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PARKS AND RECREATION COMMISSION

October 11, 2021

1. Call to Order – 7:00 P.M.
2. Approval of Minutes – Minutes of Monday, September 13, 2021 Meeting
3. Approval of Agenda as Presented
4. New Business
 - a. Capital Improvements Plan Presentation
 - b. Livable Shoreline Demonstration Project Presentation
5. Miscellaneous
 - a. Directors Report
 1. Project Updates
 - a. LTWW Repair
 - b. Capital Needs Assessment
 - c. Solanus Mission Beach
 2. Park Update
 - a. Maintenance
 3. Recreation program Update
6. Adjournment



PARKS AND RECREATION COMMISSION

September 13, 2021

A meeting of the City of Petoskey Parks and Recreation Commission was held at Petoskey City Hall Council Chambers, on Monday, September 13, 2021. Roll was called at 7:00 P.M. and the following were:

Present: Jerry Bush
Paul Schemanski
Ken Turk
Sharon Walker
Jon Terry
Cody Wilcox

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

Absent with notification: Jennifer Buchanan

Minutes Approved

Minutes of the Monday, May 10, 2021 meeting were read and approved. A motion for approval was made by Commissioner Schemanski, seconded by Commissioner Terry, with all members present voting aye.

YEAS: Bush, Schemanski, Turk, Walker, Terry, Wilcox (6)

NAYS: (0)

New Business

New Member Orientation

Cody Wilcox introduced himself to the Commission. Mr. Wilcox was raised in Petoskey. After college he was a teacher in the Boyne City School District until deciding to work full-time at Toski Sands, which he has done the last few years. He has a passion for parks and recreation and is excited about contributing to the development and vision of the Parks and Recreation Department. Welcome Cody!

The rest of the Commissioners introduced themselves to Mr. Wilcox and welcomed him to the Commission.

Bear River Water Trail Presentation

Emily Meyerson, a planning consultant to Bear Creek Township, shared a presentation with the Commission about a potential water trail on the Bear River. The water trail would encompass the entire river with primary and secondary access points throughout. There are several steps in the process before funding requests are officially made but the water trail is a viable opportunity for enhancement of outdoor recreation in the area. The Tip of the Mitt Watershed Council will be overseeing a "Friends Group" to assist with trail maintenance and potential funding sources.

Commissioner Terry expressed excitement for the water trail as he is familiar with “Paddle Antrim” and sees this as a great benefit to the area.

Commissioner Turk appreciated the informative presentation and expressed the importance of educating the Visitors and Convention Bureau and Chamber of Commerce to the plan so they know the location of access points. He also suggested an avenue to put a “conditions status” on the trail once established.

Commissioner Walker wanted to make sure accessibility was considered when planning access points.

Sunset Park Improvements Overview

Director Klingelsmith shared a concept of Sunset Park improvements that included an accessible sidewalk, seating areas, fencing and native landscaping. The Commission liked the concept. Tim Knutsen, Landscape Architect from Beckett and Raeder, provided another option which showed more of a meandering path and additional ADA seating. The Commission felt the second option was more appropriate for the property, supported improvements to Sunset Park and look forward to them being completed.

Commissioner Terry feels something needs to be done to the park to improve the accessibility and usage. He expressed appreciation to the vision.

Arboretum Overview

Director Klingelsmith briefed the Commission on the historical maintenance of the arboretum which was mowed, and tightly trimmed for 30 years. Staff started to manage the land differently, converting it to more of a natural state. During the last few years, the water levels eroded the shoreline and required significant investment in utility rerouting and shoreline revetment. Staff is working with a variety of resources to come up with a plan to manage the arboretum area with a more natural approach that includes native shoreline plantings, wild flowers, pollinators and natural growth areas. The director discussed the process, which could take a year, to treat the soil properly so the seeds and plantings thrive. The purpose of the discussion was to prepare the Commission for any public response and to gather input and support. The Commission supports improving the area through the vision provided by staff.

Commissioner Walker referenced a local business, North by Nature which may compliment the Michigan Wildflower Farm in planning and vegetative resources.

Commissioner Terry added he has visited botanical gardens in other communities and supports this vision of the property.

Directors Report

Director Klingelsmith gave updates on the Iron Belle/Bear River Bridge project and encouraged all Commissioners to visit the site. Recreation programs seem to be recovering and are close to 2019 participation numbers. Hopefully this winter, the City will have access to the school gyms where basketball and volleyball programs are held. Director Klingelsmith referenced how busy the marina and campground have been and the likelihood of record revenue amounts being achieved at the conclusion of the season.

Upcoming projects were discussed starting with the livable shoreline project, which was a grant received from the PHSACF. The project will showcase the benefit of native shoreline plantings. The project location will be in the area behind the playground by the promenade and between the A pier and boat launch.

There will be a bid opening on the September 14th for Little Traverse Wheelway resurfacing. The City has \$100,000 budgeted and will see how many linear feet can be addressed with that amount.

The capital needs assessment process has taken place. Staff is waiting for a draft document to review but hopes to have a presentation at the October meeting.

The budget and Capital Improvement Plan have been turned in and are currently under review by the Finance Department. There are no significant increases in any of the budgets.

Lastly, Director Klingelsmith received the preliminary scores for the Michigan Natural Resources Trust Fund for the Winter Sports Park ice rink pavilion development, Boor property acquisition and the Land and Water Conservation Fund for the Park Avenue Corridor expansion downtown. While the grants scored well, there is still some opportunity for additional points.

Miscellaneous

Commissioner Walker indicated the Petoskey Area Garden Club is working with the City to install a Children's Garden at Arlington Park.

Commissioner Schemanski asked if any rates would be increasing. Director Klingelsmith responded that no increases were proposed to City Council.

Commissioner Terry noticed some cracks in the breakwall concrete. Director Klingelsmith stated that he has been in contact with the Army Corps of Engineers and they are aware of the issues.

Commissioner Turk provided some comments about a Frisbee golf hole that was moved during construction of the Iron Belle Bridge. The hole has been relocated close to where it was before construction. He also met with the volleyball group and asked about some issues that have already been discussed with staff.

Adjournment

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 8:25 P.M. Motion for adjournment was made by Commissioner Schemanski, seconded by Commissioner Bush.

YEAS: Bush, Schemanski, Turk, Walker, Terry, Wilcox (6)

NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, October 11, 2021. The meeting will be held at Petoskey City Hall.

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



BOARD: Parks and Recreation Commission

MEETING DATE: October 11, 2021 **DATE PREPARED:** October 7, 2021

AGENDA SUBJECT: Capital Improvements Plan

RECOMMENDATION: Information only

City Council passed the 2022-2027 Capital Improvements Plan at their October 4th meeting. Staff will briefly go over the upcoming projects and plans associated with the CIP

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**PARKS AND RECREATION
2022-2027
CAPITAL
IMPROVEMENT PLAN**

**City of Petoskey
Capital Improvement Plan
Project Funding Source**

PROJECT CATEGORY	2022	General	Grants/Other	Total
<u>BUILDINGS AND GROUNDS</u>				
Demolition of 620 Ingalls Avenue	City owned building used to store History Museum artifacts - building beyond repair.	25,000		25,000
<u>PARKS AND SPECIAL FACILITIES</u>				
Marina Fuel System Replacement	Tanks and piping will be 26 years old and in need of replacement and to increase diesel storage capacity.		250,000 Grant/Reserves	250,000
Festival Place Shelter Roof	Replace shingle roofing with metal roofing similar to Bear River pavilion.	30,000		30,000
Riverbend Skate Park Equipment	The original skate park equipment was purchased in 2002, with additional purchases in 2008 and 2012. This project would replace the 2002 equipment, including the original wood ramps and would add new skate elements to the facility.		10,000	10,000
Winter Sports Park Hockey Rink Improvements	Construction of a cover over the hockey rink to extend usability.		600,000 State and Local Grants	600,000
Bayfront Park West - Solanus Beach Improvements	Improvements to the beach area including an accessible boardwalk to the water and native landscaping.		250,000 TIFA/LWCF	250,000
Property Purchase - Boor	Purchase of 58 acres adjacent to the City Skyline Property in Bear Creek Township.	32,500	217,000 Donations/grant	249,500
Washington Park Design	Updates to preliminary park concepts	10,000		10,000
Pedestrian Bridge Decking - City Hall	Re-decking of the existing bridge		25,000 TIFA	25,000
Dog Park - Phase 1	Regional park possibly in conjunction with Bear Creek Township.	25,000		25,000
Grand Totals		122,500	1,352,000	1,474,500

**City of Petoskey
Capital Improvement Plan
Project Funding Source
2023**

PROJECT CATEGORY		General	Parking	Streets	Electric	Grants/Other	Total
<u>BUILDINGS AND GROUNDS</u>							
Bayfront Park Clock Tower	Refurbish tower lights and clock mechanisms.					75,000 TIFA	75,000
East Lake Street Fire Station	Paint apparatus room, radiant heat tube replacement, and possible solar array.	200,000					200,000
Curtis Avenue Department of Parks and Recreation Facility Improvements	Improvements to include cold storage facility for DPW and Parks and Recreation and service drive improvements to connect facility to DPW facility.					3,400,000	3,400,000
<u>PARKS AND SPECIAL FACILITIES</u>							
Pennsylvania Park Upgrades	As part of the Downtown Greenway Corridor site amenities from Bay Street to East Mitchell Street, Park Avenue sidewalk widening, landscaping and storm water management improvements will be constructed in accordance with final engineered plans. Grant funding would offset Street/Sidewalk Fund.		50,000	100,000	75,000	150,000	375,000
Washington Park Access Engineering	Washington Park currently has limited access from Petoskey Street off of Washington Street and from Petoskey Street off of Sheridan Street, with limited parking taking place primarily on the streets. This project proposes to create a turn-around style parking lot off of Petoskey Street on the south end of the park and provide improved access to Washington Street on the north side of the park, and create a new pedestrian access off of Emmet Street into the park area and extend sidewalks to key areas within the park.	10,000		20,000			30,000
Pennsylvania Park Upgrades	A plaza adjacent to East Mitchell Street, where the annual tree-lighting occurs, will be created to improve the area for community gatherings.	75,000				25,000	100,000
Winter Sports Park Building Roof	The existing Winter Sports Park building will be 33 years old in 2023. Replacement of roof will be the first phase of improvements possibly including roof-top solar, with siding and deck repairs in 2024.	100,000					100,000
Winter Sports Park Building Interior Renovations	Interior renovations are anticipated and will include painting, concession and restroom sink and counter replacements, and replacement of the skate proof flooring on main level and door replacement at air lock entryway. These repairs are necessary and in particular the skate proof flooring. Failure of the flooring will jeopardize main level floor and underlying decking and joists.	70,000				20,000 Local Grant	90,000
Little Traverse Wheelway Resurfacing	Replace 1/2 mile segment of LTW.	130,000					130,000
Lockwood Park Upgrades	Upgrade the court to a multi-use Pickleball/Basketball court.	125,000				100,000	225,000
Sunset Park Phase II	Additional park improvements to include overlook deck and site re-grading for improved pedestrian access.					200,000	200,000
Grand Totals		710,000	50,000	120,000	75,000	3,970,000	4,925,000

**City of Petoskey
Capital Improvement Plan
Project Funding Source
2024**

PROJECT CATEGORY		General	Streets	Water & Sewer	Grants/Other	Total
<u>BUILDINGS AND GROUNDS</u>						
Public Safety West	The building was constructed in 2011 and it is anticipated the overhead doors will need replacement.	75,000				75,000
Public Safety West	The building was constructed in 2011 and it is anticipated the garage floor will need to be resealed.	15,000				15,000
Replacement of DPW Building	Existing building is 60+ years old, does not meet operational needs and is inefficient. New building to incorporate green infrastructure and rooftop solar panels.				11,500,000	11,500,000
<u>PARKS AND SPECIAL FACILITIES</u>						
Bates Park Concession Building	Concession will be 25 years old in 2024 and in need of roofing and siding and potential roof-top solar.	100,000				100,000
Downtown Greenway Corridor Extension	Design and construction of the corridor between Emmet Street and Washington Street following rail corridor property purchase in 2020.	150,000			100,000	250,000
Marina Parking Lot Resurfacing	In 2024, the parking lot will be 34 years of age and will be in need of resurfacing. The lot has been used to house marina spoils prior to disposal which accelerated the decline of the top coat. In 2010, the lot was patched to accommodate the marina expansion utilities. Grant and restricted marina funds will be used to finance the lot resurfacing.	25,000			25,000 State Grant	50,000
Washington Park Improvements	Construction of access improvements and amenities identified through a master plan process, possibly including play area, pavilion and restrooms.	200,000	100,000	50,000	200,000	550,000
Winter Sports Park Building Siding and Decking	The existing Winter Sports Park building will be 34 years old in 2024 and exterior siding and decking will be needed to maintain structure.	60,000			100,000	160,000
Grand Totals		625,000	100,000	50,000	11,925,000	12,700,000

**City of Petoskey
Capital Improvement Plan
Project Funding Source
2025**

PROJECT CATEGORY		General	Streets	Grants/Other	Total
<u>BUILDINGS AND GROUNDS</u>					
Fire Station - East Lake	Energy upgrades (HVAC and windows).	50,000			50,000
Salt Sheds and Materials Storage Area	Existing salt sheds are 30+ years old and must be upgraded. Sheds and material storage bins would potentially be relocated to the north side of Sheridan Street as part of the DPW campus upgrades.		500,000	1,210,000	1,710,000
Community Gardens Park and Yard Waste Drop Off Area	Community gardens would be relocated to the south side of Sheridan Street in proximity of current yard waste drop off and salt shed area. Site to be upgraded to enhance Bear River Valley/Iron Bell Trail and launch area with restrooms, as well as improved yard waste drop off and community gardens.			1,307,000 State Grant TIFA Bonds	1,307,000
<u>PARKS AND SPECIAL FACILITIES</u>					
Marina Restroom/Shower	Improvements to the Marina restrooms and showers include interior renovations to counter tops, partitions and painting. Shower renovations will include tiling and faucets.	25,000			25,000
Ed White Field	The facility was constructed in 1989 and will be in need of floor upgrades in scorers room, siding, bleachers and lighting upgrades.	155,000			155,000
Curtis Park Improvements	Development of a park master plan.	10,000			10,000
River Road Sports Complex	Construction of restrooms at River Road Sports Complex.	100,000		250,000 State Grant	350,000
Arlington Park Improvements	Based on Master Plan developed in 2022.	125,000		125,000	250,000
Grand Totals		465,000	500,000	2,892,000	3,857,000

**City of Petoskey
Capital Improvement Plan
Project Funding Source
2026**

PROJECT CATEGORY		Funding Source	General	Grants/Other	Total
<u>BUILDINGS AND GROUNDS</u>					
East Lake Street Fire Station Renovations	The building was remodeled into the Fire Station in 1989 and will require numerous upgrades including replacement of windows, kitchen remodel, training room cabinet remodel and HVAC rooftop units.	Operating Revenue	200,000		200,000
Public Safety Garage - City Hall	Replace radiant tube heaters.	Operating Revenue	25,000		25,000
<u>PARKS AND SPECIAL FACILITIES</u>					
Lockwood Park	Construction of improvements identified through master plan process.	Operating Revenue	200,000	200,000	400,000
Bayfront Park Resource Center	The facility was constructed in 1984 and will be in need of front door replacement, windows, carpeting, concession stand renovations and landscaping.	Operating Revenue	75,000		75,000
Grand Totals			500,000	200,000	700,000

