

AGENDA
Cascade Charter Township Parks Committee
Tuesday, June 21, 2022
8 am
5920 Tahoe Dr

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Approve the current Agenda**
- ARTICLE 3. Approve the minutes of the May 17, 2022 meeting and the May 31, 2022 Special Meeting.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to five minutes per speaker.)**
- ARTICLE 5. Presentation on Grand Rapids Parks and Rec Items
Update from Grand Rapids Parks and Rec Director, David Marquardt**
- ARTICLE 6. Parks Master Plan Update
Update from Troyer Group Team**
- ARTICLE 7. Property Acquisition Template
Feedback of Draft Property Acquisition Template**
- ARTICLE 8. Absence Policy
Review of Absence Policy in Current Bylaws**
- ARTICLE 9. Updates and Announcements from Chair
Update from Ginny Regarding Deer Management, Burton Park, Grand River Greenway, Gypsy/spongy moth tour, invasive removals at Wycliff property, and kiosk/branding issues**
- ARTICLE 10. Old Business**
- ARTICLE 11. Any Other Business**
- ARTICLE 12. Adjournment**

Meeting format

1. **Staff Presentation** *Staff report and recommendation*
2. **Project presentation-** *Applicant presentation and explanation of project*
 - a. **PUBLIC HEARINGS**
 - i. *Open Public Hearing. Comments are limited to five minutes per speaker; exception may be granted by the chair for representative speakers and applicants*
 - ii. *Close public hearing*
3. **Committee discussion –** *May ask for clarification from applicant, staff or public*
4. **Committee decision - Options**
 - a. *Table the decision*
 - b. *Deny*
 - c. *Approve*
 - d. *Approve with conditions*
 - e. *Recommendation to Township Board*

Meeting Minutes

Cascade Charter Township
Parks Committee
Tuesday, May 17, 2022
8:00 AM
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Wanty called the meeting to order at 8:00 am.
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange, Supervisor Grace Lesperance,
Members Absent: Matt Douglas (excused)
- Others Present: Township Supervisor Ben Swayze, Planning Director Brian Hilbrands, and Building and Grounds Supervisor Jim MacDonald and those 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 Engel. Motion carried 5 to 0.**
- ARTICLE 3. Approve the minutes of the April 19, 2022 meetings.**
- Motion was made by Member Engel to approve the April 19, 2022 meeting minutes. Supported by Member Korstange. Motion carried 5 to 0.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**
- There was no one who wished to speak.
- ARTICLE 5. KDL Cascade Branch Library Plans and Update**
- Kent District Library Regional Manager Vanessa Walstra came to speak to the Parks Committee about their outdoor gathering space plan for the Cascade branch. The plan involves four phases which include natural and picnic areas, native plantings, and a pavilion or amphitheater space. Funding for Phase One and Two would be paid for by Friends of the Library
- Member Engel said that the creation of a natural grass area would allow the Township to perform one large cleanup in the fall rather than the current time spent mowing. The proposed addition of a rain garden would be beneficial as there are currently drainage concerns in the area of the property. Member Reese noted that a concern should be making sure that the area is properly maintained.
- ARTICLE 6. Updates from Manager**
- Manager Swayze explained that they completed the interview process for the Director of Public Works position, but their chosen candidate did not accept the position. They decided that their strongest candidate had an engineering background, and they should be more focused on candidates with that skillset. They changed the position title to 'Township Engineer', increased the paygrade, and have posted the position again.

The resident(s) removing fallen trees from Burton Park appears to have stopped since the letter was sent to the surrounding area explaining that this activity could spread oak wilt. An anonymous message was sent in, apologizing for cutting down trees and the resident stated that said they would stop removing them.

Manager Swayze shared that regarding accessing one of the Oak Wilt sites, there is a small tree on the Patterson's property that will have to come down and the township will replace it. There was some confusion about which tree needed to be saved and which tree needed to come down. The township staff will need to look more into which tree is being referenced.

The township board established the Pathways Committee at their last meeting and Supervisor Lesperance is working to get the committee off the ground. They decided that drafting and approval of bylaws will be their first action. Mike Reese offered to serve as the Park Committee representative on the newly formed Pathway committee.

(Article 10 was moved toward the front of the meeting to include Manager Swayze)

ARTICLE 10. DTE Energy Tree Grant Program

DTE and Consumers Energy both have a tree planting grant that the township is looking into applying for. The grant is a one-for-one match of up to \$4,000 total for the year. The Consumers Energy grant is due by June 17th and Manager Swayze said he could complete the application. Supervisor MacDonald suggesting planting young, hardwood trees between Cascade Rec Park and highway to block noise.

ARTICLE 7. Update on Pathways and Trails

Executive Director of Kent Country Parks, Dan De Loeff, and John Morrison, Executive Director of West Michigan Trails & Greenways Coalition, met with Ginny, Grace, Brian and Ben to talk about the Grand River Greenway. They are connecting with all communities along Grand River to gauge interest in connecting them via pathways. Ottawa County already has acquired all of the land and funds to take the pathway from Grand Haven to Millennium Park. The State of Michigan has provided 55 million dollars to finish the pathway from Millennium Park to Lowell. They are just beginning to work out this project and it will be one for the Parks Committee to keep an eye on.

Bea Idema donated funds towards creating the Grand River trail (called Idema Explorer's trail). Bea Idema's heirs may be interested in contributing towards this new trail connection as well.

The biggest obstacle to the Grand River Greenway in Kent County is working with the railroad to see if they will allow a path along Grand River Drive and the railroad.

Member Korstange left the meeting at 8:52.

ARTICLE 8. Parks Master Plan Update

Member Reese stated that they will be setting up meetings with other neighboring communities to make sure everyone's plans, and initiatives worked well together.

The next meeting for the Parks Committee will be on May 31 from 7:30-9:00am to discuss goals and objectives for the Parks Master Plan.

The Parks Committee does not currently have a process for converting the land they purchase into a useful park property. The Parks committee decided to use the undeveloped land at Wycliff to create a process they would be able to use for future properties. Members Wanty, Engel and Reese have been working on the property acquisition checklist side of the project, so the township knows if a piece of land is worth purchasing for the township but, had not yet tackled the development end of the project. Member Engel suggested looking into what amenities citizens are interested in and going from there. They proposed a community planning session, a roundtable discussion, and a discussion at the Parks Committee level including staff from Wycliff Church and some of the park's neighbors to talk things through. They also considered hiring a landscape engineer or planner to get some design ideas.

ARTICLE 9. Property Acquisition Template

Member Engel said the committee looked at property acquisition templates from many different localities and used the best parts to make one that fit Cascade Township's needs. They worked to balance the different types of properties the township may be interested in. This would give them metrics for evaluation as well as lend legitimacy to the Parks Committee's property acquisition recommendations. The Parks Committee is working to get the template in front of the township board this summer. Chair Wanty encouraged members to test the template out on a Cascade Township Park.

ARTICLE 11. Updates and Announcements from Chair

Chair Wanty has set up a meeting in June with Dr. Rob Keys about completing a deer management survey for Burton Park. The survey will start in the winter and decisions will be made based on the results.

Member Engel will be leading a hike at Peace Park for the land conservancy. Twelve people signed up to participate as of a week ago and often more attend that sign up.

Member Engel, Chair Wanty, Supervisor MacDonald, and some of the township's maintenance department employees will be hiking with Nick Sanchez and Mike Maceachron from the Kent Conservation District at Burton Park and Peace Park to look at tree health, specifically oak wilt. Someone reported that there may be oak wilt at Peace Park. The site will be checked by the foresters.

Eleven volunteers showed up for the garlic mustard pull at Peace Park and four helped at the cemetery garlic mustard pull. Chair Wanty will be knocking on some doors on 30th St, near the cemetery, to see if they will let her pull the garlic mustard in their yards, as that is where it is migrating to the cemetery from. There will be a workday with GE Aviation on Friday to remove invasive bittersweet at Burton Park.

ARTICLE 12. Strategic Plan Update

There was not a strategic plan update at this time.

ARTICLE 13. Port-a-Potty Request Near Pickleball Courts

The committee talked about a porta potty for near the pickleball court at Cascade Rec Park in January due to a citizen request. At that time, Manager Swayze said that the township orders porta potties in the spring and they will add an additional porta potty to that order to be placed near the pickleball courts, on a trial basis. Chair Wanty said she spoke with employees at Kent County Parks, Ada Parks, and Kentwood Parks and they don't put in a porta potty if the site has a usable bathroom. Supervisor MacDonald said he is currently looking for a level spot that the company can back their truck into to deposit the porta potty. There is concern that this will spark the desire for more porta potties in other areas of Cascade Rec Park when what they really need is a permanent bathroom. Supervisor MacDonald said a permanent bathroom would be possible once the old maintenance building at the Rec Park is removed. He thought the best course of action would be to take down the current building and build two single stall unisex bathrooms. The committee will work on coming up with Pickleball rules and compare them to other local municipalities. They may utilize one of the courts as a 'challenge court' to help keep the peace and give anyone who would like to play a turn.

ARTICLE 14. Old Business

There was not any old business to discuss.

ARTICLE 15. Any Other Business

Trees at Cascade Rec Park: There was more discussion on planting trees between the walking path and the property line near the highway at Cascade Rec Park.

ARTICLE 16. Adjournment

Motion was made by Member Engel to adjourn. Supported by Supervisor Lesperance. Motion carried 4 to 0. The Meeting adjourned at 9:51 am.

Respectfully submitted,

Joe Engel, Secretary

Meeting Minutes

Cascade Charter Township
Parks Committee Special Meeting
Tuesday, May 31, 2022
7:30 AM
5920 Tahoe Dr

- ARTICLE 1.** Chair Wanty called the meeting to order at 7:34 am.
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange, and Supervisor Grace Lesperance
Members Absent: Matt Douglas (excused)
- Others Present: Planning Director Brian Hilbrands, Building and Grounds Supervisor Jim MacDonald, Rachel Walsh with Troyer Group, and those listed on the sign in sheet.
- ARTICLE 2. Approve the Current Agenda**
- Motion was made by Member Engel to approve the current Agenda. Supported by Supervisor Lesperance. Motion carried 5 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. Review Draft Goals and Objectives Section for Parks Master Plan Update**
- The committee reviewed the goals for the Parks Master Plan Update. This included eight goals with actionable items. These goals will be a collaborative effort between Township staff, the Board, and the Parks Committee.
- Goal 1.** Chair Wanty and Member Engel recommended changing 'Ensure' in subpoint A to 'Provide'.
- Goal 7.** Part of achieving this will be creating content to show residents how their money is being spent and why more money is needed to improve the parks. Chair Wanty recommended adding grant applications to that section. Member Reese suggested securing funding and exploring funding options be part of goal seven as well. The millage would be one of the objectives of this goal.
- Goal 5.** Member Engel explained that the 'Recreation' portion of the goal is in its infancy and can't begin to grow until there is a Parks Director and those that can staff these programs. Member Reese said that there is a desire to have 'Recreation' programming in the township so it should be included in the goal, even if the township isn't ready to enact it yet. An action item of integrating communication with the township board and its committees through reporting on a quarterly or bi-annual basis will be added to this goal.
- Goal 2.** Member Engel recommended changing the action items listed in goal two to be more related to objectives such as scheduling review of the park maps on a yearly basis.

Goal 3. Member Reese shared that subpoint B in goal four should be part of goal three so that goal three is focused on pathways and goal four is focused on parks, preservation areas, and open space. Member Engel suggested goal three subpoint B should be to 'Identify and complete' or 'identify and prioritize pathway routes to connect to surrounding communities,' as this may not ever be fully completed. Members Engel and Korstange also recommended removing 'work with Pathways Committee to' from goal three.

Goal 4. There was discussion as to which properties should be acquired, how that is determined, and what the community wants/needs. They will use the template they are currently working on to help alleviate this problem and provide transparency to the public.

Goal 6. This will include working with the DDA and community outreach to determine what the public really wants in a 'village' and meeting space area. It is a long-term undertaking that requires its own goal.

Supervisor Lesperance encouraged the committee to find a way to coordinate volunteers and solicit their time and money. This will reflect positively on the township not only in the eyes of the public but also to outside organizations such as the DNR. Finding a way to include increasing volunteer publicity and capacity at the township level will be added to this goal. This may require more staff at the township or a volunteer coordinator. This could also go through a 'Friends of' organization that works with, rather than through, the township.

Goal 5. Member Engel recommended changing 'Friends of Cascade Parks and Trails' to just 'Friends of Cascade Parks'.

Goal 8. Member Engel also noticed that, in goal eight, subpoint C, it says to 'Hire a programming Director if the need is justified,' and that requires a higher level of reporting so it should be changed to a programming facilitator, coordinator, or uncapitalize the 'd' in 'director' so that 'programming director' is a description rather than a job title.

There will be an update to this plan at the next meeting to take place in June.


ARTICLE 5. Adjournment

Motion was made by Member Korstange to adjourn. Supported by Member Engel. Motion carried 5 to 0. The Meeting adjourned at 9:13 am.

Respectfully submitted,

Joe Engel, Secretary

CITY COMMISSION POLICY

 GRAND RAPIDS MICHIGAN	NUMBER: 1100-07	HISTORY	
		FILE #	DATE
	DATE: June 18, 1991	83153	01/28/14
	FILE NUMBER: 54787		
	DEPARTMENT: PARKS & REC.		

