

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 13, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Lydale Weaver, Human Resource Director; Greg DeJong, Ottawa County Commissioner; Paul Kraus; Kirk Scharphorn; and Rebecca Wildeboer.

Mr. Vander Wall pronounced the invocation.

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

BOT 22-102 Mr. Vander Wall moved to approve the agenda of today with the following amendment: to remove "Fire Station Update" from Guest Speakers and to add Commissioner Greg DeJong to Guest Speakers. The motion passed.

BOT 22-103 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 23, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$1,096,204.78 and interim payments of \$5,385.53, as presented by the summary report for June 14, 2022.

The motion passed.

Items Received for Information

1. Minutes of the May 16, 2022, Planning Commission Meeting

2. Minutes of the May 17, 2022, Downtown Development Authority Meeting
3. April Sheriff's Department Report
4. May Fire Department Report

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Paul Kraus, Park Township

BOT 22-104 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Greg DeJong, Ottawa County Commissioner addressed the board with concerns he has with campaigning tactics being utilized this campaign season. Commissioner DeJong indicated there was misinformation being shared. He clarified various stances of the Ottawa County Board of Commissioners as well as his personal viewpoint on the various topics.

Several board members had questions and comments.

Action Items

- BOT 22-105 Ms. Vander Veen moved to cancel the June 14, 2022, Special Meeting: Strategic Planning Session. The motion passed.
- BOT 22-106 Ms. Kraker moved to approve the hiring of Heath Gorney for the Assistant Assessor position at an annual salary of \$66,000.00. The motion passed.
- BOT 22-107 Ms. Vander Veen moved to approve the Job Description of Operations Coordinator with the suggested amendments. The motion passed.
- BOT 22-108 Mr. Zeinstra moved to remove the proposed Parks and Recreation Committee Bylaws from the table. The motion passed.
- BOT 22-109 Ms. Vander Veen moved to approve the Parks and Recreation Committee Bylaws with the suggested amendments. The motion passed.
- BOT 22-110 Mr. Zeinstra moved to approve the Hiring & Discharge Policy Updates with the suggested amendments. The motion passed.

Discussion Items

Kirk Scharphorn Jr., Professional Code Inspections (PCI), provided an overview of the proposed Professional Code Inspections contract. He highlighted the various updates to the contract. Mr. Scharphorn provided a history of the fee schedule. He indicated that the fees have not been evaluated in many years. The proposed fee schedule would remedy the outdated fees.

Mr. Elenbaas informed the board of state law that outlines that the Zoning Administrator Appointment must include a list of names of those that will be performing those duties.

Mr. Elenbaas presented a sample of a Disbursement Policy. Adopting such a policy allows for board oversight of accounts payable while increasing flexibility in paying bills timely to avoid late fees.

Mr. Elenbaas provided an overview of the proposed Donation Policy. He indicated this will be brought to a future meeting for board approval.

Lydale Weaver, Human Resource Director, and Mr. Elenbaas presented the proposed Custodial Job Description.

Public Comments and Communications- None

BOT 22-111 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas provided a brief update on the fire station. He said that the work is on schedule, and we are within budget. He sought feedback from the board regarding a request for placing a banner above the road on 48th Avenue. The board was not in favor of banners above roadways.

Ms. Hansen updated the board on election preparations.

BOT 22-112 Mr. Murillo moved to adjourn the meeting at 8:29 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale