
Chair

Cass Creech

Vice Chair

Drew Crosby

Treasurer

Suzanne LaFrance

Secretary

Lawrence Johnson

**YPSILANTI
TOWNSHIP**

— WHERE YOUR FUTURE GROWS —

Park Commission

Commissioners

Edward Burnett

Gigi Jones

Ashley Agdorny Sanders

Ypsilanti Township Park Commission

Regular Meeting

Date: Monday, July 6th, 2026

Time: 6:30 P.M.

Location

1st 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, July. 6th. 2026

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 June 1st, 2026 Regular Meeting**
- VI. Citizens Participation**
- VII. Reports**
 - A. Staff Reports**
 - B. Commissioner Report**
- VIII. Unfinished Business**
- IX. New Business**
 - A. Family Fun Day YCS Application**
- X. Announcements**
- XI. Recommendations to the Township Board**
- XII. Adjournment**

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Proposed June 1st Meeting Minutes

Date: 6/01/2026

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: LaFrance Second: Jones Passed

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

Citizens Participation

Motion to reopen citizens participation by Sanders, Second by Crosby, passed

Name: Tom Zecher

Comments: Community Center Park ball fields two need lights repaired / upgraded and two need lights added. Fencing around ball fields also needs repairs. (Per Hines lights are being looked into for replacement and adding to two ball fields. Dollar amount requires Board approval. Fencing is also being looked into at a replacement cost of approximately \$240,000 for fencing and lights)

Staff Reports

Hines: Ford Lake Park - Boat launch finished. The process went well and was finished before Memorial Day' Looking into placing limits on size of boats to be launched from this location to prevent future damage, with permits / waivers for larger launches where necessary. Also looking into restricting powered loading and launching of boats. Looking into signage for restrictions on boat sizes and powered launching.

Clubview Park – Pavilion bid / agreement is in. Building of pavilion to begin after the agreement has been signed. The recent BBQ in the park went well and conversations were held about proper way to set up future events.

Rambling Road Park – landscaping being done to reduce weedyess. Clubview to be done soon.

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North Bay Park – Trust fund grant for pavilion is in the MI state house / Senate for passage. A presentation for a grant to fund the Grove Rd pathway to N. Bay Park is scheduled for 6/10.

Ford Lake Park – Updated safety and security lighting is being considered with a TAP grant through Destination Ann Arbor. The grant would be for boat ramp lighting, shelter lights, and lights at the house in ther park. Cameras are also being considered.

Recreation is in full swing for the summer season.

Commissioner Reports**Burnett** - None**Creech** - None**Crosby** - None**Johnson** - None**LaFrance** - None**Sanders** - None**Jones** - None**Unfinished Business**

None

New Business

John E. Lawrence jazz festival special event application. The application is in line with last years agreement with \$15 to festival and \$5 to the township. The festival covers security which is provided

by the Washtenaw Sheriffs Dept. Township does finish in the black for the event.

Event has free entry for volunteers and performers. Motion to approve by Burnett, second by Jones, motion passes 5 to 2.

Announcements

None

Recommendations to the Township Board

Motion to recommend to the board to proceed with lighting for the Community Center Pasrk ball field lighting, Moved by LaFrance, Second Burnett, motion passes.

Adjournment **Time:** 7:09 **Motion:** LaFrance **Second:** Burnett **Passed**



Charter Township of Ypsilanti Parks and Recreation

Application, Agreement and Policy for ONE DAY Special event

Thank you for considering the Ypsilanti Township Recreation Department 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 Ypsilanti Township 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 (attach map of park with detailed site plans for event)
- Event Agenda/Activities (attach agenda for event)

Rental/Permit Fees, Damage Deposits and Certificate of Insurance

- Facility rentals (shelters) require a Shelter Permit application. There is a \$100 security deposit required with all shelter rentals
- Special events require insurance with Ypsilanti Township listed as additionally insured (minimum \$500,000)
- Insurance must be received at least 2 weeks prior to event or risk event cancelation with no refund of security deposit
- Checks should be made payable to YTRD and mailed to 2025 East Clark Rd, Ypsilanti, MI 48198 or dropped off at the Community Center.

Date of Application: 06.19.26

Date of Proposed Event: 07.24.26

Contact Information:

1. Organization applying for Special Use Event Permit (if applicable):

Organization: Ypsilanti Community Schools

Address: [REDACTED]

City/Township: Ypsilanti State: MI Zip Code: 48197

Telephone # [REDACTED]

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

Name: Dr. Alena Zachery Ross/Taryn Willis Title: Superintendent/ Events Manager

Address/Phone Number (if different)

Address: [REDACTED] _____

City/Township: Ypsilanti State: MI Zip Code: 48197 _____

Telephone # [REDACTED] E-mail [REDACTED]



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— RECREATION DEPARTMENT —

2. Name of event: Family Day in the Park

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.

3. Requested Park Location:

- (a) Ford Lake Park
- (b) North Bay Park
- (c) Loonfeather Point Park
- (d) North Hydro Park
- (e) Other: _____ West Willow Park _____

4. Event timing

Start Time	End Time	Event Set-up time	Event Tear Down Time
3pm	6pm	1pm	7pm

5. Total number of anticipated participants (i.e. volunteers, spectators etc.) 250

(a) Peak attendance: 125 at time 4pm

6. 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.

7. Do you wish to have any signs, banners or flyers be hung or posted in the park? _____ YES NO

(a) Describe the proposed locations of the banners, etc. must be included on site map (Banners must be approved by Township)

8. Do you wish to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event?

(a) if yes, please describe below, including size, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.**

ITEM	SIZE	QUANTITY
Pop Up Tent	10x20	3

(b) If contracting with a company that will be providing any of the above, please attach a copy of the companies liability insurance that includes the companies name, a contact person, address and telephone number.

9. Event Logistics

- (a) Open to the public? YES NO _____
- (b) Ticketed event? YES _____ NO
- (c) Free Event? YES NO _____

10. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, art, etc.)? YES NO _____

(a) If yes, please list the number of booths expected (additional fee of \$25 per vendor will apply): _____ Meet Up Eat Up _____

All food vendors must have food inspections from county as well as Township



11. Will there be displays, literature or other types of solicitation? YES NO (please include samples with application) YCS Enrollment or community programs and initiatives
12. What are your plans for providing emergency/medical services? Call
911 _____

13. Do you plan to provide musical entertainment for this event (i.e. DJ, live music, personal speakers, etc.) YES
NO
- (a) If Yes, please describe type and list all equipment: _____ Bluetooth
speaker _____

14. Are you providing a generator as a power source? YES NO
15. Are there any special provisions pertaining to your event that have not been addressed in this application?
_____ no _____

Acknowledgement of Rules

In submitting this application you acknowledge and accept that you have read and agree to abide by all park rules and Township Ordinances. Failure to abide by these rules may result in expulsion from parks and loss of all fees associated with event.

Trash Removal

Bagged trash 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. Ypsilanti Township 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. Ypsilanti Township takes no responsibility for any damage to port-o-let(s) prior to removal. **Port-o-lets are to be placed in designated areas as approved by park staff. Provide the location of your Port-o-Lets in the event map/layout.**

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. For Larger tents Miss dig (811) my need to inspect area to ensure safe installation of equipment**

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



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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; Ypsilanti Township Parks retains the right to revoke a special use permit any time upon violation of your agreement or the risk or threat of 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), unauthorized parking, 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 *Ali Zaky Bass*

Date June 30, 2026

Event Fees

Fees, Charges and Deposits Schedule:

Permit Fee: \$100/day \$ _____
Vending Fee: \$25 per vendor selling food/merchandise \$ _____

Rental Fees and Charges (From Shelter/Field Rental application) \$ _____

TOTAL: \$ _____

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

Scheduled Park Commission Meeting Date: _____ Completed _____ Approved _____ Declined _____

Scheduled Board Meeting Date: _____ Completed _____ Approved _____ Declined _____

Charter Township of Ypsilanti Staff person: _____ Telephone Number: _____

E-mail: _____