



# CITY OF BURTON

## BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 9, 2015

### MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Council Representative Steven Heffner at 5:30 PM.

#### A. ROLL CALL

| Attendee Name  | Title                  | Status  | Arrived |
|----------------|------------------------|---------|---------|
| Steven Heffner | Council Representative | Present |         |
| Sandra Talbot  | Commissioner           | Present |         |
| Robert Spose   | Commissioner           | Present |         |
| James Craig    | Commissioner           | Present |         |
| Debra Dunsmore | Commissioner           | Present |         |
| Robert Wilson  | Commissioner           | Present |         |
| Sherry Adams   | Commissioner           | Excused |         |

#### B. THE PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

#### C. STAFF PRESENT

B. Bigsby, Parks & Recreation Director, M. Kimball, Clerk Typist.

#### D. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 12, 2015 5:30 PM

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                     |
| <b>MOVER:</b>    | Sandra Talbot, Commissioner                     |
| <b>SECONDER:</b> | Debra Dunsmore, Commissioner                    |
| <b>AYES:</b>     | Heffner, Talbot, Spose, Craig, Dunsmore, Wilson |
| <b>EXCUSED:</b>  | Adams                                           |

#### E. PURPOSE OF THE MEETING

##### A. Kelly Lake Update

Mrs. Bigsby announced, the Kelly Lake ribbon cutting ceremony for the boardwalk will be September 18th at 9:30 a.m.

##### B. Patriot Day Hero Run 9/12/15

Mrs. Bigsby stated, the Patriot Day Hero Run will be held September 12 at 9:00 a.m. at the Burton Police/Fire Department. There will be some road closures as the runners travel north. Center Rd. between Bristol and Maple will be closed around 8

a.m. The racers will then proceed to Maple and travel Genesee Rd. to Madison Academy, Bristol to Howe and then back to Manor Drive. Anyone that would like to volunteer will need to arrive around 7:30 a.m. the morning of the race.

C. Captains Quarters Parade 9/17/15

Mrs. Bigsby announced, the Captains Quarters Burtucky Parade will be held September 17, 2015 at 6 p.m. The parade will begin at Blessed Sacrament Church and proceed to Captains Quarters on Belsay and Atherton Rd.

D. Trick or Treat Trail Update 2-6 PM on 10/17/15

Mrs. Bigsby said the Trick or Treat Trail will be at Kelly Lake on October 17, 2015 from 2-5 PM. The pumpkins will be ready for pickup on October 16th. We will need 60 dozen donuts and 60 dozen cookies. Meijer donated 60 gallons of Apple Cider last year. We will need tents and chairs. I would like to have the boardwalk decorated. We will need to have money transferred from the Community Events to the Trick or Treat Trail Event.

Mr. Heffner said we need to get new decorations and at least 25 bales of hay for the hay ride.

The committee decided to have the petting zoo, bounce houses, face painting, pumpkin decorating, cookie decorating, donuts, cider, balloon twister, cotton candy and hay ride. Everyone should be at Kelly Lake to set up around 8:00 a.m. the day of the event.

E. Motion to move \$2,500.00 from Community Events to Trick or Treat Trail Event.

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>RECOMMENDED [UNANIMOUS] Next: 9/21/2015 5:30 PM</b> |
| <b>MOVER:</b>    | Robert Spose, Commissioner                             |
| <b>SECONDER:</b> | Robert Wilson, Commissioner                            |
| <b>AYES:</b>     | Heffner, Talbot, Spose, Craig, Dunsmore, Wilson        |
| <b>EXCUSED:</b>  | Adams                                                  |

F. Veteran's Honor Run Update 11/14/15

Mr. Craig said we need volunteers, or students that need community service hours, scouts, youth groups, etc. to help out with directing the runners throughout the course. They will get a volunteer shirt and lunch. I would like to have one or two people at each turn.

Mrs. Bigsby said the Michigan Derby Girls want to be involved, so I will send them the information.

**F. AUDIENCE PARTICIPATION**

Chris Johns, 2267 Pear Tree Drive in Burton stated the Movies on the Lawn event was a success. We had over 700 families come to the movies. We want to thank the Parks & Recreation Commission as well as Mrs. Bigsby, Parks & Recreation Director, our sponsors and the Burton Eagles. We were able to raise the money for the operational cost, the

movies, the projector and screen. The sponsor money from Burton Parks and Recreation was used to purchase prizes for the kids. The joy that they had was outstanding. We look forward to next year. Since you already have the equipment, the operating costs will be much lower. We will still need the movies and prizes sponsor. We had so much fun doing this event and look forward to next year as well. We will commit to doing three movies. If there is an interest to do more, we will help with the fundraising and training to run the event.

Councilman Vaughn Smith, 1311 Clairwood Drive in Burton stated I am here on behalf of the Memorial Day Race committee. A number of you here in this room helped this race grow. It was very successful this year. We raised over \$8,000.00. We are distributing this money through grants to various organizations in Burton that helped make this race a success. One of the people that helped grow this race is Mona Miron. Mrs. Miron has been working on the Settlement Park. On behalf of the race committee, we would like to make a \$300.00 donation to that park.

Mr. Heffner suggested using this money toward the plaque that we were going to have made for the park. Drain Commissioner, Jeff Wright has also agreed to donate toward the plaque.

Mrs. Miron said the Burton Historical Society will be having a second annual Ice Cream Social this Sunday at the Settlement Park. This is to introduce the park and let people know that it is there. We had about ten people help plant the flowers. We are trying to get the kids and neighbors involved in keeping an eye on the park. I have raised money for the flowers and the picnic tables. Maybe some of this donation from the Memorial Day Race Committee could go towards the Ice Cream Social and the sign that was made for the park. The Burton Historical Society is a nonprofit organization.

Mrs. Bigsby stated currently we do not have a revenue or expenditure line for the Settlement Park, so this will have to go to finance. Once this is done it will go to Council for approval.

Mr. Heffner offered to donate money toward the Ice Cream Social.

Mrs. Miron also asked when the drive would be put in at the Settlement Park. She said the money was allocated over a year ago. This was included in the Five Year Plan.

Councilman Vaughn Smith stated he would like the \$300.00 donation from the Memorial Race to go to the Burton Historical Society. This race continues to grow and we would like to recognize and thank the non-profit organizations by donating. The more we can work together to make this community a better place, we are all going to benefit.

1. Motion to move \$300.00 from the Memorial Day Race to the Burton Historical Society.

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>RECOMMENDED [UNANIMOUS] Next: 9/21/2015 5:30 PM</b> |
| <b>MOVER:</b>    | Debra Dunsmore, Commissioner                           |
| <b>SECONDER:</b> | Sandra Talbot, Commissioner                            |
| <b>AYES:</b>     | Heffner, Talbot, Spose, Craig, Dunsmore, Wilson        |
| <b>EXCUSED:</b>  | Adams                                                  |

## G. ADMINISTRATIVE REPORT

Mrs. Bigsby, Parks & Recreation Director, stated the equipment that was bought with donation money for the Parks & Recreation Movies in the Park includes: speakers with stands, mixer with stand, screen and projector. The Patriot Day Hero Run will be using the speakers on Saturday. We are thinking about running a movie at our Pizza with Santa event before the Christmas Parade on December 5, 2015. The Senior Center could also use this equipment to show movies.

Councilman Vaughn Smith suggested having a slideshow of the prior race participants at the races that are coming up.

Mrs. Bigsby stated the Trick or Treat Trail will be October 17, 2015 at 2-5 PM. The Policeman's Ball is also on this night as well as Sweetest Day. The Veteran's Honor Run registration is going strong. We are receiving many registrations online. This event will be held November 14, 2015 at 11:11 a.m.

Page, the guy who traps the muskrats for us at Kelly Lake, gave me a flyer on the Heritage Days Fair in Oakland County. This event is to teach kids different things about the outdoors such as archery, shooting, boating, etc. We have nothing like this in Genesee County for kids. I think this would be a great event for us. We could partner with other agencies such as Williams Gun Club and other groups. I would like for the committee to think about putting on an event like this next year.

#### **H. COMMISSION DISCUSSION**

Discussion ensued regarding the Captains Quarters Burtucky Parade. It was decided among the committee not to participate in the parade this year.

Mr. Craig stated I am a Charter Rep for the Boy Scout Group 178. They have reserved Kelly Lake on October 10, 2015 for an event. They will be doing outdoor stuff. This is the kind of thing we like to see at the park.

Mrs. Bigsby said we still need to fill two seats on this committee. One seat is for a Bentley Representative.

Meeting was adjourned at 7:00 PM.



# CITY OF BURTON

## BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 12, 2015

### MINUTES

Council Chambers

Regular Meeting

5:30 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Commissioner Sandra Talbot at 5:30 PM.

#### A. ROLL CALL

| Attendee Name  | Title                  | Status  | Arrived |
|----------------|------------------------|---------|---------|
| Steven Heffner | Council Representative | Excused |         |
| Sandra Talbot  | Commissioner           | Present |         |
| Robert Spose   | Commissioner           | Present |         |
| James Craig    | Commissioner           | Present |         |
| Debra Dunsmore | Commissioner           | Present |         |
| Robert Wilson  | Commissioner           | Present |         |
| Sherry Adams   | Commissioner           | Late    | 5:37 PM |

#### B. THE PLEDGE OF ALLEGIANCE WAS LED BY SANDRA TALBOT.

#### C. STAFF PRESENT

B. Bigsby, Parks & Recreation Director and M. Kimball, Clerk Typist.

#### D. APPROVAL OF MEETING MINUTES

1. Parks & Recreation Commission - Regular Meeting - Jul 8, 2015 5:30 PM

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Craig, Commissioner              |
| <b>SECONDER:</b> | Debra Dunsmore, Commissioner           |
| <b>AYES:</b>     | Talbot, Spose, Craig, Dunsmore, Wilson |
| <b>ABSENT:</b>   | Adams                                  |
| <b>EXCUSED:</b>  | Heffner                                |

#### E. PURPOSE OF THE MEETING

1. Kelly Lake Update

Mrs. Bigsby stated the Kelly Lake Boardwalk looks very nice. They have started on the pathway. Their goal is to have it done around August 20th. The pathway will go from where the boardwalk ends, along the bank, to where the handicap parking is. Once it is completed, we will have a grand opening.

2. Trick or Treat Trail Update

Mrs. Bigsby said we will not be able to have this event at Blessed Sacrament Church because they have Church Mass on Saturday, so we will have to find another location.

### 3. Settlement Park Update

Mrs. Bigsby stated a resident asked if we could have a bridge built from the road to the park, where the willow tree is. This would cost at least \$1,000.00. Since we really don't have a specific plan for the park yet, I'm not sure if we would want to do this.

Ms. Talbot said Mona Miron from the Burton Historical Society mentioned that she bought a few picnic tables for Settlement Park, but they are not out there yet.

Mrs. Bigsby stated one of the trees from Pete's Plumbing fell over the fence and into the park. This needs to be cleaned up.

### 4. Veteran's Honor Run Update

Mr. Craig stated the Michigan State University Physician Education Program will be one of our \$100.00 Shirt sponsors. Hurley wants to do a \$300.00 sponsorship. They will also be doing wellness screenings on site, and will provide up to 500 tote bags for participants. We need \$100.00 and \$300.00 sponsors. We are also in need of one \$500.00 shirt sponsor. The \$100.00 sponsor will receive their name on the back of the shirts. The \$300.00 sponsor will receive their name and logo on the back of the shirts, on the registration form and website. The \$500.00 sponsor will be the only person on the back of the volunteer shirts. The next Veteran's Honor Run meeting will be August 19, 2015 at Burton City Hall.

### 5. 2016 Planning

Mrs. Bigsby stated now that we have the movie equipment we can have our own movie events, even in the winter. We will just have to find the place to have it.

Ms. Adams suggested having more events at the Burton Eagles.

Mr. Craig said maybe we could show a movie at the Christmas with Santa event on December 5, 2015. The Veteran's Honor Run and the Memorial Day Run have lowered their entry price for kids to half price. We are thinking of ways to get the kids more actively involved and promote the race in the schools. Maybe even have a little friendly competition with other schools. We could designate a committee to work on this. I would like to make this into a program that doesn't cost anything and include a few volunteers.

Ms. Talbot suggested we could come up with some kind of trophy to pass from school to school.

Ms. Dunsmore stated Bendle Elementary has two running clubs. They just added a walking/running track around South Bendle Elementary. The Principal runs a fitness place and another person has a running club. Every year they get tennis shoes donated to the kids.

Mr. Spose suggested an event with Lowe's versus Home Depot competition. They could donate the supplies, and the kids could build things.

Mr. Wilson said he would like to have a Military Ball next year for the Veteran's in the area, in recognition for their service.

Ms. Adams suggested having a Music in the Park Event.

Mrs. Bigsby said a gentleman from Captain's Quarters came in to talk to me about their "Burtucky Day's" event on September 17, 2015. This brings in 400 to 500 people from the area. He talked to me about planning a parade on that day. We could decorate our Park and Recreation trailer and be in the parade if we wanted. I can have the trailer checked to make sure it's good to go.

Mr. Craig said we could do a Road Rally and get the Chamber of Commerce involved, maybe they would partner with us. In this event, you would drive to a place with an envelope of clues. You have to figure it out and then go to the next spot. At the end there would be a party somewhere.

Ms. Dunsmore asked about filling the vacancies on Parks and Recreation Commission.

Mrs. Bigsby stated she will post the open positions.

#### **F. AUDIENCE PARTICIPATION**

None.

#### **G. ADMINISTRATIVE REPORT**

None.

#### **H. COMMISSION DISCUSSION**

None.

#### **I. COMMISSION RECOMMENDATIONS AND/OR ACTION**

None.

Meeting was adjourned at 6:23 PM.



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

Meeting: 09/09/15 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

E.A

**SCHEDULED**

**AGENDA ITEM (ID # 1825)**

DOC ID: 1825

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## Kelly Lake Update



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

Meeting: 09/09/15 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

**E.B**

**SCHEDULED**

**AGENDA ITEM (ID # 1826)**

*DOC ID: 1826*

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## **Patroit Day Hero Run 9/12/15**



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

Meeting: 09/09/15 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

**E.C**

**SCHEDULED**

**AGENDA ITEM (ID # 1827)**

*DOC ID: 1827*

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## **Captains Quarters Parade 9/17/15**



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

Meeting: 09/09/15 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

**E.D**

**SCHEDULED**

**AGENDA ITEM (ID # 1829)**

*DOC ID: 1829*

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## Trick or Trail Update



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**MOTION (ID # 1857)**

E.E

Meeting: 09/09/15 05:30 PM  
Department: Clerk's Office  
Category: Discussion  
Prepared By: Teresa M. Karsney  
Initiator: Teresa M. Karsney  
Sponsors:  
DOC ID: 1857

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**Motion to move \$2,500.00 from Community Events to Trick or  
Treat Trail Event.**

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|                  |                                                 |                                |
|------------------|-------------------------------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>RECOMMENDED [UNANIMOUS]</b>                  | <b>Next: 9/21/2015 5:30 PM</b> |
| <b>MOVER:</b>    | Robert Spose, Commissioner                      |                                |
| <b>SECONDER:</b> | Robert Wilson, Commissioner                     |                                |
| <b>AYES:</b>     | Heffner, Talbot, Spose, Craig, Dunsmore, Wilson |                                |
| <b>EXCUSED:</b>  | Sherry Adams                                    |                                |



**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

Meeting: 09/09/15 05:30 PM

Department: Mayor's Office

Category: Events

Prepared By: Marcy Kimball

Department Head: Paula Zelenko

E.F

**SCHEDULED**

**AGENDA ITEM (ID # 1830)**

*DOC ID: 1830*

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## **Veteran's Honor Run Update 11/14/15**


**Burton Park and Recreation Commission**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**MOTION (ID # 1856)**

Meeting: 09/09/15 05:30 PM  
Department: Clerk's Office  
Category: Discussion  
Prepared By: Teresa M. Karsney  
Initiator: Teresa M. Karsney  
Sponsors:  
DOC ID: 1856

## Motion to move \$300.00 from the Memorial Day Race to the Burton Historical Society.

|                  |                                                 |                                |
|------------------|-------------------------------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>RECOMMENDED [UNANIMOUS]</b>                  | <b>Next: 9/21/2015 5:30 PM</b> |
| <b>MOVER:</b>    | Debra Dunsmore, Commissioner                    |                                |
| <b>SECONDER:</b> | Sandra Talbot, Commissioner                     |                                |
| <b>AYES:</b>     | Heffner, Talbot, Spose, Craig, Dunsmore, Wilson |                                |
| <b>EXCUSED:</b>  | Sherry Adams                                    |                                |