

Commissioners
Edward Burnett
Gigi Jones
Ashley Agdorny Sanders

## **Ypsilanti Township Park Commission**

# **Regular Meeting**

Date: Monday, October 6th, 2025

Time: 6:30 P.M.

# **Location**

1<sup>st</sup> Board Room Ypsilanti Township Tilden R. Stumbo Civic Center 7200 S. Huron River Dr Ypsilanti, Michigan 48197



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## **REGULAR MEETING AGENDA**

MONDAY, Oct. 6<sup>th</sup>, 2025 6:30 P.M.

- I. Call to Order
- II. Roll Call
- III. Determination of Quorum
- IV. Approval of Agenda
- V. Approval of Minutes from the September 8th, 2025 Regular Meeting
- VI. Citizens Participation
- VII. Reports
  - A. Staff Reports
  - **B.** Commissioner Report
- VIII. Unfinished Business
  - IX. New Business
    - A. Special Event Permit: Ford Lake Park
  - X. Announcements
  - XI. Recommendations to the Township Board
- XII. Adjournment

Chair
Cass Creech
Vice Chair
Drew Crosby
Treasurer
Suzanne LaFrance
Secretary

Lawrence Johnson



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## **Proposed Sep 8<sup>th</sup> Meeting Minutes**

**Date:** 9/8/2025

Call to Order Time: 6:33

## **Roll Call**

Burnett P
Creech P
Crosby P
Johnson P
LaFrance P
Sanders P
Jones P

## **Determination of Quorum** Y

Approval of Agenda Amended N Motion: Burnett Second: Crosby Motion

passed

Approval of Minutes Amended N Motion: Sanders Second: Jones Motion

passed

#### **Citizens Participation**

Name: Shelley Ferguson

**Comments:** Shelley expressed her love of local parks. Noted that North Bay Park is overrun with buckthorn, etc. The walkway over the north end of the lake has loose and unsafe boards and some sections (esp. over wetland area) are underwater.

Vegetation (weeds, grass) are overtaking the paths on the islands. Access to walkway from east end (easier for handican access) is also getting had

from east end (easier for handicap access) is also getting bad.

**Notes:** Need to look into Audubon Society or Eagle Crest / Marriott about contributions to walkway improvements.

Name: Ed Michowski

Comments: Ed is the Deputy Umpire in Chief, district 6 of USA Softball of Michigan. He has concerns about the lights at the Community Center Park softball fields. States the overall visiting teams are impressed with the lighting. Some lights are out at fields 1 & 2 and lack of lights at fields 3 & 4 limit tournaments. Copper from lights has been stolen in past, sees need to place equipment in secure location. Lights are older tech and could be replaced with LEDs for savings. Fencing around fields is old and has fallen in some spots, he has done temporary repairs with snow fencing, needs a more permanent solution. The astroturf in the batters boxes is also old and starting to slip.



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## **Park Commission**

#### **Staff Reports**

**Hines:** North Bay Park – Scores are in for grants for work on walking paths and over water walkways (land and water conservation grants)

The parking lot at the Civic Center is proceeding quickly with asphalt and striping to be done soon followed by concrete work.

Work on the 14B District Court is on schedule to be completed soon.

Community Center – Locker room renovations will be bid by 10/7 and the township board will vote on 10/21 for contract approval. Goal of locker rooms being finished by the end of 2025 or early 2026 is on track.

Grants from the Washtenaw County seniors tax for recreation, etc are pending. Appleridge Park – Path has been widened and prepped for paving. Playground equipment should be delivered next week and paving of path will also proceed. West Willow Park – Equipment for six exercise stations and basketball hoops have been ordered. October 18 is the possible date for the reopening ceremony.

### **Commissioner Reports**

**Burnett -** Inquired about possibility of adding dog way stations to Appleridge Park. Also asked

about the new county recreation center in Superior Twp. Has the county been communicating with

us about this project?

Creech - None

Crosby - None

**Johnson** - None

LaFrance - None

**Sanders -** Still working with Ford Land (a division of Ford Inc.) on building improvements at the

Dam and electric generating station. It is a slow back and forth. They are currently looking for a list

of 'wants'

note: Roof and windows need work

Jones - None

**Unfinished Business** 



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Clubview Park review. No parking signs have been installed at the Hillcrest (north) entrance to the park. Preliminary recommendation given to board about developing new park area on west side of park. The pavilion rebuild is on the budget for 2026.

### **New Business**

Motion to look into partnerships with Eagle Crest Marriott or other stakeholders for North Bay walkway. Motion by Burnett, second by Crosby, motion passes unanimously.

Rowfest 2026 needs approval. The organizers have submitted a request; Rowfest 2025 went very well.

Motion: Recommend special event application with Rowfest for 2026. Motion by Johnson, second by Jones, motion passes unanimously.

Motion to adapt the recommended new fees for parks. Motion by Johnson; 5 yes, 2 no; motion passes.

#### **Announcements**

We welcome Gigi Jones to the parks commission.

### **Recommendations to the Township Board**

We recommend that the board approve the Rowfest 2026 application

**Adjournment** Time: 8:07 Motion: Johnson Second: Crosby Motion passed



## 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.



- 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 (1 per 300 attendees when permanent restrooms are available. 1 per 150 attendees when no permanent restrooms are available), hand washing stations and accessible port-o-lets for your event. 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.



#### **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, in 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**

Signature	Date
I have read this release and understand all of its terms. I agree	with its terms and sign it voluntarily.
of action that may arise from the activities described herein. T and/or any other types of claim which may arise from these ac applicant or any of its agents, or by any third party.	
forever indemnify the Charter Township of Ypsilanti, its emp	loyees, officers, and agents from any and all claims or cause
	rmit applicant, shall agree to release, hold harmless, and
assumes all responsibility for proper conduct in the park, including	1 11
color, sex, religion, creed, national origin or ancestry, age or l	J 1
Recreation Park. The applicant agrees that while renting the p from participation in, deny anyone benefits of, or otherwise si	1 1
read, understand and agree to comply with all rules concernin	
correct to the best of my knowledge. As such, I have been aut	• 11 11 • 1
I, as applicant or duly authorized representative of the applica	



## 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	r)	
☐ Charter Township of Ypsilanti	☐Department-Affiliated	$\Box$ Private – Township Resident
□Washtenaw County	□Non-Profit	□ Private – Non-Resident
□Other	Tax ID#	□ Profit Making
	Non-Profit Fundraising Event Tax ID#	□Other
Please complete entire application:		
Date of Application:		
<b>Date of Proposed Event:</b>		
<b>Contact Information:</b>		
1. Organization applying for Special Use I	Event Permit:	
Organization:		
Address:		
Township:	State:	_ Zip Code:
Telephone #:	Fax:	
2. Name of organizational <b>contact</b> respons	sible for managing event	
(Please list the one representative that will		ion):
Name:	Title:	
Address/Phone Number (if different)		
Address:		
Township:	State:	_ Zip Code:
Tolombono #	F	



E-mail:							
<b>Event Logistics:</b>							
3. Name of event: _							
4. Type of event: (P	lease check a	ll that apply)					
□Cultural □F	Entertainment Endurance Fund Raiser	□Public Info □Sports □Other (plea	$\Box \mathbf{W}$	alkathons/fit	ness Walk (*		
All Events: If you are Foundative Foundation of the Foundation of							you need additional mit through each
5. What is the purpo	se of the ever	nt? (Please expl	ain and a	attach a detail	ed copy of y	our agenda or p	planned activities.)
trip.  5. Requested Park L  Facilities in park (i.e  *Please provide map	ocation: . shelter, park showing par	s, grounds, etc.)	:				
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 da If yes, date:			ain date)	□Yes	□No		
3. Total number of a			olunteer	s, spectators,	walker-s, etc	c.):	
Peak Attendance:				me			p.m.
9. Is this a first time (a) <b>If not</b> <sub>2</sub> how do	es this event	differ from pre-	vious yea	ars(s)?		□Yes	□No
(b) Attendance to	tals for last e	vent: Daily		Overall			
10. How do you plat PLEASE DO NOT YPSILANTI RECR	PRINT FOR	PUBLICATION	ON UNT	TIL APPRO	VED BY TH	IE CHARTER	oposed plan or flyer)  A TOWNSHIP OF
11. Do you wish to h <b>Describe the pro</b>					in the park?	□Yes	$\Box$ No



	les.	vendor d	1 07
Item	Size	(	Quantity
(b) If contracting with a company that v	will be providing any of the ab-	ove, list ii	nformatio
Company Name:	Contact Person:		
Address:			
Telephone Number:			
Company Name:	Contact Person:		
Address:			
Telephone Number:			
13. Is this event open to the public?		$\Box$ Yes	$\square$ No
14. Is this event ticketed?		$\Box$ Yes	$\square$ No
15. Is this event free?		$\Box$ Yes	$\square$ No
16. Please advise what accommodations you are accessibility)	e providing for persons with sp	pecial need	ds: (park
17. Will donations/contributions be accepted du If yes, please explain how these donations will be	<u> </u>		□ No

## **Notice:**

\*A temporary Food Permit must be obtained from a local County Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Washtenaw County Health Department at 734-222-3800. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.



\*Charter Township of Ypsilanti Recreation may charge a \$25.00 vending fee for each vendor selling food/merchandise.

19. Will there be displays, literature, or other types of solicitation?  If yes, please explain:	□Yes	□ No
20. Are you providing additional portable toilets for your event?  How many? Location: (show on site map)	□Yes Vendor: _	
<b>Notice:</b> The Charter Township of Ypsilanti Parks and Recreation Depa (one) restroom facility for every 300 participants. If number needed exce will be the organization's/event organizer's responsibility to acquire the payment will be required with application.	eds what park h	as available, it
21. Please describe how you plan to remove trash from the event site:		
Person responsible for clean-up:  Contact Name: Relationship to orga Phone Number:	anization:	
<b>Notice:</b> Each organization will be responsible for cleaning the site and (10 bag maximum) that is placed by a park trash receptacle will be removed on so may result in the reduction or loss of your security deposit. If an even 300 people) to produce more than the 10 bag maximum, it will be the even obtain additional trash receptacles and/or dumpsters for removal of trash will also result in the loss of deposit.	ved by the Ytow rent is deemed le ent organizers re	on Parks. Failure to arge enough (over esponsibility to
Security/Safety:		
22. What are your plans for providing security, traffic and/or crowd cont 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:		
	∃Yes	□ No

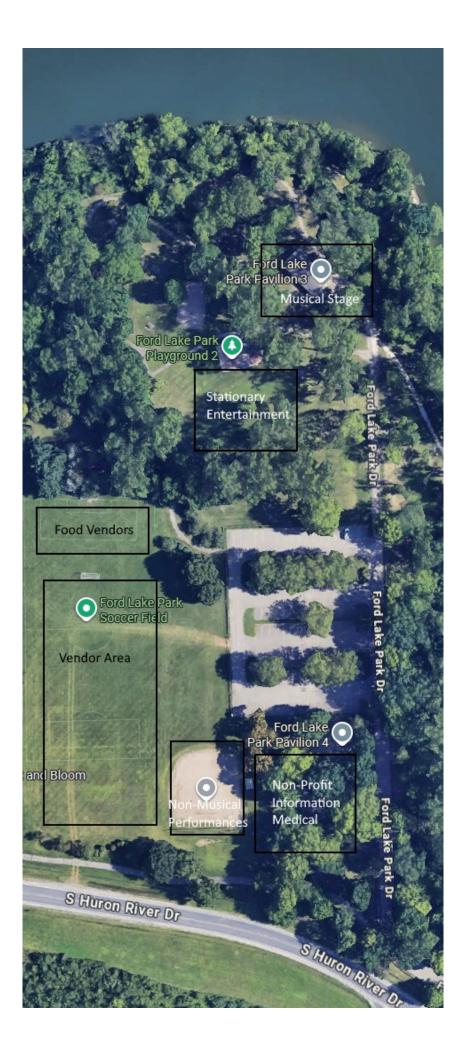


If yes, please describe:	minute or opportunity		- - -
26. Will any type of sound amplifying equipment or o	devices be used in conjun	ction with this event?	
If yes, please list type of equipment below:			
Type of Equipment		Quantity	]
27. If musical entertainment is used, please list contact	et information for sound t	echnicians.	]
28. Do you plan to provide other entertainment for thi If yes, please describe or attach copy of your plan		□ No	-
<b>Notice:</b> The sponsoring organization's Event C Ypsilanti's ordinances regarding acceptable nois Section 46-62 of the Charter Township of Ypsila responsibility to be in compliance with all federal	e levels. (Please refer to tanti Municipal Code.) It	the Township's Noise Ord is the event organizer's/ap	inance,
29. Events with animals require additional considerate permission for animals at your event?	ions and Animal Control  ☐Yes	approval. Are you planni. □No	ng to pursue
30. Are you providing a generator as a power source?	□Yes	$\Box$ 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 you	r event that have not bee	n addressed on this applica	ation?



## **Event Fees**

<b>Due with Application:</b> ☐ Application Fee: \$30/non-refundable		\$		
Fees, Charges and Deposits Schedule:  ☐ Permit Fee: \$100/day  ☐ Vending Fee: \$25 per vendor selling for	ood/merchandise	\$ \$		
<b>Rental Fees and Charges</b>		\$		
TOTAL:		\$		
Charter Tarreshin of Varilanti Danca	dian Danastasasa S	nocial Errord Am	mlingding (DAT	DV LICE ONL V
Charter Township of Ypsilanti Recrea	-	_		IR USE ONLY)
Date Received:		s Charged:		
Partnership:	Parks Event:	Permit #	<del>!</del> :	
Scheduled Staff Meeting Date:		$\Box$ Completed	$\square$ Approved	□ Declined
Scheduled Park Commission Meeting Da	nte:	$\Box$ Completed	$\Box$ Approved	□ Declined
Charter Township of Ypsilanti Staff pers	on:			
Telephone Number:	Fax #: _			
E-mail:				



Food Food Andres FOOD TRUCKS PARIZING 20Ft. VENDORS VENDORS JENDORS PARKING VENDORS VENDORS VENDORS PARIONG 20ft.