

AGENDA
Cascade Charter Township Pathways Committee
Monday, February 2, 2022
10:00 am
5920 Tahoe Dr

- ARTICLE 1. Call the meeting to order**
Record the attendance
- ARTICLE 2. Approve the current Agenda**
- ARTICLE 3. Acknowledge visitors and those wishing to speak**
(Comments are limited to five minutes per speaker.)
- ARTICLE 4. Minutes**
Approve the minutes of the 12.1.22 and 12.12.22 meetings
- ARTICLE 5. Guest – Parks Committee Chair Ginny Wanty**
Parks Committee Chair Ginny Wanty will be in attendance to give the Committee an update on Parks Committee activities
- ARTICLE 6. 2024 – 2027 Reconstruction Plan (Member Rissi)**
Review the 2024 – 2027 Reconstruction Plan and make a recommendation to the Township Board. Discussion on preventative maintenance plans
- ARTICLE 7. Discussion of Future Pathway Expansion Plans (Member Rissi/Coffey)**
Hold a discussion on potential long term pathway expansion plans
- ARTICLE 8. Township Strategic Plan and Parks Master Plan (Member Reese)**
Review of the action item summary from the Township Strategic Plan and Parks Master Plan
- ARTICLE 9. Signage (Member Taylor)**
Discussion on pedestrian signage at busy intersections
- ARTICLE 10. Acknowledge visitors and those wishing to speak**
(Comments are limited to five minutes per speaker.)
- ARTICLE 11. Any Other Business**
- ARTICLE 12. Adjournment**

Meeting Minutes
Cascade Charter Township
Pathways Committee
Thursday, December 1, 2022
10:00 am
5920 Tahoe Dr

ARTICLE 1. Chair Rissi called the meeting to order at 10:02 am.

Members Present: John Driscoll, Kris Taylor, Mike Reese, Rik Brown, Scott Rissi, Township Manager (TM) Ben Swayze, Building and Grounds (B&G) Supervisor Jim MacDonald, Planning Director Brian Hilbrands, Township Engineer Aric Thorne, and Management Office Admin Assistant Jessica Stine
Absent: Township Supervisor Grace Lesperance and Jeff Coffey

ARTICLE 2. Approve the current Agenda

Motion was made by Member Brown to approve the current Agenda. Supported by Member Driscoll. Motion carried 5 to 0.

ARTICLE 3. Acknowledge visitors and those wishing to speak to non-agenda items.

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

ARTICLE 4. Approval for the Minutes of the 11.3.22 Meeting

Motion was made by Member Driscoll to approve the 11.3.22 meeting minutes as written. Supported by Member Brown. Motion carried.

ARTICLE 5. 2024-2028 Reconstruction Program

The initial budget review for 2023 was approved. The committee will need to set which years repaving of the entire pathways system will take place and it will have to be before the end of 2028 when the millage expires.

Member Taylor stated that Cascade Rd, Buttrick, and Spaulding are some of the oldest paths. Engineer Thorne said that Cascade Rd and Spaulding are some of the worst sections remaining to schedule and they may be good to focus on next. TM Swayze shared that all of the paths are of similar age and were built within three to four years of each other.

Chair Rissi asked if they should repair groups similar in size to the large one being completed in 2023 or if they should stagger the large sections and look for potential funding to offset the cost to the Township. TM Swayze recommended staggering the large funding requests as well as looking for outside funding.

Member Reese suggested completing smaller pathway restorations in the years they aren't requesting large amounts of funding from the board. He thought Spaulding may be a good choice for one of the lower funding times so that the residents can still see there is progress being made. TM Swayze said that the committee will be able to fund \$400,000-\$600,000 of repairs each year, without funding from other sources, if they aren't acquiring or building any new trails in those years.

Member Taylor asked if the committee could issue bonds for the maintenance, since that's how the construction of the pathways was originally funded. TM Swayze advised against issuing bonds because they aren't currently cost effective with the interest rate being so high.

The committee may request the DDA address pathway maintenance in groups 12 and 13 of the Pathway Asset Management Plan (PAMP) since they are located in the DDA district. Group 14 runs through Cascade Rec Park, so they may request the Parks Committee address that group.

Fixing Laraway Lake (group 5 of the PAMP) and Spaulding (group 3) were proposed by Member Reese as 2024 projects. TM Swayze said that he is more optimistic about repairing/adding to the path near Laraway Lake than adding a path leading into Watermark, but that will require moving the road and can be done as a separate project. Chair Rissi believed it made sense to wait until after adding the path to move the road. Member Reese shared that he thought moving the pathway first would ignite residents desire to move the road. TM Swayze will find out when the County plans to redo that road as it may decrease the capital output required of the Township. He believes that the Road Commission would cover the cost of repairing the road and then the Township would only have to pay for the cost of the physical path.

Member Brown wanted to complete as many repairs as the committee could, as quickly as they could because the survey showed that residents have heightened interest in pathway repairs right now.

ARTICLE 6. Projects Review

The committee talked about the path near Laraway Lake and the resident's interest in it, but they are unwilling to consider adding a portion of the path that leads into Watermark unless their HOA expresses interest and is willing to work with the Township.

The second step for the committee will be looking into expanding the pathways, determining where the new paths system will lead, and budgeting the cost for their maintenance and expansion. This will need to be completed before a new pathways' millage is proposed.

Chair Rissi and Planning Director Hilbrands have met to make a map showing possible extensions of the current pathways but they want to hold off on these ideas until the current pathways are repaired and/or replaced.

ARTICLE 7. 2023 Reconstruction Bids

Members planned an additional meeting to discuss the pathway reconstruction bids that would be coming in by December 8th. The meeting will take place on the morning of December 12th at 10:00am in the Township's large conference room. Chair Rissi will be unable to attend and excused from this meeting.

ARTICLE 8. Acknowledge visitors and those wishing to speak

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

ARTICLE 9. Any Other Business

There was not any other business to discuss at that time.

ARTICLE 10. Adjournment

Motion was made by Member Brown to adjourn. Supported by Member Taylor. Motion carried 5 to 0. The meeting was adjourned at 10:53am.

Respectfully Submitted,

Rik Brown, Secretary

DRAFT

Meeting Minutes
Cascade Charter Township
Pathways Committee
Thursday, December 12, 2022
10:00 am
5920 Tahoe Dr

ARTICLE 1. Chair Rissi called the meeting to order at 10:01 am.

Members Present: John Driscoll, Kris Taylor, Mike Reese, Rik Brown, Scott Rissi, Township Manager (TM) Ben Swayze, Building and Grounds (B&G) Supervisor Jim MacDonald, Planning Director Brian Hilbrands, Township Engineer Aric Thorne, and Management Office Admin Assistant Jessica Stine
Arrived Late: Township Supervisor Grace Lesperance and Jeff Coffey

ARTICLE 2. Approve the current Agenda

Motion was made by Member Brown to approve the current Agenda. Supported by Member Reese. Motion carried 5 to 0.

ARTICLE 3. Acknowledge visitors and those wishing to speak to non-agenda items.

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

Supervisor Lesperance arrived at the meeting.

ARTICLE 4. 2023 Reconstruction Bids

Chair Rissi congratulated Engineer Thorne on writing an RFP that attracted five bids. Engineer Thorne presented his opinion on the bids. One of the bids, Brenner Excavating, came in at a significantly lower price point than the rest. Engineer Thorne has worked with them before and it was a positive experience. If he was making the decision, he would choose Brenner Excavating on both price and quality. He believes the reason their bid is most cost friendly is because they have a team dedicated to pathways.

Chair Rissi brought up line 20 that lists their estimate for path grating, noting that they budgeted approximately \$300,000 less than the other bids. Engineer Thorne believed this is likely due to their dedicated pathways team.

Chair Rissi asked if the contracted company would be supervised to make sure they are actually repairing the road and changing the grade, not just adding mill and fill. Member Taylor said that he and his wife frequently rode their bikes on a path repaired by Brenner Engineering and they felt Brenner did a great job. Engineer Thorne said that he will likely supervise the construction a portion of the time and their engineering consultant will supervise the rest of the time, writing the day-to-day reports. He said that, from what he has seen, the budget requirement for grading generally grows as the work is completed and areas of disrepair are unearthed, so it is good that it is starting low.

Member Reese said that he didn't see any red flags in the bid that would be cause for concern later in the project.

Engineer Thorne explained that there is approximately 4 inches of aggregate base below the paths and he believes the paths will be better, stronger, and thicker than what is currently in place.

Member Rissi liked the idea of TM Swayze calling Ada Township (where Brenner Engineering completed a project within the last few years) as a reference. TM Swayze said he would reach out later that day.

Motion was made by Member Driscoll to recommend acceptance of the bid by Brenner Excavating to repair the pathways targeted for 2023, pending a positive reference from Ada Township. Supported by Member Brown. Motion carried 6 to 0.

The Township Board will vote on this proposal at their December 14 meeting.

TM Swayze asked Engineer Thorne if it would be appropriate to update the asset management plan to reflect the prices of the recommended bid. Engineer Thorne suggested holding off because the prices in future years may not reflect the prices in the current bid.

Supervisor Lesperance shared that she believes the bid will be easily approved by the Township Board, especially since they originally approved the project at 1.8 million and the committee is now only asking for 1.4 million. Engineer Thorne will present at the Township Board meeting and the Pathways Committee will attend as support and to answer any questions.

ARTICLE 5. Acknowledge visitors and those wishing to speak

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

ARTICLE 6. Any Other Business

The next meeting will take place Thursday, January 5th, 2023.

ARTICLE 7. Adjournment

Motion was made by Member Reese to adjourn. Supported by Member Brown. Motion carried 6 to 0. The meeting was adjourned at 10:20am.

Member Coffey arrived at the meeting.

Respectfully Submitted,
Rik Brown, Secretary

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Parks & Recreation Director
Department: Parks & Recreation
Reports to: Township Manager
Position(s) Supervised: Buildings & Grounds Supervisor; Department Staff
Employment Status: Full-Time; Exempt
Pay Grade: 7

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the Parks & Recreation Director is responsible for overseeing strategic and operational management and development of Cascade Township parks and open spaces, as well as related recreational activities.

ESSENTIAL FUNCTIONS:

1. Implement the current Five-Year Parks & Recreation Master Plan
2. Provide strategic and operational leadership of the department, as well as serving as parks & recreation liaison with the township board of trustees and the public
3. Assist board of trustees and township manager with budgeting for annual, operational needs as well as strategic planning for acquisition and/or expansion of parks and pathways, and development of recreational programming
4. Initiate and coordinate township volunteer efforts and engage with the public to communicate parks information and events.
5. Coordinate development of recreational programming in collaboration with local schools, neighboring communities, and providers of existing recreational programs in the township
6. Assist the township with planning for and execution of park's millages, including but not limited to analyzing and quantifying department needs, helping shape the proposal, responding to public inquiries, and otherwise collaborating with staff and the public to facilitate millage education.
7. Oversee parks and recreation operation including but not limited to facility and park maintenance, use, access, infrastructure upgrades/improvements, programming, invasive species control, and all other parks stewardship-related functions
8. In conjunction with the HR Director, assume responsibility for hiring, training, supervision, discipline, and termination of all department staff with oversight of the Township Manager

9. Manage department staff and assign tasks, responsibilities, and projects. Evaluate performance, resolve workload and technical issues, and assure goals are communicated clearly, and achieved
10. Provide supervision to the Buildings & Grounds Supervisor and assist as needed with administrative management to the Buildings & Grounds staff in the maintenance of Township physical assets.
11. Serve as staff liaison to the Cascade Township Parks Committee, and attend meetings of the Pathway Committee, Township Board, and other Boards and Commissions as needed.
12. All other duties as assigned.

BASIC KNOWLEDGE AND SKILLS:

1. Effective administrative, managerial, organizational, and leadership skills
2. Understanding of/hands on experience with millage planning, recreational programming and related software, invasive species management, ecological knowledge, horticultural history, and land management
3. Apply and utilize computer skills including Microsoft Office package, and parks & recreation digital tools.
4. Forward-thinking, detail-oriented, creative, self-starter, able to work independently
5. Effective communication (including teaching) and writing skills
6. Strong Interpersonal skills facilitating effective working relationships with public officials, consultants, contractors, staff, residents, and the public
7. Ability to make effective oral and written presentations to a variety of audiences
8. Ability to critically assess and respond to work-place challenges, problem-solve, and to otherwise work effectively under stress and within deadlines
9. Knowledge of governmental budgeting processes
10. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours

MINIMUM EDUCATION & BACKGROUND:

- A minimum of five years' leadership experience with a parks & recreation department in either the private or public sector, and a passion for effective and collaborative leadership in this space

- Bachelor's degree in Parks & Recreation/Environmental Studies/Natural Resources/Public Administration or related fields. Master's degree preferred
- Valid State of Michigan driver's license

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- While performing the duties of this job, the employee regularly works in an office setting
- While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain

MINIMUM PHYSICAL EXPECTATIONS:

- § Position requires keyboarding, telephone work and filing.
- § Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. Also, activity that involves pushing and/or pulling over 50 lbs. and lifting objects weighing over 50lbs at or above waist level.
- § Position requires frequent visits to various township parks and other properties, with use of trails or pathways on foot or by use of ATV
- § Position requires the ability to operate motor vehicles as well as other machinery typically utilized in parks' maintenance

REVIEW AND APPROVAL:

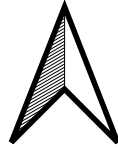
Position Incumbent

Date






Supervisor

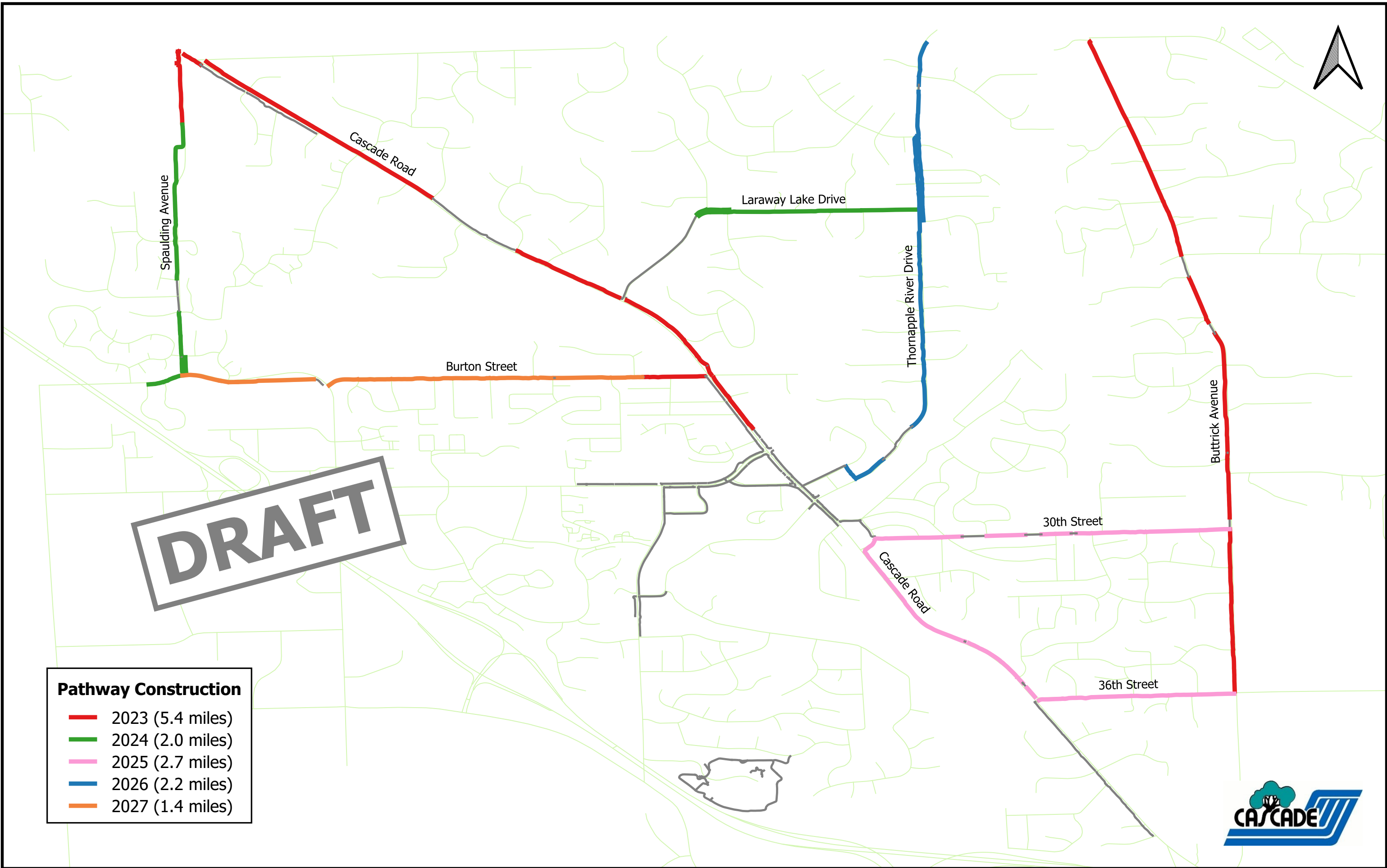
Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements for the position.



DRAFT

Pathway Construction	
	2023 (5.4 miles)
	2024 (2.0 miles)
	2025 (2.7 miles)
	2026 (2.2 miles)
	2027 (1.4 miles)



FY23 – FY28 CIP – Pathway Fund

Pathway Fund - 216							
Project Costs							
Project Title:	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
Pathway Construction – Cascade (Kenrob to 36 th)	138,000						138,000
Cascade Road Bridge – Pedestrian Facilities	500,000						500,000
Pathway Reconstruction – Phase 1	1,700,000						1,700,000
Pathway Reconstruction – Phase 2		630,000					630,000
Pathway Reconstruction – Phase 3			788,000				788,000
Pathway Reconstruction – Phase 4				643,000			643,000
Pathway Reconstruction – Phase 5					368,000		368,000
Totals	2,338,000	630,000	788,000	643,000	368,000		4,676,000

*Project anticipated to be financed over a period of years

<i>Projects</i>	<i>Project Need*</i>	<i>Funding Prospects</i>
Essential (Total – 5 Projects \$4,129,000)		
Pathway Reconstruction – Phase 1	\$1,700,000	Pathway; General
Pathway Reconstruction – Phase 2	\$630,000	Pathway; General
Pathway Reconstruction – Phase 3	\$788,000	Pathway; General
Pathway Reconstruction – Phase 4	\$643,000	Pathway; General
Pathway Reconstruction – Phase 5	\$368,000	Pathway; General
Desirable (Total – 2 Projects \$637,000)		
Pathway Construction – Cascade (Kenrob to 36 th)	\$137,000	General; Pathway; ARPA
Cascade Road Bridge – Pedestrian Facilities	\$500,000	General; Pathway; ARPA
Acceptable (Total – Projects \$0)		
Deferrable (Total – Projects \$0)		

* Reflects Total Cost of Project

FY23 – FY28 CIP – Pathway Fund

ILLUSTRATIVE LIST

<i>Projects</i>	<i>Timing</i>	<i>Source</i>
Laraway Lake Extension	2024 – 2025	Pathway; General

ACTION PROGRAM SUMMARY

2023 - 2027 GOALS

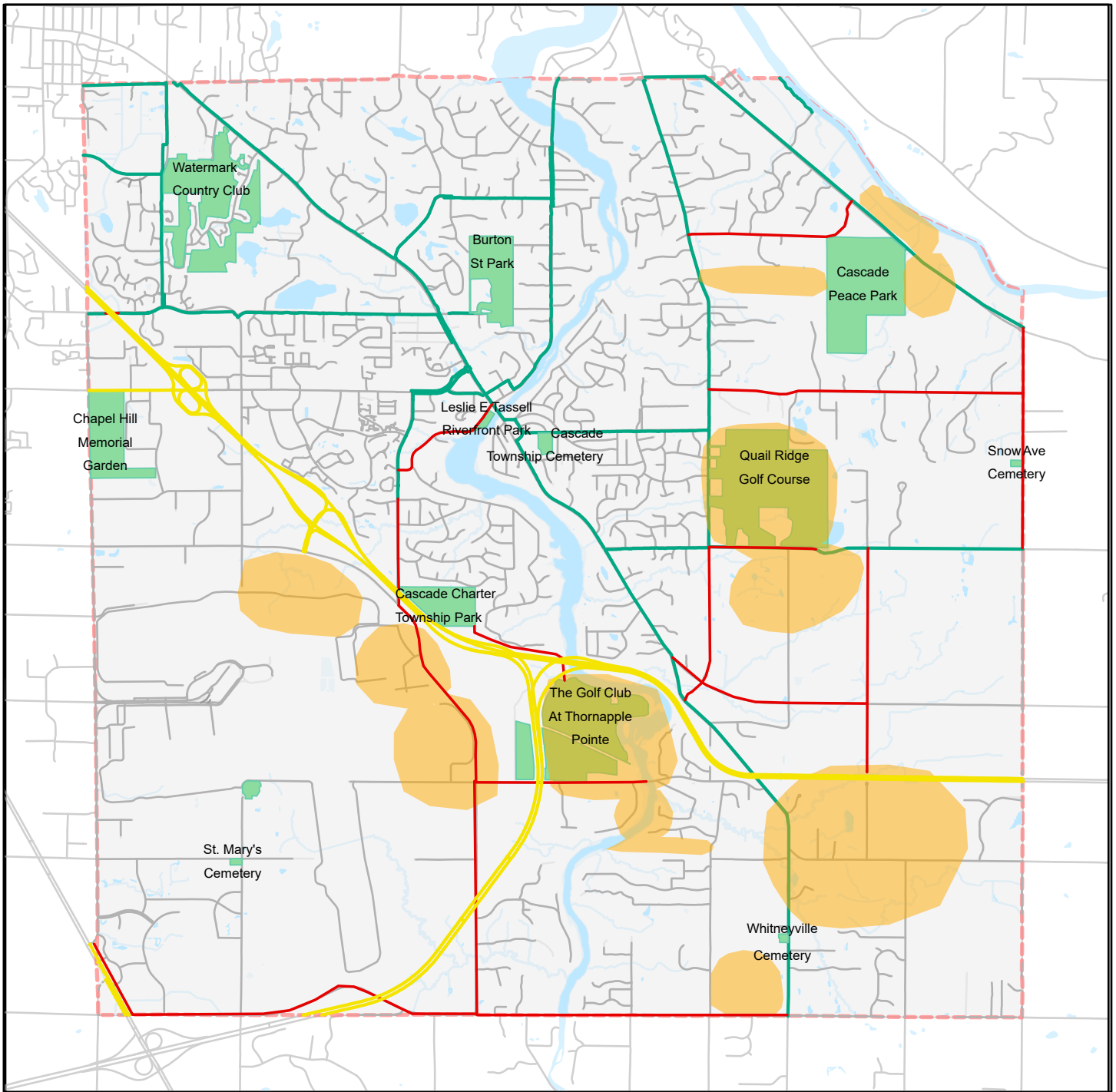
- 1 Ensure that existing parks meet the needs of the community
- 2 Identify future pathway routes
- 3 Refine the township's parks organization structure & support
- 4 Identify and implement appropriate funding mechanisms
- 5 Preserve natural areas and open space
- 6 Develop a gathering space with planned downtown village
- 7 Identify space for new parks and preservation
- 8 Increase public awareness of parks
- 9 Develop parks programming

RESPONSIBLE ENTITY

- PC** = Parks Committee
BGS = Building & Grounds Supervisor
TS = Township Staff
DDA = Downtown Development Authority
PWC = Pathways Committee
TB = Township Board
PLC = Planning Commission

Note: See appendices for annual action items programs

ACTION ITEMS	YEAR	GOAL	PARK/SITE	RESPONSIBILITY
Create a parks maintenance plan	2023	1	All	BGS, PC
Review of maintenance checklist/plan (biannual)	Annual	1	All	BGS, TS, PC
Review of maintenance & improvements budget (biannual)	Annual	1, 4	All	BGS, TS, PC, TB
Implement Wycliffe Trailhead Park improvements	2023	1, 7	Wycliffe	PC, TS, TB
Plan, design, construct Township Rec Park improvements	2023-2025	1, 5	Rec Park	PC, TS, TB
Peace Park erosion repair & improvement	2023	1	Peace	PC, TS, TB
Parks accessibility improvements	Annual	1	All	PC, TS, TB
Create a pathways maintenance plan	2023	1, 2	Pathways	PWC, TS
Review regional pathways connections/opportunities (ongoing)	Annual	2	Pathways	PWC, TS
Identify proposed local pathways connections	2023	2	Pathways	PWC, TS
Engineering & construction of highest priority pathway connection	2024-2025	2	Pathways	PWC, TS
Engineering & construction of next highest priority pathway connection	2026-2027	2	Pathways	PWC, TS
Resurface or reconstruct high priority sections of existing pathways	Annual	1, 2	Pathways	PWC, TS, TB
Prepare plan for upcoming renewal of pathways millage	2026	2, 4	Pathways	PWC, TS, TB
Engineering & construction of regional trail connection	2025-2026	1, 2	Pathways	PWC, TS, TB
Review staff roles and responsibilities for parks, identify needs	Annual	3		PC, TS, TB
Hire a Township Parks Director	2023-2024	3		PC, TS, TB
Organize a volunteer program	2024	3		PC, TS
Organize a Friends of Cascade Parks & Pathways group	2025	3		PC, PWC, TS
Develop materials & support for parks millage, propose millage	2023-2024	4	All	PC, TS, TB
Create/update list of properties scored with the land acquisition template	Annual	5, 7	All/Acquisition	PC, TS
Acquisition of park & open space property	As Available	1, 5, 7	All/Acquisition	PC, TS, TB
Identify property and develop multi-use athletic fields	2023-2025	1, 7	Acquisition	PC, TS, TB
Educate public about invasive species and tree diseases	Annual	5, 8		PC, TS, TB
Hold invasive species eradication work days	Annual	5	Burton, Peace	PC, TS
Thornapple River clean-up day and water quality testing	Annual	5		PC, TS
Joint effort with cemeteries for native plantings & invasives control	Annual	5		PC, BGS, TS
Write articles for newsletter regarding resource preservation	Annual	5, 8		PC, TS
Explore options for and potentially complete a deer cull	2023	5		PC, TS
Plan, design, construct downtown gathering space	2023-2025	6	New Site	PC, TS, DDA, TB
Review and update zoning ordinance for open space requirements	2023	7		PC, TS, PLC
Establish/maintain partnerships for use of open space & programming	Annual	7, 9		PC, TS
Update Township Parks website	Annual	8		PC, TS
Increase parks presence through Township social media	Annual	8		PC, TS
Review of signage and maps for parks and trails	Annual	8	All, Pathways	PC, PWC, TS
Review of parks and township brand/marketing/communications	Annual	8		PC, PWC, TS
Develop pilot parks programming	2024	9		PC, TS

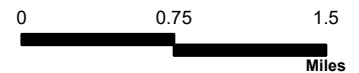


Future Parks Target Areas

Cascade Charter Township, Kent County, Michigan

LEGEND

- Proposed Trail Extensions
- Existing Non Motorized Trails
- Proposed Park Acquisition Areas
- Existing Parks



Data Source: Michigan Geographic Data Library 2022. Grand Valley Metropolitan Council REGIS 2022. McKenna 2022.