

CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
NOVEMBER 6, 2013, 5:30 P.M., COUNCIL CHAMBERS
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The meeting was called to order by Chairman Steve Heffner at 5:42 p.m.

Commission Member Toby Bauldry led the Pledge of Allegiance.

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

MEMBERS ABSENT: Moore.

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

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

- 1. Veteran's Honor Run**
- 2. Christmas at Courtland**
- 3. Christmas Parade**
- 4. Discussion of Events for 2014**

AUDIENCE PARTICIPATION: None.

ADMINISTRATIVE REPORT:

Mrs. Bigsby reported the Trick or Treat Trail Event at Kelly Lake on October 26th went very well. Parking was not as much of an issue this year. Parking was along the waterfront and Police Officers were directing the traffic. I have received one complaint regarding the roads being shut down this weekend for the Veteran's Honor Run. I informed her that it would only be shut down for a couple of hours. I have given each of you a copy of the proposed calendar of events for 2014. I have scaled down the 2014 events to where they were a couple of years ago, the original schedule. If anyone has any events that they would like to add to the 2014 schedule they are welcome to, however we will need everyone's participation on each event.

Mr. Spose asked if the Christmas at Courtland event should be added to the schedule.

Mrs. Bigsby stated that this event is still a 50/50 split. Mr. Heffner suggested that we have a replacement chairperson for Christmas at Courtland this year.

Mrs. Bigsby stated Troy from Courtland Center and I have already been working together on this event. I have a list of supplies that he has and have inventoried what we have. We have been in constant communication. Troy and I do all the shopping and make sure everything is there that we will need ahead of time. Troy will order the cookies from Old Country Buffet. We will supply the frosting, glitter and sprinkles. We have Ms. Bauldry as the co-chair of this event.

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Mrs. Bauldry said she could be the chair if needed. We will need someone to help with decorating cookies and the hot chocolate. I will ask the school for volunteers and I will call Ms. Moore for a confirmation on helping with the face painting. Ms. Luxton said she will help with face painting or cookie decorating.

Mrs. Bigsby stated Santa will be arriving around 10:00 a.m. the morning of the event. We are still undecided on how he will arrive due to the helicopter being out of commission. Troy is trying to find another creative venue for Santa to show up at Courtland Center. We should be there by 8:30 a.m. the morning of the event. I will find out where we will meet and let everyone know.

COMMISSION DISCUSSION:

Mr. Craig spoke regarding the Veteran's Honor Run on November 9th. I have brought a map of the route along with a sample of the shirts, finishers medals, place medals, dog tags (for the first 250 participants) and 11k challenge coins for everyone to look at. So far we have 232 participants who have signed up for the race. The break down on this is 85-11k runners, 75-5k walkers and 75-5k runners. If we have decent weather we could expect 100 or more late registrations. We have U of M/Powers volunteers thanks to a person associated with the U of M Veteran Student Affairs Office. These volunteers are going to be stationed around the course near the signs to help make sure the runners are in the right race. Lester Brady, who administered the Memorial Day Race with Vaughn Smith will lead and oversee the registration group. The American Heritage girls will be doing a water station at Kelly Lake. The Fire Department will have their own water station.

Mrs. Miron from the Historical Society stated she will do the 5k water station. She will also bring 350 bananas donated by Wal-Mart.

Mrs. Bigsby stated she will pick up the sound system from Bogner's on Corunna Rd. We will also be using this for the Veteran's Day Ceremony at the Burton Memorial Park.

Mr. Craig said the runners will receive a pull tab for their meal and a shirt. The volunteers will receive a ticket for their meal and a shirt. Tom Ellenburg will be our photographer. Vaughn Smith will be one of our bike leaders that the runners will follow. Tom Salvadore will be assigning a couple more bike leaders for the race. Pepsi will be donating the bottled Aquafina water for the finish line. At 10:45 a.m. there will be a Volley (military gun salute). Mrs. Bigsby stated she thinks the Davison VFW will be doing the Volley. They are the only one in the area that has a Color Guard. The National Anthem will be sung by Riley McLincha. Mayor Zelenko will start the 11k Run at 11:11 a.m. At 11:13 a.m. we will start the 5k Run and at 11:15 a.m. we will start the 5k walk. There is a turnaround point on Raymond Street, East of Genesee for the 5k Run and one on Sunnydale for the 11k Run. The purpose of this is to make the distances right. We will need to place a barrel or large cone at each of these areas with volunteers directing the runners.

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Ms. Bauldry volunteered to be in charge of the turnaround point on Raymond Street. Mr. Craig told Ms. Bauldry if she cannot find a couple of helpers to let him know.

Mrs. Bigsby said one of the problems we were having is how we were going to communicate to the neighborhoods along the race route. We will be blocking traffic and closing certain streets during the race. On Monday we sent out 931 letters to the residents in this area to let them know about the areas that will be blocked off. In the letter I encouraged the residents to come out and cheer the runners on.

Mr. Spose suggested placing road race signs along the race route to inform the residents beforehand. Mr. Craig replied that it is too late to do that this year.

Mr. Craig asked if we could have DPW grade the road on Munson Street going into Kelly Lake before the race. Mrs. Bigsby replied she has already contacted DPW regarding this and it will be done on Friday.

Mr. Spose stated he has signs made up for the Burton Historical Society, Wal-Mart and other sponsors. We want to make sure we show our appreciation by doing a little advertising for them. I will need approximately 500-5 oz. cups for the water stations. Mrs. Bigsby stated she already has approximately 300 cups and will pick up the rest before the race.

Mr. Heffner said we need to decide on a split percentage for the Veteran's Honor Run. Mr. Craig stated that because it is a first year race and as Parks & Recreation I feel that we need to start supporting some of our own stuff. I also feel that as a first year race we need to make sure we are getting a lot of good P.R. out of this. I am going to be on 1570 AM speaking about the Veteran's Honor Run on November 7th from 6:30 a.m.-7:00 a.m. As it stands right now we are at about \$750.00 profit. We will probably end up with around \$2,000.00 profit. As I have said before, if we only make a couple grand profit, I have no issue of it all going to D.A.V. If we make \$5,000.00 plus profit then I think we should do the split.

Mr. Spose suggested going with a conditional statement such as anything over \$3,000.00 profit would be a certain split.

Mr. Craig stated I don't think we will go over \$3,000.00 the first year. We had upfront costs with signs that can be used every year. Mr. Craig asked Mrs. Bigsby, at any point and time have we ever been at a negative balance as far as our cash flow on this event? Mrs. Bigsby stated no.

Mr. Craig asked if we have always been a couple thousand dollars ahead. Mrs. Bigsby stated that is correct.

Mr. Craig said we are going to start cross promoting all of the Burton races such as Memorial Day Race, the Hot Chocolate Run that the Kiwanis does and the Race to Grace. I am finding out these people go from place to place. If this is a successful event and we have 315 this year we will have 600 or 700 participants next year.

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Mrs. Miron suggests doing an 80/20 split with the Burton Parks & Recreation receiving 20 percent and D.A.V. receiving 80 percent. All the commission members were in agreement.

Mr. Heffner clarified all members will meet at Bubba's at 8:30 a.m. the morning of the race.

Mrs. Bigsby spoke regarding the Christmas Parade. She said there has been some discussion about starting the parade later and expanding the route. I am alright with starting the parade later however I feel that we should not expand the route because we would literally close any emergency route for the residents on the west side of Saginaw Street, which is why we set the route the way we did in the first place. I feel it is far better to leave the route the way it is than to close off a whole section of the City. The Parade starts at Natalie and ends at Morris Street. Ms. Dunsmore, Ms. Moore and I are on the Parade Committee.

Mrs. Bigsby stated I have already had inquires about the parade. I went to the DDA meeting last month and I am going again this month. Last year the Back to the Bricks organization put on a Festival of Lights competition with the cities, townships and villages. They have a traveling trophy for the best downtown decorated. This is the reason why we wanted to have our Christmas Parade later in the day. The lights will be more visible the darker it is. As soon as we finalize the route and the time, I will start handing out the forms to register for the parade.

Mr. Heffner would like to have our own contest for our Burton businesses that enter with a trophy going to the winner. We could make it a city wide contest on a different day than the parade and put a signup form in the Burton View and or the Flint Journal.

Ms. Luxton suggested having the public judge the contest like they do the Burton's Best contest. Mr. Spose suggested having the public send in their vote via email to the Burton Parks & Recreation. Another suggestion was to have a drop box at the Senior Center and at Burton City Hall for the votes.

Ms. Bauldry would like to have our Parks & Recreation meeting on December 4th instead of December 11, 2013.

Mrs. Bigsby said we need sponsors and participants for the Christmas Parade. She asked the committee to think about the 2014 Event Schedule that she has handed out. Let me know if we need to add any events or cancel any events. Mr. Smith and Mr. Brady normally plan the road race, however it is now coming under Parks & Recreation because of the liability issue.

Ms. Bauldry asked if we are going to have the Three on Three Basketball Tournament next year. Mr. Heffner stated he would like to add this event to our 2014 Event Schedule.

Mr. Craig stated he would like to add the Veteran's Honor Run to the 2014 Event Schedule for November 8, 2014. This is a big race and will be even bigger next year. I have no problem doing this event again now that I know what needs to be done.

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Mrs. Bigsby reminded everyone if the commission chooses to keep these events and add events to the schedule then I will need everyone's full participation from beginning to end.

Ms. Luxton suggested that we contact Baker College, Mott College and U of M College to see if they would be interested in participating in the Christmas Parade. They could build a float and compete against each other. We could give an award for best college, best business, best high school, etc.

COMMISSION RECOMMENDATIONS AND/OR ACTION:

Miron moved and Bauldry seconded the following motion:

To approve an 80/20 split for the Veteran's Honor Run with D.A.V. receiving 80 percent.
Motion carried 7-0.

Dunsmore moved and Miron seconded the following motion:

To keep the Christmas Parade route the same as last year and change the start time to 5:00 p.m.
Motion carried 7-0.

Bauldry moved and Miron seconded the following motion:

To change the next Parks & Recreation meeting from December 11th to December 4, 2013.
Motion carried 7-0.

Meeting adjourned at 6:37 p.m.

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