



PARKS AND RECREATION COMMISSION

Monday, February 12, 2018

1. Call to Order - 7:00 P.M. - Petoskey City Hall Community Room
2. Approval of Minutes - Minutes of Monday, January 8, 2018 Meeting
3. New Business -
 - a. Notification of Appointment and Reappointment of Commission Members
 - b. Public Hearing on Land and Water Conservation Fund and Waterways Infrastructure Grant Applications
 - c. Consider Endorsement of Land and Water Conservation Fund Application
 - d. Consider Endorsement of Waterways Infrastructure Grant Application
 - e. Director Report
 - a. Winter Carnival
4. Old Business
 - a. Election of Officers
 - b. Proclamation from Mayor John Murphy
4. Miscellaneous
5. Adjournment



PARKS AND RECREATION COMMISSION

January 8, 2018

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, January 8, 2018. Roll was called at 7:00 P.M. and the following were:

Present: Roy Pulaski, Chairman
William Hansen, Jr.
Amy McMullen
Mike Morey
Paul Schemanski
Sharon Walker

Absent: Ken Turk

Staff: Kendall Klingelsmith, Parks and Recreation Director

Others Present: Two students from Petoskey High School

Minutes Approved

Minutes of the Monday, December 11, 2017 meeting were read and approved. Motion for approval was made by Commissioner Hansen, seconded by Commissioner Morey, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski, Schemanski, Walker (6)
NAYS: (0)

New Business

Commission members were asked to nominate and elect a chairperson to conduct the official meetings of the Parks and Recreation Commission for 2018 and elect a Vice Chairperson to act on behalf of the Chairperson in their absence.

At this time William Hansen, Jr. made a motion, seconded by Mike Morey, that Roy Pulaski remain as the current Chairperson and Amy McMullen remain as Vice Chairperson, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski, Schemanski, Walker (6)
NAYS: (0)

The Director's report referenced:

- 2017 accomplishments
 - Successful approved CIP and budget
 - Master Plan process completed and submitted
 - Winter Sports Park point of sale system implemented

- Smooth transition. Director Klingelsmith thanked the Commission for their patience and also thanked retired director Al Hansen for willingness to be available for guidance when needed;
- 2018 Projects:
 - Marina Decking and Electrical (A,C,D piers) and discussed the desire to submit a grant to the Waterways Commission to include B pier as part of the project
 - Downtown Greenway Corridor Phase II update
 - Downtown Chamber Restroom – likely to receive LWCF funding
 - Magnus reservation system will go before City Council next week for approval to proceed
 - Sunset Park stair tower replacement (TIFA)
 - Grants
 - Likely MNRTF
 - Waterways
 - Also gave update on moving from synthetic fertilizer and pesticide applications to organic. More information will follow.

ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:51 P.M. Motion for adjournment was made by Commissioner Hansen, seconded by Commissioner Morey, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski, Schemanski, Walker (6)
NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, February 12, 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: February 12, 2018 **DATE PREPARED:** February 1, 2018

AGENDA SUBJECT: Notification of Appointment and Reappointment to the Parks and Recreation Commission

RECOMMENDATION: Informational

At its January 15, 2018 meeting, City Council considered and approved the appointment of Jon Terry, 1019 E. Mitchell Street and (12/18/17 Council Meeting) reappointment of Amy McMullen, 901 Sunset Court to the Parks and Recreation Commission for two year terms ending in January 2020.

kk



BOARD: Parks and Recreation Commission

MEETING DATE: February 12, 2018 **DATE PREPARED:** January 29, 2018

AGENDA SUBJECT: Public Hearing on Grant Applications to the Michigan Natural Resources Trust Fund and the Waterways Infrastructure Grant Program

RECOMMENDATION: Hold Hearing/ Make Recommendation to City Council

City staff has been directed to submit grant applications to the Michigan Department of Natural Resources (MDNR) for two park projects: completion of electrical upgrades to Pier B at the marina and the purchase and installation of the Iron Belle Trail Bridge connecting the North Country Trail on either side of the Bear River.

In 2016, as part of the decking project on Pier B, electrical upgrades were required to bring the electrical systems on the dock into compliance with existing National Electrical Code requirements, specifically 2014 rules requiring ground fault protection devices to prevent accidental electrical shock hazards from being transmitted to the water in and around the marina dock. In 2017, a Waterways grant was submitted and ultimately approved to upgrade Piers A, C and D to bring them into compliance with current and proposed 2017 NEC code requirements. When Pier B electrical upgrades were completed, GFCI pedestals were NOT included. The submittal of this grant, with hopeful approval, will insure all pedestals are GFCI in the entire marina.

All electrical upgrades are scheduled to be completed after the marina closes in the fall/winter. The intent for the Pier B upgrade is to complete concurrently with the improvements of Piers A, C and D.

The City is proposing to submit a grant application for \$62,400 to the Michigan Department of Natural Resource Waterways Grant Program to help defray the cost of this project. Specifically, the Waterways Grant Program will be asked to fund 50% of the project, which is \$31,200. The City, utilizing Marina Reserve Funds, would match the remaining 50% of the project.

The goals of the Waterways Grant Program are to provide infrastructure improvements to State Grant-in-Aid Facilities, which in this case will be electrical upgrades to Pier B to help safeguard the boating public. Proposed work is to be completed in 2018.

Iron Belle Trail Bridge Crossing

In 2016, the City of Petoskey commissioned an engineering study for completion of the Iron Belle Trail Bridge Crossing. The bridge would connect the North Country Trail from property on the campus of North Central Michigan College to the River Road Sports Complex, owned by the City of Petoskey. This has been a project identified in the last two master plans.

The North Country Trail local chapter 45 is aggressively seeking funding through a variety of grants, organizations and donors to assist with the matching funds required by the guidelines of the Michigan Natural Resources Trust Fund grant application. The City has the project identified in the 2019 Capital Improvements Plan but has not committed funding. Once the local chapter of the North Country Trail has a total of funds raised, the City will have a better understanding of what will be needed to complete the requirement.

The anticipated total cost of the Iron Belle Trail Bridge crossing is \$165,990.

WHAT IS THE TRUST FUND?

In 1976, the Michigan Legislature created the Kammer Recreational Land Trust Fund to provide a source of funding for the public acquisition of recreation lands. The source of the funds was the sale of oil, gas, and mineral leases and royalties from their extraction on state lands.

Today, the fund exists as the Michigan Natural Resources Trust Fund (MNRTF). With this source of funding, state and local units of government are able to acquire land for public recreation and for protection of land for its environmental importance or scenic beauty. A limited amount of the funds may be used for the development of public outdoor recreation facilities.



BOARD: Parks and Recreation Commission

MEETING DATE: February 12, 2018 **DATE PREPARED:** February 1, 2018

AGENDA SUBJECT: Consider Endorsement of a Michigan Department of Natural Resources Trust Fund

RECOMMENDATION: Review and consider adopting proposed resolution

Information. The Parks and Recreation Commission, after hearing comments at the public hearing regarding the Iron Belle Trail Bridge Crossing which has a total project cost of \$166,000, shall consider adopting a resolution requesting that City Council consider authorizing the submittal of a Natural Resources Trust Fund Application to the MDNR requesting, with assistance of outside funding, for 50% of the proposed project, which is \$83,000. A sample resolution is attached for review and consideration.

kk
Enclosure



WHEREAS, the City of Petoskey Parks and Recreation Commission desires the installation of the Iron Belle Trail Bridge Crossing; and

WHEREAS, this bridge will connect the North Country Trail from North Central Michigan College to River Road Sports Complex thus increasing opportunities for trail usage and outdoor education; and

WHEREAS, the need for the bridge has been identified in the 2013-2017 and 2018-2022 City of Petoskey's Parks and Recreation Master Plan; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting applications for funding assistance through the Michigan Natural Resources Trust Fund, a grant program administered by the Michigan Department of Natural Resources, which provides matching grant funds for park development projects; and

WHEREAS, the City of Petoskey Parks and Recreation Commission supports the construction and installation of the Iron Belle Trail Bridge Crossing and recommends that the City of Petoskey City Council consider sponsorship of a Michigan Natural Resources Trust Fund application to the Michigan Department Natural Resources for this project and commit to undertake this project, if funded, and commit to the project match, along with funding from outside the City, and authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project; and

WHEREAS, further request that City Council consider committing, with funding assistance from outside the City, up to a 50% local match, that being \$83,000, toward these improvements which are estimated at \$166,000; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey Parks and Recreation Commission, acting as appointed officials, request that the City of Petoskey City Council adopt a resolution to authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project, authorize the submission of the application and request that Michigan Department of Natural Resources Trust Fund consider approval of the grant application for the construction and installation of the Iron Belle Trail Bridge Crossing and provide grant assistance, with the assistance of outside funding, in the amount of \$83,000 .

State of Michigan }
County of Emmet } SS
City of Petoskey }

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Parks and Recreation Commission of the City of Petoskey in regular session assembled on the 12th day of February, 2018, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this _____ day of February, 2018.

Alan Terry, City Clerk



BOARD: Parks and Recreation Commission

MEETING DATE: February 12, 2018 **DATE PREPARED:** February 1, 2018

AGENDA SUBJECT: Consider Endorsement of a Waterways Infrastructure Grant Application

RECOMMENDATION: Review and consider adopting proposed resolution

Information. The Parks and Recreation Commission, after hearing comments at the public hearing regarding the Petoskey Municipal Marina Pedestal Upgrade to Pier B, which has a total project cost of \$62,400, shall consider adopting a resolution requesting that City Council consider authorizing the submittal of a Waterways Grant Program Application to the MDNR requesting funding for 50% of the proposed project, which is \$31,200. A sample resolution is attached for review and consideration.

kk
Enclosure

**CITY OF PETOSKEY
PIER B PEDESTAL REPLACEMENT
CONSTRUCTION COST ESTIMATE**

PIER B

ITEM	ITEM DESCRIPTION	UNITS	LABOR	MATERIAL	TOTAL	EXTENDED TOTAL
1	Power Pedestals (2-30A & 2-50A)	27	\$500.00	\$1,600.00	\$2,100.00	\$56,700

Pier B Estimated Cost	\$56,700
Contingency (25%)	\$14,000
Total Estimated Project Cost	\$70,700

1. All costs are estimated as 2018 construction costs.
2. Project includes replacement of all pedestals on Pier B with integrated GFCI breakers on each 30A & 50A receptacle.
3. The cost estimate submitted herein is based on time-honored practices within the construction industry. As such, the Engineer does not control the cost of labor, materials, equipment or a contractor's method of determining prices and competitive bidding practices or market conditions. The estimate contained represents our best judgement as design professionals using current information available at the time of preparation. The Engineer cannot guarantee that proposals, bids and/or construction costs will not vary from this cost estimate.



WHEREAS, the City of Petoskey Parks and Recreation Commission understands the need to update Parks and Recreation related facilities periodically for functionality, visitor safety and enhanced use by our various park user groups; and

WHEREAS, the Municipal Marina at Bayfront Park needs to have pedestal upgrades on Pier B to keep them the same as the pedestals on Piers A, C and D as it pertains to ground fault protection; and

WHEREAS, the Michigan Department of Natural Resources is accepting applications from eligible grant-in-aid marinas for infrastructure improvement funding assistance through its Waterways Grant Program; and

WHEREAS, the current planned marina electrical upgrades will occur after the 2018 season, the replacement and installation of Pier B pedestals will take place concurrently. The Parks and Recreation Commission supports the submission of a Waterways Grant Program Application to the Michigan Department of Natural Resources requesting \$35,350 in funding, which is 50% of the total proposed project cost for Petoskey Municipal Marina pedestal replacement for Pier B, with the remaining \$35,350 funded by the City's Marina Fund for a total project cost of \$70,700; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey Parks and Recreation Commission, acting as appointed officials, request that the City of Petoskey City Council consider the adoption of a resolution, authorizing Robert Straebel, City Manager, or his designee to serve as the City's representative for this Petoskey Municipal Marina Pier B pedestal replacement, authorize submission of the Waterways Grant Application to the Michigan Department of Natural Resources requesting funding consideration for this project in the amount of \$35,350 and agree to provide a project match of \$35,350.

State of Michigan }
County of Emmet } SS
City of Petoskey }

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey Parks and Recreation Commission assembled on the 12th day of February, 2018, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this _____ day of February, 2018.

Alan Terry, City Clerk



BOARD: Parks and Recreation Commission

MEETING DATE: February 12, 2018 **DATE PREPARED:** February 1, 2018

AGENDA SUBJECT: Winter Carnival Update

RECOMMENDATION: Hear Report

The Annual Petoskey Winter Carnival is scheduled for Saturday, February 17, 2018. A Winter Carnival flyer is attached listing event schedules and carnival sponsors. A full day of activities is planned. The Downtown Management Board has also scheduled activities over the three day weekend in the downtown area of Pennsylvania Park.

kk
Enclosure



Petoskey-Harbor Springs Area
community foundation

2018 SCHEDULE OF EVENTS

Location: Petoskey Winter Sports Park
For Rules & More Info: petoskey.us/winter



Saturday, February 17th



10:30 AM BUMPJUMPING REGISTRATION

12:00 PM BUMPJUMPING COMPETITION
Come see an event **UNIQUE** to
NORTHWEST MICHIGAN!



3:00 PM YOUTH SLEDDING COMPETITION
Ages 12 & Under



6:00PM CARDBOARD CHALLENGE REGISTRATION

INDIVIDUALS, TEAMS, AND ORGANIZATIONS ARE ALL
ENCOURAGED TO PARTICIPATE. BUILD YOUR SLED FROM
CARDBOARD/DUCT TAPE/PAINT.



6:30 PM FIGURE SKATING PERFORMANCE
by The Petoskey Figure Skating Club
Choreographed by Anne Murray & Terri Seever



7:00 PM CARDBOARD CHALLENGE XXIII BEGINS
Sleds will be judged on speed and creative design



5 STAR/KOBE WINTER CHARITY HOCKEY CLASSIC

11:00 AM Crohn's Foundation vs. City of Petoskey
12:30 PM 5 Star Screenprinting vs. Kobe Hockey
2:00 PM Consolation Game
4:00 PM Championship Game



We, the Petoskey Department of Parks and Recreation, would like to thank and
express our wholehearted appreciation to all of the Winter Carnival Sponsors.