CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 14, 2018

AGENDA

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

THIS MEETING WAS OPENED BY JIM CRAIG.

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jan 10, 2018 5:30 PM

E. PURPOSE OF THE MEETING

1. Easter Egg Hunt
2. Memorial Day Race
3. The Burton Mile
4. Memorial Day Parade
5. Post Parade Entertainment
6. Candlelight Ceremony
7. Memorial Service
8. 5-Year Plan
9. Engineering of 5-Year Plan
10. Police/Fire Memorial New Committee

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. COMMITTEE DISCUSSION AND OR ACTION

1. Approve and authorize a donation of $3,000 to the Disabled American Veteran's from the 2017 Veteran's Honor Run event.

2. Approve and authorize a donation of $150 to the Bentley Robotic's Team from the 2017 Veteran's Honor Run event.

3. Approve and authorize a donation of $100 to the American Heritage Girls from the 2017 Veteran's Honor Run event.

4. Approve and authorize a donation of $200 to Powers High School (National Honor Society in memo) from the 2017 Veteran's Honor Run event.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, MARCH 14, 2018 AT 5:30 PM.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 10, 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.

THI MEETING WAS OPENED BY JIM CRAIG AT 5:30 PM.

A. PLEDGE OF ALLEGIANCE WAS LED BY TINA CONLEY.

B. CALL TO ORDER

ame	Title	Status	A ve
	Board Member	Excused	
t	Co-Chairman	Present	
	Chairman	Present	
ore	Commissioner	Present	
	Commissioner	Present	
ley	Councilwoman	Present	
eld	Board Member	Late	5:34 PM

C. STAFF PRESENT

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

D. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Oct 25, 2017 5:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Robert Wilson, Commissioner
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley
ABSENT:	Field
EXCUSED:	Bauldry

2. Parks & Recreation Commission - Regular Meeting - Nov 8, 2017 5:30 PM

Minutes Acceptance: Minutes of Jan 10, 2018 5:30 PM (APPROVAL OF MINUTES)

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

E. ADMINISTRATIVE REPORT

Ms. Warren stated I have given everyone a copy of the proposed budget and we need to have this in by February 1st, 2018. Please let me know as soon as possible if we need to make changes to this.

I ordered 5,000 filled eggs for the Easter Egg Hunt. We may have 1,000 more from last year that can be filled.

The county called me regarding the Iron Bell Trail project. We have until September to spend the grant money. I think we will only have enough to cover the engineering. We need to move on this and the 5-Year Plan.

Jeremy Sharrer would like to join the Parks & Recreation committee. He will be on the agenda for the next council meeting along with Jim Craig for approval of reappointment.

F. PURPOSE OF THE MEETING

1. 3447 : Pizza with Santa Event Recap

   Ms. Dunsmore stated everything went smooth and I want to thank our board members and the Bendle Honor Society for coming. We should think about whether or not to have a movie next year.

   Ms. Talbot said there wasn't that many kids that sat and watched the movie and the movie was very costly.

   Mr. Craig suggested having a separate movie event later in the year.

2. 3448 : Glow Parade Event Recap

   Ms. Dunsmore said I am very upset about the amount of participants in the parade. The city, fire and county trucks were awesome. If we didn't have them and our police officers, we wouldn't have had a parade. It would have been just us. It was only a 12 minute parade.

   Mr. Craig said DDA, Chamber of Commerce and the businesses should especially be involved since we are doing this for the Burton downtown area and businesses.

3. 2018 Event Dates

   Previously discussed in administration report.

4. Iron Belle Project

   Mr. Craig said we need to set up a committee for this project and for grants. Before

Minutes Acceptance: Minutes of Jan 10, 2018 5:30 PM (APPROVAL OF MINUTES)

we apply for another grant, we have to have the 5-Year Plan done. We also have to spend the money for the Iron Belle Project before June 30th. We have to make the expenditure first and then submit for reimbursement.

Ms. Warren said the money we have for this will cover the engineering costs. The funds that we have in our budget are only good through June 30th.

5. Park & Recreation 5-Year Plan

   Ms. Warren said we have an active plan we can use, it just needs to be revised.

G. AUDIENCE PARTICIPATION

None.

H. COMMITTEE DISCUSSION AND OR ACTION

Mr. Craig said we need to start planning Memorial Day early. Let's make sure we have all the supplies we need. We have a committee meeting scheduled on the 17th. We will need to decide if we are going to do the sponsor book this year.

Meeting was adjourned at 5:30 PM.

Minutes Acceptance: Minutes of Jan 10, 2018 5:30 PM (APPROVAL OF MINUTES)

Easter Egg Hunt

Memorial Day Race

The Burton Mile

Memorial Day Parade

Post Parade Entertainment

Candlelight Ceremony

Memorial Service

5-Year Plan

Engineering of 5-Year Plan

Police/Fire Memorial New Committee

Burton Park and Recreation Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

Meeting: 02/14/18 05:30 PM
Department: Clerk's Office
Category: Recognition
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 3531

MOTION (ID # 3531)

Approve and authorize a donation of $3,000 to the Disabled American Veteran's from the 2017 Veteran's Honor Run event.

Burton Park and Recreation Commission
4303 S. Center Road
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SCHEDULED

Meeting: 02/14/18 05:30 PM
Department: Clerk's Office
Category: Recognition
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 3532

MOTION (ID # 3532)

Approve and authorize a donation of $150 to the Bentley Robotic's Team from the 2017 Veteran's Honor Run event.

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SCHEDULED

Meeting: 02/14/18 05:30 PM
Department: Clerk's Office
Category: Recognition
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 3533

MOTION (ID # 3533)

Approve and authorize a donation of $100 to the American Heritage Girls from the 2017 Veteran's Honor Run event.

Burton Park and Recreation Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

Meeting: 02/14/18 05:30 PM
Department: Clerk's Office
Category: Recognition
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 3534

MOTION (ID # 3534)

Approve and authorize a donation of $200 to Powers High School (National Honor Society in memo) from the 2017 Veteran's Honor Run event.