



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 13, 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 JOSEPH FALLIS.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Absent	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Excused	
Joseph Fallis	Commissioner	Present	

B. STAFF PRESENT

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

C. ADMINISTRATIVE REPORT

Ms. Warren passed out the Easter Egg Hunt flyer. She said please review it for any changes that need to be made. I would like to have the final flyer ready before our next meeting. The Burton Junior JC's will provide us with a few volunteers. Debra Dunsmore said she would be available to work the prize booth. Lisa Easterwood sent me a DNR link so that I can become a member. This is where our Five Year Plan is submitted. I sent an email to Ms. Easterwood regarding a few grants that are open right now and asked her to look them over. The deadline to apply is April 1st. We will be able to present the DAV with their donation check at the council meeting on Monday.

D. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Dec 19, 2018 5:00 PM

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

2. Parks & Recreation Commission - Regular Meeting - Jan 9, 2019 5:30 PM

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

E. PURPOSE OF THE MEETING

1. 2019-20 Budget

Ms. Warren stated, because we do not have a grant outstanding right now in the budget the local money's have been taken out of the budget for the DNR Grant Expenditures. I have given you a copy of our budget report from 2014-2015 to 2019-2020. I took \$500 from the Trick or Treat Trail and added it to the Pizza with Santa line item. The commission salaries were bumped up due to the raise. Any changes will need to be made and finalized before the April 1st council meeting. In addition, postage has went up. In the budget, Parks & Recreation is responsible for pretty much all of the flags citywide. We replaced many flags before last Memorial Day.

2. By-Laws Revision

Change to read, payment one time a month if at least one meeting or event is attended during that month. The requirement for By-Laws is to review every three years.

3. Easter Egg Hunt

Board discussion regarding changes to the Easter Egg Hunt flyer:

- Add people who have donated.
- Add the approximate times each age group will start.
- Take off, "free games & prizes following the hunt" and just say "free games & prizes" because this is going on throughout the event.

Supplies needed and games:

- Four Easter baskets
- Specialty Eggs
- Discussion regarding the number of tickets per prize and ordering more prizes than last year

- Check on Balloon Twister
- Bounce Houses ordered
- Tents for protection from cold weather

4. Memorial Day

The next Memorial Day Committee meeting will be held on March 13, 2019 @ 6:30 PM in the Council Chambers.

Mr. Wilson said the Marine Corp. is all set up for the Color Guard. I am working on getting the VFW and DAV to spruce up the Memorial Park before Memorial Day and a dealership to donate the use of a vehicle for the Veteran of the Year. I will be the District Commander next year and am really going to try to get more participation from the VFW.

Mrs. Talbot said the food trucks should be on the grass so they do not cause an issue with parking.

Mr. Craig stated we decided to have the Burton Mile Race again this year and see how it goes. We did not have enough time between the Memorial Day Race and setting up for the parade so the Memorial Day Race will start a half hour earlier. We may also have a Kid Fun Run at 8:00 AM. We would like to have some food trucks this year that will stay later for the people that are waiting for the fireworks.

Ms. Warren said there is a \$50.00 registration fee to vendors wishing to sell at the event. I do not think we want to have more than two vendors selling the same things. I will ask the Burton View to start working on the Memorial Day flyer.

Mr. Craig suggested putting the vendor charge on the flyer. He said he would place the event information the Facebook page as soon as the information is finalized.

Mrs. Conley suggested calling the schools now to try to get bands or floats in the parade.

5. Park Conditions

Discussion on cleaning up the fallen tree limbs at Kelly Lake Park.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Craig attended an informational session in Clarkston regarding different types of grants available through the state. He will bring in the information for everyone to review.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, MARCH 13, 2019 AT 5:30 PM.

Meeting was adjourned at 6:36 PM.



CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

DECEMBER 19, 2018

MINUTES

Community Room

Regular

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:00 PM.

A. MEMBERS PRESENT

Jim Craig, Vaughn Smith, Steve Welch, Tony Newton, Bob Wilson and Amber Shaw, Sue Warren.

B. PURPOSE OF THE MEETING

1. 2018 Veterans Honor Run reflection and wrap up

Discussion on:

- Changing the award. Suggestions were pins, keychains, stickers, cups and coffee mugs.
- Received plaques from Bentley for thank you for Memorial Day and Veterans Honor Run.
- Budget expenditures and revenue: Try to keep \$1,200 for start-up each year. Waiting for \$75 invoice from Justin.

Donations:

DAV	\$2,500
Bentley Robotics	\$250
American Heritage Girls	\$100
Burton Police Dept.	\$500
Burton Fire Dept.	\$500
VFW Honor Guard-822	\$150

Route Discussion:

- Need to have further discussion with Police and Fire Department regarding this.
- 11K Route disliked by runners.
- Proper venue for 11K.
- Contact Genesee County retiree Sheriff Department group to work.
- Road closure yard signs placed a week before the event.
- By moving start & finish line back, everything was ok.
- No problem with parking.

Race Discussion

Approximately 28 people participated in the Ruck Division. The Ruck Division brings

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something extra to the race. It was suggested that they need a separate start and better directions and to send out a survey to the participants to see how many are interested in keeping the race. Porta potties are needed at the start and finish of the race. Suggestion to have a Ruck Division and a Kid Run in the Memorial Day Run.

Mr. Welch will ask for sponsorships for the Burton Mile at the next Chamber of Commerce meeting. Suggestion to put up permanent signs that say Burton Mile where the start and finish lines were. I would like to know how many people participated in each race.

Ms. Shaw said the Memorial Day Race will be bumped up a half an hour so the schools should be opened at 5:30 AM on race day. I would like to find out how many runners were local and how many came from out of town. We had 107 people participate in all four races, 117 people participated in three races, 84 people participated in two races and 807 people participated in one race. I would like to see what else is out there other than just a medal. Some places offer the pie medal where they receive a slice of the pie for each race. It is a big medal and I think it drew a lot more participants. We need more participants that are interested in running all of the races.

Mr. Smith suggested asking the Kiwanis, Burton Rotary and Chamber of Commerce to be involved.

Mr. Craig said we should put the race information on the Parks & Recreation Facebook page and ask for sponsors. We seem to have trouble getting small businesses in Burton to sponsor.

C. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 7:25 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 9, 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 JEREMY SCHARRER.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Absent	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Excused	

B. STAFF PRESENT

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

C. ADMINISTRATIVE REPORT

Ms. Warren stated City Council was given a copy of the 5-Year Plan last Monday night. It will be on their January 22, 2019 agenda for approval or denial. I was contacted by a teacher from Bendle School asking for us to attend their career day and give a presentation. She would like us to talk about what we do and stress the importance of volunteer work. The dates she gave me were January 14th, 15th or 16th. We need to give the Mayor our tentative budget by February 1st. The final budget will go before City Council in April. I received a call from Lowes regarding their mulch and soil sale. I ended up with 120 bags of mulch at \$1.00 each and almost just as much in topsoil. We may have enough mulch for one of the fire station's playgrounds. I have also ordered clearance Christmas stuff for next year.

Mr. Scharrer said I was also contacted by Bendle and will be giving a presentation for the Fire Department on the 17th. I could combine both the Fire Department and P&R together.

Ms. Warren said the Kiwanis dedication plaque has come up missing from Kelly Lake. They would like a replacement. We need to determine the size, find out what they want on it and find a safer place to put it.

Mr. Craig said originally we were going to have an arch over the entrance of the board walk

saying Kiwanis Krossing. This would be more secure than a plaque and would look nicer.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Dec 12, 2018 5:30 PM

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

E. PURPOSE OF THE MEETING

1. Approval of Veterans Honor Run Donations

Mr. Craig stated the following people are on the Veteran's Honor Run Committee: Bob Wilson, Sue Warren, Vaughn Smith, Steve Welch, Debbie Newton, Tony Newton, Amber Newton and Rob Wheeler. Rob Wheeler helped us a lot with the Ruck Division.

Donations this year are as follows:

DAV	\$2500
Burton Fire	\$500
Burton Police	\$500
Bentley Robotics	\$250
VFW Honor Guard	\$150
American Heritage Girls	\$100

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Sandra Talbot, Commissioner
SECONDER:	Christina Conley, Councilwoman
AYES:	Talbot, Craig, Wilson, Conley, Scharrer
ABSENT:	Bauldry
EXCUSED:	Dunsmore, Fallis

2. Establish a By-Laws Update/Renewal Committee

The Bylaw Committee consists of Jeremy Scharrer as Chair, Jim Craig, Sandra Talbot, and Mr. Wilson.

Mr. Craig suggested changing the wording to read that commission members shall be paid a stipend of \$40 per month or otherwise delegated by council. He thinks this committee should be called the Bylaw/Policy Committee.

3. Easter Egg Committee Start Up

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The Easter Egg Committee consists of Sandra Talbot as Chair, Sue Warren, Toby Bauldry and whoever else can help out. Ms. Talbot said she will get the usage form from the school.

Ms. Warren said I will order the eggs by the 18th. I would like to fill half of the eggs with toys and the other half with candy. We will need four Easter baskets for each age group and prizes for the games. We should have four tents. I bought one and Toby donated hers. There will also be games, bounce houses and an Easter bunny.

4. Memorial Day Committee Start Up

Mr. Wilson, Chairman for this committee, stated we should have a working budget to keep the Memorial wall in good condition. The molding is breaking off right now. March or April we will be cleaning up the Memorial area. I would like to take out the tall plants that are in front and put in ground cover. The D.A.V. will be helping and possibly the VFW.

Ms. Warren said you should have \$6,000 in the budget from Waste Management donations.

Ms. Conley said I know of someone who has quite a few pavers sitting in her yard. I will find out if she would like to donate them.

Mr. Wilson stated he would like to have the first Memorial Day committee meeting February 20, 2019 @ 5:00 PM.

Mr. Craig suggested placing an article in the Burton View asking for Memorial Day event volunteers. We need to get the community involved.

On the Memorial Day committee will be Bob Wilson as Chair, Jim Craig, Jeremy Scharrer and anyone else that may be interested.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Craig stated there will be a grant writing class in Clarkston if anyone is interested. It will help us to understand the process and there is no cost. The class is January 24, 2019 at 1:00 PM. I can send the e-mail to anyone who is interested.

Mr. Scharrer said we should start the Adopt a Park program now before Spring. It was mentioned previously to get the word out there to groups such as a church group, school group or Boy Scouts, Girl Scouts to see if they are interested in adopting a park. We need a list of stipulations made up of what they can and can not do.

Mr. Craig suggested the ByLaw Committee make up the procedure and policies for the Adopt a Park program. He said I still think each one of the parks should be looked at once a week by one of us. I can keep an eye on Kelly Lake. Also, there is a tree down when you enter Kelly Lake, to the left.

Ms. Warren said I will call DPW regarding the tree down. As far as the groups watching over the parks, we will need to make sure we have the liability issue covered. I have been

already contacted by people that need community service hours, and want to clean up the parks and other areas in the city. My question is how will we monitor these people and where would they put the trash when done.

H. NOMINATIONS

1. Nomination for Chairperson

Mr. Wilson nominated James Craig.

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

2. Nomination for Vice Chairperson

Mr. Craig nominated Robert Wilson.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	James Craig, Chairperson
SECONDER:	Christina Conley, Councilwoman
AYES:	Talbot, Craig, Wilson, Conley, Scharrer
ABSENT:	Bauldry
EXCUSED:	Dunsmore, Fallis

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, FEBRUARY 13, 2019 AT 5:30 PM.

Meeting was adjourned at 6:36 PM.

Minutes Acceptance: Minutes of Jan 9, 2019 5:30 PM (APPROVAL OF MINUTES)