



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

February 10, 2020 – 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 December 9, 2019 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested).
 - A. Gazelle Sports Gobble Wobble, November 26, 2020
 - B. Blue Cross Resolution Run, December 31, 2020
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, DECEMBER 9, 2019**

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

Carol Campbell called the meeting to order at 6:00 pm.

PRESENT: Nick Abraham, Brad Andrzejewski, John Arendshorst, Carol Campbell, Mark Hessler, Adam Rogalski, and Rick Sprague

ABSENT: Liz Mitchell and Aaron Smith

STAFF: Fred Bunn and Diane Ritzke

Report of Commissioners:

Mark Hessler – None

Rick Sprague – None

Brad Andrzejewski – None

John Arendshorst – None

Adam Rogalski - None

Nick Abraham – None

Carol Campbell - None

Minutes for the November 12, 2019 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the November 12, 2019 Parks and Recreation Commission meeting.

MOTION: Mark Hessler

SUPPORT: Rick Sprague

YES: Abraham, Andrzejewski, Arendshorst, Campbell, Hessler, Rogalski and Sprague (7)

NO: (0)

Director Fred Bunn introduced City Commissioner John Arendshorst. John is the City Commission appointee to the Parks and Recreation Commission; he replaces Mayor Katie Favale. John shared with the Commissioners he has lived in East Grand Rapids for about 6 years, he requested to be appointed to the Parks and Recreation Commission as he is interested in the parks and the use of outdoor spaces. He mentioned he enjoys both road and trail biking, and hiking. He also has two daughters ages 9 and 6 both at Lakeside School. The Commissioners welcomed John to the Commission.

The Special Event Calendar was reviewed.

The following Special Event Permit application was presented for approval:

A. Lights Water Fest – July 18, 2020

This is a new event, Director Fred Bunn reviewed the event from the information he had gathered from the application, talking with the organizers and contacting other organizations who had previously

worked with the organizers. Discussion followed. Commissioners had some concerns about the event, including environmental impact on the lake, refunds if event is canceled and how the event could impact the EGR Parks and Recreation Department's reputation if participants could not get a hold of host organization and Parks and Recreation staff could not provide the answers to questions that might be asked from participants.

Commissioners asked for more information on the event and asked Fred to return to the next meeting with the following items or information:

- Sample of lantern
- Would there be any environmental impact on lake due to use of LED battery?
- Video of a similar event
- List of non-profits and charities the company has worked with in the past.
- How will refunds be handled?
- In the event the event is canceled due to weather and relocated to an alternate location will the company refund participants if participants cannot attend the alternate date and/or location?
- Are the lanterns reusable?
- Would like more details on the lake cleanup.

A motion was made to table the Special Event Permit application for for the Lights Water Fest pending more details to be provided in the next 30 days.

MOTION: Brad Andrzejewski

SUPPORT: John Arendshorst

YES: Abraham, Andrzejewski, Arendshorst, Campbell, Hessler, Rogalski, and Sprague (7)

NO: (0)

Report of Director

Director Fred Bunn reported on the following:

- The Kent Conservation District has set up four service workshop dates to deal with invasive species in East Grand Rapids mainly at Waterfront Park. Volunteers are encouraged to work with the Kent Conservation District. The workshop dates are 1/11/20, 1/25/20, 2/15/20 and 3/14/20 from 9am-12 noon.
- The City of EGR is working with Stonyfield Organics regarding going organic with our turf maintenance program. Manhattan Park Field #5 and John Collins Park are the sites where these applications will be applied.
- The Spring program guide will go to the printer this week and then mailed out to residents.
- The Parks and Recreation Master Plan documents are ready and will be uploaded to the DNR website right after first of the year.

The meeting was adjourned at 6:45pm.



Special Event Permit Application - Submission #11098

Date Submitted: 1/17/2020

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*

Gazelle Sports Gobble Wobble

Date of Event*

11/26/2020

Organization Sponsoring Event*

Gazelle Sports

Event Start & End Time*

8:00 AM

9:30 AM

Event Website Address

gobblewobblegr.com

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

Gazelle Sports Gobble Wobble is a Thanksgiving Day fun run benefiting Kids' Food Basket! The 4.5 mile run around Reeds Lake, starts and finishes at East Grand Rapids Middle School with cider and donuts to kick off a day of family, friends, and festivities.

