

**PARKS AND RECREATION COMMISSION
MAY 28, 2015 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
- II. APPROVAL OF AGENDA**
- III. COMMISSION MINUTES**
 - A. Approval of the regular minutes for April 23, 2015
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
 - A. Monthly Revenue/Expense Report and Balance Sheet
 - B. Eaton County Parks Update
 - C. MDOT 2015 “Training Wheels” Community/Regional Training Opportunity Recap
 - D. Recreation Concussion Training
 - E. Memorial Bench Donation – Oak Park (Don & Wendy Willems)
- VI. OLD BUSINESS**
 - A. 2015 Recreational Programming
 - a. Flag Football
 - B. Senior Center Relocation
- VII. NEW BUSINESS**
 - A. Grand Ledge Schools Recreation Proposal
- VIII. PUBLIC COMMENT**
- IX. COMMISSION COMMENTS**
- X. ADJOURNMENT**

GRAND LEDGE PARKS AND RECREATION COMMISSION
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

PARKS AND RECREATION COMMISSION MINUTES – REGULAR MEETING
THURSDAY, APRIL 23, 2015
7:00 PM
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

I. CALL TO ORDER – 7:00 p.m.

- II. ROLL CALL** – Chair David Smith; and Commissioners Matthew Dale, Marvin Hummel, Ruthann Jaquette, Rachel Kuntzsch, Kim Mulvenna, Christine Richardson-Beagle, and Jodie Willobee
– Absent – Commissioner Chuck Mills
OTHERS PRESENT – City Administrator Adam Smith, City Council Liaison Rick Lantz, and Street Supervisor Chad Brunton

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

MOTION BY COMMISSIONER JAQUETTE FOR APPROVAL OF AGENDA, SECONDED BY COMMISSIONER WILLOBEE, WITH UNANIMOUS APPROVAL.

V. APPROVAL OF FEBRUARY 26, 2015 MINUTES

MOTION BY COMMISSIONER DALE TO APPROVE THE THURSDAY, FEBRUARY 26, 2015 MINUTES, SECONDED BY COMMISSIONER HUMMEL, WITH UNANIMOUS APPROVAL.

VI. PUBLIC COMMENT

VII. STAFF REPORTS

A. Monthly Revenue and Expense Report

City Administrator Smith explained staff will provide monthly year-to-date revenue and expense reports to the Commission.

Commissioner Jaquette requested the report reflect the anticipated balance and the available funding amount.

B. Risk Avoidance Program Application – Fitzgerald Field Bleacher Improvements

City Administrator Smith discussed a Risk Avoidance Program matching grant for Fitzgerald Field bleacher improvements and mentioned the \$5,000 match will come from the Parks and Recreation Fund.

C. Michigan Department of Transportation 2015 “Training Wheels”

City Administrator Smith updated the Commission on the Michigan Department of Transportation 2015 “Training Wheels” opportunity, mentioned there are currently fifteen individuals signed up with a twenty-five maximum, asked for participation from the Commission, and commented attention and interest should be placed on: safe routes to schools, and signage for trails, bike lanes, and the end of the wide walk at Timber Creek Dr.

Street Supervisor Brunton requested Commissioner Willobee arrange for bike racks in front of City Hall for this event.

Commissioners Jaquette and Smith agreed to consider participating in this event.

D. Michigan Natural Resources Trust Fund (MNRTF) – Public Act 7 of 2015

City Administrator Smith informed the Commission the City has received the grant funds from the Michigan Natural Resources Trust Fund and the City Council will vote at its next meeting, and reported he has requested names from the State of Michigan of appraisers to prepare bids for this project.

The Commission discussed the subject property.

E. Staff Liaison Appointment – Street Supervisor Chad Brunton

City Administrator Smith appointed Street Supervisor Brunton as Staff Liaison to the Commission.

F. Michigan Natural Resources Trust Fund Grant Application Proposal for Land Acquisition – Parcel 400-078-002-961-11 (605 W. Front St. – Oak Park Expansion)

City Administrator Smith informed the Commission of the \$18,000 Michigan Natural Resources Trust Fund grant application proposal for land acquisition, explained the \$65,000 proposed total project amount, and mentioned the estimated two-year timeframe for completion.

VIII. OLD BUSINESS

A. 2015 RECREATIONAL PROGRAMMING

City Administrator Smith reported he met with the Grand Ledge Public Schools Superintendent and Athletic Director to develop a written proposal for a \$50,000 commitment for a two-year term.

The Commission discussed the possibility of inviting the Grand Ledge Public Schools Superintendent and Athletic Director to speak at the next regular meeting.

IX. NEW BUSINESS

A. FISCAL YEAR 2016 FEE SCHEDULE RECOMMENDATION

City Administrator Smith reviewed the Fiscal Year 2016 Fee Schedule recommendations, explained the research on other comparable facilities, and mentioned the rental forms for City facilities.

MOTION BY COMMISSION MULVENNA, TO RECOMMEND TO THE GRAND LEDGE CITY COUNCIL THE FISCAL YEAR 2016 FEE SCHEDULE, AS FOLLOWS: PONY/COLT BASEBALL - \$_____, CITY HALL GYMNASIUM RENTAL - \$30, GYMNASTICS - \$60 & \$70, SECONDED BY COMMISSION HUMMEL, WITH UNANIMOUS APPROVAL.

X. PUBLIC COMMENT

XI. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Hummel commented he is helping the Seniors Group move from the Scout Building to City Hall before June 30, 2015.

Street Supervisor Brunton advised the Commission he wishes to have the Scout Building vacated by June 30, 2015 and mentioned he and Commissioner Hummel will inspect the Scout Building next week.

Commissioner Kuntzsch commented the City has to move forward in documentation of all fee schedule contracts.

XII. ADJOURNMENT

MOTION BY CHAIR SMITH FOR ADJOURNMENT, AT 8:12 P.M., SECONDED BY COMMISSIONER RICHARDSON-BEAGLE, WITH UNANIMOUS APPROVAL.

Christine Richardson-Beagle, Secretary

David Smith, Chair

DRAFT

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	% Bud
Fund: 208 - PARKS & RECREATION FUND							
Revenues							
Dept: 750.752 ADMINISTRATION							
402.000 CURRENT PROPERTY TAXES	144,000.00	144,000.00	144,385.48	0.00	0.00	-385.48	100.3
403.001 PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	-420.56	0.00	0.00	420.56	0.0
444.000 PILOT - PAY IN LIEU OF TAX	400.00	400.00	0.00	0.00	0.00	400.00	0.0
448.000 DEL PERSONAL PROPERTY TAX	0.00	0.00	132.19	0.00	0.00	-132.19	0.0
628.000 OPERATIONAL REVENUES	200.00	200.00	0.00	0.00	0.00	200.00	0.0
628.001 INSURANCE DIVIDENDS	0.00	0.00	135.79	0.00	0.00	-135.79	0.0
665.001 INTEREST	50.00	50.00	172.18	39.78	0.00	-122.18	344.4
ADMINISTRATION	144,650.00	144,650.00	144,405.08	39.78	0.00	244.92	99.8
Dept: 750.801 RECREATION							
601.001 FEES	50,940.00	50,940.00	20,669.20	5,605.65	0.00	30,270.80	40.6
602.002 GRAND ADVENTURE RACE	9,000.00	9,000.00	11,758.18	991.71	0.00	-2,758.18	130.6
RECREATION	59,940.00	59,940.00	32,427.38	6,597.36	0.00	27,512.62	54.1
Dept: 750.902 PARKS AND BUILDINGS							
667.000 RENTALS	5,500.00	5,500.00	5,267.50	-320.00	0.00	232.50	95.8
PARKS AND BUILDINGS	5,500.00	5,500.00	5,267.50	-320.00	0.00	232.50	95.8
Revenues	210,090.00	210,090.00	182,099.96	6,317.14	0.00	27,990.04	86.7
Expenditures							
Dept: 750.752 ADMINISTRATION							
703.000 SALARIES/WAGES	8,707.00	8,707.00	6,741.98	664.63	0.00	1,965.02	77.4
719.000 FRINGE BENEFITS	4,119.00	4,119.00	2,762.69	49.28	0.00	1,356.31	67.1
840.000 INSURANCE	1,500.00	1,500.00	1,571.51	0.00	0.00	-71.51	104.8
933.000 IT	2,500.00	2,500.00	2,575.00	0.00	0.00	-75.00	103.0
997.101 INDIRECT COST CHARGES	17,209.00	17,209.00	17,209.00	0.00	0.00	0.00	100.0
ADMINISTRATION	34,035.00	34,035.00	30,860.18	713.91	0.00	3,174.82	90.7
Dept: 750.801 RECREATION							
703.000 SALARIES/WAGES	55,000.00	55,000.00	19,540.41	0.00	0.00	35,459.59	35.5
703.100 OVERTIME	100.00	100.00	0.00	0.00	0.00	100.00	0.0
719.000 FRINGE BENEFITS	5,676.00	5,676.00	2,088.66	0.00	0.00	3,587.34	36.8
731.002 GRAND ADVENTURE RACE	6,000.00	6,000.00	5,946.21	103.35	0.00	53.79	99.1
741.000 OPERATING SUPPLIES	7,500.00	7,500.00	2,422.29	0.00	0.00	5,077.71	32.3
776.000 MAINTENANCE SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
811.000 CONTRACTUAL	5,100.00	5,100.00	750.00	0.00	0.00	4,350.00	14.7
900.000 PRINTING/PUBLISHING	500.00	500.00	352.36	145.52	0.00	147.64	70.5
940.000 EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	0.00	100.00	0.0
RECREATION	80,476.00	80,476.00	31,099.93	248.87	0.00	49,376.07	38.6
Dept: 750.902 PARKS AND BUILDINGS							
703.000 SALARIES/WAGES	15,700.00	15,700.00	12,969.81	1,149.56	0.00	2,730.19	82.6
703.100 OVERTIME	250.00	250.00	36.02	0.00	0.00	213.98	14.4
719.000 FRINGE BENEFITS	7,544.00	7,544.00	5,538.81	86.17	0.00	2,005.19	73.4
741.000 OPERATING SUPPLIES	1,000.00	1,000.00	459.85	140.06	0.00	540.15	46.0
776.000 MAINTENANCE SUPPLIES	17,000.00	24,200.00	21,781.72	-10,703.12	0.00	2,418.28	90.0
803.000 TRASH REMOVAL	1,000.00	1,000.00	451.71	36.12	0.00	548.29	45.2
811.000 CONTRACTUAL	6,000.00	6,000.00	2,901.00	156.00	0.00	3,099.00	48.4
853.000 TELEPHONE/INTERNET	300.00	300.00	214.27	23.89	0.00	85.73	71.4
921.000 UTILITIES	7,500.00	7,500.00	6,744.83	830.03	0.00	755.17	89.9
931.000 BUILDING MAINTENANCE	2,000.00	2,000.00	1,253.72	663.14	0.00	746.28	62.7
940.000 EQUIPMENT RENTAL	18,500.00	18,500.00	17,066.24	-12,212.40	0.00	1,433.76	92.2
999.397 TRANSFER TO ISLAND DEBT FUND	18,750.00	18,750.00	18,750.00	0.00	0.00	0.00	100.0
PARKS AND BUILDINGS	95,544.00	102,744.00	88,167.98	-19,830.55	0.00	14,576.02	85.8
Expenditures	210,055.00	217,255.00	150,128.09	-18,867.77	0.00	67,126.91	69.1

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	% Bud
Net Effect for PARKS & RECREATION FUND Change in Fund	35.00	-7,165.00	31,971.87 31,971.87	25,184.91	0.00	-39,136.87	-446.2
Grand Total Net	35.00	-7,165.00	31,971.87	25,184.91	0.00	-39,136.87	

BALANCE SHEET

City of Grand Ledge

As of: 4/30/2015

Balances

Fund: 208 - PARKS & RECREATION FUND

Assets

001.000 CASH 99,132.98

027.000 TAXES RECEIVABLE-PERSONAL 750.54

Total Assets 99,883.52

Liabilities

255.000 PARKS & REC CUSTOMER DEPOSITS 1,630.00

339.000 DEFERRED INFLOW 750.54

Total Liabilities 2,380.54

Reserves/Balances

390.000 FUND BALANCE 65,531.11

398.000 CHANGES IN FUND BALANCE 31,971.87

Total Reserves/Balances 97,502.98

Total Liabilities & Balances 99,883.52

FW: blub for pavilion

Chad Brunton <cbrunton@grand-ledge.com>

Thu 5/21/2015 1:43 PM

To: Amy Wynalda <awynalda@grand-ledge.com>;

Chad Brunton
Street Supervisor
City of Grand Ledge
(517)627-2144

From: Clayton Summers <CSummers@eatoncounty.org>
Sent: Thursday, May 21, 2015 11:20:59 AM
To: Chad Brunton
Subject: blub for pavilion

Thanks to the Grand Ledge Rotary and Grand Ledge Lions Clubs we will have a brand new picnic shelter at Fitzgerald Park with an accessible pad leading from the Ledges Pathway! The Rotary and Lions Clubs have been generous enough to split the cost of the new shelter and construct it. We are so grateful for your continued support of the county park system. Thank you to all the individuals that have come out and helped, your community service does not go unnoticed.

Clay

Clay Summers, CPRP
Director of Parks and Recreation
Eaton County
Ph: 517.627.7351
Email: csummers@eatoncounty.org



www.eatoncountyparks.org
A MEMORABLE OUTDOOR EXPERIENCE

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Eaton County Parks

A MEMORABLE OUTDOOR EXPERIENCE

May 11, 2015

PSA
FOR IMMEDIATE RELEASE

2015 Summer Environmental Youth Programs

Pack a sack lunch and join Naturalist Jackie Blanc for an exciting, adventurous, one-day educational program. These are designed for participants 7 to 12 years of age. Each program begins and ends at the Interpretive Center at Lincoln Brick Park – just north of Grand Ledge.

Program space is limited and will be filled on a first come, first serve basis.

Programs being offered are:

- | | | | |
|---|-------------------------|-----------|----------|
| ➤ Betelgeuse (Beetle Juice) to Bugs | June 17 th | 8am – 4pm | fee \$35 |
| ➤ Live and Local – Michigan Natural History Day | June 22 nd | 8am – 4pm | fee \$25 |
| ➤ Get Outside and Play – Day at the Capital | July 8 th | 8am – 4pm | fee \$35 |
| ➤ Hazel ridge Farm Experience | July 15 th | 8am – 5pm | fee \$40 |
| ➤ Sleepy Hollow – State Park Explorer | July 20 th | 8am – 5pm | fee \$25 |
| ➤ Potter Park Zoo | July 29 th | 8am – 4pm | fee \$40 |
| ➤ Sleepy Hollow – State Park Explorer | August 3 rd | 8am – 5pm | fee \$25 |
| ➤ Conservation Journey Back in Time | August 12 th | 8am – 4pm | fee \$35 |
| ➤ Wildside – Wildlife Rehabilitation | August 17 th | 8am – 4pm | fee \$35 |
| ➤ Potter Park Zoo | August 26 th | 8am – 4pm | fee \$40 |

Complete program descriptions and registration packet are available online at:

www.eatoncountyparks.com, under “Program and Events”

133 Fitzgerald Park Dr., Grand Ledge, MI 48837-9766 517-627-7351 Fax 517-627-4234

Web Site: www.eatoncountyparks.org



Eaton County Parks

A MEMORABLE OUTDOOR EXPERIENCE

May 11, 2015

PSA

FOR IMMEDIATE RELEASE

FOX PARK OBSERVATORY - PUBLIC VIEWING NIGHTS

If the sky is sufficiently clear, the Fox Park Observatory will open its doors for public observing on the nights listed below.

May 29th & 30th 8:30pm—11:30pm Jupiter, Saturn, & the Moon and the Spring Sky

June 5th & 6th 8:30pm—11:30pm Saturn and Spring/Early Summer Sky

June 19th & 20th 8:30pm—11:30pm Saturn, the Young Moon and the Early Summer sky

Observation nights will not be held on nights with more than 30% cloud cover. You may call the Observatory at 517-645-6666 during public viewing hours to check sky conditions. Public observation nights are suitable for people of all ages. Program fee is \$2 per person or \$5 per family payable on site.

The Observatory, located at 3979 E. Gresham Hwy., Potterville, MI 48876, is an open air observatory so please dress appropriately for the weather, bring mosquito protection, and wear sturdy footwear for the 200 yard walk to the observatory. Local area astronomers will be on hand during public viewing nights to answer questions about the night sky.

For more information, please contact Jason Blaschka at:

jb.foxpark@gmail.com or

Eaton County Parks at (517) 627-735



Eaton County Parks

A MEMORABLE OUTDOOR EXPERIENCE

May 11, 2015

PSA

FOR IMMEDIATE RELEASE

CHOOSING HEALTH!® WALKING SOCIETY TRAIL WALK

Get out and feel good walking as you enjoy the natural beauty of Eaton County Parks. The *Choosing Health!*® Walking Society, a partnership between Eaton County Parks and the Capital Area Health Alliance, offers its second season of walking events throughout Eaton County Parks. The program's goal is to encourage the joys and benefits of regular walking and physical activity for county residents.

Come join Eaton County Parks Naturalist Jackie Blanc on a guided spring walk on **Wednesday, May 20th at the Charlotte Optimist Youth Camp at 7pm**. The park is located at 1264 W. Kinsel Highway, Charlotte. To join us take I-96 to exit 93-A (M-43/Saginaw Highway West), travel six miles to Jefferson Street and turn right. Park entrance is on the left approximately a ½ mile.

Walkers can sign up on-site to become a member of the *Choosing Health!*® Walking Society. The free walk is family friendly.

Walkers who participate in seven or more designated 30-minute minimum walks are eligible to receive the 2015 Walking Challenge Medallion.

Further information is available on the website:

www.eatoncountyparks.org.



Eaton County Parks

A MEMORABLE OUTDOOR EXPERIENCE

May 11, 2015

PSA

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For more information, please contact Jason Blaschka at:

