



PARKS AND RECREATION COMMISSION

Monday, May 8, 2017

1. Call to Order - 7:00 P.M. - Petoskey City Hall Parkside Room
2. Approval of Minutes - Minutes of Monday, April 10, 2017 Meeting
3. New Business -
 - a. Discussion and Review of Master Plan Process
 - b. Appointment of two board members to Master Plan Committee
 - c. Pickleball Presentation
4. Old Business
 - a. Director's Update
 1. Projects
 2. Recreation
 3. City happenings
5. Miscellaneous
6. Adjournment



PARKS AND RECREATION COMMISSION

April 10, 2017

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, April 10, 2017. Roll was called at 7:00 P.M. and the following were:

Present: Amy McMullen, Vice Chairperson
William Hansen, Jr.
Mike Morey
Ken Turk
Sharon Walker

Absent with notification: Roy Pulaski
Paul Schemanski

Staff: Kendall Klingelsmith, Parks and Recreation Director

Others Present: Jackie Pilette – Emmet Conservation District

Minutes Approved

Minutes of the Monday, March 13, 2017 meeting were read and approved. Motion for approval was made by Commissioner Turk, seconded by Commissioner Morey, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Turk, Walker (5)
NAYS: (0)

Presentation of the 2016 Annual Parks and Recreation Participation Report

Director Klingelsmith gave a brief summary of the 2016 Annual Parks and Recreation Participation Report. Participation numbers are satisfactory however opportunities are apparent with the retired population. The department will do a survey in conjunction with the master plan process to identify areas of public need in addition to complete a community activity inventory to fully understand what the community has to offer. There are potential areas where additional programs, cooperative partnerships or improving on existing programs are evident.

A numeric summary of all programs and a list of all participants were also provided to the Parks and Recreation Commission.

A motion was made by Commissioner Walker, seconded by Commissioner Hansen, Jr., to accept the 2016 Parks and Recreation Participation Report. The motion carried with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Turk, Walker (5)
NAYS: (0)

**Bear Creek and Resort Township
Participation Agreements Approved**

The City of Petoskey and the Townships of Bear Creek and Resort have recognized the need for and the benefits of shared recreational programming and have entered into recreational agreements to provide this service for their respective residents for a number of years.

Provisions of these agreements state that all residents of Bear Creek and Resort Townships who participate in City provided or hosted recreational programs will not pay outside residency fees. In return, the townships share in the recreational program costs based upon the percentage of residents participating in the programs.

City staff has prepared standard agreements for 2017 based upon the actual program expenses and 2016 participation figures. In 2017, the agreement costs for Bear Creek Township, based on 26.28% participation, is \$35,425.70 and agreement costs for Resort Township, based on 12.06% participation, is \$16,257.00.

A motion was made by Commissioner Morey, seconded by Commissioner Turk, to approve and send the 2017 Participation Agreement contracts to Bear Creek and Resort Townships. The motion carried with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Turk, Walker (5)
NAYS: (0)

2016 Glenn H. Casey Award Nominations

In 1981, the "Glenn H. Casey" award was established to annually recognize a recreation volunteer who has exhibited an outstanding commitment to the City's recreation program.

Commission members were informed that last year's recipient was Dave Hansen, for his efforts in coaching multiple recreation programs including flag football, girl's softball, baseball, and boys and girls basketball.

A list of past recipients of the Glenn H. Casey Award was also furnished to Commission members.

This year's nomination is Richard Harbaugh who, in 1982 along with Jim Harris received the Glenn H. Casey Award for previous service to the community. Dick Harbaugh was also an original member of the Parks and Recreation Commission up until 2012 and has served as an Honorary Board Member since his passing this winter. He is also a member of the Petoskey Hall of Fame, MASA (Michigan Amateur Softball Association) Hall of Fame and served both the City of Petoskey and Petoskey Public Schools in many recreational areas. Finally, Dick was a founding member of the Petoskey Little League, involved in Petoskey Fast Pitch Association, among other accomplishments.

A motion was made by Commissioner Hansen, seconded by Commissioner Walker, to accept the 2016 Parks and Recreation Participation Report. The motion carried with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski, Turk, Walker (5)
NAYS: (0)

Tax Increment finance Authority Recommendations

Director Klingelsmith gave an update on the Magnus Park Playground, overlook deck/stairs engineering and Festival Area goose control project. Projects have been approved and are moving forward as scheduled.

Miscellaneous

Jackie Pilette from the Emmet Conservation District commented on the Festival Area goose control project and recommended considering a native species plant such as Ninebark or Black Chokeberry instead of Burning Bush. Director Klingelsmith indicated the Burning Bush was suggested by a landscape architect and supported by nursery owners, however acknowledges he was not part of the planning process until the last few weeks. The Director indicated the project was supported by the Parks and Recreation Commission and approved by both the Tax Increment Finance Authority and Petoskey City Council and is unsure what the end result will be in terms of changing the plant at this point. A commitment was made by the Director to have a conversation with the City Manager regarding the concern by Ms. Pilette.

Ms. Pilette also has concerns about invasive species management and would like the City to identify a long term plan for management. There are high priority invasive species unique to Northern Michigan, particularly Petoskey (Black Swallow Wort) that have potential grant and/or partnership opportunities for effective management. The City will contact CAKE (Charlevoix, Antrim, Kalkaska, Emmet Counties) as there could be coordination for assistance.

The Commissioners supported continued research on invasive species management.

ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:55 P.M. Motion for adjournment was made by Commissioner Hansen, seconded by Commissioner Morey, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Turk, Walker (5)

NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, May 8, 2017 at the City Hall Parkside Room.

Minutes reviewed and approved by Kendall Klingelsmith, Director of Parks and Recreation.



BOARD: Parks and Recreation Commission

MEETING DATE: May 8, 2017

DATE PREPARED: May 2, 2017

AGENDA SUBJECT: Discussion and Review of Parks and Recreation Master Plan Process

RECOMMENDATION: Informational and Comment

The 2013-2017 Parks and Recreation Master Plan currently on file with the Michigan Department of Natural Resources is set to expire in February 2018.

City staff is currently working on plan updates to be incorporated into a new 2018-2022 Parks and Recreation Master Plan.

Commission members are being asked to familiarize themselves with the current plan and be prepared at its May meeting to appoint two members to a steering committee that will assist in the plans development.

A draft of a proposal process to update the Master Plan is attached for review and comment.

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Enclosure

DRAFT
Parks and Recreation Plan Update Process

Form Steering Committee to be staffed by Parks and Recreation Director and City Planner

- Recommended makeup (9 members): Two members of the Parks Committee, one member of the Planning Commission, one member of the TIFA Board, one representative of the school district, one Chamber of Commerce representative, one member of the general public, one representative of NCMC, and one member of the Downtown Management Board.
- Role of the committee is to guide the process and ensure that maximum public input is incorporated. Committee will meet a minimum of 6 times.

May

- Steering Committee to familiarize itself with the existing plan and establish the public input process

June-August

- Public workshops

September

- Updates to data
- Review of public input

October

- First draft completed and reviewed by steering committee
- Public workshops/ hearing on draft document

November-December

- Adoption of Plan by Parks Committee, Planning Commission, City Council



BOARD: Parks and Recreation Commission

MEETING DATE: May 8, 2017 **DATE PREPARED:** May 2, 2017

AGENDA SUBJECT: Appointment of Two Commission Members to the Parks and Recreation Master Plan Steering Committee

RECOMMENDATION: Consider appointment of two Commission members to serve the Parks and Recreation Master Plan Steering Committee.

The current Parks and Recreation Master Plan will expire in February 2018. This five year plan will require updating and upon completion and approval will be submitted to the Michigan Department of Natural Resources. The Michigan Department of Natural Resources – Parks and Recreation Division – Grants Management requires the Parks and Recreation Master Plan to be updated and filed with their unit to be eligible for grant funds administration by the department.

Action Commission members are being asked to select and appoint two members from their ranks to serve on the Steering Committee that will aid staff in updating the Parks and Recreation Master Plan document.

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BOARD: Parks and Recreation Commission

MEETING DATE: May 8, 2017

DATE PREPARED: May 3, 2017

AGENDA SUBJECT: Pickleball Presentation

RECOMMENDATION: Information only

Background: Pickleball is an emerging activity for active adults and has been gaining popularity the past several years. Dave Gallinat is spearheading a local pickleball group to advocate the sport and the need for facilities. Currently there are no dedicated pickleball courts in Emmet County but discussions have been occurring with NCMC. Understandably the cost of building outdoor dedicated courts will need to be addressed and solutions discussed.

Action: The presentation will be an informative overview of pickleball. No action needed.

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