CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
DECEMBER 7, 2011, 5:00 P.M., COUNCIL CHAMBERS
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The Meeting was called to order by Steve Heffner at 5:05 p.m.

MEMBERS PRESENT: Heffner, Craig, Bigsby, Bauldry and Adams.
MEMBERS ABSENT: Dunsmore.
OTHERS PRESENT: Mayor Zelenko and J. Anderson, Clerk's office.

PURPOSE OF THE MEETING: Kick-off Meeting for 2012 City of Burton 5 Year Parks & Recreation Plan to discuss the following:

1. **Introduction**
2. **The Planning Process**
3. **Survey Questionnaire**

AUDIENCE PARTICIPATION:

Lisa Easterwood, Fleis & Vandenbrink, said she is here tonight because she will be helping us in the process to create a five-year plan. There are four steps to the process, and we need to start by gathering data. A public workshop will be held December 14th at 5:00p.m. A survey will be available online and at city hall to help collect data. The purpose of tonight's meeting is to narrow down survey questions so we can have that available by December 12, 2011. Ms. Easterwood stated that without a five-year plan we are unable to apply for grant money. We need to focus on preserving natural resources and open space that connect recreational resources to local and regional communities, projects that provide and improve universal access and incorporating educational and sustainable components in our design. She has also provided a packet with all the information we have together to start with along with an agenda of future dates and objectives.

DIRECTORS REPORT: None.

COMMISSION DISCUSSION:

Mr. Craig inquired if the rest of the meetings could be held at 5:30 p.m. so that everyone can be in attendance.

Mayor Zelenko said all future meetings except for the next meeting on December 14, 2011 at 5:00 p.m., would be held at 5:30 p.m. to accommodate for all Board members.

Ms. Easterwood said the next step to the process would be the public workshop and community survey. She said there are a few exercises including a trail exercise we can do and an exercise with the City of Burton properties to see how the residents would like to see them developed and this will help us to gather information.

Mr. O'Keefe agreed that some survey questions that were used in the 2009 are not needed and the Board can go through and help eliminate to make the survey user friendly.

Ms. Easterwood said after tonight's discussion she would put a survey together and submit it to the committee for review, so it may be available to the public on 12-11-11.

DATE OF NEXT MEETING: December 14, 2011 at 5:00 P.M.

TOPIC OF DISCUSSION AT NEXT MEETING:

Workshop-Five-year plan.

Meeting adjourned at 7:02 p.m.

jma

Please note the following:

2012 to 2017 City of Burton Five Year Parks and Recreation Plan

Kick Off Meeting 12-7-11

Dates to remember:

- December 12, 2011 – Survey becomes available (online and printed copies)
- December 14, 2011 – Public Workshop at Regular Parks Commission meeting *
- December 21, 2011 – Progress meeting with Parks Commission
- December 30, 2011 – End of Survey Period
- January 4, 2012 – Progress meeting with Parks Commission
- January 11, 2012 – Regular Parks Commission meeting – open 30 day review period of draft plan
- January 16, 2012 – City Council meeting – announcement of draft plan
- February 8, 2012 – Regular Parks Commission meeting – close review period, recommendation to adopt plan
- February 20, 2012 – City Council meeting – resolution for final plan adoption
- March 1, 2012 – Deadline to MDNR Grants Management and GCMPC
- April 1, 2012 – Grant application deadline

*Meeting will be held in the Council Chambers at 5:00 p.m.
All other meetings will be held in the Council Chambers at 5:30 p.m.