

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
February 23, 2022 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the January 26, 2022 Meeting
- ARTICLE 4.** Review & Consideration of Draft Township Board Committees Policy
- ARTICLE 5.** Roundhill Committee Recommendations to the Township Board
- ARTICLE 6.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 7.** Adjournment

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
January 26, 2022 at 9:00am
Large Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Noordhoek, Treasurer Peirce, Clerk Slater

Others Present: Township Manager (TM) Ben Swayze

Members of the Public: None

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

ARTICLE 2. Appointment of the Chair; Vice-Chair

Motion by Clerk Slater, supported by Treasurer Peirce to appoint Treasurer Peirce as Committee Chair. Motion Carried 2-0 (Trustee Noordhoek did not vote)

Motion by Treasurer Peirce, supported by Clerk Slater to appoint Clerk Slater as Committee Vice-Chair. Motion carried 2-0 (Trustee Noordhoek did not vote)

ARTICLE 3. Approval of the Agenda: Motion by Treasurer Peirce, Supported by Clerk Slater to approve the agenda. Motion carried 2-1 (*Noordhoek- No; Peirce – Yes; Slater – Yes*)

ARTICLE 4. Approval of the Minutes of the November 24, 2021 Meeting: Motion by Clerk Slater, Supported by Treasurer Peirce to approve the minutes as presented. Motion Carried.

ARTICLE 5. Review and Consideration of Draft Township Board Committees Policy:

Manager Swayze reviewed the three documents included in the packet which included the current policy, the draft changes considered and tabled by the Township Board at the Board meeting and the draft changes provided by the Township Attorney. Discussion ensued. Committee member expressed opinions over the purpose of the committees and appointment and the problems (if any) with the current policy.

Treasurer Peirce and Clerk Slater indicated they would like to see the language changes recommended by the Township attorney in section III B (1) included, as well as the changes to IV (B). Grammatical error changes should be made as well. Trustee Noordhoek indicated he thought no changes were needed, and the policy should remain as is. Discussion ensued.

Motion by Clerk Slater, supported by Treasurer Peirce to have the suggested edits made and returned to the February committee meeting for consideration. Motion carried 2-1 (*Noordhoek- No; Peirce – Yes; Slater – Yes*)


ARTICLE 6. Public Comment: No public comment. Trustee Noordhoek indicated he wants the Roundhill Subcommittee recommendations on the February committee meeting agenda.

Adjournment: Motion by Trustee Noordhoek, Supported by Clerk Slater to adjourn the meeting. Motion carried. Meeting adjourned at 9:28 am

Approved by the Governance Committee – TBD

DRAFT

LATEST PROPOSAL - BASED ON 1/26/22 COMMITTEE REQUEST

CASCADE CHARTER TOWNSHIP, MICHIGAN				
	POLICIES AND PROCEDURES		# OF PAGES: <u>4</u>	POLICY #: <u>Board - 2016-02</u>
	SUBJECT: Township Board Committees		APPROVED BY: TOWNSHIP SUPERVISOR . GRACE LESPERANCE	
	DEPARTMENT: Township Board	SUPERCEDES: Township Board Committees: Areas of Assignment	DATE OF ISSUE: December 14, 2016 Update: 8.11.21	DATE OF EFFECT: Immediate

I. PURPOSE

The purpose of this policy is to establish standing committees of the Township Board in order to promote efficient and effective review of Township business and make recommendations of action prior to the business being brought to the full Township Board for consideration.

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III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the following following standing Committees of the Township Board.

1. Personnel & Finance Committee: Items this committee are responsible for include:

- a. Personnel Manual Amendments
- b. Creation or Eliminate Elimination of Positions
- c. Personnel Realignment
- d. Manager Annual Evaluations
- e. Wages & Benefits
- f. Budget Review
- g. Audit Review
- h. Millages, Fees & Taxes
- i. Financial Policies
- j. Any Other Related Items

2. Infrastructure Committee: Items this committee are responsible for include:

- a. Roads
- b. Sidewalks & Pathways

- c. Water & Sewer Utilities
- d. Stormwater Management
- e. Streetlighting
- f. Transportation Services
- g. Cascade Dam
- h. METRO Act Permitting
- i. Regulated Utilities (Electric/Gas/Cable/Broadband)
- j. Any Other Related Items

3. Governance Committee: Items this committee are responsible for include:

- a. Ordinance creation/amendment/deletion
- b. Policies of the Township (not related to other committees)
- c. Technology Initiatives
- d. Library
- e. Intergovernmental Relations
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4. Public Safety Advisory Committee: Items this committee is responsible for include:

- a. Fire Department Operations Review
- b. East Precinct Review
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B. Standing Committee Structure – Each standing committee of the Township Board will be composed of three Township Board members. The Township Manager will be an Ad-Hoc member of each standing committee to provide policy analysis, but will not have any authority to vote. Other Township staff may be invited to the meetings at the discretion of the Township Manager.

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2. **Alternates** – The Township Supervisor will serve as the standing alternate for all committees, but will only attend the meeting in the case that one of the regular committee members cannot attend.
3. **Chair & Vice Chair** – Each committee will appoint a Chair and a Vice Chair each year. The **Chair Chair** shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. Meeting Structure – The Township Board standing committees are advisory in nature only; no official action may be taken by the committee.

1. **Recommendations** – It is the responsibility of the committee to make recommendations for action to the full Township Board.
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3. **Special Meetings** – A special meeting of the Committee may be called at any time by the Committee Chair. The calling of special meetings will abide by all applicable Open Meetings Act rules.
4. **Minutes** – Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board for approval as part of the Township Board consent agenda.
5. **Open Meetings Act** – Township committees will abide by the Open Meetings Act.

D. Ad Hoc Committees – From time-to-time the Township Board may wish to create an Ad-Hoc committee to address a specific issue facing the Township. Ad-Hoc committees may be created based on the following regulations.

1. **Creation** - The creation of an Ad-Hoc Committee must be approved by a simple majority of the Township Board.
2. **Appointments** – Appointments to an Ad-Hoc Committee of the Township Board shall be recommended by the Township Supervisor and confirmed by the Township Board. Ad-Hoc Committees may be comprised of Township Board Members, other appointed officials, Township Staff, Township residents or other members of the public. However, Ad-Hoc Committees may not have more than three Township Board members or any other board or authority of the Township.
3. **Structure** – Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board.

4. **Dissolution** – Once their purpose has been fulfilled, an Ad-Hoc Committee of the Township Board can be dissolved by a simple majority vote of the Township Board.

IV. REGULATION


A. Enforcement of Policy

1. The Township Supervisor, with assistance ~~for~~ from the Township Manager, shall be responsible for the oversight of the provisions contained within this policy.
2. The Township Manager or his/her designee shall be responsible for the implementation of the provisions contained within this policy

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption of this policy. The amendment of this policy can be made by the Township Board ~~upon the recommendation of the Governance Committee.~~

TOWNSHIP ATTACHMENT MARK-UP

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES	# OF PAGES: <u>4</u>	POLICY #: Board - 2016-02	
	SUBJECT: Township Board Committees		APPROVED BY: TOWNSHIP SUPERVISOR, GRACE LESPERANCE	
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III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the ~~following~~ following standing Committees of the Township Board:

1. **Personnel & Finance Committee:** Items this committee are responsible for include:
 - a. Personnel Manual Amendments
 - b. Creation or Eliminate of Positions
 - c. Personnel Realignment
 - d. Manager Annual Evaluations
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 - f. Budget Review
 - g. Audit Review
 - h. Millages, Fees & Taxes
 - i. Financial Policies
 - j. Any Other Related Items

2. **Infrastructure Committee:** Items this committee are responsible for include:
 - a. Roads

- b. Sidewalks & Pathways
- c. Water & Sewer Utilities
- d. Stormwater Management
- e. Streetlighting
- f. Transportation Services
- g. Cascade Dam
- h. METRO Act Permitting
- i. Regulated Utilities (Electric/Gas/Cable/Broadband)
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3. Governance Committee: Items this committee are responsible for include:

- a. Ordinance creation/amendment/deletion
- b. Policies of the Township (not related to other committees)
- c. Technology Initiatives
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4. Public Safety Advisory Committee: Items this committee is responsible for include:

- a. Fire Department Operations Review
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1. Appointments – Appointments to the committees will be recommended by the Township Supervisor and confirmed by a majority vote of the full Township Board. At the final Township Board meeting of the year, committee appointments will be made for the following year. [Committee members whose terms have expired may continue to serve on a committee until his or her successor is appointed and confirmed by majority vote of](#)

~~the full Township Board. In the event committee appointments are not made for the upcoming year, the previous year committee appointments will carry over until the new appointments are made.~~

2. **Alternates** – The Township Supervisor will serve as the standing alternate for all ~~committees, but committees~~ but will only attend the meeting in the case that one of the regular committee members cannot attend.
3. **Chair & Vice Chair** – Each committee will appoint a Chair and a Vice Chair each year. The ~~Chair~~ Chair shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. **Meeting Structure** – The Township Board standing committees are advisory in nature only; ~~no official action may be taken by the committee.~~

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4. **Minutes** – Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board ~~for approval as part of the Township Board consent agenda.~~
5. **Open Meetings Act** – Township committees ~~meetings~~ will ~~abide be open to the public and will be held subject to the~~by the Open Meetings Act.

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Commented [HM1]: One thing that is also missing from this policy is the ability to remove committee members and how that would work. Also, would removal be permitted without cause or would removal have to be for cause, like misfeasance, malfeasance or non-feasance in office. Even then, because some or all members are township officials, they could be removed from committees but not as board members.

Also, the board should consider staggering the terms of committee members so that each year, only one member is up for reappointment. Or if the committee is larger than 3 members, then only a portion of the committee is up for reappointment. And, if the term extends over an election, then the term of office should coincide with the members term of office on the board.

Committees may not have more than three Township Board members or any other board or authority of the Township.

3. **Structure** – Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board.
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CURRENT POLICY

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Cascade Charter Township

Recommendations by the Planning Commission

January 5, 2022

No. 1: All documents, including PUD Ordinances, Master Deeds, Storm Water Maintenance Agreements, etc., must be recorded in accordance with current rules.

The Problem: In the case of Round Hill, neither the Master Deed nor the PUD Ordinance was recorded prior to the start of construction.

A copy of the Master Deed must be recorded by the **County Clerk**. The Master Deed must be signed, sealed and preserved. Signatures must be provided by the Township Supervisor and Clerk. No building permits can be issued and no work can be started until the Master Deed is recorded. The only exception will be surveys, soil testing, or other work that does not permanently change or impact the site.

No. 2: A process needs to be defined and used to record key documents and milestones.

The Problem: In the case of Round Hill, there was no organizational chart or checklist available to make sure Master Deeds, bonds, and other project documents, were recorded.

A defined development process needs to be developed and used for the tracking of projects, including bonds, approvals and deposits. Documents are to be filed with the **Township Clerk**. All Township stakeholders should have access.

If the construction work is done in phases then there should be established deadlines for completing tasks outlined in the Work Plan. Set firm deadlines for key infrastructure elements (retaining walls, storm water systems, retention ponds, roadways, etc.) that must be completed before the builder can continue. The applicant must notify the **Planning Director** when a key infrastructure element is completed.

No. 3: Establish a selection and approval process for a new Township Planning Director. This is consistent with the wording in the draft Planning Commission Bylaws.

The **Township Board of Trustees**, in consultation with the **Planning Commission**, is responsible for hiring a **Planning Director**.

No. 4: Any deviation from the original approved site plan needs to be approved before changes are started.

The Problem: In the case of Round Hill, the former **Planning Director** made minor changes, as allowed in the PUD ordinance. The **Planning Commission** feels many of these changes were not minor. With no written records of the changes found, and without the **Board of Trustees** or **Planning Commission** ever receiving notice of changes, this makes it more difficult for **Township officials** to follow the **PUD Ordinance** accurately.

Cascade Charter Township Zoning Ordinance states:

“Minor changes to a site plan may be approved, in writing, in advance by the **Planning Director**, providing the plan complies with all applicable requirements of this Ordinance and all other Township regulations, or State law. The **Planning Director** may approve changes to a site plan for the following:

1. Change of location or type of landscape materials.

2. Minor changes to an approved site plan which involve the addition or relocation of any of the following items: sidewalks, refuse containers, lighting, driveways/entrances, signage, retention/detention ponds.
3. Decrease in building size from an approved site plan.
4. Moving a proposed building on an approved site plan no more than 10 feet, or 5% of the distance to the closest property line, whichever is smaller.
5. An increase in building size that does not exceed 5,000 SF, or 5% of the gross floor area, whichever is smaller.
6. New parking lots”

All changes need to be documented and retained by the **Planning Director**. All changes should also be reviewed by the **Planning Commission** on a regular basis.

If the builder proceeds with a change before approval is granted, the builder proceeds at their own risk.

No. 5: Establish roles and responsibilities for enforcement of Zoning Ordinances and Site Plans.

The Problem: Staff responsible for enforcement and oversight was not clearly identifiable by citizens and staff.

Roles and responsibilities should clearly outline staff responsible for enforcement and oversight of projects. Those responsible, including the **Planning Director**, need to be empowered and willing to stop a project, or part of a project. Given this responsibility, they need to be very knowledgeable about process and ordinances; preferably, they should have job site experience and/or a civil engineering background.

As incidents arise, they should be regularly reported to the **Planning Commission**. This way, if a request to modify a PUD Ordinance, or if questions come before the **Planning Commission**, members will be more familiar with the history.

Before all or part of a project is to be stopped, the **Planning Director** should notify the builder and developer of any violations in writing in advance of taking such action and provide a reasonable timeline to cure the problem. If a problem is not corrected and the project is stopped, the **Planning Director** must notify the **Planning Commission**.

No. 6: Need for an official seal to use on approved documents.

The Problem: Upon request by members of this Committee, no one at the Township office could identify which set of plans was current. None of the site plans appeared to be clearly labeled and dated.

The **Planning Director** needs to stamp, sign and date all approved documents. In addition, the Chairperson of the **Planning Commission** should sign off on all site plan pages after they are reviewed and approved by the **Planning Commission**.

No. 7: Need to coordinate KCRC Soil Erosion & Sedimentation Controls with CCT Storm Water Ordinance.

The Problem: At Round Hill, CCT deferred to KCRC for enforcement of all water run-off problems

CCT Storm Water Ordinance focuses on water flow, while SESC focuses on sedimentation. They are tied together. Kent County Road Commission enforces the SESC rules. The Board of Trustees or Staff should designate a person responsible for monitoring and enforcing the Storm Water Ordinance to prevent run-off onto neighboring properties.

No. 8: Establish and document a concern resolution process for Cascade residents.

The Problem: The Round Hill neighbors voiced their complaints about erosion for two years without satisfactory resolution.

Share the concern resolution process on the Cascade Charter Township website.

No. 9: Implementation Plan

Selected members of the Planning Commission and Township Staff (including the Manager, Planning Director, and other staff members as needed) should work cooperatively to establish an implementation plan for the recommendations, and provide the plan to the Township Board on or before **June 30, 2022**, for their consideration.