



# Hamburg Township Parks & Recreation

Hamburg Township Offices  
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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, May 28, 2019  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck, Auxier

Board Members Absent: None

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

**VOICE VOTE: Ayes: 4      Vacancy: 1**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Muck, to approve the minutes from March 27, 2019 as presented. The April 23, 2019 meeting was canceled due to lack of quorum.**

**VOICE VOTE: Ayes: 4      Vacancy: 1**

**MOTION CARRIED**

7. Correspondence

There was no correspondence presented.

8. New Business

A. 2019 Community Clean Up

Henneman announced the event is scheduled for August 17, 2019 from 9 a.m. to 4 p.m. and the Township is looking for volunteers.

9. Unfinished Business

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

Moved Park Use Reques 3.D. to the top of the agenda.

Rachel Olson, addressed the Committee. She stated her Real Estate company is partnering with Hometown Bikes and would like to host a Community Event which would allow public to “test drive” bikes. There will be ice cream distributed free of charge.

Dolan asked if there would be any other vendors present.

Ms. Olson stated just her Real Estate company and Hometown Bikes would be represented.

**Motion by Auxier, supported by Muck, to recommend approval of the Park Use Application for Arbor Move Realtors Family Bike Day – On July 20, 2019 with a rain date of July 27, 2019 to be held at the front of the West Park soccer fields and including limited use of the Lakelands trail. Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided, 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 sales be limited to pre-packed foods and beverages, and that final route be confirmed with the Park Coordinator.**

**VOICE VOTE: Ayes: 4 Vacancy: 1**

**MOTION CARRIED**

1. Iron Belle & Lakelands Trail Update

Hohl stated he is working on grants for the connector along McGregor Trail.

2. Grant Planning Summit – Master Design Draft

Henneman stated the updates requested by the State have been uploaded and are under review. A Grant Coordinator from the MDNR will be doing a site inspection on June 10, 2019 to review the project plan.

Projects include:

- Interior Walking Paths/Trails – New (East Park)
- ADA Compliant Outdoor Restrooms/Concession Remodel
- Pickleball Courts (Senior Center)
- Age appropriate Playgrounds – Strive for Universal Design
- Accessible Parking in gravel lots

**B. Township Park Use Policy/Fee/Procedures**

1. Policies & Procedure Manual – No update.
2. Park Fee Schedule – No update.

**C. Administrative Services**

**1. Park Coordinator’s Report**

Parks Coordinator’s Report from April was presented.

Dolan provided an update on the Memorial Bench program, as he has been approached for 2 of these in the past few months. A formalized program will be presented to the Board. Locations will be pre-selected by the Township.

## 2. Senior/Community Center Report

Senior Center Report from April was received and filed.

## 3. Park Use Requests:

- A. Hamburg Flyer's RC Club – Annual Park Use (Info only: Approved at TB 5/7/19)
- B. Hamburg Flyer's RC Club – Annual Air Show (Info only: Approved at TB 5/7/19)
- C. Sandra White – Youth Mission to Uganda – Scrap Metal Drive Request – Pettysville Trailhead

**Motion by Dolan, supported by Koeble, to recommend denial of the Park Use Application for Sandra White for a Youth Mission Trip to Uganda for requested dates of June 29 through 30, 2019. Reasons cited include: Over-use of gravel trail parking area and it is unclear which organization is hosting the event and who would be providing Insurance.**

**VOICE VOTE: Ayes: 4 (1 Vacancy)**

**MOTION CARRIED**

- D. Arbor Move Realtors Family Bike Day – July 20, 2019 (Rain Date: July 27<sup>th</sup>)

**Motion by Auxier, supported by Muck, to recommend approval of the Park Use Application for Arbor Move Realtors Family Bike Day – On July 20, 2019 with a rain date of July 27, 2019 to be held at the front of the West Park soccer fields and including limited use of the Lakelands trail.**

**Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided, 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 sales be limited to pre-packed foods and beverages, and that final route be confirmed with the Park Coordinator.**

**VOICE VOTE: Ayes: 4**

**MOTION CARRIED**

## 4. Scholarship Program – No changes.

Henneman requested review of flyer for Scholarship Program and to advise of any suggested changes.

## D. Special Projects

- 1. Batting Cage, T<sup>h</sup>Ball Fencing & Field Upgrade Project - Completed
- 2. Sun Shade for Adult Workout Area – Ordered

## E. Sponsorships/Volunteerism/Scholarships

- 1. Eagle Scout Project – No updates.
- 2. Commemorative Bench/Tree Program – Dolan will be drafting a Commemorative Bench/Tree program for the Parks, Trails and Cemetery. A bench has already been installed along the Lakelands Trail near Winkelhaus Park. An Adopt A Garden program is also being pursued.

## F. Signage and Community Awareness

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

## G. Risk Management (Insurance/ADA)

- 1. ADA Compliance in Parklands – No update.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan is looking into a painting contractor for the structures in the Parks that require maintenance.

Hohl stated the Park Entrance Sign (Caution) is being included in the Community Announcement sign being considered for the corner of Merrill and M-36. He will be obtaining bids.

Hohl stated there will be stump grinding along the Lakelands Trail over the next few days.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 4 Vacant: 1**

**MOTION CARRIED**

Meeting adjourned at 3:54 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator