



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**November 20, 2015 10:00 a.m.**

**ROLL CALL:** (10:05 meeting called to order)

Committee:

Clark  DeMarsh  Feringa  Heffner  Henkel  Jenema  McDonough  
 Timmins  Wentzloff  Winter

Board Members:

Aukerman  LaPointe  Zollinger

**A. PUBLIC COMMENT:**

- None – no public in attendance

**B. APPROVAL OF AGENDA:**

- Today's agenda was set

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

- No conflicts of interest

**D. CONSENT CALENDAR:** The purpose of the consent calendar is to expedite business by grouping non-controversial items together for one Commission motion without discussion. A request to remove any item for discussion later in the agenda from any member of the Planning Commission, staff or public shall be granted.

**1. ACTION:**

**a. Approve Draft Minutes of:**

**i. Parks & Trail Meeting Minutes 11/06/15**

- Meeting minutes approved from 11/06/15, no corrections or additions requested

**E. ITEMS REMOVED FROM CONSENT CALENDAR:**

**1. None**

**F. OLD BUSINESS:**

**1. Grant Strategy Update**

- Original idea to go for CZM grant and after meeting with Winter, Heinert and McDonough decided that timing is not ideal with CZM grant. (December 18, 2015 application deadline, August 2016 award notification, October 2016 award distributed)
- We would start with a DNR Trust fund grant as our main focus. The maximum grant award is \$300,000, and engineering work for design and construction will be written into the application. The grant requires a 25% match, however we will aim for providing a 26 – 35% match to bring the total budget closer to the actual construction costs, while improving our points/score (~5 to 10 points) in the application review process. Township has already committed \$75,000 over the next three years. Parks and Recreation Plan needs to be uploaded to the application portal by March 1, 2015. Application deadline is April 1, 2015. Heinert is beginning a preliminary design for North Bayside Park after the last meeting. The budget is being worked out, but will be done in conjunction with the trail work that is being done as well. Request has been made to Michigan Geomatics to create a digital contour map file.
- Not applying for the December 2015 2% grant from the Tribe

- Reassess our needs further down the road and potentially applying for the June 2016 2% Tribe grant and/or December 2016 CZM grant – may use as DNR Trust Fund match?
  - Federal funds may not be used as match. Need to verify.
- Will explore Oleson and Rotary grants, Michigan-based Foundations
- Heinert has begun a preliminary design for the North Bayside Park after the last meeting. The budget is being worked out, but it will be done in conjunction with the trail work that is being done. Including having contour maps from Michigan Geomatics.
- \$25,000 grant from Tribe already, authorized to use for parks. We will want to consider strategically putting this money to use, showing how we have implemented the funding as intended to various grants we will be applying to.
- A real rough estimate of the improvements suggested for North Bayside park is approximately \$500,000. This will be better estimated after the preliminary design phase by Heinert. The design will focus on making best use of the existing conditions by maximizing open space, keeping the overall layout simplistic, providing improved connectivity, incorporating simple land forms, designating the park as a regional trailhead, and maximizing water access. Work previously done cannot be used as a match (in-kind) to DNR Trust Fund, need cash in hand. Only work that has been itemized in the grant application, completed after we're under contract in the grant agreement, can be used as a match.
  - We will need to define the roles of our partner organizations in this effort to understand how we can all work together in a meaningful and mutually effective way. Must understand their desire and ability to help with the raising of matching funds, and secure letters of commitment from their boards.
  - Grant will require hiring a grant writer. Potential companies include Community Consulting, Parallel Solutions, Beckett & Raeder, Gosling Czubak
    - Heinert of Gosling Czubak could potentially team up with Winter, in conjunction with assistance from Aukerman, to potentially write the grant.

