



BURTON, MICHIGAN

DRAFT

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 9, 2014

MINUTES

Council Chambers

Regular Meeting

5:30 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

ROLL CALL

Attendee Name	Title	Status	Arrived
Steve Heffner	Council Representative	Present	
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Present	
Rob Spose	Commissioner	Present	
Mona Miron	Commissioner	Present	
James Craig	Commissioner	Present	
Kelly Luxton	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	

A. STAFF PRESENT

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

B. APPROVAL OF MEETING MINUTES

Parks & Recreation Commission - Regular Meeting - Jun 11, 2014 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mona Miron, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

PURPOSE OF THE MEETING

1. Veteran Honor Run update

Mrs. Bigsby stated it has come to my attention within the last 24 hours that Bubba's hasn't done what they were supposed to do so we may need to move the Veteran's Honor Run to a different location.

Mr. Heffner suggested the Veteran's Honor Run could be moved to Blessed Sacrament if needed. We would have to hire someone to cater the food.

Mr. Craig stated we have mentioned backup plans in previous meetings. As of today we have 32 people signed up for the Veteran's Honor Run. Apparently now we are concerned about Bubba's not meeting some of their obligations that they were supposed to. If you know of anyone who would like to sponsor please let me know.

Mr. Heffner said if Bubba's backs out on their medal sponsorship, I will sponsor the whole thing.

2. 3 ON 3 Basketball Tournament

Mrs. Bigsby spoke regarding the 3 on 3 Basketball Tournament on August 1-3 at Courtland Center Mall. We have all of the forms pretty much finalized. We have seven sponsors so far. I have e-mailed all of you registration and sponsor forms. We will need to have those in by next week. We have the 3 ON 3 posters here for everyone to view. I have put out a blast to about 25 different companies.

Mr. Heffner asked if the commercial was changed yet.

Mrs. Bigsby stated we did not change the commercial yet because we are having an issue with no one from the Food Bank showing up for our meetings and they are supposed to be our charity. We may have to change the charity for this event to the Firefighter Food Drive. I have called and emailed Tracy from the Food Bank and am still waiting for approval.

Roger Winfield said we cannot say on the commercials that the Food Bank will be our charity when we still do not have the authorization or representation from them. I contacted Channel 12 personally and asked about this. We can always make an amendment to the commercial once we get the authorization.

Mr. Heffner stated I didn't think we needed approval to give money to a charity.

Mr. Craig said it's a subtle difference but there is a difference between giving the money to charity and partnering with a charity and that charity's brand. I think we should get authorization before we use any name or brand for an event.

Ms. Bigsby said in the last email I received from Tracy, she said she would give it to the proper person and if it was approved we would be getting an answer on the incentive. I have not received this yet.

Mrs. Miron offered to go to the Food Bank tomorrow to try to get an answer.

Mr. Winfield said we will have to have all sponsors information in no later than the 15th. The shirts need to be ordered by this date. It would be nice if someone could set up a table in the Courtland Center Mall for registrations. Have you secured the dream court yet? If not do we have a contingency plan? We will have to find a secure rim for the dunking contest. The rims that we have will not support dunking. It will have to be a secure support system with a break away rim. We need more help securing sponsors and food vendors. The food vendors need to be set up by 7:30 a.m. My concern is the communication factor. We are making commitments from individuals and then your dropping the ball. We are reaching deadlines and we are scurrying trying to pick up pieces that we assumed were already covered. At this point and time, when we are at a deadline, we can't assume that something is done and then it is not handled. Not having a website for this event is hurting us. The commercials started today. There will be 7 to 8 commercials a day for the next three weeks. I have been having people do a facebook blast from their own personal accounts. I will be putting up posters tomorrow.

Mr. Heffner stated we do not have a dream court yet. We may need to make this ourselves and borrow a dunking rim like we did for the Gus Macker.

Mr. Spose and Mr. Craig volunteered to help.

Troy Hannon from Courtland Center said I have a striping machine and if we use the right paint it could be made quickly. We could use traffic paint or latex paint with sand in it. I may have a contact person for the dunking rim. We need to find out if the food vendors will need electricity. I can set up transformers on the light poles and have quite a few receptacles available. We will set up vendors east of Planet Fitness. We would like each vendor to sell something different.

3. Approval for checks for Memorial Day Race

Mrs. Bigsby stated the Burton Memorial Race got moved under Parks & Recreation. I have given each of you two e-mails from Vaughn Smith requesting donation checks to the Flint VFW Post 822 for \$150.00 and the American Heritage Girls for \$200.00. This race used to be its own separate entity but the auditors said that it had to come in-house and they have to operate like our committee meetings. Until they get regrouped, I didn't feel comfortable with just going with an e-mail to issue checks when I don't have committee meeting minutes to back it up. The VFW donation check has already been issued and we should be getting a letter back from them stating that they received it so that we have the proper documentation that we need for the auditors. We will also need a letter from the American Heritage Girls when they receive theirs. I am asking you to approve these two checks tonight.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	James Craig, Commissioner
SECONDER:	Rob Spose, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

4. Trick or Treat Trail Update

Mrs. Bigsby spoke regarding the Trick or Treat Trail event. She said we need to set up our committee and chair person. Ms. Talbot would like to be our chair person with Ms. Luxton and Mr. Spose on the committee. We should have a meeting for this event sometime in August after the 3 on 3 Basketball event. We could have the meeting directly after the next Park & Recreation meeting on August 13, 2014.

Mr. Heffner stated he would like to have it during the next Park & Recreation meeting.

Ms. Luxton said some of the decorations from last year need to be repaired. Ms. Talbot stated her husband may be able to repair them.

Mrs. Bigsby stated sometime before the next meeting we should go to the pole barn and see what decorations we have and what needs to be fixed.

Mrs. Miron asked if we could start having the restrooms at Kelly Lake professionally cleaned. Department of Public Works does not have the right equipment to properly clean the restrooms and they are always very nasty. Is there a way we could put this in our budget? Do we need to go to City Council for approval?

Mrs. Bigsby said she has priced this out and it would cost \$90.00 each time we have someone come out. The restrooms need to be cleaned three times a week. We don't have that kind of money in our budget. It cost \$310.00 today to get the toilets pumped out. We spend a lot of money just taking care of that park on the mowing, cleaning, vandalism, etc.

Mr. Spose asked if there was any way we could have a bathroom built at Kelly Lake.

Mrs. Bigsby stated there is no water or sewer there and the well is broke.

Mr. Heffner said it would cost a half million dollars to run sewer out there. I think we should hire a professional service to clean the toilets even if it's once a week.

Ms. Dunsmore suggested having the restrooms professionally cleaned just before an event or once a month. DPW could clean it three times a week.

5. 1125 : Election of Officers, motion to nominate Mr. Heffner for Parks & Recreation Chair Person.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Mona Miron, Commissioner
SECONDER:	Kelly Luxton, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

6. Motion to nominate Ms. Talbot for Park & Recreation Vice Chair Person.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kelly Luxton, Commissioner
SECONDER:	Rob Spose, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

AUDIENCE PARTICIPATION

Rick Fuhst stated several businesses in Burton have asked if it would be possible to incorporate a bike trail that would extend out into the Davison area bike trails and the other bike trails in the Genesee County area. It is very dangerous riding down Lapeer Road. I wondered if we could somehow tie into the other trails.

Mr. Heffner replied I think there is a map somewhere that was done a couple of years ago of the proposed trails connecting to the different cities.

Mrs. Bigsby said it is in our five year plan.

Mr. Craig stated we have some trails that need attended to along Belsay Rd, Lapeer Road and Center Road.

ADMINISTRATIVE REPORT

Mrs. Bigsby stated in your packet you will see something from Crystal Field House which is the old Ice Palace. They have reached out to Burton Parks & Recreation and have asked if we would like to partner with them. I spoke to Karen Lemieux and told her that I would mention this today so that we could have a discussion about it. I told them we may be interested in participating in their Learn to Skate Program in the Fall of this year. Ms. Lemieux has been working very hard to keep the Ice Palace busy all the time and is very passionate about getting the Ice Palace back open and getting new programs started up.

It has come to my attention that maybe some of our committee's are operating kind of loosely and we do have to participate with the Open Meetings Act, FOIA, etc. This committee is already operating this way but now our committee's and sub-committee meetings will need to do this also. All meetings will have to have an agenda and minutes. If you are a Chair person for a meeting, you will need to get with me to make sure we have the agenda before the meeting, take minutes and make sure the Clerk's office has them in case anyone FOIA's them.

Mr. Spose asked Mrs. Bigsby to email the committee a copy of Roberts Rules. This will explain the procedures that we as a municipality have to follow regarding the meetings, just to refresh our memory.

Mrs. Bigsby reported there will be two new signs going up at Kelly Lake. One will say, "Do not feed the wildlife" and the other will have information on the water quality.