



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

**August 8, 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 June 13, 2016 (enclosed – approval requested).
5. Nomination of Chair and Vice Chair for 2016/17 (action requested)
6. Butterfly Garden Request (enclosed, presentation – action requested)
7. Consider request to approve a Special Event Permit (enclosed – action requested).
  - a. Reeds Lake Art Festival, June 17, 2017
8. Report of Director

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**EAST GRAND RAPIDS  
PARKS & RECREATION COMMISSION MEETING  
EGR COMMUNITY CENTER  
COMMISSION CHAMBERS  
6:00 PM  
MONDAY, JUNE 13, 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 6:08 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Carol Campbell, Mark Hessler, Pam Witting and Stacey Wykoski

ABSENT: Dirk Buth, Brian Miller and Rick Sprague

STAFF: Fred Bunn and Diane Ritzke

Report of Commissioners

Judith Baxter – Judith announced this is her last meeting as a Parks and Recreation Commissioner as the Mayor has not re-appointed her to the Commission. She wanted to thank Fred Bunn for running a great Parks and Recreation Department and thinks it is the best Parks and Recreation Department in the state. She also extended her thanks to the Parks and Recreation staff for their hard work and dedication. Judith remarked she was appointed in 1999 by Mayor Frey, she thanked Mayors Frey, Bartman and Seibold for giving her the opportunity to serve on this board for 17 years. She also thanked former and current Parks and Recreation Commissioners who she served with. She charged the Commission with keeping green spaces in the City.

Brad Andrzejewski – Thanked Judith and Pam for their service on this commission.

Mark Hessler – Thanked Judith and Pam for service on this commission. Reported the EGR School Board has passed the budget for 2016/17. The work at the High School Pool will start on June 13, 2016 and the work at the High School Track will start the week of June 20, 2016.

Pam Witting – Pam announced this is her last meeting as a Parks and Recreation Commissioner as Mayor Seibold did not re-appoint her for another term. She wanted to thank Fred and the Parks and Recreation staff; she has found them to be open, fair, great listeners, great at responding to questions, very caring, innovative and progressive. It has been refreshing working on a Commission that supports that kind of environment. She thanked past and present commissioners as well. She commented she thinks meetings are fair, productive and fun, she hopes this environment continues for this Commission.

Carol Campbell - none

Stacey Wykoski – Thanked Judith and Pam for their service on the Parks and Recreation Commission and will miss their perspective.

Minutes for the April 11, 2016 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the April 11, 2016 Parks and Recreation Commission meeting.

MOTION: Judith Baxter

SUPPORT: Pam Witting

YES: Andrzejewski, Baxter, Campbell, Hessler, Witting, Wykoski (6)

NO: (0)

A presentation of service gifts was made to Pam Witting and Judith Baxter thanking them for their commitment and service on the Parks and Recreation Commission.

#### Director's Report

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

- Recycling – After meeting with City Manager Brian Donovan and Assistant City Manager Doug LaFave, it was decided the City will start a pilot recycling program that Kent County will help with. Kent County will send information on the types of containers that are available, the program will be limited to John Collins Park to start with, with the possibility of growing depending on how it goes. Fred will ask a representative from Kent County to come and explain the recycling program to the Commission sometime this Fall.
- The Reeds Lake Art Fair will be held this Saturday, June 18, 2016 from 9am-4pm along Wealthy Street in Gaslight Village.
- Concerts in the Park sponsored by United Bank will be starting tonight in John Collins Park. The six concert schedule will be held on Monday nights starting tonight and will continue thru July 25, 2016.
- Movies in the Park will start on Friday, June 17, 2016. Four movies are scheduled for the summer with one movie per month ending on Friday, September 16, 2016.
- The Huntington Bank Reeds Lake Run was held on June 4, 2016 with a total of 1,847 participants.
- July 4<sup>th</sup> Parade – there will be a new parade route this year due to road construction on Lake/Breton/Lakeside. The route is: Staging the parade on Sherman, going East on Wealthy to Lakeside, turning left on Lakeside past John Collins Park and ending near Lakeside and Reeds Lake Blvd.

Carol Campbell brought up the following regarding Canepa Tennis Courts:

- Reported there are pockmarks on the courts. Fred reported staff is aware of this and Patty Temple from EGR Schools is meeting with the contractors and installers on this issue.
- Reported the children attending the Woodcliff Child Care Program are playing on the tennis courts and pulling, pushing and bouncing on the nets. These actions will destroy the nets. Fred will report this to the schools.
- Inquired about the private lessons that are being offered on the EGR tennis courts. Fred reported Parks and Recreation staff is working with Mickey Mikesell on both group lessons and private lessons.

Stacey Wykoski inquired about the Flag Football Program using Mehney and Memorial Fields on Sundays this spring. Fred reported this was a rental this year.

Brad Andrejewski inquired about a request from a patron for more pool hours at Wealthy Pool. Fred reported that staff has responded to the patron.

The meeting was adjourned @ 6:59 pm.

MOTION: Judith Baxter

SUPPORT: Carol Campbell

YES: Andrzejewski, Baxter, Campbell, Hessler, Witting, Wykoski (6)

NO: (0)



FRED S. BUNN  
DIRECTOR

CITY OF  
**EAST GRAND RAPIDS, MICHIGAN**  
PARKS & RECREATION DEPARTMENT

**MEMORANDUM**

To: Parks & Recreation Commission  
From: Fred Bunn, Director of Parks and Recreation  
Date: August 3, 2016

RE: Butterfly Garden Request

**Action Requested:** The Parks & Recreation Commission recommend approval to the city Commission for the installation of a butterfly garden on the Schroeder Park property.

**Background:** Janet Baxter along with several neighbors on the north side of Reeds Lake worked with various individuals to prepare a conceptual plan for a butterfly garden to be located on the Schroeder Park property. The group of residents raised funds (\$2,025) to purchase native plants and rocks to be installed by a group of 20 or more volunteer neighbors. They also have one or two birdbaths that will be placed and maintained onsite. The volunteer group would be responsible for the planting and maintaining the garden. Once the plants are established the garden should thrive with very little care needed except from “mother nature”.

Our Grounds Maintenance staff may need to cut some of the vegetation to prepare the various planting zones. Currently the site is very thick with plant material and grasses which would make it difficult to plant the new plugs. Brian Donovan and I have reviewed the concept plan and have agreed this would be a nice enhancement to the site. The volunteer group understands there is no guarantee the plant material will survive and thrive on this site. The plant selection will be based on sun and shade locations to maximize the chance for survival. Included you will find a copy of the material and concept plan provided by Janet Baxter.

Janet C. Baxter  
180 Hodenpyl Rd. SE  
East Grand Rapids, MI 49506

Mr. Fred Bunn, Director  
EGR Parks & Rec. Dept.  
750 Lakeside Dr SE  
East Grand Rapids, MI 49506

July 8, 2016

Re: PROPOSED SCHROEDER BUTTERFLY GARDEN

Dear Mr. Bunn:

Many of the neighbors of the Schroeder Park property have come together to propose a plan for using the property in a manner that benefits the City and its residents, is appropriate for the residential nature of the area, and conforms to the expressed intent of the Schroeder family when they donated the property to the City of East Grand Rapids to preserve in its natural state for use as a park. We neighbors believe that planting the space with wildflowers would serve those ends and, in addition, might help in the effort to prevent the extinction of Monarch butterflies, support the dwindling populations of bees and other pollinators, and maintain a peaceful green space. In the tradition of Lady Bird Johnson, we hope to beautify our little corner of our City.

Although the City has proposed putting playground equipment and a parking lot on the site, we neighbors believe that Manhattan Park fulfills the need for playgrounds and playing fields in our area. Manhattan Park is within walking distance of the Schroeder property. It is bigger, better equipped, and better located, being set off on a hill and not immediately contiguous to a swamp, making it a better, healthier, safer place for children to play. On the other hand, being next to a wetlands area is a perfect place for a Butterfly Garden.

Attached is a copy of our proposed garden plan, designed by Michèle James. The plan provides for beds of a limited number of very butterfly-friendly plants, sized to catch the butterfly eye and maximize the propagation of the chosen plants, which will be native, drought-tolerant, and low maintenance. The plan includes bird baths for additional water sources; a sandy bed for "puddling;" and flat stones/outcroppings for sunning and water collection. The plants will be widely spaced in the existing grasses to maintain a natural, meadow-like feel, in keeping with the Schroeders' expressed desire for the property.

The plan calls for plugs, in #1-sized pots, of:

35 butterfly weed (*asclepias tuberosa*);  
50 coreopsis lanceolata;  
60 black-eyed susan (*rudbeckia hirta*);  
150 coneflower (*echinacea purpurea*);

150 purple milkweed (*asclepias purpurascens*)(or swamp milkweed (*asclepias incarnata*), if we cannot obtain purple milkweed);  
200 bee balm (*monarda fistulosa* or *didyma*);  
50 columbine (*aquilegia canadensis*);  
50 lupine (*lupinus perennis*).

We hope to use plants as close to the original native species as we can, as cultivars can be sterile and unable to provide seeds or fruit for our birds; have a "double" flower form, which can make it hard for pollinators to reach the pollen/nectar; be less genetically diverse, making it harder to maintain the plant population; and be resistant to insect damage, which is the exact opposite of the effect we are trying to achieve.

Deb Sears of The Enchanted Gardener and Amy Heilman of River City Wild Ones advise that plugs of locally-sourced open-pollinated seed-grown plants will cost between \$1.50 and \$2.50 each. Using an average cost at \$2.00 per plug yields an approximate cost of \$1,490 for the plants.

**We have received pledges of \$2,025, a birdbath, 20 workers, and use of a tank truck for watering the plantings until established.** Contributions of cash, labor (planting and maintenance), and/or materials have come from:

Hilary and Mike Arthur Family  
Janet C. Baxter  
William Boorstein  
Brian DeVries  
Chad Edwards  
Lynne Goede  
Gail Heathcote  
James & Laura Krug Family  
Bradley & Katherine McDougall Family  
Angela Musselman  
Ellen Myler  
Barbara Pugh  
Romence Gardens  
James & Deb Sears Family  
Sandy Shank  
Richard Stiffler  
Darlene Szumko  
Joel & Andrea Terrien Family  
Irene VanDyke  
Gib & Barb Wynn Family.

We have been in touch with the West Michigan Environmental Action Council, River City Wild Ones, the Kent/MSU Extension Office, and Professor David Warners of Calvin College. If our project is approved, we will be asking for their help in publicizing our need for additional volunteers.

**We respectfully request that the City permit us to:**

- 1.) Plant and maintain the proposed Garden (plants and birdbath(s)), and
- 2.) Use City water to water the plants until they are established.

We also respectfully request that the City agree to

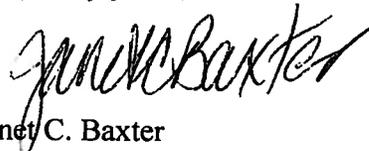
- 1.) Not use pesticides or herbicides on the Schroeder property, and
- 2.) If the City feels the need to periodically clean out or cut down the plants, that it do so in the Spring, not in the Fall, to allow for overwintering.

When you and I last spoke, you told me that you were not aware of any rules, regulations, or procedures that applied to a request of this sort. I would appreciate any help you could provide in getting this request on the proper track for obtaining City permission for this project.

Please call me if you have any questions. I look forward to hearing from you.

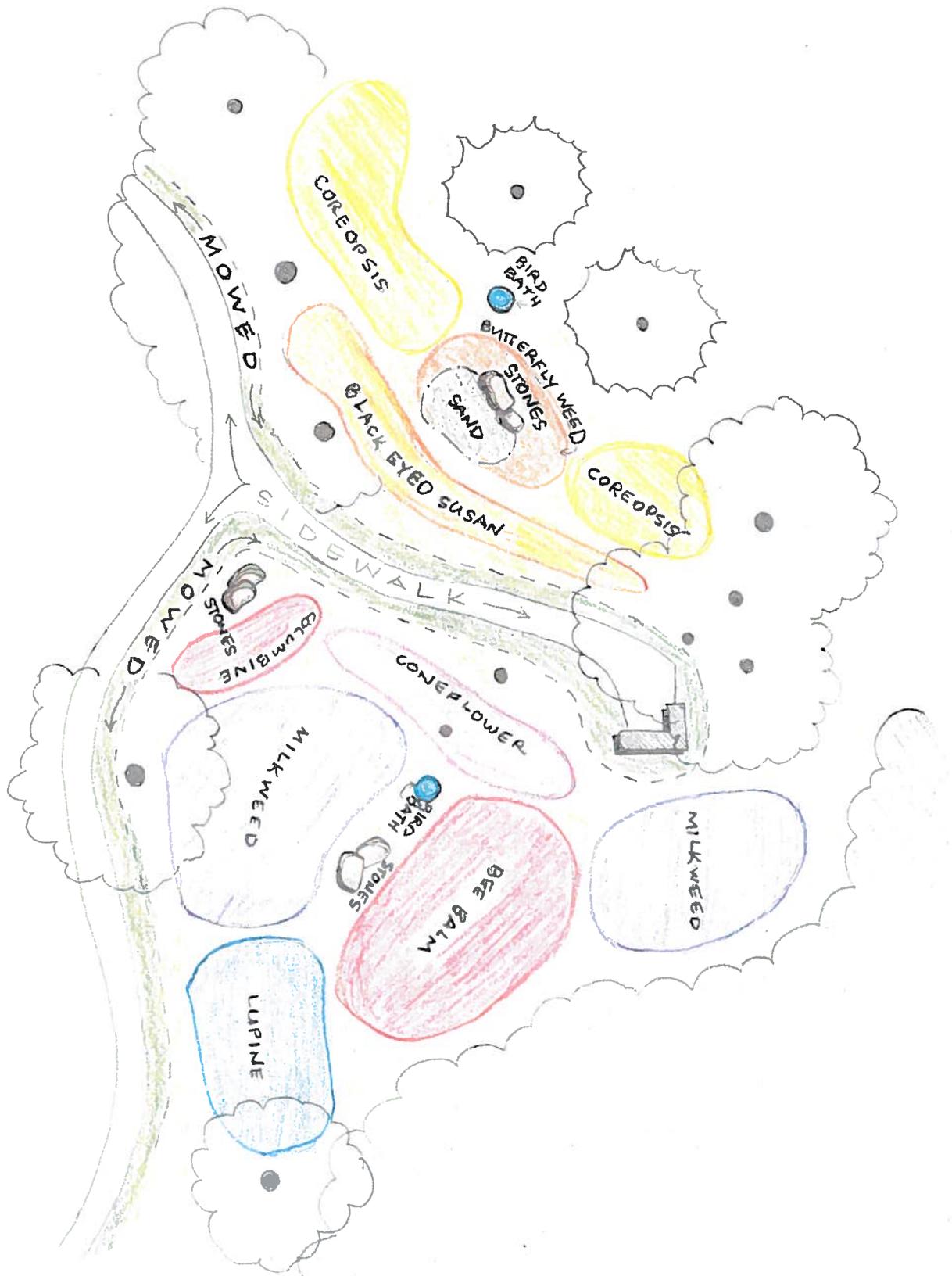
Thank you very much for your attention to this proposal.

