

**AGENDA**  
**PARKS AND RECREATION COMMISSION**  
**NOVEMBER 4th @ 7:00 PM**  
**Meeting in person**

**COURTESY REMINDER: PLEASE HOLD ALL SIDE-BAR CONVERSATIONS OUTSIDE OF COUNCIL CHAMBERS. THESE CONVERSATIONS ARE DISTRACTING AND HINDER COMMISSION'S ABILITY TO HAVE PRODUCTIVE DISCUSSIONS.**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes October 7th, 2021
4. Citizen Comments –  
Any citizen who wishes to address the Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Commission may state their name, address and, if applicable, their affiliation. The Commission Chair should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chairman. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before Commission.
5. NEW BUSINESS
  - A. Monarch City – Beautification Presentation
  - B. Memorial Park Plan Update –
  - C. Bell at Memorial Park – discussion
  - D. 5 Year Parks and Rec Plan renewal plan
  - E. New play structures at Memorial Park
6. Unfinished Business Updates
  - A. Spring into SummER Event – Recap
  - B. Budget Discussion and worksheet
  - C. Ice Rink
  - D. Norte Update
  - E. Trail Town update
  - F. Swim lessons in lake
7. Correspondence
8. Reports- Council Liaison, Other members
9. Next Meeting – Set meeting date
10. Adjournment

**Minutes**  
**Village of Elk Rapids**  
**Parks and Recreation Commission**  
**October 7, 2021**

Present:

Charlie Pryde, Gordon Stewart, Melissa West, Paula Moyer, Mike Conrad

West calls meeting to order

**Motion** to approve agenda by Pryde. Second by Conrad. **Motion Carried**

**Motion** to approve last meeting minutes by Pryde. Second by Moyer. **Motion Carried**

**Citizen Comments:** n/a

**New Business:**

Green ER proposed event: Members of Green ER discussed the Nature Fair event to be held June 18, 2022 and requested the use of Veterans Memorial Park. Green ER will invite local environmental organizations to set up a table to network and educate the public on the work of their organization. Hands on activities will also be available.

**Motion** to support the Green ER Nature Fair June 18 by Pryde. Second by Moyer. **Motion Carried**

Assessment of Veterans Memorial Park: Commission members, along with DPW Superintendent Marcus Evans, walked around the Park area and discussed future projects and needs:

- Original 1874 school bell from ERHS: discussed keeping the bell in the current location but replacing the crumbling base. Further discussion at the next meeting.
- Lake shoreline: discussed removing the extra brush and poison ivy along the west shoreline to make it more accessible. It was decided to not remove the brush to allow privacy on the beach.
- Park Rules signs: discussed deteriorated condition and recommended removing them.
- Wooden Macinac Bridge structure and infant swing sets: discussed deteriorated and damaged condition and recommended replacing both structures once replacements have been found. Public input will be sought.
- ADA swing set: structure was removed during high lake water and recommended returning it to the park closer to the ADA walkway.
- Tree stump near the bridge structure: discussed the stump's value and recommended removal.
- Blue playground equipment: discussed the equipment is in good condition and allows kids to "burn off energy". Recommended the equipment stay.

- Tennis court wooden fencing: discussed the benefit of a clear coat on the wood. It was suggested that the art murals used around the skating rink be used to cover the wood, to be decided at a later date.
  - Large trees along the river: discussed the exposed roots. Recommended moving excess sand to protect the roots.
  - Watershed Center signs: discussed deteriorated condition of signs. Recommended contacting the Watershed for replacement or removal.
  - Bike racks at tennis courts: discussed the need for more bike racks. Recommended keeping one rack at the basketball courts and moving the other 2 to the west end of the park and closer to the beach area.
  - Grass area by the Veterans Memorial: discussed the area is often very wet. Recommended exploring ways to build up the area and provide drainage so that the area can be better used. The nearby steps are already planned to be replaced.
  - Veterans Memorial: discussed the condition of the Memorial. Recommended cleaning up the area, placing a potted plant on top of the old fountain, replacing the glass covering the plaque and contacting Barker Creek for some landscape work.
  - Riverbank area: discussed the condition of the riverbank and plants. Recommended clean up should be a group effort with Green ER and will discuss at a later date.
  - Tennis and Basketball courts: Evans pointed out how the courts are sinking
- Correspondence: A letter was sent to the Commission requesting the tennis court in Memorial Park marked as a pickleball court be turned into 2 dedicated pickleball courts or change the color of the current pickleball markings. Discussed the potential cost and practicality since the court was resurfaced 2 years ago. Recommended exploring changing the color of the pickleball lines and the issue of creating 2 dedicated courts be explored the next time the court needs to be resurfaced, potentially 8 years.

Next meeting Thursday November 4 at 7:00 pm at Government Center.

**Motion** by Stewart to Adjourn. Second by Pryde. Meeting adjourned.

User: LORI

DB: Elk Rapids

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021	ACTIVITY FOR MONTH 11/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 694 - PARKS & RECREATION						
101-694-700-000	WAGES	4,241.00	1,029.96	0.00	3,211.04	24.29
101-694-715-000	SOCIAL SECURITY	324.00	78.82	0.00	245.18	24.33
101-694-716-000	HEALTH INSURANCE	639.00	409.12	0.00	229.88	64.03
101-694-718-000	RETIREMENT	424.00	103.00	0.00	321.00	24.29
101-694-719-000	SICK & ACCIDENT BENEFIT	69.00	40.36	0.00	28.64	58.49
101-694-720-000	WORKER'S COMP	74.00	40.00	0.00	34.00	54.05
101-694-818-000	CONTRACTUAL/PROF SVCS	3,500.00	900.00	0.00	2,600.00	25.71
101-694-864-000	TRAINING/CONFERENCES	500.00	0.00	0.00	500.00	0.00
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	0.00	710.29	0.00	(710.29)	100.00
101-694-956-000	MISCELLANEOUS	200.00	38.14	0.00	161.86	19.07
101-694-970-350	TRAIL PROJECTS	2,500.00	0.00	0.00	2,500.00	0.00
101-694-977-500	TO/GEN CAP/401/P&R PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 694 - PARKS & RECREATION		17,471.00	3,349.69	0.00	14,121.31	19.17
TOTAL EXPENDITURES		17,471.00	3,349.69	0.00	14,121.31	19.17
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		17,471.00	3,349.69	0.00	14,121.31	19.17
NET OF REVENUES & EXPENDITURES		(17,471.00)	(3,349.69)	0.00	(14,121.31)	19.17

# MEMORIAL PARK MANAGEMENT PLAN

Village of Elk Rapids, Michigan

2015

Developed by the Parks and Recreation Commission

Planning Commission Approved, \_\_\_\_\_

Village Council Approved, \_\_\_\_\_

## **Introduction**

The purpose of the Memorial Park Management Plan is to incorporate the public interest in Memorial Park that will identify short and long term preservation items and improvements. The plan will rely on activity areas and map(s) to communicate Plan concepts. It should be noted that activity areas may overlap and therefore activities of one type may spill into another activity area. However, physical improvements within an activity area should tend to improve the type of activity identified for that area. It is the intent of this plan to incorporate and allow only recreation activities and facilities that are practical. However, due to the limited space and sensitive environmental characteristics, many recreation activities may not be practical or acceptable.

## **Historical Background**

In the early 1900s citizens first entertained the notion of developing a park in the area of the present park and the island where the library is now located. Village Trustees approved purchasing Lot #11 of Section 21, Township 29 North, Range 9 West, but enthusiasm for further development waned. Then on June 27, 1912 the Village considered a deal with Dexter & Noble Land Company for the property known as Memorial Park. For \$500 per year, paid years 1912 through 1917, the Village could use the park land. A maintenance man would be hired for 5 months a year and gradual improvements could be made. Special considerations were that there would be no dumping or building on the site and the Dexter & Noble Land Company would not be responsible for taxes or any other fees that may be imposed. Village Council members could not decide on the offer, so on March 13, 1913 a public referendum was held and the public voted down the offer by a no vote of 181 and a yes vote of 70.

Time passed and in March of 1922 the offer was accepted by the Village Council. Then in 1927, a resolution was passed purchasing additional property lying north of River Street, fronting on Elk River, lying between Pine and Spruce Streets. This resolution passed by a margin of 4 to 1.

One of the first improvements was prior to 1931 when tennis courts were constructed and then in 1931 shuffleboard courts were built. In 1936 the beach was closed due to poor sanitary conditions and appears to remain closed until 1954 when it was reopened for public use. The park land continued to be used and in August of 1940 a crowd of over 1,000 people participated in the Antrim County Centennial. With crowds continuing to increase, park

benches, picnic tables, barbecue grills and trash containers were provided for seasonal activities. Then in the 1940s through the 1970s more facilities were made permanent. On June 14, 1951 Veterans Memorial was under construction. The original bathhouse was built in the mid 1950s and was later torn down in the late 1960s and early 1970s. In 1987 the shuffleboard court was replaced by basketball courts. The Corps of Engineers did some filling and leveling of the park grounds in 1971 – 1973. They also removed the Johnny Rock from the beach to its present location.

The installation of the school bell and a concrete picnic table were established as memorials in 1961 and 1962. In the early 1980s the park walkway was constructed. In 1989 the children's Mackinac Bridge playground was added. With the assistance of the Elk Rapids Rotary Club and the Elk Rapids Lion's Club, the automatic watering system was added in 1996 and a water fountain was donated and installed in 1997, located near the kid's playground and has since been removed. In 1998 an Eagle Scout project reconstructed the library bridge on the east end of the park.

Today the park continues to be maintained by the Elk Rapids Department of Public Works. Since 1996 there have been many improvements:

- 1996 – Tennis Court Construction (two rear courts)
- 1998 - Basketball Courts Renovated
- 2000 – Playground Frog and Truck Added
- 2002 – Noble St. Fence Added
- 2004 – Rotary Park Renovation
- 2005 – Blue and White Playground Equipment Added, Cedar St. Bathroom Renovated
- 2006 – Light Globes in Park and Downtown Added, Historical Marker Added on Ames St.
- 2007 - Tennis Courts Painted and Repaired
- 2008 – Park Restroom Added
- 2009 – Cedar St. Bathroom Roof Repaired
- 2011 – Beach Volleyball Net Added
- 2012 - One Rear Tennis Court was Redesigned into a Basketball Court and Children's Sport Court
- 2013 – Basketball Lights Added
- 2014 – Pickleball Striping to the Rear Tennis Court

## **Definitions**

Passive Area(s): The term passive in recreation use is a relative term. Passive recreation emphasizes the open space aspect of a park and requires a low level of management and development. Passive activities in Memorial Park would include, but not be limited to: picnicking, sunbathing, walking, scenic viewing and reading.

Active Area(s): The term active means intensive development and a high level of management and development. Active area activities In Memorial Park would include, but not be limited to: basketball, tennis, volleyball, pickleball, Frisbee and playground activities.

**Passive Areas:** Two passive areas are identified.

West: The West area is located to the west of the Active area and north of River St. to the water's edge. The West area includes grass areas, beaches, benches, picnic tables, grills, paved walkways , shade trees and natural area that blends in on the northwest corner.

East: The East area is bounded by River St. to the south, Elk River outlet to the east, the beach to the north and an Active area to the west. The East area includes the Veteran's Memorial, a large grass area, shade trees and a paved walkway.

These areas should remain passive in use. Continue to use the West area for picnics and keep a moderate amount of shade trees. Portable traditional style picnic tables were installed in 2015.

**Active Area:** There is one active area identified.

This area includes two basketball courts, three tennis courts (one court is striped for pickleball), a parking lot, a playground, a paved walkway, bicycle racks, a restroom, a well house, a water treatment building, limited shade trees and a swimming beach. This area should remain active in use.

**Swimming:** The swimming area is located on the shoreline of Memorial Park.

**Natural Area:** The only Natural Area in Memorial Park is located between the paved walkway and the beach at the west end of the park. This Natural Area provides a buffer from wind and



sand erosion, so little sand removal is required in this area in the spring. This area also provides some seclusion for park users who like to get away from the more crowded east end of the beach. The Natural Area ends approximately 190' east of the green fire hydrant that is adjacent to the well head near River and Ash Streets. Village employees should continue to monitor this area as it is prone to poison ivy infestations. The Natural Area now includes four benches and it is recommended that this number not be increased. The general concensus from the public is this area should be allowed to remain natural.

