



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

August 13, 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 July 9, 2018 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permit (enclosed – action requested).
 - A. 54th Reeds Lake Art Festival, Saturday, June 15, 2019
7. Parks and Recreation Cancellation Policy (enclosed – action requested).
8. 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, JULY 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.

Rick Sprague called the meeting to order at 6:00 pm.

PRESENT: Brad Andrzejewski, Carol Campbell, Katie Favale, Liz Mitchell, Aaron Smith and Rick Sprague
ABSENT: Nick Abraham, Mark Hessler and Adam Rogalski
STAFF: Susan Perry and Diane Ritzke
GUEST: Mayor Amna Seibold

Public Comment: Mayor Seibold spoke to the Commission and thanked them for their service on the Parks and Recreation Commission. She had asked Director Fred Bunn for a list of things that have been going on in the Parks and Recreation Department and she was particularly impressed with all the ecological things going on as far as invasive species removal and landscaping clean up. She noted the efforts of the different groups involved with the cleanup of landscaping and invasive species. She thanked Carol Campbell for her efforts in organizing two cleanup days at Canepa Tennis Courts. The Mayor also noted she had received a copy of an e-mail sent out by former Parks and Recreation Commissioner Ren Brander. She encourages the Commissioners to contact her at any time to address any issues if they feel they are not being addressed as they should be. She reminded the Commission that each of them has a term and each year she looks at appointments to each commission and may appoint new members. She again thanked each member for their time serving on the Parks and Recreation Commission

Report of Commissioners:

Liz Mitchell - None

Katie Favale - Thanked staff for a job well done for the July 4th Celebration. It was a great day for the community,

Brad Andrzejewski – Thanked staff for working to make sure the Reeds Lake Run and July 4th Celebrations went off so well. He commented he thinks the Parks and Recreation Department is the jewel of the City of East Grand Rapids. He also mentioned he was disappointed in the e-mail sent out by former Parks and Recreation Commissioner Ren Brander, in his opinion Director Fred Bunn and staff do a fantastic job and feels the East Grand Rapids Parks and Recreation Department is the envy of most places in the State of Michigan.

Carol Campbell – Thanked the staff for a great July 4th Celebration and Reeds Lake Run. Commented she has not been in town for the Reeds Lake Run for quite a while but after attending this year's event she will be volunteering in the future because it is just such a fun event.

Aaron Smith – None

Rick Sprague – Addressed the e-mail former Parks and Recreation Commissioner Ren Brander sent out. He said he typically does not reply to something when someone is venting frustration and not really looking for an answer from him. He felt he tried to work with Ren by meeting with him in the past by explaining the role of Parks and Recreation Commissioners and what the Parks and Recreation Department does. He feels Ren had brought some good things forward and from an environmental standpoint the City has done a lot of things because of what he brought to the table and hopes these things will continue.

Minutes for the June 11, 2018 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the June 11, 2018 Parks and Recreation Commission meeting.

MOTION: Carol Campbell

SUPPORT: Katie Favale

YES: Andrzejewski, Campbell, Favale, Mitchell, Smith and Sprague (6)

NO: (0)

Special Event permits were presented for approval.

A. Reeds Lake Run, Saturday, June 22, 2019

B. Reeds Lake Trailblazer, Thursday, July 4, 2019

Assistant Director Susan Perry reviewed both events.

A motion was made to approve the special event permits for the Reeds Lake Run, Saturday, June 22, 2019 and the Reeds Lake Trailblazer, Thursday, July 4, 2019

MOTION: Carol Campbell

SUPPORT: Katie Favale

YES: Andrzejewski, Campbell, Favale, Mitchell, Smith and Sprague (6)

NO: (0)

Assistant Director's Report

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

- Reeds Lake Run – The 40th Anniversary Reeds Lake Run had 1,909 registered runners, 99 participants in the Kid's race and 131 participants in the Shaggy Pines Doggie Dash. It was a hot day but overall a great day.
- July 4th Celebration – The celebration went very well although it was extremely hot. The activities planned by the Parks and Recreation Department were the Parade, Activities in John Collins Park in the afternoon and the Fireworks in the evening. The parade had some protesters but Public Safety was aware they would be there and were present along the parade route to make sure the situation did not get out of hand.
- Fall Program Guide – The guide was mailed out and registration begins on July 12, 2018 for residents of East Grand Rapids

A motion was made to adjourn the meeting @ 6:20pm.

MOTION: Aaron Smith

SUPPORT: Katie Favale

YES: Andrzejewski, Campbell, Favale, Mitchell, Smith and Sprague (6)

NO: (0)

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	x
6/16/18	53rd Reeds Lake Art Festival	9:00am-5:00pm	8000	8/14/2017	x	
6/23/18	Huntington Reeds Lake Run	8:00am-1:00pm	2100	11/13/2017	x	x
7/4/18	Reeds Lake Trail Blazer 5K Run/Walk	8:30am - 10:30am	450	11/13/2017	x	
7/28/18	Tommy's Adaptive Wake Surfing	7:15am-6:00pm	50	4/9/2018		
8/16/18	Taste of EGR	5:30pm-9:00pm	2500	11/13/2017	x	
8/19/18	Fox Subaru Gaslight Criterium	7:00am-6:00pm	300	4/9/2018	x	
9/8/18	Rhoades McKee Reeds Lake Triathlon	7:00am-11:00am	850	2/12/2018	x	
9/21/18	Middle School Regatta	7:30am-3:30pm	675	2/12/2018		
	Rain date: 9/24/2018					
10/21/18	Kisscross Cyclocross Race #3	10:00am-4:00pm	95	6/11/2018		
11/22/18	Gazelle Sports Gobble Wobble	8:00am-11:00am	1500	2/12/2018	x	x
12/31/18	BCBS Resolution Run	3:15pm-4:45pm	800	2/12/18	x	
	ADAPTIVE WATERSKI CLINICS					
7/13 & 20		8:00am - 3:30pm		1/26/2018		
8/3 & 17		8:00am - 3:30pm		1/26/2018		
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
6/14/18	at JCP	1:00pm - 4:00pm				
6/21/18	at "	1:00pm - 4:00pm				
6/28/18	at "	1:00pm - 4:00pm				
7/12/18	at "	1:00pm - 4:00pm				
7/19/18	at "	1:00pm - 4:00pm				
7/26/18	at "	1:00pm - 4:00pm				
8/2/18	at "	1:00pm - 4:00pm				
8/9/18	at "	1:00pm - 4:00pm				
	KDL Performances on the Plaza					
6/11/18	at Wege Plaza	9:00am - 12:00pm				
6/18/18	at Wege Plaza	9:00am - 12:00pm				
6/25/18	at Wege Plaza	9:00am - 12:00pm				

Print

Special Event Permit Application - Submission #8969

Date Submitted: 7/8/2018

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*

54th Reeds Lake Art Festival

Date of Event*

6/15/2019



Organization Sponsoring Event*

Grand Valley Artists

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.*

Fine art and Fine Craft displayed outdoors to help support Grand Valley Artists

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*

616-956-7734

Email Address*

rkraai@ameritech.net

Alternative Representative First Name*

Carol

Last Name*

Laurn

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*

130

Estimated Number of Spectators*

7,000

Estimated Number of adult volunteers/workers on duty*

35

Event Location*

Wealthy Street from Croswell Ave. to Lakeside Drive

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

7/8/2018



Reviewed By

Fred Bunn

Date Reviewed

7/19/2018



Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yy'



Reason

Comments

Returning event no issues to report.

Copies sent to

- City Manager
- Public Safety

Items

Permit Fee Paid

Map Submitted or
Verified

Insurance
Received

Calendar Listing

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 10369962

07/21/2018 07:04 AM

Account Information

Grand Valley Artists
Robert Kraai
3757 Burton SE
Grand Rapids, MI 49546
616-956-7734

Payment

Credit/Debit \$250.00
Ending in 1462
Merchant Code
61195174925

Item	Amount Paid
Payment on Grand Valley Artists 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 07/21/2018 07:04 AM)

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.



CITY OF
EAST GRAND RAPIDS

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

FRED BUNN
PARKS & RECREATION DIRECTOR

MEMORANDUM

To: Parks and Recreation Commission
From: Fred Bunn, Director of Parks and Recreation
Date: July 19, 2018

RE: Revised Cancellation Refund Policy

Action Requested: The Parks and Recreation Commission recommend approval of the revised program and league sport cancellation refund policy to the City Commission. The policy would take effect with the winter 2019 program guide.

Background: Our current cancellation policy is 13 years old and has been a topic of discussion within our department over the past several years. Many community members feel the current administrative fees are too high when canceling out of a program or league sport. As a department we believe customer service is extremely important and it is vital to retain our customers as consistent users of our programs. Unfortunately many customers become very upset and frustrated by the current cancellation fees. The revised cancellation refund policy is much more descriptive and charges a flat \$8 processing fee as long as all certain criteria are met. Department staff was very involved in the revision of the policy and procedures feeling the proposed changes answer the vast majority of questions we receive. Secondly, the proposed processing fee is much less than our current administrative fee as outlined below. We all agreed the \$8 processing fee would, at a minimum, cover the cost of most credit card fees and staff time.

The current policy charges a 20% administrative fee up to a maximum of \$15 for customers canceling at least 5 days before the start of a program or league sport. 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.

We hope the proposed changes will be viewed as a positive enhancement by our customers. Happy customers are loyal customers.

Current Cancellation Policy

Household Transfers: Individuals may transfer from an enrolled program to another currently publicized program without incurring an administrative fee. Transfers must be made 2 full business days prior to the starting day of the program you are canceling from. If there is a difference in class fees, the difference will need to be paid at the time of the transfer and/or any remaining credit balance will be placed on your household account for future use.

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.

League Sport Cancellations: must be made a minimum of 5 full business days prior to the leagues first game. Cancellations will incur a 20% administrative fee up to a maximum of \$15 for each program. Cancellation refunds will not be granted for any cancellations made less than 5 full business days prior to the first scheduled games.

Injury or Illness: Refunds can be given to individuals who are injured or ill. A doctor's statement, verifying the illness or injury, must be received within two weeks from the time of the illness or injury for a refund to be considered. The Parks and Recreation Department reserves the right to issue a partial refund determined by the amount of participation in the program prior to the illness or injury.

Proposed New Cancellation Policy

Why do I pay a higher fee as a non resident?: As the City of East Grand Rapids Parks & Recreation Department receives municipal tax revenue paid by the residents living within the City limits, households living outside City limits are charged a higher program rate because they do not pay City of East Grand Rapids taxes.

Join the FUN! We want you to participate: Is there a program that interests you, but has already begun? We will reduce your program registration fee based on the number of remaining classes. The reduced rate does not apply to the cost of supply fees associated with the program. *Please note, Not all of our programs allow late registration so this option may not be available for every program.*

Did you over-book your schedule? No problem: You are free to cancel any program registration up to two business days after you registered and receive a 100% refund. Please note: cancellations of this nature must be made more than two business days in advance of any class.

Program Participation: Failure to attend a program or activity does not entitle the participant to transfer, make-up, or receive a refund for the day(s) missed.

Household Transfers: Household account members (immediate family includes father, mother, son or daughter) may transfer from an enrolled program to another currently publicized program without incurring a processing fee. Transfers must be made prior to the starting day of the program you are transferring from. If there is a difference in registration fees, the difference will need to be paid at the time of the transfer and/or any remaining credit balance will be placed on your household account for future use and will expire in one year.

Cancellation and Refund Policy

Refunds may be granted for the following reasons:

- Injury or illness - a doctor's statement, verifying the illness or injury, must be received within two weeks from the time of the illness or injury for a refund to be considered for a program. The Parks and Recreation Department reserves the right to issue a partial refund determined by the amount of participation in the program prior to the illness or injury.
- Participant moves more than 20 miles away from the City of East Grand Rapids.
- If our department cancels a program, participants will receive a full refund.
- If our department cancels a class for a program due to inclement weather, instructor illness, mechanical failure or other unforeseen issues the participant will be issued an appropriate refund for the date missed, if it can't be rescheduled.

A household credit will be issued for all refunds under \$10. This does not apply to league sports.

Program Cancellation Requests: If you are unable to attend a program, a cancellation request can be made in writing, by phone or in-person a minimum of two full business days prior to the program start. If a refund is granted, an \$8 processing fee for each program registration cancellation will be charged. Requests made less than two full business days prior to the start of the program are not eligible for a refund.

Youth League Sport Cancellation Requests: If you are unable to participate, a cancellation request can be made in writing, by phone or in-person two full business days prior to the *league's first practice*. If a refund is granted, an \$8 processing fee for each league sport registration cancellation will be charged. League sport cancellation requests made less than two full business days prior to the league's first practice are not eligible for a refund.

Adult League Sport Cancellation Requests: If you are unable to participate, a cancellation request can be made in writing, by phone or in-person prior to the league game schedule being completed. Cancellations will incur a \$50 processing fee for each team registration. Adult league sport cancellation requests made after game schedules are complete are not eligible for a refund.

Memberships or Punch Card Passes: Refunds will not be granted for fitness or aquatic passes, punch cards or memberships. We will be happy to transfer any remaining "punches" on a punch card to a CURRENT punch card holder.

User Credit: If a user credit is placed on your household account, it must be used by you or an immediate household account member (father, mother, son or daughter). User credits are available and must be used within one year or they will expire.

Returned Checks: A service charge will be assessed on all returned checks. Fees are determined by the Finance Department.

Some programs and activities do not qualify for a refund and in most cases will be noted in our program guide or on the registration form.

Indoor and outdoor facility rental cancellation policies are listed separately for each facility.

The City of East Grand Rapids reserves the right to change the cancellation and refund policies without notice.