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**HAMBURG TOWNSHIP**  
**PARKS AND RECREATION COMMITTEE**  
**REGULAR MEETING AGENDA**  
Location: Hamburg Township **Small Conference Room**  
Tuesday, July 31, 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 – June 26, 2018, Regular Meeting Minutes
7. Correspondence
8. New Business
  - A. None
9. Current Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Supervisor update
    2. Universal Playground & Linking Trail Grant –McKenna proposal approved
    3. Solid Waste Challenge Grant – No updates
  - 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
      - B. Field Maintenance & Equipment Plan – To be developed
  - C. Administrative Services**
    1. Park Coordinator's Report – None available
    2. Senior Center Report – None available
    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. Gravel Parking lot/service drive maintenance RFP – Bids sent to Administrators
    4. Batting Cage, T'Ball Fencing & Field Upgrade proposal – RFP to be developed
    5. Sun Shade for Adult Workout Area – Pending

**E. Sponsorships/Volunteerism**

1. Eagle Scout Project – No updates
2. Amenities and Beautification Committee – No updates
  - A. Clock Tower Project – Beautification Volunteers Needed
  - B. Memorial Bench/Tree Project – No updates

**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 – Approved
10. Call to the Public
  11. Committee Comments
  12. Adjournment

**Next Meeting Date: August 28, 2018 – 3:00 p.m.**

# Pledge to the Flag



No  
Information



# 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, June 26, 2018  
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:06 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; Pat Hohl, Supervisor

Advisors Absent: 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 HCSC Park Use Request and to approve the agenda as amended.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Auxier, to approve minutes from May 22, 2018 as presented.**

**VOICE VOTE: 5**

**MOTION CARRIED**

7. Correspondence

Henneman reviewed E-Bike Flyer hi-lighting Michigan's E-Bike Law that went into effect January 28, 2018.

8. New Business

A. 2018/2019 FY Budget Presentation – Director of Accounting, Thelma Kubitskey

Kubitskey stated the 18/19 FY Budget has been approved by the Board. She reviewed the Parks and Recreation/Senior & Community Center/Lakelands Trail Budget, which started on page 35 of the document included in the packet.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl provided updates on the Iron Belle Trail project. He stated that he would like to secure grant funding to support bringing a bike path up McGregor Road to link in with the Lakelands Trail.

2. Universal Playground & Linking Trail Grant Opportunity – McKenna – Laura Haw

Haw presented her proposal to the Committee and provided examples of similar projects and the outcomes of those submissions. She stated part of the proposed process would include input from the Township Board and the Public in order to narrow down the proposed project scope.

Hohl suggested a summit be held with the Parks Committee, Township Board and Department Heads to discuss and prioritize planned projects and future needs, in order to come up with a unified vision plan and direction for the Township as a whole.

Dolan suggested sending the proposal to the Township Board at the first meeting in August, so that the results of the Police millage can be factored.

Hohl suggested the Summit could take place in September.

Henneman stated that a September date could delay the application process for the 2019 Grant Year submissions, however plans could be made to approach the 2020 funding cycle. Deadlines are April 1<sup>st</sup> for most public grants.

Haw stated if a Summit were scheduled in September, and everyone was committed to the project, that the timing for April 2019 is doable.

Muck suggested that the Parks Committee recommend entering into a contract with McKenna to assist in the development of a Master Design and Visioning Plan in support of applying for future Grants both public and private. This action would give McKenna and the Parks Coordinator more time to prepare for the Summit.

Motion by Dolan, supported by Koeble, to recommend to the Township Board that they direct the Supervisor and Clerk to enter into a contract with McKenna for the development of a Master Design and Visioning Plan and that a Summit be scheduled to include all Department Heads, Township Board members and Parks and Recreation Committee members, to discuss the complete vision as it relates to projects and infrastructure in the Township.

3. Solid Waste Challenge Grant – Parks Coordinator applied for the Solid Waste Challenge Grant for the 2018 Clean-Up Event. Grant is to be awarded July 3, 2018.

**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**

There was no Parks Coordinator Report.

## 2. Senior/Community Center Report

There was no Senior Report.

## 3. Park Use Requests:

### A. Hamburg RC Flyers Annual Park Use Request

Motion by Auxier, supported by Koeble, to recommend approval of the Hamburg Flyers RC Club park use application, dated March 28, 2018, for season starting April 1, 2018 and ending March 31, 2019 to coincide with the Certificate of Insurance, with the requirement that the Clerk Department be provided all requested documents to their satisfaction, and that use be subject to East Park Blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

### B. Hamburg RC Flyers Airshow Park Use Request

Motion by Dolan, supported by Auxier, to recommend approval of the Hamburg Community Soccer Club Fall Season application, dated 6/26/18 with the requirement 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 Concession stand will not be available for use until further notice and that the use of the fields will not be allowed during West Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

### C. HPYFA Football Park Use Request

Motion by Dolan, supported by Bennett, to recommend approval of the Hamburg Pirate Youth Football Association park use application, dated June 14, 2018, for season starting August 10, 2018 and ending November 10, 2018 with the requirement 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, and that use be subject to East Park Blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

### D. Hamburg Community Soccer Club Park Use Request – Fall 2018

Motion by Dolan, supported by Auxier, to recommend approval of the Hamburg Community Soccer Club Fall Season application, dated 6/26/18 with the requirement 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 Concession stand will not be available for use until further notice and that the use of the fields will not be allowed during West 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
4. T'Ball Fencing Project – RFP to be developed and RAP Grant to be applied for

**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 – No update was made.

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

1. ADA Compliance in Parklands – No update was made.
2. ADA Upgrade Reporting Form & Procedure – Form has been developed and will be distributed.

9. New Business

There was no new business

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no comments made.

12. Adjourn Meeting

**Motion by Dolan, supported by Koeble, to adjourn the meeting.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 4:10 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator



Mike Dolan  
Township Clerk



**Hamburg Township  
Ordinance 88-B  
Parks Ordinance**

An Ordinance to prescribe the rules, regulations and conditions for the safe use of all parks and recreational facilities owned or operated by the Township of Hamburg; and to provide for the penalties for the violation hereof.

**Section 1.0. Title**

This Ordinance shall be known and cited as the Hamburg Township Parks Ordinance.

**Section 2.0. Purpose**

The purpose of this Ordinance is to promote the public health, safety, comfort, and general welfare of the community through the proper regulation of activities in parks owned or operated by Hamburg Township, and to repeal Ordinance No. 88-A.

**Section 3.0. Definitions**

- a. ***"Alcoholic beverage"*** means any spirituous, malted or fermented liquor, liquid or compound containing  $\frac{1}{2}$  of 1% or more alcohol by volume fit for consumption as a beverage;
- b. ***"Motorized vehicle"*** refers to any self-propelled vehicle specifically including, but not limited to, snowmobiles, all-terrain vehicles (ATVs) and golf carts. Motorized wheelchairs are exempted for the purpose of this Ordinance;
- c. ***"Obstructing public passage"*** means for one or more persons to engage in any act which causes a physical obstruction or interference to the free and uninterrupted use of or passage on the Lakelands Trail by any other person;
- d. ***"Paint"*** shall mean any paint, varnish, lacquer, stain or similar solvent or substance applied to surfaces to coat, cover, protect or alter.
- e. ***"Public disturbance"*** in any conduct which disturbs or disrupts the peace and good order of the Township, unreasonably interferes with another person's use and enjoyment of a Township park or which would cause a reasonable person to feel intimidated, threatened or harassed.
- f. ***"Township park"*** means all parks and recreational facilities owned, operated or maintained by Hamburg Township specifically including, but not limited to, Manly W. Bennett Memorial Park and the Lakelands Trail.

#### **Section 4.0. Public Use**

- a. All parks and recreational facilities owned or operated by Hamburg Township are open for use by the general public for recreational activities consistent with the provisions of this Ordinance and the Hamburg Township Park Facility Use Policy.
- b. The Township may designate from time to time portions of Township parks and recreational facilities for specific uses. Certain facilities within Township parks, such as baseball fields, football fields, soccer fields, pavilions, etc., may be reserved by individuals or organizations by permit from the Township Board consistent with the Hamburg Township Park Facility Use Policy.

#### **Section 5.0. Hours of Usage**

Township parks are open daily for use by the public, consistent with this Ordinance and the Hamburg Township Park Facility Use Policy, except during hours as determined by the Township Board. Hours that a specific Township park is closed shall be conspicuously posted at the park. The Township Board may authorize the temporary closing of a Township park, or portion of a park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 pm and 5:00 am unless accompanied by a parent or guardian.

#### **Section 6.0. Vehicle and Traffic Control**

- a. No unauthorized motorized vehicle shall be driven in a Township park except upon roads or areas allowed by the Township Board for those purposes;
- b. Motorized vehicles are prohibited on the Lakelands Trail except as authorized by this Ordinance;
- c. Snowmobiles and off-road vehicles are prohibited in Township parks;
- d. No person shall drive, propel or cause to be driven, along or over any designated road or approved area within a Township park, any vehicle at a rate of speed greater than 15 mph;
- e. No vehicle shall be driven in a reckless or careless manner or in a manner which endangers the life, limb or property of pedestrians, the operator or occupants of other vehicles, or any other person;
- f. Parking of vehicles shall be in designated parking areas only;
- g. Commercial vehicles not consistent with use as outlined in the Hamburg Township Park Facility Use Policy and who have not been given prior written permission by the Hamburg Township Board are prohibited from parking within any Township park;

- h. There shall be no parking of any vehicles in any Township park between the hours of 12:00 am and 5:00 am without the express permission of the Hamburg Township Board;
- i. Vehicles parked in violation of this Ordinance are subject to being ticketed and/or towed at the owner's expense;
- j. The vehicle and traffic control provisions of this Ordinance are not applicable to vehicles in use by Public Safety Personnel, Township Personnel and Public Utilities Personnel lawfully engaged in the performance of official business within a Township park.

#### **Section 7.0. Alcohol**

The consumption or possession of alcoholic beverages is prohibited within all Township parks without express written permission of the Hamburg Township Board.

#### **Section 8.0. Disorderly Conduct**

The following conduct is strictly prohibited and it shall be deemed a violation of this Ordinance for any person to engage in any of the following within the boundaries of a Township park:

- a. Causing or engaging in a public disturbance;
- b. Obstructing public passage;
- c. Jumping or diving off any bridge or overpass;
- d. Discharging any slingshot, bow air rifle, pellet gun, firearm of any description, firework or other explosive substance without written authorization from the Township Board;
- e. Golfing in any area of a Township park unless in a posted designated area;
- f. Flying, launching or otherwise operating any type of radio-controlled airplane, self-propelled rocket or other device in any area of a Township park that is not specifically designated for such use;
- g. Interfering with any person, group or organization in the use of a designated portion of any Township park reserved through the permit process outlined in the Hamburg Township Park Facility Use Policy and authorized by the Township Board.

#### **Section 9.0. Preservation of Property and Natural Features**

- a. No person shall injure, deface, or disturb any part of a Township park nor any building, sign, equipment or other property found therein; nor shall any tree, shrub, rock or other mineral be removed, injured or destroyed.



- b. No person shall deposit, or permit to be deposited, any park use-related garbage on park premises in anything other than receptacles provided for such purposes. Any other garbage, sewage, household refuse, waste or other noxious material dumping or depositing on any Hamburg Township property is strictly prohibited.
- c. No person shall set or cause to be set on fire any tree, woodland, brush land, grassland or meadow within or upon any Township park or recreational facility without written approval of the Hamburg Township Board.
- d. No person shall build any fire upon Township park property except within receptacles provided and designated by the Township for such purposes.
- e. No person shall drop, throw or otherwise scatter lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any Township park property. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of a Township park unless such container or locality is marked as a receptacle for such material.
- f. No person shall possess any type of paint with the intent to commit an unlawful act within a Township park.

#### **Section 10.0. Protection of Wildlife and Pet Care**

- a. No person within the confines of any Township park shall hunt, pursue with dogs, trap or in any other way molest any wild bird or animal found in a park unless specifically authorized by the Township Board.
- b. No person shall molest any bird nest or take the eggs of any bird found within any Township park.
- c. Horses are not permitted in any Township park except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board.
- d. Domestic animals are permitted in Township parks provided that they are properly restrained and controlled consistent with the provisions of the Hamburg Township Domestic Animal Control Ordinance and the Hamburg Township Park Facility Use Policy.

#### **Section 11.0. Business, Vending and Concessions**

No person or organization shall, within the boundaries of any Township park, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board.

## **Section 12.0. Signs and Handbills**

- a. No person shall post, fasten, paint or affix any placard, bill, notice or sign upon any structure, tree or automobile within any Township park, except that temporary directional signs for group picnics or events may be placed on signposts designated for such purposes and must be removed at the conclusion of the event.
- b. Handbills, newspapers or other circulars may be offered or distributed within Township parks only by passing them out hand-to-hand.

## **Section 13.0. Public Safety Exception**

The prohibitions outlined in this Ordinance are not applicable to any law enforcement officer, firefighter or medical service personnel engaged in the lawful exercise of their duties.

## **Section 14.0. Removal**

- a. Any person found in violation of this Ordinance by a law enforcement officer having jurisdiction to enforce this Ordinance shall immediately be ordered to leave the Township park;
- b. Any person given a lawful order to leave any Township park by a law enforcement officer shall immediately comply with the order or be subject to custodial arrest in accordance with appropriate state statutes;
- c. The order to leave a Township park shall in no way diminish a law enforcement officer's ability or authority to take any other appropriate or authorized enforcement action.

## **Section 15.0. Severability**

The sections of this Ordinance shall be deemed to be severable, and should any section, clause or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid or unenforceable, the same will not affect the validity of this Ordinance as a whole or any part thereof, other than the part declared to be invalid.

## **Section 16.0. Penalties**

- a. Any person who shall violate any of the provisions of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Municipal Civil Infraction Ordinance, as it may be amended from time to time, are incorporated herein by reference.

- b. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class D municipal civil infraction.

**Section 17.0. Repeal**

This Ordinance shall, upon its effective date, specifically repeal all provisions contained within Hamburg Township Ordinance No. 88-A. All other Ordinances and parts of Ordinances in conflict or inconsistent with the provisions of this Ordinance are also hereby repealed.

**Section 18.0. Effective Date**

Pursuant to MCL 41.184 sec 4(1), this Ordinance will take effect 30 days after its publication.

**Certification**

I, Michael Dolan, duly appointed Clerk of Hamburg Township, Livingston County, Michigan, do hereby certify that the foregoing Hamburg Township Ordinance No. 88-B was adopted at a regular meeting of the Hamburg Township Board held on August 15, 2017 at which the following members were present: Dolan, Hohl, Hahn, Menzies, Negri, Neilson, and Koeble.



Original signed by:

Michael Dolan  
Hamburg Township Clerk



Placed at Pettysville Trailhead without authorization – Reported 7/25/18

