



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

May 22, 2023 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

YouTube Livestream:
<https://bit.ly/3s8WgQY>
Begins at 6:00 pm.

1. Call to Order
2. Public Comment by persons in attendance.
3. Report of Commissioners.
4. Minutes of the regular meeting held April 24, 2023 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested)
 - a. Gaslight Village Artisan Market
7. Manhattan Park Improvement Process (enclosed – information only)
8. Parks Improvement Project Updates (verbal update- information only)
9. 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 24, 2023**

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

Kate Skaggs called the meeting to order at 6:00 pm.

Present in Person: John Arendshorst, Michelle Brown, Larry Fisher, Lauren Jacoby, Patrick Parkes, Bill Saxton, Kate Skaggs and Abby Sorota

Absent: Nick Abraham

Also Present: Parks and Recreation Director, Derek Melville and Sara Coffey

Guests: None

Public Comment:

None

Report of Commissioners:

Patrick Parkes- Welcome Michelle.

Lauren Jacoby- Welcome to Michelle. The dog park looks “fabulous”. The playground work looks good. People are walking in the construction zone at the schools after hours and on the weekends.

Michelle Brown:- Is happy to join the Parks and Recreation Commission team. Has 6-year-old twins and now it’s time to get active in the community again.

Bill Saxton:-Welcome Michelle. Is excited about the progress of the playground construction.

Kate Skaggs- Welcome Michelle. The weather for soccer has been cold. Fields have been great.

Larry Fisher- Parks and Recreation department always does a great job to promote fitness. Men’s volleyball is a new program for High School students. Hockey had two runners-up, swim and ski teams did well. Home track meets Wednesday and Saturday. Macy Brown was named best Female basketball player in Michigan. “This active community exposes kids for opportunities to play”.

Abby Sorota- Welcome Michelle. Love to see progress to the playgrounds. Non-Homestead renewal can be voted on 5/2/2023.

John Arendshorst- Echoed comments already made about the dog park. Welcomed Michelle.

Review of minutes:

Minutes of the February 27, 2023, Parks and Recreation Commission meeting were presented for approval.

MOTION to approve: Saxton

SUPPORT: Parkes

YES: Arendshorst, Brown, Fisher, Jacoby, Parkes, Saxton, Sorota, and Skaggs (8)

NO: (0)

MINUTES APPROVED

Special Event Calendar – FYI

Request for Special Event Taste of East– Director Melville presented this request for approval. This event is family friendly and promotes our local businesses.

Saxton: How close to road closures (for the year) are we?

Melville: This year we have one less road closure due to not having the Trail Blazer.

Jacoby: The application indicates no need for Public Safety, will they not be present during the event?

Melville: This event is different from a run or major road closure. Public Safety will be around but not needed in specific places.

MOTION to approve: Fisher

SUPPORT: Sorota

YES: Arendshorst, Brown, Fisher, Jacoby, Parkes, Saxton, Sorota, and Skaggs (8)

NO: (0)

SPECIAL EVENT Taste of East for 2023 APPROVED

Playground Replacement Process Update:

The schools and city are promoting safety first!

Recent pictures of progress were shown. Many trucks have been moving in sand and drainage has been added.

Skaggs: “Really exciting!”

Parks Improvement Project Updates:

Dog Park: Picture shown progression of work on the site. Target completion date, June 30, 2023.

Arendshorst: What else is being done to keep the dog park and Remington baseball field dry?

Melville: Grading has been done to help keep the dog park dry. Remington Field is lower.

Manhattan 5: Groundhog Excavation was the lowest bid. They plan to start in June 2023 and it will re-open when grass is established. There was discussion about using sod verses seeding and seeding was chosen for two reasons: to help with drainage issues and root growth is stronger than sod and will hold up better. The turnover after rain will be much quicker as well.

Fred Bunn Trails:

Manhattan Park: Consulting companies have been interviewed, once one is chosen then marketing and community engagement dates will be posted. Looking for construction in 2024.

Brown: Regarding Fred Bunn Trails, wondered if the community will be informed of other trails the company has worked on.

Melville: This information will be shared.

Skaggs: Can the schools help get Manhattan Park information out like they did with the school construction? We would like to engage all of the community.

Melville: We want large community input. There are thoughts of sending postcards with dates, since there has been a good response from the Parks and Recreation postcards. Looking to have meaningful conversations with the community, most likely open house style. Each consulting firm has been asked to give creative ways to obtain community input.

Skaggs: QR code at Manhattan Park and emailing program participants are good ways to connect. Food truck night to talk about the park.

Jacoby: Is the design already determined?

Melville: Eastern half of the park should stay as it is, west of the fields might leave in their existing space. Hoping to have more information to share at the next meeting. Scope items -under millage (located on the city's page) additional shade, restrooms, playgrounds, splash pad, pickleball courts, parking additions and other improvements.

Brown: Would schools participate in engagement sessions since the athletics use Manhattan Park?

Melville: it really hasn't been talked about up to this point.

Brown: Bus parking and more restrooms are a need if hosting multiple schools.

Melville: "I collaborate with Anthony Morey frequently".

Scoreboard: The scoreboard will be purchased through Colorado Timing. This is the same as we have now. Estimating an August installation date. Great collaboration between Waves, Boosters, schools and city will all be contributing money to cover the \$225,000 project.

Skaggs: Is looking forward to updated equipment.

Jacoby: Will this cause a pool closure?

Melville: If any it should be minimal. It would be nice to have it installed before the school swim season starts. The new system is compatible with the old equipment.

Parke: Will there be delays in installation? Is the group local?

Melville: Installation company is in Michigan. We are on their schedule.

Receipt of Communications – None

Report of Director

Wege Plaza hosted the School Foundation fundraiser, which made this the biggest event held at EGR.

Astrida Molenaar “is just a gem” will be retiring after 16 years with Parks and Recreation. She has always provided tremendous “white glove” customer service.

Sweatheart Dance is coming up in May.

Summer Movies in the Park have been named.

4th of July planning is underway. Reach out to us if you would like to participate in the parade.

Summer registration had more than 1,000 registrants on the first day of resident registration!

Nest Meeting May 22, 2023

The meeting was adjourned at 7:00 pm.

East Grand Rapids Parks and Recreation 2023 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
3/18/23	Spectrum Health Irish Jig- Canceled	6:00am-11:30am	2500	5/9/2022	x	x
6/24/23	Reeds Lake Run	8:00am-11:30am	2500	1/23/23	x	
8/17/23	Taste of East	5:00pm - 8:30pm	2500	4/24/23	x	
9/9/23	Reeds Lake Triathlon	7:30am - 12:45pm	900	1/23/23	x	
9/22/23	East Grand Rapids MS Regatta	6:30am - 4:00pm	700	11/28/22		
10/22/23	Kisscross Cyclocross (Sunday)	8:00am-4:00pm	70	2/27/23		
11/23/23	Gobble Wobble Run	8:00am - 11:00am	1400	2/27/23	x	
11/24/23	GVBA Tree Lighting	5pm-8pm	1500	TBD	x	
	BCBS Resolution Run	3:30-4:45pm	500		x	
Non-Special Event Permit Applications						
<u>KDL Parties in the Park</u>						
		<u>TIME</u>	<u>TABLES*</u>			
6/6/23		9:30am-12:00pm	6			
6/13/23		"	2			
6/20/23		"	2			
6/27/23		"	2			
7/11/23		"	2			
7/18/23		"	2			
7/25/23		"	2			
8/1/23		"	2			
*	Grounds crew provides tables					
<u>Funky Buddha/SUP class - 2023?</u>						
<u>Adaptive Ski by Kentwood P&R- 2023?</u>						



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DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Derek Melville, Parks & Recreation Director
DATE: May 18, 2023

RE: Gaslight Village Artisan Market Permit Request

Background:

The Gaslight Village Business Association (GVBA) membership team has been brainstorming new ways to promote Gaslight Village as a local destination by creating community events that help strengthen business and community relationships. The newest event they have proposed is an artisan market that consists of vendor spaces with specialty foods, artwork, and entertainment along with family friendly activities for event attendees.

Included with this memo is a Special Event Permit request from the GVBA to host their first nighttime artisan market on July 27, 2023. Also included is a map of the proposed layout for the event. The main staging area proposed for the event is the City owned parking lot on Croswell Avenue in front of Big Bob's Pizza. The GVBA has also requested a partial road closure of Croswell Avenue in front of the City parking lot to allow for attendee overflow areas.

Rob Lutz the owner of Big Bob's Pizza has been involved in the discussions related to this event and he is supportive of the parking lot being closed for the evening to support the artisan market. A copy of his letter of support is included with the agenda materials.

Additionally, City staff are reviewing the request to close part of Croswell Avenue and other event details, and I will share staff recommendations at the Parks and Recreation Commission meeting on Monday.

