

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Special Meeting**  
**Tuesday, December 6, 2022**  
**7:30 am**  
**5920 Tahoe Dr**

- ARTICLE 1. Call the meeting to order  
Record the attendance**
- ARTICLE 2. Approve the current Agenda**
- ARTICLE 3. Acknowledge visitors and those wishing to speak to non-agenda items.  
(Comments are limited to three minutes per speaker.)**
- ARTICLE 4. Final 5-Year Parks and Recreation Master Plan  
Review and provide approval for the Parks Master Plan**
- ARTICLE 5. Proposed Changes to Fee Schedule for Park Reservations  
Review and provide approval for the proposed fee schedule changes**
- ARTICLE 6. Potential Parks Director Position  
Discussion of the creation of a Parks Director position**
- ARTICLE 7. 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*

## MEMORANDUM

**Meeting Date:** December 6, 2022  
**To:** Parks Committee  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Resolution of Support to Adopt Parks Master Plan

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Included in your packet are the changes that were made to the draft 5-Year Parks and Recreation Master Plan plan based on comments received during the 30-day public comment period. If the Parks Committee is satisfied with the changes that have been made, then you may adopt the attached resolution of support for the approval of the final 5-Year Parks and Recreation Master Plan.

The final step of approval will be a review and public hearing at the December 14 Township Board meeting, after which the Township Board may adopt the final plan.

Cascade Charter Township  
Kent County Michigan  
Resolution of 2022

RESOLUTION OF SUPPORT TO ADOPT THE CASCADE CHARTER TOWNSHIP  
5-YEAR PARKS AND RECREATION MASTER PLAN 2023-2027

**Whereas**, a current plan is beneficial for developing and maintaining our recreation resources in the Township and a current recreation plan is required to qualify for State and Federal funding; and

**Whereas**, an updated Recreation Plan has been prepared by the Parks Committee with the involvement of Cascade Township citizens; and

**Whereas**, this updated plan will replace the 2014-2019 Recreation Plan.

**Now Therefore Be It Resolved**, that the Cascade Charter Township Parks Committee recommends the 2023-2027 5-Year Parks and Recreation Master Plan for Cascade Charter Township be forwarded to the Township Board for their adoption.

**RESOLUTION DECLARED ADOPTED.**

Dated: December 6, 2022

## DRAFT PLAN PUBLIC FEEDBACK

The draft plan was made publicly available on the township website from October 27th to November 25th. Hard copies of the plan were also available for public review at the Township Offices. A public open house was held at the Kent District Library Cascade Township Branch on November 10th from 4:30 to 6:30 pm. Township staff, Parks Committee members, and 16 residents attended the open house. Park maps, goals, objectives, and action items were displayed for review and discussion.

### **Summary of comments received**

- Cascade Recreation Park should have a screening along I-96, a splash pad, upgraded/new athletic fields, shade for seating at the playground, and security cameras.
- Burton Park should utilize the Windcrest entrance only, add wayfinding and interpretive signage, and add benches.
- There should be a joint effort with parks and cemeteries to provide a place for solace and reflection, utilize native plantings, and control invasive species.
- Option B was generally preferred for Wycliffe Trailhead Park with the seating area moved further away from the church property. Restroom(s), nature play and interpretive signage along the trail was well-liked.
- There is a need for an aquatics facility to provide aquatics access for all residents.
- There is a shortage of multi-sport fields in the area. Adding multi-sport fields should be a priority for park improvements and expansion.
- The sale of the Forest Hills Admin Building property is an opportunity for the township to add park space and multi-purpose fields.

## USING THE ENGAGEMENT IN THE PLANNING PROCESS

Public engagement informs the planning process and helps provide clear direction for goals, objectives, and action items for the next five years. Since it was noted as a priority, maintenance of facilities and proper maintenance planning were built into the goals and action items of this plan. A focus on under-served areas will continue to inform the parks acquisition process and pathway connection planning efforts. Desired amenities and generational needs will guide capital improvement planning and development. While taxes were described as a community concern, the majority support a parks millage indicating that the community is willing to financially support parks improvements and maintenance. The goals and objectives are designed to provide guidance on how efforts and funding should be utilized, and the annual action plans provide a checklist to help achieve those goals and objectives over the next five years.



# GOALS, STRATEGIES, & ACTION ITEMS

## 4

### IDENTIFY AND IMPLEMENT APPROPRIATE FUNDING MECHANISMS TO ACQUIRE PROPERTY, IMPROVE AND MAINTAIN PARKS, ADD AMENITIES, AND HIRE STAFF TO SUPPORT THE PARKS AND PATHWAY SYSTEMS

- 4.1 Collaborate between the Parks Committee, Pathways Committee, and Township staff to review funding needs and develop a plan**
  - 4.1.1 Committees to meet with township staff biannually to discuss needs and funding.
- 4.2 Develop a parks millage proposal that will provide necessary funds to acquire park property, improve and maintain parks, and amenities, and hire staff including a Parks Director**
  - 4.2.1 Create education materials for the parks millage that transparently describes what the funding will be used for and post to the township website, social media, and newsletter. Utilize various methods to engage voter base.
- 4.3 Identify and apply for applicable grant opportunities**
  - 4.3.1 Research grant opportunities available at the local, state, and federal level, and apply as applicable for desired improvements or land acquisition.
- 4.4 Explore opportunities for donors, volunteers, and fundraising**
  - 4.4.1 Engage with potential donors and volunteers to discuss parks needs. Partner with community organizations such as the schools, Eagle Scouts, Cascade Community Foundation, churches, etc.

## 5

### PRESERVE NATURAL RESOURCES AND OPEN SPACE WITHIN THE TOWNSHIP

- 5.1 Continue Township green space preservation efforts through appropriate land acquisition**
  - 5.1.1 Create a database of properties that are desired for future acquisition utilizing the Parks Committee acquisition template. Target acquisition efforts based on the template, community needs and opportunity.
- 5.2 Establish Thornapple River clean up and preservation initiatives and raise awareness of impacts to the water quality**
  - 5.2.1 Parks Committee to work with Friends of Cascade Parks and/or Township personnel to establish an annual volunteer event focused on Thornapple River clean-up.
  - 5.2.2 Perform annual testing and analysis of water quality.
  - 5.2.3 Write articles for the newsletter regarding water quality and how people can help.
  - 5.2.4 Collaborate with adjacent communities and groups such as Plaster Creek Stewards
- 5.3 Contain and remove invasive and diseased species throughout the township**
  - 5.3.1 Work with conservation partners to identify invasive species within the township parks and organize eradication solutions and volunteer work days.
  - 5.3.2 Continue use of township newsletter to educate residents about the types of invasive species, their impact on the local environment, and best methods for eradication.
- 5.4 Establish a joint relationship with cemeteries for native plantings and control of invasive species**

# 6

## **COLLABORATE AS APPROPRIATE TO DEVELOP A CENTRAL, GREEN GATHERING SPACE INTEGRATED WITH THE DOWNTOWN VILLAGE DEVELOPMENT AS OUTLINED IN THE CASCADE TOWNSHIP STRATEGIC PLAN**

### **6.1 Build consensus for the location for the gathering space**

- 6.1.1 Township to create a subcommittee with representation from township staff, the Parks Committee, Planning Commission, DDA, and the Township Board.
- 6.1.2 Township to organize appropriate leadership, partners, and funding for the proposed gathering space.

### **6.2 Implement gathering space project integrated into the village development process**

- 6.2.1 Township to work with consultants to design the proposed central gathering space and lead a public engagement process.

# 7

## **IDENTIFY SPACE FOR NEW COMMUNITY PARKS, RECREATION, AND OPEN SPACE TO SERVE GROWING POPULATION AND PRESERVE NATURAL FEATURES AND CHARACTER OF THE TOWNSHIP**

### **7.1 Identify areas that lack access to parks and analyze opportunities for land acquisition**

- 7.1.1 Proactively compile and continuously update a database of potential properties for land acquisition and expansion of public park space and analyze potential benefit with the property acquisition template.

### **7.2 Identify potential sites for smaller neighborhood parks and parks with water frontage**

### **7.3 Encourage and incentivize open space, parks, or recreation areas in future residential developments**

- 7.3.1 Parks Committee, planning director, and planning commission should review the zoning ordinance and requirements for developers to determine appropriate provisions for open space and parks.

### **7.4 Explore joint ventures with other entities to provide access to and use of open space, water frontage, and other recreational opportunities**

- 7.4.1 Parks Committee and/or township personnel to analyze opportunities and collaborate with entities in the community such as schools, the library, sports leagues, neighborhood associations, etc.

### **7.5 Identify potential sites for development of multi-use athletic fields**

- 7.5.1 Identify potential properties and collaborate with athletics organizations to plan and develop multi-use athletic fields

# ACTION PROGRAM SUMMARY

## 2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community
- 2 Identify future pathway routes
- 3 Refine the township's parks organization structure & support
- 4 Identify and implement appropriate funding mechanisms
- 5 Preserve natural areas and open space
- 6 Develop a gathering space with planned downtown village
- 7 Identify space for new parks and preservation
- 8 Increase public awareness of parks
- 9 Develop parks programming

## RESPONSIBLE ENTITY

- PC** = Parks Committee  
**BGS** = Building & Grounds Supervisor  
**TS** = Township Staff  
**DDA** = Downtown Development Authority  
**PWC** = Pathways Committee  
**TB** = Township Board  
**PLC** = Planning Commission

*Note: See appendices for annual action items programs*

ACTION ITEMS	YEAR	GOAL	PARK/SITE	RESPONSIBILITY
Create a parks maintenance plan	2023	1	All	BGS, PC
Review of maintenance checklist/plan (biannual)	Annual	1	All	BGS, TS, PC
Review of maintenance & improvements budget (biannual)	Annual	1, 4	All	BGS, TS, PC, TB
Implement Wycliffe Trailhead Park improvements	2023	1, 7	Wycliffe	PC, TS, TB
Plan, design, construct Township Rec Park improvements	2023-2025	1, 5	Rec Park	PC, TS, TB
Peace Park drainage improvement	2023	1	Peace	PC, TS, TB
Parks accessibility improvements	Annual	1	All	PC, TS, TB
Create a pathways maintenance plan	2023	1, 2	Pathways	PWC, TS
Review regional pathways connections/opportunities (ongoing)	Annual	2	Pathways	PWC, TS
Identify proposed local pathways connections	2023	2	Pathways	PWC, TS
Engineering & construction of highest priority pathway connection	2024-2025	2	Pathways	PWC, TS
Engineering & construction of next highest priority pathway connection	2026-2027	2	Pathways	PWC, TS
Resurface or reconstruct high priority sections of existing pathways	Annual	1, 2	Pathways	PWC, TS, TB
Prepare plan for upcoming renewal of pathways millage	2026	2, 4	Pathways	PWC, TS, TB
Engineering & construction of regional trail connection	2025-2026	1, 2	Pathways	PWC, TS, TB
Review staff roles and responsibilities for parks, identify needs	Annual	3		PC, TS, TB
Hire a Township Parks Director	2023-2024	3		PC, TS, TB
Organize a volunteer program	2024	3		PC, TS
Organize a Friends of Cascade Parks & Pathways group	2025	3		PC, PWC, TS
Develop materials & support for parks millage, propose millage	2023-2024	4	All	PC, TS, TB
Create/update list of properties scored with the land acquisition template	Annual	5, 7	All/Acquisition	PC, TS
Acquisition of park & open space property	As Available	1, 5, 7	All/Acquisition	PC, TS, TB
Identify property and develop multi-use athletic fields	2023-2025	1, 7	Acquisition	PC, TS, TB
Educate public about invasive species and tree diseases	Annual	5, 8		PC, TS, TB
Hold invasive species eradication work days	Annual	5	Burton, Peace	PC, TS
Thornapple River clean-up day and water quality testing	Annual	5		PC, TS
Joint effort with cemeteries for native plantings & invasives control	Annual	5		PC, BGS, TS
Write articles for newsletter regarding resource preservation	Annual	5, 8		PC, TS
Explore options for and potentially complete a deer cull	2023	5		PC, TS
Plan, design, construct downtown gathering space	2023-2025	6	New Site	PC, TS, DDA, TB
Review and update zoning ordinance for open space requirements	2023	7		PC, TS, PLC
Establish/maintain partnerships for use of open space & programming	Annual	7, 9		PC, TS
Update Township Parks website	Annual	8		PC, TS
Increase parks presence through Township social media	Annual	8		PC, TS
Review of signage and maps for parks and trails	Annual	8	All, Pathways	PC, PWC, TS
Review of parks and township brand/marketing/communications	Annual	8		PC, PWC, TS
Develop pilot parks programming	2024	9		PC, TS

# ACTION PROGRAM

2023

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Create a parks maintenance plan	1	All	BGS & PC
Review maintenance checklist/plan (biannual)	1	All	BGS, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	BGS, TS, PC, & TB
Implement Wycliffe Trailhead Park Improvements	1 & 7	Wycliffe Property	PC, TS, & TB
Create master plan for Township Rec Park	1 & 5	Rec Park	PC, TS, & TB
Peace Park drainage improvements	1	Peace Park	PC, TS, & TB
Create a pathways maintenance plan	1 & 2	Pathways	PWC & TS
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Identify proposed local pathway connections	2	Pathways	PWC & TS
Establish Parks Committee collaboration with Pathways Committee	2 & 3	Pathways	PC & PWC
Resurface or reconstruct high priority sections of existing pathways	2	Pathways	PWC, TS, & TB
Begin process to hire a Parks Director	3	All	PC, TS, & TB
Review staff roles and responsibilities for parks, & identify needs	3	All	PC, TS, & TB
Research parks millage needs for improvements, maintenance, & funding	4	All	PC, TS, & TB
Build information, materials, & support for parks millage	4	All	PC, TS, & TB
Create list of properties scored with the land acquisition template	5 & 7	All/Acquisition	PC & TS
Educate public about invasive species & tree diseases	5 & 8	N/A	PC, TS, & TB
Hold invasive species eradication work days	5	Burton & Peace	PC & TS
Thornapple River clean-up day & water quality testing	5	N/A	PC & TS
Cemeteries native plantings & invasives control	5	Cemeteries	BGS, PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Explore options & opportunities for a deer cull	5	N/A	PC & TS
Begin planning efforts for downtown gathering space	6	New Site	PC, TS, DDA, & TB
Review & update zoning ordinance for open space requirements	7	N/A	PC, TS, & PLC
Establish partnerships for use of open space	7 & 9	N/A	PC & TS
Update township parks website	8	N/A	PC & TS
Increase parks presence through township social media	8	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & township brand/marketing/communications	8	N/A	PC, PWC, & TS



## 2023 - 2027 GOALS

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## 2024

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	BGS, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	BGS, TS, PC, & TB
Apply for DNR grant for Rec Park Improvements	1 & 7	Rec Park	PC, TS, & TB
Recreation Park Infrastructure/Maintenance Improvements	1	Rec Park	PC, TS, & TB
Acquisition of water frontage or neighborhood park/open space property	1 & 5	N/A	PC, TS, & TB
McGraw Park accessibility improvements and trail resurfacing	1	McGraw Park	PC, PWC, TS, TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Preliminary engineering for top proposed local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	2	Pathways	PWC, TS, & TB
Hire a Township Parks Director	3	N/A	PC & TS, & TB
Organize a volunteer program for the parks	3	All	PC & TS
Propose a parks millage	4	All	PC, TS, & TB
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases	5 & 8	All	PC & TS
Hold invasive species eradication work days	5	Burton, Peace	PC & TS
Thornapple River clean up day & water quality testing	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Design of the downtown gathering space	6	New Site	PC, TS, DDA, & TB
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC & TS
Develop pilot parks programs	9	N/A	PC & TS

# ACTION PROGRAM

## RESPONSIBLE ENTITY

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## 2025

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	BGS, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	BGS, TS, PC, & TB
Begin design/implementation of Recreation Park improvements	1 & 4	Rec Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Peace Park accessibility improvements	1	Peace Park	PC, PWC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Construction of top proposed local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Preliminary Engineering for regional trail connection	2	Pathways	PWC, PC, TS, & TB
Review Parks Director role and Township staffing needs for parks	3	N/A	PC, TB, & TS
Organize a Friends of Cascade Parks and Pathways group	3	N/A	PC & TS
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases & hold eradication work days	5 & 8	All	PC & TS
Cemeteries native plantings & invasives control	5	Cemeteries	BGS, PC & TS
Thornapple River clean up day & water quality testing	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Planning and design of multi-use athletic fields	7	New Site	PC, TS & TB
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS
Construction of the downtown gathering space	6	New Site	PC, TS, DDA, TB

## 2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community
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## 2026

