



# Cascade Charter Township

5920 Tahoe Dr. SE, Grand Rapids, MI 49546

**Date:** April 27, 2021  
**To:** Clerk Susan Slater (Chair)  
Trustee Jim Koessel (Vice-Chair)  
Trustee Timmy Noordhoek  
**From:** Ben Swayze, Township Manager  
**Subject:** Governance Committee Meeting Agenda – April 28, 2021 (9:00am)

The Governance Committee is to meet in the Small Conference Room of Township Hall, or via remote conferencing software Zoom, to discuss the following:

1. **Minutes of the 3.31.21 Meeting** – The Committee is responsible for approving the minutes of the previous meeting.

**Recommended Action** – Approve the minutes

2. **Township Strategic Plan Proposal Interviews** – The Governance Committee has two scheduled interviews with agencies that submitted strategic plan proposals. The firms have been asked to begin the interview by introducing their firm and reviewing their proposed process for the strategic plan:

- McKenna – 9am – 10am
- BerryDunn – 10am – 11am

**Recommended Action** – Hold Interviews and make recommendation to Township Board or establish further evaluation process

**CASCADE CHARTER TOWNSHIP  
GOVERNANCE COMMITTEE MEETING**

March 31, 2021 at 9:00am

Held via Zoom Remote Conferencing Software &  
Small Conference Room at Township Hall  
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

**Members Present:** Trustee Koessel, Trustee Noordhoek, Clerk Slater

**Others Present:** Township Manager (TM) Ben Swayze

**Call to Order:** Meeting was called to order at 9:00 a.m.

**Business:** The Governance Committee discussed the following items:

**1. Approval of the January 27, 2021 Meeting Minutes**

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes.

*Motion by Trustee Koessel, supported by Trustee Noordhoek to approve the minutes.  
Motion carried.*

**2. Township Strategic Plan Proposals**

1. TM Swayze reviewed the process up to this point for requesting proposals for the Township Strategic Plan. The Township has received 5 proposals from the RFP for the Township Strategic Plan that was issued in February. The proposals that were received were:

- BerryDunn - \$34,500
- CIB Planning - \$38,624
- Lew Bender - \$29,500
- Management Partners - \$43,990
- McKenna - \$18,390

TM Swayze reviewed the criteria that was listed in the RFP for evaluation of the received proposals. Discussion ensued.

Trustee Koessel indicated that he thought the proposals were generic in nature. He noted that BerryBunn was based out of Maine and had no experience in Michigan. Management Partners was the most expensive and had limited public engagement. McKenna was the lowest price and local, but their experience did not specifically include Strategic Plans. Trustee Koessel relayed his thoughts on Lew Bender and the previous Township Strategic Plan. Clerk Slater indicated that she had done reference checks on McKenna and they were positive. Indicated she has heard good things about Lew Bender. Trustee Noordhoek indicated he was not impressed with the firms or the proposals and thought it

would not be a good investment. He thought the Township would be better served by utilizing internal resources to update the previous plan, which had several items that were not completed. Additional discussion ensued. Trustee Koessel and Clerk Slater indicated they would like to interview Lew Bender.

***Motion by Trustee Koessel, supported by Clerk Slater to interview Lew Bender. Motion carried 2-1 with Trustee Noordhoek dissent. Motion carried.***

### **3. Rules of Engagement and/or Rules of Procedure for Township Board**

TM Swayze explained that at the previous meeting the Committee reviewed various documentation regarding a possible Rules of Engagement or Rules of procedures document for the Township Board. TM Swayze reviewed two documents that were developed by Bloom Sluggett law firm, who has served as special counsel for the Township in the past, a guide to developing minutes and template for standing meeting rules and procedures. TM Swayze noted that the rules and procedures document is currently a generic template, it has not been updated to reflect the intentions or practices of Cascade.

Discussion ensued. The following topics were reviewed:

- Appointment of the Chair should the Supervisor not be in attendance. Trustee Koessel and Clerk Slater agreed with the draft document naming the Clerk the Chair should the Supervisor not be present. Trustee Noordhoek indicated he thought the appointment should be made at the meeting in accordance with the statute. Committee asked Ban to research what would happen in a Chair is not appointed at the meeting (3-3 vote)
- Need further clarification on 2(d) – can public hearing time be limited.
- Public comments limited to 3 minutes – Trustee Koessel and Clerk Slater though the limit was fine and reflected the traditional practice of the Township, Trustee Noordhoek though more time should be allowed.
- 5(a) needs to be updated with the Township order of business – committee OK with current practice.
- Need to have a section on the development of the agenda.
- Research needed on the process for adding items to the agenda.
- Research needed on if the Township can require written comments or name/addresses for public comment.

***No action, discussion only***

**Adjournment:** Meeting adjourned at 10:14 am