



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

DECEMBER 11, 2019

AGENDA

Community Room

Regular Meeting

5:30 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

THIS MEETING WAS OPENED BY

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Trick or Treat Trail - Aug 28, 2019 5:00 PM
2. Parks & Recreation Commission - Regular Meeting - Sep 11, 2019 5:30 PM
3. Veterans Honor Run Committee - Regular - Oct 1, 2019 12:00 AM
4. Parks & Recreation Commission - Regular Meeting - Oct 9, 2019 5:30 PM
5. Parks & Recreation Commission - Trick or Treat Trail - Oct 22, 2019 4:45 PM
6. Parks & Recreation Commission - Regular Meeting - Nov 13, 2019 5:30 PM
7. Parks & Recreation Commission - Special Meeting - Nov 25, 2019 5:30 PM

E. PURPOSE OF THE MEETING

1. Christmas Tree Lighting Ceremony Recap
2. Pizza with Santa Recap
3. 2020 Events

F. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Park and Recreation Commission. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

G. COMMITTEE DISCUSSION AND OR ACTION

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY,
JANUARY 8TH, 2020 AT 5:30 PM.**



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 28, 2019

MINUTES

Community Room

Trick or Treat Trail

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:00 PM.

THIS MEETING WAS OPENED BY JAMES CRAIG AT 5:00 PM.

PLEDGE OF ALLEGIANCE WAS LED BY JAMES CRAIG.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Present	
William Owens	Commissioner	Present	

B. STAFF PRESENT

Bette Bigsby, Parks & Recreation Director

C. ADMINISTRATIVE REPORT

None.

D. APPROVAL OF MINUTES

None.

E. PURPOSE OF THE MEETING

1. Organizational meeting for the 2019 Trick or treat trail at Bentley

The following items regarding the Trick or Treat Trail event were discussed:

- Flier- vendor fair
- Sponsor's
- Bales of hay/hayride trailer
- Cookies & decorations
- Ad in Burton View
- Donuts & cider
- Face painting
- Balloon person

Minutes Acceptance: Minutes of Aug 28, 2019 5:00 PM (APPROVAL OF MINUTES)

- Items in pole barn- casket, grave stones, decorations
- Items in basement
- Types of vendors- Avon, Mary Kay, chair massages, homemade gifts
- Pumpkins
- Bounce houses
- Juggler- Bob Wilson

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

The following items regarding future events were discussed:

- Christmas Tree Lighting- DDA donation.
- Pizza with Santa- Honor Society volunteers, balloon person, Firefighters donating water.
- 50th Anniversary Event- Color Guard, Volunteer Burton.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON SEPTEMBER 11, 2019

Meeting was adjourned at 6:00 PM.

Minutes Acceptance: Minutes of Aug 28, 2019 5:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 11, 2019

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:30 PM.

THIS MEETING WAS OPENED BY JAMES CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY JEREMY SCHARRER.

A. CALL TO ORDER

Name	Title	Status	Approval
	Commissioner	Excused	
	Commissioner	Present	
	Chairperson	Present	
More	Commissioner	Present	
n	Vice Chairperson	Present	
ley	Councilwoman	Present	
rrer	Commissioner	Present	
	Commissioner	Excused	
s	Commissioner	Present	

B. STAFF PRESENT

Bette Bigsby, Acting Parks & Recreation Director

C. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I have had meetings with the Trick or Treat Trail and the Veteran's Honor Run committee and had conversation with the Pizza with Santa committee. Jamie Gaskin from Big Brothers & Big Sisters brought in two big boxes of candy for the Trick or Treat Trail event. Amanda Mobley is our new Bentley representative and commission member. She should be on the City Council meeting for approval the second meeting of this month.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jun 12, 2019 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Robert Wilson, Vice Chairperson
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

2. Parks & Recreation Commission - Burton Race Series - Jun 26, 2019 6:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: Debra Dunsmore, Commissioner
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

3. Parks & Recreation Commission - Parks Renovation and Cleanup - Jul 10, 2019 4:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Robert Wilson, Vice Chairperson
SECONDER: Christina Conley, Councilwoman
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

4. Parks & Recreation Commission - Regular Meeting - Jul 10, 2019 5:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: Christina Conley, Councilwoman
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

5. Parks & Recreation Commission - Regular Meeting - Aug 14, 2019 5:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: William Owens, Commissioner
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail

Mrs. Conley said I could use my truck to pick up the pumpkins. We just need a trailer to use.

Mrs. Talbot stated there were a lot of donut holes on the ground at the last event. It may be better to have regular donuts.

Mrs. Bigsby suggested serving them in bowls instead of on a plate. She will order them and apple cider. She will also check with DPW regarding using their trailer.

Mr. Craig said the big coffins need to be placed nicely on the trailer this time.

Mrs. Dunsmore stated she can not be there that Saturday.

Mrs. Conley asked if there has been any forms turned in by interested vendors for the event.

Mrs. Bigsby stated Firefighters will be setting up and Judge Manley is a sponsor. There are around 15 people interested in the vendor fair so far. I sent a participation and sponsorship form to Creekwood Dental.

Mr. Craig said we could always use more volunteers. The National Honor Society students are always looking for volunteer hours.

2. Veterans Honor Run

Mr. Craig said we will be having a GO Ruck Division along with the Veteran's Honor Run, November 2, 2019. I have spoke to Chief Odette about the race route. We need to ask the Fire Department if they would like to volunteer. We will have a new route this year. We couldn't get enough volunteers to help last year, and we can not close the roads.

Mrs. Bigsby said she cannot be there that day because the Clerk's office will be open for from 9-5 PM for registrations and ballots.

3. Pizza with Santa

Mrs. Dunsmore stated I have secured the school for the 7th and we can get in at 10 AM. The janitor will be on board all day. I think we should have a different color ticket for each station. That way the kids can only buy so much at each station and we will not run out of prizes. I will make desserts for the event.

Mrs. Talbot said last year we received some good donations and everyone wanted them. They were gone too quick. Instead of asking for donations, just ask for a money donation so that we can choose the prizes.

Mrs. Dunsmore said it would be nice if we could have the Police helping wrap gifts like last year, that went over big.

Mrs. Bigsby stated she will order gifts, cookies, tickets and pizza. This will be a noon to 3 PM event.

Mr. Scharrer asked Bette to send a request to the administration for the Firefighters to be there. He suggested inviting Craft Vendors to set up for this event also.

Mrs. Dunsmore said the vendors could set up on the stage.

4. Parks update

Mr. Craig stated there are tree limbs that need to be cut down. They are getting close to the power lines. Did we ever find out anything about the money that was going to be donated to the park for the fire station playground equipment?

Mrs. Bigsby said she will mention the trees to DPW. There was donated money from a church for playground equipment. I don't think anything has been purchased. I will check into it.

Mr. Scharrer likes the idea of having a professional paint the equipment. He said it is a safety concern now because kids have cut their hands on the chipping paint.

Mr. Craig suggested putting up a sign at the parks recognizing the volunteers and the group that has adopted that park.

Mrs. Ellenburg suggested putting something in the Burton View that the park will be closed for repairs.

Mr. Craig said when it is done we can place a nice article in the Burton View, giving the volunteers and groups the recognition they deserve.

Mr. Johns volunteered to take before and after pictures of the park. I can also reach out for quotes and help with the pertinent details.

5. Christmas Tree Lighting ceremony

Mr. Scharrer stated I met with the Mayor regarding the Christmas Tree Lighting Ceremony event. There will be a budgeting line item created for this event, for the next two years. This will be overseen by Parks & Recreation and it would be a subcommittee. This committee meeting will be held every third Tuesday of each month. Our first meeting will be October 15th @ 5:30 PM in the Council Chambers. I would like to invite Tina Conley to be our City Council Parks & Recreation representative. I will ask the Planning committee, Zoning Board of Appeals, Chamber of Commerce and other committee's to be a part of this event. I would like to have nine members on this new committee. The first Christmas Tree Lighting Ceremony event will be November 30th from 5-7 PM at Water Tower Park at Firestation #1. We will need to ask Buck from DPW if we can get power from one of the poles for the Christmas tree. Salvation Army is bringing their brass band. We talked about having cookie and pine cone decorating station and pictures with face cut-outs. Mrs. Conley has found the Christmas tree. DDA will help us fund it. I am hoping to get a lot of downtown businesses involved in funding and participation. Some churches are interested in bringing in their choir. Bigby Coffee will be there with coffee and hot chocolate. We would also like to have donuts and cookies at the event.