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	BGS, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	BGS, TS, PC, & TB
Complete construction of Recreation Park improvements	1 & 4	Rec Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Tassell Park accessibility improvements	1	Tassell Park	PC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Preliminary Engineering of next highest ranked local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Construction of regional trail connection	2	Pathways	PWC, PC, TS, & TB
Prepare plan for upcoming renewal of pathways millage	2 & 4	Pathways	PWC, TB, & TS
Analyze Township staffing for parks	3	N/A	PC & TS
Analyze funding from millage and maintenance/CIP expenses	4	All	PC & TS
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases & hold eradication work days	5 & 8	All	PC & TS
Construct multi-use athletic fields	7	New Site	PC, TS & TB
Hold Thornapple River clean up day	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS
Construction of the downtown gathering space	6	New Site	PC, TS, DDA, TB

# ACTION PROGRAM

## 2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community
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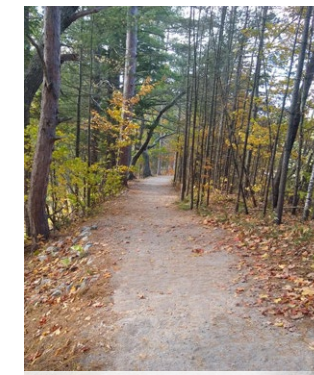
## 2027

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	BGS, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	BGS, TS, PC, & TB
Burton Park accessible trail and accessibility improvements	1	Tassell Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Acquisition of water frontage, neighborhood park or open space property	1, 5 & 7	New Site	PC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Construction of next highest ranked local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Propose renewal of pathways millage	2 & 4	Pathways	PWC, TS, & TB
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases and hold eradication work days	5 & 8	All	PC & TS
Cemeteries native plantings & invasives control	5	Cemeteries	PC, BGS & TS
Thornapple River clean up day & water quality testing	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS

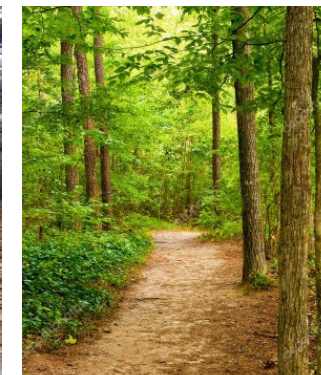


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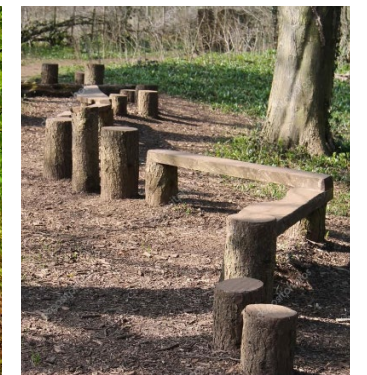
- |                                      |  |
|--------------------------------------|--|
| (A) Shared Parking                   | (J) Trailhead Signage                            |
| (B) Additional Parking               | (K) Single Restroom                              |
| (C) Unity Spiritual Community Church | (L) Seating/Picnic Area                          |
| (D) Utility Shed (Church)            | (M) Central Nature Play Area                     |
| (E) Rose Garden (Church)             | (N) Trail Side Natural Play Features             |
| (F) Native Species Restoration       | (O) Barrier Fencing                              |
| (G) Existing Asphalt Trail           | (P) Swinging Bench                               |
| (H) Accessible Aggregate Trail       | (Q) Site Drainage Area:<br>Wooded Wetland Plants |
| (I) Natural Surface Trail            |  |



Accessible Compacted Aggregate Trail



Natural Surface Trail



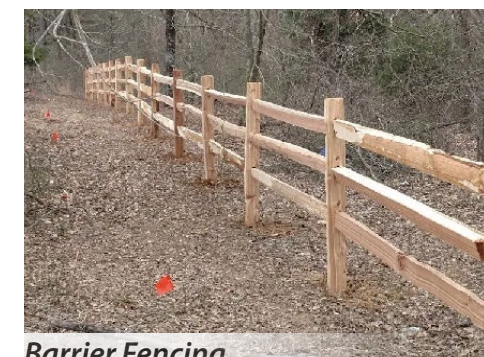
Trail Side Nature Play



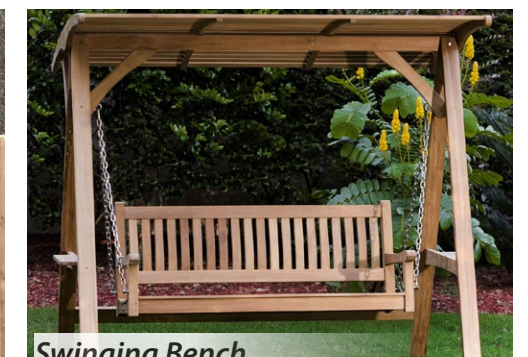
Nature Play Area



Restroom Building



Barrier Fencing



Swinging Bench

**Wycliffe Trailhead Park Master Plan**  
Preliminary Construction Cost Estimate

November 2022

<b>Description</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
Parking Area Improvements	LS	\$ 15,000.00	1	\$ 15,000.00
Demo/Tree Removal	LS	\$ 12,000.00	1	\$ 12,000.00
Single Restroom Building	Each	\$ 65,000.00	1	\$ 65,000.00
Utility Extensions	LS	\$ 40,000.00	1	\$ 40,000.00
8' Compacted Aggregate Trail	SYS	\$ 30.00	330	\$ 9,900.00
6' Natural Surface Trail	SYS	\$ 10.00	240	\$ 2,400.00
Nature Play Area	LS	\$ 50,000.00	1	\$ 50,000.00
Trailside Nature Play	Each	\$ 3,000.00	4	\$ 12,000.00
Educational Signage	Each	\$ 2,000.00	3	\$ 6,000.00
Drainage	LS	\$ 15,000.00	1	\$ 15,000.00
Split Rail Fencing	LF	\$ 50.00	200	\$ 10,000.00
Native Plantings	LS	\$ 7,000.00	1	\$ 7,000.00
Topsoil & Seeding	LS	\$ 3,000.00	1	\$ 3,000.00
Seating Area	LS	\$ 8,000.00	1	\$ 8,000.00
Litter Receptacles	Each	\$ 1,200.00	2	\$ 2,400.00
Trailhead Signage	LS	\$ 10,000.00	1	\$ 10,000.00
Erosion Control	LS	\$ 5,000.00	1	\$ 5,000.00
General Conditions	LS	\$ 6,000.00	1	\$ 6,000.00
Mobilization/Demobilization	LS	\$ 23,000.00	1	\$ 23,000.00
Construction Engineering/Staking	LS	\$ 3,000.00	1	\$ 3,000.00
10% Contingency	LS	\$ 30,000.00	1	\$ 30,000.00
<b>Subtotal</b>				<b>\$ 334,700.00</b>

## MEMORANDUM

**Meeting Date:** December 6, 2022  
**To:** Parks Committee  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Recommendation to Change Fee Schedule for Park Reservations

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At the October 18 meeting Manager's Office Administrative Assistant Jessica Stine presented information regarding the proposal to use the Rec Pro software to manage park reservations. Included with her presentation were proposed changes to the fee schedule for different park reservations, such as fields and buildings. The purchase of the Rec Pro software has been approved, but there was not a formal approval of the changes to the fee schedule.

A document containing the current costs for park reservations and the proposed change in cost for those reservations is included in your packet. Jessica also provided comparison data showing the fee schedules that neighboring communities use for their park reservations. The fees that Cascade has been charging are noticeably lower than that of neighboring communities. The proposed fees include increases ranging from 50-100%, which would align Cascade more closely with the fees of neighboring communities.

The Rec Pro software allows us to take payment via credit card. While this adds convenience for both the Township and residents, it will include a fee that will be 2.5%-3% of the total reservation fee. The Township can either charge an additional credit card fee for reservations, or include it in the permit fees rather than having a separate cost. Since the increase in the fee schedule will more than cover the credit card fee, we are proposing that it be included in the permit fee.

At this time the Parks Committee is requested to provide a recommendation whether or not to approve the proposed change to the fee schedule for park reservations, after which it will be reviewed by the Township Board.

