



**PARKS AND RECREATION COMMISSION**

Tuesday, December 12, 2016

1. Call to Order - 7:00 P.M. – Petoskey City Hall Parkside Room
2. Approval of Minutes – Minutes of Monday, November 8, 2016 Meeting
3. Old Business –
  - a. Review Special Event Policy
3. New Business –
  - a. Update on Winter Recreation Programs
  - b. 2017 Budget approved, Magnus and Marina rates set
  - c. Director to inform Parks and Recreation Commission of retirement date and search process for replacement
4. Miscellaneous
5. Adjournment



## PARKS AND RECREATION COMMISSION

November 8, 2016

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Tuesday, November 8, 2016. Roll was called at 7:00 P.M. and the following were:

Present: Roy Pulaski, Chairperson  
Amy McMullen, Vice Chairperson  
Jim Daunter  
William Hansen, Jr.  
Mike Morey

Absent: Ken Turk

Staff: Al Hansen, Parks and Recreation Director  
Jon Hummel, Parks and Recreation Employee

Minutes of the Monday, October 10, 2016 meeting were read and approved. Motion for approval was made by Amy McMullen, seconded by William Hansen, Jr., with all members present voting aye.

YEAS: Daunter, Hansen, McMullen, Morey, Pulaski (5)

NAYS: (0)

### Planning Award

Commission members were informed that, on Wednesday, October 26, 2016, the City of Petoskey and the firm of Beckett and Raeder, Inc. of Petoskey and Ann Arbor, received a Planning Excellence Award for implementation of the Bear River Recreation Area. This award was presented to the City by the Michigan Association of Planning, a division of the American Planning Association. A letter from the Michigan Association of Planning and a press release were given to Commission members for review.

### Recreation and Project Updates

At this time the Director shared with Commission members that the youth soccer and flag football seasons were successfully completed and that staff was now preparing for the men's, boys and girls basketball programs which will start in December 2016. In addition, staff will be setting up lessons for downhill skiing, snowboarding and ice skating which will commence in January 2017.

The Director gave a report on winterization of parks for winter and advised that all City irrigation systems, non-heated restrooms, the marina and Magnus Park Campground had all been winterized and that park crews were now concentrating on leaf removal.

The Director also gave an update on the Marina Pier B Electrical Upgrade. The planned electrical upgrade to Pier B at the marina was completed successfully this fall and the electrical system had been inspected and approved, and is ready for the 2017 boating season.

The Director advised that the tennis court renovation project had been completed with the exception of installing the drinking fountain which will be installed in the spring of 2017. The drinking fountain has been purchased and is in storage.

### **Special Events Policy**

The Director and Commission members revisited a special events policy that was first reviewed on October 10, 2016 and worked on correcting language and clarifying several issues within this document. The Director will now go back and insert the added information and update the special events policy and share it with the Downtown Management Board, Department of Public Works Director, and the Department of Public Safety Director for their comments. Once their comments are received and incorporated the document will be brought back to the Parks and Recreation Commission, at their December or January meeting, for further review.

### **Resort Township Board Member**

Jim Daunter, Resort Township representative on the Parks and Recreation Commission, announced that he will be leaving the commission at the end of this month and that he will be replaced by a new member from Resort Township in December 2016.

Jim has been a long serving member on the board for Resort Township and Commissioners thanked him for his service to the Parks and Recreation Commission.

### **Master Plan**

Amy McMullen asked what path the Commission will be working on in 2017 and the Director advised that they will be charged with the responsibility of preparing and reviewing the new Parks and Recreation 5-year Master Plan which will go into effect in 2018.

The Director requested that all Commission members review their current master plan documents and make notations under the park sections on information or improvements they would like to see incorporated into the new document which will be prepared in the up and coming year.

### **ADJOURNMENT**

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:40 P.M. Motion for adjournment was made by Amy McMullen, seconded by William Hansen, Jr., with all members present voting aye.

YEAS: Daunter, Hansen, McMullen, Morey, Pulaski (5)  
NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, December 12, 2016 at the City Hall Parkside Room.



Allen L. Hansen  
Director of Parks and Recreation



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** December 12, 2016     **DATE PREPARED:** December 6, 2016

**AGENDA SUBJECT:** Review Updated Special Events Policy

**RECOMMENDATION:** Review and comment.

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Background. At its last several meetings the Parks and Recreation Commission has been working to create a special events policy to promote uniform procedures and guidelines to regulate, review and permit special event activity on streets, alleyways, parking lots, within buildings, and parks and lands under the jurisdiction of the City of Petoskey.

Action. Commission members will again review a current, updated version of the policy. The Director will relay any comments that were received from staff review and commission members may also make additions or changes. It is the intent that a completed policy will be available for commission approval by their January 9, 2017 meeting.

Enclosure  
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# CITY OF PETOSKEY SPECIAL EVENT POLICY

**Overview:** The City of Petoskey encourages its civic and non-profit organizations, Chamber of Commerce, Downtown Management Board, schools, sports associations and others to sponsor special events and activities that enhance the quality of life for both residents and visitors to our community.

**Purpose:** The City of Petoskey has established a special event policy to promote uniform procedures and guidelines to regulate, review and permit a special event activity on streets, alleyways, parking lots, within buildings, parks and lands under the jurisdiction of the City of Petoskey.

The Special Events Application is a starting point for any group, sponsor or individual who wishes to hold an event, parade, assembly, festival or similar activity within the municipal limits of the City of Petoskey.

**Special Event Defined:** Any activity conducted upon or involving the use of City owned streets, alleys, parking lots, parks, facilities, sidewalks, sports fields and non-motorized trails, which are different from or greater than the usual routine use by the general public. These activities include but are not limited to parades, musical performance entertainment, public shows, exhibitions, arts and craft shows, festivals, walk and run events, sporting events and events where alcoholic beverages are being sold or host served.

Use of parks for commercial activity not associated with a community wide event is not permitted.

Exceptions: (these exceptions do not apply if alcohol is being sold or host served)

1. A family or organization holding a valid reservation for a not for profit event which is held entirely within the confines of a picnic shelter or reservable park area or facility that does not exceed the published rated capacity of the facility or site and alcoholic beverages are not being sold or host served.
2. An event conducted by a school or local, state or nationally recognized youth group which has properly registered the event or reserved a facility, shelter or park area with the Department of Parks and Recreation and has agreed to provide one adult for every 10 children.
3. A scheduled event or activity conducted by the Petoskey Department of Parks and Recreation or its affiliated youth or adult associations and sports teams.
4. Volunteer groups who have been approved to assist or maintain public park areas, gardens and non-motorized trails and river cleanup projects. Special volunteer work projects must be preapproved by the Director of the Department of Parks and Recreation.

**Terms Defined:**

1. "Applicant" means a person who applies for a special event permit.
2. "Person" means an individual, partnership, corporation, association, group or organization.
3. "Sponsor" means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or large gathering.
4. "Youth Group" means a group organized for and whose membership comprises children under 18 years of age. The term "youth group" should not include any college or university youth groups.

**Review Process:** Once a special event application is submitted to the City for review the following actions will be taken:

1. The application will be reviewed for completeness, dates will be checked to insure they do not conflict with other scheduled events.
2. If the event application is incomplete or conflicts with other events it will be returned to the applicant for appropriate action.
3. If the event meets the definition of a special event as established by the City, the application will be reviewed by representatives from the Department of Public Safety, Department of Parks and Recreation, Department of Public Works and the Downtown Director.
4. Each affiliated department will review the events impact on traffic flows, street closures, effects on staffing levels and visitor safety.
5. At this point the applicant will be notified if the event is approved or denied or may be asked to provide more detailed information and informed of any additional stipulations that have been placed on the event organizers.
6. If approved, a Special Event Agreement Form and an Indemnification and Hold Harmless Agreement will need to be completed and returned to the City with appropriate documents.

**Fee Schedule:** The following fees will apply for special events held in park areas for special requests. This fee is for a three hour reservation period. More than one reservation period can be reserved at one time.

<u>Park Area</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Bayfront Park Festival Shelter	\$100.00	\$150.00
Bayfront Park West	\$50.00	\$100.00
Bear River Shelter	\$100.00	\$150.00
Mineral Well Shelter	\$50.00	\$100.00
West Side Shelter	\$50.00	\$100.00
Waterfall Area	\$100.00	\$150.00

**Special Requests:**

Street Closure, Intersection Closure	
Weekdays	\$225.00
Weekends and Holidays	\$300.00
P.A. System Reservation (if available)	\$50.00
Stage Reservation (if available)	\$100.00
Picnic Tables (maximum of 10, if available)	\$100.00

**Contact Information:**

City of Petoskey Offices

(231) 347-2500

Facility-Special Event Application Coordinator  
Department of Parks and Recreation  
Department of Public Safety  
Downtown / Parking Administrator  
Department of Public Works

Lisa Denoyer, Administrative Assistant  
Al Hansen, Director  
Chief Matthew Breed, Director  
Becky Goodman, Director  
Terry Barrette, Street Supervisor

Temporary Food Concession License  
Health Department of Northern Michigan

347-6014

Temporary Liquor License information is available at [www.michigan.gov/lcc](http://www.michigan.gov/lcc) or by calling 1-866-813-0011

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# City of Petoskey

Department of Parks and Recreation

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

## SPECIAL EVENT APPLICATION FORM

1. Name of Event: \_\_\_\_\_

2. Description of Event and Activities (include map): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Parks(s), Facility(s) or City owned street(s), parking lot(s) or non-motorized trail(s) requested: \_\_\_\_\_

\_\_\_\_\_

4. Number of people expected to attend or compete: \_\_\_\_\_

5. Name of Non-Profit Organization(s) if any: \_\_\_\_\_

6. Sponsor of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

7. Is this a Commercial For-Profit Event?  Yes  No

Note: Use of parks for commercial activity not associated with a Community-wide event is not allowed.

Explain event purpose: (does it benefit a non-profit?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Authorized Representative: (Applicant) \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

9. Emergency Contact Person(s) during event:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

10. Official Date of Event: \_\_\_\_\_ Times: \_\_\_\_\_

All date(s) requested, including set-up and tear-down: \_\_\_\_\_

\_\_\_\_\_

11. Is this a free event for the Public?  Yes  No

If No, please outline fees and charges for events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Will there be any water events utilizing Little Traverse Bay?  Yes  No

If yes, contact the local Michigan Department of Natural Resources office. Permits may need to be obtained. If permits are required, furnish a copy of permit to City.

13. Will you be setting up significant infrastructure, such as large tents, stages or amusement rides including inflatable jump houses, etc.?

Yes  No

If yes, please attach map showing where such infrastructure is being proposed, type of infrastructure and securement method.

- a. If tents or inflatables are being set up, note that ground stakes are prohibited in certain park areas, streets, parking lots, alleys and trails.
- b. If setting up tents, the structure's material shall be noncombustible, flame resistant or treated in an approved manner in accordance with the International Building Code. Please check with your supplier and the Emmet County Building Department to make sure all requirements are met. Tents of a certain size and capacity will require an Emmet County Building Permit prior to set up and will also require an onsite inspection by same.

14. Will you be staking or driving anything into the ground for tents or inflatables?  Yes  No

If yes, you must contact **Miss Dig** and the Department of Parks and Recreation 5 days prior to your event. This is the applicant's responsibility and any damage to underground utilities or irrigation system will be responsibility of applicant. Stakes are prohibited in certain parks and other areas. Don't assume that stakes will be allowed.

15. Are you planning on displaying pyrotechnics?  Yes  No

If yes, permit must be filed with the Michigan State Fire Marshall's office and approved by the Petoskey Department of Public Safety. Pyrotechnic displays must be provided by and launched by licensed pyrotechnic professionals and a certificate of insurance shall be provided with the City being named as co-insured. (Safety zones will be enforced)

16. Are you setting up equipment such as tables, chairs, portable toilets, public address systems, etc.?

Yes  No

17. Do you need electricity service?  Yes  No

If yes, please note that some parks do not offer electricity and/or have a limited number of 110V outlets.

18. Will there be any entertainment or amplified music?  Yes  No

If yes, furnish event's beginning and ending times. Events may require special approval if sound levels violate noise ordinances or are likely to warrant complaints from the general public.

19. Will you need extra trash receptacles or picnic tables?  Yes  No

If yes, quantity needed: \_\_\_\_\_ Trash Receptacles and \_\_\_\_\_ Picnic Tables

City trash receptacles and picnic tables are in limited supply and requests may not be able to be accommodated. The City also may require event application to furnish extra trash dumpsters for event.

20. Will you be providing additional portable toilets for event?  Yes  No

If yes, how many? \_\_\_\_\_

City may require portable toilets to be furnished.

21. Will you be utilizing directional signs for your event?  Yes  No

If yes, you need to complete a Promotional Event Sign Permit Application. This can be found on the City's website at [www.petoskey.us/documents/forms-a-permits](http://www.petoskey.us/documents/forms-a-permits) or you can contact the City's Planning and Zoning Office.

22. Will items be displayed to the public?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. Will any merchandise be sold?  Yes  No

If yes, detail type of merchandise proposed to be sold, note City has strict rules on transient merchandise sales and commercial use of park. Transient Business License or restrictions may apply.

24. Will you be providing shuttle services?  Yes  No

If yes, name of shuttle service, proof of auto and liability coverage, pick up and drop off points.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Will there be any food served or sold on site?  Yes  No

If yes, food will be served or sold by  Food Vendor  Volunteer

You or the vendor may need a temporary food permit(s) from the Health Department of Northern Michigan. (231) 347-6014

26. Will there be alcohol?  Yes  No

If yes, will it be:

Served and sold (See a, b and c below)

Served by host but not sold (see a, b and c below)

(a) Alcohol Being Served and Sold: The entity serving and selling alcoholic beverages such as beer and wine (liquor is prohibited) will be required to obtain a temporary permit to sell or dispense alcohol from the State of Michigan Liquor Control Commission as well as approval from the City of Petoskey and its Department of Public Safety. The requesting entity shall comply with all rules required by both agencies.

(b) Insurance Required:

- (i) Alcohol being sold: The entity selling the alcoholic beverages shall obtain a Certificate of Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, also naming the City of Petoskey as an additional insured. The certificate must list the following: City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and a copy of this certificate furnished to the City of Petoskey.
  - (ii) Alcohol being served by host but not sold: The entity serving the alcoholic beverages should obtain a Certificate of Host Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, naming the City of Petoskey as an additional insured. This certificate must list the City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and copy of certificate furnished to the City of Petoskey.
- (c) Additionally if the entity that will be selling or serving the alcohol is different from the applicant organization, please provide the following information:

Contact Person(s) Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Contact Telephone Number(s): \_\_\_\_\_

Cellphone: \_\_\_\_\_

27. Has your Organization conducted a similar event within the City in the past?  Yes  No

If yes, name event(s) and date(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned, declares and says he/she wishes to perform the operation, service or act stated herein and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the Special Events Policy of the City of Petoskey (hereafter "City") relative to the operation, service or act(s) which the permit is requested and agrees to hold the City free and harmless from all liability which may be imposed upon it and indemnify and reimburse the City for all expenses of litigation in connection with the diffuse of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The undersigned acknowledges that the City may revoke a permit if the City determines information regarding the event was not accurately conveyed to the City on this application or if the City's ordinances and/or policies are violated or proper certification of insurance or other permits required are not submitted; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so or permitted by the Freedom of Information Act, MCL 15.231 et seq.

Event Name: \_\_\_\_\_

Authorized Applicant / Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SPECIAL EVENT AGREEMENT

The event organizer(s) agree to adhere to the following requirements:

- a) The applicant, once initial approval has been granted for an event, shall furnish to the City of Petoskey a certificate of insurance for Comprehensive General Liability in the minimum amount of \$1,000,000 per occurrence and naming the City of Petoskey as an additional insured. If alcohol is being served or sold, the applicant shall furnish to the City a certificate of Insurance for:

Host

Host Liquor Liability Insurance (serving) or Liquor Liability (sold)

in the amount of \$1,000,000 per occurrence policy naming the City of Petoskey as an additional insured. A higher amount of insurance may be required by the City if determined appropriate.

- b) The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, Boards and Commissions, agents, employees and volunteers from any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligation to defend, indemnify and hold harmless shall exclude only those matters in which claim arises out of allegations of the sole negligence or acts of the City, its officers, agents or employees.
- c) The applicant shall reimburse the City for expenses of Public Safety, Parks and Recreation, Public Works and others as agreed upon between the City and Applicant; applicant will be invoiced accordingly.
- d) Applicant shall maintain a 15 foot travel lane for events held on streets or park access roads for emergency vehicles.
- e) If a tent/canopy membrane is utilized as part of the event, the membrane material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the International Building Codes for Michigan. Large tents or canopies occupied by the public will require a building permit and inspections from the Emmet County Building Department. Please provide verification that permit has been applied for. A four week lead time is suggested.
- f) The applicant is responsible for cleanup following the event, any damage that occurred to City property during event will be invoiced accordingly.
- g) The rights granted by this permit are revocable at will by the City of Petoskey and the applicant waives any right or claim to damages or compensation in the event that the permit is revoked.
- h) If issued a permit, it may not be transferred or reassigned.
- i) A representative of the Department of Parks and Recreation will either provide you a copy of the issued permit or notify you of any items which need to be addressed prior to permit issuance.

Event Name: \_\_\_\_\_

Authorized Applicant / Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** December 12, 2016      **DATE PREPARED:** December 6, 2016

**AGENDA SUBJECT:** Update on Winter Sports Programs

**RECOMMENDATION:** Hear report

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Update. *Snowboard and Skiing Lessons:* Sign-ups are now underway. Lessons will be conducted by the Nub's Nob Ski School. Lesson dates are January 22, 29 and February 5, 2017. Cost is \$78.00 and includes three ski or snowboard lessons and three lift tickets for each lesson day.

*Figure Skating Lessons:* Sign-ups are also underway and lessons are scheduled to start in January. Cost is \$45.00 for six lessons.

*5<sup>th</sup> and 6<sup>th</sup> Grade Volleyball:* Sign-ups are also underway. Program will run from February to the end of March, 2017. Cost is \$35.00. Program will be conducted at the Petoskey Middle School Gym.

Note: Fees listed are for residents of the City of Petoskey, Bear Creek Township and Resort Township. An additional \$15.00 outside residency fee applies to all others.

Winter Sports Park hours:

Weekends, holidays and non-school days	12:00 P.M. to 9:00 P.M.
Weekdays	4:00 P.M. to 9:00 P.M.

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**BOARD:** Parks and Recreation Commission

**MEETING DATE:** December 12, 2016     **DATE PREPARED:** December 6, 2016

**AGENDA SUBJECT:** 2017 Budget Approved

**RECOMMENDATION:** Hear report

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Information. Petoskey City Council, at its November 29, 2016 meeting, adopted the 2017 City Budget as recommended by staff. Magnus Park, Marina, and other miscellaneous fees were also adopted for 2017. Fees for Magnus Park and the Petoskey Marina were not changed for 2017. A chart of fees is attached.

Enclosure  
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# 2017 RATES

## MAGNUS PARK

	<u>Daily</u>	<u>Monthly</u>
Full Hookup	\$30.00	\$720.00
Electric Only	\$28.00	\$655.00
Sewer Drop Station - Non-campers		\$5.00 each time
Showers - Non-campers		\$1.00

## MARINA - SEASONAL

<u>Slip Length</u>	<u>Annual Fee</u>
30'	\$2,430
38'	\$3,154
42'	\$3,570
45'	\$3,960
60'	\$5,520

## MARINA - TRANSIENT

< 25'	\$32	38'	\$52	51'	\$75	64'	\$95
26'	\$34	39'	\$58	52'	\$77	65'	\$96
27'	\$35	40'	\$59	53'	\$78	66'	\$98
28'	\$36	41'	\$61	54'	\$80	67'	\$99
29'	\$37	42'	\$62	55'	\$81	68'	\$101
30'	\$39	43'	\$64	56'	\$83	69'	\$102
31'	\$41	44'	\$65	57'	\$84	70'	\$104
32'	\$42	45'	\$67	58'	\$86	71'	\$105
33'	\$43	46'	\$68	59'	\$87	72'	\$107
34'	\$45	47'	\$70	60'	\$89	73'	\$108
35'	\$46	48'	\$71	61'	\$90	74'	\$110
36'	\$50	49'	\$73	62'	\$92	> 75'	\$1.48/foot
37'	\$51	50'	\$74	63'	\$93		

<u>Service</u>	<u>Fee</u>
Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Annual Launch	\$20.00 per year
Pump Out (LOA < 60')	\$5.00 per tank
Pump Out (LOA > 60')	\$10.00 per tank
Pump Out - Seasonal Slip	Free
Cube Ice	\$2.00 per bag



**CITY PARKS RESERVATION FEES  
FOR GAZEBOS, SHELTERS AND SPECIAL AREAS**

<b><u>Gazebos</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
Sunset Park Gazebo		
9:00 A.M. to Noon	\$50.00	\$100.00
1:00 P.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 8:00 P.M.	\$50.00	\$100.00
Pennsylvania Park Gazebo*		
8:00 A.M. to 11:00 A.M.	\$50.00	\$100.00
Noon to 3:00 P.M.	\$50.00	\$100.00
4:00 P.M. to 7:00 P.M.	\$50.00	\$100.00
*Exception – Tuesdays	11:00 A.M. to 2:00 P.M.	Closed for concert series
Fridays	11:00 A.M. to 2:00 P.M.	Closed for concert series
	6:00 P.M. to 9:00 P.M.	Closed for concert series
<b><u>Shelters</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
Bayfront Park Festival Shelter (maximum 75 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
Bayfront Park West (maximum 150 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
Bear River Shelter (maximum 140 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
Mineral Well Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
West Side Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
<b><u>Waterfall Area</u></b> (maximum 150 people)		
10:00 A.M. to 1:00 P.M.	\$100.00	\$150.00
2:00 P.M. to 5:00 P.M.	\$100.00	\$150.00
6:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
Request for Picnic Tables (specify park event)		
Maximum of ten (if available)	\$50.00	\$100.00

	<u>Resident</u>	<u>Non-resident</u>
<b><u>Block Parties</u></b>		
Request for Picnic Tables (maximum of ten)	\$50.00	-----
Street Closure	\$100.00	-----
<b><u>Winter Sports Park</u></b>		
Skate Rental (reduced price for schools & non-profit groups - \$2/person)		\$5.00 per person
Hockey Rink 1 hour block (Zamboni once)		\$25.00
<b><u>Sports Fields – Non-affiliated Sports Groups</u></b>		
Unlighted Ball Field	\$50.00 per fitting with a three game block	
Lacrosse Field	\$150.00 per striping with a two day maximum	
Soccer Field	\$150.00 per striping with a two day maximum	

**Cancellation Fees**

A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five days prior to the event and the full reservation fee will be assessed if the reservation is cancelled less than five days prior to the event, unless the facility is closed due to weather.



**BOARD:** Parks and Recreation Commission

**MEETING DATE:** December 12, 2016      **DATE PREPARED:** December 6, 2016

**AGENDA SUBJECT:** Recruitment Process to Fill Director Position

**RECOMMENDATION:** Informational

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Background. The Director of Parks and Recreation recently announced that he plans to retire from the City on March 31, 2017. The City Manager has taken steps to recruit applicants for the Director's position. Advertisements for the position have been placed with several professional park and recreation organizations, at both the State and National levels, as well as several recruitment placement centers and newspapers. Once received applications will be reviewed and candidates will be selected for the interview process. It is anticipated that an interview panel will be put in place to conduct the interviews. It is hoped that a candidate will be selected and will be able to work with the current director for a period of time to allow for a smooth transition in to the position.

A copy of the job position advertisement is attached.

Enclosure  
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## **CITY OF PETOSKEY, MICHIGAN RECRUITMENT PROFILE**

### **DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION**

This Recruitment Profile provides community background, describes the City Government and lays out the candidate qualification criteria identified as particularly important for the next Director of the Department of Parks and Recreation. This profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to the recruitment and selection process may be directed to the City Manager's Office. Formal applications are to be sent to the attention of:

City Manager's Office  
City of Petoskey  
101 East Lake Street  
Petoskey, MI 49770  
TEL: 231 / 347-2500  
FAX: 231 / 348-0350  
Email: [citymanager@petoskey.us](mailto:citymanager@petoskey.us)

### **COMMUNITY BACKGROUND**

The City of Petoskey is located in Emmet County nestled along Lake Michigan in the northwest corner of Michigan's lower peninsula and is known throughout the state, and beyond, for its scenic beauty, year-round recreational opportunities, and small town friendliness.

The City of Petoskey's population of 5,670 has a reputation as a home town and favorite resort with high quality services and a resilient economy; a community recognized nationally as a "Best Small Town" and a "Best Place to Retire". The City of Petoskey encompasses approximately six square miles and is the seat of Emmet County and home of McLaren Northern Michigan Hospital, North Central Michigan College, and center of government, commercial, medical, educational, recreational, and cultural activities of the region.

About 4,000 acres are contained within the City's corporate limits, including the Bay Harbor resort development that was transferred to the City's jurisdiction from neighboring Resort Township in 1994 through an intergovernmental agreement. The City contains 3,173 residential, 598 commercial, and 11 industrial properties. Its taxable value for 2016 is estimated at \$477,596,742.

Located on the south shore of Little Traverse Bay, the downtown is picturesque in its presentation of one-of-a-kind shops that feature handmade jewelry, natural foods, rustic furnishings, a wide array of apparel, antiques, locally produced art, literature, and some of the finest restaurants and coffee shops. All the various businesses come together to form a thriving business community.

The variety of schools in the area, public and private, enable parents to choose from smaller settings to larger schools to meet their children's individual needs. The public schools of Petoskey are very well regarded as successful learning centers for the spectrum of ages and abilities. The District's schools are all located in Petoskey: four elementary schools, one middle school and one high school. A Montessori center is offered for elementary grades. The St. Francis Xavier catholic school also services kindergarten through twelfth grade. Emmet County residents voted to create the North Central Michigan College in Petoskey in 1958 to help prepare students to transfer to other four-year colleges. NCMC now has a student enrollment of 2,633 in Petoskey and three satellite campuses in other northern Michigan towns, as well as on-line. The Petoskey campus is linked with universities across Michigan for distance learning so that Petoskey students can complete undergraduate and graduate degrees close to home. Please see [www.ncmich.edu](http://www.ncmich.edu).

Some of the area's largest employers include McLaren Northern Michigan Hospital, Boyne USA, Circuit Controls Corporation, Petoskey Plastics, H & D Rieth-Riley Construction Company, Inc., Manthei, Inc., and Nub's Nob Ski Area. There are 400-plus retail establishments, six advertising agencies, 50-plus legal services, 20-plus accounting, auditing, and bookkeeping firms, 10 commercial printers, 25 computer service companies, 30-plus real estate businesses, nine metalworking manufacturers, 20-plus restaurants – and more. They represent the diversity of businesses that have established themselves in the Little Traverse Bay area.

54% of the housing in Petoskey is single-family unit detached. Since 2000, growth has occurred primarily in multiple-family units and condominiums. The number of housing units totals about 3,400. About 14% of housing units are vacant for seasonal, recreational or occasional use. The estimated average 2015 market value of a single family home was \$174,516 within the City's historic boundary and \$270,600 city-wide, which includes Bay Harbor.

McLaren Northern Michigan Hospital is a 202-bed regional referral center located in Petoskey, serving residents in 22 counties across northern Lower Michigan and the eastern part of the Upper Peninsula. A medical staff of nearly 200 physicians represents nearly all medical and surgical specialties, enabling full-service care with an emphasis on heart, cancer, orthopedics and neuroscience services. Additional information can be found at [www.mclaren.org/northernmichigan](http://www.mclaren.org/northernmichigan).

## **QUALITY OF LIFE**

The Little Traverse Bay region includes the very best winter recreation and ski areas in Michigan, including Boyne Mountain and Highlands, Nubs Nob, nordic centers and forest service trails, snowmobile trails and Petoskey's own family-oriented Winter Sports Park. In the summer season, Petoskey sparkles with marinas and the best fresh water boating in the world, as well as beaches and waterfront parks. There are over 20 championship golf courses within easy access.

Resort properties and tourism are important assets of this community that attracts Michiganders and others from across the country in every season. Please visit [www.boynecountry.com](http://www.boynecountry.com).

Additionally, the cultural life of the Petoskey area is well established. The Crooked Tree Arts Center provides classes, exhibits, performances, public art, a music program, a youth arts festival and young writers program. The Great Lakes Chamber Orchestra is based in Petoskey and performs around northern Michigan. There is also a community theater group, local choral groups, and the Up North Big Band. The Bay View Summer Music Festival, America's oldest existing music festival, affords both students and master musicians the opportunity to study and perform in the historic, John Hall Auditorium.

## **CITY GOVERNMENT**

Since 1916 the City has operated under the Council-Manager form of Government. Petoskey has a five-member City Council. Four Councilmembers are elected from four wards for two-year, staggered terms. The Mayor is elected annually at large. Petoskey retains one of the few local electoral processes that rely on Ward Conventions to nominate Councilmembers. The Council sets the policies for the operation of the Petoskey government.

The administrative responsibility of the City rests with the City Manager who is appointed by the City Council. The City Manager will appoint the next Director of the Department of Parks and Recreation.

The City Council is the City's legislature. It sets policies, makes laws, approves the City's annual budget and capital improvements plan, establishes tax rates and service fees, and authorizes projects, contracts, and purchases. The City Council concurs in appointments of citizens and officials to a variety of boards and commissions and appoints a City Manager, a City Attorney, and a City Assessor. Council also hires an Independent Auditor and must approve the City Manager's appointment of a City Clerk-Treasurer. The City Manager appoints and directs the work of the major organizational groups and their staffs.

The City's website includes a useful overview of the City's governance, Boards and Commissions and administrative organization at [www.petoskey.us](http://www.petoskey.us). Briefly, there are important advisory and quasi-judicial Boards and Commissions that involve over 60 residents regularly in meetings, recommendations and decisions, including the Library, Parks & Recreation and Planning Commissions, the Zoning Board of Appeals, Downtown Management Board (DDA), Board of Review and Building Authority. Others have an impact on agencies of regional planning and responsibility.

The City's organizational structure is streamlined. There are four departments, each headed by a Director who is hired by and reports directly to the City Manager, including:

- Department of Finance which is responsible for the City's centralized administrative services, including City Clerk, accounting, budget and treasury.
- Department of Parks and Recreation which maintains parks, special facilities, buildings, grounds, and the downtown area and offers or assists with year-round recreational and sports programs.
- Department of Public Safety that since 1988 has provided combined police, fire, and emergency medical services, through cross-trained personnel.
- Department of Public Works which handles streets, water, wastewater, electricity, motor pool, and engineering and construction services.
- The City also operates a regional public library that welcomes over 6,500 card holders.

Certain City operations, because of their size, do not have departmental status, but instead exist as offices. These include the Office of the City Manager; Office of the City Assessor; Office of the City Attorney; Office of the City Clerk-Treasurer with this position filled by the City's Director of Finance; and Office of the City Planner which is responsible for planning, grants, and staffing the Planning Commission and its committees, Zoning Board of Appeals, and various task forces, as well as assisting with the Downtown Development Authority Board and the Downtown Management Board, a business-improvement-district body.

There are 73 full time employees of the city. Their reputation in the community is very high for quality services and customer responsiveness. Public Safety Officers are represented by the Police Officers Labor Council and some Public Works/Utilities employees are represented by the Teamsters. Bargaining reflects a mature and constructive labor/management relationship. The City budget for 2017 is \$34,589,100. The general fund budget is \$7,768,200.

## **DEPARTMENT OF PARKS AND RECREATION**

Twenty-three park sites are maintained by the City's Department of Parks and Recreation and comprise 1,260 acres. They include 8,000 feet of Lake Michigan shoreline, a four-mile long linear park alongside the Bear River, a 144-slip marina, a 76-site campground, a winter sports complex, and an 865-acre forest preserve outside the City. Athletic facilities include 11 baseball and softball fields, 20 soccer-football fields, four basketball courts, 12 tennis courts, three playgrounds, two ice rinks, four sand volleyball courts, a skate-park facility and 18 miles of non-motorized trails. The City also offers regionally, in some cases through intergovernmental agreements, about 32 sports-recreation programs.

## **CANDIDATE QUALIFICATION CRITERIA**

The City of Petoskey is seeking proven and progressive candidates committed to excellence in the delivery of parks and recreation services and programs. The following factors of education, experience, management style, and personal and professional traits have been identified as necessary and/or desirable for the Director of the Department of Parks and Recreation to succeed in this position. Salary is depending upon qualifications and experience within a range of \$70,000 to \$90,000, plus an attractive and competitive fringe benefit plan.

### **EDUCATION AND EXPERIENCE**

- Bachelor of Science degree in parks and recreation administration and multidiscipline training or experience in forestry, landscape and sports management.
- Should have five years of experience as a deputy, assistant director, or director of a parks and recreation agency or commercial recreation operation or facility.
- Certification in youth sports administration and professional membership in MI Parks or National Recreation and Parks Association.

