CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 14, 2016

AGENDA

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 10, 2016 5:30 PM
2. Parks & Recreation Commission - Trick or Treat Trail - Aug 16, 2016 5:30 PM
3. Veterans Honor Run Committee - Regular - Aug 31, 2016 5:30 PM

D. PURPOSE OF THE MEETING

1. Trick or Treat Trail, October 29, 2016
2. Veteran's Honor Run, November 5, 2016
3. Pizza with Santa
4. Burton Christmas Glow Parade

E. 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.

F. ADMINISTRATIVE REPORT

G. COMMISSION DISUCUSSION

H. COMMISSION RECOMMENDATIONS AND/OR ACTION

1. Motion to approve a donation of $300.00 to the Patriot Day Hero Run.
2. Motion to approve Invoice # 1131988 from Maxwell Medals for the Burton Race Series Medals.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 10, 2016

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.

A. PLEDGE OF ALLEGIANCE

B. PLEDGE OF ALLEGIANCE WAS LED BY ANGELA JACKSON

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
Robert Spose	Commissioner	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Steven Hatfield	Councilman	Present	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Excused	
Angela Jackson	Commissioner	Present	

D. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Records Tech

E. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jul 13, 2016 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

2. Parks & Recreation Commission - Trick or Treat Trail - Jul 19, 2016 4:30 PM

Minutes Acceptance: Minutes of Aug 10, 2016 5:30 PM (Approval of Minutes)

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

3. Veterans Honor Run Committee - Regular - Jul 20, 2016 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

F. PURPOSE OF THE MEETING

1. Trick or Treat Trail Update

   Mr. Craig stated we were thinking of moving the Trick or Treat Trail event from Kelly Lake to Bentley School if possible. There is not adequate parking at Kelly Lake to hold this event.

   Mr. Spose said I would like to go to Bentley School and look at their area to see if it will work out. I would like to get the layout of the school. We would also like to have a movie at the school after the event.

   Bentley board member and Bentley representative and commissioner for Parks & Recreation Angela Jackson said we would have to find out how much property is Bentley's for us to use. We would have adequate parking. I have heard a lot of positive feedback from people and students. We are all very excited to be involved in this. I will try to recruit as many volunteers from Bentley as possible.

   Mr. Arrington stated once our social media position is filled, we will be able to help get the word out about the Park & Recreation events.

   Mr. Arrington asked if there was an accident of any kind at the event, would that be covered under the city's insurance.

   Mrs. Bigsby stated it is covered under the city's insurance.

   Mr. Craig asked Mr. Arrington, would it be alright to have church groups and politicians passing out candy, signs and brochures at the event. We can have porta potties brought in.

   Mr. Arrington said I will find out if there are any restrictions on school property. We may be able to rope off sections of the school so that the restrooms could be used.

2. Burton Race Series Update

Minutes Acceptance: Minutes of Aug 10, 2016 5:30 PM (Approval of Minutes)

Mr. Craig stated last year for the Veteran's Honor Run we had over 400 participants. This year we are expecting to have 400 to 500. The registration is now up on the website and so far we have 24 participants. We have about 300 people that have participated in three out of four races. We are still looking for volunteers and sponsors. For $100.00 you can have your name on the back of the shirt, $300 includes company logo. We have the medal designs approved and sent for Veteran's Honor Run and the Burton Race Series.

Mrs. Bigsby stated the pastor from Bethany Baptist Church in Grand Blanc mentioned he would like to do something for the Patriot Day Hero Run.

3. Christmas Festivities

No Discussion.

G. AUDIENCE PARTICIPATION

Chris Arrington, Superintendent of Bentley School, introduced himself. He said I have come this evening to learn about the Parks & Recreation group and the Trick or Treat Trail event.

H. ADMINISTRATIVE REPORT

Mrs. Bigsby said I would like to personally thank you for participating in the Master Plan. I have distributed to each of you a letter and questions from Caitlyn McGoldrick, Rowe Professional Services Company. These will be the questions they are going to put in the Master Plan. This will help us next year when we have to update our Parks & Recreation Master Plan. Alternatives for Family and Children on Center Road had a great going out of business sale and I was able to purchase many new toys for our events. We need face painters for the Patriots Day Hero Run. The Transit Twister Club will be at Kelly Lake this weekend. I would like to see some kind of music at our Trick or Treat Trail event. I would like to bring in the music and art community.

Mr. Hatfield suggested asking Flint Symphony Youth Orchestra, which is the high school kids or the Flint Symphony Philharmonic, which is the middle school kids. The reason I haven't pursued the idea of "Music in the Parks" is because we really have no place to do it. Our parks do not have the parking space needed. I have had many people ask me how we could get more activities in the parks. We may want to think about asking for a mileage for this. We have the area behind VG's that would be perfect for some of the events we are thinking about. It does need to be developed. Mrs. Bigsby has mentioned she would like to see a soccer program.

I. COMMISSION DISCUSSION

Mr. Spose asked about the Iron Belle Trail. Mrs. Bigsby said they are in the process of getting this done. Grand Blanc and Flint got funded for this but Burton did not. There is another trail coming out of Atlas Twp. Through Grand Blanc Twp. On the east side of the city that will eventually come our way. It is in our Parks & Recreation Plan.

Mr. Craig said this will add value to your home. There are a lot of walkers, runners and bikers that are looking for that kind of thing as a perk to move into our city.

J. COMMISSION RECOMMENDATIONS AND/OR ACTION

K. Motion to donate $150.00 to Shriners for participating in the Burton Memorial Day Parade.

Minutes Acceptance: Minutes of Aug 10, 2016 5:30 PM (Approval of Minutes)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

Meeting was adjourned at 6:52 PM.

Minutes Acceptance: Minutes of Aug 10, 2016 5:30 PM (Approval of Minutes)

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 16, 2016

MINUTES

Community Room	Trick or Treat Trail	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Robert Spose at 5:30 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Excused	
Robert Spose	Commissioner	Present	
James Craig	Chairman	Excused	
Debra Dunsmore	Commissioner	Excused	
Steven Hatfield	Councilman	Excused	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Excused	
Angela Jackson	Commissioner	Present	

B. STAFF PRESENT

B. Bigsby, Parks & Recreation Director.

C. PURPOSE OF THE MEETING

1. Trick or Treat Trail Event Update/Discussion

   Discussion on routing traffic for parking, the route for the hayride, vendors participation along the trail, electrical outlets on outside of building and what movie should play and location.

D. AUDIENCE PARTICIPATION

None.

E. COMMISSION DISUCUSSION

None.

F. COMMISSION RECOMMENDATIONS AND/OR ACTION

None.

Meeting was adjourned at 7:00 PM.

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Minutes Acceptance: Minutes of Aug 16, 2016 5:30 PM (Approval of Minutes)

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

AUGUST 31, 2016

MINUTES

Community Room | **Regular** | **5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	Commissioner	Present	
Robert Spose	Commissioner	Present	
James Craig	Commissioner	Present	
Debbie Newton	Committee Member	Present	
Tom Salvadore		Excused	
Ali Grotts	Board Member	Excused	
Rene McMann		Excused	
Sherry Jones		Excused	
Tony Newton		Present	

2. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
Bob Wilson, Parks & Recreation Commissioner

3. PURPOSE OF THE MEETING

A. Site - Blessed Sacrament

This will take place at Blessed Sacrament and is ready for set up.

B. Post - Race Meal / Other Food

Everything is all set for the food.

C. Sponsors

We have not hear back from Humana yet.

D. Route Confirmation or Change / Bike Riders

Everything is set, bike riders are ok.

E. Traffic Control

Mrs. Bigsby will speak to Lt. Warden at the Police Department.

Minutes Acceptance: Minutes of Aug 31, 2016 5:30 PM (Approval of Minutes)

F. Shirts

We will order extra in each size.

G. Medals

These have been picked up.

H. Steakholders

Not discussed.

I. Outside / DJ

We will check with Justin.

J. Hurley Coordination

Not Discussed.

K. Opening Ceremonies

Tom Salvador Riley-National Anthem

L. Open Discussion / Other Items

More garbage cans are needed.

4. AUDIENCE PARTICIPATION

None.

5. ADMINISTRATIVE REPORT

None.

6. COMMISSION DISCUSSION

None.

Meeting was adjourned at 7:00 PM.

Minutes Acceptance: Minutes of Aug 31, 2016 5:30 PM (Approval of Minutes)

Trick or Treat Trail, October 29, 2016

Veteran's Honor Run, November 5, 2016

ATTACHMENTS:

- Weather Policy VHR (PDF)

Weather Policy

The safety of our athletes, spectators and volunteers is our primary concern. In the event of inclement weather, every attempt will be made to preserve the safety of everyone involved, and complete the race as scheduled.

In the event of:

Rain - the event will NOT be cancelled due to rain alone. Race officials reserve the right to delay or shorten the race based on heavy rain.

Severe Weather (eg: lightning, tornado, high winds) - If there is severe weather, the race may be delayed as race officials consult public safety officers. If there is more than a reasonable delay, or if conditions persist, race officials reserve the right to shorten or cancel the race. The race will NOT be moved to an alternative date. Participants should seek safe shelter should severe weather develop during the race.

Entry fees are non-refundable. Please check our website, Facebook Page and your email before the race for any changes or cancellations. If you are already at the event, listen to the announcer about any weather changes that may occur.

ENTRY FEES WILL NOT BE REFUNDED IN THE EVENT OF CANCELLATION.

ENTRY FEES MAY NOT BE APPLIED TO FUTURE EVENTS.

Attachment: Weather Policy VHR (2682 : Veteran's Honor Run, November 5, 2016)

Pizza with Santa

Burton Christmas Glow Parade

Burton Park and Recreation Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

Meeting: 09/14/16 05:30 PM
Department: Mayor's Office
Category: Finance
Prepared By: Marcy Kimball
Initiator: Paula Zelenko
Sponsors:
DOC ID: 2643

MOTION (ID # 2643)

Motion to approve a donation of $300.00 to the Patriot Day Hero Run.

Burton Park and Recreation Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

Meeting: 09/14/16 05:30 PM
Department: Mayor's Office
Category: Events
Prepared By: Marcy Kimball
Initiator: Paula Zelenko
Sponsors:
DOC ID: 2683

MOTION (ID # 2683)

Motion to approve Invoice # 1131988 from Maxwell Medals for the Burton Race Series Medals.

ORDER ACKNOWLEDGEMENT

MAXWELL MEDALS & AWARDS
1296 BUSINESS PARK DR.
TRAVERSE CITY, MI 49686
PHONE: 800-331-1383
PHONE: 231-941-1685
FAX: 231-941-2102
www.maxmedals.com
lbristol@maxmedals.com

ORDER NUMBER: 1131988
ORDER DATE: 8/2/2016
EST. SHIP DATE: 8/25/2016
EVENT DATE: 8/26/2016
SALESPERSON: Lisa EXT: 122
CUSTOMER NO: CITY34
PHONE NUMBER: (810) 603-7766
FAX NUMBER:

SOLD TO:
City of Burton/Burton Road Rac
4303 S Center Rd
Burton, MI 48519

RES: N
SHIP TO:
PepsiCo, Inc
Jim Craig
Business Info Solutions
6200 Taylor Drive
Flint, MI 48507

CONFIRM TO: Jim Craig

REFERENCE: BURTON ROAD RACE SERIES 2016

CUSTOMER P.O.	Ship VIA	TERMS
	UPSGROUND	Due Upon Receipt

ITEM NUMBER	ITEM DESCRIPTION	ORDERED	PRICE	AMOUNT
MDC300C	3" CUSTOM DIE CAST MEDAL SHINY SILVER FINISH 3MM THICKNESS 9 COLORS ENAMEL NO EPOXY DOME	260.00	6.20	1,612.00
MDCDIE300	3.00" 2D FRONT SIDE DIE	1.00	0.00	0.00
NRWR	1 1/2" x 33" CUSTOM IMPRINTED NECK RIBBON - PMS 186 RED RIBBON W/WHITE TEXT	160.00	0.00	0.00
NRWB	1 1/2" x 33" CUSTOM IMPRINTED NECK RIBBON - PMS 284 BLUE W/WHITE TEXT: "I DID ALL 4"	100.00	0.00	0.00

Customer's Signature of Approval

8/8/16
Date

A customer's signature is required on the Order Acknowledgement form and guarantees all information has been reviewed and is correct. By signing the Order Acknowledgement, the customer / signer understands the following: (1) The shipping charge is an estimate and the actual charge may vary, (2) Production of order will not proceed without a signed Order Acknowledgement form, and (3) The signer guarantees full payment of order.

Net Order:	1,612.00
Less Discount:	0.00
Est. Freight:	0.00
Sales Tax:	0.00
Order Total:	1,612.00
Less Deposit:	0.00
Order Balance:	1,612.00

Attachment: Maxwell Medals order #1131988 (2683 : Approval of Invoice)

MAXWELL MEDALS & AWARDS
1296 Business Park Drive, Traverse City, MI 49686
Fax: 1-231-941-2102 / 800-331-1383
maxwell@maxmedals.com

burton road race

MDC300C-series-medal-2016.ai

lisa

designer	☐	salesperson	☐
size	☐	size	☐
spell check	☐	spell check	☐
specs	☐	specs	☐
data entry	☐		

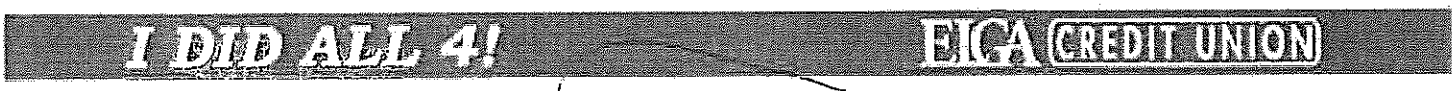
33 X 1.5 in. screen printed ribbon - 25%

■ RIBBON - pms ~~186 flag red~~

☐ TEXT - white

ok

33 X 1.5 in. screen printed ribbon - 25%



■ RIBBON - pms ~~284~~

☐ TEXT - white

ok

A customer's signature is required on final artwork and the signature guarantees the customer will assume any and all responsibility and liability resulting from inaccurate or incorrect artwork or, trademark, registration mark, or copy right infringement actions or demands brought against Maxwell Medals & Awards.

Customer's signature of approval

8/8/14
Date

V 4.29.11

Attachment: Maxwell Medals order #1131988 (2683 : Approval of Invoice)

MAXWELL MEDALS & AWARDS
1296 Business Park Drive, Traverse City, MI 49686
Fax: 1-231-941-2102 / 800-331-1383
maxwell@maxmedals.com

burton road race

MDC300C-series-medal-2016.ai

lisa

Page 1

designer		salesperson	
size		size	
spell check		spell check	
specs		specs	
data entry			

OPTION A

3 in. production / actual size

shiny silver finish
raised
texture, recessed

pms 186
pms 072
pms 293
pms 284
pms 802
pms 299
pms 7407
black
white

A customer's signature is required on final artwork and the signature guarantees the customer will assume any and all responsibility and liability resulting from inaccurate or incorrect artwork or, trademark, registration mark, or copy right infringement actions or demands brought against Maxwell Medals & Awards.

Customer's signature of approval

8/8/16
Date

V42911

Attachment: Maxwell Medals order #1131988 (2683 : Approval of Invoice)