

CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
NOVEMBER 14, 2012, 5:30 P.M., COUNCIL CHAMBERS
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The Meeting is called to order by Chairman Steve Heffner at 5:40 p.m.

Commission Member James Craig led the Pledge of Allegiance.

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

MEMBERS ABSENT: Hildreth.

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

PURPOSE OF THE MEETING:

1. Approve Parks & Rec Minutes from Oct. 10, 2012
2. Discussion regarding Christmas at Courtland
3. Discussion regarding Christmas Parade
4. Discussion naming Atherton Settlement Park
5. Discussion on Atherton Settlement Parking Lot
6. Discussion regarding Easter Hunt Date and Committee
7. Discussion on 2013 Events

ADMINISTRATIVE REPORT: None.

COMMISSION DISCUSSION:

Mr. Heffner spoke about the changes that need to be made on the minutes from October 10, 2012. He said that he would like the following changes to go on record. On page 2, paragraph 4 it should say Mr. Spose suggested checking with Country Oaks Landscape. Mr. Heffner said that Country Oaks may be able to supply the materials. Country Oaks buys their crushed concrete where Zito's makes it. On page 3, third paragraph it should say Mr. Walker said that we may get some support from the U of M Flint.

Mr. Heffner spoke in reference to Christmas at Courtland on Nov. 24th from 10:00 a.m. to 1:00 p.m. Mr. Craig said that last year Parks and Rec donated \$100 to Atherton Band. He thinks they should offer a donation of \$150 this year as an incentive for other school bands to participate. Mr. Craig said they would like to have miniature golf set up with 5 or 6 holes and red and green golf balls. He would like to have volunteers at Courtland between 8:00 a.m. and 9:00 a.m. to help set up.

Mr. Craig stated Courtland will be providing Santa's arrival by helicopter. There will also be cookie decorating, stocking decorating, face painting and the Sweet Adelines.

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Mrs. Bigsby stated that the Barber Shop Quartet will also be there and she is checking on Child ID. She suggests that one of the churches bring their popcorn machine. She will check with Troy from Courtland to make sure whatever food is given doesn't interfere with the nearby businesses selling their food

Mr. Heffner will check on a cotton candy machine and he will need supplies for this. He asked if Parks & Rec could look into buying a cotton candy machine.

Mr. Heffner expressed it would be great if more schools were involved. He discussed further the Christmas Parade. The Chairperson for this event will be Mr. Spose with Ms. Miron and Ms. Moore on the Committee.

Mrs. Bigsby said they will assemble the parade at Natalie St. and only go down to Morris Street. The parade will not block any exits that way. We have one float signed up so far which is Judson Baptist Church.

Ms. Moore stated she contacted about ten groups including churches, schools, Boy Scouts and Girl Scouts. She contacted two school bands, Atherton and Bendle. She heard back from Atherton and that is still pending. The only group she has so far is Judson Baptist Church on the corner of Atherton and Genesee Rd. and she will contact more tomorrow.

Mr. Heffner stated we should make up sheets to track what each commission member is doing and who they will contact. We could make up a list of all the groups in the area and divide it up among us and that way we won't leave anyone out.

Ms. Bauldry stated she talked to the Bentley School Band Director who was interested. She will take him the form to fill out. She will also talk to her church. They participated in the Memorial Parade and may be interested.

Mr. Heffner suggested letting them compete and have a reward for the best float and also having different categories.

Mrs. Bigsby suggested if we are going to do participation ribbons, awards and the trailer, ads for the event, police coverage, and other misc. expense, Parks and Recreation. move around \$2,000 to \$2,500 for these expenses.

Ms. Miron mentioned purchasing new vinyl signs for Parks and Recreation.

Mrs. Bigsby said that for \$150 she can get two more signs. She just needs approval to order these. Ms. Miron suggested asking the Senior Centers around the area to see if anyone would like to participate.

Mr. Craig and Mr. Spose will work on the Parks and Recreation float.

Mr. Heffner spoke regarding the Trick or Treat Trail. Mr. Craig said that he would like to congratulate Mr. Spose and Ms. Adams on chairing this event and thanks to Mrs. Bigsby for coordinating this event. He thinks this was the highest attendance yet.

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Mr. Spose mentioned the areas of parking, partnering up with churches to bus people in to alleviate some of the problem, not enough power and the need to put added power to other areas. He said it takes very little to overload the power that we do have there and suggests having at least two 20 amp circuits added off that box and split up so that we have a couple of outlets near the walkway, toward the pavilion and affixed to the sides of the bathroom and up on the hill. He thinks the material cost would be minimal, however he does not know what the labor costs would be. He is not sure what the union people here would charge for this. Mr. Spose asked if the electrical work would need to be done in house or if this is a competitive bid process.

Mrs. Bigsby stated she will check into what the process is in getting an electrician. Mrs. Bigsby spoke about the budget. She was hired for this job in July and had to build a budget in March and go thru hearing of seven people. She thinks we are lucky to have the budget that we have now. All of the needs and wants of the committee need to be put in writing so that when budget time comes again in March, she will have this.

Mr. Spose said that another thing they had an issue with was the hayride. Next year we will need to keep it 500 to 1,000 feet further into the woods and away from the walkways. He does not see a problem with having between 5,000 to 10,000 people as long as we get these improvements made and the problems worked out.

Mr. Heffner talked about the emails he received regarding the Trick or Trail. Some of the complaints made were long lines, wait times for everything, congestion of parking, parking on road and lack of organization. Suggestions were to start the event earlier, more than one hayride, possibly move to a school or church to have more room for parking and events, shuttle service from parking area to event area and roping off area to show beginning and end of lines.

Sherry Adams says that we need more volunteers. There should be a sign up list with phone numbers and times scheduled. Some of our volunteers did not show up.

Mr. Spose said that the Gus Macker last year had a more organized approach as far as the volunteers and that worked well. He talked about possibly extending the event a couple hours, it would be better to start it earlier so we have more daylight. He said that with so many people and only three hours everyone's rushing. He suggests starting it at 2:00 p.m., have a few people on the commission camp out overnight and have them set up what they could. If you have a lot to do and anything goes wrong with no time to fix it, you will have a problem. Overall it was a great event; we probably average 1,500 to 2,000 people every year.

Mr. Craig agreed we need to have it earlier with the lack of lighting after dark. He suggests putting up signs that have the different activities on them and where they are. This should help the traffic flow much easier.

Ms. Miron suggested an event schedule to pass out.

Mr. Spose also suggested having two hayrides. He says that each hayride takes about 17 minutes. We could have a trail for people to pick up their pumpkins.

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Mr. Heffner would like to have a wrap up meeting for this year's Trick or Treat event on Wednesday, November 28th, 6:00 p.m. at City Hall.

Mr. Heffner talked about keeping the name of Atherton Settlement Park. He asked Mrs. Bigsby to have this added to the Council agenda for the next council meeting. The next stage would be to add the parking lot to Atherton Settlement Park. We haven't gotten a price on this yet.

Mrs. Bigsby said she will ask Chris Howser, the City of Burton Street Foreman, what needs to be done. She will get some pricing and have this available at the next meeting.

Ms. Miron asked if a culvert would have to be put in and if someone from DPW could remove the large willow branch that fell last March or May. They could make it into a park bench for the amphitheater in the corner or they could cut it up and use it for seats in the camping area.

Mr. Heffner spoke in reference to the Easter Egg Hunt date and Committee. Mrs. Bigsby stated she will find out if we can have the hunt at the same place as last year. The Easter Egg Hunt is scheduled for March 16th, 2013. Ms. Bauldry would like to make a motion to authorize Mrs. Bigsby to order the Easter Eggs now. The order must be in before Jan. 1st, 2013 for the price of \$94 per 1,000 eggs. She will need to order 3,000 total.

Mr. Heffner spoke in reference to the 2013 events. He said that he would like to try something new and if anyone has any suggestions to bring it to the committee. He suggested going to the gym teachers at the schools and asking them for ideas. Each school could do their own Olympics and have the finalists meet at one of the schools. Mr. Heffner asked if the school board members on the Parks and Recreation committee would like to be in charge of this event. The Olympic event will be for the elementary schools, grades kindergarten through 5th grade. He would like this in the spring before school is let out for the summer.

Ms. Miron asked about ordering the signs on the Parks and Recreation cart at Courtland Center. She said that we can decorate this any way we want. The cart is located where the old JC Penney used to be. She said Mayor Zelenko wrote a letter to Kevin Fraley from DNR and the Wolverine will be coming to Courtland Center for two weeks, possibly in January 2013. It will be in a secured and lighted area. The Museum will set this up. Ms. Miron thinks that this will bring business to Burton.

Mr. Craig spoke in reference to a golf event at IMA Brookwood. This event will teach children not only the art of golf but also they will learn values, respect, etc.

Mrs. Bigsby spoke about having a Junk in the Trunk event sometime in May or June 2013. This would be a fundraiser for Parks & Recreation. We would charge \$20 per entry. They would just set up and sell their stuff for the day. This would not be a labor intense event for the commission. We would only need to advertise and set a date.

Mr. Heffner asked what day the boat races are in May.

Mrs. Bigsby will check with the Clerk's office to see what date Kelly Lake is available for this event.

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Mrs. Bigsby said she received a letter in the mail this week that the final recommendations for the 2012 grant selection cycle will be made by the Michigan Natural Resources Trust Fund Board at their meeting December 5, 2012. There will also be a MNRTF Board Meeting on December 4, 2012. Mrs. Bigsby stated that we are number 12 in rank for this grant and have moved up from number 25 or 30. Unknown is how much the grant money will be. Our score was raised to 370. It was 340 until a revision was made to make the boardwalk over Kelly Lake for more handicapped accessibility. She spoke to Ms. Easterwood at Fleis & Vandenbrink and she stated the only way we could speak at this meeting is if we had something to add that would increase our score and she does not see anything that we could speak on to increase it. Mrs. Bigsby said she would like to attend this meeting to find out first hand if we will receive this money or come back with recommendations for changes.

Mr. Heffner stated that he would also like to attend the meeting on Dec. 5th. Our match to the grant money would be up to \$50,000.

Mrs. Bigsby said she thinks we have raised close to \$5,000 so far. One of the ongoing fundraisers is the candy sales at the front desk. We have been selling around 3 boxes every couple of weeks at a profit of \$20 per box. There is also leftover candy and supplies from the Trick or Treat Trail that could be used in the Christmas at Courtland event.

AUDIENCE PARTICIPATION:

Mike Beath, New Testament Community Church, Belsay Rd., spoke in reference to the welcome path. He brought diagrams to show to the Parks and Rec Commission. He said he would like to have the welcome path open to the public and suggests putting a gazebo, soccer field or softball field in the park. He would like to partner up with Parks and Rec. and hopefully receive grant money for this. He is checking with L & M Landscaping on the cost to get the land raked and seeded.

Discussion ensued regarding the entrance to the park coming off Sitka St. Mr. Beath said that this may not be possible because of one person that owns a one foot strip along Sitka. This person has put a halt to Sitka being paved because he will not sign the petition. The last he knew, this person wanted \$80,000 for this one foot strip.

Ms. Miron stated she would like to be on this committee.

COMMISSION RECOMMENDATIONS AND/OR ACTIONS:

Bauldry moved and Miron seconded the following motion:

Approve the Parks & Recreation Meeting minutes from October 10, 2012.
Motion carried 8-0.

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Bauldry moved and Miron seconded the following motion:

Approve amendments to the Parks and Recreation minutes of October 10, 2012.
Motion carried 8-0.

Bauldry moved and Craig seconded the following motion:

Approve donating up to \$1,000 to Courtland Center Mall for misc. expenses.
Motion carried 8-0.

Miron moved and Spose seconded the following motion:

Approve up to \$2,500 for expenses for the Christmas Parade.
Motion carried 8-0.

Miron moved and Dunsmore seconded the following motion:

Approve to keep the name of Atherton Settlement Park.
Motion carried 8-0.

Bauldry moved and Miron seconded the following motion:

Approve the order of 3,000 eggs at \$94 per 1,000.
Motion carried 8-0.

Meeting adjourned at 7:00 p.m.

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