

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, July 19, 2022**  
**8 am**  
**5920 Tahoe Dr**

- ARTICLE 1. **Call the meeting to order**  
**Record the attendance**
- ARTICLE 2. **Approve the current Agenda**
- ARTICLE 3. **Approve the minutes of the June 21, 2022 Meeting.**
- ARTICLE 4. **Acknowledge visitors and those wishing to speak to non-agenda items.**  
**(Comments are limited to five minutes per speaker.)**
- ARTICLE 5. **Property Acquisition Next Steps, Wycliff Property**  
**Discussion of next steps when the Township Acquires Property**
- ARTICLE 6. **Update Bylaws**  
**Review of the Revised Bylaws**
- ARTICLE 7. **Resignation of Parks Committee Member**  
**Discussion of Filling Vacant Committee Position**
- ARTICLE 8. **Parks Master Plan Update and Creating a Parks Mission**  
**Update from Troyer Group Team and Discussion of Creating a Mission**
- ARTICLE 9. **Pathways Committee**  
**Update Regarding Creation of Pathways Committee**
- ARTICLE 10. **Updates and Announcements from Chair**  
**Update from Ginny Regarding Volunteers, Work Days, Newsletter Topics, and Quarterly Reports to Board of Trustees.**
- 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*

**Meeting Minutes**  
Cascade Charter Township  
Parks Committee  
Tuesday, June 21, 2022  
8:00 AM  
5920 Tahoe Dr SE

**ARTICLE 1.** Chair Wanty called the meeting to order at 8:01 am.  
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange,  
Supervisor Grace Lesperance,  
Members Absent: Matt Douglas

Others Present: Planning Director Brian Hilbrands, Building and Grounds Supervisor Jim MacDonald, Planning Administrative Assistant Madi Dodge, Rachel Walsh with Troyer Group, 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 Supervisor Lesperance. Motion carried 5 to 0.**

**ARTICLE 3. Approve the minutes of the May 17, 2022 meeting and the May 31, Special Meeting.**

**Motion was made by Supervisor Lesperance to approve the minutes of the May 17, 2022 meeting as written. Supported by Member Engel. Motion carried 5 to 0.**

**Motion was made by Member Engel to approve the May 31, 2022 Special Meeting minutes as written. Supported by Member Reese. Motion carried 5 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

There was no one who wished to speak.

**ARTICLE 5. Presentation on Grand Rapids Parks and Rec Items**

The Parks and Rec Director, David Marquardt, was unable to attend, so this section will be rescheduled for a future meeting.

**ARTICLE 6. Parks Master Plan Update**

Member Reese, Rachel Walsh, and Planning Director Hilbrands met with Ada Township staff to discuss their newly implemented Parks Master Plan including parks, staffing, and programs. Ada Township's Master Plan had a heightened focus on integrating more maintenance staff for township services due to increase in part-time staff turnover. They are looking to hire more maintenance staff to work with the township and parks, and are looking for part-time staff to run the many programs they offer. Members stated that Ada has a large and active parks volunteer group.

Connecting Cascade Township's trails and greenways with Ada Township's was another topic of discussion. There was a focus on complementing the strengths of each other's parks i.e., Ada Township has a strong softball presence and Cascade could incorporate more pickleball and/or add a splash pad to one of the parks. Ada Township provides many programs that come with fees (with different prices for residents verses non-residents) that help pay the part-time staff running the programs and contribute to the upkeep cost of the parks. Supervisor Lesperance suggests improving the condition of Cascade Township fields and charging leagues a fee to rent them. Member Korstange thought that the Township should use a survey related to programing to figure out what the residents actually need/want; she really likes the idea of creating nature programs or classes geared toward younger children, which was agreed upon by other members.

Member Reese added that the next step in developing the Master Plan is creating an action plan that supports the Parks Committee's goals and objectives. In the report, there will be a list of action items as well as a spreadsheet for Parks Committee and Township Staff's use. Chair Wanty asked if he had a chance to talk with Staff yet and he responded that he had met with Planning Director Hilbrands, Manager Swayze, and Walsh to go over the preliminary goals and objectives.

#### **ARTICLE 7. Property Acquisition Template**

Chair Wanty asked members if they had tested the Draft Property Acquisition Template. The majority stated they had reviewed it but not applied it to specific properties. Member Engel suggested they consider this as a task of an endorsement of the template. There was no objection. Supervisor Lesperance read over the template and offered that it was obvious a lot of time and effort went into creating it.

Chair Wanty asked if there should be a scalable number when deciding to go forward with the purchase of new property. Member Engel and Supervisor Lesperance were in agreement that they did not like the idea of a cutoff point. Member Engel suggested the process include: each member individually evaluating the property against the template, discussion of those results at a Parks Committee meeting, and then providing a consensus recommendation to the Township Board, along with the reasoning behind their decision. Planning Director Hilbrands clarified that the Park's Committee's internal 'score' for the property would be the summed average of the committee members. After initial scoring was complete, there would be a discussion on how each member reached their score. That dialogue should help members align viewpoints and form a consensus.

Member Engel thought moving forward as a committee to approve this template was the best next step. Following that would be determining how to work with the board and create a policy utilizing the Property Acquisition Template.

**Motion made by Supervisor Lesperance to approve the Parks Committee Property Acquisition Template. Supported by Member Engel. Motion carried 5 to 0.**

Member Engel gave an update on the potential Thule property acquisition and suggested it may be a good fit for funds from the 'Grand River Greenway' project.

Supervisor Lesperance gave a brief update on the possible pedestrian bridge on Cascade Road over the Thornapple River. She and Manager Swayze met with the Road Commission and they provided descriptions of three possible alternatives. The Road Commission will provide more detailed plans in the future.

**ARTICLE 8. Absence Policy**

The committee discussed the current absence policy to decide if they should make any changes. The Current bylaws state, "If any member should have three consecutive absences from regularly scheduled meetings, or miss 50% of the meetings within a 12-month period, this should constitute reasonable grounds for removal." To accommodate these rules, Chair Wanty suggested implementing the ability to join meetings virtually or creating a way for members to request a leave of absence. Overall, members gravitated toward creating provisions for a leave of absence. Creating regulations for virtual meetings wasn't a viable reason at this time due to a need to standardize these regulations across all township recommendations committees. Member Engel stated that they need volunteers who are able and willing to attend meetings, and that it would be hard to determine what situations would qualify for a leave of absence. Another suggestion was the appointment of a member to act as an alternate.

Chair Wanty, Member Engel, and Member Reese will meet to draft a change to this portion of the Parks Committee bylaws. They also discussed Member Douglas and his recent absences and how they fit in with the current and future absence policies. It was ultimately decided that Member Douglas would be asked to step down but would be offered, potentially, a future open position on the Committee when he had more time available.

**ARTICLE 9. Update and Announcements from Chair**

There was a deer management meeting with Chair Wanty, Supervisor Lesperance, Manager Swayze, and Dr Rob Keys from Cornerstone University. Dr. Keys and his students will be conducting a deer study at Burton Park in the fall.

Chair Wanty spoke with Justin Heslinga, Conservation Director for the Land Conservancy of West Michigan, to discuss Burton Park's absence of a healthy ecosystem when compared to Peace Park. Justin offered as key points the effects of deer eating the understory, the overabundance of invasive species, and the previous use of the property as a farm. Director Heslinga suggested the township develop a land management plan that could include a forest management plan and pick high priority areas of the park to concentrate resources and dollars.

Chair Wanty and Supervisor MacDonald met with a spongy moth consultant for more information. Many communities are not spraying in natural areas because the moth population peaks on its own after 2-3 years. The state introduced a fungus and a virus to facilitate reduction of the spongy moth population. Member Korstange noted that a late frost in the spring kills the fungus, making it ineffective. She also did not like the idea of spraying for spongy moths before it was an issue.

The church on the hill affiliates had asked about the plans for Wycliff; Chair Wanty will add Wycliff to the July agenda so the committee can figure out a process. The church is opening in mid-July and the people want more information on how the township will be utilizing the land.

Peace Park did not have any paper maps at the kiosk over the weekend and more need to be added.

Supervisor Lesperance gave an update on an unfinished, landlocked piece of property the township may be interested in acquiring. The property is approximately 10 acres and the price will be between \$5,800 and \$70,000. Land usage at this point is undetermined.

**ARTICLE 10. Old Business**

There was not any old business to discuss.

**ARTICLE 11. Any Other Business**

The was not any other business to discuss.

**ARTICLE 12. Adjournment**

**Motion was made by Member Engel to adjourn. Supported by Member Korstange. Motion carried 5 to 0. The meeting was adjourned at 10:00 am.**

Respectfully submitted,

Joe Engel, Secretary

## MEMORANDUM

**To:** Parks Committee  
**From:** Brian Hilbrands, Planning Director  
**Meeting Date:** July 19, 2022

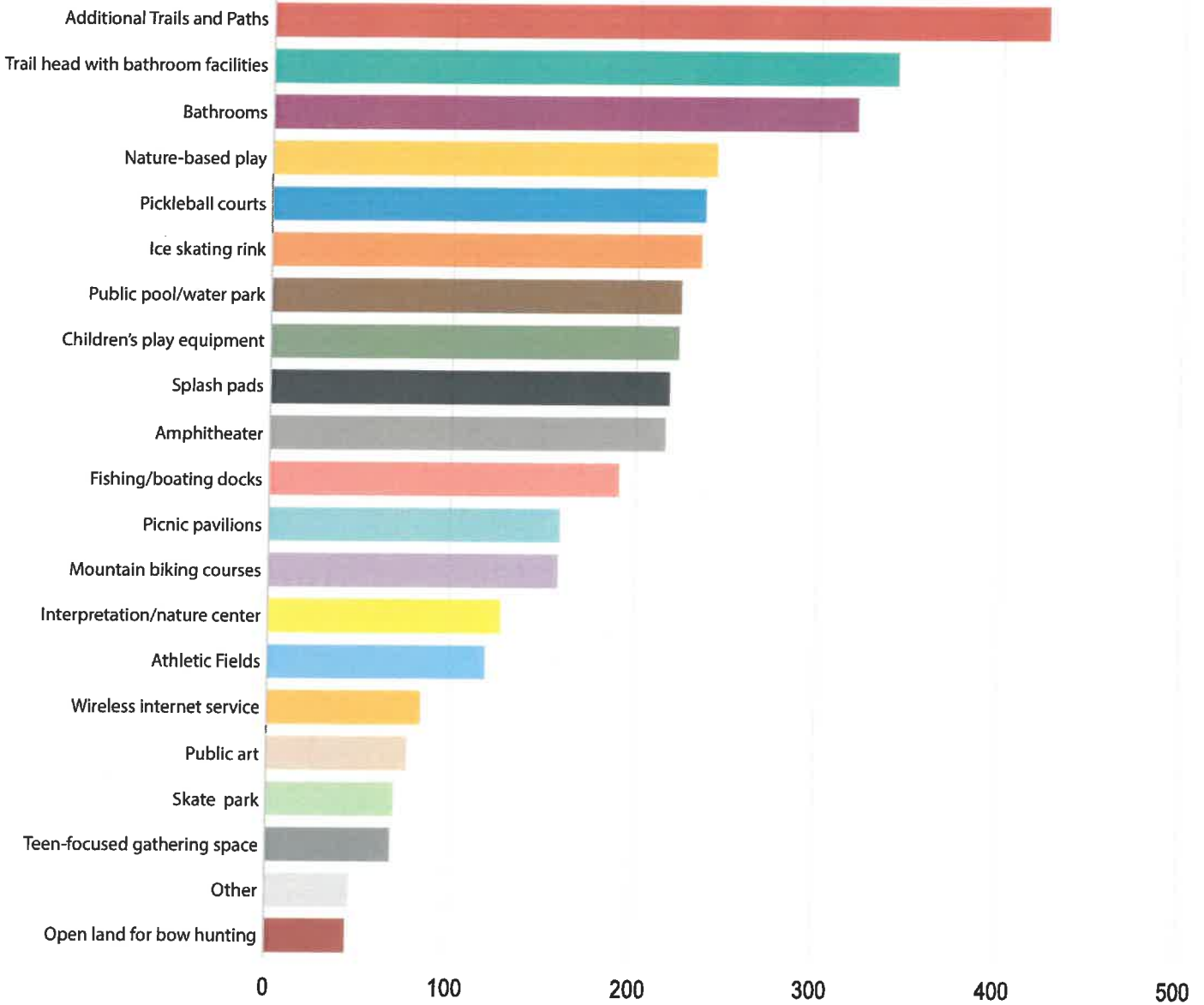
### Property Acquisition Next Steps

There has been a desire to create a more formalized process for how properties acquired by the Township are reviewed for potential uses and amenity improvements. While this process will most likely need to be tailored to each individual property that is acquired, here is a general outline for the review process:

1. The Parks Committee will review the acquired property and discuss potential uses and amenity improvements. These discussions should use the most recent Parks Plan as a framework to determine what the best use for the park may be, as well as what amenities the Township is currently lacking and would be most suitable for the park. The discussion may result in more than one plan/option for the property.
2. Depending on the scale of the proposed improvements to the property, the Parks Committee will determine if it will be beneficial to bring on a landscape architect or similar consultant to develop renderings and draft plans of the proposed improvements.
3. If the Parks Committee has created a draft plan involving proposed uses and improvements for the property, a public input session can be held to provide feedback from neighbors and Cascade residents. The public input could include a survey, open house, an event at the property, or other methods.
4. After reviewing feedback received from the public, the Parks Committee will make a recommendation to the Township Board regarding the proposed use and improvements for the property.



What parks and recreation amenities and facilities are you most interested in? Please check your top five choices.



Other:



## CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

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

#### 1. AUTHORITY

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.

#### 2. OFFICERS

- 2.1 *Selection.* At the January meeting The Committee shall select officers from its membership, including a chair, vice-chair and secretary. Each shall serve for a twelve-month period. The vice-chair may also hold the position of secretary.
- 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.
- 2.3 *Tenure.* The officers shall take office immediately following their election. They are eligible for re-election one year after their selection, but may retain their office until successors are elected and assume office.
- 2.4 *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair and will serve in that position until The Committee selects a new chair and vice-chair at the earliest practicable time.

#### 3. MEMBERSHIP

- 3.1 *Membership.* The Committee shall consist of seven voting (7) members. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on The Committee, with their term of service running concurrent with his/her service on the Township Board.

A representative of the Forest Hills Schools administration may serve as an ex-officio member of The Committee, for purposes of communicating common recreation needs to the township. This representative shall not have any voting privileges on The Committee.

- 3.2 *Terms.* Members of The Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years and may extend only to an additional three (3) year term if reappointed by the Township Supervisor and Township Board. Members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed.
- 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 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 the date a replacement is appointed by the Township Supervisor and approved by the Township Board.

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. 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**

4.1 *Meeting Notices.* All meetings shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. The notice shall include the date and time of the meeting.

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.

- 4.3 **Special Meetings.** A special meeting may be called by two members of The Committee upon request to the secretary or to the chair. The business which The Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the recording secretary shall send written notice of a special meeting to members not less than 48 hours in advance of the meeting.
- 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.** Any hearings shall be scheduled, noticed, and conducted in accordance with the provisions of the 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:

Call to order  
Roll Call  
Approval of Agenda  
Approval of Minutes  
Public Comments and Communications Concerning Items Not

On the Agenda

Old Business  
New Business

Any Other Business  
Adjournment

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 shall be conducted in accordance with generally accepted parliamentary procedure, and as otherwise governed by “Robert’s Rules of Orders”.

## **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.

## **6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- 6.1 All meetings of The Committee shall be opened to the public and held in a place available to the public.
- 6.2 All deliberations and decisions of The Committee shall be made at a meeting open to the public.
- 6.3 A person shall be permitted to address a hearing of The Committee under the rules established 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 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.
- 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.

## **7. By 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 BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE CHARTER TOWNSHIP BOARD THIS \_\_ DAY OF \_\_\_\_\_, 2022.

## CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

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

#### 1. AUTHORITY

These rules of procedures are adopted by the Cascade Charter Township Parks Committee (~~hereinafter referred to as t~~The Committee) pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act.

#### 2. OFFICERS

2.1 *Selection.* At the ~~February-January~~ meeting ~~T~~The Committee shall select officers from its membership, including a chairperson, vice-chairperson and secretary. ~~Each who~~ shall serve for a twelve month period, ~~and who shall be eligible for re-election.~~ The vice-chairperson may also hold the position of secretary.

2.2 *Duties.* ~~The~~A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules referenced in section 4.9 of these bylaws. provided herein. In the absence of the chair, ~~T~~the vice-chairperson shall act in the capacity of the chair, ~~person in the absence of the chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the Committee shall select a successor to the office of vice-chairperson at the earliest practicable time.~~ The secretary ~~shall~~may execute documents in the name of ~~T~~the Parks Committee, and perform such other duties as ~~T~~the Committee may determine. The Cascade Township~~Cascade Township Manager or~~ Planning Director shall serve as the recording secretary ~~and who~~ shall be responsible for the 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.

2.3 *Tenure.* The officers shall take office immediately following their election. They are eligible for re-election one year after their selection, ~~shall hold their office for a term of one year,~~ but may retain their office ~~or~~ until ~~their~~ successors are elected and assume office.

2.3~~2.4~~ *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair, and will serve in that position until The Committee selects a new chair and vice-chair at the earliest practicable time.

#### 3. MEMBERSHIP

3.1 *Membership.* The Parks Committee shall consist of five-seven voting (57) members, ~~one (1) alternate member and one (1) ex-officio member.~~ All members shall be representative of the Township and the major interests present in the Township. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on ~~T~~The Committee, with their term of service running concurrent with his/her service on the Township Board. ~~The Township Supervisor may appoint one (1) alternate member for the same term as regular members to the Parks Committee, upon approval by the Township Board. The alternate member shall sit as a regular member of the Parks Committee in the absence of a regular member.~~

A representative of the Forest Hills Schools administration may serve as an ex-officio member of ~~the~~ Parks Committee as a means of communicating common recreation needs to the township. This representative shall not have any voting privileges on ~~the~~ Committee.

3.2 *Terms.* Members of ~~the~~ Parks Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years, and may extend only to an additional three (3) year term if reappointed by the Township Supervisor and Township Board. Members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed.

3.3 *Vacancies.* In the event ~~that~~ a member of ~~the~~ Parks Committee can no longer serve because of health or any other reason, the Township Supervisor 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 ~~as~~ a full term.

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

3.4 *Member Attendance*~~sence~~. In the event ~~that~~ a member cannot attend a meeting they shall ~~call and~~ inform the chair or Recording Secretary before 5:00 p.m. the day prior to the meeting. ~~If Should~~ a member has ~~ve~~ 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. The removal will be communicated to the member in writing by the chair, with notice to the township planner and township supervisor. it shall constitute a reasonable ground for removal. To initiate this action the chairperson shall prepare a memorandum requesting that member to resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill the vacancy.

3.5 *Removal.*

a. Reason for Removal – On recommendation of The Committee, members may be removed ~~Members of the Parks Committee shall be removable~~ by the Township Board for 1.) non-performance of duty or misconduct in office or on written charges and after public hearing ~~or, -F2.)~~ 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. ~~shall constitute misconduct in office.~~

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 that the member cannot reasonably be expected to exercise sound judgment in the public interest.

#### 4. MEETINGS

- 4.1 *Meeting Notices.* All meetings shall be posted ~~on~~ the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with ~~according to~~ the Open Meetings Act. The notice shall include the date and time of the meeting.
- 4.2 *Regular Meeting.* Regular meetings of ~~the~~ Committee shall be held in accordance with the meeting schedule adopted by ~~the~~ Committee. At ~~the~~ Park's 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 Parks~~ 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 ~~shall~~ select suitable alternate dates in the same month, in accordance with the Open Meetings Act.
- 4.3 *Special Meetings.* A special meeting may be called by two members of ~~the~~ Committee upon request to the Secretary ~~secretary~~ or to ~~by~~ the Chair~~person~~. The business which ~~the~~ Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Recording Secretary shall send written notice of a special meeting to committee members not less than 48 hours in advance of the meeting.
- 4.4 *Quorum.* ~~In order f~~or ~~the~~ Committee to conduct business or take any official action, a quorum consisting of the 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.* ~~Any H~~hearings shall be scheduled, ~~noticed, and conducted and due notice given~~ in accordance with the provisions of the act cited in Section 1. ~~Public hearings conducted by the Committee shall be run in an orderly and timely fashion.~~
- 4.6 *Motions.* Motions shall be restated by the Chair~~person~~ 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 the majority of ~~the~~The Committee shall be required for the approval of any requested action or motion placed before ~~the~~The Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any ~~Committee~~ member or directed by the Chair~~person~~. All members ~~of the Committee~~ including the chair~~person~~ shall vote on all matters, but the Chair~~person~~ shall vote last. Any member ~~may will~~ be excused from voting ~~only~~ if that person has a ~~bonafide~~ conflict of interest as ~~described in section 3.4 and as~~ recognized by the majority of the remaining members ~~present. of the Committee~~. 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:

Call to order  
Roll Call  
Approval of Agenda  
Approval of Minutes  
Public Comments and Communications Concerning Items Not

On the Agenda~~Public Hearings~~

Old Business  
New Business  
~~Public Comments and Communications Concerning Items Not  
On the Agenda~~  
Any Other Business  
Adjournment

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~~The Committee shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Orders".

~~4.10 — Notice of Decision. A written notice containing the decision of the Committee will be sent to petitioners and originators of a request.~~

## 5. MINUTES

- 5.1 The Committee minutes shall be prepared by the ~~R~~Recording ~~S~~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.

## 6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 6.1 All meetings of ~~the~~ The Committee shall be opened to the public and held in a place available to the general public.
- 6.2 All deliberations and decisions of ~~the~~ The Committee shall be made at a meeting open to the public.
- 6.3 A person shall be permitted to address a hearing of The Committee under the rules established in subsection 4.5 and to address ~~the~~ The Committee concerning non-hearing matters under the rules established in Section 4.8 to the extent that 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 or other safety concerns that may become evident, committed at the meeting. This determination will be made by the chair or other officer presiding at the meeting.
- 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.

## 7. By law Amendments ~~AMENDMENTS~~

~~\_\_\_\_\_ rules~~ Recommendations for amendments to these bylaws may be ~~made~~ amended by ~~the~~ The Committee pursuant to Section 4.7, subject to final approval by the Cascade Charter Township Board of Trustees. by a concurring vote pursuant to subsection 4.7 ~~\_\_\_\_\_ any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.~~

\_\_\_\_\_ THESE BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE CHARTER TOWNSHIP BOARD THIS 22<sup>nd</sup> \_\_\_\_\_ DAY OF \_\_\_\_\_ DECEMBER, 2022~~1993~~.



Print Form

Clear

## Application for Cascade Township Boards, Commissions and Committees

---

Thank you for your interest in serving Cascade Charter Township as an appointed public representative. Please provide the requested information in addition to any other information you think appropriate for the Supervisor and Township Board to consider. You are encouraged to attend the Township Board meeting at which this matter will be considered. All applications will remain on file for future consideration.

Name:

Address:

Phone: Home:

Cell:

Work:

Email:

Please check your preferences below:

Board of Review

Brownfield Redevelopment Authority

Construction Board of Review

Downtown Development Authority

Parks Committee

Pathway Committee

Planning Commission

Zoning Board of Appeals

Other

Please state your reasons for volunteering to serve our community as an appointed public official:

Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to a Board or Commission.

If you have any potential conflicts of interest with serving Cascade Charter Township, please explain here:

Cascade Charter Township does not discriminate on the basis of race, color, religion, sex, national origin, age or disability. If you have a disability and may need accommodation to participate fully on this board or commission, please contact the Township Human Resources Director, Katie Murawski.

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

Date:

---

Official Use Only:

Application Received by: \_\_\_\_\_

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



## INVASIVE WORKSHOP/ ECO-STEWARDSHIP CONTROLLING BITTERSWEET VINES

THURSDAY, AUGUST 25TH - 6-7:30PM  
SATURDAY, SEPTEMBER 3RD - 9-NOON



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.