



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 10, 2019

AGENDA

Council Chambers

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 - By-Law Committee - Mar 13, 2019 5:00 PM
2. Parks & Recreation Commission - Regular Meeting - Mar 13, 2019 5:30 PM
3. Memorial Day Committee Meeting - Regular - Mar 13, 2019 6:30 PM

E. PURPOSE OF THE MEETING

1. EASTER EGG HUNT
2. MEMORIAL DAY 5K RUN RACE
3. MEMORIAL DAY EVENT
4. 2019-20 BUDGET

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, MAY 8, 2019 AT 5:30 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MARCH 13, 2019

MINUTES

Council Chambers

By-Law Committee

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Jeremy Scharrer at 5:00 PM.

THIS MEETING WAS OPENED BY JEREMY SHARRER AT 5:00 PM.

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

A. STAFF PRESENT

Sue Warren, P&R Director

B. PURPOSE OF THE MEETING

1. Review Parks & Recreation By-Laws

Motion to recommend the following Bylaw changes to the Parks & Recreation Commission as a whole.

Increase stipend for Parks & Recreation committee members to \$50.00 per month and the chairperson would receive \$60.00 per month, providing they attend either a Parks & Recreation meeting, a sub-committee meeting or an event within the calendar month.

Add, "or otherwise delegated by council" after the stipend amount.

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

C. AUDIENCE PARTICIPATION

None.

Minutes Acceptance: Minutes of Mar 13, 2019 5:00 PM (APPROVAL OF MINUTES)

D. COMMITTEE DISCUSSION AND RECOMMENDATION

Discussion on filling the vacant commissioner positions and place an ad in the paper.

Mr. Scharrer said we have previously talked about volunteers to adopt our parks. I looked at different layouts of Adopt-A-Park forms throughout Michigan and came up with an example for our Burton Parks & Recreation parks. Some cities will place a sign at the park with the name of who has adopted it and some provide them with trash and leaf bags. I would suggest that anything other than normal maintenance be approved through the board. We will need to set up guidelines for each park.

Meeting was adjourned at 5:30 PM.

Minutes Acceptance: Minutes of Mar 13, 2019 5:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MARCH 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 5:30 PM.

THIS MEETING WAS OPENED BY CHAIRPERSON JAMES CRAIG AT 5:33 PM.

PLEDGE OF ALLEGIANCE WAS LED BY SANDRA TALBOT.

A. CALL TO ORDER

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

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Marcy Kimball, Clerk's Office Records Tech

C. ADMINISTRATIVE REPORT

Ms. Warren stated the state could not approve our 5-Year Parks & Recreation Plan because we did not have all of the official documents to them by the deadline such as the signed minutes and affidavit of posting from the newspaper on the open meeting and hearing. This was submitted as of yesterday. I received the official approval from them today. Due to the Mayor's availability, we are kind of at a standstill on moving forward on the Iron Belle Trail. There was also a grant that was due Friday but we did not have everything we needed to be able to submit it.

Mr. Craig said if it is possible, I would like for us to have a short meeting with Lisa Easterwood to find out if there are some things we can do now before we meet with the Mayor and Bob Slattery.

Ms. Warren stated she would ask Lisa when she might be available. Burton Youth League registration is now open. We did not have very many 13 year-old girls and 14 year-old boys sign up last year so we adjusted the age groups. It helped that the Carman Ainsworth students participated. The feedback that we received from them was that some felt that Burton was too far to go. I am not sure how many players we will get from them this year. The BYL longtime commissioner, Mike Gwinn, is stepping down this year, but he may still be assisting. I will be sending applications out soon to last year's players. There will be a

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

coaches meeting April 14, 2019 and team pick will be on May 5, 2019.

Mr. Craig said I will post this on Facebook. I would also like to see Burton have some kind of baseball inter-league play where the schools would play each other.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Feb 13, 2019 5:30 PM

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

2. Memorial Day Committee Meeting - Regular - Feb 20, 2019 5:00 PM

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

E. PURPOSE OF THE MEETING

1. 2019-20 Budget

Ms. Warren stated the 2019-20 Parks & Recreation budget will be presented to the Burton City Council April 1, 2019. There are about four trees at Settlement Park that will need to be cut down this year. This will cost us about \$2,000. There are also a few that should be cut down at Kelly Lake Park. We already have the mulch for the fire station playgrounds. In addition, some of the fencing needs to be repaired at the fire station and I have not budgeted for this. I will need to do a DPW work order to lay the mulch.

Mr. Scharrer said he may be able to get some volunteers to help with laying the mulch.

Mr. Craig said the \$5,000 donation from Waste Management was supposed to be used for capital improvements to the Veteran's Memorial Park. I am hearing that the lights and maintenance for the park are being paid from that \$5,000 donation. We have a park maintenance line item so whatever has been taken from the donation money should be given back to the Veteran's Memorial Park and listed in an expense account. Same way with the other parks so that everything related to each park is broken down.

Ms. Warren stated there is a budget line for maintenance and utility. We have had

discussions regarding this in the past. We do not think the expenses for maintenance and utilities for the Veteran Memorial Park should be in the regular Parks & Recreation budget. It has nothing to do with those other activities or expenditures. It should have its own budget. The final decision may have to come from the auditors.

2. By-Laws Revision

Mr. Scharrer said the revision was made to change stipend from \$40.00 to \$50.00 for the committee members. I did some research on the Adopt-A-Park program. I have reviewed other cities programs and have made up a rough draft for our own. I would like everyone to review it and bring his or her ideas and suggestions to the next meeting. If nothing else, the Adopt-A-Park program will hopefully bring in volunteers. Many people are not aware that our commission or our parks and events exist. It is a way to get the public here with us, not just to get us out with them and gain respect for our city and our parks.

Mr. Craig said as far as getting the word out, many people do not have a Facebook account so maybe we should put this out in the Burton View. We could sponsor one of the Chamber of Commerce's meetings and speak to them.

Ms. Dunsmore suggested putting the information in the Bendle Bugle Newsletter that comes out every couple of months. I will find out when the deadline is to put something in.

Ms. Talbot said Atherton School has a newsletter also but it is only mailed maybe once a year and is not really distributed.

3. Easter Egg Hunt

Ms. Warren said I need volunteers right now to fill Easter eggs. I will take an inventory on the prizes to see what we have and what we need. The flyer has been updated. We will need to know before the events if the schools are going to require us to have an insurance liability rider for the events. If so, we will need some time to do this. I can check into getting this for each event.

Ms. Dunsmore stated we do not allow dogs at our Bendle events because of liability. We have to send people home all the time for bringing their dog.

Discussion continued on prize ideas and raising the ticket numbers needed for the prizes.

Ms. Talbot said we will be meeting at 10:00 AM on April 13, 2019 behind Atherton Elementary School to set up for the Easter Egg Hunt. We still need volunteers.

4. Memorial Day

Mr. Wilson stated we have a Memorial Day committee meeting following this meeting. We will be having the Burton Mile Run this year. We have the honor guard set up as well as the male and female veteran of the year. We need to make sure the parade MC does not stop the parade and play the National Anthem because that is not protocol.

Mr. Craig said the information for the Burton Mile Run is out on Facebook now. If you know of anyone who would like to participate or volunteer let us know.

5. Park Conditions

See discussion under the By-Laws Revision.

F. AUDIENCE PARTICIPATION

None.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, APRIL 10, 2019 AT 5:30 PM.

Meeting was adjourned at 6:32 PM.

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



BURTON, MICHIGAN
MEMORIAL DAY COMMITTEE MEETING MEETING
MARCH 13, 2019
MINUTES

Council Chambers

Regular

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Robert Wilson at 6:30 PM.

A. MEMBERS PRESENT

Bob Wilson, Chairman and Burton VFW
 Jim Craig, Parks & Recreation Chairman
 Gary Burns, Burton VFW
 Sue Warren, Parks & Recreation Director

B. PURPOSE OF THE MEETING

1. Updates and discussion on Memorial Day events.

MILE RUN

Start time 2:00 PM.

PARADE

Parade Line up time is 1:00 PM and start time will be 2:05 PM, after the Mile Run.

FLORAL ARRANGEMENTS/CORSAGES AND BOUTONNIERES

These need to be delivered before the parade.

HONOR GUARD

Mr. Wilson said the Marine Corps League has committed to participate in the parade and the Memorial Service.

VETERAN MALE AND FEMALE OF THE YEAR

Information will be available at the next meeting.

1 CARS FOR VETS VEHICLE

Mr. Wilson said Al Serra is donating a vehicle.

INVITATION/SIGN-UP SHEETS

Ms. Warren will e-mail to everyone.

BUDGET

No discussion.

SCOUTS

Do not have a commitment to participate as of yet.

FOOD

Mr. Wilson said D.A.V. has committed to selling food from 1:00 to 4:00 PM. VFW will set up a table for Toys for Tots. They will not be selling food.

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Mr. Craig said he will post on Facebook that we are looking for anyone interested in setting up a food truck from 4:00 to 10:00 PM or later. He would like to have a competition between the food trucks.

Ms. Warren stated she can also put this on the flyer, but will need the information soon.

Mr. Burns knows of three food trucks that he can contact.

MUSIC

Ms. Warren has a band lined up.

TRAFFIC CONTROL

Burton Police Department and DPW

FIRE TRUCKS

Ms. Warren will confirm.

BANDS / PARTICIPANTS

Mr. Burns said Atherton band is confirmed. No answer as of yet from Bendle, Bentley, Grand Blanc and others.

Mr. Craig will ask the baton twirler club to be in the parade.

Mr. Burns will ask the flag detail group to be in the parade.

ACTIVITIES

No petting zoo this year. We need something to replace the petting zoo, possibly a corn hole game. There will be bounce houses.

CANDLE LIGHT CEREMONY

Will be at dusk.

MEMORIAL SERVICE

Judge Latchana will be the MC for the Memorial Ceremony, which should start at 5:00 PM. Discussion on printing out a program to hand out.

CANDLE LIGHT SERVICE

Ms. Warren said she will have the volunteers pass out the candles. The service will start at dusk.

FIREWORKS

Sponsors and donations are still needed. Suggestion was made to ask GM if they would sponsor or donate toward the event.

SPONSORSHIPS

Still needed.

VOLUNTEERS

We will have scouts and community service workers but still need more volunteers.

PORT-A-POTTIES

Discussion on placing one somewhere between Atherton and Bristol Road for the runners.

Will also need one handicap and two regular for City Hall parking lot.

NEWSPAPER ADS

Burton View

PARADE MC

Ms. Warren said she will ask Scott Bednarski and Bob Slattery.

MEMORIAL DAY EVENT FORMS

Updating invitations, donations, parade sign-up, sponsorships, volunteer forms and programs.

C. AUDIENCE PARTICIPATION

None.

D. COMMITTEE DISCUSSION

The next Memorial Day Committee meeting will be held April 10, 2019 @ 6:30 PM in the Council Chambers.

Meeting was adjourned at 6:30 PM.

Minutes Acceptance: Minutes of Mar 13, 2019 6:30 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 04/10/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

SCHEDULED

AGENDA ITEM (ID # 4301)

DOC ID: 4301

EASTER EGG HUNT



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 04/10/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

SCHEDULED

AGENDA ITEM (ID # 4302)

DOC ID: 4302

MEMORIAL DAY 5K RUN RACE



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 04/10/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.3

SCHEDULED

AGENDA ITEM (ID # 4303)

DOC ID: 4303

MEMORIAL DAY EVENT



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4304)

Meeting: 04/10/19 05:30 PM

Department: Clerk's Office

Category: Budget

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.4

DOC ID: 4304

2019-20 BUDGET