

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, January 17, 2022**  
**8:00 am**  
**5920 Tahoe Dr**

- ARTICLE 1. Call the meeting to order  
Record the attendance**
- ARTICLE 2. Welcome to New Parks Committee Member, Matt Douglas**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Approve the minutes of the November 15, 2022 Regular Meeting, December 6, 2022 Special Meeting, and December 27 Subcommittee Meeting.**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.  
(Comments are limited to three minutes per speaker.)**
- ARTICLE 6. Developing a Millage Campaign  
Discussion with Sabo PR.**
- ARTICLE 7. Parks Director Job Description  
Review of draft job description created by subcommittee, and next steps.**
- ARTICLE 8. Election of Officers  
Election of Chair, Vice-chair, and Secretary**
- ARTICLE 9. Updates from Township Manager  
Update and information from staff.**
- ARTICLE 10. Updates and Announcements from Chair  
Update from Ginny Regarding volunteers, Snow Cemetery oak wilt, Burton Park workdays, Master Plan on website, KCP and Cannonsburg Ski Area, 2023 agenda items, and 1/25 Board presentation.**
- ARTICLE 11. Old Business**
- ARTICLE 12. Any Other Business**
- ARTICLE 13. Adjournment**

**Meeting format**

1. **Staff Presentation** *Staff report and recommendation*
2. **Project presentation-** *Applicant presentation and explanation of project*
  - a. **PUBLIC HEARINGS**
    - i. *Open Public Hearing. Comments are limited to five minutes per speaker; exception may be granted by the chair for representative speakers and applicants*
    - ii. *Close public hearing*
3. **Committee discussion –** *May ask for clarification from applicant, staff or public*
4. **Committee decision - Options**
  - a. *Table the decision*
  - b. *Deny*
  - c. *Approve*
  - d. *Approve with conditions*
  - e. *Recommendation to Township Board*

**Minutes**  
Cascade Charter Township  
Parks Committee Meeting  
Tuesday, November 15, 2022  
7:30 A.M.  
5920 Tahoe Dr SE

- ARTICLE 1.** Chair Wanty called the meeting to order at 7:33 A.M.  
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange, Eileen Boekestein, and Supervisor Grace Lesperance (Arrived at 8:04am)  
Members Absent: None  
Others Present: Planning Director Brian Hilbrands, Township Manager Ben Swayze, Township Engineer Aric Thorne, Representatives of Spaulding de Decker Engineering firm, Buildings and Grounds Supervisor Jim Macdonald, Planning Administrative Assistant Madi Dodge, and Pathway Committee members Rik Brown and John Driscoll
- ARTICLE 2.** **Approve the Current Agenda**  
**Motion was made by Member Engel to approve the current agenda. Supported by Member Reece. Motion carried 5 to 0.**
- ARTICLE 3.** **Approve the minutes of the October 11, 2022 Special Meeting, October 18, 2022 Regular Meeting, and November 4, 2022 Special Meeting**  
**Motion was made by Member Reese to approve the October 11, 2022 Special Meeting Minutes as written. Supported by Member Korstange. Motion carried 5 to 0.**  
**Motion was made by Member Engel to approve the October 18, 2022 Regular Meeting Minutes as written. Supported by Member Reese. Motion carried 5 to 0.**  
**Motion was made by Member Reese to approve the November 4 Special Meeting Minutes as written. Supported by Member Engel. Motion carried 5 to 0.**
- ARTICLE 4.** **Acknowledge visitors and those wishing to speak to non-agenda items**  
There was no one that wished to speak.
- ARTICLE 5.** **Welcome to New Parks Committee Member, Eileen Boekestein**  
Member Boekestein currently works for the Michigan Department of Environment, Great Lakes, and Energy as an Environmental Education Coordinator and has previous experience at the Grand Valley Metro Council.
- ARTICLE 6.** **Results and Feedback from the Master Plan Open House**  
Member Reese provided a summary of comments that were received at the open house  
Wycliffe Trailhead Park: Residents seemed to prefer Plan B which included a longer trail with more signage. There was also a comment on wanting multiple restrooms at the park:

Leslie E. Tassel Park: Someone requested more information on the dam.

Cascade Rec Park: Sound barriers/screening, shaded seating by the playground, and field improvements were all discussed.

Burton Park: Improvements to the parking lot, improved signage and wayfinding, and incorporating benches.

Other requests included an aquatics facility, splash pad, and mountain biking area. A future initiative was also mentioned – a joint effort and relationship with Cascade cemeteries. Efforts could include native plantings/control of invasive species. Recognize that the cemeteries are not parks, however cemeteries provide a place for solace and reflection”

Chair Wanty requested to change “Peace Park Drainage” to Peace Park Erosion” on the 2023 goals and objectives list. She also wanted the Thornapple Watershed cleanup to not specify a time of year.

#### **ARTICLE 7. Presentation on Conservation Easements 101**

Member Engel provided a presentation on conservation easements. He explained that a conservation easement is a tool used to protect land against development. These allow landowners to limit the development of their property while retaining private ownership of the land. There are benefits to the land owners such as potential cash payments and tax deductions.

Supervisor Lesperance arrived at 8:04 A.M.

Member Boekestein asked if there was a minimum amount of acreage required for a conservation easement. Member Engel responded that The Land Conservancy of West Michigan has objective standards such as the urban area minimum being 10 acres while rural areas require a minimum of 50 acres, though there is some flexibility depending on the quality of the property.

#### **ARTICLE 8. Discussion on Peace Park Erosion Solution**

Chair Wanty presented photos at Peace Park showcasing 8 trail markers with erosion issues. Upon having conversations with Kent Conservation District and GEI Consultants of Grand Haven, they both suggested the installation of a water bar. These can come in the form of wood, rocks, or stones and are used to direct water off the trails.

GEI Consultants are willing to teach the Building and Grounds staff how to install water bars. Aric Thorne, Township engineer will follow-up on the installing of waterbar solution. Chair Wanty provided a special shout-out to resident Rik Brown, who has been trying for 3 years to get this solution implemented at Peace Park.

#### **ARTICLE 9. Discussion of Cascade Rec Park Fields and Possible Fixes**

Member Reese visited the baseball fields and saw that the infields have a number of maintenance issues, and the outfields have settling issues and also need leveling work. He also mentioned incorporating sidewalks up to the fields.

Member Engel wondered if they should wait to repair the fields until next year, since this park is a part of the master plan.

League reservations for the fields will continue to be at no cost until improvements are made, along with a maintenance program for upkeep.

Member Boekestein suggested completing minor fixes to the fields so no one gets injured.

Member Korstange thought there may be drainage issues by the fields that will need to be addressed prior to fixing them.

It was determined that there should be some maintenance done to the fields in the spring to improve safety, but major improvements should be held off until a master plan for Rec Park has been completed.

**ARTICLE 10. Park Department Budget Recap**

Manager Swayze provided a park's budget update. There was a general budget with all of the park-related expenditures created; as this was heavily discussed item at the last meeting. The budget was completed by combining a list from various departments that had park expenses while also adding projected expenses including capital improvement projects.

There was a consensus between committee members to add a parks director to the draft budget. This will be discussed further and in more detail during the December 6th special Park Committee meeting at 7:30 A.M.

**ARTICLE 11. 2023 Parks Committee Meeting Dates**

Planning Director Hilbrands said the Parks Committee meetings will continue to be on the third Tuesday of each month and shared the dates. If needed, a calendar invite could be sent out to each committee member.

**ARTICLE 12. Oak Wilt at Snow Avenue Cemetery**

Chair Wanty said she would email members the PowerPoint from the Oak Wilt consultant about the Snow avenue cemetery oak wilt treatment plan since we were running out of time.

**ARTICLE 13. Old Business**

There was no old business to discuss.

**ARTICLE 14. Any Other Business**

There was no other business to discuss.

Member Korstange left at 9:33 A.M.

**ARTICLE 15. Adjournment**

**Motion was made by Member Engel to adjourn the meeting. Supported by Supervisor Lesperance. Motion carried 5 to 0. The meeting adjourned at 9:35 A.M.**

Respectfully submitted,

Joe Engel, Secretary

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**Minutes**  
Cascade Charter Township  
Parks Committee Special Meeting  
Tuesday, December 6, 2022  
7:30 A.M.  
5920 Tahoe Dr SE

**ARTICLE 1.** Chair Wanty called the meeting to order at 7:34 A.M.  
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange, Eileen Boekestein, and Supervisor Grace Lesperance (arrived at 7:40am)  
Members Absent: None  
Others Present: Planning Director Brian Hilbrands, Township Manager Ben Swayze, Buildings and Grounds Supervisor Jim Macdonald, and those listed on the sign-in sheet.

**ARTICLE 2. Approve the Current Agenda**  
**Motion was made by Member Engel to approve the current agenda. Supported by Member Korstange. Motion carried 5 to 0.**

**ARTICLE 3. Acknowledge visitors and those wishing to speak to non-agenda items**  
There was no one that wished to speak.

**ARTICLE 4. Final 5-Year Parks and Recreation Master Plan**  
Member Reese highlighted changes that were made in response to public comments. This included: coordination with cemeteries on invasive species and adding a goal regarding athletic fields to objective 7.5, as it was brought up multiple times in resident comments.

Supervisor Lesperance arrived at the meeting at 7:40am.

Chair Wanty had questions on how the Pathways and Parks Committees connect and where their goals overlap, especially when it comes to connectivity. The suggestion was made that in early 2023, the Pathways and Parks committee will look to hold a joint meeting.

Chair Wanty proposed that they leave the portion regarding the development of Wycliffe Trailhead Park out of the master plan. Chair Wanty would like to have a few items figured out before moving forward, such as invasive species on the property (specifically tree of heaven), drainage problems in the area, and what the church's plans are for their proposed rose garden. Supervisor Lesperance suggested they include the reasoning behind leaving Wycliffe's development out of the proposed plan but Chair Wanty disagreed. Member Korstange suggested giving a timeline on when they will bring the Wycliffe planning back to the people because it has been a very transparent and community centered plan. Member Engel suggested a revisit date of July 1st. Member Korstange thought that was too late in the year but Chair Wanty said she had to physically see how the invasive tree of heaven responded to treatment and if it was growing back.

Member Engel proposed minor text edits on the introduction page, as a footnote to the maps, and on pages 26, 38, 39, 44, and 46.

**Motion was made by Member Engel to adopt the resolution of support to the Township Board to adopt the Parks Master Plan with the aforementioned changes. Supported by Member Boekestein. Motion carried 6 to 0.**

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

**ARTICLE 5. Proposed Changes to Fee Schedule for Park Reservations**

Planning Director Hilbrands introduced the fee schedule that Administrative Assistant Stine had presented at an earlier meeting. In conjunction with implementing the ReCPro software, fees for some of the park's reservations will rise to become more on par with local municipalities. The rental fees will now be payable by credit card. This will require a small fee to either be added to the renter's bill or it can be absorbed by the Township. It was recommended to be absorbed by the Township because the rental prices already will have increased to compensate.

**Motion was made by Member Korstange to recommend the changes to the fee schedule to the Township Board. Supported by Member Engel. Motion carried 6 to 0.**

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

**ARTICLE 6. Potential Parks Director Position**

Township Manager Swayze shared information on salaries for Parks Directors in local municipalities. The range was from high \$50,000s/low \$60,000s to mid \$90,000s with the average landing around low \$70,000s. He said that the position is in the budget but the Township Board has to take action to approve the position.

The Parks Commission will create a subcommittee to come up with a job description to present to the Township Board. Member Engel volunteered to be on the subcommittee and asked Member Boekestein to be on it as well. Chair Wanty requested to be on the committee as did Member Reese. Manager Swayze said that HR Director Murawski would also be on the subcommittee, with Supervisor Lesperance requesting B&G Supervisor MacDonald and Planning Director Hilbrands also be included.

Chair Wanty suggested a discussion as to qualifications they believed a Parks Director should have. These qualities included: someone with fund development experience, collaborative, can organize private volunteers and benefactors, innovative, passionate, growth mindset, experienced in the field, self-starter, sense of charisma, and stewardship experience/mindset.

Member Korstange left the meeting at 8:32 A.M.

Township Manager Swayze spoke about when the committee can/should put a parks millage on the ballot. He said the options were May, August, and November each year. The firefighters and library renewal mileages will be on the docket in the next few years.

Chair Wanty asked if Sabo PR could attend the January Parks Committee meeting to talk about the process they implemented for passage of the Kentwood parks mileage.

The sub-committee will meet on December 27th at 8:00 A.M. to discuss the Parks Director position description. Township Manager Swayze will provide the Township's standard position description as well as recruitment documents such as the one from Garden City.

