

**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY SESSION 1st DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 9, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Mr. Vander Wall; Ms. Kraker; Ms. Vander Veen; Ms. Hansen; Mr. Murillo; 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; Undersheriff Valerie Weiss, Ottawa County Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Eric DeYoung, Nederveld; and Kelly Kuiper, Stillwater Capital.

Mr. Elenbaas pronounced the invocation.

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

BOT 23-001 Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 23-002 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 28, 2022, Board of Trustees meeting as amended.
2. To approve the general claims in the amount of \$145,011.00 and interim payments of \$126,158.15, as presented by the summary report for January 10, 2023.
3. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-01: Committee Appointments; a resolution approving the following committee appointments:

Planning Commission - 3 year Term

Joseph Jacquot, Term Ending 12/31/2025

Zoning Board of Appeals - 3 year Term

Robert Chapin, Term Ending 12/31/2025

Joseph Jacquot, Term Ending 12/31/2025

Downtown Development Authority - Partial Terms

Angela Hatto, Partial Term Ending 12/31/2025

Brent Clark, Partial Term Ending 12/31/2024

The motion passed.

Items Received for Information

1. Minutes of the December 19, 2022, Planning Commission Meeting
2. December Sheriff's Department Report

Public Hearings- None

Public Comments- None

BOT 23-003 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Undersheriff Valerie Weiss, Ottawa County Sheriff's Department, provided an overview of studies and analysis done for potentially increasing deputy staffing in Allendale Township. Based on this analysis, OCSO believes now is the time to increase deputy staffing for the Allendale community. She also provided information on Community Safety Cameras.

Several board members had comments and questions.

Action Items

BOT 23-004 Mr. Zeinstra moved to approve and authorize the Clerk/Supervisor to sign Resolution 2023-03; a resolution to adopt the Master Plan. The motion passed.

Kelly Kuiper, Stillwater Capital, provided an overview of the Zoning Map Amendment- Stillwater 56th Avenue Rezoning.

BOT 23-005 Mr. Elenbaas introduced Ordinance 2023-01: Zoning Map Amendment- Stillwater 56th Avenue rezoning.

Eric DeYoung, Nederveld, provided an overview of the Zoning Map Amendment- Suchowain 52nd Avenue Rezoning.

BOT 23-006 Mr. Elenbaas introduced Ordinance 2023-02: Zoning Map Amendment-
Suchowain 52nd Avenue Rezoning.

Chad Doornbos, Public Utilities Superintendent, provided an overview of the
proposed updates to the Water Rates.

BOT 23-007 Mr. Vander Wall moved to approve and authorize the Clerk/Supervisor to sign
Resolution 2023-02; a resolution establishing a schedule of water rates and
charges; and to repeal any resolutions in conflict. The motion passed.

BOT 23-008 Ms. Vander Veen moved to appoint Ms. Kris Schuitema to fill the partial term of
the vacated position on the Board of Trustees. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-009 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Vander Veen expressed her appreciation of being able to serve this
community and to work with this board. She stated that Ms. Schuitema will be a
great addition to the board.

Mr. Vander Wall thanked Ms. Vander Veen for her service.

Ms. Kraker informed the board that she may be absent at the next meeting. She
also thanked Ms. Vander Veen.

Mr. Elenbaas thanked Ms. Vander Veen for her commitment to the community
and years of service.

BOT 23-010 Ms. Vander Veen moved to adjourn the meeting at 7:18 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY SESSION 2nd 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.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 13, 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; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Vander Wall (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Lydale Weaver, Human Resources Director; Sylvia Rhodea, Ottawa County Commissioner; Justin Roebuck, Ottawa County Clerk/Register; Kelly Kuiper, Stillwater Capital; Roger Swets, Dickinson Wright; Eric DeYoung, Nederveld; Barbara VanderJagt; Dawn Judge; Glenda Eikenberry; Amber Ciesielski; Scott Cargill; and Donna Cargill.

Ms. Kraker pronounced the invocation.

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

BOT 23-017 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-018 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 23, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$872,383.22 and interim payments of \$118,369.29, as presented by the summary report for February 14, 2023.
3. To approve Budget Amendment 1; which authorizes an expenditure adjustment of \$75,000.00.

4. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-04: Library Advisory Board Appointments; a resolution approving the following committee appointments:

Library Advisory Board – 3 year Term

Sam Eiler, Term Ending 12/31/2025

The motion passed.

Items Received for Information

1. Minutes of the January 16, 2023, Planning Commission Meeting
2. Minutes of the January 17, 2023, Downtown Development Authority Meeting
3. Resolution: Intent to Issue Revenue Bonds for Water and Sewer Systems
4. January Sheriff Department Report

Public Hearings - None

Public Comments

Comments were received from:

1. Donna Cargill, Allendale
2. Scott Cargill, Allendale
3. Glenda Eikenberry, Allendale
4. Justin Roebuck, Ottawa County Clerk/Register

Mr. Elenbaas addressed road concerns and explained the roles and responsibilities of the Ottawa County Road Commission.

BOT 23-019 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner provided a county update. She informed the board that the Board of Commissioners is committed to continuing course correction for Ottawa County. She highlighted numerous changes that have been made such as new administrator, hiring a new legal counsel, and a new Public Health Director. She informed the board that the Diversity, Equity and Inclusion office has been closed and the county motto has been amended to “Where Freedom Rings”. Commissioner Rhodea provided an overview of the committees she serves on at the county.

Chad Doornbos, Public Utilities Superintendent and Roger Swets, Dickinson Wright Legal Counsel, provided a history and an overview of the proposed Resolution 2023-05; a resolution to purchase, acquire and construct

improvements to the water and sewer system and to publish notice of intent to issue revenue bonds.

Several board members had comments and questions.

BOT 23-020 Mr. Elenbaas moved to amend the agenda as follows: To add “Resolution 2023-05: a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds” to Action Items; and to change the title of “HR Policy and Procedures” to “Operations Manual” under Action Items. The motion passed.

Action Items

BOT 23-021 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-05; a resolution to purchase, acquire, and construct improvements to the water and sewer system and to publish notice of intent to issue revenue bonds. The motion passed.

BOT 23-022 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-01: Zoning Map Amendment- Stillwater 56th Avenue; an ordinance amending the Allendale Charter Zoning Ordinance, by rezoning certain land to the R-1 Low Density One-Family residential zoning district, and to provide severability, and to provide for repeal, and to establish an effective date. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

BOT 23-023 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-02: Zoning Map Amendment- Suchowain 52nd Avenue; an ordinance to amend the Allendale Charter Township Zoning Ordinance by rezoning certain land to the R-4 Medium Density Multiple Family Residential/Office Zoning District, and provide for severability, and to provide for repeal, and to establish an effective date. The motion failed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (3)

NAYS: Ms. Schuitema; Ms. Hansen; and Mr. Murillo (3)

ABSENT: Mr. Vander Wall (1)

- BOT 23-024 Mr. Murillo moved to approve and authorize the Clerk and/or Supervisor to sign the 2023 Independence Day Fireworks Permit and/or contracts. The motion passed.
- BOT 23-025 Ms. Kraker moved to approve and authorize the addition of loan provisions to the current MERS agreement as outlined by Human Resources. The motion passed.
- BOT 23-026 Ms. Hansen moved to approve the Human Resources Operations Manual and Employee Handbook as presented. The motion passed.
- BOT 23-027 Ms. Hansen moved to increase the annual salary of Elizabeth Szymanski to \$52,000.00, effective February 13, 2023. Ms. Szymanski will remain eligible for the 2023 year-end wage increase as determined by performance review processes as outlined by the board. The motion passed.

Discussion Items

Mr. Elenbaas provided an overview of the strategic planning documents from the October 14, 2022, work session. He informed the board that he and Ms. Hansen were working on three strategic planning items which include: revising the township website, interior and exterior building updates, and increased police coverage for the township. Mr. Elenbaas outlined the next steps in moving forward with strategic planning efforts.

Public Comments -None

- BOT 23-028 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker asked Commissioner Rhodea to thank Ottawa County Administrator, John Gibbs, for providing regular administrator update emails. She also inquired as to what could be done to deter parking on Sunset Street.

Mr. Zeinstra requested that Public Hearing notices be posted to the township website under Public Notices.

Ms. Hansen thanked the board for supporting the wage evaluation and

increase for Ms. Szymanski.

BOT 23-029 Mr. Murillo moved to adjourn the meeting at 7:39 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 13, 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 Van Bennekom, Finance Director; Todd Stuve, Exxel Engineering; Jack Barr, Nederveld; and Bruce Pindzia, Fleis & VandenBrink.

Ms. Schuitema pronounced the invocation.

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

BOT 23-037 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-038 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 27, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$321,052.26 and interim payments of \$143,901.01, as presented by the summary report for March 14, 2023.
3. To approve and authorize the Clerk and/or Supervisor to sign and process the Grant Distribution from: Organization Funds form from Grand Haven Area Community Foundation; a grant fund in the amount of \$259.00, which will be used to support Veteran's Day Activities for Allendale Charter Township community. The motion passed.

Items Received for Information

1. Notice of February 6, 2023, Planning Commission Meeting cancellation- no minutes available.
2. February Fire Department Report
3. February Sheriff Department Report
4. Notice of Hire: Harley Freeman, Substitute Library Page and Circulation Assistant

Public Hearings - None

Public Comments- None

BOT 23-039 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-040 Mr. Zeinstra moved to approve Pearline Estates Preliminary Plat. The motion passed.

BOT 23-041 Mr. Vander Wall moved to approve Phase 4 of Hidden Shores West Plan. The motion passed.

BOT 23-042 Mr. Murillo moved to approve and authorize the Clerk and/or Supervisor to sign the five-year Farm Lease Agreement. The motion passed.

BOT 23-043 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign the Invoice Cloud Credit Card Processing agreement. The motion passed.

BOT 23-044 Ms. Hansen moved to approve and authorize the Supervisor to create a purchase agreement with access and public utilities easements for WJ Presley Pkwy to Allendale Baptist Church and Pinnacle in the amount of \$1.00 per parcel. The motion passed.

Discussion Items

Chad Doornbos, Public Utilities Superintendent, provided an overview of the proposed Design Build Institute of America Agreement for Contract 2- WWTP Improvement Project. He highlighted various sections in the agreement

including scope of work, contract time, contract price, services and responsibilities, and other various provisions.

Mr. Elenbaas informed the board of the top two strategic planning topic areas the board will be focusing on next. These include park planning and property purchase planning.

Several board members had comments, suggestions, and questions.

Public Comments -None

BOT 23-045 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that the finance director will be investing funds in two, one-year CD's. Specifically, \$500,000.00 from the general fund and \$500,000.00 from public utilities fund. The interest rate is 4.4%, which will earn roughly \$20,000.00 per CD.

Mr. Zeinstra inquired as to the brightness of the lights on the front of the fire department building.

Ms. Schuitema sought clarification on bonds and funding for the public utility project. She inquired how rates for Grand Valley State University worked.

Ms. Hansen asked how to increase accessibility to planning commission packets and communications.

Mr. Murillo informed the board that he will be moving out of the community. He announced his resignation as board trustee, effective March 28, 2023.

BOT 23-046 Ms. Schuitema moved to adjourn the meeting at 8:20 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 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. Zeinstra; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Murillo (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; and Sergeant Cal Keuning, Ottawa County Sheriff's Department.

Mr. Elenbaas pronounced the invocation.

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

Mr. Murillo arrived at the meeting.

BOT 23-047 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to add "Pavilion Fee Waiver Request" to Action Items and to add "Closed Session for the purposes of discussion a potential property purchase and update of pending litigation" after the 2nd Public Comment. The motion passed.

BOT 23-048 Mr. Murillo moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 13, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$445,784.03 and interim payments of \$1,089,668.01, as presented by the summary report for March 28, 2023.

Items Received for Information

1. Minutes of the March 6, 2023, Planning Commission Meeting.

Public Hearings - None

Public Comments- None

BOT 23-049 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-050 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign and process the ACT Metro Request: an application for access to and ongoing use of public ways by telecommunication providers under Metropolitan Extension Telecommunication Rights-of-Way Oversight Act 2002, PA 48, MCL Sections 484.3101 to 484.3120, by KEPS Technologies Inc. dba ACT.net and ACD Telecom, Inc. The motion passed.

BOT 23-051 Mr. Murillo moved to appoint the following board liaisons:
Parks and Recreation Committee- Kris Schuitema
Fire Department- Jody Hansen
The motion passed.

BOT 23-052 Mr. Vander Wall moved to approve the pavilion fee waiver request for Allendale Early Childhood Center. The motion passed.

Discussion Items

Mr. Elenbaas informed the board he is still prepping for strategic planning topics.

Public Comments -None

BOT 23-053 Mr. Elenbaas moved to close public comment. The motion passed.

BOT 23-054 Mr. Zeinstra moved to go into closed session at 6:28 p.m. for the purpose of discussing a potential land purchase and to provide an update on pending litigation. The motion passed as shown by the following votes:
YEAS: Mr. Murillo; Ms. Hansen; Ms. Kraker; Mr. Vander Wall; Ms. Schuitema; Mr. Zeinstra; and Mr. Elenbaas. (7)
NAYS: None (0)
ABSENT: None (0)

The board returned to open session at 6:52 p.m.

Board Comments

Mr. Elenbaas thanked Mr. Murillo for his service to the community as trustee.

Mr. Vander Wall thanked Mr. Murillo for his service as trustee.

Ms. Kraker thanked Mr. Murillo. She asked to draft a post to social media clarifying that building the fire department did not increase taxes and that the building has been paid in full.

Mr. Zeinstra thanked Mr. Murillo for his service as trustee.

Ms. Hansen thanked Mr. Murillo for his service as trustee.

Mr. Murillo thanked the board for the opportunity to work together to serve the community. He said it has been an honor representing and being a voice for the community.

BOT 23-055 Mr. Murillo moved to adjourn the meeting at 7:03 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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 10, 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. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Vander Wall (1)

Vacant Seat: One (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Corey Turner, Fleis and VandenBrink; Brant Mercer, Fleis and VandenBrink; Graham Gould, Fleis and VandenBrink; Commissioner Sylvia Rhodea, Ottawa County, and Mitch Johnson.

Ms. Hansen pronounced the invocation.

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

BOT 23-056 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-057 Ms. Schuitema moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 27, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$306,122.32 and interim payments of \$108,445.48, as presented by the summary report for April 11, 2023.
3. To approve the 2023 Concerts in the Park fee waiver request.
4. To approve the 2023 Independence Day fee waiver request.

5. To approve the pavilion fee waiver request from Positive Options.

Items Received for Information

1. Minutes of the March 20, 2023, Planning Commission Meeting.
2. Minutes of the March 21, 2023, Downtown Development Authority Meeting.
3. Notice of Hire: Keyara Winters, Custodial position.

Public Hearings - None

Public Comments

Comments were received from:

1. Mitch Johnson, Allendale

BOT 23-058 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner, provided the following county updates:

The county is exploring broadband expansion, which may impact over 10,000 homes. The county has allocated \$13.6 million to assist with affordable housing options. Commissioner Rhodea informed the board there are several upcoming agenda items they are considering. These include a contract for an additional Sheriff Deputy for Allendale Township, allocating physical space in the Fillmore Complex Administration building to house a counselling center that will assist families and children impacted by sex trafficking, and fire fighting foam trailer approvals- one of which will be housed in Allendale Township. She provided a brief update on ARPA funds, strategic planning, and budget planning.

Chad Doornbos, Public Utilities Superintendent, provided an overview of the proposed Design Build Agreement with Fleis and VandenBrink for the M-45 Sewer Line project.

Several board members had questions and comments.

Action Items

BOT 23-059 Ms. Kraker moved to approve budget amendment 2023-2; which increases Capital Outlay \$40,000.00 to accommodate the additional costs associated with the acquisition of easements and property associated with the M-45 Sewer Line project. The motion passed as shown by the following votes:

YEAS: Ms. Schuitema; Ms. Hansen; Mr. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (5)
NAYS: None (0)
ABSENT: Mr. Vander Wall (1)

BOT 23-060 Ms. Kraker moved to approve and authorize the Clerk and or Supervisor to sign and process the Design Build Agreement for the M-45 Sewer Line project with Fleis & VandenBrink. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-061 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker inquired about the status of the open trustee seat.

Ms. Hansen reminded the board of the upcoming Fire Department Open House, which is scheduled for May 6, 2023, from 11:00 a.m. – 1:00 p.m.

Ms. Schuitema inquired if Grand Valley State University was contributing to the M-45 sewer line project.

BOT 23-062 Ms. Schuitema moved to adjourn the meeting at 7:12 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 24, 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. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Vander Wall (1)

Vacant Seat: One (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; and Chad Doornbos, Public Utilities Superintendent.

Mr. Elenbaas pronounced the invocation.

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

BOT 23-063 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to add "Eminent Domain" to Discussion Items. The motion passed.

BOT 23-064 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 10, 2023, Board of Trustees meeting as presented.
2. To approve the Minutes of the March 27, 2023, Board of Trustees closed session meeting as presented.
3. To approve the general claims in the amount of \$176,088.26 and interim payments of \$102,463.20, as presented by the summary report for April 24, 2023.

