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

April 11, 2022 – 7:00 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, 2022 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Parks Improvement Millage Implementation Update (enclosed- no action requested)
7. Report of Director

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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, 2022**

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

Aaron Smith called the meeting to order at 6:02 pm.

Present in Person: John Arendshorst, Ryan Burdick, Aaron Smith and Kate DeVries, Larry Fisher,
Lauren Jacoby Nick Abraham,
Absent: Abby Sorota and Patrick Parkes
Also Present: Derek Melville and City Manager, Shea Charles

Public Comment:
None

Report of Commissioners:

Ryan Burdick- none

Lauren Jacoby- none

Larry Fisher- Noted the swim and dive team won their 145th state championship.

Aaron Smith – Noted there was a East Grand Rapids diver who set a state record this year. He also welcomed Lauren to the commission.

Nick Abraham-none

John Arendshorst – none

Kate Devries – noted that the Reeds Lake wayfinding signage has buckled some.

Director Melville noted they are in the process of being remanufactured and they will be replaced at no cost.

Minutes for the February 14, 2022, Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the December 13, 2021, Parks and Recreation Commission meeting.

MOTION: John Arendshorst

SUPPORT: Kate Devries

YES: Burdick, Jacoby, Fisher, Smith, Abraham, Arendshorst, Devries(7)

NO: (0)

The Special Event Calendar was reviewed.

Director Melville noted that we are full with special events requiring road closures since we have 8 scheduled this year. No additional events that require road closures will be approved this year.

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Derek Melville reviewed the conceptual location for a community dog park area as presented in the agenda packet including the potential location, costs and proposed amenities. Discussion followed.

Derek Melville reviewed the conceptual map for the Manhattan Park multi-use trails. Proposed trails have been marked with pink flags which will be used for the public engagement meeting at Manhattan Park on April 14, 2022 at 6pm. Discussion followed.

Report of Director

Derek Melville included in the Agenda Packet a Monthly Report but also reported on the following:

- The Irish Jig is this weekend with approximately 2,500 racers.
- The part-time wage schedule has been increased which has resulted in new lifeguard applications and other part-time positions.
- The city is collecting RFP submissions for community engagement and playground design services.

Aaron Smith asked if anyone else had any comments and there were none.

The meeting was adjourned at 6:55pm.

East Grand Rapids Parks and Recreation 2022 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
3/19/22	Spectrum Health Irish Jig	6:00am-11:30am	2500	10/14/2021	x	x
6/25/22	Reeds Lake Run	8:00am-11:30am	2500	8/9/21	x	x
7/4/22	Reeds Lake Trail Blazer Run/Walk	8:30am - 11:00am	500	8/9/21	x	x
8/18/22	Taste of East	5:00pm - 8:30pm	2500	2/14/22	x	
9/10/22	Reeds Lake Triathlon	7:30am - 12:45pm	900	12/13/21	x	x
9/23/22	East Grand Rapids MS Regatta	6:30am - 4:00pm	650	12/13/21		
11/24/22	Gobble Wobble Run	8am - 11am	1200	12/13/21	x	x
12/31/22	BCBS Resolution Run	3:30-4:45pm	500	2/14/2022	x	
Non-Special Event Permit Applications						
<u>KDL Parties in the Park</u>						
		<u>TIME</u>	<u>TABLES</u>			
6/7/22		1:30pm-3:30pm				
6/14/22		1:30pm-3:30pm				
6/21/22		1:30pm-3:30pm				
6/28/22		1:30pm-3:30pm				
7/5/22		1:30pm-3:30pm				
7/12/22		1:30pm-3:30pm				
7/19/22		1:30pm-3:30pm				
7/26/22		1:30pm-3:30pm				
8/2/22		1:30pm-3:30pm				
<u>Funky Buddha/SUP class</u>						
<u>Adaptive Ski by Kentwood P&R</u>						