SUBJECT: PARKS AND RECREATION ADVISORY BOARD

PURPOSE: To recommend policies, rules and regulations for public use of parks and recreation facilities and programs; assist the Director of Parks and Recreation in the evaluation of parks and recreation programs and activities and suggest changes in the Parks and Recreation Master Plan.

POLICY:

The Parks and Recreation Advisory Board shall assist the Director of Parks and Recreation in the evaluation of parks and recreational programs and facilities; review and suggest changes in the Parks and Recreation Master Plan; monitor and report annually on millage expenditures, capital investments, and pool operations; and other related activities as set forth below.

1. Membership - The Board shall consist of nine (9) members who shall be City residents. Members shall be persons who have an interest in and support parks and recreation services, and shall include one (1) representative each for the Grand Rapids Public Schools, Friends of Grand Rapids Parks, and Downtown Grand Rapids, Inc.
2. Appointments - Appointments shall be by the City Commission for terms commencing the first Monday in January. Board members may be removed by a majority vote of the City Commission.
3. Terms of Appointment - Appointments shall be for a three (3) year period with overlapping terms.

CITY COMMISSION POLICY

NUMBER: 1100-07

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4. Duties and Responsibilities - The Board shall have the following duties and responsibilities:
 - a. Support and advocate the goals and objectives established in the Parks and Recreation Master Plan.
 - b. Monitor community's changing parks and recreation needs and recommend program priorities to address those needs.
 - c. Monitor and report annually on millage expenditures, capital investments, and pool operations.
 - d. Recommend policies, rules and regulations for public use of Parks and Recreation facilities and programs.
 - e. Annual review and recommend changes to the established criteria within the Parks and Recreation Master Plan for facility improvements, land acquisition, capital renovation or development.
 - f. Advise the Director regarding the effect of budgetary decisions upon parks and recreation, fees and charges, and interpretation of policy as needed.
 - g. Assist the Director in the evaluation of parks and recreation programs and facilities (City and School) and make recommendations for improvements.
5. Procedures and Meeting Schedules - The Board shall elect a chairperson and vice chairperson and establish its rules of procedure. It shall adopt its own meeting schedule, provided, however, that the Board shall meet at least quarterly. All meetings of the Board shall be subject to the Michigan Open Meetings Act.

Cascade Township

Parks and Open Spaces Property Acquisition Template

This tool is designed to help evaluate potential parks and open space sites for acquisition by Cascade Charter Township, using a set of established criteria that can be applied to any potential property. The goal is to provide a consistent and objective scoring of potential sites that can be utilized by the Parks Committee in making an informed recommendation to the Cascade Charter Township Board of Trustees.

Property Name/Nickname	
Property Address	
Owner Name(s)	
Zoning	
Person Completing Form	
Date	

Form Instructions: For each item list a score of 1 to 5, with one being the lowest rating and five being the highest rating

	Scoring	Notes
Natural Features Streams/Rivers/Lakes Wetlands/Riparian Habitat/Ecosystem Quality Forest Canopy Unique Features Total (Out of 25 Possible)	0	
Location/Connectivity Connects to Pathway System Connects to Water/Waterway Connects to Park or Other Community Asset Provides Space/Recreation for Underserved Area Adds Acreage to Existing Park or Open Space Total (Out of 25 Possible)	0	
Function Preserves Natural Resources Protects Historical or Cultural Elements Provides New or Increased Recreational Opportunity Add Significant Acreage of Open Space Improves Public Access Total (Out of 25 Possible)	0	
Feasibility & Practicality Appropriately Sized for Its Intended Use No or Reasonably Remediable Contaminants or Hazards Cost Practicality/Leveraging Opportunities Market Urgency/Potential for Development Management, Maintenance or Adjacent Property Considerations Total (Out of 25 Possible)	0	
Grand Total (Out of 100 Possible)	0	

CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

BY-LAWS AND RULES OF PROCEDURE

1. AUTHORITY

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

2. OFFICERS

2.1 *Selection.* At the February meeting, the Committee shall select from its membership a chairperson, vice-chairperson and secretary who shall serve for a twelve month period and who shall be eligible for re-election. The vice-chairperson may also hold the position of secretary.

2.2 *Duties.* A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the Committee shall select a successor to the office of vice-chairperson at the earliest practicable time. The secretary shall execute documents in the name of the Parks Committee, and perform such other duties as the Committee may determine. The Cascade Township Manager or Planning Director shall serve as the recording secretary who shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Committee, issuing notices of public hearings, and performing related administrative duties to assure efficient and informed Committee operations.

2.3 *Tenure.* The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEMBERSHIP

3.1 *Membership.* The Parks Committee shall consist of five (5) members, one (1) alternate member and one (1) ex-officio member. All members shall be representative of the Township and the major interests present in the Township. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on the Committee, with their term of service running concurrent with his/her service on the Township Board. The Township Supervisor may appoint one (1) alternate member for the same term as regular members to the Parks Committee, upon approval by the Township Board. The alternate member shall sit as a regular member of the Parks Committee in the absence of a regular member.

A representative of the Forest Hills Schools administration may serve as an ex-officio member of the Parks Committee as a means of communicating common recreation needs to the township. This representative shall not have any voting privileges on the Committee.

3.2 *Terms.* Members of the Parks Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years, and

may extend only to an additional three (3) year term if reappointed by the Township Board. Members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed.

3.3 Vacancies. In the event that a member of the Parks Committee can no longer serve because of health or any other reason, the Township Supervisor may appoint, upon Township Board approval, another person to the Committee for that unexpired term. Should the unexpired term be two (2) years or longer it shall be considered as a full term.

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from the Parks Committee effective upon the date a replacement is appointed by the Township Supervisor and approved by the Township Board.

3.4 Member Absence. In the event that a member cannot attend a meeting they shall call and inform the Recording Secretary before 5:00 p.m. the day of the meeting. Should a member have three (3) consecutive absences from regularly scheduled meetings or miss at least fifty (50) percent of the meetings within any twelve (12) month period, it shall constitute a reasonable ground for removal. To initiate this action the chairperson shall prepare a memorandum requesting that member to resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill the vacancy.

3.5 Removal.

a. Reason for Removal - Members of the Parks Committee shall be removable by the Township Board for non-performance of duty or misconduct in office upon written charges and after public hearing. Failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest shall constitute misconduct in office.

b. Conflict of Interest - A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:

- 1) The member has a direct financial interest in the outcome of the matter at issue; or
- 2) The matter at issue involves the member's business or place of employment; or
- 3) Participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
- 4) The member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.

4. MEETINGS

4.1 Meeting Notices. All meetings shall be posted at the Cascade Charter Township Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.

4.2 Regular Meeting. Regular meetings of the Committee shall be held in accordance with the meeting schedule adopted by the Committee. At the Park's Committee meeting in November the Recording Secretary shall submit to the Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Parks Committee. The dates and times shall be posted at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the ~~same manner~~ as originally established. When a regular meeting date falls on or near a legal holiday, the Committee shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

4.3 Special Meetings. A special meeting may be called by two members of the Committee upon request to the Secretary or by the Chairperson. The business which the Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner ~~as required by~~ the Open Meetings Act, and the Recording Secretary shall send written notice of a special meeting to committee members not less than 48 hours in advance of the meeting.

4.4 Quorum. In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of the voting members shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is ~~is~~ at the meeting.

4.5 Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the act cited in Section 1. Public hearings conducted by the Committee shall be run in an orderly and timely fashion.

4.6 Motions. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.

4.7 Voting. An affirmative vote of the majority of the Committee shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. All members of the Committee including the chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide conflict of interest as recognized by the majority of the remaining members of the Committee. Any member abstaining from a vote shall not participate in the discussion of that item.

4.8 Order of Business. A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

- Call to order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Public Hearings
- Old Business
- New Business
- Public Comments and Communications Concerning Items Not On the Agenda
- Any Other Business

A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

4.9 Rules of Order. All meetings of the Committee shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Orders."

4.10 Notice of Decision. A written notice containing the decision of the Committee will be sent to petitioners and originators of a request.

5. MINUTES

5.1 Committee minutes shall be prepared by the Recording Secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the Township Clerk.

6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

6.1 All meetings of the Committee shall be opened to the public and held in a place available to the general public.

6.2 All deliberations and decisions of the Committee shall be made at a meeting open to the public.

6.3 A person shall be permitted to address a hearing of the Committee under the rules established in subsection 4.5 and to address the Committee concerning non-hearing matters under the rules established in Section 4.8 to the extent that they are applicable.

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

6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

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

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

Cascade Charter Township

Resolution 71 of 1993

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

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

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

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

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

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

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

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

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


Brenda J. Henning
Cascade Charter Township Clerk

CERTIFICATION

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


Brenda J. Henning
Cascade Charter Township Clerk