



**Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, August 27, 2019  
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:01 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier  
Board Members Absent: Muck  
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 Dolan, supported by Koeble, to approve the agenda including: filling vacant Parks & Recreation Committee Member space and Soccer updates.**

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

6. Approval of the Minutes

**Motion by Koeble, supported by Auxier, to approve the minutes from July 30, 2019 as presented.**

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

7. Correspondence

Dolan distributed resident letter listing concerns about the Helicopter Rides being offered during the H.E.R.O. Moving Wall Event. Dolan stated he will follow up with H.E.R.O. to address the concerns.

8. New Business

- A. Soccer Update – Dolan stated that PCS will have a few teams on Merrill Fields for the fall soccer season. Field assignments will be coordinated with the other user groups who have also been granted use.
- B. Park & Recreation Committee member vacancy – Dolan stated that he spoke to the Athletic Director, Brian Wardlow, about the vacancy, and it was suggested that a High School athlete could serve as a member on an annual basis. Dolan will work with the schools to finalize that process and we should have a member by the next meeting.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated that he is waiting on a price from Livingston County Road Commission for McGregor Road project.

2. Grant Update – MNRTF & Passport Grant Submissions

There was no update.

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

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Proposed draft presented for discussion

Duffany and Henneman presented a draft fee schedule for both the Parklands and event fees for Public Safety. Discussion took place with committee and changes to the fees were proposed. Henneman will make changes and present a final fee schedule at the next Parks & Recreation meeting for their recommendation to Public Safety, who can then make recommendation to the Township Board. Changes included: Medium Hazard \$300 ½ Day, \$600 Full Day, and High Hazard \$600 ½ Day, \$1,200 Full Day.

Discussion took place regarding the PowerAde Tournament that took place over the past weekend. Once Duffany reviews the drone footage, he will be making a full report. It has been determined that numbers were close, if not over, the 10,000 range and that parking assistance and signage, provided by the applicant, was inadequate. Based on the parking space study, capacity for the park is about 3,500 based on legal parking spaces and an average of 5 passengers per vehicle. Limiting future events to the soccer fields proper may be a viable solution, as events on both sides happening simultaneously is an issue, especially if the applicant is ill-prepared to handle the vehicular and pedestrian traffic. It was mentioned that planning for this event should start include Public Safety discussion much sooner than in years past. Discussion should also include the number of teams anticipated on our fields.

**C. Administrative Services**

1. **Park Coordinator's Report**

Parks Coordinator's Report was received and filed.

2. **Senior/Community Center Report**

Senior Center Report was received and filed.

3. **Park Use Requests:**

None

4. **Scholarship Program** – No changes

**D. Special Projects**

1. Sun Shade for Adult Workout Area – Installation has been completed and Dolan has called for the final inspection by the Livingston County Building Department. Dolan stated that Mr. Atwood has expressed interest in moving forward with Phase 2 of this project, which will include an “obstacle course.”
2. Park Entrance Sign Replacement - Caution/Entry Sign replacements have been installed on Merrill Road.
3. Engineered Wood Fiber in Playgrounds – Parks Coordinator will be looking into pricing and scheduling best time for delivery.
4. Community Clean-Up Event – Dates are being discussed for 2020 Event.

**E. Sponsorships/Volunteerism/Scholarships**

1. Eagle Scout Project – No update was made.
2. Beautification Committee – Adopt a Garden draft was distributed and discussed. Final version will be presented next month at the Parks meeting.

Dolan gave an update on the bench program.

**F. Signage and Community Awareness**

1. Entrance Signs/Park Rules/Way-finding Signs – Caution/Entry Sign replacements have been installed on Merrill Road.

**G. Risk Management (Insurance/ADA)**

1. ADA Compliance in Parklands – No update was made. Materials and procedures are being developed.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Koeble stated she would like to look into installing a Welcome sign at the Hamburg Township line along Strawberry Lake Rd.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 3      Absent: 1 (Muck)      Vacancy: 1**

**MOTION CARRIED**

Meeting adjourned at 3:45 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator