



**PARKS AND RECREATION COMMISSION**

Monday, April 9, 2018

1. Call to Order - 7:00 P.M. - Petoskey City Hall Parkside Room
2. Approval of Minutes - Minutes of Monday, March 12, 2018 Meeting
3. New Business -
  - a. Presentation of the 2017 Annual Parks and Recreation Participation Report and program updates (Ed Smith – Recreation Coordinator)
  - b. Review and Consider for Approval the Bear Creek and Resort Township Participation Agreements for 2018
  - c. Select 2018 Glenn H. Casey Award
  - d. Director Report
4. Old Business
4. Miscellaneous
5. Adjournment



**PARKS AND RECREATION COMMISSION**

Monday, March 12, 2018

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, March 12, 2018. Roll was called at 7:05 P.M. and the following were:

Present: Ken Turk  
Amy McMullen  
Mike Morey  
Paul Schemanski  
Jon Terry  
Sharon Walker

Absent: William Hansen Jr.

Staff: Kendall Klingelsmith, Parks and Recreation Director  
Jon Hummel, Parks and Downtown Lead Supervisor

**Minutes Approved**

Minutes of the Monday, February 12, 2018 meeting were read and approved. Motion for approval was made by Commissioner Schemanski, seconded by Commissioner Morey, with all members present voting aye.

YEAS: McMullen, Morey, Schemanski, Terry, Turk, Walker (6)  
NAYS: (0)

**New Business**

Jon Hummel, Parks and Downtown Lead Supervisor informed the Commission on his job duties and discussed many of the past and future projects. Some of the information referenced included:

- Relationship with the Petoskey Area Garden Club and other organizations throughout Petoskey;
- Tunnel projects;
- Downtown planting strategy;
- Sprinkling;
- New equipment for projects;
- Priorities for maintenance; and
- Mowing and contractual management.

Commission members asked a few questions and appreciated the information presented.

The Director's report referenced:

- Downtown Corridor project is out to bid with the opening scheduled for Wednesday, April 4, 2018;
- Working on getting marina electrical upgrade specifications completed to get to bid;
- Trust Fund and Waterways Infrastructure Improvement Grants are nearing completion;
- Informed the Commission of a bridge grant submission to Rotary;
- West Lake Street will be under construction beginning Monday, April 2, 2018 with a trail closure at Magnus Park. Press release will be sent out on Tuesday, March 27, 2018;
- Downtown restroom update. New plans will include a family restroom; and
- Still looking for seasonal summer employees. Commissioner McMullen suggested that information be sent to Petoskey Public School administration for internal promotion to teachers.

### **Miscellaneous**

Commissioner Terry thanked Jon Hummel and encouraged staff to keep the Commission informed of projects and initiatives as there may be resources that Commissioners could provide. Commissioner Morey asked about the Glenn H. Casey Award and when that discussion will take place. Commissioner McMullen asked if the Winter Carnival was a success. Director Klingelsmith indicated the City made \$4,500 in concessions and skate rentals and also sold t-shirts for the first time as a fundraiser for the scholarship program and raised \$240.

### **Adjournment**

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:57 P.M. Motion for adjournment was made by Commissioner Turk, seconded by Commissioner Terry, with all members present voting aye.

YEAS: McMullen, Morey, Schemanski, Terry, Turk, Walker (6)

NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, April 9, 2018 in the City Hall Parkside Room.

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



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 9, 2018 **PREPARED:** April 3, 2018

**AGENDA SUBJECT:** Presentation of the 2017 Participation Report

**RECOMMENDATION:** Review and consider for approval

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Background. The 2017 Parks and Recreation Annual Participation Report, as prepared by City staff, includes a numeric summary of program participants as well as a narrative description highlighting programs and trends. The Director of the Department of Parks and Recreation along with the Recreation Coordinator will review the report with Commission members. (Report Attached)

Action. That Parks and Recreation Commission members consider approval of the 2017 Annual Participation Report.

kk  
Enclosure



**2017**  
**COMPARISON OF PARTICIPATION FIGURES**

<b>YEAR</b>	<b>CITY</b>		<b>BEAR CREEK</b>		<b>RESORT</b>		<b>SPRINGVALE</b>		<b>OTHER</b>		<b>UNKNOWN</b>		<b>TOTAL</b>
1987	1,129	44.00%	538	21.00%	352	14.00%	96	4.00%	423	17.00%			2,538
1988	1,008	41.00%	534	22.00%	382	15.00%	99	4.00%	452	18.00%			2,475
1989	1,188	45.00%	480	18.00%	412	16.00%	124	5.00%	419	16.00%			2,623
1990	1,168	40.00%	635	22.00%	405	14.00%	150	5.00%	573	19.00%			2,931
1991	1,061	37.00%	631	22.00%	397	14.00%	119	4.00%	640	23.00%			2,848
1992	1,055	38.00%	587	21.00%	425	15.00%	139	5.00%	566	20.00%			2,771
1993	1,312	39.00%	690	20.00%	571	17.00%	187	5.00%	636	19.00%			3,396
1994	1,487	40.00%	809	22.00%	561	15.00%	207	6.00%	630	17.00%			3,694
1995	1,558	41.00%	838	22.00%	596	15.50%	216	5.50%	605	16.00%			3,813
1996	1,430	37.50%	914	24.00%	625	16.50%	222	6.00%	599	16.00%			3,790
1997	1,356	39.50%	793	23.00%	533	15.50%	188	5.00%	587	17.00%			3,427
1998	1,206	36.00%	815	24.00%	517	15.00%	183	5.50%	660	19.50%			3,381
1999	1,224	39.00%	770	25.00%	475	15.00%	139	5.00%	501	16.00%			3,109
2000	1,088	33.00%	1,005	30.00%	494	15.00%	140	4.00%	585	18.00%			3,268
2001	1,021	28.00%	1,066	29.00%	473	13.00%	187	5.00%	936	25.00%			3,683
2002	1,085	30.00%	1,084	30.00%	421	12.00%	157	5.00%	801	23.00%			3,548
2003	1,047	28.50%	1,027	28.00%	423	11.50%	250	6.50%	677	18.50%	259	7.00%	3,683
2004	907	26.00%	1,027	29.50%	403	11.50%	209	6.00%	691	20.00%	233	7.00%	3,470
2005	716	22.00%	927	28.00%	366	11.00%	236	7.00%	679	20.50%	382	11.50%	3,306
2006	693	22.00%	884	28.00%	352	11.00%	263	8.00%	621	20.00%	340	11.00%	3,153
2007	687	22.60%	816	27.00%	295	9.70%	260	8.50%	695	23.00%	279	9.20%	3,032
2008	754	26.00%	792	27.00%	378	13.00%	244	8.00%	636	22.00%	108	4.00%	2,912
2009	725	22.00%	985	29.00%	466	14.00%	251	7.00%	778	23.00%	169	5.00%	3,374
2010	757	21.50%	1,031	28.80%	460	12.85%	293	8.18%	994	27.77%	46	1.28%	3,580
2011	762	21.69%	974	27.73%	481	13.68%	315	8.95%	907	25.82%	75	2.13%	3,513
2012	716	21.25%	913	27.09%	471	13.98%	304	9.02%	902	26.77%	64	1.90%	3,326
2013	762	22.33%	980	28.72%	428	12.54%	259	7.59%	953	27.93%	30	0.88%	3,412
2014	788	22.25%	969	27.37%	449	12.68%	320	9.04%	948	26.77%	67	1.89%	3,541
2015	744	21.26%	885	25.29%	440	12.57%	310	8.86%	1,047	29.91%	74	2.11%	3,500
2016	760	21.92%	911	26.28%	418	12.06%	294	8.48%	1,024	29.54%	60	1.73%	3,467
2017	700	20.14%	968	27.85%	439	12.63%	303	8.72%	1,066	30.67%	0	0.00%	3,476



# City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

## 2017 ANNUAL PARTICIPATION REPORT

In 2017, the City of Petoskey, through its Department of Parks and Recreation, offered to the community twenty-eight (28) organized youth and adult recreational programs.

Of these 28 programs conducted in 2017, nine programs were designed specifically for adults, seven programs for youth and adults, and 12 for youth and early teens. Examples of mixed youth and adult programs include snowboarding and ski lessons, tennis, disc golf, etc. In 2017, there were 3,476 registered participants involved in these programs, slightly above the 3,467 participants in 2016.

### **PROGRAM OVERVIEW**

**Men's League Basketball (Adult):** This program has merged the old independent league men's program into a hybrid league composed of mixed adult age players. This program had 70 players in 2017, up from 69 in 2016.

**Men's 40+ Basketball (Adult):** Program participation in this age category was 30 regular participants with an additional three to four players that dropped in throughout the season. This number is slightly above the 25 participants in 2016.

**Boys' Basketball:** Participation had a nice increase from 57 to 76 in 2017, and remains a very stable program. Travel basketball teams continue to expand into the lower grades and is effecting program participation. The YMCA is now running a K-2 league and it will be interesting to see the long-term effects on our 3-6 grade programs.

**Girls' Basketball:** The girls program had 36 girls participating in 2017, up from 26 in 2016. Independent travel teams are impacting this program, especially at the 5<sup>th</sup> and 6<sup>th</sup> grade level, but numbers seem to be leveling off and growing with the direct involvement of the PHS Girls Varsity Basketball Coach.

**Day Camp:** Last year day camp numbers took a dramatic rise in participants, from 579 in 2016 to 633 in 2017. Staff attributes this to a number of factors including camp leadership, staffing and the addition of organized day and field trips.

**Youth Baseball/Softball/T-Ball:** In 2017, the youth diamond program had 494 participants compared to 554 in 2016. In 2017, the minor and major league girls' softball programs remained strong with 121 girls participating, up from 117 in 2016. The T-Ball program declined in participants, from 102 in 2016 to 58 participants in 2017. Much of this is attributed to Little League dropping its age requirements for boys.

**Adult Softball:** The adult men's and women's fast pitch and co-ed church slow pitch leagues combined for a total of 285 participants, up from 278 participants in 2016. The women's fast pitch program decreased by 24 players (due to one less team), the men's fast pitch program increased by 16 players and the co-ed church league slow pitch leagues increased by 15 players.

**Flag Football:** In 2017, the flag football program had 79 participants compared to 78 in 2016. This program remains popular, steady and consistent from year to year.

**Soccer:** In 2017, participation within the soccer program was 911, up from 876 participants in 2016. The soccer programs remained stable, the women's program increased by 16 players and the spring and fall soccer programs increased by 17 players.

**Tennis:** Tennis continues to remain popular with the guidance of Brian Forster, our tennis professional, who replaced Dree Lo when she retired in 2015. In 2017, there were 239 participants involved in our various tennis sessions, down from 306 in 2016, as we refocus programs on younger participants.

**Ski/Snowboard Lessons:** Ski lessons, offered in conjunction with the Nubs Nob Winter Sports School, provided recreational skiing and snowboarding lessons to 81 participants in 2017, up from 67 in 2016. Ski lessons account for 72% of lessons provided with snowboard lessons accounting for 28%, approximately the same break down from last season.

**Ice Skating/Speed Skating Lessons:** Figure skating lessons had 61 participants for 2017, up substantially from 41 in 2016. Speed Skating Program dropped a couple of participants in 2017 from 24 to 20.

**Volleyball:** The indoor women's volleyball program for 2017 had 92 participants, adding one player from 91 in 2016.

**Sand Volleyball:** The sand volleyball league in 2017 had 29 participants, up from 26 participants in 2016. The Sand Dig Volleyball Tournament attracted 96 participants, down a bit from the 108 participants in 2016.

**Wrestling:** In 2004, the Petoskey Wrestling Associations and the City of Petoskey joined forces to offer an introductory wrestling program for area youth. This program in 2017 had 50 participants, down from an all-time high of 69 in 2016.

**Bowling & Sailing:** Both second year programs continue to grow in popularity. Bowling participation went from 10 to 15 participants and Sailing gained seven participants, moving from 10 in 2016 to 17 last season.

**Youth Volleyball:** Another second year program that jumped in 2017, gaining 10 players from the 2016 total of 38 to the current number of 48 participants.

**Disc Golf:** The disc golf tournament attracted 36 participants in 2017. With one fewer tournament, participation was down from 52 players a season ago.



**Program Recap:** Participant numbers over the years have tended to be cyclic since 1987; numbers have varied from a low of 2,475 participants in 1988 to a high of 3,813 participants in 1995. Staff continues to attempt to capture statistics on all user groups utilizing recreational facilities provided by the City to gain a better perspective on participants being served, either through program fees or contracted league fees.

### **GENERAL RECREATION USAGE**

The Department of Parks and Recreation continues to provide park and recreation facilities and support services to a number of recreational associations whose participants are not statistically tracked by staff. Partial lists of these programs include:

- Pop Warner Football
- Girls Travel Softball
- Boys Travel Basketball and certain YMCA Programs
- Girls Travel Basketball
- Petoskey Youth Baseball Association
- Petoskey Youth Soccer Association

The Department of Parks and Recreation also provides support services to Petoskey Public School Athletic Programs including:

- Girls Soccer
- Boys Soccer
- Freshman, JV and Varsity Baseball
- Freshman, JV and Varsity Softball
- Boys Tennis
- Girls Tennis
- Football
- Girls Cross Country
- Boys Cross Country
- Lacrosse

### **SPECIAL EVENTS USAGE**

The Department of Parks and Recreation also provides support services and facilities for many community-wide events. These events include:

- Softball and Baseball Tournaments
- Soccer Tournaments and Travel Soccer Games
- Tennis Tournaments
- Charity Walks and Runs (multiple)
- Car Shows
- Arts & Crafts Shows
- Concerts in Parks
- Parades
- July 4<sup>th</sup> Celebrations
- Festival on the Bay
- Hockey Tournaments
- Speed Skating Competitions

- Boyne to Boyne Marathon
- Triathlons
- Sidewalk Sales
- Christmas Open House
- Spring Open House
- Gallery Walk
- Farmer's Market
- Weddings/Picnics and Shelter Reservations

### **PARK USAGE**

The City of Petoskey also provides parks and facilities for use by community residents and visitors. These include:

- Beachfront areas
- Marina and Boat Launch
- Non-Motorized Trails
- Hiking and Cross-Country Ski Trails
- Athletic Fields, Ball Fields
- Sand Volleyball Courts
- Skate Park
- Picnic Areas
- Shelters/Gazebos
- Scenic Overlooks
- Community Gardens
- Tennis Courts
- Winter Sports Park
  - Ski Hill
  - Skating Rink
  - Hockey Rink
  - Sledding Hill
  - Warming Facility

### **VISION & FUTURE ENDEAVORS**

The Department of Parks and Recreation will continue to provide these quality programs at an affordable cost for all of its participants. The recently developed scholarship fund will help in that regard, offsetting a percentage of the program cost for youth participants in need of assistance. We are always adapting, exploring and searching for ways to improve existing programs. The department will also be looking to add recreation programs/event in the future, including a disc golf league, a grass volleyball tournament (run in unison with Festival on the Bay), Pickle ball, Festival Area concerts and more. The Department is also looking at marketing trends, branching out into social media and exploring the development of an informational flyer that would be distributed to local households.

**SUMMARY**

The City's parks, facilities and recreational program offerings greatly contribute to our areas sense of place and the quality of life enjoyed by our residents and visitors. It is vital to the health of our community both economically and physically that our Parks be properly maintained and that our recreational program activities remain strong and viable. In order to insure their vitality, it is important that cooperation between our various governmental units, the college and the school district be maintained and expanded for the joint benefit of our shared constituents. It is also equally important that we maintain the support and backing of our citizens and continue to educate them on the important role that Parks and Recreation programs play in our community.



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 9, 2018      **DATE PREPARED:** April 3, 2018

**AGENDA SUBJECT:** Presentation of 2018 Recreational Agreements

- Bear Creek Township
- Resort Township

**RECOMMENDATION:** Review and consider approval of agreements

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Background. 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.

Overview. City staff has prepared standard agreements for 2018 based upon the actual program expenses and 2017 participation figures.

2018 Agreement Cost for ***Bear Creek Township***  
based upon 27.85% participation . . . . . **\$37,331.18**

2018 Agreement Cost for ***Resort Township***  
based upon 12.63% participation . . . . . **\$16,929.72**

A copy of each agreement is attached for review by the Commission. Commission will be asked to consider approval of the Township Agreements and recommend that the agreements be forwarded to the respective townships along with the 2017 Annual Participation Report.

kk  
Enclosure

**BEAR CREEK TOWNSHIP  
PARTICIPATION AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the City of Petoskey, a Michigan Municipal Corporation, 101 East Lake Street, Petoskey, Michigan, hereinafter referred to as "CITY", and the Township of Bear Creek, a Michigan Municipal Corporation, 373 Division Road, Petoskey, Michigan, hereinafter referred to as "TOWNSHIP", is in reference to the following:

**WHEREAS**, the CITY has, for a number of years, provided an extensive recreation program, both summer and winter, which a substantial number of TOWNSHIP residents have participated in; and

**WHEREAS**, CITY and TOWNSHIP recognize the merit of cost sharing in such recreation programs and TOWNSHIP desires to pay its fair share of the cost of such programs based on the amount of participation by TOWNSHIP residents;

**NOW, THEREFORE**, in consideration of the participation of TOWNSHIP residents in the complete recreation program operated by the CITY, the parties agree as follows:

- (1) TOWNSHIP will pay to the CITY the sum of **\$37,331.18** payable to the City of Petoskey by July 1, 2018. (This sum is based on actual 2017 recreational revenues, expenses, and township participation levels).
- (2) TOWNSHIP residents, both children and adults, will have access to and may participate in all CITY recreation programs in the same manner as if they were residents of the CITY.
- (3) CITY will maintain records of participation for all recreation programs in 2018 as a basis for determining similar charges for 2018, but the TOWNSHIP is not obliged in any way to participate in any future years.

**IN WITNESS THEREOF**, the parties hereto have set their hands on the day and year first above written.

**WITNESS:**

**CITY OF PETOSKEY**

\_\_\_\_\_

\_\_\_\_\_  
Robert Straebel, City Manager

\_\_\_\_\_

\_\_\_\_\_  
Kendall Klingelsmith, Director  
Parks and Recreation

**TOWNSHIP OF BEAR CREEK**

\_\_\_\_\_

\_\_\_\_\_  
Dennis Keiser, Supervisor

**RESORT TOWNSHIP  
PARTICIPATION AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the City of Petoskey, a Michigan Municipal Corporation, 101 E. Lake Street, Petoskey, Michigan, hereinafter referred to as "CITY", and the Township of Resort, a Michigan Municipal Corporation, 2232 Resort Pike Road, Petoskey, Michigan, hereinafter referred to as "TOWNSHIP", is in reference to the following:

**WHEREAS**, the CITY has, for a number of years, provided an extensive recreation program, both summer and winter, which a substantial number of TOWNSHIP residents have participated in; and

**WHEREAS**, CITY and TOWNSHIP recognize the merit of cost sharing in such recreation programs and TOWNSHIP desires to pay its fair share of the cost of such programs based on the amount of participation by TOWNSHIP residents;

**NOW, THEREFORE**, in consideration of the participation of TOWNSHIP residents in the complete recreation program operated by the CITY, the parties agree as follows:

- (1) TOWNSHIP will pay to the CITY the sum of **\$16,929.72** payable to the City of Petoskey by July 1, 2018. (This sum is based on actual 2017 recreational revenues, expenses and township participation levels)
- (2) TOWNSHIP residents, both children and adults, will have access to and may participate in all CITY recreation programs in the same manner as if they were residents of the CITY.
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**WITNESS:**

**CITY OF PETOSKEY**

\_\_\_\_\_

\_\_\_\_\_  
Robert Straebel, City Manager

\_\_\_\_\_

\_\_\_\_\_  
Kendall Klingelsmith, Director  
Parks and Recreation

**TOWNSHIP OF RESORT**

\_\_\_\_\_

\_\_\_\_\_  
Robert Wheaton, Supervisor



# City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

## 2018 RECREATIONAL CONTRACT BILLINGS FOR YEAR 2017

2017 Total Recreational Expense **\$287,972.54**

2017 Revenues:

Recreation	\$194,692.50
Field Maintenance Fees	\$ 10,919.00
Less Twps. Payments for 2016	<u>\$ (51,682.80)</u>

Total Adjusted Revenue \$153,928.80

Expenditures Less Revenue \$134,043.74

2018 Township billing based on percentage of program participants in 2017:

Bear Creek Township @ 27.85% of \$134,043.74 = \$37,331.18

Resort Township @ 12.63% of \$134,043.74 = \$16,929.72



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Department of Parks and Recreation

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## 2018 RECREATIONAL CONTRACT BILLINGS FOR YEAR 2017

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Total Adjusted Revenue \$153,928.80

Expenditures Less Revenue \$134,043.74

2018 Township billing based on percentage of program participants in 2017:

Resort Township @ 12.63% of \$134,043.74 = \$16,929.72



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 9, 2018                      **DATE PREPARED:** April 4, 2018

**AGENDA SUBJECT:** Begin Selection Process for the 2017 Glenn H. Casey Award

**RECOMMENDATION:** Review Nomination Process and Consider Potential Nominees

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**Background:** 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. **Dick Harbaugh** was the recipient of the 2016 award, for his continuing dedication to coaching multiple recreation programs including flag football, girls’ softball, baseball, boys and girl basketball.

**Past Recipients:** A list of past recipients of the Glenn H. Casey Award are attached for informational purposes.

**Action:** Commission members can make nominations for the award, consider and select an award winner or delay the process until the May meeting to allow time for review of candidates and/or enter further nominees for consideration.

**Selection:** Commission members will be asked to formally select the recipient of the 2017 Glenn H. Casey Award. A presentation of the award will be scheduled by the Director of Parks and Recreation for May 2018.

kk  
Enclosure

## GLENN H. CASEY AWARD RECIPIENTS

1981 CLARK KETCHUM	2004 FRANK LAMBERTI
1982 RICHARD HARBAUGH JIM HARRIS	2005 MATT BERGER
1983 BILL & CAROL HANSEN DAVE ROSS JOHN HOFFMAN	2006 ROY HARVEY
1984 BILL HEWITT	2007 PAULA BEYER
1985 WILL SHOMIN	2008 PAM HODGE
1986 GARY PELTIER	2009 PETE WOOTERS
1987 WILLIAM STEFFEL	2010 PAUL REED
1988 MIKE DEWITT	2011 GARY HUNTER
1989 CONNIE VORENKAMP	2012 GEORGE NEWSON
1990 TROY GOODRICH	2013 JACK TAYLOR
1991 DICK NELSON	2014 DREE LO
1992 JOHN & BETTY BRECHEISEN	2015 DAVE HANSEN
1993 MARGARET RUEMENAPP	2016 DICK HARBAUGH
1994 RILEY TURCOTT	
1995 TIM & CAROL LONDO	
1996 DONALD HAASE	
1997 KENNETH GOLDING	
1998 STEVE ANDREWS	
1999 KATHY & LONNY BEYER	
2000 RON NELSON	
2001 RUTH HIBBLER	
2002 BRIAN GEORGE	
2003 KEITH DEMEUSE	