Print

Special Event Permit Application - Submission #13082

Date Submitted: 5/16/2023

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 AMEX, 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*

Gaslight Artisan Village Night Market

7/27/2023

Organization Sponsoring Event*

Gaslight Village Business Association

Event Start & End Time*

5:00 PM

—

9:00 PM

Event Website Address

<http://gogaslight.com/>

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

The Gaslight Business Association (GVBA) is proposing a night market in Gaslight Village for the 2023 summer. A night market is an open-air street fair held at nighttime filled with specialty food stalls, artists, and performers. They are inspired by the night markets in East and Southeast Asia and are spreading around the globe. We want to provide a safe space for people to gather and build community.

Goals:

1. Promote Gaslight Village as a destination.
2. Create a vibrant energy among market participants.
3. Strengthen business and community relationships.
4. Grow and promote local businesses, including budding entrepreneurs.
5. Celebrate the arts.
6. Encourage inclusion and diversity within our community and for our visitors.

Event Contact Email Address*

agateandherb@gmail.com

Representative First Name*

BreAnna

Last Name*

Jauregui

Address1*

2237 Wealthy St SE Suite 110

City*

GRAND RAPIDS

State*

MI

Zip*

49506

Daytime Phone*

6166352277

Cell Phone*

760-670-9818

Email Address*

agateandherb@gmail.com

Alternative Representative First Name*

Janjte

Last Name*

Jensen

Daytime Phone*

616-901-1679

Cell Phone

111-222-3333

Email Address*

imanartist.gr@gmail.com

Will you have a medical service provider onsite? *

Yes

No

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

Name of medical service provider?

Estimated Number of Participants*

20

Estimated Number of Spectators*

300

Number of staff onsite during the event?*

3

Estimated Number of adult volunteers on duty?*

3

Event Location*

Parking lot in front of Big Bob's Pizza. Rob Lutz (owner) has given his ok to use the space. We are thinking about having the road closed on Croswell directly in front of the parking lot. See layout for details.

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

Map For Festival.png

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

Permit applicant hereby releases the City of East Grand Rapids, its officers, agents, and employees from all liability and waives any and all rights and claims for any and all injuries or damage to person or property, possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19 and accidents which may occur as a result of the use of City facilities. While particular rules and personal discipline may reduce this risk, the risk of injury, serious illness and death does exist. In addition, applicant agrees to indemnify the city, its officers, agents, and employees from and against any and all claims, judgments, losses, damages, demands, and legal proceedings arising out of or resulting from the use of City facilities. 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. 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. The City of East Grand Rapids reserves the right to cancel Special Events due to weather, unforeseen conditions or other valid reasons including COVID-19 Executive Order restrictions. Permit holders would be notified promptly if issues arise concerning the event.

Date Application Received

5/17/2023

Reviewed By

Sara Coffey

Date Reviewed

5/17/2023

Permit Approval

Approved

Denied

Pending

Approved By

Date Action Taken

mm/dd/yy

Reason

Comments

Copies sent to

City Manager

Public Safety

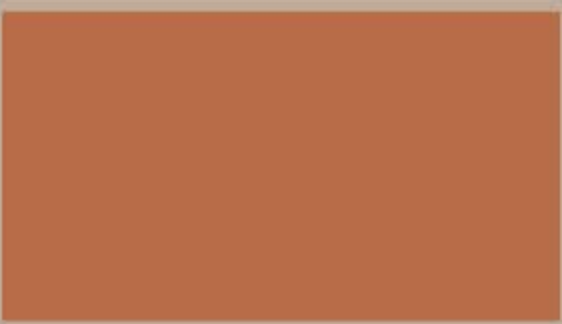
Items

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

Olive's

Jersey Junction

Access to Residential



Access to Rite Aid Parking Lot



Crescent Floral

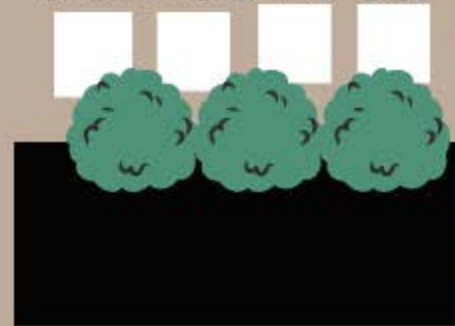
School Art Games Area

Big Bob's

Sidewalk Chalk & Bubbles

Entertainment

Restrooms





Night Market

Rob Lutz <lutzy922@yahoo.com>

Sat, May 13, 2023 at 7:21 AM

To: BreAnna Jauregui <agateandherb@gmail.com>, Jantje Jensen <imanartist.gr@gmail.com>, Shannon Schulz <sleighschulz@gmail.com>

To Whom It May Concern-

Gaslight Village is a vibrant community and whatever we need to do to support the continued growth of Gaslight we are all in. Big Bobs is blessed to operate within a city run parking lot. If "our" lot would help the night market / artisan market bring more people into our community we are 110% on board. Thank you for the consideration and the collaboration with the GVBA to help promote new ideas and bring back the long existing marketing idea of "Go Gaslight". If there are any questions please do not hesitate to reach out.

Rob Lutz
Big Bobs Pizza / Labrador Partners

Sent from my iPhone



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DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Derek Melville, Parks & Recreation Director
DATE: May 18, 2023

RE: Manhattan Park Improvement Project

Background:

Manhattan Park was identified in the 2020 Parks and Recreation Master Plan input process as needing updates to existing amenities and as the potential location for dedicated pickleball courts and a community splash pad with associated amenities including an additional restroom/changing area and additional shade structures. Funding for improvements to Manhattan Park was included in the 2021 Parks Improvement Millage initiative that was supported by East Grand Rapids voters with approximately \$1.8 Million budgeted for the project.

This winter the City issued a Request For Proposals (RFP) to qualified Landscape Architect and Engineering firms to help facilitate the engagement process and to perform all conceptual and final engineered designs to be used for project bidding and construction.

After reviewing all RFP submissions and conducting interviews with selected firms, Viridis Design Group was selected as the consultant for the Manhattan Park Improvement Project. The City Commission authorized a contract with Viridis Design Group at their May 1, 2023 meeting and City staff have begun meeting with Viridis staff to establish project schedules, draft conceptual designs and online surveys that will be used for community input.

The Manhattan Park Improvement project has been tentatively scheduled for 2024 construction, so community engagement will begin in June of 2023 with the intent to bid the project in December 2023 or early 2024. To maximize community involvement in the process, in-person meetings and online input opportunities will be available for community members who cannot make the input sessions or for those who prefer to share their thoughts after the in-person meetings. The intent is to have two rounds of community input this summer. The first round of input will be in mid-June and will allow for community members to share their initial reactions to the Manhattan Park conceptual design and project scope items. Weather permitting, the input sessions will be held at the Manhattan Park Pavilion. Following the initial round of input, Viridis staff and City staff will review all community feedback and will provide a summary of the data received to the City Commission and the community. The input received in the first round of input will help guide design modifications, which will be presented in the second round of community input that is tentatively scheduled for July. The second round of community input will have in-person engagement sessions and an online survey

option. The goal for the second round of community input is to further refine the site design and to gather feedback on design specifics, such as playground equipment styles (modern vs. natural).

The community input sessions and the online surveys will be widely advertised to the community. Viridis staff is preparing a mailer to be sent to all residents of East Grand Rapids with a link to the survey and the in-person input session schedule. The information will also be shared on City social media pages, the East Express newsletter, and through EGRPS communications. A QR code to the online survey will also be shared at various locations across the city.

The Parks and Recreation Commission will receive an update on the input data from the first round of community engagement at the July 26, 2023 Parks and Recreation Commission meeting.



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DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commissioners
FROM: Derek Melville, Parks and Recreation Director
DATE: May 18, 2023

RE: Director's Report

Sweetheart Dance

Our annual Sweetheart Dance is themed "Under the Sea" this year and it will be taking place on May 20th. This event is open to families and will include dancing, deserts, photos, and crafts.

New Programs

Due to high demand for more opportunities for kids in grades 3rd-12th to work on their basketball skills over the summer, the Parks and Recreation Department added a new volunteer driven basketball scrimmage program for June – August. Participants will meet twice a week and play basketball in the Middle School gym in competitive scrimmages. After three days of registration, we have more than 120 participants signed up for the sessions.

2023 Summer Movie Schedule

Our movies in the park series for 2023 is back. The lineup for the season is listed below:

June 9 - Lyle, Lyle Crocodile
July 7 - DC League of Super-Pets
July 21 - Top Gun Maverick
Aug. 11 - Shazam

Summer Concert Schedule

June 12-Cordero
June 19-Simply in Time
June 26-Caitlin Cusack music
July 10-Austin Benzing
July 17-Orchestre Polyphonia hosted by Alliance Francaise de Grand Rapids
July 24-Prior Noon

Grounds Maintenance

The Grounds Maintenance team is in the process of onboarding seasonal summer staff to assist with flower planting and maintenance and other seasonal tasks. Some of them will begin on 5/22/23 while others will begin on 6/5/23. They will stay on staff through Labor Day or when they have to return to college, whatever happens first.