



# CITY OF BURTON

## BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 8, 2017

### AGENDA

---

**Council Chambers**

**Regular Meeting**

**5:30 PM**

---

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

#### **A. CALL TO ORDER**

#### **B. STAFF PRESENT**

#### **C. APPROVAL OF MINUTES**

1. Parks & Recreation Commission - Regular Meeting - Sep 13, 2017 5:30 PM
2. Veterans Honor Run Committee - Regular - Sep 13, 2017 6:30 PM
3. Veterans Honor Run Committee - Regular - Oct 11, 2017 6:30 PM
4. Parks & Recreation Commission - Trick or Treat Trail - Sep 20, 2017 5:00 PM
5. Parks & Recreation Commission - Trick or Treat Trail - Oct 24, 2017 4:00 PM

#### **D. PURPOSE OF THE MEETING**

1. Pizza and Santa at Bendle High School, December 2, 2017
2. Christmas Parade
3. Parks & Recreation Five Year Plan
4. Easter Egg Hunt 2018
5. Memorial Day Events 2018
6. Event recaps: 2017 Trick or Treat Trail & Veterans Honor Run

#### **E. ADMINISTRATIVE REPORT**

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

#### **G. COMMITTEE DISCUSSION**



# CITY OF BURTON

## BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 13, 2017

### 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 WAS LED BY DEBRA DUNSMORE.

#### B. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Council Representative	Present	
Genevieve Field	Commissioner	Present	

#### C. STAFF PRESENT

#### D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Aug 9, 2017 5:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Robert Wilson, Commissioner  
**SECONDER:** Debra Dunsmore, Commissioner  
**AYES:** Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley, Field  
**ABSENT:** Kalandyk

2. Memorial Day 5K Run & Walk Committee - Regular - Aug 9, 2017 6:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Robert Wilson, Commissioner  
**SECONDER:** Debra Dunsmore, Commissioner  
**AYES:** Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley, Field  
**ABSENT:** Kalandyk

3. Veterans Honor Run Committee - Regular - Aug 9, 2017 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Wilson, Commissioner
<b>SECONDER:</b>	Debra Dunsmore, Commissioner
<b>AYES:</b>	Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley, Field
<b>ABSENT:</b>	Kalandyk

## E. PURPOSE OF THE MEETING

### 1. Trick or Treat Trail

Jim Craig stated Sue Warren supplied us the past three ads for this event. We need to decide which one we want to go with this year. We will need to make some changes before sending distributing to the schools.

Tina Conley said I talked to Tonya of the Burton View. She said she could put something in the paper letting people know about the event and asking for sponsors.

Sue Warren said if we run the same size ad as the previous years, the cost is \$1,495.00 each time. I will make the large posters and flyers for city hall, schools and anywhere else you want them. We will need an up to date building usage form from Bentley.

Sandra Talbot suggested getting a quote on what a 1/4 page ad would cost compared to a 1/2 page for one run and for two runs. She also said we need to let people know that what we put on is free but the concession stands charge for items.

The committee liked last year's ad the best and set up the next Trick or Treat Trail event meeting for September 20, 2017 @ 5:00 PM in the community room at Burton City Hall.

Tina Conley said I think we should all go to the barn to see what decorations we have, what we need and what needs to be fixed.

Jim Craig said he would like to check on this before the meeting. The trailer that we use for the hay ride will also need to be checked out and any repairs done if needed. I will get a price from Walkers Farm on the straw that we need. We also need the sponsorship forms to pass out.

Sue Warren will also get a quote from another farm.

### 2. Veterans Honor Run

Jim Craig stated there will be a meeting for the Veteran's Honor Run tonight. We have around 50 signed up so far. We will have a 5K run, 5K walk and in honor of the Veteran's we also have an 11K Run. The 11K run starts at 11:11 a.m. and it doesn't matter where you finish, you will still get a finishers medal or challenge coin on top of any place medals. We still need sponsors and volunteers. There is a \$100.00 sponsorship for a name on the shirts and a \$300.00 sponsorship for a logo on the shirts also includes their logo on the webpage, a spot inside where the registration and post meal is and a free comp entry. We also promote them through Facebook.

### 3. Christmas event at Bendle

Debra Dunsmore stated Bendle School is reserved and a janitor will be there throughout the event. We already have the movie screen there. We need to see what we have in storage and figure out what we still need. Our budget was cut so we may need to eliminate the bounce house. I will make all the desserts.

Sandra Talbot said she would also make desserts.

Sue Warren said I have the reports that show what we have had in the past and I could run an expenditure report to see what we paid out.

Discussion followed regarding the budget and whether to have pizza or hot dogs. It was decided it would be easier and more cost efficient to have pizza and getting quotes from a few places.

Genevieve Field suggested testing the movie equipment before the event and making sure everything needed is there.

### 4. Christmas Parade

Sue Warren stated the lineup calls for this event can be sent to me.

Toby Bauldry said Bentley Band is interested in being in the parade.

Debra Dunsmore said last year the Bendle Band was in the parade. They decorated their instruments with battery operated lights and wore Christmas sweaters. They will be in the parade this year. This is a Glow Parade so the more lights the better.

### 5. Parks & Recreation Five Year Plan

Jim Craig stated we have a proposal from Fleis and Vandenbrink for the Five Year Plan. The fee for this is for preparing the Parks and Recreation Master Plan Update, facilitate the online community survey through Survey Monkey and the conceptual plan for the future park and or trail project prepared from the available records. The total fee is \$8,300.00 However, there will probably be additional expenses. We need to make a recommendation to Council to allocate \$10,000.00 in General Funds for that.

Genevieve Fields asked what has been done so far on the Master plan since 2012. Would it be beneficial to get proposals from other agencies?

Mr. Craig said the boardwalk at Kelly Lake was finished. We received a D&R Grant, Kiwanis donated money and we paid the rest. To do something with the property behind VG's was one thing that was included in the Master Plan wish list. We haven't been able to do anything with this yet. No matter what we accomplish, as long as it's something, we are moving forward. We just got the grant for the Iron Belle Trail. If we ask for Master Plan proposals from other companies, they would be much higher than if we stayed with Fleis & Vandenbrink because they would have to start from scratch. It would be more beneficial to stay with Flies & Vandenbrink because they have already laid out the ground work, done the research, etc. Our Parks & Recreation Plan will expire in January. Without a Five Year Plan we can not get

grants.

**F. ADMINISTRATIVE REPORT**

Sue Warren stated I will be assuming the role of Park & Recreation Director. I will be taking care of the administrative paperwork, registrations, ordering supplies, organizing events, financing, budget, internal business, etc. I will do what I can to help at the events also.

**G. AUDIENCE PARTICIPATION**

None.

**H. COMMITTEE DISCUSSION AND OR ACTION**

I. Motion to request from City Council \$10,000 from General Fund for the Parks & Recreation Five Year Plan Update.

<b>RESULT:</b>	<b>CARRIED [6 TO 1]</b>
<b>MOVER:</b>	Robert Wilson, Commissioner
<b>SECONDER:</b>	Toby Bauldry, Commissioner
<b>AYES:</b>	Bauldry, Talbot, Craig, Dunsmore, Wilson, Conley
<b>NAYS:</b>	Field
<b>ABSENT:</b>	Kalandyk

Meeting was adjourned at 6:30 PM.

Minutes Acceptance: Minutes of Sep 13, 2017 5:30 PM (APPROVAL OF MINUTES)



**CITY OF BURTON**  
**VETERANS HONOR RUN COMMITTEE MEETING**  
**SEPTEMBER 13, 2017**  
**MINUTES**

**Council Chambers**

**Regular**

**6:30 PM**

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

**This meeting was opened by Commissioner James Craig at 6:30 PM.**

**A. CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	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	
Bob Wilson		Present	
Laura Downing		Present	

**B. STAFF PRESENT**

Sue Warren, P&R Director

**C. AUDIENCE PARTICIPATION**

None.

**D. COMMITTEE DISCUSSION**

**E. AGENDA ITEMS**

1. Volunteers

Jim Craig said he has contacted Patrick Forestryk who has coordinated with Powers High School in the past. Hoping to get the usual 25 volunteers for the turns on the course. I will ask Bette Bigsby for the American Heritage Girls contact person's number from the Memorial Day Race. Laura Downing may have some volunteers and Lester Brady will have 4-5 volunteers for registration.

2. Race Facilities

Steve Welch confirmed Blessed Sacrament access as soon as the afternoon of Friday, November 3rd, 2017.

3. Marketing

Minutes Acceptance: Minutes of Sep 13, 2017 6:30 PM (APPROVAL OF MINUTES)

Sue Warren stated I will have registration forms printed and distributed.

Jim Craig will write the article for the Burton View.

Discussion on getting the word out through banner ads, website runmichigan.com.

4. Food

Steve Welch confirmed Sullivan's for the food. I will need to know a count at least by the week before the race.

5. Course issues

Sue Warren confirmed traffic control plan and schedule with the Police Department.

Discussion on barricades and volunteers to direct runners and stop traffic.

6. Pre-race ceremony

Bob Wilson confirmed VFW Honor Guard for the pre-race ceremony.

7. Sponsors

Sponsors are needed. The deadline is October 14, 2017.

8. Open discussion

Mr. Newton discussed having a backpack division. This may be something we can offer in 2018.

Meeting was adjourned at 8:15 PM.



# CITY OF BURTON

## VETERANS HONOR RUN COMMITTEE MEETING

OCTOBER 11, 2017

### MINUTES

Community Room

Regular

6:30 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 6:30 PM.

#### A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Steve Welch	Commissioner	Present	
James Craig	Commissioner	Present	
Debbie Newton	Commissioner	Present	
Tony Newton	Commissioner	Present	
Robert Wilson	Committee Member	Present	
Christina Conley	Councilwoman	Present	
Vaughn Smith	Councilman	Present	

#### B. STAFF PRESENT

Sue Warren, P&R Director

#### C. PURPOSE OF THE MEETING

1. Site set up
  - Safety vests for traffic volunteers at entrance.
  - Need to transport barricades.
  - Access to facility before Friday, per Steve.
2. Shirts order
  - Need to place by October 20, 2017.
3. Sponsors
  - Bentley Florist
  - Kiwanis
  - Vaughn Smith sponsoring popcorn.
  - Maxim Roofing
  - Waste Management
  - Judge Jennifer Manley
4. Food Vendor
  - Sullivan's
  - Michigan's Greatest Fudge
  - Kettle Corn

Minutes Acceptance: Minutes of Oct 11, 2017 6:30 PM (APPROVAL OF MINUTES)



## 5. Volunteers

- Power's High School

## 6. Registration

Early registration ends October 21, 2017.

## 7. Vendor payments

- Follow up on Maxwell Medals (shipping on 10/18/17)
- Great Put On - Burton Race Series

## 8. Open discussion

None.

**D. AUDIENCE PARTICIPATION**

None.

Meeting was adjourned at 7:45 PM.



# BURTON, MICHIGAN

## BURTON PARK AND RECREATION COMMISSION MEETING

SEPTEMBER 20, 2017

### MINUTES

Community Room

Trick or Treat Trail

5:00 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:00 PM.

#### A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Excused	
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Excused	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Councilwoman	Present	
Genevieve Field	Board Member	Excused	

#### B. STAFF PRESENT

Sue Warren, P&R Director

#### C. PURPOSE OF THE MEETING

##### 1. Trick or Treat Trail Event Update/Discussion

DISCUSSION ON THE FOLLOWING:

Purchasing the straw needed for the hayride and cost.

Working on the sponsor List.

Toby Bauldry will call Meijer to ask about donating cider, donuts and cookies or get a price.

Checking with food service on sugar cookies.

Jim Craig will take care of the bean bag game.

Contacting Mr. Martinbianco about the tables and chairs needed.

Tents needed, two or three.

Sue Warren suggested purchasing a bounce house instead of renting one.

New ad design, something less busy.

The \$50 sponsor's names will also be on the flyer.

**D. ADMINISTRATIVE REPORT**

None.

**E. AUDIENCE PARTICIPATION**

None.

Meeting was adjourned at 6:18 PM.

---

Minutes Acceptance: Minutes of Sep 20, 2017 5:00 PM (APPROVAL OF MINUTES)



# BURTON, MICHIGAN

## BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 24, 2017

### MINUTES

Council Chambers

Trick or Treat Trail

4:00 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 4:00 PM.

#### A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Present	
Sandra Talbot	Co-Chairman	Excused	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Excused	
Christina Conley	Councilwoman	Present	
Genevieve Field	Board Member	Excused	

#### B. STAFF PRESENT

Sue Warren, Parks & Recreation Director

#### C. PURPOSE OF THE MEETING

1. Trick or Treat Trail Event Update/Discussion

#### D. ADMINISTRATIVE REPORT

None.

#### E. AUDIENCE PARTICIPATION

None.

#### F. COMMITTEE DISCUSSION

Mrs. Conley said she bought paint and brushes, table cloths and glitter paint.

Mrs. Bauldry said Bentley Junior High will be donating apples, National Honor Society will clean up and I will check on garbage bags.

Discussion regarding non political presentation at this event.

Meeting was adjourned at 5:15 PM.

Minutes Acceptance: Minutes of Oct 24, 2017 4:00 PM (APPROVAL OF MINUTES)