



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

November 14, 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 August 8, 2016 (enclosed – approval requested).
5. Introduction of new Parks and Recreation Commissioners.
6. Parks and Recreation Commission 2016/17 Schedule (enclosed – information only).
7. Special Event Calendar (enclosed – information only).
8. Consider request to approve Special Event Permits (enclosed – action requested).
 - a. Huntington Reeds Lake Run, June 24, 2017
 - b. Taste of East Grand Rapids, August 17, 2017
 - c. Rhoades McKee Reeds Lake Triathlon, September 9, 2017
9. 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, AUGUST 8, 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 6:03 pm.

PRESENT: Brad Andrzejewski, Dirk Buth, Carol Campbell, Mark Hessler, Brian Miller, Rick Sprague and Stacey Wykoski

ABSENT: None

STAFF: Fred Bunn and Diane Ritzke

Report of Commissioners

Carol Campbell – None

Dirk Buth – Glad to be back with fellow commissioners after having missed a few meetings.

Brian Miller – Reported the street construction projects for this summer are on or ahead of schedule and thanks to all for obeying detour signs and road closure signs.

Brad Andrzejewski - None

Rick Sprague – None

Mark Hessler – Reported security upgrades are being completed at the schools as well as renovations at the Middle School and High School. High School football practices started today with other teams starting their practices later this week.

Stacey Wykoski – Thanked Fred for making sure the orange cones from the Polar Plunge that went into Reeds Lake have been picked up. She had reported seeing these in the lake and asked Fred to have staff pick them up.

Minutes for the June 13, 2016 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the June 13, 2016 Parks and Recreation Commission meeting.

MOTION: Carol Campbell

SUPPORT: Mark Hessler

YES: Andrzejewski, Buth, Campbell, Hessler, Miller, Sprague and Wykoski (7)

NO: (0)

Nominations for Chairperson and Vice Chairperson for the Parks and Recreation Commission for FY 2016/17 were held.

A motion was made to retain the current slate of officers with Stacey Wykoski as the Chairperson and Rick Sprague as the Vice Chair of the Parks and Recreation Commission for FY 2016/17.

MOTION: Brian Miller

SUPPORT: Carol Campbell

YES: Andrzejewski, Buth, Campbell, Hessler, Miller, Sprague, and Wykoski (7)

NO: (0)

Butterfly Garden Request

Director Fred Bunn gave a brief introduction on the request to install a Butterfly Garden on the Schroeder Park property. The Parks and Recreation Commission is being asked to recommend approval to the City Commission for the installation of a Butterfly Garden on the Schroeder Park property. Fred explained a request for this garden came from Janet Baxter and several neighbors on the north side of Reeds Lake who would like to have the Butterfly Garden in 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. Fred showed a map detailing the Schroeder Property, this map was included in the 2012 Master Plan. This project was reviewed by Fred, the City Manager and Grounds Maintenance staff. He reported the volunteer group will do the planting and watering of the garden until it is established (approx. 2 years), after the garden matures it will not need much upkeep. Commissioner asked questions regarding future upkeep and future development.

Janet Baxter, 180 Hodenpyl, Grand Rapids, MI 49506 spoke on behalf of the proposal for the Butterfly Garden. She feels this garden will enhance the look of the property by bringing in some color and might also help in the effort to prevent the extinction of Monarch butterflies, support the dwindling populations of bees and other pollinators and maintain a peaceful greenspace.

Bill Boorstein, 2646 Reeds Lake Blvd., Grand Rapids, MI 49506 spoke in favor of the Butterfly Garden. He was a neighbor of the Schroeder's and believes this is what Mr. Schroeder would want on the property. He will be donating financially and volunteering his time to assist with planting and watering.

Chad Edwards, 128 El Centro, Grand Rapids, MI 49506 spoke in favor of the Butterfly Garden. He thinks adding the flowers is a great idea, finds nothing bad with the plan.

James Sears, 2500 Cascade Rd., Grand Rapids, MI 49506 spoke in favor of the project. He and his wife own Enchanted Gardeners and will be working on the project. He mentioned the type of plants which will be planted in the garden are native to the area and once they are mature, they will not need much care as Mother Nature will take over.

Discussion followed.

Commissioner comments:

Brad Andrzejewski - Inquired about the size of the garden, Fred Bunn responded it would approximately encompass one third to one half of the site. Brad commented he thinks it is a great idea and it is nice to see a community group take the initiative to make something like this happen in their own back yard.

Mark Hessler – Remarked he likes the plan; he would just like to make sure the city is not handcuffed for any future use to the property.

Brian Miller – As a City Commissioner he wishes the City could fund a project like this so in the absence of the City funding these types of projects he appreciates the neighborhood group coming together to make the Butterfly Garden happen.

A motion was made to recommend approval to the City Commission the installation of a Butterfly Garden on the Schroeder Park Property with the stipulation the City has future rights to use the property for another use.

MOTION: Carol Campbell

SUPPORT: Dirk Buth

YES: Andrzejewski, Buth, Campbell, Hessler, Miller and Sprague (6)

NO: (0)

A Special Event Permit Application was submitted for approval for Reeds Lake Art Festival to be held June 17, 2017.

A motion was made to approve the Special Event Permit for the Reeds Lake Art Festival to be held on June 17, 2017.

MOTION: Mark Hessler

SUPPORT: Brian Miller

YES: Andrzejewski, Buth, Campbell, Hessler, Miller and Sprague (6)

NO: (0)

Director's Report

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

- 10th Anniversary of the Community Center will be celebrated on August 24, 2016 from 4-7pm. All are invited or if anyone would like to volunteer at this event please contact Pam Slater.
- Lake Drive Construction is on schedule to be completed and open by Labor Day.
- Fall Sport Practice for High School Sports start this week
- High School Pool is scheduled to open on August 10, 2016. The pool has been closed 8 weeks for maintenance.

Rick Sprague inquired if new lights were installed at the High School Pool. Fred reported the new lights were not installed as when the lights were being installed there were issues with the type of light being cast and the weight bearing aspect of the lights. If it is decided in the future to install different lights the pool will have to be shut down at that time.

Carol Campbell showed a picture of recycling containers she saw while in Hilton Head, South Carolina. Fred reported Doug LaFave is still researching recycling ideas for the City.

The meeting was adjourned @ 6:50 pm.

MOTION: Brian Miller

SUPPORT: Carol Campbell

YES: Andrzejewski, Buth, Campbell, Hessler, Miller and Sprague (6)

NO: (0)

**EAST GRAND RAPIDS
PARKS & RECREATION COMMISSION MEETING SCHEDULE
2016-2017**

All Parks & Recreation Commission meetings will be held in the City Commission Chambers in the EGR Community Center. All meetings are held on the second Monday of the month at 6:00pm.

July 11, 2016	January 9, 2017
August 8, 2016	February 13, 2017
September 12, 2016	March 13, 2017
October 10, 2016	April 10, 2017
November 14, 2016	May 8, 2017
December 12, 2016	June 12, 2017

COMMISSION MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS</u>	<u>HOME</u>
Commissioner, Brian Miller (13) bmiller@eastgr.org	1033 Floral SE	821-2618 cell	
Brad Andrzejewski, (09) bradleyblaine4@yahoo.com	3105 Bonnell Ave. SE	283-4425 cell	954-0919
Ren Brander (16) reynoldsbrander@msn.com	2648 Lake DR. SE		285-3305
Dirk Buth (01) dab3445@gmail.com	720 Cambridge Blvd. SE	356-1391	243-5545
Carol Campbell (13) carol.ellis.campbell@gmail.com	2109 Elmwood Dr. SE	233-3572 M-TH	308-1533 cell
Mark Hessler (15) Mhessler98@comcast.net	2223 Estelle DR. SE	456-2447	238-2555
Aaron Smith (16) ams@msblaw.com	1645 Laurel SE	732-5035	481-1230 cell
Rick Sprague (11) Vice Chair ricksprague@hotmail.com	2332 Burchard St. SE	446-2618 cell	452-8202
Stacey Wykoski (11) Chair rswykoski@iserv.net	2311 El Dorado Dr.	901-1756 cell	247-4834

