



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, October 29, 2019
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: Dolan, Koeble, Auxier, Muck

Board Members Absent: None

Board Member Vacancy: 1

Also Present: Thelma Kubitskey, Accounting Director and Deby Henneman, Parks Coordinator

Dolan stated the Pinckney Community Schools Athletic Department is still looking for an appropriate candidate for the Committee and they will notify him when one has been selected.

4. Call to the Public

Gene Doncea, Hamburg RC Flyer's Club, addressed the Committee. He requested open discussion regarding the Park fees.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve the minutes from September 24, 2019 as presented.

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

7. Correspondence

There was no Correspondence.

8. New Business

There was no New Business.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There was no trail update.

2. Grant Update – MNRTF & Passport Grant Submissions

Henneman reported the supplemental information has been sent for both the Trust Fund and Passport Grants, and grant announcements will be in December 2019.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Open discussion took place regarding the Park Facility Use Fee Schedule and the proposal that was presented by the Parks Coordinator.

Gene Doncea, Hamburg RC Flyer's, voiced his concerns with the amount per day being proposed for their use. He states that the club maintains the Liability Insurance for the specialized use, as well as the airfield which is open to the public. He stated that visitors who wish to use the facility can come as a guest a few times before formally becoming a member to be covered under their Liability Insurance. He stated that members are not charged to participate, and an increase in fees will put them out of business.

Discussion took place regarding the existing user groups and their role in the maintenance of the sports fields. Generally the fields are only maintained by the groups during their seasonal use, after which they are not lined, chalked or leveled. The Township cuts the grass, empties garbage and provides portable toilets, anything beyond that will need to be supplied by the group using the fields. The Township does not have its own supplies, so the groups would need to bring their own, or contact the "recognized group" for its assistance. Discussion touched on what would be needed to support no fees being charged to our "partnering/recognized groups" in way of a contract, based on the fact that they provide in-kind services. The in-kind services will also need to be tracked more regularly in the future, as any investment in the park becomes the property of the Township and requires to be included in the audit. Clubs will have to be better about submitting receipts in the future, especially if their fees are waived due to their investment.

Muck stated that the City of Novi signs annual contract with their regular users, which offer a flat annual rate, however, they provide the maintenance.

Committee suggested the Park Coordinator rework the Fee Schedule to show either a \$0 or reasonable flat rate per year charge based on a 5-10 year average, with the idea that the groups would be signing an annual or multi-year contract based on the use. For all other users, the flat rate per field at \$25.00 for 2-hour block was deemed reasonable based on the cost comparison the Parks Coordinator presented. The proposed fees for events were also more in line with what would be reasonable with the inclusion of the Public Safety fees which will be charged separately.

Coordinator will have revised proposal for action for the November meeting, with the intent of getting the changes to the Township Board in December. Fees proposed to go into effect January 1, 2020.

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. Adult Work Area – Phase 2– Pending
2. Engineered Wood Fiber in Playgrounds – Installed
3. Community Clean-Up Event – Scheduled for April 25, 2020.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.
2. Beautification Committee – Newsletter with meeting date will be sent out for AB Committee, and anyone interested in being on the mailing should contact clerk@hamburg.mi.us.

Dolan gave an update on the bench program.

Hardesty asked if garden adoptions required the residents to be part of the AB Committee.

Henneman stated taking part in the program didn't require participation with the Committee.

Motion by Koeble, supported by Auxier, to recommend to the Township Board approval of the Adopt-A-Garden program as presented.

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

F. Signage and Community Awareness

There were no updates.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

Gene Doncea, Hamburg RC Flyer's, addressed the Committee. He stated the Flyer's field coated fencing has a lot of damage from the lawnmower catching it and their club doesn't have enough money to fix it. He is hoping the Township can help fund the materials, and their club could provide the labor on installation.

Muck suggested that something at the bottom be installed to keep the fencing taunt to help prevent future damage.

Doncea stated that the club weed whips and maintains a 6" barrier on either side of the fencing so that Grounds doesn't need to get so close to the fence. He stated that their club cut the grass for years, and because it is a low priority for the Township, he suggested that if it helped they could do it again.

Dolan requested that the Flyer's Club submit some quotes from the Fence Spot for replacement material, along with their suggested solution for securing the bottom of the chain link. He will speak to the Building & Grounds staff about the mowing. The topic will be added to the November Parks and Recreation Committee meeting for action. The topic of hiring a designated person for Parks Maintenance will also be added to the agenda at the Clerk's request.

11. Committee Comments

There were no Committee comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

Meeting adjourned at 4:30 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator