

CITY OF BURTON
PARKS AND RECREATION COMMISSION MEETING MINUTES
DECEMBER 12, 2012, 5:30 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Meeting is called to order by Chairman Steve Heffner at 5:40 p.m.
Commission Member Toby Bauldry 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: Discussion and possible action regarding the following:

- 1. Approve Parks & Rec Minutes from Dec. 5, 2012**
- 2. Christmas Parade on December 15, 2012**
- 3. Wolverine visit at Courtland Center**
- 4. Kelly Lake Grant**
- 5. 2013 Events Approval**
- 6. Bylaws Sub-Committee**

AUDIENCE PARTICIPATION: None.

ADMINISTRATIVE REPORT:

Mrs. Bigsby spoke regarding the Christmas Parade. She has given everyone a list of the participants that will be participating in the parade so far. She is waiting to hear from Goyette and Holland Heating. Some of the Legislatures are in Lansing and may not make it. She has picked up some of the supplies and hopes to get a final list so that she can finish up tomorrow.

COMMISSION DISCUSSION:

Mr. Spose stated the float is about 85% done. We still need to do some woodwork and finish up with the trimmings. It should be completed by Thursday or Friday.

Mrs. Bigsby said that the Wolverine will be at Courtland Center January 17-20. Courtland Center is taking the lead on this since it is going to be at their facility. Ms. Miron is working with Troy at Courtland Center on this.

PARKS & RECREATION MEETING MINUTES

DECEMBER 12, 2012 / 5:30 P.M.

PAGE 2

Mrs. Bigsby spoke regarding the Kelly Lake Grant. We were awarded a grant of \$171,000. This will go to the Legislature for approval to appropriate the funds that were awarded. Kelly Lake school funding could be delayed. Last year's appropriations were appropriated in October. She sent Representative Charles Smiley's office a notice to inform him that this will go to the Legislature in January. She asked them if they could help to speed the process up by writing a letter to the Speaker asking to move the budget up to get the money allocated. Mrs. Bigsby contacted Lisa from Fleis & Vandenbrink. Lisa is excited about the grant and said the next phase would be to do a topographic study and design. Mrs. Bigsby said even though we do not have the appropriation yet, there are things we can do in the meantime. We can discuss selling planks or get other ideas on what we can do to help raise the \$57,000. There was an article in the Burton View last week. The Parks and Recreation Commission were given \$500 in memory of Auldin Nelson from the Burton Rotary Club. Burton Kiwanis Club has \$12,000 set aside for Kelly Lake to build a playscape, pavilion, or the purchase of boardwalk planks.

Mr. Heffner asked about getting the pictures from the 5 Year Plan of the boardwalk going over Kelly Lake. He would like to present it to Council at the meeting Monday night. Council already has this so he should only need one copy.

Mr. Craig asked about adding the Christmas at Courtland event to the schedule for the Saturday after Thanksgiving. Also the Memorial Day Parade is on the schedule for Sunday instead of the usual Monday. We have talked about changing the day to Sunday because of the fireworks show.

Mrs. Bigsby stated that the Memorial Day Parade may still be on Monday. She said the committee hasn't come together yet to verify the date. The events and dates on the 2013 Event Schedule are tentative and are up for discussion and yet to be determined. The Oakland Transom club will be coming on June 9-10, 2013 and on August 9-10, 2013 will be the Transom Twister club event. Burton Youth League is on the calendar because it is a Parks and Recreation function even though they have independently worked on their own.

Mr. Heffner spoke regarding the Back to Bricks event. He suggested asking the Mayor to see if it was a possibility to shut down part of Saginaw St. near Judd Rd. so that the cars could park at an angle for show. This event normally starts on a Tuesday. It would be nice if we could have a showing of the cars on Monday. This would bring in people and also help the businesses. This event should draw a lot of people to the area.

Mrs. Bigsby would like to present the tentative 2013 Events Schedule to Council to give them an idea of what we will be doing in the next year. Even though this list is tentative, we could still put it on our website and make handouts for our information table in the lobby. The public will know early on what event is coming up and we can still make changes as needed. This will show that we are thinking in the future.

PARKS & RECREATION MEETING MINUTES

DECEMBER 12, 2012 / 5:30 P.M.

PAGE 3

Mr. Heffner would like to show Council a schedule from the past three years so they can compare it to what the Parks and Recreation Commission is doing presently. He suggested having magnets or a calendar made up once we get our events locked down. He would like to see all of our events on the calendar along with pictures of the Burton Memorial, Kelly Lake and the new Atherton Settlement Park. We could even charge a couple dollars for the magnets and calendars to raise money for Parks and Recreation.

Ms. Miron asked if we could have a fundraiser dance event in February or March at the Courtland Center Mall. She suggested having black tie, dress up and catering.

Mr. Craig is concerned about the boat races taking place the same weekend as the Free Fishing weekend on June 8-9. The Free Fishing weekend is a State event. If people bring their kids to Kelly Lake on this weekend to fish and they find the boat races going on, this could result in disappointment and negative publicity. He wondered if we ask them to have the Boat Race event on a different weekend.

Mrs. Bigsby said they have had to move the boat race event one time before, due to being on the same day as Race to Grace. They moved their event to the weekend of June 8-9. Then the State came out with their Free Fishing weekend. She can call them to suggest they move the boat race to another weekend. They may not know this is the same weekend as the State Free Fishing weekend.

Mr. Spose said if they have the Boat Race event the same weekend as Race to Grace we could help them set up on Saturday. The race is on a Sunday but they use the Saturday before to set up. If we help them with the set up maybe they wouldn't mind changing the date.

Mrs. Bigsby presented the commission members with the 2013 tentative schedule. She asked if anyone wanted to add or change an event or confirm dates before it is presented to Council.

Mr. Spose would like to add Christmas at Courtland and Back to the Bricks.

Mr. Heffner asked about having the Olympics event with the schools and the Road Race added to the list.

Mrs. Bigsby said we need to set up a committee for the Chinese New Year/Mardi Gras Celebration on February 9th. If we wanted to do something for the Free Fishing weekend we should set up a committee for that. I have asked Atherton School if we could have the Easter Egg Hunt there and am waiting for a reply. We already have 3,000 eggs for this event. Mrs. Bigsby asked if the committees could be set up now for the February events. She said that the February 9th event could be Mardi Gras, Valentine or Chinese New Year.

Mr. Heffner stated he would chair this event. Ms. Adams and Ms. Bauldry will be on the committee. As for the Free Fishing weekend, we could talk to the DNR to get recommendations on when to stock Kelly Lake. He suggested tagging a fish and having a prize for the person that caught it.

PARKS & RECREATION MEETING MINUTES

DECEMBER 12, 2012 / 5:30 P.M.

PAGE 4

Mrs. Bigsby said according to the previous Parks and Recreation Director, it has been a couple of years since Kelly Lake was stocked. The lake level is down 4 feet.

Mr. Craig suggested having the school board members and the director of Parks and Recreation as the bylaw sub-committee.

Mr. Spose mentioned that in every event we have done, we have never had adequate signage. We should put a couple of days aside to make general and specific signs for all the events and activities such as face painting, pictures with Santa, parking, hayride and directional signs.

Mrs. Bigsby has the new Parks and Recreation vinyl signs that were made.

Mr. Spose asked if we should set up a sign making committee. We need to have generic signs as well as event signs made.

Ms. Miron would like to be on this committee. She said that we could store the signs in the barn.

Mr. Heffner stated we will have Mr. Spose, Ms. Miron and Mr. Craig on this committee.

Mr. Craig discussed the Christmas at Courtland. He thinks this event went very well this year. We handed out hot chocolate to the people waiting in line. I feel we had good representation and set a very positive image for Parks and Recreation. We have had positive feedback even though we were just partnering this event.

Mr. Spose agreed that we have gotten a lot of positive feedback. We are getting a following. Advertising events and getting the word out is very important.

Ms. Miron suggested the marketing commission make up a brochure or calendar listing all of our upcoming events. She decorated the booth at the Courtland Mall with a Christmas scene of our City including Kelly Lake and a sled hill. February or March she will change this to resemble our City in the summer. She will check with Staples to see if they have holders to put brochures in.

Mr. Craig said that he saw a calendar of events with sponsors in a Davison newspaper. He also remembers seeing something in a newspaper regarding Bendle Softball Team with Sponsors listed. We could do something similar to promote Parks and Recreation Events.

Mr. Spose stated that Troy from Courtland Center does so much and puts forth a lot of time, money and effort toward our events. We should do everything we can to help him out.

PARKS & RECREATION MEETING MINUTES

DECEMBER 12, 2012 / 5:30 P.M.

PAGE 5

Ms. Miron spoke regarding the Wolverine at Courtland Mall. She said the Wolverine at Courtland event should be added to the list for January 7-20. The Lansing Museum will be setting up the glass displays next to Kay Jewelry. Atherton School will decorate one side and U of M Flint will decorate the other. We have asked Elizabeth Shaw and Jeff Ward, co-authors of the wolverine book, to have a book signing at the mall. Mr. Ward will be unable to attend due to heart surgery. Ms. Miron said that all grades from Atherton School Elementary to the High School will be drawing pictures of Wolverines as well as writing articles to display at Courtland Center. Troy may open another store front depending on the amount of art work we have to display. Ms. Miron spoke to Pam Zimmerman, public relations for U of M Flint's graphic department, along with Genesee County Intermediate School, For-Mar Nature Preserve and Sloan Museum regarding submitting art work and coming for tours. She is checking with For-Mar and the Lansing Museum to see if they have someone who can come in and speak about the Wolverine.

Mr. Spose would like a list of the people that will be there along with contact phone numbers. We need to do checks and balances and follow up with everyone before the events.

Ms. Miron said that she will have all the contact numbers and will contact everyone before the event to make sure they will be there.

Mrs. Bigsby spoke regarding the Christmas parade. She will be meeting with the volunteers at 10 a.m. on Saturday at the south end of Rocky's parking lot. She has five volunteers and some from City Hall. DPW does not have enough barricades to use on every street so her volunteers will be closing off streets at 12:45 a.m. Mr. Craig brought her the signs and she has candy, decorations for the tree, lights, snow and garland.

COMMISSION RECOMMENDATIONS AND/OR ACTIONS:

Bauldry moved and Adams seconded the following motion:

Approve the Parks & Recreation Meeting minutes from December 5, 2012.
Motion carried 9-0.

Dunsmore moved and Adams seconded the following motion:

Approve Parks and Recreation 2013 Schedule.
Motion carried 9-0.

Craig moved and Adams seconded the following motion:

Approve Bylaws Sub-Committee.
Motion carried 9-0.

Meeting adjourned at 6:30 p.m.

mk