

CITY OF BURTON
PARKS AND RECREATION MEETING MINUTES

The Meeting was called to order by Paula Zelenko, Chairperson, at 4:00 P.M.

MEMBERS PRESENT: J. Hodgeson; R. Blundell; M. Crawford; P. Zelenko; R. Foutch; J. Kallin; R. Waterson and R. Walls.

MEMBERS ABSENT: P. Manzardo and A. Hindes.

OTHERS PRESENT: Mayor Charles Smiley; J. Major, DPW Director; R. LaDuke, Building Supervisor; K. Cheli, Consultant, Rowe Engineering; J. Metonich, President, Rowe Engineering and C. Ladd, Deputy City Clerk.

PRESENTATION:

Mayor Smiley gave a brief history of the Parks and Recreation Commission that was previously in the City of Burton. He provided the members with copies of minutes, resolutions and a recreation plan from past years.

The Mayor said there is a need in our City for parks and the members have shown an interest in being on the Commission. Many things can be done through your efforts and commitment. When we organize, I would like to see the recording secretary maintain the minutes and keep them here at City Hall.

We have asked Rowe Engineering for some guidelines and we have John Metonich, President of Rowe Engineering and Keith Cheli, Engineering Consultant from Rowe Engineering, here to give us some guidelines to follow.

Mayor Smiley said he has received many phone calls from residents who are interested in this project. I hope we can do something, no matter how long it takes. Our job is to talk to residents throughout the City and inquire as to what kind of parks they are interested in having in the City. We can take a trip to Inkster or Lapeer to see what their parks are like. The bottom line of whether or not we have parks is financing. This Commission can be very active with the energetic people here and can accomplish whatever we can afford.

Mary Crawford asked what the SEV for Burton is. Mayor Smiley said 1 mill is about \$500,000.00 and 1/2 mill is about \$250,000.00.

Mayor Smiley introduced Keith Cheli, Consultant. He said he has been involved with many other municipalities. This Commission will have to hire a consultant to work hand and hand with the Master Plan.

Mr. Major said he has a packet of information regarding funding and he will run copies of the maps of what was done by the previous Parks Commission. There were grant monies available when Burton was incorporated. He discussed some of the areas that might be used for a park and the importance of maintenance of parks.

Mayor Smiley said a chairman and vice-chairman need to be elected and a decision has to be made as to the date and times of the meetings.

Keith Cheli, Rowe Engineering, gave a brief history of his background. He noted that the planning process is important. There are grants available and in some cases, money from the State. What we need to focus on first is the availability of land in the City. We need to discuss target sites, specify elements, find out what capital improvement money is available, set a time line or schedule and identify priorities of the community. We may get the opportunity to partner with

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other agencies, such as schools and work together so there are no duplications. This is a way of bringing your community together. He said the deadline to apply for a grant from the State is March 1st.

Mr. Cheli said Rowe Engineering has worked with over 15 communities in preparing and updating park and recreation areas. As a consultant, our role is to act as a facilitator as needed. We can share our expertise and information we have acquired over the years. He stated they brought samples of what a 5 year Parks and Recreation Master Plan should be. We have an illustrated Master Plan so you can see what specific elements might be needed in a particular area. Sometimes services groups are willing to donate money, along with the grant application.

Mr. Cheli said the State looks closely at the maintenance. They think the implementation costs are minor in comparison to maintenance costs. If grant money is approved, the State will make periodic visits back to site to see how the project is being maintained and this could affect future applications.

COMMISSION DISCUSSION:

Mrs. Hodgeson asked what other information the board would receive.

Mayor Smiley said Mr. Major will run copies of the maps of the City properties. The only park the City has, is the one at Fire Station #2. There is a Genesee County park on Davison Road. We have lands available, but the acreage isn't large.

Mr. Major said there is property around Kelly's Lake and some excess State property available.

Mrs. Crawford asked if the DNR was involved with these properties and if they would be released.

Mr. Major said the City is trying to get these properties released.

Mrs. Hodgeson asked if there are funds available now and if so, could a survey be done from the residents. Also, could the Board see the survey and have some input as to some of the questions asked.

Mayor Smiley stated the City is getting ready for a mail-out and it should be ready within the next couple of weeks. We have limited funds in Parks and Recreation and there is some Community Development money. However, CD money can be used in low income areas only. There is approximately \$15,000 to \$20,000 in that fund.

Mrs. Crawford said we should find out from the residents if they would be willing to support the concept of having parks in the City and possibly this could be one of the questions asked on the survey.

Mayor Smiley said this Commission would have the responsibility of selling a millage increase to the residents, should there be one.

Mr. Walls said the Commission should have several questions on the survey, not just one.

Mayor Smiley stated that the survey must be as simple as possible.

Discussion continued on the contents of the survey.

Mr. Major said Rowe Engineering has done surveys in other communities. Before we do anything, we need to rely on an engineering firm. We should designate monies for bids.

Mrs. Zelenko said some of the information needed is as follows:

1. How much money is available.
2. Did the prior Parks and Recreation Commission have a consultant on board.

Mr. Major said at that time, the City did not have to go outside and hire a firm because Brandon Rogers was working on the master plan. He said he thinks the City needs someone locally to help get this started.

Mr. Walls said before we know where we are going to go, we must start with the basics. We should start by doing the survey.

Mrs. Zelenko suggested that possibly the school would get involved and a Town Hall Meeting in each school district would be beneficial.

John Metonich, President of Rowe Engineering, explained that he has been involved in the planning process for 16 years. He said the Commission should have an outline as to how this should all unfold. Planning is important and you might want to note that Community Development Block Grant Funds have been used for planning purposes as the Council and Administration sees fit to use them. The survey is an excellent idea.

Mayor Smiley said at the next meeting a discussion should be held regarding the rules and by-laws for the Board. He said if there is anyone presently on the Commission that can't participate because of other duties, this should possibly be addressed in the by-laws. This Commission is important and we can't let it die. Mayor Smiley said another member will be appointed from the Bentley School Board. They needed to know when and what time the meetings would be held prior to appointing a member to the Commission.

Discussion was held concerning the date and times of the meetings.

Mrs. Zelenko asked the Administration when the copies of the maps and the material from Rowe Engineering would be available for the Commission Members to pick up. She was advised on Wednesday, August 27th.

Mr. Blundell inquired about what items would be put in the park and the size of the land available. He was advised this would be determined at a later date.

Mrs. Zelenko set the next meeting for Wednesday, September 10, 1997 at 4:00 P.M.

COMMISSION ACTION:

Foutch moved and Crawford seconded the following motion:

1. Approve and authorize the nomination of Paula Zelenko as Chairman.
- Motion carried 8-0.

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Crawford moved and Kallin seconded the following motion:

2. Approve and authorize the nomination of Bob Walls as Vice-Chairman.
Motion carried 8-0.

Walls moved and Crawford seconded the following motion:

3. The meetings will be held the second and fourth Wednesday's of the month
at 4:00 P.M. in the Burton City Council Chambers.
Motion carried 8-0.

AUDIENCE PARTICIPATION:

Larry Petrella, 1081 Howe Rd., said he is the citizen representative for Pheasant's Forever Outdoor Preservation. He explained the functions of the organization and offered to help in anyway he could.

Auldin Nelson, 5441 N. Sycamore, said he is here as a concerned citizen and as the authorized representative of the Burton Rotary Club.

Mayor Smiley said the Rotary mentioned the possibility of building a pavilion and appreciates their involvement in this project.

Meeting Adjourned at 5:02 P.M.

Cheryl M. Ladd, CMC/AAE
Deputy City Clerk

CML