## **Other Park Related Items**

Erosion: Fluctuations in the level of Lake Michigan can greatly effect the shoreline of Memorial Park. Due to these fluctuations and storm activities the beach can change dramatically in very short periods of time. Adding to the beach configuration changes, is the effect of the breakwaters located to the east of the park. The general practice of the Harbor Commission to annually relocate dredged material from the harbor mouth to the beach, should continue. Additional erosion occurs due to blowing sand. Most of this erosion occurs during spring, fall and winter storms. The Elk Rapids Department of Public Works annually relocates as much of the sand as possible in the spring to its original beach location, and this practice should also be continued. To the far west of the park, where River St. curves, the Village has placed a large angular stone on the shore line. This protection was necessary to prevent the loss of River St. This stone revetment should be monitored at regular intervals to assure there is minimal beach erosion. Erosion along the beach in the Natural Area is a concern and should be monitored. Sand movement in the Court area is monitored annually.

Vehicle Use and Parking: Formal parking is located on a small parking lot between the basketball and tennis courts. Paved off road parking spaces are provided on the north side of River St. Informal parking exists on River St. east of the parking lot drive entrance and on the south side of River St. For most occasions parking is adequate. During special events, parking can become a premium as cars will park along side streets perpendicular to River St. At this time, there is no intention to add parking spaces.

Vegetation and Garden Planning: Memorial Park does not have any formal gardening spots and there does not appear to be a need to develop any. Vegetation should remain in its present condition. Spirea along the riverbank provides limited access to the river and provides river bank stability. Spirea or similar vegetation should remian. Trees in the park are to be considered as part of the Village annual pruning. The Village relies on the Beautification Commission recommendations for vegetative planning, maintenance and planting of all trees

and shrubs. The entrance garden to the library bridge is maintained by the Elk Rapids Garden Club.

Lighting: Lighting found in the park is along the paved walkway. Street style lampposts were installed in 1987 and updated with LED lighting and new globes in 2006. Basketball court lights were installed in 2013.

Zoning: Memorial Park is presently zoned “Public” and this plan strongly recommends it remain the same.

Signage: Signs are limited in the park to “rules”, “directional” and “educational” signs only. Signs should remain limited and small in size. The style and location of signs is the responsibility of Parks and Recreation Commission and the Village Council.

## **Conclusion**

When working to create this plan, the Parks and Recreation Commission relied on comments at public meetings, comments from other Village commissions, Village Council and goals of the Village Master Plan. Master Plan “Goals” specific to this plan is attached. In general the public desires this park to remain physically similar to what it is today. While physical changes will be contemplated, they should be thoroughly reviewed before implementation so that the park maintains its present design.

This Management Plan should be reviewed and updated every five years by the Parks and Recreation Commission.

The following goals are presented here verbatim from the Village Collaborative Master Plan:

**Natural Resources and Beautification**

Goal 1. Natural resources will be protected and preserved.

Objectives

1. Encourage a land use pattern that is oriented to and respects the natural features and water resources of the area.
2. Evaluate the environmental impact of all new development.
3. Protect land resources and water quality related to our lakes, streams and wetlands.
4. Encourage the continued natural use of wetlands as groundwater recharge and storm water holding areas.
5. Identify and protect desirable open space and scenic vistas.
6. Establish regulations and standards necessary to protect shoreline and beach areas.
7. Establish regulations and standards necessary to protect and preserve the quality of the air from degradation due to fumes, odors, smoke, dust and other pollutants.
8. Establish regulations and standards to protect the community against high noise levels and exterior lighting glare.
9. Utilize Best Management Practices (BMP) to regulate and minimize direct storm water discharge into lakes and rivers.

Goal 2. Environmentally sensitive areas, open space and public garden will be maintained for the enjoyment of residents, visitors and future generations.

Objectives

1. Preserve and maintain our public gardens and natural areas.
2. Preserve environmentally sensitive lands for open space and passive recreational purposes.
3. Protect our most prized features, such as the public library grounds, public parks, beaches, gardens, natural areas, tree lined streets and open spaces.
4. Preserve and protect all healthy trees growing on public property and replace or add to the stock when needed.
5. Encourage creative design and planning techniques for all new development so as to produce visual harmony, preserve special features and protect vital natural resources.
6. Evaluate, periodically, the need for public acquisition of environmentally sensitive and available properties located within the Village.
7. Preserve and maintain existing active recreation areas.

**Recreation, Parks and the Harbors**

Goal 8. Maintain the high quality of both harbors for public use in perpetuity.

Objectives

1. Provide for public boat access, dockage, moorage and parking.
2. Recognize the lower harbor is to be available for refuge.
3. Continue to recognize that the harbor is under the jurisdiction of both State of Michigan and Village of Elk Rapids rules and regulations.
4. Harbor development projects should consider the overall needs of the harbor vicinity, protection of the surrounding natural features and its impact on the Village.

Goal 9. Recreational facilities will be enhanced and the amenity level will be expanded to meet the needs of residents and visitors.

Objectives

1. Continue efforts to provide seasonal outdoor recreational opportunities.
2. Maintain existing public access to lakes and waterways within the Village limits.
3. Support cooperative recreational planning and development with the surrounding townships and the schools.
4. Encourage the consideration of recreational facilities as an intergal part of community development plans.
5. Include a community center, serving community needs for indoor recreation in the community development plans, possibly developed cooperatively with surrounding Townships and school (See #3 above).
6. Preserve and maintain existing recreation areas.
7. Construct modern restrooms within park facilities.
8. Add a dog park to the community.

10/18/2021

BUDGET REPORT FOR ELK RAPIDS VILLAGE  
 Calculations as of 10/31/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 AMENDED BUDGET
APPROPRIATIONS				
101-694-700-000	WAGES		97	4,241
101-694-715-000	SOCIAL SECURITY		6	324
101-694-716-000	HEALTH INSURANCE			639
101-694-718-000	RETIREMENT		8	424
101-694-719-000	SICK & ACCIDENT BENEFIT			69
101-694-720-000	WORKER'S COMP		76	74
101-694-757-000	SUPPLIES	174	111	
101-694-818-000	CONTRACTUAL/PROF SVCS	1,650	3,500	3,500
101-694-864-000	TRAINING/CONFERENCES			500
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	188	567	
101-694-900-000	PUBLISHING		57	
101-694-956-000	MISCELLANEOUS			200
101-694-970-350	TRAIL PROJECTS			2,500
101-694-977-500	TO/GEN CAP/401/P&R PROJECTS		7,200	5,000
TOTAL APPROPRIATIONS		2,012	11,622	17,471
NET OF REVENUES/APPROPRIATIONS - FUND 101		(2,012)	(11,622)	(17,471)
BEGINNING FUND BALANCE		372,957	613,197	687,418
FUND BALANCE ADJUSTMENTS		3,530	(27,200)	
ENDING FUND BALANCE		374,475	574,375	669,947

2021-22  
ACTIVITY  
THRU 10/31/21

2022-23  
REQUESTED  
BUDGET



900

710

38

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3,235

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(3,235)

687,418

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684,183

## CORRESPONDENCE

Hello, All:

The Beautification Commission met last week and reviewed the requirements that our Village would have to meet to become a "Monarch City USA". There was a presentation a while ago, and everyone on Beautification was interested. Most of it seems manageable from a Beautification Commission standpoint, with the exception of a festival. There is a requirement for a community event that could highlight the commitment to being a supportive environment to the Monarchs. There are also several other points that may interest both Parks and Recreation and Green ER, and could build off of connections you have already made with the high school students. (I've attached the information packet.)

Beautification Commission is hoping to collaborate with both Parks and Rec and GreenER to accomplish all of the goals, but is hopeful that one or both of your groups will take on the responsibility for the event/festival requirement. The Monarch City USA Festival element could be a part of something that is already in the plans for either GreenER or Parks and Rec., or it has been suggested to piggy-back on the Fall Festival in Williamsburg. There is a challenge in that the Beautification Commission will only meet one more time (on Wednesday, November 3rd), prior to Spring. They are committed to the elements of the Monarch City, if we can have commitments of support from one or both groups to collaborate.

We will need to look at this over the next meetings, and see if your group/commission is agreeable, and then I believe that we will need to take it to Council in order to officially do the application. Beautification would love to see a collaborative group with representatives from each of our commissions and GreenER that would invite more/new residents to become involved in the Monarch City efforts. Please let me know what your initial thoughts are, and if you feel comfortable taking it to your group/commission for input and possible support.

Thank you!!

*Laura*

Laura Shumate  
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