



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 9, 2019

AGENDA

Council Chambers

Regular Meeting

5:30 PM

**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 - Sep 11, 2019 5:30 PM

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail
2. Veterans Honor Run
3. Christmas Tree Lighting ceremony
4. Pizza with Santa

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,
NOVEMBER 13, 2019 AT 5:30 PM.**



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 11, 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 5:30 PM.

THIS MEETING WAS OPENED BY JAMES CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY JEREMY SCHARRER.

A. CALL TO ORDER

Name	Title	Status	Approval
	Commissioner	Excused	
	Commissioner	Present	
	Chairperson	Present	
More	Commissioner	Present	
n	Vice Chairperson	Present	
ley	Councilwoman	Present	
rrer	Commissioner	Present	
	Commissioner	Excused	
s	Commissioner	Present	

B. STAFF PRESENT

Bette Bigsby, Acting Parks & Recreation Director

C. ADMINISTRATIVE REPORT

Mrs. Bigsby stated I have had meetings with the Trick or Treat Trail and the Veteran's Honor Run committee and had conversation with the Pizza with Santa committee. Jamie Gaskin from Big Brothers & Big Sisters brought in two big boxes of candy for the Trick or Treat Trail event. Amanda Mobley is our new Bentley representative and commission member. She should be on the City Council meeting for approval the second meeting of this month.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jun 12, 2019 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Robert Wilson, Vice Chairperson
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

2. Parks & Recreation Commission - Burton Race Series - Jun 26, 2019 6:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: Debra Dunsmore, Commissioner
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

3. Parks & Recreation Commission - Parks Renovation and Cleanup - Jul 10, 2019 4:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Robert Wilson, Vice Chairperson
SECONDER: Christina Conley, Councilwoman
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

4. Parks & Recreation Commission - Regular Meeting - Jul 10, 2019 5:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: Christina Conley, Councilwoman
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

5. Parks & Recreation Commission - Regular Meeting - Aug 14, 2019 5:30 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Sandra Talbot, Commissioner
SECONDER: William Owens, Commissioner
AYES: Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED: Bauldry, Fallis

E. PURPOSE OF THE MEETING

1. Trick or Treat Trail

Mrs. Conley said I could use my truck to pick up the pumpkins. We just need a trailer to use.

Mrs. Talbot stated there were a lot of donut holes on the ground at the last event. It may be better to have regular donuts.

Mrs. Bigsby suggested serving them in bowls instead of on a plate. She will order them and apple cider. She will also check with DPW regarding using their trailer.

Mr. Craig said the big coffins need to be placed nicely on the trailer this time.

Mrs. Dunsmore stated she can not be there that Saturday.

Mrs. Conley asked if there has been any forms turned in by interested vendors for the event.

Mrs. Bigsby stated Firefighters will be setting up and Judge Manley is a sponsor. There are around 15 people interested in the vendor fair so far. I sent a participation and sponsorship form to Creekwood Dental.

Mr. Craig said we could always use more volunteers. The National Honor Society students are always looking for volunteer hours.

2. Veterans Honor Run

Mr. Craig said we will be having a GO Ruck Division along with the Veteran's Honor Run, November 2, 2019. I have spoke to Chief Odette about the race route. We need to ask the Fire Department if they would like to volunteer. We will have a new route this year. We couldn't get enough volunteers to help last year, and we can not close the roads.

Mrs. Bigsby said she cannot be there that day because the Clerk's office will be open for from 9-5 PM for registrations and ballots.

3. Pizza with Santa

Mrs. Dunsmore stated I have secured the school for the 7th and we can get in at 10 AM. The janitor will be on board all day. I think we should have a different color ticket for each station. That way the kids can only buy so much at each station and we will not run out of prizes. I will make desserts for the event.

Mrs. Talbot said last year we received some good donations and everyone wanted them. They were gone too quick. Instead of asking for donations, just ask for a money donation so that we can choose the prizes.

Mrs. Dunsmore said it would be nice if we could have the Police helping wrap gifts like last year, that went over big.

Mrs. Bigsby stated she will order gifts, cookies, tickets and pizza. This will be a noon to 3 PM event.

Mr. Scharrer asked Bette to send a request to the administration for the Firefighters to be there. He suggested inviting Craft Vendors to set up for this event also.

Mrs. Dunsmore said the vendors could set up on the stage.

4. Parks update

Mr. Craig stated there are tree limbs that need to be cut down. They are getting close to the power lines. Did we ever find out anything about the money that was going to be donated to the park for the fire station playground equipment?

Mrs. Bigsby said she will mention the trees to DPW. There was donated money from a church for playground equipment. I don't think anything has been purchased. I will check into it.

Mr. Scharrer likes the idea of having a professional paint the equipment. He said it is a safety concern now because kids have cut their hands on the chipping paint.

Mr. Craig suggested putting up a sign at the parks recognizing the volunteers and the group that has adopted that park.

Mrs. Ellenburg suggested putting something in the Burton View that the park will be closed for repairs.

Mr. Craig said when it is done we can place a nice article in the Burton View, giving the volunteers and groups the recognition they deserve.

Mr. Johns volunteered to take before and after pictures of the park. I can also reach out for quotes and help with the pertinent details.

5. Christmas Tree Lighting ceremony

Mr. Scharrer stated I met with the Mayor regarding the Christmas Tree Lighting Ceremony event. There will be a budgeting line item created for this event, for the next two years. This will be overseen by Parks & Recreation and it would be a subcommittee. This committee meeting will be held every third Tuesday of each month. Our first meeting will be October 15th @ 5:30 PM in the Council Chambers. I would like to invite Tina Conley to be our City Council Parks & Recreation representative. I will ask the Planning committee, Zoning Board of Appeals, Chamber of Commerce and other committee's to be a part of this event. I would like to have nine members on this new committee. The first Christmas Tree Lighting Ceremony event will be November 30th from 5-7 PM at Water Tower Park at Firestation #1. We will need to ask Buck from DPW if we can get power from one of the poles for the Christmas tree. Salvation Army is bringing their brass band. We talked about having cookie and pine cone decorating station and pictures with face cut-outs. Mrs. Conley has found the Christmas tree. DDA will help us fund it. I am hoping to get a lot of downtown businesses involved in funding and participation. Some churches are interested in bringing in their choir. Bigby Coffee will be there with coffee and hot chocolate. We would also like to have donuts and cookies at the event.

Mrs. Conley stated we can ask people to donate Christmas decorations and pine cones. We could also transfer \$1000 from the Community Events line item to the Christmas Tree Lighting Ceremony event. We need a flyer made up for the Christmas Tree Lighting so that we can start asking for donations. She asked Mrs. Bigsby to make a flier.

F. AUDIENCE PARTICIPATION

Ellen Ellenburg and Chris Johns spoke regarding the Fire Station 2 Park renovation proposal.

Mr. Johns stated Commissioner Ellenburg, the Burton JC's and myself are interested in doing some renovation at the park. John from Trio Paint said that he and his staff would come in and repaint all of the playground equipment. The park would have to be closed the day of the painting and the next day so that the paint has time to dry. I am a member of Solid Rock Community Church and the Pastor has agreed to donate volunteer hours and money so that we can do a really nice renovation to the park. This is a very nice park, it just needs a good cleanup.

Mrs. Ellenburg said Trio Paint volunteered their services. They do an excellent job and it's a win-win for the city. They would like to paint this in late September. The gates should be padlocked so that it isn't vandalized. It is a good move for the City of Burton. I reached out to United Way and they are always looking for projects like this. I spoke to Diane Woodruff, who is head of the marketing funding. Bentley may have some extra money that is funded to help the kids come in to volunteer. This would be incorporating another school that it is close by and it would give them ownership to that park.

G. COMMITTEE DISCUSSION AND OR ACTION

1. Motion to add to the agenda a donation from Trio Paint for the painting and park improvements at the Fire Station 2 playground, to take place now and to proceed with the service organizations to adopt the Firestation Park and continue park improvements in the Spring of 2020.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Debra Dunsmore, Commissioner
SECONDER:	Robert Wilson, Vice Chairperson
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

2. Motion to add to the agenda to transfer \$1000 from the P&R Community Event line to the new Christmas Tree Lighting event.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Talbot, Craig, Dunsmore, Wilson, Conley, Scharrer, Owens
EXCUSED:	Bauldry, Fallis

3. Motion to accept a donation from Trio Paint for the painting and park improvements at the Fire Station 2 playground, to take place now and to proceed with the service organizations to adopt the Firestation Park and continue park improvements in the Spring of 2020.
4. Motion to transfer \$1000 from the P&R Community Event line to the new Christmas Tree Lighting event.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, OCTOBER 9, 2019 AT 5:30 PM.

Meeting was adjourned at 6:49 PM.

Minutes Acceptance: Minutes of Sep 11, 2019 5:30 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 10/09/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Bette Bigsby

Department Head: Bette Bigsby

E.1

SCHEDULED

AGENDA ITEM (ID # 4620)

DOC ID: 4620

Trick or Treat Trail



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4621)

Meeting: 10/09/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Bette Bigsby

Department Head: Bette Bigsby

E.2

DOC ID: 4621

Veterans Honor Run



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 10/09/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Bette Bigsby

Department Head: Bette Bigsby

E.3

SCHEDULED

AGENDA ITEM (ID # 4622)

DOC ID: 4622

Christmas Tree Lighting ceremony



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 10/09/19 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Bette Bigsby

Department Head: Bette Bigsby

E.4

SCHEDULED

AGENDA ITEM (ID # 4623)

DOC ID: 4623

Pizza with Santa