



BURTON, MICHIGAN

DRAFT

BURTON PARK AND RECREATION COMMISSION MEETING

MARCH 11, 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.

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	Absent	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Present	

The Pledge of Allegiance was led by Steven Heffner.

A. STAFF PRESENT

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

B. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Feb 16, 2015 5:30 PM

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

C. ADMINISTRATIVE REPORT

Mrs. Bigsby stated Lisa Easterwood from Fleis & Vandenbrink is here today to talk to us about the bids that came in for the boardwalk at Kelly Lake.

I have contacted MC Performer, Michael Carluccio about performing on Memorial Day. He does a nice variety of Frank Sinatra, Dean Martin, Bobby Darin, Rod Stewart, Elvis Presley, Patsy Kline, Tom Jones, Neil Diamond, Johnny Cash and more. I am asking the commission to approve the payment of \$1,600.00 for this performer.

Mr. Heffner asked if we could get a Atherton School Bus to shuttle residents at Burton Place and Lockwood on Center Road to the show.

Mrs. Bigsby said we already have a Atherton School Bus that day. They bring the band to the parade and shuttle parade participants. I can find out if they can stay longer and how much it would cost. Another possibility is our Burton Senior Center bus. We would need a driver. I think the bus has a wheel chair lift.

Mr. Spose suggested taking flyers to the office at Burton Place and Lockwood so that they can distribute them to the residents. Maybe the office could have a sign up sheet there so that we know how many will be coming.

Mrs. Bigsby said Burton Youth League registrations are going pretty strong. We have approximately 100 kids signed up already. We did a second round of dropping off registration forms to the schools. I have sent out registrations and sponsor forms for the Burton Youth League and the Memorial Day Parade to all the churches and many businesses in the area. We do need more T-Ball kids.

D. PURPOSE OF THE MEETING

1. Easter Egg Hunt Update

Ms. Talbot reported we have had one Easter Egg Hunt meeting so far. We need to schedule another one. It was decided the next meeting will be Friday, March 13 at 5 p.m.

Mrs. Bigsby stated she went shopping for more prizes today. Ms. Dunsmore donated prizes to give away. For each game they will get a ticket. They will use the tickets to take home prizes. We will have face painters coming from Bendle School. I sent an e-mail to the clown class at Mott College to see if they could send a couple of clowns to the event.

2. Memorial Day Update

Mrs. Bigsby stated we have 15 applications for the Memorial Day Parade and two sponsors so far. We need more sponsors and the Veteran's Memorial Park will need to be cleaned up before the event.

3. Veteran's Honor Run Update

Mr. Craig reported there will be a meeting tonight for Veteran's Honor Run. Elga Credit Union will not be the exclusive shirt sponsor this year. We want to do the \$100.00 Shirt sponsors and we will be choosing our logo tonight.

4. Kelly Lake Park Bids

Ms. Easterwood from Fleis & Vandenbrink stated we had the bid opening for Kelly Lake Park Improvements on February 17th. There were seven bidders that showed up. I sent an e-mail to the Mayor Zelenko, Mrs. Bigsby and Mrs. Moulton letting them know that the low bid was from Heystek Contracting at \$270,000.00. The total DNR Grant amount was \$171,000.00 with the City's match amount \$57,000 which makes the total grant amount of \$228,000.00. That includes engineering. This bid is over what we projected. To make up for the difference one option would be to receive donation money through other sources. The Saginaw Bay Watershed Initiative has a grant but I don't know if we would qualify for it. The project agreement the City has with DNR expires on March 29, 2015. However, we can ask for a six month extension up to two times if needed. We need to meet with the

Mayor and council to see if they approve of the extension. If it is approved, the next step would be to submit a letter to the DNR asking for the extension. You need to show that you are moving forward. On February 18, 2015 I sent out an e-mail suggesting that the City meet with Heystek Contracting to negotiate and maybe reduce some project scope items. This is the same company that built the overlook that is at Kelly Lake. If the City could do some of the things needed instead of the contractor, it would also save money. Anything that is removed from the bid will have to be approved by DNR. If this will be going to Council for approval you should call DNR first to see if an extension is available.

5. Approval of Tomlinson Design & Advertising Inv#128389 dated 1/14/15 for Race Flyer.

This invoice is for the design on the race flyers. Their next meeting will be April 1, 2015. After that they will be able to approve their own items.

Mr. Craig said this is the same company that provided us the proposed design for the Veteran's Honor Run. They do good work.

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

6. Approve \$1,600.00 payment for Memorial Day MC Performer, Michael Carluccio.

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

A. Motion to recommend to Burton City Council that Burton Parks & Recreation ask DNR for a six month extension on the grant for the Kelly Lake Park Improvements.

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

B. Motion to recommend to Burton City Council two options for the Kelly Lake Improvements; the original Heystek Contracting bid and the same original bid minus Items 5, 7, 8 and substituting Item 6 with bid alternate 2 .

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

E. AUDIENCE PARTICIPATION

None.