



City of East Grand Rapids
Regular Parks & Recreation Commission Meeting
Agenda

April 11, 2016 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

1. Call to Order
2. Public Comment by persons in attendance.
3. Report of Commissioners.
4. Minutes of the regular meeting held March 14, 2016 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested).
 - a. Reeds Lake SUP Race, August 27, 2016
 - b. Spectrum Health Irish Jig, March 18, 2017
7. Report of Director

* * *

The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City. Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.

**EAST GRAND RAPIDS
PARKS & RECREATION COMMISSION MEETING
EGR COMMUNITY CENTER
COMMISSION CHAMBERS
6:00 PM
MONDAY, MARCH 14, 2016**

The regular meeting of the Parks and Recreation Commission was held in the City Commission Chambers in the East Grand Rapids Community Center.

Stacey Wykoski called the meeting to order at 6:04 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Carol Campbell, Rick Sprague, Pam Witting and Stacey Wykoski

ABSENT: Dirk Buth, Mark Hessler, and Brian Miller

STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Carol Campbell - none

Judith Baxter – none

Rick Sprague - none

Brad Andrzejewski - none

Pam Witting – Inquired about whether the City has a Civilian Active Shooter Training. She mentioned as a volunteer at the Zoo she has been asked to take this training. Fred reported administrative staff will be taking an Active Shooter Training put on by EGR Public Safety. He will inquire if this training will or should be offered to volunteers as well.

Stacey Wykoski – none

Minutes for the February 8, 2016 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the February 8, 2016 Parks and Recreation Commission meeting.

MOTION: Judith Baxter

SUPPORT: Pam Witting

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)

Special Event Permit Applications were submitted for approval for the following events:

- a. Aveda Walk for Water, May 15, 2016
- b. Inaugural Tutu Trot-ALS Benefit, July 30, 2016
- c. Kisscross Events Race, October 30, 2016

A motion was made to approve the Special Event Permit for the Aveda Walk for Water on May 15, 2016.

MOTION: Judith Baxter

SUPPORT: Rick Sprague

Fred Bunn commented he spoke with Tracy Brooks, representative for the event, as he was concerned with the event time listed on the application of 11am-5pm. She responded the event would end at 2pm but some participants might want to stay at the park until 5pm. Fred noted this in the Comment section of the application.

A vote was taken to approve the Aveda Walk for Water on May 15, 2016

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)
NO: (0)

A motion was made to approve the Special Event Permit for the Inaugural Tutu Trot-ALS Benefit on July 30, 2016.

MOTION: Judith Baxter
SUPPORT: Brad Andrzejewski

Fred Bunn commented with this event the organizers originally wanted to host the event in John Collins Park but Fred recommended they move to Manhattan Park which would have more parking, picnic tables, pavilion and a playground. Stacey Wykoski asked that if speakers are used during this event that they are directed in the direction of the East Beltline and not the homes in the neighborhood.

A vote was taken to approve the Inaugural Tutu Trot – ALS Benefit on July 30, 2016.

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)
NO: (0)

A motion was made to approve the Special Event Permit for the Kisscross Event on October 30, 2016.

MOTION: Judith Baxter
SUPPORT: Brad Andrzejewski

Fred Bunn commented the organizers of this event work hard to ensure the park is used in a proper manner, repairs are made and is in good shape after the event.

A vote was taken to approve the Kisscross event on October 30, 2016.

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)
NO: (0)

Commissioners congratulated Fred on being named Male Master Duathlete of the Year by the USAT.

Director's Report

Fred Bunn, Director of Parks and Recreation reported on the following:

- The Irish Jig is scheduled for Saturday, March 19, 2016
- Summer Program guide will be mailed out March 30, 2016.
- Kent District Library will start a new program this year and will be checking out bikes.
- Reported Parks and Recreation Commissioner Dirk Buth has been absent due to medical reasons.

Carol Campbell inquired about the Special Event policy and whether any events are denied. Fred explained the current policy and what happens when someone inquiries about hosting a new event.

The meeting was adjourned @ 6:30 pm.

MOTION: Judith Baxter
SUPPORT: Brad Andrzejewski
YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)
NO: (0)

East Grand Rapids Parks and Recreation 2016 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
2/13/16	GR Polar Plunge	8:00am-3:00pm	350	3/9/2015		x
3/19/16	Spectrum Health Irish Jig 5k Race	9:00am-10:30am	4000	6/8/2015	x	x
5/15/16	Aveda Walk for Water	11:00am-5:00pm	200	3/14/2016		
	Walk & Remember-Hospice of MI	8:00am-11:00am	800			
6/4/16	Huntington Reeds Lake Run	8:00am-12:00pm	2400	8/10/2015	x	
6/18/16	Reeds Lake Art Festival-GV Artists	5:00am-6:15pm	6000	7/13/2015	x	
7/4/16	Reeds Lake Trailblazer	8:30am-10:00am	500	12/14/2015	x	
7/30/16	Inaugural Tutu Trot-ALS benefit	7:00am-11:00am	300	3/14/2016		
Road Const.	Gaslight Criterium	8:00am-5:00pm	300			
8/18/16	Taste of East	3:00pm - 9:00pm	3000	2/8/2016	x	
8/27/16	Reeds Lake SUP Race	6:00am - 2:00pm	60			
9/10/16	Rhoades McKee RLT & Duathlon	7:10am-11:30am	1100	12/14/2015	x	
10/30/16	Kisscross Cyclocross	8:00am-3:00pm	150	3/14/2016		
11/24/16	Gobble Wobble	8:00am - 11:00am	1500	2/8/2016	x	
11/25/16	Tree Lighting Ceremony	5:00pm - 9:00pm	1000	12/14/2015	x	
12/31/16	Resolution Run	3:30pm - 5:00pm	900	2/8/2016	x	
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
6/16/16	at JCP	1:00pm -5:00pm				
6/23/16	at "	1:00pm - 5:00pm				
6/30/16	at "	1:00pm - 5:00pm				
7/14/16	at "	1:00pm - 5:00pm				
7/21/16	at "	1:00pm - 5:00pm				
7/28/16	at "	1:00pm - 5:00pm				
8/4/16	at "	1:00pm - 5:00pm				
8/11/16	at JCP	1:00pm - 5:00pm				
5/20-21/16	Relay for Life at HS Track					

East Grand Rapids Parks and Recreation 2017 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
3/18/17	GR Polar Plunge	8:00am-3:00pm	350			
	Spectrum Health Irish Jig 5k Race	9:00am-10:30am	4100			x
	Aveda Walk for Water	11:00am-5:00pm	200			
	Walk & Remember-Hospice of MI	8:00am-11:00am	800			
	Huntington Reeds Lake Run	8:00am-12:00pm	2400			x
	Reeds Lake Art Festival-GV Artists	5:00am-6:15pm	6000			x
	Reeds Lake Trailblazer	8:30am-10:00am	500			x
	Inaugural Tutu Trot-ALS benefit	7:00am-11:00am	300			
	Gaslight Criterium	8:00am-5:00pm	300			
	Taste of East	3:00pm - 9:00pm	3000			x
	Reeds Lake SUP Race	6:00am - 10:00am	300			
	Rhoades McKee RLT & Duathlon	7:10am-11:30am	1100			x
	Kisscross Cyclocross	8:00am-3:00pm	150			
	Gobble Wobble	8:00am - 11:00am	1500			x
	Tree Lighting Ceremony	5:00pm - 9:00pm	1000			x
	Resolution Run	3:30pm - 5:00pm	900			x
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
	at JCP	1:00pm -5:00pm				
	at "	1:00pm - 5:00pm				
	at "	1:00pm - 5:00pm				
	at "	1:00pm - 5:00pm				
	at "	1:00pm - 5:00pm				
	at "	1:00pm - 5:00pm				
	at "	1:00pm - 5:00pm				
	at JCP	1:00pm - 5:00pm				
	Relay for Life at HS Track					

[Print](#)

Special Event Permit Application - Submission #4656

Date Submitted: 3/23/2016

Permit Fee

Applicant must call the Parks & Recreation Department at 616-949-1750 to pay the permit fee before the application will be processed. Your event date will not be secure until payment is received. We accept Visa, MasterCard and Discover. Office hours are M-F 8:00 am to 5:00 pm.

This permit must be completed and submitted at least 60 days before the scheduled event. The Parks and Recreation Commission will review permit applications and are responsible for final approval.

Name of Event*

Reeds Lake SUP Race

Date of Event*

8/27/2016

Organization Sponsoring Event*

Lole Grand Rapids

Event Start & End Time*

6:00 AM

—

2:00 PM

Event Website Address

http://www.reedslakesup.com/

Purpose and description of the event to be placed on City website.*

Stand up paddle board race on Reeds Lake 5k & 10k

Event Contact Email Address

jbromley@lolegrandrapids.com

Representative First Name*

Jill

Last Name*

Bromley

Address1*

2213 Wealthy St SE

City*

Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

616-805-5211

Cell Phone*

616204-4316

Email Address*

jbromley@lolegrandrapids.com

Alternative Representative First Name*

Jason

Last Name*

Porte

Daytime Phone*

616-821-4799

Cell Phone

111-222-3333

All runs or races MUST have emergency transportation onsite during the event

Name of ambulance or other company

Estimated Number of Participants*

60

Estimated Number of Spectators*

80

Estimated Number of adult volunteers/workers on duty*

20

Event Location*

John Collins

List the location of the event and/or start and finish area if it is a race.

Does this event require road closures?

- Yes
- No

Will you require Public Safety Officer involvement for your event?

- Yes
- No

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must be submitted before the application will be considered for approval.

Highlight the course, route or location of the event on the map.

Copy of Map

[Special Event Permit Map](#)

2. All runs must have a lead and trail vehicle. Lead vehicle must have roof top signal with lights and a trail vehicle behind last participant.

3. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event.

The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.

3. Applicant must submit proof of insurance in the following amounts at least 10 days prior to the event:

Automobile public liability and property damage for owner and non-owner vehicles in the amount of (\$300,000) per occurrence for personal injury and (\$500,000) per occurrence for property damage. b. Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage: (\$1,000,000). c. All insurance must name the City of East Grand Rapids and East Grand Rapids Public Schools as an additional insured.

4. The permit holder shall agree to clean the route or event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the site or course, thus requiring City Staff to perform further clean up; additional charges will be billed to the permit holder for services.

5. If additional Public Safety or E-Unit personnel have to be called in to cover the event, charges will be billed to the permit holder for these services.

6. If additional equipment or services are requested from one of the City Departments, a separate charge will be billed to the organizer. Permit holder should contact the specific department for individual department charges.

Items may include barricades, road closed signs, cones, etc...

7. When filing a permit, a fee of \$250 payable to the City of East Grand Rapids, must accompany application. In the event this application is not approved the permit fee will be refunded.

8. A disclaimer statement is required on your registration/application form. Releasing the City of East Grand Rapids and East Grand Rapids Public Schools from all liability. Either by special reference to the City of East Grand Rapids and East Grand Rapids Public Schools or by a general disclaimer statement that would exclude the City as a host organization. A copy of your registration/application form, which contains the disclaimer statement, must be provided at least 10 days prior to your event.

Agreement*

Signature Box

I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

3/23/2016

Reviewed By

Fred Bunn

Date Reviewed

4/5/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Stand up paddle board race in John Collins Park similar to the previous races. Jason, the previous event coordinator, will be working with Lole to organize this event.

Copies sent to

- City Manager
- Public Safety

Items

- Permit Fee Paid
- Insurance Received
- Confirmation Letter Sent
- Map Submitted or Verified
- Calendar Listing

ACTIVITY SALES RECEIPT

Receipt # 171110
Payment Date: 03/29/2016
Household #: 30359
Home Phone: (616)805-5211
Work Phone: (616) -



REEDS LAKE SUP
LOLE GRAND RAPIDS - JILL BROMLEY
2213 WEALTHY ST. SE
GRAND RAPIDS MI 49506

East Grand Rapids
Parks & Recreation Department
750 Lakeside Drive, SE
East Grand Rapids MI 49506
Phone: (616)949-1750
www.eastgr.org

Enrollment Details

Enrollee Name:	Reeds Lake SUP	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	28003-A Reeds Lake SUP Race	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	03/29/2016 (Enrolled)					

Class Location:	John Collins Park	Class Dates:	08/27/2016 to 08/27/2016
	John Collins Park		6:00A to 2:00P
	650 Lakeside Dr. SE	Scheduled Sessions:	Sa
	East Grand Rapids, MI 49506		1
	(616)949-1750		

Processed on 03/29/16 @ 15:36:53 by FC

FEEES CHARGED ON NEW LINE ITEMS (+)	250.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
TOTAL DUE	250.00
NEW FEES PAID ON THIS RECEIPT (-)	250.00
TOTAL PAID	250.00

Payment of ==> 250.00 Made By ==> CRED CARD Auth: 419263 Card#: xxxxxxxxxxxx**52 With Reference ==>

Program Cancellations: must be made a minimum of 5 full business days prior to the start of the program and will incur a 20% administrative fee up to a maximum of \$15 for each program. Program cancellations made a minimum of 2 full business days prior to the start of the program will incur a 40% administrative fee up to a maximum of \$30 for each program. (See brochure for League Sports cancellation policy and Household Transfers). This policy does not apply to: Middle School Interscholastic or Club Sports, Reeds Lake Run / Triathlon or Sailing Lessons.

Periodically programs are cancelled due to low enrollment. We typically contact participants one week prior to the start of the program if we are considering the cancellation of a program.

Concussion Forms are required for all participants 18 years old or under. You will need to fill out the form and read the educational material on the City website at www.eastgr.org THE FORM NEEDS TO BE COMPLETED ONLY ONE TIME FOR EACH CHILD.

Register online at www.eastgr.org

Print

Special Event Permit Application - Submission #4651

Date Submitted: 3/22/2016

Permit Fee

Applicant must call the Parks & Recreation Department at 616-949-1750 to pay the permit fee before the application will be processed. Your event date will not be secure until payment is received. We accept Visa, MasterCard and Discover. Office hours are M-F 8:00 am to 5:00 pm.

This permit must be completed and submitted at least 60 days before the scheduled event. The Parks and Recreation Commission will review permit applications and are responsible for final approval.

Name of Event*

Spectrum Health Irish Jig 5K

Date of Event*

3/18/2017

Organization Sponsoring Event*

Spectrum Health

Event Start & End Time*

9:00 AM

—

10:30 AM

Event Website Address

www.spectrumhealth.org/IrishJig

Purpose and description of the event to be placed on City website.*

Community Running Event

Event Contact Email Address

belinda.robinson@spectrumhealth.org

Representative First Name*

Belinda

Last Name*

Robinson

Address1*

100 Michigan St, MC 057

City*

Grand Rapids

State*

MI

Zip*

49503

Daytime Phone*

616-391-5242

Cell Phone*

616-929-3607

Email Address*

belinda.robinson@spectrumhealth.org

Alternative Representative First Name*

Kelsey

Last Name*

Haynes

Daytime Phone*

616-486-6580

Cell Phone

111-222-3333

All runs or races MUST have emergency transportation onsite during the event

Life EMS

Estimated Number of Participants*

4100

Estimated Number of Spectators*

1000

Estimated Number of adult volunteers/workers on duty*

200

Event Location*

Start will be on Wealthy & Greenwood, the finish will be on Lakeside Dr, in front of EGR PD Department

List the location of the event and/or start and finish area if it is a race.

Does this event require road closures?

- Yes
- No

Will you require Public Safety Officer involvement for your event?

- Yes
- No

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must be submitted before the application will be considered for approval.

Highlight the course, route or location of the event on the map.

Copy of Map

[Special Event Permit Map](#)

2. All runs must have a lead and trail vehicle. Lead vehicle must have roof top signal with lights and a trail vehicle behind last participant.

3. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event.

The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.

3. Applicant must submit proof of insurance in the following amounts at least 10 days prior to the event:

Automobile public liability and property damage for owner and non-owner vehicles in the amount of (\$300,000) per occurrence for personal injury and (\$500,000) per occurrence for property damage. b. Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage: (\$1,000,000). c. All insurance must name the City of East Grand Rapids and East Grand Rapids Public Schools as an additional insured.

4. The permit holder shall agree to clean the route or event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the site or course, thus requiring City Staff to perform further clean up; additional charges will be billed to the permit holder for services.

5. If additional Public Safety or E-Unit personnel have to be called in to cover the event, charges will be billed to the permit holder for these services.

6. If additional equipment or services are requested from one of the City Departments, a separate charge will be billed to the organizer. Permit holder should contact the specific department for individual department charges.

Items may include barricades, road closed signs, cones, etc...

7. When filing a permit, a fee of \$250 payable to the City of East Grand Rapids, must accompany application. In the event this application is not approved the permit fee will be refunded.

8. A disclaimer statement is required on your registration/application form. Releasing the City of East Grand Rapids and East Grand Rapids Public Schools from all liability. Either by special reference to the City of East Grand Rapids and East Grand Rapids Public Schools or by a general disclaimer statement that would exclude the City as a host organization. A copy of your registration/application form, which contains the disclaimer statement, must be provided at least 10 days prior to your event.

Agreement*

Signature Box

I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

3/22/2016

Reviewed By

Fred Bunn

Date Reviewed

4/5/2016

Permit Approval

Approved

Denied

Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Same course as this past year.

