

Meeting Minutes
Cascade Charter Township
Township Manager Search Subcommittee
Monday, May 15, 2023
1:00 pm
5920 Tahoe Dr

ARTICLE 1. Supervisor Lesperance called the meeting to order at 1:15 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 Treasurer Korstange to approve the current Agenda. Supported by Trustee Noordhoek. 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 spoke with Attorney Homier about the Traverse City interim filling in as interim in Cascade. She will begin reaching out to candidates that are only interested in interim, not permanent, positions.

The committee discussed the wording for the interim posting and where it should be posted. They determined that they would post it in all of the areas the permanent position will be posted, as that will give candidates a hint that the permanent position will be posted there in the near future. They will also provide a copy to Foster & Swift so they can send it to candidates they recommend.

Foster & Swift approved the description for the permanent township manager position but a confidentiality statement still needs to be added. They recommended using a form other than the one MML uses and sent over suggestions on how to change it.

The committee reviewed the permanent position brochure and offered edits. Administrative Assistant Stine will make the suggested edits and send out the updated document before making changes to the second half of the document at the next meeting.

HR Director Murawski will reach out to search firms for proposals and to schedule 15-minute search firm interviews set to be held on Monday, May 22nd.

ARTICLE 5. Any Other Business

The next meeting will be Wednesday, May 17th at 11:30 am, 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 Treasurer Korstange to adjourn. Supported by Trustee Noordhoek. Motion carried 3 to 0.