



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Wednesday, February 27, 2019
4:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 4:03 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck

Board Members Absent: Auxier

Board Member Vacancy: 1

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 Muck, to approve the agenda as presented, moving business for HERO to the top of the agenda.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Dolan, to approve the minutes from November 27, 2018 as presented.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

Motion by Koeble, supported by Dolan, to approve the minutes from January 22, 2019 as presented.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

7. Correspondence

There was no Correspondence presented.

8. New Business

None

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated that the McGregor proposal is being worked on. Bollin is seeking clarification on design standards, and once received, there will be submission of a TAP Grant.

2. Grant Planning Summit – Master Design Draft

Dolan reported that the Park & Recreation Master Design Plan for the grant process has been finalized, and projects have been selected based on what was identified during the Summit process. Projects include:

- Interior Walking Paths/Trails – New (East Park)
- Interior Walking Paths/Trails – Complete (West Park)
- Baseball Diamond Irrigation
- ADA Compliant Outdoor Restrooms/Concession Remodel
- Pickleball Courts (Senior Center)
- Age appropriate Playgrounds – Strive for Universal Design

C. Administrative Services

3. Park Use Requests:

A. HERO – 3-year Park Use Request for Hamburg Family Fun Fest – 2020, 2021 & 2022

Dolan reviewed the request.

Joanna Hardesty, HERO, addressed the committee. She stated that the fee structure was addressed in an addendum for the last festival cycle, and was tied to the approval.

Dolan stated it is not the Park Committee's position to recommend charges, and the details for the event will need to be worked out with the Township Board and Public Safety.

Motion by Muck, supported by Koebler, to recommend approval of the Park Use Application for HERO for the Family Fun Fest event for dates in 2020, 2021, 2022 as outlined in application dated 1/23/19, with the contingency that Board further defines the parameters of use including Public Safety, Fees, Layout, and that all documents be provided to the Clerk Department to their satisfaction.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates were made to the Park Use Policy, and adopted by the Board on February 19, 2019. Park Coordinator will now make updates to the internal procedures outlined in the Administrative Parks & Recreation Policies & Procedure Manual.
2. Park Fee Schedule – No update was made.

C. Administrative Services

1. Park Coordinator's Report

Parks Coordinator's Report dated February 22, 2019 was received and filed. Updated Blackout Date list was distributed.

2. Senior/Community Center Report

Senior Center Report dated February 19, 2019 was received and filed.

3. Park Use Requests:

A. HERO – Hamburg Family Fun Fest – 3-year contract – 2020, 2021, 2022 (see above)

B. PHBSA – Spring Season – April 1 to July 31, 2019

Motion by Dolan, supported by Koeble, to recommend approval of the 2019 PHBSA Spring Season contingent on the following: charges as outlined in the Park Facility Use Fee Schedule based on participant roster to be submitted, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed with Health Department.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

C. PHBSA – Tournament – May 18 & 19/June 1 & 2, 2019

Motion by Dolan, supported by Koeble, to recommend approval of the 2019 Pirate Classic Baseball Tournaments hosted by PHBSA 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 a Vendor Inspection by the HTFD.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

D. Hamburg Soccer Club – Spring Season – March 20 to July 28, 2019

Muck asked if the Insurance Certificate had been received.

Henneman confirmed it was on file for the General Liability, but the club still hasn't secured Personal Property coverage.

Motion by Dolan, supported by Muck, to recommend approval of the 2019 HCSC 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 Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

E. Warrior Rugby Club (Previously known as Dexter Rugby)

Motion by Muck, supported by Koeble, to recommend approval of the 2019 Warriors 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: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

4. **Scholarship Program** – No pending requests.

D. Special Projects

1. Batting Cage, T'Ball Fencing & Field Upgrade Project

Henneman stated benches are on order, and gravel will be purchased and installed when weather breaks.

2. Sun Shade for Adult Workout Area – Pending

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.

2. Beautification Committee – Dolan will be drafting a Memorial Bench/Tree program for the Parks, Trails and Cemetery. A bench has already been purchased to be installed along the Lakelands Trail near Winkelhaus Park.

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – No update was made.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update was made.

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 Muck, to adjourn the meeting.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1

MOTION CARRIED

Meeting adjourned at 4:34 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator