

**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
October 20<sup>th</sup>, 2017 8:30 a.m.**

**ROLL CALL:**

<b>Committee:</b>	X	Feringa	excused	Heflin	X	Heffner	X	Jenema
	X	Smith	X	Timmins	X	Wentzloff		
<b>Advisory:</b>		Heinert	excused	Kushman				
<b>Staff:</b>	X	Winter						

**A. PUBLIC COMMENT:** None

**B. APPROVAL OF AGENDA:** Wentzloff motion to approve agenda, with addition of F. 6, meeting times. Timmins 2nd. **Motion carries**

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

**D. CORRESPONDENCE:**

**E. ACTION:**

1. Approve Parks & Trails Minutes 09/15/2017-Timmins made motion to approve minutes, 2nd. By Heffner But with the changes to the trail from 5 mile to Bunker Hill Rd. added. Wentzloff abstained

**Motion carries**

**F. OLD BUSINESS:**

**1. Bayside Park Updates**

- a. Playground Equipment Feedback-Winter reported positive public feedback. Discussed keeping all the elements of the park open and “see through” and within the townships price point. Everything we saw on the plan fits the townships budget.
- b. Bayview Inn Event Recap -Jenema gave a recap. Said there was a good turnout, was positive as a whole. Some different foundations were present
- c. Impact 100 Update Winter- Acme didn’t make the final cut. In our area, Hickory Hills was the nominee.
- d. Non-motorized Watercraft Rental Status- Jenema didn’t present it to the board due to the overloaded agenda. She will put it on the board agenda in November.

Jenema and Feringa gave a breakdown of the capital improvements seminar and how it applies to trails. Which were 3rd on the list of important elements, after sewer and water, to draw people to the community.

2. **Trail Updates** - Winter, talked to Kushman. Kushman has broken through with Wellsfargo,the bank that holds the mortgage on Holiday Inn ,talking to Klaus about reviewing an easement and seeing what it would cost. Tart is paying the \$2000 retainer fee to forward the project. Will hear back from Klaus with an estimate.

Winter got the commitment letter for Samaritas, not legally binding but a step in the right direction, more like an MOU. Outlines access for trail and other details of who is responsible for what.

Heffner asked about Dan Kelley's property, and the trail going through it.

Shawn talked about what was holding up Dan’s project, but Dan has worked out some of the issues and elements have changed accordingly and will continue to do so as planning gets more indepth.

Heffner asked about Bunker Hill as it relates to the trail.

Feringa gave an update on Bunker Hill Rd.- it’s about a year out as they don’t have any staff freed up to

work on it.

Kushman reported that Creek's Crossing is a private road. Feringa is checking into it, because the tribe has it on their inventory and it wouldn't be there if it wasn't public. Will check with Rob ( in his office). Wentzloff gave an update of her walk with TART behind Bertha Voss and the Catholic church leading towards Lochenheath.

Discussion followed on various alternative trail routes.

Winter talked about his experience riding on a trail of crushed cinder and how he was impressed with the surface of it, and how it can be easier to maintain. Discussion followed on using it on Acmes trails.

Feringa cautioned not to let a stream crossing limit the placement of the trail.

**3. Park Rules-** Winter presented what the committee's responses were. Discussion followed. Talked about the break down that Feringa sent. The committee liked the break down he gave.

- Definitions
- General Uses/Regulations
- Prohibited Activities
- Enforcement/Penalties
- Maps

Wentzloff asked if all the rules will be the same in every park.

Jenema said yes that was the plan.

Discussion followed about parks that may need park specific rules, such as Yuba nature center and the boat launch where different requirements are needed.

Discussion followed about different park rules.

Will have Jeff Jocks the township attorney look over the rules.

**4. Gilroy Park Status-** MDOT update , can't sell gilroy park as most of it is MDOT right away easement. They offered to let Acme maintain the park but not purchase it. Jenema suggested

**Motion: Motion by Wentzloff 2nd, by Jenema. Recommend to the board, not pursue taking over operations at Gilroy park, but also communicate to MDOT that Acme would be interested in future collaboration or changes that may take place with that property.**

**Motions carries, Timmins absent**

**5. Park System Signs-**Winter contacted Andrew Kohlmann (Image 360) and Valley City Signs out of Grand Rapids. Asked for help with sign design. The committee has to recommend and send it to the board as it involves money.

Jenema talked about how the signs should all have the same theme within all the parks. Wants to have congruency within the parks.

Timmins returned to the meeting.

Discussion followed about logos and colors that would be unique to Acme township.

Feringa will contact Valley Signs and talk to them about a sample sign.

**6. Meeting Times**

Meeting times Discussed, meeting time will stay the same.

**G. NEW BUSINESS:** none

**H. PUBLIC COMMENT**

**ADJOURN: Motion to adjourn Timmins, 2nd. Wentzloff.**

**Motion carries 10:02 am**



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**October 20<sup>th</sup>, 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 09/15/2017

**F. OLD BUSINESS:**

1. Bayside Park Updates
  - a. Playground Equipment Feedback
  - b. Bayview Inn Event Recap
  - c. Impact 100 Update
  - d. Non-motorized Watercraft Rental Status
2. Trail Updates
3. Park Rules
4. Gilroy Park Status
5. Park System Signs

**G. NEW BUSINESS: none**

**H. PUBLIC COMMENT**

**ADJOURN:**

**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
September 15<sup>th</sup>, 2017 8:30 a.m.**

Timmins called the meeting to order at 8:34 am

**ROLL CALL:**

<b>Committee:</b>	<b>late</b>	Feringa	x	Heflin	x	Heffner	late	Jenema
	x	Smith	x	Timmins	excused	Wentzloff		
<b>Advisory:</b>	<b>x</b>	Heinert/Krogulecki	x	Kushman				
<b>Staff:</b>	<b>x</b>	Winter						

A. **PUBLIC COMMENT:** None

B. **APPROVAL OF AGENDA:** Motion for approval of the agenda Heflin, 2nd by Heffner. Motion carries.

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

D. **CORRESPONDENCE:** none

E. **ACTION:**

1. Approve Parks & Trails Minutes 08/18/2017- Motion to approve the park and trail minutes from 08/18/2017 Heflin, 2<sup>nd</sup> by Heffner. Timmins recused herself from the vote. Motion carries.

F. **OLD BUSINESS:**

1. Bayside Park
  - a. Design development boards, play structures, sun shades, site elements- Krogulecki presented the layout of the benches, garbage/recycling containers, bike rack, lighting, signage, dumpster enclosure, playground elements.  
Went over the existing elements within the parks that Gosling and Czubek incorporated with the new elements.  
Krogulecki talked about Gosling and Czubek wanting to bid out the sign package and landscaping and possibly other small projects to save the upcharge that a general contractor will charge.  
Dumpster enclosure , worked with the American Waste contractor, it will be placed back in the woods to be hidden from view. Described what it will look like, Dark brown vinyl enclosure, with a black vinyl gate, black slats.  
Gates at the front, gate discussion followed. Jenema commented that it was decided to put the posts in for the gates as place markers, but there has been no problems with keeping the parks open so it was decided to hold off on putting the actual gate in unless a problem arises. Krogulecki agreed.  
Trash and recycling will be side to side, the recycling will have a green top and symbol to delineate the recycling from the garbage, Kevin will also look at if the American Waste recycling emblem can be put on the recycling.  
Discussed placement of the bike racks. They are loop design, discussed liking the design because you don't have to put your front tire into in. Two bikes can be chained on one side.  
**Widening of the trail to 10 ft.(where?)**  
Discussed the foot wash station by the beach.  
Heffner asked about water fountains/bottle filling.  
Kevin discussed the putting one up by the bathrooms, a second station is in the middle by the

playground.

Heffner would like to see one added to the foot wash station since water is already going there.

Kevin discussed the cost of the fountain/bottle fill station.

Jenema asked about plumbing the foot wash station area for a water fountain in the future.

Kevin will look into seeing if they make a dual unit.

Discussed adding a spout for dog dish refill.

Playground equipment - will incorporate the playground, sun shade area (future pavilion site possibility) sunshades are 18x18 stamped and stained concrete will help hide stains,

Furniture products are from Landscape structures, midwest company, Carl is their local rep. The furniture will be purchased independently without a contractor, Landscape design has a turnkey package that is ideal for our situation.

Pick play equipment that will blend more with the landscape, the play structure will be hidden a behind trees a bit. Brown and green are the colors chosen for their blend ability. Most toys are for kids 5-12.

Discussed cost of the components, the township had \$50k budgeted. The Play structure without transport and installation that the designers picked for the park has a base price of \$38k.

Asked about maintenance of the play structure.

Kevin said maintenance was minimal, he thinks that the play structures will need maintenance every 15-20 yrs. He will ask Carl, the rep, the clarify.

Smith asked about keeping the sunshades up in the winter.

Kevin said most communities do and don't find a problem with snow build up. He also thinks being by the lake with constant wind it should help clear the snow off.

Winter commented that the state park keeps their sunshades up all year and that it adds more wear and tear taking them down each season.

Discussed the differences in other play structure examples.

Smith discussed how when he takes his kids to a play structure in the area that is plastic, he sees a lot of splitting and cracking. Wants to know how the structures we are looking at compares.

Discussion followed. Also discussed safety standards.

Winter discussed moving the large rock, that the kids love, over by the play area. That was agreed upon.

Heffner brought up volleyball courts in the open space.

Winter talked about how the committee talked about volleyball courts the beginning of the process but decided to leave the open lawn as lawn to allow people to decide how to use it. Discussed that a volleyball court could be added in a different phase or on another park property.

Feringa added that he also has worked with Landscape Structures and has found them to be a good product. He commented that you get what you pay for.

Price includes the sun structures, play structures and installation, which those 3 things take the budgeted amount the township has designated within \$5k.

Jenema thought we should put up the designs picked for the play structure and sun shades to see what comments people give.

Working to get these components to bid quickly.

Heflin asked about replacing sunshades with pavilion.

Winter addressed it with the budgetary concerns and how much a pavilion cost compared to the sunshades and how it could be a later phase.

**b. Construction Schedule - discussed construction schedule first- The soil erosion permit for the whole Bayside project was obtained.**

Krogulecki- spoke about the trouble with the originally planned start date of Sept.

15th., due to local contractors being locked up until the end of the year. Due to this the schedule has shifted. Krogulecki said the parking lot expansion will be moved until the spring. Looking to start smaller preparations this fall. Such as: tree work, irrigation, land moving for trails, sidewalks, utilities. All plans and specs over \$2500 have to be approved by the DNR before bids can be put out, tree work will cost more than that.

Heffner asked how long it took for the DNR to review and turnaround the request.

Krogulecki-replied that it could take up to 30 days but he has seen the DNR turnaround request

in a couple weeks. Krogulecki said he has to get with Shawn and Jay to work on a couple of things on the grant website. The DNR has asked for new boundary specs. Krogulecki has that scheduled to be finished by the week of 9/18/17.

Discussed the availability contractors in the spring. The best plan is to get the bids in as early as possible to line up the contractors for the spring.

A long discussion followed about the situation with contractors in the area and moving forward with the bidding process.

- c. Non-motorized watercraft rentals- Winter presented info on a non-motorized watercraft rental set up. Discussion followed. Income from the rental of the building would contribute to park maintenance.

Jenema took it to the board for them to start thinking about back in Sept. will be readdressing it in Oct.

Winter had questions for the board. When would implementation take place? How long of a lease and how much? This idea is supported by the committee.

- d. Apple crate rock box Jenema thought it would be a good idea to have a central area for people to put rocks and other larger items gathered off the beach as we continue to unearth things and clean the area. Jenema reached out to a local farmer, Dorance Amos, who has a crate available. Jenema is working on a plan to have it delivered.

- 2. Trail Updates - Kushman echoed the sentiment about contractor problems the TART project between 3-4 mile is on hold. The project near 5-mile in Acme should be finished in Oct.

Tart and Wentzloff presented to the Shores condo board back in July, they have warmed a bit to the idea. Testimonials from Lake Ridge residents helped. The group is going back in Oct. to further discussions.

Feringa will check into the ownership status of the road that runs through the property.

Elk Rapids is still working to come up with funds for preliminary design work from Maple Bay to the north end of Elk Rapids.

The Mayor of Charlevoix is working to get the trail through Fisherman state park.

- 3. Impact 100 Grant Update- Heflin updated the committee. Explained what the organization was and how the conservancy applied for the grant and gave a rundown of the process. Sept. 27th is the date the finalist will be chosen, and Nov. 8th. Will be the vote.

Heflin also gave a list of other grants the conservancy was working to acquire.

- 4. Park Rules group discussion. Everyone is to send their top 5 basic rules to Jenema and they will be discussed at the next meeting.

#### **G. NEW BUSINESS:**

- 1. Park system signs Jenema spoke of the importance of consistency.

Winter discussed what TC does. Discussion on kiosk design, matching color pallet, and use of township logo followed. Asked for people to start collecting samples of signage they see and like.

- 2. Election of Officers Timmins nominated Jenema for Chair. Nomination passed

Heflin nominated Feringa for Vice Chair, nomination passed

Feringa nominated Timmins for Secretary. Nomination passed

- 3. Committee meeting dates and times discussed changing it, it will remain the same.

#### **H. PUBLIC COMMENT none**

**ADJOURN: at 10:31**

## Shawn Winter

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**From:** Kevin Krogulecki <kskrogulecki@goslingczubak.com>  
**Sent:** Wednesday, October 18, 2017 9:05 AM  
**To:** Shawn Winter  
**Subject:** RE: Agenda

Thanks Shawn, We do not plan on attending the meeting next week. I am thinking maybe the following meeting scheduled would be a good opportunity to update everyone with more information than we have at this time about the park project.

Let me know though if anything comes up, or if there was any public feedback from the playground/furnishing design boards that I believe were pinned up in the Township office.

The Acme Bayside GTRLC gathering that we had at the Bayview Inn a little while ago went really well, lots of good questions and interest in the plans and design boards that we brought along. It was a pretty neat event!

Thanks again Shawn.

--

Kevin S. Krogulecki | Landscape Architect  
**Gosling Czubak Engineering Sciences, Inc.**

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**From:** Shawn Winter [mailto:[swinter@acmetownship.org](mailto:swinter@acmetownship.org)]  
**Sent:** Wednesday, October 18, 2017 8:54 AM  
**To:** Kevin Krogulecki <kskrogulecki@goslingczubak.com>  
**Subject:** RE: Agenda

Thanks for the update Kevin! Will either of you be attending Friday's meeting?

Thanks,

### Shawn Winter

Planning & Zoning Administrator

Acme Township

6042 Acme Rd | Williamsburg, MI | 49690

Phone: 231.938.1350 Fax: 231.938.1510

[swinter@acmetownship.org](mailto:swinter@acmetownship.org)

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**From:** Kevin Krogulecki [<mailto:kskrogulecki@goslingczubak.com>]  
**Sent:** Wednesday, October 18, 2017 8:18 AM  
**To:** Klaus Heinert <[kdheinert@goslingczubak.com](mailto:kdheinert@goslingczubak.com)>; Shawn Winter <[swinter@acmetownship.org](mailto:swinter@acmetownship.org)>  
**Subject:** RE: Agenda

Good Morning Shawn,

We do not have anything new to add to this week's agenda. Our last meeting we presented playground and site furnishing items, we are working to get more concrete installed pricing for these items. We are also looking into lighting fixtures, and remaining site elements to include for the project. These will be passed on once we get some fixtures we like.

Thank you for the heads up, please let us know if you have any other questions!

--

Kevin S. Krogulecki | Landscape Architect  
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**From:** Klaus Heinert  
**Sent:** Wednesday, October 18, 2017 8:14 AM  
**To:** Kevin Krogulecki <[kskrogulecki@goslingczubak.com](mailto:kskrogulecki@goslingczubak.com)>  
**Subject:** FW: Agenda

**From:** Shawn Winter [<mailto:swinter@acmetownship.org>]  
**Sent:** Tuesday, October 17, 2017 2:26 PM  
**To:** Klaus Heinert <[kdheinert@goslingczubak.com](mailto:kdheinert@goslingczubak.com)>  
**Subject:** Agenda

Klaus,

Do you have anything specific you want added to this week's agenda? Amy and I are meeting in the morning to draft Friday's agenda.

Thanks,

**Shawn Winter**  
Planning & Zoning Administrator  
Acme Township  
6042 Acme Rd | Williamsburg, MI | 49690  
Phone: 231.938.1350 Fax: 231.938.1510  
[swinter@acmetownship.org](mailto:swinter@acmetownship.org)

## Shawn Winter

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**From:** Chris Kushman <ckushman@traversetrails.org>  
**Sent:** Tuesday, October 17, 2017 2:57 PM  
**To:** Shawn Winter  
**Subject:** Re: Agenda

Hi Shawn,

I will not be attending this Friday's Parks & Trails Committee meeting as I'll be off from work that day.

However, please share that I've been working with Wells Fargo to identify their process to approve a trail easement on Holiday Inn Express' property. They recently indicated that they'll need an easement to review and legal retainer fee in order to move forward, I've asked Klaus for a cost and an expected completion date to develop an easement. I'm hoping Gosling can move quickly and we can circle back to Wells Fargo with a proposed easement soon. TART will provide the \$2k legal retainer fee.

Also, we got confirmation that Creeks Crossing at the Shores Property is a private road. This is currently a big stuck, and we'll need help finding a solution to connect North Bayside Park and Deepwater Trail Area with trail.

I believe that's it from us. Have a great meeting!

Best,

On Tue, Oct 17, 2017 at 2:25 PM, Shawn Winter <[swinter@acmetownship.org](mailto:swinter@acmetownship.org)> wrote:

Hello Chris!

Amy and I are meeting in the morning to draft Friday's agenda, just wanted to know if you have anything you want added.

Thanks!

**Shawn Winter**

Planning & Zoning Administrator

Acme Township

[6042 Acme Rd | Williamsburg, MI | 49690](#)

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--  
Chris Kushman  
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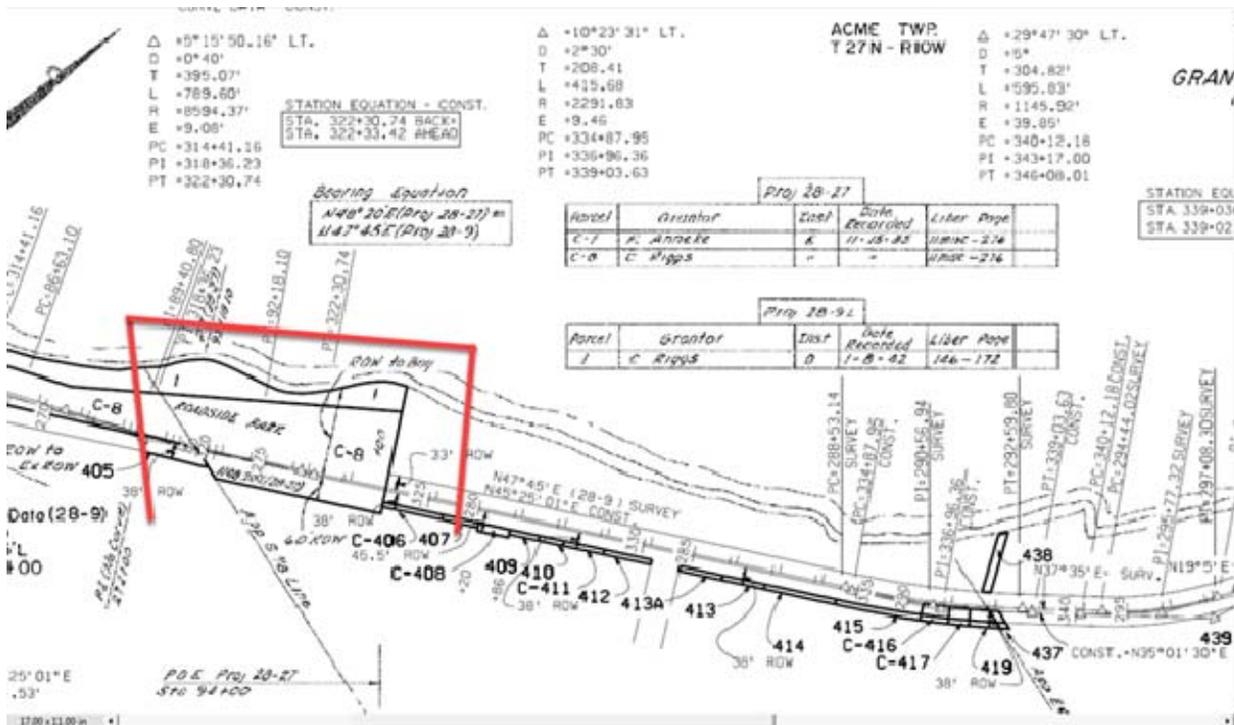
## Shawn Winter

**From:** Jay Zollinger  
**Sent:** Tuesday, October 17, 2017 10:50 AM  
**To:** Shawn Winter  
**Cc:** assessoramy@gmail.com  
**Subject:** FW: Roadside Park  
**Attachments:** Transfer of Acme park - Memo.docx

Something for your Friday Parks & Trails meeting?

Jay

**From:** Liptak, Rick (MDOT) [mailto:LiptakR@michigan.gov]  
**Sent:** Tuesday, September 26, 2017 10:53 AM  
**To:** Jay Zollinger <JZollinger@acmetownship.org>  
**Cc:** Wahl, Bill (MDOT) <wahlb@michigan.gov>; Widrig, Margaret (MDOT) <WidrigM@michigan.gov>  
**Subject:** Roadside Park



I am sorry it took so long for me to get back to this issue. Attached is the memo you sent to me about the Roadside Park on US-31 in Acme Township. Because the park sits mostly on Easement ROW, MDOT is not able to sell the park to Acme Township. There is a possibility of working out some type of Operational Agreement.

Here is a quick screen shot of the MDOT ROW book in the area of the Roadside Park. Parcel C-8 is shown in the table to have been acquired from C Riggs in 1935 as easement. Then Parcel 1 was from him, but as Deeded in 1942.

I am not sure what we would be in for getting an agreement in place for the township to operate the park and use it to encourage other use. Let me know if the township would like to pursue the Operational Agreement approach.