**ARTICLE 7. Adjournment**

**Motion was made by Member Engel to adjourn the meeting. Supported by Member Reese. Motion carried 5 to 0. The meeting adjourned at 9:00 A.M.**

Respectfully submitted,

Joe Engel, Secretary

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## Meeting Minutes

Cascade Charter Township Parks Committee  
Subcommittee Meeting  
Tuesday, December 27, 2022  
8:00 AM  
5920 Tahoe Dr

**ARTICLE 1.** Chair Wanty called the meeting to order at 8:11 am.  
Subcommittee Members Present: Chair Ginny Wanty, Joe Engel, and Eileen Boekestein  
Members Absent: Mike Reese (Excused)

Others Present: Planning Director Brian Hilbrands, Township Manager Ben Swayze, B&G Supervisor Jim MacDonald, HR Director Katie Murawski (via phone)

**ARTICLE 2. Approve the Current Agenda**

**Motion was made by Member Engel to approve the current Agenda. Supported by Member Boekenstein. Motion carried 3 to 0.**

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

There was no one who wished to speak.

**ARTICLE 4. Parks Director Job Description**

Subcommittee members reviewed examples of Parks Director job descriptions used by other communities, as well as a draft description that had been created.

Chair Wanty noted that it seems important for B&G Supervisor MacDonald to have someone to bounce ideas off of, and that the Parks Director seems like a better fit to oversee the B&G Department than the Township Engineer.

B&G Supervisor MacDonald agreed that a Parks Director seems like a better fit, and that the largest percentage of their work is done on park properties.

Language was added to the draft description for the Parks Director to oversee the B&G Department. Language was also added to clarify the Parks Director's role in assisting the Township with planning and executing parks millages. Additional minor text revisions were also made.

Manager Swayze stated that they will have the communications team put together a recruitment document/advertisement for the Parks Committee to review.

The draft job description for the Parks Director will go in front of the Parks Committee for review at the January 17 meeting.

**ARTICLE 5. Adjournment**

**Motion was made by Member Engel to adjourn. Supported by Member Boekenstein. Motion carried 3 to 0. The Meeting adjourned at 9:23 am.**

Respectfully submitted,

Joe Engel, Secretary

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## CASCADE CHARTER TOWNSHIP

### POSITION DESCRIPTION

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<b>Title:</b>	Parks & Recreation Director
<b>Department:</b>	Parks & Recreation
<b>Reports to:</b>	Township Manager
<b>Position(s) Supervised:</b>	Buildings & Grounds Supervisor; Department Staff
<b>Employment Status:</b>	Full-Time; Exempt
<b>Pay Grade:</b>	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 provide 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. Understanding of/hands on experience with millage planning, recreational programming and related software, invasive species management, ecological knowledge, horticultural history, and land management
2. Forward-thinking, detail-oriented, creative, self-starter, able to work independently
3. Effective communication (including teaching) and writing skills
4. Strong Interpersonal skills facilitating effective working relationships with public officials, consultants, contractors, staff, residents, and the public
5. Effective administrative, managerial, organizational and leadership skills
6. Ability to make effective oral and written presentations to a variety of audiences
7. Ability to critically assess and respond to work-place challenges, problem-solve, and to otherwise work effectively under stress and within deadlines
8. Apply and utilize computer skills including Microsoft Office package, and parks & recreation digital tools
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.*

## Volunteers Chart for 2022 Cascade Township

<b>Date</b>	<b>Sponsor/lead</b>	<b>Group</b>	<b># of Participants</b>	<b>Timeframe</b>	<b>Location/ Property</b>	<b>total hours x participants</b>
Ongoing	Jeanine Heibel	Jeanine Heibel	1	unknown	Burton Park	300 hours
2-26	Kent CD	Invasive workday-bittersweet	7	3 hours	Burton Park	21 hours
5-7	Ginny Wanty	Invasive workday-garlic mustard	10	4	Burton Park	40 hours
5-11	Ginny Wanty	Invasive workday-garlic mustard	5	3	30 <sup>th</sup> Street Cemetery	15 hours
5-20	Kent CD	GE Aviation	17	4	Burton Park	68 hours
8-25	Kent CD	Invasive Workday-bittersweet	3	1.5	Burton Park	4.5 hours
8-27	Kent CD	Streetfest-Calvin University	25	3.5	Burton Park	87.5 hours
9-3	Kent CD	Invasive Workday-bittersweet	7	3	Burton Park	21 hours
9-15	Kent CD	SailorDays-South Christian High	40	4	Burton Park	160 hours
10-17	Kent CD	Eagle Scouts-Zaruba and John Lemmenes	2	.75		1.5 hours
10-22 & 23	Kent CD	Eagle Scouts-Sam Zaruba	20	7.5	Burton Park	150 hours
<b>Total</b>			<b>137</b>			<b>868.5 hours</b>

