

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
June 23, 2021 at 9:00am
Large 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; Assistant Township Manager (ATM) Stephanie Fast

Call to Order: Meeting was called to order at 9:00 am

Business: The Governance Committee discussed the following items:

1. Approval of the April 13, 2021 and April 28, 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 of the April 13 and April 28 meetings. Motion Carried.

2. Township Virtual Meeting Participation Policy

TM Swayze explained that The Kent County Board of Commissioners has indicated they will not be extending the local state of emergency past the current end of June expiration date. Therefore, the Township ability to hold official virtual or hybrid meetings (where members of the Board or Commission can attend virtually) will cease. However, the Township will still have the ability to stream meetings to the public and/or allow virtual interaction from the public as well. ATM Fast explained the issues that were being caused regarding virtual meetings. There is no set way to regulate chats, which puts her in a bad position to regulate a meeting she has no authority over. Virtual attendance has dwindled dramatically as well. Discussion ensued. It was recommended that the Township continue to stream meetings, but that public interaction should be limited to those in attendance.

Motion by Trustee Noordhoek, support by Trustee Koessel, to recommend the Township Board adopt a policy continuing the streaming of meetings but limiting public comment to those in physical attendance. Motion Carried

3. Township Board Rules of Procedure

TM Swayze reviewed the Rules of Procedure document and the areas that still needed clarification from the committee.

- Replacement Chair – The committee discussed the process to be utilized for selecting a chair should the Supervisor be unavailable. After discussion, the following

recommendation was made. If the Supervisor knows they will be absent, they should request another member of the Board serve as chair in order to allow time to prepare. The choice should be confirmed by vote at the Board meeting prior to the Call to Order.

- If the absence of the Chair is unexpected, the remaining Board shall appoint a chair by vote at the Board meeting prior to the Call to Order

Trustee Noordhoek left the meeting at 9:44am

- Public comment, remove language limiting the comment periods to 10 minutes total.
- Reviewed language tasking Clerk with timing public comment. No changes.
- Reviewed written public comment section. Should note that written comment will become part of the permanent supplement of the meeting.
- Order of business – no recommended changes
- Development of the agenda
 - Township Manager (or designee) responsible for the physical development of the agenda, concurrence from Supervisor and Clerk.
 - Agenda should be posted by end of business day Friday before the meeting
 - Develop timeline for development of agenda (when items should be to bend, circulating draft, etc.)
 - Once agenda is posted, should not be changed
 - When possible, action items should come with recommendations from Boards, Commissions or Committees.
 - Township Manager should be involved in the development of packet materials to ensure Board members have enough information to make an informed decision

TM Swayze indicated he would continue on the development of the document, and new legal counsel would be circled in as well.

No motion, discussion only

Adjournment: Motion by Trustee Koessel, Supported by Clerk Slater to adjourn the meeting. Motion carried. Meeting adjourned at 10.12 am

Approved by the Governance Committee – 07/28/21