

Minutes of the Work Session Board Meeting  
Held on Tuesday, September 12, 2017, 6:30 pm  
At the Allendale Charter Township Hall

Members Present: Elenbaas, Richards, VanderWall, Kraker Hoekstra

Members Absent: VanderVeen, Zeinstra

Guests Present: Chad Doornbos

Elenbaas called the Meeting to order and opened with the Pledge of Allegiance

- Invocation was given by VanderWall
- **Approve Agenda**  
Motion by VanderWall, seconded by Hoekstra to approve the agenda as presented.  
Approved
- **Public Comments - None**  
Motion by Kraker, seconded by VanderWall to close public comment. Approved
- **Guest Speaker - None**
- **Action Items**
  - Motion for official pay range and job description of Water/Sewer Superintendent**  
Motion by Kraker, seconded by Hoekstra to set the official pay range for the Water/Sewer Superintendent position at \$69,000 to \$88,000. Approved  
Motion by VanderWall, seconded by Kraker to approve the job description of the Water/Sewer Superintendent as amended. Approved
- **Discussion Items**
  - HR: Positions/Job Descriptions: Zoning, HR  
Approval of HR and Recording Secretary positions will be on the September 25, 2017 agenda
  - Wage Study: continue in-house or outsource?  
Get Quotes from outside source
- **Public Comments - None**
- **Board Comments**
- **Future Agenda Items**
  - Raftellis Rate Study
  - Budget Work Session in October
  - Bids for Legal Council
- **Adjournment**  
Motion by VanderWall, seconded by Hoekstra to adjourn the meeting at 8:29 pm.  
Approved

Laurie Richards  
Allendale Charter Township Clerk

Adam Elenbaas  
Allendale Charter Township Supervisor