



**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
May 24<sup>th</sup>, 2016 9:00 a.m.**

**ROLL CALL:**

**Committee:**

A	Demarsh	x	Feringa	x	Hefner	x	Jenema
x	LaPointe	x	Timmins	x	Wentzloff		
x	Heinert	x	Kushman	x	McDonough		
x	Henkel	x	Winter				

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:**

**B. APPROVAL OF AGENDA: Look up who made the motion**

1. Motion by Jenema, second by LaPointe to approve the agenda with the addition of email correspondence from Brian Kelley dated May 24, 2016. Motion Carries.

**C. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**D. CORRESPONDENCE:**

1. Email from Brian Kelley dated May 24, 2016 – read into record.
2. Email from Trustee Jean Aukerman dated May 10, 2016- read into the record.

**E. ACTION:**

1. **Approve Draft Minutes of:**
  - a. **Parks & Trail Meeting Minutes 04/14/2016** – Motion: LaPointe, 2<sup>nd</sup> Timmins to approve draft minutes of 04/14/16. Motion carries.

**F. REPORTS (if applicable)**

**1. Township Board – Jenema**

- Discussion related to CZM and 2% Grants. Jenema concerned because we have a lot of money tied up for potential grant matches that have been applied for.
- Not going after CZM grant since it requires a match. 2% Grant does not require a grant. Feringa confirmed applying for a 2% Grant for the parks will not jeopardize other 2% Grant application submitted in the Township. June 30<sup>th</sup> 2% grant deadline.
- Decision to apply for a 2% Grant not to exceed \$40,000 with the intention of providing site amenities from the final design that will compliment Phase I construction: site lighting, site furniture, appropriate/compliant signage, restroom renovations, with the option to request amending the 2% Grant application to address landscaping and other needs if the Township does not receive the Trust Fund Grant. Motion by Jenema, second by Wentzloff.
- Motion by Jenema, 2<sup>nd</sup>, by Lapointe, Motion to put the Bayside Park Phase I project out for bid. Motion carries.
- Park and trails by laws were modified from the PC by laws. Jenema read the bylaws and will present them at the June board meeting.

**2. TART – Kushman**

- Three areas that Tart has been concentrating on 1) inter connection design 2) Lautner Rd. through the VGT properties to Acme. 3) Tc to Charlevoix

- Forming an Acme trail group, the first meeting is Tuesday May 31<sup>st</sup>.
- 3. **Grand Traverse Regional Land Conservancy – McDonough**
  - Matt McDonough has taken a new job with Munson.
- 4. **Universal Accessibility – Timmins,**
  - Spoke with the Disability Network, reported back the places in Bay Side Park that needed to be brought up to new standards. Klaus said many of the changes would be made during upgrades to the site.
- 5. **Autumn Olive – Winter**
  - Ruffed Grouse Society is scheduled to come August 1<sup>st</sup> to cut the autumn olive. Trees will begin to be tagged in July, to identify trees that the township wants to keep. The Land Conservancy is helping with the trees, volunteers are welcome.

**G. NEW BUSINESS:**

**1. Acme Township Trail Update-**

- Klaus went over the different designs through the park. Heffner asked about getting copies of the plan to start showing the public. Winter would like to put the plan ideas in the new Kiosk at Bayside Park. Discussed the trail head parking on Bunker Hill. It was agreed that Julie Clark would do some inquiring about close properties that may provide additional parking. Brought up the idea of moving the trail through Bayside Park farther away from the road behind the black willow.
  - Discussed Mt. Hope Rd. and what would be needed to make the trail ADA compliant, ie. land acquisition to provide areas to create cut outs. Discussed width of trails and how it relates to the sidewalks already on M72, and the new form based code.
2. **Bayside Park Design and Development (Phase I).**
- Not discussed

**H. OLD BUSINESS:**

**1. Mission and Vision Statements**

- **Acme Township** will provide a diverse, safe and accessible system of Parks, Trails, and Natural Areas that connect people with the environment and beauty of Acme Township. A system that offers residents and visitors notable recreational experiences while balancing natural resource protection. Motion by Jenema to approve the vision statement; 2<sup>nd</sup> by Heffner. Motion carries

**I. PUBLIC COMMENT none**

**ADJOURN: Feringa made a motion to adjourn, 2<sup>nd</sup>. By Timmins**



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**May 24<sup>th</sup>, 2016 9:00 a.m.**

**ROLL CALL:**

**Committee:**

	Demarsh		Feringa		Hefner		Jenema
	LaPointe		Timmins		Wentzloff		
	Heinert		Kushman		McDonough		
	Henkel		Winter				

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:**

**B. APPROVAL OF AGENDA:**

**C. INQUIRY AS TO CONFLICTS OF INTEREST:**

**D. CORRESPONDENCE:**

1. Email from Trustee Jean Aukerman dated May 10, 2016

**E. ACTION:**

1. **Approve Draft Minutes of:**
  - a. Parks & Trail Meeting Minutes 04/14/2016

**F. REPORTS (if applicable)**

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

**G. NEW BUSINESS:**

1. Acme Township Trail Update
2. Bayside Park Design and Development (Phase I)
3. Parks and Trails Committee Bylaws

**H. OLD BUSINESS:**

1. Mission and Vision Statements

**I. PUBLIC COMMENT**

**ADJOURN:**

**From:** [Jean](#)  
**To:** [Shawn Winter](#); [Amy Jenema](#)  
**Subject:** Near-term Parks & Trails Grant Opportunities  
**Date:** Tuesday, May 10, 2016 11:33:08 AM

---

Just a quick 'heads up' on two fronts if your P&T committee wants to write/submit more grants in 2016. You probably have all this covered -- but just in case:

(1) Re the 2% Tribal grant (June 30 grant cycle), the project and amount will need to be submitted by P&T and approved at June 7 Board meeting. I can write with Barb Heflin unless Shawn wants to handle -- and I/Barb can help w any review/edits.

(2) Re the CZM grant -- would recommend P&T discuss asap if you want to submit this, specifying project and amount, so that Board can approve in June mtg. Decision will need to be made re whether to write grant internally or contract out. I believe grant deadline is in October.

Sincerely,  
Jean

Sent from my iPhone

To: Acme Township Parks & Trails Committee  
From: Brian Kelley  
Date: May 24, 2016

I was surprised to see old growth trees being cut from Bayside park on Friday. I read the Parks & Trails Meeting minutes - when they are eventually published - but I don't recall seeing any record of that decision. Was there a professional opinion from an Arborist that the trees were not viable? The removal of landmark old growth trees along our shoreline is a significant action, and there should be a clear record of any decision. It should not be made behind closed doors, and without public input. Perhaps I just missed it.

Regarding documentation, it is disappointing that none of the documents apparently being presented and discussed at the meetings are being posted on the web or included in the meeting minutes. You are making plans and decisions involving large sums of money, and which will have a long term impact on our community. Those plans and documents should be readily accessible on the web. Your meetings are held during the day, when attendance is difficult for many. People should not need to visit the township hall to study them.

If any of the documents are perceived as too large then they should be scaled as appropriate. It defies belief that all of the documents are too large to post, and yet, the meeting minutes are devoid of a document record. This is not the 1980's.

The April 14, 2016 minutes state that committee members will receive a password to access design documents online. That is not indicative of a transparent and open process.

Need I remind anyone of the history of the first approved design for the Saylor Park boat launch? Given that history, the bias should be for more document sharing, not less.

My concerns about the availability of documents in no way diminishes your hard work on behalf of our community. Thank you for your efforts.

Brian Kelley



ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
April 14<sup>th</sup>, 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, 2<sup>nd</sup>. 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, 2<sup>nd</sup>. 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 1<sup>st</sup>.

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, 2<sup>nd</sup>. 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 2<sup>nd</sup> or 3<sup>rd</sup> 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 2<sup>nd</sup>. By Timmins

# Acme Township Parks and Trails Committee Bylaws

The following Bylaws are adopted by the Acme Township Board and Parks and Trails Committee (“Committee”) to facilitate the performance of its duties to develop parks and trails within Acme Township, Grand Traverse County, Michigan. The Committee is an advisory Committee to the Township Board made up of seven members of the community. The Committee shall consist of at least one Board Member, but not to exceed two Board Members; one Planning Commissioner, but not to exceed four Commissioners; and the remainder to be electors of the Township.

## Section 1.0: Officers

**1.1 Selection.** At the regular meeting in July of each year, the Committee shall select from its membership a Chairperson, Vice-Chairperson, and Secretary. All officers are eligible for re-election.

**1.2 Tenure.** The Chairperson, Vice-Chairperson, and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office, or until they are removed for misfeasance, malfeasance, or nonfeasance by the Township Board.

**1.3 Duties of the Chairperson.** The Chairperson shall preside at all meetings, appoint committees and advisory committees, authorize calls for special meetings, shall execute documents in the name of the Committee, prepare an agenda of items, to be considered at each Parks and Trails Committee meeting (for the Secretary of the Parks and Trails Committee), and perform such other duties as may be ordered by the Committee.

**1.4 Duties of the Vice-Chairperson.** The Vice-Chairperson shall act in the capacity of Chairperson in their absence and in the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term, and the Committee shall select a successor to the office of Vice-Chairperson for the unexpired term. The Vice-Chairperson shall perform such duties as the Committee may determine.

### 1.5 Duties of the Secretary

- (1) **Minutes.** Minutes shall be kept of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
- (2) **Recordings.** All meeting and study sessions shall be recorded on tape.
- (3) **Notice of Regular Meetings.** There shall be posted, within 10 days after the first meeting of the Committee in each calendar or fiscal year, public notice stating the dates, times and places of its regular meetings for that year.
- (4) **Special Meetings.** The Secretary shall provide for notice to each Committee member of the time, place, and purpose of special meetings at least 48 hours prior to such meetings. If mailed, the notice shall be deemed to be delivered



# Acme Township Parks and Trails Committee Bylaws

when deposited in the United States mail addressed to the member at his/her address as it appears in the Township records.

- (5) **Staff Assistance.** The Secretary may be assisted by Committee staff in all tasks set out in the section as may be agreed upon from time to time between the Committee and its Staff such as minutes and agendas.

**1.6 Resignation from an office.** Any officer of the Committee may resign their office at any time by giving written notice to the Committee. The Committee shall elect a replacement to complete the remainder of the officer's term.

**1.7 Resignation from the Parks and Trails Committee.** Any member may resign from the Parks and Trails Committee by submitting a letter of resignation to the Township Board.

## Section 2.0: Meetings

**2.1 Regular Meetings.** Committee meetings will be held each month in the Township Hall at a regular day and time set by the Parks and Trails Committee by resolution, provided there is sufficient business to come before the Parks and Trails Committee at that time. The Committee shall hold not less than four regular meetings each year. When the regular meeting day falls on a legal holiday, the Committee shall select a suitable alternative meeting day in the same month.

**2.2 Special Meetings.** Special meetings shall be called at the request of the Chairperson, or by two members of the Committee.

**2.3 Study Meeting.** To facilitate the detailed study of grant applications, facility design and other planning matters, the Committee from time to time may hold study meetings. Such meetings shall be for information and educational purposes and shall not require a quorum unless official action is to be taken.

**2.4 Michigan Open Meetings Act.** All meetings shall be noticed and conducted in accord with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

**2.5 Quorum.** A majority of the total number of Committee Members shall constitute a quorum for the transaction of business and the taking of official action. The affirmative vote of a majority of the total Committee shall be necessary for the adoption of any part of a general development plan. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final, or official.

**2.6 Notification of intended absences.** If a Committee member is unable to attend a meeting they should notify the Secretary or the Township Zoning Administrator as far in advance as possible.

**2.7 Order of Business.** The Chair Person/Staff may prepare an agenda for each meeting and the order of business therein may be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Conflict of interest inquiry
- (4) Approval of Agenda

## Acme Township Parks and Trails Committee Bylaws

- (5) Consent calendar
- (6) Correspondence
- (7) Limited Public Comment
- (8) Old Business
- (9) New Business
- (10) Public Comment
- (11) Adjournment

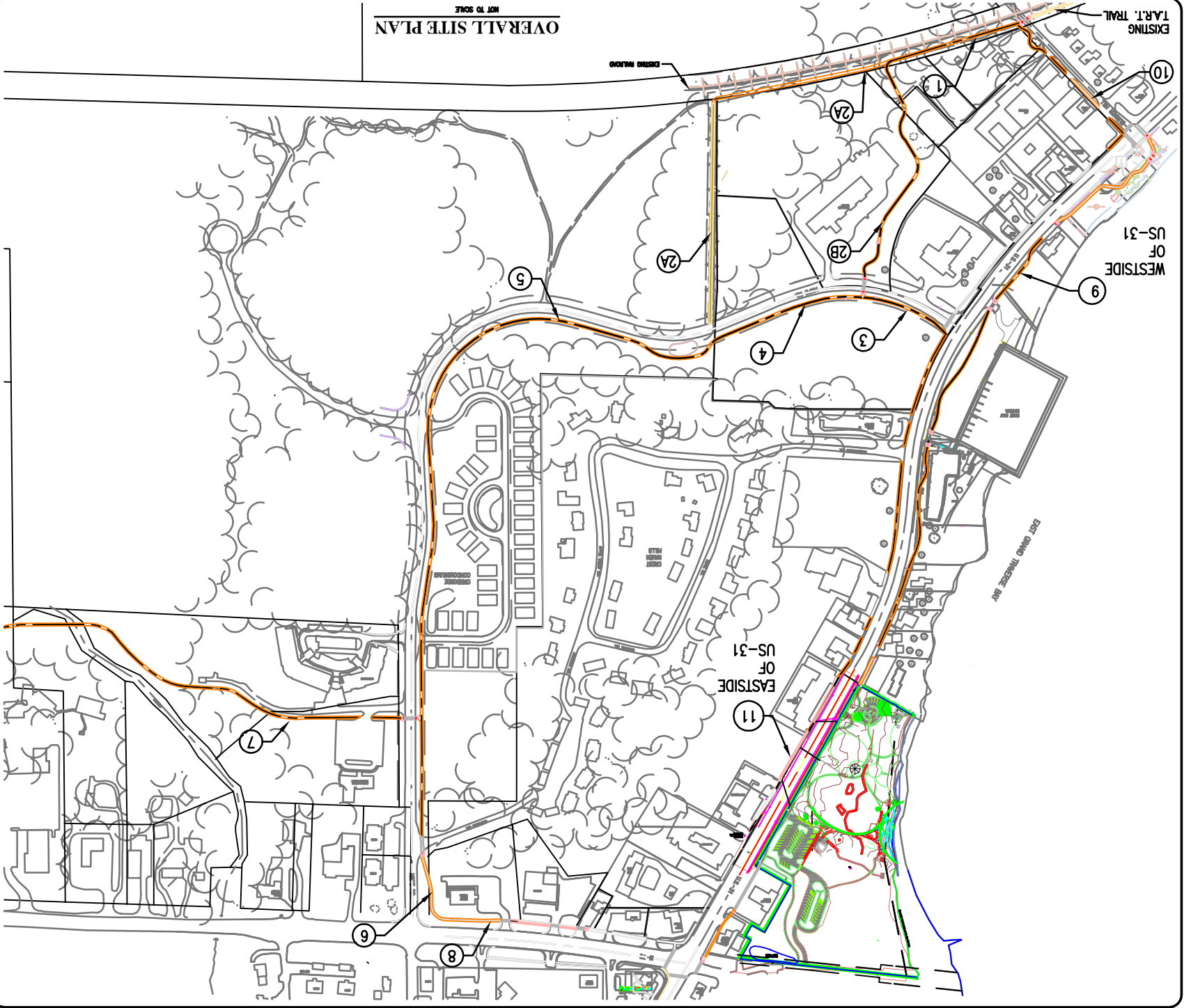
**2.8 Motions.** The name of the originator of a motion and its second shall be recorded.

**2.9 Voting.** Voting shall be by voice and shall be recorded by “yes” and “no.” Roll call votes will be recorded only upon request by a member of the Committee or upon the advice of the Township's Attorney.

**2.10 Conflict of Interest.** Members of the Committee shall avoid conflicts of interest. The Committee shall employ Acme’s Conflict of Interest Policy to determine whether such a conflict exists and how to handle it.

**2.11 Attendance.** If any member of the Committee is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency may be grounds for the Township Board to remove any member for nonperformance of duty or misconduct. The elected Secretary, or acting Secretary in the absence of the elected Secretary, shall keep attendance records of the Committee. The Secretary shall inform the Township Board, in writing, of any delinquencies.

**Section 3.0:** These rules may be amended by a vote of five members of the Committee.



Client: **ACME TWP. TRAIL CONNECTORS**  
**T.A.R.T. TRAILS**  
 T.27, R.10W, Section 3  
 WILLIAMSBURG, ACME TOWNSHIP  
 GRAND TRAVERSE COUNTY, MICHIGAN

Sheet S-1

Job #: 2015333001.01  
 Date: 3/4/2015  
 Scale: AS NOTED  
 Drawn: LS  
 Chk'd.:  
 Rev.:



**Gosling Czubak**  
 engineering sciences, inc.  
 1280 Business Park Drive  
 Traverse City, MI 49686-8807  
 231-946-9191 800-988-1062  
 Fax: 231-941-4603

- Engineers
- Surveyors
- Environmental Services
- Landscape Architecture



**Project: T.A.R.T. Trail Connectors**

**Acme Township**

**Proposed Asphalt Pathway Lengths**

Seg. No.	Sheet	Trail Segment	Length (ft)	Width (ft)	Notes
1	S2	Along Railroad	540	10	Narrow R.O.W.; Consider 8' wide
2A	S2	Opt. A: Further along Railroad, and north on gravel rd	1494	10	Narrow R.O.W.; Consider 8' wide
2B	S2	Opt. B: From Railroad to Mt. Hope (Between Hotels)	918	10	Crosswalk on Mt. Hope at Hotels
3	S3	Opt. 2: Mt. Hope Rd (US-31 to Opt. 2)	347	10	Narrow R.O.W.; Consider 8' wide
4	S3	Opt.2: Mt. Hope Rd (Opt. 2 to Opt. 1)	601	10	
5	S3	Mt. Hope Rd (Opt. 1 to Andorra Dr.)	2834	10	
6	S4	Mt. Hope Rd (Andorra Dr. to M-72)	253	10	
7	S4	Hope Village to M-72	1173	10	Crosswalk on Mt. Hope
8	S5	M-72	299	10	
9	S5/S6	US-31 (West side/Bay side only, not incl. Bayside Pk.)	2188	10	Easement needed, Crosswalk at Bunker Hill Road
10	S7	Bunker Hill Rd.	481	10	Crosswalk from ex. Trail to Railroad R.O.W.

TOTAL w/ Opt. A (not including 3 & 4) 10210 = 1.93 mi.

TOTAL w/ Opt. B (including 3 & 4) 9634 = 1.82 mi.

\*Opt. A goes on existing pathway through wooded wetland, Opt. B passes b/w hotels

**Proposed Concrete Sidewalk Lengths**

Seg. No.	Sheet	Trail Segment	Length (ft)	Width (ft)	Notes
11	S6	US-31 (East side only)	1487	5'-6'	Does not include N. Bayside Park

**Existing Pathway Lengths**

Sheet	Trail Segment	Length (ft)	Width (ft)	Notes
S2	Railroad to Mt. Hope	0	-	
S3/S4	Mt. Hope Rd (US-31 to M-72)	0	-	
S5	M-72 (5' width)	592	5	MDOT Streetscape
S5	M-72 (7' width)	407	7	MDOT Streetscape
S6	US-31	929	5	Conc. Sidewalk
S7	Bunker Hill Rd.	0	-	

TOTAL 1928 = 0.37 mi.

# Mission and Vision Statements

Parks and Trails Committee  
Acme Township

# Mission Statements

- **Purpose**
- Short, succinct, powerful – one sentence
- Primary objectives
- Action-oriented
- “What” we are doing, “Why” we are doing it
- Ground the Vision Statement in practical terms
- Inclusive, not so specific that it becomes limiting

# Mission Statements

*The purpose of the Parks Committee is to monitor and advise the Village Administration and the Board regarding the preservation, maintenance, and improvement of the green spaces of Chevy Chase Village for the enjoyment of all residents.*

Chevy Chase Village (MD) Park Committee

*Our mission is protecting significant natural, scenic and farm lands – and advancing stewardship – now and for all future generations*

Grand Traverse Regional Land Conservancy

*Enriching the Traverse region by providing a network of trails, bikeways and pedestrian ways; and encouraging their use.*

Traverse Area Recreation and Transportation Trails

# Vision Statements

- **Direction**
- Future-focused
- Again, short but more aspirational
- Long-term goals
- Inspiring, desired end state
- Timeless: strategies may change, vision remains
- Reinforce the Mission Statement
- Broad, encompasses all diverse needs/interests



# Vision Statements

*The Liberty Township Parks Committee will continuously work to improve the quality of parks & recreation for all the residents and business citizens of Liberty Township. Our committee will work to maintain a proactive approach and insure a strong bond with the Township government and Township residents.*

Liberty Township (OH) Parks Committee

*Sibley County will provide a diverse, safe and accessible system of parks, trails, and open spaces that connect people with the natural environment, offers visitors notable recreational experiences and a balance of recreation opportunities with natural resource protection.*

Sibley CO (MN) Parks, Trails & Opens Space Committee

*Happy, active people enjoying a world-class trail system.*

Traverse Area Recreation and Transportation Trails