Items Received for Information

1. March Financial Report
2. Minutes of the April 3, 2023, Planning Commission Meeting.
3. March Sheriff's Department Report

Public Hearings - None

Public Comments- None

BOT 23-065 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-066 Ms. Schuitema moved to approve and authorize the Clerk and or Supervisor to sign Resolution 2023-06 as amended: Committee Appointments; a resolution approving the following committee appointments:

Downtown Development Authority Citizens Council – Term ending December 31, 2023

Mark Hatto
Donna Cargill
Mikal MacDonald
Brenda Vredevelde
Gary Kleinjans
Matthew Murphy
Summer Rietsema
Steven Kushion
Pierson Roon

The motion passed.

BOT 23-067 Mr. Zeinstra moved to approve and authorize the Clerk to sign and submit the Letter of Intent to the Ottawa County Clerk/Register of Deeds office; a letter indicating that Allendale Charter Township intends to collaborate with the Ottawa County Clerk's Office for the conduct of early voting for our jurisdiction.

Discussion Items

Mr. Elenbaas and Mr. Sullivan provided an overview of Eminent Domain processes.

Public Comments -None

BOT 23-068 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

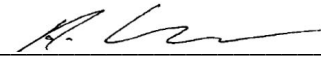
Ms. Hansen reminded the board of the upcoming Fire Department Open House, which is scheduled for May 6, 2023, from 11:00 a.m. – 2:00 p.m. She also shared a request from a resident to upgrade signs identifying the ballfields including wayward signs throughout the park.

Mr. Elenbaas reminded the board of MTA conference that he attended last week. He highly encouraged the board members to attend the next one.

BOT 23-069 Ms. Schuitema moved to adjourn the meeting at 7:04 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 8, 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. Zeinstra; Ms. Kraker; Mr. Vander Wall; and Mr. Elenbaas. (6)

Absent at Roll Call: None (0)

Vacant Seat: One (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; and Chad Doornbos, Public Utilities Superintendent.

Ms. Kraker pronounced the invocation.

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

BOT 23-070 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-071 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 24, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$211,376.42 and interim payments of \$112,829.71, as presented by the summary report for May 8, 2023.

Items Received for Information

1. Minutes of the April 17, 2023, Planning Commission Meeting.
2. March Fire Department Report
3. Public Utilities 2022 Year In Review Report

Public Hearings - None

Public Comments- None

BOT 23-072 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-073 Mr. Zeinstra moved to approve and authorize the Clerk and or Supervisor to sign Resolution 2023-07, as amended: Resolution to Commence Eminent Domain Proceedings; a resolution authorizing legal counsel to begin Eminent Domain Proceedings in accordance with 1980 PA 87, as amended. The motion passed.

Discussion Items

Ms. Hansen provided an overview of the proposed Cemetery Ordinance and fees updates.

Several board members had questions and comments.

Public Comments -None

BOT 23-074 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra inquired on the status of codification of Zoning Ordinance.

Ms. Schuitema informed the board she has been researching ideas and suggestions on potential park improvement and expansion projects.

Ms. Hansen thanked the board for supporting the fire department. She indicated the open house was a great success. She informed the board that Mr. Elenbaas, Chief Keefe, and all the firefighters did an amazing job.

Mr. Elenbaas thanked the board for their support, perspective, and insight.

BOT 23-075 Ms. Schuitema moved to adjourn the meeting at 7:24 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 22, 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. Zeinstra; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Ms. Hansen (1)

Vacant Seat: One (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Deputy Clerk/Community Coordinator; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Cathy Seaver; and Ken Smit.

Mr. Zeinstra pronounced the invocation.

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

BOT 23-076 Mr. Zeinstra moved to approve the agenda of today with the following amendment: to add "Fill Vacated Trustee Seat" to Action Items. The motion passed.

BOT 23-077 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 8, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$364, 113.73 and interim payments of \$123,370.70, as presented by the summary report for May 22, 2023.

The motion passed.

Items Received for Information

1. April Financial Report
2. Minutes of the May 1st, 2023, Planning Commission Meeting
3. April Sheriff's Office Monthly Report

4. April Fire Department Monthly Report
5. Notice of Hiring: Seasonal Maintenance Assistants Stephanie Webb & Domenico Tejada at a wage of \$18.00 per hour.
6. Notice of Hiring: Public Utilities Assistant Operators: Mya Harmer & Eli Baumann at a wage of \$18.00 per hour.
7. Notice of Hiring: Substitute Library Page and Circulation Assistants: Sarah Kenny & Lucy Schuiling at a wage of \$14.50 per hour.

Public Hearings - None

Public Comments - None

BOT 23-078 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers-None

Action Items

BOT 23-079 Ms. Schuitema moved to update the MERS Retirement Plan to include the addition of the Health Care Savings Program. The motion passed.

BOT 23-080 Mr. Elenbaas moved to fill the vacant Board of Trustees position with Ken Smit. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-081 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra requested that the board reconsider the Zoning Map Amendment for Suchowain 52nd Avenue Rezoning at a future meeting.

Ms. Schuitema inquired about the status of Aldi. Mr. Elenbaas stated that Aldi, Tommy's Car Wash, and townhomes are going into the same location.

BOT 23-082 Mr. Vander Wall moved to adjourn the meeting at 6:16 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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 12, 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; Ms. Hansen; Mr. Smit; and Mr. Elenbaas. (5)

Absent at Roll Call: Ms. Kraker; and Mr. Zeinstra (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Chief Mike Keefe, Fire Department; Lt. Kyle Garlanger, Fire Department; and Ed DeYoung.

Ms. Schuitema pronounced the invocation.

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

BOT 23-083 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-084 Ms. Hansen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 22, 2023, Board of Trustees meeting with the following amendment: to add "The motion passed." to Item BOT 23-077.
2. To approve the general claims in the amount of \$643,110.13 and interim payments of \$217,665.93, as presented by the summary report for June 12, 2023.

The motion passed.

Items Received for Information

1. Minutes of the May 15, 2023, Planning Commission Meeting
2. May Fire Department Monthly Report
3. Public Utilities: Recognition of Robert Lamb and Shawn Hoover on earning their S-3 and S-2 Water Utility Licenses
4. Liquor License Notification: New Retail License

Public Hearings - None

Public Comments - None

BOT 23-085 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers-None

Action Items

BOT 23-086 Mr. Vander Wall moved to approve Dewpointe West Phase 4 Final Plat. The motion passed.

BOT 23-087 Ms. Hansen moved to approve Fire Department Fitness Room SOG as presented. The motion passed.

BOT 23-088 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign the Engagement Letter approving Dickenson Wright PLLC as Bond Counsel for the Wastewater Treatment Plant Expansion Project. The motion passed.

BOT 23-089 Mr. Elenbaas introduced Ordinance 2023-03; a Zoning Map Amendment Ordinance for the Suchowain 52nd Avenue Rezoning, for its first reading.

BOT 23-090 Ms. Schuitema moved to approve the fee waiver request for Valley Church. The motion passed.

BOT 23-091 Mr. Vander Wall moved to approve the fee waiver request for the Back-to-School Fair. The motion passed.

BOT 23-092 Ms. Schuitema moved to approve and authorize the Clerk and or Supervisor to sign Resolution 2023-08: Resolution to Commence Eminent Domain Proceedings; a resolution authorizing legal counsel to begin Eminent Domain Proceedings in accordance with 1980 PA 87, as amended. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-093 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Vander Wall appreciates consideration of dates for upcoming meeting topics.

Ms. Schuitema will soon be taking pictures of park property.

Mr. Elenbaas, on behalf of the board, welcomed Mr. Smit as our newest trustee.

BOT 23-094 Ms. Hansen moved to adjourn the meeting at 7:37 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 26, 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; Ms. Hansen; Mr. Smit; Ms. Kraker; Mr. Zeinstra; 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; Sylvia Rhodea, Ottawa County Commissioner; Eric DeYoung, Nederveld; and Grace Suchowian.

Ms. Hansen pronounced the invocation.

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

BOT 23-095 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-096 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 12, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$522,620.04 and interim payments of \$122,929.59, as presented by the summary report for June 26, 2023.

The motion passed.

Items Received for Information

1. May 2023 Financial Report
2. Minutes of the June 5, 2023, Planning Commission meeting
3. May Sheriff's Department Report

Public Hearings - None

Public Comments - None

BOT 23-097 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner provided a county update. She informed the board that Ottawa County ranked 3rd in overall health ratings, and that Ottawa is one of the wealthiest counties in Michigan. She indicated the county board of commissioners is closely monitoring reliable energy issues, which include the closing of plants, the increased push for solar farms, loss of agriculture, and ground water levels. The county has been working on budget planning, strategic planning and broadband. Commissioner Rhodea informed the board that there are still legal issues with the transitioning process for the Health Director. The county has increased communication efforts, adopted resolutions declaring Ottawa a constitutional county, honoring active military members and veterans, and soon will consider a resolution to protect childhood innocence.

Several board members had questions and comments.

Action Items

BOT 23-098 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign the Engagement Letter from PFM Financial Advisors LLC as financial advisory service for the Wastewater Treatment Plant Expansion Project. The motion passed.

BOT 23-099 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-03: Zoning Map Amendment Ordinance; an ordinance rezoning certain land to the R-4 Medium Density Multiple Family Residential/Office Zoning District, provide severability, provide repeal, and to establish an effective date. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Ms. Hansen; Mr. Smit; Ms. Schuitema; and Mr. Elenbaas (7)

NAYS: None (0)

Discussion Items- None

Public Comments -None

BOT 23-100 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that we need a Library Board liaison. Mr. Smit volunteered to serve in this role.

Mr. Zeinstra indicated that he would like a representative from the finance department to present the results of the financial audit to the Board of Trustees. He also indicated that he would like to see the 4th of July marketing materials changed to state Independence Day.

Mr. Smit sought clarification on rezoning processes.

Ms. Hansen sought clarification on the 46th Avenue mining operations.

BOT 23-101 Ms. Schuitema moved to adjourn the meeting at 7:18 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 10, 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. Smit; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Zeinstra; and Mr. Vander Wall. (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Lydale Weaver, Human Resources Director; and Chief Mike Keefe, Fire Department.

Mr. Elenbaas pronounced the invocation.

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

Mr. Zeinstra arrived to the meeting at 6:02 p.m.

BOT 23-102 Ms. Kraker moved to approve the agenda of today as presented. The motion passed.

BOT 23-103 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 26, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$352,121.44 and interim payments of \$136,111.18, as presented by the summary report for July 10, 2023.
3. To approve Budget Amendment 2023-4; a budget amendment designating funding for Public Utility Eminent Domain Land Purchase.

The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Kraker; Ms. Hansen; Mr. Smit; Ms. Schuitema; and Mr. Elenbaas (6)

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

Items Received for Information

1. Minutes of the June 19, 2023, Planning Commission meeting
2. Public Utilities: Recognition of Ryan Vander Ploeg on earning his B Wastewater License
3. Handbook Update: Smokefree Workplace

Public Hearings - None

Public Comments - None

BOT 23-104 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-105 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-09: a resolution approving amendment number 41 (Removal of City of Hastings) in the Articles of Incorporation of Grand Valley Metropolitan Council. The motion passed.

BOT 23-106 Ms. Schuitema moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-10: a resolution amending the streetlight agreement with Consumers Energy to include Hidden Shores West Phase 4. The motion passed.

BOT 23-107 Mr. Zeinstra moved to reverse Action Item BOT 23-079: MERS Retirement Plan Update, which was originally approved at the May 22, 2023, board of trustee's meeting. The motion passed.

BOT 23-108 Ms. Schuitema moved to approve and authorize the Finance Director to sign and submit the Public Utility Eminent Domain Funds Affidavit. The motion passed.

Discussion Items

Chief Mike Keefe, Fire Department, presented an overview of staffing needs for a Full-Time Firefighter position.

Lydale Weaver, Human Resources Director, presented an overview of staffing

needs for a Part-Time Human Resources Assistant position.

Several board members had questions and comments.

Public Comments -None

BOT 23-109 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments


Mr. Elenbaas thanked Elizabeth Szymanski, and all those involved in making this year's Independence Day celebration a huge success.

Ms. Hansen also thanked Elizabeth Szymanski for her hard work in providing the community with another successful event season including 4th of July activities, concerts, and upcoming movie in the park plans. She reminded the board that Sergeant Cal Keuning will be performing with his band, Sweet Justice, on July 25, 2023, for the final concert of the year.

BOT 23-110 Ms. Schuitema moved to adjourn the meeting at 7:42 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 24, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Mr. Vander Wall; Ms. Hansen; Mr. Smit; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Ms. Schuitema. (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Lydale Weaver, Human Resources Director; Chief Mike Keefe, Fire Department; Captain Tony Dolce, Fire Department; Sgt. Cal Keuning, Sheriff's Department; Kathy Hanes, Senior Citizen Program Director; Natasha Shepard, Administrative Assistant; Kelley Place, Moore & Bruggink; Corey Turner, Fleis and Vanden Brink; Brant Mercer, Fleis and Vanden Brink; John Hanes, and Deanna Hunter.

Mr. Vander Wall pronounced the invocation.

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

BOT 23-111 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-112 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 10, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$480,753.73 and interim payments of \$103,561.16, as presented by the summary report for July 24, 2023.

The motion passed.

Items Received for Information

1. June Finance Report
2. June Sheriff's Department Report

Public Hearings - None

Public Comments

Comments were received from:

1. Deanna Hunter, Allendale
2. Kathy Hanes, Allendale

BOT 23-113 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-114 Mr. Vander Wall moved to approve the Community Events Sponsorship Program. The motion passed.

BOT 23-115 Ms. Hansen moved to approve the proposed Full-Time Firefighter position. The motion passed.

BOT 23-116 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign the Early Voting Contract with Ottawa County. The motion passed.

BOT 23-117 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign the revised Satellite Office Agreement with Grand Valley State University. The motion passed.

BOT 23-118 Mr. Elenbaas introduced Ordinance 2023-04: Fire Prevention Code for its first reading.

BOT 23-119 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-11: Tentative Award of Construction Contract- Wastewater System Improvements Contract 1; a resolution tentatively awarding the contract for construction of the proposed wastewater system improvements project to RK Davis, Inc., at a bid of \$29,790,200.00, contingent upon successful financial arrangements with the Clean Water State Revolving Fund. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Ms. Schuitema (1)

BOT 23-120 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-12: Tentative Award of Construction Contract- Wastewater System Improvements Contract 2; a resolution tentatively awarding the contract for construction of the proposed wastewater system improvements project to F & V Construction, at a bid of \$12,254,327.00, contingent upon successful financial arrangements with the Clean Water State Revolving Fund. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Ms. Schuitema (1)

BOT 23-121 Mr. Zeinstra moved to accept the website redesign and content maintenance proposal from Shumaker Technology Group (STG), at a cost of approximately \$6,795.00, and to authorize an agreement for their services. The motion passed.

Discussion Items

Lydale Weaver, Human Resources Director, presented an overview of staffing needs for a Part-Time Human Resources Assistant position, and clarified some items.

Several board members had questions and comments.

Public Comments

Comments were received from:

1. Deanna Hunter, Allendale

BOT 23-122 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker highlighted various zoning issues and inquired as to whether increased monitoring is needed.

Mr. Vander Wall had some Planning and Zoning mining questions.

Ms. Hansen thanked Kathy Hanes, Tasha Shepard, and Lydale Weaver for their ongoing hard work and commitment to Allendale Township.

Mr. Smit complimented Reith & Reilly for moving quickly on road repaving and for doing a great job.

BOT 23-123 Mr. Vander Wall moved to adjourn the meeting at 8:02 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 14, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Lydale Weaver, Human Resources Director; Sgt. Cal Keuning, Sheriff's Department; and Roger Swets, Legal Bond Counsel.

Ms. Kraker pronounced the invocation.

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

BOT 23-124 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-125 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 24, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$772,987.05 and interim payments of \$3,699.29, as presented by the summary report for August 14, 2023.

The motion passed.

Items Received for Information

1. Minutes of the July 20, 2023, Planning Commission meeting
2. July Fire Department Report
3. Notice of Hire: RaeAnne Woody- Circulation Assistant

Public Hearings - None

Public Comments- None

BOT 23-126 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-127 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-13: Public Utilities Wastewater Improvements Bonding; a resolution to authorize issuance of water and sewer system revenue bonds not to exceed \$47,000,000.00. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Mr. Vander Wall; Ms. Kraker; Ms. Hansen; Mr. Smit; and Mr. Elenbaas; Ms. Schuitema (7)

NAYS: None (0)

ABSENT: None (0)

BOT 23-128 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-04: Fire Prevention Code Amendment; an ordinance to amend the code of ordinances adopted by Allendale Charter Township, County of Ottawa, State of Michigan, amending Chapter 225, concerning Fire Prevention, and providing for the effective date of this ordinance. The motion passed.

BOT 23-129 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-14: Streetlight Contract, Kennedy Lakes Phase 2; a resolution authorizing for change in standard lighting contract with Consumer's Energy Company. The motion passed.