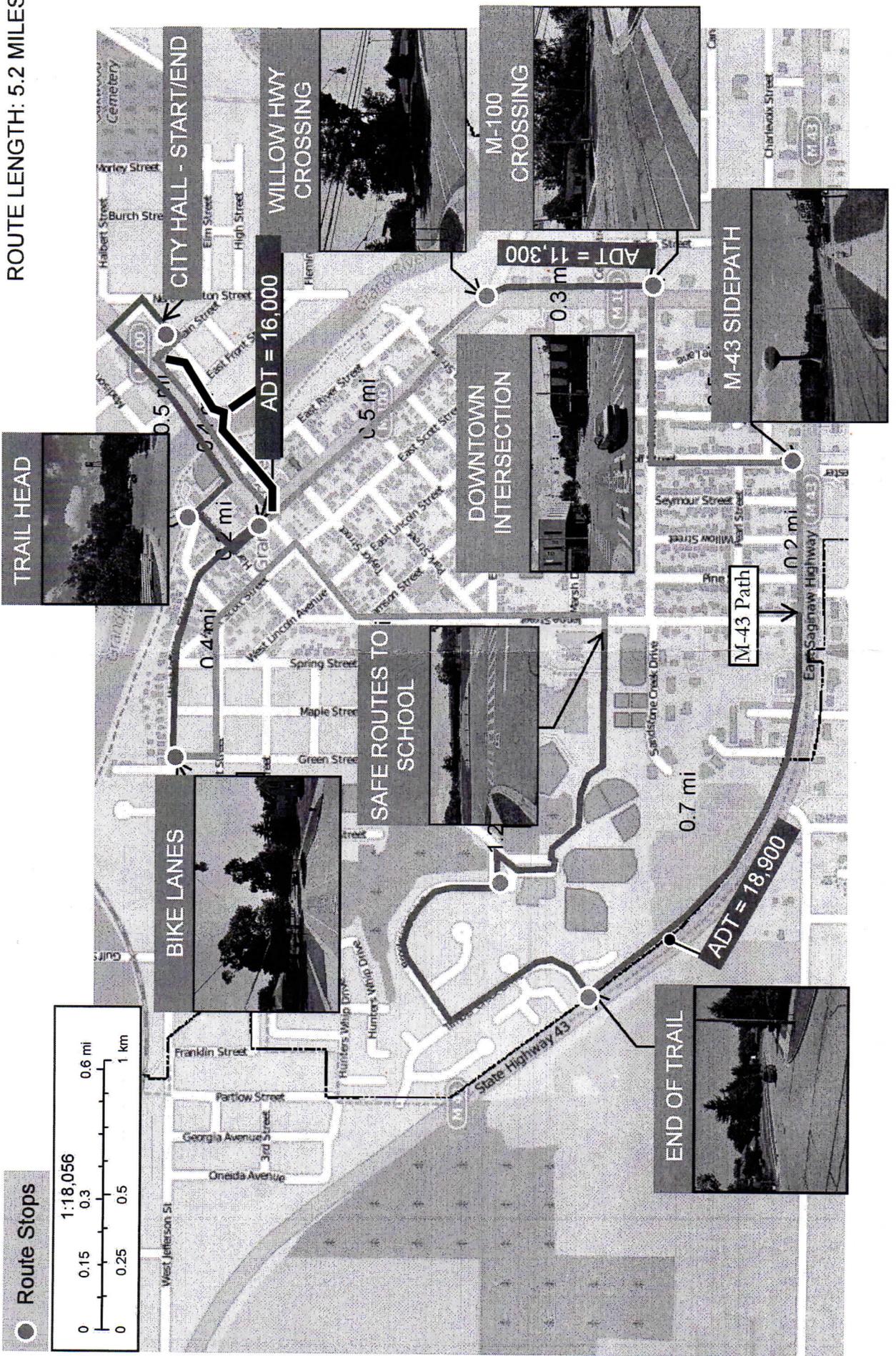
jb.foxpark@gmail.com or

Eaton County Parks at (517) 627-735

MDOT Training Wheels - Grand Ledge

Community Bicycle Ride - ADT and Street Conditions
May 2015

ROUTE LENGTH: 5.2 MILES



Dear Volunteer:

To comply with the requirements of Public Act 343 of 2012, all coaches, assistant coaches and adult volunteers who are involved in any City of Grand Ledge recreation program are required to complete sports concussion training and be certified in recognizing the symptoms of concussion injuries.

Training is available online at www.cdc.gov/concussion/HeadsUp/Training. This online training course will take 30 - 40 minutes to complete. There is a test at the end of the training session, upon successfully passing the test a certificate of completion can be printed. Every adult involved in the coaching of any and all City recreation programs must submit a copy of the certificate to Grand Ledge City Hall by the end of the business day on May 28, 2015. The continuing participation of any coach who does not submit a copy of their certification by the date will not be permitted.

Enclosed is an informational document entitled Concussion Fact Sheet for Coaches. This document should be carried by all coaches to all games and practices and available for reference in the event of a possible concussion injury.

Also enclosed is an additional document entitled Parent & Athlete Information Sheet. This document should be distributed to all program participants and their parents/guardians and will provide information about concussion injuries, the symptoms, and measures to be taken in the event of an injury. A copy of the form must be signed by both the participant and parent/guardian by June 3, 2015 and submitted to Grand Ledge City Hall.

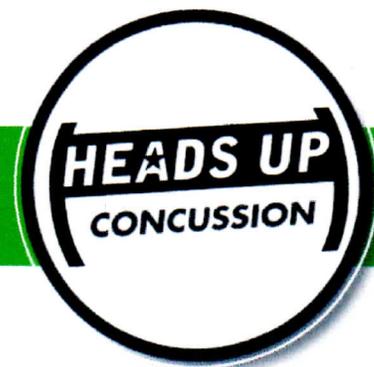
Please contact my office at 517-627-2144 if you should have any questions or concerns regarding this information. Thank you.



Amy Wynalda

Administrative Assistant

CONCUSSION FACT SHEET FOR COACHES



WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth—literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below, or who report that they just “don’t feel right,” after a bump, blow, or jolt to the head or body, may have a concussion.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Michigan Department
of Community Health



Rick Snyder, Governor
James K. Haveman, Director

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

FACTS

Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out." Discourage others from pressuring injured athletes to play. Emphasize to athletes and parents that playing with a concussion is dangerous.



WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. REMOVE THE ATHLETE FROM PLAY.

Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to school.

4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.



DID YOU KNOW?

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE:

Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?

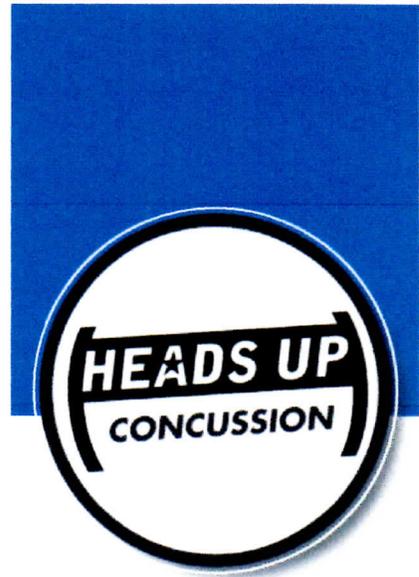
Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and vplay.

Parents and athletes should sign the concussion policy statement at the beginning of the season.



**"WHEN IN DOUBT,
SIT THEM OUT!"**

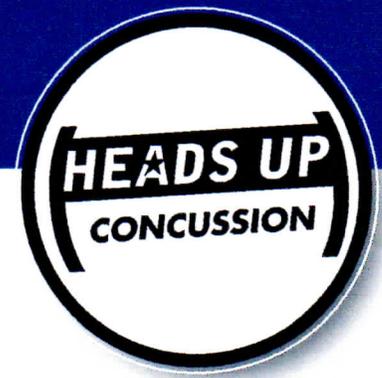


JOIN THE CONVERSATION AT www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO [WWW.CDC.GOV/CONCUSSION](http://www.cdc.gov/concussion)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall



▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON"**

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

STUDENT-ATHLETE NAME PRINTED

STUDENT-ATHLETE NAME SIGNED

DATE

PARENT OR GUARDIAN NAME PRINTED

PARENT OR GUARDIAN NAME SIGNED

DATE

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QUOTATION

TO: City of Grand Ledge
Attn: Chad Brunton
Grand Ledge, MI 48837

Ph: (517) 627-2144

DATE: 4/14/15
SUBJECT: Bench
QUOTE FIRM: 30 Days
DELIVERY TIME ARO: 3-5 Weeks
Email: cbrunton@grand-ledge.com

PRICES QUOTED: F.O.B: JOBSITE

TERMS: NET 30 DAYS WITH APPROVED CREDIT AND WITH PURCHASE ORDER.

NO ORDERS WILL BE PLACED WITHOUT A SIGNED QUOTATION AND/OR PURCHASE ORDER.

ORDERS OVER \$5,000 WILL REQUIRE A SIGNED PURCHASE ORDER BEFORE THEY WILL BE PLACED.

QUANTITY	ITEM #	DESCRIPTION	TOTAL PRICE
<u>MIRACLE RECREATION EQUIPMENT</u>			
1	1268	8' Permanent Bench with Miratherm coating ROYAL BLUE or HUNTER GREEN (<i>circle one</i>)	
		Equipment Sub-Total	\$ 576.00
		Freight	\$ 182.00
		Delivered Cost – Net 30 days	\$ 758.00

Thank you for the opportunity to provide this quotation.

Signed: Kim Alexander (JM)
Miracle Midwest

PLEASE NOTE THE FOLLOWING:

Final sales tax will be added to your invoice if a current form is not on file in our office.

- ✓ This quote is to supply the equipment listed above only. Any other contractual requirements/needs are the responsibility of the contractor.
- ✓ PLEASE provide 3-5 sturdy adults to assist the truck driver in unloading your equipment
- ✓ Due to fluctuating fuel and steel prices, quotes are valid for only 30 days. After 30 days, cost is only an estimate and actual charges may differ.

- ✓ THIS QUOTE **DOES NOT** INCLUDE:
 - ✓ Unloading/Storage/Security of equipment
 - ✓ Assembly/Installation of equipment

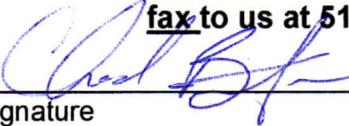
Continued on next page....

Playground Equipment | Steel, Wood, & Fabric Shelters | Splashpads | Athletic Equipment | Safety Surfacing | Dog/Specialty Parks | Site Furniture

P.O. BOX 829 • Okemos, Michigan 48805 • Fax (517) 349-1911 • info@MiracleMidwest.com

I hereby authorize Miracle Midwest to ship the equipment listed above for which I agree to pay the total amount specified. I will be responsible for receiving all merchandise from the truck. I agree with the Payment terms listed above. Non-taxable customers will provide proper tax exemption certificate.

To confirm this order, please sign, complete all information below and fax to us at 517-349-1911 OR email to brobinson@miraclemidwest.com


Signature

5/7/15
Date

P.O. to Miracle Recreation Equipment Co.
PO Box 204757, Dallas, TX 75320-4757
(Required for orders over \$5,000)

Print this address on your PO, send quote/P.O. to fax number/email listed above.

PLEASE PROVIDE (NECESSARY FOR ORDER TO BE PLACED):

SHIP TO ADDRESS:

13253 Lawson RD
Grand Ledge MI
48837

INVOICE TO ADDRESS:

310 Greenwood St.
Grand Ledge MI 48837

DELIVERY CONTACT: Chad Brunton

INVOICING CONTACT: Amy Wynalda

PHONE: (517) 627-2144

PHONE #: (517) 627-2144

E-MAIL ADDRESS: CBRUNTON@Grand-Ledge.com

Thank you!





Our objective: To provide an opportunity for youths and adults to learn about and experience the game of football in a non-tackle, positive recreational environment while learning the basic principles of the game

Teams will consist of 6-10 kids from the school your child attends, if there are enough coaches from that school and you are registered by August 21, 2015

Each player will receive a team shirt which is included in the program fee

Requests to play with other kids or for coaches are not guaranteed!

Good sportsmanship is expected from players and parents

All games will be held at Beagle Elementary School
600 W. South Street, Grand Ledge, MI 48837

Practices will start the week of August 31, 2015 and the six game season begins on Sunday, September 13, 2015

All games will be played on Sunday afternoons with start times from 12:30 p.m.-5:30 p.m. Practices can be held any place your coach decides

We are asking for parents to volunteer to coach. There will be a **MANDATORY COACHES MEETING** on August 26, 2015 @ 7:00 p.m. at Grand Ledge City Hall (310 Greenwood Street, Grand Ledge, MI 48837) The more parents helping, the better for the kids. If we do not get enough coaches, the kids will be split up, regardless of school to make even teams with the coaches we have

The games will be refereed by Varsity or JV football players interested in youth athletics

FEE: Resident \$40.00, Non Resident \$50.00

If you have any questions, contact Amy at (517) 627-2144



Athletic Department

April 20, 2015

Mr. Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood St.
Grand Ledge, MI 48837

Mr. Smith:

Please accept this letter as a Proposal from Grand Ledge Public Schools to provide necessary administrative, supervisory and management services to carry out the delivery of community recreation programs.

Grand Ledge Public Schools is excited for the opportunity to continue to provide our Grand Ledge community with outstanding community recreational opportunities for our citizens. We hope to carry on the proud tradition that Grand Ledge has with community recreation development that has been established over the past four decades.

Under our proposal, we would operate out of the Grand Ledge Public Schools Athletic Department. Currently the office directs the operation of the Comet Athletic Program, a comprehensive interscholastic organization that manages and implements 56 sport teams that participate within the Michigan High School Athletic Association.

We believe adding the City Recreation program under the District Athletic Department umbrella will help bolster participation number. Our school district facilities, both indoor and outdoor, will be a vital part to our plan to maintain excellent community recreation opportunities that are currently available while also coordinating an effort to maximize participation at all levels.

We have a tremendous advantage of having the ability to get information out to the more than 5,000 students who attend Grand Ledge Public Schools. Our Athletic Department web site (www.glathletics.com) is one of the best of its kind in the state and our online registration and payment system is cutting edge within school athletic programs. The athletic department has embraced social media as a positive way to get good information out to our parents and community and it has proven to be an effective marketing tool for our athletic programs. Electronic databases will be created to easily notify participants of any program changes or to remind them of other sessions that are offered in the future. We will also continue to utilize print





Athletic Department

media services and district publications to promote recreation programs and opportunities.

Our Grand Ledge coaching staff will provide amazing and reliable direction and support for community recreational programs within their realm of expertise. This collaboration between recreation and our Comet coaching staff and current athletes is a vital part of developing a feeling of pride and loyalty to the Grand Ledge Community.

Grand Ledge Public Schools would provide our administrative, supervisory and management services including the use of our indoor and outdoor facilities for \$50,000 per calendar year. This fee will afford GLPS the opportunity to add support staff to facilitate and grow community recreation opportunities. After two years of financial support from the city, it is the intention of GLPS to make the community recreation programming self-sustaining. After two years there would be no additional money needed from the city of Grand Ledge.

Our recreational programming will be broad and comprehensive and it will tie in perfectly with community enrichment and youth recreational programs already offered by Grand Ledge Public Schools. We are excited to explore more out of the box offerings for the community including enrichment classes for all ages. Currently GLPS offers several community education offerings and we believe we can explore even more recreational and educational opportunities for our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Baker".

Steven Baker, District Athletic Director
Grand Ledge Public Schools

