the public hearing at 7:27 p.m. The motion passed.

Public Comments and Communications - None

BOT 21-212 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Kathy Hanes, Lifelong Learners Program Director, provided an overview of some of the activities that have been happening with this group. She gave a

brief presentation of the “Stories of the Past- Park Memories” event which happened earlier this year. Ms. Hanes thanked the board for their support of this community program and expressed the positive impact it has on this community.

Action Items

- BOT 21-213 Ms. Kraker moved to approve Resolution 2021-26; a resolution outlining the 2022 budget. The motion passed as shown by the following votes:
YEAS: Ms. Hansen; Ms. Kraker; Ms. Vander Veen; Mr. Zeinstra; and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Mr. Murillo; and Mr. Vander Wall (2)
- BOT 21-214 Mr. Zeinstra moved to approve Ordinance 2021-06 Zoning Text Amendment; an ordinance amending text to Section 16.02- Permitted Uses, by allowing any use permitted in the C-3 zone, of the Allendale Charter Township Zoning Ordinance. The motion passed.
- BOT 21-215 Mr. Elenbaas introduced Ordinance 2021-07 Zoning Map Amendment Ordinance; an ordinance amending certain property, commonly referred to as 6138 Lake Michigan Drive PUD, in the Township to the PUD Planned Unit Development Zoning District; for its first reading.

Discussion Items

Terry VanDyken presented a vision of acquiring and preserving a One Room School House. Mr. VanDyken and his team have been working to secure a specific building, at no cost to the township, for the VanWestenburg School House. This committee is requesting the board to support the vision of acquiring and preserving an Allendale One Room School House. Board support will allow the independent committee to continue moving forward with this project. Kevin Yeomans, Assistant Administrator, provided some insight into potential hurdles that may impact this project. He indicated he is willing to work with Mr. VanDyken and his team to help understand and investigate potential solutions to the issues.

Adam Elenbaas reminded the board to continue thinking of ideas of potential uses for the space after the Fire Department moves to their new location.

Several board members had questions and comments.

Public Comments and Communications- None

BOT 21-216 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that the Holiday Lights on Lake Michigan Drive will be turned on November 23, 2021. He indicated there have been some businesses that have joined in the light decorations along the highway by decorating their respective businesses. Per resident's request, he inquired as to whether the board would like to extend the date the lights are turned off. The board agreed to extend the shut off date to January 8, 2022.

BOT 21-217 Ms. Vander Veen moved to adjourn the meeting 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

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday December 13, 2021, at 7:00 p.m. and was called to order at 7:00 p.m. by Mr. Elenbaas.

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

Absent: Ms. Vander Veen (1)

Staff and Guest Present: Sergeant Cal Keuning, Sheriff Department; Mick McGraw, Eastbrook Homes; Brian Papke, Eastbrook Homes; and Adam DeYoung, Moore & Bruggink.

Ms. Kraker pronounced the invocation.

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

BOT 21-218 Mr. Vander Wall moved to approve the agenda of today with the following amendments: remove "Fire" from Department Updates, add "Establish Historic Schoolhouse Committee" to the Action Items, and move "Resolution 2021-27: 2022 Meeting Dates" from the Consent Agenda to the Action Items. The motion passed.

BOT 21-219 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 22, 2021, Board of Trustees meeting.
2. To approve the general claims in the amount of \$619,972.93 and no interim payments, as presented by the summary report for December 14, 2021.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-28: Board of Review- Authorizing Filing of Protest by Letter; a resolution establishing the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the 1st day in February until it

adjourns from the public hearings for which it meets to hear such protests.

4. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-29: Supervisor's Salary; a resolution to set the salary of the Supervisor for 2022 fiscal year at \$84,460.00.
5. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-30: Clerk's Salary; a resolution to set the salary of the Clerk for 2022 fiscal year at \$73,903.00.
6. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-31: Treasurer's Salary; a resolution to set the salary of the Treasurer for 2022 fiscal year at \$5,838.00.
7. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-32: Trustee's Salary; a resolution to set the salary of the Trustee's for 2022 fiscal year at \$4,296.00 and an extra meeting per diem rate of \$41.20 per additional meeting.
8. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-33: Legal Ads; a resolution designating the Sunday Edition of the Grand Rapids Press to be used for legal ads for the year 2022.
9. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-34: PA 152 Health Insurance 2022; a resolution to adopt 80%/20% Employer/Employee health care costs.
10. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-35: Poverty Guidelines; a resolution requiring that in 2022, the Assessor and Board of Review shall follow the established guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and Federal guidelines, and these are communicated in writing to the claimant.

