

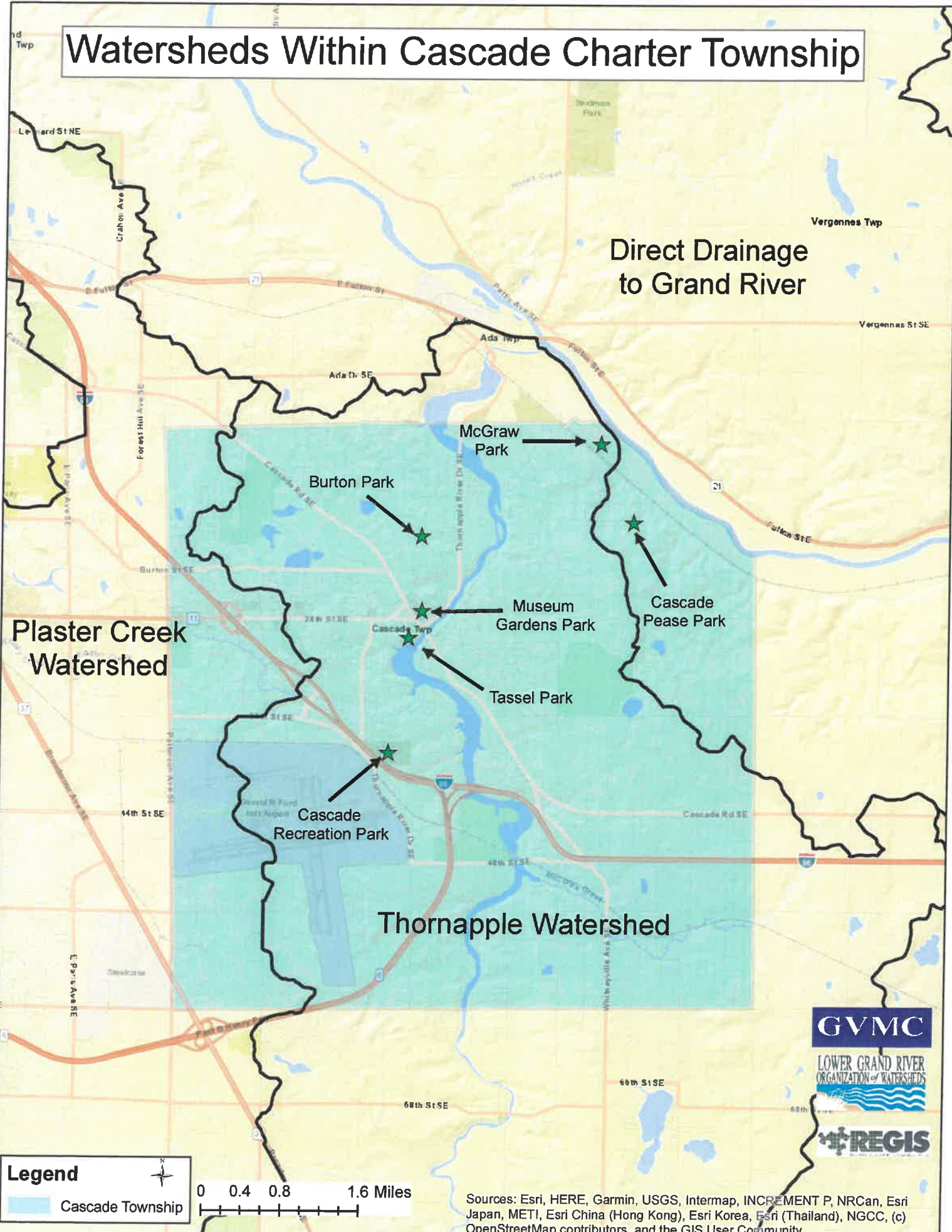
**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, August 16, 2022**  
**8:30 am**  
**5920 Tahoe Dr**

- ARTICLE 1. Call the meeting to order  
Record the attendance**
- ARTICLE 2. Approve the current Agenda**
- ARTICLE 3. Presentation – Dr. David Warners, Plaster Creek Stewards Program**
- ARTICLE 4. Approve the minutes of the July 19, 2022 Meeting.**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.  
(Comments are limited to five minutes per speaker.)**
- ARTICLE 6. Review Bylaws  
Review Revisions made by Township Attorney and Provide Recommendation**
- ARTICLE 7. Wycliff Property  
Discussion of Property Name and Tree of Heaven Update**
- ARTICLE 8. Troyer Group Amendment to Contract  
Review Proposed Contract Amendment and Provide Recommendation**
- ARTICLE 9. Strategic Plan Update  
Review Strategic Plan Priorities for Parks and Pathway Committees**
- ARTICLE 10. Openings on Parks Committee  
Ideas for Parks Committee Applicants**
- ARTICLE 11. Updates and Announcements from Chair  
Update from Ginny Regarding Burton Park Eco-Stewardship Workdays, Oak Wilt at Snow Ave Cemetery, and Agenda for 9/20 Meeting.**
- ARTICLE 12. Old Business**
- ARTICLE 13. Any Other Business**
- ARTICLE 14. 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*

# Watersheds Within Cascade Charter Township



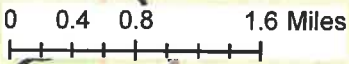
Direct Drainage  
to Grand River

Plaster Creek  
Watershed

Thornapple Watershed

**Legend**

Cascade Township



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

**GVMC**

LOWER GRAND RIVER  
ORGANIZATION OF WATERSHEDS

**REGIS**

## CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

### BY-LAWS AND RULES OF PROCEDURE (As amended, \_\_\_\_\_, 2022)

#### 1. AUTHORITY and PURPOSE

- 1.1. These rules of procedures are adopted by the Cascade Charter Township Parks Committee ("The Committee") pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 15.261 et seq. ("Open Meetings Act")

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#### 2. OFFICERS

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- 2.2 *Duties.* The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules referenced in section 4.9 of these bylaws. In the absence of the chair, the vice-chair shall act in the capacity of the chair. The secretary may execute documents in the name of The Committee and perform such other duties as The Committee may determine. The Cascade Township Planning Director shall serve as the recording secretary and shall be responsible for preparation of minutes, keeping of pertinent public records, delivering notices of public hearings, working with the chair on the preparation of meeting agendas, and performing related administrative duties to assure efficient and informed Committee operations.
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- 3.3 *Vacancies.* In the event a member of The Committee can no longer serve because of health or any other reason, the Township Supervisor ~~shall~~ may appoint, upon Township

Board approval, another person to The Committee for that unexpired term. Should the unexpired term be two (2) years or longer it shall be considered a full term.

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from The Committee, effective upon the date of such move. ~~replacement is appointed by the Township Supervisor and approved by the Township Board.~~

**Commented [GS1]:** The Township should not have anyone outside of the jurisdiction serving for any period of time. It would also otherwise conflict with 3.1.

3.4 *Member Attendance.* In the event a member cannot attend a meeting they shall inform the chair or recording secretary before 5:00 p.m. the day prior to the meeting. If a member has three (3) consecutive absences from regularly scheduled meetings or misses at least fifty (50) percent of the meetings within any twelve (12) month period, the member will be deemed inactive and removed from The Committee in accordance with section 3.5. The removal will be communicated to the member in writing by the chair, with notice to the planning director and township supervisor.

3.5 *Removal.*

a. Reason for Removal – On recommendation of The Committee, members may be removed by the Township Board for 1.) non-performance of duty or misconduct in office or on written charges and after public hearing or, 2.) failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest as set forth in section 3.5 b.

b. Conflict of Interest- A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:

- 1) The member has a direct financial interest in the outcome of the matter at issue; or
- 2) The matter at issue involves the member's business or place of employment; or
- 3) Participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
- 4) The member has such close personal ties to the applicant/issue that the member cannot reasonably be expected to exercise sound judgment in the public interest.

#### 4. MEETINGS

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- 4.2 *Regular Meeting.* Regular meetings of The Committee shall be held in accordance with the meeting schedule adopted by The Committee. At The Committee meeting in November the chair and the recording secretary shall submit to The Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by The Committee. The dates and times shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, The Committee may select alternate dates in the same month, in accordance with the Open Meetings Act.
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- 4.4 *Quorum.* For The Committee to conduct business or take any official action, a quorum consisting of a majority of the voting members shall be present. When a quorum is not present, no official action except for closing of the meeting may take place. The members of The Committee may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is stated at the meeting.
- 4.5 *Public Hearings.* PublicAny hearings shall be scheduled when required by law, noticed, and conducted in accordance with the provisions of the Open Meetings Act~~act cited in Section 1.~~
- 4.6 *Motions.* Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 4.7 *Voting.* An affirmative vote of a majority of The Committee shall be required for the approval of any requested action or motion placed before The Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any member or directed by the Chair. All members including the chair shall vote on all matters, but the Chair shall vote last. Any member will be excused from voting if that person has a conflict of interest as described in section 3.4 and as recognized by the majority of the remaining members present. Any member abstaining from a vote shall not participate in the discussion of that item.
- 4.8 *Order of Business.* A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

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On the Agenda

- Call to order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Public Comments and Communications ~~Concerning Items Not~~
- Old Business
- New Business
- Any Other Business
- Adjournment

**Commented [GS2]:** Public comment should include items both on and off the agenda. Though OMA permits public comment subject to “reasonable rules” set by the public body, limiting the subject matter of comments may be unreasonable. For instance, if there is an item that is on the agenda but that is not set for public hearing, it may be unreasonable to prohibit the public from addressing the public body with regard to that agenda item.

A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

- 4.9 *Rules of Order.* All meetings of The Committee ~~may shall~~ be conducted in accordance with generally accepted parliamentary procedure, and as otherwise governed by “Robert’s Rules of Orders”.

**Commented [GS3]:** Robert’s rules sometimes conflict with OMA. Thus, we recommend that Robert’s Rules be used as a guide for running meetings, not mandatory.

5. MINUTES

- 5.1 The Committee minutes shall be prepared by the recording secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the Township Clerk.

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- 6.3 A person shall be permitted to address ~~a hearing of~~ The Committee in accordance with the Open Meetings Act and under the rules established by the Township for public comment at meetings. in subsection 4.5, and to address The Committee concerning non-hearing matters under the rules established in Section 4.8 to the extent they are applicable. In both circumstances, public comment will be limited to three (3) minutes per person.
- 6.4 A person shall not be excluded from a meeting of The Committee except for breach of the peace, committed at the meeting, in accordance with the Open Meetings Act, or other safety concerns that may become evident at the meeting. This determination will be made by the chair or other officer presiding at the meeting.

**Commented [GS4]:** 4.5 and 4.8 do not explicitly contain rules for public comment. We suggest referencing the OMA and using the same rules for public comment that are employed by the Township.

**Commented [GS5]:** “other safety concerns” likely does not comport with the OMA. Under the case law, a person can only be removed for an actual breach of the peace that is committed at the meeting. A “breach of the peace” has been discussed in an unpublished opinion as recently as 2020 as conduct that “constitutes seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence. These cases clarify that under Michigan law a ‘breach of the peace’ goes well beyond behavior acceptable in a civil society.”

*Cusumano v. Dunn*, No. 349959, 2020 WL 5079615, at \*7 (Mich. Ct. App. Aug. 27, 2020)

6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act, [MCL 15.231 et seq.](#)

7. [BYLAWS AMENDMENTS](#)~~Law Amendments~~

-Recommendations for amendments to these bylaws may be made by The Committee pursuant to Section 4.7, and are subject to final approval by the Cascade Charter Township Board of Trustees.

\_\_\_\_\_ THESE [AMENDED](#) BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE CHARTER TOWNSHIP BOARD THIS \_\_\_ DAY OF \_\_\_\_\_, 2022.

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New Business

Any Other Business  
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Mr. Brian Hilbrands  
Cascade Charter Township  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

August 2, 2022

RE: Five Year Parks, Recreation, and Open Space Master Plan Amendment #1

Dear Mr. Hilbrands:

Below is our proposal for compensation for the additional services requested to create a master plan for the Wycliffe Property as discussed in the July Parks Committee meeting.

Proposed Scope of Services

- Visit the site and analyze existing conditions
- Meet with the township and representative(s) from the Church to discuss the property
- Develop one or two options for proposed improvements and amenities
- Review the options with the Parks Committee
- Create a draft master plan of the preferred concept that includes a plan view rendering and information about the proposed improvements/amenities
- Prepare a preliminary estimate of potential costs
- Prepare materials specific to this property for the master plan public review period
- Create a final master plan for the Wycliffe property based on feedback from the public, Parks Committee, and Township

This amendment changes the contracted amount as follows:

Original Contract	\$19,560
Additional Fees	\$4,670
Updated Contract Amount	\$24,230

If you have any questions concerning this amendment request, please contact us. If this amendment is acceptable, please sign in the space provided and return a copy to our office.

Sincerely,

John E. Leszczynski  
President

Mike Reese, PLA, ASLA, LEED AP  
VP Landscape Architecture & Planning

*August 2, 2022*

Accepted by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Parks and Trails

## Priority 1. Ensure that existing parks meet the needs of the portion of the community that they serve.

**Task 1-1.** Complete the updated 2023–2027 Parks and Recreation Plan and Submit to MDNR.

**Time Frame:**  <1 year

**Responsible Entities:**  TS  ParkCom  TB

**Task 1-2.** Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

**Time Frame:**  <1 year

**Responsible Entities:**  TS  ParkCom  TB

**Task 1-3.** Implement parks and recreation capital improvements program and other projects listed in the 2023–2027 Parks and Recreation Plan.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  TB

## Priority 2. Create a central gathering place for the Township.

**Task 2-1.** Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  DDA  
 PC  TB

**Task 2-2.** Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  DDA  
 PC  TB

**Task 2-3.** Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Time Frame:**  2–3 years

**Responsible Entities:**  ParkCom  DDA  TB

**Task 2-4.** Present the consensus vision for the central gathering place.

**Time Frame:** 2-4 years

**Responsible Entities:** TS ParkCom DDA  
PC TB

**Task 2-5.** Implement consensus for central gathering place.

**Time Frame:** 3-4 years

**Responsible Entities:** ParkCom DDA TB

### Priority 3. Create new parks to serve the community as it grows and preserve natural features for sustainability and natural character.

**Task 3-1.** Develop a land acquisition template and designate target zones for new parks and enshrine them in the Township's Master Plan and Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Time Frame:** <1 year

**Responsible Entities:** TS ParkCom PC TB

**Task 3-2.** If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

**Time Frame:** 3-5 years

**Responsible Entities:** TS ParkCom TB

### Priority 4. Refine the Township's Parks and Recreation organizational structure.

**Task 4-1.** Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

**Time Frame:** <1 year

**Responsible Entities:** TS ParkCom TB

**Task 4-2.** Populate the Parks Committee and Pathways Committee with residents who represent the diversity of the Township.

**Time Frame:** 1-2 years

**Responsible Entities:** TS ParkCom  
PathCom TB

**Task 4-3.** Hire additional Township staff to assist with routine tasks for parks and recreation activities including:

- A parks director
- A nature program director / conservationist
- Maintenance staff

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

**Task 4-4.** Explore programming and education opportunities for the Township's Parks and Recreation facilities.

**Time Frame:** ■ 3 years

**Responsible Entities:** ■ ParkCom ■ TS ■ TB

**Task 4-5.** Allow community members to rent the Historic Township Hall and increase the availability of the Wisner Center for community rental.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ TB

**Priority 5. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.**

**Task 5-1.** Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 Parks and Recreation Plan as well as the Strategic Plan.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

**Task 5-2.** Consider a new dedicated millage for parks upgrades, recreational programming, pathways, and new parks.

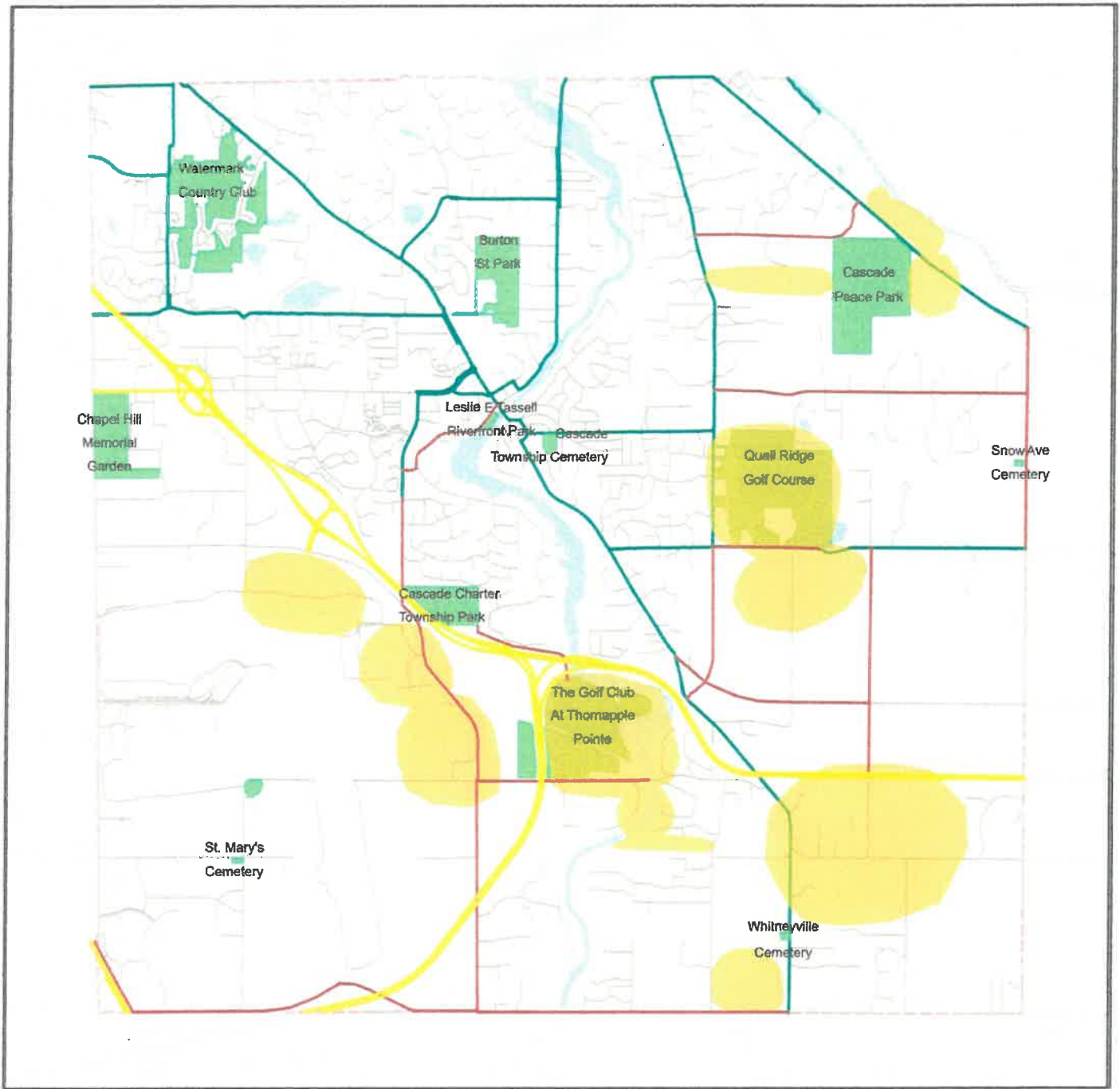
**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

**Task 5-3.** Approach private businesses and individuals to solicit philanthropic funding of parks facilities, pathways, and recreational programming.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB



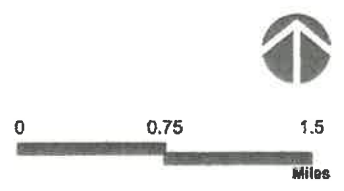
# Future Parks Target Areas

Cascade Charter Township, Kent County, Michigan

*NO W/rlife Property*

## 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.