EX-OFFICIO MEMBERS

Brian Donovan City Manager	750 Lakeside Dr.	949-2110	
Fred Bunn Director of Parks & Recreation	750 Lakeside Dr.	949-1750	954-9648
Mayor Anna Seibold	750 Lakeside Dr.	949-2110	
Tim Johnston Athletic Director	2211 Lake Dr. SE	235-7593	

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		x
	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	x
6/18/16	Reeds Lake Art Festival-GV Artists	5:00am-6:15pm	6000	7/13/2015	x	x
7/4/16	Reeds Lake Trailblazer	8:30am-10:00am	500	12/14/2015	x	x
7/15/16	Adaptive Ski	8am-3:45pm		6/9/2016		
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			
8/5/16	Adaptive Ski	8am - 3:45pm		6/9/2016		
8/18/16	Taste of East	3:00pm - 9:00pm	3000	2/8/2016	x	x
8/19/16	Adaptive Ski	8am - 3:45pm		6/9/2015		
8/27/16	Reeds Lake SUP Race	6:00am - 2:00pm	60	4/11/2016		x
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	x	x
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	1			
6/23/16	at "	1:00pm - 5:00pm	1			
6/30/16	at "	1:00pm - 5:00pm	4			
7/14/16	at "	1:00pm - 5:00pm	4			
7/21/16	at "	1:00pm - 5:00pm	2			
7/28/16	at "	1:00pm - 5:00pm	1			
8/4/16	at "	1:00pm - 5:00pm	10			
8/11/16	at JCP	1:00pm - 5:00pm	2			
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.
	GR Polar Plunge	8:00am-3:00pm	350			
3/18/17	Spectrum Health Irish Jig 5k Race	9:00am-10:30am	4100	4/11/2016	x	
	Aveda Walk for Water	11:00am-5:00pm	200			
	Walk & Remember-Hospice of MI	8:00am-11:00am	800			
6/24/07	Huntington Reeds Lake Run	8:00am-12:00pm	2500	Pending	x	
6/17/17	Reeds Lake Art Festival-GV Artists	9:00am-5:00pm	8000	8/8/2016	x	
	Reeds Lake Trailblazer	8:30am-10:00am	500		x	
	Tutu Trot-ALS benefit	7:00am-11:00am	300			
	Gaslight Criterium	8:00am-5:00pm	300			
8/17/17	Taste of East	5:00pm - 9:00pm	4000	Pending	x	
	Reeds Lake SUP Race	6:00am - 10:00am	300			
9/9/17	Rhoades McKee RLT & Duathlon	7:15am-12:00pm	1000	Pending	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				
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	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				
5/19-20/2017	Relay for Life at HS Track					

Print

Special Event Permit Application - Submission #5477

Date Submitted: 10/25/2016

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*

Huntington Reeds Lake Run

Date of Event*

6/24/2017

Organization Sponsoring Event*

City of East Grand Rapids

Event Start & End Time*

8:00 AM

—

12:00 PM

Event Website Address

www.eastgr.org

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

39th Annual Huntington Reeds Lake Run. Great Community event!

Event Contact Email Address

sperry@eastgr.org

Representative First Name*

Susan

Last Name*

Perry

Address1*

750 Lakeside Dr. SE

City*

East Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

616-949-1750

Cell Phone*

616-318-1768

Email Address*

sperry@eastgr.org

Alternative Representative First Name*

Fred

Last Name*

Bunn

Daytime Phone*

616-949-1750

Cell Phone

616-318-1658

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

Life EMS

Estimated Number of Participants*

2500

Estimated Number of Spectators*

4000

Estimated Number of adult volunteers/workers on duty*

150-200

Event Location*

EGR Community Center for the Start and Wealthy street in front of Chase Bank for finish.

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

10/25/2016

Reviewed By

Fred Bunn



Date Reviewed

10/27/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event.

Copies sent to

- City Manager
- Public Safety

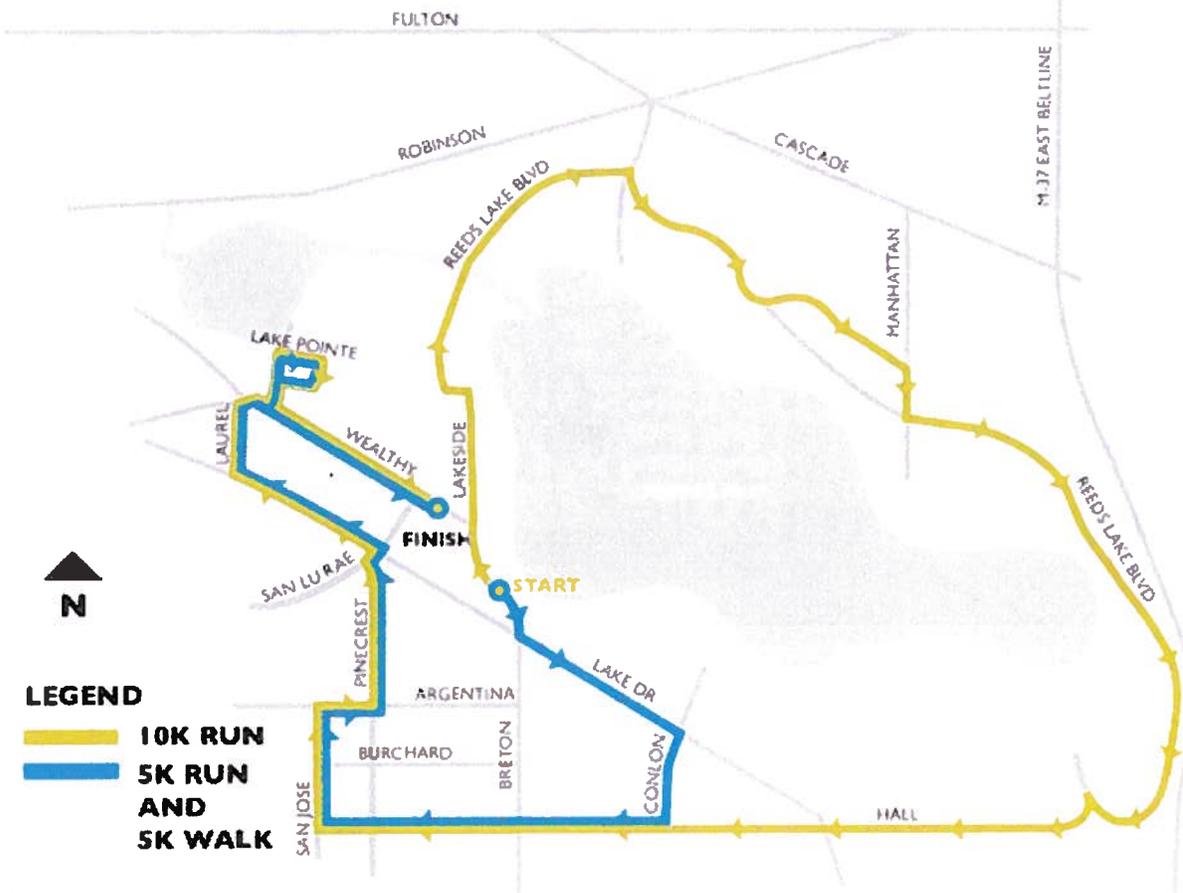
Items

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



REEDS LAKE Run

CITY OF EAST GRAND RAPIDS



LEGEND

- 10K RUN
- 5K RUN AND 5K WALK

Event: Huntington Reeds Lake Run
 Date: June 24, 2017
 Organization: City of EGR
 Address: 750 Lakeside Dr. SE
 City: East Grand Rapids
 St: MI
 Zip: 49506
 Home Phone:
 Business Phone: 616 949-1750
 Cell Phone: 616-318-1768
 Fax: 616-831-6144
 Email: Spermy@eastgr.org



