

Community Recreation Plan Village of Ellsworth & Banks Township



2011 - 2016

Adopted

Recreation Committee: March 14, 2011

Ellsworth Village Council: March 21, 2011

Banks Township Board: March 21, 2011

With Planning Assistance Provided By:

M. C. Planning & Design

504 Liberty Street

Petoskey, MI 49770

(231) 487-0745

mcampbell@mcplanningdesign.com

Village of Ellsworth and Banks Township

Community Recreation Plan 2011 - 2016

Prepared by:
Recreation Committee

Members

Katy Postmus, Chairperson
Donna Heeres (Township Board Rep.)
Sarah Essenberg (Planning Commission)
Erin Nickel (Village Rep.)
Thomas Spearing (School Rep.)
Kyle and Robin Sitzema (At-large Rep.)

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COMMUNITY RECREATION PLAN

2011 - 2016

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SECTION 1

COMMUNITY DESCRIPTION

Location and Regional Context

The Village of Ellsworth is located within the geographic boundaries of Banks Township in northwest Antrim County. Banks Township is the northwestern most township in Antrim County, which is bounded on the west by Lake Michigan, and by portions of Charlevoix County on the north and east. Antrim is located in the northwest region of Michigan's Lower Peninsula. According to the Census information, Banks Township comprises approximately 45 square miles, of which the Village of Ellsworth comprises 0.7 square miles, and for reference Antrim County is 476.9 square miles in area. Figure 1-1 illustrates the location of Banks Township and the Village of Ellsworth in relation to Antrim County and the State of Michigan.

The Village of Ellsworth was incorporated as a village late in its history. In 1902, the election board of Banks Township was organized. In March 1938, the citizens voted 50-6 to petition the Township Board of Supervisors to incorporate the village. A special election was held on the proposal for incorporating the village and the election of the members of Charter Commission, in November 1938.

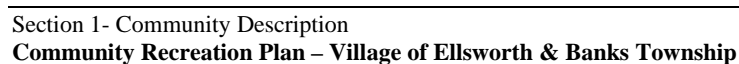
Population

According to the U.S. Census Bureau, the population in 2000 for the Village of Ellsworth was 483 persons (237 male and 246 female) and for Banks Township was 1,813 persons (917 male and 896 female), averaging approximately 40.3 persons per square mile for the Township's 45 square miles of land area. This population density can be compared to approximately 48.5 persons per square mile for Antrim County and 175.0 persons per square mile for the State of Michigan.

In discussing the population for the Village of Ellsworth and Banks Township, however, it is important to note that the figure presented by the 2000 Census does not reflect the actual number of persons residing in the Township during the summer months. This situation can be seen throughout much of northern Michigan. The Census tally, taken on April 1st, does not count residents who winter elsewhere. Respondents are asked to declare a permanent residence different from their April location, if more than six months are spent at the alternate address. However, many fail to do so for reasons of misunderstanding or for tax purposes.

In reviewing the social and economic information derived from Census data, the figures presented for housing characteristics show 267 units or 26.8 percent of the total housing units as seasonal, recreational, or occasional use homes. With this in mind, it can be assumed that the Township's resident population significantly increases during the summer months. Based on the average household size in Banks Township of 2.63, if the seasonal households are occupied by the same average number of persons per household the expected seasonal increase would be an additional 702 persons. In addition, many summer visitors stay at private lodging places or at the homes of family or friends.

The recreation opportunities in the Village and Township are detailed in Section 3 of this plan, but in general consist of water-related activities (boating, fishing, swimming, etc). There are public access sites on Lake Michigan, Ellsworth Lake and Lake St. Clair within the Township and Village that are well utilized both in the summer and winter seasons. Within Ellsworth Community Park provides a variety of amenities and Antrim Creek Natural Area provides nature trails for hiking and skiing, with hunting and fishing allowed during permitted seasons. Wooden Shoe Park operated by the Village of Ellsworth offers 40 electrified campsites and 15 rustic campsites. Additionally, Whistling Pines, a privately owned campground offers 15 campsites.



SECTION 2

ADMINISTRATIVE STRUCTURE

Administrative Structure and Funding in Banks Township and the Village of Ellsworth

Banks Township and the Village of Ellsworth have re-established a Parks and Recreation Committee that oversees the general operation of the township and village parks and recreation programs. This Committee will provide recommendations regarding park policies and projects to the Township Board and Village Council, as appropriate.

The Parks and Recreation Committee will serve as a community sounding board on recreation matters, and bring the concerns of the residents to the Township Board and/or Village Council for consideration. Routine park maintenance is handled by the Township and Village staff, contractors and volunteers, operating under the direct authority of the Township Board and/or Village Council.

The ultimate decision-making authority and responsibility for all park related projects resides with the Township Board and/or Village Council depending on the particular project.

Volunteers will be an integral part of the recreation projects in the Village of Ellsworth and Banks Township. While there is not a designated volunteer group, volunteers are solicited on a project by project basis to provide some of the labor for the Township “in-kind” match on projects as appropriate. For lake related projects and Tip of the Mitt Watershed Council are expected to be active partners.

Relationships: This recreation plan covers Banks Township, including the Village which includes portions of three public school districts. All of the Village and most of Banks Township is served by Ellsworth Community Schools. A small area in the northwest portion of the Township is served by Charlevoix Public Schools; additionally a small area along the southern portion of the Township is served by Central Lake Public Schools.

Banks Township and the Village of Ellsworth will be working cooperatively with the Top of Michigan Trails Council, Antrim County and Charlevoix County to pursue the development of non-motorized trails and bike lanes, in order to most effectively develop local routes that connect with the larger trail system in northern Michigan.

Antrim County adopted a recreation plan in December 2010, however in order for the Village of Ellsworth and Banks Township to pursue Township and Village recreation goals on an accelerated time frame, the Township and Village have decided jointly prepare an updated Community Recreation plan.

The Village and Township Recreation Plan does include provisions to continue and enhance the working relationship with Antrim County, the Grand Traverse Regional Land Conservancy, other local conservancies, local Tribal Governments and Michigan Department of Natural Resources as related to the other recreation facilities located within Banks Township and/or Village of Ellsworth.

Table 2-1a Village Budget and Recreation Expenditures, 2008 - 2012				
Budget				
FY Ending Feb 28	2008-2009	2009-2010	2010-2011	2011-2012
Recreation	327,571	127,115	44,665	42,940
Total Village	527,310	363,117	210,524	198,442
Expenditures				
Recreation	317,372	123,037	43,690	NA
Source: Village of Ellsworth Profit & Loss Budget Sheets, 2008-2012				

Table 2-1b Banks Township Budget and Recreation Expenditures, 2008 - 2012				
Budget				
FY Ending Mar 31	2008-2009	2009-2010	2010-2011	2011-2012
Recreation	7,000	14,500	11,500	NA
Total Township	297,495	334,025	312,632	NA
Expenditures				
Recreation	7,981	8,332	5,776 (to date)	NA
Source: Banks Township Profit & Loss Budget Sheets, 2008-2012				

Status Report of all Grant-Assisted Parks and Recreation Facilities

Based on information provided by the DNRE, the Village of Ellsworth has received two parks and recreation related grants in the past, and Banks Township has not independently received any grants.

In 1985, the Village of Ellsworth received grant #26-01411 for improvements to Wooden Shoe Park (campground). The included improvements included upgraded accessible restroom and shower facilities, as well as dump station and septic system.

In 2006, the Village of Ellsworth received grant # TF 06-092, for the development of the Ellsworth Community Park. The grant-funded improvements included accessible restrooms, a pavilion with electricity, play area, trail, wildlife viewing area, fishing pier, boat dock, an archery range and a parking area.

Public Input

No written comments were received on the proposed Community Recreation Plan, and only two persons attended the public hearing. A copy of the public hearing minutes are included in Appendix A.

Adoption Process

The Parks and Recreation Committee held a public hearing on the Recreation Plan on March 14, 2011. The Committee subsequently adopted the plan on March 14, 2011.

Recreation Plan adoption resolutions

The Recreation Plan was adopted by the Ellsworth Village Council and by the Banks Township Board of Trustees on March 21, 2011 and a copy of the respective meeting minutes are included in Appendix B.

Recreation Plan Certification

A copy of the Recreation Plan Certification is in Appendix C provided on pages C-2 & C-3.

Transmittals to the County Planning Department and regional planning agency.

A copy of the adopted plan was transmitted to the Antrim County Planning Department and a copy to the Northwest Michigan Council of Governments on March 24, 2011, a copy of each transmittal letter is provided in Appendix B.

SECTION 3

RECREATION INVENTORY

Inventory of Recreation Facilities in Banks Township including the Village of Ellsworth

An inventory of existing recreation facilities located in Banks Township and those within the Village of Ellsworth are provided below. Sites are grouped according to jurisdictional ownership. Township owned facilities are listed first, followed by Village owned facilities then other public sites, and finally privately owned recreation sites. Each listing is followed by a brief description of that location. Figures 3.1 illustrate the location of the public sites.

Banks Township owns the Township Hall property which is less than one acre in size and has meeting rooms.

Table 3-1
Facilities Owned and/or Operated By Banks Township

Name	Size	Facilities	Needs for ADA Compliance
Banks Township Hall	<1 ac	Accessible Township Hall with meeting room, dining hall, office space for Township and Village and Sheriff substation (winter)	Parking area and facilities are accessible.
Banks Township Park	0.9 ac Village lot	Beach on Lake Michigan, picnic area with grills	Additional accommodations to be included with park improvements
Historical Society	Village lot	Sheriff substation (summer)	Not a Recreation Facility ADA access to be reviewed
Banks Township Ellsworth Fire Station Atwood Fire Station	Village lot	4 bays 6 trucks 1 bay 2 trucks	Not a Recreation Facility ADA access to be reviewed
Cemeteries (4)	N/A		Not a Recreation Facility ADA access to be reviewed

Table 3-2
Facilities Owned and/or Operated By Village of Ellsworth

Name	Map Key	Size	Facilities	ADA Needs
Ellsworth Community Park	1	6 ac	Park on Ellsworth Lake, archery range, trails, snowmobile trailhead parking, play area, pavilion with electricity, restrooms, wildlife viewing boardwalk, boat dock and fishing pier and labyrinth.	MET
Ellsworth River Park	2	~6.5 ac	Sandy beach swimming area, fishing platform, boat launch, picnic area with grills, pavilion with electricity and playground.	Additional accommodations to be included with future park improvements
Wooden Shoe Park	3	9.5 ac	Campground with dump station, full hook-up, cable TV, Wi-Fi restroom facility and picnic area.	MET
Ellsworth Park (near high school)	4	3 ac	Playground, tennis & basketball courts	Under review
<u>Ellsworth Athletic Complex</u> Hugh Campbell Field Art Drenth Field Jeannie B Muha Track	5	20 ac	Softball & baseball fields, track & soccer fields, permanent bleachers & concession stand	MET
Ellsworth Lake Bridge			Access site	Under review

Table 3-3 Other Public Recreation Facilities in Banks Township		
Name	Ownership	Facilities
Ellsworth Public Schools	School District	Lighted softball diamond, Gymnasiums (2), Library facility w/ computer lab. 2- 40ac School forests
Antrim Creek Natural Area	County	156 acres, beach, restrooms, natural trails, accessible
Ellsworth Lake (Rushton Rd)	County Road Commission	Access site
Ellsworth Lake/Wilson Lake Bridge (Clay Pit Bridge)	County Road Commission	Access site
Ellsworth Lake Access (DNR)	State	Access site
St. Clair Access (DNR)	State	Lake St. Clair access site
Antrim County – Lore Rd	County	40 acres

Table 3-4 Private Recreation Facilities in the Township		
Name	Map 3-1 Location Key	Facilities
Antrim Dells Golf Course and Tennis Club	PR-1	18 holes, tennis courts, restaurant, subdivision
Whistling Pines Campground	PR-2	15 campsites, dump station, full hook-up, docks, and one rental cabin
Iron Horse Farms	PR-3	Horse riding facilities, trails, boarding, swimming hole, boardwalk on Wilson Lake
Torch Valley Farm Training Facilities	PR-4	Horse Stable- boarding and training facility
Numerous rental cabins and B & B's	NA	All support local recreation activities

**Table 3-5
Recreation Facilities in the surrounding areas**

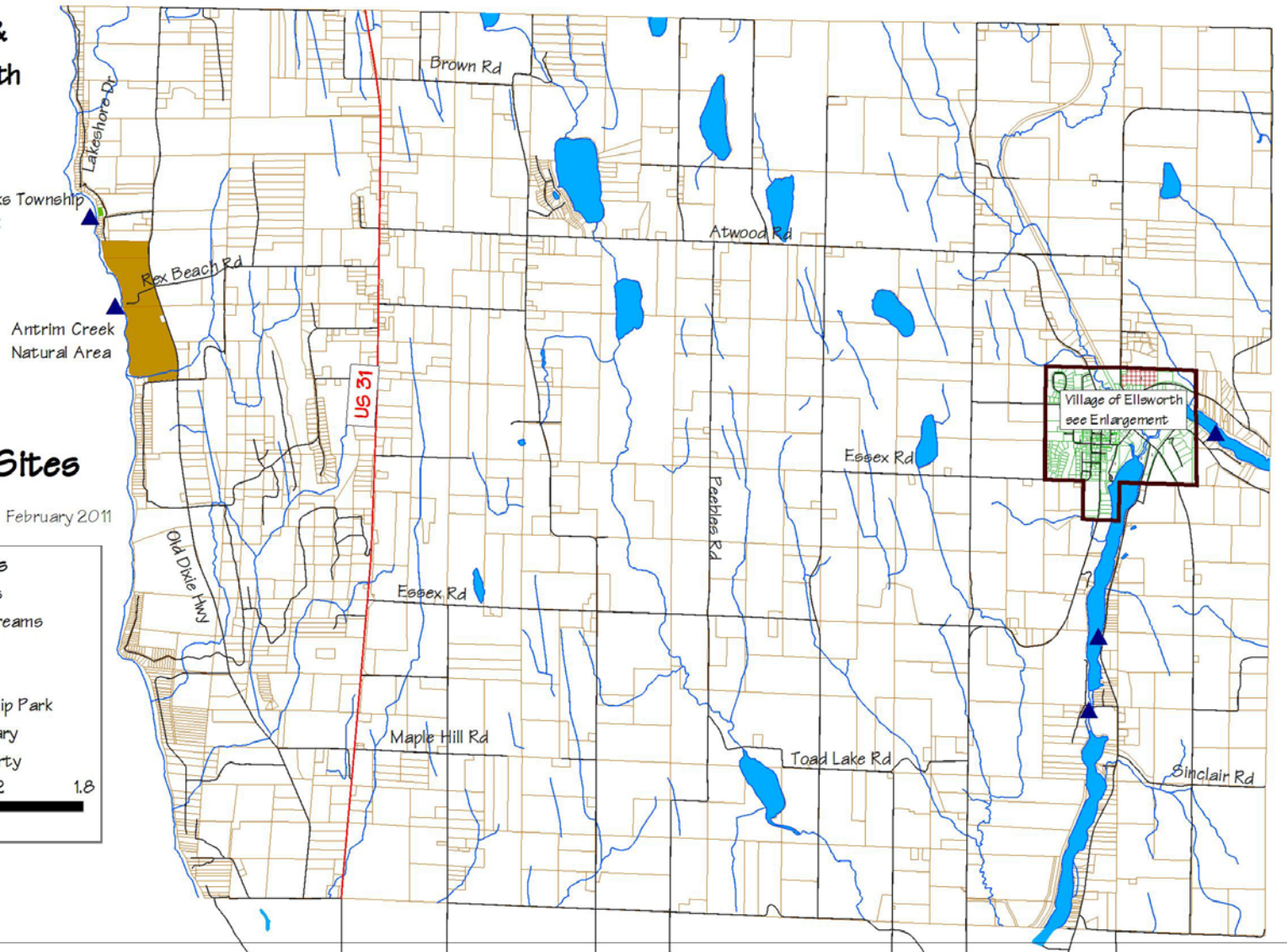
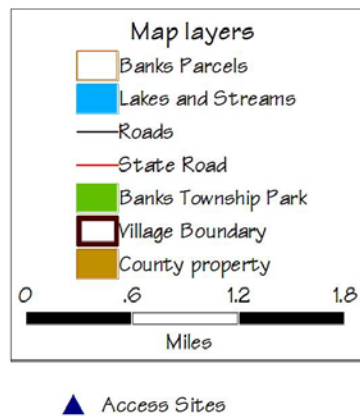
Name	Location	Facilities
East Jordan Tourist Park	South Arm Twp.	92 campsites
Thurston Park	Village of Central Lake	24 campsites
Antrim Co Eastport-Barnes Park	Torch Lake Twp.	61 campsites
A-Ga-Ming Golf Course	Torch Lake Twp.	2 - golf courses, Restaurant
The Mallard	South Arm Twp.	9-hole golf course, Restaurant
Boyne Mountain	Boyne Valley Twp.	Ski Area, Resort & Golf, Indoor water park
Shanty Creek	Kearney Twp.	Ski Area, Resort & Golf
Schuss Mountain	Custer Twp.	Ski Area, Resort & Golf
Camp Hayo-Went-Ha (YMCA)	Central Lake Twp.	Summer camp
Pleasant Valley Bible camp	Echo Twp.	Summer camp
East Jordan Community Pool	East Jordan School	Swimming pool
William Day Park	Torch Lake Township	Swimming, picnic area, playground, boat launch
Bellaire Lanes	Village of Bellaire	Bowling Alley
Gemini Lanes	City of East Jordan	Bowling Alley
Paul Bunyon Lanes	City of Charlevoix	Bowling Alley
Charlevoix Area Community Pool	Charlevoix Township	Swimming Pool
East Jordan Sportsmen Club	East Jordan area	Outdoor pistol range, rifle range and muzzleloading
Charlevoix Rod and Gun Club	Hayes Township	Ranges for pistol or rifle, Trap, sporting clays, archery,
Groomed snowmobile Trails to East Jordan and Charlevoix	Multiple jurisdictions	Trails
Jordan Valley Outfitters	City of East Jordan	Canoe, rafting & kayak rental and trips, Geo-caching

Table 3-6 Recreation Events held in Banks Township and the Village of Ellsworth	
Name	Event Time & Description
Annual Pig Roast and Games	1 st week-end in July
Summer Recreation Program (ages 4 – teen)	Summer-softball, little league, T-ball, swimming, tennis and archery
Ellsworth Farmers Market	Mid-June thru mid-October
Breezeway Cruise	June
Breezeway Fall Cruise	October
Annual slow-pitch tournament	End of July
Ellsworth Green Races (kayak)	End of August
Archery Tournament	September
5K Fun Run	Summer, organized by X-County team
Shiver Fest	Mid-Feb, bonfire, sledding, dessert tasting, Euchre tournament
Wooden Shoe Fest	Dec., tree lighting and kids games
Breakfast with Santa	Dec.

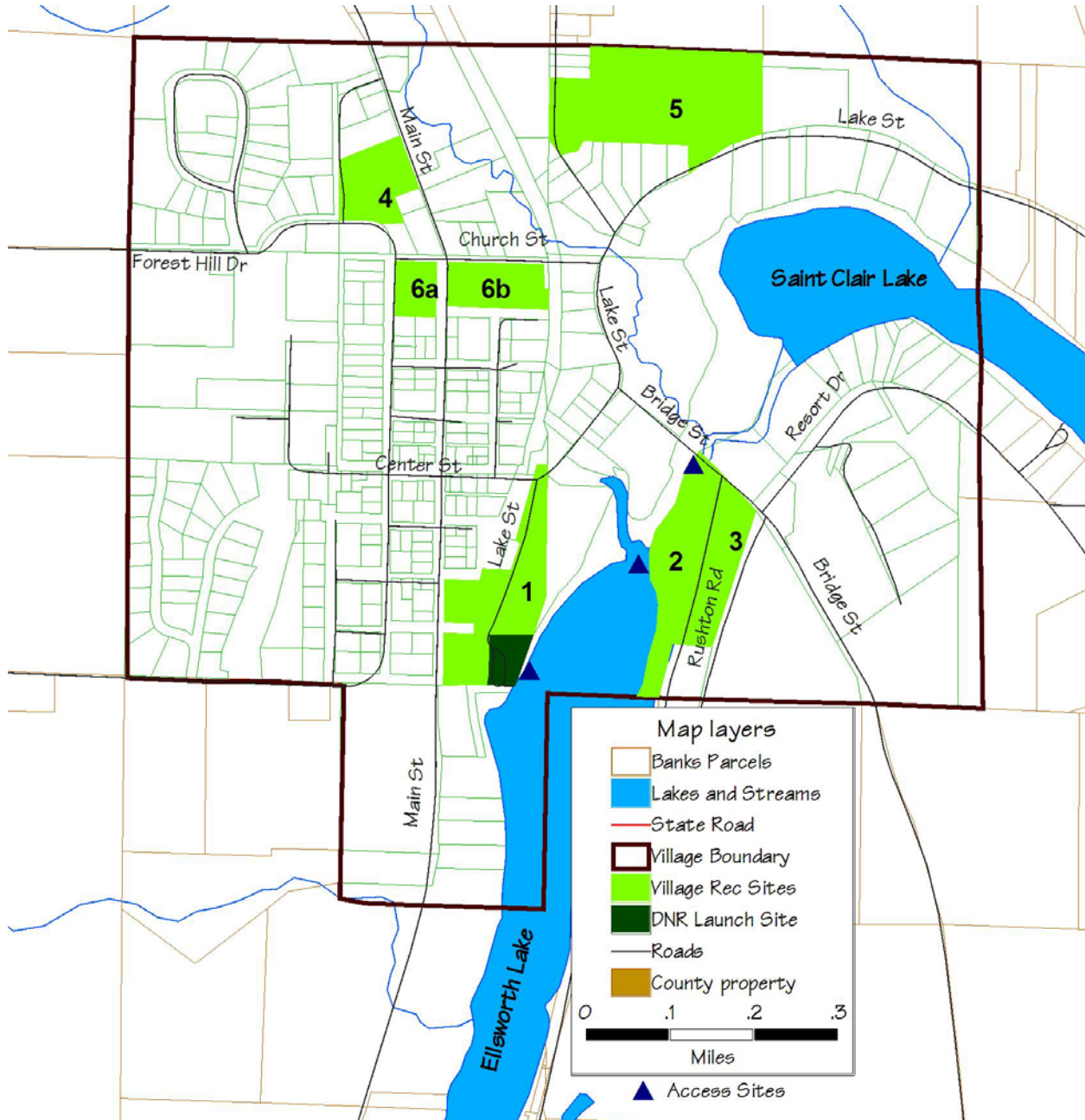
Banks Township & Village of Ellsworth

Recreation Sites

Public Review Working Map - February 2011



Village of Ellsworth – Enlargement Recreation Sites



SECTION 4

DESCRIPTION OF THE PLANNING AND PUBLIC INPUT PROCESS

Planning Process

Prior to this Recreation Plan, Banks Township and the Village of Ellsworth had a recreation plan which expired in 2005.

The Township and Village decided late in 2010 to prepare an updated joint Recreation Plan. Since the Recreation Committee which was involved in the development of the previous plan had not been active in recent years, a new Recreation Committee was appointed in December 2010. The Recreation Committee worked with a consultant to prepare this plan during a series of meetings open to the public. The draft sections of the plan were discussed and revised at these public meetings. A public hearing on the recreation plan was held on March 14, 2011. The preliminary draft plan was posted on the Township website and made available at the public hearing. Minutes from the public forum/public hearing are included in Appendix B.

The plan was adopted by the Recreation Committee on March 14, 2011, and by the Banks Township Board of Trustees on March 21, 2011, and by the Village of Ellsworth Council on March 21, 2011.

SECTION 5

RECREATION GOAL AND OBJECTIVES

The recreational goal and objectives presented below are the result of the Planning Commission master planning process, the public input received during that process, and the further refinement and expansion during the subsequent recreation plan development.

GOAL:

Provide a recreation system, responsive to the needs and desires of present and future residents of Banks Township and the Village of Ellsworth

OBJECTIVES:

- Acquire, develop, operate and maintain the Township and Villages parks.
- Promote the overall coordination of resources within the parks and recreation system.
- Provide a system that keeps pace with the growing demand for recreational activities.
- Where possible, encourage multiple use for recreation areas, open space areas, forest lands and flood plains.
- Encourage private land donations for public parks and recreation purposes.
- Pursue available funding for recreational development.
- Partner with the private sector to develop facilities complementing public uses.
- Promote interpretive and educational programs to foster appreciation and understanding of the outdoors, such as archery instruction.
- Promote the importance of recreation as a contributor to the improvement of the quality of life, including the pursuit of “complete streets” policies for both the Village and the Township.
- Develop a plan that identifies a system of open space areas in the communities, consistent and compatible with the County’s goals and policies.

GOAL:

Encourage the development of recreation areas and programs that consider proper utilization of natural resources without environmental damage.

OBJECTIVES:

- Encourage the use of flood plain and wetland areas for open space activities such as wildlife refuges, hunting and fishing areas, and passive recreational activities.
- Promote the development of designated areas for recreational vehicles to minimize damage to rivers, streams, lakes and forests.
- Encourage commercial recreation development in such a manner that minimizes conflicts with adjoining land uses.
- Promote awareness of invasive species and encourage the use of native plants.
- Identify and preserve scenic and unique natural areas, while providing reasonable access.

GOAL:

Encourage the development of age appropriate recreation opportunities for the changing demographics of the Township and Village.

OBJECTIVES:

- Survey the community members to determine the unmet recreational needs.
- Pursue development of the identified recreation facilities.
- Stabilize lakefront shoreline at Banks Township Park to reduce erosion risks and allow for environmentally sensitive development.

GOAL:

Identify and preserve historic and archaeological elements within the Township and Village

OBJECTIVES:

- Increase awareness of identified historic and archaeological areas.
- Pursue funding for preservation of historic and archaeological sites.
- Promote accessibility to these sites.

SECTION 6 ACTION PROGRAM

The action program is presented below in two tables that describe improvements to existing facilities and the development of new facilities. Anticipated funding sources will be in the form of cash from the Township general fund, in-kind labor, and Michigan Department of Natural Resources (MDNR) grants. Sources of the grants are: Land and Water Conservation Fund (LWCF), Michigan Natural Resources Trust Fund (MNRTF), and other appropriate grant programs.

Capital Improvements Schedule for Existing Properties/Facilities- Banks Township			
Existing Facilities	Year	Activity/ Development	Estimated Cost and Anticipated Funding Sources
Banks Township Park	2011-2012	Pavilion, scenic overlook, bank stabilization, beach nourishment, playground, bathroom/changing facility, grills benches.	Costs to be determined: MNRTF, CMP, local funds and foundations.
Banks Township Park		Develop a native tree plantation with interpretative signage.	CMP, Conservation District, local funds and foundation

Rationale for planned Banks Township Park improvements

The park improvements and enhancements are planned to improve the accessibility of the site and the site amenities; reduce shoreline erosion risks, enhance access to and enjoyment of Lake Michigan, as well as provide an enhanced park experience for the residents of and visitors to Banks Township. This is a very well used family oriented local park which is in need of some attention to address these needs before they become significant issues.

As an educational element, Banks Township plans to develop a native tree plantation in the Banks Township Park, to promote increased awareness of native plants through interpretative signage. This interest has increased as non-native invasive plant species, such as phragmites, have become more of a threat along the shoreline.

Capital Improvements Schedule for Existing Properties/Facilities- V. of Ellsworth			
Existing Facilities	Year	Activity/ Development	Estimated Cost and Anticipated Funding Sources
Community Park	2011	Develop Archery Educational Programs, including necessary equipment (targets, bows, arrows, etc)	MDNRE
	2012	Develop a native tree plantation with interpretative signage.	Conservation District, local funds and foundation
	2012-2013	Establish a community garden.	Local funds, Conservation District and local foundations

Rationale for planned Community Park improvements

With the archery range at the Community Park, the Village is working with the Ellsworth Community Schools to further promote the sport of archery through educational programs.

The Village of Ellsworth plans to develop a native tree plantation in the Ellsworth Community Park, to promote increased awareness of native plants through interpretative signage. Due to the central location of this park, the Village see this as a prime educational opportunity to take advantage of the increased public awareness of the potential threats caused by non-native invasive plant species, such as phragmites, and help provide information on available and appropriate species native to this region.

A community garden is planned to provide opportunities for families to grow their own garden vegetables in a community environment, and with some community support and assistance for those who do not have any gardening experience. Community gardens are a way to get kids interested in growing plants, and eating healthy vegetables.

Capital Improvements Schedule for Proposed Facilities- Banks Township			
New Facilities	Year	Activity/ Development	Cost and Anticipated Funding Source
Property Acquisition		Investigate ownership issues regarding property adjacent to Banks Township Park. Pursue purchase of identified property, as necessary for public use	\$ [under investigation] MNRTF, local conservancy, local tribal governments, Township and private donations
Non-motorized route		Pursue development and/or designation of trails throughout the Township and Village.	Top of Michigan Trails Council, DNR, MDOT, Road Commission
		Designate and sign routes.	Top of Michigan Trails Council, DNR, MDOT, Road Commission
		Plan non-motorized routes to connect to recreation facilities and points of interest within the surrounding areas. Expand existing park to clear up ownership issues.	Top of Michigan Trails Council, DNR, MDOT, Road Commission
Other trails and pathways		Develop or expand snowmobile trails and provide connections between existing routes.	\$ [under investigation] Local snowmobile clubs, and foundations.

Rationale for Property Acquisition:

The ownership of a portion of the property used for accessing the Banks Township Park is currently under investigation. Depending on the outcome of the investigation, it may be necessary for the Township to acquire some additional property to secure legal property access into the future.

Rationale for New Non-motorized Routes:

There is a growing interest in trails both within the community and connecting to a larger trail network. In the recently adopted Antrim County Recreation Plan, one of the identified needs is “develop a connecting trail system”. The need for other biking, hiking trails, x-country ski and snowshoeing trails is currently being explored, and should be considered on Village and township properties, as well as connecting routes planned between facilities, parks and places of interest.

Rationale for Snowmobile Connector Routes:

There are a number of snowmobile routes throughout northern Michigan. With the designation of the Ellsworth Community Park as a trailhead parking area for the local snowmobile trails, the Village and Township are interested in expanding the network of trails in the area, and adding connector trails in order to facilitate access to existing trails and from those trails into downtown Ellsworth.

Appendix A

Recreation Plan Public Input – Supporting Documents

*The Village of Ellsworth and Banks Township
Recreation Committee*

Invites you

*To become involved in your Community
Please plan to attend*

A PUBLIC HEARING

On the Proposed Community Recreation Plan

When: 6:30 p.m. Monday, March 14, 2011

*Where: Banks Township Hall, 6520 Center Street
Ellsworth*

Why: Your INPUT is VITAL!

The draft Community Recreation Plan is
available on the Township website:

<http://www.bankstownship.net>

Or can be reviewed at:

Banks Township Hall, 6520 Center Street

For more information contact:

Banks Township Clerk: Donna Heeres: (231) 588-6126

or

Consultant: Mary Campbell, M. C. Planning & Design: (231) 487-0745

or e-mail: mcampbell@mcplanningdesign.com

**Banks Township and Village of Ellsworth
Community Recreation Plan Public Hearing**

March 14, 2011

The Recreation Committee for Banks Township and Village of Ellsworth will hold a public hearing on the proposed Community Recreation Plan at a meeting on Monday, **March 14, 2011 at 6:30 pm.** The Recreation Committee has prepared the proposed updated Community Recreation Plan, in order to guide future park improvements and to remain eligible to apply for recreation related grants in the future. The committee encourages the public to attend a public hearing at the **Banks Township Hall**, located at 6520 Center Street, Ellsworth, to provide comment on the draft plan and the recreation needs in the Township and the Village. The draft plan is available on the Township website, at www.bankstownship.net or at the Township office. Written comments can be submitted in advance of the meeting to: Recreation Committee, P.O. Box 68, Ellsworth, MI 49729. For additional information contact the Township office at 231-588-6126.

**Banks Township & Village of Ellsworth
Recreation Plan Committee
Monday, March 14, 2010
6:30 PM**

Public Hearing on Proposed Recreation Plan for 2011-2016

1. The meeting was called to order by Katy Postmus, Chairman. Present were Katy Postmus, Tom Spearing, Donna Heeres, Robin Sitzema, Kyle Sitzema. Erin Nickel arrived @ 6:35 PM. Absent: Sarah Essenberg. Also Present: Planning Consultant Mary Campbell. Audience: Hellen Allen, Irene Shooks.
 2. The purpose of the Public Hearing was explained by Planning Consultant Mary Campbell. She explained that for the Township & Village to be grant eligible, a recreation plan must be adopted. The Action Program of the recreation plan is the “wish list” for the next five years.
 3. The proposed plan was reviewed.
 4. Public Comments were heard: Irene Shooks commended the committee on the work to develop the plan. Hellen Allen advised the committee that the Village of Ellsworth has received a grant of archery equipment including 10 youth size compound bows, netting and targets. They have financed the training for Duane Arnott to become a certified Level III instructor.
 5. A resolution was offered by Kyle Sitzema, supported by Tom Spearing, to recommend to the Banks Township Board and the Village of Ellsworth Council the adoption of the Five Year Parks and Recreation Plan. (Complete resolution attached to these minutes.) Roll Call Vote: Kyle Sitzema: Yes; Robin Sitzema: Yes; Donna Heeres: Yes; Tom Spearing: Yes; Katy Postmus: Yes; Erin Nickel: Yes. Absent: Sarah Essenberg. Resolution was declared adopted by the Chairman, Katy Postmus.
 6. Public Survey: Discussion was held on development of a questionnaire to determine the extent of the community’s interest in several of the projects in the recreation plan. Key points of interest were identified and each committee member will develop a short paragraph about their topic and 3 to 5 questions for the survey. The proposed paragraph and questions will be sent to Katy by March 21. Katy & Mary will compile the questions, develop a survey using “survey monkey” and send to committee members to review. Plans for informing the public of the availability of the survey were discussed.
 7. The next meeting will be held on Monday, March 28, 2011 @ 6:30 PM to review the survey as a group. Mary will then launch it on the township website.
 8. The meeting was adjourned @ 7:25 PM.
- Respectfully submitted,

Donna L Heeres

Appendix B

Recreation Plan Adoption Process – Supporting Documents

**Banks Township & Village of Ellsworth
Recreation Plan Committee
Monday, March 14, 2010
6:30 PM**

Public Hearing on Proposed Recreation Plan for 2011-2016

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Donna L Heeres

**COMMUNITY RECREATION PLAN
RECREATION COMMITTEE RESOLUTION OF ADOPTION AND
RECOMMENDATION TO TOWNSHIP BOARD FOR ADOPTION**

WHEREAS, Banks Township and the Village of Ellsworth, Antrim County has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2011 and 2016, and

WHEREAS, the Recreation Committee held public meetings to prepare the draft plan and then made the draft plan available on the Banks Township website and hard copies available at the Township offices, and posted flyers to inform the public of where to access the draft plan, where to provide comments and of the opportunity to comment at a public hearing on March 14, 2011 at the Banks Township Hall, and

WHEREAS, a public hearing was held by the Recreation Committee on March 14, 2011 at the Banks Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, Banks Township and the Village of Ellsworth, Antrim County has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after a series public meetings and a public hearing, the Recreation Committee voted to approve the plan and recommend said Recreation Plan to both the Ellsworth Village Council and the Banks Township Board for their respective adoption.

NOW, THEREFORE BE IT RESOLVED the Recreation Committee serving Banks Township and the Village of Ellsworth hereby approves and recommends the adoption of the Community Recreation Plan as a guideline for improving recreation for the residents and property owners of Banks Township, including the Village of Ellsworth, Antrim County.

(Yeas: 6 Nays: 0 Absent: 1)

I, Katy Postmus, Recreation Committee Chair do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Recreation Committee serving Banks Township and the Village of Ellsworth following the public hearing on the 14th day of March, 2011

A handwritten signature in black ink, appearing to read "Katy Postmus", written in a cursive style.

Recreation Committee Chair

MINUTES
SPECIAL MEETING
VILLAGE OF ELLSWORTH
MONDAY, MARCH 21, 2011
5:15 p.m. Eastern Standard Time
BANKS TOWNSHIP HALL

Present: Boss, M.B Drenth, Vollmer, Rasmussen, Nickel and Stewart.
Absent: Campbell
Others:

Meeting called to order by Boss at 5:00 p.m.

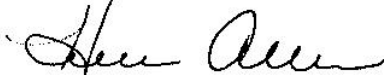
Motion by Rasmussen/Stewart to adopt the Community Recreation Plan 2011-2016 as a guideline for improving recreation for the residents of the Village of Ellsworth and Banks Township.

Ron Boss: Yes, MB Drenth: Yes, Erin Nickel: Yes, Keith Stewart: Yes, Jerry Rasmussen: Yes, Robert Vollmer: Yes. Motion Carried.

NO: 0

ABSENT: Campbell

Motion to adjourn at 5:25 pm



Hellen Allen, Village Clerk

COMMUNITY RECREATION PLAN

RESOLUTION OF ADOPTION

WHEREAS, Village of Ellsworth, Antrim County has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2011 and 2016, and

WHEREAS, the Recreation Committee held public meetings to prepare the draft plan and then made the draft plan available on the Banks Township website and hard copies available at the Township offices, and posted flyers to inform the public of where to access the draft plan, where to provide comments and of the opportunity to comment at a public hearing on March 14, 2011 at the Banks Township Hall, and

WHEREAS, a public hearing was held by the Recreation Committee on March 14, 2011 at the Banks Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, Banks Township and the Village of Ellsworth, Antrim County has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after a series public meetings and a public hearing, the Recreation Committee voted to approve the Community Recreation Plan on March 14, 2011 and recommend said Recreation Plan to the Ellsworth Village Council for adoption at a special meeting on March 21, 2011 and for adoption by the Banks Township Board on March 21, 2011,

NOW, THEREFORE BE IT RESOLVED the Ellsworth Village council hereby adopts the Community Recreation Plan 2011-2016 as a guideline for improving recreation for the residents of the Village of Ellsworth and Banks Township, Antrim County.

Ron Boss: Yes, M.B. Drenth: Yes, Erin Nickel: Yes, Keith Stewart: Yes, Jerry Rasmussen: Yes, Robert Vollmer: Yes
(Yeas: 6 Nays: 0 Absent: 1)

I, Hellen Allen, Ellsworth Village Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Village Council at a Special Meeting thereof held on the 21st day of March 2011.



Ellsworth Village Clerk

**BANKS TOWNSHIP COMMUNITY RECREATION PLAN
RESOLUTION OF ADOPTION**

WHEREAS, Banks Township, Antrim County has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2011 and 2016, and

WHEREAS, the Recreation Committee held public meetings to prepare the draft plan and then made the draft plan available on the Banks Township website and hard copies available at the Township offices, and posted flyers to inform the public of where to access the draft plan, where to provide comments and of the opportunity to comment at a public hearing on March 14, 2011 at the Banks Township Hall, and

WHEREAS, a public hearing was held by the Recreation Committee on March 14, 2011 at the Banks Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, Banks Township and the Village of Ellsworth, Antrim County has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after a series public meetings and a public hearing, the Recreation Committee voted to approve the Community Recreation Plan on March 14, 2011 and recommend said Recreation Plan to the Ellsworth Village Council for adoption at a special meeting on March 21, 2011 and for adoption by the Banks Township Board on March 21, 2011,

NOW, THEREFORE BE IT RESOLVED the Banks Township Board of Trustees hereby adopts the Community Recreation Plan 2011-2016 as a guideline for improving recreation for the residents of the Village of Ellsworth and Banks Township, Antrim County.

(Yeas: Rubingh, Postmus, Mann, Heeres, DeKorne. Nays: None. Absent: None.)

I, Donna L. Heeres, Banks Township Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Banks Township Board of Trustees at a Regular Meeting thereof held on the 21st day of March 2011.



Banks Township Clerk

M. C. Planning & Design

Community Planning Site Planning Landscape Architecture

Letter of Transmittal

If transmitted items are not as noted, notify writer immediately.

To: Antrim County Planning
203 E. Cayuga Street
P.O. Box 187
Bellaire, MI 49615

Date: March 24, 2011

Attn: Joe Meyers, Assistant Planner

Transmitted By: ☒ Regular Mail ☐ Overnight Delivery
☐ Hand Delivered
☐ Picked Up By:
☐ Other:

RE: Banks Township and Village of Ellsworth Community
Recreation Plan

We are transmitting 1 copy(s) of the following:

<input type="checkbox"/> Certification for Payment No.	<input type="checkbox"/> Discs	<input type="checkbox"/> Prints	<input type="checkbox"/> Specs.
<input type="checkbox"/> Change Order No.	<input type="checkbox"/> Drawings	<input type="checkbox"/> Product Literature	<input type="checkbox"/> Tracings
<input type="checkbox"/> Construction Change Req. No.	<input type="checkbox"/> Field Measure Plans	<input type="checkbox"/> Samples	<input type="checkbox"/> Work Orders No.
<input type="checkbox"/> Copy of Letter	<input type="checkbox"/> Plans	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/>

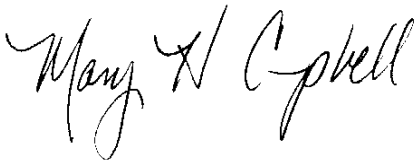
☒ Other: Banks Township and Village of Ellsworth Community Recreation Plan

For your: ☐ Action ☐ As Requested ☐ Information ☐ Review/Comment ☐ Use
☐ Approval ☐ Distribution ☒ Records /Files ☐ Signature

Remarks: Enclosed please find a copy of the Banks Township and Village of Ellsworth Community Recreation Plan. This Recreation Plan has been prepared to meet the DNR guidelines. As you are aware one of the DNR requirements is that a copy of the adopted Recreation Plan must be transmitted to the County Planning Agency.

Thank you for your attention to this matter.

Job No. BNK



By: Mary H. Campbell, ASLA, AICP

cc: Katy Postmus, Community Recreation Committee, Chair
Donna Herres, Banks Township Clerk

M. C. Planning & Design

Community Planning Site Planning Landscape Architecture

Letter of Transmittal

If transmitted items are not as noted, notify writer immediately.

To: Northwest Michigan Council of Governments
P.O. Box 506
Traverse City, MI 49685

Date: March 24, 2011

Attn: Mathias McCauley, Director of Regional Planning

Transmitted By: ☒ Regular Mail ☐ Overnight Delivery
☐ Hand Delivered
☐ Picked Up By:
☐ Other:

RE: Banks Township & Village of Ellsworth Community
Recreation Plan

We are transmitting 1 copy(s) of the following:

<input type="checkbox"/> Certification for Payment No.	<input type="checkbox"/> Discs	<input type="checkbox"/> Prints	<input type="checkbox"/> Specs.
<input type="checkbox"/> Change Order No.	<input type="checkbox"/> Drawings	<input type="checkbox"/> Product Literature	<input type="checkbox"/> Tracings
<input type="checkbox"/> Construction Change Req. No.	<input type="checkbox"/> Field Measure Plans	<input type="checkbox"/> Samples	<input type="checkbox"/> Work Orders No.
<input type="checkbox"/> Copy of Letter	<input type="checkbox"/> Plans	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/>

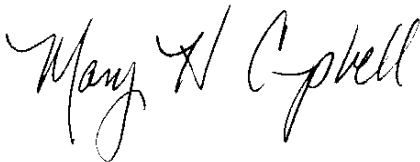
☒ Other: Banks Township & Village of Ellsworth Community Recreation Plan

For your: ☐ Action ☐ As Requested ☐ Information ☐ Review/Comment ☐ Use
☐ Approval ☐ Distribution ☒ Records /Files ☐ Signature

Remarks: Enclosed please find a copy of the Banks Township & Village of Ellsworth Community Recreation Plan. This Recreation Plan has been prepared to meet the DNR guidelines. As you are aware one of the DNR requirements is that a copy of the adopted Recreation Plan must be transmitted to the Regional Planning Agency.

Thank you for your attention to this matter.

Job No. BNK



By: Mary H. Campbell, ASLA, AICP

cc: Katy Postmus, Community Recreation Committee, Chair
Donna Herres, Banks Township Clerk

Appendix C

Recreation Plan Certification Checklist

APPENDIX H. COMMUNITY PARK, RECREATION, OPEN SPACE AND GREENWAY PLAN CERTIFICATION CHECKLIST



Michigan Department of Natural Resources-Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). To be eligible for grant consideration, plans must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

Name of Plan: Community Recreation Plan

List the community names (including school districts) covered by the plan	County	Month and year plan adopted by the community's governing body
Village of Ellsworth	Antrim	March 2011
Banks Township	Antrim	March 2011

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

☒ 1. COMMUNITY DESCRIPTION

☒ 2. ADMINISTRATIVE STRUCTURE

- ☒ Roles of Commission(s) or Advisory Board(s)
- ☒ Department, Authority and/or Staff Description and Organizational Chart
- ☒ Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation
- ☒ Programming
- ☒ Current Funding Sources
- ☒ Role of Volunteers
- ☒ Relationship(s) with School Districts, Other Public Agencies or Private Organizations
- Regional Authorities or Trailway Commissions Only**
- ☐ Description of the Relationship between the Authority or Commission and the Recreation Departments of
- ☐ Participating Communities
- ☐ Articles of Incorporation

☒ 3. RECREATION INVENTORY

- ☒ Description of Methods Used to Conduct the Inventory
- ☒ Inventory of all Community Owned Parks and Recreation Facilities
- ☒ Location Maps (site development plans recommended but not required)
- ☒ Accessibility Assessment
- ☒ Status Report for all Grant-Assisted Parks and Recreation Facilities

☐ 4. RESOURCE INVENTORY (OPTIONAL)

☒ 5. DESCRIPTION OF THE PLANNING PROCESS

☒ **6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- ☒ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- ☒ Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
- Date of the Notice February 10, 2011
- Type of Notice Newspaper Hearing Notice, Flyer & Website
- Plan Location Banks Twp. Hall & Twp. Website
- Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 32 days for Committee & 39 days Boards
- ☒ Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)
- Date of Notice February 10, 2011
- Name of Newspaper Antrim Review
- Date of Meeting March 21, 2011
- ☒ Copy of the Minutes from the Public Meeting

☒ **7. GOALS AND OBJECTIVES**

☒ **8. ACTION PROGRAM**

Plans **must** be adopted by the highest level governing body (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- ☒ 1. Official resolution of adoption by the governing body dated: March 21, 2011 (both)
- ☒ 2. Official resolution of the Recreation Committee Commission or Board, recommending adoption of the plan by the governing body, dated: March 14, 2011
- ☒ 3. Copy of letter transmitting adopted plan to County Planning Agency dated: March 24, 2011
- ☒ 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: March 24, 2011

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

Village of Ellsworth and Banks Township

(Local Unit of Government)

above and as set forth by the DNR.

includes the required content, as indicated

Donna L. Helles
Henry Allen 3-21-2011
Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING, MI 48909-7925

RECEIVED
MAR 28 2011
MICHIGAN DNR
GRANTS MANAGEMENT

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

December 31, 2016
Date

By: Christa Bays 3/31/11
Grants Management Date