- Have management experience in creating an environment of trust and integrity where employees respect one another and where the Department consistently functions at a high level of service.
- Have thorough knowledge of the principles of personnel management including recruiting, training, promoting, disciplining, and terminating employees.
- Have a variety of experience/understanding of modern technology, operation techniques, methods, and practices relating to parks and recreation operations.
- Have sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing, and appropriateness of organizational structure toward superior performance.
- Have a track record of developing subordinates to a point that they can assume leadership positions in the Department.
- Be a strong financial manager, capable of preparing and controlling budgets and have a background of successful cost-effective administration of human and financial resources.
- Have a demonstrated ability to work effectively with elected and appointed officials (e.g. City Manager, Mayor, and City Council) and members of the general public.
- Have experience in developing positive, cooperative, and supportive relationships with other agencies at the local, state, and federal level.
- Be computer literate and knowledgeable about technology appropriate to parks and recreation operations and activities.

### **MANAGEMENT STYLE/PERSONAL TRAITS**

- Be able to establish credibility and gain the respect of Parks and Recreation personnel and others based on professional knowledge, positive attitude, fairness, strong interpersonal skills, and strong leadership abilities.
- Be a participative, team-building, people-oriented *manager* who involves all employees of the Department of Parks and Recreation in researching, developing, and implementing organizational changes and improvements to move the Department forward.
- Have the willingness and excellent communication skills to enhance the public understanding of parks and recreation activities and programs.
- Be both visible and accessible, inside and outside of the Parks and Recreation Department developing and maintaining effective working relationships with other officials and Department Heads, and be comfortable with active involvement in civic and community affairs.
- Have a background of complete integrity and honesty, gaining the respect of people, and leading and motivating personnel by example with no favoritism.

- Be a visionary, goal-oriented leader who can develop and articulate a long-term plan for the Parks and Recreation Department with the leadership skills to lead the Department to a higher level of excellence.
- Set high standards of performance, productivity, and initiative by Departmental personnel and be able to administer discipline fairly and consistently.
- Be capable of identifying and developing supervisory and command talent in others, delegating authority, and striving for excellence in parks and recreation, while holding subordinates accountable.
- Be free of bias in actions involving an individual's race, gender, creed, color, sexual orientation, marital status, religion, ancestry, age, or mental or physical impairment.
- Have successful experience in managing and coaching personnel at varying stages of career development from younger entry-level employees to more seasoned and experienced personnel.
- Be skilled in evaluating personnel performance, enforcing an appraisal system, and in evaluating the effectiveness of operations in the Department of Parks and Recreation.
- Be an effective listener, be responsive to employee input, make decisions and provide prompt feedback.
- Have a desire to participate in the civic affairs of Petoskey and be part of the community for a significant period of time!



## **DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION**

Description. The City of Petoskey, Michigan is seeking experienced candidates to lead its Parks and Recreation Department that includes seven full-time staff members and 30 seasonal workers. This position reports directly to the City Manager and supervises the operations of 23 parks, three non-motorized trail systems, 144-slip City marina, summer campground, and winter sports parks with two ice rinks, sledding and skiing hills. The position is also responsible for buildings/grounds/streetscape maintenance, some construction activities and oversight of the City's forestry management and tree planting programs. The Director position also provides administrative oversight for 32 youth and adult recreation programs with over 3,500 participants.

Requirements. Bachelor's Degree in Parks and Recreation Administration or a related field with at least five years of progressively responsible management experience in municipal parks and recreation. The successful candidate will need to work effectively with the City Manager and four other Department Heads as well as City Council, boards and commissions and the general public.

Preferred skills include working in a multi-disciplinary parks and recreation system, successful grant writing experience, park maintenance experience, and the ability to provide visioning and execution for expansion and improvements of multi-use trails, recreation programs and the City's award-winning park system. The ideal candidate will be a dynamic and enthusiastic individual who is committed to improving both the City parks system as well as recreation programming within the community.

Michigan driver's license required with good driving record. Candidate must be able to pass a criminal background check.

Other Information. Inquiries may be directed to the City Manager's office at 231-347-2500 or email [citymanager@petoskey.us](mailto:citymanager@petoskey.us). Additional position information can be found at [www.petoskey.us/jobs](http://www.petoskey.us/jobs). Starting salary negotiable, depending on experience and qualifications of the successful candidate.

Applications must be received by 5:00 P.M., December 28, 2016. Please send city employment application, resume with cover letter and five work-related references to the City Manager's office:

City Manager's Office  
City of Petoskey  
101 East Lake Street  
Petoskey, MI 49770  
[citymanager@petoskey.us](mailto:citymanager@petoskey.us)

The City of Petoskey is an Equal Opportunity Employer.