

Casco Township Parks and Recreation Committee
Regular Meeting Minutes
October 10, 2021

1. **Call to Order & Roll Call:** meeting called to order at 7:05 pm at Casco Township Hall.
Committee members present: Paul Macyauski, Debbie Weaver, Don Kuick, Heidi Frasure, Matt Super, and Andy Litts.
Others Present: Pam Blough (guest), Kathy Stanton (assistant clerk) and Kelly Hecker (recording secretary).
2. **Approval of Agenda:** motion made by Matt to approve agenda; 2nd by Don. All in favor.
3. **Approval of the September 14, 2021 Minutes:** Paul noted correction to the First Street Property record. Motion to approve the minutes made by Debbie; 2nd by Heidi. Approved by all. *Motion passed.*
4. **Correspondence received:** Debbie received correspondence regarding Blue Star Trail plan.
5. **Public Comment:** Julie Cowie 876 ½ Blue Star Hwy, chair of Soil Erosion Committee announced public invitation to the next meeting on Monday, November 1st, 2021 @ 7pm at Township Hall (*previously scheduled for Oct. 25th*). Guests to include GEI Consulting & Cam Davis, a Casco resident. Also presented the Coastal Management Zone Grant program. The township applied for and received grant funds in past years for the Casco stairs. The 2023 Grant year application is currently open. Deadline: December 29, 2021. This is a matching grant. Consider pursuing putting in a ramp, drainage system. Does not cover hard revetments. Discussion to continue at the Nov. 1st Soil Erosion Committee meeting.

Discussion of previously planned access to beach

6. **Update from Pam Blough:** MNRTF grant application revisions were resubmitted 9/30/21. Final scores will come out 1st/ 2nd week of December. Several unknowns impair prediction of funding: There are new review staff, changes to scoring criteria, variations in reviewer discretion, # of applications submitted, amount of \$ available. "Lots of unknowns".

We need to begin working on the 2021 Parks & Recreation Plan. Changes to the written guidelines for rec plans include demonstrating public support for the plan using public surveys (ex. Survey Monkey). We are awaiting survey results to update new sections of the plan.

Target Dates: plan draft complete by beg-mid Dec to allow for 30 day public comment then it will go to the township board for approval in January.

Work on Recreation Plan Goals & Objectives – review at November Parks & Rec mtg

Andy: Suggestions on how many questions to include in the survey? Previous survey included 25-30 questions. What do you think?

Pam: can delete some of demographic information. Still collect age demographics to look for distribution of responses across age groups. Looking for more even distribution of participation among age groups.

15 questions could be sufficient. May focus on specific projects. Consider future project w/i next 5 years.

APPROVED

Heidi: We don't need this survey then for the current grant (MNRTF)?

Pam: No.

Survey responses needed back by end of November.

Andy: We need to leave tonight with survey questions – Survey Monkey, QR code, mailing. We need to allow for enough time for the survey advertised in paper and to receive responses. Likely timeframe is Christmas.

Paul: hoping to get survey finalized tonight to take to board on Monday night for approval. Then take to clerk for distribution.

Pam: what is pushing the schedule – the recreation plan is due Feb 28th, 2022 to make it in first rotation of grant reviews by April 15th, 2022.

Township Board must approve, then minutes typed up by the township clerk.

Parks & Rec plan must be open to public for 30 days for comment.

Recreation Plan includes a set of Goals & Objectives that this committee must review & rewrite into the new required format.

Our deadline for Recreation Plan draft is mid December.

Erosion Committee may need to determine current drainage/ erosion control system & proposed/ desired improvements/ adjuvant measures to control erosion on surface/sub-surface erosion control.

7. **First Street property:** tabled
8. **Maple Grove Property:** remainder of meeting focused on survey question development. Proposed questions were submitted by committee members, then reviewed collaboratively. Committee narrowed the survey to 4 key questions. Committee recognized the survey needed to include questions related not only to Maple Grove/ Nature Preserve but also to First Street park and township hall recreation/land area.

Agreement to do a month to month purchase of online survey platform access for electronic accessibility and analysis of online data. Estimated cost \$200-\$400.

Plan of Action:

- Kelly will provide compiled survey questions to Andy **by 10/13**. Andy will submit the proposed survey to the township board for approval at their meeting on 10/18.
- Heidi will evaluate survey platforms Survey Monkey vs Qualtrics for a best fit and provide Andy with a cost estimate **by EOD 10/17**. Andy will then forward that information with the questions to the board for approval.
- After the board meeting on the 18th, Paul will provide Andy with feedback from the board. Andy will share feedback from the board with this committee. Hoping their feedback will warrant edits rather than a re-review.

APPROVED

Once survey receives board approval:

- Heidi will generate the online survey. If we need to involve the clerk to facilitate payment for the survey, Andy will present this to the clerk. Our goal is to have an ***active survey online by EOD 10/22***. Heidi will forward the link to the survey and the QR Code to Andy.
- Paul will provide the final approved questions to our clerk for layout for the direct mailer. The direct mailer will include a brief description of the survey, the QR code, and instructions to return the completed survey to the township hall [for paper copies]. From this we can get the mailer sent to everyone in the township.
- Paul will be submitting the QR code to our sign company to get (3) signs made to post at our parks for people to take the survey online. We also discussed having extra forms for the survey available to take the schools and for people who may stop in at the township hall.
- Goal is to have mailings out ***by 10/30***. Responses back ***by Thanksgiving***.

9. **Miami Park:** tabled

10. **Board Update:** tabled

11. **Round Table:** tabled

12. **Adjournment:** Meeting adjourned at 8:45pm.

Next meeting is Tuesday, November 9th, 2021 at 7:00pm at Casco Township Hall.

Minutes respectfully submitted,
Kelly Hecker