

**CASCADE CHARTER TOWNSHIP
SPECIAL BOARD MEETING**

Budget Work Session

Wednesday, November 15, 2006

7:00 P.M.

Cascade Township Administration Office
2865 Thornhills Avenue S.E.
Grand Rapids, Michigan

Supervisor Julien called the meeting to order at 7:00 p.m.

Present: Supervisor Julien, Trustees Beahan, Koessel, Currier, Parrish, Treasurer Carpenter and Clerk Goodyke

Others Present: Manager Cravens, Heather Van Poucker from MML and Erin L'Hotta from Advance Newspapers.

Supervisor Julian turned the meeting over to Manager Cravens who introduced Heather Van Poucker who proceeded with an over view of the draft report on the classification, compensation and staffing level study she prepared for The Michigan Municipal League with Christine Andrysiak from Plante & Moran. It was noted that we are adequately staffed with a few vacancies that could be filled. Several issues for discussion arose from her review of the report.

Issue 1 Staffing level of Administration assistants.

The need for some part-time help in both the Fire Department and Building Inspections as well as some increase in work hours at the front desk was noted. It is suggested that we look into pooling the secretarial responsibilities. The people assigned to this pool would take assignments from departments that require their services. The receptionist could go from 30 hours per week to 40; the B&G clerical person could be assigned to work at the Building Inspection Reception desk and perhaps another part-time clerical position could be added if needed.

Issue 2. Staffing level of the Fire Department.

The report suggests that the level of 5 firefighters per shift is adequate. This includes 4 firefighters and 1 command person. The cost per run is higher than other community's experience. The roll of the inspectors, paid-on-call staff and the administrative assistant to the chief was discussed. FDAC will meet to discuss these issues and make recommendations.

Issue 3. Compensation parameters

Raises for staff must average no more than 3.5%. The Department Heads should review performance evaluations with staff to determine what each employee should get and recommend that to the manager. This allows employees who have worked and succeeded above expected levels to be compensated for meritorious effort. Also discussed was the issue of payment in lieu of insurance. It was decided to survey the staff to decide whether raising the amount above the \$1,000.00 per year would entice more employees to participate and save the Township significantly.

Issue 4. Retirement contribution by the Board.

The decision was made to go back to the original agreement that the Board would contribute 10% of the cost of retirement. While 2006 was an anomaly in the Board's 11.96% contribution, the 11.45% projected for 2007 is now to be reduced back to 10%

level with staff picking up the additional 1.45% for 2007 as part of their retirement cost. The study showed that Cascade was well above the norm by contributing 10%.

Issue 5. Sick time, personal time allowance and accumulation.

The concern is that allowing unlimited accumulation of sick leave was setting the Board up for very large pay out amounts for employees who do not use sick days. Alternatives should be investigated by the personnel committee and a cap must be set.

Issue 6. Building and Grounds staffing level; duties of the Department Head; cost per capita.

The staffing level was determined to be adequate with the expectation that what is now the director's position becomes a working supervisor with less administrative related duties. The cost per capita is considerably higher than the other township to which we were compared.

Issue 7. Health Insurance.

It was decided to move forward with switching from our current HMO to an HSA. The first step is to arrange small group meetings led by Buiten Insurance personnel to explain the program to the employees and their spouses, if they wish to have them attend.

Issue 8. Pension cost

The concern is with the Board's contribution level and cost containment. The Board will continue to contribute 10%. The study found this level of participation to be adequate, above many other Townships. The concern is the increases experienced in our first two years and whether the employees are willing to continue with a Defined Benefit plan if the level of their required contribution continues to rise. We will meet on Monday, November 20, with Jennifer Willis from MERS to determine what we were told at the time we committed to the program and what the projection is for future increases. Also for discussion will be the process we need to follow should we wish to withdraw from the Defined Benefit program, if that is even possible. All Board Members are encouraged to attend this 9:00 am meeting.

Adjournment at 9:45 pm

Ronald H. Goodyke, Clerk

Michael R. Julien, Supervisor