**City of Petoskey
Capital Improvement Plan
Project Funding Source
2027**

PROJECT CATEGORY		Funding Source	General	Grants/Other	Total
<u>PARKS AND SPECIAL FACILITIES</u>					
Little Traverse Wheelway Resurfacing	Replace 1 mile segment of LTW.	Operating Revenue	260,000		260,000
Livable Shoreline Development	To improve resiliency to fluctuating water levels, project will recreate a more natural shoreline in place of revetment.	TIFA		1,000,000 TIFA/Grants	1,000,000
Lower Tennis Court Reconstruction	Lower courts will be in need of replacement in partnership with the Public Schools of Petoskey.	Operating Revenue	150,000	150,000	300,000
Upper Tennis Court Repaving	The upper tennis courts will need repaving in partnership with the Public Schools of Petoskey.	Operating Revenue	50,000	50,000	100,000
Pickle Ball Court Repainting	Repaving of courts at Riverbend Park constructed in 2020.	Operating Revenue	25,000		25,000
Paddle Sport Improvements at Bayfront Park	Improvements to include storage and installation of a barrier free launch.	TIFA		125,000 TIFA	125,000
Grand Totals			485,000	1,325,000	1,810,000

**City of Petoskey
Capital Improvement Plan
Long Term Projects/Capital Items Lacking Funding**

PROJECT CATEGORY		General	Grants/Other	Total
<u>BUILDING AND GROUNDS</u>				
Public Safety West	Built in 2011, building maintenance will require replacement windows, boiler upgrade, HVAC replacement and carpeting.	82,000		82,000
History Museum	Museum was built in 1971 and soffit will need replacement.	10,000	TBD	10,000
<u>PARKS AND SPECIAL FACILITIES</u>				
Little Traverse Wheelway - Resort Bluffs Potential Relocation	Potential relocation of the Little Traverse Wheelway from Magnus Park to East Park due to trail		TBD	
Bayfront Park and Magnus Park Shoreline	Due to on-going high water levels and resulting damage, improvements to stabilize shoreline.	7,000,000	TBD	7,000,000
Bayfront Park Marina	Upgrades to dock system to respond to fluctuating water levels.		TBD	
Bayfront Park Irrigation Extension	Install automated sprinkler system from Arboretum restroom to parking area east of Ed White Field. This area is currently partially irrigated with a manual plug-in system which provides inadequate coverage – requires manpower and must run during high use times when employees are available, which interferes with the general public.	32,000		32,000
Lake Street Dam Improvements	Implementation of the chosen alternative from engineering study.		TBD	TBD
Little Traverse Wheelway	LTW restoration (\$48 per linear foot x 5,280 (1 mile) x 8 miles).	2,027,520		2,027,520
Downtown Greenway Corridor - Washington Street to River Bend Park	Extension of the Downtown Greenway Corridor to connect to River Bend Park.		TBD	TBD
Bear River Valley	Extending whitewater improvements to south of Bridge Street, boardwalk replacements and improvements and trail repairs.		455,000	455,000
Magnus Park Campground Improvements	Campground and day use improvements per the Park Master Plan.		TBD	TBD
School Recreation Complex Maintenance	Projects to include Turcott drainage improvements, Middle School ballfield irrigation, concession upgrades, and tennis court repaving.	250,000	250,000 (PSP 50%)	500,000
Bates Baseball Complex	Bates Baseball Complex was constructed in 1998 and will be in need of improvements to fencing, bleachers, dugout restoration, lighting, concession stand renovation and asphalt path renovation.	150,000	150,000	300,000
River Road Sports Complex	The complex will require softball field fence replacement, restroom renovations and parking lot redesign.	130,000	100,000	230,000
Dog Park - Phase 2	Dog park was identified as a top community project based on public feedback per the current Parks and Recreation Masterplan.		300,000	300,000
Miscellaneous	Miscellaneous replacements including park benches and picnic tables as identified in the 2021 Capital Needs Assessment Study.	75,000		75,000
Bear River Valley Stair tower and Pedestrian Bridges Maintenance	Painting of stair tower and pedestrian bridges.	30,000		30,000
Grand Totals		9,786,520	1,255,000	11,041,520



BOARD: Parks and Recreation Commission

MEETING DATE: October 11, 2021 **DATE PREPARED:** October 7, 2021

AGENDA SUBJECT: Livable Shoreline Demonstration Project

RECOMMENDATION: Information only

The Parks and Recreation Department received funding through the Petoskey-Harbor Springs Area Community Foundation to assist with a livable shoreline demonstration project. The improvement is between the boat launch and Ed White ballfield. There will be a power point presentation highlighting the project and purpose.

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