



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

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.



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.

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)