



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, November 27, 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: Laura Haw, McKenna Associates

Absent: Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Auxier, supported by Koeble, to approve the agenda as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve minutes from September 25, 2018 as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Correspondence was received and filed for the following:

- Pure Dek Hockey, Inc. – Business Proposal
- Mike Levine Lakelands Trail Heritage Project Flyer – 12/11/18 at 7:00 p.m.
- MMRMA Rap Grant Award Letter – T'Ball Fencing Project

8. New Business

None

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

No update was given, other than the Heritage Project meeting on 12/11/18 at 7:00 p.m.

2. Grant Planning Summit – Recap and McKenna presentation of draft

Motion by Auxier, supported by Koeble, to recommend approval of the Master Design Plan Draft as presented, pending a follow-up meeting with Clerk and Parks Coordinator prior to its presentation in final form, to the Township Board of Trustees at their December 18, 2018 meeting at 7:00 p.m.

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 November 21, 2018 was received and filed.

2. Senior/Community Center Report

No Senior Report was made.

3. Park Use Requests:

A. Michigan Jaguar Tournament – May 10-12, 2019 – WP Blackout

Motion by Muck, supported by Bennett, to recommend approval of the 2019 Michigan Jaguar Tournament 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 Vendor Inspections by the HTFD and approval through Public Safety.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. PowerAde Tournament – Augst 23-25, 2019 – EP & WP Blackout

Motion by Dolan, supported by Auxier, to recommend approval of the 2019 PowerAde Invitational Tournament contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on 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 with no storage of any perishable food items in the stand and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable.

Event will also be subject to a meeting with Public Safety/Parks & Recreation Committee to work out the specifics regarding the Moving Wall event, and a fire inspection by the HTFD of any applicable vendors.

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. Smartwater Invitational Tournament – May 4-5, 2019 – WP Blackout

Motion by Dolan, supported by Koeble, to recommend approval of the 2019 Smartwater Invitational Tournament contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on 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 with no storage of any perishable food items in the stand and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal. A meeting with Public Safety could also be required to review plans for traffic flow and handicapped parking.

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. Gravel Parking lot/service drive maintenance RFP – Bids sent to Administrators
4. Batting Cage, T'Ball Fencing & Field Upgrade Project

Dolan reviewed the project amounts approved by the Township Board at their November 20, 2018 Meeting. The total project budget was approved at a cost not to exceed \$8,500, with the fencing contract being awarded to The Fence Spot in the amount of \$5235. The remainder of the budget will be used to purchase and install 8 aluminum player benches and gravel improvements.

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

No Committee comments were made.

12. Adjourn Meeting

Motion by Koeble, supported by Auxier, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 3:50 p.m.

Respectfully submitted,



Mike Dolan
Township Clerk