Mrs. Conley stated we can ask people to donate Christmas decorations and pine cones. We could also transfer \$1000 from the Community Events line item to the Christmas Tree Lighting Ceremony event. We need a flyer made up for the Christmas Tree Lighting so that we can start asking for donations. She asked Mrs. Bigsby to make a flier.

F. AUDIENCE PARTICIPATION

Ellen Ellenburg and Chris Johns spoke regarding the Fire Station 2 Park renovation proposal.

Mr. Johns stated Commissioner Ellenburg, the Burton JC's and myself are interested in doing some renovation at the park. John from Trio Paint said that he and his staff would come in and repaint all of the playground equipment. The park would have to be closed the day of the painting and the next day so that the paint has time to dry. I am a member of Solid Rock Community Church and the Pastor has agreed to donate volunteer hours and money so that we can do a really nice renovation to the park. This is a very nice park, it just needs a good cleanup.

Mrs. Ellenburg said Trio Paint volunteered their services. They do an excellent job and it's a win-win for the city. They would like to paint this in late September. The gates should be padlocked so that it isn't vandalized. It is a good move for the City of Burton. I reached out to United Way and they are always looking for projects like this. I spoke to Diane Woodruff, who is head of the marketing funding. Bentley may have some extra money that is funded to help the kids come in to volunteer. This would be incorporating another school that it is close by and it would give them ownership to that park.

G. COMMITTEE DISCUSSION AND OR ACTION

1. Motion to add to the agenda a donation from Trio Paint for the painting and park improvements at the Fire Station 2 playground, to take place now and to proceed with the service organizations to adopt the Firestation Park and continue park improvements in the Spring of 2020.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Robert Wilson, Vice Chairperson
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

2. Motion to add to the agenda to transfer \$1000 from the P&R Community Event line to the new Christmas Tree Lighting event.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

3. Motion to accept a donation from Trio Paint for the painting and park improvements at the Fire Station 2 playground, to take place now and to proceed with the service organizations to adopt the Firestation Park and continue park improvements in the Spring of 2020.
4. Motion to transfer \$1000 from the P&R Community Event line to the new Christmas Tree Lighting event.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, OCTOBER 9, 2019 AT 5:30 PM.

Meeting was adjourned at 6:49 PM.

Minutes Acceptance: Minutes of Sep 11, 2019 5:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

OCTOBER 1, 2019

MINUTES

Community Room

Regular

12:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	Commissioner	Present	
James Craig	Commissioner	Present	
Debbie Newton	Committee Member	Excused	
Tom Salvadore		Excused	
Ali Grotts	Board Member	Excused	
Rene McMann		Excused	
Sherry Jones		Excused	
Tony Newton		Excused	
Christina Conley		Excused	
William Owens	Commissioner	Excused	

B. STAFF PRESENT

C. PURPOSE OF THE MEETING

1. Races

Mr. Smith and Mr. Craig will mark the course.

2. Facilities (Blessed Sacrament)

Blessed Sacrament Church

3. Food

Send invoice- October 28th Sullivan's
Walmart- Granola Bars and water

4. Medals

Medals have arrived
Call Maxwell Medals
Burton Race Series Medals

5. Shirts

Minutes Acceptance: Minutes of Oct 1, 2019 12:00 AM (APPROVAL OF MINUTES)

Vetbiz Central
Waste Management

6. Sponsors

Popcorn- Vaughn Smith \$160.00

7. Volunteers

American Heritage Girls
Robotics Club

8. Marketing

D. ADMINISTRATIVE REPORT

None.

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION

None.

Meeting was adjourned at 6:06 PM.

Minutes Acceptance: Minutes of Oct 1, 2019 12:00 AM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 9, 2019

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:30 PM.

THIS MEETING WAS OPENED BY CHAIRPERSON JAMES CRAIG AT 5:35 PM

PLEDGE OF ALLEGIANCE LEAD BY BILLY OWEN

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Excused	
William Owens	Commissioner	Present	

B. STAFF PRESENT

Bette Bigsby, Acting Clerk/P&R Director

C. ADMINISTRATIVE REPORT

Mrs. Bigsby stated Marcy has taken a job at the Fire Department. Hopefully, next week we will have a new person. Tomorrow is the deadline for the Burton View. I will send them what I have. The pumpkins are an issue. We have to use a different person.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Sep 11, 2019 5:30 PM

Minutes were tabled because under item five they Combined the Christmas Tree Lighting and the 50th Birthday Event reports.

Minutes Acceptance: Minutes of Oct 9, 2019 5:30 PM (APPROVAL OF MINUTES)

RESULT:	TABLED [UNANIMOUS]
MOVER:	Jeremy Scharrer, Commissioner
SECONDER:	Robert Wilson, Vice Chairperson
AYES:	Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Fallis

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail

Board discussion on the following:

- Pumpkins are to be purchased from Keith Hammond unless issues arise.
- Cider and doughnuts are to be purchased from Meijer
- Cookie decoration order has been placed at Meijer
- Hay Ride: Bales of hay are to be purchased from Farm and Tractor depending on cost. Dottie's and Walker Farms are alternate purchase locations. DPW is putting a new hitch on the trailer for a normal truck to pull down the road.
- Balloon Twister is to be decided. Will call to get a Price Quote.
- Park & Rec having own table
- Face Painting is to be Decided. Contacting the teacher in charge of Student Council for Volunteers
- Who is passing out candy.
- Volunteers for set up, take down and everything in between. Volunteers included Honors Society.
- Quick meeting on the 22nd it's a Tuesday at 4:45 PM. Just to touch base before the 26th.
- Mrs. Conley's niece will be a vendor selling cookies and pumpkin rolls.
- Sponsors
- Advertising in the Burton View
- Craft Fair, bounce houses
- Straw, trailer, new hitch
- Sponsor Participants right now: Judge Manley, Attorney Doyle, The Chamber, Painting by Tom Beardsley, Johnny's Hardware, Ant Cliff Windows, Navy League of Michigan, Kevin Burge and Tim Sneller, BJ's Bar

2. Veterans Honor Run

Mr. Craig stated that the Veterans Honor Run is November 2nd at 11:11 AM. Registration starts at Blessed Sacrament at 9am. If you know anyone who wants to sponsor this is great event. Proceeds go to the D.A.V. Bette did you have any contact with waste management?

Mrs. Bigsby stated I have not contacted them yet.

Mr. Craig stated I am a little behind on that. We have lost our National Anthem singer. If anyone knows someone who can sing please let them know.

Mr. Craig stated I don't know if we have a DJ. Because our DJ who normally does all

our races has a pregnant wife and she is due that weekend. He is not sure if he will be available that weekend because he will either be taking care of his pregnant wife or his newborn child. Also, we can always use workers. My contact that used to get kids from Powers has not got back with me. He is at Michigan State now.

3. Christmas Tree Lighting ceremony

The board discussed the following:

- Jeremy and Tina are in charge of this event
- DDA has decided to give \$2,000 for the lights for our tree
- Properly storing lights after the event
- Mrs. Dunsmore has lights to donate
- Purchasing lights, board members purchase and get reimbursed
- Bette will set up the line item in the budget for the Tree Lighting Ceremony
- Sponsors needed- form required
- Send flier out after Trick or Treat Trail
- Need to set-up tree Lighting Committee Meeting
- Meeting with Danny Rasberg, DDA member from Holly to get ideas
- Stephanie Fenner excited to help with this as well as other events
- Looking for donations of lights and Christmas decorations

4. Pizza with Santa

Board Discussion on the following:

- Debra and Bill are in charge of this event
- Balloon Twister
- Same stations as last year
- Having a Santa's store for children to buy gifts
- Firefighters will wrap presents
- Bendle National Honor Society will volunteer
- No movie
- Water & Pizza
- Mr. & Mrs. Claus
- Photographer
- Invite to new Mayor to be sent by Mrs. Bigsby

Mrs. Bigsby stated she is confused as to how many gifts she needs to order. We have some play money but I don't know how much. I will be spending weekends/evenings getting this together; shopping, copying and cutting it out.

Mrs. Dunsmore stated there will be a different color ticket at each activity station and those tickets can be used to buy gifts.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mrs. Bigsby stated okay she said, for right now the conceptual plan purpose approximately 2.0 miles of paved non motorized trail and approximately .8 miles of share the road route. Starting from the south route, runs along the MTA property, across Dort Highway and Maple Rd. intersection. Then runs through a portion of Old Southmor Golf Course, passes Bendle Elementary though Bendle High School Campus, Linden Lumber and Consumers property, then along the old railroad corridor then to the future Grand Traverse Greenery in Flint. This is a bit different from the original route that would have involved crossing a railroad with a bridge and would have been too costly to proceed. Although this conceptual route will require cooperation from several property owners. We chose this route because it requires fewer easements and is more physically feasible and is more cost effective then the other options we discussed.

Mr. Craig stated so she did not look into whether those property owners would be potentially cooperative. Right? That is our biggest concern.

Mrs. Bigsby stated that is not what I am hearing on my email. We had to have something in to the state before September 30th. I think she worked with Amber back in DPW about how they could configure it to get it to the state in a timely manner.

Mr. Craig stated I have been talking to Greg Fenner from the DDA. We were talking about this route. I have seen him at council meetings, you could almost put a sign like they have in some other places. The route goes this way, but you are one more mile from down town; they could tell you how far away you are from certain landmarks or certain restaurants.

Mrs. Dunsmore stated that's a good idea.

Mr. Craig stated it's free advertisement and they are all coming from Grand Blanc on through. That side of town is easier than my side of town because I have deep ditches on either side. There is no place to ride a bike or place for them to go. At least you have the subdivisions and streets to get to and from on. I think it would be a good idea to get a banner to advertise for future events.

Mr. Wilson stated please don't forget The Veteran's Honor Run/Ceremony is November 11, 2019 at 11:11 AM Everything will be set up and ready to go. The VFW will be serving food afterward.

Mrs. Bigsby stated someone needs to contact the Burton View to get the word out that we have a ceremony.

Mr. Scharrer stated the 50th Anniversary Committee Meeting is next Tuesday at 5:30 PM in the council chambers. If you have anyone that is interested, please tell them to come. I would like to share the Volunteer Burton Facebook page to get people involved.

The board agreed that the Volunteer Burton page is a great idea.

Mrs. Bigsby stated she can send Mr. Scharrer some pictures of past Parks & Recreation Event.

Mr. Scharrer stated everyone is welcome to come to our Fire Station Open House this Saturday from 11AM-3:00 PM. The CPR class will be at noon.

Mr. Owens stated he will not be at the next meeting, he will be in Washington, DC.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, NOVEMBER 13, 2019 AT 5:30 PM.

Minutes Acceptance: Minutes of Oct 9, 2019 5:30 PM (APPROVAL OF MINUTES)

Meeting was adjourned at 6:48 PM.

Minutes Acceptance: Minutes of Oct 9, 2019 5:30 PM (APPROVAL OF MINUTES)



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 22, 2019

MINUTES

Community Room

Trick or Treat Trail

4:45 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 4:45 PM.

A. CALL TO ORDER

B. STAFF PRESENT

Bette Bigsby, Parks & Recreation Director

C. ADMINISTRATIVE REPORT

None.

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Present	
William Owens	Commissioner	Present	

D. APPROVAL OF MINUTES

None.

E. PURPOSE OF THE MEETING

Board discussion regarding the final details of the Trick or Treat Trail Event.

1. Discussion on Event Preparation

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Meeting was adjourned at 5:00 PM.

Minutes Acceptance: Minutes of Oct 22, 2019 4:45 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 13, 2019

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:46 PM.

PLEDGE OF ALLEGIANCE LED BY BOB WILSON

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Absent	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Absent	
William Owens	Commissioner	Absent	

B. STAFF PRESENT

Bette Bigsby, Acting Clerk
Lindsey Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mrs. Bigsby introduced Ms. Bice as our new Records Tech.

D. APPROVAL OF MINUTES

None.

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail Recap

Discussion about the trails success and talk of doing the trick or treat trail again next year.

Mr. Scharrer suggested combining trails, possibly with Elga due to there being so many trick or treat trails.

Mr. Craig guessed that Elga would not be interested in combining trails because it is a marketing thing for them.

Minutes Acceptance: Minutes of Nov 13, 2019 5:30 PM (APPROVAL OF MINUTES)

Mr. Scharrer stated that many guests did not want to stay for the cider and cookies at our trick or treat trail because they were on their way to another.

Mr. Craig asked if anyone on the committee had heard any feedback from the vendors that were set up.

Mrs. Conley stated that her niece did well selling cookies.

Mrs. Bigsby stated she received a few e-mails from vendors stating they did really well.

Mrs. Dunsmore stated she was not present but did hear that everything was really great.

Mr. Craig asked if we have the trick or treat trail next year and stated he believes yes we should. Stated it will start out slow but after a couple years once the word gets out he expects more people to be present.

2. Veterans Honor Run Recap

Mr. Craig discussed the race, started by addressing the article in the paper. Thanked Mr. Wilson for being there. There were two highlights of the race which began at 11:11 on Saturday. First highlight was the rucksack that was filled with food to donate to the veterans. One of the runners had left a message early that morning stating they were going to run with a rucksack to fill with food to donate to the Veterans. Stated he will be giving the large box of food he has to Mr. Wilson to donate to the Veterans. He has received many comments from other runners and participants that they would like to donate food next year. Stated that sometimes the best ideas come from our participants and that we have to be smart enough to take their suggestions.

Mr. Wilson asked about the time of one on the participants.

Mr. Craig stated it was 2 hours and 34 seconds.

Mr. Scharrer asked if the route was better.

Mr. Craig stated it was controlled better, they came down Vassar to Milano. They will look at that and see. Suggested putting a time limit on the race to an hour and a half and then having to open the roads back up. Went on to talk about Tom Salvador who is an Army Veteran, he was pushed in his wheelchair for the race. He as well as the man who pushed him received the challenge coin, this was the seconds highlight story of the race. They are still trying to figure out how much was made. Stated they still have a few things coming in and going out, and they still have to pay the race timing. Stated that Complete Runner has a group they are creating for elite customers and they are looking to partner with the race series as well as other businesses they have previously partnered with. Stated that we will cross market with them to help get the word out about all the races in the series in the future. This could open up possible discounts for runners doing all four races.

3. Christmas Tree Lighting ceremony

Mr. Scharrer stated that everything on the Christmas Tree Lighting Ceremony starts rolling tomorrow. They will be meeting with Stephanie Fenner to start making bows at Fire Station 1 at 6:00PM and possible working on some pinecone stuff. Anyone is welcome to join. The tree will be there as well as the crane to put the tree up thanks to Flagpoles Etc. Flagpoles Etc. has donated the crane, the bucket truck as well as the crew to help run the machines. They will be there Friday morning at 10:00AM to put the tree up. Goal Friday is to get the tree up and Secure. Saturday morning all the lights will be at the Hall to begin being put on trees. Mrs. Dunsmore has confirmed the Bendle Marching Band at 6:00PM. Waiting on confirmation of the Mayor Elect. Stated everything is on schedule and good to go. Things to do: talk with Mrs. Bigsby about posters/flyers. Stated they have hot dogs, and the Burton Place Apartments is donating a popcorn machine which will belong to Burton Parks and Rec., it will be housed at the fire station. Mrs. Conley's niece will do cookies. Bigby coffee is on board, there will be s'mores and a small fire in the in the parking lot. The fire fighters will assists children in making the s'mores. Set up for the event will begin at 2:00PM, event begins at 5pm. Inside of the fire hall will be the activity area. Ceremony begins at 6:00pm, will be kicked off by the Bendle Marching Band. The entire event will be from 5:00PM-7:00PM and the tree lighting part of it will take place right in the middle.

Mr. Craig Asked if they are set for set-up at 2:00PM or if they need volunteers.

Mr. Scharrer stated if anyone wants to come help out they are more than welcome. Continued that he has been to the area businesses and has received permission to park in their parking lots. If any sponsors want to come in, our coloring book deadline is this Friday the 15th.

Mr. Craig asked how much are you looking to get per sponsor.

Mrs. Conley stated she has told sponsors to give what they can but usually around \$100.00 is appropriate. Further stated that commercial graphics is donating the coloring books.

Mr. Scharrer stated it came about half way through so they had not initially set something up price wise for it.

Mrs. Conley recognized Ulta Rental on Dort Highway for their donation of the scissor lift to be used by the committee for the weekend also. Mr. Heffner will pick that up Saturday morning and bring it to the fire station.

Mr. Scharrer added that Flagpoles Etc. will be donating their bucket truck to be used for the entirety of the weekend as well.

Mrs. Conley briefly discussed the games that will be set up such as the wreath toss and a screen that was made by commercial graphics to take pictures.

Mr. Scharrer stated he will have someone out to keep the parking lot clear.

Committee discussed the need for handicap parking spaces.

Mr. Scharrer stated that Winns Electrical or Oak Street Health may be a good options for Handicap parking but he will look into it and make sure the event is handicap accessible. Recapped that they will begin setting up at 2:00PM and the event will start at 5:00PM, they will begin making bows at the fire station tomorrow.

Mrs. Dunsmore asked for flyers to pass out to the Bendle kids.

Mr. Scharrer stated they do not have flyers yet but will have them soon.

Mrs. Conley reminded Mr. Scharrer of the PA system they need to look into.

Mr. Craig stated he has one.

Mr. Scharrer stated he has a 10x10 pop up tent with sides that it would go in and that they are building a large switch and will have disco lights in the tent.

Mr. Craig asked if Santa was coming.

Mr. Scharrer stated no. Santa will not be at this event. The last two pages of the coloring book the children receive at the Christmas Tree Lighting event will be a list to fill out to give to Santa and an invitation to the next event, Pizza with Santa. The children can take their list from the coloring book to the Pizza with Santa event.

Mrs. Conley stated they are in need of extension cords.

Mr. Scharrer stated they have purchased surge protectors.

4. Pizza with Santa

Mrs. Dunsmore stated they are doing great for the Pizza with Santa event. She will come Monday to look through all of their stuff, Mrs. Bigsby will bring over all the stuff and they will touch base to make sure everything is all set. Asked if the balloon guy has been acquired.

Mrs. Conley asked Mr. Scharrer if they had acquired their balloon guy. Went on to say that Commercial Graphics can do it and it would be \$65.00 per hour.

Mrs. Dunsmore stated that Mr. and Mrs. Clause will be there and that there might be an appearance by the Grinch. Asked Mr. Craig if he has any connection to get the water.

Mr. Craig stated he will donate 15 cases of water.

Mrs. Dunsmore stated she will do the desserts and that they will have pizza. They are in need of plates and napkins. The Bendle Honor students will run the different stations. This will be on December 7th from 12:00PM-3:00PM. Set-up will begin at 10:00AM. They will send out flyers to the schools.

Mr. Craig stated he will post the event on the race sites and asked if they have stockings and glitter left over for the stocking decorating.

Mrs. Bigsby stated that they do have some left over from last year but when her and Mrs. Dunsmore get together on Monday they will go through each station to determine what she needs to shop for.

Mrs. Dunsmore stated that Bendle will pick up the janitorial services. Stated they have the drinks, pizza, all the different stations. She needs to check for wrapping paper and some of the kids want gift bags. Discussed having the fire fighters there to help the kids wrap gifts.

Mrs. Bigsby inquired if this event will be posted in the Burton view.

Mrs. Dunsmore replied yes.

Mrs. Bigsby stated she will get with them to have them start drafting the ad and asked if it should be ran for one week or two.

Mr. Craig stated the different sites and areas he can post the event to.

Mrs. Dunsmore added that she may have 4 or 5 kids from the band walk around playing Christmas music.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Scarrar stated the 50th anniversary meeting is rescheduled for January 21st, 2020.

Mr. Craig stated the check ceremony will probably be the second council meeting in February like usual. He received an e-mail from friends at Hurley stating they are having a jean collection day where they will donate money towards that as well in addition to our check.

Mr. Scharrer thanked Mr. Craig for recognizing the fire post.

Mrs. Bigsby presented a thank you letter from Herm Clark and Ron Rutherford for the contribution at their recent golf outing.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, DECEMBER 11, 2019 AT 5:30 PM.

Meeting was adjourned at 6:45 PM.

Minutes Acceptance: Minutes of Nov 13, 2019 5:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 25, 2019

MINUTES

Council Chambers

Special Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:33 PM.

PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Excused	
Sandra Talbot	Commissioner	Excused	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Excused	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Excused	
William Owens	Commissioner	Excused	

B. STAFF PRESENT

Amy Clous, Assessing Tech, Parks & Recreation Director
Lindsey Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mr. Craig stated he received an email from Mr. Fallis that stated with his new employment he will not be able to continue serving on this board. He is very disappointed. He will send an official e-mail out in the next week or so. He welcomed Amy Clous as our new Parks and Recreation Director and thanked Bette Bigsby for stepping in when we needed her.

D. PURPOSE OF THE MEETING

1. Update and Discussion on Pizza with Santa Event.

Pizza with Santa is on December 7th from 12PM-3PM at the Bendle High School.

The following items regarding Pizza with Santa were discussed:

- Stations that will be set up.
- Items we have.
- Items that need to be purchased.

The following stations will be set up:

Minutes Acceptance: Minutes of Nov 25, 2019 5:30 PM (APPROVAL OF MINUTES)

1. Balloon Guy:
 - He will be in the Auditorium, Mrs. Conley has him booked and also presented the invoices for his services.
2. Cookie Decorating:
 - Mrs. Clous will contact Meijer about getting the cookies, we have the frosting and sprinkles.
3. Face Painting:
 - We need paper towels for this station, otherwise it is all set.
4. Bulb Making:
 - We need 300 plastic bulbs. There are enough stickers in the storage room in basement.
5. Stocking Decorating:
 - There are roughly 60 stockings in the basement. Need to buy glitter, glue and a tub to pour the excess glitter into.
6. Mailbox/Letters to Santa:
 - We need to purchase envelopes, pens or pencils and paper. They have to find the mailbox or purchase a new mailbox.
7. Pictures with Santa:
 - Mayor Haskins will be Santa. Racheal Boggs will take the pictures and print them out on cards that Amy has. Need to order a back drop and chair for Santa.
8. Coloring Books:
 - We need to put together about 200 coloring books.

Members from the Bendle Marching band will be playing Christmas music at the entrance.

Bendle Honor Students will help run each station.

Mrs. Clous' husband will deliver the Pizza. They will start with 60 pizzas cut into 10 pieces. We will call every time we need another 15 pizzas.

Mr. Craig is donating the bottles of water.

Mrs. Clous has the plates and napkins.

The committee decided we will not be having a store and gift-wrapping station this year but will listen to the attendees to hear their input on whether or not they prefer the store.

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION AND OR ACTION

The committee discussed the Tree Lighting Ceremony. The following items were Discussed:

1. It was suggested that we have a blessing of the tree. Mrs. Clous' dad is a Pastor and will do the blessing.
2. The PA system needs to be located.
3. Passing out Flyers for the Tree Lighting Ceremony at the schools
4. The need for extension cords. Mrs. Clous will order these.
5. On Saturday set-up will begin at 2PM. They have about 15 more cords to run.
6. Mr. Scharrer has requested the permit for the fire.
7. They are working on fire prevention material.
8. Major Helstrom, who is the Salvation Army Representative, will be at the event to collect coat donations.
9. They need bird seed for the pine cone decorating. Mrs. Clous will get this.
10. Burton Place donated the popcorn machine and it is their running donation to supply the popcorn for the events.

Mrs. Conley stated donations and amounts that have been received by local businesses. Some of the donations came by way of paying for services instead of cash donation. She is getting the hot dogs From Koegels, they are \$33 for 100 hot dogs.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, DECEMBER 11, 2019 AT 5:30 PM.

Meeting was adjourned at 6:23 PM.

Minutes Acceptance: Minutes of Nov 25, 2019 5:30 PM (APPROVAL OF MINUTES)