



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 1, 2014

AGENDA

Council Chambers

Special Meeting

6:30 PM

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

A. ROLL CALL

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Special Meeting - Sep 24, 2014 6:00 PM

D. AUDIENCE PARTICIPATION

E. COMMISSION DISCUSSION

1. Discussion on Trick or Treat Trail

F. COMMISSION RECOMMENDATIONS AND/OR ACTION

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BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 24, 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	Excused	
Debra Dunsmore	Commissioner	Excused	

B. STAFF PRESENT

M. Kimball, Clerk Typist

C. AUDIENCE PARTICIPATION

None.

D. COMMISSION RECOMMENDATIONS AND/OR ACTION

1. Trick or Treat Trail Update

Mr. Heffner asked Ms. Kimball if she was given any information from the Parks and Recreation Director.

Ms. Kimball replied I gave the list to Mrs. Bigsby. I was not given any information to hand out at this meeting. Mrs. Bigsby will not be back until Monday.

Mr. Heffner stated he will check his email to see if Ms. Luxton has the information we need. If she doesn't, we probably can't proceed with this meeting.

Mr. Spose said we still have some things that we can talk about.

Mr. Heffner said he just checked his e-mail and he does not have anything from Ms. Luxton or Mrs. Bigsby. I will talk to the Mayor tomorrow.

Ms. Talbot stated the other day Mrs. Bigsby told me that the amount that we have budgeted for the Trick or Treat Trail event is \$2,000.00.

Mr. Heffner replied we should probably transfer more money at our next council meeting.

Ms. Talbot said we will need \$600.00 for 600 pumpkins. Then we need to figure out

what the cost will be for the donuts, cookies, cider, supplies, bounce houses, etc... Two bounce houses should be around \$300.00 and the tents around \$150.00. Included with the tent rental will be the tents, tables and a few chairs. We can get kids to do the face painting. I can contact Atherton to see if they can post a letter on their website about the event asking for volunteers. Students could volunteer and receive community service hours. This would be something the kids would enjoy. I contacted New Testament Church, Rite Aid and Matt Carr. Matt Carr will have someone pass out candy on his behalf. We need to get ahold of everyone and tell them to bring a table, candy and your own sign. How many people are we expecting so that we know how much to order? We had a petting zoo on Memorial Day and the kids loved it. We helped them load up their animals. I know Mrs. Bigsby has their number.

Mr. Spose said that our goal should be to have 30 or more tables handing out candy. We normally have a little over 20 tables. We usually plan on around 1,000 to 1,500 people and it is first come, first serve.

Mr. Heffner stated if the weather is good we will have more people than we can handle. We could have anywhere from 300 to 2,000 people at this event. Last year we ordered about 60 dozen donuts. I will contact the people for the sound system. We will need to call the Burton View and have them pull up our ad from last year and make some changes on dates and activities. We had the 4H Club come one year and they only charged us \$50.00. I think the petting zoo is now \$400.00. We should look up the 4H Club and contact them for prices. I like the idea of having the pony rides but if we have too many kids, they won't all be able to ride the ponies. The trail is all set for our hayride. All the big brush has been taken out. I will be bringing my golf cart to use on this day.

Mr. Spose stated I will bring my own emergency kit. I think we should have someone trained in CPR at the event. We also need more volunteers.

Mr. Heffner said we could have a paramedic there. There will also be police officers there.

Ms. Talbot said we have to get these orders placed now.

Mr. Heffner stated we need to have the administration on board with this; we are just spinning our wheels right now. The next council meeting is a week from Monday. I will do a press release at our next council meeting and the Burton View can do a story on it. They will do a free ad with the story and we can buy ads to be put out the week before. At the next council meeting we can make a motion to allocate more money to our budget for this event. We will need at least \$500.00 more. I think Ms. Kimball did the flyers last year. We could tweak that for this year and get them out to the schools. We will probably spend about \$400.00 on candy to hand out.

Ms. Talbot replied basically we are at a standstill until we get more information from Mrs. Bigsby or someone. Her notes would be very helpful so that we know who we used last year with contact numbers and an idea of what was ordered.

Mr. Spose stated we could make up books with vendor names and numbers that we have used on each event. I wonder if the church would be willing to bus people to Kelly Lake from their parking lot.

Ms. Luxton said we should make these books up for every event and keep it in the

Parks and Recreation supply room. Then we would have something to reference to each year. It's easier when you know where you started. Generally you would increase the amounts ordered because your event should grow every year. I think the two things that would keep people away are the weather and the parking.

Mr. Heffner replied there is nothing we can do to fix the parking issue and if the church bus pulls down the street into Kelly Lake they will not be able to turn around. They would have to drop people off at the road. I would like to have another meeting next Wednesday at 6 p.m. If we don't get the information we need we may have to call the event off. We should be able to get all the information we need from Mrs. Bigsby. She keeps very good records. I will ask the Mayor about this tomorrow.

Mr. Spose said we have to have compliance. We need to make these information books on each event and have a backup copy also. I will contact a friend of mine to ask if he is interested in setting up a table and handing out comic books.

Mr. Heffner stated Ms. Luxton is checking on the magician. We need to concentrate on getting people to set up tables and hand out candy, coloring books, comic books, toothbrushes, toothpaste, etc...