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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, May 22, 2018  
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:03 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 Auxier, to include E-Bike Flyer under Correspondence 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 April 24, 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. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated Mr. Levine has made a sizeable private donation to the State of Michigan in support of trails. Green Oak should be ready to hook their trail to ours at Hall Road. All easements are in place. He stated the bridge for the Lakelands Trail near Hay Creek will need to be replaced within the next 3 years and will be

about a \$250,000 project. He stated he will be writing grants for the project. There have been sink holes reported on the Lakelands Trail, and repairs are being made.

2. Universal Playground Grant Opportunity – McKenna

Henneman distributed proposal from McKenna to prepare the Park Master Design Plan and Grant Application Supporting Documents, for Grant application year 2019.

Discussion took place, and the Committee directed the Parks Coordinator to arrange a presentation by Laura Haw at McKenna during the June 24, 2018 Parks meeting to review what the proposal entails and to provide examples of similar projects and the outcomes of those submissions. The committee supports a change in meeting date or time to accommodate her schedule.

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**

Henneman reviewed the May 2018 Parks Coordinator Report.

Muck asked if the Hamburg Rodeo was approved by the Township Board.

Dolan stated that it was, and that the Public Safety Committee had reviewed the proposal and was able to receive responses from the applicant to their satisfaction.

**2. Senior/Community Center Report**

There was no Senior Report.

**3. Park Use Requests:**

There were no Park Use requests presented.

**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 referenced the report in the packet and stated that the event was a success.

Dolan stated that the Township Board discussed the event, and the Supervisor will be working with neighboring Townships to see if they can do a coordinated event in future years. He stated that the Park

Coordinator's efforts can be focused on beautification of the parks and trails in the future. Dolan stated that he is gathering beautification and maintenance proposals for the clock tower.

**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

A. Novi Jaguar Tournament – Library Concerns

Henneman presented parking lot concerns from the Library that occurred during the Novi Jaguar Soccer Tournament. They stated that their parking lot was filled with non-library patrons and wanted to know what the Parks Committee could do to support reserving the spaces for their customers.

Dolan stated he will respond to her concerns.

B. West Park Damange – Field #3 and Parking Lot

Henneman stated that there was vehicle damage in the soccer fields due to the Tournament folks driving on the fields during the heavy rains. A contractor has been called to make repairs and charges are to be submitted to the Parks Coordinator to apply for reimbursement. The parking lot is also in poor repair and needs more gravel.

Hohl stated there will be millings coming from the Road Commission and that they could be put in West Park.

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 3:43 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator



Mike Dolan  
Township Clerk