



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 25, 2019

MINUTES

Council Chambers

Special Meeting

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:33 PM.

PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

A. CALL TO ORDER

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

B. STAFF PRESENT

Amy Clous, Assessing Tech, Parks & Recreation Director
Lindsey Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mr. Craig stated he received an email from Mr. Fallis that stated with his new employment he will not be able to continue serving on this board. He is very disappointed. He will send an official e-mail out in the next week or so. He welcomed Amy Clous as our new Parks and Recreation Director and thanked Bette Bigsby for stepping in when we needed her.

D. PURPOSE OF THE MEETING

1. Update and Discussion on Pizza with Santa Event.

Pizza with Santa is on December 7th from 12PM-3PM at the Bendle High School.

The following items regarding Pizza with Santa were discussed:

- Stations that will be set up.
- Items we have.
- Items that need to be purchased.

The following stations will be set up:

1. Balloon Guy:

- He will be in the Auditorium, Mrs. Conley has him booked and also presented the invoices for his services.

2. Cookie Decorating:

- Mrs. Clous will contact Meijer about getting the cookies, we have the frosting and sprinkles.

3. Face Painting:

- We need paper towels for this station, otherwise it is all set.

4. Bulb Making:

- We need 300 plastic bulbs. There are enough stickers in the storage room in basement.

5. Stocking Decorating:

- There are roughly 60 stockings in the basement. Need to buy glitter, glue and a tub to pour the excess glitter into.

6. Mailbox/Letters to Santa:

- We need to purchase envelopes, pens or pencils and paper. They have to find the mailbox or purchase a new mailbox.

7. Pictures with Santa:

- Mayor Haskins will be Santa. Racheal Boggs will take the pictures and print them out on cards that Amy has. Need to order a back drop and chair for Santa.

8. Coloring Books:

- We need to put together about 200 coloring books.

Members from the Bendle Marching band will be playing Christmas music at the entrance.

Bendle Honor Students will help run each station.

Mrs. Clous' husband will deliver the Pizza. They will start with 60 pizzas cut into 10 pieces. We will call every time we need another 15 pizzas.

Mr. Craig is donating the bottles of water.

Mrs. Clous has the plates and napkins.

The committee decided we will not be having a store and gift-wrapping station this year but will listen to the attendees to hear their input on whether or not they prefer the store.

E. AUDIENCE PARTICIPATION

None.

F. COMMITTEE DISCUSSION AND OR ACTION

The committee discussed the Tree Lighting Ceremony. The following items were Discussed:

1. It was suggested that we have a blessing of the tree. Mrs. Clous' dad is a Pastor and will do the blessing.
2. The PA system needs to be located.
3. Passing out Flyers for the Tree Lighting Ceremony at the schools
4. The need for extension cords. Mrs. Clous will order these.
5. On Saturday set-up will begin at 2PM. They have about 15 more cords to run.
6. Mr. Scharrer has requested the permit for the fire.
7. They are working on fire prevention material.
8. Major Helstrom, who is the Salvation Army Representative, will be at the event to collect coat donations.
9. They need bird seed for the pine cone decorating. Mrs. Clous will get this.
10. Burton Place donated the popcorn machine and it is their running donation to supply the popcorn for the events.

Mrs. Conley stated donations and amounts that have been received by local businesses. Some of the donations came by way of paying for services instead of cash donation. She is getting the hot dogs From Koegels, they are \$33 for 100 hot dogs.

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

Meeting was adjourned at 6:23 PM.
