



CITY OF BURTON

PARKS & RECREATION COMMISSION MEETING

SEPTEMBER 10, 2025

AGENDA

Council Chambers **Regular Meeting** **5:30 PM**

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

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

LED BY: Chairman Jeremy Scharrer

B. Roll Call

C. Staff Present

D. Administrative Reports

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

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.

G. Committee Discussion and/or Action

1. Park Pavilion Reservations- Ending September 30, 2025
2. Halloween Home Decorating Contest
3. Trick or Treat Trail — Saturday, October 18, 2025 (12pm-2pm) Bentley High School
4. Twas' the Lights Before Christmas-Holiday Home Decorating Contest
5. Pizza with Santa — Saturday, December 6, 2025 (11am-2pm) Bendle High School
6. Christmas Tree Lighting — Saturday, December 6, 2025 (6pm-7:30pm) Fire Station 1

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

Agendas and minutes may be found at www.burtonmi.gov.



CITY OF BURTON

BURTON PARKS AND RECREATION COMMISSION MEETING

JULY 9, 2025

MINUTES

Council Chambers

5:30 PM

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

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

A) ROLL CALL

Attendee Name	Status
Jeremy Scharrer	Present
James Craig	Present
Debra Dunsmore	Present
Kevin Burge	Present
Marisa (Lipcaman) Young	Present

B) STAFF PRESENT

Amy Clous, Parks and Recreation Director
Joy Roe, Clerk's Office

C) ADMINISTRATIVE REPORT

Mrs. Clous stated thank you Mayor, all our sponsors, and everyone that helped make Memorial Day such a huge success. Everything went smoothly and there was a great turnout. I also want to thank all coaches, sponsors, and everyone that helped with the Burton Youth league. Without the help from all who had an active roll, we couldn't have been successful.

D) APPROVAL OF MINUTES

D.1) Parks & Recreation - Regular Meeting - MARCH 19, 2025 5:30 PM

RESULT:	D.1) Parks & Recreation - Regular Meeting - MARCH 19, 2025 5:30 PM [UNANIMOUS]
MOVER:	Debra Dunsmore
SECONDER:	James Craig
AYES:	Jeremy Scharrer, James Craig, Debra Dunsmore, Kevin Burge, Marisa (Lipcaman) Young
NAYS:	None
ABSENTS:	None
ABSTAINS:	None
RECUSALS:	None

D.2) Parks & Recreation - Regular Meeting - MAY 14, 2025 5:30 PM

RESULT: D.2) Parks & Recreation - Regular Meeting - MAY 14, 2025 5:30 PM [UNANIMOUS]
MOVER: Debra Dunsmore
SECONDER: James Craig
AYES: Jeremy Scharrer, James Craig, Debra Dunsmore, Kevin Burge, Marisa (Lipcaman) Young
NAYS: None
ABSENTS: None
ABSTAINS: None
RECUSALS: None

E) AUDIENCE PARTICIPATION

Patrick Dargel of 6119 Hugh Street asked how is the Parks and Recreation going to promote the use for residents of the Fire Station 1 and Fire Station 2 parks during the summer?

Mr. Craig asked for clarification.

Mr. Dargel stated this would be events to get more foot traffic at the parks.

Mr. Sharrer stated on August 13-14th Children’s Miracle Network will be at Water Tower Park utilizing part of it. It is a Fire Department event not a Parks and Recreation event, but Station 2 did not have anything scheduled.

Mr. Craig asked about parking at the park for an event this size and expressed some concerns about people parking in front of the firehouse.

Mr. Sharrer stated the bigger events can be hosted at station 2 as the parking at Station 1 would be more of a challenge for a big event, but we do host the tree lighting there. Kelly Lake has been active this year as far as reservations.

Discussion about Back to the Bricks, adding more events and the types of events that might bring people in.

F) COMMITTEE DISCUSSION AND OR ACTION

F.1) Trick of Treat Trail- Bentley High School

Mrs. Clous stated I sent the facility use form to Diana and we are waiting to hear back. I am printing off the fliers because they are finished and will have them for everyone next month. The event is scheduled for October 18th from Noon-2pm at Bentley High School.

Discussion about candidates participating in passing out candy, but not political paperwork.

Mr. Craig stated there might be some interest in people coming out and setting up crafts. We had bakers with artistic cookies, special t-shirt designs, and others homemade crafts. It made this event more of a festival atmosphere instead of getting candy and leaving. Some of the arts and crafts from the schools might even want to put things out as a fundraiser.

Discussion about making sure we have enough treats and getting the word out early about the event.

Meeting adjourned at 6:05pm.

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON
WEDNESDAY, AUGUST 20, 2025 @ 5:30 PM.**



CITY OF BURTON

PARKS & RECREATION COMMISSION MEETING

AUGUST 20, 2025

MINUTES

Council Chambers

Regular Meeting

5:30 PM

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

A. Roll Call

Present: Board Member Jeremy Scharrer, Board Member Jim Craig, Board Member Kevin Burge, Board Member Marisa Young, Board Member Debra Dunsmore

Absent:

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

C. Staff Present

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

D. Administrative Reports

Mr. Craig gave the neighborhood watch update and discussed the new gates at Kelly Lake Park.

Mr. Scharrer stated that just because we had a couple of things going out there, doesn't mean people can't go out there. We have taken steps to get in front of any more situations and keep the trouble out of our area.

Mr. Craig discussed the Veteran's Honor Run being on November 1, 2025 this year because of a scheduling conflict with the timers. He invited people to volunteer to help with the racing needs.

E. Approval of Minutes

None.

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.

Patrick Dargel of 6119 Hugh Street spoke about Swartz Creek having a slip-and-slide event at one of their parks and encouraged the City of Burton Parks and Recreation to have an event similar next year.

Discussion about the wetland at Kelly Lake Park, the regulations on the park, and what would need to take place for events to happen.

G. Committee Discussion and/or Action

1. Trick or Treat Trail- Saturday, October 18, 2025 12pm-2pm

Mrs. Clous stated everything was ordered, including: pumpkins, cider, donuts, and bounce houses. The only thing left is for people to sign up and pass out candy. I brought fliers for everyone to take and the schools to pass out to the kids.

Mr. Burge stated we might have to change the location where we hand out the pumpkins because of construction happening on the property.

Mrs. Clous stated we will check everything out in advance and see where the best place is to have them.

2. Halloween Home Decorating Contest

Mrs. Clous stated the contest will be posted on September 2, 2025. It will be the same as last year with the first, second and third place winners. This is just for the residents of the City of Burton and the senior citizens will be judging again this year.

Meeting adjourned at 5:59pm.

H. The next regularly scheduled meeting will be held on WEDNESDAY, SEPTEMBER 10, 2025 @ 5:30 pm.

[MIN_SIGNATURES]



City of Burton's Halloween Home Decorating Contest

Rules & Entry Form

Sounds like some of you ghouls out there wanted to have fun so the City of Burton has decided to have a Halloween Home Decorating Contest, but you must follow the contest rules! Have fun and out boo your neighbors!

Contest Rules:

1. Participants must reside in the City of Burton.
2. All Participants are required to have their lights & decorations in operation for judging purposes. Judging will take place October 23 between 12:00pm & 8:00pm. Judging is based on "curb appeal" as viewed from the street only. Therefore, only those decorations located on the street side of the property will be judged (corner lots will be judged from both streets). Judges will not enter the property to view back or side yards. Winners will be announced via Facebook on October 27 and will receive a phone call on October 27 by 5pm. To be fair, points will be taken away for anyone that hires professional companies to put up their decorations.
3. To take part in the contest, you must fill out an entry form and e-mail or mail it to Amy Clous. You may also register online. All entries must be received by Tuesday, October 21 in the Assessor's Office by 12:00pm.

Email: a.clous@burtonmi.gov
 Address: City of Burton-Amy Clous
 4303 S. Center Rd.
 Burton, MI 48519

Online Registration: www.burtonmi.gov
 Departments- Parks & Recreation
 Halloween Home Decorating Contest.

Entry Form:

Name(s): _____
 Address: _____
 Phone Number: _____ E-Mail Address: _____

Check all that apply:

- I am a resident of the City of Burton.
- As a participant in the Halloween Home Decorating Contest, I agree to allow the City of Burton to take pictures of my house and post on social media, in press releases to news stations and media.
- As a category winner in the Halloween Home Decorating Contest, I agree to allow the City of Burton to publish my name and photo of home on social media, in press releases to news stations and media.
- As a participant in the Halloween Home Decorating Contest, I agree to allow City of Burton to add my address to a list so other residents may view my Home Decorating skills.
- DAYTIME DISPLAY
- NIGHTTIME DISPLAY

Signature: _____ Date: _____



Presents:



Sounds like some of you Ghouls out there just want to have FUN!!!

Is your home SpookTacular, Scare-tastic, Ghoulish,
Haunted or just BOO-TI-FUL?

Out BOO your neighbors by entering the

City of Burton's
Halloween

Home Decorating Contest

Register By October 21 (12pm), Judging will take place October 23

1st Place Winner- \$100 Gift Card

2nd Place Winner- \$50 Gift Card

3rd Place Winner- \$25 Gift Card

There are 3 ways to enter the Home Decorating Contest:

1. Fill out the registration form and send to:

City of Burton-Amy Clous
4303 S. Center Rd.
Burton, MI 48519

2. Register online at www.burtonmi.gov

Departments- Parks & Recreation
Holiday Home Decorating Contest











3. E-mail the registration form to a.clous@burtonmi.gov

Any questions please call (810)743-1500 ext. 1099





2025 Trick or Treat Trail Rules & Regulations

-  There is no fee for participating in this event, however, donations to the Burton Parks & Recreation program are greatly appreciated. A complete registration form is required to participate in this event.
-  Participants must provide their goodies to hand out at their trunk/tent. Individually wrapped candy, prizes, trinkets, and business goods are all acceptable items.
-  This is a family friendly event. Please decorate your trunk/tent accordingly.
-  Please be courteous to your trunk/tent neighbors and keep music volume and decorations confined to your space. No performances or additional games allowed at the space provided. Keep it simple by just providing the trunk/tent experience.
-  Registered trunks/tents may begin set-up at Bentley High School parking lot at 10:30am. All trunks/tents must be set up completely by 11:45am and the event will begin **promptly** at 12:00pm. All trunks/tents must stay through the duration of the event, which is 2:00pm.
-  There will be no electrical support for vehicle decorations.
-  You are responsible for your own tables, chairs, tent coverage or trunk. You are responsible for the set up and cleanup of your trunk/tent location. (Vehicles will be in designated areas in the parking lot, tents will be in designated areas in the grass, you will need to see Amy before the event to find out where to set up)
-  Costumes are encouraged to enhance the look of your decorated trunk/tent. Please note that they need to be appropriate for children.
-  We expect between 800-1,000 attendees. Please ensure you have enough treats for all the children.
-  This is intended to be a **positive** experience for children and families put on by City of Burton Parks & Rec: fighting, negativity or swearing will not be permitted and you will be removed from the premises.

How to submit application:



E-mail: a.clous@burtonmi.gov



Drop off at City Hall: 4303 S. Center Rd., Burton, MI 48519



Mail to: City of Burton, Attn: Amy Clous, 4303 S. Center Rd., Burton, MI 48519



Call: Amy Clous, Parks & Rec Director, (810)743-1500 x.1099

Trail Application: City of Burton Parks and Recreation

Trick or Treat Trail Registration Form

Organization Name/Individual: _____

Contact Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

Entry Set-Up (Check all that apply)

- Car/Truck/Van

- Tent

- Other (Please describe)

Entry Details

Approximate size of your entry
(length and width):

Type of vehicle (if applicable):

Comments, suggestions, special
instructions:

Please submit your application by October 15, 2025

Event will be held at Bentley High School on October 18, 2025, from 12:00pm-2:00pm

**READ THE RULES AND REGULATIONS ON BACK OF THIS
APPLICATION BEFORE SUBMITTING IT**

Questions?

(810)743-1500 x1099 | a.clous@burtonmi.gov

HALLOWEEN
**Trick
OR
TREAT** TRAIL



Come join the SP^{OO}KY & WICKEDLY FUN,
if you dare!

Saturday, October 18, 2025

12-2 p.m.

Bentley High School
1170 N. Belsay Rd.
Burton, MI 48509

Contact Amy Clous (Parks & Rec Director) for more information
(810)743-1500 ext. 1099





2025 Trick or Treat Trail

Sponsorship Form

Where: Bentley High School
1170 N. Belsay Rd.
Burton, MI 48519

Saturday, October 18, 2025
12pm-2pm

Children will begin walking the trick or treat trail promptly at 12:00pm. Bounce houses, donuts, cider & popcorn will also be available. Thank you for your support and we will see you at Bentley High School for a spooky, wickedly good time! Any questions please contact, Amy Clous, Parks & Rec Director at (810)743-1500 x.1099

Company Name: _____

Address: _____

Phone Number: _____ Contact Person: _____

E-mail: _____

I/We would like to sponsor the following event(s): (Sponsorship is not required to participate)

I would like to participate using my Trunk or Tent to pass out goodies to children **FREE**
(just let us know so we have a spot ready for you)

Donut Sponsor @ \$35.00 per sponsorship: _____

Cider Sponsor @ \$35.00 per sponsorship: _____

Pumpkin Sponsor @ \$35.00 per sponsorship: _____

Total Enclosed: _____

Please make checks payable to City of Burton – mail to or drop off to
City of Burton – Parks and Recreation, 4303 S. Center Rd., Burton, MI 48519
In the memo section please write Trick or Treat Trail



Twas' the Lights Before Christmas

Home Decorating Contest

Rules & Entry Form

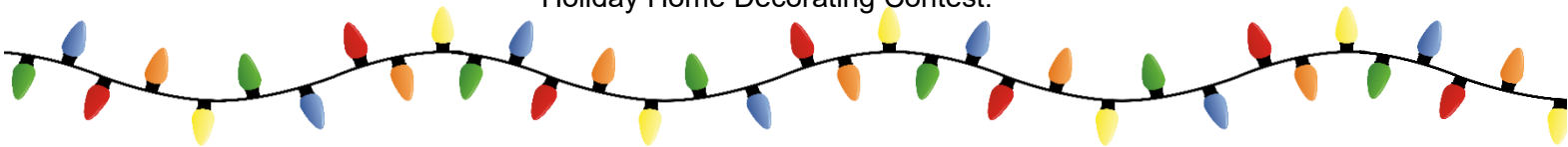
Tis' the season to line our rooftops & yards with festive holiday lights & decorations. We hope that the City of Burton residents will help spread a little Christmas cheer with the message of hope, peace & joy through lights.

Contest Rules:

1. Participants must reside in the City of Burton.
2. All Participants are required to have their lights & decorations in operation for judging purposes. Judging will take place December 10 & 11 after 5:00pm. Judging is based on "curb appeal" as viewed from the street only. Therefore, only those decorations located on the street side of the property will be judged (corner lots will be judged from both streets). Judges will not enter the property to view back or side yards. Winners will be announced at the City Council Meeting on Monday, December 15, 2025, at 7:00pm. To be fair, points will be taken away for anyone that hires professional companies to put up their decorations.
3. In order to take part in the contest, you must fill out an entry form and e-mail or mail it to Amy Clous. You may also register online. All entries must be received by Monday, December 8, 2025, in the Assessor's Office by 3:00pm.

Email: a.clous@burtonmi.gov
 Address: City of Burton-Amy Clous
 4303 S. Center Rd.
 Burton, MI 48519

Online Registration: www.burtonmi.gov
 Departments- Parks & Recreation
 Holiday Home Decorating Contest.



Entry Form:

Name(s): _____

Address: _____

Phone Number: _____ E-Mail Address: _____

Check all that apply:

- I am a resident of the City of Burton.
- As a participant in the Holiday Home Decorating Contest, I agree to allow the City of Burton to take pictures of my house and post them on social media, in press releases to news stations and media.
- As a category winner in the Holiday Home Decorating Contest, I agree to allow the City of Burton to publish my name and photo of my home on social media, in press releases to news stations and media.
- As a participant in the Holiday Home Decorating Contest, I agree to allow the City of Burton to add my address to a list so other residents may view my Home Decorating skills.

Signature: _____ Date: _____



&



Presents:



Twas' the Lights Before Christmas Home Decorating Contest

Do you have the most festive house in your neighborhood?
The City of Burton Parks & Recreation invites all residents in the City of Burton to participate in a Holiday Home Decorating Contest!



Winners will be chosen based on the following criteria:

Judge's Choice

(Be Fun, Festive & Eye Catching!)

Judge's Choice winner will receive a \$50 Visa Gift Card



Deck the Home

(Decorate anyway you want because you LOVE Christmas!)

Best Holiday Spirit winner will receive a \$100 Visa Gift Card

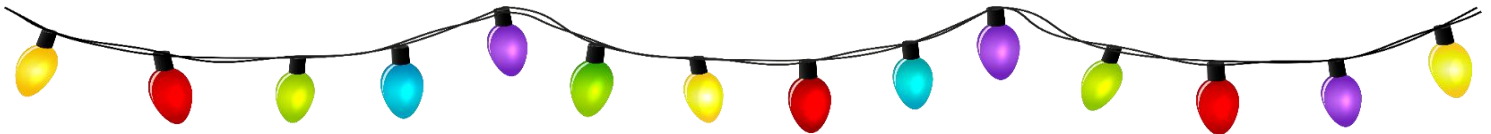
Grand Prize Winner will be awarded the

2025 City of Burton

Clark W. Griswold Award

1st place winner will receive a \$200 Visa Gift Card and free bragging rights!

Homes will be judged on creativity, attractiveness and design/theme



There are 3 ways to enter the Home Decorating Contest:

1. Fill out the registration form and send to:

City of Burton-Amy Clous

4303 S. Center Rd.

Burton, MI 48519

2. Register online at www.burtonmi.gov

Departments- Parks & Recreation

Holiday Home Decorating Contest

3. E-mail the registration form to a.clous@burtonmi.gov

Any questions please call (810)743-1500 ext. 1099





Pizza with

Santa

11:00am-2:00pm

Bendle High School
2283 E Scottwood Ave
Burton, MI 48529

For more information,
contact Amy Clous
at (810)743-1500, ext. 1099



Saturday, December 6

"2 GREAT Events on the SAME DAY!"

*'Tis the Season for
Christmas
Family Fun!*



FOOD DRIVE
We will be accepting
donations for Bendle
Community Schools
families in need at the
Christmas Tree
Lighting



Christmas Tree

Lighting

Event Starts 6:00pm
Tree Lighting 7:00pm

Water Tower Park

(next to Fire Station #1)

2031 E Bristol Rd
Burton, MI 48529

*Parking Available at surrounding
businesses*