

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
June 22, 2022 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the May 25, 2022 Meeting
- ARTICLE 4.** Conflict of Interest Policy and Form
- ARTICLE 5.** Township Uniform Policies
- ARTICLE 6.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 7.** Adjournment

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

106 - Pre-employment Medical Examination

To help ensure that employees are able to perform their duties safely, passing both a pre-employment medical examination and a drug-screening test shall be required to be declared fit for employment with the township.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

(Cross - reference: See Policy 702 - Drug Free Workplace)

107 - Immigration Law Compliance

Cascade Charter Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Cascade Township within the past three years, or if their previous I-9 is no longer retained or valid. The State also requires a new employee or rehired employee to complete a, "State of Michigan - New Hire Reporting Form". Contact the payroll administrator for details.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 - Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Cascade Township wishes the government to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Township Manager for more information or questions about conflicts of interest.

It is very important that all employees of the Township earn and maintain the trust of our citizens. Credibility with the public should not in any way be jeopardized. In order to maintain this trust and credibility, everyone who deals with the Township should be treated fairly and equally.

Except as specifically authorized in writing by the Township Manager, employees are prohibited from the following: (1) accepting compensation or gifts with a value of greater than \$25.00 from any citizens or suppliers; and (2) owning an interest in; or being employed or compensated by any organization that does business with the Township. Therefore, all employees are required to disclose in writing to the Township Manager any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Cascade Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Township Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Cascade Township.

Nothing in this Personnel Policies Manual is intended to restrict investment or require disclosure of any investment by any employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

109 - Outside Employment

It is hoped that an employee will never need to work another job while working full-time for the township. All attention, energies, and skills are needed to perform the job for which the employee was hired. However, any employee who is considering supplemental employment must make sure the following conditions exist:

- There is no conflict of interest between the Township job and the proposed outside work;
- The proposed work will not interfere with the employee's regular Township work schedule;
- The proposed work will not interfere with the quantity and quality of the employee's regular Township work; and,

Conflict of Interest Disclosure

A conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with Cascade Townships interests or the employee's work related-duties.

Engaging, directly or indirectly, in conduct that is disruptive, disloyal or damaging to Cascade Township is strictly prohibited.

Accepting any gratuity, remuneration, payment, loan or other benefit from any customer or potential customer, vendor, or competitor of Cascade Township of such value that it could be construed as an attempt to influence the employee against the best interests of Cascade Township. Modest hospitality is an accepted courtesy of a business relationship (employees may generally accept meals and novelty gifts, such a pens, pencils, calendars, and other gifts of nominal value customarily exchanged by persons in the regular course of business).

Selecting suppliers based on personal or former business relationships rather than on the merits of their products or services is prohibited.

This Conflict of Interest Form should indicate whether the employee has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests could potentially interfere with Cascade Township interests or the employee(s) work-related duties. The employee should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest (your reporting should specify nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of any other employer(s) and any businesses you or a family member own):-

_____ I have no conflict of interest to report.

_____ I have conflicts of interest to report.

**CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING**

March 25, 2022 at 9:00am

Large Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Noordhoek, Treasurer Peirce, Clerk Slater

Others Present: Township Manager (TM) Ben Swayze

Members of the Public: None

ARTICLE 1. Call to Order: Meeting was called to order at 9:00am.

ARTICLE 2. Approval of the Agenda: Motion by Clerk Slater, Supported by Trustee Noordhoek to approve the agenda. Motion carried 3-0

ARTICLE 3. Approval of the Minutes of the February 23, 2022 Meeting: Motion by Clerk Slater, Supported by Trustee Noordhoek to approve the minutes as presented. Motion Carried.

ARTICLE 4. Review and Discussion on Kent County ARPA Program: Manager Swayze reviewed the latest information on the Kent County ARPA program including the community survey and opportunity to submit projects. TM Swayze reviewed the County timeline, culminating in the proposal deadline of July 15. Discussion ensued. The committee discussed several projects:

- Broadband internet for Alaska Ridge neighborhood
- Pedestrian Bridge/facilities over Thornapple River on Cascade Road. Possibility to include fishing pier.
- PFAS remediation project (defer to Airport/County)

Further discussion to be held at the Township Board level before proposed projects are presented for consideration

ARTICLE 5. Review & Recommendation on Tax Reverted Property in the Township: TM Swayze reviewed the property on Spaulding Ave that the Township has to claim. The property can be claimed for approximately \$5800 (taxes due) or approximately \$70,000 (fair market value) depending on if a notice of claim from parties with a recorded interest in the property is filed with the County before 7/1/22. The property is just over 10 acres, undeveloped, but currently has no public access. The Township may be able to negotiate access with the property owner to the north. If the Township wishes to claim it must do so with a stated public purpose. Discussion ensued.

Motion by Trustee Noordhoek, support by Clerk Slater, to recommend the Township Board claim the tax reverted property. Motion carried 3-0.

ARTICLE 6. Update on the Planning Commission Recommendation Implementation Committee (Round Hill) TM Swayze and Trustee Noordhoek gave an update on the work the committee is doing. Final presentation to the Township Board is expected in late June or early July.

ARTICLE 7. Public Comment: No public comment.

Adjournment: Meeting adjourned at 9:31 am

Approved by the Governance Committee – TBD