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the November 15, 2021, Planning Commission Meeting
3. Sheriff's Department November Monthly Report

4. Fire Department November Monthly Report

Public Hearings- None

Public Comments and Communications - None

BOT 21-220 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sergeant Cal Keuning, Sheriff Department, provided an overview of the department updates including: Sgt. Keuning will be adjusting his schedule to be available to attend more board meetings; Deputy Ortman has been wrapping up the TEAM program in the local schools and working on various risk assessments; Joe Apolo will be joining the Allendale Department. Sgt. Keuning provided a brief background of Deputy Apolo; Deputy Malkowitz was presented with an award from Sheriff Kempker for his exceptional work on assisting with an investigation on a case; Sgt. Keuning was able to learn how to play Bunco with our Lifelong Learners group recently and enjoyed his time with the group; off-campus student housing monthly meetings continue. These meetings help keep apartment managers up to date with things happening with their housing units; and October was the busiest month of the year in calls so far this year.

Several board members had questions and comments.

Action Items

BOT 21-221 Mr. Zeinstra moved to approve Ordinance 2021-07 Zoning Map Amendment Ordinance; an ordinance amending certain property, commonly referred to as 6138 Lake Michigan Drive PUD, in the Township to the PUD Planned Unit Development Zoning District. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Mr. Murillo and Mr. Elenbaas. (5)

NAYS: Ms. Hansen (1)

ABSENT: Ms. Vander Veen (1)

- BOT 21-222 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-36: 6138 Lake Michigan Drive PUD; a resolution approving the Development titled 6138 Lake Michigan Drive with the conditions as outlined within the body of the Resolution. The motion passed with one dissenting vote from Ms. Hansen.
- BOT 21-223 Ms. Kraker moved to approve the final preliminary plat for Dewpointe West No. 4. The motion passed.
- BOT 21-224 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-37: Support of Speed Limit Change on 64th Avenue; a resolution supporting the recommended speed limit on 64th Avenue, North of Lake Michigan Drive be reduced to 45 mph. The motion passed.
- BOT 21-225 Ms. Kraker moved to approve the promotion of Tawnee Szczepanek to Circulation Assistant at a wage of \$12.21 per hour; and the hiring of Brittany Lentz to fill the Substitute Library Page and Circulation Assistant position at a wage of \$13.03 per hour. The motion passed.
- BOT 21-226 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-38: Committee Appointments; a resolution approving the following committee appointments:

Planning Commission - 3 year Term

Tom Zuniga, Term Ending 12/31/2024

Ray ~~Nada~~ Nadda, Term Ending 12/31/2024

Construction Board of Appeals - 3 year Term

Eric Westerling, Term Ending 12/31/2024

Library Advisory Board - 3 year Term

Elaine Ebeling, Term Ending 12/31/2024

Patti Walcott, Term Ending 12/31/2024

Downtown Development Authority - 4 year Term

Jeremy Borgman, Term Ending 12/31/2025

Ross Stevens, Term Ending 12/31/2025

Kellen Brusveen, Partial Term Ending 12/31/2023

The motion passed.

BOT 21-227 Ms. Hansen moved to approve and authorize the establishment of a Historic Schoolhouse Committee, whose purpose is to investigate and make a recommendation to the board pertaining with, but not limited to, restoration and relocation of a historic schoolhouse, and to appoint the following committee members:

Terry Vissers
Terry VanDyken
Lorraine Busman
Kathy Hanes
Candy Kraker
Jody Hansen

The motion passed.

BOT 21-228 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-27: 2022 Meeting Dates; a resolution establishing the 2022 Board of Trustee meeting dates and time. The motion passed

The board entered recess at 8:42 p.m.

The board reconvened at 8:49 p.m.

Discussion Items

Mary Cook, Library Director, provided a brief overview of the library by-laws, and the fines and fees schedules. Ms. Cook informed the board that due to Resolution 2021-18: Library Reestablishment Resolution, that was passed on July 26, 2021, the by-laws required updating. Specifically, elements within Article 3 and Article 4 of the by-laws. Ms. Cook also presented a proposed fines and fees schedule.

Mary Cook, Library Director, presented an overview on the proposed Volunteer Program. She introduced proposed applications, forms, and a handbook.

The board was presented with a request to consider waiving the auditorium rental fee for Versiti Blood Center of Michigan. No action was taken, and the Clerk was directed to send correspondence to communicate this to the requestor.

Several board members had questions and comments.

Public Comments and Communications- None

BOT 21-229 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments- None

BOT 21-230 Mr. Vander Wall moved to amend the agenda and add “Closed Session for the Purpose of Discussing Pending Litigation” following Board Comments. The motion passed.

BOT 21-231 Ms. Kraker moved to go into closed session at 9:41 p.m. for the purpose of discussing pending litigation. Specifically, the Miller et. al. v. Allendale Charter Township and Miller et. al. v. Jody Hansen matters. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Ms. Vander Veen (1)

The board returned to open session at 10:12 p.m.

BOT 21-232 Mr. Vander Wall moved to adjourn the meeting at 10:13 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
DECEMBER SESSION 2nd DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Wednesday December 29, 2021, at 8:00 a.m. and was called to order at 8:01 a.m. by Mr. Elenbaas.

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

Absent: Mr. Murillo (1)

Staff and Guest Present: Sergeant Cal Keuning, Sheriff Department; Tim VanBennekom, Finance Director; Mary Cook, Library Director; Kevin Yeomans, Assistant Administrator; and Chad Doornbos, Public Utilities Superintendent.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-233 Mr. Zeinstra moved to approve the agenda of today with the following amendments: add "Kevin Yeomans, Assistant Administrator: Fire Station Updates" to Guest Speakers. The motion passed.

BOT 21-234 Ms. Vander Veen moved to relocate "Approval of the December 13, 2021, Regular Board Meeting Minutes" from the Consent Agenda and move it to Action Items and to approve the following Consent Resolutions:

1. To approve the general claims in the amount of \$349,750.15 and no interim payments, as presented by the summary report for December 30, 2021.
2. To approve and authorize the Clerk and Supervisor to sign Resolution 2021-27: 2022 Board Meeting Dates (Corrected Version); a resolution establishing the 2022 Board of Trustee meeting dates and time.

The motion passed.

Items Received for Information

1. Financial Report
2. Cancelled: December 6, 2021, Planning Commission Meeting
3. Wombat Award- Tammy Walker

Public Hearings- None

Public Comments and Communications - None

BOT 21-235 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Mary Cook, Library Director, provided an overview and explanation of the new full-time Circulation Assistant II position. She highlighted how this position will benefit our library patrons, and the team overall. Ms. Cook distinguished various responsibilities in the job description that qualify this position as a level two Circulation Assistant.

Kevin Yeomans, Assistant Administrator provided a status update of the new fire station. He indicated this project will go out to bid mid-January 2022. Total costs estimated for this project are \$6,900,000.00. A total of \$286,000.00 was spent between 2018 – 2020 on planning and prep work; \$638,832.00 was spent in 2021 on design finalization and starting work phase; and a remaining \$6,015,057.00 will be spent in 2022 for final execution of the project. Construction Simplified will be monitoring potential impacts such as supply chain woes and steel costs closely to try to mitigate negative impacts. The project is estimated to be completed by Spring/Summer of 2023.

Several board members had questions and comments.

BOT 21-236 Mr. Elenbaas moved to amend the agenda as follows: to add “Approval of December 13, 2021, Closed Session Minutes” and “Approval of Circulation Assistant II Job Description” to Action Items. The motion passed.

Action Items

- BOT 21-237 Ms. Vander Veen moved to approve the Library Fines and Fees Schedule as presented. The motion passed.
- BOT 21-238 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign resolution 2021-39: End of Year Budget Amendment; a resolution amending various line items within the budget. The motion passed as shown by the following votes:
YEAS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Ms. Hansen; Ms. Vander Veen and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Murillo (1)
- BOT 21-239 Ms. Vander Veen moved to approve and authorize the Supervisor to execute and sign the necessary paperwork to opt into the National Opioid Settlement. The motion passed.
- BOT 21-240 Ms. Kraker moved to approve the December 13, 2021, Regular Board Meeting Minutes with the following amendments: to correct the spelling of Ray Nada to "Ray Nadda" on action BOT 21-226; and to clarify the closed session discussion of pending litigation by adding "Specifically the Miller et. al. v. Allendale Charter Township and Miller et. al. v. Jody Hansen matters" to action BOT 21-231. The motion passed.
- BOT 21-241 Mr. Vander Wall moved to approve the Minutes of the December 13, 2021, Closed Session meeting. The motion passed.
- BOT 21-242 Mr. Vander Wall moved to approve the Circulation Assistant II Job Description with necessary typo corrections as discussed. The motion passed.

Discussion Items- None

Public Comments and Communications- None

- BOT 21-243 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas congratulated Chad Doornbos, Public Utilities Superintendent on obtaining his Class A Certification from the State of Michigan, Department of Environment, Great Lakes and Energy, in Sewage Treatment Operators License. This great achievement took a lot of hard work and dedication.

Mr. Zeinstra sought clarification and feedback from the board on the Tree Ordinance that the board returned to the Planning Commission from a few meetings back.

Ms. Vander Veen requested clarification on 2022 meetings start time. She thanked the board and the team at Allendale Township and said 2021 has been a great year working with such an amazing team.

BOT 21-244 Mr. Zeinstra moved to adjourn the meeting at 9:09 a.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale