



Public notice is hereby given that the City of Petoskey Parks and Recreation Commission will meet in regular session, 7:00 P.M., April 12, 2021. This meeting will be conducted by electronic means through a resolution of the Emmet County Board of Commissioner that extended the Declaration of a Local State of Emergency through June 30, 2021 as allowed by Section 10 of the Emergency Management Act in an effort to mitigate the spread of COVID-19 and to promote public health, welfare and safety. This meeting is open to the public to participate remotely.

Join Zoom Meeting: <https://us02web.zoom.us/j/85040510631>

Dial by Phone: 888-788-0099 US Toll-free

Meeting ID: 850 4051 0631

Persons who wish to contact the Director of Parks and Recreation prior to the meeting to provide input about items on the meeting agenda may do so via email at [kklingelsmith@petoskey.us](mailto:kklingelsmith@petoskey.us)

Persons interested in addressing the Parks and Recreation Commission during the meeting under public comment period can press the “raise hand” button in Zoom or if by phone press \*9.

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing [aterry@petoskey.us](mailto:aterry@petoskey.us) or by calling 231-347-2500 to request assistance.

## **PARKS AND RECREATION COMMISSION**

Monday, April 12, 2021

1. Call to Order - 7:00 P.M. – Meeting will be held virtual via Zoom
2. Approval of Minutes – Minutes of Monday, March 8, 2021 Meeting
3. Approval of Agenda as Presented
4. Old Business
  - a. Select 2020 Glenn H. Casey Award
5. New Business
  - a. Presentation of the 2020 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 2021
6. Miscellaneous
7. Adjournment



**PARKS AND RECREATION COMMISSION**

March 8, 2021

A meeting of the City of Petoskey Parks and Recreation Commission was held virtually, on Monday, March 8, 2021. Roll was called at 7:01 P.M. and the following were:

Present: Jennifer Buchanan  
Jerry Bush  
Jon Terry  
Ken Turk

Absent: Paul Schemanski

Absent with Notification: Sharon Walker

Staff: Kendall Klingelsmith, Parks and Recreation Director  
Lisa Denoyer, Administrative Assistant

Attendees: 13

**Minutes Approved**

Minutes of the Monday, February 8, 2021 meeting were read and approved. A motion for approval was made by Commissioner Buchanan, seconded by Commissioner Bush, with all members present voting aye.

YEAS: Buchanan, Bush, Terry, Turk (4)  
NAYS: (0)

**Agenda Approved**

Motion to approve the agenda as presented was made by Commissioner Bush, seconded by Commissioner Terry, with all members present voting aye.

YEAS: Buchanan, Bush, Terry, Turk (4)  
NAYS: (0)

**New Business**

**Glenn H. Casey Award Recommendations:**

Director Klingelsmith gave a background on the Glenn H. Casey Award, which is presented annually typically to an individual who has positively impacted the recreation programs and community. With 2020 being atypical, the criteria shifted to more of a community impact nomination. Bill Hansen, Jr., along with the staff at Bill and Carol's partnered with the City to pass out free meals last spring. Over 1,000 meals (sandwiches, water, chips and fruit) were distributed from the Winter Sports Park. Bill and Carol's prepared all of the meals. Additionally Bill Hansen, Jr. was a long-standing member of the Parks and Recreation Commission. His contribution to the community, along with Bill and Carol', made an extraordinary impact in 2020. The Commission supported the nomination of Bill Hansen, Jr. and Bill and Carol's but elected to wait until the April meeting to make an official nomination, as two members were not in attendance.

## **Directors Report**

Director Klingelsmith gave updates on the two Department of Natural Resources Trust Fund grants (Winter Sports Park and Boor Property Acquisition) and the Land and Water Conservation Fund (Park Avenue). Grants are due April 1 but will be submitted the week of March 22. The Waterways grant submission for the fuel storage upgrades has been submitted already. The Director informed the Commission of a grant award from the Petoskey Harbor Springs Area Community Foundation in the amount of \$9,000 for some native shoreline plantings to help with the erosion. The plantings will be an interpretive demonstration focusing on the "living shoreline" concept.

He then gave an update on the City Hall Solar Demonstration and the Iron Belle Bridge projects and informed the Commission that the 2021 Tree Planting Project bid had been awarded to David Hoffman Landscaping and Nursery, Inc.

The Director reflected on the Winter Sports Park season. The revenue budget was estimated to be \$17,000 and, as of last week, actuals were \$16,800. The numbers reflected the importance of having quality outdoor recreation opportunities for the community. The Winter Sports Park operations were modified to accommodate social distancing and gathering limitations. The lodge was not open, nor were concessions; however, it ended up being a very busy and successful season.

### **Miscellaneous**

Commissioner Turk acknowledged students in the virtual audience and asked if they had any questions. None responded.

Commissioner Terry asked about anticipated water levels for 2021. Director Klingelsmith responded with what the Army Corp of Engineering and NOAA have estimated, which are lower than last year. Spring will be the determining factor in summer water levels.

### **Adjournment**

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:38 P.M. Motion for adjournment was made by Commissioner Buchanan, seconded by Commissioner Bush.

YEAS: Buchanan, Bush, Terry, Turk (4)  
NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, April 12, 2021. The meeting will be held virtually and in person for Commission members.

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



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 12, 2021                      **DATE PREPARED:** April 6, 2021

**AGENDA SUBJECT:** 2020 Glenn H. Casey Award

**RECOMMENDATION:** Approve the Glenn H. Casey Award for 2020

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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. **Karen and Dennis Starkey** were the recipients of the 2019 award.

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

**Action:** Commission members discussed nominating Billy Hansen Jr. along with Bill and Carol’s staff for their leadership with the distribution of lunches. The City partnered with Bill and Carol’s last year and passed out over 1,000 free meals.

**Selection:** Commission members will be asked to formally select the recipient of the 2020 Glenn H. Casey Award. The Director of Parks and Recreation will schedule a presentation of the award for May 2021.

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	2017 AL HANSEN
1995 TIM & CAROL LONDO	2018 KAREN FLYNN
1996 DONALD HAASE	2019 DENNIS & KAREN STARKEY
1997 KENNETH GOLDING	
1998 STEVE ANDREWS	
1999 KATHY & LONNY BEYER	
2000 RON NELSON	
2001 RUTH HIBBLER	
2002 BRIAN GEORGE	
2003 KEITH DEMEUSE	



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 12, 2021                      **PREPARED:** April 6, 2021

**AGENDA SUBJECT:** Presentation of the 2020 Participation Report

**RECOMMENDATION:** Review and consider for approval

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**Background:** The 2020 Parks and Recreation Annual Participation Report, as prepared by City staff, includes a numeric summary of program participants. 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 2020 Annual Participation Report.

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**2020  
ANNUAL PARTICIPATION REPORT**

		BEAR					2020	LAST
ACTIVITY	CITY	CREEK	RESORT	SPRING	OTHER	UNK	TOTALS	YEARS
								TOTALS
CORNHOLE TOURNEY	0	0	0	0	0	0	0	36
BASKETBALL: MENS	0	0	0	0	0	0	0	66
BASKETBALL: BOYS	15	18	6	5	5	0	49	51
BASKETBALL: GIRLS	5	6	7	2	5	0	25	39
DAY CAMP	38	51	55	19	85	0	248	695
DISC GOLF TOURNEY (1)	0	0	0	0	0	0	0	35
FLAG FOOTBALL	10	12	5	7	3	0	37	56
OTHER (SAILING/BOWL/FUN RUN)	3	1	7	0	9	0	20	18
LITTLE LEAGUE	0	0	0	0	0	0	0	253
SKATE: FIGURE	8	5	10	0	5	0	28	36
SKATE: SPEED	4	1	2	0	9	0	16	20
SKIING	7	16	16	5	11	0	55	55
SNOWBOARD	1	9	2	0	3	0	15	10
SOCCER: SPRING	0	0	0	0	0	0	0	346
SOCCER: FALL	10	9	6	4	8	0	37	244
SOCCER: WOMEN	0	0	0	0	0	0	0	65
SOCCER: ACADEMY / CAMPS	0	0	0	0	0	0	0	231
SOFTBALL - MAJORS	0	0	0	0	0	0	0	50
SOFTBALL - MINORS	0	0	0	0	0	0	0	37
SOFTBALL: WOMEN	0	11	0	10	59	0	80	95
SOFTBALL: CHURCH LEAGUE	0	0	0	0	0	0	0	152
SOFTBALL: MEN	9	12	5	0	30	0	56	63
TEE BALL	0	0	0	0	0	0	0	68
TENNIS	10	23	1	2	11	0	47	222
VOLLEYBALL: WOMEN	12	9	4	8	50	0	83	87
VOLLEYBALL: SAND/COED	7	10	3	1	16	0	37	30
VOLLEYBALL: SAND DIG TOURNAMENT	0	0	0	0	0	0	0	94
VOLLEYBALL: YOUTH	10	5	3	8	11	0	37	48
WRESTLING	0	0	0	0	0	0	0	60
LACROSSE	0	0	0	0	0	0	0	25
<b>TOTALS</b>	<b>149</b>	<b>198</b>	<b>132</b>	<b>71</b>	<b>320</b>	<b>0</b>	<b>870</b>	<b>3,287</b>

**PERCENTAGES:**

	17.13%	22.76%	15.17%	8.16%	36.78%	0.00%	100.00%	
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**2020**  
**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
2018	706	21.56%	850	25.95%	458	13.98%	290	8.85%	971	29.65%	0	0.00%	3,275
2019	779	23.70%	817	24.86%	435	13.23%	278	8.46%	978	29.75%	0	0.00%	3,287
2020	149	17.13%	198	22.76%	132	15.17%	71	8.16%	320	36.78%	0	0.00%	870





**BOARD:** Parks and Recreation Commission

**MEETING DATE:** April 12, 2021      **DATE PREPARED:** April 6, 2021

**AGENDA SUBJECT:** Presentation of 2021 Recreational Agreements  

- Bear Creek Township
- Resort Township

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

**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.

Due to the pandemic and government restrictions on gatherings, the City didn't offer as many programs as past practice. Based on 2020 numbers, there was a 74% reduction in participation. However, City staff still needed to maintain the fields regardless of the amount of activity so they remained healthy for 2021. The Commission will be asked to recommend one of the scenario's provided below.

**Scenario 1:** City staff can modify the prepared agreements for 2021 based upon the actual program expenses and 2020 participation figures as has been past practice:

2021 Agreement Cost for **Bear Creek Township**  
based upon 23% participation . . . . . **\$45,091**

2021 Agreement Cost for **Resort Township**  
based upon 15% participation . . . . . **\$29,407**

**Scenario 2:** City staff can modify the prepared agreements for 2021 based upon the last three year average (2017, 2018, 2019) to help with covering expenses.

	<u><b>Bear Creek</b></u>	<u><b>Resort Township</b></u>
2017	\$37,331	\$16,929
2018	\$31,514	\$16,969
2019	<u>\$37,194</u>	<u>\$19,341</u>
Avg.	<b>\$35,346</b>	<b>\$17,746</b>

**Scenario 3:** City staff can modify the prepared agreements for 2021 based upon the 26% participation levels due to the pandemic and restrictions. The 26% would be applied to the current formula

2021 Agreement Cost for <b><i>Bear Creek Township</i></b>	
based upon 23% participation . . . . .	<b>\$45,091</b>
A one-time modification based on 26% . . . . .	<b>\$11,724</b>

2021 Agreement Cost for <b><i>Resort Township</i></b>	
based upon 15% participation . . . . .	<b>\$29,407</b>
A one-time modification based on 26% . . . . .	<b>\$7,646</b>

A copy of each agreement is attached for review by the Commission. Commission will be asked to consider what scenario of the Township Agreements to approve and recommend that the agreements be forwarded to the respective townships along with the 2020 Annual Participation Report.

ld  
Enclosure



# City of Petoskey

Department of Parks and Recreation

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

## 2021 RECREATIONAL CONTRACT BILLINGS FOR YEAR 2020

2020 Total Recreational Expense **\$258,930**

2020 Revenues:

Recreation	\$113,454
Field Maintenance Fees	\$ 5,963
Less Twps. Payments for 2019	<u>\$(56,535)</u>

Total Adjusted Revenue \$ 62,882

Expenditures Less Revenue \$196,048

2021 Township billing based on percentage of program participants in 2020:

Bear Creek Township @ 23% of 196,048 = \$45,091\*

26% of participation due to restrictions and pandemic = \$11,724\*

Amount based on a three year average (2017, 2018, 2019) \$35,346\*

\*Yet to be determined what amount to be recommended

**BEAR CREEK TOWNSHIP  
PARTICIPATION AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021 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 **\$TBD** payable to the City of Petoskey by July 1, 2021. (Description to be modified based on Parks and Recreation Commission Recommended Scenario)
- (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 2021 as a basis for determining similar charges for 2021, 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



# City of Petoskey

Department of Parks and Recreation

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

## 2021 RECREATIONAL CONTRACT BILLINGS FOR YEAR 2020

2020 Total Recreational Expense **\$258,930**

2020 Revenues:

Recreation	\$113,454
Field Maintenance Fees	\$ 5,963
Less Twps. Payments for 2019	<u>\$(56,535)</u>

Total Adjusted Revenue \$ 62,882

Expenditures Less Revenue \$196,048

2021 Township billing based on percentage of program participants in 2020:

Resort Township @ 15% of 196,048 = \$29,407\*

26% of participation due to restrictions and pandemic = \$ 7,646\*

Amount based on a three year average (2017, 2018, 2019) \$17,746\*

\*Yet to be determined what amount to be recommended

**RESORT TOWNSHIP  
PARTICIPATION AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021 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 **\$TBD** payable to the City of Petoskey by July 1, 2021. (Description to be modified based on Parks and Recreation Commission Recommended Scenario)
- (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 2021 as a basis for determining similar charges for 2021, 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 RESORT**

\_\_\_\_\_

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