

Meeting Minutes
Cascade Charter Township
Township Manager Search Subcommittee
Thursday, May 4, 2023
12:00 pm
5920 Tahoe Dr

ARTICLE 1. Supervisor Lesperance called the meeting to order at 12:00 pm.

Present: Township Supervisor Grace Lesperance, Township Treasurer Windy Korstange, Trustee Timmy Noordhoek, Human Resource Director Katie Murawski, and Management Office Admin Assistant Jessica Stine

ARTICLE 2. Approve the current Agenda

Motion was made by Trustee Noordhoek to approve the current Agenda. Supported by Treasurer Korstange. Motion carried 3 to 0.

ARTICLE 3. Acknowledge visitors and those wishing to speak.

There weren't any visitors who wished to speak at that time.

ARTICLE 4. Discuss Township Manager Search

HR Director Murawski reviewed the MME list of interim candidates received feedback on some possible options. One candidate who was mentioned in the previous meeting, Brian Donovan, is unable to fill in due to the time commitment. HR Director Murawski asked him for any recommendations but has not heard back yet. She also reached out to Sparta for information on how they conducted their manager search and to get a copy of their interim manager contract but hadn't heard back from them either. Finally, she reached out to Attorney Homier for candidate recommendations and will likely hear back early next week.

Since Township Manager Swayze currently checks and submits payables, Supervisor Lesperance will check payables and Treasurer Korstange will submit them until a new Township Manager is hired.

Manager Swayze had stated he spends three months out of the year working on the budget, so Treasurer Korstange recommended they create a new position, outside of the Township Manager position, to handle the finance piece. This could also be done by an account clerk style business. The township would benefit from more transparent and clean accounting practices such as ordering discounted office supplies through MPO and reminding staff of the township's ordering policy. There was discussion as to how adding this type of position would affect the township manager position description and pay. To reconcile this, the committee decided to post the township manager position and decide if a finance position is needed based on the new township manager's qualifications. They will post a wide salary range so that it can be determined commensurate with the applicant's skills and experience.

HR Director Murawski shared position descriptions from other municipalities and shared the MML Reference Investigation Consent Form that allows for confidentiality in reference collection. She will send the previous township manager position description to Foster & Swift for feedback. Treasurer Korstange suggested changing the township manager contract to last three to five years with one to two years of severance if they are let go rather than the current contract. Supervisor Lesperance said she would

provide a copy of the current contract to the committee members at a later date. Trustee Noordhoek suggested a five-year contract with two-year renewals, stating that the current contract was indefinite. HR Director Murawski said that she would request example contracts from Attorney Homier.

Feedback from current staff who report directly to Township Manager Swayze will be discussed at the next meeting. HR Director Murawski will work on the interim manager description and disseminate it through the previously discussed channels.

ARTICLE 5. Any Other Business

The next meeting will be Monday, May 8th at 1pm, in the front conference room, at the township office.

ARTICLE 6. Acknowledge visitors and those wishing to speak.

There weren't any visitors who wished to speak at that time.

ARTICLE 7. Adjournment

Motion was made by Trustee Noordhoek to adjourn. Supported by Treasurer Korstange. Motion carried 3 to 0.