



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

**August 14, 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 June 12, 2017 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested).
  - A. EGRMS Cardboard Boat Regatta – September 29, 2017
  - B. 53<sup>rd</sup> Reeds Lake Art Festival – June 16, 2018
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, JUNE 12, 2017**

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 6:00pm.

PRESENT: Brad Andrzejewski, Ren Brander, Carol Campbell, Brian Miller, Rick Sprague, and Stacey Wykoski  
ABSENT: Dirk Buth, Mark Hessler and Aaron Smith  
STAFF: Fred Bunn and Diane Ritzke

Public Comment:

None

Report of Commissioners:

Carol Campbell – None

Ren Brander - None

Brian Miller – Reported the City Commission voted to approve the policy recommended by the Parks and Recreation Commission for commercial and non-commercial use of John Collins Park. The City Commission voted 7-0 to adopt the recommended policy.

Rick Sprague – Thanked Stacey Wykoski for her six years of service and leadership on the Parks and Recreation Commission.

Brad Andrzejewski – None

Stacy Wykoski – Commented she heard an ad on the radio for the Huntington Reeds Lake Run. It was very well done.

Minutes for the May 8, 2017 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the May 8, 2017 Parks and Recreation Commission meeting.

MOTION: Brad Andrzejewski  
SUPPORT: Carol Campbell  
YES: Andrzejewski, Brander, Campbell, Miller, Sprague and Wykoski (6)  
NO: (0)

Nominations for Chairperson and Vice Chairperson for the Parks and Recreation Commission for FY 2017/18 were held.

A motion was made to nominate Rick Sprague as the Chairperson and Carol Campbell as the Vice Chair of the Parks and Recreation Commission for FY 2017/18.

MOTION: Brad Andrzejewski  
SUPPORT: Ren Brander  
YES: Andrzejewski, Brander, Campbell, Miller, Sprague, and Wykoski (6)  
NO: (0)

Director Fred Bunn thanked Stacey Wykoski for serving six years on the East Grand Rapids Parks and Recreation Commission. She served two years as Vice Chair of the Commission and two years as Chair of the Commission. Some of her work on the Commission included the Master Plan in 2012 and just this month the policy recommendation for commercial and non-commercial use of John Collins Park. Fred again thanked Stacey for her dedication to this Commission on behalf of the City and presented her with a gift from the City.

#### Director's Report

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

- Fred reported now that the Park Use policy has been approved by the City Commission the next step which is on the next City Commission agenda (June 19, 2017) is to approve the rates and reservation timelines. Rates will be set for resident business owners, residents and non-residents. Timelines for making reservations will start February 1<sup>st</sup> of each year for resident business owners, 2 weeks after that, residents can register and 2 weeks after that, non-residents can register. Once the rates and timelines are approved by the City Commission, the Parks and Recreation Department will start taking reservations. This will start approximately the first part of July.
- Clothesline Art Fair is Saturday, June 17, 2017 from 9am-5pm.
- Huntington Reeds Lake Run is Saturday, June 24, 2017 at 8am.
- July 4<sup>th</sup> Celebration is Tuesday, July 4, 2017.
- Canepa Tennis Courts repairs have started and will be completed in 6-8 weeks.
- Parks and Recreation Master Plan Update – Fred is speaking with City Manager Brian Donovan regarding when the Parks and Recreation Master Plan update should be done. Fred reported he is thinking the City should wait to update the five year Parks and Recreation Master Plan when the City is able to confirm they will have a match for grant monies received. He will continue to update the Parks and Recreation Commission on this.

The meeting was adjourned @ 6:30 pm.

MOTION: Brad Andrzejewski

SUPPORT: Brian Miller

YES: Andrzejewski, Brander, Campbell, Miller, Sprague, and Wykoski (6)

NO: (0)

## 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	x
6/17/17	Reeds Lake Art Festival-GV Artists	9:00am-5:00pm	8000	8/8/2016	x	x
6/24/07	Huntington Reeds Lake Run	8:00am-12:00pm	2500	12/12/2016	x	
7/4/17	Reeds Lake Trailblazer	8:30am-10:00am	500	1/9/2017	x	
7/20/17	Grand City Gives	6:00pm-9:00pm	40	4/10/2017		x
8/20/17	Gaslight Criterium	8:00am-5:00pm	300	3/13/2017	x	
8/17/17	Taste of East	5:00pm - 9:00pm	4000	12/12/2016	x	
9/9/17	Rhoades McKee RLT & Duathlon	7:15am-12:00pm	1000	12/12/2016	x	
9/29/17	EGRMS Cardboard Boat Regatta	7:30am-3:30pm	50	Pending		
10/29/17	Kisscross Cyclocross	8:00am-2:45pm	150	3/13/2017		
11/23/17	Gobble Wobble	8:00am - 11:00am	1500	3/13/2017	x	x
11/24/17	Tree Lighting Ceremony	5:00pm - 9:00pm	1000	1/9/2017	x	
12/30/17	Resolution Run	3:30pm - 5:00pm	800	3/13/2017	x	
3/15 - 11/1/2017	EGR HS Crew			<b>1/31/2017</b>		
5/24/17	EGR HS Crew Regatta	3:00p-9:00pm		1/31/2017		
7/14/17	Adaptive Water Ski Lessons *Grill Permit	8:00am-3:00pm		4/12/2017		
8/18/17	Adaptive Water Ski Lessons *Grill Permit	8:00am-3:00pm		4/12/2017		
	<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					

## East Grand Rapids Parks and Recreation 2018 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
3/17/18	35th Spectrum Health Irish Jig	9:00am-10:00am	4000	5/8/2017	x	
6/16/18	53rd Reeds Lake Art Festival	9:00am-5:00pm	8000	Pending	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				

**Print**

**Special Event Permit Application - Submission #7974**

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Date Submitted: 7/13/2017

**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\***

EGRMS Cardboard Boat Regatta

**Date of Event\***

9/29/2017

**Organization Sponsoring Event\***

EGRMS and EGRMS PTO

**Event Start & End Time\***

7:30 AM

—  
3:30 PM

**Event Website Address**

www.egrps.org

**Purpose and description of the event to be placed on City website for the general public to view.\***

Each class of students will each create cardboard boats to be evaluated in Reeds Lake for durability, design creativity, and speed as part of beginning-of-the-year team building activities.

**Event Contact Email Address\***

amorey@egrps.org

**Representative First Name\***

Anthony

**Last Name\***

Morey

**Address1\***

2425 Lake Drive

**City\***

Grand Rapids

**State\***

MI

**Zip\***

49506

**Daytime Phone\***

616-438-3973

**Cell Phone\***

616-438-3793

**Email Address\***

amorey@egrps.org

**Alternative Representative First Name\***

Michelle

**Last Name\***

Kastanek

**Daytime Phone\***

616-235-7551

**Cell Phone**

616-235-7551

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

NA

**Estimated Number of Participants\***

650

**Estimated Number of Spectators\***

50

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

50

### **Event Location\***

Collins Park is the only city property to be used and this is only for boat testing. Only one class at a time will be present in the park. The Joint Facilities boat dock will be the launch point for testing. Boats will row parallel to the shore to the north and exit the water about 30 yards north of the boat dock. The majority of activity will occur on school property. A trash truck will be scheduled to dispose of the boats at the conclusion of the day. All cardboard used in the construction of boats is from a recycled source (appliance boxes). The shoreline near the school is not conducive to safely entering or exiting the water due to the natural vegetation.

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**

7/14/2017

**Reviewed By**

Fred Bunn



**Date Reviewed**

7/14/2017

**Permit Approval**

- Approved
- Denied
- Pending

**Approved By**

**Date Action Taken**

mm/dd/yyyy

**Reason**

**Comments**

We will require they have lifeguards assigned for the 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 #** 183940  
**Payment Date:** 07/19/2017  
**Household #:** 19563  
**Home Phone:** (616)235-7551



**MIDDLE SCHOOL EGR**  
**ANTHONY MOREY**  
 2425 LAKE DR. SE  
 EAST 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](http://www.eastgr.org)

## Enrollment Details

Enrollee Name:	<b>EGR Middle School</b>	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	<b>28006-A Cardboard Boat Regat</b>	0.00	0.00	0.00	0.00	0.00
Enrollment Date:	<b>07/19/2017 (Enrolled)</b>					

Class Location:	John Collins Park John Collins Park 650 Lakeside Dr. SE East Grand Rapids, MI 49506 (616)949-1750	Class Dates:	09/29/2017 to 09/29/2017 7:30A to 3:30P
		Scheduled Sessions:	F 1

Processed on 07/19/17 @ 11:44:57 by FC

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

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. Cancellation refunds will not be granted for any cancellations made less than 2 full business days prior to the first scheduled class. (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](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)

**Print**

**Special Event Permit Application - Submission #7985**

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Date Submitted: 7/18/2017

**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\***

53rd Reeds Lake Art Festival

**Date of Event\***

6/15/2018

16

**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 for the general public to view.\***

Promote fine art and fine crafts in the tradition of the previous 52 years.

**Event Contact Email Address\***

rkraai@ameritech.net

**Representative First Name\***

Robert

**Last Name\***

Kraai

**Address1\***

3757 Burton SE

**City\***

Grand Rapids

**State\***

MI

**Zip\***

49546

**Daytime Phone\***

616-956-7734

**Cell Phone\***

616-780-4737

**Email Address\***

rkraai@ameritech.net

**Alternative Representative First Name\***

Carol

**Last Name\***

Laurin

**Daytime Phone\***

616-437-9365

**Cell Phone**

111-222-3333

**Running and other competitive events MUST  
have medical personnel onsite during the  
event**

**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 Lakeside Dr. to Croswell 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**

7/18/2017

**Reviewed By**

Fred Bunn



**Date Reviewed**

8/7/2017

**Permit Approval**

Approved

Denied

Pending

**Approved By**

**Date Action Taken**

mm/dd/yyyy

**Reason**

## Comments

Returning event. Same time frame, location and layout as last year. No issues to report with this event. The event will be held on Saturday, June 16 (not on Friday June 15 TYPING ERROR when submitted).

### Copies sent to

- City Manager
- Public Safety

### Items

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





**EGR PARKS & RECREATION DEPARTMENT**

**GLOBAL SALES RECEIPT**

Receipt # **184187**  
Payment Date: **07/27/17**  
Household #: **29631**

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

Reeds Lake Art Festi  
Grand Valley Artists - Robert Kraai  
3757 Burton SE  
Grand Rapids MI 49546  
rkraai@ameritech.net

Hm Ph: (616)956-7734  
Wk Ph: (616) -

**Enrollment Details**

The following item reflects a payment towards a previous receipt

	<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>	250.00	0.00	0.00	250.00	0.00
Activity Number: <b>18001-A Reeds Lake Art Fest.</b>					
Enrollment Date: <b>07/19/2017 (Enrolled)</b>					

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

Class Dates: 06/16/2018 to 06/16/2018  
5:00A to 6:15P  
Sa  
Scheduled Sessions: 1

Processed on 07/27/17 @ 12:54:22 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
<b>TOTAL DUE</b>	<b>0.00</b>
NEW FEEs PAID ON THIS RECEIPT (-)	250.00
NEW DEPOSIT PAID (-)	0.00
<b>TOTAL PAID</b>	<b>250.00</b>

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

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Register online at www.eastgr.org