



Hamburg Township Offices  
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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, January 23, 2018  
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck

Board Members Absent: Bennett, Auxier

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 Koeble, supported by Dolan, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 3, Absent: 2 (Bennett, Auxier)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Dolan, to approve minutes from November 28, 2017 as presented.**

**VOICE VOTE: Ayes: 3, Absent: 2 (Bennett, Auxier)**

**MOTION CARRIED**

7. Correspondence

There was no correspondence presented.

8. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Dolan announced the new plan for the Iron Belle to go up McGregor and having 5' bike paths on both sides. Plans to follow.

2. Master Plan

No updates.

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

1. Policies & Procedure Manual – Henneman stated the motion that was made regarding Metal Detecting was included in the Park Use Policy and reposted to the website. Further changes will be forthcoming.
2. Park Fee Schedule – Comparison study is complete and Coordinator is currently gathering labor charges as well as user group contributions in order to determine true costs of maintaining the sports fields. Muck suggested including costs of Tournament and Special Events in the study.

**C. Administrative Services**

**1. Park Coordinator's Report**

Henneman stated there is no Coordinator's Report this month, however did announce that there will be a special joint meeting with the Planning Commission on February 28, 2018 at 7 p.m. A copy of the revised Parks and Recreation Bylaws that were approved by the Township Board in December were also included in the packet.

**2. Senior/Community Center Report**

Henneman presented the Senior/Community Center report as provided in the packet.

**3. Park Use Requests:**

A. Hamburg Community Soccer – Spring Season 2018

**Motion by Muck, supported by Koeble, to recommend approval of the 2018 HCSC 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 Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates.**

**VOICE VOTE: Ayes: 3 Absent: 2 (Bennett, Auxier) MOTION CARRIED**

B. PHBSA – Spring Baseball Season 2018

**Motion by Dolan, supported by Koeble, to recommend approval of the 2018 PHBSA Spring Season contingent on the following: charges as outlined in the Park Facility Use Fee Schedule based on participant roster to be submitted, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed with Health Department.**

**VOICE VOTE: Ayes: 3 Absent: 2 (Bennett, Auxier) MOTION CARRIED**

C. PHBSA – Pirate Classic Baseball Tournaments 2018

**Motion by Muck, supported by Koeble, to recommend approval of the 2018 Pirate Classic Baseball Tournaments hosted by PHBSA contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the**

applicant be invoiced as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. This event will also require a Vendor Inspection by the HTFD.

VOICE VOTE: Ayes: 3, Absent: 2 (Bennett, Auxier)

MOTION CARRIED

4. **Scholarship Program** – No Requests for funding

**D. Special Projects**

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

Henneman stated that there was a meeting to form a Beautification Committee, and a clean-up day was discussed. Plans will be to coordinate the effort with Earth Day, and flyers will be developed by Park Coordinator and distributed by each of the Organizations participating in the Committee. Dolan discussed need for Memorial Bench Project. Henneman to bring samples of styles to February meeting.

**E. Sponsorships/Volunteerism/Scholarships**

1. Eagle Scout Project – Griffin Roisen - Picnic Tables – Delivered

**F. Signage and Community Awareness**

1. Entrance Signs/Park Rules/Way-finding Signs – Request for Proposal to be developed
2. Trail Town – Wayfinding signage is being worked on and John Calvert will send samples to Deby.

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

1. No updates.

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 committee comments.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 3 Absent: 2 (Bennett, Auxier)**

**MOTION CARRIED**

Meeting adjourned at 3:50 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator



Mike Dolan  
Township Clerk