

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 11, 2022, at 6:00 p.m. and was called to order at 6:02 p.m. by Mr. Elenbaas.

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

Absent: Ms. Kraker (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Lydale Weaver, Human Resource Director; Tim VanBennekom, Finance Director; Chad Doornbos, Public Utilities Superintendent; Greg DeJong, Ottawa County Commissioner; Rebecca Wildeboer, and Tara DeKryger.

Ms. Hansen pronounced the invocation.

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

BOT 22-055 Mr. Vander Wall moved to approve the agenda of today with the following amendments: to add Commissioner Greg DeJong as a Guest Speaker. The motion passed.

BOT 22-056 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 28, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$203,529.38 and no interim payments, as presented by the summary report for April 12, 2022.

The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the March 21, 2022, Planning Commission Meeting
3. Minutes of the March 15, 2022, Downtown Development Authority Meeting
4. Springfield North Estates Memo

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Tara DeKryger, Allendale

BOT 22-057 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update including: Rosy Mound expansion; Ottawa Sands Trail received grant funds for pavement improvements around the lake; Allendale Middle and High School Science Olympiad Teams qualified for state; John Shay will be the next County Administrator; Quarterly legislative updates; and the June County newsletter is coming soon.

Chad Doornbos, Public Utilities Superintendent provided a recap of Phase II of the WRRF improvements that include expansion of the WRRF Facility and the relocation of the Grand Valley Trunk Sewer line. Mr. Doornbos has been researching the NEREDA process. The benefits of this process will help alleviate cost of chemicals, which have increased 40%, prepare the organization for future discharge limits, increase efficiency in biological nutrient removal processes, and reduce our footprint which will allow for ease of future expansion and sludge handling processes. He outlined some of the next steps which will include a request for approval of the Moore & Bruggink design work proposal at a cost of \$1.3 million. \$500,000 of that has already been appropriated in this year's budget. In addition, he will be presenting the board with a resolution of "Intent to Bond" at an upcoming meeting.

Action Items

BOT 22-058 Ms. Vander Veen moved to approve Library Community Room Reservation Agreement. The motion passed.

- BOT 22-059 Mr. Elenbaas introduced Ordinance 2022-05; Zoning Map Amendment- Alderink, 5713 Lake Michigan Drive for its first reading.
- BOT 22-060 Mr. Elenbaas introduced Ordinance 2022-06; Zoning Map Amendment- Marcusse, 5630 Lake Michigan Drive for its first reading.
- BOT 22-061 Ms. Vander Veen moved to authorize staff to approve the performances for the Summer Concert series and to enter into agreements with the performers and to provide notification to the board once formulated. The motion passed.

Discussion Items

Tim VanBennekom, Finance Director and Kevin Yeomans, Assistant Administrator presented the following recommendations: to establish a Minimum Fund Balance Target for financial stabilization and long-term planning; to increase organization protections by creating and operating emergency reserves, and to establish Capital Improvement/Special Projects Fund for long-term planning and increased transparency.

Tim VanBennekom, Finance Director provided an ARPA Funds update. The Federal government has established four separate spending categories. Municipalities must report which category they will be designating funds to by the end of April 2022. The categories include Public Sector Revenues, Public Health and Economic Response, Premium Pay for Essential Workers, and Water/Sewer and Broadband Infrastructure. Mr. VanBennekom recommends selecting Public Sector Revenues as this category is a more generalized category.

Tim VanBennekom, Finance Director and Lydale Weaver, Human Resource Director presented the personnel committee's proposed amendments to the existing Holiday and PTO policy. These changes include adding Martin Luther King Jr. Day as an additional observed holiday; changing the New Year's Eve from 4 hours observed holiday to 8 hours observed holiday; and increasing total PTO hours in year 1 from 88 hours to 104 hours. In addition, 40 hours of PTO will be front loaded to the employees PTO bank upon completion of the probationary period. The remaining balance will be accrued appropriately throughout the remainder of the first year. PTO accrual will still begin upon hire. Additional observed holiday hours will be paid according to full time or part time employment status as outlined in the employee handbook.

Mr. Elenbaas and Ms. Hansen introduced a resolution request from Grand Valley State University student Serena Kruithoff. The resolution, if adopted, will support Ms. Kruithoff's quest of applying for the Robert R. Robinson Memorial Scholarship that is offered through Michigan Townships Association. The board will take this item up for action at the next regular scheduled meeting.

Several board members had questions and comments.

Public Comments and Communications- None

BOT 22-062 Mr. Elenbaas moved to close public comment. The motion passed.

Rebecca Wildeboer, Allendale Area Chamber of Commerce Executive Director introduced herself to the board.

Board Comments

Ms. Vander Veen asked that the concerns made during public comment were addressed. Mr. Elenbaas assured her he will contact the resident.

BOT 22-063 Ms. Vander Veen moved to adjourn the meeting at 7:31 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale