

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

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, March 8, 2021, at 7:00 p.m. and was called to order at 7:02 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Elizabeth Szymanski, Administrative Assistant; Tim VanBennekom, Finance Director/Deputy Treasurer; Tyler Wolfe, Head Assessor; Lydale Weaver, Human Resource Specialist; Joe Bush, Ottawa County Water Resource Commissioner; Cathy Seaver; Cathy Schmidt; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; Tara DeKryger; Malachi Barrett; and Conner Stacy.

Ms. Vander Veen pronounced the invocation.

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

BOT 21-031 Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 21-032 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 22, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$174,983.54 and the interim payments of \$4,500.00 as presented by the summary report for February 24, 2021 – March 9, 2021. The motion passed.
3. To appoint Kevin Yeomans to fill the vacancy of the Allendale Area Chamber of Commerce Board of Directors position for a three-year term.

Items Received for Information

1. Financial Report
2. Minutes of the February 15, 2021 Planning Commission Meeting
3. Hidden Shores West PUD Amendments Supporting Documentation

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Jessica VanBlaricum-Miller, Allendale
3. Conner Stacy, Allendale
4. Several other members of the public who did not disclose name and resident information.

BOT 21-033 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Joe Bush, Ottawa County Water Resource Commissioner, provided the board an overview of a proposed extension to the Sevey Drain. The residents of Woodcrest are having water and flooding issues. This is because the Sevey Drain stops just shy of their community. Ottawa County Water Resource Commissioner Office requests the board to consider adopting a resolution which will allow his office to petition residents to maintain and improve the drain- including extending the Sevey Drain. If the resolution is adopted, the petition is drafted and distributed by the county. Commissioner Bush answered several questions from the board.

Tyler Wolfe, Head Assessor, gave an overview and update on the Assessing Department including: 2021 State Inflation Rates, 2020 Minimum Assessing Audit results, overall valuation projected for real property in 2021, land splits within Allendale, State recommended reappraisal percentages, upcoming Michigan Tax Tribunal Cases, and Board of Review updates. The board had several questions and comments.

Tim VanBennekom, Financial Director/Deputy Treasurer, provided the board with an update on the Finance Department including: overall cash balance, tax collection status, delinquent tax collections processes, and upcoming projects for

the Finance Department. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, gave an update on the Human Resource Department including: BS&A and Novatime transition updates, creation of new job application and job description templates, development of onboarding and orientation processes, filing reorganization project, performance reviews for 2020 status, and open enrollment completion. The board had several questions and comments.

Lydale Weaver, Human Resource Specialist, on behalf of Shelly Kowalcyk, Safety Coordinator, presented an update including: OSHA training requirements have been met, policy rewrites, increased efficiency and on-site opportunities the new laptop and Adobe program has provided her department, positive impact briefings with Public Utilities team, and upcoming goals for the year.

Action Items

- BOT 21-034 Mr. Vander Wall moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-02, authorizing the establishment of the Allendale Charter Township Business Registration Program and authorizing the use of the Business Registration Form. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-035 Mr. Zeinstra moved to approve and authorize the Clerk and Supervisor to sign Resolution 2021-04, approving the amendments to the Hidden Shores West PUD. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)
- BOT 21-036 Ms. Vander Veen moved to approve the interim employment transition of Ashley Johnson to Library Director, increasing Ms. Johnson's wage to \$28.35 per hour, effective March 15, 2021, until the position of Library Director has been filled. The motion passed as shown by the following votes:
YEAS: Ms. Vander Veen, Mr. Murillo, Ms. Hansen, Mr. Zeinstra, Ms. Kraker, Mr. Vander Wall, and Mr. Elenbaas. (7)
NAYS: None (0)

Discussion Items

Mr. Elenbaas informed the board that the DiSC program has not lost momentum, it has just been in a “hold” status. Kevin Yeomans, Project Coordinator, will oversee the program. Human Resources has been tracking new employees that still need DiSC training and will coordinate with Mr. Yeomans to ensure they receive the training. Several board members made comments.

Mr. Elenbaas asked the board to consider extending the Covid PTO policy for an additional two weeks for 2021. Mr. Elenbaas provided details on what PTO was needed for last year.

Ms. Hansen introduced a proposed hybrid job description encompassing job responsibilities of the Deputy Clerk, Events Coordinator and additional responsibilities. Ms. Hansen asked the board to consider approving a hybrid full time Deputy Clerk/Community Coordinator position that would be appointed by the Clerk. She will provide a final combined hybrid description with wage recommendation at an upcoming meeting. Several board members made comments.

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Cathy Seaver, Allendale

BOT 21-037 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Ms. Vander Veen endorses Conner Stacy’s suggestion of looking into adding a skate park to Allendale Township. She thanked Adam for coordinating Department Head updates into board agendas and finds them very helpful. Ms. Vander Veen thanked Elizabeth Szymanski for facilitating the Zoom board meetings. She inquired of the Bliss Street gravel pits update. Mr. Elenbaas provided an update.
2. Ms. Kraker indicated there was a skateboard park layout already drafted. She recommended the Clerk pull those records and use them as a good starting point for Conner Stacy’s suggestion.
3. Mr. Vander Wall appreciates the Department Head updates and is looking forward to meeting Lydale in person once board meetings

resume an in-person format.

4. Ms. Hansen reminded the board of the upcoming MTA conference and asked if any board member would like her to register them to let her know by tomorrow. She informed the board she has been elected to serve as the Ottawa County Clerk's Association secretary. She is honored to have been elected and thankful to be a part of such a great association. Ms. Hansen informed the board that she received a brick donation for someone who is not a veteran. She was under the impression that the brick donations were designated for veterans only. After doing some research she discovered the intent of the previous board was to open brick donations, keeping them specific to veterans. She asked the board how to proceed. The board gave verbal direction to continue keeping brick donations available only to those who have served in the armed forces. Ms. Hansen informed the board she will draft written policy, revamp donation forms, and create letter/communication templates for the Garden of Honor Brick Donation Program. Mr. Elenbaas and Ms. Hansen will also draft language for a resolution for the board to consider as well. She will present these to the board soon for approval. Ms. Hansen also thanked Conner Stacy for the courage to come and present his idea to the board and she is in support of looking into a skate park for the community.
5. Mr. Murillo completely supports the skate park idea introduced by Conner Stacy. As a member of the Parks and Recreation Committee he intends to bring this topic to them for consideration.

BOT 21-038 Mr. Vander Wall moved to adjourn at 9:31 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale