

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 13, 2025, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: Mr. Zeinstra; Mr. Smit; Mr. Vander Wall (3)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Chief Mike Keefe, Fire Department; Brent Clark; Curtis Moran; and Joseph Parnell McCarter.

Mr. Elenbaas pronounced the invocation.

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

BOT 25-001      Ms. Schuitema, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-002      Mr. MacDonald, with support from Ms. Schuitema, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 20, 2024, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$305,068.10 and interim payments of \$173,905.66, as presented by the summary report for January 13, 2025.

The motion passed.

Items Received for Information

1. Planning Commission December 16, 2024, Meeting Minutes.
2. 2024 Planning Commission Annual Report.
3. 2025 Planning Commission Work Program.

4. Library Advisory Board January 6, 2025, Meeting Minutes.
5. December Sheriff Report.
6. December Fire Report.

Public Hearings- None

Public Comments

Comments were received from:

1. Brent Clark, Allendale
2. Joseph Parnell McCarter, Georgetown Township

BOT 25-003 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-004 Ms. Schuitema, with support from Ms. Hansen, moved to approve the Fire Inspector Job Description as presented and to adjust the wage of Kyle Garlanger to \$36.75 per hour. The motion passed.

BOT 25-005 Mr. MacDonald, with support from Ms. Schuitema, moved to approve and authorize the purchase of a new snowplow with installation from Hoekstra Equipment at a cost of \$9,095.00. The motion passed.

BOT 25-006 Ms. Schuitema, with support from Mr. MacDonald, moved to approve the Edgewater Farms Condominium Site Plan as presented. The motion passed.

BOT 25-007 Mr. Elenbaas introduced Ordinance 2025-01: Zoning Map Amendment-Kleinjans, 11655 48th Avenue for its first reading.

BOT 25-008 Mr. Elenbaas introduced Ordinance 2025-02: Zoning Ordinance Text Amendments for its first reading.

The board took a brief recess at 7:00 p.m.

The board returned at 7:04 p.m.

Discussion Items

1. Mr. Elenbaas provided an overview of Short-Term Rentals.
2. Ms. Schuitema provided updates from the Parks and Recreation Advisory Board and sought direction from the board.

Several board members had questions and comments.

Public Comments- None

BOT 25-009 Mr. Elenbaas, with support from Ms. Hansen, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas reminded board members of the upcoming Michigan Township Association conference and encouraged board members to attend. He also noted that the drone footage of the Christmas lights on M-45 turned out great.

BOT 25-010 Ms. Schuitema, with support from Mr. MacDonald, moved to adjourn the meeting at 7:53 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 27, 2025, 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; Mr. Vander Wall; and Mr. Elenbaas. (4)

Absent at Roll Call: Mr. Smit; Ms. Schuitema; and Mr. MacDonald (3)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sylvia Rhodea, Ottawa County Commissioner; Sgt. Jon Smoes, Ottawa County Sheriff's Department; Brent Clark; and Sharon Kleinjans.

Mr. Zeinstra pronounced the invocation.

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

BOT 25-011      Mr. Vander Wall, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-012      Mr. Zeinstra, with support from Mr. Vander Wall, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 13, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$1,993,068.36 and interim payments of \$105,247.66, as presented by the summary report for January 27, 2025.

The motion passed.

Items Received for Information

1. Planning Commission January 6, 2025, Meeting Minutes.
2. Parks and Recreation Committee January 9, 2025, Meeting Minutes.
3. Notice of Hire: Circulation Assistant and Paraprofessional Librarian, Tawnee

Szczepanek at hourly wage of \$18.25 per hour.  
4. December Financial Report.

Public Hearings- None

Public Comments

Comments were received from:

1. Brent Clark, Allendale
2. Sharon Kleinjans, Allendale

BOT 25-013 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner, provided county updates including: Veteran services upgrades; a potential veteran service millage request in a future election; Rosy Mound Park expansion; Adoption Day; Crockery Lake Agreement; Housing Allocations; Ottawa County Recovery Court Grand Funding; Protect Life Michigan Grant Funding; and an overview of the CMH budget deficit.

Mr. Elenbaas informed the board that the Ottawa County Road Commission denied the variance request for the Joal Street sidewalk project. He will bring this to a future meeting for further discussion.

Action Items

BOT 25-014 Mr. Zeinstra, with support from Mr. Vander Wall, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-01: Zoning Map Amendment; an ordinance to amend the Allendale Charter Township Zoning Ordinance by rezoning certain lands to the Agricultural and Rural Zoning District; to provide for severability; to provide for repeal; and to establish an effective date for this ordinance. The motion passed.

BOT 25-015 Mr. Vander Wall, with support from Mr. Zeinstra, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-02 as amended: Zoning Text Amendment; an ordinance to amend the Allendale Charter Township Zoning Text Ordinance by doing the following: add Section 7.03F – Uses Requiring Special Approval to allow Support Services Residences as a special use in the R-1 Zoning District; will add Section 8.03F – Uses Requiring Special Approval to allow Support Services Residences as a special use in the R-2 Zoning District; will add Section 9.03H – Uses Requiring Special Approval to allow Support Services Residences as a special use in the R-3 Zoning District; will amend Section 12.06F – Dedicated Open Space Requirements for Non-Residential Uses to delete its content and reserve

it for future use; will amend Section 12.07 – Procedures by relocating the content of Section 12.06F into this section; will amend Section 12.08 – Standards for Approval by relocating the content of Section 12.07 into this section and modifying section references therein; will amend Section 12.09 – Time Limits for Approved PUD District by relocating the content of Section 12.08 into this section; will amend Section 12.10 – Existing Approved PUDs by relocating the content of Section 12.09 into this section; will amend Section 12.11 – Changes to an Approved PUD by relocating the content of Section 12.10 into this section; will add Section 12.12 – Changes to an Approved PUD by relocating the content of Section 12.11 into this section, as well as provide for the notification process of an applicant to amend a multi-owner PUD; will amend Section 23.17 Support Services Residences to allow for more than five adult persons within the residence when the facility demonstrates capacity exists, and to regulate off-street parking as well as prohibit on-street parking; will add Section 23.23 – Bed and Breakfast Establishments to allow for bed and breakfast establishments as a special use in the AG Zoning District and the R-1 Zoning District, and to provide for certain requirements, including, that the use is incidental to the principal residence, off-street parking minimums, guest registration, signage, meals, prohibition of cooking facilities in guest rooms, lavatory minimums, compliance with Health Department regulations, compliance with Township Codes, owner or operator occupancy, screening of refuse, floor plan, maximum stay, and inspections; amend Section 32.03 – Definitions (B) to provide for the definition of Bed and Breakfast Establishment; will amend Section 32.20 – Definitions (S) to provide a comma in the definition of Support Services Residence, of the Allendale Charter Township Zoning Ordinance. The motion passed.

- BOT 25-016 Mr. Vander Wall, with support from Mr. Zeinstra, moved to approve and authorize the Clerk and/or Supervisor to sign the 2025 Independence Day Fireworks Contract as presented. The motion passed.
- BOT 25-017 Mr. Elenbaas introduced Ordinance 2025-03: Zoning Map Amendment-Summer Brook PUD to revert to Original R-4, Medium Density Multiple Family Residential/Office Zoning District, for its first reading.
- BOT 25-018 Mr. Vander Wall, with support from Mr. Zeinstra, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-01: Designation of Township Representatives; a resolution establishing township representatives for the purposes of collective bargaining with the Utility Workers Union of America. The motion passed.

#### Discussion Items

1. Mr. Elenbaas provided an overview of Short-Term Rentals.

Several board members had questions and comments.

Public Comments- None

BOT 25-019 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra and Mr. Vander Wall would like to attend the MTA conference.

Ms. Hansen informed the board that the Ottawa County Clerk's Office will no longer host early voting after the end of the county wide contract which expires December 2025. She is investigating other options.

BOT 25-020 Ms. Hansen, with support from Mr. Zeinstra, moved to adjourn the meeting at 7:27 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
FEBRUARY SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 10, 2025, 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; Mr. Vander Wall; Ms. Schuitema; Mr. MacDonald; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Smit (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Abby Black, Library Director; and Brent Clark.

Ms. Schuitema pronounced the invocation.

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

BOT 25-021      Mr. Zeinstra, with support from Mr. Vander Wall, moved to approve the agenda of today as presented. The motion passed.

BOT 25-022      Ms. Schuitema, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 27, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$592,094.73 and interim payments of \$139,083.63, as presented by the summary report for February 10, 2025.

The motion passed.

Items Received for Information

1. Planning Commission January 20, 2025, Meeting was cancelled.
2. January Sheriff's Department Report
3. 2024 Public Utilities Year End Report.



Public Hearings- None

Public Comments

Comments were received from:

1. Brent Clark, Allendale

BOT 25-023 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-024 Mr. Vander Wall, with support from Ms. Schuitema, moved to approve Budget Amendment 2025-1; a \$4,000 expenditure change to the Capital Improvement Fund for the purpose of library furniture needs. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Hansen; Mr. Vander Wall; Ms. Schuitema; Mr. MacDonald; and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Smit (1)

BOT 25-025 Mr. Vander Wall, with support from Mr. Zeinstra, moved to approve the installation of the Joal Street sidewalk per the 2021 plans utilizing DDA funds. The motion failed as shown by the following votes:

YAYS: Mr. Vander Wall; and Mr. Zeinstra (2)

NAYS: Ms. Schuitema; Ms. Hansen; Mr. MacDonald; and Mr. Elenbaas (4)

ABSENT: Mr. Smit (1)

BOT 25-026 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-03: Zoning Map Amendment- Summer Brook PUD; an ordinance amending certain property in the Township to the R-4 Medium Density Multiple Family Residential/Office Zoning District. The motion passed.

Discussion Items- None

Public Comments- None

BOT 25-027 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Ms. Hansen informed the board that she will be bringing a revised cemetery ordinance for their consideration to a future meeting.

BOT 25-028 Mr. Vander Wall, with support from Ms. Schuitema, moved to adjourn the meeting at 6:55 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
FEBRUARY SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 24, 2025, at 6:00 p.m. and was called to order at 6:00 p.m. by Ms. Hansen.

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

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

Staff and Guests Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; and Corey Turner, Fleis & VandenBrink.

BOT 25-029 Mr. Zeinstra, with support from Mr. MacDonald, moved to appoint Ms. Hansen to chair tonight's meeting. The motion passed.

Ms. Hansen pronounced the invocation.

Ms. Hansen led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 25-030 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as amended by adding "Authorization to sell two (2) Public Utilities Vehicles" to Action Items. The motion passed.

BOT 25-031 Ms. Schuitema, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 10, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$1,426,557.60 and interim payments of \$105,119.88, as presented by the summary report for February 24, 2025.

The motion passed.

Items Received for Information

1. Planning Commission February 3, 2025, Meeting Minutes.
2. 2024 Fire Department Year End Report.
3. 2024 Public Utilities Year End Report.
4. January Financial Report.

Public Hearings- None

Public Comments- None

BOT 25-032 Ms. Hansen, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers

Chad Doornbos, Public Utilities Superintendent provided several Public Utilities updates including: construction project updates, revised start plans of various projects, Knollwood lift station, request to sell two vehicles, and plans to purchase a new vehicle.

Action Items

BOT 25-033 Mr. Zeinstra, with support from Ms. Schuitema, moved to approve and authorize the Clerk and/or Supervisor, and appropriate staff members to sign the Pierce Street Lift Station Bid from Fleis & VandenBrink at a cost of \$8,000.00. The motion passed.

BOT 25-034 Ms. Hansen introduced Ordinance 2025-04: Cemetery Ordinance, an ordinance to amend the Code of Ordinances adopted by Allendale Charter Township, County of Ottawa, State of Michigan, amending Chapter 149 concerning cemeteries, and providing for the effective date of this ordinance, for its first reading.

Several board members had questions and comments.

BOT 25-035 Ms. Schuitema, with support from Mr. MacDonald, moved to approve and authorize the sale of two (2) Public Utilities vehicles using the services of Ranger Bid, and to authorize the Clerk and/or Supervisor to sign the Certificate of Title for the 2002 Dodge Ram Truck, and the Certificate of Title for the 2008 Ford SRW Super Duty Pickup. The motion passed.

Discussion Items- None

Public Comments- None

BOT 25-036 Ms. Hansen, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Ms. Schuitema provided a Parks & Recreation Committee update. She indicated that the DDA has committed to \$50,000.00 to allow for park renovation plans to be drawn up.

BOT 25-037 Ms. Schuitema, with support from Mr. MacDonald, moved to adjourn the meeting at 6:36 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
MARCH SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 10, 2025, at 6:00 p.m. and was called to order at 6:02 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. MacDonald; and Mr. Elenbaas. (5)

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

Staff and Guests Present: Bob Sullivan, Legal Counsel; Chief Mike Keefe, Fire Department; and Todd Stuive, Exxel Engineering.

Mr. Elenbaas pronounced the invocation.

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

BOT 25-038 Ms. Schuitema, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-039 Mr. Zeinstra, with support from Ms. Schuitema, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 24, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$256,031.43 and interim payments of \$176,602.71, as presented by the summary report for March 10, 2025.

The motion passed.

Items Received for Information

1. Planning Commission March 3, 2025, Meeting Minutes.
2. Public Utilities New Vehicle purchase quotes.
3. February Fire Department Report.
4. 2024 Fire Department Year End Report.

Public Hearings- None

Public Comments- None

BOT 25-040 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers

Chief Mike Keefe, Fire Department presented the 2024 Annual Fire Department Report and provided general updates from the Fire Department including activities, training, fire prevention, community outreach, open house planning, recruitment/retention, inspections, staff highlights and accomplishments, and 2025 goals.

Several board members had comments.

Action Items

BOT 25-041 Ms. Schuitema, with support from Mr. MacDonald, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-04: Cemetery Ordinance, an ordinance to amend the Code of Ordinances adopted by Allendale Charter Township, County of Ottawa, State of Michigan, amending Chapter 149 concerning cemeteries, and providing for the effective date of this ordinance; and to approve the cemetery fee schedule as presented. The motion passed.

BOT 25-042 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the Woodford Farms Final Preliminary Plat. The motion passed.

BOT 25-043 Mr. MacDonald, with support from Ms. Schuitema, moved to approve the Sheriff's Department Contracts for the 2025 Coolers and Concerts Series as presented. The motion passed.

Discussion Items- None

Public Comments- None

BOT 25-044 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Board Comments

Ms. Hansen informed the board that election preparations are underway.

Mr. Elenbaas provided a lobby construction update and gave kudos to Larry Haveman and the maintenance crew for all the work they put into getting everything ready for the start of construction.

BOT 25-045 Ms. Schuitema, with support from Mr. Zeinstra, moved to adjourn the meeting at 6:33 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale



APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
MARCH SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 24, 2025, 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. Hansen; Mr. MacDonald; and Mr. Elenbaas. (4)

Absent at Roll Call: Mr. Smit; Mr. Zeinstra; and Ms. Schuitema (3)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Jack Baar, Nederveld; and Troy VanderLaan, Allendale Public Schools.

Mr. Vander Wall pronounced the invocation.

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

BOT 25-046 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the agenda of today as amended by adding Notice of Hire- Substitute Library Page and Circulation Assistant to the For Information section, and by adding Metro Act Permit Application- 123.Net, LLC to the Action Items. The motion passed.

BOT 25-047 Mr. MacDonald, with support from Mr. Vander Wall, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 10, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$743,305.64 and interim payments of \$383,877.79, as presented by the summary report for March 24, 2025.

The motion passed.

Items Received for Information

1. February Sheriff's Department Report.

2. February Finance Report.
3. Notice of Hire: Meghan Martinez, Substitute Library Page and Circulation Assistant at a rate of \$17.60 per hour.

Public Hearings- None

Public Comments

Comments were received from:

1. Troy Vander Laan, Allendale Public Schools

BOT 25-048 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-049 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the Hidden Shores West Phase 5 Site Condominium Subdivision Plan as presented. The motion passed.

BOT 25-050 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve and authorize the Clerk and/or Supervisor to sign the Metro Act permit submitted by 123.Net, LLC. The motion passed.

Discussion Items

1. Mr. Elenbaas provided an overview of banner installation ideas for 68<sup>th</sup> and 48<sup>th</sup> Avenues.
2. Mr. Elenbaas provided an overview of General Code- Zoning Ordinance Codification.

Several board members had questions and comments.

BOT 25-051 Mr. Vander Wall, with support from Ms. Hansen, moved to amend the agenda by adding the General Code- Zoning Ordinance Codification Proposal to Action Items. The motion passed.

Action Items

BOT 25-052 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve and authorize the Clerk and/or Supervisor to sign the General Code- Zoning Ordinance Codification Proposal as presented, at a cost not to exceed \$5,750.00, and to make any necessary budget amendments. The motion

passed as shown by the following votes:

YAYS: Mr. Vander Wall; Mr. MacDonald; Ms. Hansen; and Mr. Elenbaas (4)

NAYS: None (0)

ABSENT: Mr. Smit; Ms. Schuitema; and Mr. Zeinstra (3)

Public Comments- None

BOT 25-053 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas provided Michigan Township Association Conference clarifications.

BOT 25-054 Mr. Vander Wall, with support from Mr. MacDonald, moved to adjourn the meeting at 6:50 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
APRIL SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 14, 2025, 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. Hansen; Mr. MacDonald; Mr. Smit; Mr. Zeinstra; Ms. Schuitema and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Brent Clark; Alex DeJong; Sgt. Jon Smoes, Ottawa County Sheriff's Department; Nick Lillie; Greg DeJong; Duke Schut; Sharon Kleinjans; Steve Witte, Nederveld; Joel Baar, Baar and Lichterman; Kathy Ryan; Stan Roth; Gary VanderStelt; and Zackary Rice.

Mr. MacDonald pronounced the invocation.

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

BOT 25-055 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-056 Mr. VanderWall, with support from Mr. Smit, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 24, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$279,952.20 and interim payments of \$343,291.97, as presented by the summary report for April 14, 2025.

The motion passed.

Items Received for Information

1. March 17, 2025, Planning Commission Meeting Minutes

2. March Sheriff's Department Report.

Public Hearings

1. Proposed Amendments to the Walgreens PUD- Raymond Building

Mr. Elenbaas opened the public hearing at 6:19 p.m.

Comments were received from:

1. Gary VanderStelt, Sprinkles Donuts
2. Dr. Nick Lillie, Family Vision Optical
3. Kathy Ryan, Sprinkles Donuts

BOT 25-057 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close the public hearing at 6:28 p.m. The motion passed.

Public Comments- None

BOT 25-058 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-059 Mr. Vander Wall, with support from Ms. Schuitema, moved to approve and authorized the Clerk and/or Supervisor to sign Resolution 2025-02: Amendment to the Walgreens PUD; a resolution that amends the allowable uses by adding 3(q) Donut Shop- The use will include selling only donuts and similar baked products, in addition to beverages; and include the potential to utilize the drive thru/pick up on the south end of the property; and defines outdoor seating and drive thru requirements. The motion passed.

BOT 25-060 Mr. Elenbaas introduce Ordinance 2025-05: Zoning Map Amendment- 11228 56<sup>th</sup> Avenue; a resolution amending certain property in the township to the R-1 Low Density One-Family Residential Zoning Deistrict, for its first reading.

Discussion Items

1. Mr. Elenbaas provided an overview of banner installation ideas for 68<sup>th</sup> and 48<sup>th</sup> Avenues.

Several board members had questions and comments.

Public Comments

Comments were received from:

1. Sharon Kleinjans, Allendale

BOT 25-061 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that after the May 12, 2025, board meeting we will have a joint session meeting with the Planning Commission and the Downtown Development Authority for the purpose of hearing a presentation from Grand Valley State University students on a proposed downtown concept.

Mr. Vander Wall informed the board that he will not be able to attend the next couple of board meetings.

Mr. Smit is looking forward to hearing the presentation from GVSU on May 12, 2025.

BOT 25-062 Mr. Vander Wall, with support from Mr. Smit, moved to adjourn the meeting at 7:08 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
APRIL SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 28, 2025, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Ms. Hansen; Mr. MacDonald; Mr. Smit; Mr. Zeinstra; and Mr. Elenbaas. (5)

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

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Jon Smoes, Ottawa County Sheriff's Department; Brant Mercer, Fleis & VandenBrink; Gary Nestle, Public Utilities Supervisor; and Stan Roth.

Mr. Zeinstra pronounced the invocation.

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

BOT 25-063      Mr. Smit, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-064      Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 14, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$1,251,232.00 and interim payments of \$103,460.28, as presented by the summary report for April 28, 2025.

The motion passed.

Items Received for Information

1. April 21, 2025, Planning Commission Meeting Minutes
2. March Financial Report
3. March Fire Department Report

Public Hearings- None

Public Comments- None

BOT 25-065 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-066 Mr. Smit, with support from Mr. MacDonald, moved to approve and authorized the Clerk and/or Supervisor to sign Ordinance 2025-05: Zoning Map Amendment- 11228 56<sup>th</sup> Avenue; an ordinance amending certain property in the township to the R-1 Low Density One-Family Residential Zoning District. The motion passed.

BOT 25-067 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve and authorized the Clerk and/or Supervisor to sign the Restoration Service Agreement for property located at 4415 Lake Michigan Drive. The motion passed.

BOT 25-068 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the sale of the 2008 F-350 crane truck utilizing the services of Ranger Bid; and to purchase a 2024 F-550 Extended Cab crane truck in the amount of \$169,830.00 from Royal Truck; and to make the appropriate budget amendments. The motion passed as shown by the following votes:

YAYS: Ms. Hansen; Mr. Smit; Mr. Zeinstra; Mr. MacDonald; and Mr. Elenbaas (5)

NAYS: None (0)

ABSENT: Mr. Vander Wall; and Ms. Schuitema (2)

Discussion Items

1. Mr. Elenbaas and Brant Mercer, Fleis & VandenBrink, provided an overview of the Pierce Street Lift Station Engineering Costs and the proposed Draft Agreement.

Several board members had questions and comments.



Public Comments- None

BOT 25-069 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas reminded the board of the May 12, 2025, joint session meeting with the Planning Commission and the Downtown Development Authority for the purpose of hearing a presentation from Grand Valley State University students on a proposed downtown concept.

BOT 25-070 Mr. Zeinstra, with support from Mr. MacDonald, moved to adjourn the meeting at 6:45 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
BOARD OF TRUSTEES; PLANNING  
COMMISSION; AND DOWNTOWN  
DEVELOPMENT AUTHORITY  
JOINT SESSION: MAY 12, 2025

The Allendale Township Board of Trustees, Planning Commission, and Downtown Development Authority met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 12, 2025, at 6:30 p.m. and the joint session was called to order at 6:30 p.m. by Mr. Elenbaas.

Board of Trustees:

Present at Roll Call: Mr. Elenbaas; Ms. Hansen; Mr. MacDonald; Mr. Smit; Mr. Zeinstra; and Ms. Schuitema (6)  
Absent at Roll Call: Mr. Vander Wall (1)  
Quorum Present

Planning Commission:

Present at Roll Call: Mr. Adams; Mr. Zeinstra; and Mr. Zuniga (3)  
Absent at Roll Call: Mr. Bronson; Mr. Jacquot; Mr. Nadda; Mr. Westerling (4)  
Quorum Not Present- Participated in discussion only, no official actions were taken.

Downtown Development Authority:

Present at Roll Call: Mr. Chapin; Mr. Borgman; Mr. Clark; Mr. Elenbaas; Ms. Sirotko; Mr. Zuniga (6)  
Absent at Roll Call: Mr. Brusveen; Ms. Hatto; Mr. Meredith; Mr. Spriensma; Mr. Stevens; Mr. Vander Wall (6)  
Quorum Not Present- Participated in discussion only, no official actions were taken.

Staff and Guests Present: Bob Sullivan, Legal Counsel; Zach Fields, Planning & Zoning Coordinator; Angie Ecklund, Allendale Chamber Director; Chad Frederick; Grand Valley State University; Madelyn Graham, Grand Valley State University; Marissa Skoney, Grand Valley State University; Dylan Mason, Grand Valley State University; Stan Roth; Jeremy Borgman, DDA; Mark Adams, Planning Commissioner; Tom Zuniga, Planning Commissioner; Brent Clark, DDA; Sylvia Rhodea, Ottawa County Commissioner; Andrew

Nemeth; Dawne Bell; Lynne Gray; Patricia Roslund, Allendale Chamber; Brandie Tenney, Allendale Chamber; Kin M. Ma; Heather Moody; Doug Sheneman, Allendale Chamber; and Zach Meindertsma.

Mr. Smit pronounced the invocation.

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

Mr. Westerling arrived at the meeting at 6:50 p.m., establishing a Quorum of the Planning Commission.

#### Guest Speakers

Grand Valley State University: Professor Chad Frederick; Dylan Mason; Madelyn Graham; and Marissa Skoney presented various proposed Town Center concepts.

Several board members, planning commissioners, and DDA members had questions and comments.

#### Public Comments

Comments were received from:

1. Patricia Roslund, Allendale Chamber of Commerce
2. Sylvia Rhodea, Ottawa County Commissioner
3. Doug Sheneman, Allendale Chamber of Commerce

BOT/JS 25-076 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

BOT/JS 25-077 Ms. Schuitema, with support from Mr. Zeinstra, moved to adjourn the meeting at 8:06 p.m.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
MAY SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 12, 2025, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Ms. Hansen; Mr. MacDonald; Mr. Smit; Mr. Zeinstra; Ms. Schuitema; and Mr. Elenbaas. (6)

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

Staff and Guests Present: Bob Sullivan, Legal Counsel; Zach Fields, Planning & Zoning Coordinator; Angie Ecklund, Allendale Chamber Director; Chad Frederick; Grand Valley State University; Madelyn Graham, Grand Valley State University; Marissa Skoney, Grand Valley State University; Dylan Mason, Grand Valley State University; Stan Roth; Jeremy Borgman, DDA; Mark Adams, Planning Commissioner; Tom Zuniga, Planning Commissioner; Brent Clark, DDA; and Sylvia Rhodea, Ottawa County Commissioner.

Ms. Schuitema pronounced the invocation.

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

BOT 25-071      Mr. Smit, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-072      Ms. Schuitema, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 28, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$504,698.96 and interim payments of \$137,976.91, as presented by the summary report for May 12, 2025.

The motion passed.

Items Received for Information

1. Notice of Hire: James Looks, Firefighter, at a rate of \$29.25 per hour.
2. Notice of Hire: Anthony Whitfield, Public Utilities Operator I, at a rate of \$25.75 per hour.
3. April Fire Department Report

Public Hearings- None

Public Comments- None

BOT 25-073 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner, provided various county updates. She informed the board that the Sheriff's Office has deployed the use of body cameras; the county board of commissioners is progressing with the search for a new administrator and anticipate interviews to be the first week of June; the Grand Haven courthouse is undergoing remodeling; Veterans and military personnel can now purchase an Ottawa County Parks pass at a discounted rate; the board of county commissioners has voted to not seek legal action against the closing of the Campbell Power Plant; and Commissioner Rhodea met with federal HHS agents to discuss federal spending and grants.

Action Items- None

Discussion Items- None

Public Comments- None

BOT 25-074 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Mr. MacDonald expressed appreciation to the Clerk and the entire election team for their hard work and meticulous detail during the recent election.

Ms. Hansen informed the board that the election went well. She also stated Allendale Township has been selected for a post-election audit and invited

anyone interested to attend. It will be held on Friday, May 23, 2025, at 9:00 a.m. at the town hall.

BOT 25-075 Ms. Schuitema, with support from Mr. Smit, moved to adjourn the meeting at 6:10 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
MAY SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Tuesday, May 27, 2025, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: Ms. Schuitema (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Kelly Kuiper, Eastbrook Homes; Corey Turner, Fleis & VandenBrink; Brant Mercer, Fleis & VandenBrink; Cheryl Clark, Ottawa County Treasurer; and Sharon Kleinjans.

Ms. Hansen pronounced the invocation.

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

BOT 25-078      Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-079      Mr. MacDonald, with support from Mr. Smit, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 12, 2025, Board of Trustees meeting as presented.
2. To approve the Minutes of the May 12, 2025, Board of Trustees, Special Joint Session meeting as presented.
3. To approve the general claims in the amount of \$1,289,590.55 and interim payments of \$137,517.56, as presented by the summary report for May 27, 2025.

The motion passed.

#### Items Received for Information

1. May 5, 2025, Planning Commission Meeting Minutes.
2. April Finance Report.
3. April Sheriff's Department Report.
4. Ottawa County Tax Foreclosure Avoidance Payment Reduction Program.
5. Notice of Hire: Jenna Sobaski, Circulation Assistant at a wage of \$17.00 per hour.

#### Public Hearings- None

#### Public Comments

Comments were received from:

1. Sharon Kleinjans, Allendale

BOT 25-080 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

#### Guest Speakers

Cheryl Clark, Ottawa County Treasurer, provided an overview of the Ottawa County Tax Foreclosure Avoidance Payment Reduction Program.

Several board members had questions and comments.

#### Action Items

BOT 25-081 Mr. Zeinstra, with support from Mr. Smit, moved to approve and authorize the Clerk and/or Supervisor to sign the Pierce Street Lift Station Construction Management Agreement as presented. The motion passed.

BOT 25-082 Mr. MacDonald, with support from Mr. Zeinstra, moved to approve the Emerald Springs Phase 2 Tentative Preliminary Plat. The motion passed.

#### Discussion Items

Chad Doornbos, Public Utilities Superintendent presented information on state-asset management requirements. He explained that the objective is to transition asset management responsibilities in-house rather than continue outsourcing. The initial implementation cost is \$13,500.00, with an ongoing annual cost of \$3,000.00. Mr. Doornbos stated that he will formally request board approval at an upcoming meeting.

Chad Doornbos, Public Utilities Superintendent provided an overview to the Standard Construction Management Agreement.

Mr. Elenbaas provided a summary of the Kleinjans split parcel and sewer project



located at 11655 48<sup>th</sup> Avenue.

Mr. Elenbaas informed the board that the Planning Commission is requesting guidance on how to begin discussions regarding short-term rentals.

Several board members had questions and comments.

Public Comments- None

BOT 25-083 Mr. Vander Wall, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Board Comments

Ms. Hansen informed the board that the election audit went very well.

BOT 25-084 Mr. Vander Wall, with support from Mr. MacDonald moved to adjourn the meeting at 7:42 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

**APPROVED**  
**PROCEEDINGS OF THE ALLENDALE**  
**TOWNSHIP BOARD OF TRUSTEES**  
**JUNE SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 9, 2025, 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. Schuitema; Mr. Smit; and Mr. Elenbaas. (5)

Absent at Roll Call: Ms. Hansen and Mr. MacDonald (2)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Elizabeth Szymanski, Deputy Clerk/Election Coordinator; and Stan Roth.

Mr. Elenbaas pronounced the invocation.

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

BOT 25-085      Mr. Smit, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-086      Mr. Vander Wall, with support from Ms. Schuitema, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the May 27, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$230,265.33 and interim payments of \$142,176.23, as presented by the summary report for June 9, 2025.

The motion passed.

Items Received for Information

1. May 19, 2025, Planning Commission Meeting Minutes
2. Notice of Hire: Seasonal Maintenance Assistant – Domenico Tejeda, at a wage of \$19.25 per hour.
3. Notice of Hire: Seasonal Maintenance Assistant – A.J. Arsenault, at a wage of \$18.00 per hour.

#### 4. May Sheriff's Department Monthly Report

Public Hearings - None

Public Comments- None

BOT 25-087 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Mr. Elenbaas presented general correspondence from Jefferson Seaver.

Guest Speakers - None

#### Action Items

BOT 25-088 Mr. Vander Wall, with support from Mr. Smit, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-03: Ottawa County Tax Foreclosure Avoidance Payment Reduction. The motion passed.

BOT 25-089 Mr. Smit, with support from Ms. Schuitema, moved to purchase and use Wicked, the Public Utilities Asset Management Program, at an initial cost of \$13,500.00. The motion passed.

BOT 25-090 Mr. Vander Wall, with support from Ms. Schuitema, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-04: Standard Construction Requirements. The motion passed.

BOT 25-091 Mr. Zeinstra, with support from Mr. Smit, moved to approve the wetland mitigation purchase for \$82,500.00, with the appropriate budget amendment. The motion passed as shown by the following votes:

YAYS: Mr. Smit; Ms. Schuitema; Mr. Vander Wall; Mr. Zeinstra; and Mr. Elenbaas (5)

NAYS: None (0)

Absent: Mr. MacDonald and Ms. Hansen (2)

#### Discussion Items

1. Mr. Elenbaas provided an update on the town center concept.

Several board members had questions and comments.

#### Public Comments

Comments were received from:

1. Stan Roth, Allendale

BOT 25-092 Mr. Elenbaas, with support from Mr. Smit, moved to close public comment. The motion passed.

Board Comments

Ms. Schuitema informed the board that she will bring the latest information from the Parks and Recreation Committee at the next board meeting.

Mr. Vander Wall commented on the community's request for a skate park, noting that he felt it was the main takeaway from the strategic planning meeting the board participated in. He also expressed his appreciation to Ms. Schuitema for her involvement in revitalizing the Parks and Recreation Committee.

Mr. Smit requested that the board be notified whenever an employee leaves the organization.

Mr. Elenbaas stated that the first Concert in the Park starts tomorrow. He also informed the board of a rental housing unit interested in affordable housing. Several Board members had questions and comments. Mr. Elenbaas also provided some details and updates related to the matter Mr. Seaver addressed in his correspondence and asked Board members for feedback. Several Board members had questions and comments.

BOT 25-093 Ms. Schuitema, with support from Mr. Vander Wall, moved to adjourn the meeting at 7:45 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JUNE SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, June 23, 2025, 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. MacDonald; Ms. Schuitema; Mr. Smit; Ms. Hansen; and Mr. Elenbaas. (6)

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

Staff and Guest Present: Bob Sullivan, Legal Counsel; Zach Fields, Operations Coordinator; Kelly Kuiper, Eastbrook Homes; and Arthur Moehn, Endeavor IT.

Mr. MacDonald pronounced the invocation.

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

BOT 25-094 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-095 Mr. Smit, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 9, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$1,087,488.99 and interim payments of \$192,663.66, as presented by the summary report for June 23, 2025.

The motion passed.

Items Received for Information

1. June 2, 2025, Planning Commission Meeting Minutes.
2. May Fire Department Report.

3. May Finance Report.
4. Notice of Accomplishment: Bryan Campos, Public Utility Operator obtained his S-3 Water Distribution License.
5. Notice of Accomplishment: Michael Carey, Public Utility Operator obtained his S-4 Water Distribution License.

Public Hearings- None

Public Comments- None

BOT 25-096 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-097 Ms. Schuitema, with support from Mr. Zeinstra, moved to approve the Emerald Springs Final Preliminary Plat. The motion passed.

BOT 25-098 Ms. Schuitema, with support from Mr. Zeinstra, moved to approve the IT Services Provider contract with VC3 at a monthly fee of \$8,089.95 and a one-time onboarding cost of \$39.05, and to authorize the Clerk and/or Supervisor to execute the contract, and to make the appropriate budget amendments. The motion passed as shown by the following votes:  
YAYS: Mr. Zeinstra; Mr. MacDonald; Ms. Schuitema; Mr. Smit; Ms. Hansen; and Mr. Elenbaas. (6)  
NAYS: None (0)  
ABSENT: Mr. Vander Wall (1)

BOT 25-099 Mr. Smit, with support from Mr. MacDonald, moved to accept the Public Utilities Cost of Service Study from Utility Financial Solutions, LLC (UFS) at a budgeted cost of \$27,800.00. The motion passed.

BOT 25-100 Ms. Schuitema, with support from Mr. Smit, moved to approve and authorize the Clerk and/or Supervisor to sign and process the forms for the PA 116 Request from River Ridge Farms, parcels 70-09-10-100-018, 70-09-10-300-042, 70-09-10-200-010, 70-09-10-200-005, 70-09-10-200-007, 70-09-10-300-029, 70-09-10-300-046, and 70-09-10-400-001. The motion passed.

BOT 25-101 Ms. Hansen, with support from Mr. MacDonald, moved to approve free Library Printing Services for Veterans as outlined in the policy memo as presented. The motion passed.

BOT 25-102 Mr. Zeinstra, with support from Ms. Schuitema, moved to approve Internal Budget Amendment 2025-2; a \$0 expenditure change to the Road Improvement Fund for the purpose of regravelling Warner Street between 60<sup>th</sup> Avenue and 64<sup>th</sup> Avenue. The motion passed as shown by the following votes:  
YAYS: Mr. Zeinstra; Mr. MacDonald; Ms. Schuitema; Mr. Smit; Ms. Hansen; and Mr. Elenbaas. (6)  
NAYS: None (0)  
ABSENT: Mr. Vander Wall (1)

Discussion Items

Mr. Elenbaas provided an overview of the performance review processes, and end-of-year wage increases.

Several board members had questions and comments.

Public Comments- None

BOT 25-103 Mr. Elenbaas, with support from Mr. Smit, moved to close public comment. The motion passed.

Board Comments

Mr. Zeinstra inquired about rental inspection requirements.

Ms. Hansen thanked the Board for the opportunity for her and Elizabeth Szymanski to attend the Michigan Association of Municipal Clerks Conference, which provided valuable learning and networking opportunities. She also announced her election to the MAMC Board of Directors and her appointment as Chair of the Legislative Committee.

BOT 25-104 Ms. Schuitema, with support from Mr. Smit moved to adjourn the meeting at 7:25 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JULY SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 14, 2025, 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. Schuitema; Ms. Hansen; and Mr. Elenbaas. (5)

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

Staff and Guest Present: Bob Sullivan, Legal Counsel; and Stan Roth.

Mr. MacDonald pronounced the invocation.

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

BOT 25-105      Mr. Vander Wall, with support from Ms. Schuitema, moved to approve the agenda of today as presented. The motion passed.

BOT 25-106      Mr. Zeinstra, with support from Mr. Vander Wall, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the June 23, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$494,205.92 and interim payments of \$181,763.98, as presented by the summary report for July 14, 2025.

The motion passed.

Items Received for Information

1. June 16, 2025, Planning Commission Meeting Minutes.
2. June Fire Department Report.
3. June Sheriff's Department Report.



Public Hearings- None

Public Comments- None

BOT 25-107 Mr. Vander Wall, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items- None

Discussion Items

Mr. Elenbaas introduced a proposed update to the Cell Phone Policy.

Mr. Elenbaas provided an overview of the performance review processes, and end-of-year wage increases.

Mr. Smit arrived at the meeting at 6:21 p.m.

Ms. Hansen introduced an Early Voting Contract.

Several board members had questions and comments.

Public Comments

Comments were received from:

1. Stan Roth, Allendale

BOT 25-108 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Board Comments

Ms. Schuitema attended this year's fireworks display and said they were phenomenal.

BOT 25-109 Mr. Vander Wall, with support from Ms. Schuitema moved to adjourn the meeting at 6:34 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 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, July 28, 2025, 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. Schuitema; Ms. Hansen Mr. Smit; Mr. MacDonald; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sylvia Rhodea, Ottawa County Commissioner; Duke Schut; Meredith Hemmeke; Brent Feyen, Exxel Engineering; Patricia Rosland, Allendale Chamber of Commerce; Angie Ecklund, Allendale Chamber of Commerce; and Stan Roth.

Ms. Schuitema pronounced the invocation.

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

BOT 25-110 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-111 Mr. Vander Wall, with support from Mr. Smit, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 14, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$1,308,640.76 and interim payments of \$109,351.80, as presented by the summary report for July 28, 2025.

The motion passed.

Items Received for Information

1. July 7, 2025, Planning Commission Meeting Minutes.

2. June Finance Report.
3. Notice of Hire: Emily Hahn, Substitute Library Page and Circulation Assistant at a wage of \$16.45 per hour.

Public Hearings- None

Public Comments- None

BOT 25-112 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Guest Speakers

Sylvia Rhodea, Ottawa County Commissioner, provided county updates including: County Administrator search will continue the end of August; Community Mental Health funding updates; Ottawa County Veterans new office location; Idema Trail expansions and park land purchases; impacts of drain bonds; Farms are the Tapas event information; and Brownfield grant funding awarded to Ottawa County.

Action Items

BOT 25-113 Mr. Elenbaas introduced Ordinance 2025-06: Zoning Map Amendment for 6655 Lake Michigan Drive for its first reading.

BOT 25-114 Mr. Smit, with support from Mr. MacDonald, moved to approve the Woodford Farm Final Plat as presented. The motion passed.

BOT 25-115 Ms. Schuitema, with support from Mr. Zeinstra, moved to approve the Early Voting Contract as presented and authorized the Clerk to sign the contract. The motion passed.

BOT 25-116 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve Budget Amendment 2025-03: Historical Society Reimbursement in the amount of \$79.61. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

BOT 25-117 Ms. Hansen, with support from Mr. MacDonald, moved to approve the

disposition of the Fire Department's 2013 Ford Explorer through Ranger Bid.  
The motion passed.

Discussion Items- None

Public Comments- None

BOT 25-118 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment.  
The motion passed.

Board Comments

Ms. Elenbaas informed the board that Tim VanBennekom has resigned. He indicated that onboarding the new Finance Director will require consultation time with Mr. VanBennekom. He sought directions from the board on how best to compensate him for his time working with the new Finance Director. The board agreed to compensate on an hourly basis. The library would like to have in-house training for a day in May 2026. This would require the library to close for the day. Abby Black, Library Director, is seeking approval to close for one day and to continue to plan for the in-house training day for next year. Mr. Elenbaas sought directive from the board on whether park renters could host bounce houses in the park during their rental. The board directed Mr. Elenbaas that park rentals are not allowed to host bounce houses.

Ms. Schuitema provided a Parks & Recreation Committee update. She indicated that the committee approved of what elements to have included in the proposed site plans.

Several board members had questions and comments.

Guest Speakers

Angie Ecklund and Patricia Roslund from the Allendale Chamber of Commerce provided updates on the planning for the M-45 Celebration scheduled for September 13, 2025.

BOT 25-119 Mr. Vander Wall, with support from Ms. Schuitema moved to adjourn the meeting at 7:11 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 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 11, 2025, 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; Mr. MacDonald; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Zeinstra (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Duke Schut; Patricia Rosland, Allendale Chamber of Commerce; Angie Ecklund, Allendale Chamber of Commerce; Gail Roelofs; and Joe Roelofs.

Mr. Smit pronounced the invocation.

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

BOT 25-120      Ms. Schuitema, with support from Mr. Smit, moved to approve the agenda of today as presented. The motion passed.

BOT 25-121      Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 28, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$542,266.99 and interim payments of \$139,647.22, as presented by the summary report for August 11, 2025.

The motion passed.

Items Received for Information

1. July 21, 2025, Planning Commission Meeting Minutes.
2. Notice of Hire: Helen Hampshire, Substitute Library Page and Circulation Assistant at a wage of \$17.00 per hour.

Public Hearings- None

Public Comments

Comments were received from:

1. Gail Roelofs, Allendale MI

BOT 25-122 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-123 Mr. Smit with support from Ms. Schuitema, moved to approve and authorize the Clerk/Supervisor to sign Ordinance 2025-06: Zoning Map Amendment for 6655 Lake Michigan Drive: an ordinance to amend certain property in the Township to the GC General Commercial Zoning District. The motion passed.

BOT 25-124 Mr. Elenbaas, introduced Ordinance 2025-07: Peddling & Soliciting Amendment Ordinance; an ordinance that will amend Chapter 308 of the Code of Ordinances concerning Peddling & Soliciting and will provide for the effective date of this ordinance for its first reading.

BOT 25-125 Mr. Smit, with support from Mr. MacDonald, moved to approve the Amendment to the Election Equipment Contract with Ottawa County as presented and authorized the Clerk to sign the contract. The motion passed.

BOT 25-126 Ms. Schuitema, with support from Mr. Vander Wall, moved to approve transitioning Tim VanBennekom to an hourly, seasonal, temporary employee effective after his last day as the Finance Director at a rate of \$60 per hour to help aid in the Finance Director Transition period. This position is ineligible for unemployment and may remain in effect until December 31, 2025. Mr. VanBennekom shall maintain possession and use of a township issued laptop until the completion of this transition period. The motion passed.

BOT 25-127 Mr. Vander Wall, with support from Mr. Smit, moved to approve the M-45 Celebration Vendor License Waiver Requests as presented. The motion passed.

BOT 25-128 Mr. Elenbaas, with support from Mr. MacDonald, moved to approve the Cell

Phone Policy update as presented. The motion passed.

Discussion Items

Mr. Elenbaas informed the board of groundwater updates and presented various concerns of residents.

Public Comments- None

BOT 25-129 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

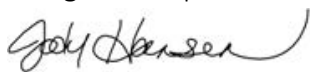
Board Comments

Mr. Elenbaas provided an overview of some upcoming Assessing Department changes and sought directions on how best to meet the department's needs. He informed the board that Ottawa County Sheriff's office is reorganizing some staffing coverage areas and how those changes could impact Allendale.

Ms. Schuitema inquired about the proposed battery plant in Blendon Township. She addressed concerns on the impact that it will have to some Allendale residents within the evacuation radius of the plant. She sought clarification on water/sewer line plans for Warner St./Highland area.

Several board members had questions and comments.

BOT 25-130 Ms. Schuitema, with support from Mr. Vander Wall moved to adjourn the meeting at 8:01 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
AUGUST SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, August 25, 2025, 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. Zeinstra; Mr. MacDonald; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Smit (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Joseph Parnell McCarter; Sgt. Jon Smoes, Ottawa County Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Jennifer Dora; Stan Roth; Gail Roelofs; and Joe Roelofs.

Ms. Hansen pronounced the invocation.

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

BOT 25-131 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-132 Ms. Schuitema, with support from Mr. Zeinstra, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 11, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$878,406.51 and interim payments of \$105,742.62, as presented by the summary report for August 25, 2025.

The motion passed.

Items Received for Information

1. August 4, 2025, Planning Commission Meeting was cancelled.
2. July Sheriff's Department Report



3. July Fire Department Report
4. July Finance Report

Public Hearings- None

Public Comments

Comments were received from:

1. Gail Roelofs, Allendale MI
2. Joseph Parnell McCarter, Georgetown Township MI

BOT 25-133 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-134 Ms. Schuitema with support from Mr. Vander Wall, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-07: Peddling & Soliciting Amendment Ordinance; an ordinance that will amend Chapter 308 of the Code of Ordinances concerning Peddling & Soliciting and will provide for the effective date of this ordinance. The motion passed.

BOT 25-135 Ms. Schuitema with support from Mr. Vander Wall, moved to approve Budget Amendment 2025-04: Engineering Services to Create Conceptual Layout for the Township Park in the amount of \$9,900.00. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. Smit (1)

BOT 25-136 Ms. Hansen, with support from Mr. MacDonald, moved to approve the Fire Department Cooperative Mutual Aid Fire Control Agreement with the Michigan Department of Natural Resources- Forest Resources Division as presented and authorized the Supervisor and Fire Chief to sign the contract. The motion passed.

BOT 25-137 Mr. Zeinstra, with support from Ms. Schuitema, moved to approve the Water Tower Lease Agreement with T-Mobile as presented and to authorize the

Clerk and/or Supervisor to sign the agreement. The motion passed.

BOT 25-138 Mr. Zeinstra with support from Mr. Vander Wall, moved to authorize the release of Easement funds for Sun/Knollwood Eminent Domain proceedings in the amount of \$51,402.00. The motion passed.

BOT 25-139 Mr. Elenbaas introduced Ordinance 2025-08: Vehicles and Traffic Ordinance Amendment; an ordinance that will amend Chapter 440 of the Code of Ordinances, concerning Vehicles and Traffic and provide for the effective date of the ordinance, for its first reading.

BOT 25-140 Mr. Vander Wall, with support from Ms. Schuitema, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-05; a resolution to set the annual public hearing for the milage rate for September 8, 2025. The motion passed.

#### Discussion Items

Mr. Elenbaas reported updates and plans from the Ottawa County Groundwater Board meeting.

Several board members had questions and comments.

#### Public Comments

Comments were received from:

1. Jennifer Dora, Allendale MI

BOT 25-141 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

#### Board Comments

Ms. Schuitema reported that she attended the Blendon Township Trustee's board meeting and addressed their board by highlighting her concerns regarding the proposed battery plant in Blendon Township. She also informed the board she may like to revisit the proposed Campbell Plant Resolutions.

Mr. Zeinstra reported that the Planning Commission is looking at Town Center concepts. If any board members have ideas of what they would like it to resemble, please let him know.

Mr. Elenbaas informed the board that he has communicated with the Professor at GVSU, and they are planning on working on a second Town Center

concept with refined parameters.

Several board members had questions and comments.

BOT 25-142 Ms. Schuitema, with support from Mr. Vander Wall moved to adjourn the meeting at 7:12 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
SEPTEMBER SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 8, 2025, 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. Zeinstra; Mr. MacDonald; Mr. Smit; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Mollie Bonter, Finance Director; Joseph Parnell McCarter; and Stan Roth.

Mr. Elenbaas pronounced the invocation.

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

BOT 25-143      Mr. Zeinstra, with support from Mr. Vander Wall, moved to approve the agenda of today as presented. The motion passed.

BOT 25-144      Mr. Smit, with support from Ms. Schuitema, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 25, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$183,122.87 and interim payments of \$115,384.43, as presented by the summary report for September 8, 2025.

The motion passed.

Items Received for Information

1. August 18, 2025, Planning Commission Meeting Minutes.
2. Notice of Hire: Mollie Bonter Finance Director at an annual salary of \$95,000.00.

### Public Hearings

#### 1. Township Operating Millage

Mr. Elenbaas opened the public hearing at 6:05 p.m.

No comments were received.

BOT 25-145 Mr. Elenbaas, with support from Ms. Schuitema, moved to close the public hearing at 6:06 p.m. The motion passed.

### Public Comments

Comments were received from:

#### 1. Joseph Parnell McCarter, Georgetown Township MI

BOT 25-146 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

### Guest Speakers- None

### Action Items

BOT 25-147 Mr. Smit with support from Mr. MacDonald, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-06: Township Operating Millage, a resolution to approve the levy of an additional millage rate of 0.1149 mills, pursuant to the requirements of the Truth in Taxation Law, and to establish the 2024 Allendale Charter Township millage rate as 2.7422, and to authorize Supervisor and/or Clerk to sign the appropriate forms. The motion passed.

BOT 25-148 Mr. MacDonald with support from Ms. Schuitema, moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-08: Vehicles and Traffic Ordinance Amendment; an ordinance that will amend Chapter 440 of the Code of Ordinances, concerning Vehicles and Traffic and provide for the effective date of the ordinance. The motion passed.

BOT 25-149 Ms. Hansen, with support from Mr. Smit, moved to approve the Updates to the Water Towers as presented and award the bid to Stoic Industrial Coatings, LLC at a cost not to exceed \$7,500.00. The motion passed.

BOT 25-150 Mr. Smit, with support from Mr. Vander Wall, moved to approve the Library Lending Agreement as presented. The motion passed.

### Discussion Items

Mr. Elenbaas informed the board of the upcoming budget presentations for 2026. He presented the following budgets: General Fund overview including Tax Revenues and State Revenue Sharing; Board of Trustees; Supervisor; Treasurer;

Attorney; Assessing; Board of Review; Planning and Zoning; Historical Society; and Downtown Development Authority.

Mr. Elenbaas presented data of other local municipalities projected 2026 wage increases. He sought feedback from the board on how best to proceed for end of year wage increases for Allendale Township and informed the board he will bring it back as an action item to an upcoming meeting. The board had additional discussion on premium cost and employer coverage for health insurance.

Ms. Schuitema led a discussion on green energy initiatives and the closing of the Campbell Plant. She indicated that she would like to support the Campbell Plant efforts by asking the board to adopt a resolution. Ms. Schuitema requested that an action item be added to the next meeting agenda.

Several board members had questions and comments.

Public Comments- None

BOT 25-151 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Board Comments,

Mr. Elenbaas informed the board that on September 18, 2025, the Ottawa County Parks Department will be hosting a town hall information session on the Idema Trail. It will be held at the Allendale Township Hall Auditorium from 4:30 p.m. to 7:30 p.m. He also informed the board that our staff has reached Blendon Township for an update on the proposed battery storage facility. As of the date contacted, Blendon indicated that no formal application has been submitted. Mr. Elenbaas has a meeting next week with other elected officials to discuss the topic.

Several board members had questions and comments.

BOT 25-152 Mr. Vander Wall, with support from Ms. Schuitema moved to adjourn the meeting at 8:08 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
SEPTEMBER SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, September 22, 2025, 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. Zeinstra; Mr. MacDonald; Mr. Smit; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Larry Haveman, Maintenance Supervisor; Duke Schut, David Morren; Joseph Parnell McCarter; and Stan Roth.

Mr. Vander Wall pronounced the invocation.

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

BOT 25-153      Mr. Zeinstra, with support from Ms. Schuitema, moved to approve the agenda of today as presented. The motion passed.

BOT 25-154      Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 8, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$315,560.74 as presented by the summary report for September 22, 2025.

The motion passed.

Items Received for Information

1. September 2, 2025, Planning Commission Meeting Minutes
2. August Fire Department Report
3. August Sheriff's Department Report

Public Hearings- None

### Public Comments

Comments were received from:

1. David Morren, Allendale, MI
2. Joseph Parnell McCarter, Georgetown Township, MI

BOT 25-155 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

### Guest Speakers

Jody Hansen, Clerk; Larry Haveman, Facilities Supervisor; and Chad Doornbos, Public Utilities Superintendent presented several proposed 2026 budgets.

### Action Items

BOT 25-156 Mr. Elenbaas introduced Ordinance 2025-09: Zoning Map Amendment Ordinance: an ordinance that will amend certain property in the Township to the GC General Commercial Zoning District, provide for severability, provide for repeal, and establish an effective date, for its first reading.

Resolution 2025-07: Hidden Shores Phase 5 Streetlight Agreement: board members noted several discrepancies with the exhibit. No action was taken. Mr. Elenbaas will clarify and bring the revised resolution to a future board meeting.

### Discussion Items

Ms. Schuitema provided an update on the activities of the Parks & Recreation Committee and presented a proposed park improvement plan. She requested guidance from the Board regarding the committee's next steps.

Several Board members offered questions and comments in response.

Mr. Elenbaas led a discussion regarding end-of-year wage adjustments. Following the discussion, the Board directed that a 4% wage increase be implemented for employees for the 2026 fiscal year.

The Board also reviewed the proposed Campbell Plant Resolution. After deliberation, the Board elected not to take any action.

### Public Comments

Comments were received from:

1. David Morren, Allendale, MI
2. Joseph Parnell McCarter, Georgetown Township, MI

BOT 25-157 Mr. Elenbaas, with support from Mr. Smit, moved to close public comment. The motion passed.



BOT 25-158 Mr. Smit, with support from Ms. Schuitema, moved to go into closed session at 8:09 p.m., pursuant to Section 8(1) of the Open Meetings Act, MCL 15.268(d), to consider the purchase of real property. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

The board returned to open session at 8:29 p.m.

BOT 25-159 Mr. Vander Wall, with support from Ms. Schuitema, moved to amend the agenda by adding the following to Action Items: "Resolution 2025-08: Property Purchase- 6088 Lake Michigan Drive". The motion passed.

Action Items

BOT 25-160 Mr. Smit, with support from Mr. Vander Wall, moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-08; a resolution authorizing the purchase of real property located at 6088 Lake Michigan Drive, Allendale MI 49401, PPN 70-09-26-100-072, and to authorize the Clerk and/or Supervisor to sign the purchase agreement with the corrected amendments as discussed in an amount previously budgeted for and not to exceed \$360,000.00. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

Board Comments- None

BOT 25-161 Ms. Schuitema, with support from Mr. Zeinstra moved to adjourn the meeting at 8:31 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 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 13, 2025, 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. MacDonald; Mr. Smit; and Mr. Elenbaas. (6)

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

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; Abby Black, Library Director; Chief Mike Keefe, Fire Department; Lydale Weaver, Human Resource Director; and Duke Schut.

Mr. MacDonald pronounced the invocation.

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

BOT 25-162 Ms. Hansen, with support from Mr. Zeinstra, moved to approve the agenda of today with the following amendments: add "Approve the Closed Session Meeting Minutes from the September 22, 2025, Closed Session Meeting" to the consent agenda and add "Committee Request" as a Discussion Item. The motion passed.

BOT 25-163 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 22, 2025, Board of Trustees meeting as presented.
2. To approve the Closed Session Minutes of the September 22, 2025, Board of Trustees Closed Session meeting as presented.
3. To approve the general claims in the amount of \$1,445,669.93 and interim payments in the amount of \$279,405.50 as presented by the summary report for October 13, 2025.

The motion passed.

Items Received for Information

1. September 15, 2025, Planning Commission Meeting was cancelled.
2. Notice of Hire: Jennifer Genter, Head Assessor, at an annual salary of \$113,000.00.
3. September Fire Department Report

Public Hearings- None

Public Comments- None

BOT 25-164 Mr. Elenbaas, with support from Mr. MacDonald, moved to close public comment. The motion passed.

Guest Speakers

Lydale Weaver, Human Resources Director; Abby Black, Library Director; Chief Mike Keefe, Fire Department; and Adam Elenbaas, Supervisor presented several proposed 2026 budgets.

Action Items

BOT 25-165 Mr. Zeinstra with support from Mr. MacDonald moved to approve and authorize the Clerk and/or Supervisor to sign Ordinance 2025-09: Zoning Map Amendment Ordinance: an ordinance that will amend certain property in the Township to the GC General Commercial Zoning District, provide for severability, provide for repeal, and establish an effective date of the ordinance. The motion passed.

BOT 25-166 Ms. Schuitema with support from Mr. MacDonald moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-07: Hidden Shores Phase 5 Streetlight Agreement; a resolution authorizing for change in the standard lighting contract with Consumers Energy Company; and all necessary contracts and documents. The motion passed.

BOT 25-167 Mr. Smit with support from Mr. MacDonald moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-09: Wage Movement and Annual Evaluation Policy; a resolution establishing annual evaluation and actions for wage study, wage range adjustments, annual wage increases, and policy review, and establish board authority. The motion passed.

BOT 25-168 Ms. Schuitema with support from Mr. Zeinstra moved to award the bid for the 53<sup>rd</sup> Avenue Sanitary Sewer Replacement to Great Lakes Excavating Services at a cost not to exceed \$192,331.34 and up to \$18,000.00 for dewatering (if deemed necessary), and to authorize the Supervisor and/or his designee to sign all necessary contracts and documents. The motion passed.

BOT 25-169 Ms. Schuitema with support from Mr. Smit moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-10: Support of Ottawa County's Transportation Alternative Program (TAP) Grant Application; a resolution supporting the Allendale Segment of the Ottawa County Idema Trail, restating the financial commitment of the project, and expressing support of the use of Transportation Alternative Program (TAP) funding to assist in the trail construction. The motion passed.

Discussion Items

Ms. Hansen requested the board form a committee to determine a final recommendation of an outstanding sewer project located near 48<sup>th</sup> Avenue and Rich Street. After discussion, the board declined to pursue forming a committee and instructed the Clerk, Supervisor, and/or Public Utilities Superintendent to waive the engineer certificate requirement, refund the escrow balance of the project, inform the customer of the board's decision, and close the project.

Public Comments- None

BOT 25-170 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Board Comments- None

BOT 25-171 Mr. Smit, with support from Mr. Zeinstra moved to adjourn the meeting at 8:08 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
OCTOBER SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, October 27, 2025, 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. MacDonald; Mr. Smit; and Mr. Elenbaas. (6)

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

Staff and Guest Present: Brad Fisher, Legal Counsel; and Mollie Bonter, Finance Director.

Mr. Zeinstra pronounced the invocation.

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

BOT 25-172      Ms. Schuitema, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-173      Mr. Smit, with support from Mr. Zeinstra, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 13, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$934,787.14 and interim payments in the amount of \$109,373.34 as presented by the summary report for October 27, 2025.

The motion passed.

Items Received for Information

1. October 6, 2025, Planning Commission Meeting Minutes.
2. September Sheriff's Department Report

Public Hearings- None

Public Comments- None

BOT 25-174 Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-175 Ms. Schuitema with support from Mr. MacDonald moved to set the Public Hearing for the 2026 Proposed Budget for November 10, 2025, located at the Allendale Fire Station Training Room, 6660 Lake Michigan Drive, Allendale, MI 49401 at 6:00 p.m. The motion passed.

Discussion Items- None

Public Comments- None

BOT 25-176 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Board Comments

Ms. Schuitema provided a Parks and Recreation Committee update. She presented a proposed plan of park renovation ideas.

Mr. Elenbaas sought feedback on wage range shifts and elected official salaries for 2026 to prepare the annual resolutions.

Mr. Smit inquired on zoning ordinance requirements for new businesses entering Allendale Township. Clarification was provided.

Mr. Zeinstra requested that Mr. Elenbaas research committee member per diem amounts for 2026.

BOT 25-177 Ms. Schuitema, with support from Mr. Smit moved to adjourn the meeting at 6:50 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
NOVEMBER SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Fire Department Training Room, located at 6660 Lake Michigan Drive, on Monday, November 10, 2025, 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. MacDonald; Mr. Smit; and Mr. Elenbaas. (6)

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

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chief Mike Keefe, Fire Department, Deputy Chief Randy Bosch, Fire Department; Sam Weinberg, Fire Department; Ryan Luyk, Fire Department; Lydale Weaver, Human Resources Director; Mollie Bonter, Finance Director; Chad Doornbos, Public Utilities Superintendent; Troy Teller, Fire Department; Bruce Nagelkirk, Fire Department; Kyle Garlanger, Fire Department; Tony Dolce, Fire Department; Eric Busscher, Fire Department; Jeremy DeGlopper, Fire Department; Joseph Flagstadt, Fire Department; Alyssa Weinberg; Amy Nagelkirk; Steve Luyk; and Stan Roth.

Ms. Schuitema pronounced the invocation.

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

BOT 25-178 Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the agenda of today as presented. The motion passed.

BOT 25-179 Mr. Smit, with support from Ms. Schuitema, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 27, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$796,840.74 and interim payments in the amount of \$209,795.46 as presented by the summary report

for November 10, 2025.

The motion passed.

Items Received for Information

1. October 20, 2025, Planning Commission Meeting Cancelled.

Public Hearings

1. Proposed 2026 Budget

Mr. Elenbaas opened the public hearing at 6:03 p.m.

No comments were received.

BOT 25-180 Mr. Elenbaas, with support from Mr. MacDonald, moved to close the public hearing at 6:04 p.m. The motion passed.

Public Comments- None

BOT 25-181 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Guest Speakers

Chief Mike Keefe and Deputy Chief Randy Bosch introduced Ryan Luyk and Sam Weinberg. They informed the board and guests that these two individuals have completed all the requirements and necessary training to be promoted to Firefighters. Clerk Jody Hansen gave Ryan Luyk and Sam Weinberg the official Firefighter oath. A presentation of the pinning of the badges was conducted. Congratulations were given.

Action Items

BOT 25-182 Mr. Smit with support from Ms. Schuitema moved to approve and authorize the Clerk and/or Supervisor to sign and process the forms for the PA 116 Request from Tebos Land Co. LLC, parcel 70-09-22-200-002. The motion passed.

Discussion Items

Ms. Hansen; Lydale Weaver, Human Resource Director; and Mollie Bonter, Finance Director presented 2026 Health Insurance Plan options and sought direction from the board on which plan(s) to offer.

BOT 25-183 Ms. Hansen with support from Mr. Zeinstra moved to amend the agenda to add "2026 Health Insurance" to Action Items. The motion passed.



Action Items

BOT 25-184 Mr. Smit with support from Mr. MacDonald moved to approve the proposed 2026 Health Insurance Plan 3- Priority Health HSA HMO Gold G251 as presented, and to authorize the Finance Director and the Human Resources Director to establish the HSA accounts for individuals covered by the plan and to deposit a contribution of 20% of the deductible into each qualifying account. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Smit; Mr. MacDonald; and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Mr. Vander Wall (1)

Public Comments- None

BOT 25-185 Mr. Elenbaas, with support from Ms. Schuitema, moved to close public comment. The motion passed.

Board Comments

Mr. MacDonald informed the board that many residents are getting excited seeing the holiday lights being installed on M-45.

Ms. Hansen invited the board members to attend the Veterans Day Program/Breakfast tomorrow morning at 7:30 a.m.

BOT 25-186 Ms. Schuitema, with support from Mr. Zeinstra moved to adjourn the meeting at 6:47 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
DECEMBER SESSION 1<sup>st</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, December 8, 2025, 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. MacDonald; Mr. Smit; Mr. Vander Wall; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Superintendent; and Michael Carey

Ms. Hansen pronounced the invocation.

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

BOT 25-196      Mr. Smit, with support from Mr. Zeinstra, moved to approve the agenda of today as presented. The motion passed.

BOT 25-197      Mr. Zeinstra, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 24, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$660,038.54 and interim payments in the amount of \$149,189.94 as presented by the summary report for December 8, 2025.
3. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-12: Supervisor's Salary; a resolution to set the salary of the Supervisor for 2026 fiscal year at \$100,600.00.
4. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-13: Clerk's Salary; a resolution to set the salary of the Clerk for 2026 fiscal year at \$100,600.00.

5. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-14: Treasurer's Salary; a resolution to set the salary of the Treasurer for 2026 fiscal year at \$6,954.00.
6. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-15: Trustee's Salary; a resolution to set the salary of the Trustee's for 2026 fiscal year at \$5117.00 and an extra per diem rate of \$47.68 per additional meeting.
7. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-16: Legal Ads; a resolution establishing use of the *Grand Rapids Press* for legal ads for the year 2026.
8. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-17: 2026 Board Meeting Dates; a resolution establishing the 2026 Township Board meeting dates and time.
9. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-18: PA 152 Annual Health Insurance Contribution; a resolution to adopt the exemption option for health care cost 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 2025-19: 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.
11. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-20: 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 establish dates to receive the letters.
12. To approve and authorize the Clerk and Supervisor to sign Resolution 2025-21: Poverty Guidelines; a resolution requiring that in 2026, 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.

The motion passed.

#### Items Received for Information

1. November 17, 2025, Planning Commission Meeting Minutes.
2. October Sheriff's Department Report.

3. November Fire Department Report.

Public Hearings- None

Public Comments

Comments were received from:

1. Michael Carey, Allendale

BOT 25-198 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items- None

Discussion Items

Chad Doornbos, Public Utilities Superintendent informed the board that the water/sewer rate resolution is coming soon. He anticipates a potential 0% increase for sewer and a minimal 2.9% increase for water with the increase being implemented in April 2026. He provided an overview of delinquent accounts, indicating there are currently too many to hand deliver. The board suggested options on how to remedy the issue.

Mr. Elenbaas presented a revised job description for the Operations Coordinator and requested board input on the description and title.

Public Comments

Comments were received from:

1. Michael Carey, Allendale

BOT 25-199 Mr. Elenbaas, with support from Mr. Smit, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas sought guidance on whether to draft a policy regarding board positions outside of Allendale's jurisdiction and will return with this matter for further discussion. Additionally, he requested feedback on continuing the Parks & Recreation Committee for 2026. Following discussion, the board agreed the committee should continue. Mr. Elenbaas will draft a committee appointments resolution for consideration at a future meeting.

Mr. MacDonald shared statistics from Ottawa County Municipal Tax Rates. He indicated that Allendale Township is doing very well.

Ms. Schuitema inquired on the water and sewer staffing.

Ms. Hansen thanked the board for allowing her and Elizabeth Szymanski the opportunity to attend MAMC Masters Class. The continuing education is very beneficial. She reminded the board that the next meeting is December 22, 2025, at 8:00 a.m.

BOT 25-200 Mr. Vander Wall, with support from Ms. Schuitema moved to adjourn the meeting at 7:05 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale

PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
DECEMBER SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, December 22, 2025, at 8:00 a.m. and was called to order at 8:00 a.m. by Mr. Elenbaas.

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

Absent at Roll Call: Mr. MacDonald (1)

Staff and Guests Present: Chad Doornbos, Public Utilities Superintendent; Mollie Bonter, Finance Director; Stan Roth; and Michael Carey.

Mr. Elenbaas pronounced the invocation.

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

BOT 25-201      Mr. Zeinstra with support from Mr. Smit moved to approve the agenda of today as presented. The motion passed.

BOT 25-202      Mr. Vander Wall with support from Ms. Schuitema moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 8, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$726,682.25 and interim payments of \$125,422.40, as presented by the summary report for December 22, 2025.
3. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-22: Committee Appointments; as amended (by correcting the Term Ending Date of Mark Adams to 12/31/2028), a resolution approving the following committee appointments:

**Planning Commission - 3 year Term**

Mark Adams, Term Ending 12/31/2028

Joseph Jacquot, Term Ending 12/31/2028

**Zoning Board of Appeals - 3 year Term**

Robert Chapin, Term Ending 12/31/2028

Joseph Jacquot, Term Ending 12/31/2028

**Library Advisory Board - 3 year Term**

Margaret Wheeler, Term Ending 12/31/2028

Brad Bartelmay, Term Ending 12/31/2028

**Downtown Development Authority - 4 year Term**

Jeremy Borgman, Term Ending 12/31/2029

Hailey Savola, Term Ending 12/31/2029

Angela Hatto, Term Ending 12/31/2029

**Parks & Recreation**

Natasha Shepard, Term Ending 12/31/2027

Marcia Hoekstra, Term Ending 12/31/2027

**Election Commission - 1 year Term**

Kris Schuitema, Term Ending 12/31/2026

Mikal MacDonald, Term Ending 12/31/2026

The motion passed.

**Items Received for Information**

1. Planning Commission December 1, 2025, meeting was cancelled.
2. November Fire Department Report.
3. November Sheriff's Department Report.
4. 2025 Internal Budget Amendments: Amendment 18, a \$0 expenditure change to the Fire Department budget; Amendment 23, a \$0 expenditure change to the Roads budget; Amendment 6, a \$0 expenditure change to the Parks and Recreation budget; Amendment 9, a \$0 expenditure change to the Elections budget; Amendment 10, a \$0 expenditure change to the Elections budget; Amendment 11, a \$0 expenditure change to the Finance budget; Amendment 12, a \$0 expenditure change to the Library budget; Amendment 17, a \$0 expenditure change to the Human Resources budget; Amendment 22, \$0 expenditure change to the Planning and Zoning budget; and Amendment 29, a \$0 expenditure change to the DDA budget.

**Public Hearings- None**

**Public Comments- None**

BOT 25-203 Mr. Elenbaas with support from Mr. Smit moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-204 Mr. Vander Wall with support from Ms. Schuitema moved to approve and authorize the following budget amendments: Amendment 7 with an expenditure change of \$74,400.00 to the Clerk budget; Amendment 15 with an expenditure change of (\$1,255,159.00) to the Sewer budget; Amendment 8 with an expenditure change of (\$74,400.00) to the Elections budget; Amendment 13 with an expenditure change of \$6,639.00 to the Water/Sewer Administrative budget; Amendment 14 with an expenditure change of (\$6,347,273.00) to the Water budget; Amendment 16 with an expenditure change of \$420,608.00 to the Water/Sewer Debt budget; Amendment 20 with an expenditure change of \$3,828.00 to the Administration budget; Amendment 21 with an expenditure change of \$350.00 to the Treasurer budget; Amendment 24 with an expenditure change of \$145.00 to the ZBA budget; Amendment 25 with an expenditure change of \$8,129.00 to the Administration Capital Improvement budget; Amendment 26 with an expenditure change of \$2,200.00 to the Assessor budget; Amendment 27 with an expenditure change of \$108.00 to the Board of Review budget; and Amendment 28 with an expenditure change of \$2,512.00 to the Board of Trustees budget.

The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. MacDonald (1)

BOT 24-205 Mr. Vander Wall with support from Mr. Smit moved to approve the Administration and Operations Lead Job Description as presented. The motion passed.

Discussion Items- None

Public Comments

Comments were received from:

1. Michael Carey, Allendale



BOT 24-206 Mr. Elenbaas with support from Mr. Vander Wall moved to amend the agenda to add "Budget Amendment 19" to Action Items. The motion passed.

Action Items

BOT 24-207 Mr. Smit with support from Ms. Schuitema moved to approve and authorize the following budget amendments: Amendment 19 with an expenditure change of \$0 and a revenue increase of \$210,024.00 to the Revenue Fund. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: Mr. MacDonald (1)

Board Comments

Mr. Zeinstra wished everyone a Merry Christmas and Happy New Year.

Ms. Schuitema is excited to see the park changes next year.

BOT 24-208 Mr. Vander Wall, with support from Ms. Schuitema moved to adjourn the meeting at 8:46 a.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

APPROVED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
NOVEMBER SESSION 2<sup>nd</sup> DAY

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, November 24, 2025, 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. MacDonald; Mr. Smit; Mr. Vander Wall; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Mollie Bonter, Finance Director; and Stan Roth.

Mr. Smit pronounced the invocation.

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

BOT 25-187 Mr. Zeinstra, with support from Ms. Schuitema, moved to approve the agenda of today as presented. The motion passed.

BOT 25-188 Mr. Vander Wall, with support from Mr. MacDonald, moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 10, 2025, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$758,287.35 and interim payments in the amount of \$104,067.78 as presented by the summary report for November 24, 2025.

The motion passed.

Items Received for Information

1. November 3, 2025, Planning Commission Meeting Minutes.

Public Hearings- None

Public Comments- None

BOT 25-189 Mr. Elenbaas, with support from Mr. Smit, moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 25-190 Mr. Vander Wall with support from Mr. MacDonald to approve and authorize the Clerk and/or Supervisor to sign Resolution 2025-11: 2026 Fiscal Year Budget; a resolution to establish the General Appropriations Act of the Charter Township of Allendale for the Fiscal Year 2026; 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; Mr. MacDonald; Mr. Smit; and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

BOT 25-191 Mr. Smit with support from Mr. Vander Wall moved to adjust the top and bottom of the wage ranges by increasing it 3%, for all positions, as outlined in the recommendation by the Human Resources Director and the Finance Director. The motion passed.

BOT 25-192 Mr. Vander Wall with support from Mr. Smit moved to approve a temporary Assessing Assistant Contract position not to exceed 8 weeks, at a cost not to exceed \$3,000.00, and to authorize legal counsel to draft an appropriate contract to meet the needs of the Assessing Department. The motion passed.

BOT 25-193 Mr. Zeinstra with support from Mr. MacDonald moved to approve Budget Amendment 2025-5; a \$850.00 expenditure change to the Historical Society Fund, for the purpose of hiring a museum consulting firm. The motion passed as shown by the following votes:

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

NAYS: None (0)

ABSENT: None (0)

Discussion Items- None

Public Comments- None

BOT 25-194 Mr. Elenbaas, with support from Mr. Vander Wall, moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the Board of upcoming position transitions within the office, including proposed amendments to the Operations Coordinator job description. He noted that additional details will be presented at a future meeting.

Mr. Smit shared input on the town center concept and inquired about the appropriate mix of residential properties within the commercial district.

BOT 25-195 Ms. Schuitema, with support from Mr. Smit moved to adjourn the meeting at 6:36 p.m. The motion passed.



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Jody L. Hansen, Clerk  
Of the Township of Allendale



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Adam Elenbaas, Supervisor  
Of the Township of Allendale