Rec Park Facility	Current Cost	Proposed Cost
Baseball Field	\$25 Part-day, \$35 All-day	\$10 per 2 hrs
Soccer Field	\$25 Part-day, \$35 All-day	\$10 per 2 hrs
Basketball Court	\$25 Part-day, \$35 All-day	\$10 per 2 hrs
Pickleball Court	\$10 per 'part day'	\$10 per 2 hrs
Tennis Court	\$10 for 10-3pm or 4-9pm	None, free play only
Volleyball Court	\$25 Part-day, \$35 All-day	None, free play only

Wisner Center Room	Current Cost	Proposed Cost
Good	\$20	\$30
Skutt	\$25	\$40
Friends	\$30	\$50
Good + Skutt	\$45	\$70
Good + Skutt + Friends	\$75	\$120

Park Structure	Current Resident Cost/ Non-Resident Cost	Proposed Resident Cost/ Non-Resident Cost
Wisner Pavilion at Tassel		
Park Pavilion	\$50/\$100	\$75/\$125
Rec Park Gazebo	\$15/\$25	\$30/\$50

**Rec Park Pavilion Current Cost**

# of people	Non-Profit or Resident	Non-Resident	Corporate Resident	Corporate Non-Resident
1-100	\$25	\$50	\$75	\$100
101-200	\$50	\$100	\$150	\$200
Over 200*	\$150	\$300	\$450	\$500

\*Groups over 200 persons will be required to pay a \$100.00 damage deposit and pay the Township for three portable toilets for up to 300 people (plus an additional portable toilet for every additional 100 people). The Township will rent the portable toilets in order to ensure timely delivery, pick-up and maintenance.

Groups over 500 persons will be required to pay \$100 for extra garbage pick up, payable with the fee before the reservation can be confirmed.

Fees for portable toilets are as follows: 3 portable toilets\* \$250, additional standard portable toilet \$70. Additional handicapped accessible toilet \$110. \*Price includes two (2) standard and one (1) handicapped accessible. \*\*Every third portable toilet shall be handicapped accessible

**Proposed Rental Rec Park Pavilion Price:**

# of People	Resident & Non Profit	Non-Resident	Corporation (Resident & Non-Resident)
1-200	\$75	\$150	\$250
200+*	\$150	\$300	\$500

\*Same portable toilet and trash rules/fees still apply.

Cascade will cover credit card fee (rather than charging it to each resident paying with a credit card) as the fee will be 2.5% to 3% of the total reservation fee. The increase in prices (to closer to local standards) will more than cover the fee.



Park	Address	Structure	Dates/Times Available	Capacity	Table	Grills	Bathrooms	Water	Electric	Kitchen	Price	Extras
Caledonia Lakeside Park	370 N Lake St SE, Caledonia, MI 49316	Enclosed Shelter	Mon-Th 10am-10pm	150	18 6ft picnic	2 Double	Yes			Full	\$325/day	7 outlets
			Fri-Sun								\$550/day	
Douglas Walker Park			Mon-Th 10am-10pm, Mar, May-Oct								\$325/day	
			Fri-Sun, Mar, May-Oct								\$550/day	
Fallasburg Park		Heated Shelter	Nov-Feb & April any day	150	29 6ft		Heated	Yes	Yes	Full	\$600/day	Folding tables
Johnson Park		Enclosed Shelter	10am-10pm	150	picnic		Attached			Full w/fridge, double sink, caterer's entrance	\$350/day	
			10am-10pm, Mon-Th								\$550/day	
Long Lake Park	13650 Long Lae Dr NE, Sparta MI 49345	Enclosed Shelter	10am-10pm, Mon-Th	130	picnic inside & out					Full	\$325/day	
			Fri-Sun								\$550/day	
Townsend Park		Enclosed Shelter	10am-10pm, Mon-Th	130				Yes	Yes	Full	\$325/day	
			Fri-Sun								\$550/day	
Wabasis Lake Park	11220 Springhill Dr, Greenville, MI 48838	Enclosed Shelter	10am-10pm, Mon-Th	125	24 6x30" , 7 picnic outside		Attached	Yes	Yes	Full	\$325/day	Fireplace, ceiling fan
			Fri-Sun								\$550/day	
		Enclosed Shelter	10am-10pm, Mon-Th	150			Attached	Yes	Yes	Full	\$350/day	Fireplace, porch, folding tables
		Enclosed Shelter	Fri-Sun				Attached	Yes	Yes	Full	\$550/day	

Park	Address	Structure	Dates/Times Available	Capacity	Kitchen	Non-resident Price	Resident Price	Extra fees
Roselle Park	1010 Grand River Dr NE, Ada, MI 49301	Roselle Park Meeting Room	Mon-Th 8am-9pm	75 set auditorium style, 65 seated at tables, 70 vehicle parking		\$275 for first 4 hrs + \$50/add hr	\$175 first 4 hrs + \$40/add hr	\$20 each mic/screen/projector per event
			Fri-Sun 8am-5pm			\$300 for first 4 hrs + \$70/add hr	\$200 for first 4 hrs + \$50/add hr	
Amy VanAndel Library- Ada Community Center	7215 Headley St SE Ada, MI	Community Room #1	Mon-Th 8am-9pm	74 max, seating dependent	Extra fee	\$300 for first 2 hrs + \$60/add hr	\$200 for first 2 hrs + \$50/hr after	
			Fri-Sun 8am-5pm			\$350 for first 2 hrs + \$80/add hr	\$225 for first 2 hrs + \$60/hr after	
		Community Room #2	Mon-Th 8am-9pm		\$275 for first 2 hrs + \$50/add hr	\$175 for first 2 hrs + \$40/add hr		
		Fri-Sun 8am-5pm		\$300 for first 2 hrs + \$70/add hr	\$200 for first 2 hrs + \$50/hr after			
Kentwood Activities Center	355 48ths St SW Kentwood, MI 49548	Kitchenette				\$100 for first 2 hrs + \$50/add hr		drop down screen, AV system
			All Purpose Room/Gym	8am-11am?	190	Limited/Restr icted	\$130/hr (2 hr minimum) + \$20/add hr for 'for-profit events charging patrons'	
Richard L Root-Kentwood Library Community Room	4950 Breton Rd SE Kentwood, MI 49508	Community Room		100 Banquet, 150 theatre	Non-cooking	\$130/hr + \$20 /hr if for- profit charging patrons (2 hr min)	\$115/hr (2 hr min)	\$175 refund deposit, +\$50/hr for mic/audio system, +15/hr for events over 130 people, \$50 alcohol permit
		with Outdoor Amphitheatre					\$160/hr	\$145/hr

Park	Address	Structure	Dates/Times Available	Capacity	Tables	Grills	Bathrooms	Water	Electric	Non-resident Price	Resident Price
Ada Township Park	1180 Buttrick Dr, Ada MI 49301	Shelter/Pavilion	April-Oct, 8am-dusk	60-80	12 picnic	Large	Yes	Yes	Yes	\$125 for first 4 hrs + \$30/added hr	\$100 for first 4 hrs + \$25/add hr & NP
Legacy Park	7430 River St SE Ada, MI 49301	Large/Triple Gazebo	April-Oct, 8am-dusk	30-38	6 picnic	large	Portajohn near	Yes	Yes	\$100 first 4 hrs + \$25/add hr	\$75 for first 4 hrs + \$20/add hr & NP
		Small Single Gazebo	April-Oct, 8am-dusk	12-16	2 picnic	Small	Nearby			\$50 for first 4 hrs + \$20/add hr	\$35 for first 4 hrs + \$15/add hr & NP
		Van/An del Family Pavilion	Mon-Th 8am-9pm								\$275 for first 4 hrs + \$50/add hr
Brewer Park	399 84th St SE Byron Center, MI 49315	Open Shelter	Fri-Sun 8am-5pm							\$300 for first 4 hrs + \$70/add hr	\$200 for first 4 hrs + \$50/add hr
Caledonia Lakeside Park		Open Shelter	7am-sunset	120		Yes	Attached	Yes	Yes	\$150/day	
Dutton Shady-side Park		Open Shelter	7am-sunset	125		Yes	Nearby	Yes	Yes		
Dwight Lydell Park	4040 Leland Ave Comstock Park, MI 49321	Open Shelter	7am-sunset	125		Double	Nearby	Yes	Yes	\$150/day	
Fallsburg Park	13565 Covered Bridge Rd, Lowell, MI 49331	Open Shelter	7am-sunset	100	12 8ft		Over 100 yds away			\$150/day	
Johnson Park		Open Shelter B	7am-sunset	115	14 8ft		Attached			\$150/day	
		Open Shelter	7am-sunset	144	18	Double	Nearby	Yes	Yes	\$150/day	
		Open Shelter	7am-7pm	120	15 picnic	Double	Nearby	Yes	Yes	\$150/day	
Long Lake Park		Open Shelter	7am-7pm	120		Double	Nearby	Yes	Yes	\$150/day	
Millennium Park	1415 Maynard Ave SW Walker, MI 49534	Open Shelter X2	7am-7pm	150		2 double	Nearby	Yes	Yes	\$175/day	
Palmer Park	1275 52nd St SW Wyoming, MI 49509	Grant Pavilion	10am-10pm, Mon-Th	5000		Large		Spigots	Yes	\$350/day	
		Open Shelter A	Fri-Sun							\$700/day	
Townsend Park		Open Shelter B	7am-7pm	144		Double	Attached	Yes	Yes	\$150/day	
		Fieldstone Open Shelter	7am-7pm	144		Double	100 yards	Yes	Yes	\$150/day	
Wabasis Lake Park		Open Shelter	7am-7pm	96							
Wahfield Park	6811 Alpine Ave, Alpine Township, MI 49321	Open Shelter	7am-7pm	150		Double	Nearby	Yes	Yes	\$150/day	\$150/day
		Open Shelter	7am-7pm	144	18	2	Nearby	Yes	Yes	\$150/day	

Park	Sport/Field Type	Dates/Times Available	Non-Resident Price	Resident Price	Extras
Ada Township Park	Softball Fields X2		Un-prepped: \$15/hr		
	Soccer/Athletic Field	Until dusk	Prepped: \$70/game \$15/hr		No lights
	Tennis/Pickleball/Basketball Ct		\$15/hr		
Leonard Field					
Kentwood Activities Center (Indoor)	Softball Field		Un-prepped: \$15/hr Prepped: \$70/game		Lights: \$25/hr Scoreboard \$15/hr
			\$60/hr/2 hr min (For-profit add \$20/hr for admission events, \$75 refundable security deposit, Book 6 wks adv & save \$5 per hr	\$45/hr (min 2 hrs) plus \$75 refundable deposit and save \$5/hr if you book 6 weeks or more in advance	
	Sports Practice	8am-11am?			

Park	Address	Area	Date/Time Available	Capacity	Tables	Grill	Bathrooms	Non-resident Price	Resident Price
Caledonia Lakeside Park		Picnic Areas X3	7am-sunset	120		Small	Nearby	\$60/day	
Leonard Field		Riverside Decks		30				\$75 for first 4 + \$20/add hr	\$50 for first 4 hrs + \$15/add hr
Legacy Park		Lawn Area		100				\$75 for first 4 hrs + \$25/add hr	\$50 for first 4 hrs + \$20/add hr
Roselle Park		Lawn Area		35				\$75 for first 4 hrs + \$25/add hr	\$50 for first 4 hrs + \$20/add hr
Douglas Walker Park	1195 84th St, Byron Center, MI 49315	Picnic Areas X6	7am-sunset	125	16	Single	Nearby	\$60/day	
Dutton Shadyside Park	7343 Hammond Ave, Dutton, MI 49316	Picnic Areas X4	7am-sunset, May-Oct	125	6 picnic	Single	Nearby	\$60/day	
Fallasburg Park		Picnic Areas X5	7am-sunset	125	16	Single	Nearby	\$60/day	
Gordon Park	17150 Northland Dr, Sandlake, MI 49343	Picnic Area B3	7am-sunset		2 (groups rent own seating)			\$60/day	
Johnson Park	2600 Wilson Ave, Walker MI 49534	Picnic Areas X3	7am-sunset	125		Single	Near A3	\$60/day	
Long Lake Park		Picnic Areas X4	7am-sunset	120	15 picnic	Single		\$60/day	
Palmer Park		Picnic Areas X3	7am-7pm	120	8ft picnic	Single		\$60/day	
Townsend Park	8280 6 Mile Rd Cannonsburg, MI 49317	Picnic Areas X7	7am-sunset	112		Single		\$60/day	
Wabasis Lake Park		Picnic Areas X8	7am-7pm	120	16	Yes		\$60/day	
		Picnic Areas X2		120	16 8ft	Small	100-400 ft away	\$60/day	



**CASCADE CHARTER TOWNSHIP**  
5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

**Date:** November 30, 2022  
**To:** Parks Committee  
**From:** Ben Swayze, Township Manager  
**Subject:** Parks and Recreation Director

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**FACTS:**

Attached you will find the following documents to assist in the conversation regarding the potential Parks and Recreation Director:

- Job Postings and/or job descriptions for similar positions in
  - Grand Blanc Township
  - Garden City
  - Berrien County
  - Van Buren Township
  - (Have requested job descriptions from East Grand Rapids and Ada)
- Salary comparison for similar positions provided by the Michigan Municipal League

The proposed position has been included in the draft FY 2023 budget to be considered by the Township Board. However, new position must also be expressly approved by the Board prior to being filled. If the Park Committee wished to move forward, a formal recommendation should be made to the Township Board after the development of a position job description.

### Position Results - You searched for: Director of Parks and Recreation

Export as Hourly Rate

Export as Annual Rate

Export Raw Data

Search Again

31 Records Found

\*If the "hours per week" field was left blank during survey entry, the database has automatically populated the hours to 40 hours per week for full-time positions. If part-time positions were left blank, the database did not populate anything. Please review the data carefully as this may impact averages.

Municipality	County	Pop	Position	F/P/C #	Min	Max	Actual	Basis	Hours Per Week*	Extra Pay	Basis Contract?	Union	Un. Other	Benefits Gov Reg	Taxable Val.	Budgeted Exp.	Budgeted Rev.
Livonia	Wayne	95,535	Director of Parks and Recreation	F 1	111093.00	129938.00		Year	40		N	Non-Union		HRC 1	4726250673	65080000	65084000
Lapeer	Lapeer	9,023	Director of Parks and Recreation	F 1	82493.21	97050.90		Year	40		N	Other - General		HRC 5	303,432,451.00	27,394,852.00	25,027,631
Saline	Washtenaw	8,948	Director of Parks and Recreation	F 1	36.61	61.02	50.51	Hour	40	0	N	Non-Union		HRC 1	619,598,150	13,105,556.00	11,827,751
Menominee	Menominee	8,488	Director of Parks and Recreation	F 1			27.74	Hour	40		N			HRC 7	223930522.00	7514934.00	7514934.0
Wyoming	Kent	76,501	Director of Parks and Recreation	F 1			140771.00	Year	40		N	Non-Union		HRC 3	\$13,761,513	\$39,276,026	\$38,464,411
Novi	Oakland	66,243	Director of Parks and Recreation	F 1	88566.00	132849.00	114013.00	Year	40	4800	N	Non-Union		HRC 1	4,419,450,857	39,995,555	39,570,701
Huntington Woods	Oakland	6,388	Director of Parks and Recreation	F 1	66379.00	86294.00	73945.00	Year	40		N	Non-Union		HRC 1	421,875,230	8,577,940	8,629,440
Kentwood	Kent	54,304	Director of Parks and Recreation	F 1	83409.00	111779.00	111779.00	Year	40		N	Non-Union		HRC 3	2255418313	39212900	39238300
Battle Creek	Calhoun	52,721	Director of Parks and Recreation	F 1	84869.73	110330.62	110330.62	Year	40.00		N	Non-Union		HRC 2	1371344300	48568897	44905775
Petoskey	Emmet	5,877	Director of Parks and Recreation	F 1			47.00	Year	40.00		N			HRC 6	587,531,579	9,971,700	10,292,001
Portage	Kalamazoo	48,891	Director of Parks and Recreation	F 1	75861.92	102836.71		Year	40		N			HRC 2	2,301,417,922	30,863,201	30,863,201
Meridian Charter Township	Ingham	43,916	Director of Parks and Recreation	F 1	82851.00	102267.00		Year	40		N	Non-Union		CT 2	2,008,503,581	26,415,969	24,251,611
Lincoln Park	Wayne	40,245	Director of Parks and Recreation	F 1			60000.00	Year	0		N			HRC 1	645,487,697	25,785,386	25,785,381

Grand Blanc Charter Township	Genesee	39,846	Director of Parks and Recreation	F	1	73202.10	Year	40	N		CT 1	1554055321	17906519	17906519
Independence Charter Township	Oakland	36,686	Director of Parks and Recreation	F	1	95045.00	Year	40	N	Non-Union	Benefit Info	1,937,997,798.00	13437977.54	12158585.
Holland	Ottawa	34,378	Director of Parks and Recreation	F	1	96075.00	115336.00	Year	40	N		1399444255	28598823	28598823
Delta Charter Township	Eaton	33,119	Director of Parks and Recreation	F	1	82033.46	106646.29	Year	40	Month	CT 2	1,934,470,800	19,890,000	18,497,000
Portland	Ionia	3,796	Director of Parks and Recreation	F	1	68302.00	91707.00	Year	40	Year	HRC 3	107166069	2517580	2517580
Gladwin	Gladwin	3,069	Director of Parks and Recreation	P	1			Year	40		HRC 4	\$69,228,131.00	\$1,980,027.00	\$2,090,15.
Allen Park	Wayne	28,638	Director of Parks and Recreation	F	1	73500.00		Year	37.5	N	HRC 1	879576663	24596750	24596750
Garden City	Wayne	27,380	Director of Parks and Recreation	F	0	69856.88	92210.62	Year		N	HRC 1	\$617,521,712	\$25,948,200	\$24,801.94
Mount Pleasant	Isabella	21,688	Director of Parks and Recreation	F	1	73395.00	86637.00	Year	40	N	HRC 4	\$506,887,456	\$16,608,570	\$15,040.4.
Marquette	Marquette	20,629	Director of Parks and Recreation	F	1	64811.00	105845.00	Year	36.75	N	HRC 7	863144805	22949550	22949550
East Tawas	Iosco	2,663	Director of Parks and Recreation	F	1		60840.00	Year	40	Month	HRC 6	90,810,022	1,715,488	2,319,876
Grand Rapids	Kent	198,917	Director of Parks and Recreation	F	1	104640.00	133432.00	Year	40	N	HRC 3	148,000,000	159,884,057	153,840.51
Wixom	Oakland	17,193	Director of Parks and Recreation	F	1	68129.00	92155.00	Year	37.5	N	HRC 1	895,347,060	16,414,499	16,414,499
Harper Woods	Wayne	15,492	Director of Parks and Recreation	F	1		55640.00	Year	37.5	N	HRC 1	246,240,900	12,645,166	12,648,78.
Sault Sainte Marie	Chippewa	13,337	Director of Parks and Recreation	F				Year	40	N	HRC 7	299,885,197	\$13,674,500	\$13,676,51
Ann Arbor	Washtenaw	123,833	Director of Parks and Recreation	F	1	107603.00	139885.00	Year	40	N	HRC 1	7,052,926,244.00	123,373,369	123,373,369
Escanaba	Delta	12,450	Director of Parks and Recreation	F	1		75000.00	Year	40	Year	HRC 7	323,263,954	9,592,775	9,225,975
Lansing	Ingham	112,644	Director of Parks and Recreation	F			121270.17	Year	40	N	HRC 2	\$2,587,389,546	155,512,500	145,800,01



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The voice of Michigan's parks and recreation community.  
We teach. We advocate. We inspire. We Unite.



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### DIRECTOR OF PARKS AND RECREATION

**Organization:**

Grand Blanc Township

**Date Posted:**

10/25/2022

**City:**

Grand Blanc

**Location:**

Michigan

**Country:**

United States

**Primary Category:**

Directors

**Type of Position:**

Full-Time

**Education Requirement:**

Bachelor's

**Experience Requirement:**

5-10 years

**Description & Details**

Salary Range: \$70,000-\$85,000

Union: N/A, at-will

The Charter Township of Grand Blanc is dedicated to providing prompt, consistent, and friendly service to our residents, business partners, and visitors alike. Our employees enjoy the opportunity to make a difference in the community every day.

**Job Summary**

Under the supervision of the Township Superintendent, this position is responsible for the operation of the Parks and Recreation program. Demonstrating executive management of park planning, infrastructure projects, and directing recreational and park programs.

**Responsibilities and Duties include but are not limited to:**

- Collaborate with Township Board to create vision and goals for Parks and Recreation.
- Direct the total operation of the Parks and Recreation program.
- Organize and supervise an efficient operation at minimum cost.
- Select or approve a diversified program of activities and services to meet the needs of the community.
- Draft and recommend operational policies.
- Develop and implement department policies and procedures.
- Review and approve manuals, reports, flyers, and press releases.
- Direct the acquisition, design, construction, and maintenance of facilities and areas under control of the park program.
- Coordinates for the use of public facilities by other public agencies and pertinent grounds.
- Stays abreast of new developments within the recreation field.
- Evaluates program effectiveness and fees.
- Reports and reviews budget outlays.

- Establishes fees and charges for activities and services.
- Seek and apply for available local, state, and national grants.
- Establish and maintain good community relations with sports league officials, and parent groups, regarding recreational activities.
- Annual written evaluation of staff.
- Performs related work as assigned.

**Successful candidates will have:**

- Bachelor's Degree in Recreation or closely related field.
- Park & Recreation Professional Certification preferred.
- A minimum of five (5) years of progressively responsible Recreation Administration or equivalent.
- Management and supervisory experience.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Demonstrate grant writing experience.
- Strong organizational skills
- Familiarity with Community Development Block Grant program.
- Possession of a valid Michigan Driver's License.
- Budget preparation and administer

**Ability to:**

- Possess sound knowledge of the purpose and function of a Community Recreation Program.
- Knowledge of general office operations and administrative duties as well as Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Proficient with customary business and recreation software
- Develop, prepare, and administer budget, including preparing cost estimates and justifications for budget recommendations.
- Prepare and present public presentations to government agencies and the community.
- Research, recommend, and implement Capital Improvement Projects. Monitor and control expenditures.
- Direct the acquisition, design, construction, and maintenance of facilities and areas under control of the parks program.
- Establish and maintain effective working relationships with staff, School Board, Township Board, Elected Officials, community organizations, Individual citizens, contractors, and vendors.
- To critically assess situations; solve problems, and work effectively within deadlines and changing work priorities.
- Attend Township Board meetings.
- Obtain and maintain sponsorships from local business vendors, community organizations, etc....
- Collaborate with regional organizations to enhance programs and offerings.

**Extensive fringe benefit package includes:**

- Defined contribution plan
- Medical
- Vision
- Dental
- Short/long-term disability
- Life insurance
- PTO

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is required to frequently stand; Walk; the employee is regularly to Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds, the employee frequently lifts and/or moves up to 25 pounds.

Visual acuity to read, proofread, and fill out forms. Manual dexterity to use office equipment and computer keyboard. Hearing acuity to listen and communicate in person, or on phone. Ability to speak clearly and distinctly. Mental capacity to analyze data and use sound logic and judgment.

Must be able to drive motorized vehicles between work locations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment can be loud.

**How to Apply / Contact**

**Click here to fill out an employment application.** (<https://www.twp.grand-blanc.mi.us/FormCenter/Human-Resources-16/Grand-Blanc-Township-Employment-Applicat-61>)

*While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a drug screen and background check per Township policy. Grand Blanc Township is an equal opportunity employer.*



*The Radcliff Center – The Garden City Community Center*



**Garden City**  
**Michigan**

**Recruitment For**

**DIRECTOR OF PARKS AND RECREATION**



# Garden City

MI



Population 26,650

## CITY HISTORY

The origins of Garden City, Michigan started with the transfer of the property to John Lathers from Andrew Jackson for 160 acres in October 1835. The City was patterned after the "garden city" concept that became popular in England during the 19th century, with most home sites sectioned off into 1-acre plots to allow adequate farming area to support the family with fruit and vegetables. Now, most sites are considerably smaller, some as small as 40 feet by 135 feet, with little room for gardening, though the City maintains some large lots where an extra street has not been placed between two of the older streets, such as between some parts of Bock Street and John Hawk Street where Donnelly Avenue does not cut through. In June 1927, Garden City became a village. Six years later the village became the City of Garden City. Areas of interest in Garden City includes the nation's first Kmart store, the nation's first Little Caesars Pizza, and the first dine-in McDonald's in Michigan. In addition, the honeymoon cottage of Henry Ford and his wife, Clara Jane Bryant, was moved here from Dearborn in 1952.

## CLIMATE

The warm season lasts for 3.7 months, from May to September, with an average daily high temperature above 73°F. The hottest day of the year is in July, with an average high of 84°F and low of 66°F. The cold season lasts for 3.2 months, from December to March, with an average daily high temperature below 42°F. The coldest day of the year is in January, with an average low of 19°F and high of 32°F. The wetter season lasts 6.4 months, from March to October, with a greater than 25% chance of a given day being a wet day. The chance of a wet day peaks at 35% in June. The drier season lasts 5.6 months, from October to March. The smallest chance of a wet day is 16% in February.

## GEOGRAPHY

Garden City is a city in Wayne County, in the State of Michigan. The city population is 26,650. The city is part of the Metro Detroit region in the Eastern Standard Time Zone. Garden City is 20 miles west of the City of Detroit and only 7 miles north of the Detroit Metro International Airport.

## COMMUNITY EDUCATION

The main source of education for Garden City is the Garden City School District, which includes four elementary schools, one middle school, and one public high school. Tipton Academy, a charter school also located in Garden City, serves grades



PK-7. Local colleges include: Schoolcraft Community College; Henry Ford College; University of Michigan at Dearborn; Eastern Michigan University; and Madonna University.

## DEMOGRAPHICS

In Garden City, there are 26,650 people, 10,894 households, and 7,383 families residing in the city. The population density is 4,717.5 residents per square mile. The racial makeup of the city is 92.5% White, 3.4% African American, 0.4% Native American, 0.8% Asian, 0.8% from other races, and 2.1% from two or more races. Hispanic or Latino of any race is 3.3% of the population. Of the households, 31.7% has children under the age of 18 living with them, 48.2% are married couples living together, 13.6% has a single female householder, and 6.0% has a single male householder. 10.7% has someone living alone who was 65 years of age or older. The average household size is 2.54. The median age in Garden City is 39.9 years. 22.4% of residents are under the age of 18; 8.5% are between the ages of 18 and 24; 26.5% are from 25 to 44; 28.6% are from 45 to 64; and 14% are 65 years of age or older. The gender makeup of the city is 49.1% male and 50.9% female.

In addition, the cost of living and the crime rate in Garden City are far below the national average.

## THE GOVERNMENT

Garden City operates under the Council-Manager form of government, with a seven-member City Council. They are elected at-large and serve staggered four-year terms. The Mayor is elected by the electorate every four years. The Council sets policy and appoints the City Manager. The Mayor appoints members to advisory boards. The City Council is very stable. Although the members have their own ideas and opinions, they get along extremely well. Its members believe strongly in transparency and being a regional leader. They have a high regard for City Staff. The City Manager has been with the City for nearly



*The Garden City Ice Arena*

five years and has made great changes to the City's policies and procedures. The City has a 2022/2023 general fund expenditure budget exceeding \$25 million, with an overall annual budget of \$48 million.

The City believes strongly in lean government. The current budget calls for only 108 full time, 65 part-time and seasonal employees, spread over nine departments: Administrative Services, Police, Fire, Clerk/Treasurer, Building, Water, Parks & Recreation, Community Resources, and the Public Works Department.

The City has five bargaining units representing its employees. Staff members pride themselves on working as a team. They are very collaborative, collegial, and cooperative. In addition, the City Manager reinforces the ethical foundation: Be fair; be honest; tell the truth; keep your word; exercise integrity. The City places a very high priority on meeting its residents' needs.

After several years of reduction, resources are currently becoming more abundant as the City's fleet of vehicles has been upgraded. In August 2022, the electorate of Garden City approved a second referendum that includes the investment of \$15 million into the City roads over the next five years.



## **THE PARKS AND RECREATION DEPARTMENT**

The Parks and Recreation Department has many of the functions found in a traditional Parks and Rec. Department. Specifically, it is responsible for recreational activities; sports leagues and clinics; the creation and management of special events; City communication; park development and clean-up; a department budget; purchasing; agenda and minutes of the department advisory board; and the management of an ice rink and community center.

The Department currently oversees an operating budget of approximately \$2.5 million, along with 10 full-time and over 30 part-time and seasonal employees, as well as several contractors.

## **OPPORTUNITIES AND CHALLENGES FOR THE NEW DIRECTOR OF PARKS AND RECREATION**

Ten years ago, the City was hit hard with financial cuts and the Parks and Recreation Department was not spared. Since then, the focus has only recently changed from being self-sufficient in everything done, to now be a department dedicated to offering more programming and special events.

A primary challenge of the new Director will be

the management of many part-time and seasonal staff. Although most positions are generally defined due to current need, an organizational review is needed.

Since the City chooses to manage a lean organization by way of staff, it will be very important that the new Director understand that they will be personally involved (very hands-on) in all Department details, with limited delegation.

On the other hand, a great opportunity exists in the fact that the City Manager and the City Council are supportive of the Department in being more open to all types of activities.

The candidate that has a history of creativeness in developing new programs and is willing to see that such activities are carried out with excellence, will find more resources and support coming their way.







## **THE IDEAL CANDIDATE**

**Garden City desires an accomplished leader, who has a history of great performance in managing a parks and recreation department of comparable size and complexity.**

**Candidates should know that the new Director of Parks and Recreation is expected to hit the ground running and not stop until the job is done. As with all department heads, this job is not a 9-5 job.**

**The successful candidate will be achievement oriented and have a demonstrated command of the fundamentals and best practices of Parks and Recreation. They will have experience in personnel and general management, including optimizing human and material resources. Advanced knowledge of budgeting techniques will be of utmost importance.**

**Experience in creating new recreational programming and managing sports programs, as well as the development and management of special events, is extremely desirable.**

**Command of applicable federal, state, and local law is necessary. At the same time, while realizing rules and regulations are important, the chosen individual will have a healthy disrespect for bureaucracy. Their focus will be on getting the job done, properly, ethically, and legally.**

**The ideal candidate must be articulate and have the ability to communicate and collaborate effectively with a variety of internal and external stakeholders. Outstanding communications skills – oral, written, and listening – will be essential. The successful candidate will be expected to make presentations to the City Council and the community, as well as work with those in the field.**

**The diversity of this job requires a Director of Parks and Recreation that can be both a visionary forecaster and a hands-on leader. Candidates should possess strong strategic planning skills in managing the Department to EXCELLENCE. The new Director will set high standards for their staff and then work shoulder to shoulder with them to achieve the City's goals. Accountability will be important to the individual personally, for staff members, and for consultants.**

**Internally, the ideal candidate will create a positive working environment and serve as a mentor who works diligently to help staff members reach their full potential. In addition, candidates must possess demonstrated leadership and management skills with the ability to establish strong working relationships with staff at all levels of the organization.**

**Candidates must have the ability to develop an effective, collaborative working relationship with the City Manager, the City Council, the Recreation Commission, and other city department heads. An approachable, team-oriented style will be key to the success of the new Director.**

**Candidates must have strong customer service skills with the ability to instill their customer service philosophy throughout the organization, ensuring the residents feel welcome and are treated with respect.**

**As indicated in the above description, this position comes with the highest of expectations.**



- Be one who can establish trust quickly with others and one who can relate with all persons in the community.
- Have a genuine passion for public service; be an energetic “can-do” person with a genuine enthusiasm for municipal government.
- Promote a strong, service-oriented, “customer relations” approach by all employees in dealing with the citizenry.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.

### DESIRED MANAGEMENT STYLE AND PERSONAL TRAITS

- Have a background of professional and personal integrity and honesty, and of leading/motivating personnel by example.
- Be dynamic and have a great sense of humor.
- Have the maturity, self-confidence and strength of professional convictions to provide administrative insights and administrative counsel to the City Manager.
- Be politically savvy, yet politically neutral.
- Not be insecure, but revel when a staff member suggests a better way to complete a task.
- Be a strong administrative leader and be able to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues.
- Be a self-starter who has the vitality and energy to motivate and lead others; be someone who seeks and enjoys a challenge.
- Since the position is not to be a delegate responsibilities position, the next Director MUST be willing to be a hands-on leader.
- Possess well-developed organizational skills with the ability to balance numerous projects and issues.
- Be a “people person,” sincerely personable, patient, calm and accessible.

### EDUCATION

Competitive candidates will have a bachelor’s degree in parks and recreation, public administration, business management, or a related field, and seven (7) years experience in municipal parks and recreation, with extensive program management, special event coordination, supervisory, and budgetary experience in local government, or a combination of any or all the above. A CPRP/CPRE license or other advanced training is desirable.



## COMPENSATION

The hiring range for this position is up to \$90,000, dependent on experience and qualifications. Benefits are beyond excellent, including a full retirement pension (MERS), City paid health care, and free tuition.

## RESIDENCY

Residency within the city limits is not required but must be within 20 miles of the City boundary.

## HOW TO APPLY

Go to the following website:

<http://www.gardencitymi.org>, and click the link: "Employment Opportunities". Be sure to include a detailed resume and intriguing cover letter. While the first review of applications will take place on Monday, November 4, 2019, the position will be open until filled. A short list may be developed, with chosen candidates asked to answer additional questions. Questions should be directed to Ms. Martha Griggs, Human Resources Director at 734-793-1660, [marthag@gardencitymi.org](mailto:marthag@gardencitymi.org).



