



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Small Conference Room
Tuesday, June 23, 2020
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, 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 Dolan, supported by Koeble, to approve the agenda as presented, moving Park Use Application for HAACH up on the agenda.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Muck, to approve the minutes from the May 26, 2020, Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

There was no correspondence.

8. New Business

Covid-19 Update – Dolan stated staff has returned, and the Township is conducting in person meetings with required social distancing and the request that all visitors and committee/board members wear masks in common/public areas of the building.

Henneman reviewed memo dated June 5, 2020 regarding invoices that require action due to Covid-19 shutdowns.

Motion by Dolan, supported by Muck, to approve the Park Coordinator recommendation to cancel all invoices for users who were unable to access the fields for their approved events due to Covid-19 related shutdowns based on Executive Orders from the State, and as outlined in her memo dated June 5, 2020. There is to be no waiver for any future events, unless said events are unable to take place due to Covid-19 related shutdowns. Also, the Parks Committee directs the Park Coordinator to include language to allow for Administrative processing of refunds in the future event cancellations due to acts of God at the discretion of the Clerk staff, and return draft language to the Parks Committee for approval and inclusion in the Park & Recreation Policies and Procedure Manual.

VOICE VOTE: Ayes: 5

MOTION CARRIED

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There were no updates on the Trail.

2. Grant Update – MNRTF & Passport Grant Submissions

There were no updates on the Trust Fund & Passport grants.

3. Ralph C. Wilson, Jr. Trail Maintenance Grant Submission

Dolan reported that the grant for the Hay Creek Bridge Project has been awarded and the formal announcement will be made in July 2020.

4. AARP Community Challenge Grant Submission

Award is pending and will be announced July 2020.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule & Changes to the Senior/Community Center Application and Rules & Regs

Motion by Auxier, supported by Muck, to recommend to the Township Board adoption of the updated Senior/Community Center Use Application and Rules & Regulations for Use as well as the updates to Appendix C – Parklands and Community Center Use Fee Schedule as presented in the packet

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. Administrative Services

1. Park Coordinator's Report

Parks Coordinator's Report for June 2020 were received and filed.

2. Senior/Community Center Report

Senior Center Report for June 2020 were received and filed.

3. Scholarship Program

No updates.

4. Park Use Requests:

- A. Individual Park Uses – Verbal Report
- B. Livingston Christian High School – Soccer Field Use Request

Motion by Dolan, supported by Auxier, to recommend approval by the Township Board of the Park Use Application for Livingston Christian School Varsity Soccer, dated 6/17/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- C. HAACH (Homeschool Sports) – Soccer Field Use Request

Motion by Auxier, supported by Koeble, to recommend approval by the Township Board of the Park Use Application for HAACH Varsity, JV and JH Soccer, dated 6/17/20, with contingencies to require Certificate of Insurance be updated to name Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- D. Jaguar United Invitational – Soccer Tournament – September 25 – 27, 2020

Motion by Muck, supported by Auxier, to recommend approval by the Township Board of the Park Use Application for Jaguar United Invitational dated 6/15/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields, and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- E. Hamburg Flyer's Airshow – August 8th, 2020

Motion by Dolan, supported by Koeble, to recommend approval by the Township Board of the Park Use Application for Hamburg Flyers RC Club dated 4/13/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that the Clerk Department be provided all requested documents to their satisfaction, and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

F. Hamburg Flyer's Annual Use

Motion by Dolan, supported by Mougrabi, to recommend approval by the Township Board of the Park Use Application for Hamburg Flyers RC Club dated 4/13/20 for their Annual park use, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction, subject to blackout dates and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

5. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– No updates.
2. Equipment upgrade in Playgrounds – No updates.
3. Community Clean-Up Event – Postponed.
4. Project List – No updates.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No updates.
2. Beautification Committee – No updates.

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

Henneman suggested that Community Clean-Up not be rescheduled for 2020 and to wait until April 2021.

Committee agreed that Community Clean-Up should be canceled all together.

12. Adjourn Meeting

Motion by Auxier, supported by Koeble, to adjourn the meeting.
VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:17 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator