

## Meeting Minutes

Cascade Charter Township  
Parks Committee  
Special Meeting  
Tuesday, November 30, 2021  
8:00 AM  
5920 Tahoe Dr.

**ARTICLE 1.** Chairperson Wanty called the meeting to order at 8:00 am.  
Members Present: Dawn McDonald, Joe Engel, Chair Ginny Wanty, Supervisor Grace Lesperance, Alan Rowland, and Matt Douglas  
Members Absent (Excused): Mike Reese

Others Present: Interim Planning Director Brian Hilbrands, Township Manager Ben Swayze.

**ARTICLE 2. Approve the current Agenda**

**Motion was made by Member Engel to approve the current Agenda. Supported by Member Douglas. Motion carried 6 to 0.**

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

There was no one present who wished to speak.

**ARTICLE 4. Review of Responses to RFP for Parks Plan Update Services**

**Requested Action: Select which applicants will move forward to interviews**

The Committee members reviewed the six proposals that were received in response to the RFP for services to update the Parks, Recreation and Open Space plan. After review and discussion, the Committee selected the proposals from McKenna, Troyer Group and MCSA Group to move forward with for interviews. The Committee determined that these proposals showed the most attention to detail, familiarity with Cascade parks, and experience with preparing Parks, Recreation and Open Space plans.

**ARTICLE 5. Schedule Date and Time for Interviews of Applicants for Parks Plan Update Services**

**Requested Action: Select date and time for interviews**

The Committee members developed a number of questions that would be used to help evaluate the remaining applicants during their interviews. It was determined that interviews would take place at 8:30am, 9:45am and 11:00am on Monday, December 6.

**ARTICLE 6. Adjournment**

**Member Engel made a motion to adjourn. Supported by Supervisor Lesperance. The Meeting adjourned at 9:39 am.**

Respectfully submitted,

Joe Engel, Secretary