

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 27, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Ms. Schuitema; Ms. Hansen; Mr. Murillo; Mr. Zeinstra; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Tim VanBennekom, Finance Director; and Joe Pierce, Lakeshore Advantage.

Mr. Zeinstra pronounced the invocation.

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

BOT 23-030 Mr. Zeinstra moved to approve the agenda of today with the following amendment: to add "Joe Pierce, Lakeshore Advantage to Guest Speakers". The motion passed.

BOT 23-031 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 13, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$439,060.82 and interim payments of \$93,642.54, as presented by the summary report for February 28, 2023. The motion passed.

Items Received for Information

1. January Finance Report
2. Minutes of the February 6, 2023, Planning Commission Meeting
3. January Fire Department Report

4. 2022 Annual Fire Department Report

Public Hearings - None

Public Comments- None

BOT 23-032 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Joe Pierce, Lakeshore Advantage Grant Specialist, provided an overview of the Industry Trends Report. He compared local economy health to previous years and highlighted various projects that Lakeshore Advantage helped support.

Several board members had comments and questions.

Action Items- None

Discussion Items

Chad Doornbos, Public Utilities Superintendent presented two proposed job descriptions for Public Utilities Clerk and Accounting Clerk. He explained the increased workload and the need to transition the Public Utilities Clerk from part time to full time.

BOT 23-033 Mr. Vander Wall moved to amend the agenda and add “Public Utilities Clerk and Accounting Clerk Job Descriptions” to Action Items. The motion passed.

Action Items

BOT 23-034 Ms. Kraker moved to approve the Public Utilities Clerk and Accounting Clerk job descriptions as amended. The motion passed.

Discussion Items

Tim VanBennekom provided an overview of the current Point and Pay credit card service and the proposed Invoice Cloud credit card/billing service. Mr. VanBennekom highlighted the various service fees, increased capabilities, and benefits of Invoice Cloud services. He indicated that he would like to seek approval at a future board meeting for switching our credit card service provider to Invoice Cloud.

Public Comments -None

BOT 23-035 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Hansen informed the board that Blendon Township Clerk's office has agreed to host the May 2023 School Millage Election for Allendale's five voters in Hudsonville School Districts.

Mr. Elenbaas reminded board members to choose their top three strategic planning items and submit them to him by Thursday, March 2, 2023.

BOT 23-036 Mr. Zeinstra moved to adjourn the meeting at 7:05 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale