



**Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, August 28, 2018  
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:02 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Muck, Bennett, Auxier, Dolan

Board Members Absent: None

Also Present: Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Koeble, supported by Auxier, to approve the agenda as amended, including the Senior Report, Senior Advisory Board Minutes under Administrative Services and PowerAde Discussion under New Business.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Auxier, supported by Bennett, to approve minutes from July 31, 2018 as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

7. Correspondence

There was no Correspondence.

8. New Business

A. PowerAde Discussion

Chief Duffany reported on the weekend activity during the PowerAde Tournament. He stated they had 2 full-time officers, 2 reserve officers and 3 explorers doing shifts all day on both days and it wasn't enough. He equated the vehicle and pedestrian traffic to be equivalent to the fireworks during Fun Fest. He stated there were no volunteers assisting attendees with parking or crossing, so the officers went into what they call "fireworks protocol," having one way traffic in each of the driveways. He stated every bit of parking was filled, and there was not enough temporary handicap spaces provided by the event. He stated the officers offered rides in their Gator, which a few folks took

them up on. He stated there was no easily identifiable information booth or person in charge, which resulted in the Police Officers fielding questions about field locations, numbers, restrooms, etc.

He further stated that he would like more advanced coordination in the future, and feels that Directional Signage would have been helpful to assist in directing traffic, indicating where pedestrians can safely cross, and field number assignments/maps. He stated there should be coordinators available to direct volunteers, of which there should be more. He reported that the Police presence was successful in slowing traffic down on Merrill, and reported that there were no accidents or injuries reported.

Muck stated he attended the event over the weekend and was given impression that the event was disorganized and the volunteers weren't given any direction. He stated he did not see any signage which could have helped direct folks when parking. He said every lot, in every area of park, Township and the Library were full, and cars were parked on grassy areas as well.

Dolan stated that Public Safety should have to make a recommendation for events from now on before it goes to the Township Board. He suggested changes to the Policy & Procedures.

B. H.E.R.O. – Park Use Application – Vietnam Memorial Moving Wall Visit to Hamburg

Joanna Hardesty addressed the Committee. She stated HERO is applying for Park Use for both East and West Parks for Labor Day Weekend 2019, with additional set-up and tear-down dates. She stated this will be the 3<sup>rd</sup> visit of the Vietnam Memorial Moving Wall exhibit to Hamburg. They anticipate about 5,000 visitors over the course of the event. She stated the Wall will be in West Park, and they plan on hosting a USO Show in East Park with impersonators.

Dolan stated the PowerAde Tournament typically applies for use the fourth weekend of August. Asked Hardesty if there was a possibility that event could still be accommodated.

Hardesty stated it might be possible to allow use for the Saturday on both sides, and East Park only for the Sunday. She is concerned about the great deal of set-up required prior to the Moving Wall's arrival on Wednesday.

**Motion by Dolan, supported by Koeble, to recommend approval of the Park Use Application dated 8/1/18 for H.E.R.O. for the Vietnam Memorial Moving Wall Event in West Park, including USO Concert with Bob Hope, Jimmy Durante & Jack Benny impersonators in East Park, for dates including set-up and tear-down from August 24, 2019 to September 3, 2019, subject to coordination with the Clerk and Michigan Alliance for the PowerAde event that is typically held the 4<sup>th</sup> weekend in August. Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided in limits that satisfy the Township Attorney and Insurance provider, that park fees be waived due to the nature of the event, that the Clerk be provided all requested documents to their satisfaction, that the Concession stand sales be limited to pre-packed foods or that a solution for food sales out of the West Park Concession stand be reached through the Clerk's office, that H.E.R.O. supply additional portable toilets as well as a dumpster for the event, and that a joint meeting with Public Safety be scheduled to address any questions or concerns.**

VOICE VOTE: Ayes: 5

MOTION CARRIED

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

No update was given.

2. Grant Planning Summit – Schedule Meeting Date

**Motion by Dolan, supported by Bennett, to change the time of the Parks & Recreation Meeting on September 25, 2018, from 3 p.m. to 7 p.m. and to schedule a Grant Planning Summit to take place immediately following the regular business of the Committee.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

3. Solid Waste Challenge Grant – No update was made.

**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**

Parks Coordinator's Report dated August 23, 2018 was received and filed.

**2. Senior/Community Center Report**

Senior Center Report dated August 28, 2018 and Advisory Board Minutes for July 11, 2018 were received and filed.

**3. Park Use Requests:**

- A. Vietnam Memorial Moving Wall – Was moved up in the order on Agenda, see 8.B.

**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. Gravel Parking lot/service drive maintenance RFP – Bids sent to Administrators
4. Batting Cage, T'Ball Fencing & Field Upgrade Project – RFP to be developed
5. Sun Shade for Adult Workout Area – Pending

**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 – Approved by Township Board

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan stated the Seniors have brought up the desire for Pickleball during the Senior Advisory meetings.

Henneman stated she would be drafting a grant for the proposed safety screening for T'Ball. Dolan suggested that she contact Terry VanDoren to see what would comply with current safety standards.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 4:15 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator



Mike Dolan  
Township Clerk