

**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*

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**YPSILANTI TOWNSHIP PARK  
COMMISSION**

**REGULAR MEETING**

Date: Monday, February 3, 2020

Time: 6:30 P.M.

**LOCATION**

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

**AGENDA OF THE FEBRUARY 3, 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. Special Event Application & Policy**
  - C. LPI Publishing Service Agreement**
  - D. Grove Road Phase 2**
- IX. New Business**
- X. Announcements**
- XI. Recommendations to the Township Board**
- XII. Adjournment**

**CHARTER TOWNSHIP OF YPSILANTI  
PARK COMMISSION  
PROPOSED MINUTES OF THE JANUARY 6, 2020 REGULAR MEETING**

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

**I. Call to Order**

Vice Chair Edward Burnett called the meeting to order at 6:33pm in the Charter Township of Ypsilanti Civic Center's Board Room

**II. Roll Call**

**Commissioners Present:** Edward Burnett, Elizabeth Corder, Sage Pazyamor, Gloria Peterson, David Streeter, and Debbie Swanson

**Commissioners Absent:** Brad Cannon

**Staff Present:** Mike Hoffmeister

**Township Board Members Present:** Monica Ross-Williams

**III. Election of Chair-confirmation**

David Streeter had been elected as Chair on December 9, 2019, contingent upon his acceptance of the position. Streeter accepted.

**IV. Determination of Quorum**

Quorum present

**V. Approval of Agenda**

Motion to approve the agenda made by Peterson

Seconded by Swanson

Motion Carried

**VI. Approval of Minutes – December 9, 2019**

Motion to approve December 9, 2019 minutes made by Peterson

Seconded by Swanson

Motion Carried

**VII. Citizens Participation**

John Woodcock of 6303 Oakhurst Drive asked if the new gate at Hewen Creek Park could be left open. Director Hoffmeister stated that the majority of parks are closed in the winter due to liability concerns since there is not enough staffing to maintain pathways and parking.

**VIII. Reports**

**A. Staff Reports**

Hoffmeister shared that he will request the Township Board for bid approval for Community Center flooring project. He also stated that the Township received grant funding for the Loonfeather Park proposal. Streeter shared an email from Verges that there is a MParks conference and trade show on January 29<sup>th</sup> in Novi, free for township officials including the Park Commission to attend.

**B. Commissioner Reports**

None

**IX. Unfinished Business**

**A. Dog Park**

No updates

**B. Hewens Creek**

Hoffmeister stated they have received a draft of maps for the area, reviewed with John Woodcock and Trail Coordinator Mark Goodman with Potowatomi Chapter of the International Mountain Biking Association. Says they have discussed a plan to get trail maps up and all parties are in agreement of the plan.

**X. New Business**

**A. Updated Park Commission Meeting Locations**

In Ypsilanti Township Board Room unless as noted

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

- \*1st floor conference room
- \*\*2nd floor conference room
- \*\*\*Cafeteria

**B. LPI Publishing Services Agreement**

Hoffmeister shared a proposal with LPI Publishing to do recreation brochures at no cost to Township for design and printing. The mailings would have advertising, and the cost of mailing would be the Township’s responsibility. This company also provides this service for the Township’s 50 and Beyond program. Swanson expressed concern that the company is not local and inquired as to whether the labor is union. Peterson asked if the advertisements would be for Ypsilanti Township businesses only. Hoffmeister stated he would look into commission’s concerns and report back. In the meantime, Parks and Recreation will be publishing a flier with information on parks and programs that will be mailed with the YCUA bills, saving the Township on the cost of mailings.

**C. Special Event Application and Policy**

Hoffmeister presented the proposed Special Event Application and Policy. Commissioners asked for more time to review and to be included in the application review process. Commissioners also wanted to inform that Appleridge Reunion be informed of the change and have the opportunity to possibly have their past agreements grandfathered in.

**D. Annual Review**

Motion to approve 2019 Annual Report made by Swanson  
Seconded by Corder

Motion Carried

**XI. Announcements**

None

**XII. Recommendations to the Township Board**

None

**XIII. Adjournment**

Motion to adjourn made by Peterson

Seconded by Swanson

Meeting Adjourned at 7:45pm

Motion Carried Unanimously

Minutes Taken and Prepared by Sage Pazyamor, Secretary



## **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 \$30/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 received, 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. Additionally, special event applicants may have to attend a Park Commission meeting for additional vetting.

**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

SPECIAL 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.
• It is recommended that Special Events be hosted in Community Parks. If requesting a neighborhood park, it is up to the discretion of Ytown Recreation Staff and/or the Park Commission.
• 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:

Entire Application Must Be Completed In Full



**Event Logistics:**

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.): \_\_\_\_\_

\*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<sup>2</sup>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

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

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

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

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**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?

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## Event Fees

**Due with Application:**

Application Fee: \$30/non-refundable \$ \_\_\_\_\_

**Fees, Charges and Deposits Schedule:**

Permit Fee: \$100/day \$ \_\_\_\_\_

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

**Rental Fees and Charges** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Charter Township of Ypsilanti Recreation Department Special Event Application (PARK USE ONLY)**

Date Received: \_\_\_\_\_ Fees Charged: \_\_\_\_\_

Partnership: \_\_\_\_\_ Parks Event: \_\_\_\_\_ Permit #: \_\_\_\_\_

Scheduled Staff Meeting Date: \_\_\_\_\_  Completed  Approved  Declined

Scheduled Park Commission Meeting Date: \_\_\_\_\_  Completed  Approved  Declined

Charter Township of Ypsilanti Staff person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_



# 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

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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.

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: \_\_\_\_\_  
Mr. Mike Hoffmeister

\_\_\_\_\_  
Diane Foster 612  
*Communication Consultant*

LEGEND :

- A** TRAIL HEAD WITH SEAT WALL AND PLANTINGS
- B** BIKE REPAIR AND WORK STATION
- C** PROPOSED B2B TRAIL LINK
- D** PEDESTRIAN SCALE LIGHTING
- E** FORESTED RESTORATION
- F** EXISTING POND
- G** EXISTING TRAIL
- H** FOCAL POINT TREE (OAK)
- I** MAINTAIN NATURAL PRAIRIE OPENING
- J** REMOVE CUL-DE-SAC AND REPLACE WITH REFORESTED NATURAL AREA
- K** MAINTAIN MAINTENANCE ACCESS TO POND
- L** BENCHES
- M** OAK OPENING RESTORATION AREA



► **CONCEPT 1: "THE CORE" - NORTH HYDRO PARK**

**GROVE STREET PATHWAY** | YPSILANTI TOWNSHIP, MI

09.24.2019

CHARACTER IMAGES



MULTI-USE TRAIL LINK & NATURAL PRAIRIE



TRAILHEAD PLAZA



HABITAT RESTORATION



BIKE REPAIR STATION



DRINKING FOUNTAIN



SITE FURNISHINGS

► CONCEPT 1: "THE CORE" - NORTH HYDRO PARK

GROVE STREET PATHWAY | YPSILANTI TOWNSHIP, MI

09.24.2019

LEGEND :

- A** PRIMARY TRAILHEAD WITH PERGOLA
- B** SEATING, BIKE REPAIR & DRINKING FOUNTAIN
- C** PROPOSED B2B TRAIL LINK & PED LIGHTING
- D** NATURAL PLAY AREA
- E** POLLINATOR HABITAT
- F** INTERPRETIVE SIGNAGE
- G** PEDESTRIAN HIKING LOOP
- H** PLAZA/SEATING AREA @ TRAIL JUNCTURE
- I** BOARDWALK, SEATING & VIEWING PLATFORM
- J** SECONDARY TRAILHEAD
- K** NATURAL PRAIRIE AREA
- L** OWL PERCHES & BAT HOUSES
- M** TURTLE HABITAT
- N** BIOSWALE/RAIN GARDEN
- O** PERMEABLE PAVER PARKING LOT - 20 SPACES
- P** PROPOSED HOUSING UNITS
- Q** COMMONS AREA / PARK SPACE
- R** BEE HIVES
- S** COMMUNITY GARDEN
- T** EMERGENCY CALL STATION

*NOTE:*  
IN THIS CONCEPT, MAINTENANCE ACCESS TO PONDS CAN BE ACHIEVED BY UTILIZING PROPOSED TRAILWAY SYSTEMS

CIRCADIAN RHYTHM LIGHTING SO AS TO MINIMIZE IMPACTS TO NATURAL FAUNA IN AREA



► **CONCEPT 2: "EXPANSION" - NORTH HYDRO PARK**

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CHARACTER IMAGES



PRIMARY TRAILHEAD WITH PERGOLA



BIKE REPAIR STATION



PEDESTRIAN LIGHTING



NATURAL PLAY AREA



POLLINATOR HABITAT



BEE HIVES



INTERPRETIVE SIGNAGE



FOOTPATH



BOARDWALK



COMMUNITY GARDEN



WATER FEATURE WITH BOARDWALK



BIOSWALE / RAINGARDEN

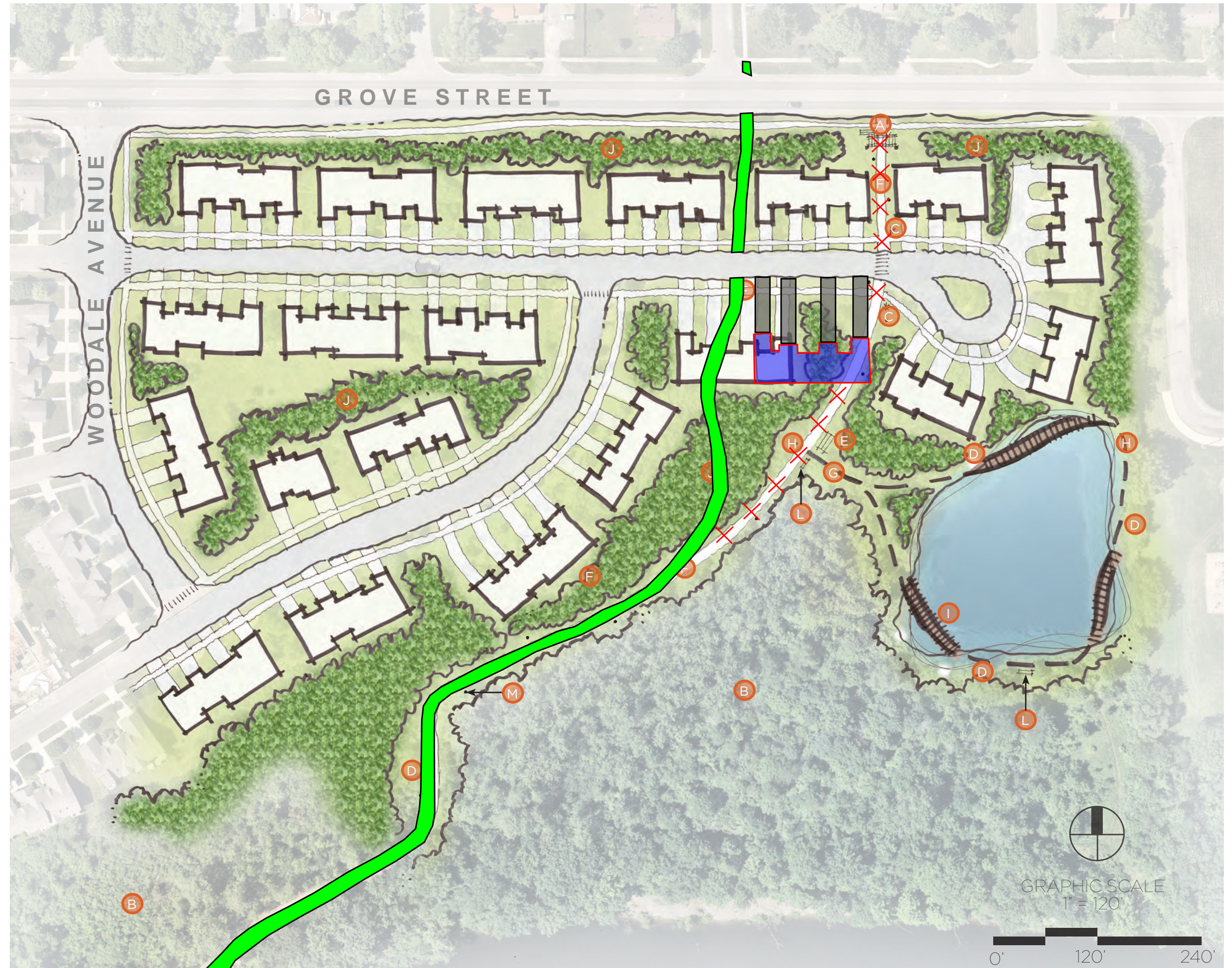
▶ CONCEPT 2: "EXPANSION" - NORTH HYDRO PARK

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LEGEND :

- A PRIMARY TRAILHEAD WITH PEDESTRIAN AND BIKE AMENITIES
- B PRESERVATION OF WOODLANDS
- C WAYFINDING SIGNAGE
- D ART IN THE LANDSCAPE
- E SECONDARY TRAILHEAD
- F B2B TRAIL WITH LIGHTING
- G PEDESTRIAN HIKING LOOP
- H INTERPRETIVE LEARNING STATIONS
- I BOARDWALK / OVERLOOK & OUTDOOR CLASSROOM OPPORTUNITIES
- J FOREST RESTORATION/PRIVACY SCREEN
- K BENCHES
- L PEDESTRIAN SCALE LIGHTING



► **CONCEPT 3: "NEIGHBORHOOD LINKS" - NORTH HYDRO PARK**

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**CHARACTER IMAGES**



**B2B MULTI-USE TRAIL CONNECTOR**



**WAYFINDING SIGNAGE**



**ART IN THE LANDSCAPE**



**INTERPRETIVE LEARNING STATIONS**



**PEDESTRIAN HIKING LOOP**



**OUTDOOR CLASSROOM OPPORTUNITIES**

**▶ CONCEPT 3: "NEIGHBORHOOD LINKS" - NORTH HYDRO PARK**

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