



APPROVED MINUTES

**ACME TOWNSHIP PARKS & TRAILS COMMITTEE
MEETING
Bayside Park
US 31 N Williamsburg, MI 49690
August 15, 2022 4:00 p.m.**

CALL TO ORDER at 4:01 p.m.

ROLL CALL

Committee Members present: Morrison, LaPointe, Jenema, DeVogel, Wielenga

Committee Members excused: Wentzloff, Huffer

Advisory present: None

Staff present: L. Wolf, Planning & Zoning Administrator

A. PUBLIC COMMENT: None

B. APPROVAL OF AGENDA

Motion by Jenema supported by LaPointe to approve the Agenda as modified with the addition of G## Solar Light at Sayler. No discussion. Voice vote. Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. CORRESPONDENCE: None

E. ACTION:

1. Approve *Draft Parks & Trails Minutes 07.18.2022*

Motion by LaPointe, supported by Jenema, to approve the *Draft Parks & Trails Minutes 07.18.2022* as presented. No discussion. Voice vote. Motion carried unanimously.

F. OLD BUSINESS:

1. Bayside Playground Expansion

The Committee continued their discussion of the expansion of the playground at Bayside Park. Specifically, the location of 30'x40' near the garden. Motion by Wielenga, supported by Morrison. No discussion. Voice vote. Motion carried unanimously.

2. Trails update

Wolf explained the delay in the bridge arrival until the end of the month. Tentative completion date of beginning of October.

3. Update on Wet Garden

LaPointe asked about the budget, installation of boulders, standpipe. Committee discussed wet garden phases: rocks, water, fountain. Discussion on running a line was had. LaPointe will follow up. Motion for boulders and standing water by Wielenga, supported by LaPointe. No discussion. Voice vote. Motion carried unanimously.

G. NEW BUSINESS

1. Life Jacket Library

Committee discussed location near the swing bench closest to the beach. Motion by Morrison, supported by Wielenga. No discussion. Voice vote. Motion carried unanimously.

2. Election of Officers

Jenema nominates Wielenga for Chair, supported by Lapointe. No discussion. Voice vote. Motion carried unanimously.

Jenema nominates Morrison for Vice Chair, supported by Lapointe. No discussion. Voice vote. Motion carried unanimously.

Secretary will be brought back at the next meeting.

3. Solar Light at Saylor

Discussion on location. Wielenga and Morrison will work with Supervisor White to determine location and number of lights.

H. PUBLIC COMMENT:

Wielenga and Morrison inquired on enforcement of fees for boat launch. Will contact Supervisor White to have the deputy regulate parking during events. Discussion on township and county overlap for parks. Location of cedar swing at Saylor set next to play ground and not beach.

ADJOURN: Motion by Jenema, supported by Wielenga to adjourn. No discussion. Voice vote. Motion carried unanimously.

Meeting adjourned at 5:07 p.m.

Respectfully,
Lindsey Wolf



ACME TOWNSHIP PARKS & TRAILS MEETING
Bayside Park
US 31 N Williamsburg, MI 49690
August 15, 2022 4:00 p.m.

ROLL CALL:

Committee:

	Huffer		Jenema		LaPointe		DeVogel
	Wentzloff		Morrison		Wielenga		
	Kushman		Lamott				
	Wolf						

Advisory:

Staff:

A. PUBLIC COMMENT:

B. APPROVAL OF AGENDA:

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. CORRESPONDENCE:

1. None

E. ACTION:

1. Approve Draft Parks & Trails Minutes 7.18.22

F. OLD BUSINESS:

1. Bayside Playground Expansion
2. TART Trails Update
3. Wet Garden update

G. NEW BUSINESS:

1. Location for Life Jacket Library
2. Election of Officers

H. PUBLIC COMMENT

ADJOURN:



**ACME TOWNSHIP PARKS & TRAILS COMMITTEE
MEETING
ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
July 18, 2022 4:00 p.m.**

CALL TO ORDER at 4:01 p.m.

ROLL CALL

Committee Members present: Morrison, LaPointe, Jenema, Huffer, DeVogel

Committee Members excused: Wentzloff, Wielenga

Advisory present: Lamott

Staff present: L. Wolf, Planning & Zoning Administrator

A. PUBLIC COMMENT: None

B. APPROVAL OF AGENDA

Motion by Huffer supported by LaPointe, to approve the Agenda as modified with the addition of D#1 Correspondence & G#1 New Business, Life Jacket Library. No discussion. Voice vote. Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. CORRESPONDENCE: Beckett & Raeder-Field Observation Report

E.

F. ACTION:

1. Approve *Draft Parks & Trails Minutes 06.20.2022*

Motion by LaPointe, supported by Morrison, to approve the *Draft Parks & Trails Minutes 06.20.2022* as presented. No discussion. Voice vote. Motion carried unanimously.

G. OLD BUSINESS:

1. Bayside Playground Expansion

The Committee continued their discussion of the expansion of the playground at Bayside Park. Specifically, the committee members discussed on the separation of play area for young and older children. Discussion on structure #13 from packet potential placement and view. Next meeting will be at Bayside to review and vote on structure and placement. Nate will contact Josh with pricing.

2. Trails update

A field observation was provided by Chris DeGood at Beckett & Raeder included in the packet. Nakwema route by Osorios and Shore Beach Road under discussion.

3. Sayler Park Memorial Benches

Lamott has picked up the bench and will be putting together after mower is resolved.

4. KIOSK – removed from Agenda

Lamott has picked up the bench and will be putting together soon

5. Update on Wet Garden

LaPointe will follow up with Willhelm. Garden is not wet at the moment. Discussion on list of future projects.

H. NEW BUSINESS

1. Life Jacket Library

Will pick out a spot at the next meeting.

I. PUBLIC COMMENT: None.

ADJOURN: Motion by LaPointe, supported by DeVogel, to adjourn. No discussion. Voice vote.
Motion carried unanimously.

Meeting adjourned at 4:52 p.m.

Respectfully,
Lindsey Wolf



563 College Avenue, Holland, MI 49423
 Ph: 616-395-2565 or 800-685-6291
 Fx: 616-395-2556
 Email: heathervk@playenviro.com

Acme Twp Bayside Park

BILL TO:

Acme Twp
 ATTN: Nate & Mat
 6042 Acme Road
 Williamsburg MI 49690
 Contact e-mail

REVISED QUOTE

R5 Pole's

10/4/2021

SHIP TO:

Acme Twp
 6042 Acme Road
 Williamsburg MI 49690
 PHONE (231) 938-1350
 FAX (231) 938-1510

QTY	MODEL NUMBER	VND TX	DESCRIPTION	WEIGH'	UNIT PRICE	EXT. PRICE
1		PC	2-5 Structure R5 Pole's		17,458.00	17,458.00
1	A2-2123-PSX2	PC	Arch Swing 2 Playshare		4,087.00	4,087.00
1	A2-1384	PC	Fish Spring Rider		1,111.00	1,111.00
1	A2-2181-2B	PC	Single Post Swings 2 Belts		1,561.00	1,561.00
1	A2-2181-2B-AB	PC	Single Post Swings 2 Belts Add-A-Bay		1,228.00	1,228.00
4	S-1961-R	PC	Rock Step		196.00	784.00
1	A2-2435-W	PC	Boardwalk, Wave		1,195.00	1,195.00
1		PC	5-12 Structure R5 Pole's		35,871.00	35,871.00
1	A2-2495	PC	Merry-Go-Round		8,367.00	8,367.00
1	A2-2485	PC	Neutron Spinner		3,598.00	3,598.00
1	A2-1395	PC	Dual Airplane Spring Rider		1,993.00	1,993.00
1		PC	Freestanding Surf Rider		1,391.00	1,391.00
1	Surcharge	PC	Material Surcharge		10,184.00	10,184.00
1	Freight		Freight to Williamsburg MI		10,000.00	10,000.00
					-	-
9 Days		PS	Equipment Installation		2,000.00	18,000.00
200 Units		PS	Concrete		6.00	1,200.00
					-	-
342 LF		PS	Concrete Curb		50.00	17,100.00
					-	-
3 Rolls		HN	Geo Fabric		423.00	1,269.00
3 Install		PS	Geo Fabric Installation		188.00	564.00
					-	-
320 Yards		MWF	EWF		13.00	4,160.00
2 Delivery		MWF	EWF Delivery		938.00	1,876.00
320 Yards		PS	EWF Installation		6.00	1,920.00
					-	-

COMMENTS: Prices good for 30 days w/2021 Delivery.

THE PRICE DOES NOT INCLUDE: TAX, UNLOADING, TRASH REMOVAL
 SURFACING, SITE WORK, INSTALLATION, OR BAD DIGGING CONDITIONS

UNLESS SPECIFICALLY QUOTED.

SUB-TOTAL: 144,917.00
DISCOUNT: 9,917.00

TOTAL: \$ 135,000.00

SIGNED: _____ ACCEPTED BY: _____
 Joshua Cartwright

MAKE PURCHASE ORDERS OUT TO: Play Environments Design, 563 College, Holland, MI 49423

Acceptance of this quote indicates your agreement to abide by Play Environments Design terms of sale

TERMS: TBD

Acme Twp, Bayside Park

Project No. 08152021



Presented By

Play Environments Design, LLC

and



Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	2/0	1/0

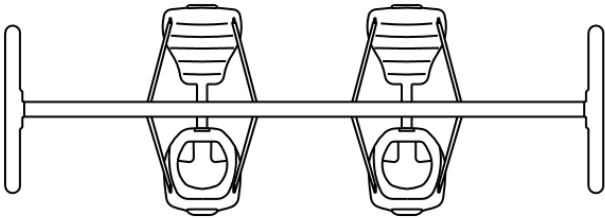
FOR KIDS
AGES
5-12

GENERAL NOTES:

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC'S Handbook For Public Playground Safety, Section 4: Surfacing.

PC 2123
Arch
Swing
(2PS)



STRUCTURE#: 2
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 24' x 31'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

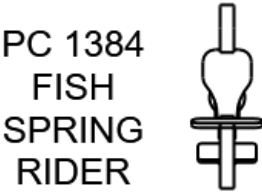
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	1/0	1/0

FOR KIDS
AGES
2-5

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STRUCTURE#: 3
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 13' x 15'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

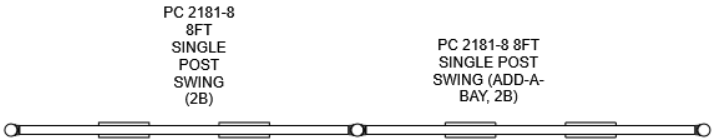
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	4/0	1/0

FOR KIDS
AGES
5-12

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STRUCTURE#: 4
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 36' x 31'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

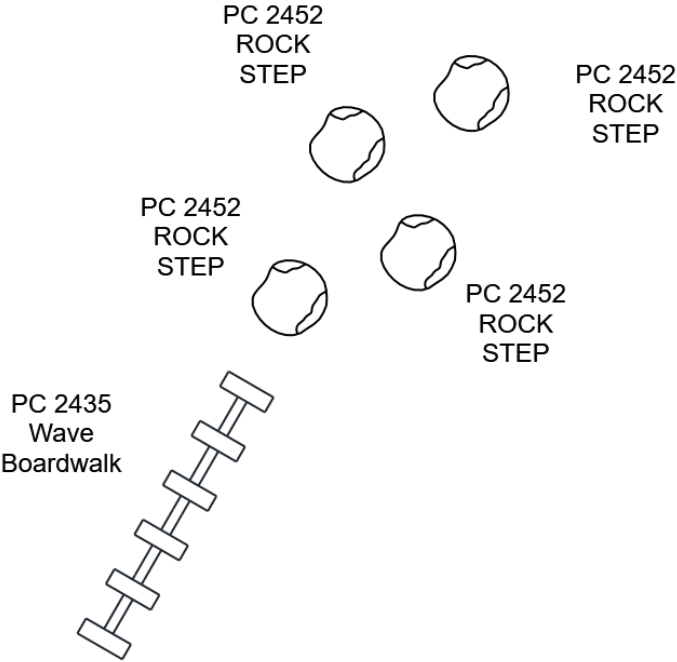
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	5/0	1/0

FOR KIDS
AGES
5-12

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STRUCTURE#: 5
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 21' x 24'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	1/0	1/0

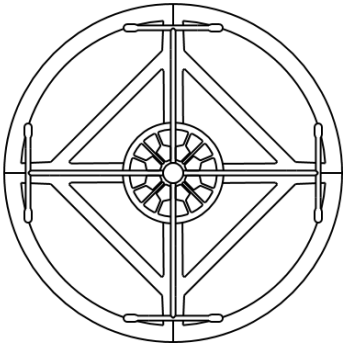
FOR KIDS
AGES
5-12

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PC 2495 MERRY-GO-ROUND



STRUCTURE#: 7
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 20' x 20'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	1/0	1/0

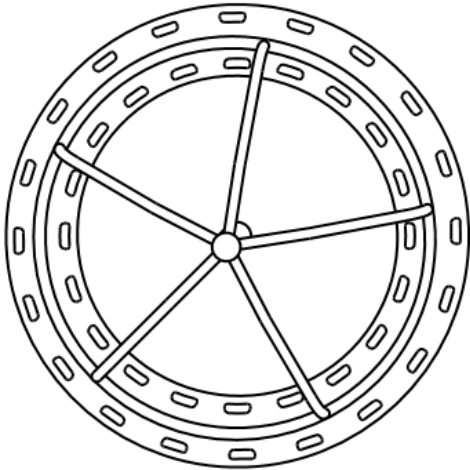
FOR KIDS
AGES
5-12

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PC 2485
NEUTRON
SPINNER



STRUCTURE#: 8
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 25' x 25'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0	1/0	1/0

FOR KIDS
AGES
5-12

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PC 1395
DUAL
AIRPLANE
SPRING
RIDER

STRUCTURE#: 9
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 13' x 16'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP	ACCESSIBLE	GROUND	TYPES
0	0/0	0		1/0	1/0

R35

FOR KIDS
AGES
5-12

GENERAL NOTES:

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Surf
Rider



STRUCTURE#: 10
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 18' x 15'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE				
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
5	5/3	0	4/2	1/2

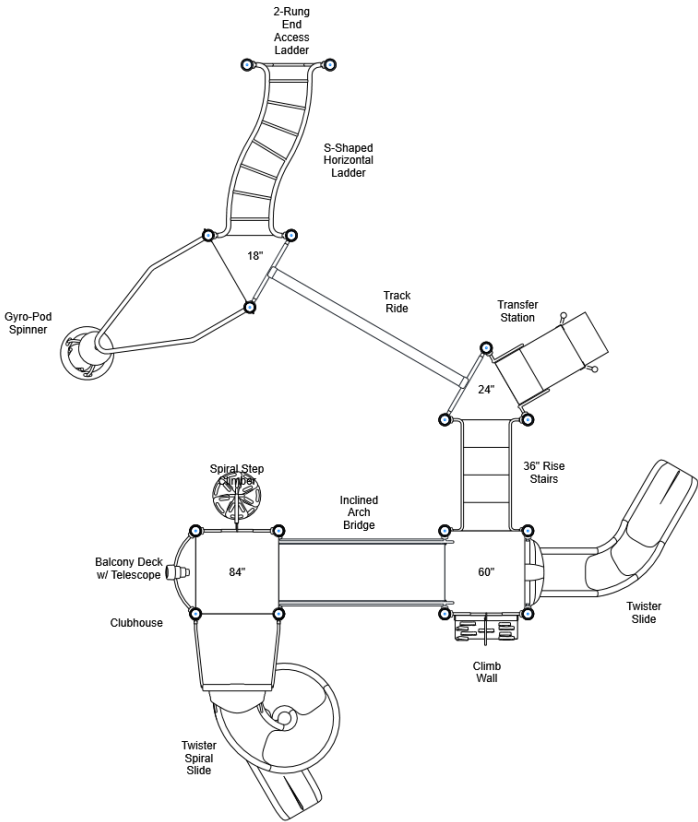
R5

FOR KIDS
AGES
5-12

GENERAL NOTES:

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

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STRUCTURE#: 12
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 41' x 48'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE				
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
5	5/3	0	2/2	1/2

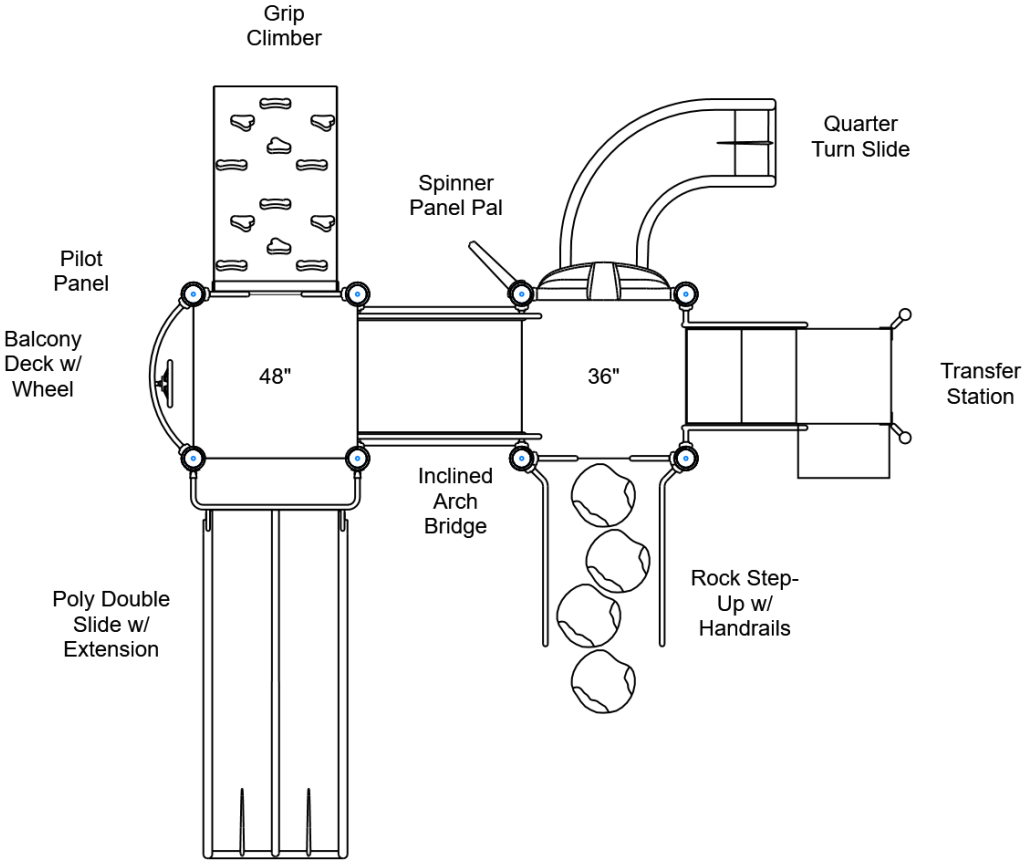
R5

FOR KIDS
AGES
2-5

GENERAL NOTES:

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

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STRUCTURE#: 13
PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 30' x 30'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
SITE PLAN

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
10	10/5	0	22/3	10/3

Mixed
Types

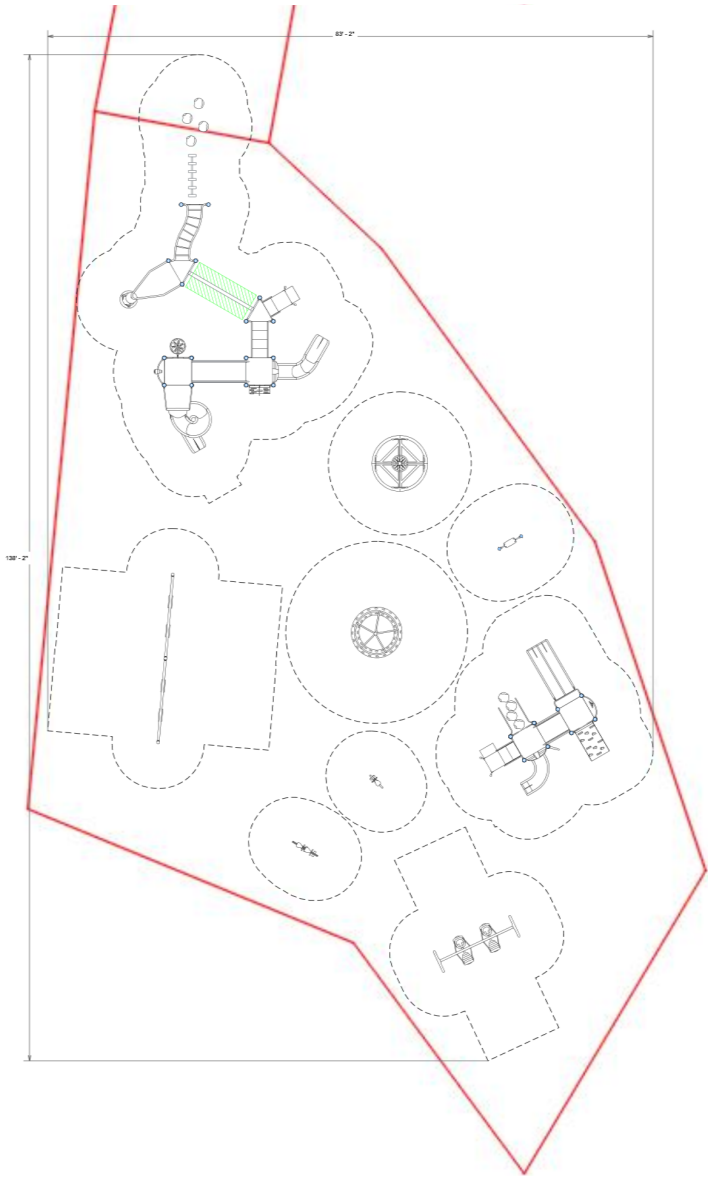
FOR KIDS
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[Mixed]

GENERAL NOTES:

This Preliminary Site Plan is based on measurements that were provided in the initial planning phase. All dimensions must be verified prior to the submission of a purchase order. Playcraft Systems will not be held responsible for any discrepancies between actual dimensions and dimensions submitted in the planning phase.

The Minimum Use Zone for a play structure is based on the product design at the time of proposal. Components and structure designs may be subject to change which may affect dimensions. Therefore, before preparing the site, we strongly recommend obtaining final drawings from the factory (available after the order is placed and included in the Assembly Manual).

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC'S Handbook For Public Playground Safety, Section 4: Surfacing.



PROJECT#: 08152021
DATE: 10/10/2021

MIN. USE ZONE: 84' x 139'

PLAYCRAFT REP:
Play Environments Design, LLC

Acme Twp, Bayside Park
SW VIEW

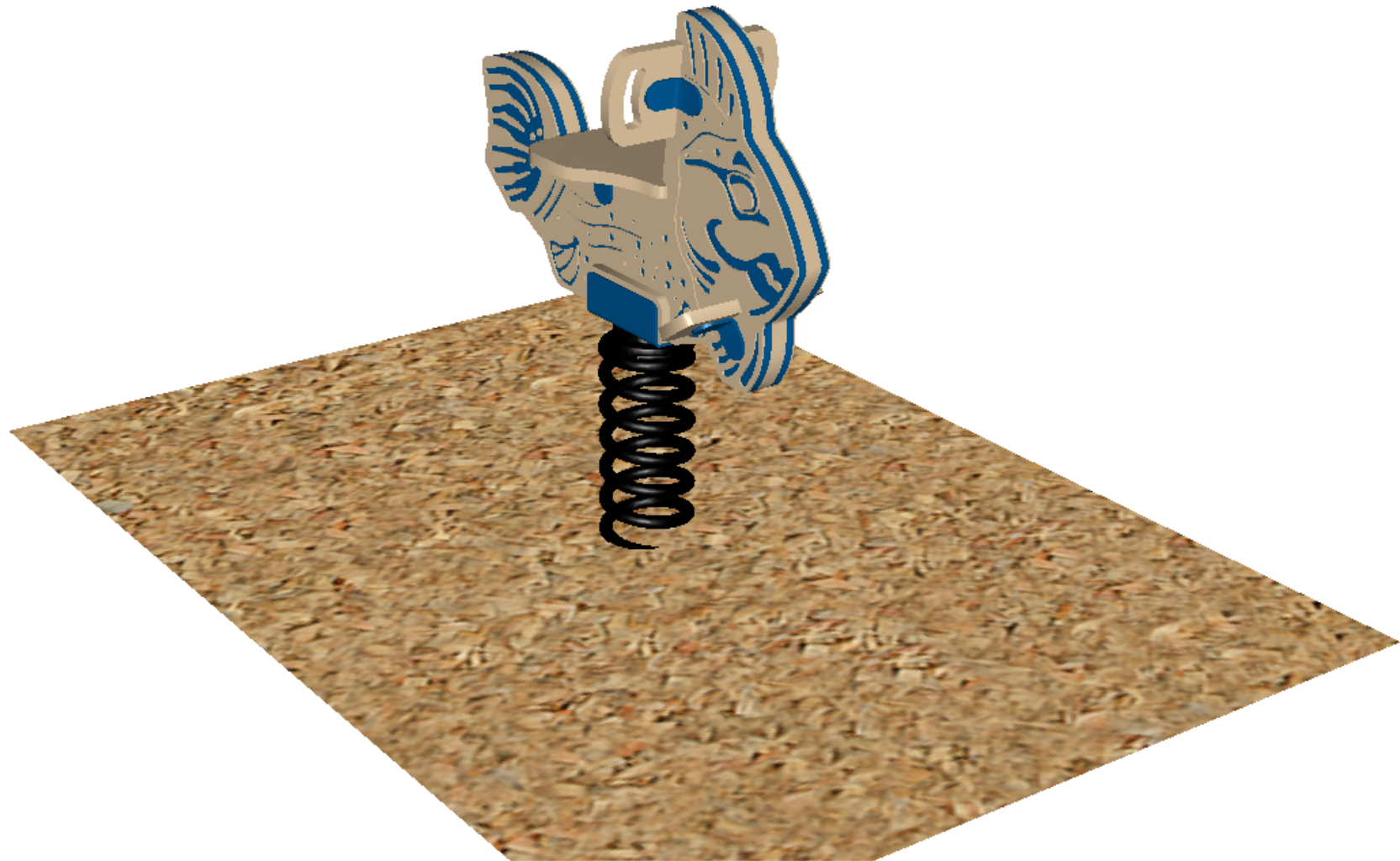
FOR KIDS
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5-12



STRUCTURE#: 2
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

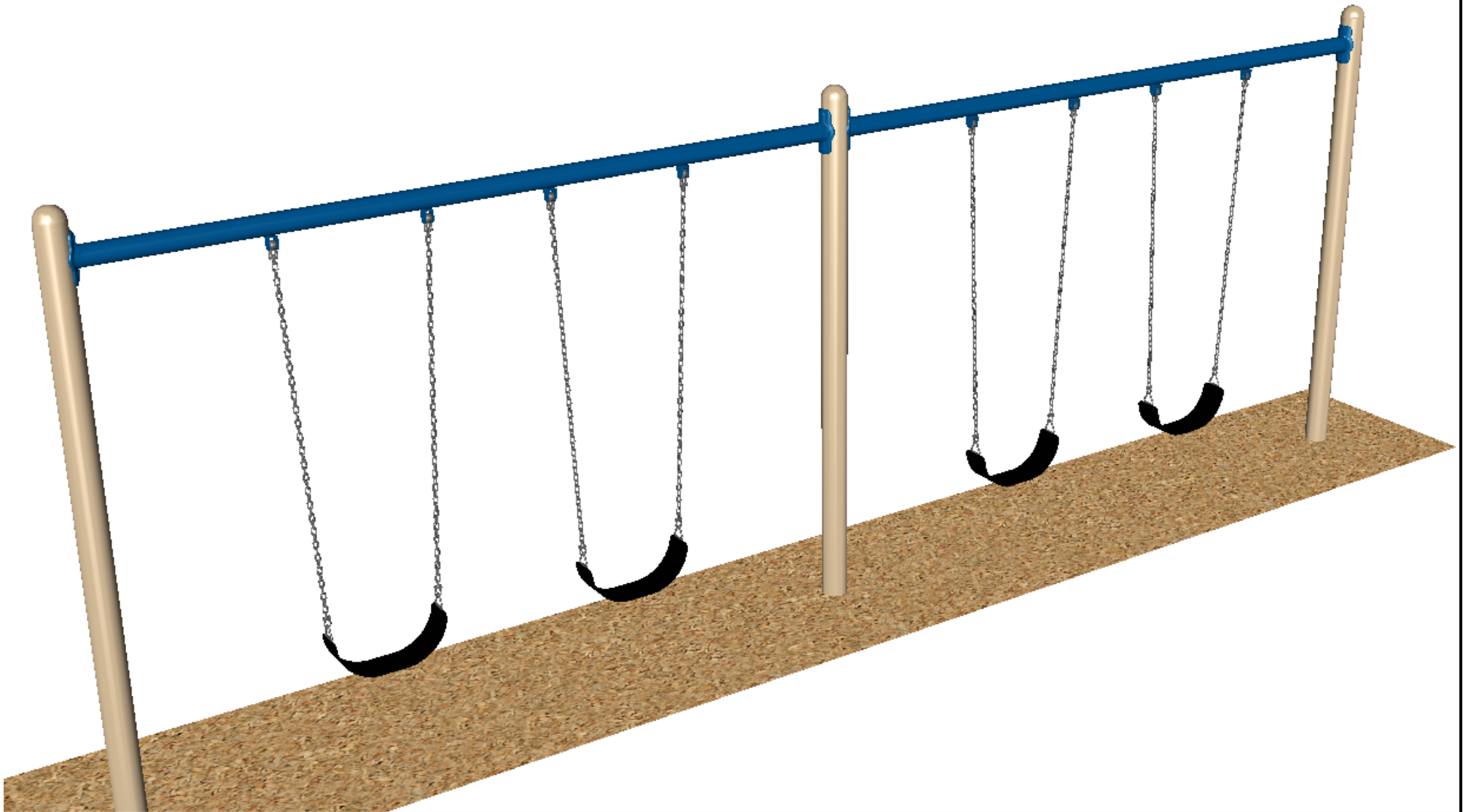
FOR KIDS
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2-5



STRUCTURE#: 3
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

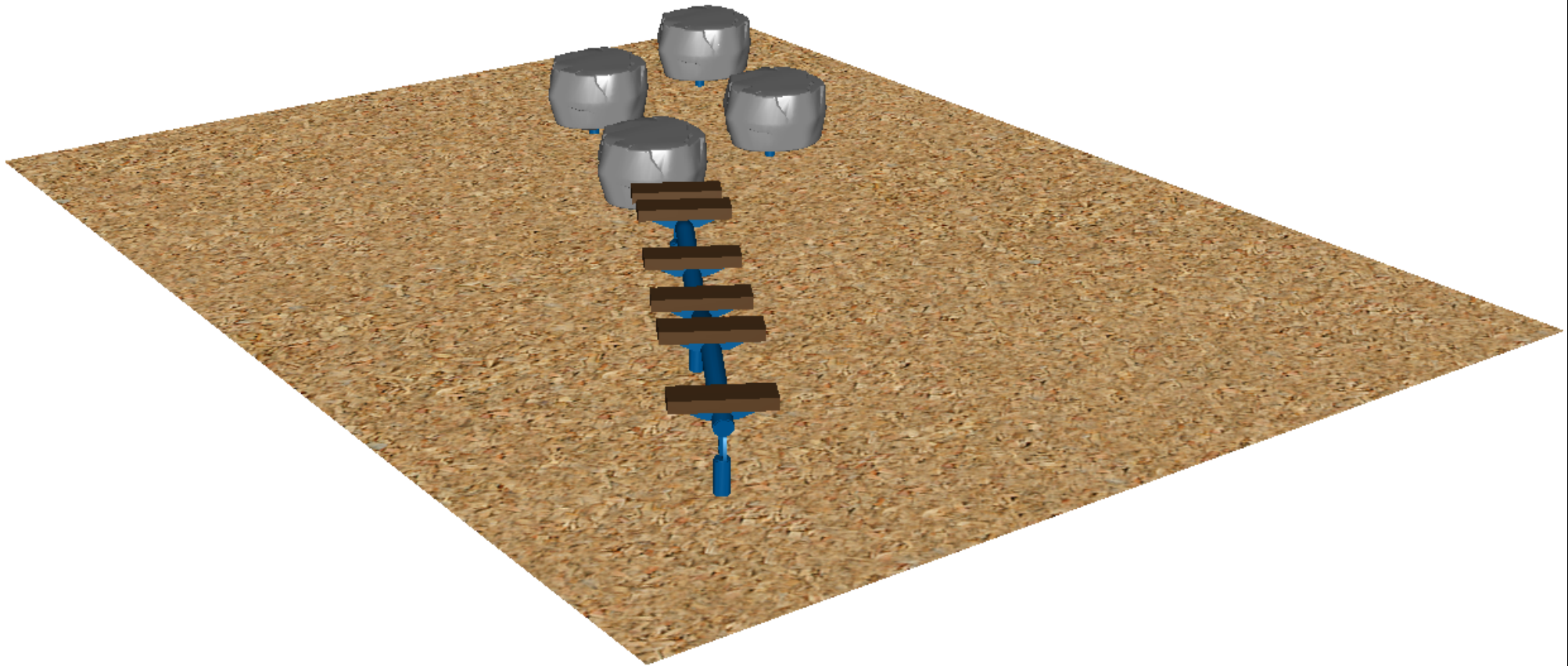
FOR KIDS
AGES
5-12



STRUCTURE#: 4
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

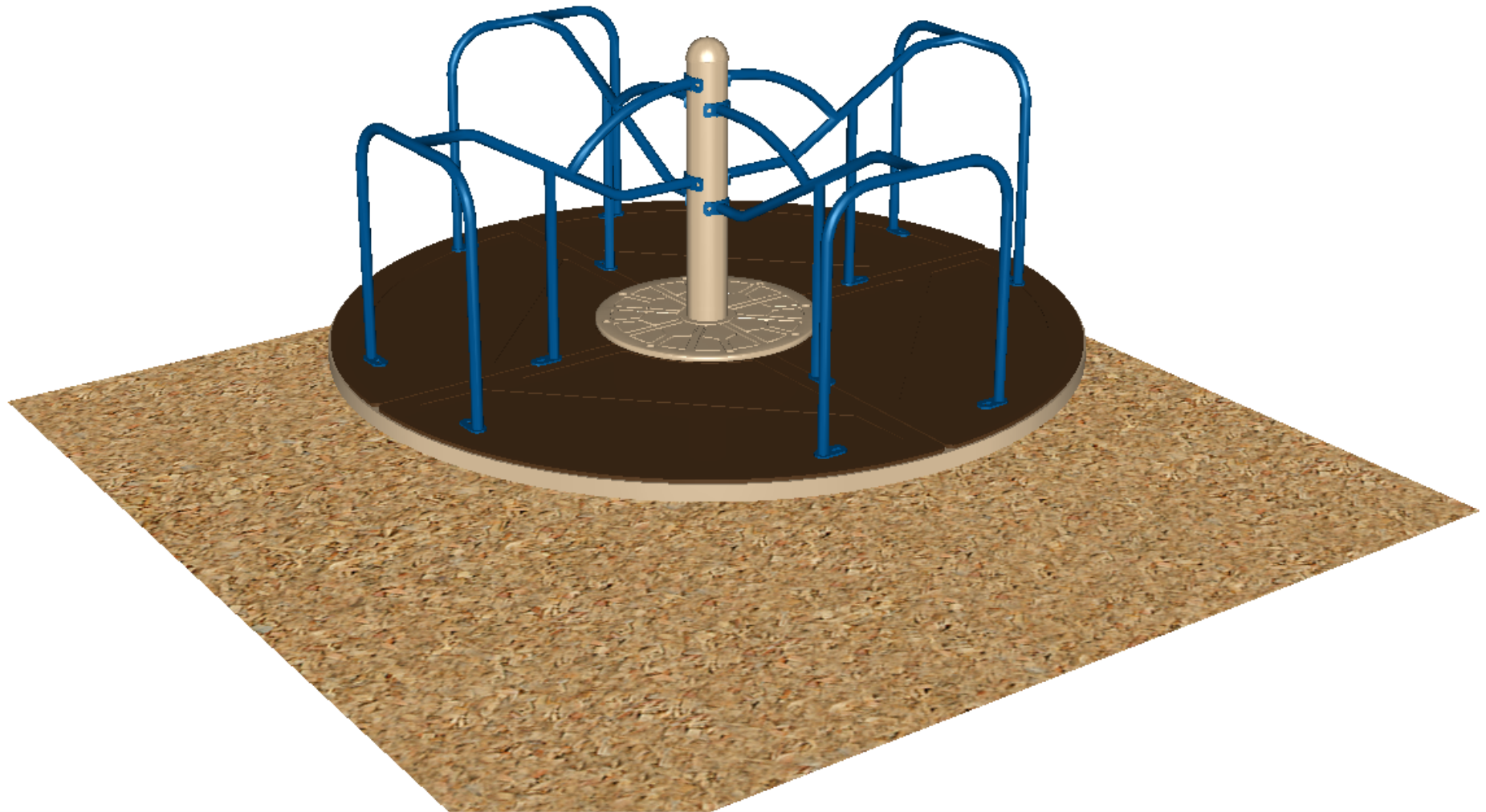
FOR KIDS
AGES
5-12



STRUCTURE#: 5
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

FOR KIDS
AGES
5-12



STRUCTURE#: 7
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

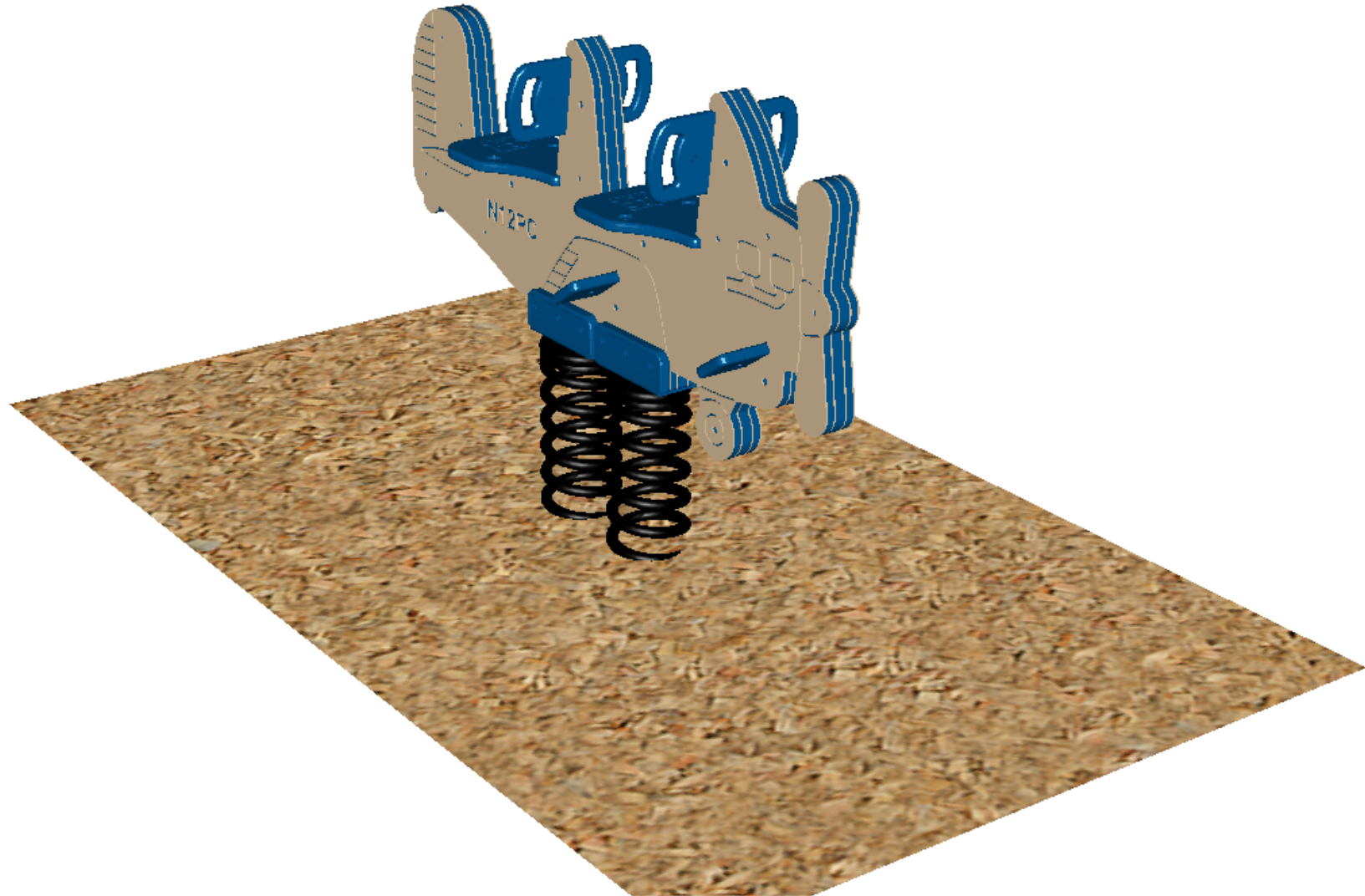
FOR KIDS
AGES
5-12



STRUCTURE#: 8
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

FOR KIDS
AGES
5-12



STRUCTURE#: 9
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

R35

FOR KIDS
AGES
5-12



STRUCTURE#: 10
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

R5

FOR KIDS
AGES
5-12



STRUCTURE#: 12
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
NE VIEW

R5

FOR KIDS
AGES
5-12



STRUCTURE#: 12
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
SW VIEW

R5

FOR KIDS
AGES
2-5



STRUCTURE#: 13
PROJECT#: 08152021
DATE: 10/10/2021

Acme Twp, Bayside Park
NE VIEW

R5

FOR KIDS
AGES
2-5



STRUCTURE#: 13
PROJECT#: 08152021
DATE: 10/10/2021



Bill of Materials

Acme Twp, Bayside Park

Project# 08152021

10/10/2021

Item	Description	Quantity
2-5 Swing		
A2-2123-PSX2	PC 2123 Arch Swing (2PS)	1
Spring Toy		
A2-1384	PC 1384 Fish Spring Rider	1
5-12 Swings		
A2-2181-2B	PC 2181-8 8ft Single Post Swing (2B)	1
A2-2181-2B-AB	PC 2181-8 8ft Single Post AB (R, 2B)	1
Functional Link Events		
A2-2435-W	PC 2435 Boardwalk, Wave	1
S-1961-R	PC 2452 Rock Step	4
Merry-Go-Round		
A2-2495	PC 2495 Merry-Go-Round	1
Neutron Spinner		
A2-2485	PC 2485 Neutron Spinner	1
Spring Toy 2		
A2-1395	PC 1395 Dual Airplane Spring Rider	1
Surf Rider		
HS-1004-R35	Collars	4
GG-8135	Dome Cap, R3.5	2
S-1009-R35-09ft	Post, 09ft R3.5	2
S-1948-R35	Surf Rider	1
5-12 Structure R5		
HS-1004-R	Collars	45
GF-7002	Dome Cap, R5	16
S-1010-R5-10ft	Post, 10ft R5	1
S-1011-R5-11ft	Post, 11ft R5	7



Bill of Materials (continued)

Item	Description	Quantity
S-1012-R5-12ft	Post, 12ft R5	4
S-1014-R5-14ft	Post, 14ft R5	4
S-1101-R5	Square Deck	2
S-1102-R5	Tri-Deck	2
S-1109-R5-T	Balcony Deck w/ Telescope	1
S-1206-36R5	ADA Stairs, 36in Rise w/ Walls	1
S-1209-12-R5	Transfer Station, 24in-C	1
S-1214-5R5	Climber, Wall 54-60in	1
S-1234-7R	Climber, Spiral Step 78-84in	1
S-1303-TW-R5	Twister Entry Panel w/ Hood	1
S-1310-R5	Transition Wall	2
S-1402-R5	End Access Ladder (2-Rung)	1
S-1405-R-R5	Traverse, Horizontal Ladder (S-Shaped, Right)	1
S-1413-R10	Traverse, Track Ride (122in)	1
S-1514-90R5	Bridge, Inclined Arch (90in)	1
S-1639-R5	Clubhouse	1
S-1706-S7L-R5	Slide, Twister Spiral 84in (L)	1
S-1710-5-LL	Slide, Twister 60in (L2)	1
S-1974-R5	Gyro-Pod Spinner	1
HS-1007-R5	Extra Hardware	2
2-5 Structure R5		
HS-1004-R	Collars	24
GF-7002	Dome Cap, R5	8
S-1010-R5-10ft	Post, 10ft R5	4
S-1011-R5-11ft	Post, 11ft R5	4
S-1101-R5	Square Deck	2
S-1109-R5-MT	Balcony Deck w/ Wheel	1
S-1209-24-R5	Transfer Station, 36in-L	1
S-1216-4	Climber, Grip 42-48in	1
S-1303-R5	Single Slide SitDown Hood	1



Bill of Materials (continued)

Item	Description	Quantity
S-1309-2-R5	Half Walls (Pair) R5	2
S-1514-45R5	Bridge, Inclined Arch (45in)	1
S-1643-R5G	Pilot Panel	1
S-1666-R5	Panel Pal, Spinner	1
S-1702-1122-4	Slide, Wave 48in (Double, w/ Extn)	1
S-1705-3	Slide, Quarter Turn 36in	1
S-1961-3-HH-R5	Climber, Step-Up 36in (Rock, Hand Rails)	1
HS-1007-R5	Extra Hardware	2

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.