



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

July 8, 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 May 13, 2019 (enclosed – approval requested).
5. 2019/20 Parks and Recreation Commission Schedule (enclosed – information only).
6. Nomination of Chair and Vice Chair for 2019/20 (action requested).
7. Special Event Calendar (enclosed – information only).
8. Consider request to approve a Special Event Permit (enclosed – action requested).
 - A. EAU Dance Tutu Trot for the ALS Association of West Michigan – Aug. 24, 2019
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, MAY 13, 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, Brad Andrzejewski, Carol Campbell, Katie Favale, Liz Mitchell, Adam Rogalski and Rick Sprague
ABSENT: Mark Hessler and Aaron Smith
STAFF: Fred Bunn and Diane Ritzke
GUESTS: Tiffany Smith, MCSA Group, Inc. and Doug La Fave, Interim City Manager

Report of Commissioners:

Nick Abraham - None

Liz Mitchell - None

Adam Rogalski – None

Katie Favale - None

Carol Campbell – None

Brad Andrzejewski – Reported someone with the Flag Football group renting Memorial Field on Sunday has requested the southeast gate between the track area and Memorial Field be unlocked as participants practicing in the track area must walk through the parking lot to get to the field for their game. It would be safer to have the gate unlocked so they can enter the field from the track area instead of having to go around and then through the parking lot to get to the field.

Rick Sprague – None

Minutes for the March 13, 2019 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the March 13, 2019 Parks and Recreation Commission meeting.

MOTION: Carol Campbell

SUPPORT: Katie Favale

YES: Abraham, Andrzejewski, Campbell, Favale, Mitchell, Rogalski, and Sprague (7)

NO: (0)

The Special Event Calendar was reviewed.

A Special Event Permit application was presented for approval for the Spectrum Health Irish Jig 5K to be held on March 21, 2020.

Fred Bunn reviewed the event. Discussion followed.

A motion was made to approve the Special Event Permit for the Spectrum Health Irish Jig 5K to be held on March 21, 2020.

MOTION: Carol Campbell

SUPPORT: Katie Favale

YES: Abraham, Andrzejewski, Campbell, Favale, Mitchell, Rogalski, and Sprague (7)

NO: (0)

Community Plan Review of Process

Director Fred Bunn introduced Tiffany Smith from MCSA and Doug La Fave, Interim City Manager. Fred commented he has been working with Tiffany over the last few months putting together the survey along with Goals and Objectives and some other items required for the plan.

Fred reminded the Commission there are two upcoming public workshops scheduled on June 10, 2019 and July 8, 2019 at 6:30pm.

Fred also reminded the Commission that a playground life expectancy assessment, although not required for the plan, was done. We have 9 playgrounds, and most are 20-25 years old and will need replacement at some time in the future. The Joint Facilities Committee will be forming a subcommittee to start looking at timelines for replacing the playgrounds and funding for the replacement of the playgrounds.

Fred informed the Commission to keep in mind there are deed restrictions on some of the properties that will be reviewed in the master plan which may limit what can be done on certain properties.

Tiffany Smith, MCSA, reviewed the process that is required to complete the Master Plan and what the Commission's role is. She commented that her company has been involved with past Master Plans with the City and her company has worked on several projects for the City including Manhattan Park, John Collins Park, Wealthy Streetscape, Reeds Lake Blvd. Bridge, Waterfront Park and amenities at the Community Center. Tiffany supplied boards show all the properties included in past Master Plans and reviewed the properties.

Fred Bunn reviewed the survey results that have come in so far. As of today, 482 surveys have been completed. The survey is still available, and it will probably be available until approximately the end of May 2019.

A motion was made to adjourn the meeting @ 7:07pm.

MOTION: Katie Favale

SUPPORT: Brad Andrzejewski

YES: Abraham, Andrzejewski, Campbell, Favale, Mitchell, Rogalski, and Sprague (7)

NO: (0)

**EAST GRAND RAPIDS
PARKS & RECREATION COMMISSION MEETING SCHEDULE
2019-2020**

All Parks & Recreation Commission meetings will be held in the City Commission Chambers in the EGR Community Center. All meetings are held on the second Monday of the month at 6:00pm.

July 8, 2019	January 13, 2020
August 12, 2019	February 10, 2020
September 9, 2019	March 9, 2020
October 14, 2019	April 13, 2020
*November 12, 2019	May 11, 2020
December 9, 2019	June 8, 2020

*Tuesday meeting due to Veteran's Day Holiday Observance

<u>NAME</u>	<u>COMMISSION MEMBERS ADDRESS</u>	<u>BUSINESS</u>	<u>HOME</u>
Commissioner, Katie Favale (18) katiefavale@me.com	2557 Hall St. SE	773-914-0406 cell	
Nicholas Abraham (17) Nicholas.p.abraham@gmail.com	1108 Lakeside Dr. SE	616-485-2219	
Brad Andrzejewski, (09) Bradleyblaine4@yahoo.com	3105 Bonnell Ave. SE	283-4425 cell	954-0919
Carol Campbell (13) Vice Chair carol.ellis.campbell@gmail.com	2109 Elmwood Dr. SE	233-3572 M-TH	308-1533
Mark Hessler (15) School Board Representative Mhessler98@comcast.net	2223 Estelle Dr. SE	456-2447	238-2555
Elizabeth Mitchell (17) elizabeth@emitchelllegal.com	1146 San Jose Dr. SE	773-369-6404	
Adam Rogalski (18) adamprogalski@gmail.com	933 Lakeside Dr. SE	517-214-4990	
Aaron Smith (16) ams@msblaw.com	1645 Laurel SE	732-5035	481-1230
Rick Sprague (11) Chair ricksprague@hotmail.com	2332 Burchard St. SE	446-2618 cell	452-8202

