



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JUNE 12, 2019

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - By-Law Committee - May 8, 2019 4:30 PM
2. Parks & Recreation Commission - Regular Meeting - May 8, 2019 5:30 PM
3. Parks & Recreation Commission - Memorial Day Committee - May 8, 2019 6:30 PM
4. Parks & Recreation Commission - Memorial Day Committee - May 15, 2019 5:00 PM
5. Parks & Recreation Commission - Memorial Day Race Committee - May 22, 2019 6:00 PM
6. Parks & Recreation Commission - Memorial Day Committee - May 24, 2019 10:00 AM

E. PURPOSE OF THE MEETING

1. Memorial Day Wrap Up
2. Parks Clean-up and Upgrades

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

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JULY 10, 2019 AT 5:30 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 8, 2019

MINUTES

Council Chambers

By-Law Committee

4:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 4:30 PM.

A. MEMBERS PRESENT

Jeremy Scharrer
Sandra Talbot
Tina Conley
Jim Craig
Bob Wilson
Sue Warren

B. PURPOSE OF THE MEETING

1. Ongoing and future maintenance of the city's parks.

Mr. Scharrer stated I walked through our five Burton parks and made a list of things that can be done. We have discussed the Adopt A Park Program and having a supervisor in charge of each park. Jim Craig said he would supervise Kelly Lake, Bob Wilson said he would supervise the Veteran's Park, Sandra Talbot and I can supervise the Water Tower Park and Settlement Park. Eastgate Church and a church on Belsay Road are interested in adopting Fire Station #2 Park.

Ms. Talbot suggested placing a plaque at the park to show recognition to the people that are taking care of the parks.

Mrs. Conley said Betty Walker of Walker Farms and Greenhouses deserves a ton of recognition. She has helped Burton so much.

Mr. Scharrer stated Mrs. Walker has donated many plants to the Veteran's Park, however they have not been taken care of and they need a lot of work. Any plants that are taken out should be replanted to other areas around the city.

Mr. Wilson said he has contacted the Great Lakes and they are going to give him a list of all the plants that they use that are green all year round.

Mr. Scharrer said there are so many areas that need attention. We need a master gardener to advise us. We only have a couple of weeks before Memorial Day to clean up around the Veteran's Park. We should probably wait until Fall to transfer the plants. We could ask veteran's wives, scouts and seniors to assist with the care of the parks and plant beds. The sign at Kelly Lake needs to be painted and flowers planted around the sign. The sign by the pavilion at Kelly Lake looks terrible. The paint is peeling off, it is rusted and the sponsor signs are falling off. If it is not going

Minutes Acceptance: Minutes of May 8, 2019 4:30 PM (APPROVAL OF MINUTES)

to be fixed, it should be pulled out. We are having a cleanup at the Fire Station #1 Water Tower Park on May 19, 2019 from 11 AM to 3 PM. The Boy Scouts Pack 168 will be there to help. I will bring the hotdogs and buns and the Boy Scouts are bringing a dish to pass.

Ms. Warren stated I have checked with licensing and there are no restrictions on the type of mulch that is used for playground areas, so we can use the mulch that we have.

Mr. Craig said at the Fireman's Park playground, (Fire station #2), has overgrowth near the fence line needs to be cut down and there is a tree that is hanging over the playground fence that should be cut back. There are safety issues with peeling paint on the playground equipment.

Mr. Scharrer asked where the playscape is that was supposed to go up at the Fireman's Park. Money has already been donated for this. I would like to start cleaning up the creek bank at Settlement Park. Another safety concern are the trees coming down and the quads, dirt bikes and tractors that come through there daily. We may need to put up a fence to keep motor vehicles out. I would like to put up a sign that says they are not allowed to come in to the park. There have been more visitors now that some of the trees were taken down. If we place picnic tables in the park, they will need to be staked down.

Mrs. Conley said she would contact someone to get prices on picnic tables.

The next scheduled By-Law Committee meeting will be June 12, 2019 @ 4:30 PM in the Council Chambers.

C. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 5:25 PM.

Minutes Acceptance: Minutes of May 8, 2019 4:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 8, 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 5:32 PM.

PLEDGE OF ALLEGIANCE WAS LED BY BURTON RESIDENT, KENNY GEROW.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
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

C. ADMINISTRATIVE REPORT

Sue Warren stated due to the bad weather conditions, we received a discount on the tent rental. Judge Latchana has started assigning the court appointed volunteers and they have been calling. We will be coordinating task details for them.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Apr 10, 2019 5:30 PM

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

2. Parks & Recreation Commission - Memorial Day Committee - Apr 10, 2019 6:30 PM

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

3. Parks & Recreation Commission - Burton Race Series - Apr 11, 2019 6:00 PM

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

E. PURPOSE OF THE MEETING

1. Easter Egg Hunt Recap

Sandra Talbot said participation numbers were down due to the weather. It was very windy and muddy in areas. The tents were blowing down and we could not play some of the games. The arbor was a great idea for the pictures with the Easter Bunny. We received complaints about the toys in the eggs. They were so small that it was a hazard for the smaller children.

Sue Warren said the company that we bought these eggs from have handicapped children fill them. This was the first time we have used this company and we did not know what kind of toys would be inside them. Next year we will be going back to candy in the eggs, just not hard candy.

Jim Craig suggested having signs made up for next year that direct people to the age group area they need to be in and the time it will start. He asked if there any way they could use the school if the weather was bad.

Sandra Talbot said the parents should only be allowed to go in with the youngest age group only.

2. Memorial Day Event

Bob Wilson stated the male and female veteran of the year will be in the parade. Al Serra will be donating a vehicle for them to use. I will meet with the dealership next week. The Honor Guard and Scouts have committed to participating or helping with the parade.

Sue Warren said she had a company contact her regarding setting up a food truck. They are from Grand Blanc.

Jeremy Scharrer said he would bring the radios for communication purposes.

3. Iron Belle Trail

Lisa Easterwood from Fleis & Vandenbrink and another person from Genesee County have called asking where we were on our planning for the Iron Belle Trail. They said there might be some funding available. Ms. Easterwood would like us to have a meeting to discuss where we are and if we will be moving forward. We should include the Mayor, DPW Director and the Planning and Zoning Department. We did get an extension on the grant so the plan needs to be done by September.

Mr. Craig said we are still waiting for the route decision. Ms. Easterwood was going to check on a couple of things. We are waiting on her to have that follow up meeting.

F. AUDIENCE PARTICIPATION

Kenny Gerow from Burton stated I am a member of Davison Boy Scout Troop and am here to observe a meeting to earn my citizenship and community merit badge. My current rank is Life and I am working on my Eagle rank. I have been with the Boy Scouts for 5 years. For my project, I am planning to build a playground area for Barhitte Elementary School.

G. COMMITTEE DISCUSSION AND OR ACTION

Discussion on the low turnout for the Burton Youth League registration. This will be extended again to Friday, May 10th with the team pick on Monday, May 13th if there is enough participants.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JUNE 12, 2019 AT 5:30 PM.

Meeting was adjourned at 6:28 PM.

Minutes Acceptance: Minutes of May 8, 2019 5:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 8, 2019

MINUTES

Council Chambers

Memorial Day Committee

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Vice Chairperson Robert Wilson at 6:30 PM.

I. MEMBERS PRESENT

Bob Wilson
Jim Craig
Gary Burns
Sue Warren

II. PURPOSE OF THE MEETING

1. Event Preparation

Mr. Wilson stated the Memorial Run starts at 8:30 AM. The parade line up is at 1:00 PM. The Burton Mile Race will start at 2:00 PM and the parade will start at 2:05 PM. The male Veteran of the Year is Dale A. Butler and the female Veteran of the year is Ollie Sutton-Vaughns. Their vehicle from Al Serra is all set. The Memorial Ceremony starts at 6:00 PM.

Ms. Warren said the DAV will be selling food from 1-4 PM and there will be another food truck set up from around 4-10 PM. I am still working on the parade lineup.

Mr. Craig suggested sending out a reminder to the people that participated in the parade last year. He said he would also post it on the Burton Parks & Recreation, Burton Chat, Burton Chamber and Burton Restaurants Facebook page. I attended the Burton Chamber luncheon a couple of weeks ago and I mentioned the parade and how it would be a great way for people to advertise free of charge.

Mr. Burns said the Girl Scouts have the opportunity this year to ride in the VFW wagon. So far, the Atherton band will be in the parade. There has been no response from the other schools.

The next Memorial Day Committee meeting will be held May 15, 2019 @ 5:00 PM in the Burton City Hall community room.

III. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 7:15 AM.

Minutes Acceptance: Minutes of May 8, 2019 6:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 15, 2019

MINUTES

Community Room

Memorial Day Committee

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

1. MEMBERS PRESENT

Jim Craig
Jeremy Scharrer
Gary Burns
Ollie Sutton-Vaughns
Sue Warren

2. PURPOSE OF THE MEETING

A. Event Preparation

Discussion on the following:

Mr. Scharrer will have the radios to use for communication by May 22, 2019. He will check into a trailer for P&R to use in the parade.

Parade lineup.

Mrs. Warren will check into the rock climbing wall, bungee jump and Sheriff Pickell's motorcycle group.

Felica West will ask Mott Students to donate their time for the face painting. She will also take pictures of the events and the parade for Parks & Recreation.

Atherton will be the only band participating in the parade so far. They will also play at the 6:00 PM Memorial Service. The band, Rodeo Drive, will play the lawn at Burton City Hall from 5 PM - 9 PM.

Nehrings has donated \$1,000 toward the fireworks. P&R may have to come up with the rest.

Yard signs with vendor placements at Burton City Hall and a map should be done by Wednesday.

Jim Craig will bring 3-4 cases of water.

Candles and Minister for the Memorial Service have been finalized.

Community service workers need to be finalized.

Minutes Acceptance: Minutes of May 15, 2019 5:00 PM (APPROVAL OF MINUTES)

World War II Navy Veteran, Chief Grover Good, will be on the veteran's float this year. He is 92 years old.

Mug shoot or something with the Burton City logo for TV12 advertising, radio advertising and newspaper advertising.

Mayor and P&R float will need 30 pounds of candy or more to pass out.

Ambulance stationed for the races and fireworks. Mr. Scharrer suggested calling Steve Henson of MMR Ambulance.

Advertising ideas for next year's parade and getting the word out early.

Announcing the parade participants, keeping it short so that it stays on track.

Food for the volunteers. Mr. Burns said he can contact Beverly, Auxiliary Junior Vice Commander. She is the Chief Cook at the Post Diner on Friday Fish Fry nights. She does events and catering. I could ask her what she would charge.

Mr. Scharrer said he would like to have someone play the bagpipe on our float. I can contact the Flint Scottish Pipe Band and ask what they would charge.

No sirens or horns in the parade.

3. AUDIENCE PARTICIPATION

None.

4. COMMITTEE DISCUSSION

The next Parks & Recreation Memorial Day Committee meeting will be Friday, May 24, 2019 from 10 AM - Noon in the Burton City Hall Community Room.

Meeting was adjourned at 6:40 PM.

Minutes Acceptance: Minutes of May 15, 2019 5:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 22, 2019

MINUTES

McDonalds

Memorial Day Race Committee

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Council Member Vaughn Smith at 6:28 PM.

THIS MEETING WILL BE HELD AT MCDONALDS, 5375 E. COURT ST., BURTON, MI.

1. MEMBERS PRESENT

Jim Craig
Steve Welch
Amber Shaw
Vaughn Smith
Tony Newton

2. PURPOSE OF THE MEETING

Memorial Day Race Update and Burton Mile Race Update

- Supplies-pick up from Walmart and Gordon Foods on Friday before 6 PM.
- Atherton Schools-5:30 PM.
- Bendle-Jim Craig and Debra Dunsmore will handle.
- Barricades-in place on Friday.
- Confirm volunteer groups-Jim Craig, Bendle, Bentley, Karen DePotty, Antonio Romano, Lapeer group.
- Monday 6:00 AM meet time.
- Diane Smith will take pictures at the Memorial Day 5K Run and Burton Mile. Tony has camera for both.
- The National Anthem will be sung by Allyssa Jackson.
- Pick up 300 Biggby Coffee's at 7:15 AM.
- Justin Thomas needs invoice for last year's Veteran's Honor Run and this year's Memorial Day 5K Run services.
- Complete Runner and Burton Mile Race-Steve Welch to get.
- Crim voucher races-Steve Welch will take care of.
- T-shirts-Amber Shaw has.
- Finish line tape and cold water for the Burton Mile Race-Vaughn Smith handling. He will bring the cooler.
- Volunteer-bring your Memorial Day 5K bib and signed up for 1 mile sprint.
- Porta Potty setup for Burton Mile Race.
- Flowers, overall winner, from Wojo's Greenhouse-Amber Shaw.
- Popcorn, ice cream and flags for Kids Race-Amber Shaw and Jim Craig handling.

Meeting was adjourned at 8:00 PM.

Minutes Acceptance: Minutes of May 22, 2019 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 24, 2019

MINUTES

Community Room

Memorial Day Committee

10:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 10:00 AM.

1. MEMBERS PRESENT

2. PURPOSE OF THE MEETING

A. Event Preparation

For safety reasons, lighted DPW truck if available to follow the people placing the signs before the race.

Four DPW workers will be available.

The Marine Corp. League, rock climbing wall and rope course is confirmed.

D.A.V. will need power as well as the band.

Discussion on displaying P&R Event flyers somewhere.

Inform the Police Department about the time frames for the Burton Mile, etc.

Bentley High School Band would like to participate in the parade next year.

Atherton Band will play for the Memorial Day Service.

Need bottled water for the Memorial Ceremony.

4. COMMITTEE DISCUSSION

Meeting was adjourned at 11:00 AM.

Minutes Acceptance: Minutes of May 24, 2019 10:00 AM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 06/12/19 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

SCHEDULED

AGENDA ITEM (ID # 4424)

DOC ID: 4424

Memorial Day Wrap Up



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 06/12/19 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

SCHEDULED

AGENDA ITEM (ID # 4425)

DOC ID: 4425

Parks Clean-up and Upgrades