

CITY OF BURTON
PARKS AND RECREATION MEETING MINUTES
SEPTEMBER 10, 1997 4:00 P.M. COUNCIL CHAMBERS

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

MEMBERS PRESENT: R. Blundell, A. Hindes, J. Hodgeson, M. Crawford,
R. Foutch, J. Kallin, R. Waterson, R. Walls,
P. Manzardo, P. Zelenko.

OTHERS PRESENT: J. Major, DPW Director; J. Matonich, President, Rowe Engineering; K. Cheli, Consultant, Rowe Engineering; J. Brown, Clerk's Office.

PURPOSE OF THE MEETING: 1. Professional Services agreement with Rowe Engineering, Inc.
2. Parliamentary procedures
3. By-laws
4. Any other business or discussion germane to commission responsibility
5. Next meeting date

PRESENTATION:

J. Matonich said they had prepared a packet for the members that was a compilation of what had been discussed at the first meeting. It contained an outline of what a five year plan should include, such as time frames and estimates of costs. In order to qualify for grant funds the plan must be in by March 1, 1998.

R. Foutch asked if the Commission has any funds. P. Zelenko said they had \$5,000.00 as start up funds. Council has informed her, if the Commission needs funds, present it to them.

AUDIENCE PARTICIPATION:

Ian Hohloch, 4222 Hedgethorn, asked if the Commission had advertised for the Professional services agreement? P. Zelenko said no, they had not.

COMMISSION DISCUSSION:

R. Walls asked about the number of clerical hours to be charged by Rowe Engineering. Mr. Matonich explained how the hours would be charged and they would be kept within the services agreement. M. Crawford asked if it was necessary to take bids for the services agreement. J. Major said no, this agreement would be similar to agreements with the auditors, city attorney and financial advisors. Big projects such as the water tower is by taking bids. If plans for a park are completed, at that time bids would be taken for construction of the park. Discussion on getting agendas and material to the

Commission mail boxes followed. It was affirmed that materials could be picked up on Monday before each commission meeting.
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Moved by Foutch, seconded by Crawford to: Authorize and Approve to the City Council a recommendation that; the Mayor and City Clerk on behalf of the City of Burton and it's City Council execute a professional services agreement with Rowe Engineering, Inc. as the consultants for the Parks and Recreation Commission and the development of a Parks and Recreation Master Plan, so as to enable the Commission to apply for DNR/DEQ State of Michigan grants/construction projects funds. The professional services agreement shall include a cost not to exceed \$8,645.00.

Motion carried 10-0.

2. Parliamentary procedures.

P. Zelenko said she felt that Roberts Rules of Orders was a good procedure to follow for these meetings. She felt it was a more relaxed method of conducting a meeting and she wished all board members to feel comfortable speaking during the meetings. Discussion followed and the commission agreed on following Roberts Rules of Orders.

Moved by Hindes, seconded by Crawford to adopt Roberts Rules of Orders.
Motion carried 10-0.

3. By-laws.

P. Zelenko asked if anyone had anything to contribute to establishing By-laws. Discussion followed on Davison's Parks & Rec. By-laws. P. Zelenko felt the members had not had time to digest the material on this subject and they would make a decision at the next meeting of this commission.

4. Format for meetings.

P. Zelenko commented on using the present format. She asked what the commission wanted to do with Audience Participation. Discussion followed.

Moved by Hindes, seconded by Kallin to have Audience Participation for agenda items only immediately after the Presentation and again after Commission Recommendations and/or Action. Motion carried 10-0.

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5. Next meeting date.

P. Zelenko said the next scheduled meeting will be September 24, 1997. Discussion on holding a meeting for establishing the By-laws and on a Master Plan followed. Mr. Matonich said they hope to come up with living plans that actually come to fruition. P. Zelenko reviewed some of the things this committee might do. J. Major said he plans to have on the Council Agenda for the 15th of September this Commission's recommendation.

R. Foutch spoke on having an alternate sitting in on the next three meetings as he will be unable to attend. Discussion on alternates followed.

J. Major said he would discuss this subject at the next Staff meeting and try to have an answer at the next Parks and Rec. meeting.

P. Zelenko thanked everyone for attending and said she felt at the next meeting the format would be a little more organized and expeditious.

The next meeting of the Parks and Recreation Commission will be Wednesday, September 24, 1997 at 4:00 p.m.

Meeting adjourned at 4:45 PM

Jeanette Brown,
Clerk's Office