



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 26, 2018

MINUTES

McDonalds

Burton Race Series

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. STAFF PRESENT

Jim Craig
Amber Shaw
Deb Newton
Tony Newton
Steve Welch
Laura Downing

B. PURPOSE OF THE MEETING

Memorial Day 5k

1. Site prep:

- a. Atherton School-Friday night 6 PM set up cafeteria
- b. Jim Craig-Pick up barricades on Friday
- c. Pick up milk and fruit on Sunday/put in Atherton school cooler
- d. Steve Welch-will ask Juanita if he can store water in the cooler
- e. Set up tables and signs Friday night (2 for late, 2 for late shirts, 2 for pre, 2 for pre shirts, 1 for volunteers, 1 for Jim's shirts and 1 for computer timing).

2. **Registration:** At City Hall and at Complete Runner. Registration opens at 7:30 AM.

3. **Awards:** Will be sent by May 5th through Maxwell Medals.

4. **Shirts:** Ordered May 10th through CreateMyTee. Will arrive the week before the race. Turvis's by May 9th and flowers-Overall M/F Run and Walk.

5. **Volunteers:** Will arrive at Atherton High School at 7 AM. Bentley students for water station, arriving at 8 AM. Atherton Students will help tear down, help on course and with handing out finishers medals and will arrive at 8 AM. Bendle Football Team, 5-8 students, will take care of garbage. American Heritage Girls will pass out water at finish line or front doors.

Burton Mile

1. Site prep:

- a. Registration at City Hall. Tables on the south side. And foyer area of City Hall.
- b. Talk with Police about setting up the start line, directing traffic and parade floats.
- c. Police will clear street before race begins.
- d. Memorial Day activities posted on City Hall website, City Hall Facebook and Newton Timing Facebook

2. **Registration:** At City Hall and Jim Craig will talk to school reps about promoting Burton

Mile.

C. AUDIENCE PARTICIPATION

None.

THE NEXT BURTON RACE SERIES MEETING WILL BE HELD ON THURSDAY, MAY 10, 2018 AT 6:30 PM.

Meeting was adjourned at 7:30 PM.
