



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

June 11, 2018 – 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 April 9, 2018 (enclosed – approval requested).
5. Nomination of Chair and Vice Chair for 2018/19 (action requested)
6. Consider request to approve Special Event Permits (enclosed – action requested).
 - A. Kisscross Cyclocross Race #3, Sunday, October 21, 2018
 - B. 2019 Irish Jig 5K, Saturday, March 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, April 9, 2018**

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 6:00 pm.

PRESENT: Nick Abraham, Ren Brander, Katie Favale, Liz Mitchell and Aaron Smith
ABSENT: Brad Andrzejewski, Carol Campbell, Mark Hessler and Rick Sprague
STAFF: Susan Perry and Diane Ritzke
GUEST: Brian Sikma, representative for Tommy's Special Event Permit Application

Public Comment: None

Report of Commissioners:

Nick Abraham - None

Liz Mitchell - None

Ren Brander – Reported he will be meeting with some people to organize the second annual Garlic Mustard Pull at Manhattan Park and the area surrounding the park. He will advise the Commission the date once it is set. Nick Abraham asked if any information distributions went out on this. Ren mentioned the Parks and Recreation Department is looking for a volunteer coordinator to organize groups/individuals to work on removing invasive species and hopefully this person would put out notifications on these events.

Katie Favale - None

Aaron Smith - None

Minutes for the February 12, 2018 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the February 12, 2018 Parks and Recreation Commission meeting.

MOTION: Ren Brander

SUPPORT: Katie Favale

YES: Abraham, Brander, Favale, Mitchell and Smith (5)

NO: (0)

The Special Event Calendar for 2018 was reviewed.

Special Event permits were presented for approval.

A. Tommy's Adaptive Wake Surfing, Saturday, July 28, 2018

B. Fox Subaru Gaslight Criterium, Sunday, August 19, 2018

Brian Sikema, a representative for Tommy's was present to talk about the Special Permit Application for the Tommy's Adaptive Wake Surfing. This is a first time event here in East Grand Rapids. This would be a free adaptive water sports day for the adaptive athlete. Wake surfing is the lake version of real surfing behind a boat.

Ren Brander asked if there would be any Water Safety personnel for the event and suggested contacting the Sheriff's Department to be present at the event.

A motion was made to approve the special event permit for Tommy's Adaptive Wake Surfing scheduled for Saturday, July 28, 2018.

MOTION: Nick Abraham

SUPPORT: Ren Brander

YES: Abraham, Brander, Favale, Mitchell, and Smith (5)

NO: (0)

A motion was made to approve the special event permit for the Fox Subaru Gaslight Criterium scheduled for Sunday, August 19, 2018.

MOTION: Katie Favale

SUPPORT: Nick Abraham

YES: Abraham, Brander, Favale, Mitchell, and Smith (5)

NO: (0)

Assistant Director's Report

Susan Perry, Assistant Director of Parks and Recreation reported on the following:

- Summer Parks and Recreation brochures have been mailed out with EGR resident registration beginning on April 12, 2018 and non-resident registration beginning on April 19, 2018.
- Spring sports for the Parks and Recreation Department started today.
- Reported she will be working with Phil Weber, Grounds Maintenance Supervisor, to create a job description and posting for a Volunteer Coordinator position. This volunteer position will recruit and work with individuals and groups on removing invasive species.
- Reported on conservation projects happening with Grounds Maintenance
 1. Treated invasive buckthorn at Manhattan Park and Hodenpyl Woods
 2. Ordered 210 purple loosestrife beetles to combat the growing purple loosestrife. These will be released in May.
 3. Will host a garlic mustard and dames rocket pull with 3rd and 4th graders from Lakeside Elementary at Manhattan Park in April or May.
 4. Phil Weber, Grounds Maintenance Supervisor, will be speaking to 3rd and 4th graders at one of the elementary schools on the subject of invasive species. Hopefully this will garner another invasive species pull.

A motion was made to adjourn the meeting @ 6:16pm.

MOTION: Nick Abraham

SUPPORT: Katie Favale

YES: Abraham, Brander, Favale, Mitchell, and Smith (5)

NO: (0)

Print**Special Event Permit Application - Submission #8530****Date Submitted: 3/8/2018****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*

Kisscross Cyclocross Race #3

Date of Event*

10/21/201

Organization Sponsoring Event*

Kisscross Events, LLC

Event Start & End Time*

10:00 AM

—

4:00 PM

Event Website Address

kisscross.com

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

Cyclocross is an interesting and exciting discipline of cycling. In the early 1900's it was intended for road cyclists interested in training and racing during the winter off-season in Europe. There will be a series of cyclocross races throughout W. MI. Manhattan Park hosts race #3. The course is designed to challenge the riders to navigate grass, dirt, sand, hills and made made obstacles. Each race will last 30-60 minutes depending on category. We hope to see you there.

Event Contact Email Address*

lee.jr.don@gmail.com

Representative First Name*

Don

Last Name*

Lee

Address1*

306 Hampton Ave

City*

Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

6166174483

Cell Phone*

6166174483

Email Address*

lee.jr.don@gmail.com

Alternative Representative First Name*

Don

Last Name*

Lee

Daytime Phone*

6166174483

Cell Phone

111-222-3333

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

**Estimated Number of
Participants***

95

**Estimated Number of
Spectators***

50

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

10

Event Location*

Manhattan Park

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

3/8/2018

Reviewed By

Fred Bunn



Date Reviewed

3/14/2018

Permit Approval

Approved

Denied

Pending

Approved By

Date Action Taken

mm/dd/yy

Reason

Comments

Returning event. No outstanding issues or concerns.

