

Meeting Minutes
Cascade Charter Township
Township Manager Search Subcommittee
Monday, May 1, 2023
2:00 pm
5920 Tahoe Dr

ARTICLE 1. Supervisor Lesperance called the meeting to order at 2:09 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 with the addition of two public comment items and updating the article numbers to match. Supported by Trustee Noordhoek. Motion carried 3 to 0.

ARTICLE 3. Acknowledge visitors and those wishing to speak.

The resident attending the meeting asked about the timing of garlic mustard work days.

ARTICLE 4. Discuss Township Manager Search

The subcommittee discussed the use of an interim township manager, until they can find one for permanent hire, executive search firms, and retooling the description and application.

The executive search consulting firms that were brought up included: Walsh Consulting, run by the Meridian Township Manager, MML, MTA, and ICMA. The benefit in using a search firm would be confidentiality provided by the firm when working with applicants that already work in municipalities and the relationships the firms already have with employees in this sector. The reason that the subcommittee will not be starting with a search committee is because the obvious candidates already know the position is available and the township has an HR department that will do much of the legwork. If the township is not successful in finding a preferred applicant in a couple months, they may pursue an executive search firm at that time.

The township brochure will be updated to interest potential candidates. Member Noordhoek suggested changing the point of contact for the position from the township board to the Township Supervisor. HR Director Murawski will reach out to Foster & Swift to see if they would be an option. The subcommittee will also work on revising the organization chart. Recommendations to the board will need to be included in the Friday Packet.

The subcommittee discussed retaining an interim manager until they find an acceptable candidate and were considering using Bryan Donovan, the retired East Grand Rapids Manager. Supervisor Lesperance will also reach out to Foster & Swift for any candidates they may have to suggest. HR Director Murawski will reach out to Sparta to find out who they used for an interim and will look over the MML list to come up with a few possibilities. She will also work on updating the position description to match the current township position descriptions.

ARTICLE 5. Any Other Business

The next meeting will be Thursday, May 4th at 12pm in the front conference room at the township office.

HR Director Murawski will speak with staff that report directly to the township manager to discern qualities they would like to see in the person who fills that position.

ARTICLE 6. Acknowledge visitors and those wishing to speak.

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

ARTICLE 7. Adjournment

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