



PARKS AND RECREATION COMMISSION

Monday, October 10, 2016

1. Call to Order - 7:00 P.M. - Petoskey City Hall Parkside Room
2. Approval of Minutes - Minutes of Monday, September 12, 2016 Meeting
3. New Business -
 - a. Review and approve supplemental addition to the 2013-2017 Parks and Recreation Master Plan – Bayfront Park Marina page
 - b. Review draft of a proposed special event policy
 - c. Park operations update
4. Miscellaneous
5. Adjournment



PARKS AND RECREATION COMMISSION

September 12, 2016

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, September 12, 2016. Roll was called at 7:00 P.M. and the following were:

Present: Roy Pulaski, Chairperson
Amy McMullen, Vice Chairperson
William Hansen, Jr.
Mike Morey

Absent: Jim Daunter
Ken Turk

Staff: Al Hansen, Parks and Recreation Director

Minutes of the Monday, May 9, 2016 meeting were read and approved. Motion for approval was made by William Hansen, Jr., seconded by Amy McMullen, with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski (4)

NAYS: (0)

Survey of Members

Roy Pulaski, Amy McMullen, and Mike Morey all voiced that they would like to continue to serve on the Parks and Recreation Commission. Mike Morey also advised that Ken Turk would like to retain his position on the board and that he could not attend this evening due to a conflict.

At this time commission members were asked if they had any recommendations for individuals that might be interested in serving on the board. Guy Wagar and Darcy Sharapova were mentioned as possible candidates and Mike Morey indicated that he had several individuals in mind but that he wanted to check with them to see if they were truly interested in serving on the board and that he would be in touch with the Director in the next several weeks.

Report on Summer Activities

The Director reviewed with commission members the work progress that was made at the marina involving the re-decking of the marina and the construction of the new office building. They were also informed that there would be some electrical upgrades performed on B Dock to bring it into compliance with the current electrical code.

At this time, the Director informed the commission that the flag football season was underway and that this year there are over 80 participants and eight teams in the program.

They were also advised that both the Marina and Magnus Park Campground appear to have had a very good summer and currently are ahead in revenues over this time in 2015.

Miscellaneous

At this time, Amy McMullen commented that she had been asked by several individuals in the Lindell Avenue/Hoffman Street area if she would bring it to the City's attention that they were concerned about the speaker volume at the new football stadium and inquire if there was any way that the speakers could be adjusted downward, at least on weekends when there are non-high school games taking place at the stadium. Apparently a Pop Warner game took place on Saturday and the volume was loud and disruptive to some individuals in the neighborhood.

The Director asked Amy to advise the individuals that they should be contacting the school district in reference to this matter as the stadium is not a city owned facility and stated that he would also relay the information on to Superintendent Scholten.

William Hansen, Jr. advised that he had been approached by several individuals about the new Elks Lot meter collection system for parking and the questions revolved around whether there was signage by the meters that indicated when parking fees were in effect and when they were not, referencing evening hours and certain weekend hours.

The Director advised that he would forward the information on to Becky Goodman to seek information regarding the issue.

William Hansen Jr. also indicated that the festival was very well attended and asked if more provisions could be made to identify potential ADA parking areas for people with disabilities and have them more clearly marked.

The Director advised that he would pass the information on to the festival committee.

Amy McMullen asked if the commission would be working on the special events policy this year during their meetings.

The Director advised that he hoped to have a rough draft of the special events policy completed for their review and that he hopes to currently work on potential fees and charges related to the policy.

ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:55 P.M. Motion for adjournment was made by Amy McMullen, seconded by William Hansen, Jr., with all members present voting aye.

YEAS: Hansen, McMullen, Morey, Pulaski (4)

NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, October 10, 2016 at the City Hall Parkside Room.



Allen L. Hansen
Director of Parks and Recreation



BOARD: Parks and Recreation Commission

MEETING DATE: October 10, 2016 **DATE PREPARED:** October 5, 2016

AGENDA SUBJECT: Review and Consider Approval of Supplemental Addition to 2013-2017 Parks and Recreation Master Plan – Bayfront Park Municipal Marina Facility Page

RECOMMENDATION: Review supplemental update and consider approval for inclusion in 2013-2017 Master Plan

Background. In 2015, the Michigan Department of Natural Resources Grants Management Unit and the Waterways Boating Program required that public marinas, in order to be eligible for grant funds, be included as part of the five year Parks and Recreation Master Plan. In early 2016, the City formally amended the master plan to include the municipal marina. However, during recent construction activity at the marina the Emmet County Electrical Inspection Department required that Pier B electrical components be brought into current code compliance. This was unanticipated. The current marina master plan page identified re-decking finger piers on Pier A and total wood deck replacement on Pier D. Work on these two piers will also mean that they will also require electrical updates. The supplemental addition to the marina master plan calls out these electrical updates for Piers A and D and also includes electrical updates to Pier C which was built in 2010-2011. Several other elements regarding dredging schedules and marina information was also added to the supplemental information at the request of the Waterways staff.

Action. Review proposed updated marina master plan page attached and consider approving the supplemental addition to the plan for inclusion in the 2013-2017 Parks and Recreation Master Plan.

If approval is granted the plan will be submitted to the MDNR Grants Division for inclusion in the current master plan document on file. Once included electrical updates will be eligible for grant funding consideration.

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BAYFRONT PARK MUNICIPAL MARINA FACILITY

Future Park Vision:

The Petoskey Municipal Marina is located within Bayfront Park. It was expanded in 2010-2011 to 144 slips and the existing Marina Services Building was also expanded and remodeled to accommodate the anticipated increase in visitor traffic. Restrooms were enlarged and shower facilities were expanded to meet all Americans with Disabilities Act standards. The marina has four piers with slips ranging in size from 30 feet to 80 feet. Piers A and D are multiuse piers. Pier C was constructed in 2010-2011 and accommodates 44 boat slips of various lengths, broadside moorings and sewer pump-out facilities near each slip area. Pier B provides slip sizes from 30 feet to 60 feet and houses the marina fuel dock, pump-out area and dock office. Both diesel and gasoline fuel is available.



The marina is a Michigan Grant-Aid Facility and is part of the Michigan Department of Natural Resources reservation system. Revenues and expenses are accounted for under a City approved budget. Revenues after expenditures are reserved as restricted funds for marina use only.

The Marina is a vital part of Bayfront Park and attracts boaters from across the Midwest and is an economic driver that benefits our local merchants, businesses, and seasonal attractions. It is of vital importance to provide high end service and keep the facility attractive and competitive to insure that the boating public continues to visit the facility. In order to provide for a well maintained facility, the Marina must be constantly evaluated to insure we are keeping pace with the needs of our boating public. The budget planning process should include funds for maintenance dredging, winter ice damage repairs and technology improvements. The most immediate maintenance needs at the Marina are the wood deck replacements on Pier B and D due to age, dock office expansion on Pier B to accommodate expanded computer space requirements and fuel dock and boater registration services. Funds have been placed in the 2015 budget in anticipation of applying for Michigan Waterways Grant Assistance for this project.



Rationale:

Tourism, economic development, and use demand that planned upgrades to the marina area be designed to keep the marina as a fully functional, attractive and competitive destination marina. The marina plays a vital role in our community as a recreational outlet for our local boating public and as an economic generator attracting boating public from across the Midwest to our marina who in-turn frequent the local businesses, restaurants and shops located in our downtown area.

Planned Improvements:

- Re-deck Piers B and D and associated finger piers
- Dock office – relocate and expand size to better accommodate registration and fuel dock staffing and boater registration needs
- Monitor periodic dredging needs
- Anticipate ice damage repairs to insure repairs can be made on an as need basis
- Re-seal or replace marina parking lot area
- Explore the development of a public ADA compliant kayak launch

- Consider being designated as a host city on the Lake Michigan Coastal Water Trail which is in the regional planning and development stage

Estimated Costs:

Re-deck Piers B & D and Dock Office relocation and construction	\$300,000
Resurface parking area	\$75,000
Dredging needs (periodic)	TBD by periodic surveys
Ice damage repairs – yearly average dependent upon severity	\$13,000 (avg.)
Explore ADA kayak launch location and development	TBD by study

Supplemental Information Update:

In 2016, the City with assistance from a Michigan Natural Resources Waterways Grant was able to make planned improvements to Pier B at the Petoskey Marina. These improvements included replacement of all wood framing and decking on all finger piers, gas dock, the outer half of the main pier, and removal of existing dock office which was replaced with a larger, more functional office. During this project the Emmet County Electrical Inspection Department required that all electrical components on this pier be brought into compliance with the current marina electrical codes. This requirement was not anticipated and was an extra to the project.

The City intends to re-deck finger piers on Pier A and re-deck main deck and finger piers on Pier D. This re-decking triggers the requirement for upgrading electrical components to new code. The City has also elected to update electrical components on Pier C. Therefore, this supplement reflects the need to add these electrical improvements to the Marina Master Plan.

Planned additional improvements:

Electrical updates to Pier A, C and D \$90,000 (estimated)

(these improvements are included in the City's 2017 Capital Plan)

Waterways Program requires the following information to be included in this supplement:

Marina Financial Statement: (see attachment)

2013 Revenue over Expense	\$68,012	Fund Balance: \$624,817
2014 Revenue over Expense	\$58,874	Fund Balance: \$683,691
2015 Revenue over Expense	\$44,358	Fund Balance: \$728,049
*2016 will not be available until the end of the year.		

Boat Logs: (see attached)*

<u>Year</u>	<u>Power Boats</u>	<u>Nights</u>	<u>Sailboats</u>	<u>Nights</u>	<u>Total Boats</u>	<u>Total Nights</u>
2014	770	1,923	240	541	1,010	2,464
2015	812	1,870	265	659	1,077	2,529
2016	829	2,172	287	636	1,116	2,808

*72 seasonal slips are not included in these numbers

Dredging Information:

<u>Year</u>		<u>Cubic Yards</u>	<u>Cost</u>
2001-2002	Dredged for Pier C Construction	20,500 yd ³	\$344,000
2011	Dredged Fairway Pier C and D	1,792 yd ³	\$105,500
2013	Emergency Dredging – Low water	1,980 yd ³	\$127,000
2022*	Next dredge cycle (Pier C and D Fairway)	2,000 yd ³	\$140,000

*dependent upon Lake Michigan water elevation and river deposits



BOARD: Parks and Recreation Commission

MEETING DATE: October 10, 2016 **DATE PREPARED:** October 6, 2016

AGENDA SUBJECT: Review Draft of Proposed Special Event Policy

RECOMMENDATION: Review and comment on proposed special event policy

Background. City staff, in response to the increasing number of special event request wishing to utilize parks, streets, and public lands within the City of Petoskey, believes that a special event policy with a more detailed application process would assist staff in the review and approval process. This policy would provide clear instructions to event organizers and what would be expected of them if approval for the event were granted which could include insurance requirements and monetary fees to offset City expenses.

Action. The Commission will be asked to carefully review this draft special event policy, offer suggestions and comments prior to completion of the final document. Draft policy is attached for your review.

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CITY OF PETOSKEY

SPECIAL EVENT POLICY

Overview: The City of Petoskey encourages its Civic and Non-profit Organizations, Chamber of Commerce, Downtown Management Board, Schools, Sports Associations and others to sponsor special events and activities that enhance the quality of life for both residents and visitors to our community.

Purpose: The City of Petoskey has established a special event policy to promote uniform procedures and guidelines to regulate, review and permit a special event activity on streets, alleyways, parking lots, within buildings, parks and lands under the jurisdiction of the City of Petoskey.

The Special Events application is a starting point for any group or individual who wishes to hold an event, parade, assembly, festival or similar activity within the municipal limits of the City of Petoskey.

Special Event Defined: Any activity conducted upon or involving the use of City owned streets, alleys, parking lots, parks, facilities, sidewalks, sports fields and non-motorized trails, which are different from or greater than the usual routine use by the general public. These activities include but are not limited to parades, musical performance entertainment, public shows, exhibitions, arts and craft shows, festivals, walk and run events, sporting events and events where alcoholic beverages are being sold or host served.

Exceptions: (these exceptions do not apply if alcohol is being sold or host served)

1. An event will a valid reservation, held entirely within the confines of a picnic shelter or reserveable park area or facility that does not exceed the published rated capacity of the facility or site and alcoholic beverages are not being sold or host served.
2. An event conducted by a school district or organized youth group sponsored by a recognized authority, with not less than one adult for every 7 children, which has properly registered an event or reserved a facility, shelter or park area with the Department of Parks and Recreation.
3. An event conducted by the Petoskey Department of Parks and Recreation or its affiliated youth or adult sports associates.
4. Volunteer groups who have been approved to assist or maintain public park areas, gardens and non-motorized trails and river cleanup projects. Special volunteer work projects must be preapproved by the Director of the Department of Parks and Recreation.

Terms Defined:

1. "Applicant" means a person who applies for a special event permit.
2. "Person" means an individual, partnership, corporation, association, group or organization.
3. "Sponsor" means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or large gathering.
4. "Youth Group" means a group organized for and whose membership comprises children 0-18 years of age. The term "youth group" should not include any college or university youth groups.

Review Process: Once a special event application is submitted to the City for review the following actions will be taken:

1. The application will be reviewed for completeness, dates will be checked to insure they do not conflict with other scheduled events.
2. If the event application is incomplete or conflicts with other events it will be returned to the applicant for appropriate action.

3. If the event meets the definition of a special event as established by the City the application will be reviewed by representatives from Public Safety, Parks and Recreation and the Department of Public Works.
4. Each affiliated department will review the events impact on traffic flows, street closures, effects on staffing levels and visitor safety.
5. At this point the applicant will be notified if the event is approved or denied or may be asked to provide more detailed information and informed of any additional stipulations that have been placed on the event organizers.
6. If approved, a Special Event Agreement Form and an Indemnification and Hold Harmless Agreement will need to be completed and returned to the City with appropriate documents.

Fee Schedule: The following fees will apply for special events held in park areas for special requests.

<u>Park Area</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Bayfront Park Festival Shelter	\$100.00	\$150.00
Bayfront Park West	\$50.00	\$100.00
Bear River Shelter	\$100.00	\$150.00
Mineral Well Shelter	\$50.00	\$100.00
West Side Shelter	\$50.00	\$100.00
Waterfall Area	\$100.00	\$150.00

Special Requests:

Street Closure, Intersection Closure	
Weekdays	\$225.00
Weekends and Holidays	\$300.00
P.A. System Reservation (if available)	\$50.00
Stage Reservation (if available)	\$100.00
Picnic Tables (maximum of 10, if available)	\$100.00



City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

SPECIAL EVENT APPLICATION FORM

Use of parks for commercial activity not associated with a community wide event is not permitted.

1. Name of Event: _____

2. Description of Event and Activities (include map): _____

3. Name of park(s), facility(s) or City owned street(s), parking lot(s) or non-motorized trail(s) requested: _____

4. Number of people expected to attend or compete: _____

5. Name of Non-Profit Organization(s) if any: _____

6. Sponsor of Event: _____

Address: _____

Telephone: _____

7. Explain event purpose: (does it benefit a non-profit?) _____

8. Authorized Representative: (Applicant) _____

Business Address: _____

Telephone: _____

Cell Phone: _____

Email: _____

9. Emergency Contact Person(s) during event:

Name: _____

Title: _____

Phone #: _____

Name: _____

Title: _____

Phone #: _____

Name: _____

Title: _____

Phone #: _____

10. Official Date of Event: _____ Times: _____

All date(s) requested, including set-up and tear-down: _____

11. Is this a free event for the Public? Yes No

If No, please outline fees and charges for events: _____

12. Will there be any water events utilizing Little Traverse Bay? Yes No

If yes, contact the local Michigan Department of Natural Resources office. Permits may need to be obtained. If permits are required, furnish a copy of permit to City.

13. Will you be setting up significant infrastructure, such as large tents, stages or amusement rides including inflatable jump houses, etc.?

Yes No

If yes, please attach map showing where such infrastructure is being proposed, type of infrastructure and securement method.

- a. If tents or inflatables are being set up, note that ground stakes are prohibited in certain park areas, streets, parking lots, alleys and trails.
- b. If setting up tents, the structure's material shall be noncombustible, flame resistant or treated in an approved manner in accordance with the International Building Code. Please check with your supplier and the Emmet County Building Department to make sure all requirements are met. Tents of a certain size and capacity will require an Emmet County Building Permit prior to set up and will also require an onsite inspection by same.

