



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 13, 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 5:46 PM.

PLEDGE OF ALLEGIANCE LED BY BOB WILSON

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Absent	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Absent	
William Owens	Commissioner	Absent	

B. STAFF PRESENT

Bette Bigsby, Acting Clerk
Lindsey Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mrs. Bigsby introduced Ms. Bice as our new Records Tech.

D. APPROVAL OF MINUTES

None.

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail Recap

Discussion about the trails success and talk of doing the trick or treat trail again next year.

Mr. Scharrer suggested combining trails, possibly with Elga due to there being so many trick or treat trails.

Mr. Craig guessed that Elga would not be interested in combining trails because it is a marketing thing for them.

Mr. Scharrer stated that many guests did not want to stay for the cider and cookies at our trick or treat trail because they were on their way to another.

Mr. Craig asked if anyone on the committee had heard any feedback from the vendors that were set up.

Mrs. Conley stated that her niece did well selling cookies.

Mrs. Bigsby stated she received a few e-mails from vendors stating they did really well.

Mrs. Dunsmore stated she was not present but did hear that everything was really great.

Mr. Craig asked if we have the trick or treat trail next year and stated he believes yes we should. Stated it will start out slow but after a couple years once the word gets out he expects more people to be present.

2. Veterans Honor Run Recap

Mr. Craig discussed the race, started by addressing the article in the paper. Thanked Mr. Wilson for being there. There were two highlights of the race which began at 11:11 on Saturday. First highlight was the rucksack that was filled with food to donate to the veterans. One of the runners had left a message early that morning stating they were going to run with a rucksack to fill with food to donate to the Veterans. Stated he will be giving the large box of food he has to Mr. Wilson to donate to the Veterans. He has received many comments from other runners and participants that they would like to donate food next year. Stated that sometimes the best ideas come from our participants and that we have to be smart enough to take their suggestions.

Mr. Wilson asked about the time of one on the participants.

Mr. Craig stated it was 2 hours and 34 seconds.

Mr. Scharrer asked if the route was better.

Mr. Craig stated it was controlled better, they came down Vassar to Milano. They will look at that and see. Suggested putting a time limit on the race to an hour and a half and then having to open the roads back up. Went on to talk about Tom Salvador who is an Army Veteran, he was pushed in his wheelchair for the race. He as well as the man who pushed him received the challenge coin, this was the seconds highlight story of the race. They are still trying to figure out how much was made. Stated they still have a few things coming in and going out, and they still have to pay the race timing. Stated that Complete Runner has a group they are creating for elite customers and they are looking to partner with the race series as well as other businesses they have previously partnered with. Stated that we will cross market with them to help get the word out about all the races in the series in the future. This could open up possible discounts for runners doing all four races.

3. Christmas Tree Lighting ceremony

Mr. Scharrer stated that everything on the Christmas Tree Lighting Ceremony starts rolling tomorrow. They will be meeting with Stephanie Fenner to start making bows at Fire Station 1 at 6:00PM and possible working on some pinecone stuff. Anyone is welcome to join. The tree will be there as well as the crane to put the tree up thanks to Flagpoles Etc. Flagpoles Etc. has donated the crane, the bucket truck as well as the crew to help run the machines. They will be there Friday morning at 10:00AM to put the tree up. Goal Friday is to get the tree up and Secure. Saturday morning all the lights will be at the Hall to begin being put on trees. Mrs. Dunsmore has confirmed the Bendle Marching Band at 6:00PM. Waiting on confirmation of the Mayor Elect. Stated everything is on schedule and good to go. Things to do: talk with Mrs. Bigsby about posters/flyers. Stated they have hot dogs, and the Burton Place Apartments is donating a popcorn machine which will belong to Burton Parks and Rec., it will be housed at the fire station. Mrs. Conley's niece will do cookies. Bigby coffee is on board, there will be s'mores and a small fire in the in the parking lot. The fire fighters will assists children in making the s'mores. Set up for the event will begin at 2:00PM, event begins at 5pm. Inside of the fire hall will be the activity area. Ceremony begins at 6:00pm, will be kicked off by the Bendle Marching Band. The entire event will be from 5:00PM-7:00PM and the tree lighting part of it will take place right in the middle.

Mr. Craig Asked if they are set for set-up at 2:00PM or if they need volunteers.

Mr. Scharrer stated if anyone wants to come help out they are more than welcome. Continued that he has been to the area businesses and has received permission to park in their parking lots. If any sponsors want to come in, our coloring book deadline is this Friday the 15th.

Mr. Craig asked how much are you looking to get per sponsor.

Mrs. Conley stated she has told sponsors to give what they can but usually around \$100.00 is appropriate. Further stated that commercial graphics is donating the coloring books.

Mr. Scharrer stated it came about half way through so they had not initially set something up price wise for it.

Mrs. Conley recognized Ulta Rental on Dort Highway for their donation of the scissor lift to be used by the committee for the weekend also. Mr. Heffner will pick that up Saturday morning and bring it to the fire station.

Mr. Scharrer added that Flagpoles Etc. will be donating their bucket truck to be used for the entirety of the weekend as well.

Mrs. Conley briefly discussed the games that will be set up such as the wreath toss and a screen that was made by commercial graphics to take pictures.

Mr. Scharrer stated he will have someone out to keep the parking lot clear.

Committee discussed the need for handicap parking spaces.

Mr. Scharrer stated that Winns Electrical or Oak Street Health may be a good options for Handicap parking but he will look into it and make sure the event is handicap accessible. Recapped that they will begin setting up at 2:00PM and the event will start at 5:00PM, they will begin making bows at the fire station tomorrow.

Mrs. Dunsmore asked for flyers to pass out to the Bendle kids.

Mr. Scharrer stated they do not have flyers yet but will have them soon.

Mrs. Conley reminded Mr. Scharrer of the PA system they need to look into.

Mr. Craig stated he has one.

Mr. Scharrer stated he has a 10x10 pop up tent with sides that it would go in and that they are building a large switch and will have disco lights in the tent.

Mr. Craig asked if Santa was coming.

Mr. Scharrer stated no. Santa will not be at this event. The last two pages of the coloring book the children receive at the Christmas Tree Lighting event will be a list to fill out to give to Santa and an invitation to the next event, Pizza with Santa. The children can take their list from the coloring book to the Pizza with Santa event.

Mrs. Conley stated they are in need of extension cords.

Mr. Scharrer stated they have purchased surge protectors.

4. Pizza with Santa

Mrs. Dunsmore stated they are doing great for the Pizza with Santa event. She will come Monday to look through all of their stuff, Mrs. Bigsby will bring over all the stuff and they will touch base to make sure everything is all set. Asked if the balloon guy has been acquired.

Mrs. Conley asked Mr. Scharrer if they had acquired their balloon guy. Went on to say that Commercial Graphics can do it and it would be \$65.00 per hour.

Mrs. Dunsmore stated that Mr. and Mrs. Clause will be there and that there might be an appearance by the Grinch. Asked Mr. Craig if he has any connection to get the water.

Mr. Craig stated he will donate 15 cases of water.

Mrs. Dunsmore stated she will do the desserts and that they will have pizza. They are in need of plates and napkins. The Bendle Honor students will run the different stations. This will be on December 7th from 12:00PM-3:00PM. Set-up will begin at 10:00AM. They will send out flyers to the schools.

Mr. Craig stated he will post the event on the race sites and asked if they have stockings and glitter left over for the stocking decorating.

Mrs. Bigsby stated that they do have some left over from last year but when her and Mrs. Dunsmore get together on Monday they will go through each station to determine what she needs to shop for.

Mrs. Dunsmore stated that Bendle will pick up the janitorial services. Stated they have the drinks, pizza, all the different stations. She needs to check for wrapping paper and some of the kids want gift bags. Discussed having the fire fighters there to help the kids wrap gifts.

Mrs. Bigsby inquired if this event will be posted in the Burton view.

Mrs. Dunsmore replied yes.

Mrs. Bigsby stated she will get with them to have them start drafting the ad and asked if it should be ran for one week or two.

Mr. Craig stated the different sites and areas he can post the event to.

Mrs. Dunsmore added that she may have 4 or 5 kids from the band walk around playing Christmas music.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

Mr. Scarrar stated the 50th anniversary meeting is rescheduled for January 21st, 2020.

Mr. Craig stated the check ceremony will probably be the second council meeting in February like usual. He received an e-mail from friends at Hurley stating they are having a jean collection day where they will donate money towards that as well in addition to our check.

Mr. Scharrer thanked Mr. Craig for recognizing the fire post.

Mrs. Bigsby presented a thank you letter from Herm Clark and Ron Rutherford for the contribution at their recent golf outing.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, DECEMBER 11, 2019 AT 5:30 PM.

Meeting was adjourned at 6:45 PM.
