



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
April 14th, 2016 8:30 a.m.

ROLL CALL:

Committee: Excused DeMarsh X Feringa X Heffner
X Jenema X LaPointe X Timmins
Excused Wentzloff

Advisory: X Heinert X Henkel X Kushman
Excused McDonough X Winter

- A. PUBLIC COMMENT: No public present
- B. APPROVAL OF AGENDA: Motion to approve agenda LaPointe, 2nd. Heffner motion carries
- C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. ACTION:

- 1. Approve Draft Minutes of:
 - a. Parks & Trail Meeting Minutes 02/05/16
 - b. Park & Trail Meeting Minutes 03/11/16

Motion to approve draft minutes from the Parks & Trails meeting minutes from 02/05/16 and 03/11/16. Lapointe, 2nd. Heffner
Motion carries

E. REPORTS

- 1. Township Board – Jenema discussed getting together with Chris Kushman to get questions answered about costs involved in trail maintenance. Announced that the DNR grant application has been turned in to the State.
- 2. TART – Kushman – Secured permission from the Holiday Inn to be included in the preliminary conceptual designs. Target date for the conceptual design is still May. TART is working on a FAQ sheet and a model/demo maintenance plan.
- 3. Grand Traverse Regional Land Conservancy - None
- 4. Universal Accessibility – Timmins – Was contacted by Bill Fahl from Michigan Lake Products. Will be meeting with them to discuss options for universal access.
- 5. Autumn Olive – Winter will be calling the ruffed grouse society May 1st.

F. NEW BUSINESS:

- 1. Bayside Grant Debriefing (Heinert) – will be putting the file of graphics turned in with the grant on flash drive for Shawn to share it, will also put it on a FTP website that the committee will get a password for so we can stay up to date on designs. Discussed what was in the grant packet turned into the State. Worked with township assessor to combine the Bayside Park properties to become recognized as one single parcel.
- 2. Bayside Park- Site design standards and detailing (Heinert) – Phase 1 review of what will happen. Discussed a few areas of concern; area sinking in front of restrooms, what to

do with the well heads. Utility pole to bathhouse. Henkel commented that there are plans to bury the wires. Klaus will have a meeting with Jay and Tom to discuss the details that should go into phase 1, but have not been budgeted.

3. Phase 1- Construction Bid Plan Preliminary review (Heinert) - contacted 3-4 contractors there is interest.
4. **Phase 1- Next Steps (Heinert)** LaPointe asked about when the bids would come in and the date Klaus was putting out for completion of the projects. Discussion followed on best work dates and how those dates would affect beach closure. Klaus commented that 6-8 weeks would be needed for the wall/walkway completion and clean up. Committee discussed beginning of season and end of season dates. Decided the committee didn't have enough information to decide the best time schedule yet. Will request preliminary bids with two options to compare costs: a) completion before July, and b) starting in late August.
 - a. Pre-Staking walkway, beach wall, parterre garden- has been done, discussed problems with topo maps and how they are finding ways to work around the maps.
 - b. Field check, look at restroom, existing parking and trees
 - c. Schedule
 - i. Bidding/permits
 - ii. Contract
 - iii. Site Prep and removals
 - iv. Construction

Motion by LaPointe, 2nd. Heffner

Motion to send out plans for pre-pricing and date estimates to contractors.

Motion carries

5. GCES Continuation of Design Development of Park Systems for Future Work (Heinert)

- a. Overall irrigation system
- b. Overall preliminary grading plan
- c. Renovation plan for existing park
- d. Overall Utility plan

G. OLD BUSINESS:

1. **Mission and Vision Statements-** Jenema looked at the MTA website for what to include in bylaws and mission statement.

Committee discussed changing the meeting to once a month. Discussed the 2nd or 3rd Friday of each month. Shawn will be sending out an email to inform members not present of the new Friday meeting date and info on guidelines for mission statements. The committee needs to have these completed by June. Brain storming followed on how to share some of the maintenance costs as a whole, and the idea of starting a trail authority and how that may function.

H. PUBLIC COMMENT None

ADJOURN: Motion to Adjourn Jenema 2nd. By Timmins



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ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
April 14th, 2016 8:30 a.m.

ROLL CALL:

Committee: _____ DeMarsh _____ Feringa _____ Heffner _____ Jenema
 _____ LaPointe _____ Timmins _____ Wentzloff

Advisory: _____ Heinert _____ Henkel _____ Kushman _____ McDonough

Staff: _____ Winter

A. PUBLIC COMMENT:

B. APPROVAL OF AGENDA:

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. ACTION:

1. **Approve Draft Minutes of:**
 - a. Parks & Trail Meeting Minutes 02/05/16
 - b. Parks & Trail Meeting Minutes 03/11/16

E. REPORTS

1. Township Board - Jenema
2. TART - Kushman
3. Grand Traverse Regional Land Conservancy - McDonough
4. Universal Accessibility – Timmins
5. Autumn Olive – Winter

F. NEW BUSINESS:

1. Bayside Grant Debriefing (Heinert)
2. Bayside Park – site design standards and detailing (Heinert)
3. Phase 1 - Construction Bid Plan Preliminary Review (Heinert)
4. Phase 1 - Next Steps (Heinert)
 - a. Pre-staking walkway, beach wall, parterre garden
 - b. Field check, look at restroom, existing parking and trees
 - c. Schedule:
 - i. Bidding/Permits
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5. GCES Continuation of Design Development of Park Systems For Future Work (Heinert)
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G. OLD BUSINESS:

1. Mission and Vision Statements

H. PUBLIC COMMENT

ADJOURN:



**ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690 February
5th, 2016 8:30 a.m.**

ROLL CALL:

Committee: Absent DeMarsh Ex. Absent Feringa X Heffner
 X Jenema Ex. Absent LaPointe X Timmins
 X Wentzloff

Advisory: Ex. Absent Clark X Heinert X Henkel
 X Kushman X McDonough X Winter

A. PUBLIC COMMENT: Eric Nuffer; Crescent Haven Hill, Acme. He is a Kite boarder who came to speak on his support of the park plan. He asked if there would remain an area clear enough that the kite boarders could have about 75ft. In order to launch from when there is good wind from that site which are south west and north-west winds.

Discussion followed on the space that would be created by the retaining wall/seat wall. Discussed the use of the second “beach pod” area. Eric agreed that there should be enough room there to launch from.

Closed 8:45am

B. APPROVAL OF AGENDA:
Motion by Wentzloff 2nd. By Heffner motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. ACTION:
1. Adopt Parks and Trails Committee minutes 01/22/16
2. Adopt Parks and Trails Committee minutes 01/28/16
Motion by Wentzloff, 2nd. By Timmins to approve the minutes of the Park and Trails Committee minutes from 1/22/16 and 1/28/16.
Motion carries

E. REPORTS
1. None

F. NEW BUSINESS:

1. Selection of design components for the MNRTF Grant Application Klaus presented an updated cost estimate and new plan update.

Jenema summarized the things that the committee removed from the last meeting.

- 1) South parking area
- 2) Play Ground
- 3) Mobi Mat
- 4) 2nd. Phase of garden club
- 5) new to the list the pavilion- part of a phase three discussion Put back in – the TART trail connector piece.

Klaus went over price point on lawn site improvements, added class to fill for lawn improvements, widened side walk, price of hydro-turf for the large open space, cost of beach sand to widen the beach and land scape cost.

Discussion followed about not wanting to ripe of anything in the initial stages in order to complete the later stages. Klaus talked about staging from the south end, said it wouldn't be a problem.

McDonough talked about how the GTRLC has warped the Acme fundraising goals into a larger campaign. Discussed talking to the GTRLC board about raising an additional \$75K if the township would pledge another \$25K.

After seeing the cost estimate for the entire plan the committee discussed which projects should be pulled out of phase 2, to possibly make up a phase 3 if the board approves it.

Klaus clarified how the components that make up the park plan each carry a different weight and how we need to balance what we pull out for a possible phase 3 with leaving in enough to get the most desired points.

2) Recommendation for 2016 Work Program

Motion: by Wentzloff 2nd. By Timmins

Recommend to the board phase A1 for the 2016 work program with the \$67k designated by the board as presented.

Motion carries.

Discussion turned to the phase 1 that the committee would like to obtain a MDNR grant for, consensus of large components to put in the phase 1 plan are.

- 1) TART trail connector
- 2) Play ground
- 3) fabric shelters

Motion: by Wentzloff 2nd. By Timmins

Motion to move that the DRN grant application include all the projects that are in column C. take to the board March 1st.

Motions carries

Will be having a public hearing to address this at the March 1st board meeting, Shawn will be putting the notices up.

Klaus will have a grand draft by mid-March. So that we have time to fine tune it as a township. Neil is our contact while Klaus is gone.

Jenema will have the resolution for the March 1st. Board meeting.

G. OLD BUSINESS:

- 1. Committee Mission & Vision Statements (it time allows) – Shawn Winter, Amy Jenema – moved to discuss after the April 1st grant deadline. Must be completed by June 30th. We are still working under the 6 month guide line.**

H. PUBLIC COMMENT Eric Nuffer- liked the design asked why the scalloped pods were designed near the beach.

Klaus talked about it being part of the natural topography, and wave action.

Eric wondered if people would be able to walk the shore, and if light poles where in the first phase.

Klaus assured him people can still walk on the beach, and that the light poles weren't in first phase and the placing of the lights was not yet set.

Eric supported the plan and tart trail connectors and the items moved to phase 3.

Jean proposed an action item to work with Matt to put together a grant strategy.

Asked about the Trust Funds view of park hours?

Matt said no view on hours. Only thing that will effect the points is if we charge a fee to get in the park.

Jean wanted to make sure we had an answer as to how people will cross 31 when we presented at the board meeting.

Shawn noted March 1st is our dead line to have the park's and rec plan uploaded.

Jenema discussed presentation strategy to tie all previous plans together.

Wentzloff discussed needing a sign.

Winter asked about the need to merge the parcels.

McDonough suggested shading the park plan to make sure everyone is very clear about what is park and what is not.

ADJOURN: Motion to adjourn 10:56 Karly 2nd. Heffner.

Motion carries



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
March 11, 2016 10:00 a.m.
Draft Minutes

ROLL CALL:

Committee:

<u>Absent</u> DeMarsh	<u>X</u> Feringa	<u>X</u> Heffner
<u>X</u> Jenema	<u>X</u> LaPointe	<u>X</u> Timmins
<u> </u> Wentzloff		

Advisory: <u>Absent</u> Clark	<u>X</u> Heinert	<u>X</u> Henkel
<u>X</u> Kushman	<u>X</u> McDonough	<u>X</u> Winter

A. PUBLIC COMMENT: None**B. APPROVAL OF AGENDA: Motion to approve agenda Feringa 2nd. Timmins
Motion carries****C. INQUIRY AS TO CONFLICTS OF INTEREST: None****D. ACTION:****1. Approve Draft Minutes of:****a. Parks & Trail Meeting Minutes 02/05/16**

Motion to table minutes from 02/05/16 meeting until our next meeting Timmins, 2nd. Lapointe
 Motion carries

E. REPORTS**1. Township Board – Jenema**

Jenema Discussed what happened at the last board meeting.

- Board supported a \$100k match for the Bayside park project, GTRLC raising \$200k going for full grant match of \$300k
- Supported \$67k of phase one summer of 2016 getting bids
- Board has to approve the minutes from the (3/1/16) board meeting, there will be a special meeting on Wednesday 3/16/16 to approve those minutes.

Lapointe asked when documentation would be done to send out and get bids for the Bayside projects

Jenema said that question would be addressed later in the meeting.

2. TART – Kushman

TART has had discussions with some of the land owners, Shawn Winter and Jim Heffner joined him.

Gave the committee a map of the lands (those outlined in blue) that had land owners that have given their permission and are ready to work with TART and the township on this project.

Have engaged farmers to find out their concerns and get their input about trails that go along farmland.

Jenema asked to have a conceptual plan presented to the board at the April board meeting. Nothing formal more of a first look. Maybe the May board meeting for a more formal presentation.

Jim questioned what was going to be presented to the board just the concept along Mt. Hope or the one along the bay front parks also.

Jenema discussed

LaPointe asked about long term maintenance as opposed to winter maintenance.

Kushman said that was all part of the conversation that is just starting to take place.

LaPointe asked about winter maintenance vs. summer as far as township responsibility is concerned.

Jenema talked about the different discussions going on as to who will own what, within the county and township.

Kushman clarified that there is no commitment as of now on the part of the township or private citizens.

Discussed who owned the easements from the private land holders

Kushman also clarified that there was zero insurance liability on the part of the township when it came to people injuring themselves on a trail that goes through Acme.

3. Grand Traverse Regional Land Conservancy – McDonough

Confirmed that staff approved the increase in grant match for the township to \$200k

4. Universal Accessibility – Timmins

Disability Network is writing a support letter. They are ready to get involved whenever the township is ready.

5. Autumn Olive – Winter

Called Roughed Grouse Society about Yuba Creek Natural Area, they said they could come and do it in May or early June. Have been asked to wait until after July 15th to accommodate the birders.

Americorp had to stop cutting the autumn olive by hand due to the sap starting to flow. They will be back in the fall. Discussion followed on where the best place to have them cut by hand would be. They used 2 of the 5 gallons of pesticide the township bought. The Americorp group expressed how surprised they were by how much the Autumn olive had spread into the woods.

Lapointe talked about future projects on the steep shelves.

Elizabeth Sanders has requested to plant a Monarch butterfly milkweed garden at Bayside Park. The committee discussed if that was the best placement for it. It was decided Yuba would be a better spot. McDonough talked about how the GTRLC was partnering to establish 20, 2 acre plots to provide pollinator habitat.

Lapointe talked about doing it off the lower trail, on the west side toward the trees. McDonough suggested Elizabeth could contact Angie Lucas at the GTRLC to help decide best placement at Yuba.

F. NEW BUSINESS:

1. Preliminary Conceptual Trail Alignment – Heinert

Klaus had a preliminary map to show the proposed bike routes.

Discussion followed about trail connectors and where they could happen within the township, how private property and easements where both looked at.

Jenema talked about needing to know the maintenance cost and up keep requirements. Those things will both be discussed as planning moves forward.

G. OLD BUSINESS:

1. MNRTF Grant Application:

a. Updated Park Design

Klaus gave an overview of changes that were made and the reason for the amount of detail that was put into it, in order to get real enough numbers to work with for the grant.

Included in the grant are;

- 10 ft. walk ways
- Parking lot was moved a bit to make it fit better in the space, the parking lot will connect to Bay Shore Dr., the back lot is one way in order to allow them to use the light to exit. MDOT supports use of the traffic light
- Split the playground into 2 smaller components, to be split into 2 phases.
- Provided bike racks, large racks to accommodate 5 or 6 bikes
- Discussed different methods of water infiltration for the groomed maintained green spaces to keep them from getting soggy.
- Mobi mats and transfer station

- Beach wall
- Shade canopy's
- Trail/walk way within the park
- Natural area

b. Draft Narrative/Outline

Grant discussion began Jean Aukerman was brought into the discussion

Klaus had all the grant worksheet numbers, he was ready to cover any section the committee wanted. He was still working to put together the supporting documents and graphics at the time of the meeting.

Jean asked about Acme's advantages over other community's in the area. Discussion followed.

Klaus talked about thinking about universal access not as just those with disabilities but also the other ends of the scale. Seniors and young kids and the needs that they have and how the park supports that.

Klaus discussed inventorying things that the township already owned, picnic tables, etc. and what we are going to reuse and what we won't. Not at that level of detail yet.

Gordie asked how much the DNR trust fund had to award?

Klaus and Matt confirmed that last year it was 9 million, this year would be less but not sure yet how much that amount would be.

McDonough went through the Trust fund point system so we could better understand it, and the things that are important to the DNR, to have represented within the park.

Discussed the importance of having a regional trail head identified on the plan.

LaPointe asked about when bids would be going out for the first phase.

Klaus has to get the contract to Jay. Will be ready no later than the week of March 21st to put bids out to contractors.

Klaus will have the narrative to Shawn and Jean the morning of Wed. 3/16, so that Jean and Shawn can have time to review and turn it back over to Klaus before it gets submitted.

Letters of support and documents still needed to obtain and person responsible for following through.

- Watershed Center- Timmins
- Rotary Charities- Aukerman
- Combined tax ID and legal description of Bayside park-Winter
- Resolution and Board meeting minutes- Winter (as soon as the board minutes are approved

Target day to have everything gathered and grant to be submitted is Friday March 25th.

H. PUBLIC COMMENT none

ADJOURN: Timmins makes a motion to adjourn 12:15 , 2nd. Heffner.

Motion carries.