BOT 23-130 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-15: Hazard Mitigation Plan; a resolution adopting the 2022 Kent County, Ottawa County, and City of Grand Rapids Regional Hazard Mitigation Plan as the official Hazard Mitigation Plan of Allendale Charter Township. The motion passed.

BOT 23-131 Mr. Vander Wall moved to approve the HR Assistant job description as presented. The motion passed.

BOT 23-132 Mr. Vander Wall moved to approve the Timekeeping Software Transition: NovaTime to United Kronos Group (UKG), at a cost savings of approximately

\$4,000.00, and as outlined in the recommendation letter submitted by Lydale Weaver, Human Resources Director. The motion passed.

Discussion Items- None

Public Comments- None

BOT 23-133 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker asked for clarification on the HR Assistant job fulfillment timeline.

BOT 23-134 Mr. Smit moved to adjourn the meeting at 6:55 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 28, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Ms. Hansen.

Present at Roll Call: Mr. Zeinstra; Mr. Vander Wall; Ms. Hansen; Ms. Kraker; and Ms. Schuitema. (5)

Absent at Roll Call: Mr. Smit; and Mr. Elenbaas. (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Sgt. Cal Keuning, Sheriff's Department; and Brian Hannon, Moore and Bruggink.

BOT 23-135 Ms. Hansen moved to appoint Mr. Vander Wall to chair tonight's meeting. The motion passed.

Ms. Schuitema pronounced the invocation.

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

BOT 23-136 Ms. Hansen moved to approve the agenda of today with the following ammendment: to add Resolution 2023-18: Tentative Award of Construction Contract- Wastewater System Improvements Contract 1- Rebid to Action Items . The motion passed.

BOT 23-137 Ms. Schuitema moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 14, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$321,452.58 and interim payments of \$220,906.37, as presented by the summary report for August 28, 2023.

The motion passed.

Items Received for Information

1. July Finance Report
2. Minutes of the August 7, 2023, Planning Commission meeting
3. July Sheriff's Department Report

Public Hearings - None

Public Comments- None

BOT 23-138 Ms. Hansen moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-139 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-16: Committee Appointments; a resolution approving the following committee appointments:

Planning Commission- Partial Term ending December 31, 2023

Todd Bronson

BOT 23-140 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-17: Truth in Taxation; a resolution establishing a Public Hearing date of September 11, 2023, at 6:00 p.m. for the purpose of receiving testimony and discussing the levy of an additional millage rate of 0.1525 mills for the Township's 2024 fiscal year. The motion passed.

BOT 23-141 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-18: Tentative Award of Construction Contract- Wastewater System Improvements Contract 1- Rebid; a resolution tentatively awarding the contract for construction of the proposed wastewater system improvements project to RK Davis, Inc., at a bid of \$29,741,086.00, contingent upon successful financial arrangements with the Clean Water State Revolving Fund. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Mr. Vander Wall; Ms. Kraker; Ms. Hansen; and Ms. Schuitema (5)

NAYS: None (0)

ABSENT: Mr. Smit; and Mr. Elenbaas (2)

Discussion Items- None

Public Comments- None

BOT 23-142 Mr. Vander Wall moved to close public comment. The motion passed.

Board Comments

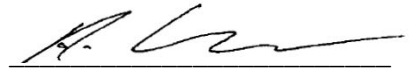
Ms. Hansen reminded the board that the website redesign committee has requested professional headshots for each board member.

Ms. Kraker said that she is thankful everyone is safe from this past weekend's events.

BOT 23-143 Ms. Schuitema moved to adjourn the meeting at 6:24 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 11, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema and Mr. Elenbaas.
(4)

Absent at Roll Call: Mr. Smit; Mr. Vander Wall; and Ms. Kraker. (3)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Sgt. Cal Keuning, Sheriff's Department; Sylvia Rhodea, Ottawa County Commissioner; Mary Cook, Library Director; Connor Galligan, Head Assessor; Tim Van Bennekom, Finance Director; Brent Feyen, Exxel Engineering; David Barnosky; and Cathy Seaver.

Mr. Elenbaas pronounced the invocation.

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

BOT 23-144 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-145 Ms. Schuitema moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 28, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$812,893.01 and interim payments of \$114,519.10, as presented by the summary report for September 11, 2023.
3. To approve the request for "Trucking Restricted" roadside sign for 78th Avenue, Northbound, near M-45 at a cost of \$350.13.

The motion passed.

Items Received for Information

1. Notice of August 21, 2023, Planning Commission meeting cancellation.
2. August Fire Department Report.

Public Hearings

1. Truth in Taxation

Mr. Elenbaas opened the public hearing at 6:06 p.m.
No comment was received.

BOT 22-146 Mr. Elenbaas moved to close the public hearing at 6:07 p.m. The motion passed.

Public Comments- None

BOT 23-147 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner provided a county update which highlighted: increased surveillance and the purchase of a foam trailer for the Ottawa County Sheriff's Department; budget planning; vaccination waivers resolution; and the early voting election agreement.

Action Items

BOT 23-148 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-19: Truth in Taxation: Millage Rate; a resolution to approve the levy of an additional millage rate of 0.1525 mills, pursuant to the requirements of the Truth in Taxation Law and establish the 2023 Allocated Operating Millage rate at 2.7422; and to sign the Ottawa County 2023 Certificate of Compliance form and the 2023 Tax Rate Request form L-4029. The motion passed.

BOT 23-149 Ms. Schuitema moved to approve the Springfield North Final Plat. The motion passed.

Discussion Items

1. Public Utilities Updates

Chad Doornbos, Public Utilities Superintendent provided an overview of how rates are set, Capital Improvement Plans for the next 4 years, and debt ratio coverage.

2. 2024 Budget Discussions

Tim Van Bennekom, Finance Director; Mary Cook, Library Director; Connor

Galligan, Head Assessor; and Adam Elenbaas, Supervisor provided budget overviews for the following accounts: Township Board, Supervisor, Finance/Accounting, Audit, Board of Review, Treasurer, Assessor, Attorney, Police, Roads, Street Lights, Library

Public Comments

Public Comment was received from:

1. David Barnosky, Port Sheldon Township

BOT 23-150 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Schuitema thanked everyone for answering budget questions.

Mr. Elenbaas thanked the department heads for coming out and explaining their budgets.

BOT 23-151 Ms. Schuitema moved to adjourn the meeting at 7:44 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 25, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Sgt. Cal Keuning, Sheriff's Department; Deputy Jordan Miller, Sheriff's Department; Larry Haveman, Maintenance Director; Corey Turner, Fleis & VandenBrink; Brant Mercer, Fleis & VandenBrink.

Ms. Kraker pronounced the invocation.

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

BOT 23-152 Mr. VanderWall moved to approve the agenda of today with the following amendments: to add Sgt. Cal Keuning to Guest Speakers, and to correct Sheriff's Office Allendale May Report to Sheriff's Office Allendale August Report in the For Information section. The motion passed.

BOT 23-153 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 11, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$226,445.76 and interim payments of \$99,516.11, as presented by the summary report for September 25, 2023.
The motion passed.

Items Received for Information

1. August Finance Report.
2. Minutes of the September 5, 2023, Planning Commission meeting.
3. August Sheriff Department Report.

4. Notice of Hire: Sarah Kenny; Circulation Assistant.
5. Fire Department Insurance Service Office (ISO) Rating Results.

Public Hearings- None

Public Comments- None

BOT 23-154 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sgt. Cal Keuning, Sheriff's Department introduced Deputy Jordan Miller to the board. He provided an update on deputy coverage, Deputy Appollo's new shift hours, and informed the board he will bring Deputy Josh DeHoag to an upcoming meeting for introductions.

Action Items

BOT 23-155 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-20: Public Hearing for DDA TIF, a resolution setting the date of a public hearing to consider the approval of an amendment to the Development and Tax Increment Financing Plan for the Downtown Development Authority of Allendale Charter Township. The motion passed.

BOT 23-156 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign the Design Build Institutes of America- Step 2, Collection System Improvements Agreement, which authorizes Fleis & VandenBrink Construction to manage and inspect the project at a cost not to exceed \$11,111,288.00. The motion passed.

BOT 23-157 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign the Construction Engineering Proposal Terms and Conditions with Moore & Bruggink, at a cost not to exceed \$1,700,000.00. The motion passed.

BOT 23-158 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign the 2024 Independence Day Fireworks Contract with Pyrotecnico Fireworks, Inc., at a cost of \$23,000.00. The motion passed.

BOT 23-159 Mr. Smit moved to approve the Agreement for Early Voting Administrative Services, and the Amendment for Agreement Early Voting Services, with the County of Ottawa and to authorize the Clerk to execute the documents; in the alternative should Ottawa County not approve the Agreements as presented a motion to approve the Agreement for Election Services between Allendale Township, Blendon Township, Chester Township, City of Coopersville, Polkton

Township, Tallmadge Township, and Wright Township and to authorize the Clerk to execute the Agreement. The motion passed.

Discussion Items

- 1. 2024 Budget Discussions
 Adam Elenbaas, Supervisor; Larry Haveman, Maintenance Director; and Jody Hansen, Clerk provided budget overviews for the following accounts: Clerk, Elections, Building and Grounds, Highway/M-45, Cemetery, Lifelong Learners, Planning and Zoning, Zoning Board of Appeals, Planning Commission, Parks and Recreation, and Community Promotions.

Public Comments- None

BOT 23-160 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. VanderWall thanked Chad Doornbos, Public Utilities Superintendent, and Jody Hansen, Clerk for their work on these projects.

Ms. Hansen and Mr. Elenbaas provided the Insurance Service Office (ISO) results. They congratulated the Fire Department and Water Department for making a positive impact on the insurance rates for our residents. The new rating of 3/5 not only provides better insurance rates for our residents, but it also places Allendale Fire Department rating in the top 4% of all departments in the state. They also welcomed our new full-time firefighter, Dillon Reader, to the team. He officially started in his new role today.

BOT 23-161 Ms. Schuitema moved to adjourn the meeting at 7:39 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
OCTOBER SPECIAL SESSION

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Friday, October 6, 2023, at 8:00 a.m. and was called to order at 8:01 a.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guest Present: Beau Rajsic, Legal Counsel

Mr. Elenbaas pronounced the invocation.

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

BOT 23-162 Mr. Zeinstra moved to approve the agenda as presented. The motion passed.

Public Comments- None

BOT 23-163 Mr. Elenbaas moved to close public comment. The motion passed.

BOT 23-164 Mr. Vander Wall, with support from Mr. Smit moved to go into closed session at 8:05 a.m., pursuant to MCL 15.628(e) to consult with counsel regarding trial or settlement strategy in connection with specific pending litigation, Anthony Miller and Barbara Brown v. Allendale Charter Township and Jody Hansen, Case No. 21-cv-1024 pending in the United States District Court for the Western District of Michigan, because an open meeting would have a detrimental financial effect on the litigation or settlement position of the Township. The motion passed unanimously.

The board returned to open session at 9:30 a.m.

BOT 23-165 Ms. Hansen moved to adjourn the meeting at 9:31 a.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

APPROVED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
~~SEPTEMBER SESSION 2nd DAY~~
OCTOBER SESSION 1st DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 9, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Sgt. Cal Keuning, Sheriff's Department; Chief Mike Keefe, Fire Department; Lt. Kyle Garlanger, Fire Department; Tim VanBennekom, Finance Director; and Lydale Weaver, Human Resource Director.

Mr. Zeinstra pronounced the invocation.

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

BOT 23-166 Mr. Vander Wall moved to approve the agenda of today with the following amendments: to remove "Financial Report" from the For Information Section. The motion passed.

BOT 23-167 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 25, 2023, Board of Trustees meeting as presented.
2. To approve the Minutes of the October 6, 2023, Board of Trustees Special Meeting minutes as presented.
3. To approve the Minutes of the October 6, 2023, Board of Trustees Closed Session Meeting minutes as presented.
4. To approve the general claims in the amount of \$293,745.95 and interim payments of \$149,834.75, as presented by the summary report for October 9, 2023.

The motion passed.

Items Received for Information

1. Minutes of the September 18, 2023, Planning Commission meeting.

Public Hearings- None

Public Comments- None

BOT 23-168 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items- None

Discussion Items

1. Lydale Weaver, Human Resource Director, provided a Human Resource Department update including: an overview of the proposed Parental Leave Policy, Wage Ranges, and a request for a wage study later this year.
2. 2024 Budget Discussions
Adam Elenbaas, Supervisor; Chad Doornbos, Public Utilities Superintendent; Lydale Weaver, Human Resource Director; Chief Mike Keefe, Fire Department; Lt. Kyle Garlanger, Fire Department; and Tim Van Bennekom, Finance Director provided budget overviews for the following accounts: Revenue, Employee Insurances, Administration, Human Resources, Fire Department, Drain at Large, Transfer Outs, Building Inspection, Rental Administration, American Rescue Plan Act, Downtown Development Authority, Water and Sewer, and Road Improvement.

Public Comments- None

BOT 23-169 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

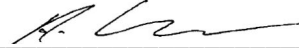
Ms. Kraker thanked everyone for doing a great job on the budgets.

Ms. Hansen reminded the board that if they have not yet sent a photo for the new website, a Website Committee member will be here October 23, 2023, to take their picture for them. Additionally, she asked the board to please send landmark ideas for photos of Allendale that they would like to see on the new website.

BOT 23-170 Ms. Schuitema moved to adjourn the meeting at 7:56 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 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. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Smit; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

Absent at Roll Call: None. (0)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; and Beau Rajsic, Legal Counsel.

Ms. Schuitema pronounced the invocation.

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

BOT 23-171 Mr. Vander Wall moved to approve the agenda of today with the following amendments: to add "and to discuss a potential land purchase" to the list of reasons to go into closed session. The motion passed.

BOT 23-172 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 9, 2023, Board of Trustees meeting with the following corrections: to remove "September Session- 2nd Day" from the heading and replace with "October Session- 1st Day".
2. To approve the general claims in the amount of \$406,859.98 and interim payments of \$92,006.06, as presented by the summary report for October 23, 2023.
3. To approve Budget Amendment 2023-06: an amendment to the General Fund for \$3,316.00 for the wage study.
4. To approve Budget Amendment 2023-07: an amendment to the Water/Sewer Fund for \$2,300.00 for the wage study.
The motion passed.

Items Received for Information

1. September Finance Report.
2. Notice of Hire: Dillon Reader, Full-Time Firefighter at a wage of \$26.00 per hour.
3. Notice of Hire: Natasha Shepard, HR Assistant at a wage of \$20.00 per hour.
4. Notice of Hire: Megan Santiago, Administrative Assistant at a wage of \$17.00 per hour.
5. Minutes of the October 2, 2023, Planning Commission meeting.
6. Notice of Liquor License Applications- G Multani LLC.
7. Sheriff's Department September Report.
8. Fire Department September Report.

Public Hearings- None

Public Comments- None

BOT 23-173 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-174 Mr. Vander Wall moved to set the 2024 Budget Public Hearing Date for November 13, 2023, at 6:00 p.m. The motion passed.

Discussion Items

1. Adam Elenbaas, Supervisor; provided a background and overview of a potential petition to pave 92nd Avenue between Lake Michigan Drive and Buchanan Street.

Several board members had questions and comments.

Public Comments- None

BOT 23-175 Mr. Elenbaas moved to close public comment. The motion passed.

BOT 23-176 Mr. Smit, with support from Ms. Schuitema moved to go into closed session at 6:35 p.m., pursuant to Section 8(h), to consider material exempt from discussion or disclosure by state or federal statute, in particular Section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the attorney-client privilege, in particular an opinion letter from legal counsel regarding the matter of Miller and Brown v. Allendale Charter Township and Jody

Hansen, and to discuss a potential land purchase. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Smit; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

NAYS: None (0)

The board returned to open session at 7:18 p.m.

BOT 23-177 Mr. Smit moved to amend the agenda to add the following Action Item: "To Consider the purchase of land located at 11147 60th Avenue, Allendale MI 49401, which is on the SW corner of 60th Avenue and Lake Michigan Drive. The motion passed.

Action Items

BOT 23-178 Ms. Kraker moved to accept the counteroffer to purchase property located at 11147 60th Avenue, Allendale MI 49401, which is on the SW corner of 60th and Lake Michigan Drive, for a sum not to exceed \$1,550,000.00, plus closing costs, and to authorize and direct the clerk and/or supervisor to sign/execute the appropriate documents. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Smit; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (7)

NAYS: None (0)

Board Comments

Ms. Schuitema complimented the community interaction Sgt. Keuning provides for Allendale Township. She shared a positive and impactful interaction he provided to her children while they were out grocery shopping.

BOT 23-179 Mr. Vander Wall moved to adjourn the meeting at 7:27 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, November 13, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Smit. (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; Deputy Josh DeHoag, Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Tim VanBennekom, Finance Director; Victoria Berns; John Berns; Tim Metcalf; Chris Lemke; and Sharon Schaffer.

Ms. Hansen pronounced the invocation.

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

BOT 23-180 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to add "Sgt. Cal Keuning and Deputy Josh DeHoag" to Guest Speakers, and to remove "Paid on Call Firefighter Wage Rates" from Action Items. The motion passed.

BOT 23-181 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 23, 2023, Board of Trustees meeting as presented.
2. To approve the Minutes of the October 23, 2023, Board of Trustees Closed Session meeting as presented.
3. To approve the general claims in the amount of \$525,288.12 and interim payments of \$266,588.65, as presented by the summary report for November 13, 2023.
4. To approve the Library Director Job Description as presented.

The motion passed.

Items Received for Information

1. Notice of Hire: Claudia Zorz, Custodial position at a wage of \$18.00 per hour.
2. Notice of Temporary Appointment: Ashley Johnson, Interim Library Director at a wage of \$32.28 per hour.
3. Minutes of the October 16, 2023, Planning Commission meeting.

Public Hearings

1. 2024 Proposed Budget
Mr. Elenbaas opened the public hearing at 6:08 p.m.
No comment was received.

BOT 23-182 Mr. Elenbaas moved to close the public hearing at 6:09 p.m. The motion passed.

2. Downtown Development Authority 2023 Plan Restatement
Mr. Elenbaas provided an overview and opened the public hearing at 6:13 p.m.
Several residents provided questions and comments.

BOT 23-183 Mr. Elenbaas moved to close the public hearing at 6:30 p.m. The motion passed.

Public Comments

Comments were received from:

1. Victoria Berns, Allendale

BOT 23-184 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sgt. Cal Keuning, Sheriff's Department introduced Deputy Josh DeHoag. Deputy DeHoag provided an overview of his previous assignments and informed the board that he is looking forward to serving the Allendale community.

Action Items

BOT 23-185 Ms. Kraker moved to approve the Parental Leave Policy as presented. The motion passed.

BOT 23-186 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-21: Streetlight Contract, Springfield North; a resolution authorizing for change in the standard lighting contract with Consumers Energy Company; and all necessary contracts and documents. The motion passed.

Discussion Items

1. Adam Elenbaas, Supervisor, provided an overview of the Ottawa County Greenway Trail project and the need to do a traffic study to properly prepare for the pathway. He sought direction on which account to utilize to fund the traffic study. The board directed Mr. Elenbaas that they would prefer the full committed funds for the trail to remain at \$650,000.00. They directed him to utilize funds from a different account.
2. Adam Elenbaas, Supervisor, provided background information on License Plate Readers (LPR's) proposed by the Ottawa County Sheriff's Office. He informed the board that there will likely be discussions around this coming soon.

Several board members had questions and comments.

Public Comments- None

- BOT 23-187 Mr. Elenbaas moved to close public comment. The motion passed.
- BOT 23-188 Mr. Vander Wall, with support from Ms. Schuitema moved to go into closed session at 7:18 p.m., pursuant to Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider material exempt from discussion or disclosure by state or federal statute, in particular Section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the attorney-client privilege, in particular an opinion letter from legal counsel regarding the matter of Miller and Brown v. Allendale Charter Township and Jody Hansen. The motion passed as shown by the following votes:
- YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)
NAYS: None (0)
ABSENT: Mr. Smit (1)
- The board returned to open session at 7:48 p.m.
- BOT 23-189 Mr. Vander Wall moved to amend the agenda to add the following Action Item: "To consider the settlement agreement in the Miller and Brown v. Allendale Charter Township and Jody Hansen case". The motion passed.

Action Items

BOT 23-190 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign the settlement agreement in the Miller and Brown v. Allendale Charter Township and Jody Hansen case, which outlines various terms, agrees to update the original language of the brick applications submitted by the plaintiffs, and sets the installation date to be no later than June 15, 2024. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. Smit (1)

Board Comments

Mr. Elenbaas informed the board that the Public Utility operators job description is soon going to be updated to clarify and classify operators based on certifications. He also stated the Ottawa County Road Commission plans to have a millage request on an upcoming ballot in 2024.

Ms. Hansen thanked the township for hosting the Veteran's Day Breakfast. It was a wonderful event. She thanked the township employees for volunteering to ensure it was a success.

BOT 23-191 Ms. Schuitema moved to adjourn the meeting at 8:01 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

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

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

Absent at Roll Call: None. (0)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; and Chad Doornbos, Public Utilities Superintendent

Mr. Elenbaas pronounced the invocation.

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

BOT 23-192 Mr. Zeinstra moved to approve the agenda of today with the following amendments: to move "Budget Amendment 2023-8: Engineering Study for a Potential Traffic Light at Lake Michigan Drive and 60th Avenue", and "Traffic Impact Study Proposal from Fleis & VandenBrink" to Action Items. The motion passed.

BOT 23-193 Mr. Smit moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 13, 2023, Board of Trustees meeting as presented.
2. To approve the Minutes of the November 13, 2023, Board of Trustees Closed Session meeting as presented.
3. To approve the general claims in the amount of \$139,520.83 and interim payments of \$294,846.26, as presented by the summary report for November 27, 2023.

The motion passed.

Items Received for Information

1. October Financial Report.
2. Minutes of the November 6, 2023, Planning Commission Meeting.
3. October Sheriff's Department Report.
4. October Fire Department Report.
5. Notice of Hire: Emily Hahn, Circulation Assistant at a wage of \$15.75 per hour.
6. Notice of Hire: Elijah King, Substitute Library Page and Circulation Assistant at a wage of \$15.00 per hour.

Public Hearings- None

Public Comments- None

BOT 23-194 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-195 Mr. Vander Wall moved to approve budget amendment #8, adding an expense total of \$35,000.00 to the DDA Fund for a Traffic Impact Study for the M-45/60th Avenue intersection, and to adjust the following expenses: road resurfacing, library parking lot, Library Lane funds, Leprino turn lane project adjustment date. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker; Mr. Smit; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 23-196 Ms. Schuitema moved to accept and approve the Traffic Impact Study Proposal from Fleis & VandenBrink with the requested amendment of adding language that ensures the study will be done while university and other local schools are in session. The motion passed.

BOT 23-197 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-22: 2024 Fiscal Year Budget; a resolution to establish the General Appropriations Act of the Charter Township of Allendale for the Fiscal Year 2024; to make appropriations; to provide for the expenditure of appropriations; to provide for the disposition of income received by the Township; to define the powers and duties of the Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker;
Mr. Smit; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 23-198 Mr. Elenbaas introduced Ordinance 2023-05; an ordinance providing for the Year 2023 Amendment to the 1986 Phase I Development Plan and Tax Increment Financing Plan for the Allendale Downtown Development Authority; for its first reading.

BOT 23-199 Mr. Zeinstra moved to approve the 2024-2025 Paid on Call Firefighter Wage Rates as amended by removing 3% annual increase for years after 2025, and replacing it with language that states annual increases after year 2025 will be evaluated annually. The motion passed.

BOT 23-200 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign the Public Utilities, Water and Sewer Upsizing Agreement with Mystic Woods IV. The motion passed.

BOT 23-201 Ms. Kraker moved to approve budget amendment #9, adding an expense total of \$38,249.00 to the Water Department Fund for the purchase of a new truck and the cost for an upsizing agreement for Mystic Woods IV watermain. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker;
Mr. Smit; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 23-202 Mr. Zeinstra moved to approve budget amendment #10, adding an expense total of \$41,703.75 to the Sewer Department Fund for the purchase of a new truck and the cost for an upsizing agreement for Mystic Woods IV. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker;
Mr. Smit; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 23-203 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-23: 2024/2025 Water System Rate Schedule; a

resolution establishing a schedule of rates and charges effective January 1, 2024; and to repeal any resolutions in conflict. The motion passed.

BOT 23-204 Mr. Smit moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-24: 2024/2025 Sewer System Rate Schedule; a resolution establishing a schedule of rates and charges effective January 1, 2024; and to repeal any resolutions in conflict. The motion passed.

Discussion Items

- 1. Adam Elenbaas, Supervisor, and Chad Doornbos, Public Utilities Superintendent provided an overview of the proposed changes to the Public Utility Operator Job Description.

Several board members had questions and comments.

BOT 23-205 Mr. Vander Wall moved to change the discussion of “Road Paving Parameters/Inquiry Regarding Paving 92nd Avenue between M-45 and Buchanan Street” to the next meeting. The motion passed.

Public Comments- None

BOT 23-206 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Vander Wall thanked Chad Doornbos, Public Utilities Superintendent, for all of his hard work.

BOT 23-207 Mr. Vander Wall moved to adjourn the meeting at 7:52 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, December 11, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; and Sylvia Rhodea, Ottawa County Commissioner

Mr. Vander Wall pronounced the invocation.

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

BOT 23-208 Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 23-209 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 27, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$238,942.87 and interim payments of \$433,727.99, as presented by the summary report for December 11, 2023.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-25: Supervisor's Salary; a resolution to set the salary of the Supervisor for 2024 fiscal year at \$89,604.00.
4. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-26: Clerk's Salary; a resolution to set the salary of the Clerk for 2024 fiscal year at \$78,404.00.

5. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-27: Treasurer's Salary; a resolution to set the salary of the Treasurer for 2024 fiscal year at \$6,194.00.
6. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-28: Trustee's Salary; a resolution to set the salary of the Trustee's for 2024 fiscal year at \$4,558.00 and an extra meeting per diem rate of \$43.72 per additional meeting.
7. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-29: Poverty Guidelines; a resolution requiring that in 2024, the Assessor and Board of Review shall follow the established guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and Federal guidelines, and these are communicated in writing to the claimant.
8. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-30: Property Tax Payment Designee Appointments; a resolution authorizing certain elected officials and employees be designees of the Treasurer to collect/receive property tax payments per Public Act 129 of 2019.
9. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-31: PA 152 Annual Health Insurance Contribution; a resolution to adopt 80%/20% employer/employee health care cost option as set forth in 2011 Public Act 152, the publicly funded health insurance contribution act.
10. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-32: 2024 Board Meeting Dates; a resolution establishing the 2024 Board of Trustee meeting dates and time.

The motion passed.

Items Received for Information

1. Minutes of the November 20, 2023, Planning Commission Meeting.

Public Hearings- None

Public Comments- None

BOT 23-210 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Ottawa County Commissioner, Sylvia Rhodea, provided county updates which included overviews on broadband investments, collective bargaining

agreements, finalizing budgets, Veterans Affairs Director interview updates, Michigan Adoption Day activities, appointment status of former Commissioner Kyle Terpstra, Parks updates, and Community Mental Health updates. Additionally, Ms. Rhodea informed the board there was no crisis with the programs of Ottawa Foods.

Several board members thanked Commissioner Rhodea for providing the county updates.

Action Items

- BOT 23-211 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2023-05: Downtown Development Authority Tax Increment Financing Plan Ordinance; an ordinance to approve the year 2023 amendment to the 1986 Phase I Development Plan and Tax Increment Financing Plan proposed by the Downtown Development Authority of the Charter Township of Allendale and to provide for the collection of tax increment revenues. The motion passed.
- BOT 23-212 Mr. Zeinstra moved to approve the final plat of Pearline Estates. The motion passed.
- BOT 23-213 Ms. Schuitema moved to approve and authorize the Clerk and/or Supervisor to sign the 2024 Independence Day Fireworks Permit Application. The motion passed.
- BOT 23-214 Mr. Smit moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-33: Sun Knollwood Eminent Domain Proceedings; a resolution amending the statement of purpose and necessity and authorization to commence eminent domain proceedings. The motion passed.

Discussion Items

1. Adam Elenbaas, Supervisor, provided an overview of road paving parameters, and a brief description of the inquiry about paving 92nd Avenue between M-45 and Buchanan Street. After several questions and comments, the board decided this repaving project would not be feasible at this time. The board indicated they would be interested in researching a strategic plan on how to best designate funds to assist in future road paving requests, but anticipated establishing a solid fund balance would take some years to accomplish.

Public Comments- None

BOT 23-215 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Kraker requested clarification on the next meeting date and start time.

Mr. Elenbaas informed the board the next meeting will be held on Wednesday, December 27, 2023 at 8:00 a.m.

Ms. Hansen invited board members to consider serving as an election inspector for the February 27, 2024, election. She indicated many of our regular election inspectors will be out of town and she had quite a few openings.

BOT 23-216 Mr. Vander Wall moved to adjourn the meeting at 7:25 p.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Wednesday, December 27, 2023, at 8:00 a.m. and was called to order at 8:00 a.m. by Mr. Elenbaas.

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

Absent at Roll Call: None. (0)

Staff and Guests Present: Sgt. Cal Keuning, Sheriff's Department; Chad Doornbos, Public Utilities Superintendent

Mr. Elenbaas pronounced the invocation.

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

BOT 23-217 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-218 Mr. Zeinstra moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 11, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$600,427.62 and interim payments of \$126,668.22, as presented by the summary report for December 27, 2023.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-34: Legal Ads; a resolution to utilize the Grand Rapids Press for legal ads for the year 2024.
4. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-35: Board of Review- Authorizing filing of Protest by Letter; a resolution establishing that the Board of Review shall receive letters of protest regarding assessments, and establishing dates to receive the letters.

5. To approve and authorize the Clerk and Supervisor to sign Resolution 2023-36: Committee Appointments; a resolution approving the following committee appointments:

Planning Commission - 3 year Term

Eric Westerling, Term Ending 12/31/2026

Todd Bronson, Term Ending 12/31/2026

Zoning Board of Appeals - 3 year Term

Ray Nadda, Term Ending 12/31/2026

Richard Chapla, Term Ending 12/31/2026

Library Advisory Board - 3 year Term

Karen Amisi, Term Ending 12/31/2026

Carol Scholten, Term Ending 12/31/2026

Downtown Development Authority - 4 year Term

Kellen Brusveen, Term Ending 12/31/2027

Construction Board of Appeals - 3 year Term

Todd Forner, Term Ending 12/31/2026

Rich Rybinski, Term Ending 12/31/2026

Eric Westerling, Term Ending 12/31/2026

Duke Schut, Alternate, Term Ending 12/31/2026

Election Commission - 1 year Term

Candy Kraker, Term Ending 12/31/2024

Kris Schuitema, Term Ending 12/31/2024

The motion passed.

Items Received for Information

1. November Financial Report
2. Minutes of the December 4, 2023, Planning Commission Meeting.
3. Sheriff's Department November Report
4. Fire Department November Report
5. 2023 Internal Budget Amendments: Amendment 11: a \$0 impact to the General Fund Revenues; Amendment 12: a \$400.00 decrease to the Board of Trustees budget; Amendment 13: a \$3,000 decrease to the Employee Insurance budget; Amendment 14: a \$6,800.00 decrease to the Clerk budget; Amendment 16: a \$317.00 decrease to the Treasurer budget; Amendment 17: a \$44,000.00 decrease to the Attorney budget; Amendment 19: a \$173,000.00 decrease to the Police budget; Amendment 24: a \$527.00 decrease to the Highway M-45 budget; Amendment 25: a \$3,016.00 decrease to the Cemetery budget; Amendment 27: a \$0 impact

to the Planning & Zoning budget; Amendment 28: a \$0 impact to the ZBA budget; Amendment 29: a \$362.00 decrease to the Parks & Recreation budget; Amendment 30: a \$4,374.00 decrease to the Community Promotions budget; Amendment 31: a \$11,534.00 decrease to the Library budget; Amendment 34: a \$1,026.00 decrease to the Inspections budget; Amendment 35: a \$196,670.00 decrease to the Capital Improvement budget; Amendment 36: a \$369,000.00 decrease to the DDA budget; Amendment 37: a \$125,000.00 decrease to the Road Improvement budget; Amendment 39: a \$197,614.00 decrease to the Water Department budget; Amendment 40: a \$30,181.00 decrease to the Sewer Department budget.

Public Hearings- None

Public Comments- None

BOT 23-219 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 23-220 Mr. Vander Wall moved to approve and authorize the following budget amendments:
Amendment 15: with an overall increase of \$10,046.00 to the Administration budget; Amendment 18: with an overall increase of \$3,124.00 to the Human Resource budget; Amendment 20: with an overall increase of \$5,800.00 to the Fire Department budget; Amendment 21: with an overall increase of \$20,610.00 to the Drain at Large budget; Amendment 22: with an overall increase of \$350.00 to the Roads budget; Amendment 23: with an overall increase of \$5,000.00 to the Street Lights budget; Amendment 26: with an overall increase of \$1,183.00 to the Lifelong Learners budget; Amendment 32: a transfer of \$500,000.00 out of general fund balance to Capital Improvements/One Time Projects Fund for future capital expenditures; Amendment 33: a \$175,800.00 increase in revenues to the Building Inspections Fund; Amendment 38: a \$9,218.00 increase in revenues to the Water/Sewer Administration Fund. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Ms. Hansen; Mr. Smit; Ms. Schuitema; and Mr. Elenbaas (7)

NAYS: None (0)

Discussion Items- None

Public Comments- None

BOT 23-221 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Hansen informed everyone that the candidate information packets were available for anyone who is interested in running for a board position in 2024.

BOT 23-222 Mr. Vander Wall moved to adjourn the meeting at 8:21 a.m. The motion passed.



Jody L. Hansen, Clerk
Of the Township of Allendale



Adam Elenbaas, Supervisor
Of the Township of Allendale