

**CASCADE CHARTER TOWNSHIP**  
**PERSONNEL & FINANCE COMMITTEE MEETING**  
September 8, 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:** None

**ARTICLE 1. Call to Order:** Meeting was called to order at 9:03am

**ARTICLE 2. Approval of the Agenda:** Motion by Treasurer Peirce, Supported by Trustee Koessel to approve the agenda. Motion carried.

**ARTICLE 3. Approval of the Minutes of the August 11, 2021 Meeting:** Motion by Treasurer Peirce, Supported by Trustee Koessel to approve the minutes. Motion carried.

**ARTICLE 4. Review and Consideration of the 2<sup>nd</sup> Quarter Budget Amendments:** TM Swayze reviewed the proposed 2<sup>nd</sup> Quarter Budget Amendments. Most amendments came from various approvals the Board made the first half of the year. TM Swayze explained the need for the legal services budget amendment. TM Swayze indicated that 2021 has been a perfect storm for increased legal services including new Board members, the SAD issues, a new Township Attorney and several Tax Tribunal cases involving Township Hotels. Discussion ensued. TM Swayze indicated another legal services amendment will likely be needed before the end of the year. The committee discussed developing a policy on who from the Township is able to contact the Township attorney. Direction was given to TM Swayze to develop a proposed policy and bring it back for consideration at a future meeting.

*Motion by Supervisor Lesperance, Supported by Treasurer Peirce to recommend the Township Board approve the 2<sup>nd</sup> Quarter Budget Amendments. Motion Carried.*

**ARTICLE 5. Discussion on Staffing** TM Swayze explained the process that will be followed before a recommendation is made to the Committee on filling the Community Development Director role. Similar analysis is being done on other potential positions including a Township Engineer and Communications Specialist. Treasurer Peirce recommended exploring the need for an IT position. Trustee Koessel recommended talking to Kentwood about a shared services agreement for engineering. Supervisor Lesperance discussed HR issues that have been brought to her attention in the Buildings and Grounds Department.

*No action, discussion only*

**ARTICLE 6. Public Comment:** None

**ARTICLE 7. Adjournment:** Motion by Treasurer Peirce, Supported by Supervisor Lesperance to adjourn the meeting. Meeting adjourned at 9:57am.

**Approved by the Personnel & Finance Committee – 10.13.21**