

CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
JANUARY 9, 2013, 5:30 P.M., COUNCIL CHAMBERS
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The Meeting is called to order by Chairman Steve Heffner at 5:35 p.m.

Commission Member Sherry Adams led the Pledge of Allegiance.

MEMBERS PRESENT: Heffner, Craig, Bauldry, Adams, Dunsmore, Hildreth, Spose, Miron and Moore.

MEMBERS ABSENT: None.

OTHERS PRESENT: B. Bigsby, Parks & Recreation Director and M. Kimball, Clerk.

PURPOSE OF THE MEETING:

- 1. Approve Parks and Recreation Minutes from Dec. 12, 2012**
- 2. Set meeting date for Bylaws sub-committee**
- 3. Possibly reschedule February 13, 2013 meeting**
- 4. Concession food trailer**
- 5. Budget discussion 2013/2014**

AUDIENCE PARTICIPATION:

Lisa Easterwood of Fleis & Vandenbrink Engineering, 2090 E. Maple Ave. Flint, MI., spoke regarding the grant award for Kelly Lake Park improvements. She said at this point we are waiting on the legislation to go through that appropriates the funds at the State level to the different municipalities. This should go through in March. Once they start that process they have 30 days to send out a project agreement to all of the grant recipients and you will have 90 days to return the agreement. There are some things that have to happen on the State level before the project gets underway. You can start the topographic survey and some of the design now. These are services that are paid for out of the local match anyway. The project agreement sets in stone the funds from the DNR. To amend a park plan it can be submitted at any time throughout the year as long as you are not applying for funds. If you are applying for funds you would have to have your plan in by March 1, 2013. We can amend our Kelly Lake Plan to include Atherton Settlement Park along with a drawing that would show the project would be included in our services.

Mr. Heffner said he would like to seek a grant for the Atherton Settlement Park. He would like to put in a beach area, pavilion and picnic tables.

Ms. Miron said they talked about adding a gazebo for different functions, weddings, etc. She has an example picture for everyone to look at. She said it would be nice to have a quiet, low key park with a campground area and a horseshoe pit.

PARKS AND RECREATION MEETING MINUTES

JANUARY 9, 2013 / 5:30 P.M.

PAGE 2

Ms. Easterwood stated there are a couple of different grants that these amenities would fall under. The DNR Trust Fund Grant is the type of grant that you have for Kelly Lake Park. There is also a Recreational Passport Grant where the public would pay a fee for a passport to enter into parks. An example would be when you renew your license plate at Secretary of State you have the option to purchase a passport to enter into State parks. This grant ranges from \$40,000 to \$75,000 and the Trust Fund Grant is up to \$300,000. For the amenities that you would like you could go with a smaller scale grant. The important thing to consider is that the City would have to commit to a 25% match.

Mr. Heffner said Thread Creek at Atherton Road Settlement Park is shallow which is good for the children. He would like to make it 4-5 feet deep. He thinks this could be better than Kelly Lake in some respects. It is less than an acre in size.

Ms. Miron said the Park is equivalent to about five city lots. She will e-mail Ms. Easterwood the exact size of the Park.

Ms. Easterwood stated that timing for this project is not in our favor for this year. To amend the Plan you would have to go through the public comment process and City Council would have to vote through resolution to approve the amendment and commit to the match for the grant. You must have all this in place before you can apply for the grant. The amendment to the plan would have to be submitted by March 1, 2013 and April 1, 2013 is the deadline to apply for the grant which is through DNR. There may be other grants you could apply for such as Ruth Mott Foundation or Community Foundation. It may be good to apply through Ruth Mott Foundation because Thread Creek also runs through the Mott property, so there is a connection there. All this should be in your park plan to show that you are vested in this project and that there is support for it. The DNR requires this and other funding sources want to see this. Because of the deadline to submit a plan amendment to the DNR is March 1, 2013, time is very critical. She asked if this is something that we could hold off on until next year.

Mr. Heffner said we could wait until next year and just continue doing what we can do now. That would give the commission time to come together on a plan.

Ms. Easterwood replied if we did the plan amendment in mid-summer it could be submitted to DNR in March of next year. After the DNR approves it you can use that to seek grants through other sources and not just the DNR. She will meet with Mrs. Bigsby and the Mayor on the cost to amend the plan, develop a plan for the Atherton Settlement Park and work on the Kelly Lake project. There will have to be a public meeting also.

Mr. Hildreth asked if it would be a problem with the plot at Atherton Settlement Park being considered a flood plain.

Ms. Easterwood stated this is definitely a consideration, especially if you are excavating and filling, because you're taking away from their designated flood zone. Whenever you are dealing with a flood plain or wet land, you have to get a permit through DEQ. The Kelly Lake project will involve a permit also.

PARKS AND RECREATION MEETING MINUTES

JANUARY 9, 2013 / 5:30 P.M.

PAGE 3

Mr. Hildreth said he thinks if a small beach were to be instituted there it would add volume to the existing flood plain. This would be a positive thing as opposed to filling something in and reducing the flow for the flood plain.

Ms. Easterwood stated we have done projects where we have excavated out along the banks of a drainage course that has a flood plain and used that for storm water detention because it has increased the flood zone and the volume of the flood area. It can be done but would involve more with design, calculation and engineering. We have to consider what kind of impact this project will propose on the flood plain. Approval depends on how big of an area you're talking about and how much excavating and filling will be done.

ADMINISTRATIVE REPORT:

Mrs. Bigsby said she has completed the 2012 Parks and Recreation Annual Report. The Mayor has asked for all department heads to give a one page report on the activities of our departments this year. She believes that our Parks and Recreation Commission have reached at least 2/3 or more of the households in Burton based on the number of people at our events and the variety of events for all age groups from infants to seniors.

COMMISSION DISCUSSION:

Mr. Craig thanked Mrs. Bigsby for all her efforts. He said having a Parks and Recreation Director to help facilitate things and coordinate with the administration has been very helpful and goes a long way in how we are able to do so much. Mr. Heffner said that about five years ago Parks and Recreation only had a couple of events per year. Now we have an event almost every month and sometimes twice a month.

Mrs. Bigsby said the Parks and Recreation Commission will now be handling the Memorial Day Parade. This has not been put on the agenda yet.

Mr. Heffner would like Ms. Bigsby to chair the Memorial Day Parade since the applications will be going to City Hall and Mr. Craig to Co-Chair. He would like to set up sub committees for our float, food wagon, etc.

Mrs. Bigsby would like to bring back the Police Officer and Fireman of The Year and also have them participate in the parade. Our officers put their lives on the line every day and are an important part of the City and should be honored.

Mr. Heffner stated in the last Memorial Day Parade we had both the Memorial Veteran and the Veteran of the Year. I think we should only have the Memorial Veteran of the year and have a service to honor the Veteran of the Year on Veterans Day. Memorial Day is about people who have died serving our country and not about people who are serving it now which is what Veterans Day is about.

Mr. Craig suggested honoring the veterans in the Christmas Parade and hiring an MC.

PARKS AND RECREATION MEETING MINUTES

JANUARY 9, 2013 / 5:30 P.M.

PAGE 4

Mr. Heffner said he would like to hire the same people who video tape our council meetings to video tape the Christmas Parade next year. I think we should have one Santa in the parade instead of two or three like we had this year. Having more than one Santa is confusing to the kids.

Mrs. Bigsby spoke to Mike Gwinn and he has agreed to be the Burton Youth League Baseball Commissioner for the 2013 season. The registration will open on March 18, 2013. It will be at Atherton again this year. We would also like to start a young adult softball group, possibly ranging in age from 16 to 35 years old. We also need to add 13-15 year old teams to our league to play here instead of on a traveling team. Last year we had to turn kids away in this age group. This is the age that you want to stay active, involved and busy. If you don't have things for them to do they tend to get in trouble. We don't want our kids in trouble; we want them on the fields. I feel that our league should be for our kids to play on our fields. We should keep them here and encourage them to expand the numbers here.

Mr. Spose said this is a great idea even if it means we need to extend the season. He asked about the Burton Youth League storage and giving them their own space. He said they need a lot of room for their equipment.

Mrs. Bigsby said she will be buying them their own bins and everything will be organized and inventoried. Their equipment will be checked in and out. She would like to schedule the Bylaws meeting for January 16 at 3:30 p.m. She asked if the February 13th Parks and Recreation meeting should be rescheduled because it falls on Ash Wednesday. All commission members were in agreement to keep it scheduled for February 13, 2013.

Mr. Heffner brought the concession food trailer tonight that Kiwanis donated. He said we will not need food vendors for our events now. The trailer does need some work. He asked Mrs. Bigsby if she would get the vendor license that they need for this. The license would cover all of the commission members. The Health Department will bring in someone to give a class, train and let us know what they require.

Ms. Dunsmore said the Health Dept. will send in their person designated for our area to do an inspection. They usually do a surprise inspection to make sure everything is right.

Mr. Heffner would like to have Bristol Collision give a quote on painting the outside of the concession trailer. He said he would like to make a trip to Bay City or Midland to purchase the vending supplies. He spoke regarding the Car Show event at Courtland May 25, 2013. The committee will consist of Mr. Spose as Chair, Ms. Miron as Co-Chair and he will help.

Ms. Adams suggested partnering with Courtland for the Easter Egg Hunt event March 16, 2013. That way it could be held inside the mall.

PARKS AND RECREATION MEETING MINUTES

JANUARY 9, 2013 / 5:30 P.M.

PAGE 5

Mr. Heffner said another possibility would be the field between the expressway and the parking lot at Courtland. Ms. Adams will Chair the Easter Egg Hunt, Ms. Bauldry will Co-Chair and Ms. Moore will help.

Mr. Craig stated we need to double check with Troy at Courtland on the date. He knows that sometime in March or April Courtland will be putting on the Pinewood Derby.

Mrs. Bigsby said if we do partner with Courtland for the Easter egg hunt she will have to let Atherton school know that we do not need to use Van Y. She will be meeting with the Mayor before Feb. 1, 2013 regarding the budget. She will need a list from everyone of supplies and equipment that will be needed.

Mr. Spose suggested installing LED lighting at Kelly Lake Park. I think the cost to run LED will be minimal. It would be nice to have LED lighting every 8 to 10 feet along the walkway. We need blank vinyl signs and supplies to make 50 to 60 general signs for all the events.

Mrs. Bigsby stated she has been speaking to Chris from DPW regarding the cost and material to install the lighting and he has some suggestions.

Ms. Miron would like two picnic tables for Atherton Settlement Park. She knows someone that will donate the labor to build two horseshoe pits for the park.

Mr. Hildreth suggested having the Atherton School Woodshop make the picnic tables.

Mr. Heffner stated we would need supplies, repairs and maintenance for the concession trailer. He would like a sound system, two speakers, amplifier and microphone. He thinks it would be better to buy than to rent these supplies. This is something that could be used at each and every event. He already has a CD player that was used on the float. If there were an emergency or if we had an announcement to make we would be able to get everyone's attention at one time. He has an estimate of \$700 to purchase what is needed.

Mrs. Bigsby said a generator should be purchased for use in all our events. She needs to know what size generator is needed.

Mr. Spose suggested we purchase a small generator for easy portability and also a larger generator to handle all our other needs. He thinks we will need a larger generator with 7500 watts or more.

COMMISSION RECOMMENDATIONS AND/OR ACTIONS:

Hildreth moved and Dunsmore seconded the following motion:

Approve the Parks & Recreation Meeting minutes from December 12, 2012.

Motion carried 9-0.

PARKS AND RECREATION MEETING MINUTES

JANUARY 9, 2013 / 5:30 P.M.

PAGE 6

Craig moved and Miron seconded the following motion:

Approve Mrs. Bigsby, Park Director to facilitate the maintenance on the trailer with DPW and any other parties that need to be included and to check on procedure for license through the Health Department. Motion carried 9-0.

Meeting adjourned at 6:30 p.m.

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