



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

January 9, 2017 – 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 November 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 Trailblazer, July 4, 2017
 - b. Tree Lighting Celebration, November 24, 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, NOVEMBER 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 6:03 pm.

PRESENT: Brad Andrzejewski, Ren Brander, Dirk Buth, Carol Campbell (6:12pm), Mark Hessler, Brian Miller, Aaron Smith, Rick Sprague and Stacey Wykoski

ABSENT: None

STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Carol Campbell – None

Dirk Buth – None

Brad Andrzejewski - None

Rick Sprague – Welcome to new commissioners.

Mark Hessler – Reported on upcoming work on Canepa Tennis Courts and High School Pool.

Stacey Wykoski – None

Aaron Smith – Glad to be part of the Parks and Recreation Commission.

Ren Brander - Reported on meeting he attended regarding invasive species in the East Grand Rapids parks. Present at this meeting were city staff (Fred Bunn, Doug LaFave, Phil Weber), Ginny Wanty, Master Naturalist Coordinator with Kent/MSU Extension Office, Drew Rayner, Director West Michigan Cooperative Invasive Species Management Area (CISMA) and Jessie Schulte, Coordinator of the Kent County Conservation District. The meeting was held on November 8, 2016. There are two invasive species CISMA will treat for free which are Japanese Knotweed and European Frog-bit both of which are in Remington Park.

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

MOTION: Mark Hessler

SUPPORT: Brian Miller

YES: Andrzejewski, Brander, Buth, Hessler, Miller, Smith, Sprague and Wykoski (8)

NO: (0)

Introductions of new members to the Parks and Recreation Commission were made. Ren Brander and Aaron Smith were appointed to the Commission by Mayor Seibold.

Special Event Permit Applications were submitted for approval:

- 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

Susan Perry, Assistant Director/Huntington Reeds Lake Run Race Director, reported the date for the Huntington Reeds Lake Run has been moved back to the last Saturday in June for 2017 which is the date the race was scheduled until 4 years ago. She said changing the date back to the last Saturday in June will avoid conflicts with SAT testing at the High School and conflicts that may occur with school still in session until mid-June.

A motion was made to approve the Special Event Permits for:

- 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

MOTION: Brad Andrzejewski

SUPPORT: Rick Sprague

YES: Andrzejewski, Brander, Buth, Campbell, Hessler, Miller, Smith, Sprague and Wykoski (9)

NO: (0)

Director's Report

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

- Fred reported on the meeting he attended with West Michigan Cooperative Invasive Species Management Area held on November 8, 2016 that Ren Brander reported about earlier in the meeting. According to Drew Rayner, Director West Michigan Cooperative Invasive Species Management Area, there are various grant sources available to treat invasive species. Fred plans to meet with Phil Weber, Grounds Maintenance Supervisor and Drew Rayner to form an action plan to deal with the invasive species here in East Grand Rapids.
- Butterfly Garden – The Community group involved in the Butterfly Garden located on the Schroeder Property has collected over \$1,400 in donations. A planting day was held on October 1st where volunteers planted over 300 plugs. They also came back on October 8th and planted some New England Asters and installed rocks and bird baths. They have some monies left to do some work in the spring at the Schroeder Property and may have some monies left over to do some work in other areas of the city.
- Outdoor bathrooms and irrigation systems have been winterized and are closed for the season.
- Remington Field – Field improvements have been approved by the Joint Facilities Committee and will be paid from leftover fundraising monies from past projects, no monies will come from Joint Facilities. Improvements to be made are:
 - Concrete pad along 3rd base line
 - 12 x 12 storage shed to be located by batting cages
 - 85 ft. fence along the arborvitae that will separate the retention pond from the grassy area.
- Gobble Wobble will take place on Thanksgiving morning, November 24, 2016 at 8am.
- Tree Lighting Ceremony will take place on Friday, November 25, 2016 from 5-9pm.
- The High School Pool will be closed this coming summer to retrofit the lighting as it was not completed last summer.
- Canepa Tennis Courts will be worked on next summer. The school district is working with the concrete contractor who installed the courts, there is bubbling/rippling in the concrete on the courts. This is a warranty issue. The school district will inform the city of the timeline for this fix.

- Staff is reviewing software packages for the Parks and Recreation Department. Our current software (RecTrac) is due for a major upgrade, staff is reviewing six different software companies and making comparisons so the department can decide if we should stay with our current software or make a switch.
- Patty Temple, EGR Schools Director of Operations, has retired from her full time position, she will stay on contractually for approximately one year to help with the transition. Dan Luehrs has been contracted to take over this position.

Carol Campbell brought one of the signs which was posted this summer at Canepa Tennis Courts. The sign which has the EGR Parks and Rec logo on it says “The courts are reserved from June 13-Aug. 18th, M-Th from 9am-6:30pm.” This is posted at each court at Canepa. She is wondering if all courts are actually reserved all summer long or are some courts available. She also commented the signs were still up in September and thinks the signs should come down once the lessons end. Fred will meet with Shannyn Fasbender, Recreation Supervisor, and discuss number of courts reserved, wording of the signage and how long signs are up at the courts.

The meeting was adjourned @ 6:40 pm.

MOTION: Brian Miller

SUPPORT: Dirk Buth

YES: Andrzejewski, Brander, Buth, Campbell, Hessler, Miller, Smith, Sprague and Wykoski (9)

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		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	x
12/31/16	Resolution Run	3:30pm - 5:00pm	900	2/8/2016	x	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.
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	12/12/2016		x
6/17/17	Reeds Lake Art Festival-GV Artists	9:00am-5:00pm	8000	8/8/2016		x
7/4/17	Reeds Lake Trailblazer	8:30am-10:00am	500	Pending		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	12/12/2016		x
	Reeds Lake SUP Race	6:00am - 10:00am	300			
9/9/17	Rhoades McKee RLT & Duathlon	7:15am-12:00pm	1000	12/12/2016		x
	Kisscross Cyclocross	8:00am-3:00pm	150			
	Gobble Wobble	8:00am - 11:00am	1500			x
11/24/17	Tree Lighting Ceremony	5:00pm - 9:00pm	1000	Pending		x
	Resolution Run	3:30pm - 5:00pm	900			x
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
6/22/17	at JCP	1:00pm -5:00pm				
6/29/17	at "	1:00pm - 5:00pm				
7/13/17	at "	1:00pm - 5:00pm				
7/20/17	at "	1:00pm - 5:00pm				
7/27/17	at "	1:00pm - 5:00pm				
8/3/17	at "	1:00pm - 5:00pm				
8/10/17	at "	1:00pm - 5:00pm				
5/19-20/2017	Relay for Life at HS Track					
	GR Polar Plunge- moved to GR this year					

Print

Special Event Permit Application - Submission #5498

Date Submitted: 11/21/2016

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 Trail Blazer 5K Run/Walk

Date of Event*

7/4/2017

Organization Sponsoring Event*

East Grand Rapids Community Foundation

Event Start & End Time*

8:30 AM

10:30 AM

Event Website Address

www.reedslaketraillblazer.com

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

5k Walk/Run to support the programs of the East Grand Rapids Community Foundation.

Event Contact Email Address

kbrower@eastgr.org

Representative First Name*

Karen

Last Name*

Brower

Address1*

750 Lakeside Dr SE

City*

East Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

616-949-2110

Cell Phone*

616-460-6090

Email Address*

kbrower@eastgr.org

Alternative Representative First Name*

Jeff

Last Name*

Potteiger

Daytime Phone*

616-949-2110

Cell Phone

111-222-3333

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

AMR

Estimated Number of Participants*

350

Estimated Number of Spectators*

500

Estimated Number of adult volunteers/workers on duty*

100

Event Location*

Start/Finish at EGR Community Center

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

11/21/2016

Reviewed By

Fred Bunn



Date Reviewed

12/28/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Annual event.

Copies sent to

- City Manager
- Public Safety

Items

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

Print

Special Event Permit Application - Submission #5529

Date Submitted: 12/22/2016

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*

Tree Lighting Celebration

Date of Event*

11/24/2017

Organization Sponsoring Event*

Gaslight Village Business Association

Event Start & End Time*

4:00 PM

9:00 PM

Event Website Address

www.gogaslight.com

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

Come celebrate the holiday season with the lighting of the tree in Regatta Plaza. Enjoy a carriage ride, pet a reindeer, make s'mores, and kids can make crafts and get a picture taken with Santa Claus. Stop in at a restaurant in Gaslight Village for a meal and get a start on your holiday shopping at a local business.

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*

1000

Estimated Number of Spectators*

1000

Estimated Number of adult volunteers/workers on duty*

15

Event Location*

Gaslight Village, Wealthy Street between Bagley and 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.

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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.

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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

12/22/2016

Reviewed By

Fred Bunn



Date Reviewed

12/27/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event hosted by the Gaslight Village Business Association.

Copies sent to

- City Manager
- Public Safety

Items

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