



AGENDA

Parks Committee

Tuesday, May 21, 2024

8:00 am

5920 Tahoe Dr. SE

- ARTICLE 1.** Call to Order
- ARTICLE 2.** Approval of Agenda
- ARTICLE 3.** Public Comment (5 minutes/individual)
- ARTICLE 4.** Approval of March 19, 2024 minutes
- ARTICLE 5.** Approval of April 16, 2024 minutes
- ARTICLE 6.** Director's Report
- ARTICLE 7.** Old Business
 - a) Park Rules Discussion
- ARTICLE 8.** New Business
 - a) Cascade Recreation Park Pickleball Etiquette
 - b) Capital Improvement Plan
- ARTICLE 9.** Other Business
- ARTICLE 10.** Adjournment

Minutes

Cascade Charter Township
Parks Committee
Tuesday, April 16, 2024
8:00 am
5920 Tahoe Dr

ARTICLE 1. Chair Reese called the meeting to order at 8:01 a.m.
Members Present: Mike Reese, Eileen Boekestein, Supervisor Grace Lesperance, Matt Douglas, Ken Kaiser, Ryan Bruneau

Members Absent: Bill Otten

Others Present: Parks Director Melanie Manion, Manager Jade Smith, Planning Director Andrea Hendrick, Communications Specialist Rich Lakeberg, and others listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Boekestein. Motion carried 6 to 0.

ARTICLE 3. Public Comments

Molly Webb (6799 Burton St) was curious about the rules for parks and the enforcement of those rules.

Jeff Hughs (7250 Red Bud Ln) attended the meeting to seek information on parking at Burton Park. He is a member of Thornapple Covenant Church and suggested contacting them for additional parking needs. He also wanted some type of deer management in the park since they promote the spread of invasive species, among other things. Hughs continued to say the township has a responsibility to take care of its investments.

ARTICLE 4. Manager's Report

Manager Smith updated the committee on the village area, which was deemed a high priority to renew. The township engaged an outside firm to create a new concept plan for the entire DDA. Staff and the Township Board have also been working to implement a hotel ordinance to ensure all 16 hotels in Cascade are licensed. Additionally, the park millage has been a continued discussion between Staff members.

ARTICLE 5. Director's Report

Director Manion went to the West Michigan Trails Annual Summit and discovered that stretches of pathways in Cascade are noted as a high priority for the Grand River Greenway. Cascade Rec Park will be having updates to the playground and Wycliffe's playground has begun construction.

ARTICLE 6. New Business

a. Cascade Recreation Park Renovation Proposal Discussion

Chair Reese excused himself due to conflict of interest as one of the companies that submitted a proposal.

Member Boekestein stated they received three bids from companies regarding the renovations at Cascade Rec Park. The proposals came from Troyer Group/Native Edge, McKenna, and MCSA. Based on the scoring and review, the majority were leaning toward Troyer Group/Native Edge.

Member Bruneau felt that MCSA was more experienced with recreation and sports.

Supervisor Lesperance said that Troyer Group was extremely thorough with their proposals. Member Boekestein agreed and appreciated Troyer Group's budget explanation.

Motion was made by Member Kaiser to select Troyer Group/Native Edge as the contractors for Cascade Rec Park Renovations. Supported by Member Douglas. Motion carried 5 to 0.

Chair Reese reentered the meeting.

ARTICLE 7. Old Business

a) Cascade Township Master Plan

Planning Director Hendrick explained that the Master Plan and Future Land Use Map are documents being used as guidance. The dark and light green areas on the map are parks and open space areas. She wanted to ensure the committee was informed about the future use of specific areas in Cascade Township.

Chair Reese commented that the bike and pathway objective should include information on the connection to neighboring municipalities.

Planning Director Hendrick also noted that the Planning Commission is working to update the zoning ordinance and create more lighting to promote safety, among other things.

b) Rules discussion

Director Manion said there was a different set of rules for each park, and she wanted one set of rules for parks and open spaces. She has created a draft of rules for the committee to review. Open spaces will have a subset of rules since the usage is different compared to recreational parks. There will be consideration of adjusting park hours to avoid confusion with the current closing time at dusk.

Member Bruneau questioned why certain activities were not permitted at open space parks with trails. Director Manion clarified that this is not a new rule and, for example, Peace Park is passive recreation whereas Cascade Park is active recreation.

ARTICLE 8. Other Business

There was no other business to discuss.

ARTICLE 9. Adjournment

Motion was made by Member Kaiser. Supported by Member Bruneau. Motion carried 6 to 0. The meeting adjourned at 9:38 am.

DRAFT

Minutes

Cascade Charter Township

Parks Committee

Tuesday, March 19, 2024

8:00 am

Skutt Room, Wisner Center

ARTICLE 1. Chair Reese called the meeting to order at 8:01 a.m.
Members Present: Mike Reese, Eileen Boekestein, Supervisor Grace Lesperance, Bill Otten, Matt Douglas, Ken Kaiser
Members Absent: Ryan Bruneau (attended via Zoom)
Others Present: Parks Director Melanie Manion, Building and Grounds Supervisor, and others listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Douglas. Motion carried 5 to 0.

ARTICLE 3. Approval of the February 20, 2024 Meeting Minutes

Motion was made by Member Otten to approve the February 20, 2024 meeting minutes as written. Supported by Supervisor Lesperance. Motion carried 5 to 0.

Member Boekestein arrived at 8:05 am.

ARTICLE 4. Public Comments

Unknown: Attended the meeting to express hesitation regarding the proposed parking lot for Burton Park. He said cutting down trees used as a privacy barrier was concerning.

Janine Heibel (6750 Burton Street) moved onto the street due to the sanctuary feel it gives. She has spent much effort protecting trees and is concerned about preserving high-quality trees.

Molly Webb stated she wants the turnaround to be safe for families that live there, and users of the park have been parking all over, even in her front yard. Webb suggested proper signage would help mitigate reckless individuals.

Robert (6847 Burton) wanted more communication between the township and residents, especially those directly impacted. He felt that adding a second entrance could confuse people.

Ann Marie lived directly across from where the parking lot is proposed. She was concerned with cutting trees down.

Todd lives within the park and wanted to clarify that the road he lives off of is a joint easement between the township and residents who live on the road. He wanted more communication and complained that township employees utilize the maintenance shed during all hours of the night.

Dave Koistra has 6 acres off Burton and agreed with all the points made but was confused as to why the main entrance wasn't put off of Windcrest, especially because Burton Street is a dirt road and has potholes.

Ryan Bruneau stated he was on the original committee positioning to make Burton Park what it is today. He stated the paved drive from Windcrest to the maintenance building was supposed to be torn out, according to the minutes.

ARTICLE 5. Director's Report

Director Manion apologized for the lack of communication. The parking lot has been a topic of discussion since she came to Cascade and noted most constituents utilize the Burton Street parking lot. There have been no decisions made, but research is being completed to assess the best fix for the parking lot.

Director Manion updated the Committee on multiple topics including the Kent Garden Club will be working on Memorial Park to create a historical perennial garden, The Board of Trustees approved three new maintenance vehicles along with transitioning from white to gray vehicles, leash laws are being heavily enforced due to many dogs running around off leash, and AYSO, a soccer team that utilizes Cascade Rec, noticed how horrible the fields are and came up with a new field design.

ARTICLE 6. Old Business

a. Friends of the Cascade Park update

At the last meeting, there was a discussion about starting Friends of Cascade Park to help with education and outreach. There is still an ongoing search for a chairperson.

b. Reservation Policies and fees discussion

Members agreed to review and discuss reservation policies and fees at the next meeting. The current fee schedule poses some issues along with properly noticing when people have reservations.

ARTICLE 7. New Business

c. Review of Rules

Director Manion stated that the parks have varying rules or no rules, and she would like to create one set of cohesive rules that can apply to all parks. The township recently purchased new signage for the parks that will be installed in the upcoming week. Figuring out a specific closing time for all the parks will need to be discussed.

d. Master Plan Review

The public comment period is open for the Master Plan, which has a big emphasis on parks, open space, and trails. Director Manion encouraged everyone to read through this and ask questions.

Supervisor Lesperance said that the sections of the plan about the parks were the easiest since parks already had a newer Master Plan from 2019. The utility line was also adjusted to incorporate roughly 400 homes with water and sewer.

Todd commented that the majority of cars that pass through Burton Park are township maintenance vehicles and stated it was a poor decision to move Buildings and Grounds operations into the middle of a residential park.

ARTICLE 8. Adjournment

Motion was made by Supervisor Lesperance to adjourn the meeting. Supported by Member Boekestein. Motion carried 6 to 0.

Respectfully submitted,

Eileen Boekestein, Secretary

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Parks and Recreation Director's Report

May 2024

Outreach/Partnerships

- Kent Garden Club has developed initial landscape plans for the area around the museum. Troyer Group put them into a CAD design for evaluation and installation.
- New format for the Independence Day activities is being finalized. Promotion will begin soon.
- West Michigan Conservation Network is offering a program on integrated pest management plan that utilizes foraging before herbicide and other intensive removal techniques, to capture the benefits of invasive plants, this Thursday, May 23, 2024.

Volunteer Program

- Workdays removed over a ton of garlic mustard in various Township-owned properties including, but not limited to, parks and cemeteries. The weekly workdays at Burton have helped address the release of garlic mustard from the seed bank that occurred after the bittersweet and oak wilt treatments.
- GE Aviation's held a very productive workday at Cascade Recreation Park removing invasive shrubs.

Committees

- PLM will be treating invasive aquatic plants within the Thornapple River, through the leadership of the Thornapple SAD.

Park Updates

- **Burton Park**
 - No updates at this time.
- **Cascade Park**
 - Troyer Group has set the Kickoff meeting for developing the new master plan.
- **McGraw Park**
 - No updates at this time.
- **Memorial Park**
 - The first stakeholders meeting with OHM was held to discuss the vision for the Cascade Village.

- **Friendship Park**
 - Hardscapes are nearly complete (pavilion, pathways, fountain, and walls).
 - Trees and shrubs have been installed.
 - Perennials will be planted over the course of the next weeks.
 - Green roof will be installed at the end of June.
 - Girl Scout Troop 8173 is working with Native Edge to develop a design, with signage, for a landscape bed along the patio of the library.

- **Peace Park**
 - Kent Conservation District and volunteers have worked diligently removing invasive species.

- **Tassell Park**
 - Due to a delay in receiving fixtures, Tassell bathroom is not yet open. They are scheduled to be installed the week of 5/20/24.

- **Wycliffe Trailhead Park**
 - The Wycliffe Trailhead Park dedication had over 50 people in attendance.
 - Buildings & Grounds staff worked feverishly to complete the park while also managing the long list of spring tasks. A temporary sign was installed as new branding is discussed for the Township.
 - Cascade Township received a Play is Essential grant from mParks thanks to the generosity of the Engan Family for financial support of the two fully accessible play structures in the 2–5-year-old area.
 - Working on securing a contractor to construct the vault toilet, still.

Other

- The new asset management software is live. Staff have been doing a great job utilizing the software to track their work.
- The new recreation software, DaySmart, will go live May 22, 2023. Staff are working to ensure current reservations are accurately migrated.
- New contract for park and other facility supplies resulted in ~20% cost savings.
- Interviews are being scheduled for the new Facilities, Buildings and Grounds Manager.
- Four seasonals were hired, with one more planned.
- Hired new Planning and Parks Administrative Assistant, Nick Govan.