

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, March 15, 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 February 15, 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. Strategic Plan Update  
Update from Strategic Plan Subcommittee on workshop with Parks Committee**
- ARTICLE 6. Updates from Manager  
Update and information from Staff**
- ARTICLE 7. Budget Discussion  
Update and information from Staff**
- ARTICLE 8. Parks Master Plan Discussion  
Review and discussion of 2014 vs. 2021 survey results and 2014 implementation plan**
- ARTICLE 9. Parks Committee Bylaws  
Update from Bylaws Subcommittee**
- ARTICLE 10. Update on Oak Wilt Situation at Burton Park  
Update from Staff and Ginny**
- ARTICLE 11. Submissions for Cascade Newsletter  
Update on possible article topics**
- ARTICLE 12. Invasive Workdays  
Information regarding upcoming invasive workdays**
- ARTICLE 13. Old Business**
- ARTICLE 14. Any Other Business**
- ARTICLE 15. 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, February 15, 2022  
8:00 AM  
2870 Jacksmith Ave SE

**ARTICLE 1.** Chairperson Wanty called the meeting to order at 8:00 am.  
Members Present: Joe Engel, Chair Ginny Wanty, Mike Reese, Windy Korstange, and Matt Douglas  
Members Absent: Supervisor Grace Lesperance

Others Present: Interim Planning Director Brian Hilbrands, Rachel Walsh with Troyer Group, B&G Supervisor Jim MacDonald, Manager Ben Swayze, and those listed on the attendance 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. Approve the minutes of the January 18, 2022 meeting.**

There was discussion as to if the minutes need to be as detailed as they recently have been and it was decided that they would be more of a summarization than a transcript in the future.

**Motion was made by Member Engel to approve the January 18, 2022 meeting minutes. Supported by Member Douglas. Motion carried 5 to 0.**

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

There was no one present who wished to speak.

**ARTICLE 5. Strategic Plan Update**

Member Reese provided an update and stated that they are working on setting up focus group meetings. The consultants from Mckenna will come to a meeting (or schedule a workshop outside of the normal meeting time) in March or April to have discussions with the Parks Committee.

**ARTICLE 6. Pathways Discussion**

Manager Swayze passed out current pathway information. The current pathway millage is funded 2018-2027. An ad-hoc citizens pathway committee was formed that helped provide guidance for the millage and proposed pathway projects. The Parks Committee will look forward to meeting the new township employee, the Director of Public Works, who will be overseeing pathways, maintenance, and compliance. Once they are hired, the committee will meet with them to talk about tackling problem areas of the pathway system and address resident's concerns. They will also consider creating a pathways committee at that time.

The bridge over Burton St project was paused due to rising costs but there may now be additional grants/funding to help the township reduce the cost.

The Township Board doubled the pathway maintenance line item this past year with work focusing on the pathways along Thornapple River Drive and Cascade Road.

**ARTICLE 7. Revisit Parks Committee Bylaws**

Members were asked to look at the Parks Committee bylaws, see if they noted anything they think should be changed, and let Chair Wanty know if they would like to assist in the process of re-writing the Park Committee bylaws with Vice-Chair Engel. There was discussion as to if this committee was subject to the Open Meetings Act

**ARTICLE 8. Parks Master Plan Discussion**

There was a higher percentage of Cascade's older residents that responded to the survey than those in younger age groups, in relation to their population in the community. There was discussion as to if they should more directly survey children and/or younger families to see their opinions on what amenities and programming they would find beneficial. It was noted that the demographic response from this survey was very similar to the response received for the Strategic Plan survey. Improving existing parks was a very high priority in the survey results. Trail maintenance, park maintenance, and more amenities for children were also ranked highly as concerns residents had on the survey.

Members are currently working to create a rubric for rating priorities and benefits of properties that the Township could potentially purchase.

**ARTICLE 9. Update on Oak Wilt Situation at Burton Park**

They will begin trenching in the next week or so, weather dependent. There will also be a presentation to the Township Board on February 23rd to show who they want to remove the oak wilt affected trees. The trees will not be removed until November. Access to the trees has been discussed with the neighboring resident so that the machinery can go through their property rather than coming through the park; they are still waiting on the HOA to sign off.

**ARTICLE 10. Submissions for Cascade Spring Newsletter**

Chair Wanty wrote an article for the Spring Newsletter on oak wilt. She also provided information on the garlic mustard pulls that have been organized for May. There will be a dumpster behind the fire department for disposal of garlic mustard.

Chair Wanty encouraged any other interested committee members to write an article for the Summer Newsletter. She also suggested any member that is interested could write a short article for the monthly e-news.

**ARTICLE 11. Bittersweet Flyer**

Chair Wanty went over the information regarding the Invasive Bittersweet workday at Burton Park on Saturday, February 26.

**ARTICLE 12. Old Business**

There was no old business to address.

**ARTICLE 13. Any Other Business**

A resident's vehicle got stuck in the Burton Park parking lot and had to be towed out. They will look into how to solve issues with the Burton Park parking lot at a future meeting.

**ARTICLE 14. Adjournment**

**Motion was made by Member Engel to adjourn. Supported by Member Douglas. Motion carried 5 to 0.**

**The Meeting adjourned at 9:36 am.**

Respectfully submitted,

Joe Engel, Secretary

DRAFT

## CASCADE CHARTER TOWNSHIP

### POSITION DESCRIPTION

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<b>Title:</b>	Director of Public Works
<b>Department:</b>	Various
<b>Reports to:</b>	Township Manager
<b>Position(s) Supervised:</b>	Buildings & Grounds Supervisor
<b>Employment Status:</b>	Full-Time; Exempt
<b>Pay Grade:</b>	8

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Township Manager, the Director of Public Works is responsible for overseeing the physical assets of the Township including public facilities, public spaces, parks and pathways. Also serves as the Township point-of-contact for Township infrastructure partnerships including utility infrastructure, roadway infrastructure and drain infrastructure. Provides technical expertise and administrative support to the Township Manager and Township Board regarding the physical assets of the Township.

#### **ESSENTIAL FUNCTIONS:**

1. Provide oversight and management of all physical assets of the Township including, but not limited to, Township parks, pathways, public spaces and facilities.
2. Serve as the Project Manager for all Township infrastructure improvements in partnership with the corresponding Department Head.
3. Provide supervision to the Buildings & Grounds Supervisor and provide administrative management to the Buildings & Grounds Department in the maintenance of Township physical assets.
4. In conjunction with the HR Director, responsible for hiring, training, supervision, discipline and termination of all Buildings and Grounds department staff with oversight of the Township Manager.
5. Manages assigned staff; assigns tasks, responsibilities and projects; evaluates performance, resolves workload and technical issues, and assures that goals are communicated and achieved.
6. Work with Township Manager to develop and manage departmental budgets in area of responsibility.
7. Serves as the Township Stormwater coordinator and implements the requirements of all Township stormwater permits.
8. Works cooperatively with the Township Planning Director in the implementation of the Township Stormwater Ordinance including all Stormwater maintenance agreements.

9. Works cooperatively with the City of Grand Rapids to provide oversight of the public water and sewer utility systems as outlined in the Utility Master Agreements. Serves as Township representative to the Utility Advisory Board.
10. Works cooperatively with the Kent County Road Commission and Michigan Department of Transportation to insure proper maintenance and improvements to the Township public road system.
11. Works cooperatively with the Kent County Drain Commission to insure proper maintenance and improvements to the Township public drain system.
12. Assists in the development and implementation of various Township Capital Planning documents (Parks and Recreation Master Plan, Pathways Plan, Capital Improvements Plan, Etc...)
13. Serve as the Township representative on various regional planning organizations and committees (REGIS, Grand Valley Metro Council, etc....)
14. All other duties as assigned.

#### **BASIC KNOWLEDGE AND SKILLS:**

1. Expert knowledge of civil engineering principles, practices and procedures.
2. Expert knowledge of the principles, practices, and techniques of municipal public infrastructure and utility operations and associated regulatory requirements.
3. Knowledge of governmental budgeting processes.
4. Interpersonal skills to establish and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents and the general public.
5. Strong 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 situations, problem-solve, and work effectively under stress, within deadlines and changes in work priority.
8. Good computer skills including Microsoft Office package, BSA.net software package and ArcView GIS package.
9. 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:**

- Bachelor's degree in Civil Engineering, Construction Management, Public Administration or a related field. Master's degree preferred

- At least five (5) years of progressively responsible professional experience in civil engineering, construction management, public works or a related field with at least two (2) years in a supervisory capacity.
- American Society of Civil Engineers (ASCE) Certification 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 with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person.
- Position requires regularly reviewing public property and construction projects outdoors where there can be uneven terrain in all weather conditions. An employee in this position must have the strength, stamina and physical coordination needed to gain access to and traverse sites as described above.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

**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.*

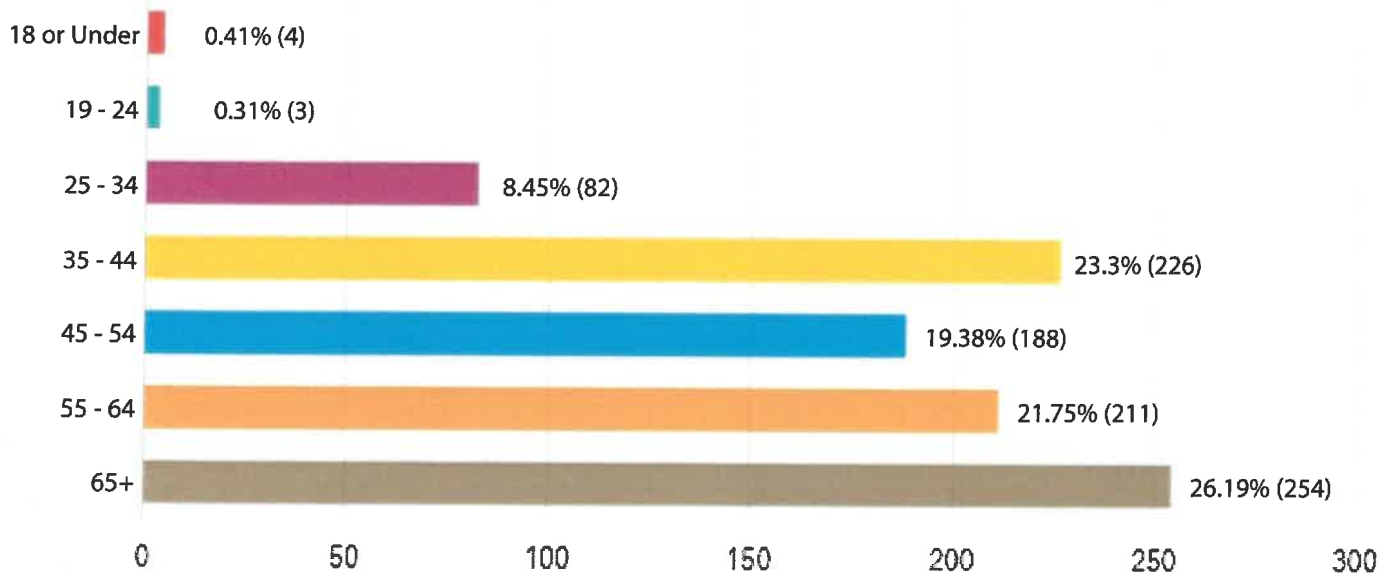
## 2014 Survey:

### 1. What is your age?

	Response Percent	Response Count
18 or under	0.0%	0
19-24	0.6%	1
25-34	11.2%	19
35-44	27.8%	47
45-54	34.9%	59
55-64	11.2%	19
65+	14.2%	24
<b>answered question</b>		<b>169</b>
<b>skipped question</b>		<b>0</b>

## 2021 Survey:






### What is your age?



The amount of respondents dramatically increased with this survey as compared to the previous survey, with a jump from about 170 to about 970. Demographic distribution remained mostly similar, with a decrease in the percentage of responses from the 45-54 age group.

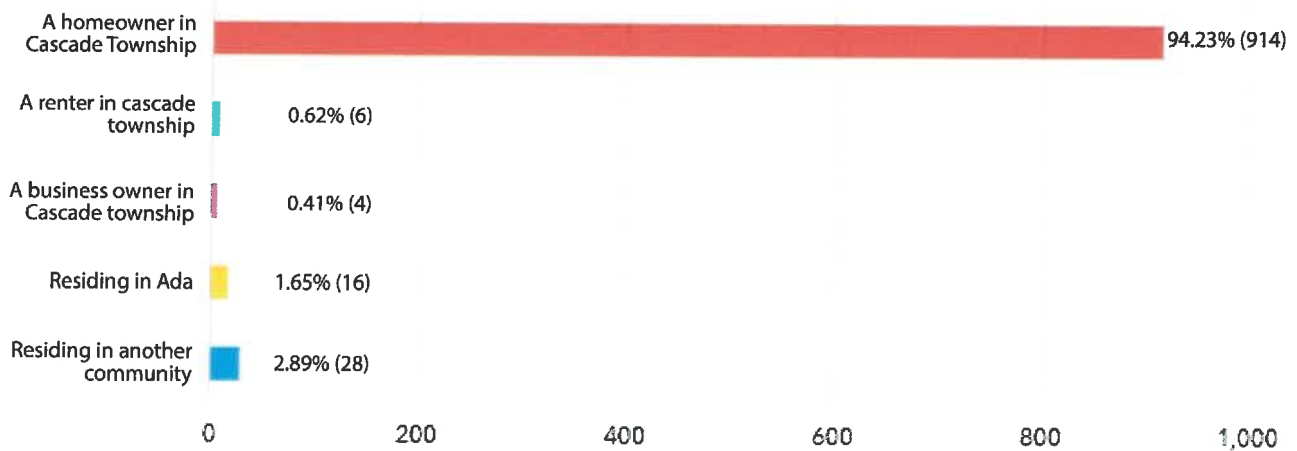
## 2014 Survey:

### 2. I am currently:

		Response Percent	Response Count
A homeowner in Cascade Township		79.8%	134
A renter in Cascade Township		1.2%	2
Living with family or friends in Cascade Township		1.2%	2
A business owner in Cascade Township		0.0%	0
Residing in Lowell		0.0%	0
Residing in Ada		8.9%	15
Residing in another community		8.9%	15

## 2021 Survey:

### I am currently:



Responses remained consistent for this question.

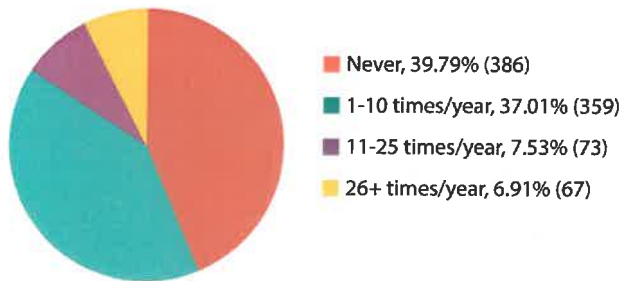
## 2014 Survey:

How often do you visit the following parks?

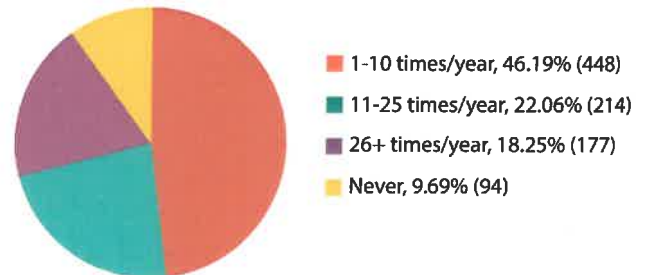
	Frequently (1 or more times per week)	Often (2-3 times per month)	Sometimes (A few times per year)	Rarely (less than once per year)	Never	Rating Count
Burton Park	7.5% (11)	8.9% (13)	25.3% (37)	24.7% (36)	34.9% (51)	146
Cascade Township Park	15.4% (25)	24.1% (39)	48.1% (78)	10.5% (17)	3.1% (5)	162
Cascade Peace Park	5.4% (8)	11.5% (17)	29.7% (44)	18.2% (27)	36.5% (54)	148
Leslie E. Tassell Park	4.5% (7)	21.2% (33)	54.5% (85)	9.0% (14)	10.9% (17)	156
Michael McGraw Park	0.7% (1)	3.5% (5)	19.1% (27)	15.6% (22)	61.7% (87)	141
Museum Garden Park	2.1% (3)	0.7% (1)	21.4% (30)	17.9% (25)	59.3% (83)	140

## 2021 Survey:

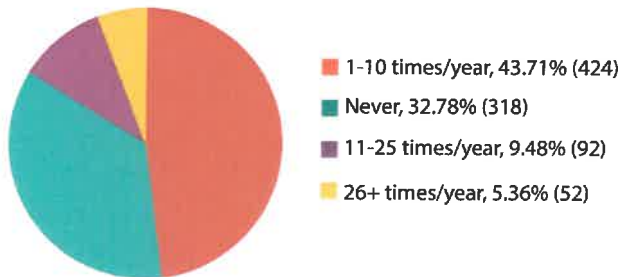
How often do you visit the following parks? (Burton Park)



