



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JUNE 13, 2018

AGENDA

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.

PLEDGE OF ALLEGIANCE

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Police and Fire Memorial - Apr 18, 2018 6:00 PM
2. Parks & Recreation Commission - Burton Race Series - Apr 26, 2018 6:30 PM
3. Parks & Recreation Commission - Regular Meeting - May 9, 2018 5:30 PM
4. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 9, 2018 6:30 PM
5. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 15, 2018 5:00 PM
6. Parks & Recreation Commission - Burton Memorial Parade & Activities - May 23, 2018 5:00 PM

E. PURPOSE OF THE MEETING

1. Five Year Plan
2. DNR Grant - Trail Scoping
3. Memorial Day Activities Wrap Up
 - Burton Memorial Day 5K
 - Burton Mile
 - Parade
 - Family Activities
 - Memorial Service
 - Candlelight Service
 - Fireworks
 - Budget
4. Remainder of the year activities

Assign / Confirm subcommittee chairs
Dates / Time Lines

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 11, 2018 AT 5:30 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 18, 2018

MINUTES

City of Burton Fire Station 2

Police and Fire Memorial

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Jeremy Scharrer at 6:00 PM.

1. COMMITTEE MEMBERS PRESENT

Jeremy Scharrer, Sue Warren, Bob Wilson and Jim Craig.

2. PURPOSE OF THE MEETING

a. Discussion on Police and Fire Memorial.

Mr. Scharrer said so far Lt. Odette and Teine Deal. I am still waiting for other responses. Grand Blanc Concrete said they would donate to us but they do not do engraving. Marsh Monuments has their own engraving facility in Durand. They cannot guarantee the life of a concrete paver. Once they are engraved, they tend to weather. Pavers would have more wear to them as opposed to a wall. I am trying to find red bricks for "fire" and blue bricks for "police". A suggestion was made to move this Memorial to the Fire Station Park and name the park, First Responders Park. We could also put up the history of Burton, water tower and Fire Stations. There may be additional funds that may become available, because it's not something new, it's refurbishing the area. We could get the DDA involved, because that is part of downtown.

Ms. Warren stated I think there are files in the Mayors Office from the previous secretary that may show who has purchased the bricks. We have a sample of the bricks in our office. I also have notes regarding some people who are interested. I think we needed to have a certain amount of interest before we could bring in a company to start this. I suggest checking with Fenton Memorial.

Mr. Craig said I spoke to Debbie from Newton Timing and Kiwanis the other day. She asked me to speak at their breakfast regarding Parks & Recreation, the Five Year Plan and about any new park opportunities. I can mention the Police and Fire Memorial Park to them. We could also put up a sign at the park for those who donate.

Mr. Scharrer said I spoke to a company regarding printing the brochures. I don't know what the cost will be yet. I would like to place the sponsor bricks on the outside of the wall, away from the personalized bricks in the center. The bricks will be for Police and Fire Fighters whether they be current, past or deceased. There can be up to 18 characters placed on a brick. The wall and sculptures will be lit up. I think it would be nice to have red, white and blue lights and depending on the occasion they could be all red, all blue or all white. I was thinking of asking the Police and Fire Union sponsor the two benches that will be in front of the memorial.

Minutes Acceptance: Minutes of Apr 18, 2018 6:00 PM (APPROVAL OF MINUTES)

Grand Blanc Concrete said they would like to donate. I am trying to track down information on the plans for the Memorial, that was already in place, as far back as 1999. I want to honor what Chief Hallstead's original thought process was.

Mr. Craig suggested opening this Memorial up to all first responders.

Mr. Wilson would like to replace the plants around the Veteran's Park.

Mr. Scharrer said September 21st through the 23rd is the State Fireman's Memorial Festival in Roscommon. I will be there and will look at their Memorial Park setup to get some different ideas. About 80% of the Firefighters in the state will be there. They have competitions. Our city usually does the extrication team which is cutting the vehicles apart.

3. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 7:15 PM.

Minutes Acceptance: Minutes of Apr 18, 2018 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 26, 2018

MINUTES

McDonalds

Burton Race Series

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 6:30 PM.

A. STAFF PRESENT

Jim Craig
Amber Shaw
Deb Newton
Tony Newton
Steve Welch
Laura Downing

B. PURPOSE OF THE MEETING

Memorial Day 5k

1. Site prep:

- Atherton School-Friday night 6 PM set up cafeteria
- Jim Craig-Pick up barricades on Friday
- Pick up milk and fruit on Sunday/put in Atherton school cooler
- Steve Welch-will ask Juanita if he can store water in the cooler
- Set up tables and signs Friday night (2 for late, 2 for late shirts, 2 for pre, 2 for pre shirts, 1 for volunteers, 1 for Jim's shirts and 1 for computer timing).

2. **Registration:** At City Hall and at Complete Runner. Registration opens at 7:30 AM.

3. **Awards:** Will be sent by May 5th through Maxwell Medals.

4. **Shirts:** Ordered May 10th through CreateMyTee. Will arrive the week before the race. Turvis's by May 9th and flowers-Overall M/F Run and Walk.

5. **Volunteers:** Will arrive at Atherton High School at 7 AM. Bentley students for water station, arriving at 8 AM. Atherton Students will help tear down, help on course and with handing out finishers medals and will arrive at 8 AM. Bendle Football Team, 5-8 students, will take care of garbage. American Heritage Girls will pass out water at finish line or front doors.

Burton Mile

1. Site prep:

- Registration at City Hall. Tables on the south side. And foyer area of City Hall.
- Talk with Police about setting up the start line, directing traffic and parade floats.
- Police will clear street before race begins.
- Memorial Day activities posted on City Hall website, City Hall Facebook and Newton Timing Facebook

2. **Registration:** At City Hall and Jim Craig will talk to school reps about promoting Burton

Minutes Acceptance: Minutes of Apr 26, 2018 6:30 PM (APPROVAL OF MINUTES)

Mile.

C. AUDIENCE PARTICIPATION

None.

THE NEXT BURTON RACE SERIES MEETING WILL BE HELD ON THURSDAY, MAY 10, 2018 AT 6:30 PM.

Meeting was adjourned at 7:30 PM.

Minutes Acceptance: Minutes of Apr 26, 2018 6:30 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 9, 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.

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

PLEDGE OF ALLEGIANCE WAS LED BY BOB WILSON.

A. CALL TO ORDER

Name	Title	Status	A
	Board Member	Absent	
t	Co-Chairman	Present	
	Chairman	Present	
more	Commissioner	Present	
n	Commissioner	Present	
ley	Councilwoman	Present	
eld	Board Member	Absent	
rrer	Commissioner	Present	
	Commissioner	Present	

B. STAFF PRESENT

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

C. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Apr 11, 2018 5:30 PM

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

2. Parks & Recreation Commission - Burton Memorial Parade & Activities - Apr 11, 2018 6:30 PM

Minutes Acceptance: Minutes of May 9, 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, Scharrer, Fallis
ABSENT:	Bauldry, Field

D. ADMINISTRATIVE REPORT

Ms. Warren stated we zero'd out on the budget for the Easter Egg Hunt.

Mr. Craig said I would like a detailed cost sheet on each event at least by January 2019.

E. PURPOSE OF THE MEETING

1. Memorial Day Activities

Mr. Wilson said the sign up sheets are available. We still need a commitment from the Scouts. I will need an update on the food trucks from Ms. Field. Nehring's Market has offered a \$1,000 donation.

Mrs. Warren said I would like to suggest putting Nehring's down for donating toward the fireworks. even though it's not the full amount that's needed. We still need donations for the fireworks. Rodeo Drive is confirmed for the band and the Judge has confirmed. Tony Newton will be meeting with the Police Department on the race times, etc. DPW will bring the platforms out. The commission will have to make a decision on the sponsorship amount for each sponsorship.

Other items needed: pick up food for the workers, volunteers and officers, volunteers and community service workers for the event and for the week before for grounds cleanup, donations,

Discussion on changing the time for the Memorial Ceremony at Veteran's Memorial Park from 5:00 PM to 6:00 PM next year. We will not be charged for the dunk tank and they will provide their own helpers for that.

2. Five Year Plan

Ms. Warren said the amendment is signed. Fleis and Vandenbrink will schedule the public hearing soon.

3. Trail Scoping-DNR Grant

Mr. Craig said I did a presentation at the Kiwanis meeting and they wanted a list of the vacant lots in Burton. They are looking into developing pocket parks on vacant property that the City of Burton owns. In particular, in the south end and close to the trail.

Mrs. Dunsmore stated Debbie Newton called her regarding this.

4. Committee Reports

None.

F. AUDIENCE PARTICIPATION

Mike Gwinn, Park & Recreation Burton Youth League Commissioner, said this will be my 13th year for the Burton Youth League. Sign ups will end this Friday and the season will start June 5, 2018. We play every Tuesday and Thursday through June and take a break the week of July 4th. The following week will be playoffs. Participation is down significantly this year, we are not sure why. Carman-Ainsworth's program folded and our program gained the remaining players. The last three years we have had about 425 kids. This year we have 325 kids and 77 kids came from Carman-Ainsworth. The first of March, we mailed all last year's player's a form for this year's Burton Youth League. The middle of February we delivered the forms to the schools to pass out. At the end of last year we offered an early pay discount. Only two people took advantage of that. We have advertised in the Burton View for a solid month. We have a Burton Youth League Website that has been running for at least 10 years. We have also extended the deadline to sign up. We have 24 teams, the same as last year but there is less kids on each team. We had to cancel the girls oldest softball division and the youngest division due to not enough participants. We put a few 11 year old girls in the younger division and the remaining 12,13 and 14 year olds got refunds. This is the first time, in my history with the Burton Youth League, that we had to eliminate an age group. The cost to play is maybe half of what other groups charge.

G. COMMITTEE DISCUSSION AND OR ACTION

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JUNE 13, 2018 AT 5:30 PM.

Meeting was adjourned at 6:25 PM.

Minutes Acceptance: Minutes of May 9, 2018 5:30 PM (APPROVAL OF MINUTES)



BURTON, MICHIGAN
BURTON PARK AND RECREATION COMMISSION
MEETING
MAY 9, 2018
MINUTES

Council Chambers

Burton Memorial Parade & Activities

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. COMMITTEE MEMBERS PRESENT

Bob Wilson, Chair
 Jim Craig
 Tina Conley
 Jeremy Scharrer
 Sue Warren

B. PURPOSE OF THE MEETING

1. PARADE

Mr. Wilson stated the parade lineup is at 1:00 PM, the Mile Run will start at 2:00 PM and the parade will start at 2:05 PM. I would like to have the Veteran's in line behind the City officials.

Mrs. Conley agrees that the Veteran's should be first along with the Manley's and the Mayor, then alternate between floats, organizations, politicians, etc. Break it up a little.

Mr. Craig said I am getting the golf carts from IMA Brookwood, that is confirmed. They would like the golf carts back by 7 PM on Memorial Day. We should make a decision by the next meeting, whether or not the Parks & Recreation will have a float in the parade this year. If so, we will need volunteers to decorate it. We could put up banners on both sides of the float with the sponsors names on it.

Mrs. Warren said she would call Smitty's Towing to pick up the golf carts.

Mr. Scharrer said I will have a Boy Scout Troop at Firestation #1, May 24th for community service. I could have them decorate the float. We just need a small trailer and I could store it at my house.

Ms. Warren said it was suggested to me to have the Burton Youth League kids walk in the parade.

2. HONOR GUARD

Everything is confirmed with the Marine Corp League, Detachment 155. They will be there at the beginning of the parade and during the Memorial Service.

3. VETERAN M/F OF THE YEAR

Mr. Wilson said the female Veteran of the Year is Karissa L. Robson. Ms. Robson joined the Navy in Oct. 2010. After high school, she attended boot camp and

Minutes Acceptance: Minutes of May 9, 2018 6:30 PM (APPROVAL OF MINUTES)

aviation school. She was assigned to the B5 division at the U.S. Theodore Roosevelt, CBN71, which is an aircraft carrier. She then went to Norfolk and now she is going to Mott Community College.

The male Veteran of the Year is myself, Robert Wilson, US Navy Retired. I Joined the Navy in 1971 and retired as first class petty officer, after 32 years of service. I served in Bosnia for five years. My last duty station was with the Teams.

4. CAR FOR VETS

Mr. Wilson said we are on track with Al Serra. They still need the flyer and the vehicle will be ready for me on Saturday and I will drop it back off to them on Tuesday.

5. BUDGET

The parade budget is \$20,000. Mr. Craig would like a breakdown on what everything is spent on.

6. INVITATION / SIGN-UP SHEETS

Invitation sheets are out and sign-up sheets are coming in.

7. SCOUTS

Mr. Craig will ask them again if they want to participate in the parade. There will be a information and sign up table for those interested in joining the Scouts.

8. VFW/DAV

Mr. Wilson stated I will be meeting with them a week before the parade.

9. FOOD

JayCee's will be selling and Ms. Field is checking on the food trucks.

10. MUSIC

Rodeo Drive will be playing at City Hall after the parade.

11. MILE RUN

Everything is all set with the Mile Run.

12. TRAFFIC CONTROL

The Police Department has been contacted regarding this.

13. BANDS

As of now, only the Atherton School Band will be in the parade.

C. AUDIENCE PARTICIPATION

None.

D. COMMITTEE DISCUSSION

Mr. Craig suggested putting requests on Facebook inviting the public to come to the meetings, and for sponsors and volunteers for the events.

E. THE NEXT MEMORIAL DAY PARADE COMMITTEE WILL MEET TUESDAY, MAY 15, 2018 @ 5 PM IN THE COUNCIL CHAMBERS.

Meeting was adjourned at 7:40 PM.

Minutes Acceptance: Minutes of May 9, 2018 6:30 PM (APPROVAL OF MINUTES)



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 15, 2018

MINUTES

Council Chambers

Burton Memorial Parade & Activities

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. STAFF PRESENT

Jim Craig
Bob Wilson
Jeremy Scharrer
Tony Lachcik

B. PURPOSE OF THE MEETING

1. PARADE: Parade lineup at 1 PM, Mile Run starts at 2 PM and the parade will start at 2:05 PM. The Shriner's want to bring the motorcycle drill team. Mr. Lachcik said you will not need generator's for the bounce houses, we will be all set up with electric and drop cords. Ms. Warren said I will check on the petting zoo and the dunk tank will be set up in the parking lot.

2. HONOR GUARD: Marine Corp League, Detachment 155 will be there at the beginning of the parade and during the Memorial Service.

3. VETERAN M/F OF THE YEAR: female Veteran of the Year is Karissa L. Robson and male Veteran of the Year is Bob Wilson.

4. CAR FOR VETS: by Al Serra.

5. BUDGET: \$20,000 and breakdown on expenditures.

6. INVITATION / SIGN-UP SHEETS: Will be accepted up to the last minute.

7. SCOUTS: Mr. Craig has invited all scouts to be in the parade. Mr. Wilson stated the VFW Post #2777 will have around 70 scouts to be in, and work the parade.

8. VFW/DAV: VFW will not be participating in the food sales.

9. FOOD: The DAV will be selling food from noon to 5 PM at City Hall. Jaycee's would like to sell ice cream or cotton candy. Ms. Warren said Holy Rosary would like to sell hot dogs. I told them they would have to wait until the DAV is done selling food. Ms. Warren will decide on the food for the workers.

10. MUSIC: by Rodeo Drive at 4 PM at City Hall.

11. MILE RUN: Mr. Craig will be meeting with the race committee to work out the details. Registration can be set up at city hall.

12. TRAFFIC CONTROL: This is all set.

Minutes Acceptance: Minutes of May 15, 2018 5:00 PM (APPROVAL OF MINUTES)

13. BANDS: Atherton Band is confirmed.

C. AUDIENCE PARTICIPATION

None.

D. COMMITTEE DISCUSSION

Mr. Wilson said the flags will be replaced at the Veteran's Memorial. The DAV will meet with us May 23rd at City Hall to discuss the health code procedures needed for selling food.

E. THE NEXT SCHEDULED MEMORIAL DAY PARADE COMMITTEE MEETING WILL BE HELD ON WEDNESDAY, MAY 23, 2018 @ 5PM IN THE COUNCIL CHAMBERS.

Meeting was adjourned at 8:00 PM.

Minutes Acceptance: Minutes of May 15, 2018 5:00 PM (APPROVAL OF MINUTES)



BURTON, MICHIGAN
BURTON PARK AND RECREATION COMMISSION
MEETING
MAY 23, 2018
MINUTES

Council Chambers

Burton Memorial Parade & Activities

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Robert Wilson at 5:00 PM.

A. STAFF PRESENT

Sue Warren, Parks & Recreation Director
 Bob Wilson, Chair

Bob Wilson
 Tina Conley, Council Representation

B. ADMINISTRATIVE REPORT

C. PURPOSE OF THE MEETING

1. PARADE: Parade lineup at 1:00 PM, Mile run starts at 2:00 PM, Parade starts at 2:05 PM.
2. HONOR GUARD: Marine Corp League.
3. VETERAN M/F OF THE YEAR: Karissa L. Robson and Robert Wilson.
4. CAR FOR VETS: Al Serra is donating a car for the Male and Female Veteran's of the Year to ride in the parade.
5. BUDGET: \$20,000
6. INVITATION / SIGN-UP SHEETS: Sent out
7. SCOUTS: Pack 160 VFW
8. VFW/DAV
9. FOOD: DAV and possibly Holy Rosary from 5-10 PM and JayCee's.
10. MUSIC: Rodeo Drive
11. MILE RUN: Starts at 2:00 PM
12. TRAFFIC CONTROL: Burton Police Department and 10 barricades from the County.
13. BANDS: Atherton High School

D. AUDIENCE PARTICIPATION

E. COMMITTEE DISCUSSION

Ms. Warren will order the floral arrangements and sponsor banners.

Mr. Wilson will get the sponsor money from Nehrings.

Minutes Acceptance: Minutes of May 23, 2018 5:00 PM (APPROVAL OF MINUTES)

Meeting was adjourned at 5:55 PM.

Minutes Acceptance: Minutes of May 23, 2018 5:00 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3866)

Meeting: 06/13/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

DOC ID: 3866

Five Year Plan



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 06/13/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

SCHEDULED

AGENDA ITEM (ID # 3867)

DOC ID: 3867

DNR Grant - Trail Scoping



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3869)

Meeting: 06/13/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.3

DOC ID: 3869

Memorial Day Activities Wrap Up

COMMENTS - Current Meeting:

Burton Memorial Day 5K

Burton Mile

Parade

Family Activities

Memorial Service

Candlelight Service

Fireworks

Budget



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3868)

Meeting: 06/13/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.4

DOC ID: 3868

Remainder of the year activities

COMMENTS - Current Meeting:

Assign / Confirm subcommittee chairs

Dates / Time Lines