



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 10, 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.

ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
Robert Spose	Commissioner	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Steven Hatfield	Councilman	Late	5:37 PM
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Excused	
Angela Jackson	Commissioner	Present	

A. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Clerk's Office

B. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jan 13, 2016 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Talbot, Spose, Craig, Dunsmore, Wilson, Jackson
ABSENT:	Hatfield
EXCUSED:	Adams

C. PURPOSE OF THE MEETING

2. Memorial Day Parade Update

Mr. Craig stated for the Memorial Day committee we have Mr. Wilson as Chairman with Mr. Spose and Ms. Jackson. The Parade will start at 2 p.m.

Mr. Wilson stressed that there shouldn't be any floats or units, (marching, walking or driving) stopping during the parade. Last year we had a 30 minute gap between floats.

Mr. Hatfield stated Holy Redeemer Church will be having a concert on Memorial Day from 5-7 p.m. They will be having a choir competition and will be singing patriotic songs.

Mrs. Bigsby said we need to decide on the Memorial Day entertainer.

Mr. Spose said we will need an area to build the float. We also need to come up with a theme.

Mr. Wilson said there is a flag code, so if we will be putting a flag on the float it needs to be only one flag, on the right side and in the front of the float.

Mrs. Bigsby stated a volunteer has cleaned the pole barn.

It was decided the Memorial Day Committee meeting will be Thursday, February 18, 2016 at 4 p.m.

3. Movie night at Bendle High School

Mrs. Dunsmore stated there is a basketball game on this day until 1 p.m. I will have Gage help me set up the benches after the game. The Football Club program will provide the hot dogs and buns. I have the popcorn machine. The secretary of the high school will call Kroger for a donation of cookies. I would also like to have individual bags of chips. We should be at the school by 4:30 p.m. for setup. The movie will start right at 6 p.m.

Mrs. Jackson said I will ask Bentley to help with the bags of chips and ketchup and mustard.

Mrs. Bigsby will bring the bottles of water.

Mr. Hatfield stated we have a radio show for Kiwanis on Friday before the movie, I can make mention of this event. We can also mention it or have flyers available at our other events.

Mrs. Dunsmore suggested having flyers at the door for the Easter Egg Hunt.

Mr. Craig stated Ms. Adams will be Chairperson for the June movies.

4. Easter Egg Hunt Update

Mrs. Bigsby stated we need to set up a meeting date.

It was decided to have the Easter Egg Hunt meeting before the Council meeting, Feb. 15th at 6 p.m.

Mr. Spose suggested getting extra bundles of hay to cover the mud.

D. AUDIENCE PARTICIPATION

None.

E. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I have passed out a copy of the Genesee County Iron Belle trail Projects-MDNR Applications. This is a letter of support for our application for grant money. March will probably be the earliest that we will hear anything. Our new receptionist Starlynn made up the advertisement for the Movie night event and we also have the times updated on our P&R Event Schedule. I will start taking registrations for the Burton Memorial Day Parade tomorrow. I have thought about trying to get Marine, Amir Hekmati for our Grand Marshall. I will reach out to him and ask if he is available. If he is not, maybe he could speak at the Veteran's Ceremony that evening. The Burton Youth League registration is open. I already have about 10 registrations so far. I have delivered the applications to the schools and to some daycare facilities. I will order the prizes and supplies that we need for the Easter Egg Hunt. Mrs. Talbot, Mr. Spose and Mr. Wilson will be on the committee. We have 6000 stuffed eggs and we will be stuffing more.

F. COMMISSION DISCUSSION

Mr. Craig stated Mr. Spose will be the chairperson for the Trick or Treat Trail event with Mrs. Talbot and Mrs. Jackson. Mrs. Dunsmore will be chairperson for the Pizza with Santa event with Mr. Spose and Mrs. Talbot. The Veteran's Honor Run committee will be Mr. Craig as Chair with Mr. Wilson and Mr. Spose.

Discussion ensued regarding changing the date of the Trick or Treat Trail event and possibly the location.

Mrs. Jackson said she will check with Bentley on moving the event there.

Mr. Wilson stated I spoke to Tim from Davison and asked him if he would be interested in setting up a hot dog cart for the Burton Youth League games. He hasn't committed yet, but he has two carts, wants to buy a third cart and said he may be interested. He sells specialty hot dogs at the Davison Farmer's Market. We may be able to get him to set up at other events also. We would charge him a flat rate fee to set up their cart. In addition, I have sent an e-mail to another vendor that sells Hawaiian Ice, and asked if they were interested in setting up at our events. They were at the Goodrich Festival.

Mr. Craig reported Hurley and Elga Credit Union will be our big sponsors for the Veteran's Honor Run. This is a part of the race series along with Hot Fudge Run, Race to Grace and the Memorial Day Run. If you participate in three races you receive a series medal on top of the medal you receive from each race. People come from all over for these races.

G. COMMISSION RECOMMENDATIONS AND/OR ACTION

5. Motion to give the D.A.V. (Disabled American Veteran's) a check from the proceeds from the November 5, 2015, Veteran's Honor Run 5K/11K Run.

Mr. Wilson stated that out of this money, the D.A.V. will be donating \$1000.00 for the Veteran's Memorial.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Steven Hatfield, Councilman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

6. Motion to approve the Veteran's Honor Run Logo.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Spose, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

Meeting was adjourned at 6:32 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 13, 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.

ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
Robert Spose	Commissioner	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Steven Hatfield	Council Representative	Present	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Excused	
Angela Jackson	Commissioner	Present	

A. STAFF PRESENT

B. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Dec 9, 2015 5:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Robert Wilson, Commissioner
SECONDER: Steven Hatfield, Council Representative
AYES: Talbot, Spose, Craig, Dunsmore, Hatfield, Wilson, Jackson
EXCUSED: Adams

C. PURPOSE OF THE MEETING

2. Easter Egg Hunt March 19, 2016

Mrs. Bigsby reported I have ordered 6,000 easter eggs for the Easter Egg Hunt and they have been delivered. We saved \$60.00 by ordering them early.

3. Movies in the Park 2016

See Audience Participation.

4. Veteran's Honor Run Update & Check Presentation

Mr. Craig said we need to finalize the date for the Veteran's Honor Run check presentation. I would like to do this on Feb. 15, 2016 at the Burton City Council meeting. Hurley was also involved with the Veteran's Honor Run and fundraiser. They will have a check to present to the D.A.V.

5. Dog Park Committee Discussion

Mr. Craig stated I have asked Mr. Hatfield if he would expand the dog park to include the trails, especially since we have a Five Year Plan coming up that would include both. We have a few location ideas.

6. Tax Reverted Property next to Settlement Park discussion.

No discussion.

7. Parks & Recreation Programming Committee Discussion

No discussion.

8. 2016 Events Committee's

Mr. Craig stated on the Easter Egg Hunt committee will be Ms. Talbot as chair, Mr. Spose and Ms. Adams. On the Veteran's Memorial Day parade and events committee will be Mr. Wilson as Chair, Mr. Spose and Ms. Jackson. On the Veteran's Memorial subcommittee will be Mr. Wilson as chair and Mr. Spose.

9. Five Year plan Discussion

Mr. Craig said since the Five Year Plan doesn't expire until December 31, 2017, we can table this discussion until the next meeting.

D. AUDIENCE PARTICIPATION

Christopher Johns from Burton stated I am here tonight to speak about the Movies in the Park 2016 event. The tentative plan this year is to have three movies; Cinderella, The Avengers and another movie (to be determined), on three dates starting in June. The Eagles club will host it again for no fee. I am asking for a budget of \$3,975.00. This will cover the activities, ice cream, prizes, raffle, etc. Gage from Bendle School National Honor Society is really interested in helping. We have had discussions on fundraising such as a pizza buffet at Sharky's or a pizza eating contest. I think we can raise a minimum of \$1,600.00 through fundraiser events. Genesee Health Plan is interested in sponsoring again this year. We would like to ask our Burton businesses to donate gift cards for the movie event or donate their time. For example, we have spoken to Rumors Hair Salon and they are willing to donate their time for the movie event, Cinderella. They are thinking of doing manicures, etc. Another idea would be to have a slip and slide.

E. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I would like to introduce and welcome Angela Jackson as our newest member of Parks and Recreation. She is our Bentley representative. We now have a Bentley, Bendle and Atherton Representative on our board. The Trailway Grant in the Bendle area, section 11 and 12, was approved by the Burton City Council and it was submitted by the Jan. 8th deadline. We will need to add the Basketball Camp, Concerts in the Park and a new pole barn to our budget. On Memorial Day we will have the 5K Run starting at 9:00 a.m. Starting at 2 p.m. we will have the Memorial Day Parade, kids area,

candle light vigil, and Memorial Ceremony. We have talked about doing a movie night in February. We need to set up a date so that I can purchase the license and we should probably start it at 6 p.m.

Ms. Dunsmore said I will see what date Bendle school has available. I can also get donations such as hotdogs, cookies, etc. I have a steamer that will cook 200 hot dogs at a time.

Mrs. Bigsby stated we will need to drop off the registration forms for Burton Youth League to the schools. Teams will be picked on May 1, 2016 and it will start on June 6, 2016. The Coaches meeting will be held April 10, 2016. Mike Gwinn is the commissioner again this year. I will be at the concession stand selling candy, pop and water. The Burton Police and Fire will be having the Patriot Day Hero's Run on Sept. 10, 2016. This is a fundraiser for the Police and Fire Memorial Park. This will be one of our new parks. They are asking that we sell bricks to law enforcement and fire fighters. These bricks will be the paving into the park.

F. COMMISSION DISCUSSION

Mrs. Bigsby reported the pavers at the Veteran's Memorial Park are crumbling and need to be redone.

Mr. Wilson said the D.A.V. is authorized to donate a \$1,000.00 to the Memorial Park for repairs. I would like to maintain the upkeep of the Veteran's Memorial Park.

Mr. Hatfield stated Mr. Sweers, choir director at a Swartz Creek Catholic Church, would like to put on a patriotic concert possibly at Holy Rosary the Sunday night before the Memorial Day. It would be like a kick off to our all day events. He would like us to place this on our event page.

Mrs. Dunsmore said she would like to have a car seat safety class at one of our events. She knows of an instructor that could do it at no charge. She would need four months to set it up.

Mr. Spose suggested having first aid training stations or a workshop area where kids could build something with one of Parks & Recreation events.

Mr. Craig suggested starting a program where the students work with the senior citizens to teach them computer basics.

G. COMMISSION RECOMMENDATIONS AND/OR ACTION

10. Approve Invoice # 128832 from Tomlinson Design & Advertising in the amount of \$85.00 for 2016 Race Application Revisions.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Spose, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Talbot, Spose, Craig, Dunsmore, Hatfield, Wilson, Jackson
EXCUSED:	Adams

Meeting was adjourned at 6:51 PM.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 02/10/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

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SCHEDULED

AGENDA ITEM (ID # 2132)

DOC ID: 2132

Memorial Day Parade Update



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 02/10/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

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SCHEDULED

AGENDA ITEM (ID # 2131)

DOC ID: 2131

Movie night at Bendle High School



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 02/10/16 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

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SCHEDULED

AGENDA ITEM (ID # 2130)

DOC ID: 2130

Easter Egg Hunt Update