CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
OCTOBER 9, 2013, 5:30 P.M., COUNCIL CHAMBERS
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The meeting was called to order by Chairman Steve Heffner at 5:38 p.m.

Commission Member Robert Spose led the Pledge of Allegiance.

MEMBERS PRESENT: Heffner, Craig, Bauldry, Luxton, Spose, Miron and Moore.

MEMBERS ABSENT: Hildreth and Dunsmore.

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

PURPOSE OF THE MEETING: Discussion and possible recommendations for the following:

1. **Fleis & Vandenbrink Update**
2. **Trick or Treat Trail**
3. **Veteran's Honor Run**
4. **Christmas at Courtland**
5. **Christmas Parade**
6. **Basketball Tournament**

AUDIENCE PARTICIPATION: None.

ADMINISTRATIVE REPORT:

Mrs. Bigsby said she would like to welcome Kelly Luxton to our commission. I am hearing she will be a fantastic addition and I am looking forward to seeing where her talents take us. From now until December 31st we are going to be very busy with the events that we have lined up. We have the Trick or Treat Trail on October 26, Veteran's Honor Run on November 9, Christmas at Courtland November 23 and the Christmas Parade on December 14. We have a very aggressive agenda for the rest of the year. Commission member Paul Hildreth has resigned effective today. Mr. Hildreth was also the Atherton School Board Representative. A letter has been sent to the Atherton School Board asking them for a new representative to the commission.

COMMISSION DISCUSSION:

Lisa Easterwood from Fleis & Vandenbrink said welcome aboard to Kelly Luxton. She explained back in 2012 they worked with the Burton Parks & Recreation Commission to develop the Parks & Recreation Plan. You will be getting a revised copy of the plan. I have e-mailed you the amended pages. We have amended the plan to include the Settlement Park, goals, objectives and concept plan. I have passed out a packet which includes the e-mail that I sent out and the bullet point list of the different changes that were made. I would like to get a recommendation from you tonight on the amended Parks & Recreation Plan so that in November we can present it to Burton City Council for the final approval. Once we receive final approval, I can send the Parks & Recreation Plan to the DNR. The Plan will have the amended date of council approval.

Ms. Easterwood stated further, we will need to take Paul Hildreth and Sherry Adams off the member page and add Kelly Luxton. Should we leave the Atherton School Representative blank or remove this altogether?

Mrs. Bigsby replied, a new representative will be appointed so leave it blank for now. I am hoping to put this on the agenda to submit the plan to council on October 28, which is the next voting meeting. We should have a replacement for Mr. Hildreth by then.

Ms. Easterwood said the map has been changed to show Settlement Park. We will need to add the new pavilion at Kelly Lake to the plan.

Mr. Heffner stated the pavilion is finished. We need to a put a sidewalk in to make it ADA approved.

Ms. Easterwood said the Public Input Section was updated to include the planning process for the plan amendment and public notice for City Council approval. Under the Action Program Section, I have put Atherton Settlement Park in place of Burton City Park in 2014. So for year 2014 we have the grant application for Settlement Park and in 2015 we have design and construction of improvement to Settlement Park. Under the administrative structure and partnerships section of the plan we list present, future partnerships and other potential partnerships. Ms. Easterwood asked, should we add the Burton DDA and Burton Historical Society, Grand Blanc Parks and Recreation and City of Flint Parks and Recreation? When you apply for more grants through the DNR your opportunity to get points for not having received grants went away because we got a grant for Kelly Lake. This is all based on a point scoring system. You can gain points by partnering with other communities or non-profit organizations. You can receive up to 30 points for this.

Mrs. Miron stated the Burton Historical Society is not a non-profit organization as of yet. I am working on a grant for this now. I am a trustee on the Genesee County Historical Society. I could ask David White if they would be interested in partnering with us.

Mrs. Bigsby asked if the Chamber of Commerce is a non-profit organization. We have partnered with them on events in the past and will continue to do so in the future.

Ms. Easterwood said that it has to be another community municipality like in a trail project where you are reaching across boundries, or a non-profit. We do have Burton Chamber of Commerce on the list. You have to show that you are legitimately partnering with them. For example we showed Kelly Lake partnership with the Boat Club and you receive points for that. You will either get 30 points, 15 points or zero points. The 30 points is for partnerships with a municipality where you are stretching recreation opportunities across boundry and serving a larger group of people. For example Thread Creek for canoe and kayaking that actually connected to Grand Blanc Township trailhead or a canoe launch that their putting in and it's all a joint venture, you would get 30 points for that. The larger the service area the more DNR favors it and in doing the larger service area a lot of times it means partnering with other communities.

Ms. Easterwood stated further, Fleis & Vandenbrink was recently hired by the City of Burton to do the DDA Master Plan. In meeting with the DDA they talked about the opportunity to acquire land. They are looking at the property known as the racer property at Saginaw and Hemphill Rd. on the Southeast corner. They are looking for a multi-use facility that could be used for Back to the Bricks, farmer's markets, concerts, art shows, or open air market. As we move forward with the DDA Master Plan I will be sending out notices to you. We have to go through a similar planning process, where we get everyone in the DDA and the entire community to participate in public workshops and input, like we did with the Burton Park and Recreation Plan. The DDA have been around a long time, but they have new ideas and new people on board. I will send out an e-mail to all of you, Burton City Council and the public to participate in this planning process that we will be going through for the DDA.

Mr. Heffner asked how much land the DDA is looking to acquire. Ms. Easterwood said she thinks they are looking for a good size piece of land, possibly 20 to 30 acres.

Mrs. Bigsby stated she will be going to the next DDA meeting to introduce myself and let them know about the parade so that they can start getting their partners excited about it. I think the more we as Parks and Recreation can caliberate on different things the better we're going to be.

Mr. Craig said it's like anything else, you've got cynergy. They have talents we don't have; we have talents they don't have.

Ms. Easterwood stated she is working on the preliminary design and DEQ permit for the boardwalk at Kelly Lake. I need to meet with our structural engineer because there is a pretty significant structural component to this design. We are pretty much building it across the water. We met on this today and discussed design ideas and hope to have this submitted to the DEQ very soon. Before I do this, I will bring all the information to you for your review. I recommend paving the parking lot and putting in a ramp so that it is ADA compliant. It is possible to have plumbing at the park; however you may have to put in a well. You will need a permit to fill in the ditch. I suggest filling it in with drain tile so that it will still drain the floodway or leave it and put a fence around it. I don't think it would be a good idea to use the older style playground equipment due to safety and liability issues.

Mrs. Bigsby asked if there would be any DNR regulations against putting a cell phone tower at Kelly Lake. She is concerned about them denying grant money because this wasn't in our plans or if they say there is a problem with magnetic fields and the fish, etc. She is looking into this for a revenue source for Parks and Recreation. They rent the land and there are co-location fees.

Mr. Spose asked about whether there would be interference with local business's due to pitch, power source or electricity feedback.

Ms. Easterwood stated as long as the final placement and construction of the tower does not impact the wet land, you wouldn't need a permit through DNR. You would have to check the city ordinance to make sure they do not have a set-back requirement for wetlands. The City of Burton probably has a cell phone tower ordinance and you would have to meet those guidelines.

Mr. Heffner spoke regarding the Trick or Treat Trail on October 26 from 4p.m. to 7 p.m. He said Ms. Bauldry, Ms. Adams and I am on the committee, however since Ms. Adams has stepped down I would like to draft our newest member, Kelly Luxton, to take her place.

Mrs. Bigsby said the place in Otisville that we normally get pumpkins from will have about 200 pumpkins for us and we will get another 300 from Montrose Orchard. Last year we had about 600 pumpkins and had a lot left over. Many people left them after they painted and decorated them last year. We need to do something different this year with the parking. Faith Tabernacle said that we could use their parking lot but we were trying to use buses from the school to bring in kids and parents. We are still working on the traffic details. I spoke with someone from Solid Rock Church and they do intend to be involved this year. They have a new pastor and this will be his first Trick or Treat Trail. I reminded him that New Testament set up the big maze last year and that Bethel Assembly and Solid Rock threw the Gauntlet down for the decorating contest. I told him he might want to talk to people that were there last year so that they know what kind of competition their up against. I suggested to him that if he had children and parents who would like to attend the event, he could use their church bus to bring them from the church to the park, so that they wouldn't have trouble finding a place to park.

Ms. Bauldry suggested contacting churches to see if they could help bus people in with their shorter buses. Mr. Heffner suggested contacted MTA to ask if they would like to sponsor a Your Ride bus. Mrs. Bigsby said she needs to call MTA because they did say they would like to take part in the Trick or Treat Trail. I will contact the Senior Center about using their bus. We can use the Christian School on Genesee Road for parking. They said we could use their parking lot any time on the weekends. Ms. Myron said Angel from Bubba's would like to put up a table.

Ms. Bigsby said I have added the petting zoo for the event. I am hoping to pretty much pay for most of it, but I would like to ask for $2000.00 out of community events on top of our sponsorships so that we know we have enough. We will not be having pizza this year but we will have donuts, cookies and cider. I need to know what everyone's job assignment is beforehand so that I can plug in the holes. Last year we had four commissioners on the hayride and I had no one for the food area. Mr. Heffner suggested having two trailers for the hayride instead of one so that the wait time is shorter. Mr. Spose said the wait time should be shorter now that the pumpkins will not be on the hayride.

Mr. Heffner said we are not going to have the pumpkins on the hayride this year, it was too much. I would like to set up a sound system so that we could communicate with the crowd. Mrs. Miron suggested calling Dan from the Chamber of Commerce. He was the DJ who was set up at our Guns and Hoses event. He is from Burton and is a Veteran.

Mrs. Bigsby said last year we put in a half page ad in the Burton View advertising the Trick or Treat Trail. I would like to do this again for this year's event. The faster we get the sponsors in the better ad we will have. I will e-mail the sponsorship forms to all of you and to the last year participants.

Mr. Craig spoke regarding the Veterans Honor Run. He said I will need to know which commission members will be volunteering on this event and your shirt size. I will need you there between 9:00 a.m. and 9:30 a.m. Lester Brady, who helps Vaughn Smith with the Memorial Day Run, will have a volunteer crew there for the registration. We will have volunteers from U of M Flint and the Veterans of Student Affair Association. Over 100 runners have registered for the race so far. I think we are at an advantage with the race not being held on a holiday and because it is an 11k race. So far we have 40-11k runners, 32-5k runners and 26-5k walkers. Elga Credit Union is our shirt sponsor, up to $2,000.00. Everything we sell on shirts up to $2000.00 is profit. The Burton Kiwanis will sponsor up to $200.00 for the volunteer shirts. Other sponsors are Bubba's, IMA Brookwood, Family Care Plus Physical Therapy, Complete Runners, Goodwill and Bentley Florist. I have forms if anyone would like to do a sign sponsorship for the mile markers along the way and directional signs. The sign sponsorship is $100.00. At this time we are under a thousand dollars in the hole, but that's with actual cost. If we get 40 more runners we will wipe that amount out. We still need volunteers for registration, directing the runners so they stay on course, and water stations. The Disabled American Veterans may run the water station at Kelly Lake. We still need a group at the fire station. If anyone knows of a group that would like to volunteer their time, please let me know.

Mrs. Bigsby said she is president of Burton Kiwanis this year. We do not have anyone in the Kiwanis who has time to go to the Key Club Meetings; therefore the Kiwanis is not sponsoring any Key Clubs this year. The Key Club could possibly be moving to Davison. Ms. Bauldry said she will ask the Principal of Bentley High School if he has any groups that would like to help.

Mr. Craig reminded everyone that every other Wednesday there is a meeting for the Veteran's Honor Run. Mr. Heffner asked if we have to advertise these meetings. Mrs. Bigsby stated we do not have to advertise, but we do normally have them here and I take notes. Mr. Heffner would like to have the next Honor Run meeting at Puzzler's Pub.

Mr. Spose reminded Mr. Heffner that we need to have DPW cut the trail deeper at Kelly Lake for our Trick or Treat Trail. He would like to have a fire truck and police car on display along with the Fire Department and Police Department handing out their coloring books. Mr. Spose asked if we should have an ambulance on standby at the park. Mrs. Bigsby thinks that MMR Ambulance Service may be interested in being on standby.

Mr. Craig asked if we could close down Kelly Lake to the public until 1:00 p.m. on the day of the race. The runners will be cutting through Kelly Lake Park and it would be safer for them if there weren't cars going in and out of the park.

Mr. Heffner stated on Veteran's Day, November 11 at 11:00 a.m. we will have an event here at Burton City Hall. This will be our 16th year for this event. It will be put on by the Disabled American Veterans.

Mr. Heffner spoke regarding the Christmas at Courtland Event on November 23, 2013. Mrs. Miron, Ms. Bauldry and Ms. Luxton will be on the committee. Mr. Spose and Mr. Craig will volunteer to help. Mrs. Bigsby will contact Troy from Courtland Center to make sure we have all our supplies. Mr. Heffner said Santa Claus will be flown in by helicopter. The helicopter will land in the back parking lot of where JC Penney's was. The first year, the parking lot hadn't been swept and dust flew everywhere. This year we need to make sure the parking lot is swept.

Mrs. Bigsby said Ms. Dunsmore and Ms. Moore are on the Christmas Parade committee. Mr. Spose and Mr. Heffner will be on the float committee with Ms. Dunsmore and Ms. Moore helping with the planning.

Mr. Heffner spoke with Troy from Courtland Center regarding the basketball tournament and he is very excited about the event. We will have Mr. Spose, Mrs. Bigsby and Ms. Moore on this committee.

Mrs. Bigsby stated the minister from New Testament came to us and asked about a walking path. I did let him know that the idea is still out there. I think Ms. Easterwood from Fleis & Vandenbrink is looking at funding for this.

Mrs. Miron said she has walked the property a few times with him and his wife. I explained the steps they needed to take to try to receive grant money. After that his wife had a stroke and wasn't doing well. He has mentioned it again recently now that his wife is doing better.

Mrs. Bigsby informed the committee that she will be getting help from the temporary staff and DPW workers to clean out the pole barn.

COMMISSION DISCUSSION ACTION:

Mr. Heffner added Item #6 to the Agenda.

COMMISSION RECOMMENDATIONS AND/OR ACTION:

Bauldry moved and Spose seconded the following motion:

To approve the Burton Parks & Recreation Plan with changes.
Motion carried 7-0.

Miron moved and Craig seconded the following motion:

To Approve $2500.00 for the Trick or Treat Trail budget.
Motion carried 7-0.

Meeting adjourned at 7:00 p.m.

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