CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 10, 2015

AGENDA

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

B. THE PLEDGE OF ALLEGIANCE WAS LED BY

C. STAFF PRESENT

D. APPROVAL OF MEETING MINUTES

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

E. PURPOSE OF THE MEETING

A. Trick or Treat Trail Update

B. Veteran's Honor Run Update

C. Pizza with Santa Update

D. Christmas Parade Update

F. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Park and Recreation Commission. I would ask each individual to give their name and address for the record and to limit their comments to five (5) minutes and to speak on the topics germane to City business.

G. ADMINISTRATIVE REPORT

H. COMMISSION DISCUSSION

I. COMMISSION RECOMMENDATIONS AND/OR ACTION

1. Approval of Invoice #209915 from Advanced Tex Screen Printing dated October 23, 2015, in the amount of $142.00 for the purchase of Memorial Day Race Shirts.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 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 5:40 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Steven Heffner	Council Representative	Present	
Sandra Talbot	Commissioner	Present	
Robert Spose	Commissioner	Absent	
James Craig	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Late	6:00 PM

B. THE PLEDGE OF ALLEGIANCE WAS LED BY JIM CRAIG.

C. STAFF PRESENT

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

D. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Sep 9, 2015 5:30 PM

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

E. PURPOSE OF THE MEETING

A. Trick or Treat Trail Update

Mrs. Bigsby said we are going to need everyone that can help to meet at Kelly Lake by 9 a.m. to set up. I have ordered 60 dozen cookies from Jablonski's Bakery. They will be ready for pick up Saturday at 1:00 p.m. I will pick up 60 gallons of apple cider on Saturday from Meijer's and Friday I will pick up the pumpkins. I have ordered the tents, tables, chairs, bounce houses and hay for the hay wagon. The hay and decorations will be dropped off at Mr. Heffner's house on Friday. A petting zoo and balloon twister will be at the event.

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

Mr. Heffner said he would like to set up at least five stations to hand out candy. We will have a cotton candy station also. I would like decorations to put in the woods along the hayride trail.

B. Veteran's Honor Run Update

Mr. Craig stated the dog tags for the Veteran's Honor Run are sponsored by Mr. Heffner. The first 250 people to sign up will receive a dog tag. The top three finishers in each age group will receive a medal on a ribbon. The plaques are for the overall winners. The challenge coin is for the people that run the 11K. Those people who participate in three out of the four races in the series will receive another medal. Those who run all four races in the series will receive a special lanyard with a medal. Also if you have participated in three of the races you will be entered into a drawing to receive a $50 gift card and for four races you will be entered to win a $100.00 gift card. We have 112 people signed up right now. We are hoping for at least 400 participants. We will have volunteers from Powers School. They dropped the registration price for kids under 15 years old to half off.

Ms. Talbot said there will be volunteers from Atherton there also.

C. Pizza with Santa Update

Mrs. Bigsby spoke regarding the Pizza with Santa event on December 5, 2015 at noon. She said she contacted the movie company for the pricing on the movies Inside Out and Polar Express and we need to set up the committee for this event.

Ms. Dunsmore stated we will have cookies, stocking and ornament decorating, face painting, balloon twister, pictures with Santa, pizza with Santa, popcorn, either an obstacle course or bounce house in the gym, and a mailbox for letters to Santa. I would also like to have cotton candy and a choir.

It was unanimously agreed upon by the committee members to have Mr. Spose make the mail box and post office area.

Mrs. Bigsby stated I will call New Testament to see if their choir can sing, call Hot Shots for the pictures, call for a Mr. And Mrs. Santa and look for a standard letter to Santa.

Mr. Heffner commented he would like to have a bike giveaway. He said we could have a drawing for certain age groups and could give each child a ticket when they come in for a chance to win a bicycle. We could ask for bike donations or money to go toward the purchase of bikes.

D. Christmas Parade Update

It was decided between the committee members to change the start time for the Christmas Parade to 6 p.m.

Mrs. Bigsby said she will look for plastic ornaments for the float.

F. AUDIENCE PARTICIPATION

None.

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

G. ADMINISTRATIVE REPORT

Mrs. Bigsby, Parks & Recreation Director reported there was a very nice ad in the Burton View for the Trick or Treat Trail event. They do a great job with our ads.

I have dropped off registration forms to businesses along with faxing and e-mailing them. I have also put it out on Facebook. We have not had a good response. So far, Creekwood Dental, Paula Zelenko and New Testament will be setting up a booth. We need more people to set up booths and pass out candy. We also need more volunteers to help out at booths. The High Schools have made announcements asking for volunteers. The Cub Scouts will be having an event at Kelly Lake on Sunday and will be coming in to clean up the park Saturday at 6:30 p.m. The ribbon cutting at Kelly Lake will be held Friday at 9:30 a.m.

Mrs. Bigsby stated research students contacted me from the University of Michigan. They would like to do a research project on Kelly Lake because of the ecoli. I met with them at Kelly Lake a couple of weeks ago. Their initial thought is that the ecoli is not coming from the geese. They think it may be coming from the vegetation in the lake dying off because it happens pretty much at the same time every year. So they will be doing research on this and give us their findings. They are also going to work with another department on turtle research at Kelly Lake. We have a lot of turtles there. The contractor that was working on the boardwalk told me that in all his years working around wetland he has never seen a turtle dig a hole and lay their eggs. He seen this while working on the boardwalk.

H. COMMISSION DISCUSSION

None.

I. COMMISSION RECOMMENDATIONS AND/OR ACTION

None.

Meeting was adjourned at 6:30 PM.

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

Trick or Treat Trail Update

Veteran's Honor Run Update

Pizza with Santa Update

Christmas Parade Update

Burton Park and Recreation Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

Meeting: 11/10/15 05:30 PM
Department: Mayor's Office
Category: Events
Prepared By: Marcy Kimball
Initiator: Paula Zelenko
Sponsors:
DOC ID: 1963

MOTION (ID # 1963)

Approval of Invoice #209915 from Advanced Tex Screen Printing dated October 23, 2015, in the amount of $142.00 for the purchase of Memorial Day Race Shirts.

ADVANCED TEX SCREEN PRINTING
22040 GRATIOT ROAD
MERRILL, MI 48637
PH: 989-643-7288 F:989-643-5526

Invoice: 209915

Date Ordered: 9/24/15
Date Invoiced: 10/23/15
Date Due: 11/17/15

Ordered By	Phone	Fax	Email
LESTER BRADY	810-610-7659		LOBWALKS@AOL.COM

CITY OF BURTON ROAD RACE
4303 S CENTER RD.
BURTON, MI 48519

SHIP TO:
CITY OF BURTON ROAD RACE
12541 PAGELS DR
GRAND BLANC, MI 48439
ATTN: LESTER BRADY

Customer #	PO Number	Terms	SALES REP	Ship Method
2341	MEMORIAL DAY 5K -	NET 25	HOUSE	UPS GROUND

Qty	Part Number	Color	Description	SIZES	XS	S	M	L	XL	OTHER	Unit Price	Tot Pric
5	ST370	WHITE	Sport-Tex CamoHex Tee				1	2	2		10.50	52.5
1	ST370-2X	WHITE	Sport-Tex CamoHex Tee							1	12.50	12.5
6	LST370	WHITE	Sport-Tek® Ladies CamoHex V-Neck Tee			2	2	1	1		10.50	63.0
12												

Subtotal	128.0
Sales Tax	
Shipping	14.0
Total	142.0
Paid	
Balance	142.0

Note:

Attachment: Advanced Tex Invoice (1963 : Approval of Invoice #209915)