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**HAMBURG TOWNSHIP**  
**PARKS AND RECREATION COMMITTEE**  
**REGULAR MEETING AGENDA**  
Location: Hamburg Township Board Room  
Tuesday, May 22, 2018 – 3:00 p.m.

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
  - A. Parks Regular Meeting – April 24, 2018 Regular Meeting Minutes
7. Correspondence
8. Current Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Supervisor update
    2. Universal Playground Grant – No update
    3. Solid Waste Challenge Grant – Submitted 5/8/18 – To be announced 7/3/18
  - B. Township Park Use Policy/Fee/Procedures**
    1. Policies & Procedure Manual – No current changes
    2. Park Fee Schedule
      - A. Scheduling Software RFP – To be developed
  - C. Administrative Services**
    1. Park Coordinator's Report – May 2018
    2. Senior Center Report – May 2018
    3. Park Use Requests:
      - A. None
    4. Scholarship Program – No requests for funding
  - D. Special Projects**
    1. Playground Upgrades – No updates
    2. Hamburg Historical Museum lobby display – No updates
    3. Earth Day – Park Clean-up – Closing Report
  - E. Sponsorships/Volunteerism**
    1. Eagle Scout Project – No updates
    2. Amenities and Beautification Committee – Beautification Event – May 2018
  - F. Signage and Community Awareness** – Request for Proposal to be developed
  - G. Risk Management (Insurance/ADA)**
    1. ADA Compliance in Parklands – Transition Plan – No updates
    2. ADA Upgrade Reporting Form & Procedure – In process

9. New Business
  - A. Novi Jaguar Tournament – Library Concerns
  - B. West Park Damage – Field #3 and Parking lot
10. Call to the Public
11. Committee Comments
12. Adjournment

**Next Meeting Date: June 26, 2018 – 3:00 p.m.**

# Pledge to the Flag





# Hamburg Township Parks & Recreation

Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)222-1124  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, April 24, 2018  
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:04 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck, Bennett, Auxier

Board Members Absent: None

Advisors Present: Deby Henneman, Parks Coordinator

Advisors Absent: Pat Hohl, Supervisor; Mark Hogrebe, Fire Chief; Richard Duffany, Chief of Police; Russ Williamson, Building & Grounds; Chris Hoskins, Senior Center Director

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Dolan, supported by Bennett, to include HERO Park Use Application for Family Rodeo Event and to approve the agenda as amended.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Muck, to approve minutes from March 27, 2018 as presented.**

**VOICE VOTE: 5**

**MOTION CARRIED**

7. Correspondence

There was no correspondence presented.

8. Park Use Request – HERO – Hamburg Family Rodeo – July 14, 2018

Joanna Hardesty addressed the Committee. She apologized for the last minute request, however, this event had presented itself as an opportunity for fund-raising only recently. She stated HERO had made efforts to raise funds for AutoPulse devices to donate to the Hamburg Township Fire Department. She stated they fell short of their fund-raising goals at the 2017 Fun Fest, and would like to work together with Hamburg Fire, Inc. to bring this rodeo to the Township in order to raise the balance of the funds. She stated the arena will be in the parking area near Football Field #2, and should the Township have use of the sand they can let her know, otherwise it will be removed from the premises.

Muck stated that the application and full details of the event should be reviewed by Public Safety prior to a recommendation going to the Township Board.

**Motion by Dolan, supported by Bennett, to recommend approval of the Park Use Application for HERO and Hamburg Fire, Inc. for a Rodeo Fundraiser on Saturday, July 14, 2018, with set-up on July 13 and tear-down on July 15, as submitted with the contingency that a proposal be presented to Public Safety at their next meeting and depending on outcome may suggest a fee structure for public safety services and that the applicant work with Police, Fire and the Parks Coordinator to finalize safety, event details including layout, and to provide the Clerk Department all requested information to their satisfaction.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Unfinished Business

**A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**

1. Iron Belle & Lakelands Trail Update

No update was made.

2. Universal Playground Grant Opportunity – McKenna

No update was made.

3. Solid Waste Challenge Grant – Parks Coordinator will apply for Clean-Up Event.

**B. Township Park Use Policy/Fee/Procedures**

1. Policies & Procedure Manual – No update was made.

2. Park Fee Schedule – No update was made.

**C. Administrative Services**

**1. Park Coordinator's Report**

Henneman reviewed the April 2018 Parks Coordinator Report.

**2. Senior/Community Center Report**

There was no Senior Report.

**3. Park Use Requests:**

A. Dexter Rugby – Spring 2018

**Motion by Dolan, supported by Auxier, to recommend approval of the 2018 Dexter Rugby Spring Season contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the use of the fields will not be allowed during East Park blackout dates.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

4. **Scholarship Program** – No pending requests.

**D. Special Projects**

1. Playground Upgrades – No update was made.
2. Hamburg Historical Museum lobby display – No update was made.
3. Earth Day – Park Clean-up – Weekend of April 21-22, 2018

Henneman stated the Clean-up Event was a success. She is gathering data and will prepare a full report.

**Motion by Dolan, supported by Muck, to direct the Parks Coordinator to provide a detailed report recapping the 2018 Hamburg Township Clean-Up Event and to recommend to the Township Board that an annual event be planned and held each year to coincide with Earth Day.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

**E. Sponsorships/Volunteerism/Scholarships**

1. Eagle Scout Project – No update was made.
2. Beautification Committee – No update was made.

**F. Signage and Community Awareness**

1. Entrance Signs/Park Rules/Way-finding Signs – No update was made.
2. Trail Town – Wayfinding signage has been approved and is to be matched for all future signage.

**G. Risk Management (Insurance/ADA)**

1. ADA Compliance in Parklands – No update was made.
2. ADA Upgrade Reporting Form & Procedure – No update was made.

9. New Business

There was no New Business.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan stated he would have the Accounting Director at the next meeting to review the Parks/Trail/Senior Center budget.

Muck stated he noticed during the clean-up that there was a lot of doggie waste along the trail between Hamburg & Hall road.

Henneman stated she would get Doggie Waste Bag units installed in that area.

12. Adjourn Meeting

**Motion by Bennett, supported by Auxier, to adjourn the meeting.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Debra Henneman".

Debra Henneman  
Parks Coordinator

A handwritten signature in blue ink, appearing to read "Mike Dolan".

Mike Dolan  
Township Clerk

No  
Information





Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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May 15, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

May for flower planting and mulch installation in Winkelhaus and Manly Bennett Park has been scheduled and completion will be no later than Memorial Day.

An application has been submitted to Livingston County for the 2018 Solid Waste Challenge Grant in support of the recent Clean-Up Event that the Township hosted. The award is to be announced on or before July 3, 2018, and the amount we requested to be reimbursed for is \$1,040.54.

I have developed an ADA Compliance Reporting Form, and will be working on a procedure by which Departments can report their compliance upgrades. This process will include reporting to the Accounting Director, and upgrades on any park, trail or Senior Center items will be tracked on the Parks & Recreation 5-year Capital Improvement Plan.

The Hamburg Family Rodeo went to the Township Board for approval on May 15, 2018, after being reviewed by the Public Safety Committee. Final details of the event will be shared as they are made available.



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## **Hamburg Township Clean-Up Event – 2018 Project Report**

**To: Hamburg Township Board of Trustees**

**From: Parks & Recreation Coordinator**

**Date: May 8, 2018**

**Re: Hamburg Township Clean-Up Event – April 20 & 21, 2018**

On March 6, 2018 the Board approved a budget not to exceed \$5,000 for the captioned project. The final costs are reflected below, and I am happy to report that the event was a great success. There were many positive comments from the residents who were able to use services that day, which included: Donations of Household Items, Document Shredding, Recycling of Compost/Metal and Discarding of Rubbish.

The Park and Trail clean-up volunteers were busy as well, cleaning brush in Winkelhaus Park and picking up garbage in the Parks and along the Lakelands Trail. Many residents who were out enjoying the facilities offered to take a bag with them on their walks or bike rides. I provided receipts for volunteer hours for a total of 6 students, totaling 35 hours. A total of 13 students from Kensington Woods Schools did a trail clean-up a week prior to our event, concentrating on the area of the Lakelands Trail west of their school.

### **Budget Breakdown:**

<b>Item:</b>	<b>Cost</b>
• <b>Donations (Salvation Army &amp; Purple Heart)</b>	<b>\$ 0.00</b>
• <b>Scrap Metal (Regal Recycle donated dumpster &amp; paid for metal)</b>	<b>-\$ 275.00</b>
• <b>Rubbish (Monroe's)</b>	
○ <b>5 - 30 yard for Garbage</b>	<b>\$2,300.00</b>
○ <b>2 – 40 yard for Compost</b>	<b>\$1,090.00</b>
• <b>Document Shredding (L.E.S.A)</b>	<b>\$ 0.00</b>
• <b>Shirts for Volunteers (After \$150.00 Donation)</b>	<b>\$ 364.45</b>
• <b>Snacks/Water/Supplies</b>	<b>\$ 148.19</b>
• <b>Printing/Marketing</b>	<b>\$ 105.03</b>
<b>Sub-Total:</b>	<b>\$ 3,732.67</b>
<b>Payroll for Key Personnel (Clerk Office, days of event)</b>	<b>\$ 488.59</b>
<b><u>Grand Total:</u></b>	<b><u>\$4,221.26</u></b>

The tally, as reported by the Supervisor, for large items disposed of in the rubbish/metal recycling is as follows:

Wash machines, dishwashers	4
Refrigerators	3
Mattresses	31
Bicycles	9
Hot H2O/well tanks	3
Lawnmowers	6
Couches	9
Tires	6
Ladders	2
Pontoon boat seat sets	3
Gas grills	7

I have attached a motion made at the Parks and Recreation Committee meeting in support of holding this event on an annual basis, and I highly recommend doing so for the same timeframe in 2019, during Earth Day Weekend. The following is my reasoning:

- There is not ample staff in place to plan and execute more than one event per year
- Clean up of the Parks and Trails is easier when foliage/poison ivy is not established
- Volunteers may be hard to round up for numerous events
- Compost bins will reduce the amount of springtime burning
- Event being held in spring will support the clean-up that residents already do
- Annual event will reduce the frequency of dumping and blight in the Township
- Earth Day timing coordinated with other clean-up events (M-36 & neighborhoods)
- We are able to advertise County Hazardous Waste which has their first event in May

Should the Board decide to support this as an annual event, I recommend an increased budget for spring 2019, and more lead time to plan the event. This motion could be made with the understanding that I will attempt to find sponsors to cover the cost of the event, along with applying for any appropriate Grants that are available. The 2018 Event qualifies for the Livingston County Solid Waste Challenge Grant, which I have applied for. The determination will be announced July 3, 2018.



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**EXCERPT FROM  
PARKS AND RECREATION COMMITTEE  
MEETING MINUTES**

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Parks & Recreation Committee:

**Date of Meeting: April 24, 2018**

Board Members Present: Dolan, Koeble, Muck, Bennett, Auxier

Board Members Absent: None

Non-Voting Members Present: Henneman

Non-Voting Members Absent: Duffany, Miller, Hogrebe, Williamson

**Text of Motion:**

**Motion by Dolan, supported by Muck, to direct the Parks Coordinator to provide a detailed report recapping the 2018 Hamburg Township Clean-Up Event and to recommend to the Township Board that an annual event be planned and held each year to coincide with Earth Day.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: May 8, 2018

DEBRA HENNEMAN  
HAMBURG TOWNSHIP PARKS & RECREATION COORDINATOR

Hamburg Township invites residents to  
RECYCLE, REDUCE and REUSE!








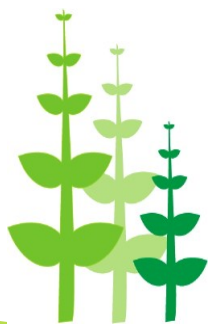
## Hamburg Township Clean-up Event

**Friday, April 20 and Saturday, April 21, 2018**

**9:00 a.m. to 4 p.m.**

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**  
**10405 Merrill Road, Whitmore Lake, MI**

-  **Salvation Army:** Accepting useable household goods, clothing & furniture  
Friday 20th—1 pm to 4pm only
-  **Purple Heart:** Accepting useable household goods & clothing, **NO FURNITURE**  
Saturday 21st—Only accepting donations until Pick up at 2 pm
-  **Regal Recycling:** Accepting scrap metal/appliances, as fund raiser for event  
Available both days—Recycling of metal only, no plastic/glass
-  **Monroe's Rubbish:** Dumpsters—no construction materials or household waste  
Available both days—Compost bin will be made available
-  **LESA Recycle Room:** Accepting documents for Secure Document Shredding



**Got stuff to get rid of? Want to Volunteer? - Join us!**

 **Park/Sports Fields/Trail Clean-up: Both days**  
**Volunteers Needed! Sign up today!**

*No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters.*

*Brochures for Livingston County Hazardous Waste will be available  
outlining their collection dates for hazardous waste and electronics.*



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: dhenneman@hamburg.mi.us or (810)222-1124



## Hamburg Clean Up Event

Dates: April 20 & 21, 2018



















# ADA Compliance Reporting Form

Transition Plan Upgrades & Repairs



Submit by Email

## ADA Coordinator:

Deby Henneman  
P: (810) 222-1124  
E: dhenneman@hamburg.mi.us

Hamburg Township  
P.O. Box 157  
Hamburg, MI  
USA  
48139  
Phone: 810-231-1000  
Fax: 810-231-4295  
www.hamburg.mi.us

## Transition Plan Item

Date:

☐ New Project ☐ Upgrade of Existing Area

Department/Location:

Project Name:

Barrier Element:

Access Issue:

FY Budget Year:

Date Completed:

Final Cost:

## Describe solution used for access issue:

## Project Contact Information

Contact Name:

Contact E-mail:

Contact Phone:

## ADA Coordinator Use Only

Date Inspected:

☐ Upgrade Non-Compliant ☐ Upgrade Approved

☐ Partial Upgrade Completed, Balance Rescheduled

## ADA Coordinator Recommendation/Comments:

Plan Updated	Barrier Priority	File Scanned

Coordinator  
Signature: