DRAFT

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 16, 2015

MINUTES

Council Chambers | **Regular Meeting** | **5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Council Representative Steven Heffner at 5:30 PM.

A. THIS MEETING WAS OPENED BY COUNCIL REPRESENTATIVE STEVEN HEFFNER AT

B. THE PLEDGE OF ALLEGIANCE IS LED BY

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Steven Heffner	Council Representative	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Commissioner	Present	
Kelly Luxton	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Present	
Rob Spose	Commissioner	Late	
Debra Dunsmore	Commissioner	Present	

D. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Clerk Typist

E. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jan 14, 2015 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	James Craig, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Heffner, Talbot, Craig, Dunsmore, Wilson, Adams
ABSENT:	Spose, Luxton

C. PURPOSE OF THE MEETING

2. Easter Egg Hunt Update

   Mrs. Bigsby said the Easter Egg Hunt will be behind Atherton Elementary School, March 28th from 1-3 p.m. We have the Easter bunny, the eggs, bounce houses, and some prizes left from last year. I am checking with a few groups for face painters. The face painters should start at noon. It was suggested that we limit the number of tickets to be used for each prize. Also, we should put a limit on the number of each prize that they can get with their tickets. Last year we put one dollar bills in 25 eggs

for each of the age groups in the Easter egg hunt. This year we will do the same.

Ms. Dunsmore said she has some prizes that she can donate this year.

3. Memorial Day Update

   Mrs. Bigsby stated on Memorial Day the parade lineup will be at 1:00 p.m. and the parade will start at 2:00 p.m. We will have the children's area in front of Burton City Hall. The D.A.V. will be selling hot dogs and hamburgers.

   Mr. Wilson said he could contact a group that will be performing at the Davison D.A.V. and ask how much they would charge to perform on Memorial Day. These people can bring in crowds and keep them there. They have an Elvis Impersonator and a Patsy Kline impersonator.

   Mrs. Bigsby said I will get quotes for buying our own sound system. We have always rented the sound system for $75.00.

   Ms. Dunsmore suggested getting more candy for the parade than we usually do.

4. Allocate up to $1,500.00 from Parks & Recreation Budget for building the Memorial Day Float.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	James Craig, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Heffner, Talbot, Craig, Dunsmore, Wilson, Adams
ABSENT:	Spose
EXCUSED:	Luxton

5. D.A.V. Check

   Mr. Heffner asked if the $4,300.00 check for the D.A.V., from the Veteran's Honor Run, was ready to present to them tonight at the City Council meeting.

   Mrs. Bigsby stated the check is ready.

   Mr. Craig said he would also like to take a few minutes at the council meeting to acknowledge and thank the sponsors.

D. AUDIENCE PARTICIPATION

Councilman Dennis O'Keefe stated Chris Johns was at our last Burton Rotary meeting and spoke regarding the Movies in the Park event at the Burton Eagles. Everyone is very excited about this event. Three Walt Disney's films will be shown. The Burton Rotary has sponsored $2,000.00 towards Movies in the Park. I feel this will be a growing program every year.

E. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I received a call from Jacob Mauer from Genesee County. He wanted to know what our trail plan was for Burton so I looked at our Five Year Plan. Our pathway is in the south end of Burton where the railroad track is. This is also part of the Governor's trail way plan. The Governor has a trail way plan from Belle Isle to Ironwood that they are trying to develop.

Mr. Mauer's job is to look at all the municipalities pathways and find out which ones are included in the Governor's Trail way Plan and to help with grants. The railroad sold some of this to Consumer's Power so we may have to realign our portion of the pathway. Consumer's Power has fenced in some areas.

The City of Flint has a new master plan and part of that is developing a trail way from Hemphill Road to Saginaw County. We may be asked to partner with them on grant money.

There is a company that is interested in developing the Cancer Park on the north end of Burton City Hall. We will know more what our part in this will be in the next six months or so.

We are taking registrations and sponsors for the Burton Youth League now. I have e-mailed 75 parade entries for the Memorial Day Parade. The Easter eggs came in for the Easter Egg Hunt and I have ordered the bounce houses for this event and for the Memorial Day Event.

The Boy scouts camped at Kelly Lake February 8th. There was damage to a park bench, but I think it happened the Friday before.

We have DNR approval to put in a seawall at Kelly Lake. I spoke to someone who suggested placing boulders along there to keep down the wind and waves. We will need to remove the tree that is there. I should be getting some pricing on this.

F. COMMISSION DISCUSSION

Mr. Wilson would like to get council approval for the MIA/POW flag at the Burton Memorial so that he could proceed with the purchase of the flag and pole.

DRAFT

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 14, 2015

MINUTES

Council Chambers | **Regular Meeting** | **5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Council Representative Steven Heffner at 5:30 PM.

A. THE PLEDGE OF ALLEGIANCE WAS LED BY BOB WILSON

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Steven Heffner	Council Representative	Present	
Sandra Talbot	Commissioner	Present	
Rob Spose	Commissioner	Present	
James Craig	Commissioner	Present	
Kelly Luxton	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Present	

C. STAFF PRESENT

B. Bigsby, Parks & Recreation Director and M. Kimball, Clerk Typist.

D. APPROVAL OF MEETING MINUTES

Parks & Recreation Commission - Regular Meeting - Dec 10, 2014 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Sandra Talbot, Commissioner
AYES:	Heffner, Talbot, Spose, Craig, Luxton, Dunsmore, Wilson, Adams

E. COMMISSION DISCUSSION

Kelly Lake Boardwalk Update

Mrs. Bigsby said, I received an e-mail from Lisa Easterwood from Fleis & Vandenbrink stating the Kelly Lake project is posted to three online bidding sites. They are sending out direct invitations to sixteen local contractors. The plans include three new alternates in order to appeal to as many contractors as possible and try to reduce construction cost. Ms. Easterwood has dropped the bid documentation off to the Clerk's Office. The bid opening is set for February 17, 2015 at 10:00 AM. Hopefully we are getting in early enough before the construction dockets for most companies have filled up. We hope to get better pricing than what we received last year.

Minutes Acceptance: Minutes of Jan 14, 2015 5:30 PM (Approval of Meeting Minutes)

Easter Egg Hunt Update

Mrs. Bigsby stated we have already received 6,000 eggs for the Easter Egg Hunt. By placing the order early, we saved $10.00 per box. We are approved to use the Atherton School grounds again this year. This event will be held March 28, 2015. On the committee will be Sandra Talbot, Rob Spose and Bob Wilson. The next meeting for this event will be February 4, 2015 at 5:00 PM.

Memorial Day Parade/Activities Update

Mrs. Bigsby stated the fireworks company called her and will be sending all of the paperwork we need. I have given each of you an example of the Sponsorship form and Parade form. The Memorial Day event will be on May 25, 2015.

Discussion ensued regarding the day's events and possibly changing the time.

On the Memorial Day event committee will be Bette Bigsby-Chairperson, Sandra Talbot, Rob Spose, Bob Wilson and Jim Craig.
On the parade float committee will be Sherry Adams, Rob Spose, Kelly Luxton and Steve Heffner.

Mr. Wilson said I would like to make some changes and updates to the Memorial Park. The flags are improperly set up. Military flags have seniority. The Army flag is first, then the Marine Core, Navy, Airforce and the Coastguard, in that order.

Mr. Heffner said I remember seeing something in the five year projections about getting new pavers at the Veteran's Memorial Park. The curb needs to be cut out and it needs to be handicapped accessible. For now I would like to seal the bricks at the Memorial before the event and the eagle needs to be repainted.

Mrs. Bigsby said that the sea wall at Kelly Lake was also mentioned in the five year plan. We already have the approval from D.E.Q. It's only good for four years so we have to get it done.

Mr. Craig suggested having a sub-committee for the Memorial Day events with Bob Wilson as chairman to fix the park back up to standards.

Mr. Wilson suggested getting help from the Veterans.

Veteran's Honor Run Update

Mr. Craig stated representation from each race in the Burton Race Series met with Elga Credit Union, as a whole, to see what they were going to do this year. They offered us several ideas for the Veteran's Honor Run. One was, in lieu of sponsoring the $2,000.00 for the t-shirts, they would do the media blitz. We need the sponsorship money more than the advertising. We already have over 400 runners; I don't think we can accommadate many more. Our facilities can only hold so many people. I think we need the sponsorship money for the shirts. Genesys is also interested in sponsoring.

Mrs. Bigsby suggested getting our own sponsor's to donate money and their name would be placed on the back of the t-shirt.

Mr. Craig said this year we will be giving a medal and charm to those who have completed the Race Series. I would like to have a couple more committee members on this event.

Minutes Acceptance: Minutes of Jan 14, 2015 5:30 PM (Approval of Meeting Minutes)

Mr. Heffner suggested Bob Wilson for the committee because he is a veteran. The Veteran's Honor Run will be November 14, 2015 at 11:11 AM.

Mr. Spose volunteered to be on this committee.

Mr. Heffner said we will be handing the check from last year's Veteran's Honor Run to the D.A.V. at the Council meeting on February 16, 2015 at 7:00 PM. I would like to move our next Parks & Recreation meeting to February 16, 2015 at 5:30 PM, instead of having it on February 11, 2015. That way we can have it just before the Council meeting. I would like for the Parks & Recreation commission to stand as a group and present the check to the D.A.V.

Mr. Wilson will ask if the Chaplain of the D.A.V will say an opening prayer at the council meeting on February 16, 2015. He will also ask some Veteran's to come and lead the Pledge of Allegiance.

F. AUDIENCE PARTICIPATION

None.

G. ADMINISTRATIVE REPORT

Mrs. Bigsby reported Burton Youth League registration has already begun. We are looking for more T-Ball players because last year the numbers were down. The registration sheets will be going out to the schools soon. We have raised the price by $5.00 this year. We haven't had a raise in price for many years. We would like to give scholarships this year. If you know of a family in need of a scholarship, let us know.

Mr. Heffner stated the pole barn that Parks & Recreation has been using for storage is no longer adequate. We have grown so much. We need our own pole barn. A good spot to build may be by the cancer survivor park area. We need a barn big enough to store our supplies for all of our events and big enough to work on a float inside. It would probably cost anywhere from $10,000.00 to $20,000.00 to build a decent size pole barn. We should talk about putting this in our budget.

Mrs. Bigsby said I need to have the budget in by February 1st, 2015. I can get pricing on this so that I have an approximate cost figure.

Mr. Heffner suggested having a contest this year around Christmas for the best decorated home in Burton.

H. COMMISSION RECOMMENDATIONS AND/OR ACTION

Approve and authorize to change the regular scheduled Parks & Recreation meeting on February 11, 2015 to February 16, 2015 at 5:30 PM.

Approve and authorize to change the regular scheduled Parks & Recreation meeting on February 11, 2015 to February 16, 2015 at 5:30 PM.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Rob Spose, Commissioner
AYES:	Heffner, Talbot, Spose, Craig, Luxton, Dunsmore, Wilson, Adams

Minutes Acceptance: Minutes of Jan 14, 2015 5:30 PM (Approval of Meeting Minutes)

Easter Egg Hunt Update

Memorial Day Update

Float Building Allocation

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	James Craig, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Heffner, Talbot, Craig, Dunsmore, Wilson, Adams
ABSENT:	Rob Spose
EXCUSED:	Kelly Luxton

D.A.V. Check