



**PARKS AND RECREATION COMMISSION**

Monday, January 12, 2015

1. Call to Order - 7:00 P.M. - Petoskey City Hall Parkside Room
2. Approval of Minutes - Minutes of Monday, December 8, 2014 Meeting
3. New Business -
  - a. Annual Organizational Meeting and Election of Officers
  - b. Winter Sports Park Update
  - c. Review and comment on amendment to be considered for inclusion in the current 2012-2017 Parks and Recreation Master Plan
  - d. Set date for Master Plan Public Hearing
4. Miscellaneous
5. Adjournment



**PARKS AND RECREATION COMMISSION**

December 8, 2014

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, December 8, 2014. Roll was called at 7:00 P.M. and the following were:

Present: Roy Pulaski, Chairman  
Amy McMullen, Vice Chairperson  
Jim Daunter  
William Hansen, Jr.  
John Hoffman  
Frank Lamberti  
Mike Morey

Staff: Al Hansen, Parks and Recreation Director  
Chris Flynn, Parks and Grounds Specialist

Minutes of the Monday, October 13, 2014, meeting were read and approved. Motion for approval was made by Bill Hansen, seconded by Mike Morey, with all members present voting aye.

YEAS: Daunter, Hansen, Hoffman, Lamberti, McMullen, Morey, Pulaski (7)  
NAYS: (0)

**Recreation Program Update**

The Director provided Commission members with a brief update on the Men's Recreational Basketball League. This year the competitive program will have eight teams and league play will begin on Monday, December 8, 2014. The Men's Over 40+ Basketball League started play on Sunday, December 7, 2014 and will meet at 7:00 P.M. on Wednesday evenings and at 6:00 P.M. on Sunday evenings at Lincoln Elementary School. Youth Boys and Girls Basketball, grades 3 through 6, started on Saturday, December 6, 2014, Intro to Wrestling, grades K through 1, started Tuesday, November 25, 2014 and Boys Novice Wrestling started Monday, November 24, 2014.

Upcoming registration information for skiing and snowboard lessons were also provided to Commission members for their review.

**Winter Sports Park Update and Holiday Schedule**

Commission members were informed that the Winter Sports Park facility is being prepared for the winter season. Park crews will begin making ice the week of December 15, 2014, if weather conditions cooperate, for an anticipated opening dated the week of Christmas.

Christmas vacation schedule will be as follows: 12 P.M. – 9 P.M. December 20<sup>th</sup> to January 4<sup>th</sup>, with the exception of December 24<sup>th</sup> when the park will be open from 12 P.M. – 6 P.M. and on

December 25<sup>th</sup> the park will be closed for the Christmas holiday. This being the only day that the park system does close in a calendar year.

The Director also informed Commission members that the City is seeking to purchase additional hockey skates and rental skates for the skate rental.

At this time, Frank Lamberti suggested that we contact Mackinaw City and that he believes that their program is now defunct and there may possibly be some ice skates available from them if they wish to sell.

### Project Update

Commission members were informed that the Quarry Harbor Non-Motorized Trail Project had been completed and a final grant reimbursement request and had been submitted to the Michigan Natural Resources Trust Fund for payment. It is anticipated that this request will be processed and monies returned to the City in late December or early January.

The Director also reported that the Downtown Greenway Corridor – North Segment Project was completed and finalized in October and that Reimbursement Request #2 had been submitted to the Grants Management Unit of the Michigan Department of Natural Resources for processing. This project also had funding assistance from the Michigan Natural Resources Trust Fund. Final project reimbursement and closeout documents had been prepared for submittal awaiting final billing and approval from the Michigan Department of Transportation who coordinated both the City and the Downtown Greenway Corridor work.

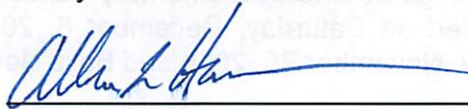
### ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:35 P.M. Motion for adjournment was made by Amy McMullen, seconded by Frank Lamberti, with all members present voting aye.

YEAS: Daunter, Hansen, Hoffman, Lamberti, McMullen, Morey, Pulaski (7)

NAYS: (0)

The next regular scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, January 12, 2015 at the City Hall Parkside Room.



Allen L. Hansen  
Director of Parks and Recreation



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** January 12, 2015      **DATE PREPARED:** January 7, 2015

**AGENDA SUBJECT:** Annual Organizational Meeting and Election of Officers

**RECOMMENDATION:** Nominate and elect a Chairperson and Vice Chairperson and confirm meeting times.

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Commission members will be asked to nominate and elect a chairperson to conduct the official meetings of the Parks and Recreation Commission for 2015. The current Chairperson is Roy Pulaski.

Commission members will be asked to nominate and elect a Vice Chairperson to act on behalf of the Chairperson in their absence. This position is currently held by Amy McMullen.

Periodically both the Chairperson and Vice Chairperson must be elected by the City's representatives currently serving on the Commission.

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**BOARD:** Parks and Recreation Commission

**MEETING DATE:** January 12, 2015      **DATE PREPARED:** January 7, 2015

**AGENDA SUBJECT:** Winter Sports Park Update

**RECOMMENDATION:** Informational

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Unfavorable weather conditions greatly impacted the use of the Winter Sports Park during the Christmas and New Year's break. The park was open during this time period but was only able to open on a limited basis for the sledding hill. The main ice rink was open for use on January 3, 2015 and the hockey rink was open on January 7, 2015. Additional snow fall will assist crews in the opening of the ski hill where more snow base is needed.

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**BOARD:** Parks and Recreation Commission

**MEETING DATE:** January 12, 2015      **DATE PREPARED:** January 7, 2015

**AGENDA SUBJECT:** Review and comment on draft amendment to be considered for inclusion into the Current 2012-2017 Parks and Recreation Master Plan

**RECOMMENDATION:** Review and Comment

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Informational: The Michigan State Waterway Commission, for 2015, is requiring that municipal marinas be included in the community parks and recreation master plan and list both large scale maintenance needs as well as planned improvements in order to be eligible for 2015 Michigan Waters Grant Funding. The City's current 2012-2017 Parks and Recreation Master Plan has the Municipal Marina listed under Bayfront Park and needs identified were for new capital projects, not large scale maintenance items. City staff has now prepared a draft plan amendment identifying the marina portion of Bayfront Park as a separate facility and has incorporated anticipated large scale maintenance projects that could be eligible for funding under the new Waterway Grant Program.

Review and Comment: The proposed draft amendment entitled "Bayfront Park Municipal Marina Facility" is attached for your review and comments. Once comments have been reviewed and if changes are requested by the Commission they will be incorporated into the draft amendment. If acceptable for Commission, the 14 day public review period will begin on January 14, 2015.

Next Steps:

1. The draft amendment will be made available for public review for two weeks. A notice of the public review period will be publicly advertised and posted on the City's website.
2. A public hearing will be scheduled by the Parks and Recreation Commission to receive public comment and take action on the amendment.
3. The final draft of the Marina Plan will be forwarded to City Council for consideration and action. Notice of this meeting will be advertised in the Petoskey News Review and on the City's website.
4. Plan amendment, if adopted, shall be forwarded to the Michigan Department of Natural Resources Grants Division for acceptance and inclusion in the current 2012-2017 Parks and Recreation Master Plan.

Action: Commission shall approve the draft amendment with changes, if any, and direct staff to issue public notice and commence a 14 day public review period of the draft amendment on January 14, 2015.

Enclosure  
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## BAYFRONT PARK MUNICIPAL MARINA FACILITY

### Future Park Vision:

The Petoskey Municipal Marina is located within Bayfront Park. It was expanded in 2010-2011 to 144 slips and the existing Marina Services Building was also expanded and remodeled to accommodate the anticipated increase in visitor traffic. Restrooms were enlarged and shower facilities were expanded to meet all Americans with Disabilities Act standards. The marina has four piers with slips ranging in size from 30 feet to 80 feet. Piers A and D are multiuse piers. Pier C was constructed in 2010-2011 and accommodates 44 boat slips of various lengths, broadside moorings and sewer pump-out facilities near each slip area. Pier B provides slip sizes from 30 feet to 60 feet and houses the marina fuel dock, pump-out area and dock office. Both diesel and gasoline fuel is available.



The marina is a Michigan Grant-Aid Facility and is part of the Michigan Department of Natural Resources reservation system. Revenues and expenses are accounted for under a City approved budget. Revenues after expenditures are reserved as restricted funds for marina use only.

The Marina is a vital part of Bayfront Park and attracts boaters from across the Midwest and is an economic driver that benefits our local merchants, businesses, and seasonal attractions. It is of vital importance to provide high end service and keep the facility attractive and competitive to insure that the boating public continues to visit the facility. In order to provide for a well maintained facility the Marina must be constantly evaluated to insure we are keeping pace with the needs of our boating public and funds for dredging, winter ice damage, and technology improvements should be part of the budget planning process. The most immediate maintenance need at the Marina is the wood deck replacements on Pier B and D due to age, dock office expansion on Pier B to accommodate expanded computer space requirements and staffing to service fuel dock and boater registration. Funds have been placed in the 2015 budget in anticipation of applying for Michigan Waterways Grant Assistance for this project.



### Rationale:

Tourism, economic development and use, demand that planned upgrades to the marina area be designed to keep the marina as a fully functional, attractive and competitive destination marina. The marina plays a vital role in our community as a recreational outlet for our local boating public and as an economic generator attracting boating public from across the Midwest to our marina who in-turn frequent the local businesses, restaurants and shops located in our downtown area.

### Planned Improvements:

- Re-deck Piers B and D and associated finger piers
- Dock office – relocate and expand size to better accommodate registration and fuel dock staffing and boater registration needs

- Monitor periodic dredging needs
- Anticipate ice damage repairs to insure repairs can be made on an as need basis
- Re-seal or replace marina parking lot area
- Explore ADA kayak launch and consider being designated as a host city on the Lake Michigan Coastal Water Trail which is in the regional planning and development stage

**Estimated Costs:**

Re-deck Piers B & D and Dock Office relocation and construction	\$300,000
Resurface parking area	\$75,000
Dredging needs (periodic)	TBD by periodic surveys
Ice damage repairs – yearly average dependent upon severity	\$13,000 (avg.)
Explore ADA kayak launch location and development	TBD by study

DRAFT





**BOARD:** Parks and Recreation Commission

**MEETING DATE:** January 12, 2015      **DATE PREPARED:** January 7, 2015

**AGENDA SUBJECT:** Set Date for Public Hearing on Draft Parks and Recreation Master Plan Amendment for Bayfront Park Municipal Marina

**RECOMMENDATION:** Set Date

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Commission will be asked to set a date for a public hearing to receive public comment on the proposed Parks and Recreation Master Plan draft amendment entitled "Bayfront Park Municipal Marina". This meeting shall be scheduled immediately following the required two week public review period. A potential date would be January 28, 2015. This would allow City Council to consider the plan on February 2, 2015, which would allow the Michigan Department of Natural Resources to review and/or accept the plan by the March 1, 2015 deadline.

Action: Set a date to conduct a public hearing on the draft Parks and Recreation Master Plan amendment for Bayfront Park Municipal Marina.

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