Copies sent to

City Manager

Public Safety

Items

- | | |
|---|--|
| <input checked="" type="checkbox"/> Permit Fee Paid | <input type="checkbox"/> Map Submitted or Verified |
| <input type="checkbox"/> Insurance Received | <input type="checkbox"/> Calendar Listing |
| <input type="checkbox"/> Confirmation Letter Sent | |



**East Grand Rapids Parks and Recreation
Department**

750 Lakeside Drive SE
East Grand Rapids, MI 49506

616-949-1750
recadmin@eastgr.org
<http://www.eastgr.org>

Registration/Payment Receipt 8879467

05/23/2018 03:39 PM

Account Information

Kisscross Events, LLC
Don Lee
306 Hampton Ave. SE
Grand Rapids, MI 49506
616-617-4483

Payment

Credit/Debit \$250.00
Visa ending in 7772
Merchant Code
61108076069

Item

Item	Amount Paid
Payment on Kisscross Events, LLC for Permit Fees Special Event Permit Fee	\$250.00
Subtotal	\$250.00
Total Payment	\$250.00
Change in Balance	(\$250.00)
Account Balance	\$0.00
<i>(As of 05/23/2018 03:39 PM)</i>	

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 or click policies button in your CivicRec account 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. Photo Disclaimer: EGR Parks & Recreation is committed to providing timely information to the public about our many offerings and programs. We accomplish this through regular printing of detailed brochures and updates on our website. These publications often include pictures of participants in action to give the public a sense of the fun and adventure awaiting them. If you don't want to be in photos for publicity please let the individual know that is taking pictures.

Print

Special Event Permit Application - Submission #8603

Date Submitted: 4/6/2018

Pemit 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*

2019 Irish Jig 5k

Date of Event*

3/16/2019

Organization Sponsoring Event*

Spectrum Health

Event Start & End Time*

6:00 AM

11:30 AM

Event Website Address

333 Bridge St

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

Now in its 36th year, the Irish Jig has grown to become one of Michigan's premier 5K (3.1 mile) races. The USA Track & Field certified course is mostly flat with a few gentle hills. The start of the race is a short walk from the East Grand Rapids High School gym where participants will check-in prior to the event. Top age group winners receive prizes and top overall finishers receive cash awards. Spectrum Health is proud to provide this event to promote colorectal cancer awareness. The 2019 Irish Jig will feature one "staggered" start, beginning at 9 a.m. Walkers will start after all runners have crossed the starting line at approximately 9:15 a.m.

Event Contact Email Address*

kelsey.haynes@spectrumhealth.org

Representative First Name*

Kelsey

Last Name*

Haynes

Address1*

333 Bridge St

City*

Grand Rapids

State*

Michigan

Zip*

49504

Daytime Phone*

6164866580

Cell Phone*

6162046741

Email Address*

kelsey.haynes@spectrumhealth.org

Alternative Representative First Name*

Jessie

Last Name*

Jones

Daytime Phone*

616-486-6663

Cell Phone

616-560-4213

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

Yes, Spectrum Health doctor an sports medicine staff will be onsite

Estimated Number of Participants*

4000

Estimated Number of Spectators*

1000

Estimated Number of adult volunteers/workers on duty*

200

EGR High School Gym is the main hub. Wealthy and Greenwood is the start and finish is ^{Lakeside Dr.} ~~Reeds Lake Blvd~~ near fire station.

List the location of the event and/or start and finish area if it is a race.

<p>Does this event require road closures?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Will you require Public Safety Officer involvement for your event?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
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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.

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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...

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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

4/6/2018

Reviewed By

Fred Bunn



Date Reviewed

4/26/2018

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yy

Reason

Comments

The Irish Jig race committee will be changing the race start time to 8:30am for 2019. This will allow the roads to open earlier for vehicular traffic.

Copies sent to

- City Manager
- Public Safety

Items

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

Irish Jig Race Course



USA Track & Field certified course
spectrumhealth.org/IrishJig

*Packet pick-up



East Grand Rapids Parks and Recreation Department

750 Lakeside Drive SE
East Grand Rapids, MI 49506

616-949-1750
recadmin@eastgr.org
<http://www.eastgr.org>

Registration/Payment Receipt 8521636

04/23/2018 02:52 PM

Account Information

Spectrum Health Irish Jig
Kelsey Haynes
333 Bridge St.
Grand Rapids, MI 49504
616-486-6580

Payment

Credit/Debit \$250.00
Ending in 4272
Merchant Code
61062999171

Item	Amount Paid
Payment on Spectrum Health Irish Jig for Permit Fees Special Event Permit Fee	\$250.00
Subtotal	\$250.00
Total Payment	\$250.00
Change in Balance	(\$250.00)
Account Balance	\$0.00

(As of 04/23/2018 02:52 PM)

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 or click policies button in your CivicRec account 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. Photo Disclaimer: EGR Parks & Recreation is committed to providing timely information to the public about our many offerings and programs. We accomplish this through regular printing of detailed brochures and updates on our website. These publications often include pictures of participants in action to give the public a sense of the fun and adventure awaiting them. If you don't want to be in photos for publicity please let the individual know that is taking pictures.