



**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,



Debra Henneman
Parks Coordinator



Mike Dolan
Township Clerk