

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, August 10, 2021**  
**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 July 20, 2021 meeting**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.  
(Comments are limited to five minutes per speaker.)**
- ARTICLE 5. Soccer fields at the airport  
Presentation from Township Supervisor**
- ARTICLE 6. Park Committee By-laws  
Requested Action: Consider implementation of existing By-laws**
- ARTICLE 7. Park Master plan postcard  
Requested Action: Review proposed postcard**
- ARTICLE 8. Township Owned property  
Presentation of map showing township owned property**
- ARTICLE 9. Park Master Plan  
Use of the Master Plan survey results**
- ARTICLE 10. Old Business  
Wycliff property update**
- ARTICLE 11. Any Other Business  
Topics for discussion with Ada Township at Sept meeting**
- ARTICLE 12. 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*

## Cascade Township Parks Committee Notes

Tuesday, July 20, 2021; 9:00 am

5920 Tahoe Dr

- ARTICLE 1.** Community Development Director Steve Peterson called the meeting to order just after 9:00 am.  
Members Present: Dawn McDonald, Alan Rowland, Mike Reese, Ginny Wanty, Matt Douglas, and Grace Lesperance. Joe Engel  
Others present Planner Brian Hilbrands
- ARTICLE 2. Approve the current Agenda.**  
Members approved the agenda as written.
- ARTICLE 3. Approve the minutes of the June 8, 2021 meeting.**  
Members approved the minutes as written.
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker.)**
- ARTICLE 5. Parks Master Plan**  
**Requested Action: Consider approval of Park Survey and timeline**  
Director Peterson presented the survey and answered questions. The Parks Committee wanted to modify Question 13 to a ranking answer and change the dollar amount on the millage question to start with 100 and to go up from there. Once the survey is approved, it can be published. The survey link will be made available in the August newsletter and at the parks via QR code, as well as hard copies being made available.
- ARTICLE 6. Cascade Recreation Park**  
**Requested Action: Consider approval of revised layout for disc golf course**  
Director Peterson presented the proposal from residents, gave history, and answered questions. Engel made a motion, seconded by Supervisor Lesperance to deny the approval of the revised layout for the disc golf course because of concerns about the tree clearing that is proposed, but may present another revised layout in the future. Motion carried unanimously.
- ARTICLE 7. Old Business**  
**Wycliff property update**  
Supervisor Lesperance gave an update to the committee and said that the Township Board did not approve purchasing the property.
- ARTICLE 8. Any Other Business**  
**Cascade Community Foundation grant – Invasive species**  
Ginny Wanty presented about the removal of the invasive species Bittersweet that is concerning and gave each member a handout about the grant money and dates of removal. Discussion followed.  
  
Discussion regarding parcels owned by the Township took place. Staff said that they would provide a map showing township owned property for the Committee to review.

Members also discussed that they would like to revisit the By-Laws again and to develop a wish list of projects.

**ARTICLE 9. Adjournment**

The meeting was adjourned at 10:47 am.

# CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

## BY-LAWS AND RULES OF PROCEDURE

### 1. AUTHORITY

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

### 2. OFFICERS

2.1 *Selection.* At the February meeting, the Committee shall select from its membership a chairperson, vice-chairperson and secretary 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.* A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson 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 execute documents in the name of the Parks Committee, and perform such other duties as the Committee may determine. The Cascade Township Manager or Planning Director shall serve as the recording secretary who shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Committee, issuing notices of public hearings, 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 shall hold their office for a term of one year, or until their successors are elected and assume office.

### 3. MEMBERSHIP

3.1 *Membership.* The Parks Committee shall consist of five (5) 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 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 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 Absence.** In the event that a member cannot attend a meeting they shall call and inform the Recording Secretary before 5:00 p.m. the day of the meeting. Should a member have three (3) consecutive absences from regularly scheduled meetings or miss at least fifty (50) percent of the meetings within any twelve (12) month period, 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 -** Members of the Parks Committee shall be removable by the Township Board for non-performance of duty or misconduct in office upon written charges and after public hearing. Failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest 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 at the Cascade Charter Township Hall 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 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 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 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 or by the Chairperson. 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 for 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 ~~is~~ at the meeting.

**4.5 Hearings.** Hearings shall be scheduled 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 Chairperson 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 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 vote shall be required if requested by any Committee member or directed by the Chairperson. All members of the Committee including the chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide conflict of interest as recognized by the majority of the remaining members 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 Hearings
- Old Business
- New Business
- Public Comments and Communications Concerning Items Not On the Agenda
- Any Other Business

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, 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** 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 general 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 that they are applicable.

**6.4** A person shall not be excluded from a meeting of the Committee except for breach of the peace, committed 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.

\_\_\_\_\_ may be amended by the Committee by a concurring vote pursuant to subsection 4.7  
\_\_\_\_\_ regular meeting, provided that all members have received an advanced copy of the  
\_\_\_\_\_ at least 3 days prior to the meeting at which such amendments are to be  
\_\_\_\_\_

**BY LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE  
CHARTER TOWNSHIP BOARD THIS 22nd DAY OF DECEMBER, 1993.**



Cascade Charter Township

Resolution 71 of 1993

WHEREAS, the Cascade Charter Township Board had established a Cascade Charter Township Park Board by Resolution # 1 of 1977, consisting of six citizens to advise the Township on matters related to the Cascade Charter Township Park;

WHEREAS, since its existence, the Park Board has met on a regular basis to address the recreational needs of the residents of Cascade Charter Township;

WHEREAS, the current membership of the Park Board has developed a set of by - laws and rules of procedure to handle its administrative functions and advisory duties to the Cascade Charter Township Board;

WHEREAS, the Parks Board has requested that the Township Board adopt the recommended by - laws and rules of procedure to assure the efficient operations of this advisory body;

WHEREAS, the Parks Board also requested that the Township Board reorganize the Park Board with a membership consisting of five (5) regular members, one (1) alternate member and one (1) ex-officio member, as stated in the proposed by - laws;

WHEREAS, the Parks Board also requested that the Township Board rename the Park Board to be hence forth called the "Cascade Charter Township Parks Committee";

THEREFORE BE IT RESOLVED, that Resolution #1 of 1977 is hereby rescinded and all powers and duties of the Park Board shall be transferred to the "Cascade Charter Township Parks Committee" in accordance with the by - laws and rules of procedure hereby adopted and attached to this resolution.

The foregoing Resolution was offered by Board member Henning supported by Boardmember Johnson. The roll call vote being as follows:

YEAS: Boonenberg, Carpenter, Hansen, Henning, Johnson and Julien  
NAYS: None  
ABSTAIN: None  
ABSENT: VanStrien

  
Brenda J. Henning  
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board on the 22 nd day of December 1993.

  
Brenda J. Henning  
Cascade Charter Township Clerk

# Help Shape the Future of Cascade Parks and Recreation



PARKS AND RECREATION MASTER PLAN SURVEY



## WE WANT TO HEAR FROM YOU

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Help shape the future of parks, recreation and open spaces in our township by participating in this survey. Your feedback will help inform updates to our parks and recreation master plan to ensure it meets future community needs.

Scan the QR code or visit the link below to share your feedback before Sept. 20.

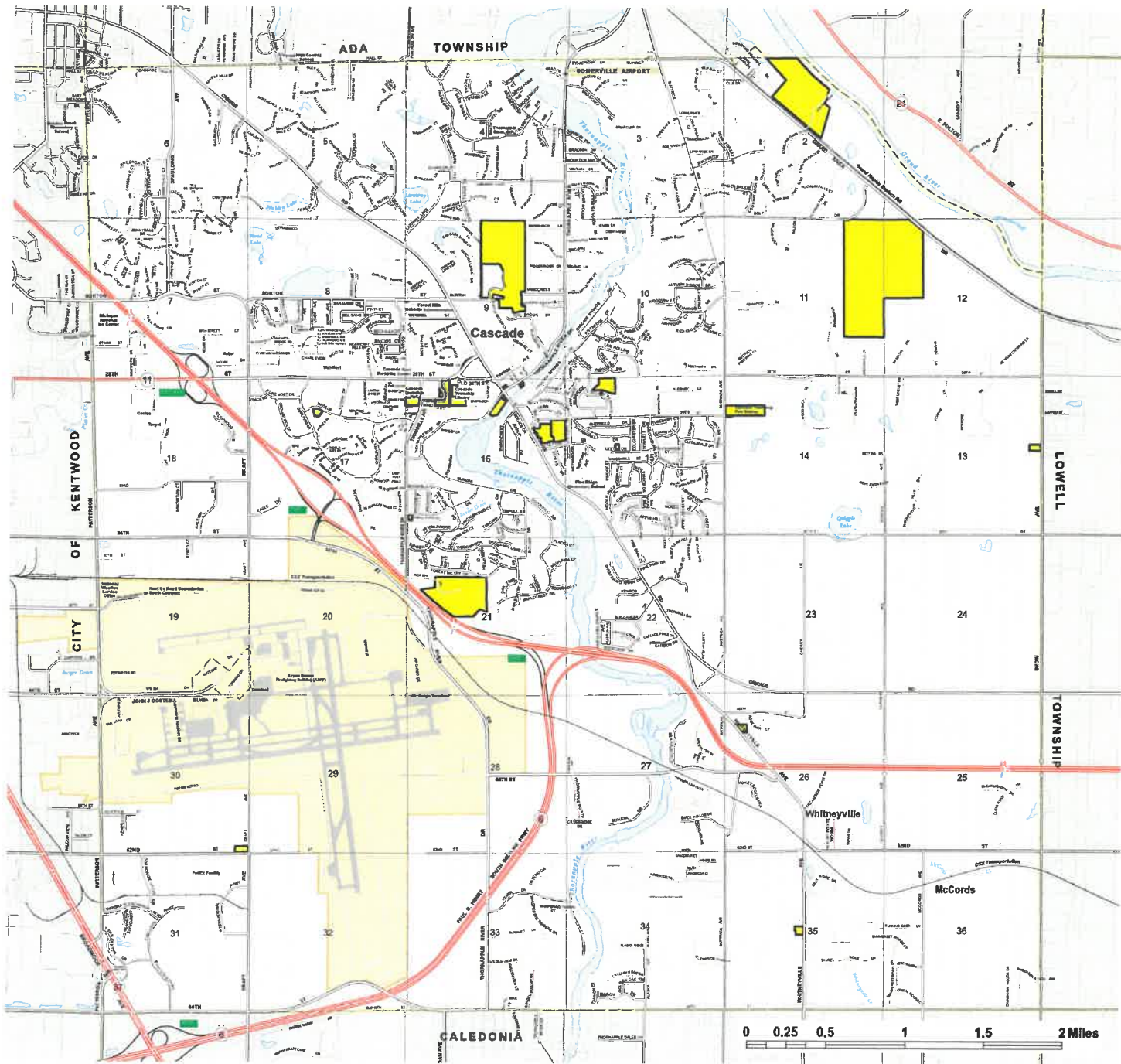


**SCAN QR CODE**

**More details: [LINK](#)**



**Cascade Charter Township**  
5920 Tahoe Drive SE  
Grand Rapids, MI 49546



**LEGEND**

- Property Owned by Cascade Charter Township
- Railroads
- Roads & Streets**
- Freeway
- Freeway Ramp
- Highway
- Primary
- Secondary
- Proposed/Under Construction
- Private
- Municipal Boundaries
- Airport Runways
- Lakes & Ponds
- Rivers & Streams
- Airports

**CASCADE CHARTER TOWNSHIP**  
**PROPERTY OWNERSHIP MAP**  
 KENT COUNTY, MICHIGAN



Date: 8/3/2021

Based on 2021 Aerial Imagery/Property Tax Parcel Data