**G. NEW BUSINESS:**

**1. Summer 2016 Work Program**

- Some money is available for improvements in 2016. Using the money will show the community, partners, and granting organizations that we are committed to making improvements to the park. Some of these items would need to be done as prep work for the Trust Fund grant, but again will not count as in-kind match. Approximately \$37,000 available to do this work.
  - Selection and execution of projects must be done carefully as to not create work that will need to be removed/redone during a future larger scale park improvement project (i.e. work proposed in the Trust Fund application)
  - Zollinger provided a list of potential projects with estimated costs.
    - Bury overhead electric wires
    - Garden club to move the parking lot flowers to an area near the old Hoxsie house. Would require installing irrigation to the existing pump, and would be sized accordingly to be a permanent part of a future full-scale irrigation system. Garden club will be approaching the Board at their Dec. 1<sup>st</sup> meeting about installing a Blue Star Memorial Highway sing in that location.
    - Shelter house located in the trees near the south side of the park. Estimate does not include cement pad.
    - Topsoil, seed and irrigate the grass.
    - Pay for preliminary design work by Heinert.
  - Winter added tree clearing on west end of the parking lot for future expansion and softening the tree line along the open space.
  - Henkel suggested parking lot reseal, restriping, patching the flower beds.
  - Selection of projects for 2016 should be conducted after Heinert's preliminary design work is completed. Consult with Henkel on maintenance needs.
  - Best approach is to figure out which project(s) we want to implement in 2016 before we submit the Trust Fund application so that we don't include items that will require us to go back and amend our application due to work completion.

- Wentzloff expressed concern that we are sacrificing quality for expedited implementation. Large publicly funded projects take time. Suggested a public relations effort to promote and share with the public the work we are doing and the end product we are moving towards.
  - Heinert feels we can do some of both. Address functionality and maintenance issues now, but save our pennies too.
  - Other smaller grants could help in this process
- Wentzloff had to excuse herself a little early and upon her departure expressed the need to formerly define who is on this committee, what they are trying to accomplish, how communications are to be handled, what order/procedures are to be followed, etc. Suggested placing the Parks and Recreation Committee under the Planning Commission.
- Phase I would be work conducted beginning in spring/summer 2016, Phase II would be work scoped in the DNR Trust Fund grant. If grant was to be awarded, Phase II realistically wouldn't begin until fall 2017. Heinert will include a line item budget in his preliminary design to help determine phasing options.
- Acme leaders need to own and lead this process, and coordinate with advisory partners (GTRLC and TART) and their resources/skill set.

2. Report/Update for December 1, 2015 Board Meeting

- Summary of the Committee's Action Plan for the Board:
  - Request that we forego CZM right now due to sequencing of the grant cycles
  - Focusing now on the DNR Trust Fund grant with an April 1, 2016 application deadline.
  - Ask for a motion for roughly \$5,000 dollars (exact cost still to be determined by Heinert) to be committed for the preliminary design work at North Bayside Park.
  - Preliminary design work will provide information necessary to outline Phase I work program for 2016, utilizing funds we already have available.
  - The remaining elements would be incorporated into the Phase II which will be outlined in the Trust Fund application.
  - Hire a grant writer to assist in the DNR Trust Fund application.
  - Revisit the CZM grant next fall (2016) to see if it fits our strategy at that point.
- Discussion continued on how to approach 2016 work program items. Zollinger suggested some of the items could be budgeted into the annual park budget since they are maintenance issues, separate from the \$37,000 previously mentioned. An example would be the parking lot sealing and restriping, filling-in the flower beds.
  - Aukerman mentioned that the June 2016 2% Tribal grant may be another option to help in that effort.
  - Timmins reminded the group that we still have \$25,000 donated from the Tribe still sitting there. Spending this money on Phase I improvements could show momentum and help in the effort to secure additional funding
- Jenema suggests blending the Shoreline Committee and the Trails Committee into one since the personnel overlap so much anyways. Support from those in attendance. Moving forward the two committees will be known as the Parks and Trails Advisory Committee composed of the following:
  - Parks and Trails Advisory Committee Members:
    - Jenema – Board representative
    - LaPointe – Board representative
    - Wentzloff – Planning Commission – Chair
    - Feringa – Planning Commission – Vice Chair, Grand Traverse Band
    - Timmins – Planning Commission, Parks and Rec Committee – Chair
    - DeMarsh – Planning Commission
    - Henkel – Park Maintenance
    - Heffner – Community Representative
    - Winter – Staff, point person between committee and advisory partners
  - Parks and Trails Advisory Partners:
    - McDonough – GTRLC
    - Clark – TART
    - Heinert – Gosling Czubak
- Aukerman suggested it is now time to sunset the Parks and Rec Committee. This new group (listed

- above) is the group performing the work on Acme's recreation resources.
- Timmins does not feel the current Parks and Recreation Committee is effective
  - Jenema supports placing the Parks and Trails Advisory Committee under the Planning Commission
    - Zollinger doesn't disagree, but says we need to look further into what options are allowable
      - Look into state statutes, MTA
    - Henkel supports the Parks and Trails Advisory Committee under the Planning Commission, which in turn advises the Board.
    - For the immediate time being, the Parks and Rec Committee will remain as is, future will be readdressed.
  - Committee updates on action items:
    - Jenema – Blue/Water Trail
      - We're there, we've done everything we need and are part of the network.
      - We can be viewed on the Michigan Water Trails website (<http://www.michiganwatertrails.org/trail.asp?ait=cv&cid=148>)
      - South Bayside Park, North Bayside Park, Saylor Park are in the network for sure, need to verify if Deepwater Point and Maple Bay are included.
      - Uniform signage may be incorporated in the future
    - Winter – Yuba Creak Natural Area Autumn Olive (AO)
      - Met with GTRLC and LaPointe to develop a work plan to address AO at Yuba Creek.
      - Eagle Scout project removing AO near the parking lot using buckthorn baggies this month. Clipped trees will be piled and burned this winter
      - 5 Americorps volunteers will start with GTRLC this January through November 2016. They will address the lower shelf and slopes using herbicide
      - Mechanical treatment will be needed on the upper shelf. Need to reach out to the Rough Grosse Society, local farmers, and other land clearing companies. This will need to be followed by ground cover plantings and periodic (annual) mowing. Planting more trees will provide an eventual long term solution to having to mow annually.
      - Henkel recommends marking existing trees prior to mechanical treatment

## **H. PUBLIC COMMENT**

**ADJOURN: 11:40**

**Acme Township Meeting Minutes**  
**Subject: Long-term Parks Goals and N. Bayside Park Improvement Plan**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road; Williamsburg, MI 49690**  
**Friday, November 6, 2015; 9:00am – 11:00am**

**Meeting began at 9:05am.**

**In Attendance**

Members of “Committee” appointed by Acme Board at its June 11, 2015, Special Board Meeting “Work Session on Parks” to look at long-term goals for the Parks:

Representing the Board: Gordie LaPointe (not present); Conservancy: Matt McDonough; Parks Advisory: Marcie Timmins; Parks & Building Maintenance: Tom Henkel.

Members of “Committee” appointed by Acme Board at its October 6, 2015, Regular Board Meeting to move forward to connect Tart Trails as presented by Julie Clark (TART) at that meeting:

Jim Heffner (not present); Amy Jenema; Marcie Timmins; Karly Wentzloff; Shawn Winter. Julie Clark, TART, was also present.

Invited by Marcie Timmins to facilitate meeting and take minutes: Jean Aukerman

**Desired Outcomes**

1. Determine long-term goals for Acme’s Parks based on June 11 Board vote and tied to Acme’s approved “Parks Master Plan for 2014 – 2019.”
2. Agree on actionable Preliminary Plan for North Bayside Park improvements.
3. Determine actions, deadlines, and ownership for all next steps.

**A. Opening remarks and process**

Jean explained Desired Outcomes. She also strongly recommended that Acme’s Objectives (projects) should be owned and driven by a leader from Acme rather than delegating that responsibility to someone from the Conservancy or TART. Matt McDonough (GTRLC) and Julie Clark (TART) concurred. Some discussion followed. Later in meeting, Jean introduced the “Issue Bin” concept where Committee Members can list any barriers to achieving Objectives that arise during the meeting – for resolving in future.

**No public comment.** No members of the Public were in attendance.

**B. Per Master Plan, discussion of long-term goals in three categories**

Sample Goals and Objectives tied to the Parks Master Plan were distributed by Jean to start discussion. Discussion and prioritization occurred. The joint Committee agreed to the following long-term Goals and prioritized Objectives to bring back to the Board:

**Goals based on Acme’s 5-year “Parks Master Plan 2014 – 2019”**

1. ACCESS TO BAY: Provide access to Grand Traverse Bay for all ages, all abilities.
2. ATTRACTIVE PARKS: Ensure parks are attractive, recreation opportunities are provided, water quality is protected.
3. TRAIL CONNECTIVITY: Connect park assets, shops, restaurants, and attractions through non-motorized transportation routes.

