



Public notice is hereby given that the City of Petoskey Parks and Recreation Commission will meet in regular session, 7:00 P.M., May 10, 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/83716454043>

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

Meeting ID: 837 1645 4043

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, May 10, 2021

1. Call to Order - 7:00 P.M. – Meeting will be held virtual via Zoom
2. Approval of Minutes – Minutes of Monday, April 12, 2021 Meeting
3. Approval of Agenda as Presented
4. Old Business
  - a. Township Participation Agreement Approvals
5. New Business
  - a. Directors Report
    - a. Project updates
    - b. Grant updates
6. Miscellaneous
7. Adjournment



**PARKS AND RECREATION COMMISSION**

April 12, 2021

A meeting of the City of Petoskey Parks and Recreation Commission was held virtually, on Monday, April 12, 2021. Roll was called at 7:02 P.M. and the following were:

Present: Jennifer Buchanan, Petoskey, Emmet County, MI  
Jerry Bush, Bear Creek Township, Emmet County, MI  
Paul Schemanski, Resort Township, Emmet County, MI  
Jon Terry, Petoskey, Emmet County, MI  
Ken Turk, Petoskey, Emmet County, MI  
Sharon Walker, Petoskey, Emmet County, MI

Staff: Kendall Klingelsmith, Parks and Recreation Director  
Sarah Bek, Executive Assistant

Attendees: Eight members of the public were present

**Minutes Approved**

Minutes of the Monday, March 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, Schemanski, Terry, Turk, Walker (6)  
NAYS: (0)

**Agenda Approved**

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

YEAS: Buchanan, Bush, Schemanski, Terry, Turk, Walker (6)  
NAYS: (0)

**Old Business**

**Glenn H. Casey Award Recommendations:**

The Commission wanted to revisit the conversation that was on the agenda in March that included all of the Commission members. Chairperson Turk reiterated Billy Hansen Jr's involvement with the Parks and Recreation Commission and his history with the recreation programs. Additionally, in 2020, Parks and Recreation staff collaborated with Bill and Carol's to have sack meals available at the Winter Sports Park. Bill and Carol's staff prepared the meals and over 1,000 free meals were picked up at the Winter Sports Park. The Commission recommended awarding the 2020 Glenn H. Casey Award to Bill Hansen, Jr. and the staff of Bill and Carol's. The plaque will be presented at the Mineral Well Park pavilion at 6:30 P.M. prior to the May 10<sup>th</sup> meeting.

**New Business**

**Presentation of the 2020 Annual Parks and Recreation Participation Report – Ed Smith**

Recreation Programmer Ed Smith reviewed the participation report for 2020, which looked very different from years past due to the pandemic. The numbers were 74% less than 2019; however, the expenses remained relatively close to normal. While there were not the amount of participants using the facilities, staff still needed to maintain the fields (mow, water, fertilize, etc.). Commissioners were given the following three scenarios to consider:

**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 <b><i>Bear Creek Township</i></b> based upon 23% participation . . . . .	<b>\$45,091</b>
2021 Agreement Cost for <b><i>Resort Township</i></b> based upon 15% participation . . . . .	<b>\$29,407</b>

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

	<b><u>Bear Creek</u></b>	<b><u>Resort Township</u></b>
2017	\$37,331	\$16,929
2018	\$31,514	\$16,969
2019	<u>\$37,194</u>	<u>\$19,341</u>
Average	<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>

After discussing the scenarios, the Commission agreed to have the townships consider scenarios one and two or consider something in-between. The Resort and Bear Creek Township representatives will present what was decided at their respective meetings and report at the May meeting for approval.

**Miscellaneous**

Commissioner Turk acknowledged his wife Lisa and Mindy and Shawn Dempsey for volunteering to pick up garbage along the Bear River Trail. The impromptu clean garnered nine bags of trash. Thank you Ken and all who helped!

Commissioner Terry reported that he would not be able to attend the May meeting.

Commissioner Buchanan requested a copy of the tree management plan to review.

Commissioner Bush asked for an update on the dog park, which is currently in the concept phase between Bear Creek Township and Beckett and Raeder.

### **Adjournment**

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 8:19 P.M. Motion for adjournment was made by Commissioner Buchanan, seconded by Commissioner Walker.

YEAS: Buchanan, Bush, 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, May 10, 2021. The meeting will be held in person for Commission members following the presentation of the Glenn H. Casey Award and via Zoom for the public.

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



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** May 10, 2021      **DATE PREPARED:** May 5, 2021

**AGENDA SUBJECT:** Township Recreation Participation Agreements

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

**Background:** City staff presented the participation report at the April Parks and Recreation Commission meeting. The Commission was presented with three different scenarios to recommend. Each scenario was discussed and the board recommended tabling the approval until the May meeting so the respective townships could discuss with their boards. This unique situation was caused by the restrictive nature caused by the pandemic.

A review of the scenario's discussed are detailed 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, and 2019) to help with covering expenses.

	<u><b>Bear Creek</b></u>	<u><b>Resort Township</b></u>
2017	\$37,331	\$16,929
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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 **Bear Creek Township**  
based upon 23% participation . . . . . **\$45,091**  
A one-time modification based on 26% . . . . . **\$11,724**

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

**Recommendation**

The Parks and Recreation Commission approve the recommendation from the townships for the 2020 Participation Agreement.

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