



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
August 18th, 2017 8:30 a.m.

ROLL CALL: 8:34

Committee:	Ex	Feringa	X	Heflin	X	Heffner	X	Jenema
	X	Smith	ex	Timmins	Ex	Wentzloff		
Advisory:	Ex	Heinert	X	Kushman				
Staff:	X	Winter						

A. PUBLIC COMMENT:

Nels Veliquette – CFO at Cherries R Us, board member for Shoreline Fruit. Spoke on the importance of compliance with the Food Safety and Modernization Act at Shoreline Fruit in relationship to the proposed Traverse City to Charlevoix Trail. Provided an outline of what the facility has to deal with in terms maintaining compliance, trail or no trail. Wanted to make the Committee aware of the regulations they have to follow and to have the Committee keep these in mind as the discussions on the trail evolve. Not as worried about trespass issues, or right to farm issues. Primary concern is compliance with mandated government regulations. Feels trails are extremely important and would like to be part of the conversation moving forward. Discussion about the overall approach and planning of the trail followed. Strongly recommended one-on-one engagement with the property owners along the conceptual trail alignment. Would be available to discuss the project with any of the committee members, and set up connections with property owners.

B. APPROVAL OF AGENDA:

Winter requested postponing the election of officers until the next meeting. Heffner requested adding discussion of a non-smoking policy under new business. Motion by Heflin to approve the agenda with the election of officers moved to next month and the discussion on non-smoking policy added under new business, support by Heffner. Agenda approved unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. CORRESPONDENCE: none

E. ACTION:

1. Approve Parks & Trails Minutes 06/16/2017
 Motion by Heflin to approve the minutes, Support by Smith. Motion passes unanimously.

F. OLD BUSINESS:

1. Bayside Park Update (Winter and Jenema)
 - Winter said they'd be meeting with Klaus later in the day to go over the layout. Need to discuss the sunshades that were included in the grant. Need to determine the sequencing based on contractor availability and decide what can still be done this fall.
 - Jenema stated that Klaus will provide some options for the sunshades and play structures. Winter and Jenema discussed putting the play structures out to the public for input on the a few different options. Klaus' designs will be brought back to the committee.
 - Heflin noted the uptick in park use already this summer.
 - Heflin also announced that Paul Brink and Kathleen Guy are working with the GTRLC to host a happy hour at Bayview on September 21, 2017 from 5:30 – 7:00 pm to discuss the park plans and fundraising. Committee members will be invited to attend.
 - Heffner questioned how the fundraising works, Heflin explained the process.
 - Heffner commended the owner of Woodland Creek for the playground they installed along the trail behind the business and his willingness to help with the trail maintenance

2. Adopt-A-Bench Program (Winter)

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.

- Winter updated the committee that the Board approved the adopt-a-bench program with the details in the flier enclosed in the packet.
- Klaus will be submitting a map of where each of the two types of benches will be located so the adoptions can begin.
- Heflin asked about public feedback about the bench. Jenema spoke on the different responses we've received. Mostly positive.
- Heffner brought up Linda Weeks desire for a swing. Jenema stated that the swing is not planned in this design, looking at other locations throughout the park system that may be appropriate.
- Winter will follow up with Linda and update her on the plan.

3. Trail Updates (Kushman)

- Kushman, Clark and Wentzloff met with the Shores HOA Board in July. The board seemed to come around to the idea of the trail, but thought it might be a hard sell to the whole HOA membership. Fear eminent domain and trail users migrating off the trail and trespassing. The next step will be to have them come and present to the whole membership in the fall.
- Heffner asked about the ownership of the roads, the Tribe or the HOA. Winter stated some of the information Clark had shared with him, but the clear ownership is still to be determined.
- Also met with an elder of Christ the King Church about a trail going on or near their property. His personal opinion is that it could potentially be a good thing, but certain areas on the south side of their property is a no-go, but there may be opportunities on the north side.
- Still speaking with Father Ciprian of the Archangel Gabriel Greek Orthodox Church and LochenHeath for future alignment options.
- Clark reached out to Bay Villa HOA president with information on the park and trails to share with their members.
- DTE will begin work between Five Mile and Bunker Hill after Labor Day and will last 4-6 weeks
- Heffner asked about the potential realignment over the railroad tracks in this area. Last year's restriping seems to be effective in limiting instances. Kushman discussed some changes that have been explored, of which the effectiveness is still being evaluated.
- Heffner asked about a patch that needed filled with asphalt. Kushman said the Road Commission will attend to it, along with others, the next time their crew is in the area.
- At a recent Elk Rapids Township meeting 15 people spoke in support of the Traverse City to Charlevoix Trail, along with approximately 40 letters. Five people spoke in opposition.
- Heffner asked about the trail behind the Holiday Inn. Winter had a recent meeting with Lanny Johnson about an easement through his property. Mr. Johnson is not interested at this time because he doesn't want to impede a potential sale or development of the property. Kushman is working with the Holiday Inn owners to get a contact at Wells Fargo to discuss a potential trail easement.
- Still waiting on Township Counsel to review the trail easement agreement, and Dan Kelly is still waiting on the availability of water from the Tribe to move forward with his project. Jenema discussed some of the options the Board is exploring related to a water system.

G. NEW BUSINESS:

1. ~~Election of Officers~~ (moved to next month's meeting)
2. Repurposing Vacant Building In Bayside Park
 - Winter explained how some members of the Board are having legitimate concerns about the increased maintenance costs associated with the park improvements, and where those funds will come from.
 - Winter proposed the idea of utilizing the existing building on the south side of Bayside Park for a kayak/SUP rental location. The use of the building would be leased to a party who would operate the business. Those rent acquired would then go towards the park maintenance fund for Bayside. Winter's proposed approach is to not make a huge

investment on the Township's part up front, but to make incremental improvements as the use of rentals increases.

- Heflin expressed support for the idea, thought it would be successful with all the park foot traffic
- Smith supported the idea. Although he has access to kayaks, would much rather rent them at the park with people rather than loading them up and hauling them to the water.
- Heffner pointed out that is the natural area of the beach that will need to be addressed. Smith made a few suggestions.
- Winter mentioned Clark was going to research with the County to find out what the River Outfitters pays to operate out of Medalie Park, which may be a better comparison.
- Smith asked about the number of kayaks and method of storage. Winter has the impression that at Clinch Park the kayaks are stored on the beach and secured with a cable. Smith cautioned it could become unsightly if not considered.
- Heflin asked about liability. Jenema believes we are covered under our current policy. The business would need their own policy as well.
- Winter wanted to know if this is something we want to pursue and pitch to the Board. Jenema will bring it up at the next meeting to get their feedback on the concept and see if the committee should invest more time exploring the idea.
- Heffner asked about the inside condition of the existing building. Winter is not familiar with the interior, but is among the details we'd need to evaluate. Could consider concession sales as well.
- Heflin suggested syncing Saylor Park into the lease agreement for a kayak rental trip destination.

3. Non-smoking Policy

- Jenema recapped her meeting with Heffner at Bayside regarding his concerns with the maintenance, and her follow up discussions with Zollinger mainly about beach grooming. Jenema would also like to get an old wooden fruit crate so people can toss rocks into it to be discarded. The crate would site off to the side as to not be intrusive.
- Jenema shared that the Township does have a non-smoking ordinance, but it only relates to the township hall, bathrooms, kitchen, and parking lot, but does not include the parks.
- The current list of rules at the park is excessive and may be outdated.
- Winter mentioned two ways to address this: amend the existing non-smoking ordinance, or create a new ordinance that establishes rules for all the parks
- Jenema supported the new ordinance idea.
- Heffner felt it was worth looking at neighboring jurisdictions to see what works.
- Heflin says the two biggest things the GTRLC has to take care of at their properties is pet waste and cigarette butts. Hard to enforce these types of ordinances.
- Winter will try to look for neighboring communities' rules to review at the next meeting so a new ordinance with park rules can be established.
- Heffner asked whether there was a consensus to ban smoking. Smith would rather have people just clean up after themselves instead of imposing a bunch of rules on a park, despite not liking smoking at all.
- r

H. PUBLIC COMMENT: none

ADJOURN:

Motion by Heflin, second by Heffner. Motion passes unanimously.
10:39 am



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
August 18th, 2017 8:30 a.m.

ROLL CALL:

Committee:

	Feringa		Heflin		Heffner		Jenema
	Smith		Timmins		Wentzloff		
	Heinert		Kushman				
	Winter						

Advisory:

Staff:

- A. PUBLIC COMMENT:**
- B. APPROVAL OF AGENDA:**
- C. INQUIRY AS TO CONFLICTS OF INTEREST:**
- D. CORRESPONDENCE:**
- E. ACTION:**
 - 1. Approve Parks & Trails Minutes 06/16/2017
- F. OLD BUSINESS:**
 - 1. Bayside Park Update
 - 2. Adopt-A-Bench Program
 - 3. Trail Updates
- G. NEW BUSINESS:**
 - 1. Election of Officers
 - 2. Repurposing Vacant Building In Bayside Park
- H. PUBLIC COMMENT**

ADJOURN:

**ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
June 16th, 2017 **8:30 a.m.****

ROLL CALL:

Committee:	x	Feringa	x	Heflin	excused	Heffner	X late	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
Advisory:	x	Heinert	x	Kushman				
Staff:	x	Winter	excused	Lamont				

Feringa starts the meeting as Jenema is delayed.

A. PUBLIC COMMENT: none

B. APPROVAL OF AGENDA: Winter added MParks correspondence about appropriations for the park from the trust fund.
Motion: Wentzloff approves the agenda with the addition of the MParks correspondence
2nd. By Timmins. Motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. CORRESPONDENCE: MParks letter

E. ACTION:

1. **Approve Parks & Trails Minutes 02/17/2017** - Timmins gave input, that relistening to the tape from 2/17 wouldn't help clarify the points that Heffner wanted clarified, it was still a very convoluted conversation.
Discussed not wanting to set an unrealistic precedent for future minutes that can't be upheld.
Removed the comments made by Winter about the Nelson family.
Motion: Wentzloff to approve minutes from 2/17/2017 with the removal of the Nelson family.
2nd. Jenema Motion carries.
Jenema takes over the meeting

2. **Approve Parks & Trails Minutes 05/19/2017**- Timmins pointed out she couldn't add Linda Weeks name as she didn't hear it on the tape from the meeting, keeping to protocol nothing that wasn't stated at the meeting can be added to the minutes.
Motion Heflin 2nd. Timmins
Motion carries, Feringa abstains, wasn't at the 5/19/17 meeting.

F. OLD BUSINESS: Jenema discussed meeting with Winter and Heinert to organize the changes that may happen.

1. **Bayside Park Design**
 - a. *Parking Lot Layout* Klaus-

 - b. *Bench, Litter Receptacle, and Bike Design Palettes* Klaus- discussed bike racks, benches, and recycling/trash receptacles.
Committee discussed the different styles of benches
Wentzloff- thinks colors go out of style too often, would rather see a neutral more timeless color. Wentzloff hates the green
Klaus- shared his view of why he picked colors instead of something more neutral.
Discussion followed.
A sample bench is being temporarily provided by Landscape forms (out of Kalamazoo)

to allow everyone to see what the green bench would look like. They are not charging the township anything for the bench or shipping, but we do have to unload it from the truck. Committee discussed the best place for people to view the bench, either township hall or park.

- c. *Adopt-A-Bench Program* - Discussed the placement of the memorial plaques on the benches. It will be on the arm due to the design on the back of the bench also to allow families to split the cost of a bench since there will be 2 armrests. The armrests on all the benches are to meet ADA compliance.

Heflin- asked about the paint on the benches, will it be available in the future for repainting.

Klaus discussed how the company is using standardized colors, it will be available continuously.

Klaus discussed styles and placement of bike racks. Points of parking in key areas. Clusters of 6-8 hoops, double sided.

Klaus suggested an anodized bronze for light poles, drinking fountain, bike racks, and other fixtures that are used heavily do to wear and tear. He has also used stainless steel, galvanized steel, aluminum (the only thing that doesn't rust).

Klaus suggested putting the sample bench up by the potty for people to see how it will look in the surroundings the bench would be placed in the future.

Jenema asked for opinions on the bike racks. Discussion follow, including cost and budget of the project.

Klaus stated the average cost of bike racks runs between \$300-400. He said there are many other places to look for bike racks. Wanted to give the committee a starting point.

Winter commented that he would like Klaus to find bike racks that don't count on the tire as a way to chain the bike and keep them up right. Discussion followed.

Smith - asked about durability of the bike racks.

Klaus- said they would have to be run over by a truck, durability comes into play more when they are painted, causing constant maintenance. That is why he recommended the anodized bronze.

Timmins asked about making recycling bins green and the garbage bins a different color to give people a visual cue.

Discussed the grass pattern on the garbage receptacles concern of garbage getting stuck in the pattern, and light colors showing all the splashes and dirt.

Discussion followed on the placement of; beach shower, foot wash, drinking fountain/bottle fill stations, the foot wash has to be to be along the walkway.

Wentzloff requested warm, non-LED lights for the walkway lighting. Committee agreed.

Wentzloff asked about fading of the benches in the direct sun light.

Klaus said the painted benches would warm up and the wood would fade if not protected.

Klaus discussed the parking lot and changes that were ok'd by MDOT, and TART trail going through the park and across the parking lot, stormwater solutions, dumpster enclosure and placement, shifting the design a bit to save a large white pine, placement of lighting and the use of minimal lighting within the park, lights are programmable to shut off and turn on.

Klaus discussed taking out the 2 shade structures and replacing with a pavilion in the first phase, he suggested it would be easier to do a pavillion in this phase and that we should consider approaching the DNR with a change of scope if the township can leverage the money.

Feringa asked about if the wells were monitoring wells

Klaus said they were monitoring wells, but from across the street not the Shell gas station. They are not in use. Klaus is in the process of deciding which wells will be used and which will be taken out.

Wentzloff asked about the lighting in the middle, wanted a lower lighting source to keep things out of the line of sight across the park.

Klaus said he would look at that. Committee supported that.

2. TART Trail.

a. *Bunker Hill to 5 Mile DTE Project, RR Crossing* - Kushman- contacted by DTE that they have to tear up the area between Bunker Hill and 5 Mile. Not sure what they have to do, has a meeting with them later in the day to discuss it. Kushman wants to use this as an opportunity to bring the trail up to today's standards (10ft. Trail, it is 8ft now) and the railroad track crossing, to get rid of it for safety. Discussion on plan he hands out. MDOT will also be at the meeting. TART is looking at how to accommodate any cost that DTE won't be covering.

Jenema discussed what the township may be able to do based on what the priority is with trail development.

TART is not looking for any funding commitments at this time. Discussion will continue when TART and the township know more about DTE's intent.

b. *Four Mile to Three Mile Sewer Bypass*, Kushman discussed the trail, about 2/3rds of it, are being removed to replace a sewer main. TART is again looking at getting the 10ft standard implemented at that site also.

Winter talked about the construction schedule, starting this fall and finishing in the spring. They will make the trail useable during the winter for those who use it.

3. **Deepwater Point Trail** - Wentzloff updated -She, Julie Clark and Kelly (from the resort) met with Sue Greasons (association manager from the condo's) , Sue took the proposal to the board, the association committee doesn't support a trail, as they think they will be liable for the trail.

Feringa clarified that it is a public road, and there are discussions happening between the shores and the resort. Feringa is having RCA collecting the documents proving it is a public road.

Discussion followed

4. **Acme Connector Trail** - Winter gave an update. Nate Elkins contacted him to discuss the trail through Dan Kelley's property. Winter will also be reaching out to Lannie Johnson's realtor, to discuss Lannie's interest in the Acme connector trail.

Winter is waiting on Jeff Jocks to go over the letters of Commitment from Peace of victory and Samaritas

G. NEW BUSINESS:

1. **Park Facility Update** – Gary Lamont Jenema believes Gary needs to come to the park maintenance meetings not the park and trails. She will be talking to him about that.

2. **Bayside Park Pavilion Discussion-** Winter discussed making the footprint of where the pavilion maybe in the future (if we don't get it in this phase)

3. **Capital Campaigns** – Naming of Park Amenities Anthony Rupert (development director from the GTRLC) contacted Shawn about how the township feels about allowing donors to name large elements that they donate to in the park, as a way to encourage donors to give to the park.

Jenema asked if the township would get the full amount donated, if the amount donated exceeded the amount in the quote?

Winter said the individuals would be donating to the park, so it should all go to the park.

Heflin clarified how the donation and naming opportunity work within the GTRLC.

Discussed that early donors for the land didn't have the same naming options. Discussed ways to address this.

Discussed different options for naming.

Jenema will take the committee's recommendation to allow

Motion: Jenema, 2nd. Timmins- that the township allows the pavilion and playground to be named as part of the capital campaign fund, as long as the naming is done in a tasteful manor, as well as a plaque of recognition for previous donors.

Motion carries

H. PUBLIC COMMENT none

ADJOURN: Motion to adjourn Feringa 2nd. Jenema.
Motion carries.



Acme Township Adopt-A-Bench Program

Program Overview

The Acme Township Adopt-A-Bench Program allows groups and individuals to adopt a bench through a donation in someone's honor or as a memorial.

Location

- Benches will be placed at Bayside Park in preselected locations.
- Donors may choose which bench location to adopt on a first come, first served basis.
- The Adopt-A-Bench Program may expand to additional locations in the Acme Township park network in the future.

Bench

- Choice between a backed or backless bench depending on availability.

Commemoration

- A 2" x 10" etched plaque will be installed on one armrest.
- An additional plaque may be purchased for the second armrest for an additional \$225.

Cost

- The donation to adopt a bench is \$1,500.
- Two parties may split the cost and have a separate, unique plaque on each armrest for an additional \$225.

Duration

- Bench and plaque(s) will be maintained by the Township for its lifetime and will be replaced if damaged in the first 10 years.



