



**APPROVED**

**ACME TOWNSHIP PARKS & TRAILS MEETING  
ZOOM MEETING  
Monday, October 26, 2020 4:00 p.m.**

**ROLL CALL:**

**Committee:**

x	Heffner	x	Jenema	x	LaPointe
x	Wentzloff	x	Morrison	x	Timmins
Exc.	Kushman	x	Lamott		Vacancy
x	Wolf	x	Donn		

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:** None

**B. APPROVAL OF AGENDA:** Motion by LaPointe to approve the agenda as present, supported by Timmins. Roll Call Motion carries.

Heffner requested to amend the agenda with update of the status under F. Old Business, 2. Bayside Park's entrance sign, 3. Planting of cedar trees between Bayside Park and Acme Shell Station, 4. Mats for under the swings, 5. Bayside Park Wetland Garden Drainage, 6. Improving the turf in the open space, 7. Invasive species in landscaping around the park, 8. Yuba Creek Natural Area Trail to be cleared, 9. Signage for Yuba Creek Natural Area, 10. Velliquette easement for the loop trail in Yuba Creek Natural area.

**Motion by Heffner to amend the agenda with additions as he requested, supported by LaPointe. Roll call motion carries.**

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

**D. CORRESPONDENCE:** None

Wolf mentioned she has been having bi-weekly contact with TART Trails and has received reports. They are working on the connector and Acme-Charlevoix trails and are making process.

**E. ACTION:**

**1. Approve Draft Parks & Trails Minutes 07.20.20**

Wolf informed the correction that was requested by Brian Kelley that was made at the June PT meeting during public comment was made. The correction was, there should be a sign in the Bayside Park restrooms because of the ground water contamination from the Shell Station fuel tank leak and not from COVID-19 as was in the minutes.

Heffner said under F. Old Business, 1. Bayside Playground Expansion, in fifth sentence it should read installation and not insulation.

Also, under G. New Business, 1. Bayside Wet Garden, his comment on building a low berm around the plant space should be special edging to define the wetland garden to keep water out, weeding the grass from the garden and to use cedar bark around the inside of the perimeter.

**Motion by Wentzloff to approve the minutes of 07.20.20 with correction for Brian Kelley and the two made from Heffner, supported by Heffner. Roll Call Motion carried with Timmins and Morrison recused because they were not in attendance at that meeting.**

**F. OLD BUSINESS:**

**1. Bayside Playground Expansion**

Wolf spoke of the revised plan given by Rich Sinclair to create a flow throughout the park. She and Lamott walked the dimensions from his plan and what he is proposing would encompass the

entire waterfront from the sway swings, to the little building where the garden equipment is stored. The design has issues, it would require some tree removal and going into the drainage from the wet garden that could not be touched. She suggested to do a couple of phases. The first being to incorporate both regular and handicap swings with engineering wood chips to tie into the where the existing net climber is. It would keep from removing trees and would preserve the view of the bay. It would be handicap assessable and the swings can be used by any age. This first phase would be more realistic price wise with having some of it donated.

LaPointe commented it would be helpful for him if there was an overshot of the park where the trees are located to help determine where to place playground equipment.

Timmins is concerned of the equipment taking over the entire lakeshore and becoming too filled with equipment. It will not be useable for groups who gather there. People go on their own to have family gatherings and weddings. Maybe a sign is needed to advise these events to not take over the park.

Wolf informed the reason for the spread of equipment is there is so much space required for safety clearance.

Heffner felt to add a slide on a platform would be something you could see through and not block the view of the water. He would like to go ahead with the swings but wait until spring to walk the park and decide on which areas for other equipment, so no trees need to be removed.

The committee agreed on the first phase with the swings. Jenema confirmed the swings will get on the list to do in the area as suggested and get a new proposal from Rich Sinclair.

Wolf stated the swing pod would be an estimated cost around \$8,000-\$9,000.

Heffner mentioned this could be doable with donations.

Jenema will talk with the board on a vote for moving forward on a way to get donations.

**2. Status on the park's entrance sign**

Jenema informed the sign has been ordered. Lamott has moved the plants that were there in preparation for the sign. Wolf said a check has been sent for payment and they were going to get it in placed before the frost hits.

**3. Status of Trees between Bayside Park and Acme Shell Station.**

Jenema said 8 trees have been planted and are hooked up with irrigation.

Heffner said this will stop people from driving thru from the Shell Station to the park. Wolf added this hopefully will also help with the snow plowing issue.

**4. Mats for under swings**

Jenema said one of the mats for the swings is down. Wolf explained they were testing how it held up to the traffic and the additional one will be installed any day. She explained they are all seasonal mats and can tolerate the winter.

**5. Bayside Park Wetland Garden Drainage.**

Jenema gave an update on the wetland garden. An inventory of the plants was done and many are still alive. Lamott thought of moving some rocks on the property around the area as an edging for a natural flow.

Wentzloff said she and Heffner could meet up with Lamott to help with the edging and rocks.

Jenema said Doug White has a friend who does that kind of work and she will get with him on it. She would like to add this item to old business on next meeting's agenda to discuss. The township tractor can move up to 500 pounds for the rocks.

**6. Improving the Turf in the Open Space**

Jenema said Lamott informed there has been three fertilizations, one with sulfur and two fertilized per the recommendation of the soil testing that was done. Hopefully in the spring it will make the turf thicker and greener.

LaPointe informed there is a program that has been laid out that goes on for the next two years for the turf. It will be an on-going process.

**7. Invasive species in the landscaping around the park**

Heffner stated there was Autumn Olive and Black Locust trees growing up in some of the islands and storm water retention. Also, Golden Rod which is a native plant had grown quite aggressive. He received permission from White to cut them off and he brushed the stumps with concentrated roundup. This will be an ongoing issue he will continue to take care of.

Jenema informed Lamott has mowed the Autumn Olive down to try to keep it down.

LaPointe said there is Autumn Olive in the ditch along US-31 and he offered to help with Lamott to remove it.

Jenema said Lamott and White have discussed that issue and have it on the list to do in this fall.

**8. Yuba Creek Trail to be cleared**

Heffner said the trail at Yuba Creek Natural area is overgrown. The Land Conservatory worked there with a brush cutter and trim it up where you come in. It will need to be kept up.

LaPointe said there is not a loop, it is a walk back the same way you come in. The Trail that was cut down by the AmeriCorps workers is a foot path not a trail. It goes to the north and heading to the south there is no way around. There's not an easement on the Velliquette property to complete the loop. He spoke with Nels Velliquette with a good plan and felt he would agree to allow the path easement. Not hearing from him he contacted him, and he came back saying he was not interested in negotiating this. The idea of a loop trail needs to be abandoned through his area or create a different path. LaPointe suggested getting a gentleman in Kalkaska who has the mulcher machinery to cut down the bush to make a new 6-foot path. Once he completed this, it would need to be maintained manually. For less than \$500 he could make a trail. The PT committee would need to walk the area to see where it could go.

Morrison informed he is very familiar with this property and could help work on what needed to be done.

Heffner was concerned with hikers tripping on the roots from the mowed bush.

LaPointe said after this is done the area gets chewed up good.

Morrison said the mulcher that would be used, goes down into the dirt and flattens it out very well.

**9. Signage for Yuba Creek Natural Area**

Heffner stated this is a potential place for people to take hikes, but they can't find it. There is no sign along US-31 and when heading north there is a crest in the hill and the turn off is right there with no indication. He contacted the GT Land Conservatory requesting them to develop a signage proposal and what portion of the cost they would cover. Ideally needed would be a sign for north of the entrance into the overlook and one south. Also, an entrance sign stating Yuba Creek Natural Area at the turn off just behind the right a-way. A kiosk is needed to inform on what trails are there. White told him there is no money in the township budget for signage, but maybe they can get donors.

**10. Velliquette easement for the loop trail in Yuba Creek Natural area.**

This was covered.

Jenema suggested to keep the topics of the Yuba Creek trail, wetland garden, entrance sign and updated swing quote for the next meeting.

The playground expansion will be left to discuss in the spring after the committee walks the park.

**G. NEW BUSINESS:**

**1. Election of Officers**

LaPointe nominated Jenema for the Parks & Trails Chair, Jenema accepted.

**Motion by LaPointe to nominate Jenema for the Parks & Trails Chair, supported by Timmins. Roll call motion carries.**

Wentzloff nominated Timmins for Parks & Trails Vice Chair, Timmins accepted.

**Motion by Wentzloff to nominate Timmins for the Parks & Trails Vice Chair, supported by LaPointe. Roll call motion carries.**

LaPointe nominated Heffner for Parks & Trails Secretary, supported by Wentzloff. Heffner declined to accept. This position will remain open.

Jenema stated there is a vacancy to be filled on the committee and two people are interested in joining. Doug White will give a recommendation to the board and they will vote on it.

**H. PUBLIC COMMENT: Opened at 5:03 pm**

Jenema said there is a teacher who would like to have students in the middle school age range to help with the park this fall and next spring. Lamott gave options of edging around the sidewalk, cleaning up beach area, picking up sticks and helping with painting the pavilion and benches.

Timmins asked if on the new TART trail, they are taking out the Autumn Olive and wondered if they putting anything on it so it wouldn't grow back? Jenema said Chris Kushman with help from the Northern Michigan Bike Association have worked on the trail with roundup to keep in down.

**ADJOURN: Motion by Timmins to adjourn, seconded by Heffner. Meeting adjourned at 5:07 pm**



# Acme Township

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

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## PUBLIC NOTICE ACME TOWNSHIP

**NOTICE IS HEREBY GIVEN that  
The Parks & Trails Committee Meeting has been  
scheduled on**

**Monday, October 26, at 4:00 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/89519389536>

Meeting ID: 895 1938 9536

One tap mobile

+13017158592,,86466644118# US (Germantown)

+13126266799,,86466644118# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 895 1938 9536

Find your local number: <https://us02web.zoom.us/j/89519389536>



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ZOOM MEETING**  
**October 26, 2020 4:00 p.m.**

**ROLL CALL:**

**Committee:**

	Heffner		Jenema		LaPointe		Timmins
	Wentzloff		Morrison		Vacancy		
	Kushman		Lamott				
	Wolf		Donn				

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:**

**B. APPROVAL OF AGENDA:**

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

**D. CORRESPONDENCE:**

1.

**E. ACTION:**

1. Approve Draft Parks & Trails Minutes 07.20.20

**F. OLD BUSINESS:**

1. Bayside Playground Expansion

**G. NEW BUSINESS:**

1. Election of Officers

**H. PUBLIC COMMENT**

**ADJOURN:**



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**SAYLER PARK: PAVILION #1**  
**5923 Yuba Park Road, Williamsburg MI 49690**  
**Monday, July 20, 2020 4:00 p.m.**

**ROLL CALL:**

**Committee:**

x	Heffner	x	Jenema	x	LaPointe
x	Wentzloff	Res.	Heflin (resigned)	excused	Timmins
excused	Kushman	x	Lamott		
x	Wolf	x	Donn		

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:** Opened at 4:07 pm

Jenema informed last year they tried to get private funding from the Garden Club and from some other ideas, but they did not take place. They will need to work on donations for future projects.

**B. APPROVAL OF AGENDA: Motion by LaPointe to approve the agenda as present, seconded by Wentzloff. Motion carries.**

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

**D. CORRESPONDENCE:**

**1. Denny Rohn**

Jenema distributed a response letter from the township that was sent to Denny Rohn on their plant donation and the benches.

**E. ACTION:**

**1. Approve Draft Parks & Trails Minutes 06.15.20**

Brian Kelley, Acme resident, would like his comment in the 06.15.20 minutes to be corrected to read, there should be a sign in the Bayside Park restrooms because of the ground water contamination from the Shell Station fuel tank leak and not from COVID-19 as was in the minutes.

**Motion by Wentzloff to approve the minutes of 06.15.20 as presented with the revision of Brian Kelley's comment as submitted, seconded by LaPointe. Motion carries.**

**F. OLD BUSINESS:**

**1. Bayside Playground Expansion**

Wentzloff informed her and Heffner had started a master plan for the playground equipment last year and they have reconvened to get it completed. They are working with Rich Sinclair from GameTime on a proposal he sent for the equipment. Wentzloff has presented a summary detailing the pros and cons from the proposal. The cost in the proposal were higher than verbally quoted when she and Heffner had met with him. It is unclear if insulation costs are included. The thought process is to have a master plan and then then move forward with donations. They would be looking at applying for grant funded on larger park projects and personal donations for smaller pieces.

They would like to build off the net climber, but ASI the company that it was purchased from, has been contacted several times with no return response.

Heffner said Wolf is the contact person with Rich Sinclair and she would need to check on cost factors. They are looking at options for the ground surfaces around the playground, like EWF engineered wood fiber. There doesn't need to be numerous pieces of equipment like some of the

public parks have. He would like to see the sidewalk extended to make it handicap assessable to reach the garden area. They need to have stand-alone handicap playground equipment included.

Wentloff stated if they were to go with the playground design they have, it would require only one tree to be removed and that is an Ash that is dying.

LaPointe inquired on a type of pavilion for the park. Heffner said there is one at Northport Park that is covered and can be used as a stage to hold small concerts.

Jenema liked the idea of the water as the focusing point and not to have the whole park be a playground.

Wolf will contact Rich for answers to the comments from the summary and color schemes that would compliment the net climber.

**2. Bayside swing benches: wear & tear**

Lamott looked into pricing for mats for under the benches and depending on the size, the price ranges from \$85-\$100.

**3. Bayside Entry Sign**

Census of the committee was to go with grey for the sign as in the photo. The size needs to follow the township's sign ordinance. Wolf will get with Image360 to update for pricing.

**G. NEW BUSINESS:**

**1. Bayside Wet Garden**

Jenema went over the letter sent by the township to Denny Rohn in response to the wet garden's condition. The plants were put in by the Parks & Trails committee following the design donated by a landscape architect. Due to high water levels and the issue of the area not draining, the plants have not grown as expected. She informed they will present this issue to the board requesting a refund of the \$1,400 donation.

Heffner suggested to build a low berm around the plant space using mulch to define the area.

LaPointe thought boulders would give definition to the area and help with keeping the water out. They might want to contact the engineer for the park on the draining to see if something can be done.

Wolf said the engineer would charge for this service and there is no funding for that.

Wenzloff suggested to ask someone who has experience in that field to donate their time for a recommendation and the use of potential materials for the edging. She could do some research on native plants that would be good for that area and offered to donate some funds to go towards new ones.

LaPointe felt the parks and cemeteries have greatly improved. He did however envision the lawn surface at Bayside to be better. Heffner stated they want the park to be environmentally friendly and avoid using any pesticides or fertilizers. He asked Lapointe if he would like to get with a landscaper on environmentally friendly fertilizer? LaPointe said he will research this.

Wentloff said the lawn sinks into the sand and with it next to the bay, they don't want additives put in. It is hard right now with the water table up.

LaPointe suggested to get an edge trimmer along the sidewalk to give it a more defined look.

**2. Future meeting preference (in person/zoom)**

The PT committee agreed to continue having the meetings in the park for now.

**H. PUBLIC COMMENT:**



LaPointe said there should be rustic signs at Deepwater Point on how to get down to the water. He felt Sayler Park needed gravel to do fill in on the roads.

Jenema let LaPointe know Doug White is the person who oversees the park maintenance and he is to get any suggestions for the park.

LaPointe inquired on the park pathway that was being done by AmeriCorps and how it was supposed to loop around. Jenema informed him the easement to complete the loop was not given by Veliquette to continue.

Heffner said the pathway needs maintenance it is now overgrown.

LaPointe would like to pursue to have AmeriCorps come back to work on the path.

Jenema said they would need to keep contacting the conservancy to see if they could get them to return.

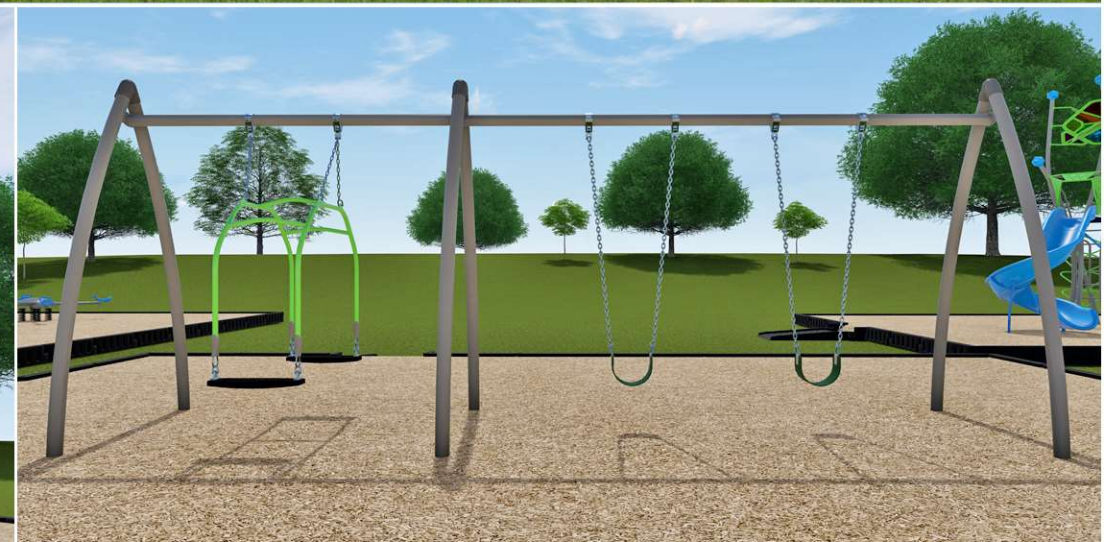
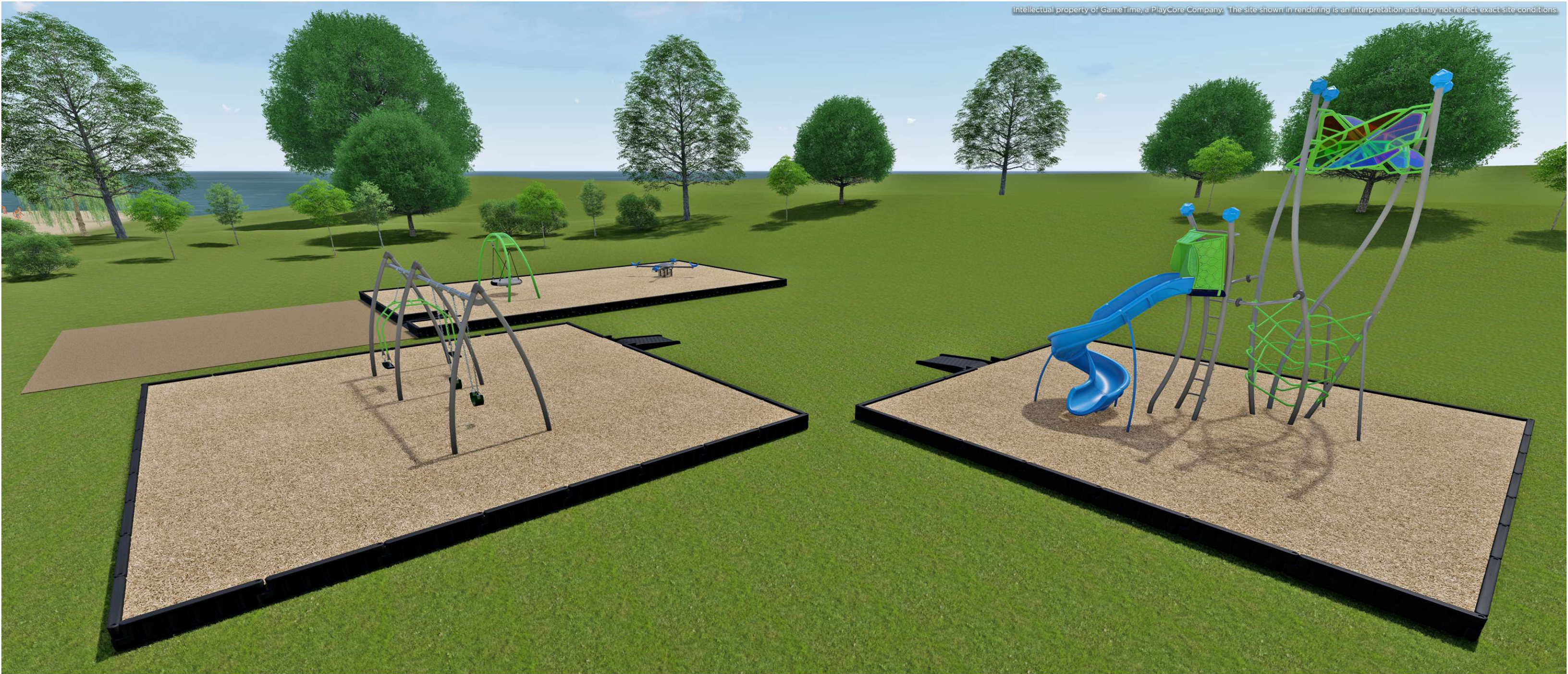
Jenema felt they needed to make it clear when there are donations for the park, on what the donation is going towards. Sometimes not all the donation covers the item and the rest of the cost is handled by the township. The township would not want people to donate for something they don't want.

Heffner suggested to ask the new Shell Station owners for a donation towards a park project.

Brian Kelley stated the station does push their snow into the park's trees and damages them.

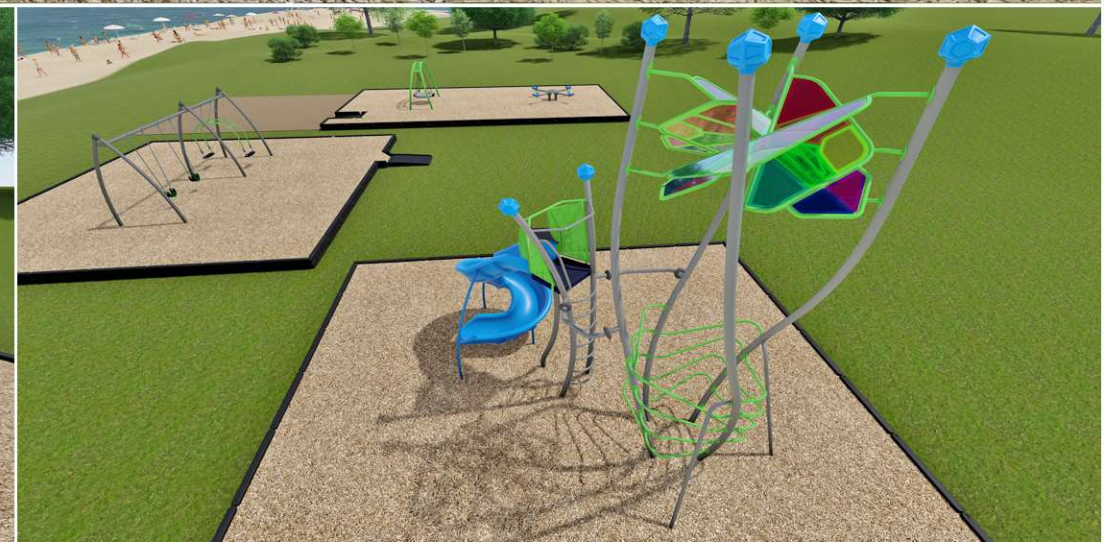
**ADJOURN: Motion by Wentzloff to adjourn, seconded by Heffner. Meeting adjourned at 5:21 pm**





Acme Township  
North Bayside Park 2020 - Option 2 Rev. A

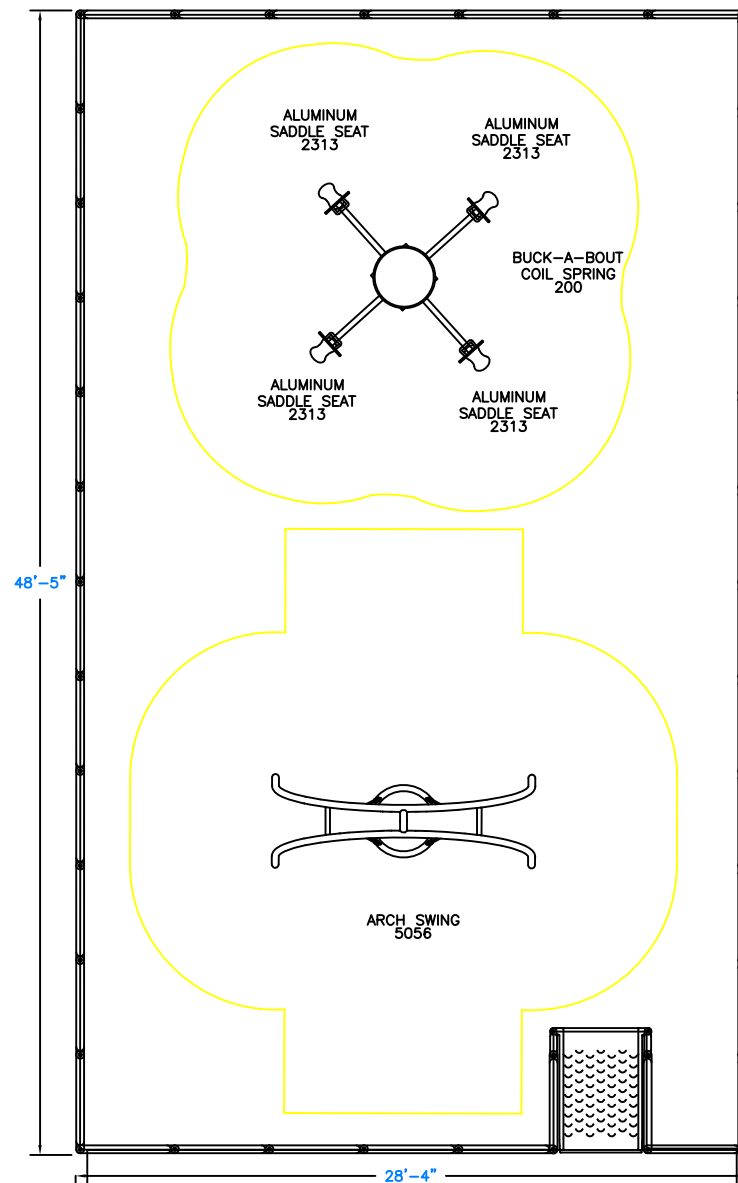




Rendered in Custom Atlantic Palette

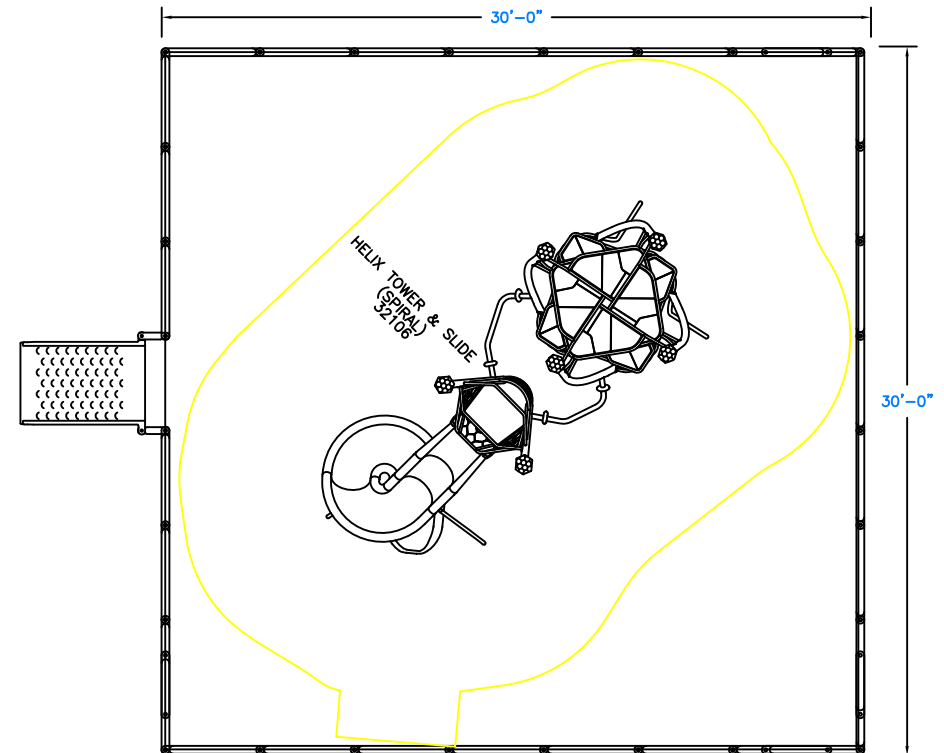
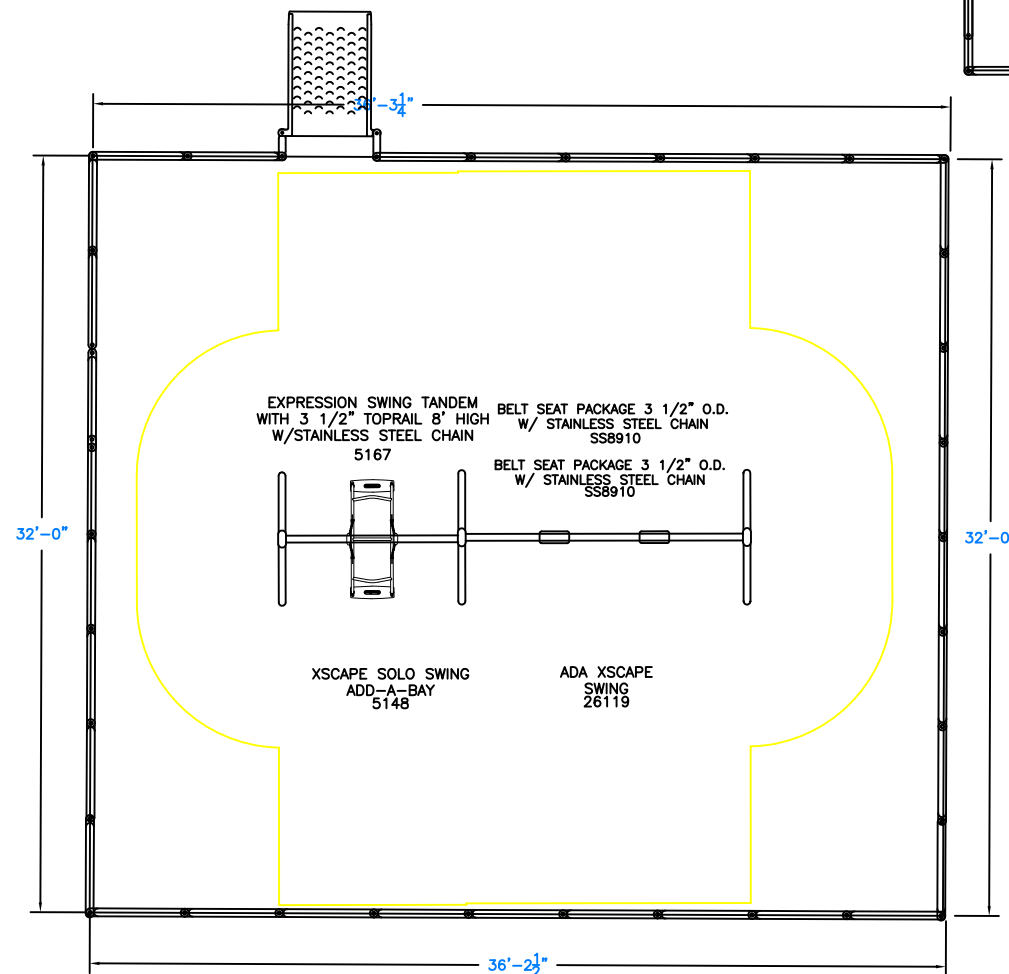
Acme Township  
North Bayside Park 2020 - Option 2 Rev. A





Existing LSI Net  
with PIP Surfacing

Proposed Layout – Subject to  
change based on onsite measurements.  
Must be confirmed prior to installation.  
Please note a new configuration of the  
area and equipment could effect the  
cost of Surfacing.





GameTime c/o Sinclair Recreation  
 PO Box 1409  
 Holland, MI 49422-1409  
 Ph: 800-444-4954  
 Fax: 616-392-8634

09/09/2020  
 Quote #100055-01-03

## North Bayside Park - Playground Area Opt 2 Revision A

ACME TOWNSHIP HALL  
 Attn: Jim Heffner  
 6042 ACME RD  
 WILLIAMSBURG, MI 49690-9445  
 jheffgan@yahoo.com

Ship to Zip 49610

Quantity	Part #	Description	Unit Price	Amount
3344	EWf (Engineered Wood Fiber)	GT-Impax - EWF Safety Surfacing 12" Deep	\$1.53	\$5,116.32
2	161290	GameTime - Geo-Textile 2250 Sqft Roll	\$681.00	\$1,362.00
1	INSTALL	Installation - Installation of Swings, Freestanding, Curbs, and EWF- Does not include acceptance of delivery, unloading of equipment, or storage of equipment	\$13,539.00	\$13,539.00
1	5056	GameTime - Arch Swing	\$6,481.00	\$6,481.00
1	RDU	GameTime - Playground Border for all 3 Play Areas with ADA Ramps	\$7,225.00	\$7,225.00
		(2) 4858 -- Access Playcurb-W/Adap		
		(1) 4854 -- Accessible Playcurb		
		(2) 4853 -- Playcurb Adapter-R		
		(103) 4862 -- 12" Playground Border		
1	RDU	GameTime - Helix Tower with Spiral Slide	\$26,957.00	\$26,957.00
		(1) 32106 -- Helix Tower w/Spiral 8'		
		(6) 32009 -- Hex Topper		
1	RDU	GameTime - 3 Swing Set with Seats	\$4,516.00	\$4,516.00
		(1) 5167 -- Expression Swing Tandem		
		(2) SS8910 -- Belt Seat 3 1/2" /8' W/Clevis		
		(1) 5148 -- Xscape Swing Aab 3 1/2" X 8'		
		(1) 26119 -- Ada Xscape Swing		
1	RDU	GameTime - 4 Seat Buck-a-Bout	\$2,564.00	\$2,564.00
		(4) 2313 -- Saddle Seat		
		(1) 200 -- Four Seat Buck-A-Bout		
		(4) 4880 -- Inground Mount For Spring Rider		
			<b>Sub Total</b>	\$67,760.32
			<b>Discount</b>	(\$11,129.90)
			<b>Freight</b>	\$3,349.08
			<b>Total</b>	<b>\$59,979.50</b>

### Comments

All installation is curbs above grade. No excavation required. Please note the ramps are to give ADA Access to the playareas from the surrounding grades.



GameTime c/o Sinclair Recreation  
PO Box 1409  
Holland, MI 49422-1409  
Ph: 800-444-4954  
Fax: 616-392-8634

09/09/2020  
Quote #100055-01-03

## North Bayside Park - Playground Area Opt 2 Revision A

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION.

**NOTE:** PRICING DOES NOT INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE.

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

**NOTE:** PRICING **DOES NOT** INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



GameTime c/o Sinclair Recreation  
PO Box 1409  
Holland, MI 49422-1409  
Ph: 800-444-4954  
Fax: 616-392-8634

09/09/2020  
Quote #100055-01-03

## North Bayside Park - Playground Area Opt 2 Revision A

### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

P.O. No: \_\_\_\_\_

**Please make P.O.s out to GameTime C/O Sinclair Recreation**

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Purchase Amount: \$59,979.50

### REQUIRED ORDER INFORMATION:

Bill To: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

(For Accounts Payable)

Email: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

(To call before delivery)

Email: \_\_\_\_\_

COLOR SELECTIONS: \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: PRICING DOES NOT INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED.

Quote prepared by: Jamie Lehman

# 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 three Commissioners; and the remainder to be electors of the Township. The Members are recommended to be on the committee by the Township Supervisor and Approved by the Board, for Terms of 3 years.

## 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



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prior to such meetings. If mailed, the notice shall be deemed to be delivered 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

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- (4) Approval of Agenda
- (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 majority vote of the Committee.