



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 11, 2023

MINUTES

Council Chambers **Regular Meeting** **5:30 PM**

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

This meeting was opened by Chairperson Jeremy Scharrer at 5:30 PM.

THIS MEETING WAS OPENED BY

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Kevin Burge	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Vice Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Deborah K Walton	Commissioner	Present	
Jeremy Scharrer	Chairperson	Present	
Greg Hull	Councilman	Excused	

B. STAFF PRESENT

Joy Roe, Clerk's Office
Tonya Walton, Clerk's Office
Amy Clous, Parks and Rec Director
Racheal Boggs, Clerk

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Oct 12, 2022 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Wilson, Hull

E. NOMINATIONS

1. Approve and Authorize _____ for the Parks & Recreation Chairperson from January 2023 - December 2023.

Jeremy Scharrer was nominated by Mrs. Talbot and Seconded by Mrs. Dunsmore.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Wilson, Hull

2. Approve and Authorize _____ for the Parks & Recreation Vice Chairperson from January 2023 - December 2023.

Jim Craig was nominated by Mrs. Talbot and Seconded by Mrs. Dunsmore.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Wilson, Hull

F. PURPOSE OF THE MEETING

1. 2023 Goals

Mr. Scharrer asked that board members to come up with goals and a five year plan within the next three weeks. These items need to be submitted so they can be added to the agenda for the next meeting.

Mr. Craig asked for the copy of the previous five year plan so the board can use this as a building block and address things that were not completed due to budget or time constraints.

Mrs Clous stated she will provide a copy of the previous five year plan.

Mr. Scharrer stated Amy and I have started the plan and once we get a little deeper into it, we will share it with everyone.

2. Easter Egg Hunt

Mrs. Talbot confirmed she is still planning on doing the Easter Egg Hunt and has checked into use of the property.

Mrs. Clous stated she has ordered all the Easter eggs.

Mr. Burge inquired about having a side placed on the tent to help with winds. Additionally, he asked if Atherton and Bendle could display the Hot Fudge Runs on their Boards.

Mrs. Dunsmore thanked Mrs. Clous and workers for all the hard work put in for the Pizza with Santa event.

Discussion ensued on the list of events and timeline.

G. AUDIENCE PARTICIPATION

H. COMMITTEE DISCUSSION AND OR ACTION

1. Approve and Authorize disbursement from the Veterans Honor Run Account; \$2,000 to the DAV and \$150 to the Bentley Robotics Team.

Mrs. Walton asked questions about the Veterans Honor Run/Race series finances and funding approvals.

Mr. Craig replied that the only part of it the city was involved in was the insurance. The finances are built by sponsors that have specific spending details to what the money can be used for. The approval goes through the committee for transparency.

Discussion continued detailing the handling of funds and spending within the Race Series and insurance.

Mrs. Walton asked if anyone is able to sponsor for the names on the back of the dog tags?

Mr. Craig replied that the sponsor is offered to the person who did it the previous year until the person does not want to pay for sponsorship any longer. There are several sponsorship opportunities for others.

Mr. Burge stated that the bird that floats around at Kelly Lake to keep the geese away could be ordered now so that it is delivered by Spring.

Mr. Craig announced that his son's group is having the Code of Honor Awards on January, 29th at 2pm and invited people who would like to attend.

The Board Members discussed the open seats that need to be filled.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Wilson, Hull

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, FEBRUARY 8, 2023 AT 5:30 PM.

Meeting was adjourned at 6:16 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 12, 2022

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Jeremy Scharrer at 5:30 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Kevin Burge	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
James Craig	Vice Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Deborah K Walton	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Jeremy Scharrer	Chairperson	Present	
Greg Hull	Councilman	Absent	

B. STAFF PRESENT

Racheal Boggs, City Clerk
Tonya Walton, Clerk's Office
Amy Clous, Parks & Recreation Director

Others Present:

Gary Burns, VFW Representative

C. ADMINISTRATIVE REPORT

None

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 10, 2022 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Burge, Talbot, Craig, Dunsmore, Wilson, Scharrer, Hull
EXCUSED:	Walton

2. Parks & Recreation Commission - Regular Meeting - Sep 14, 2022 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Burge, Talbot, Craig, Dunsmore, Wilson, Scharrer, Hull
EXCUSED:	Walton

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION AND OR ACTION

1. Discussion on the Trick-or-Treat Trail event scheduled October 22, 2022 at 10am.

Mr. Burns spoke regarding issues with the tractor being able to pull the wagon, graveyard decorations and hay bales.

Discussion ensued on fixing the tractor or using a truck to pull the wagon, height of the trailer and steps onto the trailer being suitable for people of all ages and abilities. All committee members agreed to using a truck to pull the trailer instead of using funds to fix the tractor.

Mr. Burge stated the truck will need a two inch ball to tow the trailer.

Discussion on pumpkins and location of the pumpkins during the event. Kevin Burge and Jeremy Scharrer will pick up the pumpkins at Walker Farms. Bounce houses and tents are ordered and will be setting up at 9am. Port A Potties will be brought in Friday night.

Mr. Burns stated the honor society students are listed as volunteers and I will be handling the outside set-up and tear down.

Mr. Scharrer stated we are starting at 10:00AM and the event begins at noon.

Mr. Burns suggests beginning set up at 9:00 AM.

Discussion ensued regarding picking up the truck, trailer, and pumpkins. Time and location for set up of bounce houses and port-a-potties.

Mrs. Clous stated she will pick up the donuts and cider from the orchard.

2. Discussion on the Christmas Tree Lighting Ceremony scheduled for November 19, 2022.

Mr. Scharrer stated I would like to change the name of this event to the Holiday Kick-off. A food drive will be conducted during the tree lighting. We will be putting lights up on October 29th at 10:00 AM at the park. The tree is confirmed. Mrs. Conley has been working on this. I will have a better plan and everything put together by Monday.

Mr. Burge asked if Santa and Mrs. Claus will be in attendance.

Minutes Acceptance: Minutes of Oct 12, 2022 5:30 PM (APPROVAL OF MINUTES)

Mr. Scharrer stated Santa is all set and will be at the event for a short time. There will be no Mrs. Claus. There will be an elf, Rudolf, and the Grinch. They are looking to also invite The Bear.

3. Discussion on the Pizza with Santa event scheduled for December 3, 2022.

Mrs. Dunsmore stated I will not be able to attend this event. I do have everything all set up with the school and janitors. I would like everyone to get 4-5 kids that would like to donate their time to help with this event. They should be there at 9:30AM to help set up.

Mr. Wilson stated Veterans Day is coming up on November 11th.

Mr. Craig stated some of our volunteers for registration will not be participating this year. If anyone would like to volunteer, there is still a need for another water station. Registration is at 9:00AM. We get there about 7:00AM. Our Burton races are still doing well. Other municipalities are still down 50%. We need to check with the Chief to make sure we will have traffic control. We also need a singer if anyone knows a student. Amy will contact the Burton Idol to see if she is available to sing.

Discussion continued regarding Veterans Day Race.

Mrs. Clous stated we are looking for participants to hand out candy at the Trick or Treat Trail.

Mrs. Dunsmore stated she is sorry she is unable to attend some of the events this year.

Meeting Adjured at 6:02

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, NOVEMBER 9, 2022 AT 5:30 PM.

Meeting was adjourned at 6:01 PM.



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 01/11/23 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Joy Roe

Department Head: Racheal Boggs

E.1

ADOPTED

AGENDA ITEM (ID # 5593)

DOC ID: 5593

Approve and Authorize _____ for the Parks & Recreation Chairperson from January 2023 - December 2023.

COMMENTS - Current Meeting:

Jeremy Scharrer was nominated by Mrs. Talbot and Seconded by Mrs. Dunsmore.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Robert Wilson, Greg Hull



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 01/11/23 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Joy Roe

Department Head: Racheal Boggs

E.2

ADOPTED

AGENDA ITEM (ID # 5594)

DOC ID: 5594

**Approve and Authorize _____ for the Parks
& Recreation Vice Chairperson from January 2023 -
December 2023.**

COMMENTS - Current Meeting:

Jim Craig was nominated by Mrs. Talbot and Seconded by Mrs. Dunsmore.

RESULT:	CARRIED [UNANIMOUS]
AYES:	Burge, Talbot, Craig, Dunsmore, Walton, Scharrer
EXCUSED:	Robert Wilson, Greg Hull



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 01/11/23 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Joy Roe

Department Head: Racheal Boggs

F.1

SCHEDULED

AGENDA ITEM (ID # 5590)

DOC ID: 5590

2023 Goals

COMMENTS - Current Meeting:

Mr. Scharrer asked that board members to come up with goals and a five year plan within the next three weeks. These items need to be submitted so they can be added to the agenda for the next meeting.

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Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 01/11/23 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Joy Roe

Department Head: Racheal Boggs

F.2

SCHEDULED

AGENDA ITEM (ID # 5591)

DOC ID: 5591

Easter Egg Hunt

COMMENTS - Current Meeting:

Mrs. Talbot confirmed she is still planning on doing the Easter Egg Hunt and has checked into use of the property.

Mrs. Clous stated she has ordered all the Easter eggs.

Mr. Burge inquired about having a side placed on the tent to help with winds. Additionally, he asked if Atherton and Bendle could display the Hot Fudge Runs on their Boards.

Mrs. Dunsmore thanked Mrs. Clous and workers for all the hard work put in for the Pizza with Santa event.

Discussion ensued on the list of events and timeline.



ADOPTED

AGENDA ITEM (ID # 5592)

DOC ID: 5592

Approve and Authorize disbursement from the Veterans Honor Run Account; \$2,000 to the DAV and \$150 to the Bentley Robotics Team.

COMMENTS - Current Meeting:

Mrs. Walton asked questions about the Veterans Honor Run/Race series finances and funding approvals.

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EXCUSED:	Robert Wilson, Greg Hull