

## Meeting Minutes

Cascade Charter Township Parks Committee  
Subcommittee Meeting  
Tuesday, December 27, 2022  
8:00 AM  
5920 Tahoe Dr

**ARTICLE 1.** Chair Wanty called the meeting to order at 8:11 am.  
Subcommittee Members Present: Chair Ginny Wanty, Joe Engel, and Eileen Boekestein  
Members Absent: Mike Reese (Excused)

Others Present: Planning Director Brian Hilbrands, Township Manager Ben Swayze, B&G Supervisor Jim MacDonald, HR Director Katie Murawski (via phone)

**ARTICLE 2. Approve the Current Agenda**

**Motion was made by Member Engel to approve the current Agenda. Supported by Member Boekenstein. Motion carried 3 to 0.**

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

There was no one who wished to speak.

**ARTICLE 4. Parks Director Job Description**

Subcommittee members reviewed examples of Parks Director job descriptions used by other communities, as well as a draft description that had been created.

Chair Wanty noted that it seems important for B&G Supervisor MacDonald to have someone to bounce ideas off of, and that the Parks Director seems like a better fit to oversee the B&G Department than the Township Engineer.

B&G Supervisor MacDonald agreed that a Parks Director seems like a better fit, and that the largest percentage of their work is done on park properties.

Language was added to the draft description for the Parks Director to oversee the B&G Department. Language was also added to clarify the Parks Director's role in assisting the Township with planning and executing parks millages. Additional minor text revisions were also made.

Manager Swayze stated that they will have the communications team put together a recruitment document/advertisement for the Parks Committee to review.

The draft job description for the Parks Director will go in front of the Parks Committee for review at the January 17 meeting.

**ARTICLE 5. Adjournment**

**Motion was made by Member Engel to adjourn. Supported by Member Boekenstein. Motion carried 3 to 0. The Meeting adjourned at 9:23 am.**

Respectfully submitted,

Joe Engel, Secretary