



# Hamburg Township Parks & Recreation

Hamburg Township Offices  
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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, January 21, 2020  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:07 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: Mougrabi

Board Member Vacancy: 1

Also Present: Deby Henneman, Parks & ADA Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Dolan, supported by Auxier, to approve the agenda with the addition of Park Use Applications for the PowerAde and Smartwater Tournaments and a Closed Session item for Land Acquisition.**

**VOICE VOTE: Ayes: 4      Absent: 1 (Mougrabi)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Auxier, to approve the minutes from November 26, 2019 as presented.**

**VOICE VOTE: Ayes: 4      Absent: 1 (Mougrabi)**

**MOTION CARRIED**

7. Correspondence

There was no correspondence.

8. New Business

**A. 2020 Meeting Date Calendar**

**Motion by Dolan, supported by Koeble, to approve the Parks & Recreation Calendar of Meeting dates, changing the February 2020 meeting from the 25<sup>th</sup> to the 18<sup>th</sup>, and with the understanding that any requests by the public for evening meetings will be accommodated.**

**VOICE VOTE: Ayes: 4      Absent: 1 (Mougrabi)**

**MOTION CARRIED**

**B. Bylaw Changes – Information**

Dolan reviewed the Parks & Recreation Bylaw changes, which allows for one member-at-large to be a student athlete assigned by the Athletic Director at Pinckney Community Schools. Bylaws were approved by the Township Board and were received and filed by the Parks Committee.

**C. Closed Session – Property Acquisition**

**Motion by Dolan, supported by Koeble, to go into Closed Session to discuss Land Acquisition.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)**

**MOTION CARRIED**

Opened Closed Session: 3:14 p.m.

Ended Closed Session: 3:50 p.m.

**Motion by Auxier, supported by Muck, to support the proposal for Land Acquisition as presented by the Clerk, and to direct him to recommend the proposal to the Township Board.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)**

**MOTION CARRIED**

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There were no updates.

2. Grant Update – MNRTF & Passport Grant Submissions

There were no updates.

3. Ralph C. Wilson, Jr. Legacy Funds Grant Submission

Henneman reported that a grant for the Hamburg Township Outdoor Basketball and Seasonal Ice Rink Project has been submitted. Grant awardees are notified in mid-May and announcements are made in June 2020.

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

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Approved and posted

3. Senior/Community Center Application - Updated

**C. Administrative Services**

1. **Park Coordinator's Report**

Parks Coordinator's Report for January 2020 was received and filed.

2. **Senior/Community Center Report**

Senior Center Report for January 2020 was received and filed.

### 3. Scholarship Program

Brochure reminding User groups of program was sent.

### 4. Park Use Requests:

#### A. Michigan Jaguar Soccer Tournament – May 8-10, 2020

Motion by Muck, supported by Auxier, to recommend to the Township Board that the Park Use Application for the Michigan Jaguar Tournament, dates May 8-10, 2020, be approved as submitted with the following conditions: that after their review of the information, a recommendation from Public Safety Committee be sent to the Township Board, which is to include the assigned Event Category and Hazard Level to determine pricing. Other contingencies are as follows: a Certificate of Insurance naming Hamburg Township as Additional Insured shall be provided, the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on Public Safety's category recommendation, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages, 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 post event debrief will take place at the Public Safety meeting following the event, and a follow-up report will be made to Parks and Recreation.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

#### B. Smartwater Tournament – May 2-3, 2020

Motion by Dolan, supported by Koeble, to recommend to the Township Board that the Park Use Application for the Smartwater Tournament, dates May 2 & 3, 2020, be approved as submitted with the following conditions: that after their review of the information, a recommendation from Public Safety Committee be sent to the Township Board, which is to include the assigned Event Category and Hazard Level to determine pricing. Other contingencies are as follows: a Certificate of Insurance naming Hamburg Township as Additional Insured shall be provided, the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on Public Safety's category recommendation, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages, 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 post event debrief will take place at the Public Safety meeting following the event, and a follow-up report will be made to Parks and Recreation.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

#### C. PowerAde Tournament – August 22-23, 2020

Motion by Muck, supported by Dolan, to recommend to the Township Board that the Park Use Application for the PowerAde Tournament, dates August 22 & 23, 2020, be approved as submitted with the following conditions: that after their review of the information, a recommendation from Public Safety Committee be sent to the Township Board, which is to include the assigned Event Category and Hazard Level to determine pricing as well as a determination if the event can be held in both East and West parks. Other contingencies are as follows: a Certificate of Insurance naming Hamburg Township as Additional Insured shall be provided, the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on Public Safety's category recommendation, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages, 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 post event debrief will take place at the Public Safety meeting following the event, and a follow-up report will be made to Parks and Recreation.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

5. **Scholarship Program** – No changes

**D. Special Projects**

1. Adult Work Area – Phase 2– Pending
2. Equipment upgrade in Playgrounds – Pending
3. Community Clean-Up Event – Scheduled for April 25, 2020 – 9 a.m. to 3 p.m.

**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](mailto:clerk@hamburg.mi.us).

**F. Signage and Community Awareness**

There were no updates.

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

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

Meeting adjourned at 4:23 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator