



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

YouTube Livestream:
<https://bit.ly/3s8WgQY>

January 26, 2026 – 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 November 24, 2025 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only)
6. Consider request to approve Special Event Permits (enclosed – action requested)
 - a. 2026 Gobble Wobble 5k
 - b. 2026 Revive 5k
7. Fred Bunn Trails Maintenance & Improvement Projects (enclosed- feedback requested)
8. Waterfront Park Phase II Grant Award (enclosed – information only)
9. Report of Director
10. Communications

* * *

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, November 24, 2025

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

Patrick Parkes called the meeting to order at 6:00 pm.

Present in Person: Paul Bratt, Michelle Brown, Ryan Burdick, Larry Fisher, Lauren Jacoby, Steve Krogman, Layla Kuhl, Lan Le and Patrick Parkes

Absent: None.

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

Guests: Ryan Schmeling

Public Comment:

None

Report of Commissioners:

Michelle Brown – Pleased to see the completed sidewalk entry from Cascade Road into Manhattan Park.

Steve Krogman – Likes that the lights are working at Manhattan Park.

Lan Le – Appreciates that the city makes Gaslight look magical.

Ryan Burdick – Would like to know what can be done about lighting at the dog park. Since sunset is so early, people are there in the dark. 10 pm is the typical end time to use the park and it is quite dark.

Patrick Parkes – Stated that it is nice to see the sidewalk upgrade at Remington Park.

Lauren Jacoby – The previous mud issue at the dog park is much improved and she is very appreciative.

Paul Bratt – Reported that his daughter just finished Tiny Toes dance class. Would like to thank the city for having activities for even their littlest residents. He is looking forward to Gobble Wobble and the Tree Lighting; these are always great events.

Layla Kuhl – Nothing.

Larry Fisher – Thinks the new lacrosse field looks amazing! The swim team are state champions, the football team had a good run, cross country did great as did crew, sailing, volleyball, field hockey and soccer.

Review of minutes:

Minutes of September 22, 2025, Parks and Recreation Commission meeting were presented for approval.

MOTION to approve: Jacoby

SUPPORT: Parkes

YES: Bratt, Brown, Burdick, Fisher, Jacoby, Krogman, Kuhl, Le and Parkes (9)

NO: (0)

MINUTES APPROVED

Special Event Calendar – FYI

Consider request to approve Special Events Permits:

a. 2026 EGRPS Middle School Regatta:

Director Melville presented this Special Event request. It is a returning event that takes place at John Collins Park. It is a busy day for the middle school staff, students and parents. Due to algae the 2025 regatta was moved to the high school pool, but they are looking forward to being back on the lake in 2026.

Fisher: “Great event!”

Parkes: Noted that this is a long-standing event.

MOTION to approve: Brown

SUPPORT: Fisher

YES: Bratt, Brown, Burdick, Fisher, Jacoby, Krogman, Kuhl, Le and Parkes (9)

NO: (0)

2026 EGRPS Middle School Regatta Approved

b. 2026 Gaslight Village Criterium

This event came back to EGR in 2025, they came here prior to 2020. It was a well-organized event. The coordinators did a great job informing the neighbors. Some improvements for safety will be implemented in 2026 including harder road closures and more volunteers, keeping safety at the forefront.

Fisher: Wondered if numbers were down from previous years? In years past, it was a must go-to event.

Event representative Ryan Schmeling: There were about 175 participants this year, which is most likely down from the last time this event was held in EGR. A handcycle event was added this year as well.

Le: Will the school construction impact this event in the coming year(s)?

Melville: Yes, construction is set to begin as soon as school is out in June, which will impact this event.

Schmeling: The event will be moved up from the end of August in 2025 and is requesting the beginning of August for 2026.

Jacoby: Asked if the Yacht Club entrance is blocked for the event.

Melville: Yes, and volunteers were able to accommodate people coming and going. That corner has VERY experienced volunteers.

Bratt: Argentina was heavily used and many people were speeding, wondered if temporary speed bump could be added for the weekend of this event next year.

MOTION to approve: Fisher

SUPPORT: Burdick

YES: Bratt, Brown, Burdick, Fisher, Jacoby, Krogman, Kuhl, Le and Parkes (9)

NO: (0)

2026 Gaslight Village Criterium Approved

c. 2026 East Grand Rapids Fine Art Fair

Director Melville presented an overview of the previous art fair that came to EGR, over 50 years. They stopped coming in 2020. 2 years ago, the city established a partnership with Lions and Rabbits that provided art to the city by painting some storm drains, they also collaborated with the After Dark Party. The coordinator of Lions and Rabbits mentioned that EGR could benefit from a big multiday art fair.

A few weeks ago, the Ann Arbor Guild of Artisans reached out for a tour and submitted a Special Event application to hold a 3-day art fair in June of 2026. Typical Special Event requests are only for one day. Wealthy Street would be shut down for Friday, Saturday and Sunday with a similar footprint to the Harvest Festival. They are willing to collaborate with the Lions and Rabbits group as well.

The application provided a conservative spectator count of 5,000, this group has a big following. Director Melville has contacted the GVBA to let them know this Special Event request was received, and as of the meeting only one person responded to the email, so as of now, nobody is for or against.

Fisher: Years ago EGR was packed with people for the art fair. That event used Wealthy Street from around Chase Bank to Lakeside, on both sides of the road.

Burdick: Wondered if there was consideration to move the vendors to the middle of the road, like the Harvest Festival.

Melville: The 2025 setup of the Harvest Festival changed from vendors being in the middle of the road to the outside, which was beneficial. In the future another setup could be looked at.

Parke: Said this sounds like they have a good following and wondered if the school lots will be recommended parking for the event?

Melville: Let the Commission know that a parking plan is required. Other events have used a specific map for private and paid parking. Streets will be available for parking. After the first year, consideration will be made for adding a shuttle.

Fisher: Asked where vendor parking would be located.

Melville: This will be established as part of the parking plan. Once the Commission votes on this event the group can reach out to the owners of Regatta Plaza.

Fisher: Wanted to clarify that Wealthy Street would be closed from Crazy Charlies to Lakeside?

Jacoby: Asked if the Bagley lot would be closed for this event?

Burdick: Do businesses want this event?

Melville: The GVBA is generally supportive. With this being a 3-day event, it will be different. The businesses have been willing to try new things. Art fair patrons typically come for the day to shop and eat, which would benefit the businesses in Gaslight.

Le: Will the event planners be talking to Public Safety? How will the booths be secured overnight? Will the city hold any liability for stolen or vandalized items?

Melville: The city department heads meet weekly, and the other departments are aware of this application. The event coordinators are responsible for providing security. This fair uses a private firm that is familiar with this type of event. Public Safety will work with them as requested.

Fisher: Gerken Plaza would be a great area to use, which would give more space.

Jacoby: Could we pilot this? Are we required to let them come back? What if this event is just too big for EGR?

Melville: There is no guarantee that an event can return to EGR. Stipulations can be required. Event coordinators must work with city staff to make adjustments necessary for the future.

Fisher: The Community Foundation worked with Lions and Rabbits, that provide volunteers. Who will obtain volunteers for this event? The Community Foundation is not able to do it.

Melville: Street performers, dance area and kids' activities are not a component of the art fair, Lions and Rabbits could bring this.

Parke: Will the After Dark Party be replaced? Has a joint collaboration been solidified between the 2 entities?

Melville: A connection was made between the art fair and Lions and Rabbits. Lions and Rabbits feels that the art fair is what the community is looking for and are willing to partner. No formal commitment has been made yet.

Parke: Would the Artisans coordinate this on their own?

Melville: A partnership will be introduced; the Art fair will be the lead and make arrangements with Lions and Rabbits.

Brown: Would like to get more information and feedback from the business owners. Wondered if this approval could be tabled to revisit next month? Would we miss out on this opportunity if we waited a month?

Melville: The Artisan Guild didn't seem like they would pull away.

Brown: Is reluctant to vote yes because of it being a 3-day event.

Parke: Feels that it would be wise to get additional feedback from the GVBA. Does the Parks and Recreation Commission meet again before the end of the year? Can Special Events be approved over email? The January meeting would be late January.

Melville: No, but the Parks and Recreation Commission could have a special meeting.

Burdick: EGR looks it's best with big events happening. He would hate for this event to go somewhere else by waiting to approve it. He is in support of approving this event even without hearing back from more businesses.

Kuhl: How many years did the previous art fair come to EGR?

Melville: 54 years! They were a different group and only had a one-day event.

Bratt: Has been to the Ann Arbor Art Fair, and they run a wonderful event.

Fisher: The Community Foundation won't have another event, such as the After Dark Party the weekend following this event.

Brown: How open/supportive has the GVBA been of new events?

Melville: The GVBA meetings have been well attended and all information available at that time was provided to them, as is done with new or returning events. Believes the business are contemplating how this art fair would affect them. Businesses would love the visitors to return in the future.

Brown: Asked how long the GVBA has been aware?

Melville: A week.

Jacoby: Supports giving the art fair a shot, knowing that it wouldn't be forever if it doesn't go well.

Parke: Would like to give it a try, especially since the previous art fairs were so good.

Brown: Because this event would be in Gaslight Village, would it count towards the road closure cap?

Melville: No, it is one event even though it is over 3 days.

MOTION to approve: Brown

SUPPORT: Bratt

YES: Bratt, Brown, Burdick, Fisher, Jacoby, Krogman, Kuhl, Le and Parke (9)

NO: (0)

2026 East Grand Rapids Fine Art Fair Approved

Manhattan Park 2025 Pickleball Court Usage Statistics: Director Melville reviewed the court rental policy with the commission. Before the park opened the Parks and Recreation Commission talked about renting the pickleball courts verses first come, first served. At that time they chose to finish 2025 with the ability to rent the courts, when not rented people could use the courts without charge.

The Parks and Recreation Department had approximately 9 calls from people voicing their opinions regarding the pickleball courts, these people would like to see one court completely open for use without reservations. 2026 is anticipated to have significantly higher reservations because it will be a full summer as opposed to only half in 2025.

Parke: Wondered if all the courts could stay reservable, but require rentals to be made no less than 24 hours before?

Melville: All reservations can be made online and by calling the Parks and Recreation Department. The system is currently set up to make reservations anytime. Changing to 24 hours or more in advance could be a challenge for weekends.

Le: Asked if there is an app that could do reservations.

Melville: There may be, but our current software tracks the reservations and takes the payments.

Kuhl: Wanted to clarify that people could currently look online to see if the courts are open, but by the time they get there they could be reserved by someone else?

Melville: People are just hoping to play on a court. They don't check to see open availability. In 2026 the public could be educated on where to look for this information.

Fisher: Is the city counting on this income? Is a specific amount needed?

Melville: As part of the budget, we calculated rental income but drastically underestimated the amount pickleball alone would bring in, so currently nothing is dependent specifically on this income.

Krogman: Noted that there seems to have been minimal complaints from the structure of 2025 and supports staying the same in 2026.

Melville: People have said the court fees are too high, while others say it is too low.

Burdick: Suspects people are experiencing growing pains as they learn the process.

Melville: The people that have learned the process are using it. As noted, there is a small percentage of complaints based on usage.

Kuhl: Asked if more information can be added to the website, including peak hours and alternatives places to play?

Melville: Yes, now that we have this data.

Brown: A perk for people using our reservation system is that people might stumble upon other opportunities. I also wanted to mention that the sound barrier around the pickleball court is phenomenal!

Melville: The sound barrier is working as intended. Noted that the consensus of the group is that the current reservation system should stay in place. The policy will be reevaluated prior to 2027 reservation opening.

Memorial Viewfinder Donation: There are several ways to memorialize someone in EGR; Benches, trees, table sets and buildings. There currently is a wait list for memorial benches.

A family would like to share their memory of their family member with a viewfinder at Waterfront Park. It would be non-coin operated, secured in a location with the ability to only view open areas of nature. The cost is around \$4,500 and the family is willing to pay for it, to have a memorial plaque on it.

Parke: How is it mounted? How easy would it be to move?

Melville: It could be affixed to concrete or a deck board, which would be the easiest.

Jacoby: This sounds like a great opportunity!

Brown: Could people look in houses with it?

Melville: The alignment can be set so it can't be turned towards the houses. The primary use of the viewfinder will be for birds. It will have a lower viewing distance.

Bratt: Noted that people would get more of a view from a boat.

Parke: Asked if the location of the viewfinder would be out of the way of others wanting to sit on the benches?

Melville: There are a couple of options for placement that won't disrupt people.

Brown: Thinks this is a great memorial.

Burdick: The viewfinder will need a step for children.

Report of Director: Remington Park sidewalk is complete. This was a joint facilities project with the schools. The dog park sod project was successful, and the small dog side will be completed next year. Manhattan Park had a water main project, which is now complete. Sod was used there as well. Sod has been worth the cost, especially for high traffic areas.

The Tree Lighting will be this Friday starting at 5:00pm. Characters will be walking around the event.

Brown: The Nutcracker performers will be there as well.

Larry: The Community Foundation could use more people on their committee.

The meeting was adjourned at 7:34 pm

Next Meeting: December 22, 2025

East Grand Rapids Parks and Recreation 2026 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
3/14/26	Corewell Health Irish Jig	6:00am-11:30am	2500	9/22/25	x	
3/2/26	Winterfest- Cancelled	8:00a-4:00p	350	6/23/25		
	After Dark Party*	5:00pm-8:00pm	500+		x	
5-6/7/2026	EGR Fine Art Fair		ONE MILLION	11/24/25	x	
	Reeds Lake Run	8:00am-11:30am	2500		x	
	Trailblazer Run/Walk*	8:30am-11:00am	500		x	
	Taste of East*	5:00pm - 8:30pm	2500		x	
8/2/26	EGR Gaslight Criterium	9:00am-5:00pm	200	11/24/25	x	
	Reeds Lake Triathlon	7:30am - 12:45pm	900		x	
9/25/26	East Grand Rapids MS Regatta	6:30am - 4:00pm	700	11/24/25		
	EGR Harvest & Beer Festival*	10am - 3pm	1000		x	
	Kisscross Cyclocross (Sunday)	8:00am-4:00pm	70			
	Gobble Wobble Run	8:00am - 11:00am	1400		x	
	GVBA Tree Lighting*	4pm-8:30pm	1500		x	
	BCBS Resolution Run	3:30-4:45pm	800		x	
* events denoted with a * do not count towards the 8 road closures allowed each year.						
Non-Special Event Permit Applications						
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES*</u>			
		9:30am-12:00pm				
	6/16 Park Party	"	2			
	6/23 Park Party	"	6			
	6/30 Park Party	"	6			
	7/7 Park Party	"	2			
	7/14 Park Party	"	2			
	7/21 Park Party	"	2			
	7/28 Park Party	"	6			
	8/4 Park Party	"	6			
*	Grounds crew provides tables					

Print

Special Event Permit Application - Submission #16741

Date Submitted: 1/12/2026

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*

21st Annual Gobble Wobble Fun Run

11/26/2026

Organization Sponsoring Event*

Kids' Food Basket

Event Start & End Time*

Event Website Address

08:00 AM

—

10:30 AM

https://runsignup.com/Race/MI/GrandRapids/KidsFoodBasketAnnualGobbleWobble5k

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

Join Kids' Food Basket (KFB) on the most popular running day of the year as we officially host the 21st annual Gobble Wobble fun run and walk. We invite friends, family, neighbors and even furry friends to once again run, walk or wobble to the finish line on Thanksgiving morning! We also invite all kids 12 and under to participate in our Widdle Wobble!

Event Contact Email Address*

rebecca.rowland@kidsfoodbasket.org

Representative First Name*

Last Name*

Rebecca

Rowland

Address1*

1300 PLYMOUTH AVE NE

City*

GRAND RAPIDS

State*

Michigan

Zip*

49505-5604

Daytime Phone*

6162791983

Cell Phone*

6162383001

Email Address*

rebecca.rowland@kidsfoodbasket.org

Alternative Representative First Name*

Tamara

Last Name*

VanderArk-Potter

Daytime Phone*

6162791983

Cell Phone

111-222-3333

Email Address*

events@kidsfoodbasket.org

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

Name of medical service provider?

Estimated Number of Participants*

1600

Estimated Number of Spectators*

100

Number of staff onsite during the event?*

8

Estimated Number of adult volunteers on duty?*

30

Event Location*

EGR Middle School and around Lake drive and back

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

Gobble Wobble Map 2025 PDF (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

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

mm/dd/yyyy

Reviewed By

Date Reviewed

mm/dd/yyyy

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

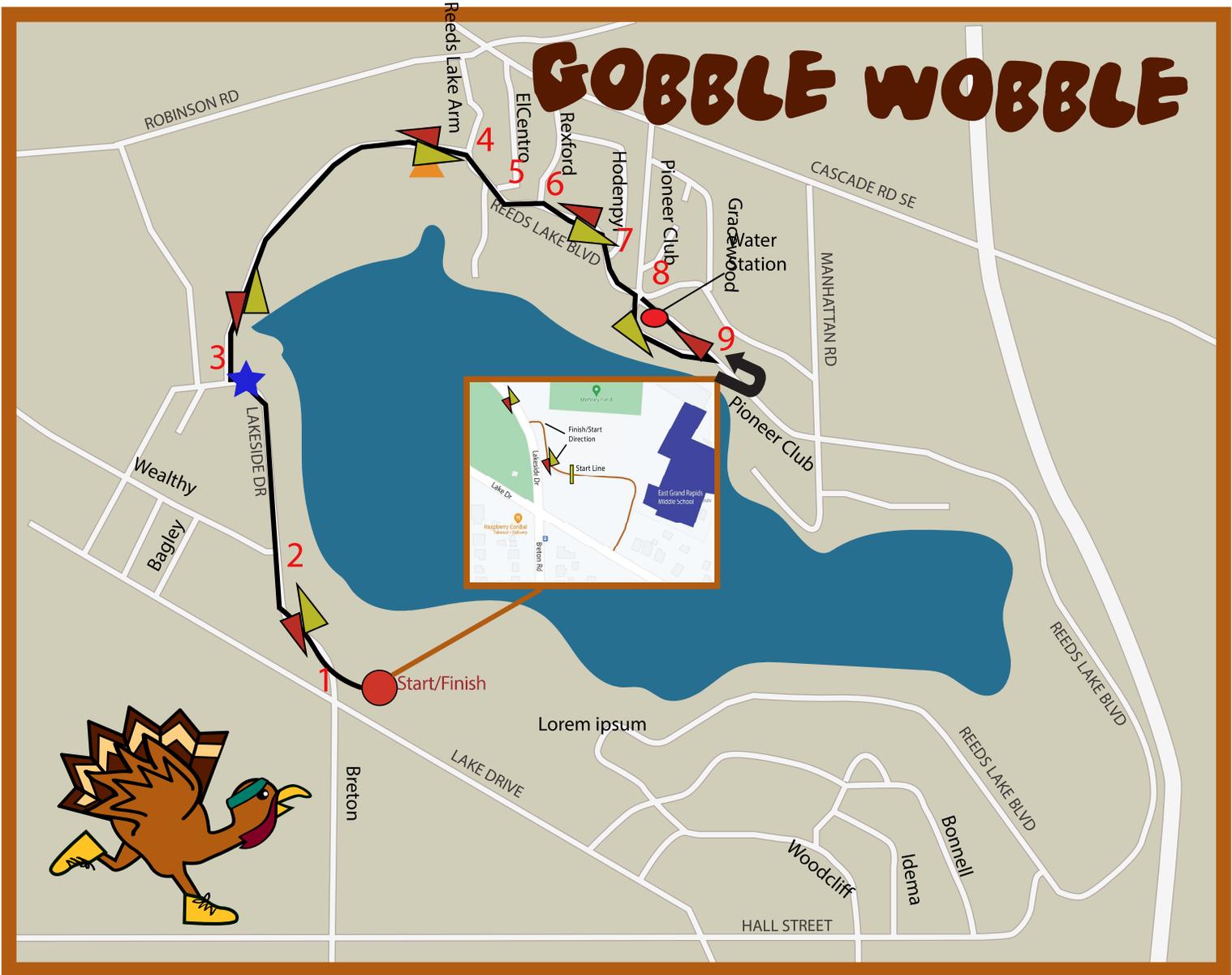
Copies sent to

- City Manager
- Public Safety

Items

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

GOBBLE WOBBLE



Print

Special Event Permit Application - Submission #16704

Date Submitted: 12/19/2025

Pemit 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*

Revive & Thrive's Miles for Meals 5K

5/16/2026

Organization Sponsoring Event*

Revive & Thrive, Presented by Pinnacle Construction

Event Start & End Time*

Event Website Address

09:00 AM

—

12:00 PM

To be created on RunSignUp.

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

We're hosting our inaugural Revive and Thrive's Miles for Meals Walk/Run/Roll to bring our community together around health, connection, and joy. It's a chance for neighbors, families, and friends to walk, roll, or run side by side, celebrating wellness and togetherness. Any funds raised will help us continue our meal program that provides fresh, medically supportive meals to families facing cancer, diabetes, or heart conditions. Whether you're a seasoned runner, a casual walker, or just want to cheer others on, this event is about showing up for each other. Families, kids, seniors—all are welcome.

Event Contact Email Address*

lily@reviveandthrive.org

Representative First Name*

Last Name*

Lily

Wallace

Address1*

1971 E. Beltline NE, STE 106 #210

City*

Grand Rapids

State*

MI

Zip*

49525

Daytime Phone*

6164161042

Cell Phone*

989-751-0215

Email Address*

lily@reviveandthrive.org

Alternative Representative First Name*

Amy

Last Name*

Thomas-Mellema

Daytime Phone*

616-416-1037

Cell Phone

616-915-1063

Email Address*

Amy@reviveandthrive.org

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

Name of medical service provider?

Estimated Number of Participants*

400

Estimated Number of Spectators*

50

Number of staff onsite during the event?*

10

Estimated Number of adult volunteers on duty?*

40

Event Location*

Race - Reeds Lake Run EGR Trail - Start and end at City Hall

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

2022 Reeds Lake Run (3).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.

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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

12/19/2025

Reviewed By

Sara Coffey

Date Reviewed

1/2/2026

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

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




REEDS LAKE RUN
CITY OF EAST GRAND RAPIDS
MICHIGAN



0 212.5 425 850 1,275 1,700 2,125 Feet

REGIS

Map Created: March 29, 2022 By: B. Bigowski



Course

- 10K Run
- 5K Run & Walk
- Fun Run (1 Mile)
- 1 Aid Stations



Derek Melville
DIRECTOR

CITY OF
EAST GRAND RAPIDS, MICHIGAN
PARKS & RECREATION DEPARTMENT

MEMORANDUM

To: Parks and Recreation Commission
From: Derek Melville, Director of Parks and Recreation
Date: January 21, 2026

RE: Fred Bunn Trail Update

Action Requested: That the Parks and Recreation Commission provide feedback related to the request to complete an improvement project on a section of the Fred Bunn Trail system.

Background:

The Fred Bunn Trails were constructed in 2023-2024 through a collaborative project funding effort between The City of East Grand Rapids, the West Michigan Mountain Biking Alliance (WMMBA), and community members. Since the initial construction, the City and WMMBA have continued the collaboration to place trail wayfinding and safety signage throughout the trail network, (co-funded by the East Grand Rapids Community Foundation and WMMBA) and the construction of two signage kiosks (with support from local Eagle Scouts). WMMBA has also been performing routine maintenance (clearing of leaves, cutting back brush, etc.) as outlined in our agreement with the organization that was developed prior to the trail construction.

This fall, the City completed a necessary water main project that crossed through Manhattan Park which impacted a small portion of the Fred Bunn Trails Hazel Outer Loop (see affected area on figure 1 below). The water main contractor restored the disrupted areas for use, but further review has indicated the restored area will need attention by a professional trail contractor to include trail specific design elements such as grade reversals, proper drainage and rebuilding berms to restore the conditions that were present before the water main project.

The City and WMMBA have identified that our original trail builder, TrailSense, is available to come back this summer to professionally restore the areas affected by the water main project. TrailSense will need approximately 2-3 days of work to restore the Hazel Outer Loop area, and funding for this restoration will come from the City.



Figure 1: Areas affected by the water main project.

During the review of the area affected by the water main project, WMMBA and City staff identified another section of the Fred Bunn Trail system that could benefit from an improvement project to make a portion of the trail more sustainable and also to provide some trailside features to enhance the user experience in this area.

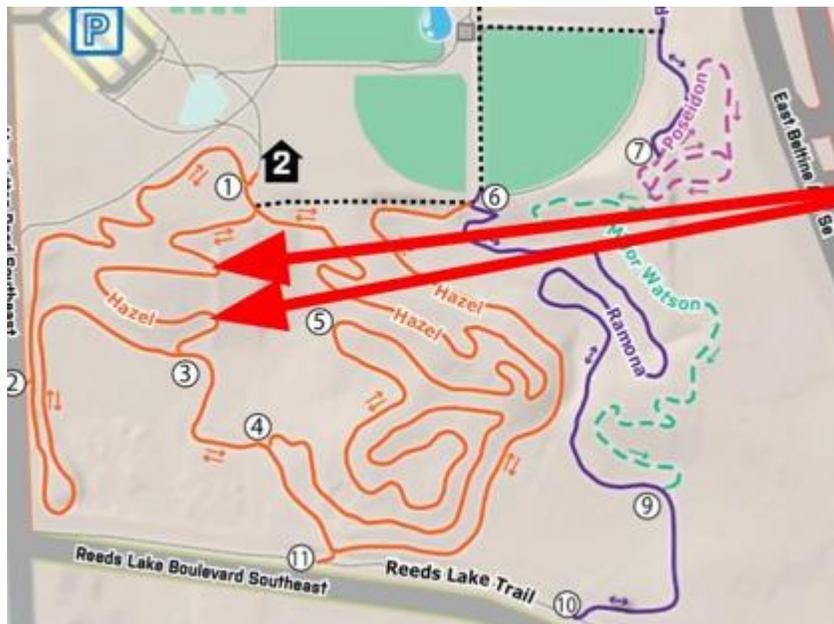


Figure 2: Area identified for rock armoring and trailside enhancement.

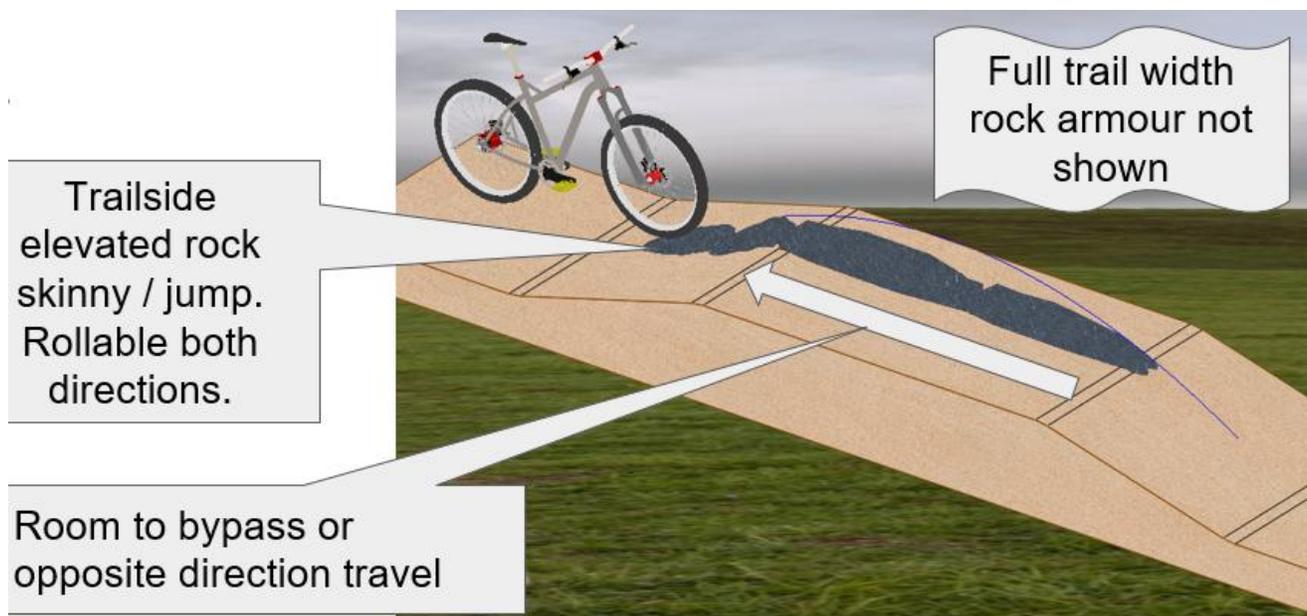
Figure 2 shows two sections of existing developed trail in proximity to the sledding hill that could benefit from a rock armoring project. Rock armoring is utilizing layers of rock to create a durable, erosion resistant trail surface, especially on steep sections. Essentially, the stone becomes the trail

surface in these areas, reducing the erosion potential. The photos below depict some variations of trail rock armoring projects.



The areas identified for improvement present steep gradients that could deteriorate over time and currently trail use data is showing that these areas are less utilized than others, so an arming project, combined with some trailside features could make these sections more sustainable and more utilized.

In addition to rock armoring these areas for sustainability, adding some trailside features may make the areas more desirable for use. Trailside features include small jumps or table top features that are along the side of the trail, allowing users to use the feature if they desire, or providing space for the user to bypass it. Having trailside features helps support rider skill progression and offering a variety of features provides diverse trail experiences for the users.



The cost of the rock armoring project and the trailside feature improvements is in the \$4,000-\$6,000 range, and WMMBA is prepared to cover the full cost of this project.

City staff is seeking feedback from the Parks and Recreation Commission on the described rock armoring and trailside features that could be completed alongside the trail restoration project this summer.



CITY OF EAST GRAND RAPIDS

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(616) 949-2110 www.eastgrmi.gov

DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Derek Melville, Parks and Recreation Director
DATE: January 22, 2026

RE: Waterfront Park Phase II

Background:

The Michigan Department of Natural Resources has recently notified staff that the \$500,000 Land and Water Conservation Fund (LWCF) Grant Application that was submitted earlier this year has been recommended for funding. The \$500,000 award is the maximum amount allowable in the LWCF program. The notification of award is the first step in moving the proposed park improvement towards implementation. Outlined below is a brief history of the development of Waterfront Park and the upcoming timeline for the development of Phase II of Waterfront Park.

History

In 1991, the City of East Grand Rapids received a Department of Natural Resources (DNR) grant to purchase a portion of Waterfront Park to be combined with other parcels that were already City property with the intent of developing a public park and preserving existing wetlands. In 2008, the city received an additional DNR grant for Phase I of the Waterfront Park Development, which included the installation of fishing piers and boardwalks, habitat restoration, interpretive nodes, a parking area, and other site amenities to support visitors to the lakefront viewing areas.

Phase II has been a longstanding priority for the City and has been included in each East Grand Rapids Community Parks and Recreation Plan since 2012. The project was recently included as a priority project in the voter-approved 2021 Parks Improvement Millage.

Grant Award

The Reeds Lake Waterfront Park Improvement Project – Phase II proposes sustainable improvements to approximately 11 acres of Waterfront Park located on the west side of Reeds Lake Boulevard. The goal of this phase is to enhance the existing site while providing passive, ADA-accessible, natural resource-based recreational and educational opportunities for the community. The conceptual plan included a variety of potential amenities as outlined below, and all listed improvements are tentative and subject to be amended based on feedback from the community.

- Restoration and enhancement of woodlands and wetlands
- Expansion of the existing parking lot
- Construction of sustainable, accessible trails and boardwalks
- Addition of overlook decks
- Development of an outdoor classroom area
- Installation of an interpretive node with educational signage related to the site's environmental features

- Site amenities include trash cans, recycling bins, bike racks, benches and signage. These improvements will create sustainable access and intentional links to the surrounding neighborhoods, the previously completed Waterfront Park Phase I amenities, and the Reeds Lake Trail. The above outlined improvements are considered “scope items” and are required to be included in the final design of the project

The project agreement for the grant award is expected to be issued in late 2026, following formal approval from the National Park Service. Because the Land and Water Conservation Fund (LWCF) is a federal grant program administered by the U.S. Department of the Interior’s National Park Service and implemented by the DNR Grants Management Section, this federal approval is required before the City may proceed with project bidding and construction.

In 2025 the City Commission committed \$500,000 in Parks Improvement Millage funding as the required match for the program. If costs exceed the \$500,000 grant and the initial \$500,000 committed to the project, the City will be fully responsible for any related project costs more than \$1 Million. Updated cost estimates for the project will be fully developed during the project design phase that is anticipated for 2026.

With this award, City staff can now move forward with the selection of a professional design firm. The selected firm will assist with a robust engagement process to verify community amenity preferences, project cost estimating and full site design efforts in 2026. The community engagement process will include multiple in-person sessions as well as public presentations at both a Parks & Recreation Commission meeting and a City Commission meeting prior to a site design being finalized.

While 2027 is the preferred construction year, final bidding and construction cannot occur until the DNR has reviewed and approved of the City’s final plans. This review cannot begin until the project agreement is executed, so more information about project timing will be available in the coming months after a project agreement is issued by the DNR.



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DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Parks and Recreation Commissioners
FROM: Derek Melville, Parks and Recreation Director
DATE: January 22, 2026
RE: Director's Report

Family Programming

The Parks & Recreation Department traditionally hosts a “Sports Night Out” event that provides families the opportunity to utilize the High School pool and gymnasium for a one-night special event each winter season. To expand the opportunities for more community participation and to offer more family programming activities in general, this year we are offering three separate events of varying themes throughout the year for the community. The dates and themes are outlined in the graphic below.

The graphic is a blue vertical poster titled "Sports Night Out Schedule 2026". It features a large orange asterisk on the left. The schedule is organized into three main sections, each with a date in a black rounded rectangle and a theme in a colored rounded rectangle. The first section is for Jan. 10, "Winter Bash", with a description: "We will kick off the fun at the EGR HS pool and gym. Games, pool time, snacks, crafts and more!". The second section is for May 2, "Great Outdoors", with a description: "Join the fun at Manhattan Park! We will have sand volleyball, s'mores, a campfire, bounce house and a scavenger hunt.". The third section is for Nov. 7, "Fall into Flannel", with a description: "Wealthy pool and gym will be filled with swimming, soccer, basketball, a surprise guest, and more!". At the bottom, there are two black rounded rectangles containing the phone number "616-949-1750" and the website "www.eastgrmi.gov". There are also faint circular watermarks on the left and right sides that say "SNO 2026 SCHEDULE".

Sports Night Out Schedule 2026

Date	Theme	Description
Jan. 10	Winter Bash!	We will kick off the fun at the EGR HS pool and gym. Games, pool time, snacks, crafts and more!
May 2	Great Outdoors	Join the fun at Manhattan Park! We will have sand volleyball, s'mores, a campfire, bounce house and a scavenger hunt.
Nov. 7	Fall into Flannel	Wealthy pool and gym will be filled with swimming, soccer, basketball, a surprise guest, and more!

616-949-1750 www.eastgrmi.gov

Spring Programs

The Parks and Recreation team is thinking of spring and the team recently completed the 2026 Spring Program Guide that highlights all of our offerings for the community. The guide can be found here: <https://www.eastgrmi.gov/546/Virtual-Program-Guide>

2025 Resolution Run

800+ racers competed in the annual Resolution Run in East Grand Rapids on New Year's Eve. A portion of the race proceeds were given to Guiding Light, an addiction treatment center in West Michigan.

2026 Summer Concerts

This year the Monday evening summer concert series in John Collins Park will begin on June 8th and will run through August 17. This year we are offering concerts on a more regular basis with 10 dates scheduled as compared to the usual 6 concert dates.

Reeds Lake Run Award Winner

Stellafly is a local Grand Rapids company that provides race event photography, promotion and event management services, and for the last 8 years they've done an annual "Fly Awards" program that is voted on by racers and the public. This year the Reeds Lake Run was voted as the 2nd favorite 10k course in the area.