Very truly yours,



Janet C. Baxter  
616-285-0661

Cc: Hilary and Mike Arthur Family  
William Boorstein  
Brian DeVries  
Chad Edwards  
Lynne Goede  
Gail Heathcote  
James & Laura Krug Family  
Bradley & Katherine McDougall Family  
Angela Musselman  
Ellen Myler  
Barbara Pugh  
Romence Gardens  
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Sandy Shank  
Richard Stiffler  
Darlene Szumko  
Joel & Andrea Terrien Family  
Irene VanDyke  
Gib & Barb Wynn Family.



PROPOSED POLLINATOR GARDEN  
SCHROEDER MEMORIAL PARK



NO SCALE

**Print**

**Special Event Permit Application - Submission #5091**

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Date Submitted: 6/28/2016

**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\***

52nd Reeds Lake Art Festival

**Date of Event\***

6/17/2017

**Organization Sponsoring Event\***

Grand Valley Artists, Inc.

**Event Start & End Time\***

9:00 AM

—  
5:00 PM

**Event Website Address**

www.grandvalleyartists.com

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

Promote fine art and fine crafts in the tradition of the previous 51 years.

**Event Contact Email Address**

rkraai@ameritech.net

**Representative First Name\***

Robert

**Last Name\***

Kraai

**Address1\***

3757 Burton SE

**City\***

Grand Rapids

**State\***

Michigan

**Zip\***

49546

**Daytime Phone\***

616-956-7734

**Cell Phone\***

616-780-4737

**Email Address\***

rkraai@ameritech.net

**Alternative Representative First Name\***

Lisa

**Last Name\***

Geren

**Daytime Phone\***

616-698-8655

**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\***

200

**Estimated Number of Spectators\***

8,000

**Estimated Number of adult volunteers/workers on duty\***

30

**Event Location\***

Wealthy St. SE from Lakside Dr. to Crowell St.

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**

6/29/2016

**Reviewed By**

Fred Bunn



**Date Reviewed**

7/28/2016

**Permit Approval**

- Approved
- Denied
- Pending

**Approved By**

**Date Action Taken**

mm/dd/yyyy

**Reason**

**Comments**

Returning event.

**Copies sent to**

- City Manager
- Public Safety

**Items**

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

# ACTIVITY SALES RECEIPT

Receipt # 174097  
Payment Date: 06/29/2016  
Household #: 29631  
Home Phone: (616)956-7734  
Work Phone: (616) -



REEDS LAKE ART FESTI  
GRAND VALLEY ARTISTS - ROBERT KRAAI  
3757 BURTON SE  
GRAND RAPIDS MI 49546

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

## Enrollment Details

		<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Enrollee Name:	<b>Reeds Lake Art Festi</b>					
Activity Number:	<b>18001-A Reeds Lake Art Fest.</b>	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	<b>06/29/2016 (Enrolled)</b>					

Class Location:	John Collins Park John Collins Park 650 Lakeside Dr. SE East Grand Rapids, MI 49506 (616)949-1750	Class Dates:	06/17/2017 to 06/17/2017 5:00A to 6:15P Sa
		Scheduled Sessions:	1

Processed on 06/29/16 @ 12:54:41 by DFR

FEEs CHARGED ON NEW LINE ITEMS (+)	250.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
<b>TOTAL DUE</b>	<b>250.00</b>

NEW FEES PAID ON THIS RECEIPT (-)	250.00
<b>TOTAL PAID</b>	<b>250.00</b>

Payment of ==> 250.00 Made By ==> JOURNAL PAY With Reference ==> electronic pay

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.

Consussion 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](http://www.eastgr.org) THE FORM NEEDS TO BE COMPLETED ONLY ONE TIME FOR EACH CHILD.

Register online at [www.eastgr.org](http://www.eastgr.org)