

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
January 13, 2021 at 9:00am
Held via Zoom Remote Conferencing Software &
Large Conference Room at Township Hall
2865 Thornhills SE, Grand Rapids, MI 49546

Members Present: Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze

Call to Order: Trustee Koessel called the meeting to order at 9:00 a.m.

Business: The Personnel & Finance Committee discussed the following items:

1. Officers of the Committee

TM Swayze explained that per the committee policy, the committee is responsible for electing a Chair and a Vice Chair.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to appoint Trustee Koessel and Chair and Treasurer Peirce as Vice Chair. Motion carried.

2. 2021 Salary Recommendations

TM Swayze reviewed the compensation policy language that says that salaries are developed by the Township Manager, in compliance with the budget set by the Township Board, but subject to review by the Personnel & Finance Committee. TM Swayze reviewed the salary spreadsheet, which includes all cost-of-living, step and merit-based increases. The overall compensation increase for the organization was set at 4.04%, and the proposal is well within those parameters. Discussion ensued.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to confirm the 2021 salary recommendations proposed by TM Swayze. Motion carried.

3. 2021 Capital Improvements Financing.

TM Swayze reviewed the major projects proposed for FY 2021 – 2022 where the committee will need to recommend financing mechanisms to the Township Board. The projects reviewed include:

- **Fire Station #1 Build** – \$5.2 million to \$6.3 million (absent contingency)
- **Buttrick Pathway Bridge** - \$500k to \$1 million (township share)
- **Centennial/Foremost Roads** - \$1.2 million - \$1.4 million (township share)

TM Swayze also reviewed the fund balance information from the funds that would be supporting these projects:

<u>Fund</u>	<u>2019 (Audited)</u>	<u>2020 (Estimated)</u>	<u>2021 (Budgeted)</u>
General	\$8,011,844	\$6,475,072	\$6,435,209
Fire	\$2,389,618	\$2,141,658**	\$1,878,821**
Pathway	\$2,018,101	\$775,665	\$1,162,390

** Fund balance prior to COVID funds transfer

Discussion ensued. The general consensus is that some type of bond financing will more than likely be needed, but more information would be needed before the committee could make a recommendation to the Board. Direction was given to TM Swayze to develop bond financing scenarios for various funding levels. Indication was also given that cash flow projections would be helpful to better understand the minimum fund balance needs of the individual departments.

No action – staff direction only

Adjournment: Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 9:39 am

Approved by Personnel & Finance Committee 2.10.21