



CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

OCTOBER 1, 2014

AGENDA

Council Chambers

Regular

5:30 PM

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

I. ROLL CALL

II. STAFF PRESENT

III. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Jul 9, 2014 6:30 PM
2. Veterans Honor Run Committee - Regular - Jul 30, 2014 5:30 PM
3. Veterans Honor Run Committee - Regular - Aug 27, 2014 5:30 PM

IV. AUDIENCE PARTICIPATION

V. ADMINISTRATIVE REPORT

VI. COMMISSION DISCUSSION AND ACTION

1. 1) Confirmation of Police/Fire Support 2) Confirmation of Blessed Sacrament site approval (Mayor, Amber, Bette, etc) 3) Volunteers 4) Medals/Awards 5) Sponsors 6) Media 7) Medical 8) Site Logistics 9) Catering 10) Public Notification of event 11) Open Discussion



BURTON, MICHIGAN
BURTON PARK AND RECREATION COMMISSION
MEETING
JULY 9, 2014
MINUTES

Community Room

Veterans Honor Run Committee

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 6:30 PM.

A. COMMITTEE MEMBERS PRESENT

Vaughn Smith	Rene McMann
Jim Craig	Mona Miron
Tony Newton	Debbie Newton
Sachin Desai	Steve Welch
Bette Bigsby	

B. APPROVAL OF MINUTES

C. PURPOSE OF THE MEETING

1. Discussion on Veteran Honor Run

Participant Count: 32 as of today

Site Issues: there was discussion about the site that was used last year and the ongoing issue they are having with the County and the City. Committee will have further discussion after Mr. Craig tries to see if the issue can be resolved in time for the race to continue.

There is an alternate venue suggested and the committee will look further into that venue if the conversation with the original venue does not have a positive result.

Course: If the race stays at the original venue then the 11K race will remain the same and the 5 K race will move the start line to cul du sac and 5k can go through Kelly Lake.

Awards:

Plaques: First overall (event/gender) resulted in a lot of positive feedback (6 plaques). Sachin will get the website to Bette so that she can have the plaques ordered.

Medals: 252 total for all event/gender/division. Due to those no runners in a given division, we still only need 167 this year.

Challenge Coins: Order 150 - 25 left (a few to sponsors/VIP).

Dog Tags: 300 (250 pre-reg, 50 sponsors/contingency)

Traffic Control: Bette will check with the police department once the race route is defined and finalized to make sure roads can be closed.

Fire Station #2: Bette will confirm that the race can run through the fire station this year.

Minutes Acceptance: Minutes of Jul 9, 2014 6:30 PM (Approval of Minutes)

Sponsors: Need to get separate tent for our sponsors and determine optimal location.

Work on sign sponsors, create new sponsorships

ELGA on for shirts - in addition to cash, will provide \$750 commercial time (based on their bargained rate) on ABC12.

Volunteers: Jim will reach out to contact at UM Flint again (25-30 last year)

Medical tent/ambulance this year

Bikers to lead/trail race: at least 4 (11k/5k 2 each, preferably 3). Vaughn?

Race logo: DAV women's group - graphic designer had one for all but Medals

Mile Markers/signs: Have most of what we need, can sell \$100 sponsorships (start/finish, etc.)

Opening Ceremonies: Mayor start race? Confirm

Color Guard - Tom Salvador?

D. AUDIENCE PARTICIPATION

None



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 30, 2014

MINUTES

Community Room

Veterans Honor Run Committee

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

A. COMMITTEE MEMBERS PRESENT

B. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Veterans Honor Run Committee - Jul 9, 2014 6:30 PM

C. AUDIENCE PARTICIPATION

D. COMMISSION DISCUSSION AND ACTION

1. Discussion on Veteran Honor Run

Participant Count: 32 as of today

Site Issues: There was discussion about the original venue and the impact that has on the race. It was decided as a committee it would be in the best interest of the committee to move the race and reconfigure the courses. Doing it now would cause less confusion later.

Course: 11K - remaining the same

5 K - move start line to cal du sac and 5k can go through Kelly Lake

Look for Large flag at finish line

Awards: Plaques: First over all (event/gender) resulted in a lot of positive feedback

(6 plaques).

Medals: 252 total for all event/gender/division. Due to those no runners in a given division, we still only need 167 this year.

Challenge Coins: Order 150 - 25 left (a few to sponsors/VIP).

Dog Tags: 300 (250 pre-reg, 50 sponsors/contingency).

Traffic Control: Bette checking with police department to make sure routes are ok.

Fire Station #2: Bette confirmed with Chief Epperson that the race could run through the fire station.

Minutes Acceptance: Minutes of Jul 30, 2014 5:30 PM (Approval of Minutes)

Sponsors: Need to get separate tent for our sponsors and determine optimal location.

Work on sign sponsors, create new sponsorships
ELGA on for shirts - in addition to cash, will provide \$750 commercial time

(based on their bargained rate) on ABC12.

Volunteers: Jim will reach out to contact at UM Flint again (25-30 last year)
Medical tent/ambulance this year
Bikers to lead/trail race: at least 4 (11k/5k 2 each, preferably 3).

Vaughn?

Race logo: DAV women's group - graphic designer had one for all but Medals

Mile Markers/signs: Have most of what we need, can sell \$100 sponsorships (start/finish, etc.)

Opening Ceremonies: Mayor start race? Confirm
Color Guard - Tom Salvador?



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

AUGUST 27, 2014

MINUTES

Council Chambers

Veterans Honor Run Committee

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

A. MEMBERS PRESENT

Debbie Newton
Mona Miron
Vaughn Smith

Sachin Desai
Jim Craig

B. APPROVAL OF MINUTES

C. STAFF PRESENT

Bette Bigsby

D. ADMINISTRATIVE REPORT

E. AUDIENCE PARTICIPATION

None

F. COMMISSION DISCUSSION AND ACTION

1. Approve 2014 logo developed by the Great Put On with input from DAV and committee members.

2014 Logo developed by The Great Put On with input from DAV and committee members

2. Approve 2014 medal, challenge coin and dog tag proposal from Maxwell medals.

2014 Medal, Challenge coin and dog tag proposal from Maxwell medals.

3. Presentation of final version of 11k and 5 k route to for submission to Chief Osterholzer. Confirm Approval From Fire Chief Epperson to run through Fire Station #2.

Presentation of final version of 11k and 5k route to for submission to Chief Osterholzer.

Confirm approval from Fire Chief to run through Fire Station #2.

4. Michigan's Great Fudge
Michigan's Greatest Fudge

5. Discussion on current participant count.
54 runners/walkers

Minutes Acceptance: Minutes of Aug 27, 2014 5:30 PM (Approval of Minutes)

6. Volunteers: Define Roles/needs: Course volunteers, Registration, Color/Honor Guard, National Anthem, Water Stations, Bike riders to lead/sweep.

Course volunteers - Historical Society, American Heritage Girls, DAV Auxiliary.

Registration: Color/Honor Guard

National Anthem - Riley

Water Stations - 3 along race route

Bike rider to lead/sweep - Vaughn looking at this.

7. Open discussion/other items:

Tent for vendors and rest rooms at Kelly Lake

Minutes Acceptance: Minutes of Aug 27, 2014 5:30 PM (Approval of Minutes)



REVIEWED

AGENDA ITEM (ID # 1233)

DOC ID: 1233

- 1) Confirmation of Police/Fire Support**
- 2) Confirmation of Blessed Sacrament site approval (Mayor, Amber, Bette, etc)**
- 3) Volunteers**
- 4) Medals/Awards**
- 5) Sponsors**
- 6) Media**
- 7) Medical**
- 8) Site Logistics**
- 9) Catering**
- 10) Public Notification of event**
- 11) Open Discussion**