



BURTON, MICHIGAN

DRAFT

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 10, 2014

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 IS LED BY

B. Bigsby, Parks & Recreation Director.

B. ROLL CALL

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

C. STAFF PRESENT

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

D. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 13, 2014 5:30 PM

A motion was not made to approve the minutes from Aug. 13, 2014.

E. PURPOSE OF THE MEETING

1. Kelly Lake Boardwalk

Lisa Easterwood from Fleis & Vandenbrink stated I met with Mayor Zelenko and the staff last week to give an update on Kelly Lake Boardwalk. We are still trying to select a contractor. We developed the construction documents and plan specs and sent it out for bid in May. We followed our typical protocol by placing this in the online plan rooms, which is an online service to contractors that posts projects to bid. We had a bid opening three weeks after that and there were no bidders. On June 15, 2014 we sent out bid invitations again to 15 different local contractors that we thought would be interested in the project. We did two advertisements in the two local newspapers, sent to the online plan rooms again and also MITA (Michigan Infrastructure and Transportation Association) who also posts projects for bid on their website.

July 10, 2014 we received one bid that came from Case Construction. They are a

local construction company located in Flint Twp., MI. They submitted a bid of \$441,603.00 and if you recall our project estimate was \$200,000.00 for the boardwalk. This was way over what we estimated in our budget. We had included an alternate canopy in our specs because that was something you brought up after the grant. Their alternate for that came in at \$27,200.00 and the estimate we had was \$15,000.00. According to the Geo Technical Report we had three options to go with for the foundation support; concrete piers, timber piles or helical piers. The issue with this boardwalk is that it goes across FEMA flood plain area. The whole lake and wetland serves as a flood plain to Gilkey Creek. The design of the floor elevation to the boardwalk has to be no lower than the flood plain elevation that FEMA has established there. Case Construction suggested doing timber piles instead of the concrete piers as what was in our design. They felt this would be the more economical method. Their estimate for the timber piles came in at \$330,531.00, still significantly higher. Their alternate canopy bid came in a little lower at \$25,240.00 because it was for timber piles instead of concrete piers for the canopy. Case Construction is a very good company and they do a lot of commercial development, however when it comes to this type of application it is a unique site. When you are dealing with water levels, high water table and soil, you have to have the right resources or your costs will go up. I don't know that Case Construction has the equipment that we would need readily available. If they do not and they have to go out to an excavator, then the cost would go up. The contractor would mark up anything the sub-contractor bids.

There were three other companies that requested a bid packet but did not submit a bid. I contacted them to find out why they didn't bid on it. They said that they were either booked for the year, didn't have time to bid on the project, did not have the staff to do the project or did not have time to review the bids. These contractors did say that they would be interested in bidding on it, if we put it up for bid again. One contractor told me his ideal preference would have been to use the concrete piers. They threw out an estimated cost range of \$200,000.00 to \$250,000.00.

We are recommending that bids go out in January so that we can catch the contractors when they are not busy and before they have planned out their work schedule for the construction season. Per the Mayor and her staff, we are looking at possibly sending bid requests out in October and having the bid opening in November before Thanksgiving. Everyone will be submitting bids the end of the year or beginning of next year and we would like to get them out sooner so that we can get better prices.

The grant is good until March 27, 2015. I checked with the DNR and we can ask for a six month extension and if needed another six month extension. The DNR recommended that we wait until February to ask for the first extension. The other option would be to let the grant expire. We really don't have anything to gain by doing this because the grant is still good.

We looked at what we could do with this project to make it more economical. When we bid this out again, we will include an alternate for the timber piles, concrete piers and we are also considering pedestal piles. A pedestal pier would be one excavation

instead of two. The cost savings would cut the excavation cost down. We need a contractor that already has all of the equipment to do the project so that they don't have to sub-contract it out. This would also be a cost savings. Once the DNR comes up with the amount of the grant, that's the number that they are going to hold to and the applicant is responsible for any additional amount.

Mr. Heffner stated I think October is a little early to put out the bid request. Most contractors will be finishing up their projects in October. The year is not going to end for a lot of them until the big freeze hits. After that their work is halted.

Ms. Easterwood replied the Mayor wanted to get the bids back before Thanksgiving. I understand her reasoning behind it. We originally had three weeks for them to review bids, now we are going to give them a whole month to bid on it. It's the City's call.

Mrs. Bigsby said we wanted to get the bid packets out as soon as possible, to be the first one out there.

2. Trick or Treat Trail Update

Mrs. Bigsby stated as soon as our meeting is over, I would like to have a Trick or Treat Trail meeting upstairs.

Mr. Craig asked whose presence are you requesting.

Mrs. Bigsby said I will take anybody right now. I don't like being behind the eight ball. When we don't have a full committee and can't have action items and get stuff done, this is what happens. I think Mr. Spose told me that he would have everything wrapped up by the beginning of September and here it is September 10th. I need his input.

Mr. Heffner asked what do you need from him.

Mrs. Bigsby stated well, I need his input, kind of an important part.

Mr. Heffner said you just ask me I will give you whatever you need. Trick or Treat Trail is kind of a simple one.

Mrs. Bigsby replied, well for you.

Mr. Heffner said I have only done it for seven years.

Mrs. Bigsby replied I could let you handle it and I can move on to something else.

Mr. Heffner said it sounds like a plan. When do we want to meet? I have a Council meeting tonight but we can do it some other time, whenever you guys want. Trick or Treat Trail is really simple.

Ms. Dunsmore stated right now I am committed that day, it is my last day of football. I am trying to get things situated, so if I can come I will just show up at 4 p.m. Usually I can never be there because it's my last day.

Mr. Heffner replied that would be good.

Ms. Luxton asked so when do we want to meet.

Mr. Heffner stated anytime, Trick or Treat Trail is so simple to do. The hardest part is the day of setting up. Ordering everything and getting set up is simple.

Ms. Talbot said ok, but you got to have things ordered.

Mr. Heffner said I can tell you exactly what we need. The meeting may take 20 to 30 minutes. I think it would be a good idea to cut out the pizza sponsor this year.

It was decided among the committee that the meeting will be next Wednesday at 6 p.m. in the council chambers.

3. Veteran's Honor Run

Mr. Craig reported as of right now we have 64 people signed up for the run. This time last year we had 30 people signed up, with a total of 310 people signed up by the deadline. I was at the Chamber meeting today handing out the flyers. I had several people say they will be there. This run is a part of our Burton race series. If you participate in at least three of the four events you will receive a special medal. So there are a lot of people doing that. Sarah from Walmart said they would donate bananas and granola bars. We came up with the design for the medals and have them on order. We still have some medals left over from last year. We have a picture of the design on the Facebook page and on the webpage. This will be the design for the shirts, the challenge coins, the dog tags and the plaques. I called Maxwell Medals that Mrs. Bigsby told me about. Instead of spending \$50.00 for the plaques, I can get them from this company for \$20.00 each. I will have more information for Mrs. Bigsby possibly tomorrow. We have a lot of people engaged in this event; however we could always use more volunteers. We have two basic sets of volunteers. One set that will be handling the registration and coordinating the medal handouts, and the other group will be on the course. Veteran Tom Salvator, who is on our committee and also runs the 11K and works with the Crim, will be coordinating the Marine Corp guys at the turn. We have a lot of good stuff going on. Right now it is kind of hurry up and wait. We are trying to get these flyers out to as many people as we can. If any of you know of any one that can contribute, especially those of you who are on the school board, let me know. I can give you some flyers to pass out. We need to get the word out. Our goal is to have 500 to 600 participants this year.

Ms. Dunsmore said that she will get the message out. They have their own website for the school.

Mr. Heffner asked Mr. Craig if he has any flyers for the sponsorships.

Mr. Craig stated I do not have any. We have sold our main sponsorships. We are going to do two sponsor signs, one on the 5K course and one on the 11k course. This will be for the \$100 sponsorship and they will be able to put something in the bag that will be given out. We could try to tailor a sponsorship for someone who could possibly do something "in kind". We are partnering with the Michigan Greatest Fudge Company and they are going to bring in hot fudge and that's going to be part of our post-race meal. We will be paying a very minimal amount for this but it will go over real well with the runners. So we are more than happy to try to tailor something. We have a lot of opportunity for that. If you have a company that is interested let Vaughn Smith or I know. We can come up with some pretty creative things.

F. AUDIENCE PARTICIPATION

None.

G. ADMINISTRATIVE REPORT

None.

H. COMMISSION RECOMMENDATIONS AND/OR ACTION

None.