



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JUNE 9, 2021

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. STAFF PRESENT

D. ADMINISTRATIVE REPORT

E. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - May 12, 2021 5:30 PM

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

- 1. Memorial Day Race Recap**
- 2. Memorial Day Event Recap**
- 3. 2021 Goals**
- 4. Fundraising Ideas**

- Harvest Market

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JULY 14, 2021 AT 5:30 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 12, 2021

MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Jeremy Scharrer at 5:33 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Kevin Burge	Commissioner	Present	
Sandra Talbot	Vice Chairperson	Present	
James Craig	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Chairperson	Present	
William Owens	Commissioner	Absent	
Greg Hull	Commissioner	Present	

B. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Greg Hull.

C. STAFF PRESENT

Amy Clous, Parks and Recreation Director
Lindsey Bice, Records Tech

D. ADMINISTRATIVE REPORT

Mrs. Clous stated it's good to see everyone in person. We are still taking applications for Burton Youth League. We have a lot of kids, 17 teams right now. We did change the ages, it is now boys 9U and boys 12U. We also have t-ball and girls 11U. If anyone would like to still play there is no late fee. It is \$45.00 for t-ball and \$65.00 for softball. Memorial Day is well on its way. We have lots of sponsors and lots of activities. It is going to be a lot of fun and I don't want any of you to miss it. We have a new member, please welcome Greg Hull to the Parks and Recreation Commission.

Mr. Scharrer stated to Mrs. Conley, you have asked me about the budget. That is one thing we might want to keep in mind as Mrs. Clous and I are going through stuff for Youth League. Unfortunately, we have had to throw a lot of stuff away as it has sat back there for a year and critters have made homes within the items. It was disgusting. There was equipment back there from when Burton Youth League started that will need updating. Something to think about when we are talking about budget.

Mr. Craig asked does that come out of our budget or is Burton Youth League a separate line item?

Discussion ensued regarding Burton Youth League budget.

Mrs. Clous stated some of the items we will be getting rid of are the helmets, which were donated. We've been spraying the hats out and then putting them back in the bins. It has to get a little more organized back there.

E. APPROVAL OF MINUTES

A. Parks & Recreation Commission - Regular Meeting - Mar 17, 2021 5:30 PM

RESULT:	ACCEPTED [7 TO 0]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Sandra Talbot, Vice Chairperson
AYES:	Burge, Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer
ABSTAIN:	Hull
ABSENT:	Owens

F. AUDIENCE PARTICIPATION

No audience participation.

G. COMMITTEE DISCUSSION AND OR ACTION

1. Memorial Day

A. Race

- Times
- Items needed

Mr. Craig stated for the Memorial Day Race, we are going with the maximum of 300 people. We are going with a virtual option and a live option. There will be no on-site registration, so you must pre-register. The only sponsor will be Hurley and we are not having any volunteers.

Mr. Scharrer asked if there is anything needed.

Mr. Craig stated we have everything we need. We are just waiting for the day to get here.

Mr. Burge asked if they need help with packet handout. Do you go through Complete Runner?

Mr. Craig stated our committee is usually there but we are not going to turn anybody down.

Discussion ensued regarding plans for a packet pickup at Complete Runner in Grand Blanc.

B. Agenda and Events

- Schedule
- Planning Member Attendance

Minutes Acceptance: Minutes of May 12, 2021 5:30 PM (APPROVAL OF MINUTES)

Mr. Scharrer stated there will be a whole bunch of events going on all day long for Memorial Day. They are having a committee meeting tomorrow and will most likely be having one the following week as well, each Thursday at 8:00AM. Parade lineup will begin at 1:00PM and the parade will begin at 2:00PM up to City Hall. There will be a lot of similarities to the way things have always been, not a lot has changed. The kids area will be in front of the police station and the concert will be out back of the police station. There will be a car show in the City Hall parking lot and a helicopter will land in the front lawn. They aren't giving rides but it will be like a touch-a-truck event where the kids can come up and look. We are working on getting Ladder 1 out here too so the kids are able to take a look at that as well. There will be an air show before the candlelight ceremony. The fireworks will be twice the size as they have ever been. If anyone would like to help, please let us know. We will be here setting up the parade route, getting bounce houses where they need to be, and volunteers where they need to be. We have a local church that is bringing in a bunch of volunteers. Parks and Recreation's role is to facilitate those volunteers. Please let Amy or myself know if you will be there to help with volunteers. We are asking volunteers to be here at 10:30AM on Memorial Day.

C. Float

Mr. Scharrer asked if anybody has any ideas for a float or if anyone would like to help take the project on.

Mrs. Conley stated I was going to start the float myself but was unsure if the event was going to be on. I did not want to start the project if it wasn't a sure thing. If we want to start something, I can help someone.

Mr. Scharrer asked if anybody has time to help him put a float together on the 29th.

Mrs. Talbot stated with her work schedule she doesn't have a lot of extra time to spare.

Mr. Scharrer stated we can do evenings to accommodate everybody. We can put the trailer up at the fire station so we have somewhere to store it at night. The next issue is, we need somebody to pull it in the parade. Mrs. Dunsmore, do you have anyone that can walk with it?

Mrs. Dunsmore stated we have been trying to keep everything low key so that we can just finish the school year.

Mrs. Talbot suggested having the volunteers from the church walk with the float to pass out candy.

Mr. Craig asked about the construction on Center Road.

Mrs. Clous stated Consumers has already stated it will all be taken care of and cleared out of there before Memorial Day.

Mr. Scharrer stated I will work on getting a time so we can start putting together a small float like we've always done. Maybe the Thursday or Friday before Memorial Day at Station 1.

Mrs. Dunsmore asked, will we be riding on the float or walking with it?

Mr. Scharrer stated most likely walking with it because it will be a small float this year. We will do it on Friday the 28th at 6:30PM at Burton City Fire Station 1.

Mr. Burge asked if we have any Shriners signed up to be in the parade.

Mrs. Clous stated I am not positive, I have the list up in my office. I do know the Shriner clowns will be there.

D. Next Committee Meeting

2. 2021 Goals for the Remainder of the Year

Mr. Scharrer stated according to our bylaws, we are supposed to set goals for ourselves every year. I want everyone to think about some goals to go over for the remainder of the year for our next meeting. Stuff that we are able to do for our parks.

Mr. Wilson asked, what is the status of the trail system?

Mrs. Clous stated we have nothing yet. I applied for a grant but got denied. I know that Amber has been working on things now.

Mr. Craig discussed the previous plans of the bike trails through Burton which would connect from Grand Blanc to Flint.

3. Parks Reports

- Veterans Park

Mrs. Conley stated we are cleaning up Veterans Park for Memorial Day if anyone wants to help volunteer.

Mr. Scharrer stated we have the cleanup scheduled for Saturday at 1:00PM. Who is able to make it Saturday?

Mr. Burge asked, what do we need on Saturday?

Mr. Scharrer stated we need leaf blowers, rakes, spade and flat shovels, brooms, wheelbarrows, leaf bags, and gardening shears. I am meeting with Buck to see if we can get access to power and water. Thank you to Stephanie and Greg Fenner, we have wood chips coming in that were donated from Rock Bottom along with some possible soil. Can we look into getting the sprinkler system and lights working again?

Mrs. Clous stated the fountain is going to be turned on Monday. I will check on the lights.

Mr. Wilson stated there's a water spicket right next to the water fountain.

Mr. Craig stated I will come power wash it whenever we get water.

Mrs. Conley stated I would like to get the flower beds all set before we begin power washing so we don't get all wet.

Mr. Burge stated it would probably be better to do it before so chemicals do not get sprayed onto the flowers.

Mrs. Clous suggested doing the power washing on Friday.

- Settlement Park

Mrs. Talbot stated there are a whole bunch of baby geese out there.

- Kelly Lake Park

Mr. Craig stated the roof on the one pavilion looks a little rough, it might just need shingling.

Mrs. Conley stated she mentioned it at a council meeting and they said it was a minor thing but they will get over there and take care of it.

Mr. Craig stated the boardwalk and the Kiwanis Crossing both need to be stained at some point because they are looking very weathered. There are 14 picnic tables, six benches and a bike rack that could all use some paint. One of the picnic tables could actually be re-boarded. It seems like this would be too much work for us but maybe a good Eagle project.

- Fireman's Park

Mr. Burge stated Fireman's Park is good.

- Water Tower Park

Mrs. Conley stated we have been talking about a fence over at Water Tower Park. I took this to council and I wanted to get everybody's opinion over here. I want to put the wrought iron in front and the sides will be the plastic-coated fencing. The flower bed will be removed so we could put a 12-foot gate there that way when it's time to bring the Christmas tree in or wood chips we won't have to wheelbarrow them in. I think the proper thing to do would be to vote on it.

Mr. Craig asked, will this come out of Parks and Recreation budget or council budget?

Mrs. Conley stated it will come out of the Parks and Recreation budget that we did not use from the events like Trick-or-Treat Trail and Easter Egg Hunt that did not take place. If we do not use that money, it will go back to the General Fund.

Mr. Craig asked if we should get the bid first so that we have the numbers.

Mrs. Conley stated it's a sealed bid. We will not have anything to do with that.

Mr. Craig stated so we will not know how much it's going to be.

Mrs. Conley asked, did they already have a bidding regarding the fence?

Mrs. Clous stated there was a small charge that came out regarding something along those lines. I will have to look more into it to find out.

Mrs. Conley stated I did not know if they bid it out already or not. If we can vote on it tonight then it can go to the council and it will be all done.

Mr. Craig stated we have to have some type of estimate on how much the dollar amount can go up to.

Mr. Scharrer stated what we got a bid on was the front of the fence, which is facing Bristol Road. It would be a heavy-duty aluminum or possible wrought iron type structure that would be pushed back 10ft further from the road. This would place the fire hydrant outside of the park like it should be. The rest of the fence would be the black chain-link, like it is now, but it would be pushed in two feet on each side to give the snow plows a little more room.

Mr. Craig asked, do we have any rough idea of what it will cost at all?

Discussion ensued on what the fence may cost.

Mr. Hull suggested making a motion to approve the fence as long as the cost does not go over the unallocated dollar amount.

Mrs. Talbot stated if the fence costs more, then we don't get the fence.

Mr. Craig asked, how are we going to pay for it if we don't have the money? Ask council if they will transfer funds to us for it? I don't know how they will feel about that.

Mrs. Conley stated the council is all for it, I can tell you that. I just want you all to okay it.

Discussion ensued regarding where extra funds will come from if needed for the fence.

Mr. Craig stated I think we should go along the lines of where Mr. Hull was going. Let's make a motion to approve the fence for the remaining funds and if it goes over we can go to council and ask them how to handle that. I am all for the fence, I just want to make sure we do it right.

Mr. Scharrer asked for a motion.

Mr. Craig motioned to utilize all unallocated Parks and Recreation funds from this fiscal year 2020-2021 towards the cost of the fence at Water Tower Park and if the amount goes over what we have, if council is willing to use funds from the General Fund to approve that.

Mr. Hull stated can we say that the Parks and Recreation Board strongly supports the fence at Water Tower Park and is willing to allocate any unspent funds from fiscal year 2020-2021 to the project?

Mrs. Dunsmore stated that sounds good.

Mr. Burge suggested calling fence companies tomorrow.

Mr. Craig asked if we have to have the money spent by June 30th or just have a purchase order by June 30th?

Mrs. Clous stated I am not sure, that would be a question for our purchasing agent. I will ask her tomorrow.

- a. Motion to utilize all unallocated Parks and Recreation funds from this fiscal year 2020-2021 towards the cost of the fence at Water Tower Park and if the amount goes over what we have, if council is willing to use funds from the General Fund to approve that.

RESULT:	CARRIED [7 TO 1]
MOVER:	James Craig, Commissioner
SECONDER:	Christina Conley, Councilwoman
AYES:	Burge, Talbot, Craig, Dunsmore, Conley, Scharrer, Hull
NAYS:	Wilson
ABSENT:	Owens

4. Events Discussed and Planned Three Months in Advance

- Trick-or-Treat Trail to begin in July

Mr. Scharrer stated I would like to start discussing events three months in advance. Especially right now with events that have not happened in over a year. We're going to start discussing Trick-or-Treat Trail here in July, that way we know we are prepared. I would like to start fundraising for the parks that are not done, if anybody has any ideas, I'd like to hear them.

Mrs. Conley stated we could have a bake sale on Memorial Day.

Mr. Hull stated I think I could be helpful on those fronts. I was in charge of fundraising for Habitat for Humanity, I ran our foot race so I am sure I have some ideas that could be helpful. I have done grant writing, I would be happy to help with the grant writing as well.

Mr. Craig stated it looks like you just found your fundraising chair.

Mrs. Clous asked, who is in charge of Trick-or Treat Trail?

Mr. Craig stated it was Toby so by default it would go to Kevin. The reason for that is the Bentley representative connection. But that is up to Jeremy now.

Mr. Scharrer stated I am okay with that if Kevin would like to do it.

Mr. Burge stated it is fine with me. What date does it fall on?

Mr. Wilson stated it is the weekend before Halloween.

Mrs. Clous stated it is the 23rd of October.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JUNE 9, 2021 AT 5:30 PM.

Meeting was adjourned at 6:30 PM.

Minutes Acceptance: Minutes of May 12, 2021 5:30 PM (APPROVAL OF MINUTES)