EX-OFFICIO MEMBERS

Doug LaFave Interim City Manager	750 Lakeside Dr.	949-2110
Fred Bunn Director of Parks & Recreation	750 Lakeside Dr.	949-1750
Mayor Amna Seibold	750 Lakeside Dr.	949-2110
Tim Johnston Athletic Director	2211 Lake Dr. SE	235-7593

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				

Print

Special Event Permit Application - Submission #10477

Date Submitted: 6/14/2019

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*

EAU Dance Tutu Trot for the ALS Association of West Michigan

8/24/2019

Organization Sponsoring Event*

EAU DANCE LLC

Event Start & End Time*

7:00 AM

—

11:00 AM

Event Website Address

<https://eaudanceco.com/events/tutu-trot/>

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

Purpose & Description of Event:

The 2nd EAU Dance TUTU TROT is a 4.3 mile brisk walk around Reeds Lake to encourage physical fitness, build community awareness and raise funds for the ALS Association – Michigan Chapter. The TUTU TROT welcomes walkers of all ages, strollers, and furry friends.

After losing her grandmother to ALS (Lou Gehrig's disease) in July 2015, EAU Dance Director, Emily Underwood was motivated to organize an event that would inspire people of all ages to raise awareness and funds for ALS, while promoting health and wellness within the community. The family-friendly TUTU TROT captures Grandma Mary's zest for life and her love of the lakeshore in a way that brings people and families together ... in tutus.

About ALS:

Amyotrophic lateral sclerosis (ALS), also known as Lou Gehrig's disease, is a progressive neurodegenerative disease that affects nerve cells in the brain and spinal cord resulting in the loss of muscle control and eventual death.

About the ALS Association:

Mission: Leading the fight to treat and cure ALS through global research and nationwide advocacy while also empowering people with Lou Gehrig's Disease and their families to live fuller lives by providing them with compassionate care and support. The Michigan Chapter supports people living with ALS and their loved ones through services and education. No stone is unturned in search for the cure of this progressive neurodegenerative disease.

Learn more: <http://alsa-michigan.org>

EAU Dance is hosting this event:

- To raise money for the ALS Association – Michigan Chapter
- To encourage physical fitness and healthy living
- To build relationships
- To enhance existing partnerships within our community
- To promote the art and joy of dance
- To HAVE FUN!

EAU Dance is committed to supporting community organizations in the health, wellness, and medical research related fields.

Registration + Rules:

Adult/Teen (ages 13+): \$25

Child/Youth (ages 5-12): \$12

Children ages 4 and under are free and do not require registration.

Child/Youth participants must be accompanied by an adult registered in the walk.

Strollers and baby joggers are welcome. Dogs must be on a leash at all times. Dog owners are responsible for cleaning up after their pets.

Registration fee includes:

- Tutu (to be worn during the event)
- Commemorative t-shirt
- Water + Snacks

Cancellation/Refund/Late Registration Policy:

Registration refunds are not allowed. No event day on site registration. Official TUTU TROT swag bags, tutus,

and t-shirts are not guaranteed for last minute event registrations. In the case of event cancellation due to inclement weather, no refunds will be allowed.

Event Director: Emily Underwood, Founder & Artistic Director of EAU Dance
emily@eaudanceco.com
616-450-6301

#eaudancetututrot
#ChallengeALS

Event Contact Email Address*

emily@eaudanceco.com

Representative First Name*

Emily

Last Name*

Underwood

Address1*

7135 OAKBROOK ST SE

City*

GRAND RAPIDS

State*

MI

Zip*

49546

Daytime Phone*

6164506301

Cell Phone*

6164506301

Email Address*

emily@eaudanceco.com

Alternative Representative First Name*

Kyle

Last Name*

Underwood

Daytime Phone*

6162924215

Cell Phone

111-222-3333

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

Estimated Number of Participants*

150

Estimated Number of Spectators*

0

Estimated Number of adult volunteers/workers on duty*

10

Event Location*

Manhattan Park Pavilion - Start and Finish Gathering Area

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

6/14/2019

Reviewed By

Fred Bunn
Fred Bunn

Date Reviewed

6/14/2019

Permit Approval

Approved

Denied

Pending

Approved By

[Empty signature box]

Date Action Taken

mm/dd/yy

Reason

Comments

The Reeds Lake Trail 4.3 mile course around Reeds Lake will be used for the event. Participants will be on the trail or sidewalks during the event and not in the roadway. No road closures area requested.

Copies sent to

- City Manager
- Public Safety

Items

- Permit Fee Paid
- 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

616-949-1760
recadmin@eastgr.org
http://www.eastgr.org

Registration/Payment Receipt 15287690

06/17/2019 05:07 PM

Account Information

EAU Dance
Emily Underwood
7135 Oakbrook St SE
Grand Rapids, MI 49546
616-450-6301

Payment

Credit/Debit \$250.00
Ending in 5661
Merchant Code
61780792063

Received By

Fred Bunn at Community Center

Item

Payment on EAU Dance for Permit Fees Special Event Permit Fee
FOR BALANCE DUE BY: 06/17/2019

Amount Paid

\$250.00

Subtotal \$250.00

Total Payment \$250.00

Change in Balance (\$250.00)

Account Balance \$0.00

(As of 06/17/2019 05:07 PM)

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.