## Garden City

*6000 Middlebelt Road*

*Garden City, Michigan 48135*

*[marthag@gardencitymi.org](mailto:marthag@gardencitymi.org)*

*Tel: 734-793-1660*

*Fax: 734-793-1661*

## **BERRIEN COUNTY**

### **JOB DESCRIPTION**

**POSITION:** Director of Parks and Recreation      **CODE:** 0261

**DEPARTMENT:** Parks and Recreation

#### **GENERAL SUMMARY:**

Under the general direction of the County Administrator, plans, develops, and administers a comprehensive natural resource based parks, recreation, open space, and a recycling/environmental program in accordance with policies recommended by the County Parks and Recreation Commission and approved by the County Board of Commissioners. Oversees all personnel and financial management functions of the department. Performs related tasks as directed by the County Administrator.

#### **TYPICAL DUTIES:**

1. Plans, directs, supervises, coordinates and evaluates the activities, training, scheduling and performance of full-time and seasonal departmental personnel. Responsible for the hiring, firing, and discipline of all Parks personnel.
2. Oversees preparation of the County's comprehensive Parks and Recreation Plan, as required for state and federal grant eligibility.
3. Evaluates and reports on the potential of future County parks sites.
4. Plans and directs the acquisition, development, construction, operation and maintenance of all County park facilities.
5. Prepares and submits funding requests for state, federal and corporate grants for the acquisition and development of County park sites.
6. Reviews and supervises the work of Park and Recreation related consultants to the Board of Commissioners and/or Parks and Recreation Commission.
7. Establishes procedures and measures to promote park security and public and employee safety. Oversees compliance with state and federal regulatory safety standards.
8. Prepares the departmental annual operating budget for review by the Parks and Recreation Commission in accordance with the guidance provided by the County Administrator.

9. Administers department related grants, contracts, purchase orders, permits, leases and licenses.
10. Prepares and presents reports to the County Parks and Recreation Commission, Parent Committee, and Board of Commissioners as required. Develops, maintains and presents monthly attendance, program, and financial reports. Conducts research, compiles statistics and prepares other reports, as needed or requested by the County Administrator.
11. Oversees the growth and development of the Berrien County Parks Endowment Fund, and recommends its use to the Board of Commissioners as appropriate.
12. Organizes and directs the Department's marketing efforts including website development, social media, group presentations, news releases, advertising, displays, exhibits and brochures.
13. Consults with and provides direct technical assistance to Berrien County communities and agencies upon request and with County Administrator's approval,
14. Investigates and responds to customer complaints, comments and questions in a timely fashion.
15. Maintains regular office hours consistent, however, with the need to provide supervision as required on evenings, weekends, and holidays.
16. Completes other duties/special projects as requested by the County Administrator.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** A Master's Degree in Parks and Recreation Administration, Natural Resources, Public Administration or related area.

**EXPERIENCE:** 5 years progressively more responsible experience in a park or recreation related field.

OR

**EDUCATION:** A Bachelor's Degree with a major in Parks and Recreation Administration, Natural Resource Planning or a related field,

**EXPERIENCE:** 7 years progressively more responsible experience in a park or recreation related field.

### **SPECIAL REQUIREMENTS:**

1. No felony convictions.
2. Valid vehicle operator's license.
3. Regular, reliable and predictable attendance is required
4. An offer of employment shall be conditioned upon the successful completion of a medical examination (physical and mental). Prior to employment commencing, must pass drug and alcohol tests and criminal and civil record checks. Must be fingerprinted. Medical examinations (physical and mental) that are job related and consistent with business necessity along with random and for cause drug and alcohol tests may be required during the course of employment in accordance with the county policy..
7. Berrien County Parks and Recreation Department is typically a seven day a week operation with no holidays. The Director must have the ability and willingness to be available at any time as required by the situation.

### **PHYSICAL REQUIREMENTS.**

1. Ability to distinguish nature's sounds and colors.
2. Ability to maneuver unassisted on various and uneven types of terrain outdoors in all types of weather.

### **DESIRED QUALIFICATIONS**

1. Personal initiative and the ability to effectively plan and organize work.
2. Must be proficient with Microsoft Office software.
3. Knowledge and ability to use social media outlets.
4. Ability to tactfully handle critical and sensitive situations in a calm and professional manner. Ability to deescalate potentially violent situations.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Approved: \_\_\_\_\_

March 2020



## **COMMUNITY SERVICES - DIRECTOR OF PARKS**

**Description :** Classification: Regular, Full-time FLSA

Status: Exempt

Salary: \$63,000

Benefits Package:

### **4-Day workweek**

Health/Dental 90%

Employer Paid Blue Cross Blue Shield/ Blue Care Network

Vision Short/Long Term Disability Insurance

Life Insurance \$100,000

PTO

Education Tuition Assistant Plan

Retirement Package: Defined Contribution with a 12% Township Contribution HCSP of \$2500 annually after a full year of employment Application Deadlines: Open Until Filled You are invited to apply for these positions by sending a current resume to [nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org)

### Position Summary:

Under the general supervision of the Director of Community Services the position is the administrative department head directing the activities of the Van Buren Parks Department. As Director, the Employee provides direction and establishes goals for the management of Parks within Van Buren Township. Significant emphasis is placed on maximizing the efficiency and effectiveness of operations. Although general direction is received from the Director of Community Services, the duties and responsibilities require considerable independent judgment and initiative. Interacts in a consistently pleasant and helpful manner with fellow employees, visitors and residents of the Charter Township of Van Buren, and demonstrates the highest standards of internal and external customer service.



### Essential Job Functions, Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

Responsible for the maintenance and effective operation of Van Buren Township Parks, greenways, and softball fields.

Ensure that rules and regulations are enforced.

Act as public relations person for the township and parks and recreation program.

Collaborate with the Director of Recreation in coordinating programs and events between the Parks & Recreation Departments. Establish policies and procedures and maintain park files for pavilion reservations, correspondence and general record keeping as required. Assist in the recruitment, selection, training and evaluation of subordinate department personnel including matters of discipline and/or termination.

Responsible for direct supervision of subordinate employees assigned to the department.

Establish and maintain contact with other County departments, external governmental agencies, cities and towns, special interest groups and the public to resolve problems, address issues and discuss departmental program goals and objectives.

Work with local public and private agencies to develop, coordinate, supervise and schedule recreation enrichment and special event programs for the Van Buren Township Parks and greenway system.

Responsible for operational supplies, inventory control and assisting with supply procurement.

Prepare and/or review specifications, initiate competitive bidding and administer contracts as assigned.

Researches, recommends and prepares grant applications and ensures compliance with grant requirements and reporting. Assist in setting goals and priorities for long- and short-term planning for park facilities, park development and greenways.

Assist in the development and implementation of strategies to insure ADA compliance, risk management and liability control for assigned area of responsibility.

Assists the Director of Community Services in the preparation of the annual budget request, annual budget and budget monitoring throughout the fiscal year. Ensures department compliance with established township policies and procedures for all financial transactions and budget expenditures.

Keeps abreast of professional developments, trends, methods, techniques, legal issues, and other current events through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.

May be directed to attend Township Board and other meetings.

Ensures compliance with Open Meeting and Freedom of Information Acts.

Performs related and/or other work as required.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

A Bachelor's degree from an accredited college or university with a major in parks and recreation administration, recreation & leisure services, public administration or a related field, and

Minimum of two (2) years' experience in parks and recreation field.

First Aid and CPR certification desired. Ability to work weekends and evenings.

Ability to be a member of MRPA and/or other similar professional organization.

Experience in managing full-time union and part-time employees.

Knowledge of equipment and facility maintenance.

Must obtain a Playground Safety Inspection Certification within 2 years of employment.

Verbal communication skills to deal effectively with township consultants, vendors, various department heads, other township staff at all levels and residents who occasionally may be upset, frustrated and/or lacking in knowledge of the Township's procedures.

Skill in making effective oral and written presentations.

Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur; requires analytical skill as well as ability to comprehend, interpret and process detailed information and data.

Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendations.

Ability to effectively communicate and exercise a high degree of diplomacy in contentious or confrontational situations.

Planning, organizing, assigning, supervising and inspecting the work of professional, technical and support staff

Establishing and maintaining effective working relationships with staff, other Township departments, other governmental agencies, advisory committee members, elected officials and the public.

Ability to critically assess situations, solve problems, and work effectively within deadlines and changes in work priorities.

Ability to use a variety of technologies including computers and related software, telephones, facsimile machines; pagers, radios and other similar type equipment.

Ability to calculate figures and amounts such as proportions, percentages and area.

Ability to recognize and handle stress.

A valid Michigan Vehicle Operator's License.

**Physical Abilities and Work Environment:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; when visiting parks or construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Township boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction

**Contact :**

**Deadline for Applying :** Open until filled