



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 11, 2018

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 - Burton Memorial Parade & Activities - Feb 19, 2018
5:00 PM
2. Parks & Recreation Commission - Regular Meeting - Mar 21, 2018 5:30 PM

E. PURPOSE OF THE MEETING

1. Easter Egg Hunt
2. Memorial Day Events
3. P&R 5-Year Plan updates
4. Trail scoping update
5. Committee updates

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 9, 2018 AT 5:30 PM.



BURTON, MICHIGAN
BURTON PARK AND RECREATION COMMISSION
MEETING
FEBRUARY 19, 2018
MINUTES

Community Room

Burton Memorial Parade & Activities

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Robert Wilson at 5:00 PM.

A. CALL TO ORDER

Jim Craig
 Bob Wilson

B. STAFF PRESENT

Bob Wilson
 Jeremy Scharrer

C. PURPOSE OF THE MEETING

1. Discussion on the Memorial Day 2018 Event.
 - Burton Memorial Parade line-up time: 1:00 PM
 - Burton Memorial Parade Mile Run start time: 2:00 PM
 - Burton Memorial Parade start time: 2:05 PM (just after the start of the Mile Run)
 - Honor Guard: Marine Corps League, Flint - Det. 155 / Com. Richard A. Mouroe
 - Veteran Female of the Year: F Vet ABE3 Karissa L. Robson from DAV #3
 - Veteran Male of the Year: M Vet YN1 Robert E. Wilson (Ret.) from VFW Post 2777
 - Cars for Vets: Al Serra, Susan Garontakos Business Development / Dodge truck
 - Budget: \$20,000 (Police/Fire/Bounce House, etc.)
 - Invitation/sign-up sheets: Protocol for Rep. Kildee and others.
 - Scouts: working on Davison/Burton
 - VFW/DAV: Food vendors / thinking of new location parking lot near street. Both groups are aware and ready for after the parade.
 - Music: Jeremy Scharrer is working on finding a local group.
 - Traffic Control: DPW/Police and road repair
 - Fire Trucks: Jeremy Scharrer
 - Bands: Working on marching bands.
 - Activities at 5 PM: Speaker LCDR Amy Minkin USN Co NOSIC, Saginaw, MI.
 - Fireworks: Permit, Funding

D. ADMINISTRATIVE REPORT

None.

E. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 6:15 PM.

Minutes Acceptance: Minutes of Feb 19, 2018 5:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MARCH 21, 2018

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:35 PM.

PLEDGE OF ALLEGIANCE WAS LED BY JOSEPH FALLIS.

A. CALL TO ORDER

name	Title	Status	
	Board Member	Excused	
t	Co-Chairman	Present	
	Chairman	Present	
ore	Commissioner	Excused	
	Commissioner	Present	
ley	Councilwoman	Present	
eld	Board Member	Present	
rer	Commissioner	Present	
	Commissioner	Present	

B. STAFF PRESENT

S. Warren, Parks & Recreation Director
M. Kimball, Clerk's Office

C. ADMINISTRATIVE REPORT

Ms. Warren said Brenda Elverson who is a 4H Pet Club leader would like to be in the Memorial Day Parade. Another group that has water activities, dunk tank, slides, etc. would like to participate in the activities. They could set up if we have room and they would fully staff it. He has his own sponsors so our cost would only be a \$100 commitment fee. I spoke to Gary Burns who wants to establish an armed forces day May 19, 2018 they would like to start a Rolling Thunder event. They would start at Martin Luther King/Saginaw Street and end up at the VFW on Belsay Road in Burton. He has already spoke to the Police Chief to find out what he will need.

Mr. Craig said Race to Grace is on that day in the morning however, the course should be cleared by 10 a.m.

Mr. Wilson said he would contact Mr. Burns and ask about the time he would start the Rolling Thunder ride.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Burton Race Series - Jan 10, 2018 7:30 PM

Minutes Acceptance: Minutes of Mar 21, 2018 5:30 PM (APPROVAL OF MINUTES)

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Robert Wilson, Commissioner
SECONDER: Sandra Talbot, Co-Chairman
AYES: Talbot, Craig, Wilson, Conley, Field, Scharrer, Fallis
EXCUSED: Bauldry, Dunsmore

2. Parks & Recreation Commission - Burton Memorial Parade & Activities - Jan 17, 2018 5:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Robert Wilson, Commissioner
SECONDER: Sandra Talbot, Co-Chairman
AYES: Talbot, Craig, Wilson, Conley, Field, Scharrer, Fallis
EXCUSED: Bauldry, Dunsmore

3. Parks & Recreation Commission - Regular Meeting - Feb 14, 2018 5:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Robert Wilson, Commissioner
SECONDER: Sandra Talbot, Co-Chairman
AYES: Talbot, Craig, Wilson, Conley, Field, Scharrer, Fallis
EXCUSED: Bauldry, Dunsmore

E. PURPOSE OF THE MEETING

1. Election of Officers
2. Motion to appoint Jim Craig as Chairperson of the Parks & Recreation Commission.

RESULT: **CARRIED [UNANIMOUS]**
MOVER: Robert Wilson, Commissioner
SECONDER: Genevieve Field, Board Member
AYES: Talbot, Craig, Wilson, Conley, Field, Scharrer, Fallis
EXCUSED: Bauldry, Dunsmore

3. Motion to appoint Bob Wilson as Vice Chair of the Parks & Recreation Commission.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	James Craig, Chairman
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Craig, Wilson, Conley, Field, Scharrer, Fallis
EXCUSED:	Bauldry, Dunsmore

4. Easter Egg Hunt

Ms. Talbot asked if we have everything ready.

Ms. Warren stated the eggs are filled. Texas Roadhouse donated some small eggs and gift cards. The bounce houses are on order. I called and sent an email to the balloon twister but have not heard from him yet. I still need to pick up prizes for the games.

5. Memorial Day Activities

Mr. Wilson said the parade lineup is at 1 PM, the parade starts at 2:05 PM, the Honor Guard is the Marine Corp. League Flint Detachment 155 and we have the male and female Veteran of the Year. The VFW and DAV will have their food court in the parking lot of City Hall. There will be a support group there. The Mile run starts at 2:00 PM. The Memorial Service will be at 5 PM. I am going to ask a Commanding officer from the Navy Reserves in Saginaw to make a speech. After that, there will be a Candlelight Ceremony and Fireworks. I would like to get some applications for the parade to hand out.

6. Budget Review 2018/19

Mr. Craig stated we will need to cut around \$10,000 from our budget.

After committee discussion, it was decided to take out the following amounts:

Movie Expenditures - \$4500
 Training and Membership - \$2,000
 Pizza with Santa - \$500
 Trick or Treat Trail - \$500
 Maintenance of grounds - \$1250
 Equipment rental - \$1250

Ms. Fields said we need more sponsors that are corporate. Meijer is no longer sponsoring the fireworks.

7. Committee Chair updates

Mr. Craig listed the committee chair people as follows:

Genevieve Fields - Social Media Chair
 Sandra Talbot - Easter Egg Hunt Chair
 Robert Wilson - Memorial Day Chair
 Vaughn Smith, Amber Newton and Jim Craig - Memorial Day 5K Race Chairs
 Toby Bauldry - Trick or Treat Trail Chair

Jim Craig - Veteran's Honor Run Chair
Debra Dunsmore - Pizza with Santa Chair
Jeremy Scharrer - Police/Fire Memorial Chair
Robert Wilson - Veterans Memorial Chair
Joseph Fallis - Park & Recreation Trails Chair

Ms. Warren said the flags, in the parks, will need to be replaced soon.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Scharrer said our first Police/Fire Memorial meeting will be held at the Burton Fire Department Station 2 on April 12, 2018 @ 5:30 PM.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, APRIL 11, 2018 AT 5:30 PM.

Meeting was adjourned at 7:20 PM.

Minutes Acceptance: Minutes of Mar 21, 2018 5:30 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3670)

Meeting: 04/11/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

DOC ID: 3670

Easter Egg Hunt



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3671)

Meeting: 04/11/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

DOC ID: 3671

Memorial Day Events



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3672)

Meeting: 04/11/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.3

DOC ID: 3672

P&R 5-Year Plan updates



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3673)

Meeting: 04/11/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.4

DOC ID: 3673

Trail scoping update



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3674)

Meeting: 04/11/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.5

DOC ID: 3674

Committee updates