Print

Special Event Permit Application - Submission #5434

Date Submitted: 9/29/2016

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*

Taste of East Grand Rapids

Date of Event*

8/17/2017

Organization Sponsoring Event*

Gaslight Village Business Association

Event Start & End Time*

5:00 PM

—
9:00 PM

Event Website Address

www.gogaslight.com

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

Taste of East Grand Rapids is a great event for the community to come out and support a great organization and also visit with local restaurants and retailers. In addition to food and shopping there will be plenty of kid activities and live music that are all free of charge.

Event Contact Email Address

rob.k@comcast.net

Representative First Name*

Rob

Last Name*

Kowalewski

Address1*

2652 Maplewood Dr SE

City*

East Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

616-940-3266

Cell Phone*

616-940-3266

Email Address*

rob.k@comcast.net

Alternative Representative First Name*

Dawn

Last Name*

Lewis

Daytime Phone*

616-647-3889

Cell Phone

616-304-8593

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

Name of ambulance or other company

Estimated Number of Participants*

4000

Estimated Number of Spectators*

4000

Estimated Number of adult volunteers/workers on duty*

50

Event Location*

Gaslight Village, Wealthy Street from Lakeside to Croswell

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

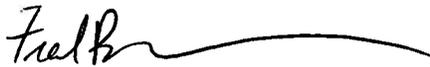
I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

9/29/2016

Reviewed By

Fred Bunn



Date Reviewed

10/28/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event. No substantial changes to the proposed event.

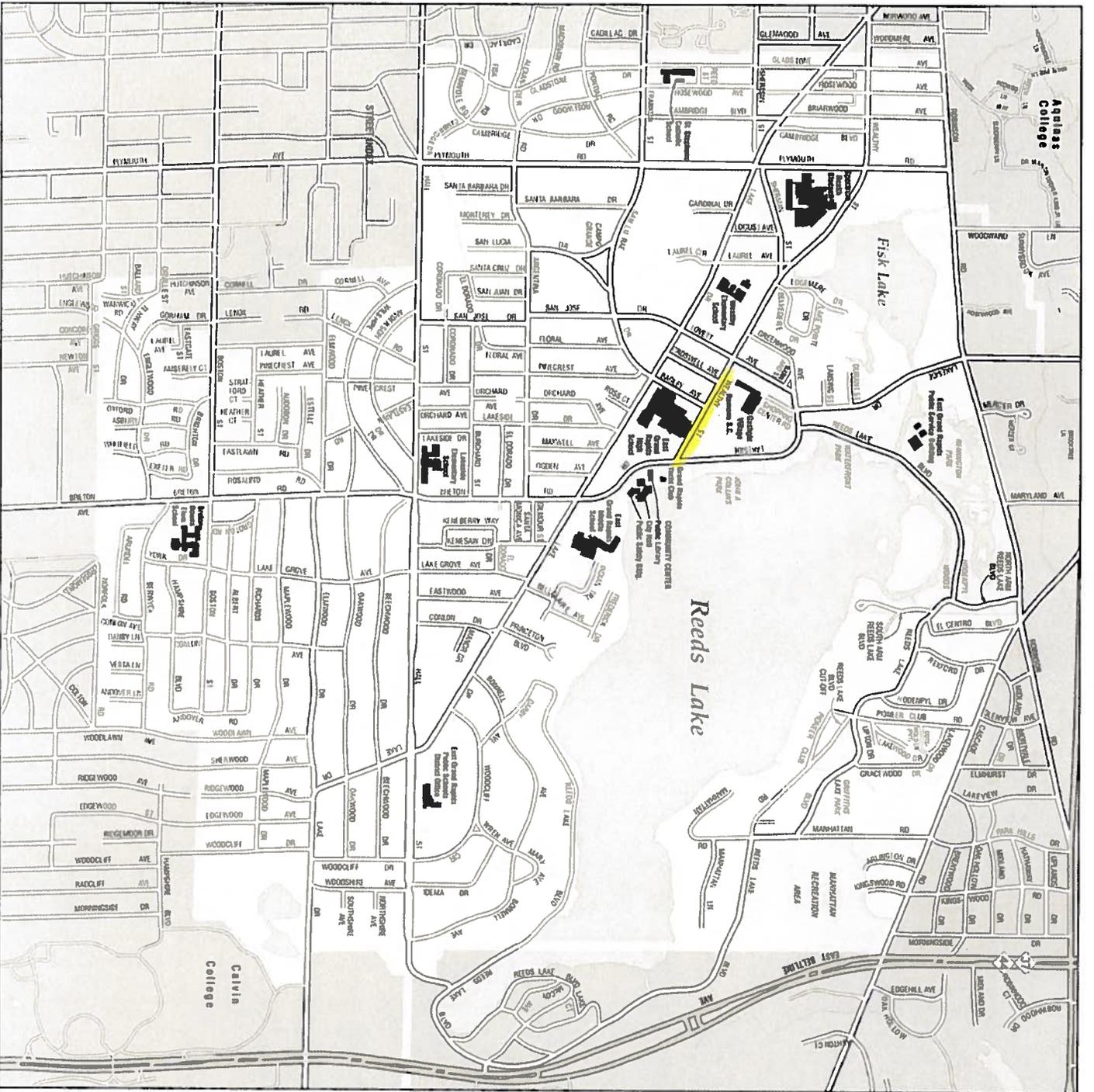
Copies sent to

- City Manager
- Public Safety

Items

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

Taste of East 2017



KEEPING OUR COMMUNITY CONNECTED
EXPLORE & CREATE & PARTICIPATE

EGR PARKS & RECREATION DEPARTMENT

Event:

Taste of East

Date: *8/17/17*

Organization:

EVBA

Address: *2652 Maplewood Rd*

City: *Grand Rapids*

St: *MI*

Zip: *49506*

Home Phone: *(616) 940-3266*

Business Phone:

Cell Phone:

Fax:

Email: *rob.k@comcast.net*

Print

Special Event Permit Application - Submission #5476

Date Submitted: 10/25/2016

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*

2017 Rhoades McKee Reeds Lake Triathlon

Date of Event*

9/9/2017

Organization Sponsoring Event*

City of East Grand Rapids - Parks and Recreation Dept.

Event Start & End Time*

7:15 AM

—

12:00 PM

Event Website Address

www.easetgr.org/triathlon

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

The 34th annual Rhoades McKee Reeds Lake Triathlon/Duathlon/Aquabike

Event Contact Email Address

bgranstra@eastgr.org

Representative First Name*

Betsy

Last Name*

Granstra

Address1*

750 Lakeside Dr. SE

City*

East Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

616-949-1750

Cell Phone*

989-205-7394

Email Address*

bgranstra@eastgr.org

Alternative Representative First Name*

Fred

Last Name*

Bunn

Daytime Phone*

616-949-1750

Cell Phone

111-222-3333

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

Life EMS

Estimated Number of Participants*

1000

Estimated Number of Spectators*

800

Estimated Number of adult volunteers/workers on duty*

450

Event Location*

East Grand Rapids

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

10/25/2016

Reviewed By

Fred Bunn



Date Reviewed

10/27/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event.

Copies sent to

- City Manager
- Public Safety

Items

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