



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 9, 2019

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

THIS MEETING WAS OPENED BY

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

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

E. PURPOSE OF THE MEETING

1. Approval of Veterans Honor Run Donations
2. Establish a By-Laws Update/Renewal Committee
3. Easter Egg Committee Start Up
4. Memorial Day Committee Start Up

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

H. NOMINATIONS

1. Nomination for Chairperson
2. Nomination for Vice Chairperson

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



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

DECEMBER 12, 2018

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:41 PM.

PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

A. CALL TO ORDER

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

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Marcy Kimball, Records Tech

C. ADMINISTRATIVE REPORT

Ms. Warren said the Pizza with Santa event was a huge success. There were over 900 people there and we went through 70 pizzas. Nomination of officers will be on the next month's agenda. The March meeting we will need to review the By-Laws and make any changes needed. We will give everyone a copy next month to review.

D. APPROVAL OF MINUTES

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

Minutes approved with correction on page 4, under Committee Discussion and or action, paragraph three to read, Mr. Wilson said the Veteran's Day Ceremony will be held at the Veteran's Memorial on November 3, 2018 at 11:11 AM.

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

2. Parks & Recreation Commission - Trick or Treat Trail - Oct 10, 2018 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Wilson, Vice Chairperson
SECONDER:	Toby Bauldry, Board Member
AYES:	Bauldry, Craig, Dunsmore, Wilson, Scharrer, Fallis
EXCUSED:	Talbot, Conley

3. Veterans Honor Run Committee - Regular - Oct 10, 2018 6:30 PM

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

E. PURPOSE OF THE MEETING

1. P&R 5-Year Plan final presentation

Lisa Easterwood from Fleis & Vandenbrink stated I sent Sue Warren the updated draft of the 2019 5-Year Parks & Recreation plan. The new changes that have been made are as follows:

Page 15 - added DNR IBT trail grant info
 Page 21 - updated race series info
 Page 22 & 23 - updated school names and facilities
 Page 26 - updated map with names and location of Friel early childcare center
 Page 33 - added notices for 30 day review period
 Page 42 - added IBT trail scoping to top of list
 Page 43 - added fire station park play structure to year 2020
 Page 46-47 - updated DNR grand min. / max. amounts.

DNR needs a resolution from City Council. If you want to make a recommendation to City Council and you want to do that by resolution, you could use the resolution from the 2012 and just change the dates.

Mr. Sharrer said Fire Station #1 really needs updates and improvements. It was built around 40 years ago. It needs a pavilion built because there is not protection from the sun.

Ms. Warren suggesting asking the new health care business, that is going into the building next to the park, if they would like to partner with P&R to clean the park up and make it more attractive.

Ms. Easterwood stated grants and or donations are another option. The Kiwanis may be looking for a project to fund or the Recreational Passport Grant is another option. This is used for improvements to existing facilities.

Minutes Acceptance: Minutes of Dec 12, 2018 5:30 PM (APPROVAL OF MINUTES)

Mr. Craig said people from Kiwanis said they might be interested in helping with pocket parks around Burton; however, we really do not have the staff to maintain these. We need to improve what we have right now. Kiwanis did contribute to the boardwalk at Kelly Lake. Mr. Sharrer is keeping an eye on Fire Station One's park and giving updates and I am checking Kelly Lake. We need commission members to swing by Fire Station 2 Park and Veteran's Park periodically and give updates on any issues.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Wilson, Vice Chairperson
SECONDER:	Toby Bauldry, Board Member
AYES:	Bauldry, Craig, Dunsmore, Wilson, Scharrer, Fallis
EXCUSED:	Talbot, Conley

2. Motion to adopt the resolution recommending the 2019 Burton Parks & Recreation 5-Year Plan.

Ms. Warren said she will give the Burton City Council a copy of the resolution next week to review and possibly have it put on the January 7, 2019 council meeting agenda.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Wilson, Vice Chairperson
SECONDER:	Toby Bauldry, Board Member
AYES:	Bauldry, Craig, Dunsmore, Wilson, Scharrer, Fallis
EXCUSED:	Talbot, Conley

3. Pizza with Santa reflection/update

Mrs. Dunsmore said everything went off smooth. The kids from Bendle did a great job. We would have been lost without them and Sandra Talbot's grandkids. The Santa's Secret Store, where the kids could buy gifts with their play money, was a great thing. We went through 70 pizzas and 1000 cupcakes very fast.

Discussion on moving the balloon twister to a different area next year due to the long lines plugging up the walkways. Suggestion was made to move him in front of the stage area.

Ms. Warren stated Mr. & Mrs. Claus were so excited to have a line of kids. Mayor Zelenko and Police Chief Mike Odette were present and had fun. We had gift bags, boxes and wrapping paper for presents. We ran out of the gift bags; they were the most popular choice. There were over 1000 presents. Each child received a \$5 play bill when they came in. At each station, we had \$2 and \$1 play bills that children could earn and use to buy presents. Every child earned a \$2 play bill for participating in the activity and if they cleaned up or helped someone else, they earned an additional \$1 play bill. More play money was passed out for various reasons during the event.

Mrs. Dunsmore said we did not have to do any cleanup on the tables other than wipe them off, the kids did the rest.

Mr. Craig said next year we will need more presents because we were running out of stuff at the end. We will need at least one more person at the shopping area and to direct traffic.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Wilson said the Veteran's Day Ceremony went very well.

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY,
JANUARY 9, 2019 AT 5:30 PM.**

Meeting was adjourned at 6:37 PM.

Minutes Acceptance: Minutes of Dec 12, 2018 5:30 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4165)

Meeting: 01/09/19 05:30 PM

Department: Clerk's Office

Category: Miscellaneous

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

DOC ID: 4165

Approval of Veterans Honor Run Donations

\$2,500 DAV

\$500 Burton Fire Department

\$500 Burton Police Department

\$250 Bentley Robotics

\$150 VFW 822 Honor Guard

\$100 American Heritage Girls



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4166)

Meeting: 01/09/19 05:30 PM

Department: Clerk's Office

Category: Miscellaneous

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

DOC ID: 4166

Establish a By-Laws Update/Renewal Committee



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 01/09/19 05:30 PM

Department: Clerk's Office

Category: Miscellaneous

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.3

SCHEDULED

AGENDA ITEM (ID # 4167)

DOC ID: 4167

Easter Egg Committee Start Up



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4168)

Meeting: 01/09/19 05:30 PM

Department: Clerk's Office

Category: Miscellaneous

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.4

DOC ID: 4168

Memorial Day Committee Start Up

**Burton Park and Recreation Commission**

4303 S. Center Road
Burton, MI 48519

SCHEDULED**MOTION (ID # 4144)**

Meeting: 01/09/19 05:30 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 4144

Nomination for Chairperson

Approve and Authorize _____ for Parks & Recreation Chairperson from
January 2019 - December 2019.

**Burton Park and Recreation Commission**

4303 S. Center Road
Burton, MI 48519

SCHEDULED**MOTION (ID # 4145)**

Meeting: 01/09/19 05:30 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Marcy Kimball
Initiator: Bette Bigsby
Sponsors:
DOC ID: 4145

Nomination for Vice Chairperson

Approve and Authorize _____ for Parks & Recreation Vice Chairperson from
January 2019 - December 2019.