14. Will you be staking or driving anything into the ground for tents or inflatables? Yes No

If yes, you must contact **Miss Dig** and the Department of Parks and Recreation 5 days prior to your event. This is the applicant's responsibility and any damage to underground utilities or irrigation system will be responsibility of applicant. Stakes are prohibited in certain parks and other areas. Don't assume that stakes will be allowed.

15. Are you planning on displaying pyrotechnics? Yes No

If yes, permit must be filed with the Michigan State Fire Marshall's office and approved by the Petoskey Department of Public Safety. Pyrotechnic displays must be provided by and launched by licensed pyrotechnic professionals and a certificate of insurance shall be provided with the City being named as co-insured. (Safety zones will be enforced)

16. Are you setting up equipment such as tables, chairs, portable toilets, public address systems, etc.?

Yes No

17. Do you need electricity service? Yes No

If yes, please note that some parks do not offer electricity and/or have a limited number of 110V outlets.

18. Will there be any entertainment or amplified music? Yes No

If yes, furnish event's beginning and ending times. Events may require special approval if sound levels violate noise ordinances or are likely to warrant complaints from the general public.

19. Will you need extra trash receptacles or picnic tables? Yes No

If yes, quantity needed: _____ Trash Receptacles and _____ Picnic Tables

City trash receptacles and picnic tables are in limited supply and requests may not be able to be accommodated. The City also may require event applicant to furnish extra trash dumpsters for event.

20. Will you be providing additional portable toilets for event? Yes No

If yes, how many? _____

City may require portable toilets to be furnished.

21. Will you be utilizing directional signs for your event? Yes No

If yes, you need to complete a Promotional Event Sign Permit Application. This can be found on the City's website at www.petoskey.us/documents/forms-a-permits or you can contact the City's Planning and Zoning Office.

22. Will items be displayed to the public? Yes No

If yes, please describe: _____

23. Will any merchandise be sold? Yes No

If yes, detail type of merchandise proposed to be sold, note City has strict rules on transient merchandise sales and commercial use of park. Transient Business License or restrictions may apply.

24. Will you be providing shuttle services? Yes No

If yes, name of shuttle service, proof of auto and liability coverage, pick up and drop off points.

25. Will there be any food served or sold on site? Yes No

If yes, food will be served or sold by Food Vendor Volunteer

You or the vendor may need a temporary food permit(s) from the Health Department of Northern Michigan. (231) 347-6014

26. Will there be alcohol? Yes No

If yes, will it be:

- Served and sold (See a, b and c below)
- Served by host but not sold (See a, b and c below)

(a) Alcohol Being Served and Sold: The entity serving and selling alcoholic beverages such as beer and wine (liquor is prohibited) will be required to obtain a temporary permit to sell or dispense alcohol from the State of Michigan Liquor Control Commission as well as approval from the City of Petoskey and its Department of Public Safety. The requesting entity shall comply with all rules required by both agencies.

(b) Insurance Required:

- (i) Alcohol being sold: The entity selling the alcoholic beverages shall obtain a Certificate of Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, also naming the City of Petoskey as an additional insured. The certificate must list the following: City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and a copy of this certificate furnished to the City of Petoskey.
- (ii) Alcohol being served by host but not sold: The entity serving the alcoholic beverages should obtain a Certificate of Host Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, naming the City of Petoskey as an additional insured. This certificate must list the City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and copy of certificate furnished to the City of Petoskey.
- (c) Additionally if the entity that will be selling or serving the alcohol is different from the applicant organization, please provide the following information:

Contact Person(s) Name: _____

Organization Name: _____

Organization Mailing Address: _____

Contact Telephone Number(s): _____

Cellphone: _____

27. Has your Organization conducted a similar event within the City in the past? Yes No

If yes, name event(s) and date(s): _____

City of Petoskey Offices
Facility-Special Event Application Coordinator
Department of Parks and Recreation
Department of Public Safety
Downtown / Parking Administrator
Department of Public Works

(231) 347-2500
Lisa Denoyer, Administrative Assistant
Al Hansen, Director
Chief Matthew Breed, Director
Becky Goodman, Director
Terry Barrette, Street Supervisor

Temporary Food Concession License
Health Department of Northern Michigan
347-6014

Temporary Liquor License information is available at www.michigan.gov/lcc or by calling
1-866-813-0011

SPECIAL EVENT AGREEMENT

The event organizer(s) agree to adhere to the following requirements:

- a) The applicant, once initial approval has been granted for an event, shall furnish to the City of Petoskey a certificate of insurance for Comprehensive General Liability in the minimum amount of \$1,000,000 per occurrence and naming the City of Petoskey as an additional insured. If alcohol is being served or sold, the applicant shall furnish to the City a certificate of Insurance for:
 - Alcohol being sold: The entity selling the alcoholic beverages shall obtain a Certificate of Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, also naming the City of Petoskey as an additional insured. The certificate must list the following: City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and a copy of this certificate furnished to the City of Petoskey.
 - Alcohol being served by host but not sold: The entity serving the alcoholic beverages should obtain a Certificate of Host Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, naming the City of Petoskey as an additional insured. This certificate must list the City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and copy of certificate furnished to the City of Petoskey.
- b) The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, Boards and Commissions, agents, employees and volunteers from any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligation to defend, indemnify and hold harmless shall exclude only those matters in which claim arises out of allegations of the sole negligence or acts of the City, its officers, agents or employees.
- c) The applicant shall reimburse the City for expenses of Public Safety, Parks and Recreation, Public Works and others as agreed upon between the City and applicant; applicant will be invoiced accordingly.
- d) Applicant shall maintain a 15 foot travel lane for events held on streets or park access roads for emergency vehicles.
- e) If a tent/canopy membrane is utilized as part of the event, the membrane material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the International Building Codes for Michigan. Large tents or canopies occupied by the public will require a building permit and inspections from the Emmet County Building Department. Please provide verification that permit has been applied for. A four week lead time is suggested.
- f) The applicant is responsible for cleanup following the event, any damage that occurred to City property during event will be invoiced accordingly.
- g) The rights granted by this permit are revocable at will by the City of Petoskey and the applicant waives any right or claim to damages or compensation in the event that the permit is revoked.
- h) If issued a permit, it may not be transferred or reassigned.
- i) A representative of the Department of Parks and Recreation will either provide you a copy of the issued permit or notify you of any items which need to be addressed prior to permit issuance.

Event Name: _____

Authorized Applicant / Representative: _____

Signature: _____ Date: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned, declares and says he/she wishes to perform the operation, service or act stated herein and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the Special Events Policy of the City of Petoskey (hereafter "City") relative to the operation, service or act(s) which the permit is requested and agrees to hold the City free and harmless from all liability which may be imposed upon it and indemnify and reimburse the City for all expenses of litigation in connection with the diffuse of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The undersigned acknowledges that the City may revoke a permit if the City determines information regarding the event was not accurately conveyed to the City on this application or if the City's ordinances and/or policies are violated or proper certification of insurance or other permits required are not submitted; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so or permitted by the Freedom of Information Act, MCL 15.231 et seq.

Event Name: _____

Authorized Applicant / Representative: _____

Signature: _____ Date: _____



BOARD: Parks and Recreation Commission

MEETING DATE: October 10, 2016 **DATE PREPARED:** October 6, 2016

AGENDA SUBJECT: Park Operations Update

RECOMMENDATION: None

Updates. Marina electrical updates are currently underway for Pier B. These updates will bring this pier into compliance with current marina electrical code provisions. City plans to upgrade the electrical system on Pier A, C and D over the course of the next several years to bring all docks into compliance with current and proposed marina electrical code provisions.

Winterization. All non-heated restrooms will be closed and winterized over the course of the next several weeks. These restrooms include the Marina, Magnus Park, Bear River Valley, Riverbend Park, Bates Field, High School Tennis Courts, Turcott Field, Bayfront Park Arboretum, and the fisherman restroom behind the Public Safety Building. The Resource Center restrooms, Chamber of Commerce restrooms and the Winter Sports Park restrooms will remain in service.

Leaf Removal. Leaf removal, based on current weather, will be delayed several weeks. The warm fall weather has caused a later than normal leaf drop.

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