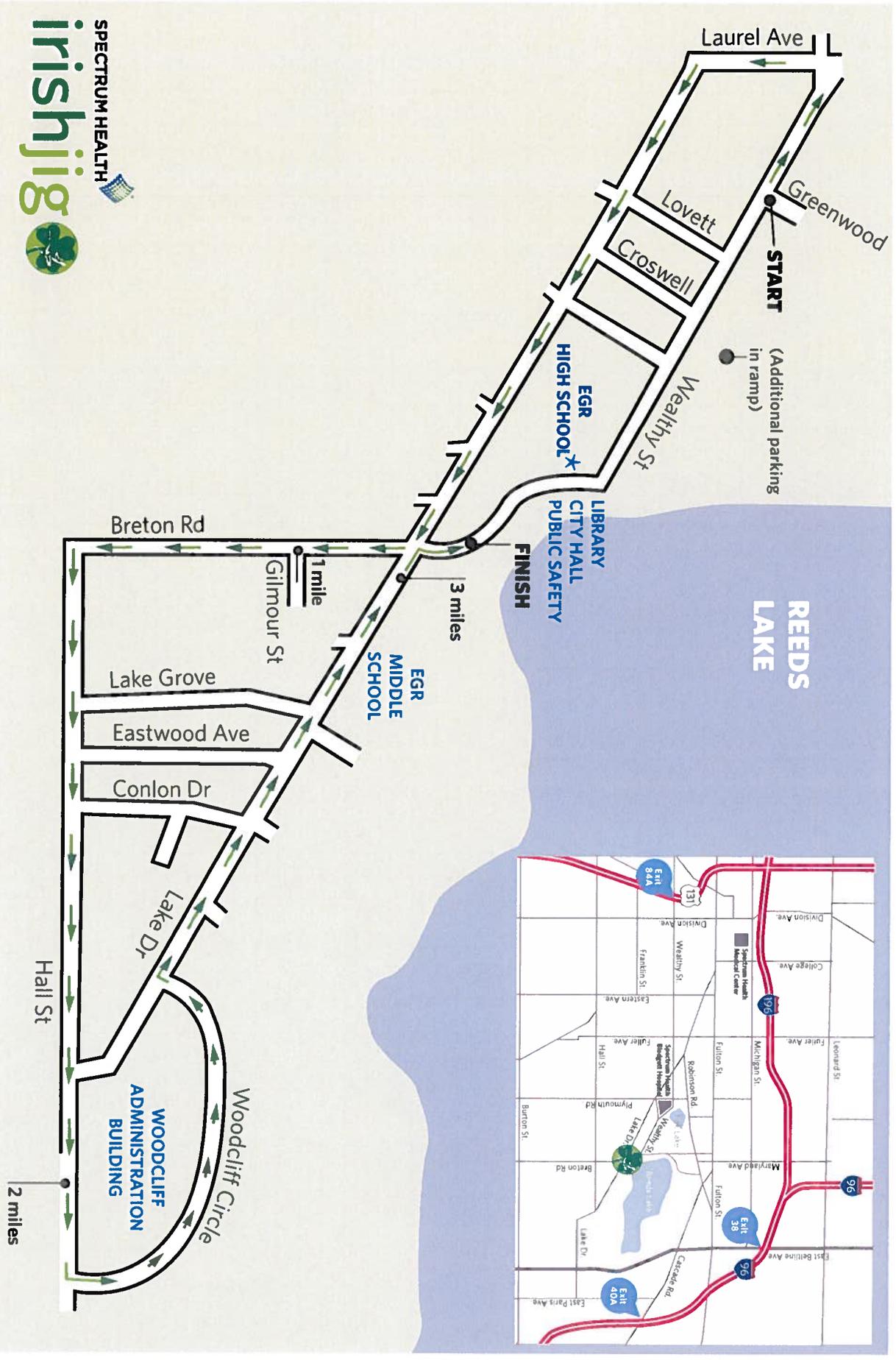
Copies sent to

- City Manager
- Public Safety

Items

- Permit Fee Paid
- Insurance Received
- Confirmation Letter Sent
- Map Submitted or Verified
- Calendar Listing

Irish Jig Race Course



USA Track & Field certified course
spectrumhealth.org/irishjig

★ Packet pick-up



EGR PARKS & RECREATION DEPARTMENT

GLOBAL SALES RECEIPT

Receipt # **171236**
Payment Date: **04/04/16**
Household #: **29523**

East Grand Rapids
Parks & Recreation Department
750 Lakeside Drive, SE
East Grand Rapids MI 49506
Phone: (616)949-1750
www.eastgr.org

Spectrum Health
Irish Jig - Attn: Belinda Robinson
100 Michigan Street NE MC 057
Grand Rapids MI 49503
belinda.robinson@spectrumhealth.org

Hm Ph: (616)391-5242
Wk Ph: (616) -

Enrollment Details

The following item reflects a payment towards a previous receipt

Enrollee Name:	Spectrum Health	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	38002-A Irish Jig	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	03/29/2016 (Enrolled)					

Class Location: John Collins Park
John Collins Park
650 Lakeside Dr. SE
East Grand Rapids, MI 49506
(616)949-1750

Class Dates: 03/18/2017 to 03/18/2017
9:00A to 10:30A
Sa
Scheduled Sessions: 1

Processed on 04/04/16 @ 16:05:34 by DFR

FEES CHARGED ON NEW LINE ITEMS (+)	0.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
TOTAL DUE	0.00

NEW FEES PAID ON THIS RECEIPT (-)	250.00
NEW DEPOSIT PAID (-)	0.00
TOTAL PAID	250.00

Payment of ==> 250.00 Made By ==> CHECK With Reference ==> 2619848

Program Cancellations: must be made a minimum of 5 full business days prior to the start of the program and will incur a 20% administrative fee up to a maximum of \$15 for each program. Program cancellations made a minimum of 2 full business days prior to the start of the program will incur a 40% administrative fee up to a maximum of \$30 for each program. (See brochure for League Sports cancellation policy and Household Transfers). This policy does not apply to: Middle School Interscholastic or Club Sports, Reeds Lake Run / Triathlon or Sailing Lessons.

Periodically programs are cancelled due to low enrollment. We typically contact participants one week prior to the start of the program if we are considering the cancellation of a program.

Concussion Forms are required for all participants 18 years old or under. You will need to fill out the form and read the educational material on the City website at www.eastgr.org THE FORM NEEDS TO BE COMPLETED ONLY ONE TIME FOR EACH CHILD.

Register online at www.eastgr.org