



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 8, 2018

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

THIS MEETING WAS OPENED BY

PLEDGE OF ALLEGIANCE WAS LED BY

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jun 13, 2018 5:30 PM

E. PUBLIC WORKSHOP

1. Burton Parks & Recreation 5-Year Plan Renewal

F. PURPOSE OF THE MEETING

1. Trick or Treat Trail
2. Approval of Memorial Day race donations

G. 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.

H. COMMITTEE DISCUSSION AND OR ACTION

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY,
SEPTEMBER 12, 2018 AT 5:30 PM.**



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JUNE 13, 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 5:30 PM.

THIS MEETING WAS OPENED BY CHAIRMAN 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	Board Member	Excused	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Christina Conley	Councilwoman	Absent	
Genevieve Field	Board Member	Absent	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Present	

B. STAFF PRESENT

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

C. ADMINISTRATIVE REPORT

Sue Warren, Parks and Recreation Director, said I have distributed to all of you the May financial reports, June's revenue report. Some of the things, such as from the races, are carried over into the June report. We will also have more expenditures to carry over for Memorial Day. Budget workshops have been going on. The wrap up was last night and there was no indication of more cuts needed. They did take the \$5,000 donation from Waste Management and transferred it to the Veteran's Memorial. Next year's donation from Waste Management will also go there. The intent is to try to have enough money in their revenue fund to repair the pavers. Waste Management donated an additional \$750 for the Veteran's Memorial. The Memorial Day events went well and we stayed within budget. We did have a few problems with some of the community service volunteer's. The volunteers were directed to report to DPW instead of me, so I did not see everyone. Next year this should be changed to report to the Park & Recreation Director. The list I received did not have phone numbers so I could not call them. I wasn't sure who was showing up. There were two people selling glow sticks, one that got the proper permission and paid the permit fee and one that did not, so I had to tell the one that he would not be able to sell his glow sticks.

D. APPROVAL OF MINUTES

Minutes Acceptance: Minutes of Jun 13, 2018 5:30 PM (APPROVAL OF MINUTES)

1. Parks & Recreation Commission - Police and Fire Memorial - Apr 18, 2018 6:00 PM

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

2. Parks & Recreation Commission - Burton Race Series - Apr 26, 2018 6:30 PM

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

3. Parks & Recreation Commission - Regular Meeting - May 9, 2018 5:30 PM

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

4. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 9, 2018 6:30 PM

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

5. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 15, 2018 5:00 PM

Minutes Acceptance: Minutes of Jun 13, 2018 5:30 PM (APPROVAL OF MINUTES)

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

6. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 23, 2018 5:00 PM

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

E. PURPOSE OF THE MEETING

1. Five Year Plan

Lisa Easterwood from Fleis and VandenBrink engineering said in 2010 we did the Parks & Recreation Plan for the City of Burton. The advantage of having a Park & Recreation plan is that you can apply for funding and grants. We applied for a grant for the Kelly Lake boardwalk; this was funded through a DNR trust fund grant. There is a plan in place for development and improvements. As far as the DNR is concerned, the Parks and Recreation plan is only good for 5 years and then they need to be reevaluated and that is where we are at right now. The city applied for a grant for the Iron Belle Trail segment that goes through the City of Burton. The trail scoping portion of that was granted. We have asked for the resident's input on what they would like to see by posting a survey online. In order to get funding you have to have a plan of where this path will go and the use of the path. We will be finishing our field evaluation on the trail route and set the date and location for the public workshop. We should have more to report on this at the next meeting. We should have a map of the trail displayed at the public workshop. We should be able to present the results of the survey at the September meeting, present a draft of the plan at the October meeting, P&R approval at the November meeting and then it will go to the Council for final adoption. The plan should be all wrapped up by the end of the year. It has to be in to DNR by March 1, 2019 for them to review. If you are going to apply for grants, you have to have an approved DNR Park & Recreation plan on file by April 1, 2019.

2. DNR Grant - Trail Scoping

The portion in Burton from Hemphill Road south to Dort Hwy. naturally falls along the railroad corridor, that property is owned by the Land Bank. There is also a big section of land in there that is owned by Consumers. So it will be a coordination between the City of Burton, the Land Bank and Consumers. The portion that runs along the old railroad tracks from Dort Hwy. to Maple, is owned by Clean Harbors

Environmental Company. Jacob from the Genesee County Planning Commission is overseeing all of these trails through Genesee County and we can invite him to the workshop to speak. We will need to develop an inventory of all the parks in the city. What amenities or improvements would you like to see at the parks?

Mr. Craig said there is no place to ride bikes or walk right now. The Kawanis is willing to partner with us to develop a pocket park, possibly in the south end of Burton.

Mrs. Talbot said she would like to see playground equipment at the parks.

Mr. Scharrer said we talked about moving the Police and Fire Memorial to the fire station park. It needs to be updated and revamped. There are more grants available for refurbishing a park than there are to build a new park.

Mr. Fallis stated I believe one of the options in question 9 should be split up. Disc golfing should be separated from the current choice, ("multi-purpose fields for soccer, football, disc golf, etc") due to the size differences. Disc golf requires a lot of land to play, whereas a soccer or football game is played within 100 or so yards. We don't want people choosing that just for the disc golf option. I think we could use soccer and football fields more.

3. Memorial Day Activities Wrap Up

Burton Memorial Day 5K: Mr. Craig said we had between 500-600 participants in this race. There were four schools involved, which were Atherton, Bentley, Bendle and Faithway Christian School. We will be setting a meeting date soon with the race committee, probably in late July. We have to go through the race committee to approve the funds and then go before Parks & Recreation for the approval of funds.

Burton Mile: Mr. Craig said people came from all over for this race and we are getting a lot of feedback from people. We had a few people that participated in the Burton Mile and the 5K Run.

Parade: Mr. Scharrer said it would be better if we did not issue anyone a number until they get to the parade. The numbers given on the email that went out were different from what they ended up with when they arrived because there were already people lined up. It said in the email that the number assigned was subject to change. It was very confusing to people.

Mr. Wilson said Al Serra donated a vehicle for the male and female veteran of the year and they were so proud to play a part in the parade.

Mr. Craig stated some people were upset that we had to move them in the parade lineup. If they do not line up with the number they are given, they will not be announced accordingly at the stage. We have to assign numbers.

Mr. Wilson said it is not proper protocol to stop a parade playing the National Anthem or Taps.

Family Activities: Mr. Craig stated it was very hot so not many people stayed for the

activities.

Memorial Service: Ms. Warren said we got the podium up late and next year we need to have cold water there to drink.

Candlelight Service: Around 50 people attended the service.

Fireworks: There were no issues.

4. Remainder of the year activities

Assign / Confirm subcommittee chairs: Mr. Craig stated we need to find out if Tina Conley and Toby Bauldry are going to do the Trick or Treat Trail this year. We are not sure yet if we will be able to have this at Bentley again.

Dates / Time Lines: Veteran's Run will be held on November 3, 2018. Christmas with Santa will be held on December 8, 2018.

F. AUDIENCE PARTICIPATION

None.

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

Meeting was adjourned at 7:08 PM.

Minutes Acceptance: Minutes of Jun 13, 2018 5:30 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4007)

Meeting: 08/08/18 05:30 PM

Department: Clerk's Office

Category: Public Hearing

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

DOC ID: 4007

Discussion on the present and future of Burton parks and recreation.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4008)

Meeting: 08/08/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

F.1

DOC ID: 4008

Trick or Treat Trail



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4009)

Meeting: 08/08/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

F.2

DOC ID: 4009

Approval of Memorial Day race donations

\$2,400 to Salvation Army
\$1,000 to Burton Police Department
\$500 to Bentley Robotics
\$500 to Atherton Theatre Group
\$500 to Bendle Tiger Football Club
\$500 to Faithway Tabernacle Gears of Faith
\$300 to VFW Post 2777
\$300 to Burton Veteran Memorial
\$200 to American Heritage Girls