



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

May 13, 2019 – 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 March 13, 2019 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve a Special Event Permit (enclosed – action requested).
 - A. Spectrum Health Irish Jig 5K – March 21, 2020
7. Community Plan Review of Process with City (verbal presentation).
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, MARCH 11, 2019**

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 6:01 pm.

PRESENT: Nick Abraham, Carol Campbell, Katie Favale, Mark Hessler, Liz Mitchell, Adam Rogalski, Aaron Smith and Rick Sprague

ABSENT: Brad Andrzejewski

STAFF: Fred Bunn and Diane Ritzke

Report of Commissioners:

Nick Abraham - None

Liz Mitchell - None

Adam Rogalski – None

Katie Favale - None

Carol Campbell – None

Mark Hessler – None

Aaron Smith – None

Rick Sprague – None

Minutes for the January 14, 2019 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the January 14, 2019 Parks and Recreation Commission meeting.

MOTION: Adam Rogalski

SUPPORT: Mark Hessler

YES: Abraham, Campbell, Favale, Hessler, Mitchell, Rogalski, Smith and Sprague (8)

NO: (0)

The Community Plan Timeline for 2019 was reviewed by Director Fred Bunn. The first public workshop is scheduled for June 10, 2019 with a plan completion date of January 2020. Fred reviewed the top two projects that were in the previous plan but not yet completed. The top two projects he reviewed were:

1. Waterfront Park Phase II
2. Manhattan Park

Fred also reviewed the role of the Commissioners in this process. Discussion followed.

The Special Event Calendar was reviewed.

Special Events were presented for approval:

- A. EGRMS Cardboard Boat Regatta – September 20, 2019
- B. Resolution Run – December 31, 2019

Director Fred Bunn reviewed these events. Both are returning events.

A motion was made to approve the special event permits for the EGRMS Cardboard Boat Regatta, September 20, 2019 and the Resolution Run, December 31, 2019.

MOTION: Carol Campbell

SUPPORT: Katie Favale

YES: Abraham, Campbell, Favale, Hessler, Mitchell, Rogalski, Smith and Sprague (8)

NO: (0)

Director's Report

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

- Susan Perry, Assistant Director of Parks and Recreation will be retiring on March 20th. She has worked for the East Grand Rapids Parks and Recreation Department for over 27 years. A reception will be held on March 20th from 3-5pm if Commissioners would like to stop by to wish her well.
- There will not be a Parks and Recreation Commission meeting in April.
- The Community Plan survey will go out the 2nd week of April.
- Invasive Species Workshop – the next event is April 6, 2019 from 9-12:00 noon at Waterfront Park. Anyone interested in participating at this workshop can either pre-register or just stop in. The last workshop was held on February 16, 2019 and had about 10-12 volunteers.
- The Tennis Ball Recycling program at Canepa netted about 1,100 tennis balls. The City will look at putting the recycling containers at other public courts in the City.
- Manny Toribio will be starting his position as City Manager here in East Grand Rapids at the end of this month.
- The next meeting is scheduled for Monday, May 13, 2019 @ 6:00 pm.

A motion was made to adjourn the meeting @ 6:44pm.

MOTION: Adam Rogalski

SUPPORT: Katie Favale

YES: Abraham, Campbell, Favale, Hessler, Mitchell, Rogalski, Smith and Sprague (8)

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 | | x |
| 8/16/18 | Taste of EGR | 5:30pm-9:00pm | 2500 | 11/13/2017 | x | x |
| 8/19/18 | Fox Subaru Gaslight Criterium | 7:00am-6:00pm | 300 | 4/9/2018 | x | 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 |
| 11/23/18 | Tree Lighting Ceremony | 5:00pm-10:00pm | 500 | 10/8/2018 | 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 | | | | |

East Grand Rapids Parks and Recreation 2019 Special Event Calendar

| Date | Event | Time | Participants | Approval | Closure | Ins. |
|-----------|------------------------------------|------------------|---------------|-----------|---------|------|
| 3/16/19 | 36th Irish Jig | 6:00am-11:30am | 4000 | 6/11/2018 | x | x |
| 6/15/19 | 54th Reeds Lake Art Festival | 9:00am-5:00pm | 130 | 8/13/2018 | x | |
| 6/22/19 | Reeds Lake Run | 8:00am-11:30am | 2000 | 7/9/18 | x | |
| 7/4/19 | Reeds Lake Trail Blazer Run/Walk | 8:30am - 10:30am | 450 | 7/9/18 | x | |
| 7/6/2019* | SUP/Funky Buddha | 9A; 11A | | 4/26/19 | | |
| 7/27/19 | Adaptive Wake Surf Show | 7:15am - 6:00pm | 40 | 1/22/19 | | |
| 8/15/19 | Taste of East | 2:30pm-9:00pm | 4000 | 10/8/18 | x | |
| 9/7/19 | Rhoades McKee Reeds Lake Triathlon | 7:00am-12:00pm | 850 | 1/22/19 | x | |
| 9/20/19 | EGRMS Cardboard Regatta | 7:30am-3:30pm | 650 | 3/11/19 | | |
| 11/28/19 | Gazelle Sports Gobble Wobble | 8:00am-10:00am | 1500 | 1/22/19 | x | x |
| 12/31/19 | Resolution Run | 3:30pm-4:45pm | 600 | 3/11/19 | x | |
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| * | SUP: July 13, 20, 27 & Aug. 10, 17 | | | | | |
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| | <u>KDL Parties at the Track</u> | <u>TIME</u> | <u>TABLES</u> | | | |
| | | | | | | |
| 6/17/19 | at TRACK - Juggling | 11:00am-12:pm | 2 | | | |
| 6/18/19 | at " Bangarang Circus | 11:00am-12:00pm | 2 | | | |
| 6/24/19 | at " Pet Show | 11am-12pm | 4 | | | |
| 6/25/19 | at " Drums for All | 11am-12pm | 2 | | | |
| 7/9/19 | at " Craft Sale | 11am-12pm | 6 | | | |
| 7/16/19 | at " Art Attack | 11am-12pm | 8 | | | |
| 7/23/19 | at " Storytellers | 11am-12pm | 2 | | | |
| 7/30/19 | at " Uno Dos Tres | 11am-12pm | 2 | | | |
| 8/6/19 | at " Tom Plunkard | 11am-12pm | 2 | | | |

East Grand Rapids Parks and Recreation 2020 Special Event Calendar

| Date | Event | Time | Participants | Approval | Closure | Ins. |
|---------|------------------------------------|------------------|---------------|----------|---------|------|
| 3/21/20 | 37th Spectrum Irish Jig | 6:00am-11:30am | 4200 | Pending | x | x |
| | 55th Reeds Lake Art Festival | 9:00am-5:00pm | 130 | | x | |
| | Reeds Lake Run | 8:00am-11:30am | 2000 | | x | |
| | Reeds Lake Trail Blazer Run/Walk | 8:30am - 10:30am | 450 | | x | |
| | SUP/Funky Buddha | 9A; 11A | | | | |
| | Adaptive Wake Surf Show | 7:15am - 6:00pm | 40 | | | |
| | Taste of East | 2:30pm-9:00pm | 4000 | | x | |
| | Rhoades McKee Reeds Lake Triathlon | 7:00am-12:00pm | 850 | | x | |
| | EGRMS Cardboard Regatta | 7:30am-3:30pm | 650 | | | |
| | Gazelle Sports Gobble Wobble | 8:00am-10:00am | 1500 | | x | x |
| | Resolution Run | 3:30pm-4:45pm | 600 | | x | |
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| | <u>KDL Parties at the Track</u> | <u>TIME</u> | <u>TABLES</u> | | | |
| | | 11:00am-12:pm | | | | |
| | | 11:00am-12:00pm | | | | |
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| | | 11am-12pm | | | | |
| | | 11am-12pm | | | | |
| | | 11am-12pm | | | | |

Print

Special Event Permit Application - Submission #10200

Date Submitted: 4/1/2019

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*

Date of Event*

Spectrum Health Irish Jig 5k

3/21/2020

Organization Sponsoring Event*

Spectrum Health

Event Start & End Time*

Event Website Address

6:00 AM

—

11:30 AM

<https://www.spectrumhealth.org/irish-jig>

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

Now in its 37th year, the Spectrum Health Irish Jig has grown to become one of Michigan's premier 5K's (3.1 miles) 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 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 Irish Jig features one "staggered" start beginning at 8:30 a.m. Walkers will start after all runners have crossed the starting line at approximately 8:45 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 orthopedics doctor and Sports Med staff will be onsite

Estimated Number of Participants*

4200

Estimated Number of Spectators*

1500

Estimated Number of adult volunteers/workers on duty*

200

Event Location*

EGR High School gym is main location and Weathy and Greenwood is the start and finish is Reeds Lake Blvd near fire station.

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

4/1/2019

Reviewed By

Fred Bunn



Date Reviewed

4/30/2019

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yy

Reason

Comments

Long standing event. No issues to report.

Copies sent to

- City Manager
- Public Safety

Items

Permit Fee Paid

Insurance
Received

Confirmation
Letter Sent

Map Submitted or
Verified

Calendar Listing

Irish Jig Race Course



USA Track & Field certified course
spectrumhealth.org/irishjig

 Medical  Race bib pickup