**Proposed Objectives, Priority, Acme Owner, Action/Deadlines – for Board approval**

## 1. ACCESS TO BAY

### ▶ **Priority 1**

**By September 1, 2016**, an improved, ADA-compliant Boating Access Site is opened at Sayler Park.  
Acme Owners: Jean Aukerman/Fund Raising; Jay Zollinger/Project Oversight  
Action/Deadline: Funds still needed. Aukerman/Zollinger to present status at Nov 10 Board Meeting.

### ▶ **Priority 2**

**By July 1, 2016**, Mobbi Mats are in safe operation at North Bayside for access by beach-goers in wheelchairs.  
Acme Owner: Marcie Timmins  
Action/Deadline: Marcie to speak with experts, determine options/costs by Dec 15.

### ▶ **Priority 3**

**By August 1, 2017**, an ADA-compliant canoe/kayak launch is in full operation at Bunker Hill site.  
Acme Owner: OPEN

### ▶ **Priority 4**

**By June, 2016**, a blueway route/"Water Trail" with specific Shore Access Zones is in operation in Acme Township.  
Acme Owner: Amy Jenema  
Action/Deadline: Amy to check status with Harry Burkholder by December 1.

## 2. ATTRACTIVE PARKS

### ▶ **Priority 1**

**By August 1, 2016**, at least 3 conspicuous and/or functional park projects are installed at North Bayside Park totaling <\$400k.  
Acme Owners: Shawn Winter, Amy Jenema  
Action/Deadline: Matt McDonough to call CZM Grant contact and ask: 1) if MDNR Trust Fund money can be used as match with CZM award; 2) what is/isn't eligible in terms of construction and activities. Matt to then update Shawn, Amy, Karly. Determine what specific CZM grant request and focus should be. Amy to present/gain approval for grant writer at Nov 10 Board mtg. Amount/focus for CZM grant to be presented to Board for approval at its December Board meeting. CZM grant deadline is December 18.

### ▶ **Priority 2 (Committee agreed this priority is critical in order to support/deliver Priority 1.)**

**By September 1, 2016**, a \$20k reserve for waterfront parks maintenance is in place with priorities set and managed.  
Acme Owners: Amy Jenema, Jean Aukerman  
Action/Deadline: Jean and Amy to confirm language (ex: "reserve" not accurate) by December 15.

### ▶ **Priority 3**

**By September 1, 2016**, a tight work plan and schedule are in place to manage Autumn Olive at Yuba Natural Area.  
Acme Owner: Shawn Winter  
Action/Deadline: Shawn to contact Angie Lucas, Americorps, others for information.

### ▶ **Priority 4**

**By August 1, 2017**, at least 1 conspicuous and/or functional improvement is installed at South Bayside Park totaling <\$150k.  
Acme Owner: OPEN

### 3. TRAIL CONNECTIVITY

▶ **Priority 1 – Tied**

**By June 1, 2016**, minimum 10-ft wide trail is in operation from M72 to North Bayside Park, through Park and property immediately south and also through South Bayside Park.

Owner: OPEN

▶ **Priority 1 – Tied**

**By September 1, 2017**, new TART trail is in operation from Bunker Hill parking area north to M72.

Acme Owner: OPEN

▶ **Priority 3**

**By November 1, 2016**, TART trail connects M72 to Lautner trailhead via route through GTTC (Town Center).

Acme Owner: OPEN

▶ **Priority 4**

**By September 1, 2017**, minimum 6-ft wide bike lanes are installed on Bunker Hill east to Launter and south connecting to South Bayside Park.

OPEN

▶ **Priority 5**

**By September 1, 2017**, a fully-negotiated Trail Plan is ready-to-implement from North Bayside to Acme Township's north border.

Acme Owner: OPEN

#### **C. Discuss components of Preliminary Plan; gain agreement**

**1. Re-visiting expectations of MDNR Trust Fund, Donors.** Matt McDonough reiterated that the Trust Fund expects acquired North Bayside parkland to be used for public recreation including amenities that facilitate public access. Donors and community members want to see something happening with the land. Committee discussed importance of: improved parking; trail connectivity within Park and north, east, and south of Park; need for Mobbi Mat(s) for safe water access for people using wheel chairs; irrigated open space; shelter area(s); using current rest room facilities – which still function well, rather than tearing down and building new.

**2. Review of a potential plan that answers expectations.** Shawn Winter showed a DRAFT Plan for North Bayside Park that he worked up using (free) software that was available to him. Discussion followed. All were pleased with Shawn's efforts to take the discussion from an earlier Parks Team meeting on August 11 and translate that discussion into a DRAFT Plan for review. Shawn explained that the software he used has some limitations that we should know about (ex: only does right angles – no curves when showing sidewalks and trails). Shawn's DRAFT Plan served as an excellent first tool to visualize the possible use of space at North Bayside Park.

Comments/discussion points included:

#### *Regarding fund raising for Park improvements*

- Figure out “Phasing” for improvements as it applies to fund raising (CZM and DNR Trust Fund Grants, etc.).
- Always be aware of which grants require “matching” dollars and how that can be achieved.
- Acme has skin-in-the-game (dollars) – great – but let's be sure to identify and track in-kind donations, where allowed, to further build Acme's “matching dollars” total.
- Conservancy interested in helping with fund raising.

- TART interested in helping with fund raising.

*Regarding Park's design and amenities*

- Consider irrigation within entire North Bayside Park – not just for the green space; get cost estimate.
- At beach area, consider seat walls instead of rip rap (ex: Clinch Park). Seat walls do same job as rip rap while using space better and being easier to maintain.
- Perhaps move playground under the trees next to the beach to provide a shaded area.
- Gardens and native species good place for signage/interpretation while also helping manage water issues.
- Add curves to trails/sidewalks etc.
- Consider having trail make a loop within North Bayside Park.
- Consider widening main trail to 12 feet due to likelihood/potential of heavy traffic (pedestrians, strollers, bikes, people pulling beach gear, etc.).
- Consult with/gain input from Disability Network on their recommendations.

*Regarding Park's connectivity*

- Connect trail all the way to M72/US 31 intersection; show it on the Plan.
- Need to consider safe connections to the other side of US31 so businesses can support “connections.”
- Show connection to Resort property on the Plan.

**D. Review next steps, actions, deadlines, ownership RE North Bayside Park Improvements**

*See complete list of Actions/Deadlines under B.*

Specific to North Bayside Park and CZM grant (repeated from B):

Action/Deadline: Matt McDonough to call CZM Grant contact and ask: 1) if MDNR Trust Fund money can be used as match with CZM award; 2) what is/isn't eligible in terms of construction and activities. Matt to then update Shawn, Amy, Karly. Determine what specific CZM grant request and focus should be. Amy to present/gain approval for grant writer at Nov 10 Board mtg. Amount/focus for CZM grant to be presented to Board for approval at its December Board meeting. CZM grant deadline is December 18.

**Issue Bin**

- ▶ Are our Parks officially named – North Bayside Park and South Bayside Park? When can we officially name parks and have proper signage?
- ▶ RE “easements,” how are we managing these? Have we verified location and existence?
- ▶ Private business employees parking on public property (ex: Vet Clinic) – don't allow this.
- ▶ Need a Grant Strategy for North Bayside Park fund raising.
- ▶ What is status of Acme's Parks & Recreation Advisory committee?

**Meeting was adjourned at 11:08am.**

Respectfully submitted,

Jean Aukerman

November 18, 2015

## Acme Parks & Trails

### North Bayside Park Improvements: Draft Grant Strategy

Grants for Consideration	Application Deadline	Requires Match*	“In-kind” Hours Toward Match*	Amount and Focus	Grant Writer
Coastal Zone Management	Dec 18, 2015	Yes – 100%	Yes		
2% (Tribe)	Dec 31, 2015				
Rotary Charities	March 1, 2016				
Oleson Foundation	April 1, 2016				
MDNR Trust Fund	March 1, 2016 - Plan April 1, 2016 - App	Yes – 25%			
2% (Tribe)	June 30, 2016				
Coastal Zone Management	December, 2016	Yes – 100%	Yes		
Michigan-based Foundations	TBD				
Meijer Foundation					

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*\*Will investigate specific Match requirements and if "in-kind" hours may be considered.*