



# CITY OF BURTON

## PARKS & RECREATION COMMISSION MEETING

JANUARY 14, 2026

### AGENDA

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**Council Chambers**

**Regular Meeting**

**5:30 PM**

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**4303 S. Center Road  
Burton, MI 48519**

**A. Call To Order**

**B. Pledge of Allegiance to the Flag of the United States of America**

**C. Staff Present**

**D. Administrative Reports**

**E. Nominations**

1. 1. Approve and Authorize \_\_\_\_\_ for Parks and Recreation Chairperson from January 2026 - December 2026.
2. Approve and Authorize \_\_\_\_\_ for Parks and Recreation Vice Chairperson from January 2026 - December 2026.

**F. Approval of Minutes**

1. Parks & Recreation - Regular Meeting - September 10, 2025 5:30 PM
2. Parks & Recreation - Regular Meeting - November 12, 2025 5:30 PM

**G. 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, limit their comments to three (3) minutes, and speak on topics germane to City business.

**H. Committee Discussion and/or Action**

1. Recap of Pizza with Santa
2. Recap of Christmas Tree Lighting

**I. The next regularly scheduled meeting will be held on Wednesday, February 11, 2026 @ 5:30 pm.**

**J. Meeting Adjournment**

Agendas and minutes may be found at [www.burtonmi.gov](http://www.burtonmi.gov).



# CITY OF BURTON

## PARKS & RECREATION COMMISSION MEETING

SEPTEMBER 10, 2025

### MINUTES

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**Council Chambers**

**Regular Meeting**

**5:30 PM**

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**4303 S. Center Road  
Burton, MI 48519**

[IGNORE\_INDENT]

**A. Pledge of Allegiance to the Flag of the United States of America**

LED BY: Chairman Jeremy Scharrer

**B. Roll Call**

Present: Mr. Scharrer, Mr. Burge, Ms. Dunsmore, Mr. Craig.

Absent: Mr. Wines, Ms, Young.

**C. Staff Present**

Joy Roe, Deputy Clerk.

Amy Clous, Parks & Rec Director.

**D. Administrative Reports**

None.

**E. Approval of Minutes**

1. Parks & Recreation - Regular Meeting — Wednesday, July, 9, 2025 5:30 PM  
Parks & Recreation - Regular Meeting — Wednesday, August, 20, 2025 5:30 PM

Motion by Mr. Scharrer, second by Mr. Craig, for approval of minutes.

Voting Yes: Mr. Scharrer, Mr. Burge, Ms. Dunsmore, Mr. Craig

Voting No: None

**Motion - Passed**

**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, limit their comments to three (3) minutes, and speak on topics germane to City business.

None.

**G. Committee Discussion and/or Action**

1. Park Pavilion Reservations- Ending September 30, 2025

Mr. Scharrer stated that park reservations will be closing on September 30, 2025.

Ms. Dunsmore asked if the parks would be locked.

Mr. Burge replied, yes.

Mr. Scharrer clarified by stating that it's in the same hours of operation at the park, and it is unlocked in the morning and locked at dark, and that we are not reserving the pavilions.

Mr. Craig stated that the park closes at 9 PM. Also, that the sign for the park by the road says 9 PM. Talks about the sign possibly being replaced by a new sign with the updated correct hours of operation. Asked Ms. Clous if she had heard anything about a new sign.

Ms. Clous stated that they made signs and assumes they have posted them.

Mr. Craig states that DPW plans on changing the hours of operation for the park and will lock it accordingly after that.

2. Halloween Home Decorating Contest

Ms. Clous states that the Halloween home decorating contest is now online, to submit your decorated home in the contest. First place winner gets a \$100 gift card, second place gets a \$50 gift card and third place wins a \$25 gift card.

3. Trick or Treat Trail — Saturday, October 18, 2025 (12pm-2pm) Bentley High School

Mr. Scharrer states that the trail has been reserved.

Ms. Clous states that they still in need of more volunteers to pass out candy.

4. 'Twas the Lights Before Christmas-Holiday Home Decorating Contest

Ms. Clous states that 'Twas the lights before Christmas Holiday Home Decorating Contest will be posted after the Halloween Home Decorating Contest is over.

Ms. Dunsmore asks who will be judging the contest.

Ms. Clous replies, the senior center.

Discussion about how the judging works.

Ms. Clous states that there is a points system in place for the judging.

5. Pizza with Santa — Saturday, December 6, 2025 (11am-2pm) Bendle High School

Ms. Dunsmore states that it has been reserved.

Ms. Clous states that the event is from 11:00 AM. - 2:00 PM. at Bendle high school.

6. Christmas Tree Lighting — Saturday, December 6, 2025 (6pm-7:30pm) Fire Station 1

Ms. Clous states that there are two wonderful events on December 6, 2025, so after pizza with Santa, there will be the Christmas tree lighting event as well from 6:00 PM. - 7:00 PM. at Fire station #1.

Mr. Burge states there will be hot dogs and ice cream.

Mr. Scharrer discusses the theme for the event and different ideas.

**H. The next regularly scheduled meeting will be held on Wednesday, October 8, 2025 @ 5:30 pm.**

The meeting was adjourned at 6:12 PM.

[MIN\_SIGNATURES]



# CITY OF BURTON

## PARKS & RECREATION COMMISSION MEETING

NOVEMBER 12, 2025

### MINUTES

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**Council Chambers**

**Regular Meeting**

**5:30 PM**

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**4303 S. Center Road  
Burton, MI 48519**

#### **A. Call To Order**

Chairman Jeremy Scharrer called the meeting to order at 5:30 PM.

#### **B. Pledge of Allegiance to the Flag of the United States of America**

LED BY: Chairman Jeremy Scharrer.

#### **C. Staff Present**

Amy Clous, Parks and Rec Director  
Joy Roe, Deputy Clerk

#### **D. Administrative Reports**

Mr. Craig gave an update about the Veterans Honor Run, the food that was offered this year, and how well it went over.

#### **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, limit their comments to three (3) minutes, and speak on topics germane to City business.

None.

#### **F. Committee Discussion and/or Action**

##### **1. Halloween Home Decorating Contest Recap**

Mrs. Clous stated that there were a lot of great Halloween decorating contestants this year. The first place winner was at 2103 E. Bergin Ave. The second place winner was at 1482 E. Parkwood Ave. The third place winner was at 4292 Pebble Creek Blv. They were all wonderful, and we thank everyone that participated.

##### **2. Trick or Treat Trail Recap**

Mrs. Clous stated that it was a great turn out with lots of people and kids. We had the most vendors that we have ever had to pass out candy. Also, there was not very much candy left over after the event.

Mr. Burge stated the four hundred pumpkins were just the right amount.

Mr. Scharrer stated there were not a lot of leftovers on the cider and donuts. I think the

number of each item we purchased was close to the right amount needed for the event. Also, the Fire Station had the most trick-or-treaters that we have ever had.

3. Twas' the Lights Before Christmas  
Holiday Home Decorating Contest

Mrs. Clous states this decorating contest is similar to the Halloween decorating contest, but Christmas themed. This year there are three themes for decorating. Number one is Judge's Choice for a \$50.00 visa gift card, where you can be fun and festive and eye-catching. Number two is Deck the Home for a \$100.00 visa gift card, where you can decorate your home in any way for Christmas. And number three is the grand prize of the 2025 City of Burton Clark W. Griswold Award for a \$200.00 visa gift card. Residents can register online at [www.burtonmi.gov](http://www.burtonmi.gov). or email me the registration form [a.clous@burtonmi.gov](mailto:a.clous@burtonmi.gov).

4. Pizza with Santa- Saturday, December, 6, 2025- Bendle High School (11am-2pm)

Mrs. Dunsmore gave an update on the high school. There is an event the night before, so part of it will be locked up, but we can put everything inside the cafeteria overnight.

Discussion about the food, the timing of the event, and the timing to set everything up on Saturday morning.

Mr. Scharrer asked if everything was ready for the letters to Santa.

Mrs. Clous stated everything would be set-up for it.

5. Christmas Tree Lighting- Saturday, December 6, 2025-Fire Station 1 (Starts at 6pm , Tree lights at 7pm)

Mr. Scharrer stated the tree has been confirmed and should be showing up in the next couple of weeks. Santa is going to be arriving in a new way this year instead of on a fire truck.

Discussion about the food, the inside events that are going to happen, including the gingerbread house snowball fight, and times for setting up the lights.

Mr. Scharrer explained the issue for next year with the tree, because the tree farm will not have a tree for us anymore. I have already been working with the guy to try and set things up for the future, but tree farms don't keep trees until they get sixteen feet. They are usually cut down at eight feet, and we need a sixteen-foot-sized tree for our tree lighting.

Mr. Burge suggested contacting Consumers Energy when they cut down the big trees and possibly getting one of theirs.

Discussion about trees and how they are taken care of ensued.

**G. The next regularly scheduled meeting will be held on Wednesday, December 10, 2025 @ 5:30 pm.**

**H. Meeting Adjournment**

Meeting adjourned at 6:09pm.

[MIN\_SIGNATURES]