CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 13, 2017

AGENDA

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. PLEDGE OF ALLEGIANCE

B. CALL TO ORDER

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 9, 2017 5:30 PM
2. Memorial Day 5K Run & Walk Committee - Regular - Aug 9, 2017 6:30 PM
3. Veterans Honor Run Committee - Regular - Aug 9, 2017 7:00 PM

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail
2. Veterans Honor Run
3. Christmas event at Bendle
4. Christmas Parade
5. Parks & Recreation Five Year Plan

F. ADMINISTRATIVE REPORT

G. 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 three (3) minutes and to speak on the topics germane to City business.

H. COMMITTEE DISCUSSION AND OR ACTION

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 9, 2017

MINUTES

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

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:30 PM.

A. PLEDGE OF ALLEGIANCE

B. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Present	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Councilwoman	Late	6:45 PM
Genevieve Field	Board Member	Present	

C. STAFF PRESENT

P. Zelenko, Mayor
M. Kimball, Records Tech

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jun 14, 2017 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Bauldry, Talbot, Craig, Dunsmore, Wilson, Field
ABSENT:	Kalandyk, Conley

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail

   Mr. Craig said Toby Bauldry and Christina Conley are the Chair people for this event and we will help as needed.

   Ms. Bauldry would like to set up a subcommittee meeting for this event soon. It was decided to hold the meeting on Wednesday, August 23, 2017 at 5 p.m. in the City Hall Community Room.

Minutes Acceptance: Minutes of Aug 9, 2017 5:30 PM (APPROVAL OF MINUTES)

Mr. Craig suggested inviting the school superintendent.

2. Patriot Run Discussion-Volunteers

   Mr. Craig said we only have a few runners for this event. This event will most likely be canceled due to lack of participants.

3. Veterans Honor Run-Updates and Volunteers

   If anyone would like to be on this committee please let me know.

4. Christmas with Santa update

   Ms. Dunsmore stated everything is scheduled with the Bendle School. They will be taking care of the janitorial Service. We will just have to take out what we brought in. There will be a janitor on site during the event in case they are needed. We just need to see what supplies we already have and order what we need. This event will be held December 2, 2017 from 12:00 -3:00 PM. The parade is at 5:30 PM. The youth group from my church and the Honor Society from Bendle have volunteered to help. The school will donate the popcorn and I am looking for donations for hotdogs and buns, etc.

5. Christmas Parade-updates/confirm

   Mrs. Dunsmore said we will need to make up flyers to send to the schools.

6. Five Year Plan-our plan for updating

   Mr. Craig stated as previously discussed, we will need to make a recommendation to council when we get a cost estimate for updating the plan.

F. ADMINISTRATIVE REPORT

Mayor Zelenko stated in the event that members were not aware, Mrs. Bigsby has resigned as the Director of the Park and Recreation Commission. At the present time, my office and I will work with you the best we can to compile information needed for Commission meetings, events and activities. Mrs. Bigsby is still assisting me with information regarding activities and events, but she is no longer available to attend, coordinate or work the meetings, activities and events; therefore, will not be able to fulfill the responsibilities of the Director. I am in the process of finding another administrator to take on the Directorship, but until then, if the Commission's requests could come through you, Mr. Chairman, that way we all stay on the same sheet of music. Mr. Hayman will help take calls and Ms. Warren will help with the purchase order system and things that needed to be purchased and updated in your budget until we find someone.

As you requested, Mr. Chairman, I have provided the General Ledger activity for the Memorial Day Race, Patriot Day Hero Run, and the Veteran's Honor Run. In addition, here are two bound copies of the current Park Plan.

The City Council was informed that the Plan expires this December and that I will be requesting additional funding in the very near future. Lisa Easterwood, from Fleis & VandenBrink Engineering is here tonight if you have questions regarding the update to the Park Plan. I have asked her for a cost estimate for the update to the plan. Should you have any concerns in these regards I am sure she will be happy to address your inquiries.

Minutes Acceptance: Minutes of Aug 9, 2017 5:30 PM (APPROVAL OF MINUTES)

I have provided the Parks & Recreation July Expenditure and Revenue Report. July being the first month of the fiscal year, this report demonstrates an accurate picture of the budget approved by the City Council. If I might continue, Mr. Chairman, I will do a quick run-down of the notable changes.

- 1001-6090-705.0000 - The director's stipend line item was reduced from $15,000 to $10,000.
- 10011-6090-956.6090 - DNR Grant expenditures $10,000. The City has been awarded a small DNR Grant for the Iron Belle Trail. This reflects the grant and the City's required match. The City Council made the necessary budget amendments last Monday night.
- 1001-6090-973.0000 - Community events reduced from $11,800 last year to $5,000 this year.
- 1001-6090-973.1100 - Concerts was eliminated.
- 1001-6090-973.2006 - Soccer league start up was eliminated.
- 1001-6090-974.7049 - Park Projects eliminated. This is where various park projects funded, such as the seawall. The seawall project was terminated by rejecting the lowest responsive bidder's contract and eliminating the entire allocation of $58,000 from the Park Project line item. You will not be able to initiate or continue with any park project without project funding. Should there be a project needed, we will need to secure funding from City Council before moving forward. Some examples of park projects other than the erosion control seawall of the east bank at Kelly Lake, are things we typically do on a seasonal basis like the replacement of mulch and fall material under playground equipment and trip hazards along walkway edges and sidewalks. Those are looked at as needed and normally every few years need to be addressed.

In addition, Superintendent Chris Arrington has confirmed that Bentley Schools is honored to host this year's Trick or Treat Trail on October 28, 2017.

G. AUDIENCE PARTICIPATION

Lisa Easterwood from Fleis & VandenBrink said the Parks & Recreation Plan expires December 31st of this year with the DNR. If you are going to apply for funding through the DNR then you do not want this to expire. You would want this to continue to be on file. One option you have is, if you don't plan to apply for a DNR Grant next year, let it expire. That way you are not wasting a whole year of that 5 year program. The Mayor mentioned the Iron Belle Trail. This is on file with the County. I am not sure what and who is involved in this.

Mayor Zelenko said she will check with Mrs. Bigsby regarding the specifics on this project.

Ms. Easterwood stated the Iron Belle Trail is the Governor's trail system that goes from Belle Isle State Park in Detroit up to Ironwood in the Upper Peninsula. A portion of this trail runs through the City of Burton. There are other segments that run through Genesee County. The Genesee County Planning Commission has been working with the communities to assist them in getting those segments of the trail implemented.

Mayor Zelenko said we have a grant through DNR to start this Iron Belle Trail Project. I will talk to Mrs. Bigsby to find out more about this. My understanding was that if our Park Plan wasn't up to date, that we would not be eligible for any state grant.

Ms. Easterwood said because of the Iron Belle Grant that you have, that may be a reason to continue and make sure that this doesn't expire. If this funding is coming from DNR, then not extending this 5 year plan, could jeopardize that grant. Part of the process in

Minutes Acceptance: Minutes of Aug 9, 2017 5:30 PM (APPROVAL OF MINUTES)

reinstating the plan and submitting the plan to DNR for approval for the next 5 years, we would need to revise the plans. The trail is in the plan already, however it doesn't identify it as the Iron Belle Trail, so we would need to change this. Any other park plan changes or updates that need to be done would need to be in there such as the Kelly Lake Boardwalk. We would have an open house to the public and go through the proper filing. If you want, I can put a proposal together for you.

Mayor Zelenko stated I would like for you to do that and we may need to have an extra meeting to go over this. We need to get this expedited as soon as possible.

Mr. Craig said one of the goals on the Master Plan is accessible walkways and observations. We have the new boardwalk completed at Kelly Lake called the Kawanis Crossing. Mr. Wilson is working on improvements at the Veteran's Park as far as repair and pavers, which was included in the Parks & Recreation Plan. We have also done work on the Iron Belle Trail area at Kelly Lake. We will need to update the plan to reflect the changes that we have made so far. I think if we can continue with this plan and do a little on it each year, when it's finished it will really benefit the City of Burton.

Vanessa Ferguson of Burton spoke regarding the end of summer movies coming up. She said August 26th, 2017 will be the Beauty and the Beast movie at the Burton Eagles. We will not be able to be there so someone from the board will need to bring the equipment and set up and play the movie. Someone will need to bring the speakers and the screen. If someone brings in their own laptop there is a specific player that will need to be downloaded in order to play the movie. We could have a practice run before the event so that you would know how to do it. Is it still ok to advertise Bendle School as the alternate location in case of rain? Crafts and activities start at 7 p.m. and the movie will start at dusk. The fundraisers are going well. Health Plan will be bringing the characters Spiderman, Molina and Belle.

Mrs. Bauldry said you may have to find another place for the alternate location, Bendle School may not be available.

Genevieve Field, Parks & Recreation committee member, volunteered to bring her laptop to play the movie.

Kris Johns said I would like to suggest that we hold all of the movie events indoors so that we do not have to worry about the weather. It would be nice if we could add more movie events to the schedule.

Burton Councilman Vaughn Smith stated I checked into using the trail at Kelly Lake for the run portion of the Spring Triathlon, however you cannot put on an event like that where they wouldn't be able to swim in the lake. Some ideas for this trail are placing workout stations around the trail, including the trail in other race events or tours, bikes, strolls, etc. These events make money and promote Burton throughout the Mid-Michigan region. The Burton Race Series consists of four races; Race to Grace, Hot Fudge Run, Memorial Day and Veteran's Honor Run. We are able to bundle market. We are marketing our events all year long. This continues to grow every year. There is a Master Plan component for Parks and Recreation and Downtown Development Authority. I spoke with Doug Piggott who said that with your Master Plan being 5 years old, you could move it forward. You would have to hold at least one public hearing.

H. COMMISSION DISCUSSION AND OR ACTION

Minutes Acceptance: Minutes of Aug 9, 2017 5:30 PM (APPROVAL OF MINUTES)

1. Approve and Authorize the donation of $100.00 to the Burton Kiwanis for the 1st Annual Burton Kiwanis/FOP Lodge Golf Outing, in the name of Burton Memorial Day Race.

   Mr. Craig stated this is for a hole sponsorship.

RESULT:	**CARRIED [6 TO 1]**
MOVER:	Sandra Talbot, Co-Chairman
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Bauldry, Talbot, Craig, Dunsmore, Conley, Field
NAYS:	Wilson
ABSENT:	Kalandyk

Meeting was adjourned at 6:34 PM.

Minutes Acceptance: Minutes of Aug 9, 2017 5:30 PM (APPROVAL OF MINUTES)

BURTON, MICHIGAN

MEMORIAL DAY 5K RUN & WALK COMMITTEE MEETING

AUGUST 9, 2017

MINUTES

Council Chambers | **Regular** | **6:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Park & Recreation Chairperson James Craig at 6:30 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
James Craig	Park & Recreation Chairperson	Present	
Robert Wilson	Park & Recreation Commissioner	Present	
Christina Conley	Council Representative	Present	
Tony Newton	Committee Member	Present	
Debbie Newton	Committee Member	Present	
Amber Shaw	Committee Member	Present	
Steve Welch	Committee Member	Present	

B. STAFF PRESENT

Mayor Paula Zelenko

C. PURPOSE OF THE MEETING

1. Discussion and Disbursement of Funds to Charity

- $800 Donation to Atherton Theatre Group
- $500 Donation to Bentley Robotics Club
- $100 Donation to Atherton Art Group
- $1,000 Donation to the Burton Police Department
- $100 Sponsorship to Burton Kiwanis Golf Outing
- $150 Burton Race Series Sponsor Revenue Share - Race2Grace
- $150 Burton Race Series Sponsor Revenue Share - Burton Kiwanis Hot Fudge Run
- $150 Burton Race Series Sponsor Revenue Share - Veteran's Honor Run

D. ADMINISTRATIVE REPORT

Mayor Paula Zelenko went over the Revenue and Expense Report that was provided to her by the Controller. All expenses were reconciled.

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION

Discussion on the Revenue and Expense Report provided by Mayor Paula Zelenko.

Discussion on the following items for future action:

Minutes Acceptance: Minutes of Aug 9, 2017 6:30 PM (APPROVAL OF MINUTES)

- Reinstatement of walk division place medals
- Continue post-race hot dogs
- Continue post-race ice cream
- Possibility of adding women's V-neck race shirt option during early registration

Committee recommended Burton Race Series be a separate account from the Memorial Day Race to ensure more accurate Revenue and expense reporting, eliminating "mixed funds".

Meeting was adjourned at 6:35 PM.

_____

Minutes Acceptance: Minutes of Aug 9, 2017 6:30 PM (APPROVAL OF MINUTES)

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

AUGUST 9, 2017

MINUTES

Council Chambers | **Regular** | **7:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Parks & Recreation Commissioner James Craig at 7:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	Committee Member	Present	
James Craig	Parks & Recreation Commissioner	Present	
Debbie Newton	Committee Member	Present	
Amber Shaw	Committee Member	Present	
Tony Newton	Committee Member	Present	
Robert Wilson	Parks & Recreation Commissioner	Present	
Christina Conley	Council Representative	Present	

B. STAFF PRESENT

Mayor Paula Zelenko

C. PURPOSE OF THE MEETING

1. Veteran's Honor Run Update and Follow Up

   The following items were discussed:

- Final confirmation Blessed Sacrament for 11/4/17 by Steve Welch
- Confirm Sullivan's and pricing by Steve Welch
- Confirm route with Lt. Warden by Mayor Zelenko. Jim Craig to send route to Mayor
- Traffic control post-race. Inquire if construction road is still operational
- Snow stakes and caution tape to keep cars from parking on grass on race day by Jim Craig

D. ADMINISTRATIVE REPORT

Mayor Zelenko spoke regarding the race route.

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION

Discussion on update and followup items.

Meeting was adjourned at 8:30 PM.

Minutes Acceptance: Minutes of Aug 9, 2017 7:00 PM (APPROVAL OF MINUTES)