

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**APRIL SESSION 2<sup>nd</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 25, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent: Ms. Vander Veen (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Tim VanBennekom, Finance Director; Chad Doornbos, Public Utilities Superintendent; and Rebecca Wildeboer.

Mr. Murillo pronounced the invocation.

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

BOT 22-064 Mr. Zeinstra moved to approve the agenda of today with the following amendment: to add "Moore and Bruggink Engineering Proposal" to Action Items. The motion passed.

BOT 22-065 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 11, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$176,376.27 and interim payments of \$1508.58, as presented by the summary report for April 26, 2022.
3. To approve Budget Amendment #9 in the amount of \$5,830.00; for park driveway carry-over costs.
4. To approve Budget Amendment #10 in the amount of \$10,000.00; for damaged light pole replacement carry-over costs.

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the April 4, 2022, Planning Commission Meeting
3. Budget Amendment #7, internally approved, to cover the costs of printing and publishing for Assessing Department.

Public Hearings- None

Public Comments and Communications- None

BOT 22-066 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 22-067 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022 – 03: General Fund Unrestricted Fund Balance Target Policy The motion passed.

BOT 22-068 Mr. Vander Wall moved to implement and direct the Finance Director to establish a Capital and Special Projects Funds. The motion passed.

BOT 22-069 Mr. Zeinstra moved to authorize the Finance Director to make the one-time selection to place its \$2,806,814.62 ARPA funds award into Public Sector Revenues category on April 30, 2022, federal reporting. The motion passed.

BOT 22-070 Mr. Murillo moved to approve the updated Paid Time Off Policy as presented, applicable to all current employees. The motion passed with one dissenting vote from Ms. Hansen.

BOT 22-071 Ms. Kraker moved to approve the updated Holiday Policy as presented. The motion passed.

BOT 22-072 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2022-05: Zoning Map Amendment Ordinance- Alderink. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Ms. Vander Veen (1)

BOT 22-073 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Ordinance 2022-06: Zoning Map Amendment Ordinance- Marcusse. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Ms. Vander Veen (1)

BOT 22-074 Ms. Kraker moved to approve and authorize the Clerk and Supervisor to sign Resolution 2022 – 04: Resolution of Support for Michigan Township’s Association’s Robert R. Robinson Scholarship Application for Serena Kruthoff. The motion passed.

BOT 22-075 Mr. Vander Wall moved to approve the Rental Fee Waiver Request from Allendale Public Schools. The motion passed.

BOT 22-076 Mr. Zeinstra moved to authorize the Supervisor to sign and enter into an agreement pursuant to the March 28, 2022, Moore and Bruggink Engineering Proposal, for services not to exceed \$1.3 million dollars. The motion passed.

#### Discussion Items

Chad Doornbos, Public Utilities Superintendent provided an overview on the Cost-of-Service Study. He highlighted that the cost of the study is \$19,000.00. However, in 2021 Allendale received a grant of \$15,000.00 bringing total investment of the Cost-of-Service Study to \$4,000.00. This study gives a five-year projection with a one-year rate design. This method allows us to accurately capture our expenses in an ever-changing market. If approved, the study would start this year.

BOT 22-077 Mr. Zeinstra moved to amend the agenda and to authorize the Supervisor or his designee to accept and enter into an agreement pursuant to the proposal as presented from Utility Financial Solutions. The motion passed.

Kevin Yeomans, Assistant Administrator provided his research findings on broadcasting board meetings through social media outlets. The initial costs associated with this are approximately \$5,000.00. In addition, the board will need additional staff to run the IT equipment. The board thanked Mr. Yeomans for his research and indicated no further research or action is needed at this time.

Mr. Elenbaas provided a brief recap of the Master Plan process. Mr. Zeinstra highlighted that the proposed changes are minimal, most being language clean-up and clarification. Mr. Yeomans outlined the anticipated timeline. He indicated the next step will be an Action Item from the board to authorize distribution of the Master Plan.

Mr. Elenbaas informed the board that Tyler Wolfe, Head Assessor, has submitted his resignation. His last day with Allendale Charter Township will be May 13, 2022. Mr. Wolfe has passionately served this community for over six years. His expertise and leadership will be deeply missed. Mr. Elenbaas presented three options of how to proceed with posting the open Department Head position. These include: outsourcing Assessing duties to the county, an internal posting, or an external posting. The board directed Mr. Elenbaas to proceed with an internal posting of the position.

Several board members had questions and comments.

Ms. Vander Veen arrived at 7:01 p.m.

#### Public Comments and Communications

Public comments were received from:

1. Chad Doornbos

BOT 22-078 Mr. Elenbaas moved to close public comment. The motion passed.

#### Board Comments

Mr. Elenbaas has received noise complaints pertaining to dirt bikes. He

indicated that current Ordinance does not specifically outline this type of noise. He indicated other jurisdictions have a "Quiet Hours Ordinance." Mr. Sullivan indicated there were many complications implementing and enforcing this type of an Ordinance. The board declined further research or action on the matter.

Ms. Vander Veen sought clarification on the following: Strategic Planning Meeting date and Michigan Township Association conference details. Clarification was provided.

Mr. Murillo indicated the Parks & Recreation web page needs various updates to improve accuracy. He provided an overview of the previous meeting the committee had as well as some concerns they highlighted. The committee is revisiting the vision and goals outlined in the Parks Master Plan. The board would like to have meeting minutes included in the "For Information" section of their board packets going forward.

Mr. Zeinstra would like to investigate solutions for parking issues for guest that want to attend various board and committee meetings. With construction, parking is limited. He would also like to see additional door improvements.

BOT 22-079 Mr. Zeinstra moved to adjourn the meeting at 7:24p.m. The motion passed.



---

Jody L. Hansen, Clerk  
Of the Township of Allendale



---

Adam Elenbaas, Supervisor  
Of the Township of Allendale