As you know Cascade Township does not have a Volunteer Coordinator position on staff (and Ginny Wanty is not willing to volunteer to be the volunteer Coordinator.)

Here is what has happened with Volunteer Events in 2022 at Cascade Township properties

- 1) Since Cascade Township has a contract with Kent Conservation District for invasive plant species treatment, they have agreed to sponsor various invasive workdays. In 2022, KCD sponsored 8 workdays. KCD bills us an administrative fee for organizing as part of the budget for the township invasive Species treatment.
- 2) Ginny Wanty is willing to host 2 different sites in spring for garlic mustard workdays.
- 3) Ginny Wanty has trained members of the B & G crew on the “cut/stump” technique for removing invasive plant Species. Supervisor MacDonald has purchased daubers and herbicide to use in this treatment method. The idea with training B & G crew is that when they are out of Cascade properties and find 2-4 invasive plants, they can treat so those 2-5 invasive plants don’t multiply.
- 4) Burton Park neighbor Jeanine Heibel has also been trained by Ginny Wanty on various invasive treatments. Supervisor MacDonald provides Jeanine with daubers and herbicide and she treats invasives on her own schedule at Burton Park. Jeanine keeps Jim and I in the loop with what invasives she is treating as well as where in Burton Park she is working.
- 5) Ginny Wanty is hopeful at some point in time, the township can get businesses, maybe through the DDA, more involved in removing invasives.

In 2021, Ginny Wanty wrote a grant and was funded by the Cascade Community Foundation, KCD was able to involve the owners of the Thornhills Shopping Center and Noto’s to remove and treat invasive bittersweet on their properties. Those business owners were VERY supportive of the process. (The grant funded invasive bittersweet removal and treated at a natural area property in Cascade, Ada and Grand Rapids Townships. Because the Cascade site, KDL library was very close to the 2 businesses, KCD was able to also educate the owners as well as treat the invasive bittersweet.)

Names of Individuals that Ginny knows about that have Volunteered in Cascade Township in 2022:

- 1) Ginny Wanty
- 2) Jeanine Heibel
- 3) Boy Scout Troop heled B & G with 4<sup>th</sup> of July events

Names of Individuals Interested in Volunteer in Cascade Township that have contacted Ginny (There are also individuals that have contacted KDC-Jessie Schulte directly):

- 1) Unit Commander of Eagle Scouts: Bill Day
- 2) Ken VanDerKohk
- 3) Jen Bauer



## INVASIVE WORKSHOP / ECO-STEWARDSHIP CONTROLLING BITTERSWEET VINES

**SATURDAYS, FEB 25, MAR 11, JULY 15: 9 - NOON  
THURSDAY, AUGUST 17: 6-8PM**



Cascade Township Parks are partnering with Kent Conservation District to control several aggressive non-native invasive species including buckthorn and bittersweet vines at Burton Park.

Join the strike team for a hands on demonstration on how to properly cut and treat your bittersweet vines and other problem invasive species. Treatment kits and various supplies (\$8 daubers) will be available for sale using check (preferred) or credit card.

Treatment will involve cut stump application on targeted specie that are growing unchecked. Learn about habitat restoration and non-native invasive species that alter ecosystem processes in complex ways. All supplies, gloves, eye protection and tools will be provided by the strike team for the demonstration. Families and individual students welcome. For information call Kent Conservation strike team at (616) 222-5801. Walk-ins welcome - stay for an hour or the morning. RSVP if larger groups.



**WHERE: BURTON PARK: 6805 BURTON ST SE, GRAND RAPIDS, MI 49546.  
PLEASE MEET NEAR THE BARN/RESTROOMS IN THE BACK OF THE PARK:  
42.924170, -85.498725.**