



# **CITY OF BURTON**

## **BURTON PARK AND RECREATION COMMISSION MEETING**

**MAY 9, 2018**

### **AGENDA**

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**Council Chambers**

**Regular Meeting**

**5:30 PM**

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

**THIS MEETING WAS OPENED BY**

**PLEDGE OF ALLEGIANCE**

**A. CALL TO ORDER**

**B. STAFF PRESENT**

**C. ADMINISTRATIVE REPORT**

**D. APPROVAL OF MINUTES**

1. Parks & Recreation Commission - Regular Meeting - Apr 11, 2018 5:30 PM
2. Parks & Recreation Commission - Burton Memorial Parade & Activities - Apr 11, 2018 6:30 PM

**E. PURPOSE OF THE MEETING**

1. Memorial Day Activities
2. Five Year Plan
3. Trail Scoping-DNR Grant
4. Committee Reports

**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, JUNE 13, 2018 AT 5:30 PM.**



# CITY OF BURTON

## BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 11, 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 5:32 PM.

THIS MEETING WAS OPENED BY JIM CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY GENEVIEVE FIELD.

#### A. CALL TO ORDER

| name | Title        | Status  |  |
|------|--------------|---------|--|
|      | Board Member | Excused |  |
| t    | Co-Chairman  | Present |  |
|      | Chairman     | Present |  |
| ore  | Commissioner | Excused |  |
|      | Commissioner | Present |  |
| ley  | Councilwoman | Absent  |  |
| eld  | Board Member | Present |  |
| rer  | Commissioner | Present |  |
|      | Commissioner | Absent  |  |

#### B. STAFF PRESENT

Sue Warren, P&R Director  
Marcy Kimball, Clerk's Office

#### C. ADMINISTRATIVE REPORT

The Burton Jaycees said they would like to be in the Memorial Day Parade. They would like to sell cotton candy or ice cream. I received a request from a non-resident that was in the military asking about putting her name on the Veteran's Wall. Her father and grandfather's names are on there.

Ms. Talbot said we have never had any regulations on this.

Mr. Wilson said as long as they served in the service, there is no stipulation on what your qualification is. I would say if you served 180 days with good conduct you can have your name on the wall.

Mr. Craig asked Ms. Warren to find out if there are any printed guidelines and protocol and any particular person that is in charge of this now. If not, Bob Wilson could be in charge of this.

Ms. Warren asked about resurfacing or refacing the pavers at the Memorial. I have a donation from Waste Management to go toward this. This is separate from their annual \$5,000 donation each year for community events. I have the expenditure report through the

Minutes Acceptance: Minutes of Apr 11, 2018 5:30 PM (APPROVAL OF MINUTES)

end of March, and the forms for the Burton Mile Race, Burton Youth League and Memorial Parade.

Mr. Wilson said this is where they encase the brick with the people's name, branch of service and dates of service.

Mr. Craig said if someone donates money for a specific purpose it has to stay with that account. Last year, the Waste Management representative said that they wanted to donate \$5,000 as a sponsor for the Veteran's Honor Run. They ended up donating \$300 for this event. We should be looking at the expenditure report at each meeting.

Ms. Warren said I will go over individual budgets now, based on our request. We have a separate budget now for the Burton Youth League, Veteran's Memorial Park, Cancer Survivor Park, Memorial Day Race, Veteran's Honor Run, Patriot Run and Burton Race Series. After separating this out, that left the Parks & Recreation recommended budget at \$108,200 for next year. This year's budget for the Parks & Recreation events was \$5,000. This was reduced to \$3,000. Trick or Treat was reduced to \$4,500. Easter Egg Hunt stayed the same. The movie expenditure zero'd out. Pizza with Santa went down to \$2,500. Training and memberships stayed the same. Memorial Day stayed the same, contractual services is \$10,000 and DNR Grant is \$10,000.

#### D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Burton Memorial Parade & Activities - Feb 19, 2018 5:00 PM

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Sandra Talbot, Co-Chairman             |
| <b>SECONDER:</b> | Robert Wilson, Commissioner            |
| <b>AYES:</b>     | Talbot, Craig, Wilson, Field, Scharrer |
| <b>ABSENT:</b>   | Conley, Fallis                         |
| <b>EXCUSED:</b>  | Bauldry, Dunsmore                      |

2. Parks & Recreation Commission - Regular Meeting - Mar 21, 2018 5:30 PM

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Sandra Talbot, Co-Chairman             |
| <b>SECONDER:</b> | Robert Wilson, Commissioner            |
| <b>AYES:</b>     | Talbot, Craig, Wilson, Field, Scharrer |
| <b>ABSENT:</b>   | Conley, Fallis                         |
| <b>EXCUSED:</b>  | Bauldry, Dunsmore                      |

#### E. PURPOSE OF THE MEETING

1. Memorial Day Events

Mr. Wilson stated we have the male and female veteran of the year, honor guards, truck from Al Serra, budget \$20,000, invitations ready to be passed out, scouts and food. The Memorial Service will be at 7:00 PM and I have the speaker. As far as the fireworks, we need permits and sponsors.

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Mrs. Warren suggested using the band, Rodeo Drive. We need to make sure that anyone sponsoring write specifically what event it is for on the check.

Mr. Scharrer said I am still working on the band.

Ms. Field suggested that a food truck set up at the corner of Bristol and Center during the parade and at City Hall after the parade.

Mr. Wilson said they would need to wait until after 5:00 PM to set up at City Hall. We will already have DAV and VFW there selling food for a fundraiser. It would be nice to have food available between 5:00 PM until after the fireworks.

Mr. Craig suggested a food truck competition.

#### 1. Easter Egg Hunt

|                 |                                        |
|-----------------|----------------------------------------|
| <b>RESULT:</b>  | <b>TABLED [UNANIMOUS]</b>              |
| <b>AYES:</b>    | Talbot, Craig, Wilson, Field, Scharrer |
| <b>ABSENT:</b>  | Conley, Fallis                         |
| <b>EXCUSED:</b> | Bauldry, Dunsmore                      |

#### 2. P&R 5-Year Plan updates

Mr. Craig said we are waiting to hear from Lisa Easterwood from Fleis & VandenBrink for updates on the 5-Year Plan and the Trail.

Ms. Warren said I sent her a reminder just today.

#### 3. Trail scoping update

None.

#### 4. Committee updates

Ms. Talbot stated the Easter Egg Hunt went off very well.

Ms. Field said snapchat was used a few times.

Mr. Sharrer said the May 16, 2022 will be the City's 50th anniversary of becoming a city. We should keep this in mind. It is right before our Memorial Day event and maybe we could do something for this.

Mr. Wilson stated Nov. 11, 2018 will also be the 100th anniversary of Treaty of Versailles and the end of world war one. We could do something at this year's Veteran's Honor Run event.

### F. AUDIENCE PARTICIPATION

None.

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, MAY 9, 2018 AT 5:30 PM.**

Meeting was adjourned at 6:32 PM.

Minutes Acceptance: Minutes of Apr 11, 2018 5:30 PM (APPROVAL OF MINUTES)



**BURTON, MICHIGAN**  
**BURTON PARK AND RECREATION COMMISSION**  
**MEETING**  
**APRIL 11, 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 6:42 PM.**

**A. COMMITTEE MEMBERS PRESENT**

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

**B. PURPOSE OF THE MEETING**

**1. Parade**

Mr. Wilson said Walt Disney called the DAV two days ago. They are offering the property across from the DAV to them. I will give the dealership that is loaning us a vehicle, a copy of the event flyer. The Navy flag needs to be replaced at the Memorial Park.

Ms. Warren stated the DPW Director has asked me about replacing the flags. He would like it done before Memorial Day. It is our responsibility to replace these. I have asked DPW about the road repair, street sweeping and fencing and am waiting for a response. I am also working on the newspaper ad.

Mr. Scharrer said he is still working on the Swearing In Ceremony. I am working on a float and can help with the parade lineup.

Mr. Craig said we should have a P&R float in the parade this year. We are looking for volunteers to help with this.

**2. Honor Guard**

Marine Corp. Group for Parade and the Honors at the Memorial.

**3. 3682 : Veteran M/F of the Year**

Karissa L. Robson, Navy and Robert E. Wilson, U.S.N. Retired

**4. Cars for Vets**

A car will be donated from Al Serra for the Veterans of the year, parade event.

**5. Budget**

The budget for this event is \$20,000.

**6. Invitation/sign-up sheets**

Ms. Warren is working on this.

**7. Scouts**

Minutes Acceptance: Minutes of Apr 11, 2018 6:30 PM (APPROVAL OF MINUTES)

Possible volunteers

8. VFW/DAV

The VFW/DAV will be selling food after the parade until around 4 PM.

9. Food

Ms. Warren suggested reaching out to the Booster Clubs and see if they want to sponsor a food tent. They could raise money and we could take a percentage. They could also have a bake sale. They would be working for donations, where a food truck would not be. I will send out a copy of the flyer and event form to the board member so they can share this with others.

Mr. Craig said we could have a food truck competition. I think this would draw many people in. The Boosters could still have a bake sale.

Mr. Wilson said the VFW/DAV will be selling food after the parade until around 4 PM. Therefore, whatever food trucks we have should start around 4-5 PM and they can sell until after the fireworks show.

10. Music

Sue Warren said she will checking on a band to play at City Hall after the parade.

11. Mile Run

We will need to get into the school by 6:30 AM to set up. We need to ask if we can use one of their walk in coolers to store the milk. We may also need to borrow their freezer. We should be out of there by before noon.

12. Traffic Control

Police, Fire Department and golf carts. Mr. Craig will follow up on the golf carts from Brookwood and with Smitty's Towing for pick up and drop off. They usually let us use their flatbed for the speakers.

13. Bands

Ms. Warren said Atherton High School band will play, possibly from 4-8 PM.

**C. AUDIENCE PARTICIPATION**

None.

**D. COMMITTEE DISCUSSION**

Other items discussed:

Order candles for the ceremony, two to three porta potties and newspaper ad. Band will need tents and chairs.

Activities at City Hall:

Possibly a water park, dunk tank, food truck competition after 4 PM, DAV/VFW selling food from 1-4 PM.

Mr. Craig said I will ask Mr. Dombroski if he wants to be the MC. I will post on facebook that the Memorial Day Committee is looking for volunteers.

Meeting was adjourned at 7:46 PM.

Minutes Acceptance: Minutes of Apr 11, 2018 6:30 PM (APPROVAL OF MINUTES)





**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 3746)**

Meeting: 05/09/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

**E.1**

DOC ID: 3746

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## Memorial Day Activities



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 3747)**

Meeting: 05/09/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

**E.2**

DOC ID: 3747

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## Five Year Plan



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 3748)**

Meeting: 05/09/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

**E.3**

DOC ID: 3748

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## Trail Scoping-DNR Grant



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 3749)**

Meeting: 05/09/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

**E.4**

DOC ID: 3749

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## Committee Reports