



Hamburg Township Parks & Recreation

Hamburg Township Offices
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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Small Conference Room
Tuesday, February 18, 2020
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, Mougrabi

Board Members Absent: None

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Dolan, supported by Auxier, to approve the minutes from the January 21, 2020 Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Motion by Dolan, supported by Koeble, to receive and file minutes from the January 21, 2020 ABC Committee Meeting as presented.

VOICE VOTE: Ayes: 5

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

Hohl stated that the topic will be discussed at the Strategic Planning session in March. Should the board decide to proceed, public information meetings will be scheduled. He also reported that the portion of the Lakelands Trail that connects with the Hamburg Township border will be completed this spring, and will extend to US 23.

2. Grant Update – MNRTF & Passport Grant Submissions

There were no updates.

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

Henneman reported that our grant is pending, and awardees are notified in mid-May and public 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 Fee Schedule - Pending

C. Administrative Services

1. Park Coordinator's Report

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

2. Senior/Community Center Report

Senior Center Report for February 2020 was received and filed.

3. Scholarship Program

Brochure reminding User groups of program was sent.

4. Park Use Requests:

A. PHBSA Spring Season – April 1 to July 31, 2020

Motion by Dolan, supported by Koeble, to recommend approval of the application from the PHBSA as submitted, contingent on 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 by PHBSA with the Health Department and proper documents are submitted.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. Warrior's Rugby Spring Season – March 1 to May 31, 2020

Motion by Dolan, supported by Auxier, to recommend approval of the application as submitted, with the contingency 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, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. HCSC Spring Season – March 20 to July 28, 2020

Motion by Dolan, supported by Mougrabi, to recommend approval of the application as submitted, with the contingency 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. Additional contingency requires that the applicant be made aware that their Personal Property is not covered by the Township, that user is required to remove or repair all goals/nets in West Park and clean the Concession stand to the satisfaction of the Parks Coordinator and Clerk's Department. All clean-up shall take place by the date of the Township Community Clean-Up, April 25, 2020, at which time dumpsters will be available for community use.

VOICE VOTE: Ayes: 5

MOTION CARRIED

D. HPYFA Fall Season – August 10 to October 31, 2020

Motion by Mougrabi, supported by Auxier, to recommend approval of the application as submitted, with the contingency 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 use of the concession stand (if requested) be limited to pre-packaged foods and beverages only, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

E. Kensington Woods Home Games – April 20, 22 & 29, 2020

Motion by Muck, supported by Auxier, to recommend approval of the application as submitted, with the contingency 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 use of the concession stand (if requested) be limited to pre-packaged foods and beverages only, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

F. PHS Cross Country Meet – October 17 & 18, 2020

No action taken, application was not submitted.

Dolan left and requested that Muck complete Chairing the remainder of the meeting – 3:55 p.m.

5. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– No updates.

2. Equipment upgrade in Playgrounds – Henneman stated upgrades are anticipated, and will be scheduled once the Playground Inspections have been received. She stated that she will be working with Building & Grounds on a maintenance program for the future which will include weekly safety inspections.

Muck stated that there will be Playground Maintenance Technician Training sessions in Novi on August 13 & 14, 2020, and recommends that a couple staff members attend. Training will focus on a maintenance perspective and isn't as intense as the Certified Inspector program.

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.

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: 5

MOTION CARRIED

Meeting adjourned at 4:10 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator