



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

DECEMBER 14, 2016

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

A. ROLL CALL

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Nov 15, 2016 5:30 PM

D. PURPOSE OF THE MEETING

1. Follow up on Veteran's Honor Run.
2. Follow up on on Pizza with Santa event.
3. Follow up on Christmas Parade event.
4. Discussion on 2017 Events.

E. ADMINISTRATIVE REPORT

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. COMMISSION DISCUSSION

H. COMMISSION RECOMMENDATIONS AND/OR ACTION



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 15, 2016

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.

A. PLEDGE OF ALLEGIANCE WAS LED BY JIM CRAIG.

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
Robert Spose	Commissioner	Absent	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Late	5:50 PM
Steven Hatfield	Councilman	Excused	
Robert Wilson	Commissioner	Present	
Angela Jackson	Commissioner	Present	
Megan Kalandyk	Commissioner	Present	

C. STAFF PRESENT

B. Bigsby, Parks & Recreation
Marcy Kimball, Records Tech

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Oct 12, 2016 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	James Craig, Robert Wilson
SECONDER:	Sandra Talbot, Angela Jackson
AYES:	Talbot, Craig, Dunsmore, Wilson, Jackson, Kalandyk
ABSENT:	Spose
EXCUSED:	Hatfield

2. Veterans Honor Run Committee - Regular - Oct 13, 2016 5:00 PM

Minutes Acceptance: Minutes of Nov 15, 2016 5:30 PM (Approval of Minutes)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Craig, Dunsmore, Wilson, Jackson, Kalandyk
ABSENT:	Spose
EXCUSED:	Hatfield

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail at Bentley recap

Mrs. Bigsby stated we had close to 3000 people at the Trick or Treat Trail at Bentley. Mr. Arrington, Bentley Superintendent, wrote an article in the school newspaper about the success of the Trick or Treat Trail event and I sent a thank you letter to him. Some ideas for next year's event are a tent decorating contest, cutouts and hay/pumpkin display for picture taking, and a maze. Ms. Kalandyk signed up quite a few kids for Burton Youth League.

Ms. Jackson said the signs need to be sturdier and we should rethink the trail area. We could use the parking lot between the two schools for the Trick or Treat Trail. We have received very positive feedback regarding this event. It would be nice if next year's event we had a more visible Parks & Recreation Table.

Mr. Craig said I would like to see a band, crafts, baking goods, etc... That way there would be something for the adults also. We could have nice signs made up to use at all of our events. We do need to look into purchasing lighter stairs for the hay ride trailer.

Ms. Talbot said I think having a movie after this event is too much.

2. Veteran's Honor Run recap

Mr. Craig said close to 400 people participated and the weather was great.

Mr. Wilson said that the guard rails we put up worked great along with the cones and flags. The Parks & Recreation hoodies were very bright and visible.

Ms. Talbot stated we had at least three people show up for registration that had registered and paid at a location that was not listed as a drop off. So people think that wherever they pick up the registration is where you drop it off and pay. It really helped speed up the process by folding the shirts before the race.

Mr. Craig stated the registration form states where our drop off locations are. Michigan's Greatest Fudge did not show up because they had the date wrong.

3. Christmas at Bendle status, to do list and who will attend

The volunteers will need to be at the school by 10 AM for setup.

Ms. Dunsmore said I will have volunteers in one room making popcorn. We will have pizza with Santa, a movie, balloon guy, cookie decorating, letters to Santa, a picture

station and photographer, face painting ornaments, coloring station, bounce house and stocking decorating. The janitors from the school will be there and any organization is welcome. We will try to wrap up everything by 3:30 PM so that we have time for the parade line up.

It was decided by the commission to show the movie Santa Buddy's.

Mr. Craig said he will bring 20 cases of water.

Ms. Kalandyk said she talked to Atherton's NHS and she will send volunteers if we need them.

4. Christmas Parade status, to do list and who will attend

Mrs. Bigsby stated so far we have dump trucks and fire trucks that will be in the lineup. Lineup will be at 4:30 PM and the parade will start at 5:30 PM.

5. 2017 Event Schedule and planned projects (grants, etc.)

Mrs. Bigsby stated I will revise the 2017 event schedule in December. Family movie nights will be in January at Atherton, February at Bentley and at Bendle in March. The dates will be decided later.

F. AUDIENCE PARTICIPATION

None.

G. ADMINISTRATIVE REPORT

Mrs. Bigsby stated we need to decide on what movie we would like to play at Christmas at Bendle. Then the ad will be ready to go. The December Parks & Recreation meeting we will be having a Christmas Party with a Winter Wonderland theme.

H. COMMISSION DISCUSSION

Mr. Wilson said he would like to do a clean up at the Veteran's Memorial this Spring. I will try to have the D.A.V., V.F.W. and the Mayor there. We need some grout replaced and the plants cleaned up. They are beautiful in the summer months but not so much in the fall.

Mrs. Bigsby said she has been getting four to five calls a week for placing a veteran's name on the plaques at the park. I would like to have one or two new plaques up there by Memorial Day next year.

Mr. Craig stated the check presentation for the D.A.V. should be in February. Hurley is going to do a jean day again to raise money.

I. COMMISSION RECOMMENDATIONS AND/OR ACTION

Meeting was adjourned at 7:00 PM.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 12/14/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

D.1

SCHEDULED

AGENDA ITEM (ID # 2772)

DOC ID: 2772

Follow up on Veteran's Honor Run



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 12/14/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

D.2

SCHEDULED

AGENDA ITEM (ID # 2773)

DOC ID: 2773

Follow up on on Pizza with Santa event.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 12/14/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

D.3

SCHEDULED

AGENDA ITEM (ID # 2774)

DOC ID: 2774

Follow up on Christmas Parade event.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 12/14/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

D.4

SCHEDULED

AGENDA ITEM (ID # 2775)

DOC ID: 2775

Discussion on 2017 Events.