

**Park
Commission**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: 734-544-3800
Fax: 734-544-3888
www.ytown.org



David Streeter, Chair
Edward Burnett, Vice Chair
Sage Payzamor, Secretary
Elizabeth Corder, Treasurer

Commissioners:
Brad Cannon
Gloria Peterson
Debbie Swanson

Charter Township of Ypsilanti

**YPSILANTI TOWNSHIP PARK
COMMISSION**

REGULAR MEETING

Date: Monday, January 6, 2020

Time: 6:30 P.M.

LOCATION

Board Room-1st Floor
Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, Michigan 48197

AGENDA OF THE JANUARY 6, 2020 REGULAR MEETING

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes**
- VI. Citizens Participation**
- VII. Reports**
 - A. Staff Reports**
 - B. Commissioner Reports**
- VIII. Unfinished Business**
 - A. Dog Park**
 - B. Hewens Creek**
- IX. New Business**
 - A. Updated Park Commission Meeting Locations**
 - B. LPI Publishing Service Agreement**
 - C. Special Event Application & Policy**
 - D. 2019 Annual Review**
- X. Announcements**
- XI. Recommendations to the Township Board**
- XII. Adjournment**

**CHARTER TOWNSHIP OF YPSILANTI
PARK COMMISSION
PROPOSED MINUTES OF THE DECEMBER 2nd, 2019 REGULAR MEETING**

Park Commission Agendas and Minutes are available on the township website at <https://ytown.org/park-commission>

I. Call to Order

Commission Vice Chair Burnett called the meeting to order at 6:30pm in the Charter Township of Ypsilanti Civic Center's Board Room

II. Roll Call

Commissioners Present: Edward Burnett, Brad Cannon, Elizabeth Corder, Sage Pazyamor Gloria Peterson, and Debbie Swanson

Commissioners Absent: David Streeter

Staff Present: Mike Hoffmeister, John Heinz and Angela Verges

III. Determination of Quorum

Quorum present

IV. Approval of Agenda

Motion to approve the agenda made by Swanson

Seconded by Peterson

Motion Carried

V. Approval of Minutes – November 4, 2019

Motion to approve November 4, 2019 minutes made by Peterson

Seconded by Swanson

Motion Carried

VI. Citizens Participation

John Woodcock of 6303 Oakhurst Drive attended to follow up on discussion of trail maintenance at Hewen's Creek Park. Mr. Woodcock expressed concern that project of putting up maps has not been completed to date. Director Mike Hoffmeister shared that contractor has had personal reasons for not being able to complete the project yet. Also Township Parks is working on having consistent maps and signs across the park system-digitally and in print so is a work in process. Mr. Woodcock asked that his correspondence with Chair Streeter regarding proposal of Hewen's Creek signage be put on record. Park Commission accepted documentation to review and vote upon at January 2020 meeting.

VII. Reports

A. Staff Reports

1) Special Event Application & Policy

Director Hoffmeister presented the information on this proposal to change the existing policy and add an application form. Gave to Commission for review and to discuss further at January 2020 meeting.

2) Other updates

Hoffmeister shared that park maintenance roof has been replaced. On 12/6 at 6:30pm there is a meeting regarding the skate park proposal in Community Center room 201. The Recreation Department is looking to put out a marketing mailer and save some funds by including with YCUA bills quarterly. There is a Huron Street Trail connecting city and township being put in as part of a \$150,000 grant with Washtenaw County Park Commission and City of Ypsilanti.

Angela Verges, Recreation Director, introduced John Heinz, Ypsilanti Township's new Recreational Program Director with a focus on adult and youth sports.

B. Commissioner Reports

None

C. Engineering/Planning Reports: Carlisle/Wortman Associates

1) Non-Motorized Plan

Chris Nordstrum, Landscape Architect, shared information on proposal. Mentioned that non-motorized transportation advisory committee described in plan may fall under Park Commission. He also mentioned that cost estimates in proposal are in today's dollars, and may increase with inflation.

VIII. Unfinished Business

A. Dog Park

No updates

IX. New Business

A. Election of Officers for 2020

Peterson made a motion to keep all current officers serving this year in the same roles for 2020.

Motion of Support by Corder

Swanson said that this may not be approved procedure for election of officers.

Peterson made an amendment to go thru the vote for each office as commission usually does.

Supported by Corder

Motion passes

Motion to nominate David Streeter for Chair made by Peterson

Seconded by Pazyamor

Streeter was not present to accept or decline the nomination

Motion Carried Unanimously

The motion passed with the understanding that if Streeter does not wish to serve as Chair a vote to fill the Chair position will be placed on the January 2020 agenda

Motion to nominate Edward Burnett for Vice Chair made by Peterson

Seconded by Corder

Burnett accepts the nomination

Motion Carried Unanimously

Motion to nominate Sage Pazyamor for Secretary made by Burnett

Seconded by Swanson

Pazyamor accepts the nomination

Motion Carried Unanimously

Motion to nominate Elizabeth Corder for Treasurer made by Swanson

Seconded by Burnett

Corder accepts the nomination

Motion Carried Unanimously

B. 2020 Park Commission Meeting Dates (6:30 pm Location Civic Center Board Room)

January 6 th	April 6 th	July 6 th	October 5 th
February 3 rd	May 4 th	August 3 rd	November 2 nd
March 2 nd	June 1 st	September 14 th	December 7 th

Motion to approve the 2020 meeting dates, start time, and location made by Peterson
Seconded by Burnett Motion Carries

X. Announcements

None

XI. Recommendations to the Township Board

Motion to recommend adoption of Non-Motorized Transportation Plan by Township Board made by Peterson

Seconded by Corder

Burnett – yes Cannon-yes Corder-yes Pazyamor-no Peterson-yes Swanson-yes

Streeter-not present

Motion carried

XII. Adjournment

Motion to adjourn made by Pazyamor

Seconded by Swanson

Motion Carried Unanimously

Meeting Adjourned at 8:33pm



PUBLISHING SERVICE AGREEMENT

This Agreement is made this 06 day of December, 2019 by and between Liturgical Publications Inc (Publisher) and Charter Township of Ypsilanti Recreation Department, Ypsilanti, MI (Customer). The parties agree that the Customer will use Publisher's services as defined in section II below and shall provide copy on a timely basis. In consideration for Publisher providing a complete and continuous publishing service, the Customer agrees to distribute the publication to its members and hereby assigns to Publisher, all its rights to any advertising revenue from the publication. Every attempt will be made to deliver the publication in a timely manner, however, the customer acknowledges that the Publisher cannot be held responsible for delivery exceptions due to weather emergencies, strikes, natural disasters, or acts of God.

- I. **TERM:** This agreement shall commence immediately and shall continue in effect for 3 consecutive Publication Years (each publication year consisting of 03 publications), with the first publication year to begin on the 01 day of May, 2020. The term of this Agreement shall include the initial Publication Year(s) and any subsequent renewal(s) (collectively the "Agreement Term"). The Customer has the option of canceling this Agreement by giving Publisher a one year written notice. This notice would need to be given to Publisher no later than the anniversary of the start of the agreement.
- II. **SERVICES:** Publisher shall provide to Customer all benefits outlined in the Agreement, provided 30 spaces of advertising sponsorship is maintained at all times during the term of this Agreement; otherwise, Publisher reserves the right to use alternate printing procedures or production methods; modify certain terms and conditions, or terminate this Agreement.
Absent the existence of factors beyond the control of either party (including without limitation due to acts of God, natural disasters, war or the failure of Internet service providers, other vendors, or shipping carriers and without such party's fault or negligence), Publisher shall deliver the publication to Customer within 7 business days. Publications received after 2pm EST may take an additional business day.
 - A. Publisher shall provide the following publication(s)/services:
 - 3 issues of a(n) 24 page (8.5x11) Newsletter consisting of 21 page(s) of content and 3 pages of sponsorship (bottom half of pages 3, 7, 9, 15, 19 and 24), collate and staple. Quantity published will be 15500 copies per publication. Newsletter will consist of the following: Cover Sheet: Digital 11x17 4/4. Sheet 2: Digital 11x17 4/4. Sheet 3: Digital 11x17 4/4. Sheet 4: Digital 11x17 4/4. Sheet 5: Digital 11x17 4/4. Sheet 6: Digital 11x17 4/4.
- III. **VALUE ADDED SERVICES:** Provide at no additional cost.
 - A. Customer will have unlimited access to Publisher's LPI Express publication transmission software.
 - B. WeCreate, <https://wecreate.4lpi.com/lpi>, (a \$299/yr value) – our source for content and artwork to help you produce a better publication.
 - C. OurSeniorCenter (<http://ourseniorcenter.com>) - Your publication's presence on the Internet that includes the last twelve issues of your publication online.
- IV. **AGREEMENT:** The contents of this document, including attached exhibits and/or subsequent renewal Agreements, extensions, or revisions constitutes the entire Agreement regarding the subject matter contained herein between Publisher and the Customer. The parties understand and agree to be bound by its terms and conditions. This Agreement shall bind the parties, their successors and assigns. This Agreement is not intended to supersede or modify other agreements.
Customer agrees to provide Publisher a copy of their vendor list only for solicitation of advertising for the Publication. Publisher agrees to maintain confidentiality of these lists and only use them for contracted services between Publisher and the Customer. Customer also agrees to make available a telephone, Internet connection (if available), and work space for the Publisher's representative during scheduled sponsorship campaign(s). The Customer further agrees to insert a timely pre-sell message into their publication.
- V. **RENEWAL:** Publisher and Customer agree that at any date prior to the expiration of this Agreement, this Agreement may be renewed or revised on terms then mutually agreeable to both parties. If the Customer has not signed a new Agreement with Publisher, or notified Publisher in writing of its decision to non-renew service at least 180 days prior to the expiration of the Agreement Term, the parties agree to then renew this Agreement for such a period and under such terms as are identical to those contained in this Agreement.
Prior to replacing the service provided by the Publisher, the Customer agrees to give the Publisher the opportunity to match or exceed any other publisher's offer before entering into an agreement with them.

Charter Township of Ypsilanti
Recreation Department
2025 E. Clark Road
Ypsilanti, MI 48198
(734) 544-3800

Liturgical Publications Inc
5 Progress Drive
Cromwell, CT 06416
(800) 477-4574



By: _____ DATE: _____
Mr. Mike Hoffmeister

← SIGN HERE

Diane Foster 612.0
Communication Consultant



PARTNERSHIP AGREEMENT

Thank you in advance for your participation and cooperation in the preparation of the sales effort. Our goal is to do the best job possible in obtaining ads for your publication. We appreciate your cooperation in helping us meet and exceed the advertising sales goal. We look forward to working with you in the years ahead.

The following information is needed in order to ensure a successful advertising campaign:

- On-site Telephone / Workplace
- On-site Internet Access
- Insertion of sales campaign announcement into current newsletter prior to sales effort
- Sponsor / Vendor list / Accounts Payable list
- Dates of Center Events, Promotions, Open Houses, etc.
- Completed lead questionnaire prior to sales campaign

Your Advertising Sales Executive will use this information to begin preparation. If you have any other thoughts or leads on possible advertising prospects, or if any of the information is not available, please let your Communications Consultant know as soon as possible.

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Recreation Department
2025 E. Clark Road
Ypsilanti, MI 48198
(734) 544-3800

Liturgical Publications Inc
5 Progress Drive
Cromwell, CT 06416
(800) 477-4574

By: _____
Mr. Mike Hoffmeister

Diane Foster 612
Communication Consultant



Charter Township of Ypsilanti Parks and Recreation Application, Agreement and Policy for SPECIAL EVENT PERMITS

Thank you for considering the Ypsilanti Township Recreation Department (Ytown Parks) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Gate fees at applicable parks will still be assessed at the time of arrival. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the Charter Township of Ypsilanti Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with Ytown Parks staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

- Application for Rental Agreement
- Event Site Plan
- Application Fee \$25/non-refundable
- Event Agenda/Activities

Rental/Permit Fees, Damage Deposits and Certificate of Insurance:

Damage deposits, facility fees, permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable to **Ypsilanti Township Recreation Department** and mailed to
2025 East Clark Road, Ypsilanti, MI 48198 or dropped off at the Community Center.

Facility Rentals

In order to host a special event within an Ypsilanti Township park or facility, the rental fees are separate from any associated special event applications and fees.

Damage Deposit:

YTOWN PARKS will return any deposits within 45 days after the event. Ytown Parks will issue the refund if the rented area is found to be in the same condition as it was prior to the event. Otherwise, the department will use the deposit (or a portion of it) to clean the area and repair any damage.

Refunds

The Charter Township of Ypsilanti Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

Insurance:

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

Entire Application Must Be Completed In Full



- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers’ Compensation Insurance in accordance with the statutory requirements of the Michigan Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Michigan. The Charter Township of Ypsilanti, the Township, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker’s Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the Township will be called upon to contribute to a loss hereunder.

Meeting:

Once the application has been approved, Ytown Parks staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time.

Walk-through:

Once the application has been approved and no less than two weeks prior to the date of your event, you are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. The purpose of the walk-through is to make you completely aware of all site guidelines and answer any additional questions you may have.

Vehicles and Parking:

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

Food and Drink:

If any food will be prepared, distributed or sold at the event, each vendor must receive and hold a permit from a County Health Department.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

Alcohol

Alcohol is strictly prohibited in Township Parks.

Trash Removal:

You are responsible for securing additional receptacles or having your trash hauled away if park containers won’t accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. YTOWN PARKS will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

Port-O-Lets:

You are responsible for securing the appropriate number of port-o-lets for your event (1 per 300 attendees). They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. Ytown Parks takes no responsibility for any damage to port-o-let(s) prior to removal. Port-o-lets are to be placed in designated areas or as approved by park staff. Provide the location of your Port-o-Lets in the event map/layout. If port-o-lets require hoses for a water source, the vendor must supply the hose.

Tents:

Charter Township of Ypsilanti Parks & Recreation is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. Provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

Entire Application Must Be Completed In Full



Child Supervision:

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

Safety:

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Charter Township of Ypsilanti Municipal Code Section 46-61 to possess, carry, fire or discharge, or cause to be fired or discharged across, min or into any portions of the park is strictly prohibited within the Township’s jurisdiction.

Copyright:

It is the applicant’s responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Violations:

Park facilities must be used solely in accordance with the Charter Township of Ypsilanti Parks and Recreation policies and procedures; Ytown Parks retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks, golf courses, or other park premises is prohibited.

By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the Charter Township of Ypsilanti Parks and Recreation Department Rental Agreement.

Please Read Carefully

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Charter Township of Ypsilanti Parks & Recreation Park. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person’s race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I _____, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the Charter Township of Ypsilanti, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

Signature

Date



Charter Township of Ypsilanti Parks and Recreation Department
2025 East Clark Road
Ypsilanti, MI 48198
734-544-3800

OFFICIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES
Charter Township of Ypsilanti Parks and Recreation Department (Ytown Parks)
(Please Print or Type)

- Parks operating hours are dawn to dusk (must be out prior to dusk park closing)
- Permit applications must be submitted to the Department at least six weeks prior to event.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department.
Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: (check all that apply)

- Charter Township of Ypsilanti
Washtenaw County
Other
Department-Affiliated
Non-Profit
Tax ID#
Non-Profit Fundraising Event
Tax ID#
Private - Township Resident
Private - Non-Resident
Profit Making
Other

Please complete entire application:

Date of Application:

Date of Proposed Event:

Contact Information:

1. Organization applying for Special Use Event Permit:

Organization:

Address:

Township: State: Zip Code:

Telephone #: Fax:

2. Name of organizational contact responsible for managing event
(Please list the one representative that will be responsible for all communication):

Name: Title:

Address/Phone Number (if different)

Address:

Township: State: Zip Code:

Telephone #: Fax:

E-mail:

Event Logistics:

Entire Application Must Be Completed In Full



3. Name of event: _____

4. Type of event: (Please check all that apply)

- Concert Entertainment Public Info. Environmental
 Cultural Endurance Sports Walkathons/fitness Walk (*)
 Reunion Fund Raiser Other (please explain) _____

All Events: If you are requesting that any public street be used or partially closed/blocked off or if you need additional Township resources (i.e. Fire or Street Departments), you must complete a separate request or permit through each respective party.

5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

6. Requested Park Location: _____

Facilities in park (i.e. shelter, park, grounds, etc.): _____

If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc. (Map of park included)

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)	Starting Time	Ending Time	Set-up Date/time	Tear Down Date/Time

(a) Designated date for inclement weather? (Rain date) Yes No
 If yes, date: _____

8. Total number of anticipated participants (i.e. volunteers, spectators, walker^s, etc.): _____
 Peak Attendance: _____ at time _____ a.m. p.m.

9. Is this a first time event for you or the sponsoring organization at this location? Yes No
 (a) **If not,** how does this event differ from previous years(s)?

(b) Attendance totals for last event: Daily _____ Overall _____

10. How do you plan to publicize this proposed event? (If available, please attach a copy of the proposed plan or flyer)
PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE CHARTER TOWNSHIP OF YPSILANTI RECREATION DEPARTMENT. Please list event web site if available.

11. Do you wish to have any signs, banners or flyers be hung or posted in the park? Yes No
Describe the proposed locations of the banners, etc.



19. Will there be displays, literature, or other types of solicitation? Yes No
If yes, please explain: _____

20. Are you providing additional portable toilets for your event? Yes No
How many? _____ Location: (show on site map) _____ Vendor: _____

Notice: The Charter Township of Ypsilanti Parks and Recreation Department requires you to have 1 (one) restroom facility for every 300 participants. If number needed exceeds what park has available, it will be the organization's/event organizer's responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site:

Person responsible for clean-up:
Contact Name: _____ Relationship to organization: _____
Phone Number: _____

Notice: Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the Ytown Parks. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough (over 300 people) to produce more than the 10 bag maximum, it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

Security/Safety:

22. What are your plans for providing security, traffic and/or crowd control: _____
Contact Person: _____
Company Name: _____
Contact Phone Number: _____

23. What are your parking plans? Overflow parking? _____

24. What are your plans for providing emergency/medical services? _____

Event Entertainment:

25. Do you plan to provide musical entertainment for this event? Yes No
If yes, please describe: _____

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?
 Yes No If yes, please list type of equipment below:

Type of Equipment	Quantity
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Entire Application Must Be Completed In Full



27. If musical entertainment is used, please list contact information for sound technicians.

28. Do you plan to provide other entertainment for this event? Yes No

If yes, please describe or attach copy of your planned program: _____

Notice: The sponsoring organization's Event Coordinator must comply with all Charter Township of Ypsilanti's ordinances regarding acceptable noise levels. (Please refer to the Township's Noise Ordinance, Section 46-62 of the Charter Township of Ypsilanti Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? Yes No

30. Are you providing a generator as a power source? Yes No

What are the electrical needs for the event: _____

Type of equipment i.e., (roasting pans, amplifiers, inflatables, etc.)	Power requirements

31. Are there any special provisions pertaining to your event that have not been addressed on this application?



Event Fees

Due with Application:

Application Fee: \$25/non-refundable \$ _____

Fees, Charges and Deposits Schedule:

Permit Fee: \$100/day \$ _____

Vending Fee: \$25 per vendor selling food/merchandise \$ _____

Charter Township of Ypsilanti Recreation Department Special Event Application (PARK USE ONLY)	
Date Received: _____	Fees Charged: _____
Partnership: _____	Parks Event: _____ Permit #: _____
Scheduled for Special Use Meeting Date: _____	Approved as is: _____
	Approved with modifications: _____
Charter Township of Ypsilanti contact person: _____	
Telephone Number: _____	Fax #: _____
E-mail: _____	

John Woodcock

From: John Woodcock <jgolfw@comcast.net>
Sent: 2019-07-18 8:54 AM
To: David Streeter
Cc: Mark Goodman
Subject: Hewen's Creek Park
Attachments: Post Locations.docx; State Park Sign Sample.pdf; HCP Trail Marker.jpg

Dear Commissioner,

I'm confirming the offering I made to the Park Commission earlier this month. I will provide trail marker materials as illustrated in the attachments to this writing. The materials would consist of some eleven cedar posts, Quikrete, signs and markers. I will pay for a day's rental of a post hole digger if not available in township inventory. I am open to adding additional trail markers at the suggestion of the Park Commission or potomBA. The installation/labor to install would be the responsibility of the township or any volunteers the your commission assigns. I have made a previous futile offering to the potomBA. This project must be completed by the October 31st of this year or the offering is rescinded.

Attached is a sample of the proposed sign similar to signage used at state parks.. There is an additional photo of the marker placed, see green star on map, that relieved issues of lost people going to home owners at night when lost on the trail where it follows the fence at the north boundary of the park. The white stars indicate the position of the additional markers.

I've met over fifty lost people on these trails. The placement of these trail markers will provide a more safe and enjoyable experience at Hewen's Creek Park.

My respects,

John Woodcock
6303 Oakhurst Drive
Ypsilanti, MI 48197-9476
734-604-8374 (Cell)
jgolfw@comcast.net

From: John Woodcock <jgolfw@comcast.net>
Sent: 2019-07-03 9:07 AM
To: dstreeter@ytownparks.org
Cc: Bob Hollen@bikehewenscreek@gmail.com <bhollen666@att.net>; Mark Goodman <mxg001@gmail.com>
Subject: Hewen's Creek Park

Dear Commissioner Streeter,

My thanks for hearing my requests and offerings at the park commission meeting last Monday.

I'm not sure if it was just good karma or your immediate action to have a minimal mowing done yesterday at the park. I hope to see efforts made to expand the park trail mowed by the township back to the loop that surrounded what was an open field in early 2000.

Most important to me was to make the park commission aware of my efforts to widen the potomBA trail red loop from the mountain biker single track to a wider more walker friendly two mile walking loop accessed from Hitchingham road and the neighboring neighborhoods.

I take full responsibility for making many piles of debris to manage this effort. In no way is the potomBA responsible or supportive of my designs.

I've included the previous trail manager Bob Hollen and the new trail manager Mark Goodman in this mail for you and for their information.

I'm working on another mail to cover the subject presented at the meeting.

I look forward to our efforts to make Hewen's Creek Park a true asset to the community.

Regards,

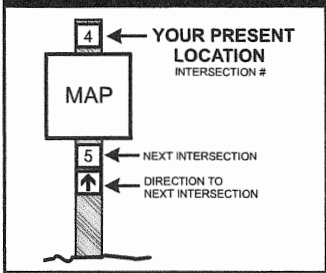
John Woodcock
6303 Oakhurst Drive
Ypsilanti, MI 48197-9476
734-604-8374 (Cell)
jgolfw@comcast.net



BIKING and HIKING TRAILS

PINCKNEY STATE RECREATION AREA

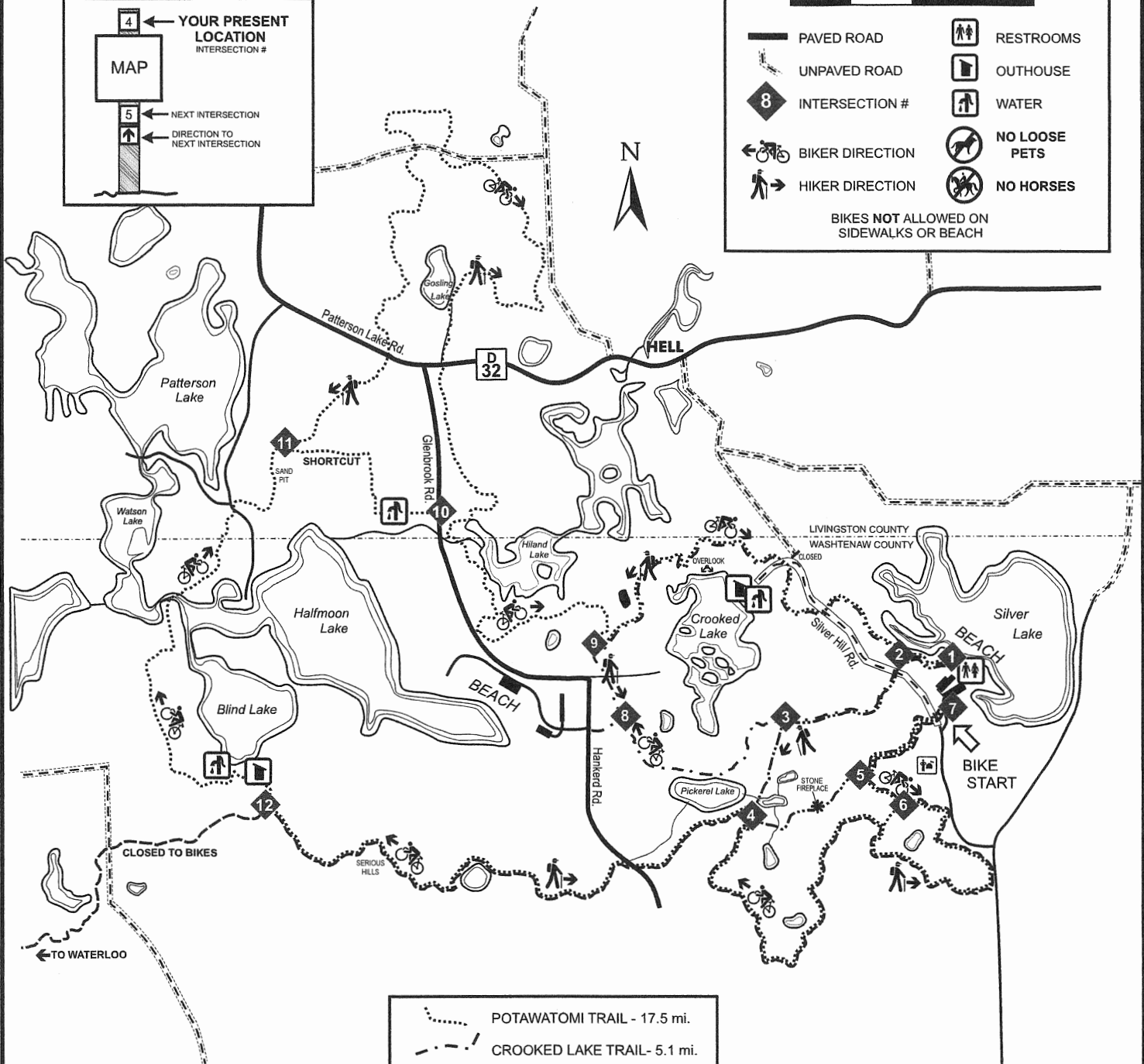
TRAIL MARKER KEY



ONE MILE

	PAVED ROAD		RESTROOMS
	UNPAVED ROAD		OUTHOUSE
	INTERSECTION #		WATER
	BIKER DIRECTION		NO LOOSE PETS
	HIKER DIRECTION		NO HORSES

BIKES NOT ALLOWED ON SIDEWALKS OR BEACH



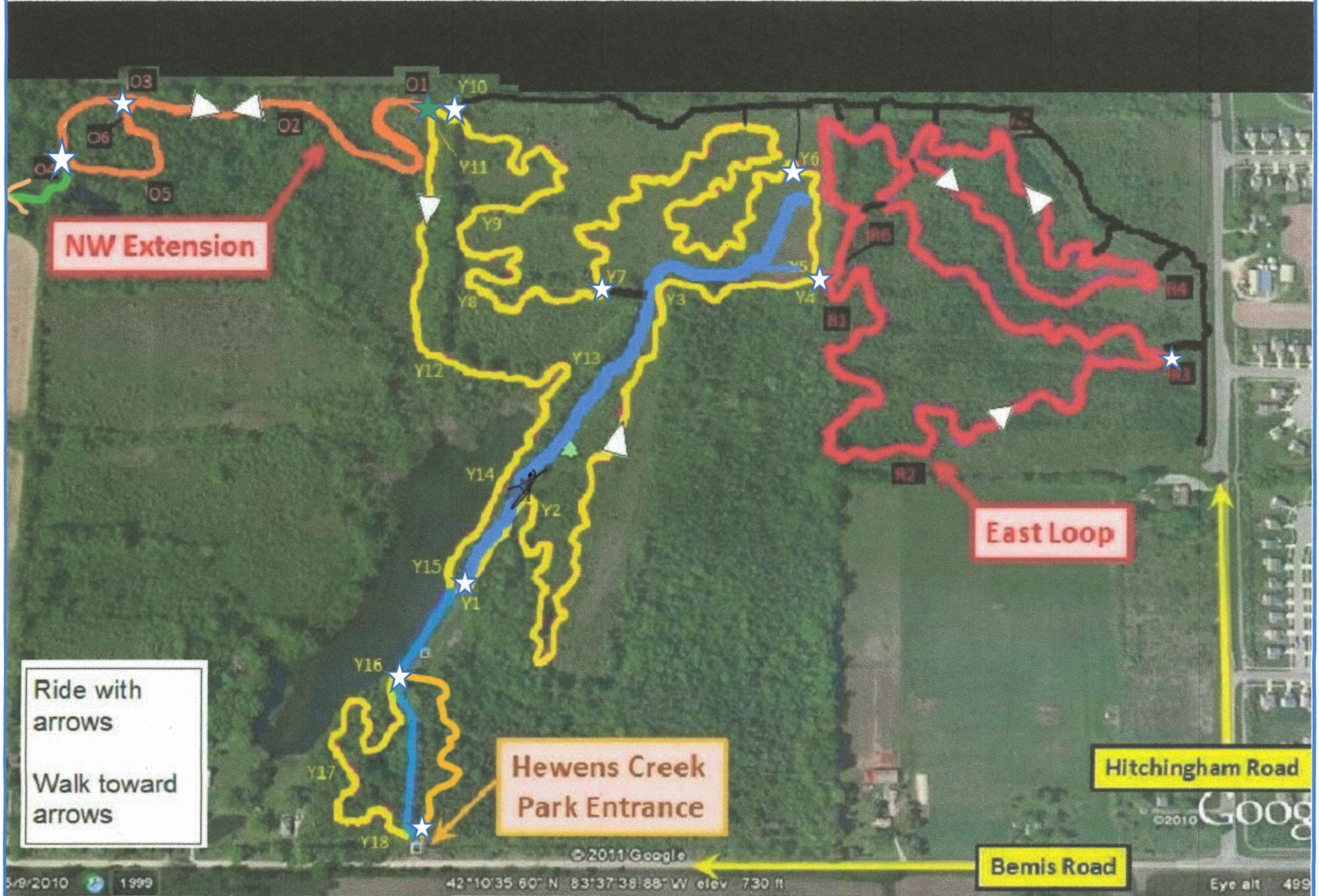
	POTAWATOMI TRAIL - 17.5 mi.
	CROOKED LAKE TRAIL - 5.1 mi.
	SILVER LAKE TRAIL - 1.9 mi.
	WATERLOO-PINCKNEY TRAIL

WARNING:
area open to hunting in season



* ARE POST LOCATIONS

Hewens Creek MTB Trail Map, Ypsilanti, MI



Budget

	Material	Quantity	Each	Total + T	
Signs	3.25 x 3.25	36	2.75	104.94	https://si1d.com/ Old Estimate
Signs	11 x 8.5	12	14.50	184.44	https://si1d.com/ Old Estimate
Map Artwork	11 x 8.5	1	120.00	127.20	https://si1d.com/ Old Estimate
Cedar Post	4 x 4 x 8	12	28.48	362.27	https://www.lowes.com/pd/Top-Choice-4-x-4-x-8-ft-Cedar-Lumber-Common-3-5-in-x-3-5-in-x-8-ft-Actual/50336003
QUIKRETE Quick Setting	50 Lb.	6	5.80	36.89	https://www.lowes.com/pd/QUIKRETE-50-lb-Fast-Setting-Concrete-Mix/3006121
QUIKRETE All-purpose Gravel	50 Lb.	6	4.40	27.98	https://www.lowes.com/pd/QUIKRETE-1b-Bulk-All-purpose-Gravel/3006122
Power Pro #8 x 2-in Stainless Steel Deck Screws	35/pkg.	7	9.98	74.05	https://www.lowes.com/pd/Power-Pro-8-x-2-in-Stainless-Steel-Deck-Screws-35-Count/999995822
Post Hole Digger Rental	Day	1	92.50	98.05	Sunbelt Rentals Carpenter Road - Mathew Bauers Little Beaver Model MDL5H https://littlebeaverstore.com/store/little-beaver-5-5-hp-post-hole-digger-honda-mdl-5h.html
Water	Gal.	12	0.00	0.00	
Total Estimate				1,015.82	

Actual

	Material	Quantity	Each	Total + D&T	
Signs	3.25 x 3.25				
Signs	11 x 8.5				
Map Artwork	11 x 8.5				
Cedar Post	4 x 4 x 8	11	28.98	304.12	https://www.homedepot.com/p/4-in-x-4-in-x-8-ft-Premium-S4S-Cedar-Lumber-264784/203151250
QUIKRETE Quick Setting	50 Lb.	5	0.00	0.00	
QUIKRETE All-purpose Gravel	50 Lb.	5	0.00	0.00	
Power Pro #8 x 2-in Stainless Steel Deck Screws	35/pkg.		9.98		
Post Hole Digger Rental	Day			0.00	
Water	Gal.	12	0.00	0.00	
Total Estimate				304.12	