

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**JANUARY 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, January 23, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Vander Wall; Ms. Schuitema; Mr. Murillo; and Mr. Elenbaas.  
(4)

Absent at Roll Call: Ms. Hansen; Mr. Zeinstra; and Ms. Kraker (3)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Lydale Weaver, Human Resources Director; and Elizabeth Szymanski, Deputy Clerk/Community Coordinator.

Mr. Vander Wall pronounced the invocation.

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

BOT 23-011 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-012 Mr. Murillo moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 9, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$532,883.99 and interim payments of \$125,177.54, as presented by the summary report for January 24, 2023.
3. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-03: Committee Appointments; a resolution approving the following committee appointments:

**Zoning Board of Appeals - Partial Term**

Sean Caird, Term Ending 12/31/2024

**Election Commission – 1 year Term**

Kris Schuitema, Term Ending 12/31/2023

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 2, 2023, Planning Commission Meeting
3. December Fire Department Report
4. Planning Commission Work Plan

Public Hearings - None

Public Comments - None

BOT 23-013 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Lydale Weaver, Human Resource Director provided an overview of the proposed HR Policy and Procedures Manual and the proposed Employee Handbook. He highlighted the changes, outlined the benefits of the new format, and explained both proposed manuals have been vetted through corporate counsel.

Several board members had comments and questions.

Action Items

BOT 23-014 Mr. Vander Wall moved to obtain and hire Vredevelde Haeffner, LLC for fiscal year 2022 financial auditing services at an approximate cost of \$15,000.00. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-015 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that strategic planning items would be reintroduced at the next meeting in February.

BOT 23-016 Ms. Schuitema moved to adjourn the meeting at 6:30 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale