



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 12, 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

A. Parks & Recreation Commission - Regular Meeting - Mar 17, 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

A. Race

- Times
- Items needed

B. Agenda and Events

- Schedule
- Planning Member Attendance

C. Float

D. Next Committee Meeting

2. 2021 Goals for the Remainder of the Year

3. Parks Reports

- Veterans Park
- Settlement Park
- Kelly Lake Park

- Fireman's Park
- Water Tower Park

4. Events Discussed and Planned Three Months in Advance

- Trick-or-Treat Trail to begin in July

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



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MARCH 17, 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 5:30 PM.

A. MEETING INFORMATION

Burton Parks and Recreation Commission Meeting
Hosted by Racheal Boggs

<https://cityofburton.my.webex.com/cityofburton.my/j.php?MTID=mf4b061725596e175b9d99e5ca9229d88>

Wednesday, Mar 17, 2021 5:30 pm | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 182 335 9776

Password: Parks123 (72757123 from phones and video systems)

Join by video system

Dial 1823359776@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-415-655-0001 US Toll

Access code: 182 335 9776

B. CALL TO ORDER

Board members attending through the virtual forum must state their name and physical location.

Mrs. Talbot, Burton, MI

Mr. Scharrer, Burton, MI

Mrs. Conley, Burton, MI

Mr. Craig, Burton, MI

Mr. Wilson, Burton, MI

Attendee Name	Title	Status	Arrived
Kevin Burge	Commissioner	Late	5:45 PM
Sandra Talbot	Vice Chairperson	Remote	
James Craig	Commissioner	Remote	
Debra Dunsmore	Commissioner	Absent	
Robert Wilson	Commissioner	Remote	
Christina Conley	Councilwoman	Remote	
Jeremy Scharrer	Chairperson	Remote	
William Owens	Commissioner	Absent	

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Jim Craig.

D. STAFF PRESENT

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

E. ADMINISTRATIVE REPORT

Mrs. Clous stated happy Saint Patrick's Day to everyone. Memorial Day is well on its way. We are working on getting the flyers out for the Burton Youth League. Craig Lantern, who was our previous Commissioner, has stepped down so we are looking for a new Commissioner to fill that position.

1. Revenue and Expenditure Report 2/28/2021

F. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Feb 10, 2021 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Talbot, Vice Chairperson
SECONDER:	James Craig, Commissioner
AYES:	Talbot, Craig, Wilson, Conley, Scharrer
ABSENT:	Burge, Dunsmore, Owens

G. AUDIENCE PARTICIPATION

Public comment may be sent to: publiccomment@burtonmi.gov. Comments received prior to the meeting will be read into the record.

No audience participation.

H. COMMITTEE DISCUSSION AND OR ACTION**1. Memorial Day Race and Event**

Mr. Craig stated we had a get-together yesterday regarding the Memorial Day Race to feel out where everyone is at. Councilman Smith has been talking with the Mayor and we have the approval to go live. Race2Grace, Memorial Day, and Veterans Honor Run are all going live. We will be doing social distancing. Other than registration, we will not be having volunteers on site. We will not be inside of the school's, only outside, and we'll be bringing our own tables to set up. We will not be doing day of registration, so we are going to be encouraging runners to do their pack and pick up at Complete Runner in Grand Blanc. There will be no water stations on course but we will have bottled water at the finish line. The runners will take off in separate waves instead of all at once. There will be a virtual option as well but those runners will not be able to get a place medal. The Veterans Honor Run is being pushed back until the 13th because of scheduling conflicts, they do not have any timers available that weekend. Is there still a sound system that we can use for that race?

Mrs. Clous stated, yes.

Mr. Craig asked about different vendors for porta potty cost.

Minutes Acceptance: Minutes of Mar 17, 2021 5:30 PM (APPROVAL OF MINUTES)

2. Park Clean-up

Mr. Scharrer stated I am planning a park cleanup for Water Tower Park on Sunday at 1:30 p.m. We need to get the lights down before they start mowing the lawn.

3. Appointment of Parks Representatives:

Mr. Scharrer stated we have five parks and eight members. I would like to get each member assigned to keep an eye on a park every month. I walked through Fire Station 2 the other day and it looks good. I have heard that our Kelly Lake Park will need a new pavilion soon. I know Tina has mentioned getting Veterans Park cleaned up soon.

Mrs. Conley stated I'll look over Veterans Park and Water Tower Park and get all the mums out of there. There is a lot to do at Veteran's Park but we need to wait to go over the budget before we decide what we're going to do there. I know they want to add on to that park and were planning on having some fundraiser's for that, which all got put on hold due to Covid. I would like to see everything taken out and get completely redone. Maybe a sprinkler system put in.

Mr. Wilson stated I would be happy to help you with that. We can designate a certain area for flowers.

Mrs. Conley stated I would like if we could have our meetings at a park to clean up as well as discuss what's going on instead of being up at City Hall all the time. Jeremy and I have been discussing wanting to see a fence get put around Water Tower Park with the money that did not get used from the events that were cancelled last year due to Covid. We could also use that money to put some new picnic tables up, if anyone has a wish list on how that money should be spent let's get that together.

Mrs. Talbot asked, does anyone know what happened to the picnic tables we were supposed to get at Settlement Park?

Mr. Scharrer stated it is on my list.

Mr. Craig volunteered to watch over Kelly Lake Park. Amy, did you get contacted last year regarding the boat races at Kelly Lake Park?

Mrs. Clous stated yes, they did contact me. I had to tell them we couldn't do it last year because of Covid. They have not contacted me yet this year.

Mr. Craig stated they usually have an event in June and in August. If they call, just make sure they don't try to have their event the second weekend in June. That weekend is the DNR's free fishing weekend.

Mr. Scharrer ask Mrs. Talbot if she would like to watch over Settlement Park with him.

Mrs. Talbot stated, yes.

Mr. Scharrer asked who would like to keep an eye on Fireman's Park.

Mr. Burge stated he can look over Fireman's Park.

Mr. Craig stated it would be a good idea for Mr. Burge to get with Bentley Schools and see if there are any NHS kids or Scouts that need to get hours or advancement in rank to help volunteer with the park.

- a. **Veteran's Memorial Park**
- b. **Water Tower Park**
- c. **Fireman's Park**
- d. **Settlement Park**
- e. **Kelly Lake Park**

4. Budget Line Item for Parks Maintenance, Development and Beautification

Mr. Scharrer stated we have a parks maintenance line which I believe covers cutting the grass. As we've discussed there are more things that need to be done, such as the roof. I would like to come up with a new line or change this line to Maintenance, Development and Beautification. This way we are not always going to the community to ask for donations to paint the parks, fix the roof or buy plants when we know that the gardens need to be done.

Mr. Craig asked if there is still a capital expenditure account that could go towards the roof. There used to be a budget line for improvements.

Mrs. Clous stated I believe there is. I will check and see what is in there.

Mr. Scharrer stated I am not seeing it in the attachment on the agenda.

Mr. Craig stated it may have got cut in the previous budget cuts. Maybe Tina can relay this to the council.

Mrs. Conely stated that is what I'm here for, I would have never known that the roof needed to be fixed at Kelly Lake Park unless it was brought up tonight. I absolutely need to bring that up to inform Council.

Discussion ensued regarding erosion at Kelly Lake Park and capital expenditure account.

Mr. Burge asked if anybody has ever power-washed the memorial.

Mrs. Conely stated I believe they power wash that every Memorial Day Parade. There is some money in the Veterans Park, I believe we were going to do more fundraiser's this year because they wanted to put another wall up due to so many names needing to be added.

5. Past Business

Mr. Scharrer stated the past business I wanted to discuss was the picnic tables that we've already brought up.

Mrs. Conley asked how many picnic tables were you thinking about?

Mr. Scharrer stated one or two.

Mrs. Conley asked didn't you want them for Settlement Park?

Mr. Scharrer stated yes that's where we are looking into getting them.

Mrs. Conley asked if there is a picnic table at Fireman's Park on Belsay Road.

Mr. Scharrer stated there are built-in picnic tables at the Belsay Road and Bristol Road parks.

Mrs. Conely stated so just one or two then. I will get a price on them and bring it back to you.

Mr. Burge asked about the Eagle Scout project.

Mr. Craig stated that's a really good idea. I will get back to you on that.

Discussion ensued regarding Eagle Scout Projects.

Mr. Scharrer stated I know lawn maintenance was an issue last year due to Covid. We have talked about bidding it out in the past, we need to get a hold of DPW to see if they can handle that or are okay with doing it. The past couple years Settlement Park has got to the point where you were not even able to see the benches and then they come through to brush hog and it looks terrible. I know that is not the only park they are not able to keep up on due to not having the man power.

Mrs. Conely asked if they hire summer help to keep up on the lawn maintenance.

Mr. Scharrer stated yes but I don't know if that was a Covid issue last year and is why they got so far behind on it. That's why we need to ask and look into this.

Mrs. Conely asked, if they hire someone for the summer are they doing the yards that residents get behind on or are they doing the parks and the fire stations?

Mr. Craig stated they're supposed to do both.

Mr. Burge asked, who empties the trash cans at the parks?

Mr. Scharrer stated that's all part of the maintenance. The last thing on my list was the land at the north end of Settlement Park where the Goodie Barn used to sit. At one time, we were looking into acquiring that land.

Mr. Craig stated that was for parking, correct?

Mr. Scharrer stated, correct. I believe that is what we were talking about. Then attendees would park away from the main road.

Discussion ensued regarding off road vehicles at Settlement Park and setting up meetings with the DNR and the Flint Water Shed.

Mrs. Talbot asked if anyone knows who owns that lot at the end of Settlement Park.

Mr. Scharrer stated last time we looked into it, it was the land bank.

Mrs. Talbot asked, why is our DPW mowing it then?

Mr. Scharrer stated that is what we would need to look into, if that was acquired and it is now ours. It is all Class A Floodplain, they will never be able to build on it again.

Mrs. Clous stated I will be able to find out who owns it.

Discussion ensued regarding who owns the property north of Settlement Park.

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

Meeting was adjourned at 6:15 PM.

Minutes Acceptance: Minutes of Mar 17, 2021 5:30 PM (APPROVAL OF MINUTES)