

CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192



Date: February 8, 2021
To: Supervisor Grace Lesperance
Treasurer Ken Peirce (2021 Vice Chair)
Trustee Jim Koessel (2021 Chair)
From: Ben Swayze, Township Manager
Subject: Personnel & Finance Committee Agenda – February 10, 2021 (9:00am)

The Personnel and Finance Committee is to meet in the Large Conference Room of the Township Office (and/or via Zoom) to discuss the following:

1. **Approval of the January 13, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting notes

Recommended Action – Approve Minutes

2. **2021 Capital Improvements Financing** – The Township has been talking about 3 potential capital improvement projects for FY 2021-22 where the Personnel and Finance Committee will need to make recommendations for how to finance. These projects are:

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

Estimated Fund Balance Information Based on 2019 Audit and 2021 Budget

Fund	2019 (Audited)	2020 (Estimated)	2021 (Budgeted)
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

It is expected that the final plan for these projects will be developed for committee and Board consideration in February and March. At the January meeting the committee requested various bond funding scenarios, which are attached for your review. It should be noted that the funding scenarios are for general representation of the costs only, and that actual costs will vary based on the cost of issuance and interest rate. The scenarios represent a general effective rate of 2%.

Also included is a projection for the pathway fund, through the end of the current millage. This projection assumes that \$1,000,000 will be spent on the Burton Street bridge between 2021 and 2022, which is a worst-case scenario, and demonstrates the millage ending beginning 2028.

Recommended Action – Recommendation to the Township Board regarding funding for the referenced capital improvement projects.

- 3. Township Attorney RFP** – Supervisor Lesperance has requested that the committee consider a recommendation for issuing an RFP for legal services. The Township last issued a legal services RFP in 2016. This was done in response to the Township legal counsel, Law Weathers, consolidating into Varnum. At that time, the Township chose to stay with Varnum at a rate of \$190 per hour. Since then, the Township Board has approved one rate increase, to \$200 per hour beginning in 2021.

Attached for your review is the RFP, staff report and various support documents from when Varnum was selected in 2016.

Recommended Action – Staff direction or recommendation to the Township Board