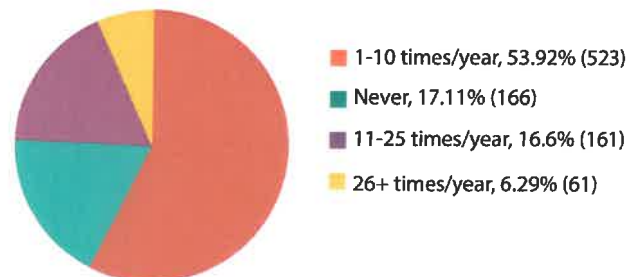
How often do you visit the following parks? (Cascade Township Park)



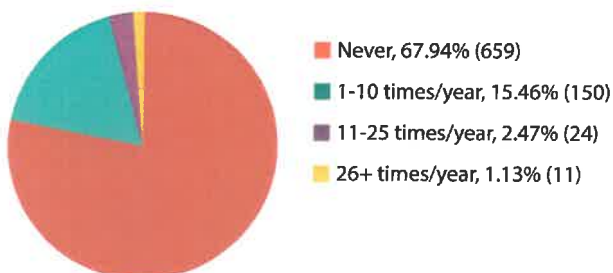
How often do you visit the following parks? (Cascade Peace Park)



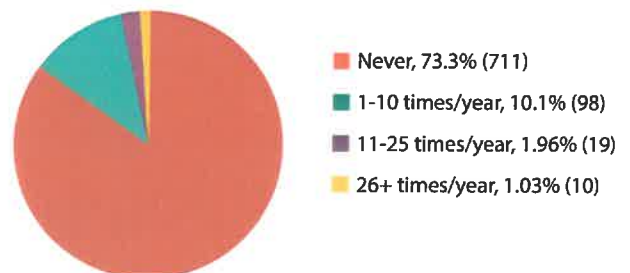
How often do you visit the following parks? (Leslie E. Tassell Park)



How often do you visit the following parks? (Museum Garden Park)



How often do you visit the following parks? (Michael McGraw Park)



Responses remained consistent for this question, apart from an overall increase in use for Cascade Peace Park.

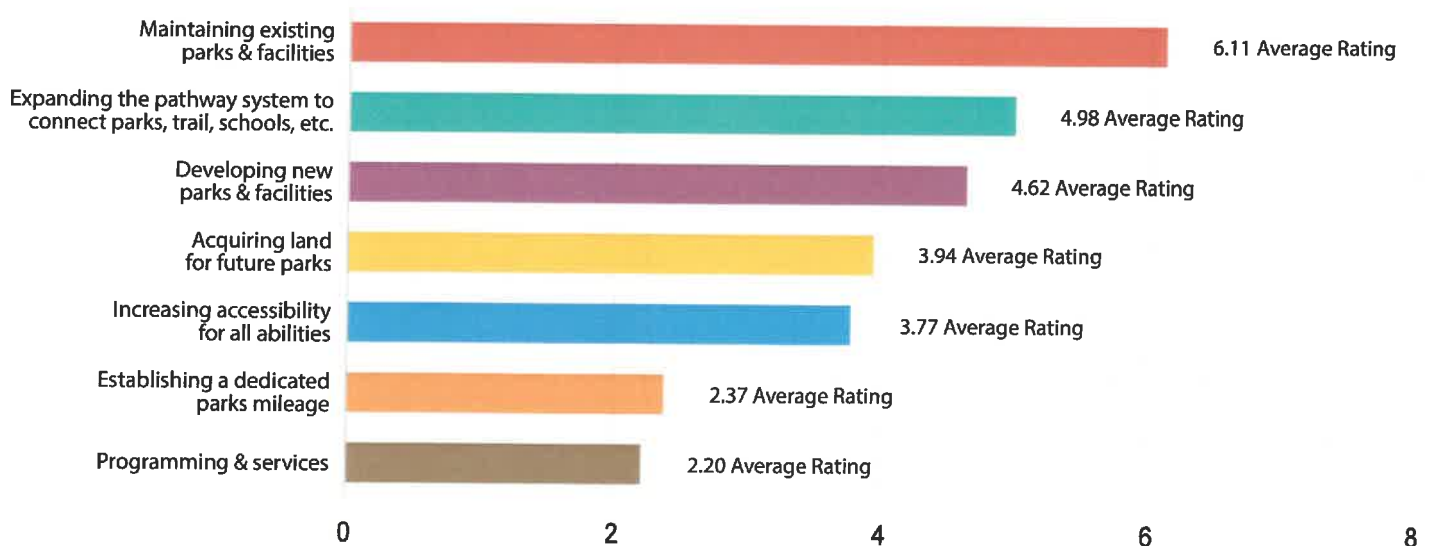
## 2014 Survey:

8. How important are the following in improving parks and recreation offerings in Cascade Township? Please rank in order, with ONE (1) being the most important and EIGHT (8) being the least important. \*Please note that when you make your selections, they will automatically be ranked. Therefore, when you select your "1" option, it will move to the top of the list, the choice you select as "2" will move underneath it.

	1	2	3	4	5	6	7	Rating Average	Rating Count
Developing new parks and facilities	12.0% (20)	29.9% (50)	19.8% (33)	13.2% (22)	12.6% (21)	9.0% (15)	3.6% (6)	3.26	167
Maintaining existing parks and facilities	57.6% (95)	21.8% (36)	10.9% (18)	8.5% (14)	0.0% (0)	0.6% (1)	0.6% (1)	1.76	165
Acquiring land for future parks	6.6% (11)	10.2% (17)	19.8% (33)	25.1% (42)	20.4% (34)	11.4% (19)	6.6% (11)	4.03	167
Increasing accessibility for all abilities	3.0% (5)	12.0% (20)	13.2% (22)	20.4% (34)	29.3% (49)	19.8% (33)	2.4% (4)	4.30	167
Providing open land for hunting	0.6% (1)	3.0% (5)	4.2% (7)	5.4% (9)	9.6% (16)	10.2% (17)	66.9% (111)	6.19	166
Expanding the trail system	18.7% (31)	18.7% (31)	19.9% (33)	17.5% (29)	13.3% (22)	11.4% (19)	0.6% (1)	3.25	166
Establishing a dedicated parks mileage	1.8% (3)	4.8% (8)	12.0% (20)	10.2% (17)	15.0% (25)	37.1% (62)	19.2% (32)	5.20	167

## 2021 Survey:

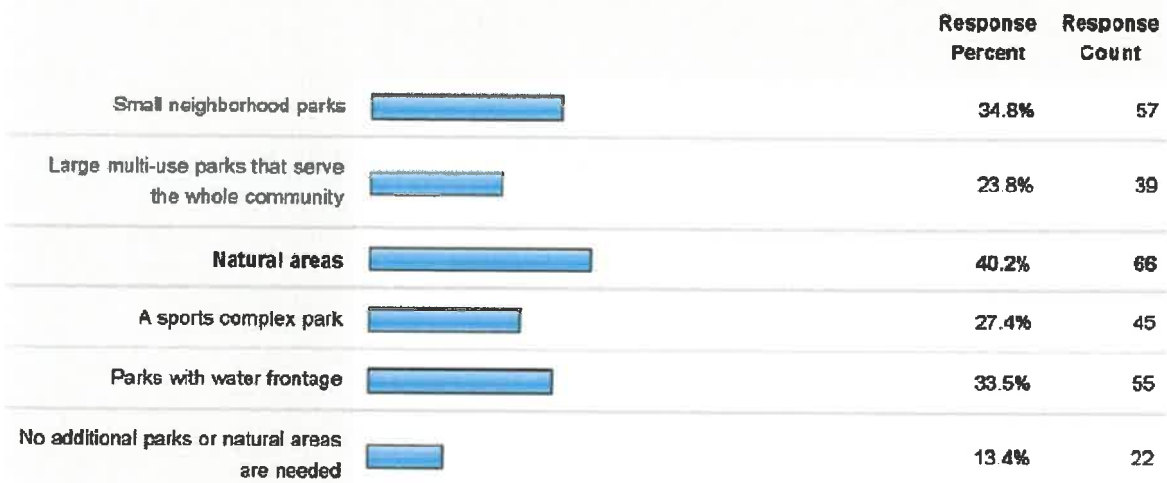
How important are the following in improving parks and recreation offerings in Cascade Township? Please rank in order, with one being the most important and seven being the least important.



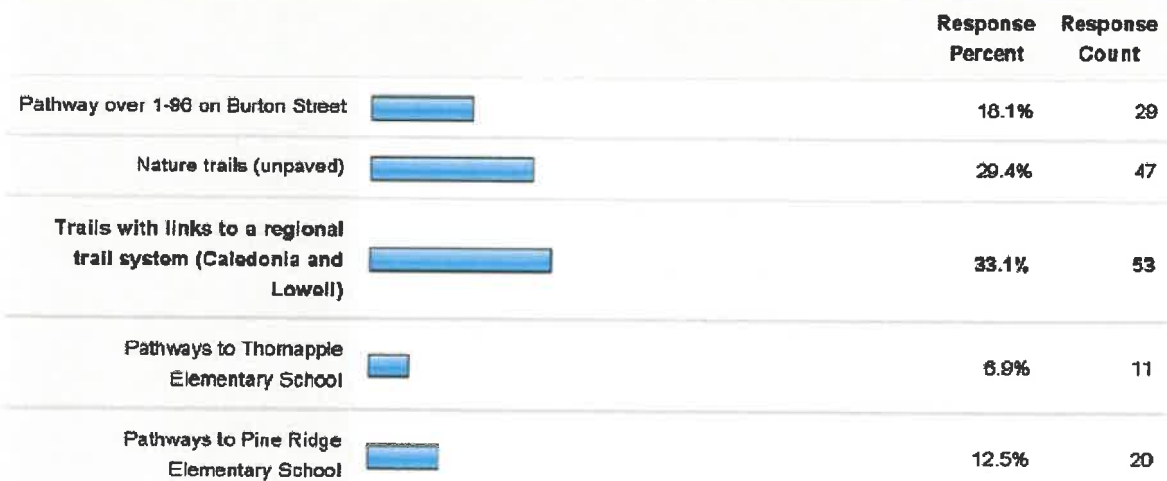
Responses remained consistent for this question, with maintaining existing facilities as the highest ranking, followed by expanding the pathway system, developing new park facilities, and acquiring land for future parks, in differing orders.

**2014 Survey:**

**12. What types of parks are most needed in Cascade Township? Please check any that apply.**

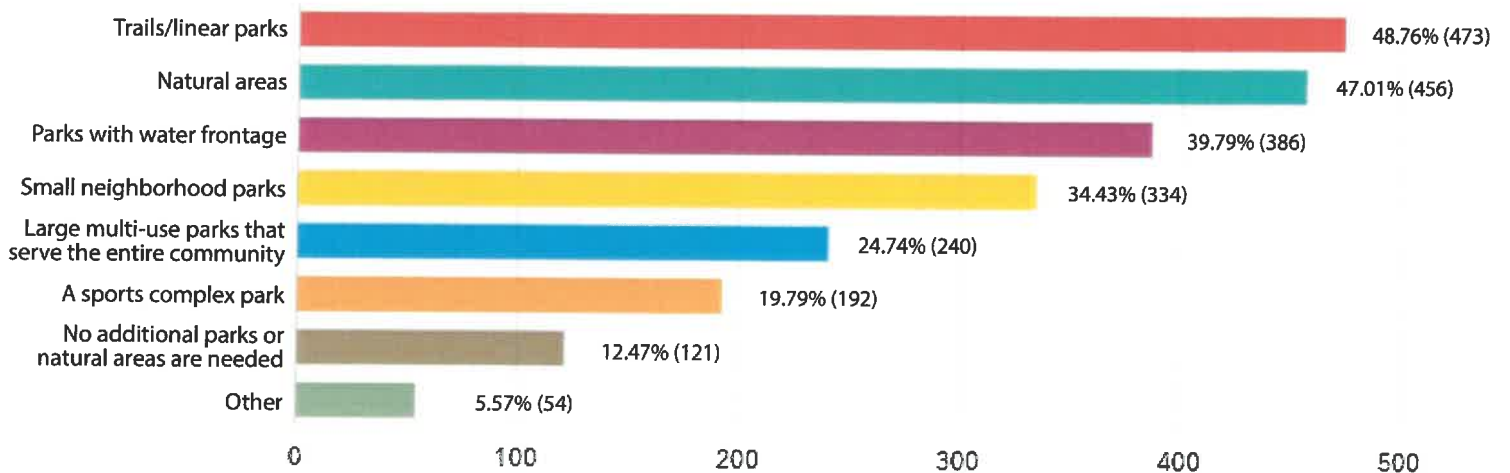


**10. What types of trails or pathways should have the highest priority in Cascade Township? Please pick your TOP choice (Please refer to the map below).**



**2021 Survey:**

What types of parks are most needed in Cascade Township? Please select any that apply.



Responses remained consistent for this question, with the top three park types remaining as top priorities and trail connections as the top priority.

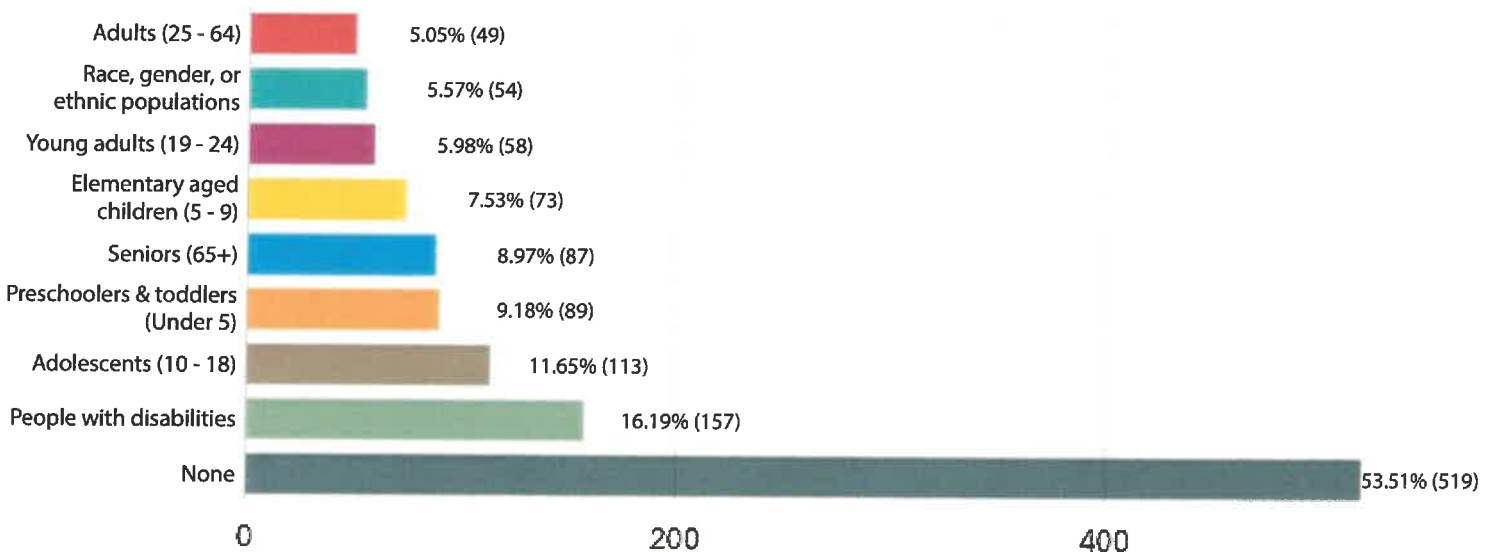
## 2014 Survey:

**13. Which groups are underserved by current recreation services and amenities? Please check any that apply.**

		Response Percent	Response Count
Preschoolers and toddlers (Under 5)		16.8%	18
Elementary school aged children (5-9)		21.5%	23
Adolescents (10-18)		40.2%	43
Young adults (19-24)		21.5%	23
Adults (25- 64)		18.7%	20
Seniors (65+)		16.8%	18
Children with disabilities		31.8%	34
Adults with disabilities		19.6%	21

## 2021 Survey:

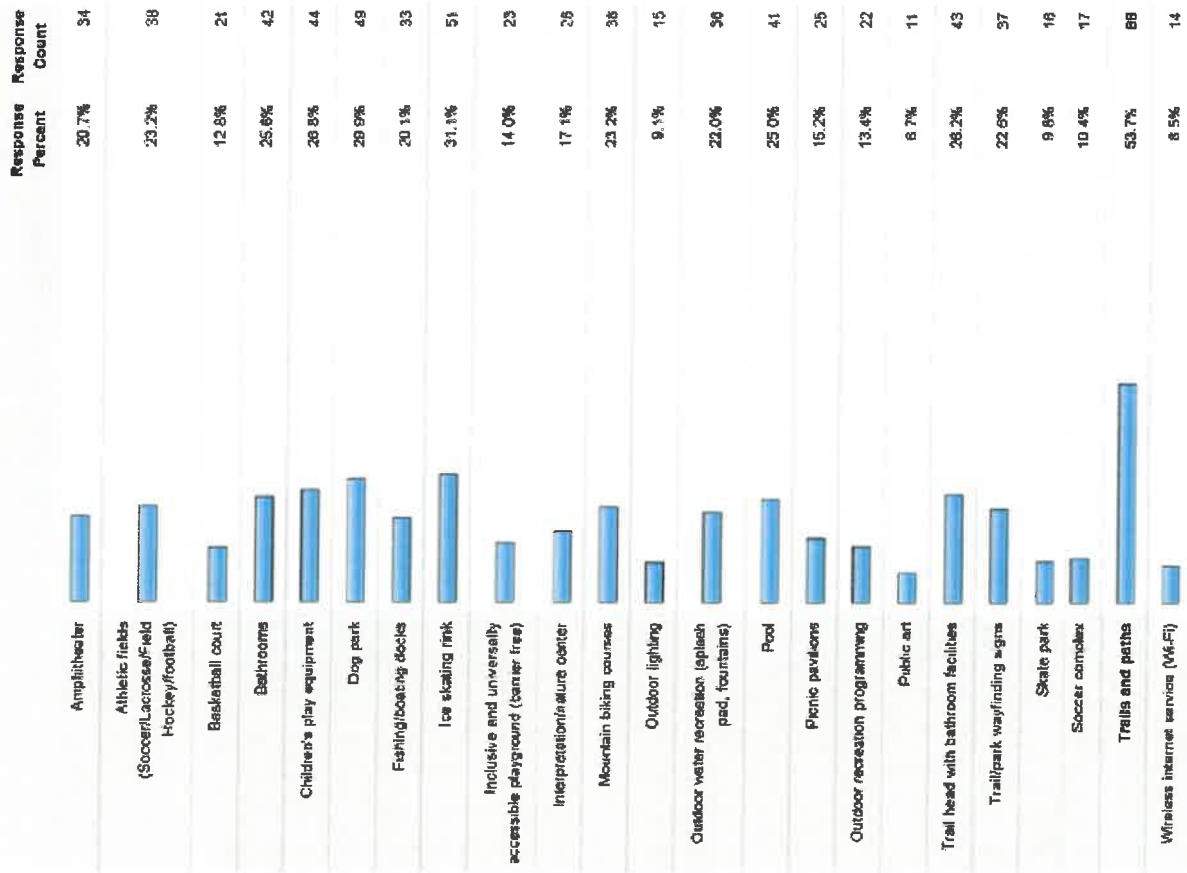
Do you think any groups are under-served by current recreation services and amenities?  
Please select any that apply.



People with disabilities remained highly rated as an under-served group (combining adults and children percentages from the 2014 survey). Adolescents decreased in percentage of those who think their demographic is under-served. The results are skewed by the addition of a "None" option in the 2021 survey.

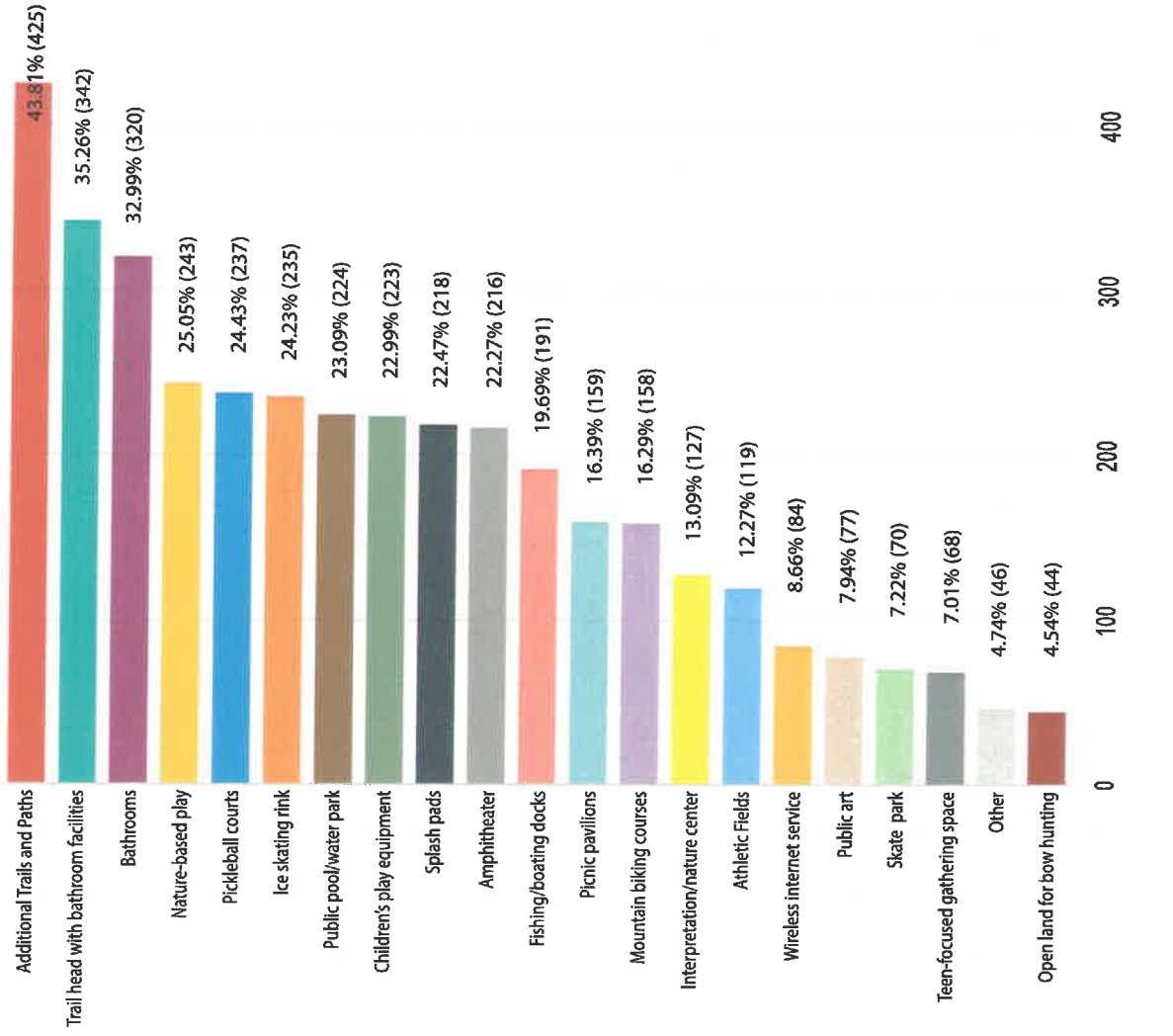
## 2014 Survey:

16. What parks and recreation amenities, facilities, and services are you most interested in? Please check your top FIVE (5) choices.



## 2021 Survey:

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



Results for this question remained fairly consistent, with trails and paths remaining as the most requested facility type. Bathroom facilities are increasingly requested. An ice rink, pool, and children's play equipment remain as highly requested facilities. Dog park was removed from the 2021 list of options, seeing as there is one included in Township Park.

## 2014 Survey:

**18. Are you willing to financially support a new parks millage? If so, how much is your household willing to spend per year?**

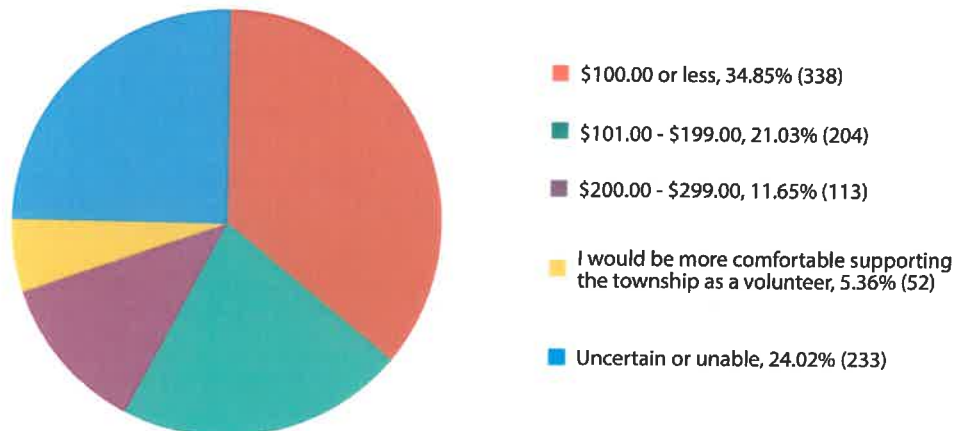
	Response Percent	Response Count
\$50.00 or less	27.6%	45
\$51.00 - \$99.00	23.3%	38
\$100.00 - \$199.00	17.2%	28
I am not willing to financially support a new parks millage	14.7%	24
Uncertain	17.2%	28

**19. Are you willing to financially support the renewal of the pathways expansion millage which will expire in 2017? If so, how much is your household willing to spend per year?**

	Response Percent	Response Count
\$50.00 or less	30.2%	49
\$51.00 - \$99.00	19.1%	31
\$100.00 - \$199.00	14.8%	24
I am not willing to financially support the renewal of the pathways extension millage	13.0%	21
Uncertain	22.6%	37

## 2021 Survey:

Are you willing to support a parks millage? If so, how much is your household willing to spend per year to support your priorities from the above question?



While the options do not entirely transfer between surveys, the percentage of respondents who supported a millage under \$100 decreased from a combined 50.9% in 2014 to 34.85% in 2021. However, individuals who supported a millage over \$100 increased from 17.2% in 2014 to 32.68% in 2021. The overall percentage of those in support of a millage remained the same at approximately 68%.

## IMPLEMENTATION PLAN

Term	No.	Project	Potential Funding Sources
SHORT	1	Increase park publicity and awareness for all parks. Tasks include quarterly parks updates in Township newsletter, updated parks maps, improved way-finding signage, and digital tool development for park location information	Township funds, MNRTF, LWCF, or others
	2	Host community focus group discussions to review the existing dog owner's policies and guidelines as they relate to individual parks	-
	3	Establish essential pilot programs for youth outdoor education, organized sports, volunteer events, and stewardship organizations	Township funds
	4	Complete short neighborhood pathway connections in critical areas (See Goal 3)	Township funds, MNRTF, LWCF, Michigan Trails and Greenway Alliance
	5	Develop barrier-free, handicap accessible, and universally designed children's play area in existing Cascade Township (Rec) Park as well as new properties such as the Village center or Cascade Public Library	Township Funds, CCF
	6	Organize Friends of Cascade Parks and Trails	Township Funds
	7	Develop an off-leash dog park at Cascade Township (Rec) Park	Township funds, MNRTF, LWCF
MID	1	Develop basketball courts at Cascade Township (Rec) Park with transitional ice skating rink	CCF, Private donations
	2	Prepare preliminary engineering plans for a regional trail system that will connect Cascade Township recreation areas with adjacent communities including Lowell, Caledonia, and Grand Rapids.	Township funds, MNRTF, LWCF, Michigan Trails and Greenway Alliance
	3	Construct all-inclusive, barrier-free playground	Township funds, MNRTF, LWCF
	4	Implement Gateway Concept Plan at Museum Garden Park	DDA, CCF
LONG	1	Long term maintenance plan for pathways and trails extension	Township funds, MNRTF, LWCF, Michigan Trails and Greenway Alliance
	2	Compile database of properties on the Thornapple River and Grand River to explore options for land acquisition and expansion of waterfront public park space	Township funds, MNRTF, LWCF, Thornapple River Association, Cascade Community Foundation, Private Donors
	3	Regional trail network connections to adjacent communities including Paul Henry Thornapple Trail and Fred Meijer M-6 Trail	Township funds, MNRTF, LWCF
	4	Develop multi-use athletic field complex	Township funds, MNRTF, LWCF
	5	Redevelop Village area with focus on unique and diverse recreation amenities	DDA, CCF

*Potential Funding Sources Key:*

*MNRTF = Michigan Natural Resources Trust Fund; LWCF = Land and Water Conservation Fund*

*CCF = Cascade Community Foundation; DDA = Cascade Downtown Development Authority*