



BURTON, MICHIGAN

DRAFT

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 17, 2014

MINUTES

Council Chambers

Special Meeting

6:00 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

This meeting was opened by Council Representative Steven Heffner at 6:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Steven Heffner	Council Representative	Present	
Sandra Talbot	Commissioner	Present	
Rob Spose	Commissioner	Present	
James Craig	Commissioner	Excused	
Kelly Luxton	Commissioner	Present	
Debra Dunsmore	Commissioner	Excused	

B. STAFF PRESENT

M. Kimball, Clerk Typist

C. AUDIENCE PARTICIPATION

None.

D. COMMISSION RECOMMENDATIONS AND/OR ACTION

None.

Discussion on Trick or Treat Trail

Rob Spose suggested having a couple of bounce houses and a petting zoo. He said we should get a good deal if we order two. We need to get in touch with the churches for volunteers to hand out candy. They did a great job last year.

Ms. Luxton said maybe we could have pony rides and a petting zoo. Does the committee contact the vendors and the churches for volunteers? We need to know who we used last year.

Mr. Heffner stated we will need to get a contact list from Mrs. Bigsby. We need to know what business to contact for the bounce houses, pumpkins, petting zoo, etc. We could contact the 4H Club for the pony rides. We need people to hand out candy. Last year the Council Members did it. We will have to pick up the pumpkins. I think we got them from Otisville last year.

Ms. Luxton said I don't know who to approach businesses to ask for sponsorships. We have no proof of who we are.

Mr. Heffner stated we should have identification made with our picture that states we are from Burton Parks & Recreation.

Ms. Luxton said we need one person handling the cookies. Last year we had too many hands on the cookies. We could have another person putting a dab of frosting on a plate and giving them a little cup of sprinkles. Do we have everything we need for the face painting? We will need wet wipes and paper towels also.

Ms. Talbot stated we should already have the face painting supplies from the last time. We could use popsicle sticks instead of knives to spread the frosting on the cookies. We could have different colored markers for each table to mark everyone's hand so that we know if they have already been at that table. This way it will cut down on the number of people that try to visit the tables more than once.

Ms. Luxton replied also need cups for apple cider and hot chocolate, napkins for the donuts, frosting, knives or popsicle sticks and two big orange coolers to put the hot chocolate and cider in. Mr. Craig may have one we could borrow. It would be nice to have a tent for the donut area, cookie area, and face painting area just in case the weather is not good. We could have a Parks & Recreation table set up also and hand out candy. What about the ad that we usually place in the paper? Who does that?

Mr. Heffner stated we will need to talk to Mrs. Bigsby about the ad in the paper. We are not going to pass out pizza this year. The donuts and cookies were purchased from Jablonski's Bakery last year. They gave us a good price on both. We could purchase the apple cider and hot chocolate from Gordon's Food Service. We will need trash bags and trash containers for the area around the bathroom, pavilion, bounce houses and the hay ride line. We should have some event signs made with the date and time. We could place these in front of the Kelly Lake Park entrance, and on the street corners.

Mr. Spose suggested contacting the church by Kelly Lake to see if people could park in their parking lot and if we could use their bus to bus people in.

Mr. Heffner replied parking will always be a problem. If we had the bus bringing people in, there would be no area for the bus to turn around. As far as traffic control, I think this needs to be requested through Mrs. Bigsby, who will go to the Mayor and then the Mayor requests it to the Police Chief. We did not have very many people last year because of the bad weather. Two years ago I think we had about 1500 people. I would like to rent a PA system this year so that we could have Halloween music playing. I have a disc with songs like the Monster Mash. We can't have anything too scary. I will order the table and chairs.

Mr. Spose said we should get out to our barns to see what we have and what we need. It would be nice to have scarecrows this year.

Ms. Luxton said if repairs are needed, we should do that now. We are running out of time. This year we could make sure any repairs are done before we put everything away for the year.

Mr. Spose replied we need to make up generic signs that we can use at every event. We need as many people as possible working this event all the way to the end. That includes the clean up after the event.

Ms. Talbot said we don't have to worry about getting sponsorships if everyone just sets up their own table and brings their own candy to hand out. I can ask Matt if he would like to do the cotton candy. I did this a few years ago. We could rent a machine from Allied Rental.

Mr. Heffner stated we could also have a popcorn machine. I think Elga Credit Union may have one. We would have to buy the popcorn bags and supplies. I will look at what times we have had this event in the past. We could change the time to 2:00 PM - 5:00 PM. That way it would be after lunch and before dinner. That may be a better time for the kids.

Mrs. Talbot said we should have the money in our budget to get everything we need. The petting zoo may be around \$400.00.

Mr. Heffner stated I think the tents are about \$100.00 and they set up and take down. The pumpkins may be around \$400.00 for 600 of them.

Ms. Luxton asked if we would like to have a magic show. I know of a magician who is really good. He could either have his own stage, go around to the crowds and entertain or both.

Mr. Heffner stated I think this would be nice. He could entertain the people waiting in line for the hayride and do a few shows at different times.