



**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 1st 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. T³Ball 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