CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 13, 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 WAS LED BY DEBRA DUNSMORE.

B. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Council Representative	Present	
Genevieve Field	Commissioner	Present	

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 9, 2017 5:30 PM

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

2. Memorial Day 5K Run & Walk Committee - Regular - Aug 9, 2017 6:30 PM

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

3. Veterans Honor Run Committee - Regular - Aug 9, 2017 7:00 PM

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

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail

   Jim Craig stated Sue Warren supplied us the past three ads for this event. We need to decide which one we want to go with this year. We will need to make some changes before sending distributing to the schools.

   Tina Conley said I talked to Tonya of the Burton View. She said she could put something in the paper letting people know about the event and asking for sponsors.

   Sue Warren said if we run the same size ad as the previous years, the cost is $1,495.00 each time. I will make the large posters and flyers for city hall, schools and anywhere else you want them. We will need an up to date building usage form from Bentley.

   Sandra Talbot suggested getting a quote on what a 1/4 page ad would cost compared to a 1/2 page for one run and for two runs. She also said we need to let people know that what we put on is free but the concession stands charge for items.

   The committee liked last year's ad the best and set up the next Trick or Treat Trail event meeting for September 20, 2017 @ 5:00 PM in the community room at Burton City Hall.

   Tina Conley said I think we should all go to the barn to see what decorations we have, what we need and what needs to be fixed.

   Jim Craig said he would like to check on this before the meeting. The trailer that we use for the hay ride will also need to be checked out and any repairs done if needed. I will get a price from Walkers Farm on the straw that we need. We also need the sponsorship forms to pass out.

   Sue Warren will also get a quote from another farm.

2. Veterans Honor Run

   Jim Craig stated there will be a meeting for the Veteran's Honor Run tonight. We have around 50 signed up so far. We will have a 5K run, 5K walk and in honor of the Veteran's we also have an 11K Run. The 11K run starts at 11:11 a.m. and it doesn't matter where you finish, you will still get a finishers medal or challenge coin on top of any place medals. We still need sponsors and volunteers. There is a $100.00 sponsorship for a name on the shirts and a $300.00 sponsorship for a logo on the shirts also includes their logo on the webpage, a spot inside where the registration and post meal is and a free comp entry. We also promote them through Facebook.

3. Christmas event at Bendle

   Debra Dunsmore stated Bendle School is reserved and a janitor will be there throughout the event. We already have the movie screen there. We need to see what we have in storage and figure out what we still need. Our budget was cut so we may need to eliminate the bounce house. I will make all the desserts.

   Sandra Talbot said she would also make desserts.

   Sue Warren said I have the reports that show what we have had in the past and I could run an expenditure report to see what we paid out.

   Discussion followed regarding the budget and whether to have pizza or hot dogs. It was decided it would be easier and more cost efficient to have pizza and getting quotes from a few places.

   Genevieve Field suggested testing the movie equipment before the event and making sure everything needed is there.

4. Christmas Parade

   Sue Warren stated the lineup calls for this event can be sent to me.

   Toby Bauldry said Bentley Band is interested in being in the parade.

   Debra Dunsmore said last year the Bendle Band was in the parade. They decorated their instruments with battery operated lights and wore Christmas sweaters. They will be in the parade this year. This is a Glow Parade so the more lights the better.

5. Parks & Recreation Five Year Plan

   Jim Craig stated we have a proposal from Fleis and Vandenbrink for the Five Year Plan. The fee for this is for preparing the Parks and Recreation Master Plan Update, facilitate the online community survey through Survey Monkey and the conceptual plan for the future park and or trail project prepared from the available records. The total fee is $8,300.00 However, there will probably be additional expenses. We need to make a recommendation to Council to allocate $10,000.00 in General Funds for that.

   Genevieve Fields asked what has been done so far on the Master plan since 2012. Would it be beneficial to get proposals from other agencies?

   Mr. Craig said the boardwalk at Kelly Lake was finished. We received a D&R Grant, Kiwanis donated money and we paid the rest. To do something with the property behind VG's was one thing that was included in the Master Plan wish list. We haven't been able to do anything with this yet. No matter what we accomplish, as long as it's something, we are moving forward. We just got the grant for the Iron Belle Trail. If we ask for Master Plan proposals from other companies, they would be much higher than if we stayed with Fleis & Vandenbrink because they would have to start from scratch. It would be more beneficial to stay with Flies & Vandenbrink because they have already laid out the ground work, done the research, etc. Our Parks & Recreation Plan will expire in January. Without a Five Year Plan we can not get

grants.

F. ADMINISTRATIVE REPORT

Sue Warren stated I will be assuming the role of Park & Recreation Director. I will be taking care of the administrative paperwork, registrations, ordering supplies, organizing events, financing, budget, internal business, etc. I will do what I can to help at the events also.

G. AUDIENCE PARTICIPATION

None.

H. COMMITTEE DISCUSSION AND OR ACTION

I. Motion to request from City Council $10,000 from General Fund for the Parks & Recreation Five Year Plan Update.

RESULT:	**CARRIED [6 TO 1]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Toby Bauldry, Commissioner
AYES:	Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley
NAYS:	Field
ABSENT:	Kalandyk

Meeting was adjourned at 6:30 PM.

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