

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
October 15, 2021 at 9:00am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Members Present: Supervisor Grace Lesperance, Treasurer Ken Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze

Members of the Public: Trustee Timmy Noordhoek

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

ARTICLE 2. Approval of the Agenda: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to approve the agenda. Motion carried.

ARTICLE 3. Approval of the Minutes of the September 8, 2021 Meeting: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to approve the minutes. Motion carried.

ARTICLE 4. Review and Consideration Assessing Services Contract: TM Swayze reviewed the proposed Agreement for Professional Assessor Services. TM explained that our current Level 4 contracted Assessor has indicated she would prefer not to continue after October of this year, though would extend on a month-to-month basis if need. The proposed replacement would be Andy Johnson, current Assessor with Kentwood. Mr. Johnson comes highly qualified and recommended. Cost would remain the same, and contract would be severable when the Manager of Assessing Services received her Level 4 certification. Discussion ensued.

Motion by Supervisor Lesperance, Supported by Treasurer Peirce to recommend the Township Board approve the Agreement for Assessing Services with Andy Johnson. Motion Carried.

ARTICLE 5. Review & Consideration of Legal Services Policy: TM Swayze reviewed the proposed policy, which was developed at the request of the committee. The proposed policy outlines how elected and appointed officials and staff can access legal services. Discussion ensued.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board approve the Legal Services policy. Motion carried.

ARTICLE 6. Discussion on Guidelines for Cancellation and/or Rescheduling of Personnel/Finance Committee Meetings – Supervisor Lesperance reviewed the memo that was provided. Topics discussed ensued ensuring all members are available for a rescheduled meeting and if the Vice Chair can preside at a meeting

that the Chair is unavailable for. Discussion ensued. It was agreed that in the event a meeting needs to be rescheduled, all members should be asked and be available for the rescheduled meeting

ARTICLE 6. Public Comment: Trustee Noordhoek indicated he believed the Vice-Chair should be able to preside at committee meetings in the Chair's absence.

ARTICLE 7. Adjournment: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to adjourn the meeting. Meeting adjourned at 9:39am.

Approved by the Personnel & Finance Committee – TBD

DRAFT