



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 12, 2018

AGENDA

Council Chambers

Regular Meeting

5:30 PM

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

THIS MEETING WAS OPENED BY

PLEDGE OF ALLEGIANCE WAS LED BY

A. CALL TO ORDER

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jul 11, 2018 5:30 PM
2. Parks & Recreation Commission - Burton Race Series - Jul 11, 2018 6:30 PM
3. Parks & Recreation Commission - Regular Meeting - Aug 8, 2018 5:30 PM
4. Parks & Recreation Commission - Trick or Treat Trail - Aug 21, 2018 5:00 PM

E. PURPOSE OF THE MEETING

1. 5-Year Plan
2. Trick or Treat Trail
3. Veterans Honor Run
4. Pizza With Santa
5. Christmas Glow Parade

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,
OCTOBER 10, 2018 AT 5:30 PM.**



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 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 5:30 PM.

THIS MEETING WAS OPENED BY JIM CRAIG

PLEDGE OF ALLEGIANCE WAS LED BY CHRISTINA CONLEY.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Absent	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Present	

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Marcy Kimball, Clerk's Office

C. ADMINISTRATIVE REPORT

I have passed out copies of the 5-Year Plan to those of you who needed it, and copies of the survey with the revisions. Burton Youth League's playoffs are this week. It has been a great season, other than last night. There was an argument with about 50 people and 911 was called. I do have a police report on this.

Mr. Scharrer asked about the mowing schedule for all of the parks, especially Thread Creek.

I have asked for the mowing schedule and have had no response as of yet, but I know they are very short-handed. We are only charged for the mowing when they complete it. When I get the schedule, I will forward it to everyone.

D. APPROVAL OF MINUTES

None.

E. PURPOSE OF THE MEETING

1. Five Year Plan Update

Lisa Easterwood, Fleis and Vandenbrink, stated we added a few things to the survey.

The biggest change was question 8 & 9. It is ready to be posted on the City's website. We can have the Public Hearing before your next regular meeting on August 8, 2018. I have the notice of the public hearing ready and will give this to Sue Warren to publish in the paper. The survey can also be put on the website and distributed to the public.

2. Trail Scoping Update

Lisa Easterwood discussed different route options to connect to the Iron Belle Trail such as multi-use pathways, bike lanes and sidewalks, bike lanes only and sharrows. Sharrows are bicycles and vehicles using the same lane. Ideally, you want to have the multi-use pathways. I will have the pathway options put on a map and available to the public at the August 8th, 2018 workshop.

3. Trick or Treat Trail Committee

Mr. Craig said the Trick or Treat Trail event will be held October 27, 2018. Toby Bauldry and Tina Conley were on the Trick or Treat committee last year. I am hoping they can be on the committee again this year. We need to find out if the new superintendent is open to having this event at Bentley.

Ms. Warren said I will ask Ms. Bauldry about this.

Mr. Craig suggested expanding this event to include craft tables, a food truck and a band. That way we will have a fun event not only for the kids but for the adults also.

Ms. Warren suggested the possibility of using the school hall for the crafts.

Mr. Craig said we need to decide if we are going to have the Christmas Parade this year. We have three other events all within a 5-week period. Last year we did not have much participation in the parade. If DDA would like to partner with us to make this a good event, and we get the participation, we could try it again.

Mr. Scharrer suggested inviting Mr. Slattery to the P&R meeting next month and attending a DDA meeting to discuss this with them.

F. AUDIENCE PARTICIPATION

None.

G. COMMITTEE DISCUSSION AND OR ACTION

None.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, AUGUST 8, 2018 AT 5:30 PM.

Meeting was adjourned at 6:50 PM.

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



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 11, 2018

MINUTES

Council Chambers

Burton Race Series

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 6:30 PM.

A. STAFF PRESENT

Sue Warren, Parks & Recreation Director

B. ADMINISTRATIVE REPORT

None.

C. PURPOSE OF THE MEETING

1. 3976 : Memorial Day Race and Burton Mile Race Update

Mr. Craig said we are the largest race series in the greater mid-west area.

Mr. Smith stated we now have Bendle, Bentley, Atherton and Faith Tabernacle involved. We should be receiving a bill from Atherton for the custodians that worked.

Ms. Warren said the Police will not charge for their services on Memorial Day when possible, this is their way of paying back to the residents for voting in the millage.

Mr. Smith said we will still give them the \$1,000 donation. The shirts, medals and Newton Timing are paid. Newton Timing does also donate quite a bit.

Mr. Welch stated the Chamber of Commerce donates \$100 to each race, \$400 total.

The suggestion was made to have the Chamber of Commerce write two \$200 checks for 2018-2019 race series. One check for Race to Grace and one check for Hot Fudge Run to catch them up. For 2019-2020 race series go back to \$100 for Hot Fudge and \$100 for Race to Grace, \$100 for Veterans Honor Run and \$100 for Memorial Day Race.

Mr. Smith said with the proceeds we will distribute funds in the following way: \$1,000 Police, Bentley Robotics \$500, Atherton (Theatre Group) \$500, Bendle Youth Football (Tiger Football Club) \$500, Faith Tabernacle Christian Robotics \$500, American Heritage Girls \$200, VFW Post 2777 \$300, Burton Veteran's Memorial \$300 and \$150 for the Atherton Custodians bill. Balance remaining is approximately \$7,800.

Amber from Newton Timing said we are not sure if we can continue the Burton Mile. A few of the reasons are that we do not know if we will be able to compensate for

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

the awards unless we get sponsorships for these. The amount of work it takes to put on two races in one day plus Hartland Memorial that we have and there were fewer spectators than expected. Some suggestions from Debbie Newton were to open this race up to include all types of runners, a nice medal, water at the start and finish, porta potties, more sponsors, route moved further north in front of the businesses.

Mr. Welch said if we can get the equipment, we would volunteer to put it up. This was the first year for this race and we received a lot of compliments and positive feedback from it.

Mr. Craig said the roads could re-open after 1 hour and 15 minutes after the race.

Suggestions from Debbie Newton regarding the Memorial Day Race were to have more perks if possible. She said with the cuts to the Parks & Recreation, I am not opposed to designating up to 20% of proceeds back to the Parks & Recreation budget before any other donations. I would also like to see the check from ELGA Credit Union that went to the Salvation Army.

Mr. Craig said we should set up a meeting to discuss how we can better target our sponsors.

Mr. Welch suggested finding a sponsor for the whole event, both races.

Ms. Warren asked from the balance that is left, is any of that supposed to go into the Burton Race Series account. Some of that revenue was in there before the event.

Mr. Smith said not this year. The rest of the money has already been divvied out. This year we are going to make a \$300 donation to the Veteran's Memorial and next year our goal will be to give 20% of all proceeds to go toward Parks & Recreation.

Ms. Warren asked Mr. Smith what would happen if P&R got a \$1,000 donation and it shows up in the P&R fund balance and then later the Council cuts the budget by \$1,000 because it is in there. I suggest leaving those funds in the Memorial Day Race fund and donating them back to P&R when they need it for a project. The money needs to be designated as a donation for it not to be taken.

2. Donation Recommendations

\$1,000 to Burton Police Dept
 \$500 to Bentley Robotics
 \$500 to Atherton Theatre Group
 \$500 to Bendle Youth Football
 \$500 to Faith Tabernacle Christian Robotics
 \$200 to American Heritage Girls
 \$300 to Burton Veteran's Memorial

3. Burton Mile Race Update

Discussion was included in the Memorial Day Race Update.

4. Veteran's Honor Run

Amber from Newton Timing said I put out a survey to all of the participants. With all of the shirts that we did not sell, we took a big hit. In one of the questions I told them that we took a big loss and asked what else besides shirts would they be interested in. Four percent of the response said socks, 13% said hats and an overwhelming 45% said tank tops. Some people suggested buying shirts for pre-registered participants only, tech hats, cooling towels, drink glasses, shorts, flags and capes. Most did not want to pay to have their shirts shipped to them. I asked if anyone would be interested in a kids run and 73% said no. Some of the responses to the question about what their favorite part of the event were finisher's medals, course is flat and well patrolled, ice cream, announcer at the end, community participation especially the Boy and Girl Scouts, honoring veterans, large turnout, well organized, shirts, photos, restrooms, shade, fruit, water and chocolate milk and water, etc. The answers to the question, what can we improve on next year, were cold water and move the water closer to the finish line, kids run, better sound system, earlier start time, more military presence, hotdogs, larger shirts, in memory of shirts, time announced at the end, etc. I have someone already working on our logo for next year.

Mr. Smith thanked Amber from Newton Timing for the wonderful job that she does.

Maxwell Medals will be working on the medal design.

D. COMMITTEE DISCUSSION

None.

Meeting was adjourned at 8:34 PM.



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 8, 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 5:30 PM.

THIS MEETING WAS OPENED BY JIM CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY SANDRA TALBOT.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Absent	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Late	5:35 PM
Robert Wilson	Commissioner	Present	
Christina Conley	Councilwoman	Present	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director
Sue Warren, Parks & Recreation Director
Marcy Kimball, Clerk's office

C. ADMINISTRATIVE REPORT

None.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jun 13, 2018 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Talbot, Co-Chairman
SECONDER:	Robert Wilson, Commissioner
AYES:	Talbot, Craig, Wilson, Conley, Scharrer, Fallis
ABSENT:	Bauldry, Dunsmore

E. PUBLIC WORKSHOP

1. Burton Parks & Recreation 5-Year Plan Renewal

Lisa Easterwood stated the City of Burton plan should be done in November. We have a public survey for the Parks & Recreation Plan on the City of Burton's Website. We also have this on Facebook and a hard copy available at City Hall.

Ms. Easterwood discussed and explained the following maps: existing recreation facilities, what's your priority park, Settlement Park, Kelly Lake improvements, conceptual plan of proposed Burton City Park, proposed pathway map, Iron Belle Trail (2 routes), Iron Belle Trail Conceptual Plan and potential water trail routes.

F. PURPOSE OF THE MEETING

1. Trick or Treat Trail

Ms. Warren said she has tried to contact Bentley regarding having the Trick or Treat Trail event there again this year. I am still waiting back to hear. I will also call Ms. Bauldry to see if she knows.

2. Approval of Memorial Day race donations

\$2,400 to Salvation Army
 \$1,000 to Burton Police Department
 \$500 to Bentley Robotics
 \$500 to Atherton Theatre Group
 \$500 to Bendle Tiger Football Club
 \$500 to Faithway Tabernacle Gears of Faith
 \$300 to VFW Post 2777
 \$300 to Burton Veteran Memorial
 \$200 to American Heritage Girls

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Wilson, Commissioner
SECONDER:	Jeremy Scharrer, Commissioner
AYES:	Talbot, Craig, Wilson, Conley, Scharrer, Fallis
ABSENT:	Bauldry, Dunsmore

G. AUDIENCE PARTICIPATION

Mona Miron of Burton stated I was on the P&R Commission until 2014 and am in the Burton Historical Society. I would like to know if the sign that was donated for Atherton Settlement Park can be put back up. The park was named this after the Atherton family, who were the first settlers there in 1835. The name has nothing to do with the school. The park has been there since 1999 and was in the P&R 5-Year Plan. I have spent many hours cleaning up the park. I have had Walker Farms donate flowers and volunteers helping me plant them. Mr. Heffner helped put park benches in and I have a picnic table that was donated to put there. In 2015, I asked the Parks & Recreation if it was ok to put a sign in and they said yes. The sign was there for 8 months. In 2016, the sign was taken down and is now at DPW. I asked for it to be put back up in 2016 and the sign is still not up. This \$500 sign was donated to the city and it would be nice if it were put back up so the residents know that this is a park. The grass and weeds are not being taken care of so now you cannot even see the hundreds of dollars of flowers that were planted by myself and student volunteers for community service work. I am also trying to develop a settlement park at Bendle School and Bentley School in honor of the first settlers. I have someone that will

make the sign and I already have a picnic table to put at Bendle.

Ms. Dunsmore said I am on the Bendle School Board and will ask about the Bendle park location at the next board meeting.

Barry June, Acting Director of Genesee County Parks, stated I would like to invite the P&R Commission to join in our 5-Year Plan. This helps us all when we apply for Trust Fund Grants. It shows cooperation among the municipalities, which will earn you more points toward the grant. The State moved up the timeline to apply. They have to be in by February 1st, 2019. Jacob Mauer is also here from the Genesee County Planning Commission. We all work together for non-motorized trails in Genesee County. I would also like to offer our technical assistant if you need any help. Our Parks Commission meeting are on the second and fourth Thursday of every month at 10 AM if anyone would like to attend. We would need a resolution from City Council for P&R to join our plan. Then we would send this to the State.

H. COMMITTEE DISCUSSION AND OR ACTION

None.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, SEPTEMBER 12, 2018 AT 5:30 PM.

Meeting was adjourned at 7:05 PM.



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 21, 2018

MINUTES

Community Room

Trick or Treat Trail

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 5:00 PM.

A. THIS MEETING STARTED AT 5:00 PM.

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Jim Craig, Parks & Recreation Chairman
Bob Wilson, Parks & Recreation Co-Chairman

C. PURPOSE OF THE MEETING

1. Trick or Treat Trail Event

Ms. Warren stated I received a conformation to use hold the Trick or Treat Trail event at Bentley School. I also have the Trick or Treat Trail event flyer available. I do not have the donation contributors on it yet. I have had a few sponsors contact me already.

Mr. Wilson said I could make a donation through the Navy League. I will contact Scout Troop 106 and ask if they can help.

Mr. Craig said I will reach out to Patricia Camp from the National Honor Society and ask if she has volunteer workers for the event. We will need a DPW truck and the trailer, steps, hay and decorations.

Ms. Warren said I will call on the pumpkins. We will need someone to take care of getting the cider and donuts. One problem we had last year was that we bought 60 dozen cookies and frosting and it was so cold that they couldn't spread the frosting. I could bring crock-pots to keep the frosting warm. The Trick or Treat Trail budget has been reduced by \$500. We usually have Bounce houses and a balloon twister at the event.

Mr. Craig stated I would like to try to get more participation from the local businesses. They can pass out candy and promote their business. We can ask Mr. Scharrer if he can gather some scouts to help decorate the trailer. The trailer steps may need some work before the event. I would like to see something there for the adults, such as food trucks, vendors, crafts and more. People can bring their own tables, tents and or signs. There may not be a huge participation this year, but hopefully it will grow each year.

Ms. Warren suggesting asking for a \$5.00 donation per vendor. We could ask the Bentley Boosters if they would be interested in setting up a table to sell popcorn, etc. We could also have some sort of activity for the kids like pumpkin bowling.

Minutes Acceptance: Minutes of Aug 21, 2018 5:00 PM (APPROVAL OF MINUTES)

D. THIS MEETING WAS ADJOURNED AT 6:00 PM.

Meeting was adjourned at .

Minutes Acceptance: Minutes of Aug 21, 2018 5:00 PM (APPROVAL OF MINUTES)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4027)

Meeting: 09/12/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.1

DOC ID: 4027

5-Year Plan



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 09/12/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.2

SCHEDULED

AGENDA ITEM (ID # 4028)

DOC ID: 4028

Trick or Treat Trail



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 4029)

Meeting: 09/12/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.3

DOC ID: 4029

Veterans Honor Run



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 09/12/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.4

SCHEDULED

AGENDA ITEM (ID # 4030)

DOC ID: 4030

Pizza With Santa



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 09/12/18 05:30 PM

Department: Clerk's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Bette Bigsby

E.5

SCHEDULED

AGENDA ITEM (ID # 4031)

DOC ID: 4031

Christmas Glow Parade