CITY OF
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750 LAKESIDE DRIVE SE EAST GRAND RAPIDS, MICHIGAN 49506
(616) 949-2110 www.eastgr.org

DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Derek Melville, Parks & Recreation Director
DATE: April 6, 2022

RE: Parks Improvement Millage Updates

Throughout the Parks Improvement Millage community education process it was identified that additional public input opportunities would be made available for residents to provide their feedback regarding upcoming park improvements. In an effort to provide as much information and public input opportunities as possible, a variety of engagement opportunities have been scheduled for the 2nd and 4th Monday from 6pm-7pm in April, May and June to initiate the discussions about the proposed park improvements. Each open house will have city staff available to talk to residents about the proposed projects, and each meeting will have a variety of projects for consideration. Open house topics will be scheduled ahead of time, and the topics will be posted on the Parks Millage webpage on the city website (<https://www.eastgr.org/553/2021-Millage>) and they will be published in the East Express as well, so residents are encouraged to sign up for the e-newsletter to receive virtual notices of all meeting topics. (<https://www.eastgr.org/signup>)

In addition to the open house meeting schedule, additional input opportunities will be offered to provide input for specific projects as well. There is a meeting scheduled for April 14, 2022 at the Manhattan Park Pavilion from 6pm-7pm where residents can ask questions of city staff and our partners at the West Michigan Mountain Biking Alliance (WMMBA), and provide input regarding the Fred Bunn Multi-use Trails at Manhattan Park.

Additionally, the city has hired MC Smith and Associates (MCSA) to help facilitate the playground replacement projects at EGRPS Elementary Schools that were included as part of the Park Improvement Millage. We are in the process of working with our partners at EGRPS to identify dates for community input sessions specifically related to the design of the playgrounds. The input sessions will be formatted to help guide playground equipment selection, layout and design for each of the sites. Separate input sessions will be scheduled for each individual playground location and community members will be invited to attend whatever sessions they prefer. The initial input sessions will be scheduled for later this spring to provide direction for each playground design, which will take place over the summer.



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DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Derek Melville, Parks & Recreation Director
DATE: April 6, 2022

RE: Director's Report

Staffing Updates

Account Clerk III - Sara Coffey will be joining our Parks and Recreation team on April 25th as our new Account Clerk III. She comes to us with 20 years of office administration experience. She will begin attending our Parks and Recreation meetings next month to assist with minute taking, and her main responsibilities in the office include financial oversight of revenue and expenses, facility rental management, special event application processing, payroll processing, among other duties.

Carol Ors Account Clerk I staff member has decided to relocate to the lakeshore and will unfortunately be unable to continue working for us. We have started recruiting to fill her 20 hour a week position and we anticipate interviews will take place in the next two weeks as we have already had significant interest in the position.

We have been busy hiring part-time and seasonal staff within the Parks and Recreation Department the past few weeks. As reported last month we have had great success hiring new lifeguards and swim instructors due to the wage increase that was implemented in March. We continue to work with new lifeguards to find local training opportunities for them to become Red Cross Certified as a lifeguard, and many of the new staff who are already certified have been onboarded and implemented into the lifeguard schedule. In addition to the new lifeguards we have also hired two part-time Grounds Maintenance summer help positions whose main responsibility is helping to prepare athletic fields for games by painting fields and dragging them, along with trash collection, landscaping and other seasonal maintenance activities.

Program Updates

The 2022 summer program guide is nearly final and will be available for viewing later this week. We have dozens of traditional programs and camps as well as many new program options. Resident registration will begin on April 14 and non-resident registration begins on April 21.

Parks and Recreation Staff had the opportunity to virtually connect with East Grand Rapids Varsity Football Coach Josh Shattuck last week. We covered the summer schedule including the youth

camps and clinics that are collaboratively offered for the community, along with sharing the details of our youth football programs each fall. We're looking forward to continuing the great relationship with the High School program and look forward to some of the new ideas that Coach Shattuck has to add value to our collaboration in the way of additional training opportunities for our volunteer coaches.