



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 14, 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 JIM CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Excused	
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	Present	

B. STAFF PRESENT

Bette Bigsby, Acting Parks & Recreation Director
Marcy Kimball, Clerk's Office

C. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I am the Acting Parks & Recreation Director at this time. I have some catching up to do and would like to meet with all of your subcommittee groups next week.

D. APPROVAL OF MINUTES

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

The P&R Committee decided to wait until the next meeting for approval of the minutes. There are several other minutes that they will need time to review before approving.

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

E. PURPOSE OF THE MEETING

1. TRICK OR TREAT TRAIL

Mr. Craig said I will try to get ahold of Toby Bauldry. She is usually our resource on this event. Patti Camp may also be a great resource that we can suggest to the superintendent. I suggest making this event bigger, more like a Fall Festival with vendors, food truck, band, etc. The more festive the more participants.

Mrs. Conley stated we need to go to DPW and inspect the trailer and Halloween decorations. Some things may need to be repainted. Mrs. Bigsby said she will look at that tomorrow.

Mr. Craig stated the room at city hall is pretty much organized and we will need new hay for the trailer. I would like to get this from Walkers. I think we should support those supporting us and donate to the city. The Parks & Recreation storage room is pretty much organized according to the event now.

Mrs. Bigsby said she will contact the Bentley Superintendent and Toby Bauldry to see where we are at. She will also contact Jan Bourcier from Otisville to ask about the pumpkins. Mrs. Conley and Mr. Craig volunteered to pick them up. This event will be held on October 26, 2019.

Mr. Scharrer said he has had nurses inquire about volunteering to put up a medical or first aid tent at our events.

Mr. Craig stated that Hurley is there for the races.

Mrs. Dunsmore stated she will be out of town for this event.

2. VETERANS HONOR RUN

This event is Saturday, November 2, 2019. Chief Odette may cut the 11K next year. There are problems getting volunteers to help close the road. The traffic route was bad last year; however, we already have people signed up this year. There are concerns about not having enough people to help close down Belsay Road for the races and parade due to the traffic. We are going to try to set up a Veteran's Honor Run/Race Committee meeting with the Chief sometime next week.

3. PIZZA WITH SANTA

This event is set for Dec. 7th, 12-3 PM at Bendle. We can meet at 10 for set up. Balloon guy and photographer, pizza and water need to be lined up.

Bob Wilson and Mr. Craig will pledge \$50 for water, Mrs. Dunsmore will get the deserts.

Need to move Balloon guy to the back due to congestion or in the cafeteria.

If we have the Santa Workshop need a subcommittee meeting

Mrs. Conley stated Jeremy and I went to the DDA to talk about the Christmas Parade. They said to let them know what we decide. If we decide against the parade, they are willing to help us out financially with a tree lighting at Burton Fire station #1. This would be in the DDA district. They suggested having it the Saturday after Thanksgiving, which would be Saturday, November 30, 2019.

Mrs. Conley asked why a council person does not sit on the DDA board like they do the other boards, to bring information back to the Council.

Mrs. Bigsby said DDA is its own entity, not a subcommittee of the Council like the other meetings are.

Mr. Craig stated I would like to attend their meetings also but I can't because of work and they start at 8:30 AM.

Mr. Scharrer mentioned Parks and Recreation and DDA receiving each other's minutes, possibly other boards also.

Mrs. Conley said she will let DDA know that there will not be a parade but instead a tree lighting and event at the fire station. I will check on a tree and we could have Christmas carols, cider and donuts.

Mr. Scharrer stated he spoke to Salvation Army who volunteered to supply their brass band and canteen that serves coffee and food. In turn, we can have a corner set up for donations to the Salvation army.

Mr. Craig created a new Christmas Tree Lighting subcommittee. Mrs. Conley and Mr. Scharrer will head this committee. Mr. Craig and Mrs. Dunsmore said they can bring sugar cookies. Jeremy said we have costumes that we could have high school kids dress up in such as Marshall (the fire dog), Santa, Elf and Rudolph. Mr. Scharrer said there is plenty of parking all around the fire station.

Discussion on the time for the event. A suggestion was from 5 PM to 7 PM.

Mr. Craig suggested inviting the Burton City Council, the Mayor and neighborhood watch groups. Also getting it out on social media. Mrs. Dunsmore said she can advertise it in the Bendle Bugle Newspaper. Mrs. Conley said she can put it out on Facebook. Mr. Craig said he can let the Neighborhood watches know. Mrs. Bigsby said she can post on other pages/papers/schools and stores and put flyers out. She will also let Mr. and Mrs. Santa Claus know.

4. PARK IMPROVEMENTS / MAINTENANCE

Mr. Sharrer stated Mr. Craig and I met at Fireman's Park at Station 2. Our next

focus will be to beautify the park. There are trees coming through wires and the paint on the play equipment is chipping. Kids were actually getting cuts from it. It would need to be power washed and repainted. There are grape vines growing into the fence making it hard to see into the park. We are talking about having a park cleanup Oct. 5th or in the Spring. Replace wood chips would need to be dug up, removed and new chips brought in. We may be able to hold off on this until the new fire truck playscape, that was donated, gets placed there. We would like to approve our new Adopt a Park Committee in September bring it to Council for approval in October. Then we can be ready to do some clean up in the Spring. I need to get in touch with the watershed to ask if they can help clear out some of the overgrowth around the trees at Thread Creek Settlement Park.

Mr. Craig stated Rachel Frost from the Treasurer's office said her son is in the Cub Scouts in the Kearsley district. They are looking for service hours and may be willing to help out with events or cleaning up the parks. We could put something in the paper asking for volunteers and groups to help with our parks, our even adopt a park.

Mrs. Bigsby will reach out to the Kiwanis Club for volunteers.

Mr. Scharrer has three churches that are interested in volunteering.

Mr. Craig suggested asking schools if there are any high school kids that need community service hours.

Mrs. Dunsmore stated I will invite all of the schools to volunteer their time for the Pizza with Santa event so they can earn their community service hours.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Wilson said he has a D.A.V. Flag for the Veteran's Memorial Park. The D.A.V. would like to have a luncheon for the Burton Police and DPW for the work they have done for them.

Mr. Craig suggested speaking with the Mayor regarding this.

Mr. Craig stated we have a request from the Third Annual Burton Kiwanis and Fraternal Order of Police Lodge 126 for a golf outing. They are asking us to support them by sponsoring a hole for \$100 in the name of the Burton Memorial Race. The Burton Memorial Day Committee has already discussed this and would like us to make a motion to approve this request.

1. Motion to add to the agenda the approval of the recommendation from the Burton Memorial Race Committee to sponsor a hole for \$100 from the Burton Kawanis/Faternal Order of Police Lodge 126 Golf Outing on September 8, 2019.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Craig, Dunsmore, Wilson, Scharrer, Owens
ABSENT:	Bauldry, Fallis
EXCUSED:	Talbot, Conley

2. Motion to allocate \$100 from the Memorial Race Committee to sponsor a hole for \$100 for the Burton Kawanis/Faternal Order of Police Lodge 126 Golf Outing on September 8, 2019.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Craig, Dunsmore, Wilson, Scharrer, Owens
ABSENT:	Bauldry, Fallis
EXCUSED:	Talbot, Conley

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

Meeting was adjourned at 6:30 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JUNE 12, 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.

PLEDGE OF ALLEGIANCE WAS LED BY BOB WILSON.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	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	Present	
William Owens	Commissioner	Excused	

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Marcy Kimball, Records Tech

C. ADMINISTRATIVE REPORT

Ms. Warren stated I have heard excellent comments about the Memorial Day Events. Thank you to everyone that helped. The bills are all submitted for payment. I am waiting on Nehring's check. Everything will need to be deposited by June 30, 2019. The cost of the DAV flags are \$103.00 each in multiples of three and I have already ordered them. A couple of weeks ago we noticed that the POW flag is gone. A while ago, we talked about purchasing picnic tables out of this year's budget for Settlement Park. Tina Conley knows of a person that makes wooden picnic tables for \$200.00 that seats ten.

Mr. Sharrer said we would need to have a way to secure the tables before they are delivered.

Ms. Warren said starting July 1, 2019 the Parks & Recreation Commission and DDA Commission will be videotaped. All the other meetings are videotaped now except those two. We have been given us an additional \$1500 in our budget to cover that.

Mr. Craig stated we could post our video to the Parks & Recreation Facebook page.

Ms. Warren said William Owens has been approved as the new Parks & Recreation Commission member. Burton Youth League started their games last night. Between Atherton's staff and our staff, we were able to get the fields mowed. The Burton staff will

stay on top of it for the rest of the season. We had to scrap a girls section and put them with the Kearsley group. The games are every Tuesday and Thursday at 5:30 PM or 7:00 PM.

Mr. Scharrer said the fireworks did not start until around 10:00. It was sprinkling on and off and it started to downpour when it was time for the grand finale.

Ms. Warren stated Lisa Easterwood from Fleis & Vandenbrink would like to meet with us regarding the Iron Belle Trail. She is concerned that there may be an issue getting a right of way through Southmoor Golf Course now that it is closed. We may be able to receive grants or funding for this project. I will find out what a good day and time would be and let everyone know.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - By-Law Committee - May 8, 2019 4:30 PM

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

2. Parks & Recreation Commission - Regular Meeting - May 8, 2019 5:30 PM

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

3. Parks & Recreation Commission - Memorial Day Committee - May 8, 2019 6:30 PM

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

4. Parks & Recreation Commission - Memorial Day Committee - May 15, 2019 5:00 PM

Minutes Acceptance: Minutes of Jun 12, 2019 5:30 PM (APPROVAL OF MINUTES)

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

5. Parks & Recreation Commission - Memorial Day Race Committee - May 22, 2019
6:00 PM

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

6. Parks & Recreation Commission - Memorial Day Committee - May 24, 2019 10:00 AM

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

E. PURPOSE OF THE MEETING

1. Memorial Day Wrap Up

Mr. Wilson said that overall we had a good turnout. It was better than last year because the weather was not as hot. The truck was very nice that Al Serra donated for the Male and Female Veteran of the Year to ride in. Next year we will have to schedule a guest speaker.

Sandra Talbot said we ran out of candy to pass out. Next year I think we should order more candy.

Mr. Craig stated Allyssa Jackson did a great job singing the National Anthem. There were many great comments on Facebook. It will be a couple of months before the race checks go out. We try to have the checks ready to go out by the end of July or beginning of August.

2. Parks Clean-up and Upgrades

Mr. Scharrer said he is planning to attend the DDA meeting to thank them for donating the playground wood chips for the Water Tower Park. I also want to thank

the many volunteers that came out to help with the cleanup. It has made a world of difference and meant a lot to the community. There are always children playing in the park now. The creek area at the Settlement Park needs a lot of work. Brush and trees need to be taken out so that people can sit and still see the creek. Fire Station #2 park needs to be clean up also. Consumers needs to come out and clear the trees by the power lines.

Mr. Craig said brush and branches need to be taken out and new playground wood chips put down at the Fire Station #2 playground. We can post on Facebook asking for volunteers, organizations, clubs and groups to help with the cleanup.

Ms. Warren asked about the fence repair at the Water Tower Park.

Mr. Scharrer said one of the damaged areas faces Oak Street Health parking lot next door. I think it would be nice if we could put a gate in there.

Ms. Warren will find out what if any permissions are needed for this gate.

Mr. Craig said he has information on senior's mobility areas if we wanted to put something like this in one of our parks.

Mr. Scharrer said he would like to see handicap accessible areas in our parks.

Ms. Warren stated she would get clarification on if we own the property where Goodie Barn was and get an updated list of city property owned lots that could be potential parks.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

1. Approve and authorize the purchase and installation of two picnic tables for Settlement Park with a handicap accessible area built in.

Ms. Talbot asked if the picnic tables will be handicapped accessible.

Ms. Warren said she recommends two tables based on fund balances. She asked about the handicapped seating but is still waiting for an answer.

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

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

Meeting was adjourned at 6:33 PM.