Event Contact Email Address*

community@gazellesports.com

Representative First Name*

Cara

Last Name*

Zerbel

Address1*

5311 36th St SE

City*

Grand Rapids

State*

MI

Zip*

49512

Daytime Phone*

6166480232

Cell Phone*

616-648-0232

Email Address*

czerbel@gazellesports.com

Alternative Representative First Name*

Molly

Last Name*

McKinney

Daytime Phone*

616-916-2632

Cell Phone

111-222-3333

Email Address*

mmckinney@gazellesports.com

Will you have a
medical service
provider onsite?
*

Yes

No

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

Life EMS and Hulst Jepsen Physical Therapy

Name of medical service provider?

**Estimated Number of
Participants***

1300

**Estimated Number of
Spectators***

150

**Number of staff
onsite during the
event?***

10

**Estimated Number of
adult volunteers on
duty?***

40

Event Location*

East Grand Rapids Middle School cafeteria and parking lot

Describe 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 a map and upload using the link below.

File Upload

Copy of Gobble Wobble Map (2).pdf

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 submitting a Special Event Permit application, a fee of \$250 payable to the City of East Grand Rapids, must be paid before your date will be secured and your request placed on the Parks & Recreation Commission agenda. In the event this application is not approved the permit fee will NOT 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

1/17/2020

Reviewed By

Fred Bunn

Fred Bunn

Date Reviewed

1/24/2020

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event. The course is counter-clockwise around Reeds Lake.

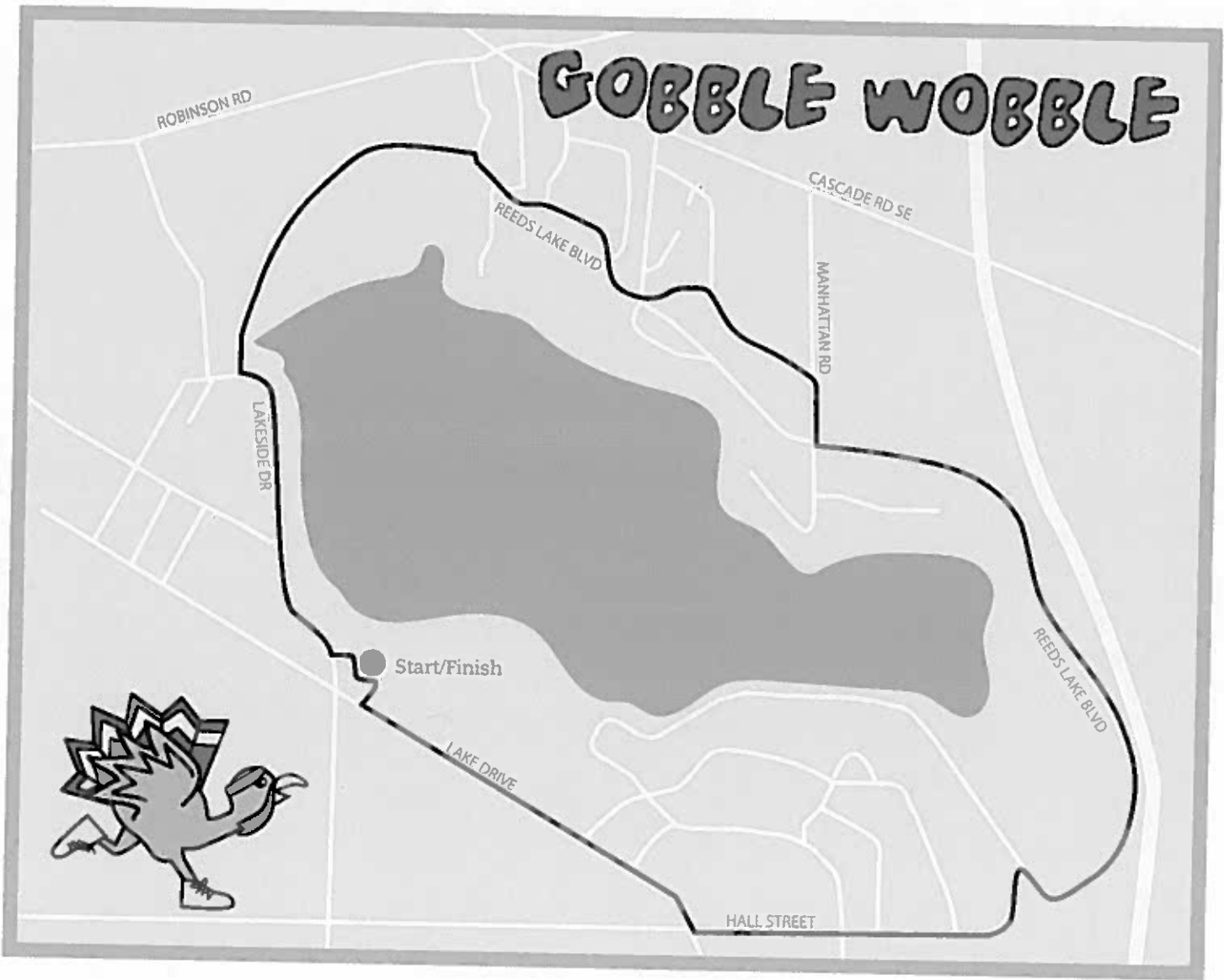
Copies sent to

- City Manager
- Public Safety

Items

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

GOBBLE WOBBLE



ROBINSON RD

REEDS LAKE BLVD

CASCADE RD SE

MANHATTAN RD

LAKESIDE DR

Start/Finish

LAKE DRIVE

REEDS LAKE BLVD

HALL STREET



REC1 Receipt
East Grand Rapids Parks and Recreation
Department



750 Lakeside Drive SE
East Grand Rapids, MI 49508

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

Registration/Payment Receipt 19802337

01/28/2020 10:01 AM

Account Information

Gazelle Sports
Cara Zerbel
5311 36th Ave
Grand Rapids, MI 49512
616-848-0232

Payment

Credit/Debit \$250.00
Visa ending in 1228
Merchant Code
82157654138

Item	Amount Paid
Payment on Gazelle Sports for Permit Fees Special Event Permit Fee	\$250.00
FOR BALANCE DUE BY: 01/31/2020	
Subtotal	\$250.00
Total Payment	\$250.00
Change in Balance	(\$250.00)
Account Balance	\$0.00
<i>(As of 01/28/2020 10:01 AM)</i>	

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). If user credits are available they must be used within one year or they will expire. 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.



Special Event Permit Application - Submission #11119

Date Submitted: 1/24/2020

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*

Blue Cross Resolution Run

Date of Event*

12/31/2020

Organization Sponsoring Event*

Classic Race Management

Event Start & End Time*

3:30 PM

4:30 PM

Event Website Address

classicrace.com

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

Raising Money for our Charity... S.T.A.R.S

Event Contact Email Address*

joe@classicrace.com

Representative First Name*

Joe

Last Name*

OBrien

Address1*

6318 Fulton St E

City*

Ada

State*

mi

Zip*

49301

Daytime Phone*

616-552-2682

Cell Phone*

616-552-2682

Email Address*

joe@classicrace.com

Alternative Representative First Name*

Jeff

Last Name*

Peterson

Daytime Phone*

616-291-5605

Cell Phone

616-291-5605

Email Address*

jeff@classicrace.com

Will you have a medical service provider onsite? *

Yes

No

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

AMR Ambulance

Name of medical service provider?

Estimated Number of Participants*

600

Estimated Number of Spectators*

200

Number of staff onsite during the event?*

20

Estimated Number of adult volunteers on duty?*

25

Event Location*

Start at EGR Fire Station... Ending at John Collins Park

Describe 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 a map and upload using the link below.

File Upload

No file chosen

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.

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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.

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Agreement*

Signature Box

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Date Application Received

1/24/2020

Reviewed By

Fred Bunn



Date Reviewed

1/24/2020

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning annual event. The course is counter-clockwise around Reeds Lake.

Copies sent to

- City Manager
- Public Safety

Items

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



**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 19747708

01/24/2020 04:04 PM

Account Information
Blue Cross Resolution Run
Joe O'Brien
6318 Fulton St. East
Ada, MI 49301
616-552-5682

Payment
Check (#18549) \$250.00

Received By
Diane Ritzke at Community Center

Item	Amount Paid
Blue Cross Resolution Run for Permit Fees Special Event Permit Fee	\$250.00
Subtotal	\$250.00
Total Payment	\$250.00

Transaction Notes

Blue Cross Resolution Run
12/31/20

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